

Regulation Management

Regulation Management allows users to view all of the CAS numbers and substances that are related to the regulations in the SafeTec System. In addition, users can also create their own list of hazardous materials or a regulation that they wish to track using the Regulation Management tool.

SEARCH FOR REGULATIONS USING REGULATION MANAGEMENT

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MY REGULATIONS

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SEARCHING FOR MY REGULATIONS

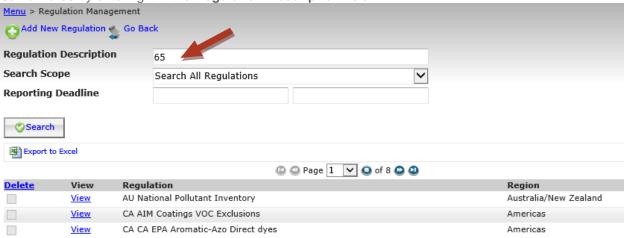


Search for Regulations using Regulation Management

1. From the Main Menu, click on Regulation Management.



2. You will see the Regulations Management page. On this screen, you can open a regulation from the list provided, or you can search for a regulation. In this example, we will use the search feature to find California 65 by entering it in the **Regulation Description** field.



3. Click the Search button.



4. Click the View button next to US Calif P65 Substances to review the regulation.

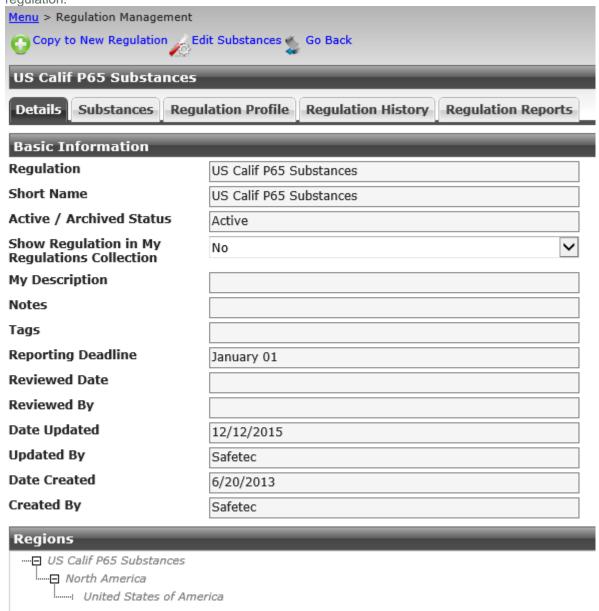




Review the Regulation

Once you have a regulation open, you can review information found on the following tabs:

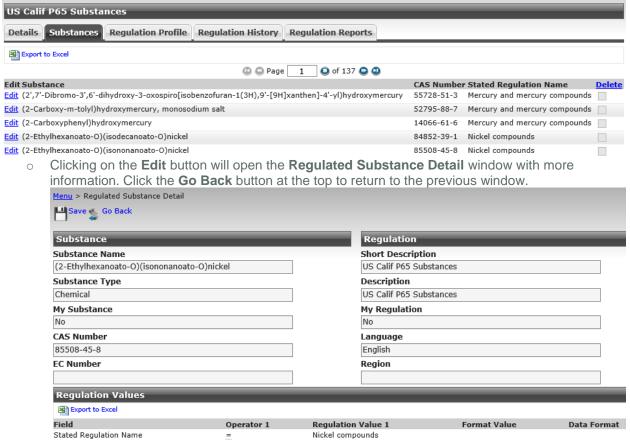
 Details: Includes the long and short names of the regulation, and additional details that pertain to the regulation.



• **Substances:** This tab includes a list of substances found in the regulation, including the substance name and CAS Number. If this is a regulation you have created and maintain, you can also remove substances



from the regulation via this tab.



Regulation History: This is a summary of the updates that have occurred to this regulation.



• Regulation Reports: Clicking on this tab will show you all the reports SafeTec has loaded onto your account that can create a report using this regulation. Clicking on Run Report on the left will allow you to

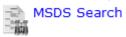


run that report.



Search for (M)SDSs with Ingredients Found on a Regulation

1. On the Main Menu, click MSDS Search.



2. On the MSDS Search page, locate the Search All Regulations box.



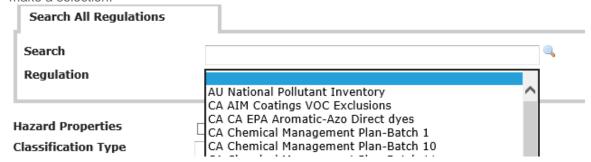
- 3. There are two main ways to find a regulation to search for (M)SDSs with ingredients on that regulation.
 - a. Type a regulation name into the **Search** field and then click the magnifying glass. The results will display a list.



