



myLab:
Chemical Safety Module

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Introduction

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.

Getting started

Users must be authorized 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 access 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.

Login

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**

Environmental Health & Safety Assistant Login

Username

Password

[Change Password](#)

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 \(www.mcgill.ca/procurement\)](http://www.mcgill.ca/procurement)
 - and click the MMP logo



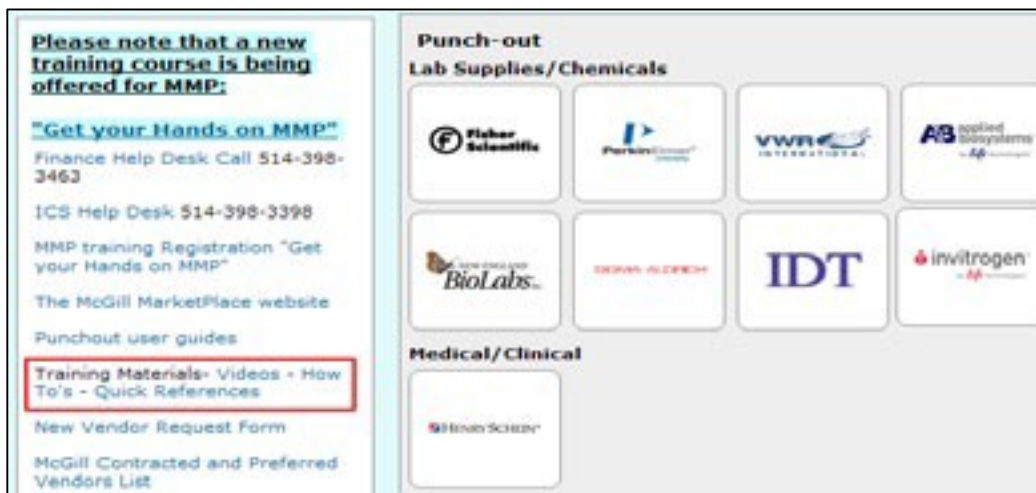


The McGill MarketPlace entrance page allows you to create, edit or choose your profile for shopping.



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, vendor's list and help resources can be found from within McGill MarketPlace.

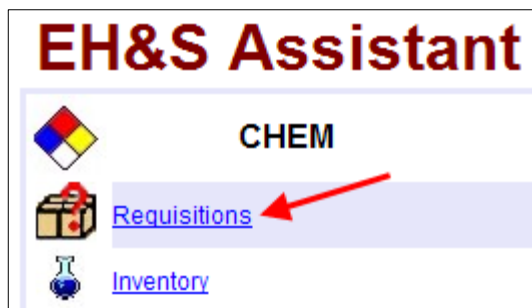


Receiving Items from MMP Order

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.

Existing Quantity				Chemical Description	Vendor	Catalogue #	#	Container Size
500 mL in MASS CHEMISTRY 400 Item 135431	Update	Append	Remove	AMMONIUM HEX.AFLUOROPHO: AMMONIUM HEX.AFLUOROPHO:	SIGALD	201138-25G	2	4

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).

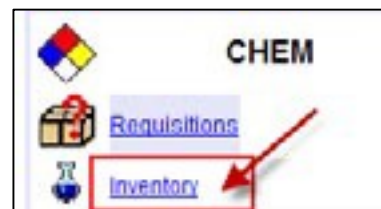
For all chemicals ordered through MMP, by default the unit of measure (UOM) will display as **EA** (each). Therefore you need to specify the UOM before adding the chemical to your current inventory.

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

myLab Inventory

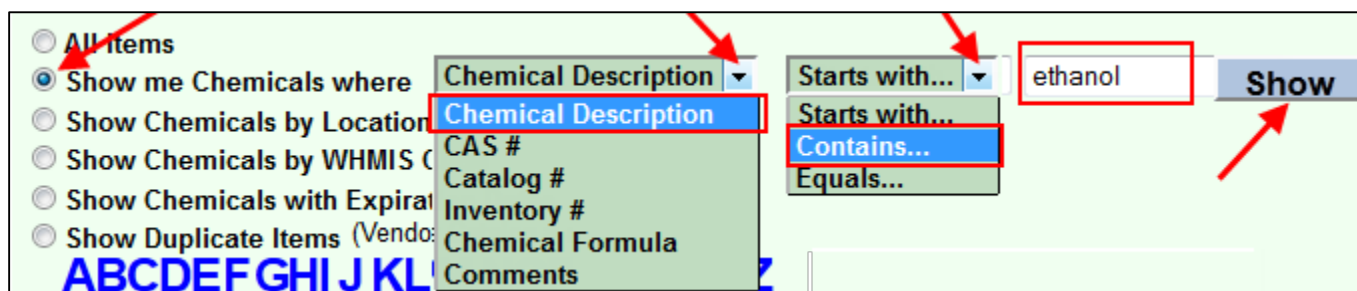
To view your current inventory of chemicals,
Click the **Inventory** Link.

