

Quick Start on MSDSonline WEB by EHS

Logging in

1. Go to MSDSonline: <https://msdsmanagement.msdsonline.com/>
2. Log in with your or your lab's account.

Finding Chemicals

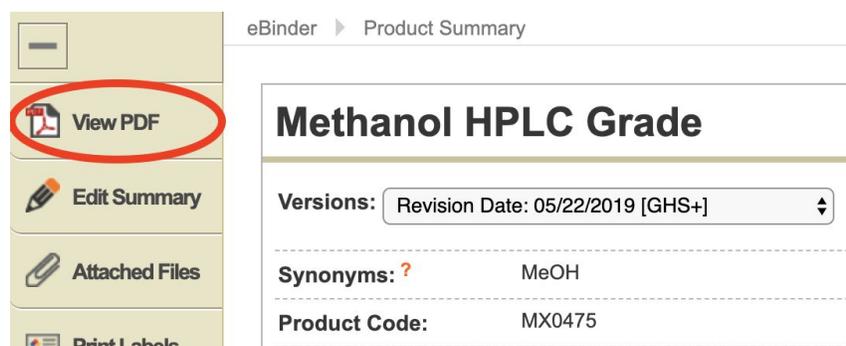
Safety Data Sheet

1. Search by name/CAS#/product cat#... (When searching return no desired result, try removing or adding dash sign)

eBinder



2. Once a list of results shows up, click on the one that best fits. You can filter by manufacturer/ingredient/location levels...
3. An information summary for this chemical will show up. Click on the “**View PDF**” button on the left bar to view the SDS file.



eBinder ▶ Product Summary

Methanol HPLC Grade

Versions: Revision Date: 05/22/2019 [GHS+] ⌵

Synonyms: ? MeOH

Product Code: MX0475

View PDF (circled in red)

Edit Summary

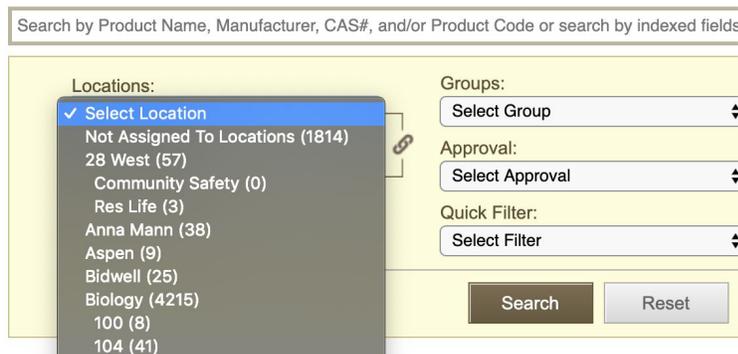
Attached Files

Print Labels

Chemicals in one location

If you wanna look at all chemicals in one location, you can click on the scroll menu of the location under the search bar, and select the location you want.

eBinder



Search by Product Name, Manufacturer, CAS#, and/or Product Code or search by indexed fields

Locations:

- ✓ Select Location
- Not Assigned To Locations (1814)
- 28 West (57)
- Community Safety (0)
- Res Life (3)
- Anna Mann (38)
- Aspen (9)
- Bidwell (25)
- Biology (4215)
- 100 (8)
- 104 (41)

