Powered by Chemwatch

AUTHORITE USER GUIDE

Version 3.4

CHEMWATCH
Melbourne, Australia
2025

Glossary

ADG	Australian Dangerous Goods Code
AuthorITe	Create SDS - Application Module/Product
CAS	Chemical Abstract Substance
CHEMTOURAGE	Chemwatch Entourage for service desk support
COBRA	Control Banding Risk Assessment
COSHH	Control of Substances Hazardous to Health
CREDO	Create Mixture application module
CREDITE POSTERI	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
IFC	International Fire Code, USA
ILO	International Labour Organisation, United Nations
NFPA	National Fire Protection, USA
OEL	Occupational Exposure Limit
PKG	Packing Group for Dangerous Goods
PSD	Print, Share, Download
RA	Risk Assessment
SR	Subsidiary Risk for Dangerous Goods
STOT	Specific Target Organ Toxicity (STOT)
SUSMP	The Standard for the Uniform Scheduling of Medicines and Poisons
SSO	Single Sign On
UGD	User Gold Data
UI	User interface
UN	United Nations
VGD	Vendor Gold Data

Table of Contents

About AuthorITe

This guide is intended for users of the AuthorITe application module. The topics covered in this guide are based on the various features available within the system; designed to provide businesses and organizations with the ability author or create their own SDS.

The AuthorITe module features, buttons, menus, and task-based components are used across this guide to emphasize specific actions in the defined steps on how to use the system.

Modules and Features

- Home
- AuthorITe
- Systems Dashboard
- Systems Settings
- Chemwatcher
- Search
- Region/Country jurisdictional support
- Language support
- Risk/Hazard Code list grid/table view
- Regulatory Burden

Information Reference

The information icon is used in this guide to share importance notes. Most of the activities covered are illustrated using read-write permissions to all modules except the Administrative Settings.

Chemwatch systems are web-based applications and they are supported by the following latest common browsers.

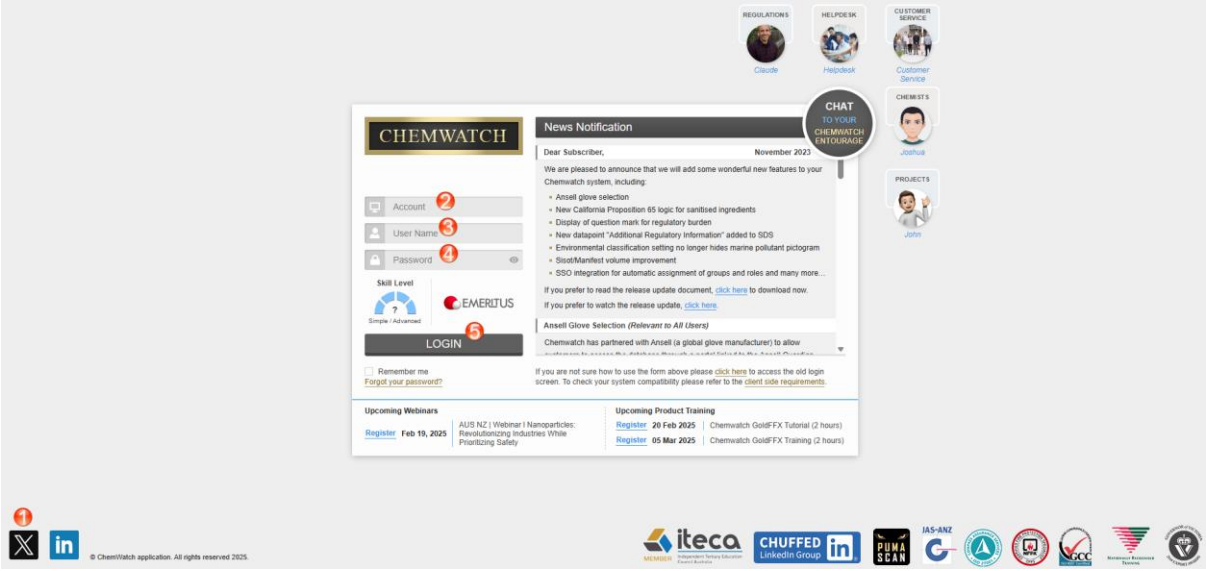
Browser	Browser Name	Browser Specification	Recommended
	Google Chrome	Latest version of Google Chrome	★★★★★
	Firefox	Latest version of Mozilla Firefox	★★★★☆
	Edge	Latest version of Microsoft Edge is supported	★★★★☆
	Apple PC	Safari (latest version recommended)	★★★★☆

About User Login

Online Access to AuthorITe

The Chemwatch system is accessible online (World Wide Web) through the web address link below.
http://jr.chemwatch.net/chemwatch.web

This site uses cookies to store user selected settings between sessions. Use the "**Accept Cookies**" option to allow the site to using cookies and then follow the steps as shown below.



User authentication utilizes a three-pronged (or the old two-pronged) unique credentials. This enables the management of credentials, roles, permissions and privileges for each user to be more secure. Use your credentials provided by Chemwatch IT or your Account Manager to be able to access the AuthorITe application.

Item	Login Page	Function	Description
1	**Chemwatch Twitter**	Chemwatch Posts	This provides the latest Chemwatch feed on the chemicals management space.
2	**Account name**	Account identifier	This is the domain name for the system license package, applicable to all users.
3	**User Login**	User login name	This is the user's login name, may be different from the user's name, specific to each user. Each user login is unique in the system and is based on the role(s), permissions and privileges assigned to the unique user login.
4	**Password**	Authentication pass identifier	Password for system authentication to login; specific to each user.

Avoid using a weak password by including special characters such as [$, %, ^, #, @] and work email address. Note that the password will not be visible in text format but will display dots instead of

Item	Login Page	Function	Description
	characters as a masking attribute. It is recommended to download user profile using the main save button to keep a record of all your users list, password, and permission attributes. Refer to the appendix for more password enforced rules.		
5	**Login button**	Login button	Press button to login to the system. If SSO is set up and enabled for your domain, the login page will not be applicable.
	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. The password will always be required to be entered for security purposes.
	Forgot password?	Change password	This feature allows Chemwatch to send an email ✉ for password change. User will be required to reassign a new password.

ⓘ 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.

User Roles and Permissions

Generally, the system can be set by the administrator for automatic login or manual login. The types of user profiles may range from basic users with read only, users with edit rights to administer other users with some level of control of the systems settings ⚙.

ⓘ To identify the type of user profile applicable to your login, as provided by the domain administrator of the system within your organisation, refer to the table below. 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 recapitulates the system functional roles and related permission attributes related to AuthorITe.

Function	User Profile	Description	Permission
Domain Administrative Role	Primary Administrator of the system	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	Manifest Management level	Management of specific areas of the system's manifest	Ability to edit, (read-write permission) materials, access to assigned role permissions; to be able to manage data; report generator, dashboards, document filter tools, conduct risk assessments and many more functions.
Basic Role	General use level	General use may have limited access and read function	Ability to read data, search for materials, view various accessible reports as per privileges set by the domain administrator.

The domain "**Administrator**" of the Chemwatch system within your organisation or business is responsible for setting up user(s) access, permissions, and privileges in the system and how your organisation will access and use the system. Our customer service team provides extensive support in ensuring that your AuthorITe system is set up appropriately prior to roll-out as part of the onboarding process.

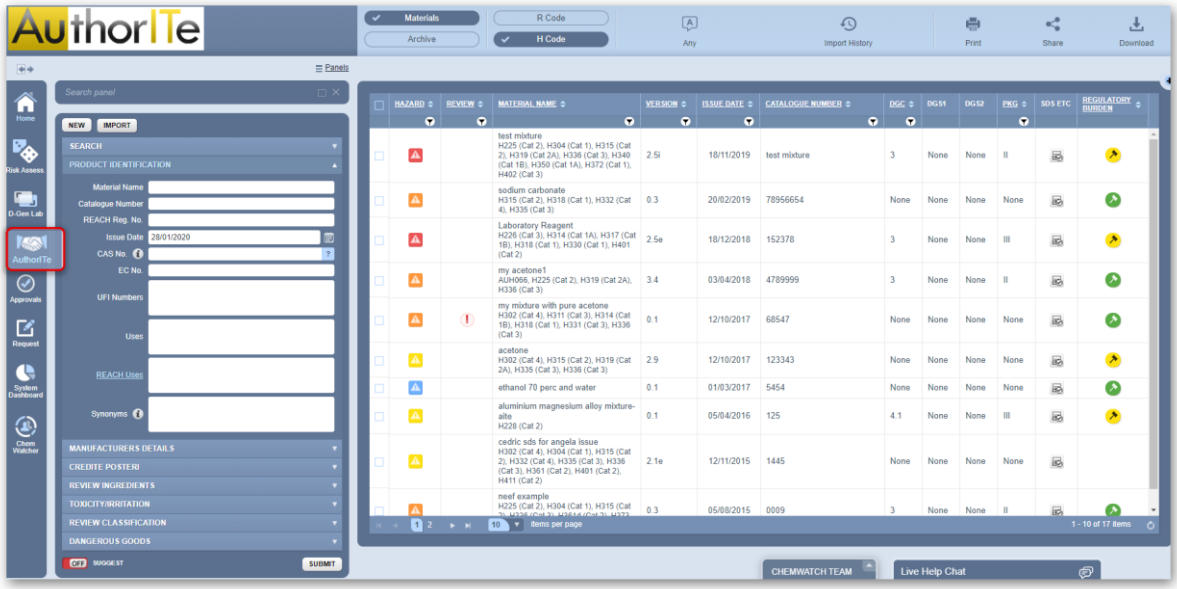
1.0 Introduction

This topic will cover the following objectives;

- → Overview of the AuthorITe module
- → Chronological approach to authoring an SDS
- → Detailed descriptions of the authoring form
- → Search. create, edit, and publish SDS
- → Additional features of AuthorITe

WHAT YOU'LL LEARN

AuthorITe is a Chemwatch web application developed for the basic management of SDS for chemicals used, stored, or transported. This system is amalgamated into the following modules, dependent on the subscription. It is entirely used for creating or authoring safety data sheets. This Quick Start User guide demonstrates how to use the application.



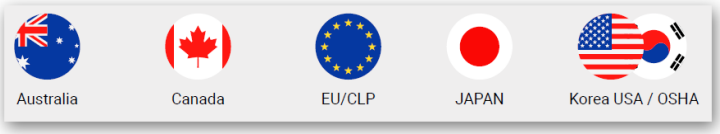
The primary aim of the AuthorITe cloud authoring software is to produce SDS based on chemical classification by using over 100 000 calculation rules, which are dynamically updated with any new information related to regulatory, toxic, ecotoxicity and environmental data. Companies that are unwilling to entrust a third-party with access to sensitive and confidential information such as formula or ingredients of their manufactured products utilise this tool to create their own SDS without declaration of sensitive information to any third party, which in turn provides them with the ability to control over their own SDS data and security with respect to specific SDS related information.

The AuthorITe application contains a diversity of features geared towards creating (Authoring) SDS, generating labels, and Mini versions of SDS in any of the available languages.

These features include the following components.

- Audit button that opens to a GHS classification rational report, which provides users with a break-down of classifications for the material
- Creating your *own SDS* in any of the 47 supported languages
- Create your *own SDS* based on your jurisdictional regulatory requirements, e.g., the Americas, the EU, UK, Asia, Australia, etc.
- Customise font and SDS length
- Add your company logo
- Protect your *own SDS* prior to public release
- Easily create version drafts, archive old copies and update current copies of your SDS in real time
- Use all GHS building blocks or Ignore/turn-on GHS rules
- Publish your *own SDS* in compliant format, e.g. GHS/CLP, REACH, WHMIS, etc.
- Generate custom Labels and Mini SDS
- View Regulatory Burden status of your materials
- Check if your ingredients are part of the List of Concern (as Hazardous)
- Check if your ingredients are subject to Review due to an update before publishing!

The Chemwatch SDS authoring tool meets the legal requirements of the following regions and countries, including links to country/region specific Regulatory Lists (over 5000 available), Dangerous Goods Regulations (RID/ADR, DOT, ADG, etc.) and access to our fully classified substance database of over 200, 000 chemicals as well as the use of our library of over 85, 000 phrases (in each of the 47 languages).

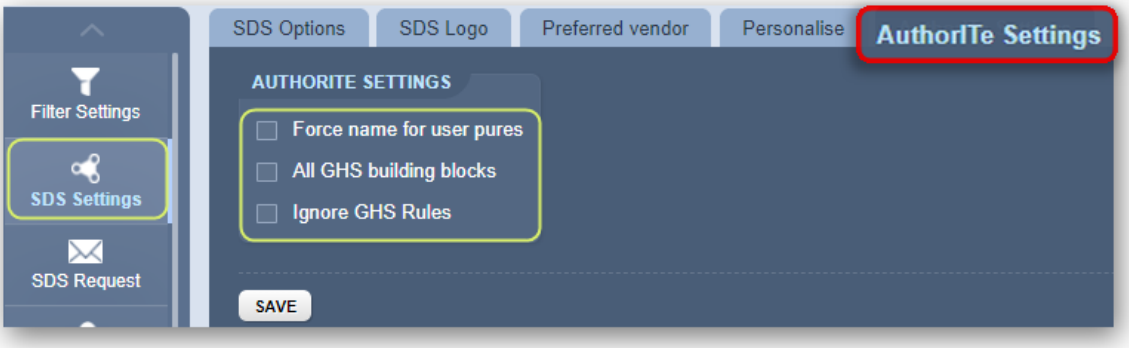


1.1 AuthorITe Settings

AuthorITe settings are ONLY applicable to the AuthorITe licence package, and the domain administrator sets up the settings, permissions, privileges, roles, and user interface settings.

There are specific settings for this module where the administrator can apply specific settings for pures (pure chemicals), GHS building blocks and GHS rules by simply selecting the respective checkboxes. Go to the Settings link > click on SDS Settings > click on the

AuthorITe Settings tab. The system allows the Administrator/Sub-Administrator to set the AuthorITe module settings for authoring their own SDS based on these options.



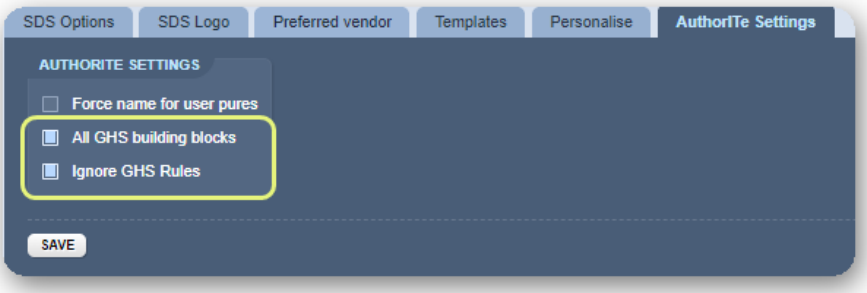
AuthorITe Setting Attribute	Description
Force name for user pures	Select checkbox ☐ to force material name for user pure chemicals
All GHS building blocks	Select checkbox ☐ to enable AuthorITe to provide all GHS building blocks
Ignore GHS Rules	Select checkbox ☐ to ignore GHS Rules

Force Name for User Pures Setting

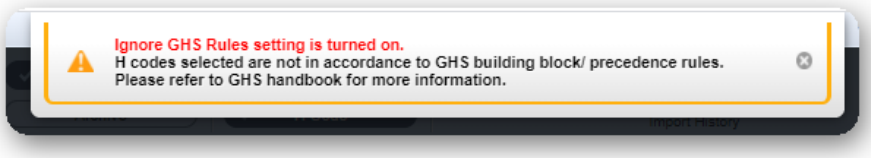
If “Force name for user pures” setting is applied, this setting will allow the pure SDS created to show the chemical name under languages other than English. The source of the chemical names is taken from the synonyms database. An improvement was implemented to show a chemical name from the database rather than the material name of the user made pure.

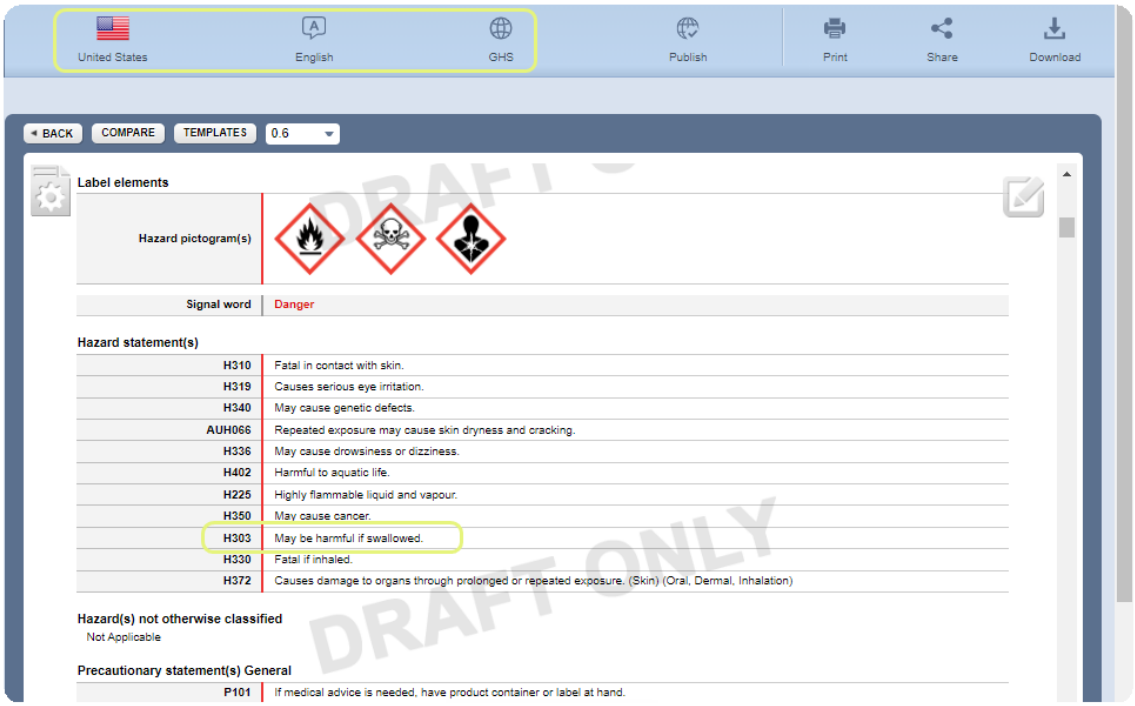
All Building Blocks Setting

The “All GHS Building Blocks” settings are there to give users the option to show ALL possible hazard categories irrespective of the country/jurisdiction. Chemwatch would not recommend having this as a default setting, as this option is only helpful for those who chose to not follow a country’s set of building blocks. When this setting is selected, it will show all building blocks irrespective if the categories are being adopted by the country setting or not in the Review Classification tab of the form.



This setting will only be useful to a user who wishes to disregard a country's set of building blocks if "Ignore GS Rules" is ticked together with it.
The "Ignore GHS Rules setting when turned on will display the message when submitting the prepopulated data in the form when the SDS is created.





1.2 Chronological Approach to Authoring an SDS

AuthorITe is designed for ease of navigation through the authoring form. All information input into the various sections of the form will feed into the final calculation of the SDS.

The flow below illustrates the authoring form sequence for prepopulating data to create and publish an SDS.

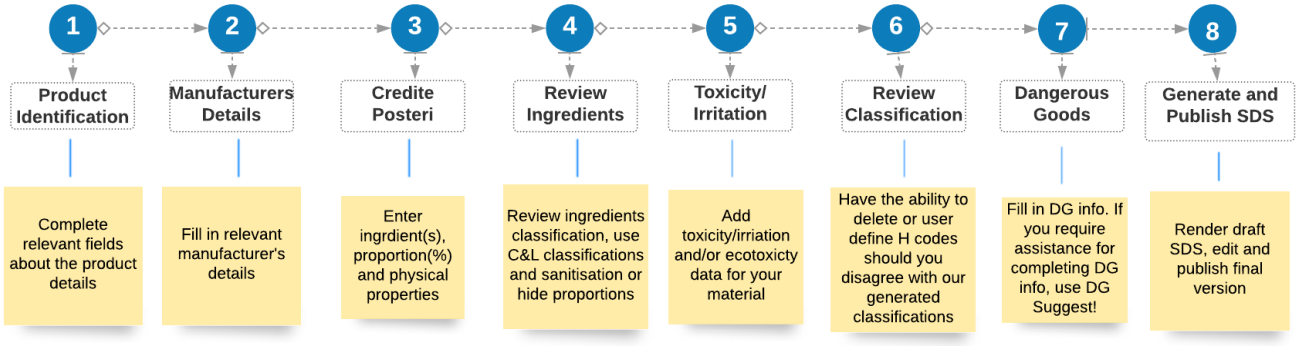


Figure: AuthorITe Form

The authoring form fields are provided in the table below, including where the information goes to on the SDS once it is rendered.

Summary of Authoring Form Fields

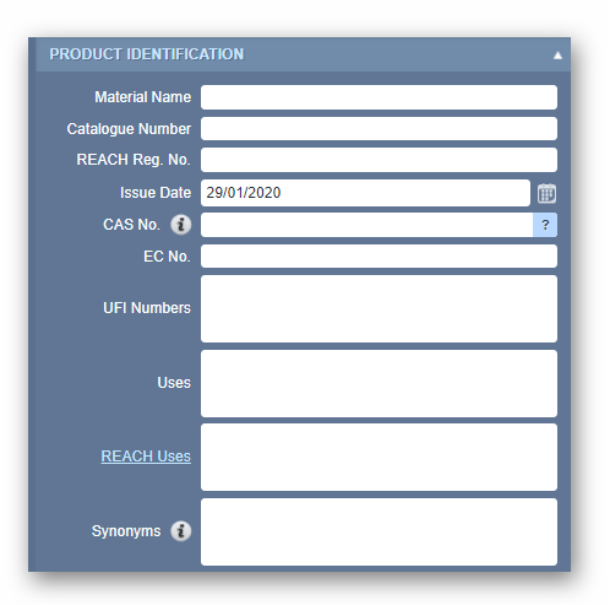
Data Point	Fields	Section of SDS
1 Product Identification	Material name, Catalogue number, REACH Reg No., Issue Date, CAS No, EC No., UFI Numbers, Uses, REACH Uses, Synonyms	Section 1
2 Manufacture Details	Company Name, Address, Telephone 1, Telephone 2, Emergency Organisation, Emergency 1, Other Emergency Number, Fax, Email ✉, Website	Section 1
3 Credite Posteri	Name/CAS No. and Proportion of the ingredient(s), physical properties	Section 3 & 9
4 Review Ingredients	Classifications for ingredient(s) at 100%, C&L classification, Sanitised View	Sections 2 & 3
5 Toxicity/Irritation	Toxicity, ecotoxicity and environmental fate data	Section 11 & 12
6 Review Classification	Review classification of the product	Sections 2

Data Point	Fields	Section of SDS
7 Dangerous Goods	DG information including Hazchem, UN Number, DG Class, Sub Risk 1, Sub risk 2, Packing Group, Shipping Name	Sections 14
8 Generate, Edit and Publish SDS	Render your first and subsequent drafts, edit content and publish your first SDS and subsequent versions	All sections

1.3 Detailed Description of the Authoring Form

The authoring form contains the 7 tabs that must be used to prepopulate data; Product Identification, Manufacturers Details, Credite Posteri, Review Ingredients, Toxicity/Irritation, Review Classification and Dangerous Goods. The sub-sections of the authoring form below described each form tab in detail.

1.3.1 Product Identification



Data Point	Description	Notes
Material Name	Name of the Mixture.	N/A
Catalogue Number	Catalogue Number of the mixture.	This can be internal/external number, product code, etc.
REACH Reg. No	Substance number regulated by REACH for the EU.	Applicable for pure chemicals only. Found in Section 1 of REACH EU SDS.
Issue Date	Date when material is created	Automatically assigned with SDS creation date.
CAS No.	Chemical Abstract Substance number.	Applicable for pure chemicals only. Use “Not Available” if applicable.
EC No.	European Council number	Applicable for pure chemicals only.

Data Point	Description	Notes
UFI Numbers	Unique Formula Identifier, applicable in the EEA market.	It is a 16-character code is used for mandatory reporting on products that contain a hazardous mixture. If no data is found, leave this field blank.
Uses	Enter the usage or purpose for the material	Found in Section 1 of the SDS. If this field is left blank, the system will automatically generate "Use according to manufacturer's direction." As it is a free text field, please input the same language as the language on the SDS.
REACH Uses	Applicable to EU only.	Choose the applicable REACH use from the drop down list and click the cross for Uses Advised Against.
Synonyms	Can also be product be product codes, trade names, part numbers, etc.	Enter the synonym(s) for material.

1.3.1.1 UFI Number in Product Identification

A UFI Number (Unique Formula Identifier) is a 16-character alphanumeric code used in the EU to identify chemical mixtures that have hazardous properties. This type of number is mandatory in the EEA marketplace as per CLP regulations to help poison centers in case of emergencies to immediately gain access to information about a mixture. The UFI must be included on SDSs and products labels.

The basis for the CLP Regulation & Annex VIII provides detailed instructions on how companies should notify chemical mixtures to poison centers. The compliance requirements deal with companies that have hazardous chemical mixtures (not pure substances) on the EU market, including:

- Manufacturers
- Importers
- Downstream users

Exemptions do exist and these include non-hazardous mixtures, certain Industrial use only mixtures under specific conditions and some biological and plant protection products that are already notified under other regulations. As companies are required to submit PCN (Poison Center Notification) dossier to ECHA or relevant authority prior to placing a hazardous mixture on the EU market, the UFI links the product to the data submitted and must contain the following information to help poison centers provide appropriate first aid and medical advice in case of exposure.

- UFI Code
- Full Chemical Composition
- Toxicological Information

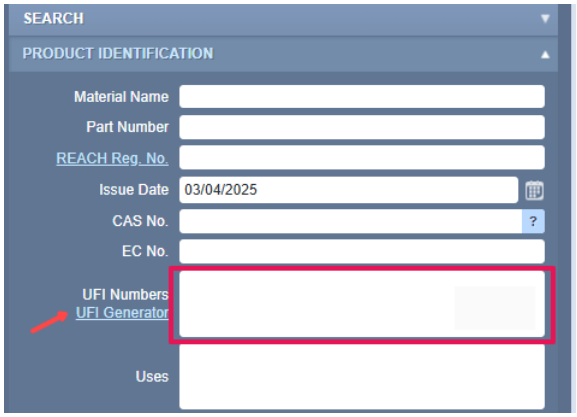
- Trade Names and Intended Use
- Contact Details of the Notifier

UFI Number is part of the material or mixture identification. This component also provides a UFI Generator that connects to ECHA's official UFI Generator online tool. The main purpose of generating a UFI Number is for the use of PCN submission. Mixtures that are classified as health hazards or physical hazards require a UFI on the CLP and a PCN.

A UFI for products/mixtures must be displayed in SDS and appear in Section 1 and must also be included on CLP label and may be positioned with the Product Identifier or within the Supplemental Information Section.

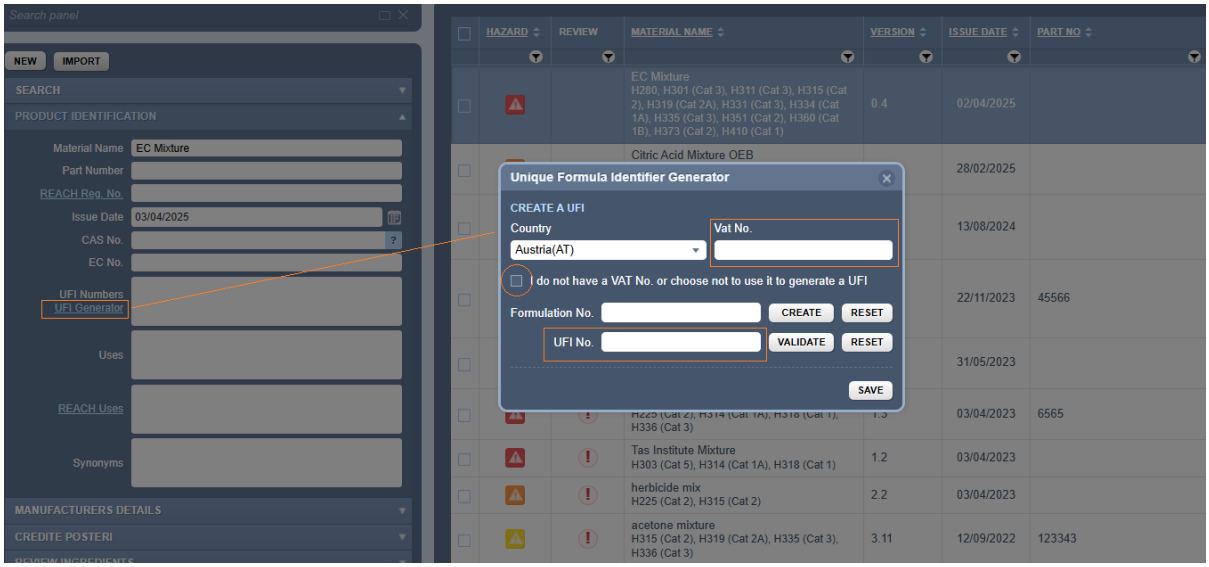
PCN dossier submission is a crucial step for any company intending to sell a product within the EEA marketplace, and the UFI should reflected on both the SDS and the product Label. The UFI can be generated using the UFI Generator Tool in the Product Identification section of the AuthorITe module.

The product identification provides the UFI umbers and UFI Generator link.



To generate a UFI Number, the engine requires the following information:

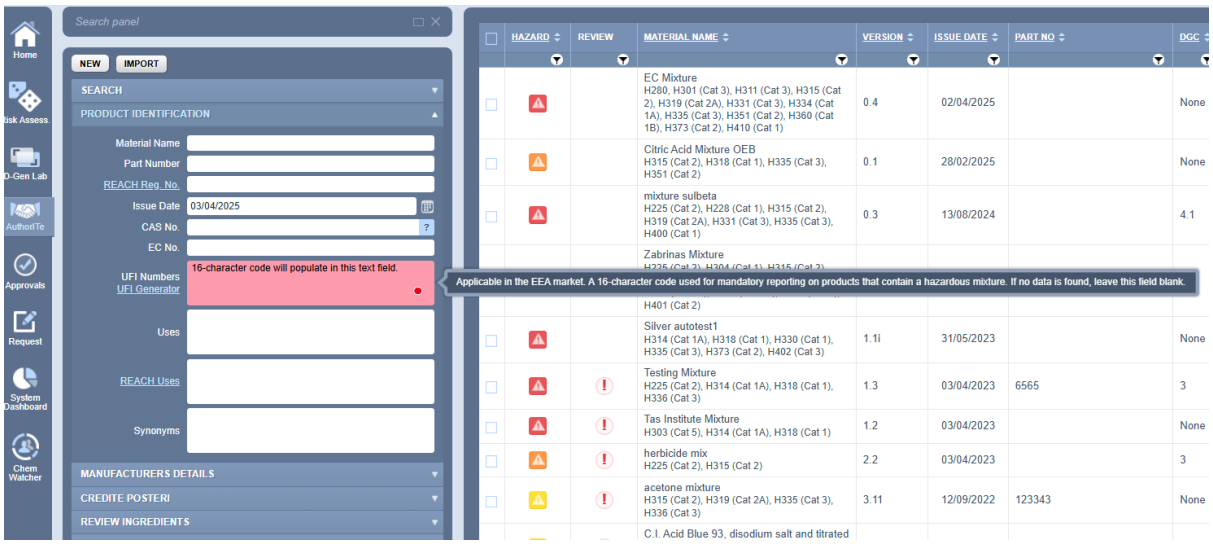
- The VAT number of the EEA Legal Entity
- The EEA country where the Legal Entity is registered
- The formulation number



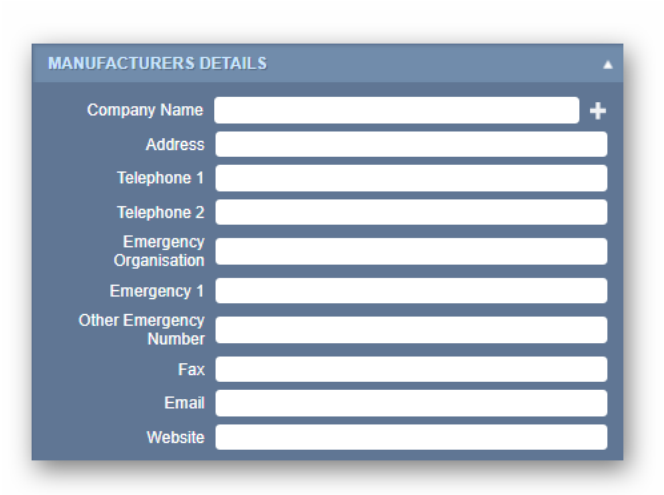
If a VAT is not available, select the checkbox “I do not have a VAT No. or choose not to use it to generate a UFI”.

- A Company Key will be created and assigned.
- Input an internal part number into the Formulation No. field (this is a numeric identifier for the product).
- Select “Create” button and the system will automatically generate a UFI number that is unique to the product and assign I to the Company Key.
- Select the “Validate” button. The UFI number will be verified for validation. If the UFI is not valid, an alert message will display “Not Vald UFI”.
- If the UFI number is validated, click the “Save” button.

The generated UFI number will automatically populate into the UFI number text field in the product identification tab.

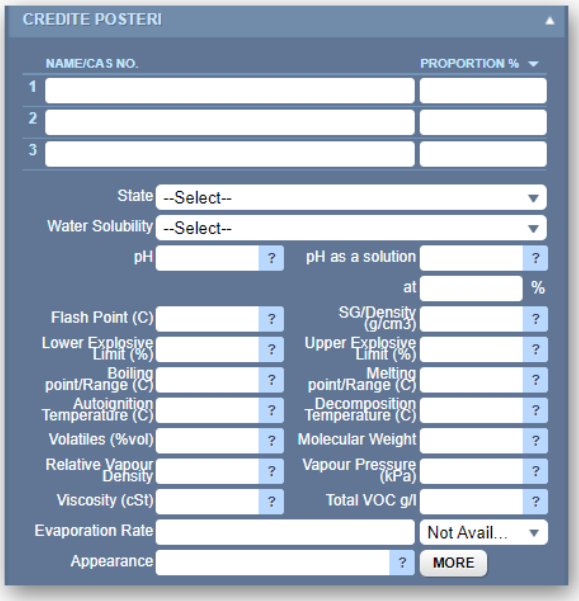


1.3.2 Manufacturers Details



Data Point	Description	Notes
Company Name and other fields	Manufacturer or supplier details. Use the add button + to add your own manufacturer details.	Details here will appear on Section 1 of the SDS. It will also appear in the MINI SDS and label.

1.3.3 Credite Posteri



Data Point	Description	Notes
Name/CAS No. and Proportion	Ingredient(s) and concentration(s) fields.	Enter ingredient(s) and the exact proportion (%) in each line item.
Physical Properties	Physical state, water solubility, appearance, and other datapoints if known or available.	If you leave the any fields blank, the system will display Not Available on the SDS.

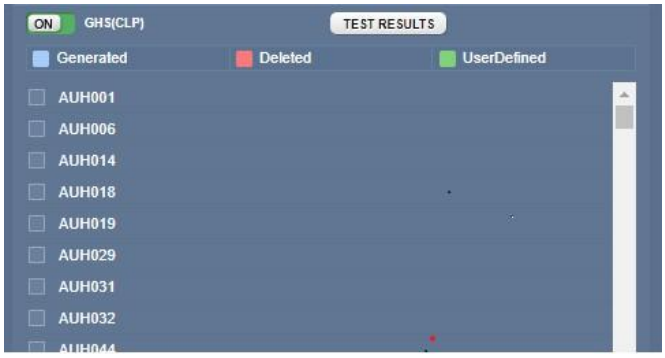
1.3.4 Review Ingredients

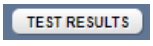
Data Point	Description	Notes
GHS (CLP)	Displays classifications in GHS format.	N/A
C&L	European Classification and Labelling Inventory	If C&L classifications exists for an ingredient, it will be displayed. Our database shows the most prevalent classification.
Sanitised View	Limited disclosure feature. Auto Sanitised automatically hides all non-hazardous ingredients.	Allows users to hide their exact formulation.

1.3.5 Toxicity/Irritation

Data Point	Description	Notes
Toxicity	Input toxicity data for material	Input toxicity data and select route of exposure, species, exposure type and unit measure.
Environment	Input ecotoxicity data for material.	Input ecotoxicity data and select duration, species, exposure type and unit measure.

1.3.6 Review Classification



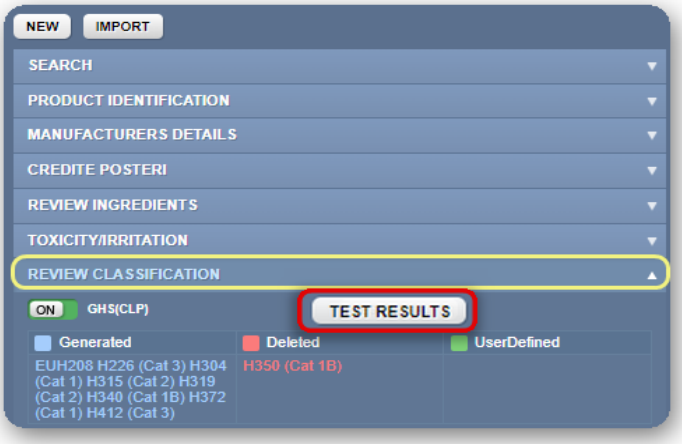
Data Point	Description	Notes
GHS (CLP)	GHS classification for material	N/A
Generated 	The system will generate classifications based on ingredient(s), proportion(s) and physical properties input.	Modify classifications by using the check boxes alongside each hazard code.
Deleted 	Displays classification(s) deleted by user.	N/A
User Defined 	Displays user define classification(s).	N/A
	"TEST RESULTS" button to enable users to quote test guidelines as justification for omitting a hazard classification that would otherwise be given to the mixture.	Hazard TEST RESUTLS feature to enable users to select the appropriate hazard code(s) and test name.

1.3.6.1 Test Results Tool to Override System Calculated GHS Hazard Classification

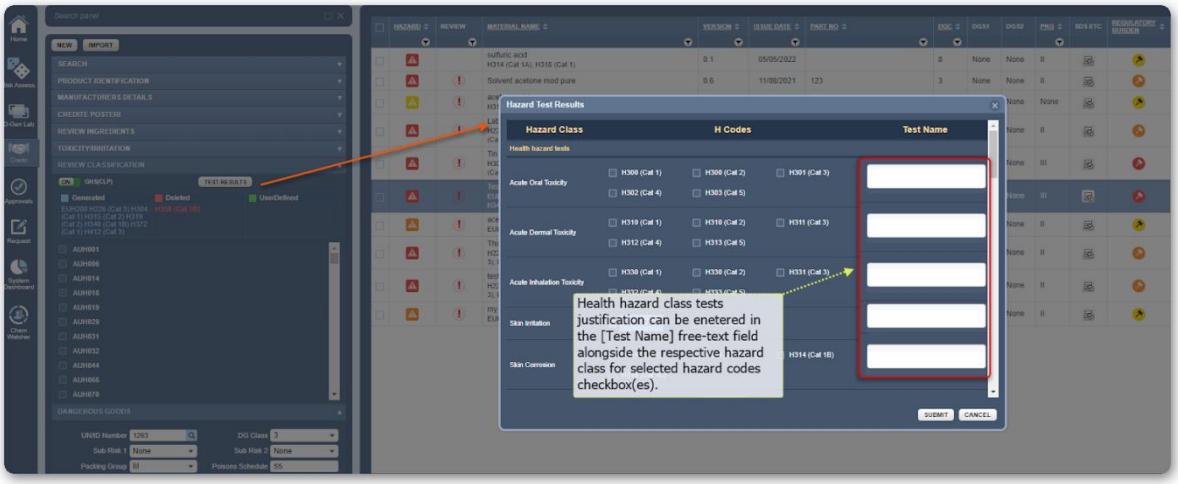
The AuthorITe/Credo module form Review Classification tab has been improved with a "TEST RESULTS" button to enable users to quote test guidelines as justification for omitting a hazard classification that would otherwise be given to the mixture. This module is available in Chemeritus, GoldFFX and Bespoke (included as package). Access to Credo/AuthorITe module also depends on the products permissions assigned to users by the administrator to enable users to create, publish SDS and generate reports.

Chemwatch or a recognised substance classification list may classify a substance and if the substance is used as an ingredient in a mixture with other ingredients, the supplier of the

mixture can perform established experimental tests to show that the final material or product is not categorised as such in comparison with the classification based on standard test data. Chemwatch improved the Review Classification with a Hazard TEST RESUTLS feature to enable users to select the appropriate hazard code(s) and test name.

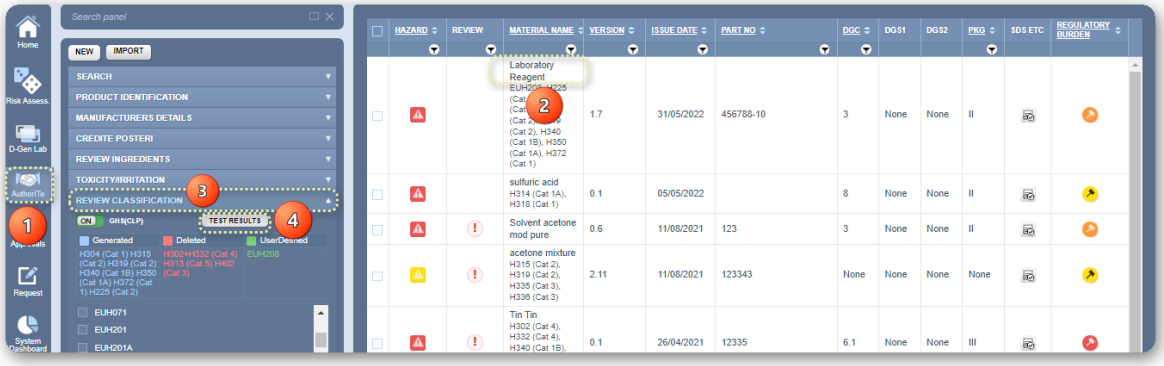


When this button is selected, a pop-up window will appear showing the respective listing of classification codes and corresponding free text fields under the “Test Name” column alongside each health hazard class.



