MSDSONLINE HQ: Viewer Site Tour

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How to get to MSDS
Access to MSDS inventory using the MSDSonline HQ system:

- A designated URL (Web page) on the Internet
  - http://www.msdsonline.com/
  - Enter your username and password
  - Contat EHS for account set-up
    - Phone: (402) 554-3921
    - E-mail: pwheeler@unomaha.edu
Search Your Company List

Search your Company List for an MSDS. The single search field allows you to search by product details, including Product Name, Manufacturer, CAS#, and Product Code.

Use the Advanced Search filters to narrow your search by specific Locations, Groups, or Product Data (such as PPE, NFPA Ratings, HMIS Ratings, Health Hazards, Physical Hazards, GHS Classifications, WHMIS Categories, etc.).
Use Search Suggest as you are typing to see what possible matches might exist within your Company List. Click on the suggestion and click Search.
Searching for Specific Locations

Choose the specific location where your Product is located. You can also choose Product Status, i.e. whether your Product is active or inactive within the location.
Searching for Specific Groups

Choose the specific group where your Product is located.

Select Group
- California Prop 65
- Canada WHMIS Controlled
- Carcinogens
- DHS Chemicals of Interest
- Extremely Hazardous Substance (EHS)
- Flammable Gases
- Hazardous Air Pollutants (HAP)
- Paints
- REACH EC 1907/2006
- SARA Section 311/312
- SARA Section 313 FORM R TRI
- Solvents
- Toxic Substances Control Act (TSCA)
- Volatile Organic Compound (VOC)
Searching for Specific Product Data

Specific Details may have been indexed from each product's MSDS. Select a specific detail to filter your search results based on that Product Data.
Search Alphabetically/Numerically by Product Name

Click on the letter, number, or symbol that starts the product name to find products that are difficult to spell/identify.
View MSDSs for all Products contained within your Company List.

<table>
<thead>
<tr>
<th>Product</th>
<th>Revision Date</th>
<th>Product CAS #</th>
<th>Custom 1</th>
<th>Custom 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captan</td>
<td>09/25/2013</td>
<td>133-06-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td></td>
<td>Fluka Chemical Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heptadecane</td>
<td>04/30/2014</td>
<td>629-78-7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Locations Tab
Displays the location hierarchy for the organization.

Location Search
Enter the name of a specific Location to narrow your search.

Click on a Location name to view all products within the selected Location.
### Manufacturer Tab
Displays the list of all Manufacturers associated to the products in your Company List.

### Manufacturer Search:
Enter the name of a specific manufacturer to narrow your search.

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th># of MSDSs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST AYD CORP</td>
<td>1</td>
</tr>
<tr>
<td>3M</td>
<td>1</td>
</tr>
<tr>
<td>3M - Adhesives Division</td>
<td>2</td>
</tr>
<tr>
<td>3M - Commercial Care</td>
<td>3</td>
</tr>
<tr>
<td>3M - Electrical Markets Division</td>
<td>1</td>
</tr>
<tr>
<td>3M - Industrial Adhesives and Tapes</td>
<td>2</td>
</tr>
</tbody>
</table>
Searching within Your Company List

Narrow Results
By selecting an item from the Narrow Results boxes, you can further refine and filter your search.

Sort By and Horizontal Scroll
Sort By helps arrange your search results in a logical order. Horizontal Scroll displays additional columns of product data.
Export Search Results

Use the Export Results icon to output the current search results list to an Excel spreadsheet.

Viewing an MSDS

From the search results list look for the PDF icon. Click the icon that corresponds with the desired product to open the MSDS document.

The document will open in an Adobe Reader window. Adobe Reader must be installed to enable MSDS viewing.
Viewing an MSDS

After clicking the PDF icon, an Adobe Reader window will open. Notice the Adobe Toolbar contained in the top of the window frame.
Printing an MSDS
Click the Print icon to send the MSDS to a local printer.

Saving an MSDS
Click the Save icon to save a .PDF copy of the MSDS.

Page through the MSDS
Use the arrows to move through the MSDS.

Close the MSDS
Click the “X” to return to the search results.

Scroll Bar
Use the scroll bar to navigate through the MSDS.
**Viewing the Summary Sheet**

You may also view and print out an MSDS Summary Sheet for a product. Click the Summary Sheet icon that corresponds to the desired product.

The Summary Sheet is populated with details that your MSDS Administrator has indexed from the MSDS, and provides a quick snapshot of that product.

<table>
<thead>
<tr>
<th>Product</th>
<th>Revision Date</th>
<th>CAS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SODIUM HYDROXIDE SOLUTIONS</td>
<td>07/26/2010</td>
<td>1310-73-2</td>
</tr>
<tr>
<td>Potassium cyanide</td>
<td>03/14/2010</td>
<td>151-50-8</td>
</tr>
<tr>
<td>POTASSIUM HYDROXIDE</td>
<td>09/01/2008</td>
<td>1310-58-3</td>
</tr>
</tbody>
</table>
**Information Modules**

Scroll through the modules to see what details have been assigned to this product.

**Viewing the Summary Sheet**

The summary sheet allows you to view a quick snapshot of details about the product, and enables you to view the MSDS, print the Summary Sheet, create workplace labels, and view attached files.
Printing a Workplace Label

Click the Print Label icon to generate and print a container label for the selected product/MSDS.
Printing Secondary Container Labels

Click on the specific workplace label required. Your MSDS Administrator may also create label templates specific to your organization that can also be selected. These will be highlighted in red.

