



CHEMWATCHER USER GUIDE

Version 2.3



CHEMWATCH

Melbourne, Australia

2025

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About the User Guide

This guide covers the Chemwatcher module in any chemicals management system package for the Core, Professional or Advanced chemicals management solution. The topics covered are based on the various elements and features available within the Chemwatcher module.

The chemicals management system is designed to provide businesses and organisations with a platform to manage their own chemicals inventory as per workplace health and safety requirements.

The content in this guide is intended for the domain administrator and any other users that have been granted permission to access the Chemwatcher module.

General modular features, icons and buttons are used across this guide to emphasize a specific activity in the defined steps for respective topics. The full user application manual for the product package is accessible through the manual icon  within the user interface of the application for reference to other modules and core functions.

Modules



Home



Settings *Administrator Settings*



Chemwatcher



Request

Features



Feature Meter



Download PTN Reports




Report Generator 

Filter  Reports 



PTN History





Information Reference



The reference information  is shown where applicable. Most activities covered are illustrated using read-write permission to all modular features. Users who do not have access to the Chemwatcher module must contact the Chemwatch system's administrator or send an email to your Chemtourage Account Manager at customerservice@chemwatch.net for further support.



About the Application

The Chemwatcher module is a web application supported by the following latest common browsers.

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



The web application works in both Windows PC  and Mac PC  which should be connected to the internet. The Chemwatch web application is not supported for the following browsing compatibilities:

- Google chrome browser with touchscreen
- Compatibility mode of internet explorer browser
- Enterprise mode of internet explorer browser

Smarter Suite Mobile App

Smarter Suite is a new mobile application for quick access to health and safety information, chemical inventory management and assets management. This mobile application uses scan-in-scan-out technology, enabling users with full visibility and tracking of the lifecycle of each container. It is compatible with both iOS and android system and can be added to the web application license as an extra package.

Note that the web application is not fully supported for smart phones  and tablets .

|  | | Features |
|---|----------------------|--|
|  | Chemicals Management | <ul style="list-style-type: none">• Smart Vendor• Smart Gold• Smart Mini• Smart ER• Smart Cobra• Smart Labels |
| | Assets Management | <ul style="list-style-type: none">• Search and browse• Inventory• Reconciliation• Settings |



For more information about SmartSuite Apps, contact sales@chemwatch.net.

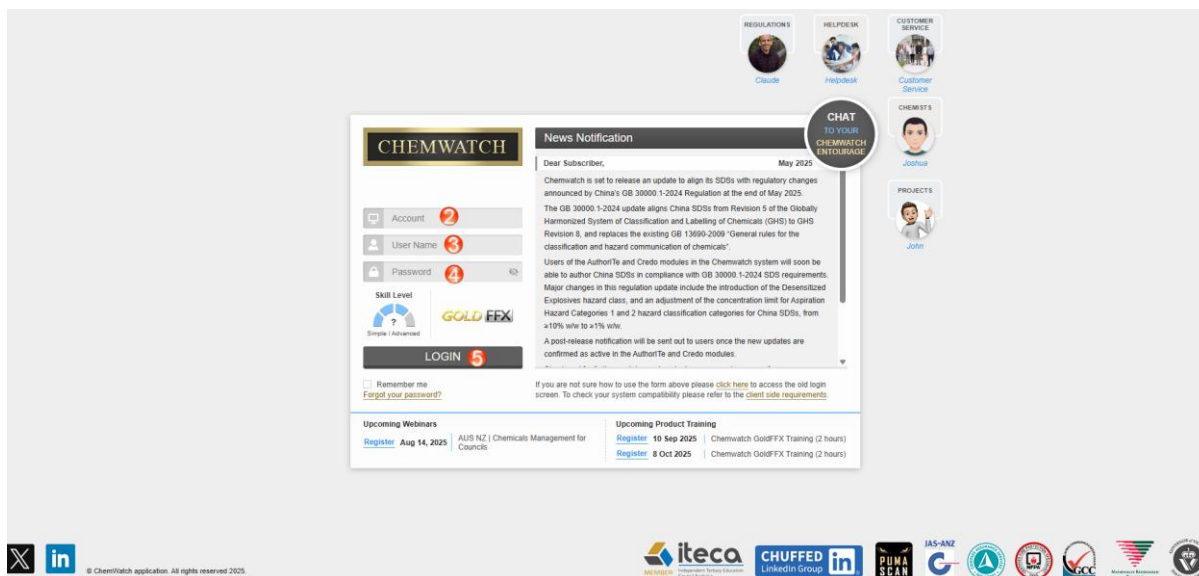


About User Login

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

<https://jr.chemwatch.net/chemwatch.web/Chemwatcher>



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.



Login Page Descriptions

| Login Page Elements | Function | Description |
|---------------------|---------------------------------|---|
| Website cookies | Cookies acceptance for the site | This site uses cookies to store user selected settings between sessions |
| Account name | Account identifier | This is the domain name for the system license package, applicable to all users. |
| 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. |
| Password | Authentication pass identifier | Password for system authentication to login; specific to each user. A password may have at <i>least 5 characters and not longer than 15</i> . |




| | | |
|---|---------------------------------|--|
| Remember me  Remember me | Checkbox to remember login data | If the checkbox is selected, the browser will remember your previous login for the account and user login. 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. |
| Register | Registration link | This link opens up a registration form to register for the next upcoming webinar(s). |
|  | Skill level | The feature meter enables users to select the applicable skill level to use simple to advanced features of the system. |




User Roles and Permissions

Generally, the system can be accessed through the following types of authentication modes:

- Manual login or
- Single-Sign-On (SSO)

 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.

The table below recapitulates the system's functional roles and related permission attributes.

| Function | User Profile | Description | Permission |
|---|---------------------------------------|---|--|
|  Domain Administrative | Primary Administrator | Entire Access to the system | Full access with read-write permission to the entire system and able to set up users and respective privileges, products and user access management. |
|  Management | Folder and inventory Management level | Management of specific Folders and/or 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, and many more functions and features. |
|  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 the set privileges by the domain administrator. |

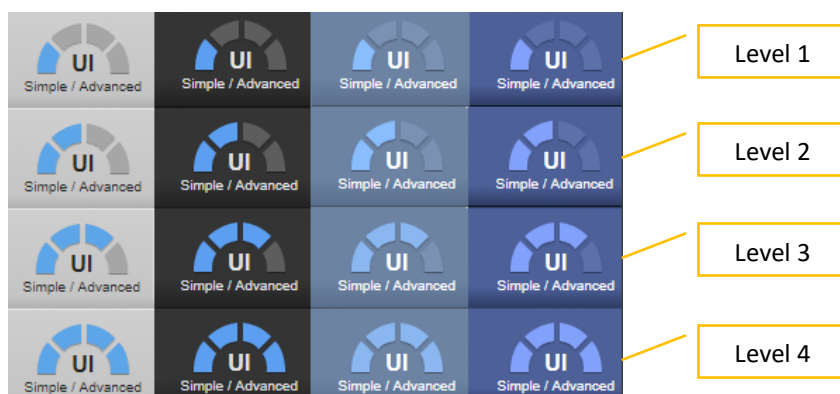
About Feature Meter and UI Panels

The Feature Meter is a user interface gauge geared towards improving usability of the GoldFFX application user interface from Intermediate mode (GoldFFX full features) to Basic mode and Simple mode based on skill level.



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

The feature meter enables users to toggle between simple to advanced user interfaces. The image below shows the varying user interface colour themes. The feature meter is categorized into the following four-gauge levels.



This solution presents different UI (User Interface) panels with applicable colour themes and product package logos. In this document, all application screen shots are based on the most common “light blue” user interface colour theme.

| Skill Level | Mode | Application | Package (Product + Logo) |
|-------------|----------------------------------|---------------|------------------------------------|
| Level 1 | Simple mode user interface | Backpack Lite | |
| Level 2 | Basic mode user interface | Backpack | |
| Level 3 | Intermediary mode user interface | GoldFFX | |
| Level 4 | Advanced mode user interface | Chemeritus | GoldFFX + Extra modules & Features |







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



1.0 Introduction

Chemwatcher is a Chemwatch web application developed for the basic management of SDS for chemicals used, stored or transported in the workplace. The chemicals management system: Chemeritus, GoldFFX or Backpack is amalgamated with the following modules.

| | |
|--|---|
|  Chemwatcher |  Manifest & Hazards |
| <ul style="list-style-type: none">• View the dashboard status of SDS requests• Get statistics for Age of SDS Breakdown, Availability• Get status of Vendor SDS Age Status and VGD data• View PTN History and status of PTNs• Export PTN history data | <p>Filter your inventory records by;</p> <ul style="list-style-type: none">• Hazards and Dangerous Goods• SARA• Incompatibility Report• REACH Uses... |
|  Systems Dashboard |  Systems Settings |
| <ul style="list-style-type: none">• Access to the systems dashboard widgets• Use widget options to generate statistical and graphical representation of data• Track user activity | <ul style="list-style-type: none">• Set up user permissions and privileges• Set up filters• Configure SiSoT settings• Set up Manifest settings• Configure approvals workflow and settings <p>And many more...</p> |

This guide provides users with information covering the following learning objectives.

- Chemwatcher dashboard elements
- Outboarding statistical information
- Age of SDS breakdown
- Availability status for SDS
- VGD (Vendor Gold Data) status
- Registration, Acquisition stages
- View, search and export PTN History data



Note that the settings module is not covered in this guide. However, a separate administrator guide is available. Contact your Chemtourage Customer Service Account Manager for assistance by sending an email to customerservice@chemwatch.net.

2.0 Chemwatcher Module Dashboards

This chapter will cover the following components of the Chemwatcher module.

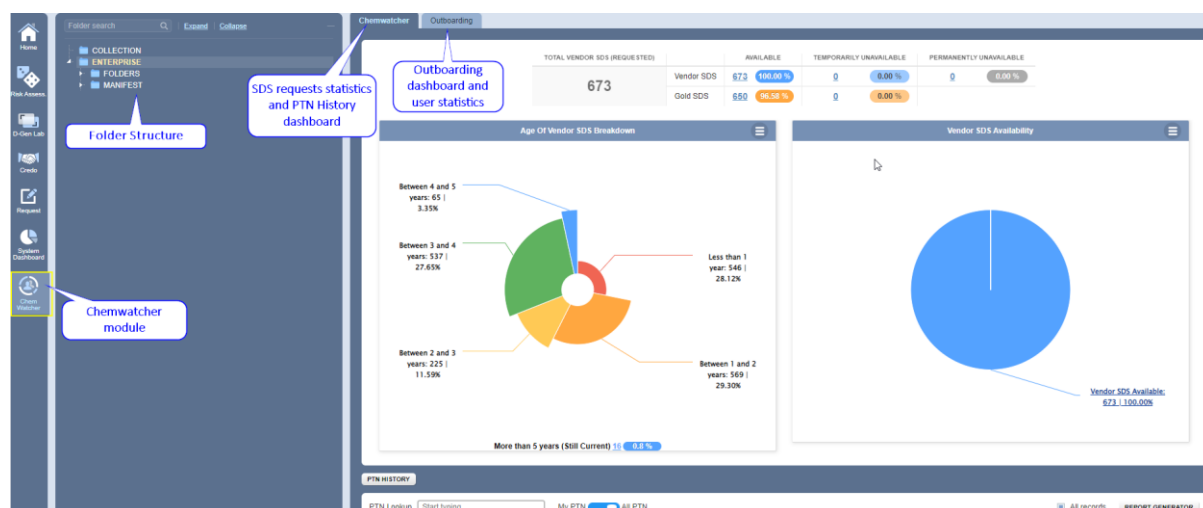
- Chemwatcher dashboard
- Outboarding dashboard



The Chemwatcher module contains two tabs:

- Chemwatcher tab
- Outboarding tab.

