

Chemwatch User Guide

Version 1.1

Version Control

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If you notice any inconsistencies between this user guide and the program itself, or you feel that additional content would be beneficial for users, please advise the WHS Unit whs@flinders.edu.au

1.0 How to Access Chemwatch / Logging In

Quick Links on the Work Health and Safety portal will take you to Chemwatch on an external page requesting log in details.

Chemwatch access (general access): does not require a log in and is only used to retrieve an SDS for a chemical. This access will not allow you to view the tree structure within the manifest.

Chemwatch access (login access): requires a log in, allowing the full view and use of the program as set up by your account authorisation details.



Login details can be allocated to you by the WHS UNIT

You will be required to have the company's domain name, username and password.

flindersuni

Password

2.0 Homepage Overview

Search bar including 'full' search function of entire site for new chemicals on Chemwatch or 'own' to search the University's chemicals and location already in the manifest.

Clear button will clear any current search parameters set.

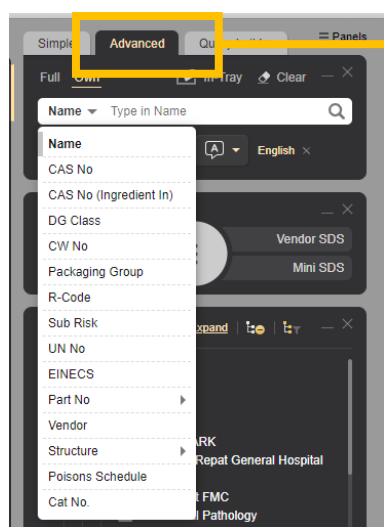
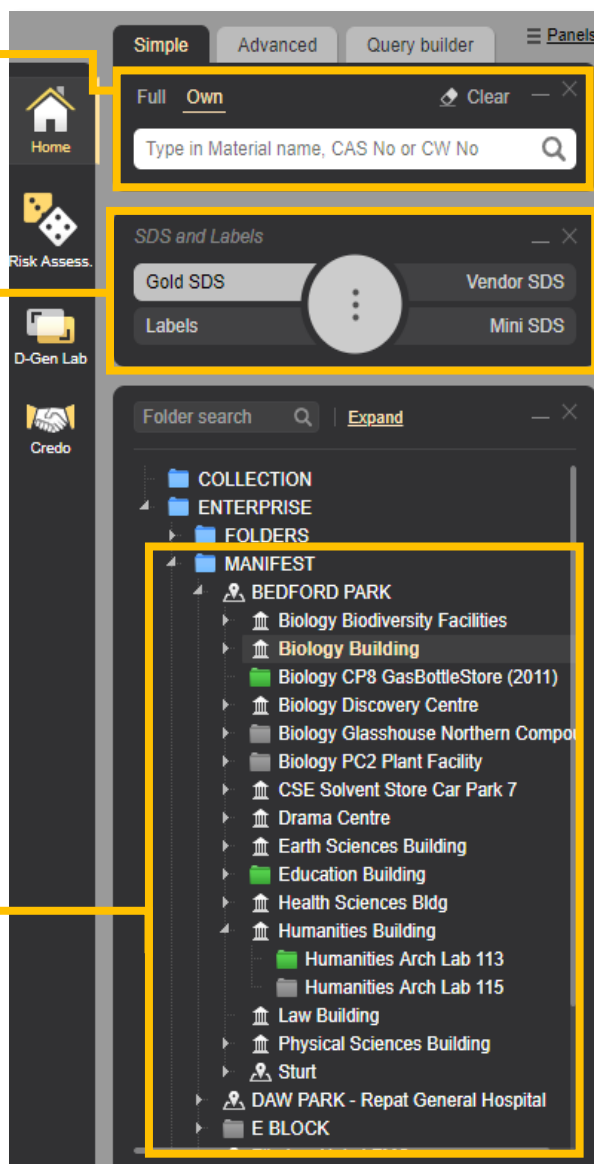
When **searching a chemical**, you can pre-select the type of SDS you are after or retrieve a label. The centre button is an emergency report specific to that chemical and will be provided on subcategories.

SDS types are:

- **Gold SDS:** a Chemwatch authored document, includes a colour coding based on the hazard
- **Vendor SDS:** the SDS written and supplied by the vendor
- **Mini SDS:** a quick review page outlining brief information on health hazards, storage and emergency procedures

You can also switch between SDS type or labels once you have searched your chemical.

Manifest structure breaks down as sites, buildings, rooms and storage types.



Advanced search function allows for more succinct searching based on specific search options such as:

- CAS No
- DG Class
- R-Code
- Structure
- Poisons Schedule as stated in the SUSMP

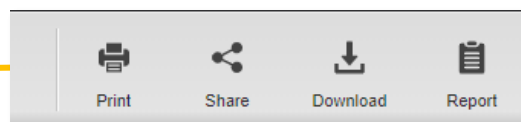
In the right-hand corner of the screen in the main bar, there are additional commands for the saving and sending of various report styles. Many which are suitable for chemical stocktake.

Each of these commands can be applied to the selected sites, buildings, rooms and storage.

Print allows you to print a list of your inventory or selected SDS's with additional options.

Share allows you to email a list of your inventory or SDS's to selected email addresses.

Download allows to download a list of your inventory or SDS's with additional options as HTML or PDF format.



Report allows various reporting templates that can be downloaded into multiple formats as listed below:

- Hazard Alert GOLD
- Manifest DG report GOLD
- Manifest DG report VGD
- Manifest volumes and locations GOLD
- Manifest volumes and locations VGD
- Materials GOLD
- Materials VGD
- New Zealand Inventory
- Placarding Report
- Risk Assessment ILO
- Risk Assessment UN

NOTE: in settings, different colour themes may be selected. Whilst this changes the look of certain pages, the basic structure of the program remains the same.

