NORTHERN ARIZONA UNIVERSITY | Environmental Health and Safety

CampusOptics User Guide

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Start Page

Login to the CampusOptics start page using Home • CampusOptics. All users can access relevant links from this page. See list of available actions below. Users with a role also have access to the "Administrative Portal". This portal will show different options on the left side of the screen depending on the type of role assigned to the user.

- Access Administrative Portal (if role permits)
- Access Training Portal
- Access SDS Portal
- Access Review Portal
- Submit waste pickup requests
- Submit sharps injury incidents
- Submit new IBC protocol Administrative Portal
- Customize your dashboard
- Manage lab space/personnel
- Complete a hazard assessment
- View and address inspections
- View, renew, and amend IBC protocols

Setting up your CampusOptics Dashboard:

This guide is designed to help you create a personalized dashboard showing specific items which are most important to you.

From the start page, select "Administrative Portal". You will land on the "Dashboard" screen under the logo in the top left corner of the screen.

Create New Dashboard

To customize a dashboard, you first need to copy and select a new dashboard (Image 1 and 2) or select an available template from the Dashboard selection tool (Image 2 only). Then you will have more options to add/remove what is visible on that specific dashboard. **This menu is also where you can change what is visible to you using the "Configure" and "Edit" tools.*

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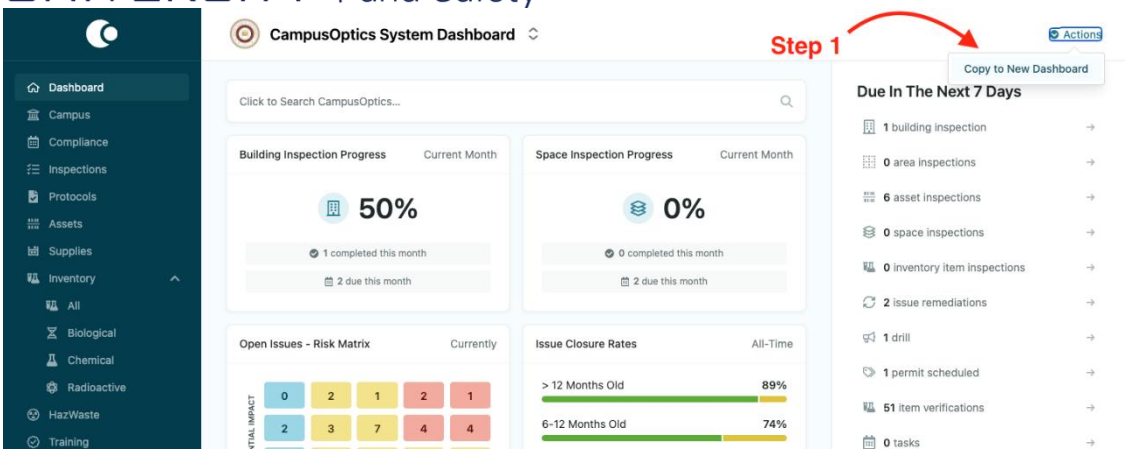

Image 1 – Copy dashboard

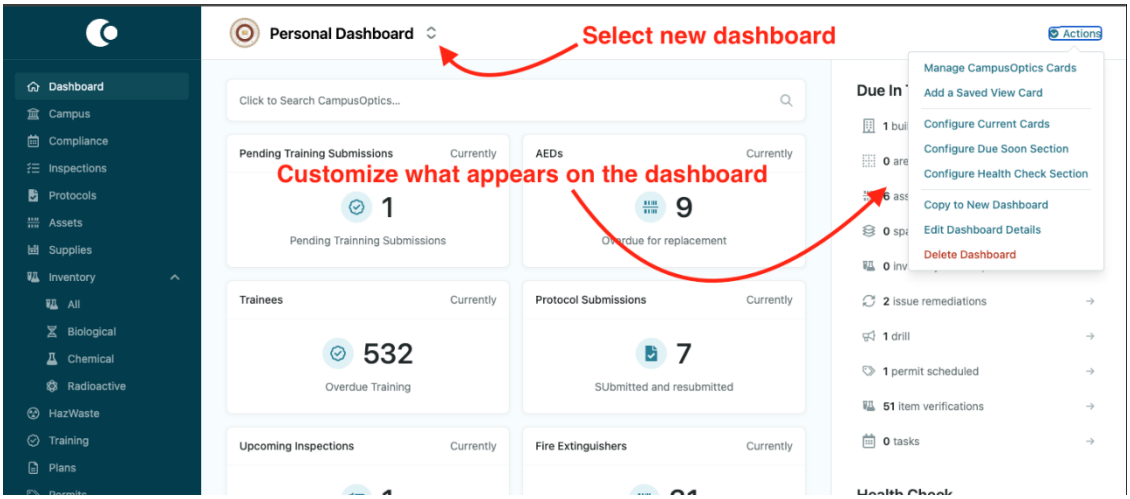

Image 2 – Select and Customize dashboard

Create Saved View

To create a custom dashboard card based on your training records (or any other filtered view), you'll need to create a saved view first. Once you have the saved view, you can then create a dashboard card from it (Image 3).

