Hazard Communication - Appendix C: *MSDSonline* Overview and Instructions

MSDSonline is a Safety Data Sheet (SDS) Management System serving as the SDS database for chemicals used at Portland Community College (PCC). PCC employees have access to millions of SDSs through the *MSDSonline* search function allowing for quick and easy addition of chemicals to a department's inventory.

The PCC's *MSDSonline* eBinder is organized by campus, building, and room and allows for a chemical to be assigned to multiple locations. Because *MSDSonline* serves as an inventory as well as a SDS management system, it is very important to ensure SDSs for all chemicals used are assigned to the appropriate locations and the inventories are reviewed periodically.
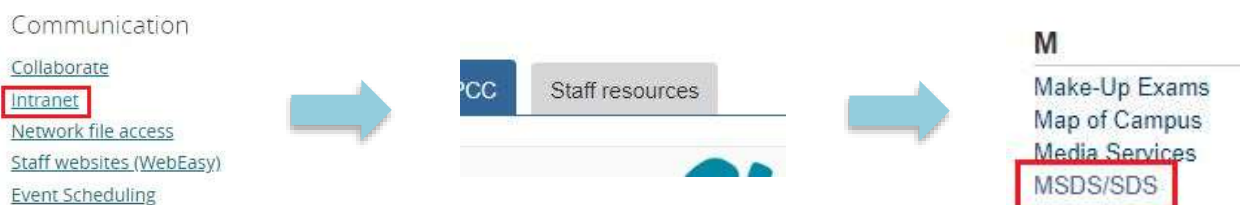
Accessing *MSDSonline*

To access *MSDSonline*, employees should use one of the following methods:

- **From a PCC computer**: Each publically accessible PCC computer has a desktop icon for *MSDSonline* that employees can select to access the database.

- **From MyPCC**: From the Employee tab on MyPCC, access the Intranet, go to Staff Resources, and select MSDS/SDS.

- **From the EH&S website**: On the Environmental Health & Safety website under Chemical Management & Waste, select MSDS, then select the last link "*MSDSonline*".
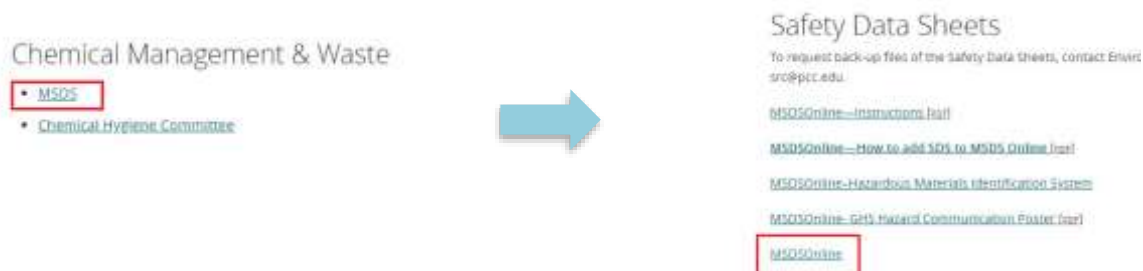
Adding SDSs to PCC's eBinder

Every time a department purchases a new chemical, the purchaser/manager must first check to see if the chemical is already listed in their location's inventory. If it is not listed, there are three ways to add a SDS to a location.

All PCC Departments are to use the following procedure(s) BEFORE purchasing a new chemical for their department.

1. **Product is already in PCC's eBinder:** If the product's SDS is in the PCC eBinder, select the product name to view product details. Under Inventory, select "Add to new location". *MSDSonline* will prompt the employee to give their contact information and select the location they would like to add the chemical to. The requester will receive an email confirmation about the change to the Departments inventory once it has been approved.
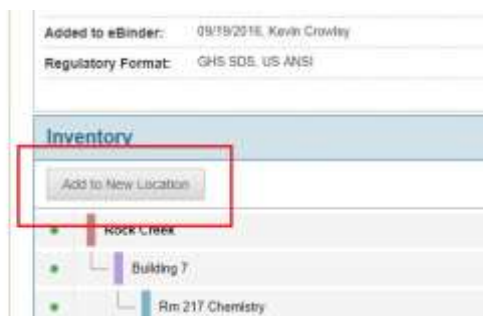
2. **New Product to PCC:** If the product's SDS is not in the PCC database, select the "MSDSonline Search" tab on the left hand of the page. Once the specific product is located, select the product name to view the SDS. At the bottom of the SDS view screen, select "Assign to Company List" and complete the contact information and select the location. The requester will receive an email confirmation that the SDS requested is being reviewed by EH&S.
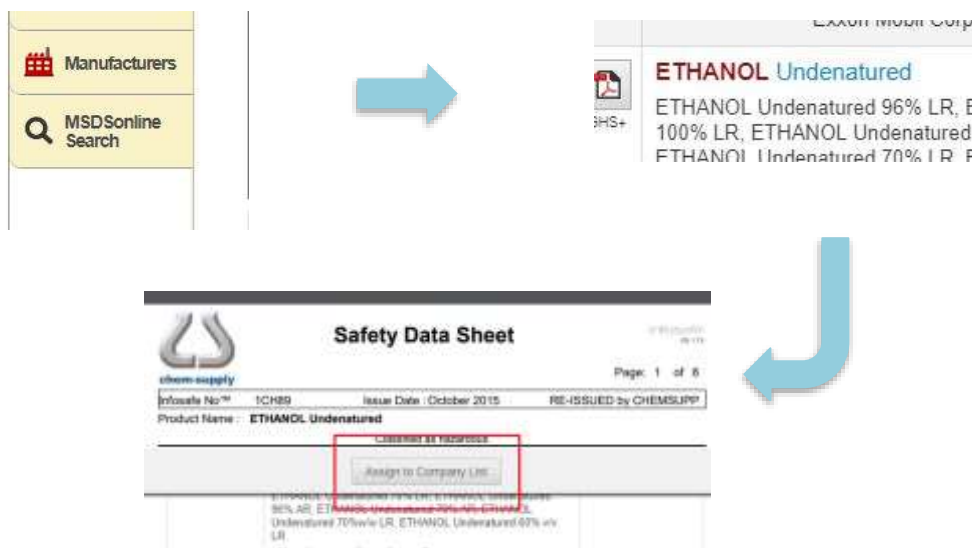
3. **New Products to *MSDSonline* & PCC:** If the product's SDS is not found in the *MSDSonline* system then the requesting purchaser MUST request a SDS from *MSDSonline*. From the "no results" screen, select "Request a Safety Data Sheet". The requester will be asked to provide information about the product including Product Name, Product Code, and Manufacturer Information. Once *MSDSonline* has obtained the SDS from the manufacturer, the process will follow that of a new product to PCC with EH&S review.

