MSDSonline Database Tutorial

What is the MSDSonline Database?

- The MSDSonline database contains literally millions of Material Safety Data Sheets (MSDS) which you can view, save, or print.
- The database allows you to create an e-binder of all MSDS pertinent to your lab. This e-binder is available to all lab personnel.
- Updated MSDS will be automatically sent to your ebinder so you always have the latest information!



Advantages of the MSDSonline Database

- If the internet connection is lost, MSDSonline can fax you any MSDS in your e-binder. You are never without vital safety information.
- EHSO has access to the MSDS of all University users and can create a backup file for users upon request.
- The search engine makes it easy to find MSDS in your e-binder.



Step 1-Create an E-Binder

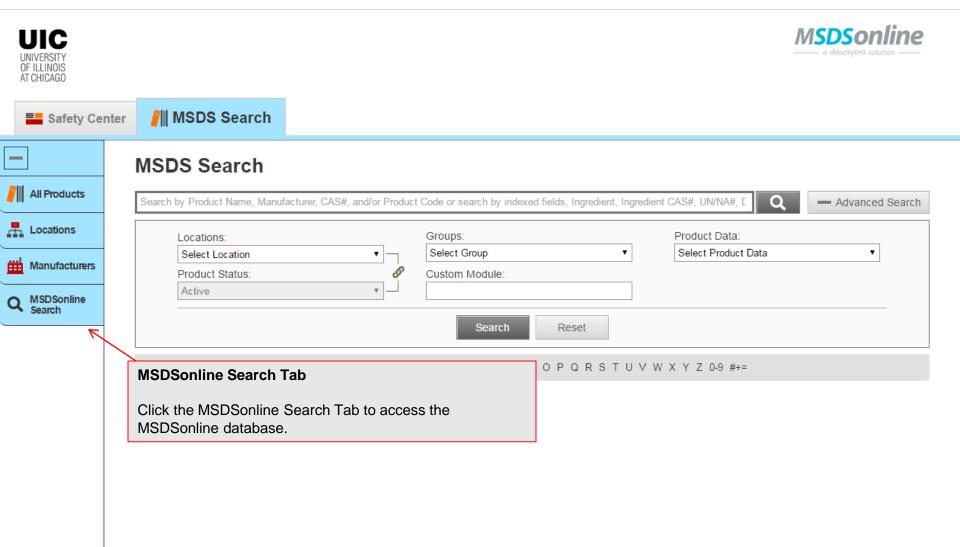
- Your lab's e-binder is the electronic storage location for all your lab's MSDS.
- You can access your e-binder through the MSDSonline website. The link is on the EHSO website and is included below:

MSDSonline

- To create your e-binder, you must find the MSDS for each chemical in your lab in the MSDSonline database.
- You then submit a simple request that it be added to the "company list".



How to Access the MSDSonline Database











How to Search for Your Chemical and Add it to Your "Company List" **MSDS**online[®] Type the chemical name into the single search field and click "Search." Safety Center Q MSDS Search Hint: You can search for multiple types of data at once. For All Products ♦ MSDSonlin 🖶 Locations Manufacturers example, if you are searching for Acetone manufactured by MSDSonline Search ➤ Search Results Sigma, you can type in "Acetone Sigma" in the search field. Search Results Search: Q Search threadlocker 272 henkel 31 Products that match threadlocker 272 henkel Revision Date Descending Per Page: 25 Narrow Results 1 2 > By Manufacturer _ Product CAS # \$ Product Revision Date \$ Product Henkel Corporation (23) Henkel Canada Corpc (5) 272 Threadlocker High Strength 04/09/2010 **Product Options** ☐ HENKEL LOCTITE CC (2) Manufacturer: Henkel Corporation Add Product(s) to: Henkel Canada, Inc. (1) 272 Threadlocker Your company list **Adding to Your Company List** By Revision Date -Manufacturer: Henkel Canada C Less Than 1 Year Upon finding the MSDS you need, you need to 272 Threadlocker High Strength Less Than 2 Years request the MSDS be added to your company list. Manufacturer: Henkel Canada C Less Than 3 Years (7) Just select the MSDS(s) you would like to add, Less Than 4 Years and submit the MSDS by clicking on "Add 272 Threadlocker High Str/High T Less Than 5 Years (24)Products to Your company list." Manufacturer: Henkel Canada C By Language 272 Threadlocker High Strength 04/09/2010 Z7 Z4U English (31)Manufacturer: Henkel Canada Corporation 272 Threadlocker High Strength 04/09/2010 27270 Manufacturer: Henkel Corporation UNIVERSITY OF ILLINOIS AT CHICAGO

How to Complete the Request to Add a MSDS to Your Company's List

When adding an MSDS to your company's list, you will be prompted to submit your employee information and reason for adding the MSDS. Be sure to select the location of your lab from your drop down list. Every PI's name should be in the system under the building and department they work in.

