

Appendix A

MSDSOnline Quick Reference Guide

CSUDH uses an online Safety Data Sheet (SDS) management system and repository, called MSDSOnline, to provide access to SDSs for all hazardous products and chemicals used on campus. The following are steps to access the online service.

❖ Accessing MSDSOnline

From a campus computer, enter: <http://hq.msdsonline.com/csuedus/>

Please cut paste the link into your browser's address bar.

❖ To Search for a SDS:

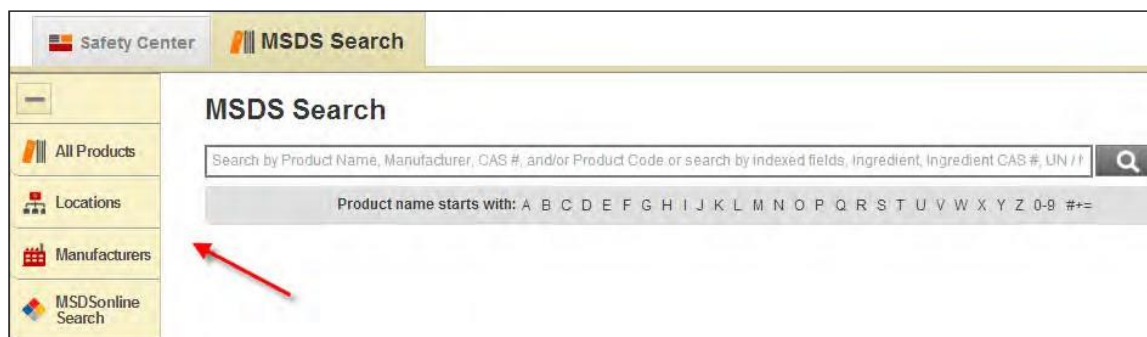


The screenshot shows the 'MSDS Search' interface. At the top, there is a search bar with the text 'Search by Product Name, Manufacturer, CAS #, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS #, UN / I'. To the right of the search bar is a magnifying glass icon and a button labeled 'Advanced Search'. Below the search bar is a row of letters: 'Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #+='. The letters are arranged in a single line, with a space between each letter.

1. Type the product information into the single search field and click Search.

Hint: You can search for multiple types of data at once. For example, 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.

2. If you are not able to spell the product name, click on the 1st letter of the product name to search for documents that begin with that letter.



The screenshot shows the 'MSDS Search' interface with a sidebar on the left. The sidebar contains four tabs: 'All Products', 'Locations', 'Manufacturers', and 'MSDSonline Search'. The 'Manufacturers' tab is highlighted with a red arrow. The main search area has a search bar with the text 'Search by Product Name, Manufacturer, CAS #, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS #, UN / I'. To the right of the search bar is a magnifying glass icon. Below the search bar is a row of letters: 'Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #+='. The letters are arranged in a single line, with a space between each letter.

3. To see a full display of documents by Product Name, by Location, or by Manufacturer, click on one of the tabs to the left of the search field.

❖ **Once the SDS has been found:**



1. View the SDS by selecting the PDF icon to the left of the Product Name. You can print or save the SDS after viewing the PDF.
2. View the summary of the SDS by selecting the Summary icon next to the PDF.
3. View attached files by selecting the paper clip icon next to the label.

If you are not able to find a document in our campus database, you will be prompted to either search MSDSOnline for the document (where you can then view the SDS and/or add it to the database) or use the request tool to obtain a SDS.

Contact EHS at x2895 or x3012 for any questions regarding Hazard Communication

Please note:

Material Safety Data Sheets (MSDSs) are now called Safety Data Sheets (SDSs) to align it with the provisions of the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

The major changes of GHS include:

- Labels must include a signal word, pictogram, hazard statement and precautionary statement
- The new format for SDSs requires 16 specific sections.