

BACKPACK USER GUIDE

Version 2



2024

CHEMWATCH
Melbourne, Australia

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About the User Guide

The Backpack User Guide is based on the new Beehive development of Chemwatch's latest chemicals management system intended for Beehive Backpack users. The topics covered are based on the various modules available within the Beehive Backpack system; designed to provide businesses and organisations the platform to manage own chemicals as per workplace health and safety requirements.

Modular features, icons and buttons are used across this guide to emphasize a specific activity where steps-wise tasks are provided in respective topics.

Modules

 Home <i>Core Module</i>	 Settings <i>Administrator Settings</i>
 Request <i>Optional access based on Settings</i>	Risk Assessment <i>Optional based on License</i> <i>Note: This module is not covered on this guide.</i>

Features

 Feature Meter	 Print, Share or Download SDS
 Inventory List and Hazards 	 Filter Inventory 
 Folder Management	 Report Generator
 Help and Support	

Information Reference

The information icon  provides more information in any topic or section of this guide.

About the Application

Backpack is a Chemwatch web application supported by the following latest common browsers. This new Chemwatch system is the latest offering in chemicals management suites. It has been designed to enhance the user experience, simpler and more intuitive to navigate, while still allowing businesses and organisations to manage their chemical inventory and safety data sheets (SDS) as per work, health, and safety requirements. It is a microservice-based application. Picture it as a harmonious hive of smaller apps and services diligently collaborating to create one chemicals management solution for your hazardous materials and dangerous goods management needs. It is scalable by the computing power of AWS and more reliable. When one component is down, the others will not be affected, ensuring uninterrupted operation. One of the crucial advantages is its remarkable speed and responsiveness.

Moreover, the independent deployment of system components facilitates faster implementation of changes and updated data, which can be made available and accessible regionally, catering to specific jurisdictions for safety and compatibility purposes.

Common Browsers

Web Browser	Browser Specification	Recommended
 Google Chrome	Latest version of Google Chrome	★★★★★
 Firefox	Latest version of Mozilla Firefox	★★★★☆
 Edge	Latest version of Microsoft Edge is supported	★★★★☆
 Apple	Safari (latest version recommended)	★★★★☆

 Contact your **domain administrator** or your **network administrator** for more details about the approved browsers to use in your work environment.

The web application works on both Windows and Mac PCs, but it needs an internet connection, and it is not fully supported on smartphones and tablets.

Smarter Suite Mobile App

Chemwatch offers separate mobile apps for iOS and Android as an additional package to the standard app license. Smarter Suite is our new mobile app that enables accessibility from a single location as a “One Stop Shop” for access to extensive health and safety information, including risk assessments, management of chemical inventory using barcoding.

	Mobile App	Features	
	Smarter Suite app Chemicals Management Mode	• Smart Vendor	Vendor SDS
		• Smart Gold	Chemwatch SDS
		• Smart Mini	Hazard Summary SDS
		• Smart ER	Emergency Report
		• Smart Cobra	Risk Assessment
		• Smart Labels	Chemical Labels
	Smarter Suite app Assets Management Mode	• Search & Browse	Look up engine
		• Inventory	Material list
		• Reconciliation	Reconcile and stocktake
		• Settings	Features and mobile settings

 For more information about Smarter Suite Apps, contact customerservice@chemwatch.net.

About User Login

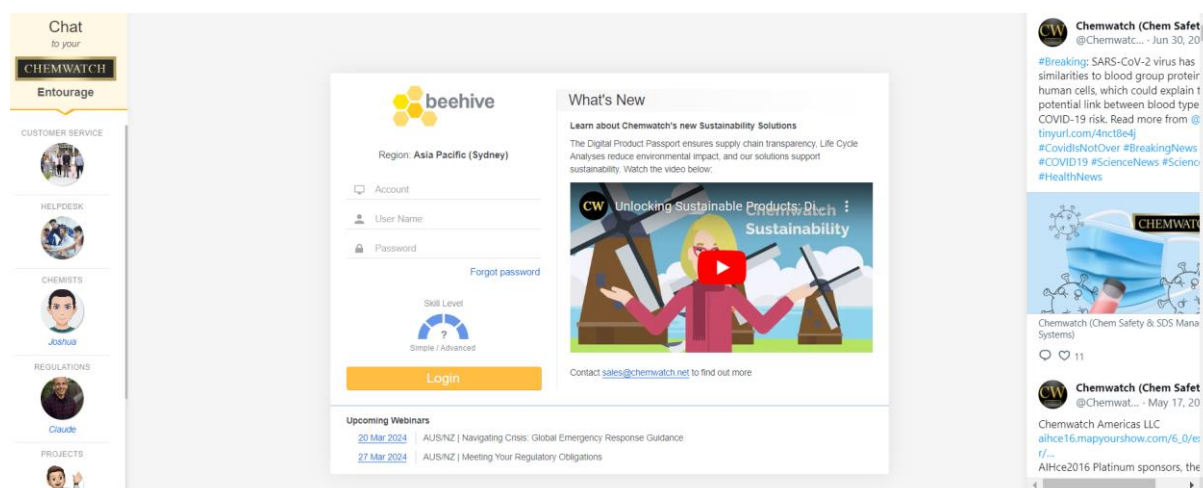
The Chemwatch system is accessible online through the web address link below.

<https://beehive.chemwatch.net/login>

The Login Page

The manual login main page of the system contains elements:

- Chat entourage
- Login fields: Account, User Name and Password
- What's new
- Chemwatch X (formerly Twitter) pane



Login Page Elements

Function

Description

Remember me ☒ Remember me	Checkbox to remember login data	If the checkbox is selected, the browser will remember your previous login for the account and user login.
Forgot password	Change password	This feature allows Chemwatch to send an automatic email for password change. User will be required to reassign a new password.
Register	Registration link	This link opens a registration form to register for the next upcoming webinar(s).
	Skill level	The feature meter enables users to select the applicable Beehive skill level to use simple to advanced features of the system.

Login Page Elements	Function	Description
 Chat	Chat Entourage	The vertical bar on the side lets users chat with their team's Entourage. These teams correspond to the departmental services available online 24/7. Users can use instant messaging to ask questions, raise inquiries, or troubleshoot problems.
X (Twitter)	X-Chemwatch feed	X-is formerly Twitter. It's a social media platform where Chemwatch shares messages, images, and posts.

Users, Roles, and Permissions

Administrators have full access and control of the system and can configure users access and permissions in user management, user interface settings, SDS settings and other modular settings. The system settings “User Management” module enables administrators to create and modify users, groups, roles and assign permissions and privileges. Users may have varying levels of access to features dependent on assigned role permissions and privileges. User profiles vary, from read-only access to read-write access for managing various system aspects. The table below summarises the best practice user roles and respective descriptions for the domain administrator, advanced and general user.

Role/Function	User Profile	Description	Permission
Domain Administrative	Primary Administrator	Entire access to the system	Full access with read-write permission to the entire system and able to set up users and respective privileges, products, and user access management.
 Management	Folder and inventory management level (read-write)	Management of folders, inventory/manifest	Ability to edit folders, materials, access to assigned role permissions; to be able to manage data; report generator, dashboards, document filter tools, and many more functions and features.
 Basic	General use level (read only)	General use may have limited access and read function	Ability to read data, search for materials, view various accessible reports as per the set privileges by the domain administrator.

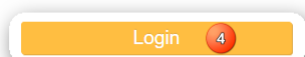
-  Please note that the application “**Administrator**” within your organisation or business is responsible for setting up user(s) access, permissions, and privileges in the system and how your organisation will authenticate access to the system. For any user interface related questions on access to certain features based on user level, contact helpdesk@chemwatch.net or submit a ticket through the quick chat panel.

Manual Login

First time users will receive an email notification welcome message which contains the system web link and login details with a temporary password and when the credentials are entered, the system will prompt users to change it before the expiry timeframe.

Steps: How to Manually Login

1. Enter your Account.
2. Type your Username.
3. Enter your password.
4. Press the Login button.

A white login form with rounded corners and a subtle shadow. It contains three input fields, each with a label, an icon, and a step indicator. The first field is labeled "Account" with a computer monitor icon and a red circle with "1". The second field is labeled "Username" with a person icon and a red circle with "2". The third field is labeled "Password" with a lock icon and a red circle with "3".

About Feature Meter

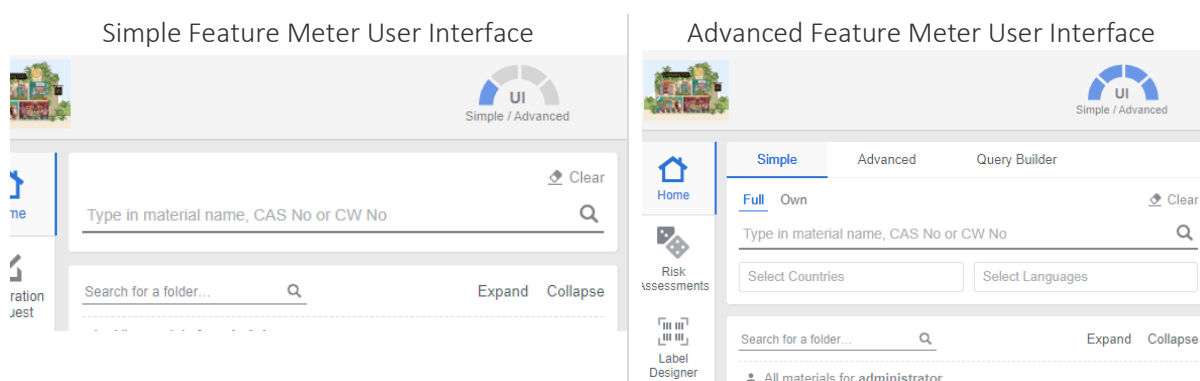
The UI feature meter helps users adjust the interface complexity from basic to advanced modes based on their skill level. Users can access fewer features in simple mode or unlock advanced features in full-on mode.

What is a “Feature Meter”?



The **Feature Meter** is a user interface gauge (skill level) to enable users to toggle between “**Simple** and **Advanced**” screen display of panels, features, and functionalities of the system’s user interface. The primary purpose of this enhancement is to provide a clear hierarchy in reducing the appearance of complexity to ensure that users can focus on what is important by controlling what they see on the screen.

This solution introduces different user interface panels with applicable colour theme.



- Note that the Feature Meter does not affect the standard default buttons and icons for the user interface language, chat, print, download or share. Editing folders and materials on the grid uses the right click functionality on windows computers, whereas the mac pc uses the left click. The user interface panels availability and access depends on user interface privileges granted to users by the administrator based on their product package.

1.0 Introduction

Backpack is a Chemwatch web application developed for the basic management of chemical inventory and SDS for chemicals used, handled, stored, or transported at the workplace.

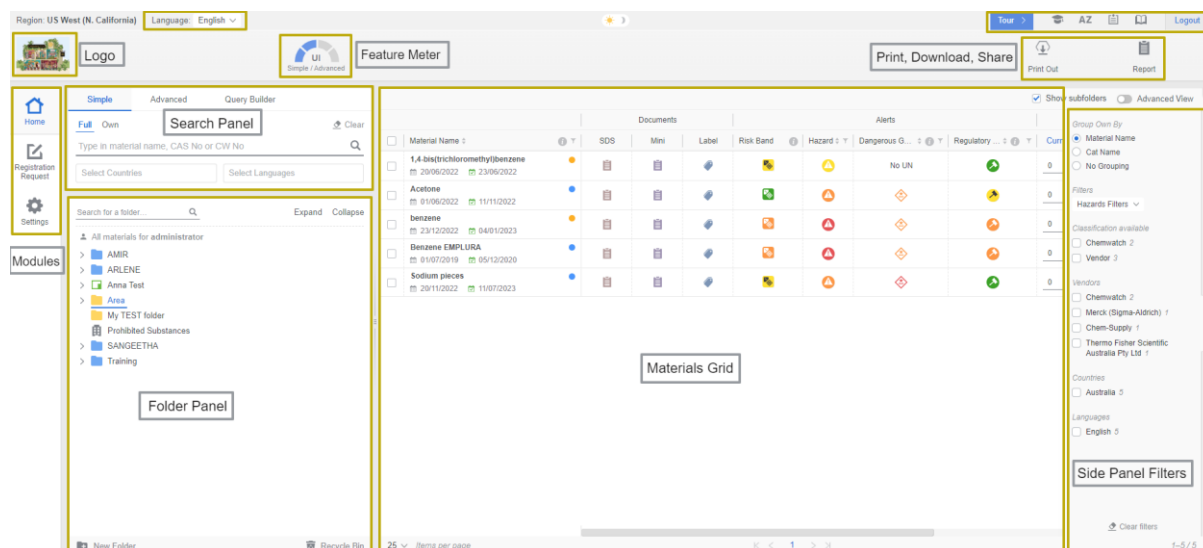
Benefits of the New System Architecture

The system technical architecture is a microservice based application. What this means is that it's a bunch of smaller apps and services working together for the whole, like bees. It is scalable by the computing power of Amazon Web Service, more reliable as if one component is down, the others are not affected. Changes can also be made faster due to independent deployment of parts of the system and client data made available and accessible regionally.

Modules

The current basic package for Backpack is amalgamated to the following modules based on the administrator user profile:

- Home module
- Request mode
- Settings module
- Registration Request mode



Module	Accessibility
Home 	This is a core system module with the elements: search panel, folder structure, material grid, side panel filters.

Module	Accessibility
Registration Request 	This mode provides a registration request form to submit SDS and/or Inventory List/Manifest and other details pertaining to the request for uploads into your system.
Settings 	This is a settings module applicable to administrators for user management, SDS settings, form builder settings, global user interface settings.

 Contact your **domain administrator** or your **network administrator** for more details with regards to your user profile. Note that the settings module is not covered in this guide.

This guide includes the following main topics. The features and functions are based on advanced level of access.

- [Backpack Lite](#)
- [Setting up SDS folders to suite organisational needs](#)
- [Create easy access SDS Library](#)
- [Search for materials in Chemwatch full collection or own Inventory](#)
- [Search for products in your organisational Inventory](#)
- [Add SDS to your custom Library](#)
- [Folder properties](#)
- [Print, share or download Inventory List or current SDS](#)



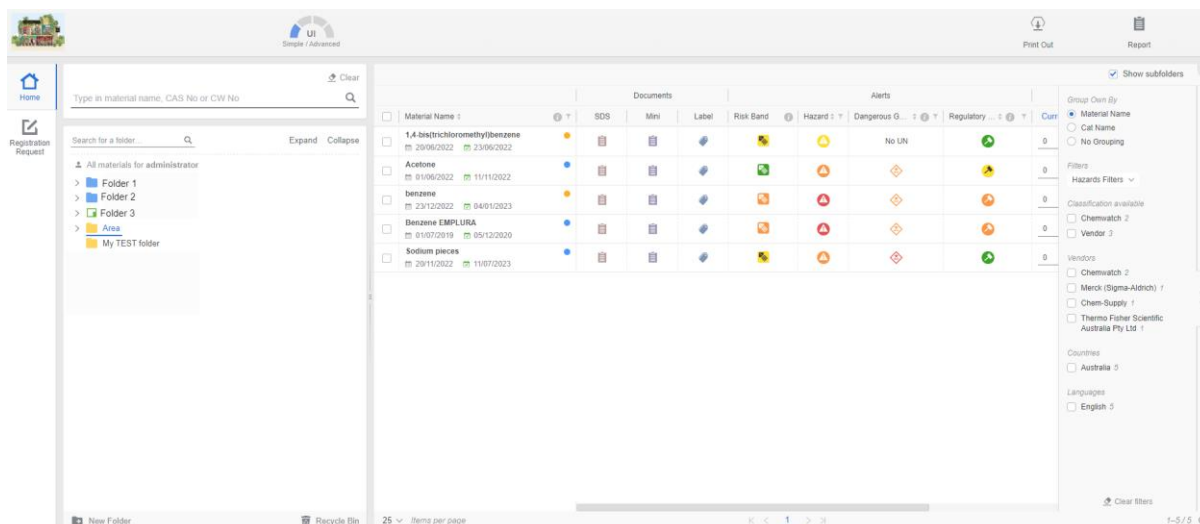
1.1 Backpack Lite

Backpack Lite is the simplest user interface that has been developed in conjunction with the feature meter to enable users to toggle between a simple and advanced user interface of the system. Users that have been conveniently assigned to level 1 of the feature meter by the administrator are set to access the Backpack Lite user interface. This basic level reduces the user interface complexity and makes navigation easier.

What is Level 1 feature meter?



The level 1 Feature Meter is Backpack Lite, intended for users to use very basic components of the Backpack system for ease of navigation through a user-friendly interface to search for own materials and SDS.



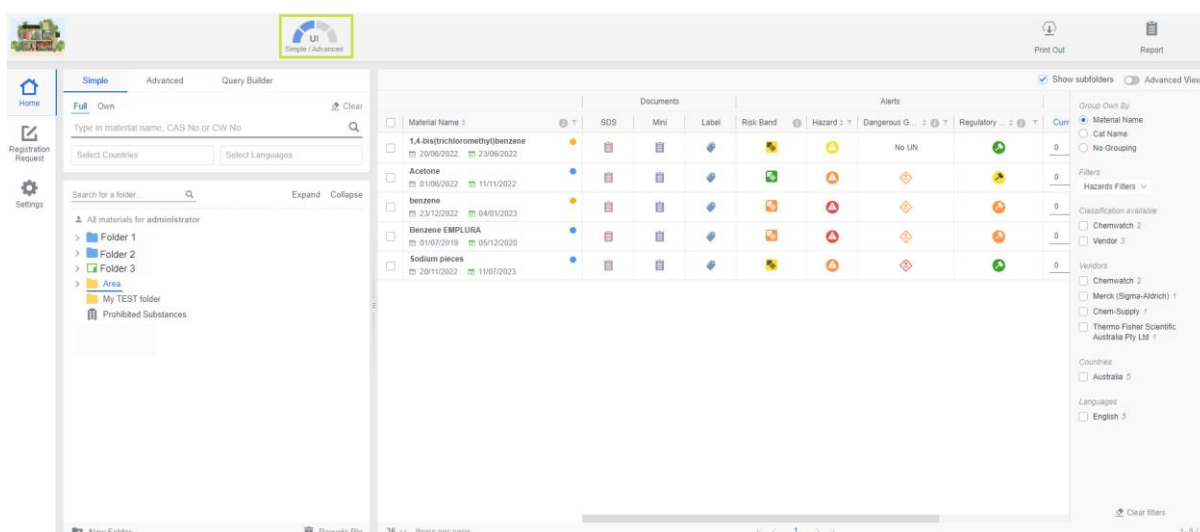
In this guide, Level 2 feature meter is used.

What is Level 2 feature meter?



The level 2 Feature Meter is Backpack, intended for users to use advanced components of the Backpack system. Users with edit rights will be able to:

- Search for materials using the simple or advanced modes
- Search for materials using query function
- Create folders and edit folder properties
- Add, move, copy, or remove materials
- Print, share or download lists or SDS



2.0 Search, Create Folders and Add Materials

This chapter covers the following main objectives.

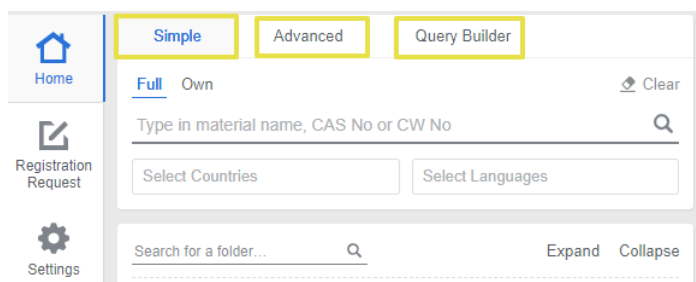
- Search for materials by use of simple mode
- Search for materials by use of advanced mode
- Search for materials by use of query builder mode
- Create folders
- Search for folders
- Edit folders
- Folder properties
- Add materials to folders
- Print, share or download list and SDS



Search Panel

The search panel contains the following search modes:

- Simple
- Advanced
- Query Builder



The simple search mode enables users to conduct simple searches for materials by using the name of the material or product, CAS No or CW No. This is the most common search option used to find an SDS for a particular product. The table below provides a summary of the Advanced and Query Builder search options.

Search Option	Details
Advanced Search	Search for materials by name, CAS No, CW No, CAS No (Ingredient In), DG Class, Packing Group, R-Code, Sub-Risk, UN No, EINECS, Part No, Vendor, Structure, Poison Schedule, Cat No., and Hazard Rating.
Query Builder	Search for materials by using an existing query (determined by the type of operators and query string). Note that a query must first be created before conducting any subsequent searches.

2.1 Search for Materials

This sub-topic will cover the following activities:

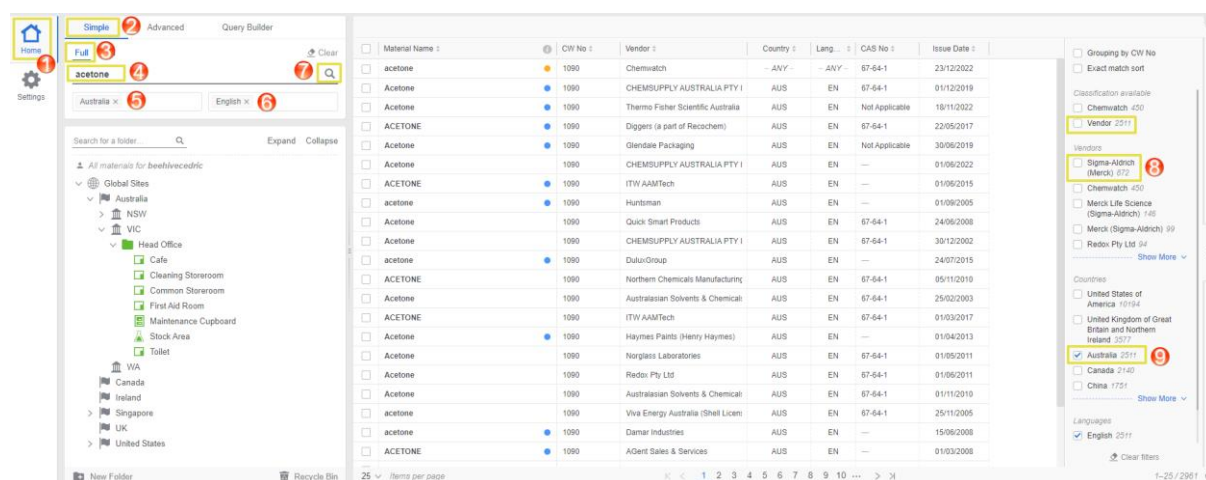
- Search by material name
- Search for material by vendor
- Filter search results
- Display various types of SDS
- Search by advanced options



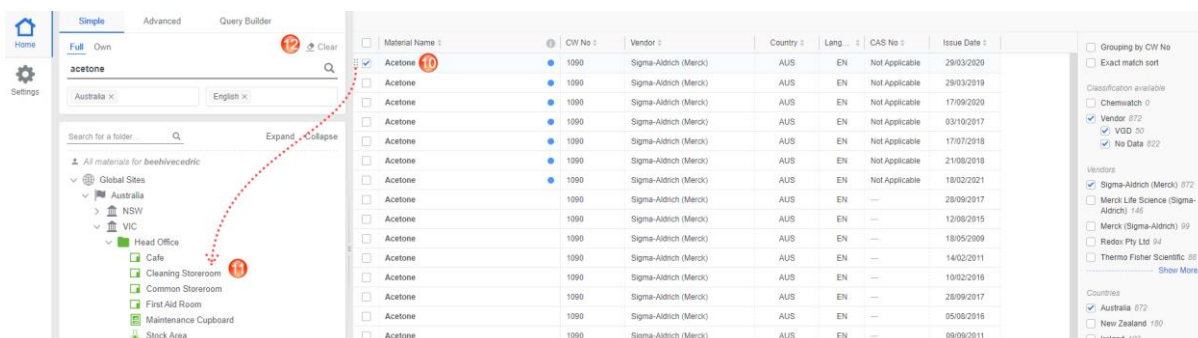
2.1.1 Search for Material by Name

The following steps show how to conduct a simple search by autocomplete look up method for a vendor SDS by using the material name search parameter from the Chemwatch full collection.

