Protocols for Setting up Storage of Electronic Safety Data Sheets (SDSs)

Using the MSDSonline System for non-lab locations with chemicals such as machine shop.

1.   To use the MSDSonline system, all laboratory SDSs sheets must be present within the COE location. Once entered in the system, your SDSs will be automatically updated. After clicking on the MSDSonline link, click the Log In link at the top left-hand side of the page.

2.   Type "peer.gerber@csulb.edu" in the Username box.

3.   Type "CSULBEHS" in the Password box.

4.   On the "eBinder" tab, select COE under California State University Long Beach. Click on search.

5.   Type the name of the manufacturer and the name of the product in the MSDSonline search box. If your specific product is found, move onto your next item and repeat the steps above. If your product is not found, search for it in the MSDSonline database. This can be done by clicking on the MSDSonline Search tab and entering the product information as above. (*See note below)

6.   Select your product by checking the box to the left of the product name. Then click the "Assign to Locations" link shown below the arrow in the box appearing at the right side of the screen.

7.   Select the location where the product is or will be stored in the COE directory. Any product placed in any listed department will also automatically be added to the college's overall inventory. If a particular branch is not shown, select the COE location. This transfer requires administrative approval and may take 1-2 days to process.

8.   Click "Save".

9.   Click on "Log Out" when finished.

10. Follow the separate instructions below for creating a link from your computer desktop to the COE location. Creating a link to the general MSDSonline database for finding SDSs is not specific enough to the workplace to be acceptable.

Creating a PC/Mac Desktop Link to the COE Location

1.   No login necessary- After clicking on the MSDS Online link found at the Campus Environmental Health and Safety website, click the Locations box along the left side of the page.

2.   Scroll down to California State University Long Beach and click on the COE branch.

3.   Highlight the web address bar and drag it to the PC desktop. The computer(s) used must not have any barriers that would prevent immediate access.

Note: If the SDS for your product is not found in the database, click on Upload a Local Safety Data Sheet under "Alternative Options" and follow the instructions for uploading a .PDF to the eBinder. Once the uploaded SDS has been approved, move it from the eBinder to the COE share drive location. Be aware the University is limited in the number of uploads allowed each year. Prior to making an upload, confirm with certainty that your SDS is not available through the MSDSonline search. Contact COE CHO for assistance if necessary.