



❓ 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.

Type	CAS	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 always consisting of two digits, and the third consisting of a single digit serving as a check digit:

XXXXXXXX-YY-Z
[up to 7 digits-always 2 digits-always 1 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 :

Type	CAS	Chemical Name	Concentration	Aggregation
Single	7697-37-2	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

9. Physical and chemical properties

General information

Physical state : liquid
Colour : yellow
Odour : ester-like, mild

Important health, safety and environmental information

pH-Value : not applicable
Changes in the physical state
Melting point : -4 - +8 °C
Boiling point : 40 - 80 °C DIN 53 171

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

HAZARDOUS INGREDIENTS OF MATERIALS				
Chemical names	Ingredients	%	TLV Units	CAS No.
	Nitric acid	2-10	2 ppm	7697-37-2
	Ethanol	85-90	1000 ppm	64-17-5
	Methanol	10-15	200 ppm (skin)	67-56-1
	Ethyl acetate	<1	(TWA) 400 ppm	141-78-6
Proportions	PHYSICAL DATA			
	Physical State: Liquid			



To enter those information in the template:

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

Type	CAS	Chemical Name	Concentration	Aggregation
Single				
Mix				
Component for mixture				

- Enter the name of the chemical mixture

Type	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

Type	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

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

- Enter the CAS and chemical name of the component

Type	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% → Pick 10%

- Enter the aggregation state of this compound.

Type	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

Type	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


Type	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

CORRECT

Type	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



2. Enter Chemical Guardian

Please access the web link through Google Chrome 

APAC: <https://guardian-apac.ansell.com/>

EMEA: <https://guardian-emea.ansell.com/>

NA/LAC: <https://guardian-am.ansell.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)

Select Chart Type	Select Standard
<input checked="" type="checkbox"/> Permeation Chart ⓘ	<input type="checkbox"/> ASTM F739
<input type="checkbox"/> Degradation Chart ⓘ	<input checked="" type="checkbox"/> EN374
<input type="checkbox"/> Combined Chart ⓘ	

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.

Product Category: Glove

Product Family: All

☐ Show Selected

Product Family	Product Group	Select
AccuTech	91-300	<input type="checkbox"/>
AccuTech	91-225.325	<input type="checkbox"/>
AccuTech	91-250	<input type="checkbox"/>
AlphaTec	58-270	<input type="checkbox"/>
AlphaTec	58-530.535	<input checked="" type="checkbox"/>
AlphaTec	58-435	<input checked="" type="checkbox"/>
AlphaTec	58-430	<input checked="" type="checkbox"/>
AlphaTec	58-335	<input checked="" type="checkbox"/>
AlphaTec	58-330	<input checked="" type="checkbox"/>
Astroflex	Astroflex	<input type="checkbox"/>
Barrier	02-100	<input checked="" type="checkbox"/>
Beige 43	Beige 43	<input type="checkbox"/>
Belmain Plus	Belmain	<input type="checkbox"/>
BI-Colour	87-900	<input type="checkbox"/>
Black Heavyweight	G17K	<input type="checkbox"/>
Butyl Plus R/0.7	R/0.7	<input type="checkbox"/>
ChemiPro	ChemiPro	<input type="checkbox"/>
ChemTek	38-628	<input checked="" type="checkbox"/>



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

Customer Information

ID of Request: Request Status: Created By: ☐ Manual ☒ Upload

Organization*: Contact*: Email ID*: Tel/Mob*:

8. Click on “Browse” and select the template you prepared

Open

Organize New folder

Recent Places

OneDrive @ A

Libraries

Documents

Music

Pictures

Videos

Computer

Local Disk (C:)

groups (\BRI)

brujan1 (\br)

programs (\N)

Name

Date modified

Type

Test - template.xls 02/06/2014 14:51 Microsoft Excel

File name: All Files

Product Category:

☐ Show Selected

Product Category	Products	Select
Glove	02-100	<input checked="" type="checkbox"/>
Glove	04-414	<input type="checkbox"/>
Glove	08-352	<input type="checkbox"/>
Glove	08-354	<input checked="" type="checkbox"/>
Glove	09-022	<input type="checkbox"/>
Glove	09-430	<input type="checkbox"/>
Glove	09-908	<input checked="" type="checkbox"/>
Glove	09-912	<input checked="" type="checkbox"/>
Glove	09-922	<input checked="" type="checkbox"/>

