

ChemAlert Quickguide

1. Logging on to ChemAlert

There are three easy ways to access ChemAlert, go to

- <http://www.uow.edu.au/science/chem/ohs.html> and click on the ChemAlert link or
- <https://chemalert.rmt.com.au/uow/>
- Start from University home page click on staff -> OHS unit -> OHS quick references and select ChemAlert

You will need your University username and password to access these pages. Off campus access is available through Library databases.

2. Setting up search criteria

a) Click on the first drop down menu

Search by **Product Name**

This is the most common choice but you can also search by synonym, supplier, CAS No. etc.

b) Leave the default **contains**

Other choices on the drop down menu include “starts with”, “does not contain”, “ends with”.

c) Enter the **name** or part name of you compound

d) Click on **Search** Search results will be listed in window.

e) Viewing supplier details – in the search window right click on compounds and select view suppliers details.

3. Setting up multiple search criteria

If you wish to add a second criteria to your search instead of clicking search

click on **add to search list**.

Repeat steps a) – d) click on add to list followed by clicking on **search**. This will add two criteria to search, more can be added and will be placed in the advanced search list box.

Multiple search criteria can be edited or deleted by buttons on top right of advanced search window.

4. Viewing and Printing a report

a. In the list of search results **double click** on desired compound.

b. Click on the reports tab. The *product reports window* will pop up.

c. Select **Report Type**

There are a number of formats the ChemAlert Report can be viewed. Note that the ChemAlert report is different from the MSDS. By law it is necessary to have the supplier's MSDS.

To view the MSDS select MSDS.

To view concise, easy to read information on the compound which can be used to fill out a risk assessment a ChemAlert report can be used.

d. Click on **View/Print** In a few moments a window will display report in pdf format.

e. Click on **printer icon** to print, select printer properties (remember to print double-side).

f. Close the window when finished.

5. Printing Labels

a. In the *product report window* (see step 4b)

b. Select **Report Type** for how many labels you want per page

c. **Small label 8/page** This selection is the smallest and best for smaller bottles.

Other label size options are medium (4/page), large (2/page), extra large (1/page)

d. Select **Label setup**

e. By clicking on the label you can choose how many of the labels you wish to print. Clicking acts as a toggle. X means they will not be printed. Click **OK** when layout of labels selected.

f. Select **View/Print**. A preview of the page will be given.

g. Click on **printer icon** to print, select printer properties and Click **OK** to print.

h. Close the window when finished.