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New Chemical Review Form User Manual

02/12/2010

Purpose:

The module in the UGN Database allows team members to make requests for chemicals. Various departments will approve or reject the request. Currently there exists an SOP Docushare document "ENV 121a" Revision 2, which reflects this information

Screens:

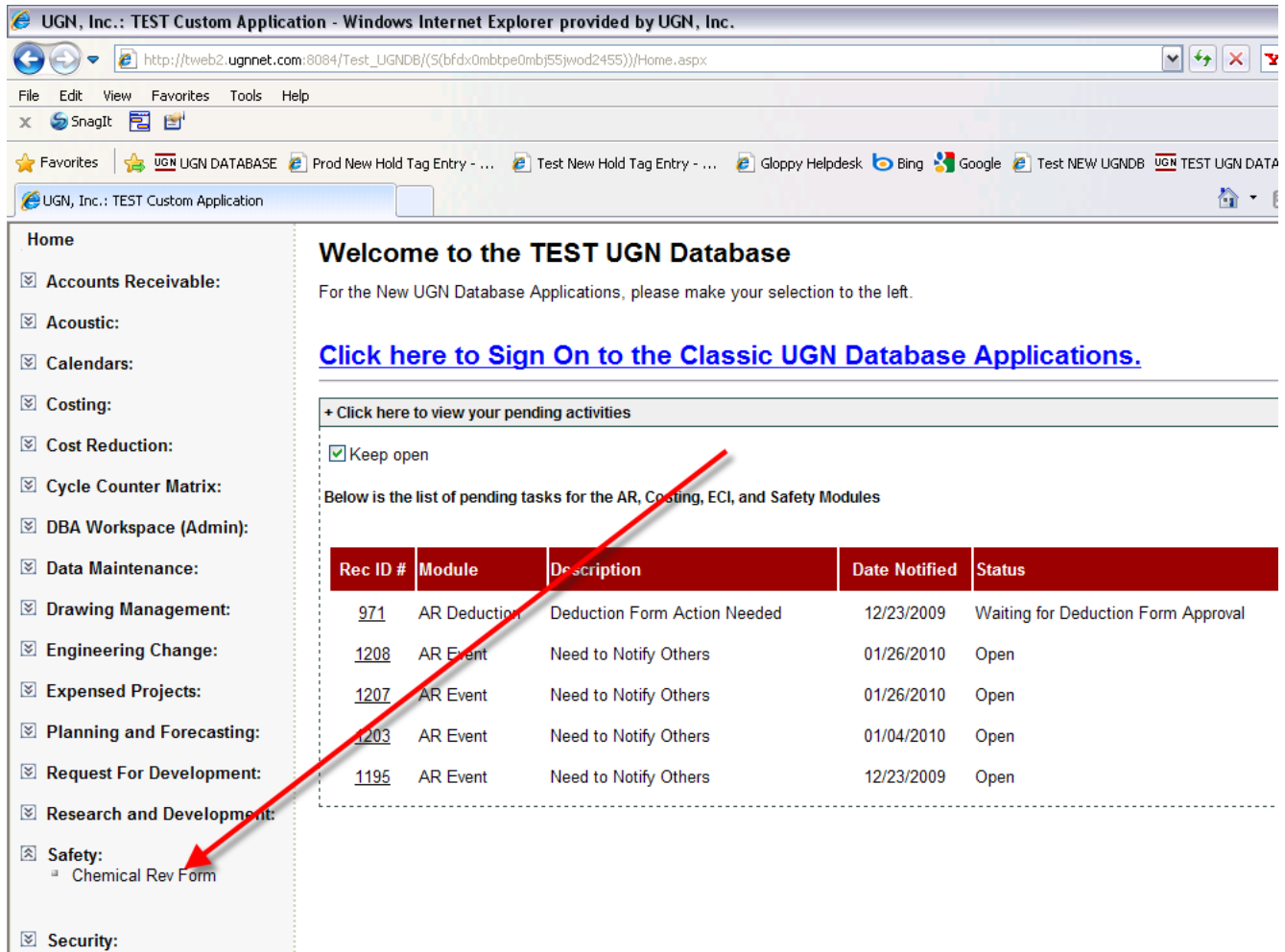
- Two main web pages exist for the Chemical Review Form: (List and Detail)
- A preview page will show the form in Crystal reports.
- A Popup page will exist to show supporting documents
- The Home page will reflect pending and recent tasks by the user

