ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

DEMO USER GUIDE
Contents

Welcome to Chemical Safety’s EMS Software.................................................................4
Dashboard Icons: .............................................................................................................4
Report Center..................................................................................................................5
How to use EMS: .............................................................................................................6
  Step 1: Export Sample Chemical Inventory ...............................................................6
  Step 2 Import Containers from Excel ..........................................................................7
  Step 3: Chemical Containers .....................................................................................8
NAVIGATION AND OPTION BUTTONS ........................................................................10
  Step 4: My SDS Binder .............................................................................................14
  Step 5: Site SDS Binder ............................................................................................20
  Step 6: Global SDS Library .......................................................................................21
  Step 7: Waste Disposal Request ..............................................................................24
  Step 8: Default Dashboard .......................................................................................25
  Step 9: Chemist Dashboard ......................................................................................26
  Step 10: Waste Dashboard .......................................................................................27
HELP ............................................................................................................................28
Welcome to Chemical Safety’s EMS Software.

To get you started with EMS we have prepared a process to help you learn how EMS works. In this process you will be able to navigate through our system with sample data that you can easily export from our Chemical Inventory dashboard, add sample data using, import it to EMS system and have access to several key functions that demonstrate the capabilities of the EMS software.

The following picture represents the Dashboard you see once you log in.
Dashboard Icons:

1. Export a sample chemical inventory file that can be imported into EMS to cross-reference chemicals with storage and safety information.

2. Import chemical inventory file into EMS. Chemical Inventory is cross-referenced with storage and safety information.

3. View and edit your chemical Inventory containers

4. View binder of SDS associated with your chemical inventory

5. View SDS for your site/facility

6. View Chemical Safety’s Global SDS Library and find SDS to add to your SDS binder or Site SDS list

7. Generate a waste pickup

8. Click to open the Default Dashboard that will provide you access to all EMS functions (administrative users)
9. Click to open the Chemist Dashboard. This Dashboard is mainly used by chemical users and Principal Investigators.

10. Click to open the Waste Management Dashboard. This dashboard is intended for waste handlers and other waste management personnel tasks with the pickup, storage and disposal of waste.

Report Center
For demonstration purposes we have created six Adhoc reports as shown below, which you can run by clicking on the report name. As a registered or licensed user, you will have the ability to create and customize reports in your dashboard that are most useful for your work.

1. **Chemical Inventory by Location**: In this report you can view all the chemicals listed by location, showing the quantity by container, the container barcode number and the quantity converted to gallons.
2. **Chemical Storage Incompatibilities**: In this report you can view certain hazardous chemicals that are incompatible to store under the same location due to hazard class or chemical classification incompatibilities.
3. **List of Expiring Containers**: In this report you can view a list of containers that have expired or will expire within the next 10 days (this can be customized for any timeline as desired).
4. **List of Flammable liquids by Location**: In this report you can view flammable liquids (DOT hazard class 3) stored in your location.
5. **Site Product/SDS List**: In this report you can view all SDS’s in your site.
6. **My SDS Binder**: In this report you can view all SDS’s for your chemical inventory.
How to use EMS:

**Step 1:** By clicking the “Export sample Chemical Inventory” icon the following pop up will appear:

Enter your email if you want to receive the excel file in your email or click OK to download the file.

By clicking OK, you will see a new message box for you to open or save the file. (depending on your browser the message box might be different)

Here is what the excel file looks like. This inventory template is designed to provide all the critical information needed to import and manage a chemical inventory.
**Step 2:** Click the "Import Chemical Inventory file" to import the sample data in EMS Software. You can also use this excel template to import your own chemical inventory. Please note that the import has been set to a limited number of records for this demo access.

The following message box will appear:

Once you select your file and click upload, EMS will import and process the chemical inventory import file, create location and chemical container information and connect the inventory to SDS and GHS data.

