



# Chemical Safety Software

[www.chemicalsafety.com](http://www.chemicalsafety.com)

## ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

### DEMO USER GUIDE

**V2.1**

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## Welcome to Chemical Safety's EMS Software

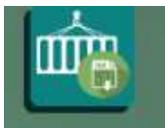
To get you started with EMS we have prepared this user guides to help you learn how EMS works and how you can benefit from using it. In this process, you will be able to navigate through our system with sample data that you can easily export from our Chemical Inventory dashboard, add sample or your own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

The following graphic represents the Dashboard you see once you log in.



**Dashboards like this are user-defined and are designed to access only the functions you need, just by clicking on one of the icons or reports presented.**

## Dashboard Icons:



1. **Export Chemical Inventory to Excel** 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 from Excel** Import chemical inventory file into EMS. Chemical Inventory is cross-referenced with storage and safety information.



3. **My Chemicals** Click to view your Chemical Inventory where you can track, manage and update chemical containers quickly and easily. Clicking the Chemical containers button shows you a summary list of all your chemicals in the location you are responsible.



4. **My SDS Binder** View binder of SDS associated with your chemical inventory and GHS labels (if there are any) by clicking the SDS button.



5. **Site SDS** View SDS library of your site/facility and GHS labels (if there are any) for your chemicals by clicking the SDS button.



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



7. The disposal request button allows you to create a request for a waste pickup. Enter pertinent information about the waste that you wish to have picked up.



8. This feature helps you find and get chemicals in your organization's inventory. Enter information in the search criteria and you can search the entire inventory or limit the search to Surplus or Storage locations.



9. Request approval for a new chemical. Authorized approvers are notified via email to review and approve or disapprove use of chemical. Once the request is reviewed, the status of the request is been updated and a notification is sent to the requestor.



10. This option is used to order a chemical from a supplier. Once the purchase request is reviewed and approved, then a printed PO or electronic request can be sent to organizations procurement system for processing. Authorized approvers are notified upon request is made.

## Report Center

For demonstration purposes, we have created six Adhoc (management) 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.

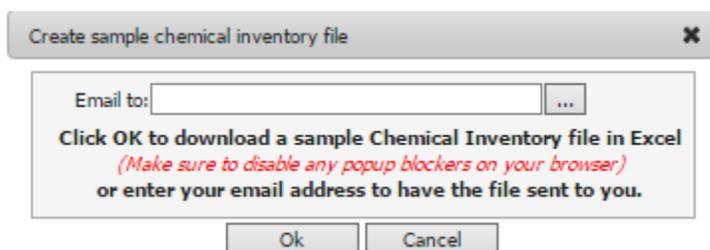


1. Chemical Inventory by Location: In this report, you can view all the chemicals listed by location, showing the quantity by container, the container barcode number and the quantity converted to gallons.
2. Chemical Storage Incompatibilities: In this report, you can view certain hazardous chemicals 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. Fire Code Analysis: A compilation of onsite Chemicals grouped under The Uniform and International Fire (UFC/IFC) coding systems.
6. My SDS Binder: In this report, you can view all SDS's for your chemical inventory.

## How to use EMS:

The first two steps below have already been completed. Sample chemicals have been uploaded for you to access and review how you can manage and update your sample chemical inventory.

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.

BARCODE	CHEMICAL	MANUFACCAS	CONT. TYF	QUANTITY	PHYS. STA	UNIT	LOCATION	ROOM	DEPARTM	BUILDING	FACILITY	REVISION
2205400	ACETIC AC	FISHER SCI	64-19-7	BUCKET	100	LIQUID	GRAM	SHELF 2	C2	STORAGE	STORAGE	IUNIVERSIT 2/24/2016
2205401	AMMONIU	FISHER SCI	1336-21-6	BOX		LIQUID	GALLONS	SHELF 2	C2	STORAGE	STORAGE	IUNIVERSIT 12/30/201
2205402	TRIMETHY	PRAXAIR	993-07-7	FIXED PRE	3	GAS	CUFT	SHELF 2	C2	STORAGE	STORAGE	IUNIVERSIT 3/18/2016
2205403	ABAMECTI	ALFA AESA	71751-41-	BAG	5	SOLID	GRAM	SHELF 2	C2	STORAGE	STORAGE	IUNIVERSIT 3/5/2013
2205404	Ammonium	EMD Millig	7727-54-0		5	SOLID	GALLONS	SHELF 2	C2	STORAGE	STORAGE	IUNIVERSIT 11/4/2014
2205405	ACETONE	AVANTOR	67-64-1	BOX	4	LIQUID	LITERS	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 6/17/2014
2205406	BENZENE	SIGMA AL	71-43-2	GLASS BOT	6	LIQUID	GALLONS	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 3/27/2015
2205407	CHLORINE	PRAXAIR	7782-50-5	PLASTIC B	5	LIQUID	GALLONS	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 4/9/2015
2205408	ZINC SULF	EMD MILLI	7446-20-0	BOX	10	SOLID	POUNDS	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/3/2015
2205409	VALINOMY	ACROS OR	2001-95-8	PLASTIC B	5	SOLID	KILOGRAM	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/10/2015
22054010	1 BUTENE	PRAXAIR	106-98-9	FIXED PRE	2	GAS	CUFT	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/20/2015
22054011	ZINC SULF	EMD MILLI	7446-20-0	BOX	10	SOLID	POUNDS	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/3/2015
22054012	VALINOMY	ACROS OR	2001-95-8	PLASTIC B	5	SOLID	KILOGRAM	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/10/2015
22054013	1 BUTENE	PRAXAIR	106-98-9	FIXED PRE	2	GAS	CUFT	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/20/2015
22054014	ZINC SULF	EMD MILLI	7446-20-0	BOX	10	SOLID	POUNDS	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/3/2015
22054015	ZINC SULF	EMD MILLI	7446-20-0	BOX	10	SOLID	POUNDS	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/3/2015
22054016	VALINOMY	ACROS OR	2001-95-8	PLASTIC B	5	SOLID	KILOGRAM	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/10/2015
22054017	VALINOMY	ACROS OR	2001-95-8	PLASTIC B	5	SOLID	KILOGRAM	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/10/2015
22054018	1 BUTENE	PRAXAIR	106-98-9	FIXED PRE	2	GAS	CUFT	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/20/2015
22054019	1 BUTENE	PRAXAIR	106-98-9	FIXED PRE	2	GAS	CUFT	SHELF 1	A1	STORAGE	STORAGE	IUNIVERSIT 2/20/2015

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:

Select chemical inventory to import ✕

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Filename:

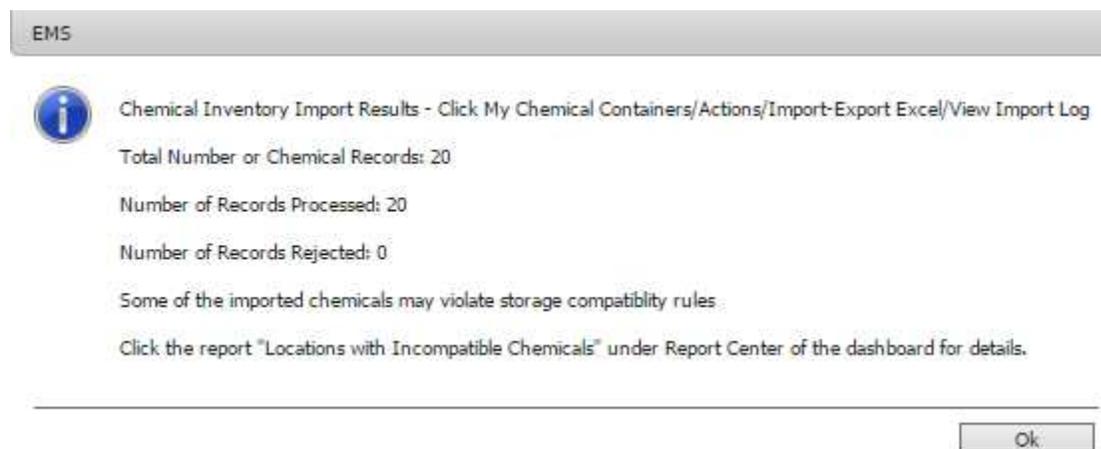
Select a file and click upload to import chemical inventory data and locations into EMS and cross-reference with safety information.

