



CampusOptics Reference Guide Version 2. 6/11/2026

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

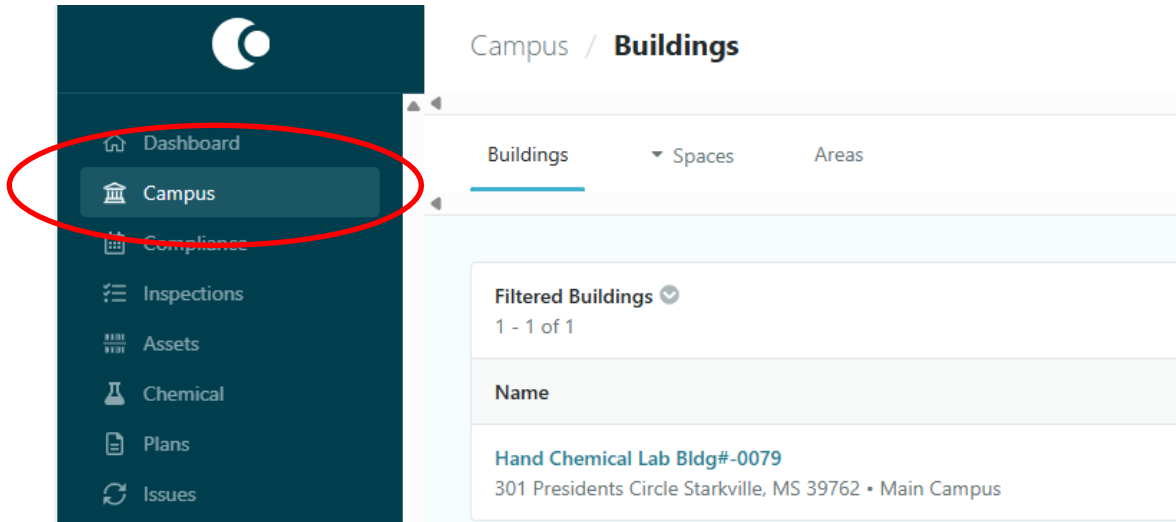


ACCESS & PERMISSIONS:

- 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.



- 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.



Explosion 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.

