



## CampusOptics

### Reference Guide

Version 3. 7/9/2026

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#### 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.

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#### KEY FEATURES:



[Access & Permissions](#)



[Chemical Inventory Management](#)



[Asset Tracking](#)



[Safety Inspections](#)



[Hazardous Waste](#)



[Safety Protocols](#)



[EH&S Service Requests](#)



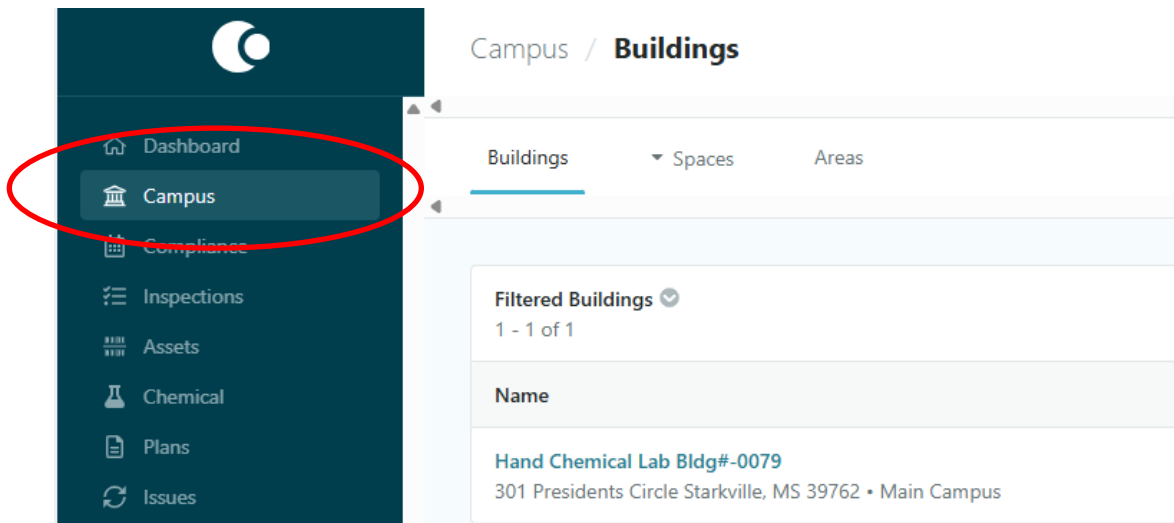
#### ACCESS & PERMISSIONS:

- ☐ 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](mailto: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).
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## 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.