The image below shows the Chemwatcher Dashboard.



The image below shows the Outboarding Dashboard.



2.1 Chemwatcher Dashboard

This sub-topic will cover the following components:

- Dashboard Elements
- Statistical Information on SDS Requests
- Age of SDS breakdown
- Vendor Availability
- VGD (Vendor Generated Data) Availability
- Vendor SDS age status
- View, search and export PTN History data



The Chemwatcher tab provides statistical information about SDS requests submitted to Chemwatch for registration. The requests are treated as projects and each request is assigned a Project Tracking Number (PTN).

The project phases of the process have typical time frames provided below as an approximation of the turnaround time for each stage of the process.

| Project Phase | Short Description | Turn Around Time ¹ |
|----------------------|----------------------------------|-------------------------------|
| Registration | Registration of requests process | ~ 48 hours |
| Acquisitions | Acquisition of SDS process | ~ 14 days |
| Review of Vendor SDS | Vendor SDS review process | ~ 40 days |
| Revision Requests | Revision of SDS process | ~ 48 hours |

Requests follow the process truncated below.



The total Vendor SDS requested are categorised into:

- Available
- Temporary Unavailable
- Permanently Unavailable

¹ Disclaimer: Duration of each phase may vary depending on the size of the project.

The available category will also include the total number of Gold SDS. The acquisition progress is presented with percentiles of the total vendor SDS requested. An example is shown in the image below.

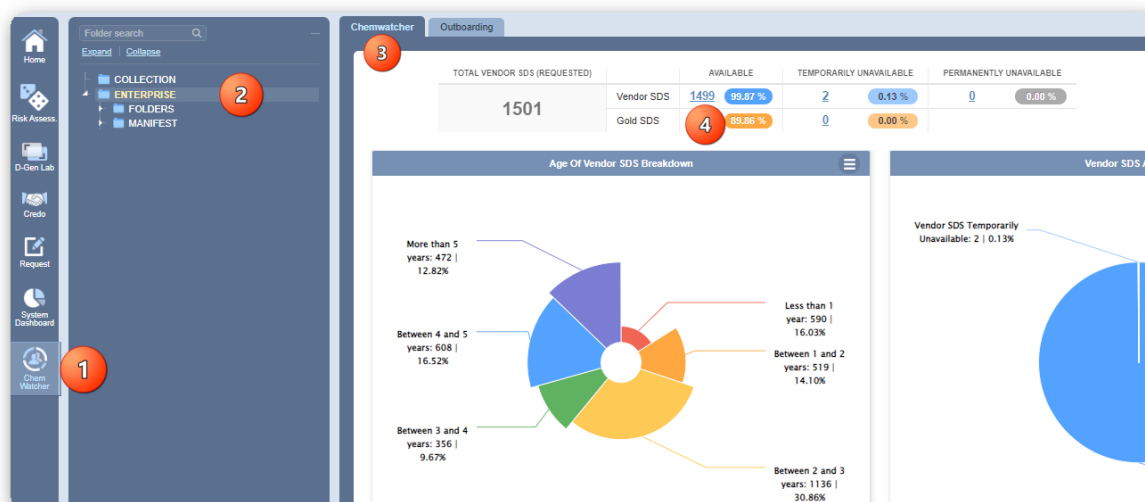
| TOTAL VENDOR SDS (REQUESTED) | | AVAILABLE | TEMPORARILY UNAVAILABLE | PERMANENTLY UNAVAILABLE |
|------------------------------|------------|--------------|-------------------------|-------------------------|
| 1501 | Vendor SDS | 1499 99.87 % | 2 0.13 % | 0 0.00 % |
| | Gold SDS | 1347 89.86 % | 0 0.00 % | |

The values presented are linked to the actual list of materials/products.

2.1.1 Available Vendor SDS Requested

The following steps illustrate how to display the list of available Vendor SDS requested from the Chemwatcher dashboard.

Steps: Displaying Vendor SDS Requested Data




1. Open the Chemwatcher module.
2. Inventory data for the entire enterprise is selected from the Enterprise folder from the tree structure by default.
3. The Chemwatcher tab is the default dashboard.
4. Click the linked value for Available Vendor SDS.
5. The Vendor SDS Available report is displayed for materials.

Vendor SDS Available

Report Materials

| CHEMWATCH NUMBER | MATERIAL NAME / CATALOGUE NAME | VENDOR | GOLD SDS EXISTS | GOLD SDS ISSUE DATE | VENDOR SDS EXISTS | VENDOR SDS ISSUE DATE | SDS COUNTRY |
|------------------|--|-------------------------------|-------------------------------------|---------------------|-------------------------------------|-----------------------|-------------|
| 02-0057 | CRC Beltgrip (Aerosol) | CRC Industries | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 07/31/2020 | AUS |
| 02-0803 | ITW Devcon Plastic Steel 5 Minute Putty (SF) Resin | ITW Polymers & Fluids | <input checked="" type="checkbox"/> | 08/20/2021 | <input checked="" type="checkbox"/> | 08/20/2021 | AUS |
| 02-0895 | Dy-Mark Spray Ink All Colours | Dy-Mark | <input checked="" type="checkbox"/> | 08/20/2021 | <input checked="" type="checkbox"/> | 08/20/2021 | AUS |
| 02-0913 | WD-40 Aerosol | WD-40 Company | <input checked="" type="checkbox"/> | 08/03/2021 | <input checked="" type="checkbox"/> | 08/03/2021 | AUS |
| 02-1064 | Valvoline HP Gear Oil 80W90 | Valvoline (Australia) Pty Ltd | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 11/01/2019 | AUS |
| 03-0146 | Cement Australia Builders Cement | Cement Australia (Melcann) | <input checked="" type="checkbox"/> | 08/20/2021 | <input checked="" type="checkbox"/> | 01/01/2008 | AUS |
| 04-0027 | Recochem Patching Filler | Recochem | <input checked="" type="checkbox"/> | 07/09/2021 | <input checked="" type="checkbox"/> | 09/27/2016 | AUS |
| 04-0171 | Dy-Mark Spray & Mark Water Based All Colours | Dy-Mark | <input checked="" type="checkbox"/> | 08/31/2020 | <input checked="" type="checkbox"/> | 08/31/2020 | AUS |
| 04-0280 | Calguard Anti-Spatter Spray | Callington Haven Pty Ltd | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 11/01/2019 | AUS |
| 04-0870 | Henkel Loctite Automotive No.3 Aviation Gasket Sealant | Henkel | <input checked="" type="checkbox"/> | 08/20/2021 | <input checked="" type="checkbox"/> | 04/20/2020 | AUS |
| 07-0203 | Victa Formula V 2 Stroke Motor Oil | Valvoline (Australia) Pty Ltd | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 11/01/2019 | AUS |
| 07-0208 | Valvoline HD Synthetic Gear Oil 75W90 | Valvoline (Australia) Pty Ltd | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 11/01/2019 | AUS |
| 10-99905 | CETYLTRIMETHYLAMMONI... TRIBROMIDE | Sigma-Aldrich (Merck) | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | 02/09/2006 | AUS |
| 10000 | water | Recochem | <input checked="" type="checkbox"/> | 06/27/2017 | <input checked="" type="checkbox"/> | 04/29/2021 | AUS |

1 - 25 of 1742 items

6. Sort the data alpha-numerically by ascending or descending by clicking on the sort (up/down) icon  or column header title.


Report Materials

| CHEMWATCH NUMBER | MATERIAL NAME / CATALOGUE NAME | VENDOR | GOLD SDS EXISTS |
|------------------|--|--------------------------------------|-------------------------------------|
| 5056-34 | Wattyl Killrust Rust-Eeter | Valspar (a part of Sherwin-Williams) | <input checked="" type="checkbox"/> |
| 7519-66 | Wattyl Killrust Gloss Epoxy Enamel Lead Free | Valspar (a part of Sherwin-Williams) | <input checked="" type="checkbox"/> |
| 5047-15 | Wattyl Killrust Gloss Enamel Aerosol (MCRLF) | Valspar (a part of Sherwin-Williams) | <input checked="" type="checkbox"/> |

7. Use the pagination at the bottom left of the report window to go to a specific page or simply increase the number of items per page from 25 to 50 to 100 maximum.

| | | |
|---------|------------------------------|----------------------------|
| 17918 | Voestalpine Bohler Fox FFB-A | Voestalpine Bohler Welding |
| 8150-97 | Vivacity Megapoxy Thinners | Vivacity Engine Oil |



1 2 3 4 5 6 7 8 9 10 ... 25 items per page

 The material list contains details such as Chemical Names and Vendor. Gold SDS exists, Vendor SDS Exists, Vendor SDS Issue Date and Country. A Vendor is also known as a supplier or manufacturer. Manufacturers are responsible for authoring and providing current SDS for their products that are in the marketplace.

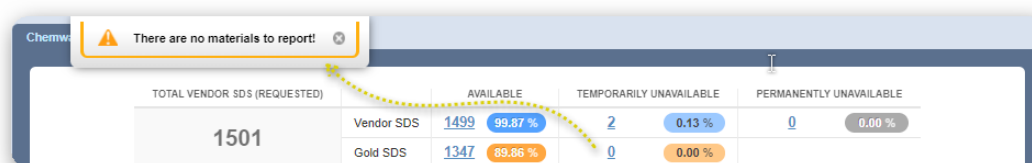
Marked/Unmarked Checkboxes Description

| Grid Component | Description of Marked/Unmarked Checkboxes |
|----------------------------|--|
| Gold SDS Exists checkbox | Checkbox marked <input checked="" type="checkbox"/> . If the Checkbox is not marked <input type="checkbox"/> , the SDS does not exist. |
| Vendor SDS Exists checkbox | Checkbox marked <input checked="" type="checkbox"/> . If the Checkbox is not marked <input type="checkbox"/> , the SDS does not exist. |
| Pagination | Use the grid pagination to view a specific number of items per page. |



| Grid Component | Description of Marked/Unmarked Checkboxes |
|----------------|--|
| | Select the dropdown arrow to choose desired number of items to be displayed on the page; 25 being the minimum and 100 being the maximum. |
| Share | Use the Share button  to email report. |
| Download | Use the Download button  to save report. |

If a zero (0) is shown in the dashboard for any of the categories as a value, clicking on this number will display the message “There are no materials to report!” as shown below.

