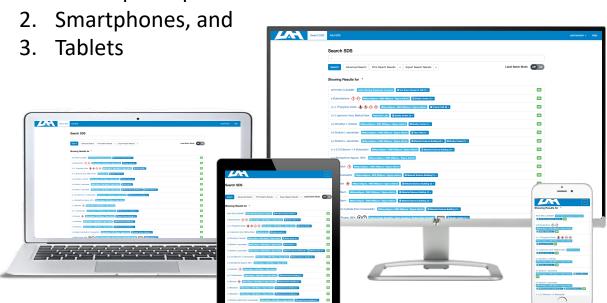




USING NETWORK LOGIN - HOW TO ACCESS UAH SAFETY DATA SHEETS (SDSs)

Staff can directly access the university's safety data sheets by going to **uah.ussds.com** (or by using the QR Code below) and using their network login to access the system via any web browser on your various devices including:

1. Desktop computers



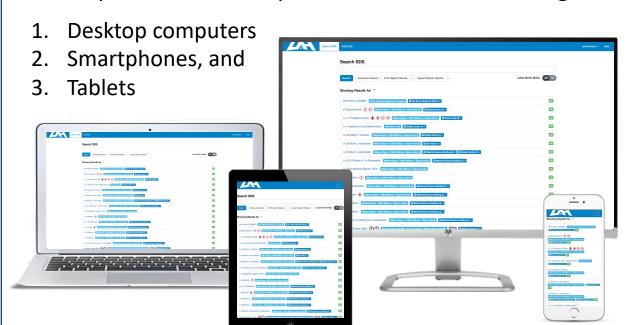






WITHOUT NETWORK LOGIN - HOW TO ACCESS UAH SAFETY DATA SHEETS (SDSs)

If you do not have a UAH network login, you can access the university's safety data sheets by going to uah.ussds.com/login (or by using the QR Code below) and use the following login - Username: uahsds / Password: GoChargers!
Use any web browser on your various devices including:



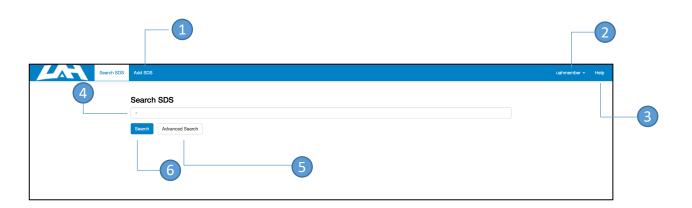






SEARCHING FOR SAFETY DATA SHEETS (SDSs)

Once you login to the site, the search page for the SDS management system will display on your screen.



- 1 Request an SDS to add
- User account functions
- 3 Context Sensitive Help

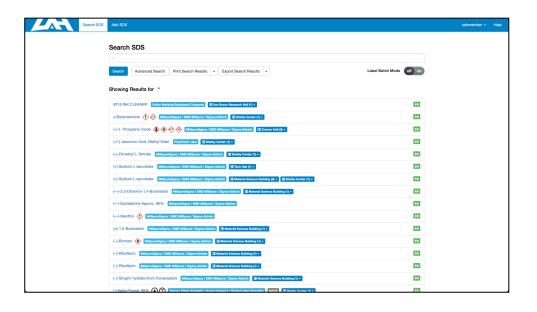
- 4 Search Box
- 6 Advanced Search
- 6 Search Button





SEARCHING FOR SAFETY DATA SHEETS (SDSs)

When searching for an SDS, type in the search box as you would with Google



Type anything into the search box. You can search by:

- Product Name
- Manufacturer
- Synonym
- CAS number
- Anything found on an SDS

Other search features include:

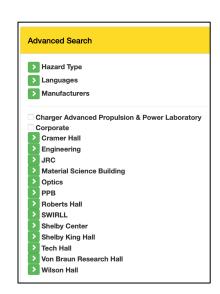
- Wildcard search by (*)
- Single letter wildcard search by: A?rosol
- Search for phrases vs single words like: "Acetic Acid"





SEARCHING FOR SAFETY DATA SHEETS (SDSs)

Selecting the Advanced Search button brings up a number of tags which you can filter search results on



A number of built-in system tags allow you to filter on:

- Hazard Type Returns all SDS's matching the chosen hazard type
- Languages Returns all SDS's matching the chosen language
- Manufacturers Returns only SDS's from a specific manufacturer

All UAH locations have been setup which you can use to filter results. For example, if you wanted to find all SDS's for Chemistry room 112 in the Material Science Building, simply click on the green arrow for Material Science Building which will expand and then select Chemistry and then check off the 112 tag and press the search button.

By default, advanced search will filter searches to include results that contain all tags. If you wish to filter search to include results that contain any of the selected tags versus all, simply change "includes all tags" to "includes any of the tags".

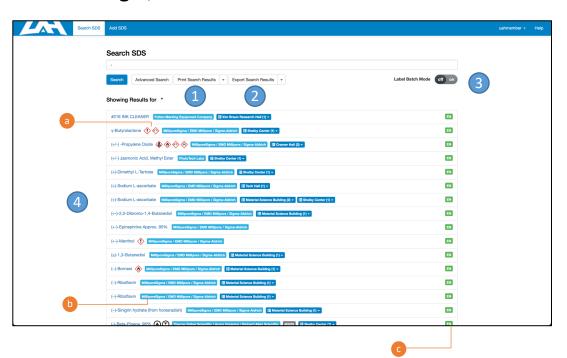
Includes all tags
Includes all tags
Includes any of the tags





SEARCH RESULTS

As with Google, the search results are ranked with the best matches at the top



- 1 Print out search results or print out all SDS PDF's
- 2 Export search results as PDF files or as a CSV file
- 3 Print workplace labels for a batch of products
- 4 Search results include:
 - a Hazard pictograms
 - Manufacturer & tags
 - Language

Note that you can quickly apply a tag as a filter simply by clicking on it. This saves you going into the advanced search to apply a tag as a filter





SDS VIEW

A view of the SDS along with any additional associated information



- Back button
- 2 Hazard pictograms / NFPA (if applicable)
- Manufacturer & tags
- Original PDF SDS from manufacturer
- 5 Print container labels
- 6 Print SDS PDF
- Older versions (if applicable)

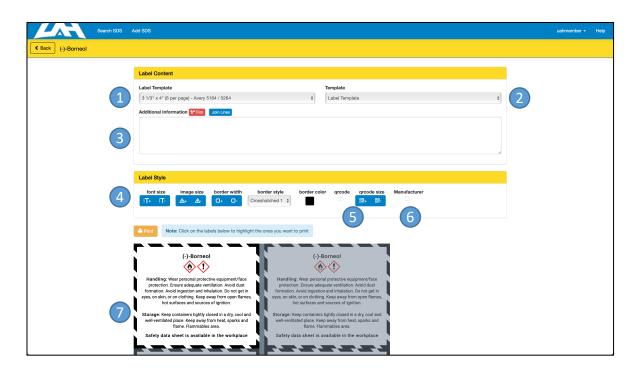


TO SAFETY DATA SHEETS (SDSs)



CONTAINER LABELS

Print OSHA/GHS compliant container labels



- 1 Select Avery label template to print on
- 2 Can print labels for selected SDS or blank workplace labels
- 3 Additional Information can be added to label
- 4 Customize the label:
 - Font size
 - Image size
 - Border width
 - Border style
 - Border colour
- 5 Add a QRCode which can be scanned by any QRCode reader and brings up the full SDS
- 6 Add manufacturer name to label
- 7 Select which labels to print to on label sheet