Steps: Search in Full and Add Material SDS

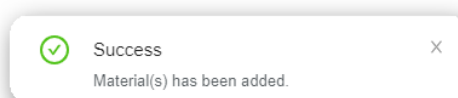


1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass** to conduct the search based on the set parameters.
8. Select **Vendor** checkbox on the side panel to filter the materials list further to specific manufacturer(s), e.g., Sigma Aldrich.
9. **Country** checkbox has already been preselected based on the search parameters set. More countries may be added to further filter by those specific countries.



10. Hover **Drag**  and drop document name to a specific folder location, e.g., Storage Folder.
11. Click on the **Folder name** to view record.
12. Press the **Clear** button  located on the search panel.

A message confirms the addition of material into folder.

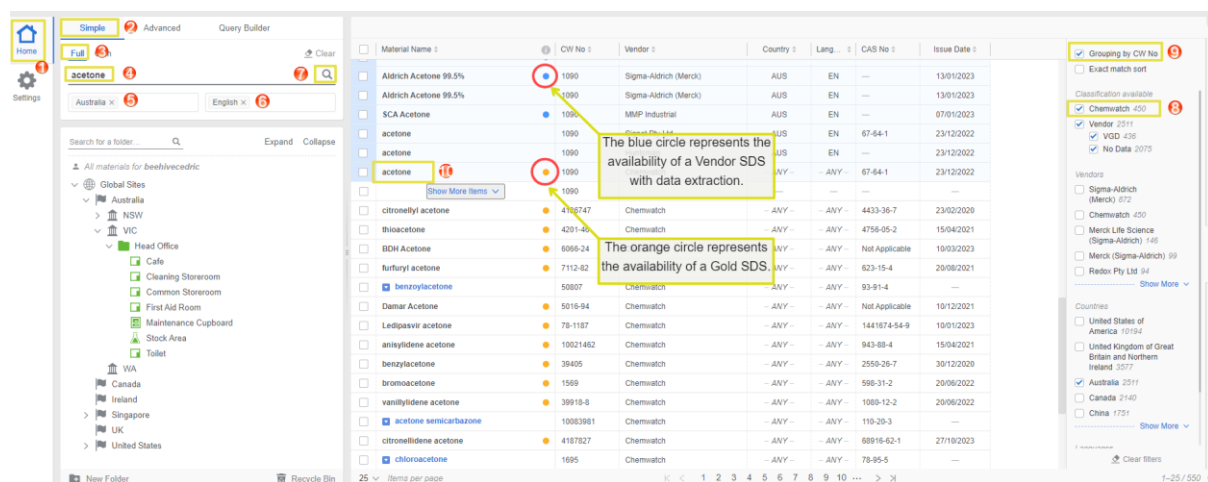


-  If the material or chemical or product is available, a search list result will display, however, if no material is found, the search result will display the message "no records found". In this case, send an email request to upload vendor SDS and ensure to attach the latest version of the SDS: msdsuploads@chemwatch.net.

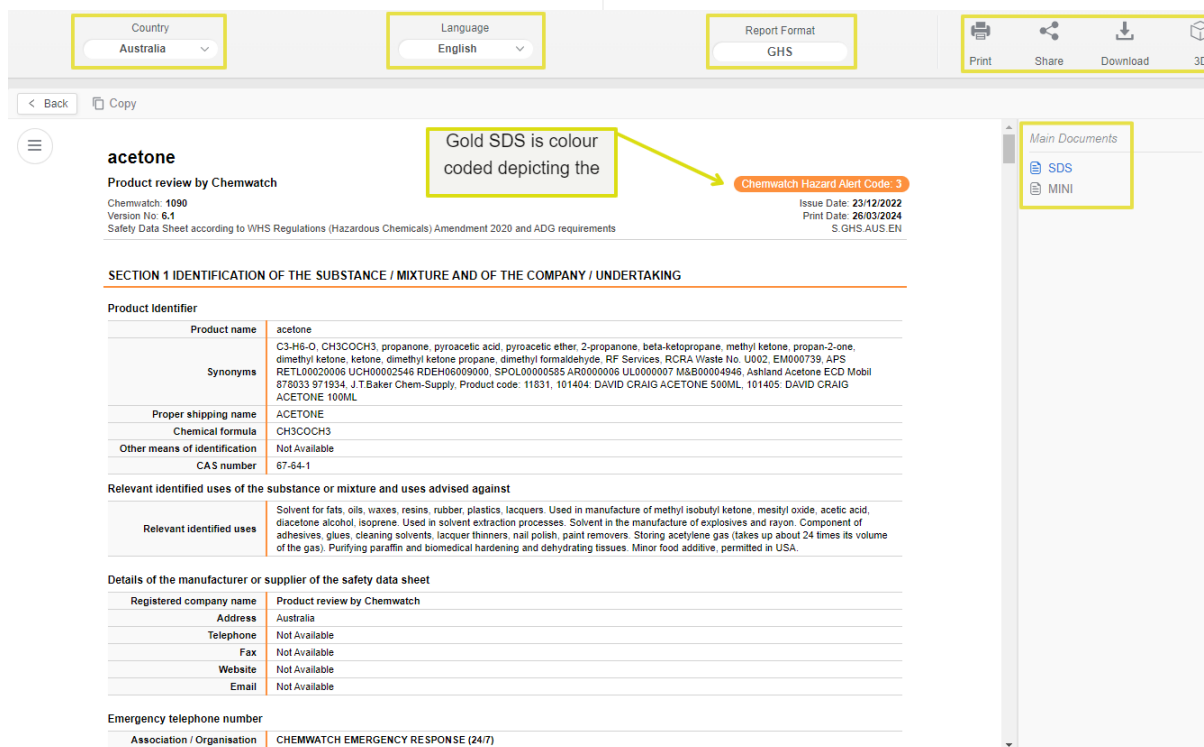
2.1.1.1 Search for Material to Display a Gold SDS

The following steps show to search and display a Gold SDS from the materials search results.

Steps: Search for a Material and Display a Gold SDS



1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass**  to conduct the search based on the set parameters.
8. Select **Vendor checkbox** on the side panel to filter the materials list by Chemwatch.
9. Select the **Grouping by CW No** filter.
10. Click the **material name** alongside the vendor record's **orange circle** to render the Gold SDS.
11. Press the clear button  located on the search panel.



Country: Australia

Language: English

Report Format: GHS

Print **Share** **Download** **3D**

acetone
Product review by Chemwatch
Chemwatch: 1090
Version No: 6.1
Safety Data Sheet according to WHS Regulations (Hazardous Chemicals) Amendment 2020 and ADG requirements

Chemwatch Hazard Alert Code: 3
Issue Date: 23/12/2022
Print Date: 26/03/2024
S.GHS.AUS.EN

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name	acetone
Synonyms	C3-H6-O, CH3COCH3, propanone, pyroacetic acid, pyroacetic ether, 2-propanone, beta-ketopropane, methyl ketone, propan-2-one, dimethyl ketone, ketone, dimethyl ketone propanone, dimethyl formaldehyde, RF Services, RCRA Waste No. U002, EM000739, APS RETL00020006 UCH00002546 RDEH06009000, SPOL00000585 AR0000006 UL0000007 MSB00004946, Ashland Acetone ECD Mobil 878033 971934, J.T.Baker Chem-Supply, Product code: 11831, 101404: DAVID CRAIG ACETONE 500ML, 101405: DAVID CRAIG ACETONE 100ML
Proper shipping name	ACETONE
Chemical formula	CH3COCH3
Other means of identification	Not Available
CAS number	67-64-1

Relevant identified uses of the substance or mixture and uses advised against

Relevant identified uses	Solvent for fats, oils, waxes, resins, rubber, plastics, lacquers. Used in manufacture of methyl isobutyl ketone, mesityl oxide, acetic acid, diacelone alcohol, isoprene. Used in solvent extraction processes. Solvent in the manufacture of explosives and rayon. Component of adhesives, glues, cleaning solvents, lacquer thinners, nail polish, paint removers. Storing acetylene gas (takes up about 24 times its volume of the gas). Purifying paraffin and biomedical hardening and dehydrating tissues. Minor food additive, permitted in USA.
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Details of the manufacturer or supplier of the safety data sheet

Registered company name	Product review by Chemwatch
Address	Australia
Telephone	Not Available
Fax	Not Available
Website	Not Available
Email	Not Available

Emergency telephone number

Association / Organisation	CHEMWATCH EMERGENCY RESPONSE (24/7)
----------------------------	-------------------------------------

Main Documents
SDS
MINI

- i** The Gold SDS is a Chemwatch authored document. It is displayed as per the country, language and SDS format (GHS or Local) based on the respective SDS Settings parameters applied by default. The example of the Gold SDS above is set to Country = Australia, Language = English and SDS Format = GHS. These settings are applied based on the business jurisdictional parameters to ensure that the data meets the requirements for that country of operation. A Gold SDS can also be further customised in a few sections; some of the customisation may include your company or organisation's logo, first aid contact information.

2.1.1.2 Search for Material to Display a Vendor SDS

The following steps show how to search and display a Vendor SDS from the materials search results.

- i** If the material or chemical or product is available, a search list result will display, however, if no material is found, the search result will display the message "no records found". In this case, send a request to upload Vendor SDS through the email address below and ensure to attach the latest version of the SDS:
msdsuploads@chemwatch.net.

Steps: Search for a Material and Display a Vendor SDS

The screenshot shows the Backpack application interface. On the left, a sidebar contains a folder tree under 'All materials for beehivecedric'. The main area displays a search for 'Acetone' with a table of results. The table columns include Material Name, CW No, Vendor, Country, Lang, CAS No, and Issue Date. The right sidebar shows filters for Vendor (checked), Classification (checked), and Countries (checked).

1. Open Home module .
2. Click on Simple tab.
3. Select Full link to designate the search path.
4. Type material name in the search text field.
5. Click on the Country field to set a country.
6. Click on the Language field to set a language(s) from the list.
7. Click the magnifying glass  to conduct the search based on the set parameters.
8. Select Vendor checkbox on the side panel to filter the materials list by Classification available, e.g. VGD (Vendor Generated Data).
9. Select Vendors checkbox on the side panel to filter the materials list by specific vendor.
10. Deselect the Grouping by CW No filter.
11. Click the material name alongside the vendor record's blue circle to render the Vendor SDS.
12. Press the clear button  located on the search panel.

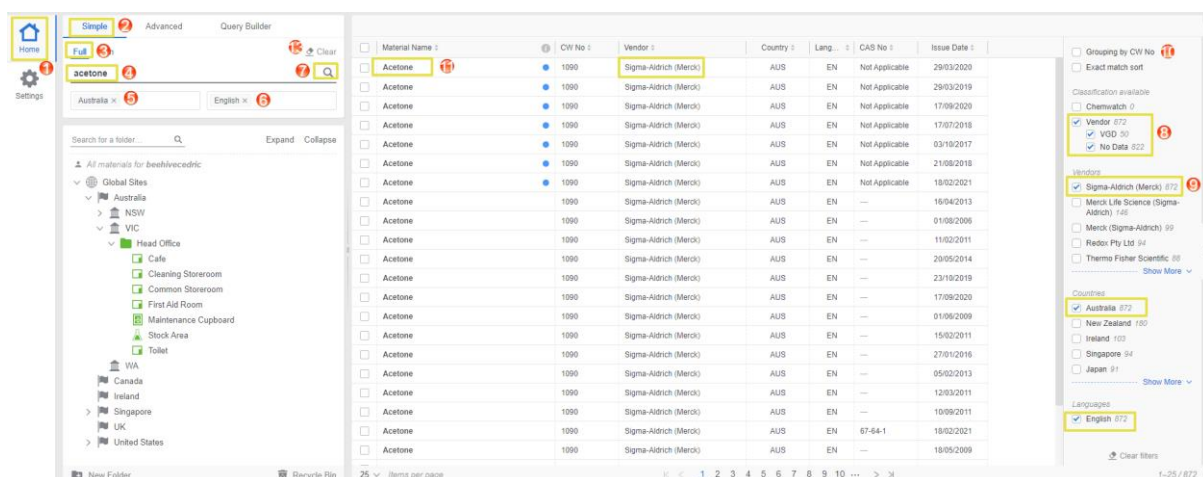
The screenshot shows the Safety Data Sheet (SDS) for Acetone. The document is titled 'SAFETY DATA SHEET' and includes the Sigma-Aldrich logo. The product name is Acetone, and the product number is W332615. The SDS is Version 8.1, Revision 29.03.2020, and Print Date 02.09.2020. The document is divided into sections: 1.1 Product identifiers, 1.2 Other means of identification, 1.3 Relevant identified uses of the substance or mixture and uses advised against, 1.4 Details of the supplier of the safety data sheet, and 1.5 Emergency telephone number.

2.1.1.3 Search for Material to Display a Mini SDS

The following steps show how to search and display a Chemwatch Mini SDS from the vendor SDS side panel.

- i** A Chemwatch Mini SDS is a one-page summary report, generally useful in emergency response situations, where it provides material classification and graphics information; Ingredient(s) composition, OELs, GHS hazard classification, primary health hazard, precautions for use (PPEs), physical properties, emergency graphics, first aid and safe storage with other classified chemicals. Its availability is dependent on the Chemwatch Gold SDS.

Steps: Search for a Material and Display a Chemwatch Mini SDS



1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass**  to conduct the search based on the set parameters.
8. Select **Vendor** checkbox on the side panel to filter the materials list by Classification available, e.g. VGD (Vendor Generated Data).
9. Select **Vendors** checkbox on the side panel to filter the materials list by specific vendor.
10. Deselect the **Grouping by CW No** filter.
11. Click the **material name** alongside the vendor record's **blue circle** to render the Vendor SDS.
12. Select the **Chemwatch Mini SDS** option from the alternative documents on the side panel.
13. Press the clear button  located on the search panel.

- i** The Mini SDS country, language and format are based on the respective SDS Settings  applied by default as per the system's Gold SDS profile. The example of the Mini SDS below is set to Country = Australia, Language = English and SDS Format = GHS. These settings are applied based on the business jurisdictional operations to ensure that the data meets compliance requirements for that country of operation.

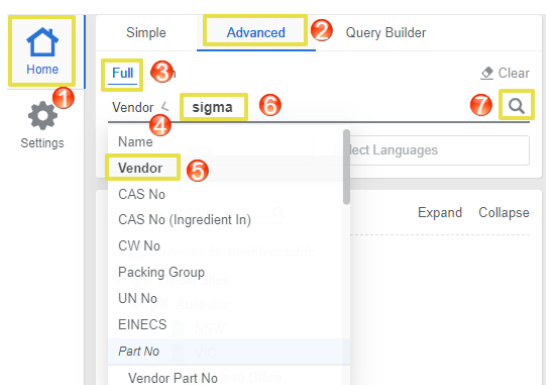
2.1.2 Search by Vendor Name

- i** A Vendor is also known as a supplier or manufacturer. Manufacturers must provide current SDS for their products that are on the marketplace and the workplace to be able to refer to the information contained in the safety data sheet.

The steps below illustrate how to search for materials from a specific vendor. This type of search should be conducted using the Advanced Search tab located within the search panel.

Steps: Search by Vendor Name and Display the Manufacturer's SDS

1. Open **Home** module .
2. Click on the **Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name** drop down arrow.

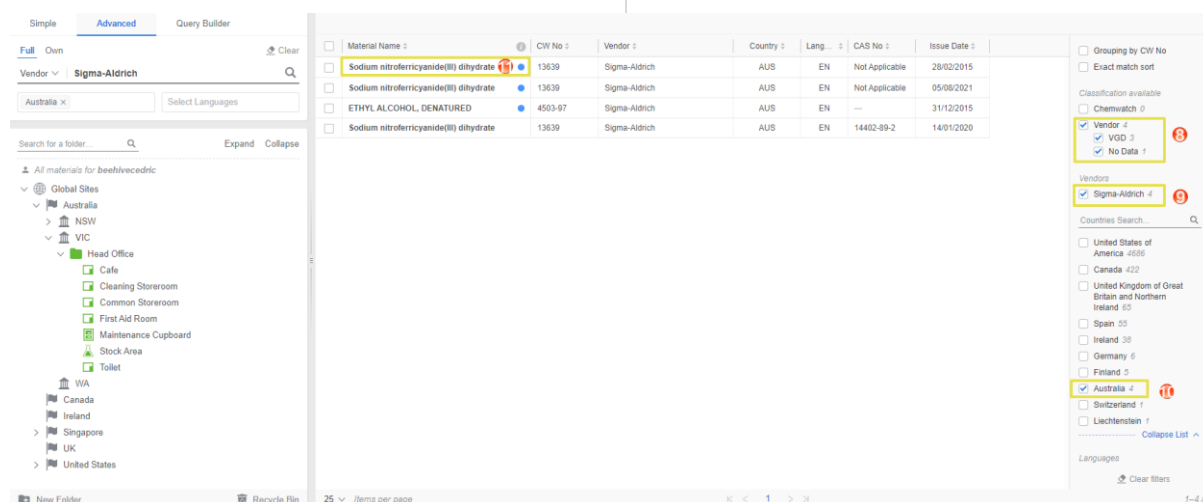


5. Select **Vendor** option from the menu.
6. Type the **Vendor name** in the search text field, e.g., Sigma-Aldrich.

7. Click on **magnifying glass**  to conduct the vendor search.
8. Select the **Vendor** checkbox for classification available.
9. Select the **Vendor** checkbox to filter by specific vendor.
10. Select the **Country** checkbox to further filter the search results from the materials list.
11. Click on the **Vendor Document name** to display the vendor SDS.

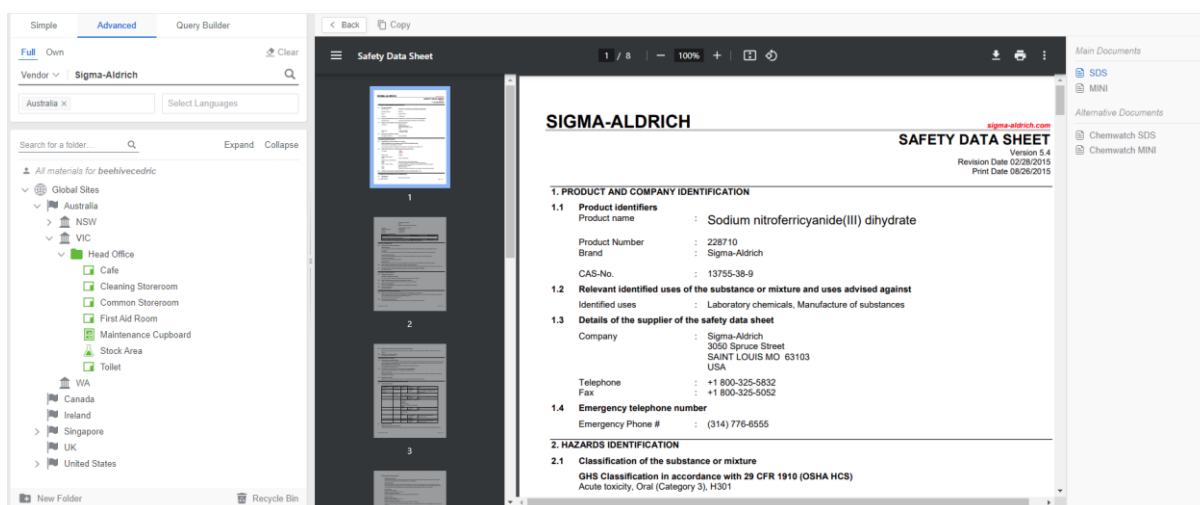
Note that the search parameter for this search case did not include country and language. Hence, the system retrieves any vendor materials from any country and language. To find an exact of closely associated matches, it is recommended to use the side panel to filter further by:

- Country
- Language
- Specific Vendor (some manufacturers may have subsidiary companies operating in different countries)



Material Name	CW No	Vendor	Country	Lang	CAS No	Issue Date
Sodium nitroferricyanide(III) dihydrate	13639	Sigma-Aldrich	AUS	EN	Not Applicable	28/02/2015
Sodium nitroferricyanide(III) dihydrate	13639	Sigma-Aldrich	AUS	EN	Not Applicable	05/08/2021
ETHYL ALCOHOL, DENATURED	4503-97	Sigma-Aldrich	AUS	EN	---	31/12/2015
Sodium nitroferricyanide(III) dihydrate	13639	Sigma-Aldrich	AUS	EN	14402-99-2	14/01/2020

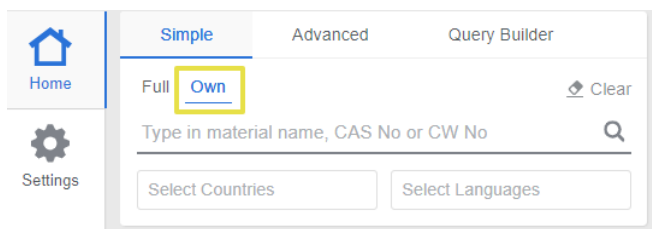
Vendor Document View



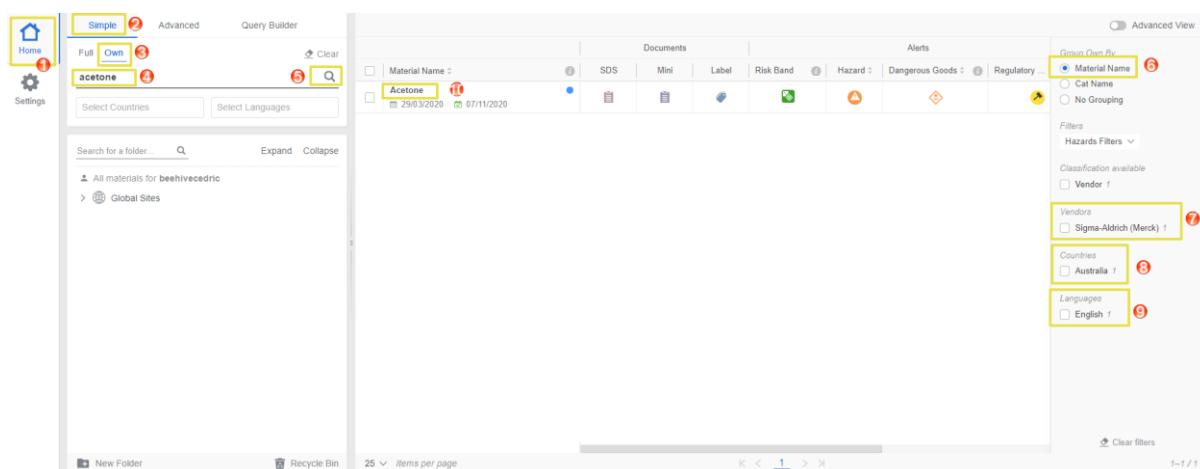
2.1.3 Search for a Material from OWN Inventory

The following steps illustrate how to perform a search for material SDS from your own organisation's inventory using the Simple search mode.

