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Safety & Wellbeing EASYGUIDE

GoldFFX: Adding Chemicals to a Manifest Folder

The following steps illustrate the sequence with screen capture on '**how to add a single SDS for a particular product into a storage folder**' under the manifest system directory. In order to achieve this activity, two tasks have to be carried out;

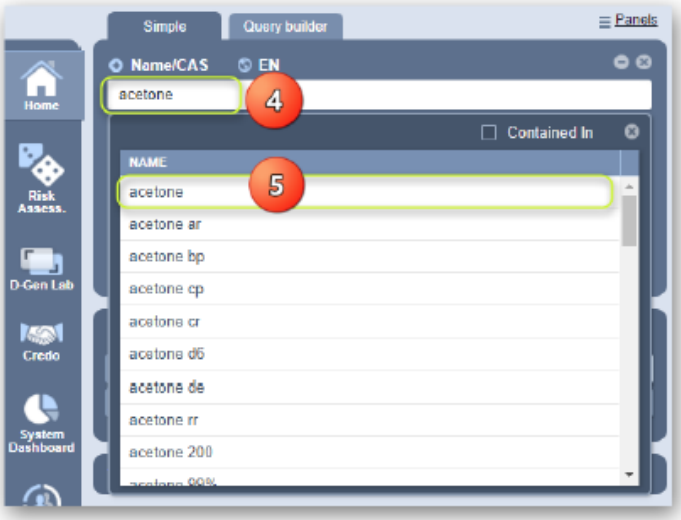
- Use the simple search autocomplete method to search for a product SDS by material or product name from the full/own database
- Use the mouse right click function to copy product SDS into the respective folder or use the drag and drop function from the search results list

Steps

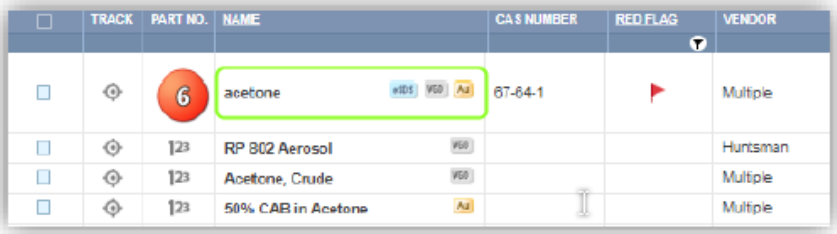
1. In "simple search mode" select the **Home** module button (if it's not already the default module)
2. Press the **Vendor SDS** button from the SDS panel to set the type of document
3. Click the circle (**radio button**) in the Search panel to set the database path to **Full** in order to look up for the Vendor SDS from the Chemwatch full database collection

4. Type the **material or chemical name** in the Name/CAS free text field

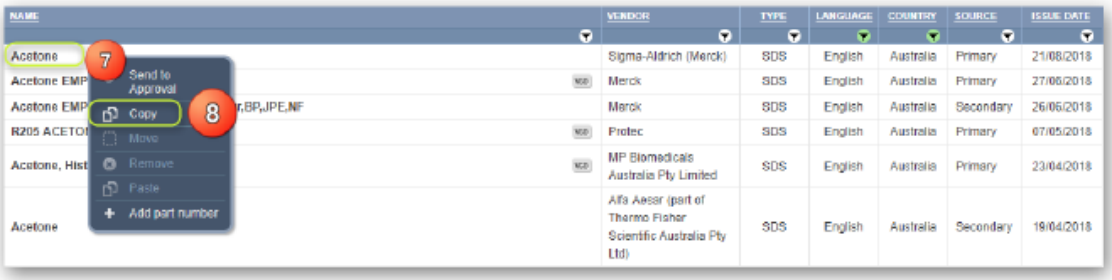
5. Select the material or chemical name from the autocomplete search list panel. In this case, acetone is used to demonstrate the steps.