Step 1: Select the module you wish to create a custom card for (i.e., “Training”)
Step 2: Select the desired records (i.e., “Completed Trainings”)
Step 3: Use the filtering tools to create your desired filtered view
Step 4: Use the filtered view tools to save your view

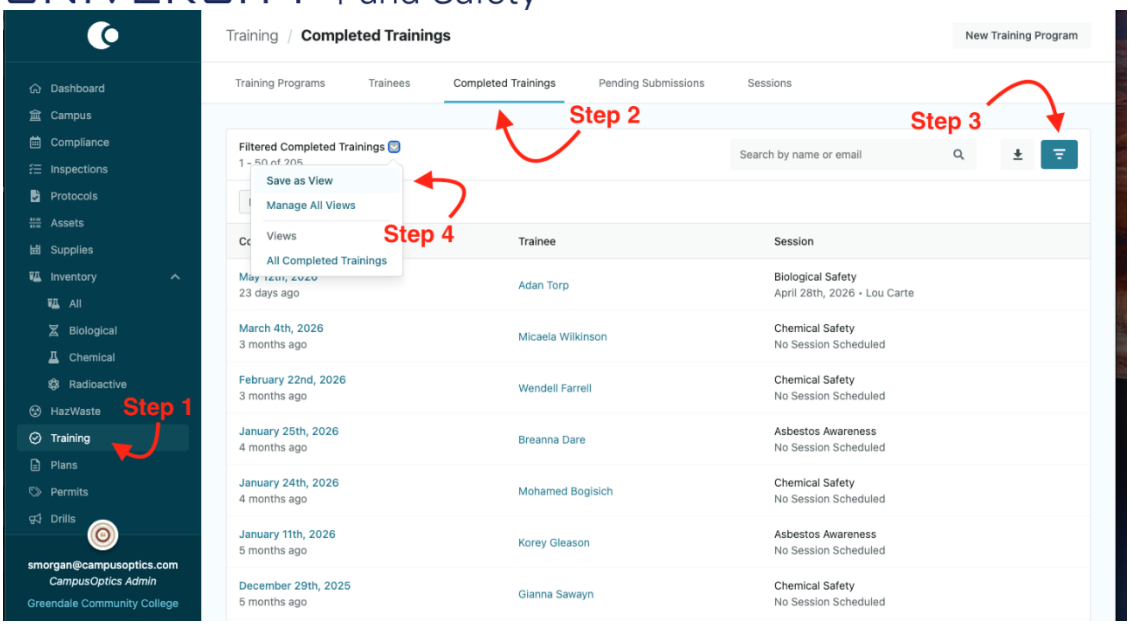

Image 3 – Filtering and saving views

Create Custom Dashboard Card

Once you have saved your view, you can select and save that view as a new dashboard card that meets your specific criteria (Image 4).

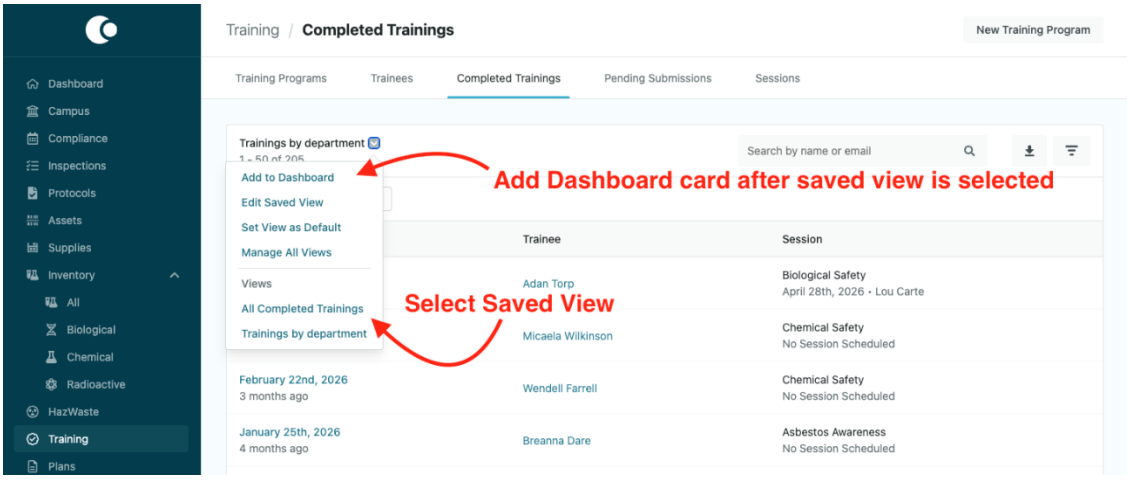

Image 4 – Save your view as a dashboard card

The process for creating custom dashboard cards should be the same for any criteria. If you have questions or need assistance, contact nauehs@nau.edu for assistance.

