ASKCHEMICALS
We advance your casting

BASIC TUTORIAL

Ed Yu

USES

- Complete lab inventory
  - Use the SDS database to verify whether a chemical is located in the lab or not
  - Where the chemical is located
  - Hazards associated with the chemical

WORKFLOW

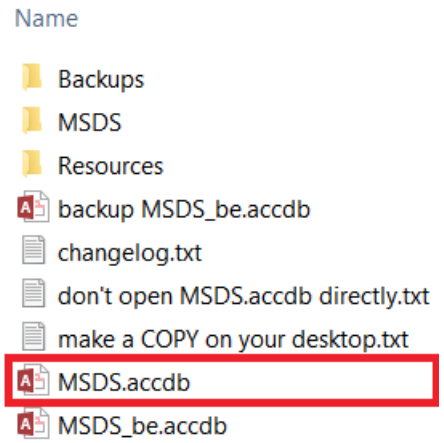
- Received a new chemical? Place SDS into “SDS Drop-off” in S.Hecht’s office
  - date received
  - location(s) of storage
    - e.g. “Lab 107” or “Lab 107, under sink”
  - Supplier
  - Include Technical Data Sheet if available

- If SDS not included…
  - lookup chemical on manufacturer website
    - print SDS and proceed as above
  - Full name of chemical + CAS number, synonyms, etc
    - include above information & drop off
  - Still can’t find it?
    - Use Chemwatch or ask S.Hecht to use it

TUTORIAL

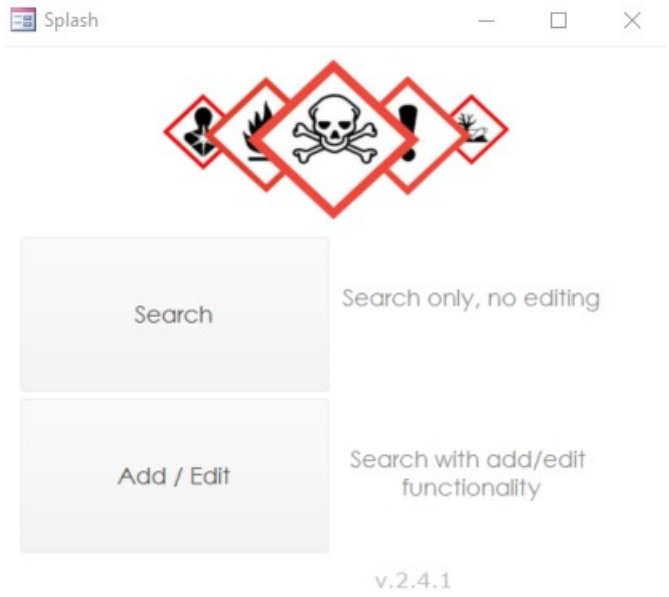
- Access the MSDS database directory
  - X:\ASUS\Dublin\cas-j\0 - Yu\MSDS Access

- Make a **copy** of the file on your desktop
  - MSDS.accdb



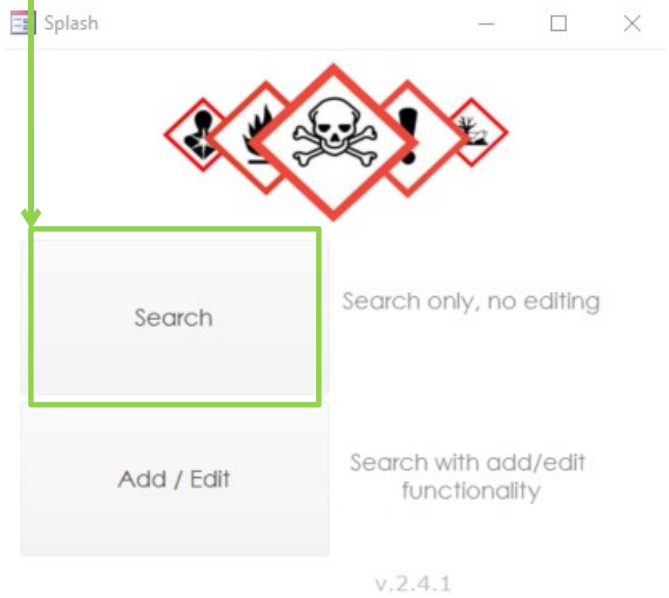
TUTORIAL

- Initial startup may prompt something
  - Accept the prompt, allow the database access to the computer or whatever it asks for
- Select search or add/edit from the splash screen
  - Search: for searching only
  - Add / Edit: to edit or add SDS entries



