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	Document Contact:	*Christopher Ferguson: Dir, Lab Services*
	Area:	*Laboratory-Safety*
	Key Words:	*GEN 73400*
	Applicability:	*All Beaumont Hospitals*

Laboratory Annual Safety Assessments

Document Type: Policy

I. PURPOSE AND OBJECTIVE:

A. The Laboratory Annual Safety Assessment policy defines the four safety assessments that are completed on an annual basis: Hazardous Chemical Inventory, Fire Safety Review, Personal Protective Equipment (PPE), and Safety Inspection.

B. Completing each safety assessment gives the Laboratory Managers/Supervisors an opportunity to identify and correct possible safety concerns that may be found in the Laboratory.

II. POLICY STATEMENT:

As defined in this policy, designated Laboratory employees will perform, complete associated forms, and retain the results of the four safety assessments.

III. ASSESSMENTS:

A. **Hazardous Chemical Inventory and Safety Data Sheets (SDS)**

1. Responsible employees:

   a. Department Manager/Supervisor/designee update their hazardous chemical inventory in the MSDSonline SDS database for their department's location and performs the hazardous chemical inventory/SDS review as defined in the procedure section of this policy and in the Laboratory Chemical Hygiene Plan.

      i. Each hazardous chemical located in a Laboratory department must have a corresponding SDS, for the specific manufacturer, available for employees to review in MSDSonline.

      ii. As hazardous chemicals are retired from the Laboratory or new hazardous chemicals are introduced, the Manager/Supervisor/designee will update the MSDSonline or request assistance from the Campus Laboratory Safety Officer/designee.

   b. Campus Laboratory Safety Officer/designee will export MSDSonline chemical inventory reports for the manager's review.

2. MSDSonline SDS Database Application

   a. The MSDSonline (Safety Data Sheet database) application is the primary electronic storage of SDS and is located on the Corewell Health Intranet in the Document menu option. Directions for

accessing MSDSonline can be found in the attachment section of this policy.

B. **Fire Safety Review**

  1. Responsible Laboratory employees:

     a. Manager/Supervisor/designee performs the fire safety review as outlined in the Laboratory Fire Safety procedure.

C. **Personal Protective Equipment (PPE) Assessment**

  1. Responsible Laboratory employees:

     a. Manager/Supervisor/designee performs the PPE assessment following the Corporate Safety (Environment and Life Safety) policy: Personal Protective Equipment - MIOSHA.

D. **Laboratory Safety Inspection**

  1. Responsible Laboratory employee:

     a. Campus Laboratory Safety Officer/designee performs the safety inspection following the procedure steps in this policy and the inspection checklist document found in the attachment section.

     b. Manager/Supervisor/desginee reviews the results of the safety inspection and determines the appropriate corrective action.

IV. PROCEDURE:

A. **Hazardous Chemical Inventory and SDS**

  1. **Identifying a hazardous chemical:**

     a. Refer to the SDS, Laboratory Chemical Hygiene Plan and Hazard Communication Program for information on how to identify a hazardous chemical.

  2. **Initial upload of the departments hazardous chemical inventory into the MSDSonline database application:**

     a. If a Laboratory department does not have a hazardous chemical inventory in MSDSonline for a their specific location, the Laboratory Manager/Supervisor should coordinate with the campus Laboratory Safety Officer and the Environment and Life Safety Corporate Safety Coordinator to have the inventory uploaded. A hazardous chemical inventory form can be found in the Environment and Life Safety policy: Hazardous Communication Program.

  3. **Export of a current hazardous chemical inventory from MSDSonline:**

     a. On an annual basis, the campus Laboratory Safety Officers or designee will export and email the hazardous chemical inventory from MSDSonline for each of the Laboratory departments at their campus location for Manager/Supervisor review. Directions for exporting the inventory and adding data fields into the export Excel document along with an example export can be found in the MSDSonline Job Aid documents in the attachment section of this policy.

  4. **Review of the hazardous chemical inventory MSDSonline exported document**

     a. Laboratory department Managers/Supervisors/designee will compare the hazardous chemicals physically located in the department to the hazardous chemical inventory MSDSonline exported document to:

        i. Determine if any hazardous chemicals needs to be added or retired (marked as not-in-use)

from MSDSonline for their specific department location.

    a. The Manager/Supervisor/designee will contact the campus Laboratory Safety Officer if assistance is needed for adding or retiring (marked as not-in-use) hazardous chemicals from their department location in MSDSonline. The SDS should be provided to the Safety Officer for each hazardous chemical that needs to be added into MSDSonline.

    b. The Laboratory department manager/supervisor/designee will complete the MSDSonline hazardous chemical Inventory exported document (Excel) for the following:

        i. Name and date of Laboratory employee(s) performing the inventory review.

        ii. Document the storage location(s) for each of the hazardous chemicals.

        iii. Document the approximate quantity for each hazardous chemical.

        iv. Document any new hazardous chemical that needs to be added into MSDSonline for a specific Laboratory location.

        v. Document which hazardous chemical can be retired from a specific Laboratory location within MSDSonline.

    c. The Laboratory Manager/Supervisor/designee will email a copy of the completed MSDSonline exported document to the campus Laboratory Safety Officer and retain a copy in the Laboratory department for employees and inspector access.

        i. If requested, after chemical inventory edits are made in MSDSonline, the campus Laboratory Safety Officer can export a new version of the department hazardous chemical inventory for the department Manager/Supervisor/designee.