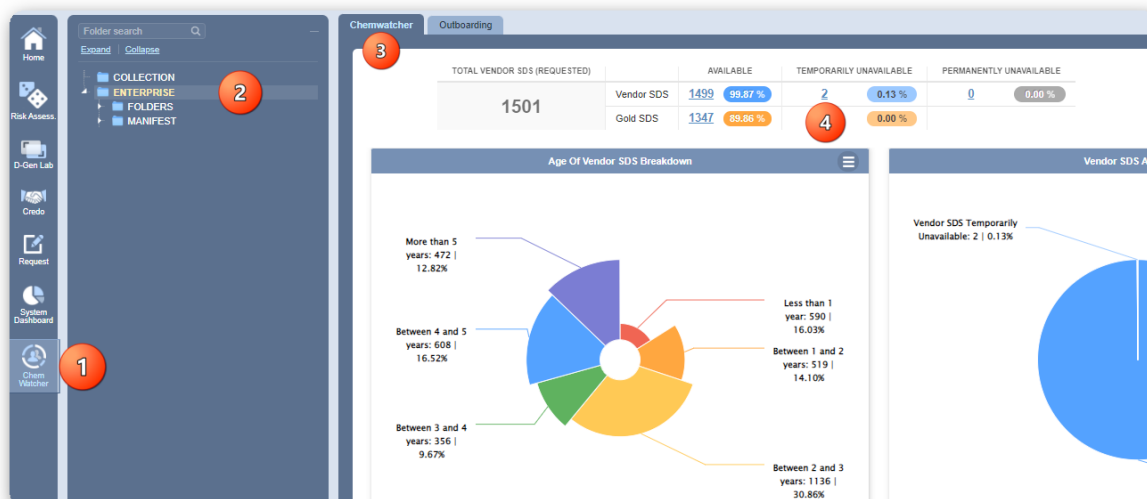


2.1.2 Temporary Unavailable Vendor SDS

The steps below show how to generate the “Temporary Unavailable Vendor SDS” report.

Steps: View Temporarily Unavailable Vendor SDS

1. Open the Chemwatcher module.
2. Inventory data for the entire enterprise is selected from the Enterprise folder from the tree structure by default.
3. The Chemwatcher tab is the default dashboard.
4. Click the linked value for “Temporary Unavailable” Vendor SDS. If the value (0) is shown, then ignore this action as it will only display respective message as discussed above.
5. The Unavailable Vendor SDS report is displayed for materials.



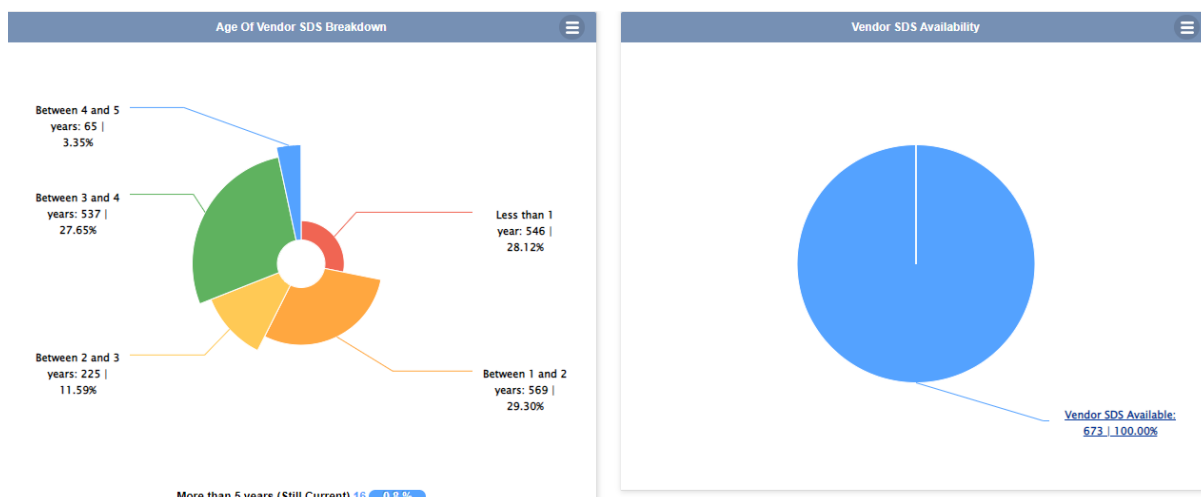
In this case, only 2 materials have Unavailable Vendor SDSs. Note that SDS Country VGD (Vendor Gold Data) column cells are rendered empty.

| Report Materials | | | | | |
|------------------|--|--------------------------|-----------------|------------------|-------------------|
| CHEMWATCH NUMBER | MATERIAL NAME / CATALOGUE NAME | VENDOR | SDS COUNTRY VGD | SDS LANGUAGE VGD | REGISTRATION DATE |
| 41-7366 | Hougen Rotamagic Super Concentrated Cutting Fluid | Hougen Australia | | English | 02/11/2021 |
| 65-41164 | 2548885, 2548886, 2548887, 2548888, 2548889 SCANIA AXLE OIL STO 1:0 80W140 | Scania Australia Pty Ltd | | English | 02/11/2021 |

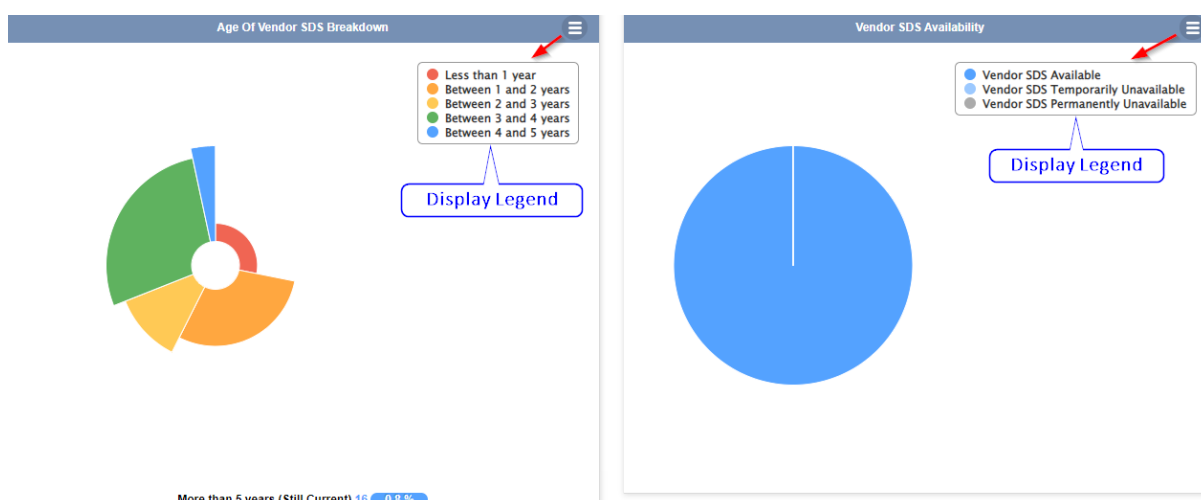
2.1.3 Statistical Data Display in Charts

The Chemwatcher dashboard provides a display of statistical data in a visual presentation using charts. These displays are organized to yield an overall picture of the data in a flash and display legend to be able to zoom in to a specific data set. The charts are categorised as follows:

- Age of Vendor SDS Breakdown
- Vendor SDS Availability
- Vendor SDS Age Status



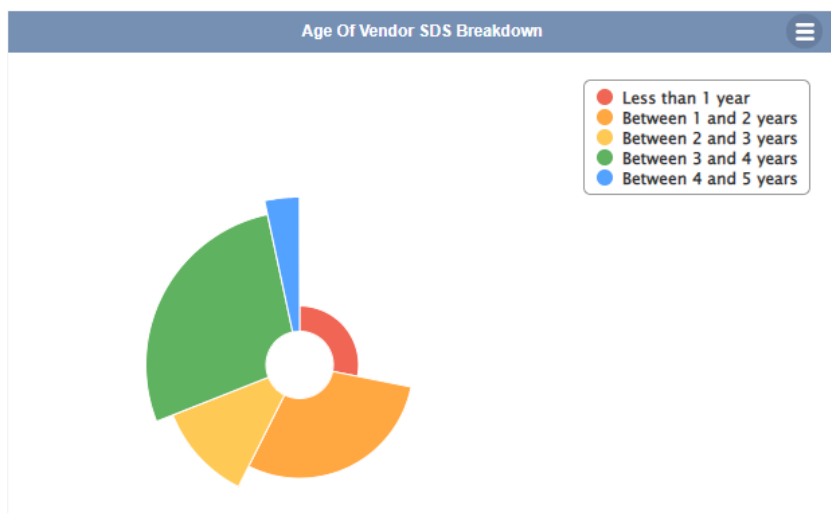
The charts are automatically displayed from the Chemwatcher Dashboard based on your inventory. The following sub-topics take a closer look at these components. These displays are organized to yield an overall picture of the data in a flash and display legend to be able to zoom-in on a specific result.



2.1.3.1 Age of Vendor SDS Breakdown

The Age of Vendor SDS Breakdown displays information in a pie chart; grouped by the number of years and presented as numerical value and % based on the selected folder or PTN.

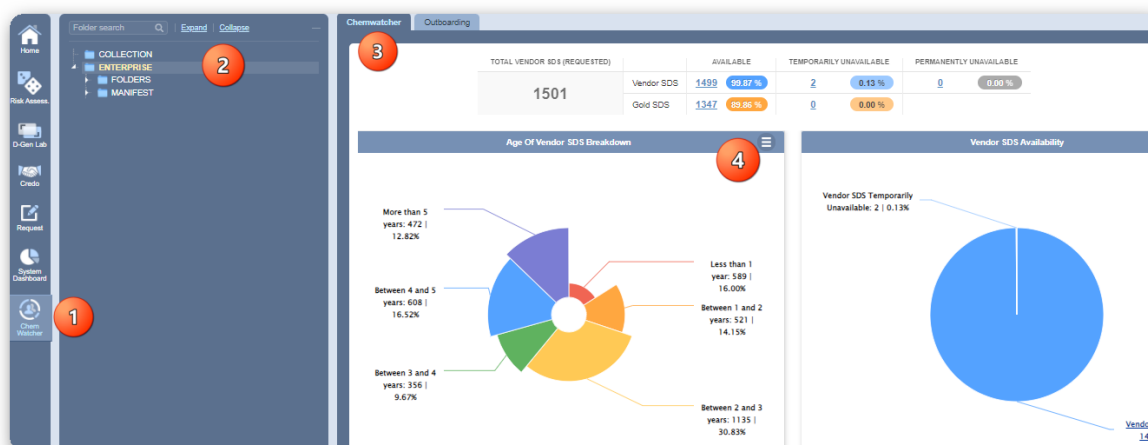
- More than 5 years
- Between 4 and 5 years
- Between 3 and 4 years
- Between 2 and 3 years
- Between 1 and 2 years
- Less than 1 year




Display Legend (Age of Vendor SDS Breakdown)

The steps below show how to display the legend for the Age of Vendor SDS Breakdown pie chart.