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



Show me Chemicals where

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 comments, location and inventory # 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

Items Received on

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

30 05 2013

All Items

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

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**.

All Items
 Show me Chemicals where
 Show Chemicals by Location
 Show Chemicals by WHMIS Class
 Show Chemicals with Expiration

-- 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)

Workplace Hazardous Material Information System (WHMIS)

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.

Show Chemicals by WHMIS Class

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 with Expiration Dates

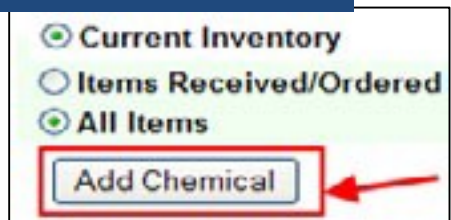
Display a list of chemicals that are expired or will expire within 30 days. Some chemicals can become dangerous or explosive over a period of time. Those expired items will appear in red color.

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.

Add Chemicals (non MMP Purchases) to Inventory

To add a new chemical to *myLab* inventory that is purchased from sources other than MMP, click **Add Chemical**.

A chemical Information screen with an Inventory number will be displayed, as shown below. None of the fields will have any data in it. You must fill in all fields with appropriate data.



Chemical Information		Inventory # 135442	Inventory Date: 11/4/2013
Chemical Description			
CAS #			
Physical State	-- No Selection --	Additional CAS#(s)	-----
Number of Containers		Add CAS #	
Unit of Measure	-- No Selection --	Total Amount	
Type of Container	-- No Selection --	Container Size	
Physical Location		Room #/Bldg. Name	-- No Selection --
		Expiration Date	

Expiration Date is an optional field. The **Inventory Date** can be back dated if necessary.

Additional CAS #(s)

Some chemicals may have more than one Chemical Abstract Service (CAS) number. Enter those additional CAS #s by clicking the **ADD CAS#** button. Enter a chemical description for each CAS# and click **OK**.

Physical State

Some fields such as, Physical State, Unit of Measure, Type of Container, Building Name, etc. can be selected from a drop down list. For all other fields enter data directly in the field. When finished, click **Save Record**.

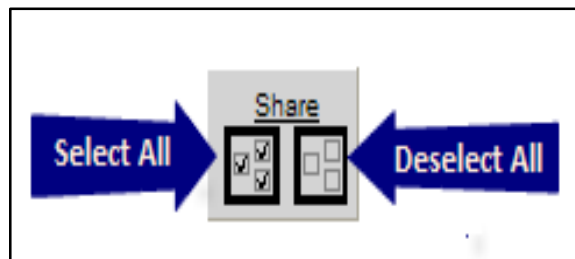
Reports

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.

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
 Total # of chemicals in current inventory: 276

All Items

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 #
Effedkan, sodium dichloro- <i>a</i> -trinitrotrone (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) Database Search

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.

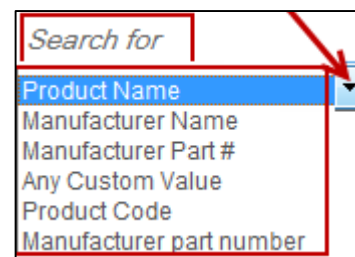
SDS Library / McGill Portfolio

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, to search for a chemical named **Acenaphthylene**, select **Product Name** from the **Search for** list and enter the chemical/product name in the box. Then click the **Search** button.



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

Home **SDS** Help

SDS


3E SDS Library

Search for

Product Name contains Acenaphthylene

< choose a criterion >

Search Show All [Simple Search](#)

The search made for **Acenaphthylene** was successful and it found one item in the database as shown below. Click the  icon beside the chemical name to see a list of documents associated with the product.

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

Home **SDS** Help

SDS



3E SDS Library

Search for

Product Name contains Acenaphthylene

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)

There are two documents listed for the chemical 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 on the **View** link to open the MSDS document as shown below. 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.

