March 2026

CampusOptics Guidance Document – Hazardous Material Inventory

What chemicals should be included in the CampusOptics Inventory system?

Any chemical with an NFPA rating of a 2 or above **must** be included in the inventory. If a chemical has any GHS pictogram or the NFPA diamond on the chemical contains a "2" in any section, it should be added to your chemical inventory in most cases.

Excluded items:
The following items are not required to be included in the CampusOptics inventory system:

- Consumer products, including cleaning agents (excluding chlorine bleach, which should be listed on inventory)
- Materials to be expended within 1-2 days (e.g., working solutions)
- Radioactive materials
- Biohazardous materials
- Culture media, agar, and broth
- Latex paint
- Printer inks and toner
- Microorganisms
- Research samples
- Oil (depends on quantity and if SDS lists a rating of 2 or more).

1. Access the system at https://odu.campusoptics.com
    a. Use the email / password created from the Invitation email (from CampusOptics).
    b. If you did not receive the invitation email, and/or are unable to login, submit the following to ehsdept@odu.edu:
        i. Name
        ii. Email
        iii. Location (Bldg & Rm number)

2. Click "Campus" on the left-hand side menu.
    a. Under "Buildings", you will see all buildings that house spaces you have been assigned to.
        i. Clicking on a building will display its location on a campus map and additional building information.
    b. Under "All Spaces", you will see the laboratories (or rooms within laboratories) that you have been assigned to.

i. Clicking on a space will display an overview of the location and safety information, as well as the current inventory amount and assets. You may also view the members assigned to this space.

The "Create a door sign" option is not currently in use. Please continue to use the Laboratory Door Sign Request form on the EHS website.

3. Maintain Chemical Inventory

a. Click "Chemical" on the left-hand side menu.

b. Under "Containers", you will see the chemicals in your assigned inventory.

i. Clicking on a container will display the item location, amount, manufacturer, classification, and safety data sheet.

ii. To edit container information, click the "Actions" drop down menu and select "Edit Details".

c. Under "Types", you will see ALL chemical types at the university listed. To search for a particular chemical, type the name or CAS number into the search bar.

i. Clicking on a chemical type will display basic information and safety data, as well as links to associated safety data sheets.

ii. If the chemical type is not listed, please send an email to ehsdept@odu.edu with the following information:

1. Chemical Name
2. CAS Number
3. Chemical phase (Liquid/Solid)
4. Manufacturer.
    a. Once the TYPE has been created, EHS will email you to let you know you can now add the container(s) to your inventory.

d. **To Verify Inventory:**

i. Click "Chemical" on the left-hand side menu, then click "Containers" to view your assigned inventory.

ii. Click on the container (or select multiple containers) that you would like to verify.

iii. Click the "Actions" drop down menu and select "Verify Container(s)".

iv. Type in your name as the "Contact".

v. Click "Update Container(s)"

e. **To Add a New Container:**

i. Click "Chemical" on the left-hand side menu, then click "Containers" to view your assigned inventory.

ii. On the top right-hand corner, click "New Container".
iii. Search for chemical type using the CAS number or chemical name.
iv. Scroll down to find the correct chemical type *(if the chemical type needed is not listed, refer to Step 3.b.ii to have a new type added.)*
v. Complete the Basic Information, Location, and Custom Fields (as applicable).
vi. Click "Create Container".

f. **To Remove a Container:**

i. Click "Chemical" on the left-hand side menu, then click "Containers" to view your assigned inventory.
ii. Click on the container you would like to remove from your inventory.
iii. Click the "Actions" drop down menu and select "Delete Container".

4. Transfer / Request Chemicals

The "Transfer" option allows users to move or request chemical containers to other labs. This option allows the department to better utilize resources and reduce unnecessary hazardous waste.

a) Click "Chemical" on the left-hand side menu
b) Click on "Transfers"
c) Top Right, click on "New Transfer Request"
d) Under TYPE, enter what you're searching for and select from choices.
e) Fill out form for Desired amount and Unit.
f) Click "Search Containers"
g) If item is found, it will display a Contact. Select the Contact of your choice.
h) Click "Finalize Request" to send the transfer request.

For Questions or Assistance, contact the Environmental Health & Safety Office at (757) 683-4495 or EHSdept@odu.edu.