**Valid files:**  
Microsoft Excel files (\*.xlsx, \*.xlsm)

**Maximum file size:** 4 MB.

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:



The screenshot shows a notification window with a grey header bar containing the text "EMS". Below the header is a blue circular icon with a white lowercase letter "i". To the right of the icon is the text "Chemical Inventory Import Results - Click My Chemical Containers/Actions/Import-Export Excel/View Import Log". Below this are four lines of text: "Total Number of Chemical Records: 20", "Number of Records Processed: 20", "Number of Records Rejected: 0", and "Some of the imported chemicals may violate storage compatibility rules". A final line of text reads "Click the report 'Locations with Incompatible Chemicals' under Report Center of the dashboard for details." At the bottom right of the window is a button labeled "Ok".

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

**Start by the following Step 3. You can use the chemical inventory export/import features after you've overviewed the program, and you can enter your own chemical inventories.**

**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.

29 records

BARCODE	PRODUCT NAME	LOCATION	ROOM	CAS#	TOTAL QTY	UOM	# OF CONT.	(M)SDS		
2182000	ACETIC ACID	SHELF 2	C2	64-19-7	100	GRAM	1	(M)SDS	/	>
2182001	AMMONIUM HYDROXIDE	SHELF 2	C2	1336-21-6	5	GALLONS	1	(M)SDS	/	>
2182010	ABAMECTIN	SHELF 2	C2	71751-41-2	5	GRAM	1	(M)SDS	/	>
2182011	ACETONE	SHELF 1	A1	67-64-1	4	LITERS	1	(M)SDS	/	>
2182012	BENZENE	SHELF 1	A1	71-43-2	6	GALLONS	1	(M)SDS	/	>
2182013	CHLORINE GAS	SHELF 1	A1	7762-50-5	5	GALLONS	1	(M)SDS	/	>
2182017	Zinc sulfate heptahydrate for analysis EM	SHELF 1	A1	7440-20-0	10	POUNDS	1	(M)SDS	/	>
2182018	Valproic acid	SHELF 1	A1	2001-05-8	5	KILOGRAMS	1	(M)SDS	/	>
2182019	1 Butene C4H8	SHELF 1	A1	106-98-9	2	CUFT	1	(M)SDS	/	>
2182021	Zinc sulfate heptahydrate for analysis EM	SHELF 1	A1	7440-20-0	10	POUNDS	1	(M)SDS	/	>
2182022	Valproic acid	SHELF 1	A1	2001-05-8	5	KILOGRAMS	1	(M)SDS	/	>
2182023	1 Butene C4H8	SHELF 1	A1	106-98-9	2	CUFT	1	(M)SDS	/	>
2182024	Zinc sulfate heptahydrate for analysis EM	SHELF 1	A1	7440-20-0	10	POUNDS	1	(M)SDS	/	>
2182025	Valproic acid	SHELF 1	A1	2001-05-8	5	KILOGRAMS	1	(M)SDS	/	>
2182026	1 Butene C4H8	SHELF 1	A1	106-98-9	2	CUFT	1	(M)SDS	/	>
2182027	Valproic acid	SHELF 1	A1	2001-05-8	5	KILOGRAMS	1	(M)SDS	/	>
2182028	1 Butene C4H8	SHELF 1	A1	106-98-9	2	CUFT	1	(M)SDS	/	>
2182029	ABAMECTIN	SHELF 2	C2	71751-41-2	5	GRAM	1	(M)SDS	/	>
2182037	Zinc sulfate heptahydrate for analysis EM	SHELF 1	A1	7440-20-0	10	POUNDS	1	(M)SDS	/	>
2182039	Trimethylsilane C3H10Si	SHELF 2	C2	993-07-7	200	CUFT	1	(M)SDS	/	>

Click to view SDS sheets and GHS labels

Click to edit a container record

Click to view container details

By clicking the “(M)SDS button, the following window will appear:

(M)SDS

View and print SDS for container

English

View MSDS/SDS

English 1 GHS GHS LABEL

View Label / Hazard / PPE Data

View and print GHS Labels

View Shipping Info

HTTP MSDS/SDS Reference: <https://www.fishersci.com/shop/msdsproxy?productName=A465250&productDescription=...>

Archived MSDS/SDS files

View previous SDS versions

Select File	Language	File	Backup date
Clear File	English	EN2149994_1.pdf	1/12/2017 4:09:05 AM
View Image			

The “View SDS” button will display the supplier-specific SDS for this chemical.

The “View Label” button will display a GHS compliant label

By clicking the edit or arrow > button you will open the record of the selected container.

6 records

BARCODE	PRODUCT NAME	LOCATION	ROOM	CAS#	TOTAL QTY	UOM	# OF CONT.	(M)SDS		
2203700	ACETIC ACID	SHELF 2	C2	64-19-7	100	GRAM	1	(M)SDS	/	>
2203701	AMMONIUM HYDROXIDE	SHELF 2	C2	1336-21-6	5	GALLONS	1	(M)SDS	/	>
22037010	1 BUTENE C4H8	SHELF 1	A1	106-98-9	2	CUFT	1	(M)SDS	/	>
2203702	TRIMETHYLSILANE C3H10Si	SHELF 2	C2	993-07-7	3	CUFT	1	(M)SDS	/	>
2203703	ABAMECTIN	SHELF 2	C2	71751-41-2	5	GRAM	1	(M)SDS	/	>
2203704	MAXWELL® CSC RNA FFPE KIT	SHELF 2	C2		10	GALLONS	1	(M)SDS	/	>

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.

The screenshot shows a web-based form for a chemical container record. It is divided into several sections, each highlighted with a red box and a red arrow pointing to a descriptive label on the left:

- Where is the chemical stored:** Points to the "Location" section, which includes fields for Loc./Desc. (SHELF 2), Facility (CS2), Department (STORAGE), Building (STORAGE BUILDING), Floor, Room (C2), and Control Area.
- Product name and other details:** Points to the "PRODUCT" section, which includes Material Name (ACETIC ACID), Manufacturer (FISHER SCIENTIFIC), Supplier (FISHER), CAS (64-19-7), Phys. State (Liquid), and Pure/Mix/Dilution (Pure).
- Chemical owner, barcode number and critical dates (date chemical received, container open date, expiration date) as well as other detailed data:** Points to the central section containing fields for Post Date (1/17/2017), Container Type (BUCKET), Barcode (2180000), Employee Name (KANADEZA, TEREZA), Employee ID (2014554091), Request Date, Open Date, Project, Initial Cost, Cost/Unit, Document, Expiration Date (1/17/2018), and Container Status.
- Quantity, size and unit of measure:** Points to the bottom section, which includes Container Quantity (100), Cont. Unit (GRAM), Container Size (100), and Case ID.

At the bottom of the form, there is a "Container KIT" section with a table header: Barcode, Material Name, Qty, Unit, SDS. The table currently displays "No records found."