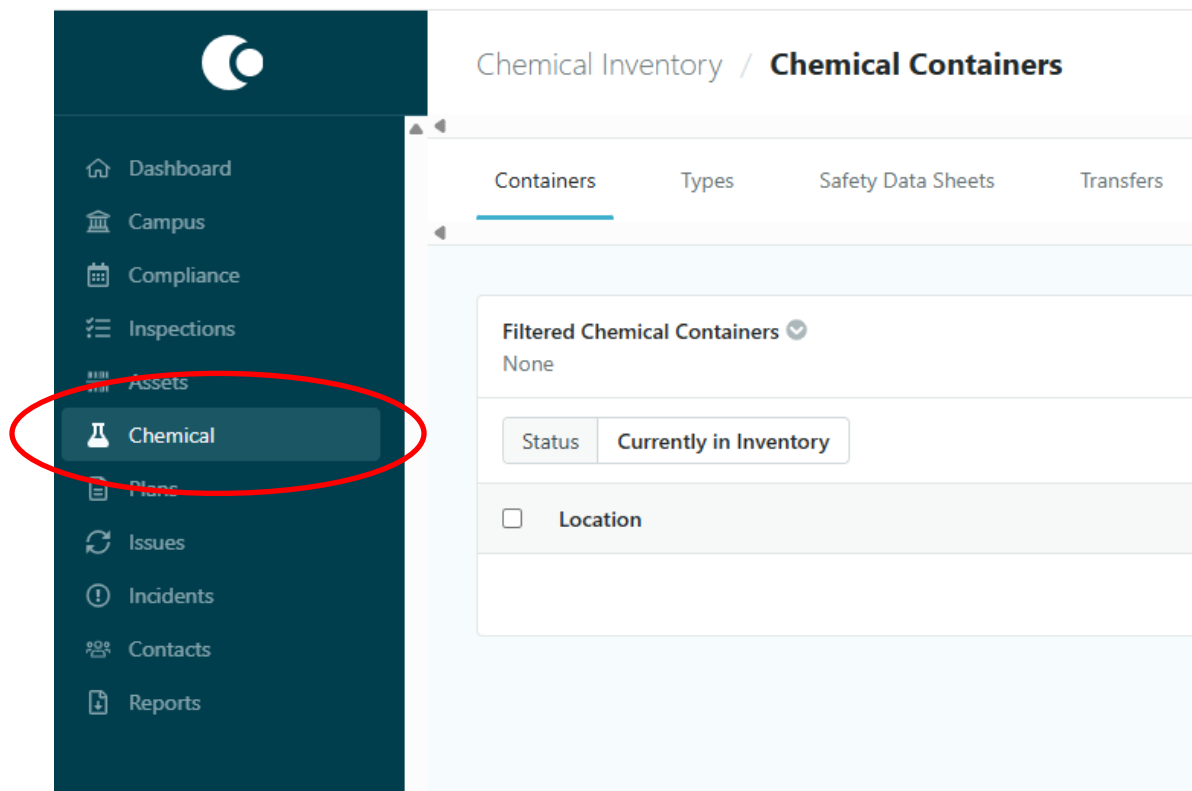


**Exclamation Mark:** Present harm to skin, eyes, or respiratory tract.

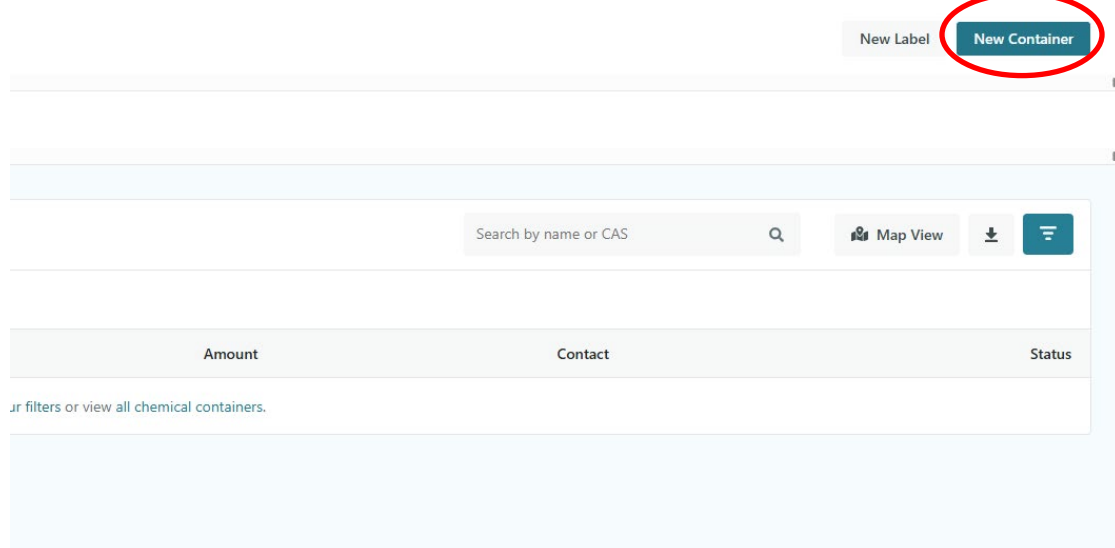


**Environmental Harm** (non-mandatory): Environmental toxicity.

- 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](mailto: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](mailto: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 <b>Types</b> Safety Data Sheets   Transfers                                                                                                                                                                                                                                                                                                                                                                                                   |             |            |                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-------------------------------------------------------------------------------------|
| <div> All Chemical Types  1 - 50 of 6,816 <div> <div>Search by name or CAS</div> <div>    </div> </div> </div> |             |            |                                                                                     |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CAS Numbers | Containers | SDS?                                                                                |
| 0.09M MnCl2<br>None Given                                                                                                                                                                                                                                                                                                                                                                                                                                | None Given  | 0          |  |
| 1000 UG/ML SR Matrix, 2% HNO3 Volume 30 ML<br>None Given                                                                                                                                                                                                                                                                                                                                                                                                 | None Given  | 0          |  |
| 10-bromo-1-decene <br>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](mailto: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:

□ A wide range of asset types are logged within CampusOptics. Notable assets include:

