myLab:
Chemical Safety Module

Last Updated: January 19, 2018

Contents

Introduction

myLab is the web component of the McGill Hazardous Material Management System (HMMS). This system facilitates the management of **Radioactive materials** (RAM), **Hazardous chemicals** and other controlled substances (CHEM) and **Biohazardous materials** (BIO) from acquisition to its disposal.

myLab allows McGill researchers, students, laboratory workers and university staff to work with electronic inventories of hazardous materials in McGill laboratories.

Getting started

Users must be authorized to access *myLab*. Send access requests to: *myLab*.ehs@mcgill.ca There are two types of user accounts to access *myLab*: Full access and Read-only access accounts. **Read-only** account permit users only to view the full inventory and SDS documents. The Principal Investigator (PI) from each lab must make the request for a generic user account with read only rights. Multiple users can use the same account.

Full access account permit users to view and modify the full inventory.

Login

1.   Access https://*myLab*.mcgill.ca

2.   Enter your McGill e-mail address

    (fname.lname@mcgill.ca   OR

    fname.lname@mail.mcgill.ca)

     and password.

3   Click **Login**

Chemicals can be purchased from any source and/or vendor. We recommend you make your chemical purchase through McGill MarketPlace (MMP). Orders placed using MMP will automatically populate many fields in *myLab* inventory, once you acknowledge receipt of the chemical(s) ordered. For items purchased through means other than MMP, you must manually enter all of the chemical's details into *myLab* inventory.

McGill MarketPlace (MMP) can be accessed easily from:

- *my*McGill Portal

  – Click the **Shop on the McGill MarketPlace** link in the left column of the *my*McGill screen

- *Procurement Services web site (www.mcgill.ca/procurement)*

  – and click the MMP logo

The McGill MarketPlace entrance page allows you to create, edit or choose your profile for shopping.

You must verify and make sure that the shipping address of your McGill MarketPlace profile is correct.

Links to training materials, videos, how to's, Quick references, vendor's list and help resources can be found from within McGill MarketPlace.
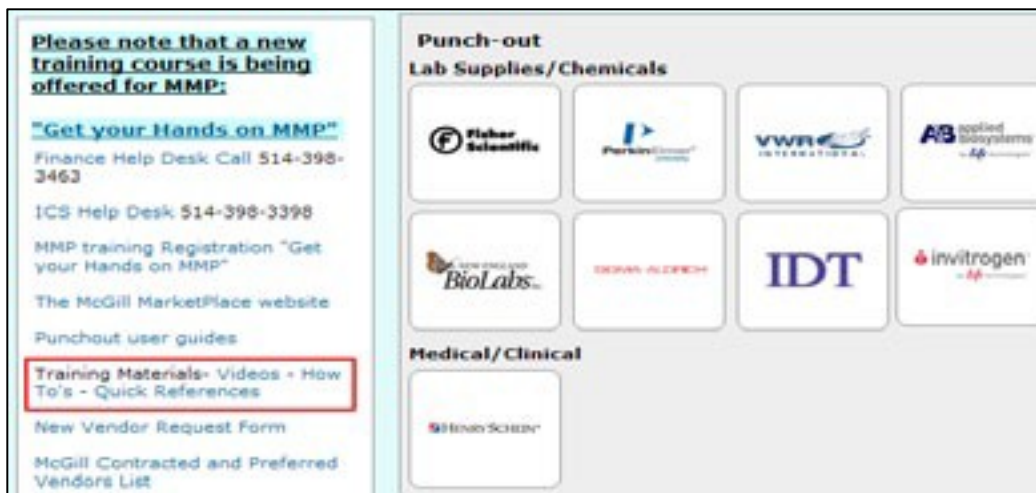
Receiving Items from MMP Order

When you receive items that you or anyone in your lab, purchased through MMP, you must add those items to the *myLab* inventory.

> To view a list of ordered items,
>
> click the **Requisitions** link.

