



REPORT GENERATOR USER GUIDE

Version 1

GoldFFX

CHEMWATCH

Melbourne, Australia

2025

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Glossary

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

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

About the Report Generator User Guide

The Report Generator User Guide is based on the new development of Chemwatch's latest chemicals management system. The topics covered in this guide are focused primarily on generating basic reports and creating templates using the advanced mode to export data based on selected specific datapoints.

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

Module

 Home <i>Core Module</i>	 Report Generator
---	--

Features

 Add a Report Template	 Download Process
 Edit Report Template	 Report Generator User Privileges
 Export Report Format	 Manifest and Hazards 
 Live Help Chat	

Information Reference

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

About the Application

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

Common Browsers

Web Browser	Browser Specification	Recommended
 Google Chrome	Latest version of Google Chrome	★★★★★
 Firefox	Latest version of Mozilla Firefox	★★★★☆
 Edge	Latest version of Microsoft Edge is supported	★★★★☆
 Safari	Latest version of Safari is supported	★★★★☆

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

This new Chemwatch system is the latest offer in chemicals management suites. It has been designed to enhance the user experience, simpler and more intuitive to navigate, while still allowing businesses and organisations to manage chemicals as per work, health, and safety requirements. Chemicals management system involves the management of

- Chemical Inventory
- Labels
- Safety Data Sheets

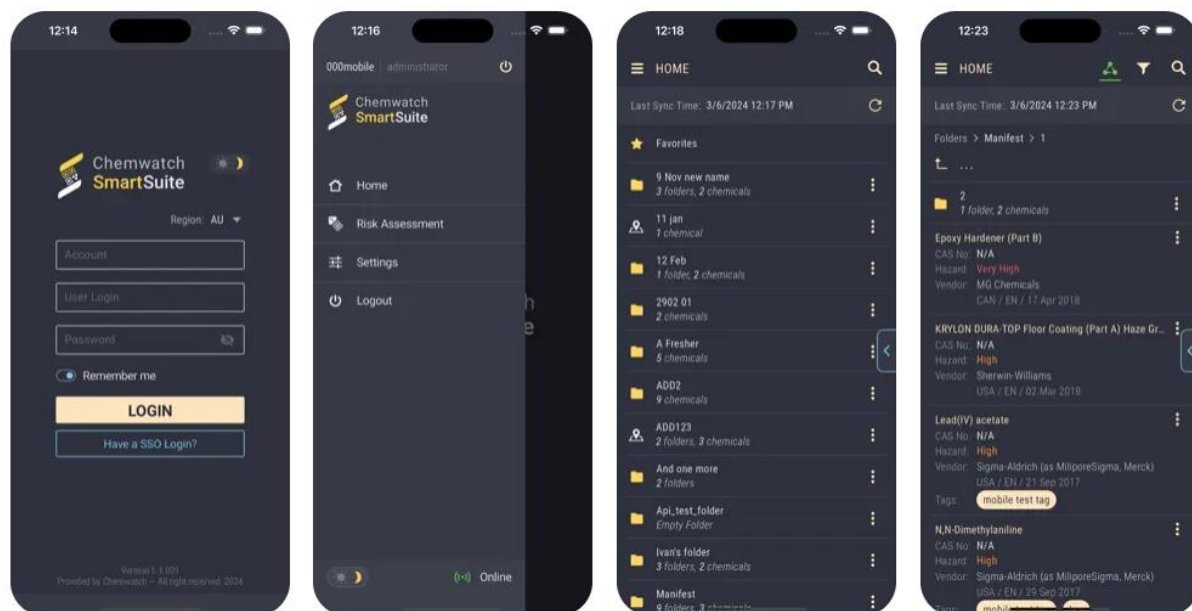
The system provides users with the ability to use the Query Builder mode to create queries to search for specific materials by using a query search criterion.

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

Smarter Suite Mobile App

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

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



 For more information about Smart Suite App, visit the Chemwatch website or contact sales@chemwatch.net.

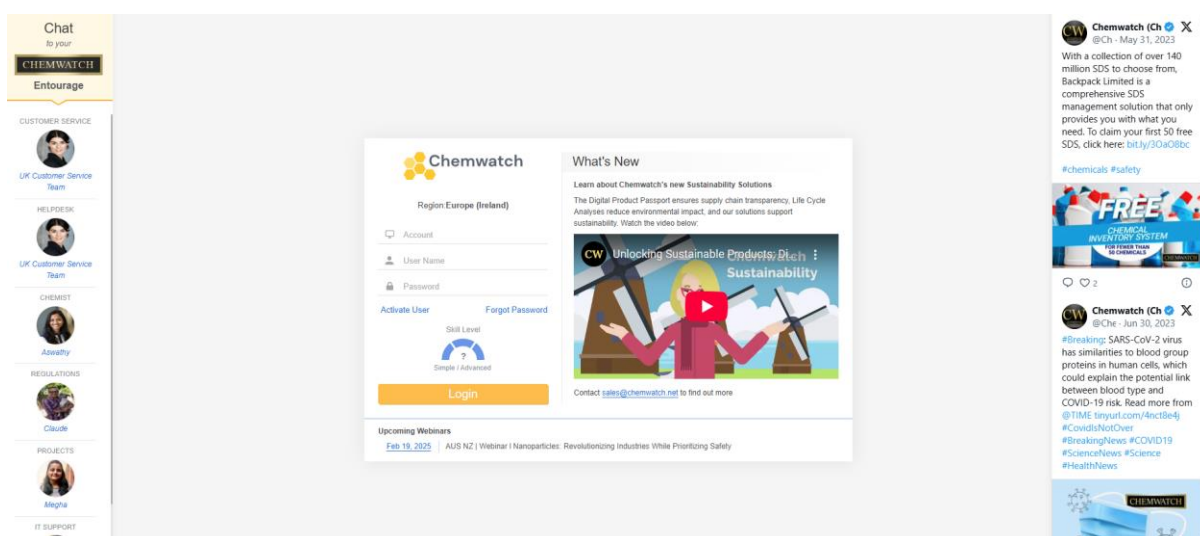
About User Login Page

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

The Login Page

The manual login main page of the system contains elements:

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



Elements	Function	Description
Remember me ☒ Remember me	Checkbox to remember login data	If the checkbox is selected, the browser will remember your previous login for the account and user login.
Forgot password	Change password	This feature allows Chemwatch to send an automatic email for password change. Users will be required to reassign a new password.
Register	Registration link	This link opens a registration form to register for the next upcoming webinar(s).
	Skill level	The feature meter enables users to select the applicable skill level to use Simple mode to Advanced features of the system.
Chat	Chat Entourage	The vertical bar on the side lets users chat with their team's Entourage for support.
X	X-Chemwatch feed	X-is formerly Twitter. It is a social media platform where Chemwatch shares messages, images, and posts.

Single Sign On (SSO)

The Chemwatch system uses two main options for authentication:

- Manual Login
- Single Sign On (SSO)

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

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

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

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

Upcoming Webinars Registration

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

User Roles, Privileges, Interface Settings, and Folder Permissions

Administrators have full access and control of the system and can configure users access and permissions in user management, user interface settings, SDS settings and other modular settings. The system settings “User Management” module enables administrators to create and modify users, groups, roles and assign folder permissions and privileges. Users may have varying levels of access to features depending on assigned role permissions and privileges. Administrators are also responsible for setting up automatic or manual login authentication.

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

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

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

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

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

Manual Login

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



Region: **Europe (Ireland)**

Account

Username

Password

[Activate User](#)
[Forgot Password](#)

Skill Level



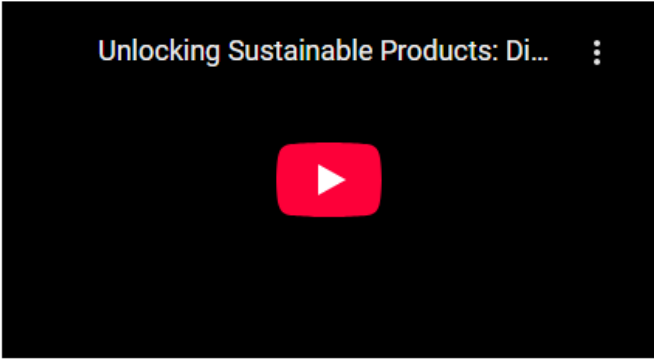
Simple / Advanced

Login

What's New

Learn about Chemwatch's new **Sustainability Solutions**

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



Contact sales@chemwatch.net to find out more

Upcoming Webinars

[Feb 19, 2025](#) | AUS NZ | Webinar I Nanoparticles: Revolutionizing Industries While Prioritizing Safety

Steps: How to Manually Login

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

Account

1

User Name

2

Password

3

[Forgot password](#)

Skill Level



Simple / Advanced

4

Login

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

Main Report Generator Elements

The screen below displays the main user interface elements, modules, and features in Report Generator mode.

- Materials Grid
- Folder Inventory
- Basic and Advanced Report Generator
- Method Builder Datapoints
- Format and Styles

Select...
Regulatory Reports

Print Out

Report

Placarding Bar

Show summary

Placed View

	Material Name		Documents				Alerts			
			SDS	Mini	Label	EPD	Risk Band	Hazard	Dangerous G...	Regulatory ...
☐	Acetone	25/07/2023 26/09/2023								
☐	Sodium Hydroxide 25%	23/12/2022 30/12/2022								
☐	benzene	23/12/2022 04/01/2023								
☐	acetone	23/12/2022 07/02/2023								
☐	56K-D0094 Dulux Professional Fast Fini...	31/08/2022 10/01/2023							No UN	
☐	QuickBayt® Spray Fly Bait	18/06/2020 12/07/2022								
☐	POLY PRE PAINT WASH SUGAR SOAP (...)	08/08/2017 13/05/2022							No UN	

Report Generator Mode

☐ CW No ☐ No Grouping

Hazards / Data Filters

Data available

☐ Chemwatch 2

☐ Vendor 5

Vendors

☐ DuluxGroup 2

☐ Chemwatch 2

☐ Huntsman 1

☐ Bayer Cropscience Pty Ltd 1

☐ Sigma-Aldrich (Merck) 1

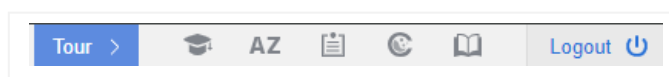
About User Tour and Guidance

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

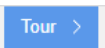
User Tour, Elearning, Manuals and Logout Buttons

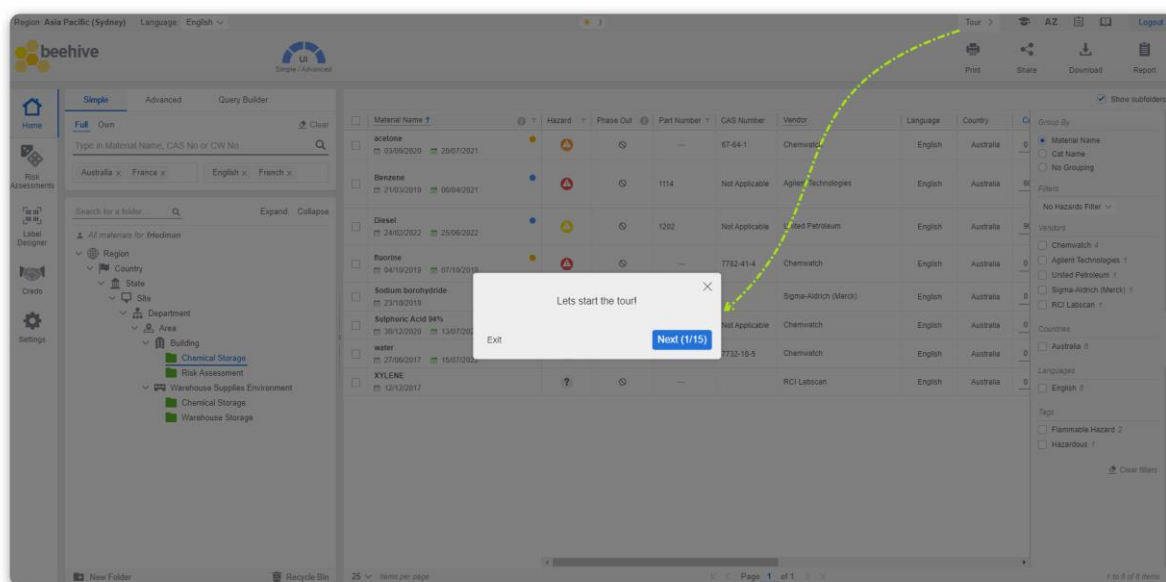
The system contains the following linked buttons:

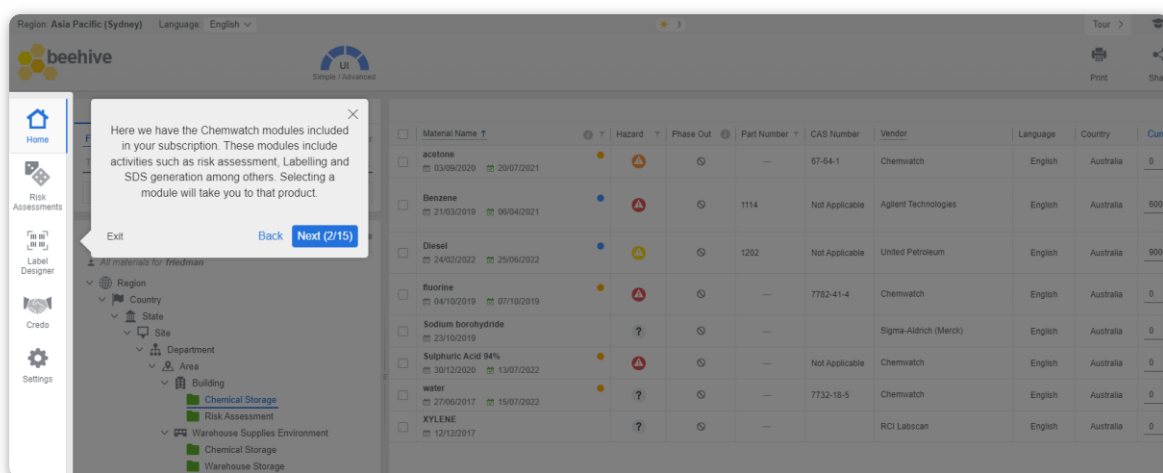
- Tour
- Elearning
- Glossary
- Bulletin
- ChemCollege
- Manual
- Logout



The table below provides descriptions of these buttons.

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





Elearning

The elearning button provides access to online learning about the system

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



+61 3 9573 3100 helpdesk@chemwatch.net


[QUICK START GUIDE](#)
[PRODUCTS](#)
[TRANSLATIONS](#)
[COURSES](#)

CHEMWATCH TRAINING

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

QUICK START GUIDE

A collection of short videos to get you started.

[Click here](#)

PRODUCTS

Complete training presentations for the Chemwatch applications.

[Click here](#)

TRANSLATIONS

Translated training modules in multiple languages.

[Click here](#)

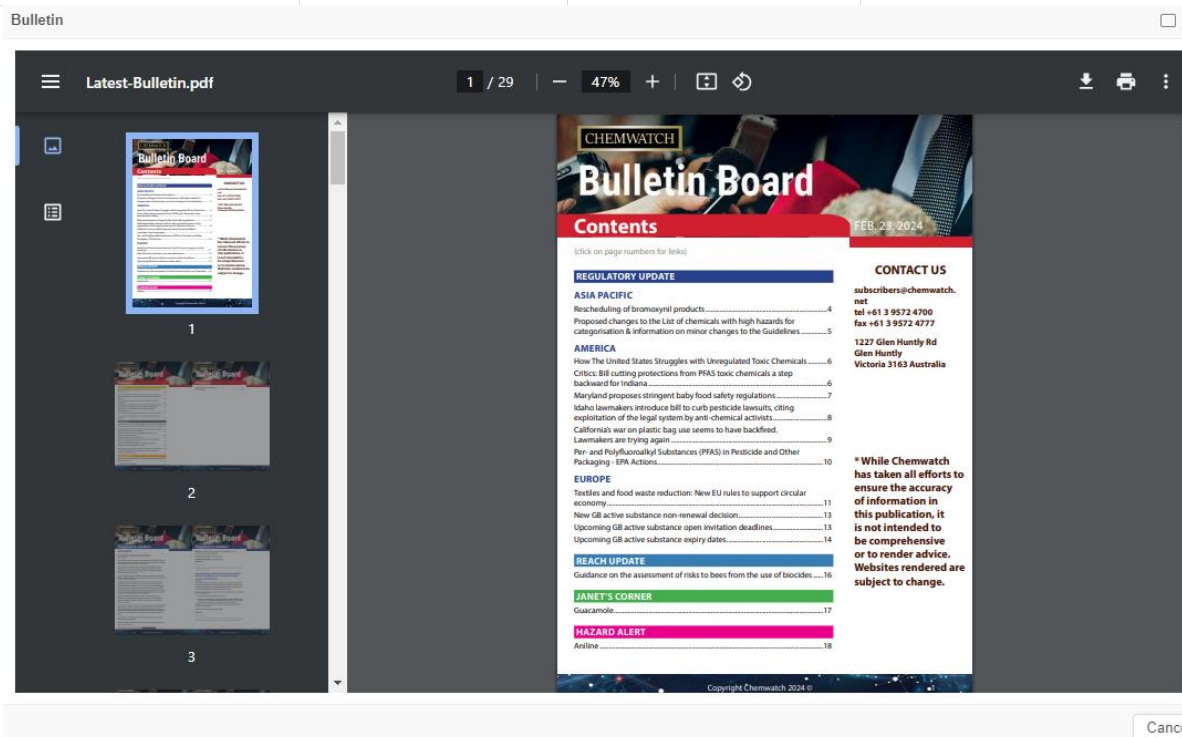
COURSES

Accredited and non-accredited courses in chemicals management and safety

[Click here](#)

[HOME](#)

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



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



 Username
 Password

[Lost password?](#)

Available courses



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

Useful Tools	Informative Tool	Description	Use
AZ	Glossary	This is a Chemwatch Glossary of Terms	Search for term description to learn more.

Glossary

Cancel

CHEMWATCH GLOSSARY OF TERMS

WikiWatch

acetone

An organic solvent of industrial and chemical significance, acetone is capable of dissolving many fats, resins and cellulose esters. It is used extensively in the manufacture of artificial fibres and explosives, as a chemical intermediate in pharmaceuticals, and as a solvent for vinyl and acrylic resins, lacquers, paints, inks, cosmetics (such as nail polish remover), and varnishes. It is used in the preparation of paper coatings, adhesives, and is also employed as a starting material in the synthesis of many compounds.

acetone noun a colourless volatile substance formed in the body after vomiting or during diabetes.

SEARCH

acetone

SEARCH

CLEAR

A B C D E F

G H I J K L

M N O P Q R

S T U V W X

Y Z

Total No. of Hits: 280384 No. of Hits: 2 < Prev Next > No of items per page: 20

Cancel

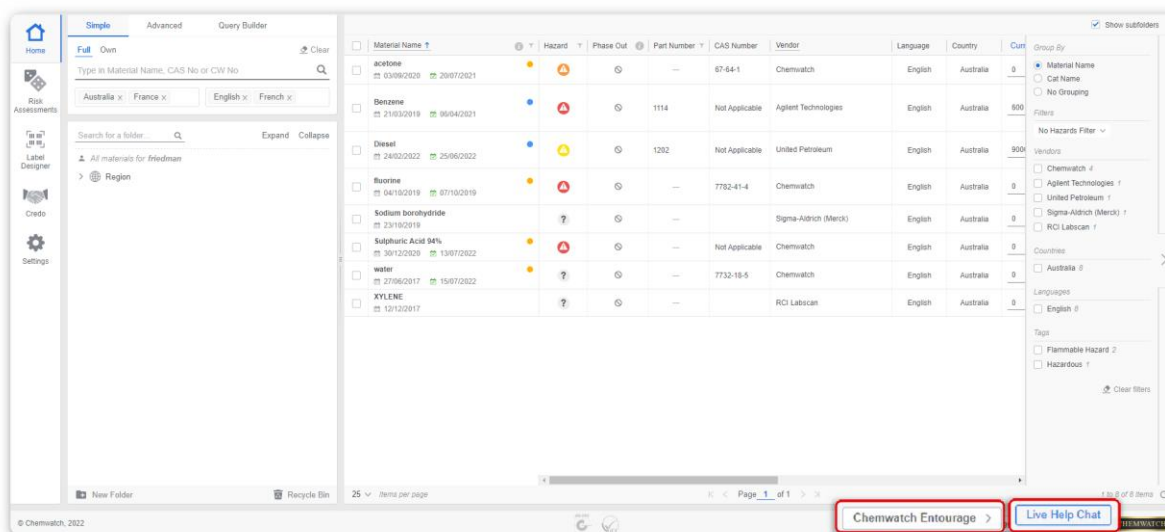
Logout	Logout	Logout button to sign-off the system	Logging out of the Chemwatch application will go back to the login screen.
---------------	--------	--------------------------------------	--

About Help and Support

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

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

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



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

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

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

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

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

Steps: How to Use the Chat Panel

Edit Info Panel

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



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

- Name
- Email
- Phone Number (Optional)

3. Click the **Save** button .

Material Name	Hazard	Dangerous Goods	Regulatory	Auto Approval	Current Volume	Material Tags
Chlorine	23/02/2022	26/08/2022		Conditional	0 L	
WD-40 BULK LIQUID	07/09/2021	17/11/2021	No UN	Conditional	0 L	
benzene	24/05/2023	24/12/2023		Conditional	0 L	
PEROXIDE BLOCK	12/01/2018	16/09/2020	No UN		0 L	
BOC Argoshield Light and Argoshield U...	10/07/2024	14/07/2024		Conditional	0 L	
Sulfuric Acid	26/03/2024	30/07/2024		Conditional	0 L	
AEROSOL 2.26 SPRAY	24/04/2023	18/08/2023		Conditional	0 L	

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

Chat with us

Looking for SDS for benzene by sigma

Cedric 

Please follow the steps provided in the knowledgebase below on how to use the search function to find an SDS for a product.

[How to search for Vendor SDS](#)

Thank you.

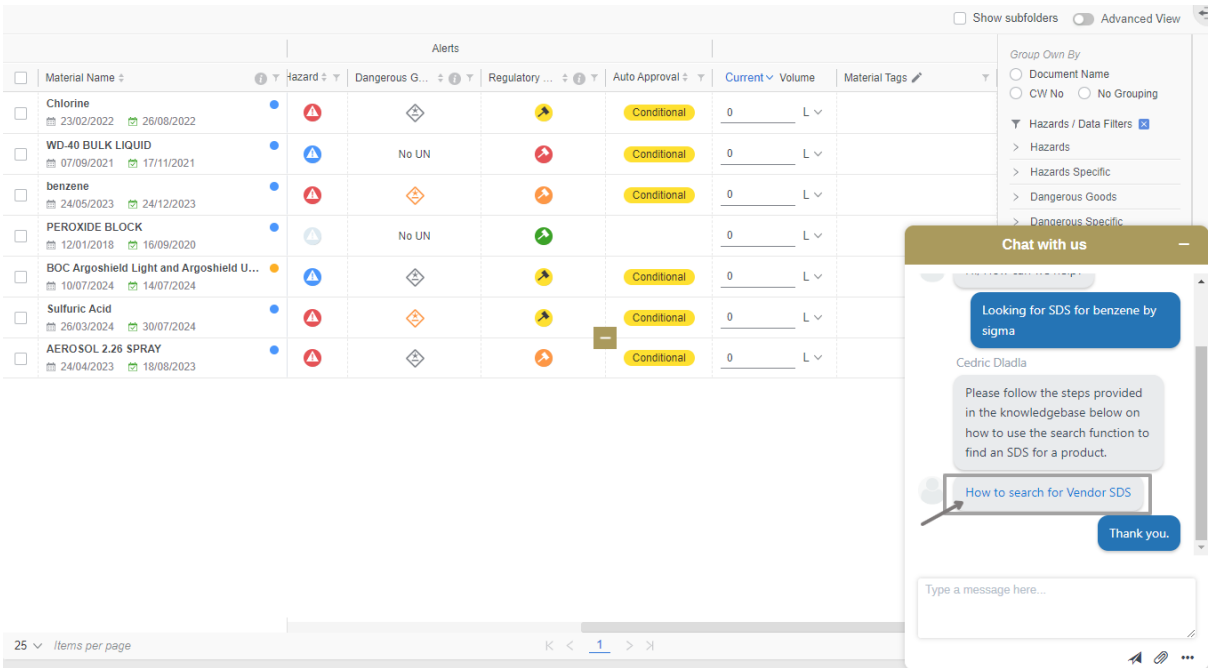
Type a message here...



