



LABEL DESIGNER USER GUIDE

Version 1



GoldFFX

CHEMWATCH

Melbourne, Australia

2024

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Glossary

ADM	Domain Administrator of the Chemwatch system within your organisation
ADG	Australian Dangerous Goods Code
AuthorITe	Create SDS application module
CAS	Chemical Abstract Substance
CHEMTOURAGE	Chemwatch Entourage for service desk support
CLP	Classification, Labeling, and Packaging
CSCL	Chemical Substances Control Law
COBRA	Control Banding Risk Assessment
COSHH	Control of Substances Hazardous to Health
CREDITE POSTERI	Create Mixture application module, Physical Properties
CW No	Chemwatch Number
DE	Data Extraction
DET	Chemwatch system Data Extraction Tool
DG	Dangerous Goods
DGEN	Document Generator for Labels module
EINECS	European Inventory of Existing Commercial Chemical Substances
GHS	Globally Harmonised System for the Classification of Hazardous Chemicals and Labelling
HAZCOM	Hazard Communication Standard
IFC	International Fire Code, USA
ILO	International Labour Organisation, United Nations
ISHA	Industrial Safety and Health Act, Japan
MFA	Manifest Facility Area
MQR	Manifest Quantity Report
NFPA	National Fire Protection, USA
OEL	Occupational Exposure Limit
PDSCA	Poisonous and Deleterious Substances Control Act

PPE	Personal Protective Equipment
PKG	Packing Group for Dangerous Goods
PTN	Project Tracking Number
OSHA	Occupational Safety and Health Administration
QR Code	Quick Response
REACH	Registration, Evaluation, Authorization, and Restriction of Chemicals
RA	Risk Assessment
SAC	Standardization Administration of China
SI	International System of Units
SMARTSUITE	Smart Vendor, Gold, Mini SDS, Emergency Response Mobile App
SR	Subsidiary Risk for Dangerous Goods
SOP	Standard Operating Procedure
SUSMP	Classification of Medicines and Poisons in Australia
TSCA	Toxic Substances Control Act
UGD	User Gold Data
UI	User interface
UN	United Nations
VGD	Vendor Gold Data

About the Label Designer User Guide

The Label Designer User Guide is based on the new development of Chemwatch's latest chemicals management system. The topics covered in this guide are focused primarily on the Label Designer module available within the GoldFFX product package and other modules where labels related features are available for use.

Modular features, icons and buttons are used across this guide to emphasize a specific activity where stepwise tasks are provided in respective topics as a reference to learning how to use the system.

Modules

 Home <i>Core Module</i>	 Settings <i>Administrator Settings</i>
 Label Designer	 Sisot

Features

 Search	 Print Out
 Create New Template	 All Templates
 Default Label Templates	 User Defined Labels
 Text	 Graphic
 Shapes	 Barcode
 Live Help Chat	 Label Template Edit Function

Information Reference

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

About the Application

GoldFFX is a Chemwatch web application package supported by the following latest common browsers.

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	★★★★☆
 Safari	Latest version of Safari is supported	★★★★☆

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

This new Chemwatch system is the latest offer 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 chemicals as per work, health, and safety requirements. Chemicals management includes the management of

- Chemical Inventory
- Labels
- Safety Data Sheets

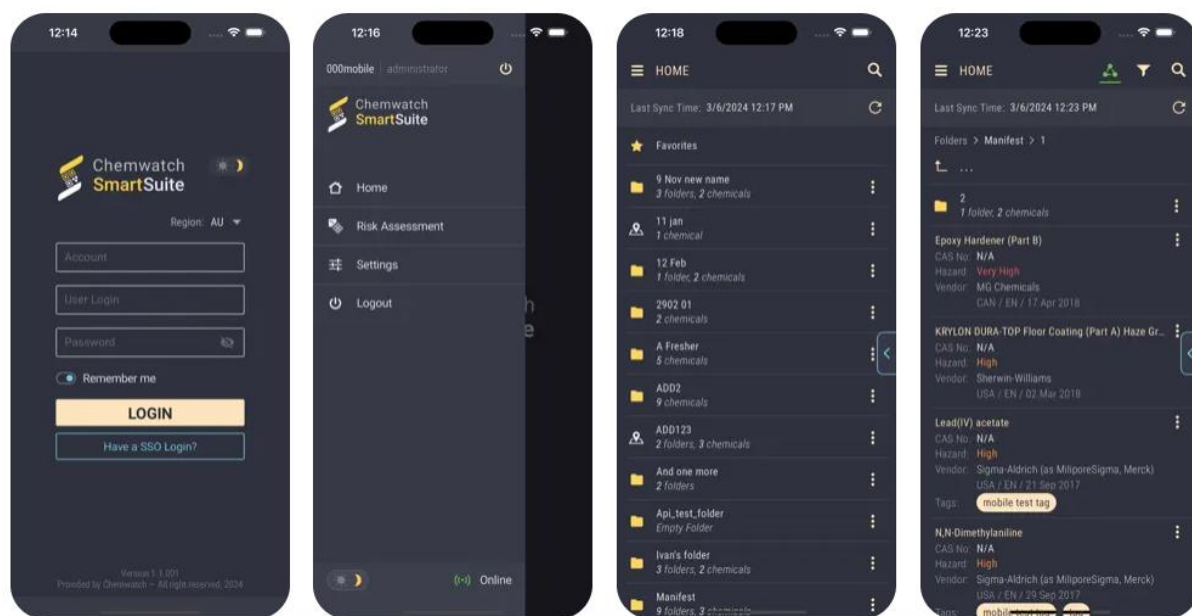
The system provides users use the Label Designer to create label template or modify default Chemwatch label templates as user defined labels to meet business or organisational requirements. Labels are available in the Home module for materials in your inventory based on the default Chemwatch designed label templates.

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 app 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 specific 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 Smart Suite App, visit the Chemwatch website or contact sales@chemwatch.net.

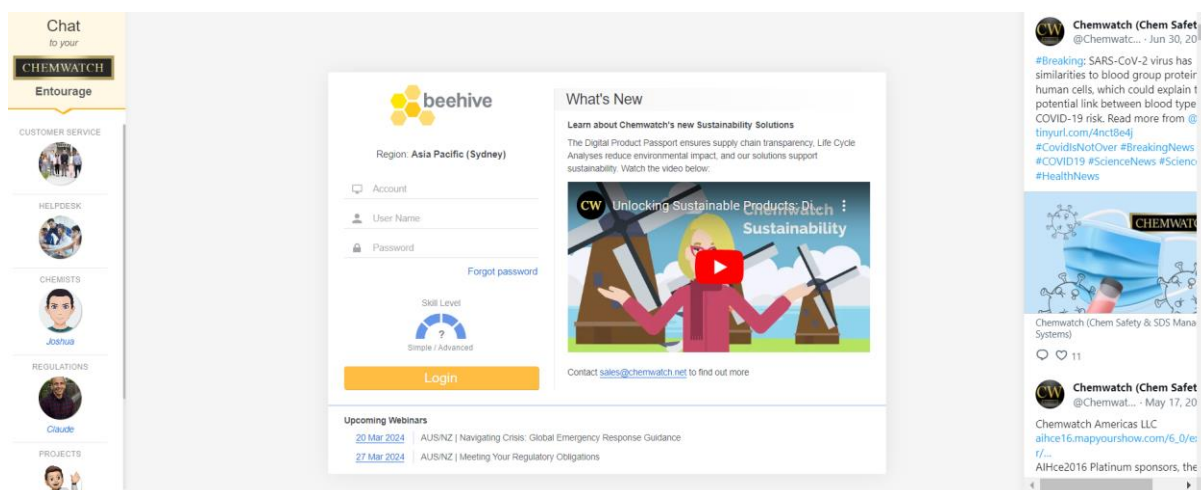
About User Login Page

The Chemwatch system is accessible online, and access is based on regional service as per the jurisdiction of the domain.

The Login Page

The manual login main page of the system contains elements:

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



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. Users 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 skill level to use simple to advanced features of the system.
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.

Elements	Function	Description
X	X-Chemwatch feed	X-is formerly Twitter. It is a social media platform where Chemwatch shares messages, images, and posts.

Single Sign On (SSO)

The Chemwatch system uses two main options for authentication:

- Manual Login
- Single Sign On (SSO)

Authentication Mode	Description
Manual Login 	Users' manual login to the application requires the following authentication fields to be filled correctly. • Account Name • User Login • Password
Single Sign on 	This option is available in the database to authenticate users against an external repository which contains references to the organisation's users. When using the external authentication method, only users and their passwords are externalized, all other data integrator privileges remain within the Chemwatch database repository.

The Chemwatch system login authentication requires a three-factor authentication mode for the manual login to gain access to the application through a domain account.

Single Sign-On (SSO) is an authentication process that allows users to access multiple applications or services with a single set of login credentials. Instead of entering a username and password for each service, users log in once and gain access to all connected systems. This enhances user convenience, reduces password fatigue, and improves security by reducing the number of passwords users must manage.

 Domains that have **Single Sign On (SSO)** activated by-pass the login page. If uncertain on how your SSO login works, consult with your organisation's domain administrator of the system.

Upcoming Webinars Registration

Users can register for upcoming Chemwatch webinars from the login page. On the login page, click on the "Register" link provided at the bottom of the page to fill in your details to register for the selected webinar.



Region: Europe (Ireland)

Account

User Name

Password

[Forgot password](#)

Skill Level

?

Simple / Advanced

Login

What's New

Learn about Chemwatch's new Sustainability Solutions

The Digital Product Passport ensures supply chain transparency, Life Cycle Analyses reduce environmental impact, and our solutions support sustainability. Watch the video below:



Contact sales@chemwatch.net to find out more

Upcoming Webinars

18th Sept 2024	Forever Chemicals (PFAS): Everything you need to know
25th Sept 2024	The Big 3- Insights into Sustainability Reporting and Beyond

User Roles, Privileges, Interface Settings, and Folder 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 folder permissions and privileges. Users may have varying levels of access to features depending on assigned role permissions and privileges. Administrators are also responsible for setting up automatic or manual login authentication.

Users will have read only and/or read-write permissions to several features of the system to protect and control adding materials, SDS, editing content or deletion of important information.

-  Use the role/function description in the table below to check the type of user profile applicable to your login, as provided by the domain administrator of the system within your organisation. If unsure of your user role or permissions, contact the administrator of Chemwatch application within your organisation for more information or send an email to customerservice@chemwatch.net for support.

The table below summarises the best practice user roles and respective descriptions for the domain administrator, advanced and general user.

Function	User Profile	Description	Permission
 Domain Administrative Role	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.

Function	User Profile	Description	Permission
 Management Role	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 Role	General use level (read only)	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.

- i** Please note that the application's **"Administrator"** within your organisation or business is responsible for organisation will authenticate access to the system. For any user interface related questions on access to certain features based on skill level, contact helpdesk@chemwatch.net or submit a ticket through the chat facility.

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.



Region: **Europe (Ireland)**

Account

User Name

Password

[Forgot password](#)

Skill Level



Login

What's New

Learn about Chemwatch's new Sustainability Solutions

The Digital Product Passport ensures supply chain transparency, Life Cycle Analyses reduce environmental impact, and our solutions support sustainability. Watch the video below:



Contact sales@chemwatch.net to find out more

Upcoming Webinars

- [18th Sept 2024](#) | Forever Chemicals (PFAS): Everything you need to know
- [25th Sept 2024](#) | The Big 3- Insights into Sustainability Reporting and Beyond

Steps: How to Manually Login

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

Account

1

User Name

2

Password

3

Forgot password

Skill Level

?

Simple / Advanced

4

Login

Upon successful login, the default Home  module will display on screen with features based on user settings applied by the domain administrator.

Main Screen Elements

The screen below displays user interface elements, modules, and features for advanced users of the system at full scale of the feature meter.

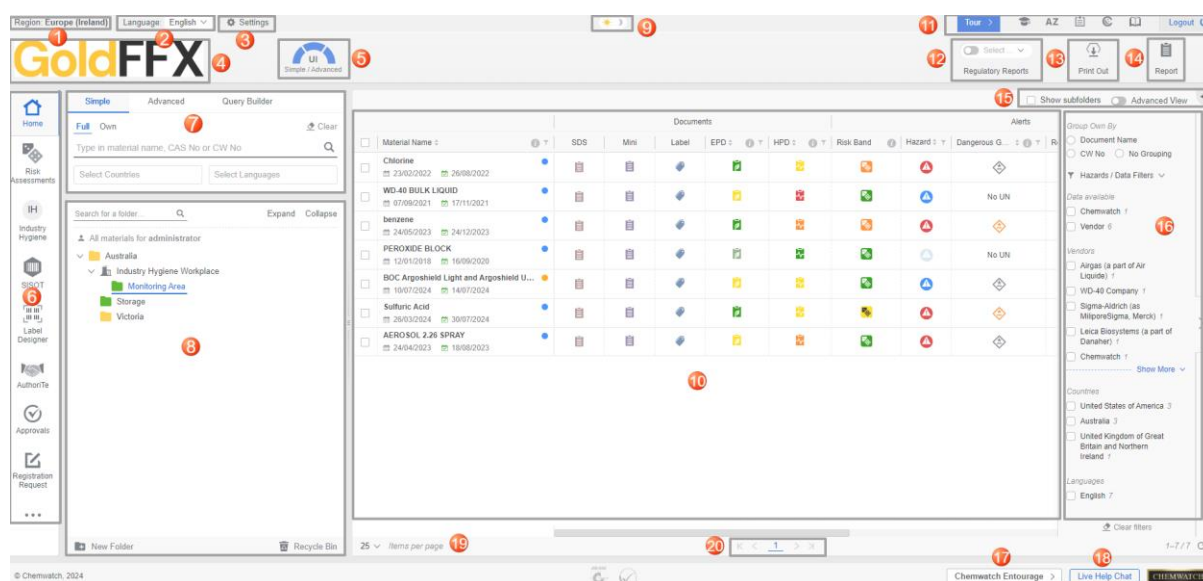


Table Description of the main components of the Home  page user interface.

No.	UI Component	Description
1	Region	Global regional locations as per microservice regional compliance and security requirements.
2	Language	Users can set the language of the user interface from the dropdown list.
3	Settings	Systems Administrative Settings module, applicable to the Administrator of the system.
4	Logo	Product (System) logo or user-dependent logo.
5	Feature Meter	Simple to Advanced modes of the system's user interface.
6	Modules	Product's modules, features, and functionalities.
7	Search Panel	Simple, Advanced and Query Builder search modes.
8	Folders Panel	Folder and inventory management.
9	UI Theme	User interface colour theme.
10	Materials Grid	Materials view, access to Documents and Alerts.
11	Tools Bar	Access to the Tour, Elearning, Glossary, Bulletin, ChemCollege, Manual, Logout.
12	Regulatory Reports	Manifest Quantity Report, Incompatibility Report.
13	Print Out	Print, download, share.
14	Report	Report generator.
15	Show subfolders and Advanced View	Checkbox to display subfolders in the folder panel tree and the advanced view switch to change the grid to simple mode or full-on mode of the user interface.
16	Slide Panel	Options to group materials on the grid, apply filters by hazards/data filters, vendors, countries, and languages.
17	Chemwatch Entourage	Chemwatch services by business unit or department.
18	Live Help Chat	Online support through text messages.
19	Items per Page	Number of items per page to view materials through pagination.
20	Pagination	View materials listing by page.

About Feature Meter

The UI (User Interface) 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.

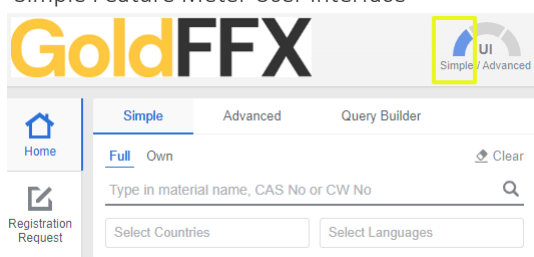
What is a “Feature Meter”?



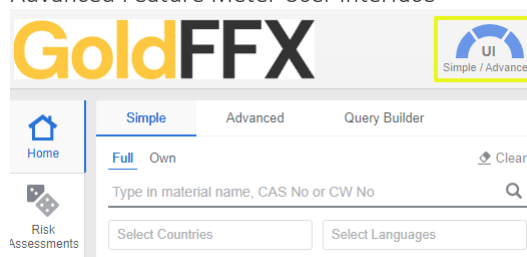
The **Feature Meter** is a user interface gauge (skill level) intended to enable users to toggle between “**Simple and Advanced**” screen display of panels, features, and functionalities of the system’s user interface. The primary purpose of this enhancement is to provide a clear hierarchy in reducing 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 .

Simple Feature Meter User Interface



Advanced Feature Meter User Interface



Users can toggle between simple and advanced features to navigate through the user interface. This feature presents different user interface levels based on skill level mode based on the applicable license product package.

Skill	Mode	Application	Gauge Level
Level 1	Simple mode user interface	Backpack	
Level 2	Intermediary mode user interface	GoldFFX	
Level 3	Advanced mode user interface	Chemeritus	

- i** The Feature Meter does not affect the standard default buttons and icons, the user interface language, live help chat, print, download, share, elearning, bulletin and manuals. Editing folders and materials on the grid uses a right click functionality on Windows PC. For a Mac PC, right click functionality uses a left mouse click.

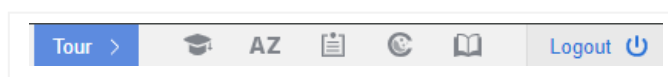
About User Tour and Guidance

GoldFFX user interface contains guidance tools for information and learning through user tours, elearning guides and users guide. Access to this type of information is located at the top right corner bar of the system's user interface as shown below.

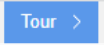
User Tour, Elearning, Manuals and Logout Buttons

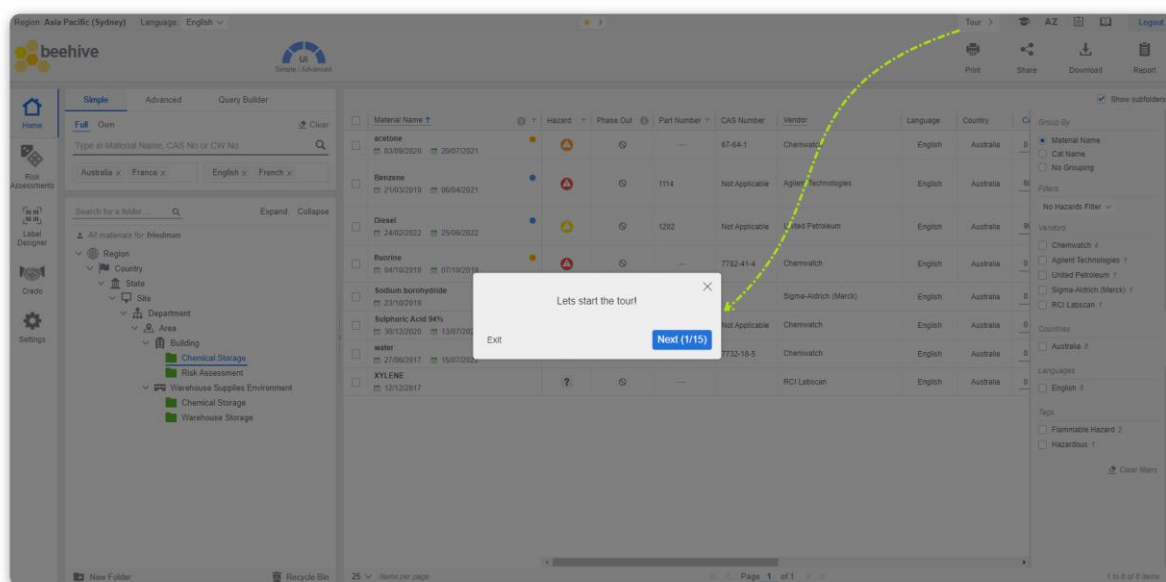
The system contains the following linked buttons:

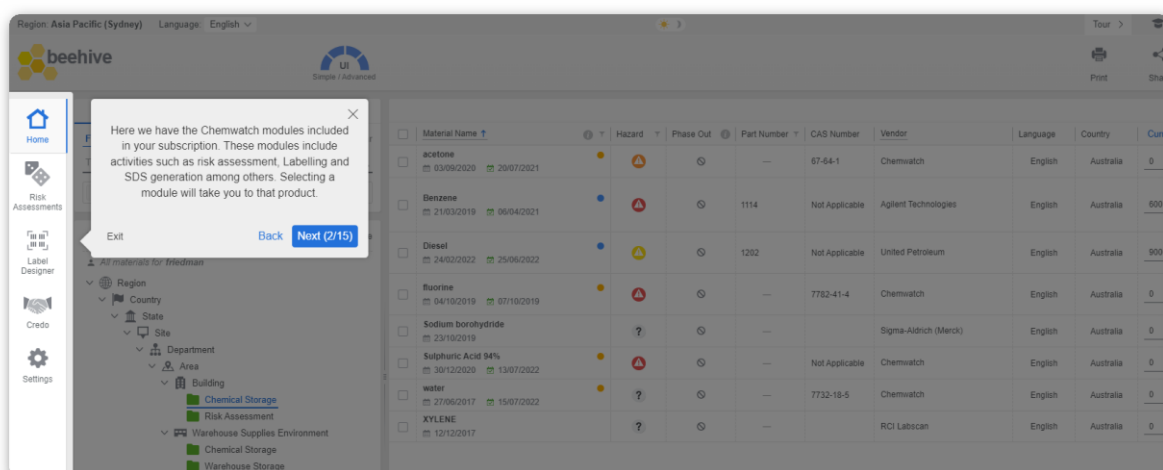
- Tour
- Elearning
- Glossary
- Bulletin
- ChemCollege
- Manual
- Logout



The table below provides descriptions of these buttons.

