Ingredients

SafeTec offers several data capture packages that include ingredients. On the right to know website, this displays as a simple grid. However, on the administrative website, SafeTec does allow admin users the ability to override the ingredient data we captured. This allows users to control how regulatory reporting thresholds are triggered. In some cases, a user may want to modify the CAS of an ingredient to align with a regulatory list. Alternatively, a user may want to mark a chemical as exempt from being compared against the regulatory list.

If you are an admin user and you do not have a website that matches the screen shots below or find all the buttons to be functional, please contact your corporate administrator. If you are a corporate administrator, please contact customerservcie@safetec.net to adjust your configurations.

REVIEW INGREDIENTS
ADD NEW INGREDIENTS
OVERRIDING EXISTING INGREDIENTS
REMOVING INGREDIENT OVERRIDES
INGREDIENT EXCLUSIONS

Review Ingredients

1. On the Admin Main Menu, click the **SDS Search** button:

   SDS Search

2. Search using the parameters for the SDSs that you wish to modify, such as the *Product Name*, *Manufacturer*, etc. Click the **Search** button.

   Search

3. Open the SDS record you want to modify by clicking on the Product Name link in the SDS Search Results Grid.

4. On the Basic Information Tab, scroll down until you find the heading labeled Ingredients and review the data SafeTec captured.

Ingredients

Export to Excel   Add New...   Override

Chemical Name	CAS Number	Min %	Max %	Avg %	Exempt
Chloro-1,1'-Biphenyl	27323-18-8	100%	100%	100%	☐

Add New Ingredients

SafeTec only captures data as it is displayed in Section 3 of SDS documents, so if the ingredient is not listed there, SafeTec will not have been able to perform data capture for an ingredient. For instance, the CAS# may not be provided on the SDS. Another example is where a SDS contains a hazardous ingredient, but the CAS listed on the SDS does not exist on a specific Regulation, which can have an impact on reporting. The following section describes how to add ingredients to the SDS record.

Example: *The NYC Tier II regulation requires reporting all PCBs that trigger an amount of over 1lb. The current MSDS lists Chloro-1. 1'-Biphenyl (CAS 27323-18-8) as its sole ingredient, for which the CAS# does not exist on the substance list for the NYC Tier II regulation. However, this chemical should be reported on since it is essentially a PCB, it just doesn't have the corresponding CAS# to trigger the reportable in the system.*

To correct this issue, we can add a new ingredient that does have the corresponding CAS# so the system will trigger the reportable appropriately.

1. In the **Ingredients** section, click the **Add New…** button.

Ingredients
Export to Excel   ⊕ Add New…   🔧 Override

  a. **Note:** If you were taken to the Main Menu upon clicking, your account is not correctly configured for this process. Please contact your corporate administrator.

2. Perform a Chemical search by entering search criteria for the ingredient you want to add.
  a. **Note:** You may need to change the **Search Scope** to *Search All Chemicals*
  b. In this example, we will search for 1336-36-3.

Menu > SDS Search > SDS Detail > Ingredient Override Detail

Purell Sanitizing Hand Wipes

  Go Back

Chemical Name	
CAS Number	
EC Number	
Search Scope	Search My Chemicals

Search

3. From the Results Grid, click the **Add** link next to the Chemical you would like to add as an Ingredient. In the following example, we want to add Water.

Add	Chemical Name	CAS Number	Ingredient EC Number
Add	Aroclor 1221	1336-36-3	
Add	Aroclor 1232	1336-36-3	
Add	Aroclors (Various)	1336-36-3	
Add	Chlorinatd Biphenyl	1336-36-3	
Add	Chlorinated Biphenyl	1336-36-3	
Add	PCB's	1336-36-3	
Add	Polychlorinated Biphenyls	1336-36-3	
Add	Polychlorinated Biphenyls (PCBS)	1336-36-3	
Add	Polychlorinated Dibenzofurans	1336-36-3	
Add	Polychlorobiphenyls	1336-36-3	
Add	Polychlorobiphenyls (PCBS)	1336-36-3	
Add	Polyclorinated Biphenyls	1336-36-3	

4. The next interface will allow you to enter the appropriate concentration values for the new ingredient.

Menu > SDS Search > SDS Detail > Ingredient Override Detail

The record(s) were successfully added.

