

1. Accessing Departmental Chemical Inventories and Safety Data Sheets (SDS):

To Search for a SDS:

1. On the hospital intranet, *ThePulse*, go to the **Resources** dropdown, then **Resources A to Z** or **Manuals** and select “**S**”. Click on [Safety Data Sheets & Departmental Chemical Inventories \(SDSPro\)](#).
2. On the top left corner, in the **Search by SDS** field, type in the product name, check **Word Contains** and then click **Search**.
3. Scroll down and click on the specific product and manufacturer you need. There may be multiple listings (i.e., acetone has numerous listings with different manufacturers and concentrations.)
4. Review the SDS on-line or click on the printer icon (top right) to print.
5. If the SDS that you need is not on-line, please contact your supervisor or call EH&S at 631-444-2179 for assistance.

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

1. On the hospital intranet, *ThePulse*, go to the **Resources** dropdown, then **Resources A to Z** or **Manuals** and select “**S**”. Click on [Safety Data Sheets & Departmental Chemical Inventories \(SDSPro\)](#).
2. Select your **facility**, i.e. [Stony Brook Medicine](#), [Stony Brook Southampton Hospital](#) or [LISVH](#).
3. Select the **building or general location**, then click on **your specific department**.
Note: departments may be within a general location, i.e. Radiology (SBUH) [CAT Scan, Core, Interventional/OP...], Laboratories (SBSH) [Amagansett, Atrium, East...].
4. You can now view your department's inventory. To print inventory, go to **Print Location's Product List** (top right) and select **Sort by: Product**; then click on the printer icon.
5. To view/print individual SDSs as needed (i.e., for an exposure or spill) click on the Product Name.
6. If you want to review a SDS for a specific product, click on the product name (below the blue bar). Click on the printer icon to print.
7. If the SDS that you need is not in your department’s inventory, contact your supervisor or call EH&S at 631-444-2179 for assistance.

To Access Pharmaceutical SDS (use MicroMedex or Lexicomp):

Micromedex:

1. On the hospital intranet, under **Resources**, select **Drug References**.
2. Select **MicroMedex – indepth interface**.
3. Select [Micromedex](#) in application box on top right.
4. Type in the name of the drug in the search field and press magnifier icon/enter.
5. Click on **Toxicology** in the Related Results section (on right side).
6. Click on **MSDS From USP**. To print, click on printer icon.

Lexicomp:

1. On the hospital intranet, under **Resources**, select **Drug References**.
2. Select [Lexicomp Safety Data Sheets](#).
3. Search for your drug's SDS in multiple ways: **Alphabetically**, by **Drug Trade Name**, by **Principle Ingredient** or by **Manufacturer/Distributor**.
4. Print or Open PDF options are located at the top right of the Safety Data Sheet page.

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

1. Go to SDSPro. Once inside your department's chemical inventory page, click on the button on the left hand side marked **Label** for the product you need a label.
2. On the top left corner of the screen you will see 5 label options. Click on **GHS Work Place**.
3. Select the desired label type. For 10 labels per page, click on **Avery 60505, 60525, 5163, 5663 Condensed**.
4. Select **PPE as icon** and **QRCode**, and click **Create Label**. Insert blank labels into your printer and print. Affix labels onto the secondary containers.
5. When you scan the QR code on the label with a smart phone, the Safety Data Sheet for the product will be available for review.