3E SDS Library

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

The screenshot shows the 3E COMPANY website header with navigation links for Home, SDS, and Help. Below the header, there is a search bar with the following elements:

- Search for: Product Name
- Operator: contains
- Search term: Alpha,alpha-Azobisisobuty
- Buttons: Search, Show All, Simple Search

Below the search bar, a yellow message box states: "No records found." Red arrows point to the search term and the "No records found" message.

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.

This screenshot is identical to the previous one, but a red arrow points to the "3E SDS Library" link located below the search bar.

Specify the search criteria (for example, Product name contains Alpha-alpha-Azobisisobuty) and click the **Search** button.

This screenshot shows the search results page. The search criteria are the same as in the previous screenshots. The results are displayed in a table with the following columns: Product Name, Manufacturer Name, Mfg Part #, Language, and Region. Red arrows point to the search criteria and the "Search" button.

Product Name	Manufacturer Name	Mfg Part #	Language	Region
Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals, LLC	204979	French	Europe
Alpha,alpha-Azobisisobutyronitrile	MP Biochemicals	204979	French	United States
Alpha,alpha-Azobisisobutyronitrile	MP Biochemicals	204979	English	United States
Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals Australasia Pty Limited	204979	English	International

At the bottom of the page, it indicates "Page 1 of 1 (5 items)".

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

SDS > 3E SDS Library

Search for

Product Name contains

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 Biomedicals Australasia Pty Limited	204979

The corresponding MSDS document will open in a new window.

MP

Material Safety Data Sheet

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).

Vendor Information

Catalog # Vendor

MSDS URL search:

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](#)

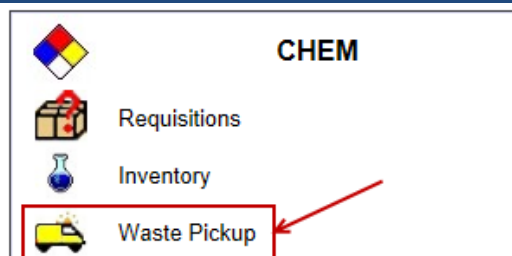
- [catalogue number](#) of the product.

Chemical Waste Module

All chemical waste must be discarded properly. As part of the process, you must first request for the pickup of the chemical waste.

Log in to *myLab* and click the **Waste Pickup** link.

Add your new waste pick up request to the system by clicking **Add Request** button.



The screenshot shows a navigation bar with "Main Menu < BACK" on the left and "PI146" on the right. Below the bar are two radio buttons: "Incomplete Pickups" (selected) and "Completed Pickups". A button labeled "Add Request" is highlighted with a red box and a red arrow points to it. At the bottom, there are several links: "Duplicate Request", "Request", "Building Name", "Lab / Room", and "Request Detail".

The system will insert a request number for your waste pick up as shown below.

The screenshot shows a form for creating a waste pickup request. Fields include: "PI: PI146", "Request # P151119001" (highlighted with a red box), "Request Date" (with a dropdown arrow), "Lab/Location" (with a question mark icon and highlighted with a red box), "Contact", "Contact's Phone", "Contact Email", and "Comments". At the bottom are "Save" and "Cancel" buttons.

Pick today's date from the calendar as the **Request Date** by clicking the down arrow.

Click the blue question mark beside the **Lab/Location** field to pick a lab linked to the PI.

The screenshot shows a dialog box titled "Pick a lab linked to the PI" with the option "or Pick from All Labs". It has a "Search by" dropdown menu with options: "Lab/Room", "Building Name", "Permit Number", "Permit Type", and "Show All". A "Search Type" dropdown is set to "Starts with" and the search text field contains "Chemistry". A "Cancel" button is at the bottom right.

You can search the lab by building name, permit number, permit type or even by specifying the starting word or any word that is part of the building or lab name.

From the list of labs assigned to your PI's lab's permit, choose the lab by double clicking on its **Select** button . For example, let us select 'McIntyre medical sciences building room 123'.

Pick a lab linked to the PI
or **Pick from All Labs**

Search by Search Type 14

	Lab/Room	Building Name	Permit Number	Permit Type
Select	53	MAASS CHEMISTRY BUILDING	R-00146	RAM
Select	Ms1-072	MACDONALD-STEWART BUILDING	R-00146	RAM
Select	016	MCCONNELL ENGINEERING BUILDING	R-00146	RAM
Select	123	MCINTYRE MEDICAL SCIENCES BUILDING	R-00146	RAM
Select	128	MCINTYRE MEDICAL SCIENCES BUILDING	R-00146	RAM
Select	129	MCINTYRE MEDICAL SCIENCES BUILDING	R-00146	RAM

The resulting screen will display the selected lab information and today's date as shown below.

