














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

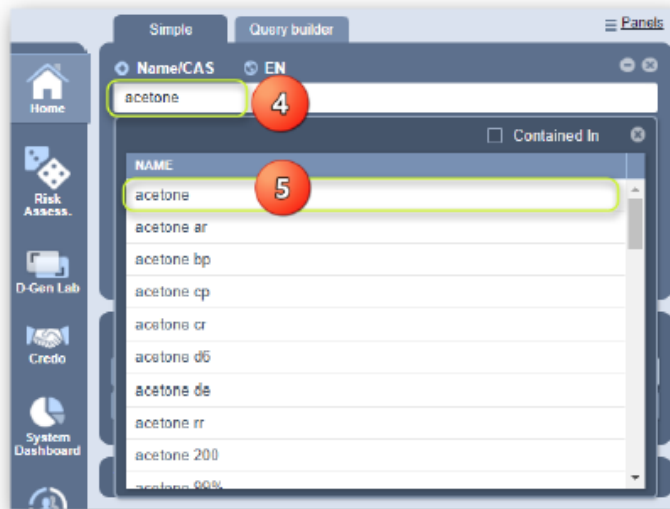
Steps


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.








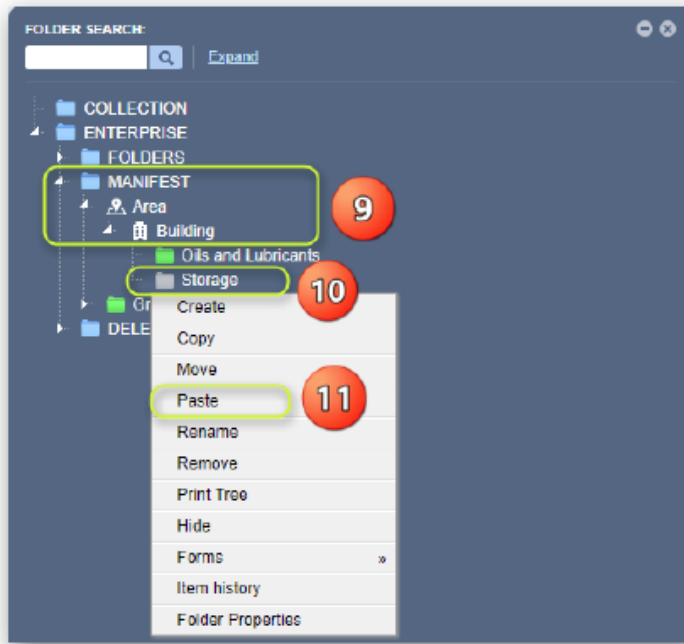
6. Select  the name of the material by a specific vendor of interest to display a list of available multiple vendors




<input type="checkbox"/>	TRACK	PART NO.	NAME	CAS NUMBER	RED FLAG	VENDOR
<input type="checkbox"/>			acetone   	67-64-1		Multiple
<input type="checkbox"/>		123	RP 802 Aerosol 			Huntsman
<input type="checkbox"/>		123	Acetone, Crude 			Multiple
<input type="checkbox"/>		123	50% CAB in Acetone 			Multiple

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

NAME	VENDOR	TYPE	LANGUAGE	COUNTRY	SOURCE	ISSUE DATE
Acetone 	Sigma-Aldrich (Merck)	SDS	English	Australia	Primary	21/08/2018
Acetone EMP 	Merck	SDS	English	Australia	Primary	27/05/2018
Acetone EMP 	Merck	SDS	English	Australia	Secondary	26/06/2018
R205 ACETON 	Protec	SDS	English	Australia	Primary	07/05/2018
Acetone, Hist 	MP Biomedicals Australia Pty Limited	SDS	English	Australia	Primary	23/04/2018
Acetone	Alfa Aesar (part of Thermo Fisher Scientific Australia Pty Ltd)	SDS	English	Australia	Secondary	19/04/2018



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




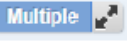

HAZARD	CAT NAME	VENDOR	CAS NUMBER	HAZARD STATEMENT	VOL./WT	MET	DO	SI	PKG	COUNTRY	LANGUAGE
	acetone Issue Date: 21/09/2018 Extraction Date: None	  Sigma-Aldrich (Merck)	 67-64-1	AU1065.H225.H319.H336	0.00 L		3		II	Australia	English

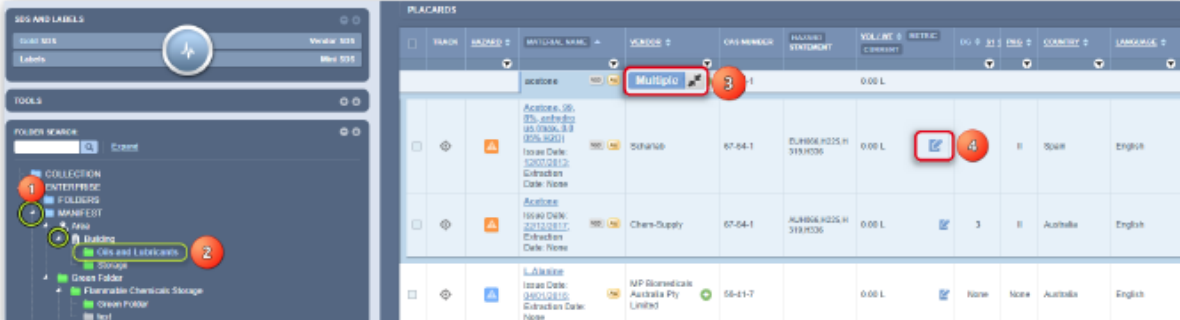
GoldFFX: Editing the Volume/Weight of a Chemicals in a Manifest Folder