New Chemical Review Form User Manual

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Getting Started:

To begin using the module, find the “Safety Module” on the left tree menu of the UGN Database. Under the “Safety” menu, there is a link to the “Chemical Rev Form.” Click on this link to open the “list / search” page.



Welcome to the TEST UGN Database

For the New UGN Database Applications, please make your selection to the left.

[Click here to Sign On to the Classic UGN Database Applications.](#)

+ Click here to view your pending activities

☒ Keep open

Below is the list of pending tasks for the AR, Costing, ECI, and Safety Modules

Rec ID #	Module	Description	Date Notified	Status
971	AR Deduction	Deduction Form Action Needed	12/23/2009	Waiting for Deduction Form Approval
1208	AR Event	Need to Notify Others	01/26/2010	Open
1207	AR Event	Need to Notify Others	01/26/2010	Open
1203	AR Event	Need to Notify Others	01/04/2010	Open
1195	AR Event	Need to Notify Others	12/23/2009	Open

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List / Search Page:

- To create a new request, click the "Add" button at the top. Only users with appropriate rights can add new forms.
- Search based on the following criteria
 - Chemical Review Form ID Number
 - Description
 - Request Date Range (begin date and end date)
 - UGN Facility
 - Requested by (Team Member)
 - Approver
 - Product Name
 - Product Manufacturer
 - Purchased From
 - Department / Area
- A list of results will be shown
 - Overall Form Status
 - Chemical Form ID
 - Request Date
 - Product Name
 - Preview Button
 - Status of each role
- The background colors for the status are as follows
 - Fuchsia– Open
 - Yellow – In Process
 - White – Approved
 - Gray – Void
 - Red – Rejected
- Upon selection of a result row, the details page will be shown. Click on the Chemical Review Form ID or the Product Name.

Chemical Review Form - List

Partial Searches can be completed by placing % before or after text.









Review existing data or press **Add** to enter a new chemical review form.

Chemical Review Form ID:	<input type="text"/>	Description:	<input type="text"/>
Overall Status:	<input type="text"/>	UGN Facility:	<input type="text"/>
Requested By:	<input type="text"/>	Approver:	<input type="text"/>
Request Date (Begin Range):	<input type="text"/>	Request Date (End Range):	<input type="text"/>
Product Name:	<input type="text"/>	Product Manufacturer:	<input type="text"/>
Purchase From:	<input type="text"/>	Department / Area:	<input type="text"/>

Search **Reset**

Approved	In-Process	Open	Rejected	Void
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Page: 1 of 3 **Go** >> >|

Overall Status	Chemical Review Form ID	Request Date	Product Name	Preview	RnD Status	HR Safety Status	Corp Env Status	Plant Env Status	Purchasing Status
Approved	<u>32</u>	12/31/2009	<u>smoke bender</u>		In-Process	Approved	Approved	Approved	In-Process
In-Process	<u>31</u>	02/10/2010	<u>OMG</u>		In-Process	Open	Open	Open	Open
Open	<u>30</u>	02/10/2010	<u>OMG</u>						
Open	<u>29</u>	02/10/2010	<u>OMG</u>						
Open	<u>28</u>	02/10/2010	<u>OMG</u>						
Open	<u>27</u>	02/10/2010	<u>OMG</u>						
Rejected	<u>26</u>	02/10/2010	<u>OMG</u>		Open	Open	Open	Approved	Rejected
Void	<u>25</u>	02/10/2010	<u>ABC Nightmare</u>					Open	
Open	<u>24</u>	03/12/2010	<u>test</u>		Open	Open	Open	Open	Open