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

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



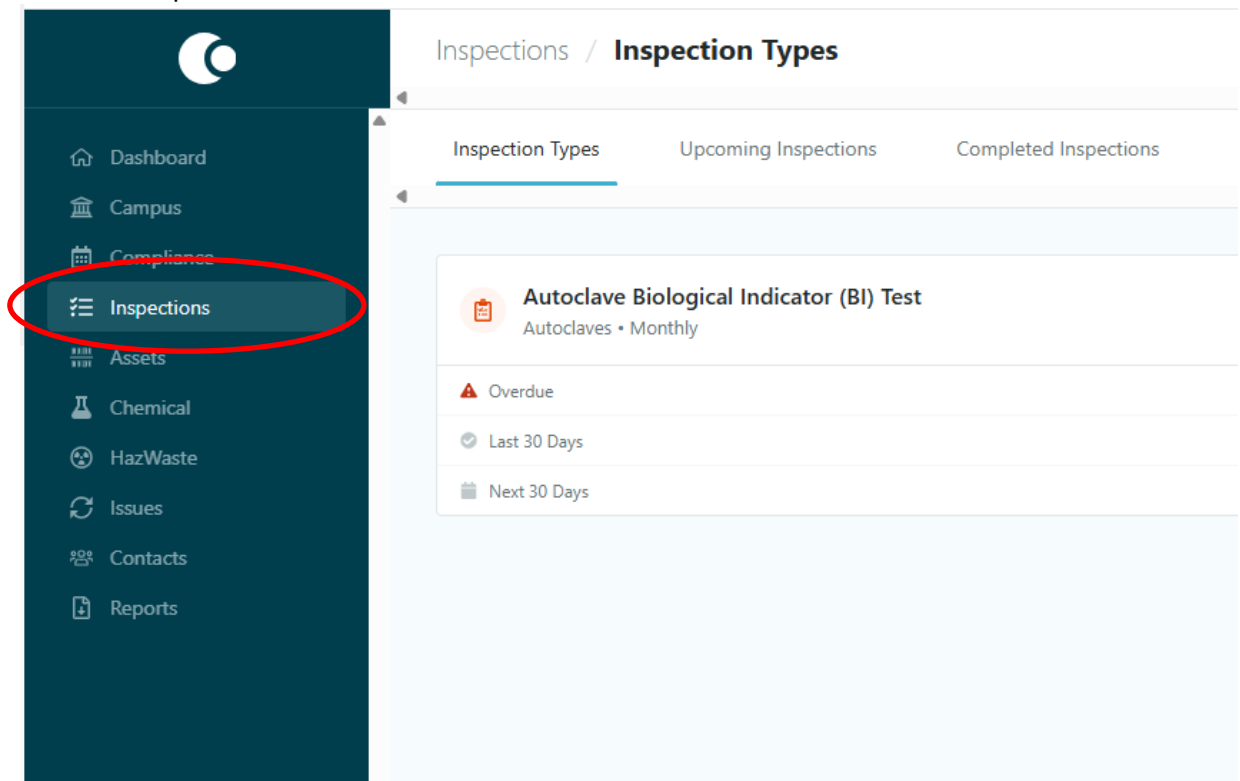
## SAFETY INSPECTIONS:

□ In addition to EH&S certifications, area occupants can complete the following self-led inspection types:

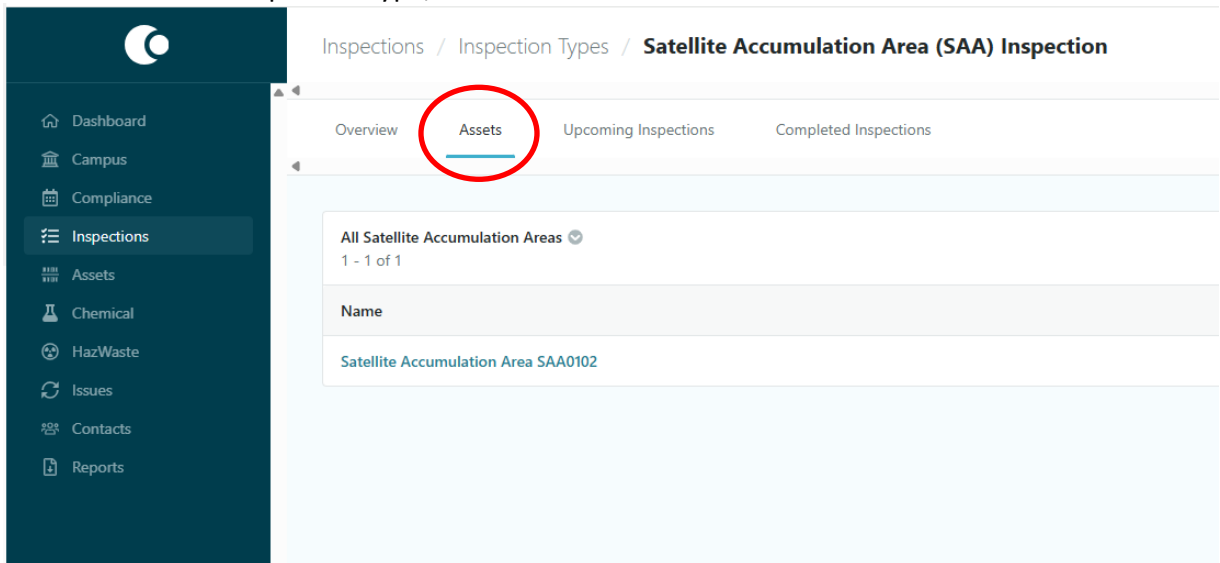
- Weekly Emergency Eyewash Station Testing
- Weekly Satellite Accumulation Area Testing
- Monthly Autoclave Biological Indicator Testing

□ Desktop Inspections:

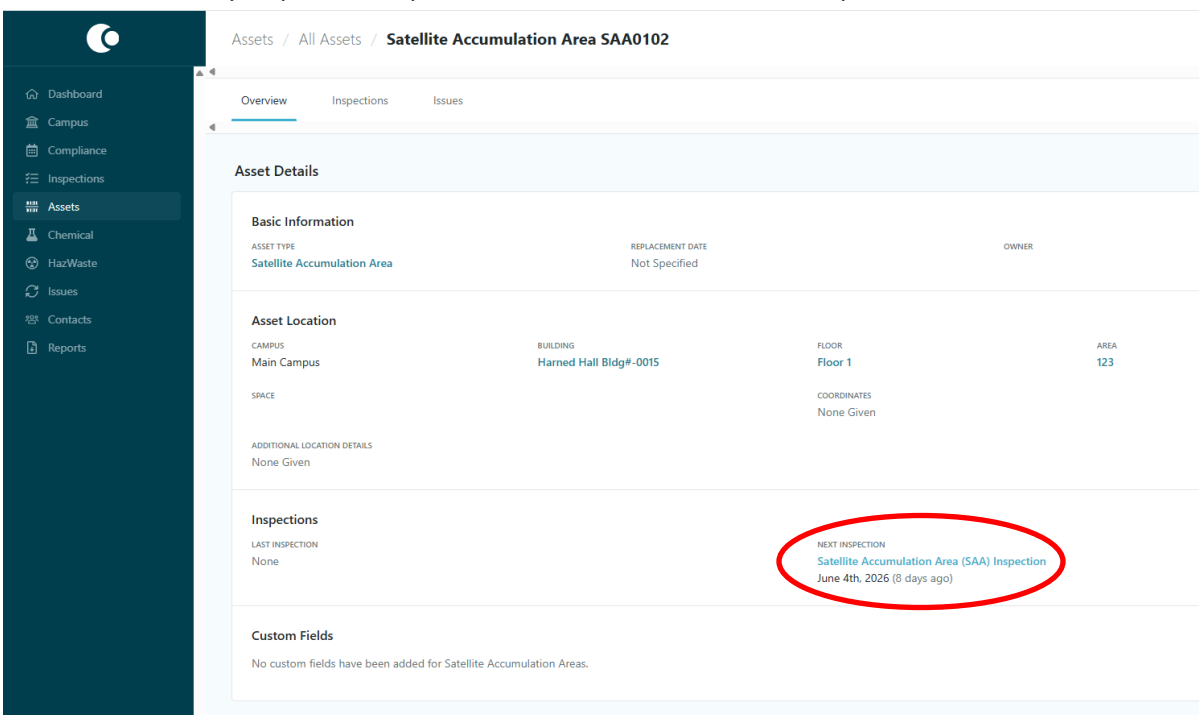
- Click on “Inspections” located on the left-hand menu bar



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



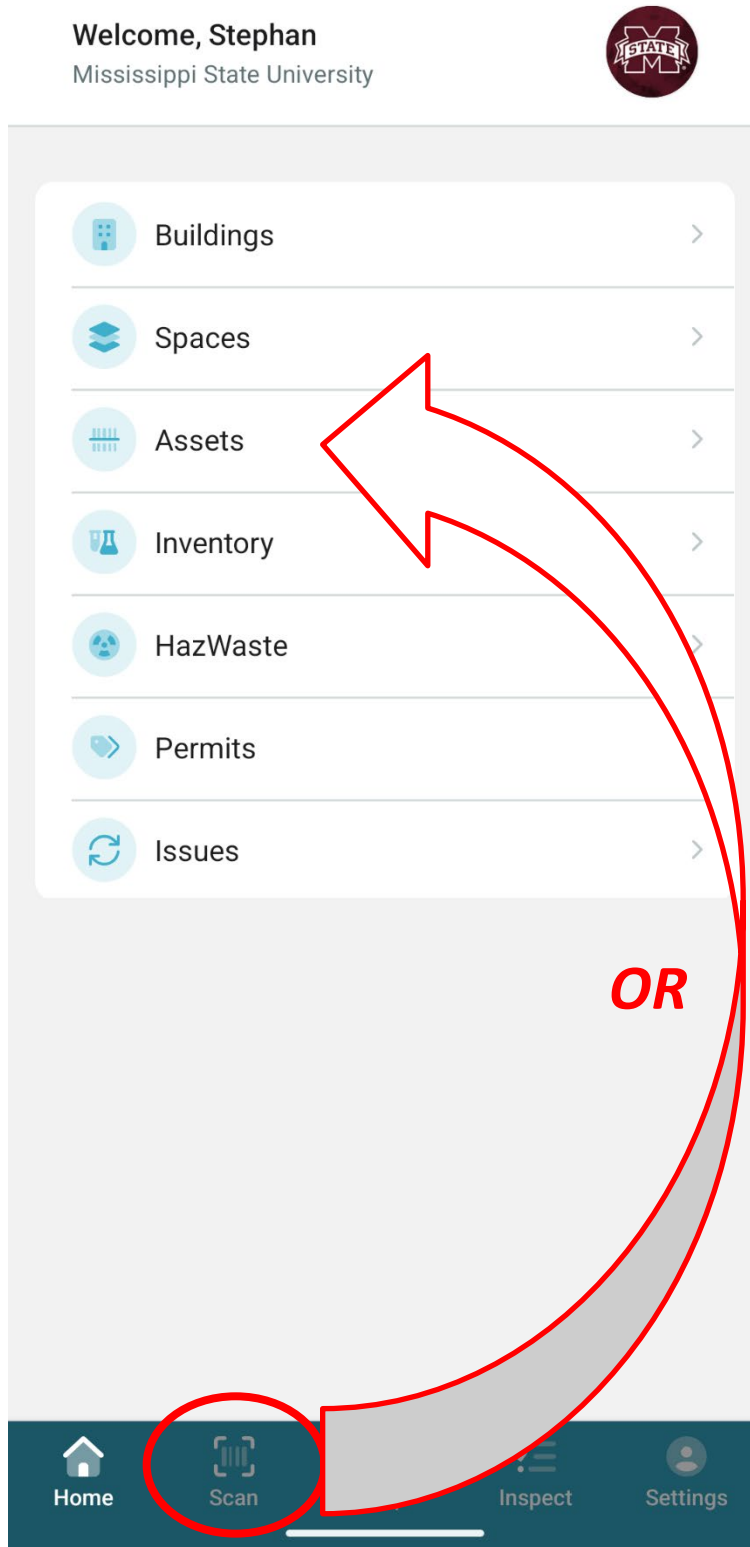
- Click on the asset you plan to inspect, and then select the “Next Inspection” that is scheduled.



