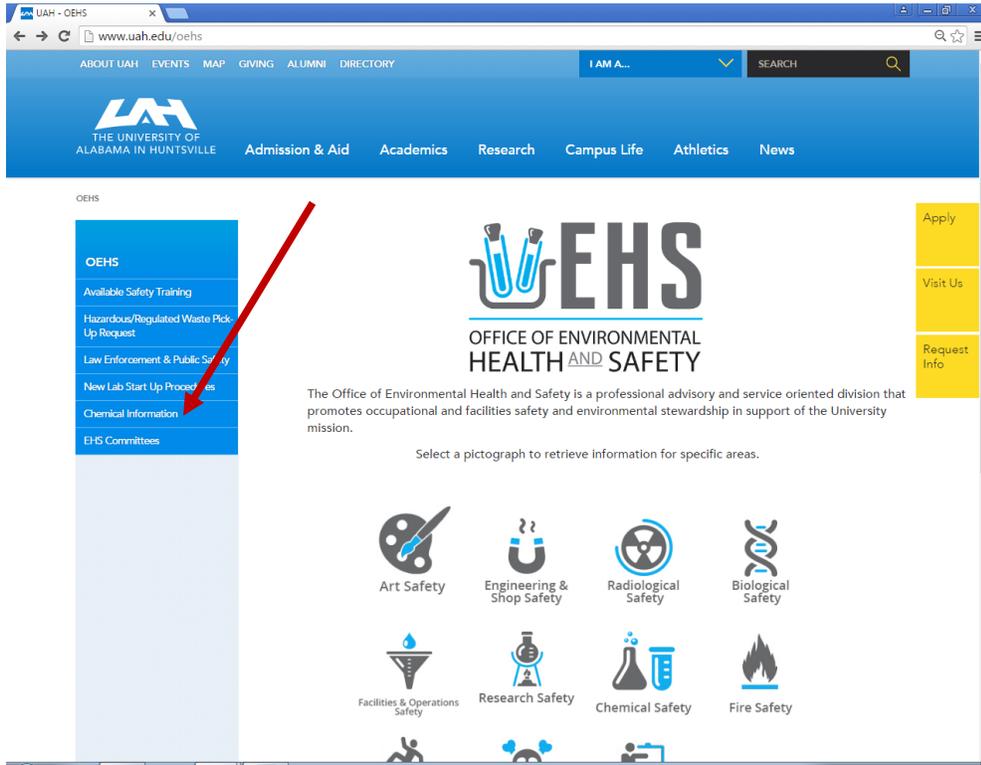
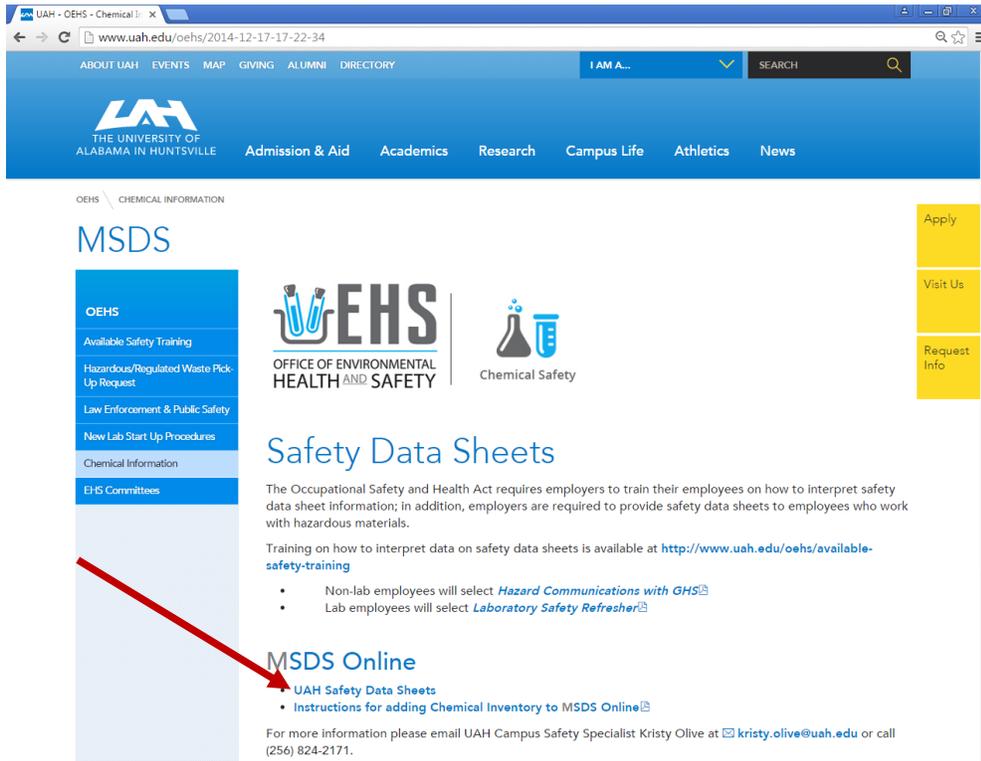