SEARCH

- Let’s start with SEARCH
  - Click the Search button



SEARCH

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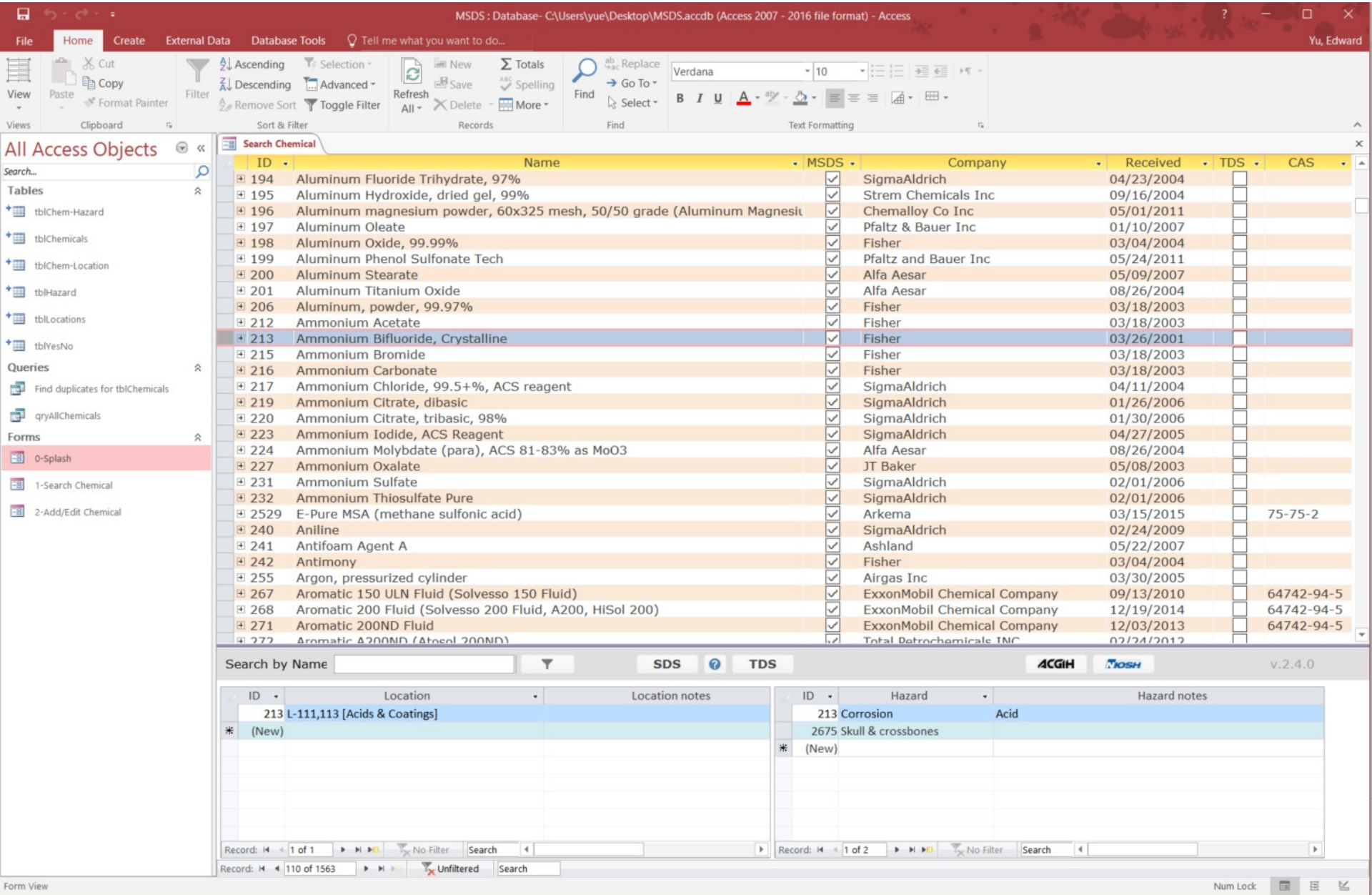
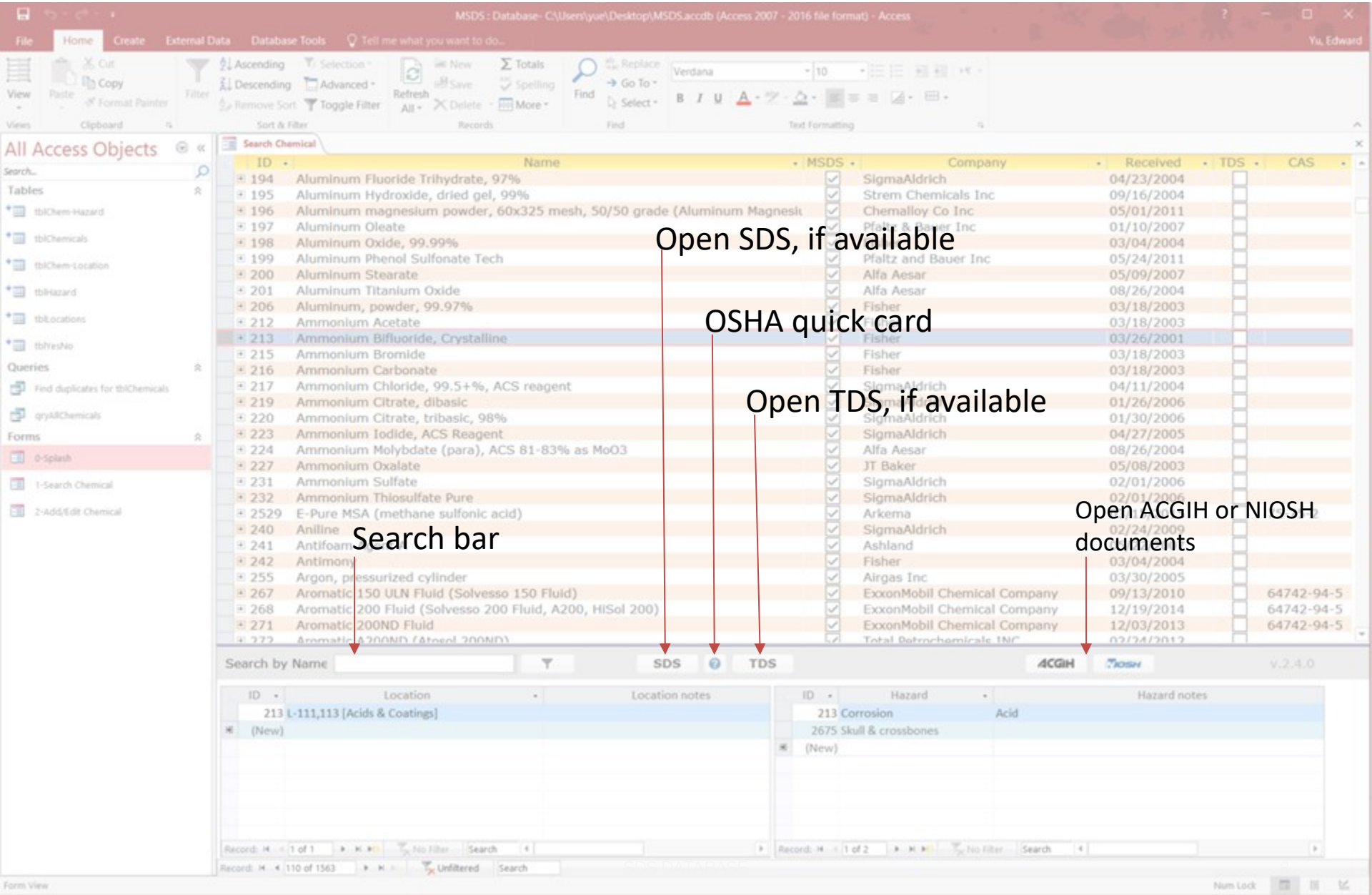


SEARCH


Open SDS, if available
OSHA quick card
Open TDS, if available
Search bar
Open ACGIH or NIOSH documents
Search by Name
SDS
TDS
ACGIH
NIOSH

