MSDSonline HQ Account User Tour

Main Menu
• Getting to the MSDS Library
• MSDS Search Overview
• How to View & Print an MSDS
• How to Print a Secondary Container Label for an MSDS
• What to do When You Can’t Find an MSDS
• How to Submit a Request for an MSDS
• Safety Center Overview

How to Use this Tour
Use the forward/back buttons to navigate between slides.
Click the home button to return to the main menu.
Click a topic link (above) to go the first slide of the selected topic.
How to get to your MSDS Library

There are several ways a company may choose to provide access to their MSDS inventory using the MSDSonline HQ system:

• A designated URL (Web page) on the Internet
• A shortcut Icon on a users’ PC/desktop
• A link on the company Intranet site

Be sure to ask your MSDS administrator which method has been implemented at your company.
Search your Company eBinder

Search your company library for an MSDS. You can use the basic search fields within the simple search to find most of your MSDSs or you can click on the Advanced Search for more options to help filter your search.

**TIPS**

- Use "Full Text" when you have a long product name or a product with multiple strings (e.g.: iodine 99%) and can enter most of the product name or strings.

- Use "Contains a Match" when you are not sure of the entire product name but you are familiar with parts of the name.

- Use "Starts With" when you know either the characters in the start of the product name or the first word of a product name with multiple strings.
Product Name Starts With

Use the character list to display a list of MSDSs whose Product Name starts with the selected character.
Use the Quick List links to quickly display a listing of groups. Select the category within each displayed group and list the MSDSs within the group.
View MSDSs for all the products available in the MSDS library. All results can be sorted by clicking on the desired column header in the search results.
Material Safety Data Sheets

Locations Quick List
Enter the name of a specific Location and choose the Location Type (Division, Facility or Storage Location) to narrow your MSDS search down to only those contained at a specific location.

Quick Lists | Products | Locations
--- | --- | ---
Suppliers | Custom Groups | Regulatory Lists
NFPA/HMIS | Other Hazards | Ingredients

Search for Location: [ ] Select a Location Type: [ ] Search

Click on an item below to view results

(9 Results) Page: 1

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>FACILITY</th>
<th>STORAGE LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northeast Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Division</td>
<td>Dallas Mfg</td>
<td>121 Lab</td>
</tr>
<tr>
<td></td>
<td>Denver Assembly</td>
<td>122 Storage</td>
</tr>
<tr>
<td></td>
<td>Portland Shipping</td>
<td></td>
</tr>
<tr>
<td></td>
<td>San Mateo Assembly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuscon R</td>
<td>123 Shop</td>
</tr>
</tbody>
</table>

You may also click on a Division or Facility group name to view all products within the selected level, or drill down to either a Facility or Storage Location for more filtered results.
Material Safety Data Sheets

MSDS Search Overview

Click on a supplier name to view all of the MSDSs from that supplier.

Search within the entire list of suppliers by entering the supplier name here.

Suppliers Quick List
Use the Suppliers Quick List to display a listing of all Suppliers for which the library contains an MSDS.
Click on the group name to display a list of all the MSDSs assigned to the selected group.

Custom Groups Quick List
Use the Custom Groups Quick List to display a listing of all MSDSs with a group that is specific to your company.
Your company’s MSDSs may be assigned to various regulatory categories indicating that the product or ingredients contained in the product have been cross referenced against that category. Click the category name to display a list of MSDSs assigned to the selected category.
You can search for an individual MSDS or filter the results for MSDSs at a particular location using the search fields above.

Each NFPA or HMIS rating column can be sorted to better cross reference chemicals by a specific code.
Use the search tools to first select the desired category, then to select a specific value for the category you wish to cross reference against. You can further filter your results by a location to identify MSDSs with selected hazards that are specific to your workplace.
Ingredients Quick List

Use the Ingredients Quick List to search for a specific ingredient within a chemical/product. Use the search tool below to find a specific ingredient.

Click on the results to display a list of the products that contain the selected ingredient.
How to View & Print an MSDS

**Viewing an MSDS**

From the search results list look for the PDF icon. Click the icon that corresponds with the desired product to open the MSDS document.

The document will open in an Adobe Reader window. Adobe Reader must be installed to enable MSDS viewing.