Steps: Display Legend for Age of Vendor SDS Breakdown



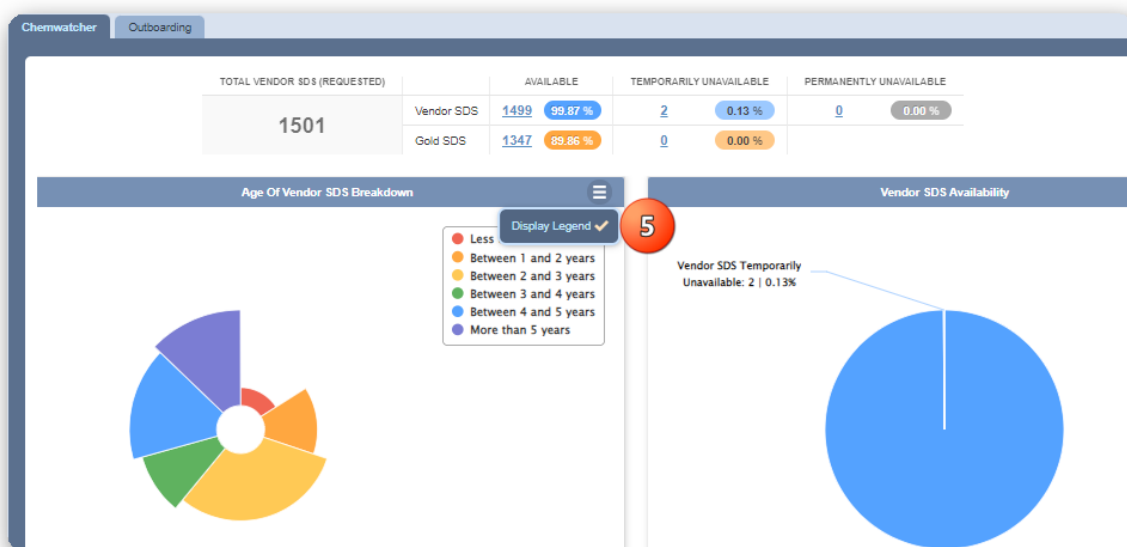
1. Open the Chemwatcher module.
2. Inventory data for the entire enterprise is selected from the Enterprise folder from the tree structure by default.
3. The Chemwatcher tab is the default dashboard.
4. Click the Display Legend menu button  for the "Age of Vendor SDS Breakdown".



5. Select the Display Legend option. Once selected, a tick will be shown next to the legend.

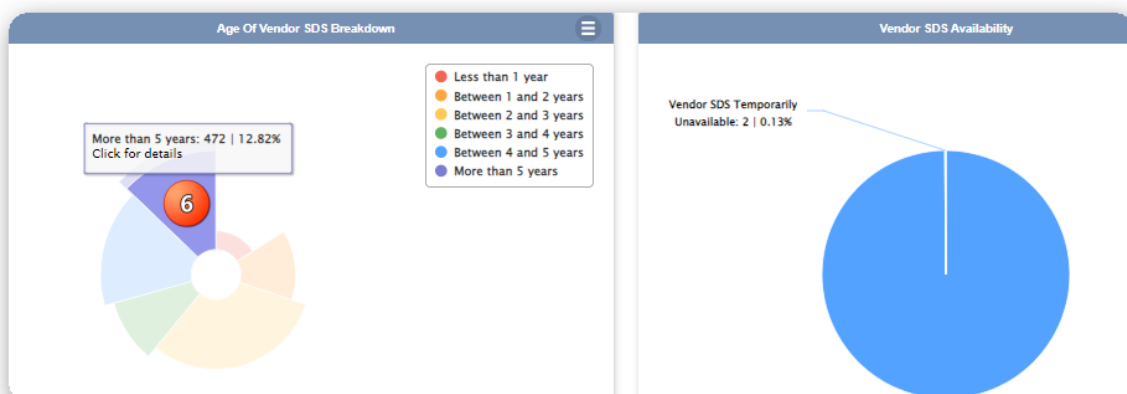
Display Legend 

The pie chart display will automatically flash to change presentation to show legend.





- Click on a segment of the pie chart to generate a report, e.g., More than 5 years has been selected in this case.
- Use the Share  or Download  buttons to email or save the report.
- Another way is to click a legend period from the options to load report details.



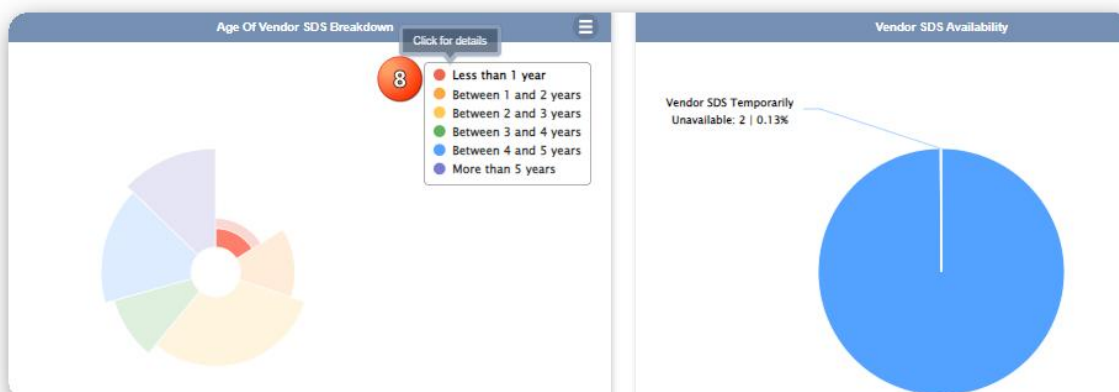
More than 5 years

Report Materials

7

| CHEMWATCH NUMBER | MATERIAL NAME / CATALOGUE NAME | VENDOR | VENDOR WEBSITE | VENDOR EMAIL | REGISTRATION DATE | VENDOR ISSUE DATE | AVAILABILITY STATUS | SDS COUNTRY |
|------------------|----------------------------------|----------------------------------|--|------------------------------|-------------------|-------------------|--|-------------|
| 03-0146 | Cement Australia Builders Cement | Cement Australia (Melcann) | http://www.cementaustralia.com.au/ | Angela.Dawson@cemaust.com.au | 07/03/2021 | 01/01/2008 | In progress | AUS |
| 04-0027 | Recochem Patching Filler | Recochem | | kthomson@recochem.com | 01/06/2020 | 09/27/2016 | In progress | AUS |
| 10-99905 | CETYLTRIMETHYLA... TRIBROMIDE | Sigma-Aldrich (Merck) | www.sigma-aldrich.com | ausmail@sial.com | 04/30/2019 | 02/09/2006 | In progress | AUS |
| 1001 | acetylene | Air Liquide | http://certs-msds.airliquide.ca | david.asselin@airliquide.com | 07/18/2019 | 04/09/2015 | In progress | CAN |
| 10026100 | 1,4-Bis(diphenylamino)b... | Sigma-Aldrich (Merck) | www.sigma-aldrich.com | ausmail@sial.com | 02/27/2021 | 04/14/2013 | In progress | AUS |
| 10046 | cerium(IV) ammonium sulfate | Sigma-Aldrich (Merck) | www.sigma-aldrich.com | ausmail@sial.com | 04/11/2019 | 08/17/2016 | In progress | AUS |
| 10048 | ammonium chloride | APS Chemicals (a part of Nuplex) | http://www.nuplex.com/ | complianceANZ@allnex.com | 04/12/2019 | 01/01/2006 | Product is discontinued or obsolete, supplier can not provide sds or updated sds | AUS |
| 1005 | ammonia anhydrous liquefied | BOC (a division of Linde) | https://pgw100.portal.gases.boc.com/scripts/wgate/zcpwp_b2o1?~ | Chris.Sherry@booc.com | 11/27/2020 | 03/18/2015 | In progress | AUS |
| | | | | | | | Cw has contacted the | |

1 2 3 4 5 6 7 8 9 10 ... 25 Items per page 1 - 25 of 488 items



Less than 1 year

Report Materials

| CHEMWATCH NUMBER | MATERIAL NAME / CATALOGUE NAME | VENDOR | VENDOR WEB SITE | VENDOR EMAIL | REGISTRATION DATE | VENDOR ISSUE DATE | SDS COUNTRY |
|------------------|--|--------------------------------|---|--|-------------------|-------------------|-------------|
| 01-2459 | Dow Agrosiences Starane Advanced Herbicide | | | | 06/18/2021 | 08/20/2021 | |
| 02-0803 | ITW Devcon Plastic Steel 5 Minute Putty (SF) Resin | ITW Polymers & Fluids | http://www.itwfp.com.au/ | info@itwfp.com.au | 07/22/2019 | 08/20/2021 | AUS |
| 02-0895 | Dy-Mark Spray Ink All Colours | Dy-Mark | https://www.dymark.com.au | info@dymark.com.au | 09/10/2021 | 08/20/2021 | AUS |
| 02-0913 | WD-40 Aerosol | WD-40 Company | https://www.wd40company.com | | 07/03/2021 | 08/03/2021 | AUS |
| 10000 | water | Recochem | | kthomson@recochem.com | 09/24/2019 | 04/29/2021 | AUS |
| 1001 | acetylene | BOC (a division of Linde) | https://pgw100.portal.gases.boc.com/scripts/wgate/zcpwp_b2c1?~ | Chris.Sherry@boc.com | 07/16/2021 | 08/19/2021 | AUS |
| 1001 | acetylene | Airgas (a part of Air Liquide) | https://www.airgas.com/ | wecanhelp@airgas.com | 08/14/2019 | 06/21/2021 | USA |
| 1001 | acetylene | A-Gas (A-Gas (Australia)) | www.agas.com | | 08/19/2020 | 10/01/2021 | AUS |
| 1001 | acetylene | | | | 09/10/2021 | 10/01/2021 | |
| 10019 | aluminium oxide | Sigma-Aldrich (Merck) | | auscustserv@sial.com | 05/18/2018 | 08/24/2021 | AUS |
| 1002-1 | air, compressed | BOC (a division of Linde) | https://pgw100.portal.gases.boc.com/scripts/wgate/zcpwp_b2c1?~ | Chris.Sherry@boc.com | 05/08/2020 | 06/23/2021 | AUS |
| 1002-1 | air, compressed | | | | 07/10/2015 | 04/15/2021 | |

1 2 3 4 5 6 7 8 9 10 ... 25 Items per page 1 - 25 of 588 items

2.1.3.2 Vendor SDS Availability


The Vendor SDS Availability pie chart displays information grouped by the availability of manufacturer SDS.