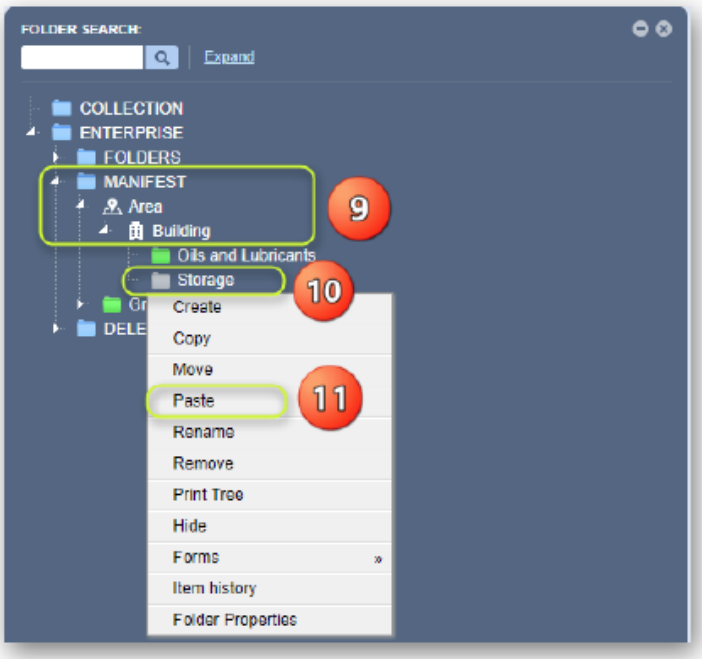
6. Select the name of the material by a specific vendor of interest to display a list of available multiple vendors



7. Mouse right click on the product name (by specific vendor, country, language and issue date) from the document listing



8. Select the **Copy** option
9. **Expand** Manifest directory, Area, Section to view folder nodes to identify the specific folder location, e.g., storage
10. **Mouse right click** on the specific folder, e.g., storage folder is grey Storage, depicting an empty folder
11. Select the **Paste** option



12. The storage grey folder turns green, which depicts a folder with a material added into it. Select the **green folder to display record of added material**

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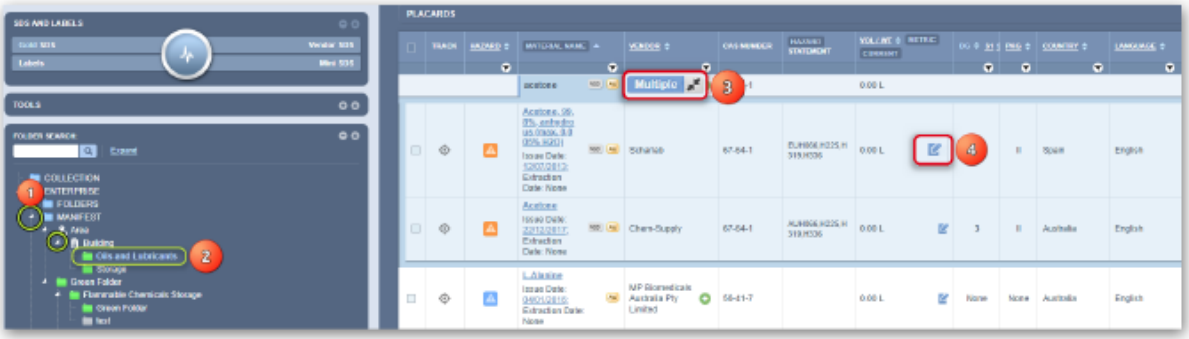
GoldFFX: Editing the Volume/Weight of a Chemicals in a Manifest Folder

The following steps illustrate the sequence with screen capture on 'how to edit the volume/weight ' of a material in Material Name mode (Grouping). The volume or weight will be edited in a folder at level 3 node of the tree within the parent Area and Section "Building" folders.

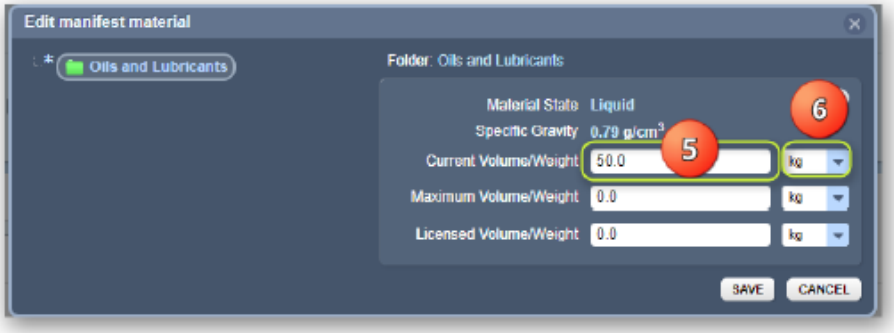
Steps

In "simple search mode" select the **Home** module button (if it's not already the default module)

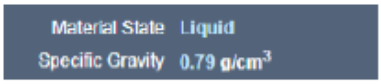
1. Expand manifest directory nodes to view the folder location, e.g. level 3 node
2. Press the **Folder name**. Take note the manifest list grid default to Cat Name. Switch Cat Name to Material Name from the Cat Name header.
3. Click the **Multiple** button Multiple to expand list of documents for the material that is grouped. Note that the vol/wt of the products are zero units 0.00 L.



