University of Wisconsin Stevens Point CHEMWATCH User Guide

Introduction:

According to Hazard Communication Standard (HCS), all employees who work with hazardous chemicals must be able to readily access Safety Data Sheets (SDS), which are standardized and presented in 16-section format and used globally, during each work shift from their work areas. University of Wisconsin Stevens Point's students, faculty, and employees can access SDS through an online SDS database – ChemWatch - on the UW- Stevens Point Environmental Health and Safety website. ChemWatch provides a database of both vendor SDS and independently researched ChemWatch SDS. Additionally, it provides users with chemical management, risk assessment, and regulatory databases.

This user guide provides you with quick easy steps for *accessing the CHEMWATCH*, *searching for SDS*, and *printing labels*. Also, it provides an overview for *the Materials Module, Folder Management* as well as steps for "*How to access e-Learning Center*" for more detail information.

How to access

Go to one of these addresses http://www.uwsp.edu/rmgt/Pages/chemwatch.aspx

http://www.uwsp.edu/rmgt/Pages/ehs/safety/hazcom.aspx

http://www.uwsp.edu/rmgt/Pages/default.aspx

Click on "CHEMWATCH" shortcut.

How to access E-Learning Center

Step 1: Click "eLearning" to access eLearning center.
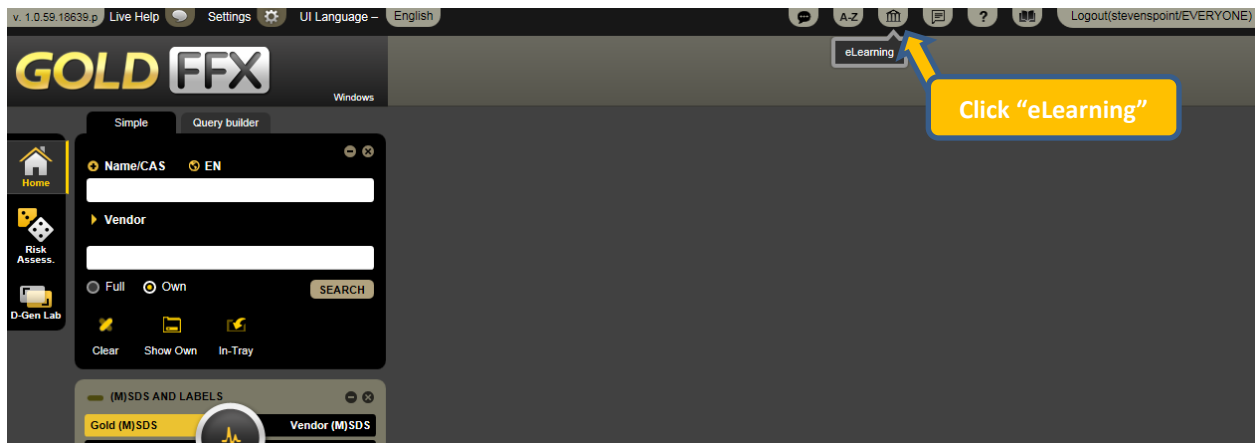
Step 2: Then click "Modules" to choose a training package you would like to complete.
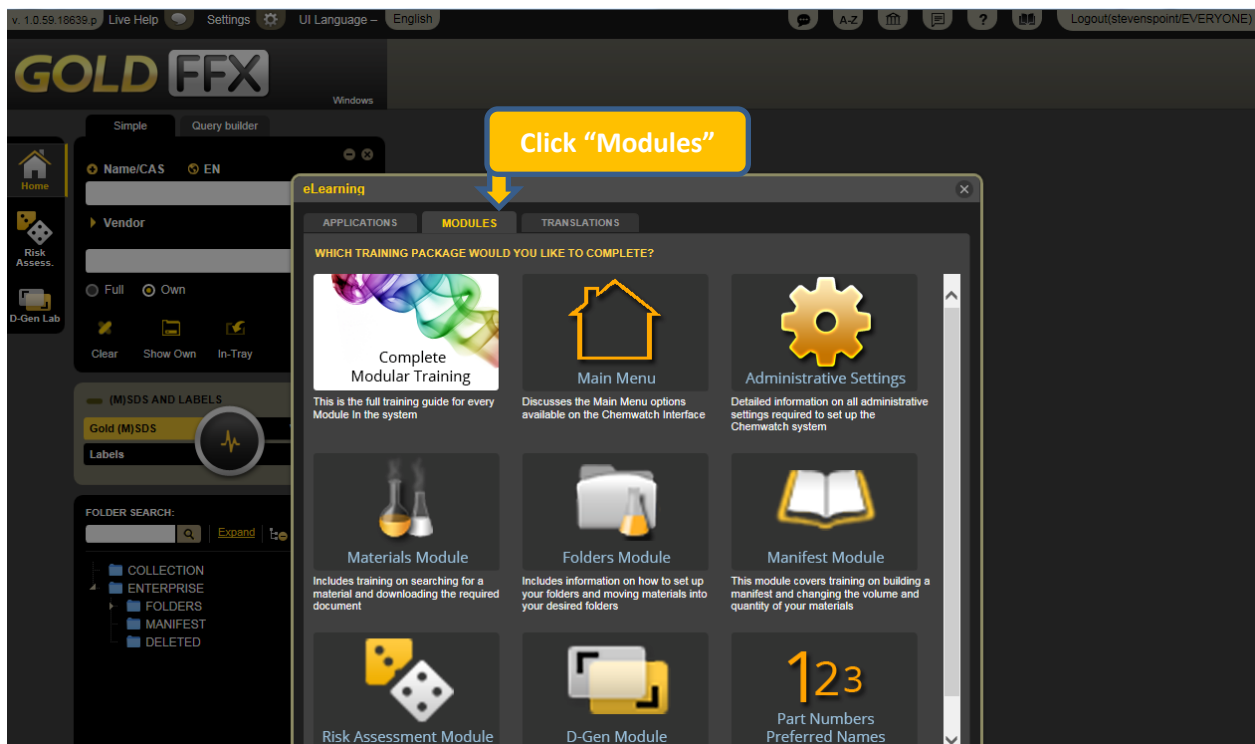
Note: Quick access to modules index