- Vendor SDS that are Available
- Vendor SDS that are Temporarily Unavailable
- Vendor SDS that are Permanently Unavailable

Display Legend (Vendor SDS Availability)

The steps below show how to display the legend for the Vendor SDS Availability pie chart.

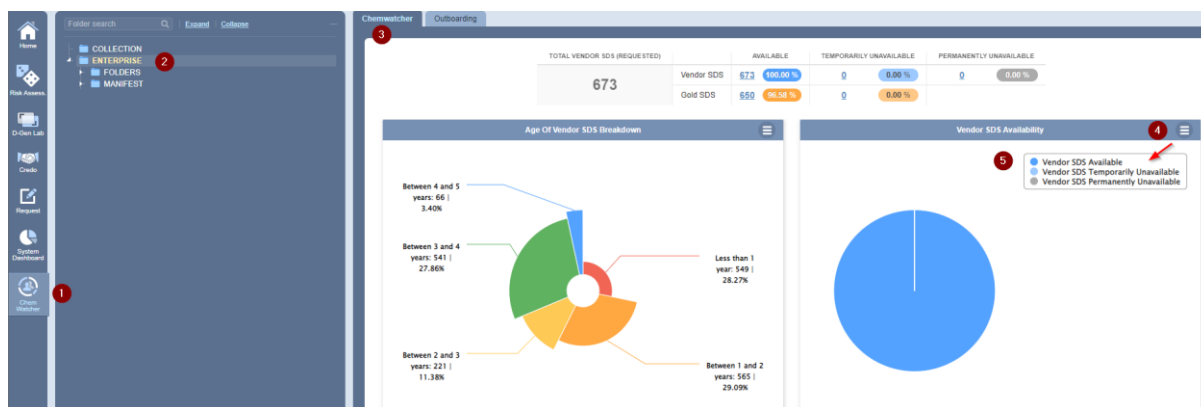
Steps: Display Legend for Vendor SDS Availability

1. Open the Chemwatcher module.
2. Inventory data for the entire enterprise is selected from the Enterprise folder from the tree structure by default.
3. The Chemwatcher tab is the default dashboard.
4. Click the Display Legend menu button  for the "Vendor SDS Availability".

5. Select the Display Legend option. Once selected, a tick will be shown next to the legend.

Display Legend 

The pie chart display will automatically flash to change presentation to show legend.





The Vendor SDSs available option will display the respective Vendor SDS Available data in a grid.

Vendor SDS Available

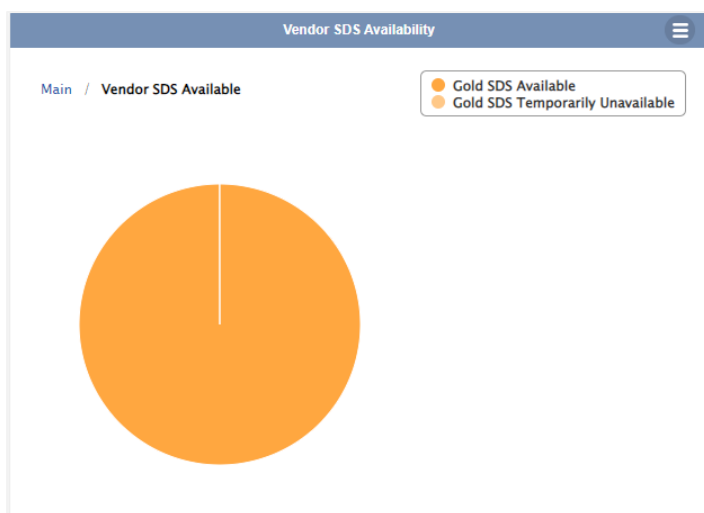
Report Materials

| CHEMWATCH NUMBER | MATERIAL NAME / CATALOGUE NAME | VENDOR | GOLD SDS EXISTS | GOLD SDS ISSUE DATE | VENDOR SDS EXISTS | VENDOR SDS ISSUE DATE | SDS COUNTRY |
|------------------|--|--|-------------------------------------|---------------------|-------------------------------------|-----------------------|-------------|
| 02-0057 | CRC Beltgrip (Aerosol) | CRC Industries | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 07/31/2020 | AUS |
| 02-0608 | Galmet Industrial Thinner 400D | ITW Polymers & Fluids | <input checked="" type="checkbox"/> | 12/23/2022 | <input checked="" type="checkbox"/> | 12/23/2022 | AUS |
| 02-0913 | WD-40 Aerosol | WD-40 Company | <input checked="" type="checkbox"/> | 01/26/2022 | <input checked="" type="checkbox"/> | 01/26/2022 | AUS |
| 07-0784 | ExxonMobil Nuto H 46 | EXXONMOBIL LUBRICANTS & SPECIALTIES EUROPE | <input checked="" type="checkbox"/> | 09/03/2020 | <input checked="" type="checkbox"/> | 06/11/2021 | USA |
| 10000 | water | Recochem | <input checked="" type="checkbox"/> | 02/09/2023 | <input checked="" type="checkbox"/> | 04/29/2021 | AUS |
| 10000 | water | Ecoclean Avanti Chemicals | <input checked="" type="checkbox"/> | 02/09/2023 | <input checked="" type="checkbox"/> | 11/01/2020 | AUS |
| 10001 | CRC 5.56 Bulk | CRC Industries | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 07/30/2020 | AUS |
| 1001 | acetylene | Supagas | <input checked="" type="checkbox"/> | 12/09/2021 | <input checked="" type="checkbox"/> | 02/27/2020 | AUS |
| 1001 | acetylene | BOC (a division of Linde) | <input checked="" type="checkbox"/> | 12/09/2021 | <input checked="" type="checkbox"/> | 08/19/2021 | AUS |
| 1001 | acetylene | Air Liquide | <input checked="" type="checkbox"/> | 12/09/2021 | <input checked="" type="checkbox"/> | 04/07/2022 | AUS |
| 1001 | acetylene | Sigma-Aldrich (Merck) | <input checked="" type="checkbox"/> | 12/09/2021 | <input checked="" type="checkbox"/> | 09/08/2021 | AUS |
| 1001 | acetylene | Airgas (a part of Air Liquide) | <input checked="" type="checkbox"/> | 12/09/2021 | <input checked="" type="checkbox"/> | 08/10/2022 | USA |
| 10017 | BP Hyspin Awh-M 15 | BP Lubricants USA Inc | <input checked="" type="checkbox"/> | 11/01/2019 | <input checked="" type="checkbox"/> | 12/02/2020 | USA |
| 100175 | Merck Nitric Acid 65% For Analysis EMSURE Reag. pH Eur,ISO | Merck (Sigma-Aldrich) | <input checked="" type="checkbox"/> | 11/29/2021 | <input checked="" type="checkbox"/> | 02/27/2020 | AUS |
| 100175 | Merck Nitric Acid 65% For Analysis EMSURE Reag. pH Eur,ISO | Sigma-Aldrich (Merck) | <input checked="" type="checkbox"/> | 11/29/2021 | <input checked="" type="checkbox"/> | 08/21/2021 | DEU |

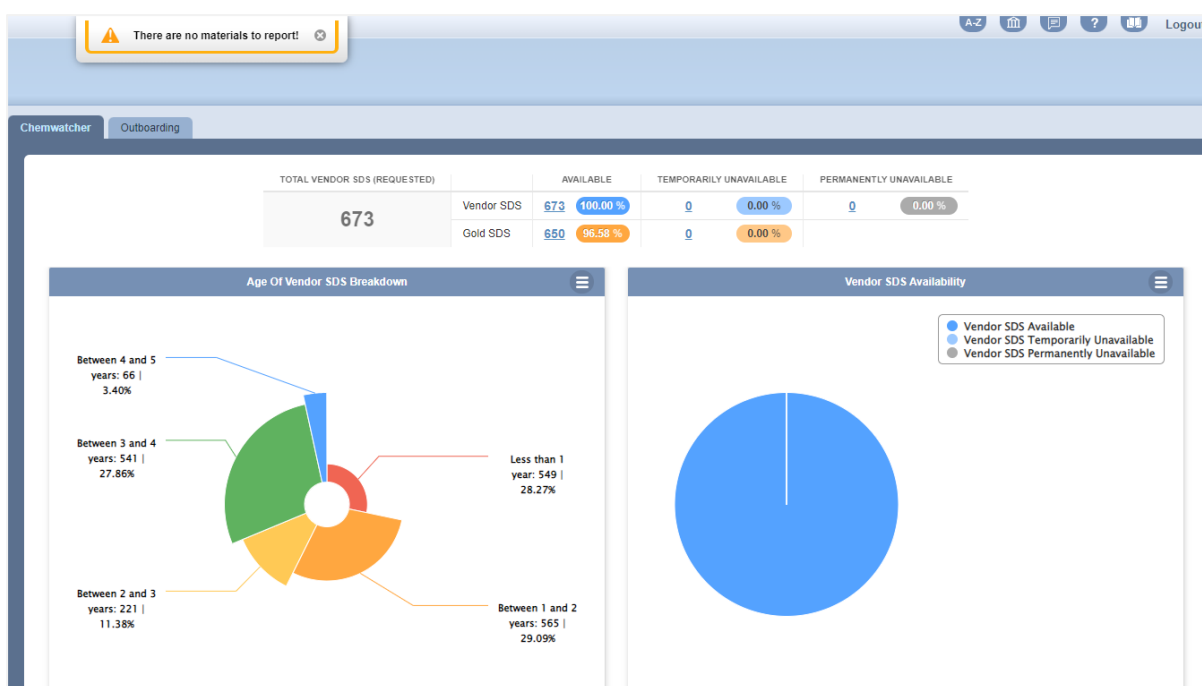
1 - 25 of 673 items

- Click on a segment of the pie chart to generate a report, e.g., Vendor SDS Temporarily Unavailable has been selected in this case.
- Use the Share  or Download  buttons to email or save the report.
- Another way is to click a legend from the options to load report details.





If the display legend is selected for unavailability category, this will trigger a message as shown below “There are no materials to report”.