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<table>
<thead>
<tr>
<th>VIEW</th>
<th>SUMMARY</th>
<th>PRINT LABEL</th>
<th>Product</th>
<th>Manufacturer</th>
<th>DATE</th>
<th>CAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>![Icon]</td>
<td>📄</td>
<td>Acetone, 99+ %</td>
<td>Acros Organics N.V.</td>
<td>05/02/1991</td>
<td>67-64</td>
</tr>
<tr>
<td>![Icon]</td>
<td>![Icon]</td>
<td>📄</td>
<td>ACETONE SYNTHETIC, 00259</td>
<td>Dow Chemical Company</td>
<td>07/24/2000</td>
<td></td>
</tr>
<tr>
<td>![Icon]</td>
<td>![Icon]</td>
<td>📄</td>
<td>Regular Unleaded Gasoline (Conventional, CARB and KGO)</td>
<td>Shell Oil Company</td>
<td>03/29/2001</td>
<td></td>
</tr>
<tr>
<td>![Icon]</td>
<td>![Icon]</td>
<td>📄</td>
<td>Rust-Pro Jell</td>
<td>Lawson Products, Inc.</td>
<td>03/31/2005</td>
<td></td>
</tr>
</tbody>
</table>

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Use the Export Results icon to output the current search results list to an Excel Spreadsheet.

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**Export Search Results List**

Use the Export Results icon to output the current search results list to an Excel Spreadsheet.
Material Safety Data Sheet

Nonflammable Gas Mixture - Argon/Carbon Dioxide/Carbon Monoxide/Nitrogen

Section 1. Chemical product and company identification

- Product Name: Nonflammable Gas Mixture - Argon/Carbon Dioxide/Carbon Monoxide/Nitrogen
- Supplier: AIRGAS INC., on behalf of its subsidiaries
  259 North Radnor-Chester Road
  Suite 100
  Radnor, PA 19087-5283
  1-610-687-5253
- Product use: Synthetic/Analytical chemistry.
- MSDS#: 002316
- Date of Preparation/Revision: 6/16/2005.
- In case of emergency: 1-800-949-7937

Section 2. Composition, Information on Ingredients

- Name: Carbon Dioxide
- CAS number: 124-38-9
- % Volume: 50 - 99

Viewing an MSDS

Upon clicking the PDF icon from the search results an Adobe Reader window will open. Notice the Adobe Toolbar contained in the top of the window frame.
Printing an MSDS
Click the Print icon to send the MSDS to a local printer.

Saving an MSDS
Click the Save icon to save a .PDF copy of the MSDS.

Page through the MSDS
Use page select arrows to move forward and backward through the entire document.

Scroll
Use the scroll bar to view the entire page.

Close the MSDS
Click the "X" to close the Adobe Reader Window and return to your search results.
Viewing an MSDS Summary Sheet

You may also view and print out an MSDS Summary Sheet for a product. Click the Summary Sheet Icon that corresponds with the desired product.

The Summary Sheet provides a quick snapshot of the information about and within the MSDS itself.
How to View & Print an MSDS

Material Safety Data Sheets

Summary Sheet (Nonflammable Gas Mixture - Argon/Carbon Dioxide/Carbon Monoxide/Nitrogen)

General Information
Product Name: Nonflammable Gas Mixture - Argon/Carbon Dioxide/Carbon Monoxide/Nitrogen
CAS#: 7440-63-5
MSDS Date: 6/16/2005
Manufacturer: Airgas, Inc.
Supplier/Distributor: Airgas, Inc.
Supplier Code:
Summary Custom 1:
Summary Custom 2:
Approval: Approved
Status: A
UN/NA#: 10805

Additional Information
Synonyms
Versions
Ingredients
Hazards
Regulatory
Physical Properties
Groups
Inventory
Custom Tab

Synonyms for Nonflammable Gas Mixture - Argon/Carbon Dioxide/Carbon Monoxide/Nitrogen

There are no assigned synonyms.

MSDS Summary View
The Summary Sheet provides a quick snapshot of the information about and within the MSDS itself.
How to View & Print an MSDS

Viewing an MSDS Summary Sheet

From the Summary Sheet you may also view and print the original MSDS, print a readable version of the summary, or print a secondary container labels. Attached files may also be viewed by clicking on the desired description.

Viewing an MSDS Summary Sheet

Click the available tabs to view the corresponding details about the MSDS.
How to Print a Secondary Container Label for an MSDS

Printing a Secondary Container Label
Click the Print Label Icon to generate and print a container label for the selected product/MSDS.
How to Print a Secondary Container Label for an MSDS

Secondary Container Labels
You can generate a secondary container label for a selected product/MSDS. Select the size label and click the "PRINT THIS LABEL" link for the desired label format.
How to Print a Secondary Container Label for an MSDS

### DOT & WHMIS Shipping Labels
Click the DOT/WHMIS link to view a complete selection of printable DOT Shipping Placards or WHMIS Hazards Symbols.