If you select "Complete Modular Training" module and click on "Menu" button that is in the upper right corner of the complete modular training page, you can see below mentioned index and select the title you want from this menu.
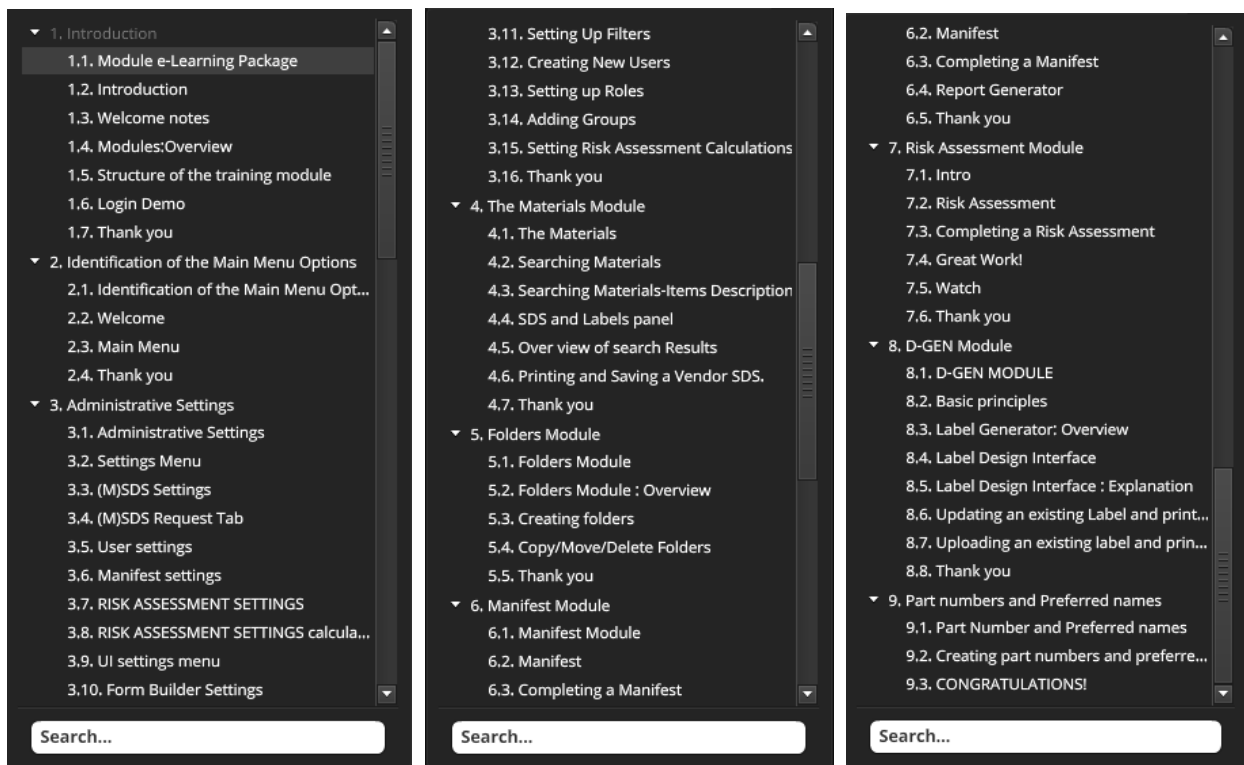
How to change the language