## NAVIGATION AND OPTION BUTTONS

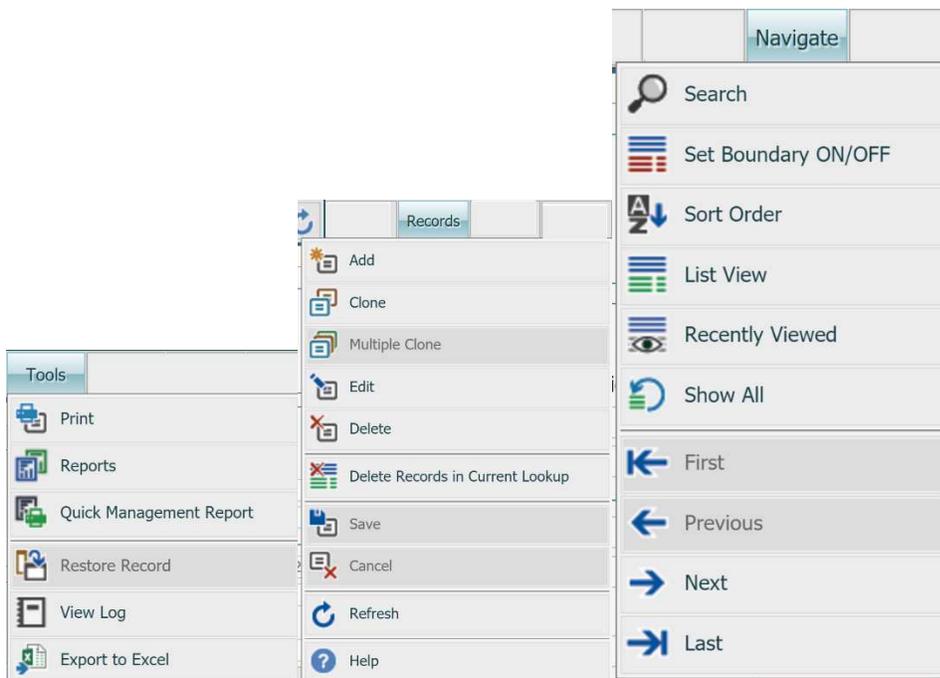
Use the navigation and options buttons at the top of each page to view and manage specific records.



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 to the next and previous record, 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



## Help

### Tools Menu

- Print
- Reports
- Quick Management Report
- Restore Record
- View Log
- Export to Excel

### Records Menu

- Add
- Clone
- Multiple Clone
- Edit
- Delete
- Delete Records in Boundary
- Save
- Cancel
- Refresh
- Help

### Navigate Menu

- Search
- Set boundary ON/OFF
- Sort Order
- List View
- Recently Accessed
- Show All
- First
- Previous
- Next
- Last

Click on any Menu and you will be given information about it.

- **Search:** Click search to perform a find. This option will open the find screen of your current form

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

Location: Loc./Desc.: SHELF 2 Building: STORAGE BUILDING  
Facility: UNIVERSITY OF THE PACIFIC Floor: Room: C2  
Department: STORAGE Control Area:

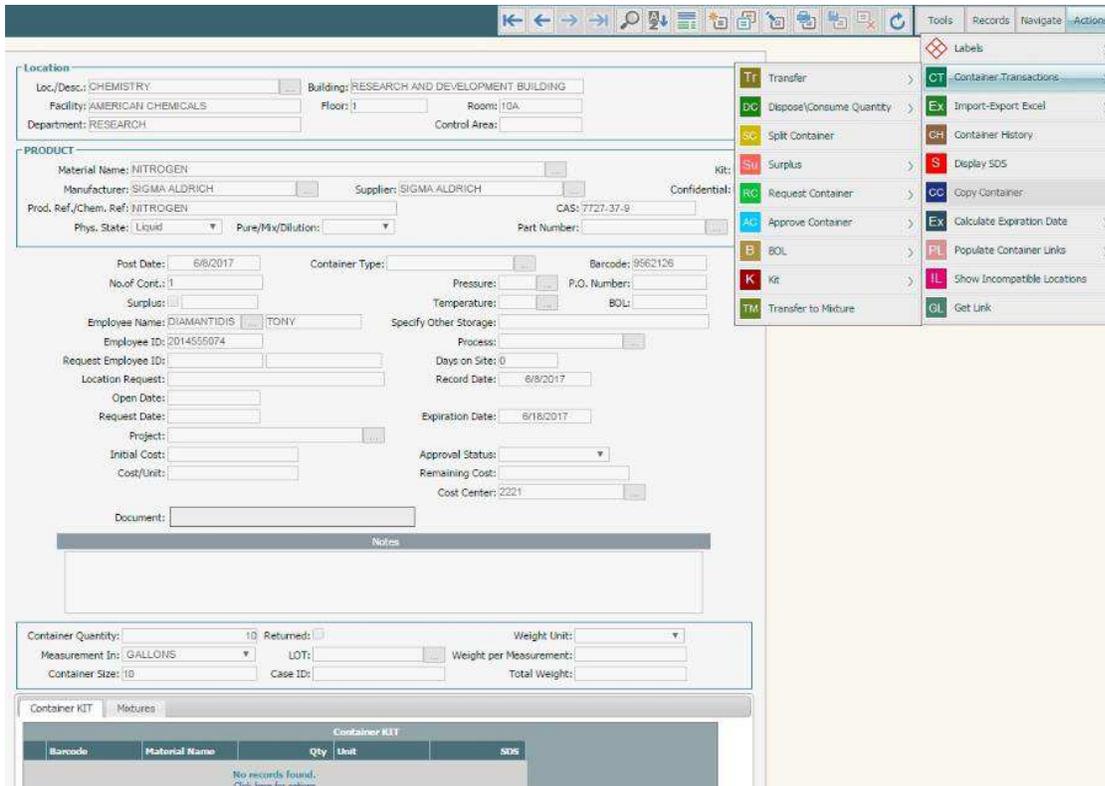
PRODUCT  
Material Name: ACETIC ACID Kit:  
Manufacturer: FISHER SCIENTIFIC Supplier: FISHER Confidential:  
Prod. Ref./Chem. Ref: ACETIC ACID CAS: 64-19-7  
Phys. State: Liquid Pure/Mix/Dilution: Pure Part Number:  
Post Date: 1/22/2017 Container Type: BUCKET Barcode: 2205400  
No. of Cont.: 1 Pressure: 1 P.O. Number:  
Surplus: Temperature: 4  
Employee Name: ROMERO NANCY Specify Other Storage:  
Employee ID: 2014555155 Process:  
Request Employee ID: Days on Site: 0  
Location Request: Record Date: 1/22/2017  
Open Date:  
Request Date: Expiration Date: 1/22/2018  
Project: Container Status:  
Initial Cost: Remaining Cost:  
Cost/Unit: Cost Center:  
Document:

Notes

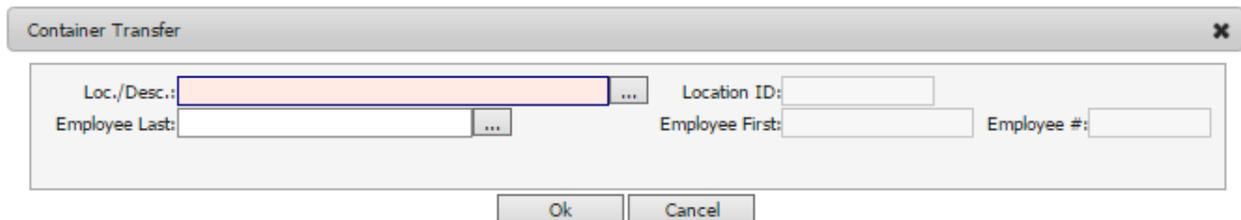
Tools Records Navigate **Actions**

Actions Menu ?