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Setting up your Lab/Shop Space and Personnel:

This guide is designed to help you manage personnel in your lab group and assign training to individuals via hazard assessment.
First, log into nau.campusoptics.com and select “Campus” under the logo on the left side of the screen. Then select “Spaces -> All Spaces”, this should reflect all spaces under your supervision.

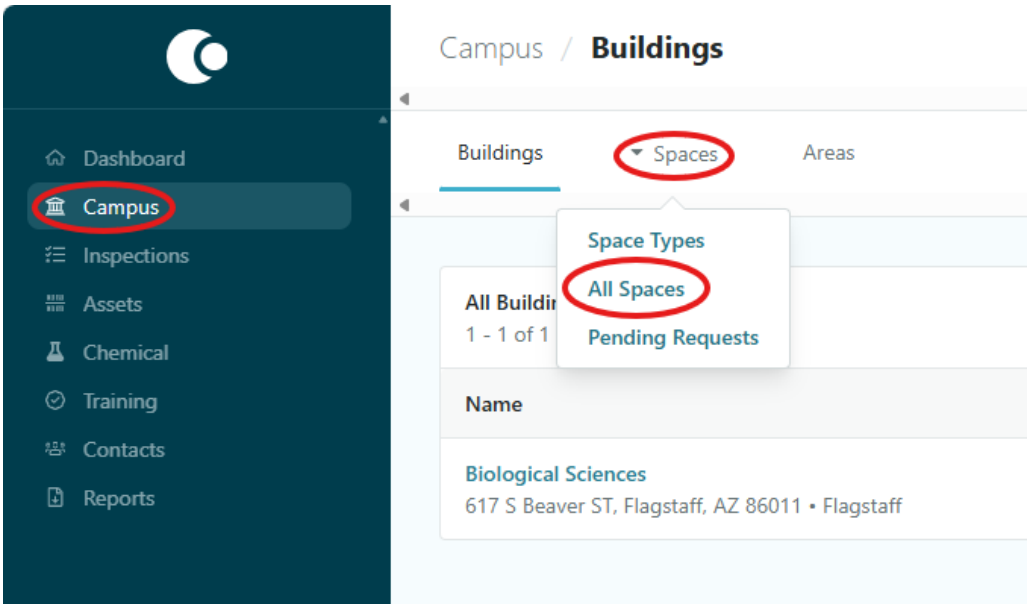
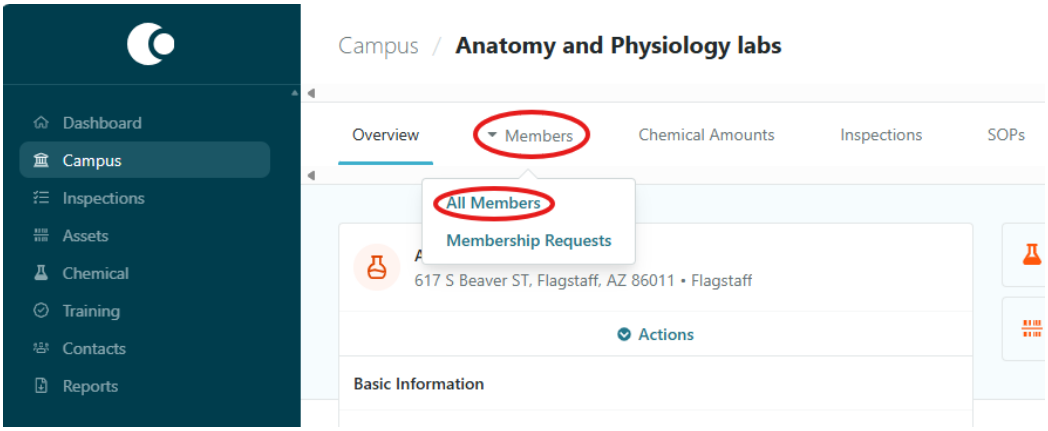
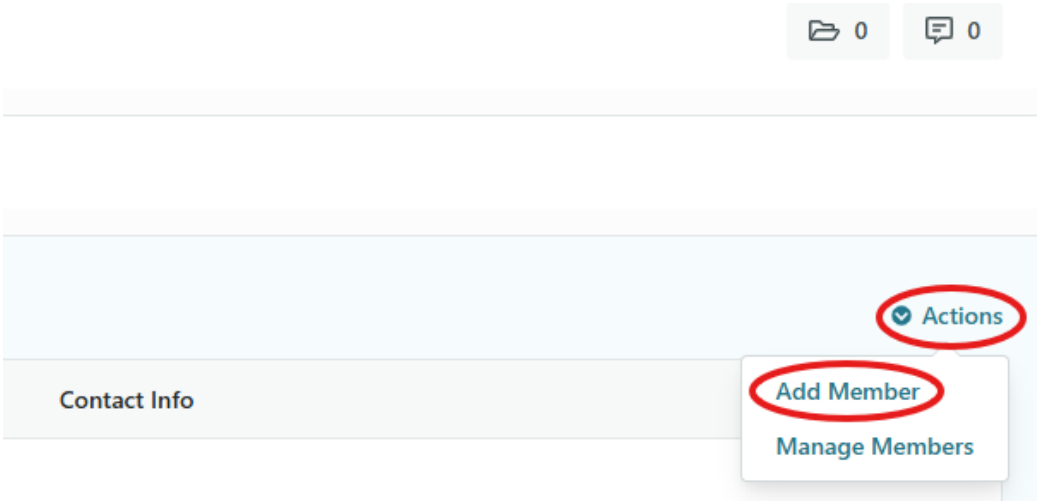