5. **Adding or retiring SDS from a specific location in MSDSonline**

    a. Employees designated as MSDSonline "manager" have the security access to add SDS (that are found in the MSDSonline E-binder) or retire (mark not-in-use) SDS for a specific location in MSDSonline. Directions for adding or retiring a SDS can be found the MSDSonline Job Aid attachment in this policy.

        i. Each campus Laboratory Safety Officer and a limited number of other Laboratory employees have been assigned as a MSDSonline manager. The Hospital Environment & Life Safety Coordinator assigns the manager access and provides basic training in the MSDSonline application.

        ii. If a SDS cannot be located in MSDSonline, then connect the Hospital Environment & Life Safety Coordinator for assistance.

6. **ADDITIONAL INFORMATION**

    a. An up-to-date electronic or paper copy of the hazardous chemical inventory can be posted within the department for laboratory employees and inspectors (including the Fire Marshall).

    b. A Laboratory department may use a different version of a hazardous chemical inventory list or form, if required by local Fire Marshals.

    c. Each campus Laboratory Safety Officer tracks the yearly completion of the Laboratory hazardous chemical inventory review for their specific campus Laboratory.

    d. Laboratory Safety Officers will email end of year reminders to the Managers/Supervisors for incomplete hazardous chemical inventory review.

B. **Fire Safety Review:**

1. Laboratory Managers/Supervisors/designee are responsible for performing an annual fire safety review for their department as outlined in the Laboratory Fire Safety procedure.

2. The completed fire safety review documentation is retained by the department Manager/Supervisor and a copy is sent to the campus Laboratory Safety Officer.

3. The campus Laboratory Safety Officer tracks the yearly completion of the departments fire safety review. Safety Officers will email end of year reminders to the Managers/Supervisors for incomplete review.

C. **PPE Assessment:**

1. Each Laboratory Manager/Supervisor/designee is responsible for performing the annual PPE Assessment for their department. The directions and the associated form (PPE Hazard Assessment Certification) for performing a PPE hazard assessment is located the Environment and Life Safety policy: Personal Protective Equipment - MIOSHA.

2. The completed PPE Hazard Assessment Certification form is retained by the department Manager/Supervisor and a copy is sent to the campus Laboratory Safety Officer.

3. The campus Laboratory Safety Officer tracks the yearly completion of the departments PPE Assessment. Safety Officers will email end of year reminders to the Managers/Supervisors for incomplete PPE Assessment forms.

D. **Laboratory Safety Inspection:**

1. The campus Laboratory Safety Officer or designee is responsible for performing the annual Laboratory safety inspection at their assigned Laboratory campus. The Laboratory Safety Officer coordinates the inspection date with the individual department Manager/Supervisor/designee.

2. The Laboratory Safety Inspection checklist follows the College of American Pathologists (CAP) Laboratory General Safety checklist questions and includes standards from Michigan Occupational Safety and Health Administration (MIOSHA).

3. The Laboratory Safety Inspection checklist can be found in the attachment section of this policy.

   a. The Safety Inspection Checklist contains two sections:

      i. Section A contains the safety questions with check boxes to indicate if the laboratory department is in compliance with the question. Mark "Yes" for compliance to all items in the question, "No" if not fully in compliance or "Not Applicable" (NA) if the question doesn't apply to the department.

      ii. Section B is divided in three parts:

         a. The first section is dedicated to the Safety Officer's inspection non-compliance (deficiencies) discoveries.

         b. The second section is dedicated to the Manager/Supervisor follow-up to the non-compliance discoveries.

         c. The third section is dedicated to miscellaneous Safety Officer notes.

4. The campus Laboratory Safety Officer will print a copy of the Laboratory Safety Inspection checklist and email a copy to the department employee who is partnering with the safety inspection.

5. Upon arrival in the Laboratory department, the Safety Officer and the partnering employee will use

the Safety Inspection Checklist to perform the safety inspection. Deficiencies that can be corrected during the inspection should be made and noted on the inspection checklist (e.g. storage in front of a fire extinguisher). Deficiencies discovered during the inspection that need follow-up by the department Manager/Supervisor should be noted on the inspection checklist and, if possible, communicated in-person to the Manager/Supervisor during the inspection.

6. The Safety Officer will email a completed copy of the inspection checklist document to the department Laboratory Manager/Supervisor.

7. The department Manager/Supervisor/designee will resolve deficiencies discovered during the safety inspection, to the best of their ability, document the corrective action(s) on the Laboratory Safety Inspection Checklist, and email a copy of the document to the Safety Officer.

