

INSTRUCTIONS FOR USE

SDS DATABASE

1.	To access t the search s https://che	he MSDSonline we site. You do not ne mmanagement.ehs	bsite click on the ed a password to com/9/009c92c	e following link which is a qu o access the site. c <u>3-8ed9-40dc-bcf5-2538fb5</u>	ick link shortcut t <u>51ec1/ebinder</u>		
2.	Using the lir <u>Note:</u> No p	nk above or the QR bassword is required	code to the right.	t, will take you to the MSDS	online search pa	ge.	
					Help		
	≡menu	School Boards		Search by Location	Welcome,	~ ?~	
		Search eRinder by	⊡eBind	er for All Locations			Search
		All Categories	- Search your eBind	der	Q		
		_					
	∀ Filte	Advar	nce search	Product Name	≪ ⁰ Share	G Export	

- To search for an SDS type in the product name in the search box.
 - o Click on the search tab.

Hint: If you are not able to spell the product name, click on the 1st letter or first few letters of the product name to search for documents that begin with that letter.

Hint: You can search for multiple types of data at once, e.g. if you are searching for Acetone manufactured by Sigma, you can type in Acetone Sigma in the single search field to search for both product and manufacturer. The system will ask you to verify what type of search – all categories, manufacturer only, etc. Choose the appropriate response.

- Or Click on the "ALL LOCATION" tab at the top to search by school division, school, or department.
 - o In the "SEARCH LOCATION" box at the top, type in your school divison name and hit enter.
 - Click on the "O" sign next to your school or department name.
 - Click on the APPLY tab at the bottom of the screen.
 - o Click on the search tab to view all the SDS in the category you selected.
 - To return to the main page, click on MENU, click on eBINDER

<u>Note:</u> Clicking on the Help tab at the top right hand side of the page will show a list of help topics for the MSDSonline website, for example, how to search, request additional SDS, Help library, etc.

3. To view an SDS or print a label once the SDS has been found:

\ Filters	3		∑ Labels 😪 Share 🕞 Export
l products	match (1) selected Location: FRC - Science Labs	× Product Status in Location: In Use ×	Reset Search
Deselect All			Sort by Last Added (Descending) 🔹 🕅
\mathbf{n}	Product Name 🛛	Revision Date 🖉	Product Code 🛛
	ACETONE Ward's Science	09/20/2018	AA0025
Products per P	age: 25 50 100		

- To view an SDS, click on the PDF icon to the left of the product name.
- View the summary of the SDS by clicking on the product name, to the right of the PDF icon.
- To print an SDS, open the MSDS, click on the printer icon that appears at the top right of the PDF.
- To print a workplace label:
 - \circ $\,$ Click on the LABEL tab at the top right of the screen.
 - The print labels page will appear.
 - If a custom label has already been created it will show at the top of the page.
 - If not, click on the GHS Container Label, to generate a label
 - Select the label size, GHS Pictograms, Data Fields you would like present on your label (e.g. PPE, precautionary statements, etc.), quantity of labels to be printed and print options (font size, label position, etc.)
 - Click on the generate label tab