Accessing Department Chemical Inventory and associated 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 <u>Safety Data Sheets & Departmental Chemical Inventories (SDSPro)</u>.
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, scroll down to **Click here to request an SDS** and complete the request form or call EH&S at 631-444-6783 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 <u>Safety Data Sheets & Departmental Chemical Inventories (SDSPro)</u>.
2. Select your **facility**, i.e. <u>Stony Brook Medicine</u>, <u>Stony Brook Southampton Hospital</u> or <u>LISVH</u>.
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, scroll down to **Click here to request an SDS** and complete the request form or call EH&S 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 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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