When the import is completed, the following message will appear:

This message gives you information after importing your data of how many records were processed and if any were rejected. The Import Log provides details on why import records, if any, were rejected.
Step 3: By clicking the “Chemical Containers” you have a list of all containers added to your inventory. EMS Chemical Inventory helps you track, manage and update chemical containers quickly and easily. The screen below shows you a summary list of all your chemicals in the locations you are responsible for. Rejected records will not show in this list.

By clicking the “(M)SDS button, the following window will appear:
By clicking the edit or arrow button you will open the record of the selected container.

The record provides various information such as the location, product information and container quantity.

The container screen is organized so that the top part displays **Where** a chemical is located, The middle portions **What** the chemical is, to **Whom** this container is assigned, **When** this container was entered and accessed and other details about the container. The bottom portion of the form is the **Quantity** and **Size** of the container.
NAVIGATION AND OPTION BUTTONS

Use the navigation and options buttons at the top of each page to view and manage specific records.

Use the options buttons to manage records, display and print labels, print reports, export records to Excel, move and dispose chemical containers, view container transaction logs, view container history, restore records and review chemical incompatible locations.

The first set of buttons allow you to perform easy functions like moving forward and back to other records, searching or sorting data as well as adding, editing and saving a record.

The second set of buttons to the right of the form allow you to do many useful tools and actions like marking chemical containers as surplus, moving chemicals to different labs or locations, consuming or splitting a chemical container and making waste pickup requests, among many other functions.

An additional source to access the navigation and option buttons, is through Help.
On the top right of the screen there is an “Actions” menu with several options you can perform on the existing record or multiple, such as viewing and printing labels, manage the status, movement, use and disposal of chemical containers.
Here are some of the most common Actions you can perform on one or multiple containers:

Click “Transfer” under Actions if you want to transfer this record or multiple records to another location or user

Click “Dispose/Consume” under Actions menu to Dispose a container or Consume all or part of a container
If you want to *Dispose* the quantity of the container you simply check the “Dispose” box located under Quantity.

If you want to *Consume* the amount stated in quantity you simply erase the quantity amount and you click OK.
Step 4: By clicking “My SDS Binder” you will have a list of all SDS’s that are specifically permitted to the current user’s location.

<table>
<thead>
<tr>
<th>PRODUCT NAME</th>
<th>MANUFACTURER</th>
<th>SDS 6</th>
<th>VERSION DATE</th>
<th>ENTRY DATE</th>
<th>(M)SDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMAESTRO</td>
<td>ALFA-ABERG</td>
<td>3/24/16</td>
<td>3/24/2016</td>
<td>3/24/2016</td>
<td>(M)SDS</td>
</tr>
<tr>
<td>ACETONE</td>
<td>AVANTOR</td>
<td>3/22/16</td>
<td>3/22/2016</td>
<td>3/22/2016</td>
<td>(M)SDS</td>
</tr>
<tr>
<td>AMMONIUM HYDROXIDE</td>
<td>FISHER SCIENTIFIC</td>
<td>3/21/16</td>
<td>3/21/2016</td>
<td>3/21/2016</td>
<td>(M)SDS</td>
</tr>
<tr>
<td>BENZENE</td>
<td>SEIDEL ALDRICH</td>
<td>3/20/16</td>
<td>3/20/2016</td>
<td>3/20/2016</td>
<td>(M)SDS</td>
</tr>
<tr>
<td>CHLORINE GAS</td>
<td>PRAXAIR</td>
<td>3/19/16</td>
<td>3/19/2016</td>
<td>3/19/2016</td>
<td>(M)SDS</td>
</tr>
<tr>
<td>TRIPHENYLAMINE CHLORIDE</td>
<td>PRAXAIR</td>
<td>3/18/16</td>
<td>3/18/2016</td>
<td>3/18/2016</td>
<td>(M)SDS</td>
</tr>
<tr>
<td>VALEROLIDON</td>
<td>ACROS ORGANICS</td>
<td>3/17/16</td>
<td>3/17/2016</td>
<td>3/17/2016</td>
<td>(M)SDS</td>
</tr>
<tr>
<td>ZINC SULFATE MONOHYDRATE FOR ANALYSIS</td>
<td>END MILLMORE</td>
<td>3/16/16</td>
<td>3/16/2016</td>
<td>3/16/2016</td>
<td>(M)SDS</td>
</tr>
</tbody>
</table>

The (M)SDS button will open the SDS for the specific product and manufacturer in PDF format.
The “arrow” button will open the record of the selected product were you can view several details for the chemical.