Chemwatch Support Technical Tools

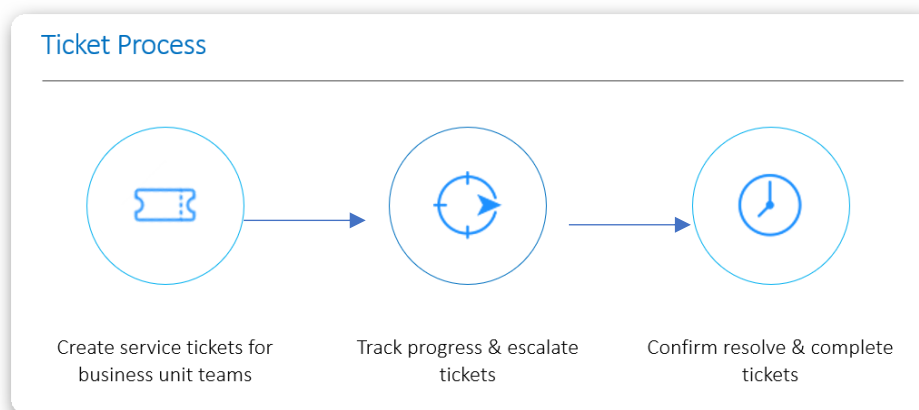
The Chemwatch team may use the following chat related tools to provide you with better support and navigation through an application issue or query.

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



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

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



About Chemwatch Entourage

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

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



Getting To Know Your Entourage

Business Unit Services

Customer Service Support Team

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

Chemist Support Team

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

Helpdesk Support Team

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

Regulations Support Team

General regulatory and label creation and customisation inquiries and advice.

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

IT Support Team

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

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

Projects Support Team

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

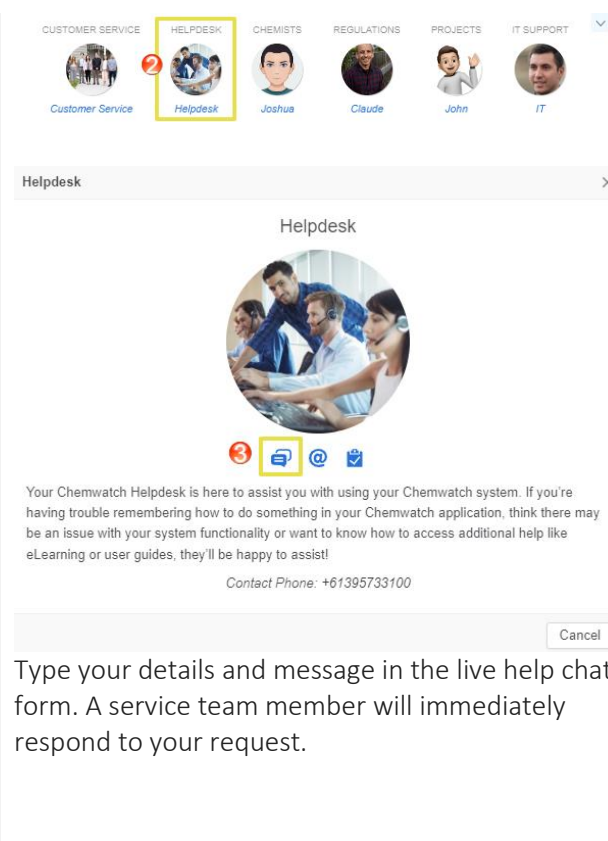
The following steps illustrate how to submit a helpdesk inquiry or question through the live chat in your Chemtourage.

Steps: How to Submit an Inquiry in Entourage

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



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



What happens after closing a chat?

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

Send an Email via the Entourage

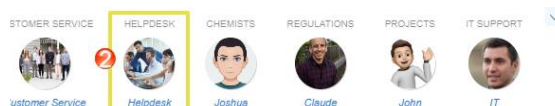
The following steps show how to submit an inquiry or question through the Entourage email function.

Steps: Send Email through Entourage Service

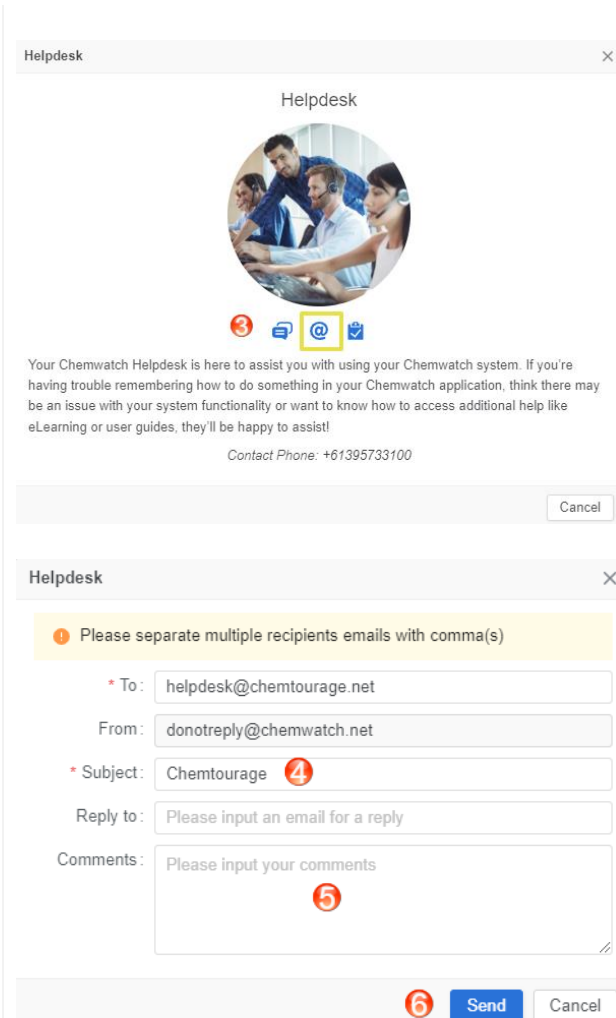
1. Open the **Chemwatch Entourage** panel.



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



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



Helpdesk

Helpdesk

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

Contact Phone: +61395733100

Cancel

Helpdesk

Please separate multiple recipients emails with comma(s)

* To: helpdesk@chemtourage.net

From: donotreply@chemwatch.net

* Subject: Chemtourage

Reply to: Please input an email for a reply

Comments: Please input your comments

Send Cancel

What happens after submitting an Inquiry by email?

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

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

1.0 Create Templates and Export Reports

This chapter will cover the following objectives:

- Basic templates to generate reports
- User defined templates
- Export data by using user defined templates
- Formatted style reports
- Quick search in method builder to find datapoints

WHAT
YOU'LL
LEARN

 The Report Generator feature provides **Basic** and **Advanced** modes to use default or custom templates to export data into chosen report format. The exported data can be used for suitable analysis which might involve filtering, sorting, or aggregating the data. Report generation in the system exports the data in various formats.

Basic Mode

The basic mode contains predefined templates to choose from.

- Own DG report
- Hazard rating
- Materials
- Own volumes and locations
- New Zealand Inventory

Advanced Mode

The advanced mode enables users to create their own templates using specific datapoints to generate reports.

Manifest related datapoints, e.g., Product name, Vendor Name, SDS Issue Date, GHS Hazard classification, Volume/Weight, Folder Location, DG Classification and many more...

Basic Mode	Advanced Mode
Basic Advanced Report: Own DG report Report Format: XLSX Download Images: ☐	Basic Advanced Report: + / ✕ Report Format: XLSX Enable Multiple: ☒ Download Images: ☐
Report Format: • XLSX • XLS • CSV • XML • HTML • Formatted Template (XLSX)	Report Format: • XLSX • XLS • CSV • XML • HTML

Note that the users must be assigned the respective privileges to use the full scope of the Report Generator feature. Contact your domain administrator for more information.

Advanced Report Tab Components

Basic **Advanced**

Report: Manifest Report + - x

Report Format: XLSX

Enable Multiple: ☒

Download Images: ☐

Start Process

Generated Documents

Create, Edit, Delete Templates

All created custom report templates are saved in the drop-down list in the advanced mode and enable users to choose the report template name to export the respective report based on the assigned data points. The **“Enable Multiple”** checkbox when selected will include extra lines for items that have multiple records for the same material name (assigned to the same Chemwatch Number (CW No.)). The **“Download Images”** checkbox is a feature that draws images or graphics based on the classification of the material such as, PPE graphics, GHS graphics into the exported report.

Component	Attribute	Use
Add Report 	Create a new report template using the method builder datapoints in folder directories.	Enables users to create new report templates by assigning data points to export information through a chosen report format.
Edit 	Edit an existing report template.	Enables users to edit report template data points that were originally assigned or add or remove some to meet your requirements.
Recycle Bin 	Remove an existing report template.	Enables users to delete an existing report template that is no longer required.
Start Process 	Generate the download file	The downloaded file is rendered in the system for further printing, sharing or downloading to external drive or repository.

1.1 Generate Basic Template Report

The Basic tab contains default report templates created by Chemwatch. The basic templates contain datapoints and it is important to consider these data points prior to choosing a basic report to generate the appropriate data.

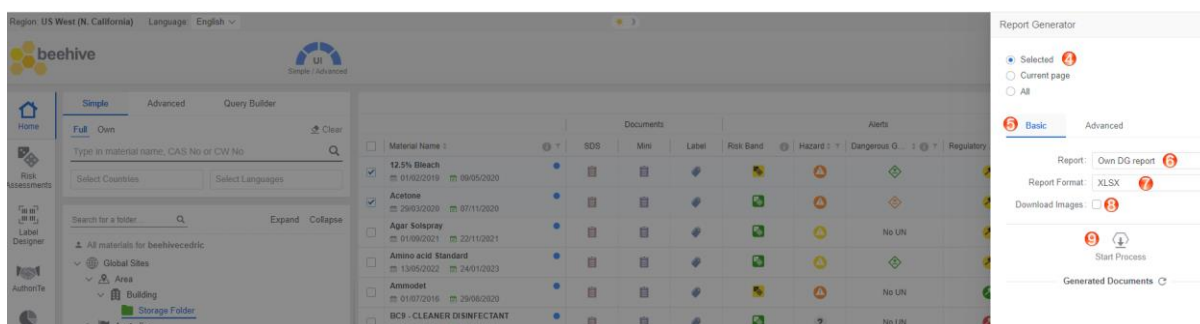
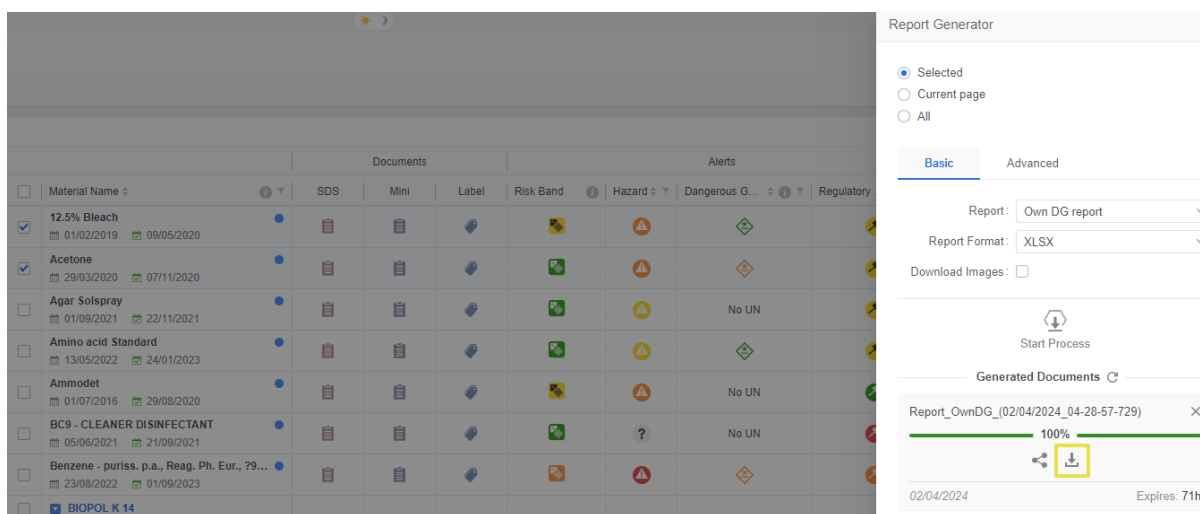
Basic Report Template	Description of Report Type	Report Generator Datapoints
Own DG Report	The Own DG Report is generated based on OWN material inventory from the selected folder.	UN, Material Name, GHS H Codes, Shipping Name, DG Primary Class, Hazchem, Packing Group, Location.
Hazard Rating	The Hazard Rating Report is generated based on OWN material inventory as per Chemwatch Hazard Ratings. If there are materials without hazard ratings, these will be generated as "Unknown" for the hazard rating datapoint fields in the report.	Material Name, Vendor, GHS Classification, Hazard Rating, Gold SDS Issue Date (Latest), Current Volume, Current Unit, Maximum Volume, Maximum Unit, DG Primary Class, SUSMP Poison Schedule, CAS Number, Location
Materials	The Report Materials lists the materials in a folder inventory.	Chemwatch Number, Material Name, Part No., Preferred Name, Gold SDS Issue Date (Latest).
Own Volumes and Locations	The Own Volumes and Locations Report is generated based on OWN material inventory.	Chemwatch Number, Material Name, Catalogue Name, Current Volume, Current Unit, Maximum Volume, Maximum Unit, DG Primary Class, Hazchem, Packing Group, Location.