SEARCH

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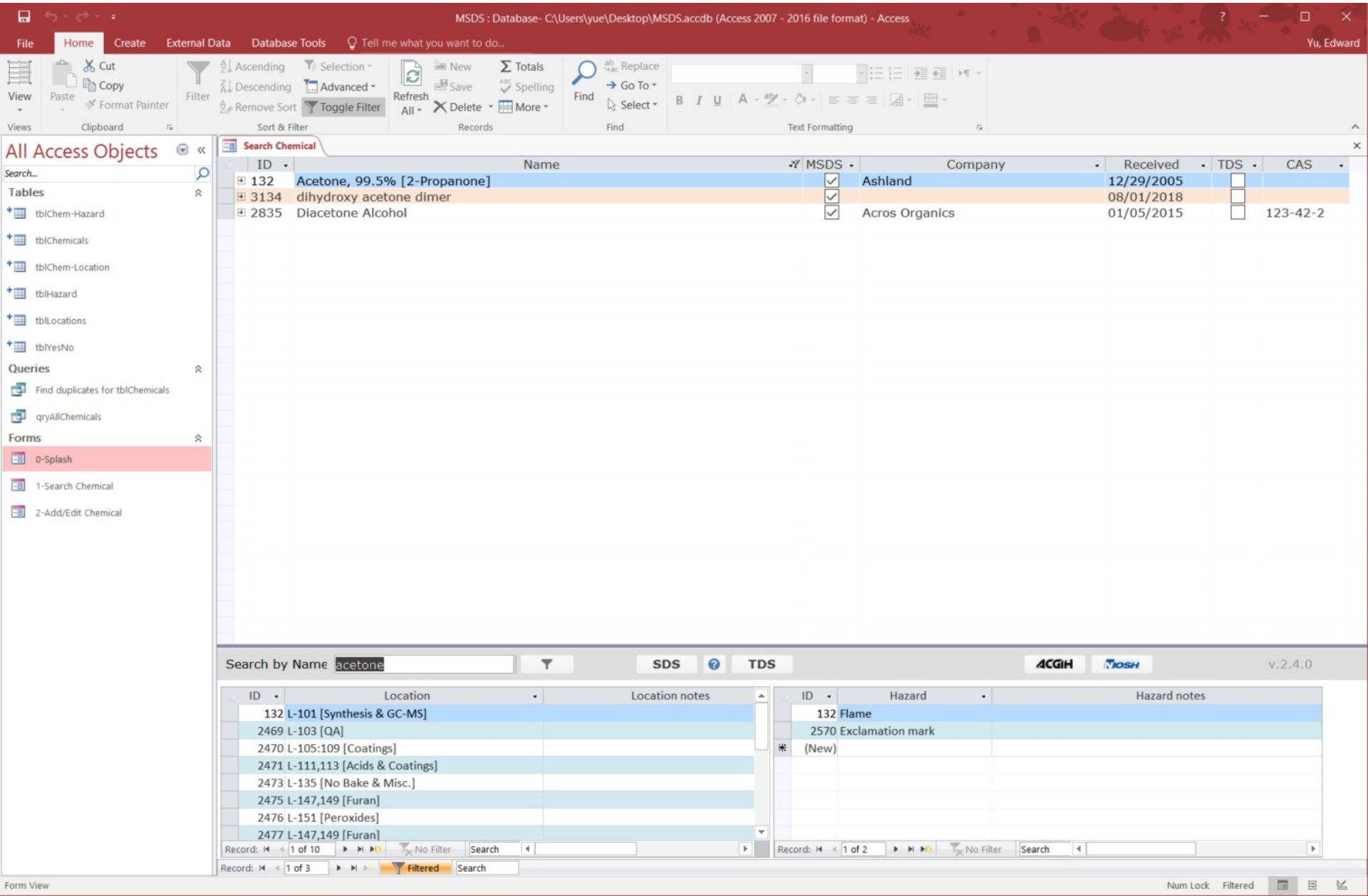
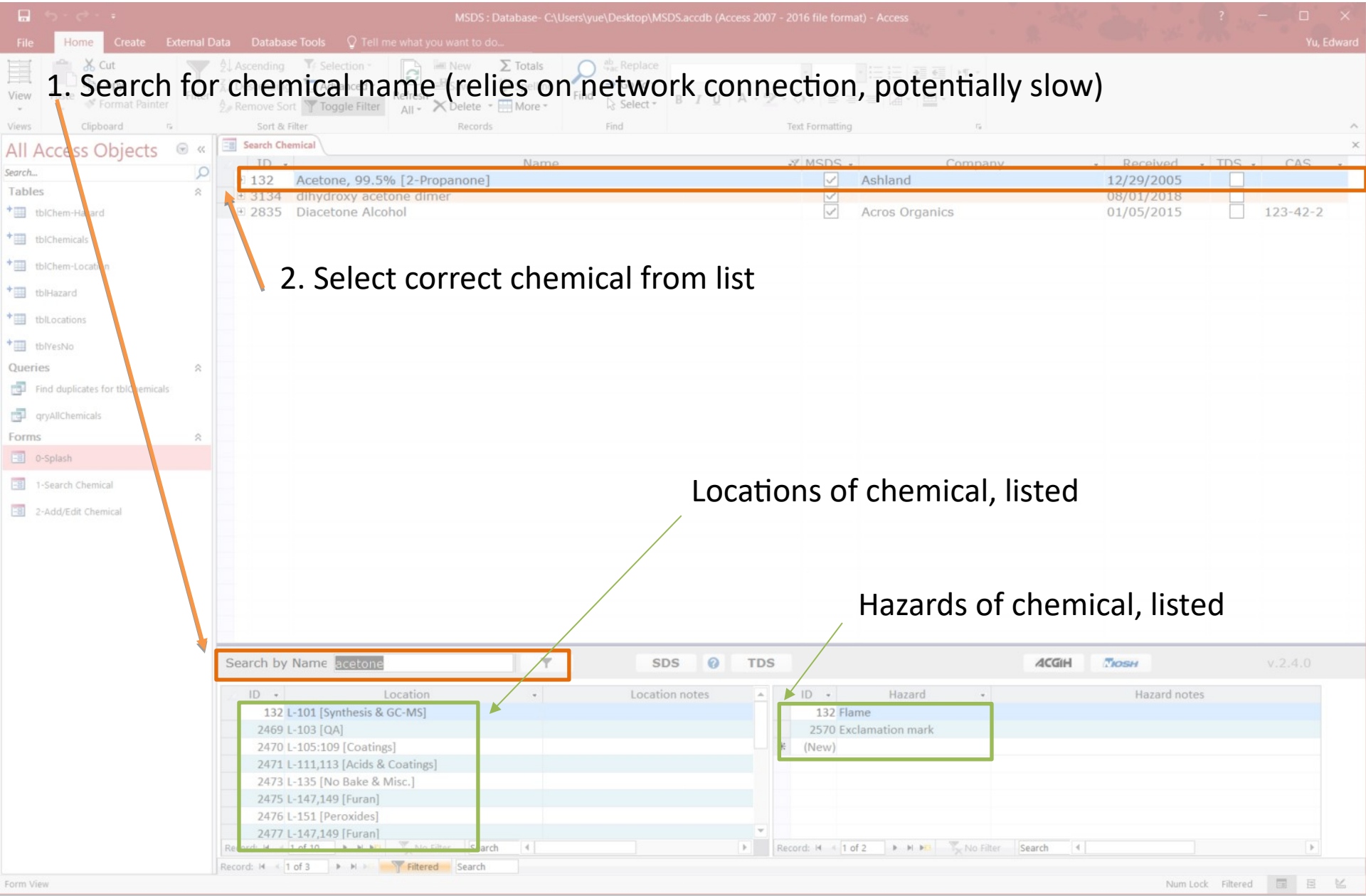
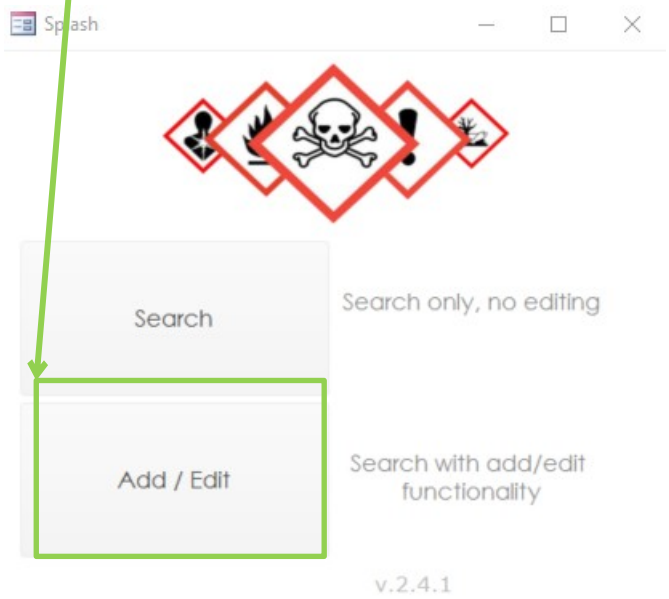