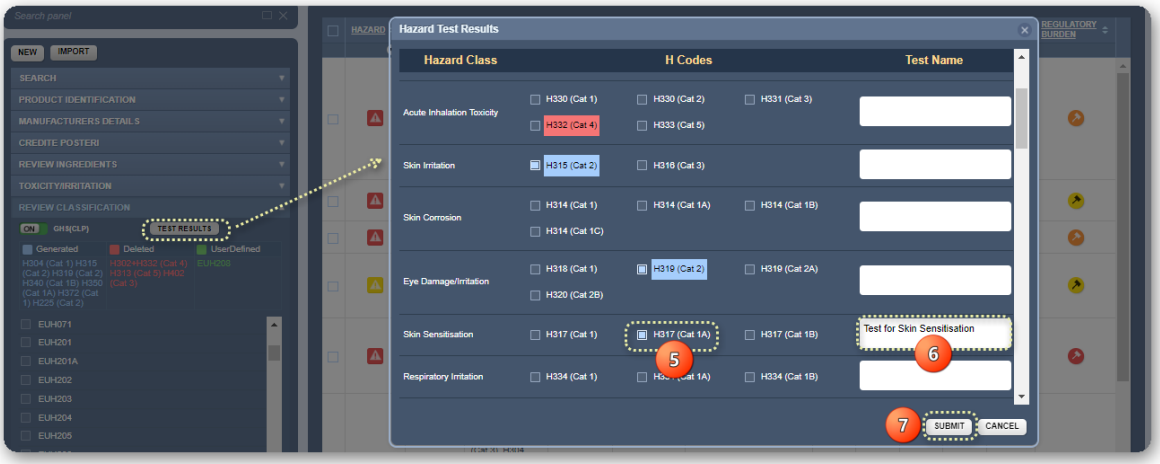
The steps below illustrate how to use the TEST RESULT feature to quote test guidelines when a hazard classification is omitted.

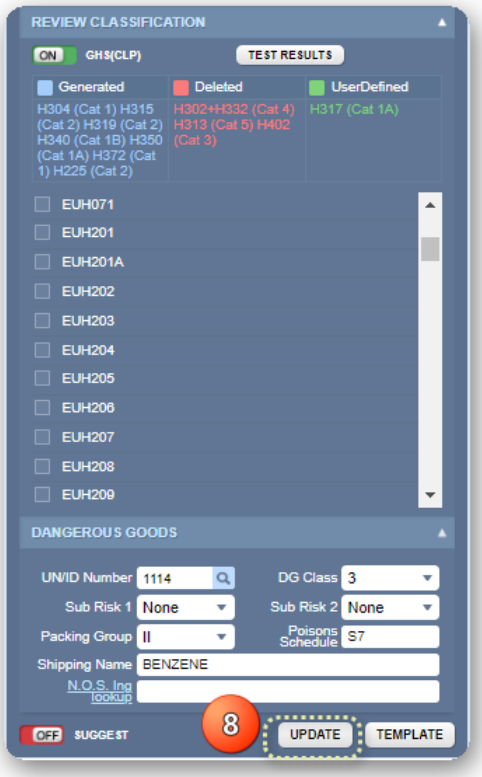
Steps: Generating a mixture and use the TEST RESULT feature.



1. Open Credo/AuthorITe module.
2. Click on material name to load form data.
3. Select the Review Classification tab.
4. Click the TEST RESULT button.
5. Select the hazard class category relevant to the test.
6. Enter the Test Name in the free text field.
7. Press the Submit button to save record entry.
8. Press the Update button to save mixture.

Note that the GHS/CLP button was selected to display GHS classification hazard codes where generated by default for the standard classification.

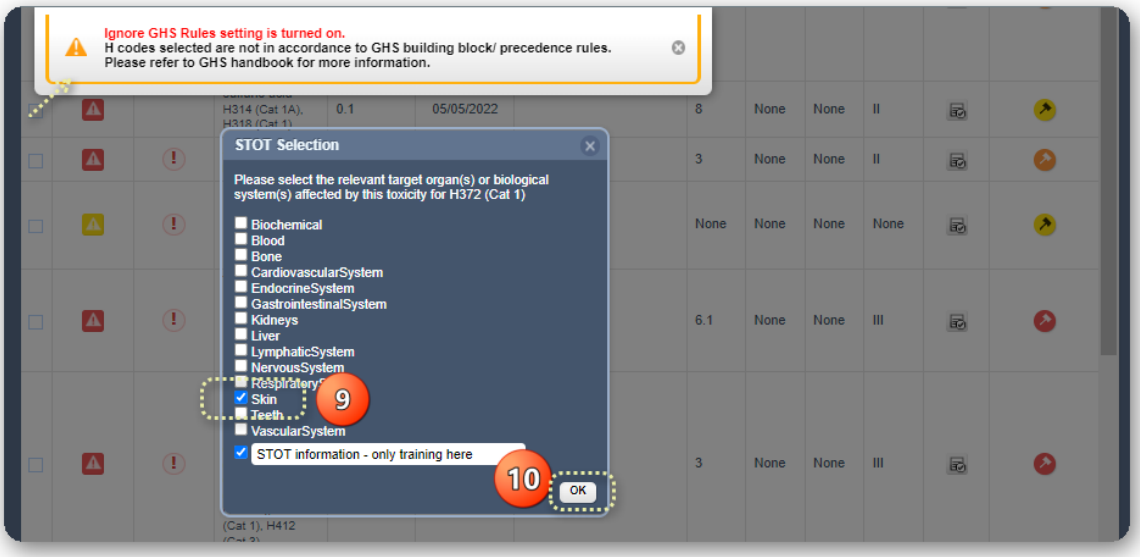




Pressing the Update button triggers the calculation. Depending on the GHS Rules setting turned on, a message will be displayed depending on the GHS building block/precedence rules.

9. Select the relevant target organ(s) or biological system(s) affected if any.

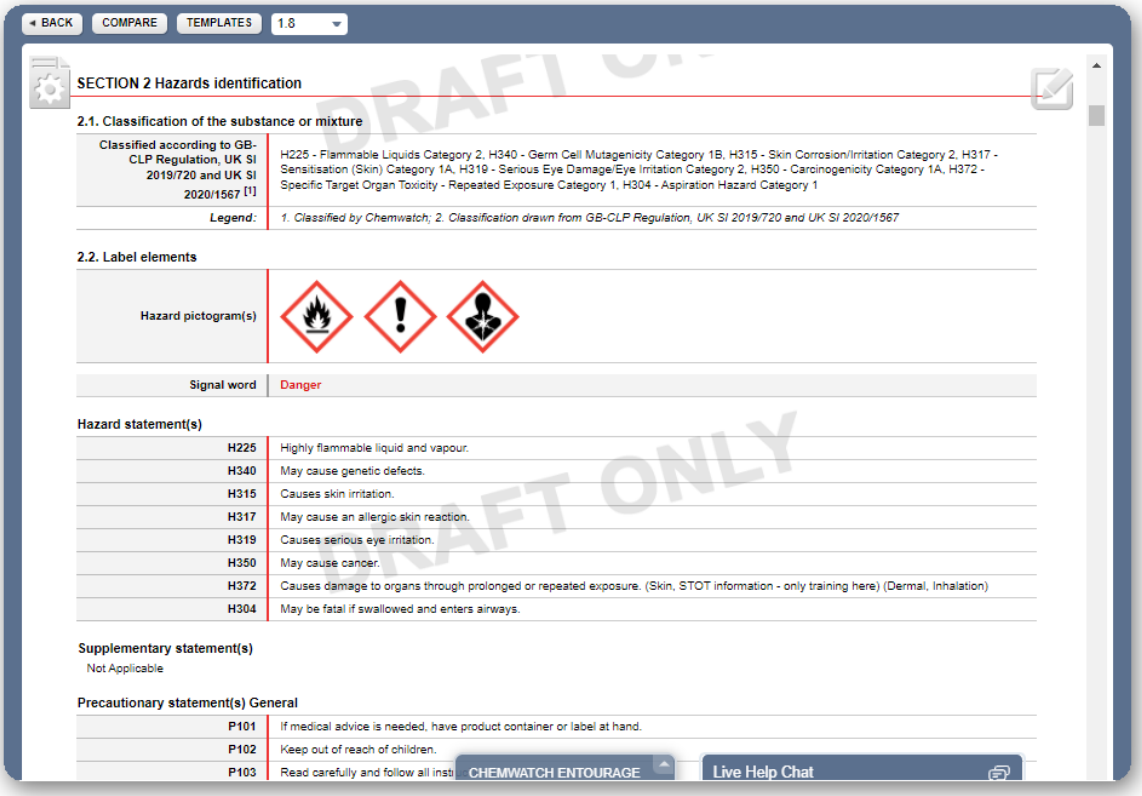
10. Click the OK button.



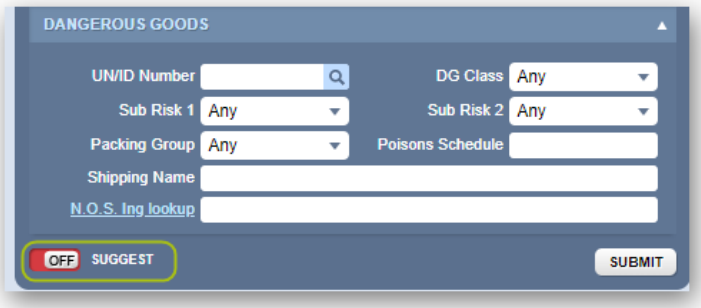
11. Select the appropriate rout of exposure.
12. Click the OK button

Wait for a moment for the system to render the draft SDS prior to publish.

13. Select the setting icon on the SDS.
14. Click on Section 2: Hazard Classification
15. Refer to hazard statements and supplementary statements where applicable.



1.3.7 Dangerous Goods



Dangerous Goods (DG) are defined as substances that are corrosive, flammable, explosive, oxidizing or water-reactive or they may have other hazardous properties. Some substances are both dangerous goods and hazardous substances and it is imperative to consider:

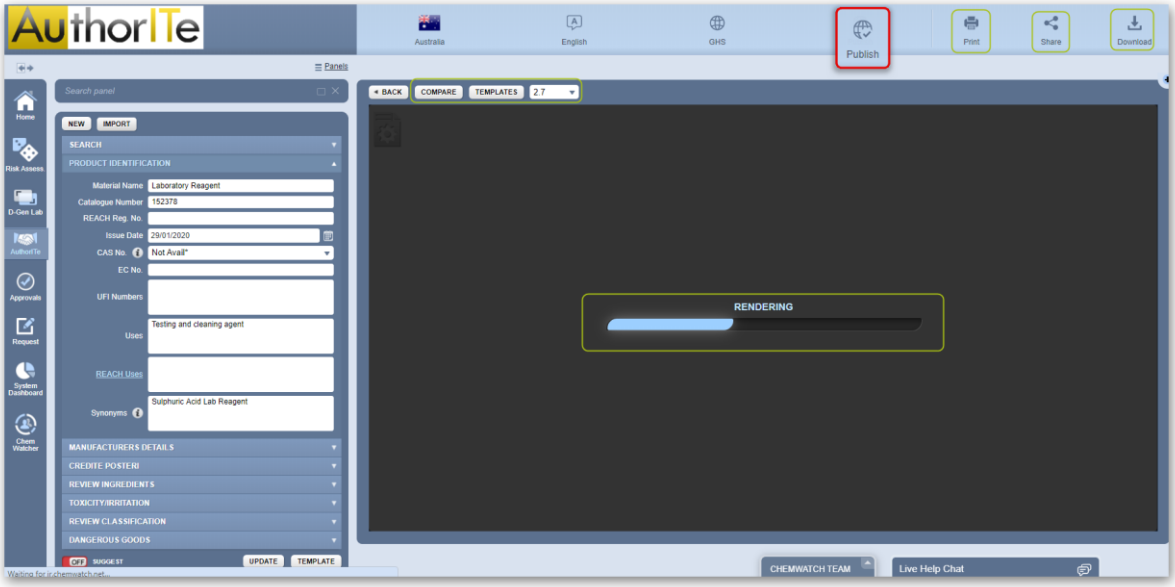
- Risk management of hazards related to dangerous goods at your premises
- Storage and handling of quantities of dangerous goods
- Transportation of dangerous goods

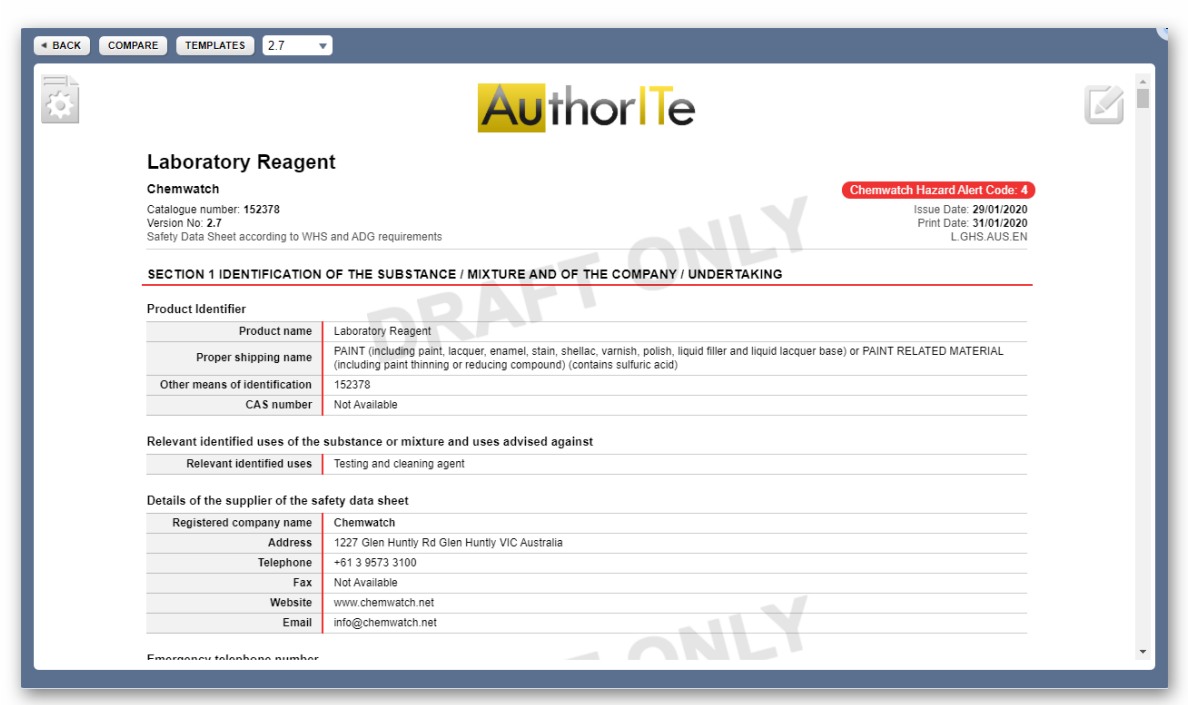
Data Point	Description	Notes
UN/ID Number	Quick look up for the United Nation Number for the material.	Assign a UN No.
DG Class	Dangerous Goods Class.	Assign a DG Class from the drop-down arrow.
Sub-risk 1, 2	Sub risk 1, 2.	Assign Sub risk 1, 2 as per the transport regulations
Packing Group	Packing Group as per transport regulations.	Assign Packing Group from the drop-down list
Poison Schedule	The Standard for the Uniform Scheduling of Medicines and (SUSMP)	Assign poison schedule for the material. This information can also be shown in labels.
Shipping Name	Shipping Name as described in the transport regulations	N/A
N.O.S Ing lookup	Stands for “Not Otherwise Specified”.	Use this link to look up for the proper shipping name of the mixture that have a potential variety of hazardous ingredients and have no specific, applicable name in the UN list.
DG Suggest	The system suggests DGC, PKG, SR based on classifications and physical properties of the material.	Backend rules and logic are set up in the program to "calculate" and "predict" the hazardous property of the material.

- Section 14 of the SDS for the DG classification

1.3.8 Generate SDS and Publish

After hitting Submit button, the system will render and produce your SDS in draft mode.



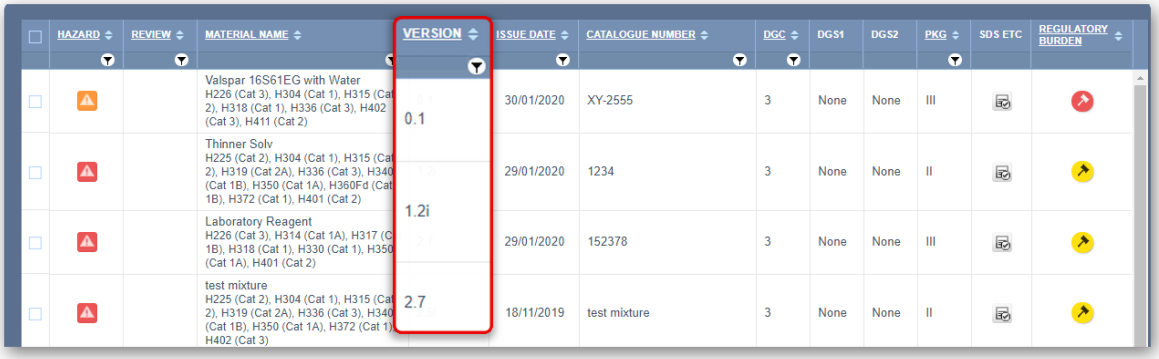


You can edit the draft SDS using the Edit Mode, add your own translated texts via the Phrase Library, publish your SDS, print, email or download the SDS in PDF/RTF version.

1.4 Additional Features of AuthorITe

1.4.1 Identification of SDS Published for Internal or External Use

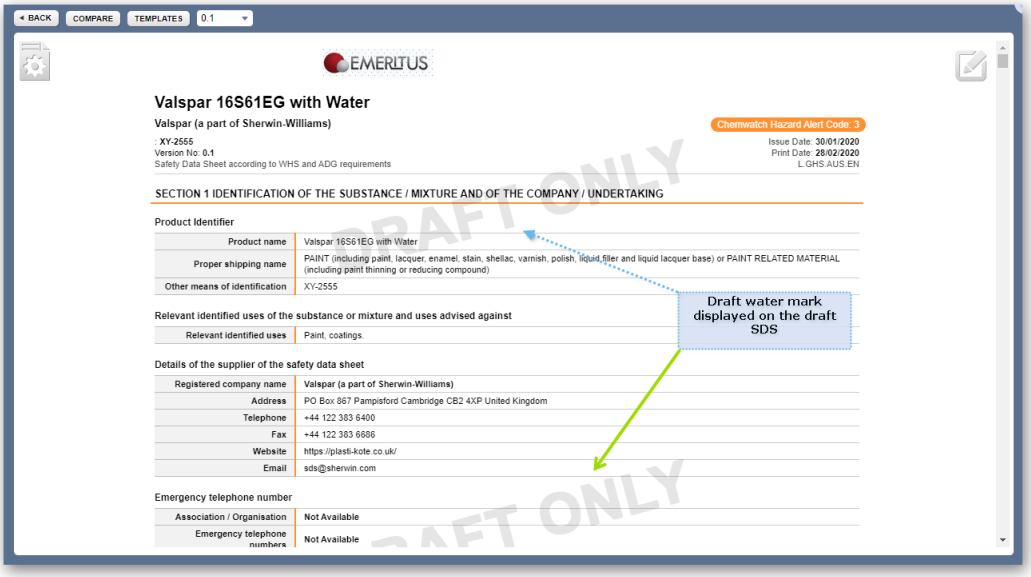
Users can easily distinguish between internally or externally published SDS. An annotation of 'I' or 'e' are added behind the current version numbers and these annotations can be seen in the main AuthorITe home page under the Version column.



The version number is also available when you open the SDS. See the Version number explanation below:

Version Number Example	Explanation
1.1 i	I - indicates that the SDS has been updated once and published once internally.
3.5 e	e - indicates that the SDS has been updated five times, published three times and final published was done externally.

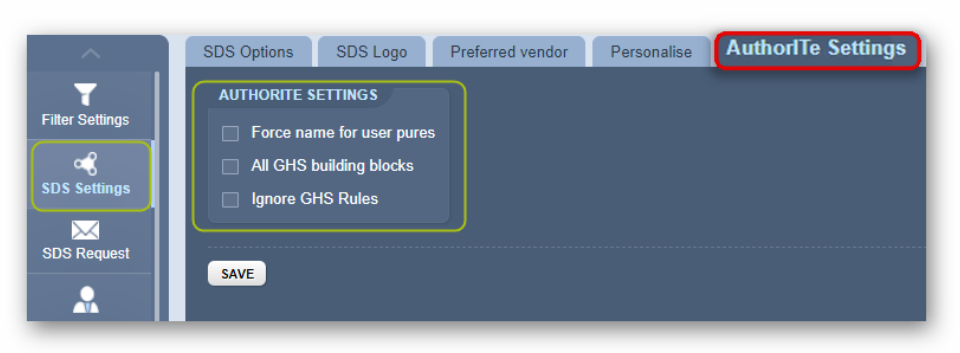
Newly created unpublished SDS shows **Draft Only** watermark (see example below).



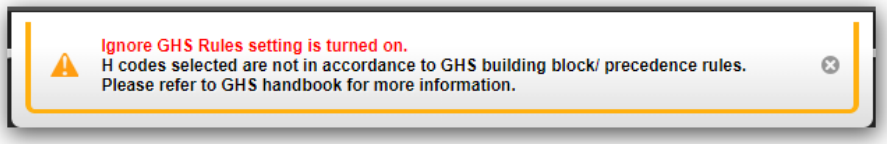
Internally published SDS will show the **Internal Only** water mark (please provide screenshot as example). All watermarks will be removed from all externally published SDS.

1.4.2 Ignore GHS Rules Setting

This setting is found in AuthorITe Settings tab under SDS Settings Mode. Turning it “ON” gives users the ultimate control of the GHS classifications that goes onto an SDS, as it overwrites all GHS building blocks and precedence rules. In other words, it allows users to freely create SDS without GHS jurisdiction rule constraint implemented by a country's governing body.



A “Notification” feature to inform users when this setting is ON was also implemented. Upon submitting and updating an SDS, a message “H codes selected are not in accordance with GHS building block/ precedence rules. Please refer to GHS handbook for more information” will appear as shown below.



Examples of how this setting works:

1. Users can select H316 (Cat 3) on the Credo form and this classification would appear on a United States SDS even though it is outside of the scope of OSHA HAZCOM 2012.
2. Users can force H280 along with H222 (Cat 1) or H223 (Cat 2) and moreover force the gas cylinder pictogram  to show on the SDS irrespective of the GHS revision.

1.4.3 Regulatory Burden

Regulatory Burden is a simple metric used to give an indication of the level of regulation. surrounding a substance. It is based on the ingredients in a product and the frequency of which they appear on ‘**negative’ regulatory lists**.

‘Negative lists’ are suggested by Chemwatch to add additional restrictions to your chemical. National Inventories’ or ‘Permitted Substances’ lists are positive lists not included in the Regulatory Burden metric.

Chemwatch has divided Regulatory Burden into four distinct bands. See details below.

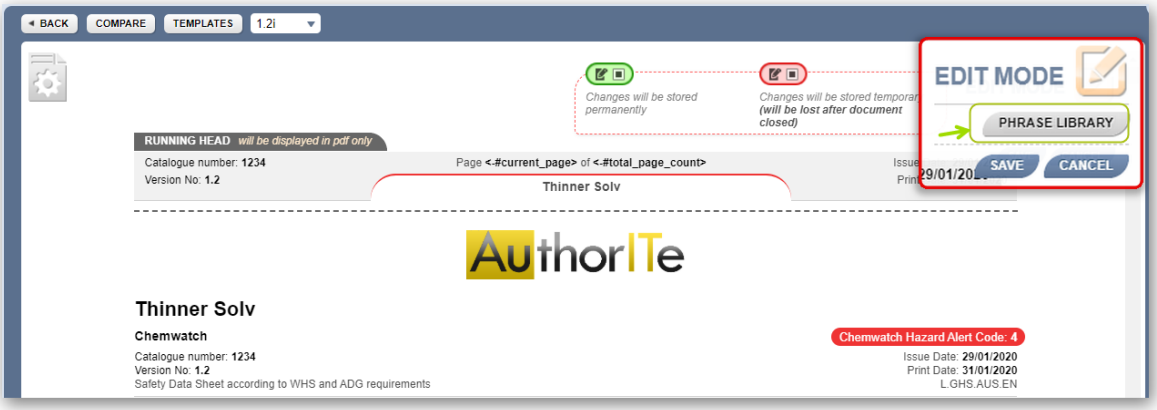
Red	Orange	Yellow	Green
Extremely Regulated	Highly Regulated	Moderately Regulated	Lightly Regulated

Regulatory Burden is found in your AuthorITe home page grid alongside each material. Chemicals can be sorted based on their Regulatory Burden.

Regulatory burden will NOT be available in print lists.

1.4.4 Phrase Library in Edit Mode of SDS

The Phrase Library allows you to create your own phrases for your SDS. These phrases can be translated into multiple languages. This feature is accessible via Edit Mode.

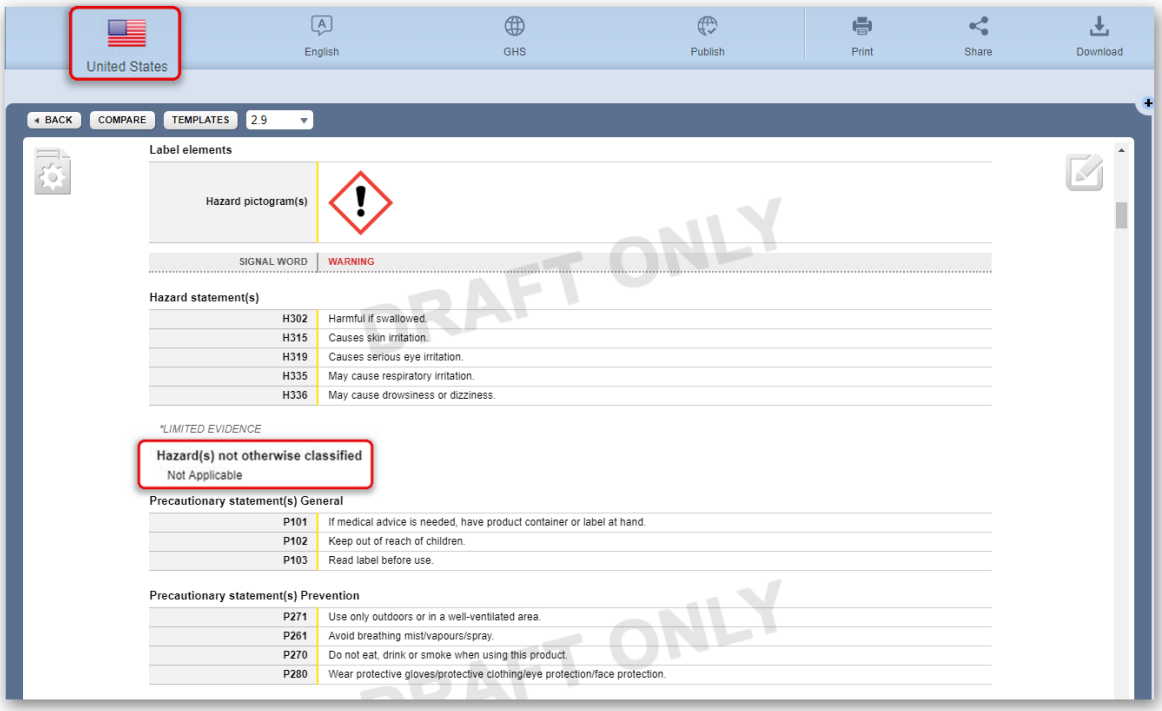


1.4.5 Add HNOC (Hazards Otherwise Not Classified)

A new feature which enables users to add HNOC (Hazard(s) Not Otherwise Classified) classification data on United States and Canada SDS is now available in Review Classification Form Tab.

HONC in AuthorITe

A new free text box has been added under the Review Classification tab. All texts added to this field will be reflected under Section 2 - Hazard(s) Not Otherwise Classified on the SDS. In Edit Mode, this field can be edited as free text, user CPs can also be added for translation purposes.

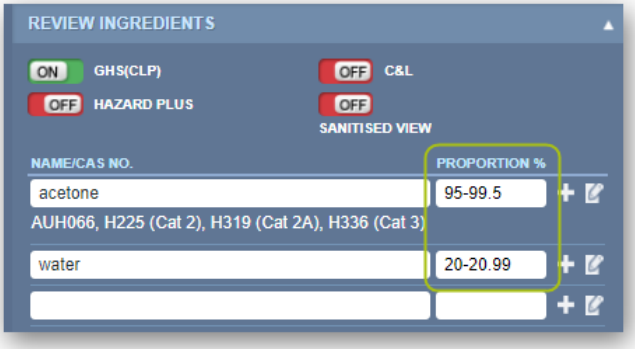


1.4.6 Specific Target Organ Toxicity (STOT)

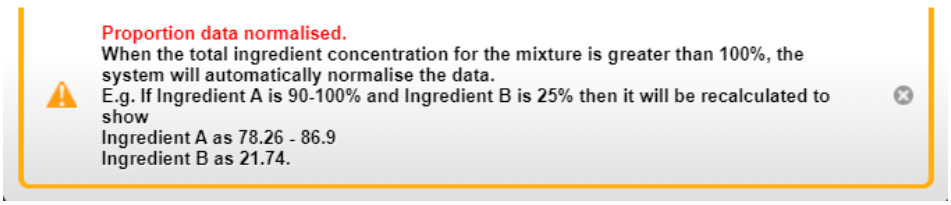
A new feature in AuthorITe called STOT Selection. Under GHS, specific target organ toxicity (STOT) classifications: H370 (Cat 1), H371 (Cat 2), H372 (Cat 1) and H373 (Cat 2), may come with additional information such as the relevant target organ(s) or biological system(s) affected by this toxicity and/or its route of exposure. Where these hazards are classified for a mixture, users can now select the affected target organ(s) or biological system(s) from a list and define its route of exposure from these options: Oral, Dermal and Inhalation. If any of these target organ(s) or biological system(s) and/or route of exposure is selected, it will be displayed under Section 2 Hazard Statement(s) on the SDS.

1.4.7 Normalisation of Ingredient Proportion

A minor feature was introduced to normalise the proportion of an ingredient where the total ingredient concentration for a mixture is greater than 100%, then the system will automatically normalise the data. Change to the proportion will be reflected in the Credite Posteri Form and carried over to the Review Ingredient Form.

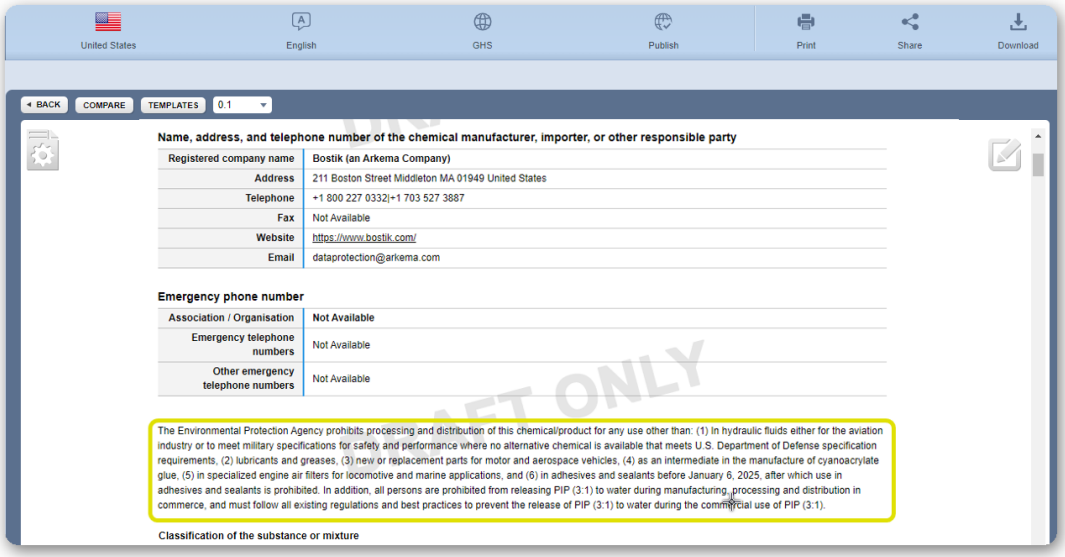


If your data is normalised, the system will display a pop-up message to notify you.



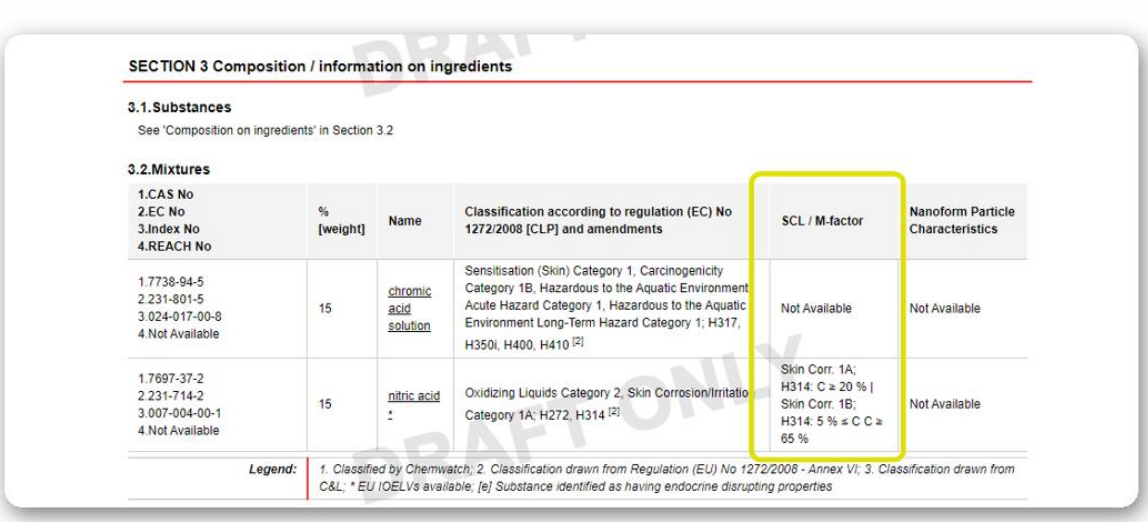
1.4.8 TSCA IP 3:1 Statements Added to USA SDS

United States SDS containing any known phenol, isopropylated, phosphate 3:1 (PIP, 3:1) ingredients will display the TSCA-mandated PIP 3:1 statement in sections 1 and 15, for both English and Spanish languages.
Section 1



1.4.9 M-Factor and Specific Concentration Limits

European Union Safety Data Sheets written in accordance with Annex II of REACH (1907/2006) - Regulation 2020/878 and amendments will now display each ingredient or substance's Specific Concentration Limit (SCL) or M-factor, if applicable. This will clarify the rationale behind the final classification of mixtures where classifications are generated when ingredients contributing to the final classification are below their respective generic concentration limit(s).



SECTION 3 Composition / information on ingredients

3.1.Substances

See 'Composition on ingredients' in Section 3.2

3.2.Mixtures

1.CAS No 2.EC No 3.Index No 4.REACH No	% [weight]	Name	Classification according to regulation (EC) No 1272/2008 [CLP] and amendments	SCL / M-factor	Nanoform Particle Characteristics
1.7738-94-5 2.231-801-5 3.024-017-00-8 4.Not Available	15	chromic acid solution	Sensitisation (Skin) Category 1, Carcinogenicity Category 1B, Hazardous to the Aquatic Environment Acute Hazard Category 1, Hazardous to the Aquatic Environment Long-Term Hazard Category 1; H317, H350i, H400, H410 [2]	Not Available	Not Available
1.7697-37-2 2.231-714-2 3.007-004-00-1 4.Not Available	15	nitric acid *	Oxidizing Liquids Category 2, Skin Corrosion/Irritatio Category 1A; H272, H314 [2]	Skin Corr. 1A; H314: C ≥ 20 % | Skin Corr. 1B; H314: 5 % ≤ C C ≥ 65 %	Not Available
Legend:	*1. Classified by Chemwatch; 2. Classification drawn from Regulation (EU) No 1272/2008 - Annex VI; 3. Classification drawn from C&L; * EU IOELVs available; [e] Substance identified as having endocrine disrupting properties*				

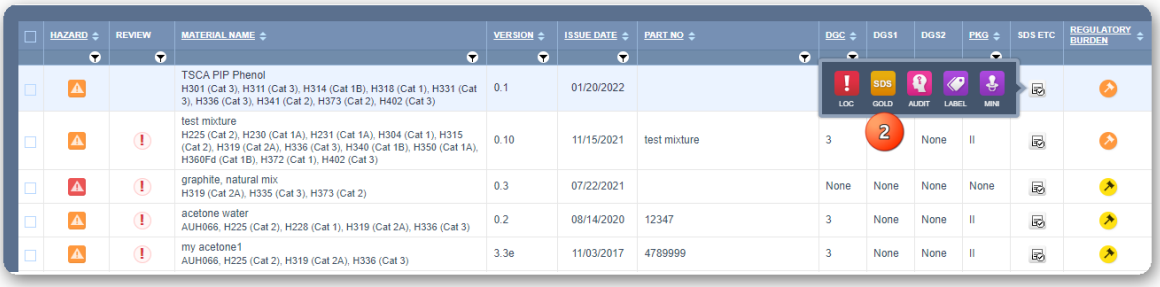
1.4.10 AuthorITe Edit Mode Phrase Hide/Unhide Applied to All Languages

Previously, when users would hide/unhide phrases on their SDS using Edit Mode in AuthorITe, this hiding/unhiding feature would only be applied to the language in which the edit was made, e.g., hiding text in the English language would only hide the text in English, but the statement in non-English languages would still show for the SDS of interest.
Now, when users hide/unhide a phrase in any language, the equivalent phrase will also be hidden in all other languages. This will save users time by removing the need to hide the equivalent phrase in all languages of interest.

Note that this improvement only applies to the hide/unhide tool. Text edits performed by the user in Edit Mode are still only applied on a per-language basis.

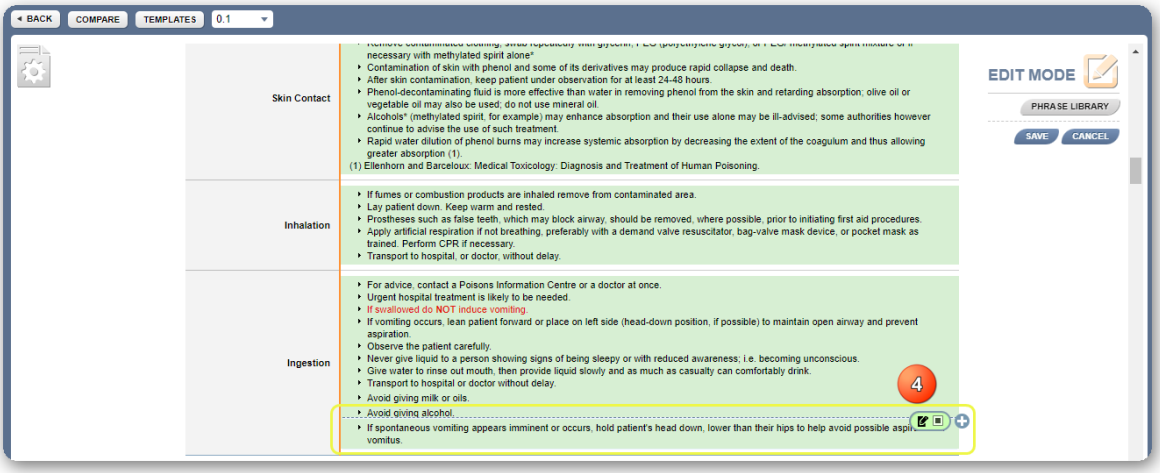
Steps: Hide/Unhide Phrase to All Languages when in AuthorITe Edit Mode

1. Click the **AuthorITe** module .
2. Hover mouse pointer over the SDS ETC icon and click the **Gold SDS** button.

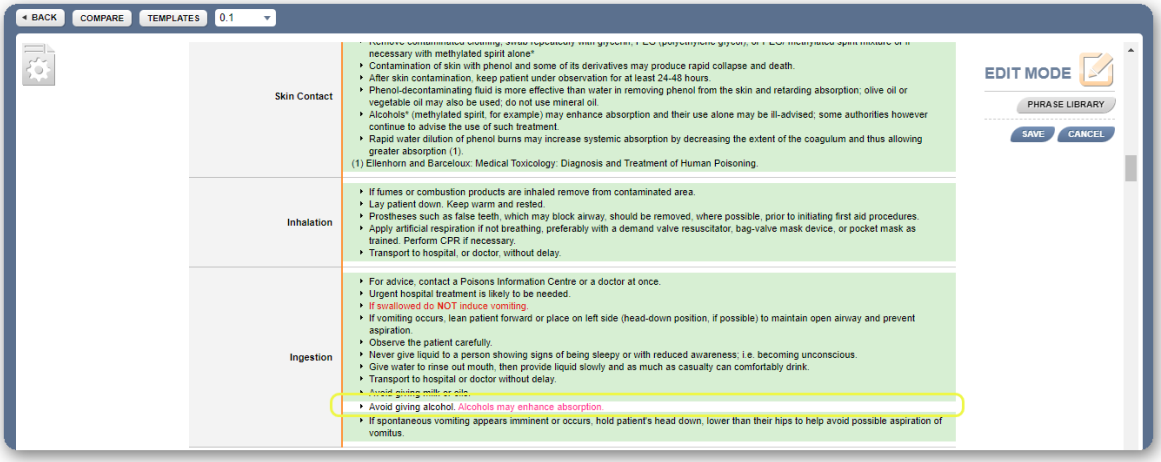


3. Select the **Edit Mode** button on the right top corner of the SDS.

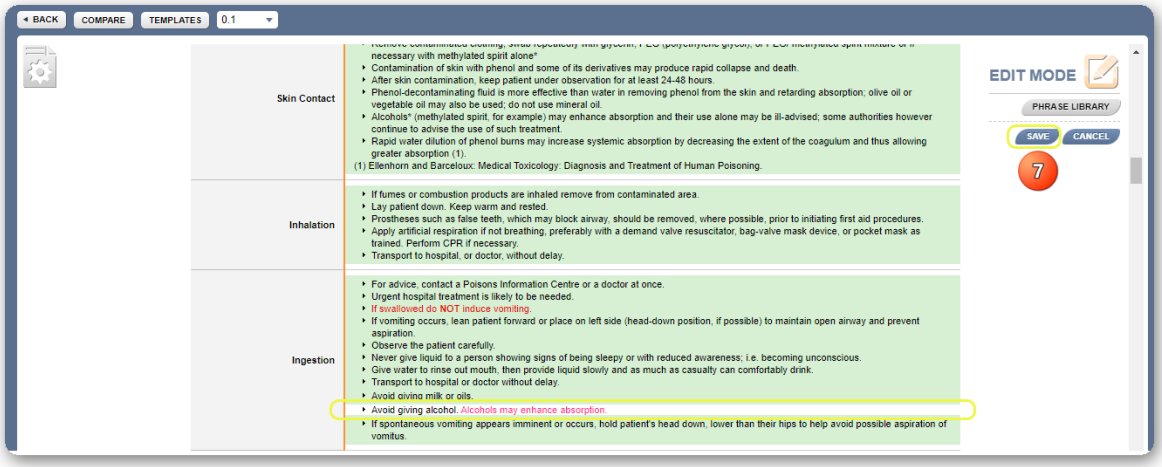
4. Select the **content** to edit by using the edit icon.