PI:

Request #

Request Date

Lab/Location ?

Contact ? Contact's Phone

Contact Email

Comments

Now you must specify the contact's name, email and phone number. It is possible for you to enter it **manually** in the fields or select it from a list by clicking the blue question mark of the **Contact** field as shown below.

Select A Contact [Cancel](#)

	Contact Name	Function	Worker Type	Description	Lab Phone	Email Address
Select	Christian Bouchard	PI	PERMIT HOLDER		(514)398-5066	christian.bouchard@mcgill.ca
Select	Fred Osman	RU	Radiation User		514.398.4400 E	fred.osman@mcgill.ca
Select	Ian Lorentz	RU	Radiation User		514.398.5305	ian.lorentz@mcgill.ca
Select	Jason Lloyd Hull				514.398.4400 E	jason.hull@mcgill.ca
Select	Jason Lloyd Hull	RU	Radiation User		514.398.4400 E	jason.hull@mcgill.ca
Select	Kim Bray	NRU	Non-radioisotope User		514.398.5066	kim.bray@mcgill.ca

Double click on the **Select** link of the contact person for this waste pick up request. The system will fill up the contact's name and email address. You need to **manually** enter the contact's phone number.

Click the **Save** button.

PI: P1146 Bouchard, Christian
 Request # P151119001
 Request Date 11/19/2015
 Lab/Location 155:123 MCINTYRE MEDICAL SCIENCES BUILDING
 Contact Christian Bouchard Contact's Phone 398 3333
 Contact Email christian.bouchard@mcgill.ca
 Comments
 Save Cancel

After you click the **Save** button, the **Waste Pickup Request Detail** screen as below will be displayed.

Reagent Container Disposal

Click the **Container Type** down arrow to list the type of Containers. Select the **Small Bottles/Reagent**.

Waste Pickup Request Detail
 Request # P151119001
 Waste Type Chemical
 Container Type -- None --
 Quantity -- None --
 # of Containers REAGE : Small Bottles/Reagent
 WHITE : 20L Solvent
 YELLO : 20L Corrosive
 Empty Replacement Containers
 Form Liquid Solid

There are three different ways to add a reagent to your waste pick up request.

1. Adding reagent(s) from your *myLab* chemical inventory

To select chemicals from your *myLab* inventory click the **Inventory # Link** field  icon.

Waste Pickup Request Detail
 Request # P151119001
 Waste Type Chemical
 Container Type REAGE : Small Bottles/Reagent
 Quantity 5 Unit U : Units
 or Type Chemical -OR- Choose an Inventory Item ->
 Inventory # Link # Containers Size of Container Unit
 Attach

Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	U
------------	-------	----------------------	-------------	--------------	-------------------	---

Your current inventory will be displayed. If necessary, perform a search to locate the chemical. Click the **Select** link beside the chemical to add it to your list. For example, to add Ammonium hydroxide, click on its **Select** link.

Current Inventory
 Disposed Inventory
 Archived Inventory
 Search Shared Hazardous Waste Management
 Total # of chemicals in current inventory: 5

Items Received on
 All Items

Show me Chemicals where
 Show Chemicals by Location
 Show Chemicals by WHMIS Class
 Show Chemicals with Expiration Dates
 Show Duplicate Items (Vendor Catalog # are identical)

ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789 Show All

Share		Chemical Description	Vendor	Catalog #	CAS #	Physical State	Number of Containers	Total Amount	Unit of Measure	Container Size
<input checked="" type="checkbox"/>	Select	Ammonium hydroxide	SIGALD	221228	1336-21-6	Liquid	97	48500	Milliliters	500

The selected item will appear on the screen. Type in the number of containers.

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link # Containers Size of Container Unit [Attach](#)

Ammonium hydroxide mL : Milliliters

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit

After you specify the number of containers, the inventory will be updated to that effect. For example, there were 97 containers of Ammonium hydroxide with a total amount of 48500 ml. After you remove 1 container of 500 ml size, the catalog shows 96 containers of total 48000 ml.

