

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Product Safety Data Sheet Access and Submission	SOP #: RSP.012.01
Effective Date	12/16/19
Last Revision/Review	12/16/19, 11/30/2021

1. Purpose

A supplier or manufacturer issued material Safety Data Sheet (SDS) is required to be available for every chemical kept at Burrell. The Safety Data Sheets are maintained in electronic form via an online management system called MSDSonline. This standard operating procedure (SOP) describes the use of MSDSonline.

2. Related Policy/Authority

[29 CFR 1910.1200 - The Hazard Communication Standard](#)

3. Faculty/Staff Responsibilities

- 3.1. Office of Research & Sponsored Programs** – provides oversight of Hazard Communication Standard as it is applied to the Burrell College Research Laboratories.
- 3.2. Chemical Hygiene Officer** - reviews and approves SDS submissions in MSDSonline for Burrell College's Research Laboratories; ensures there is a SDS for every chemical in the laboratories by conducting an annual chemical inventory.
- 3.3. Chief Information Officer & Assistant Vice-President of Administration** - reviews and approves SDS submissions in MSDSonline for Burrell College's main campus; ensures there is a SDS for every chemical on the main campus.
- 3.4. Principal Investigators and Authorized Research Laboratory Personnel** – ensure that an SDS has been submitted in MSDSonline for every chemical that they bring into the Research Laboratories.
- 3.5. Authorized Main Campus Employees** - ensure that an SDS has been submitted in MSDSonline for every chemical that they bring onto the Burrell College Main Campus.

4. Definitions/Abbreviations

- 4.1. Safety Data Sheet (SDS)** - formerly Material Safety Data Sheets or MSDSs; a standardized document that contains occupational safety and health data for the use of various substances and products. The data includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.
- 4.2. MSDSonline** – an online software solution owned by Velocity EHS, a private company, that provides subscription-based tools for online chemical and SDS management. Burrell College is a subscriber to MSDS online.
- 4.3. eBinder** - the place within the MSDSonline account where you can store and manage a site-specific inventory of SDSs. The eBinder is your library of SDSs for products within your organization.

4.4. Queue—the place within the MSDSonline account where submitted SDS are held for review before being added to the eBinder.

5. Procedural Steps

5.1. Accessing MSDSonline

5.1.1. Access to the Burrell College MSDSonline database is available to Burrell College employees, researchers, and students using one of the following routes.

5.1.1.1. Burrell Web Links:

5.1.1.1.1. www.burrell.edu/sds

5.1.1.1.2. <https://bcomnm.org/employee-links/>

5.1.1.2. Research Laboratory Computers and Tablets


5.1.1.2.1. Designated Burrell College computers and tablets in the BioScience Research Laboratory and Human Physiology Laboratory have a desktop link and browser homepages set to MSDSonline.

5.1.1.3. Direct URL Access

5.1.1.3.1. A direct URL access is available by submitting a request to laboratory director or manager.

5.2. Searching the existing Burrell Safety Data Sheet database

5.2.1. Burrell College eBinder- The start page is the eBinder, which lists all products for all locations at Burrell College. The search bar at the top of the page allows you to search the SDSs already in Burrell College's eBinder.

5.2.1.1. To search for a specific product, enter at least three characters of your search term into the search bar and click "Search" (.

5.2.1.2. The search will return a list of matching substances in Burrell's inventory. If there are no results in MSDSonline Search that match your search terms and criteria, you will see a Null Results page with search tips and additional options.