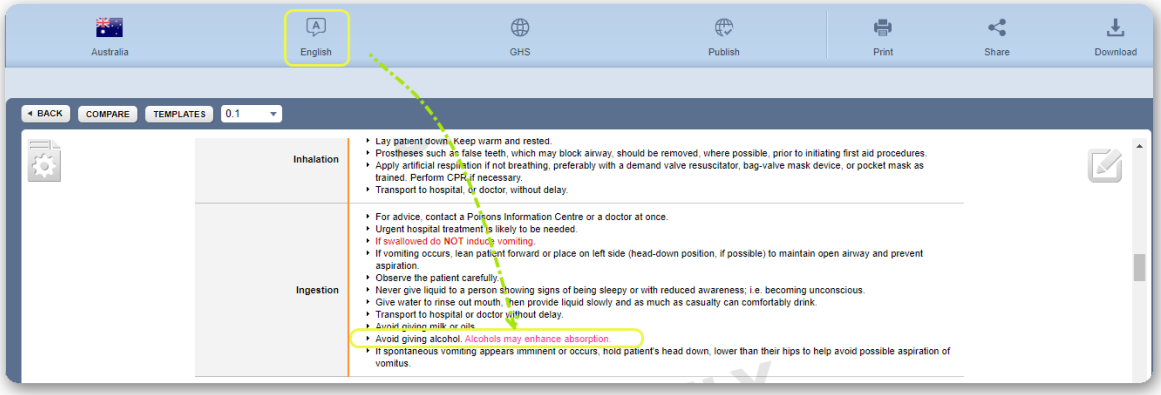


5. Type in the relevant information in the Editor.
6. Click the **Save** button.

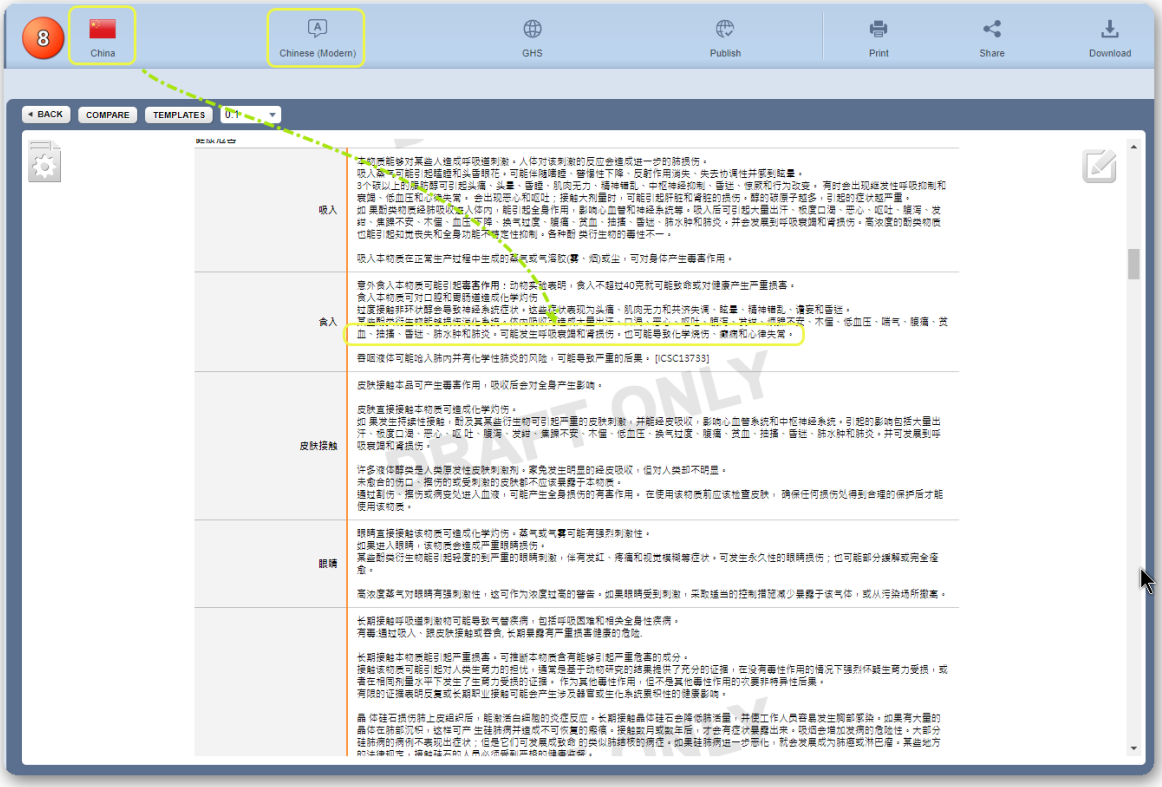


7. Click the **Edit Mode Save** button.

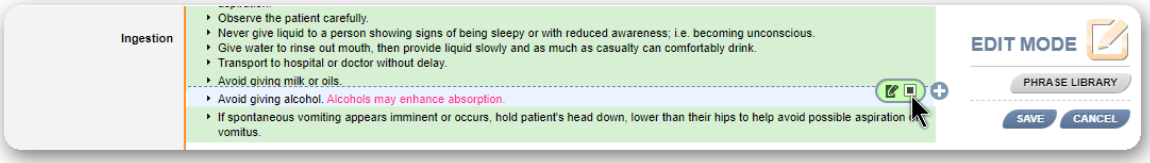




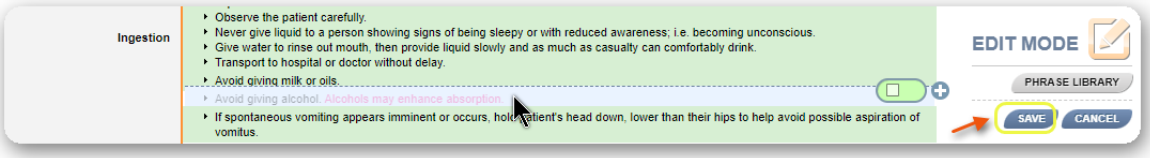
8. Click on the **Country** button from the toolbar to change the **Country** and Language, e.g., China/Chinese (Modern) or any desired available language from a specific country.



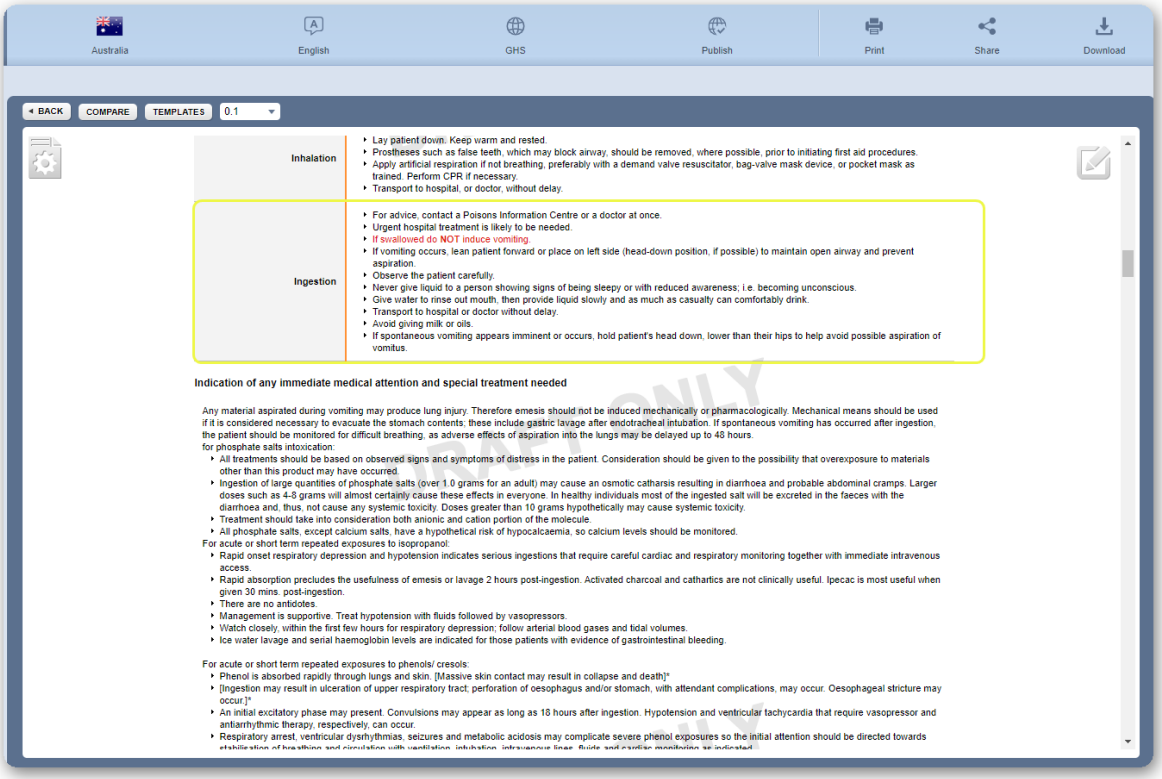
9. Click the squared checked icon  in the text edit line item to hide content (when in Edit Mode).



10. Line item (content) is now hidden that phrase. Click the **Save** button on the Edit Mode.



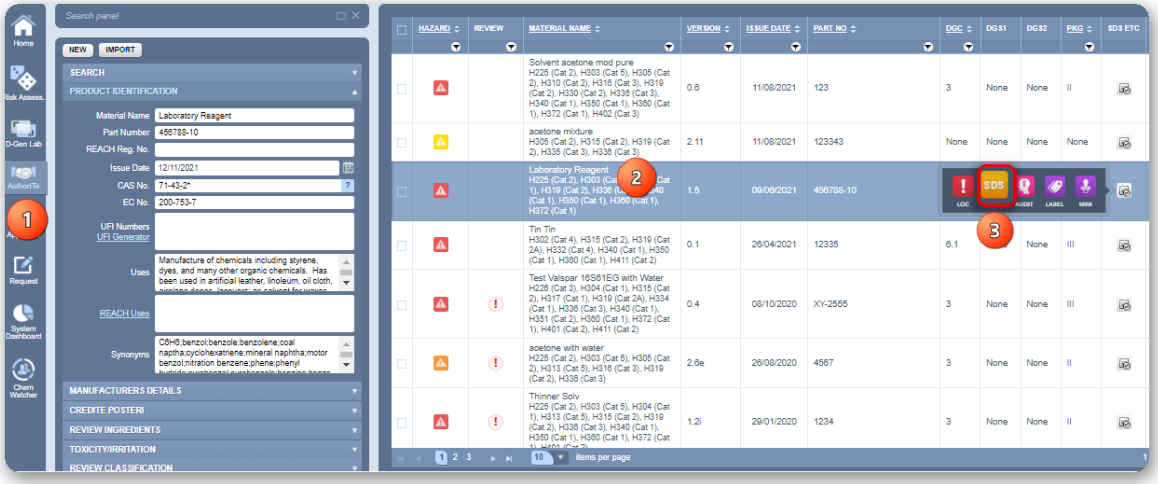
Phrase gets hidden from the SDS.



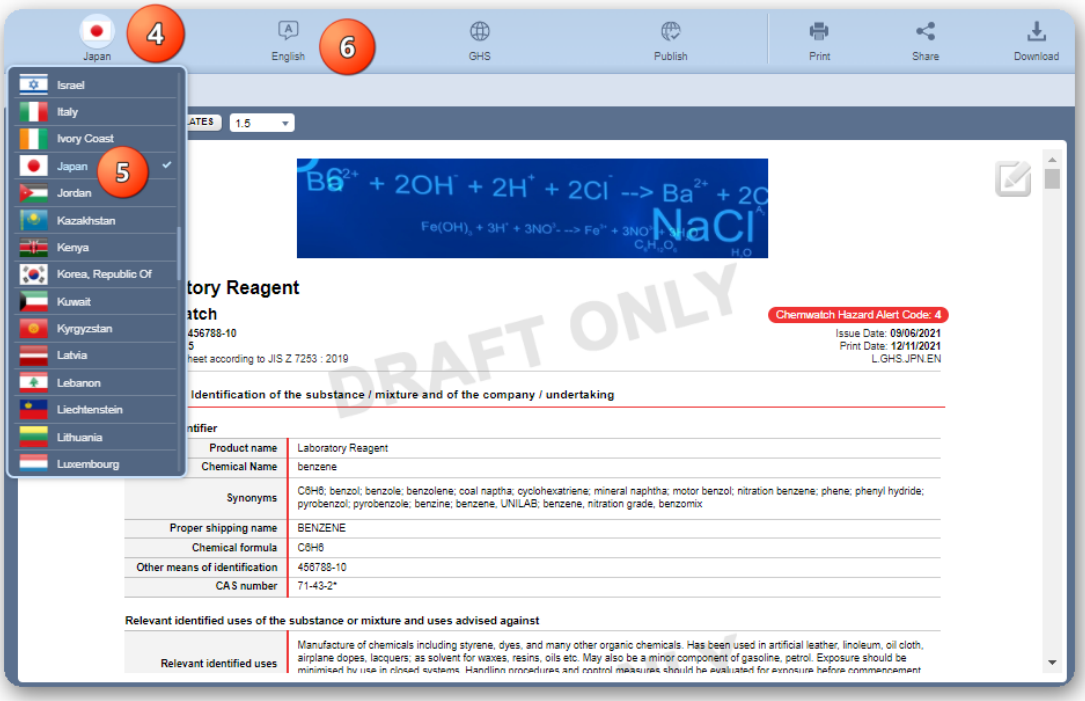
1.4.11 Update to Section 15 Japan SDS

Chemwatch's list of Japan CSCL chemicals have been updated to align with the latest Japan NITE regulations. Mixtures containing CAS Numbers that are present in the updated CSCL lists will show as "Yes" for Japan ENCS in the National Inventory Status table and the relevant regulations will be displayed in section 15 of the Japan SDS.

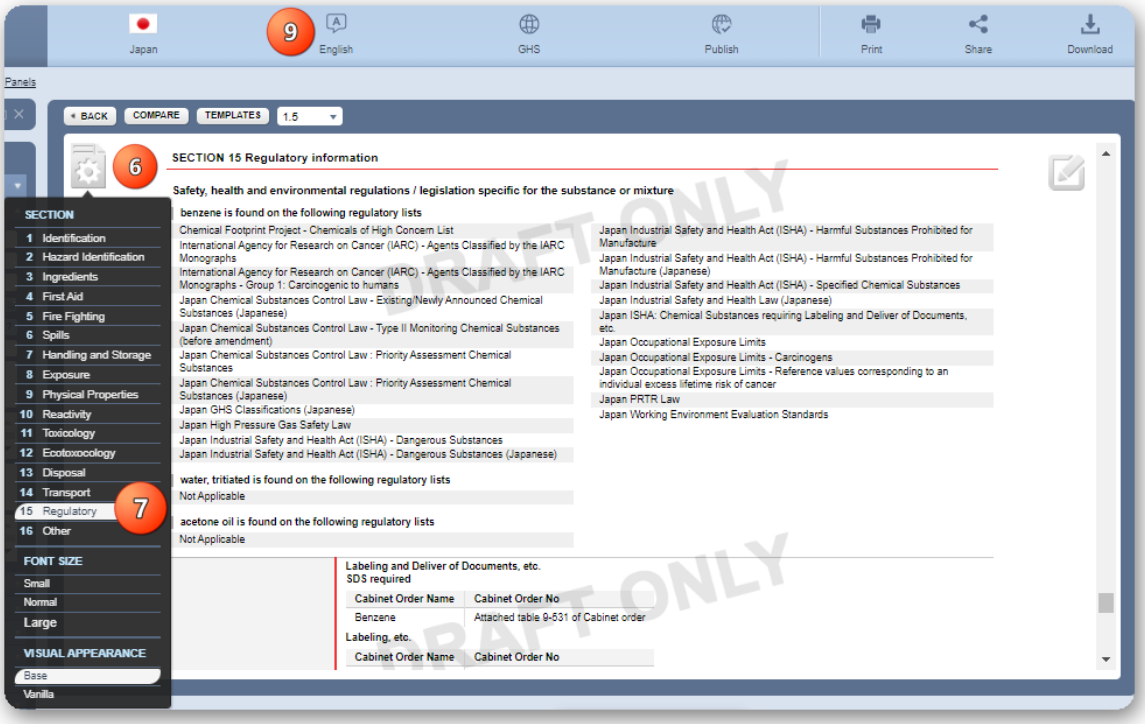
Steps: Improvement - Japan SDS in AuthorITe to Reference Relevant Regulations

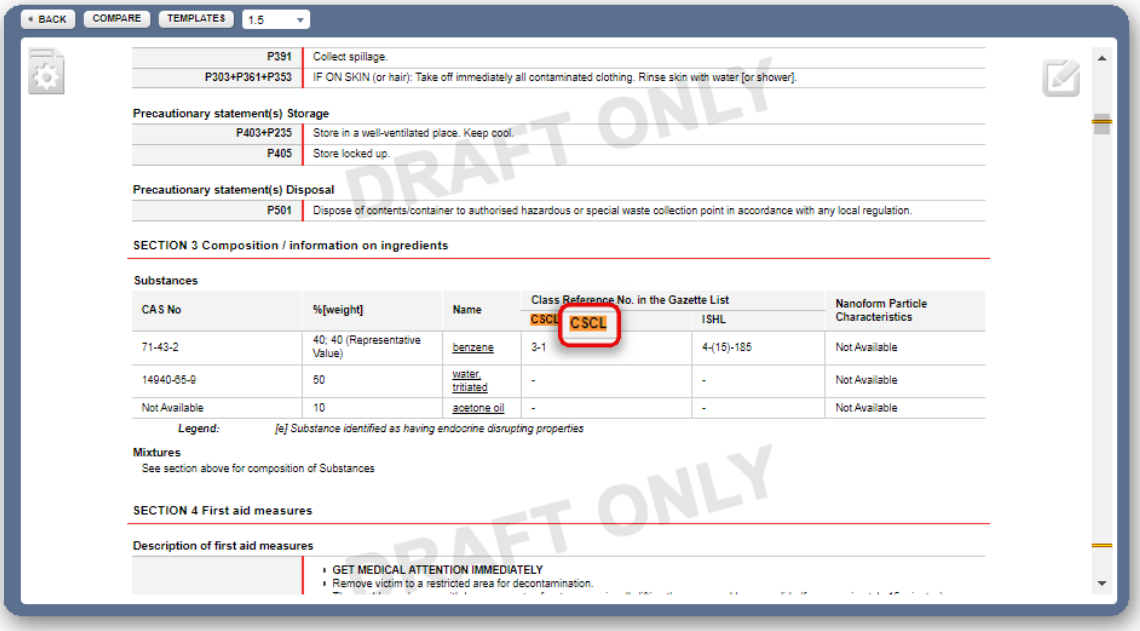


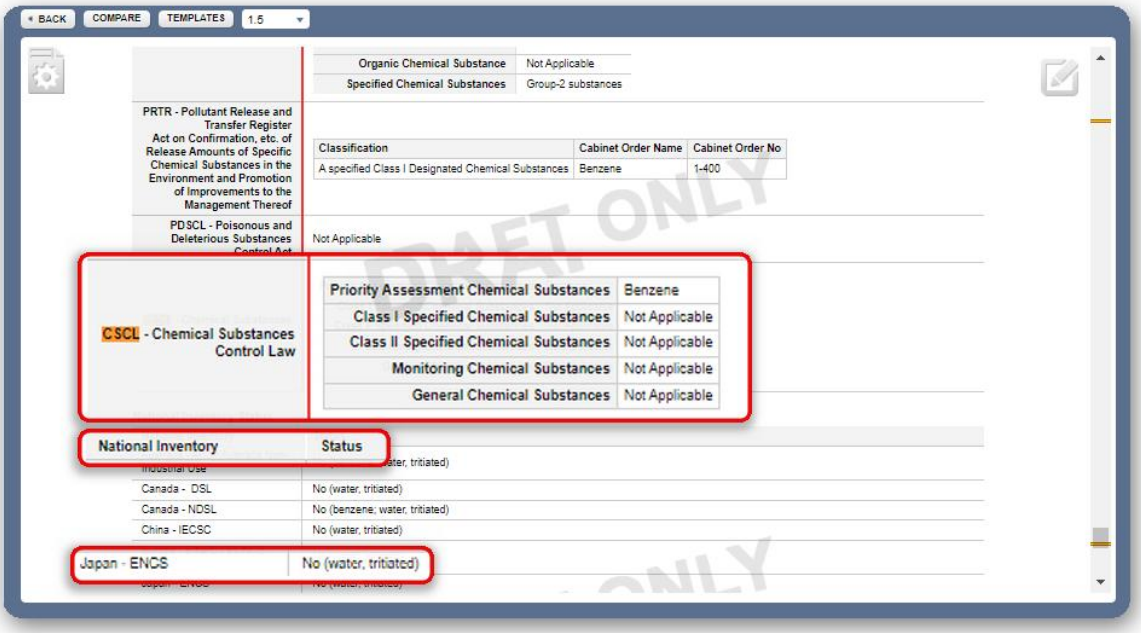
1. Open AuthorITe module.
2. Click on material name.
3. Select the SDS button for Gold SDS to render document.



4. Select the country button at the top bar to list the list of countries.
5. Select country Japan to re-load a Japanese SDS. For purposes of this release, the Japanese language (default to country Japan) has been changed to English for ease of reading.
6. Open the SDS sections settings.
7. Click on Section 15: Regulatory.
8. Reference the respective National Inventory Status and the CSCL regulatory information.
9. Change the language to Japanese.





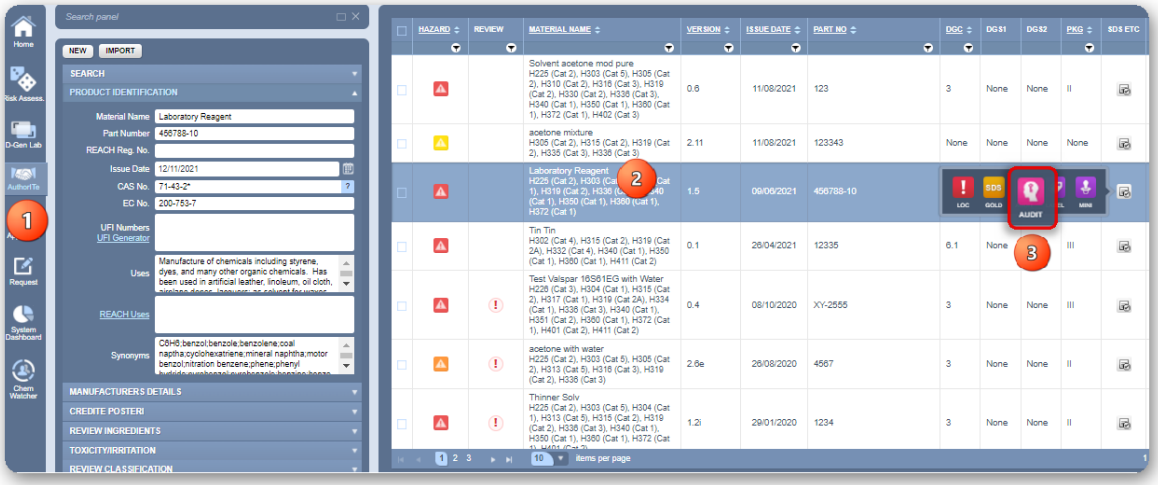


1.4.12 Update to Section 15 Japan SDS

We have now included the Material Name, Version Number, Issue Date and Print Date of the material in the Audit report. This will give users more context when looking at Audit reports alone (e.g. if the Audit report document had been printed, shared or downloaded without the SDS attached) and reduce confusion about what material is being evaluated. Rational reports will now also inform readers from where each ingredient's classification is sourced from, as demoted using different superscript symbols.

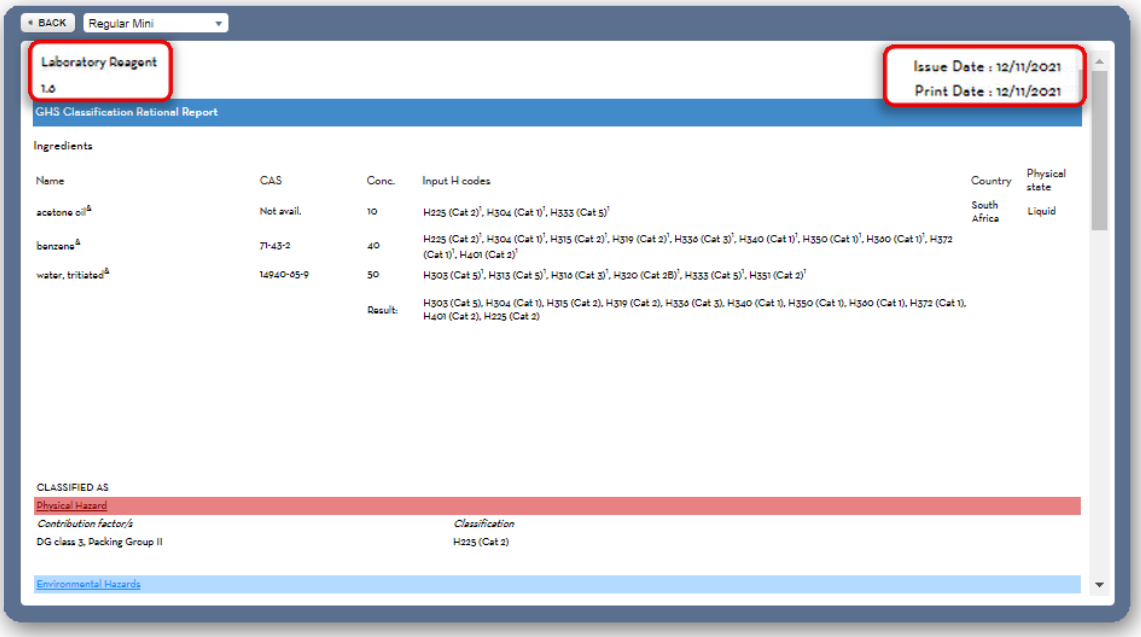
The steps below illustrate how to generate an Audit Report for material SDS created AuthorITe.

Steps: Generating Audit Report for a Material in AuthorITe

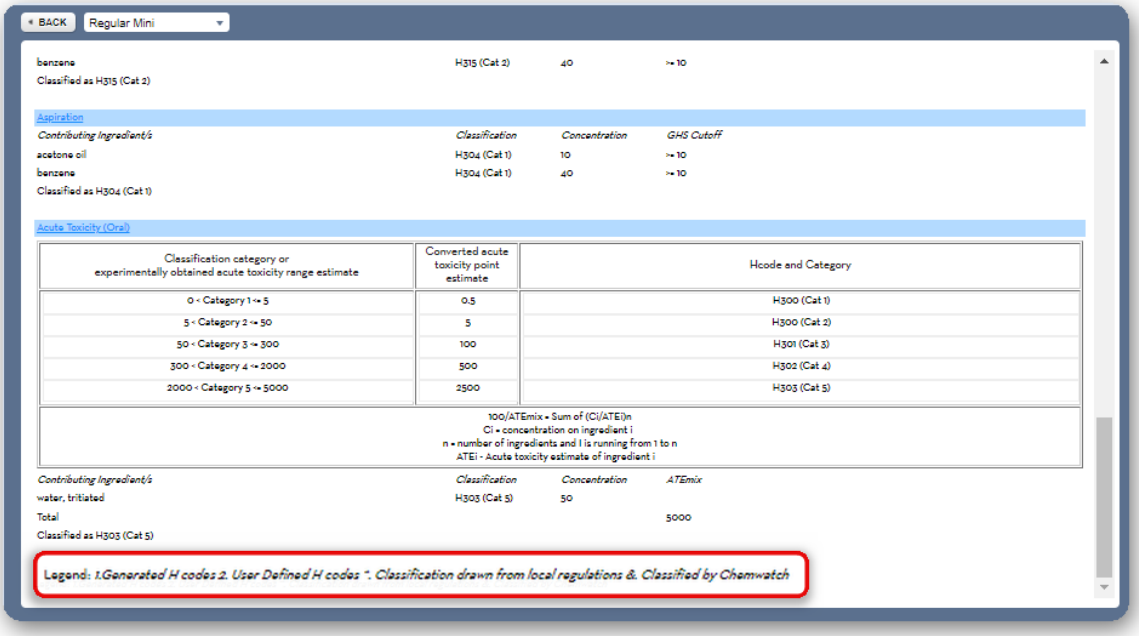


1. Open AuthorITe module.
2. Click on material name.
3. Hover over the SDS ETC button and select the Audit Report button  .
4. On the top left corner of the report the material name and the SDS version are shown.
5. On the top right corner of the report the issue date and print date are shown.
6. Scroll down the report to the legend section at the bottom.

The meanings of these symbols are explained in the Audit report legend.



The Audit Report Legend



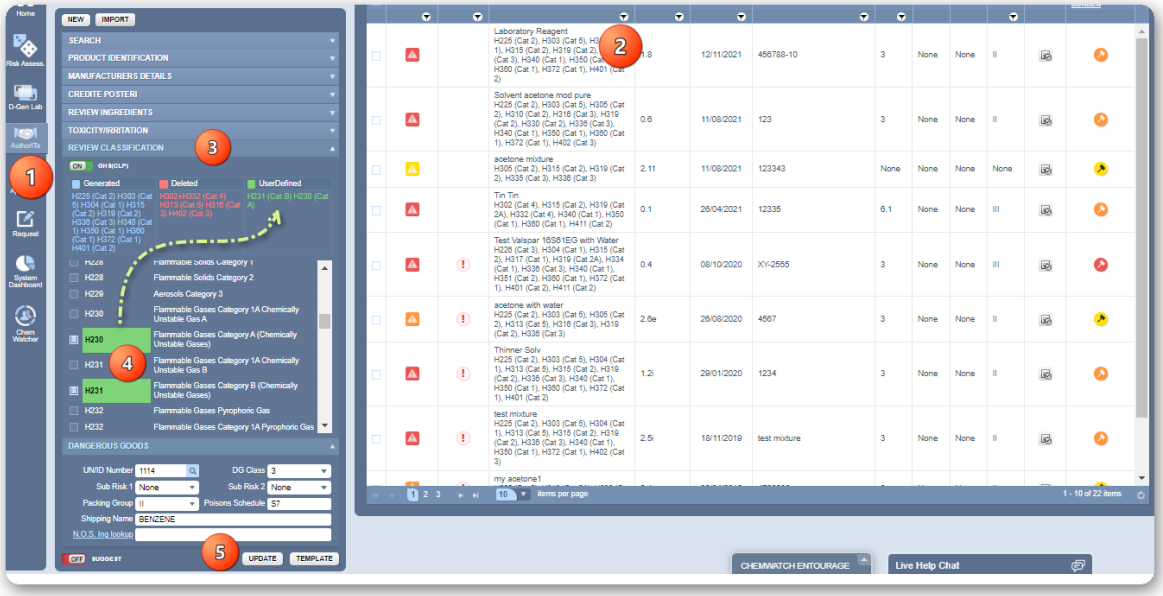
1.4.13 Inclusion of H320 Category A and H231 Category B for Philippines SDS

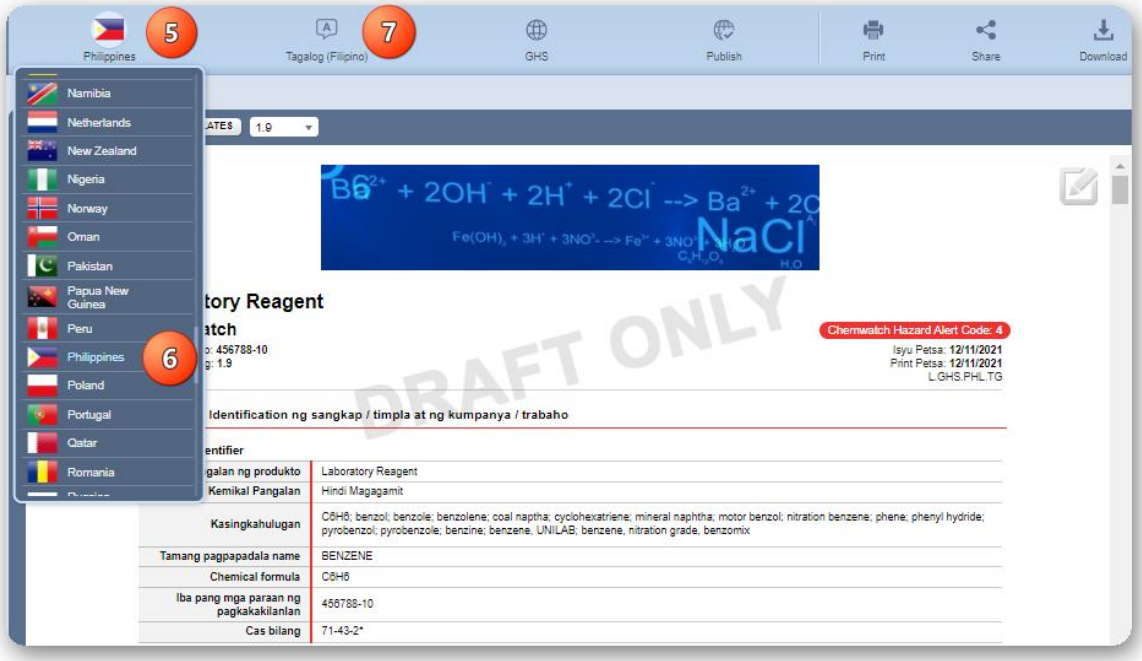
Previously, H230 Category A and H231 Category B were excluded from the Philippines jurisdiction entirely. This was incorrect as the Philippines currently follow GHS revision 4, which does adopt H230 and H231.

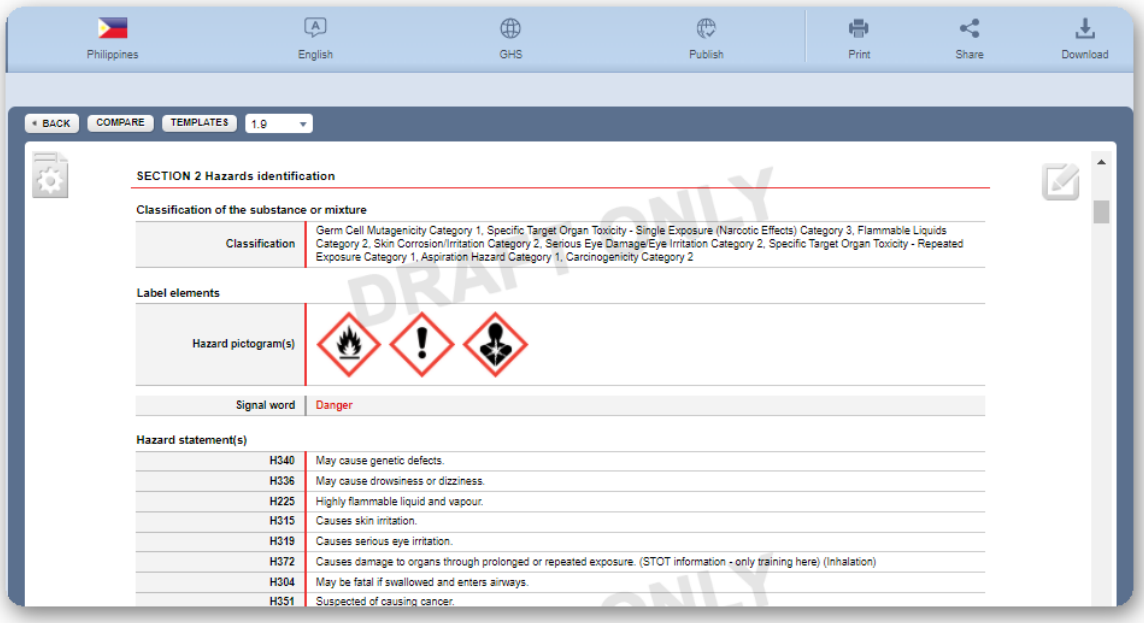
The Hazard (H) Codes in the Review Classification tab have been updated to reflect this improvement. We have also ensured that these HCodes will not appear as concatenated H220+230 or H220+H231 in the Philippines SDS as they would for GHS Revision 7+ countries, since revision 4 countries do not adopt the concatenated HCodes. The following steps show the inclusion of H230 Category A and H231 Category B classification codes in the Philippines SDS.

Steps: Inclusion of H320 Category A and H231 Category B – Philippines SDS

1. Open AuthorITe module.
2. Click on material name to load data in the form.
3. Click the review classification tab.
4. Select the GHS H230 and H231 checkboxes
5. Click the country button located on the toolbar at the top of the user interface.
6. Select the country – Philippines to render the SDS in Tagalog (Filipino).
7. Change language to English or leave the default Philippine language.







2.0 Search, Create, Edit and Publish SDS

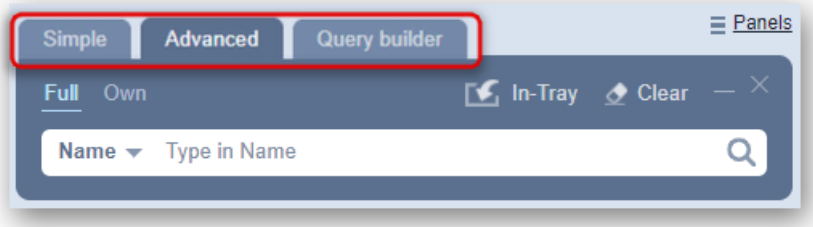
This chapter will cover the following main objectives:

→ Search for material
→ Printing, saving and emailing materials list
→ Advanced search options
→ SDS settings
→ Editing SDS content & Green Edits
→ Publishing SDS
→ User defined Phrases (Phase Library)
→ Compare SDS

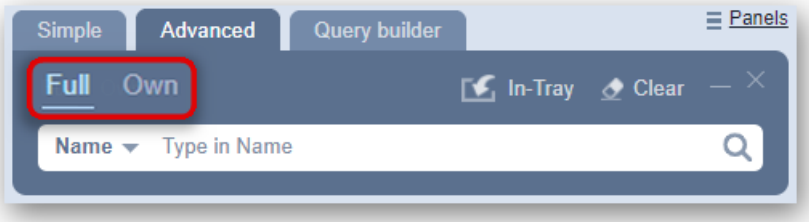
The AuthorITe mode contains specific user interface elements that enable authors to search for materials, ingredients, create SDS by following the recommended chronological order presented in the introduction.

However, it is imperative to begin by discussing the search mode. The Search Panel has been redesigned and enhanced with a brand-new chemical search engine for the Full collection and Own inventory search functionality. This panel contains three main search tab options:

- Simple Search (this is the default active tab)
- Advanced Search and
- Query Builder

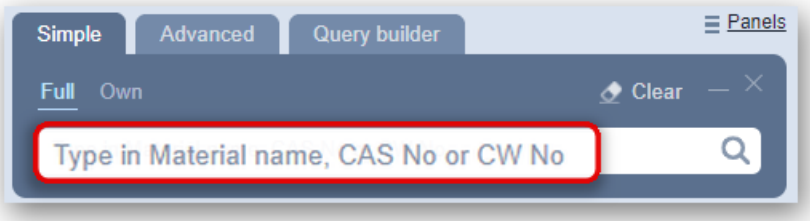


The elastic search is simplified, optimized, and adapted for all type of searches to be 10 times faster in detecting and finding chemical/material names to its exact document and if not, locates the closest match available.

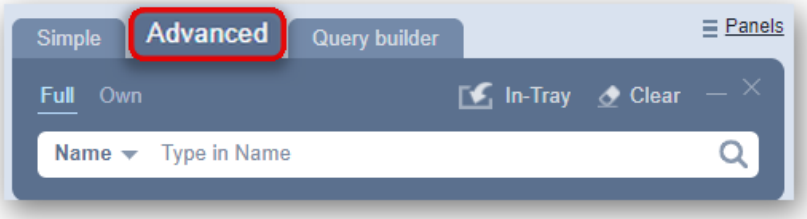


The **Simple Search** has been redesigned to a clean and aesthetic interface that contains a single search text box which enables users to search the categories below:

- Material name
- Cat name
- CW (Chemwatch) Number
- CAS number

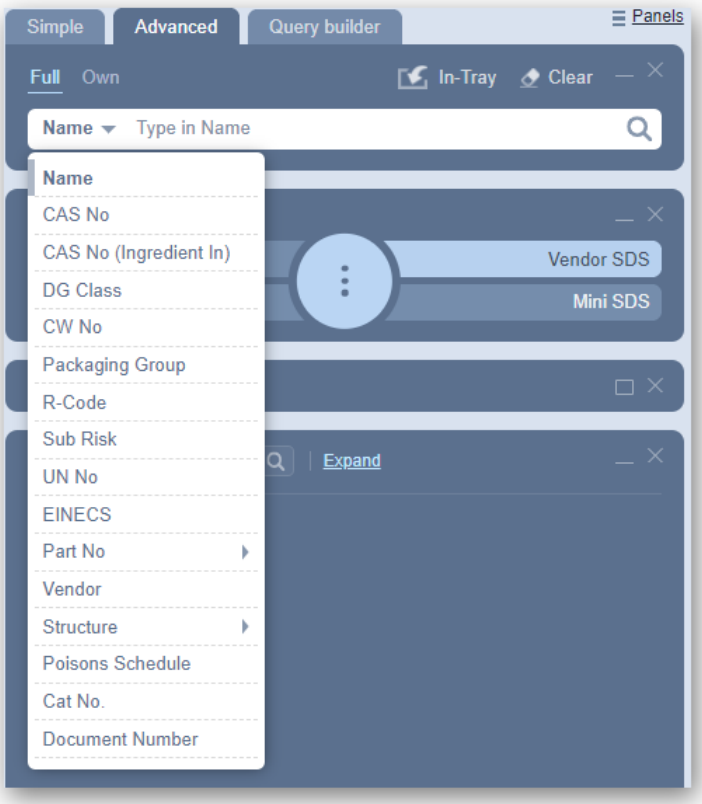


The **Advanced Search** was also simplified for improved usability.