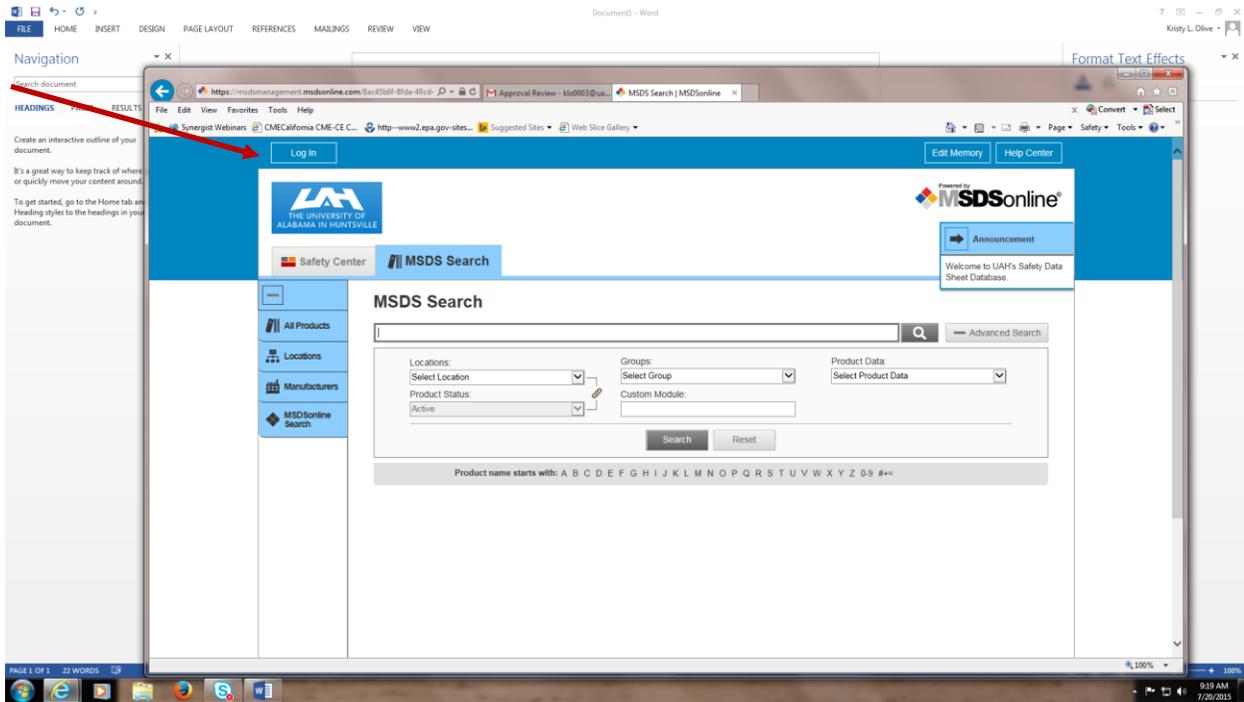
1. Contact OEHS @ [Kristy.olive@uah.edu](mailto:Kristy.olive@uah.edu) to obtain a username and password.
2. Go to [www.uah.edu/OEHS](http://www.uah.edu/OEHS) and click on the link for Chemical Information.



