

Accessing your Department's Chemical Inventory and associated Safety Data Sheets (SDS):

To Search for a SDS (formally referred to as a MSDS):

1. On the *Hospital Intranet* page, scroll down to *Resources*, click on *Safety Data Sheets and Departmental Chemical Inventories*.
2. Select *Stony Brook Medicine*.
3. On the top left corner, in the *Search by SDS* field, type in the product name, check "Word Contains" and then click "Search".
4. Scroll down and click on the specific product and manufacturer you need. There may be multiple listings (for example, acetone has numerous listings with different manufacturers and concentrations.)
5. Review the SDS on-line or click on the printer icon to print.
6. If the SDS that you need is not on-line, scroll down to "Click here to request an SDS" and complete the request form or call EH&S at 4-6783 for assistance.

To Access your Department's Chemical Inventory and SDSs (non-pharmaceutical):

1. On the *Hospital Intranet* page, scroll down to *Resources*, click on *Safety Data Sheets and Departmental Chemical Inventories*.
2. Select *Stony Brook Medicine*.
3. Select either *Hospital, Hospital Laboratories, Hospital Off-sites, ACP Cancer Center* or *Ambulatory Surgery Center*.
4. Locate your department in the scroll bar; click on *your specific department*
5. View your department's inventory. Print inventory by clicking on printer icon in the box under "Print Location's Product List".
6. If you want to review a SDS for a specific product, click on the product name. Click on the printer icon to print.
7. If the SDS that you need is not in your department's inventory, scroll down to "Click here to request an SDS" and complete the request form or call EH&S at 4-6783 for assistance.

To Access Pharmaceutical SDS:

1. On the *Hospital Intranet* page, scroll down to *Resources*.
2. Select drop down for *Drug References* and select *MicroMedex*.
3. Select *Micromedex* in application box.
4. Type in the name of the drug in the search field and press Enter.
5. Click on "Toxicology" in the Related Results section (on right side).
6. Click on *MSDS*. To print, click on printer icon.

To Print Secondary Container Labels: (When placing a chemical product into an unlabeled container, the container must have a contents/hazard label.)

1. Go to your inventory in *SDSPro*. For the specific product you need a label, click on the blue button on the left hand side marked *Label*.
2. Select *GHS Work Place* label, and then *AVERY_5163,5663*.
3. Click on *Create Label* (it takes about a minute to produce label).
4. Once labels are on screen, click on printer icon and print onto Avery labels (10 labels per page).

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