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
Editing a Current Material

In the result search window:

- Select the desired material and right click on material and select “edit 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
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.

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)
Editing a Current Material

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