



www.chemicalsafety.com/support

GETTING STARTED WITH EMS

CREATING YOUR FACILITY HIERARCHY

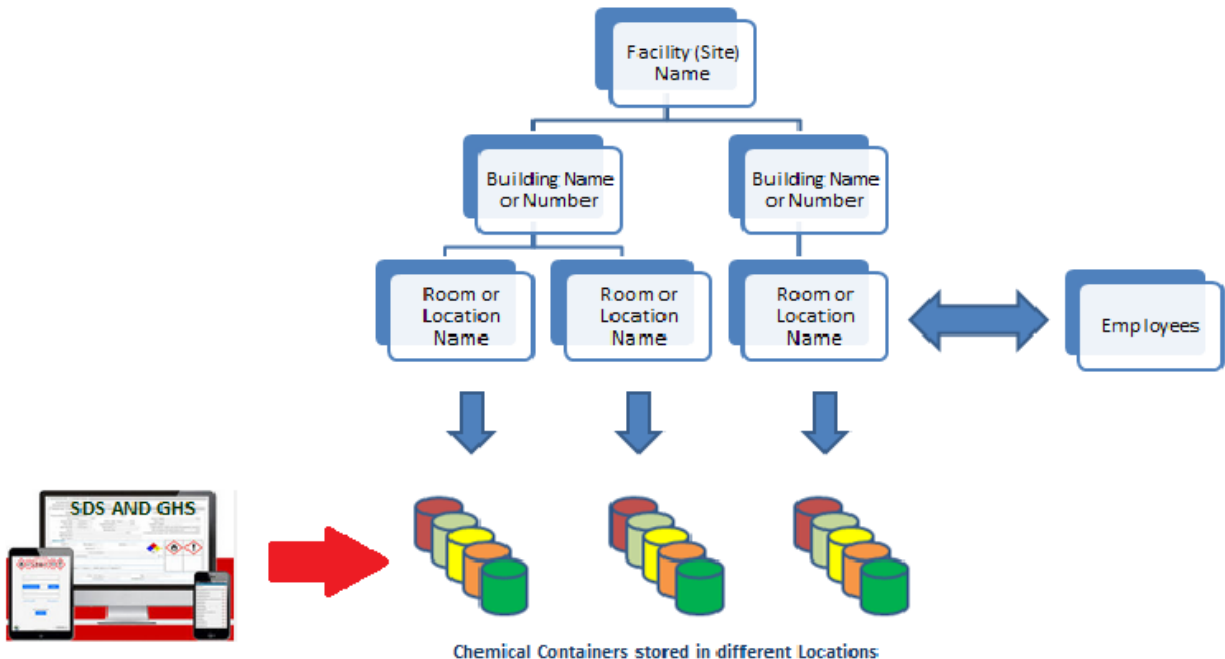
Hello and welcome to the EMS Chemical Safety family. This document will give you key information on how to get started and get the best benefit out of using the EMS software.

To get started please navigate to the chemical safety link and enter your user ID and password.

After your log in has been validated, EMS will immediately send you to the default Quick Start Menu. The Quick Start (QS) Menu is a great tool that helps you to easily access and operate many key software features with a single click. Before using the QS Menu, you have to get some of your information into EMS as shown below.

If this is the first time you are accessing EMS, it is important to set up at least some of your facility or site information so that your data is organized in a meaningful way.

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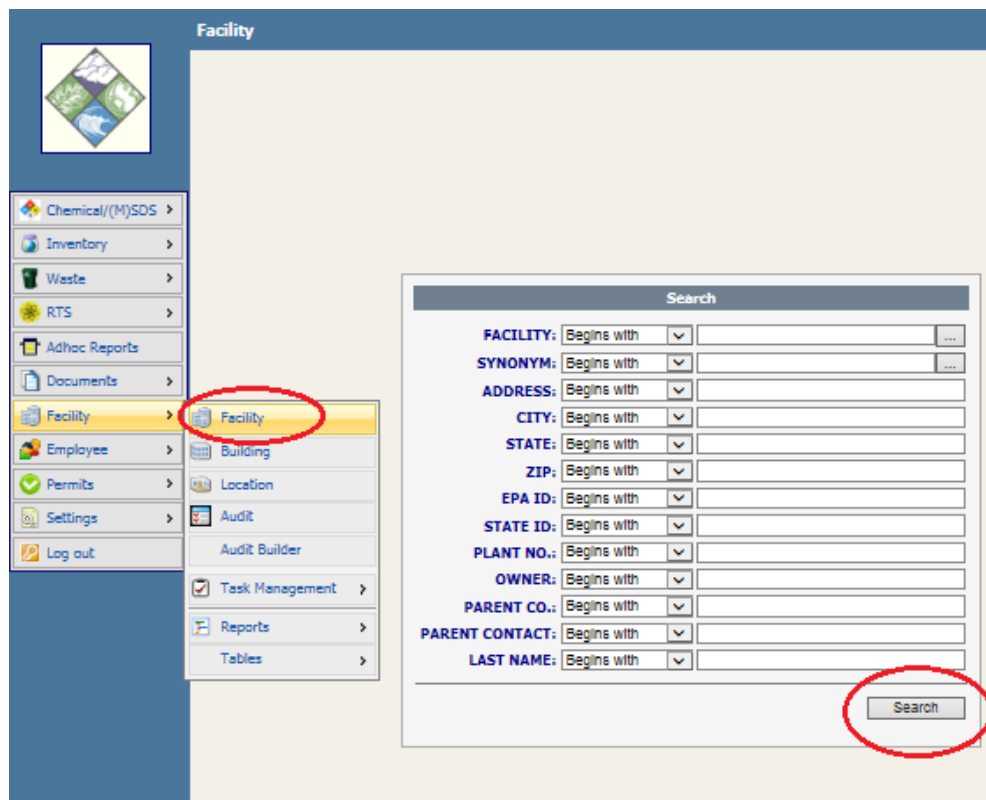