* What is the reason for your submission?:	Select an Answer ▼	
Comments:		A
nclude your contact information for notifications of ch	nanges to this product's approval status.	
First Name:		
Last Name:		
Email:		
		elect your lab's location to SDS added to your e-binder.
	Submit Cancel	

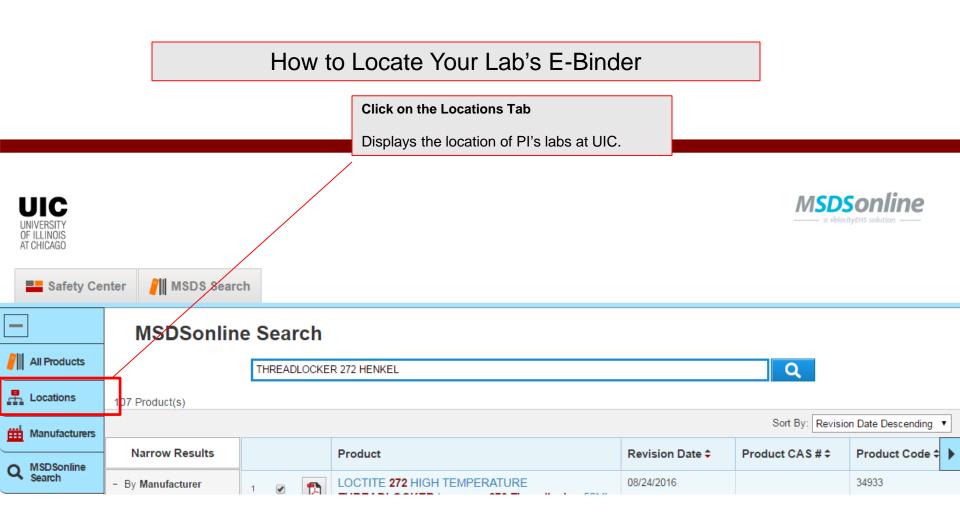




What if your lab's location is not in the database?

- If you cannot find your PI's name or if your PI is found under the wrong department or building, e-mail labsafety@uic.edu.
- Include your Pl's name, department, and lab locations.
- Do not attempt to add more MSDS to the company list until receiving notification that your PI's location has been added or corrected in the database.