GoldFFX is available in 46 different languages. You can easily change the language by clicking "UI Language". However, please remember the fact that all (M)SDSs and labels must be in English at UW-Stevens Point campus.
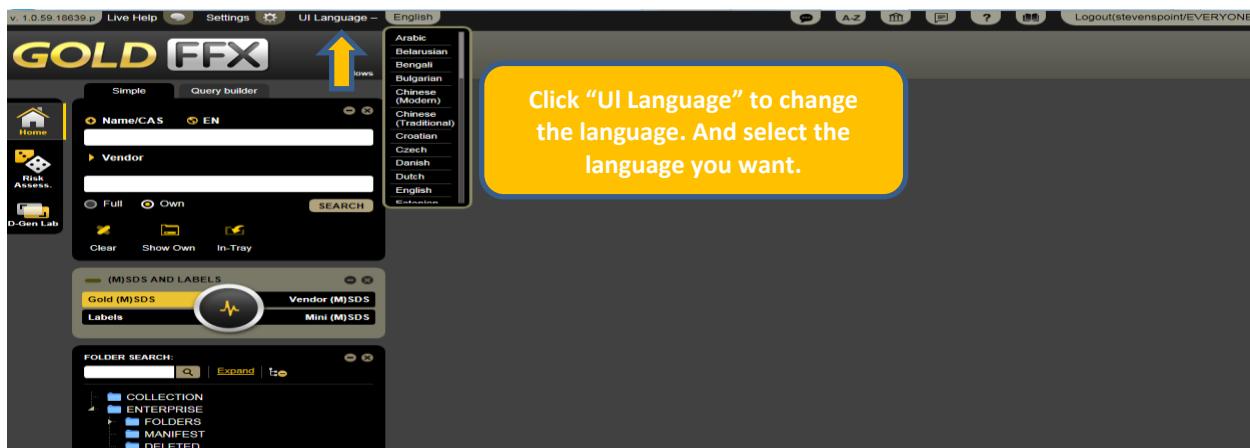
Overview of the Materials Module

The screenshot below illustrates the basic components of the Materials Module.

Search Panel

Search panel allows search by,

- product name,
- synonym,
- common name,
- chemical formula,
- trade name, or
- manufacturer's name.

In search panel the "Full" button will yield the search results from full database of ChemWatch and the "Own" button will yield the search results only from the chemicals stored in UW-Stevens Point folders.

Report Panel

Report panel allows you to choose the types of data, information, and report to display by clicking on different buttons within the panel.

Gold (M)SDS provides you with a standard SDS consists of 16 different sections.

Vendor (M)SDS provides you with an original SDS of the manufacturers.

Labels button helps you to print label for the material.

Mini (M)SDS is a briefer version of (M)SDS. It provides a one-page summary about the chemical.

EMERGENCY button provides emergency information related to the chemical. The data is divided into five different sections: First Aid, Spills, Fire Fighting, Advice to Doctor, and Chemical Incident Advisory (ChInA) codes. You can reach these information by clicking on these buttons.

TRANSPORT provides transportation information related to the chemical. You can reach ERG(Emergency Response Guide) by clicking on this button.
(FYI: DGTECSA, transport emergency card available only for South Africa jurisdiction country)

Additional information about Vendors SDS:
As the screenshot below illustrates, a search for Vendors SDS of a chemical can give you many results.
You can sort by Name, Vendor, Type, Language, Country, Source Type, and Issue Date.
Also sorting by Issue Date allows you to find the most recent SDS.
Source Type;
- *Primary* refers to SDSs directly from the manufacturers.
- *Secondary* refers to SDSs from other sources such as internet.

The toolbars provides users with language and format options.

The GHS tab allows display SDS in Local or GHS ("Globally Harmonized System") format. You can choose either of them by clicking "GHS" tab.