The chart you see here is very simple. You set up your facility hierarchy and you then add chemicals and cross-reference them with SDS data.

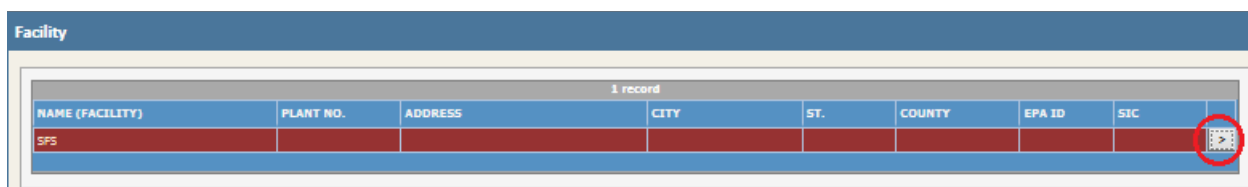
So, in order for data to be properly organized in EMS, a hierarchy of **your site or facility**, the building or buildings your facility has and all of its unique locations (rooms, floors, cabinets, chemical benches or similar locations) must be created.

-The first step is creating or updating a facility record. When you first signed up, a record with your company name was already created. You need to find it, update it, and save it. Here's how:

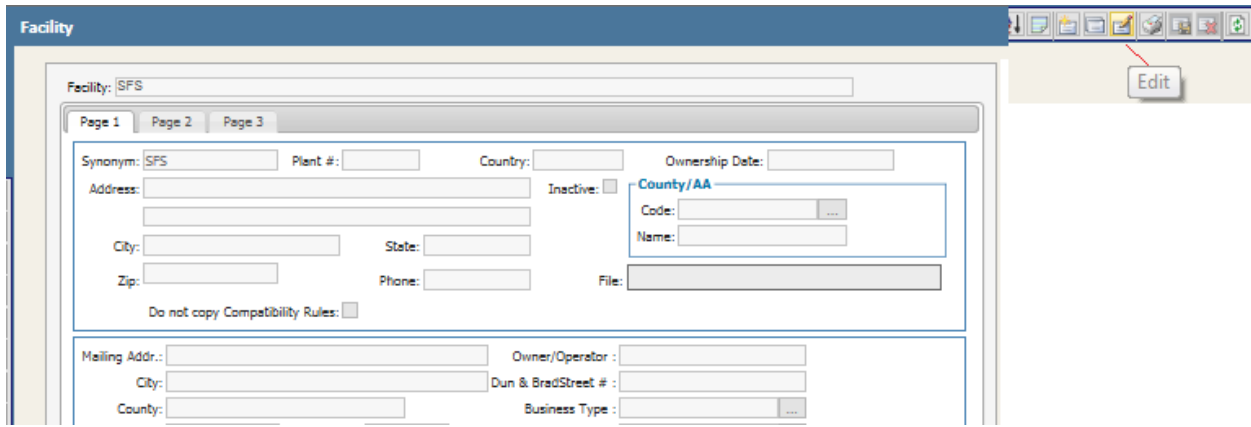
- From the EMS main menu (on the left side of the screen), **hover your mouse over the Facility Tab, and then click the Facility button**. Click on the search button.



If this is the first time your EMS installation is being accessed, only one facility **will be** listed. Click on the Chevron **button** to the right to open the detailed record of this facility.

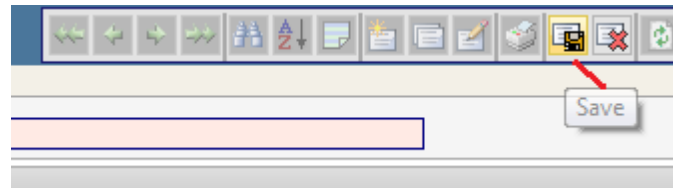


Now click on the Edit button from the top right menu to launch the form to edit a facility record.



