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: <u>eBinder | MSDSonline</u>

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 prefilter 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.

earch eBinder by		BeBinder for All Locations	
All Categories	v	Search your eBinder	Q

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.

EleBinder for Seat-showing All Categories ~	r All Locations			
Your search returned no results				
Search Tips	Alternative Options			
 Check the spelling, spacing, and symbols within your search terms. 	MSDScelline has 5 possible matches			
Use the categories dropdown in the search bar to search by a specific category (e.g.Piodoct Name, Manufacturer).	Search MSDSonline			
Consider adding a filter to your search team to help narrow results, or remove filters to expand results (e.g. Manufacture; Revision Date or Language)	Would you like us to attempt to obtain a copy of an SDS for you? Request an SDS			
	Additional information and assistance can be found in the MSDSonline Hel Center.			
	Visit Help Center			

Trinity Health and VelocityEHS

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VelocityEHS Resources:

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