Image 5 – Navigating to all spaces.

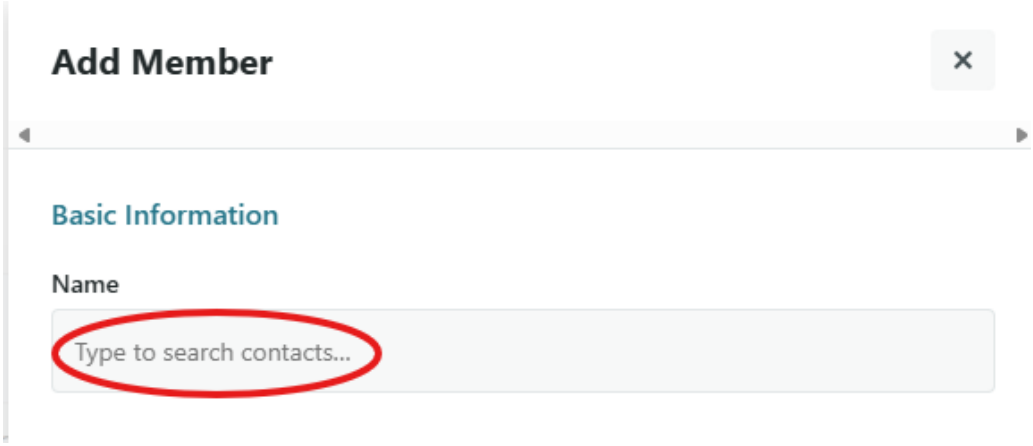
Click on the lab or space you would like to edit.
The next page will be your space overview. To add or remove personnel, go to “Members” and click “All Members”.



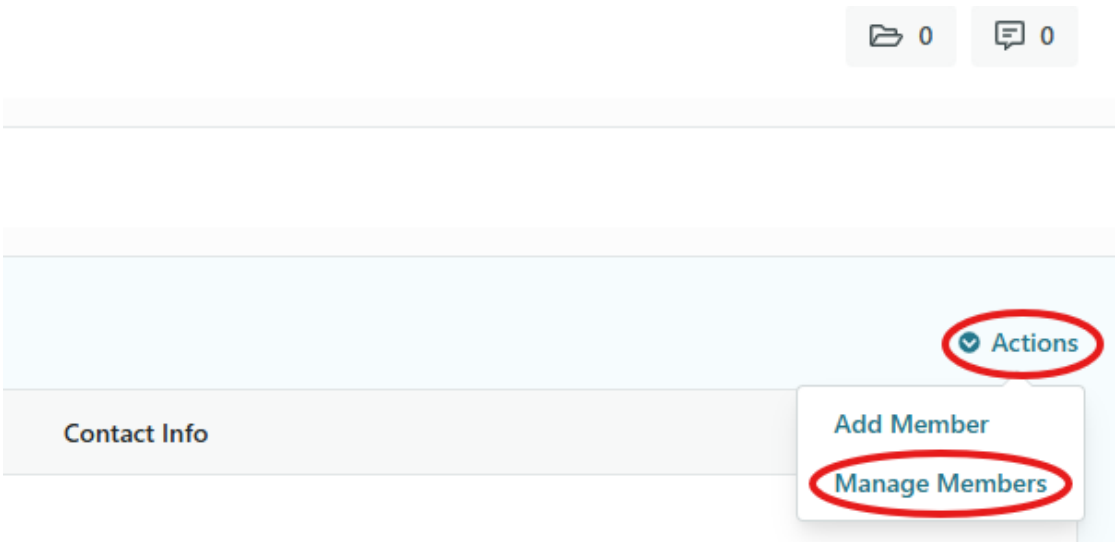
On the right side of the screen, you will see “Actions” with either “Add Member” or “Manage Members”.