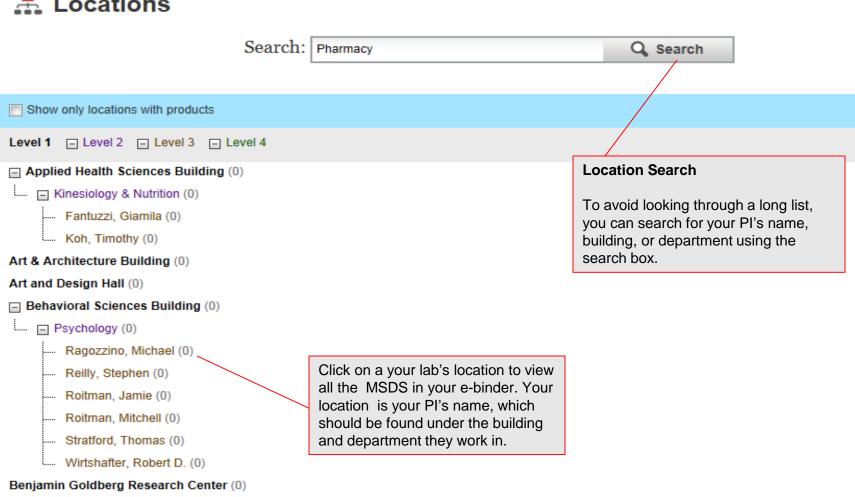






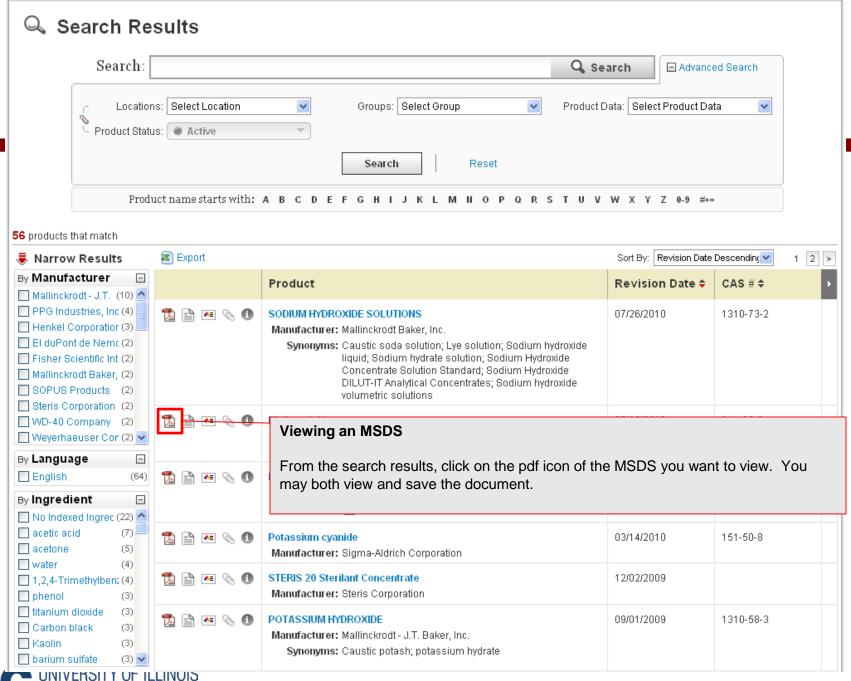
How to Locate Your Lab's E-Binder



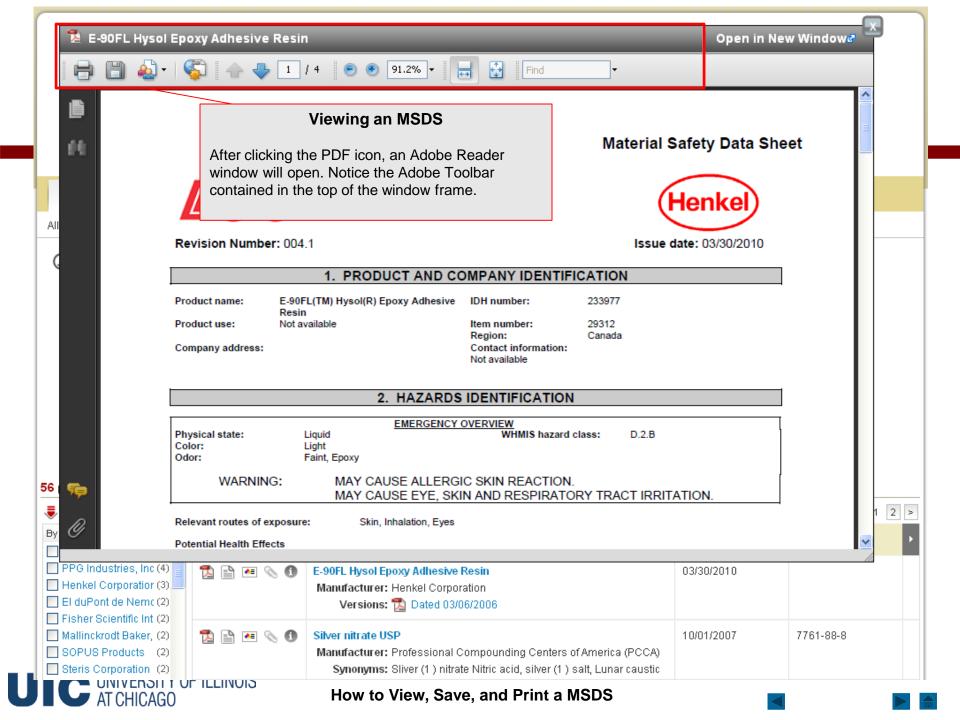


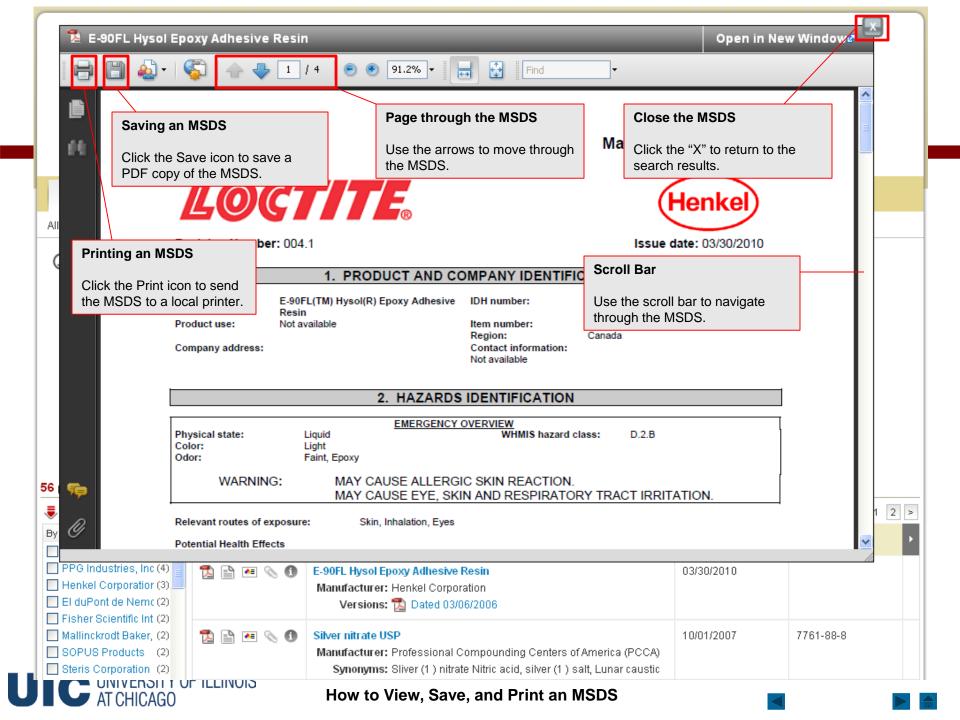