- 1 The **Own** search path will direct all subsequent searches to be conducted from your business or your organization's inventory registered in Chemwatch's full collection.



Steps: Search for a Material from Own Inventory



1. Open **Home** module .
2. Click on **Simple** tab.
3. Select the **Own** link option to designate the search path.
4. Type the **Material name** in the search text field.
5. Click the **Material name** from the **autocomplete drop down** list.
6. Select **Group Own By** on the side panel to group the list by material name of cat name.
7. Click the **Vendor checkbox** to filter the search results by specific vendor.
8. Click the **Country checkbox** to filter by country.
9. Click the **Language checkbox** to filter by specific language.
10. Click the material name from the search results list. The material name contains plus icon to expand to available cat name (product names).
11. Click on the material name from the e list to display vendor SDS.

Note that the side panel will show the filter options based on found records. Use the Group By options to filter for the preferred grouping.

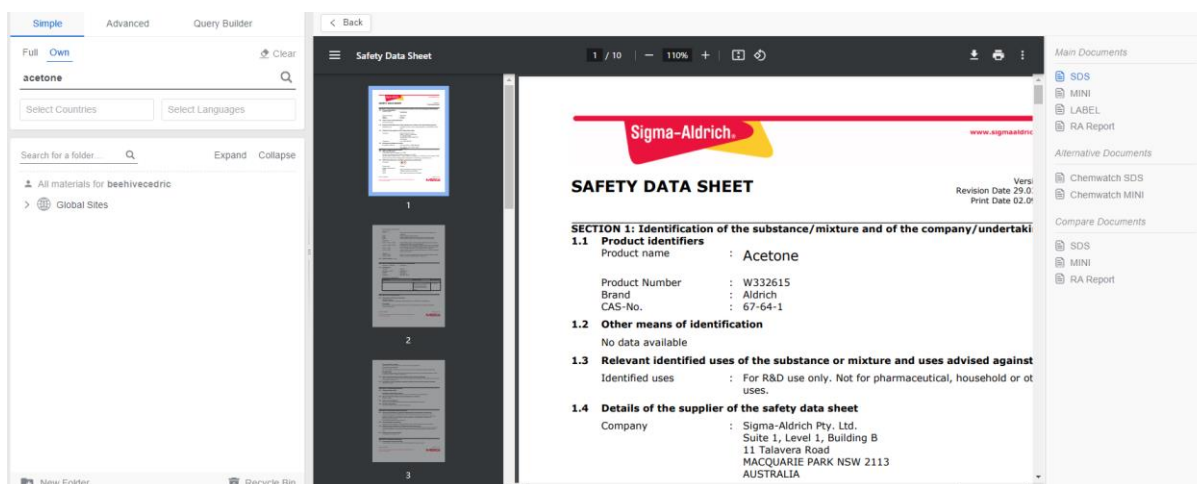
Group Own By

- Material name(default)
- Cat name

The defaulted filters on the side panel are dependent on found records. In this example, the filters are shown:

- Vendors – Sigma-Aldrich
- Countries = Australia
- Languages = English

Vendor SDS View.

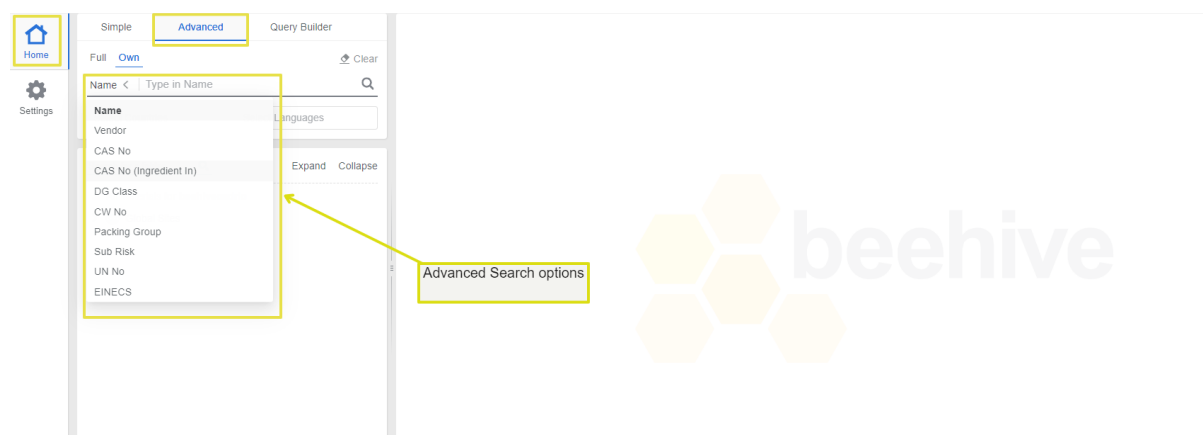


The screenshot displays the 'Vendor SDS View' interface. On the left, a sidebar shows search filters for 'acetone' with options for 'Select Countries' and 'Select Languages'. Below this, a search bar and a list of materials are visible. The main panel shows a list of three SDS documents. The right sidebar contains document management options: 'Main Documents' (SDS, MINI, LABEL, RA Report), 'Alternative Documents' (Chemwatch SDS, Chemwatch MINI), and 'Compare Documents' (SDS, MINI, RA Report). The central document is a Sigma-Aldrich Safety Data Sheet for Acetone. It includes the following details:

- SECTION 1: Identification of the substance/mixture and of the company/undertaking**
 - 1.1 Product identifiers**
 - Product name : Acetone
 - Product Number : W332615
 - Brand : Aldrich
 - CAS-No. : 67-64-1
 - 1.2 Other means of identification**
 - No data available
 - 1.3 Relevant identified uses of the substance or mixture and uses advised against**
 - Identified uses : For R&D use only. Not for pharmaceutical, household or other uses.
 - 1.4 Details of the supplier of the safety data sheet**
 - Company : Sigma-Aldrich Pty. Ltd.
 - Suite 1, Level 1, Building B
 - 11 Talavera Road
 - MACQUARIE PARK NSW 2113
 - AUSTRALIA

2.1.4 Advanced Search Options

This section covers the Advanced search options available in the advanced *search drop-down* menu. The simple search method allows user to search by generic names of products, chemicals, pure substances, synonyms, part numbers, preferred names, CAS numbers, CW numbers, DG Class, Risk Code, Packing Group, Sub Risk, UN numbers.



- [Search for Name](#)
- [Search for material by Vendor](#)
- [Search for material by CAS number](#)
- [Search for material CAS \(Ingredient In\)](#)
- [Search for material by DG Class](#)
- [Search for material by CW \(Chemwatch number\)](#)



The table below provides descriptions of the advanced search parameter options.

Search Option	Description	Use (Search by)
Name	Name of material	To allow user to search by the name of the material to retrieve Vendor, Mini, Gold SDS, Labels and Emergency Reports. Click the link below for further information on UIPAC names.
CAS No	Chemical Abstract Substance Number	This is a unique numeric identifier in the CAS REGISTRY designated to a known substance. Click the link below for reference.
CAS No (Ingredient In)	Ingredients In CAS No	Chemical Abstract Substance Number (CAS No) ingredients in material
Vendor	Search for material using Vendor (Manufacturer, Supplier) name	Lists parent company and subsidiary operating businesses Lists materials available in the database by that company Access to Vendor, Mini, Gold, Labels and Emergency Reports

Search Option	Description	Use (Search by)								
DG Class	Dangerous Goods Class	DG Classes 1 to 9 are listed to choose the primary class field.								
CW No	Chemwatch Number	Chemwatch numbers are assigned to all materials registered in the Chemwatch database for both pure and non-pure substances.								
Packing Group field (PKG)	Packing Group as per DG classification	Packing Group is the grading of danger for materials classed as dangerous goods. <table><tr><th>PG</th><th>Level of Danger</th></tr><tr><td>I</td><td>Greater danger</td></tr><tr><td>II</td><td>Medium danger</td></tr><tr><td>III</td><td>Minor danger</td></tr></table>	PG	Level of Danger	I	Greater danger	II	Medium danger	III	Minor danger
PG	Level of Danger									
I	Greater danger									
II	Medium danger									
III	Minor danger									
Sub Risk	Sub Risk	Sub Risk as per DG classification								
UN No	United Nations Number	UN No. is a UN four-digit identity number that identifies a hazardous substance in the international transport framework.								
EINECS	EINECS number used in European countries	European Inventory of Existing Commercial Chemical Substances. These are substances considered phase-in substances under the REACH Regulation.								
Part No, User Part No, Vendor	User dependent part number, vendor part number	Vendor Part number assigned to a product or User assigned Part Number								
Preferred Name	Preferred Name	Any other name that can be assigned to the product name.								

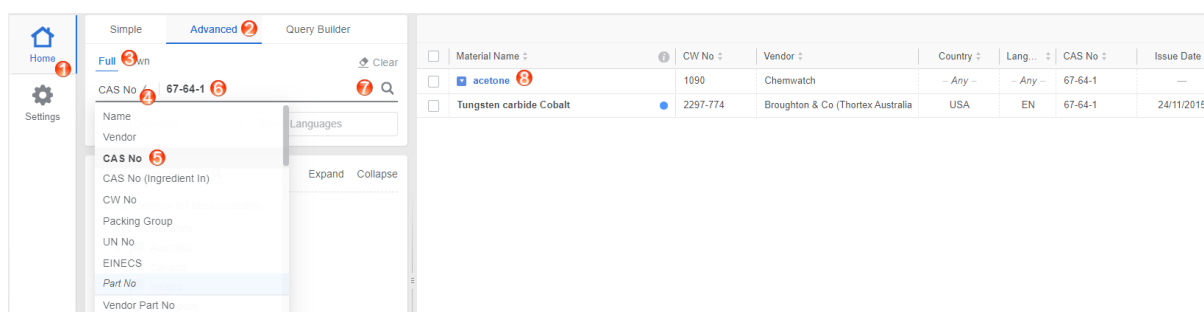
This topic covers steps on how to use the Advanced search to look up an SDS for specific material by CAS No, CW No, CAS No (Ingredient In) and DG Class.

2.1.4.1 Search by CAS No

The steps below show how to use the advanced search option, CAS Number to look up specific materials with that chemical abstract substance number.

- i** Note that not all materials have a CAS number. As CAS numbers are unique and specific to individual substances, provide an unmistakable way of identifying chemicals no matter how they might be described. CAS numbers provide an extra form of identification for a chemical reducing the confusion arising from many different names for one chemical. For example, hydrogen peroxide and dioxidane are in fact the same chemical substance and share the same CAS number 7722-84-1.

Steps: Search for a Material by CAS Number



1. Open **Home** module .
2. Click on the **Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name** drop down arrow.
5. Select **CAS No** from the menu.
6. **Type the CAS number** in the search text field, e.g., 67-64-1.
7. Click on **magnifying glass**  to conduct the search.

8. Select the **Material name** from the search results list, e.g., the Chemwatch Gold SDS material is selected for demonstration purposes.

Note that the side panel will display the respective vendors, countries and languages found regarding the material's availability of the CAS number in the database.

Gold SDS View

The screenshot shows the Gold SDS View for acetone. The left sidebar displays the search path: 'Full' > 'Own' > 'CAS No' > '67-64-1'. The main content area shows the 'Product review by Chemwatch' for acetone, including the Chemwatch number (1090), version (6.1), and safety data sheet information. The 'SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING' is displayed, containing product identifier, synonyms, proper shipping name, chemical formula, and other means of identification. The 'Relevant identified uses of the substance or mixture and uses advised against' section is also visible.

Product review by Chemwatch

Chemwatch: 1090
Version No. 6.1
Safety Data Sheet according to WHS Regulations (Hazardous Chemicals) Amendment 2020 and ADG requirements

Chemwatch Hazard Alert Code: 3
Issue Date: 23/12/2022
Print Date: 26/03/2024
S.GHS.AUS.EN

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE COMPANY / UNDERTAKING

Product Identifier

Product name	acetone
Synonyms	C3-H6-O, CH3COCH3, propanone, pyroacetic acid, pyroacetic ether, 2-propanone, beta-ketopropane, methyl ketone, propan-2-one, dimethyl ketone, ketone, dimethyl ketone propanone, dimethyl formaldehyde, RF Services, RCRA Waste No. U002, EM000739, APS, RETL0002006, UCH00025-46, RDEH0609000, SPCL0000585, AF0000004, UL0000007, M&B0004948, Ashland Acetone ECO Mobil 878033 971934, J.T.Baker Chem-Supply, Product code: 11831, 101404, DAVID CRAIG ACETONE 500ML, 101405, DAVID CRAIG ACETONE 100ML
Proper shipping name	ACETONE
Chemical formula	CH3COCH3
Other means of identification	Not Available
CAS number	67-64-1

Relevant identified uses of the substance or mixture and uses advised against

Relevant identified uses

Solvent for fats, oils, waxes, resins, rubber, plastics, lacquers. Used in manufacture of methyl isobutyl ketone, methyl isobutyl ketone, acetone, diacetone alcohol, isoprene. Used in solvent extraction processes. Solvent in the manufacture of explosives and rayon. Component of adhesives, glues, cleaning solvents, lacquer thinners, nail polish, paint removers. Storing acetylene gas (takes up about 24 times its volume of the gas). Purifying paraffin and biomedical hardening and dehydrating tissues. Minor food additive, permitted in USA.

Details of the manufacturer or supplier of the safety data sheet

Registered company name	Product review by Chemwatch
Address	Australia
Telephone	Not Available
Fax	Not Available
Website	Not Available

2.1.4.2 Search by Chemwatch Number (CW No.)

The following steps show how to use advanced search to look up material by CW No. (Chemwatch Number). A Chemwatch number is a unique identifier (ID) that is assigned to a specific chemical substance in the Chemwatch database. This type of chemical substance identifier helps users to find information about the chemical, locate SDS, CAS numbers and many more.

Steps: Search for a Material by CW No. (Chemwatch Number)

The screenshot shows the Chemwatch Advanced Search interface. On the left, there's a sidebar with filters for 'All materials for beehiveedric', 'Global Sites' (Australia, Canada, Ireland, Singapore, UK, United States), and 'Language' (English). The main search area has a 'Full' link selected, a search bar with '1090' entered, and a magnifying glass icon. The search results table lists materials with columns for Material Name, CW No., Vendor, Country, Lang., CAS No., and Issue Date. The first row is 'acetone' with CW No. 1090, Vendor 'Chemwatch', Country 'AUS', and Issue Date '23/12/2022'. On the right, there's a panel with filters like 'Grouping by CW No', 'Exact match sort', 'Classification available', 'Chemwatch 1', 'Vendor 1437', and 'Countries' (United States of America, United Kingdom of Great Britain and Northern Ireland, Ireland, Australia, Canada).

1. Open **Home** module
2. Click on the **Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name** drop down arrow.
5. Select **CW No** from the menu.
6. Type the **Chemwatch number** in the search text field, e.g., 1090.
7. Click on **magnifying glass** to conduct the search.

Applying the filters on the side panel will refresh the material search results to reflect the records based on the filter conditions set.

SDS Viewer

The screenshot shows the Chemwatch SDS Viewer interface. On the left, there's a sidebar with filters for 'All materials for beehiveedric', 'Global Sites' (Australia, Canada, Ireland, Singapore, UK, United States), and 'Language' (English). The main search area has a search bar with '1090' entered. The SDS document view for 'acetone' is displayed, showing sections like 'Product Identifier', 'Relevant identified uses', and 'Details of the manufacturer or supplier of the safety data sheet'. The 'Product Identifier' section includes 'Product name' (acetone), 'Synonyms' (C3-H6-O, CH3COCH3, propanone, pyroacetic acid, pyroacetic ether, 2-propanone, beta-ketopropane, methyl ketone, propan-2-one, dimethyl ketone, ketone, dimethyl ketone propane, dimethyl formaldehyde, RF Services, RCRA Waste No. U002, EM000739, APS RETL00020006 UCH00002546 RDEH06009000, SPOL00000585 AR00000005 UL00000007 M&B00004946, Ashland Acetone ECO Mobil 878033 971934 J T Baker Chem-Supply, Product code: 11831, 101404: DAVID CRAIG ACETONE 500ML, 101405: DAVID CRAIG ACETONE 100ML), 'Proper shipping name' (ACETONE), 'Chemical formula' (CH3COCH3), and 'Other means of identification' (Not Available). The 'Relevant identified uses' section includes 'Relevant identified uses' (Solvent for fats, oils, waxes, resins, rubber, plastics, lacquers. Used in manufacture of methyl isobutyl ketone, methyl oxide, acetic acid, diacetone alcohol, isoprene. Used in solvent extraction processes. Solvent in the manufacture of explosives and rayon. Component of adhesives, glues, cleaning solvents, lacquer thinners, nail polish, paint removers. Strong acetylene gas (takes up about 24 times its volume of the gas). Purifying paraffin and biomedical hardening and dehydrating tissues. Minor food additive, permitted in USA).

2.1.4.3 Search by CAS No (Ingredient In)

The following steps show how to use the advanced search to look up material by CAS No (Ingredient In).

Steps: Search for a Material by CAS No (Ingredient In)

The screenshot displays the Chemwatch software interface. On the left, the 'Simple' tab is selected, and the 'Full' link is highlighted. The search criteria are set to 'CAS No (Ingredient In)' with the value '108-88-3'. The search results are filtered by 'Australia' and 'English'. The main table lists materials with columns for Material Name, CW No, Vendor, Country, Lang, CAS No, and Issue Date. The right sidebar shows filters for 'Vendor' (3M 157), 'Country' (Australia 4154), and 'Language' (English 11).

1. Open **Home** module .
2. Click on the **Advanced** tab.
3. Select **Full** link to designate the search path.
4. Click the **Name** drop down arrow.
5. Select **CAS No (Ingredient In)** from the menu.
6. Type the **CAS number** in the search text field, e.g., 108-88-3.
7. Click on magnifying glass  to conduct the search.
8. Click the respective vendor checkbox to filter by that specific manufacturer.

9. Select the **Vendor** checkbox for **classification** available.
10. Select the **Vendor** checkbox for a specific manufacturer/supplier.
11. Use the **Country** filter on the side panel to select a specific country and/or language.
12. Click the **material name** to display the respective SDS.

Applying the filters on the side panel will refresh the material search results to reflect the records based on the filter conditions set to display available vendor SDS. In this worked example, we have the following filters.

- Vendor = 3M
- Countries = Australia
- Languages = English

☐	Material Name		CW No	Vendor	Country	Lang...	CAS No	Issue Date	☐ Grouping by CW No ☐ Exact match sort <i>Classification available</i> ☐ Chemwatch 0 ☒ Vendor 151 ☒ VGD 151 ☒ No Data 0
☐	3M™ Hi-Tack Spray Adhesive 76		70168	3M	AUS	EN	Not Applicable	18/04/2021	Vendors ☐ PPG Industries Australia Pty. Ltd. ASC - Australia 1267 ☐ DuluxGroup 205 ☐ Axalta Coating Systems 157 ☒ 3M 151 ☐ HiChem Industries 127 Show More
☐	3M™ Edge Sealer 3950		5216-31	3M	AUS	EN	Not Applicable	21/09/2021	
☐	3M™ Super 77 Classic Spray Adhesive		39692	3M	AUS	EN	Not Applicable	13/10/2021	
☐	3M™ Edge Sealer 3950		5216-31	3M	AUS	EN	Not Applicable	18/11/2016	
☐	3M Scotchkote Electrical Coating		7089-88	3M	AUS	EN	Not Applicable	18/11/2016	
☐	3M Scotchkote Electrical Coating		7089-88	3M	AUS	EN	Not Applicable	28/02/2011	
☐	3M ADHESION PROMOTER 4298		5792384	3M	AUS	EN	Not Applicable	21/03/2022	
☐	3M™ Scotch-Weld™ Neoprene High Perf...		4523268	3M	AUS	EN	Not Applicable	18/11/2016	
☐	3M™ Industrial Plastic Adhesive 4475		41-4616	3M	AUS	EN	Not Applicable	18/04/2021	
☐	3M(TM) Rubber & Vinyl 80 Spray Adhesive		3299692	3M	AUS	EN	Not Applicable	22/09/2021	
☐	3M(TM) Rubber & Vinyl 80 Spray Adhesive		3299692	3M	AUS	EN	Not Applicable	30/03/2021	Countries ☐ United States of America 946 ☐ United Kingdom of Great Britain and Northern Ireland 271 ☒ Australia 151 Clear filters
☐	3M 8882 High Gel Reenterable Encapsul...		02-0275	3M	AUS	EN	Not Applicable	19/07/2016	
☐	3M CHASSIS BLACK		31-1591	3M	AUS	EN	Not Applicable	03/02/2010	
☐	K&H RAPID DRY ENAMEL PAINT SILVE...		31-4868	3M	AUS	EN	Not Applicable	05/07/2010	
☐	3M ACRYLIC CLEAR		22-7932	3M	AUS	EN	Not Applicable	29/01/2010	
☐	3M ACRYLIC BUMPER BLACK (AEROSOL)		22-7931	3M	AUS	EN	Not Applicable	29/01/2010	
☐	3M ACRYLIC MIDNIGHT BLUE		22-7938	3M	AUS	EN	Not Applicable	03/02/2010	
☐	255g Bodytech All Purpose Spray Enamel		6584-51	3M	AUS	EN	Not Applicable	01/06/2005	

Simple **Advanced** Query Builder

Full Own Clear

CAS No (ingredient in) ▼ **100-88-3** Q

Australia X English X

Search for a folder... Q Expand Collapse

▶ All materials for beehiveevidic

- Global Sites
- Australia
- Canada
- Ireland
- Singapore
- UK
- United States

New Folder Recycle Bin

Back Copy
60893d7d-5de1-916f-91c6-1dd513781c0a
3 / 18
110%
+
-
Q
Q

1



2



3



does not apply as this product is sold in sealed, self-pressurized containers with nozzles designed to prevent formation of a stream during usage. May displace oxygen and cause rapid suffocation.