The Advanced tab allows users to display or hide fields in the output report screen. Check boxes to select fields to display in the SDS screen, such as NFPA ("National Fire Protection Association") Diamond and/or WHMIS ("Workplace Hazardous Materials Information System") classification. Click "SAVE" once all the options are chosen.
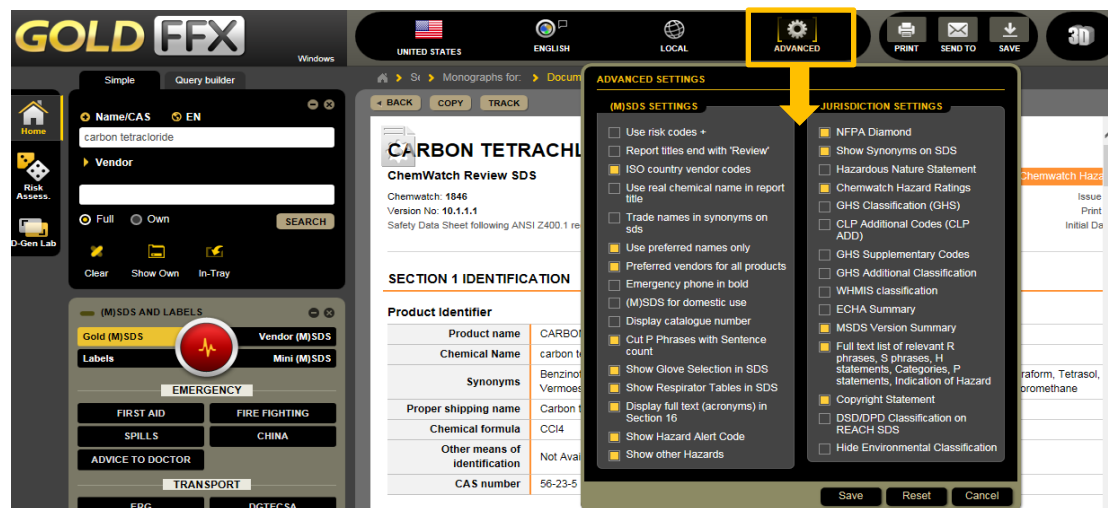
How to search for SDS

Step 1: Enter the name of the chemical that you want to search, to the "Name/CAS" bar.
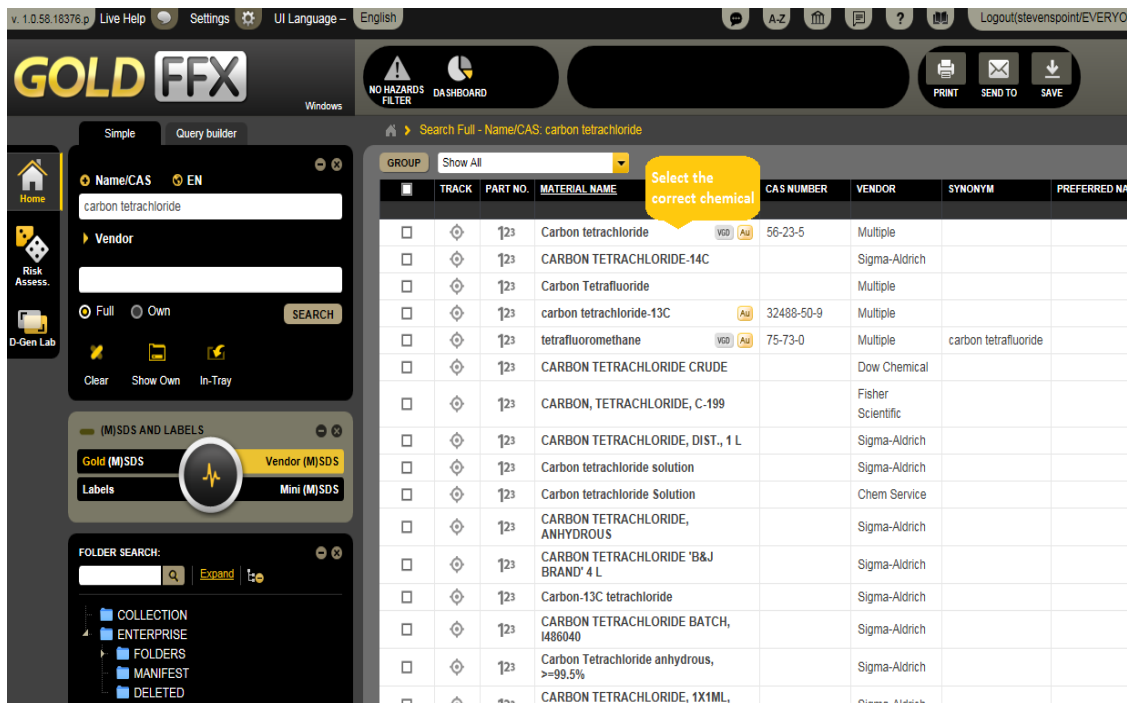
Step 2: Select "Full" to yield the search results from full database of ChemWatch or "Own" button to search the chemical in UW-Stevens Point folders.

Step 3: Select the desired report type from report panel.

