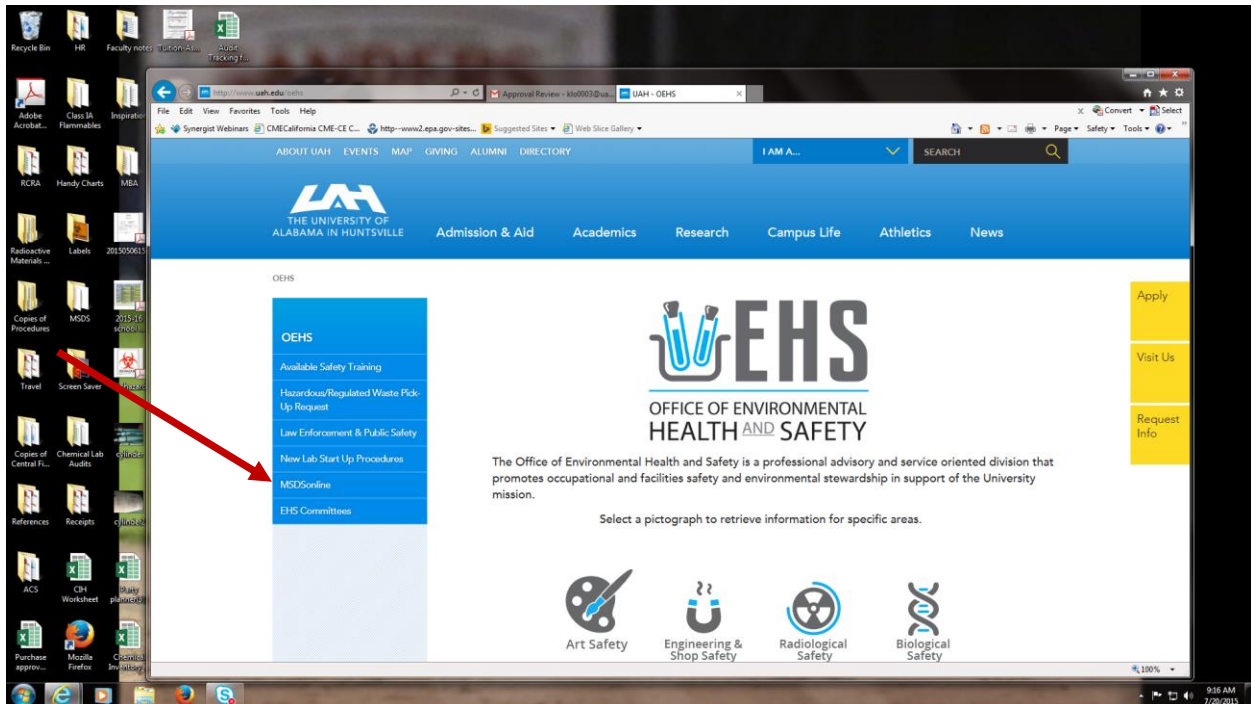
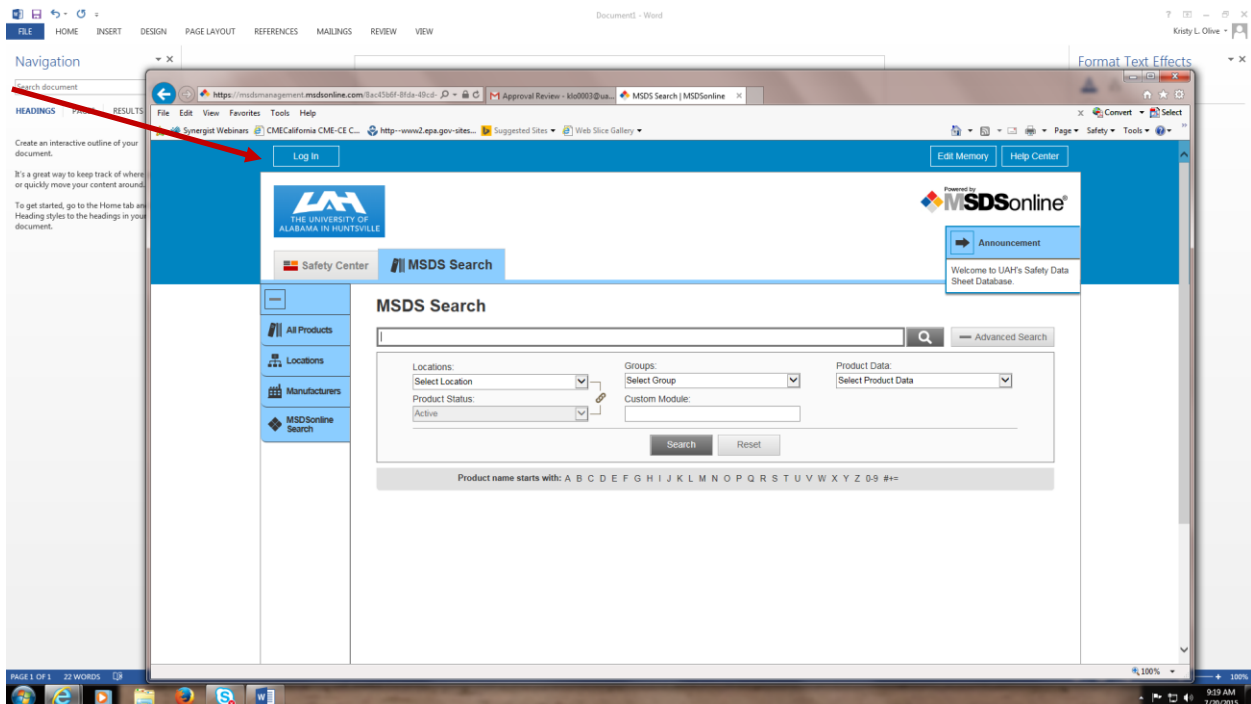