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Details Page:

- Top Section
 - Chemical Review Form ID Number
 - Last Updated By Team Member
 - Last Updated On
 - Overall Status
 - Description Tab
 - UGN Facility (Required) – By selecting this dropdown box, certain approvers will be assigned to the form.
 - Requested By Team Member (Required)
 - Request Date (Required)
 - Product Name (Required)
 - Product Manufacturer (Required)
 - Purchased From
 - Department / Area
 - Description
 - Use of Material Checkboxes
 - Production
 - Lab
 - Maintenance
 - Other
 - Labeling Dropdown Selections
 - Health (Levels 0 – 4)
 - Flammability (Levels 0 – 4)
 - Reactivity (Levels 0 – 4)
 - Protective Equipment (Levels 0 – 4)
 - Hazard Checkboxes
 - Physical
 - Health
 - Environmental
 - Other (with text box for more info)
 - Personal Protective Equipment Checkboxes
 - Gloves
 - Goggles
 - Respiratory
 - Protective Clothing
 - Other (with text box for more info)
 - Engineering Controls
 - Ventilation
 - Containment
 - Other (with text box for more info)
 - Incompatible With
 - Storage / Handling Requirements
 - Disposal (Required)

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- Environmental Checkbox
 - MDSD
 - Aspect List
 - EMP
- Aspect Type Radio buttons
 - Significant
 - Normal
- Team Members who create the form or approve the form can edit the fields or copy the form.
- Team Members who create the form can void the form.
- Any team member can view the form or preview the form in crystal reports.

Chemical Review Form

If the form is not approved after 7 calendar days from the Request Date, it will be automatically voided.

Chemical Review Form ID: 31 Overall Status: In-Process

Last Updated By: RCarlson Last Updated On: 02/11/2010

Preview Copy Void

Description Approval

* UGN Facility: Somerset

* Requested By: DeRolf, Ken

* Request Date: 2/10/2010

* Product Name: OMG

* Product Manufacturer: OMY

Purchase From: OMY

Department / Area: Fleece

Description: Coating for fleece material to inhibit stuff

Use of Material: ☒ Production ☐ Lab ☐ Maintenance ☐ Other

Labeling: Health: 2

Flammability: 3

Reactivity: 0

Protective Equipment: 0

Hazards: ☒ Physical ☒ Health ☒ Environmental ☐ Other

Personal Protective Equipment: ☒ Gloves ☐ Goggles ☒ Respiratory ☐ Protective Clothing ☐ Other Nitrile gloves and tyvek co

Engineering Controls: ☒ Ventilation ☒ Containment ☐ Other Local Exhaust and second

Incompatible With: Strong oxidizers and corros

New Chemical Review Form User Manual

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Storage / Handling Reqs:

* Disposal:

Environmental: ☒ MSDS ☒ Aspect List ☒ EMP

Aspect Type: ☒ Significant ☐ Normal

- Approvals Tab

- Approvals and notifications will be simultaneous instead of sequential. Approving Team Members will determine when there is a need to notify all. The "Requested By" Team Member must press the "notify" button to kick off the approval process.
- Requested By team members can change the selection of approvers if the default values were not desired.
- At least two team members are required to approve the form: the HR / Safety Manager and an Environmental Engineer (Corporate or Plant). All other approvers are optional. However, all roles must have at least some one assigned to kick off the process.
- If one section is rejected, the entire Chemical Form is rejected. The HR / Safety Manager and Requested By team member are notified.
- After 7 calendar days, the form is locked. If the minimum approvers have completed their tasks, then the form will be officially approved. If not enough team members have approved the form, then it will be voided.
- Columns
 - Role
 - Approving Team Member
 - Approval Status for that section
 - Comments
 - Save Button
 - Notify Button
 - Last Notified Date
 - Last Updated Date
- Team Members who are the "Requested By" team members will push the "Notify" button at the bottom of the approvers list.
- Requested By team members and approvers can edit the list of approvers.
- Approvers will see a "save" and "notify" button on the same row as their particular row. They will update their status of their role, optionally add a comment and click save. Rejections will notify team members. To notify all team members of other updates, the approvers can optionally click the notify button.
- Any approver of same role can approve any form, regardless of who was assigned the form. If a different person approves the form, their name will be replaced in the dropdown box.
- If Approvers use the corporate calendar, then the notifications will find the back up person to copy email notifications.