2.4. Other hazards which do not result in classification
Causes mild skin irritation. Causes eye irritation. Toxic to aquatic life.

SECTION 3: Composition/information on ingredients

This material is a mixture.

Ingredient	CAS Nbr	% by Weight
Dimethyl ether	115-10-6	35 - 45
Methyl acetate	79-20-9	20 - 30
Bicyclo[3.1.1]Hept-2-En-2,6,6-Trimethyl-Polymer With 6,6-Dimethyl-2-Methylenebicyclo[3.1.1]Heptane	31393-98-3	< 15
Cyclohexane	110-82-7	7 - 13
Non-hazardous components	Trade Secret	1 - 10
1,1-Difluoroethane	75-37-6	1 - 5
Hydrocarbon copolymer	Trade Secret	< 5
Hydrocarbon resin	Trade Secret	< 5
Light Petroleum Distillates	64742-47-3	0.5 - 1.5
Petroleum naphtha	64742-48-9	0.5 - 1.5
Toluene	108-88-3	< 1

SECTION 4: First aid measures

4.1. Description of first aid measures

Inhalation
Remove person to fresh air. Get medical attention.

Skin contact
Wash with soap and water. If signs/symptoms develop, get medical attention.

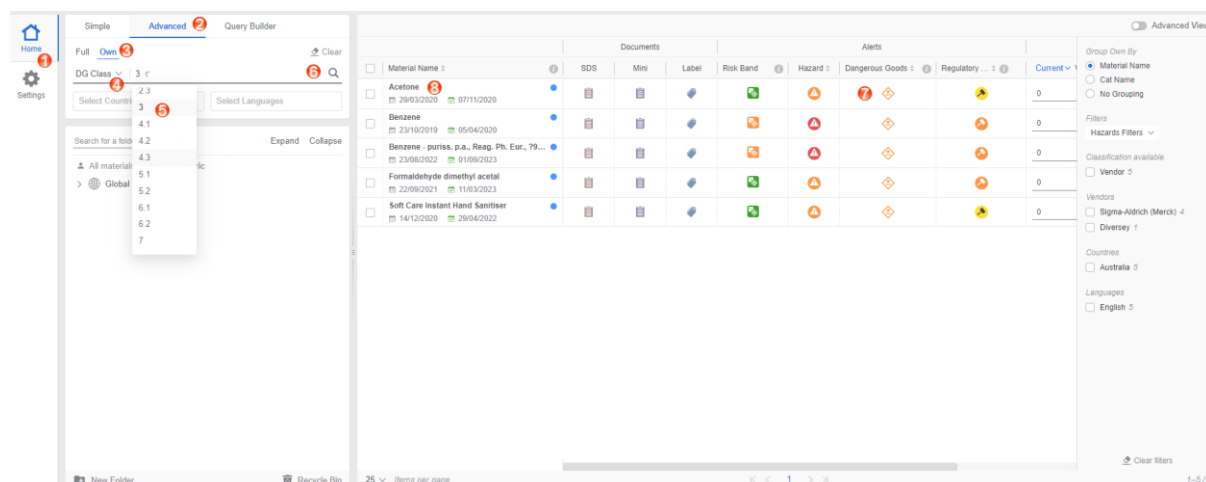
Eye contact

Dangerous goods are substances; including mixtures, solutions, and articles that when transported pose a risk to health, safety, property, or the environment. Specific dangerous goods that pose risks even when they are not transported are known as hazardous materials.

DG Class	Class Name	Divisions and Description
Class 1	Explosives	Division 1.1: Substances and articles which have a mass explosion hazard. Division 1.2: Substances and articles which have a projection hazard but not a mass explosion hazard. Division 1.3: Substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard. Division 1.4: Substances and articles which present no significant hazard. Division 1.5: Very insensitive substances which have a mass explosion hazard. Division 1.6: Extremely insensitive articles which do not have a mass explosion hazard.
Class 2	Gases	Division 2.1: Flammable gases. Division 2.2: Non-flammable, non-toxic gases. Division 2.3: Toxic gases.
Class 3	Flammable Liquids	There are no divisions for this DG Class. Vapours from these liquids can ignite in air on contact with a source of ignition. (e.g., petrol, kerosene).
Class 4	Flammable Solids; Substances Liable to Spontaneous Combustion; Substances which, on contact with water, emit flammable gases	Division 4.1: Flammable solids, self-reactive substances, and solid desensitized explosives. Division 4.2: Substances liable to spontaneous combustion. Division 4.3: Substances that when are in contact with water emit flammable gases.
Class 5	Oxidising Substances and Organic Peroxides	Division 5.1: Oxidizing substances. Division 5.2: Organic peroxides.
Class 6	Toxic and Infectious Substances	Division 6.1: Toxic substances. Division 6.2: Infectious substances.
Class 7	Radioactive Material	There are no divisions for this DG Class. Materials or combinations of materials that emit harmful radiation (e.g., uranium, radium).
Class 8	Corrosive Substances	There are no divisions for this DG Class. Solids or liquids that can damage living tissue and may react with many other materials. (e.g., hydrochloric acid, caustic soda).
Class 9	Miscellaneous Dangerous Substances and Articles	There are no divisions for this DG Class. Substances and articles that present a danger and not covered by other classes. (e.g., dry ice, asbestos).

The steps below show how to use Advanced search to look up material by a specific dangerous goods class.

Steps: Search for Material by DG Class

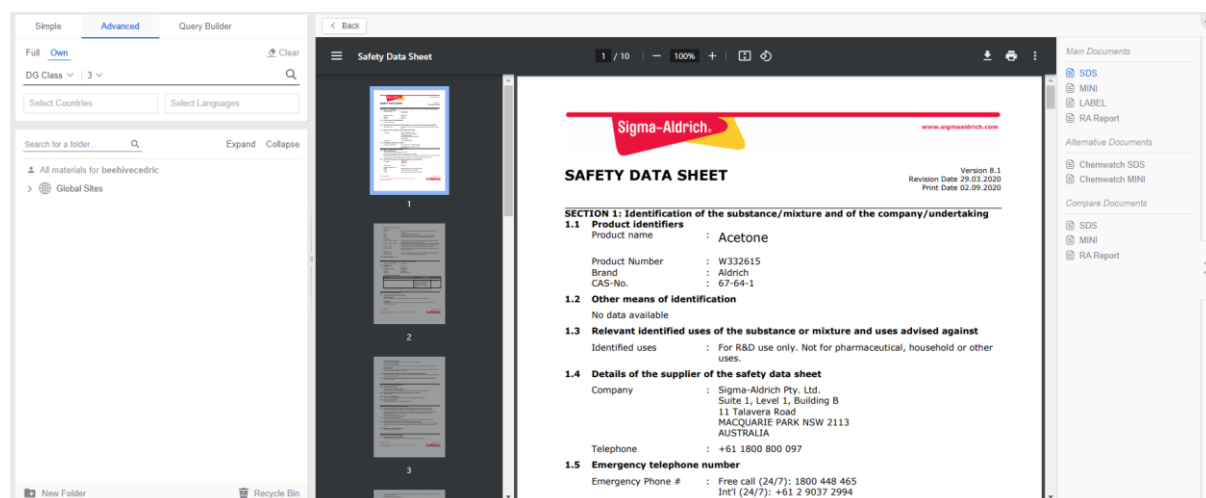


1. Open **Home** module.
2. Click on the **Advanced** tab.
3. Select **Own** link to designate the search path from your own inventory list.
4. Click the **Name drop down** arrow.
5. Select **DG Class** option from the menu and click on dangerous goods class number e.g., 3 for flammable liquids.
6. Click on **magnifying glass** to conduct the search.

7. Note that the dangerous good diamond for flammable liquids alongside the material from your own search results list.
8. Click the **material name** to display the respective SDS.

Applying the filters on the side panel will refresh the material search results to reflect the records based on the filter conditions set to display available vendor SDS. In this worked example, we have the following filters.

Vendor SDS View



2.2 Create a Folder Structure

This sub-topic will cover the following activities:

- Folder types and properties
- Create an area folder
- Create a subfolder as a storage folder
- Add a new folder
- Edit folders



The primary purpose of creating a folder structure is to have a digital site map based “custom library” of folders of all the sites and storage of chemicals located at the workplace. This custom library is an inventory of materials and SDS in the respective folders representing the actual areas, sections, and the locations where users of chemicals store them at the workplace. Folders may be created a global level or at the local level.

Global Folder Property	Local Folder Property
• Region  • Country  • State  • Site 	• Area  • Section/Building  • Room/Location  • Store/Storage 

The following sections delve into how to create a folder structure that encompasses a global outlook and a localised site map.

2.2.1 Folder Types and Properties

Folder management in the Backpack system’s hierarchical folder structure may involve best practices in organizing a systematic way to enhance ease of navigation and accessibility, especially when managing a huge folder structure such as global sites in various regions, countries, and states where big organisations or global businesses operate. The key objective is to consider the system’s folder properties and options available to accurately have a logical organisation of folders for the ease of retrieval of data and avoiding too many nested subfolders.

The table below provides a summary of the folder types, icons, and short use descriptions.

Folder Properties

* Folder Name: Global Sites

* Folder Type: Region

Store materials: Folder

Change folder type for all subfolders: Cabinet

Shared to the World: Cabinet Regulated

Countries: Explosive Magazine

Languages: Freezer

Fume Hood

Laboratory

Laminar Flow Cabinet

Mixing Vessel - Closed

Mixing Vessel - Open

☐ Replace country and language for all subfolders

Folder	Folder Type	Use
	Folder	General folder
	Administrator folder	Administrative folder
	Green folders	Storage folder
	Grey folders	Administrative folders
	Red folders	Waste
	Recycle Bin folder	Archive folder for deleted material or folders

Folder User Permissions

Folder permissions refer to a set of rules based on access rights and attributes what determine what actions users or groups can perform on a specific folder within the system. These permissions control activities such as viewing, editing, creating, deleting, moving, or even blocking access or hiding certain folders.

Users can be assigned to any of the four main types of folder permissions:

- Deny
- Not defined
- Read
- Read-write!

The table below provides summary descriptions of folder permissions with respect to the type of access end users may have to be able to view or edit materials in folders.

Permission	Description	User Interface Attribute	Folder View
Deny 	Directories/folder content cannot be accessed by users.	A message displays “to contact the administrator”.	 Access denied
Not Defined 	Directories/folder will not be visible to user.	Folder assigned this type of permission will be hidden from user.	 Hidden
Read 	Directories/folder content can be accessed by user but cannot add or copy or move or remove (delete) folders or materials.	User can view folder content (register of materials) but cannot edit content.	 View
Read-write 	User can be copy, move, remove (delete) folders, materials and edit material quantities.	User can view folder content (register of materials) and edit content (folders, materials, and quantities).	 View and edit

Folder Types

When creating folders, there are folder types that can be selected for specific conditional properties.

- General folder
- Administrative folder
- Storage folder
- Empty or Recycle bin folder

Folder Icon	Folder Colour	Folder Type	Conditions
	Orange	Generic folder	General folder.
	Blue	Administrator folder	Materials are allowed to be stored in this type of folder, users with edit rights will be able to store materials in this folder and when this occurs, it will turn into a green folder
	Green	Storage folder	Materials are allowed to be stored in this type of folder. Users with edit rights will be able to store materials in this folder.
	Grey	Empty	An empty folder will be color coded grey, regardless of the location on the tree. Removal of all materials from a folder will make the folder grey, depicting it as an empty folder.
	Grey	Recycle bin	Archive of deleted folders or materials. Users can access delete items and restore any deleted records.

2.2.2 Create an Area Folder

The following steps show how to create a localised folder, e.g., Area folder.

Steps: How to Create a Localised Folder

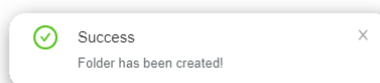
1. Open **Home** module .
2. Click the **New Folder** button located on the bottom left corner of the folder panel to create a folder, e.g., Area designated folder.
3. Type the **Name of your folder**, e.g., Area.
4. Click on the **Folder Type** drop down arrow to list the types of folders.
5. Scroll down the list to select the **folder type**, e.g., Area .
6. Store materials checkbox is checked by default to allow the storing of materials. If materials are not allowed to be stored at the area level, uncheck the box.

Optional - Select the country applicable for the folder to associated material SDS.

Optional - Select the language applicable to associate material SDS.

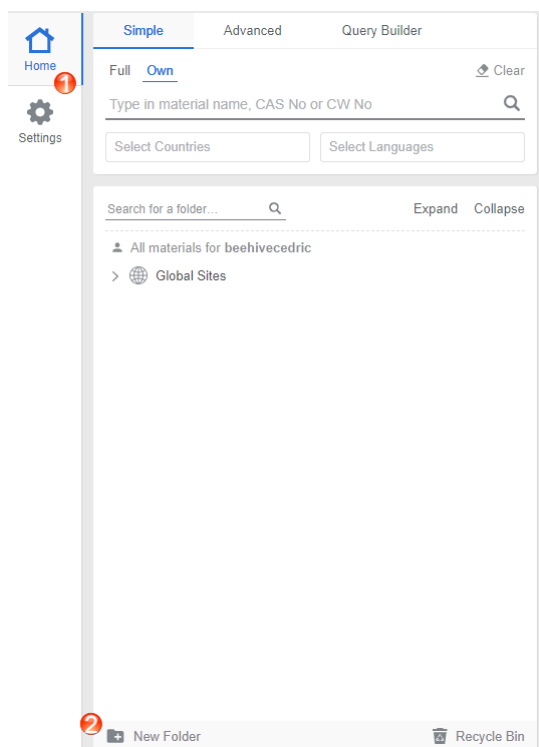
7. Click the **Create** button.

A message confirms the newly created Area folder.

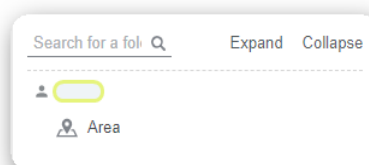


Other optional folder properties include:

- Applying the current folder properties to this new folder to be created
- Copying country and language for all subfolders
- Replacing country and language for all subfolders



Use the radio buttons to mark  respective option of interest to apply those attributes to subfolders.



 If a user does not have the edit rights permission to create folders, consult with the administrator of the system within your business or organisation to grant the respective folder permission (Read-write).

2.2.2.1 Create a Subfolder

The following steps illustrate the steps on how to create a section, e.g., Building as a subfolder to the Area folder .

Permission	Folder Type	Attribute	Folder Tree Node (s)
Read-write 		User can create folder nodes within the tree if granted edit rights to folder management.	 View and edit

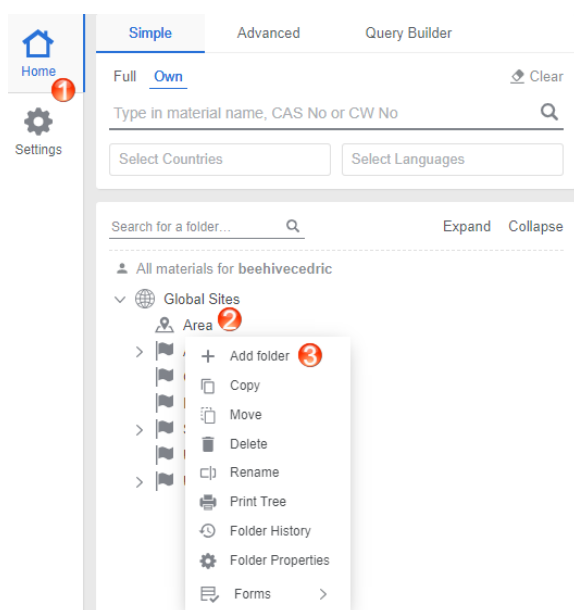
Consider the following folder nodes levels below before adding a subfolder folder.

Designated icon	Folder Type	Attribute	Folder Tree Node (s)
	Area	The area node can be set as a parent folder.	 Level 1
	Section	The section node can be set as a subsidiary (child) folder under the area node. This node can be designated as a building.	 Level 2

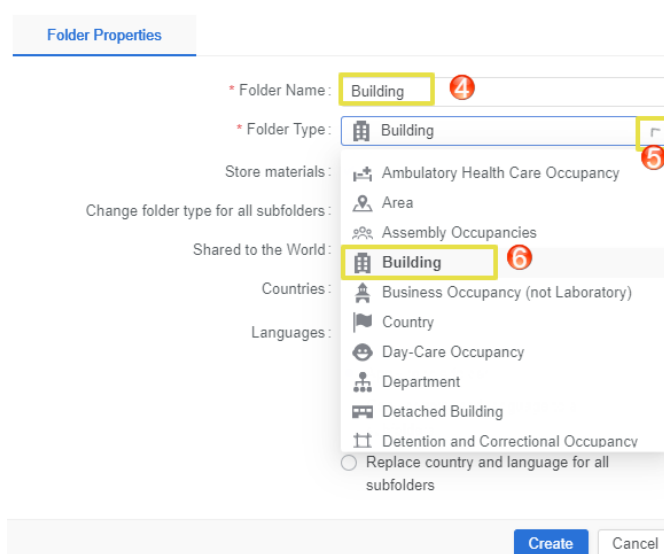
The steps below illustrate how to add a subfolder.

Steps: How to Create a Subfolder

1. Open **Home** module .
2. **Right click** on the Area folder.
3. Select the **Add Folder** option from the context menu.



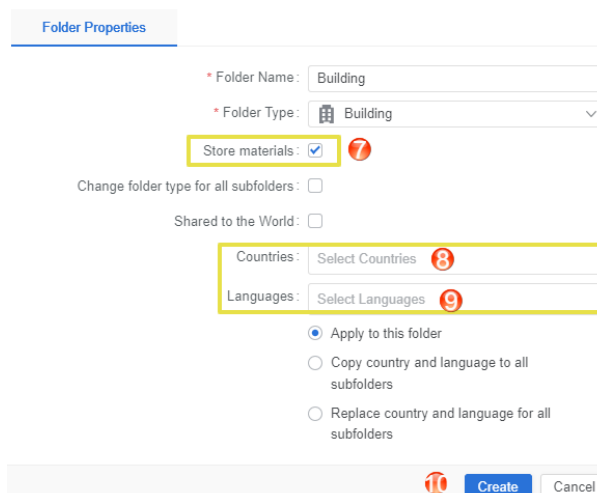
4. Type the **Name** of your folder, e.g., Building.
5. Click on the **Folder Type** drop down arrow to list the types of folders.
6. Scroll down the list to select the appropriate **type of folder**, e.g., Building .
7. **Store materials** checkbox is checked by default to allow the storing of materials. If materials are not allowed to be stored at the building level, uncheck the box.



The screenshot shows the 'Folder Properties' dialog box. It has several fields and options:

- * Folder Name: Building (highlighted with a yellow box and red circle 4)
- * Folder Type: Building (highlighted with a yellow box and red circle 5)
- Store materials: ☒ (highlighted with a yellow box and red circle 7)
- Change folder type for all subfolders: ☐
- Shared to the World: ☐
- Countries: Business Occupancy (not Laboratory) (highlighted with a yellow box and red circle 8)
- Languages: Country (highlighted with a yellow box and red circle 9)
- At the bottom, there are 'Create' and 'Cancel' buttons.

8. Select the country applicable for the folder to associated material SDS.
9. Select the language applicable to associate material SDS.
10. Click the create button.



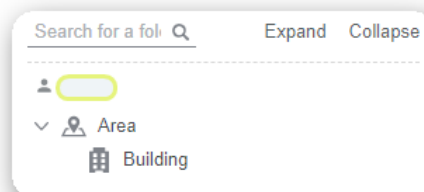
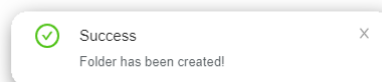
This screenshot shows the 'Folder Properties' dialog box with the 'Store materials' checkbox checked. The 'Countries' and 'Languages' fields are highlighted with yellow boxes and red circles 8 and 9 respectively. The 'Create' button is highlighted with a red circle 10.

Other optional folder properties include:

- Applying the current folder properties to this new folder to be created
- Copying country and language for all subfolders
- Replacing country and language for all subfolders

Use the radio buttons to mark  respective option of interest to apply those attributes to subfolders.

A message confirms the newly created folder.



2.2.2.1.1 Create a Storage Folder

A user that has been granted read-write permission to the folder structure or specific location folder will be able to create (add/edit) new folders or add subfolders to existing folders.

Permission	Attribute	Folder Tree Node (s)
Read-write 	User can create folder nodes within the tree if granted edit rights to folder management.	 View and edit

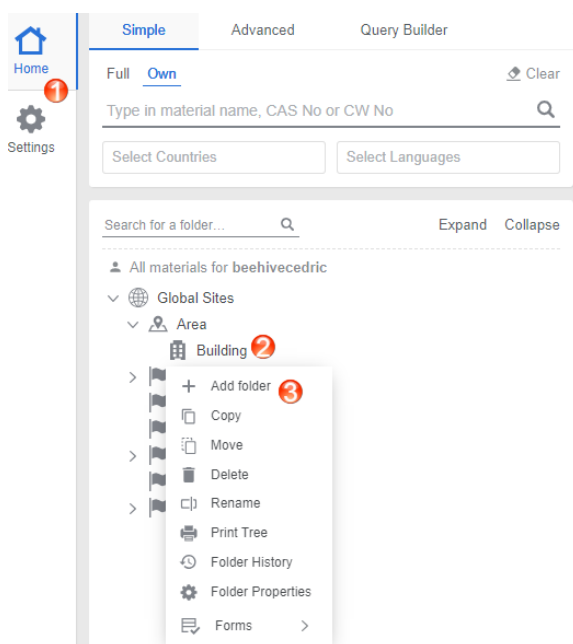
Consider the following folder levels below before adding a sub-folder folder. Users can create sub-folders up to the n^{th} level.