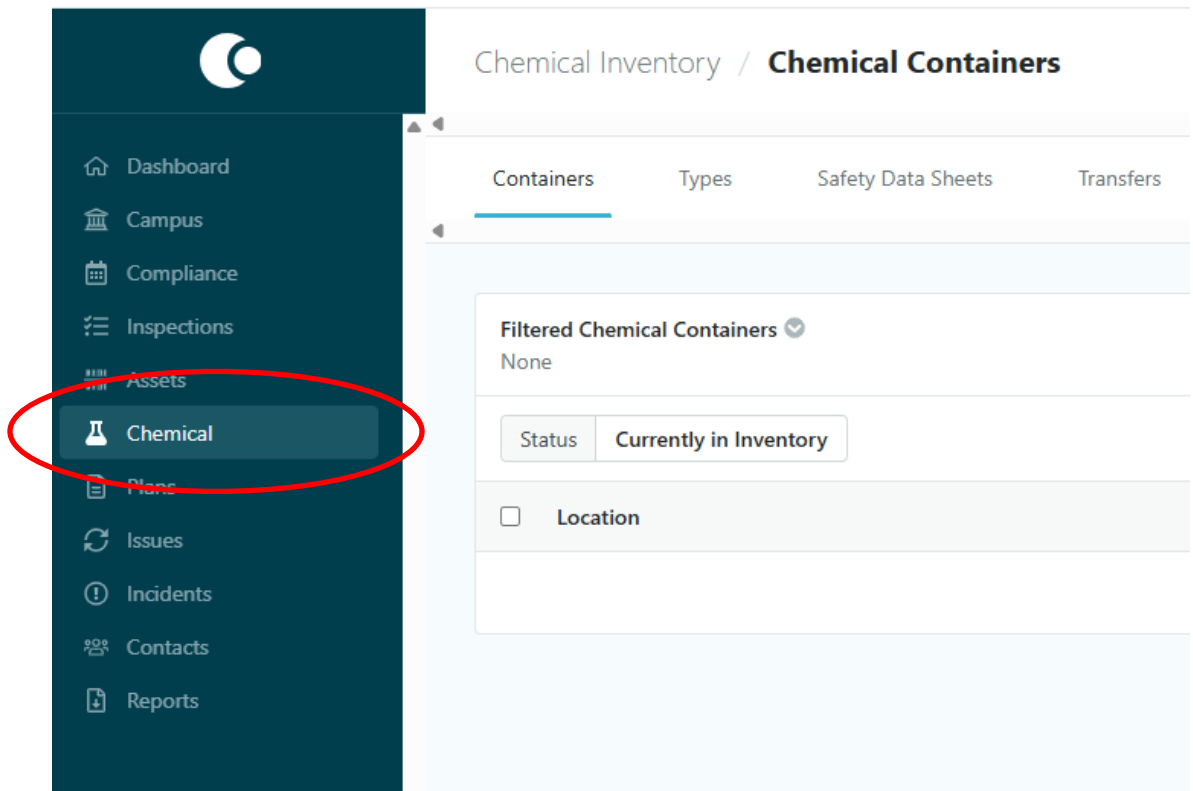


Exclamation Mark: Present harm to skin, eyes, or respiratory tract.

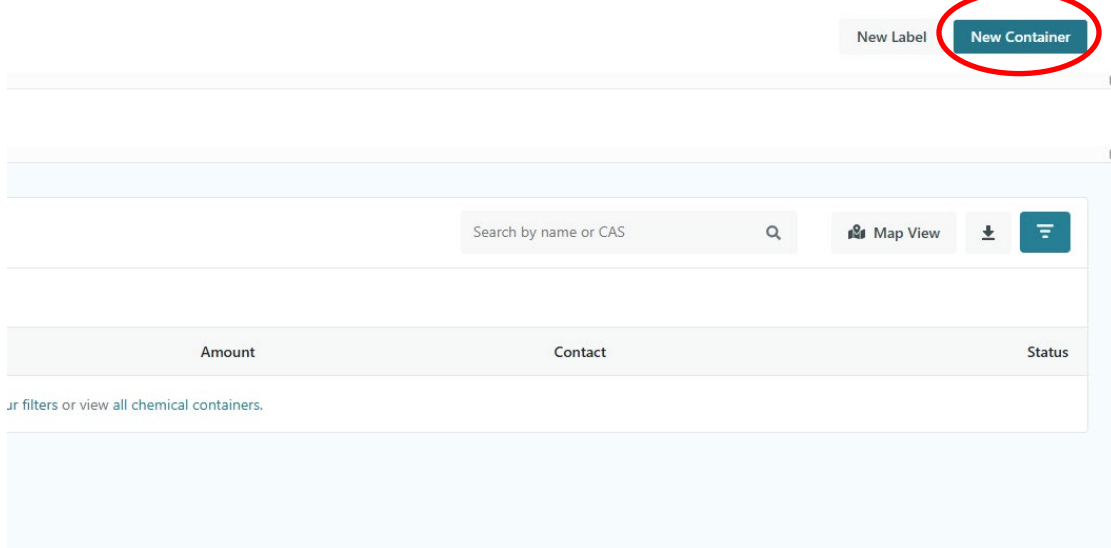


Environmental Harm (non-mandatory): Environmental toxicity.

- 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.



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



- **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

Search by name or CAS

Name	CAS Numbers	Containers	SDS?
0.09M MnCl2 None Given	None Given	0	0
1000 UG/ML SR Matrix, 2% HNO3 Volume 30 ML None Given	None Given	0	0
10-bromo-1-decene None Given	62871-09-4	0	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:

