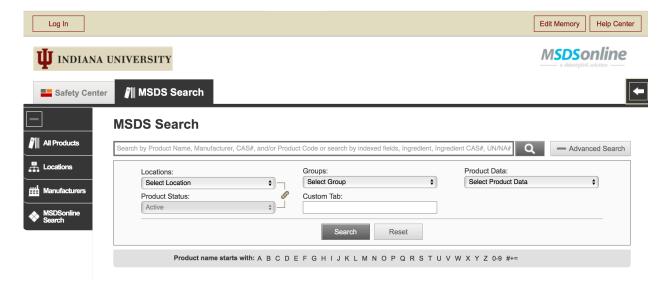
SDS Search with MSDSonline

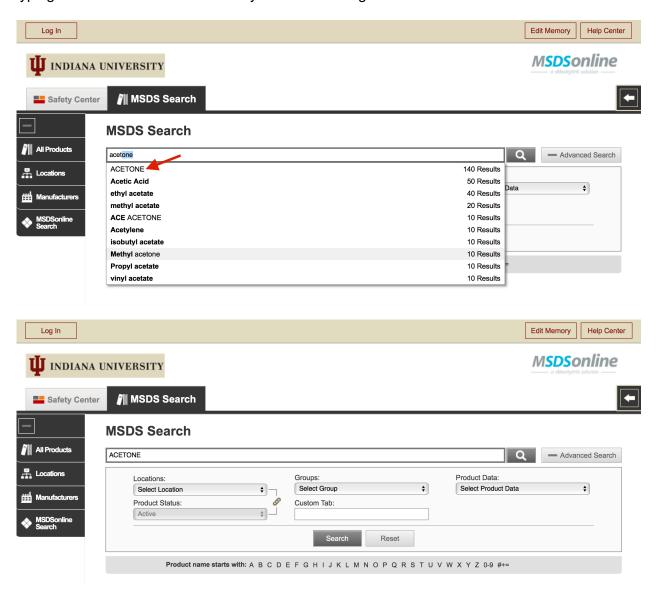
Instructions for Searching Department Inventory

To search for an SDS from your IU department inventory, follow the steps below:

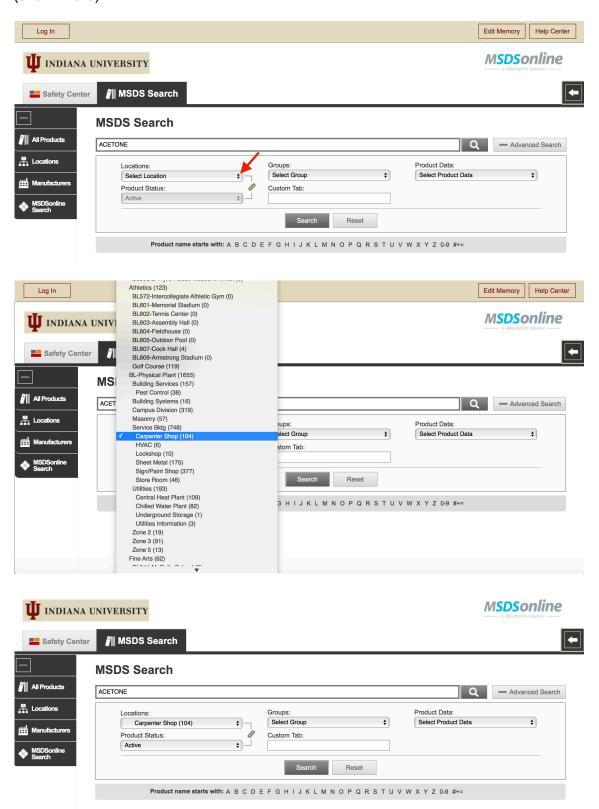
- 1. Go to www.ehs.iu.edu and click on the red button that reads "Find an SDS".
- 2. You will see a page with a search box and some selection boxes for location, groups, etc. (shown here).