Designated icon	Folder Type	Attribute	Folder Tree Node (s)
	Area	The area node can be set as a parent folder.	 Level 1
	Section	The section node can be set as a subsidiary (child) folder under the area node. This node can be designated as a building.	 Level 2
	Storage	The location node can be set as a storage folder (child) under the section (building) node. This node can be designated as storage folder.	 Level 3

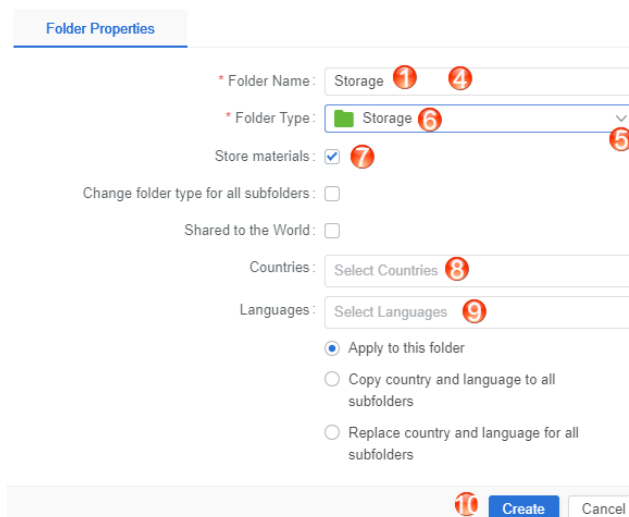
The steps show how to create a storage folder as a subfolder to the section folder to be a level 3  node.

Steps: How to Add a Subsidiary Folder to a Building Folder

1. Open **Home** module .
2. **Right click** on the Building folder.
3. Select the **Add** folder option from the context menu.



4. Type the **Name** of your folder, e.g., Storage.
5. Click on the **Folder Type** drop down arrow to list the types of folders.
6. Scroll down the list to select the **Storage** folder (green), e.g., Storage .
7. **Store materials** checkbox is checked by default to allow the storing of materials. If materials are not allowed to be stored at the building level, uncheck the box.
8. Select the **Country** applicable for the folder to associated material SDS.
9. Select the **Language** applicable to associate material SDS.

The 'Folder Properties' dialog box is shown. It has fields for 'Folder Name' (containing 'Storage') and 'Folder Type' (a dropdown menu showing 'Storage'). There are checkboxes for 'Store materials' (checked), 'Change folder type for all subfolders' (unchecked), and 'Shared to the World' (unchecked). There are also dropdowns for 'Countries' and 'Languages'. At the bottom, there are radio buttons for 'Apply to this folder' (selected), 'Copy country and language to all subfolders', and 'Replace country and language for all subfolders'. A 'Create' button and a 'Cancel' button are at the bottom right.

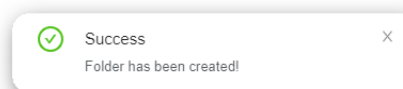
10. Click the **Create** button.

Other optional folder properties include:

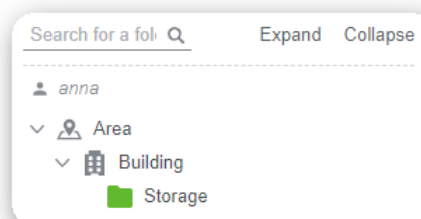
- Applying the current folder properties to this new folder to be created
- Copying country and language for all subfolders
- Replacing country and language for all subfolders

Use the radio buttons to mark  respective option of interest to apply those attributes to subfolders.

A message confirms the newly created folder.



View created folder within the folder panel.



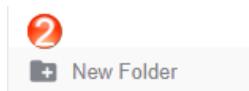
2.2.3 Add a New Folder

New Folder	Task Attribute	Folder Node Action
Create 	User can create (add) a new folder as a parent node  . All newly created folders will default to empty folders.	 Add new folder

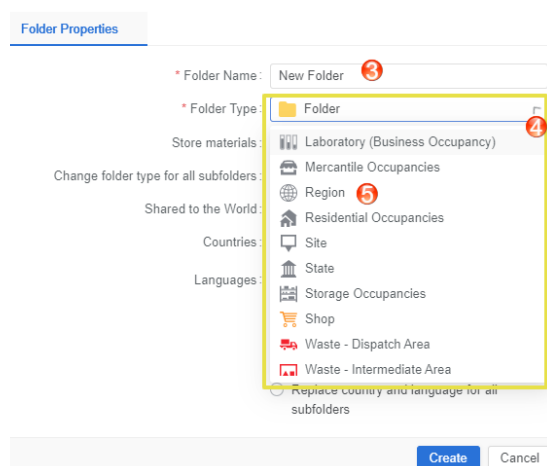
The following steps show how to create a new folder. This new folder will be assigned global and localised folder properties.

Steps: How to Create a New Folder and Set Folder Type

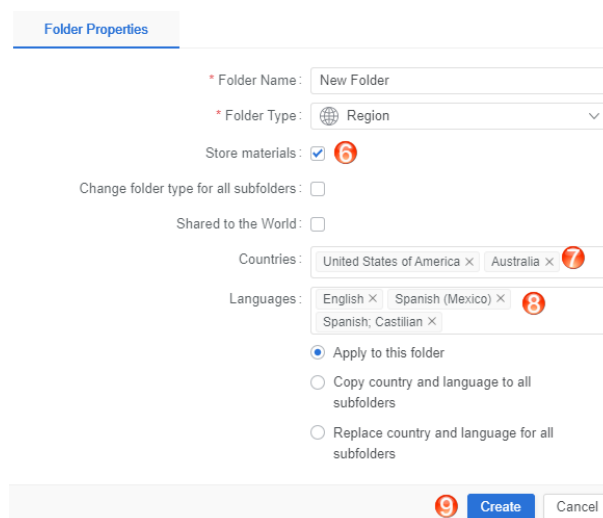
1. Open **Home** module .
2. Click the **New folder** button at the bottom left corner of the folder panel.



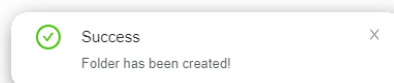
3. Type the **Name** of your folder.
4. Click on the **Folder Type** drop down arrow.
5. Scroll down the list to select the **folder type**.

A screenshot of the 'Folder Properties' dialog box. The 'Folder Name' field contains 'New Folder'. The 'Folder Type' dropdown menu is open, showing a list of options: Folder, Laboratory (Business Occupancy), Mercantile Occupancies, Region, Residential Occupancies, Site, State, Storage Occupancies, Shop, Waste - Dispatch Area, and Waste - Intermediate Area. The 'Region' option is highlighted with a red circle. The 'Create' button is at the bottom right.

6. Uncheck the **Store Materials** checkbox if no materials are to be stored at that node level.
7. Select the **Country** applicable for the folder to associated material SDS.
8. Select the **Language** applicable to associate material SDS.
9. Click the **Create** button.

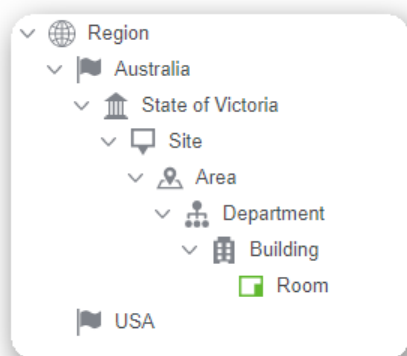
A screenshot of the 'Folder Properties' dialog box. The 'Folder Name' field contains 'New Folder'. The 'Folder Type' dropdown menu is set to 'Region'. The 'Store materials' checkbox is checked. The 'Change folder type for all subfolders' checkbox is unchecked. The 'Shared to the World' checkbox is unchecked. The 'Countries' field contains 'United States of America' and 'Australia'. The 'Languages' field contains 'English', 'Spanish (Mexico)', and 'Spanish; Castilian'. The 'Apply to this folder' radio button is selected. The 'Create' button is at the bottom right.

On the top right corner of the user interface, a message confirms the newly created folder.



The newly created folder as an area folder can house multiple nested subfolders as illustrated below. This is an example for companies or organisations that operate globally but have

multiple regions, countries, sites, departments, building and storages of chemicals across their portfolio of chemicals management regarding health and safety at the workplace.



2.2.4 Edit Folders

This sub-topic covers the following activities:

- [Move a folder into another folder](#)
- [Rename a folder](#)
- [Delete a folder](#)
- [Restore a deleted folder](#)
- [Edit folder properties](#)



Editing folders typically involves modifying various attributes or properties associated with them within a file management system or software application. Here are some common aspects of editing folders:

[Renaming folders:](#)

Users can change the name of a folder to better reflect its contents or purpose. This helps in organising and categorising files effectively.

[Moving or reorganizing folders:](#)

Folders can be moved within the directory structure to rearrange the hierarchy or to better fit the overall organisational scheme. This ensures that folders are logically grouped and easily accessible.

[Changing folder permissions:](#)

Administrators or users with appropriate privileges can adjust the permissions assigned to a folder, determining who can access, modify, or delete its contents.

Adding or removing subfolders:

Users may create new subfolders within existing folders to further organise them. Conversely, they can also delete unnecessary subfolders to simplify the folder structure or to update and match existing sites or storage locations on the ground to reflect those changes in the digital custom library.

Customising folder properties:

Depending on the folder management attributes, users might have the option to customise various properties of a folder, such as its icon and color-coding for easier identification and differentiation.

Setting folder attributes:

The administrator can allow specific users to set attributes for folders, such as read-only status, which can affect how other users access folders.

Overall, editing folders is essential for maintaining an organised and efficient folder management system, ensuring that data content is stored in a way that facilitates easy retrieval and collaboration while adhering to security and access control policies.

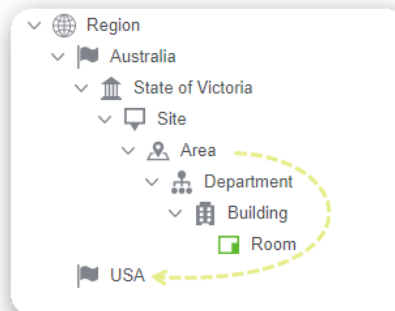
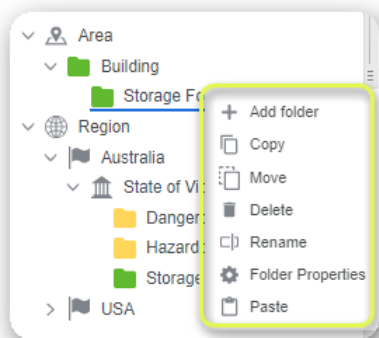
Users who have been granted read-write folder permission will be able to edit folders.

Permission	User Interface Attribute	Folder Node Edit
Read-write 	User can view folder content (register of material inventory) and edit content (folders, materials, volume/weight, part numbers, preferred names, etc.)	 View and Edit

Folder Edit Functions

The folder edit menu contains specific edit options that enable users to use the right click functions.

Right Click Edit Options	Move Folder by Drag and Drop
• Add folders • Delete existing folders • Rename existing folders • Update folder properties!	• Move folders by drag and drop – select and drag source folder to the destination folder location.

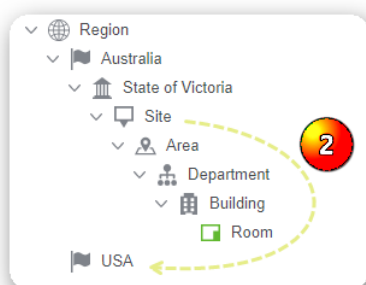


2.2.4.1 Move a Folder into Another

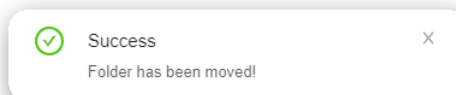
The following steps attempt to show how to move one folder into another.

Steps: Move a Folder to Another Location

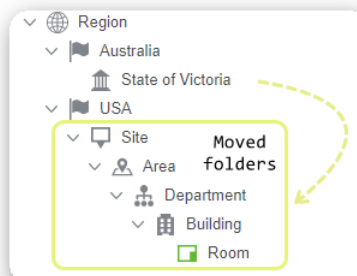
1. Open home module .
2. Drag and drop folder from location source folder to the destination folder.



A message confirms the newly created Area folder.



3. Confirm moved folders in the destination folder by expanding the parent copied folder.

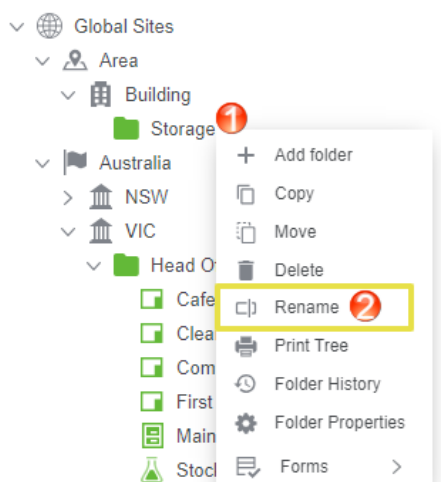


2.2.4.2 Rename a Folder

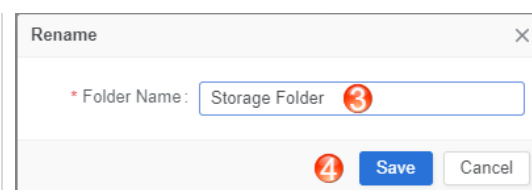
The steps below show how to rename an existing folder.

Steps: How to Rename a Folder

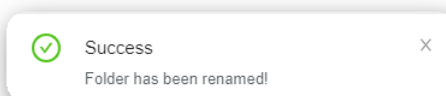
1. Right click on a folder.



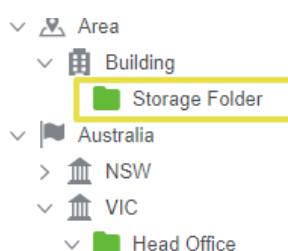
2. Select the **Rename** option from the context menu.
3. Type the **new folder name**.
4. Click the **Save** button .



A message confirms renamed folder.



5. Confirm renamed folder.



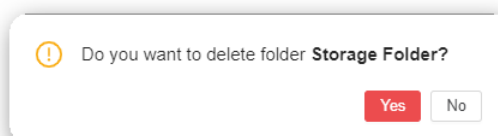
2.2.4.3 Delete a Folder

Folder Edit	Task Attribute	Folder Node Action
Delete	Users can remove (delete) a folder from any node. If a folder is deleted, it is automatically moved from its current location node into the recycle bin.	 Recycle bin

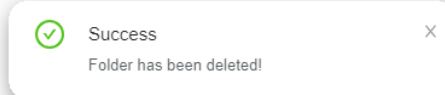
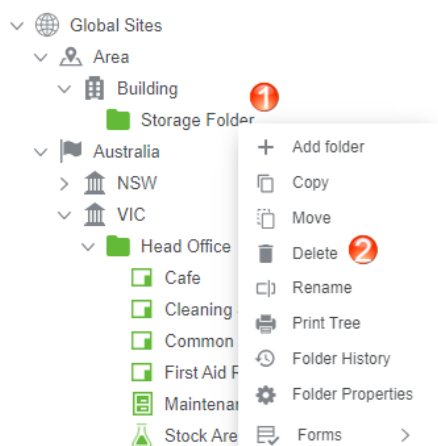
The following steps illustrate how to **delete** a single folder.

Steps: How to Delete a Folder

1. Right click on a folder.
2. Select the **Delete** option from the context menu.
3. Click the **Yes** button to confirm.



A message confirms renamed folder.



- Confirm the date and time stamp of the deleted folder in the recycle bin. Click on the recycle bin to check the records of archived deleted folder for details.

☐ Show Only Locations ☐ Show Only Documents Search...					
☐	Name	Type	Vendor	Date of deletion	Initial Location Path
☐	Storage Folder			27/03/2024	/Global Sites/Area/Building/Storage Folder

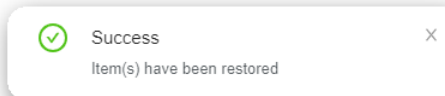
2.2.4.4 Restore a Deleted Folder

The steps below show how to restore a deleted folder.

Steps: How to Restore a Deleted Folder

- Click on the **Recycle Bin** button on the bottom right corner of the folder panel.
- Select the **deleted folder's checkbox** on the grid.
- Click the **Restore** button to confirm action.

A message confirms folder restoration.



- Confirm the original source of the folder has been reinstated.

☐ Show Only Locations ☐ Show Only Documents Search...					
☐	Name	Type	Vendor	Date of deletion	Initial Location Path
☒	Storage Folder			27/03/2024	/Global Sites/Area/Building/Storage Folder
☒	BLEACH		Agar Cleaning Systems	01/09/2023	/Global Sites/Australia/Victoria/Boxhill site/Cl...
☐	Baw Baw Site			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site
☐	Bellbird Park Indoor Centre			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Cabinet Aisle 1			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Rawson Indoor Pool			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Calcium sulfate dihydrate precipitated EMPROVE® ESSENTIAL Ph Eur,BP,E 516		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Carbol-Fuchsin Dye Powder		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Hydrochloric acid		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Methyl thiobuturate		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	N-tert-Butyldimethylsilyl-				

< 1 2 3 > 20 / page

3 Restore Cancel

2.2.5 Add Materials to Folders

This sub-topic will cover the following activities:

- Search and add material into a folder
- Search and copy material into a folder



Chemwatch provides primarily four ways in which materials can be registered (added) into the database.

Type	Required from Requester	Chemwatch Process	Expectation
Inventory Database Registration	Master Product List, Sisot Inventory Product List, Manifest Inventory List can be sent to Chemwatch via email.	Inventory will be registered in accordance with the registration phases.	Registration phases captured through the Chemwatcher module's PTN History and statuses. The PTN completion status depicted final output for all registered materials per PTN.
Manifest Upload	Manifest Inventory List can be sent to Chemwatch via email.	Manifest will be created through the registration phases.	
FTP Upload	The Master Product List, Sisot Inventory Product List, Manifest Inventory List can be uploaded through File Transfer Protocol (FTP).	Inventory will be registered through the registration phases.	
Adding Materials	Users can add materials or products into folders.	This process is considered as a self-registration, where user adds an SDS into a folder.	Users must have read-write permission

Before adding materials into a folder, consider the following roles a user may have.

- Management supervisor role
- Support to supervisor user role

Function	User Profile	Description	Permission
 Management Supervisor Role	Folder Owner with Edit Rights	Folder management	Ability to create and edit folders and folder properties (read-write permission). Ability to add materials/SDS into folders and edit volume/weight of materials.
 Support Role	Folder Access with Edit Rights	Folder inventory management	Ability to add materials/SDS into folders and edit volume/weight of materials.

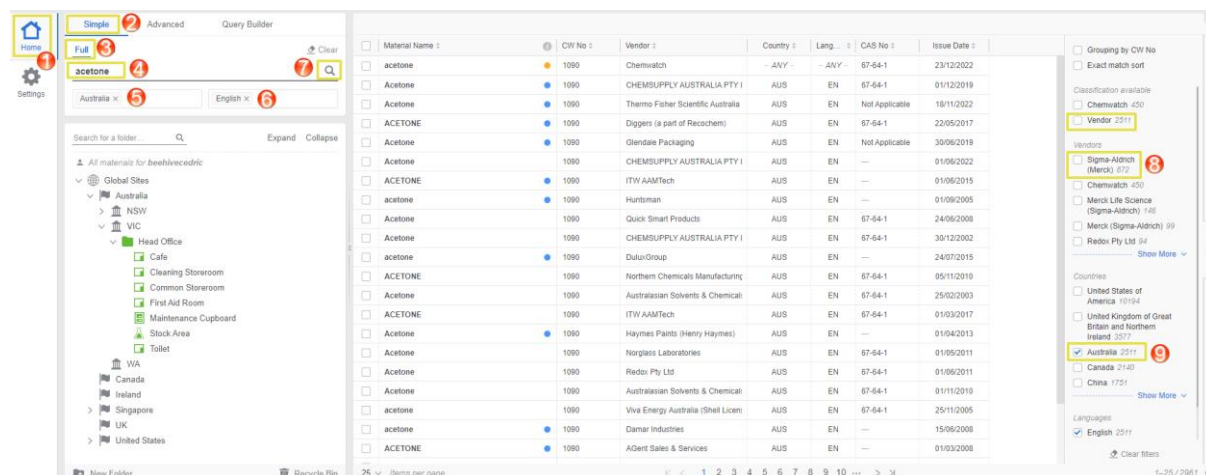
2.2.5.1 Search and Add Materials into Folders

Required from Requester	Chemwatch Process	Expectation
Users can add materials or products into folders after search by drag and drop function.	This process is considered as a self-registration process; where users add SDS by dragging and dropping them into folders.	 Users must have read-write permission.

The following steps illustrate how to search and add materials into a storage folder by using drag and drop function. Adding materials into folders requires users to have read-write permission to those folders.

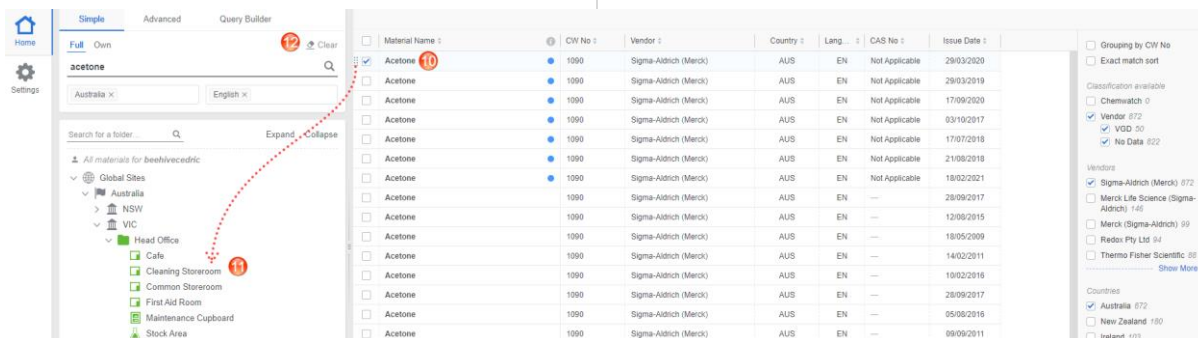
-  If the material or chemical or product is available, a search list result will display, however, if no material is found, the search result will display the message "no records found". In this case, send a request to upload Vendor SDS through the email address below and ensure to attach the latest version of the SDS: msdsuploads@chemwatch.net.

