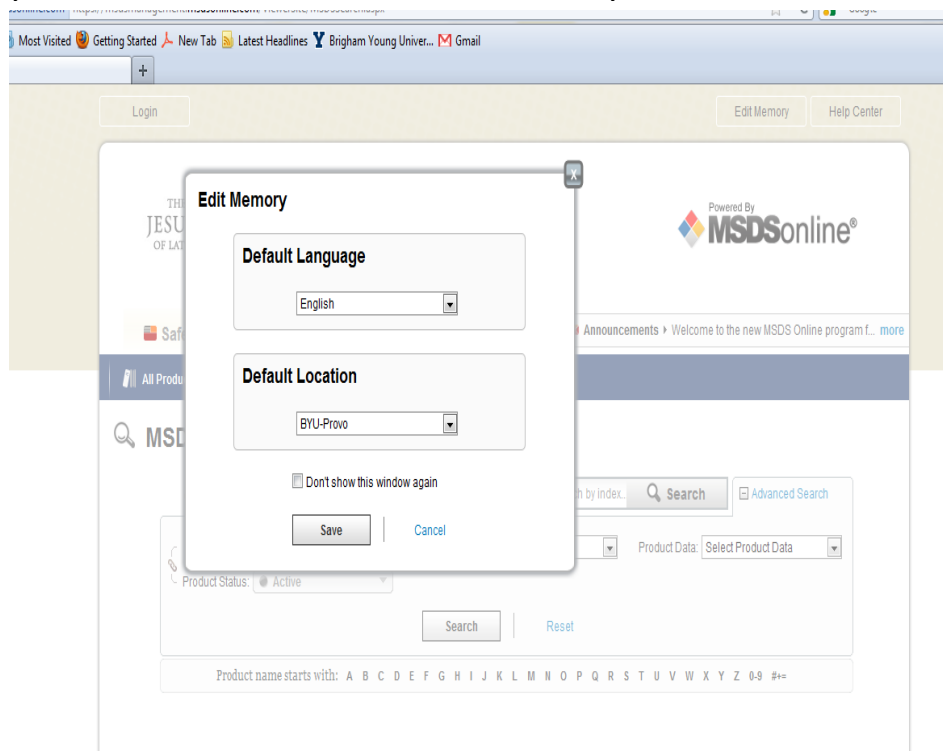


## Searching the EBinder without a login:

1. Select language and location. The language is your native or common tongue used in your area. The default location will likely be BYU-Provo. Then hit the save button.



2. There are two ways to search without a login.
3. The first way; if you look at the bottom of the screen you will see the letters A-Z, 0-9, and some keyboard symbols. This section is to indicate what the product name starts with. For example, if I wanted to see if the eBinder had WD-40, click on the W and then look at the drop down bar located at the middle-right of the screen, entitled Sort By. At this screen, choose the best way to sort the chemicals in the eBinder. In this case choose the Product A>Z or Z>A to find WD-40.

msdsonline.com https://msdsmanagement.msdsonline.com/ViewerSite/ProductResults.aspx

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

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Safety Center MSDS Search Announcements

All Products Locations Manufacturers MSDSonline Search

MSDS Search Search Results

Search Results

Search: W Search Advanced Search

Locations: Select Location Groups: Select Group Product Data: Select Product Data

Product Status: Active

Search Reset

Product name starts with: A B C D E F G H I J K L M N O P Q R S T U V **W** X Y Z 0-9 #+\*

238 products that match W

Narrow Results Sort By: Product Name A > Z

By Locations	Product	Revision Date	CAS #
Division (104)	Waxie Swish Aerosol-20oz	10/05/2000	111-76-2
Department (46)			

1<sup>st</sup> Step. Click the first letter of the product name you wish to look for.

2<sup>nd</sup> Step. Click the sort by dropdown bar. Usually the Product name either A-Z or Z-A is the best way to sort.

3<sup>rd</sup> Step. Click the pdf symbol next to the product you wish to select to view the MSDS or SDS for that product.