The following steps demonstrate how to use a basic template to export data to a spreadsheet. In this worked example, the data will be exported from a folder with existing inventory.

Steps: How to generate a Report using a Basic Template

The screenshot shows the Chemwatch Beehive interface. At the top right, the 'Report' button is highlighted with a yellow box. The main area displays a table of materials with columns: Material Name, SDS, Mini, Label, Risk Band, Hazard, Dangerous Goods, Regulatory, and Alerts. The left sidebar shows a folder hierarchy with 'Hazard Chemicals' selected. The right sidebar shows filters for Group, Material Name, and Country.

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

Save the Report in Your Repository

File name:

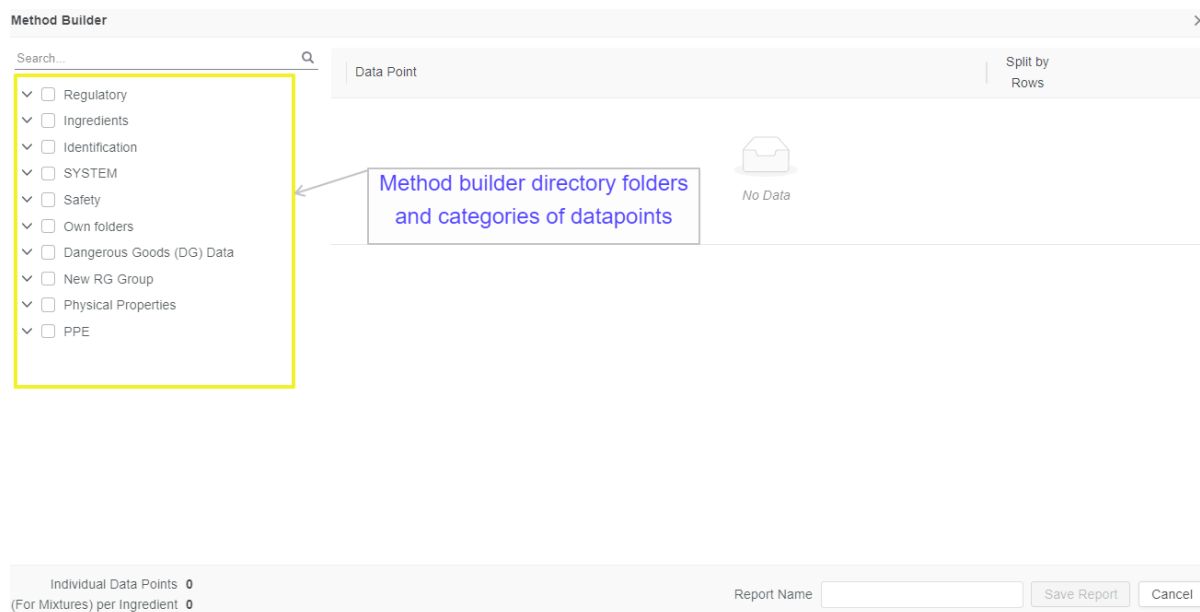
Save as type:

Downloaded Report View

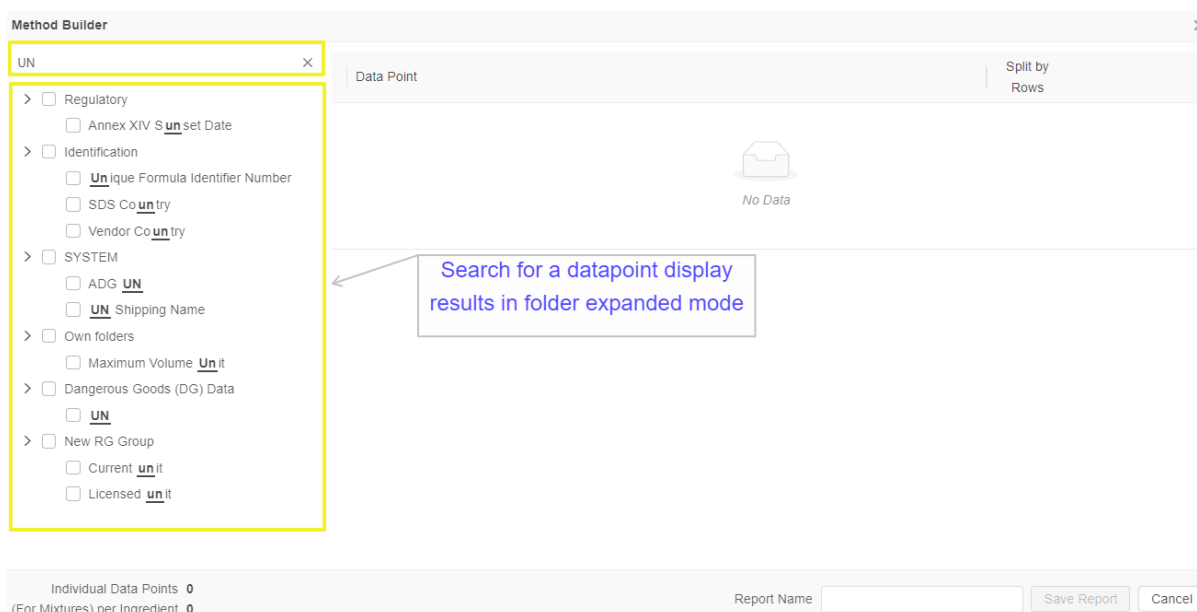
	A	B	C	D	E	F	G	H
1	UN	Material Name	GHS H Codes	Shipping Name	DG Primary Class	Hazchem	Packing Group	Location
2	2209	FORMALDEHYDE 41%	H290 H301 H311 H314 H317 H318 H331 H350 H360D H371 H402	FORMALDEHYDE SOLUTION	6	*2X	III	Global Sites/Area/Building/Hazard Chemicals
3	1791	12.5% Bleach	AUH031 H400 H314	HYPOCHLORITE SOLUTION	8	2X	III	Global Sites/Area/Building/Hazard Chemicals
4	1090	Acetone	H225 H336 H319	ACETONE	3	*2YE	II	Global Sites/Area/Building/Hazard Chemicals
5								

1.2 Create Templates using Advanced Tab to Generate Reports

The **Advanced** tab provides users who have the appropriate Report Generator-related permissions with the ability to create new user defined templates or edit existing templates to generate reports. The templates must be created using specific datapoints available in the Method Builder directory of datapoints folders. The Method Builder contains a filter function to search for specific datapoint from the directory. Once a datapoint is identified, it can be selected to add it to your template.



Searching for datapoint(s) has become easier in the method builder with the introduction of a two-character datapoint search function. Users can now search for datapoints such as "UN" (acronym), etc.



Manifest related datapoints may include:

- Material Name
- Product Name
- Vendor
- Supplier
- Volume/Weight (Quantity)
- SDS Issue Date
- Location
- GHS Classification
- DG Class
- Packing Group
- Hazchem
- UN Number

Other data points that can be useful:

- Ingredients
- GHS Signal Word
- GHS H Codes
- GHS Pictograms images
- GHS Classification
- Annex XIV Sunset Date
- GHS Classification New Zealand
- GHS HNOC
- DG Class
- GHS H Cods and Phrases
- GHS PPE Graphics
- User Part Number
- Vendor Part Number

Manifest related Datapoints Descriptions

Manifest Datapoint	Description
Material Name	This is the name of the material registered in the Chemwatch database. All material names are allocated a Chemwatch Number (CW NO.)
Vendor	This is the manufacturer of the Safety Data Sheet for a product produced.
Location	This is the folder name with path, which identifies where the folder is nested in the folder tree structure.
Initial SDS Date	This is the initial date of the Safety Data Sheet for the product.
Gold SDS Issue Date (Latest)	This is the Chemwatch Gold Safety Data Sheet's latest issue date for the material.
Current Volume	This is the current capacity of the liquid in a container or in bulk.
Current Unit	This is a specified unit measure (metric, imperial, U.S imperial).
Licensed Volume	Quantity authorized to store chemicals on site.

Manifest Datapoint	Description
Maximum Volume	Maximum volume of the material. Maximum volume cannot be less than current volume.
Maximum Unit	This is a specified unit measure (metric, imperial, U.S imperial).
DG Primary Class	This is the class of dangerous goods that take precedence over any other class. It is the main class in dangerous goods classification for transport.
Packing Group	This is the UN Dangerous Group degree of danger they present; categorised as I, II, or III.

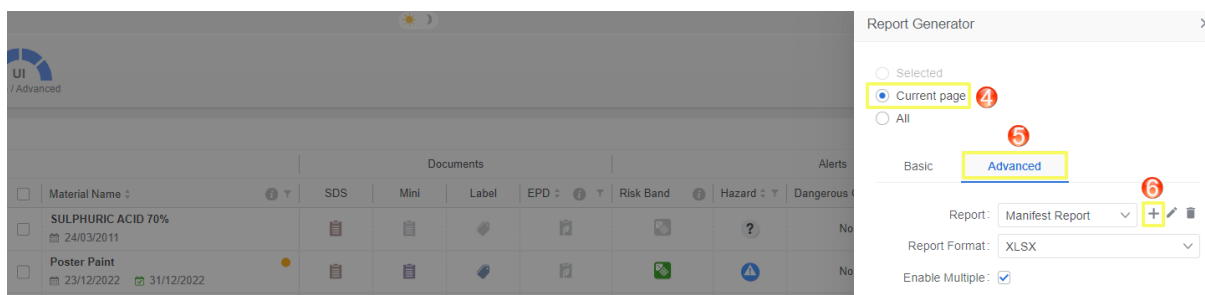
1.2.1 Create Template and Generate a Report

The following steps show how to create a template to export manifest related data from own inventory folder into a spreadsheet. In this worked example, the following datapoints are used for data export.

