



myLab

Chemical Safety Module

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Table of Contents

Table of Contents	2
Introduction	3
Getting started.....	3
Login	3
Receiving Items from MMP Order.....	5
<i>myLab</i> Inventory.....	6
Show me Chemicals where	6
Items Received on.....	7
All Items.....	7
Show Chemicals by Location	8
Workplace Hazardous Material Information System (WHMIS).....	8
Show Chemicals by WHMIS Class	8
Add Chemicals (non MMP Purchases) to Inventory.....	10
Additional CAS #(s)	10
Physical State	10
Reports	11
Sharing Inventory.....	12
Material Safety Data Sheets (MSDS) Database Search	13
SDS Library / McGill Portfolio.....	13
3E SDS Library.....	16

myLab is the web component of the McGill Hazardous Material Management System (HMMS). This system facilitates the management of **Radioactive materials** (RAM), **Hazardous chemicals** and other controlled substances (CHEM) and **Biohazardous materials** (BIO) from acquisition to its disposal.

myLab allows McGill researchers, students, laboratory workers and university staff to work with electronic inventories of hazardous materials in McGill laboratories.

Users must be authorised to access *myLab*. Send access requests to: mylab@ehs.mcgill.ca. There are two types of user accounts to access *myLab*: Full access and Read-only accounts.

Read-only account permit users only to view the full inventory and MSDS documents. The Principal Investigator (PI) from each lab must make the request for a generic user account with read only rights. Multiple users can use the same account.

Full access account permit users to view and modify the full inventory.

1. Access <https://mylab.mcgill.ca>
2. Enter your McGill e-mail address
(*fname.lname@mcgill.ca* OR
fname.lname@mail.mcgill.ca)
and password.
3. Click **Login**

Chemicals can be purchased from any source and/or vendor. We recommend you make your chemical purchase through McGill MarketPlace (MMP). Orders placed using MMP will automatically populate many fields in *myLab* inventory, once you acknowledge receipt of the chemical(s) ordered. For items purchased through means other than MMP, you must manually enter all of the chemical's details into *myLab* inventory.

McGill MarketPlace (MMP) can be accessed easily from:

- [myMcGill Portal](#)
 - Click the **Shop on the McGill MarketPlace** link in the left column of the *myMcGill* screen
- [Procurement Services](#) web site (www.mcgill.ca/procurement)
 - and click the MMP logo





The McGill MarketPlace entrance page allows you to create, edit or choose your profile for shopping.



You must verify and make sure that the shipping address of your McGill MarketPlace profile is correct.

Links to training materials, videos, how to's, Quick references, vendors list and help resources can be found from within McGill MarketPlace.



Receiving Items from MMP Order

When you receive items that you or anyone in your lab, purchased through MMP, you must add those items to the *myLab* inventory.

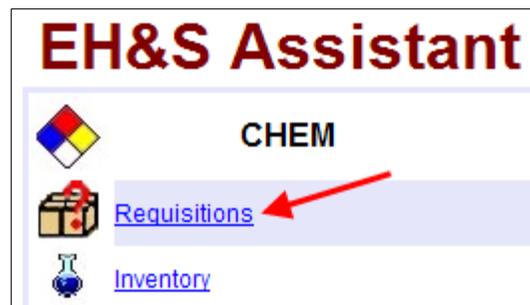
To view a list of ordered items,

Click the **Requisitions** link.

Only those who have **full access** to *myLab* will see their MMP purchases. A **Receive Items to Inventory** screen will appear as follows, with a list of all items purchased through McGill MarketPlace.

To **add** new items into your *myLab* inventory :

- Click the '**Append**' link beside the chemical item that you received



Receive Items to Inventory

The list below displays all items purchased on the McGill MarketPlace (MMP) by anyone in your lab. You can add new items directly into your Chemical Inventory by clicking the '**Append**' action. This adds a brand new record to your list of inventory items.

You can update an existing inventory item by clicking the '**Update**' action.

This is only possible if the Vendor and the Catalogue Number exactly match existing inventory record. WHMIS controlled products and other hazardous chemicals should be added to your inventory.

