August 24, 2023

CampusOptics Guidance Document – Hazardous Material Inventory

1. Access the system at 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

        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 continnntd tn us (l)-
        _____ form on the EHS website.

3. Maintain Chemical Inventory

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

    b. 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: Chemical Name, CAS Number, chemical phase (Liquid/Solid), manufacturer

    c. 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".

d. To Verify Inventory:

        i.   Click "HazMat" on the lefthand 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 "HazMat" on the lefthand side menu, then click "Containers" to view your assigned inventory.
        ii.   On the top right

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