Only those who have **full access** to *myLab* will see their MMP purchases. A **Receive Items to Inventory** screen will appear as follows, with a list of all items purchased through McGill MarketPlace.
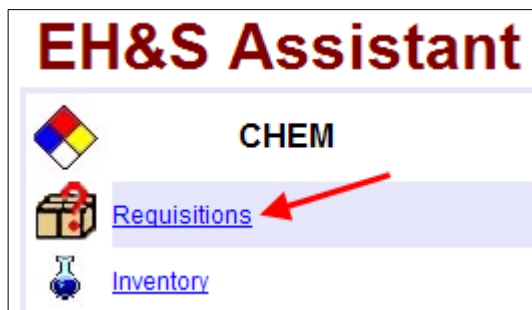
To **add** new items into your *myLab* inventory:

- Click the '**Append**' link beside the chemical item that you received

Receive Items to Inventory

The list below displays all items purchased on the McGill MarketPlace (MMP) by anyone in your lab.
You can add new items directly into your Chemical Inventory by clicking the '**Append**' action.
This adds a brand new record to your list of inventory items.
You can update an existing inventory item by clicking the '**Update**' action.
 This is only possible if the Vendor and the Catalogue Number exactly match existing inventory record.
WHMIS controlled products and other hazardous chemicals should be added to your inventory.
 To remove items from the list, click the '**Remove**' action.

Existing Quantity				Chemical Description	Vendor	Catalogue #	#	Container Size
500 mL in MASS CHEMISTRY 400 Item 135431	Update	Append	Remove	AMMONIUM HEXAFLUOROPHO: AMMONIUM HEXAFLUOROPHO:	SIGALD	201138-25G	2	4

To remove items from the list, click the **Remove** link beside the item**.** For example, items such as gloves, lab coats, safety glasses that you received and you don't want to add to the *myLab* inventory or items that are on back order etc. can be removed from the list.

You can update an existing inventory item by clicking the '**Update**' link. For example, if you ordered a chemical that is already in your inventory, and its vendor and catalogue numbers matches to that of the new order, that chemical's existing quantity and its location will be displayed in the 'Existing Quantity' column. The above screen's existing quantity column indicates that there is 500 milliliters (mL) of Ammonium Hexafluorophosphate stored in Otto Mass Chemistry Room 400. If you have ordered 8 mL more, enter the number of containers and its size. (For example, 2 containers of 4 mL).

For all chemicals ordered through MMP, by default the unit of measure (UOM) will display as **EA** (each). Therefore you need to specify the UOM before adding the chemical to your current inventory.

After adding (append) or updating chemical(s) from the Requisitions link, to view your current *myLab* inventory, click the **Inventory** link.

myLab Inventory

To view your current inventory of chemicals,

Click the **Inventory** Link.

The default display is set to '**Show me Chemicals where**' option,

for you to specify criteria of your choice for listing the chemicals.
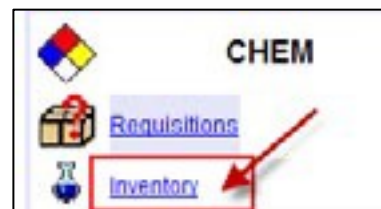
Show me Chemicals where

With this option, you can display chemicals in your current inventory by its description, CAS #, catalog#, inventory # or chemical formula. *For example* to view a list of chemicals with the word 'ethanol' in its name: first select the **Show me Chemicals where** option. From the drop down list select **Chemical Description,** then select item **Contains** from the list**.** Enter the word 'ethanol' and click

Show.

On-screen data entry can be done within the fields of **Number of Containers**, **Total Volume**, **Unit of Measure**, **Container Size** and **Comments**. After entering the data, click **Save Changes**.

Chemical Description	Vendor	Catalog #	CAS #	Number of Containers	Total Volume	Unit of Measure	Container Size
2-Propanol	FISHER	A416-1	67-630	6	6	Liters	1
Acetic Acid	FISHER	A38-500	64-19-7	6	3000	Milliliters	500
Acetone 4L	FISHER	A-18-4	67-64-1	5	2500	Milliliters	500
Acetone 500ml	FISHER	A18-500	67-64-1	3	1500	Milliliters	500

Scroll the current inventory screen to the right to see more information of the chemicals including its comments, location and inventory # as shown below. To remove an item from the inventory, click on its **Remove** link.

