

# 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.

The screenshot shows the University of Wisconsin Stevens Point website. The top navigation bar includes links for Giving, Directory, Site Index, myPoint, D2L, and Web Email. The main content area is titled "Risk Management" and "Hazard Communication". A sidebar on the left lists various risk management topics. The main text explains the Hazard Communication Standard (HCS) and the Globally Harmonized System (GHS). A yellow callout box with the text "CLICK 'CHEMWATCH'" points to a "CHEMWATCH" button. Below the button is a "CHEMWATCH - MSDS Management" logo. The footer contains contact information and copyright details.

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**Hazard Communication**

The Hazard Communication Standard (HCS) was written and enacted in 1983 by the Occupational Safety and Health Administration (OSHA) and is enforced in the State of Wisconsin by the Wisconsin Department of Safety and Professional Services (WI Statutes 101.055). It is based on a simple concept, that employees have both a need and a right to know the hazards and identities of the chemicals that they are exposed to when working in occupational environments.

In March 2012, the Hazard Communication Standard was revised to align with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals also known as GHS and the changes will be fully implemented in 2016. The revised standard requires the manufacturer or importer of chemicals to classify their chemicals according to their physical and health hazards, establish specific formatted shipping labels with the chemical identity, pictograms, signal words, precautionary statements, hazard statements and the manufacturer name, address and phone number as well as create a 16 section Safety Data Sheet (SDS) formerly Material Safety Data Sheet (MSDS) for each chemical.

There are six elements of hazard communication: hazard determination and classification, chemical inventory, labeling, Safety Data Sheets (SDS), employee training, and a written program.

CLICK "CHEMWATCH"

**CHEMWATCH**

CHEMWATCH - MSDS Management

**Resources**

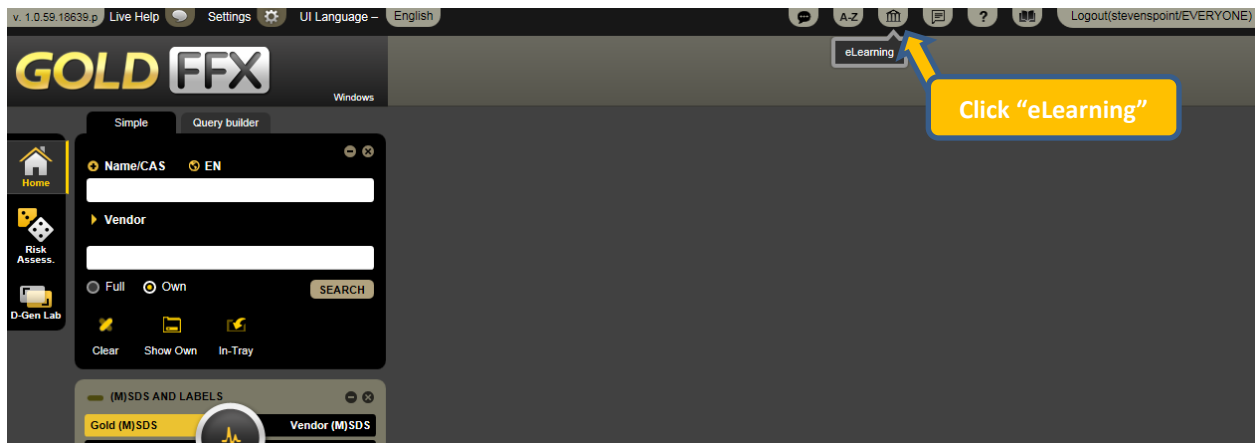
[Global Harmonization System \(GHS\)](#)  
[Material Safety Data Sheets \(SDS\)](#)

University of Wisconsin-Stevens Point | Emergency Procedures | Pointer Alerts  
2100 Main Street Stevens Point, WI 54481-3897 • Phone: 715-346-0123  
Direct comments to [Staff List](#)