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

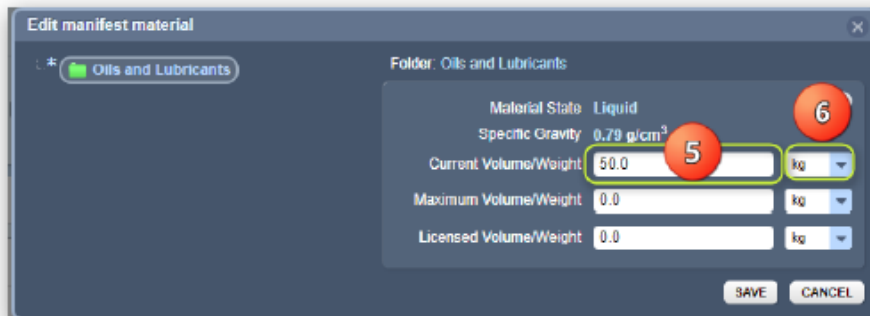
In "simple search mode" select  the Home module button  (if it's not already the default module)

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  to expand list of documents for the material that is grouped. Note that the vol/wt of the products are zero units .

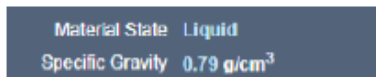


TRACK	SOURCE	MATERIAL NAME	VOLUME	CAT NUMBER	MAXIMUM STATEMENT	VOLUME STATEMENT	WTEC COMMENT	PU	ST	END	COUNTRY	LANGUAGE
		Acetone, 99.95% Anhydrous (US 1000, 9.9)	0.00 L	67-54-1	20000	20000		1	II		South	English
		Acetone, 99.95% Anhydrous (US 1000, 9.9)	0.00 L	67-54-1	20000	20000		3	II		Australia	English
		LAMINATE	0.00 L	55-11-7					None	None	Australia	English

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




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

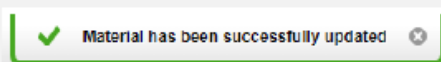


Select the drop-down arrow to change the unit of measure from kg to L.

- Select the Maximum Volume/Weight  text field  and enter the desired amount. Apply the correct unit of measure.


- 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.

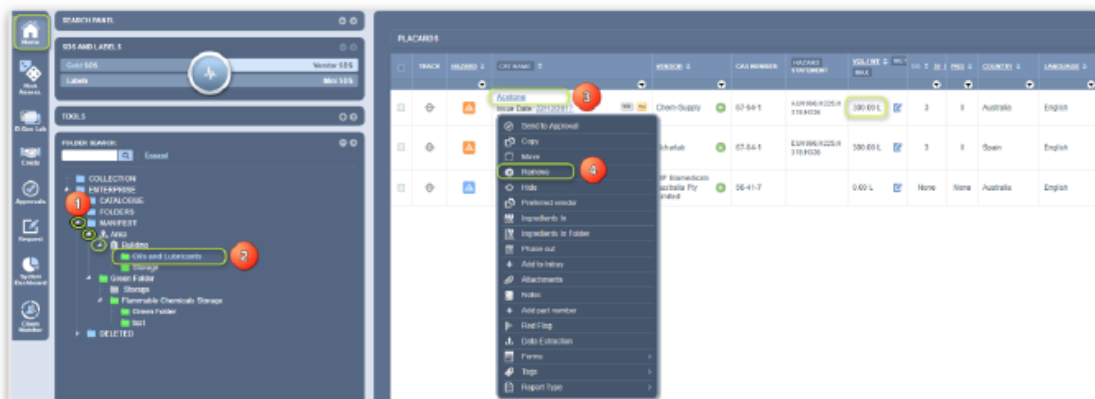


GoldFFX: Remove a Chemical from a Manifest Folder

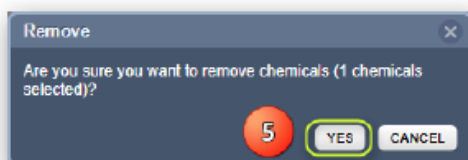
Steps


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.