Biologic Resources Laboratory (0)



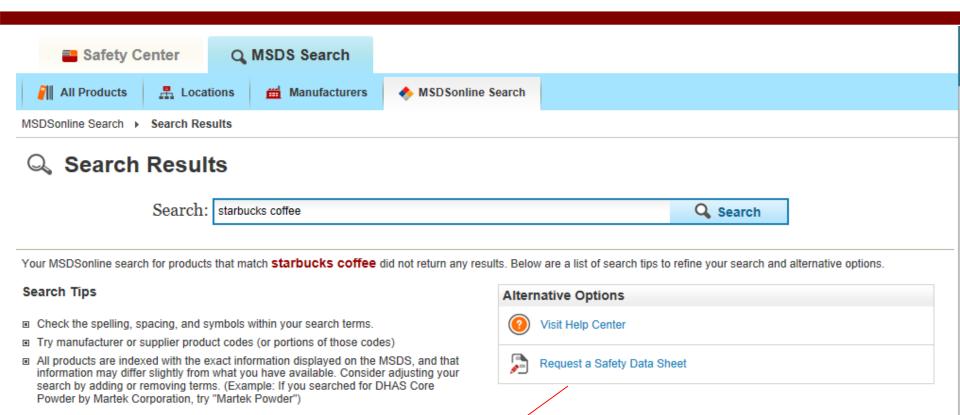






What to Do When You Can't Find an MSDS in MSDS Online

Our account has an option to find a MSDS not found in the database.