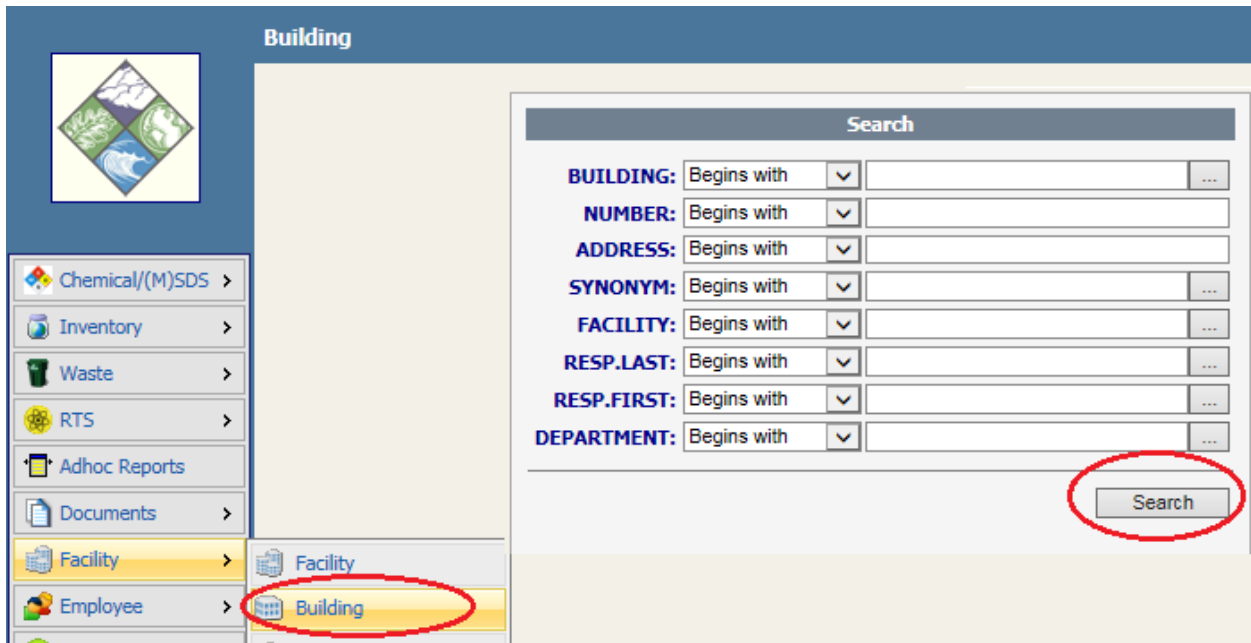
Enter your company or Facility name, address and fill-in as much information as you have available.

Note that there are three pages; fill in the fields that you have information for and click Save on the tool menu at the top of the screen.

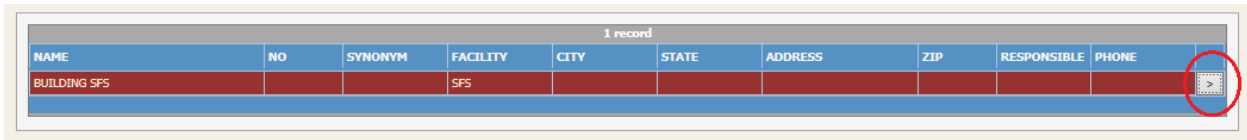


-The next step is to create or Update building records.

From the EMS main menu (on the left side of the screen **hover your mouse over the Facility Tab then click the Building button**). Click on the search button to select all building records in the database.

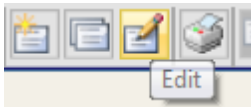


If this is the first time your EMS installation is being accessed **only one building will be listed**. Click on the Chevron **button** to the right to open the detailed record of this building.

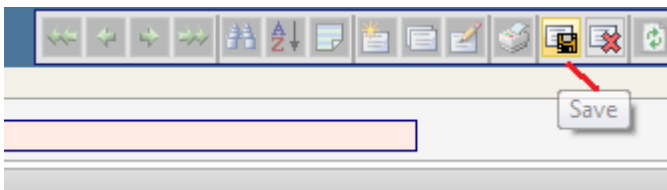


NAME	NO	SYNONYM	FACILITY	CITY	STATE	ADDRESS	ZIP	RESPONSIBLE	PHONE
			SFS						

Now click on the Edit from the top right menu to launch the form to edit the building record.




Change the building name to a name or number (you can use the building address as building name if no other name exists) and fill-in as much information as you have available.

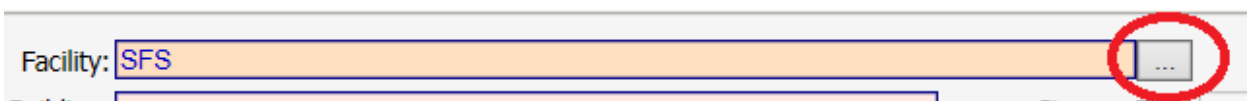


Click Save on the tool menu at the top of the screen.

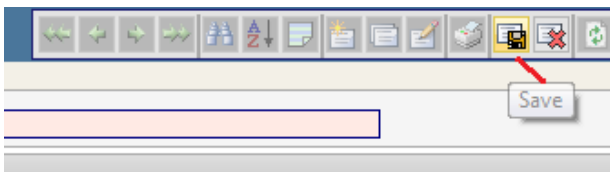
Add additional buildings for your facility if there are any. To add records, click the add button.



Your facility should already be listed in the facility record, but if it is not, select it by clicking on the box next to the facility name and then click the  to select it.