To Add Member, simply type the name of the person you wish to add to your lab group.



To remove a member or change the role/permissions for an existing lab member, go to “Manage Members”, where you will see a full list of individuals assigned to you.

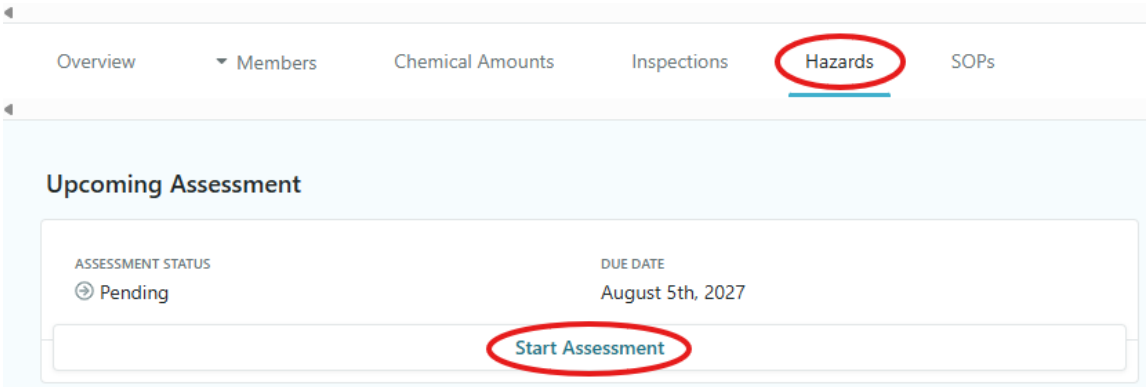


Click “Update Space Memberships” so changes will be saved.

Using the Hazard Assessment Tool:

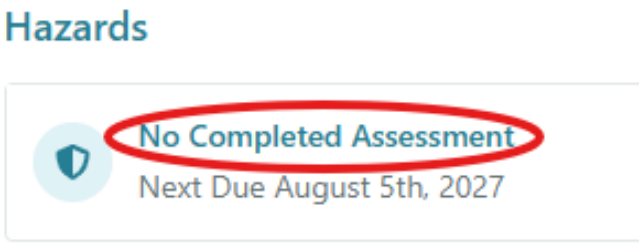
To assign individuals to specific trainings, a Hazard Assessment can be performed. There are two ways to complete the Hazard Assessment:

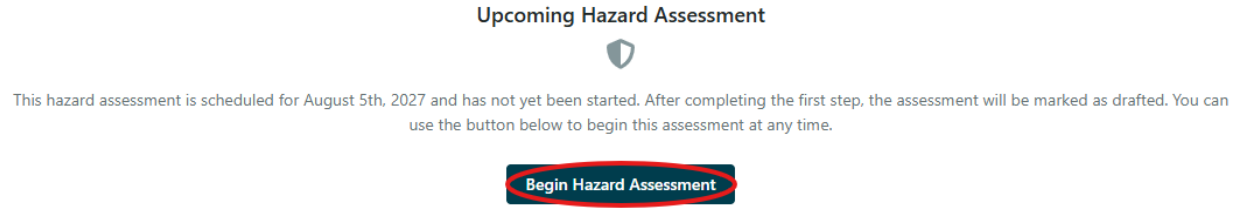
Option 1: navigate back to your lab space overview. (Reminder workflow-> Campus -> Spaces -> All Spaces -> click on the space you would like to perform the Hazard Assessment on). At the top of the page are various headings, go to the heading "Hazards". The next page will offer the option to "Start Assessment."



Option 2: navigate back to your lab space overview.

On the right side of the page you will see a section for "Hazards." If no assessment has been created, it will read as "No Completed Assessment". Click on this link to be taken to the Hazard Assessment page and click "Begin Hazard Assessment".





The Hazard Assessment will list all hazards (biological, chemical, physical, radiation). Click on any hazard that may be present in your lab/space. The next page will list any relevant controls (required or optional) related to the hazards you previously selected. The following page will give you the option to select or change safety icons. Finally, you will see a list of personnel associated with your space. You can then individually select each hazard relevant to each staff member. Hazards linked to required training will automatically assign personnel to that training once the selection is made and the assessment is complete.

Hazard assessments should be updated at least annually or when personnel changes occur.