3.0 Chemical Management

3.1 Manifest Structure

The manifest structure is broken into sites, buildings and rooms. These sections in the manifest are managed by the WHS Unit and suggested amendments must be requested via the WHS Unit whs@flinders.edu.au

If authorised, users do have the capability to add storage types to a room in the structure.

Steps

1. Open manifest structure to the room you want to add storage folder to
2. Hover over room and right click then left click 'create', opening a folder properties box
3. Choose a folder name and select the folder type then select 'save'

3.2 Column Categories/Filters

	TRACK	HAZARD	PART NO.	MATERIAL NAME	VENDOR	VOL / WT CURRENT	METR	CAS NUMBER	RISK STATEMENT	REGULATORY BURDEN	DG	S1	S2	RED FLAG
<input type="checkbox"/>			123	Anisaldehyde TLC Dip	VGD Gold	0.00 kg			R11,R36		3			
<input type="checkbox"/>			123	benzophenone	Gold	0.00 kg		119-61-9	R36/37/38,R40(3),R43,R50/53		9			

The materials search table outlines the chemicals in each folder of the manifest structure and can be customisable by right clicking in the header section, hovering over 'columns' which will open a selection grid for adding and removing columns as preferred. It must be noted that not all columns will be automatically viewed on your first sign in.

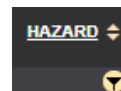
To reorder the columns, left click the column in the heading section and drag left or right until it is in your preferred position. Any modifications made to the search table view will not duplicate across to another users profile.

Further detail on some of the column headings below:

- **Material Name/CAT No.:** You can toggle between the Material and CAT Name by left clicking on the heading and selecting from the drop down.
- **Part no.:** Part numbers can be given to specific materials. These numbers would be specific allocation within the University.
- **Vendor:** the vendor may be the manufacturer or the supplier of the chemical
- **VOL/WT:** the volume and weight column show the current, maximum and licenced amounts applicable to that chemical stored in that location.
- **Risk/Hazard Statement:** these outline the risk codes and hazardous chemical codes that are applied to the substance. Further information on these can be retrieved from the SDS. You can toggle between Risk and Hazard Statements by left clicking on the heading and selecting from the drop down.
- **Regulatory Burden:** allows for a quick visual (coloured gavel icon) of whether there are any additional regulations around the use, storage, transport or health implications of that chemical. Additional information on the applied regulations are listed in the SDS.
 - Extremely regulated – red
 - Highly regulated – orange
 - Moderately regulated – yellow
 - Lightly regulated – green

- **CAS Number:** a CAS (Chemical Abstracts Service) number is a designated number given and unique to each substance, this can be used to ensure the correct substance has been searched and added to a folder.
- **Red Flag:** if a red flag icon is displayed in this column it indicates that the mixture was created in Credo and only has a mini SDS. Credo created mixtures are specific to the University and do not produce a full SDS only a mini SDS.
- **DG:** highlights the Dangerous Goods primary class. Selecting the 'S1' or 'S2' allows you to easily see those with a Subsidiary Risk category.

Sorting of the columns can be done by selecting the up/down arrows to the right of the columns title and **filtering** the information in each column can be done by selecting the funnel in the right bottom corner of the column header. Depending on which column you choose to filter, filtering parameters may differ i.e. Hazards allows you to filter by hazard colour codes or DG by the different dangerous goods classes.




3.3 Looking up a Chemical

Chemicals can be searched by the name or the CAS number of the chemical via the search bar outlined in Homepage Overview section. It should be noted that the CAS number is the preferred searching method to ensure the correct chemical has been searched.

The steps for searching a chemical are listed below:

Steps

1. Select the type of document you wish to review such as Gold SDS, Vendor SDS, Labels or Mini SDS
2. Type in the name or CAS number of the material e.g. acetone. The auto complete function may provide you with a list of similar materials or names. One of these can be selected or you can continue with what you have written, then press 'search' 
3. Matches of the searched chemical will be displayed on the right hand side in the materials search table
4. Select the chemical from the material list that best matches what you are searching. This may be by vendor, CAS/CW Number or attributes. It is important to ensure that the chemical matches exactly what you are using in your laboratory.
5. On this next list ensure that you select the chemical from the specific vendor for your intended purchase
6. The SDS will be displayed

At this stage you can also switch between the SDS and label search options or the Emergency Report.

If you have not purchased the chemical from a supplier, you will need to make and save an entry into Crdeo as per section 5.2 *Creating SDS for a Mixture*.

3.4 How to Add a Chemical to a Manifest

Once a chemical has been searched it can be placed in the corresponding folder of your laboratory or stored within the manifest structure. This can be achieved either by a right/left click method or a drag and drop method.