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:

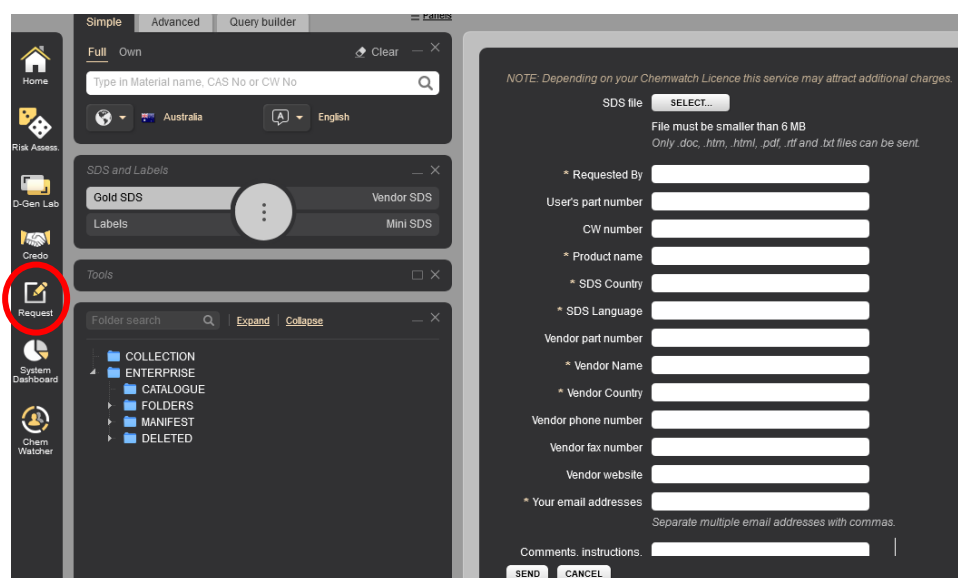
- submit an online form from GoldFFX (suitable for requesting one SDS)
- email your request to customerservice@chemwatch.net (recommended if requesting multiple SDS).

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.]



The screenshot shows the GoldFFX interface. On the left sidebar, the 'Request' icon is circled in red. The main content area shows the 'SDS and Labels' tab selected, with options for 'Gold SDS', 'Vendor SDS', and 'Labels'. The right side of the interface displays the 'Request SDS' form. The form includes a search bar for 'Type in Material name, CAS No or CW No', a language selector set to 'English', and a 'Request SDS' button. Below this, there is a 'Request SDS' form with the following fields:

- SDS file:
- File must be smaller than 6 MB. Only .doc, .htm, .html, .pdf, .rtf and .txt files can be sent.
- * Requested By:
- User's part number:
- CW number:
- * Product name:
- * SDS Country:
- * SDS Language:
- Vendor part number:
- * Vendor Name:
- * Vendor Country:
- Vendor phone number:
- Vendor fax number:
- Vendor website:
- * Your email addresses:
- Separate multiple email addresses with commas.
- Comments, instructions:
- Buttons:

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

Do you require any of the following?

Incoming Chemwatch Gold Review SDS (Internal Reference Document)

Vendor Generated Data Extraction

Vendor SDS Acquisition

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	<ul style="list-style-type: none"> Confirmation, with queries sent (within 48 hrs)
Phase 2: Acquisition of Vendor SDS	<ul style="list-style-type: none"> Summary of all associated activities sent (within 14 days)
Phase 3: Review of Vendor SDS	<ul style="list-style-type: none"> Data extracted. Chemwatch Review SDS (Gold SDS produced) Confirmation of project completion sent (within 40 days)
Phase 4: Revision requests	<ul style="list-style-type: none"> 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.

The screenshot displays the GoldFFX interface. On the left sidebar, the 'Chem Watcher' icon is circled in red. The main content area shows a table of chemical entries under the 'UNFILED' folder. A green rectangle highlights the 'FOLDERS' tab in the manifest tree on the left, with 'UNFILED' selected.

TRACI	HAZAR	MATERIAL NAME	VENDOR	CAS
<input type="checkbox"/>	<input type="checkbox"/>	sodium ethylmercuric thiosalicylate SODIUM SALT-ETHYLMERCURITHIOSALICYCLIC ACID	Sigma-Aldrich (Merck)	54-t
<input type="checkbox"/>	<input type="checkbox"/>	D-pantothenic acid, calcium salt (+)-Pantothenic acid calcium salt hydrate	Sigma-Aldrich (Merck)	137 634 331 305 76... mo
<input type="checkbox"/>	<input type="checkbox"/>	(+)-(6E,8Z,11Z,14Z)-5(S)-hydroxyeicosatetraenoic acid	Sigma-Aldrich (Merck)	706
<input type="checkbox"/>	<input type="checkbox"/>	(+)-(6E,8Z,11Z,14Z)-5-hydroxyeicosatetraenoic acid	Sigma-Aldrich (Merck)	733
<input type="checkbox"/>	<input type="checkbox"/>	(+)-9(10)-EpOME	—	681
<input type="checkbox"/>	<input type="checkbox"/>	riboflavin (-)-Riboflavin	Multiple	83-t
<input type="checkbox"/>	<input type="checkbox"/>	levamisole hydrochloride (-)-Tetramisole Hydrochloride (Levamisole)	Sigma-Aldrich (Merck)	165 147
<input type="checkbox"/>	<input type="checkbox"/>	(1S,2S)-(+)-N-P-TOSYL-1,2-CYCLOHEXANE DIAMINE	Sigma-Aldrich (Merck)	174
<input type="checkbox"/>	<input type="checkbox"/>	(aminomethyl)phosphonic acid	Sigma-Aldrich (Merck)	106