



CampusOptics

Reference Guide

Version 1. 1/13/2026

PURPOSE:

CampusOptics is a cross-functional EH&S platform designed specifically for institutions of higher education to support and enhance safety culture. The CampusOptics platform provides a wide range of features as detailed in this reference guide.

KEY FEATURES:



Access & Permissions



Chemical Inventory Management



Asset Tracking



Safety Inspections

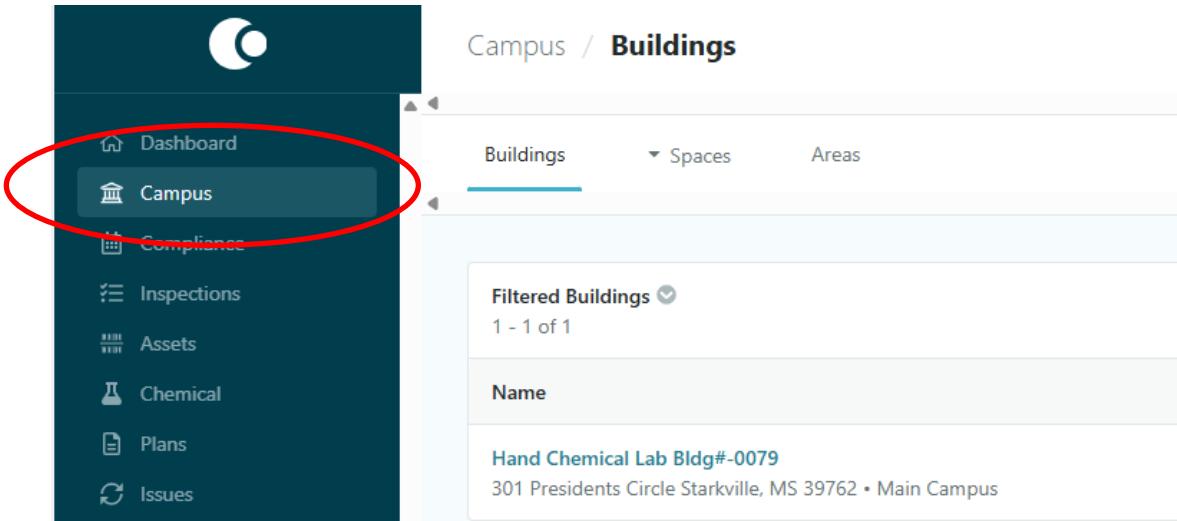


ACCESS & PERMISSIONS:

- Access the CampusOptics platform at: <https://msstate.campusoptics.com>
- CampusOptics may also be accessed using the mobile app



- Login using institutional (NedID & password) credentials.
- Upon logging into the system, accessible features will vary based on user roles and space memberships.
- On the left-hand menu bar, click "Campus" to view Buildings, Areas (rooms) and spaces (laboratory groups) that you have been assigned to.



The screenshot shows the CampusOptics interface. On the left is a sidebar with a dark teal background and white icons. The 'Campus' item is highlighted with a red circle. The main area is titled 'Campus / Buildings'. Below the title are three tabs: 'Buildings' (which is active and underlined in blue), 'Spaces', and 'Areas'. A sidebar on the right is titled 'Filtered Buildings' and shows '1 - 1 of 1'. It has a 'Name' input field and a result card for 'Hand Chemical Lab Bldg#-0079' located at '301 Presidents Circle Starkville, MS 39762 • Main Campus'.

- Within a given space, Principal Investigators or responsible designees have the ability to modify membership.
- Please reach out to EH&S (ehs@msstate.edu) if you encounter issues accessing the CampusOptics platform or need to amend user roles, building/room data, or modify space memberships (e.g. add/remove labs).



CHEMICAL INVENTORY MANAGEMENT:

Any chemical that exhibits [Globally Harmonized System \(GHS\)](#) hazard characteristics **MUST** be recorded in the CampusOptics database. The GHS utilizes 9 pictograms to broadly represent chemical hazard classifications:



Skull and Crossbones: Acutely toxic to humans by any route of exposure.



Corrosion: Causes irreversible damage to exposed body tissues. Notably includes:

- **Category 1 Acids** (pH <2)
- **Category 1 Bases** (pH >11.5)



Flame: Capable of being easily ignited and of burning quickly.



Flame Over Circle: Oxidizers that can cause/ contribute to combustion via release of oxygen.



Exploding Bomb: Capable of producing gas at such a temperature and pressure, with such speed, as to cause damage to surroundings.



Health Hazard: Can cause developmental or long-term adverse health effects.



Gas Cylinder: Gaseous under pressure.



Exclamation Mark: Present harm to skin, eyes, or respiratory tract.



Environmental Harm (non-mandatory): Environmental toxicity.