Submit a Request for an MSDS

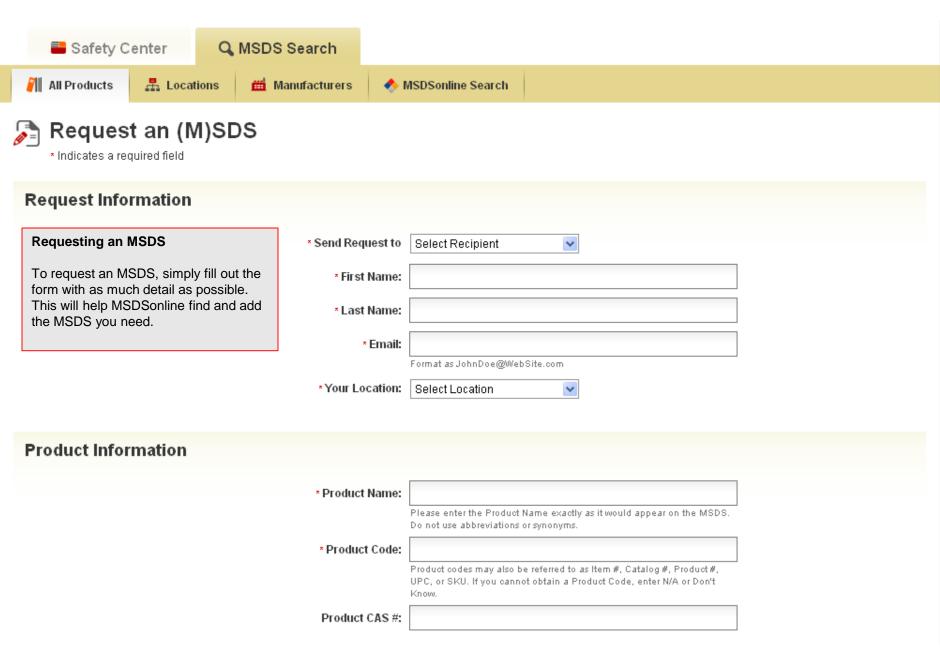
You can submit a request for an MSDS not found in the system direct to MSDSonline.

















How to Access Your MSDS if the Internet Connection is Lost

- To have a MSDS faxed to you or read to you over the phone, contact MSDSonline at 1-888-362-7416.
- You can call 24 hrs/day, 7 days/week.
- Please provide the product name, manufacturer name, and your fax number. Providing the product code is helpful.



How to Request a Backup Copy of your E-Binder

- You may request a backup copy of your e-binder by contacting labsafety@uic.edu.
- Please provide your PI name, building, and department.
- Copies of your MSDS will be sent to you on a CD or flashdrive.

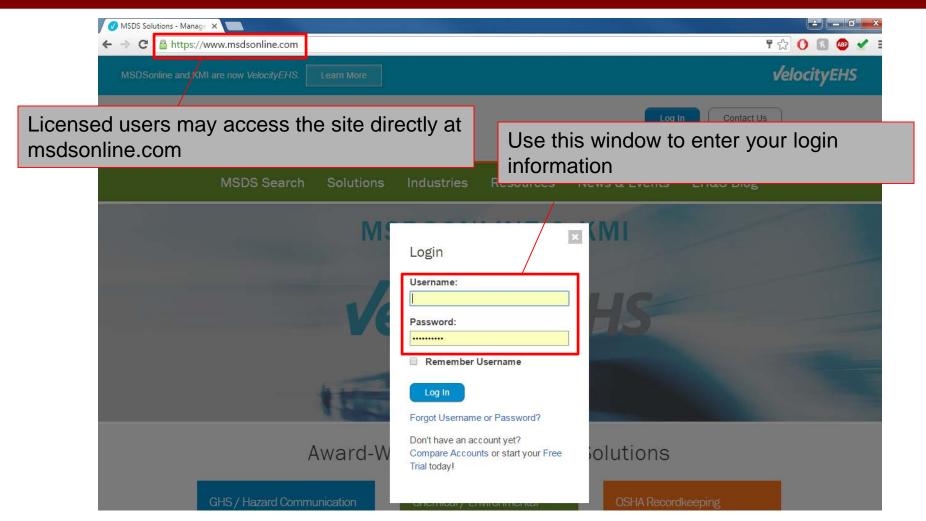


Procedures for the Departments With User Licenses

- Many Departments have a unique login ID and password for all users within each department.
- The process of adding MSDS to an e-binder differs slightly but will be explained on the next few slides.
- The purpose of these steps is to make adding MSDS more efficient for chemical heavy labs.
- If you would like to request a user license for your department or need login information, please email labsafety@uic.edu.