Useful Tools	Informative Tool	Description	Use
	User tour	Step by step knowledge of user interface component	User tour provides users with information about modular elements of the user interface.





Elearning

The elearning button provides access to online learning about the system

Users can learn about GoldFFX to gain knowledge on how to use the system.



+61 3 9573 3100 helpdesk@chemwatch.net


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[PRODUCTS](#)
[TRANSLATIONS](#)
[COURSES](#)

CHEMWATCH TRAINING

Welcome to the Chemwatch Training library, your gateway to mastering our software applications and much more. Our eLearning presentations provide comprehensive guidance on Chemwatch's applications and features. Complete training on our applications in full or choose a module or feature to focus on. Start your learning journey today with Chemwatch Training.

QUICK START GUIDE

A collection of short videos to get you started.

[Click here](#)

PRODUCTS

Complete training presentations for the Chemwatch applications.

[Click here](#)

TRANSLATIONS

Translated training modules in multiple languages.

[Click here](#)

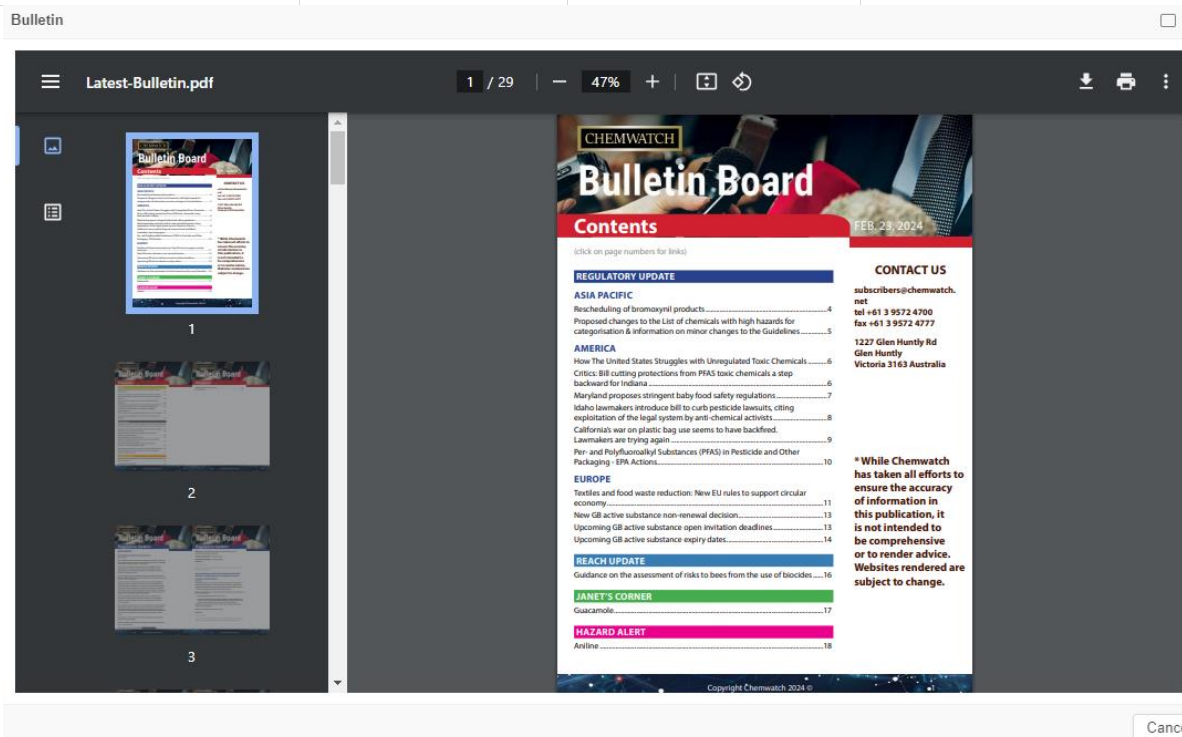
COURSES

Accredited and non-accredited courses in chemicals management and safety

[Click here](#)

[HOME](#)

Useful Tools	Informative Tool	Description	Use
	Bulletin	Chemwatch's bulletin board	Regulatory updates across the regions of the world, hazard alerts, technical notes.



	ChemCollege	Chemwatch short courses	Learners or students login to the LMS.
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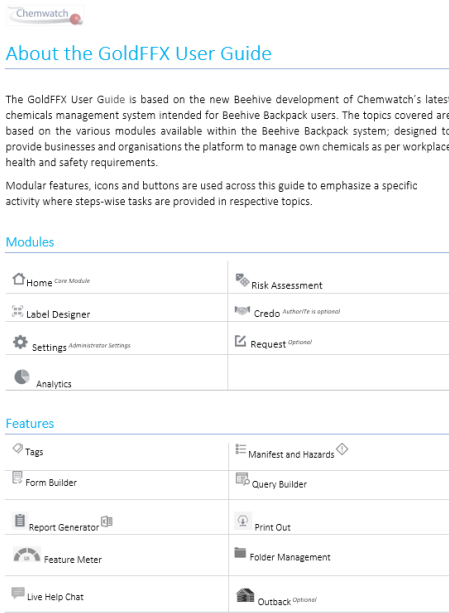
 Username
 Password

[Lost password?](#)

Available courses

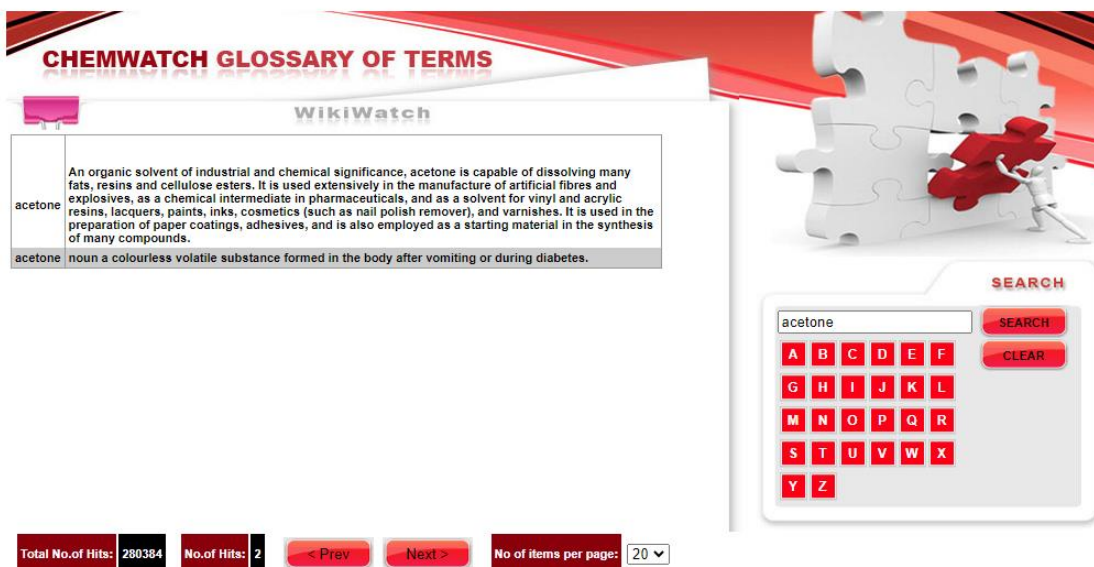


	Manual	User Guide for the system	Download the user guide (manual) of the system through this button.
---	--------	---------------------------	---

Useful Tools	Informative Tool	Description	Use
			

AZ	Glossary	This is a Chemwatch Glossary of Terms	Search for term description to learn more.
----	----------	---------------------------------------	--

Glossary



Cancel

Logout	Logout	Logout button to sign-off the system	Logging out of the Chemwatch application will go back to the login screen.
--------	--------	--------------------------------------	--

The Home Module Elements

Search Panel

This panel contains two tabs that enable users to search in **Simple** mode, **Advanced** mode, or **Query Builder** method. Users can also set the country and language parameters to apply them in the search criteria. There are two database search paths: namely, **Full** and **Own**. Full refers to the entire Chemwatch database collection of millions of SDS and Own refers to a domain's own inventory collection located in the Chemwatch database.

Simple

The Simple mode allows users to conduct basic search by material name, product name, CAS No or CW No.

Advanced

The Advanced search mode enables users to search by specific parameters provided in a drop-down list; CAS No, CW No, CAS (IngredientIn), DG Class, Packing Group, UN No, Sub Risk, EINECS, Vendor, Part No, Molecular Structure, SMILES, Preferred Name.

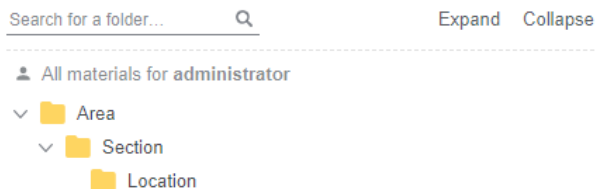
Main Documents and Alternative Documents Accessible from the Side Panel

This panel allows users to choose the type of document to display for a single material or product at a time by using any of the following available options:

Main Documents	Alternative Documents	Compare Documents	Special Documents
• SDS • Mini • Label • RA Report	• Chemwatch SDS • Chemwatch Mini SDS • First Aid • PPE • Toxicological • Environmental • Fire Fighting • Spills • SOP • Advice to Doctor • CHINA	• SDS • Mini • RA Report	• HPD (Health Product Declaration) • EPD (Environmental Product Declaration)

Folder Tree Panel

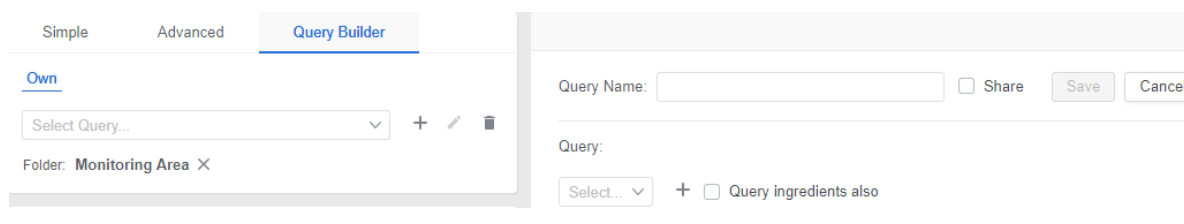
This panel provides a system's Folder Structure to manage domain's **folders**. Materials and SDS can be added into folders as part of inventory management.



Query Builder Search Mode

Query Builder

This panel enables users to create queries to search the database to find materials by specific type of operators (AND, OR) and query strings. The search capabilities can also include querying ingredients. Any query can be shared with tags to easily navigate and find materials by using the tags grid filtering features.

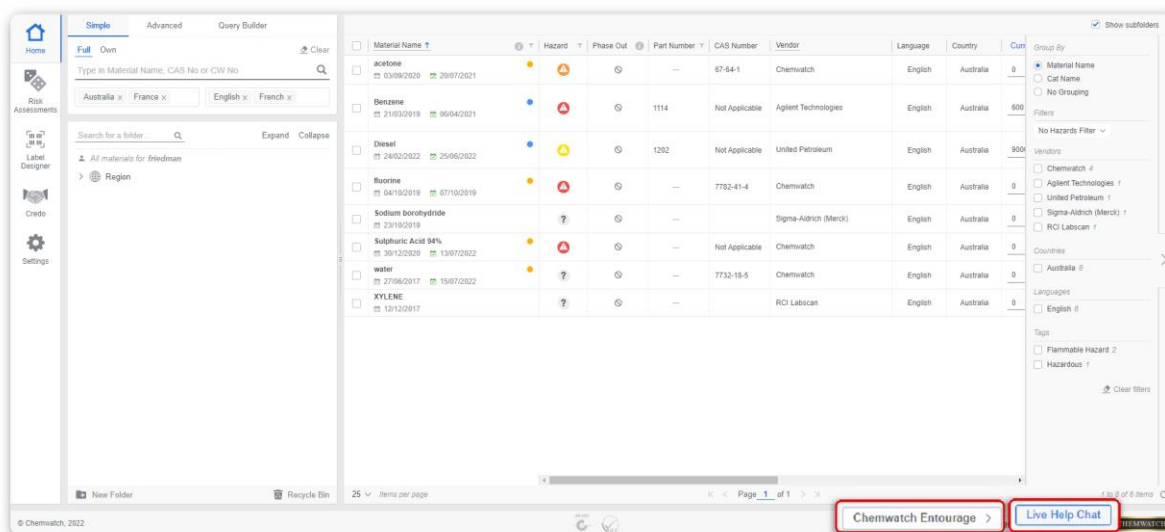


About Help and Support

GoldFFX offers a live help panel that allows users to seek immediate online support and submit complaints, issues, bugs, errors, and questions through the following tools:

Help Tool	Description
 Live Chat	The application features a live help chat panel located in the bottom right corner, providing users with 24/7 access to request live online Chemwatch assistance.
 Entourage	Contact your Chemwatch Support Service Team. The chat option links to a live chat room and the email function allows users to submit an inquiry directly to a specific support team.
 Calls	Incoming and outgoing calls are linked with Chemwatch CRM, allowing support teams to create tickets for follow-up actions and provide updates on submitted inquiries, enhancing support services.
 Emails	Help and support emails are linked to Chemwatch CRM, enabling service teams to troubleshoot, create tickets for follow-up actions, and send updates regarding submitted issues or complaints.

Logged-in users will find Live Help Chat and Chemwatch Entourage panels conveniently located at the bottom right corner of the application, facilitating user engagement and assistance with any queries or issues.



These panels will initially appear collapsed, as depicted in the image above. When expanded, users will have the ability to:

- Chat online for support
- Send an email through the entourage

The following table provides further descriptions of the help and support related tools.

Support	Function	Description
Live chat Live Help Chat	Online instant messaging for help and support	The chat form is used to request instant support or submit an inquiry to Chemwatch. Inquiries that require follow-up action will be assigned a ticket to track progress until the ticket issue is resolved.
Chemwatch Entourage Chemwatch Entourage	Request for chat or send an email to submit an inquiry	This panel is used to submit an inquiry through the email function or chat with the Chemwatch Support Service Team.

The Live Help Chat and the Chemwatch Teams Entourage panels are visible across all modules so that an inquiry can be submitted at any page instantly. The simple steps below illustrate how to use the chat panel to start a conversation online with one of our helpdesk support team.

Steps: How to Use the Chat Panel

Edit Info Panel

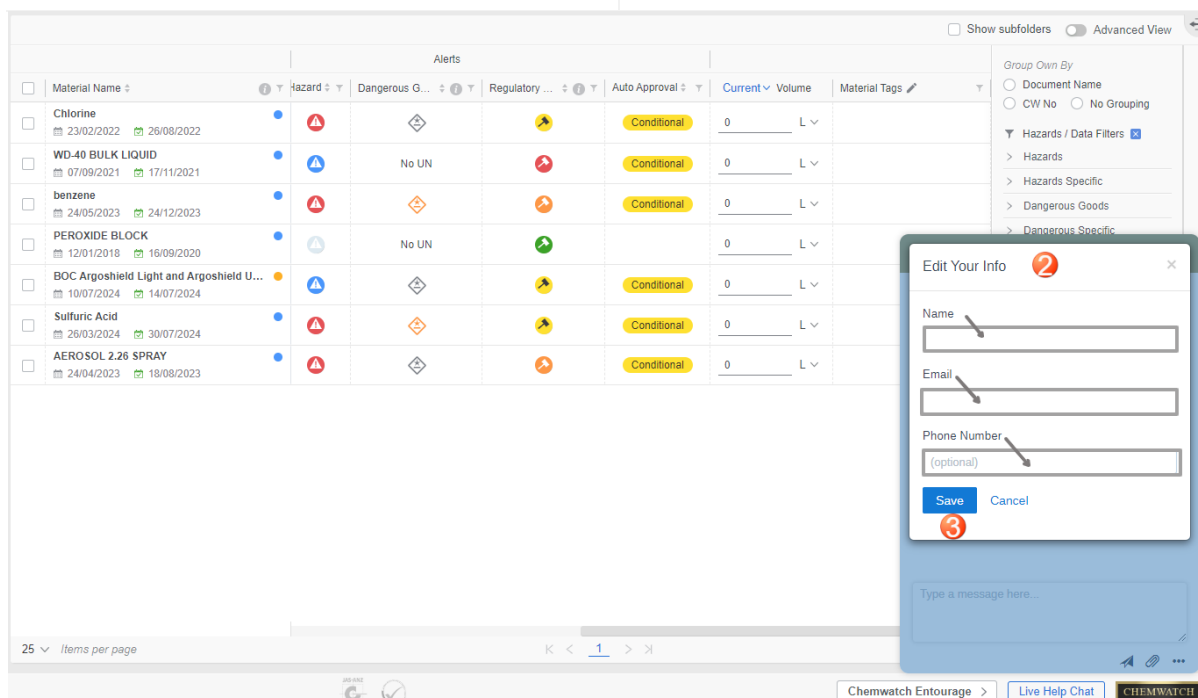
1. Click on the **Live Help Chat** button.



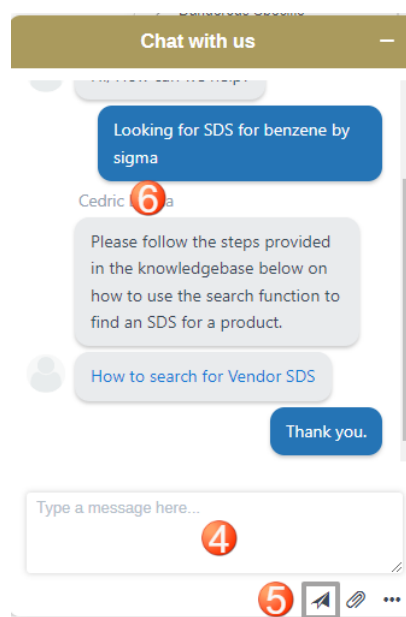
2. Fill in your information in the **Edit Info** Panel.

- Name
- Email
- Phone Number (Optional)

3. Click the **Save** button .



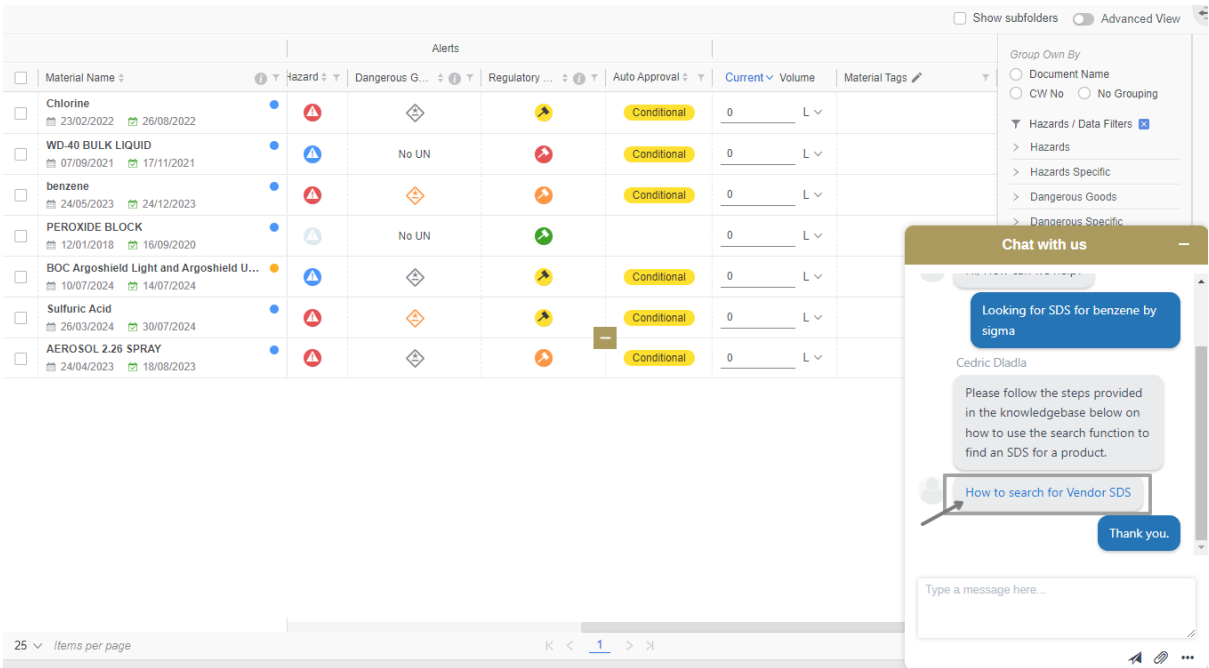
4. Type your question or inquiry.
5. Click on the **Send chat** icon  or simply press the “Enter” key on your keyboard.
6. A Chemwatch **online support team** member will respond to your inquiry or question.
7. Use the Minimize button  on the top right corner of the chat panel to close the chat once the conversation is finished.



