



## Safety Data Sheet Online Tip Sheet

1. Access the Ascension Intranet <a href="http://ascension.org/our-work/ascension-health/wi-associate">http://ascension.org/our-work/ascension-health/wi-associate</a>	
2. Select your local ministry intranet	
3. Search for Safety Data Sheet or MSDS online	
4. Choose a chemical such as bleach and click on search	
5. Review to see if your chemical is listed	
<b>6. Safety Data Sheet is available:</b>	<b>Safety Data Sheet is not available:</b>
<ul style="list-style-type: none"> <li>• Click on the PDF icon to view it and print it</li> </ul>	<ul style="list-style-type: none"> <li>• Screen will tell you it found 0 results. Below this it will say “MSDS-online found # possible matches”</li> </ul>
<ul style="list-style-type: none"> <li>• You can print just the label if you need to</li> </ul>	<ul style="list-style-type: none"> <li>• Click on the # and it takes you into the web database of over 2,000,000 Safety Data Sheet</li> </ul>
	<ul style="list-style-type: none"> <li>• If you find your Safety Data Sheet, be sure to click on the “select” box in the listing, this adds it to our E-binder</li> </ul>
	<ul style="list-style-type: none"> <li>• If you still don’t find your Safety Data Sheet, the system allows users to send an e-mail to find an Safety Data Sheet -this option is available at the bottom of each page</li> </ul>
➤ The Help option at the top of the home page is easy to use	
➤ Make sure the manufacturer of the chemical you’re using is the same as the one on the Safety Data Sheet	
➤ MSDS are automatically updated to the most current available	
➤ A back up CD of the E-binder of Safety Data Sheet is available in Security or the Emergency Department at your site	
➤ If Safety Data Sheet -online cannot be accessed, a FAX on demand option is available 24/7. Call 1-888-362-7416. Have the product name, mfg and your fax back number ready.	