



Daniel T. White
District Superintendent

Hazard Communication: Online Safety Data Sheet Access

SDSs or Safety Data Sheets (previously called MSDSs or Material Safety Data Sheets) are the manufacturer's instructions for the safe handling of a chemical or material. This information is critical for a potentially hazardous product and the SDS may be the only readily available source of information that identifies those hazards. All employers are required to be able to provide SDSs, for every chemical used or stored at the workplace, to any employee who uses or will use the chemical. To ensure compliance with these NYS and Federal regulations, as well as to provide rapid information access to employees, Monroe One BOCES has contracted with the Genesee Valley Educational Partnership Office of Health, and Safety & Risk Management Services, who purchased **MSDSonline**, a fax back and on-line safety data sheet search service, for the use of all the districts and BOCES it serves.

There is a bookmark for **MSDSonline** installed on all Monroe One BOCES computers to access this service: **MSDSonline**. It can also be reached through this link:

<https://msdsmanagement.msdsonline.com/company/0301be24-6fd5-4e87-b7db-19a6f5d4006e/>

The link opens a page showing the **MSDSonline** Search box.

1. Type in the product and/or manufacturer information into the box and click search.
2. If you are not able to spell the product, click on its 1st letter to use the alpha search which will pull up documents that begin with that letter.

Once the SDS has been found:

Click on the .PDF icon labeled GHS+ to the left of the chemical name. Expand it to readable size by clicking the + sign. The SDS may now be printed or saved.

If unable to find the material in this GVBOCES database:

1. Enter *Search SDS Online* for the document. If found, then the SDS may be viewed, printed, and/or added to the GVBOCES database.
2. If not found, then use the *Request Tool* to obtain an SDS from the database administrator.
3. If still not found, enter the chemical or product name, add SDS, and, if known, the manufacturer into an internet search engine such as Google.

To have a SDS faxed to you, call **MSDSonline 888-362-7416**, available 24 hours/day x 7 days/week. When asked for your employer, respond: **Genesee Valley BOCES**: this is for all districts and BOCES served by this service. Provide the product name, manufacturer, and fax number ready to give to the responder.

If you have any questions please contact the GVBOCES Office of Health, Safety and Risk Management at 585-658-7937.