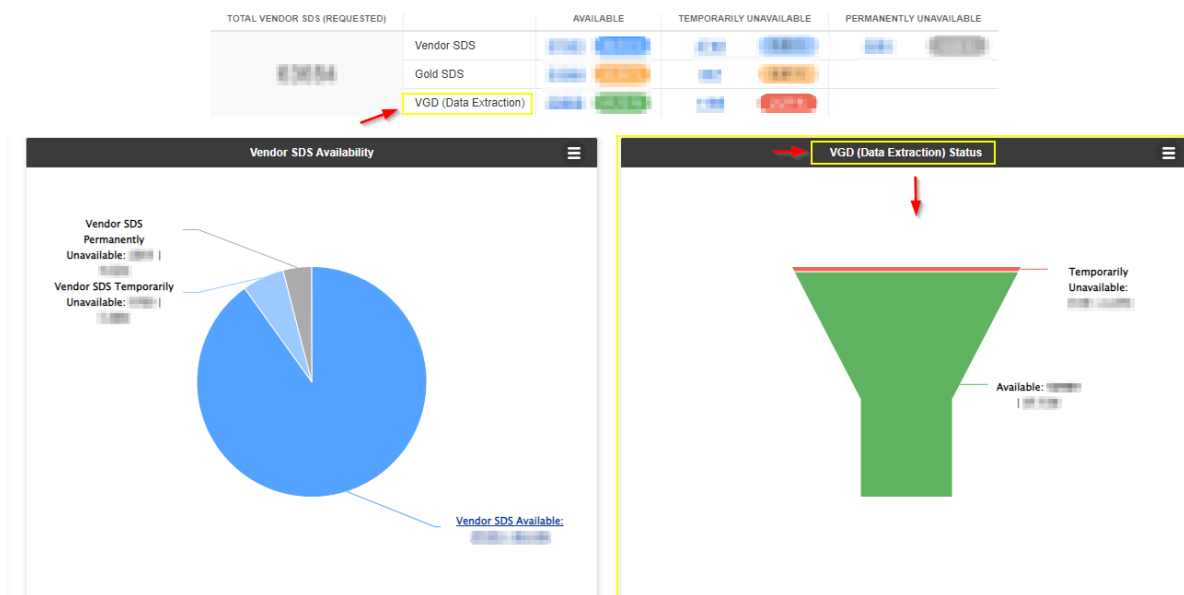


2.1.3.3 VGD (Vendor Generated Data) Availability

Chemwatch Vendor Generated Data (VGD) is data extracted from the Vendor SDS and made available during the data extraction (VGD) phase for clients who have decided to utilise the Chemwatch VGD solution. Vendor Generated Data is a data extraction service where key information from the original Vendor SDS is extracted to identify GHS codes, DG codes, physical properties, composition, classification (GHS, REACH, etc.). These data points are used by many features and functionalities of the Chemwatch system.

The VGD (Data Extraction) Status will show available or unavailable display funnel:

- Temporarily Unavailable
- Available



2.1.4 What is a PTN?

This section covers the PTN History for requests submitted to Chemwatch for registration of products or the creation of a folder structure and populating those folders with the respective inventory or a manifest based on your own organisation site map that represents the actual storage areas, sections, and locations where chemicals are stored.

The acronym PTN stands for Project Tracking Number, which is assigned to any data registration request sent to Chemwatch. Each data registration request processed by Chemwatch will have a unique PTN that will stay through the life of the project and for future tracking purposes. A PTN will always be formatted by letter(s) followed by numbers, for example, SM-354465. The letter prefix determines the type of request.

PTN History – My PTN or All PTN

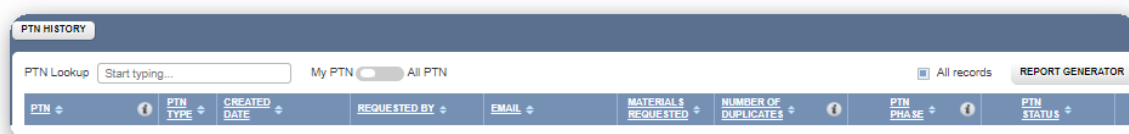
[Chemwatcher Module](#)

- PTN Number
- Type of PTN
- Date of PTN creation
- Requested By
- Email (requestor)
- Materials requested
- Number of duplicates
- PTN Phase
- PTN Status

2.1.4.1 PTN Types

The Projects business unit manages all requests sent to Chemwatch and all projects that pertain to the registration process are assigned a specific PTN. The following table provides a list and short description of each type of PTN used to keep track of requests received.

The **PTN Type** will be relevant to a request and assigned to a project. The Chemwatcher dashboard has a **PTN History** button that enables users that have been granted access to Chemwatcher module to access and view PTN related history details.



| PTN Type | Description |
|----------|--|
| A-PTN | Request to process Approvals. |
| F-PTN | When Chemwatch produces SDS based on formulation or authoring request (applies only when you have SDS authoring service). |
| C-PTN | When requests are sent to Chemwatch directly through your SDS request portal, the type of PTN assigned is the C-PTN. |
| M-PTN | When an SDS or SDS files are sent via email to Chemwatch, these are uploaded to a folder specified as per requestor's requirement. If the location folder has not been specified a folder, the file is automatically uploaded to the default 'Unfiled' folder. This Unfiled folder is in the folder structure as a subsidiary folder within the Folders directory. For such request, the type of PTN assigned to the project is the M-PTN. |
| SM-PTN | Similar to an M-PTN, but the file is uploaded to the folder 'Manifest', including sub-folders depending on folder request. This PTN is also used if an inventory list is sent to Chemwatch where all the files listed are attached in the email. |
| UM-PTN | Similar to an SM-PTN, however; the files are automatically uploaded to the default 'Unfiled' Folder. The Unfiled Folder is a subsidiary folder within the Folders Directory. |
| V-PTN | When an inventory list is sent to Chemwatch without SDS files attached to the email, that project request is assigned as a V-PTN. |
| SV-PTN | Similar to V-PTN but with SV we process the data to Manifest, which might include additional data points such as volume/weight. |



| PTN Type | Description |
|----------|---|
| UV-PTN | This type of PTN is assigned to project request where an Inventory list is sent by you to Chemwatch where the default folder is the 'Unfiled' folder or any other default folder. |
| U-PTN | This type of PTN is assigned when a request is for a Chemwatch authored SDS to be updated by the Chemist. Usually, it is an already created F-PTN. |
| SC-PTN | When requesters submit registration request via unregistered containers from Sisot module. |

2.1.4.2 Registration Timelines

Generally, when data registration request is submitted to Chemwatch, it will be assigned a Project Tracking Number within **48 hours**.

Registration Phase

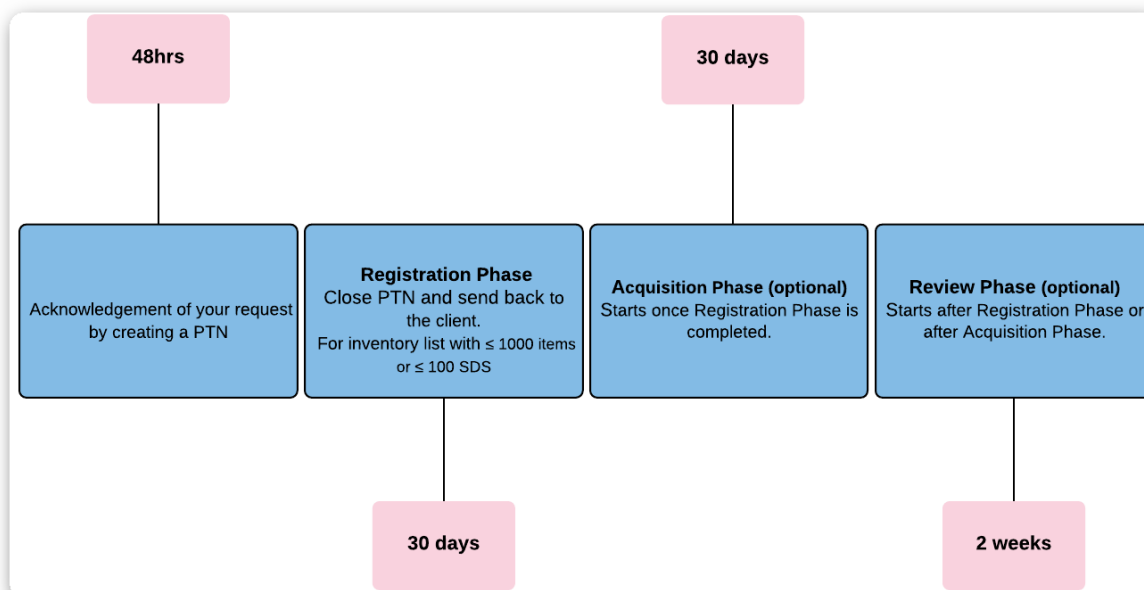
The registration phase for an inventory list that contains **≤ 1000 items** or Chemwatch receives **≤ 100 SDS** is allowed for **30 days** for processing. However, it is important to note that a lot of checks and balances are undertaken to ensure data integrity. The more accurate the information or higher data quality, then there's a higher chance that Chemwatch will process the project faster. Furthermore, if the products SDS can easily be found on the web, then it is most likely that Chemwatch has them in the collection and hence highly likely that this will speed up the registration process.

Acquisition Phase

The acquisition phase begins once the registration phase has been completed. Chemwatch allows up to **30 days** for this process to be completed.

Review Phase

The review phase is optional and occurs once registration or acquisition phase has been completed. If there is a Gold SDS request, Chemwatch allows **2 weeks** for the Gold SDS to be created.



Example for completed registration phase.

PTN HISTORY

PTN Lookup

Start typing...

My PTN ☐ All PTN ☐

☐ All records

REPORT GENERATOR

| PTN | | PTN TYPE | CREATED DATE | REQUESTED BY | EMAIL | MATERIALS REQUESTED | NUMBER OF DUPLICATES | | PTN PHASE | | PTN STATUS |
|------------|--|----------|--------------|--------------|-------|---------------------|----------------------|--|------------------------------------|--|------------|
| UM-1665730 | | UM | 06/03/2021 | | | 1 | 0 | | Registration Phase | | Completed |
| UM-1667102 | | UM | 06/10/2021 | | | 1 | 0 | | Registration Phase | | Completed |
| UM-1681173 | | UM | 08/09/2021 | | | 2 | 0 | | Registration Phase | | Completed |

1

10

Items per page

1 - 3 of 3 items

2.1.4.3 PTN History

All requests sent to Chemwatch are assigned PTNs depending on the type of request received. The Chemwatch dashboard captures all respective PTNs for that domain and provides details about each PTN through the PTN History button.

PTN HISTORY

PTN Lookup

Start typing...