<table>
<thead>
<tr>
<th>PRODUCT NAME</th>
<th>MANUFACTURER</th>
<th>SDS#</th>
<th>REVISION DATE</th>
<th>ENTRY DATE</th>
<th>INVENTORY</th>
<th>SDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BUTENE OIL</td>
<td>PROXAR</td>
<td>225065</td>
<td>2/20/2015</td>
<td>2/20/2015</td>
<td></td>
<td>SDS</td>
</tr>
<tr>
<td>ACETIC ACID</td>
<td>FISHER SCIENTIFIC</td>
<td>208994</td>
<td>2/24/2016</td>
<td>2/24/2016</td>
<td></td>
<td>SDS</td>
</tr>
<tr>
<td>ACETONE</td>
<td>AVANTOR</td>
<td>830229</td>
<td>6/17/2014</td>
<td>4/17/2014</td>
<td></td>
<td>SDS</td>
</tr>
<tr>
<td>AMMONIUM HYDROXIDE</td>
<td>FISHER SCIENTIFIC</td>
<td>2349023</td>
<td>12/30/2015</td>
<td>12/30/2015</td>
<td></td>
<td>SDS</td>
</tr>
<tr>
<td>BENZENE</td>
<td>SAMAALTRICH</td>
<td>820034</td>
<td>3/27/2015</td>
<td>11/21/2013</td>
<td></td>
<td>SDS</td>
</tr>
</tbody>
</table>

A lot of information can be reviewed and recorded in the different tabs in SDS Manager page

1. **Product data** - Contains Data regarding the MSDS/SDS such as:
   - The chemical supplier/manufacturer
   - CAS and (M)SDS Numbers
   - Labels
   - Persons responsible for the chemical
2. **COMP/REGs/MISC** - Click to view a variety of additional information including mixture ingredient, regulations, synonyms, projects, approved chemical locations, part numbers, and green chemical substitutes

COMP/REGs/MISC Contains data divided into several different tabs including:

Another source to view the SDS PDF and also view or print the GHS Labels
3. **Chemical Ref. Data** - Click on to add/edit/delete/view chemistry related information about the chemical including:

- Boiling/ Melting Points
- Storage Conditions and Requirements
- International Fire Codes
- Uniform Fire Codes
- Explosion Limits
- Density, Specific Gravity, and Molecular Weight
4. **Environmental** - Click on to Add/Edit/View/Delete regulatory data for this chemical

- Define if a chemical is Green or not
- Set the Hazard Codes of the material.
- Set the Hazard Labels of the material
- Define the Precautionary and Hazard statements of the material

In SDS page under Actions menu, there is a variety of functions you can perform for the selected SDS product
- Print Multilanguage SDS labels
- Personal equipment labels
- New GHS labeling regulations
- GHS labeling on transportation regulations
- Container History report which provides an adequate audit for all actions
- View Audits assigned to this Facility of the SDS record
- Display SDS in PDF format of this record
- Sort your boundary (product selection list) by Hazard class
**Step 5:** By clicking the “Site SDS” icon you will be able to view all chemicals listed within your site or Facility.

Find, view and print SDS’s and labels for all SDS in your site.

The (M)SDS button will open the SDS for the specific product and manufacturer in PDF format.

The “arrow” button will open the record of the selected product were you can view several details for the chemical.

Please note that adding and editing SDS information has been disabled for this user.
Step 6: By clicking “Global SDS Library” icon you will be able to search our database and locate a chemical you want.