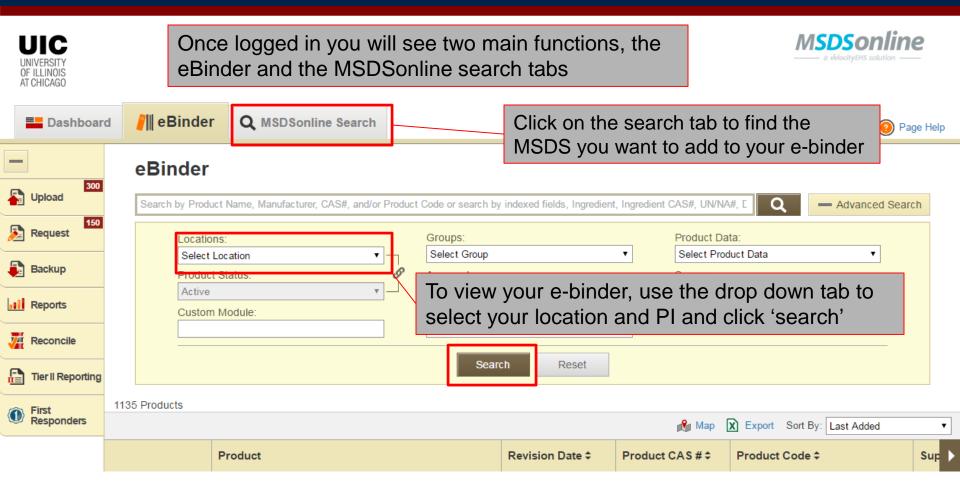


MSDS Log In



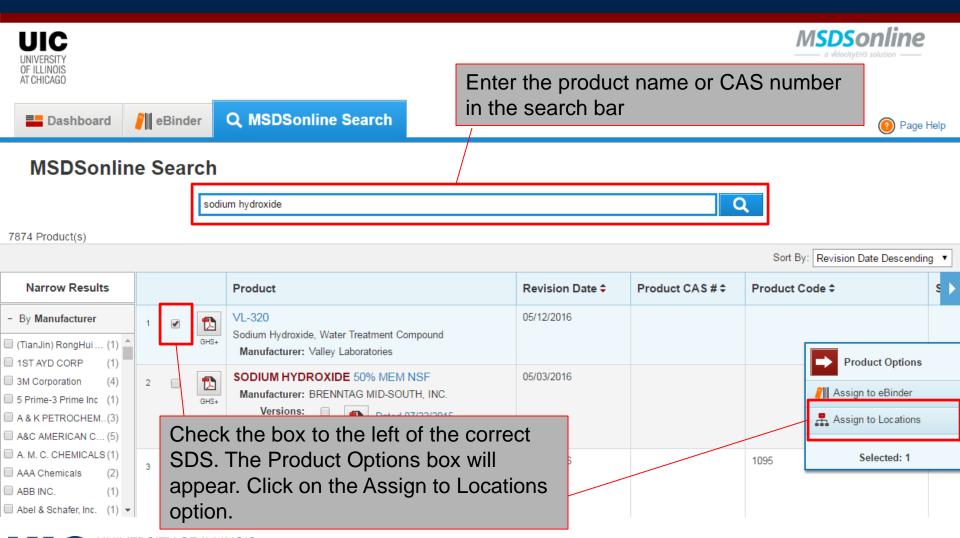


User Interface

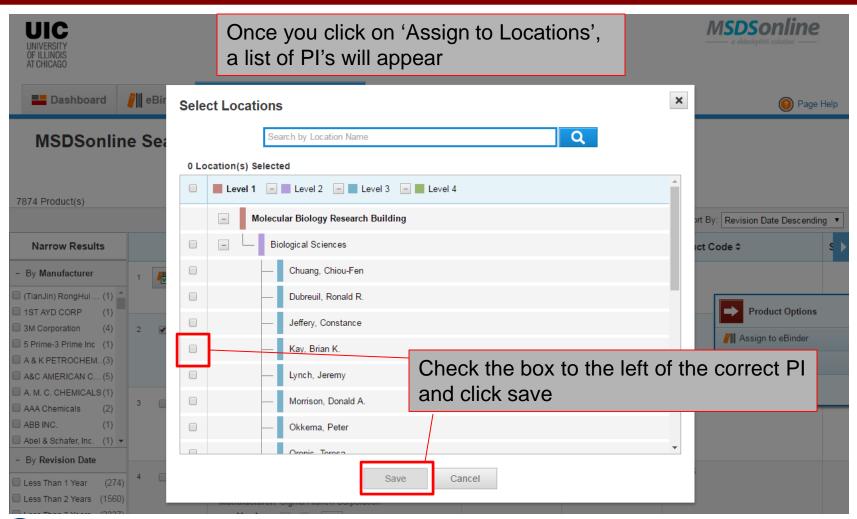




Adding MSDS to Your E-Binder



Adding MSDS to Your E-Binder





Removing Items in Your E-Binder