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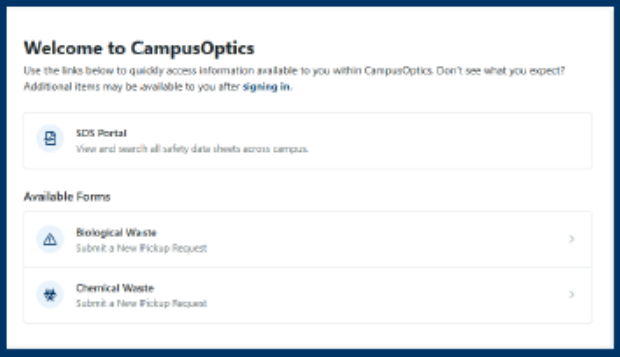
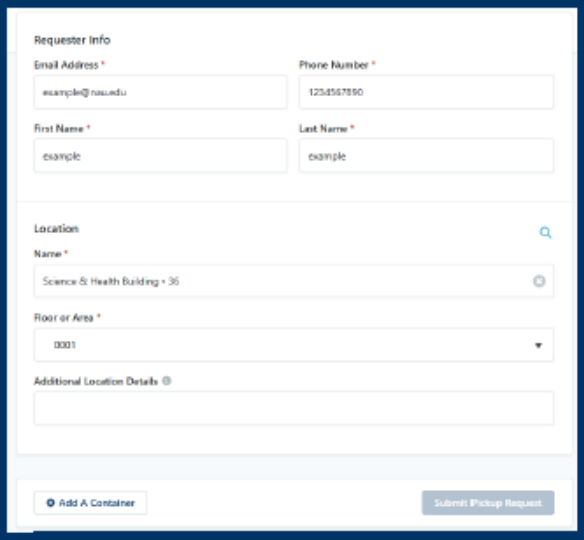
Waste Pick-Up Request:

How to Submit a Waste Pick-Up Request

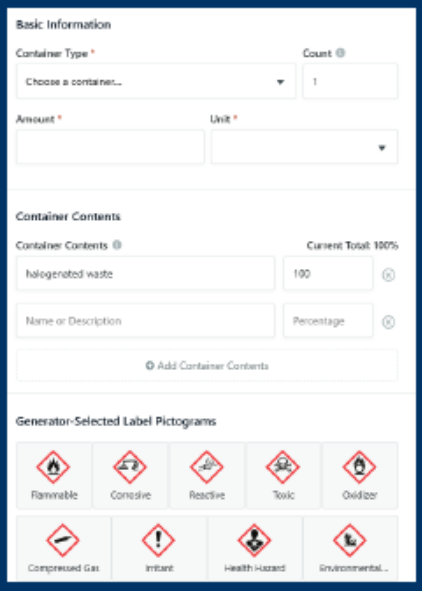
1. Navigate to: https://nau.campusoptics.com/start
2. Log on with NAU credentials
3. The following screen should appear, and select either chemical or biological waste pickup.



4. The following screen will appear. Fill in the required information and the add container button will become clickable. – click add container



5. Fill in the required fields and press add container



6. Press submit waste pickup request

It is not necessary to download a label. Be sure that the waste does have a physical label indicating all contents or the waste in detail

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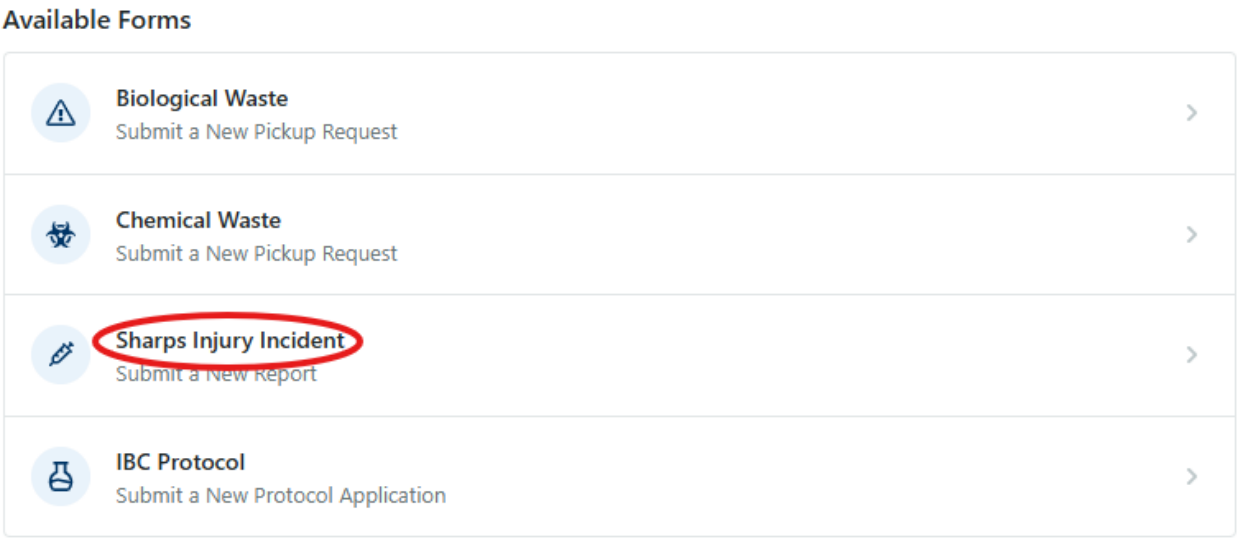
Reporting an Incident:

Navigate to Home • CampusOptics and select the Sharps Injury Incident form.