My PTN

All PTN

All records

REPORT GENERATOR

| PTN | PTN TYPE | CREATED DATE | REQUESTED BY | EMAIL | MATERIALS REQUESTED | NUMBER OF DUPLICATES | PTN PHASE | PTN STATUS |
|-----|----------|--------------|--------------|-------|---------------------|----------------------|-----------|------------|
|-----|----------|--------------|--------------|-------|---------------------|----------------------|-----------|------------|

The PTN History details include:

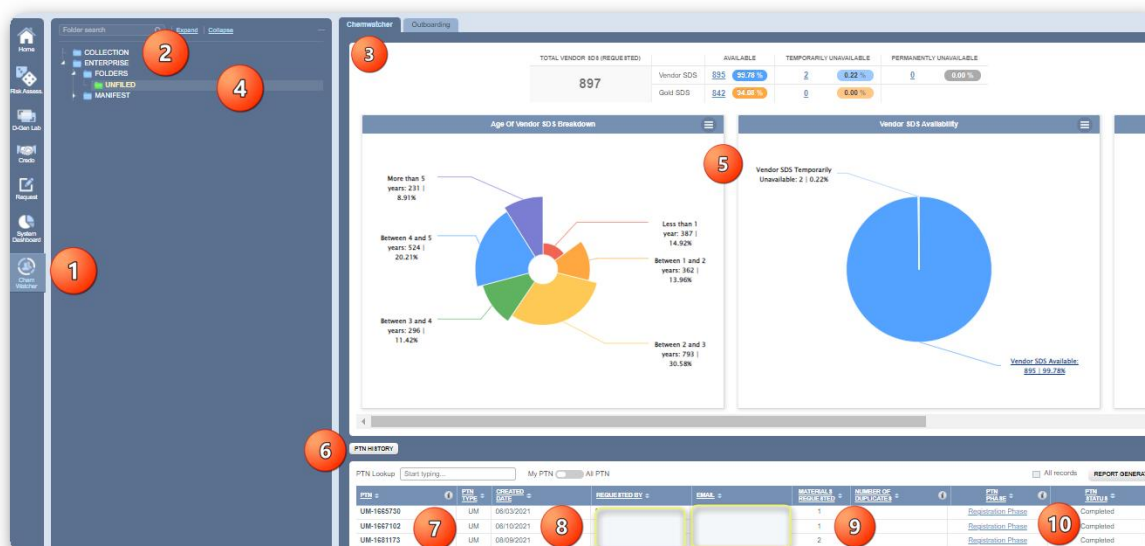
- PTN number
- Type of PTN
- Date of PTN creation

- Requested By
- Email
- Materials requested
- Number of duplicates
- PTN phase
- PTN Status

Use the PTN History button to render the details for a specific folder where materials were added to check for PTN status, PTN phase, number of materials requested.

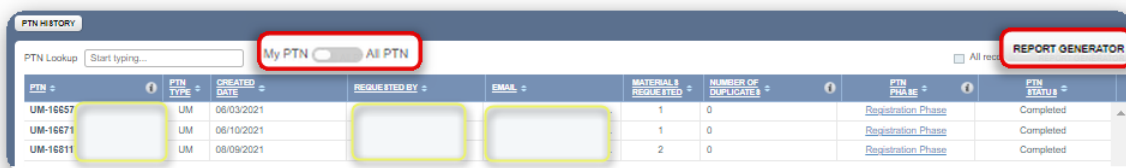
Steps: Access PTN History to View Details of Requests and Registration Phase Status

1. Open the Chemwatcher module.
2. Inventory data for the entire enterprise is selected from the Enterprise folder from the tree structure by default.
3. The Chemwatcher tab is the default dashboard.
4. Select the specific folder from the tree structure to display respective data in the dashboard, e.g., Unfiled folder.
5. The pie charts display will automatically flash to change presentation to show data pertaining to selected folder, e.g., Unfiled folder.
6. Click the PTN History button to load PTN window.
7. The PTN column will show the respective requests assigned PTN number and the PTN Type column displays the type of PTN based on the type of request received.
8. Created date column displays the date when the PTN was created.
9. The Materials Requested column shows the number of materials that were requested to be registered in own domain.
10. The PTN Phase and PTN Status will display the respective phases (Registration, Acquisition, Review, etc.) and the actual progress PTN status achieved.



My PTN

The My PTN or All PTN switch enables users to drill down to your own specific PTN or all the PTNs for the domain.



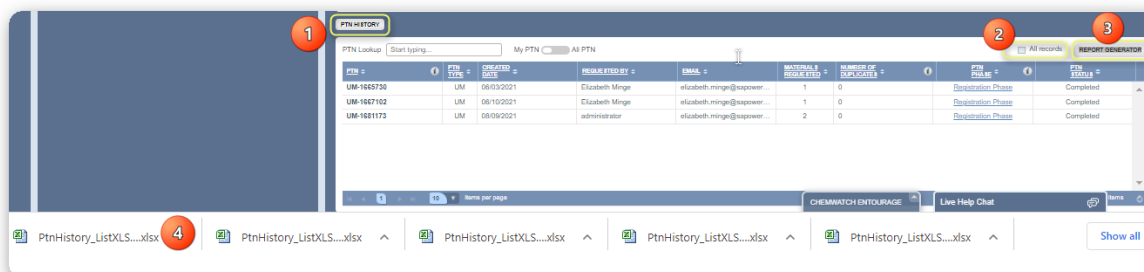
Report Generator (Export PTN Data)

The Report Generator button on the top right corner of the PTN History grid enables users to generate PTN History report for the specific PTN selected via the data export function.

Steps: Export PTN Data via the Report Generator

The Chemwatcher tab is the default dashboard.

1. Click the PTN History button.
2. Click on the All Records checkbox to generate all data history.
3. Click on the Report Generator button to extract data into a spreadsheet.
4. Open the downloaded xls file to display the PTN History data.



An example of an xls PTN History Report²

| | A | B | C | D | E | F | G | H | I |
|---|-------------|----------|--------------|---------------|--|---------------------|----------------------|--------------------|-------------|
| 1 | PTN | PTN TYPE | CREATED DATE | REQUESTD BY | EMAIL | MATERIALS REQUESTED | NUMBER OF DUPLICATES | PTN PHASE | PTN STATUS |
| 2 | UM-4478730 | UM | 09/03/21 | John Doe | john.doe@company.com | 1 | 0 | Registration Phase | Completed |
| 3 | UM-4477102 | UM | 21/10/21 | John Doe | john.doe@company.com | 1000 | 0 | Registration Phase | In progress |
| 4 | UM-44791173 | UM | 02/05/21 | Administrator | john.doe@company.com | 2 | 0 | Registration Phase | Completed |
| 5 | | | | | | | | | |

² Disclaimer: PTN History xls data is not real client information.

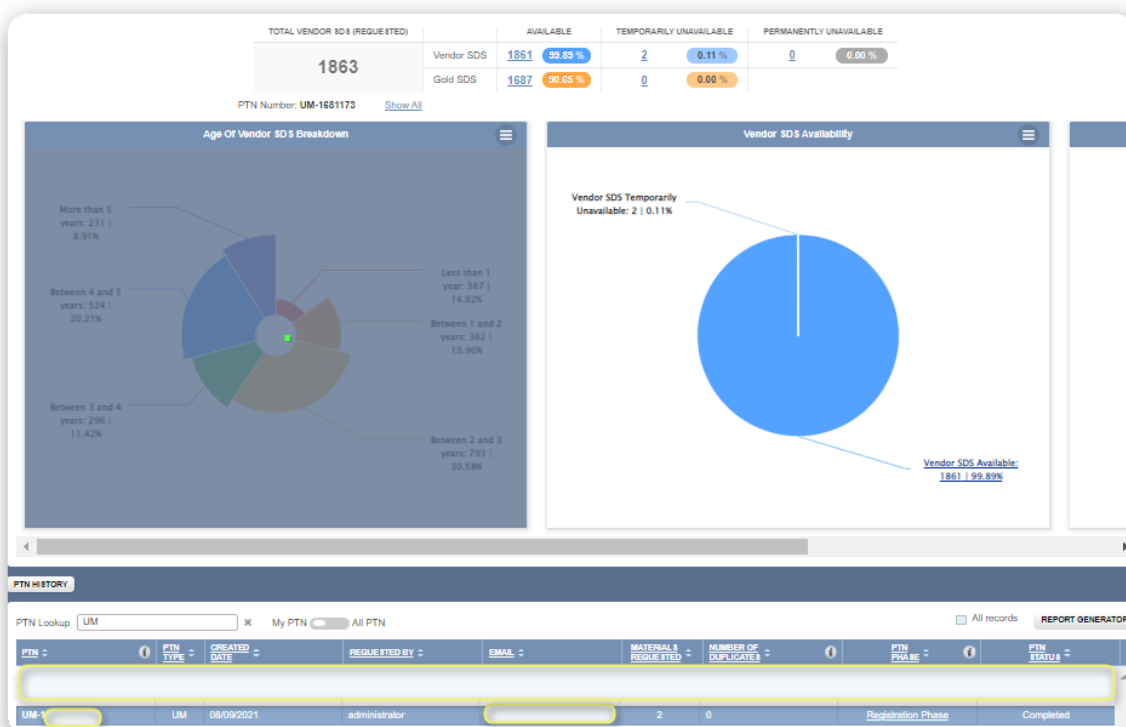
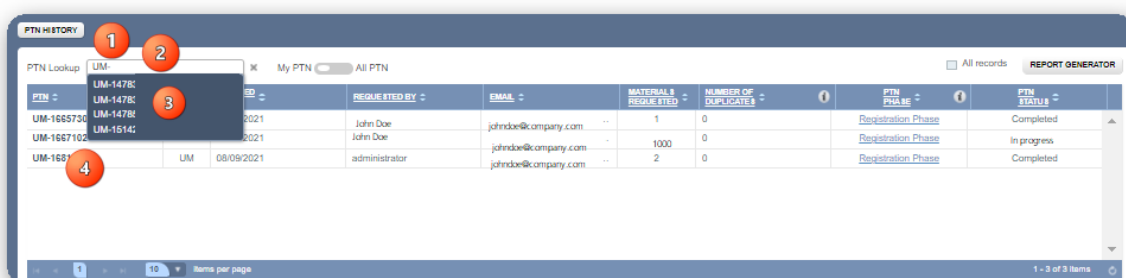
PTN Look Up

The PTN Look up function allows users to search for specific PTN number to find respective information about the status of the PTN or number of materials requested or any other related information about the PTN.

Steps: PTN Look-up

The Chemwatcher tab is the default dashboard.

1. Click on the PTN Look Up text field.
2. Type the PTN prefix to choose the PTN relevant to your domain account.
3. Select a specific PTN number from the drop-down list.
4. Click on the PTN number from the resultant column to load the dashboard charts with status of the PTN as per the Age of Vendor SDS Breakdown, Vendor SDS availability and Vendor SDS Age Status.



2.2 Outboarding Dashboard

This subtopic will cover the following objectives:

- Outboarding dashboard elements
- Outboarding statistical information
- Session trends
- Average session duration trends
- Most Active Users
- Module usage
- Support utilisation



The primary purpose for the Outboarding Dashboard is to provide an overall outlook at statistics about user login trends using graphical representation of data. These trends are categorised into following components:

- Session Trends
- Average Session Duration Trends
- Most Active Users
- Module Usage
- Support Utilisation

The following sections delve into how to read the graphs and interpret information for internal usage or business reporting on how the Chemwatch system is used within your organisation by tracking users' modular activities.

