

**T**he Risk & Safety Solutions (RSS) application is USC's new tool for managing your lab's chemical inventory, inspections, hazardous waste disposal and more!

## CHEMICAL INVENTORY PROCESS OVERVIEW

A USC EH&S chemical inventory specialist will contact your lab to schedule a time to conduct a physical inventory of chemicals in your lab and storage spaces. Chemicals will be logged and barcoded into RSS with using an RFID barcode ("tag").

Receives RFID tag:	Exempt from RFID tags:
<ul style="list-style-type: none"> <li>Stock containers</li> <li>Novel compounds <math>\geq 10</math> g./10 ml and intended for storage for more than one year</li> </ul>	<ul style="list-style-type: none"> <li>Mixtures</li> <li>Dilutions</li> </ul>

## PREPARE FOR CHEMICAL INVENTORY PROCESS

To prepare your lab for initial physical inventory:

- Segregate expired and/or unwanted chemicals for disposal.
  - Contact [hazmat@usc.edu](mailto:hazmat@usc.edu) for large scale disposals (> 30 chemical containers).
- Request a hazardous waste pickup: <https://ehs.usc.edu/hazmat-mgmt/request-a-hazardous-waste-pickup/>.

## MAINTAIN YOUR CHEMICAL INVENTORY

PIs and their research groups are responsible for ongoing maintenance of their inventory and spaces in RSS. This includes:

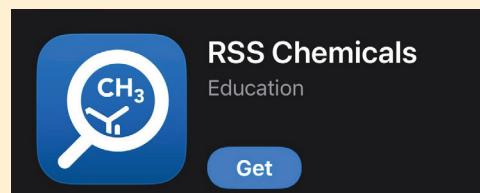
- Adding new chemical containers and affixing barcode
- Removing used chemical containers
- Adding or removing *Sublocations* as necessary
- Submitting waste requests via RSS WASTE module (see below for instructions)

## SUBMIT HAZARDOUS WASTE PICKUP REQUEST

- Log into RSS, navigate to the WASTE app from the main navigation
- Create a New Tag, filling in the details about your waste
- Add details about chemical constituents by searching and clicking the "+" button (must add up to 100%)
- Select a Status from the dropdown. Hint: For accumulation, select "In SAA." Select "Ready For Pickup" to notify Hazmat that the container is ready to be removed from your lab.
- Click "Save" or "Save and Print" to download a pre-populated waste label
- From the View My Tags page, click the down arrow to mark your waste as "Ready for Pickup." A notification will be sent to USC EH&S Hazmat staff

## WHAT I NEED TO DO

- Log into [RSS web application](#) with my USC Net ID.
- Download the **RSS Chemicals** mobile app for iOS or Android.
- Manage my chemical inventory regularly (daily, weekly) after EH&S' initial inventory.
- Contact EH&S ([ehs@usc.edu](mailto:ehs@usc.edu)) if I have any questions.



## OTHER LAB MANAGEMENT FEATURES

Also use RSS to manage your lab's:

- Lab Hazard Assessment (LHAT)
- Laboratory Door Signs

## GROUPS AND PERSONNEL

- Each laboratory is set up as a *Group*. Click on your Profile to manage Members and Locations.
- A member designated as a *Delegate* has many of the same function as the PI. Most often this is a lab manager. A Delegate can:
  - Edit lab personnel and locations.
  - Create a *Lab Hazard Assessment* (but not certify).
  - Receive Inspection report notifications to resolve findings.
  - Create, add, edit, share, and transfer inventory.

NOTE: EH&S will set up your Group. You do not need to create one for your lab.

**QUESTIONS?** Contact EH&S at [ehs@usc.edu](mailto:ehs@usc.edu).