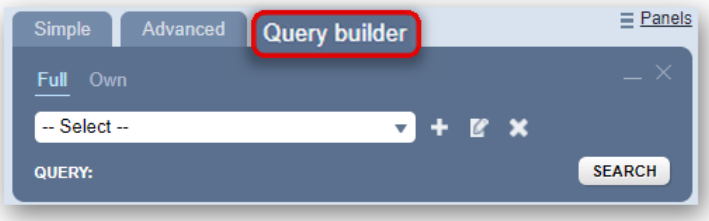


The Advanced Search text field has a drop-down arrow that allows users to select a category from the drop-down list to then perform a search via:

- Name/CAS/CW
- CAS No. (Ingredient-In)
- DG Class
- UN No
- Cat No and many more…

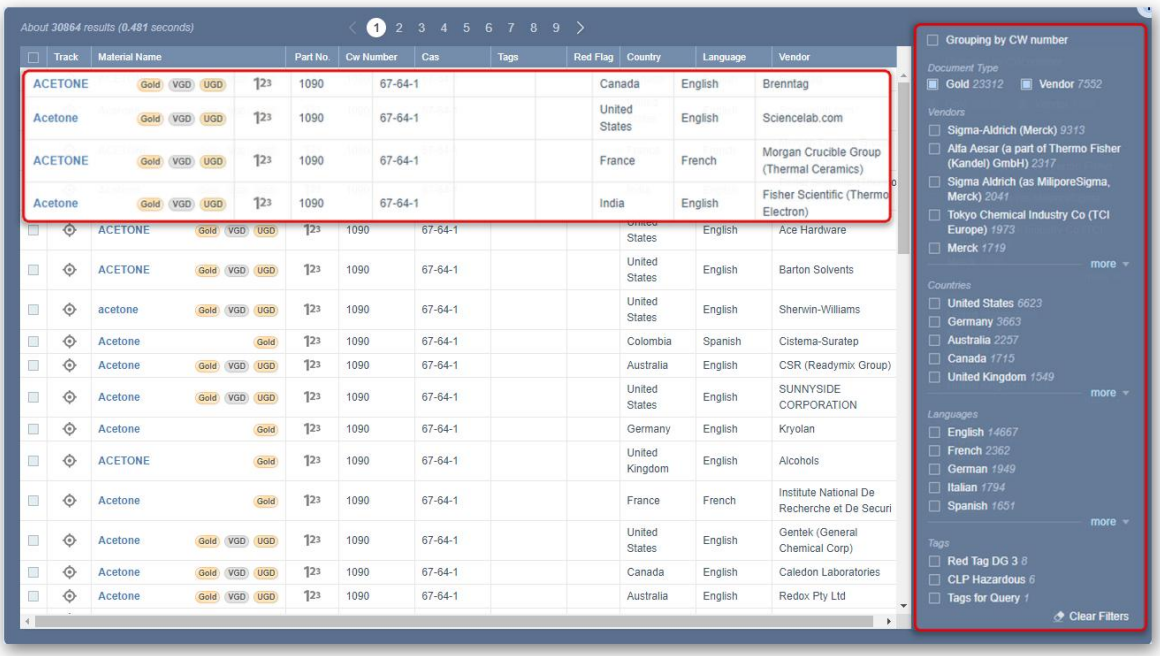


The **Query Builder** Search tab is updated to allow users to create their own search query for a more detailed search such as looking for a material with a certain DG Class, Packing Group, etc.

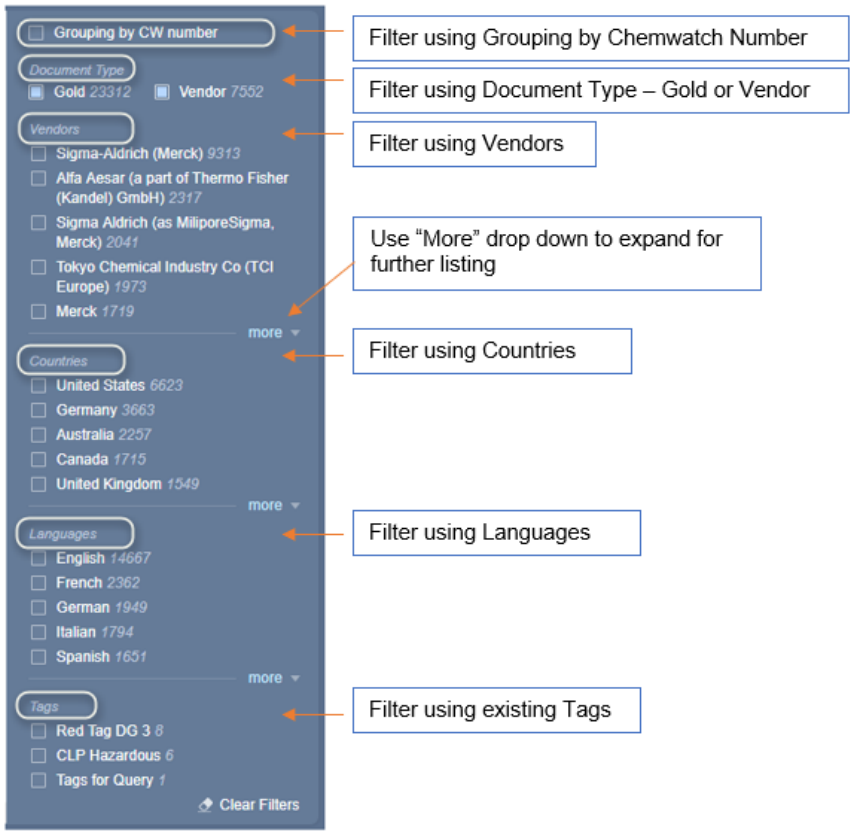


The **Full Search Results** are enhanced through the following interface.

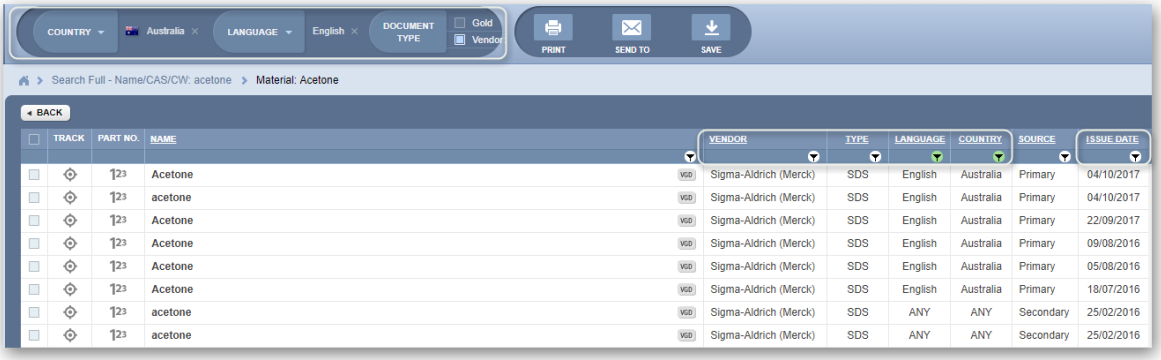
- Materials table (grid) view
- New search results filter options' tile view (side panel).



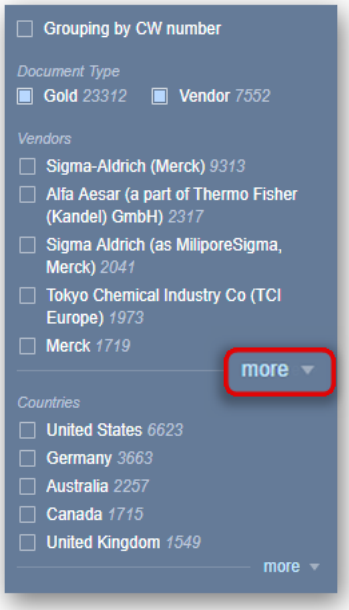
The **New Full Search Results Filter** options will display groups of filters to allow for further querying the 'found records' by selecting/deselecting the type of filter: Grouping by CW Number, Countries, Languages, etc.



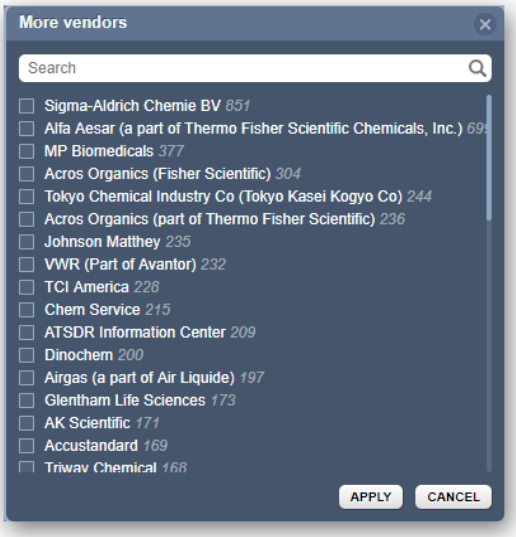
The selected filter options will apply the conditions for the material document list result. Your found SDS records will be based on set filters.



TRACK	PART NO.	NAME	VENDOR	TYPE	LANGUAGE	COUNTRY	SOURCE	ISSUE DATE
		Acetone	Sigma-Aldrich (Merck)	SDS	English	Australia	Primary	04/10/2017
		acetone	Sigma-Aldrich (Merck)	SDS	English	Australia	Primary	04/10/2017
		Acetone	Sigma-Aldrich (Merck)	SDS	English	Australia	Primary	22/09/2017
		Acetone	Sigma-Aldrich (Merck)	SDS	English	Australia	Primary	09/08/2016
		Acetone	Sigma-Aldrich (Merck)	SDS	English	Australia	Primary	05/08/2016
		Acetone	Sigma-Aldrich (Merck)	SDS	English	Australia	Primary	18/07/2016
		acetone	Sigma-Aldrich (Merck)	SDS	ANY	ANY	Secondary	25/02/2016
		acetone	Sigma-Aldrich (Merck)	SDS	ANY	ANY	Secondary	25/02/2016



To view more filter option records; a more" drop-down function has been introduced to further look-up the found search records.



The "more" option will display another window to show available records to choose from. For example; the "More Vendors" window is shown below containing much more records.

2.1 Search for Material

This sub-topic will cover the following activities:

→ Search for material in Full collection
→ Search by CAS number using advanced search
→ Prepopulate the form with data
→ Submit the form data to create SDS
→ Publishing SDS
→ Interpreting the materials table
→ Print materials list, share (email) and download (save)
→ SDS issue date versus issue date in Product Identification form
→ Search for material in Own inventory

2.1.1 Search by Material Name in Full Collection

The following illustrate the steps with screen capture on '**how to use the simple search**' autocomplete method, to look up Chemwatch pure chemicals in the full collection Full.

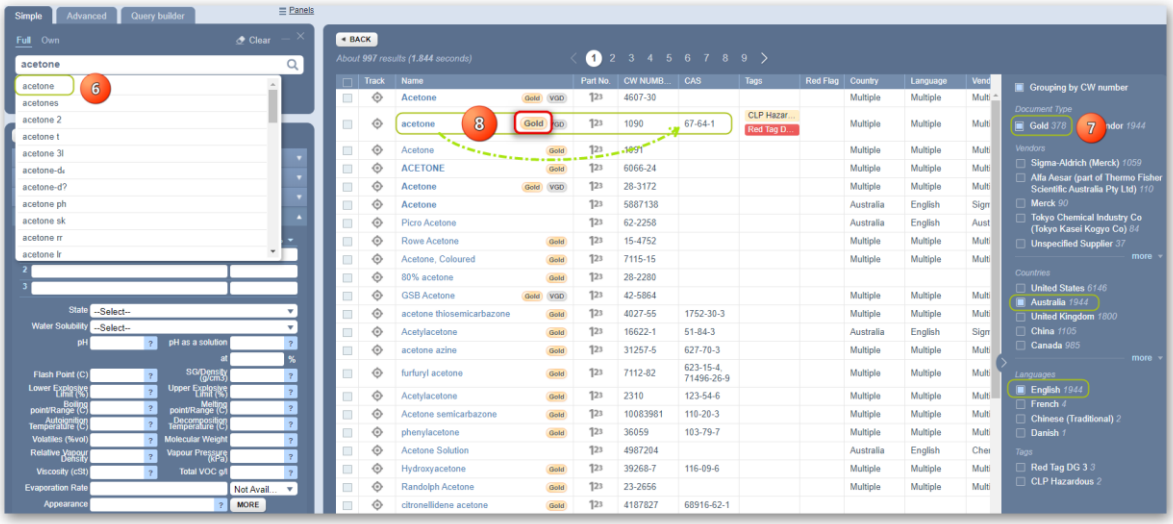
The search criterion is restricted to only search in FULL: GOLD Pures ONLY and OWN: All User SDS. A GOLD Pure is a Chemwatch authored material for pure chemicals whereas a User SDS is authored by your in your own domain.

Steps: Searching for Material Name in Full Collection

1. Press the **Simple** search button from within the search panel.
2. Click the '**Full**' search option to look up for the pure chemical from the Chemwatch full database collection.
3. Set the **Country** from the drop-down arrows (i.e., if your search mode is not set to your specific country).
4. Set the **Language** from the drop-down arrow (i.e., if your search mode is not set to your specific language).
5. Type the **name of the pure chemical or CAS number**, in this example, a pure chemical name is used.

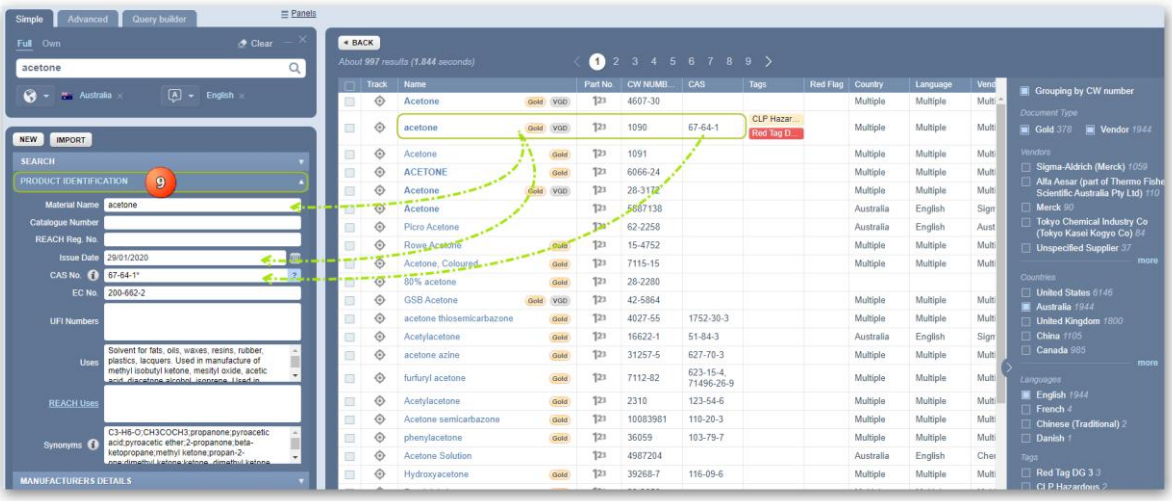
6. Select the **autocomplete chemical name** from the drop-down list.
7. Check the side panel for the filtered **document type, country, and language** on the right-hand side of the grid, for example, the results are based on set country and language parameters set from the search panel in step 3 above. You may also move your mouse pointer to the exact pure chemical name (that has a Gold SDS tagged icon) from the list for a summary about the material.

8. Select **the pure chemical name** from the autocomplete search result list to automatically populate the authoring form.

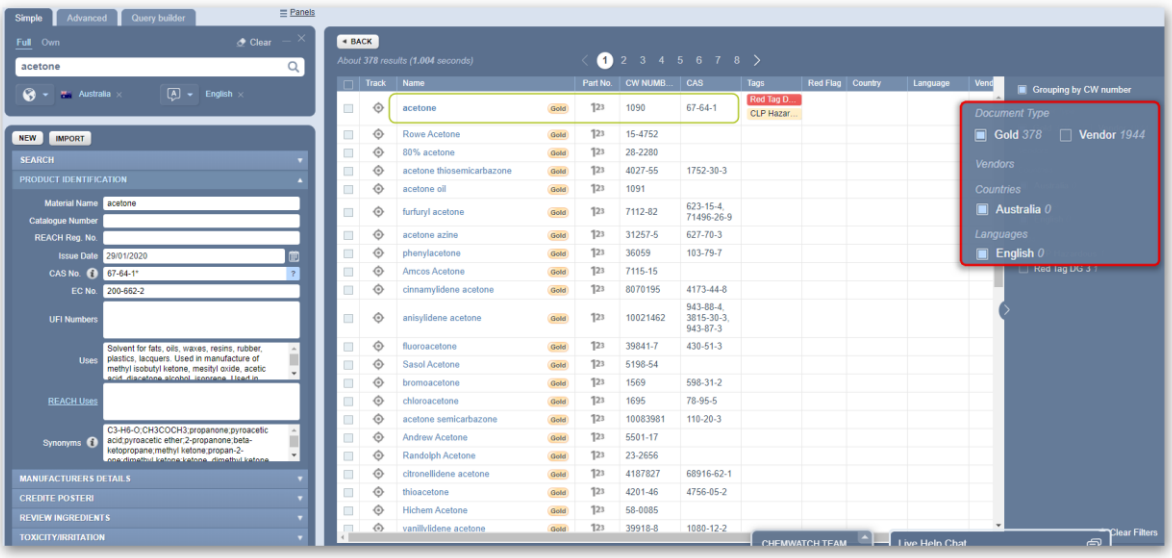


If the GOLD pure chemical data is available, you can use the method above to load it into the authoring form to create a modified pure chemical. Refer to the screenshots below for the various data automatically inputted into each tab.

9. Select the **Product Identification** tab to view details.



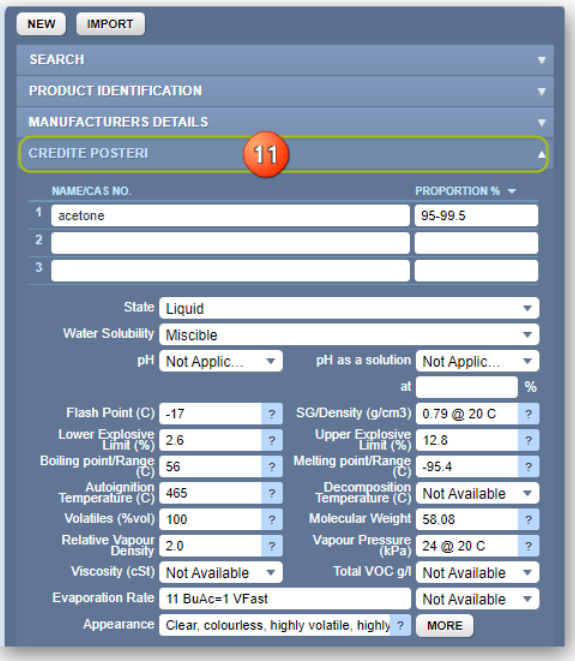
If the Vendor checkbox ☐ is selected by default from your search results filters on the side panel, turn it off to filter out the GOLD Only related results.



10. Select the **Manufacturers Details** tab to view details. In this example, there is no preferred vendor assigned for pures in this account and hence will be shown as empty.

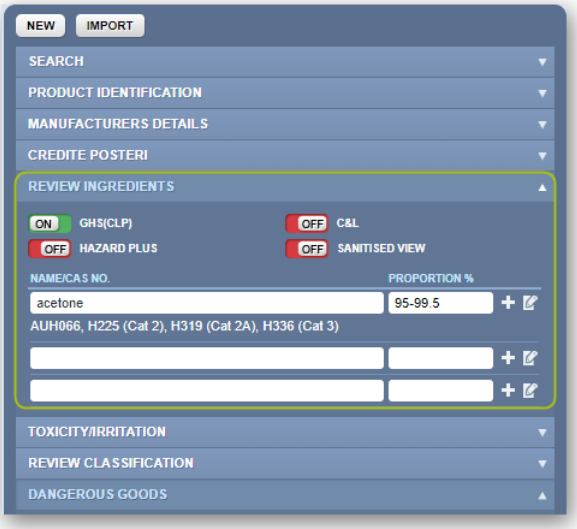
11. Select the **Credite Posteri** tab to view the respective ingredient(s) and proportion (%). In this example, I have loaded a GOLD pure chemical from the Full Chemwatch database, that is Acetone. Notice the material only consists of one ingredient with a proportion composition of 95-99.5 % acetone. The physical properties data points have also been drawn from existing GLD pure chemical from the Full Chemwatch database. Data points assigned as “Not Applicable” or “Not Available” means that the information is not applicable or unknown as per Chemwatch research on the material.

Note that this example is to demonstrate how the various pieces of data get populated in the product form. To create your own SDS go to “how to create your own SDS”.



12. Select the **Review Ingredients** tab to review the ingredients and proportion %. In this example, the pure chemical contains only one ingredient (acetone) with a proportion composition of 95-99.5%. Notice the default hazard classification codes are based on GHS (CLP). This section is where to review, edit the ingredient name and/or proportion, sanitise the ingredient(s) or add/remove ingredient(s) and its respective proportion composition for the material.

Note that this example is to demonstrate how the various pieces of data get populated in the product form. To create your own SDS go to "how to create your own SDS".



13. Following the **Review Ingredients** form tab, click on the single ingredient "**Edit**" button to view the existing information of the selected ingredient. This section is where you can add/remove existing H Code data. When doing this, make sure to add a catalogue number and CAS No. with asterisk (*) – this will result in creating a "modified pure chemical" once you

submit the changes. You may also use the **Add** + button to add a brand new “modified pure chemical”.

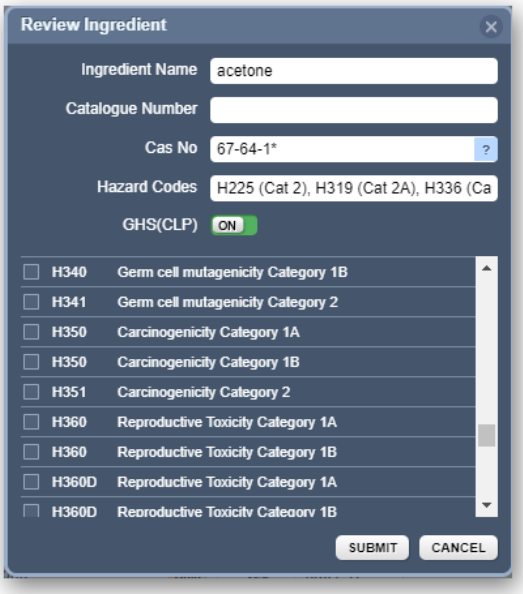


Figure: Edit Ingredient window

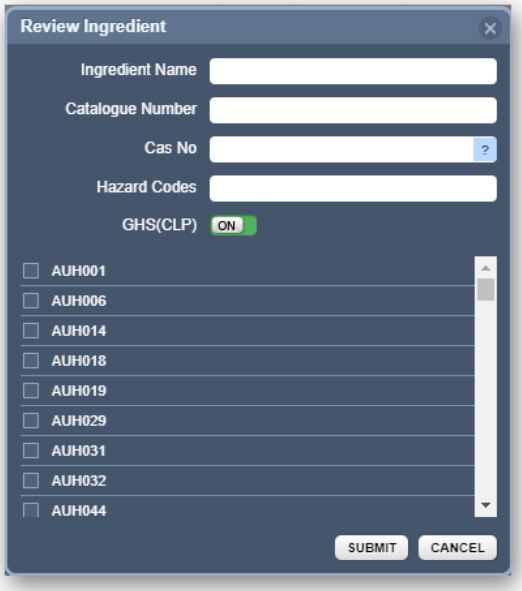


Figure: Add Ingredient as part of the Review

Note that this example is to demonstrate how the various pieces of data get populated in the product form. To create your own SDs go to “how to create your own SDS”.

14. Select the **Toxicity/Irritation** tab to view the classification calculated for the material.

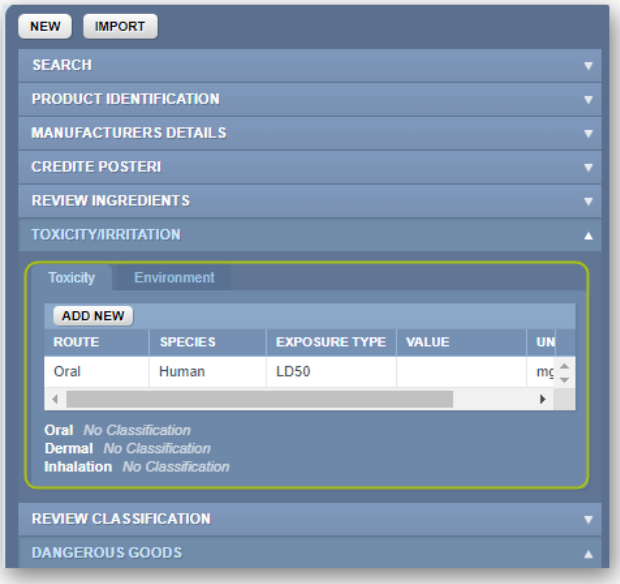


Figure: Toxicity Data if available

Figure: Ecotoxicity data if available

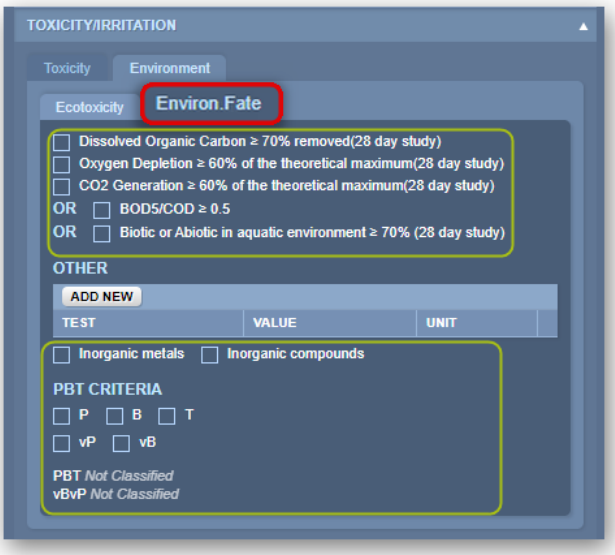
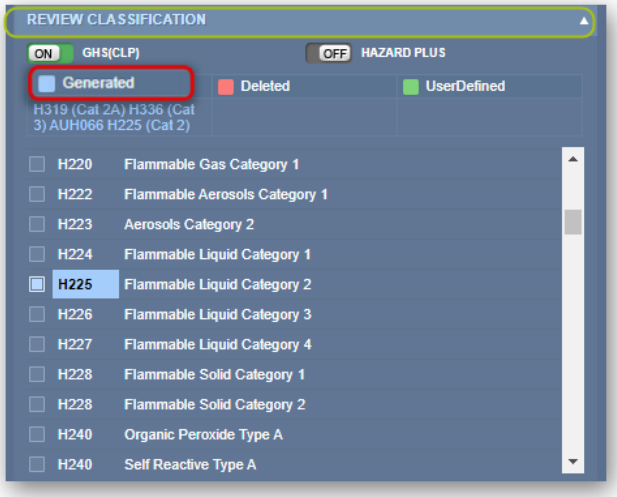
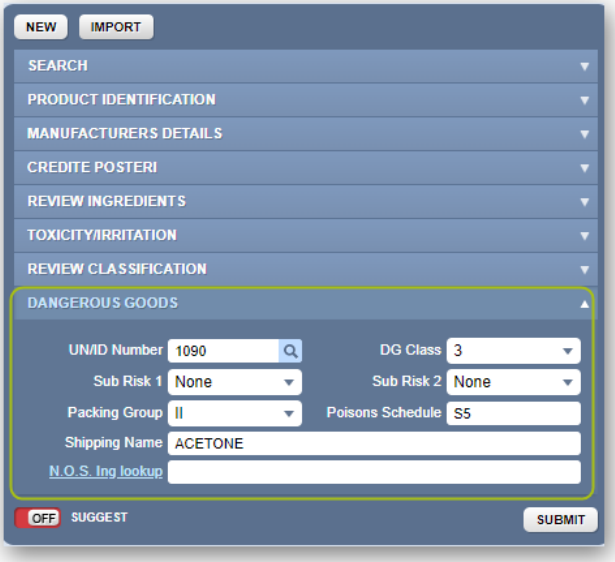


Figure: Environ.Fate criteria to apply

15. Select the **Review Classification** tab to view the classification criteria for calculated risk/hazard codes and/or use Chemwatch Hazard Plus data.



16. Select the **Dangerous Good** tab to view the transport classification information. If the material is classified as a dangerous good, the applicable classification information will be shown in the respective fields drawn from the Full Chemwatch database.



The next topics delve into the creation of SDS, editing and publishing a final SDS for internal or external use.

Use the Clear button Clear from the search panel to remove the current search and its results to start a new search criterion.

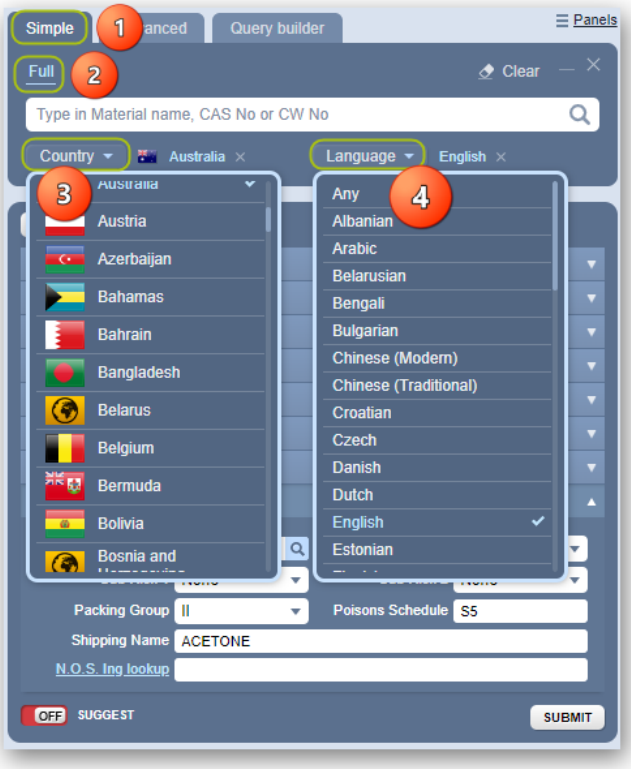
2.1.2 Search by CAS Number, Create SDS and Publish

The following steps show you how to use the “simple search” to search for an ingredient via material name, CAS number or CW number from the Full Chemwatch database collection Full.

Note that the search criterion is restricted to only search in FULL: GOLD Pures ONLY and OWN: All User Silvers. A GOLD Pure is a Chemwatch authored material for pure chemicals whereas a User Silver is user authored within your own domain/company.

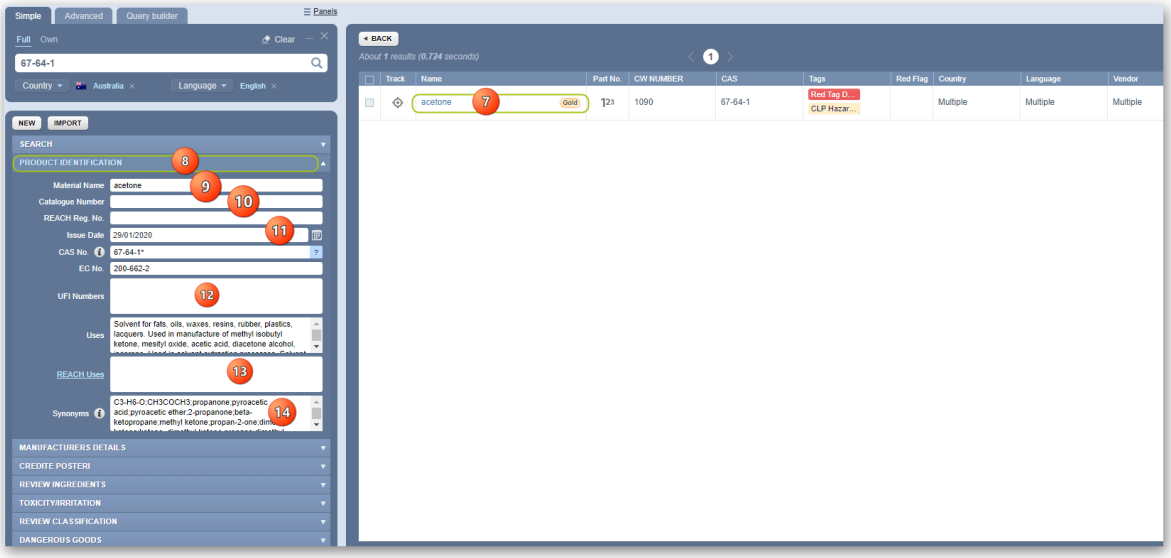
Steps: Searching by CAS Number, Creating SDS and Publishing

1. Press the **Simple search** button from within the search panel.
2. Click the ‘**Full**’ search option to look up for the chemical by CAS Number from the Chemwatch full database collection.
3. Set the **Country** from the drop-down arrow (i.e., if your search mode is not set to your specific country).
4. Set the **Language** from the drop-down arrow (i.e., if your search mode is not set to your specific language).



5. Type the **CAS number** in the Material name, CAS No or CW No text field.

6. Select the **autocomplete chemical name** from the drop-down list.
7. Select the **chemical name** from the autocomplete search result list to automatically populate the various AuthorITe form fields from the Chemwatch database with available information/data about the classified substance.



If the material/chemical classified (GOLD pure data) is available, the product form will automatically be filled in with the specific data points available to create your own SDS.

8. Select the **Product Identification** tab to view details.

If the Vendor checkbox is selected by default from your search results, turn it off to view the GOLD only related results.

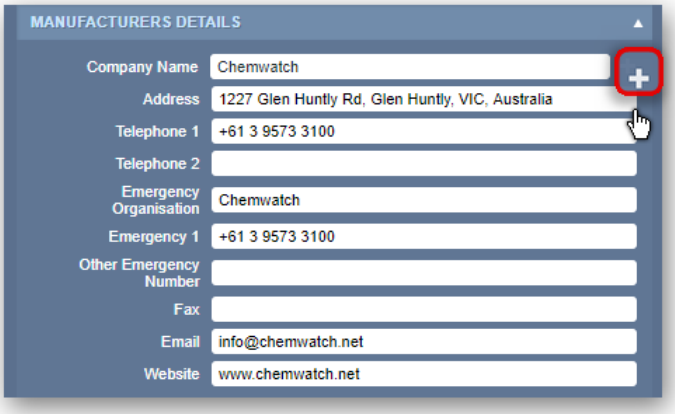
9. Type the **Name of the Product** in the Material name text field.
10. Enter the **Catalogue Number** for the product.

Generally, a catalogue number is a number used to identify a material/product in the system.

11. Select the calendar icon to apply the respective **issue date.**

- (If applicable select the **CAS Number drop-down** arrow to choose option to enter a valid CAS No. or assign any other option, such “Not Avail” if the number is not available for your product.)
- (If applicable, review the given Uses of the product)

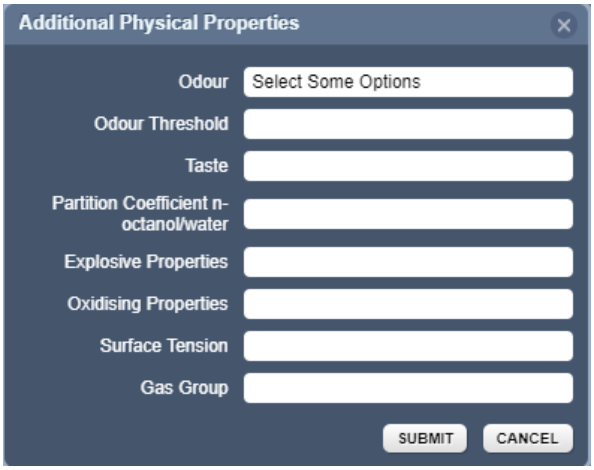
12. Type the **UFI Numbers** (if available) in the respective text field.
13. Apply **REACH Uses** (for the EEA market).
14. Review the **Synonyms** where applicable.
15. Select the **Manufacturers Details** tab to view any details. In this worked example, there's no preferred vendor assigned in your domain account and hence will be shown as empty. Otherwise, search for available Vendor for your preferred vendor list or select the **Add** + icon to enter the respective details in the manufacturer's text fields, e.g., Chemwatch details are used in this example.

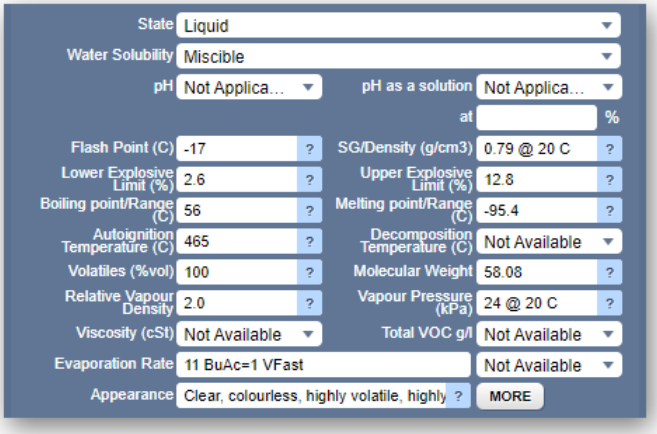


16. Select the **Credite Posteri** tab to view the respective ingredient(s) and proportion (%). In this example, the pure chemical contains only one ingredient with a proportion composition of 95-99.5% acetone. Notice the available physical properties data inputs from the various data points drawn from the existing GOLD Pure chemical within the Full Chemwatch database. For other data points that are assigned as "Not Applicable or Not Available, this means that the information generated at that is Not Applicable or Not available from the database or unknown as per Chemwatch research.
17. **Review the ingredient's proportion** % composition, e.g., changed to 60%.

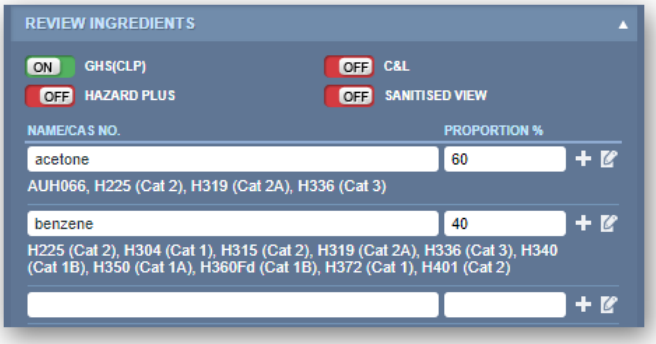
18. **Add another ingredient** if applicable and the appropriate proportion % composition for the new product. In this example, the initial ingredient is changed to 60% proportion. Another ingredient has been added as benzene with a 40% proportion. To add another ingredient, go to the second line field and type the name of the ingredient (or type the respective CAS Number if available), e.g., benzene.
19. **Select the ingredient** from the autocomplete list (which contains hazard codes as its classification from the database).
20. Always use the **hazard coding** (GHS classification).
21. Enter the appropriate **ingredient proportion %,** e.g., 40%.

If the primary physical properties are the same, proceed to review ingredients tab. Otherwise, enter new applicable physical properties under Credite Posteri tab. Use question mark ? icon to choose appropriate option to assign the "specific physical property values". Go to MORE button to enter additional physical properties and press the submit button from the pop-up window to save your data input.





22. Select the **Review Ingredients** tab to review your ingredients and their proportion values. This tab shows you the classification of the individual ingredients at 100% which are based on the selected country jurisdiction settings that had been set via the SDS Settings. In this tab, users can also edit the ingredient name and proportion should you wish not to disclose the ingredients on the SDS.



By merely looking at the second ingredient, benzene's GHS hazard classification contains more hazardous serious hazard codes compared to the first ingredient, which means that this product may be more hazardous. In this worked example, we will keep things simple by not changing anything to automatically go to the next section of the form. Another worked example for adding another ingredient or sanitizing ingredient will be provided in next topics.

23. Select the **Review Ingredients** form tab, click the "**Edit**" icon alongside an ingredient to view details and edit any specific ingredient data. You any also use the **Add** + icon to add new ingredient details as part of the review.

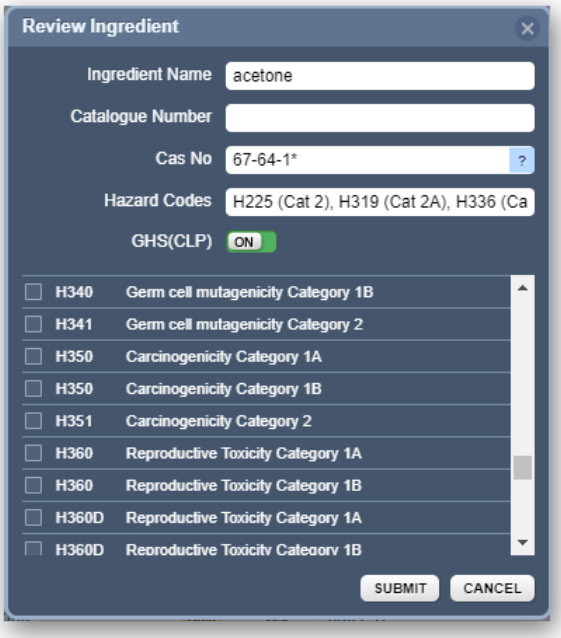


Figure: Edit Ingredient window

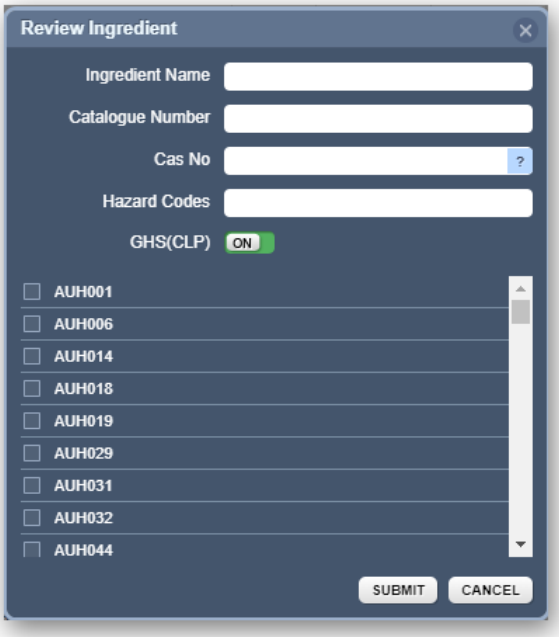


Figure: Add Ingredient as part of the Review

Note that this example is for display purposes only to simply demonstrate how the various pieces of data gets populated into the form. Go to the following topics on “how to edit ingredient(s)”.

24. Select the **Toxicity/Irritation** tab to add (if applicable) any available toxicity/irritation and/or environmental toxicity data.