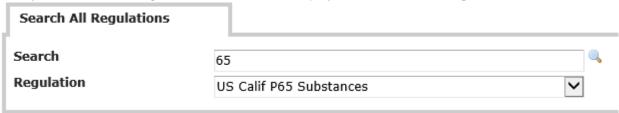
- i. If you do not specify a regulation in the **Search** field before clicking the magnifying glass, all regulations you have available on your account will display.
- ii. If you find the regulation you want to use, click the **Use** button to the left.
- iii. If you do not want to use an entire list, click the **Hide** button and use a different Regulation Search method.



b. Use the **Regulation** drop down menu to see an entire list of Regulations loaded in your system and make a selection.



4. Once you have made a regulation selection, it will display in the **Search All Regulations** box.



5. Click the **Search** button.



6. The results will then display all products in your system that have ingredients found on the regulation you selected.

Review Substances and their Regulations

1. Open the product by clicking on the link.



2. Click on the Regulations tab.

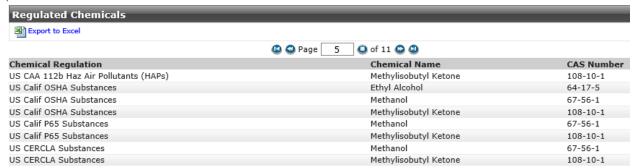




3. The top half of the window shows you which regulations are associated to the material you are viewing.



4. The bottom section of the **Regulations** tab highlights the chemicals that are triggering the regulation. Please note that a regulation may appear multiple times because it has multiple substances that are present in this chemical on its list.



Create a Regulation

Users can create their own custom regulation to monitor in their collection. This can be done by either choosing to **Copy an Existing Regulation** and then make changes to the new regulation, or by choosing to **Create a New Regulation** from scratch.

Please note that customer regulations are maintained by individual users and not by SafeTec.

Copy to New Regulation

1. From the Main Menu, click on Regulation Management.





2. On the Regulations Management page, search for and click the **View** button for the regulation you wish to copy and modify.



3. At the top of the screen, click the **Copy to New Regulation** button.



4. On the **Details** tab, fill out the fields as you wish and click the **Save** button.



Create a New Custom Regulation

1. From the Main Menu, click on Regulation Management.



2. Click the Add New Regulations button at the top.



3. On the **Details** tab, fill out the fields as you wish and click the **Save** button.





Modify a Custom Regulation List of Substances

Once you have created a custom regulation, you can then modify the substances on the regulation by either adding substances or deleting substances.

Please note that customer regulations are maintained by individual users and not by SafeTec.

Add Substance to Custom Regulation

1. On the **Substances** tab, click the **Add** button.



- a. The **Add** button is not available on regulations maintained by SafeTec.
- 2. On the **Regulated Substance Detail**, search for a substance by either the **Substance Name** (slow) or by **CAS Number** (fast). In this example, we will search for *acetone*. Click the **Search** button.





a. When using the **CAS Number** search, you do not have to include dashes in the number. The SafeTec system will still be able to locate the substance in question without the dash.



3. In the search results, put a check box by all the substances you wish to include in your regulation and click **Add** at the top of the results

Export to Excel			
<u>Add</u>	Substance Name	CAS Number	Substance Type
	(4-Acetamidophenylsulfonyl)acetone	4999-02-4	Chemical
`	Bromophenylacetone	6186-22-7	Chemical
	(4-Fit prophenyl)acetone	459-03-0	Chemical
	4-Hydroxybenzalacetone	22214-30-8	Chemical
	4 Jethylphenylacetone	2096-86-8	Chemical
	-Octenal, 3,7-dimethyl-, reaction products with acetone	91672-23-0	Chemical
	Acetone		Chemical
7	Acetone	67-64-1	Chemical
\neg	ACETONE, 1,1,3-TRICHLORO-	921-03-9	Chemical

- a. Note: If you are unable to find the substance you want to add to your regulation, click the **Go Back** button and click the **Edit Substances** button to create a new substance.
- 4. The screen will refresh to notify you that your substance was successfully added to your regulation and take you back to the **Regulated Substance Detail** to allow you to add more substances.