- Material Name
- Vendor
- GHS Classification
- Current Volume/Weight
- SDS Issue Date
- Location
- DG Class
- Packing Group
- Hazchem
- UN Number

Steps: How to Create a Template and Generate a Report in Advanced Mode

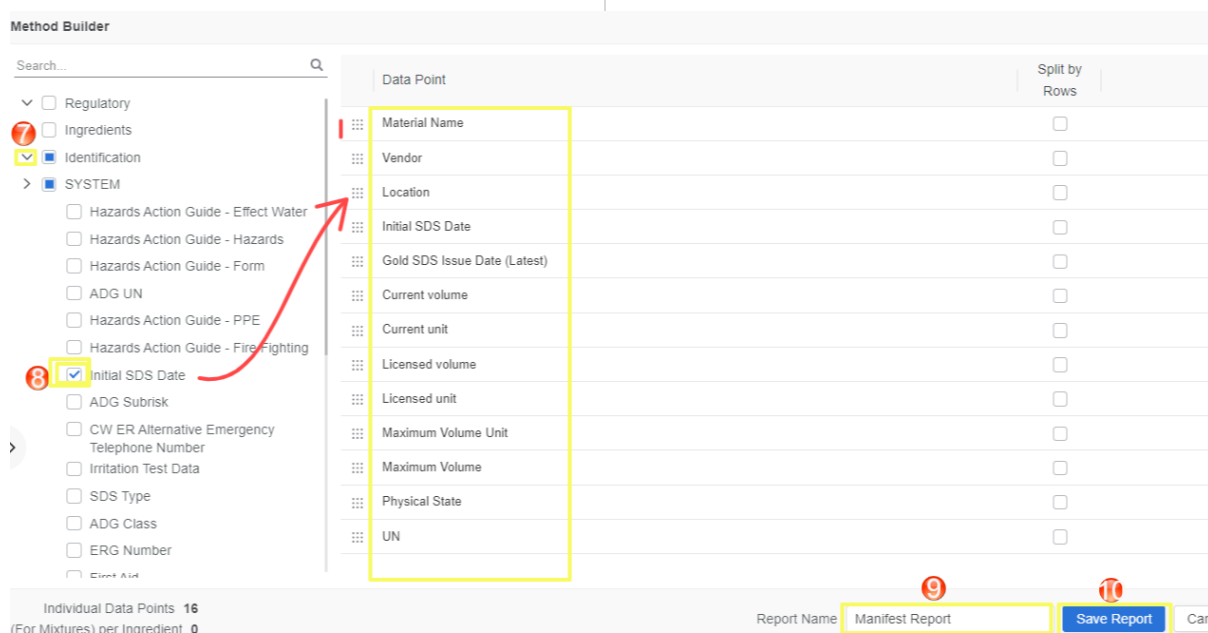
The screenshot shows the Chemwatch GoldFFX interface. The top navigation bar includes the 'Report' button, which is highlighted with a yellow box. The main content area displays a table of materials with columns for Material Name, SDS, Mini, Label, Risk Band, Hazard, Dangerous Goods, Regulatory, and Alerts. The left sidebar shows a tree view of folders, including 'Hazard Chemicals' and 'Hazardous Building'. The right sidebar shows filters for 'Group Over By' (Material Name, Cat Name, No Grouping), 'Hazards Filters', 'Data available', 'Vendors', and 'Countries'.



1. Open **Home** module .
2. Click on **Folder** location to list materials and select checkboxes against the materials of interest.
3. Click the **Report Generator** button  on the top right corner of the user interface.
4. Note that the 'Selected' radio button is the default option to generate the report based on selected materials on the list. Choose an option; **Current Page** or **All** or simply maintain the default if only specific materials are selected from the list.
5. Click the **Advanced** tab.
6. Click the **Add**  icon to select the respective datapoints in method builder window.
7. In the **Method Builder** folder directories, select the **downward arrows**  to drill down the datapoints.
8. Select the **datapoints checkboxes**, e.g. in the Identification folder, select the Material Name, Vendor checkboxes and add more datapoints of interest from other folder directories.
9. Enter the name of the report in the **Report Name** text field.
10. Click the **Save Report**  button. The message display on the top right corner confirms successful operation.

 **Success** 
User Method Saved

11. Select the **Report Format** from the dropdown arrow, e.g., xlsx
12. Click the **Start Process**  button.
13. Wait until the download process is completed at 100% progress bar.
14. Click the **Download** button.
15. **Save** downloaded file.
16. **Open** the downloaded **File** to view the data.



The screenshot shows the 'Advanced' tab of the Report Generator. The 'Report' dropdown is set to 'Manifest Report', and the 'Report Format' is 'XLSX'. The 'Enable Multiple' checkbox is checked. The 'Download Images' checkbox is unchecked. The 'Start Process' button is highlighted with a yellow box. Below, the 'Generated Documents' section shows a progress bar at 100% for the report 'Report_Manifest_Report_(05/06/2024_03-23-...)'. The report is dated 05/06/2024 and expires in 71h. A download icon is highlighted with a yellow box.

Save Report on Your Repository

The screenshot shows the 'Save As' dialog box with the file name 'Report_Manifest_Report' and the save type 'Microsoft Excel Worksheet'. The 'Save' button is highlighted with a yellow box. A dashed yellow arrow points from the download icon in the 'Generated Documents' section to the 'Save' button. The 'Generated Documents' section shows the same progress bar at 100% for the report 'Report_Manifest_Report_(05/06/2024_03-23-...)'. The report is dated 05/06/2024 and expires in 71h. A download icon is highlighted with a yellow box.

Downloaded Report View

A	B	C	D	E	F	G	H	I	J	K	L	M
Material Name	Vendor	Location	Initial SDS Date	Gold SDS Issue Date (Latest)	Current wt	Current unit	Licensed	Maximum	Maximum	Physical State	UN	DG Primary Class
SULPHURIC ACID 70%	George Weston Foods (Jasol Australia)	Global Sites	24/03/2011	23/12/2022	25	L	0	L	0	Liquid	Not Applicable	Not Applicable
Poster Paint	Chemwatch	Global Sites	14/04/2014	23/12/2022	5	L	0	L	0	Liquid	1791	8
12.5% Bleach	aiMix Chemicals	Global Sites	09/05/2020	01/02/2019	20	L	0	L	0	Liquid	2209	8
FORMALDEHYDE 41%	Chemwatch	Global Sites	28/03/2004	23/12/2022	8	L	0	L	0	Liquid	1090	3
Acetone	Sigma-Aldrich (Merck)	Global Sites	07/11/2020	29/03/2020	20	L	0	L	20	Liquid	Not Applicable	Not Applicable
BLEACH	Agar Cleaning Systems	Global Sites	10/11/2020	01/08/2020	10	L	0	L	0	Liquid	Not Applicable	Not Applicable
Cargill Sodium Chloride Food-Indus...	Chemwatch	Global Sites	19/12/2023	29/12/2023	15	kg	0	kg	0	Solid	Not Applicable	Not Applicable
Henkel Loctite 5031/40LB	Chemwatch	Global Sites	01/11/2009	10/12/2021	15	L	0	L	0	Liquid	Not Applicable	Not Applicable
Sodium Chloride Tablets	Merck (Sigma-Aldrich)	Global Sites	12/04/2024	15/12/2022	5	kg	0	kg	0	Solid	Not Applicable	Not Applicable
Glitter Paint	Educational Colours (Reeves)	Global Sites	20/05/2022	15/03/2021	6	L	0	L	20	Liquid	Not Applicable	Not Applicable

Other Best Practice Data Points

New data points have been added to the Report Generator Method Builder mode to include the following types.

- User Part Number Data Point
- User Part Number (Global) Data Point
- Vendor Part Number Data Point

The user part number data point is a user dependent type of part number that is independent of the official product part number or stock number, or product identifier number and used for internal purposes. User Part Numbers are nominally used as a unique identifier assigned by a company or user to track and manage specific chemical products in their inventory. It helps users to differentiate user assigned numbers from the manufacturer-assigned catalog or product numbers.

Part numbers can be drawn from the system and exported to spreadsheet format using the report generator export function tool. With this new addition of various types of part numbers will enhance data driven reporting for the ease of users to track and manage their inventories.

User part numbers must be added into the system for intended materials by using the Add Part Number feature in the materials grid where a folder contains an inventory. The following exercise illustrates creating a report generator template using the advanced mode to export the respective data based on a few selected data points of interest identifying the materials and user part number. The report generator data points that will be utilised in the case are as follows:

- Material Name
- Vendor
- User Part Number
- Location

These few part numbers are under each of the respective method builder director folders.

Directory Folder in Method Builder

Data Point

Identification

Material Name

Vendor

User Part Number

User Part Number (GLOBAL)

The screenshot displays the 'Method Builder' window. On the left, a tree view under the 'user' folder shows 'Identification' expanded, with 'User Part Number' and 'User Part Number (GLOBAL)' selected. The main table lists data points with checkboxes for selection and a 'Split by Rows' column.

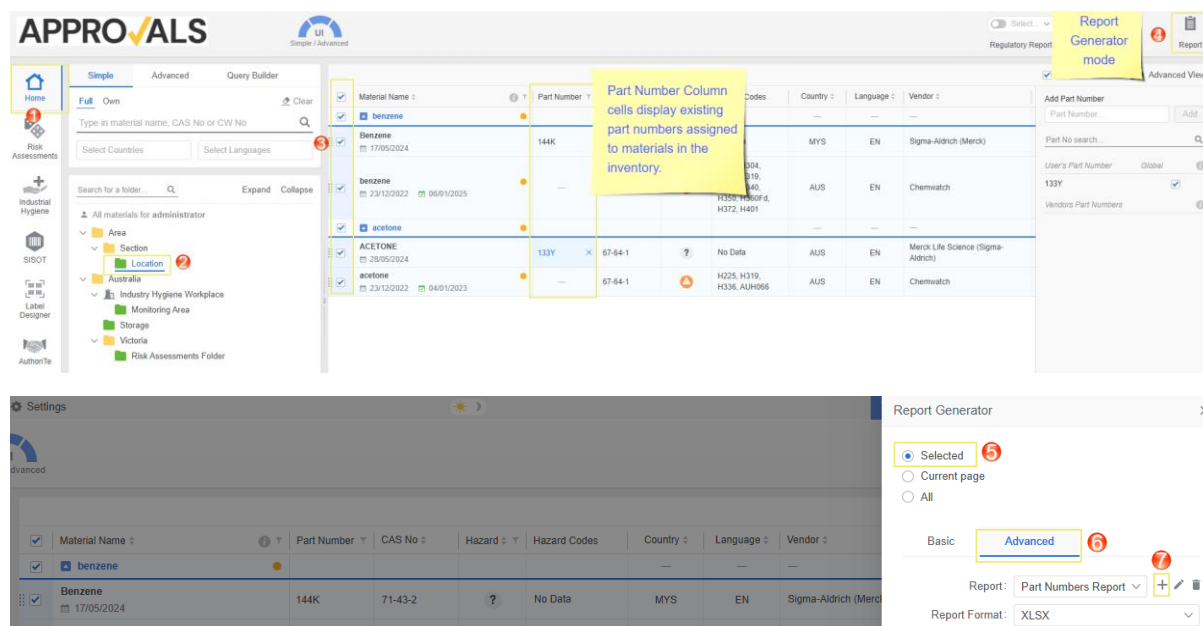
Data Point	Split by Rows
Material Name	☐
Preferred Name	☐
Vendor	☐
Vendor Part Number	☐
User Part Number	☐
Location	☐
User Part Number (GLOBAL)	☐

At the bottom, a summary bar shows 'Individual Data Points: 7 (For Mixtures) per Ingredient: 0'. The 'Report Name' field is set to 'Part Numbers Report', with 'Save Report' and 'Cancel' buttons.

Steps to Generate a Report for User Part Number Data Points

1. Open **Home** module .
2. Click on **the Folder** location to list materials.
3. Select **Checkboxes against the Materials** of interest that have part numbers assigned.
4. Click the **Report Generator** button  on the top right corner of the user interface.
5. Note that the **'Selected'** radio button is the default option to generate the report based on selected materials on the list. Choose an option; **Current Page** or **All** or simply maintain the default if only specific materials are selected from the list.
6. Click the **Advanced** tab.
7. Click the **Add**  icon to select the respective datapoints in method builder window.
8. Select the **datapoints checkboxes**, e.g. in the Identification folder, select the Material Name, Vendor, User Part Number, User Number (GLOBAL) checkboxes and add more datapoints of interest from other folder directories such as Own folder location.
9. Enter the name of the report in the **Report Name** text field.
10. Click the **Save Report**  button. The message display on the top right corner confirms the successful operation.