SEARCH

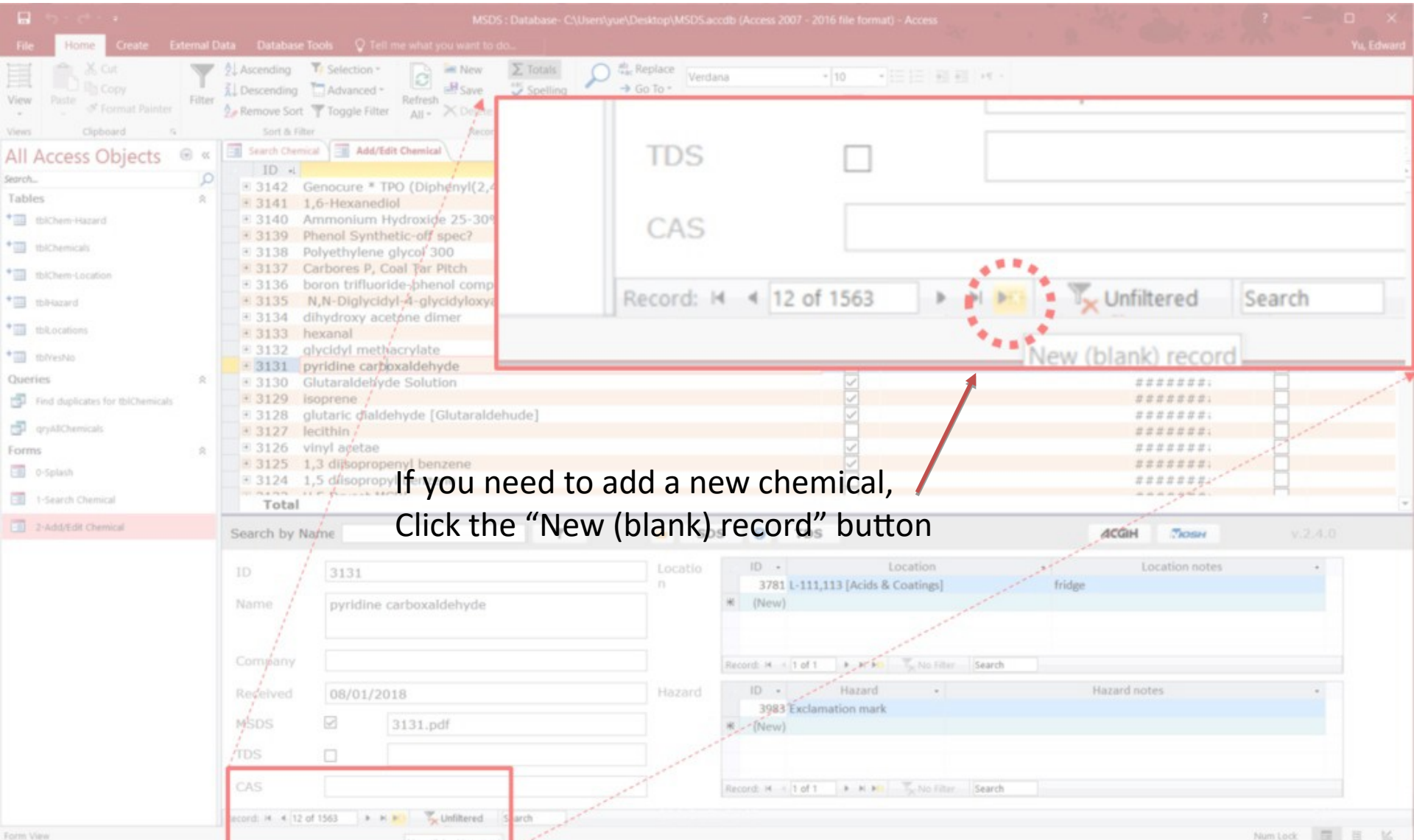

1. Search for chemical name (relies on network connection, potentially slow)
2. Select correct chemical from list
Locations of chemical, listed
Hazards of chemical, listed
Search by Name acetone
SDS
TDS
ACGIH
NIOSH
v.2.4.0
132 Acetone, 99.5% [2-Propanone] Ashland 12/29/2005
3134 dihydroxy acetone dimer 08/01/2018
2835 Diacetone Alcohol Acros Organics 01/05/2015 123-42-2
132 L-101 [Synthesis & GC-MS]
2469 L-103 [QA]
2470 L-105:109 [Coatings]
