



Online Manual

MSDS Database

This document is the user manual for the MSDS Database module of the MSDS Online system developed by ACOHS PTY LTD. The basic search/view/print feature is covered as well as the more complex, Hazard Colour Coding, Decanted labels and Webmail functions.

when knowledge and experience count

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All persons, companies, chemicals listed in the examples within are purely fictitious and any resemblance to any persons or companies living or deceased is purely coincidental.

Version 3

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1 - Introduction

Welcome to the MSDS Database module, this guide will help you search, view and print MSDS. There are many functions that the MSDS Database can include, all of which are covered in this manual. If you have any feedback or queries regarding the MSDS Database module please contact our Helpdesk on itsupport@acohs.com.au

2 - Accessing MSDS Online

To access the MSDS database you will need to go to the designated webpage, in this case we are using the demonstration database (www.msdsonline.com.au)

You will reach a front screen similar to Figure 1; select the “Click here to access your company’s MSDS Online System” link.

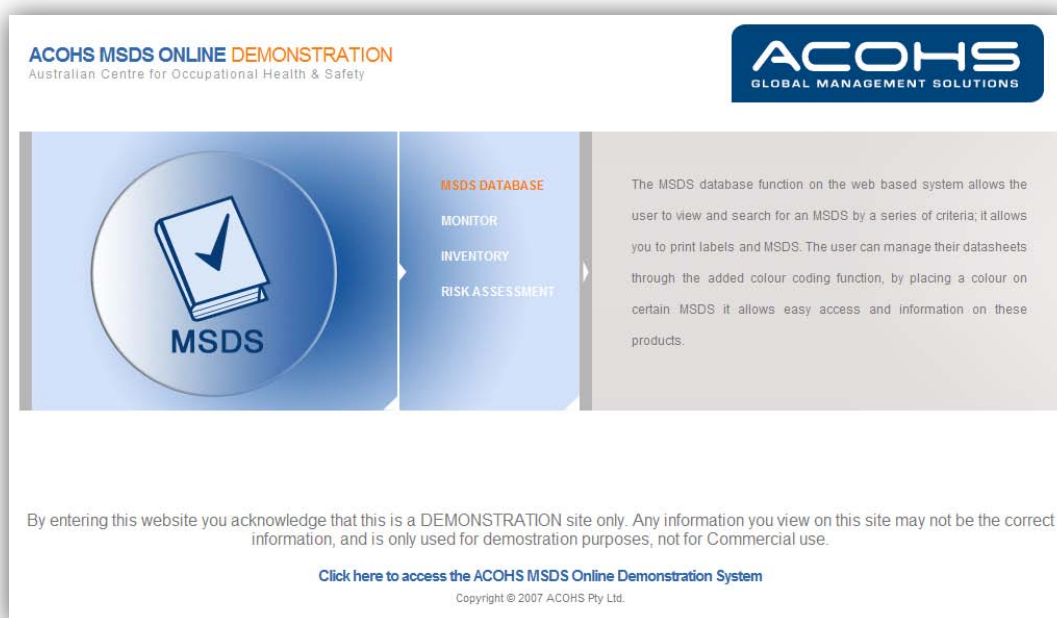


Figure 1

You may also come across a log in screen (seen in Figure 2) if you have not been provided a User ID or Password, please contact your company’s MSDS Online administrator.

User ID

Password

Login details are required to access MSDS Online

Figure 2

3 - Home Screen

Your site administrator is able to choose the page which your Home Screen will default to; ordinarily the Home Screen is as shown as per Figure 3.



Figure 3

To Access the MSDS – Database, click on either MSDS – Database Links.

4 - Searching for an MSDS

Ensure you are in the MSDS database by selecting the MSDS Database link at the top of page (indicated in Figure 3)

Your screen should look similar to Figure 4.

Please note; this view will vary depending on the options your company has purchased.

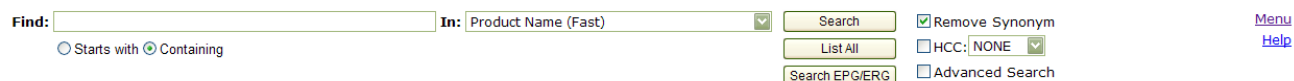
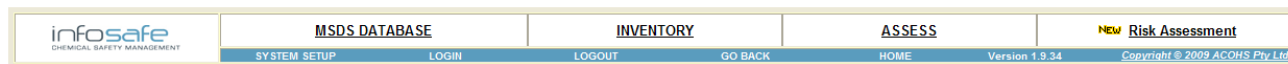


Figure 4

In the "Find" section Type the search query (example in Figure 5)

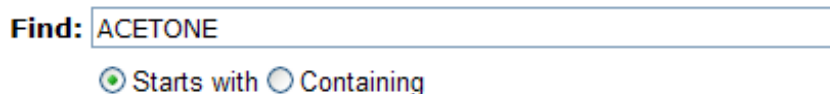


Figure 5

Select Either "Starts With" or "Containing" by clicking the appropriate Bullet Point.