Step 4: Click "Search" button to start SDS search.
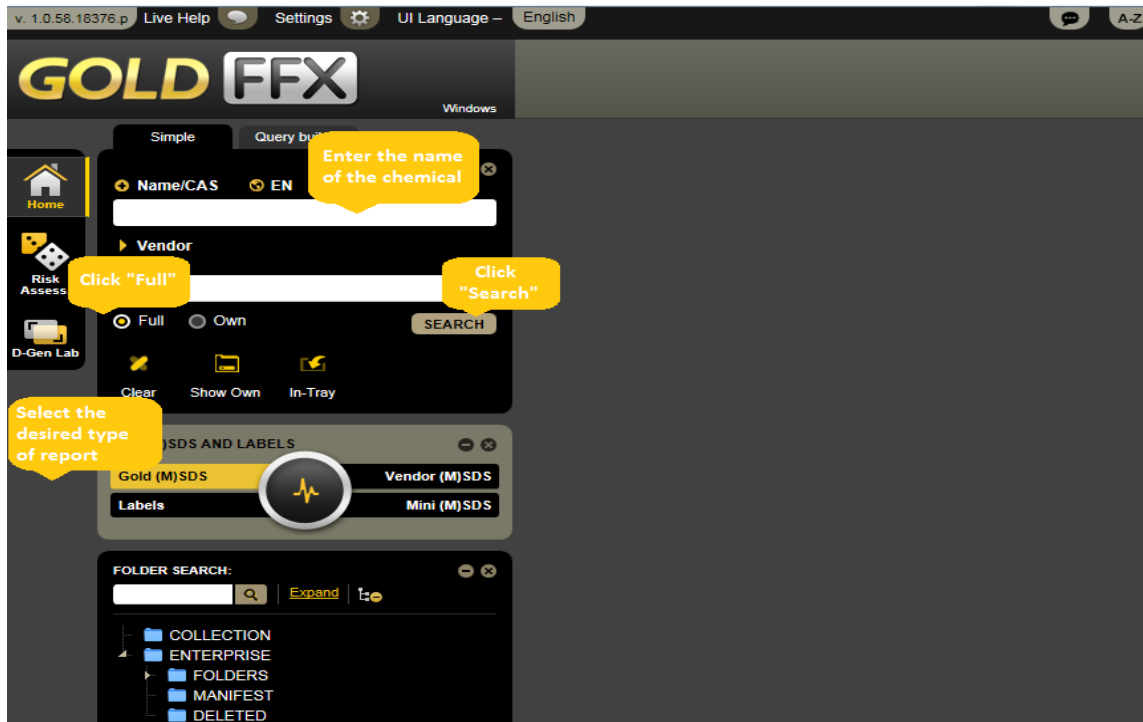
Step 5: Select the correct chemical from search results.

Step 6: Click "Print" on the upper right corner of the page to print out the SDS.

Step 7: You can also send the SDS via email by clicking "Send To" button that placed on the upper right corner of the page.

Step 8: If you want to save the SDS on your computer, click "Save" button on the toolbar.

Step 9: You can also maximize the SDS screen to see the full SDS by clicking (+).

Step 10: Click "Clear" to empty the search box for new search.

How to print labels

Step 1: Clicking "Labels" on report panel automatically opens a new window of "Label Templates". Select the format you want and click on it.
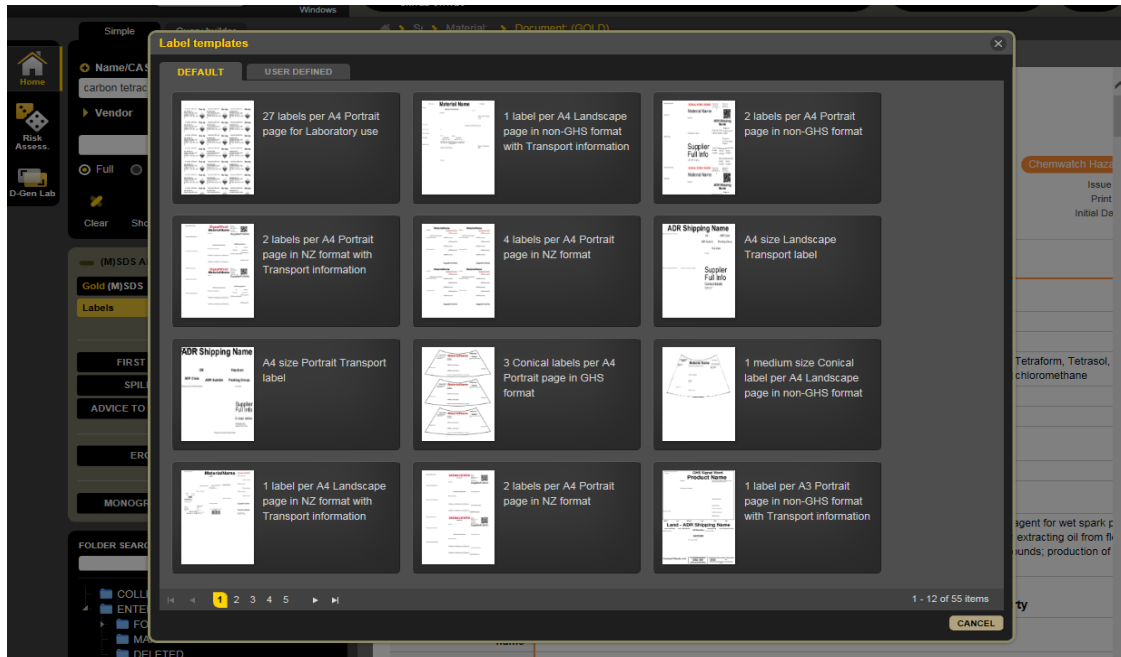
Step 2: You can print, save, or send labels by using buttons on the toolbar on the up right corner of the page.

