

Current Website: msdsonline.com

SDS Management and Chemical Inventory

Managing hazardous chemicals at colleges and universities is a daunting task due to the wide variety and types of chemicals stored, the number of containers, the number of chemical owners responsible for these chemicals, and how decentralized the storage locations are across campus.

In order to assist RIT in managing Safety Data Sheets (SDS) and the chemical inventories campus-wide for emergency response, Fire Code, SARA Tier II, OSHA and Department of Homeland Security compliance, the Environmental Health and Safety Department has purchased the MSDSonline software system.

MSDSonline provides powerful tools for chemical owners to maintain and control their SDSs and chemical inventories directly from a web browser and for the EH&S Department to review compliance status and generate regulatory reports. Laboratory personnel and chemical owners are responsible for data entry and helping to eliminate transcription errors and data duplication.

Getting Started

What do Chemical Owners across RIT's campus need to inventory and have an SDS for?

What to include in your inventory and have an SDS for:

- All chemicals and chemical products (except those listed to the right)
- All compressed and liquefied gases
- Lubricants, fuels, and oils (motor oil, gasoline, diesel, vacuum pump oil)
- Aerosol cans spray lubricants
- Paints including spray paints
- Pesticides and Biocides

What not to include:

- Retail products used for routine household-like activities (cleansers, dish soap)
- Materials to be expended with 1-2 days (working solutions)
- Enzyme Preparations
- Radioactive materials
- Biological materials
- Microorganisms
- Non-hazardous buffers
- Growth media

Guidance for Chemical Inventory Users

- In addition to the chemical name and manufacturer, having the product number makes data entry easier.
- When unsure whether a chemical must be reported, report it.
- Ensure all storage closets, annexes, or basements are inventoried.
- Ensure containers are in good condition.
- Ensure labels are affixed and readable on all containers.
- Ensure warning labels are affixed and readable when required.
- Continuously audit your inventory to ensure information was entered correctly.
- Periodically check to see if any chemicals have expired.

Logging In

1. Go to <https://www.msdsonline.com/> . You can also access MSDSonline from the EH&S Department's Chemical Inventory Page or the desktop icon on your RIT computer. You can obtain the desktop shortcut by downloading it from RIT's Application Catalog. Search "rit msds."
2. Enter the user name and password provided to you by the EH&S Department.

Adding an SDS

RIT is required by OSHA to have an SDS for each hazardous chemical stored on campus (please see what to include in your inventory and what not to include above).

Once logged into the MSDSonline system, perform an SDS search for the chemical you would like to add to the eBinder:

1. Go to the MSDSonline search tab to search for your SDSs.
2. Type in Product Name, Manufacturer Name, CAS #, Product Code, or synonym in the search field. You can narrow results using the menu on the left hand side of the page.

MSDSonline Search

10965 Product(s)

Narrow Results		Product	Revision Date	Product CAS #	Product Code	Sort By
<input type="checkbox"/> By Manufacturer	1	FR26 (26P) (26S) "A" Smoke Solution Acetic Acid Glacial (Acetic Acid, Acetic Acid, Glacial, Glacial Acetic Acid) Manufacturer: Theatre Effects Inc	06/19/2001			
<input type="checkbox"/> 3M - Protective Mat... (1)	2	Acetic Acid, Glacial, GR ACETIC ACID, GLACIAL ; ETHANOIC ACID Manufacturer: Millipore Corporation EMD Chemicals Inc.	07/10/2006	64-19-7		
<input type="checkbox"/> 3M - SPECIALTY ... (5)	3	Acetic Acid Acetic Acid, Glacial, Ethanoic Acid Manufacturer: Millipore Corporation EMD Chemicals Inc.	07/10/2006			
<input type="checkbox"/> 3M Corporation (5)						
<input type="checkbox"/> A & C Produits Chi... (1)						
<input type="checkbox"/> A & K PETROCHE... (1)						
<input type="checkbox"/> A&C AMERICAN C... (5)						
<input type="checkbox"/> Abaco Inc (1)						
<input type="checkbox"/> Abbey Chemicals (1)						
<input type="checkbox"/> Abbott Laboratories (12)						
<input type="checkbox"/> ACCUSTANDAR... (47)						
<input type="checkbox"/> - By Revision Date						

3. To add an SDS to the eBinder, use the checkboxes in the search results list to select the appropriate chemical. The Product Options Tray will display the options available for adding these documents. You have the choice of adding your SDSs directly to the eBinder, or you can choose "Assign to Locations". Adding the SDS to a Location is recommended to update both the inventory and the eBinder in one step.

