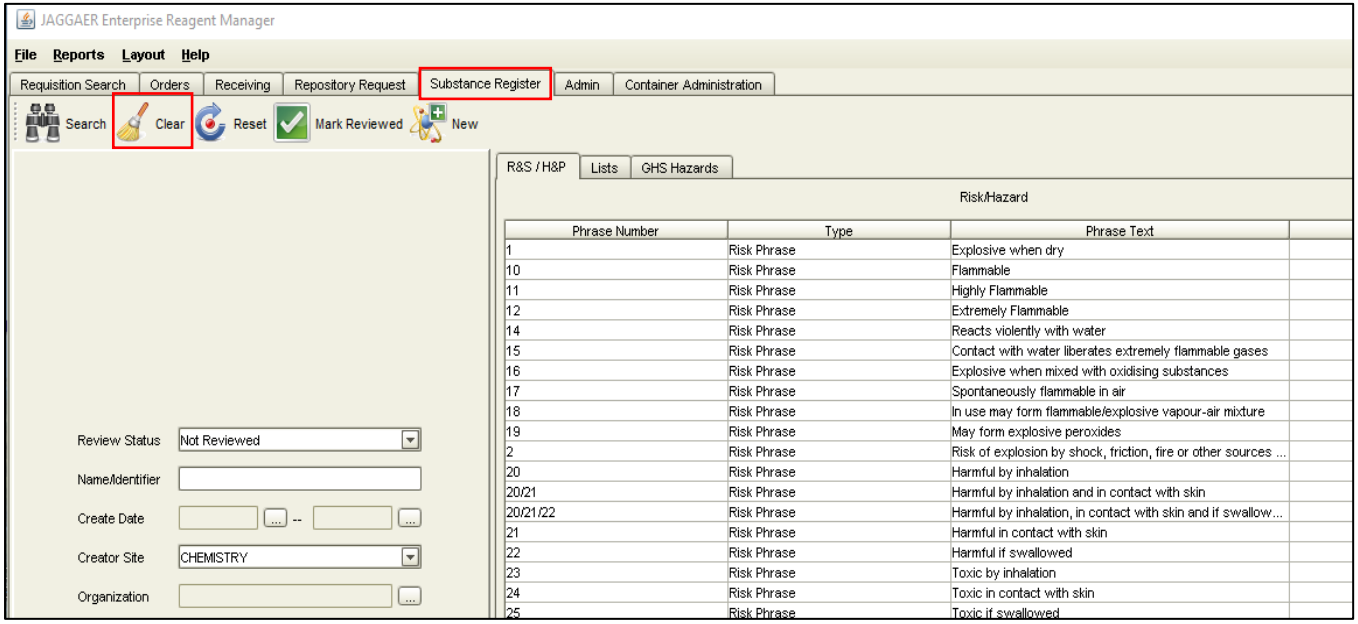
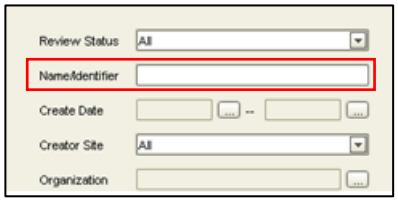
Creating a New Material

Chemical Inventory Management

Creating a new material	


 
	▶ Click on the "UNSW Substance Register" tab
	▶ Click on the "Clear" button to set the "Review Status" and "Creator Site" to "All"
	▶ Carry out a thorough search to make sure the substance does not already exist (*this saves you having to enter all the GHS hazard data if it already exists)*
	▶ In the Name / Identifier field enter either:
	  ▶ the CAS number,
	  ▶ the name of the substance e.g. Sodium Chloride
	  ▶ the name of the substance **with wildcards** (e.g. *sodium**chloride* or *amino*phenyl*prop* if you are after (1R,2S)-(-)-2-amino-1-phenyl-1,3-propandiol