Polychlorinated Biphenyls (PCBs)

Save Remove Ingredient Override Go Back

Basic Information

Chemical Name	Polychlorinated Biphenyls (PCB)
CAS Number	1336-36-3
EC Number	
Min %	0
Max %	100
% Range	
% Context	n/a
Notes	

a. Going back to our example, we want to override/replace the current ingredient with the ingredient we just added so that threshold determinations are calculated correctly. In this case, I want the Min% to equal 0, and the Max% to equal 100.

b. **Note:** Explore the % Context drop down menu. These help to test the math of the percentages specified. Choices include:
   i. **Balance:** If the sum of the products does not equal 100%, the product can have the remaining balance.
   ii. **Blank (percentage not specified):** This is useful when you don't know how much of a specific ingredient there is in the product.
   iii. **Greater Than (Min):** Use this when the product does not contain less than the amount specified. Example: > 70%

  iv. **Less Than (Max):** Use this when the product does not contain less than the amount specified. Example: < 5%

  v. **n/a:** When a chemical does not fall into the other catgories, or if you are unsure what to choose, leave it on the default n/a.

  vi. **Pure Chemical:** To be used if the chemical makes up 100% of the product.

  vii. **Trace:** If the manufacturer does not give a value of the percentage the chemcal makes up in the product, but instead specifies that it is Trace, SafeTec recommends using this value.

5. Click the **Save** button. You will get a notice that the record was successfully updated.

6. Click the **Go Back** button to return to the SDS Detail page.

7. The new ingredient will be listed in the Ingredients section of the SDS Detail page.

Ingredients						
Export to Excel Add New... Override						
Chemical Name	CAS Number	Min %	Max %	Avg %	Exempt	
○ Chloro-1,1'-Biphenyl	27323-18-8	100%	100%	100%	☐	
○ Polychlorinated Biphenyls (PCB)	1336-36-3	0%	100%	50%	☐	

 a. **Note:** As you can see below, the Avg% is now 100% for the original chemical and 50% for the new chemical. This will have an impact on threshold calculations. Returning to our example, we want to override the ingredient so that only the PBC ingredient is considered for calculations. This can be done by exempting the first ingredient (See Also INGREDIENT EXEMPTIONS).
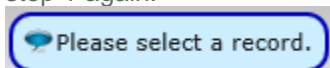
Overriding Existing Ingredients

Any ingredient can have its concentration values modified by adding or editing an Ingredient override.

1. In the **Ingredients** section, make a chemical submission. There are two methods of doing this:

Ingredients						
Export to Excel Add New... **Override**						
Chemical Name	CAS Number	Min %	Max %	Avg %	Exempt	
● Chloro-1,1'-Biphenyl	27323-18-8	100%	100%	100%	☐	
○ Polychlorinated Biphenyls (PCB)	1336-36-3	0%	100%	50%	☐	

 a. If a chemical was entered by SafeTec and has not been modified, click on a radio button to the left of the chemical you wish to override and click the **Override** button. This is what we will be using in this example.

 b. If a chemical was entered by SafeTec and has been overridden by somebody at your company, or if a chemical has been created by somebody at your company, click the blue link of the ingredient.

 c. **Note:** If the screen appeared to have refreshed and done nothing, scroll to the top of the screen. There might be a message waiting for you that says, "Please select a record." Please go back and do step 1 again.

     d.   **Note:** If you were taken to the Main Menu upon, your account is not correctly configured for this process. Please contact your corporate administrator.

2. Adjust the Min% and/or Max% as required.

3. Click the **Save** button.

4. On the SDS Detail page, the modified ingredient will be listed in the **Ingredients** section. The chemical now has a blue link to indicate it has been overriden from SafeTec's intial data capture.

