

Job Aid: MSDSOnline – VelocityEHS

How to access MSDSOnline – VelocityEHS



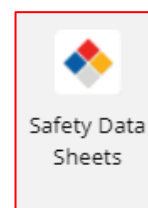
MSDSOnline – VelocityEHS is Trinity Health’s Vendor for OSHA Compliance with the Safety Data Sheet Access Component of OSHA’s Hazard Communication Standard.

The purpose of this job aid is to show you how to access the MSDS platform to locate safety information for chemicals used within Trinity Health.

Safety Data Sheet (SDS)

Safety Data Sheet (SDS) is a document that has defined chemical and safety information for each chemical that is utilized within Trinity Health.

- SDSs are available through the Safety Data Sheets icon in ZENworks application delivery system.
 - MSDSOnline calls this database an eBinder.
 - Currently, there are over 43,000 Trinity Health SDSs located online within the eBinder.



MSDS access outside of ZENworks

To access MSDS / eBinder outside of the ZENworks, select the link below:

[eBinder | MSDSonline](#)

USER ROLES

User roles consist of Administrators, Managers, and General Users (role terminology is defined by VelocityEHS, *not* based on *Trinity Health job title*).

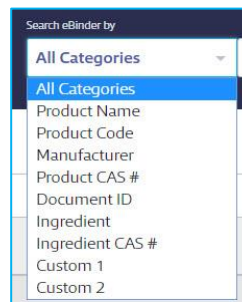
- Manager roles can upload SDSs and request that SDSs be added if not already in the VelocityEHS eBinder.
- General User access allows **all colleagues** to search for all SDSs without a password or User ID.

Default Search

By default, eBinder searches “All Categories”.

To filter categories:

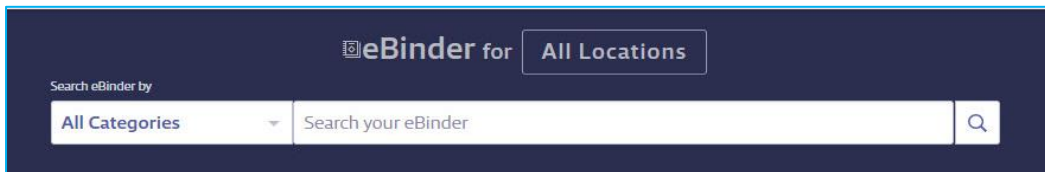
- Click the Categories menu drop down to pre-filter search results.
- Select the category; proceed to type the search term into the Search Bar and click the Search button.



SDS Search in eBinder

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

- After typing at least three characters of the search term into the Search Bar, suggested search results and categories will appear.
- Either click one of these options, click the Search button, or press Enter on the keyboard.



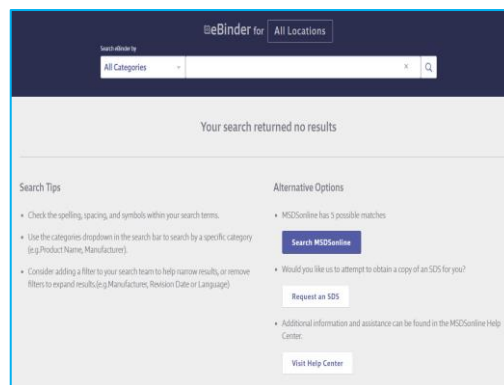
eBinder Search Tips

If eBinder Search Does Not Produce an Accurate Result, Either Search Entire MSDSOnline Database or Request to Add SDS. Search MSDSOnline by utilizing the main search bar to search by:

- Product Name
- Product Code
- Synonyms
- Manufacturer Name
- Product CAS #

If the search result of the entire MSDSOnline database does not produce a SDS, colleagues can contact their local Ministry person who has the “Manager role” for maintaining Ministry-specific SDSs.

- The Manager Role contact will submit a request to MSDSOnline to obtain the SDS.



Trinity Health and VelocityEHS

Trinity Health System Administrators:

- Rob Hilgar at Robert.Hilgar@trinity-health.org
- Renée Patterson at Renee.Patterson@trinity-health.org

VelocityEHS Resources:

- Help Center
 - [Chemical Management – VelocityEHS Help](#)
 - Includes recorded and live systems trainings for all user roles (Administrator, Manager, & General User).
- Customer Support Team for technical assistance
 - [Contact Us – VelocityEHS Help](#)
- FaxBack Service: when computer access is not available, contact MSDSOnline at 1-888-362-7416 to request a fax of the SDS.