# Guideline: Creating labels for chemicals

## Purpose

To set out the guidelines for creating chemical labels at the University

## Guideline

1. Labelling of chemicals is mandatory as described in the [Work Health & Safety Regulations 2011](http://www.comlaw.gov.au/Details/F2011L02664/Html/Text#_Toc309804289) and the [Code of practise for Labelling of Workplace Hazardous Chemicals](https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-labelling-workplace-hazardous-chemicals-v3.pdf).
2. Labelling chemicals at the ANU follows the ANU chemical [policy](https://policies.anu.edu.au/ppl/document/ANUP_000384) and [procedure](https://policies.anu.edu.au/ppl/document/ANUP_000636).
3. How to create labels for chemicals using Chemwatch/Chemgold III:
4. Login in to [Chemwatch](https://services.anu.edu.au/information-technology/software-systems/chemical-management-system-cms)
5. Enter the respective chemical name in the search box (Name/Cas No) and click Go
6. Select and click the respective chemical (MSDS will appear)
7. Click on Labels on left hand side tool bar and select User Templates
8. Choose the appropriate size label according to your container. L6009\_48 signifies that the Avery product code is L6009 and it contains 48 labels per sheet. The ESP codes for Avery style sheets for internal purchasing are also shown in the Table 1 below. Choose your label according to the guidelines below:

**Table 1** Labels for Hazardous Chemicals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Label Name | Use | ESP codes for Avery style sheets | ESP codes for rolls | Label Size |
| [Chemical Management procedure](https://policies.anu.edu.au/ppl/document/ANUP_000636) | For containers 500mL plus or equivalent | 917696  2 labels per sheet# | 917700  100 labels/roll | 190 x 145mm |
| For containers of 500mL or equivalent | 917695  4 labels per sheet# | 917699  100 labels/roll | 100 x 140mm |
| For containers of 50mL and less than 500mL or equivalent | 917694  14 labels per sheet# | 917693  100 labels/roll | 100 x 40mm |
| For containers of 10mL to 50mL or equivalent | 917692  21 labels per sheet# | 917697  100 labels/roll | 64 x 37mm |
| For containers of 5mL to 10mL or equivalent | 917691  48 labels per sheet\* | 917698  100 labels/roll | 46 x 21mm |

Note: Each order comes in 100 sheets per pack

# Quickpeel labels (Datapol)

\* Durable heavy duty labels (Avery)

**Table 2** Label Templates for Non-Hazardous Chemicals

|  |  |  |
| --- | --- | --- |
| Use | Labels per sheet | Label Size |
| For containers 500mL plus or equivalent | 2 labels per sheet | 190 x 145mm |
| For containers of 500mL or equivalent | 4 labels per sheet | 100 x 140mm |
| For containers of 50mL and less than 500mL or equivalent | 14 labels per sheet | 100 x 40mm |
| For containers of 10mL to 50mL or equivalent | 21 labels per sheet | 64 x 37mm |
| For containers of 5mL to 10mL or equivalent | 48 labels per sheet | 46 x 21mm |

**Note:** For containers of 5mL or less e.g. eppendorf tubes group and label the secondary container.

1. Place your chosen label sheet in the Bypass/manual feed tray on the respective printer
2. Click Print, then Printer Setup, then Choose Printer. Select Bypass tray. Then click on Properties and choose colour (If no print button appears, right click on the image and select print).
3. Click Print. The label should then print out on the respective printer/photocopier. Apply the label to the container.
4. To print another label, click Back on the top of the label window, and repeat steps b to i.
5. How to create labels for chemicals using hardcopy label templates from rolls:
6. Purchase a prefilled template (roll) of the desired dimensions (see table above) from your internal store.
7. Fill out necessary information such as hazard and precautionary statements by hand from the relevant MSDS using Chemgold III.
8. Apply the relevant DG goods symbol to the label template. DG goods symbols can be purchased from your internal store or through companies like Seton.
9. If the chemical is a non-hazardous chemical then use the appropriate size label and write/add to the label the prefix ‘Non’ which signifies a ‘ Non-hazardous chemical’.
10. Apply the label to the container.
11. Labelling research chemicals:
12. Purchase a pre-filled template (roll) of the desired dimensions (see table above) from your internal store.
13. A research chemical or sample for analysis must be correctly classified and the identity of the substance or mixture must be determined.
14. Fill in the product identifier of a research chemical or sample for analysis such as the actual name of the chemical, a recognised abbreviation or acronym if any, a chemical formula, structure or reaction components.
15. Where a research chemical or sample for analysis cannot be identified this should be indicated clearly on the label.
16. Labels for research chemicals or samples for analysis should include as much hazard information as possible, based on the identity and the known or suspected hazards.
17. If the chemical is a non-hazardous chemical then use the appropriate size label and write/add to the label the prefix ‘Non’ which signifies a ‘ Non-hazardous chemical’.
18. Apply the label to the container.
19. Labelling of non-hazardous chemicals:
20. Use the appropriate size pre-filled template (roll), fill out necessary information including product name and chemical constituents.
21. Write/add to the label the prefix ‘Non’ which signifies a ‘Non-hazardous chemical’.
22. Alternatively, select one of the templates on table 2 of desired size and print out template onto the blank label sheet of corresponding size as outlined in Section 3 steps f to h.
23. Fill in the printed label with all necessary information including the chemical name and all the chemical constituents of that chemical.