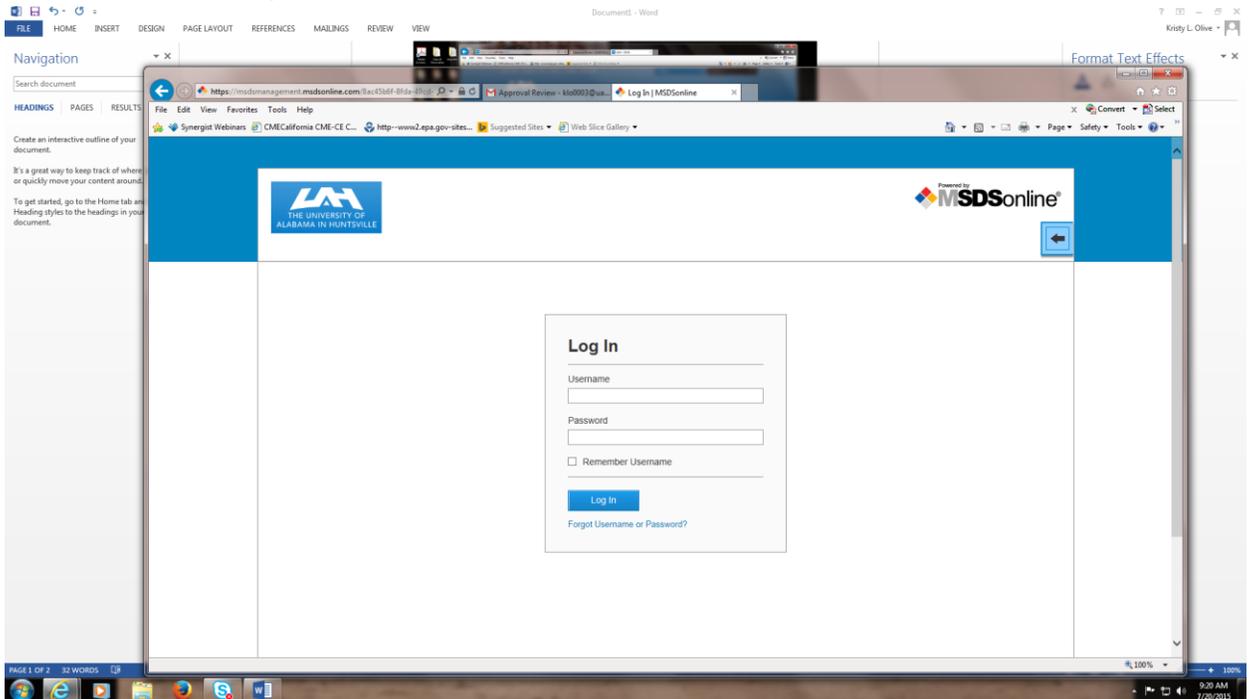
3. Click on the link for UAH Safety Data Sheets.



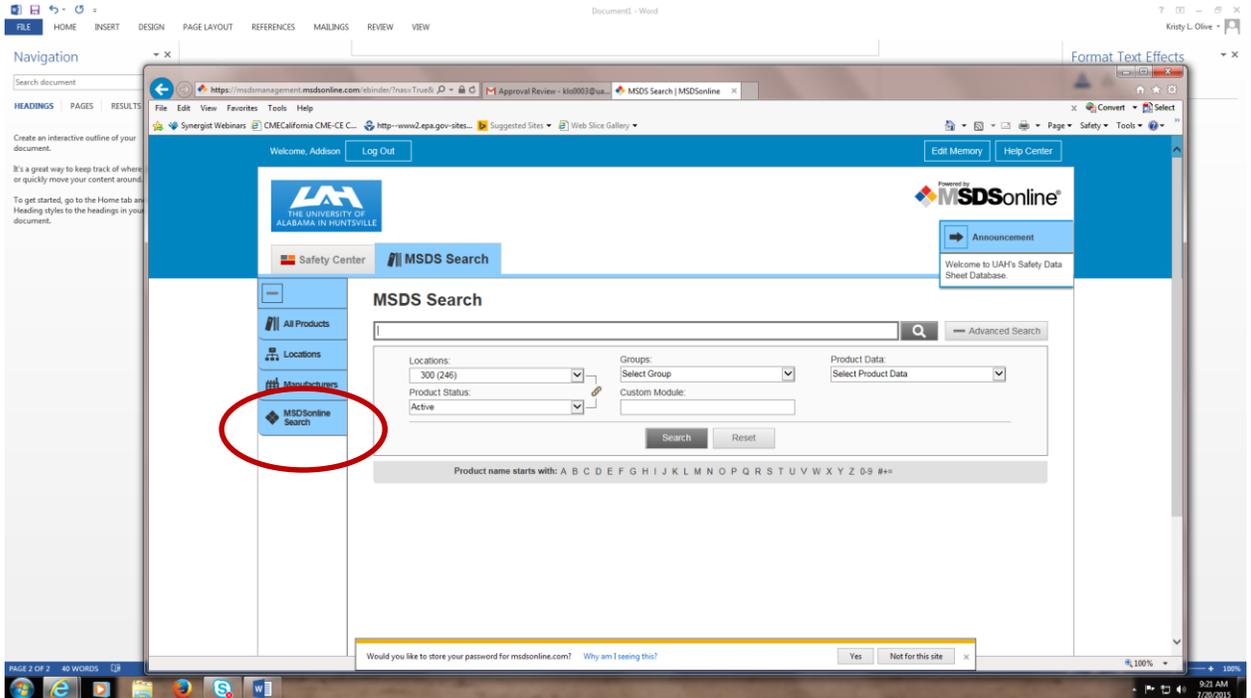
#### 4. Click Log In.