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Below is the Approval Tab that Requested By team members see.

Chemical Review Form

If the form is not approved after 7 calendar days from the Request Date, it will be automatically voided.

Chemical Review Form ID: 31

Overall Status: In-Process

Last Updated By: RCarlson

Last Updated On: 02/11/2010

[Preview](#)

[Copy](#)

[Void](#)

[Description](#) | [Approval](#)

For approval, a minimum of at least the HR Safety Manager and one Environmental Engineer (Plant or Corporate) are required, but all roles are required for notification. If all required team members approve the form, they will have the opportunity to review and update the form until up to 7 calendar days from the Request Date.

Role	Team Member	Status	Comments	Actions	Last Notified	Last Updated
* R & D Lab:	Berdine, Mike	In-Process	test rejected 2		02/10/2010	02/11/2010
* HR Safety:	Battig, Emily	Open			02/10/2010	
* Corporate Environmental:	DeRolf, Ken	Open			02/10/2010	
* Plant Environmental:	Way, Adrian	Open			02/10/2010	
* Purchasing:	Chavez, Vincent	Open			02/10/2010	

[Update Approver List](#)

[Notify](#)

Below is the Approval Tab that Approvers see.

Role	Team Member	Status	Comments	Actions	Last Notified	Last Updated
* R & D Lab:	Berdine, Mike	In-Process	test rejected 2	Save Notify	02/10/2010	02/11/2010
* HR Safety:	Battig, Emily	Open			02/10/2010	
* Corporate Environmental:	DeRolf, Ken	Open			02/10/2010	
* Plant Environmental:	Way, Adrian	Open			02/10/2010	
* Purchasing:	Chavez, Vincent	Open			02/10/2010	

[Update Approver List](#)


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- Bottom section
 - Supporting Documents will be uploaded by Requested By Team Members. All team members who have rights to the pages will be able to click on a link to view the documents.

Upload a supporting PDF File:

(A maximum of three supporting documents are allowed.)

Supporting Document Name	
Barites_MSDS.pdf	

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Preview Page:

(SOP document)

Preview Chemical Review Form - Windows Internet Explorer provided by UGN, Inc.

1 / 1 100%

UGN
Sound Solutions for the Automotive Industry®

New Chemical Review Form

2/12/2010

In order to identify and advise employees of the hazardous materials to which they may be exposed to and assure that all hazardous and special wastes are disposed of in an acceptable manner, it is necessary to evaluate all chemicals before they are allowed on the facility (inside and outside of the building). This form must be completed and submitted to the plant safety manager.

UGN Facility: Somerset
Request Date: 02/10/2010 Requested By: DeRolf, Ken
Product Name: OMG
Product Manufacturer: OMY
Purchase From: OMY
Department or Area in which the chemical is to be used: Fleece
Describe the process or purpose requiring the use of this chemical: Coating for fleece material to inhibit stuff

Use of Material: Production ☒ Lab ☐ Maintenance ☐ Other ☐

Labeling: Health (2) Flammability (3) Reactivity () Protective Equipment ()
(HMIS or NFPA Rating 1-4)

Hazards (X all that apply and document hazard type):
Physical ☒ Health ☒ Environmental ☒ Other ☐

Personal Protective Equipment (aside from what is required in production areas):
Gloves ☒ Goggles ☐ Respiratory ☒ Protective Clothing: ☐ Other ☐ Nitrile gloves and tyvek coveralls

Engineering Controls: Ventilation ☒ Containment ☒ Other ☐ Local Exhaust and secondary containment needed

Incompatible With: Strong oxidizers and corrosives
Special Storage and/or Handling Requirements: Store in cool dry location. Do not store in direct sunlight. Keep away from sparks and open flames

Disposal Method: Material is considered a hazardous waste and must be stored in appropriate drum and labeled.

