- 1. Contact OEHS @ Kristy.olive@uah.edu to obtain a username and password.
- 2. Go to <u>www.uah.edu/OEHS</u> and click on the link for Chemical Information.

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3. Click on the link for UAH Safety Data Sheets.



## 4. Click Log In.

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## 5. Enter User name and password.

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7. Type the chemical you would like to add or update in the search bar and click the magnifying

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## 6. On the left sidebar, click "MSDSOnline Search"

8. When your search results appear they will have either open check boxes to the right of the chemical or boxes with a green check.

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7a. If the chemical you are looking for has an empty box, click the box and the brown arrow on the right side of the screen will open a menu. Please select "Assign to company list" and skip to step 8.



7b. If the chemical you are looking for has a box with a green check click on the green check and a screen will open like the one below. Click the "Add New Location" button under the Inventory bar. Click Add New Location and proceed to step 8.

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9. If this is a new chemical for our system, a screen will open titled Approval Details. Please review the information to be sure you have the correct chemical and manufacturer and that the contact information is correct in case OEHS has a question. \*\*\*The location box is very important. Please choose the location where the chemical will be used from this dropdown menu before clicking Continue.\*\*\*

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- 10. At this point you will be given the option to add a file. This is where you would upload a pdf of the SDS if you have one. Many are already loaded into the software so this is seldom necessary.
- 11. This screen has a box that asks: What is the reason for your submission? Use the dropdown menu to choose a reason and provide comments in the box if necessary. If this is a new chemical to your lab, please provide a quantity in the comments box.
- 12. Click Submit and this information will be sent to OEHS for review and approval. If there are no problems with the submission, the chemical will be added to your inventory.
- 13. You may view your existing inventory by Clicking on All Products in the menu on the left and choosing your location in the Locations Drop Down. After the inventory loads, you can export a copy by clicking on the Export button and following the prompts.

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If you have any additional questions or would like hands-on training on using the system, please contact OEHS at 256-824-2171 or Kristy.olive@uah.edu.