



MATERIAL SAFETY DATA SHEETS (MSDS) INFORMATION SUMMARY

Web-based System for managing Material Safety Data Sheets

The Arrowhead Union High School District has recently implemented a web-based MSDS program called MSDS Manager. It will initially supplement the current paper system and eventually eliminate the need for paper copies. MSDS Manager will allow MSDS to be available for viewing and printing by all employees. The MSDS Manager is specific to the Arrowhead High School District facilities and MSDS database.

The system is web-based and can be accessed through the internet or your facility server. The shortcut icon is available on the Novell Application Window.

What is an MSDS?

An MSDS is a document that provides information about chemicals (e.g., common and chemical name, hazardous ingredients, physical properties, health hazards, reactivity information, control measures, special precautions, first aid information, fire fighting procedure, and other information) that may be used in the workplace.

Why do we need an MSDS?

OSHA has a Hazard Communication Standard (1910.1200) that requires employers to secure an MSDS for products their workers use. An employer must make them readily available to employees. Besides being required by law, an MSDS provides helpful information that can help prevent workplace injuries and illnesses. The MSDS for a product should be reviewed prior to using the material. Reviewing the MSDS helps the employee become aware of hazards associated with the material, learn how to protect themselves and others, and know important first-aid information.

Where does an MSDS come from?

Manufacturers and suppliers of chemicals are required to provide a MSDS when they send chemicals to the end user. An MSDS should be sent at least the first time the product is shipped to whoever purchased it. If the MSDS is updated, the supplier should send the updated MSDS the next time the product is purchased. Some suppliers just send an MSDS with every shipment.

Where can MSDS be found in your building now?

Employers are required to make an MSDS readily accessible during each work shift to employees while they are in their work area. Most employers have a binder with paper copies of commonly used materials in each building. They are usually located in the main office, departmental office, or the custodial office. Custodians usually have copies of an MSDS that pertains to their job in their chemical storage closets. Instructors or departments who use chemicals on a regular basis should have an MSDS for materials that they use.

The system will eventually eliminate the need for paper copies.

What are my responsibilities?

- If you are in charge of purchasing your own materials, be sure to get an MSDS for the materials you purchase.
- An inventory should be taken of the materials you already have. If you don't have MSDS for some of your materials, contact the suppliers to get them.
- You should give a copy of the MSDS for the materials you have to your department head for transfer to the Buildings & Grounds Department. The new MSDS will then be electronically inserted into the database.
- Do not bring in chemicals from home for which there is no MSDS.
- Be sure to review the MSDS for the materials that you use to help prevent injuries or illnesses to yourself and others.
- Contact the Buildings and Grounds Department at extension 4109 with any questions.

Thank you in advance for helping make your work place safer.

EMC'S ON-LINE MSDS MANAGER SYSTEM GENERAL USER MANUAL



MSDS MANAGER

Username:

Password:

Login



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Table of Contents

General User Information

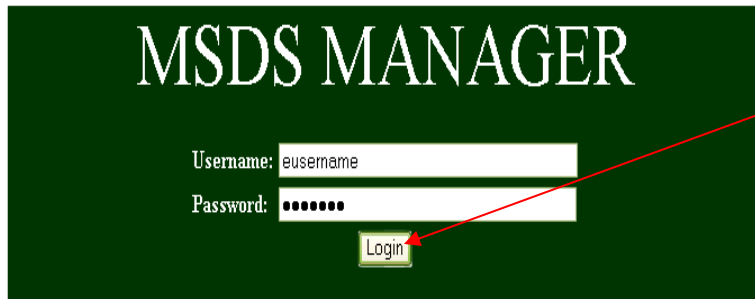
Page 1-1	View Entire Inventory
Page 1-2	Search by Chemical Name
Page 1-3	Search by Manufacturer



General User Information

The General User account is designed for use by all staff. It provides access to all MSDSs in your MSDS Manager inventory. The General User has limited access which allows the user to view and print MSDS documents.

How To: *View Entire Inventory*



MSDS MANAGER

Username:

Password:

Step 1:

Your Username and Password should already be filled in for you, simply click "Login"

OR

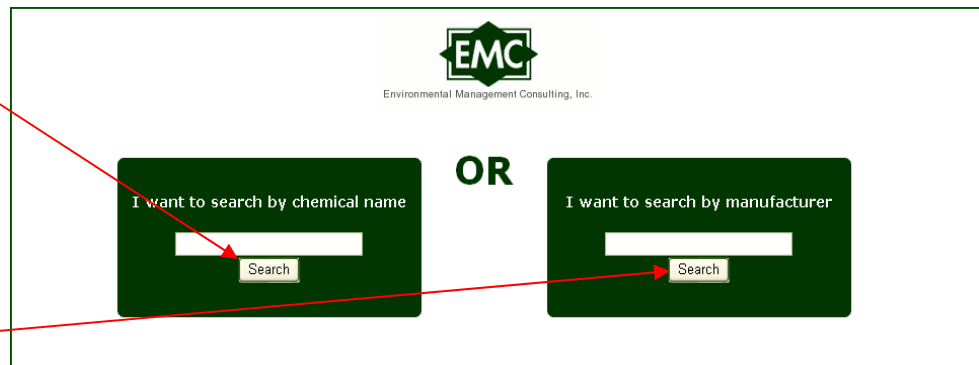
Your system is set up to bypass this login process, proceed to Step 2.