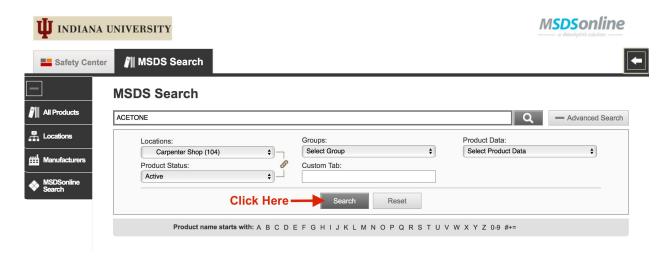
3. Enter a product or chemical name or a manufacturer in the search box (shown here with acetone). Once you start typing, you may see a pop-up list with choices. You can choose the product or chemical that you are searching for from the list by clicking on it or continue typing the name of the material that you are searching for.



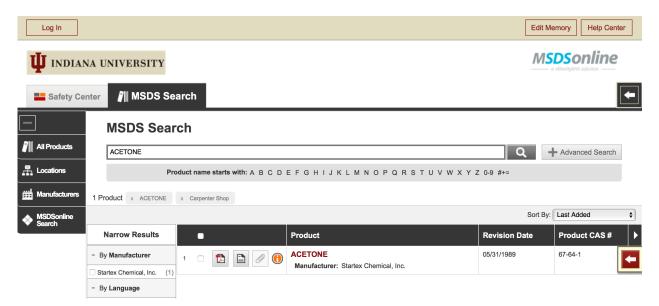
4. Once you have typed in the material that you are searching for, click the arrows on the Location box to open a list of IU departments that have inventories entered into this system (shown here).



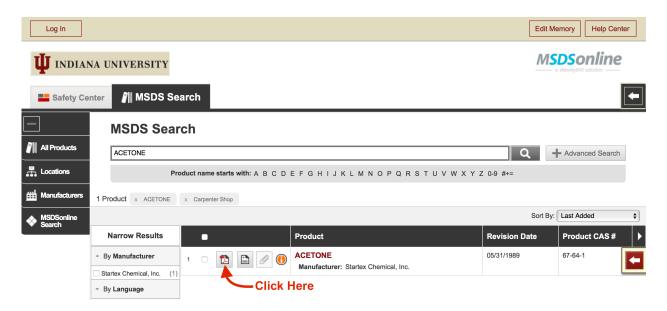
5. Once you have the chemical name and location boxes filled in, click the search button at the bottom (shown here). There is no need to complete any of the other boxes.



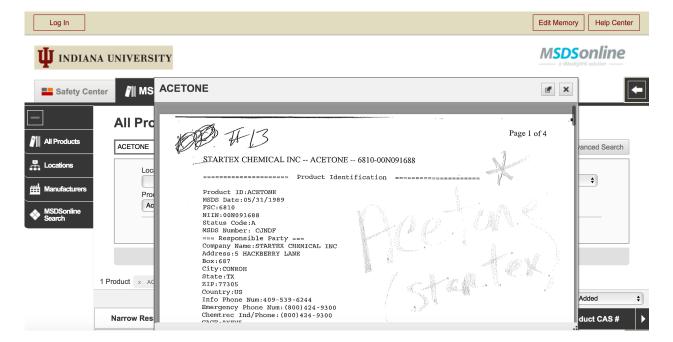
6. Your search results will be displayed in a list (shown here). Depending on the chemical or product you are looking for, you may get one result or many.

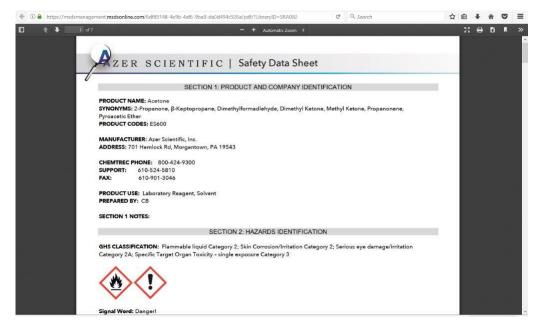


7. Choose the product from the search results that matches the product you are searching for, and click on the first small box at the beginning of that row (shown here) to display a pdf file of the SDS for that material.