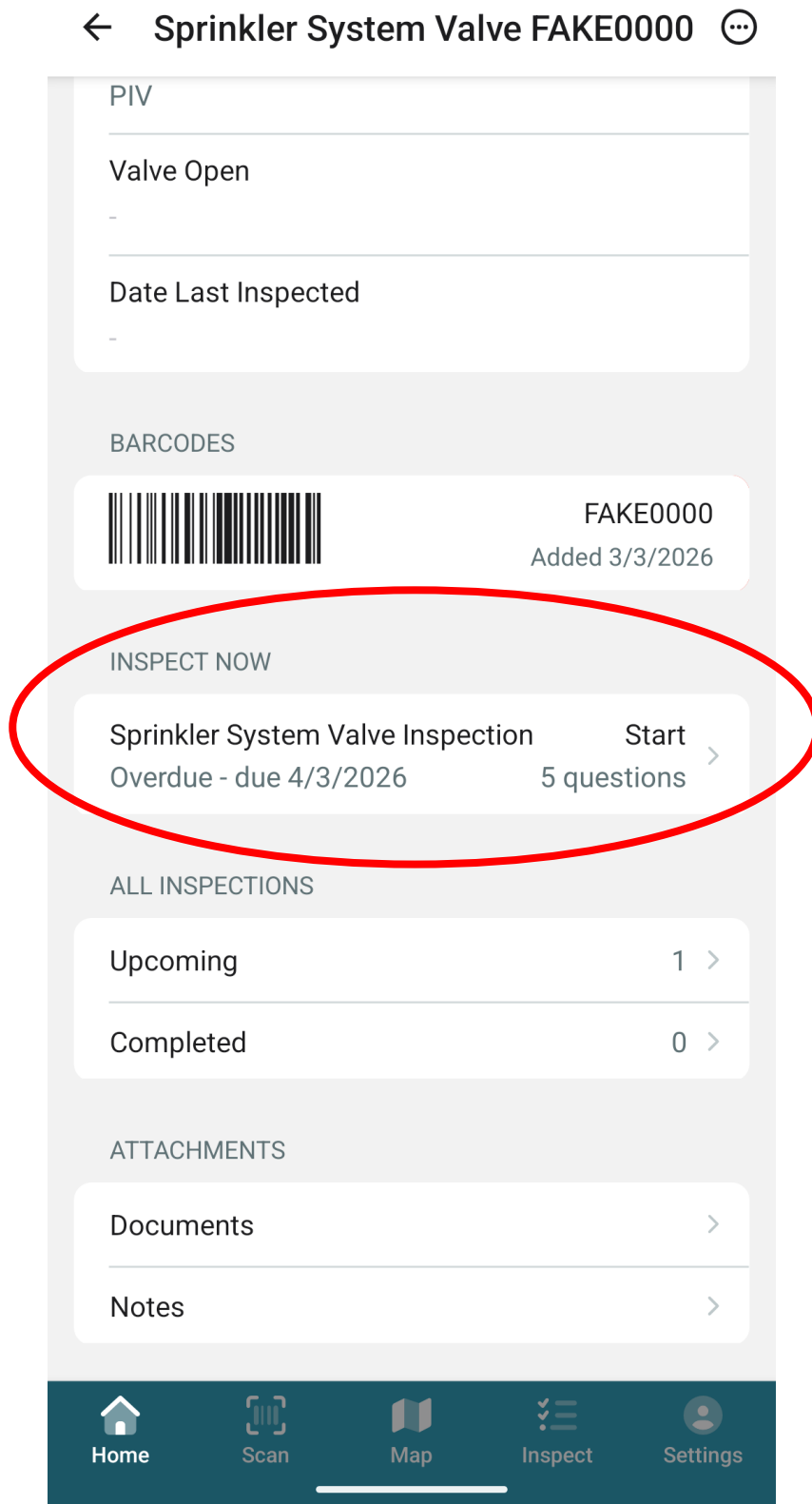
- Under the “Actions” dropdown, you can edit default responses and/or complete the inspection. EH&S will be automatically notified of any issues affiliated with safety equipment (such as with emergency eye wash stations).

□ **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.





## HAZARDOUS WASTE:

- ☐ Hazardous chemical waste along with the collection of certain universal waste types (used oil and rechargeable batteries) are processed through the CampusOptics HazWaste module.
- ☐ To request a pickup, submit a [Hazardous/Universal Waste Pickup Request](#).
- ☐ Upon opening the request form, first indicate the location where the waste is stored.
  - It is important to note that collection sites are limited by space membership. In order to submit a waste pickup request for a given area, you will need to be listed on the space roster.
- ☐ After specifying the location, click on the “Add A Container” button to specify the waste products.