4. Click the **Edit** button to open the edit panel. This panel contains 3 editable fields; current, maximum and licensed volume or weight. It will also display the current folder location where the product is located within the tree structure.
5. Select the **Current Volume/Weight** text field and enter the desired amount



6. Note that this product is a liquid. Refer to default data within this panel.

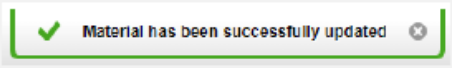


Select the **drop-down arrow** to change the unit of measure from kg to L.

7. Select the **Maximum Volume/Weight** kg/L text field and enter the desired amount. Apply the correct unit of measure.

9. Press the **Save** button

A confirmation message will display to confirm successful task. If a user does not have read-write access to a folder, a message will display to seek further help from the administrator.



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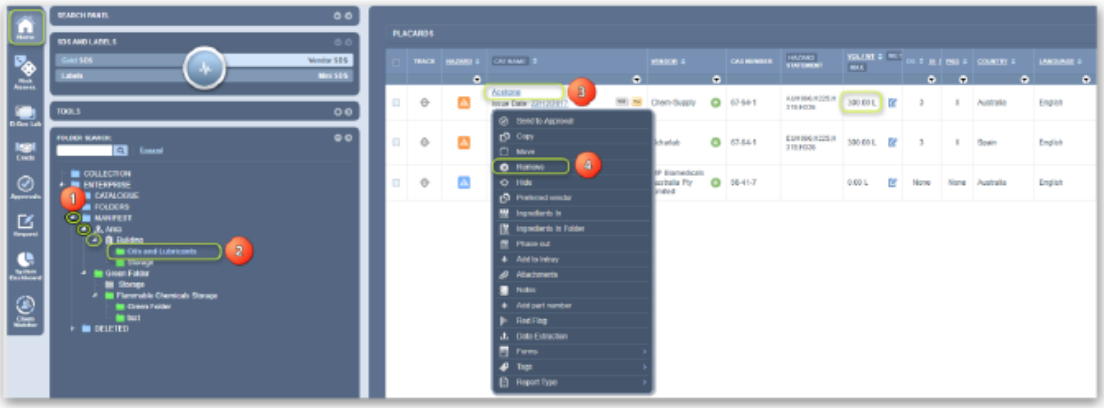
GoldFFX: Remove a Chemical from a Manifest Folder

Steps

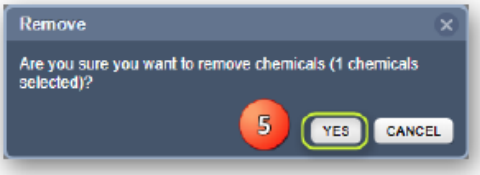
In the **Home** module button (if it's not already the default module)

1. **Expand** Manifest directory, Area, Section to view folder nodes to identify the specific folder location, e.g., a storage green folder
2. Click the **folder name** to display records contained in that source folder
3. **Mouse right click** on the product name (by specific vendor, country, language and issue date) from the products listing in Cat Name view mode

4. Select the **Remove** option from the menu



5. Click the **Yes** button to confirm deletion of 1 chemical record



6. The line item will be removed from the sourced folder and archived in the DELETED directory.

A confirmation message will display to confirm successful task.

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GoldFFX: Requesting Chemical Safety Data Sheets

SEARCHING FOR THE CHEMICAL SDS TO ADD TO YOUR MANIFEST

To add a chemical product to your manifest you first need to search for and find the chemical's SDS on the Chemwatch database. (The search can be narrowed by clicking on 'Own' which restricts the search parameters to only chemicals listed in the Manifest).

If there is no match for the chemical product search parameters, the options are there is:

- neither a vendor SDS nor a Chemwatch ('Gold') SDS; or
- a vendor SDS, but no Gold SDS.

If there is a vendor SDS you can add the chemical product to the list of chemicals in the manifest, but until the Gold SDS has been prepared the data items for labelling, mini SDS, generating reports, Chemwatch hazard ratings and Dangerous Goods codes are not loaded in the Chemwatch database. In this instance, contact the University Chemical Safety Officer or a Chemwatch Super User for further assistance with using the Credo module.