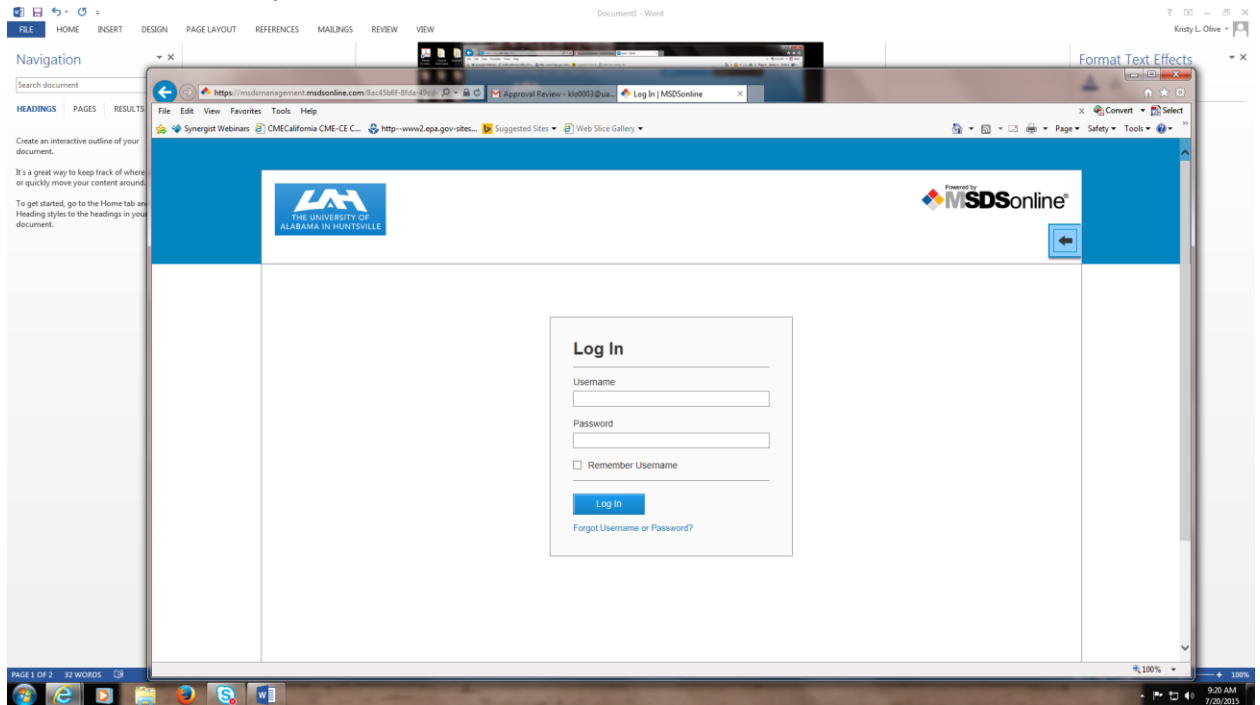
1. Contact OEHS @ Kristy.olive@uah.edu to obtain a username and password.
2. Go to www.uah.edu/OEHS and click on the link for MSDSONline.