3.4.1 Add Chemical to Folder by Right/Left Click

Steps

1. Search for the chemical as per section 3.3 until you have a list with the appropriate vendor chemical SDS. It is important to ensure that the chemical matches exactly what you are using in your laboratory and that the system has brought up the correct match.
Note: it is important to ensure that a SDS from a specific vendor is selected. If no vendor specific SDS is selected, all available SDS's will be dragged into the folder, showing as 'multiples'
2. Hover over the material name from the list, right click on mouse and select the 'copy' option
3. Expand the manifest structure to find the specific folder you want to add the chemical to e.g. Bedford Park>Biology Building>033 Ecology>flammables store
4. Hover over the specific folder location from the manifest structure, right click on mouse and select the 'paste' option
5. The chemical and chosen vendor or Gold SDS will now be in that folder

3.4.2 Add Chemical to Folder by Drag and Drop

Steps

1. Search for the chemical as per section 3.3 until you have a list with the appropriate vendor chemical SDS. It is important to ensure that the chemical matches exactly what you are using in your laboratory and that the system has brought up the correct match
Note: it is important to ensure that a SDS from a specific vendor is selected. If no vendor specific SDS is selected, all available SDS's will be dragged into the folder, showing as 'multiples'
2. Expand the manifest structure to find the specific folder you want to add the chemical to e.g. Bedford Park>Biology Building>033 Ecology>flammables store
3. Hover over the material name from the list, left click on mouse, drag and drop  the material name into the destination folder
4. The chemical and chosen vendor or Gold SDS should now be in that folder

3.5 How to Delete a Chemical After Stocktake

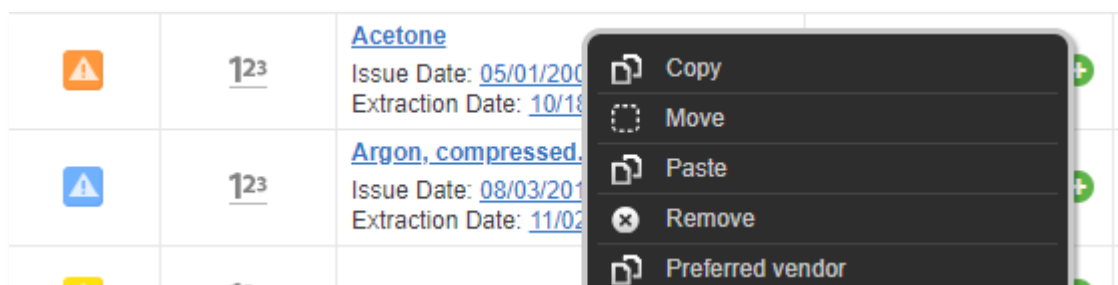
Chemicals listed in a folder of the manifest structure can be removed from the folder by following the steps below. SDS's for that chemical will be removed from the folder and placed in the DELETED folder.

A chemical cannot be deleted from a parent folder; you must be in the exact folder of where the chemical is stored.

Steps

1. Expand the manifest structure to find the specific folder you want
2. Click on the folder to show the material list in the right hand side
3. Hover over the chemical name, and right click

- Select the 'remove' option from the menu that appears



- Select the YES button to confirm deletion of that chemical record

3.5.1 Searching Chemical in Register

You can search for material details by selecting the 'filter' icon in the top bar of the register list.

Choose between 'contains' or 'equals', type in a unique identifier in the box below, selecting 'apply'. This will filter down the list.



3.5.2 How to Remove 'Multiples'

Multiples may appear in the inventory **Multiple** list in the absence of a chemical not having a specific vendor chosen when copied to the folder.

Chemicals cannot be deleted from a parent folder; you must be in the exact folder of where the chemical is stored.

Steps

- Click on the **Multiple** box to expand the list

	MATERIAL NAME	DG	S1	S2	CAS NUMBER	VOL / WT	METRIC	PKG	VENDOR	COUNTRY
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetic acid	Gold		None	93-40-3	0.05 kg	CURRENT	None	—	
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold			93-17-4	100.00 g			Multiple	
<input type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 12/04/2013; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich (Merck)	Australia
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold	6.1		93-17-4	100.00 g		III	—	
<input type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 05/29/2015; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich Chemie BV	Netherlands
<input type="checkbox"/>	diethanolamine	VGD Gold			111-42-2	0.10 kg			Multiple	
<input type="checkbox"/>	2-methoxyphenylacetic acid	Gold		None	93-25-4	0.10 kg		None	—	

2. Click the top check box to select all in the multiple group

3. Deselect the one that you want to keep (the vendor that the chemical was purchased from)

<input type="checkbox"/>	MATERIAL NAME	DG	S1	S2	CAS NUMBER	VOL / WT	METRIC	PKG	VENDOR	COUNTRY
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetic acid	Gold			93-40-3	0.05 kg	CURRENT	None	—	
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold			93-17-4	100.00 g		Multiple		
<input type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 12/04/2013; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich (Merck)	Australia
<input checked="" type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold	6.1		93-17-4	100.00 g		III	—	
<input checked="" type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 05/29/2015; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich Chemie BV	Netherlands

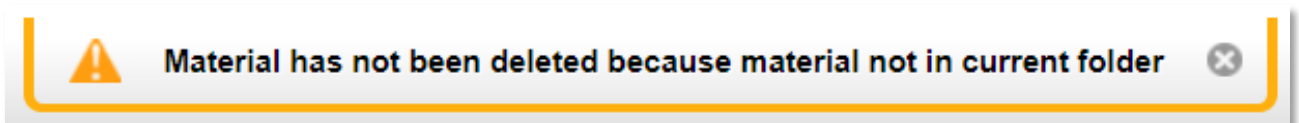
<input type="checkbox"/>	MATERIAL NAME	DG	S1	S2	CAS NUMBER	VOL / WT	METRIC	PKG	VENDOR	COUNTRY
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetic acid	Gold			93-40-3	0.05 kg	CURRENT	None	—	
<input checked="" type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold			93-17-4	100.00 g		Multiple		
<input checked="" type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 12/04/2013; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich (Merck)	Australia
<input checked="" type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold	6.1		93-17-4	100.00 g		III	—	
<input checked="" type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 05/29/2015; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich Chemie BV	Netherlands