REQUEST A VENDOR SDS UPLOAD TO CHEMWATCH

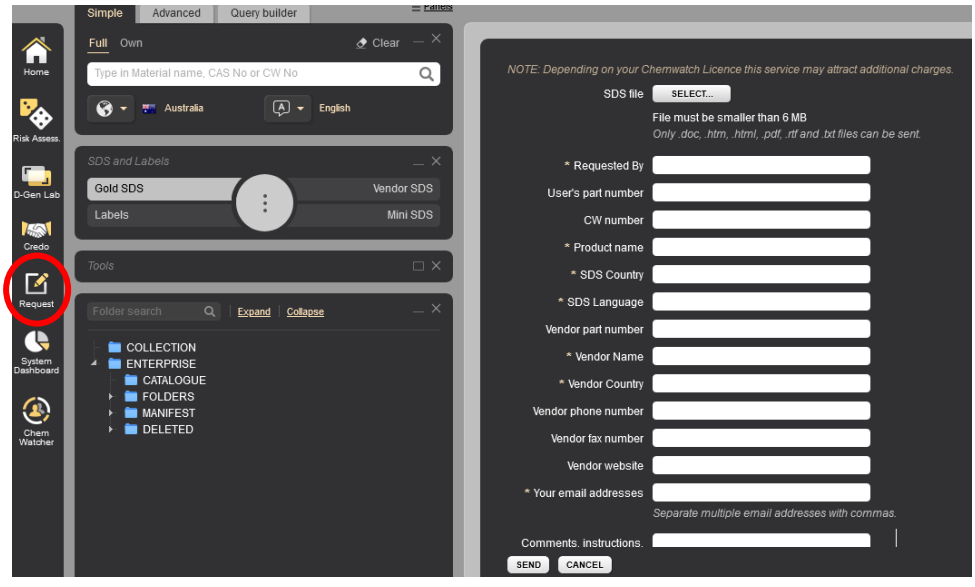
There are two ways to request SDS uploads from Chemwatch:

- submit an online form from GoldFFX (suitable for requesting one SDS)
- email your request to customerservice@chemwatch.net (recommended if requesting multiple SDS).

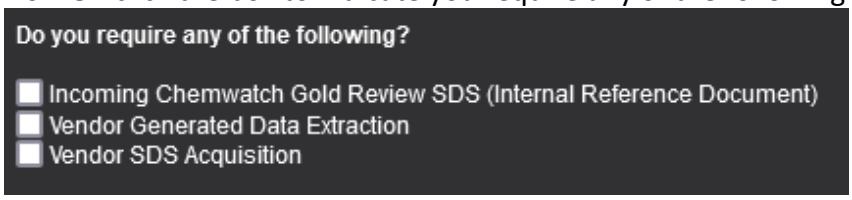
If you have a copy of the vendor SDS (and it's not on the Chemwatch database) you can assist the process by attaching a pdf to your online or email request.

Using the online MSDS Request form

Log in to GoldFFX using your Chemwatch Username and Password, hover the mouse cursor over the 'Request' icon on the left of the screen and click on the 'SDS' tab. Fill out the web form and send your request to Chemwatch. Click the 'I agree …' checkbox and 'Send' button to submit the request [N.B. UniSA will not be charged to upload an SDS provided to Chemwatch.]



Do **NOT** click the box to indicate you require any of the following:



PROJECT PHASES OF REQUEST

On receiving the request, Chemwatch will allocate a Project Tracking Number (PTN), and provide progress updates by email. Chemwatch has four 'project phases' for the request:

Phase 1: Registration of your request	• Confirmation, with queries sent (within 48 hrs)
Phase 2: Acquisition of Vendor SDS	• Summary of all associated activities sent (within 14 days)
Phase 3: Review of Vendor SDS	• Data extracted. • Chemwatch Review SDS (Gold SDS produced) • Confirmation of project completion sent (within 40 days)
Phase 4: Revision requests	• Your request to modify project details confirmed. • Confirmation and changes made (report sent within 48 hrs)

Unless Chemwatch has been provided instructions regarding the destination folder of the chemical product/SDS requested, the SDS will be placed in the 'UNFILED' folder under 'FOLDERS' (see green rectangle below). Once the chemical/ SDS is located in the 'UNFILED' folder, it can be copied to the relevant folder in the manifest tree. [N.B. click on the 'FOLDERS' tab, not the 'Manifest' tab.]

The request can also be tracked by using the 'Chem Watcher' tab feature (circled in **red** below) to track the progress of your PTN within GoldFFX.