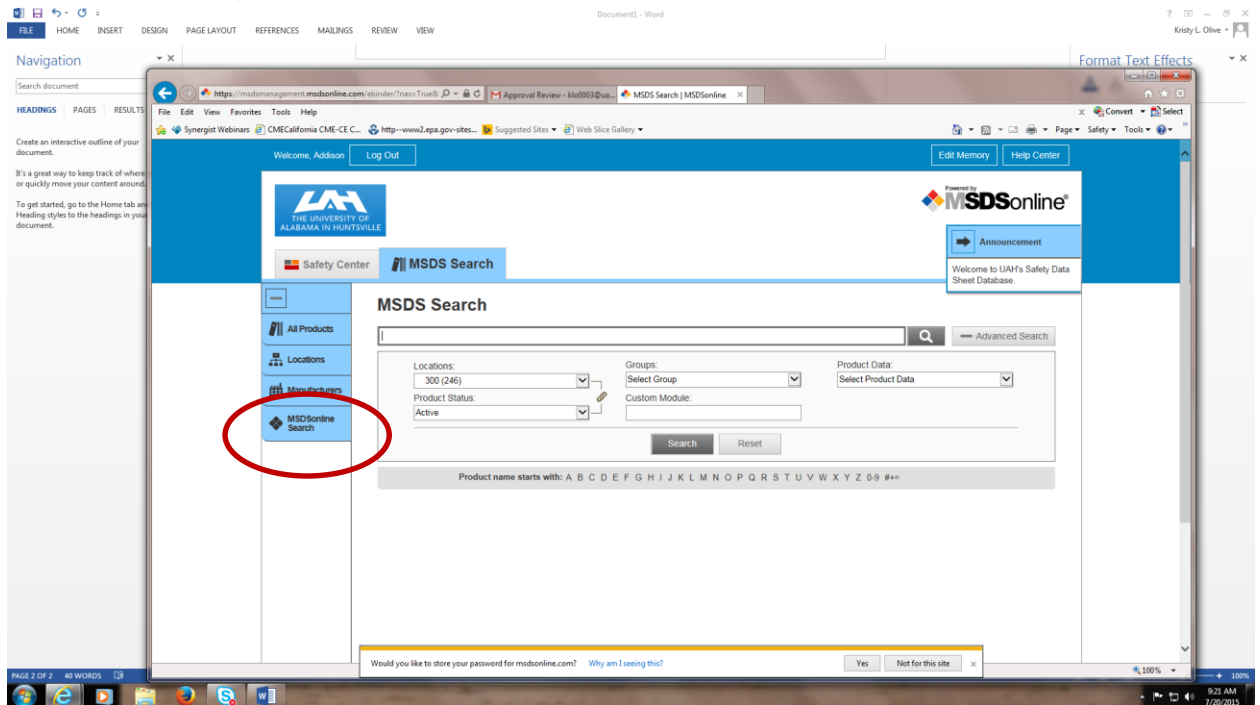
3. Click Log In.