### Secondary Container Labels
You can customize the information displayed on the selected label size.

You can also include additional hazard information to the label by selecting from the available Additional Field options below.

Click the Generate Label button to view & print the label.
Viewing & Printing a Label

Upon clicking the Generate Label button an Adobe Reader window will open. Notice the Adobe Toolbar contained in the top of the window frame.
How to Print a Secondary Container Label for an MSDS

Printing a Label
Click the Print icon to send the MSDS to a local printer.

Close the Label
Click the “X” to close the Adobe Reader Window.
What to do When You Can't Find an MSDS

Your account may be set to include several options (depending on the account type) to help when you cannot locate a particular MSDS in your company's database.

Search the MSDSonline Database

Your account may allow you to search MSDSonline for the desired MSDS. Based on your initial search, MSDSonline will check its database for possible matches. Click on the number presented here to proceed to the MSDSonline search results.

1. Search Again... See the Search Tip Box to refine your search.
2. MSDSonline has 5351 possible matches for your search item(s). Click Here to view these MSDS documents.
3. Use the Request Tool to obtain an MSDS for nickel cadmium. Click Here
What to do When You Can’t Find an MSDS

Search the MSDSonline Database

Your account may allow you to search MSDSonline for the desired MSDS. Based on your initial search, MSDSonline will check its database for possible matches. Click on the number presented here to proceed to the MSDSonline search results. You can view and print the MSDS you need. Or, you can conduct other searches against the MSDSonline database.

Adding an MSDS from MSDSonline to your Company’s Database

You can also submit the MSDS for addition into your company’s database (eBinder) by clicking the “Add to eBinder” button.
Adding an MSDS from MSDSonline to your Company’s Database

When adding an MSDS to your company’s database, you may be prompted to submit your employee information, location and reason for adding the MSDS.
Submit an Email Request to your Administrator

Your account may also enable you to submit a request for the desired MSDS to your administrator. Use the "Click Here" link to open the request form.
Requesting an MSDS

Your account may be enabled to allow employees to submit requests for MSDSs to the administrator. To request an MSDS, simply fill out the form with as much detail as possible. This will help your administrator find and add the MSDS you need.

What to do When You Can’t Find an MSDS
Requesting an MSDS

Your account may be enabled to allow employees to submit requests for MSDSs to the administrator. To request an MSDS, simply fill out the form with as much detail as possible. This will help your administrator find and add the MSDS you need.

How to Submit a Request for an MSDS
The Safety Center Tab includes a number of features to help you stay up to date with the safety practices of your company. You can easily toggle back and forth between the Safety Center and the MSDS Search tools.
Your Safety Center may include the option for you to search the MSDSonline database for a specific MSDS, which may not be contained in your company’s MSDS inventory.

The safety calendar allows you to view important company-specific dates and events.

Here you can access various links to important safety resources posted by your administrator.

You can read up-to-date news and articles from select safety websites. Just click on the headline to read the full posted article.

Here you can read questions & answers to company-specific safety topics posted by your administrator.

Request a New MSDS Container and Shipping Labels MSDS Online Training Center Link
Websites
Your administrator can post links to important informational websites. Just click a link to visit a posted website.
Documents

Your administrator may post links to important company-specific documents. Just click a link to open and read a posted document.

<table>
<thead>
<tr>
<th>Headlines</th>
<th>Websites</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHA Listed Carcinogens</td>
<td>First Responder Contacts</td>
<td>OSHA 300 301 forms</td>
</tr>
<tr>
<td>HazCom Checklist</td>
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Safety Forum

<table>
<thead>
<tr>
<th>Forum Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the best/easiest way...</td>
</tr>
<tr>
<td>Date: 03/21/2007</td>
</tr>
<tr>
<td>Replies: 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forum Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have several locations. Should I keep the H...</td>
</tr>
<tr>
<td>Date: 03/21/2007</td>
</tr>
<tr>
<td>Replies: 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forum Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do we need MSDS for the boxes of drug samples...</td>
</tr>
<tr>
<td>Date: 03/21/2007</td>
</tr>
<tr>
<td>Replies: 0</td>
</tr>
</tbody>
</table>

Resources:

- Request A New MSDS
- Container And Shipping Labels
- MSDS Online Training Center Link