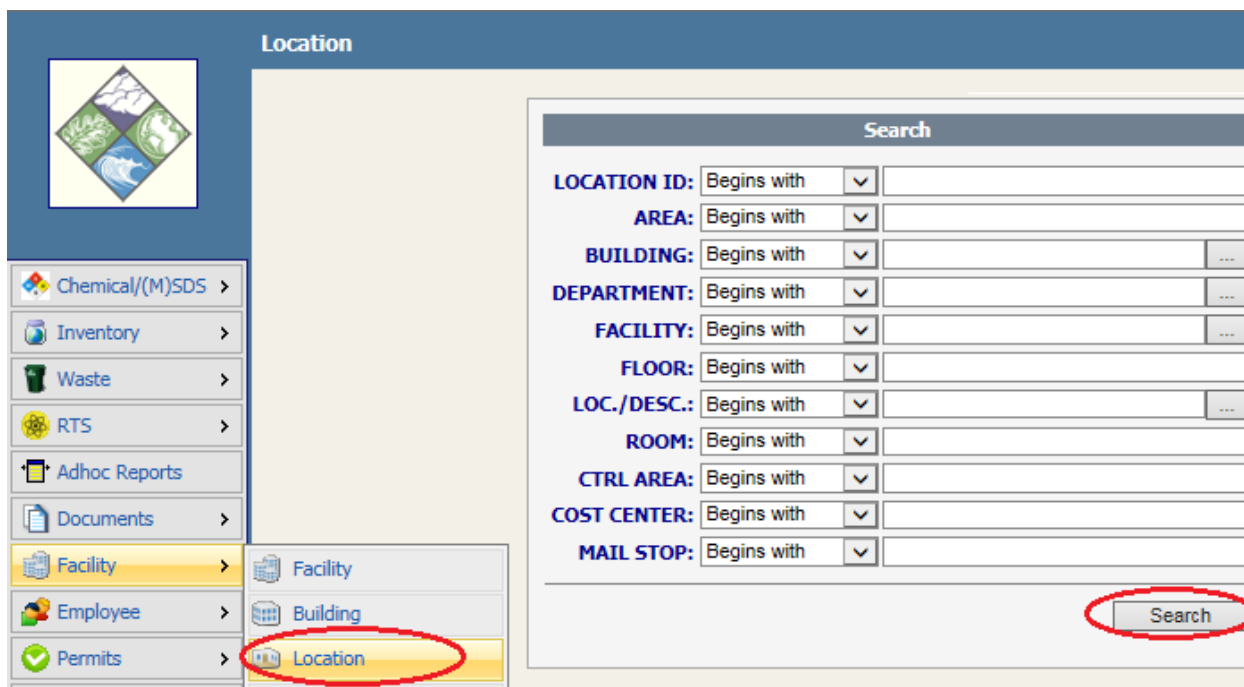


Enter the new building name to a name or number (you can use the building address as building name if no other name exists) and fill-in as much information as you have available.



The next step is **to create or update locations within buildings**.

From the EMS main menu (on the left side of the screen), **hover your mouse over the Facility Tab then click the Location button**. Click on the search button to select all location records in the database.



If this is the first time your EMS installation is being accessed, **only one location will be listed**.

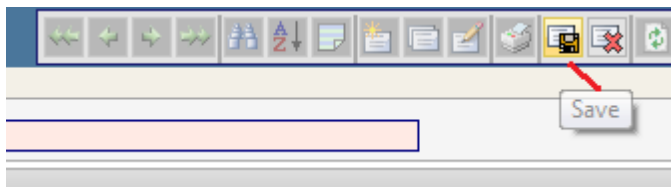
LOCATION ID	LOC/DESC	CONTROL AREA	BUILDING	ROOM	FLOOR	FACILITY	DEPARTMENT	AREA/GRID	COST CENT
20871	LOCATION SFS		BUILDING SFS			SFS			

The table displays one record for location ID 20871. A chevron button on the right side of the record is circled in red.

Click on the Chevron **button** to the right to open the detailed record of this location, then click on the Edit button from the top right menu to launch the form to edit the location record.

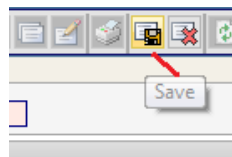
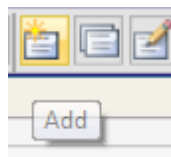
Change the location description field to the name of your choice and fill-in as much information as you have available. Note that the light red fields, Building and Location Description, are required fields and the new location must be associated with an existing building. EMS will auto-generate a location ID number for the new location.

The building lookup can be launched by using the auto fill feature or by clicking on the ... icon to the right of the Building field. Fill in the remaining fields that you have data for and click Save on the tool menu at the top of the screen.