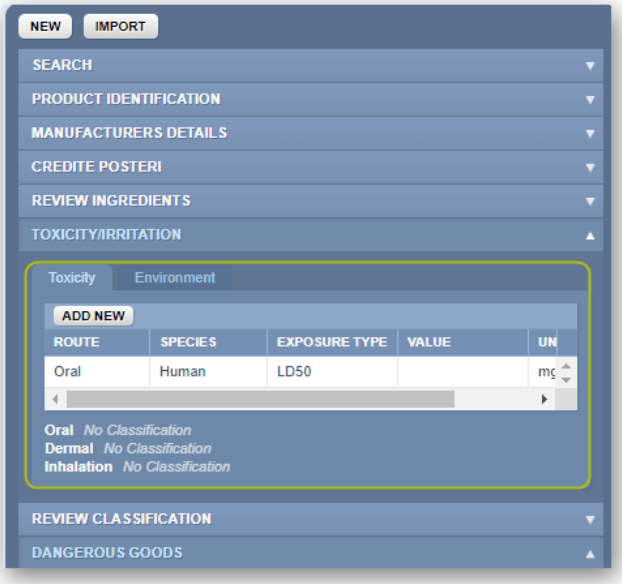


Figure: Toxicity Data if available

Figure: Ecotoxicity data if available

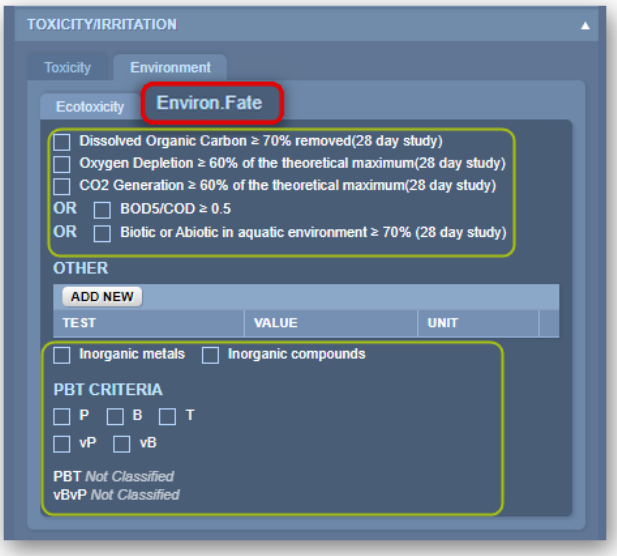
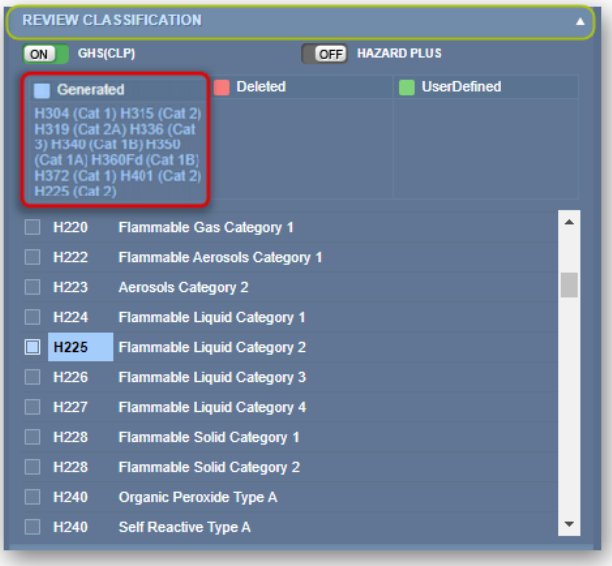
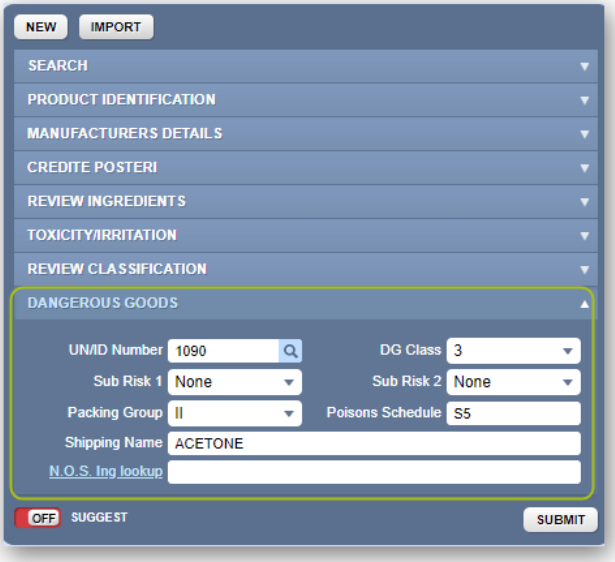


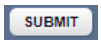
Figure: Environ.Fate criteria to apply

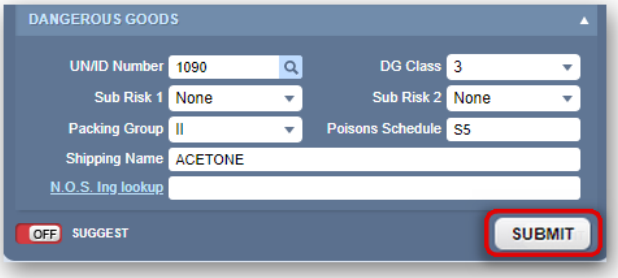
25. Select the **Review Classification** tab to view the calculated classification of your material. Calculated classification will be based on the proportion value entered under the Credite Posteri. Note that the sanitised proportions will not be part of the system generated calculation. In this example, we will keep the calculation as is and go to the next form tab.



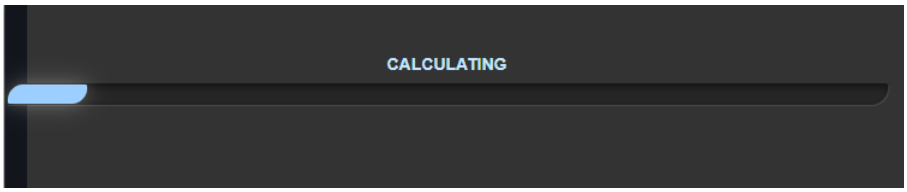
26. Select the **Dangerous Good tab** to view the transport classification information. If the material is classified as a dangerous good by default, the applicable classification information will be shown in the respective fields drawn from the full Chemwatch database based on the initial ingredient, e.g., acetone. In this worked example, we will keep the DG Classification data as it is to generate the draft SDS.



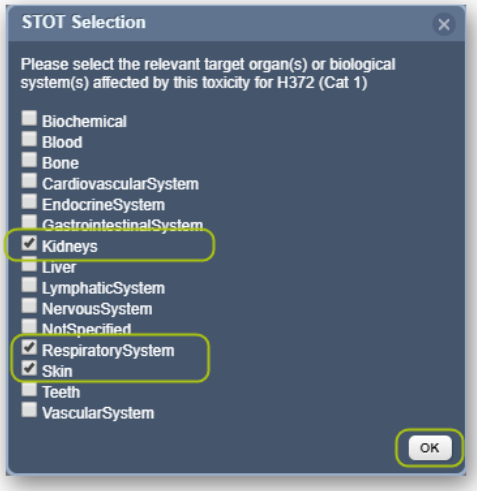
27. Select the **Submit button**  to render a draft SDS.



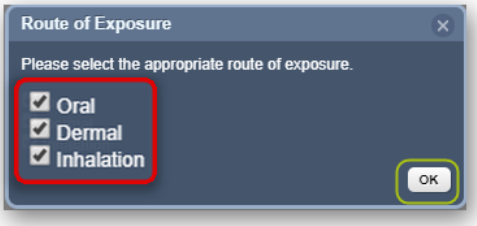
28. The system will automatically calculate and render the draft SDS. the draft SDS is displayed in a few moments.



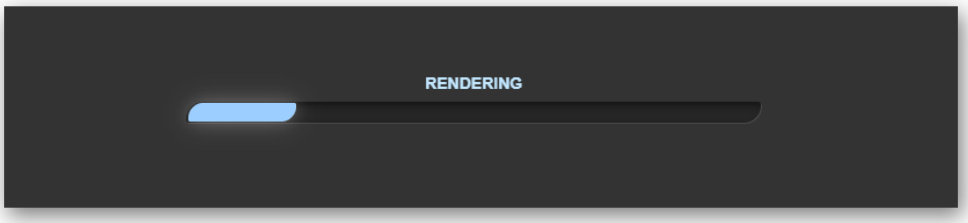
29. An **STOT Selection** pop-up window will provide a selection of target organs or biological system(s) that could be affected by the relevant hazard code. Select the appropriate target organ(s) checkbox(es) ☐ where applicable and click the OK button. If no target organ is provided, simply continue the process by clicking the OK button. For this worked example, target organs skin, kidney, respiratory system has been selected due to the hazard codes H372 (Cat 1) - Cause damage to organs through prolonged or repeated exposure.



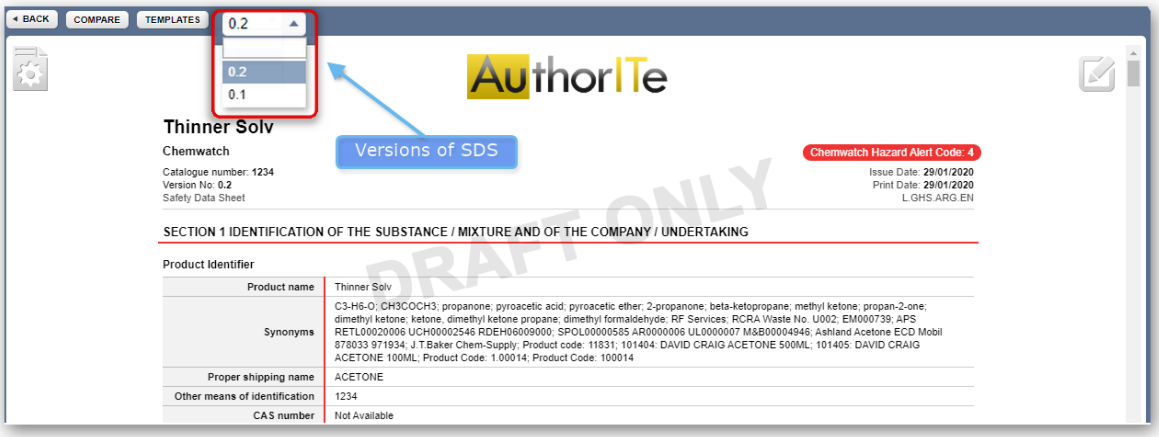
30. A **Route of Exposure** pop-up window will provide appropriate route(s) of exposure options. Select the applicable option; Oral, dermal and/or inhalation.
31. Click the **OK** button to save a record entry.



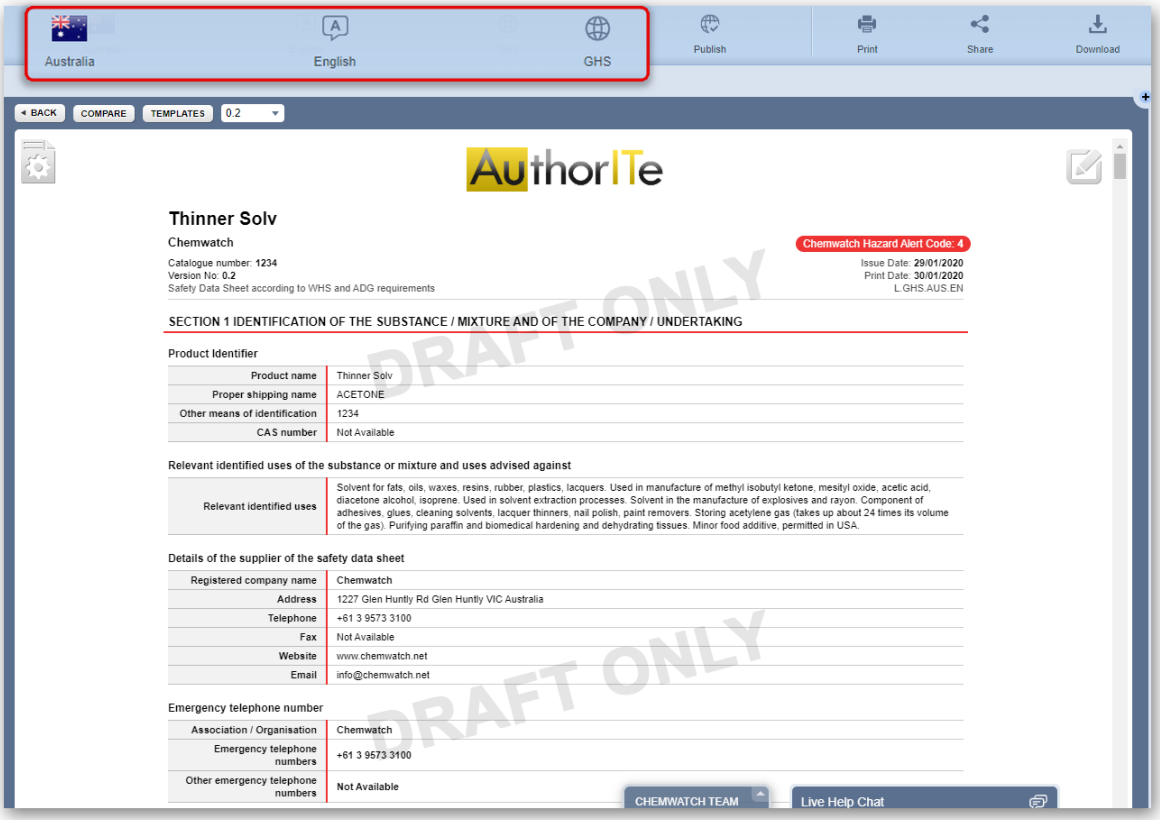
32. The system will automatically render the SDS. Let the system finish the action in a few moments.



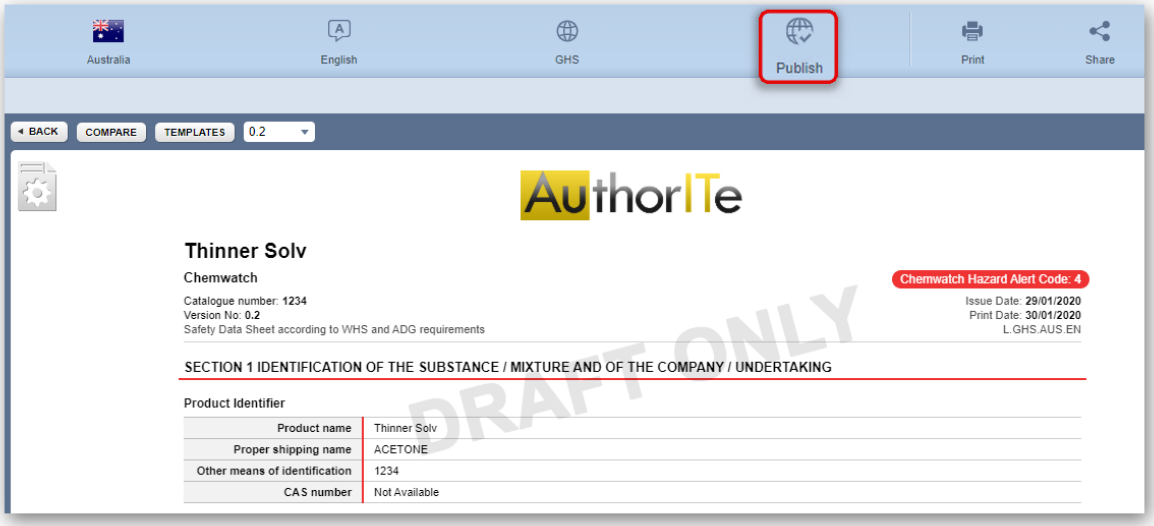
33. The SDS will be rendered as a first draft and assigned a version number as 0.1, 0.2, …etc. upon subsequential update(s).



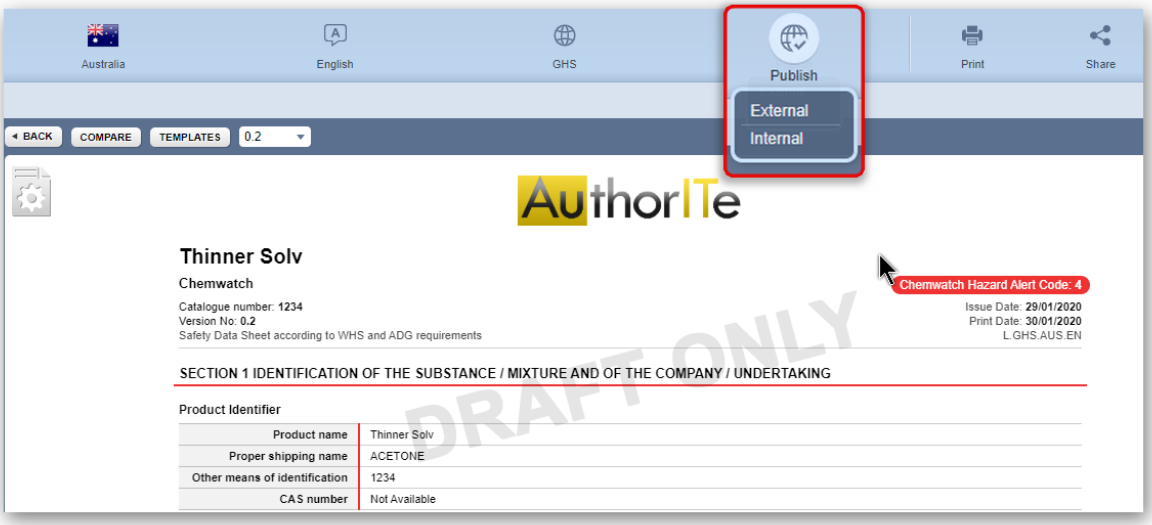
34. Check the following parameters from the system's SDS toolbar to ensure that your draft SDS is assigned to the correct country (jurisdictional operation), language and regulatory classification.



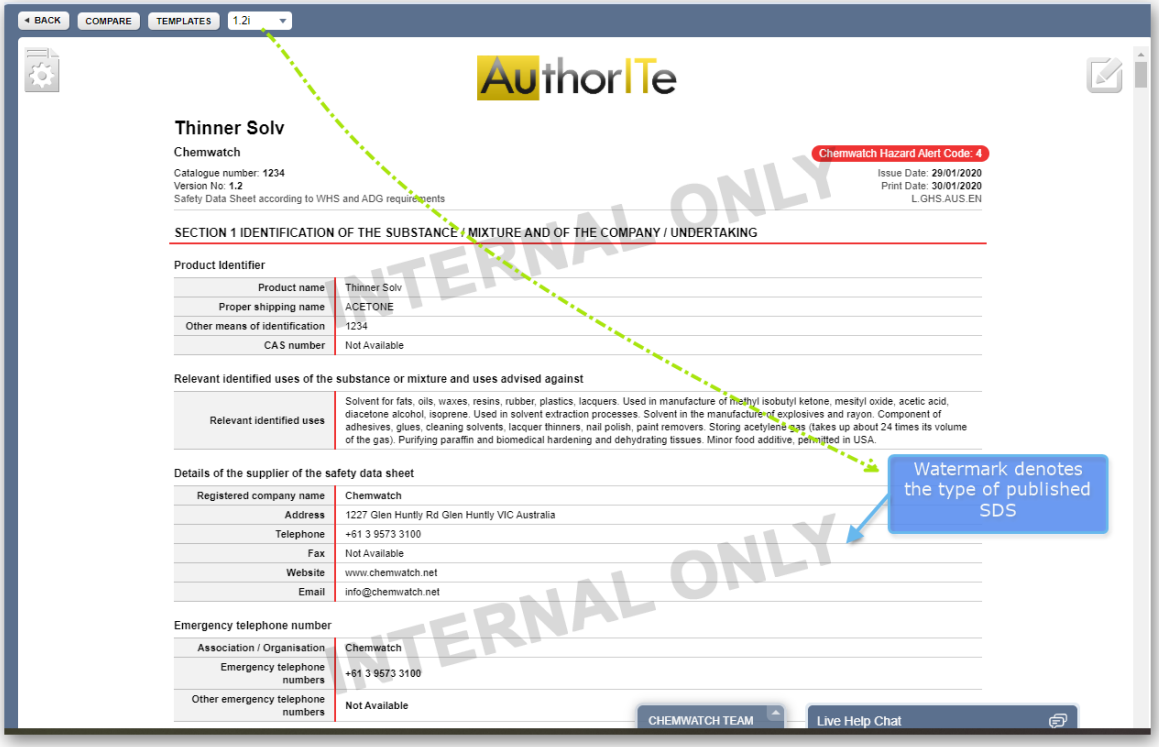
35. Select the Publish button from the SDS toolbar.



36. Choose to publish your SDS for external or internal use. In this example, internal has been selected as the appropriate option.

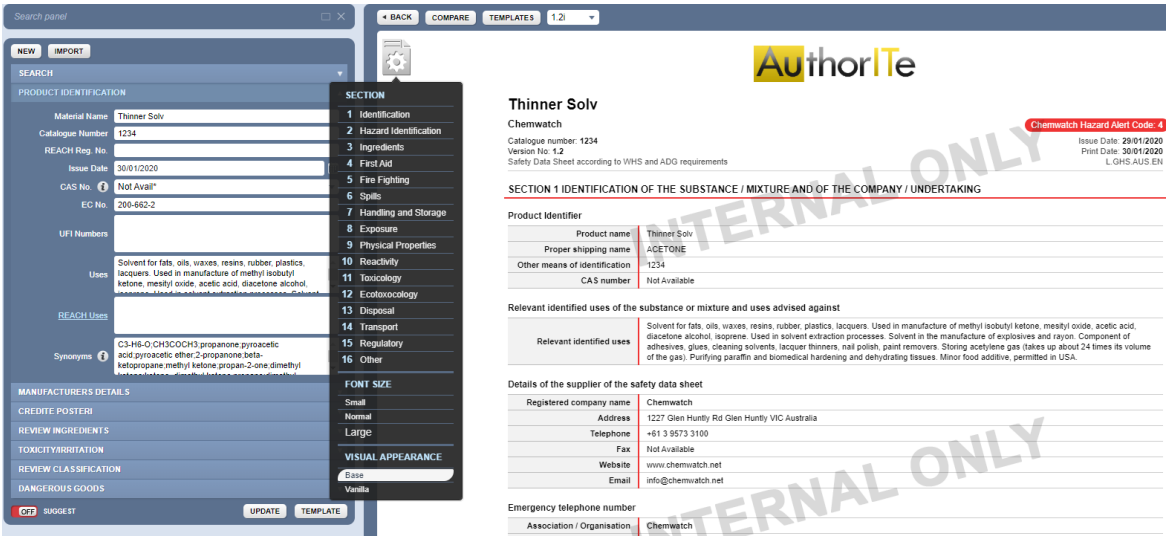


37. The **internal SDS** will be versioned as the first **published version**, e.g., 1.2i; where the "I" denotes internal use. Notice the draft watermark will be changed to internal as depicted below.

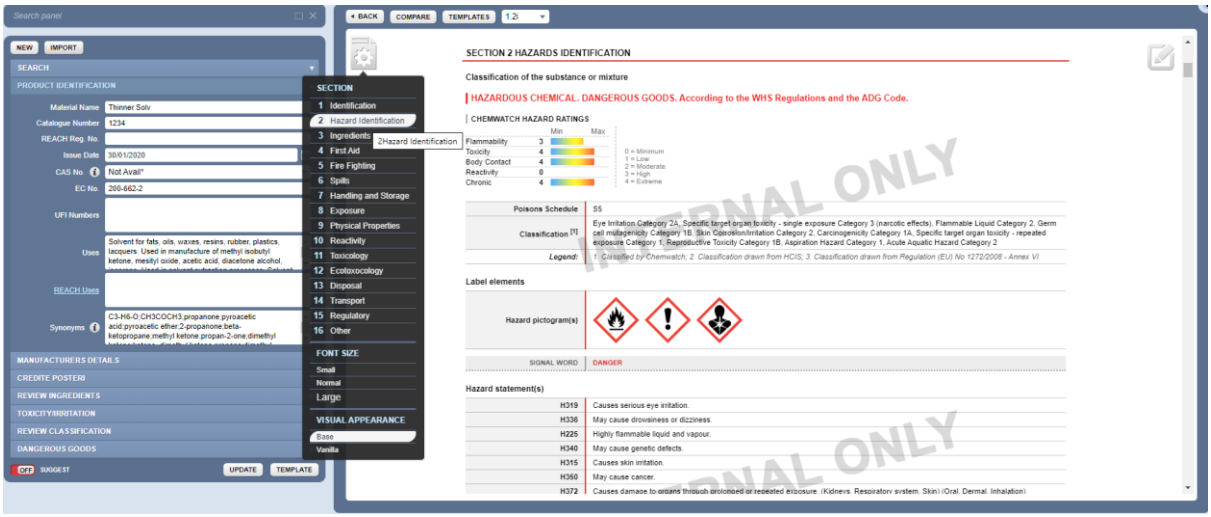


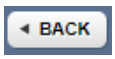
Note that only the **externally published materials are automatically added** to your inventory. In the **UNFILED folder** within the home module, this enables users and authors to easily retrieve records and/or perform own searches for externally published materials.

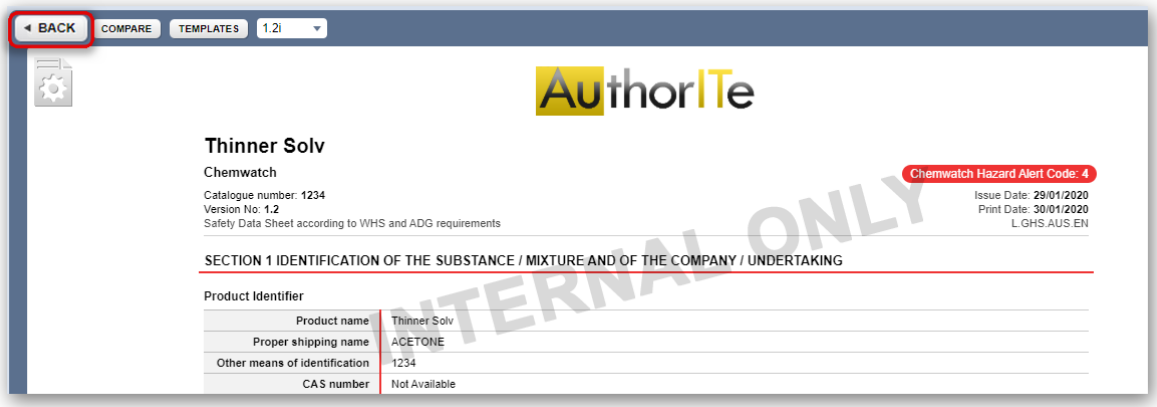
38. Use the **Settings Menu** icon  on the top left corner of the displayed SDS document to open the list of SDS sections to and to load a particular section of interest.



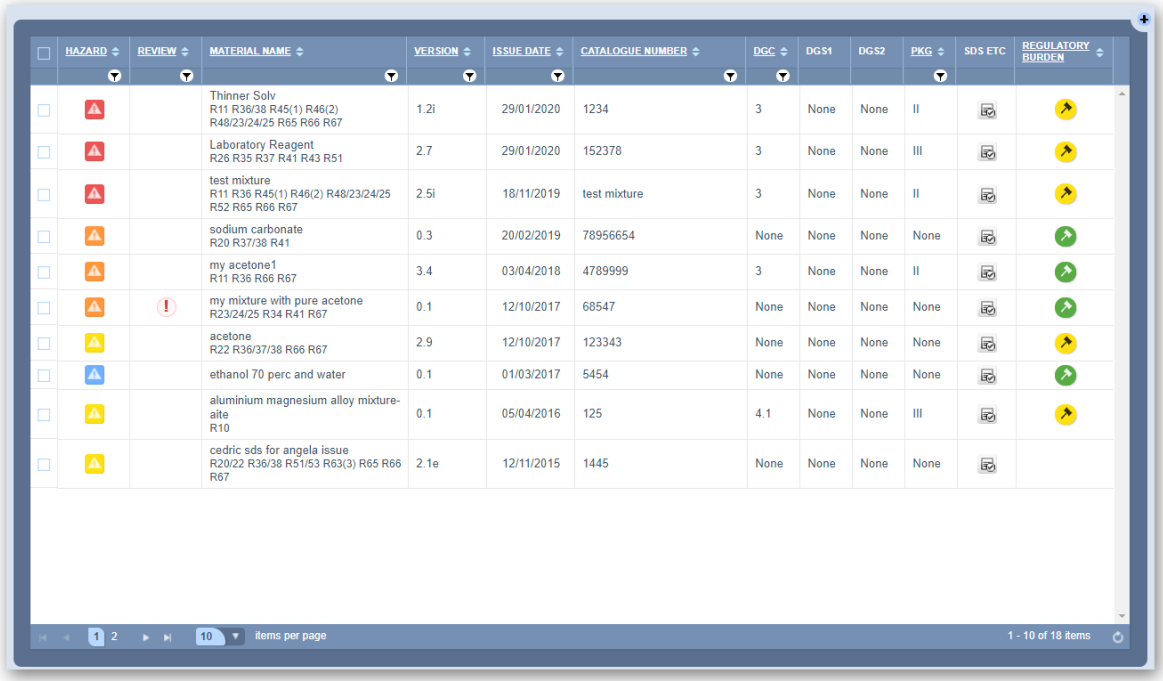
For example, Section 2 of the SDS has been selected to load the Hazards Identification section information as shown below.



39. Click the **Back** button  to view the materials table. The next topic provides information about interpreting the grid elements based on your created and published materials.



40. The materials table will display the grid with your list of created materials/products and contains various elements, features and the ability to generate specific reports.



HAZARD	REVIEW	MATERIAL NAME	VERSION	ISSUE DATE	CATALOGUE NUMBER	DGC	DGS1	DGS2	PKG	SDS ETC	REGULATORY BURDEN
		Thinner Solv R11 R36/38 R45(1) R46(2) R48/23/24/25 R65 R66 R67	1.2i	29/01/2020	1234	3	None	None	II		
		Laboratory Reagent R26 R35 R37 R41 R43 R51	2.7	29/01/2020	152378	3	None	None	III		
		test mixture R11 R36 R45(1) R46(2) R48/23/24/25 R52 R65 R66 R67	2.5i	18/11/2019	test mixture	3	None	None	II		
		sodium carbonate R20 R37/38 R41	0.3	20/02/2019	78956654	None	None	None	None		
		my acetone1 R11 R36 R66 R67	3.4	03/04/2018	4789999	3	None	None	II		
	!	my mixture with pure acetone R23/24/25 R34 R41 R67	0.1	12/10/2017	68547	None	None	None	None		
		acetone R22 R36/37/38 R66 R67	2.9	12/10/2017	123343	None	None	None	None		
		ethanol 70 perc and water	0.1	01/03/2017	5454	None	None	None	None		
		aluminium magnesium alloy mixture-aite R10	0.1	05/04/2016	125	4.1	None	None	III		
		cedric sds for angela issue R20/22 R36/38 R51/53 R63(3) R65 R66 R67	2.1e	12/11/2015	1445	None	None	None	None		

1 2 | 10 items per page | 1 - 10 of 18 items

The next topic summarizes the materials table on how to interpret the various components.

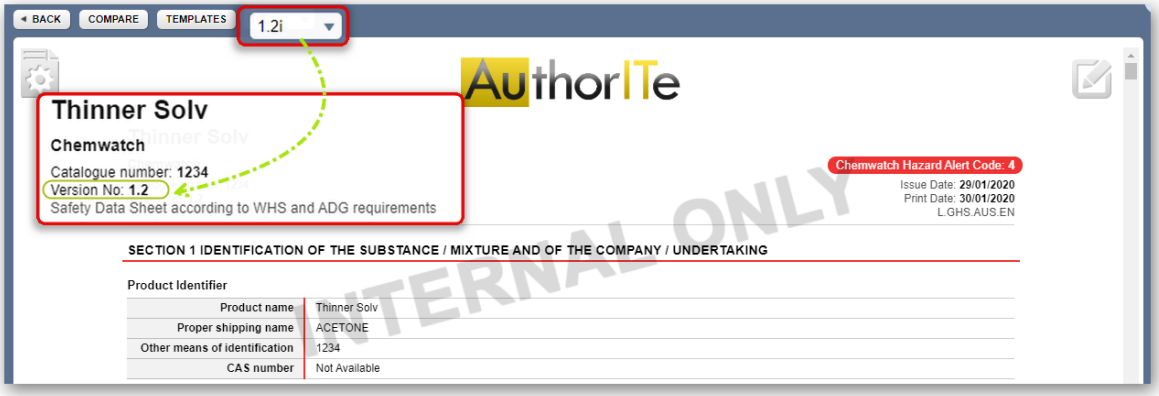
2.1.3 Interpreting the Materials Table

The materials grid columns components, sorting and filters are described below:

<table>
<tr><th>Component</th><th>Description</th><th>Information in SDS</th></tr>
<tr><td>1
Checkbox</td><td>The checkbox is to be used for selecting a single record, multiple or all materials for a particular action such as printing, sharing (email) or downloaded (save to) a list for selected materials or all or specific type of SDS/labels. It may also be used to delete records by using the mouse right click function (Remove).</td><td>No content is generated in SDS, hence not applicable.</td></tr>
<tr><td>2
Hazard</td><td>Chemwatch hazard icons are displayed to provide the overall hazard for the generated material. The Chemwatch Hazard Rating icons are categorised into the following levels:
<table>
<tr><th>Hazard Code</th><th>Hazard Icon</th><th>Colour Code</th><th>Filter Column by the Nature of Hazard</th></tr>
<tr><td>0</td><td></td><td>Grey</td><td>Non Hazardous Chemical</td></tr>
<tr><td>1</td><td></td><td>Blue</td><td>Low Hazardous Chemical</td></tr>
<tr><td>2</td><td></td><td>Yellow</td><td>Moderate Hazardous Chemical</td></tr>
<tr><td>3</td><td></td><td>Orange</td><td>Highly Hazardous Chemical</td></tr>
<tr><td>4</td><td></td><td>Red</td><td>Extremely Hazardous Chemical</td></tr>
</table></td><td>Overall hazard rating code is displayed in the top right corner of the SDS with corresponding colour coding.</td></tr>
<tr><td>3
Review</td><td>This column displays the exclamation icon for all pure chemical ingredients that have been flagged out as per any updated ingredient within the material in the grid. It is recommended to review the SDS at this stage and publish the SDS.</td><td>Not relevantly shown in SDS section specifically, however any updated ingredient data will be generated in specific SDS section.</td></tr>
<tr><td>4
Material Name</td><td>This column lists the names of the materials generated when creating the SDS within your domain.</td><td>Material name is generated in the SDS Title.</td></tr>
<tr><td>5
Version</td><td>Versioning of SDS is first generated when the very first draft has been created.

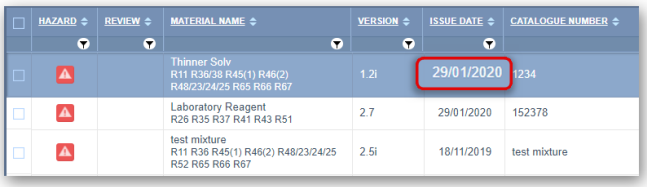
The GOLD SDS version format
The version number format; [X.Y.A.B] is used for GOLD SDS as a four-digit format (starting number =1) and only the first number changes whenever chemists update the SDS.

Silver SDS version format
The version number format [X.Y] is used for Silver SDS as a two-digit format (starting number =0).</td><td>Data is generated in Header information area of the SDS and available from the user interface drop-down listing when displaying the SDS content.</td></tr>
</table>



6 Issue Date

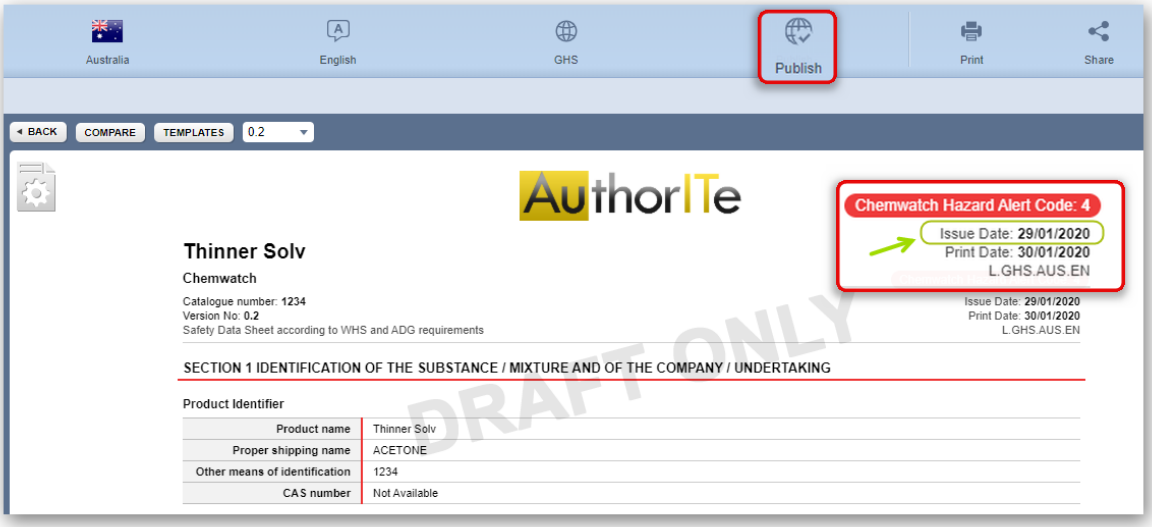
This column shows the issue date of the SDS when it was created and/or published.



Any subsequent update(s) will be reflected as changed dates.

ⓘ Note that any SDS that has surpassed review date >5 years, will automatically display a message in order to update the SDS to reflect current and correct information.

Data is generated in the top right corner of the SDS

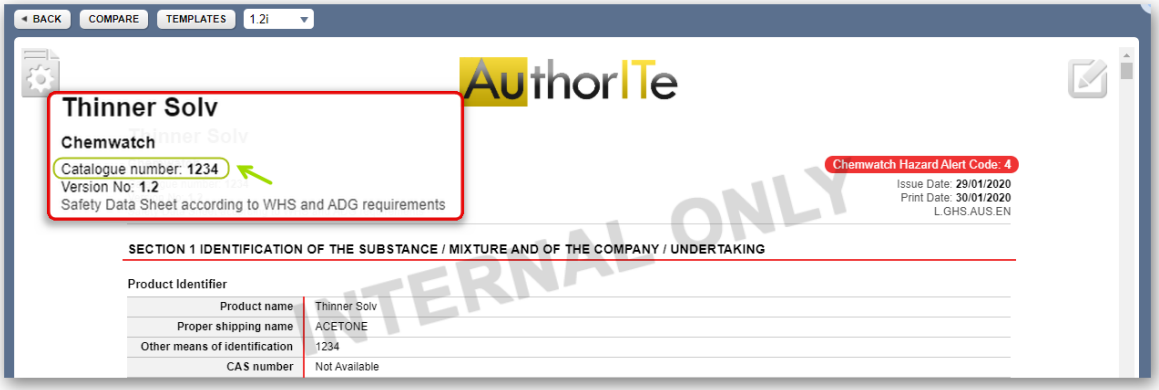


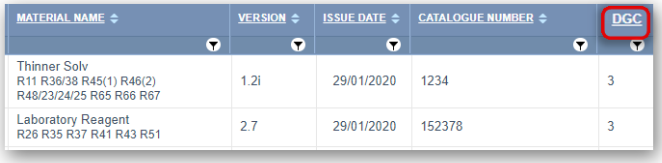
7 Catalogue Number

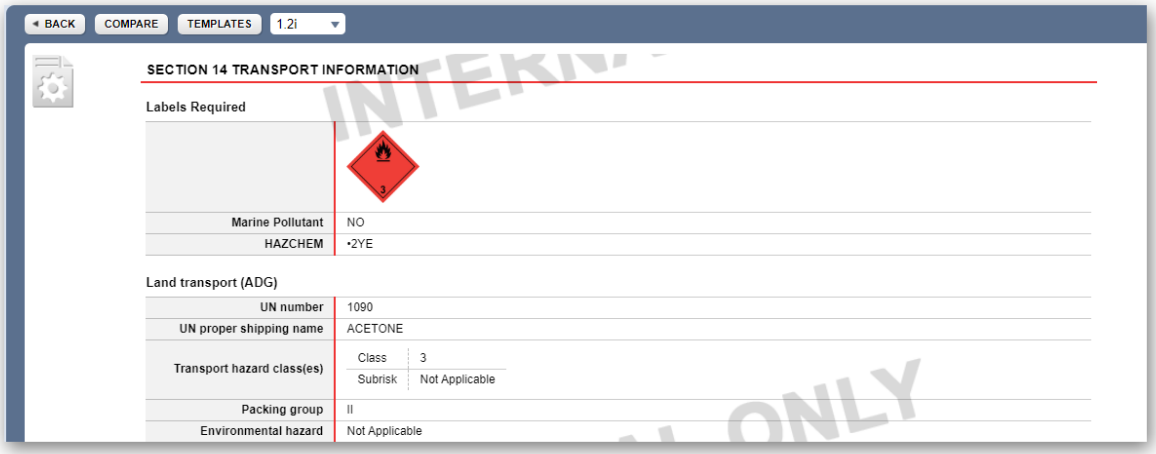
This column will reflect the assigned catalogue number of the material. Remember that the catalogue number field is a free text field that enables authored to assign a value or number or combination of both. This number will be used as part of the identification criteria for your material.

Data is generated in the top left corner of the SDS just under the title of the SDS.

Component	Description	Information in SDS

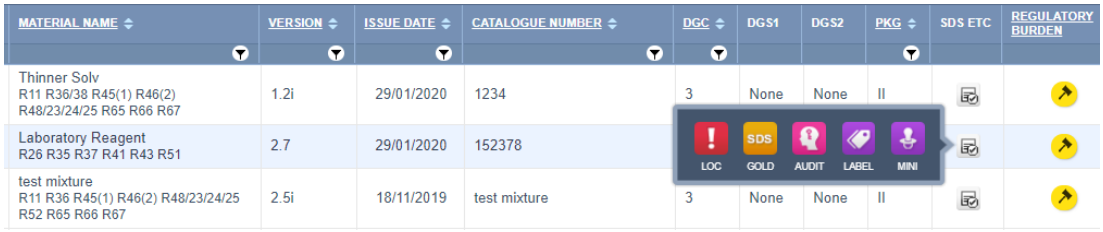


8 DGC	The Dangerous Goods classification information is presented in this column as the primary class of the article/material.  Note that there are 9 classes of dangerous goods as per the UNDG coding system for the transportation of dangerous goods.	If data is available for the transport classification, this information is shown in Section 14 of the SDS.

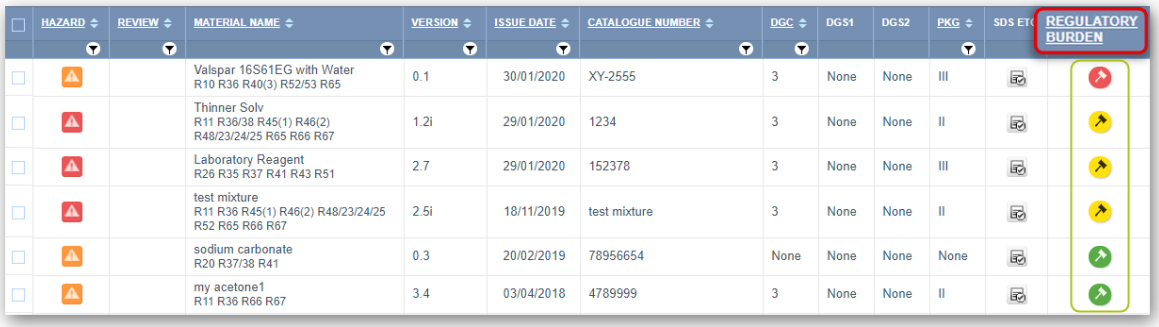


9 DGCS1	This column will present the dangerous good subsidiary risk 1 where applicable.	This information will be shown in Section 14 of the SDS.
DGCS2	This column will present the dangerous good subsidiary risk 2 where applicable.	This information will be shown in Section 14 of the SDS.