R & D Lab: Approved ☐ Rejected ☐
HR / Safety: Approved ☐ Rejected ☐
Corporate Environmental: Approved ☐ Rejected ☐
Plant Environmental: Approved ☒ Rejected ☐ 02/10/2010 Adrian Way *Adrian Way*
Purchasing: Approved ☐ Rejected ☒ 02/10/2010 Vincent Chavez *Vincent Chavez*

MSDS ☒ ASPECT LIST ☒ EMP ☒
SIGNIFICANT ASPECT ☒ NORMAL ASPECT ☐

Without approving signatures this form is valid 7 days from 2/12/2010 ENV
Originating Date:

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Home Page:

- Links exist in the list of the UGN Database Home page to show which Chemical Review Forms have pending tasks for current user.
- Links exist in the list of the UGN Database Home page to show which recent Chemical Review Forms have been worked on last by current user.
- This way, users no longer need to depend solely upon email notifications and searches to understand pending tasks or recent tasks. Instead, they will know them as soon as they open the home page.

Home

- ☒ Accounts Receivable:
- ☒ Acoustic:
- ☒ Calendars:
- ☒ Costing:
- ☒ Cost Reduction:
- ☒ Cycle Counter Matrix:
- ☒ DBA Workspace (Admin):
- ☒ Data Maintenance:
- ☒ Drawing Management:
- ☒ Engineering Change:
- ☒ Expensed Projects:
- ☒ Planning and Forecasting:
- ☒ Request For Development:
- ☒ Research and Development:
- ☒ Safety:
- ☒ Security:
- ☒ Work Flow:
- ☒ User Guides:

Welcome to the TEST UGN Database

For the New UGN Database Applications, please make your selection to the left.

[Click here to Sign On to the Classic UGN Database Applications.](#)

[+ Click here to view your pending activities](#)

☒ Keep open

Below is the list of pending tasks for the AR, Costing, ECI, and Safety Modules

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Rec ID #	Module	Description	Date Notified	Status	Preview Primary	Preview Secondary	History
31	Chem Rev Form	Approval Needed	02/10/2010	Role Open			
24	Chem Rev Form	Approval Needed	02/10/2010	Role Open			
19	Chem Rev Form	Approval Needed	02/10/2010	Role Open			
17	Chem Rev Form	Approval Needed	02/10/2010	Role Open			

[+ Click here to view your most recent updates](#)

☒ Keep open

Below is the list of your most recent updates to the AR, Costing, ECI, and Safety Modules the past two days.