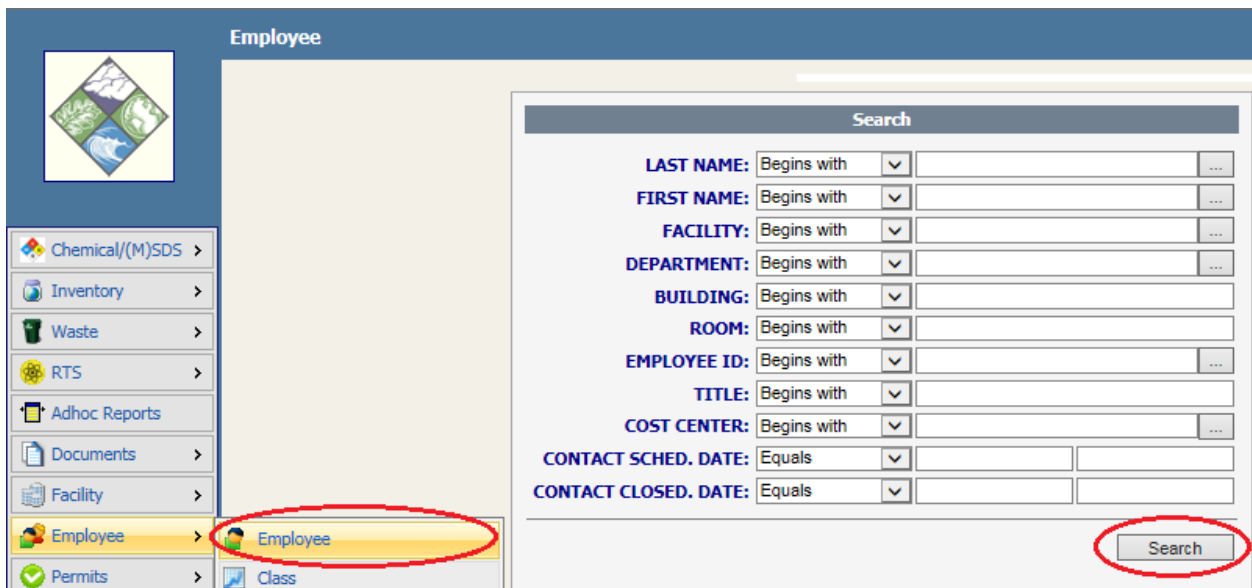
Make sure to add additional locations for your facility if there are any.

Click on the Add button as shown earlier, enter all known information and click the save button.



Creating or Updating Employee Records – The last step before EMS is set up and ready for you to manage your chemicals!

From the EMS main menu (on the left side of the screen) **hover your mouse over the Employee Tab then click the Employee button**. Click on the search button to select all employee records in the database.

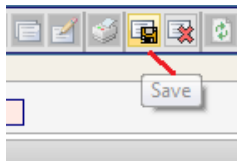


If this is the first time your EMS installation is being accessed only one employee will be listed.

1 record								
NAME	FIRST NAME	FACILITY	DEPARTMENT	BUILDING	ROOM	EMP. NUMBER	TITLE	COST CENTER
antidis	Tony	SFS		BUILDING SFS		2014555106		

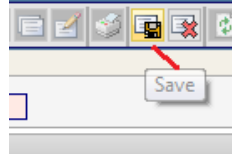
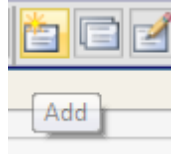
Click on the Chevron to the right to open the detailed record of this employee, and then click on the Edit button from the top right menu to launch the form to edit the employee record. EMS will auto generate an employee number. Fill in the employee's name and link the employee to an existing location. The employee's location can be filled in by using the auto fill feature or by clicking on the ellipses icon to the right of the Empl./Loc. field. Fill in all of the remaining information that you have available and click Save on the tool menu at the top of the screen.

Fill in all of the remaining information that you have available and click Save on the tool menu at the top of the screen.



Add additional employees as needed. This is something you can do at any time.

Click on the Add button as shown earlier, enter all known information and click the save button.



Congratulations! You have now created your site's hierarchy and are ready to add chemicals, add and cross-reference SDS data, and search for, view and create reports on data you have entered.


ENTERING CHEMICALS IN YOUR INVENTORY

A screenshot of a software interface for entering chemicals in an inventory system. The interface has a blue header with 'Convert' and 'Select' dropdowns. On the right side of the header, there are three buttons: 'Add', 'Search', and 'Re', with the 'Add' button circled in red. On the left side, there is a navigation menu with a tree view showing 'Chemical(M)SDS' expanded to 'Inventory', which is further expanded to 'Container'. The main area contains a 'Search' form with various fields: 'BARCODE', 'MATERIAL NAME', 'MANUFACT', 'SUPPLIER', 'CAS', 'FACILITY', 'BUILDING', 'LOC/DESC.', 'ROOM', 'QTY. ON HAND', 'DEPARTMENT', 'LAST NAME', 'FIRST NAME', 'SYNONYM', 'SURPLUS', 'Haz. Class', 'R Phrases', 'S Phrases', and 'Record Date'. Each field has a dropdown menu and a text input field. A 'Search' button is at the bottom of the form.