Oil Company		04/12/2005	N
Company SOL		01/25/2006	N
Company t, 10016, WD-40		01/25/2006	N
<b>WD-40</b> Manufacturer: WD-40 Company Synonyms: 10011; 10016; WD-40		01/25/2006	N
<b>WD-40 Aerosol</b> Manufacturer: WD40 Company Limited		01/19/2011	N
<b>WD-40 Aerosol</b> Manufacturer: WD-40 Company		06/08/2012	U W
<b>WD-40 AEROSOL</b> Manufacturer: WD-40 Company		04/12/2005	N
<b>WD-40 Aerosol</b> Manufacturer: WD-40 Company		03/01/2010	N
<b>WD-40 Aerosol</b> Manufacturer: WD-40 Company		03/01/2001	N
<b>WD-40 Bulk Liquid</b> Manufacturer: WD-40 Company		06/08/2012	U W
<b>WD-40 No-Mess Pen</b> Manufacturer: WD-40 Company		06/08/2012	U W
<b>WD-40 No-Mess Pen / WD-40 Handy Pen</b> Manufacturer: WD-40 Company		01/01/2006	N
<b>WD-40 Specialist White Lithium Grease</b> Manufacturer: WD-40 Company		02/03/2012	U
<b>WD40 AEROSOL</b>		03/05/2009	N

4. The second way to search is simply to type the name of the product name or manufacturer into the search bar. Keep in mind; you can also search by combining the manufacturer's name and the product name to get a more accurate search result.
5. In order to search by product name or manufacturer name all you need to do is click the search bar and type the information on the product you wish to locate.
6. You can use step three above to get the MSDS or SDS sheet you need.

### **Searching with a login:**

1. Hit the login button
2. Use the login and password given to you by your manager or the compliance and solutions manager.
3. At this point, you should identify the chemical's name and manufacturer's number. Take a chance to look for the manufacturer's website and find the most recent copy of the MSDS or SDS.
4. If the product cannot be found as a pdf on the company's website, you will need to call the company and request a copy of the MSDS or SDS to ensure you have the most current version.
5. After you find the most recent MSDS or SDS off the of companies website you will need to search in the Church of Jesus Christ of Latter-day Saints eBinder. The eBinder is an internet based database that has all of the MSDS or SDS that contributors have put into the database.
6. You can search the eBinder by clicking on the eBinder tab and under it there will be a search bar.
7. You can search in a variety of ways looking only for one feature of the product, like the name, or you could search in combinations, like the manufacturer and the product name. If you find that a product is difficult to locate try searching for a product in a variety of ways in order to rule out whether or not it is in the eBinder.
8. If the chemical cannot be found in the eBinder then a screen will appear that tells you the search did not return any results, below that indicator and to the right, there is an alternative options bar. The first line under that bar is called "MSDSonline" and may show some possible matches. Click on the line.
9. This takes you to the MSDSonline Search tab, which is the database for all of the users of MSDSonline, not just the church. This database has several million MSDS or SDS's.
10. If you are still unable to find the product with the correct date, then you will need to upload the product into the eBinder.

11. In order to do this you will need to be in the eBinder tab and on the left side of the screen you will notice a “Add New” section
12. Once you put your mouse over that area another bar will appear and you can click on the “Upload” tab
13. This brings you to a new screen where you will upload the file and information about the product into the eBinder.
14. Be sure to save the MSDS or SDS on your computer, in a place that you can find the MSDS or SDS.
15. Click Browse.
16. Now you will be prompted to upload the file. Locate the file on your computer and hit the open button or just double click.
17. Next, you will be asked to identify pieces of information, which can be obtained from the MSDS or SDS, make sure you have it open in another tab so that you can add the information.
18. In most cases, you will only need to add the product name, manufacturer, revision date (date of MSDS or SDS), and product codes or MSDS #, if there is one on the MSDS sheet.

#### **What to do if you find a MSDS in the eBinder or MSDSonline Search:**

1. If at any point you find a MSDS in the eBinder or MSDSonline Search that also matches the date of the MSDS or SDS found on the manufacturer’s website, you then click the box to the left of the product and a new bar appears labeled “Product Options”.
2. At this point you will click on the locations button inside the box.
3. This brings up a new screen that allows you to put the MSDS in a particular section of the eBinder. The MSDS or SDS will also be downloaded to the eBinder.
4. At this time, identify the location where this product belongs. For example, if a product is found in the inventory of the HVAC shop then you should click on the button to the left of the HVAC shop. You will notice that when you click the HVAC shop, for example, the BYU Physical Facilities bar and the BYU-Provo bar above the HVAC shop are both checked as well. This allows the system to know exactly where this chemical belongs in the eBinder. Please leave all bars clicked automatically the way they are.