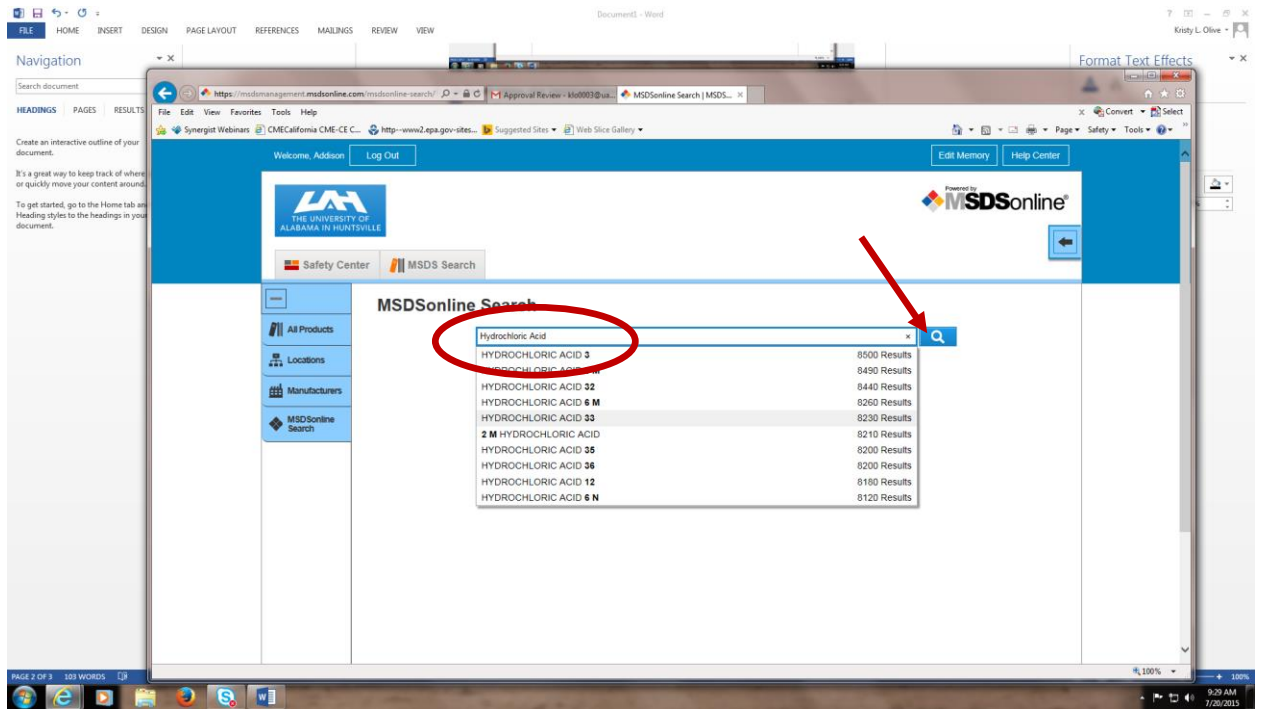
4. Enter User name and password.



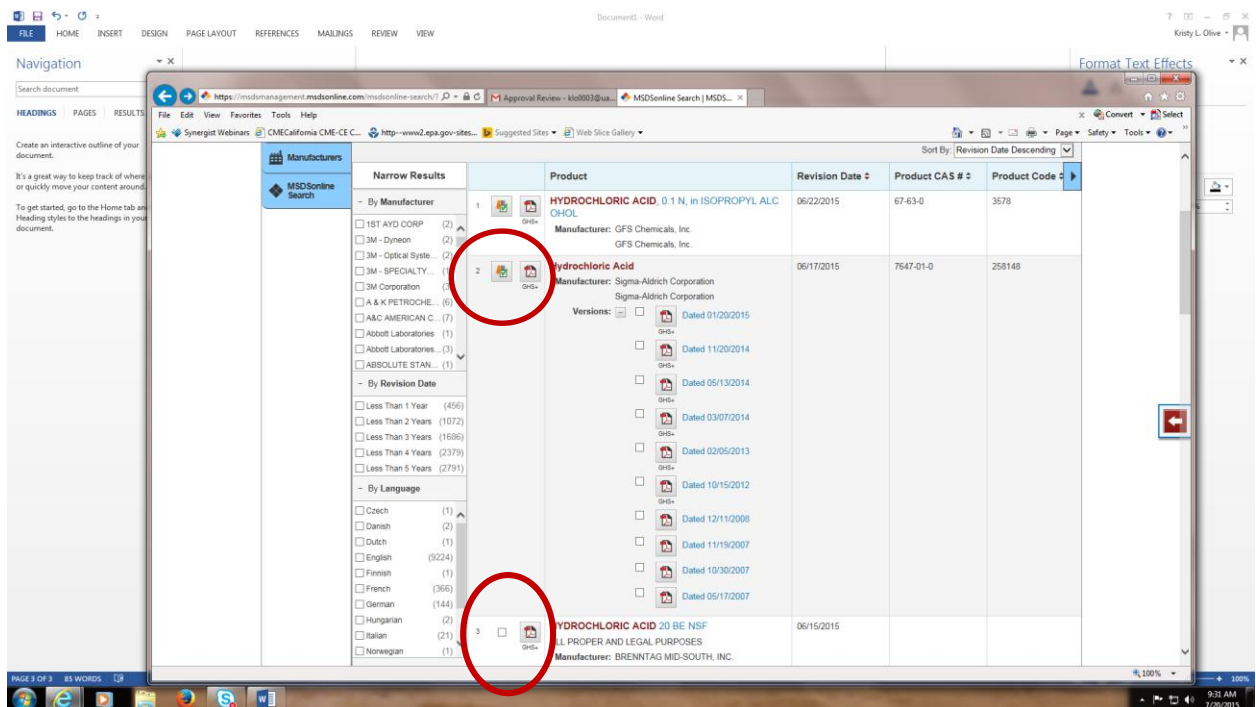
5. On the left sidebar, click "MSDSOnline Search"



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



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



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.