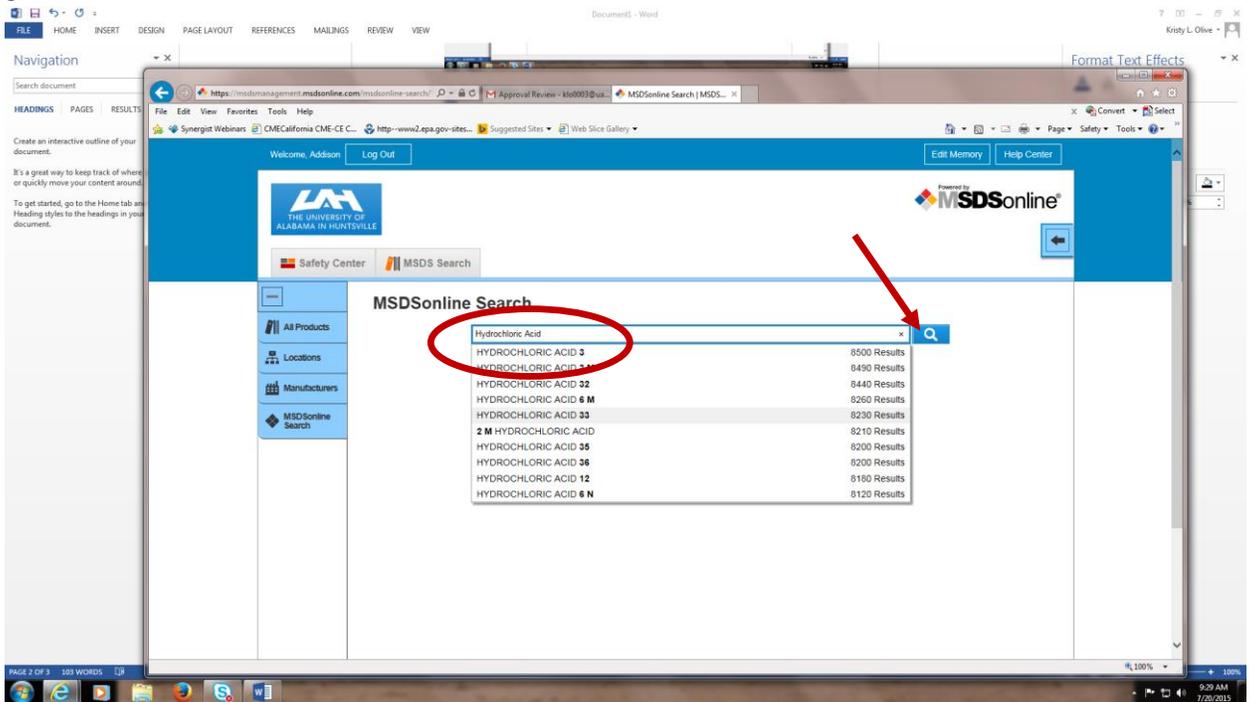
#### 5. Enter User name and password.