2471 L-111,113 [Acids & Coatings]
2473 L-135 [No Bake & Misc.]
2475 L-147,149 [Furan]
2476 L-151 [Peroxides]
2477 L-147,149 [Furan]
132 Flame
2570 Exclamation mark
(New)

ADD / EDIT

- New chemical? Need to edit an old chemical?
  - Click the Add / Edit button



TUTORIAL – ADD/EDIT



TUTORIAL – ADD/EDIT

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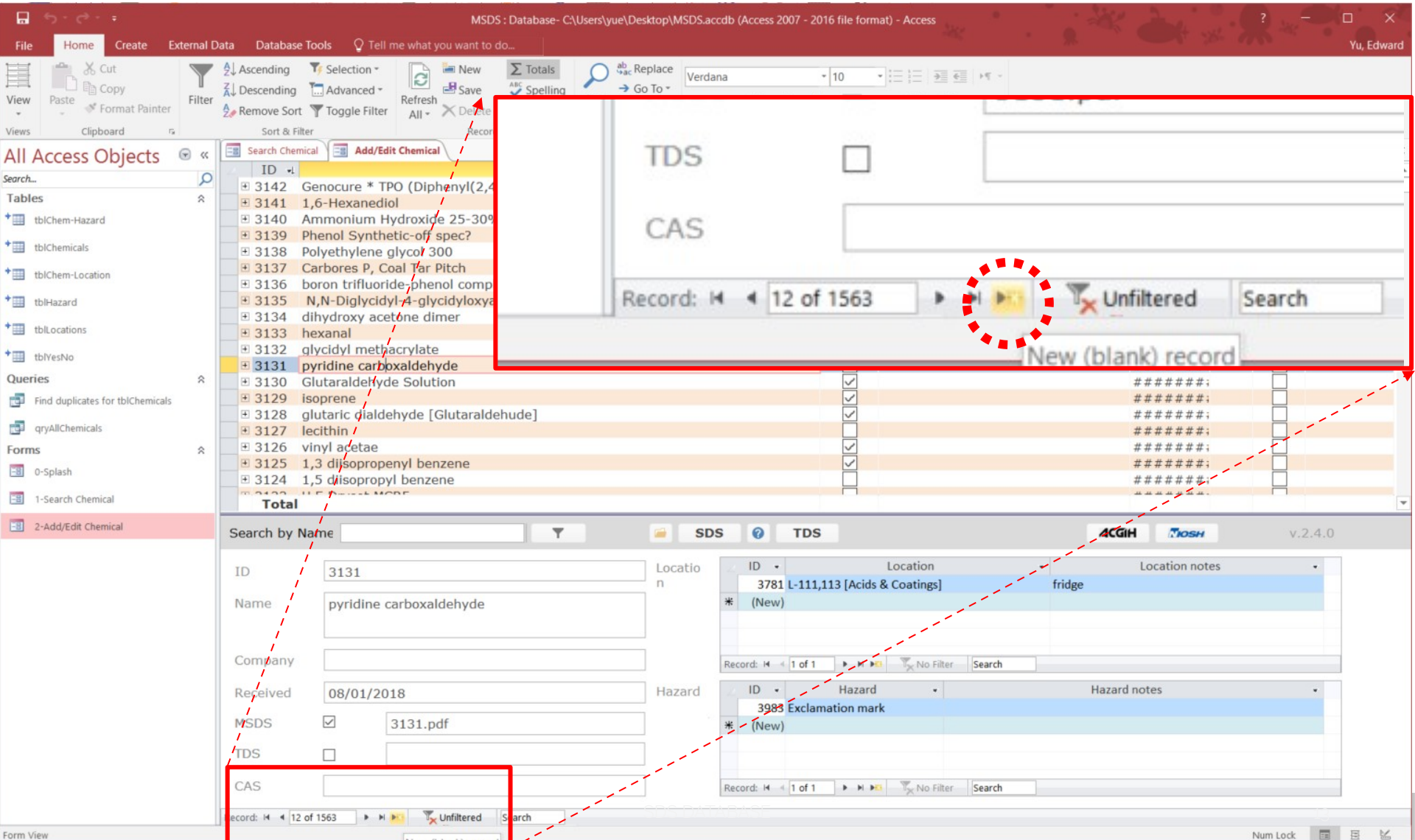
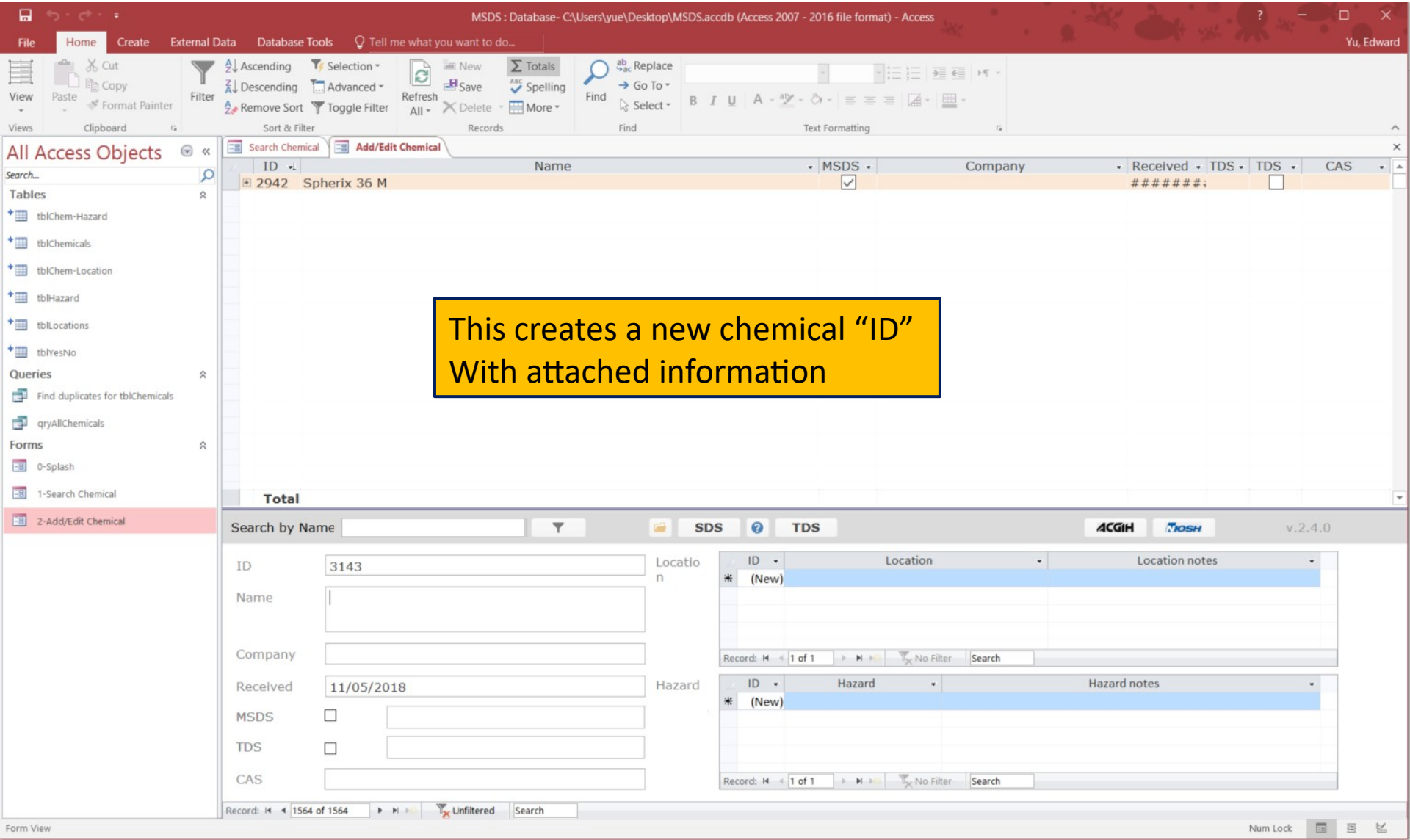
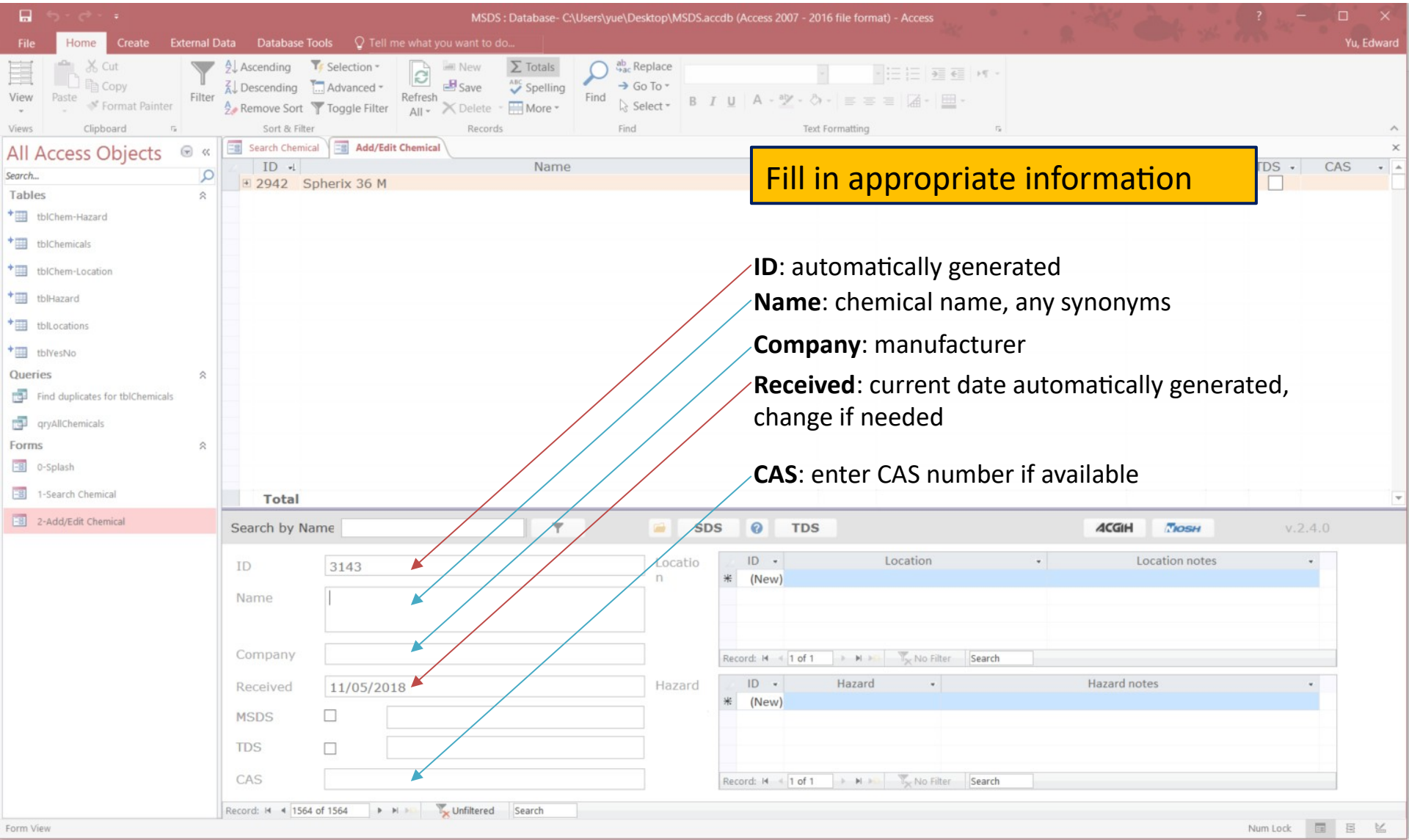


