

CSN Safety Data Sheets (SDS) Library can be accessed on the Environmental Health and Safety webpage:
<https://www.csn.edu/environmental-health-safety>

Alternatively, follow this link to access CSN SDS Library:
<https://chemmanagement.ehs.com/9/38af4f49-b93c-46ce-a46f-3944e8d27fde/msdsonline-search>

A. Definitions:

MSDSonline (Search) – cloud-based SDS database hosted by VelocityEHS

eBinder – CSN’s SDS library

B. Accessing eBinder:

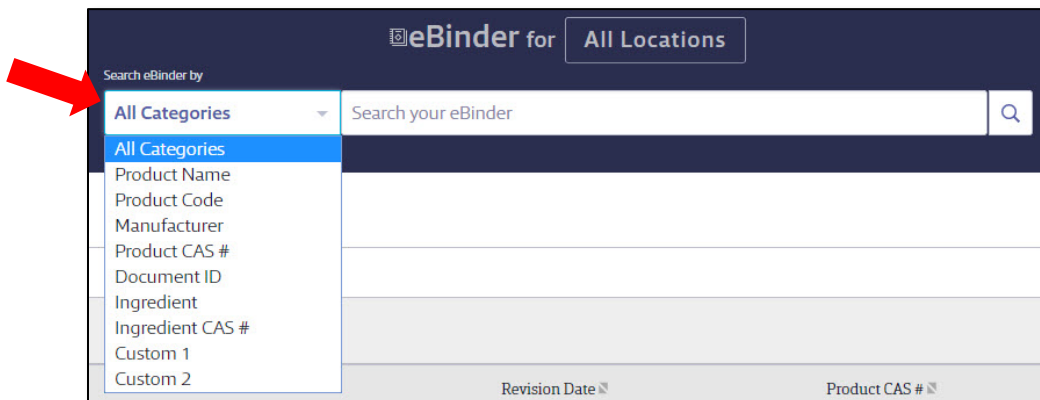
If your account does not default to your eBinder:

- click on the Menu button in the upper left corner of the screen,
- then click on the eBinder button.



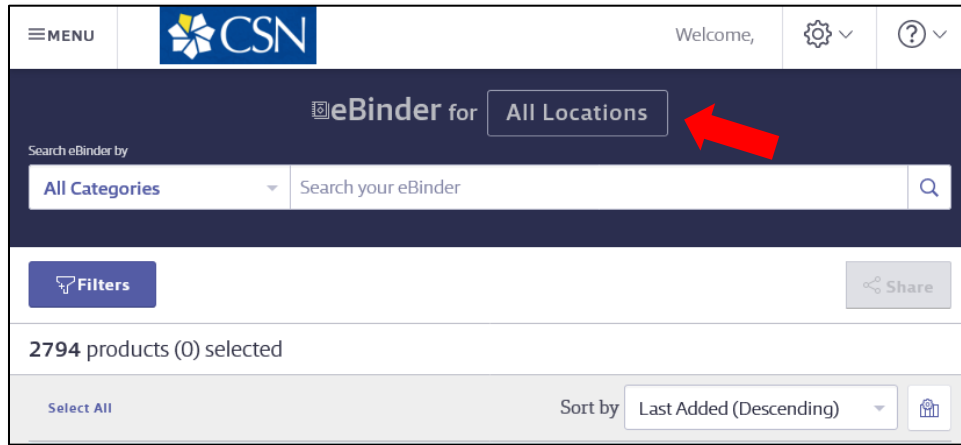
C. Searching for an SDS within the eBinder:

- Type the product information into the single search field and click Search. The single search field allows you to search by product details, including Product Name, Manufacturer, CAS#, and Product Code.
 - After you type at least three characters of your search term into the Search Bar, you will see suggested search results and categories. You can either click on one of these options, click the Search button, or press Enter on your keyboard.
- You can pre-filter your search results by selecting a category from the All Categories drop-down. By default, the eBinder will search by “All Categories”. If you want to search in “only one category”, click on the Categories menu and select the category in which you want to search. Then type your search term into the Search Bar and click the Search Icon or press Enter on your keyboard.

