

# How to add or request an MSDS

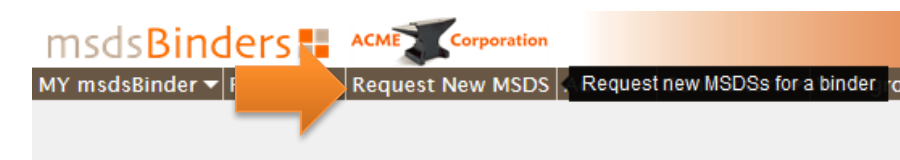
1. To request a new MSDS/SDS you will need to click the **Request New MSDS** tab. It is a link on the main Menu bar.

2. Click on the **name** of the binder you want to add an MSDS to.

3. First search for the product to see if it is in your worksites “binder”, the “corporate subscription” or in the “msdsBinders master library”. Enter the search terms: product name, supplier name, select msdsBinders Master Library Products and click **List Products**.

4. A list of products from your search will display. There will be products: in the “binder”, products “not in binder” but in corporate subscription, and products “not in binder nor corporate subscription”. Depending on the status of the product it will display differently.

5. If the product displays with a green circle on the left it indicates it is already in your binder.



## Binder List

Click on a Binder to maintain its Products and to request (M)SDSs.

- Corporate (442)
  - AAA Shop (CA) (23) (Last Inventory Date: 05/13/2016)
  - ACME Explosive Devices (CA) (31) (Last Inventory Date: 01/21/2016)
  - ACME Faster Than A Speeding Bullet (CA) (9)
  - Birchwood (CA) (9) (Last Inventory Date: 05/13/2016)
  - Birchwood Hauling (CA) (9)
  - Birchwood Waste Division (CA) (5) (Last Inventory Date: 05/13/2016)



## Edit Products for Binder "Birchwood Waste Division" (CA)

[Watch a video on requesting \(M\)SDSs](#)

Product/Synonym:

Manufacturer/Supplier:

Filter by Binder:

Display only Binder Products

Include msdsBinders Master Library Products



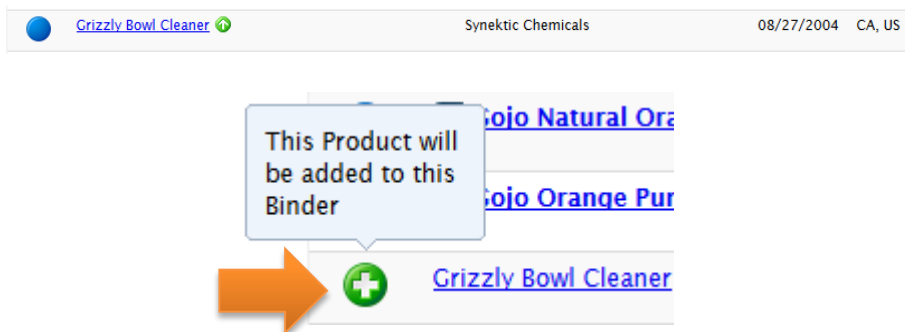
<input checked="" type="checkbox"/>	<a href="#">ODC-Free Cleaner &amp; Degreaser</a>	Henkel Canada, Inc. (Henkel Corporation, Loctite)
<input type="checkbox"/>	<a href="#">Orange hand Cleaner Pumice Lotion</a>	Henkel Canada, Inc. (Henkel Corporation, Loctite)
<input type="checkbox"/>	<a href="#">PC Fast Orange Lotion with Pumice 3.5L FLTBO</a> (Synonym - Canadian Fast Orange Pumice Lotion Hand Cleaner W/ Corn Huskers Lotion)	Permatex Canada Inc. (A brand of ITW Devcon)
<input type="checkbox"/>	<a href="#">Pine-Sol Regular Household Cleaner</a>	Clorox Company of Canada (The) (incl. Armor All)
<input type="checkbox"/>	<a href="#">Port Fuel Injector Gasoline Detergent</a> (Synonym - 12345515 Carburetor Cleaner French)	General Motors of Canada (ACDelco)

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<input checked="" type="checkbox"/>	<a href="#">ODC-Free Cleaner &amp; Degreaser</a>	Henkel Canada, Inc. (Henkel Corporation, Loctite)	10/02/2012
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6. If the product displays with a blue circle on the left and a green arrow to the right it indicates it is not in your binder but it is already in your corporate subscription. Adding this product by clicking on the blue circle will not incur any additional fees as you are merely copying it from binder to binder. Don't forget to click **save** to keep your changes!



7. If the product displays with a blue circle and book on the left it is not in your corporate subscription. But it is in the msdsBinders master library.

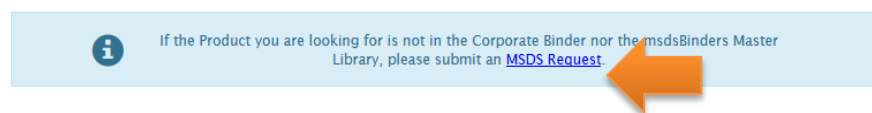


You can preview the first page of the MSDS/SDS by clicking on the **bolded product name**.

To add the MSDS to your binder and subscription click the blue circle and it will become a green positive. Don't forget to click **save** to save your changes!



8. If you require an MSDS/SDS and you do not see it in the list you need to submit an **MSDS Request**. Scroll to the bottom of the page and you will see this blue box. Click on **MSDS Request**.



# How to add or request an MSDS

9. Complete a **new MSDS Request Form**. You can attach a scanned electronic copy of the MSDS. Click the **Submit Request** button. You should receive a confirmation. Our office will respond to the request.

REQUEST NEW MSDS - REF #:63539

**Your Name:** Maureen Carr  
**Your Email Address:** mcarr@chemscape.com  
**Add MSDS to this Binder:** Warbird (CA)

Product Info

**Product Name:** Cleaner  
(Use complete Product name - no abbreviations)  
Code: \_\_\_\_\_  
**Supplier:** \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Attachment:  No file selected.  
Comment: \_\_\_\_\_

**Please select how you are going to send this request:**

I have a paper copy of the MSDS and will fax it  
 I have an electronic copy of the MSDS and will attach it

Please attach the MSDS file by clicking on the browse button.

**MSDS File:**  No file selected.  
(pdf, xls, doc, rtf, txt, gif, jp(e)g, tif(f), png or bmp files only)