 **Success**
User Method Saved



APPROVALS Simple / Advanced

Report Generator mode

Part Number Column cells display existing part numbers assigned to materials in the inventory.

Report Generator

Selected (5)

Advanced (6)

Report: Part Numbers Report (7)

Report Format: XLSX



Users must be assigned privileges to use the full scope of the Report Generator module. Contact your domain administrator for more information.

Method Builder

Search...

☒ Material Name
☐ Material Tags
☐ Material Tags Description
☐ Mini Appearance
☒ Preferred Name
☐ SDS Country
☐ SDS Issue Date (Latest)
☐ SDS Language
☐ Synonyms
☐ Unique Formula Identifier Number
☐ Use
☒ User Part Number
☒ User Part Number (GLOBAL)
☒ Vendor
☐ Vendor Address
☐ Vendor Country
☐ Vendor Email
☐ Vendor Emergency Organization

Data Point	Split by Rows
Material Name	☐
Preferred Name	☐
Vendor	☐
Vendor Part Number	☐
User Part Number	☐
Location	☐
User Part Number (GLOBAL)	☐

Individual Data Points: 7
(For Mixtures) per Ingredient: 0

Report Name: Part Numbers Report

Save Report Cancel

- Select the **Report Format** from the dropdown arrow, e.g., xlsx (spreadsheet file format).
- Click the **Start Process** button.
- Wait until the download process is completed at 100% progress bar.

- Click the **Download** button.
- Save** the downloaded file onto your desktop/extension folder.
- Open** the downloaded **File** to view the respective data.

Settings

Material Name	Part Number	CAS No	Hazard	Hazard Codes	Country	Language	Vendor
benzene	144K	71-43-2	?	No Data	MYS	EN	Sigma-Aldrich (Merck)
benzene	—	71-43-2	⚠	H225, H304, H315, H319, H336, H340, H350, H360Fd, H372, H401	AUS	EN	Chemwatch
acetone	133Y	67-64-1	?	No Data	AUS	EN	Merck Life Science (Aldrich)
acetone	—	67-64-1	⚠	H225, H319, H336, AUH066	AUS	EN	Chemwatch

Report Generator

Selected
Current page
All

Basic Advanced

Report: Part Numbers Report

Report Format: XLSX

Enable Multiple: ☒

Download Images: ☐

Start Process

Generated Documents

Report_Part Numbers Report_(07/01/2025_0_0...)

100%

07/01/2025 Expires: 70h

Part Numbers spreadsheet format report contains the selected datapoints represented in the column headers.

	A	B	C	D	E
1	Material Name	Vendor	User Part Number	Location	
2	Benzene	Sigma-Aldrich (Merck)	144K	Area/Section/Location	
3	acetone	Chemwatch		Area/Section/Location	
4	ACETONE	Merck Life Science (Sigma-Aldrich)	133Y	Area/Section/Location	
5					

1.2.2 Create and Generate Report with Graphics

Report Generator advanced tool provides users with the ability to create custom templates to generate reports with available graphics. The advanced user defined templates must be created using specific datapoints available in the Method Builder directory folders.

Hazardous Materials Common Graphics



The following steps illustrate how to generate a report for materials with datapoints graphics.

Steps: Create and Generate a Report with Graphics using a Custom Template

1. Open **Home** module .
2. Click on **Folder** location to list materials and select checkboxes against the materials of interest.
3. Click the **Report Generator** button  on the top right corner of the user interface.
4. Note that the 'Selected' radio button is the default option to generate the report based on selected materials on the list. Choose an option; **Current Page** or **All** or simply maintain the default if only specific materials are selected from the list.
5. Click the **Advanced** tab.
6. Click the **Add**  icon to select the respective datapoints in method builder window.
7. In the **Method Builder** folder directories, select the **downward arrows**  to drill down the datapoints.
8. Select the **datapoints checkboxes**, e.g. select Material Name, GHS Graphics, GHS PPE Graphics, DG Diamond Graphic and add more datapoints of interest from other folder directories.
9. Enter the name of the report in the **Report Name** text field.
10. Click the **Save Report**  button. The message display on the top right corner confirms successful operation.

 **Success** 
User Method Saved
11. Select the **Report Format** from the dropdown arrow, e.g., **xlsx**
12. Select the **Download Images** checkbox.
13. Click the **Start Process**  button. Wait until the download process is completed at 100% progress bar.
14. Click the **Download** button.
15. **Save** downloaded file.
16. **Open** the downloaded **File** to view the data export.

bee hive

Simple / Advanced

Print Out

Report

Show subfolders

Home

Type in material name, CAS No or CW No

Search for a folder

Expand Collapse

All materials for beehivecedric

Area

Global Sites

Area

Building

Hazard Chemicals

Risk Assessments

Storage Folder

Hazardous Building

Australia

Canada

Ireland

Singapore

UK

United States

Material Name	SDS	Mini	Label	Risk Band	Hazard	Dangerous G	Regulatory	Alerts
12.5% Bleach	01/02/2019	09/05/2020						
Acetone	29/03/2020	07/11/2020						
BLEACH	01/05/2020	10/11/2020						
Cargill Sodium Chloride Food Indus...	29/12/2023	29/12/2023						
FORMALDEHYDE 41%	23/12/2022	30/12/2022						
Glitter Paint	15/03/2021	20/05/2022						
Henshel Loctite 503140LB	18/12/2021	18/12/2021						
Poster Paint	23/12/2022	31/12/2022						
Sodium Chloride Tablets	15/12/2022	12/04/2024						
SULPHURIC ACID 70%	24/03/2011							

Group Own By

Material Name

Cat Name

No Grouping

Filters

Hazards Filters

Data available

Chemwatch 4

Vendor 6

Vendors

Chemwatch 4

George Weston Foods (Jasol Australia) 1

allMix Chemicals 1

Sigma-Aldrich (Merck) 1

Agar Cleaning Systems 1

Countries

Australia 10

Report Generator

Selected

Current page

All

Basic

Advanced

Report: Manifest Report

Report Format: XLSX

Enable Multiple: ☒

Selected Datapoints in Worked Example

Method Builder

Search...

Regulatory

Ingredients

Identification

SYSTEM

Safety

Own folders

Location

Maximum Volume Unit

Maximum Volume

Biological Monitoring Filter

Dangerous Goods (DG) Data

DG Primary Class

DG Second Sub Risk

UN

DG Diamond Graphic

Spills Fire Distance

Packing Group

EPG Number

Data Point	Split by Rows
Material Name	☐
GHS Graphics (Except DG Diamonds)	☐
Location	☐
GHS PPE Graphics	☐
International Hazard Graphics	☐
NFPA Diamond Graphics	☐
GHS Pictogram Images	☐
GHS H Codes	☐
DG Primary Class	☐
DG Diamond Graphic	☐
Packing Group	☐

Individual Data Points 11
(For Mixtures) per Ingredient 0

Report Name Materials and Graphics

Save Report

Cancel

The screenshot shows the Chemwatch interface with a list of chemicals. The Report Generator dialog box is open, showing the 'Advanced' tab. The 'Report' is set to 'Materials and Graphics', 'Report Format' is 'XLSX', 'Enable Multiple' is checked, and 'Download Images' is checked. The 'Start Process' button is visible. The 'Generated Documents' section shows a progress bar for 'Report_Materials and Graphics_(05/06/2024...)' at 100%.

Save the Report on Your Repository (Destination Folder)

The screenshot shows the Chemwatch interface with a 'Save As' dialog box open. The file name is 'Report_Materials and Graphics' and the save type is 'Microsoft Excel Worksheet'. The 'Save' button is highlighted. The Report Generator dialog box is also visible in the background.

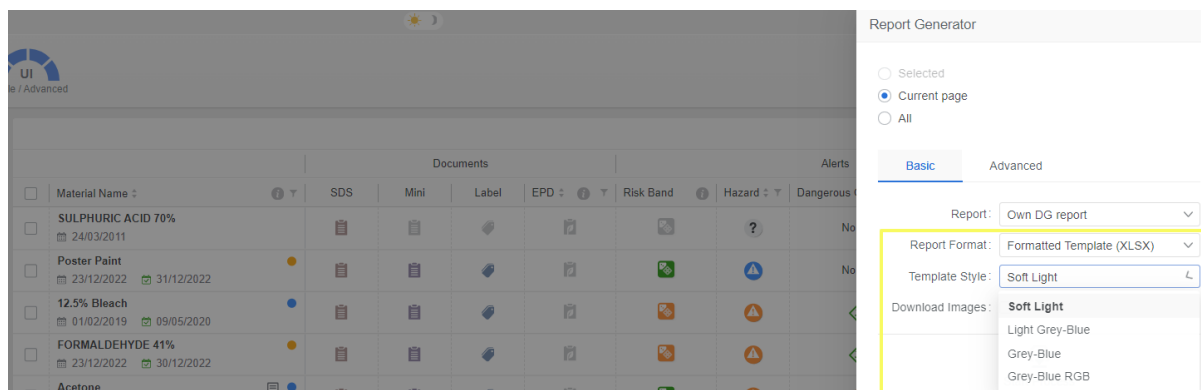
Downloaded Report View

	A	B	C	D	E	F	G	H
1	Material Name	Location	NFPA Diamond	GHS PPE Graphics	GHS Pictogram Images	GHS H Codes	DG Primary Class	Packing Group
2	12.5% Bleach	Global	1 0			AUH031 H400 H314	8	III
3	FORMALDEHYDE 41%	Chemicals Global	2 1			H290 H301 H311 H314 H317 H318 H331 H350 H360D H371 H402	8	III
4	Acetone	Chemicals Global	2 1			H225 H336 H319	3	II
5	BLEACH	Chemicals Global	2 1			H314 H318	Not Applicable	Not Applicable
6	Cargill Sodium Chloride Food	Chemicals Global	2 1			H315 H319 H335	Not Applicable	Not Applicable
7	Henkel Loctite 5031/40LB	Chemicals Global	2 1			H317 H341 H360FD H373 H412	Not Applicable	Not Applicable

1.3 Generate Reports using Formatted Styles

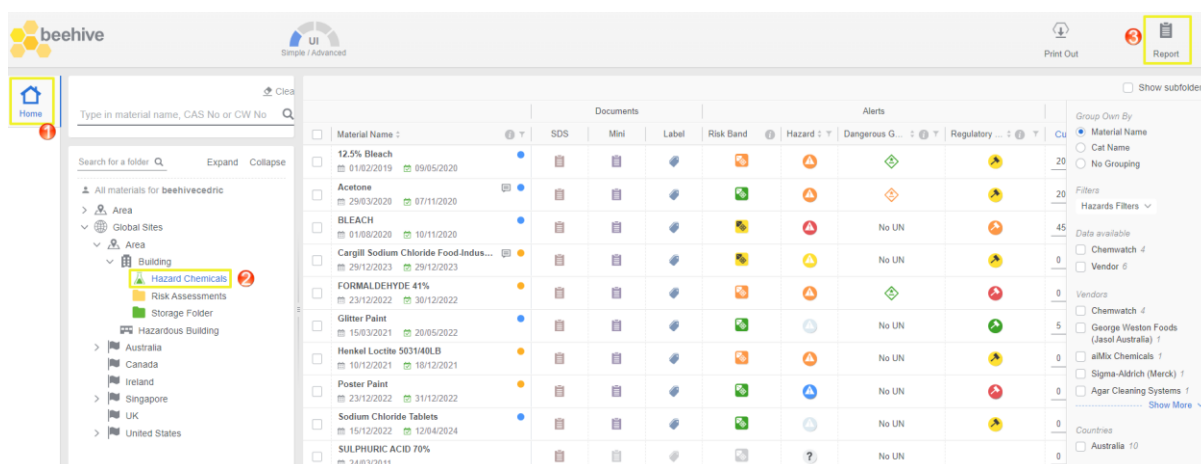
There are various types of formatted template styles in xlsx format, which encompass different themes.