4. Right click and select 'remove'

<input type="checkbox"/>	MATERIAL NAME	DG	S1	S2	CAS NUMBER	VOL / WT	METRIC	PKG	VENDOR	COUNTRY
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetic acid	Gold			93-40-3	0.05 kg	CURRENT	None	—	
<input type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold			93-17-4	100.00 g		Multiple		
<input type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 12/04/2013; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich (Merck)	Australia
<input checked="" type="checkbox"/>	(3,4-dimethoxyphenyl)acetonitrile	Gold	6.1		93-17-4	100.00 g		III	—	
<input checked="" type="checkbox"/>	(3,4-Dimethoxyphenyl)acetonitrile Issue Date: 05/29/2015; Extraction Date: None	Gold	6.1		93-17-4	0.00 L		III	Sigma-Aldrich Chemie BV	Netherlands
<input type="checkbox"/>	diethanolamine					0.10 kg		Multiple		
<input type="checkbox"/>	2-methoxyphenylacetic acid					0.10 kg		None	—	
<input type="checkbox"/>	3,4-Dihydroxy-3-cyclobutene-1,2-dione Issue Date: 11/11/2014; Extraction Date: None					1.00 g		II	Sigma-Aldrich (Merck)	Japan

- Copy
- Move
- Remove
- Hide
- Add to In tray
- Red Flag
- Forms

Note: if the following warning sign pops up then the chemical is in a lower folder and the process needs to occur in that folder and not the parent folder.



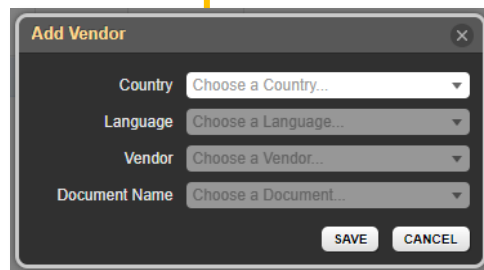
3.6 Adding a Vendor

A vendor can be added if one does not get assigned with the transfer of the SDS to your folder. When there is no vendor allocated to a chemical you will see a dash in the vendor column of the corresponding chemical.

TRACK	HAZARD	PART NO.	MATERIAL NAME	VENDOR
		123	aceto-orcein stock solution Gold	—

Steps

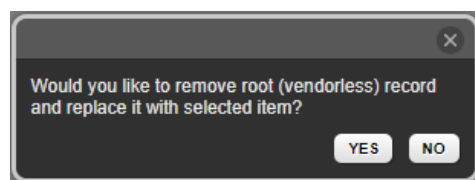
1. Expand the manifest structure to find the specific folder you want and finding the vendorless chemical
2. Click on the icon to open up the 'add vendor' screen
3. Select the country, language, vendor and document name
4. Click 'save'. An additional screen will prompt to replace the vendorless record; select 'yes'. If you select 'no' this will create a 'multiple' record.



The 'Add Vendor' dialog box contains the following fields:

- Country: Choose a Country...
- Language: Choose a Language...
- Vendor: Choose a Vendor...
- Document Name: Choose a Document...

Buttons: SAVE, CANCEL



Would you like to remove root (vendorless) record and replace it with selected item?

Buttons: YES, NO

3.7 Volumes/Weight

The purposes of maintaining volumes and weights of chemicals in your inventory are to ensure that volumes do not exceed amounts as stipulated in the *Australian Standards: AS2234.10 and AS1940* and that approximate data can be relayed to emergency services in the event of an emergency.

The VOL/WT column can be sorted to show data values on 'current' 'maximum' or 'licensed' amounts by left clicking the highlighted section, opening a drop-down box and selecting the value you want to show on the material list/inventory. The list can also be sorted in ascending or descending volumes/weights.



Hovering over the 'edit' icon will also show you the overview of current, maximum and licence volume/weight for that chemical.

Adding and editing volumes/weights are undertaken in the same manner and can be achieved by the following:

Steps

1. Expand the manifest structure to find the specific folder you want
2. Click on the folder to show the material list in the right hand side
3. Locate the chemical and left click under the VOL/WT column to expand the 'edit manifest material' panel

TRACK	HAZARD	PART NO.	MATERIAL NAME	VENDOR	VOL / WT	METRIC
		123	albumin Issue Date: 11/19/2007; Extraction Date: 08/20/2019;	VGD Gold EMD Millipore (a part of MilliporeSigma)	0.00 L	CURRENT

- Data needs to be manually added to the 'Current Volume/Weight' with the corresponding dropdown box of units selected i.e. mL, L, kg, g etc.

NOTE: Some unit values may not be usable depending on the 'material state' of the chemical such as solid, liquid, gas. If an inappropriate unit has been selected for the material state a message will appear asking to select an appropriate unit.

Material State Solid
Specific Gravity 1 g/cm³

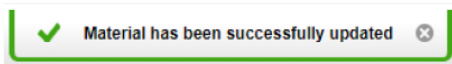
Current Volume/Weight 0.0 L

Maximum Volume/Weight 0.0 L

Licensed Volume/Weight 0.0 L

SAVE CANCEL

- 'Maximum Volume/Weight', the limit that can be stored according to Australian Standards and 'Licensed Volume/Weight', chemicals that are governed by a licence and amount, can both be altered in the same format
- Press the 'save' button and a confirmation message will appear that the entry was successful



**NOTE: Volume/weight cannot be added to chemicals that are grouped as 'multiple'. The 'multiple' must be expanded first and a chemical with the appropriate vendor selected. Chemicals by unwanted vendors can be deleted as per section 3.5.1 How to Remove 'Multiples'.