This is the Search page where you can type the name, of chemical you want to search (for example Acetone)
When you hit “search” it will bring up the following results:

<table>
<thead>
<tr>
<th>PRODUCT NAME</th>
<th>MANUFACTURER</th>
<th>S/N</th>
<th>REV/REVISION DATE</th>
<th>ENTRY DATE</th>
<th>MN/SDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetone</td>
<td>Acros Organics</td>
<td>1/106</td>
<td>3/12/2014</td>
<td>6/1/2014</td>
<td></td>
</tr>
<tr>
<td>Acetone</td>
<td>Sigma Aldrich</td>
<td>1/106</td>
<td>5/21/2013</td>
<td>6/1/2014</td>
<td></td>
</tr>
<tr>
<td>Acetone</td>
<td>Thermo Fisher</td>
<td>1/106</td>
<td>6/1/2014</td>
<td>6/1/2014</td>
<td></td>
</tr>
</tbody>
</table>

By selecting the record, you want, you click on the “arrow” icon to open the record.

**NOTE:** By clicking and opening a record from Global SDS, you will notice the navigation menu is limited and you don’t have many options.
Under “Actions” menu you have 2 options:

- **Add to My SDS Binder**: Click this option to download and add this selected SDS product to your SDS binder.
- **Add to Site SDS**: Click this option to download and add this selected SDS product to your Facility’s binder.
Step 7: By clicking “Disposal Request” you open the Waste Pickup Request form.

The highlighted red cells are mandatory to complete in order to save the record and complete the request:

**LAST NAME** — This field is filled in automatically for you.

**ITEM ID** — A sequential number assigned to pick up requests. You may enter a different number if you need to.

**CHEM NAME** — Type the first few characters of the Chemical Name of the container you wish to have picked up for disposal. Select from the list of Chemical Names that is displayed by clicking on the name.

**QUANTITY** — enter the Quantity of the Container. Usually, this will be the same as the Size of the Container.

**TIP:** If there is a barcode label on the container, you can enter that number into the Barcode field, and the Chemical Name and other information will be filled in automatically for you. OR, you can click the button with 3 dots (...) next to the Barcode field, scroll through the list to find the container, and click the > button to the right of the record to select it.
Step 8: By clicking on “Default Dashboard” you open the Default Dashboard which has a number of different actions and options. This Dashboard is separated in 5 sections: P.I./Chemist Quick Start Menu, EH&S Quick Start Menu, Facility Operations Quick Start Menu, Corporate-Facility, Corporate-Facility and Report Center
Step 9: By clicking “Chemist Dashboard” it includes typical functions that a person handling chemicals would need to access the EMS software for, namely to review/update their own inventory, search for and/or order a chemical and request that a chemical be picked up for disposal.
Step 10: By clicking “Waste Dashboard” you will view a list of functions intended for waste handlers to pick-up, store consolidate and dispose waste. This Dashboard is separated in 5 sections: Manifesting/Disposal, Waste Inventory Tracking, Chemists/Waste Handlers, Facility Waste Operations, Report Center.
HELP

For any additional help you can click on the which is located in every page and provides information for the existing page you are on.

Here is an example from Container page:

![Container help window](image)

*What do you want to do?*
- Labels
- Container Transactions
- Transfer
  - Dispose/Consume quantity
  - Split Container
  - Surplus
- Request Container
- Approve Container
- BOL
- KIL
- Transfer to Mixture
- Import/Export Excel
- Container History
- Display MSDS/SDS
- Copy Container
- Calculate Expiration Date
- Show Incompatible Locations

*Related Topics*
- Inventory
- Inventory Rules
- Compatibility Rules
- Purchase Items
- Container Distribution
- Chemical Inventory Tracking - Training Videos

*Toolbar*
- First
- Previous
- Next
Also by clicking this icon on the Home Screen Dashboard it will directly take you to our support page on our website.

For any questions please email us at support@chemicalsafety.com or visit our web page at www.chemicalsafety.com/support/