Share		Chemical Description	Vendor	Catalog #	CAS #	Physical State	Number of Containers	Total Amount	Unit of Measure	Container Size
<input checked="" type="checkbox"/>	Select	Ammonium hydroxide	SIGALD	221228	1336-21-6	Liquid	96	48000	Milliliters	500
<input type="checkbox"/>	Select	Methanol	FISHER	A452	67-56-1	Liquid	0	0	Liters	20

Click the **Attach** link to add the item to the list.

2. Manually adding reagent(s)

Type in the name of the chemical, its quantity, number and size of the container and its unit of measurement in the first line as shown below.

Waste Pickup Request Detail

Request #

Waste Type Chemical

Container Type

Quantity Unit

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit

Click the **Attach** button to add it to the list of chemicals to pick up.

Waste Pickup Request Detail


Request #

Waste Type Chemical

Container Type

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
detach			Acetone		3	100	mL

3. Adding reagent(s) from the *myLab* Catalog

To add chemical(s) from the *myLab* catalog (from *Sigma-Aldrich* or *Fisher Scientific*), click the blue  icon beside the **Choose an Inventory Item** field.



Waste Pickup Request Detail

Request #

Waste Type Chemical

Container Type

Quantity Unit

Pick (?)...or Type Chemical -OR- **Choose an Inventory Item ->**  

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
-----	------------	-------	----------------------	-------------	--------------	-------------------	------

Specify the search criteria, using any of the three options appear on the resulting screen. For example, select '**Show me chemicals where**' option, with '**Chemical description**' starts with and then enter part of the chemical name like 'Acet' and click the **Show** button.

Show me Chemicals where Vendor is

Show me Chemicals where

Show me Chemicals that are in my "Personal Catalog" (previously received)

1928 Found. Click the Chemical's CAS# or Description to select it.



CAS #	Chemical Description	Catalog #	Vendor
105-57-7	acetal	A90-2	Sigma-Aldrich
	ACETAL 99% 250ML	AC102222500	Fisher Sci
	ACETAL 99% 1LT	AC102220010	Fisher Sci
105-57-7	Acetal, natural, Kosher; natural, Kosher	W200220-100G-K	Sigma-Aldrich
105-57-7	Acetal, natural, Kosher; natural, Kosher	W200220-1KG-K	Sigma-Aldrich
105-57-7	Acetal, natural, Kosher; natural, Kosher	W200220-4KG-K	Sigma-Aldrich
105-57-7	Acetal, natural, Kosher; natural, Kosher	W200220-5KG-K	Sigma-Aldrich

From the displayed list of criteria matched chemicals, select the chemical you want by clicking on it. The selected name will be entered in the Chemical name field as shown below. Specify the number and size of the container and its unit of measure.

Pick (?)...or Type Chemical -OR- **Choose an Inventory Item ->**  

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
-----	------------	-------	----------------------	-------------	--------------	-------------------	------

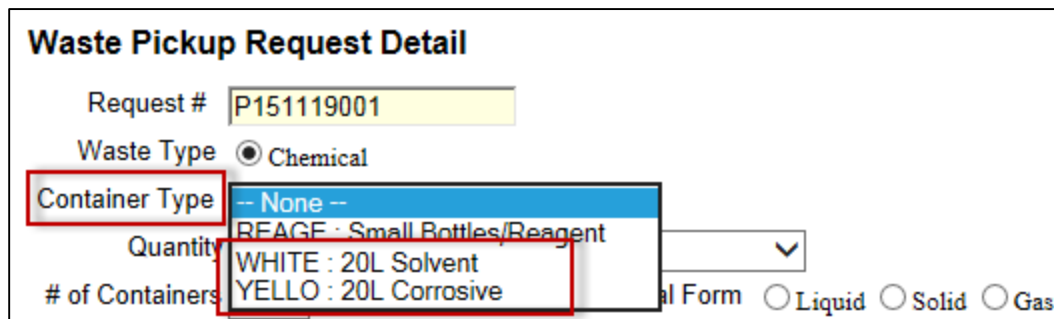
Then click the **Attach** button. The reagent will be added to the list as shown below.

Pick (?)...or Type Chemical -OR- **Choose an Inventory Item ->**  

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
detach	78098	105-57-7	Acetal, natural, Kosher; natural, Kosher		1	5L	

Yellow or White Container Disposal (10 or 20 L)

Select **White** or **Yellow** container option from the **Container Type** drop down list. From this point on, the steps to follow for White or Yellow options are the same. For example, this document illustrates the use of **White 20L solvent**.