Starts With: Returns all results *beginning with* the search query

Containing: Returns all results *containing* the search query

Select the Criteria to search by:

From the "In" drop down box (Figure 6) select the appropriate search criteria. (See 4.1 - Search Criteria Definitions for specific definitions of these search criteria.)

Click Search.

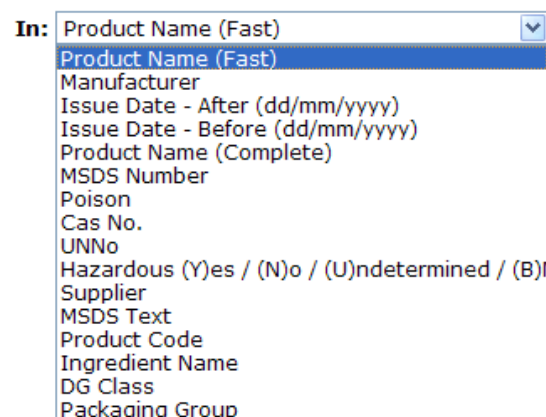


Figure 6

4.1 - Search Criteria Definitions

This section identifies each of the Standard Search criteria which are available on all systems (Figure 7). Companies may have additional User specific search criteria not defined below.

Product Name (Fast) – Searches the first 15 characters of the search criteria you have entered and only returns results containing alphanumerical characters.

Product Name (Complete) – Searches all characters entered, and returns results containing alphanumerical values as well as symbols and spaces.

Manufacturer - Searches the company that issued the MSDS. Infosafe will search all matching fields, you will then have to select the appropriate company from a pop up screen (shown in Figure 8)

Supplier – Searches the MSDS supplier of the product as listed on the MSDS. Infosafe will search all matching fields; you will then have to select the appropriate company (see Figure 8)

MSDS Number – This locates all the MSDS with numbers matching the search criteria, this is a quick and easy way to locate a specific MSDS as no two MSDS have the same MSDS number.

Poison – Locates all the substance having a Poison schedule code matching the search criteria, currently there are 8 poison schedules (S2, S3, S4, S5, S6, S7, S8, S9) see <http://www.tga.gov.au/ndpsc/susdp.htm> for details of how to obtain a copy of the Standard for the Uniform Scheduling of Drugs and Poisons.

CAS No. – Locates all the MSDS containing an ingredient which matches the CAS Number entered in the search criteria.

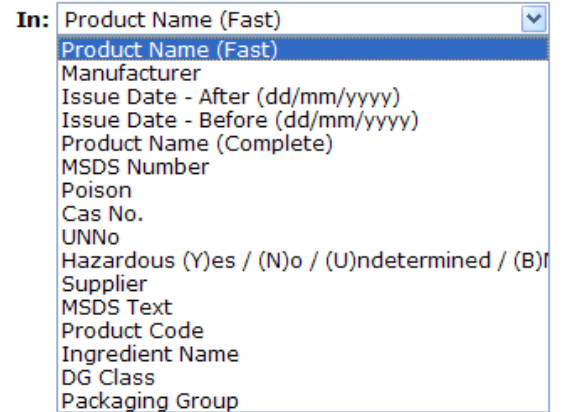


Figure 7

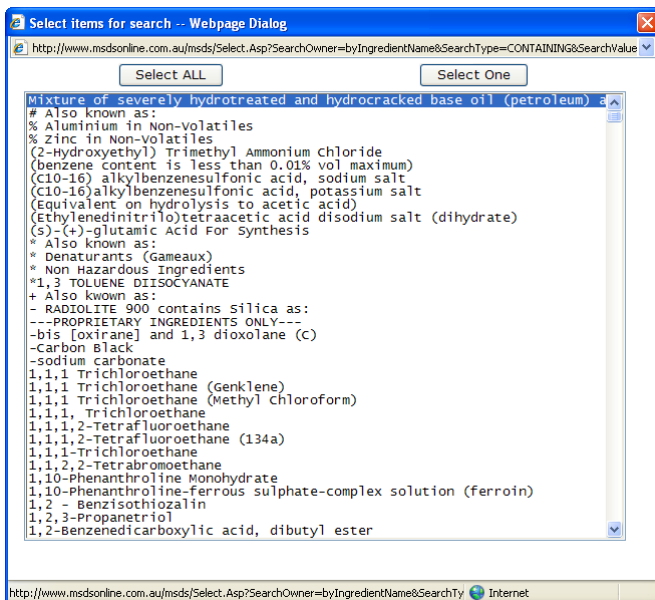


Figure 8

UNNO – Locates the UN Numbers which match the search criteria. UN Numbers are 4 digit numbers which identify hazardous substances and articles. For a list of all UN Numbers refer to the latest version of "Australian Dangerous Goods 7th edition (ADG 7)"