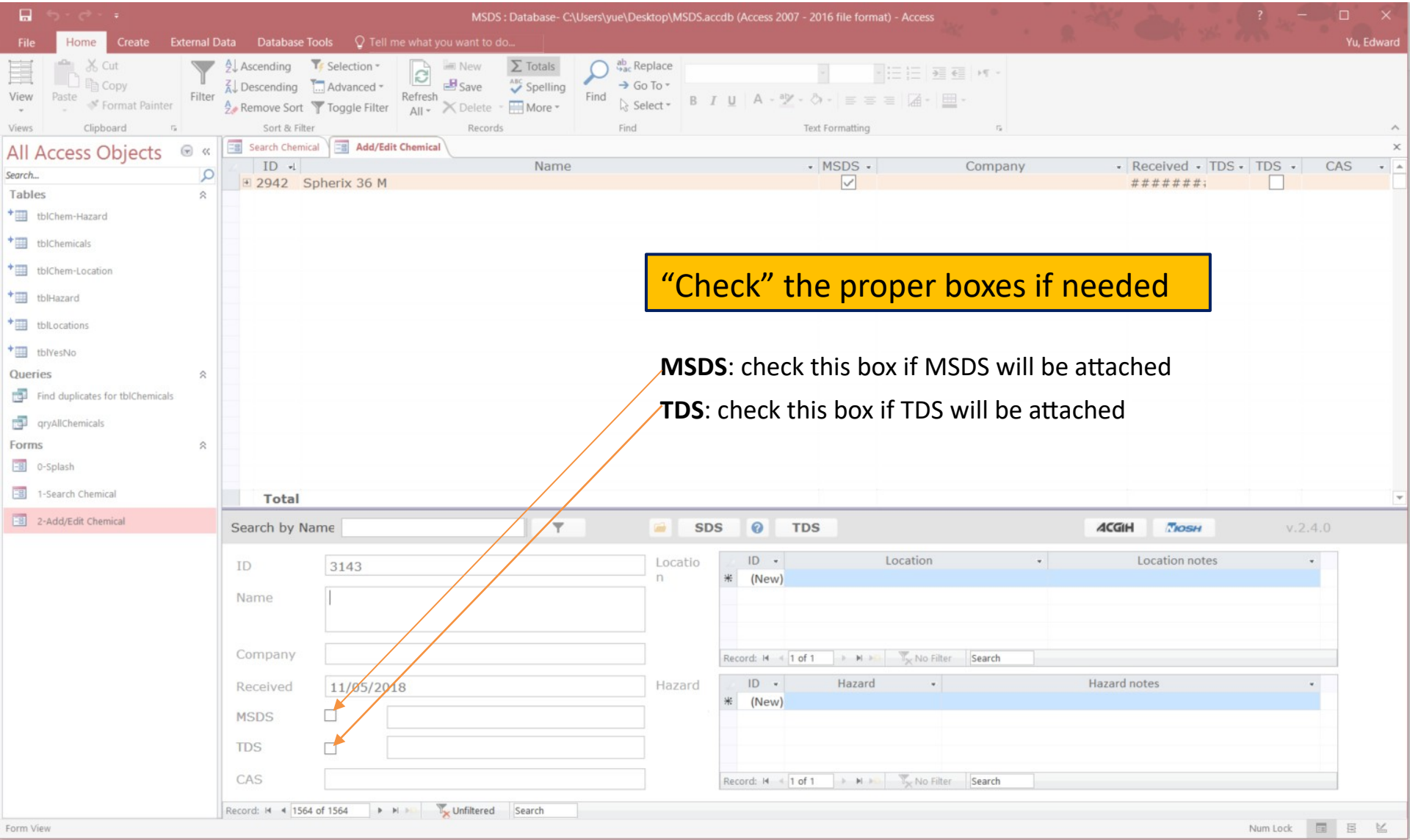
TUTORIAL – ADD/EDIT



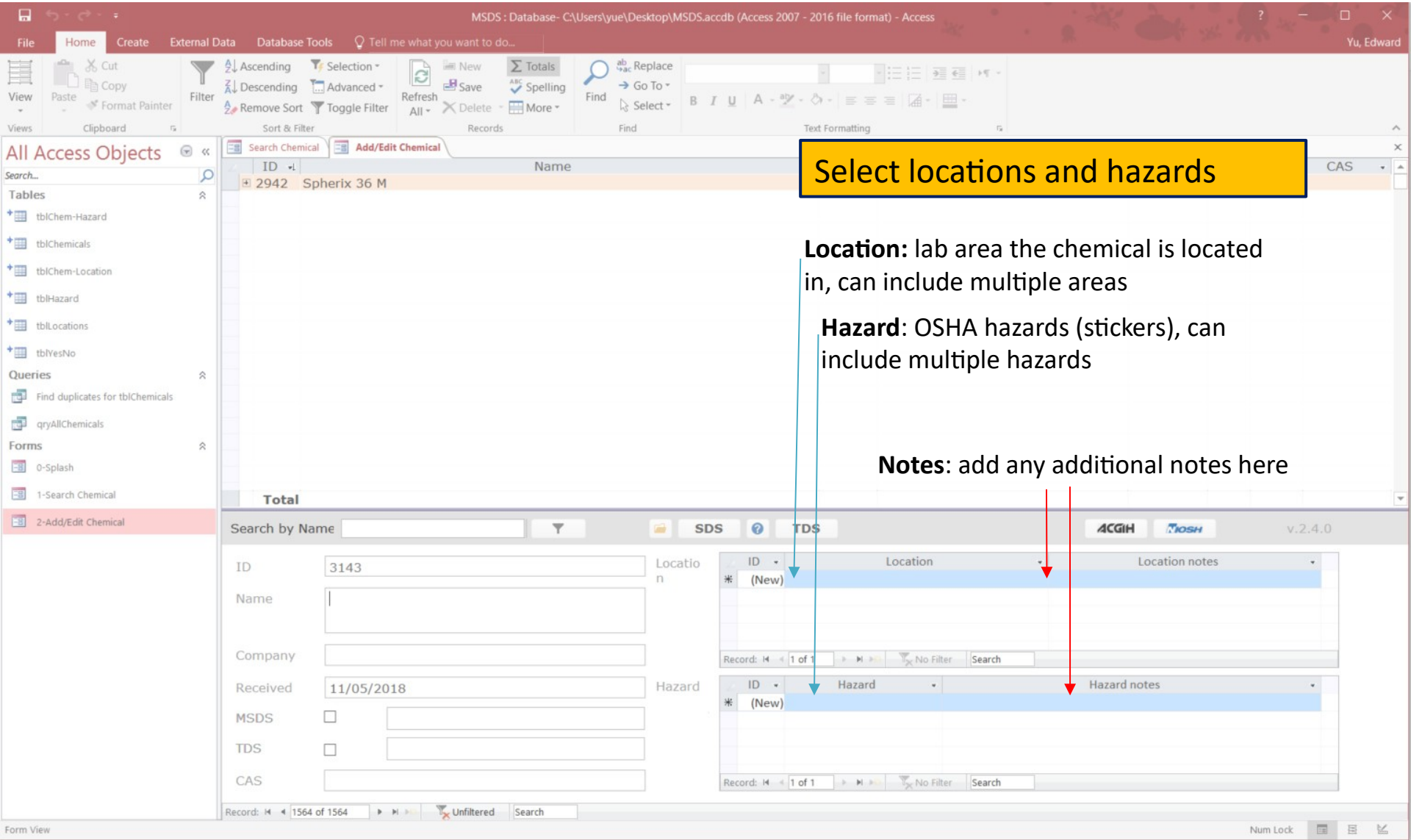
TUTORIAL – ADD/EDIT



TUTORIAL – ADD/EDIT



TUTORIAL – ADD/EDIT



ADD/EDIT - **EXAMPLE**

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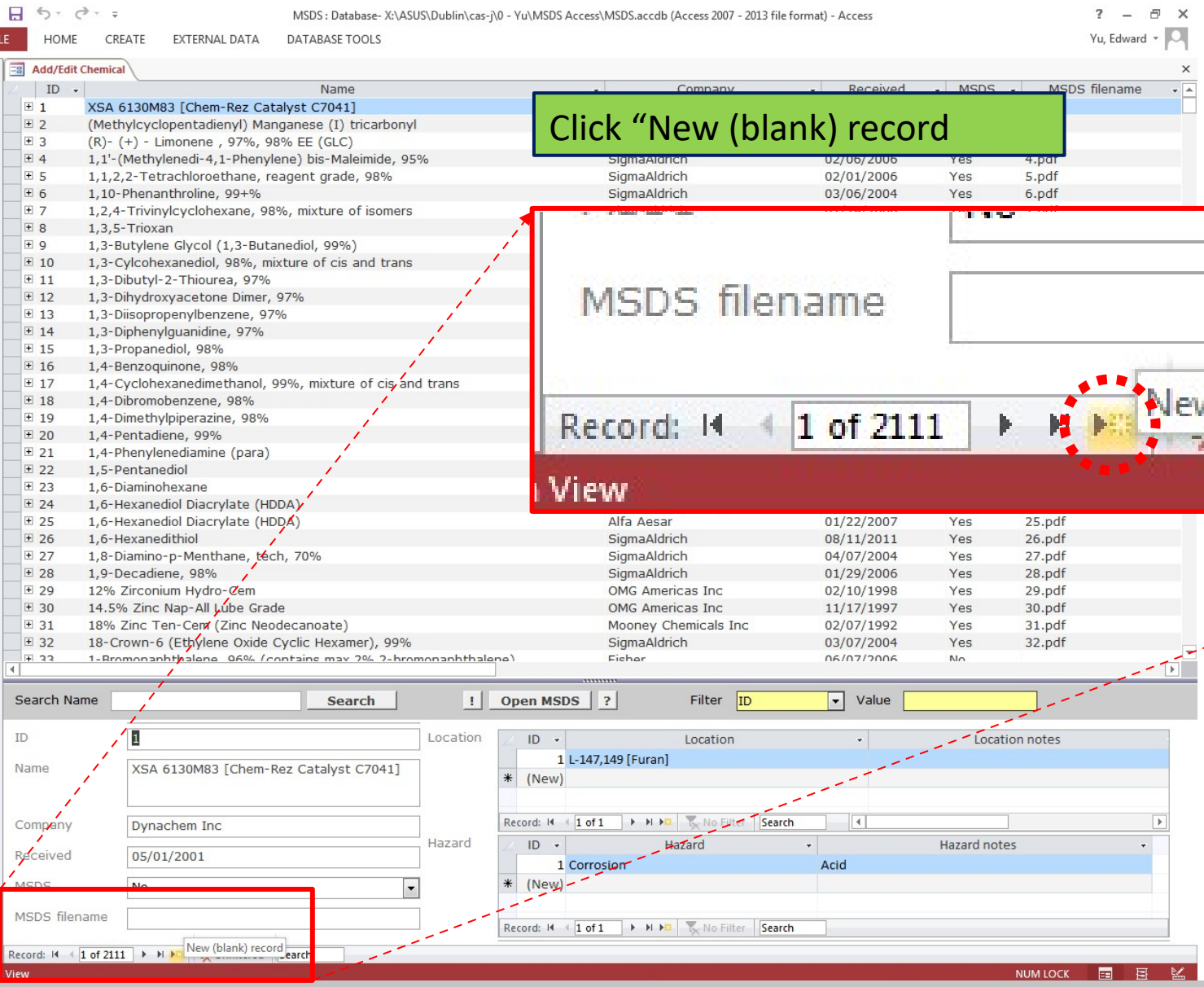
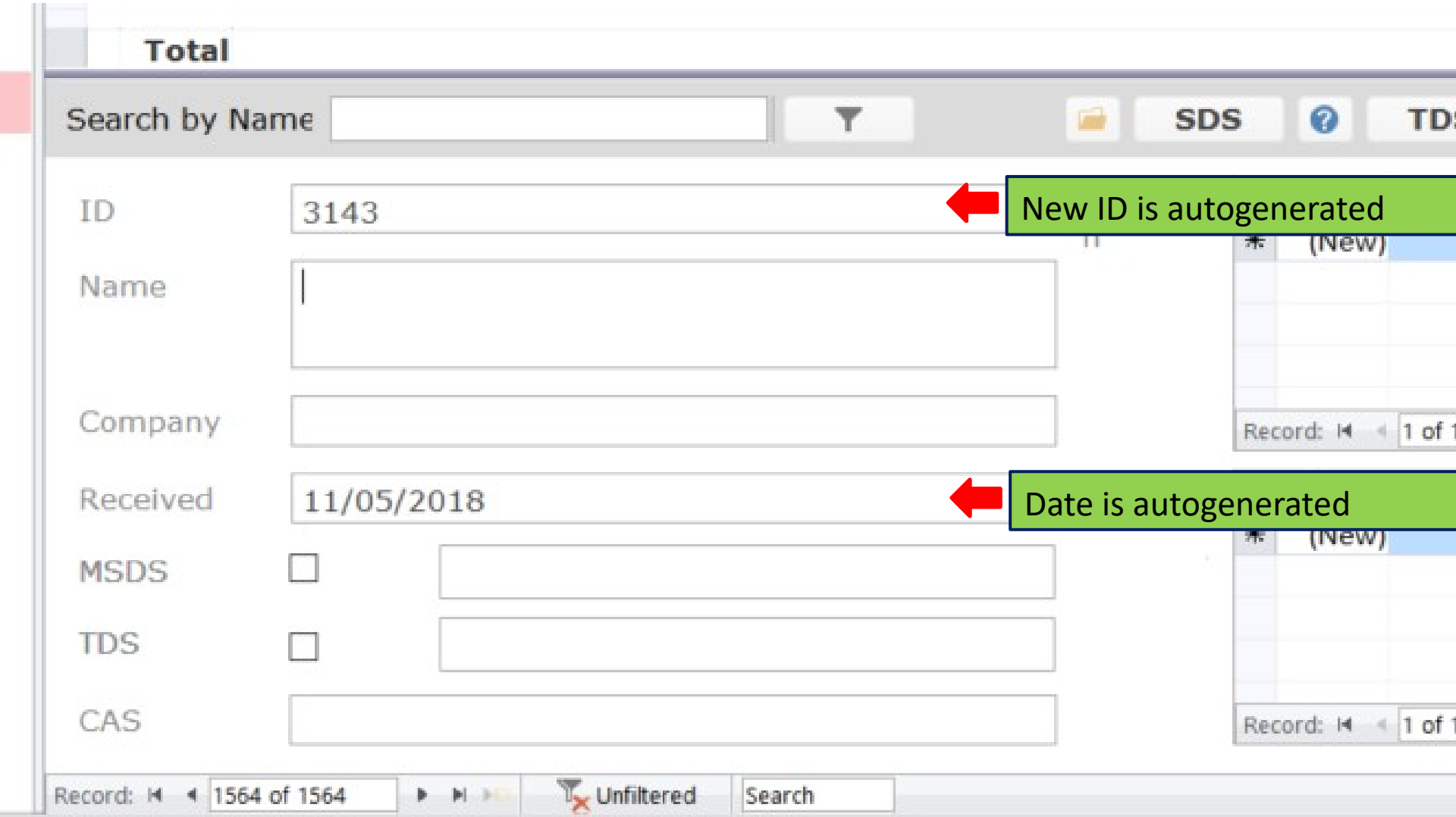


ADD/EDIT - **EXAMPLE**



ADD/EDIT - **EXAMPLE**

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ID	3143
Name	Dextromorphan (Romilar, kappa-opioid agonist C18-H25-N-O)
Company	Robitussin
Received	11/05/2018
