

How to locate and file Material Safety Data Sheets (MSDS) for Lab 104

Before using a new chemical in Lab 104, or if you have not followed this procedure for a chemical you plan to use in Lab 104, please take the following four steps:

- I. Read the MSDS sheet for that material.
- II. Make a PDF file of the MSDS and file it on the computer in the back of 104 (ljr-104-1) if this has not been done already.
- III. Print the MSDS and file it in the "MSDS 104" binder (alphabetically by common name) located in the drawer labeled "Hazardous Waste Labels / MSDS".
- IV. Record any newly filed MSDS sheets on the excel spreadsheet called "MSDS_104.xls" on the ljr-104-1 computer.

Here are some detailed instructions on how to carry out the four steps above:

1. Go to the SIGMA-ALDRICH webpage (<http://www.sigmaaldrich.com/>).
2. Do a product search by typing in the name (or parts of the name) of the material and clicking "Go" or do an advanced search by CAS # (given on the bottle label).
3. Choose the material you are looking for by clicking on its blue product number.
4. Go to the "MSDS" link on the left-hand column.
5. If you are then prompted to log in, you may do so under "Rothberg Group" with the password "lewis".
6. Then click on the link "Print Preview" on the left-hand side of this page. This will give you a clearer copy of the MSDS to print.
7. Open the Print dialog box by hitting CTRL+P.
8. Change the printer name to "Acrobat Distiller" and click "OK. The "Save PDF File As" dialog box will open.
9. Choose a name for your MSDS PDF file (usually the common chemical abbreviation followed by "_MSDS.pdf").
10. Please save a copy of the MSDS PDF file in the folder "New MSDS" which can be found in the "MSDS 104" folder on the desktop of the ljr-104-1 computer (back of 104). If you are filing the MSDS over the Network, the password for the "MSDS 104" folder is "lewis".
11. New MSDS sheets will be moved to the "MSDS" folder once they are on the group safety information webpage (<http://www.chem.rochester.edu/~ljrgrp/safety.htm>).
12. Print the MSDS and file it in the "MSDS 104" binder (alphabetically by common name) located in the drawer labeled "Hazardous Waste Labels / MSDS".
13. Open the Excel spreadsheet called "MSDS_104.xls" in the "MSDS 104" folder and record the name of the material whose MSDS you have filed.
14. Before using a material, make sure you have read the MSDS.