Each location must be audited routinely to confirm the *MSDSonline* inventory is correct. Employees shall add any missing SDSs at that time. If there are any products listed on the *MSDSonline* inventory that are no longer at that location, employees must email the product information to EH&S so the inventory can be updated.

Backup Copies of SDSs

Each PCC department must have a backup method to make SDSs of their chemicals readily available to their employees in the event of internet or power outage. The backup method can be a hard copy notebook of the department's SDSs or backup files on a CD or USB drive, with a computer with its own backup battery power. Backup SDS files can be requested through the EH&S tile on ReADY by selecting "MSDSonline Assistance" and stating in the description the department and location needing backup files.

For departments that opt to have a notebook with paper copies of SDSs, *MSDSonline* frequently updates SDSs in their system, so paper copies of SDSs must be periodically reviewed to ensure that they are current.

Printing Labels

MSDSonline allows for employees to print secondary container labels that display the GHS required label elements. Labels can be printed in a variety of formats using templates provided by *MSDSonline*.

From the chemical's Product Summary page, select the Print Labels tab on the left side of the screen. Select the label template that matches the labels needed and then confirm the print options before selecting "Generate Label" at the bottom of the screen. The labels will be generated as a PDF document.

Labels for multiple products can be generated on the same sheet by selecting the check box to the left of the "view PDF" button on the Search Results screen. Once all desired products have been checked, select "Print Labels" from the Product Options box on the right of the screen. The employee will be prompted to select a label template and confirm print options before selecting "Generate Label" at the bottom of the screen.
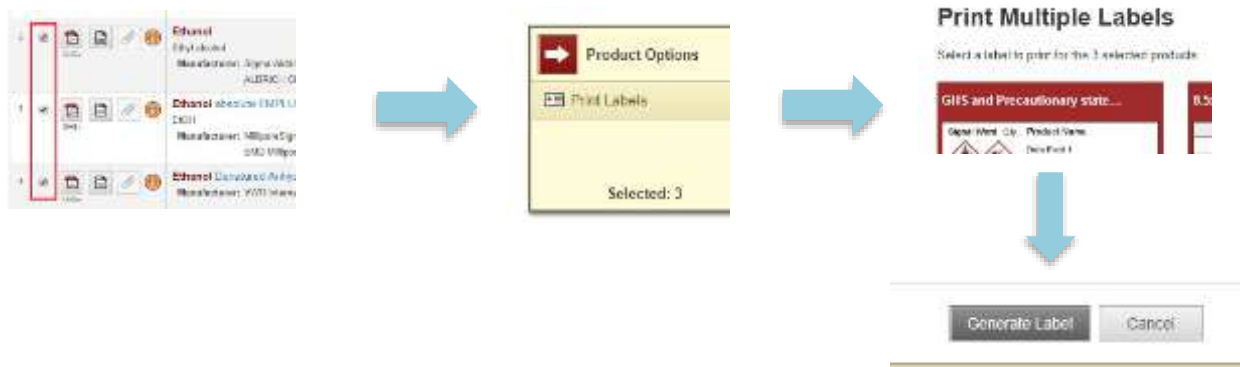
If the generated PDF document does not display the required label elements, it is possible those fields have not been fully populated on the Product Summary page. For any chemicals requiring a label that does not have the appropriate information populated, contact EH&S and provide them with the product information so all relevant information can be added from the SDS.

MSDSonline Assistance

Any employee needing assistance with *MSDSonline* should contact EH&S through one of the following methods:

- Submit a request through ReADY by selecting the EH&S tile, then selecting "MSDSonline Assistance" and detailing what assistance is needed in the description box.

- Email sds-group@pcc.edu