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### Hazardous/Universal Waste Pickup Request

Utilize this form to request a hazardous chemical waste or universal waste (e.g. rechargeable battery) pickup.

#### Requester Info

Email Address \*

spw156@msstate.edu

Phone Number \*

662-325-8543

First Name \*

Stephan

Last Name \*

Willias

#### Location



Name \*

244 Magruder - Environmental Health & Safety Bldg#-2005 • 2005

Floor or Area \*

101

Additional Location Details ⓘ

➕ Add A Container

Discard

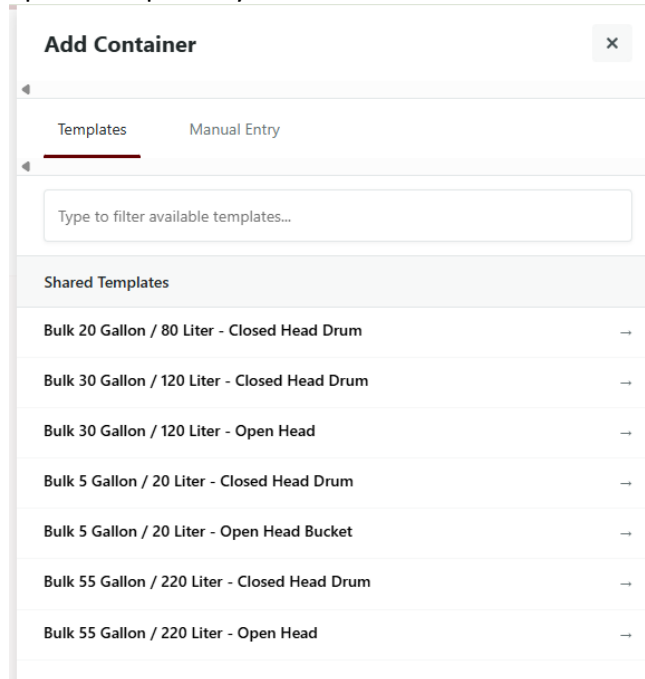
Submit Pickup Request



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❑ **Bulk Profiled Waste:**

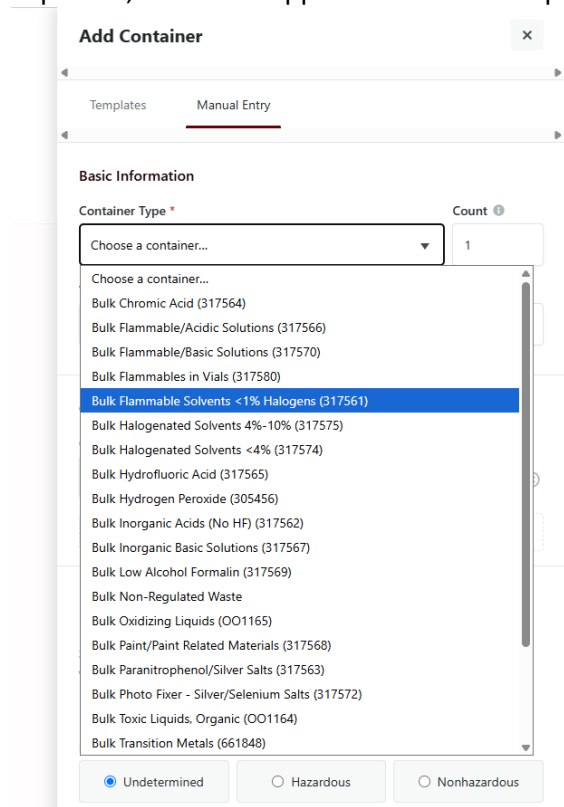
- If submitting a ticket for a bulk waste profile, you can select one of the pre-established templates that have been setup for the specific waste container. Upon filling out a waste pickup request, you can also save a custom template to further expedite subsequent submissions that will display in the “Templates” repository.



The screenshot shows the 'Add Container' dialog box with the 'Templates' tab selected. It features a search bar with the placeholder text 'Type to filter available templates...'. Below the search bar is a list of 'Shared Templates' with the following entries:

| Template Name                                 | Action |
|-----------------------------------------------|--------|
| Bulk 20 Gallon / 80 Liter - Closed Head Drum  | →      |
| Bulk 30 Gallon / 120 Liter - Closed Head Drum | →      |
| Bulk 30 Gallon / 120 Liter - Open Head        | →      |
| Bulk 5 Gallon / 20 Liter - Closed Head Drum   | →      |
| Bulk 5 Gallon / 20 Liter - Open Head Bucket   | →      |
| Bulk 55 Gallon / 220 Liter - Closed Head Drum | →      |
| Bulk 55 Gallon / 220 Liter - Open Head        | →      |

- In the “Container Type” dropdown, select the applicable bulk waste profile.