Container Size	Comments		Room #/Building	Physical Location	Inventory #	MSDS	
1	Enter Important notes here		3270:WONG BUILDING		10500	not on file	Remove
500			3270:WONG BUILDING		10501	not on file	Remove
500			3270:WONG BUILDING		10502	not on file	Remove
500			3270:WONG BUILDING		10503	not on file	Remove

Items Received on

To view all items added to the *myLab* inventory by a specific date, select the option **Items Received on**
and enter the date criteria (e.g. May 30, 2013) as per the example below, and click **Show**.

◉ Items Received on   30 ▼   05 ▼   2013   **Show**
◯ All Items
◯ Show me Chemicals where

All Items

This option lists all chemicals in your current inventory. The total number also displays at the top.

◉ Current Inventory ◯ Disposed Inventory ◯ Archived Inventory ◯ Sear
     Total # of chemicals in current inventory: 38
◯ Items Received/Ordered on
◉ All Items
◯ Show me Chemicals where

Show Chemicals by Location

Select this option to display chemicals stored in different locations (building, lab and room) of a Principal Investigator. Select the location from the drop down list and click **Show**.

◯ All Items   -- No Selection -- ▼   **Show**
◯ Show me Chemicals where   MAASS CHEMISTRY BUILDING : 202 (3)
◉ Show Chemicals by Location   MAASS CHEMISTRY BUILDING : 21 (1)
◯ Show Chemicals by WHMIS Class   MAASS CHEMISTRY BUILDING : 25 (15)
◯ Show Chemicals with Expiration   MAASS CHEMISTRY BUILDING : 310 (2)
     MAASS CHEMISTRY BUILDING : 400 (255)

Workplace Hazardous Material Information System (WHMIS)

The main objectives of WHMIS are hazard identification and product classification. WHMIS consists of 3
main components: Labeling, Safety Data Sheets (SDS) and Training.

Labeling: All chemicals in containers must be labelled with warnings, what to wear to protect, how to use, store and dispose the chemical and what to do in case of an emergency. Most labels have the WHMIS pictograms that warn you at a glance of the dangers involved.

Show Chemicals by WHMIS Class

To display a list of chemicals in *myLab* inventory with WHMIS Hazards:

1. Click the radio button beside **Show Chemicals by WHMIS Class** option
2. Select the type of chemical class (*e.g. Flammable Liquid)* from the drop down list
3. Click the **Show** button**.**

Show Chemicals with Expiration Dates

Display a list of chemicals that are expired or will expire within 30 days. Some chemicals can become dangerous or explosive over a period of time. Those expired items will appear in red

color.

Expiration Date is an optional data entry field. In order to display a list of chemicals that have expired or
will expire in 30 days, you must enter a date in the **Expiration Date** field of the chemical.

Add Chemicals (non MMP Purchases) to Inventory

To add a new chemical to *myLab* inventory that is purchased from sources other than MMP, click **Add Chemical**.

A chemical Information screen with an Inventory number will be displayed, as shown below. None of the fields will have any data in it. You must fill in all fields with appropriate data.

Expiration Date is an optional field. The **Inventory Date** can be back dated if necessary.

Additional CAS #(s)

Some chemicals may have more than one Chemical Abstract Service (CAS) number. Enter those additional CAS #s by clicking the **ADD CAS#** button. Enter a chemical description for each CAS# and click **OK**.

Physical State

Some fields such as, Physical State, Unit of Measure, Type of Container, Building Name, etc. can be selected from a drop down list. For all other fields enter data directly in the field. When finished, click **Save Record**.

Reports

From the *myLab* inventory, it is very easy to print a report of chemicals. Click the drop down arrow beside Reports and select **the type of report you want from the list**, or highlight a chemical and select Chemical Catalog Fact Sheet option.

Sharing Inventory

Sharing inventory within your department means you are letting others in your department know the chemicals that you have in your possession. An advantage of using *myLab* is that it is very easy to view the list of all chemicals available in a department's laboratory.

