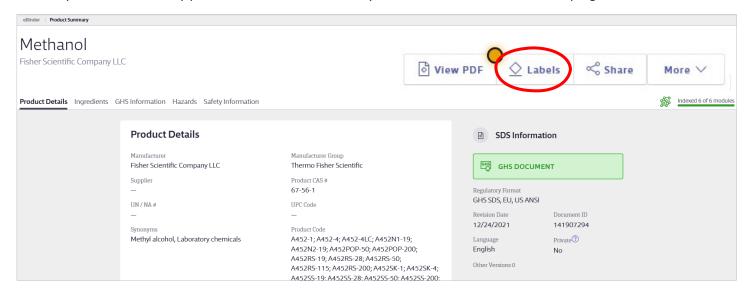


All Secondary Containers for chemicals must comply with the labeling requirement of OSHA's Hazard Communication Standard. At a minimum, a Secondary Container Label must include the identity of the hazardous chemical(s) in the container (e.g., chemical name) and the hazards present. Exemption: Secondary labels are not required when the container is under the direct control of the person who transferred or prepared the solution and all of it will be consumed during the same work shift.

I. There are several ways to access the Print Labels feature in the SDS Library.

A. Print labels from the Product Summary

Locate the product in your eBinder for which you want to print the label. Access the Product Summary for that product either by clicking on the product name in the eBinder or by clicking on the product card and then accessing the Product Summary from the summary panel. In the Product Summary, click the Labels button at the top right.



B. Print labels from the eBinder

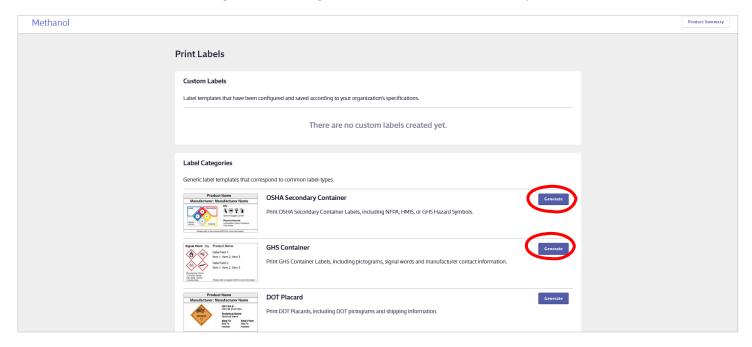
Using the checkboxes in the eBinder allows you to print the same label type for multiple products at the same time. Locate the product or products in your eBinder for which you need to print a label. Select the checkbox next to the View PDF icon for one or more products, up to 50. Click the Labels button at the top right of the eBinder.





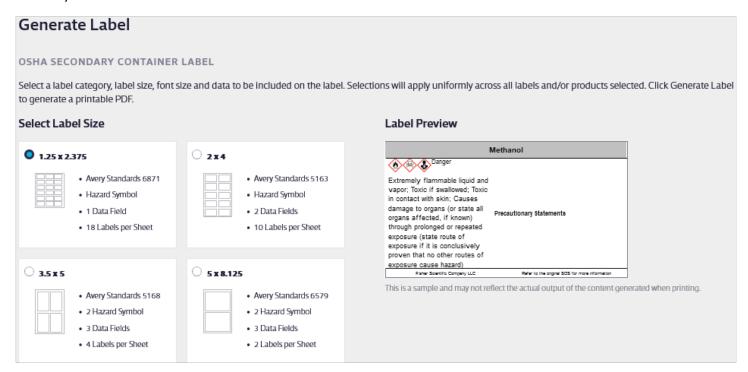
II. Once on the Print Labels screen you will see various template options. Select either OSHA Secondary Container or GHS Container.

Note: Use OSHA Secondary Container for larger containers to include both Health and Physical Hazards in the Data Fields. GHS Container label is configured with a single Data Field (choose Health or Physical Hazard).