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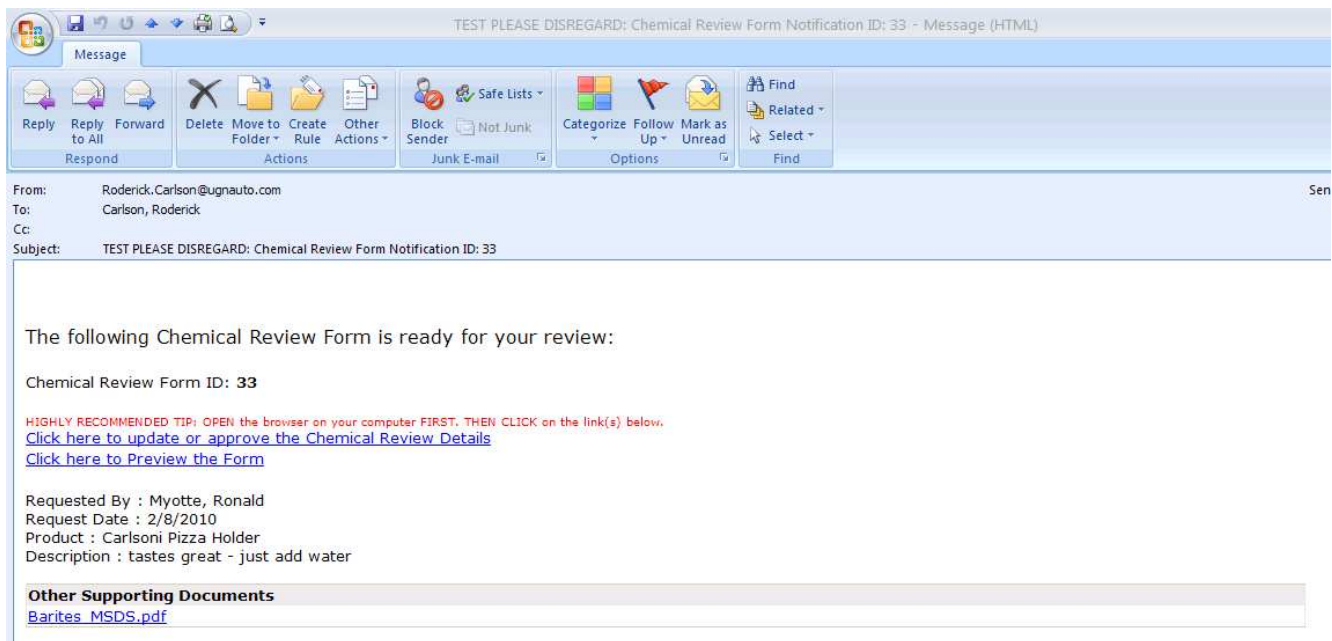
Rec ID #	Module	Description	Date Updated	Status	Preview Primary	Preview Secondary	History
30	Chem Rev Form	Requested	02/10/2010	Overall Open			
29	Chem Rev Form	Requested	02/10/2010	Overall Open			
27	Chem Rev Form	Requested	02/10/2010	Overall Open			
26	Chem Rev Form	Requested	02/10/2010	Overall Rejected			
26	Chem Rev Form	Reviewed	02/10/2010	Role Open			