The following materials **ARE PROHIBITED** from being added to the CampusOptics chemical database:

- Biological materials (biohazards, microorganisms, toxins of biological origin, nucleotides, antibodies, etc.)
- Radioactive materials

All chemicals logged in the CampusOptics database **MUST** be barcoded:

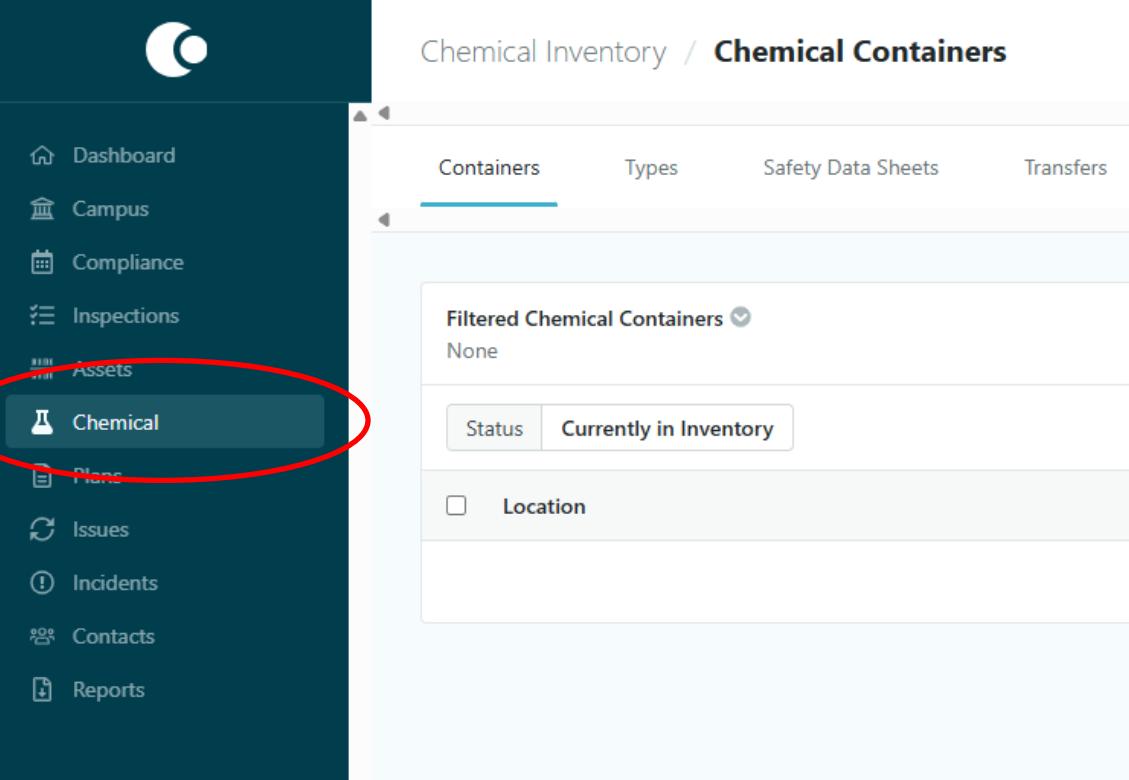
- EH&S supplies the campus community with standardized barcode labels.
- Please reach out to EH&S (ehs@msstate.edu) to request additional barcodes.

Initial/bulk CampusOptics chemical inventory uploads:

- Complete the Chemical Inventory spreadsheet.
- Submit the completed spreadsheet to EH&S (ehs@msstate.edu).

Individual Chemical Uploads:

- Select “Chemical” on the left-hand menu bar.



Chemical Inventory / **Chemical Containers**

Containers Types Safety Data Sheets Transfers

Filtered Chemical Containers None

Status **Currently in Inventory**

Location

Chemical

None

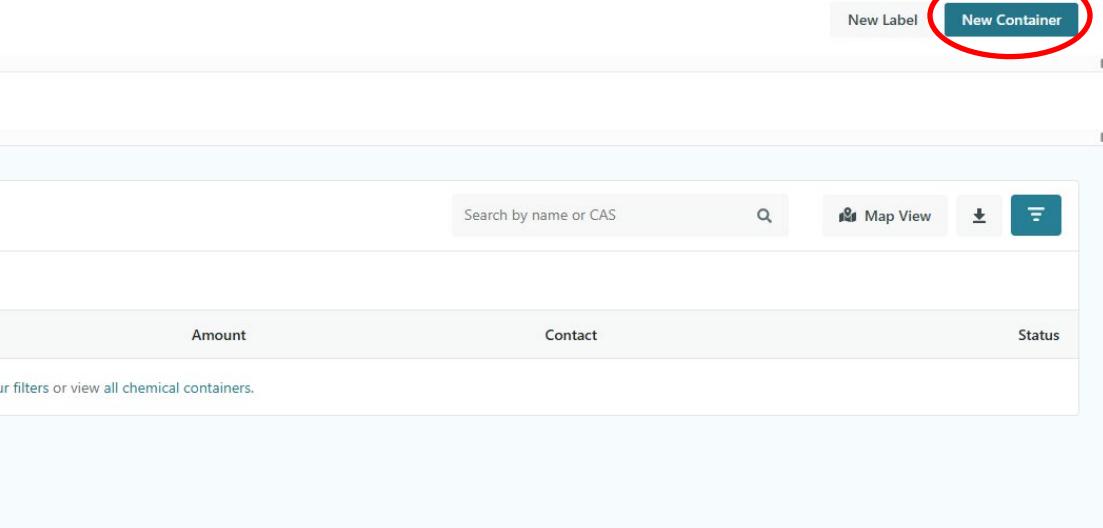
Issues

Incidents

Contacts

Reports

- **Method 1.** To record a new container, select “New Container” on the top-right of the page.