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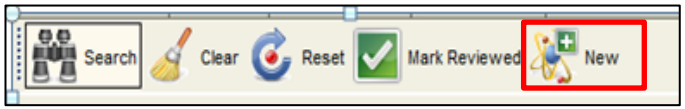
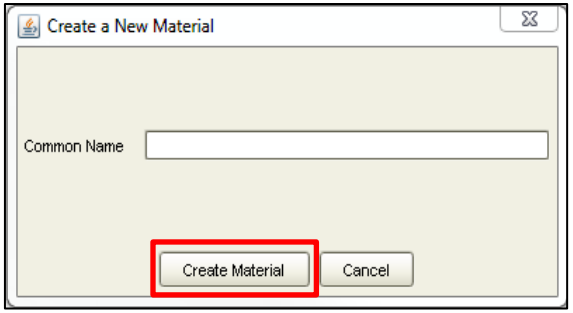
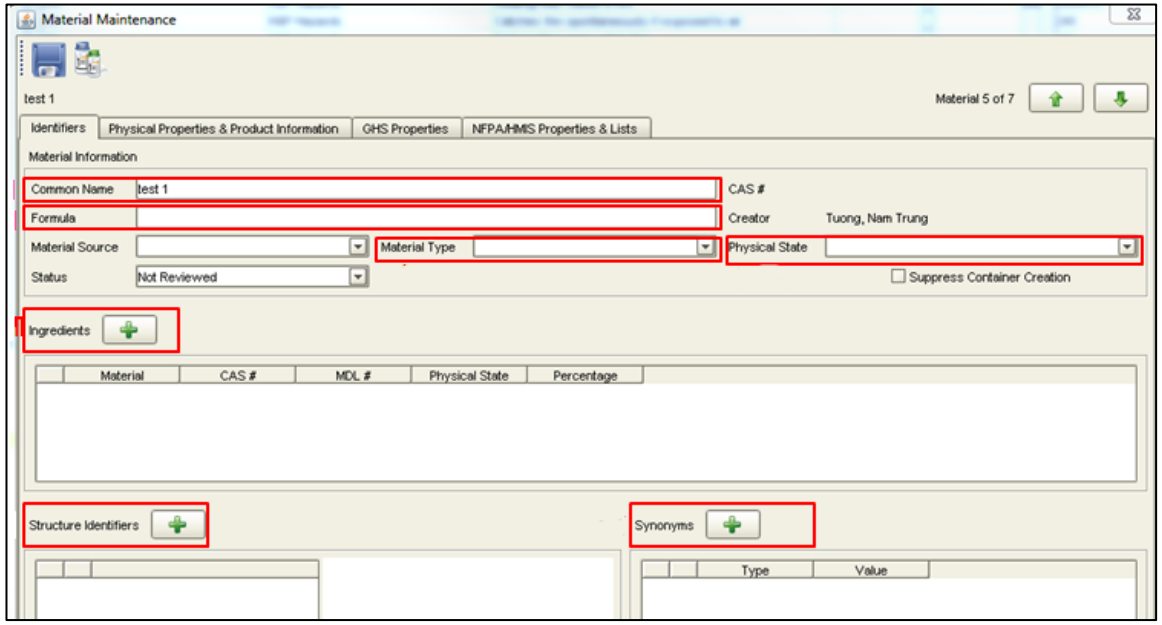




- If no search results are returned then follow the steps below to create the new material
- Click on the **New** button to open the "Create a New Material" window
- Type in the common name of the new substance and select "Create Material"

Creating a New Material



This opens the "Material Maintenance" window.

Please complete as many fields as possible that will assist other users e.g. in the **"Identifiers" Tab** enter:

- Common Name
- Formula
- Material Type
- Physical State
- Click on this button 

to enter in the ingredients if the material is a mixture
- Click on the "Structure Identifiers" button to enter the CAS number or MDL number
- Click on the "Synonyms" button to add in any alias (alternative name) for the material

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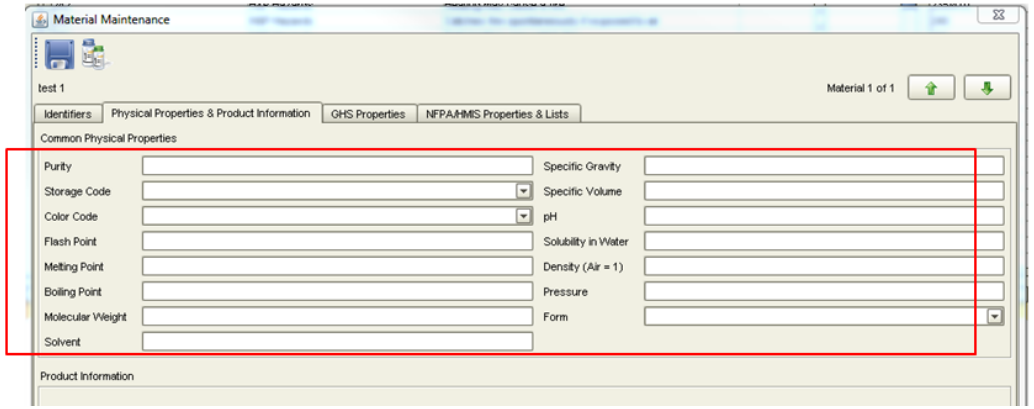