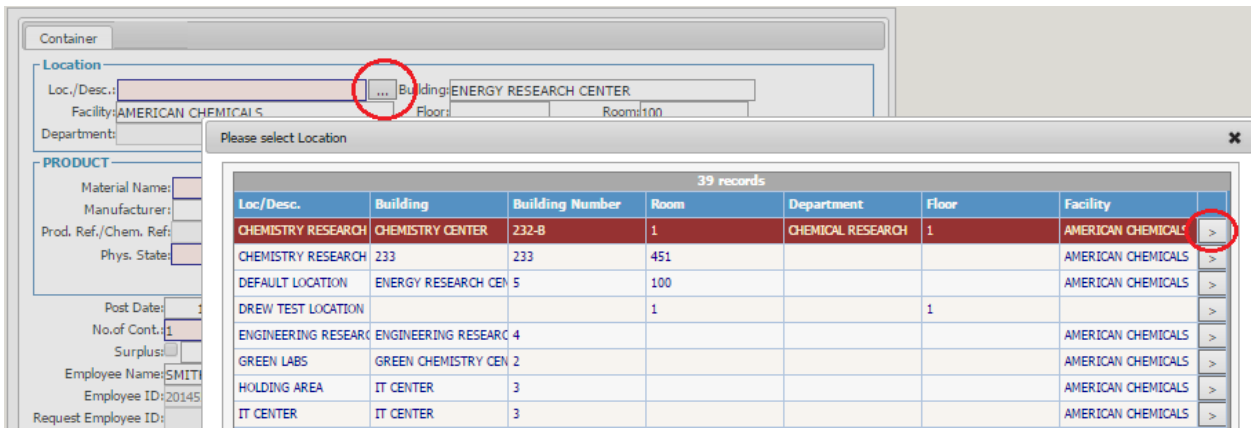
From the EMS main menu (on the left side of the screen), **hover your mouse over the Inventory Tab, and then click the Container button.** Click on the **Add** button on the top right of the page.

The container screen includes several key elements:

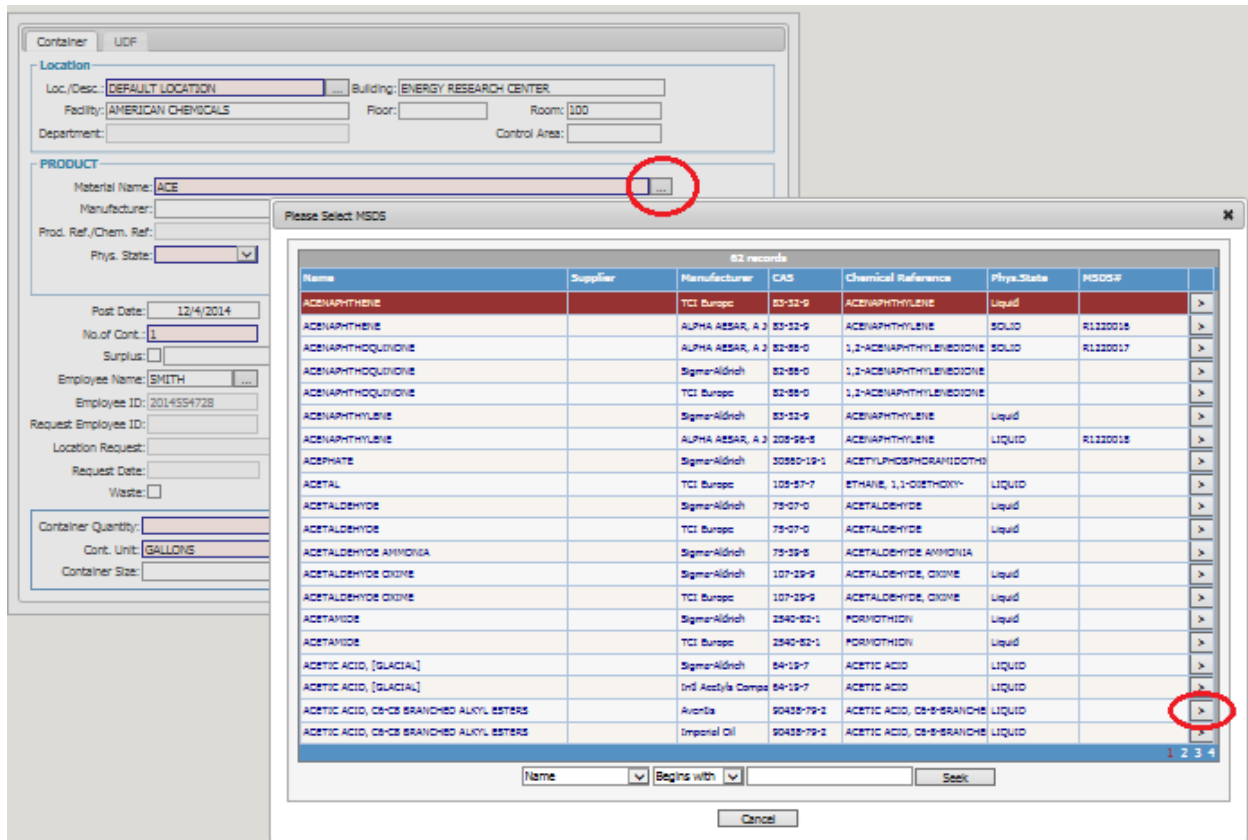
1. Where the chemical is located. EMS has already populated the chemical location from the employee location information. If the location of the chemical is not the same, erase the

Loc./Desc. Field and click on the  button. Select the desired location from the list and click on the

Loc./Desc.	Building	Building Number	Room	Department	Floor	Facility
CHEMISTRY RESEARCH	CHEMISTRY CENTER	232-B	1	CHEMICAL RESEARCH	1	AMERICAN CHEMICAL
CHEMISTRY RESEARCH	4E1			AMERICAN CHEMICAL

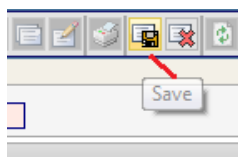


- The material or Chemical name. You can select the name from the popup table or type-in a new one.



