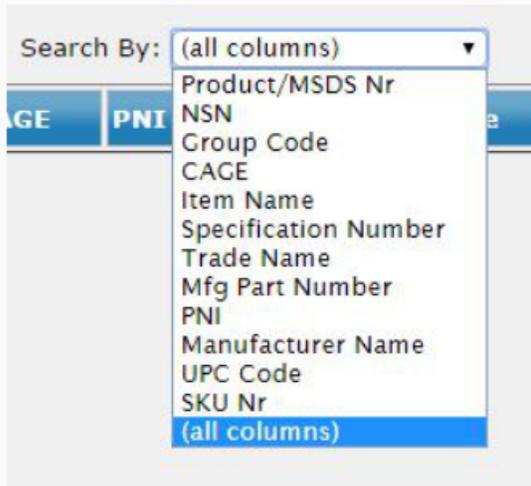


Find a Safety Data Sheet (SDS)

The Safety Data Sheet (SDS) provides chemical identification, hazards, first aid, handling & storage, exposure controls, disposal and other regulatory information.

General Searching Instructions

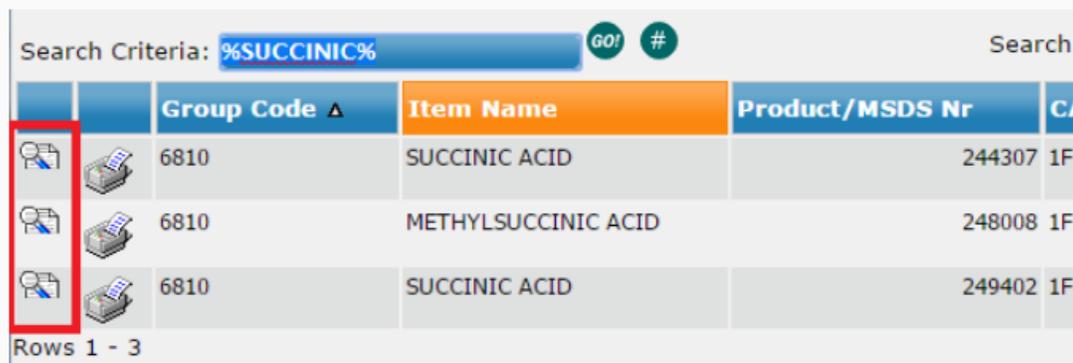
1. Open the [HMMS SDS website](#)
2. Change the *Search By* field to **(all columns)**.



3. Enter the item name or number into the *Search Criteria* field, using the "%" symbol in the place of unknown characters. For example, if you want the SDS for SUCCINIC ACID, you can enter %SUCCINIC%. See more information on [Wildcard Symbols](#) below.



4. Click the "GO" icon.
5. Click the magnifying glass icon for the SDS you want.

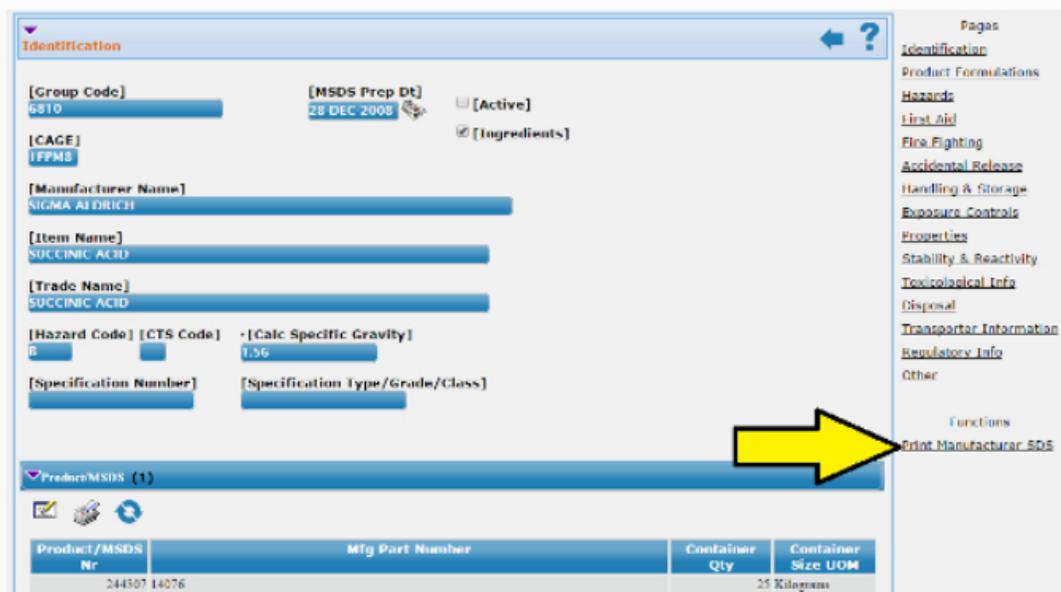


A screenshot of the search results page. The search criteria '%SUCCINIC%' is shown in the top left. Below it is a table with columns: Group Code, Item Name, Product/MSDS Nr, and CA. Three rows are visible, each with a magnifying glass icon in the first column. The first row is highlighted in orange.