To remove items from the list, click the '**Remove**' action.

<u>Existing Quantity</u>				<u>Chemical Description</u>	<u>Vendor</u>	<u>Catalogue #</u>	<u>#</u>	<u>Container Size</u>
500 mL in MASS CHEMISTRY 400 Item 135431	Update	Append	Remove	AMMONIUM HEXAFLUOROPHO: AMMONIUM HEXAFLUOROPHO:	SIGALD	201138-25G	2	4
-		Append	Remove	(S)-VAPOL HYDROGENPHOSPI HYDROGENPHOSPHATE	SIGALD	688320-100MG	1	1
☐		Append	Remove	Tris(trimethylsilyl)phosphine, mi hexane) 10g	STREM	15-8021	2	3

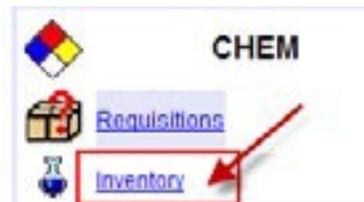
To remove items from the list, click the **Remove** link beside the item. For example, items such as gloves, lab coats, safety glasses that you received and you don't want to add to the *myLab* inventory or items that are on back order etc. can be removed from the list.

You can update an existing inventory item by clicking the '**Update**' link. For example, if you ordered a chemical that is already in your inventory, and its vendor and catalogue numbers matches to that of the new order, that chemical's existing quantity and its location will be displayed in the 'Existing Quantity' column. The above screen's existing quantity column indicates that there is 500 milliliters (mL) of Ammonium Hexafluorophosphate stored in Otto Mass Chemistry Room 400. If you have ordered 8 mL more, enter the number of containers and its size. (For example, 2 containers of 4 mL).

For all chemicals ordered through MMP, by default the unit of measure (UOM) will display as **EA** (each). Therefore you need to specify the UOM before adding the chemical to your current inventory.

After adding (append) or updating chemical(s) from the Requisitions link, to view your current *myLab* inventory, click the **Inventory** link.

To view your current inventory of chemicals,
Click the **Inventory** Link.



The default display is set to 'Show me Chemicals where' option, for you to specify criteria of your choice for listing the chemicals.

With this option, you can display chemicals in your current inventory by its description, CAS #, catalog#, inventory # or chemical formula. *For example* to view a list of chemicals with the word 'ethanol' in its name: first select the **Show me Chemicals where** option. From the drop down list select **Chemical Description**, then select item **Contains** from the list. Enter the word 'ethanol' and click **Show**.

On-screen data entry can be done within the fields of **Number of Containers**, **Total Volume**, **Unit of Measure**, **Container Size** and **Comments**. After entering the data, click **Save Changes**.

<u>Chemical Description</u>	<u>Vendor</u>	<u>Catalog #</u>	<u>CAS #</u>	<u>Number of Containers</u>	<u>Total Volume</u>	<u>Unit of Measure</u>	<u>Container Size</u>
<u>2-Propanol</u>	<u>FISHER</u>	A416-1	67-630	6	6	Liters	1
<u>Acetic Acid</u>	<u>FISHER</u>	A38-500	64-19-7	6	3000	Milliliters	500
<u>Acetone 4L</u>	<u>FISHER</u>	A-18-4	67-64-1	5	2500	Milliliters	500
<u>Acetone 500ml</u>	<u>FISHER</u>	A18-500	67-64-1	3	1500	Milliliters	500

Scroll the current inventory screen to the right to see more information of the chemicals including its location and comments as shown below.

To remove an item from the inventory, click on its **Remove** link.

Container Size	Comments	Room #/Building	Physical Location	Inventory #	MSDS	
1	Enter Important notes here	3270 WONG BUILDING		10500	not on file	Remove
500		3270:WONG BUILDING		10501	not on file	Remove
500		3270:WONG BUILDING		10502	not on file	Remove
500		3270:WONG BUILDING		10503	not on file	Remove

To view all items added to the *myLab* inventory by a specific date, select the option **Items Received on** and enter the date criteria (e.g. May 30, 2013) as per the example below, and click **Show**.