Fill out all required fields (*) and click "Save and Finish". Clicking “Save and Keep Editing” will save a Drafted Report that is accessible through the Home page, until “Save and Finish” is selected.

Registering or Updating an IBC Protocol

To register a new IBC protocol or modify an existing one access the IBC registration form either through: https://nau.campusoptics.com/protocol/ibc or navigating to Home • CampusOptics and selecting IBC Protocol as seen below.

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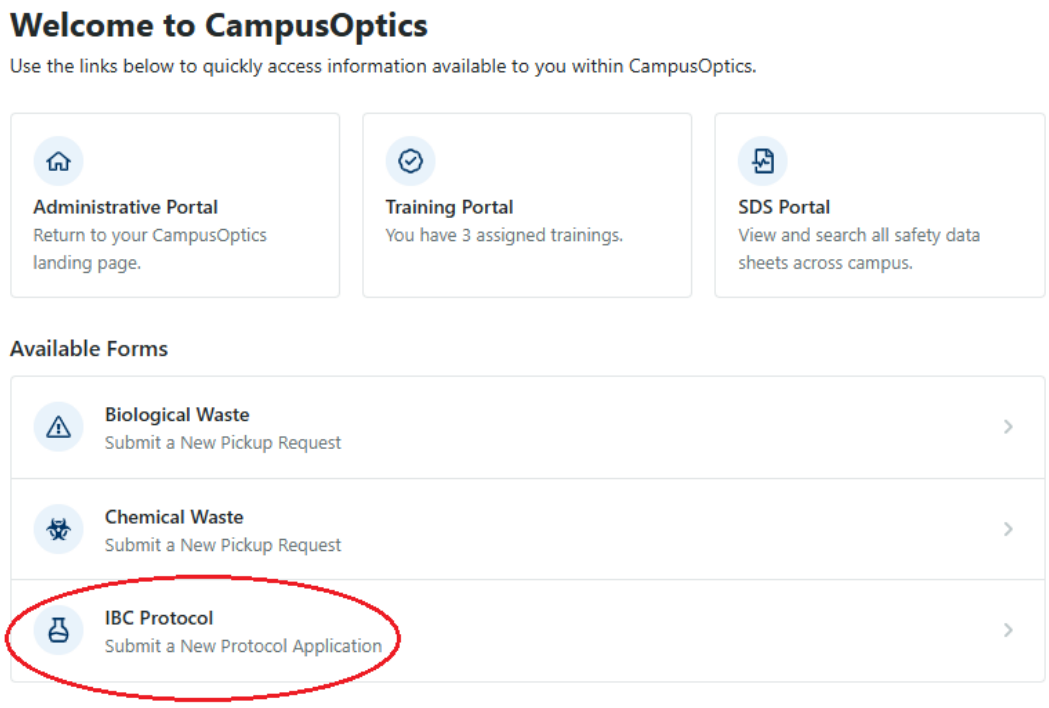
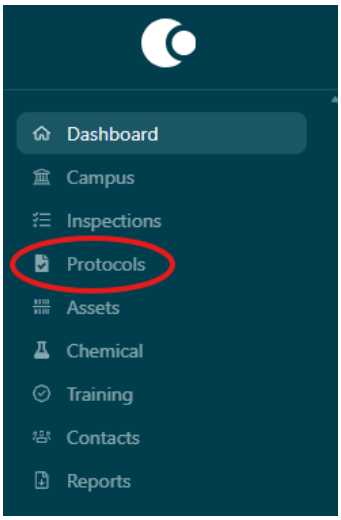
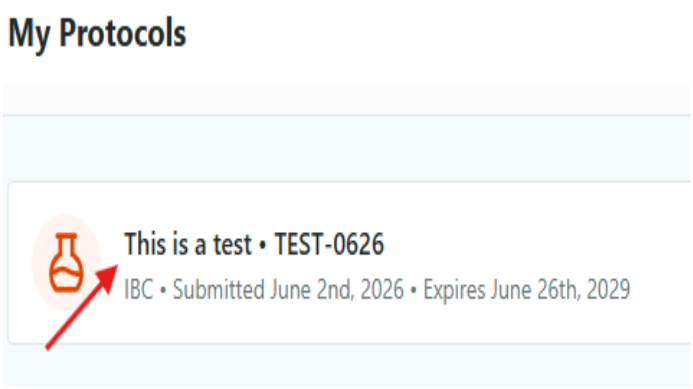


Fill out all required fields (*) and click "Save and Finish" to submit protocol for review. Please note the following:

- Any "Additional Investigators" listed will have access and editing privileges to the submitted protocol.
- Training dates will not automatically populate for personnel entered. Ensure all relevant training dates are acquired prior to submission.