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

Container Dispose/Consume

Loc./Desc.: SHELF 2 Location ID: SHELF 2

Quantity: 5 Unit: GALLONS

Dispose:  (Create waste item)

Request:  (Create waste request)

Waste Item Profile: Waste Item Drum:

Print a Dispose Label:  Label Format: 2X10

Ok Cancel

If you want to *Dispose* the quantity of the container you simply check the “Dispose” box located under Quantity.

Container Dispose/Consume

Loc./Desc.: SHELF 2 Location ID: SHELF 2

Quantity: 5 Unit: GALLONS

Dispose:  (Create waste item)

Request:  (Create waste request)

Waste Item Profile: Waste Item Drum:

Print a Dispose Label:  Label Format: 2X10

Ok Cancel

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.

10 records

PRODUCT NAME	MANUFACTURER	SDS#	REVISION DATE	ENTRY DATE	(M)SDS
1 BUTENE C4H8	PRAXAIR	2150455	2/20/2015	2/20/2015	(M)SDS >
ABAMECTIN	ALFA AESAR	2148832	3/5/2013	3/5/2013	(M)SDS >
ACETIC ACID	FISHER SCIENTIFIC	2149994	2/24/2016	2/24/2016	(M)SDS >
ACETONE	AVANTOR	810229	6/17/2014	4/17/2014	(M)SDS >
AMMONIUM HYDROXIDE	FISHER SCIENTIFIC	2149823	12/30/2015	12/30/2015	(M)SDS >
BENZENE	SIGMA ALDRICH	820034	3/27/2015	11/21/2013	(M)SDS >
CHLORINE GAS	PRAXAIR	2150440	4/9/2015	12/23/2016	(M)SDS >
TRIMETHYLSILANE C3H10Si	PRAXAIR	2150436	3/18/2016	1/17/2017	(M)SDS >
VALINOMYCIN	ACROS ORGANICS	2148133	2/10/2015	2/10/2015	(M)SDS >
ZINC SULFATE HEPTAHYDRATE FOR ANALYSIS EMSURE® ACS.ISO.REAG. PH	EMD MILLIPORE	2149606	2/3/2015	2/3/2015	(M)SDS >

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

**SECTION: 1. Product and company identification**

**1.1. Product identifier**

Product form : Substance  
Name : 1-Butene  
CAS No : 106-98-9  
Formula : C4H8  
Other means of identification : 1-BUTYLENE

**1.2. Relevant identified uses of the substance or mixture and uses advised against**

Use of the substance/mixture : Industrial use. Use as directed.

**1.3. Details of the supplier of the safety data sheet**

Praxair, Inc.  
39 Old Ridgebury Road  
Danbury, CT 06810-5113 - USA  
T 1-800-772-9247 (1-800-PRAXAIR) - F 1-716-879-2146  
[www.praxair.com](http://www.praxair.com)

**1.4. Emergency telephone number**

Emergency number : Onsite Emergency: 1-800-645-4633

CHEMTREC, 24hr/day 7days/week — Within USA: 1-800-424-9300, Outside USA: 001-703-527-3887 (collect calls accepted, Contract 17729)

**SECTION 2: Hazards identification**

**2.1. Classification of the substance or mixture**

**Classification (GHS-US)**

Flam. Gas 1 H220  
Liquefied gas H280

**2.2. Label elements**

**GHS-US labeling**

**Hazard pictograms (GHS-US)**



**Signal word (GHS-US)**

: DANGER

**Hazard statements (GHS-US)**

: H220 - EXTREMELY FLAMMABLE GAS  
H280 - CONTAINS GAS UNDER PRESSURE; MAY EXPLODE IF HEATED  
OSHA-H01 - MAY DISPLACE OXYGEN AND CAUSE RAPID SUFFOCATION.  
CGA-HG04 - MAY FORM EXPLOSIVE MIXTURES WITH AIR  
CGA-HG01 - MAY CAUSE FROSTBITE.

**Precautionary statements (GHS-US)**

: P202 - Do not handle until all safety precautions have been read and understood  
P210 - Keep away from heat, Open flames, sparks, hot surfaces. - No smoking  
P271+P403 - Use and store only outdoors or in a well-ventilated place.  
P377 - Leaking gas fire: Do not extinguish, unless leak can be stopped safely  
P381 - Eliminate all ignition sources if safe to do so  
CGA-PG05 - Use a back flow preventive device in the piping.  
CGA-PG12 - Do not open valve until connected to equipment prepared for use.  
CGA-PG06 - Close valve after each use and when empty.  
CGA-PG11 - Never put cylinders into unventilated areas of passenger vehicles.  
CGA-PG02 - Protect from sunlight when ambient temperature exceeds 52°C (125°F).

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

PRODUCT NAME	MANUFACTURER	SDS#	REVISION DATE	ENTRY DATE	INVENTORY	(M)SDS	
1 BUTENE C4H8	PRAXAIR	2150455	2/20/2015	2/20/2015	<input checked="" type="checkbox"/>	(M)SDS	
ABAMECTIN	ALFA AESAR	2148832	3/5/2013	3/5/2013	<input checked="" type="checkbox"/>	(M)SDS	
ACETIC ACID	FISHER SCIENTIFIC	2149994	2/24/2016	2/24/2016	<input checked="" type="checkbox"/>	(M)SDS	
ACETONE	AVANTOR	810229	6/17/2014	4/17/2014	<input checked="" type="checkbox"/>	(M)SDS	
AMMONIUM HYDROXIDE	FISHER SCIENTIFIC	2149823	12/30/2015	12/30/2015	<input checked="" type="checkbox"/>	(M)SDS	
BENZENE	SIGMA ALDRICH	820034	3/27/2015	11/21/2013	<input checked="" type="checkbox"/>	(M)SDS	

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

The screenshot displays the 'Product Data' tab in the SDS Management software. The main header shows 'Prod.Name: 1 BUTENE C4H8' and 'Manufacturer: PRAXAIR'. Below this, there are several input fields for 'Supplier', 'Product/Chemical Name', 'CAS #', 'Revision Date', 'Entry Date', 'Date Received', 'Source', 'Shipping Name', 'Add'l Ship Desc', and 'Spec. Comm.'. To the right, there are checkboxes for 'Confidential' and 'Restrict Access', and a 'Kit' checkbox. Further right, there are fields for 'Product Type', 'Product #', 'Expiration Date', 'Expiration Days', 'Target Organs', 'Entry Routes', and 'Immediate Area Action'. Below these fields is the 'NFPA/HMIS' section, which includes 'Health: 1', 'Flammable: 4', 'Skin/Eye: 1', 'Chronic: 0', and 'Reactive: 0'. A diamond-shaped hazard label is shown with '1' in the blue section and '0' in the yellow section. Below this is the 'Personal Equip.' dropdown menu set to 'B-Safety Glasses+Gloves'. The 'TIER II Hazard Codes' section has checkboxes for 'Health Acute', 'Flammable' (checked), 'Pressure', 'Health Chronic', and 'Reactive'. At the bottom, the 'Responsible Person' section has fields for 'Last Name', 'First Name', 'Title', 'Work Phone', '24 hr Phone', and 'Mobile/Cell #'. On the right side of the form, there are four hazard pictograms: a blue circle with a person wearing safety glasses, a blue circle with a hand wearing a glove, a red diamond with a flame, and a red diamond with a gas cylinder.