For example: if a Principal Investigator from the Chemistry department wishes to share chemicals from his or her inventory to the whole Chemistry department, place a check mark in the **Share** column of those chemical(s) and then click **Save Changes**.

As you can see from the above screenshot, there are 276 chemicals in the current inventory. If the Principal investigator selects to share some or all chemicals, it can be viewed by all from within the chemistry department.

To view a shared inventory, select the **Search Shared** (*department name*) option. The following screen displays a list of all chemicals shared by other PI's in Chemistry (total 800). This list will also display the name of the PI who shared the chemicals.

Safety Data Sheets (SDS) Database Search

Safety Data Sheets (SDS) are technical bulletins that provide chemical, physical, and toxicological information about each controlled product, as well as information on precautionary and emergency procedures. By law the SDS information must be updated at least every 3 years. They must be readily accessible to anyone who works with, or who may otherwise be exposed to, those products.

To view SDS information for a chemical, search the SDS database.

SDS Library / McGill Portfolio

McGill has a portfolio of over 40,000 updated SDS documents through the 3E Company online database. To search the McGill Portfolio (SDS), click the **Search SDS Database** link from the current inventory screen in *myLab*.

The following SDS search window will be displayed.

From the **'Search for'** drop down list select a criteria item (product name or manufacture name or part number (catalogue number) etc.) and enter a corresponding value in the text box to search.

For example, to search for a chemical named **Acenaphthylene** , select **Product Name** from the **Search for** list and enter the chemical/product name in the box. Then click the **Search** button.
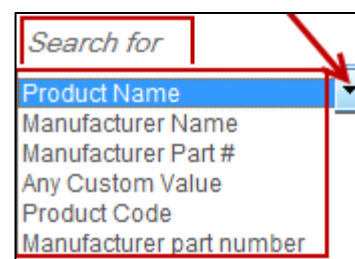
The search made for **Acenaphthylene** was successful and it found one item in the database as shown below. Click the 📄 icon beside the chemical name to see a list of documents associated with the product.

There are two documents listed for the chemical Acenaphthylene.

Click on the **View** link to open the SDS document as shown below. Scroll down the SDS document screen to see more details. You may print, save or email the document.

The document displays details on the product such as: hazardous identification, first aid measures, personal protection, toxicology and regulatory information, handling and storage, etc.

You must verify and make sure that the Vendor/Manufacturer name, catalogue number and chemical name in the SDS document matches those of the chemical item.

3E SDS Library

Sometimes the **McGill SDS Library** search displays a 'No records found' message. What can you do in that case?

Then you must search the **3E SDS Library**, which will give you access to over 3.5 million SDS documents. Click the **3E SDS Library** link.

Specify the search criteria (for example, Product name contains Alpha-alpha-Azobisisobuty) and click the **Search** button.

Click on a product name to open its SDS document. Pay attention to the Product name and Part number (catalogue number).

The corresponding SDS document will open in a new window.

> *Note:* "Once you find the required SDS in the 3E SDS library, please send the information to mylab.ehs@mcgill.ca. The myLab admin will, then, transfer the required SDS to the McGill SDS library which will update the document every three years."

The user may enter a URL in the field SDS URL which holds SDS information for a chemical from any source other than 3E Company (e.g. Vendor's website).

If you choose this option, it is your responsibility to update SDS every 3 years as per the law.

Note:

If you do not find your required SDS document in the 3E Company website, please send an email with the following information to: mylab.ehs@mcgill.ca

- the chemical name

- vendor name and

- catalogue number of the product.

Chemical Waste Module

All chemical waste must be discarded properly. As part of the process, you must first request for the pickup of the chemical waste.

Log in to *myLab* and click the **Waste Pickup** link.

Add your new waste pick up request to the system by clicking **Add Request** button.

The system will insert a request number for your waste pick up as shown below.

Pick today's date from the calendar as the **Request Date** by clicking the down arrow.
Click the blue question mark beside the **Lab/Location** field to pick a lab linked to the PI.