Chemwatch Support Technical Tools

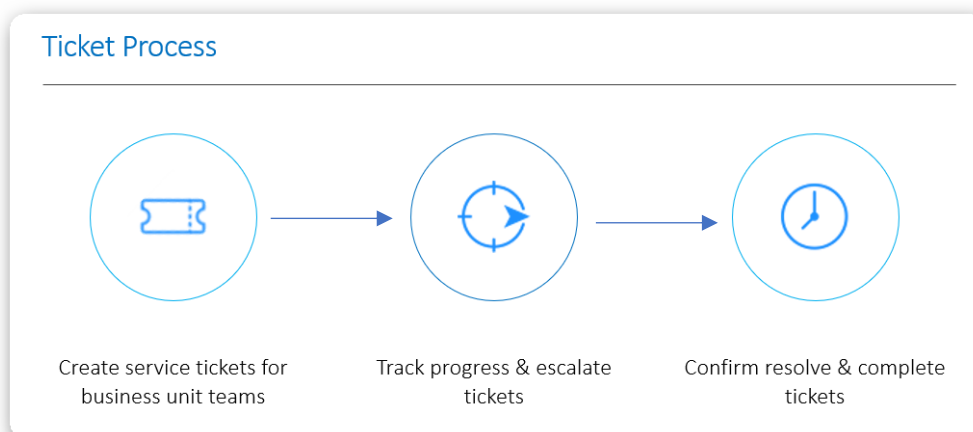
The Chemwatch team may use the following chat related tools to provide you with better support and navigation through an application issue or query.

Type of Tool	Use
Screenshots	The support team might share screenshots within the chat messaging field to provide steps on how to action or carry out tasks. Click on the provided image to view the screenshot in full size.
Links	The support team might share knowledgebase articles or documentation links within the chat messaging field for more detailed information for your reference. Use the link(s) to open the details or download available document(s).



The screenshot displays the 'Alerts' table in the Chemwatch application. The table lists various materials with their associated hazards, dangerous goods, regulatory status, and auto-approval settings. A chat window titled 'Chat with us' is overlaid on the right side of the table, showing a conversation about finding an SDS for benzene. The chat window includes a message from Cedric Dladia, a link to a knowledgebase article titled 'How to search for Vendor SDS', and a 'Thank you.' button.

The general ticket flow illustrates the main steps undertaken for the completion of the ticket.



About Chemwatch Entourage

Chemwatch has developed a personalized service, continuing our commitment to an unsurpassed personal service called Entourage (also known as Chemtourage). The Login page also contains the Entourage service teams dedicated to providing support in the various areas of expertise.

- Customer Service Account Management
- Helpdesk Support
- Project Management
- Chemists and SDS authoring
- Regulations & Custom Labels
- IT Technical Support



Getting To Know Your Entourage

Business Unit Services

Customer Service Support Team

Client account management, process requests for SDS acquisitions, SDS uploads, SDS updates, system set up, customer rollouts, complaints handling, training requests. Trouble tickets enter your managed query system which ensures timely response, your Customer Service facilitator coordinates the responses from all team members where required.

Chemist Support Team

SDS authoring, emergency response, Gold SDS reviews, SDS details inquiries, DOCGEN technical queries, WeWrites, chemical inventory audits.

Helpdesk Support Team

Help and support on how  to use any of the applications. Troubleshooting and logging inquiry tickets for bugs, errors, improvements, SDS data related inquiries.

Regulations Support Team

General regulatory and label creation and customisation inquiries and advice.

-  The specific SDS inquiries should be submitted to the Chemist first.

IT Support Team

Technical issues such as access to GoldFFX application, security, and IT related client-side requirements.

 The specific application related inquiries must be logged into Helpdesk first.

Projects Support Team

The Projects Team manages PTNs (Project Tracking Numbers) related inquiries pertaining to inventory uploads, Manifest uploads, SDS acquisition and registration phases of your projects.

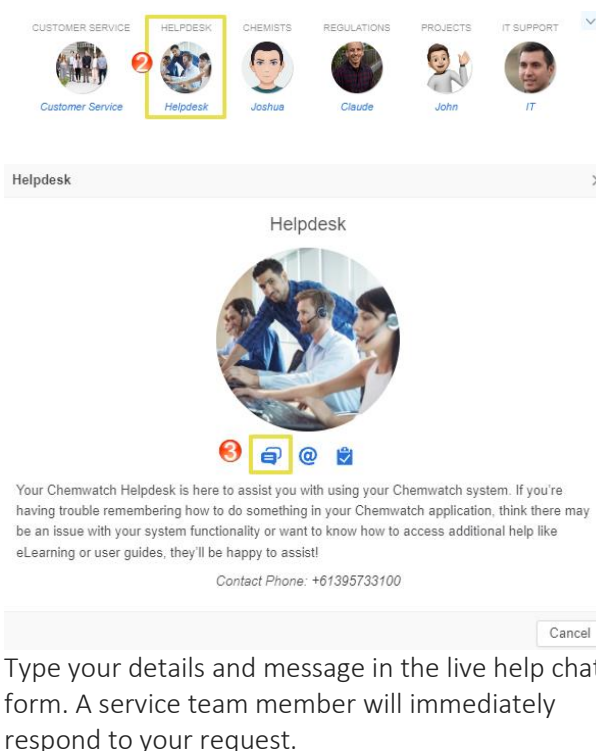
The following steps illustrate how to submit a helpdesk inquiry or question through the live chat in your Chemtourage.

Steps: How to Submit an Inquiry in Entourage

1. Open the **Chemwatch Entourage** panel.



2. Click on the **Service Team**, e.g., Helpdesk.
3. Select the chat icon  from the displayed service desk profile.
4. Type your **message** or a question in the text field.
5. Press the Enter key from your keyboard or use the submit icon . A chat bot automated message displays requesting your introduction to the chat with a quick form to fill in the required information:



What happens after closing a chat?

If you are a first-time user of the Chemwatch Ticketing System, an activation email notification will be sent to complete the sign-up process. Follow the activation information provided in the email to gain access to the ticketing system portal, where you will be prompted to assign a password.

Send an Email via the Entourage

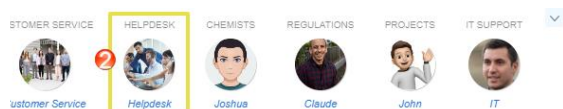
The following steps show how to submit an inquiry or question through the Entourage email function.

Steps: Send Email through Entourage Service

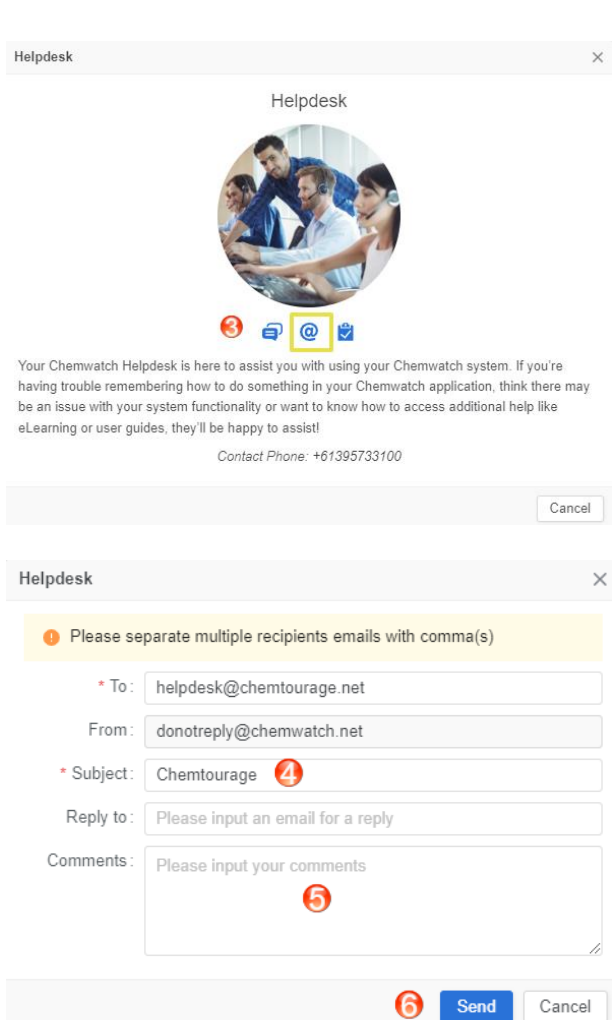
1. Open the **Chemwatch Entourage** panel.



2. Click on the **Service Team**, e.g., Helpdesk



3. Select the **Email icon** @ from the displayed service desk profile.
4. Change the **Subject** or title your subject matter.
5. Type your **Comment** or a question in the text field.
6. Click the **Send** button  to submit the inquiry.



Helpdesk

Helpdesk

Your Chemwatch Helpdesk is here to assist you with using your Chemwatch system. If you're having trouble remembering how to do something in your Chemwatch application, think there may be an issue with your system functionality or want to know how to access additional help like eLearning or user guides, they'll be happy to assist!

Contact Phone: +61395733100

Cancel

Helpdesk

Please separate multiple recipients emails with comma(s)

* To: helpdesk@chemtourage.net

From: donotreply@chemwatch.net

* Subject: Chemtourage 4

Reply to: Please input an email for a reply

Comments: Please input your comments 5

6 Send Cancel

What happens after submitting an Inquiry by email?

The Entourage email inquiry will be sent to the respective Chemwatch service department specialists to process the ticket.

 For more information about general help and support, contact helpdesk@chemwatch.net or simply use the chat panel to submit an inquiry.

1.0 Introduction

This topic covers the general introduction into the global perspective on chemical labelling of substances with specific objectives on basic requirements and protocols.

- [Global outlook on label requirements](#)
- [EU label requirements](#)
- [Australia label requirements](#)
- [GHS label requirements](#)
- [United States label requirements](#)
- [Canada label requirements](#)
- [China label requirements](#)
- [Japan label requirements](#)
- [Brazil label requirements](#)
- [South Africa label requirements](#)
- [Russia label requirements](#)



Label Designer is Chemwatch's leading label creation tool, offering users a vast selection of templates for efficient and compliant label generation. The system features over 300 data points, allowing users to customize existing templates to meet specific requirements.

Labels can be automatically populated with essential chemical information and translated into 49 languages. It also supports compliance with both local and global regulations, enhancing the value of your labels. The platform provides over 50 standard label templates, designed to help users adhere to various regulatory standards. These templates incorporate standard label layouts while offering flexibility for customization. Users can embed images, add company or organizational logos, and include batch numbers, expiration dates, and other relevant details.

It is also a powerful tool that facilitates effective global communication by generating labels that meet the diverse needs of a worldwide audience. Recognizing the critical importance of comprehensive language translations and jurisdiction-specific requirements, Label Designer ensures that essential information is accurately conveyed to users, customers, and stakeholders across different regions.

The tool's extensive library of templates supports compliance with multiple international and regional standards, including GHS (Globally Harmonized System of Classification and Labelling of Chemicals), REACH (Registration, Evaluation, Authorization, and Restriction of Chemicals), HAZCOM (Hazard Communication Standard), and CLP (Classification, Labelling, and Packaging). By adhering to these formats, Label Designer helps businesses streamline their labelling processes, ensuring that labels are not only legally compliant but also clear and consistent across global markets.

This enables seamless communication of chemical hazards and safety protocols, enhancing workplace safety and consumer awareness, while promoting regulatory compliance in different jurisdictions. Whether dealing with hazard classifications, pictograms, or safety instructions, Label Designer ensures that all necessary elements are accurately presented to protect both the user and the environment. To achieve the label hazard communication, Label Designer is structured into various modular features and data driven information. Let's now have a closer look at the specific general label requirements and how these can be met.



Summary

Label Designer is a custom labelling tool that allows chemical industry businesses and organisations to create and design unique labels for storage and transport using GHS and non-GHS protocols and provides access to a wide range of commonly used industry templates as best practice.

The next sub-topic discusses the best practices on label requirements globally with a few jurisdictions.

1.1 Label Requirements

Label requirements on a global scale have been standardised as most countries have adopted the Globally Harmonized System (GHS), resulting in a more unified and consistent approach to communicating chemical hazard information worldwide. Regardless of GHS adoption, countries usually require labels to be in local languages and incorporate specific information relevant to national regulations. However, many regulations allow for additional information on labels such as precautionary instructions, batch numbers. Different regions have varying labelling requirements. GHS is an internationally agreed-upon system developed by the United Nations to standardize the classification and labeling of chemicals. This classification system uses the following categories to convey information about the physical, health and environmental hazards posed by a chemical:

- Pictograms (9 GHS Pictograms)
- Signal words (Danger or Warning)
- Hazard Statements (H Codes)
- Precautionary Statements (P Codes)



The key GHS objectives are to ensure consistent hazard communication of chemical hazards through label requirements.

Label Requirement (GHS)	Description
Product Identifier	Chemical name or identification number.
Signal Words	"Danger" or "Warning" to indicate the severity of the hazard.
Hazard Statements	Standardized phrases describing the nature of the hazard (e.g., "Causes skin irritation").
Precautionary Statements	Recommendations on safety measures (e.g., "Wear protective gloves").
Supplier Identification	Manufacturer or distributor information.
Pictograms	Standardized hazard symbols (e.g., Flammable, toxic, or corrosive substances).
Other Information	Any information about the hazards, first aid and emergency procedures relevant to the chemical, which are not otherwise included in the hazard statement or precautionary statement, emergency phone number.

Essential Elements of Effective Labelling



Product Identifier

This is the name or number that identifies the chemical or product.

- Easily recognisable and consistent with SDS information
- Pure substance should include chemical identity
- Mixtures and alloys should list the ingredients and proportions that contribute to the hazard



Signal Word

Signal words depict the "Danger" or "Warning" to convey the severity of the hazard.

- DANGER – indicates more severe hazard
- WARNING – suggests a less severe hazard



Hazard Statements

The nature of the hazard is phrased with hazard statements.

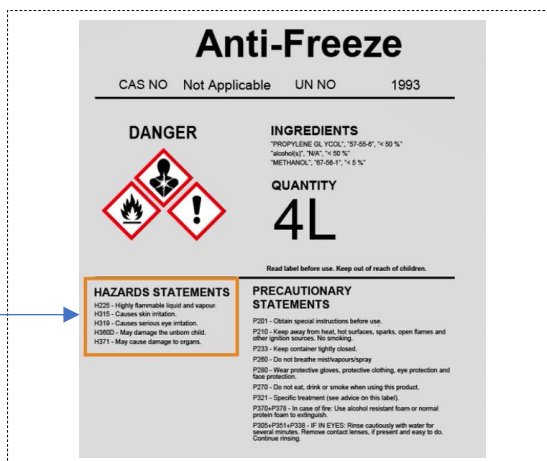
- Hazard statements are coded in GHS classification based on the severity of the hazard category.
- Hazard statements help workers understand the risks associated with the chemical.



Precautionary Statements

These are instructions on how to minimise or prevent adverse effects.

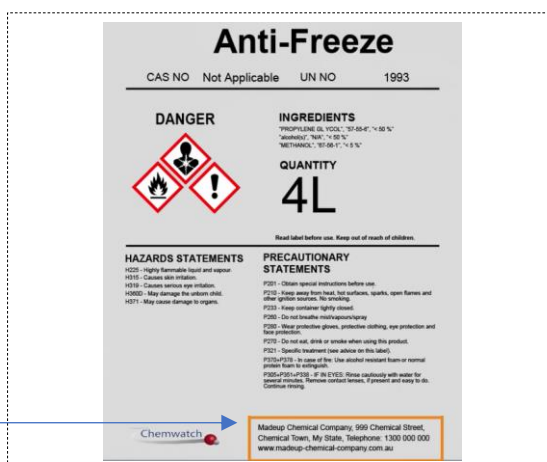
- Statements that include safety measures
- As a guide, a maximum of 6-10 precautionary statements should appear on the label based on the severity of the hazards.



Supplier Details

Label must display the following information.

- Manufacturer or supplier name.
- Address.
- Phone number
- Emergency contact details



Additional Information

Other information may be included on the label considering where the product is sold and how it's used.

- Any information about the hazards such as volume, batch number etc.
- First aid and emergency procedures relevant to the chemical, which are not otherwise included in the hazard statement or precautionary statement, emergency phone number.



Let us have a look at some of these protocols at global level for some specific countries and regions.

Australia has integrated GHS into its Work Health and Safety (WHS) Regulations, Schedule 9 (Classification, Packaging and Labelling Requirements). This scope applies to chemicals used in the workplaces. A hazardous chemical is correctly labelled if it is packed in a container that includes the following information. Below are key WHS label requirements.

Label Requirement (WHS)	Description
Product Identifier	Unique name or number the chemical is known and hazard identification and must be the same as listed in the SDS. May be identical to the trade name.
GHS Compliant	Hazard statements, precautionary statements, hazard pictograms.
Supplier Information	Manufacturer or distributor information
Ingredient(s)	Details should be disclosed and grouped together and prominently positioned in the label, located at the top or front panel.
Australian Address	The name, Australian address and business telephone number of either the manufacturer or importer.
Language	Labels must be in English.
SDS Requirement	SDS must accompany hazardous chemicals, providing detailed hazard information.
First Aid and Emergency Information	Any information about the hazards, first aid and emergency procedures relevant to the chemical, which are not otherwise included in the hazard statement or precautionary statement, emergency phone number.
Expiry Date	The expiry date of the chemical, if applicable.

In the European Union (EU), chemical labeling is governed by the Classification, Labeling, and Packaging of Substances (CLP) Regulation (EC No 1272/2008), which aligns with the GHS. The CLP scope applies to chemicals and mixtures placed on the EU market. CLP label requirements ensure that hazardous chemicals are properly classified and communicated to protect users, employees, and the environment. The following combination of label requirements standardize information that must be presented in a consistent manner across the EU region. Below are key CLP label requirements.

Label Requirement (CLP)	Description
Product Identifier	The label must clearly state the chemical name or substance identifier, which could be the chemical's common name or identification number (e.g., CAS or EC number), and where relevant, the composition of the substance or mixture.
Hazard Pictograms	Use of standardized pictograms to visually communicate the type of hazard posed by the chemical. These pictograms are framed in red diamonds and depict GHS symbols indicating specific hazards (e.g., flame for flammables, skull, and crossbones for acute toxicity). Only relevant pictograms must be shown on the label.
Supplier Information	The name and contact details of the manufacturer or importer, or the supplier responsible for placing the chemical on the market e.g., address, telephone number.
Ingredient(s)	Details should be disclosed and grouped together and prominently positioned

Label Requirement (CLP)	Description
	in the label, located at the top or front panel.
Signal Word	The label must include one of the two GHS signal words to indicate the relative severity of the hazard: • Danger [for more severe hazard] • Warning [for less severe hazard]
Hazard and Precautionary Statements	Hazard statements describe the nature and degree of risk associated with the chemical. Each hazard statement is associated with a specific hazard class and category. Precautionary statements provide recommendations on how to minimize or prevent the adverse effects of exposure to the chemical. A label should typically include no more than six precautionary statements unless necessary.
Language	CLP labels must be written in the official language(s) of the country where the chemical is marketed. For example, if a product is sold in multiple EU countries, the label must include translations for each respective country.

Additionally, the EU's **REACH** regulation mandates the registration and safe handling of chemicals, further ensuring compliance with CLP labelling standards.

(OSHA) in the United States enforces the Hazard Communication Standard (HCS, also known as HAZCOM), which incorporates GHS elements. OSHA's labelling requirements are designed to ensure that workers are fully informed about the risks associated with hazardous chemicals and protection thereof to help communicate and improve hazardous chemicals workplace safety across industries. The following are key OSHA label requirements.

Label Requirement (OSHA)	Description
Product Identifier	This is how the hazardous chemical is identified. The label must include a product identifier, which can be the chemical name, trade name, or identification number, e.g., CAS number, batch number. The product identifier must match what is used on the SDS.
Pictograms	OSHA requires the use of pictograms to visually convey specific hazards. These pictograms are black symbols on a white background within a red diamond border. Each pictogram corresponds to a specific type of hazard, such as: • Health Hazards: e.g., carcinogenicity, respiratory sensitization • Physical Hazards: e.g., flammability, explosive • Environmental Hazards: This pictogram is not mandatory (optional under OSHA) but required in other regions under GHS (e.g., for aquatic toxicity).

Label Requirement (OSHA)	Description
Supplier Information	The name, address, and telephone number of the manufacturer, importer, or responsible party who is accountable for the chemical must be included on the label.
Signal Word	A signal word must be used to indicate the relative severity of the hazard. OSHA specifies two signal words: • Danger • Warning Only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a “Danger” signal word and another warrants the signal word “Warning,” then only “Danger” should appear on the label.
Hazard and Statements	Hazard statements describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. All the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve legibility.
Precautionary Statements	Precautionary statements describe the recommended measures that must be undertaken to reduce or prevent any adverse effects due to exposure to the hazardous chemical. These statements are categorised as Prevention, Response, Storage and Disposal.
Language	Workplace labels must be in English. Other languages may be added to the label if applicable.
Supplementary Information	Additional information or instructions may be provided by the label producer. This information may also list the hazards not otherwise classified under this portion of the label. This section of the label can include the percentage of ingredient(s) of unknown acute toxicity with concentration $\geq 1\%$ and classification is not based on mixture test. Other supplementary information may include PPE pictograms for chemical handling and protection, directions of use, expiration date.