Now go to the "**Physical Properties & Product Information**" tab. Enter in as much information as you think might assist others (none of the information in this particular tab is mandatory)

- Purity: concentration of material can be entered here
- Storage Code (e.g. fridge or FlamLiqCab)
- Melting Point and Boiling Point
- Molecular Weight
- pH etc

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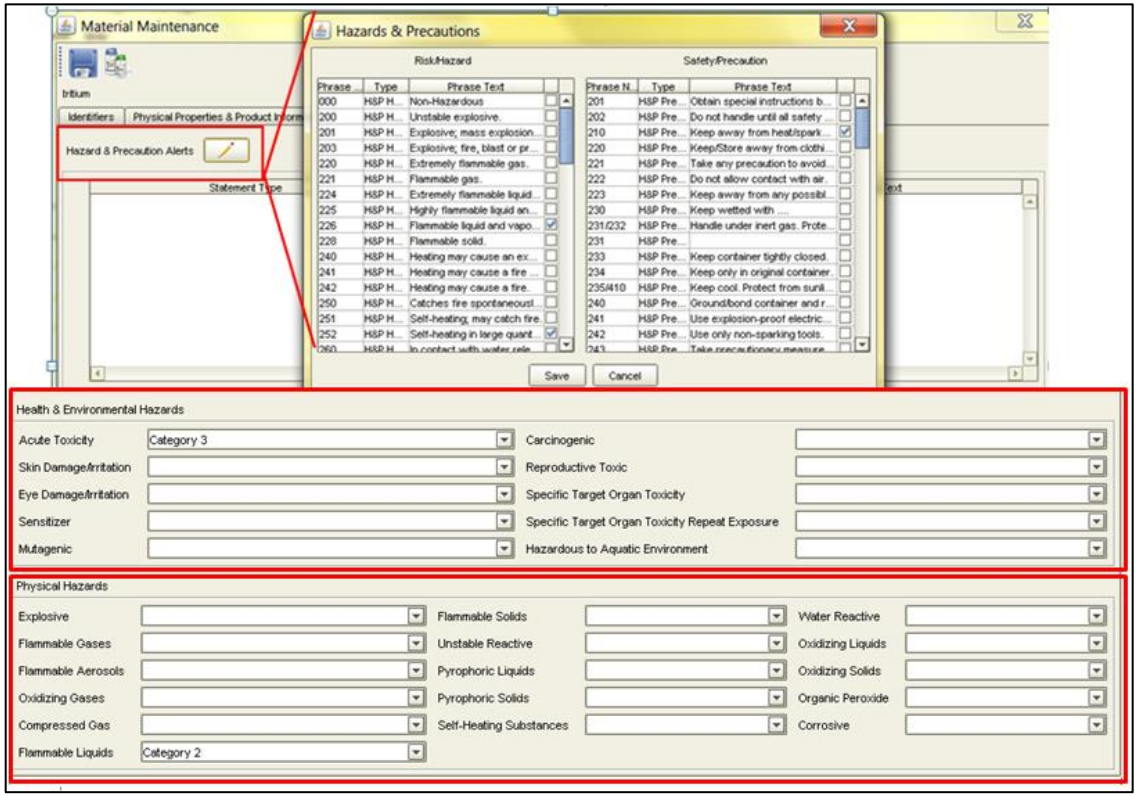

Click on the GHS Properties tab. (VERY IMPORTANT). This records all the Hazard and Safety data.

Complete ALL fields. *This information determines the pictograms for the safety label PLUS enables accurate reporting for the emergency services*. You MUST use the information from the Safety Data Sheet to complete this section (Use either the supplier's SDS or one downloaded from Sigma-Aldrich)

- Click on the "Hazard and & Precaution Alerts" pencil icon which opens the GHS Hazard and Precaution Statements table. Tick the relevant hazard statements (as per the SDS) in the left-hand table and tick the relevant safety precautions in the right-hand table). *If the Substance is classified as Non-Hazardous, choose the '000 Non-Hazardous statement'*
- Health & Environment Hazards: Click on the down arrow for each of the relevant Hazard Classes and choose the correct **category** (as stated on the SDS)
- Physical Hazards: Select the correct category for each physical hazard class where relevant to the material
- Click the 

button to create the material