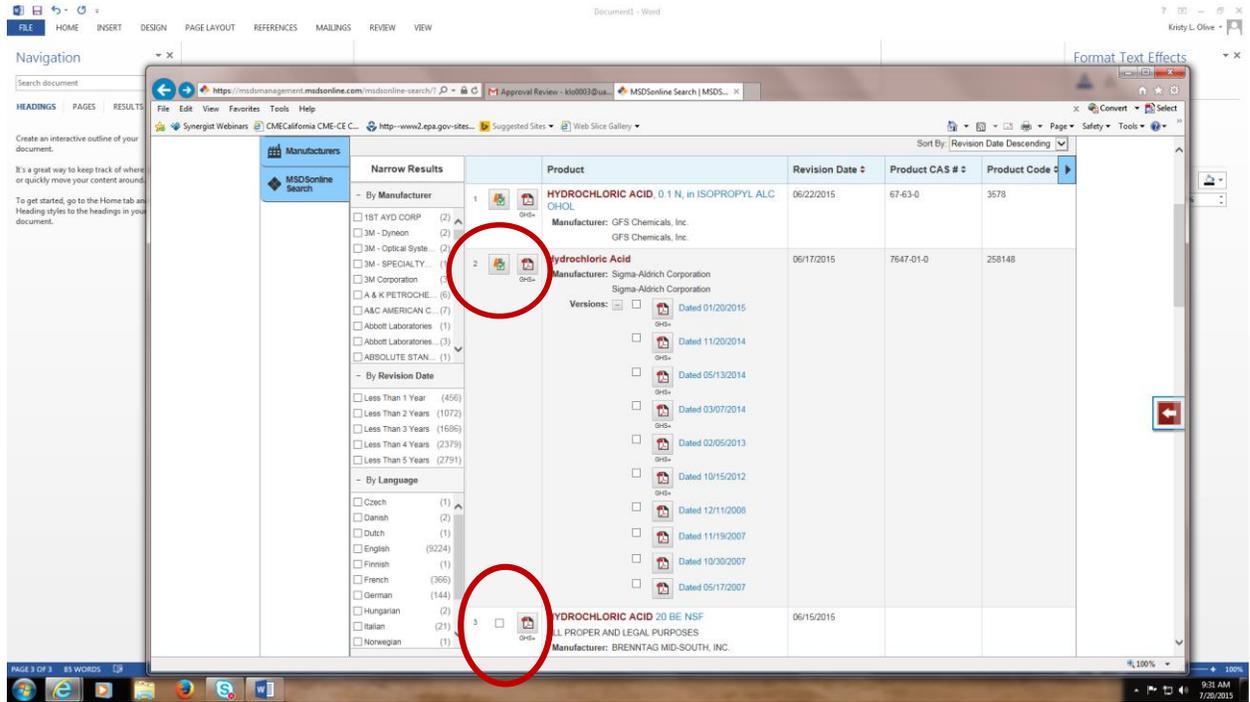
6. On the left sidebar, click “MSDSOnline Search”



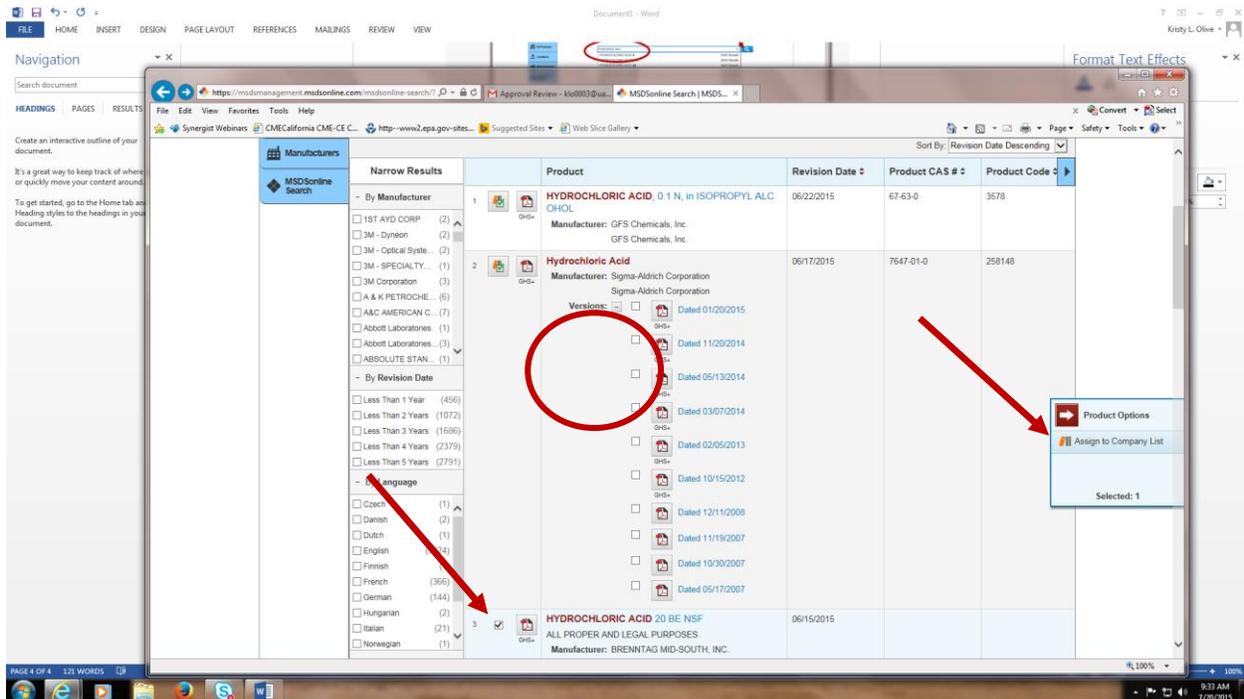
7. Type the chemical you would like to add or update in the search bar and click the magnifying glass.