New Chemical Review Form User Manual

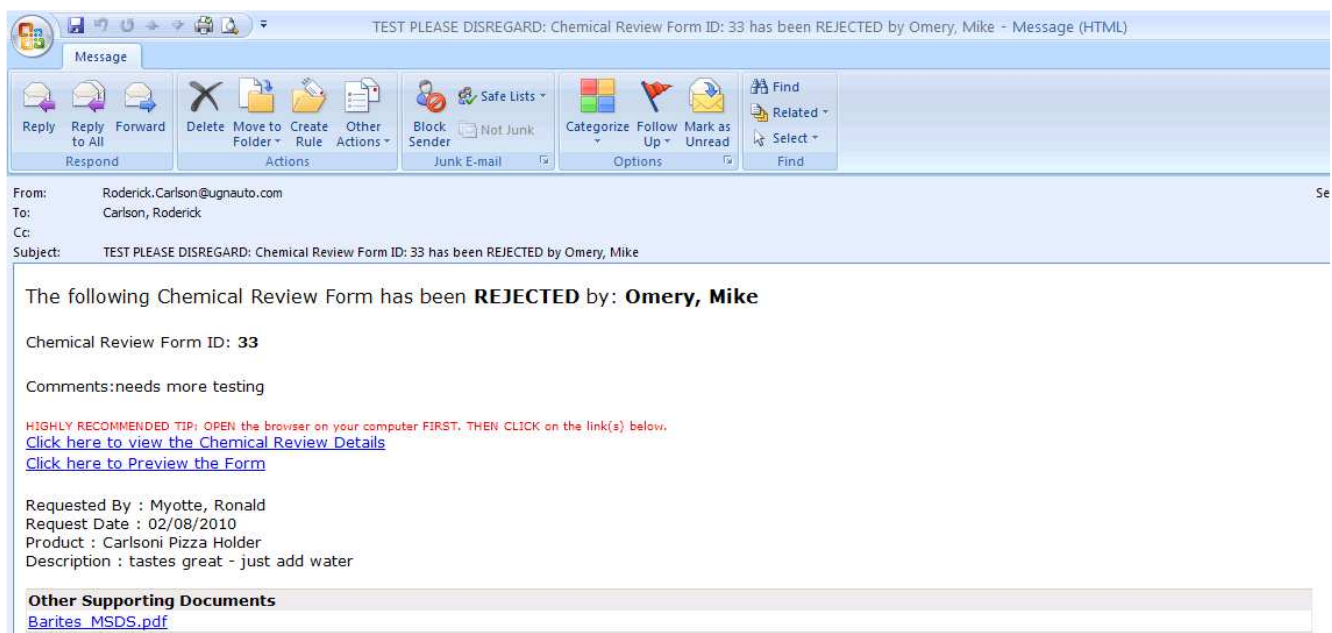
02/12/2010

Email Notifications:

Initial request sent to all approvers



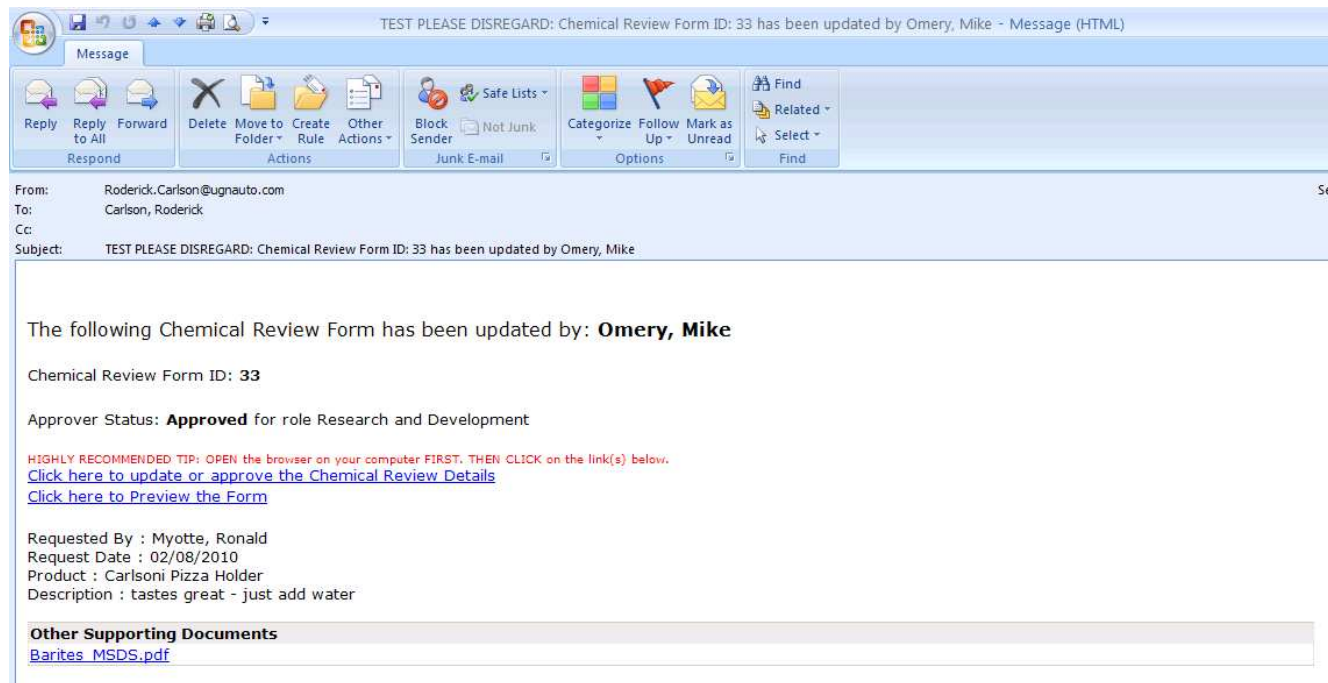
Rejection sent to HR / Safety Manager and Requested By Team Member



New Chemical Review Form User Manual

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Approver Notification of updated status



Notification that minimum approvals have been completed