Click "Print" to print labels,
Click "Send To" for sending labels via email,
Click "Save" to save labels on your computer

Folder management overview

Folder management includes creating and editing folders/stores. In order to create or edit folders/stores, users need to have read/write permission. Users with read only permission can only be able to view contents of folders/stores.

The program's default directories within the tree structure hierarchy architecture are; Collection, Enterprise, Folders, Manifest and Deleted. All these main directories cannot be edited.

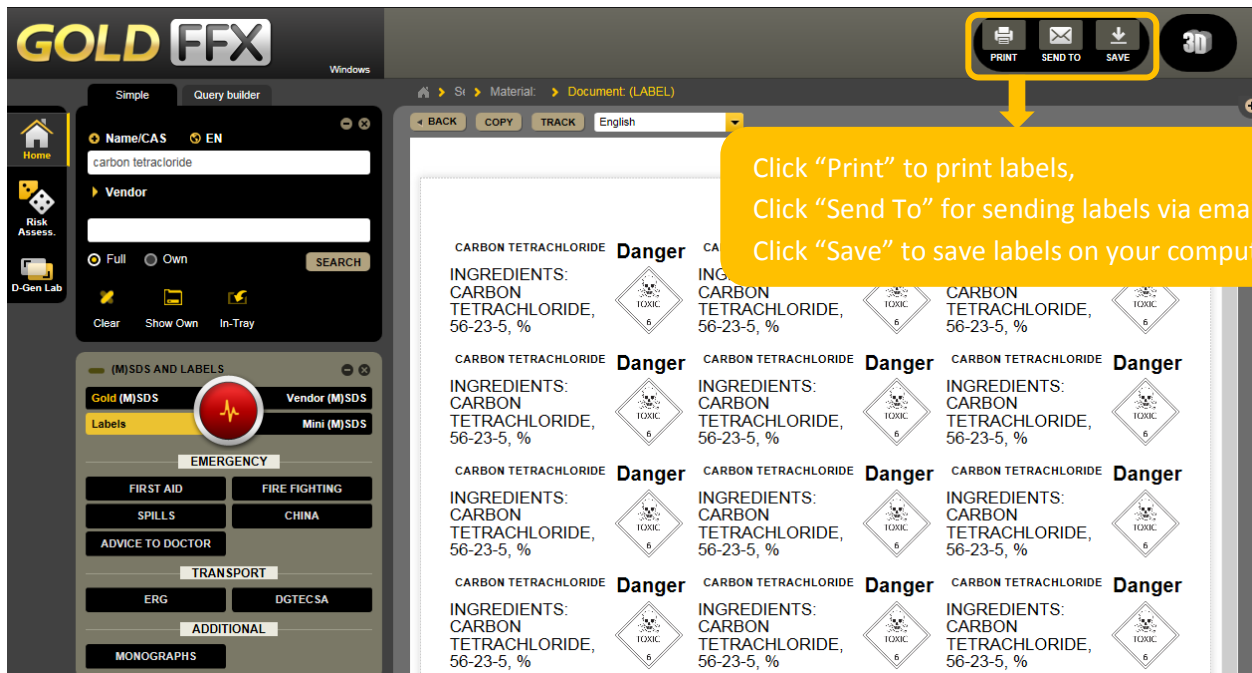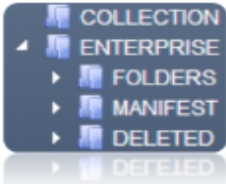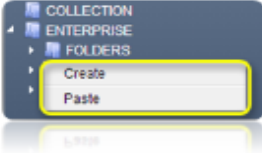| Managing Folders and Stores within the Tree Panel			
Tree Structure Panel	**Tree Architecture**		
❶ *System Directories [parent nodes of the tree architecture]* COLLECTION ENTERPRISE FOLDERS MANIFEST DELETED	**Directory Node**	**Description**	**Additional Information**
	Collection	*» entire collection of custom inventory [include archived and current registers and past history]*	*Material register, inventory of own data since beginning of license with Chemwatch*
	Enterprise	*» entire collection of custom inventory [include archived and current registers]*	
	Folders	*» collection of custom inventory [includes unfiled folders]*	*Folders directory and divisions will to be accessible in the Manifest module*
	Manifest	*»areas, sections, locations/stores for compliance purposes [filing system that represents a site map of sites, buildings and locations/stores where chemicals are stored/used/handled]*	*WHS Regulations, Part 7.1, Division 3, Subdivision 1: Section 346, 347 Hazardous Chemical Register, Regulation 361: Emergency Plan includes a Manifest*
	Deleted	*»all deleted folders/stores or materials are saved in the deleted directory [edition of directory folders not applicable]*	*PCBU must keep records for 30 years*
Notes	⚠ *[Parent directories cannot be edited – these are the default system's parent nodes. Creating and Editing systems directories is NOT applicable]*		
Tree Structure Panel Attributes	**Add/Copy**	**Move**	**Remove[delete]**
❷ Materials, Folders, Manifest Modules *Image [right click functionality on the systems directories]* COLLECTION ENTERPRISE FOLDERS Create Paste	❌ *» cannot copy system's directories [copy option is not applicable]* *» mouse **right click** **functionality** allows user to create branches or paste other copied branches, folders and/or stores*	❌ *» cannot move system's directories [move option is not applicable]* *» **drag and drop** **functionality** allows user to drag and drop branches from one folder/store into another.*	❌ *» cannot remove or delete system's directories [remove option is not applicable]*