Product	Revision Date	Product CAS #	Product Code	St
1 <input checked="" type="checkbox"/> Acetic acid, >96% Manufacturer: Fisher Scientific International Synonyms: Ethanoic acid; Ethylic acid; Methanecarboxylic acid; Vinegar acid	02/08/2008	64-19-7	AC124040000, AC124040010, AC124040025, AC124040050, AC124040250, AC148930000, AC148930010, AC222140000, AC222140010, AC222140025, AC222140050, AC222142500, AC205520000, AC423220000, 0025, 42322	Fisher Intern
2 <input type="checkbox"/> Ethyl acetate, Anhydrous Manufacturer: Sciencelab.com, Inc. Synonyms: Acetic Acid, Ethyl Ester Acetic Ether	10/09/2005	141-78-6	SLE1516, S	

Product Options

- Assign to eBinder
- Assign to Locations**

Selected: 1

4. Once you are on the Assign Locations page, select the checkboxes for the locations where you would like your SDS to be assigned, and click "Assign" at the bottom of the page.

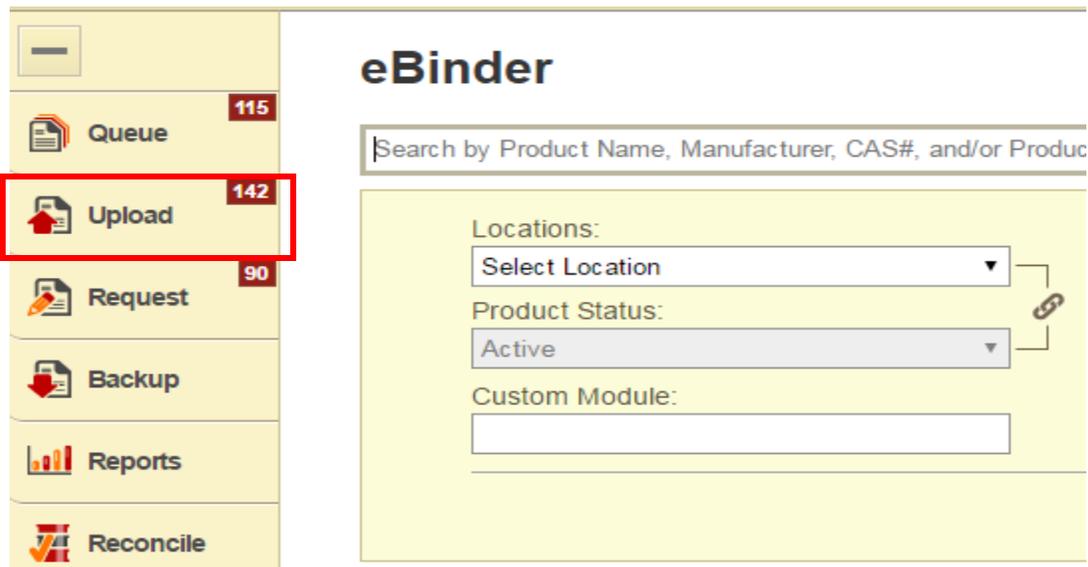
5. If a Location does not appear to be in the eBinder, contact EHS at 475-2040 for assistance.
6. If an SDS is already in your eBinder, there will be an “In eBinder” icon in place of the checkbox. Go to the eBinder to find this MSDS.

	Product
1  	<p>Acetic Acid</p> <p>Manufacturer: LabChem, Inc.</p> <p>Synonyms: Acetic acid, glacial / Aci-Gel / Aci-Jel / alcohol of vinegar / carboxylic acid C2 / ethanoic acid / ethylic acid / FEMA No 2006 / fema number 2006 / glacial acetic acid / methanecarboxylic acid / pyroligneous acid / vinegar / vinegar acid / vosol</p>

Sending an SDS to MSDSonline or Uploading an SDS

Sometimes an SDS cannot be found in the SDS database provided to us by MSDSonline. If this is the case there are two options.