You can search the lab by building name, permit number, permit type or even by specifying the starting word or any word that is part of the building or lab name.

From the list of labs assigned to your PI's lab's permit, choose the lab by double clicking on its **Select** button . For example, let us select 'McIntyre medical sciences building room 123'.

The resulting screen will display the selected lab information and todays date as shown below.

Now you must specify the contact's name, email and phone number. It is possible for you to enter it **manually** in the fields or select it from a list by clicking the blue question mark of the **Contact** field as shown below.

Double click on the **Select** link of the contact person for this waste pick up request. The system will fill up the contact's name and email address. You need to **manually** enter the contact's phone number.

Click the **Save** button.

After you click the **Save** button, the **Waste Pickup Request Detail screen** as below will be displayed.

Reagent Container Disposal

Click the **Container Type** down arrow to list the type of Containers. Select the **Small Bottles/Reagent**.

There are three different ways to add a reagent to your waste pick up request.

1.   Adding reagent(s) from your *myLab* chemical inventory

To select chemicals from your *myLab* inventory click the **Inventory # Link** field ⓘ icon.

Your current inventory will be displayed. If necessary, perform a search to locate the chemical. Click the **Select** link beside the chemical to add it to your list. For example, to add Ammonium hydroxide, click on its **Select** link.

The selected item will appear on the screen. Type in the number of containers.

After you specify the number of containers, the inventory will be updated to that effect. For example, there were 97 containers of Ammonium hydroxide with a total amount of 48500 ml. After you remove 1 container of 500 ml size, the catalog shows 96 containers of total 48000 ml.

Click the **Attach** link to add the item to the list.

2.   Manually adding reagent(s)

Type in the name of the chemical, its quantity, number and size of the container and its unit of measurement in the first line as shown below.

Waste Pickup Request Detail

Request #   P151119001

Waste Type   ⦿ Chemical

Container Type   REAGE : Small Bottles/Reagent ▾

Quantity 3   Unit   U : Units ▾

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->   Inventory # Link   # Containers   Size of Container   Unit

Acetone   ⓘ   ⓘ   3   100   mL : Milliliters ▾   **Attach**

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit

Click the **Attach** button to add it to the list of chemicals to pick up.

Waste Pickup Request Detail

Request #   P151119001

Waste Type   ⦿ Chemical

Container Type   REAGE : Small Bottles/Reagent ▾

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
detach			Acetone		3	100	mL

3. Adding reagent(s) from the *myLab* Catalog

To add chemical(s) from the *myLab* catalog (*from Sigma-Aldrich or Fisher Scientific*), click the blue ⓘ icon beside the **Choose an Inventory Item** field.

Specify the search criteria, using any of the three options appear on the resulting screen. For example, select '**Show me chemicals where**' option, with '**Chemical description**' starts with and then enter part of the chemical name like 'Acet' and click the **Show** button.

 From the displayed list of criteria matched chemicals, select the chemical you want by clicking on it. The selected name will be entered in the Chemical name field as shown below. Specify the number and size of the container and its unit of measure.

Then click the **Attach** button. The reagent will be added to the list as shown below.

The screen below list all the chemicals added to the waste pick up container, using the three different methods described above. If that is all what you wish to add, click the **Submit** button and then the **Done** button.

Waste Pickup Request Detail

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->   Inventory # Link   # Containers   Size of Container   Unit

-- No Selection --   **Attach**

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
detach		1336-21-6	Ammonium hydroxide	153802	1	500	mL
detach	78098	105-57-7	Acetal, natural, Kosher; natural, Kosher		1	5	L
detach			Acetone		3	100	mL

[Add Another Container]   [Submit]   [Cancel]

To create another container, click the **Add Another Container** button, which will become active only after you click the Submit button.

After submitting the pickup request, the resulting screen will display the details of the request including its request number, date of creation, list of added chemicals etc.