8. The completed Laboratory Safety Inspection Checklist is retained by the campus Laboratory Safety Officer and a copy is sent to the System Quality and Safety Manager.

9. The safety inspection results should be shared with the Safety Committee members for learning purposes.

10. The document owner of this policy or designee is responsible for updating the Laboratory Safety Inspection Checklist as new or edited CAP and MIOSHA standards are published.

E. **Final Instruction**

1. The four Laboratory safety assessments can be performed at anytime during the calender year, however, a suggested completion data range is offered in the table in the Reference section of this policy.

2. Each campus Laboratory Safety Officer will contact the Laboratory Managers/Supervisors to communicate the safety assessment that are due for the calendar year.

3. The assessment forms (Hazardous Chemical Inventory, Fire Safety Drills, PPE Assessment, and Laboratory Safety Inspection) will be retained by the department Laboratory Manager/Supervisors and a copy is sent to the campus Laboratory Safety Officers.

V. REFERENCE:

Policies: Laboratory Chemical Hygiene Plan   Hazard Communication Program

MIOSHA published standards: MIOSHA Standards

Contact your campus Operations Specialist or designee for the current version of the CAP Checklist

Suggested calendar schedule for completing the safety assessments:

Safety Assessment Task	Suggested Date Range
1. Hazard Chemical Inventory	Jan - March
2. Fire Safety Review	April - June
3. PPE Hazard Assessment	July - Sept
4. Laboratory Safety Inspection	Oct - Dec

Attachments

Laboratory Safety Inspection Checklist

MSDSonline _Add or Remove SDS from Lab Location

MSDSonline _Exporting Hazardous Chemical Inventory

MSDSonline _Log on_SDS and Location search_ Open a SDS

MSDSonline Hazardous Chemical Export_Troy Chemistry example

Approval Signatures

Step Description	Approver	Date
CLIA Site Licensed Medical Directors	Muhammad Arshad: Chief, Pathology	5/7/2024
CLIA Site Licensed Medical Directors	Jeremy Powers: Chief, Pathology	4/17/2024
CLIA Site Licensed Medical Directors	Ann Marie Blenc: System Med Dir, Hematopath	4/13/2024
CLIA Site Licensed Medical Directors	Subhashree Mallika Krishnan: Staff Physician	4/12/2024
CLIA Site Licensed Medical Directors	Ryan Johnson: OUWB Clinical Faculty	4/12/2024
CLIA Site Licensed Medical Directors	Kurt Bernacki: System Med Dir, Surgical Path	4/11/2024
CLIA Site Licensed Medical Directors	Hassan Kanaan: OUWB Clinical Faculty	4/11/2024
CLIA Site Licensed Medical Directors	Masood Siddiqui: Staff Pathologist	4/11/2024
CLIA Site Licensed Medical Directors	John Pui: Chief, Pathology	4/11/2024
Policy and Forms Steering Committee Approval (if needed)	Christopher Ferguson: Dir, Lab Operations B	4/11/2024
	Sarah Britton: VP, Laboratory Svcs	4/11/2024
Operations Directors	Joan Wehby: Dir, Lab Operations C	4/9/2024
Operations Directors	Brittnie Berger: Dir Sr, Lab Operations	4/2/2024
Operations Directors	Amy Knaus: Dir, Lab Operations C	3/19/2024
Operations Directors	Elzbieta Wystepek: Dir, Lab Operations B	3/19/2024
Operations Directors	Christopher Ferguson: Mgr, Laboratory	3/19/2024
	Christopher Ferguson: Mgr, Laboratory	3/19/2024

Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne

Corewell Health Laboratory

Canton • Dearborn • Farmington Hills • Grosse Pointe • Lenox • Livonia • Royal Oak • Taylor • Trenton • Troy • Wayne

Laboratory Safety Inspection Checklist and Follow-up

Lab Department:	Laboratory Location:
Safety Officer/designee and Lab employee partnering with inspection:	Inspection date:

Part A: Inspection Checklist
Part B: Non-compliant items, Manager/Supervisor/designee follow-up, and Safety Officer notes

Part A – Inspection Checklist:
(CAP GEN = College of American Pathologists, Laboratory General Checklist)
(MIOSHA = Michigan Occupational Safety and Health Administration, General Standards, Part 431 Hazardous Work in Laboratories,
https://www.michigan.gov/leo/0,5863,7-336-78421_11407_15368-39941--,00.html