Items Received on

All Items

Show me Chemicals where

This option lists all chemicals in your current inventory. The total number also displays at the top.

Current Inventory
 Disposed Inventory
 Archived Inventory
 Search

Total # of chemicals in current inventory: 38

Items Received/Ordered on

All Items

Show me Chemicals where

Show Chemicals by Location

Show Chemicals by WHMIS Class

Show Chemicals with Expiration Dates

Select this option to display chemicals stored in different locations (building, lab and room) of a Principal Investigator. Select the location from the drop down list and click **Show**.

Items Received on
 All Items
 Show me Chemicals where
 Show Chemicals by Location
 Show Chemicals by WHMIS Class
 Show Chemicals with Expiration
 Show Duplicate Items (Vendor Cat

-- No Selection --

MAASS CHEMISTRY BUILDING : 202 (3)

MAASS CHEMISTRY BUILDING : 21 (1)

MAASS CHEMISTRY BUILDING : 25 (15)

MAASS CHEMISTRY BUILDING : 310 (2)

MAASS CHEMISTRY BUILDING : 400 (255)

Show

The main objectives of WHMIS are hazard identification and product classification. WHMIS consists of 3 main components: Labeling, Material Safety Data Sheets (MSDS) and Training.

Labeling: All chemicals in containers must be labelled with warnings, what to wear to protect, how to use, store and dispose the chemical and what to do in case of an emergency. Most labels have the WHMIS pictograms that warn you at a glance of the dangers involved.

To display a list of chemicals in *myLab* inventory with WHMIS Hazards:

1. Click the radio button beside **Show Chemicals by WHMIS Class** option
2. Select the type of chemical class (*e.g. Flammable Liquid*) from the drop down list
3. Click the **Show** button.

Show Chemicals by WHMIS Class
 Show Chemicals with Expiration
 Show Duplicate Items (Vendor Cat

ABCDEF GHI J KL M

Add Chemical

Display 50 rows per page.

Share

MSDS

Select MSDS 1-Hexane

B2:Flammable Liquid

A:Compressed Gas

B1:Flammable Gas

B2:Flammable Liquid

B3:Combustible Liquid

B4:Flammable Solid

B5:Flammable Aerosol

B6:Reactive Flammable Material

C:Oxidizing Material

D1:Materials Causing Immediate and Serious

D1A:Materials causing immediate and serious

D1B:Materials causing immediate and serious

D2:Materials Causing Other Toxic Effects

D2A:Materials causing other toxic effects: Ver

D2B:Materials causing other toxic effects: Tox

Show

Total Amount

50

Show Chemicals with Expiration Dates

Display a list of chemicals that are expired or will expire within 30 days. Some chemicals can become dangerous or explosive over a period of time. Those expired items will appear in red color.

All Items

Show me Chemicals where

Show Chemicals by Location

Show Chemicals by WHMIS Class

Show Chemicals with Expiration Dates (Chemicals in red have expired or will expire within 30 days)

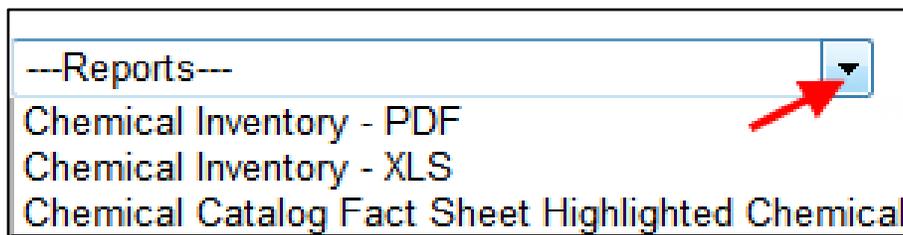
Expiration Date is an optional data entry field. In order to display a list of chemicals that have expired or will expire in 30 days, you must enter a date in the **Expiration Date** field of the chemical.