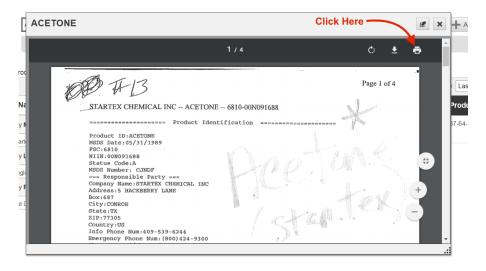
8. A box will display with the SDS in pdf format for the product. Depending on the settings of the computer that you are using, the SDS may appear in the middle of the current window or it may open in a new window (three potential ways that it may appear are shown here). No matter how the document appears, you can view the document by scrolling down, or you can print it.







9. If you want to print the SDS, right click on the document or, if a print symbol appears on the screen, click the print symbol (shown here).





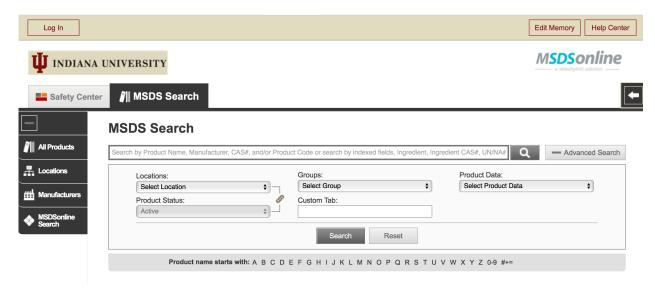


10. If your search does not return any results, you may need to contact the manufacturer for an SDS. IUEHS is available for assistance at iuehs@iu.edu or at 812-855-2004.

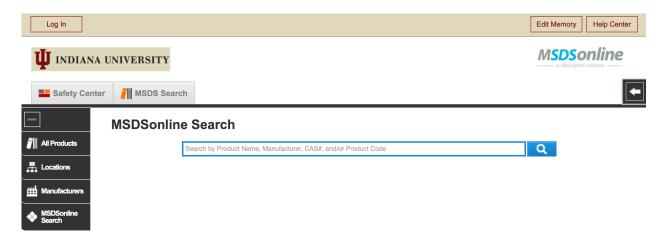
Instructions for Searching MSDSonline

To search MSDSonline, follow the steps below:

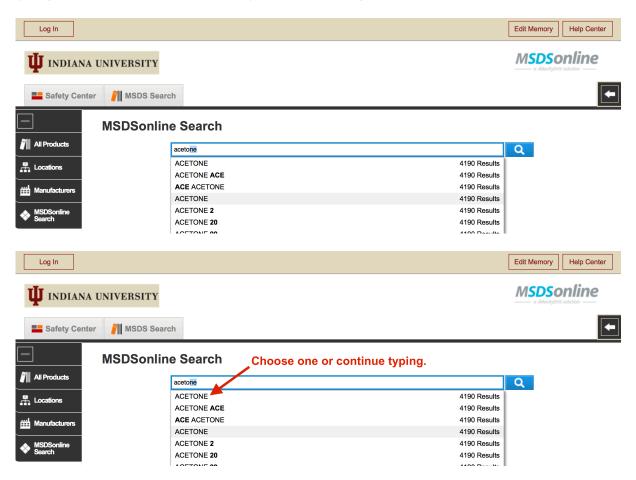
- 1. Go to www.ehs.iu.edu and click on the red button that reads "Find an SDS".
- 2. You will see a page with a search box and some selection boxes for location, groups, etc. (shown here).



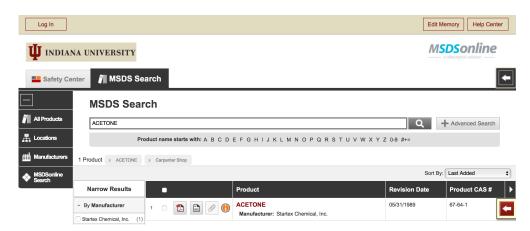
- 3. Click on the "MSDSonline Search" link at the bottom of the left side menu.
- 4. You will see a page with a search box (shown here).