Steps: How to Search and Add Material into a Folder



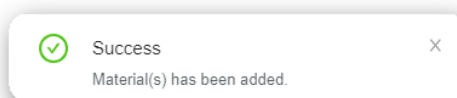
1. Open Home module .
2. Click on Simple tab.
7. Click the magnifying glass  to conduct the search based on the set parameters.

3. Select **Full** link to designate the search path.
4. Type **material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
8. Select **Vendor** checkbox on the side panel to filter the materials list further to specific manufacturer(s), e.g., Sigma Aldrich.
9. **Country checkbox** has already been preselected based on the search parameters set. More countries may be added to further filter by those specific countries.



10. Hover **Drag** and drop document name to a specific folder location, e.g., Storage Folder.
11. Click on the **Folder name** to view record.
12. Press the **Clear** button located on the search panel.

A message confirms the addition of material into folder.



2.2.5.2 Search and Copy Materials into Folder

Required from Requester

Users can add materials or products into folders after search by copy and paste function

Chemwatch Process

This process is considered as a self-registration process; where users add SDS by copying and pasting them into folders.

Expectation

 Users must have read-write permission.

The following activity shows the steps on how to add SDS into a storage folder using the copy and paste function.

Steps: How to Add Material SDS into a Folder by Copy and Paste Function

The screenshot shows the 'Simple' search tab with 'benzene' entered in the search field. The search results are filtered by 'Australia' and 'English'. A list of materials is displayed, all named 'Benzene' and manufactured by 'Sigma-Aldrich (Merck)'. A right-click context menu is open over one of the entries, showing options like 'Copy' and 'Paste'. The right sidebar shows various filters including 'Country' and 'Language'.

1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Full** link to designate the search path.
4. Type **Material name** in the search text field.
5. Click on the **Country** field to set a country.
6. Click on the **Language** field to set a language(s) from the list.
7. Click the **magnifying glass**  to conduct the search based on the set parameters.
8. Select **Vendor** checkbox on the side panel to filter the materials list further to specific manufacturer(s), e.g., Sigma Aldrich.
9. **Country** checkbox has already been preselected based on the search parameters set.
10. **Language** checkbox has already been preselected based on the search parameters set.
11. Select the **checkbox(es)** alongside the **material name(s)** intended to be copied.
12. **Right click** on one of the selected **material names** to copy.
13. Click on the **Copy** option.
14. **Right click** on the **destination folder**.
15. Select **Paste** to add copied material(s) into this folder.

This screenshot shows the same search results as the previous image. A right-click context menu is open over one of the 'Benzene' entries. The 'Paste' option is highlighted, indicating the next step in the process of adding the material to a folder.

A message confirms copied materials into folder.

2.2.6 Copy, Move, Delete Materials

This sub-topic will cover the following activities:

- Copy material into another folder using right click menu
- Move a material from a source folder to another folder
- Delete a material from a folder
- Paste copied material using the right click menu
- Paste material moved from a source folder into a destination folder



In the Backpack system, copying, moving, and deleting materials are fundamental operations in managing materials, data and SDS files. Materials can be distributed across single or multiple folders. This topic covers aspects of how to distribute materials across the folder structure by using the copy, move and delete functions.

Function	Required from User	Chemwatch Process	Expectation
Copy, move, delete materials	Users can copy, move, and delete materials or products in folders.	This process uses the right click function to copy, move, or delete materials.	 Users must have read-write permission

-  If read only permission has been granted to a user, then that type of user will not be able to distribute materials within the specified folders but may be granted rights to certain folders by the domain account administrator. If uncertain of your user profile and permission, contact customerservice@chemwatch.net.

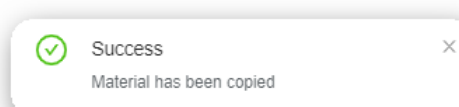
The following sub-topics show how to copy, move, and delete materials.

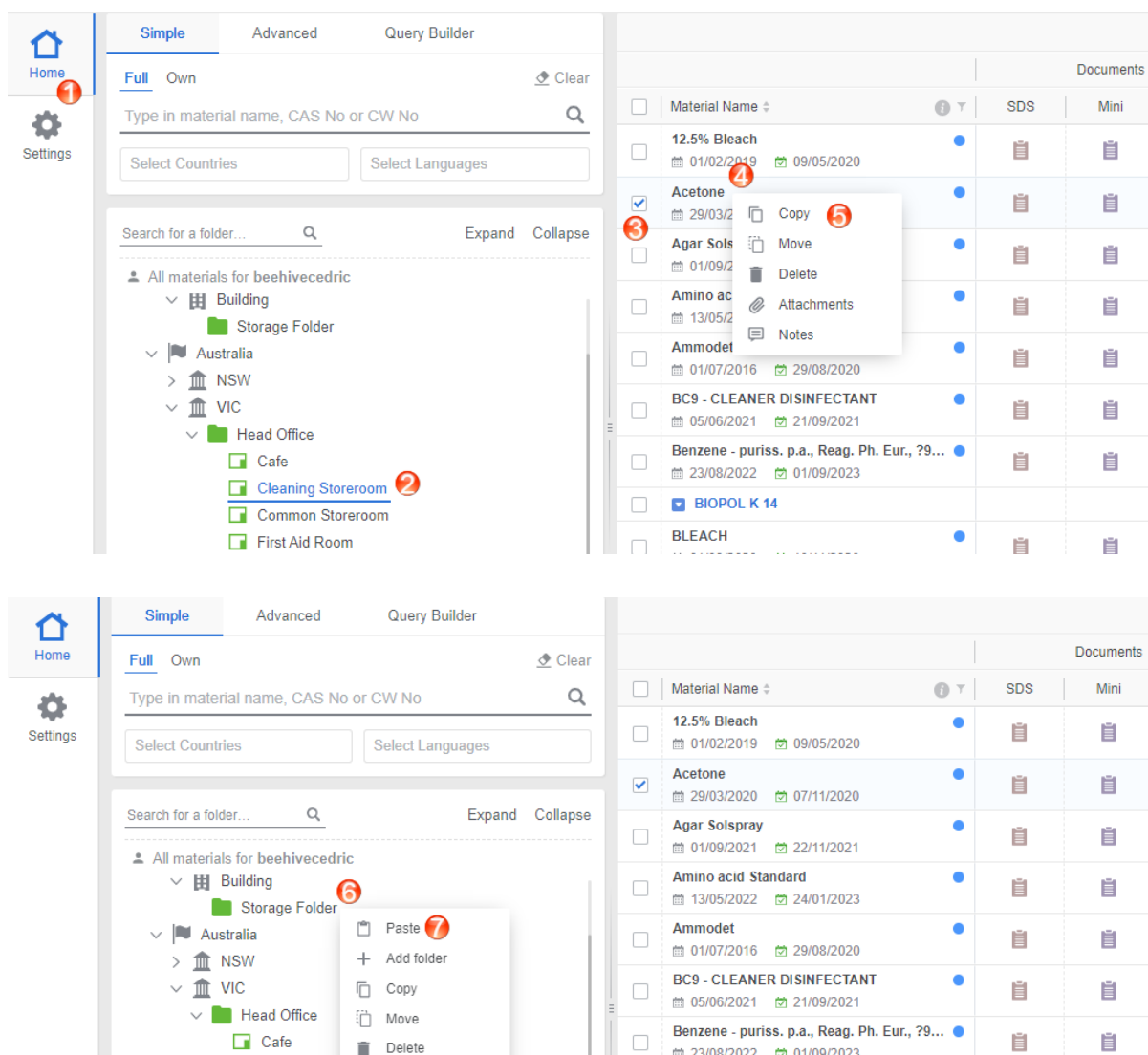
2.2.6.1 Copy a Material into another Folder

The steps below show how to copy a single material from one folder into another folder location.

Steps: How to Copy Material into Another Folder

1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the **Checkbox on material row**.
4. **Right click** on material name.
5. Select **Copy**.
6. **Right click** on destination folder.
A message confirms successful copy.
7. Select **Paste**.
A message confirms successful operation.





2.2.6.2 Move a Material from Source Folder

The steps below show how to move a single material from a source folder into another folder location.

Steps: How to Move a Material from a Source Folder

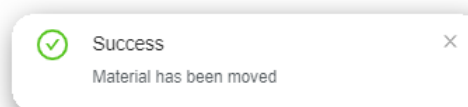
1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the **Checkbox** on material row.
4. **Right click** on material name.
5. Select **Move**.

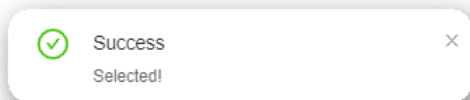
A message confirms successful selection.

6. **Right click** on destination folder.

7. Select **Paste**.

A message confirms successful operation.





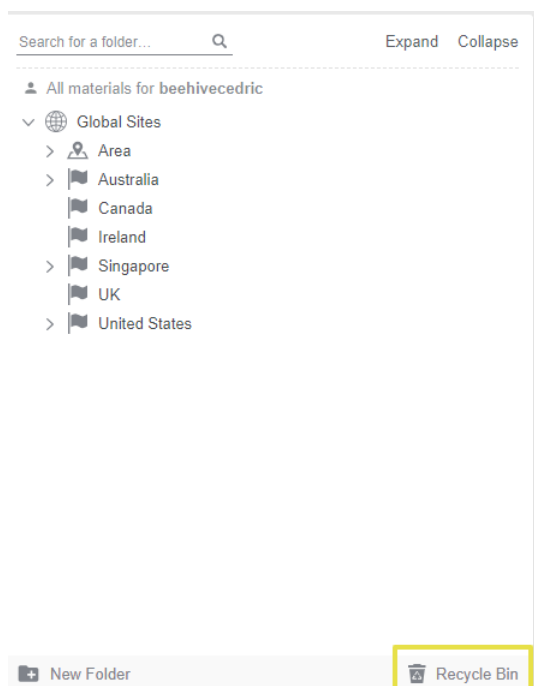
The screenshot shows the Backpack interface. On the left, a folder tree under 'All materials for beehivecedric' includes 'Building', 'Storage Folder', 'Australia', 'NSW', 'VIC', and 'Head Office'. The 'Head Office' folder is expanded, showing 'Cafe', 'Cleaning Storeroom', and 'Common Storeroom'. On the right, a table lists materials with columns for 'Material Name', 'SDS', and 'Mini'. The 'Agar Solspray' material is selected, and a context menu is open over it, showing options: 'Paste', 'Copy', 'Move', 'Delete', 'Attachments', and 'Notes'. Numbered callouts 1 through 5 are present: 1 points to the 'Home' button, 2 to the 'Cleaning Storeroom' folder, 3 to the 'Agar Solspray' material, 4 to the 'Move' option in the context menu, and 5 to the 'Move' icon in the context menu.

The screenshot shows the Backpack interface. On the left, the folder tree is the same as in the previous screenshot. The 'Head Office' folder is expanded, showing 'Cafe', 'Cleaning Storeroom', and 'Common Storeroom'. On the right, the table lists materials. The 'Agar Solspray' material is selected. A context menu is open over the 'Head Office' folder, showing options: 'Paste', 'Add folder', 'Copy', 'Move', 'Delete', and 'Rename'. Numbered callouts 6 through 7 are present: 6 points to the 'Head Office' folder, and 7 points to the 'Paste' option in the context menu.

2.2.6.3 Delete a Material from a Folder

The Recycle Bin

Generally, when a material or folder item is deleted from a folder or location, it is typically moved to a temporary storage location known as a “Recycle Bin”. This element is located at the bottom right corner of the folder panel.



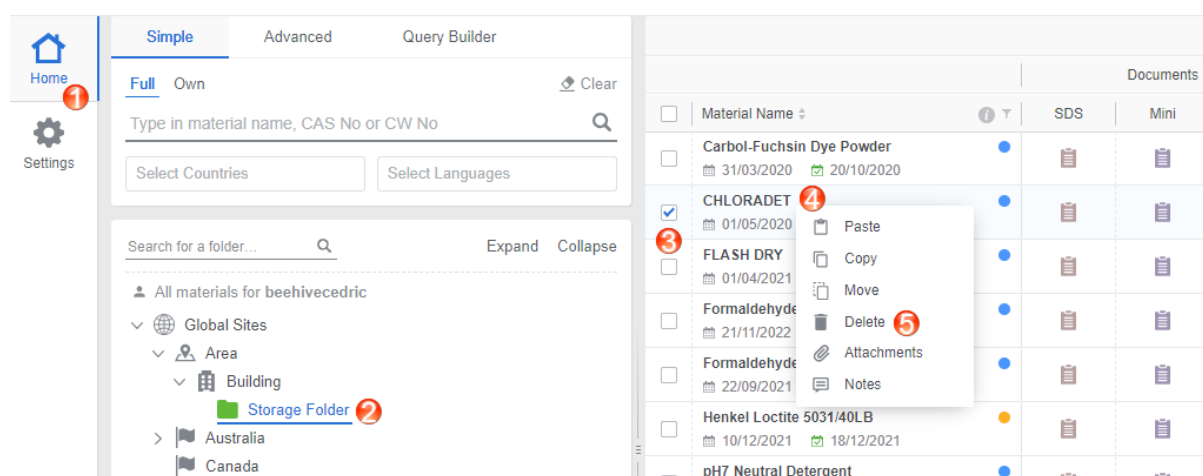
The recycle bin provides the following elements:

Element	Description
Show Only Locations 	If this checkbox ☐ is selected, the recycle bin grid will display the list of deleted items based on locations represented by folder type icons.
Show Only Documents 	If this checkbox ☐ is selected, the recycle bin grid will display the list of deleted items
Search 	This functionality enables users to quickly locate specific deleted items entering keywords, file names and its alphanumerical supported.
Restore 	The restore feature provides a safety net for users who accidentally delete important materials or folders offering a way to recover them.
Pagination 	This method is used to divide large data sets into smaller pages making it easier to navigate and find specific information from the search results.
Name	The grid displays the list of deleted items by material name or folder name.
Type	The grid displays the list of deleted items where the “Type” column shows the document icon or folder type icon.
Vendor	The grid displays the list of deleted document items by material name and represented by the file type as a document icon.

Date of deletion	The grid displays the date when a material or folder was deleted.
Initial Location Path	The grid displays the initial location (folder) path for the deleted item.

The following steps illustrate how to delete material from a folder. Deleted materials are transferred into the Recycle Bin . If a user accidentally deletes a material, the system provides the option to restore any deleted item back to its source.

Steps: How to Delete a Material from a Folder



1. Open home module .
2. Click on folder location to list materials.
3. Select the checkbox on material row.
4. Right click on material name.
5. Select delete.

A message confirms successful selection.



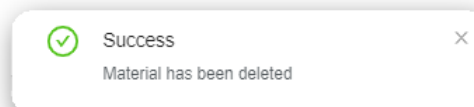
Deleted materials are archived in the recycle bin located at the bottom right corner of the folder panel as shown below.

6. Right click on destination folder.
7. Select Yes on the pop-up message to confirm.

 Do you want to delete selected materials?

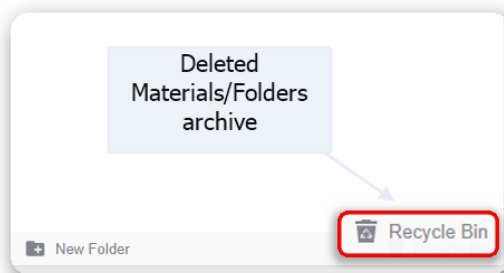
Yes No

A message confirms successful operation.



Steps: How to View Content in the Recycle Bin

1. Open **Home** module .
2. Click on **Recycle Bin** button .



Recycle Bin

☐

Show Only Locations

☐

Show Only Documents

Search...

Q

☐	Name	Type	Vendor	Date of deletion	Initial Location Path
☐	CHLORADET		Agar Cleaning Systems	28/03/2024	/Global Sites/Area/Building/Storage Folder
☐	BLEACH		Agar Cleaning Systems	01/09/2023	/Global Sites/Australia/Victoria/Boxhill site/CI...
☐	Baw Baw Site			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site
☐	Bellbird Park Indoor Centre			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Cabinet Aisle 1			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Rawson Indoor Pool			31/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Calcium sulfate dihydrate precipitated EMPROVE® ESSENTIAL Ph Eur,BP,E 516		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Carbol-Fuchsin Dye Powder		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Hydrochloric acid		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
☐	Methyl thiobutyrate		Sigma-Aldrich (Merck)	30/08/2023	/Global Sites/Australia/Victoria/Baw Baw Site/...
	N-tert-Butyldimethylsilyl-				

<

1

2

3

>

20 / page

▼

Restore

Cancel

3.0 Print, Download and Share Reports

This sub-topic will cover the following activities:

- Print a list of materials in a folder in pdf format
- Print a vendor SDS in pdf format
- Download a vendor SDS
- Share a vendor SDS by email
- Generate reports using report generator



Print Out

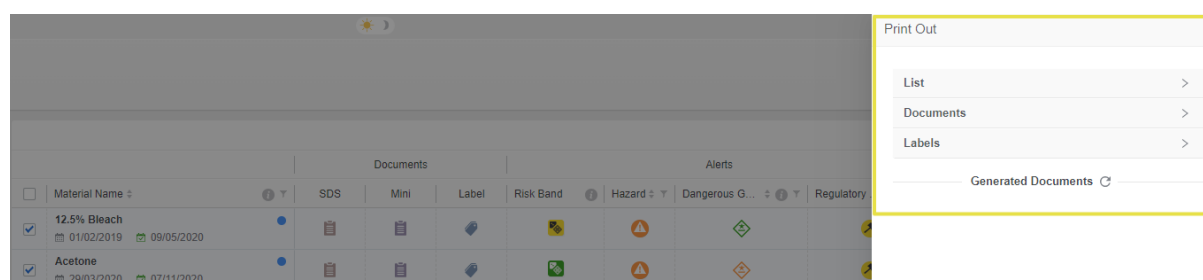
The Print Out  function provides users with the ability to print, download and share materials, inventory lists and SDS files. It allows users to generate physical and soft copies of digital content for various purposes such as archiving or audits. Users have the convenience to share, distribute and preserve information in a format that is easily accessible and portable.



Documents										
Alerts										
Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory ...	Current	Volume	Material Tags
☐ 12.5% Bleach 01/02/2019 09/05/2020								200	L	
☐ Acetone 29/03/2020 07/11/2020								0	L	
☐ Agar Solspray 01/09/2021 22/11/2021						No UN		1500	L	
☐ Amino acid Standard 13/05/2022 24/01/2023								0	L	
☐ Ammodet 01/07/2016 29/08/2020						No UN		15	L	

The Print Out menu contains the following options:

- List
- Documents
- Labels



The Print Out options are described below.

List	Type	Description
List ☒ Selected ☐ Current page ☐ All in Folder ☐ List ☐ Documents links	List	Prints the list of materials as per the column headers for the selected materials or current page or all in folder.
Documents	Type	Description
Documents ☒ Selected ☐ Current page ☐ All in Folder ☐ SDS ☐ Mini	SDS	Prints SDS documents selected materials or current page or all in folder.
	Mini	Prints Mini SDS documents for the selected materials or current page or all in folder.
Labels	Type	Description
Labels Search for a label... ☐ GHS 1 per A4_3 languages_Portrait Simple ☐ GHS+Transport 1 per A4_Landscape Simple	GHS format labels	Prints Label documents for the selected materials or current page or all in folder by selecting a label template from the list of options.

3.1 Print List

The following steps show how to generate print format list report.

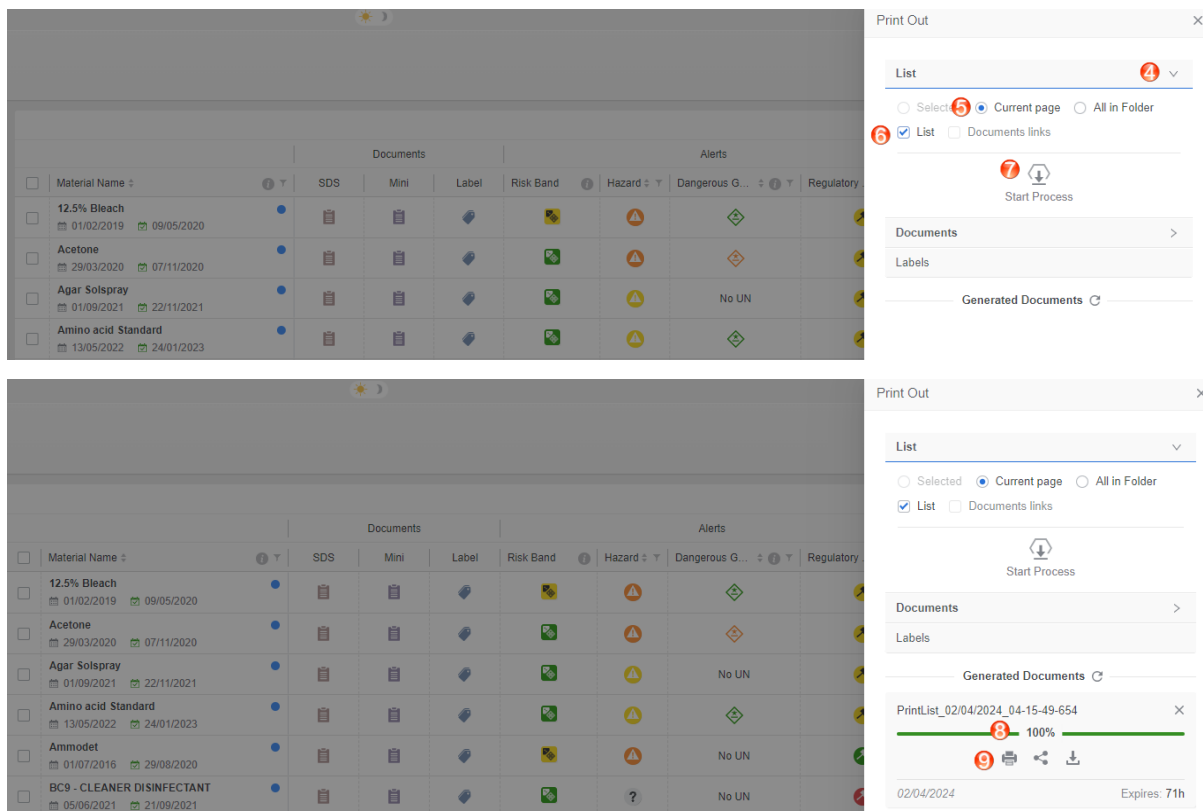
Steps: How to Print a List of Materials

The screenshot shows the Beehive software interface. On the left, the 'Home' module is selected. The main area displays a list of materials with columns for Material Name, Documents (SDS, Mini, Label), Risk Band, Hazard, Dangerous Goods, Regulatory, and Current Volume. The 'List' checkbox is highlighted in the 'Documents' column.