The screenshot shows the MSDOnline search results page. The table below represents the data shown in the 'Product' column:

Product	Revision Date	Product CAS #	Product Code
HYDROCHLORIC ACID, 0.1 N, in ISOPROPYL ALC OHOL Manufacturer: GFS Chemicals, Inc.	06/22/2015	67-63-0	3578
Hydrochloric Acid Manufacturer: Sigma-Aldrich Corporation	06/17/2015	7647-01-0	258148
HYDROCHLORIC ACID 20 BE NSF ALL PROPER AND LEGAL PURPOSES Manufacturer: BRENTNAG MID-SOUTH, INC.	06/15/2015		

A red arrow points to the 'Assign to Company List' button in the 'Product Options' menu for the third product.

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.

The screenshot shows the MSDOnline product summary page for Hydrochloric Acid, 0.1 N, in ISOPROPYL ALCOHOL. The 'Inventory' section is highlighted, showing the 'Add to New Location' button. A red arrow points to this button.

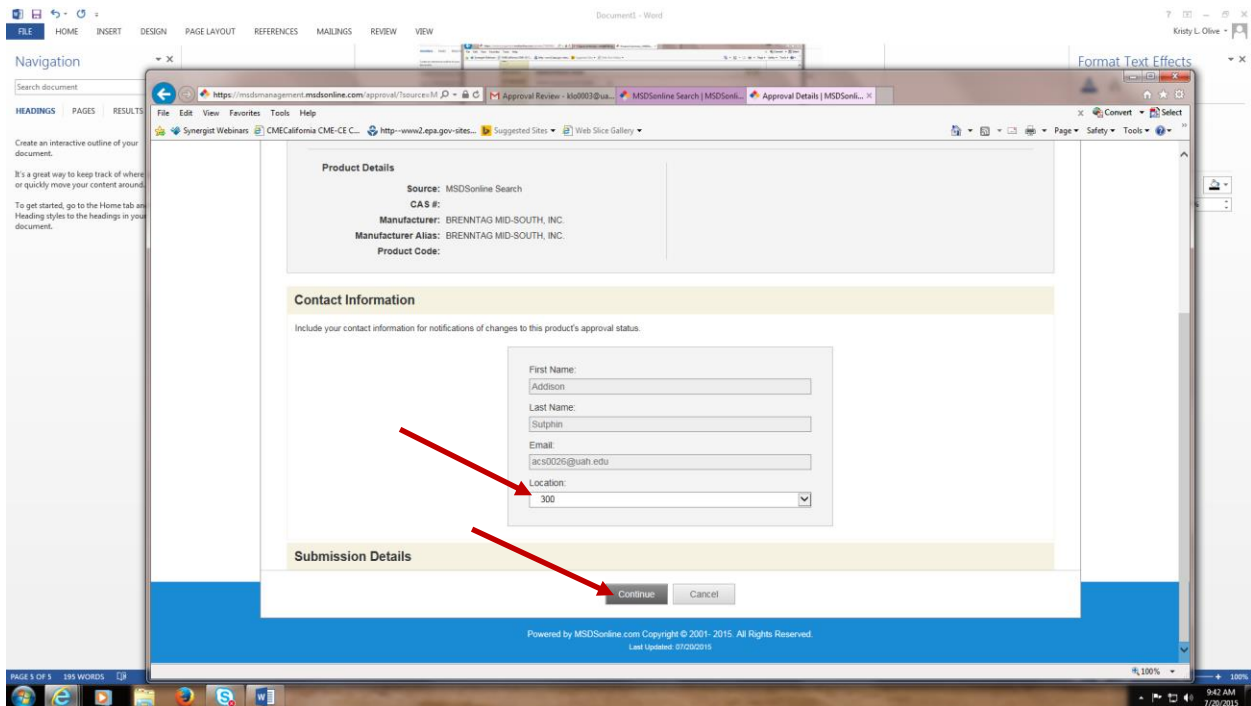
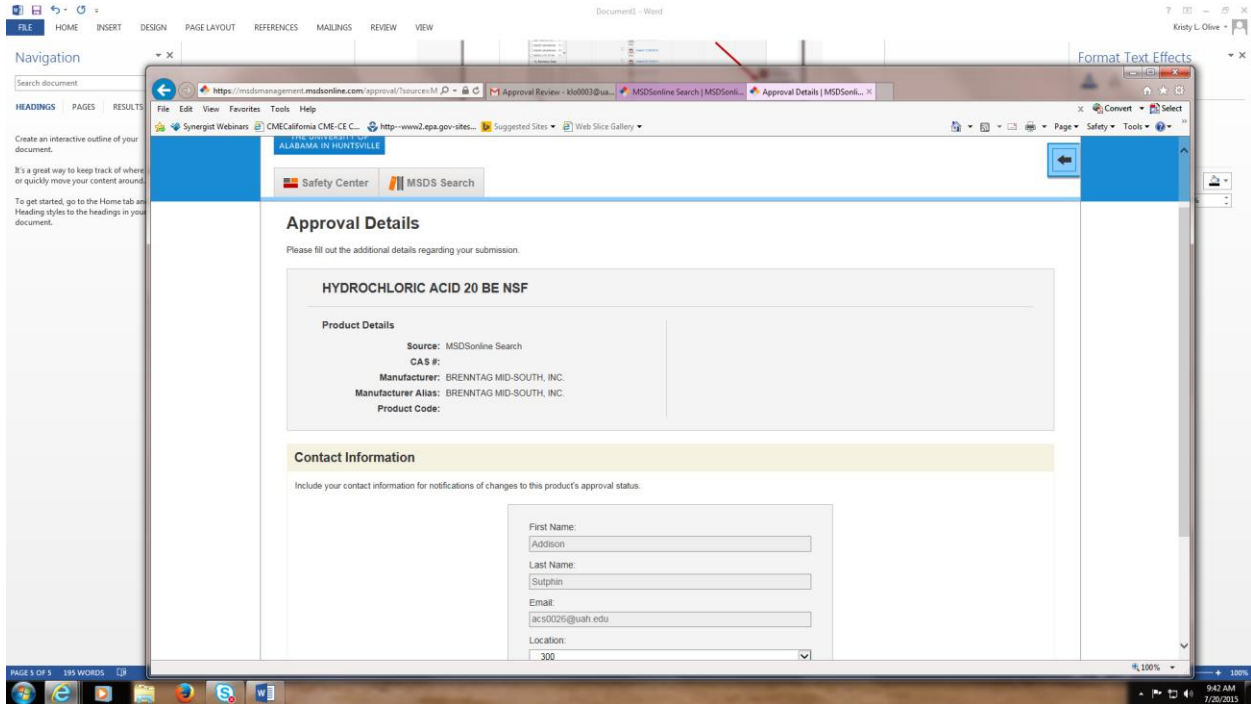
Product Details:

- Product Code: 3578
- Manufacturer: GFS Chemicals, Inc.
- CAS #: 67-63-0
- UNINA#: 07/20/2015, Marcia Green
- Regulatory Format: GHS SDS, US ANSI

Inventory Section:

- Add to New Location (button)
- PPB (checkbox)
- Grounds Shed (checkbox)

8. 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.***



- 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.
- 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.
- 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.
- 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.

The screenshot displays the MSDSonline web application. The main content area is titled "All Products" and features a search form with the following fields:

- Locations: 300 (246)
- Groups: Select Group
- Product Data: Select Product Data
- Product Status: Active
- Custom Module: (empty)

Below the search form is a table of results for 246 products. The table has columns for Product, Revision Date, Product CAS #, and Custom 1. The first two rows are visible:

Product	Revision Date	Product CAS #	Custom 1
Sodium 3-(trimethylsilyl)propane-1-sulphonate hydrate Manufacturer: Sigma-Aldrich Corporation Sigma Chemical Company	06/01/2014	2039-96-5	
N-Lauroylsarcosine sodium salt solution Manufacturer: Sigma-Aldrich Corporation	01/15/2015	137-16-6	100ml

Two red arrows in the image point to the "All Products" menu item in the left sidebar and the "Export" button located below the search form.

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.