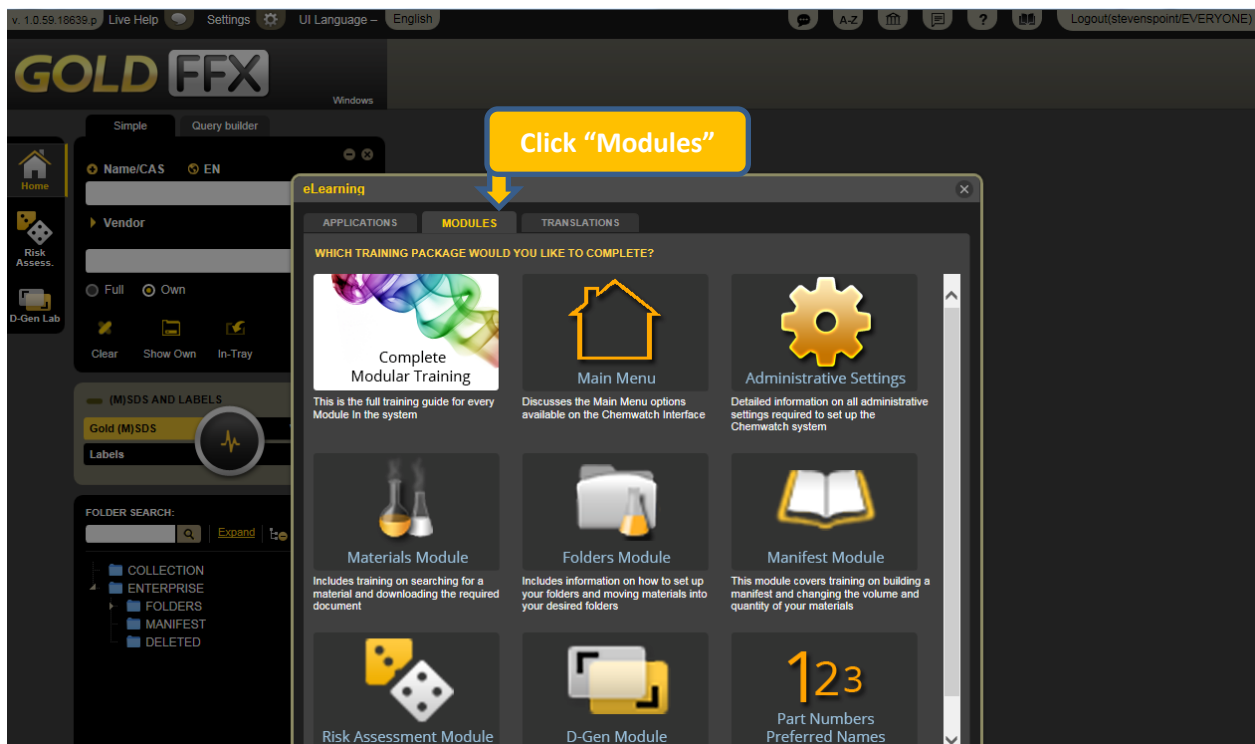
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## How to access E-Learning Center