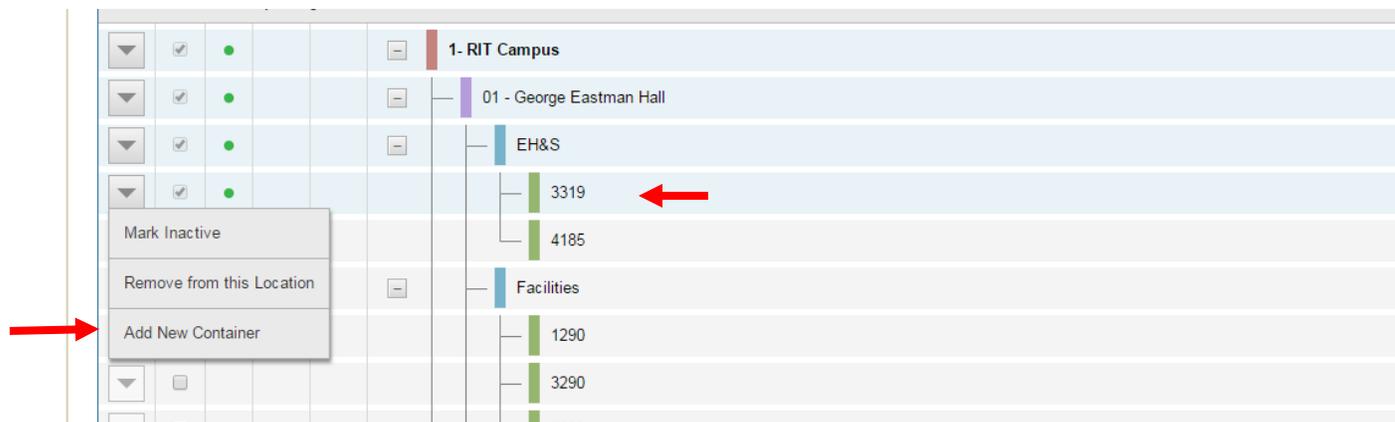
1. Contact the manufacturer or supplier of the chemical and request they send the SDS to MSDSonline at mfgsubmit@msdsonline.com. This will ensure the SDS will be added to their database for other MSDSonline users.
2. Upload an SDS.
 - a. Obtain a PDF copy of the SDS from the manufacture’s or supplier’s website, or by contacting them directly.
 - b. Once the PDF is saved on your computer, upload it to our database by using the “Upload” feature on the left hand side of the eBinder menu.
 - c. Click “Browse” and select the SDS to upload.
 - d. Once selected, the following information about the SDS must be entered:
 - i. Product Name
 - ii. Manufacturer Name
 - iii. Revision Date of SDS – This can be found in the SDS.



Adding Chemical Inventory

RIT is also required to track the quantity of the chemicals in the inventory. Therefore, the number of containers and the size/quantity of each container must be recorded.

1. To create a new container for a chemical, select the chemical line-item using the checkboxes in the eBinder and select “Edit Inventory” from the Product Options Tray.
2. Once you are on the Inventory page, find the location where the SDS is assigned and click the dropdown arrow to the left of the room number and select Add New Container.



3. On the Container Data page, give as much information as possible about the container. The *minimum* requirements on this page are:
 - a. Container Name
 - b. Container Count
 - c. Container Type (choose closest answer)
 - d. Container Size
 - e. Unit of Measure
 - f. Pressure
 - g. Temperature
 - h. Specific Gravity

- The specific gravity of a chemical can be found by in the SDS. To access the SDS from the Container Data page, click “View PDF” on the left toolbar at the top of the page. Under the new Global Harmonized Systems (GHS) standard, specific gravity should be found in section nine (9). The specific gravity is used to calculate the weight (lbs) of the chemical in stock for regulatory reporting.

- Click ‘Save’ at the bottom of the form to complete the inventory entry. The program will return to the individual chemical’s webpage. To move onto the next chemical in the location, use the left/right arrows in the top-right of the inventory section. To return to the eBinder main screen, click the eBinder tab at the top of the page and search by location to view the available SDSs.

Removing Chemical Inventory

There may be a situation where containers and/or an SDS needs to be removed from a location. Take note that a container must be removed first in order to remove an SDS.

- To remove a container from a location, navigate to the Container Data page by accessing a location’s inventory. (See “PDF” Picture above).
 - A “delete” option can be found by clicking the container options menu as shown below.

Container ID	Status	Count	Quantity	Created by
212096-N-500G	Full	1	500 G	David Kozlowski
320220-N-500G	Full	1	500 G	David Kozlowski

- To remove an SDS with **no attached container**, select “Remove From Location” from the Product Options Tray to the right hand side.

eBinder

Search by Product Name, Manufacturer, CAS#, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS#, UN/NA#, D [+ Advanced Search](#)