Waste Pickup Request Detail

Request #

Waste Type Chemical

Container Type

Quantity

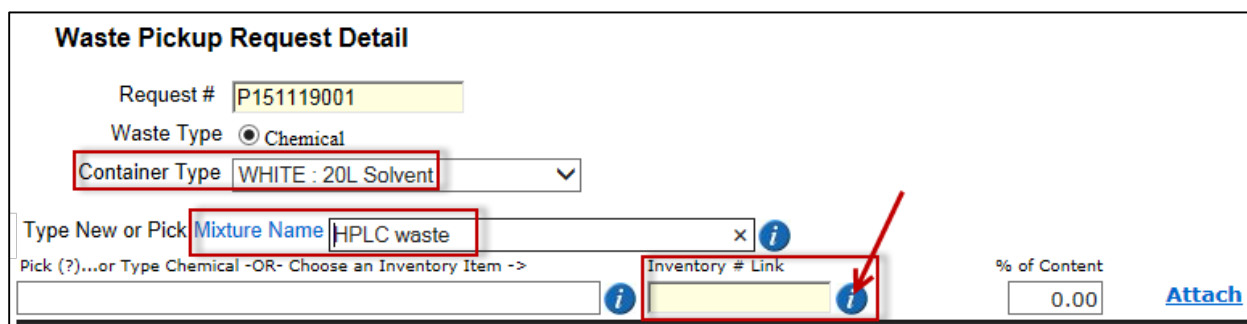
of Containers

Physical Form Liquid Solid Gas

There are three different ways to add chemical(s) to your white or Yellow waste pick up request.

1. Adding chemical(s) from your *myLab* chemical inventory

Enter an appropriate name for the mixture of chemicals in the **Mixture Name** field. The advantage of using a mixture name is that, it will be saved in the system and you can use it later on whenever you want to add the same combination of chemicals. It will save you from the steps of adding each chemical. For example, enter the mixture name **HPLC waste** in the Mixture Name field.



Waste Pickup Request Detail

Request #


Waste Type Chemical

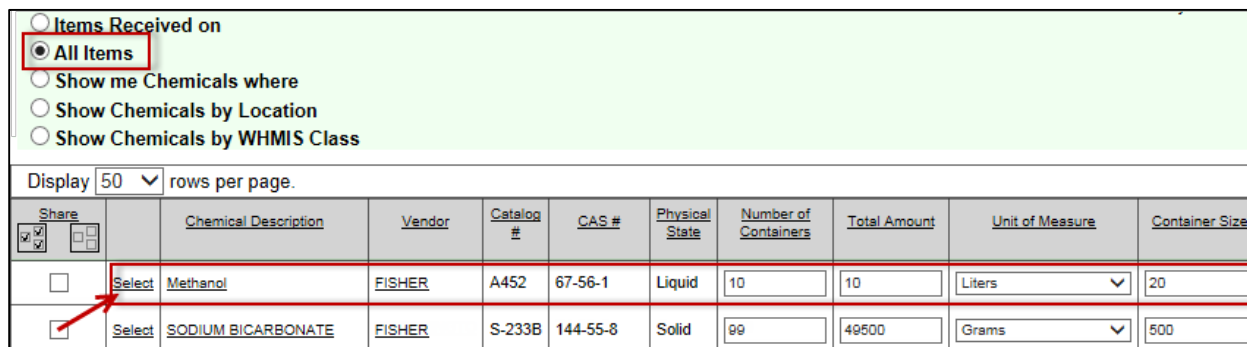
Container Type

Type New or Pick

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->

% of Content [Attach](#)

To select chemicals from your *myLab* inventory click the blue  icon beside the **Inventory # Link** field. Your current *myLab* inventory will be displayed. If necessary, perform a search to locate the chemical. Click the **Select** link beside the chemical to add it to your list. For example, to add **Methanol**, click on its **Select** link.



Items Received on

All Items

Show me Chemicals where

Show Chemicals by Location

Show Chemicals by WHMIS Class

Display rows per page.