- All fields in light red are required fields and must be entered before the record can be saved. They are:
 - Physical State. Select value from the dropdown.
 - Number of Containers. The system defaults this to 1, but you can change it to the number of identical containers for this material that you want to enter. If you enter more than 1, EMS will automatically create separate containers and assign the next available barcode number value to the record.
 - Container Quantity. Enter the container size.
 - Container Unit (of measure). Use the dropdown and select the applicable unit.

Once this information has been entered, click the save button to save the record. If any of the required information is missing, the system will alert you to correct the information before the record can be saved.



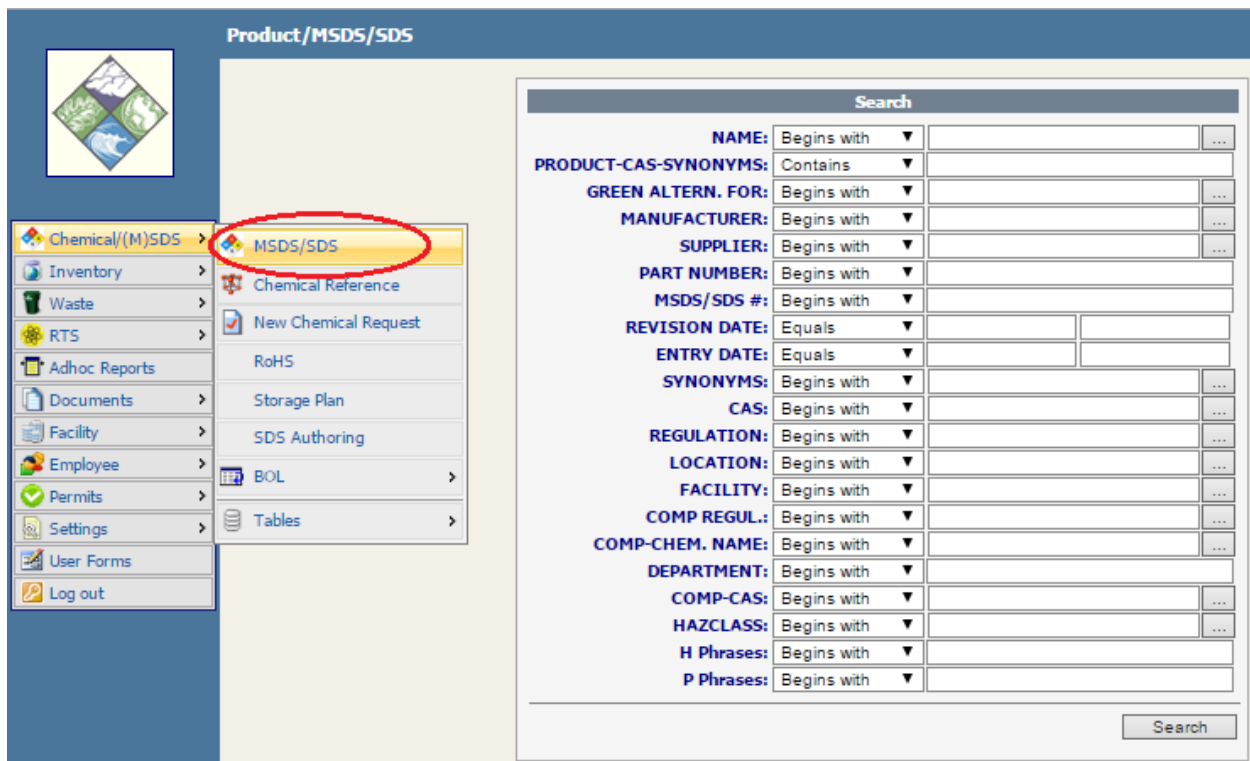
Repeat the process for additional chemicals until your entire inventory has been entered. EMS has many advanced features that help you update your inventories. Those are covered in other documentation.

VIEWING PRODUCT RECORDS AND SAFETY DATA SHEETS


EMS comes loaded with many useful product and SDS records, and a lot more when you become a subscriber.