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.



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.



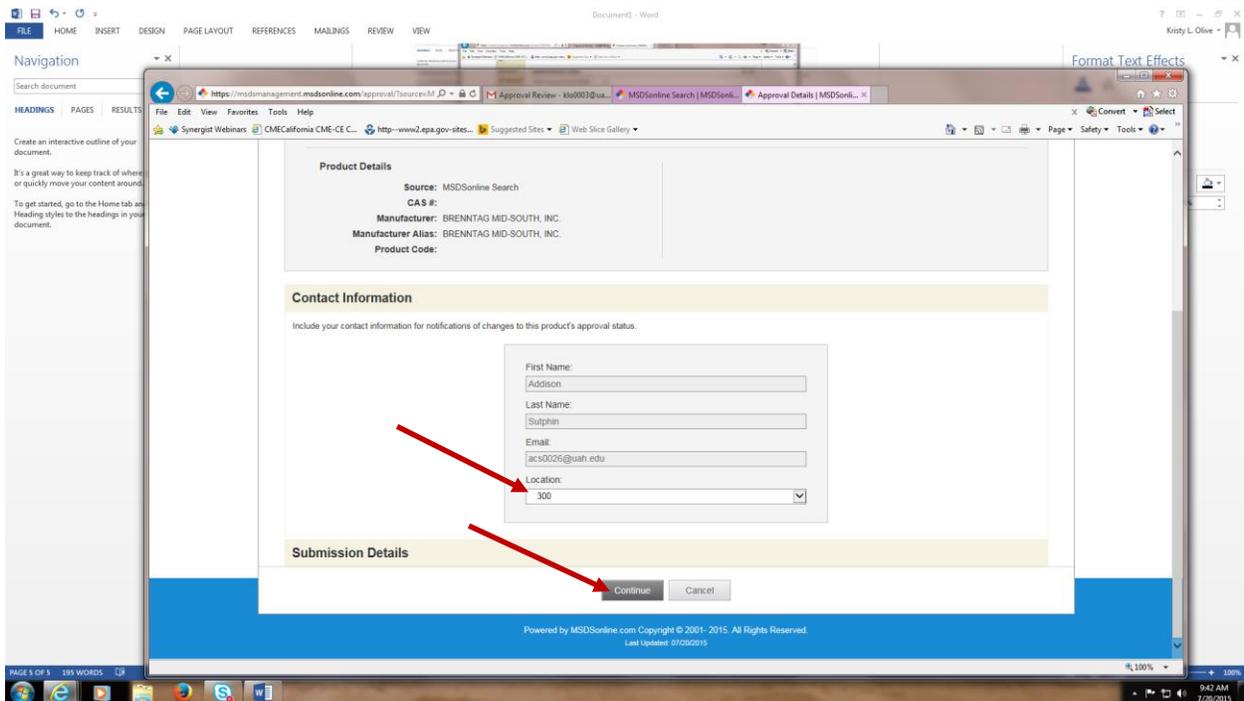
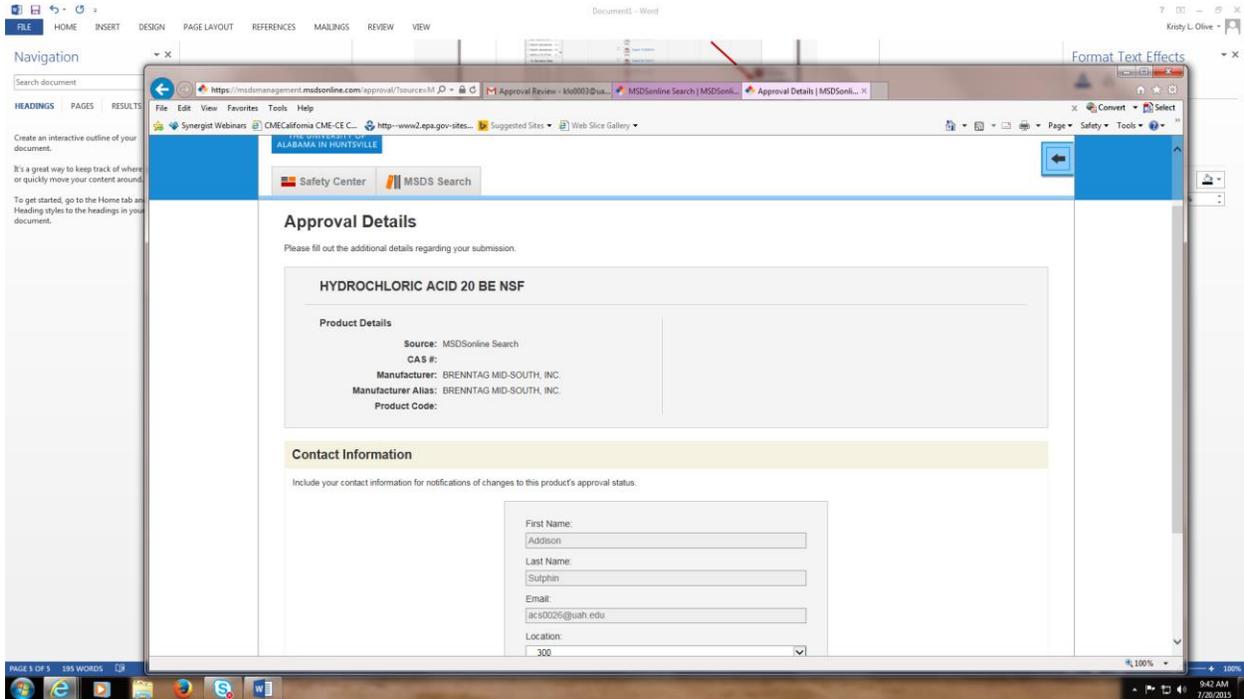
7b. If the chemical you are looking for has a box with a green check click on the green check and a screen will open like the one below. Click the “Add New Location” button under the Inventory bar. Click Add New Location and proceed to step 8.