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:

COMPOSITION							
Composition	CAS	Min	Max	Average	Unit	Confidential	
ACETONE	67-64-1	1.00	12	6.5	Balance	<input type="checkbox"/>	

Help

PART NUMBER							
Part Number	Description	Quantity	B.O.L.	In. Desc.	In. Unit	In. Type	
10-111-41			Single				

Help

Synonym
1-MERCAPTOPENTANE
1-PENTANETHIOL
1-PENTYL MERCAPTAN
2-PROPANONE
971934
ACETONE
ACETONE OIL (DOT)
AMYL HYDROSULFIDE
AMYL MERCAPTAN
AMYL MERCAPTAN (DOT)

Another source to view the SDS PDF and also view or print the GHS Labels

Prod.Name: 1 BUTENE C4H8

Manufacturer: PRAXAIR

SDS #: 2150455

Language	File
English	EN2150455_1.pdf
Help	

English | 1 | GHS | GHSLABEL | View Label / Hazard / PPE Data

HTTP MSDS/SDS Reference:

Shipping Info:

3. **Chemical Reference 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

Product Data	COMP/REGs/MISC	MSDS Image	Chemical Ref. Data	Environmental
Mol. Weight: 58.08	Specific Vol.:	Vapor Pressure: 180 MM HG @ 20C		
Boiling Point: 58.08		Vapor Density: 2.0		
Melting Point: -95.4 C		Uniform Fire Code: ...		
TWA: 750 PPM (1800 MG/M3)		International Fire Code: ...		
STEL: 1000 PPM (2400 MG/M3)		Upper Explosion Limit: 12.8%		
Water Sol.: MISCIBLE		Lower Explosion Limit: 2.6%		
Evap. Rate: 7.7		Auto Ignite Temp.: 465	Unit: C	
Conv. Factor: 1 PPM = 2.37 MG/M3; 1 MG/M3 = 422 PPM		Critical Temperature: 235	Unit: C	
Storage Req.: ...		Pesticide ID: ...	IARC: <input type="checkbox"/>	
Specific Gravity (LIQ): ...		Storage Temp.: COOL		
Density: 0.79 Pounds/Gallons		Storage Pressure: ROOM		
pH: N/A		Special Handling Equip.: ...		
Flash PT: -20 C		Special Fire Fighting Media: ...		
Classification: KETONES		EINECS: ...		
Curies: ...		Shock Sensitive: <input type="checkbox"/>	Precious Metal: <input type="checkbox"/>	
STCC: 4908 105		ICSC Page: 0087	View	
OSHA Hazardous: <input checked="" type="checkbox"/>		CERS Chem.Library ID: ...		
NIOSH Page: ...	View	US EPA SRS: ...		

4. **Environmental** - Click on to Add/Edit/View/Delete regulatory data and safety information for this chemical

- Define if a chemical is a Green (EPA designated environmentally friendly) chemical
- Indicate the Hazard Code(s) of the material from the dropdown menu provided.
- Indicate the Hazard Label(s) of the material from the dropdown menu provided.
- Define the GHS Precautionary and Hazard statements of the material from the dropdown menu provided.

Prod.Name: 1 BUTENE C4H8  
 Manufacturer: PRAXAIR  
 SDS #: 2150455

Product Data | COMP/REGS/MISC | SDS Image | Chemical Ref. Data | Environmental

**GHS**

H Codes: H220,H280  
 P Codes: P202,P210,P271,P403,P377,P381  
 Category: 1,COMPRESSED GAS,  
 Signal Word: DANGER  
 HAZARD CLASS: FLAMMABLE GASES,GASES UNDER PRESSURE,  
 CONTAINS GAS UNDER PRESSURE; MAY EXPLODE IF HEATED,EXTREMELY FLAMMABLE GAS,  
 Hazard Statements:  
 Other Information:  
 Pictogram: GHS02,GHS04  
 Transporter Pict.:

**US**

Haz. Class US.: 2.1  
 Haz. Label US.:  
 Formula:  
 Toxic Catg.:  
 UHC:  
 RCRA:  
 RTECS:  
 ERG:  
 Green:  
 Profile:  
 DOT/UN#: UN1075  
 RQ:  
 RQ Trig:  
 Marine Poll:  
 Safer Choice:

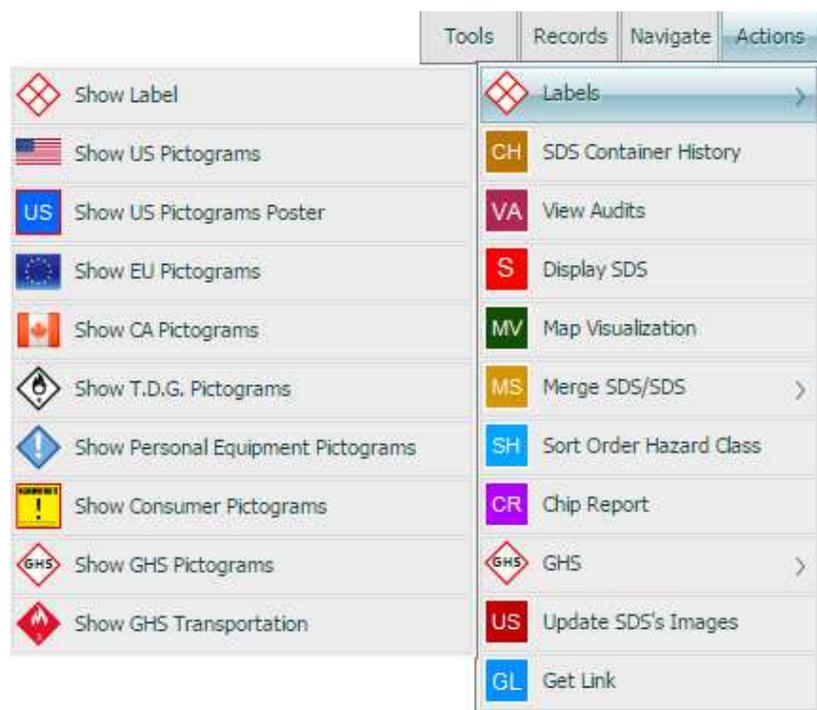
**CA**

Haz. Class CA.:  
 Haz. Label CA.:  
 T.D.G. Lbls:  
 Consumer Lbls:

**EU**

Haz. Class EU.:  
 Haz. Label EU.:  
 R Phrases:  
 S Phrases:

In the 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.

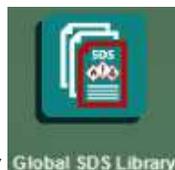
15 records						
PRODUCT NAME	MANUFACTURER	SDS#	REVISION DATE	ENTRY DATE	(M)SDS	
I BUTENE C9H8	PRAXAIR	2150455	2/20/2015	2/20/2015	(M)SDS	>
ABAMECTIN	ALFA AESAR	2148832	3/5/2013	3/5/2013	(M)SDS	>
ACETIC ACID	FISHER SCIENTIFIC	2149994	2/24/2016	2/24/2016	(M)SDS	>
ACETONE	AVANTOR	810229	6/17/2014	4/17/2014	(M)SDS	>
AMMONIUM HYDROXIDE	FISHER SCIENTIFIC	2149823	12/30/2015	12/30/2015	(M)SDS	>
Ammonium Persulfate	EMD Millipore	2149264	11/4/2014		(M)SDS	>
BENZENE	SIGMA ALDRICH	820034	3/27/2015	11/21/2013	(M)SDS	>
CHLORINE GAS	PRAXAIR	2150440	4/9/2015	12/23/2016	(M)SDS	>
LYSIS BUFFER	PROMEGA CORPORATION	806918	6/27/2016	1/16/2017	(M)SDS	>
MAXWELL® CSC RNA FPPE KIT	PROMEGA CORPORATION	806895	6/27/2016	1/16/2017	(M)SDS	>
NUCLEASE-FREE WATER	PROMEGA CORPORATION	806916	6/27/2016	1/16/2017	(M)SDS	>
TRIMETHYLSILANE C3H10SI	PRAXAIR	2150436	3/18/2016	1/17/2017	(M)SDS	>
VALINOMYCIN	ACROS ORGANICS	2148133	2/10/2015	2/10/2015	(M)SDS	>
XYLENE SUBSTITUTE	SIGMA ALDRICH	806939	5/24/2016	1/19/2017	(M)SDS	>
ZINC SULFATE HEPTAHYDRATE FOR ANALYSIS EMSURE® ACS.ISO.REAG. PH	EMD MILLIPORE	2149606	2/3/2015	2/3/2015	(M)SDS	>

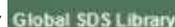
Find, view and print SDS’s and labels for all SDS in your site.