In addition, the Toxic Substances Control Act (TSCA) oversees chemical production and use, impacting labeling for certain substances. Employers are required to provide workers with SDS for hazardous chemicals.

Canada adopted GHS under its Workplace Hazardous Materials Information System (WHMIS 2015). The WHMIS labelling requirements are designed to ensure that important hazard information is clearly communicated to workers for safe handling of hazardous products and

meet the product hazard classification criteria. Canada aligned the WHMIS with GHS. Below are key WHMIS label requirements.

Label Requirement Description

(WHMIS)

Product Identifier	This is the brand name, chemical name, common name, generic name, or trade name of the hazardous product. The product identifier must be consistent with across the label, the SDS and the product's documentation.
Pictograms	Standardised symbols inside a red diamond-shape border representing specific hazard categories; health hazards, flame, exclamation mark, skull and crossbones, corrosion.
Initial Supplier Identifier	The name, address, and telephone number of either a Canadian manufacturer or the Canadian importer must be provided in the label.
Signal Word	This is a prompt word must be used to alert the reader to a potential hazard and the indicative severity (degree) of the hazard. One word must be used per label and reflect the highest-level hazard of the hazardous product. • Danger [for high-risk hazard] • Warning [for less severe hazard]
Hazard and Statements	Standard phrases describing the nature of the hazard must be provided in the label of the hazardous product. Each hazard class and category has an assigned "hazard statement".
Precautionary Statements	Standardised phrases describing the measures to be taken to minimise or prevent adverse effects resulting from the exposure to a hazardous product.
Language	Supplier labels must be both official Canadian languages, i.e., English and French. They may be bilingual as in one label or available as two labels to be compliant.
Supplemental Information	Some extra information is required on the label based on the classification of the product such as a mixture with ingredient(s) that has unknown toxicity in amounts $\geq 1\%$ to include a statement indicating the percent of the ingredient(s). This information may extend to precautionary actions, hazards not yet included in GHS, physical state or rout of exposure.

China adopted the UN GHS by building block approaches and has implemented GHS through a series of GB (Guobiao) standards issued by SAC. The standard regulating chemical labeling is the General Rules for the Preparation of Precautionary Label for Chemicals governed by GB

15258-2009. This standard was replaced by the General Rules for the Classification and Hazard Communication GB 30000.1-2024 on July 2024, which follows GHS and will come into effect on 1 August 2025. A precautionary label comprises of the following components.

Label Requirement (GB) Description

Product Identifier	Chemical name or trade must be clearly indicated on the chemical label including emergency details (such as contact information). If the product is a mixture, it may be important to list the hazardous ingredients that contribute to the classification of the product.
Pictograms	The GB requires hazard pictograms to be used and must align with GHS to visually communicate the hazards.
Signal Word	The severity of the chemical's hazards should indicate "Dange" or "Warning."
Hazard Statement	These standard statements describe the nature of the chemical hazard and its severity and must be included in the label.
Precautionary Statement	These phrases provide advice on how to handle the chemical safely and how to respond to exposure, storage instructions and disposal.
Supplier Information	The label must include the name, address and telephone number of the manufacturer or supplier responsible for the product in China.
Language	The label must be in the official Chinese language. A dual language where Chinese is predominant is allowed.
Small Containers	Labelling small containers where space is limited, the GB standard allows using reduced labels with essential information included.

Japan adopted GHS and incorporated it into national legislation through the Industrial Safety and Health Act (ISHA) and the Chemical Substances Control Law (CSCL). Chemical labelling is governed by ISHA and PDSCA which align with GHS.

Label Requirement (ISHA) Description

Product Identifier	Chemical name or trade name should be displayed on the label and consistent with SDS product name and label.
--------------------	--

Label Requirement Description
(ISHA)

Pictograms	Label should include hazard pictograms that confirm GHS instrument and correspond to the specific hazard class or category of the hazardous chemical.
Signal Word	The label should indicate the severity of the chemical's hazard as "Danger" or "Warning depending on the severity level as per GHS classification.
Hazard Statement	The nature and degree of the chemical's hazards must be described in the label in accordance with GHS classification.
Precautionary Statement	Advice on how to safely handle a chemical to prevent or reduce exposure through preventive instructions, response, storage and disposal.
Supplier Information	The label must include the name, address and telephone number of the manufacturer or supplier responsible for the product in Japan.
Language	The label must be provided in Japanese. Products intended for export market, bilingual labels are allowed where the Japanese language and another language is used.
Additional Information	This information might include specific safety instruction or additional regulatory details to enhance the understanding of the product's hazards, adequate handling and compliance to health and safety.

Brazil has implemented GHS through its NR 26 regulation and ABNT NBR 14725 standards. The scope applies to chemicals in the workplace and industrial environments. Label requirements include GHS elements such as hazard pictograms, signal words, hazard statements, and precautionary measures are mandatory. The official language of the label must be in Portuguese.

South Africa has adopted GHS under the South African National Standards (SANS), specifically SANS 10234. Its scope directs chemicals used in workplaces and consumer products. The label requirements must be GHS compliant, including hazard pictograms, signal words, hazard, and precautionary statements. The language must be in English, or another official language spoken in the country.

Russia and other members of the Eurasian Economic Union (EAEU) have adopted GHS through the Technical Regulation of the Customs Union (TRCU 041/2017). Labels must be in the official language(s) where the product is sold, naturally Russian.

1.2 Application Modular Features

The GoldFFX package is amalgamated into the following modules (which includes Label Designer) and features based on the administrator profile and other add-on modules depending on the licence package.

Modules

 Home <i>(In this guide)</i>	 Settings <i>(Not in this guide)</i>
 Risk Assessment <i>(Not in this guide)</i>	 Registration Request <i>(Not in this guide)</i>
 Label Designer <i>(In this guide)</i>	 Analytics <i>(Not in this guide)</i>
 Sisot <i>(Not in this guide)</i>	 AuthorITe/Credo <i>(Not in this guide)</i>

Modular Features

 Home • Search for materials • Create a digital Manifest to mirror your sites • Add materials and edit quantities • Create report templates to export data • Print, Share or Download lists and SDS • Documents (SDS, Labels, etc.) and Alerts	 Label Designer • Create a new document template • Create a new label template • Create a custom label template • Generate barcodes • Generate QR Codes • Generate a label for material
 Settings <i>(Administrator Access)</i> • General Settings • SDS Settings • User Management and Modules • Outgoing Settings	 Sisot <i>(Not included in this guide)</i> • Manage chemical inventory • Add products and transfer containers • Supports several barcodes formats such as EAN, QR • Labels • Generate products and container data

Label Designer module access is granted to users by the administrator of the system allowing them to create label templates, customise the default templates and generate chemical labels based on their inventory for internal or external use. Refer to the application's product user guide for the other respective modules.

2.0 Search and Create Labels

This topic will cover the following components of the label designer module to create a new label template and add specific datapoints to generate a label for a material.

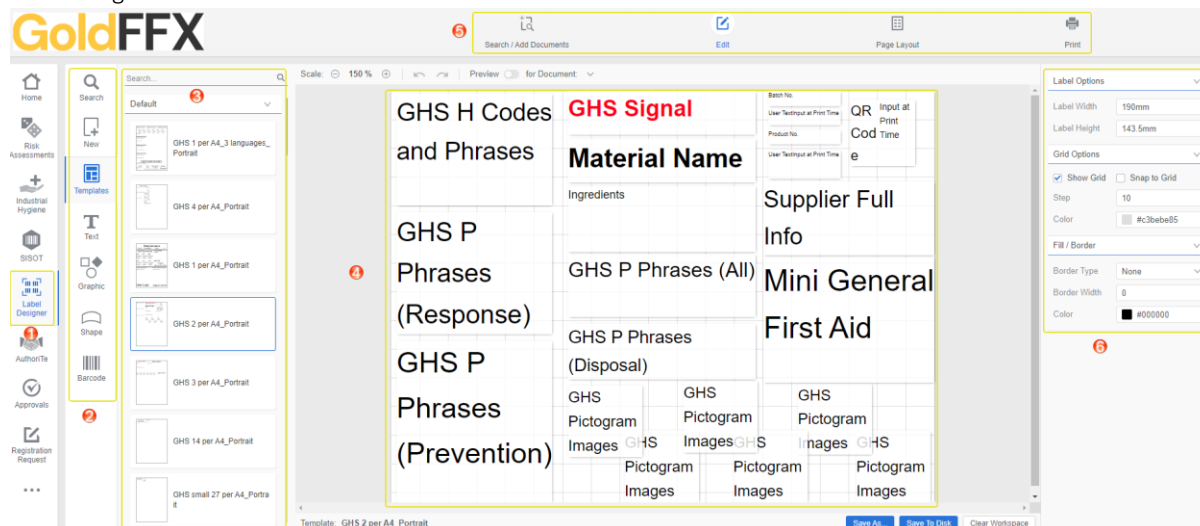
- Search for Label Templates
- Default Label Templates
- Search for Material to Display a Label
- Label Toolbar
- Create a label template
- Customise a default label
- Label layers and datapoints
- Label Sizes and Grid Options
- Fill/Border Options
- Save Labels to Database or External Drive

WHAT
YOU'LL
LEARN

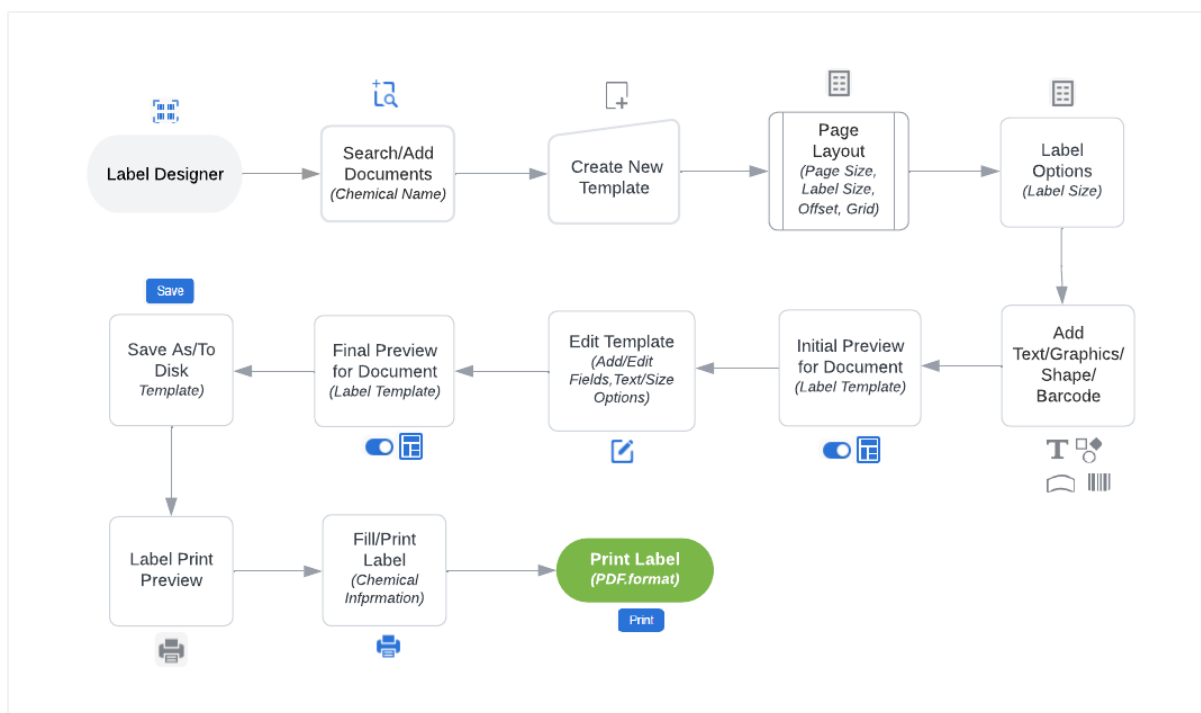
The Label Designer module consists of the following elements.

- 1 - Label Designer Module
- 2 - Label Designer Elements
- 3 - Default or Custom Template
- 4 - Active Label Landing Space
- 5 - Modular Toolbar
- 6 - Label Custom Options Panel

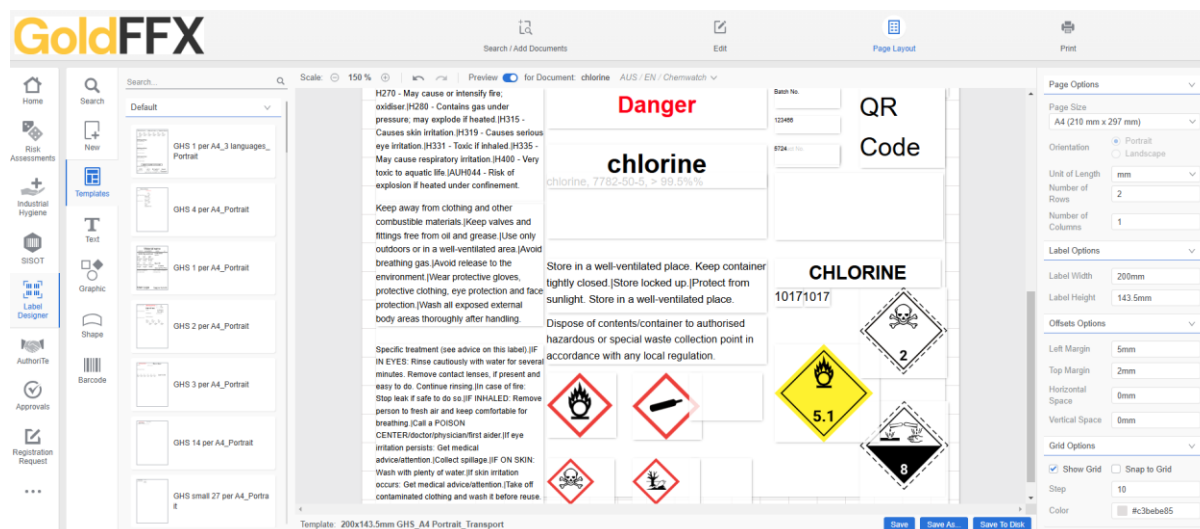
Label Designer Modular User Interface



Users can create new label templates, search for existing default or custom label templates and use the label toolbar to edit label elements. The process for creating or customising a label in the system follows a simple activity flow illustrated in the chart. Users must be granted access to the Label Designer module by the administrator to be able view/edit/create new labels.



Creating or customising a label involves the Search/add documents based on chemical name, template data, layers, page layout, preview, fill information and generate a print version are all the steps users should undertake to produce a complete label.



The next section illustrates the steps to create a new label.

2.1 Create a New Label Template

- [Search/Add Documents](#)
- [Create New Template](#)
- [Set Page Layout](#)
- [Set Label Parameters](#)
- [Add Text/Graphics/Shape/Barcode](#)
- [Edit Label Template](#)
- [Preview Label](#)
- [Save Label](#)
- [Fill/Print Label](#)

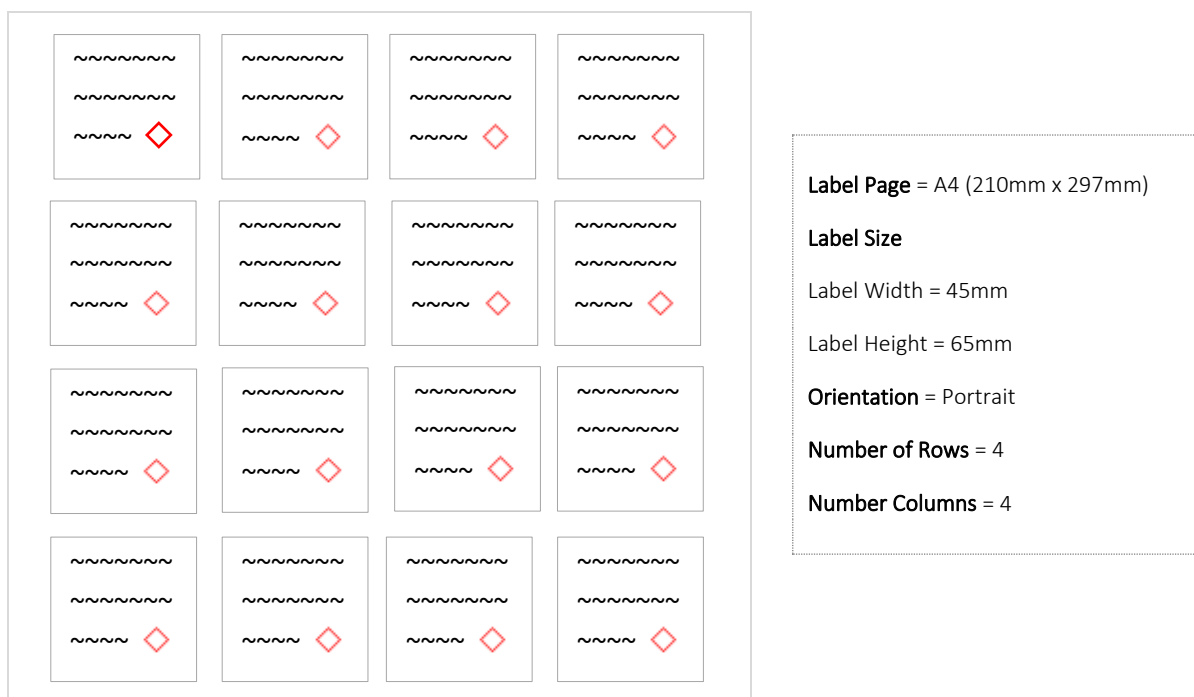


Creating a new label template requires background information to consider for the label requirements.

- Label design template
- Label datapoints
- The name of the chemical
- Classification rules
- Graphics
- Barcode/QR code
- Any shape(s) (optional)

Label Requirement (GHS)	Datapoint Field
Product Identifier	Product name (chemical name, material name)
Pictograms	GHS pictogram graphics
Ingredient(s)	Ingredient(s) composition
Signal Words	Danger or Warning
Hazard Statements	GHS classification, hazard statements
Precautionary Statements	GHS classification, precautionary statements
Supplier Identification	Vendor name, address, telephone number
Barcode/QR Code	Barcode type or QR Code type
Shape	Circle with a red boundary placement on emergency field
Emergency	Emergency contact

In the worked example, the table below provides background information that will be used to create a 4x4 GHS Label Template in portrait layout to fit in A4 page with the following label dimensions.



This illustration is "Not in scale."

Steps: Search and Create a New Template to Generate a Label

The following steps show how to search/add a material document and create a new label template to generate a filled label for the chemical in your inventory.

1. Open **Label Designer** module .
2. Click on the **New+** button.
3. Type the label **Template Name** in the required text field, e.g., 4x4 GHS A4 Portrait.
4. Select the **Paper Size** from the dropdown arrow, e.g., A4 (210 mm x 297 mm).
5. Click on the **Orientation** radio button option, e.g., Portrait.
6. Select the **Unit of Length**, e.g., mm.
7. Set the **Label Width**, e.g., 45mm.
8. Set the **Label Height**, e.g., 65mm.
9. Click the **Create** button . A message confirms successful operation

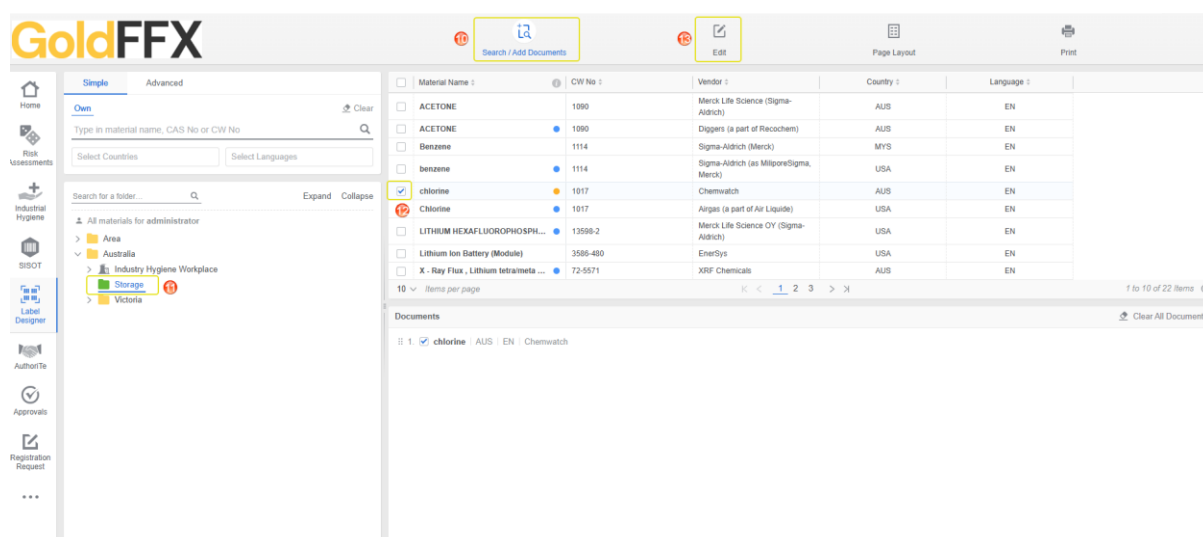
The screenshot shows the 'Create' form in the Label Designer module. The form is divided into two main sections: a left sidebar with navigation icons and a right main area with input fields. The 'New+' button in the sidebar is highlighted with a red circle and the number 2. The 'Label Designer' icon in the sidebar is highlighted with a red circle and the number 1. The main area contains the following fields and options, each with a red circle and a number:

- Template Name**: 4x4 GHS A4 Portrait (3)
- Page Size**: A4 (210 mm x 297 mm) (4)
- Orientation**: Portrait (5)
- Unit of Length**: mm (6)
- Label Width**: 45mm (7)
- Label Height**: 65mm (8)
- Create** button (9)

Creating the Page Size and Label Matrix (Rows and Columns)

10. Click the **Search/Add Documents** button  on the toolbar.
11. Select **Folder Location** to display inventory list or Search for material.
12. Click on the **Material Name** **Checkbox(es)** ☒ to set the document(s) to use in filling and generating the label data at Preview/Print time.
13. Click the **Edit** button  on the toolbar to edit the label template.
14. Ensure **Label Width** and **Height** is set, e.g., 45 mm and 65 mm.
15. Maintain the default parameters for **Grid Options** and **Fill/Border**.
16. Click the **Page Layout** button  on the toolbar to set page parameters. Refer to the table provided above on background information for the label requirements.
17. **Set the Page Options parameters;** Orientation, Unit of Length, Number of Rows , Number of Columns , offset margins and spaces.
18. **Offset** the margins and vertical/horizontal space.
19. Click the **Save** button  to save the empty template.