The screenshot displays a web browser window with the URL <http://msdsonline.com>. The page title is "HYDROCHLORIC ACID, 0.1 N, in ISOPROPYL ALCOHOL". The interface includes a sidebar on the left with navigation options: View PDF, Attached Files, Print Labels, Print Summary, and Approval Record. The main content area shows the following details:

- Revisions: [Revision Date: 06/22/2015 (GHS+)]
- Synonyms:
- Product Code: 3578
- Manufacturer: GFS Chemicals, Inc.
- Manufacturer Alias: GFS Chemicals, Inc.
- Supplier:
- CAS #: 67-63-0
- UNINAR:
- Added to eBinder: 07/20/2015, Marcia Green
- Regulatory Format: GHS SDS, US ANSI
- Custom 1:
- Custom 2:

Below the details is an "Inventory" section with a "View" button and an "Add to New Location" button. A red arrow points to the "Add to New Location" button. The inventory list shows two locations: PPB and Grounds Shed. Below the inventory is a "Manufacturer Contact Information" section with the text "No Indexed Data".

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.\*\*\*



- 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 interface. The top navigation bar includes 'Log Out', 'Edit Memory', and 'Help Center'. The main content area is titled 'All Products' and features a search form with the following fields: 'Locations' (set to 300 (246)), 'Groups' (Set Group), 'Product Data' (Select Product Data), 'Product Status' (Active), and 'Custom Module'. A 'Search' button is located below these fields. Below the search form, there is a table listing products. The table has columns for 'Product', 'Revision Date', 'Product CAS #', and 'Custom 1'. Two products are listed:

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

At the bottom of the table, there is an 'Export' button and a 'Sort By: Last Added' dropdown menu. A red arrow points from the 'All Products' menu item in the left sidebar to the search form, and another red arrow points from the 'Export' button to the table.

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](mailto:Kristy.olive@uah.edu).