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 where 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 the SDS for a chemical.

This is the Search page where you can type the name, of chemical you want to search (for example Acetone)

Search		
<b>NAME:</b>	Begins with ▼	ACETONE
<b>PRODUCT-CAS-SYNONYMS:</b>	Contains ▼	
<b>GREEN ALTERN. FOR:</b>	Begins with ▼	
<b>MANUFACTURER:</b>	Begins with ▼	
<b>SUPPLIER:</b>	Begins with ▼	
<b>PART NUMBER:</b>	Begins with ▼	
<b>SDS #:</b>	Begins with ▼	
<b>REVISION DATE:</b>	Equals ▼	
<b>ENTRY DATE:</b>	Equals ▼	
<b>SYNONYMS:</b>	Begins with ▼	
<b>CAS:</b>	Begins with ▼	
<b>REGULATION:</b>	Begins with ▼	
<b>LOCATION:</b>	Begins with ▼	
<b>FACILITY:</b>	Begins with ▼	
<b>COMP REGUL:</b>	Begins with ▼	
<b>COMP-CHEM. NAME:</b>	Begins with ▼	
<b>DEPARTMENT:</b>	Begins with ▼	
<b>COMP-CAS:</b>	Begins with ▼	
<b>HAZCLASS:</b>	Begins with ▼	
<b>H Phrases:</b>	Begins with ▼	
<b>P Phrases:</b>	Begins with ▼	

When you click “search” it will bring up the following results:

PRODUCT NAME	MANUFACTURER	SDS#	REVISION DATE	ENTRY DATE	(M)SDS	
Acetone	Acros Organics		3/12/2014		(M)SDS	>
Acetone	Fisher Scientific		3/12/2014		(M)SDS	>
Acetone	Alfa Aesar		4/28/2014		(M)SDS	>
Acetone	Science Lab		5/21/2013		(M)SDS	>
Acetone	SIGMA ALDRICH		6/4/2015		(M)SDS	>
Acetone	ThermoFisher				(M)SDS	>
ACETONE	POCH		9/17/2008		(M)SDS	>
ACETONE	Avantor		6/8/2016		(M)SDS	>
Acetone- 2,4-DNPH solution	SIGMA ALDRICH		1/10/2014		(M)SDS	>
Acetone azine	SIGMA ALDRICH		7/1/2014		(M)SDS	>
Acetone cyanohydrin	SIGMA ALDRICH		11/24/2015		(M)SDS	>
Acetone cyanohydrin, stabilized with <0.3% sulfuric acid, 98+%	Acros Organics		8/5/2015		(M)SDS	>
Acetone for analysis EMPARTA® ACS	EMD Millipore		5/19/2014		(M)SDS	>
Acetone for analysis EMSURE® ACS.ISO.Reag. Ph Eur	EMD Millipore		5/19/2014		(M)SDS	>
Acetone GR ACS	EMD Millipore		5/19/2014		(M)SDS	>
Acetone O-(benzoyloxy carbonyl)oxime	SIGMA ALDRICH		7/2/2014		(M)SDS	>
Acetone O-pentafluorophenylmethyl-oxime	SIGMA ALDRICH		6/28/2014		(M)SDS	>
Acetone oxime	Acros Organics		4/13/2015		(M)SDS	>
Acetone oxime	SIGMA ALDRICH		7/1/2014		(M)SDS	>
Acetone semicarbazone	Alfa Aesar		10/11/2005		(M)SDS	>
Acetone sodium bisulfite, 97%(titr.)	Acros Organics				(M)SDS	>
Acetone solution	SIGMA ALDRICH		10/1/2015		(M)SDS	>
Acetone Standard for UV certification to USP857, Part Number G6860-80002	Agilent		11/26/2015		(M)SDS	>
ACETONE, DISTILLED IN GLASS	GFS Chemicals				(M)SDS	>
ACETONE, VERITAS® ULTIMATE SOLVENT	GFS Chemicals		2/19/2014		(M)SDS	>
Acetone, Crude	Dow		3/16/2016		(M)SDS	>
Acetone, NF Grade (CDTA Regulated)	Dow		3/15/2016		(M)SDS	>
Acetone-1,3-13C2	SIGMA ALDRICH		6/2/2016		(M)SDS	>
Acetone-13C3	SIGMA ALDRICH		6/2/2016		(M)SDS	>
Acetone-18O	SIGMA ALDRICH		6/2/2016		(M)SDS	>

- You can sort any of the columns by clicking on the column header
- You can enlarge or reduce any column by clicking and dragging the line that separates it from another

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

Acetone	Fisher Scientific	3/12/2014	(M)SDS 
---------	-------------------	-----------	--

**NOTE:** By clicking and opening a record from Global SDS, you will notice the navigation menu is designed to help you copy an SDS to your own binder or to your site’s SDS binder.

Prod.Name: ACETONE  
 Manufacturer: FISHER SCIENTIFIC  
 SDS #:

Product Data | SDS Image | Chemical Ref. Data | Environmental

Supplier: \_\_\_\_\_ Confidential:  Restrict Access:  Kit:   
 Product/Chemical Name: ACETONE  
 CAS #: 67-64-1  
 Revision Date: 3/12/2014 Phys. State: \_\_\_\_\_ Product Type: \_\_\_\_\_  
 Entry Date: \_\_\_\_\_ Pure/Mix/Dilution: \_\_\_\_\_ Product #: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Emergency #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Expiration Days: \_\_\_\_\_  
 Source: \_\_\_\_\_ Storage Plan: \_\_\_\_\_ Target Organs: \_\_\_\_\_  
 Shipping Name: \_\_\_\_\_ Immediate Area Action: \_\_\_\_\_  
 Add'l Ship Desc: \_\_\_\_\_  
 Spec. Comm.: \_\_\_\_\_

NFPA/HHIS

Health: 1 Flammable: 3 Skin/Eye: \_\_\_\_\_  
 Chronic:  Reactive: 0  
 Special: \_\_\_\_\_  
 Personal Equip.: B: Safety Glasses+Gloves

TIER II Hazard Codes

Health Acute:  Flammable:  Pressure:  Health Chronic:  Reactive:

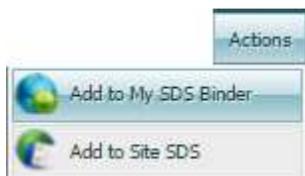
Responsible Person

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ 24 hr Phone: \_\_\_\_\_ Mobile/Cell #: \_\_\_\_\_

Records | Navigate | Actions

Add to My SDS Binder  
 Add to Site SDS

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.

