

The District uses an online service through MSDSonline® to provide access to Safety Data Sheets (SDS) for most, if not all, products and chemicals used at the District. The following are steps to access the online service.

Accessing MSDSonline®:

Go to the District Intranet, click on Safety & Risk Management, and then click on MSDSonline logo.

<https://intranet.rscgd.edu/Safety-Risk-Management/Pages/Occupational-Safety.aspx>

You can also click on the link below.

<https://msdsmanagement.msdsonline.com/?ID=6b548711-045a-4a69-abe5-3204de266d9d>

Once you enter the site, save it as a favorite in your internet browser.

- You can create a shortcut on your desktop by copying the link above, and then right-clicking on your desktop. Choose **New** and then **Shortcut** and then paste the URL you copied earlier.

❖ To Search for an MSDS within the RSCCD database:

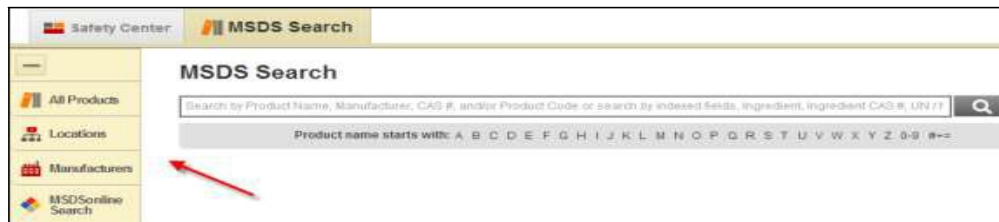


The screenshot shows the 'MSDS Search' interface. At the top, there is a search bar with the text 'Search by Product Name, Manufacturer, CAS #, and/or Product Code or search by indexed fields, ingredient, ingredient CAS #, UN 11'. To the right of the search bar is a magnifying glass icon and a button labeled 'Advanced Search'. Below the search bar is a navigation menu with the text 'Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 #-='.

1. Type the product information into the single search field and click Search.

Hint: You can search for multiple types of data at once. For example, if you are searching for Acetone manufactured by Sigma, you can type in Acetone Sigma in the single search field to search for both product and manufacturer.

2. If you are not able to spell the product name, click on the 1st letter of the product name to search for documents that begin with that letter.



The screenshot shows the 'MSDS Search' interface. On the left side, there is a navigation menu with the following items: 'All Products', 'Locations', 'Manufacturers', and 'MSDSonline Search'. A red arrow points to the 'Manufacturers' tab. The search bar and navigation menu are the same as in the previous screenshot.

3. To see a full display of documents by Product Name, by Location, or by Manufacturer, click on one of the tabs to the left of the search field.

Once the SDS has been found:



The screenshot shows the SDS summary for 'Acetone'. It includes a navigation bar with icons for 'Print', 'PDF', 'Summary', and 'Info'. The text reads: 'Acetone', 'Manufacturer: Sigma Chemical Company', and 'Synonyms: Nail Polish'.

1. View the SDS by selecting the PDF icon to the left of the Product Name. You can print or save the SDS after viewing the PDF.
2. View the summary of the SDS by selecting the Summary icon next to the PDF.

If you are not able to find a document in our District database, you will be prompted to search the entire MSDSonline® database for the document (where you can then view the MSDS and/or add it to the database).