**Step 1:** Click “eLearning” to access eLearning center.

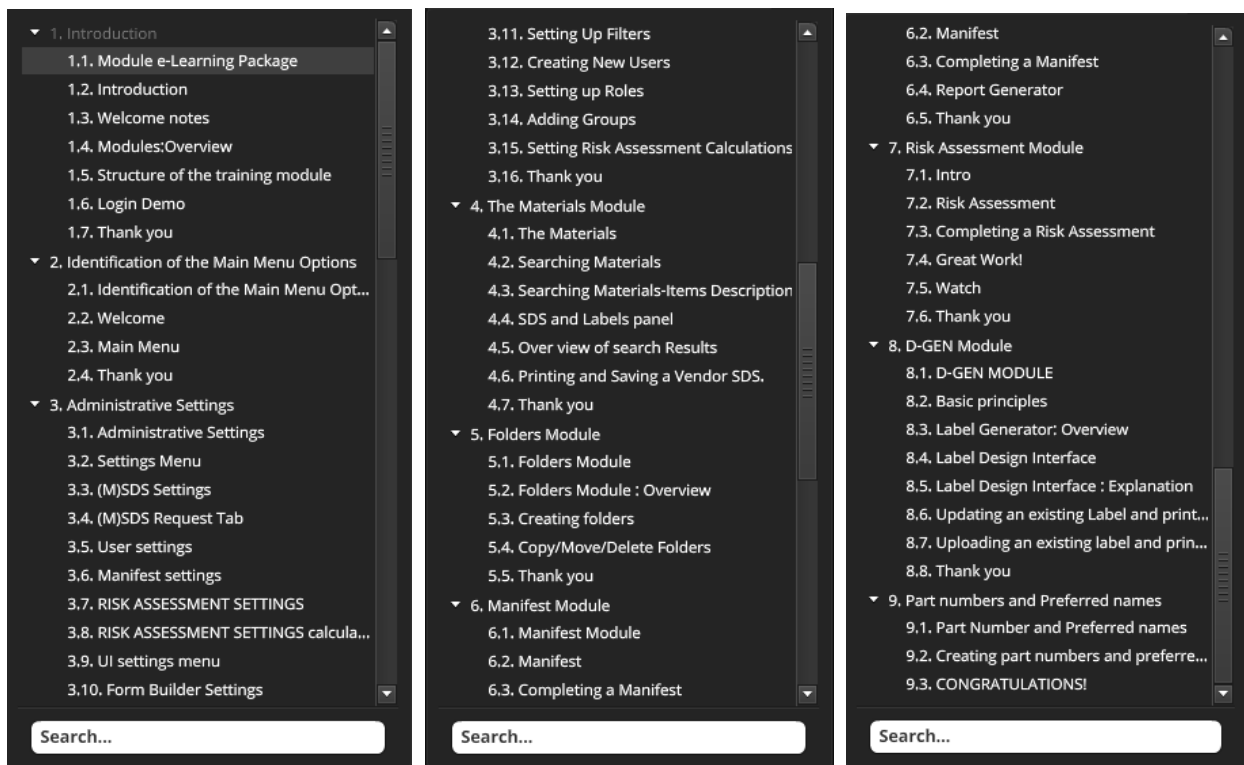


**Step 2:** Then click “Modules” to choose a training package you would like to complete.



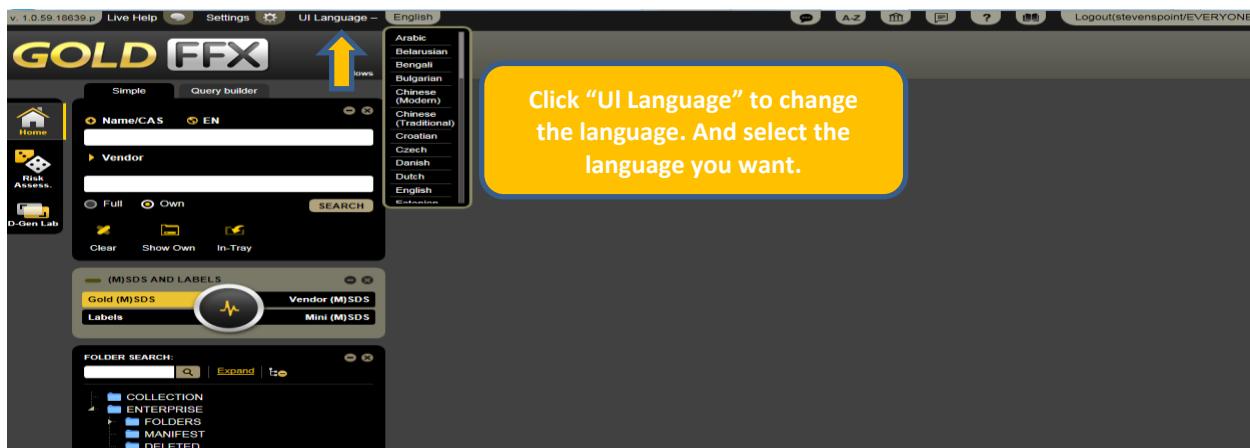
## Note: Quick access to modules index

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.

The screenshot shows the GOLD FFX Materials Module interface. The top navigation bar includes the GOLD FFX logo, language settings (UNITED STATES, ENGLISH, GHS), and user options (ADVANCED, PRINT, SEND TO, SAVE). The main search area contains a search bar with "carbon tetrachloride" and a "SEARCH" button. Below the search bar are radio buttons for "Full" and "Own" database selection. The interface also features a sidebar with navigation options like Home, Risk Assess., and D-Gen Lab. A callout box explains that "Full" refers to the ChemWatch database and "Own" refers to the user's own database. A purple callout points to the "Report Panel" which displays a table of chemical information for Carbon Tetrachloride.

ChemWatch Review SDS	
Product name	CARBON TETRACHLORIDE
Chemical Name	carbon tetrachloride
Synonyms	Benzoform, CCl4, Carbon Tet, Carbona, Fasciolin, Flukoids, Necatorina, Necatorine, Tetrafinol, Tetraform, Tetrasol, U Vermoestricid, carbon chloride, methane tetrachloride, perchloromethane, tetrachlorocarbon, tetrachloromethane
Proper shipping name	Carbon tetrachloride
Chemical formula	CCl4
Other means of identification	Not Available
CAS number	56-23-5

