

APPENDIX F

Quick Start Guide to MSDSOnline and the Chemical Inventory

❖ Accessing SMCC's 24/7 account:

<https://msdsmanagement.msdsonline.com/company/e356225b-77ae-4163-b3a8-6dab5afee508/>

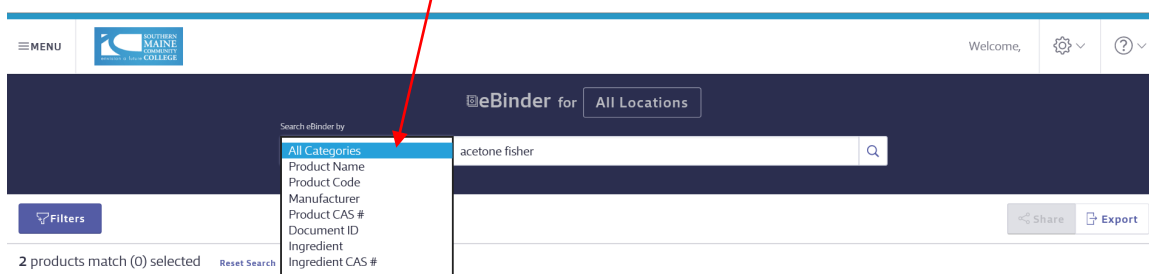
1. Highlight this link, then copy and paste it into your browser's address bar.
2. Save this link as a favorite for easy access in the future.
3. MSDSOnline is also known as eBinder

❖ To Search for a Safety Data Sheet (SDS) within SMCC:

1. MSDSOnline will default to "All Locations"
2. Type the product information into the search field and click Search.

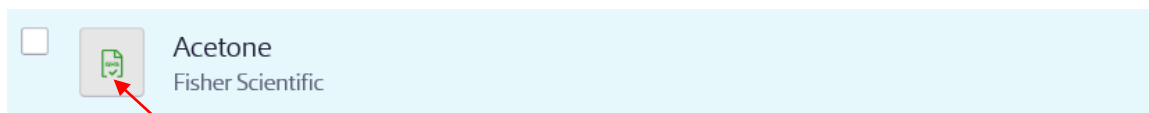
Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Fisher Scientific, you can type in Acetone Fisher in the search field to search for both product and manufacturer.

3. Leave the search on "all categories" to get the broadest results. Use the dropdown if you want to narrow the search field.

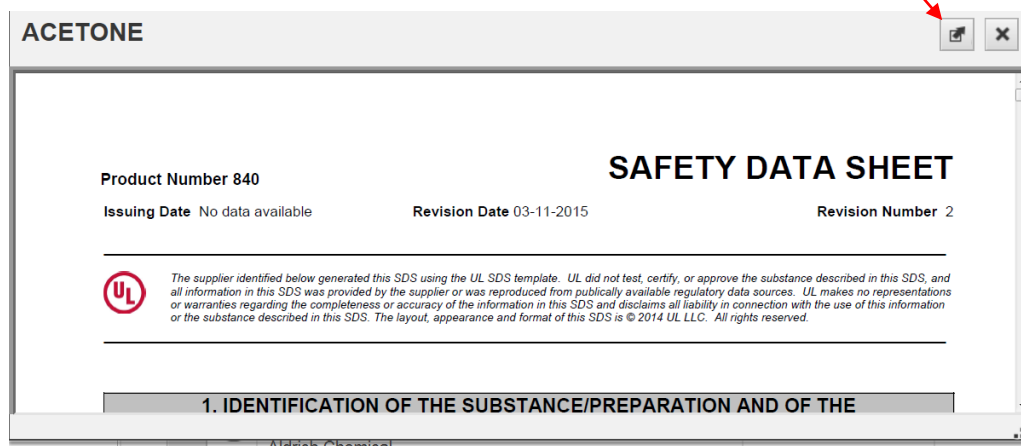


4. SDS results will display below the search box. Scroll down to locate the document you need.

❖ Once the SDS has been found:



1. View the SDS by selecting the icon to the left of the Product Name. The SDS will open in a separate window.
2. To open the SDS window to a full page, click the arrow icon on top right of the screen.
3. You can print or save the SDS after viewing the document.



4. Selecting a row for a product will allow you to view product details without leaving the page. Within the product card you can view additional information and options for that particular product.

The screenshot shows a search results page with 2 products. A red arrow points from the text above to the 'Acetone' product card. The table lists the following products:

Product Name	Revision Date	Product CAS #	Date Added
Acetone Fisher Scientific	04/25/2019	67-64-1	06/07/2019
Acetone, Histological Fisher Scientific UK	02/26/2002	67-64-1	05/24/2016

The product card for Acetone shows the following details:

- 2-Propanone, Laboratory chemicals
- GHS DOCUMENT (View PDF)
- Product Details:
 - Manufacturer: Fisher Scientific
 - Manufacturer Group: Thermo Fisher Scientific
 - Supplier: -
 - CAS #: 67-64-1
 - Product Code: AC177170000; AC177170010; A C177170025; AC177170050; AC177170100; AC177170250

If you are not able to find a document in your college's database, you will be prompted to search MSDSONline for the document (where you can then view the SDS). Contact EH&S at 741.5932 to add the missing chemical to SMCC's MSDSONline Portal.

Create a Department Specific Chemical Inventory

1. From SMCC's home page, click on "All Locations" next to the word eBinder and a window will open with a drop down box.

The screenshot shows the eBinder interface. The 'All Locations' dropdown menu is highlighted with a red circle. Below the search bar, there are buttons for 'Filters', 'Share', and 'Export'. The text '2312 products (0) selected' is visible at the bottom.

2. From the drop down locate your Department or Building then hit "Apply"
 - a. Search location by typing criteria into the Search box OR
 - b. Scroll down and select your location from the list

The screenshot shows the 'Filter by Location' dialog box. It has a search bar with the placeholder text 'Start typing a location name...'. Below the search bar, there is a list of 100 locations. The location 'Upstairs Shop Room 101 & Flammable Cabinet' is selected and highlighted in blue. At the bottom of the dialog, there are 'Apply' and 'Cancel' buttons.

3. After selecting your department or area hit “Apply” to see the full chemical inventory and view individual Safety Data Sheets

The screenshot shows the eBinder interface. At the top, there is a search bar with the text "eBinder for Upstairs Shop Room 101 & Fla...". Below the search bar, there is a "Filters" button and an "Export" button. The main content area displays "28 products match (0) selected" and a table of products. The table has columns for "Product Name", "Revision Date", "Product CAS #", and "Date Added". The products listed are:

Product Name	Revision Date	Product CAS #	Date Added
Deb InstantFOAM Complete SC Johnson Professional USA, Inc.	03/13/2020	—	07/14/2020
OXYGEN, COMPRESSED GAS Matheson Tri-Gas Inc.	01/09/2020	7782-44-7	03/24/2020
NAPA Mac's Battery Terminal Cleaner Balkamp, Inc.	11/28/2019	—	03/04/2020

4. The end-user can download the inventory to Excel by clicking the “Export” button.
5. The inventory can also be sorted by product name, date added, or manufacturer name using the selection box.