1. Open **Home** module .
2. Click on **Folder** location to list materials.
6. Click on the **List** checkbox.
7. Click the **Start Process**  button.

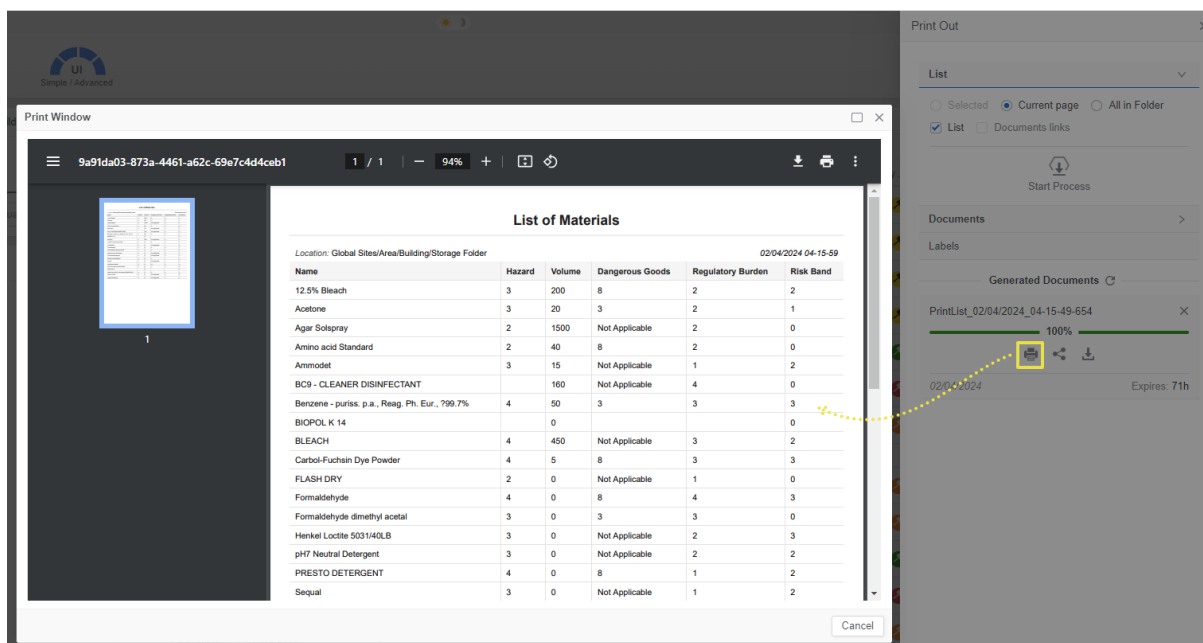
- Click the **Print Out**  button on the top right corner of the user interface.
- Click on the **List** drop down arrow.
- Note that the **Current page** is selected by default. Choose an option or maintain the default selection.

- Wait for a moment to generate the **PrintList_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
- Select the **Print**, Share or Download button below the progress bar.



The screenshot shows the 'Print Out' dialog box with the 'List' dropdown menu open. The 'Current page' option is selected. The 'List' dropdown menu is set to 'List'. The 'Start Process' button is visible. The 'Generated Documents' section shows a progress bar at 100% and a download icon.

Document Viewer generated in  Format.



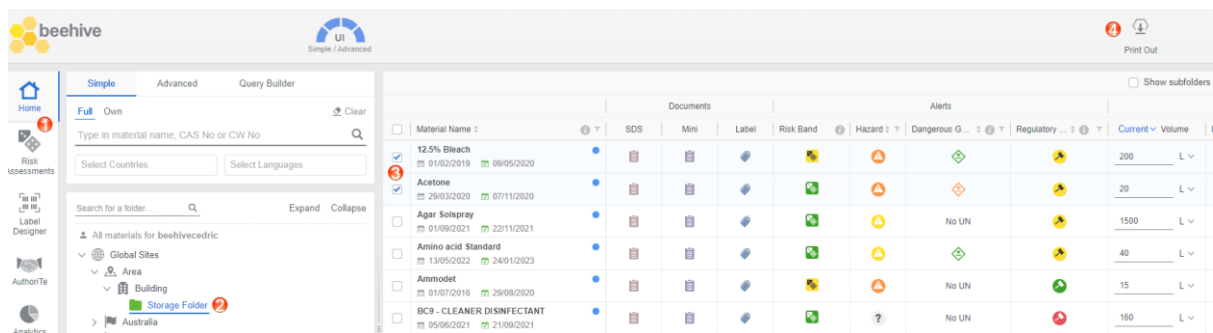
The screenshot shows the 'Print Window' displaying the 'List of Materials' report. The report is titled 'List of Materials' and shows a table of materials with columns: Name, Hazard, Volume, Dangerous Goods, Regulatory Burden, and Risk Band. The report is generated on 02/04/2024 at 04:15:59. The 'Print Out' dialog box is also visible, showing the 'List' dropdown menu and the 'Current page' selection. The 'Start Process' button is visible. The 'Generated Documents' section shows a progress bar at 100% and a download icon.

Name	Hazard	Volume	Dangerous Goods	Regulatory Burden	Risk Band
12.5% Bleach	3	200	8	2	2
Acetone	3	20	3	2	1
Agar Solspray	2	1500	Not Applicable	2	0
Amino acid Standard	2	40	8	2	0
Ammodet	3	15	Not Applicable	1	2
BC9 - CLEANER DISINFECTANT	160	Not Applicable	4	0	0
Benzene - puriss. p.a., Reag. Ph. Eur., 999.7%	4	50	3	3	3
BIOPOL K 14	0	0	0	0	0
BLEACH	4	450	Not Applicable	3	2
Carbol-Fuchsin Dye Powder	4	5	8	3	3
FLASH DRY	2	0	Not Applicable	1	0
Formaldehyde	4	0	8	4	3
Formaldehyde dimethyl acetal	3	0	3	3	0
Henkel Loctite 503140LB	3	0	Not Applicable	2	3
pH7 Neutral Detergent	3	0	Not Applicable	2	2
PRESTO DETERGENT	4	0	8	1	2
Sequal	3	0	Not Applicable	1	2

3.2 Print Vendor SDS

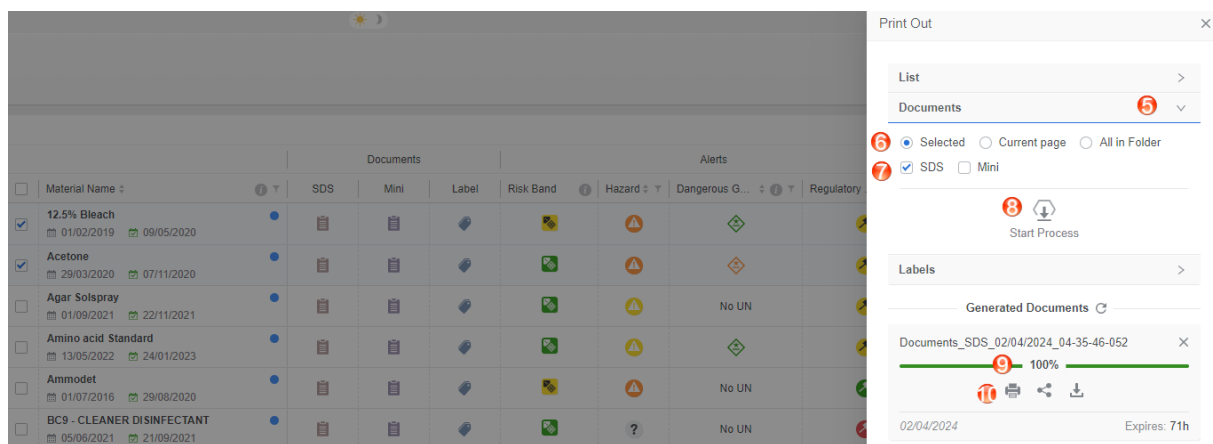
The steps below show how to print a Vendor SDS .

Steps: How to Print a Vendor SDS



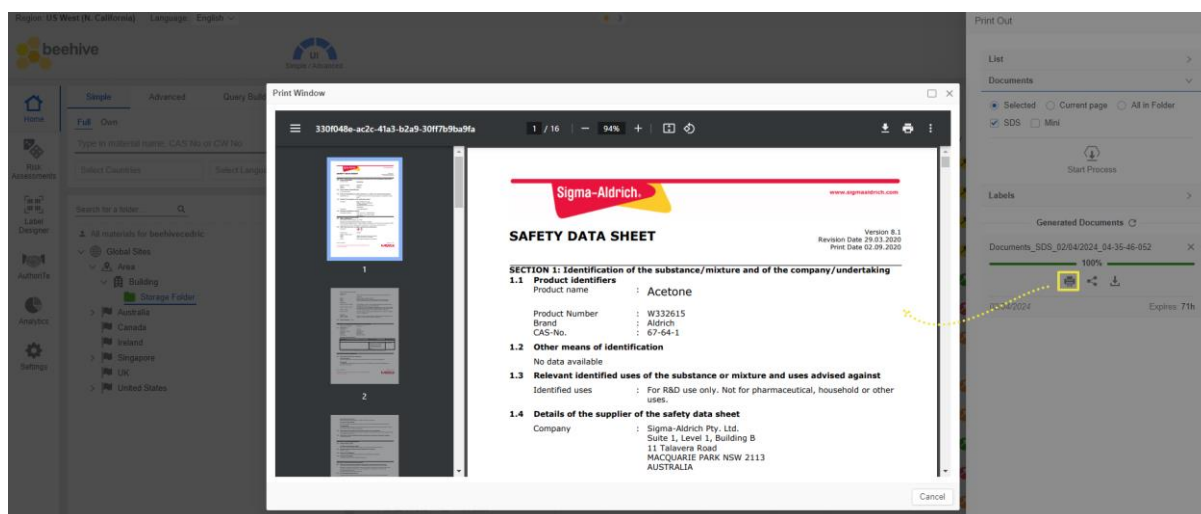
The screenshot shows the Beehive software interface. On the left is a sidebar with navigation icons for Home, Risk assessments, Label Designer, Authorize, and Analytics. The main area has tabs for Simple, Advanced, and Query Builder. Below these are search filters for material name, CAS No, and CW No, along with buttons for Select Countries and Select Languages. A table lists materials with columns for Material Name, SDS, Mini, Label, Risk Band, Hazard, Dangerous G..., Regulatory..., Current, and Volume. The materials listed are 12.5% Bleach, Acetone, Agar Solspray, Amino acid Standard, Ammodet, and BC9 - CLEANER DISINFECTANT. The 'Current' column shows progress bars and percentages.

1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the material checkbox(es) alongside the product(s) of interest.
4. Click the **Print Out**  button on the top right corner of the user interface.
5. Click on the **Documents** drop down arrow.
6. Note that the **Current** page is selected by default. Choose an option or maintain the default selection.
7. Click on the **SDS** checkbox.
8. Click the **Start Process**  button.
9. Wait for a moment to generate the **Documents_SDS_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
10. Select the **Print**, Share or Download button below the progress bar.



The screenshot shows the Beehive software interface with the 'Print Out' dialog box open. The dialog box has a 'List' dropdown menu set to 'Documents'. Below this are radio buttons for 'Selected', 'Current page', and 'All in Folder', with 'Selected' being selected. There are checkboxes for 'SDS' and 'Mini', with 'SDS' being checked. A 'Start Process' button with a download icon is visible. Below the dialog box, a 'Generated Documents' section shows a progress bar at 100% for the file 'Documents_SDS_02/04/2024_04-35-46-052'. The date '02/04/2024' and 'Expires: 71h' are also displayed.

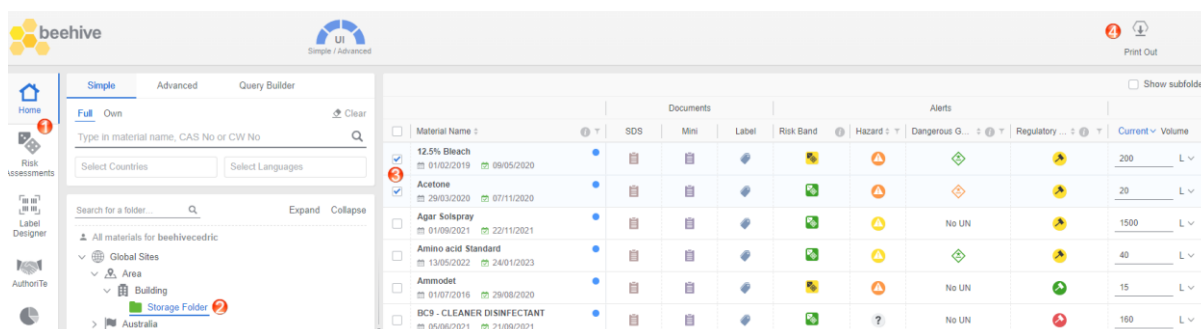
Vendor SDS  View.



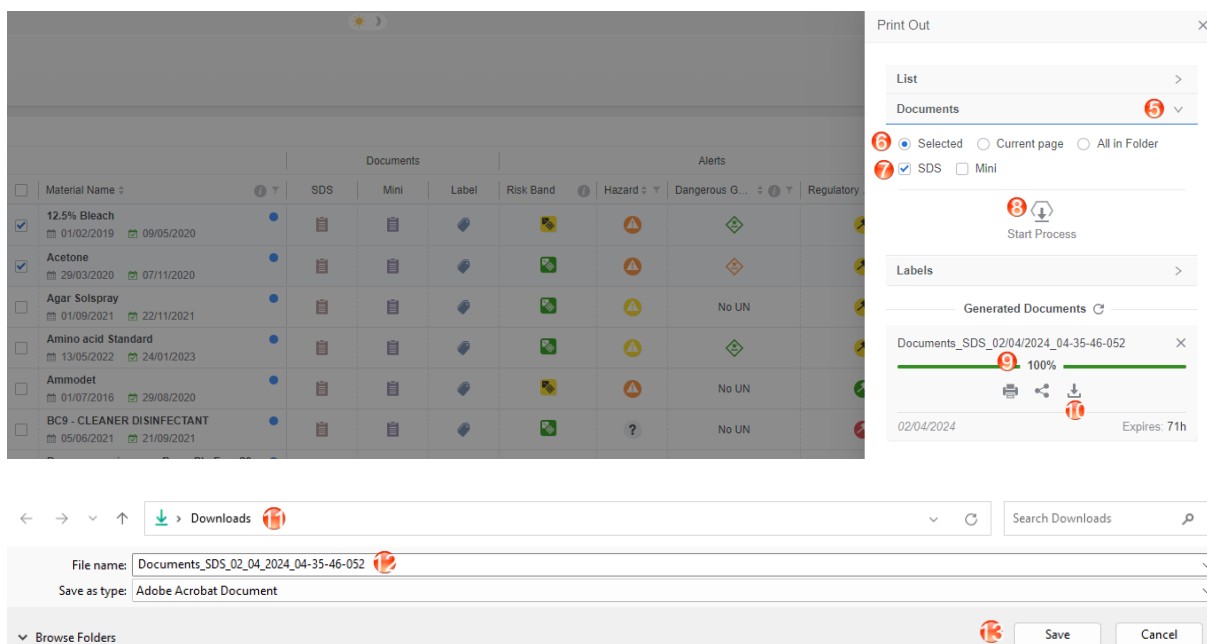
3.3 Download Vendor SDS

The steps below show how to download a Vendor SDS .

Steps: How to Download (Save) a Vendor SDS



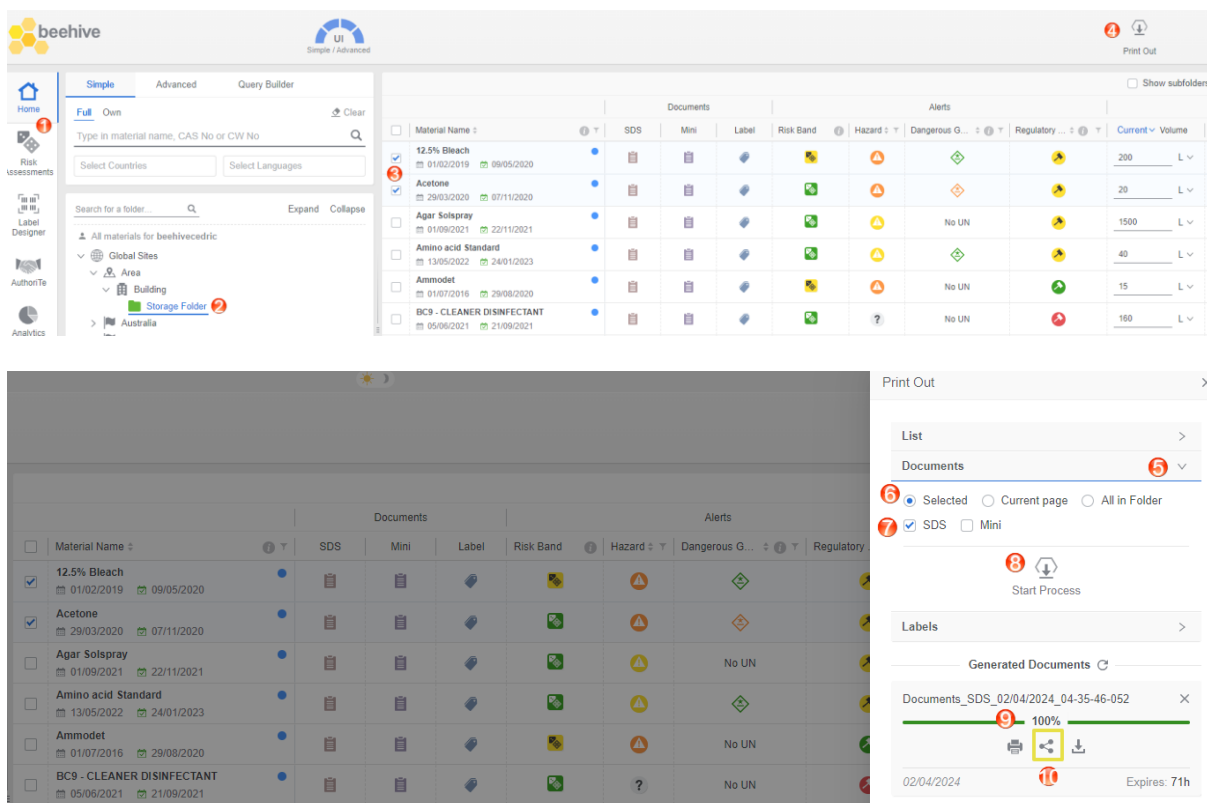
1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the material checkbox(es) alongside the product(s) of interest.
4. Click the **Print Out**  button on the top right corner of the user interface.
5. Click on the **Documents** drop down arrow.
6. Note that the **Current page** is selected by default. Choose an option or maintain the default selection.
7. Click on the **SDS** checkbox.
8. Click the **Start Process**  button.
9. Wait for a moment to generate the **Documents_SDS_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
10. Select the Print, Share or **Download** button below the progress bar.
11. Select a **destination folder** from windows if the "Downloads" folder isn't the default.
12. **Change the file name** from the system's default name.
13. Click the **Save** button to complete the download process.



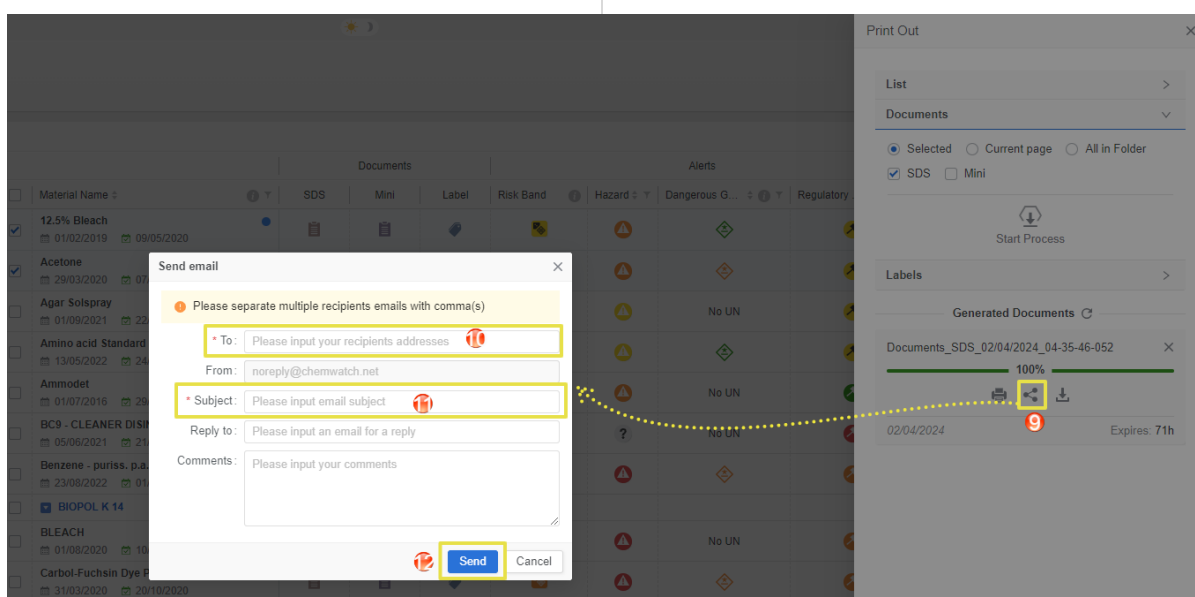
3.4 Share Vendor SDS

The steps below show how to share Vendor SDS  through the email function. Note the recipient will receive the document(s) as attachment(s).

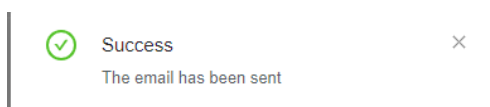
Steps: How to Share (Email) a Vendor SDS



1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Select the material checkbox(es) alongside the product(s) of interest.
4. Click the **Print Out**  button on the top right corner of the user interface.
5. Click on the **Documents** drop down arrow.
6. Note that the **Current page** is selected by default. Choose an option or maintain the default selection.
7. Click on the **SDS** checkbox.
8. Click the **Start Process**  button. Wait for a moment to generate the **Documents_SDS_Date** report at 100% progress bar. Take note of the expiry timeframe of the downloaded file.
9. Select the Print, **Share** or Download button below the progress bar.
10. Enter the **Send email information** of the recipient, email address in the "To" field, and "From" field.
11. Enter the **Subject**, Reply to" and any comments.
12. Click the **Send** button.