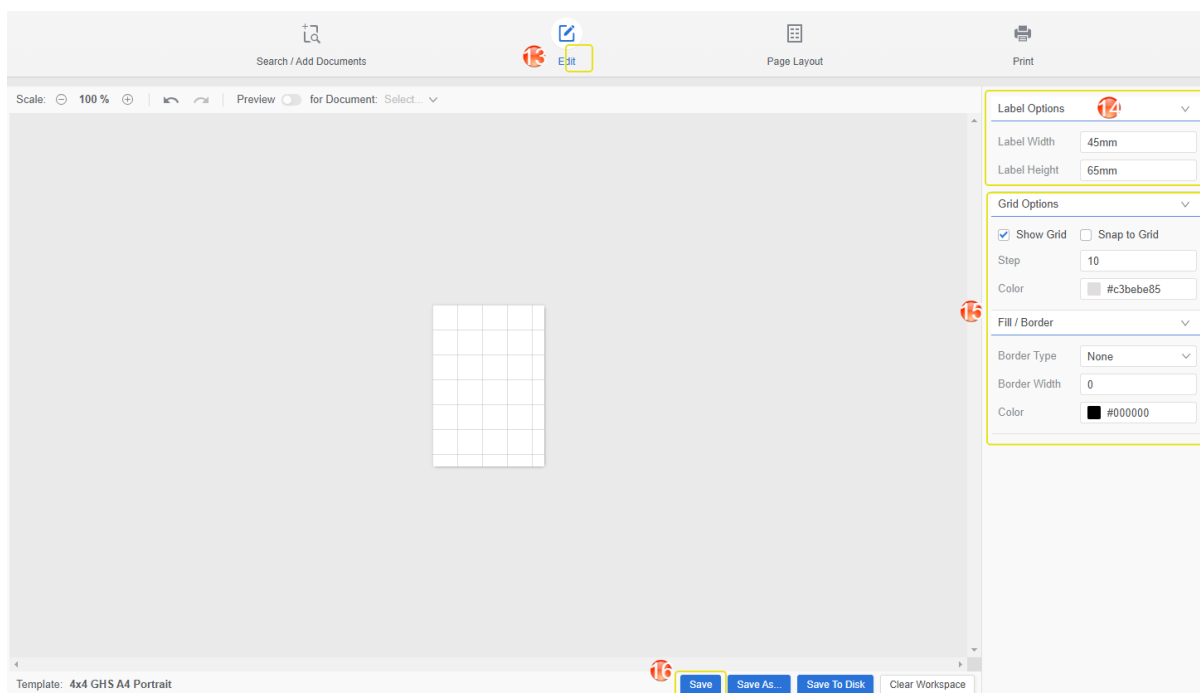
 Success
Template saved



The screenshot shows the GoldFFX Label Designer interface. The top toolbar has two buttons highlighted with yellow boxes: 'Search / Add Documents' and 'Edit'. The main area displays a table of materials with columns: Material Name, CW No, Vendor, Country, and Language. The 'chlorine' material is selected, and its checkbox is checked. Below the table, there is a 'Documents' section showing the selected material and its details.

Material Name	CW No	Vendor	Country	Language
☐ ACETONE	1090	Merck Life Science (Sigma-Aldrich)	AUS	EN
☐ ACETONE	1090	Diggers (a part of Rechem)	AUS	EN
☐ Benzene	1114	Sigma-Aldrich (Merck)	MYS	EN
☐ benzene	1114	Sigma-Aldrich (as MilporeSigma, Merck)	USA	EN
☒ chlorine	1017	Chemwatch	AUS	EN
☒ Chlorine	1017	Airgas (a part of Air Liquide)	USA	EN
☐ LITHIUM HEXAFLUOROPHOSPH...	13598-2	Merck Life Science OY (Sigma-Aldrich)	USA	EN
☐ LITHIUM Ion Battery (Module)	3586-480	EnerSys	USA	EN
☐ X-Ray Flux, Lithium tetrameta ...	72-5571	XRF Chemicals	AUS	EN

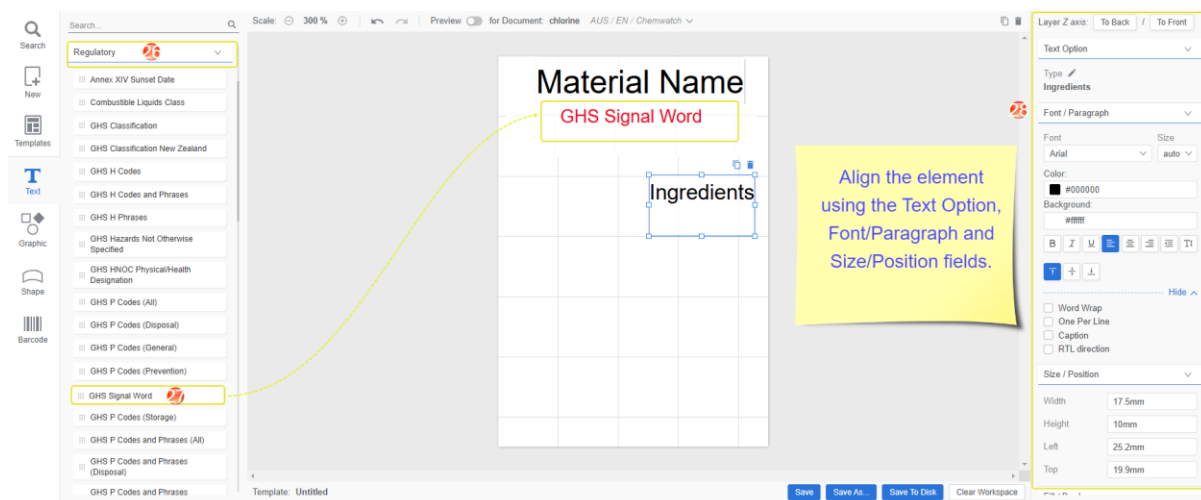
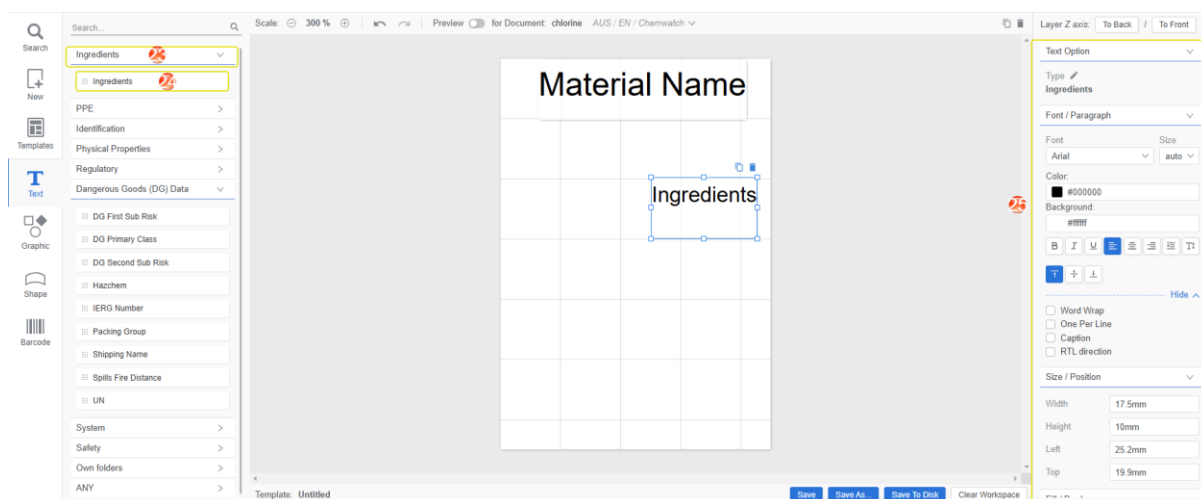
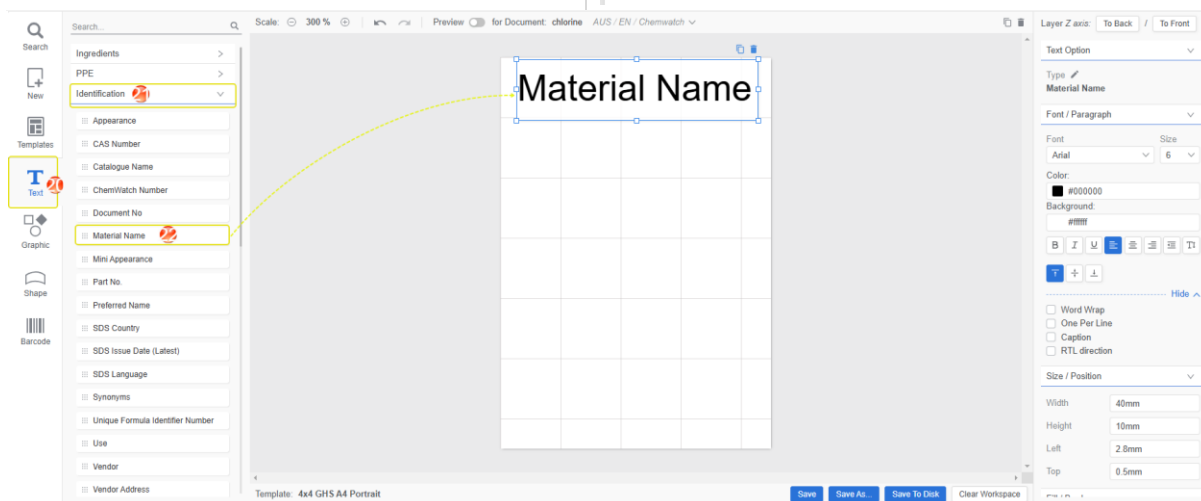
Documents
1. ☒ chlorine : AUS : EN : Chemwatch

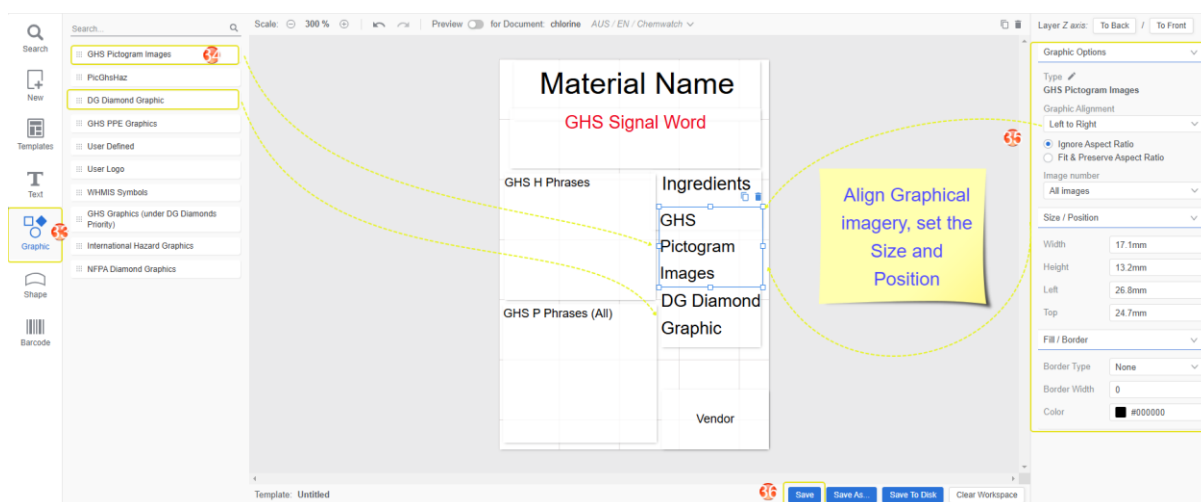
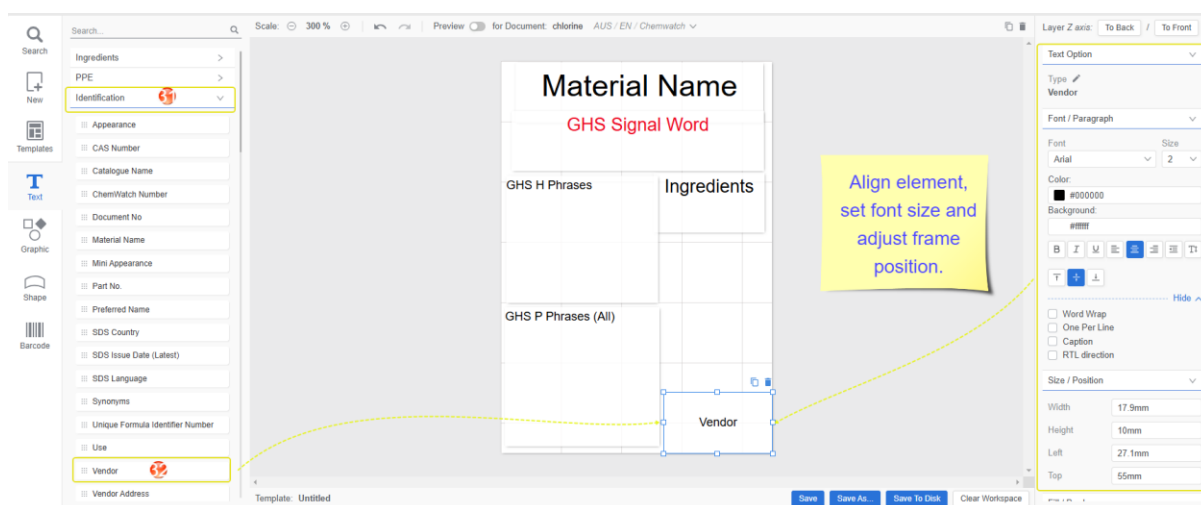
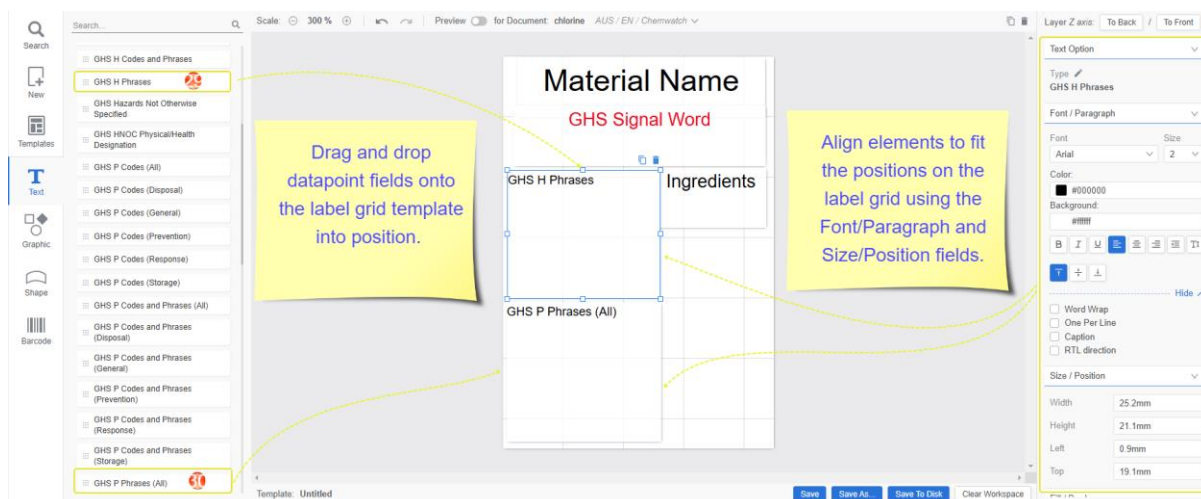


Setting Elemental Fields and Datapoints

20. Click the **Text T** button to add specific datapoints.
21. Select **Identification** from the datapoints menu to list the Product Identifiers.
22. **Drag and drop** the **Material Name** field to the top label center position, align element and set font size.
23. Select **Ingredients** from the datapoints menu.
24. **Drag and drop** the **Ingredients** field to the top-right label center position,
25. Align element and set font size using the **Text Option, Font/Paragraph** and **Size/Position** panel fields.
26. Select **Regulatory** from the datapoints menu to list the regulatory instrument.
27. **Drag and drop** the **GHS Signal Word** field to the top label center position below the Material Name element.
28. Align element and set font size using the **Text Option, Font/Paragraph** and **Size/Position** fields.
29. **Drag and drop** the **GHS H Phrases** field to the middle-left label position below the GHS Signal Word element, align element and set font size.
30. **Drag and drop** the **GHS P Phrases** field to the bottom-left label position below the GHS H Phrases element, align element and set font size.
31. Select **Identification** from the datapoints menu to list the Product Identifiers.
32. **Drag and drop** the **Vendor** field to the bottom-right label position, align element and set font size.
33. Select **Graphics** button  to list the options.
34. **Drag and drop** the **GHS Pictogram Images** and the **DG Diamond Graphic** (optional) fields to the middle-right label position.
35. Align element(s) below the Ingredients field, use the **Aspect ratio radio** button option and set the **Size/Position**.
36. Click the **Save** button  to save the label template.