5.2.1.4. Once the product has been found the user may:

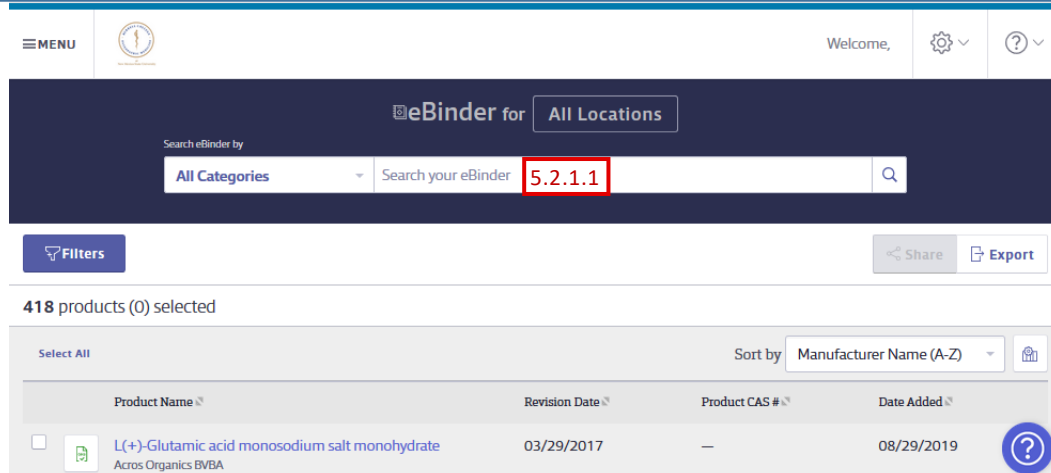
5.2.1.4.1. View the SDS by selecting the PDF icon () to the left of the Product Name.

5.2.1.4.2. View the summary panel that contains a summary of the product details, inventory and SDS information by clicking on the product card.

5.2.1.4.4. Print labels for secondary containers in the product summary page.


5.2.1.4.5. View Attached Files in the product summary page.

5.2.1.5. Users may request to add the chemical or product to the SDS database, if the chemical or product is new to the research laboratory as detailed in Section 5.3.



The screenshot shows the eBinder interface. At the top, there is a navigation bar with a 'MENU' icon, a logo, and a 'Welcome,' message with settings and help icons. Below this is a search bar labeled 'eBinder for All Locations'. The search bar contains the text '5.2.1.1' and a search icon. To the left of the search bar is a dropdown menu for 'All Categories'. Below the search bar are 'Filters', 'Share', and 'Export' buttons. The main content area shows '418 products (0) selected'. Below this is a table with columns for 'Product Name', 'Revision Date', 'Product CAS #', and 'Date Added'. The table is sorted by 'Manufacturer Name (A-Z)'. The first row shows a product named 'L(+)-Glutamic acid monosodium salt monohydrate' by 'Acros Organics BVBA' with a revision date of '03/29/2017' and a date added of '08/29/2019'. A question mark icon is visible in the bottom right corner of the table area.


5.3. Adding a new chemical or product to the Burrell College MSDSonline eBinder.

- 5.3.1. Any employee or researcher who is authorized to bring chemical substances into the Burrell College chemical inventory may submit a new chemical or product to be reviewed for addition to the eBinder.
- 5.3.2. Find the SDS for your product
 - 5.3.2.1. On the start page, navigate to the 'MSDSonline Search' page by clicking on Menu in the upper left hand corner of the screen and then click on MSDSonline Search.
 - 5.3.2.2. Search for your product by typing the Product Name, Manufacturer Name or Alias, CAS#, Product Code, or Synonyms into the search bar. Note: Searching using a product code/number or catalog number usually yields the least and most appropriate results. MSDSonline Search Results displays the relevant results for any search terms placed in the Search field. Search will bring up any results that match or partially match terms in the database.
 - 5.3.2.2.1. You can also use the Categories menu to pre-filter your search results.
 - 5.3.2.3. A list of products will appear below the search bar. If there are no results in MSDSonline Search that match your search terms and criteria, you will see a Null Results page with search tips and additional options.
 - 5.3.2.4. Once the search results have populated, you have the option to filter them further using the Filters button.
 - 5.3.2.6. Ensure the product information (chemical, manufacturer, product code, etc.) matches your chemical. Note: If necessary, compare the SDS in MSDSonline to the SDS provided on the manufacturer or distributors website.