Select the label to print from the options below.

### OSHA Secondary Container
- **Product Name**
- **Manufacturer**
- **Symbol Codes**
  - Physical Hazard
  - Health Hazard
  - Fire Hazard

### WHMIS Workplace
- **Product Name**
- **Manufacturer**
- **Symbol Codes**
  - Physical Hazard
  - Health Hazard
  - Fire Hazard

### GHS Container
- **Product Name**
- **Manufacturer**
- **Signal Word**
- **Pictogram**
  - Physical Hazard
  - Health Hazard

### DOT Shipping
- **Product Name**
- **Manufacturer**
- **Symbol Codes**
  - Physical Hazard
  - Health Hazard

Print OSHA Secondary Container Labels, including NFPA, HMIS, or GHS Hazard Symbols. Print WHMIS Workplace Labels, which include WHMIS pictograms. Print GHS Container Labels, including pictograms, signal words, and manufacturer contact information. Print DOT Shipping Labels, including DOT pictograms and shipping information.
Step 1: Select a label size.

Step 2: Depending on your label type, select and reorder the hazard symbols for your label.

Step 3: Depending on the size of your label, select the data fields you would like to include.

Step 4: Decide whether to print one label or a full sheet of labels.
Viewing and Printing a Label

Upon clicking the Generate PDF button, a new window will open with your Label preview. Notice the Adobe Toolbar contained in the top of the window frame. From here you can print your label(s).
What to Do When You Can’t Find an MSDS

Your account may include several options to help when searching your company list comes up with zero results.

Searching the MSDSonline Database

Connects users to the MSDSonline database of millions of MSDSs. Here, MSDSonline has already searched the database and found matches for your search.
You may also be able to click the MSDSonline Search Tab to access the MSDSonline database.

Adding to Your Company List

Upon finding the product you need, you may be able to request MSDS to be added to your company list. Just select the MSDS(s) you would like to add, and submit the MSDS using the Product Options tray.
Adding an MSDS from MSDSonline to your company's list

When adding an MSDS to your company's list, you may be prompted to submit your employee information and reason for adding the MSDS.

Approval Details

Please fill out the additional details regarding your submission.

* Indicates a required field

*What is the reason for your submission?

Please select a reason

Comments:

Character remaining: 266

Include your contact information for notifications of changes to this product's approval status.

First Name:

Last Name:

Email:

Format as John Doe@website.com

Submit | Cancel

What to Do When You Can’t Find an MSDS
How to Submit a Request for an MSDS

Your account may include several options to help when searching your company list comes up with zero results.

Submit a Request for an MSDS

Your account may also enable you to submit a request for an MSDS to your administrator or direct to MSDSonline.
Requesting an MSDS

Your account may be enabled to allow employees to submit requests for MSDSs to the MSDS Administrator or direct to MSDSonline. To request an MSDS, simply fill out the form with as much detail as possible. This will help your Administrator or MSDSonline find and add the MSDS you need.

Product Information

* Product Name:
Please enter the Product Name exactly as it would appear on the MSDS. Do not use abbreviations or synonyms.

* Product Code:
Product codes may also be referred to as Item #, Catalog #, Product #, UPC, or SKU. If you cannot obtain a Product Code, enter N/A or Don't Know.

Product CAS #:
The Safety Center Tab includes a number of features to help you stay up to date with the safety practices of your company. You can easily toggle back and forth between the Safety Center and the MSDS Search tools.
Search Your Company List

Your Safety Center may include the option for you to search your company list.

Safety Calendar

March 2011

Contacts

All Contacts

Safety Forum

No topics have been added. Click here to add.

Safety Forum

Here you can read questions & answers to company-specific safety topics posted by your administrator.

Resources

0 of 0 Resources

Incident Management

Username:

Password:

Forgot Username or Password?

Login

Report an Incident

Headlines

You can read up-to-date news and articles from select safety web sites.

Just click on the headline to read the full posted article.

Headlines

25 of 30 Headlines

Parents' guide to kids' social media
from CNN.com - Health 03-29-2011

Normal sleep a 'privilege' for night workers
from CNN.com - Health 03-29-2011

4 shots enough to ward off flu
from CNN.com - Health 03-29-2011

U.S. finds traces of radiation from CNN.com - Health 03-29-2011

To the brain, getting burned, getting dumped feel the same from CNN.com - Health 03-29-2011

Why does 'nuclear' scare us so much? from CNN.com - Health 03-29-2011
Resources
Here you can access various links to important safety resources posted by your administrator.

Safety Calendar
The safety calendar allows you to view important company-specific dates and events.

Contacts
Contains a list of all administrators in the system, in order to facilitate receiving help when needed.

Incident Management
Username: 
Password: 
Forgot Username or Password?
Login
Report an Incident

Headlines
25 of 30 Headlines
Parents' guide to kids' social media from CNN.com - Health 03-29-2011
Normal sleep a 'privilege' for night workers from CNN.com - Health 03-29-2011
4 shots enough to ward off flu from CNN.com - Health 03-29-2011
U.S. finds traces of radiation from CNN.com - Health 03-29-2011
To the brain, getting burned, getting dumped feel the same from CNN.com - Health 03-29-2011
Why does 'nuclear' scare us so much? from CNN.com - Health 03-29-2011