Inspection task:	COMPLIANT?		
1. Lab safety polices are available to employees on the Corewell Health Intranet or a binder Employees in the department have access to and can locate the Lab Safety policies, either on the intranet or in a lab policy binder. • Ask an employee to locate the Lab Safety policies	☐ Yes	☐ No	☐ N/A
2. Department has an up to date Hazardous Chemical Inventory list • Ask the department Manager/Supervisor/designee if the annual hazardous chemical inventory and MSDSonline review is completed. CAP GEN 76000, MIOSHA 1910.1450(h)(1)(ii)	☐ Yes	☐ No	☐ N/A
3. Emergency Preparedness Polices Employees in the department have access to and can locate the emergency preparedness polices. • Ask an employee to locate the Lab Emergency Preparedness policy in the Safety manual (online or binder). • Are emergency phone numbers available in the department: Corewell Health security, lab managers and supervisor phone numbers posted? CAP GEN 73800, MIOSHA Recommendations	☐ Yes	☐ No	☐ N/A
4. Personal Protective Equipment (PPE - Lab coat, gloves, goggles, face shields, masks) All personnel must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated. PPE is used when handling corrosive, flammable, biohazardous and carcinogenic substances. • Observe the employees for appropriate use of PPE. CAP GEN 74000, 74100, and 76300	☐ Yes	☐ No	☐ N/A

Inspection task:	COMPLIANT?		
5. Manual Manipulation of Needles • Observe staff for compliance with lab policy that prohibits the manual recapping of needles or ask an employee to state the process for using the needle safety shield and disposing of the needle CAP GEN 74300, Phlebotomy Safety Guideline Polices	☐ Yes	☐ No	☐ N/A
6. Eating/mouth pipetting • Observe the Lab area for compliance of no food or beverage stored or used in the Lab. No gum chewing. No vaping. No application of cosmetics or contact lenses and no mouth pipetting. CAP GEN 74400	☐ Yes	☐ No	☐ N/A
7. A fire evacuation plan is in place, including posted evacuation maps • Fire evacuation plan is located in the Emergency Response Procedure Quick Reference binders or posted in the lab (Lab fire safety policies, and Joint Commission EC.01.01.01)	☐ Yes	☐ No	☐ N/A
8. Emergency exits are unobstructed. Emergency exit signs visible and lit CAP GEN 75400	☐ Yes	☐ No	☐ N/A
9. Fire Extinguishers • Fire extinguishers are located in the Lab have a current inspection tag, and if enclosed in a housing unit, the unit is closed. • Access to Fire Extinguishers is not blocked or obstructed • Ask an employee to locate a fire extinguisher in their work area CAP GEN 75700 and Hospital Safety Manual Fire Safety Program	☐ Yes	☐ No	☐ N/A
10. Fire Alarm Station • There is a fire alarm station in or near the laboratory • The alarm station must be visible, unobstructed, and accessible • Ask an employee to locate the fire alarm station CAP GEN 75600	☐ Yes	☐ No	☐ N/A
11. Electrical equipment • Perform an audit of several of the department's instruments, centrifuges, and other electrical equipment to confirm the equipment is labeled with a Corewell Health Facilities Safety sticker, which indicates the equipment is on the Facility Department inspection plan. CAP GEN 75900	☐ Yes	☐ No	☐ N/A
12. Electrical boxes are locked Applies for those departments that have an electrical box located in their department (National Fire Protection Association (NFPA) 70 National Electrical Code (NEC))	☐ Yes	☐ No	☐ N/A

Inspection task:	COMPLIANT?		
13. Fume hoods • Labeled with Corewell Health Facilities Safety Check sticker • Are not used for chemical storage • Are clean with no debris • No obvious airflow obstructions CAP GEN 76000	☐ Yes	☐ No	☐ N/A
14. Personnel know how to obtain Safety Data Sheet (SDS) information • Ask an employee to access the MSDSonline application and search for one or more hazardous chemicals that are used in their work area • Ask the employee why they might need to read a chemical's SDS CAP GEN 76100, MIOSHA 1910.1450 (h)(1)(ii)	☐ Yes	☐ No	☐ N/A
15. Chemical Precautionary Labels Precautionary labels are present on the containers of all hazardous chemicals, indicating type of hazard and what to do if accidental contact occurs. Labels on incoming containers of hazardous chemicals are not removed or defaced. Secondary containers (transfer) are legible and labeled to identify the contained chemical name and any hazard present. • Inspect several chemical storage cabinets, work benches, and fume hoods for chemical container compliance with the above CAP GEN 76200, OSHA 29 CFR 1910.1200 (f) (1), MIOSHA 1910.1450(h)(1)(i)	☐ Yes	☐ No	☐ N/A
16. Chemical spill kits: • Available in Labs with chemical hazards • Spill kit storage area is labeled to notify staff of the location • Easily accessible and not obstructed • Spill kit must indicate the date it was put into service (if no expiration date) • Chemical spill directions are posted • Inspect all spill kits in the Lab department for: damage, clumps, leaking. Container is secured with closed lid. **List the location(s) of the spill kits inspected:** CAP GEN 76400 and 74600	☐ Yes	☐ No	☐ N/A
17. Acid/Base Storage Supplies of concentrated acids and bases are stored safely Inspect the acid and base chemical storage area and work benches for: • Storage must be below eye level. Storage near the floor is recommended. • Strong acids and bases must not be stored under sinks, where contamination by moisture may occur. • Storage containers of acids and bases should be adequately separated to prevent a chemical reaction in the event of an accident/spill/leak. • Bottle carriers are used to transport all glass containers larger than 500 mL that contain hazardous chemicals. CAP GEN 76700	☐ Yes	☐ No	☐ N/A
18. Gas cylinders are properly secured • Compressed gas cylinders are secured to prevent accidental falling CAP GEN 76800	☐ Yes	☐ No	☐ N/A