- III. On the Generate Label page, select the label size, symbols, and data fields.
 - 1) Select Label Size:

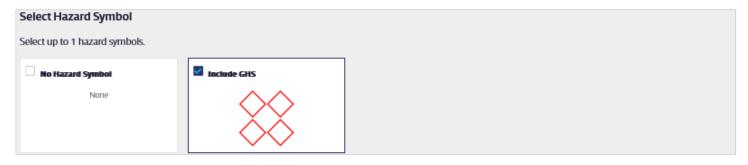
Select the label size. Each label size indicates to which Avery brand label stock it corresponds as well as how many hazard symbols and data fields can be included on the label.





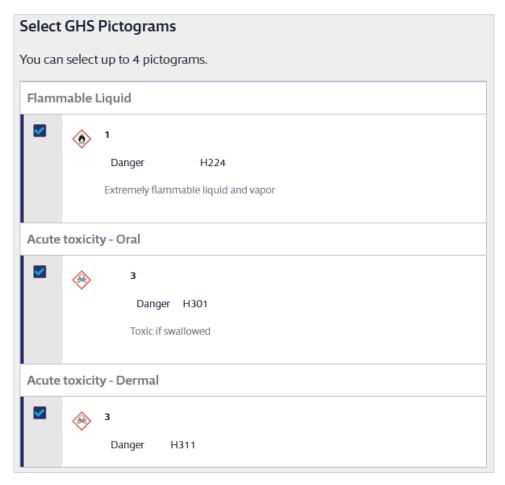
2) Select Hazard Symbol:

Select Include GHS.



3) Select GHS Pictograms:

When using GHS Pictograms, you have the option to rearrange the order of the pictograms. Hover your cursor over the pictogram and then click and drag to rearrange them. By default, the system will automatically select up to the first four unique indexed pictograms, but you can uncheck one of those checkboxes and then check one for a different indexed pictogram to add it to the label.





4) Select Data Fields:

Select the data fields you want to include on the label: Health Hazards and/or Physical Hazards, depending on the size of the label. If you select a data field that has more than one item, you can rearrange them by clicking and dragging to change the order.

As you select data fields, the Label Preview will update to show your selections. If you select a data field and no information appears under the field name on the preview this means that information for that field wasn't indexed yet. Contact the Environmental Health and Safety (EHS) department if you have any questions.

Select Data Fields
You can select up to 1 data field. The data in the selected fields will print on the label in the order listed.
Synonyms
Product Code
Groups
Health Hazards
Physical Hazards
Precautionary Statements
Safety Phrases
UN / NA #
Custom 1
Custom 2

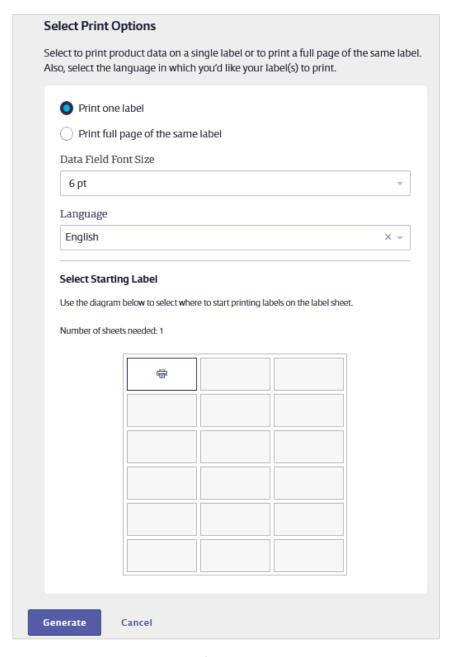


5) Select Print Options:

In Print Options, select whether you want to print a single label or an entire page of the same label. You can also select a font size. This is useful if your label includes a lot of text. Making the font smaller may allow more of the text to appear on the label.

Lastly, use Select Starting Label to change where on the label sheet your label will print. If you are only printing a single label and you don't want to waste a whole sheet of blank labels, this is where you can select where to put the image on the sheet for printing.

Click Generate, and your Internet browser will either automatically download a PDF of the label(s) or give you the option to open it. Use your PDF reader to open and print the labels. For best results, set your print options to print at the actual size.



Please contact EHS at 702-651-7445 or ehs@csn.edu if you have any questions concerning the MSDSOnline system.