**Request Employee**  
Last Name: SMITH First Name: JOHN Employee #: 2014555138  
Email address: TONYD@CHEMICALSAFETY.COM Phone:

Item ID: 14888  
Barcode: Chem Name: Profile: Location: STORAGE LOC1  
Request Date: 1/19/2017 Pickup Date: CAS #: Facility: UNIVERSITY OF THE PACIFIC  
Building: STORAGE BUILDING1  
Drum: Accum. Area:

**Container**  
# of Cont: 1 Size: Units: P POUNDS Type:

**Contents**  
Quantity: Units: P POUNDS Lbs/Gal: 8.34 Lbs: pH:

**Radioactive**  
Radioactive: Mixed: RUA: Isotope: Activity: Unit:

Account: Cost: Project: Status: PENDING  
EPA Codes: Phys. State: Classification: Print Label: AVERY LABELS No Print

**Notes**

Composition BioWaste Radioactive

ITEMS				
COMPOS...	CAS	PERCENT	RANGE	UNITS
No records found.				

Help

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 from your log in credentials.

**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 “Search and Reserve Chemicals On-Site”, it helps you find and get chemicals in your organization’s inventory. Enter information in the search criteria and you can search the entry inventory or limit the search to Surplus or Storage location.

This example below shows what happens when you go to Search Criteria and type ACETONE in Chemical Name field.

The screenshot shows the 'Search Criteria' dropdown menu for 'ACETONE'. The menu lists various chemical entries with columns for Name, Manufacturer, and Supplier. The entries include:

Name	Manufacturer	Supplier
ACETONE	AVANTOR	MALLINCKRODT BAKER II
ACETONE	FISHER SCIENTIFIC	FISHER SCIENTIFIC
ACETONE	SIGMA ALDRICH	SIGMA ALDRICH
ACETONE	GFS Chemicals	
ACETONE	GFS Chemicals	
ACETONE FOR ANALYSIS EMPARTAB ACS	EMD MILLIPORE	EMD MILLIPORE
ACETONE FOR ANALYSIS EMSURE® ACS ISO REAG. PH EUR	EMD MILLIPORE	EMD MILLIPORE
ACETONE GR ACS	EMD MILLIPORE	EMD MILLIPORE
Acetonitrile	Fisher Scientific	
Acetonitrile (OPTIMA UHPLC-MS)	Fisher Scientific	
Acetonitrile dried (max. 0.005 % H2O) SeccoSolv®	EMD Millipore	

After choosing the ACETONE, the rest of information for that product populates in the fields below

The screenshot shows the 'Search Criteria' form with 'ACETONE' selected. The form fields are populated with the following information:

- Chemical Name: ACETONE
- CAS: 67-64-1
- Manufacturer: SIGMA ALDRICH
- Part Number #:
- Barcode #:
- Functional Groups:
- Green Alternative For:
- Loc./Desc:

Below the search criteria, there are checkboxes for 'Surplus' (checked), 'Storage' (checked), and 'Green Chemical' (unchecked). A 'Submit' button is also present.

The table below the form shows 'CONTAINER TO RESERVE' with columns: CHEMICAL NAME, MANUFACTURER, CAS, PART NUMBER, LOCATION, and SDS. The table is currently empty, displaying 'No records found.'

Notice that Surplus and Storage options are both marked. This means that the Search you have performed is looking for both Surplus chemicals, as well as chemicals in storage.

Click Submit to perform the search.

Three containers that matched the search have been listed. If you click one of the three barcodes listed, the Container form of the chosen product will open.

The screenshot shows a web application interface for searching and reserving container items. It is divided into several sections:

- Container Items / Reserved Container Items:** Fields for Employee No. (2014556248), Employee Name (KAZAZAKI), Location ID (22144), Loc./Desc. (LOCATION FACILITY), Building (BUILDING FACILITY), and Delivery Date (6/13/2017). There are checkboxes for Pickup and Ignore Transfer Rules.
- Search Criteria:** Fields for Chemical Name (ACETIC ACID), CAS (64-19-7), Manufacturer (FISHER SCIENTIFIC), Part Number, Barcode, Functional Group, Green Alternative For, and Loc./Desc. There are checkboxes for Surplus (checked), Storage (checked), and Green Chemical (unchecked). A Submit button is present.
- CONTAINER TO RESERVE:** A table with columns: ID, CHEMICAL NAME, MANUFACTURER, CAS, PART NUMBER, LOCATION, and SDS. Three rows are listed, all for ACETIC ACID from FISHER SCIENTIFIC with CAS 64-19-7 and located on SHELF 2. The second row (ID 2189005) is highlighted with a red circle.
- Buttons:** A Help button and a Request button are located at the bottom right.

By clicking the SDS button, which is located on the right of the list, you will be able to view/print the labels of the specific chemical and view the SDS.



**Step 9:** By clicking [New Chemical Approval Request](#) “New Chemical Approval Request” you can request approval for a new chemical. Chemists or PI’s fill out both pages of this form with as much information as possible and attach a copy of the SDS if available. Authorized approvers are notified to review and approve or disapprove use of this chemical. Once the approval process is complete, the requestor is notified accordingly.

Page 1 Page 2

Chemical Name:  CAS:  Request ID:

Manufacturer:  Phone #:  Part Number:

Vendor:  Phone #:  Physical State:

Supplier Catalog:  Status:  Submission Date:

Container Description:  Prop. 65:

Container Type:  Container Size:  Container Unit:

Requested By:   Badge #:  SDS Ref. URL:

Location:  PDF file:

Location Id:  Cost Center:  Mail Stop:

SDS Obtained:  Building Name:  Facility Name:

Type of Use:  Is this a Pharmaceutical Drug or Biologically Active Agent:  SDS Rev. Date:

New Chemical:

**NFPA Labels**

Health:  Flammable:  Skin/Eyes:  Chronic:  Reactive:  Special:

Approval

Employee

APPROVERS				
Employee Last	First	Email	Status	Date
No records found.				

Help

Page 1 Page 2

Purpose

Reason for Introduction and Application

Is this the safest and most environmentally friendly chemical?

If no, rationale for introducing this chemical vs. a safer, more environmentally friendly chemical?

Quantity in use:  Unit:

Quantity in storage:  Unit:

Process Description

Waste Generation

Waste Composition



**Step 10:** By clicking “Order Chemical from Supplier”, you can use the form to order a chemical from a supplier. Once the purchase request is reviewed and approved, a printed PO can be generated or an electronic request can be sent to the organizations procurement system for processing.

Purch. Item No #: 989 PO #: 20452

Purchasing Receiving

**Location**

Loc./Desc.: LOCATION FACILITY Building: BUILDING FACILITY  
Facility: FACILITY Floor: Room:  
Department: Cost Center: Control Area:

**SDS**

Material Name: ACETONE Green:   
Manufacturer: FISHER SCIENTIFIC Supplier: FISHER SCIENTIFIC  
Prod. Ref./Chem. Ref: ACETONE CAS: 67-64-1  
Phys. State: Pure/Mix/Dilution: Product type:  
Project: Part Number:

**Responsible Person**

Last: KAZAZAKI First: CRISTINA Phone:  
Size: # of Containers:  
Total Qty: 0 Cont. Unit: GALLONS  
Approval Status: APPROVED Receive Status: Total Cost:  
Document: Select file

Approval

**Approvers**

Employee Last	First	Email	Status	Date
No records found.				

Help

All pink fields are mandatory to fill in and under “Approvers” you will be able to see the names of employees that are able to approve or decline a PO for a chemical.