To modify an existing protocol, navigate to your dashboard. On the left-hand side, click on "Protocols."





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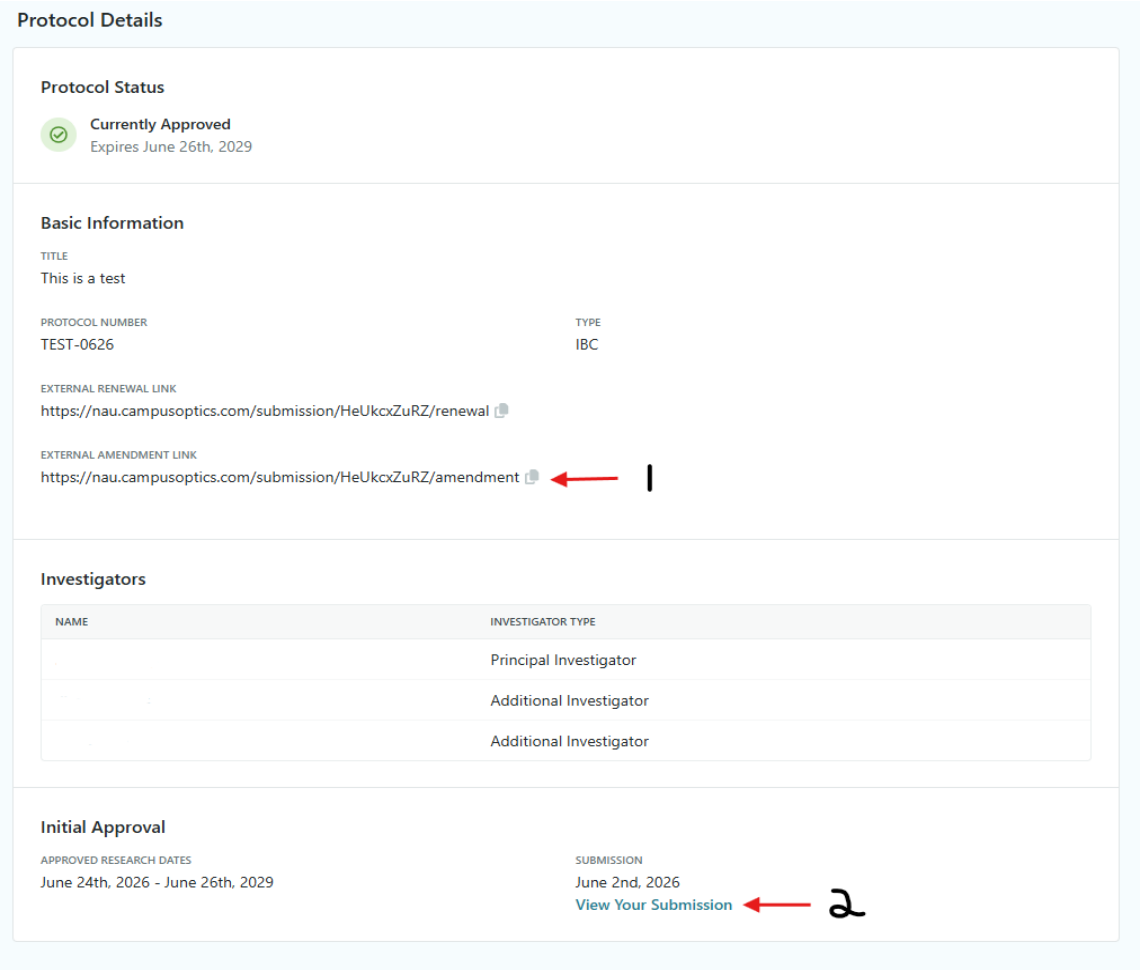
Any protocols you have submitted will appear on the next page as seen above. Click on the specific protocol you wish to update. There are 2 options to amend a protocol:

- Option 1 (see below) provides a link you can copy into a new browser tab or window taking you directly to the protocol to modify accordingly.
- Option 2 (see below) allows you to view the protocol and then specify your action, "Renew" or "Amend" the protocol.



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IBC Protocol

- Please describe all work with **biohazardous materials** (including rDNA and synthetic nucleic acids placed in a biological system) to be conducted by a Principal Investigator (PI). It may cover multiple projects as long as all the work (e.g. biological materials, personnel, & locations) are similar and all the procedures involving biohazardous materials are described comprehensively.
- Contact the Biological Safety Office at **biosafety@nau.edu**, (928) 523-7268 for assistance.
- Submit the completed application electronically to **biosafety@nau.edu**. Retain a copy of your completed application for your records.

Initial Application Status

Processed Submission

This initial application has been fully processed. No additional action is required.

View PDF | Renew Protocol | Amend Protocol