### 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.

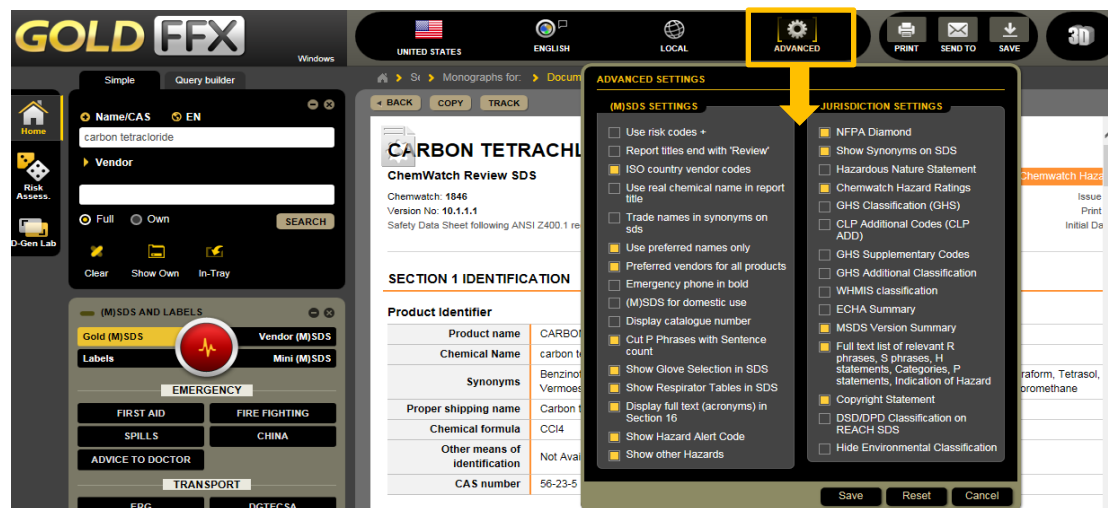
Track	Part No.	Name	Vendor	Type	Language	Country	Source	Issue Date
	123	carbon tetrachloride	Linde Gas	MSDS	English	United States	Primary	20/01/2016
	123	Tetrachloromethane	Sigma-Aldrich	MSDS	English	United States	Primary	09/04/2015
	123	Carbon tetrachloride	Sigma-Aldrich	MSDS	English	United States	Primary	09/04/2015
	123	carbon tetrachloride	Sigma-Aldrich(SAFC)	MSDS	English	United States	Primary	09/04/2015
	123	Carbon Tetrachloride (0.0001% - 0.0999%) in Nitrogen	Scott Medical Products	MSDS	English	United States	Primary	23/11/2014
	123	carbon tetrachloride	Bisley & Company Pty Ltd	MSDS	ANY	ANY	Primary	03/11/2014
	123	Carbon	Burdick And Jackson	MSDS	English	United States	Primary	24/08/2014
	123	Carbon tetrachloride	Chem Service	MSDS	English	United States	Primary	25/07/2014
	123	CARBON TETRACHLORIDE	Matheson Tri-Gas	MSDS	English	United States	Primary	16/06/2014
	123	Carbon tetrachloride	Fisher Scientific (Thermo Orion)	MSDS	English	United States	Primary	09/04/2014
	123	carbon tetra chloride	Fisher Scientific	MSDS	English	United States	Primary	09/04/2014
	123	Carbon Tetrachloride	Fisher Scientific	MSDS	English	United States	Primary	09/04/2014
	123	carbon tetrachloride	Reagent World	MSDS	English	United States	Primary	31/12/2013

## Toolbars

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.