5. When you have completed adding substances to the regulation, click the **Go Back** button.





Remove Substance from a Custom Regulation

1. On the **Substances** tab, place a check in the box to the right of the substance you wish to remove from your regulation before clicking the **Delete** button.



- a. Note: The system will not allow you to place a check mark in the boxes if this is a regulation maintained by SafeTec.
- The page will refresh to confirm the substance has been removed from your regulation, and display your new list.



Delete a Custom Regulation

Only regulations that you have created can be removed from your company's configuration.

- 1. Open your regulation and remove all substances from the regulation as described above.
- 2. Click on the **Go Back** button to return to the list of regulations.

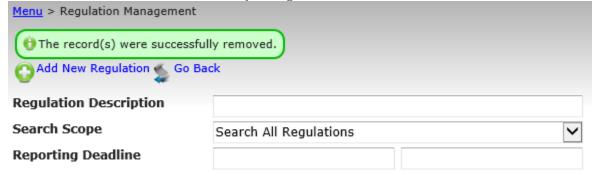




3. Place a check mark to the left of the regulation you wish to remove.



- Note: Regulations maintained by SafeTec are grayed out and you cannot place a check mark in those boxes. To remove a regulation maintained by SafeTec, please contact us at <u>customerservice@safetec.net</u>
- 4. Click the **Delete** button at the top or bottom.
- 5. You will be asked if you are sure you want to delete the regulation. Click **OK** to continue.
- The screen will refresh and confirm that your regulation has been deleted.



a. Note: If you got a red error message, you did not remove the substances from the regulation first. Please go back and remove the substances from the regulation.

My Regulations

SafeTec allows a user to mark a regulation as important using with **My Regulation**. Users can develop a collection of regulations with **My Regulations** and search just through these indicated regulations.

Indicate a Regulation as My Regulation

There are three ways to flag a regulation in My Regulations.



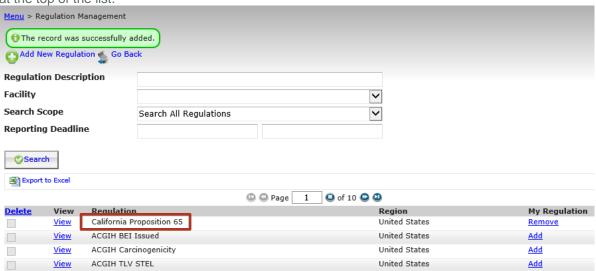
1. From the Main Menu, click on **Regulation Management.**



- 2. On the **Regulations Management** page, either search for a regulation or browse the regulation list for a regulation you want to mark with **My Regulation**.
- 3. **Option 1:** If you have found a regulation in the list and you are confident you want to mark it as **My Regulation** without reviewing the regulation, click the blue **Add** button to the right of the regulation.



a. The screen will refresh saying that the record was successfully added, and your regulation will appear at the top of the list.



- 4. If you want to review the regulation first, click the **View** button to the left of the regulation. Once you are done reviewing the regulation, you have two options to flag the regulation for **My Regulation**.
 - a. Option 2: At the top of the **Regulation Management** screen, click the **Add to My Regulations** button.

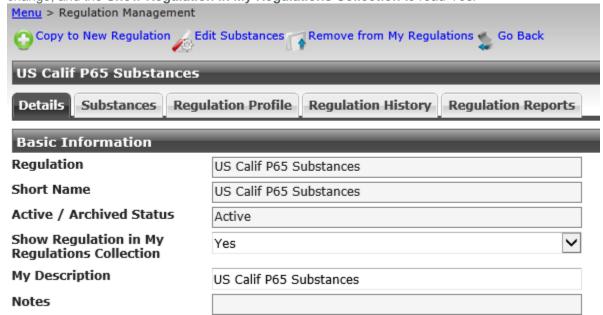




Option 3: Click on the Details tab and change the Show Regulation in My Regulations
Collection to read Yes.



5. The screen should refresh to let you know it has been added, the **Add to My Regulations** button will change, and the **Show Regulation in My Regulations Collection** to read *Yes*.



Searching for My Regulations

Rather than searching through all of the regulations available, a user can just search for regulations indicated as **My Regulations**. This is useful if you have multiple pages of regulations flagged as My Regulations.





1. From the Main Menu, click on Regulation Management.



2. On the Regulations Management page, change the **Search Scope** to *Search My Regulations*.



3. Click the **Search** button.



4. The search results will just display regulations you have indicated are My Regulations.