Chemical Name	CAS Number	Min %	Max %	Avg %	Exempt
Chloro-1,1'-Biphenyl	27323-18-8	0%	100%	50%	☐
Polychlorinated Biphenyls (PCB)	1336-36-3	0%	100%	50%	☐

Removing Ingredient Overrides

When an override is no longer necessary, you can either mark the override as exempt (See also INGREDIENT EXEMPTIONS), or remove it altogether. The following section will describe how to remove an Ingredient Override.
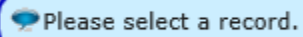
1. In the **Ingredients** section, only chemicals that have been entered by SafeTec and have been overridden by someone at your company and chemicals that have been created by somebody at your company will have a blue link. Since we are looking to remove the override, click a blue link of a chemical.

Chemical Name	CAS Number	Min %	Max %	Avg %	Exempt
Chloro-1,1'-Biphenyl	27323-18-8	0%	100%	50%	☐
Polychlorinated Biphenyls (PCB)	1336-36-3	0%	100%	50%	☐

a. **Note:** If the screen appeared to have refreshed and done nothing, scroll to the top of the screen. There might be a message waiting for you that says, "Please select a record." Please go back and do step 1 again.

Please select a record.

b. **Note:** If you were taken to the Main Menu upon, your account is not correctly configured for this process. Please contact your corporate administrator.

2. At the top of the **Ingredient Override Detail Screen,** click the **Remove Ingredient Override** button.

Menu > SDS Search > SDS Detail > Ingredient Override Detail

Polychlorinated Biphenyls (PCBs)

Save **Remove Ingredient Override** Go Back

Basic Information

Chemical Name	Chloro-1,1'-Biphenyl
CAS Number	27323-18-8
EC Number	
Min %	0
Max %	100
% Range	
% Context	Pure Chemical
Notes	

3. A popup window will open, asking you to confirm removing the Ingredient Override. Click the **OK** button.

Message from webpage ✕

? Are you sure that you want to delete this record?

OK   Cancel

4. The chemical override has been removed. The list will only show you chemicals that are currently customized with Overrides. Click the **Go Back** button to return to the SDS Detail page.

Menu > SDS Search > SDS Detail > Ingredient Override Detail

ℹ The record(s) were successfully removed.

Polychlorinated Biphenyls (PCBs)

➕ Add New... ➕ Override Ingredient ➕ Exclude Ingredient 🔙 Go Back

📊 Export to Excel

Delete	Edit	Chemical Name	CAS Number	EC Number	% Context	Min %	Max %	% Range	Excluded	Notes
☐	Edit	Polychlorinated Biphenyls (PCB)	1336-36-3		n/a	0%	100%		☐	

Delete

5. The SDS Details page will also reflect your changes.

Ingredients

📊 Export to Excel ➕ Add New... 🔧 Override

Chemical Name	CAS Number	Min %	Max %	Avg %	Exempt
○ Chloro-1,1'-Biphenyl	27323-18-8	100%	100%	100%	☐
○ Polychlorinated Biphenyls (PCB)	1336-36-3	0%	100%	50%	☐

Ingredient Exemptions

In special cases, ingredients can be marked as exempt to prevent the material ingredient from triggering a threshold on a regulation.

In our Example, we want the NYC Tier II report to trigger on CAS# 1336-36-3. Therefore, we want to make the other ingredient exempt. .

1. In the **Ingredients** section, to the right of the chemical you wish to exclude from reports, click the check box to make it **Exempt.**

Ingredients

📊 Export to Excel ➕ Add New... 🔧 Override

Chemical Name	CAS Number	Min %	Max %	Avg %	Exempt
○ Chloro-1,1'-Biphenyl	27323-18-8	100%	100%	100%	☑
○ Polychlorinated Biphenyls (PCB)	1336-36-3	0%	100%	50%	☐

2. At the top of the window, click the **Save** button.

💾 Save

3. The system will refresh to notify you that the record has been updated, and the check mark will remain on the chemical until you remove the Exemption.

Menu > SDS Search > SDS Detail

ℹ The SDS record was successfully updated.

4. To remove the Exemption, repeat this entire process again, this time removing the check mark.