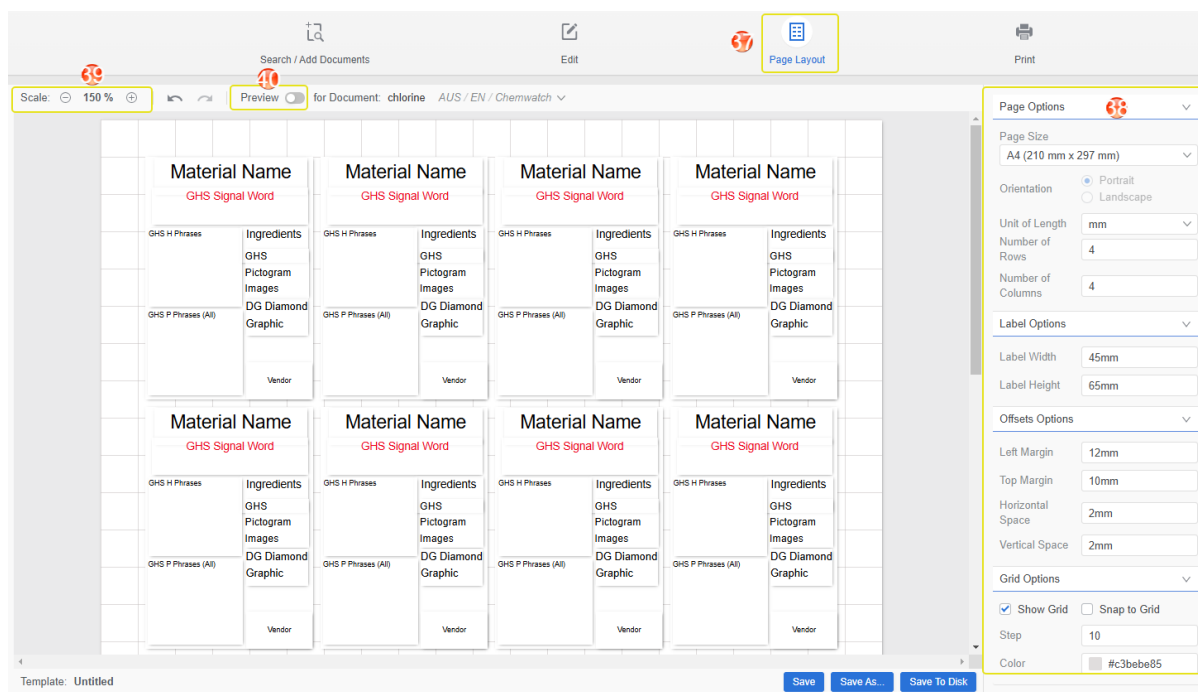
✓ Success
Template saved



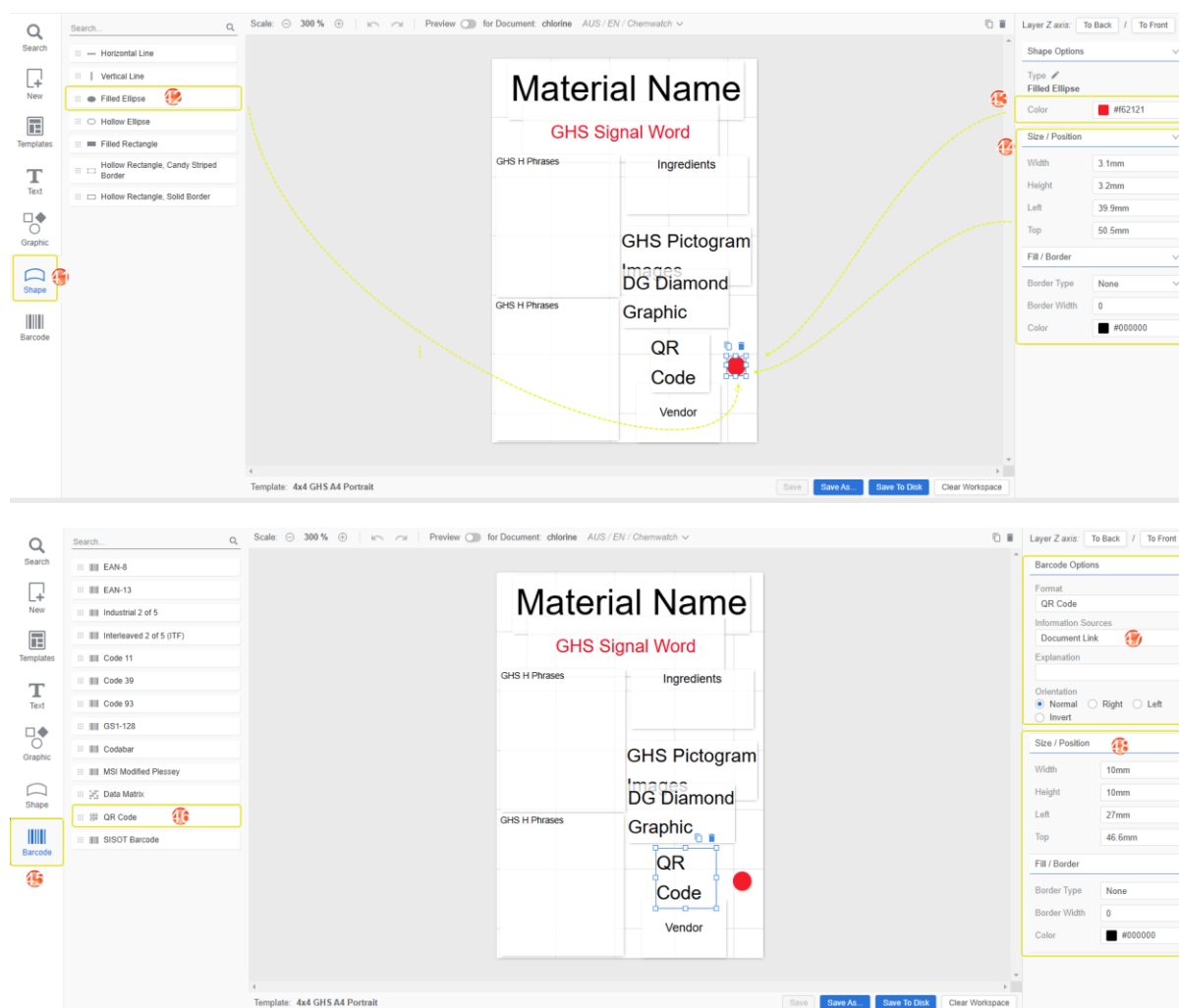


i If the material has a question mark icon  for the hazard rating on the grid, this means that there is no data extracted available yet and no Gold SDS, Mini or Labels unless user performs a user data extraction manually (UGD). If the material or chemical or product is classified as non-hazardous, the label will not render any hazard statements or GHS graphics.

37. Click the **Page Layout** button  to confirm page size, orientation, label size, margins, and other label parameters to ensure the label elements fit correctly on the page.
38. Use the **Page Options, Label Options** and **Offsets Options** to align rows and columns of the label matrix in the Shown Grid.
39. Use the **Scale (- or +)**
Scale:  **100 %**  to decrease or increase scaling to view the entire page size.
40. Select the **Preview Switch**  to view how the label matrix and elements fit to the entire page.
41. Click the **Shape** button  from the vertical pane modes.
42. **Drag and drop** the **Type of Shape** field (e.g., Filled Ellipse) to the right layer-right of the page grid and position the element.
43. Click the **Shape** element to change the **colour coding** in the colour coding frame, e.g., red (f62121). Note that this step is optional as it is not a label requirement as per standard practice or compliance.
44. Adjust the size and position of the selected shape using the **Size/Position** fields.
45. Select **Barcode** element from the modes vertical panel.
46. **Drag and drop** the **desired Barcode Type** field to the bottom-right label position, align element, e.g., QR Code.
47. Select the **Information Sources dropdown arrow option "Document Link"** to set the QR Code activation to link to the document link of the chemical to access the SDS when scanned.
48. Adjust the size and position of the selected barcode type element using the **Size/Position** fields.



Label Template Display After Adjustments – Offsets Options



49. Click the **Page Layout** button  to confirm page size, orientation, label size, margins, and other label parameters to ensure the label elements fit correctly on the page and set the page into **Preview** mode for document, e.g., Chlorine.
50. Use the **Grid Options** on the right hand-side's **Page Options** panel to deselect the **Show Grid Checkbox** to remove the grid display from the page.

51. Click the **Print** button on the toolbar.
52. Use the **Document Filling Panel** drop-down arrow for **Single or Multiple Print**. Note that multiple print depends on the number of materials selected from the search/add documents stage. In this case only a single document was added initially.
53. Click the **Print** button  to generate a PDF  version of the label document.

Search / Add Documents

Edit

Page Layout

Print

Scale: 150%

Preview for Document: chlorine AUS / EN / Chemwatch

chlorine
Danger
chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

Page Options

Page Size: A4 (210 mm x 297 mm)

Orientation: Portrait

Unit of Length: mm

Number of Rows: 4

Number of Columns: 4

Label Options

Label Width: 45mm

Label Height: 65mm

Offsets Options

Left Margin: 15mm

Top Margin: 15mm

Horizontal Space: 2mm

Vertical Space: 2mm

Grid Options

☒ Show Grid ☐ Snap to Grid

Step: 10

Color: #c3bebe5

Template: 4x4 GHS A4 Portrait

Save Save As... Save To Disk

Search / Add Documents

Edit

Page Layout

Print

Multiple Print

Document: chlorine AUS / EN / Chem...

chlorine
Danger
chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

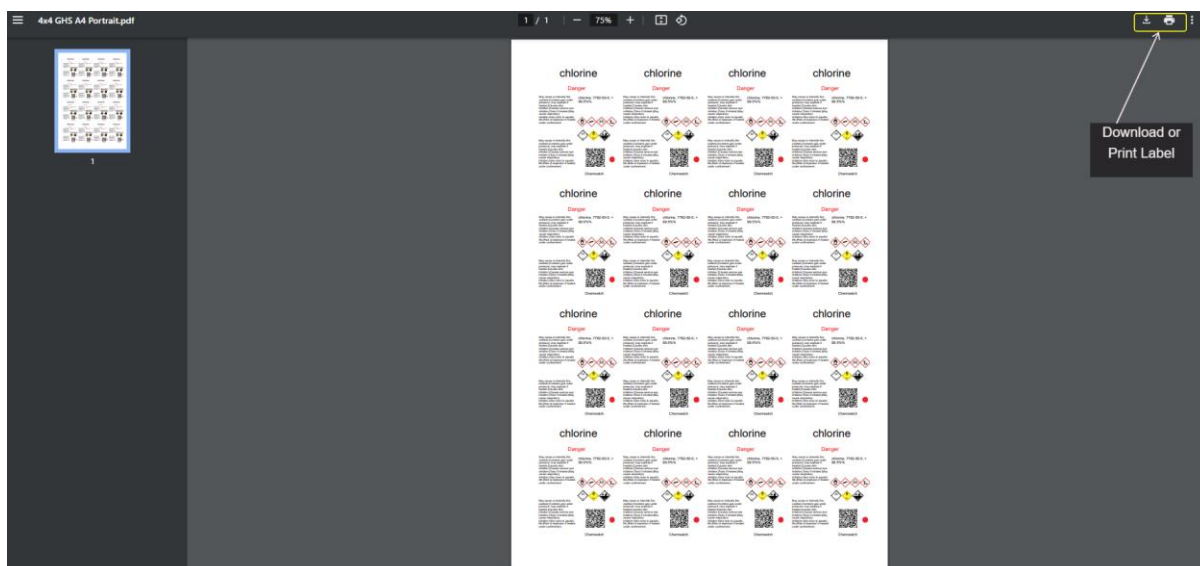
chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

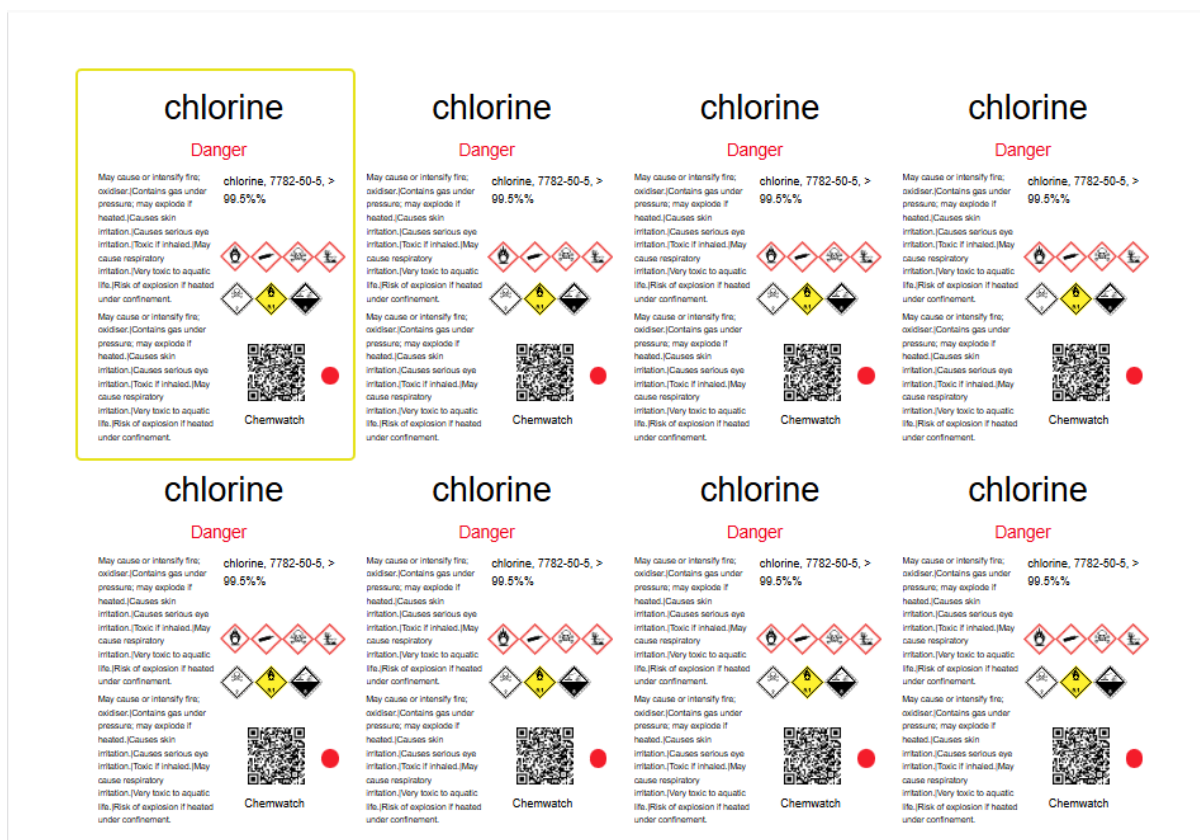
chlorine, 7782-50-5, > 99.5%
May cause or intensify fire, oxidiser. Contains gas under pressure. May explode if heated. Causes skin irritation. Causes serious eye irritation. Throat irritation. May cause respiratory irritation. Very toxic to aquatic life, the risk of explosion if heated under confinement.

Print

The label document is generated based on the data input of the label template and any customisation undertaken to produce a compliance GHS label. Use the acrobat reader Print or Download options to print or download the final label.



The single label in this worked example is depicted below with the label information required.



2.2 Customise a Default Label Template

This topic will cover the following components of the label designer module to use a default label template for customisation of label content and convert it to a user defined label template and generate a label for a selected chemical.

- [Search/Add Documents](#)
- [Create New Template](#)
- [Set Page Layout](#)
- [Set Label Parameters](#)
- [Add Text/Graphics/Shape/Barcode](#)
- [Edit Label Template](#)
- [Preview Label](#)
- [Save Label](#)
- [Fill/Print Label](#)



Editing a default label template requires background information to consider for the label requirements.

- Label design template
- Label datapoints
- The name of the chemical
- Classification rules
- Graphics
- Barcode/QR code
- Any shape(s) (optional)
- User Defined data

Label Requirement (GHS)	Datapoint Field
Product Identifier	Product name (chemical name, material name)
Pictograms	GHS pictogram graphics
Ingredient(s)	Ingredient(s) composition
Signal Words	Danger or Warning
Hazard Statements	GHS classification, hazard statements
Precautionary Statements	GHS classification, precautionary statements
Supplier Identification	Vendor name, address, telephone number
First Aid	First aid information
User Text	User text at print time

Label Requirement (GHS)

Dangerous Goods Pictogram

Datapoint Field

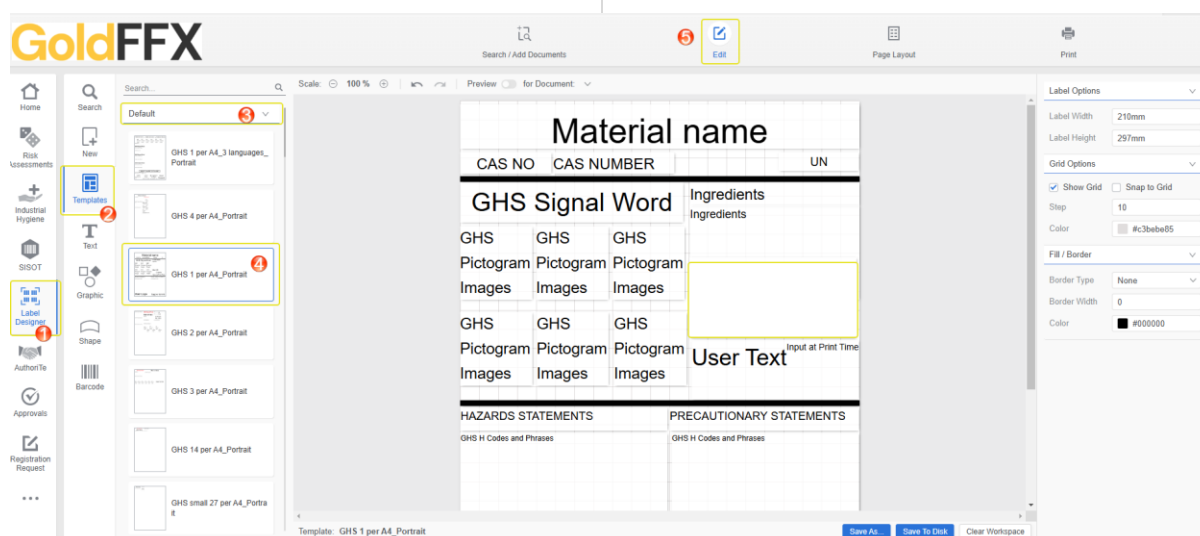
Dangerous goods diamond

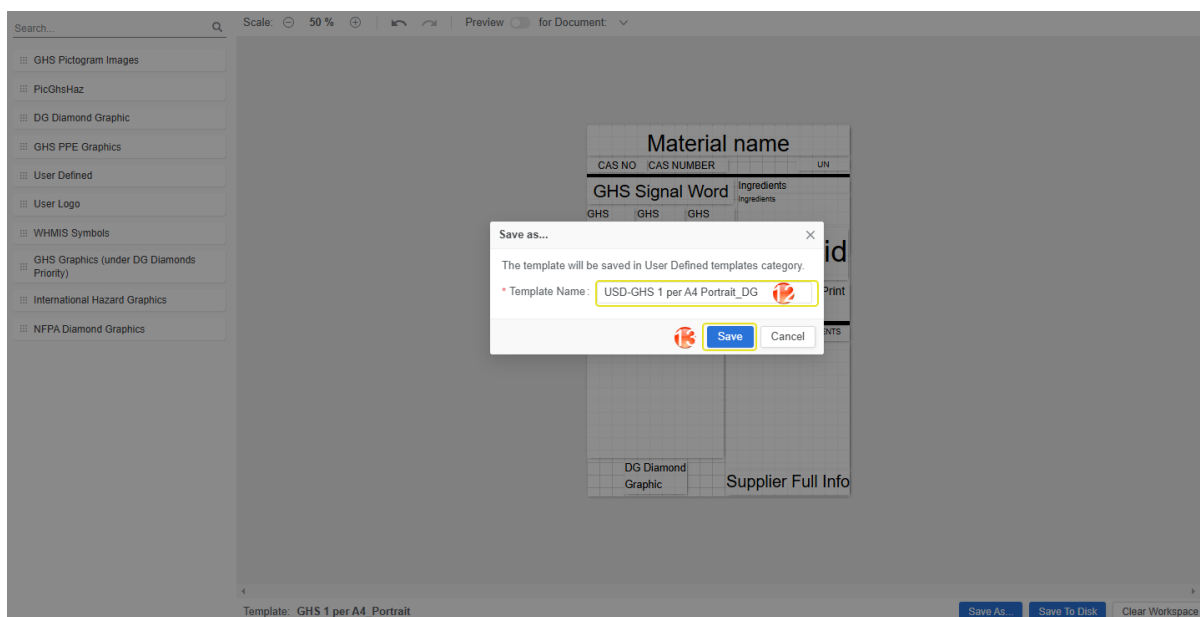
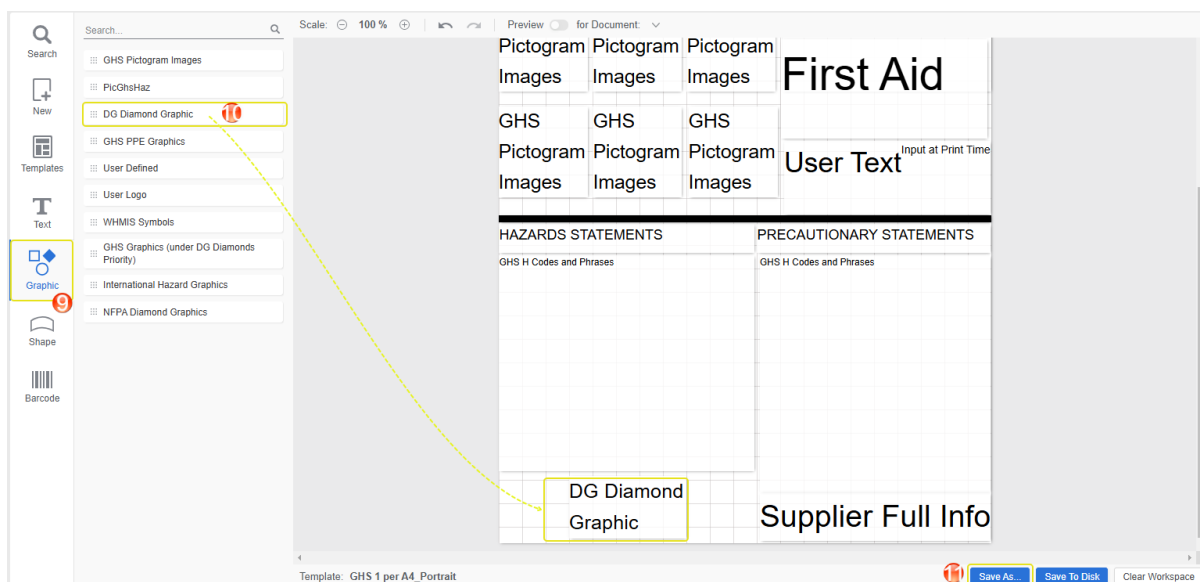
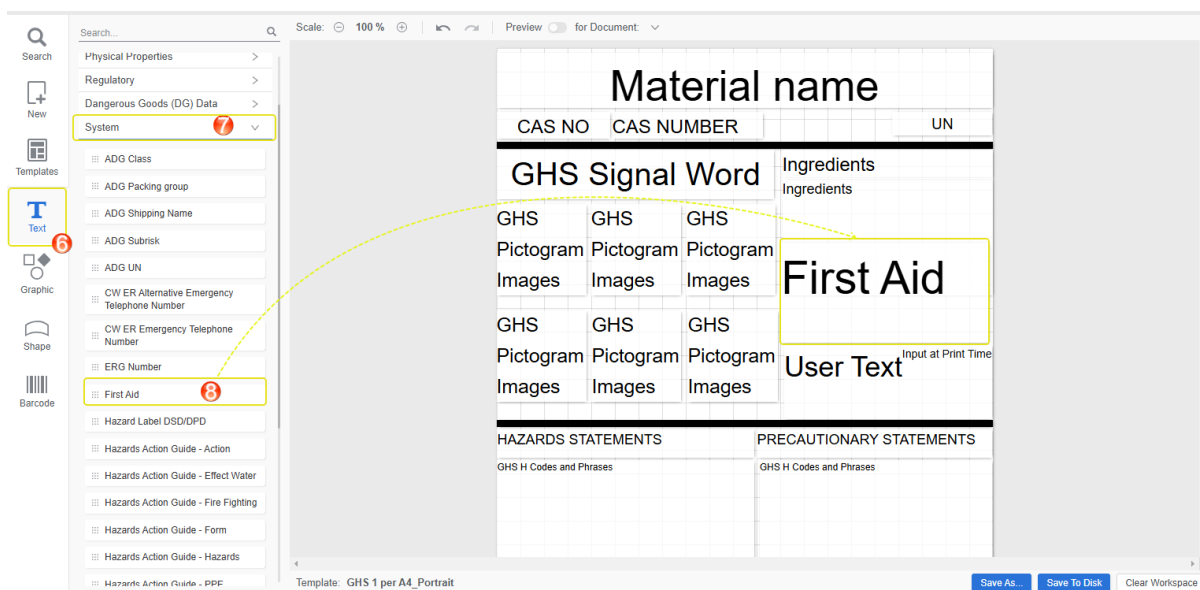
In the worked example, a few datapoint fields will be used to illustrate how to add user defined elements into a default label template.