The screenshot displays the MSDSonline web application interface. At the top, there is a navigation bar with a 'MENU' icon, a logo, and user information including 'Welcome,' and settings/help icons. Below this is a search bar with a dropdown menu set to 'All Categories' and a search input field. A 'Filters' button is visible to the left of the search results. The search results section shows '462 products match (0 selected)' and a 'Sort By' dropdown set to 'Revision Date (Descending)'. A single product is listed: 'Bromophenol blue indicator ACS, Reag. Ph Eur'. The product details include a checkbox, a revision date of '03/13/2021', the manufacturer 'Millipore Corporation', and the supplier 'Sigma-Aldrich Pty. Ltd.'. The regulatory format is listed as 'GHS SDS'.

5.3.3. Submit the SDS into the “Queue” for approval review

5.3.3.1. Click the checkbox next to the correct product in the search results list to select it.

NOTE: If an SDS is already in your eBinder, there will be an “In eBinder” icon () in place of the checkbox. Go to the eBinder to find this SDS. If you cannot find that SDS in your eBinder, contact your CHO for assistance.

5.3.3.2. An “Add to eBinder” button will appear above your search results. Click the Add to eBinder button.

5.3.3.3. A window will appear prompting you to enter information regarding the submission.

5.3.3.3.1. Enter your contact info: name and email.

5.3.3.3.2. Assign the product to a location. The main building the item will be located in is sufficient at this step.

5.3.3.3.3. Fill out the ‘Submission Questions’. An answer to the following questions must be provided:

- A. Reason for submission
- B. Name of PI or Main Campus employee responsible for chemical/product
- C. Storage location of chemical/product container
- D. Chemical/product container size and quantity

5.3.3.3.4. Click “Submit”

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The screenshot shows the MSDSOnline interface. At the top, there is a navigation bar with a menu icon, the college logo, and a user profile section with 'Welcome,' a settings gear, and a help icon. Below this is a search bar with 'All Categories' and 'Search MSDSonline'. A search icon is on the right. A red box labeled '5.3.3.2' is positioned above the 'Add to eBinder' button. Below the search bar, there are 'Filters' and 'Add to eBinder' buttons. A message states '462 products match (1 selected) Reset Search'. On the right, there is a 'Sort By' dropdown menu set to 'Revision Date (Descending)'. A red box labeled '5.3.3.1' is positioned above the product name 'Bromophenol blue indicator ACS,Reag. Ph Eur'. The product details include 'Millipore Corporation' and 'MilliporeSigma Corporation'. On the right side of the product card, it lists 'Regulatory Format GHS SDS' and 'Supplier Sigma-Aldrich Pty. Ltd.'. The revision date is '03/13/2021'.

5.4. SDS Approval Process

- 5.4.1. When a SDS is submitted for review, it is added to the Queue and MSDS administrators are notified of the submission. Note: SDSs in the Queue cannot be found in Burrell College eBinder and will only be available after approval by an MSDS administrator.
- 5.4.2. SDSs in the Queue are reviewed by the responsible party based on location assignment:
 - A. Main Campus – Chief Information Officer & Assistant VP of Administration
 - B. Research Laboratories – Office of Research
- 5.4.2.1. A submitted SDS will be reviewed within 2 business days.
- 5.4.3. Once the submission has been reviewed, it will either be:
 - 5.4.3.1. Approved – the SDS is moved from the Queue to the eBinder and can now be accessed by system users
 - 5.4.3.2. Not Approved - the SDS is deleted from the Queue and not added to the eBinder
- 5.4.4. The requestor will receive an email notification of the SDS approval status. If the submission was not approved comments will be provided explaining why and, if applicable, corrections/actions that could lead to approval upon resubmission.

6. Reports/Charts/Forms/Attachments/Cross References

- 6.1. Identify if any reports are required to include data elements.

7. Maintenance

The Office of Research & Sponsored Programs and the Chief Information Officer & Assistant Vice-President of Administration will review the SOP at least once per year.

8. Signature

Signature on File

Assistant Dean for Research

12.6.2021

Date

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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
11/30/20231		Removed reference to BCOM and replaced with Burrell College		12.6.2021
11/30/2021	5	Updated procedures to align with current version of the system.		12.6.2021