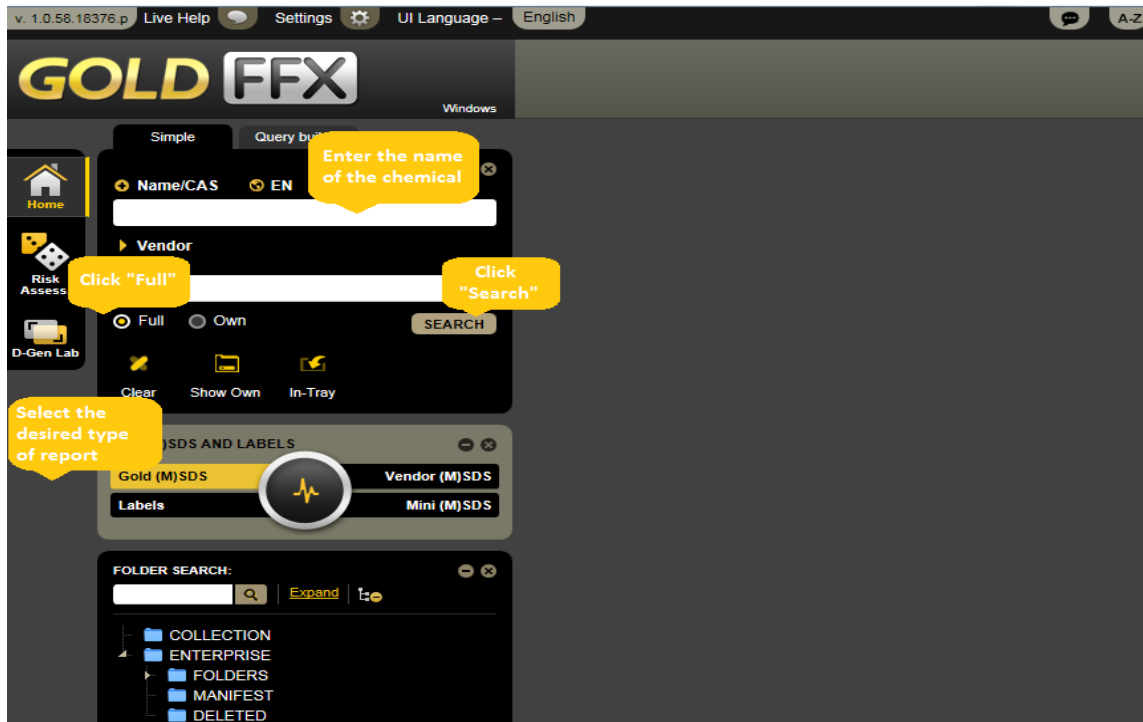
## How to search for SDS

**Step 1:** Enter the name of the chemical that you want to search, to the “Name/CAS” bar.

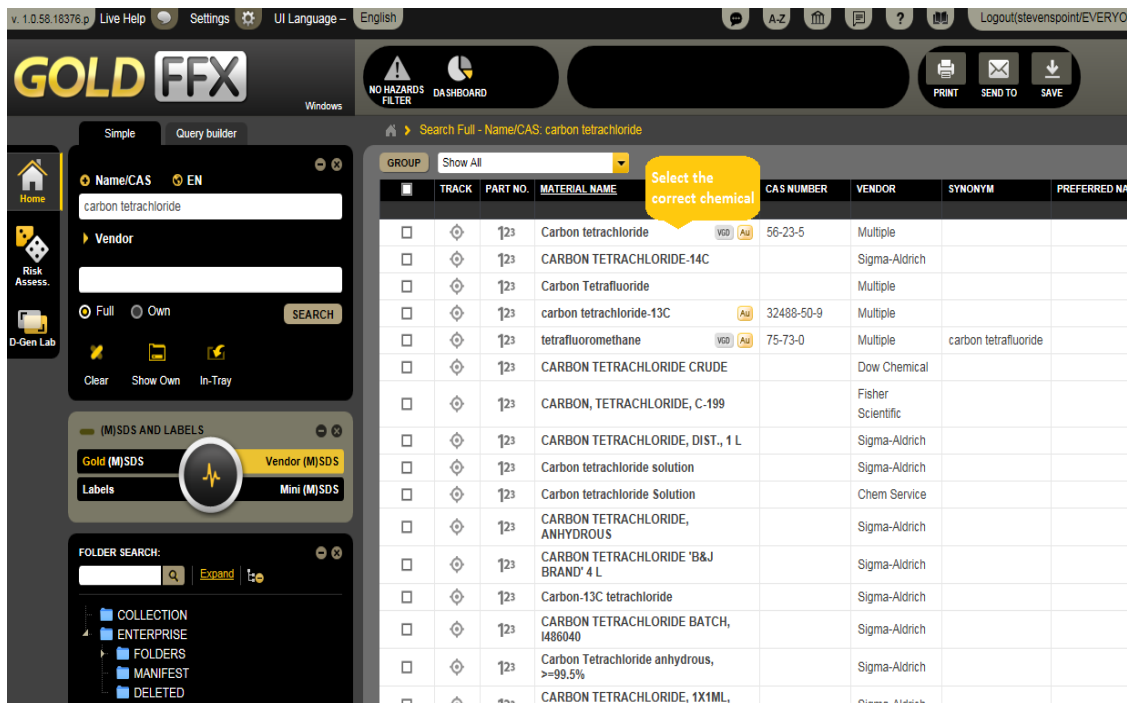
**Step 2:** Select “Full” to yield the search results from full database of ChemWatch or “Own” button to search the chemical in UW-Stevens Point folders.

**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.

The screenshot displays the GOLD FFX software interface. At the top, there is a navigation bar with 'GOLD FFX' logo, language settings (English), and user information (Logout(stevenspoint/EVERYONE)). Below this is a search bar containing 'carbon tetrachloride' and a 'SEARCH' button. A 'Clear' button is highlighted with a yellow box and a callout: 'Click "Clear" to empty the search box'. To the right of the search bar, there are three buttons: 'PRINT', 'SEND TO', and 'SAVE', each with a yellow callout: 'Click "Print" to print out SDS', 'Click "Send To" to send SDS by email', and 'Click "Save" to save SDS on your computer'. A 'Maximize' button is also present with a callout: 'Click "Maximize" to maximize SDS screen'. The main content area shows the SDS for 'CARBON TETRACHLORIDE' with sections for 'SECTION 1 IDENTIFICATION' and 'Recommended use of the chemical and restrictions on use'. The 'Product Identifier' section includes fields for Product name, Chemical Name, Synonyms, Proper shipping name, Chemical formula, Other means of identification, and CAS number. The 'Recommended use of the chemical and restrictions on use' section provides detailed information on the chemical's applications and safety restrictions.