Steps: Customise a Default Label Template to Generate a Label

The following steps show how to search/add a material document and edit a default label template to generate a filled label for the chemical in your inventory.

1. Open **Label Designer** module .
2. Click on the **Templates** button.
3. Click on the **Default Label Template** dropdown list.
4. Click a **Default Label Template Name/Thumbnail** from the dropdown list e.g., GHS 1 per A4 Portrait.
5. Select the **Edit** button  on the toolbar.
6. Click the **Text**  button to add specific datapoints.
7. Click on the **System** button to add specific datapoint.
8. **Drag and drop** datapoint field onto the label position, e.g. First Aid.
9. Select the **Graphics** button .
10. **Drag and drop** datapoint field onto the label position, e.g., DG Diamond Graphic and align element.
11. Click the **Save As** button .





12. Type the **Template Name** in the required (*) text field.

13. Click the **Save** button .

Message confirm successful operation.
Note that the modified default template is saved as a user defined template.

 **Success**
Template saved

14. Click the **Search/Add Documents** button on the toolbar.

15. Select the **Folder Location**  to view the inventory list.

16. Click on the **Material Name Checkbox(es)**  to set the document(s) to use in filling and generating the label data at Preview/Print time.

17. Click the **Edit** button  on the toolbar to edit the label template.

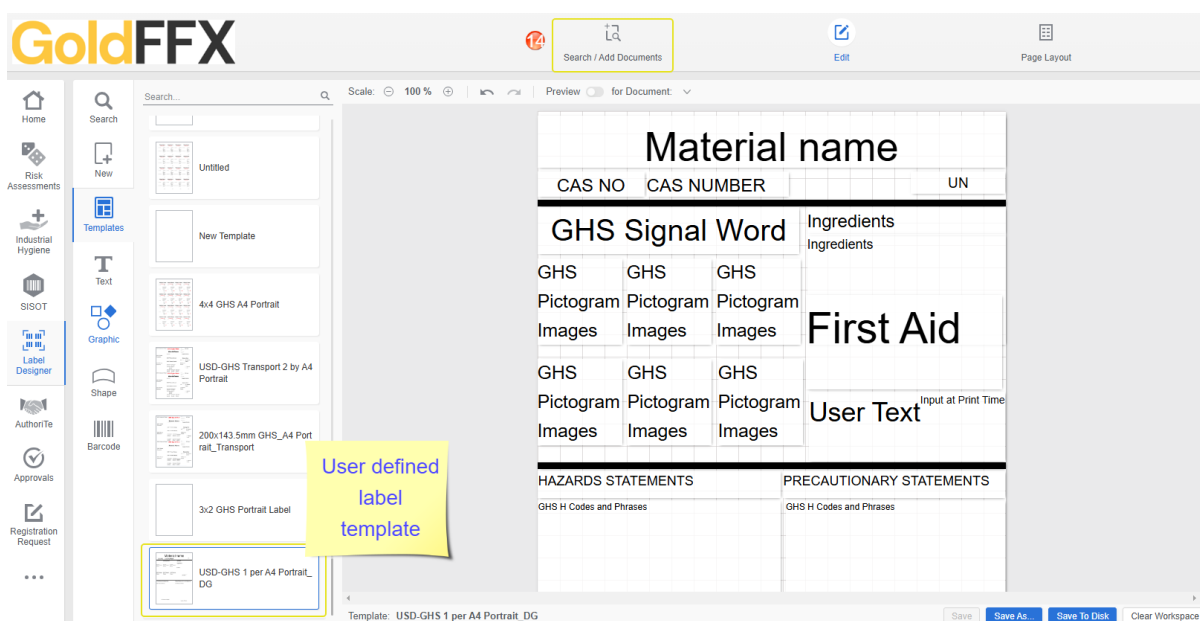
18. Click the **Page Layout** button  on the toolbar to review page parameters.

19. **Offset** the margins and vertical/horizontal space.

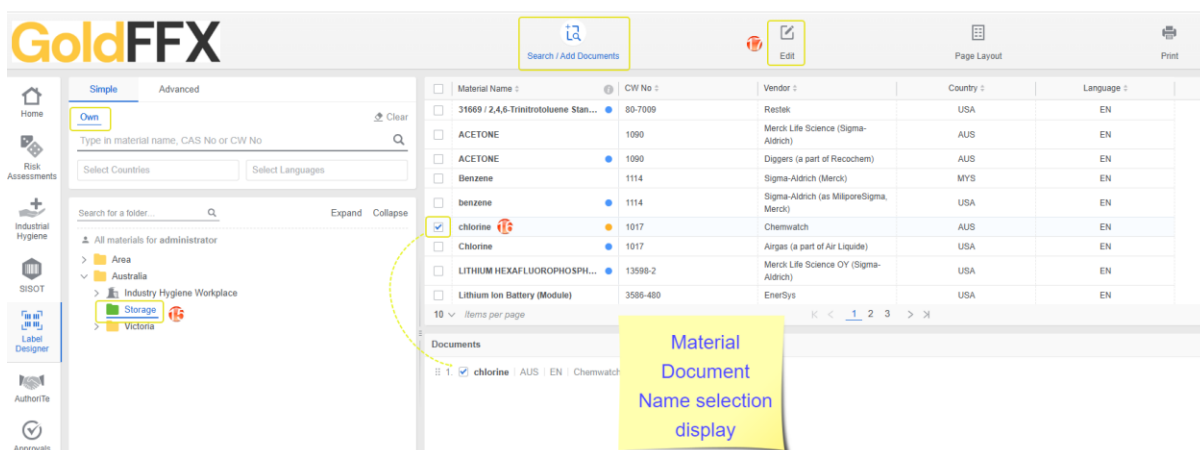
20. Select the **Material Name** in the Document dropdown option.

21. Select the **Preview** switch.

22. Click the **Save** button  to save the empty template.



The screenshot shows the GoldFFX Label Designer interface. On the left, a sidebar contains navigation icons for Home, Risk Assessments, Industrial Hygiene, SISOT, Label Designer (active), AuthoriTe, Approvals, and Registration Request. The main area displays a list of templates, including 'Untitled', 'New Template', '4x4 GHS A4 Portrait', 'USD-GHS Transport 2 by A4 Portrait', '200x143.5mm GHS_A4 Portrait_Transport', '3x2 GHS Portrait Label', and 'USD-GHS 1 per A4 Portrait_DG'. A yellow callout box highlights the 'USD-GHS 1 per A4 Portrait_DG' template, stating 'User defined label template'. The right side of the interface shows a preview of the selected template, which includes fields for Material name, CAS NO, CAS NUMBER, UN, GHS Signal Word, Ingredients, First Aid, User Text, and HAZARDS STATEMENTS/PRECAUTIONARY STATEMENTS.



The screenshot shows the GoldFFX Label Designer interface with the 'Simple' tab selected. The 'Own' section is active, showing a search bar and a list of materials. A yellow callout box points to the 'chlorine' material in the list, stating 'Material Document Name selection display'. The list includes columns for Material Name, CW No, Vendor, Country, and Language. The 'chlorine' material is highlighted, and its details are shown in the 'Documents' section below the list.

Material Name	CW No	Vendor	Country	Language
31669 / 2,4,6-Trinitrotoluene Stan...	80-7009	Restek	USA	EN
ACETONE	1090	Merck Life Science (Sigma-Aldrich)	AUS	EN
ACETONE	1090	Diggers (a part of Reccochem)	AUS	EN
Benzene	1114	Sigma-Aldrich (Merck)	MYS	EN
benzene	1114	Sigma-Aldrich (as MiliporeSigma, Merck)	USA	EN
chlorine	1017	Chemwatch	AUS	EN
Chlorine	1017	Airgas (a part of Air Liquide)	USA	EN
LITHIUM HEXAFLUOROPHOSPH...	13599-2	Merck Life Science OY (Sigma-Aldrich)	USA	EN
Lithium Ion Battery (Module)	3586-480	EnerSys	USA	EN

Search / Add Documents Edit Page Layout Print

Scale: 100 % Preview for Document: Select chlorine AUS / EN / Chemwatch

Material name			
CAS NO	CAS NUMBER	UN	
GHS Signal Word		Ingredients	
GHS	GHS	GHS	First Aid
Pictogram	Pictogram	Pictogram	
Images	Images	Images	
GHS	GHS	GHS	User Text Input at Print Time
Pictogram	Pictogram	Pictogram	
Images	Images	Images	
HAZARDS STATEMENTS		PRECAUTIONARY STATEMENTS	
GHS H Codes and Phrases		GHS H Codes and Phrases	

Template: USD-GHS 1 per A4 Portrait_DG Save Save As... Save To Disk

Page Options

Page Size: A4 (210 mm x 297 mm)

Orientation: ☒ Portrait ☐ Landscape

Unit of Length: mm

Number of Rows: 1

Number of Columns: 1

Label Options

Label Width: 210mm

Label Height: 297mm

Offsets Options

Left Margin: 0mm

Top Margin: 0mm

Horizontal Space: 0mm

Vertical Space: 0mm

Grid Options

☒ Show Grid ☐ Snap to Grid

Step: 10

Color: #c3bebe85

Search / Add Documents Edit Page Layout Print

Scale: 100 % Preview for Document: chlorine AUS / EN / Chemwatch

Material name			
CAS NO	CAS NUMBER	UN	
GHS Signal Word		Ingredients	
GHS	GHS	GHS	First Aid
Pictogram	Pictogram	Pictogram	
Images	Images	Images	
GHS	GHS	GHS	User Text Input at Print Time
Pictogram	Pictogram	Pictogram	
Images	Images	Images	
HAZARDS STATEMENTS		PRECAUTIONARY STATEMENTS	
GHS H Codes and Phrases		GHS H Codes and Phrases	

Template: USD-GHS 1 per A4 Portrait_DG Save Save As... Save To Disk

Page Options

Page Size: A4 (210 mm x 297 mm)

Orientation: ☒ Portrait ☐ Landscape

Unit of Length: mm

Number of Rows: 1

Number of Columns: 1

Label Options

Label Width: 210mm

Label Height: 297mm

Offsets Options

Left Margin: 0mm

Top Margin: 0mm

Horizontal Space: 0mm

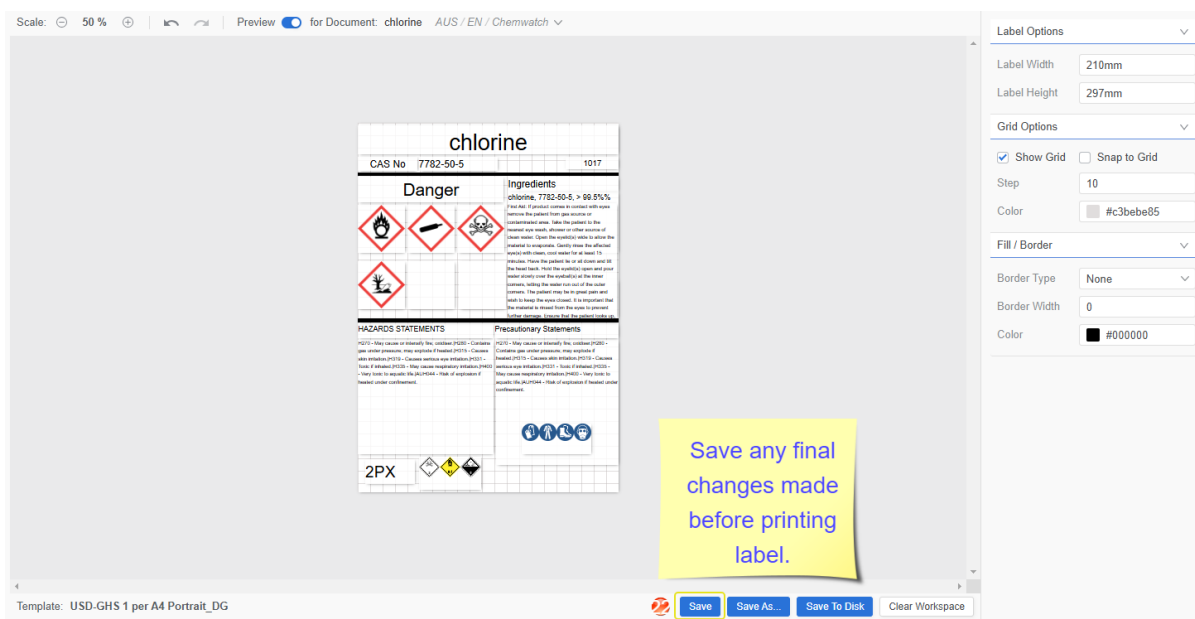
Vertical Space: 0mm

Grid Options

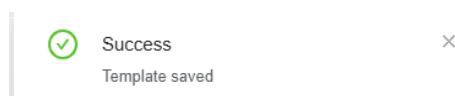
☒ Show Grid ☐ Snap to Grid

Step: 10

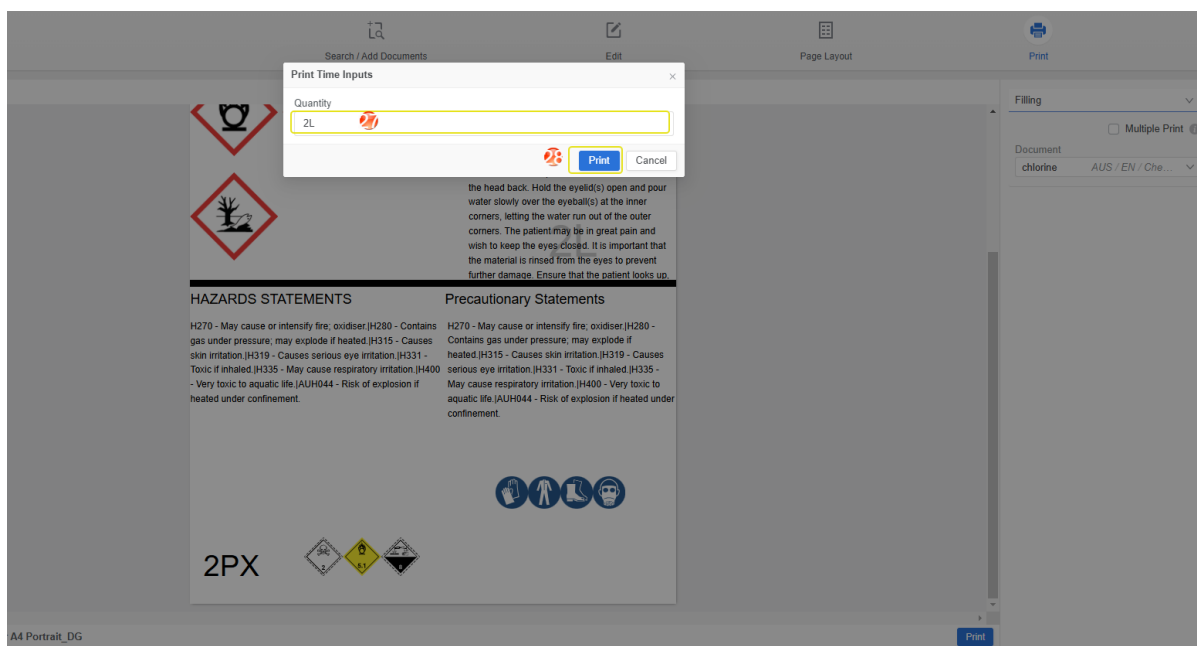
Color: #c3bebe85



22. Type the **Template Name** in the required (*) text field.
23. Click the **Save** button . Message confirm successful operation.



24. Click the **Print** button on the toolbar.
25. Select the **Document (Material Name)** to render information on the label. If more than one document name was selected, the multiple print can also be used to generate multiple label documents for the selected materials.
26. Click the **Print** button .
27. Enter the quantity value at **Print Time Inputs**.
28. Click the **Print** button to generate a PDF version of the label document.
29. **Save Label** into external drive.



Label Print PDF



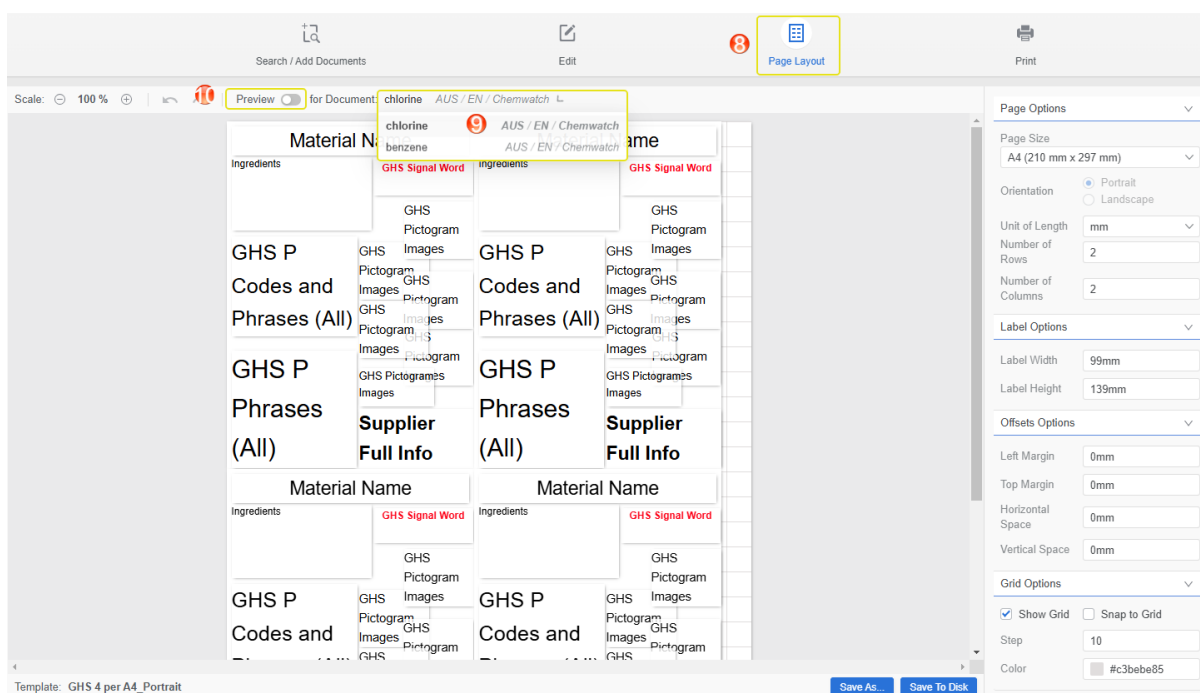
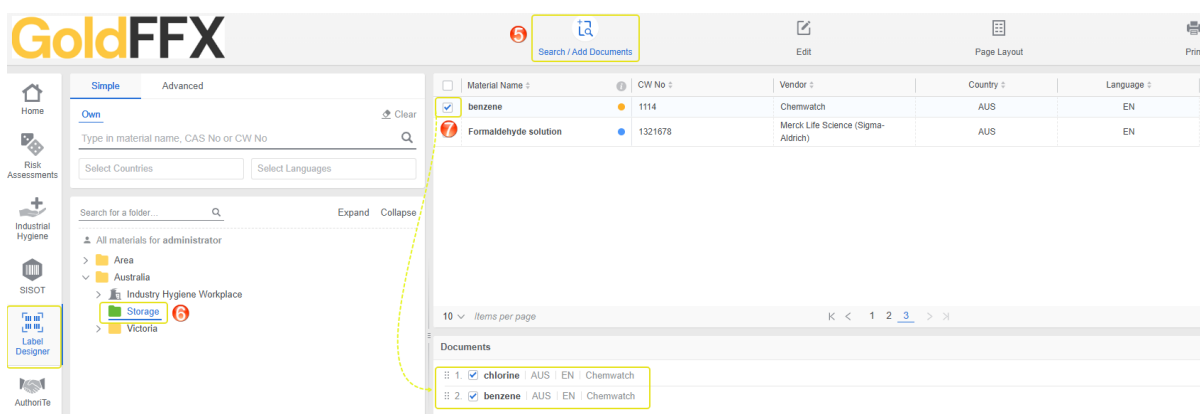
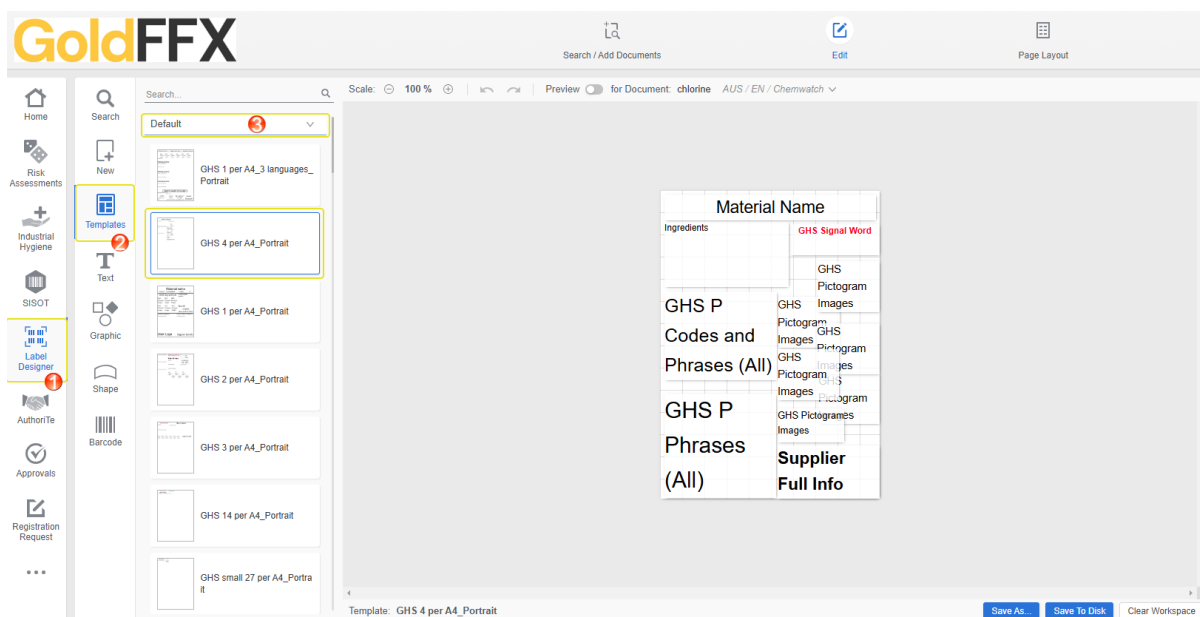
2.3 Multiple Label Documents