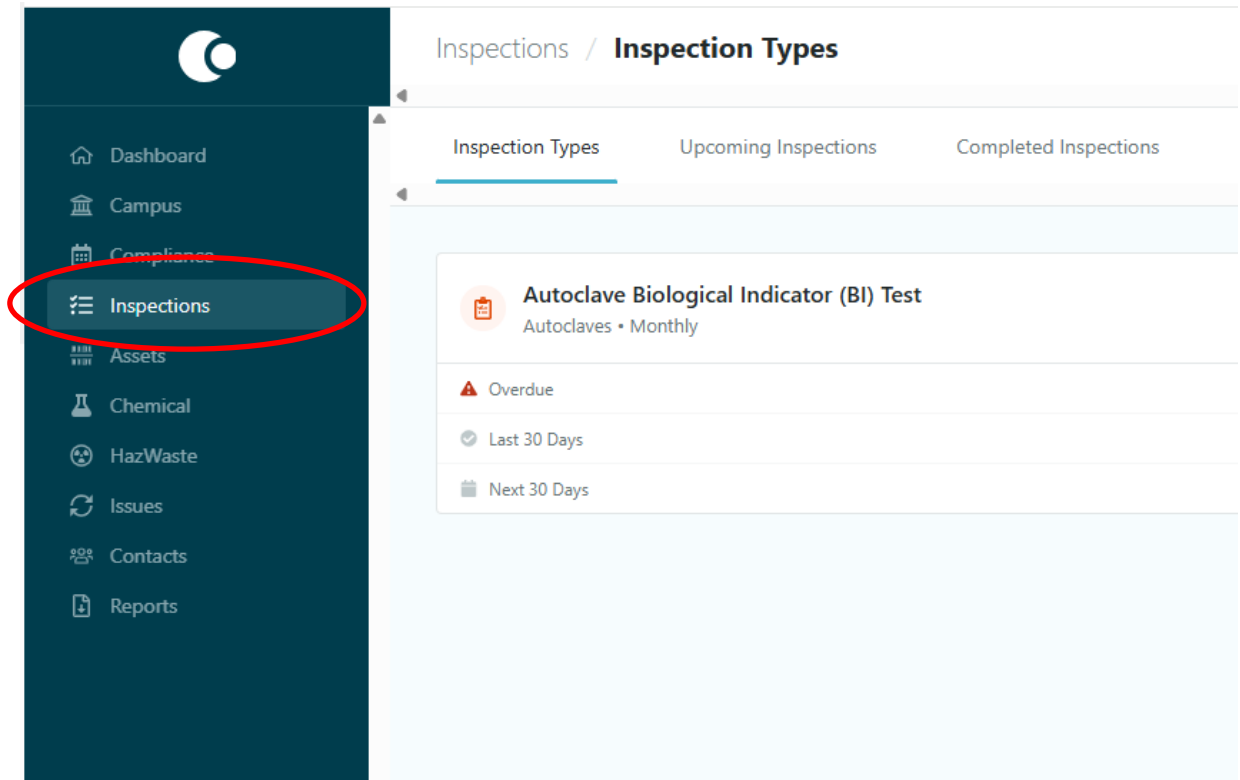
- ❑ **The following assets are logged within the CampusOptics platform:**
 - Emergency Shower and Emergency Eyewash Stations
 - Chemical Fume Hoods
 - Hazardous Chemical Waste Satellite Accumulation Areas (SAAs)
 - Biological Safety Cabinets (BSCs)

