

Accessing Safety Data Sheets

This document details two methods for accessing safety data sheets (SDS) online at the University of Waterloo.

Method 1: Access SDS through erPortal (Recommended)

Each chemical in your inventory should have a CAS number listed with it, however, if you did not input the CAS number while creating the inventory item, the link to the SDS will not work. In the case that the SDS link does not work, you will have to use the second method.

1. Find the chemical in your inventory. The simplest way to find an inventory item is to search by its name and/or CAS number.

Hazardous Materials Search

Serial Number
Item Number
CAS #
Description
Lab
Issued To
Building-Room
Location
Shelf
Prod Class
Disposed Items
Roll up View

Starts With
Starts With
Starts With
Contains
Contains
Contains
Contains
Contains
Contains
Contains

Search by name or CAS #

Sort By
 Serial Number
 Item Number
 Chemical Name
 Location

Home Reset Search

Figure 1: Searching erPortal for an inventory item

2. Click the “View SDS” link next to the desired chemical and you will be redirected to the appropriate SDS available on ChemWatch.

Hazardous Materials Finder

Item #	CAS #	Description	Lab	Issued To	Bldg-Room	Location	Qty	Exp Date	Update	View SDS
CACE27	67-64-1	Acetone (2L), wash (drum)	DSBORWAN	CHENB	B1-155		0.8 L		Update	View SDS
HAZMAT3616	10114-58-6	Bismarck Brown Y	DSBORWAN	DSBORWAN	C2-070	Shelf	1 L		Update	View SDS
CETH25	123	Ethanol, anhyd. (2L, drum) ***End Use For Scientific Purposes Only***	DSBORWAN	BChenTEST	COM-108		2 L		Update	View SDS
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HAZMAT29956	(multi)	Formaldehyde Solution (for RNA work)	DSBORWAN	DSBORWAN	COM-108		1 L		Update	View SDS
217883-10G	SPECIAL	IRON(III) BROMIDE, 98%	DSBORWAN	DSBORWAN	-		100 ML		Update	View SDS
7386-1mg	SPECIAL	LYSOSTAPHIN FROM STAPHYLOCOCCUS*STAPHYLO	DSBORWAN	DSBORWAN	COM-108		1 G		Update	View SDS
188204-5G	SPECIAL	P-TOLUENESULFONYLMETHYL ISOCYANIDE, 98%	DSBORWAN	DSBORWAN	-		1 L		Update	View SDS
	1002-84-2	Pentadecanoic acid	DSBORWAN	DSBORWAN	COM-108		1 L		Update	View SDS
HAZMAT2085	1002-84-2	Pentadecanoic Acid	DSBORWAN	DSBORWAN	CPH-1320		1 L		Update	View SDS
HAZMAT2085	1002-84-2	Pentadecanoic Acid	DSBORWAN	DSBORWAN	CPH-1320		1 L		Update	View SDS
HAZMAT2085	1002-84-2	Pentadecanoic Acid	DSBORWAN	DSBORWAN	CPH-1320		1 L		Update	View SDS
Propargyl alcohol	107-19-7	Propargyl alcohol	DSBORWAN	BChenTEST	B2-031	New Shelf	1 L		Update	View SDS
HAZMAT2328	156-54-7	Sodium butyrate	DSBORWAN	DSBORWAN	EV2-1022		500 L		Update	View SDS
SPEC0001	121	test	DSBORWAN	DSBORWAN	COM-112D		0 L		Update	View SDS
111111	111	test	DSBORWAN	DSBORWAN	COM-108		1 L		Update	View SDS

Figure 2: Link to SDS through erPortal

Method 2: Using Chemwatch Directly

1. Open Chemwatch GOLD FFX from the Safety Office's [Chemical inventory system \(erPortal\) and labelling page](#).
2. When you arrive at the University login page, log in using your University credentials and you will be taken to the Chemwatch homepage.

