

CampusOptics Quick Start Guide

CampusOptics is UAH's platform for managing all aspects of laboratory and facility safety and compliance. It creates a single location for chemical inventories, safety data sheets, hazardous waste management, and inspection information.

Key features include:

- *Hazardous Waste Management* – create labels and submit pickup requests
- *Chemical Inventory & SDSs*– easily manage your chemical inventory and track chemical containers
- *Inspections & Issues* – All OEHS inspections are conducted in CampusOptics and any deficiencies will be tracked and managed in this system.
- *Document Storage* – OEHS uploads all EHS related documents we receive from groups on campus into CampusOptics to keep data in an easily accessible location.
- *Mobile Access* – The CampusOptics app allows you to resolve inspection issues, submit hazardous waste pickup requests, and view and update chemical inventory.

Get Started

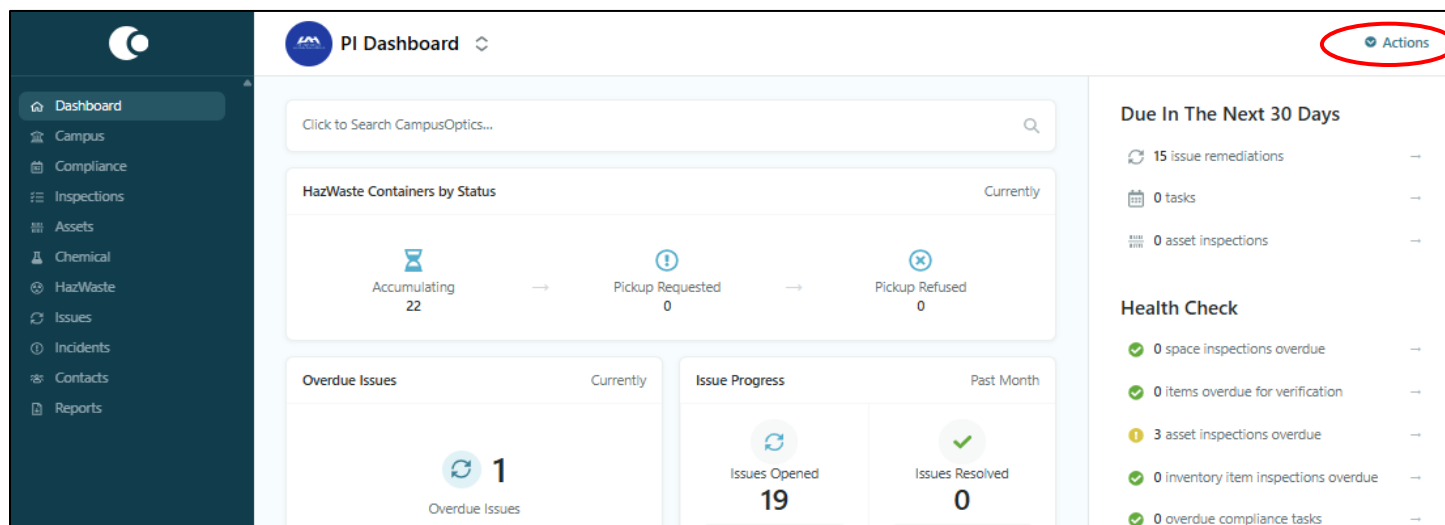
To view spaces (lab, machine shop, studio, etc.) you're associated with, sign in to CampusOptics by going to:

uah.campusoptics.com

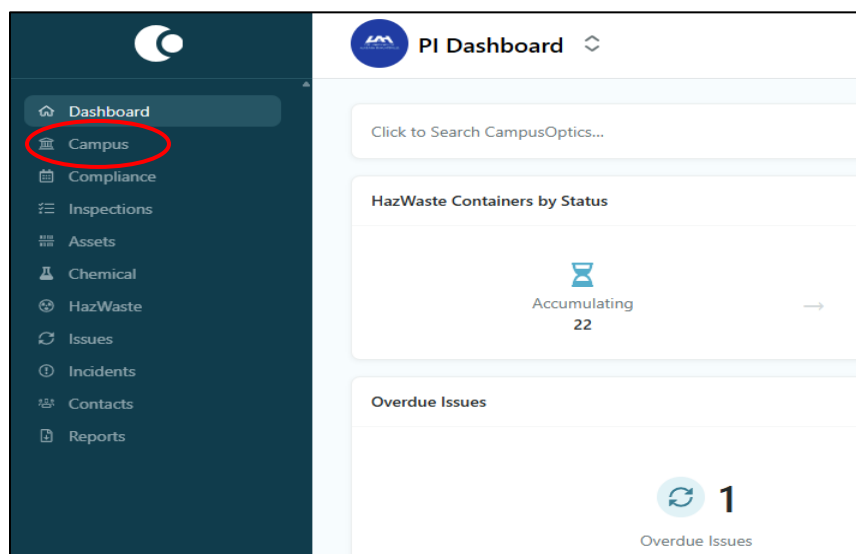
Download the CampusOptics app and enter **uah** as the URL when prompted.