Room #/Bldg. Name 400:MAASS CHEMISTRY BUILDING

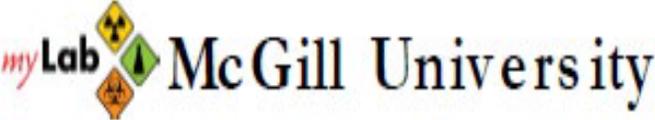
Expiration Date

Reports

From the *myLab* inventory, it is very easy to print a report of chemicals. Click the drop down arrow beside Reports and select **the type of report you want from the list**, or highlight a chemical and select Chemical Catalog Fact Sheet option.



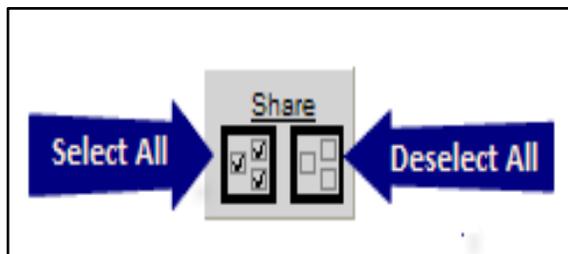
Following is a chemical inventory report in PDF format.

		Chemical Inventory Sorted by Description						
PI6007								
Catalog #	Chemical Description	CAS	Bldg:Lab	Location	Inv. Date	Qty	Cont. Size	Total Vol.
	(3-Chloropropyl)triethoxysilane	5089-70-3	119:400	Storage Room	07/06/2011	1	100	100 mL
P4402	(S)-(-)-1-Phenylethanol	1445-91-6	119:400	Fridge	02/07/2011	1	250	250 mg
177281	1,1'-bis(diphenylphosphino)ethane	12150-46-8	119:25	Glovebox	02/07/2011	1	1	1 g
380210	1,1'-azobis(cyclohexanecarbonitrile)	2094-98-6	119:400	Freezer	02/07/2011	1	25	25 g
376728	1,2-bis(diphenylphosphino)ethane	1683-45-2	119:400	Storage Room	02/07/2011	1	5	5 g
	1,2-dichlorobenzene	95-50-1	119:400	Storage Room	02/07/2011	1	2	2 g
B23544	1,2-Dimethylimidazole	1739-84-0	119:400	Storage Room	02/07/2011	1	500	500 g
	1,4-Benzoquinone	106-51-4	119:400	Storage Room	02/07/2011	1	10	10 g
261947	1,4-bis(diphenylphosphino)butane	7688-25-7	119:25	Glovebox	02/07/2011	1	5	5 g

Sharing Inventory

Sharing inventory within your department means you are letting others in your department know the chemicals that you have in your possession. An advantage of using *myLab* is that it is very easy to view the list of all chemicals available in a department's laboratory.

For example: if a Principal Investigator from the Chemistry department wishes to share chemicals from his or her inventory to the whole Chemistry department, place a check mark in the **Share** column of those chemical(s) and then click **Save Changes**.



Current Inventory
 Disposed Inventory
 Archived Inventory
 Search Shared Chemistry

Items Received on

All Items

Total # of chemicals in current inventory: 276

Share	MSDS	Chemical Description	Vendor	Catalog #	CAS #	Number of Containers	Total
<input checked="" type="checkbox"/>	MSDS	(3-Chloropropyl)trimethoxysilane	SIGALD		5089-70-3	1	100
<input checked="" type="checkbox"/>	MSDS	(S)-(-)-1-Phenylethanol	SIGALD	P4402	1445-91-8	1	250
<input checked="" type="checkbox"/>	MSDS	1,1'-Bis(diphenylphosphino)ferrocene	SIGALD	177201	12150-46-0	1	1

As you can see from the above screenshot, there are 276 chemicals in the current inventory. If the Principal investigator selects to share some or all chemicals, it can be viewed by all from within the chemistry department.

To view a shared inventory, select the **Search Shared** (*department name*) option. The following screen displays a list of all chemicals shared by other PI's in Chemistry (total 800). This list will also display the name of the PI who shared the chemicals.