3.8 Printing Manifest for Stocktake/Report Generation

Printing manifests of your chemical store is important for auditing and stock take. It is beneficial to undertake the following steps by highlighting the lowest folder/store in the tree structure that you want to audit i.e. solvent cabinet store in room 109 rather than the parent folder of room 109 which has a total of five sub folders.

Steps

1. Expand the manifest structure to find the specific folder you want
2. Click on the folder to show the material list in the right hand side
3. Select the files in the manifest inventory page, to the left of each chemical
4. Click 'report' button in the top right-hand side, choose 'selected' and 'ok'

The screenshot shows the 'PLACARDS' section of the software. The top navigation bar includes 'Filters: OFF', 'Ingredients', 'Materials', 'Print', 'Share', 'Download', and a highlighted 'Report' button. The main table lists chemicals with columns for TRACK, HAZARD, MATERIAL NAME, VENDOR, VOL / WT CURRENT, METI, RISK STATEMENT, and DG S1 S2. The first row is highlighted, and the 'Report' button is highlighted in the top right corner.

TRACK	HAZARD	MATERIAL NAME	VENDOR	VOL / WT CURRENT	METI	RISK STATEMENT	DG S1 S2
<input type="checkbox"/>		epigallocatechin gallate	Gold	Multiple	+	0.00 L	
<input type="checkbox"/>		(-)-quebrachitol	Gold	—	+	100.00 mg	None
<input type="checkbox"/>		(DL-3-hydroxy-3-methylglutaryl)coenzyme A disodium hydrate	Gold	—	+	10.00 mg	None
<input type="checkbox"/>		(Ethoxycarbonylmethyl)dimethylsulfonium bromide Issue Date: 04/15/2013; Extraction Date: None	Sigma-Aldrich (Merck)	+	0.00 kg		
<input type="checkbox"/>		(Isonicotinoylamino)Acetic Acid Issue Date: 10/21/2014; Extraction Date: None	Sigma-Aldrich (Merck)	+	0.00 g	R36/37/38	None

This will open the document type as selected, allowing you to save and work straight from the computer or to print.

3.9 Finding Inventory Location and Track Icon

Tracking is a useful tool to ensure that you can find a certain chemical in all your stores if they may be across various storage areas.

Steps

1. Click on 'own' in the search bar and type your material name, CAS No or CW No.
2. Once the search is complete, on the appropriate chemical listed in the search grid, select 'track' as highlighted below

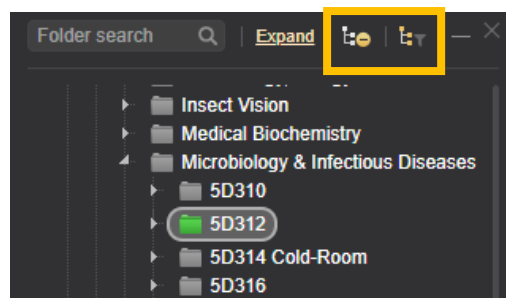
The screenshot shows the search interface. The search bar contains 'ammonia' and the 'Own' button is highlighted. The search results grid shows a list of chemicals with columns for TRACK, HAZARD, PART NO., MATERIAL NAME, and CAS NUMBER. The 'Track' icon is highlighted in the first row of the results.

TRACK	HAZARD	PART NO.	MATERIAL NAME	CAS NUMBER
<input type="checkbox"/>			ammonia	VGD Gold 1336-21-6, 14798-03-9
<input type="checkbox"/>		123	Ammonia solution Issue Date: 05/09/2012; Extraction Date: None	Gold
			Ammonia Solution	VGD Gold
			ammonium sulfate (Found by: sulfate of ammonia)	eSDS VGD Gold 7783-20-2

- Once 'track' has been selected it will highlight all the folders that the chemical has been added to in the manifest structure

To break the structure down further you can select 'toggle only tracked folders' which isolates the folders that only have the chemical being tracked. Click this button again to turn the toggle off.

To clear the toggle setting click 'remove tracking highlight'

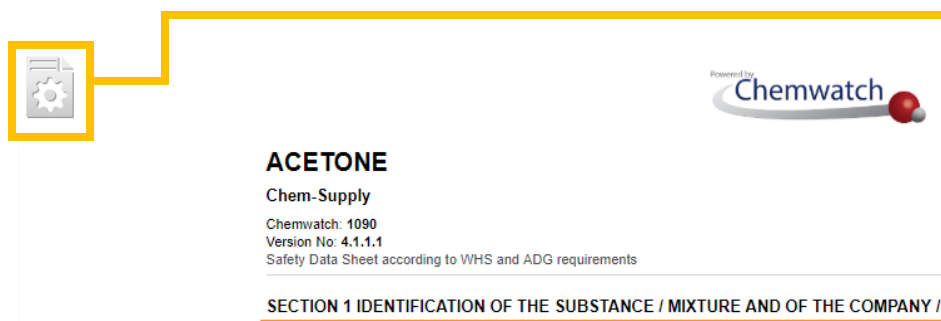


You may note that the track icon is a different colour. The colour and their meaning are:

- Green: chemical is in that folder
- Orange: chemical is in that folder and a subfolder
- Red: chemical is in a sub folder

3.10 Gold SDS Toggling

Once in a Gold SDS, you can hover over the icon, top left-hand corner, to expand the SDS index to allow for faster navigation throughout the SDS.



