

## Editing a Current Material

### Editing a current material

JAGGAER Enterprise Reagent Manager

File Reports Layout Help

Requisition Search Orders Receiving Repository Request **Substance Register** Admin Container Administration

Search Clear Reset Mark Reviewed New

R&S / H&P Lists GHS Hazards

Phrase Number	Type	Phrase Text
1	Risk Phrase	Explosive when dry
10	Risk Phrase	Flammable
11	Risk Phrase	Highly Flammable
12	Risk Phrase	Extremely Flammable
14	Risk Phrase	Reacts violently with water
15	Risk Phrase	Contact with water liberates extremely flammable gases
16	Risk Phrase	Explosive when mixed with oxidising substances
17	Risk Phrase	Spontaneously flammable in air
18	Risk Phrase	In use may form flammable/explosive vapour-air mixture
19	Risk Phrase	May form explosive peroxides
2	Risk Phrase	Risk of explosion by shock, friction, fire or other sources ...
20	Risk Phrase	Harmful by inhalation
20/21	Risk Phrase	Harmful by inhalation and in contact with skin
20/21/22	Risk Phrase	Harmful by inhalation, in contact with skin and if swallow...
21	Risk Phrase	Harmful in contact with skin
22	Risk Phrase	Harmful if swallowed
23	Risk Phrase	Toxic by inhalation
24	Risk Phrase	Toxic in contact with skin
25	Risk Phrase	Toxic if swallowed

Review Status: Not Reviewed

Name/Identifier:

Create Date:  --

Creator Site: CHEMISTRY

Organization:

Review Status: All

**Name/Identifier:**

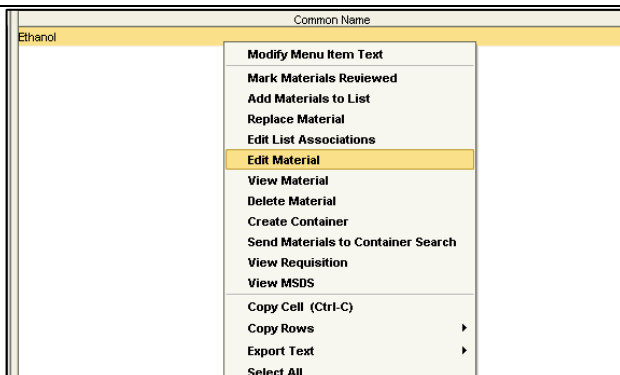
Create Date:  --

Creator Site: All

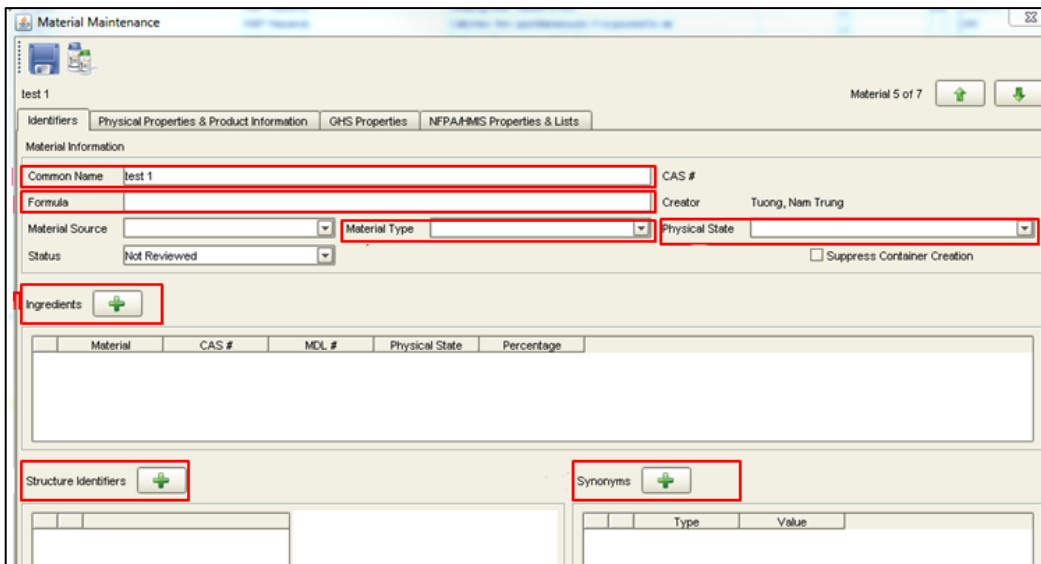
Organization:

- ▶ 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-propanediol

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- ▶ In the result search window:
  - ▶ Select the desired material and right click on material and select *“edit material”*.