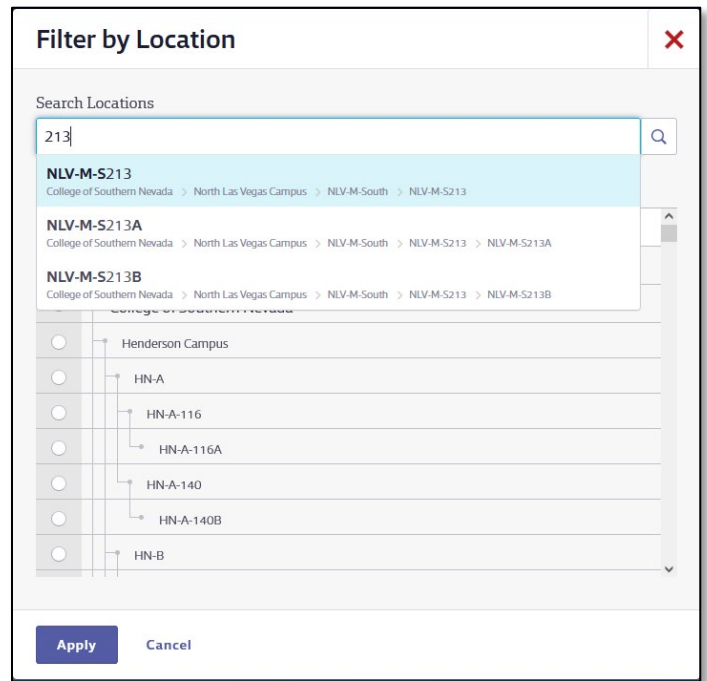
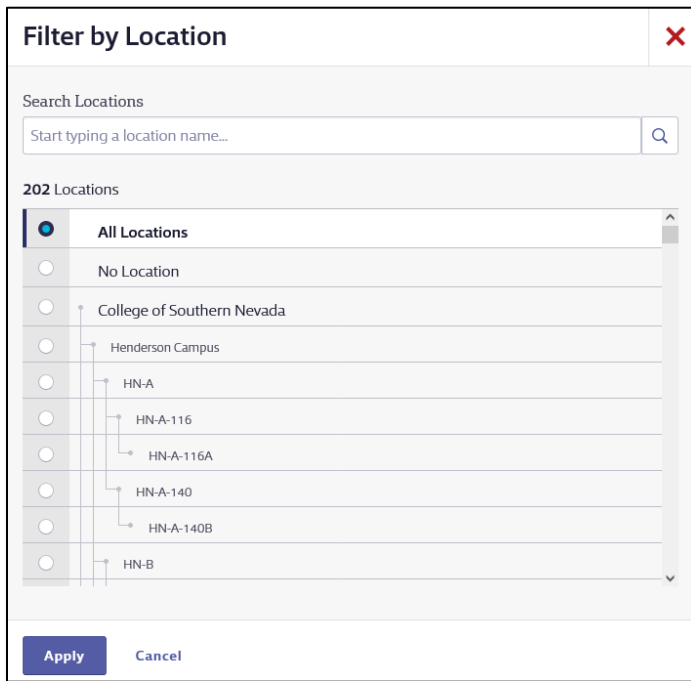


D. Searching for an SDS within a location:

- Above the Search Bar, you will see an All Locations button. By clicking All Locations, you will then have the option to select a specific location to search.



- To find a specific location, either scroll down the list or type in the room number in the Search Bar. Select the room you want to view then click Apply.



- If searching your eBinder produces no results, you can either “Search MSDSonline” or contact EHS Department for assistance.

E. Viewing and Printing Safety Data Sheets:

- View the SDS by clicking the Document icon to the left of the Product Name. Once open you will see options in the top right corner to print or download the SDS.
- Clicking on the Product Name will take you to the Product Summary. From here you will see the Product Details and any indexed data.

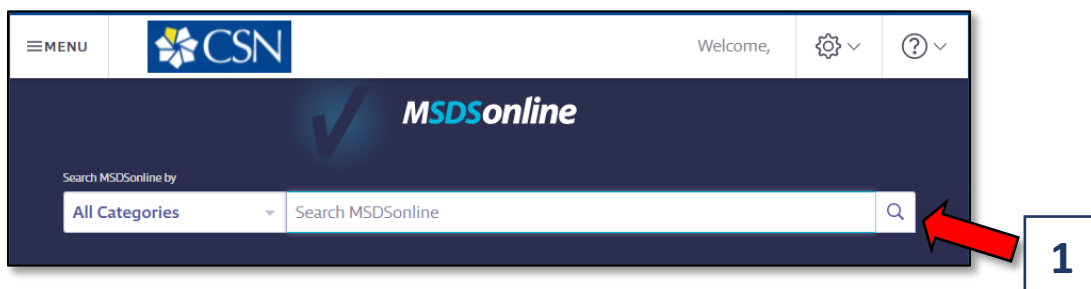
F. Adding a New SDS to your eBinder:

Every time a department purchases a new chemical, the purchaser must first check to see if the chemical is already listed in their location's eBinder inventory (See Section D above). If it is not listed, the chemical and its associated SDS must be added to their location's eBinder inventory.