Share		Chemical Description	Vendor	Catalog #	CAS #	Physical State	Number of Containers	Total Amount	Unit of Measure	Container Size
<input checked="" type="checkbox"/>	Select	Methanol	FISHER	A452	67-56-1	Liquid	<input type="text" value="10"/>	<input type="text" value="10"/>	Liters	<input type="text" value="20"/>
<input checked="" type="checkbox"/>	Select	SODIUM BICARBONATE	FISHER	S-233B	144-55-8	Solid	<input type="text" value="99"/>	<input type="text" value="49500"/>	Grams	<input type="text" value="500"/>

The selected chemical **Methanol** will appear in the chemical name field and its inventory number will appear in the **inventory # Link** field. Now you must specify the percentage of content (e.g. 70%) and then click the **Attach** button.

The screenshot shows the 'Waste Pickup Request Detail' form. The 'Type New or Pick: Mixture Name' field contains 'HPLC waste'. Below it, the 'Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->' field contains 'Methanol'. The 'Inventory # Link' field contains '153795'. The '% of Content' field contains '70.00'. A red box highlights the 'Attach' button, and red arrows point to the 'Methanol' field, the '153795' field, and the '70.00' field.

---	Chemical #	CAS #	Chemical Description	% of Content
-----	------------	-------	----------------------	--------------

Note: When you select a chemical from your *myLab* inventory for the White or Yellow container, your current inventory will **not** be automatically updated.

2. Manually adding chemical(s)

Type in the name of the chemical, number of containers and the percentage of its content. For example to add Toluene to the container, type in Toluene in the name box. Also enter the percentage (e.g. 20%) of the container that will be occupied by this chemical Toluene in the **% of content** field.

The screenshot shows the 'Waste Pickup Request Detail' form. The 'Request #' field contains 'P151119001'. The 'Waste Type' is set to 'Chemical'. The 'Container Type' is 'WHITE : 20L Solvent'. The '# of Containers' field contains '1'. The 'Type New or Pick: Mixture Name' field contains 'HPLC waste'. Below it, the 'Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->' field contains 'Toluene'. The 'Inventory # Link' field is empty. The '% of Content' field contains '20.00'. A red box highlights the 'Attach' button, and red arrows point to the 'Toluene' field, the '# of Containers' field, and the '20.00' field.

Then click the **Attach** button. Toluene will be added to the list.

3. Adding chemical(s) from the *myLab* Catalog

To add chemicals from the *myLab* catalog (from *Sigma-Aldrich* or *Fisher Scientific*), click the blue **i** icon beside the 'Choose an Inventory Item' field.

The screenshot shows the 'Waste Pickup Request Detail' form. The 'Type New or Pick: Mixture Name' field contains 'HPLC waste'. Below it, the 'Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->' field is empty. A red box highlights the blue 'i' icon next to the 'Choose an Inventory Item' field, and a red arrow points to it.

Specify the search criteria, using any of the three options on the screen. For example, select **Show me chemicals where** option, with **Chemical description** contains and then enter the chemical name like 'Antibodies' and click the **Show** button.

The screenshot shows the 'Chemical Catalog' search interface. The 'Show me Chemicals where Vendor is' dropdown is set to '-- No Selection --'. The 'Show me Chemicals where' dropdown is set to 'Chemical Description', and the 'Contains...' dropdown is set to 'Antibodies'. A red box highlights the 'Show' button, and red arrows point to the 'Antibodies' field and the 'Show' button.

The search found two items that met the criteria. Click on the chemical to select it.

2 Found. Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor
	Antibodies Volume 1: Production and Purification	Z702579-1EA	Sigma-Aldrich
	Antibodies: A- Laboratory Manual	A2926-1EA	Sigma-Aldrich

The chemical name will be displayed in the chemical name field. Specify the percentage of content and then click the **Attach** button. The chemical will be added to the list.

Type New or Pick: Mixture Name x i

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> i i **Attach**

The following screen lists the 3 chemicals added to this waste container (with the mixture name HPLC waste) each with its own % totaling 100%.

In order for the waste pick up request to be accepted, the total percentage of content must equal to 100%.

Waste Pickup Request Detail

Request #

Waste Type Chemical

Container Type

---	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
detach	205548	67-56-1	Methanol	70	153795
detach	7785		Antibodies: A- Laboratory Manual	10	
detach			Toluene	20	

Now click the **Submit** button. To create another container, click the **Add Another Container** button, which will become active after you click the Submit button.

After submitting the pickup request, it will be added to the **Incomplete Pickups** list. The lastly added White 20L Solvent container and its details along with the previously added Reagent container can be seen as shown below. Both request have the same request number.