SECTION	
1	Identification
2	Hazard Identification
3	Ingredients
4	First Aid
5	Fire Fighting
6	Spills
7	Handling and Storage
8	Exposure
9	Physical Properties
10	Reactivity
11	Toxicology
12	Ecotoxicology
13	Disposal
14	Transport
15	Regulatory
16	Other

4.0 How to Print Labels

Labels are required for placing on containers of chemicals that are not the original container for that chemical and must be in GHS format. Labels can be printed in two ways: via SDS and Labels search from the search bar or by the D-Gen Lab module which allows for personalised views.

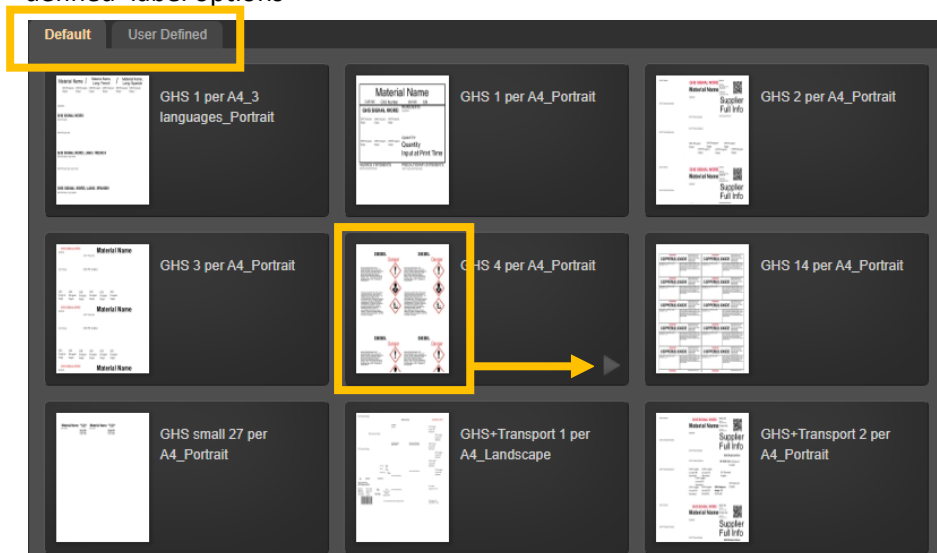
GHS symbols must be presented on labels, however some label formats are too small to present both the GHS symbols and the substance attributes. If the GHS symbols are missing, a larger label format must be selected. If there are concerns or issues with any label formats, including GHS symbols not showing, please inform the WHS Unit.

4.1 Printing Labels via SDS and Labels on the Search Bar Steps

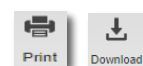
1. Select 'Labels' from the SDS and Labels type section



2. Type in the name or CAS number of the material i.e. acetone. The auto complete function may provide you with a list of similar materials or names. One of these can be selected or you can continue with what you have written, then press 'search' 🔍
3. Select the chemical from the material list that best matches what you are searching. It is important to ensure that the chemical matches exactly what you are using in your laboratory
4. The label option screen will open up, allowing you to choose between 'default' and 'user defined' label options



5. An overview of the label can be viewed by clicking on the paper stylised icon, if this is the required label then select the arrow in the bottom right corner. This will take you to the label document
6. Select 'print' or 'download' from top right hand corner. It is important to ensure that labels are GHS compliant.



4.2 Printing Labels via D-Gen Lab Steps



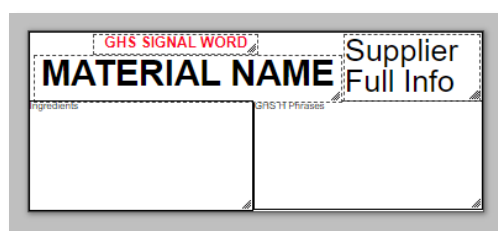
1. Select D-Gen Lab icon from the left of the page
2. Search the chemical in the search bar. The search list results will appear in the bottom right hand table. Alternatively select from the manifest tree structure.

NAME	VENDOR	OTHER NAMES	
Chem-Supply Acetone	Chem-Supply	Acetone	ADD TO LIST
acetone	Multiple		ADD TO LIST
aspirin	Multiple	Acetophen	ADD TO LIST
acetone-D6	Multiple		ADD TO LIST
acetoin	Multiple		ADD TO LIST
ethylene	Multiple	acelene	ADD TO LIST
ethylene refrigerated liquid		acetene	ADD TO LIST
acetylene, solvent free	Supagas	acetylen	ADD TO LIST
isopropylidene glycerol	Multiple	acetone glycerol	ADD TO LIST

3. Select the corresponding **ADD TO LIST** to add the chemical to the 'element name list' in the top box. You can add more than one material at a time while still in the search screen.
4. When you have the chemicals requiring labels in the element name list, then select 'gallery'. This will open a label option screen with options to select from 'default' or 'user defined' templates or 'create new templates'. An overview of the label can be viewed by clicking on the paper stylised icon, if this is the required label then select the arrow bottom right hand corner. This will take you to the label document

ELEMENT NAME	ELEMENT TYPE	
acetone	Material	DELETE

5. Once you have selected a format, a template will appear which you can print as is or modify to include additional data or remove data as is preferred. Each of the formatting options are listed below:



Text: allows the editing of DG data: PPE: Identification: Physical Properties: Regulatory etc. including user specified texts, fonts, sizing etc.