Hazardous Product– Searches hazardous goods, Type "Y" when searching for a hazardous product
 Type "N" when searching for a non-hazardous product
 Type "U" when searching for an Unclassified product
 Type "B" when searching for a substance where the Hazardous statement is not applicable.

Issue Date Before – Locates all the MSDS having an issue date before the date entered. You must enter the date in the format dd/mm/yyyy.

Issue Date After – Locates all the MSDS having an issue date after the date entered. You must enter the date in the format dd/mm/yyyy.

MSDS Text – Returns results from the text of the MSDS.

Product Code – Searches the product code field for a match to the criteria entered.

Ingredient Name – Locates all the substances containing an ingredient having a name which matches the search criteria. The system will locate all the ingredient names matching the search criteria; you will then have to select the correct one from a pop up box (as seen in Figure 8)

DG Class – locates all the entries having a DG class which matches the search criteria. You will have to select the appropriate DG class from a pop up screen, similar to Figure 8.

Packaging Group – locates all the MSDS allocated a packing group code which matches the search criteria. In this case the search criteria must be I, II, or III.

4.2 - Effective Searching

In order for end users to search effectively it is important to remember the following key points.

Search Minimally

If you have a product called “Lead Magnesium Chromate – 485-682”, instead of searching for the complete name, search for “Lead M” or just “Lead”.

This saves you time and enables you to find the exact result.

MSDS Number

The MSDS Number at the top of each MSDS is a **unique** number to that MSDS. It is a 5 digit number on the top left of the MSDS. If you are looking for a specific MSDS this is often a good way to find it within a few seconds.

Product Name Searching

There are two ways that you can search by product name. On the “In” drop down box both options appear.

Product Name (Fast):- This will return the quickest result of user entered data, however, this area only returns results for the first 15 alphanumeric characters which you enter.

Product Name (Complete):- A Slightly slower, yet more complete search. This area returns results for the complete user data which you have entered, however, depending on the size of your database, the results may take a while longer to show.

Advanced Search

The advanced search will bring up a second search criteria box, which will enable you to choose two separate fields to search by, the most common being *product name* and *manufacturer*.

Remove Synonym

Often when MSDS are created, there are "other names" which the manufacturer places on the MSDS to allow the product to be easily identified. Checking the "Remove Synonym" when completing a search gets rid of all the duplicate names and only returns **one** result for each MSDS.

5 - Viewing an MSDS

Once you have searched for a Material Safety Data Sheet, clicking on the name of the correct search result will bring up the MSDS on your screen as shown in Figure 9 and Figure 10.

Figure 9

Figure 10

MSDS Type

Your system administrator will set the default MSDS type which you see. There are 5 to choose from as per Figure 11.

Single clicking on the drop down arrow will give you a selection of different styles of MSDS. In Australia, the most common legislatively compliant MSDS type is NOHSC 16 Section.

Figure 11

5.1 - Column Sorting

When looking for the correct MSDS, it is often helpful to sort the column by ascending or descending.



Clicking on the  or  icon (Figure 12) allows you to sort by that columns content, alphabetically.



Figure 12

6 - Additional Functions

There are many purchased functions which are available through the MSDS Database module. This section details their uses. ACOHS welcomes the opportunity to discuss your business needs and how we can improve the services we offer. Please contact the Helpdesk should you wish to discuss implementing any of the additional functions.

6.1 - Decanted Labels

MSDS online produces labels suitable for attaching to decanted substance containers such as beakers or conical flasks. These labels are available in Avery Standard formats, as the below (Table 1) illustrates

Labels	Template No.	Label Height	V. Pitch	H. Pitch	Top Margin	Side Margin
1	L7167	28.9	-	-	0.47	0.52
2	L7168/J8169	14.35	14.35	-	0.57	0.47
4	L7169/J8165	9.91	9.91	10.17	0.47	1.02
6	L7166	9.31	9.31	10.16	0.95	0.47
8	L7165/J8165	6.77	6.77	10.16	1.38	0.47
16	L7162/J8162	3.39	3.39	10.16	1.37	0.47
33	L7157/J8157	2.43	2.43	6.65	1.4	0.64

Table 1 - Decanted Label Measurements (cm)

To access the decanted substance labels:

Either search for the product, click on the Decanted substance label link as shown in Figure 13.