The screenshot shows the 'Add Container' dialog box with the 'Manual Entry' tab selected. It displays the 'Basic Information' section with a 'Container Type' dropdown menu and a 'Count' input field. The dropdown menu is open, showing a list of container types. The 'Count' field is set to 1. At the bottom, there are three radio buttons for 'Undetermined', 'Hazardous', and 'Nonhazardous'.

**Container Type \*** **Count**

Choose a container... 1

Choose a container...

- Bulk Chromic Acid (317564)
- Bulk Flammable/Acidic Solutions (317566)
- Bulk Flammable/Basic Solutions (317570)
- Bulk Flammables in Vials (317580)
- Bulk Flammable Solvents <1% Halogens (317561)**
- Bulk Halogenated Solvents 4%-10% (317575)
- Bulk Halogenated Solvents <4% (317574)
- Bulk Hydrofluoric Acid (317565)
- Bulk Hydrogen Peroxide (305456)
- Bulk Inorganic Acids (No HF) (317562)
- Bulk Inorganic Basic Solutions (317567)
- Bulk Low Alcohol Formalin (317569)
- Bulk Non-Regulated Waste
- Bulk Oxidizing Liquids (OO1165)
- Bulk Paint/Paint Related Materials (317568)
- Bulk Paranitrophenol/Silver Salts (317563)
- Bulk Photo Fixer - Silver/Selenium Salts (317572)
- Bulk Toxic Liquids. Organic (OO1164)
- Bulk Transition Metals (661848)

☒ Undetermined ☐ Hazardous ☐ Nonhazardous

- Within the “Container Contents” section, you can simply copy the bulk waste profile name or provide a generic descriptor since contents should always align with the established profile.
- Within the “Custom Field” section, please indicate whether you need a replacement bulk container or not.
- If known, be sure to specify the banner/fund number to streamline backbilling.
- Click on the “Add Container” button to complete your container entry. On the resulting page, you can either add additional containers or click on “Submit Pickup Request” to finalize the submission.

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## Hazardous/Universal Waste Pickup Request

Utilize this form to request a hazardous chemical waste or universal waste (e.g. rechargeable battery) pickup.

**Requester Info**

Email Address \*

Phone Number \*

First Name \*

Last Name \*

**Location**

Name \*

Floor or Area \*

Additional Location Details ⓘ

**Container 1**

CONTAINER TYPE

Bulk Flammable Solvents <1% Halogens (317561)

STATUS

Accumulating

CONTAINER CONTENTS

flammable solvents

HAZARD LEVEL

Undetermined

WASTE CHARACTERISTICS

None Given

WASTE CODES

None Given

[View Full Details](#)

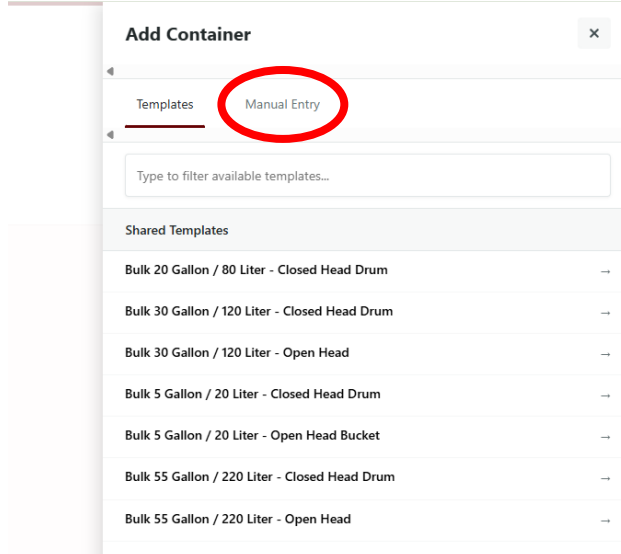
[Add A Container](#)

[Save](#)

[Submit Pickup Request](#)

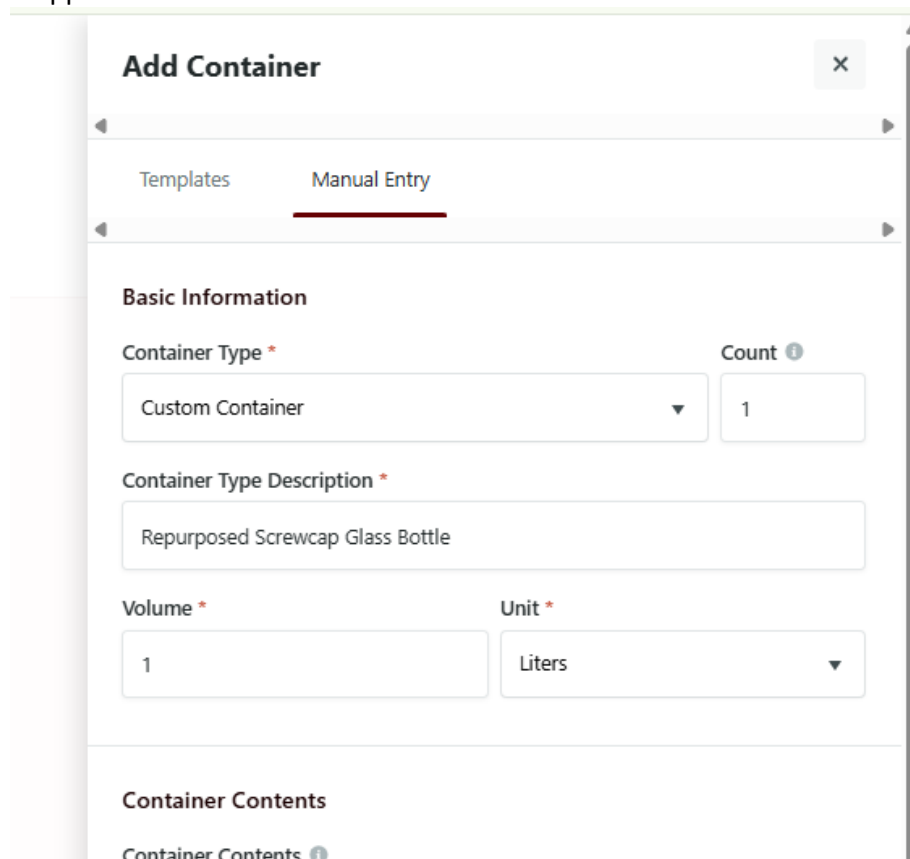
❑ **Waste in Original or Repurposed Containers:**

