

## 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 [www.odu.campusoptics.com](http://www.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](mailto: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](mailto:ehsdept@odu.edu) with the following information: Chemical Name, CAS Number, chemical phase (Liquid/Solid), manufacturer.
- 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 “Remove Container”.
- iv. *Note: This container will be removed from your assigned inventory under “Containers”. Removed containers can be viewed by applying filters to “Include Removed Containers”.*

**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](mailto:EHSdept@odu.edu).**