Material Maintenance

test 1 Material 5 of 7

Identifiers Physical Properties & Product Information GHS Properties NFPA/HMS Properties & Lists

Material Information

Common Name test 1 CAS #

Formula

Material Source Material Type Physical State

Status Not Reviewed  Suppress Container Creation


Ingredients +

Material	CAS #	MDL #	Physical State	Percentage

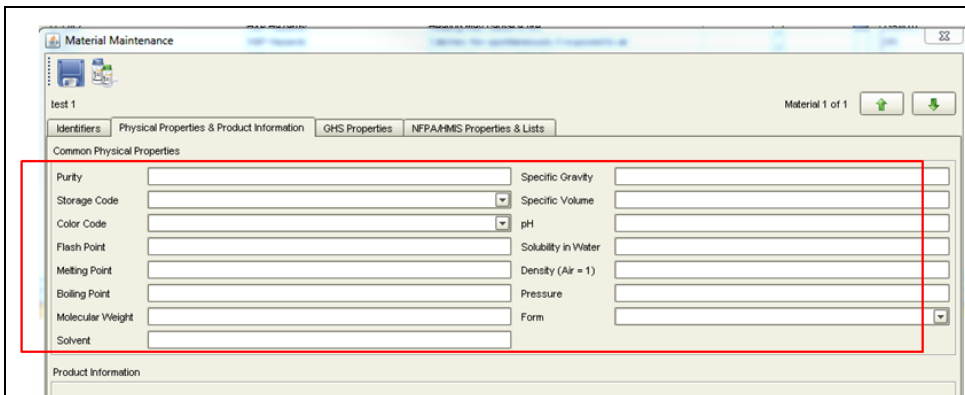
Structure Identifiers +

Synonyms +

Type	Value

- ▶ 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

## Editing a Current Material



Material Maintenance

test 1 Material 1 of 1

Identifiers Physical Properties & Product Information GHS Properties NFPA/HMIS Properties & Lists

Common Physical Properties

Purity  Specific Gravity

Storage Code  Specific Volume

Color Code  pH

Flash Point  Solubility in Water

Melting Point  Density (Air = 1)

Boiling Point  Pressure

Molecular Weight  Form

Solvent

Product Information

▶ 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.

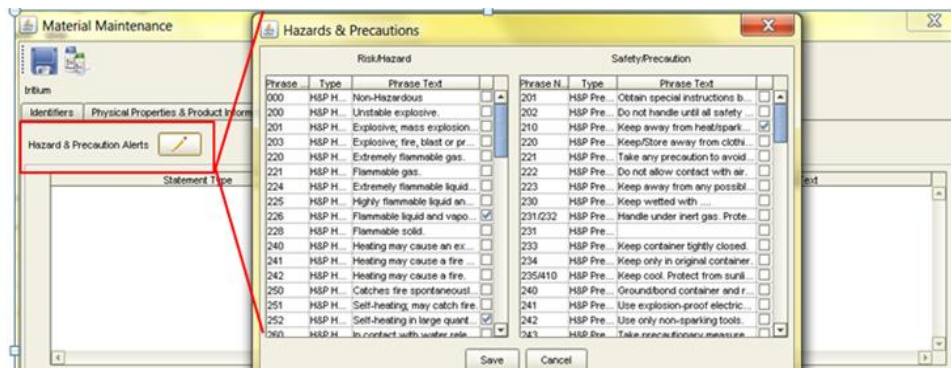
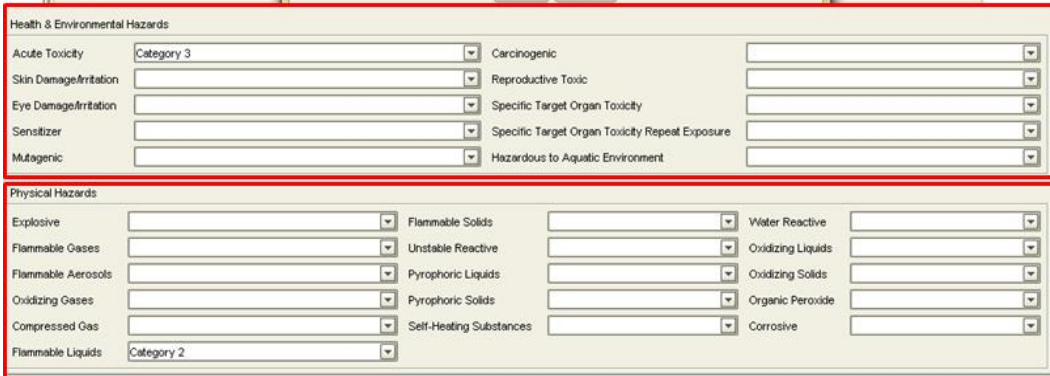


Identifiers Physical Properties & Product Information GHS Properties NFPA/HMIS Properties & Lists

▶ 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)*

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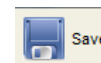



- ▶ Click on the “Hazard and & Precaution Alerts” pencil icon which opens up the GHS Hazard and Precaution Statements table. Tick the relevant hazard statements (as per the SDS) in the left hand table and tick the relevant safety precautions in the right hand table).

*If the Substance is classified as Non-Hazardous, choose the ‘000 Non-Hazardous statement’. IF the substance has unknown GHS classification, choose the ‘001 Unknown material, treat as 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 hazards class where relevant to the material

- ▶ Click the



button to save the new edits