Inspection task:	COMPLIANT?		
19. Eyewash stations available and accessible • Eyewash location is clearly marked with a sign • Each eyewash equipment is labeled with a Corewell Health Facilities Safety sticker, indicating that it's on the facility maintenance plan. • Eyewash is no greater than 10 seconds travel distance from lab area where hazardous chemicals are present and with an unobstructed path • Water flows out of the eye wash • Eye wash piece clean and free of calcium build up • Eyewash is not blocked and can be easily moved over sink CAP GEN 77400	☐ Yes	☐ No	☐ N/A
20. Biohazard Disposal Containers • Infectious waste is discarded into containers labeled "biohazard" • Waste containers are intact, not leaking and lid can be closed (not overfilled). CAP GEN 77900	☐ Yes	☐ No	☐ N/A
21. Sharps Disposal (Sharps = syringes, needles, lancets, broken glass) • Sharps are discarded in puncture-resistant biohazard waste containers CAP GEN 78000	☐ Yes	☐ No	☐ N/A
22. Work area Ventilation and lighting are acceptable • Observe lab for adequate ventilation and lighting. CAP GEN 60250	☐ Yes	☐ No	☐ N/A
23. Hallway Obstructions • Passageways are unobstructed with no trip hazards present. CAP GEN 61400	☐ Yes	☐ No	☐ N/A
24. Environment Maintenance • Work areas are clean and good housekeeping is practiced • Floors, walls, and ceilings are clean and well-maintained • Bench tops, cupboards, drawers, and sinks are clean and well-maintained. CAP GEN 61500 and 61600	☐ Yes	☐ No	☐ N/A
25. No storage within 18 inches of ceiling [National Fire Protection Association (NFPA)]	☐ Yes	☐ No	☐ N/A
26. CAP Sign and Michigan Department of Licensing and Regulatory Affairs (LARA) Right-to-Know Law bulletin is posted in prominent area of the laboratory. • Official sign for CAP-accredited laboratories (contact CAP if sign is needed) • LARA Right to Know bulletin contains the Corewell Health Intranet directions for locating MSDSonline. Copies of the LARA bulletin can be found in the Hazard Communication Program policy: Corewell Health East - Hazard Communication Program v.1 (navexone.com) (See end of document for examples of the CAP sign and LARA bulletin.) CAP GEN 20330, MIOSHA	☐ Yes	☐ No	☐ N/A

Part B: Issues/Concerns, Manager/Supervisor Follow-up, Safety Officer Notes

Inspection Item #	Safety Officer - non-compliant issues or concerns noted during inspection:
	Department Manager/Supervisor/designee corrective action follow-up:

Safety Officer/designee additional notes:

CAP and LARA posters

This laboratory is accredited by the College of American Pathologists (CAP).

Call us on our dedicated lines
866 236 7212 (US toll-free)
847 832 7533 (International)

This Workplace Covered by the Michigan Right To Know Law

As Required by the Michigan Right To Know Law

New or Revised SDS

Corewell Health Laboratory

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JOB AID – MSDSonline

How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

- MSDSonline "manager" security role required

- Access the MSDSonline application and log in using your MSDSonline user name and password
  - Contact the Corewell Health East Hospital Environment & Life Safety Coordinator if you need manager security access.
  - Corewell Health Intranet main page: Document menu option, Safety Data Sheets

- **How to add (assign) a SDS to a Lab location**
  (For directions directly from the MSDSonline Help Center, access: https://chemmanagement.ehs.com/9/help-center or https://help.ehs.com/knowledge-base/assigning-products-to-locations/)

  a. Type the chemical name in the search field and click the search icon:

For example "Methanol":

JOB AID – MSDSonline

How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

b. A list of chemicals with Methanol in the name or ingredients will display. To find the specific chemical and associated manufacturer, either click on "Filter" and enter the manufacturer's name or scroll through the list of chemicals.

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JOB AID – MSDSonline
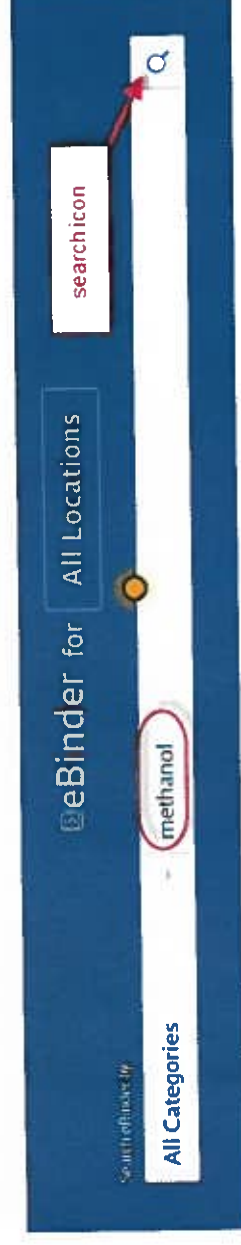
How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

c. When the desired chemical and associated manufacturer is found, click in the box to the left of the chemical name and then click on "Location" at the upper right corner:

	⚲ Labels	🗐 Locations · More ∨ · ⊲ Share · ⬏ Export
Methyl Alcohol, HPLC/Spectro Grade MP Biomedicals, LLC	06/12/2018	300141
Formaldehyde solution, 36.5-38% Sigma Chemical Company	07/30/2020	F8775
Methanol Sigma-Aldrich Corporation	08/21/2020	322415

d. A location search box will display. The user has the option to type the Lab location name in the search field or scroll through the list:

Assign Locations

Search Locations

Start typing a location name...

Option 1: type Lab location name and click search icon

Option 2: scroll through list

98 Locations

Select All

· Beaumont - Laboratories - All Locations

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JOB AID – MSDSonline

How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

e. When the location is found, click in the box to the left of the location name and then click the "assign" button. The example in this job aid will use the location "Practice Inventory".

Practice Inventory

Cancel

Assign

f. The system will display a green pop-up window confirming the product (safety data sheet) has been assigned:

> The 1 selected product(s) have been assigned to the 1 location(s).

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JOB AID – MSDSonline

How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

g. To confirm the chemical SDS was added to the desired location, click on MSDS "Menu" and then "Locations"

Beaumont
HEALTH

✕ MENU

Q *MSDSonline* Search

📖 eBinder

🗺 Locations

h. A list of locations assigned to your manage role will display. Either scroll through the list to find the desired location or type the Lab department name in the search field and click the search icon

Beaumont
HEALTH

☰ MENU

Locations

Beaumont · Laboratories · All Locations

Search Locations

Start typing a location name

type Lab location name and click the search icon

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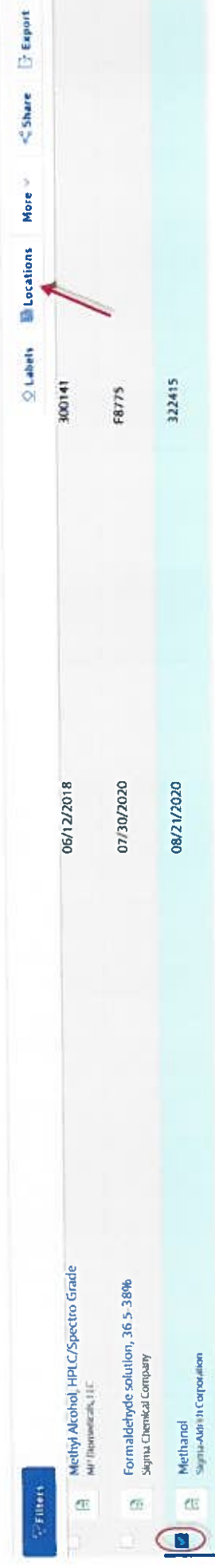
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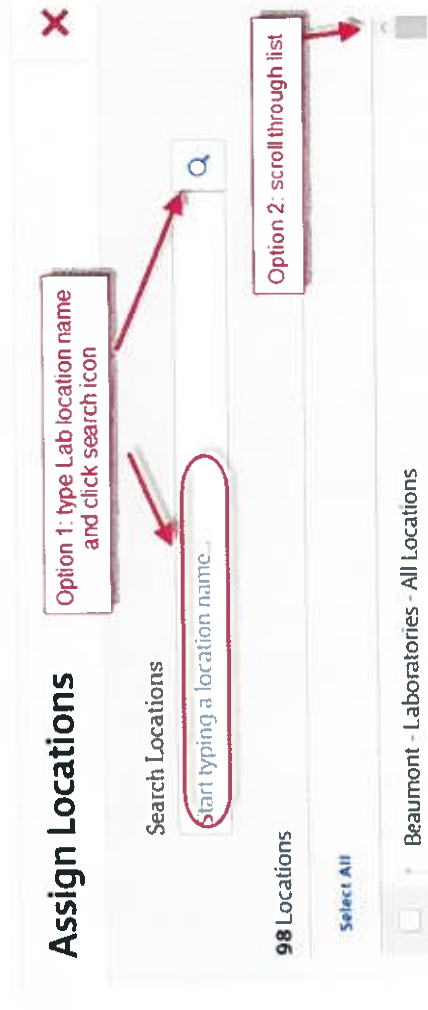Canton • Dearborn • Farmington Hills • Grosse Pointe • Lenox • Livonia • Royal Oak • Taylor • Trenton • Troy • Wayne

JOB AID – MSDSonline
How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

"Practice Inventory" is used as an example in this job aid.

Practice Inventory | 5 documents

A list of assigned chemical products (safety data sheets) will display for the selected location.