Step 2:

Click "Search" by Chemical name for an alphabetized list of entire inventory,

OR

Click "Search" by Manufacturer for the entire inventory grouped by the manufacturer.



Environmental Management Consulting, Inc.

I want to search by chemical name

OR

I want to search by manufacturer

Welcome General User

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i Find your chemical in the list below and click on the chemical name for the MSDS. You can re-sort the data by clicking on your desired column heading.

Search Results for:

Chemical Name	Manufacturer	Department
1 SPEEDBALL HEAVY DUTY SPRAY CLEANER CONCENTRATE	BUTCHER COMPANY	Custodial Maintenance
1_10-PHENANTHROLINE	ELINN SCIENTIFIC	Science
1_10-PHENANTHROLINE SOLUTION	ELINN SCIENTIFIC	Science
1.1.1-TRICHLOROETHANE	ELINN SCIENTIFIC	Science
1.1.2-TRICHLORO-1.2.2-TRIFLUOROETHANE	ELINN SCIENTIFIC	Science
1.2-PROPANEDIOL	ELINN SCIENTIFIC	Science
1.4-DIOXANE	ELINN SCIENTIFIC	Science
1-NAPHTHOL	ELINN SCIENTIFIC	Science
1-OCTADECANOL	ELINN SCIENTIFIC	Science
1-OCTANOL	ELINN SCIENTIFIC	Science
1010016 FLAT BLACK	SHERWIN WILLIAMS COMPANY	Paint

Step 3:

The inventory is listed in alphabetical order by Chemical Name.

To refine the results of your search, click on a column heading. The data will then be sorted by that column.

Now, click on a specific Chemical Name to view it's MSDS.



How To: *Search by Chemical Name*

Step 1:

Your Username and Password should already be filled in for you, simply click "Login"

OR

Your system is set up to bypass this login process, proceed to Step 2.

Step 2:

Type in the name of the chemical you are looking for. (Do not use punctuation)

Then click "Search".

Hint: If you do not know the full name or proper spelling, only enter the first few letters or partial name.

Search Results for: bleach

Chemical Name	Manufacturer	Department
AJAX WITH BLEACH	COLGATE PALMOLIVE CO	Custodial Maintenance
LIQUID BLEACH	HI LEX CORPORATION	Custodial Maintenance
REGULAR CLOROX BLEACH	CLOROX COMPANY	Custodial Maintenance

Step 3:

The inventory is listed in alphabetical order by Chemical Name.

To refine the results of your search, click on a column heading. The data will then be sorted by that column.

Now, click on a specific Chemical Name to view its MSDS.



How To: *Search by Manufacturer*

Step 1:

Your Username and Password should already filled in for you, simply click "Login"

OR

Your system is set up to bypass this login process, proceed to Step 2.

Step 2:

Type in the name of the manufacturer you are looking for.

Then click "Search".

Hint: If you do not know the full name or proper spelling, only enter the first few letters or partial name.

Manufacturer Name	Department
BUTCHER COMPANY	Custodial Maintenance

Step 3:

Select the Manufacturer by clicking on the name.

Step 4:

The Manufacturer's Information is provided.

The inventory of chemicals by this Manufacturer are listed in alphabetical order by Chemical Name.

Now, click on a specific Chemical Name to view it's MSDS.

Manufacturer Information: BUTCHER COMPANY

Address: 120 BARTLETT STREET
 Phone:
 City: MARLBOROUGH Fax:
 State: MA Website:
 Zip: 07152-3013 Email:

Chemical Name	Department
1 SPEEDBALL HEAVY DUTY SPRAY CLEANER CONCENTRATE	Custodial Maintenance
19 TRIPLE TEAM HEAVY DUTY WASHROOM CLEANER CONCENTRATE	Custodial Maintenance
2 LOOK GLASS CLEANER CONCENTRATE	Custodial Maintenance
20 HOT SPRINGS HEAVY DUTY GENERAL PURPOSE CLEANER CONCENTRATE	Custodial Maintenance
22 SPEEDBALL 2000 POWER CLEANER RTU	Custodial Maintenance
23 LANGER GENERAL PURPOSE & DAILY FLOOR CLEANER RTU	Custodial Maintenance
24 SPEEDTRACK CLEAN AND BURNISH RESTORER CONCENTRATE	Custodial Maintenance
24 SPEEDTRACK CLEAN AND BURNISH RESTORER RTU	Custodial Maintenance