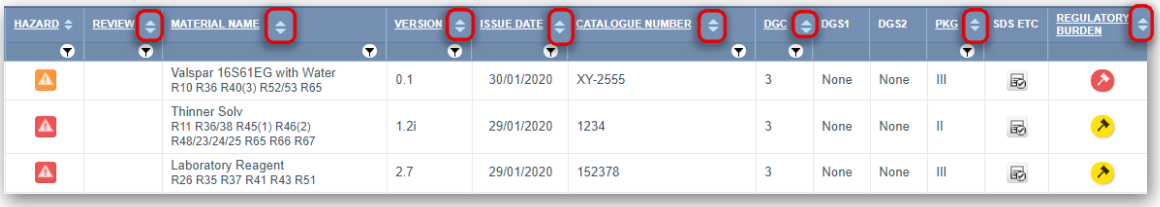
Component	Description	Information in SDS
PKG	This column will present the dangerous good packing group where applicable. Packing Group is the grading of danger for materials classed as dangerous goods. PG — Level of Danger I — Greater danger II — Medium danger III — Minor danger	This information will be shown in Section 14 of the SDS.
SDS ETC 	This column is embedded with the SDS icon which provides authors with the option to generate reports/documents or audit SDS for a specific record from the list of materials as shown below. LOC — Displays the List of Concern ingredient found SDS GOLD — Displays the respective Gold SDS AUDIT — Displays the respective SDS to Edit LABEL — Provides the option to choose a label MINI — Displays the Mini SDS	Select the applicable icon to render a report/audit SDS.



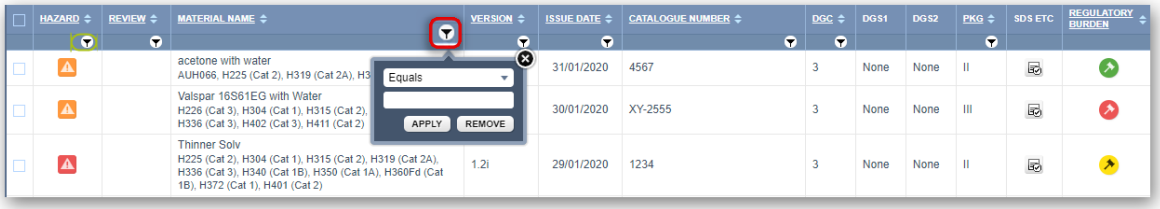
Component	Description	Information in SDS
Regulatory Burden	This column will highlight the regulatory burden of the material selected using colour coded icons. Materials that do not have any regulatory will have an empty cell. Red — Extremely Regulated Orange — Highly Regulated Yellow — Moderately Regulated Green — Lightly Regulated	For information only on screen.



Component	Description	Information in SDS
Columnar Sorting	Use the sorting icons to sort the list up or down by Hazard (rating code), Material Name, Version, Issue Date, Catalogue Number, DGC, PKG and Regulatory Burden.	For screen display of sorted list.



Columnar Filters	Use the filter icons to filter out list by Hazard (rating code), Material Name, Version, Issue Date, Catalogue Number, DGC, PKG and Regulatory Burden.



2.1.4 Print, Save or Email Materials List

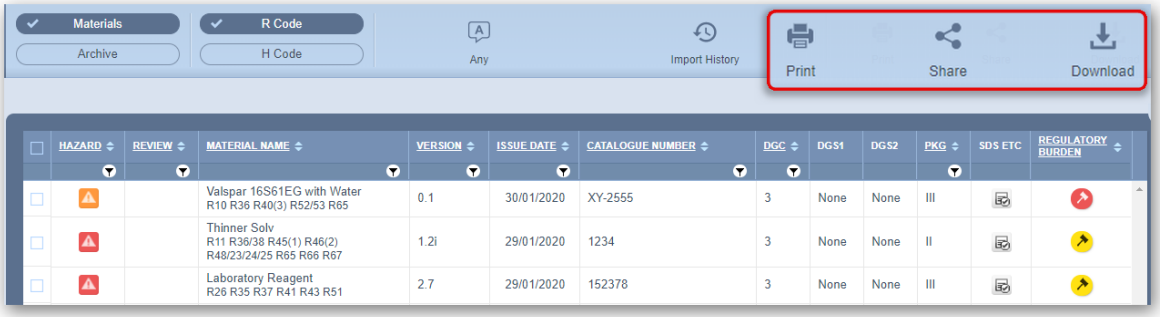
This sub-topic will cover the following activities:

- → Search for material in full collection
- → Search by CAS number
- → Interpreting the materials table
- → Print materials list, share (email) and download (save)
- → Prepopulate the form with data
- → Submit data to create SDS
- → Publishing SDS
- → User defined Phrases (Phase Library)
- → Compare SDS

WHAT YOU'LL LEARN

The following steps illustrate the steps with screen capture on how to print, save or email materials list from the grid by using Print, Share and Download toolbar icons.

Note that the materials list is generated in acrobat's pdf format first prior to printing.
PDS = Print, Share, Download.

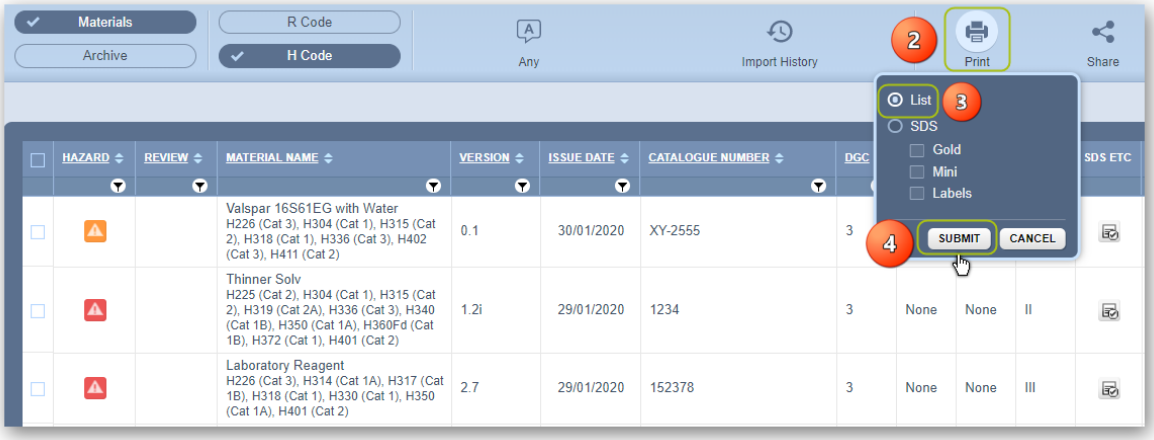


2.1.4.1 Print Materials List

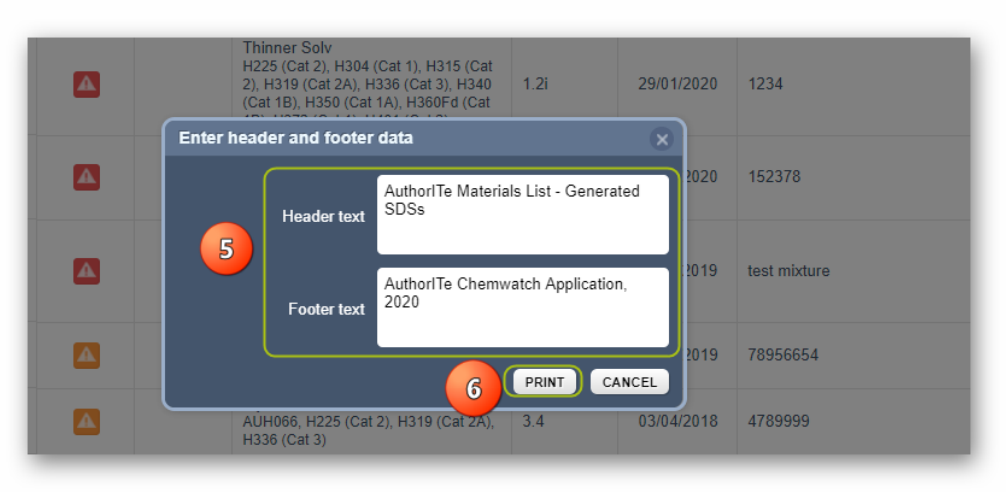
The following steps illustrate the steps with screen capture on 'how to print" materials list from the grid by using Print toolbar button.

Steps: Printing Materials List

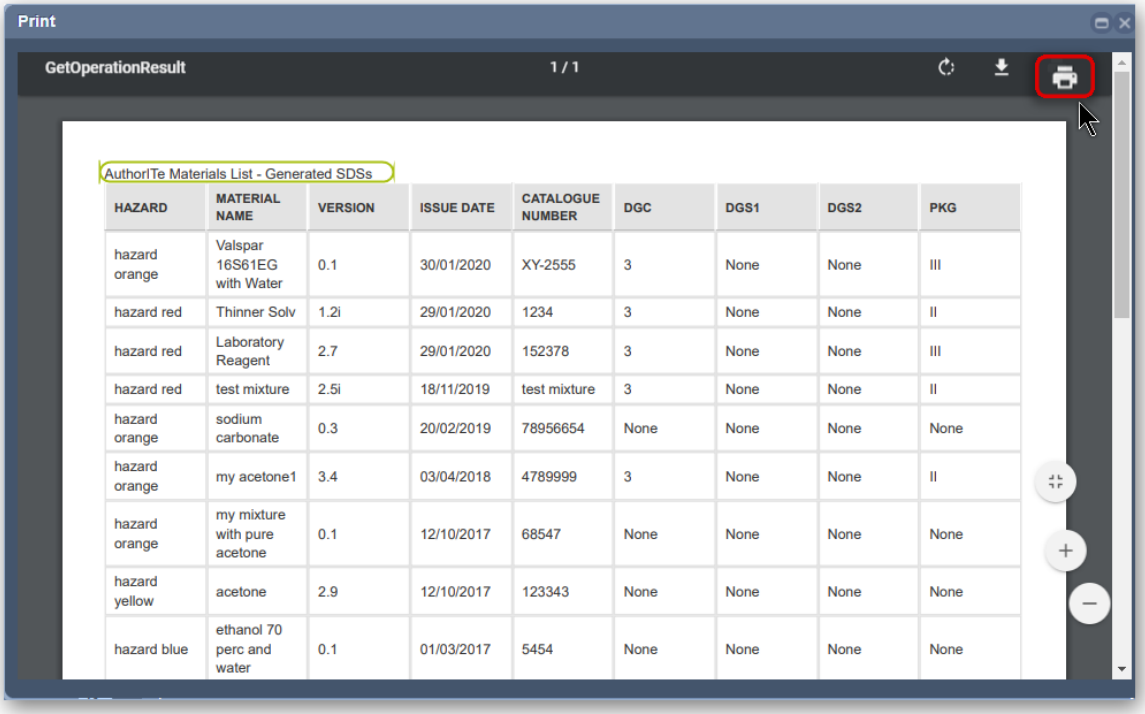
1. Open AuthorITe mode.
2. Click the **Print** button option from the PSD toolbar on the top right layer of the user interface.
3. Select the **List** radio button from the print menu.
4. Press the SUBMIT button from the Print window.



5. A Header and Footer data pop-up window will display to enter the **header text and footer text**. Note that this information will be rendered in the final header and footer of the print report document respectively.



6. **Press** the PRINT button to generate the list report.
7. Use the **Print** icon from the acrobat generated document on the top right corner within the Print window.



HAZARD	MATERIAL NAME	VERSION	ISSUE DATE	CATALOGUE NUMBER	DGC	DGS1	DGS2	PKG
hazard orange	Valspar 16S61EG with Water	0.1	30/01/2020	XY-2555	3	None	None	III
hazard red	Thinner Solv	1.2i	29/01/2020	1234	3	None	None	II
hazard red	Laboratory Reagent	2.7	29/01/2020	152378	3	None	None	III
hazard red	test mixture	2.5i	18/11/2019	test mixture	3	None	None	II
hazard orange	sodium carbonate	0.3	20/02/2019	78956654	None	None	None	None
hazard orange	my acetone1	3.4	03/04/2018	4789999	3	None	None	II
hazard orange	my mixture with pure acetone	0.1	12/10/2017	68547	None	None	None	None
hazard yellow	acetone	2.9	12/10/2017	123343	None	None	None	None
hazard blue	ethanol 70 perc and water	0.1	01/03/2017	5454	None	None	None	None

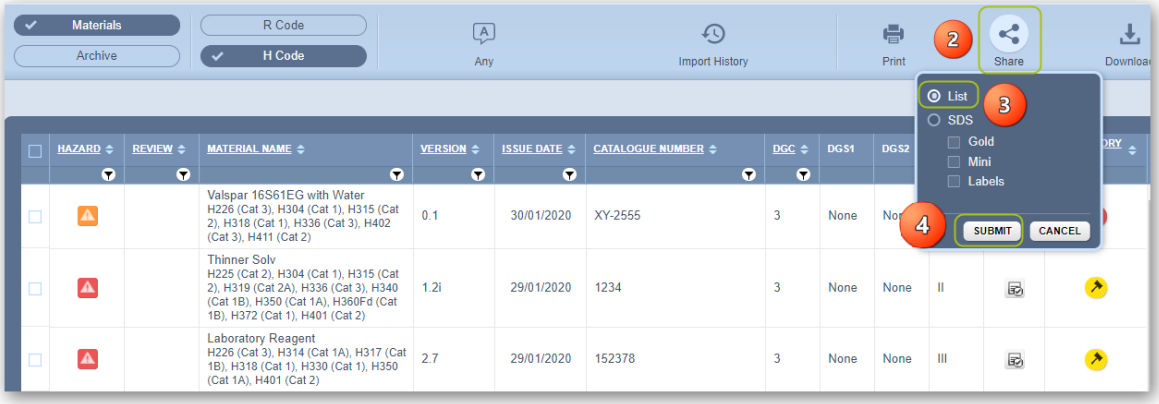
8. **Close** the window once finished.

2.1.4.2 Email (Share) Materials List

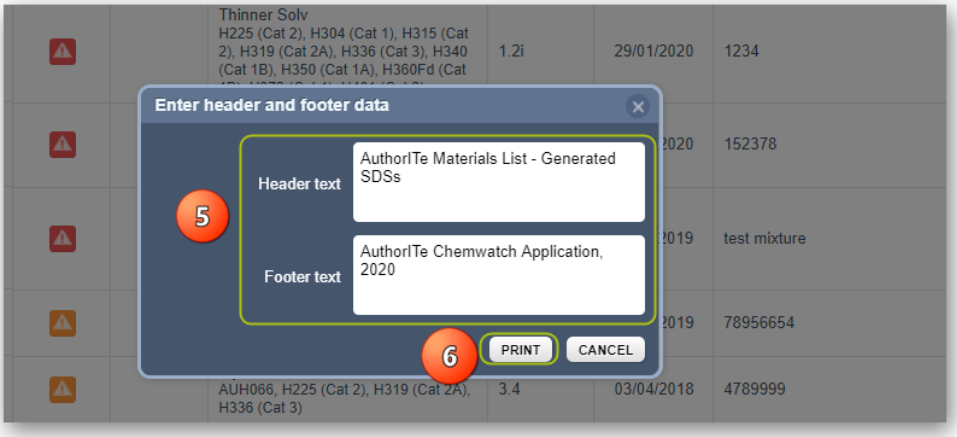
The following steps illustrate the steps with screen capture on how to email (Share) materials list from the grid by using the Share toolbar button.

Steps: Emailing a Materials List

1. Open AuthorITe mode.
2. Click the Share button option from the PSD toolbar on the top right layer of the user interface.
3. Select the **List** radio button from the share menu.
4. Press the SUBMIT button from the Print window.



5. A Header and Footer data pop-up window will display to enter the **header text and footer text**. Note that this information will be rendered in the final header and footer of the print report document respectively.



6. **Press** the PRINT button to generate the list report.
7. Enter the recipient's email address into the "**To**" field.
8. Type the **subject** of the email.
9. Enter any **comments.**
10. Enter the "**Reply to**" email address, recommended.
11. Pres the **Send** button.

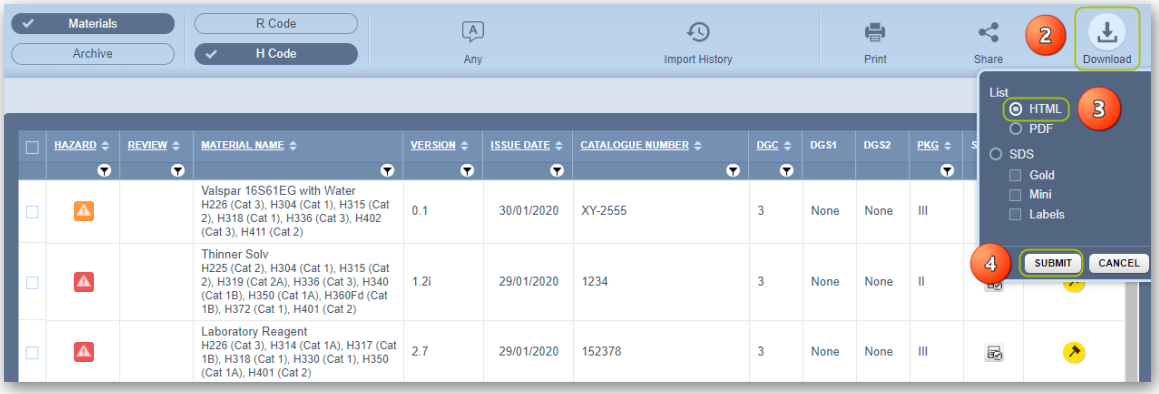
12. Mail sent confirmation message displays. The Material List will be sent to the recipient as an attachment.

2.1.4.3 Download (Save) Materials List.

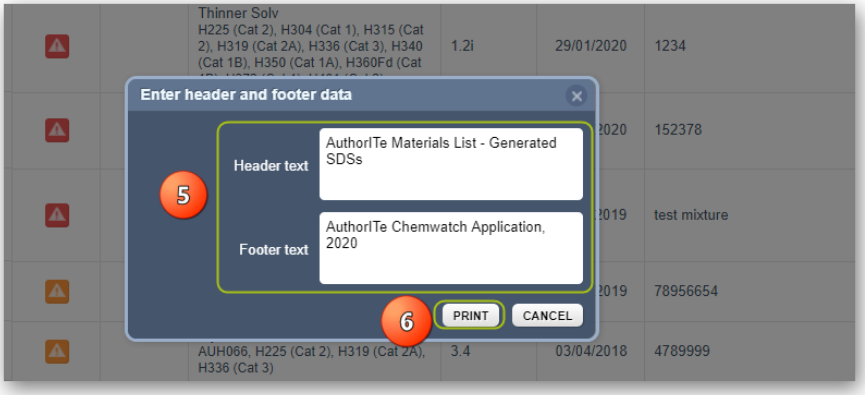
The following steps illustrate the steps with screen capture on how to download (Save) materials list from the grid by using the Download toolbar button.

Steps: Downloading/Saving a Materials List

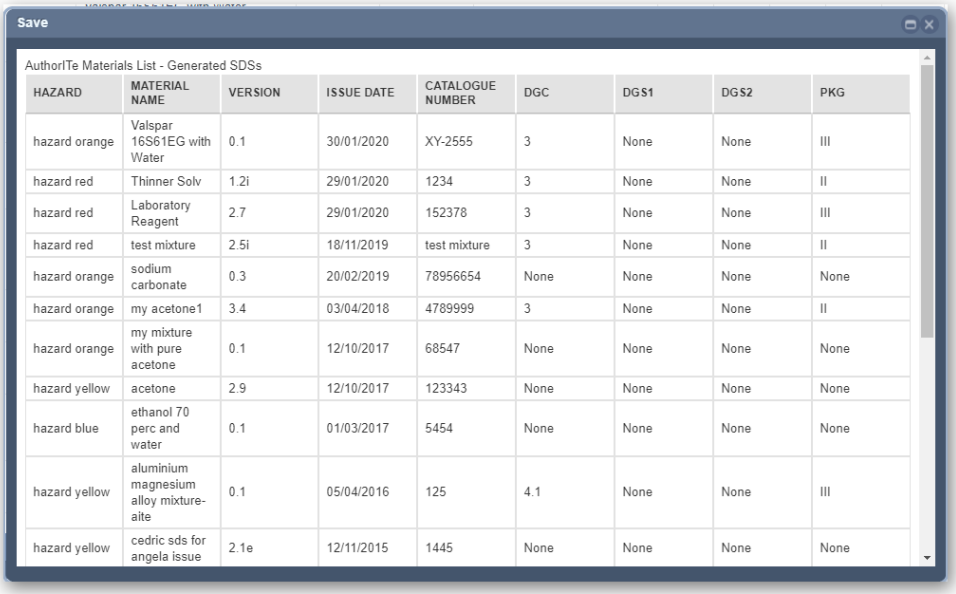
1. Open AuthorITe mode.
2. Click the **Download** button option from the PSD toolbar on the top right layer of the user interface.
3. Select the **List HTML** or PDF radio button from the download menu.
4. Press the SUBMIT button from the Print window.



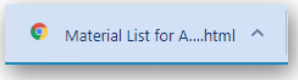
5. A Header and Footer data pop-up window will display to enter the **header text and footer text**. Note that this information will be rendered in the final header and footer of the print report document respectively.



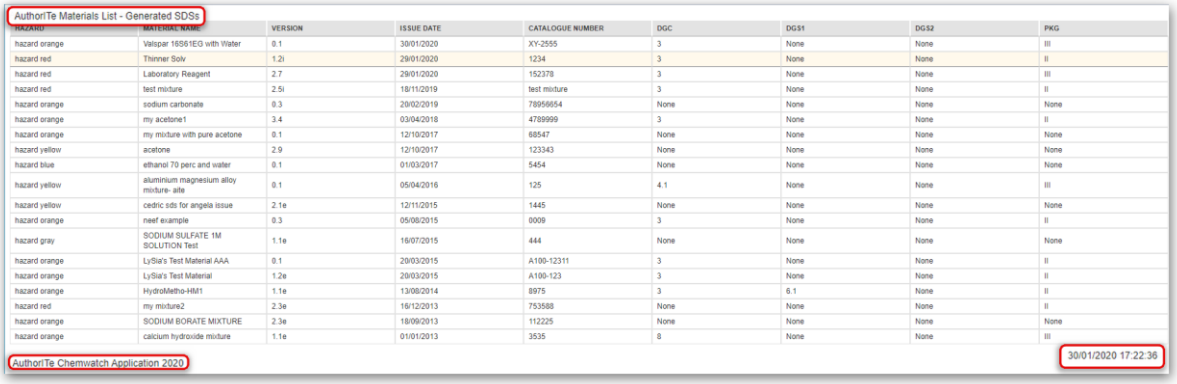
6. **Press** the PRINT button to generate the list report.
7. The **HTML report** is rendered in html format within the application download window.



8. A desktop save as window will also automatically open to select the destination folder and click the **Save** button to complete the process or choose an external drive.
9. **Open downloaded document** from the desktop's download bar.



10. The **HTML Material List report** will contain the respective header/footer text and the date/time stamp.

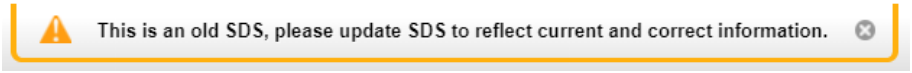


HAZARD	MATERIAL NAME	VERSION	ISSUE DATE	CATALOGUE NUMBER	DGC	DGS1	DGS2	PKG
hazard orange	Valspar 16561EG with Water	0.1	30/01/2020	XY-2555	3	None	None	III
hazard red	Thinner Solv	1.2i	29/01/2020	1234	3	None	None	II
hazard red	Laboratory Reagent	2.7	29/01/2020	152378	3	None	None	III
hazard red	test mixture	2.5i	18/11/2019	test mixture	3	None	None	II
hazard orange	sodium carbonate	0.3	20/02/2019	78956654	None	None	None	None
hazard orange	my acetone1	3.4	03/04/2018	4789999	3	None	None	II
hazard orange	my mixture with pure acetone	0.1	12/10/2017	68547	None	None	None	None
hazard yellow	acetone	2.9	12/10/2017	123343	None	None	None	None
hazard blue	ethanol 70 perc and water	0.1	01/03/2017	5454	None	None	None	None
hazard yellow	aluminium magnesium alloy mixture- alte	0.1	05/04/2016	125	4.1	None	None	III
hazard yellow	cedric sds for angela issue	2.1e	12/11/2015	1445	None	None	None	None
hazard orange	neef example	0.3	05/08/2015	0009	3	None	None	II
hazard gray	SODIUM SULFATE 1M SOLUTION Test	1.1e	16/07/2015	444	None	None	None	None
hazard orange	LySia's Test Material AAA	0.1	20/03/2015	A100-12311	3	None	None	II
hazard orange	LySia's Test Material	1.2e	20/03/2015	A100-123	3	None	None	II
hazard orange	HydroMetho-HM1	1.1e	13/08/2014	8975	3	6.1	None	II
hazard red	my mixture2	2.3e	16/12/2013	753588	None	None	None	II
hazard orange	SODIUM BORATE MIXTURE	2.3e	18/09/2013	112225	None	None	None	None
hazard orange	calcium hydroxide mixture	1.1e	01/01/2013	3535	8	None	None	III

2.1.5 SDS Issue Date Versus Issue Date in Product Identification Form

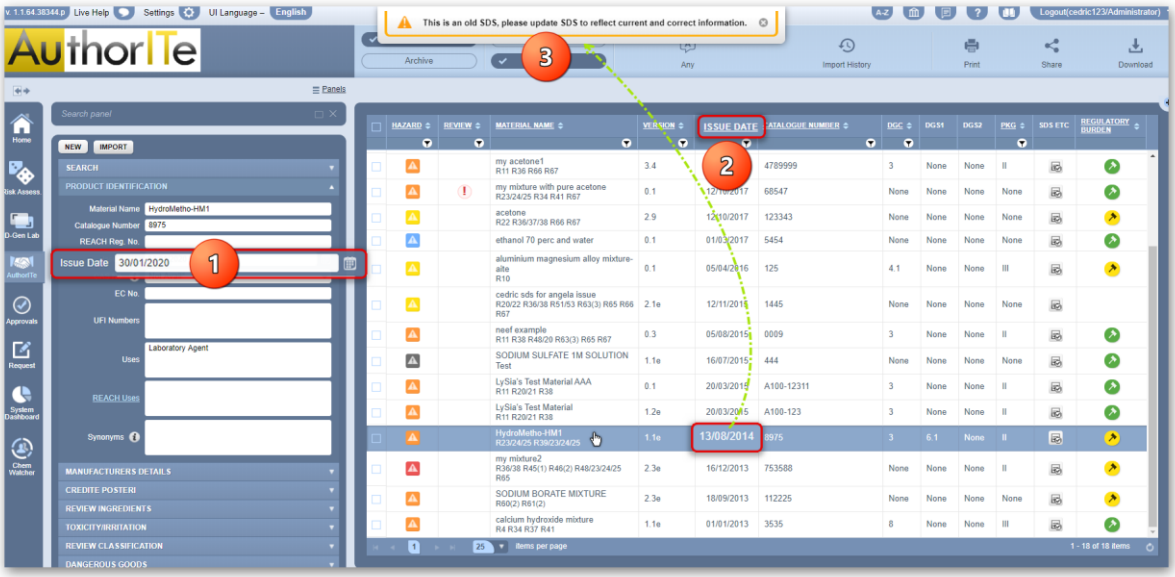
Products are registered in the database as pure or non-pure chemicals. Each chemical SDS will contain an **Issue Date** for ease of generally tracking the last version of an SDS as to when it was issued. This information is reflected in materials grid's Issue Date column. The issue date shown in the Product Identification form is picked up by default as the current date when the material is opened in the AuthorITe Product Identification form.

If a material in the grid has an old issue date, by selecting the name of the material from the respective row from the grid will trigger a warning message to alert the author that the selected material is an old SDS and requires an update as shown below.



User Interface Issue Date Elements

1. Product Identification tab – Issue Date
2. Issue Date header on AuthorITe grid
3. Warning message shown when there's an old SDS



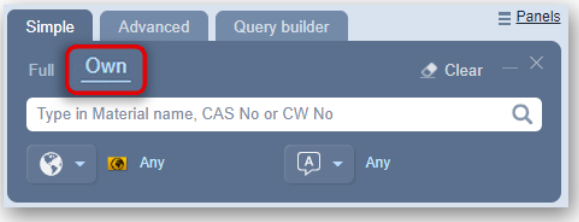
Task for Consideration: It is essential to ensure that an SDS is updated to reflect current classification information by reviewing the SDS. It is a requirement to comply with providing SDS that are up to date for internal or external use.

2.1.6 Search from OWN Inventory

The Own Search button is a simple search to allow users to look materials from the Own collection located in the Chemwatch database. The variety of optional parameters includes the:

- Material name
- CW (Chemwatch) Number
- CAS number

The Own Collection will return found records in the materials grid. The own search considers folder's content and user permissions to find material that actually exist in the domains enterprise folders where all created SDS are automatically saved.



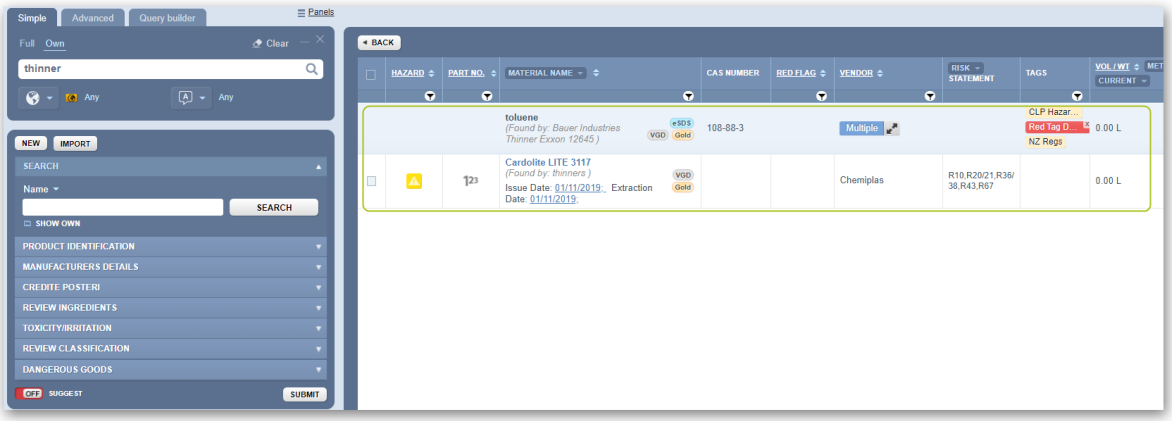
The following steps illustrate the sequence with screen capture on 'how to use the simple search autocomplete method', to look up for a material from the Own database path Own option.

Setting the Own Search option will direct all subsequent searches to be conducted from your business or your organization's authored SDS collection, registered in Chemwatch's database.

Steps: Searching for Material from Own Inventory

1. Press the **Simple** search button from within the search panel.
2. Click the **Own** search option to look up for the pure chemical from the Chemwatch full database collection.
3. Set the **Country** from the drop-down arrow (i.e., if your search mode is not set to your specific country).
4. Set the **Language** from the drop-down arrow (i.e., if your search mode is not set to your specific language).
5. Type the **name of the pure chemical or CAS number**, in this example, a pure chemical name is used.

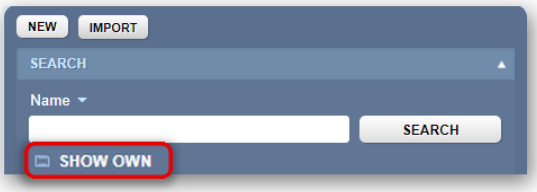
6. Select the **Magnifying Glass** to search.
7. Search results will be shown on the main grid for any record located within the entire inventory for your domain.



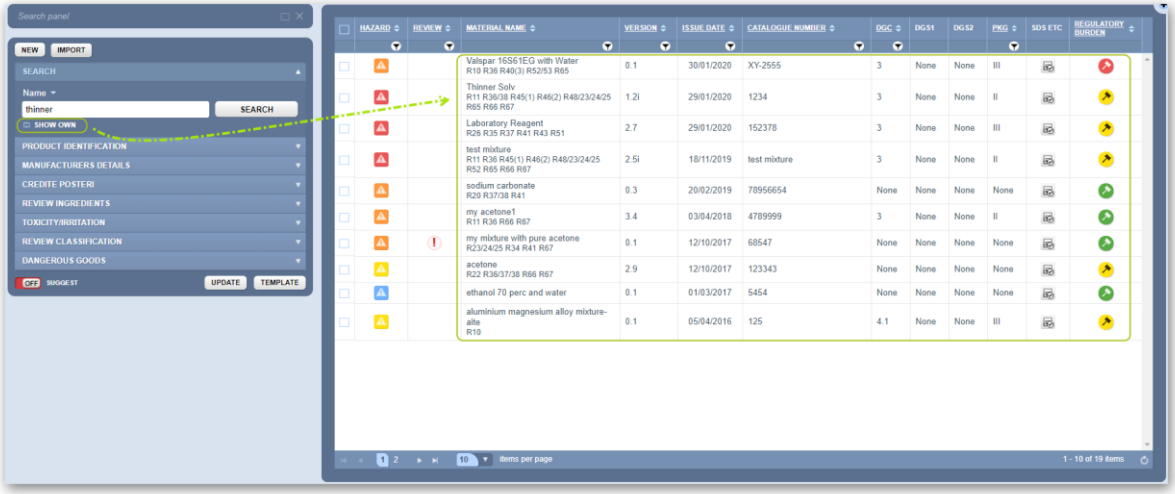
The following steps illustrate how to search for materials from your authored SDS's list of materials.

8. Select the **Search form** tab.
9. Type the **Name** of the Material.

Note: There's also an option to display the list of existing materials in your AuthorITe by pressing the form's **Show Own button** located under the search field as shown below.



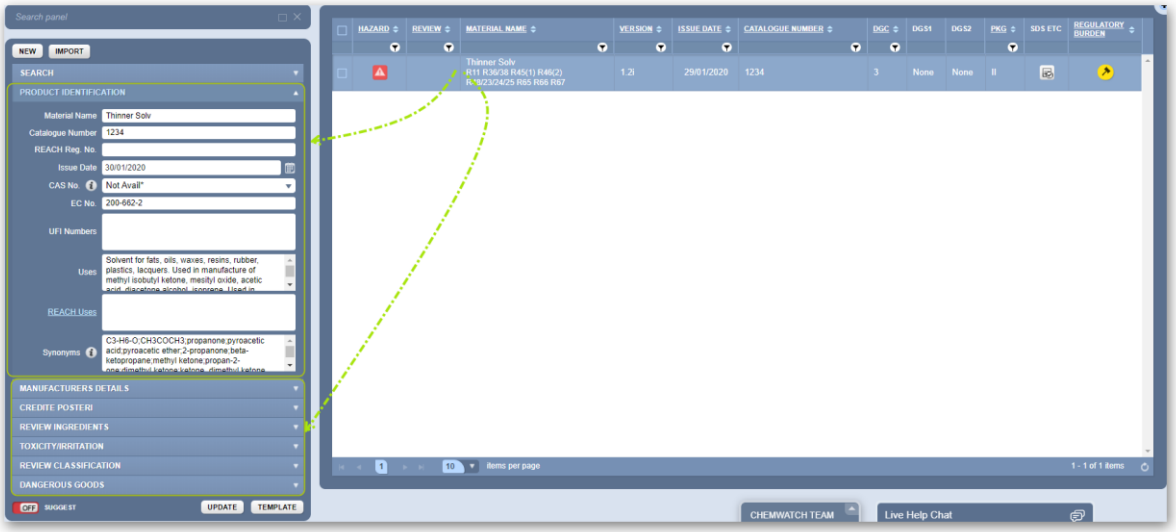
The Show Own list will display all the authored SDS materials found in your AuthorITe module.



Press the **search** button.

10. The search results of your authored list will get displayed as shown below if material is found in your list.

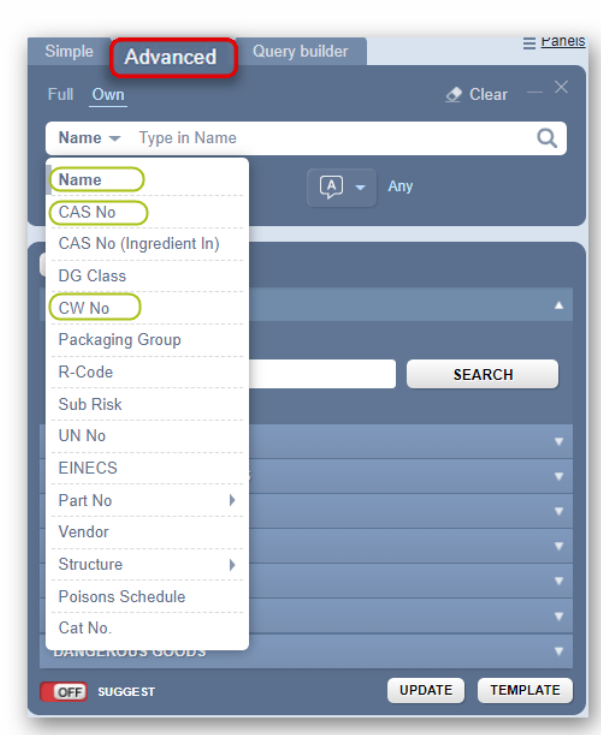
11. From the search result list, click on the name of the material to automatically populate the various AuthorITe form fields from the Chemwatch database with available information/data about the classified substance.



You may go back to topic 2.1.2 to edit SDS or simply use the Clear button Clear from the search panel to remove the current search and its results to start anew.

2.1.5 Advanced Search Options

The Advanced Search method allows users in general to search by generic names of products, chemicals, pure substances, synonyms, part numbers, preferred names, CAS numbers, CW numbers, DG class, Risk Code, Packing Group, Sub Risk, UN No., Poison Schedule, and Molecular Structure.



The table below provides the search options available in the Name drop-down list and their respective descriptions.

Search Option	Description	Use (Search by)
Name/CAS/CW	Name of material/CAS No./CW No.	To allow user to search by the name of the material, chemical abstract substance number or Chemwatch number to retrieve a Vendor, Mini, Gold SDS, Labels and Emergency Reports.
CAS No	Chemical Abstract Substance Number	This is a unique numeric identifier in the CAS REGISTRY designated to a known substance.
CAS No (Ingredient In)	Ingredients In CAS No	Chemical Abstract Substance Number (CAS No) ingredients in material
Vendor	Search for material using Vendor (Manufacturer, Supplier) name	Lists parent company and subsidiary operating businesses. Lists materials available in the database by that company. Access to Vendor, Mini, Gold, Labels and Emergency Reports.
DG Class	Dangerous Goods Class	DG Classes 1 to 9 are listed to choose the primary class field.
CW No	Chemwatch Number	Chemwatch numbers are assigned to all materials registered in the Chemwatch database for both pure and non-pure substances.

Search Option	Description	Use (Search by)
Packing Group field (PKG)	Packing Group as per DG classification	Packing Group is the grading of danger for materials classed as dangerous goods. PG: I – Greater danger; II – Medium danger; III – Minor danger
R-Code	Risk Code	Risk code is a hazard classification used to classify a substance.
Sub Risk	Sub Risk	Sub Risk as per DG classification.
UN No	United Nations Number	UN No is a UN four-digit identity number that identifies a hazardous substance in the international transport framework.
EINECS	EINECS number used in European countries	European Inventory of Existing Commercial Chemical Substances. These are substances considered phase-in substances under the REACH Regulation.
Part No, User Part No, Vendor	User dependent part number, vendor part number	Vendor Part number (External) assigned to a product or User assigned Part Number (Internal). A Part number is a product code that can be assigned to a material as an identifier. This number can be a product code (vendor/manufacturer) or an internally derived number for the product. By internal, any user from the company can use a stock number for the product or any number they deem necessary to easily identify the material within their business or organisation, especially if they are generating their own internal mixtures for internal use. This number can have any supported alpha-numeric and special characters.
Vendor	Manufacturer or Supplier	Search the database by use of the name of the vendor, manufacturer, or supplier.
Structure	Draw a 2D molecular structure	Search the database by use of a chemical molecular structure. Smiles strings can be used to search for specific material.
Poison Schedule	Classification of medicines and poisons in Australia	Poison schedule number between 1 and 10 to find available materials scheduled as medicines and poisons in the database.
Cat No.	Catalog number	Search by catalog number
Document Number	Document ID	Search by Chemwatch's document number assigned to the SDS. This DOC ID is shown from the document list grid when hovering mouse pointer on a document name

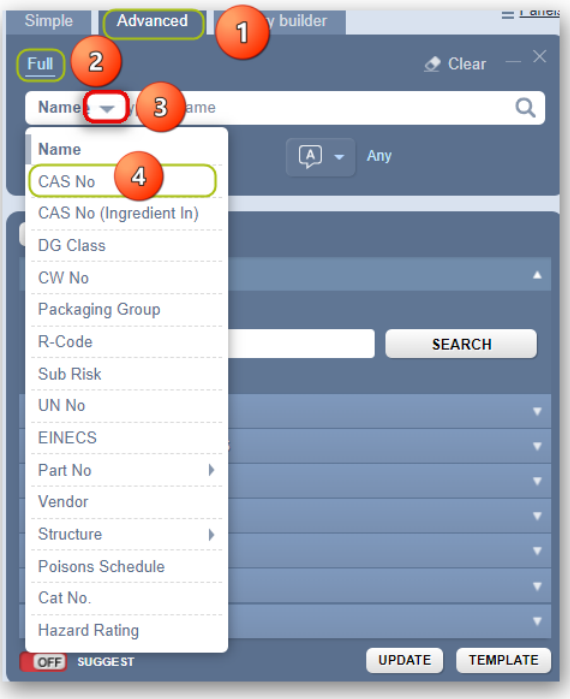
The following section illustrates the sequence of steps with screen capture on how to use the Advanced Search to look up for a material by CAS No.

The Full Search option will direct all subsequent searches to be conducted from Chemwatch's entire database collection.

