

GHS Search and Detail Page

The following document will walk you through how to search for, find, add, and edit GHS information. Please note that the screen shots shown are the standard views, but that your company may have a customized view, so there may be more or less items on the screen.

[GHS SEARCH](#)

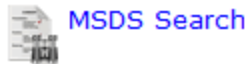
[GHS DETAIL PAGE](#)

[ADD GHS INFORMATION](#)

[EDIT GHS INFORMATION](#)

GHS Search

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



2. The following shows the various search fields for GHS:

GHS	
GHS Elements	<input type="text"/> <input type="button" value="v"/>
Signal Word	<input type="text"/>
GHS Classification	<input type="text"/>
Hazard Statement	<input type="text"/>
Precautionary Statement	<input type="text"/>
Results View	<input type="text" value="Standard MSDS Search"/>

- a. The **GHS Elements** drop down menu allows for a *Yes* or *No* choice. Choosing *Yes* searches only for those documents which contain GHS data, while a *No* choice excludes those documents.
- b. The **Signal Word** allows you to search for the Signal Word listed on the MSDS, such as *Danger* or *Warning*.
- c. The **GHS Classification** will allow you to search by a GHS category, such as Category 1, or description of a category. Examples of a description would be *eye damage* or *acute toxicity*.
- d. The **Hazard Statement** allows you to search by a GHS hazard code, such as *H316*, or by the GHS hazard statement, such as *causes mild skin irritation*.
- e. The last one, **Precautionary Statement**, searches the GHS precautionary code, such as *P280*, or the GHS precautionary statement, such as *wear protective gloves*.

- After making your selection, click the **Search** button.



- From the list of chemicals, click on one to view the details.

GHS Detail Page

- Once you have searched for and opened a chemical, click the **GHS** tab at the top to switch to that information view.



- The first section shows the chemical name, if the document is **GHS Elements**, and includes the **Signal Word**. This area shows what you could have searched for in steps 2a and 2b.

Propylene Glycol

GHS Elements

Signal Word

Please note that if there are no **GHS Elements** indicated, the following fields may not be visible depending on your configuration. If this is the case, these field may only be visible if **GHS Elements** is set to yes.

- The next section goes over the **GHS Classifications** for that chemical. This is the area that step 2c was searching.

GHS Classifications

 [Export to Excel](#)  [Add](#)

Category	Classification
  Category 2B	Eye irritation
  Category 3	Skin irritation

- GHS Hazards Statements** comes next, and is the area that step 2d was searching.

GHS Hazard Statements

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Hazard Code	Hazard Statement
  H316	Causes mild skin irritation
  H320	Causes eye irritation

9. The last set of search criteria, step 2e, reviews the **GHS Precautionary Statements**.

GHS Precautionary Statements	
 Export to Excel	 Add
Precautionary Code	Precautionary Statement
  P305+P351+P338	IF IN EYES: Rinse caustiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

10. There are additional sections covered in the GHS tab that are not searchable. The first is **GHS Pictograms**.

GHS Pictograms

 [Add](#)


  



  

11. The next section is **GHS Labels**. Clicking on one of these links will open a PDF document designed for the specified label type and size with GHS information for this chemical.

GHS Labels

 [Export to Excel](#)

Run GHS Label Report


	GHS Avery 8126 8.5" x 5.5" MG1
	GHS Avery 8168 3.5" x 5" MG1


12. The last section shows the **Manufacturer Information**.

GHS Manufacturer Information	
Manufacturer Address	3050 Spruce Street St. Louis, MO 63103
Manufacturer Phone	1-800-325-5832

Add GHS Information

1. On the **GHS** detail tab for the chemical, change the **GHS Elements** to *Yes* by using the drop down. Depending on your configuration, the other GHS fields may not become visible until this has been configured.

Propylene Glycol	
GHS Elements	Yes 
Signal Word	Warning






2. Click the **Save** button at the top.



3. Find the section you wish to add GHS information to and click the **Add** button for that section.



4. The **GHS Classifications**, **GHS Hazard Statements**, and **GHS Precautionary Statements** will all display a similar screen with the only difference being labels.

Mold Cleaner	
 Go Back  Save  Save And Add New	
Category	<input type="text"/>
Classification	<input type="text"/>

- a. Enter a **Category** code and a **Classification** or **Statement** in plain language.
- b. Click the **Save** button if you only have one entry, otherwise use the **Save and Add New** button.
- c. The screen will refresh and notify you that your save was successful. Do not attempt to enter more text! It will only overwrite your previous efforts. Instead, click the **Go Back** button, and then the **GHS** tab to return to the GHS Details screen.

5. If you clicked the **Add** button for the GHS Pictograms, the screen you will be directed to looks like the following:



- In the **Pictogram** drop down, select the desired pictogram you wish to add to the document.
 - Once a pictogram is chosen, the screen will refresh to display the pictogram. If this is what you want, click the **Save** button. If you have more pictograms to select, use the **Save and Add New** button instead.
 - The screen will refresh and notify you that your save was successful. Do not attempt to enter more text! It will only overwrite your previous efforts. Instead, click the **Go Back** button, and then the **GHS** tab to return to the GHS Details screen.
6. To change if the chemical has **GHS Elements**, has a **Signal Word**, or the **Manufacturer Address** or **Manufacturer Phone** information:
- Simply type the information into the boxes, or use the drop down menus if they were provided.
 - When you are finished, scroll to the top of the screen and click the **Save** button.



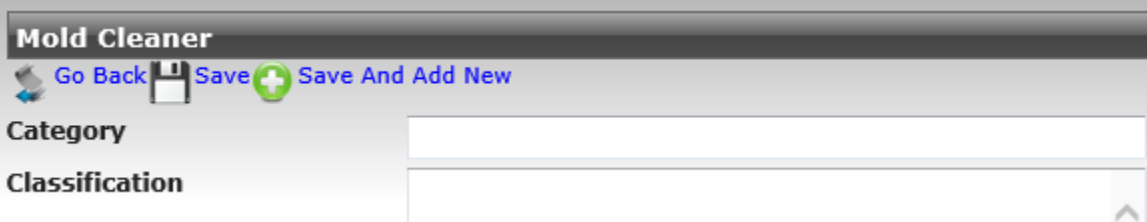
Edit GHS Information

Editing GHS information is very similar to adding GHS information. The only difference for editing the **GHS Classifications**, **GHS Hazard Statements**, **GHS Precautionary Statements**, and **GHS Pictograms** is instead of clicking on the **Add** button, you click on the edit button that looks like a pencil next to the feature you want to edit.



Category	Classification
✖  Category 2B	Eye irritation
✖  Category 3	Skin irritation

You will then be taken to the same screen as adding a feature, which will also allow you to edit the feature.



To change if the chemical has **GHS Elements**, has a **Signal Word**, or the **Manufacturer Address** or **Manufacturer Phone** information, simply type the information into the boxes, or use the drop down menus if they were provided. When you are finished, scroll to the top of the screen and click the **Save** button.

