

How to enter a request with an excel file in Chemical Guardian?

1. Fill in the excel template

1.1. Single chemicals

 Type column: click on the adequate cell and select "Single". Please do not write manually "single". Indeed, "Single" needs to be written with a capital letter so that the program would recognize this chemical compound and take it into account in the chemical report.

Туре	C/	AS	Chemical Name	Concentration	Aggregation
	~				
Single					
Mix					
Component for mixture		·····			

CAS column: enter the CAS number of the chemical
 CAS Numbers (Chemical Abstracts Service) are unique numerical identifiers for
 chemical compounds, polymers, biological sequences, mixtures and alloys. A CAS
 registry number is separated by hyphens into three parts, the first consisting of up to
 7 digits, the second <u>always consisting of two digits</u>, and the third consisting of a
 single digit serving as a check digit:



Example, for nitric acid: 7697-37-2

- Chemical name: enter the chemical name of the compound
- Concentration column: enter the concentration of the chemical.



- Please do not fill in the following signs in this column: "%" "," "." Indeed, only whole numbers (integers) are allowed.
- Example for the value of the concentration : The MSDS states : "Nitric acid, concentration 25-30%"

Always take the higher concentration that is stated, so that the worst-case scenario could be considered in the chemical assessment

→ take "30%" for the previous example



 Aggregation column: fill in the aggregation state (e.g. liquid, solid, gas or unknown) of the chemical. As for the "Type" column, select the appropriate word:

Туре	CAS	Chemical Name	Concentration	Aggregation
Single	/69/-3/-2	Nitric acid	30	
				Solid
				Liquid
				Gas Unknown

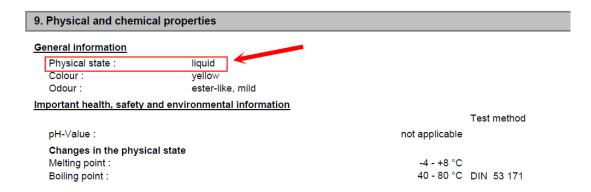


From now on, requests containing exclusively chemicals already existing in the database will automatically be treated by the program.

1.2. Chemical mixtures

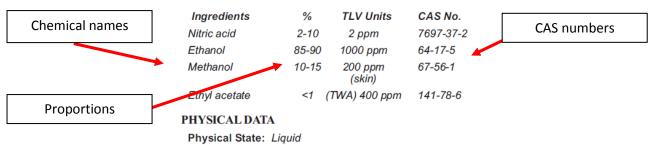
To enter a request for a chemical mixture, you would need several information from the MSDS of this compound:

- Name of the mixture (see section 1 of the MSDS)
- Physical state of the mixture (see section 9 of the MSDS)
 Example: liquid, gas, solid



• Composition of the mixture (see sections 2 or 3 of the MSDS)

HAZARDOUS INGREDIENTS OF MATERIALS





To enter those information in the template:

- First line = general information about the mixture
 - > Select for the first line "Mix" in the "Type" Column

Туре	C	AS .	Chemical Name	Concentration	Aggregation
	v				
Single					
Mix					
Component for mixture		}			

> Enter the name of the chemical mixture

Туре	CAS	Chemical Name	Concentration	Aggregation
Mix		Name of the mixture		

> Select the aggregation state of the whole mixture (gas, liquid or solid) by clicking on the appropriate box

Туре	CAS	Chemical Name	Concentration	Aggregation
Mix		Name of the mixture		Liquid

- > You can leave the "CAS" and "Concentration" columns blank for this line
- Following lines = composition of the mixture
 - > For each compound present in the mixture, select "Component for Mixture" in the "Type" Column

Туре	CAS	Chemical Name	Concentration	Aggregation
Mix		Name of the mixture		Liquid
	▼			
Single				
Component for mixture				
Component for mixture				

> Enter the CAS and chemical name of the component

Туре	CAS	Chemical Name	Concentration	Aggregation
Mix		Name of the mixture		Liquid
Component for mixture	7697-37-2	Nitric acid		



➤ In the "Concentration" column, enter for each component the highest proportion stated in the MSDS.

Example: see MSDS in page 3 of this FAQ The first component stated is nitric acid, 2-10% \rightarrow Pick 10%

> Enter the aggregation state of this compound.

Туре	CAS	Chemical Name	Concentration	Aggregation
Mix		Name of the mixture		Liquid
Component for mixture	7697-37-2	Nitric acid	10	Liquid

> Do the same thing for each of the components of the mixture

Туре	CAS	Chemical Name	Concentration Aggregation
Mix		Name of the mixture	Liquid
Component for mixture	7697-37-2	Nitric acid	10 Liquid
Component for mixture	64-17-5	Ethanol	90 Liquid
Component for mixture	67-56-1	Methanol	15 Liquid
Component for mixture	141-78-6	Ethyl acetate	1 Liquid



Please be aware that the template must contain a continuous list of mixtures and of single chemicals. No blank lines must appear between the different compounds.