SECTION 1 IDENTIFICATION	
<b>Product Identifier</b>	
Product name	CARBON TETRACHLORIDE
Chemical Name	carbon tetrachloride
Synonyms	Benzinoform, CCl <sub>4</sub> , Carbon Tet, Carbona, Fasciolin, Flukoids, Necatorina, Necatorine, Tetrafinol, Tetraform, Tetrasol, Vermoesticrid, carbon chloride, methane tetrachloride, perchloromethane, tetrachlorocarbon, tetrachloromethane
Proper shipping name	Carbon tetrachloride
Chemical formula	CCl <sub>4</sub>
Other means of identification	Not Available
CAS number	56-23-5

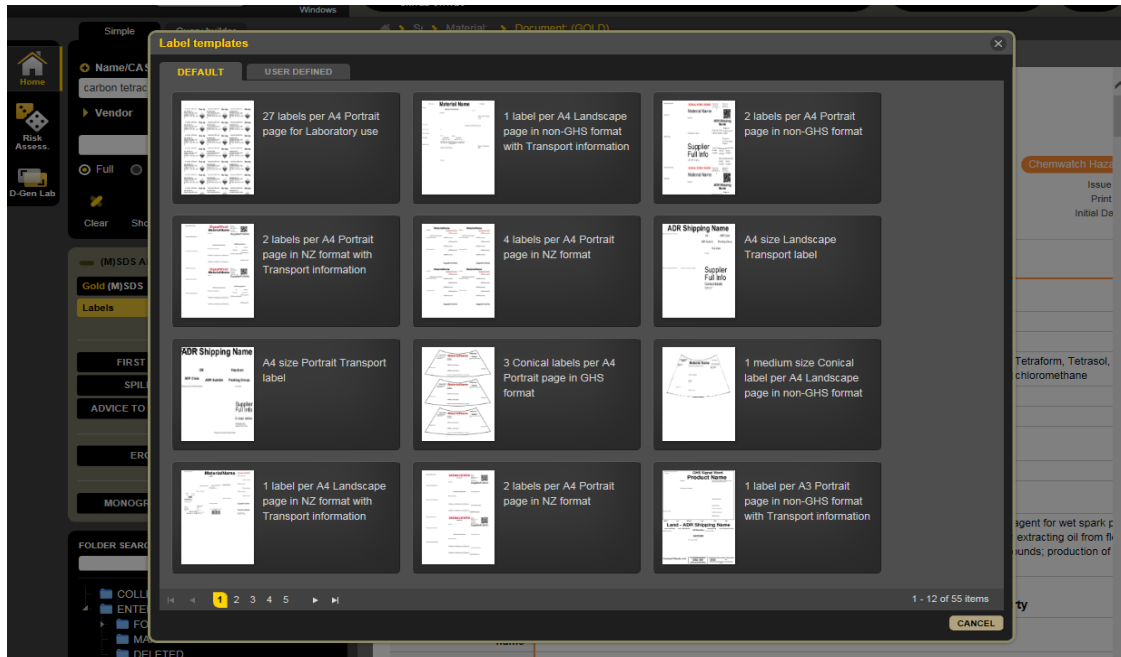
**Recommended use of the chemical and restrictions on use**