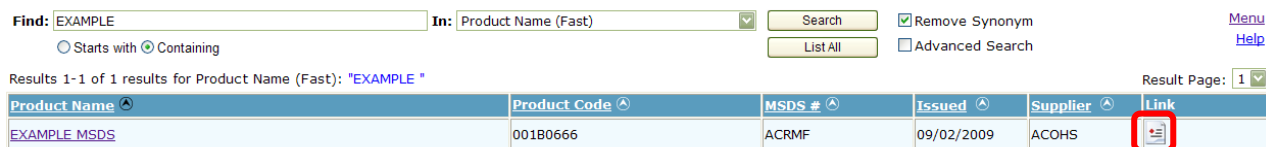


Figure 14

Results 1-1 of 1 results

Or, search for a product, access the MSDS and select the Decanted Substance label link as shown in Figure 14.

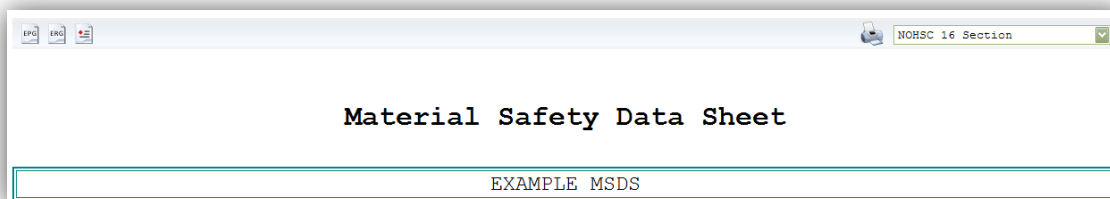


Figure 13

Click on the drop down box to select the number of Decanted substance labels per page see Figure 15.

Please Select number of Decanted Substance Labels Per page:

Figure 15

Figure 16

Check any of the other options you may include on the Decanted Substance Label (Figure 16)

Click Submit.

The Decanted Substance label will now generate in PDF form. To Print the Decanted Label, select the print icon (Figure 17)

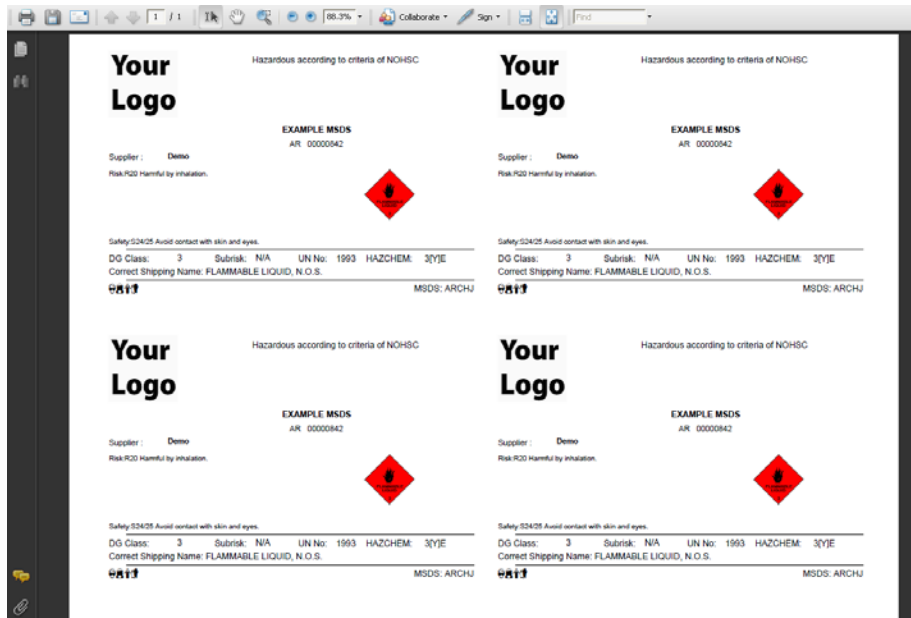


Figure 17

Note: If you print a 33 per page Decanted Substance Label, you cannot select any options to add to the label

6.2 - Webmail

Webmail allows the ability to send an MSDS via our online system; it is a handy tool to streamline the process of getting MSDS directly to clients and work colleagues.

To access the Webmail module, click on the Mail icon, as indicated in Figure 18.