## 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:



**Help**

**Container**

Containers are the backbone of all processes related to inventory management. Container module allows you to manage chemicals from cradle-to-grave and closely track all transactions that involve containers with specific dates and responsible employee information. Cost information can also be displayed.

**What do you want to do?**

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

**Related Topics**

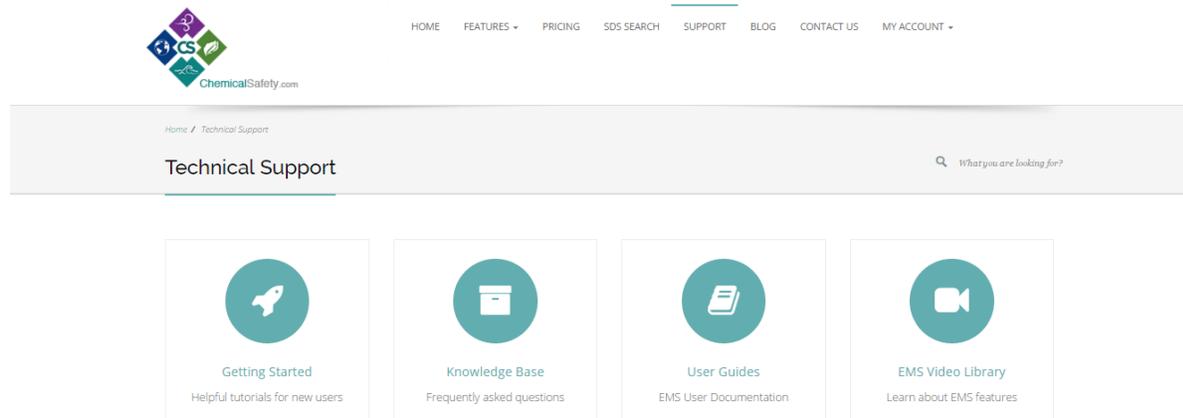
- **Inventory**
- **Inventory Rules**
- **Compatibility Rules**
- **Purchase Items**
- **Container Distribution**
- **Chemical Inventory Tracking - Training Videos**

**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

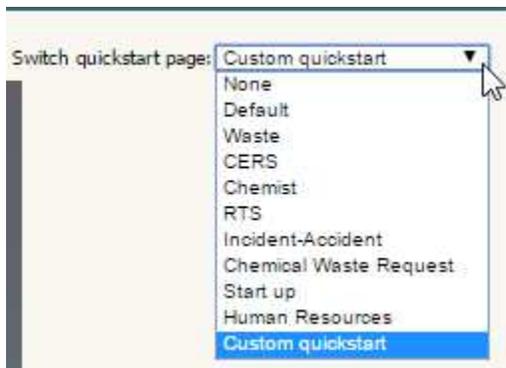


## Other Dashboards.

We designed a custom Dashboard for this demo, but you can select another Dashboard from our Dashboard list which is located on the top right of your main EMS page. You can also create your own Dashboard with the functions that are most appropriate for your work.

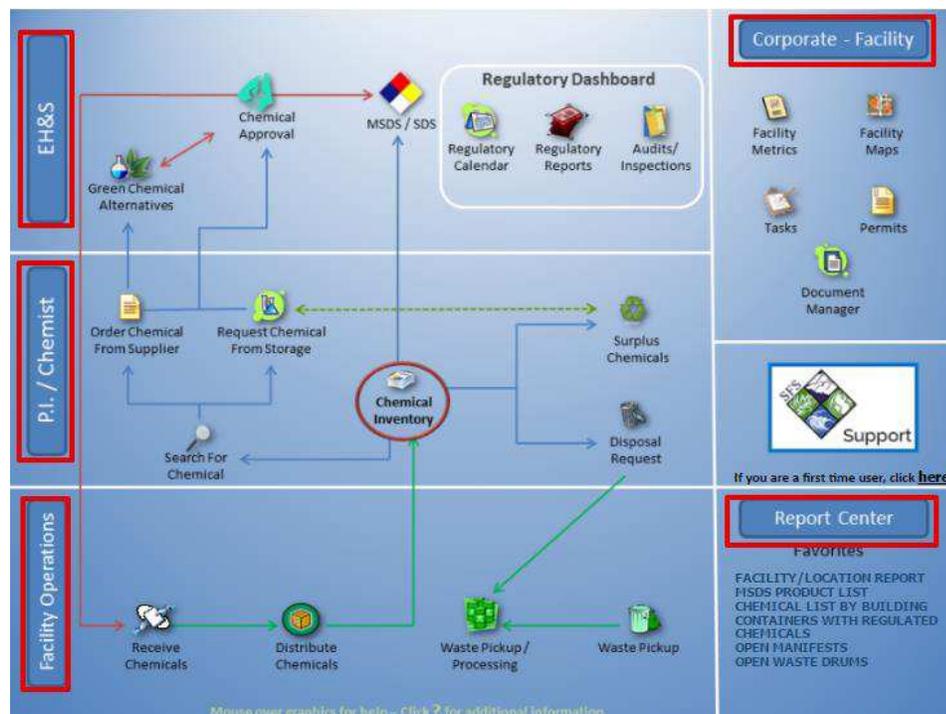


Here are the options:

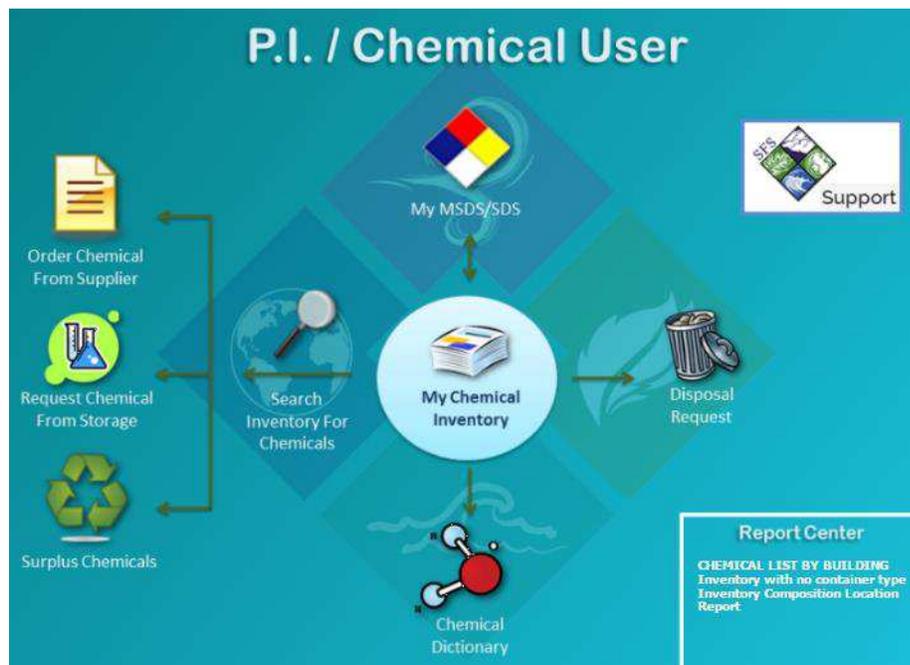


Most common Dashboards are:

- **Default Dashboard:** Opens 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



- **Chemist Dashboard:** This Dashboard 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



- **Waste Dashboard:** Designed for waste handlers, this Dashboard has 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.



Thank you for using this guide. We're here to help!

For any questions, please email us at [support@chemicalsafety.com](mailto:support@chemicalsafety.com) or visit our web page at [www.chemicalsafety.com/support](http://www.chemicalsafety.com/support).