Relevant identified uses	As a fire extinguisher; for cleaning clothing; rendering benzene non-flammable; azeotropic drying agent for wet spark automobiles; as solvent for oils, lacquers, fats, varnishes, rubber waxes, and resins. Also used for extracting oil from exterminating destructive insects: solvent: starting material in manufacture of many organic compounds: production of
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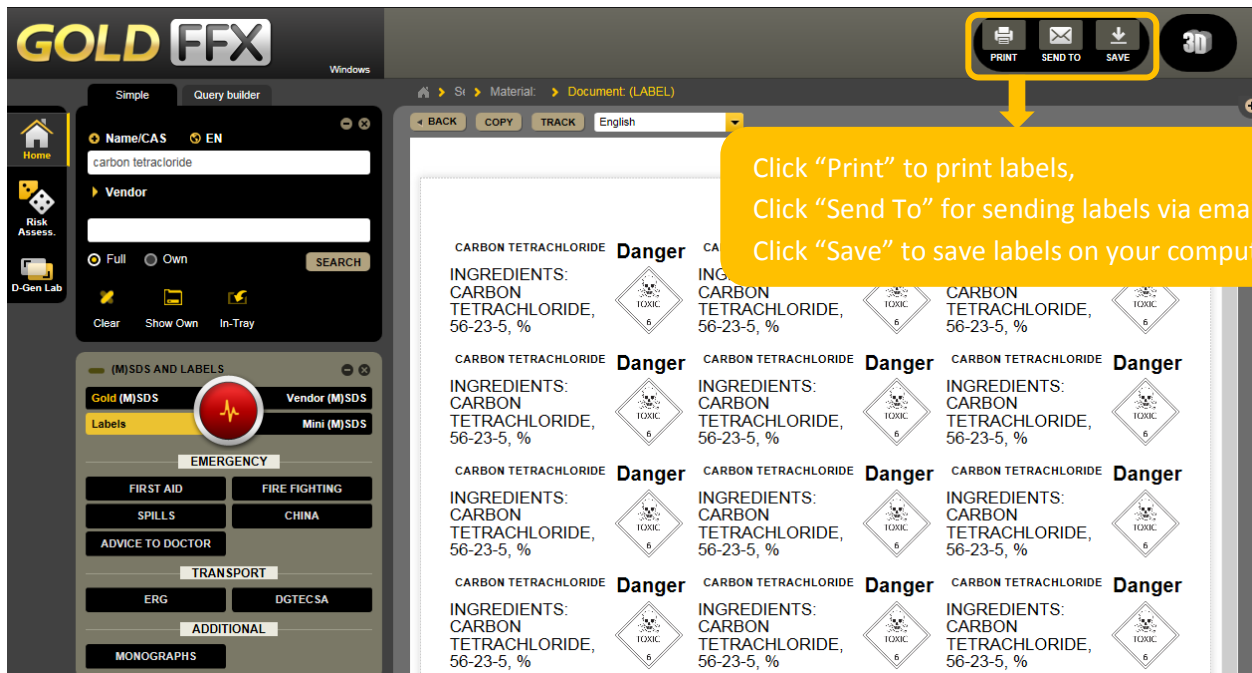


## How to print labels

**Step 1:** Clicking “Labels” on report panel automatically opens a new window of “Label Templates”. Select the format you want and click on it.



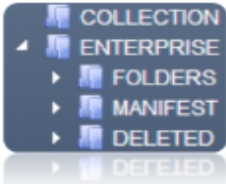

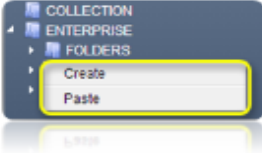



**Step 2:** You can print, save, or send labels by using buttons on the toolbar on the up right corner of the page.



## Folder management overview

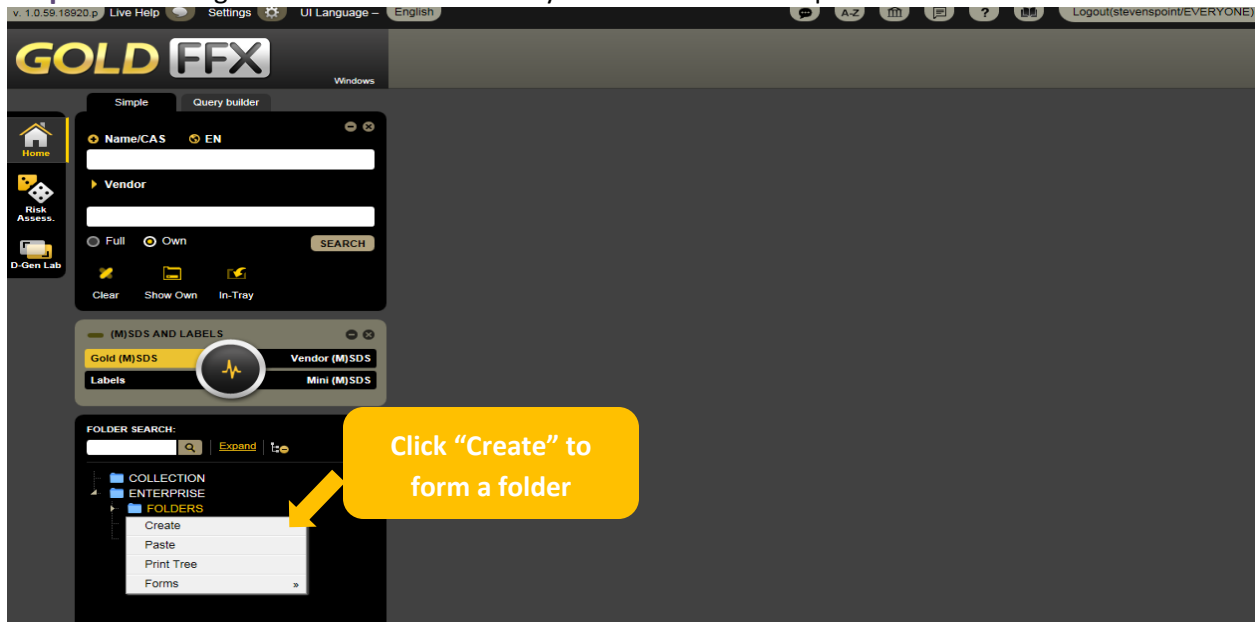
Folder management includes creating and editing folders/stores. In order to create or edit folders/stores, users need to have read/write permission. Users with read only permission can only be able to view contents of folders/stores.

