Sharing Chemicals Guide

Log in to RSS Chemicals

1. Log in to https://app.riskandsafety.com/
2. Select **Apps** in the top menu
3. Choose **Chemicals**

Requesting Chemical Containers

RSS Chemicals provides the ability to share chemicals across inventories within your organization. If the chemical is available in your organization, you can request a checkout or a transfer of containers to your inventory.

1. From the Chemicals homepage, select **Search Chemicals**
2. Select **Inventory** at the top left of the search field to change the search filter
3. Choose **Campus** to search for all the chemicals used in your organization. If you have colleagues set up, you can also choose **Colleagues** to search for chemicals in your colleagues' inventory
4. Enter the name of the chemical in the search field
5. Select the name of the chemical from the results
6. Under the “Request” section, select the checkbox next to **Campus/Colleague Request**
7. Enter a message. This message will appear next to your request
8. Select **Send**

After your request is sent, inventories who have the chemical will receive a pending request notification on their Chemicals homepage. You will receive an email notification once your request is complete.

Shared Chemicals

From the Chemicals homepage, select **Share Chemicals** to view the status of your chemical requests.

- Pending Requests
    - Displays a list of Chemical requests, including requests sent and requests received
    - To cancel or ignore a request, select the three-dot menu and select **Cancel/Ignore Request**
- Checked Out

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    - Displays a list of Chemicals in your inventory that you checked out to another inventory
- Borrowed From
    - Displays a list of your borrowed Chemicals from another inventory

Checking Out Containers

When a request is submitted to all campus inventories, you will receive a pending request notification on your Chemicals homepage. You can ignore the request or check out the chemical to the requestor.

1. From the Chemicals homepage, select **Share Chemicals**
2. Under “Requests Received” section, select the chemical name
    a. Note: To ignore the request, select the three-dot menu and choose **Ignore Request**
3. Scroll to your containers and identify the containers you wish to share
4. Select the three-dot menu next to the container
5. Choose **Checkout**
6. Select who to check out the container to
7. Select **Checkout** to confirm

Returning Containers

Once the borrower returns the chemicals, the containers must be returned to the original inventory.

1. From the Chemicals homepage, select **Share Chemicals**
2. Choose **Checked Out**
3. Select the three-dot menu next to the returned container
4. Select **Returned**

If you have not received the containers back, you can send a recall email to the borrower by selecting **Send Recall Email.**

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Transferring Chemicals

Transferring the chemical containers is another way to share your chemicals with another inventory. Unlike checking out, you will not be able to recall the chemical. Transferring will remove it from your inventory and move it into the inventory you are transferring to.

1. From the Chemicals homepage, select **SearchChemicals**
2. Search to find the container you wish to transfer
3. Select the three-dot menu next to the container
4. Choose **Transfer**
5. A “Transfer Queue” sidebar will appear to show which containers are in queue for transfer. To add another container to the queue, select the bidirectional arrow icon next to the container
6. When your queue is ready, select **Transfer**
7. Enter the name of the inventory who requested the chemical
8. Choose the inventory from the search results
9. Select **Confirm Transfer** to complete the transfer

The containers will appear under the “Outgoing” tab on your “Pending Transfers” page (located on the Chemicals homepage). Once the receiving inventory accepts the transfer, the containers will disappear.

Accepting a Transfer

When a transfer is initiated, the receiving inventory accepts the container to complete the transfer. Until the transfer is accepted, the container will not be added to the receiving inventory.

1. From the Chemicals homepage, select **Pending Transfers**
2. Select a location for the container
3. Select the checkbox next to the containers you wish to accept
4. Select **Accept Transfer**

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