Current Inventory
 Disposed
 Archived
 Search Shared Chemistry

Total # of chemicals information shared by other PI in Chemistry department: 800

Chemical Description	PI Name	Vendor	Catalog #	CAS #
EffecSan, sodium dichloro- <i>s</i> -triazinetrione (Cl source)	Damha, Masad J	UNKNOWN		
(2-Bromoethyl) trimethyl ammonium bromide	Damha, Masad J	SIGALD	117196-5G	2758-06-7
1,1'-Carbonyl diimidazole	Damha, Masad J	SIGALD	115533	530-62-1

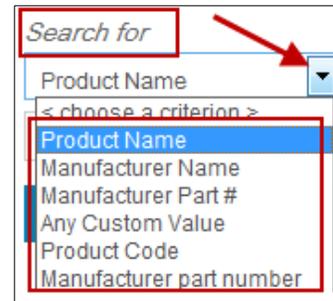
Material Safety Data Sheets (MSDS) are technical bulletins that provide chemical, physical, and toxicological information about each controlled product, as well as information on precautionary and emergency procedures. By law the MSDS information must be updated at least every 3 years. They must be readily accessible to anyone who works with, or who may otherwise be exposed to, those products. To view MSDS information for a chemical, search the MSDS database.

McGill has a portfolio of over 40,000 updated MSDS documents through the 3E Company online database. To search the McGill Portfolio (SDS), click the **Search MSDS Database** link from the current inventory screen in myLab.

The following SDS search window will be displayed.

From the 'Search for' drop down list select a criteria item (product name or manufacture name or part number (catalogue number) etc.) and enter a corresponding value in the text box to search.

For example, select **Product Name** from the **Search for** list and enter the chemical/product name **Acenaphthylene** in the box.



3E COMPANY The Royal Institution for the Advancement of Learning/McGill University

Home **SDS** Help

SDS

[3E SDS Library](#)

Search for

Product Name contains

< choose a criterion >

Search **Show All** [Simple Search](#)

Click the **Search** button. If the search is successful, the items will be displayed immediately below the search section. The above search found one item in the database.

3E COMPANY The Royal Institution for the Advancement of Learning/McGill University

Home **SDS** Help

SDS

[3E SDS Library](#)

Search for

Product Name contains

< choose a criterion >

Search **Show All** [Simple Search](#)

Items per page 15

Product Name	Manufacturer Name	Mfg Part #	Product Code
Acenaphthylene	Sigma Aldrich Chemical Company Inc. / SAFC	416703	13328

Page 1 of 1 (1 items)

Click the  icon of the chemical to see the list of documents associated with the product. There are two product documents listed for Acenaphthylene.

Product Name	Manufacturer Name	Mfg Part #	Product Code
Acenaphthylene	Sigma Aldrich Chemical Company Inc /	416703	13328

Product Documents

Acenaphthylene

Action	Language	Format	Revision Date	Country	e-SDS
View Email Fax 	English	SDS	Oct 04, 2012	USA	
View Email Fax 	English	WHMIS	Oct 04, 2012	CAN	

[Close](#)

Click the **View** link to open the MSDS document. Scroll down the MSDS document screen to see more details. You may print, save or email the document.