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.

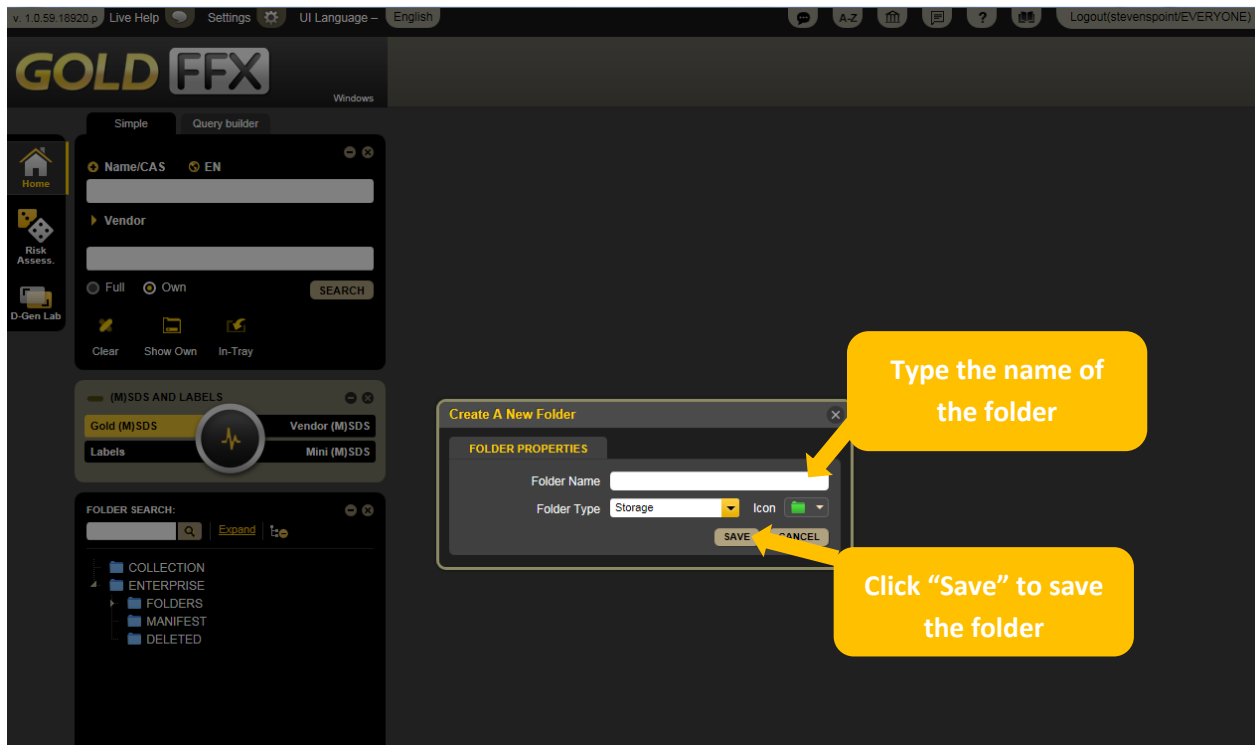
Managing Folders and Stores within the Tree Panel			
Tree Structure Panel	Tree Architecture		
<p><b>System Directories</b> [parent nodes of the tree architecture]</p> 	Directory Node	Description	Additional Information
	Collection	» entire collection of custom inventory [include archived and current registers 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	
<b>Notes</b>	 [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]
<p><b>Materials, Folders, Manifest Modules</b> Image [right click functionality on the systems directories]</p> 	 » cannot copy system's directories [copy option is not applicable]  » mouse <b>right click functionality</b> allows user to create branches or paste other copied branches, folders and/or stores	 » cannot move system's directories [move option is not applicable]  » <b>drag and drop functionality</b> 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

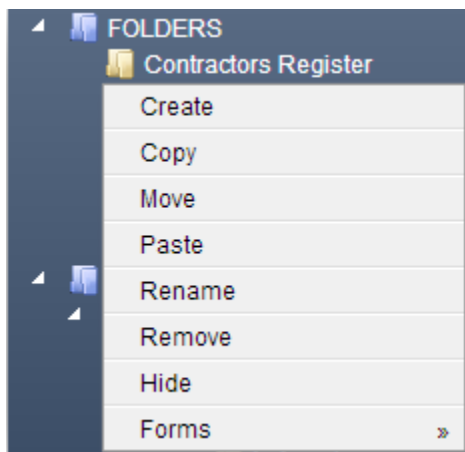
**Step 1:** Mouse right click on Folders directory and select “create” option.



**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.