Graphic: allows for the addition of pictograms such as PPE or GHS data

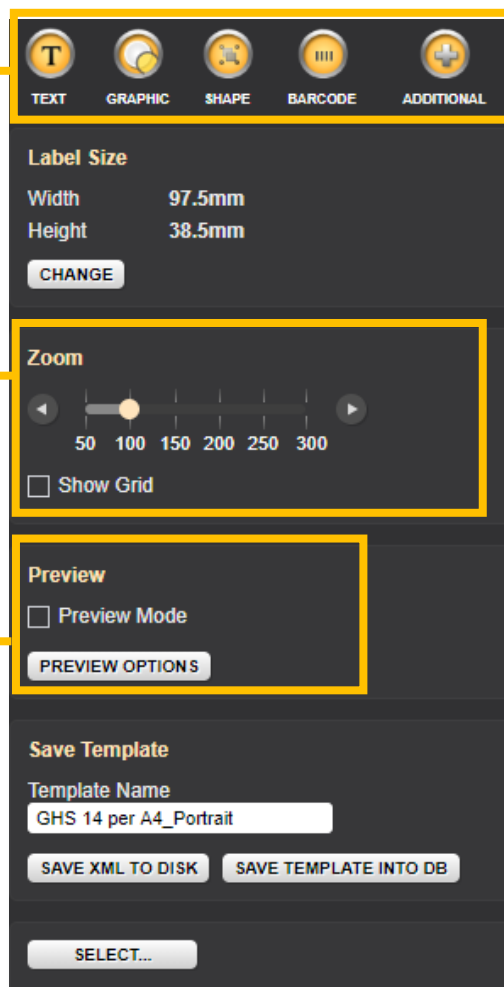
Shape: allows for editing of label shapes and borders

Barcode: the barcode setting allows users to add custom barcodes and QR codes to the label

Additional: allows for addition of batch numbers, expiry dates, contact details etc. User text can also be added here

Zoom: the zoom function allows you to zoom in and out to aide ease of editing or facilitate alignment grids

Preview: clicking and unclicking the Preview Mode box will allow you to toggle between editing view and label appearance view



- Once the label template has been modified, you can **save** a renamed copy onto the computer or the database via 'Save Template' in the editing panel.



Printing can be completed by selecting the print icon from the top header, shown above. This will open a preview screen for a final check of the labels. 'Filling' covers language and SDS format and once this is correct **FILL** needs to be selected which will translate the details into the preview screen. Printing options can also be altered if required. The label can be saved as a PDF by selecting the 'Save PDF' button at the bottom of the screen or move forward and select 'print'.



More in depth information on D-Gen Lab label making, including template saving, can be viewed through the e-Learning Modules or the Chemwatch Manual shown in section 6.0 *How to Find Help*.

5.0 Credo – What is and How to Use CREDO

Credo is a module that allows for a mini SDS or label to be created for a mixture or substance that is not found within the database or is specifically used at Flinders University, by accommodating the individual chemical attributes together.

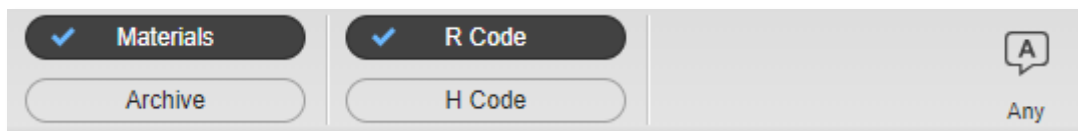
NOTE: You will be required to place information from each substance's SDS that will be used in the mixture. It is ideal to have this information available to you before beginning. For internal purposes not all the boxes need to be filled out for Flinders University use, the applicable boxes on the Credo form are as follows:

Product Identification Tab	Manufacturers Details Tab	Credite Posteri Tab
<ul style="list-style-type: none"> Material name – user dependant name Catalogue number – this will be situation specific in accordance with the naming convention REACH Reg. No. – n/a for Flinders University Issue date CAS No. – use 'Not Available' EC No. – n/a Flinders University Uses – definition of use REACH Uses – n/a for Flinders University Synonyms – for chemicals that have other trade/part names 	<ul style="list-style-type: none"> Company Name – this should be Flinders University (which will appear as a suggestion) Other details – n/a for Flinders University 	<ul style="list-style-type: none"> Name/CAS no. – this is where all chemicals/components of the mixture are recorded. A drop-down box of suggestions will be presented as you begin typing Proportions – respective proportions (% or Molar) must be stated. Proportion scale can be altered by the arrow Physical properties – state and water solubility must be provided Physical properties – all remaining values may be added if known. If values are unknown, click the '?' beside each box and select 'not available'
Review Ingredients Tab	Review Classification Tab	Dangerous Goods Tab
<ul style="list-style-type: none"> GHS (CLP) – this should be selected to allow GHS standards to be applied to the SDS Hazard Plus – selecting this will indicate, and provide a statement, that there is limited evidence for any risks of mixture C&L – n/a for Flinders University Sanitised View – allows users to hide their exact formulation, mixture and proportions from the consumer 	<ul style="list-style-type: none"> GHS (CLP) – this should be selected and pre-empts from information above Hazard Plus – select this to provide extra hazard classifications Generated (blue) – by default Chemwatch will automatically assign a hazard and precautionary code based on the ingredients Deleted (red) – codes that are automated then manually deleted by user are displayed here User Defined (green) – user selected classification codes 	<ul style="list-style-type: none"> Information may be populated based on previous information You also have the option to add DG data based on the ingredients and their physical properties of each specific chemical


****Black lettering denotes applicable fields for Flinders University staff**

****Grey lettering denotes non applicable fields for Flinders University staff**

5.1 Credo Dashboard




The material list can be altered to display the following:

- Risk Codes
- Hazard Codes
- Archived materials
- Language button will apply selected language 

5.2 Creating SDS for a Mixture

The following steps highlight how to create a mini SDS and label for a mixture:

Steps

1. Select the Credo icon from the left of the screen 
2. This will now split the screen into two; 'classification menu' and 'materials table' where all substances that have been created will reside
3. Click the 'Product identification' tab and fill in the information that is applicable

****Note:** The preferred naming convention for material and or CAS No to ensure uniformity is:


'CHEMICAL/MIXTURE NAME' or 'TOPIC CODE _Exp #' such as CHEM1202_Exp_6

- Click the 'Manufacturers Detail' tab and fill in the information that is applicable. Note that Flinders University will show as an autofill for the company name (additional company details are not applicable)

- Click the 'Credite Poster' tab and fill in the information for the top half of the box. Select the ingredient from the autocomplete list then add a proportion as % or Mol for each. This quantifier can be changed by clicking on 'proportion' and selecting the most appropriate

Information in the lower half of the box is preferential to add based on what you do know. Otherwise select 'not available' or 'not applicable' by clicking

- Click the 'Review ingredients' tab. Turn the 'GHS (CLP)' on

Additional review information can be edited by selecting  which will open up the 'Review Ingredients' panel.

'Sanitised View' can also be turned on which means that the ingredients or proportions can be hidden. This will also allow you to place a sanitised name and proportion in the coloured box which will be visible on the mini SDS.

- Click the 'Review Classification' tab. Hazard classifications should be prepopulated based on the information previously entered. 'GHS (CLP)' should be turned on

Generated (blue) – by default Chemwatch will automatically assign a hazard and precautionary code based on the ingredients. To remove from this list, unclick the check box for that hazard classification.

Deleted (red) – codes that are automated then manually deleted by user are displayed here

User Defined (green) – user selected classification codes. To add to this list, find the hazard classification and check the check box

- Click the 'Dangerous Goods' tab. This information should be prepopulated based on the information previously entered.

- Once all the details have been added, ensure it have been given a materials name, select 'publish' then 'submit' which will automatically calculate the SDS with applicable classifications



and render a mini SDS.

This will show to the right-hand side of the screen

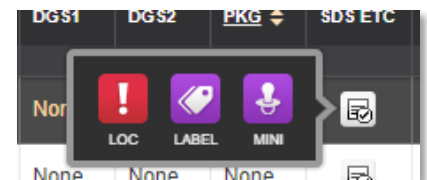
- Select 'update' then select 'back'. The mixture will now be added to the materials list





- Clicking on the hazard icon will open the hazard classification summary

- Clicking on the note pad icon will allow you select from:

- Mini SDS
- Label
- List of Concern



- Once a mixture has been published, the system will publish it to FOLDERS > Unfiled

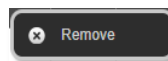
- To add the new published mixture to your lab register, select 'home' and locate the unfiled folder.
- To locate, choose a field on the top bar and select  the filter icon, placing a  unique identifier in the blank box below 'contains'. This will narrow down the search.
- Drag and drop the appropriate chemical into your labs register.

5.3 Archiving Mixtures

Created mixtures will not be permanently deleted. Any mixture that is 'removed' from the materials list will be shifted to the 'archive' list.

Steps

1. View the materials list in the right-hand side of the Credo module
2. Hover over the selected mixture panel, right click, select remove
3. This will now be moved to 'archive'



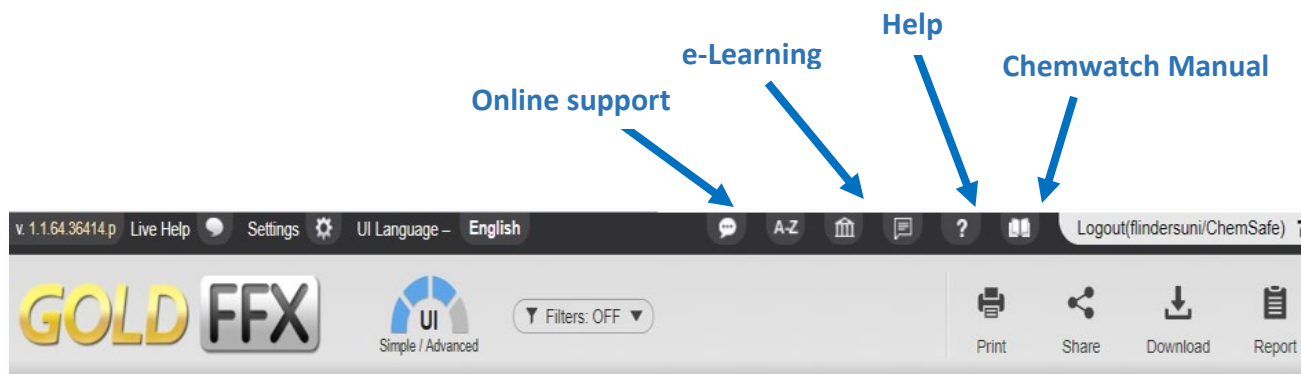
5.4 Additional Information on Credo

More in-depth information on Credo can be viewed through the e-Learning Modules or the Chemwatch Manual shown in section 6.0 *How to Find Help*.



6.0 How to Find Help

If additional help is required to navigate Chemwatch; there are multiple avenues including online videos in the program itself. These are located at the top of the page as outlined below:



The e-Learning component in Chemwatch has short to medium length modules that cover the following:

- Material Search Guide
- Main Menu options
- Folder Module
- D-Gen Module for label generation
- Manifest module incl. volume and quantity
- GOLD FFX Basic Users Guide
- Materials Module
- CREDO: to create own mixtures
- Part Numbers/Preferred Names

Additional help can also be gained from the College WHS Unit.