MSDS	☑ 3143.pdf
TDS	☑ 3143tds.pdf
CAS	125-71-3

Fill in names, synonyms

Fill in manufacturer

"Check" box if document available, **file extension autogenerated**

Fill in CAS #

Select location(s) from dropdown menu
Add notes if appropriate

ID	Location	Loc
3801	Cabinet-5 [Irritant/General storage, D-S]	
3802	L-115:125 [Sand lab]	under the sink
* (New)		

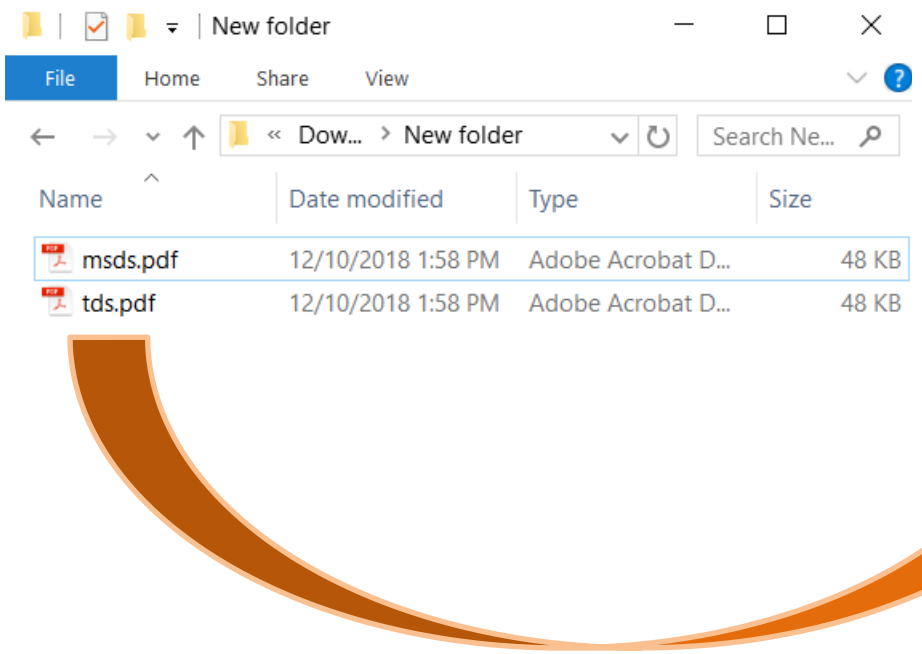
Record: 2 of 2 | No Filter | Search

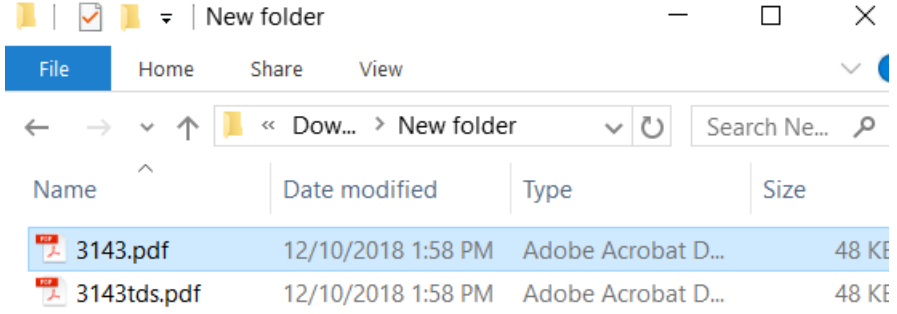
Select hazard (s) from dropdown menu
Add notes if appropriate