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

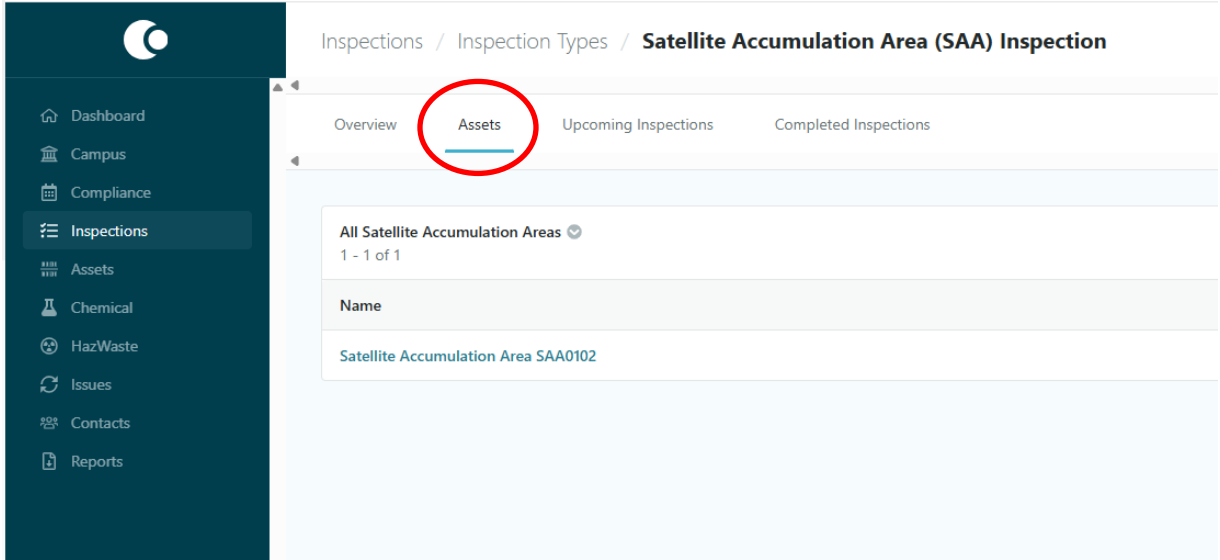


SAFETY INSPECTIONS:

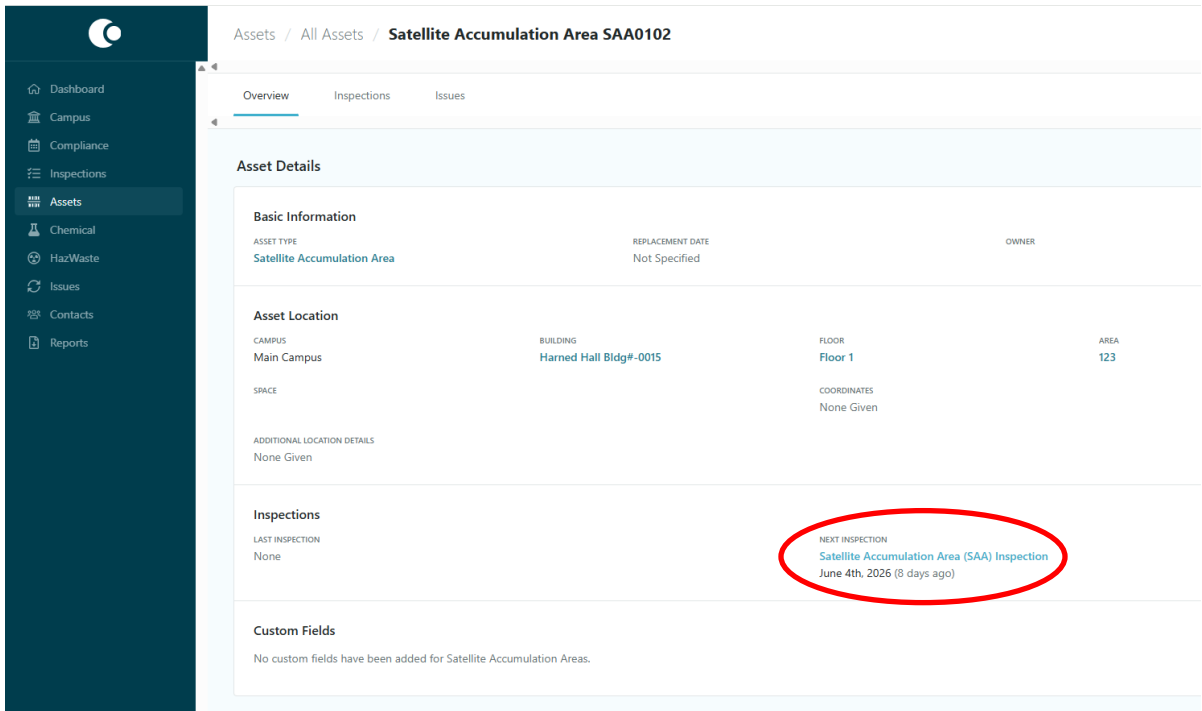
- ❑ **In addition to EH&S certifications, area occupants can complete the following self-led inspection types:**
 - Weekly Emergency Eyewash Station Testing
 - Weekly Satellite Accumulation Area Testing
 - Monthly Autoclave Biological Indicator Testing
- ❑ **Desktop Inspections:**
 - Click on “Inspections” located on the left-hand menu bar



- Select the desired inspection type, and then click on the “Assets” tab.