2.1.5.1 Search by CAS No

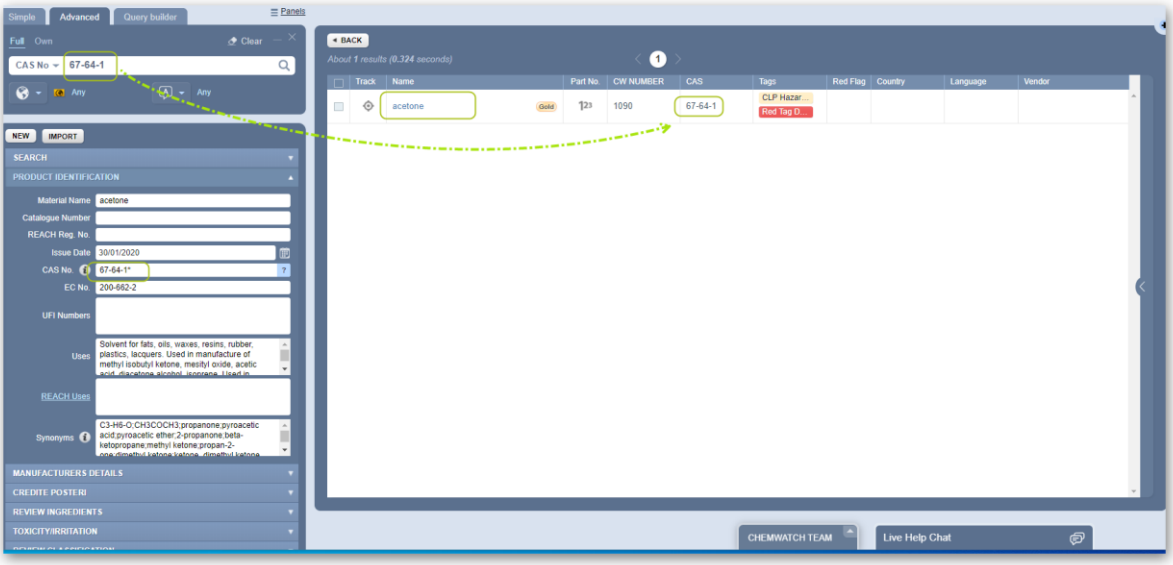
Steps: Searching by CAS Number

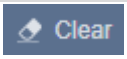
1. Press the **Advanced** search mode.
2. Click the **Full** search option to look up a material from the Chemwatch full database collection.
3. By default, the Name is shown in search text field. Click the **Name drop down arrow** to open the advanced search options.
4. Click the **CAS No** search text field.



5. Type the CAS number in the free text field, e.g., 67-64-1 (CAS number for acetone)
6. Click the **Search** magnifying glass to look up for the material.

7. Click the **name of the material** from the found record to auto-populate the AuthorITe form tabs with relevant data.



Follow the steps in topic 2.1.2 for more details. Use the Clear button 

from the search panel to remove the current search and its results to start a new search criterion.

2.2 SDS Settings, Edit SDS Content and Publish SDS

This sub-topic will cover the following activities:

→ General overview of SDS settings and attributes
→ SDS templates to generate various document types
→ Editing an SDS using edit function & green edits
→ Generate an audit report
→ Generate a Mini SDS (one page hazard summary document)
→ Generate a label
→ Chemwatch hazard ratings label on materials table and SDS

WHAT YOU'LL LEARN

Let's now take a closer look at the various reports and features in AuthorITe focussing on the following attributes:

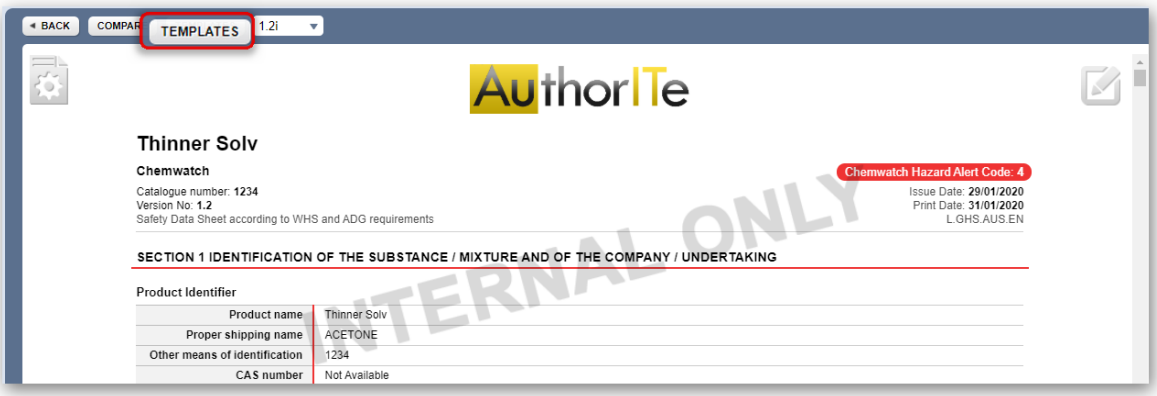
Component	SDS Attributes	Summary of Settings and Permissions
AuthorITe user permissions and privileges.	The administrator has the responsibility of creating AuthorITe users and setting up roles, permissions, and the respective privileges.	**User related permissions and AuthorITe privileges**: • Access to AuthorITe • Manage user roles • Edit logo settings • Access to settings of any user • Access to CREDO (optional)

Component	SDS Attributes	Summary of Settings and Permissions
		• Access to DGEN (optional)
SDS Settings	The ADM has the responsibility of reviewing the default SDS Settings to ensure that all related SDS Settings meet jurisdictional requirements.	**SDS related settings:** • Specific SDS Settings • Jurisdictional Settings • AuthorITe Settings
SDS Structure	The SDS design is based on the standard 16 sections as per compliance requirements for any manufacturers, vendors, or suppliers, etc.	The SDS structure will maintain the 16 sections for any set format irrespective of jurisdictional settings, visual appearance, or sentence count. These are the SDS settings options that may affect how the SDS gets displayed by default: • Country, Language • SDS Format, Sentence Count, • SDS Font Size • Visual appearance • Display Format
SDS Content	The SDS content rendered depends on the specific SDS Settings and Jurisdiction Settings to show information in any of the sections of the SDS.	The SDS information generated depend on settings applied: **SDS Settings** – ISO country codes, Trade names in synonyms, Preferred names, Preferred vendor, Glove selection in SDS, Respirator tables in SDS, Show Hazard Alert Code, etc. **Jurisdiction Settings** - GHS Classification (GHS), CLP, WHMIS, ECHA Summary, etc.
SDS Edit	Edits can be applied to the SDS in Edit Mode in draft or published (internal/external) version.	An authored SDS can be compared with other versions through the COMPARE function. The Edit tool is available in the SDS to edit specific SDS content. Templates are also available through the TEMPLATES function to set a specific default template for any of these options; Gold SDS, Min SDS, Advice to Doctor, Environment, PPE, SOP and Toxicological.
SDS Publish/Unpublish	The SDS can be published or unpublished from the Publish function within the AuthorITe toolbar	The Publish function Publish enables authors to publish a drafted SDS. Once the SDS is publish, it can also be unpublished by using Unpublish function Unpublish.

If the AuthorITe privileges are not set up properly, some user will not be able to use the module properly. For any privilege or edit rights, contact your Administrator, or send an email to helpdesk@chematch.net.

2.2.1 SDS Templates

There are a few available templates to choose from and can be set as default(s) depending on your business requirements. These templates can be set when viewing the actual SDS document as shown below.



Chemwatch has created a few templates that can be used to generate the following document types.

Once any of these templates are set be default and the system will load the content accordingly.

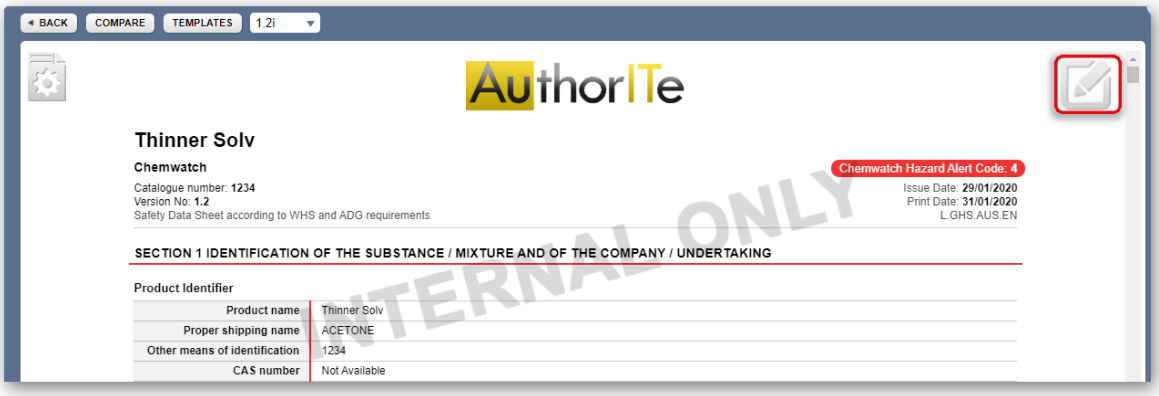
Note that the Mini SDS, Advice to Doctor, Environmental, PPE, SOP and Toxicological reports are generally used for emergency situations for a quick specific reference as they are shorter documents with specific information relevant to the title of the document, e.g., the PPE document will have person protective equipment information whereas the SOP document will contain standard operating procedural information (exposure controls, precautions for safe handling, storage compatibility, etc.).

2.2.2 Editing an SDS

After you have created your SDS, it is now in draft mode for further edits where necessary. The table below summarises the edit functions.

Edit SDS	Task Attribute	Parameter
Edit Mode 	The Edit function enables authors to edit the SDS Title (with red edits) and the SDS Sectional content (with green edits).	• The Edit button is located at the top right corner of the SDS. You can add free texts or user CPs (common phrase).

Figure: SDS Content Edit function



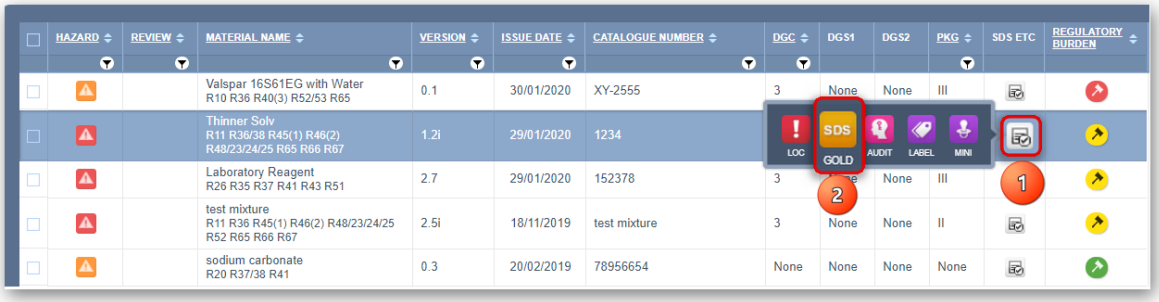
The following sub-topics illustrate '**how to edit your SDS**'.

If a user does not have the edit permission, consult with the Administrator within your business/organisation to review your permissions related to AuthorITe or send us an email to helpdesk@chemwatch.net. Please include relevant information in the email, i.e., screenshots, etc.

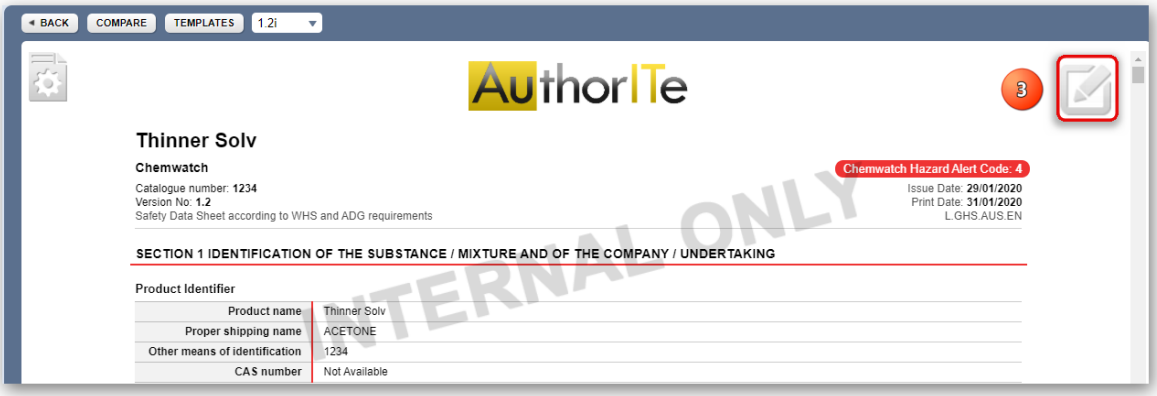
2.2.2.1 Editing an SDS using the SDS Content Edit Function

Steps: Editing SDS

1. Press the **SDS** button alongside the material name; located in SDS ETC cell.
2. Click the **GOLD SDS** icon to load the document.



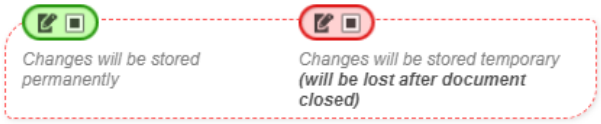
3. Press the **SDS Content Edit** function button on the top right corner of the SDS.



Notice the SDS will re-load with the edit button changed to EDIT MODE which enables an editor to make changes to any section of the SDS content.

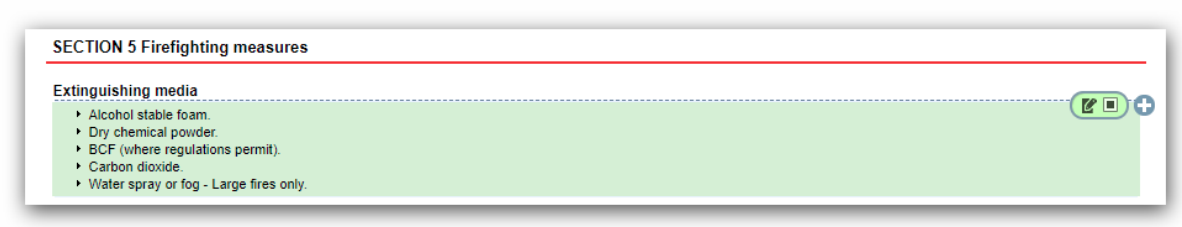
4. Click the **Edit Mode** button on the top right corner of the SDS to view the two available edit options.

The available edit options when in EDIT MODE are the green edits and red edits;

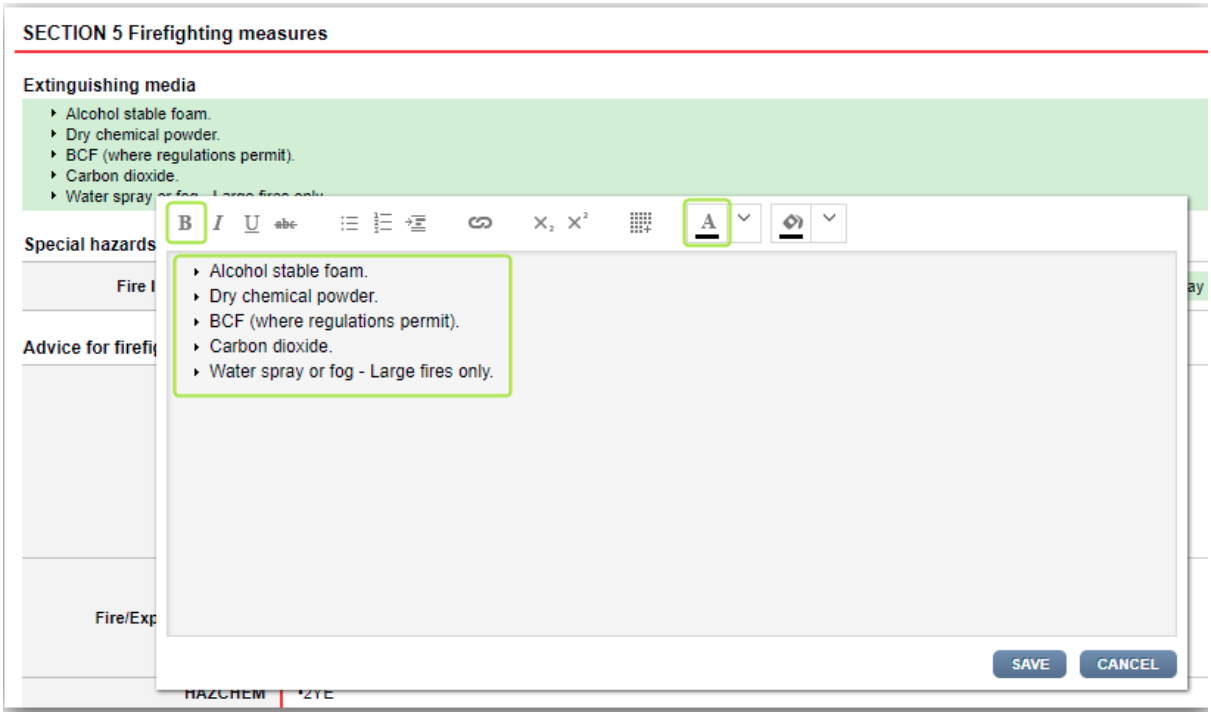


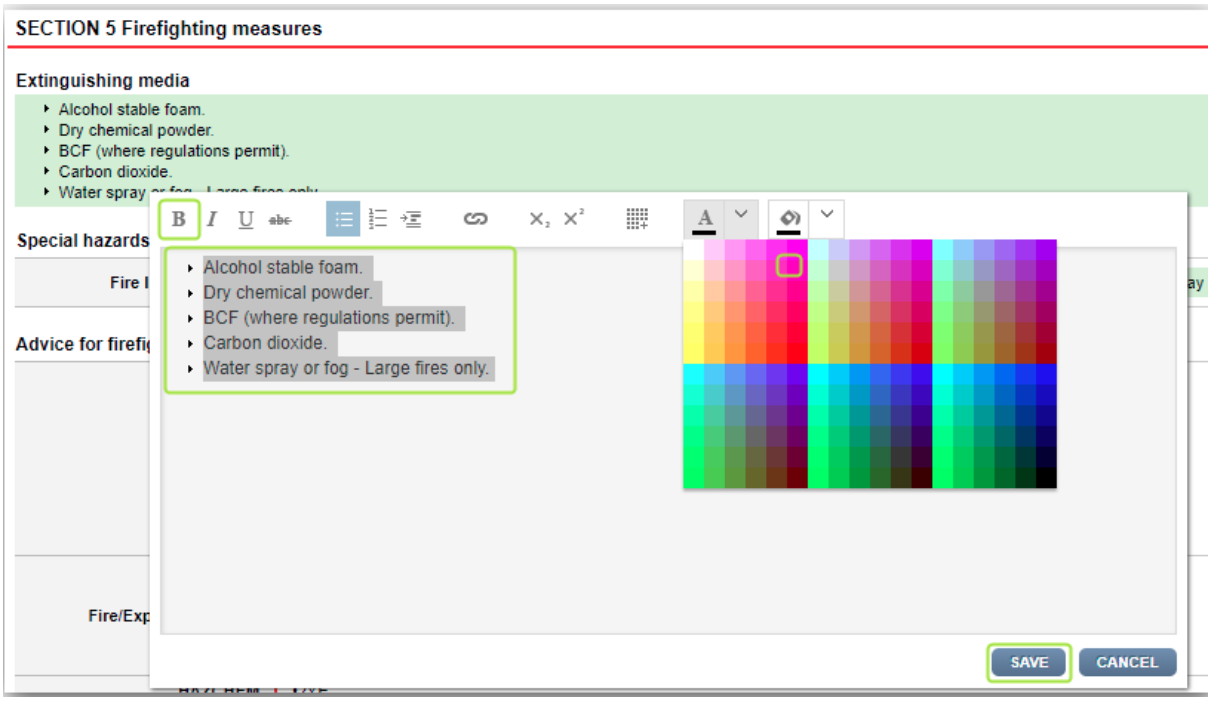
Changes made through **green edits** on versioned SDS will be automatically saved in published SDS version. If the SDS version is updated again; say with a new ingredient, the previously updated green edits will also be reflected in the next published version.

5. Hover your mouse over SDS title highlighted area to show the edit options.



6. Click on the Green Edit icon.
7. Use the **Editor** pop-up window to make the necessary changes, e.g., change the colour of the text and bold it.

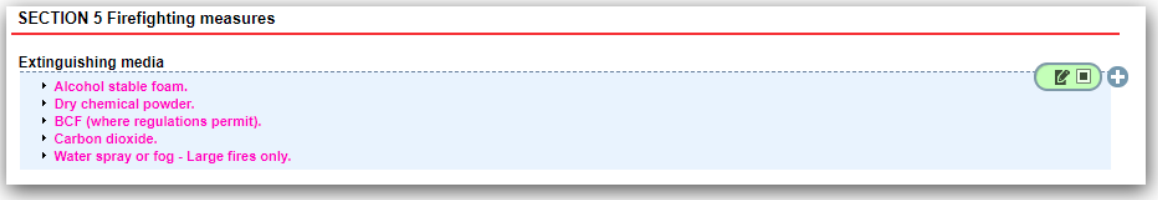




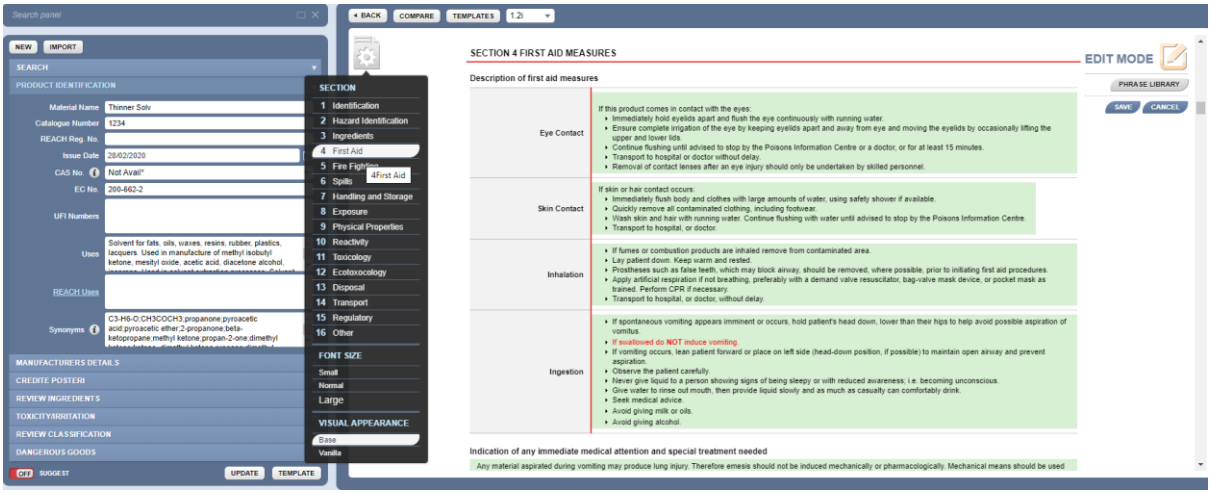
8. Enter the **changes** in the text field and use the editor tools to either add columns, bold text, set text colour, set background colour, set italics, underline, etc. and select the save 

button.

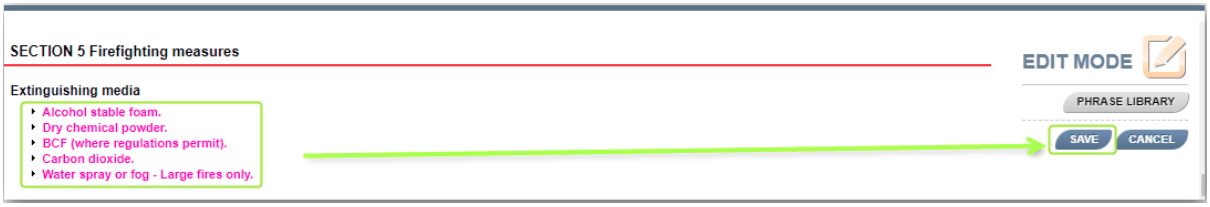
Changes effected on that specific section are shown below as an example.



9. To continue editing the rest of your document, navigate using the menu button to easily jump between different sections of the SDS. For example, to edit First Aid (Section 4) of the. Click on the **SDS Sections Menu** icon located on the top left of the document.
10. Select **SDS Section 4** from the menu button  to view content.



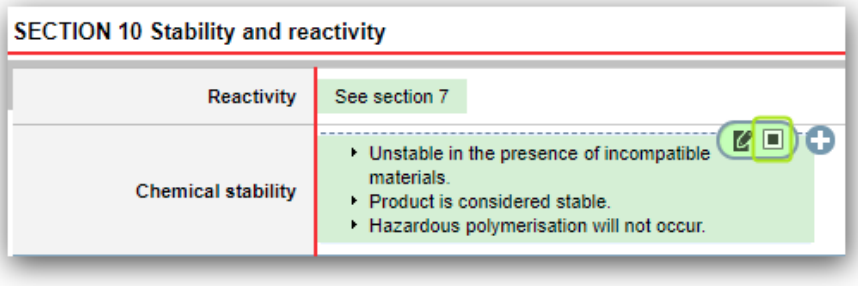
11. Once you are satisfied with the edits and have saved the individual sections that has been edited, press the last SAVE button of the document itself located under Edit Mode.



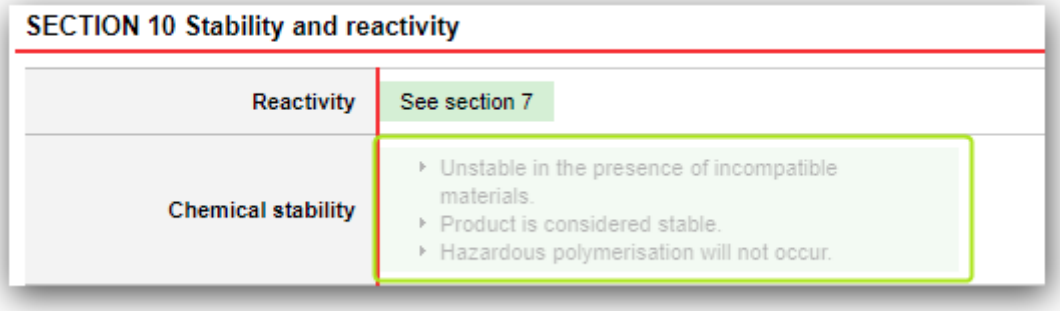
2.2.2.2 Editing an SDS using the SDS Checkboxes

Steps: Editing SDS and Using SDS Checkboxes

1. Follow steps 1 to 5 in section *2.2.2.1 Editing an SDS using the SDS Content Edit Function* above to open the SDS document.
2. Click on the edit mode **checkbox**  icon to hide a phrase of your selection.

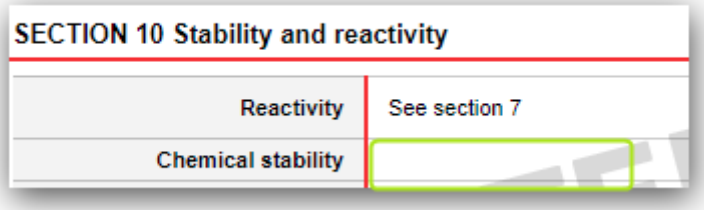


3. The section will be shown as "**hidden**" – notice the faint green highlight colour below.



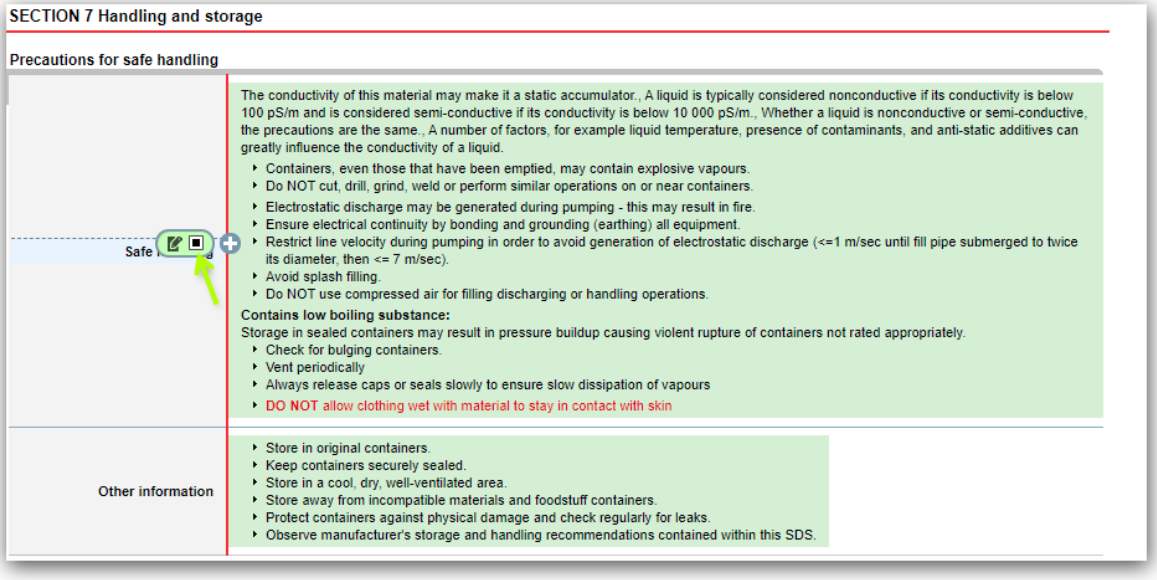
4. Again, once satisfied with the hidden phrase, select the **final save** button.

5. The section now will look blank.

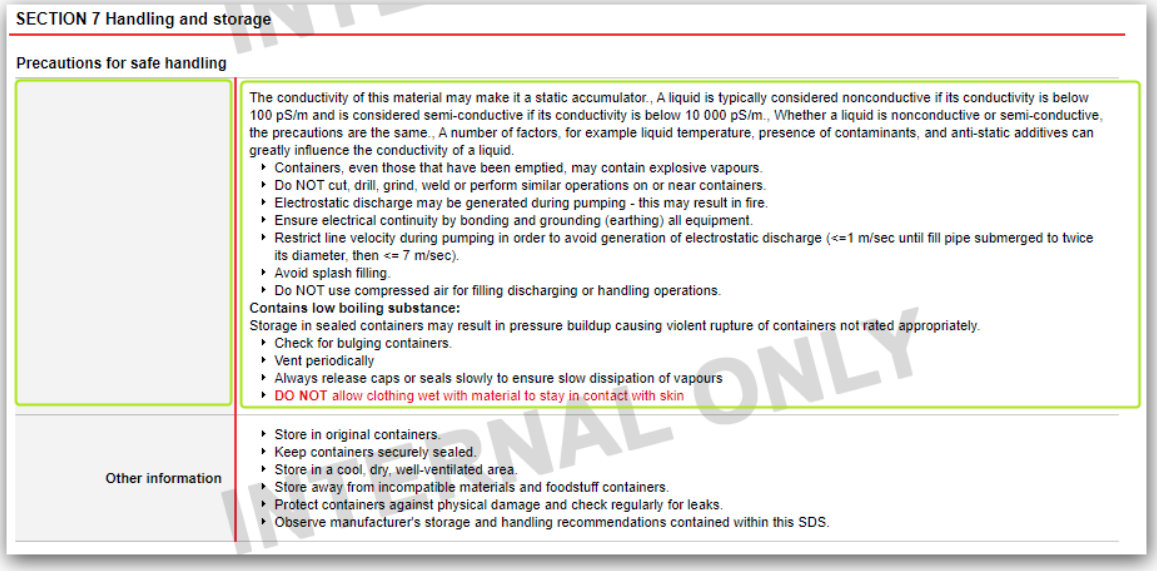


Disclaimer:

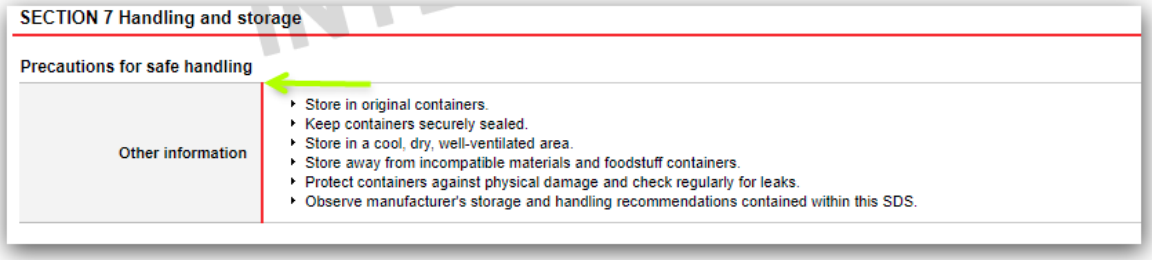
1. In green edit mode, hiding the sub-headers of a phrase will result in hiding the entire section of the sub-heading upon re-rendering the SDS.



2. Upon selecting the Edit Mode save SAVE button, the sub-section is now hidden. However, the sub-section phrases still shows as this is in a “static” mode.



3. Notice that the entire sub-section of “Safe handling” is now missing upon re-rendering the SDS.



2.2.2.3 Generate an Audit Report

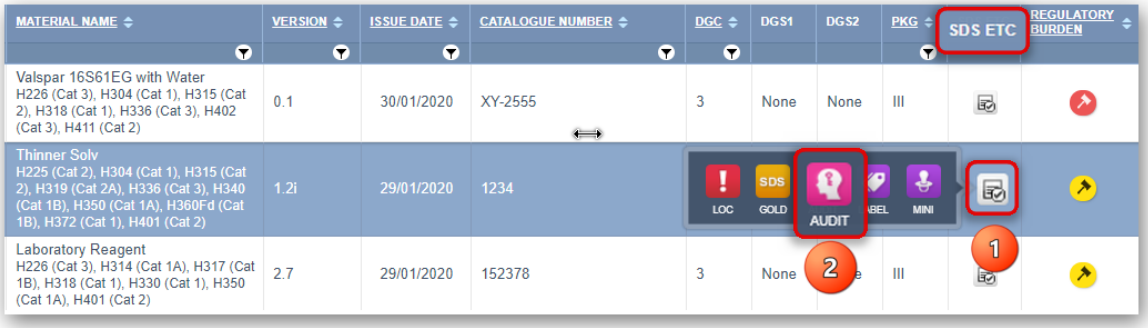
A material’s audit report can be drawn from the system for each authored SDS through the Audit function of the SDS ETC button within the materials grid. This type of report provides information about the Classification rationale of the material including the contributing factors:

- Physical hazards
- Environmental hazards
- STOT
- Reproductivity
- Carcinogenicity
- Germ Cell Mutagenicity
- Eye irritation
- Skin irritation
- Aspiration

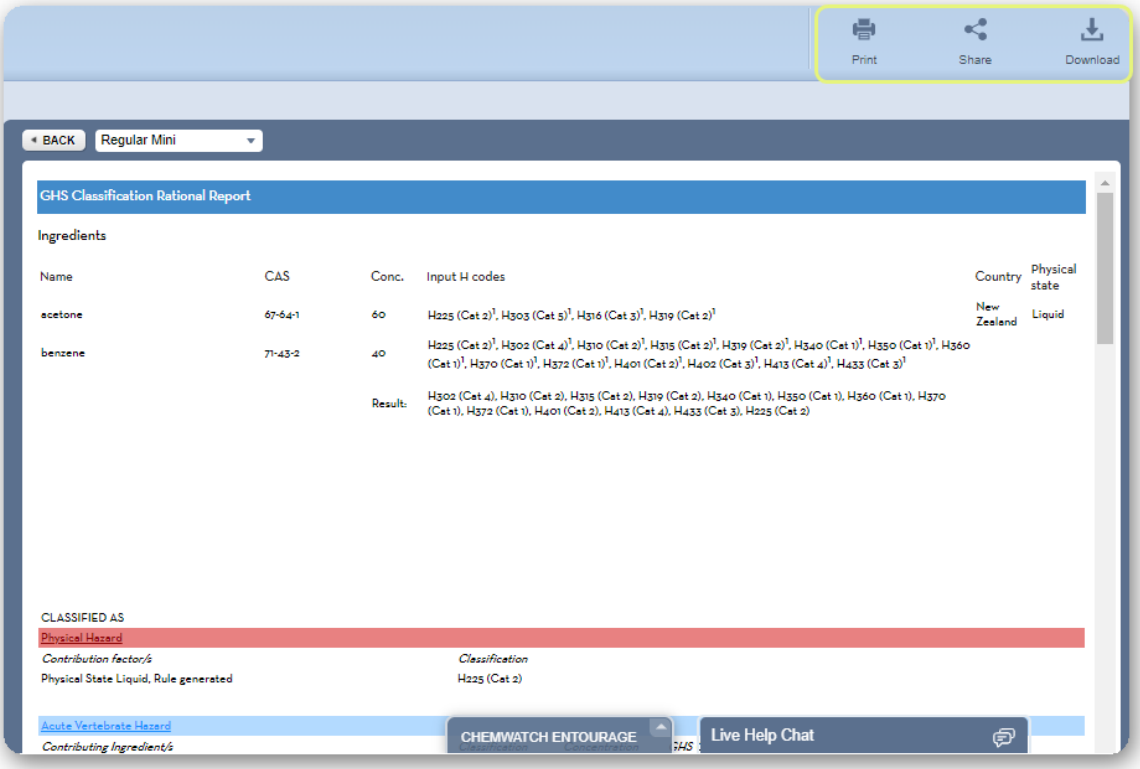
The following steps show how to quickly generate such a report for reference information as per the classification of the material based on its ingredient(s).

Steps: Generating an Audit Report

1. Press the **SDS** button alongside the material name; located in SDS ETC cell.
2. Click the **Audit** icon to load the document.



3. Scroll through the document by using the vertical scrollbar on the right-hand side to view relevant information.
4. Use the **Print, Share and Download** toolbar to generate the report in report in print format; share or download.



2.2.2.4 Generate a Mini SDS Report

A **Mini SDS** is a one-page colour coded hazard summary report that is generally useful in emergency response situations, where it provides material classification information, graphical information; Ingredient(s) composition, OELs, GHS hazard classification, primary health hazard, precautions for use (PPEs), physical properties, emergency graphics, first aid and safe storage with other classified chemicals. Note the Mini SDS data is drawn from the full SDS and dependent on the available of the Gold SDS. The following steps show how to quickly generate such a report for reference information as per the classification of the material based on its ingredient(s).

The Mini SDS country, language and format is based on the respective SDS Settings. The example of the Mini SDS below is set to Country = Australia, Language = English and SDS Format = GHS. These settings are applied based on the business jurisdictional operations to ensure that the data meets compliance requirements for the country of operation.

Steps: Generating a Mini SDS

1. Press the **SDS** button alongside the material name; located in SDS ETC cell.
2. Click the **Mini** SDS icon to load the document.
3. Scroll through the versioned document by using the **vertical scrollbar** on the right-hand side to view relevant information.
4. Use the **PSD toolbar** to generate the report in printed format or save or share.
5. You may also change the **Language** from the Language drop-down options.
6. View other versions from the version drop-down options.

2.2.2.5 Generate a Label

A **Label** is used to identify a substance or a chemical in a container  . It is often the initial source of information, presented in a written and or graphic form and is attached or on the outside face of a container. The label enables an employee to identify the hazard and qualities of the contents in a container. It is important to determine the specific purpose of the label. Is the label for a product used within the organisation only or for products to be sold commercially? If intended for sale, will the product be used domestically or industrially? This will affect the information that is required by legislation to appear on a chemical container. One of the main requirements is to ensure the label is clear, concise and legible to ensure an employee understands the information that appears and that it also complies with the labelling regulations.

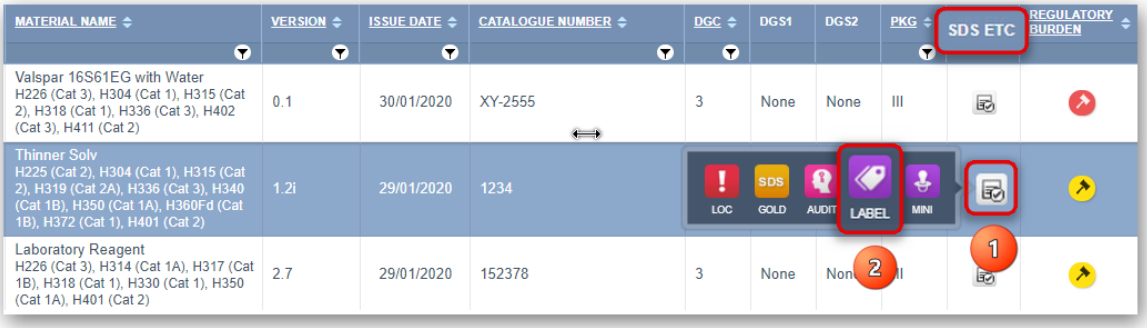
General label Information includes;

- Language written in English.
- Product identifier
- Manufacturer or Supplier's name, address, and business telephone number
- Identify and proportion disclosed (composition%) in accordance with Schedule 8 for each ingredient.
- Hazard pictogram(s) applicable to the correct classification of the chemical (GHS pictogram)
- Hazard statement(s), signal word, precautionary statement(s) consistent with the applicable classification of the chemical
- Hazards first aid, emergency procedures
- Expiry date of the chemical where applicable

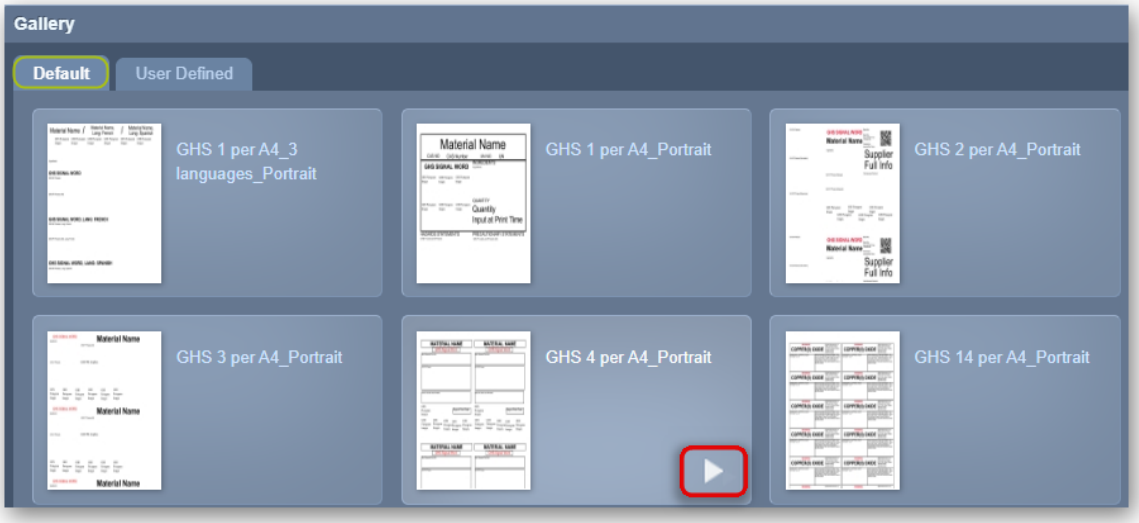
 The label information is generally based on the Gold SDS settings on what type of information will be generated.

