



Australian  
National  
University

# Chemical Management System (CMS)

## Procedure Guide

**Version: 1.0**

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# 1. Introduction

## 1.1. Purpose

The purpose of this document is to provide sufficient and relevant information covering CMS registration process, bulk upload and bulk deletion process.

## 1.2. Intended Audience

This document is intended to be read by the Project Sponsor, Business Owner, School CMS Administrators, and any other audience that is involved with the CMS.

## 1.3. Scope

The scope of this document is limited to:

- Add new M (SDS) to CMS
- Bulk upload of chemicals to CMS
- Bulk delete of barcodes and containers from CMS

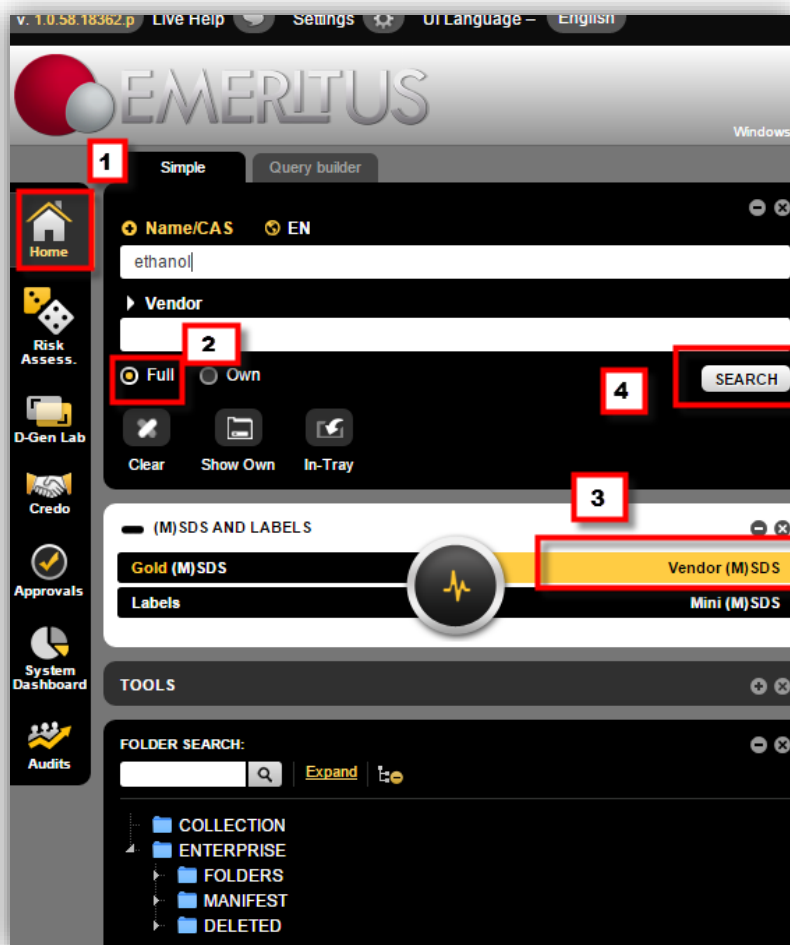
# 2. Process Steps – Add New M (SDS) to CMS

## 2.1. Add M (SDS) when you have the manufacturer's M (SDS)

**Step 1** – Search full database to ensure the M (SDS) do not exists in the system.

Refer below steps on how to search M (SDS) in CMS

1. In the Home module Simple search box, type the chemical name
2. Choose Full to search all MSDS in the database
3. If you choose Own, you will search only the chemicals already listed in University inventories
4. Choose Vendor MSDS
5. Other MSDS types are Gold MSDS (an enhanced version with pictograms, created by ChemWatch) and Mini MSDS (a compact version of the Gold MSDS)
6. Click Search
7. Select the correct chemical name from the search results
8. Select the correct vendor name.
  - The MSDS opens as a PDF file. You can print, save or email it.



Note - Any chemical that the University has ordered previously should already have an MSDS in CMS. On the rare occasion that the MSDS you need is not available, you may need to add it. Please refer Step 2 for more details.

**Step 2** – Prepare manifest using the Chemwatch manifest template

**Step 3** – obtain electronic copy of the M (SDS) from the supplier or vendor.

**Step 4** – Email MSDS to ChemWatch customer service ([customerservice@chemwatch.net](mailto:customerservice@chemwatch.net)) to request upload along with the completed Chemwatch Manifest Template.

Note - **This service is free of charge**

## 2.2. Sourcing manufacturer MSDSs on behalf of ANU and adding to CMS

**Step 1** – Prepare manifest using the Chemwatch manifest template

**Step 2** – Attach manifest template and email ChemWatch customer service ([customerservice@chemwatch.net](mailto:customerservice@chemwatch.net)) to request the MSDS be sourced and uploaded

- Chemwatch project teams search the web or make direct contact with the Vendor and upload the M (SDS) to the manifest.
- This service currently costs \$5 per MSDS, **payable by the requesting school / department**.

## 2.3. Creating GOLD MSDs for a chemical

**Step 1** – Prepare manifest using the Chemwatch manifest template

**Step 2** – Attach manifest template and email ChemWatch customer service ([customerservice@chemwatch.net](mailto:customerservice@chemwatch.net)) to request the Gold MSDS be created

This service currently costs **\$80 per MSDS, payable by the requesting school /department**

## 3. Bulk Upload Manifest (Chemical Inventory) into CMS

You may use this service when you have extensive existing chemical inventories that you would like to upload into CMS.

**Step 1** – Prepare manifest using the Chemwatch manifest template

**Step 2** – Attach manifest template and email ChemWatch customer service ([customerservice@chemwatch.net](mailto:customerservice@chemwatch.net)) to request upload.

This service is currently free of charge.

## 4. Request for a Bulk Barcode Delete

You may use this service when you have extensive list of chemicals that need to be deleted from CMS (i.e. ANU domain).

**Step 1** – Prepare list of barcodes that require deletion in excel format.

Note: The barcode column should be saved as “text” (to avoid deletion of leading zeros from the barcode) and in CSV format.

**Step 2** – Attach barcode list and email ChemWatch customer service ([customerservice@chemwatch.net](mailto:customerservice@chemwatch.net)) to request bulk deletion.

This service is currently free of charge.

## Document Control

Version	Name	Title	Date	Summary of Changes
0.1	Savi Munasinghe	Business Analyst	23/05/2016	Initial draft
1.0	Savi Munasinghe	Business Analyst	23/05/2016	Final

## Stakeholder Validation

Name	Title	Validation Date
N/A		

## Related Documents

Name	Date	Document
Transition to Operations	24/05/16	TBA