How to build a folder

Step 1: Mouse right click on Folders directory and select "create" option.
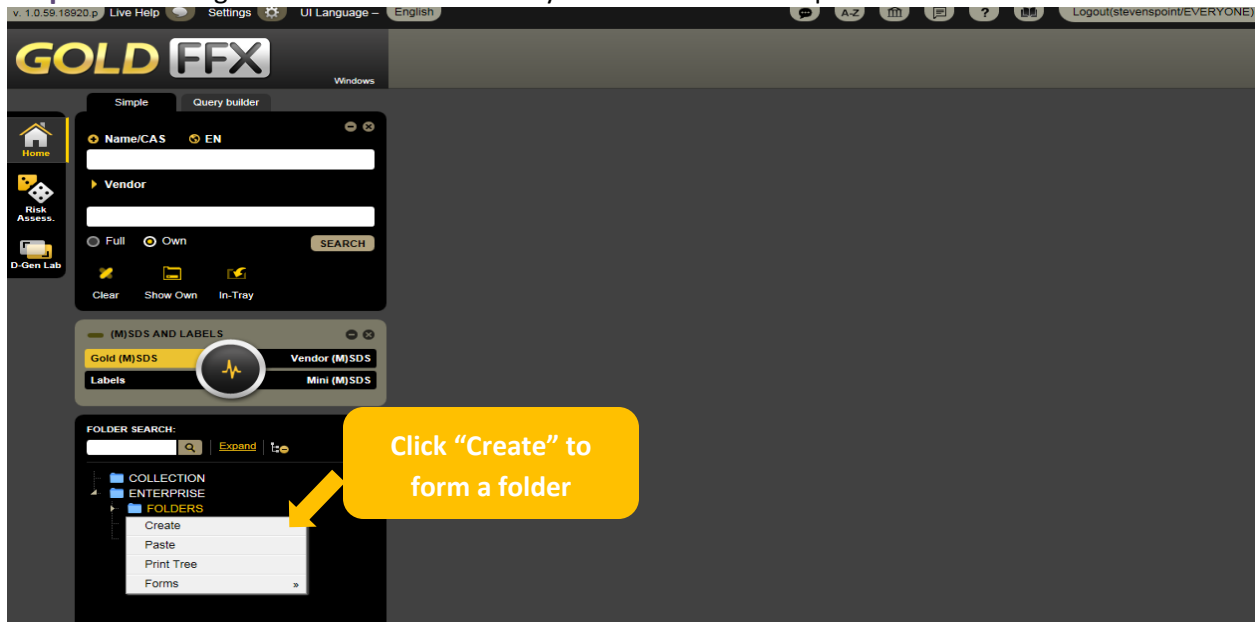
Step 2: Type the name of the folder, e.g. **Contractors Register** in the folder name panel and click the save button.
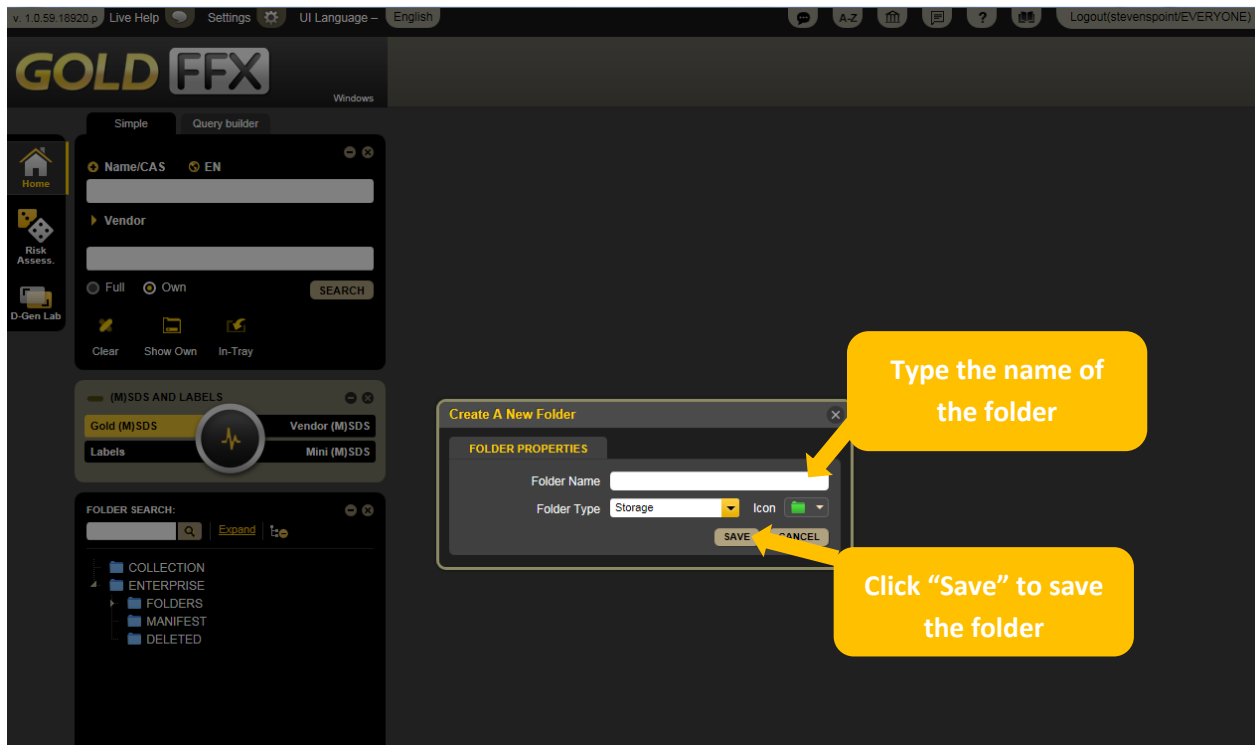
Also the mouse right click on folder under the parent directory will display an edit menu with a more tasks options for your additional needs.
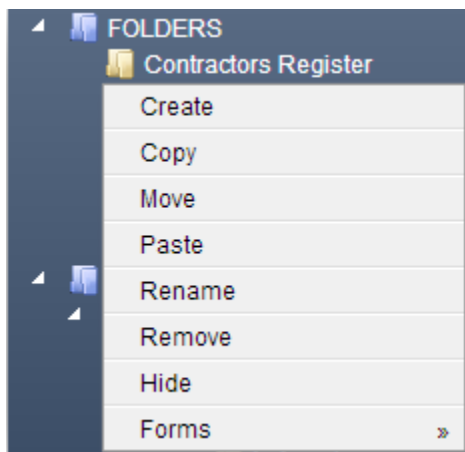
Conclusion

At the end of this document, you should be able to reach various SDSs according to your need. ChemWatch also will help you to identify the hazardous chemicals that may cause a health, physical or environmental hazard during handling or use and to convey information about these hazards. The SDSs provide us with information about hazards and advice on safety precautions.

For more information on GHS and ChemWatch, please visit

- http://jr.chemwatch.net/help/goldffx/Repository/GoldFFX%20Help.html?CreatingafolderunderparentFOLDER.html
- http://www.uwsp.edu/rmgt/Pages/ehs/safety/hazcom.aspx

or contact EHS at **x2320** for assistance.