Steps: Generating a Label

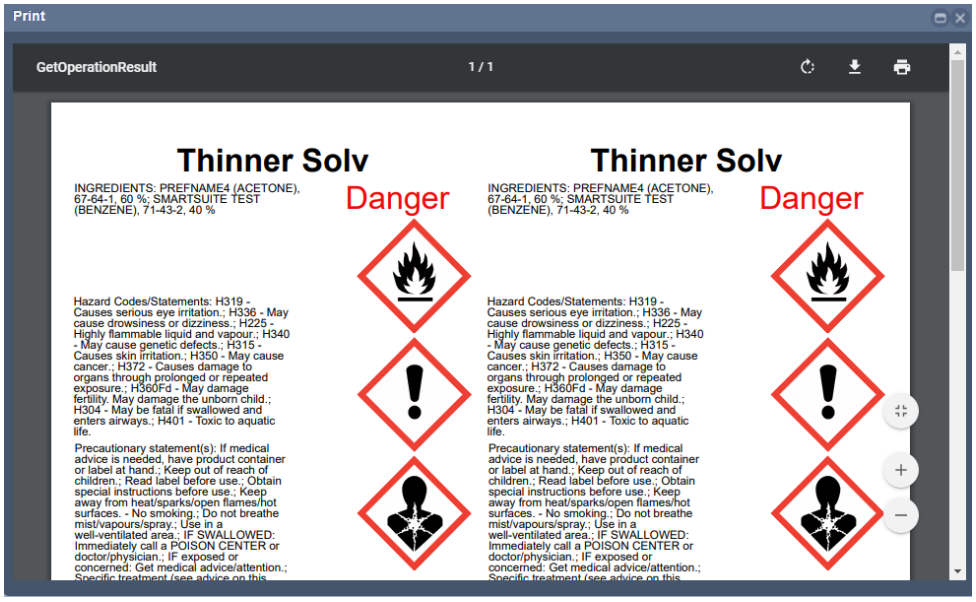
1. Press the **SDS**  button alongside the material name; located in SDS ETC cell.
2. Click the **Label**  icon to load the gallery (which contains two tabs – default and user defined).



3. From the default Chemwatch label template thumbnails, you must select an option, e.g., the GHS 4 per A4 Portrait is used in this case. Hover your mouse pointer towards the bottom right corner of that label frame until a forward arrow displays and then click on it to generate the selected label.



4. Use the **PSD toolbar** within the acrobat PDF generate to print or save the label.



2.2.2.6 View the Chemwatch Hazard Ratings Label

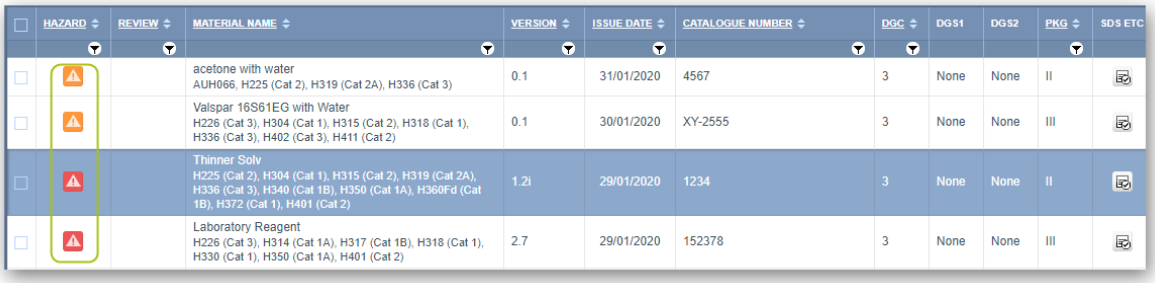
Chemwatch also provides a card type of label on the user interface based on Chemwatch Hazard Ratings. This type of card label provides a summary hazard classification information on the following headers:

- Chemwatch hazard rating and colour
- Physical state
- Hazard statement(s)
- Risk Statement(s)
- Carcinogenicity
- Pictograms
- Dangerous Goods
- GHS pictograms
- Chemwatch hazard ratings bar graphics
- Dangerous Goods pictogram(s)

The card label information is generally based on the availability of the material's Gold SDS classification.

Steps: Viewing Hazard Summary Card

1. Click the **Hazard** icon alongside the material name to display the card label.



2. **The Hazard Summary card** label provides the respective colour code matching the hazard colour code graphic from the materials table.

3. Press the **Close** icon to close the card label window.

2.3 User Defined Phrases (Phrase Library)

This sub-topic will cover the following objectives:

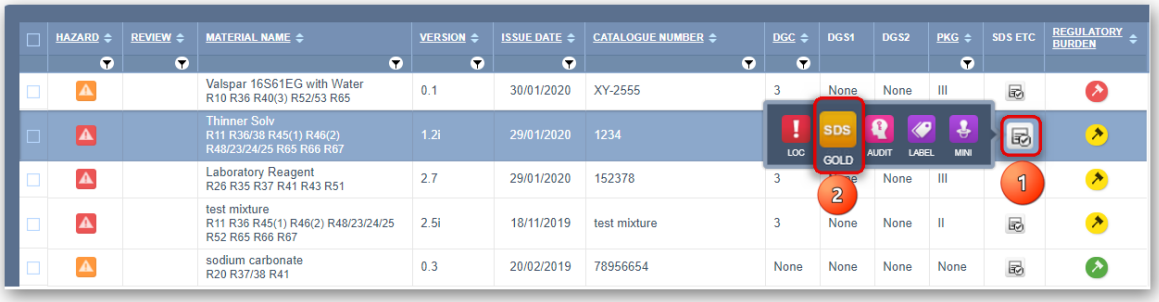
→ How to access the SDS Edit mode
→ How to create user defined phrases using phrase library
→ How to use the phrase editor
→ How to change the default language

WHAT YOU'LL LEARN

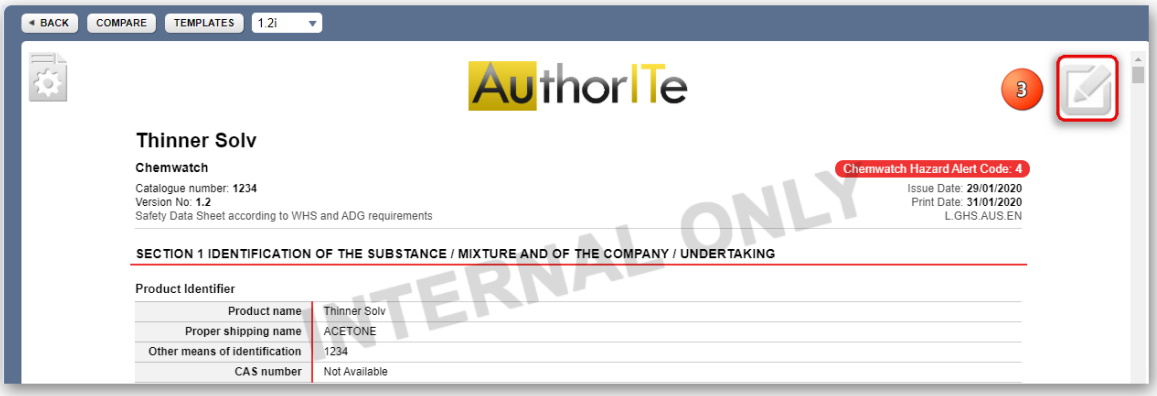
The phrase library tool provides users with the ability to add their own texts for every data point on the SDS and translate them under different languages. This tool is available through the Edit Mode button.

Steps: Add Phrases in the Phrase Library

1. Press the **SDS** button alongside the material name; located in SDS ETC cell.
2. Click the **GOLD SDS** icon to load the document.



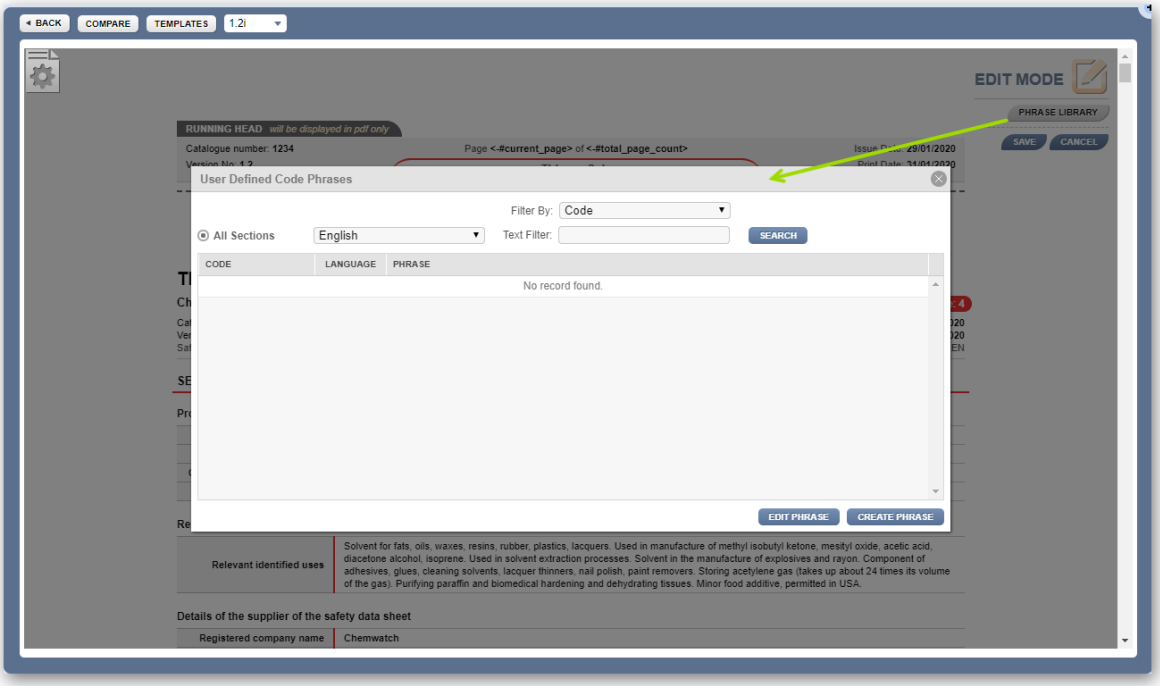
3. Press the **SDS Content Edit** function button on the top right corner of the SDS.



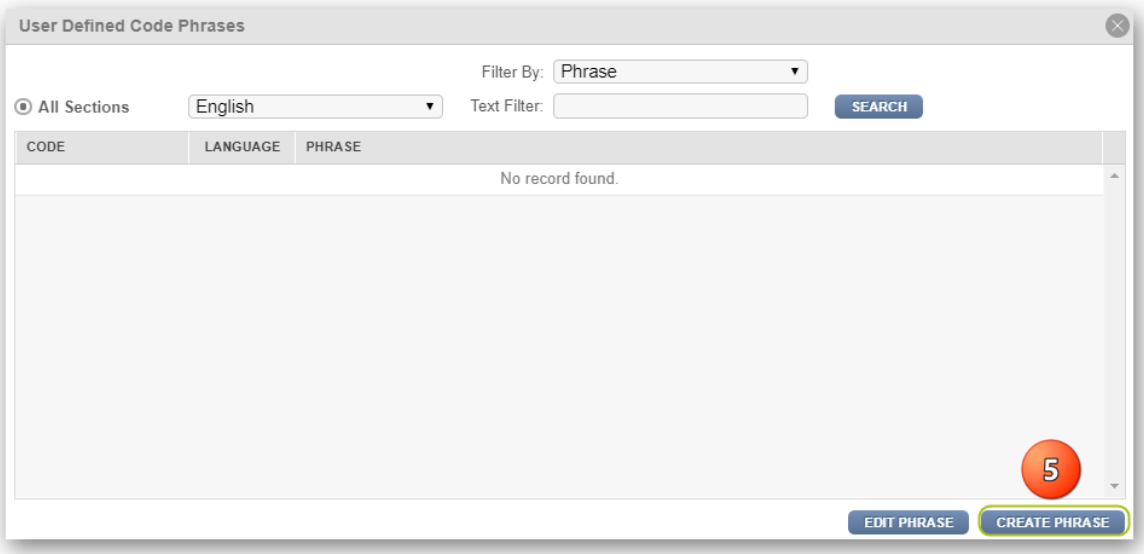
Notice the SDS will re-load with the edit button changed to EDIT MODE which enables an editor to make changes to any section of the SDS content.

4. Click the PHRASE LIBRARY button on the top right corner of the SDS to open the User Defined Code Phrases library window.

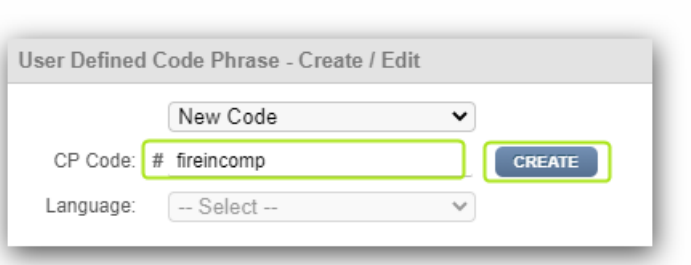
The Phrase Library provides language options, filter options and a search function. It enables users to create their own user defined phrases that can be used in the SDS. The language default is “English”. Feel free to change it to the language of choice!



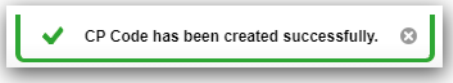
5. Press the CREATE PHRASE button to enter a new phrase.



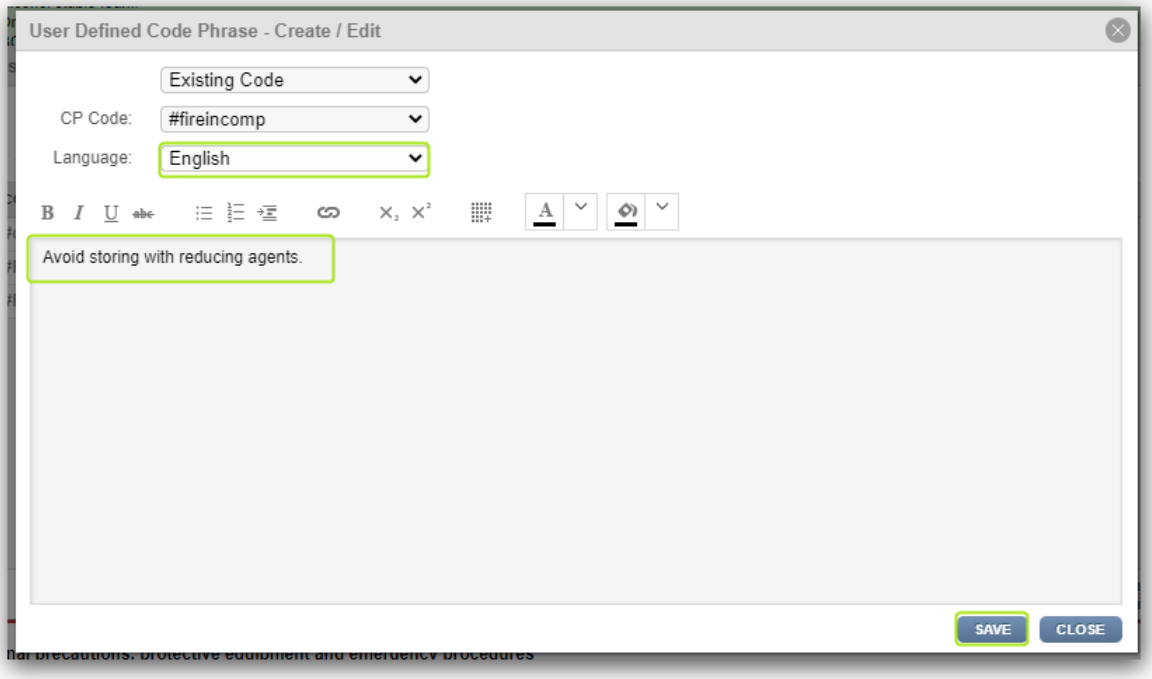
6. Select “**New Code or Existing Code**” from the Code drop-down list. If there is no existing code, user will need to create the code phrase (CP code) using the “New Code” selection and select the create button. i.e., #fireincomp say for Fire Compatibility section.



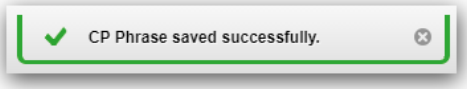
A notification will come up to confirm the CP Code you have created.



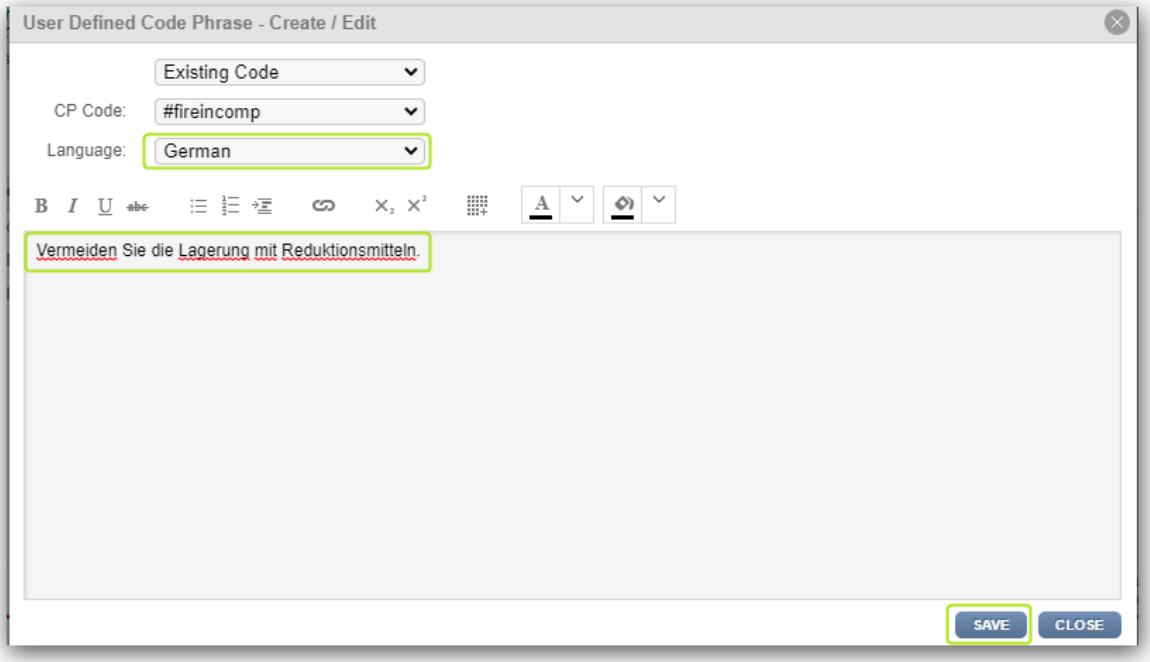
7. **Search the CP code** created by selecting "**Existing Code**" and select languages of interest for the phrase to be translated. Make sure to select the save button in-between adding the different language phrase(s).



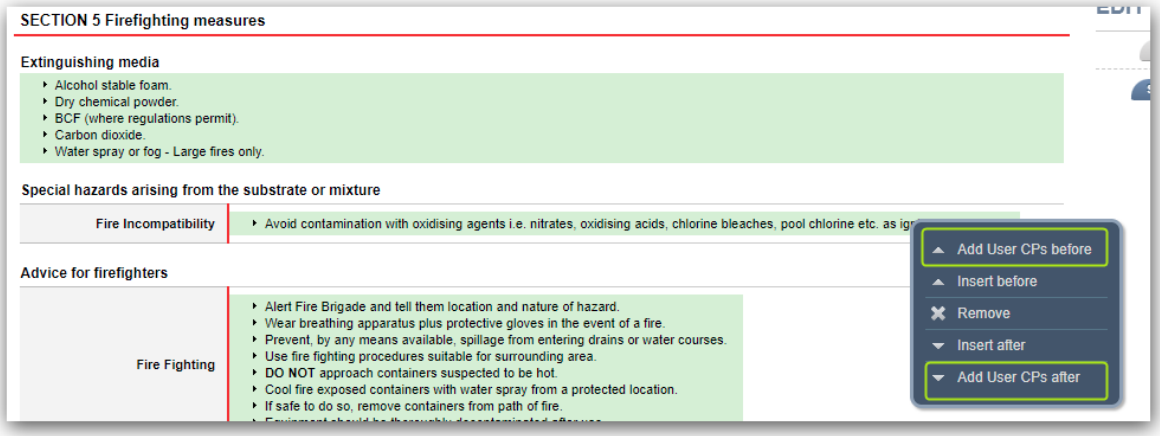
A notification will come up for every phrase/translation you have successfully saved.



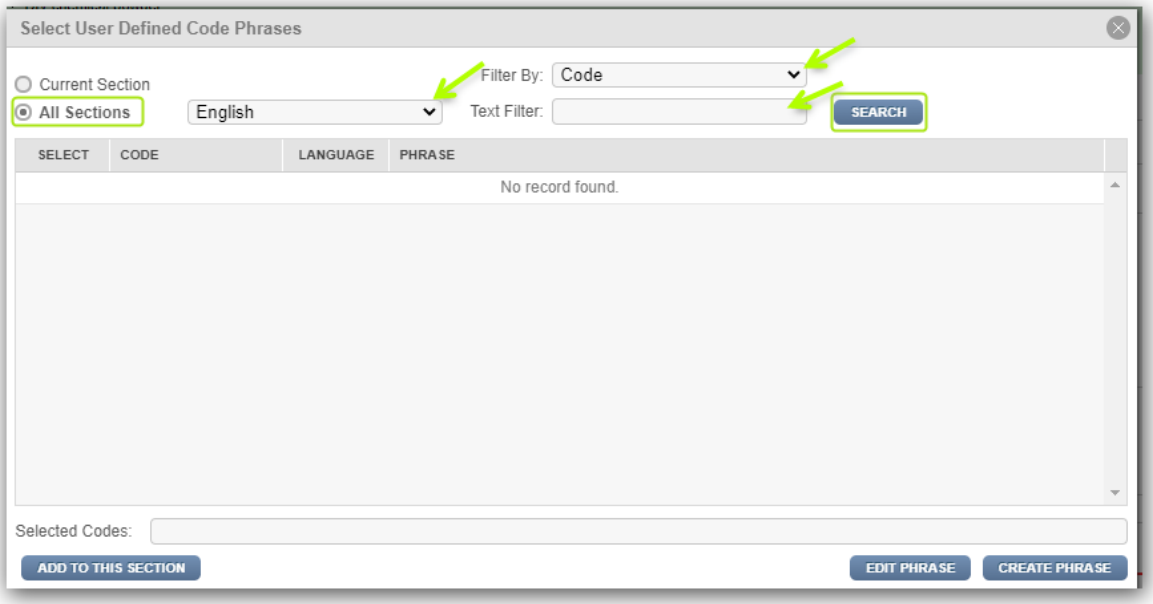
Add the translation. i.e. German translation.



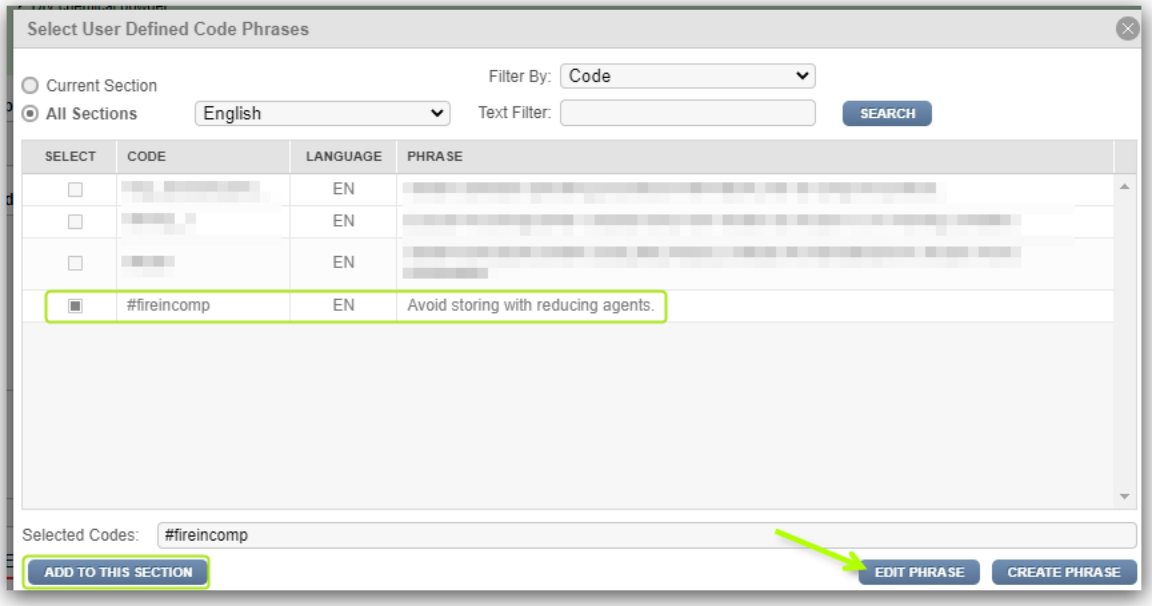
8. Click on the SAVE button from the Editor window to effect changes and then press the close button.
9. Add the CP Code to the section of interest in the SDS via "**Add User CPs before**" or "**Add User CPs after**"; i.e., Fire Incompatibility section.



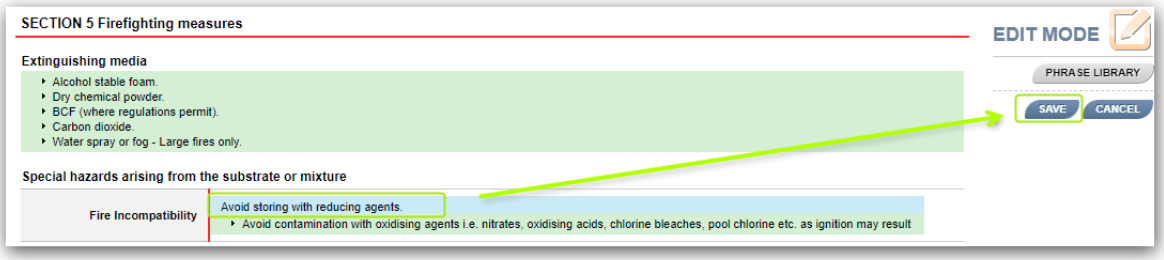
10. You may **search for your CP Codes** via Filter By **"Code" or "Phrase"** if known, Language(s) if known, or simply select "**All Sections**" and select the Search SEARCH button.



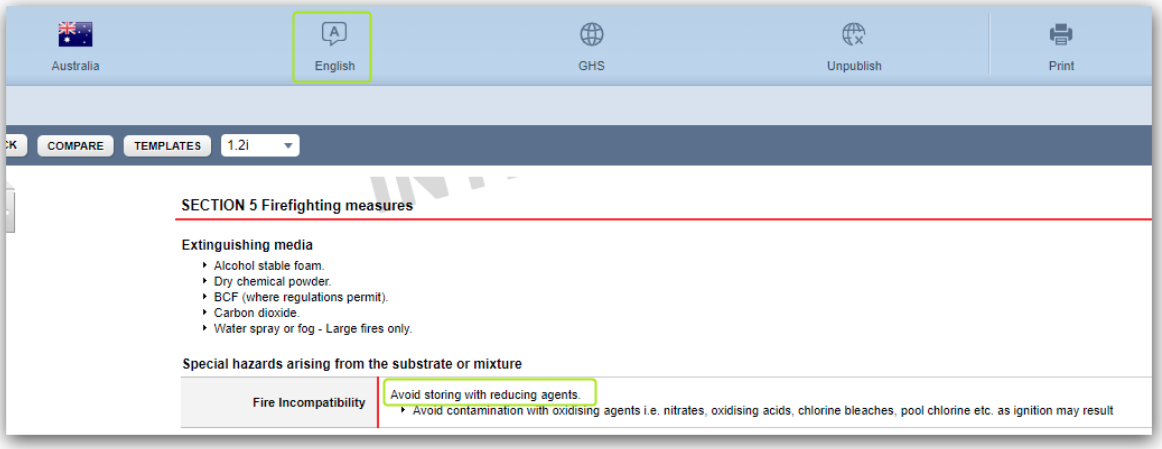
11. Select the code you want to add to the SDS section; you may also further edit the phrase by pressing edit phrase button if it requires modification. Otherwise, simply select "**Add to This Section.**"

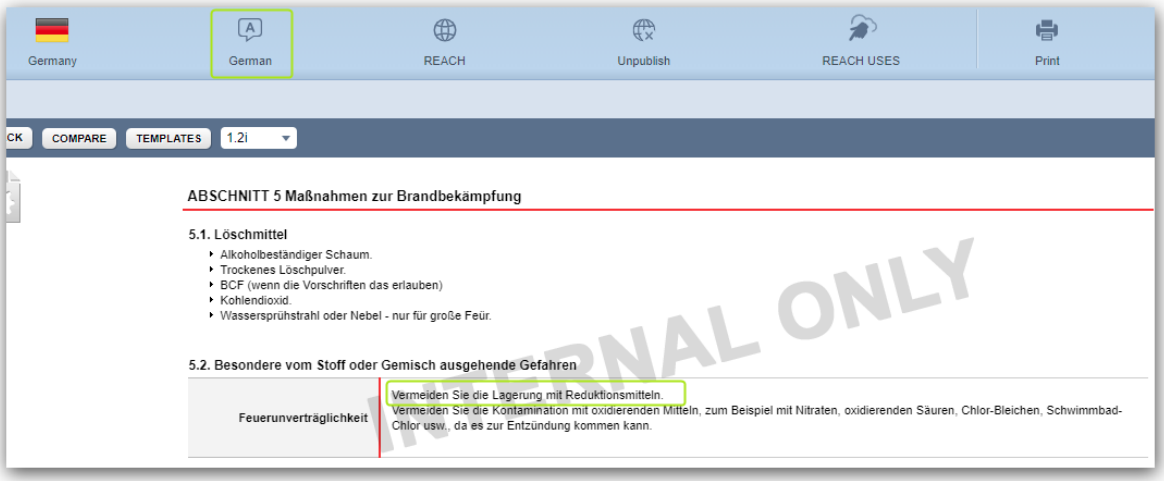


12. The phrase add will be shown as depicted below and then select the final **Save** button.



13. To confirm the translation, **render the SDS** in the different country/languages of interest for the phrase(s) that was added via the Phrase Library function, i.e., Australia (English) and Germany (German).



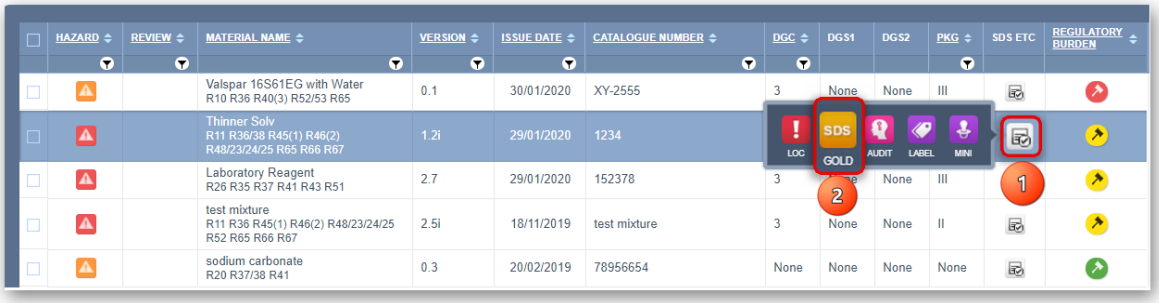


2.4 Compare SDS

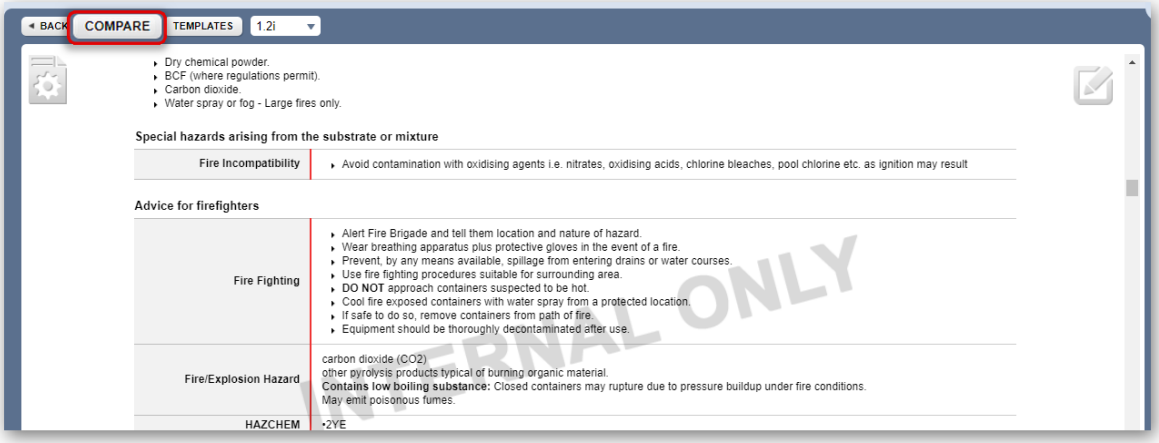
The Compare SDS feature allows you to compare the changes made to one version of the SDS to another version.

Steps: Display Compare SDS

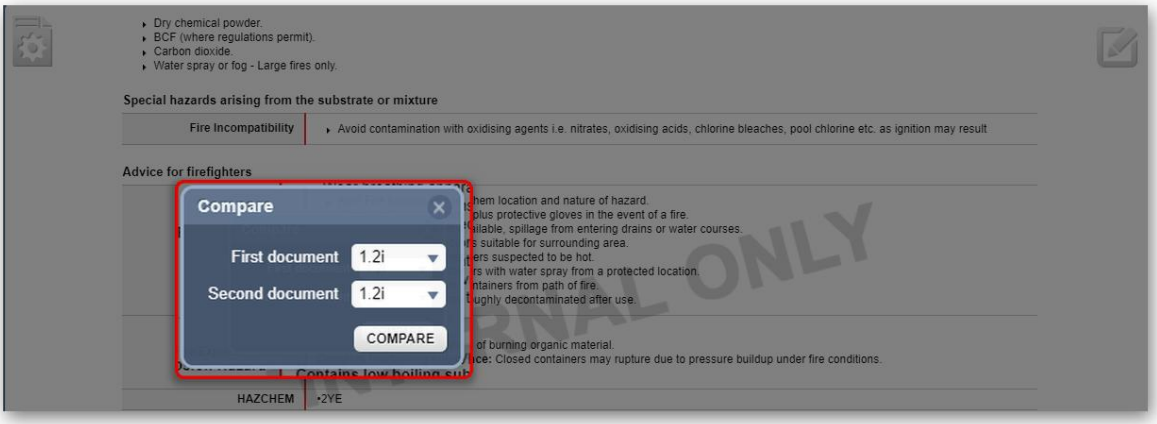
1. Press the **SDS** button alongside the material name; located in SDS ETC cell.
2. Click the **GOLD SDS** icon to load the document.



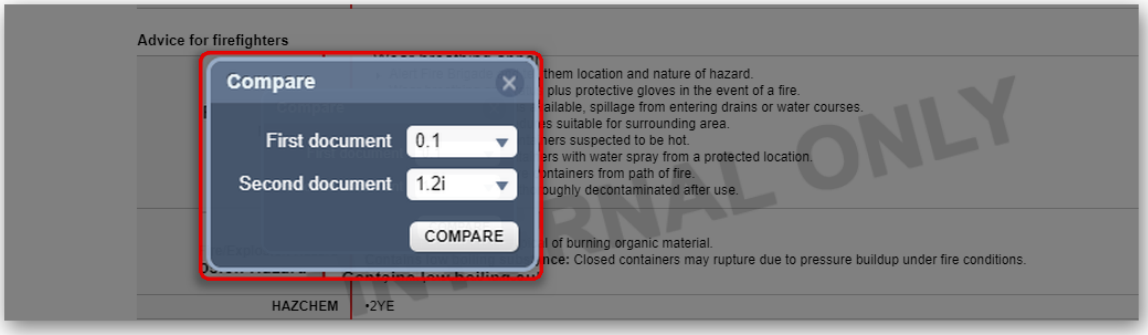
3. Press the **Compare** COMPARE button to activate comparison function to compare current version with previous one.



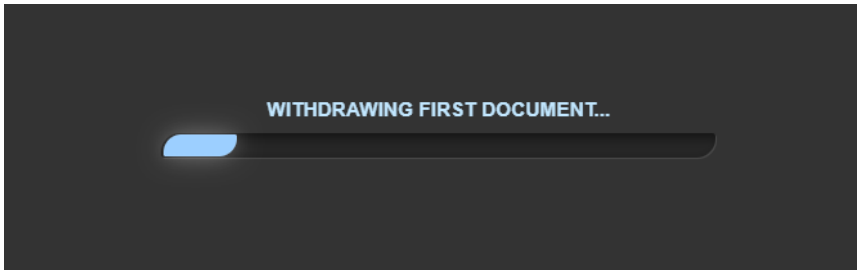
4. Select **the First and Second document versions** to compare against each other from the drop-down list.



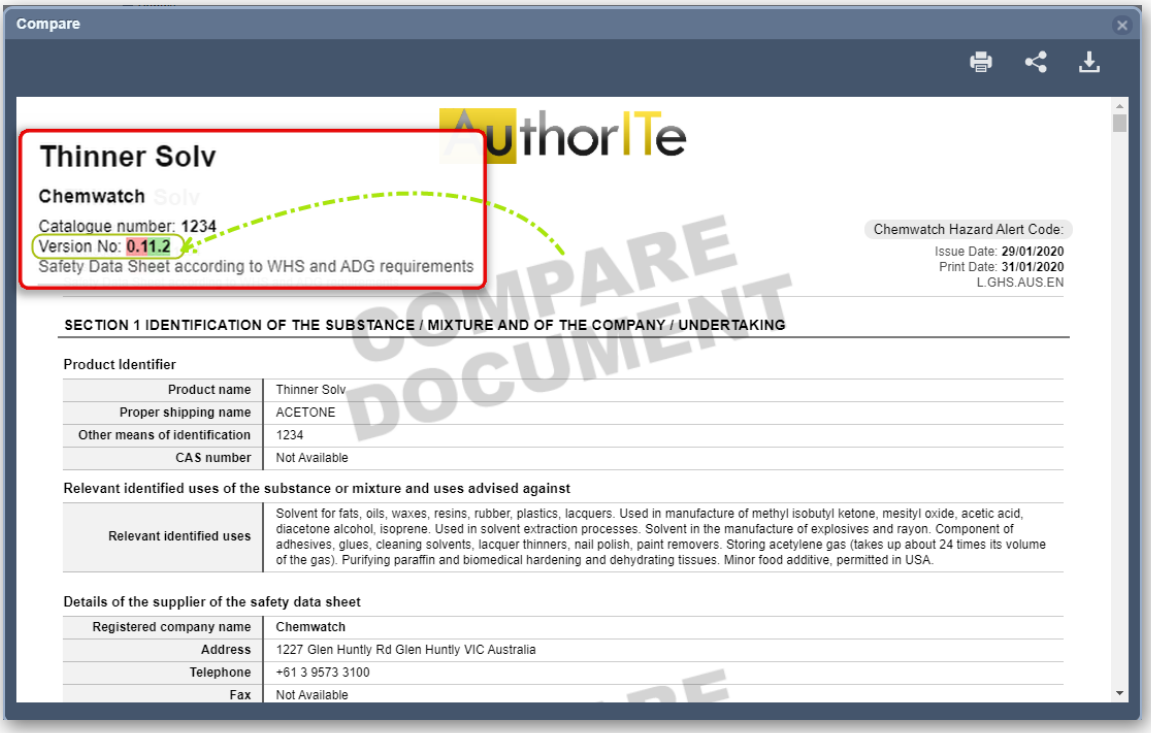
The previous SDS version has been selected as shown below.

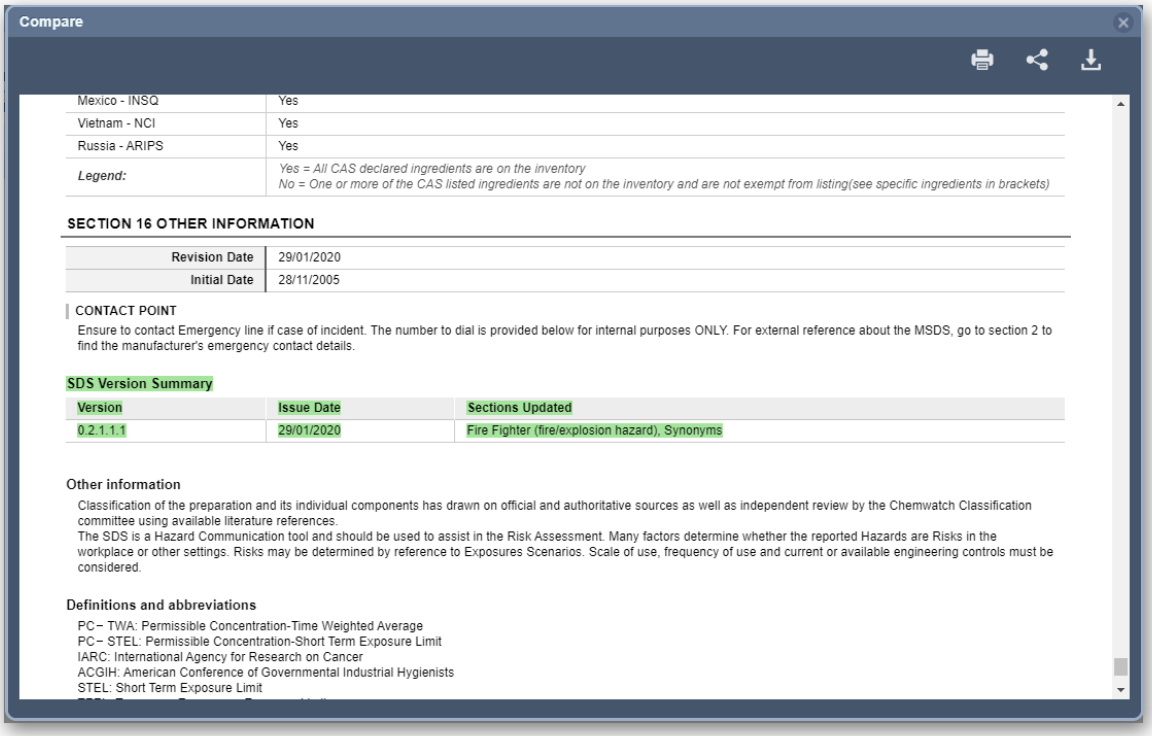


5. Press the **Compare**  button from the pop-up window to load.
6. The system will start withdrawing the first document, wait.



7. Once the compare window has finished loading the compare document (see water mark), check the compare functional colour coding on text – version No section of the SDS Header title on the left-hand side of the document, e.g., version 0.1 (red background colour on text) is compared with version 1.2 (green background colour) on text in this example.





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

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