- Soft Light
- Light Grey-Blue
- Grey-Blue
- Grey-Blue RGB



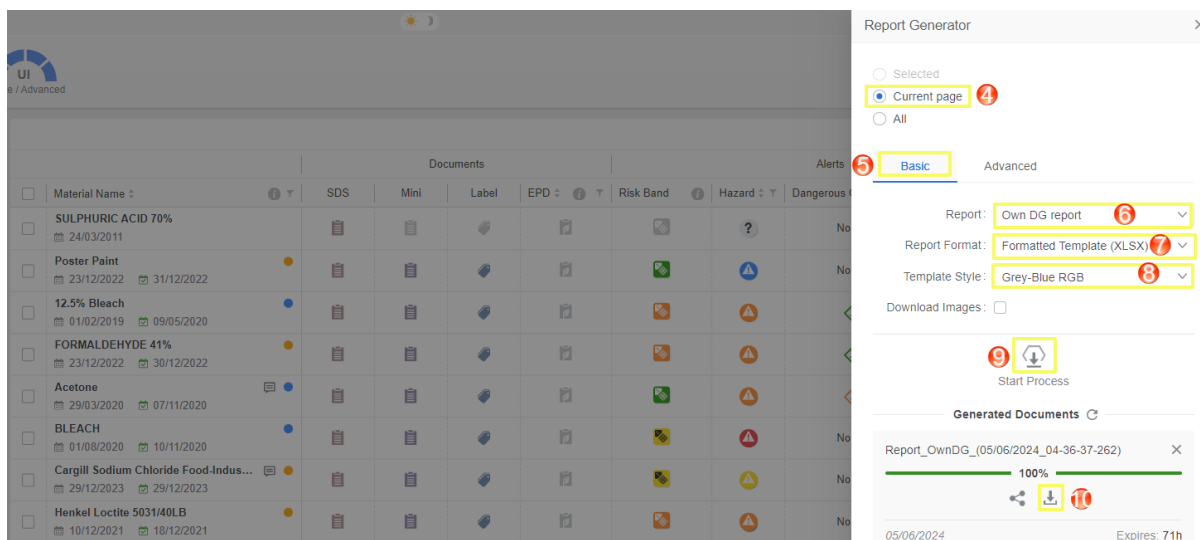
These themes come in presentation-ready styled sheets that have colour coded schemes. The following steps demonstrate how to use a **Basic mode template** to export data to a spreadsheet using the **formatted style themes**. In this worked example, the data will be exported from a folder with existing inventory.

Steps: How to Generate a Report using a Basic Template



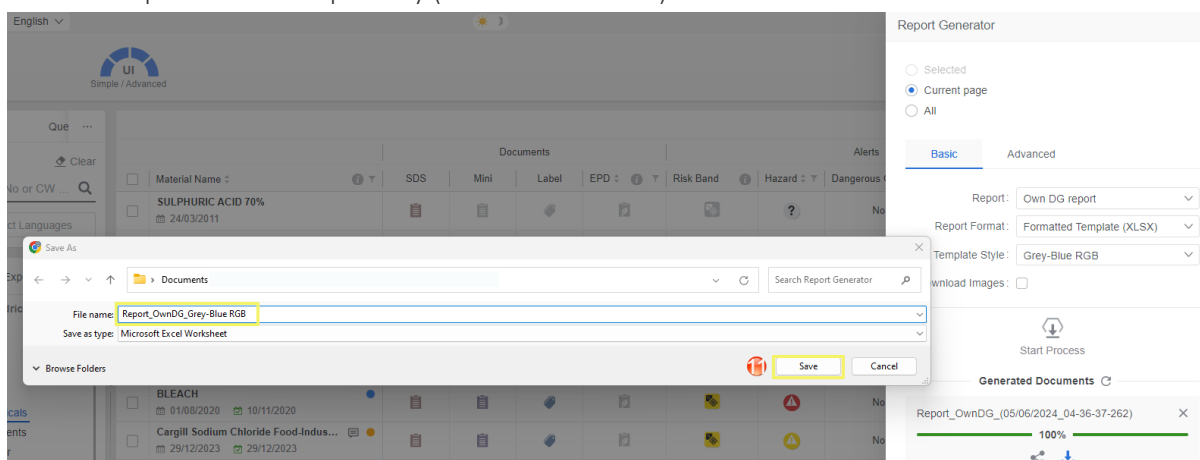
1. Open **Home** module.
2. Click on **Folder** location to list materials and select checkboxes against the materials of interest.
3. Click the **Report** button.
4. Select the **Basic** tab.
5. Choose the **Basic** tab.
6. Select the **Report name** from the drop-down list of templates, e.g., Own DG report.
7. Click the Report Format dropdown arrow and select **Formatted Template (XLSX)**.

- Click the **Report Generator** button  on the top right corner of the user interface.
- Note that the **Selected** radio button is the default option to generate the report based on selected materials on the list grid. Select the **Current** option to generate data based on the current page.
- Click the **Template Style** dropdown arrow and select Grey Blue RGB option.
- Click the **Start Process**  button. Wait until the download process is completed at 100% progress bar.
- Click the **Download** button.
- Save** downloaded file.



The screenshot shows the 'Report Generator' dialog box. The 'Current page' radio button is selected (4). The 'Basic' tab is active (5). The 'Report' dropdown is set to 'Own DG report' (6). The 'Report Format' is 'Formatted Template (XLSX)' (7). The 'Template Style' is 'Grey-Blue RGB' (8). The 'Start Process' button is highlighted with a red circle and number 9. Below, the 'Generated Documents' section shows a progress bar at 100% for 'Report_OwnDG_(05/06/2024_04-36-37-262)'.

Save the Report on Your Repository (Destination Folder)



The screenshot shows the 'Save As' dialog box. The file name is 'Report_OwnDG_Grey-Blue RGB' (11). The 'Save' button is highlighted with a red circle and number 11. The 'Report Generator' dialog box is still visible in the background.

Downloaded Grey-Blue RGB Report View

A	B	C	D	E	F	G
MANIFEST DG GOLD REPORT						
Location: Global Sites/Area/Building/Hazard Chemicals						
UN NUMBER	MATERIAL NAME	GHS H CODES GOLD	SHIPPING NAME	GOLD		
				DG PRIMARY CLASS	HAZCHEM	PACKING GROUP
Not Applicable	Poster Paint	H320	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1791	12.5% Bleach	AUH031 H400 H314	HYPOCHLORITE SOLUTION	8	2X	III
2209	FORMALDEHYDE 41%	H290 H301 H311 H314 H317 H318 H331 H350 H360D H371 H402	FORMALDEHYDE SOLUTION with not less than 25% formaldehyde (contains formaldehyde)	8	*2X	III
1090	Acetone	H225 H336 H319	ACETONE	3	*2YE	II
Not Applicable	BLEACH	H314 H318	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Light Grey Blue template style is shown below.

A	B	C	D	E	F	G
MANIFEST DG GOLD REPORT						
Location:Global Sites/Area/Building/Hazard Chemicals						
UN Number	Material Name	GHS H Codes GOLD	Shipping Name	DG Primary Class	Hazchem	Packing Group
1791	12.5% Bleach	AUH031 H400 H314	HYPOCHLORITE SOLUTION	8	2X	III
2209	FORMALDEHYDE 41%	H290 H301 H311 H314 H317 H318 H331 H350 H360D H371 H402	FORMALDEHYDE SOLUTION with not less than 25% formaldehyde (contains formaldehyde)	8	*2X	III
1090	Acetone	H225 H336 H319	ACETONE	3	*2YE	II
Not Applicable	BLEACH	H314 H318	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Soft Light template style is shown below.

A	B	C	D	E	F	G
MANIFEST DG GOLD REPORT						
Location:Global Sites/Area/Building/Hazard Chemicals						
UN NUMBER	MATERIAL NAME	GHS H CODES GOLD	SHIPPING NAME	DG PRIMARY CLASS	HAZCHEM	PACKING GROUP
Not Applicable	Poster Paint	H320	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1791	12.5% Bleach	AUH031 H400 H314	HYPOCHLORITE SOLUTION	8	2X	III
2209	FORMALDEHYDE 41%	H290 H301 H311 H314 H317 H318 H331 H350 H360D H371 H402	FORMALDEHYDE SOLUTION with not less than 25% formaldehyde (contains formaldehyde)	8	*2X	III
1090	Acetone	H225 H336 H319	ACETONE	3	*2YE	II
Not Applicable	BLEACH	H314 H318	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Grey Blue template style is shown below.

A	B	C	D	E	F	G
MANIFEST DG GOLD REPORT						
Location:Global Sites/Area/Building/Hazard Chemicals						
UN NUMBER	MATERIAL NAME	GHS H CODES GOLD	SHIPPING NAME	DG PRIMARY CLASS	HAZCHEM	PACKING GROUP
Not Applicable	Poster Paint	H320	Not Applicable	Not Applicable	Not Applicable	Not Applicable
1791	12.5% Bleach	AUH031 H400 H314	HYPOCHLORITE SOLUTION	8	2X	III
2209	FORMALDEHYDE 41%	H290 H301 H311 H314 H317 H318 H331 H350 H360D H371 H402	FORMALDEHYDE SOLUTION with not less than 25% formaldehyde (contains formaldehyde)	8	*2X	III
1090	Acetone	H225 H336 H319	ACETONE	3	*2YE	II
Not Applicable	BLEACH	H314 H318	Not Applicable	Not Applicable	Not Applicable	Not Applicable

1.4 New Zealand Inventory Report

The Report Generator provides the New Zealand Inventory Report to be generated from the basic tab.

The basic tab report template created by Chemwatch contains the following datapoints. It may be important to consider these data points prior to choosing a basic report to generate the appropriate data.

Basic Report Template	Description of Report Type	Report Generator Datapoints
New Zealand Inventory	The New Zealand Inventory Report is generated based on OWN material inventory as per New Zealand classification data availability. If there are materials without related data, the	Material Name, Catalogue Name, UN Number, GHS Classification New Zealand, GHS Classification Gold, DG Primary Class Gold, Storage Incompatibilities, Packing Group Gold, Gold SDS Exists, Mini Storage

Basic Report Template Description of Report Type

datapoints will be generated with “empty fields” in the report.

Report Generator Datapoints

and Transport, Physical State Gold, Maximum Volume, Maximum Volume Unit, Folders/Stores Name.