Groups: Select Group ⌵

Approval: Select Approval ⌵

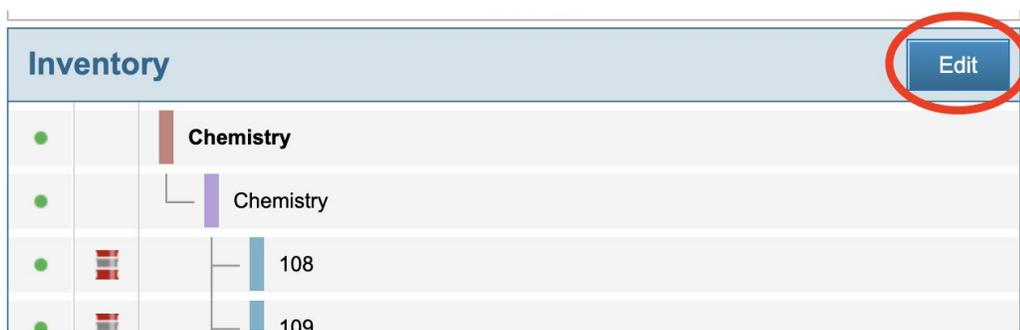
Quick Filter: Select Filter ⌵

Search Reset

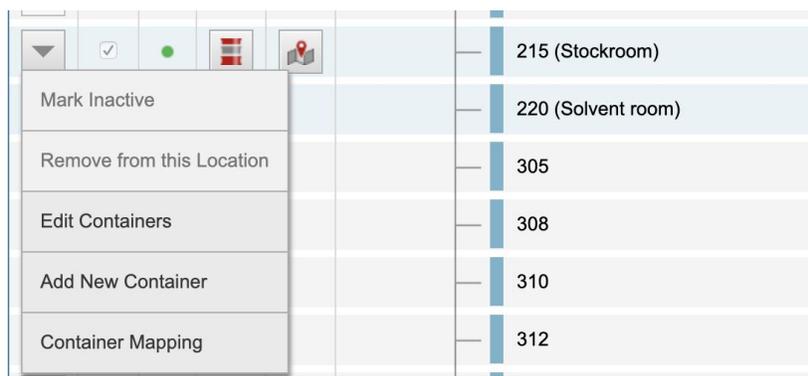
Adding Chemicals

Adding a new container

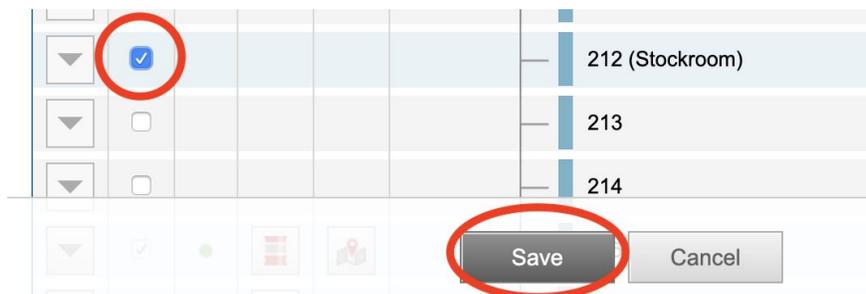
1. First, open the chemical SDS of this new container like before.
2. Click the “Edit” button for the Inventory list.



3. It will bring you to a list of locations, and now you have the power to edit it.
4. If the location you wish to add a container in already has some containers, it will show a green dot on the left. To add another one, click on the drop arrow for this location and select “Add New Container”.



If the location currently has none of this chemical, the location needs to be activated before adding. To do so, check the box for this location and click “Save”.

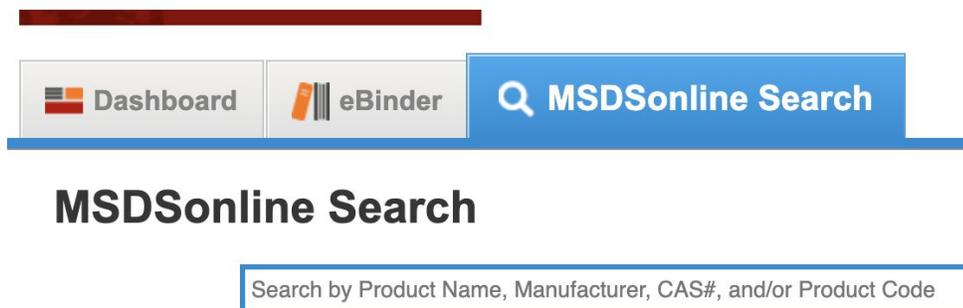


(more on next page...)

5. A form for this new container will be opened. Fill in Container Count (usually as 1), Container Type, Container Size, Unit of Measure, and Barcode# (replaced the auto-generated one). Leave everything else as it is and click “Save” at the bottom of the page once done.

Adding a new SDS

1. If you cannot find the right SDS for your chemical, click on the “MSDSonline Search” tab to search in a bigger data set. The tab is located right under the college logo.



2. You can search by product name, manufacturer... Searching by Product Code is recommended for chemicals from big manufacturers (Sigma-Aldrich, TCI, EMD, ThermoFisher...) or newly brought chemicals, because these chemicals tend to have updated SDS and you can find the exact one you want by searching Product code.
3. When you find the one you want, check the box and assign it to the location that the chemical will be stored. Follow the steps described before to add a new container...



If you meet any problems or have any questions, please email April (karra@reed.edu).