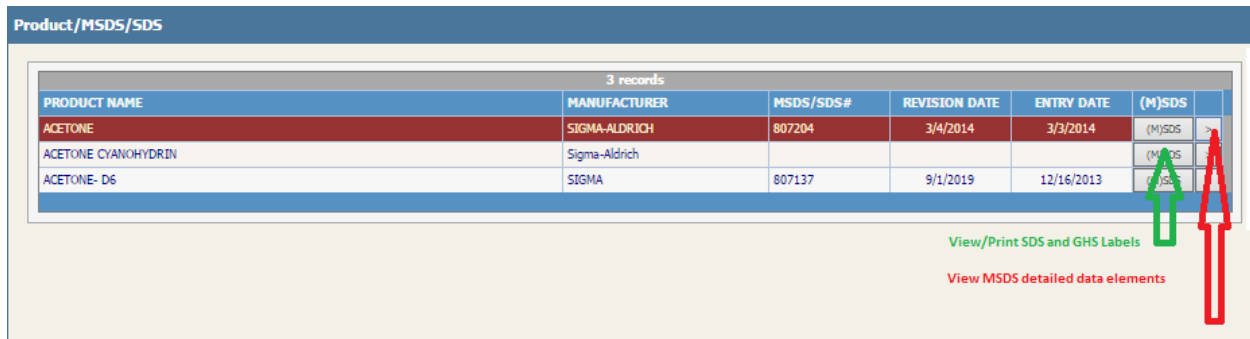
To access SDS and hazard information:

From the EMS main menu (on the left side of the screen), **hover your mouse over the Chemical/(M)SDS Tab, and then click the MSDS/SDS button.**



To search for a specific product enter any desired search criteria and then click the search button.

Notice that most field searches are set up with the “Begins with” option. As you type-in information, EMS has a type-ahead option that allows you to select a search field without having to type the entire entry. You can also select search criteria by clicking the  button when available.



If there is data that matches your search criteria, a list view or summary of the (M)SDS records will display.

Click on the  button.

(M)SDS

English View MSDS/SDS

English 1 GHS GHS LABEL View Label / Hazard / PPE Data

View Shipping Info

HTTP MSDS/SDS Reference: ...

Archived MSDS/SDS files

Select File	Language	File	Backup date
Clear File	English	en2008655_1.pdf	4/1/2014 9:10:00 PM
View Image	English	en2008655_1.pdf	4/1/2014 9:09:24 PM

Display SDS

Display GHS and other hazard labels

SIGMA-ALDRICH sigmaaldrich.com

SAFETY DATA SHEET
 according to Regulation (EC) No. 1907/2006
 Version 5.01 Revised Date 12.02.2014
 Print Date 04.03.2014
 GENERIC EU MSDS - NO COUNTRY SPECIFIC DATA - NO DEL DATA

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers
 Product name : Acetone
 Product Number : 690601
 Brand : Sigma-Aldrich
 Index No. : 606-001-0043
 REACH No. : A registration number is not available for this substance as the substance or its uses are exempted from registration, the annual tonnage does not require a registration or the registration is envisaged for a later registration deadline.
 CAS-No. : 67-64-1

1.2 Relevant identified uses of the substance or mixture and uses advised against
 Identified uses : Laboratory chemicals, Manufacture of substances

1.3 Details of the supplier of the safety data sheet
 Company : Sigma-Aldrich Chemie GmbH
 Riederstrasse 2
 D-69095 STEINHEIM
 Telephone : +49 6201-51-1444
 Fax : +49 7329-87-2319
 E-mail address : service@sigma.com


1.4 Emergency telephone number
 Emergency Phone # : +49 7329-87-2323

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture
 Classification according to Regulation (EC) No 1272/2008
 Flammable Liquids (Category 2), H225
 Eye Irritation (Category 2), H319
 Specific target organ toxicity - single exposure (Category 3), Central nervous system, H336
 For the full text of the H-Statements mentioned in this Section, see Section 16.

ACETONE

DANGER



Hazard Statements :
 Causes serious eye irritation
 Highly flammable liquid and vapour
 May cause drowsiness or dizziness

Precautionary Statements:
 Avoid breathing dust/fume/gas/mist/vapours/spray
 IF IN EYES: Rinse continuously with water for several minutes. Remove contact lenses, if present and keep away from heat/open flames/hot surfaces - No smoking

Click on the  button

Product/MSDS/SDS CUSTOM FIELDS

Prod.Name: ACETONE

Manuf: SIGMA-ALDRICH MSDS/SDS #: 807204

Product Data COMPREG/MISC (M)SDS Image Chemical Ref. Data Environmental

Supplier: SIGMA-ALDRICH Confidential: Restrict Access:

Product/Chemical Name: 2-PROPANONE

CAS #: 67-64-1

Revision Date: 3/4/2014 Phys. State: Liquid

Entry Date: 3/3/2014 Pure/Mix/Dilution:

Date Received: 2/13/2014 Emergency #:

Source: Storage Plan:

Shipping Name: Immediate Area Action: DIS CONT, INERT MAT, NO IGNL

Addr Ship Desc:

Spec. Comm.:

NFPA/HHMS

Health: 3 Flammable: 3 Skin/Eye: 3

Chronic: 0 Reactive: 0

Special: IR IR BRUIZANT

Personal Equip.: Y-Other-(See MSDS)

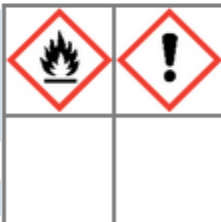
TIER II Hazard Codes

Health Acute: 3 Flammable: 3 Pressure: 0 Health Chronic: 0 Reactive: 0

Responsible Person

Last Name: First Name: Title:

Work Phone: 24 Hr Phone: Mobile/Cell #:



Several Pages of information are available about this Safety Data Sheet. Click on each tab to view the information.

If you want to update the information, click the Edit button, make all desired changes and click the Save button.