SIGMA-ALDRICH

sigma-aldrich.com

Material Safety Data Sheet

Version 5.0
Revision Date 10/04/2012
Print Date 11/18/2013

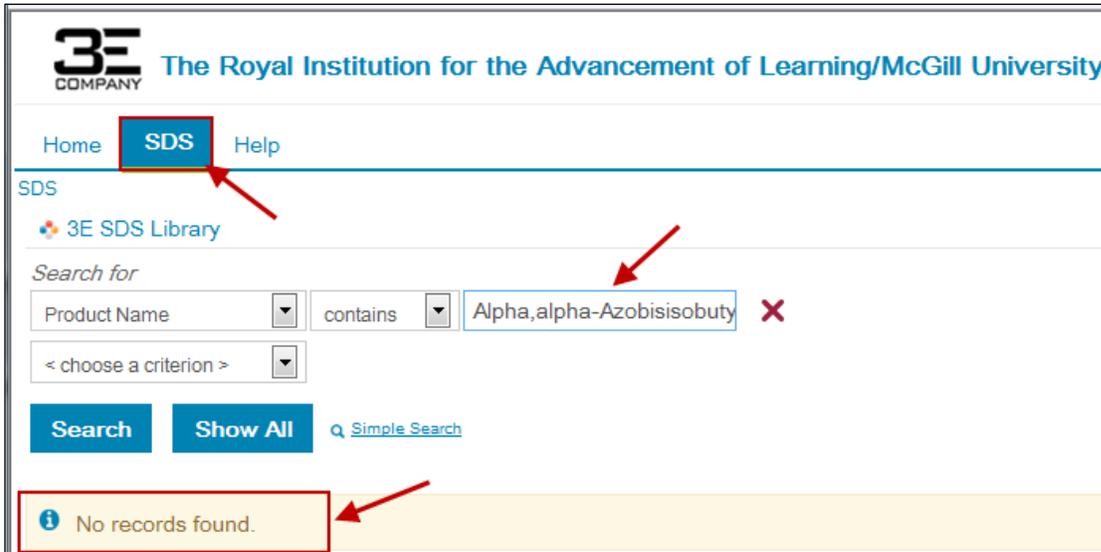
1. PRODUCT AND COMPANY IDENTIFICATION

Product name	: Acenaphthylene	Manufacturer	: Sigma-Aldrich Corporation 3050 Spruce St. St. Louis, Missouri 63103 USA
Product Number	: 416703		
Brand	: Aldrich		
Product Use	: For laboratory research purposes.		
Supplier	: Sigma-Aldrich Canada Co. 2149 Winston Park Drive OAKVILLE ON L6H 6J8 CANADA		
Telephone	: +1 9058299500		
Fax	: +1 9058299292		
Emergency Phone #	: 1-800-424-9300		
(For both supplier and manufacturer)			
Preparation Information	: Sigma-Aldrich Corporation Product Safety - Americas Region 1-800-521-8956		

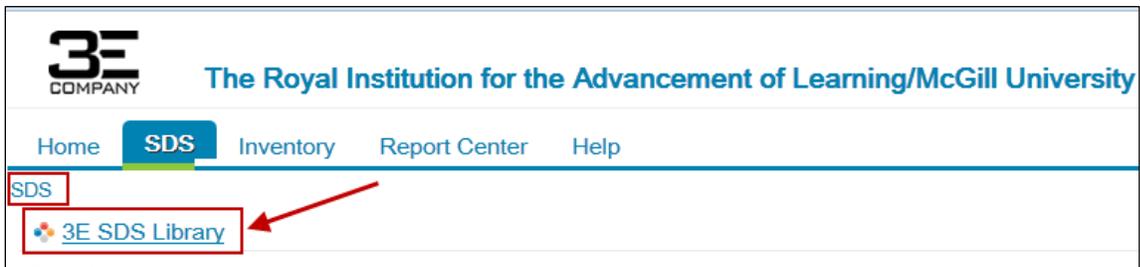
The document displays details on the product such as: hazardous identification, first aid measures, personal protection, toxicology and regulatory information, handling and storage, etc.

You must verify and make sure that the Vendor/Manufacturer name, catalogue number and chemical name in the MSDS document matches those of the chemical item.

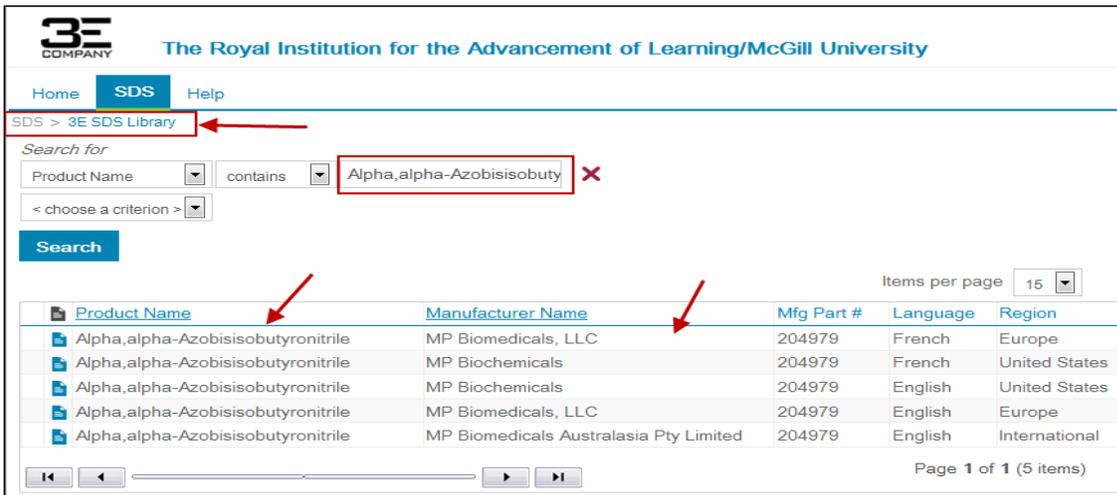
Sometimes the **McGill SDS Library** search displays a 'No records found' message. What can you do in that case?