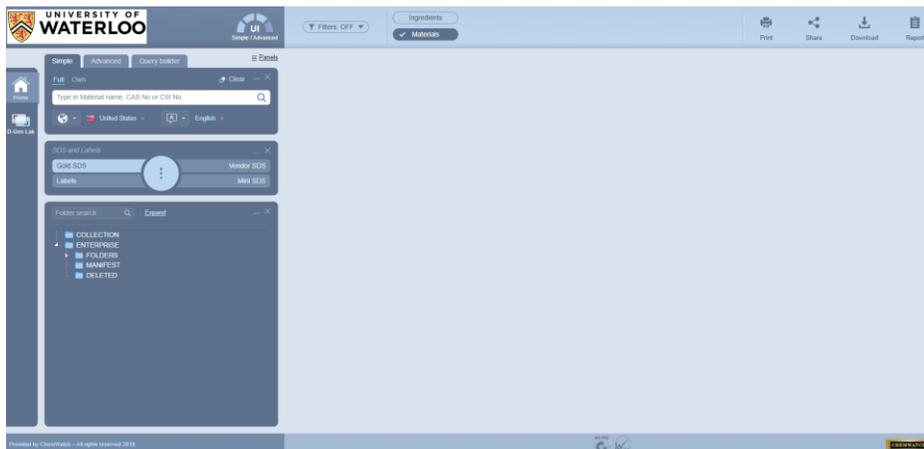


Figure 3: Chemwatch homepage

Initiating a Search in Chemwatch

1. On the left side bar, select 'Home'.
2. Above the white search bar, select 'Full'.
3. Under *SDS and Labels*, select 'Gold SDS'.

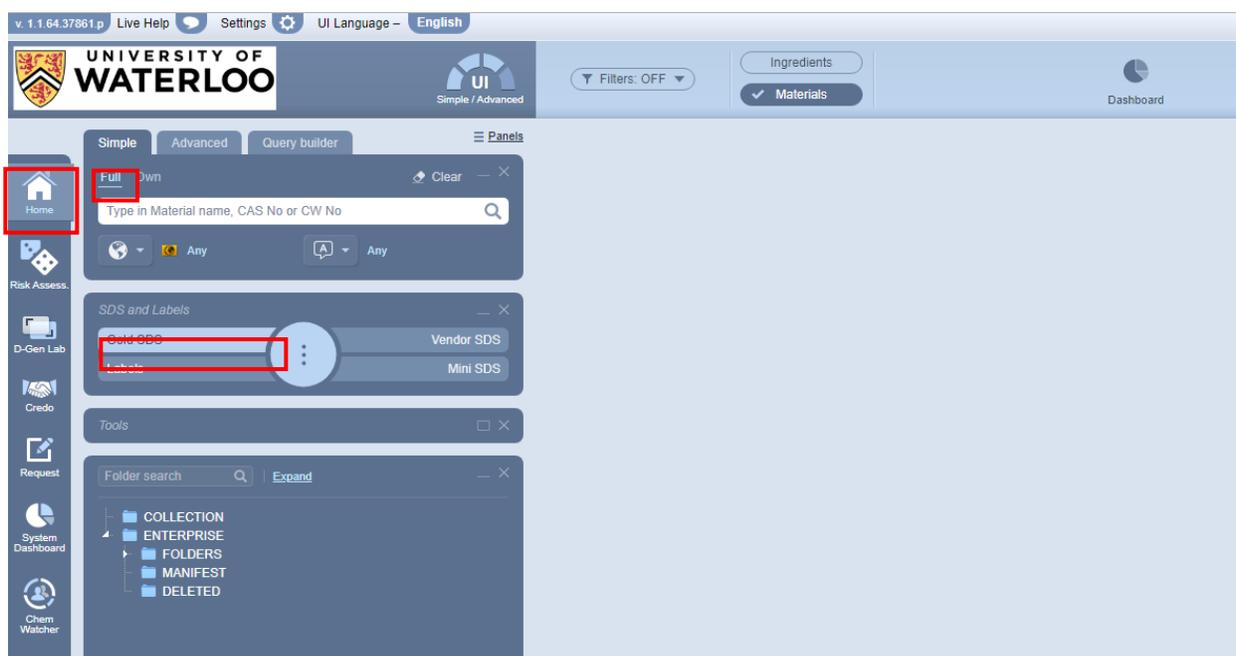


Figure 4: Searching settings from Chemwatch homepage

- With the proper settings applied, type either the name or CAS number of the chemical you are searching for into the search bar. If there is an exact match, the SDS will automatically load. If you do not want to view the SDS that is loaded, click 'Back' to see the list of search results.