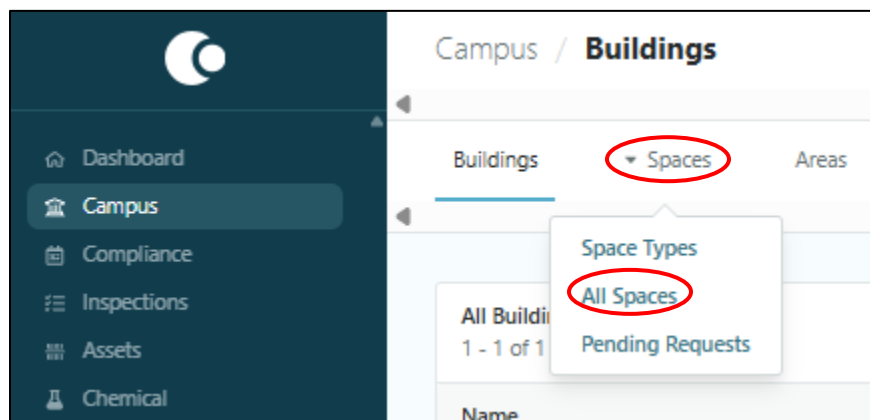
Once signed in you will see a Dashboard with a sidebar on the left. The Dashboard contains information about all the spaces you've been assigned and gives real-time visibility into health, safety, and environmental compliance data. The Dashboard can be customized to include additional data views by clicking the Actions dropdown on the top right of the page.



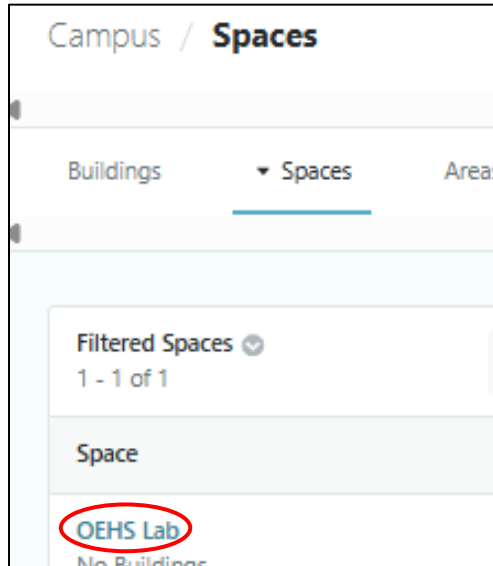
To view more detailed information about assigned lab space(s) click Campus on the sidebar.



Click Spaces, and use the dropdown menu to select All Spaces. This will show you all the spaces you've been assigned.



Clicking on the name of a space on the All Spaces page will take you to the Overview for that space.



The Overview page is where you can view chemical inventories, inspections, issues, and more granular data about individual labs.

- 1 This section is where you can edit the members of the laboratory, view chemical threshold amounts, view past and future inspections, and upload SOPs.
- 2 The folder icon is where you can view documents and notes that OEHS has uploaded, and also upload documents yourself.
- 3 You can click on any of these boxes to view more in depth data on each of these areas.
- 4 This section contains hazard information based on the chemical inventory of the space.
- 5 This section is where you can regenerate your door sign if the chemical inventory in the space has changed.

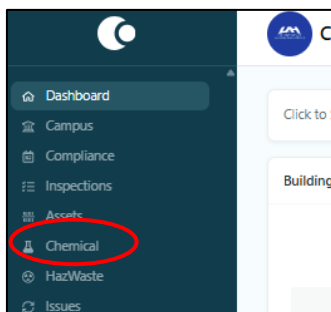
Membership Management

PIs and Lab Managers are able to remove people from their spaces, but if a new person needs to be added to a space direct them to use the [CampusOptics Access Request Form](#) so OEHS can assign the correct roles and permissions for their needs.

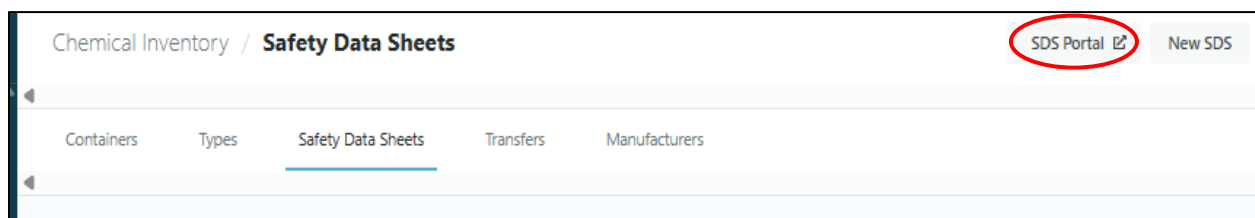
Safety Data Sheets

You can view the Safety Data Sheet Library by:

1. Click Chemical on the sidebar on the Dashboard page



2. Select Safety Data Sheets at the top of the page, then click SDS Portal on the top right of the page.



A CampusOptics account is not required to view the SDS library. It can be accessed from the OEHS website, Lab Door Signs and wall postings, and also by scanning the QR code below.

uah.campusoptics.com/sds