Then you must search the **3E SDS Library**, which will give you access to over 3.5 million MSDS documents. Click the **3E SDS Library** link.



Specify the search criteria and click the **Search** button.



Click on a product name to open its MSDS document. Pay attention to the Product name and Part number (catalogue number).

The screenshot shows the 3E Company website interface. The navigation bar includes 'Home', 'SDS', 'Inventory', 'Report Center', and 'Help'. The breadcrumb trail is 'SDS > 3E SDS Library'. A search bar contains the text 'pha,alpha-Azobisisobuty' with a dropdown menu set to 'contains'. A 'Search' button is visible below the search bar. The search results table is as follows:

Product Name	Manufacturer Name	Mfg Part #
Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals, LLC	204979
Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals, LLC	204979
Alpha,alpha-Azobisisobutyronitrile	MP Biochemicals	204979
Alpha,alpha-Azobisisobutyronitrile	MP Biochemicals	204979
Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals Australasia Pty Limited	204979

The corresponding MSDS document will open in a new window.

The screenshot shows the MSDS document for alpha,alpha-Azobisisobutyronitrile. The document is titled 'Material Safety Data Sheet' and includes the following information:

- Catalog Number:** 204979
- Revision date:** 25-Apr-2006
- 1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND COMPANY INFORMATION**
 - Catalog Number:** 204979
 - Product name:** alpha,alpha-AZOBISISOBUTYRONITRILE
 - Synonyms:** Azobisisobutyronitrile
 - Supplier:** MP Biomedicals, LLC, 29525 Fountain Parkway, Solon, OH 44139, tel: 440-337-1200
 - Emergency telephone number:** CHEMTREC: 1-800-424-9300 (1-703-527-3887)
- 2. COMPOSITION/INFORMATION ON INGREDIENTS**

Components	CAS Number	Weight %	ACGIH Exposure Limits:	OSHA Exposure Limits:
alpha,alpha-AZOBISISOBUTYRONITRILE	78-67-1	90 - 100%	None	None
- 3. HAZARDS IDENTIFICATION**
 - EMERGENCY OVERVIEW:** Harmful by inhalation, in contact with skin and if swallowed., Explosive
 - Category of Danger:** Explosive , Harmful
 - Principle routes of exposure:** Skin
 - Inhalation:** Harmful by inhalation.
 - Ingestion:** Harmful if swallowed.
 - Skin contact:** Harmful in contact with skin.
 - Eye contact:** Risk of serious damage to eyes
 - Statements of hazard:** HARMFUL IF SWALLOWED. MAY BE HARMFUL IF ABSORBED THROUGH SKIN OR INHALED.
- 4. FIRST AID MEASURES**

The user may enter a URL in the field MSDS URL which holds MSDS information for a chemical from any source other than 3E Company (e.g. Vendor's website).

The screenshot shows the 'Vendor Information' form. It includes fields for 'Catalog #', 'Vendor', and 'MSDS URL'. A search button is located to the right of the 'MSDS URL' field. Red arrows point to the 'MSDS URL' field and the search button.

If you choose this option, it is your responsibility to update MSDS every 3 years as per the law.

Note:

If you do not find your required MSDS document in the 3E Company website, please send an email with the following information to:

mylab.ehs@mcgill.ca.

- the chemical name
- vendor name and
- catalogue number of the product.