INCORRECT

Туре	CAS	Chemical Name	Concentration	Aggregation
Single	67-56-1	Methanol	100	Liquid
Mix		170.000 Renia - Ortec - Contact Adhesive		Liquid
Component for mixture	141-78-6	Ethyl acetate	35	Liquid
Component for mixture	68476-50-6	Hydrocarbons	30	Liquid
Component for mixture	110-82-7	Cyclohexane	30	Liquid J.
				ï
	:			

CORRECT

Туре	CAS	Chemical Name	Concentration Aggregation
Single	67-56-1	Methanol	100
Mix		170.000 Renia - Ortec - Contact Adhesive	Liquid
Component for mixture	141-78-6	Ethyl acetate	35 Liquid
Component for mixture	68476-50-6	Hydrocarbons	30 Liquid
Component for mixture	110-82-7	Cyclohexane	30 Liquid
		0	



2. Enter Chemical Guardian

Please access the web link through Google Chrome

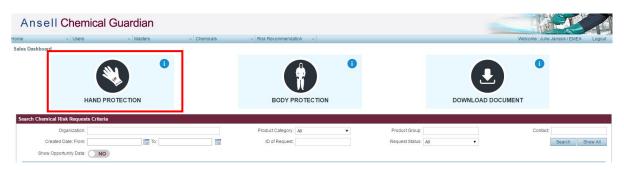
APAC: https://guardian-apac.ansell.com/
PMEA: https://guardian-amansell.com/
NA/LAC: https://guardian-amansell.com/



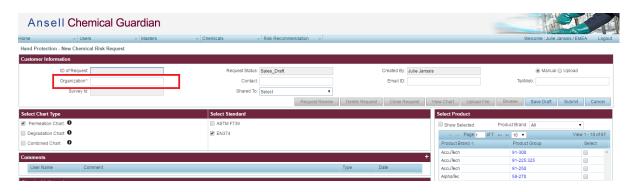
User Name = your Ansell email address

Password = your current Windows password

3. Click on the "Hand Protection" button



4. Enter the Organization name





5. Select the type of data you would like to receive

You can ask for:

- A permeation chart
- A degradation chart
- A combined chart (that contains both permeation and degradation data)

Also, permeation data are available according to 2 standards:

- EN374 (mostly used in EMEA and APAC)
- ASTM F739 (mostly used in NA and LAC)



In case of doubt, we recommend you to stick to the default settings, which are set to select permeation times only and the standard applicable for your region.

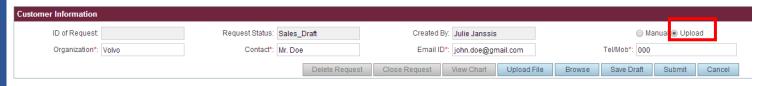
6. Select the gloves which you want a recommendation for

A selection of gloves is already loaded each time you create a new request (default setting). This selection contains several types of gloves made a different materials (latex, nitrile, neoprene, PVC, butyl, Viton, PE). If you want to add or delete some of those gloves, you can do so by clicking on the little boxes present next to the glove reference number.





7. Select "Upload" (instead of "Manual") in the right upper corner

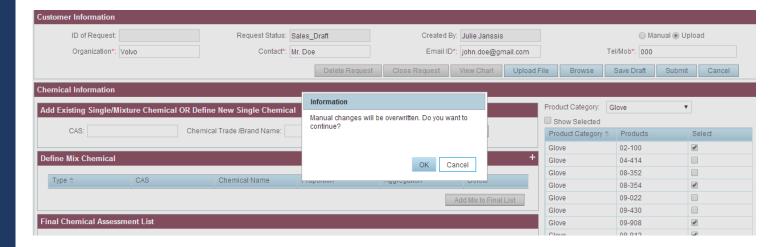


8. Click on "Browse" and select the template you prepared



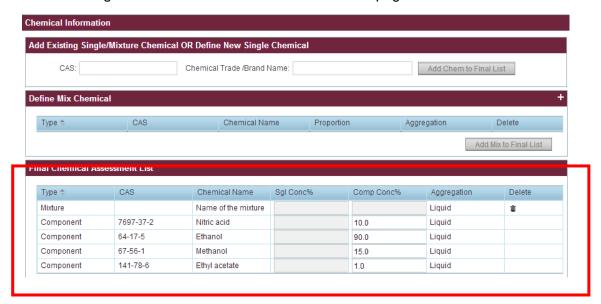
9. Click on "Upload file" so that the chemical list could be exported from the excel template to the Chemical Guardian

When the following window pops up, click on "OK":





After doing so and if your input was correctly written in the template, the list of chemicals should be showing at the bottom of the Chemical Guardian page:



10. Enter an comment (optional)



If needed, pertinent comments can be added to the request. These comments can include questions to the Chemical Guardian team, relevant information concerning the application of use of the gloves or additional data on the chemicals. To add a comment, click on the "+" sign (see in red above) and type in your comment.