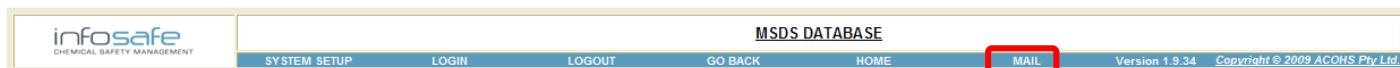


Figure 18

Sending an MSDS

Throughout the MSDS Database module, the webmail facility allows you to send an MSDS quickly and easily. You may be setup slightly different to those instructions below, if this is the case, please refer to the Webmail manual.

Search for the MSDS you wish to send

Click on the "Mail Attachment" icon (✉) as shown in Figure 19.

Product Name ▲	Product Code ▲	MSDS # ▲	Issued ▲	Supplier ▲	Link
EXAMPLE MSDS	001B0666	ACRMF	09/02/2009	ACOHS	✉

Figure 19

A pop up box displaying the attachment will appear; type the email address you wish to send this MSDS to, and click "Request". (Shown in Figure 20)

Figure 20

To send multiple items, instead of clicking "Send", select "Close" and select the next MSDS to attach.

Note: You can also send a mail attachment directly when viewing an MSDS by selecting the "Mail Attachment" icon (✉) from the toolbar at the top of screen.

6.3 - Emergency Procedure Guides and Emergency Response Guides

MSDS online allows the printing of EPGs and ERGs, through this function if it is enabled on your system, you are able to search view and print EPGs and ERGs.

There are two ways you can see EPGs and ERGs, through the MSDS Database Search function and through the "Search EPG/ERG function"

Specific Product EPG/ERGs

Those products which are related to an EPG and ERG you will be able to access through an icon in the Links column (see Figure 21)

Find: In: Remove Synonym [Menu](#)
 Starts with Containing Advanced Search [Help](#)

Results 1-1 of 1 results for Product Name (Fast): "example" Result Page: 1



Product Name	Product Code	MSDS #	Issued	Supplier	Link
EXAMPLE MSDS	001B0666	ACRMF	09/02/2009	ACOHS	 

Figure 21

Clicking on either EPG or ERG link will bring up the appropriate document. As per regulation, if you click on the Emergency Procedure Guide, the next screen shown will be an Emergency Contact Sheet, please fill in the appropriate information and click OK.

Searching for an EPG/ERG

By clicking the "Search EPG/ERG" button as shown in Figure 21, you are able to search for an EPG/ERG by UN Number or Proper Shipping Name.

The Following is depicted in Figure 22.

- Enter the Search Criteria
- Select UNNO or Proper Shipping Name
- Select EPG or ERG
- Click Find.

Find:
 In:
 EPG & ERG:

Figure 22

Your results will then display, click on the UNNO to view the EPG/ERG, shown in Figure 23

Search Result Pages: 1 Results: 1-2

UNNO	Proper Shipping Name	ERG Guide No.
1990	BENZALDEHYDE	18

Figure 23

Note: You can also access EPG/ERG directly when viewing an MSDS by selecting the EPG (EPG) or ERG (ERG) icons from the toolbar at the top of screen.

6.4 - Hazard Colour Coding

The following section covers the basic search/view/print function of the Hazard Colour Coding system, if you are an administrator and wish to edit the Hazard Colour Codes please log in and view the System Setup manual.

You may notice on the left of screen of some MSDS a small logo, HCC (shown in Figure 24) in an allocated colour. This colour represents a notification of PPE requirements as set by your system administrator.

Find: In: Remove Synonym [Menu](#)
 Starts with Containing HCC: NONE Advanced Search [Help](#)

Results 1-1 of 1 results for Product Name (Fast): "example" Result Page: 1

HCC	Product Name	Product Code	MSDS #	Issued	Supplier
	EXAMPLE MSDS	001B0666	ACRMF	09/02/2009	ACOHS

Figure 24

Searching by a Colour Code

Enter the search Criteria (if you wish)

Check the box "HCC and select the Hazard Colour from the drop down box, (Figure 25)

Find: In: Remove Synonym
 Starts with Containing HCC: NONE Advanced Search
 NONE
 Black
 Red
 Blue
 Orange
 Brown
 Yellow
 Purple

Figure 25

Click Search

(NB. The List all button can be used if you wish to view all the MSDS with your colour code selection.)

7 - Help

To bring up the help manual (this manual) via the Infosafe MSDS online service, click on the appropriate module, i.e. (MSDS Database) and select "Help" as shown in Figure 26

Find: In: Remove Synonym [Menu](#)
 Starts with Containing HCC: NONE Advanced Search [Help](#)

Figure 26

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