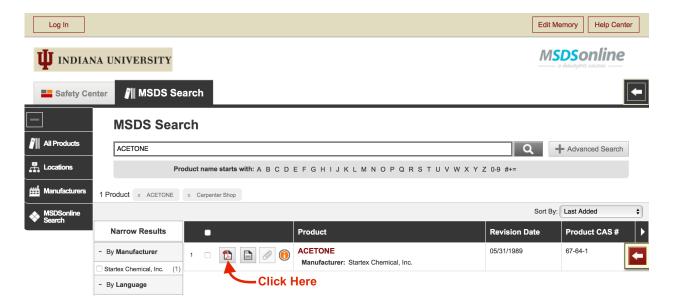
5. Enter a product or chemical name or a manufacturer in the search box (shown here with acetone). Once you start typing, you may see a pop-up list with choices. You can choose the product or chemical that you are searching for from the list by clicking on it or continue typing the name of the material that you are searching for.



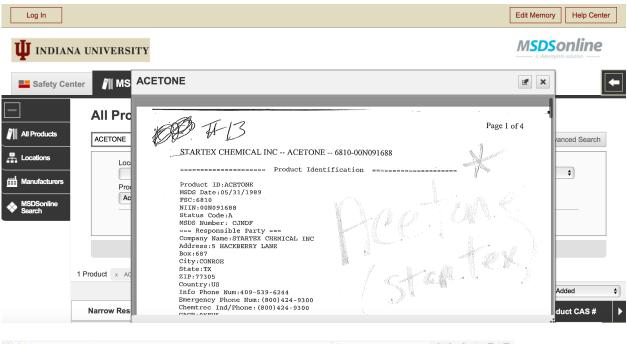
- 6. If the search does not automatically start, click the search button (magnifying glass) at the end of the search box to start the search.
- 7. Your search results will be displayed in a list (shown here). Depending on the chemical or product you are looking for, you may get one result or many.

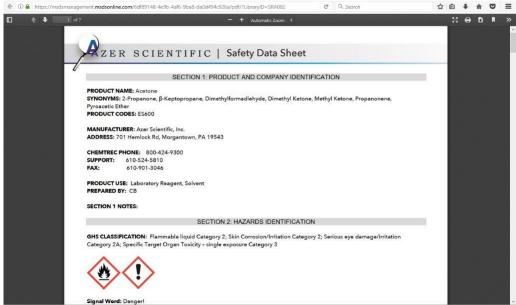


8. Choose the product from the search results that matches the product you are searching for, and click on the first small box at the beginning of that row (shown here) to display a pdf file of the SDS for that material.



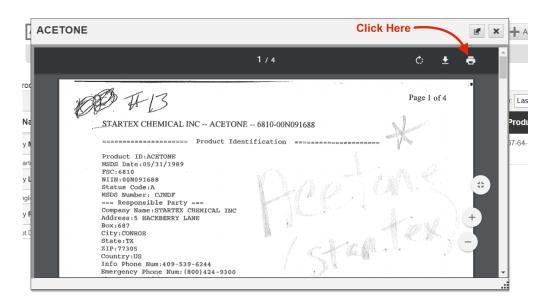
9. A box will display with the SDS in pdf format for the product. Depending on the settings of the computer that you are using, the SDS may appear in the middle of the current window or it may open in a new window (three potential ways that it may appear are shown here). No matter how the document appears, you can view the document by scrolling down, or you can print it.

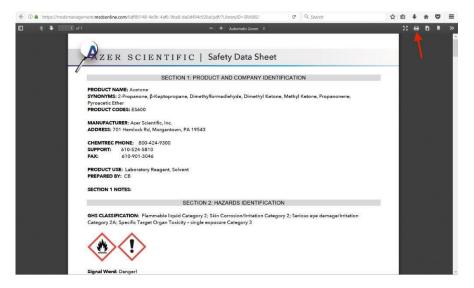






10. If you want to print the SDS, right click on the document or, if a print symbol appears on the screen, click the print symbol (shown here).







11. If your search does not return any results, you may need to contact the manufacturer for an SDS. IUEHS is available for assistance at iuehs@iu.edu or at 812-855-2004.