Incomplete Pickups Completed Pickups

Request	Building Name	Lab/Room	Request Detail																											
Edit Request Delete Request Duplicate this Request #: P151119001 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	<table border="1"> <thead> <tr> <th>Cont.Type</th> <th>Contents</th> <th>% Content</th> </tr> </thead> <tbody> <tr> <td>REAGE</td> <td>Chemical Description</td> <td></td> </tr> <tr> <td></td> <td>Acetone</td> <td>0</td> </tr> <tr> <td></td> <td>Acetal, natural, Kosher; natural, Kosher</td> <td>0</td> </tr> <tr> <td></td> <td>Ammonium hydroxide</td> <td>0</td> </tr> <tr> <td>WHITE</td> <td>Chemical Description</td> <td></td> </tr> <tr> <td></td> <td>Methanol</td> <td>70</td> </tr> <tr> <td></td> <td>Toluene</td> <td>20</td> </tr> <tr> <td></td> <td>Antibodies: A- Laboratory Manual</td> <td>10</td> </tr> </tbody> </table>	Cont.Type	Contents	% Content	REAGE	Chemical Description			Acetone	0		Acetal, natural, Kosher; natural, Kosher	0		Ammonium hydroxide	0	WHITE	Chemical Description			Methanol	70		Toluene	20		Antibodies: A- Laboratory Manual	10
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Using the Mixture Name Option

A created mixture name can be used again, by clicking the blue icon beside the **Mixture Name** field or by clicking on the Mixture Name link itself.

Waste Pickup Request Detail

Container Type


Type New or **Pick: Mixture Name** 

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link

A list of previously created Mixture names will be displayed. Click the **Select** button of the mixture name you wish to use from the list. The same combination of chemicals and its percentages will be added to the container.

Pick a Mixture

Search by Search Type

	Mixture Name	Constituents	Request Date
Select	HPLC waste	70.00% Methanol 10.00% Antibodies: A-  Laboratory Manual 20.00% Toluene	11/19/2015
Select	Methanol mix	20.00% acetone 60.00% Methanol 20.00% Tetraalkylammonium carbonate, polymer-bound, macroporous, 18-50 mesh, extent of	09/01/2015
Select	Mixture 2015-03-	0.00% Ammonium hydroxide	03/09/2015

Duplicating a Request

After creating a waste pickup request, it is possible to duplicate it to avoid repeating all the steps.

Request		Building Name	Lab / Room	Request Detail													
Edit Request	Delete Request	Duplicate this Request	#: P151119001 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	+Add+	Hist. # Hist. Type	Cont.Type	Contents								
						Edit	Delete 1	Chemical	REAGE								
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Chemical Description	% Content																
Acetone	0																
Acetal, natural, Kosher; natural, Kosher	0																
Ammonium hydroxide	0																

Click the **Duplicate this Request** link beside the request number. You will receive the following message.

The request, along with its containers and contents have been duplicated.
The new request # is **P151119002**. Please edit the request or containers as necessary.
If you duplicated the request in error, please delete it.

[OK](#)

Click **OK**. The duplicated request with the new request number will appear as shown below.

Request		Building Name	Lab / Room	Request Detail													
Edit Request	Delete Request	Duplicate this Request	#: P151119002 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	+Add+	Hist. # Hist. Type	Cont.Type	Contents								
						Edit	Delete 1	Chemical	REAGE								
									<table border="1"> <thead> <tr> <th>Chemical Description</th> <th>% Content</th> </tr> </thead> <tbody> <tr> <td>Acetone</td> <td>0</td> </tr> <tr> <td>Acetal, natural, Kosher; natural, Kosher</td> <td>0</td> </tr> <tr> <td>Ammonium hydroxide</td> <td>0</td> </tr> </tbody> </table>	Chemical Description	% Content	Acetone	0	Acetal, natural, Kosher; natural, Kosher	0	Ammonium hydroxide	0
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Acetal, natural, Kosher; natural, Kosher	0																
Ammonium hydroxide	0																
						Edit	Delete 2	Chemical	WHITE								
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Antibodies: A- Laboratory Manual	10																

To edit or delete a request, click on its appropriate links. You may add more chemicals to the same container by clicking the **+Add+** link.

Note: Incomplete Pickup requests will go to the Hazardous Waste Management office for pickup. Once it is picked up by the Hazardous Waste Management, they will add the request to the **Completed Pickups** list.

Note:

For any missing information (lab/location and/or contact information) please send an email with details to:

myLab.ehs@mcgill.ca