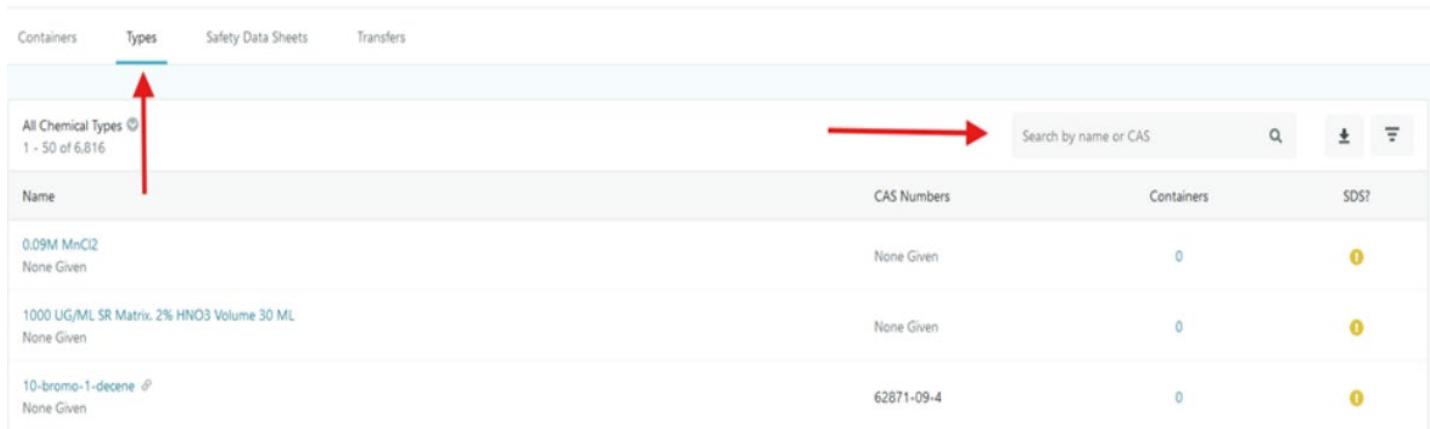
New Label **New Container**

Search by name or CAS

Amount	Contact	Status
No filters or view all chemical containers.		

- **Method 2.** Select the “Type” header and search by chemical name or CAS #.

Chemical Inventory / **Chemical Types**



Containers	Types	Safety Data Sheets	Transfers
All Chemical Types ⓘ 1 - 50 of 6,816			
Name	CAS Numbers	Containers	SDS?
0.09M MnCl2 None Given	None Given	0	!
1000 UG/ML SR Matrix. 2% HNO3 Volume 30 ML None Given	None Given	0	!
10-bromo-1-decene ⓘ None Given	62871-09-4	0	!

- Upon selecting a Type, under the “Actions” dropdown, select “Add Container”.
- If a Type has not yet been established, please reach out to EH&S (ehs@msstate.edu) for assistance.

□ **Removing a Chemical:**

- Select “Chemical” on the left-hand menu bar.
- Select the container(s) you would like to remove from your inventory list.
- Click the “Actions” drop down menu and select “Remove Container”.

□ **Chemical Transfers / Requests:**

- Click “Chemical” on the left-hand side menu
- Click on “Transfers”
- Top Right, click on “New Transfer Request”
- Under TYPE, enter what you’re searching for and select from choices.
- Fill out form for Desired amount and Unit.
- Click “Search Containers”
- If item is found, it will display a Contact. Select the Contact of your choice.
- Click “Finalize Request” to send the transfer request. Select the container(s) you would like to remove from your inventory list.
- Click the “Actions” drop down menu and select “Remove Container”.



ASSET MANAGEMENT:

The following assets are logged within the CampusOptics platform:

- Emergency Shower and Emergency Eyewash Stations
- Chemical Fume Hoods
- Hazardous Chemical Waste Satellite Accumulation Areas (SAAs)
- Biological Safety Cabinets (BSCs)

Please reach out to EH&S (ehs@msstate.edu) if safety assets have been newly installed, removed, or otherwise placed out of service.



SAFETY INSPECTIONS:

The following EH&S safety inspections are logged in the CampusOptics platform:

- EH&S Annual Emergency Shower and Emergency Eyewash Stations Certifications
- EH&S Annual Chemical Fume Hood Certifications
- Weekly Emergency Eyewash Station Testing
- Regular Satellite Accumulation Area Testing