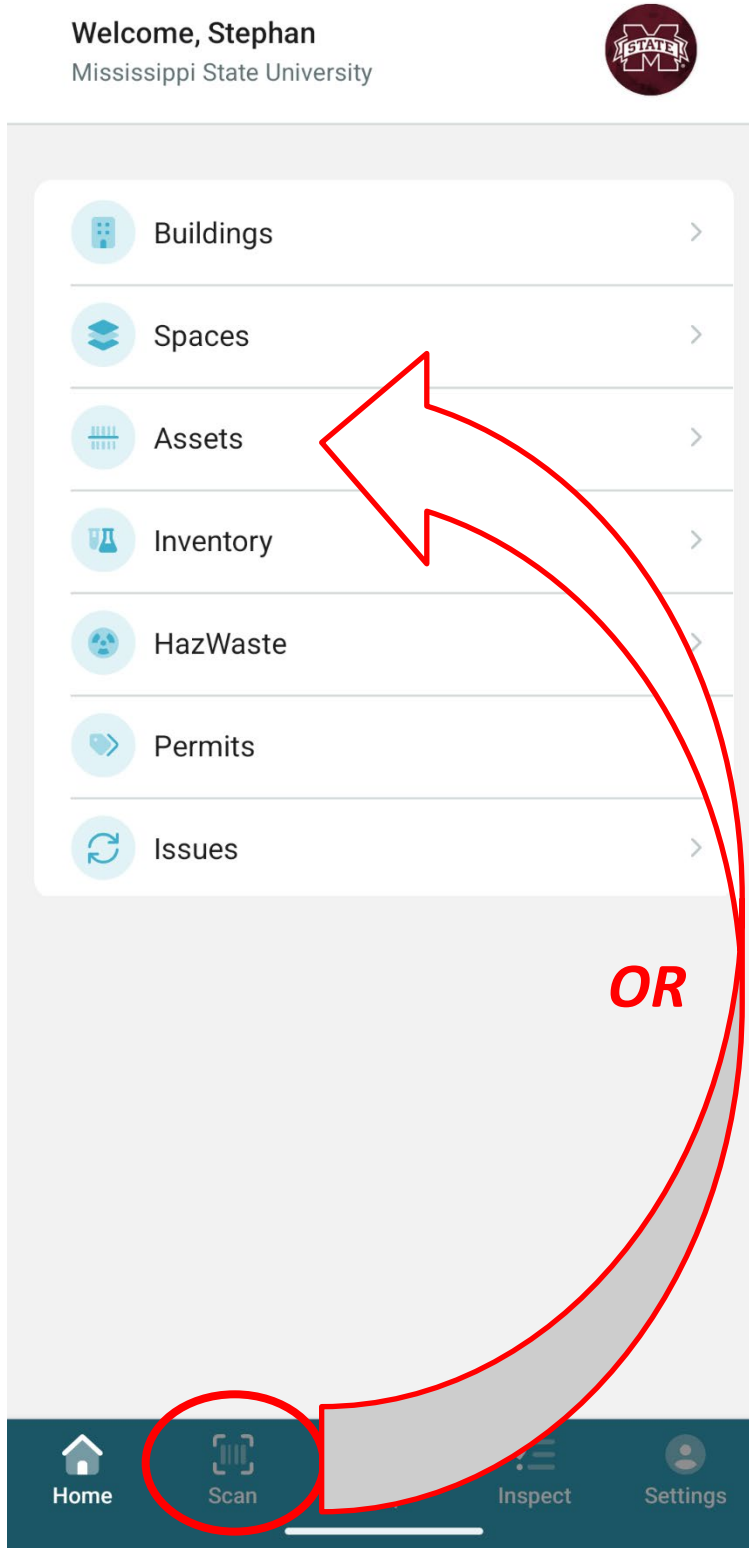
- Click on the asset you plan to inspect, and then select the “Next Inspection” that is scheduled.



- Under the “Actions” dropdown, you can edit default responses and/or complete the inspection. EH&S will be automatically notified of any issues affiliated with safety equipment (such as with emergency eye wash stations).

□ **Mobile App Inspections:**

- At the bottom of the home screen, select “Scan” to locate the asset via the barcode label. Alternatively, you can manually search through the asset list to locate the desired unit.



- Under the “INSPECT NOW” heading, you can initiate and complete the inspection directly on the mobile device.