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”:

Customer Information

ID of Request: Request Status: Created By: ☐ Manual ☒ Upload

Organization*: Contact*: Email ID*: Tel/Mob*:

Chemical Information

Add Existing Single/Mixture Chemical OR Define New Single Chemical

CAS: Chemical Trade /Brand Name:

Define Mix Chemical

Type CAS Chemical Name Preparation Aggregation Details

Final Chemical Assessment List

Product Category:

☐ Show Selected

Product Category	Products	Select
Glove	02-100	<input checked="" type="checkbox"/>
Glove	04-414	<input type="checkbox"/>
Glove	08-352	<input type="checkbox"/>
Glove	08-354	<input checked="" type="checkbox"/>
Glove	09-022	<input type="checkbox"/>
Glove	09-430	<input type="checkbox"/>
Glove	09-908	<input checked="" type="checkbox"/>
Glove	09-912	<input checked="" type="checkbox"/>
Glove	09-922	<input checked="" type="checkbox"/>

Information

Manual changes will be overwritten. Do you want to continue?



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 :

Chemical Information

Add Existing Single/Mixture Chemical OR Define New Single Chemical

CAS: Chemical Trade /Brand Name:

Define Mix Chemical +

Type	CAS	Chemical Name	Proportion	Aggregation	Delete
Mixture		Name of the mixture		Liquid	
Component	7697-37-2	Nitric acid	10.0	Liquid	
Component	64-17-5	Ethanol	90.0	Liquid	
Component	67-56-1	Methanol	15.0	Liquid	
Component	141-78-6	Ethyl acetate	1.0	Liquid	

Final Chemical Assessment List

Type	CAS	Chemical Name	Sgl Conc%	Comp Conc%	Aggregation	Delete
Mixture		Name of the mixture			Liquid	
Component	7697-37-2	Nitric acid		10.0	Liquid	
Component	64-17-5	Ethanol		90.0	Liquid	
Component	67-56-1	Methanol		15.0	Liquid	
Component	141-78-6	Ethyl acetate		1.0	Liquid	

10. Enter an comment (optional)

Chemical Information

Comments +

User Name	Comment	Type	Date
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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:

ID	Product Category	Organization Name	Contact	Created Date	Created By	Request Status	Assigned To	Action
19991	HP	Arco		2017/01/31	Julie Janssis	Tech_Rejected	Julie Janssis	

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:

Comments					
User Name	Comment	Type	Date		
Julie Janssis	Please review the content of this request.	Rejection	2017/06/12		

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:

The screenshot shows the 'Hand Protection - Edit Chemical Risk Request' form. The 'Request Status' is 'Tech_Rejected'. The 'Delete Request' button is highlighted with a red box. Other buttons visible include 'Request Review', 'Close Request', 'View Chart', 'Upload File', 'Browse', 'Save Draft', 'Submit', and 'Cancel'.

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”

The screenshot shows the 'Hand Protection - Edit Chemical Risk Request' form. The 'Request Status' is 'Completed'. The 'Request Review' button is highlighted with a red box. Other buttons visible include 'Delete Request', 'Close Request', 'View Chart', 'Upload File', 'Browse', 'Save Draft', 'Submit', and 'Cancel'.

- 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.

Comments			
User Name	Comment	Type	Date
Julie Janssis	Could you also add heat-resistant gloves to the request? The end-user uses this chemical at 100°C.	Rejection	2017/6/12

- 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:

Search Chemical Risk Requests Criteria									
Organization:		Product Category:	All	Product Group:		Contact:			
Created Date: From:		To:		ID of Request:		Request Status:	All	Search	Show All
Show Opportunity Data:	NO								
ID	Product Category	Organization Name	Contact	Created Date	Created By	Request Status	Assigned To	Action	
JJ-E-000044	HP	Test		2017/06/12	Julie Janssis	Tech_Rejected	Julie Janssis		
JJ-A-000043	HP	Test Volvo		2017/06/02	Julie Janssis	Sales_Rejected			

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, **nothing can be changed in the chemical chart anymore.** Therefore, we would recommend you to be careful with this functionality.