The screenshot shows the 'Report Generator' interface. On the left is a table with columns: Material Name, SDS, Mini, Label, EPD, HPD, Risk Band, and Hazard. The table lists materials like chlorine, benzene, and WD-40 BULK LIQUID. On the right is a sidebar with the following options:

- selected
- Current page (selected)
- All
- Basic (selected)
- Advanced
- Report: Own DG report
- Report Format: Own DG report
- Download Images: Hazard Rating, Materials, New Zealand Inventory (highlighted with a red arrow), Own volumes and locations
- Generated Documents

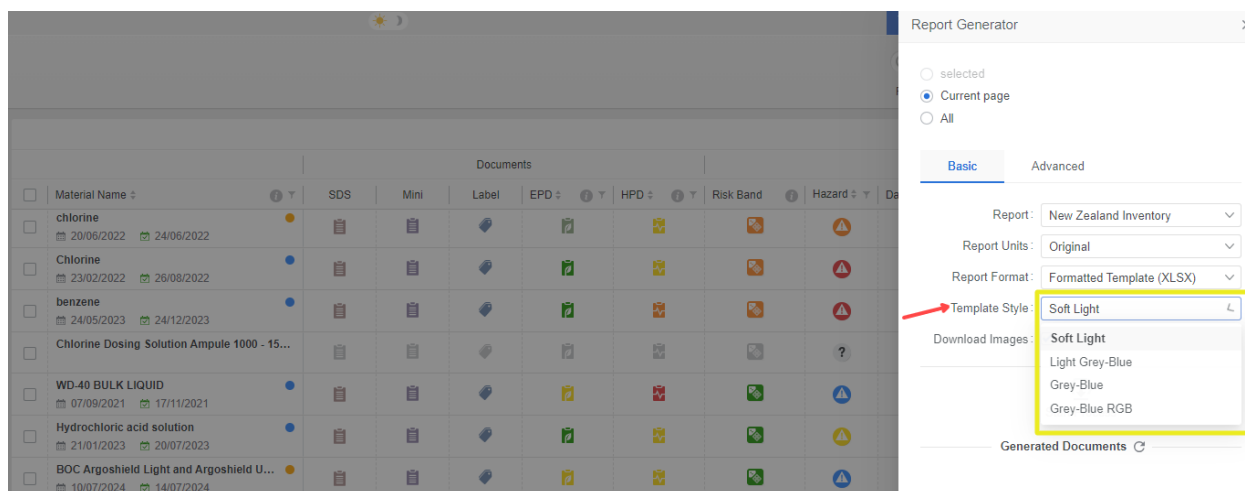
Export the report using any of the available formats:

- XLSX
- XLS
- XML
- CSV
- HTML
- Formatted Template (XLSX)

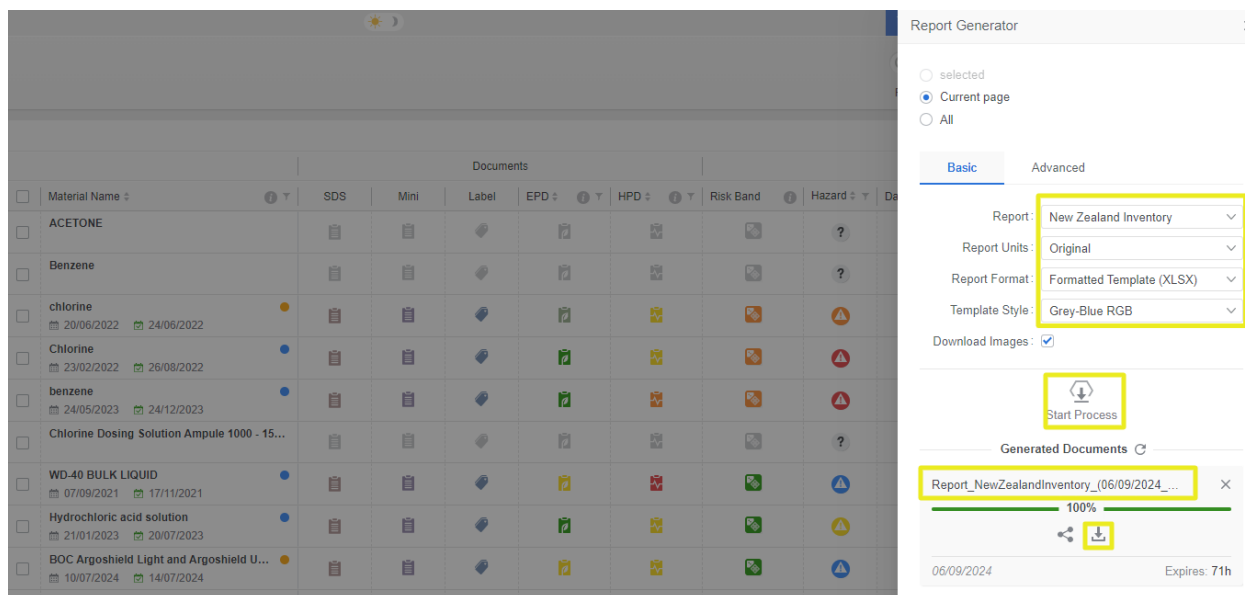
This screenshot is similar to the one above, but the 'Report Format' dropdown is open, showing the following options: XML, CSV, XLS, XLSX (highlighted with a red arrow), HTML, and Formatted Template (XLSX) (highlighted with a yellow box).

The Formatted Template style contains options to choose the desired styling of the sheet:

- Soft Light
- Light Grey Blue
- Grey Blue
- Grey Blue RGB



The Generated Report file name contains the actual date when the report is generated for download or sharing.



The worked example illustrates the specific NZ Inventory Report datapoints in column headers of the report.

- HSR Number
- GHS Classification
- DG Primary Class
- Packing Group
- Physical State

NEW ZEALAND INVENTORY REPORT													
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Location/Australia/Storage	NATIONAL NAME	CATALOGUE NAME	UN	HSR NUMBERS	GHS CLASSIFICATION NEW ZEALAND	GHS CLASSIFICATION	DG PRIMARY CLASS	STORAGE PROHIBITION/RESTRICTIONS	PACKING GROUP	INITIAL SDS DATE	MSH STORAGE AND TRANSPORT	PHYSICAL STATE	MAXIMUM VOLUME
	chlorine	chlorine	1017	HSR001058	Oxidising Gases Category 1 (Gases Under Pressure (Liquefied Gas)) (Skin Corrosion/Irritation Category 2 (Serious Eye Damage/Eye Irritation Category 2A) (Acute Toxicity (Inhalation) Category 3) (Specific Target Organ Toxicity - Single Exposure (Respiratory Tract Irritation) Category 3) (Hazardous to the Aquatic Environment Acute Hazard Category 1		2.3			16/06/2005	Restrictions on Storage apply. Refer to Full Report. Keep isolated up. Keep out of reach of children. Keep in a cool place. Keep away from living quarters. Keep away from food, drink and animal feeding stuffs. Keep away from heat.	Gas	4500
	X-Ray Fluor. Lithium tetra/meta borate, Lithium tetraborate, Lithium metaborate	X-Ray Fluor. Lithium tetra/meta borate, Lithium tetraborate, Lithium metaborate		HSR200592/HSR200756	Acute Toxicity (Oral) Category 4 (Acute Toxicity (Dermal) Category 4) (Skin Corrosion/Irritation Category 2 (Serious Eye Damage/Eye Irritation Category 2A) (Acute Toxicity (Inhalation) Category 3) (Specific Target Organ Toxicity - Single Exposure (Respiratory Tract Irritation) Category 3					23/12/2002		Solid	5
	Lithium Ion Battery (Module)	Lithium Ion Battery (Module)					9			14/10/2023		Solid	120
	Lithium Ion Battery	Lithium Ion Battery	3480	Not Applicable									1500
	Sony Lithium-Ion Rechargeable Battery	Sony Lithium-Ion Rechargeable Battery	3480	HSR002512/HSR002532/HSR002542/HSR002551/HSR002560/HSR002568/HSR002588/HSR002590/HSR002607/HSR002624/HSR002639/HSR002646/HSR002648/HSR002649/HSR002651/HSR002679/HSR002687/HSR004293/HSR007377/HSR00756/HSR00759	6.10 (oral), 6.4A, 6.5A (respiratory), 6.5B (contact), 6.7A, 6.9B, 9.10, 6.1E (respiratory tract irritant)	Acute Toxicity (Oral) Category 4 (Sensitisation (Skin) Category 1) (Serious Eye Damage/Eye Irritation Category 2A) (Sensitisation (Respiratory) Category 1) (Specific Target Organ Toxicity - Single Exposure (Respiratory Tract Irritation) Category 3) (Carcinogenicity Category 3) (Specific Target Organ Toxicity - Repeated Exposure Category 3) (Hazardous to the Aquatic Environment Long-Term Hazard Category 4	9	All class 1, All class 5		06/09/2006	Store in cool, dry, protected area. Restrictions on Storage apply. Refer to Full Report. Keep out of reach of children. Keep container dry. Keep away from food, drink and animal feeding stuffs.	Solid	55

2.0 List of Datapoints

The Method Builder mode enables users to select datapoints when creating a template to use in generating and exporting data for selected chemical inventory materials or page containing a list of materials in a folder location.

Directory Folder	Datapoints
Ingredients	List of all ingredients in a material/product/mixture.
PPE	Personal protective equipment; GHS PPE Graphics, Glove Selection, Mini SDS PPE Eye Phrase, Mini SDS PPE General Phrase, Mini SDS PPE Hands/Feet Phrase, Mini SDS PPE Nose, PPE Eye Phrase, PPE Hands/Feet Phrase, PPE Other Phrase, PPE Respirator Phrase, SDS PPE Phrase, PPE Respirator Phrase, SDS PPE Phrases.
Identification	Material or product identification; appearance, CAS Number, Catalogue Name, Chemwatch Number, Document No, Material Name, Material Tags, Material Tags Description, Mini Appearance, Preferred Name, SDS Country, SDS Country, SDS Issue (Latest), SDS Language, Synonyms, Unique Formula Identifier Number, Use, User Part Number, User Part Number (Global), Vendor, Vendor Address, Vendor Country, Vendor Email, Vendor Emergency Organisation, Vendor Emergency Telephone Number, Vendor Fax, Vendor Part Number, Vendor Telephone Number, Vendor Web Site, Version Number.
Physical Properties	Characteristics of a material or chemical; Auto Ignition Temperature, Evaporation Rate, Evaporation Rate Reference, Explosive, Flammability, Flash Range, LEL, Melting Range, Molecular Weight, Odour, Odour Threshold, Oxidising, Partition Coefficient, pH as 1% Solution, pH as supplied, Physical State, Relative Vapor Density, Specific Gravity, Surface Tension, Taste, UEL, Vapour Pressure, Viscosity, Volatile, Component, Water Solubility.
Regulatory	Global, regional and country specific regulatory instruments; Annex XIV Sunset Date, Combustible Liquids Class, GHS Classification, GHS Classification New Zealand, GHS H Codes, GHS H Codes and Phrases, GHS H Phrases, GHS Hazards Not Otherwise Specified, GHS HNOG Physical/Health Designation, GHS P Codes (All), GHS P Codes (Disposal), GHS P Codes (General), GHS P Codes (Prevention), GHS P Codes (Response), GHS P Codes (Storage), GHS P Codes and Phrases (Disposal), GHS P Codes and Phrases (Prevention), GHS P Codes and Phrases (General), GHS P Codes and Phrases (Response), GHS P Codes and Phrases (Storage), GHS P Phrases (All), GHS P Phrases (Disposal), GHS P Phrases (General), GHS P Phrases (Prevention), GHS P Phrases (Response), GHS P Phrases (Storage), GHS Pictogram Images, GHS Signal Word,, Group Standard, Has eSDS, HSR Number, National Inventories, NFPA Diamond Graphics, NFPA Fire, NFPA Health, NFPA, Reactivity, NFPA Special, Regulatory Burden, Risk Phrases, Signal Word NOHSC, SUSMP Poison Schedule, Total VOC.
Dangerous Goods (DG) Data	Dangerous Goods classification and related data; DG Diamond Graphic, DG First Sub Risk, DG Primary Class, DG Second Sub Risk, EPG Number, Hazchem, IERG Number, Packing Group, Shipping Name, Spills Fire Distance, UN.
SYSTEM	CW ER (Emergency Response) Telephone Number, ERG Number, Hazard Action Guide, Initial SDS Date, Smiles, UN shipping Name, SDS Type and related data.
Safety	Health and safety related data include Acute Eye, Health, Ingestion, Inhalation and Skin, Disposal, Engineering Controls, Fire Explosion Hazard, Hazard Rating, First Aid data, Safe Handling Procedure, Storage Incompatibility, Suitable Container, Transport Incompatibility.

Own Folders	Folder locations; Current Volume, Current Volume Unit, Licensed Volume, Licensed Volume Unit, Location, Maximum Volume, Maximum Volume Unit.
SISOT	Scan In Scan Out Technology module data for asset container management.
Risk Assessment	Risk assessment related data for both ILO (Health) and UN (Storage).

Appendix

Summary Structure of SDS

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

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

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

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

GHS Pictogram and DG Diamonds

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

Hazard Pictograms and ADG

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

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

Not covered within the scope of workplace hazardous chemicals requirements		Radioactive
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NFPA Diamonds



NFPA Diamonds and Colour Coding

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

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

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

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

Chemwatch Elearning

Chemwatch provides a training library as a gateway to learning more about the software application through our learning site. Use the link provided to access the elearning quick start guide, products, translations, and courses.

QUICK START GUIDE	PRODUCTS	TRANSLATIONS	COURSES
A collection of short videos to get you started.	Complete training presentations for the Chemwatch applications.	Translated training modules in multiple languages.	Accredited and non-accredited courses in chemicals management and safety

Go to: <https://chemwatch.training/bh-home/>

Training

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

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