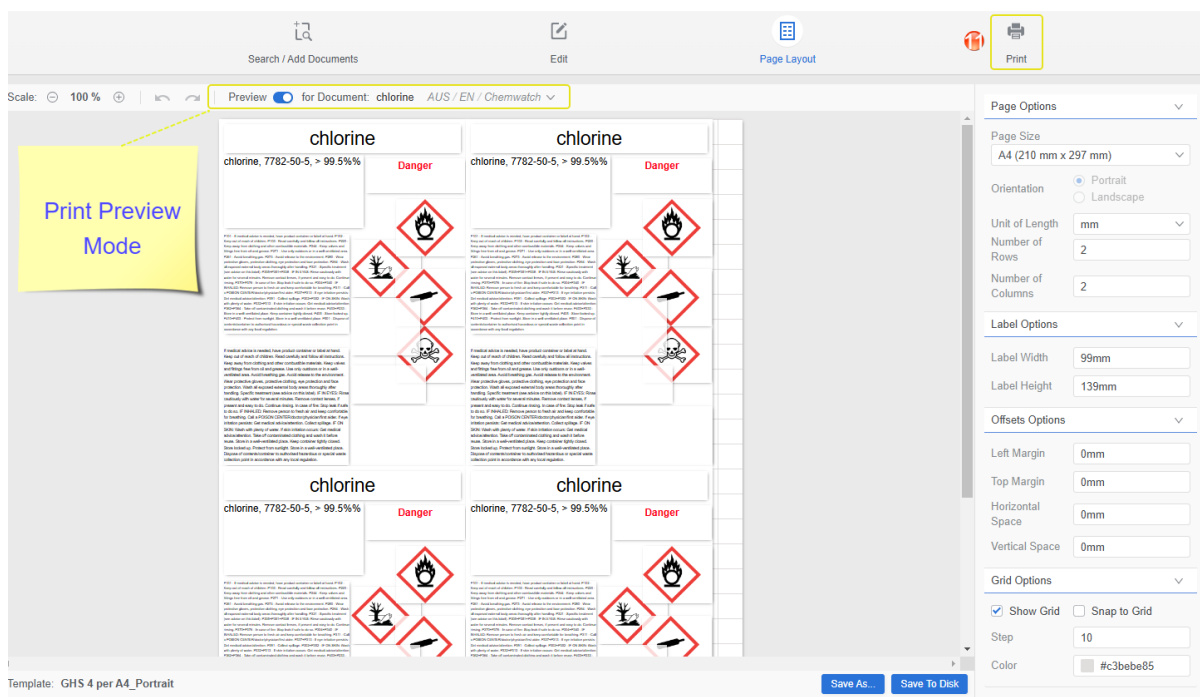
In this exercise, will demonstrate how to use the multiple print documents feature to generate multiple materials documents for a selected label template.

Steps: Multiple Print of a Default Label Template to Generate a Label Documents

The following steps show how to search/add a material document and use customised label template to generate filled labels for the multiple chemicals in your inventory.

1. Open **Label Designer** module .
2. Click on the **Templates** button.
3. Click on the **Default Label Template** dropdown list.
4. Click a **Default Label Template Name/Thumbnail** from the dropdown list e.g., GHS 4 per A4_Portrait.
5. Click the **Search/Add Documents** button on the toolbar.
6. Click on a **Folder Location**  to list materials.
7. Click on the **Material Name Checkbox(es)** ☒ to set the materials documents to use in filling and generating the multiple documents label data at print time.
8. Click the **Page Layout** button  on the toolbar to review page parameters.
9. Select the **Material Name** in the Document dropdown option for the preview.
10. Select the **Preview** switch  (enabled).



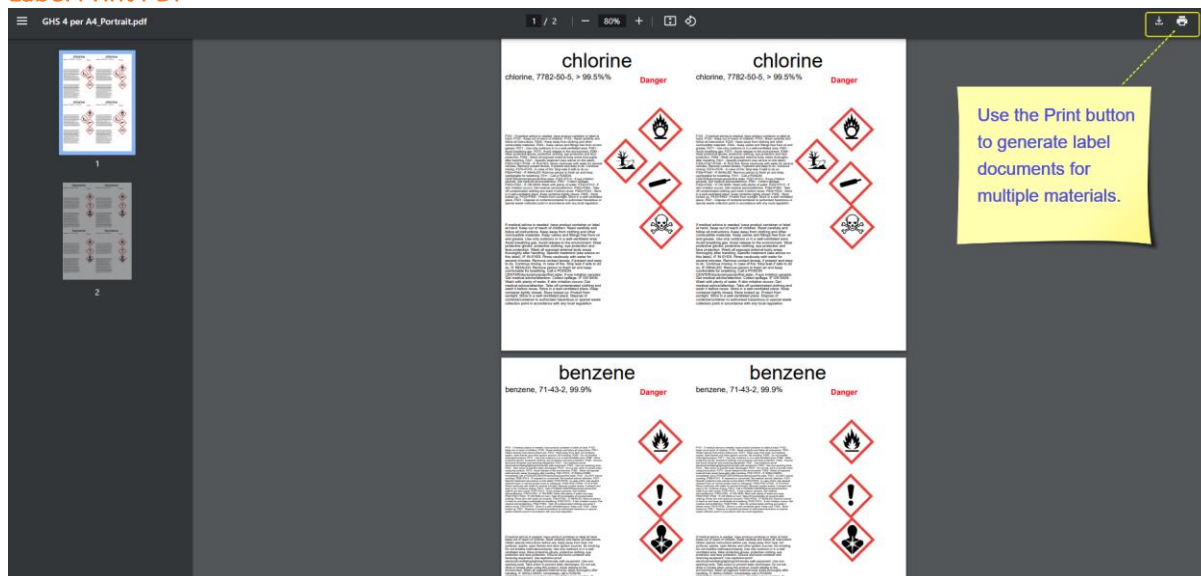


11. Click the **Print** button  on the toolbar.
12. Click the **Multiple Print** checkbox ☐ **Multiple Print** to enable printing multiple label documents for selected materials.

13. Click the **Print** button .
14. Save the **PDF Printed**  label documents into external drive.
15. Use the Acrobat Reader Print button  to generate print out of multiple label documents for the materials.



Label Print PDF



2.6 Search for Material to Display a Label in Home Module

Any default or user defined (custom) label template can be used to generate a label through the standard search mode in the home module. The following steps demonstrate how to use simple search to find a material from your own inventory and generate a label.

- i** If a product is registered in the Chemwatch database and has a corresponding Gold SDS; then access to generate a label will be available. However, the data extraction tool can be used to extract user classification data and then generate labels for a product that does not have a corresponding Gold SDS. Note that a custom label will be available by default in the home module to any user within your domain once the custom label is created.

Steps: Search for a Material to Display a Label

1. Open **Home** module .
2. Click on **Simple** tab.
3. Select **Own** 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. Click **Material** name from the search results.
9. Click on **Product** name if there is more than one product under the same material name.
10. Click the **Label** option under the main documents section on the side panel.
11. Press the clear button  located on the search panel.

The screenshot shows the Chemwatch GoldFFX interface. On the left is a sidebar with navigation icons for Home, Risk Assessments, Label Designer, AuthorTe, and Analytics. The main area is titled 'Query Builder' and includes filters for 'Full', 'Own', 'Australia', and 'English'. A search bar contains 'acetone'. Below the filters is a tree view showing a folder structure: 'All materials for beehivevedric' > 'Global Sites' > 'Area' > 'Building' > 'Storage Folder' > 'Australia' > 'NSW'. The right side displays a table of documents for 'Acetone'.

Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous Goods
Acetone						
Acetone	29/03/2020	07/11/2020				
Acetone	29/03/2020	07/11/2020				

The screenshot displays the Safety Data Sheet (SDS) for Acetone, version 8.1, revision date 29.03.2020, and print date 02.09.2020. The document is from Sigma-Aldrich. The left sidebar shows a preview of the SDS and a list of documents: SDS, MINI, LABEL, and RA Report. The main content area is titled 'SAFETY DATA SHEET' and includes the following sections:

- 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

Label Display

The screenshot shows the Label Display for Acetone. The label includes the following information:

- Product Name:** Acetone
- Ingredients:** acetone, 67-64-1, <=100%
- Hazard Pictograms:** Flammable (F+), Health Hazard (Xn), and Environment (N).
- Hazard Statements:**
 - H225 - Highly flammable liquid and vapour.
 - H336 - May cause drowsiness or dizziness.
 - H319 - Causes serious eye irritation.
 - H314 - Causes serious eye irritation.
- Precautionary Statements:**
 - Wash all exposed external body areas thoroughly after handling. Wear protective gloves, protective clothing, eye protection and face protection. Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. Ground and bond container and receiving equipment. Use explosion-proof electrical/ventilating/lighting/air conditioning equipment. Use non-sparking tools. Take action to prevent static discharges. Avoid breathing mist/vapour/spray. Use only outdoors or in a well-ventilated area.
 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. IF eye irritation persists: Get medical advice/attention. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water (or shower). In case of fire: Use alcohol resistant foam or fine spray/water fog to extinguish. IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTRE/doctor/physician/first aider if you feel unwell.
- First Aid Measures:**
 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. IF eye irritation persists: Get medical advice/attention. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water (or shower). In case of fire: Use alcohol resistant foam or fine spray/water fog to extinguish. IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTRE/doctor/physician/first aider if you feel unwell.
- Storage:** Store in a well-ventilated place. Keep cool. Store locked up.
- Disposal:** Dispose of contents/container to authorised hazardous or special waste collection point in accordance with any local regulation.
- For further details please refer to the Safety Data Sheet.**

There are various label formats and sizes to choose from depending on the chemical/product container size. Products (chemicals) have different labelling requirements depending on their use in the workplace. Chemicals are categorised as follows:

Category	Requirement
Consumer Chemical Products	Labelling requirements must meet the poison standards.
Industrial chemicals	Labelling must follow the hazardous chemicals labelling requirements in accordance with GHS.
Agricultural and veterinary chemical products	Labelling must meet the pesticides and veterinary medicines labelling codes.

It is essential to read the SDS for more information on any further safety standards.

3.0 Display Preferred Names, Part Numbers on Labels

This chapter discusses how to create preferred names and part numbers for materials and generating reports that reflect the assigned part numbers and preferred names.

- [Create preferred name](#)
- [Search by preferred name](#)
- [Edit preferred name](#)
- [Create part number](#)
- [Search by part number](#)



A preferred name is any name that can be created and assigned to a chemical for the ease of searching for it in the system. A preferred name is strictly user or domain dependent.

The IUPAC system of naming chemicals can include long and slightly complex chemical names which may also contain alpha-numerical characters. These chemical names tend to be difficult to remember when searching for specific material names to find the exact SDS. The identification of materials within the system extends to the use of part numbers. Common industrial products can be assigned part numbers for ease of searching for SDS.

Part numbers are useful to use when searching for specific products as a quick and easier way of finding an exact match to locate a particular SDS within the inventory. In the system, there are two types of part numbers:

- Vendor Part Number
- User Part Number

i Note that a part number can also be vendor or user dependent. A **Vendor Dependent Part Number** is the type of number reference provided by the manufacturer on the Vendor SDS for that product and it is only applicable to that product SDS. A **User Dependent Part Number** is the type of number that is assigned by the user within the Chemwatch system as another identification method.

Creating a preferred name or a part number is attributed to user privileges as determined by the administrator of the system within your business or organisation. Some users may only be granted privileges to view preferred names or part numbers, search by those assigned preferred names or part numbers but not able to delete or edit them.

i If uncertain of your privileges regarding preferred names and part numbers, contact the system administrator or send an email to helpdesk@chemwatch.net for further support.

8.1 Create Preferred Name

Users granted permission to manage preferred names will be able to create new preferred names for materials and edit the already existing ones. The steps below show how to create a preferred name for a material.

Steps: Create a Preferred Name for a Material

The screenshot shows the 'Simple' view of the Chemwatch interface. The '2,2,2 Trifluoroacetamide' material is selected, and the 'Documents' tab is active. The material name is highlighted with a red circle and a blue pencil icon, indicating the 'Edit preferred name' action.

			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 **the Folder** location to list materials.
3. Click the Checkbox for material.
4. Move mouse pointer onto the **Preferred Name** edit icon 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 onto save the record.

The screenshot shows the 'Add Preferred Name' dialog box. The '2 Trifloro' text is entered in the 'Add Preferred Name' field, and the 'Add' button is highlighted with a red circle.

A message confirming the created preferred name is displayed.

Success
Preferred Name Saved

	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	

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

	Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G...	Regulatory ...
☐	12.5% Bleach 01/02/2019 09/05/2020							
☒	2 Trifloro 13/08/2020						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							

1.2 Search for a Material by Preferred Name and Display Label

This section will demonstrate how to perform a simple search for material by preferred name.

Note that Preferred Name field must be applied as a datapoint on the user defined label template to render the preferred name on the label and the preferred name should be set for the material.

Steps: Search for a Product by Preferred Name from Own Inventory

Home | Simple | **Advanced** | Query Builder

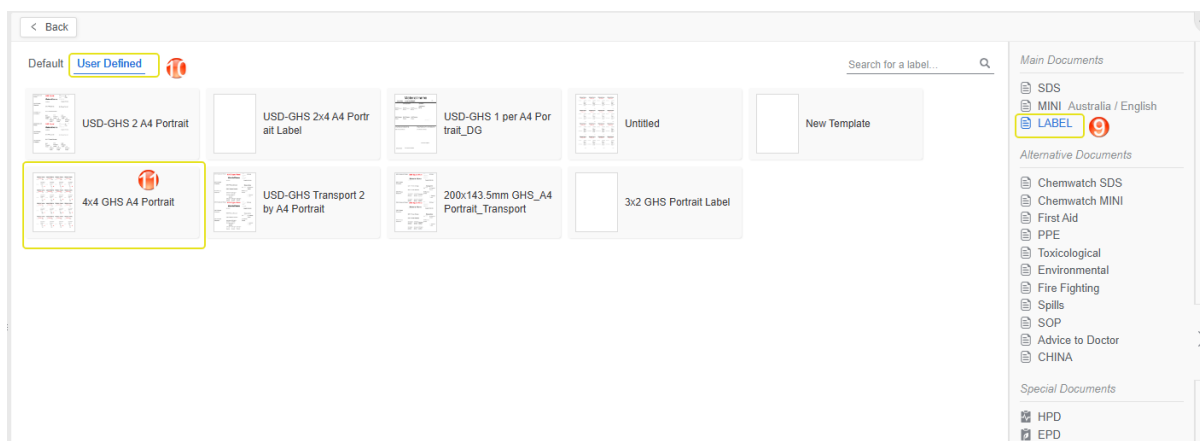
Full | **Own** | Clear

Preferred Name ^ 2 trifloro

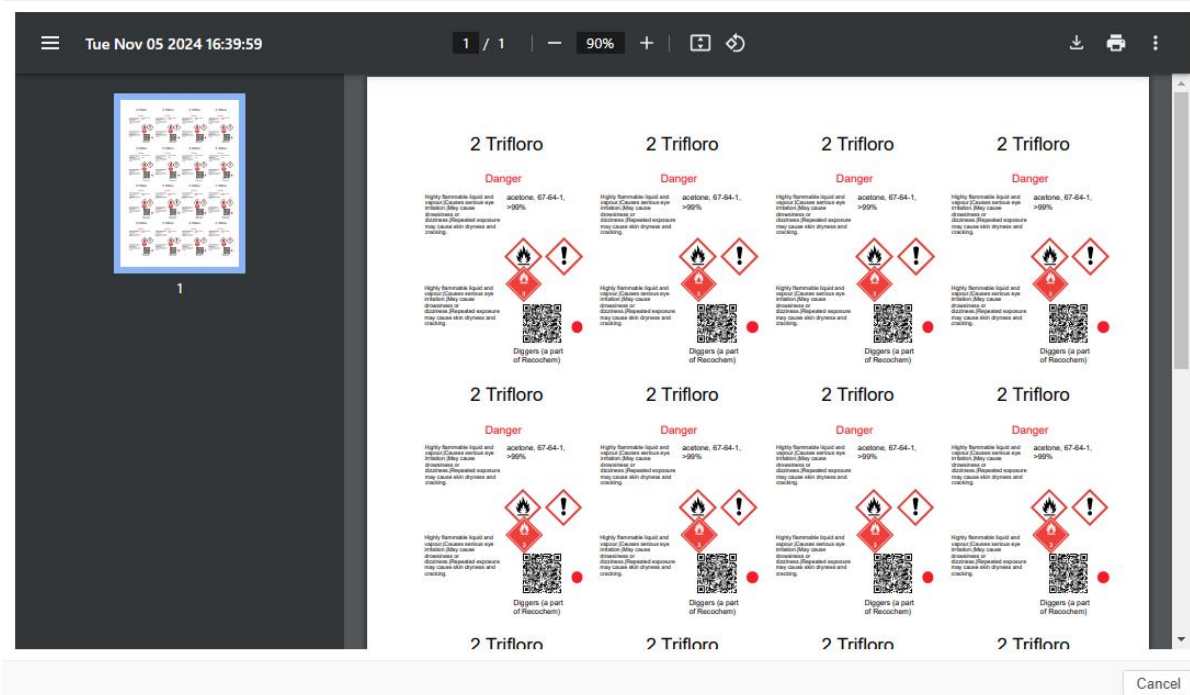
	Material Name	SDS	Mini	Label	EPD	Risk Band	Hazard	Dangerous Goods
☐	Henkel Loctite 5031/40LB 10/12/2021 18/12/2021							No UN
☐	2 Trifloro 13/08/2020							No UN
☐	Henkel Loctite 5031/40LB 10/12/2021 18/12/2021							No UN
☒	2 Trifloro 10/12/2021 18/12/2021							No UN
☐	2 Trifloro 13/08/2020							No UN
☐	Henkel Loctite 5031/40LB 10/12/2021 18/12/2021							No UN
☐	Henkel Loctite 5031/40LB 10/12/2021 18/12/2021							No UN

1. Open **Home** module .
2. Click on the **Advanced** tab.
3. Click on the **Preferred Name** field.
4. Click on the **2 trifloro** field.
5. Click on the **Magnifying Glass** to conduct the search.
6. Type the **Preferred Name** in the search text field.
7. Click on **Magnifying Glass** to conduct the search.

3. Select **Own** link to designate the search path.
4. Click the **Name drop down** arrow.
5. Select the **Preferred Name** option from the Advanced menu panel.
8. Select the **Preferred Name** from the search results list to view SDS.
9. Click on the **Label** option from the right-side panel's Main Documents.
10. Click the **User Defined** tab.
11. Select the **User Defined** label template to render the label.



Print Window



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 to 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, Emit 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
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NFPA Diamonds



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 have a flash point below 23°C (73°F) and have 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)

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

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