To add a chemical to your location's eBinder inventory, follow this link to access the CSN SDS Library:

<https://chemmanagement.ehs.com/9/38af4f49-b93c-46ce-a46f-3944e8d27fde/msdsonline-search>

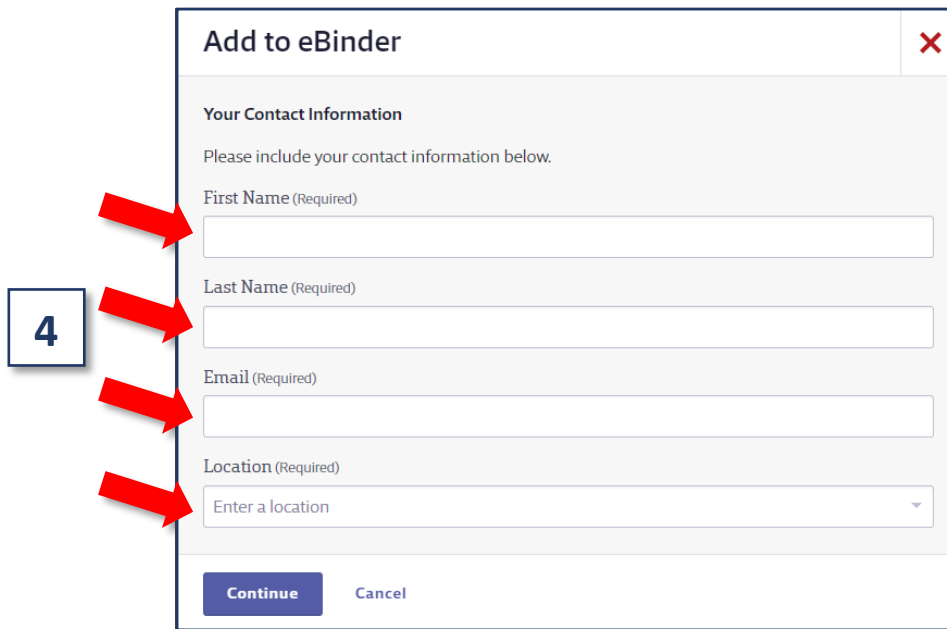
1. Type in Product Name, Manufacturer Name, CAS #, Product Code, or synonym in the search field for the chemical you wish to add and press the enter key or the small magnifying lens at the right of the search field.



2. Use the checkboxes to select the appropriate chemical(s) in the search results list. Ensure that the chemical selected matches the same Chemical Name, Manufacturer, and Product Code (if available) for the chemical you wish to add.
3. Once the appropriate chemical is selected, click on "Add to eBinder" on the right-hand side of the page.



- A new “Add to eBinder” window will appear. Complete your contact information and select the location the new chemical is located, then click “Continue” to proceed.



Add to eBinder
✕

Your Contact Information

Please include your contact information below.

First Name (Required)

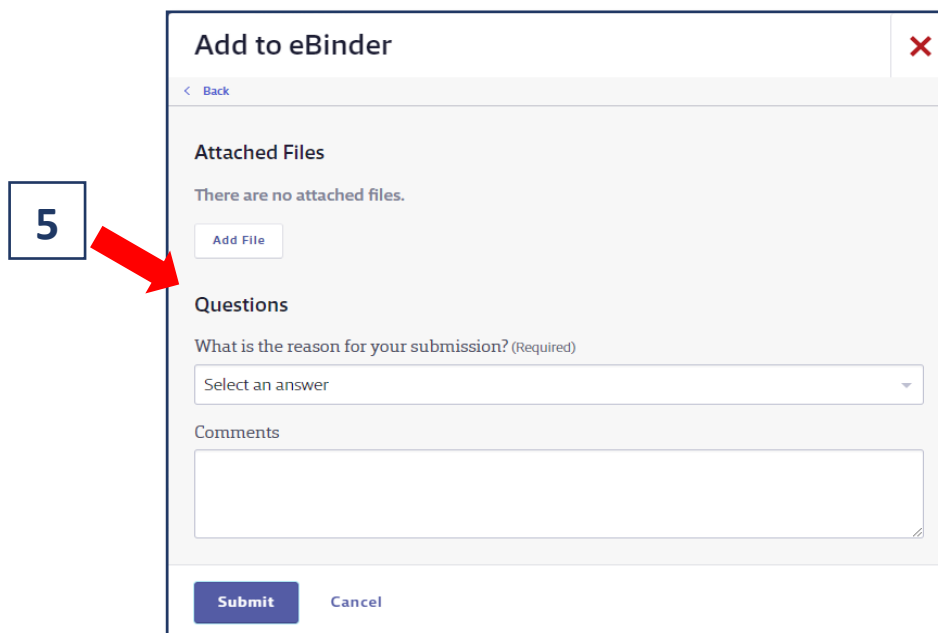
Last Name (Required)

Email (Required)

Location (Required)

Continue
Cancel

- Another window will appear. Complete the questions related to the request and provide any comments as needed for the new chemical (optional). Attach a PDF copy of the current SDS, only if the SDS cannot be found in the CSN SDS Library. A current SDS can be obtained from the manufacturer. Click “Submit” to complete your request. The requester will receive an email confirmation that the SDS requested is being reviewed by EH&S. The requester will receive a follow-up email when the request is approved or disapproved by EH&S.



Add to eBinder
✕

< Back

Attached Files

There are no attached files.

Questions

What is the reason for your submission? (Required)

Select an answer ▼

Comments

Submit
Cancel

Please contact EHS at 702-651-7445 or ehs@csn.edu if you have any questions concerning the MSDSOnline system.