Instructions for using MSDSOnline

When you log onto the MSDS Website California State University On-Line MSDS Management System, below is the first page you’ll see. There are two tabs:

1. MSDS Search
2. Safety Center (This is not in use)

Let’s go to the “MSDS Search” tab and learn how to search for an MSDS. All of these MSDSs are in the CSU system. You can search for an MSDS three ways from this location:

1. Use the **Quick Lists**: | Products | Locations | Suppliers |
2. Product name starts with the letter (no discussion)
3. Product / Manufacturer Search
Quick Links: Products
This is the list of products on all CSU Campuses using the MSDSONline System including CSUEB.

Quick Links: Location
This is the list of all CSU Campuses using the MSDSONline System. Clicking on the California State University, East Bay, will give you the Chemical Inventory in each location and the associated MSDSs.

Quick Links: Suppliers
This link sorts the MSDS by Supplier.
Product / Manufacturer Search:
You can do a Product or Manufacturer’s search using the full text, contains a match, or starts with. This is for the Chemicals already in the CSU database.
No Match:
When there is no match, you will be directed to this screen. In the yellow box, click the **Click Here.** It will bring you to the MSDSOnline database and give you more options for searching.

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### Material Safety Data Sheets

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Your company database did not produce any results for: **134**

1. **Search Again...** See the Search Tip Box to refine your search.

2. **MSDSonline has 304 possible matches for your search item(s).** **Click Here** to view these MSDS documents.

3. **Use the Request Tool to obtain an MSDS for 134.** **Click Here**

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### Search Tips

- Check the SPELLING and SPACING of your search terms.
- Make sure your search term is in the CORRECT field.
- If you searched by TWO or MORE terms, try broadening your search by using only ONE search term.
Advance search:
This is the next window you’ll see. Click Advanced Search ▼ to get additional search options. If you find the MSDS you are looking for, check the SELECT box and click on Add to eBinder. This will send the MSDS to EHS for inclusion on the CSU list. Send EHS the chemical’s storage location – building and room number and quantity so it can be included on the inventory list.
What if I cannot find the MSDS on the MSDSOnline System?

If the MSDS you need is not posted on MSDSOnline, provide EHS with the following information. EHS will procure and post the MSDS on MSDSOnline. If you have the MSDS, send it to EHS with the other information.

– Chemical name
– Manufacturer
– Product code
– Storage location – building and room number
– Quantity

What if I’m having trouble with MSDSOnline System?

Contact Donna Placzk by e-mail or telephone and explain the problem

donna.placzek@csueastbay.edu
X5-2395