The example used in this job aid, Practice Inventory, displays the below chemical:

Product Name	Revision Date
Methanol Sigma Aldrich Corporation	08/21/2020
Hydrochloric acid solution, 1 N Fisher Scientific International	10/28/2014
Dimethyl sulfoxide Sigma Chemical Company	10/07/2020
Cleaning Solution, Chromic Sulfuric Acid Solution for Cleaning Laboratory Glassware Ricca Chemical Company	06/17/2020
Protocol 10% Neutral Buffered Formalin FISHER DIAGNOSTICS, A DIVISION OF FISHER SCIENTIFIC COMPANY LLC, A PART OF THE FISHER SCIENTIFIC, INC	01/22/2019

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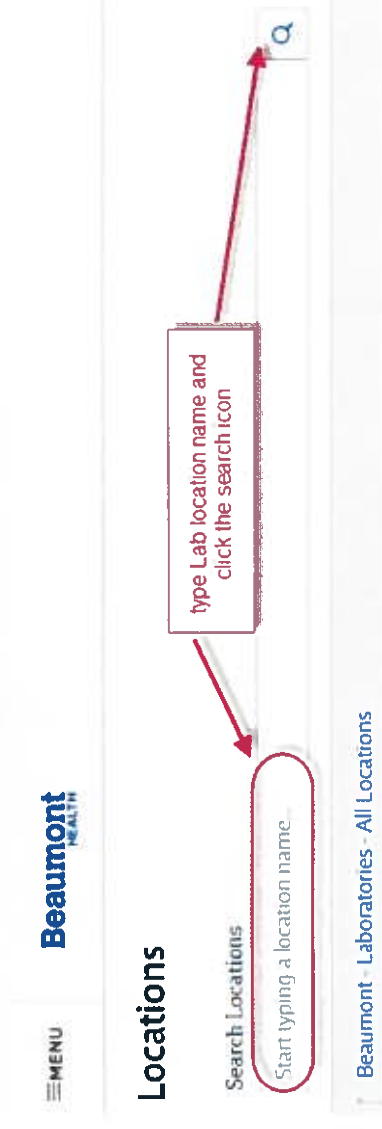Canton • Dearborn • Farmington Hills • Grosse Pointe • Lenox • Livonia • Royal Oak • Taylor • Trenton • Troy • Wayne
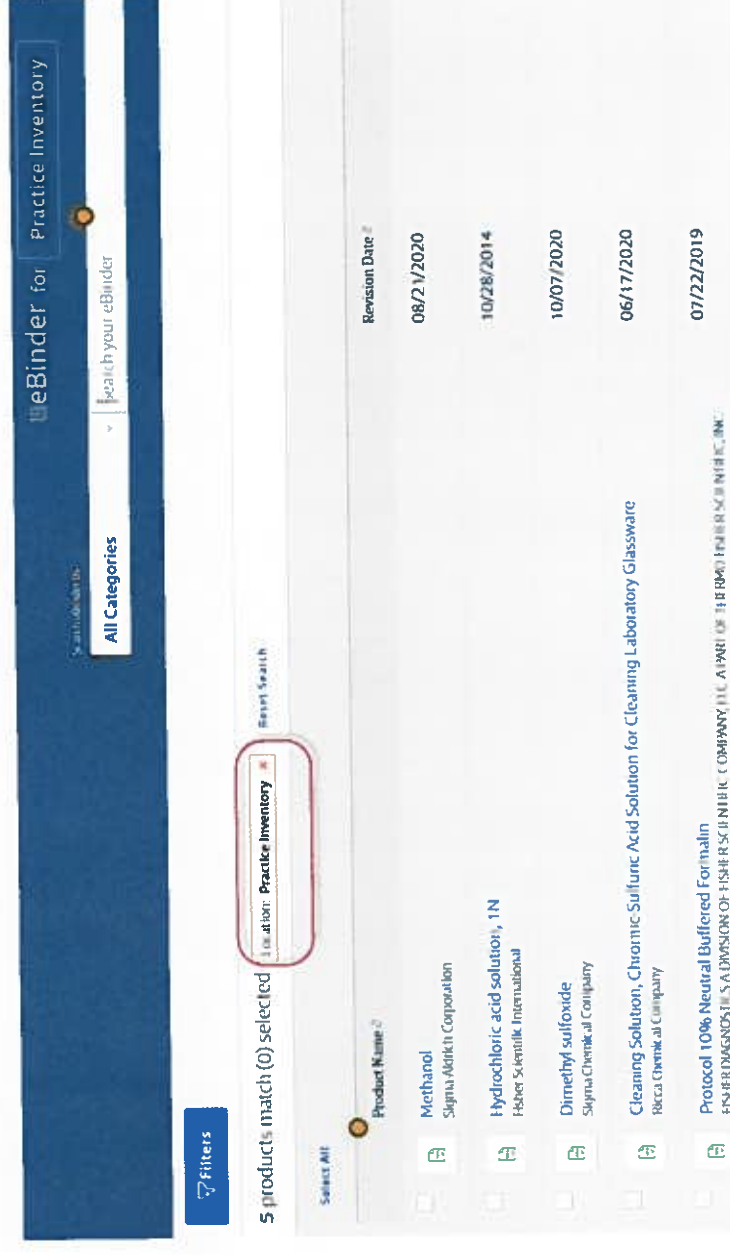
JOB AID – MSDSonline
How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