- If submitting a ticket for a waste accumulated in repurposed or original containers, you can use the same [Hazardous/Universal Waste Pickup Request](#).
- Instead of selecting a pre-established template, select the “Manual Entry” tab.



The screenshot shows the 'Add Container' dialog box. At the top, there are two tabs: 'Templates' and 'Manual Entry'. The 'Manual Entry' tab is selected and highlighted with a red circle. Below the tabs is a search bar with the placeholder text 'Type to filter available templates...'. Underneath the search bar is a section titled 'Shared Templates' which lists several container types with their respective capacities and head types, each followed by a right-pointing arrow icon.

- Within the “Basic Information” section, indicate whether you are disposing of waste in the original container or select “Custom Container” for lab pack waste containers under the “Container Type” dropdown. Also describe the nature of the container, the total container amount, and applicable unit of measure.



The screenshot shows the 'Add Container' dialog box with the 'Manual Entry' tab selected. The 'Basic Information' section is visible, containing the following fields:

- Container Type \***: A dropdown menu with 'Custom Container' selected.
- Count**: A text input field with the value '1'.
- Container Type Description \***: A text input field with the value 'Repurposed Screwcap Glass Bottle'.
- Volume \***: A text input field with the value '1'.
- Unit \***: A dropdown menu with 'Liters' selected.

Below the 'Basic Information' section is the 'Container Contents' section, which includes a sub-section titled 'Container Contents' with an information icon.

- Within the “Container Contents” section, describe the nature of the waste material. For mixtures, you can add additional rows and indicate composition ratios. Specific chemical types established in the CampusOptics inventory system may be selected or you can log unrecognized custom entries.

×

Add Container

Templates

Manual Entry

Basic Information

Container Type \*

Custom Container

▼

Count ⓘ

1

Container Type Description \*

Repurposed Screwcap Glass Bottle

Volume \*

1

Unit \*

Liters

▼

Container Contents

Container Contents ⓘ

|                 |   |    |   |
|-----------------|---|----|---|
| Phenol          | × | 24 | × |
| Chloroform      | × | 25 | × |
| Isoamyl Alcohol | × | 1  | × |

+

Add Container Contents

- If entering multiple containers at the same time by toggling the count, you will need to specify information for each container. For extensive pickup requests, you may opt to attach an accompanying file in lieu of detailing specific containers within the request. If you attach a file, indicate a count of “1” and reference the attachment in the “Container Type Description” as well as the “Container Contents” section. In this circumstance, the container entry amount/unit can be arbitrarily selected.

**Add Container**

Templates Manual Entry

**Basic Information**

Container Type \* Count ⓘ

Custom Container 1

Container Type Description \*

Lab closeout. Please see attached file.

Weight \* Unit \*

1 Micrograms

**Container Contents**

Container Contents ⓘ

Please see attached file. Percentage ⓘ

+ Add Container Contents

- Click on the “Add Container” button to complete your container entry. On the resulting page, you can either add additional containers or click on “Submit Pickup Request” to finalize the submission.



## SAFETY PROTOCOLS:

- CampusOptics also hosts safety protocols and accompanying review/approval workflows. Currently, the following safety protocols are available:
    - [Methylene Chloride Exposure Control Plan](#)
- 



## EH&S SERVICE REQUESTS:

- EH&S provides a wide array of services and support features. Notably, the following services can be requested through CampusOptics:
    - [CampusOptics Access/Role Request](#) for adding contacts to the system and establishing labs.
    - [Safety PAWS](#) for near miss and safety concern reporting.
    - [Lab Door Signage & Emergency Plan](#) to request new door signage.
    - [Laboratory Startup Review](#) for getting new labs up and running.
    - [Laboratory Closeout](#) for closing down labs.
    - [New Bulk Waste Container or Profile Request](#) for new bulk waste streams.
    - [Hazardous Materials Shipment](#) to request assistance with shipping hazardous materials.
-