Email confirmation.

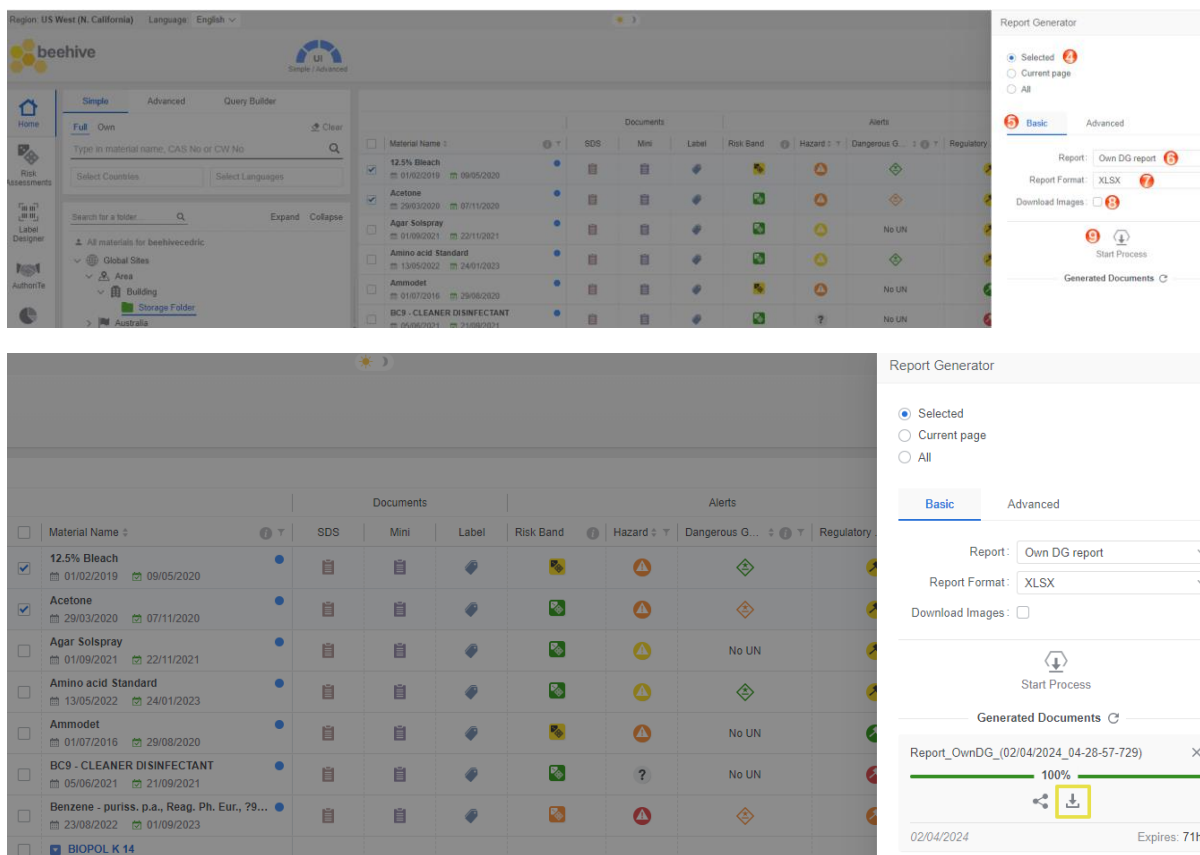


3.5 Generate Reports via Report Generator

The steps below show how to generate reports using the Report Generator .

Steps: How to Generate a Report using a Basic Template

1. Open **Home** module .
2. Click on **Folder** location to list materials and select checkboxes against the materials of interest.
3. Click the **Report Generator** button  on the top right corner of the user interface.
4. Note that the **Selected** radio button is the default option to generate the report based on selected materials on the list grid.
5. Choose the **Basic** or Advanced option. In this worked example, the Basic tab is used to generate the report.
6. Select the Report name from the drop-down list of templates.
7. Select the report format; **xlsx**, xls, csv, xml, html, formatted template xlsx.
8. Optional: Select the **Download images** checkbox where applicable to generate graphics where they exist. Applicable if report template contains images datapoints selected.
9. Click the **Start Process**  button.
10. Wait until the download process is completed at 100% progress bar.
11. Click the **Download** button.
12. Save downloaded file.



The screenshot displays the Beehive Report Generator interface. The main window shows a list of materials with checkboxes for selection. The 'Report Generator' sidebar on the right is active, showing the 'Basic' tab. The 'Report' dropdown is set to 'Own DG report', and the 'Report Format' is set to 'XLSX'. The 'Download Images' checkbox is unchecked. The 'Start Process' button is visible. Below the sidebar, a progress bar shows 100% completion for the report 'Report_OwnDG_02/04/2024_04-28-57-729'. A 'Download' button is highlighted with a yellow box.

Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory
12.5% Bleach							
Acetone							
Agar Solispray						No UN	
Amino acid Standard							
Ammodet						No UN	
BC9 - CLEANER DISINFECTANT						No UN	
Benzene - puriss. p.a., Reag. Ph. Eur., 79...							
BIOPOL K 14							

Downloaded Report View

	A	B	C	D	E	F	G	H
1	UN	Material Name	GHS H Codes	Shipping Name	DG Primary Class	Hazchem	Packing Group	Location
2	1791	12.5% Bleach	AUH031 H400 H314	HYPOCHLORITE SOLUTION	8	2X	III	
3	1090	Acetone	H225 H336 H319	ACETONE	3	*2YE	II	
4								

4.0 Preferred Names and Part Numbers

Generally, the IUPAC system of naming chemicals includes long and slightly complex chemical names, which tend to be difficult to remember, especially when searching databases for long complex compounds and mixtures. Common industrial products can be assigned preferred names or a user part numbers for ease of searching and finding the exact matches by using a trivial name that will only correspond to your own naming convention within your organisation.

The identification of materials within the system extends to the use of custom user part numbers. Part numbers are generally used to search for specific products as a quick and easier way of finding an exact match to locate a particular SDS within your own inventory or the full collection.

- i Note that a part number can also be vendor or user dependent. A **Vendor Dependent Part Number** is the product number reference provided by the manufacturer on the actual Vendor SDS. A **User Dependent Part Number** is the type of number assigned by a user within the Chemwatch system as another identification method for products in the own inventory.

Creating a preferred name or part numbers is attributed to user privileges as determined by the administrator of the program within your business or organisation. Some users may only be allowed to view preferred names or part numbers, search by those assigned preferred names or part numbers.

4.1 Create Preferred Name

The follow steps illustrate how to create a preferred name for a material.

Steps: How to Create a Preferred Name

Material Name	SDS	Mini	Label	Risk Band	Haz
12.5% Bleach 01/02/2019 09/05/2020					
2,2,2 Trifluoroacetamide 13/08/2020					
Acetone 29/03/2020 07/11/2020					
Agar Sol spray 01/09/2021 22/11/2021					
Amino acid Standard 13/05/2022 24/01/2023					
Ammodet 01/07/2016 29/08/2020					

		Documents				Alerts			
☐	Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory ...	
☐	12.5% Bleach 01/02/2019 09/05/2020								
☒	2,2,2 Trifluoroacetamide 13/08/2020						No UN		
☐	Acetone 29/03/2020 07/11/2020								
☐	Agar Solspray 01/09/2021 22/11/2021						No UN		

1. Open **Home** module .
2. Click on **Folder** location to list materials.
3. Click the Checkbox for material.
4. Move mouse pointer onto the **Preferred Name** alongside the material name and click on it.

5. Enter a **Preferred Name** on the Add Preferred Name text field.
6. Click the Add button.
7. Click the tick icon to save the record.

		Documents				Alerts			
☐	Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory ...	
☐	12.5% Bleach 01/02/2019 09/05/2020								
☒	2,2,2 Trifluoroacetamide						No UN		
☐	Acetone 29/03/2020 07/11/2020								
☐	Agar Solspray 01/09/2021 22/11/2021						No UN		

☐ Show subfolders ☐ Advanced View

Add Preferred Name

2 Trifloro

Add

Preferred Name Search...

Material Name

2,2,2 Trifluoroacetamide

User's Preferred Name

A message confirming the created preferred name is displayed.

Success
Preferred Name Saved

		Documents				Alerts			
☐	Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory ...	
☐	12.5% Bleach 01/02/2019 09/05/2020								
☒	2,2,2 Trifluoroacetamide						No UN		
☐	Acetone 29/03/2020 07/11/2020								
☐	Agar Solspray 01/09/2021 22/11/2021						No UN		

☐ Show subfolders ☐ Advanced View

Add Preferred Name

Preferred Name...

Add

Preferred Name Search...

Material Name

2,2,2 Trifluoroacetamide

User's Preferred Name

☐ 2 Trifloro 02/04/2024

The preferred name is shown in the material name column within the grid.

		Documents				Alerts			
☐	Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory ...	
☐	12.5% Bleach 01/02/2019 09/05/2020								
☒	2 Trifloro						No UN		
☐	Acetone 29/03/2020 07/11/2020								
☐	Agar Solspray 01/09/2021 22/11/2021						No UN		
☐	Amino acid Standard 13/05/2022 24/01/2023								

☐ Show subfolders ☐ Advanced View

Add Preferred Name

Preferred Name...

Add

Preferred Name Search...

Material Name

☐ 2,2,2 Trifluoroacetamide
 ☒ 2 Trifloro 02/04/2024

User's Preferred Name

Appendix

Summary Structure of SDS

Comprehensive SDS structure requirements are available in the code of practice for the preparation of SDS.

Section	Headers
1. Product identifier & identity for the chemical	• Product Identifier • Other means of identification • Recommended use of the chemical and restrictions on use • Suppliers name, address, and phone number • Emergency phone number
2. Hazard Identification	• Classification of the hazardous chemical • Label elements, including precautionary statements • Other hazards which do not result in classification
3. Composition/information on ingredients	• Identity of chemical ingredients • CAS number and other unique identifiers • Concentration of ingredients
4. First Aid Measures	• Description of necessary first aid measures • Symptoms caused by exposure • Medical Attention and Special Treatment
5. Fire Fighting Measures	• Suitable extinguishing media • Specific hazards arising from the chemical • Special protective equipment and precautions for fire fighters
6. Accidental release measures	• Personal precautions, protective equipment, and emergency procedures • Environmental precautions • Methods and materials for containment and cleaning up
7. Handling and Storage	• Precautions for safe handling • Conditions for safe storage, including any incompatibilities
8. Exposure controls/personal protection	• Control parameters – exposure standards, biological monitoring • Appropriate engineering controls • Personal protective equipment (PPE)
9. Physical and chemical properties	• Appearance • Odour • Odour threshold • pH • Melting point/freezing point • Boiling point and boiling range • Flash point

	• Evaporation rate • Flammability • Upper/lower flammability or explosive limits • Vapour pressure • Vapour density • Relative density • Solubility • Partition coefficient: n-octanol/water • Auto-ignition temperature • Decomposition temperature • Viscosity • Specific heat value • Particle size • Volatile organic compounds content • % volatile • Saturated vapour concentration • Release of invisible flammable vapours and gases
Additional parameters	• Shape and aspect ratio • Crystallinity • Dustiness • Surface area • Degree of aggregation or agglomeration • Ionisation (redox potential) • Biodurability or biopersistence
10. Stability and Reactivity	• Reactivity • Chemical stability • Conditions to avoid • Incompatible materials and possible hazardous reactions • Hazardous decomposition products
11. Toxicological information	• Information on routes of exposure • Symptoms related to exposure • Numerical measures of toxicity • Immediate, delayed, and chronic health effects from exposure • Exposure Levels • Interactive effects • Data limitations
12. Ecological information	• Ecotoxicity • Persistence and degradability • Bioaccumulative potential • Mobility in soil • Other adverse effects
13. Disposal considerations	• Safe handling and disposal methods

	• Disposal of any contaminated packaging • Environmental regulations
14. Transport information	• UN number • Proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Special precautions during transport • Hazchem Code
15. Regulatory information	• Safety, health, and environmental regulations specific for the product in question • Poisons Schedule number
16. Other information	• Date of preparation or review • Key abbreviations or acronyms used

GHS Pictogram and DG Diamonds

The nine hazard pictograms represent physical, health and/or environmental hazards. Chronic health hazards include carcinogens, reproductive toxins, mutagens, specific target organ toxicants, and aspiration toxicants. Below is a comparison table between the WHS hazard pictograms and the ADG diamonds.

Hazard pictograms and ADG

Hazard Pictograms	GHS Hazard	Dangerous Goods class labels (pictograms)	Dangerous goods classes
 Exploding bomb	Explosives Self-reactive Organic peroxides	   	Explosive
 Flame	Flammables Self-reactives Pyrophorics Self-heating Emits flammable gas in contact with water Organic peroxides	     	Flammability (Liquid, Solid or Gas) Pyrophoric, Emits Flammable Gas Organic Peroxide
 Flame over circle	Oxidisers	 	Oxidiser Oxidising gas
 Gas Cylinder	Gases under pressure	   	Non-toxic non-flammable gas, flammable gas, oxidising gas, toxic gas

 Skull and crossbones	Acute toxicity	 	Acute toxicity Acute Toxic gas
 Exclamation mark	Acute toxicity Skin irritants Eye irritants Skin sensitisers	No equivalent	
 Health hazard	Carcinogens Respiratory sensitisers Reproductive toxicants Target organ toxicants Germ cell mutagens	No equivalent	
 Corrosion	Eye corrosion Skin corrosion Corrosive to metal		Corrosive to metals
 Environment	Aquatic toxicity. Not covered within the scope of workplace hazardous chemicals requirements		Environmental hazard
No equivalent hazard pictogram			Miscellaneous dangerous goods
Not covered within the scope of workplace hazardous chemicals requirements			Infectious

Not covered within the scope of workplace hazardous chemicals requirements



Radioactive

A Guide to Classification (Wall Chart Graphics)

RISK PHRASES (PHYSICAL) *

R1 / EUH001 Explosive when dry	R2 / EUH002 Risk of explosion by shock, friction, fire or other source of ignition	R3 / EUH003 Extreme risk of explosion by shock, friction, fire or other source of ignition	R4 / EUH004 Forms very sensitive explosive metallic compounds	R5 / EUH005 Heating may cause an explosion	R6 / EUH006 Explosive with or without contact with air	R7 / EUH007 May cause fire
R8 / H270 Contact with combustible material may cause fire	R9 / H271 Explosive when mixed with combustible material	R10 / H228 Flammable	R11 / H229 Highly flammable	R12 / H224 Extremely flammable	R13 / EUH013 Extremely flammable liquefied gas	R14 / EUH014 Reacts violently with water
R15 / EUH015 Contact with water liberates extremely flammable gases	R16 / EUH016 Explosive when mixed with oxidizing substances	R17 / H250 Spontaneously flammable in air	R18 / EUH018 In use, may form inflammable explosive vapour at medium	R19 / EUH019 May form explosive peroxides		

RISK PHRASES (HEALTH) *

R20 / H302 Harmful by inhalation	R21 / H312 Harmful by contact with skin	R22 / H302 Harmful by ingestion	R23 / H331 Toxic by inhalation	R24 / H311 Toxic in contact with skin	R25 / H301 Toxic if swallowed	R26 / H330 Very toxic by inhalation
R27 / H310 Very toxic in contact with skin	R28 / H300 Very toxic if swallowed	R29 / H335 Danger of cumulative effects	R30 / H314 Causes burns	R31 / H314 Causes severe burns	R32 / H319 Irritating to eyes	R33 / H335 Irritating to respiratory system
R34 / H315 Irritating to skin	R35 / H315 Irritating to skin	R36 / H331 Risk of serious damage to eyes	R37 / H318 May cause sensitisation by inhalation	R38 / H317 May cause sensitisation by skin contact	R39 / H317 May cause sensitisation by skin contact	R40 / H350 May cause cancer
R41 / H340 May cause heritable genetic damage	R42 / EUH042 May cause birth defects	R43 / EUH043 Danger of serious damage to health by prolonged exposure	R44 / EUH044 May cause cancer by inhalation	R45 / H350 May cause cancer by inhalation	R46 / H350 May cause cancer by skin contact	R47 / H350 May cause cancer by ingestion
R48 / EUH048 May cause long-term adverse effects in the aquatic environment	R49 / EUH049 Toxic to flora	R50 / EUH050 Toxic to fauna	R51 / EUH051 Toxic to soil organisms	R52 / EUH052 Toxic to bees	R53 / EUH053 May cause long-term adverse effects in the environment	R54 / EUH054 Dangerous to the ozone layer
R55 / EUH055 May impair fertility	R56 / EUH056 May cause harm to the unborn child	R57 / EUH057 Risk of impaired fertility	R58 / EUH058 Possible risk of harm to the unborn child	R59 / EUH059 May cause harm to breastfed babies	R60 / EUH060 Repeated exposure may cause skin dryness or cracking	R61 / EUH061 Visitors may cause drowsiness and dizziness
R62 / EUH062 Possible risk of irreversible effects						

NOTE: These H codes have different descriptions but imply the same meaning.

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TARGET ORGANS *

Gastro	Respiratory	Lymphatic	Bone	Cardio
Blood	Nervous	Skin	Tooth	Kidneys
Liver	Endocrine	Biological	Vascular	

PROPERTIES *

Liquid	Solid	Gas	Miscible with water	Floats on water
Sinks in water	Does not mix with water			

CONTROLS

Gloves	Goggles	Respirator	Air Supplied Respirator	Dust Mask
Overalls	Burns	Face Protection	Ventilation	

HAZARDS

Harmful / Irritant	Corrosive	Flammable / Extremely Flammable	Toxic / Very Toxic	Corrosive
Environmental	Explosive	Oxidizing	Radioactive	

GHS

Toxic	Harmful / Irritant	Health Hazard	Explosive	Gas
Corrosive	Flammable	Oxidizing	Environmental	

IN CASE OF FIRE *

Fire extinguisher wet chemical	Fire extinguisher carbon dioxide	Fire extinguisher foam	Fire extinguisher powder	Fire extinguisher vapourising liquid	Fire extinguisher water
Evacuate	Cool with water spray	Extinguish with water spray	Extinguish with water stream	Keep hose ready	In case of fire, call the brigade

FIRST AID *

Induce vomiting	Get to hospital	Eye wash	Wash hands	Wash body	Rest
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STORAGE *

Do not store in cold conditions	Do not store in cold conditions	Do not store in hot conditions	Do not stack	Keep locked up
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ENGINEERING CONTROLS

Turn on Ceiling Fan	Turn on Box Fan	Spark Proof Fan	No Sparks	Open Window
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SAFE HANDLING *

Wash hands after use	Do not eat food
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ICONIC

CHEMWATCH

NFPA Diamonds

NFPA 704 diamond



NFPA Diamonds and Colour Coding

The four divisions are typically color-coded, with blue indicating level of health hazard, red indicating, flammability, yellow (chemical) reactivity, and white containing special codes for unique hazards. Each of health, flammability and reactivity is rated on a scale from 0 (no hazard) to 4 (severe risk). For more information, visit <http://www.nfpa.org/>.

Section 2 of Gold MSDS will depict the applicable NFPA diamond where applicable. Note that, the SDS Settings panel will have to be checked/marked for this diamond or graphic to show in the MSDS.

Health (Blue)		Flammability (Red)	
0	Poses no health hazard, no precautions necessary and would offer no hazard beyond that of ordinary combustible materials (e.g., water)	0	Materials that will not burn under typical fire conditions (e.g., carbon dioxide), including intrinsically noncombustible materials such as concrete, stone and sand. (Materials that will not burn in air when exposed to a temperature of 816°C (1500°F) for a period of 5 minutes.)
1	Exposure would cause irritation with only minor residual injury (e.g., acetone)	1	Materials that require considerable preheating, under all ambient temperature conditions, before ignition and combustion can occur (e.g., mineral oil). Includes some finely divided suspended solids that do not require heating before ignition can occur. (Flash point at or above 93.4°C (200°F))
2	Intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury (e.g., diethyl ether)	2	Must be moderately heated or exposed to relatively high ambient temperature before ignition can occur (e.g., diesel fuel) and some finely divided suspended solids that do not require heating before ignition can occur. Flash point between 38°C (100°F) and 93°C (200°F)
3	Short exposure could cause serious temporary or moderate residual injury (e.g., chlorine)	3	Liquids and solids (including finely divided suspended solids) that can be ignited under almost all ambient temperature conditions (e.g., gasoline). Liquids having a flash point below 23°C (73°F) and having a boiling point

			at or above 38°C (100°F) or having a flash point between 23°C (73°F) and 38°C (100°F)
4	Very short exposure could cause death or major residual injury (e.g., hydrogen cyanide , phosphine , carbon monoxide , sarin)	4	Will rapidly or completely vaporize at normal atmospheric pressure and temperature, or is readily dispersed in air and will burn readily (e.g., acetylene , diethylzinc). Includes pyrophoric substances. Flash point below 23°C (73°F)
Special (White)		Instability/Reactivity (Yellow)	
The white "special notice" area can contain several symbols. The following symbols are defined by the NFPA 704 standard.		0	Normally stable, even under fire exposure conditions, and is not reactive with water (e.g. helium)
OX	Oxidizer (e.g., potassium perchlorate , ammonium nitrate , hydrogen peroxide)	1	Normally stable, but can become unstable at elevated temperatures and pressures (e.g. propene)
W	Reacts with water in an unusual or dangerous manner (e.g., cesium , sodium , sulfuric acid)	2	Undergoes violent chemical change at elevated temperatures and pressures, reacts violently with water, or may form explosive mixtures with water (e.g., white phosphorus , potassium , sodium)
SA	Simple asphyxiant gas . Specifically limited to the following gases: nitrogen , helium, neon, argon , krypton and xenon . ^[2]	3	Capable of detonation or explosive decomposition but requires a strong initiating source, must be heated under confinement before initiation, reacts explosively with water, or will detonate if severely shocked (e.g. ammonium nitrate , chlorine trifluoride)
		4	Readily capable of detonation or explosive decomposition at normal temperatures and pressures (e.g., nitroglycerin , chlorine azide , chlorine dioxide)

Chemwatch Elearning

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QUICK START GUIDE	PRODUCTS	TRANSLATIONS	COURSES
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Training

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IT'S NOT THE HAZARD IT'S THE RISK!

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