II. <u>**How to remove (mark as "Not In Use") a SDS from an active inventory in a Lab location**</u>

There are two status options for chemicals in Laboratory locations: **In Use** and **Not in Use.** "In Use" means the product is currently being used at that location. "Not in Use" means that the product was once used at that location but is no longer actively being used. (For directions directly from the MSDSonline Help Center, access: https://help.ehs.com/knowledge-base/managing-products-in-locations/)

a. Access the Location link from the main menu.

b. Type in the Lab location name and click on the search icon

This job aid will use the location "Practice Lab"

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JOB AID – MSDSonline

How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

MSDSonline displays the chemicals for the selected Lab location (job aid example is for "Practice Inventory")

c. Click the "Filter" button and change the "Product Status in Location" from "both" to "In Use", then click the apply button.
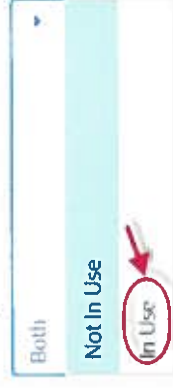
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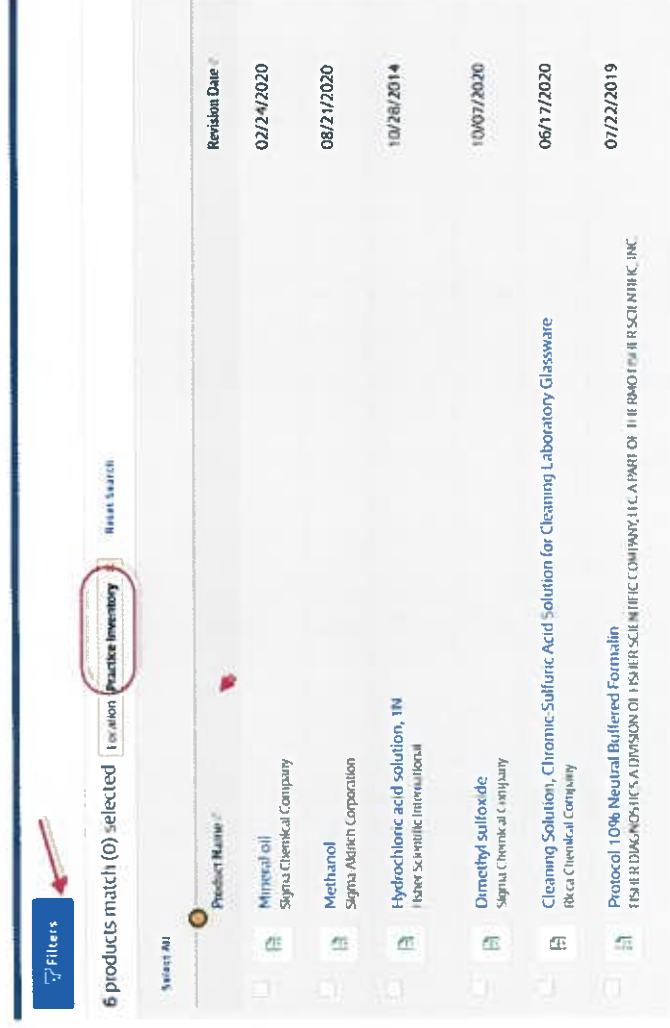
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How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

d. Locate the desired chemical SDS to mark as "Not In Use" by either scrolling through chemical list or by narrowing the search using the "Filter" option.

In this example, Mineral Oil will be changed to "Not In Use"

e. Click in the box to the left of the chemical name, then click on the "More" option, and click on "Mark Not in Use"

f. "Are you sure" pop-up window will display. Click "Mark Not in Use" to continue with the process. A green confirmation box will display.

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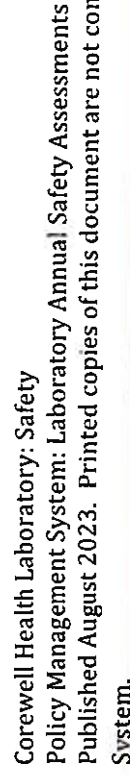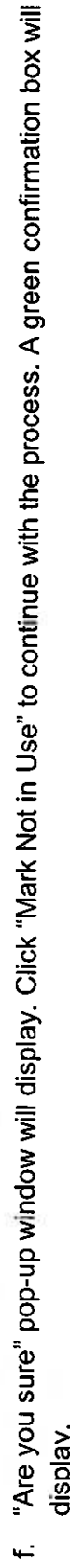
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How to add (assign) or remove (Not in Use) Safety Data Sheets (SDS) from a Lab location

ⓘ 1 product(s) have been marked in "Not In Use Practice Inventory" ✕

g. Refresh the MSDSonline application to display the Lab location with the edited list, viewing the "In Use" chemicals

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