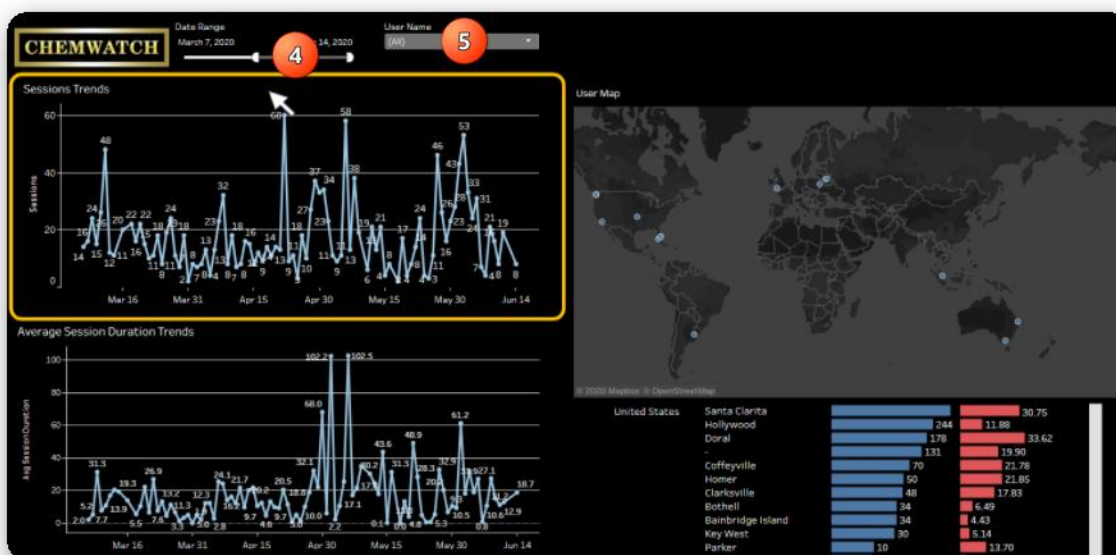
2.2.1 Session and Modular Trends

The data collected on session trends include tracking user locations from the map as well the graph where the vertical axis captures the number of sessions and the horizontal axis captures the date range. To begin using the Outboarding Dashboard, follow the steps below to load session trends.

Steps: Load and View Session Trends

1. Open the Chemwatcher module.
2. Inventory data for the entire enterprise is selected from the Enterprise folder from the tree structure by default.
3. The Chemwatcher tab is the default dashboard. Click the Outboarding tab.
4. Select the Date Range from the date range bar or set the specific calendar date.
5. You may also choose a specific user name from the drop down list.

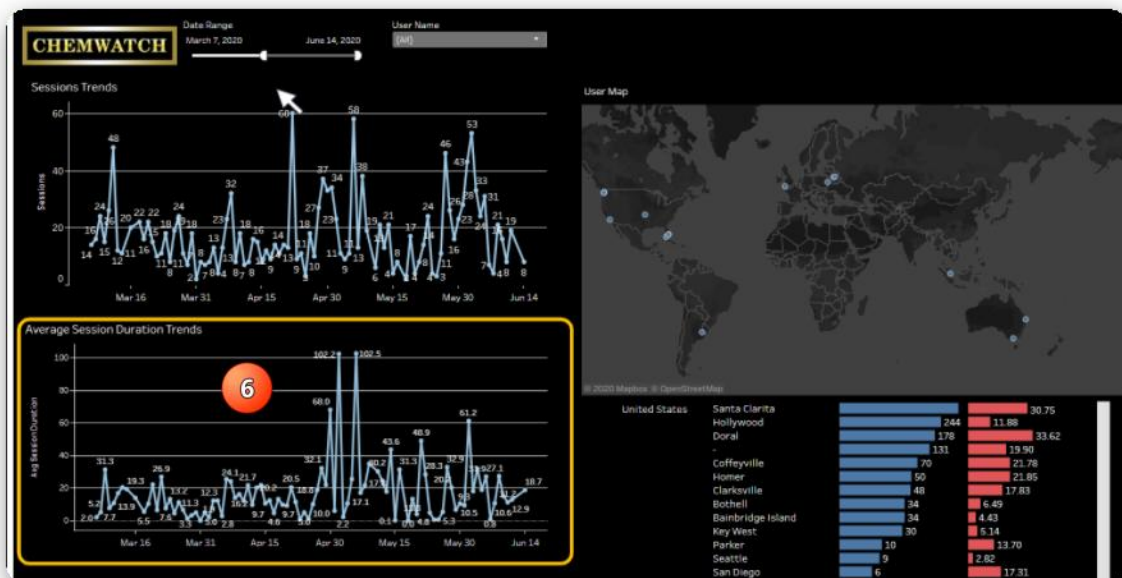


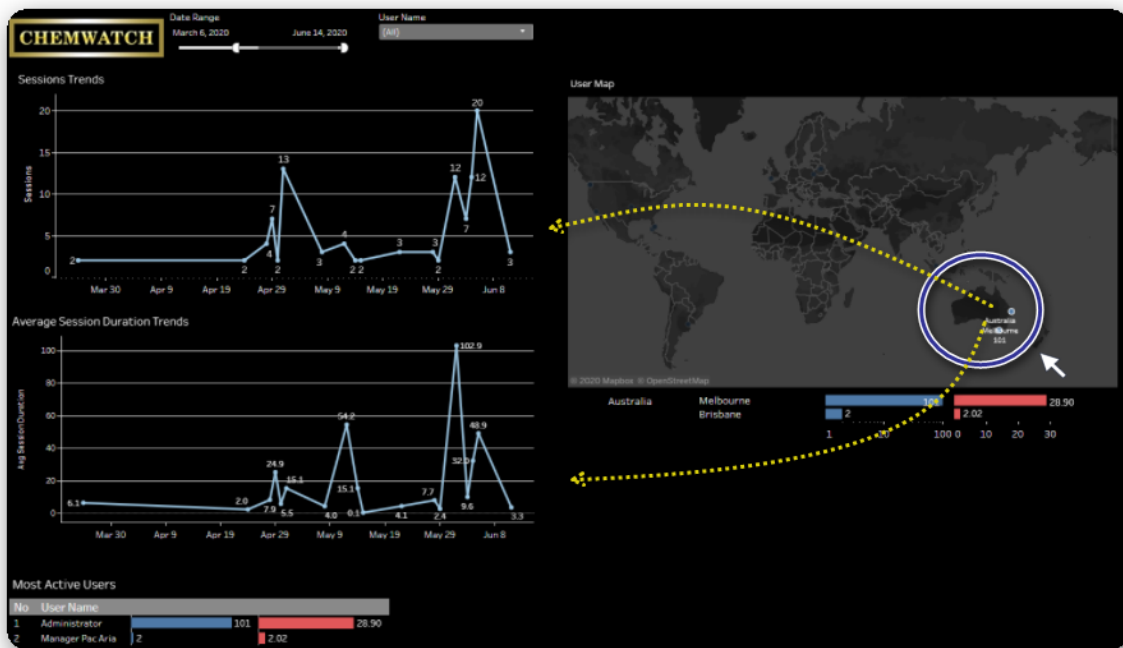


6. The Average Session Trends provide graphical information in number of minutes in the same date range.
7. On the right-hand side of the data stream, there's user map which displays the locations of all the users within the domain represented by the small blue circle in respective continent(s). Each blue circle shows the closest city of the location(s) in which users are grouped.

8. To narrow down a specific region, use the grab tool by outlining the area of interest.

This will automatically update the graphs with the respective values based on user trends for that selected region or area, e.g., Australia.





9. Click anywhere on the map outside the blue circle to go back to all user trends.
10. Scroll down to view the Module Usage and the Support Utilisation charts. Module Usage legend will show the time spent in:
 - Home module
 - Settings module
 - Risk Assessment module
 - Chemwatcher module and many more where applicable.

The Support Utilisation chart will show usage for help and support components of the system:

- eLearning
- Entourage
- Live Help chat
- User manual
- Help



Appendix

Summary Structure of SDS

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

| Section | Headers |
|---|--|
| 1. Product identifier & identity for the chemical | <ul style="list-style-type: none">• Product Identifier• Other means of identification• Recommended use of the chemical and restrictions on use• Suppliers name, address and phone number• Emergency phone number |
| 2. Hazard Identification | <ul style="list-style-type: none">• Classification of the hazardous chemical• Label elements, including precautionary statements• Other hazards which do not result in classification |
| 3. Composition/information on ingredients | <ul style="list-style-type: none">• Identity of chemical ingredients• CAS number and other unique identifiers• Concentration of ingredients |
| 4. First Aid Measures | <ul style="list-style-type: none">• Description of necessary first aid measures• Symptoms caused by exposure• Medical Attention and Special Treatment |
| 5. Fire Fighting Measures | <ul style="list-style-type: none">• Suitable extinguishing media• Specific hazards arising from the chemical• Special protective equipment and precautions for fire fighters |
| 6. Accidental release measures | <ul style="list-style-type: none">• Personal precautions, protective equipment and emergency procedures• Environmental precautions• Methods and materials for containment and cleaning up |
| 7. Handling and Storage | <ul style="list-style-type: none">• Precautions for safe handling• Conditions for safe storage, including any incompatibilities |
| 8. Exposure controls/personal protection | <ul style="list-style-type: none">• Control parameters – exposure standards, biological monitoring• Appropriate engineering controls• Personal protective equipment (PPE) |
| 9. Physical and chemical properties | <ul style="list-style-type: none">• Appearance• Odour• Odour threshold• pH• Melting point/freezing point• Boiling point and boiling range• Flash point |

| | |
|-------------------------------|--|
| | <ul style="list-style-type: none"> • Evaporation rate • Flammability • Upper/lower flammability or explosive limits • Vapour pressure • Vapour density • Relative density • Solubility • Partition coefficient: n-octanol/water • Auto-ignition temperature • Decomposition temperature • Viscosity • Specific heat value • Particle size • Volatile organic compounds content • % volatile • Saturated vapour concentration • Release of invisible flammable vapours and gases |
| Additional parameters | <ul style="list-style-type: none"> • Shape and aspect ratio • Crystallinity • Dustiness • Surface area • Degree of aggregation or agglomeration • Ionisation (redox potential) • Biodurability or biopersistence |
| 10. Stability and Reactivity | <ul style="list-style-type: none"> • Reactivity • Chemical stability • Conditions to avoid • Incompatible materials and possible hazardous reactions • Hazardous decomposition products |
| 11. Toxicological information | <ul style="list-style-type: none"> • Information on routes of exposure • Symptoms related to exposure • Numerical measures of toxicity • Immediate, delayed and chronic health effects from exposure • Exposure Levels • Interactive effects • Data limitations |
| 12. Ecological information | <ul style="list-style-type: none"> • Ecotoxicity • Persistence and degradability • Bioaccumulative potential • Mobility in soil • Other adverse effects |
| 13. Disposal considerations | <ul style="list-style-type: none"> • Safe handling and disposal methods |

| | |
|----------------------------|---|
| | <ul style="list-style-type: none"> • Disposal of any contaminated packaging • Environmental regulations |
| 14. Transport information | <ul style="list-style-type: none"> • UN number • Proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Special precautions during transport • Hazchem Code |
| 15. Regulatory information | <ul style="list-style-type: none"> • Safety, health and environmental regulations specific for the product in question • Poisons Schedule number |
| 16. Other information | <ul style="list-style-type: none"> • Date of preparation or review • Key abbreviations or acronyms used |

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

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