ID	Hazard	Hazard note
4016	Flame	fire fire notes
4017	Exploding bomb	explodey
* (New)		

ADD/EDIT - **EXAMPLE**

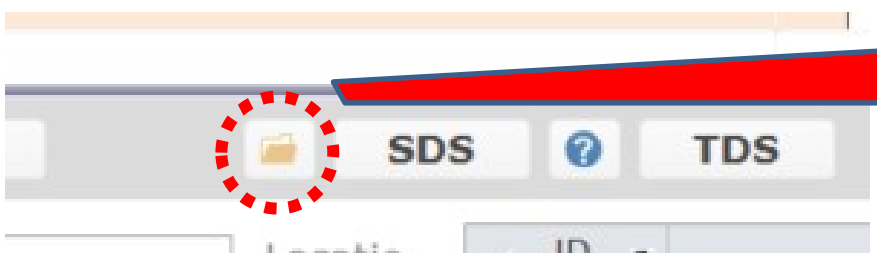
- Assuming you have the SDS and the TDS on your computer, in PDF format…
  - Rename the files to the autogenerated filenames we saw above



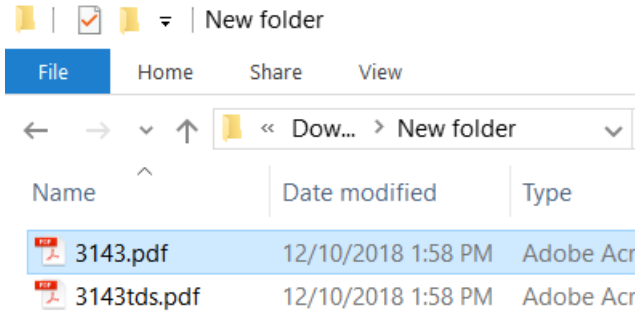


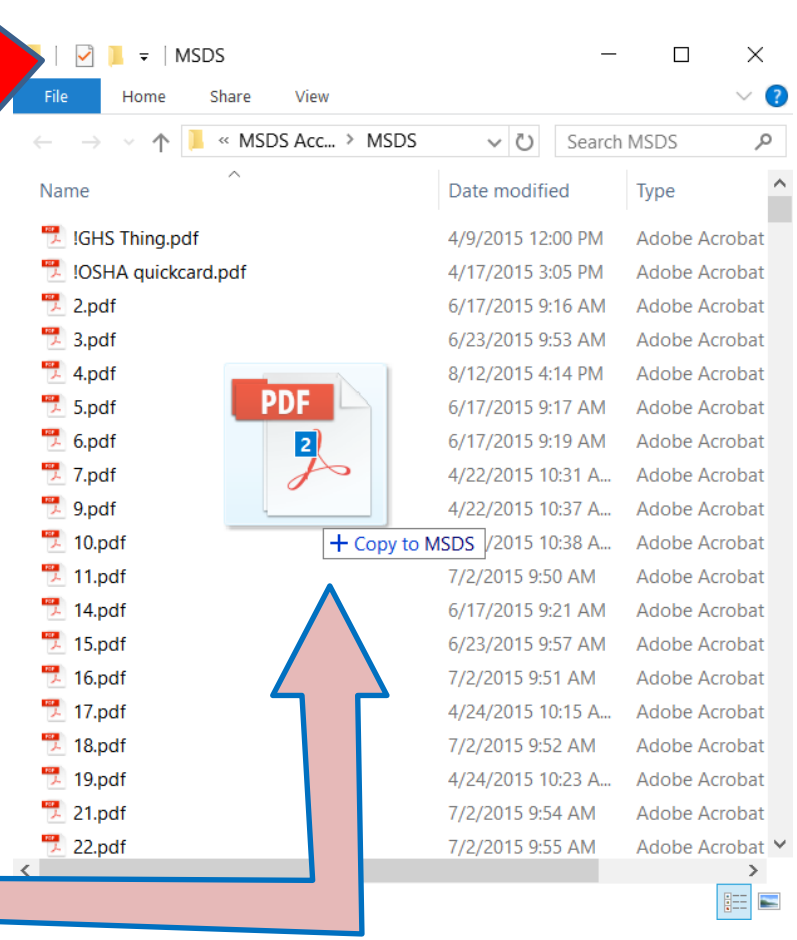
ADD/EDIT - **EXAMPLE**

- Open the SDS file location by clicking the “folder” icon



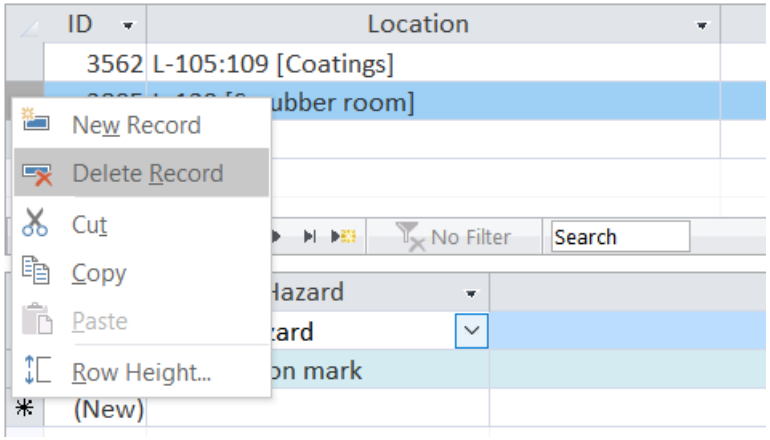
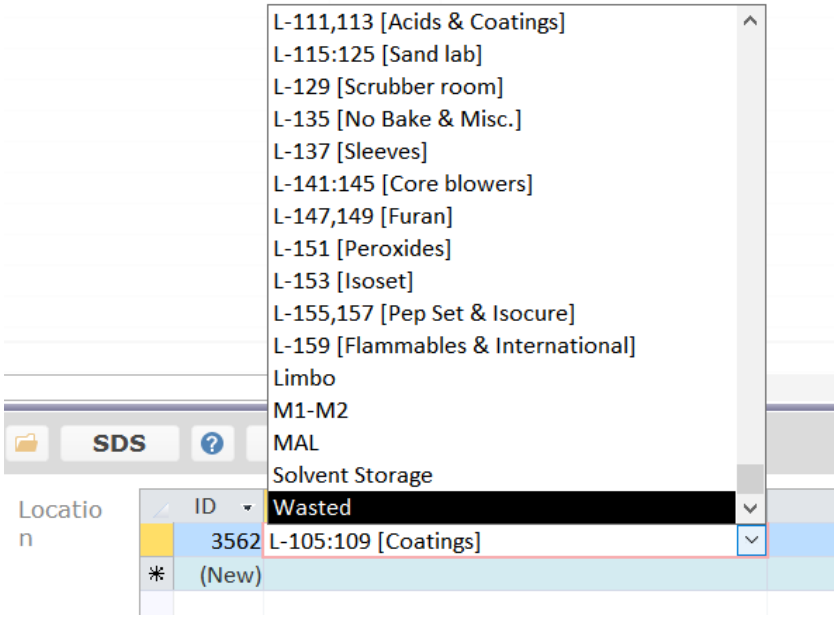
- Drag the newly renamed files into this folder





ADD/EDIT - EXAMPLE

- You should now be able to search for the added chemical as well as open the linked SDS and TDS documents

UPDATING LOCATION/STATUS

- Please keep the locations of chemicals updated!
- If you notice a missing chemical, update the location
  - Right click the far left column and `delete row`, or change the location from the dropdown menu
- If you've used the last of a chemical, or trashed it
  - Change the location to `Limbo` or `Wasted`