1 Product x 1393

Map Export Sort

Narrow Results	Product	Revision Date	Product
<input checked="" type="checkbox"/> - By Manufacturer <input type="checkbox"/> Thermo Fisher Scientific (3) - By Language <input type="checkbox"/> English (3) - By Regulatory Format <input type="checkbox"/> Not Determined (2) <input type="checkbox"/> Canadian WHMIS (1) <input type="checkbox"/> US ANSI (1) - By Added By <input type="checkbox"/> Account Administrator (2)	<input checked="" type="checkbox"/> Acetone 2-Propanone; Dimethyl ketone; (Certified ACS, HPLC, OPTIMA, Histological, Spectranalyzed, NF/FCC/EP, Pesticide, Electronic, GC Resolv, SAFE-COTE), A18RB-50; A18RB-115; A18RB-200; A18RS-28; A18RS-50; A18RS-115; A18RS-200; A18S-4; A18SK-4; A18SS-19 Manufacturer: Thermo Fisher Scientific Fisher Scientific International Versions: <input type="checkbox"/> Dated 03/11/2014 <input type="checkbox"/> Dated 03/11/2014	03/11/2014	67-64-1

Product Options

Assign to Locations

Assign to Groups

Mark Inactive in Locations

Remove From Location

Edit Inventory

Remove From Group

Attach File

Print Labels

Update Reconciliation

Selected: 1

Tips and Tricks

- When using the search features in MSDSonline, don't forget to sort or narrow the search results to help find what you need. You can sort SDS's alphabetically or by most recently added with the “Sort By” option on the top right of the inventory list. There are options to sort entries by containers as well.
- Any inventory page can be exported into an Excel document so you can print it out and compare the inventories by hand (blue arrow in image on next page). The Excel document will have extra information that you might not need to conduct your inventory. Deleting the extra information will make the table easier to read when it is printed.
 - Compare your physical inventory to MSDSonline and edit MSDSonline to reflect the physical inventory.

eBinder

Search by Product Name, Manufacturer, CAS#, and/or Product Code or search by indexed fields, Ingredient, Ingredient CAS#, UN/NA#, E [+ Advanced Search](#)

207 Products x Biomedical Engineering

Map Export Sort By: Last Added

Narrow Results	Product	Revision Date	Product CAS #	Product Code
<input type="checkbox"/> - By Manufacturer <input type="checkbox"/> Acros Organics BVBA(2) <input type="checkbox"/> ALCONOX, INC. (1) <input type="checkbox"/> ALFA AESAR (5) <input type="checkbox"/> Ambion, Inc. (1) <input type="checkbox"/> AquaPhoenix Scien...(3) <input type="checkbox"/> Avantor Performanc...(1) <input type="checkbox"/> Becton, Dickinson a...(2) <input type="checkbox"/> Bosch Automotive S...(1) <input type="checkbox"/> CALBIOCHEM (2) <input type="checkbox"/> DLI (3)	<input type="checkbox"/> Koptec Ethanol, 200 Proof Manufacturer: DLI	01/25/2017		200 Proof - V1001G, V1005SG
<input type="checkbox"/> Glycerol GLYCERIN; GLYCERIN, ANHYDROUS; GLYCERINE Manufacturer: VWR International, LLC	01/08/2016	56-81-5	E520	
<input type="checkbox"/> Potassium Phosphate, Dibasic, Anhydrous Manufacturer: VWR International, LLC	01/08/2016	7758-11-4	0705	
<input type="checkbox"/> Trypan Blue Solution, 0.4% Manufacturer: VWR International, LLC	01/08/2016		k940	
<input type="checkbox"/> Potassium Chloride CHLORID DRASELNY (CZECH); CHLOROPOTASSURIL; DIPOTASSIUM DICHLORIDE; EMPLETS POTASSIUM CHLORIDE; ENSEAL; KALITABS; KAOCHLOR; KAON-CL; KAON-CL 10; KAON-CL TABS; KAY CIEL; K-LOR; KLOTRIX; K-LYTE/CL; KPREDNE- DOME; MONOPOTASSIUM CHLORIDE; PFIKLOR; POTASSIUM M Manufacturer: VWR International, LLC	01/08/2016	7447-40-7	0395	
<input type="checkbox"/> Tween 20 ARMOTAN PML-20; CAPMUL; DXEWMULSE POE-SML; EMSORB 6915; GLYCOSPERSE L-20; GLYCOSPERSE L-20X; HODAG PSML-20; LIPOSORB L-20; POE 20 SORBITAN MONOLAURATE; POLYOXYETHYLENE (20) SORBITANMONOLAURATE; PROTASORB L-20; PSML;	01/08/2016	9005-64-5	0777	

3. The MSDS Viewer Site is a view-only chemical inventory database that can be accessed from any RIT computer. Each computer can have a “Default Location” set to its physical location by changing its settings.
 - a. Once on the Viewer Site homepage, click “Edit memory” in the top-right of the page.



- b. A dialogue box will pop up with two options, the second option is Default Location. Using the dropdown menu, select the location that the computer should default to and then click ‘Save’.

You can find this document and more guidance at:

<https://www.rit.edu/fa/grms/ehs/content/material-safety-data-sheets-msds>

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