	Group Code ▲	Item Name	Product/MSDS Nr	CA
	6810	SUCCINIC ACID	244307	1F
	6810	METHYLSUCCINIC ACID	248008	1F
	6810	SUCCINIC ACID	249402	1F

Rows 1 - 3

6. Click the "Print Manufacturer MSDS" link on the bottom right side of the screen.



A screenshot of the SDS details page. The page is titled 'Identification' and contains various fields for product information. A yellow arrow points to the 'Print Manufacturer SDS' link in the bottom right corner.

Pages

- Identification
- Product Formulations
- Hazards
- First Aid
- Fire Fighting
- Accidental Release
- Handling & Storage
- Exposure Controls
- Properties
- Stability & Reactivity
- Toxicological Info
- Disposal
- Transporter Information
- Regulatory Info
- Other

Functions

- Print Manufacturer SDS

Product/MSDS Nr	Mfg Part Number	Container Qty	Container Size UOM
244307	14076		25 Kilograms

Use of Wildcard Symbols

You can use the "%" symbol as a wildcard; it is used in place of one or more unknown characters in a field.

- If you enter %ACID, every word that ends with ACID will be retrieved.
- If you enter SUCCINIC%ACID, every item that begins with SUCCINIC and ends with ACID will be retrieved, no matter how many words come between SUCCINIC and ACID.
- If you enter %SUCCINIC ACID% every instance of the items SUCCINIC and ACID appearing in that order will be retrieved.

Note: Do not put a blank space before or after the %, this will alter the entire query.

Advanced Search Criteria Method

The Advanced Search feature allows HMMS users perform a search that is more detailed than those available in the typical screen. A simple query in some screens can retrieve a great number of records, so many that searching for a specific one could take a great deal of time.

Steps to Performing an Advanced Query:

1. The advanced search feature is available on search screens with the advanced search icon in the toolbar.



2. In the first box, enter the criteria you want to include in the search. The criteria you see will be specific to the screen in which you are searching.
3. In the second box, enter the value modifier you want to use on the criteria.

<> Use if you want the return not to equal the value entered in the field to the right. Example: In the Employee Screen you wanted to find all employees not named "Jim". Enter this value modifier and "Jim" in the field to the right.

> Use if you want the return to be greater than the value entered in the field to the right. Example: You want to return all manufacturers' names that begin with letters and not numbers you would enter this value modifier and "A" in the field to the right.

<= Use if you want the return to be less than or equal to the value entered in the field to the right. Example, if you want to return all manufacturers' names that begin with the letters "A" and "B" use this value modifier and enter "B" in the field to the right.

contains Use if you want the return to include the value entered in the field to the right. Example, if you want to return all manufacturers' names containing the letters A and C in that order, use this value modifier and enter "AC" in the field to the right.

does not contain Use if you do not want the return to contain the value entered in the field to the right. Example: if you want to return all manufacturers whose names do not contain the letters A and C in that order, use this value identifier and enter "AC" in the field to the right.

not like Use this value identifier if you do not want the return to contain the entire value entered in the field to the right. For example, if you want to return all manufacturers whose name is not "Acme", use this value identifier and enter "Acme" in the field to the right.

like Use this value identifier if you want the return to contain the entire value entered in the field to the right. For example, if you want to return all manufacturers whose name "Acme" but not "Acme & Sons", use this value identifier and enter "Acme" in the field to the right.

null Use this value identifier if you want the return records in which the data in the field to the left does not exist. For example, if you want to return all records in which no manufacturer is entered select this value identifier. When you do, the field to the right will disappear.

not null Use this value identifier if you want the return all records in which data in the field to the left exists. For example, if you want to return all records in which a manufacturer is entered select this value identifier. When you do, the field to the right will disappear.

4. Once you receive the results of the query you will be able to sort the resulting records by clicking in the header row for a column. This will sort the data on the screen by ascending order in the column you are clicking on.

Click on the column header of the row you want to sort by. After clicking on the column you will see an up arrow beside the label in the column. Clicking the column header again will display a down arrow and will sort the data on the screen by descending order in the column you have selected.

5. Once you have the items sorted the way you want you can use the on-screen buttons to navigate through or print the data on the screen. Perform the functions by clicking on one of these buttons near the top of the screen:



Displays the first page of records returned.



Displays the previous page of records returned.



Displays the next page of records returned.



Displays the last page of records returned.

6. After you find the item, click on the print icon to open a screen with all the information regarding the MSDS.



Note:This is information input into the HMMS system. Therefore, some fields may be blank when clicking on this print icon, but can be found on the MSDS sheet. To open the MSDS sheet, click on the View Record icon then click on "Print Manufacture MSDS" link under the Functions section on the right hand side. The original MSDS sheet from the manufacture will appear in a separate browser window.

Printing an SDS

1. Follow through step 6 from the [General Searching Instructions](#) above. The original MSDS sheet from the manufacturer will appear in a separate browser window.
2. Select **File > Print** from your browser's menu bar. The MSDS will print to your default printer.