Please be aware that a request containing a comment **will never be automatically treated** by the program. Indeed, we consider that the information that was written in the comment should be read by a member of the Ansell Guardian Chemical team and taken into account to make an assessment.



11. Submit the request

Once you have added every single compound or chemical mixture you want a recommendation for, click on the "Submit" button

Normally, your request should then be listed in the screen called 'Sales Dashboard.'

12. Treatment of your request

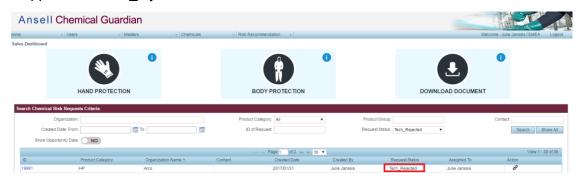
11.1. In case of correct input

Your request will be treated either automatically or by a technical member of the Ansell Guardian Chemical team. Once your request has been treated:

- You will receive an email of notification with the chemical chart in attachment.
- If needed, you can always go back to Chemical Guardian and download the pdf from there.

11.2. In case of incorrect input

If a member of the Ansell Guardian Chemical team sees that the input of your request is not correct, he can always choose to reject your request, asking you for more information or to double-check the data you entered. In this case, your request will appear as "Tech_rejected" in the list hereunder:



When you click on the ID number of this request, you will be able to see the comment that the member of the Ansell Guardian Chemical team wrote:

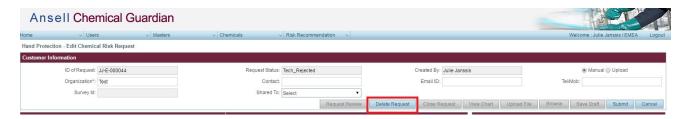


After reading the comment, you can choose to:

 Change the information present in your request (example: delete a chemical, enter a new one, add a comment, etc.). After having changed the information in your request, click on "Submit"



Delete your request all together. To do so, click on the button hereunder:



13. After receiving your chemical chart

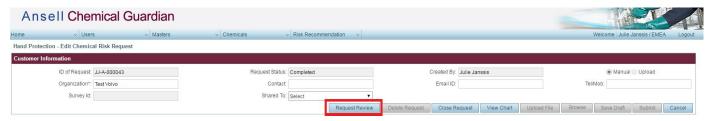
Once your request has been treated, 2 new possibilities have been added to the Chemical Guardian. To have access to them, please click again on the ID number of your request:

13.1. Request review (optional)

You can request a review of the chemical chart you received if you would need some modifications in it or if you have received some additional information that would need to be taken into account in the assessment.

To ask for a review of your request:

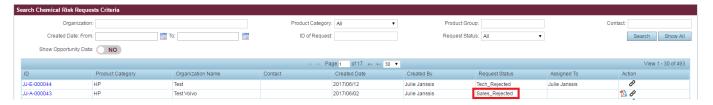
Click on "Request Review"



 Once you have clicked on it, you will see that a new blank comment section will open. Type in your comment to summarize the reason why you would like this assessment to be reviewed.



• Once you have typed in your comment, click on the "Submit" button. Your request should then be showing as "Sales_rejected" in the list hereunder:

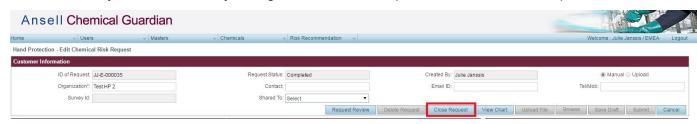


Once your request has been reviewed, you will receive an automatic email with the new chemical chart in attachment.



13.2. Close a request (optional)

Once your request has been treated and you are satisfied with the chemical chart, you can choose to close a request to signalize that this request is now completely finished and that you don't need any changes in it. To do so, please click on "Close request":



Please be aware that, if you close a request, <u>nothing can be changed in the chemical</u> <u>chart anymore.</u> Therefore, we would recommend you to be careful with this functionality.