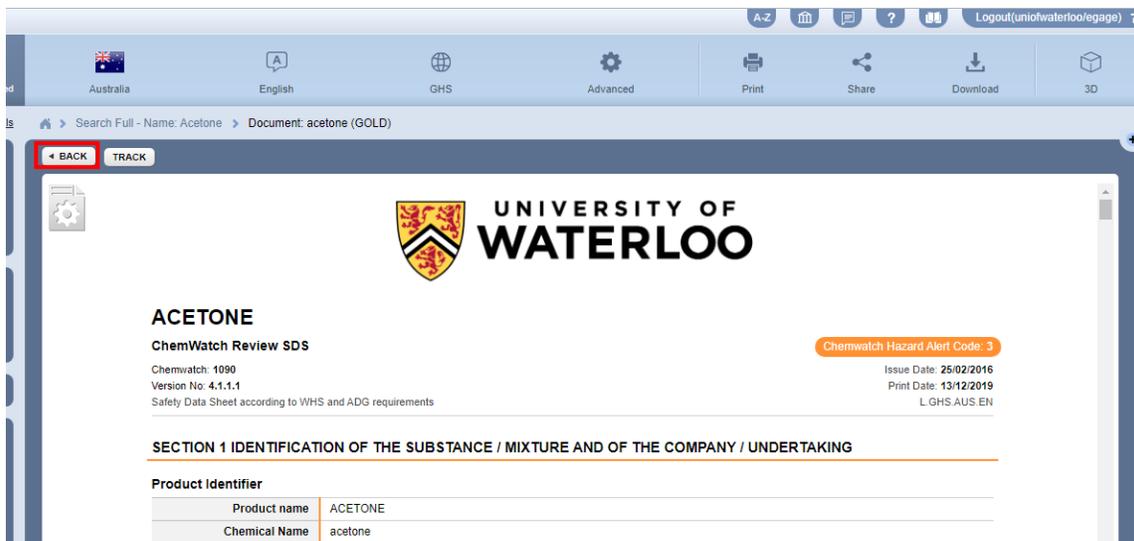


Figure 5: View of SDS if you have a direct match to your search criteria

- If an SDS does not load automatically, you can select one from the search results to view by clicking on the name.

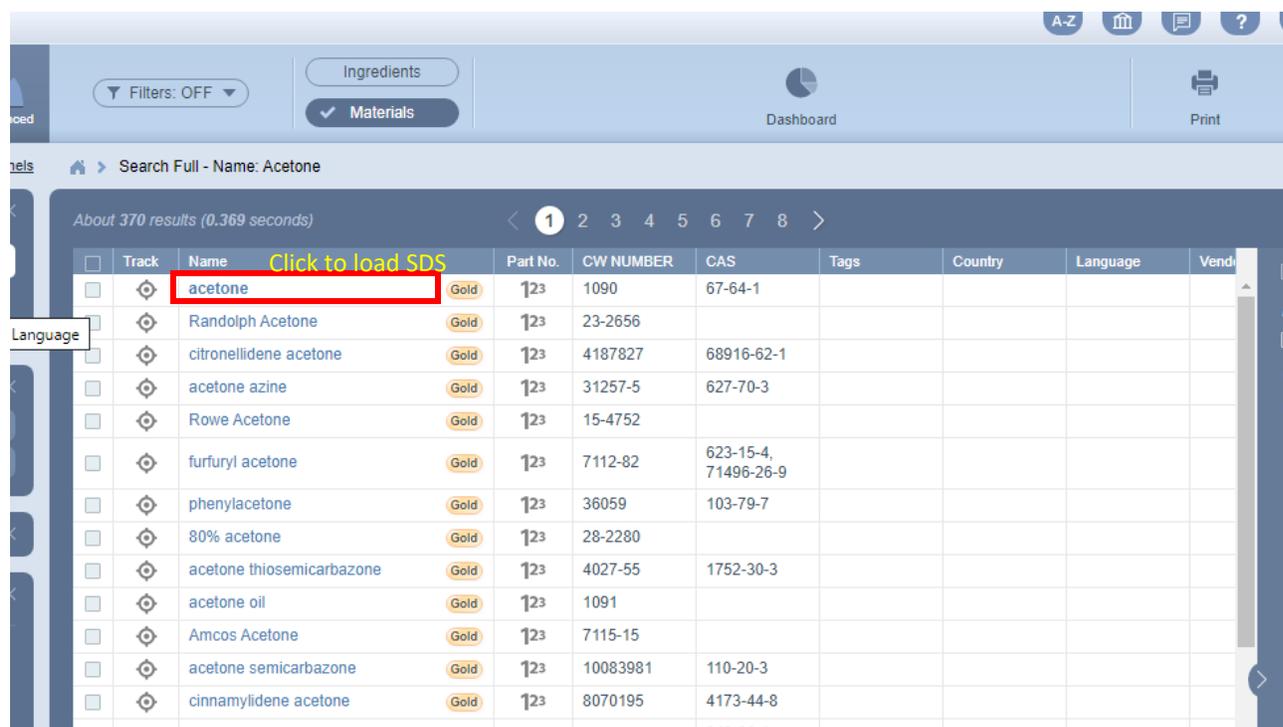


Figure 6: Chemwatch SDS search results, when a direct match is not found