◉ Incomplete Pickups   ◯ Completed Pickups

Duplicate Request	Request	Building Name	Lab / Room					Request Detail	
Duplicate this Request	#: P151119001 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	+Add+ Edit	--- Delete 1	Hist. # Chemical	Hist. Type	Cont.Type REAGE	Contents

Chemical Description .... % Content
Acetone 0
Acetal, natural, Kosher; natural, Kosher 0
Ammonium hydroxide 0

Note: Incomplete Pickup requests will go to the Hazardous Waste Management office for pickup. Once it is picked up by the Hazardous Waste Management, they will add the request to the **Completed Pickups** list.

Yellow or White Container Disposal (10 or 20 L)

Select **Whit**e or **Yellow** container option from the **Container Type** drop down list. From this point on, the steps to follow for White or Yellow options are the same. For example, this document illustrates the use of **White 20L solvent**.

There are three different ways to add chemical(s) to your white or Yellow waste pick up request.

1.   Adding chemical(s) from your *myLab* chemical inventory

Enter an appropriate name for the mixture of chemicals in the **Mixture Name** field. The advantage of using a mixture name is that, it will be saved in the system and you can use it later on whenever you want to add the same combination of chemicals. It will save you from the steps of adding each chemicals. For example, enter the mixture name **HPLC waste** in the Mixture Name field.

To select chemicals from your *myLab* inventory click the blue ⓘ icon.beside the **Inventory # Link** field. Your current *myLab* inventory will be displayed. If necessary, perform a search to locate the chemical. Click the **Select** link beside the chemical to add it to your list. For example, to add **Methanol**, click on its **Select** link.

The selected chemical **Methanol** will appear in the chemical name field and its inventory number will appear in the **inventory # Link** field. Now you must specify the percentage of content (e.g. 70%) and then click the **Attach** button.

Note: When you select a chemical from your *myLab* inventory for the White or Yellow container, your current inventory will **not** be automatically updated.

2.   Manually adding chemical(s)

Type in the name of the chemical, number of containers and the percentage of its content. For example to add Toluene to the container, type in Toluene in the name box. Also enter the percentage (e.g. 20%) of the container that will be occupied by this chemical Toluene in the **% of content** field.

Then click the **Attach** button. Toluene will be added to the list.

3.   Adding chemical(s) from the *myLab* Catalog

To add chemicals from the *myLab* catalog (*from Sigma-Aldrich or Fisher Scientific*), click the blue ⓘ icon beside the '**Choose an Inventory Item**' field.

Specify the search criteria, using any of the three options on the screen. For example, select **Show me chemicals where** option, with **Chemical description** contains and then enter the chemical name like 'Antibodies' and click the **Show** button.

The search found two items that met the criteria. Click on the chemical to select it.

The chemical name will be displayed in the chemical name field. Specify the percentage of content and then click the **Attach** button. The chemical will be added to the list.

The following screen lists the 3 chemicals added to this waste container (with the mixture name HPLC waste) each with its own % totaling 100%.
In order for the waste pick up request to be accepted, the total percentage of content must equal to 100%.

Now click the **Submit** button. To create another container, click the **Add Another Container** button, which will become active after you click the Submit button.
After submitting the pickup request, it will be added to the **Incomplete Pickups** list. The lastly added White 20L Solvent container and its details along with the previously added Reagent container can be seen as shown below. Both request have the same request number.

○ Incomplete Pickups   ○ Completed Pickups

-----	-----	Duplicate Request	Request	Building Name	Lab / Room	Request Detail			
Edit Request	Delete Request	Duplicate this Request	#: P151119001 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	+Add+ --- Hist. # Hist. Type			

+Add+   ---   Hist. # Hist. Type

Edit   Delete 1   Chemical

Cont.Type	Contents	
REAGE	**Chemical Description**	**% Content**
	Acetone	0
	Acetal, natural, Kosher; natural, Kosher	0
	Ammonium hydroxide	0

Edit   Delete 2   Chemical

WHITE	**Chemical Description**	**% Content**
	Methanol	70
	Toluene	20
	Antibodies: A-⁻Laboratory Manual	10

Using the Mixture Name Option

A created mixture name can be used again, by clicking the blue icon beside the **Mixture Name** field or by clicking on the Mixture Name link itself.

A list of previously created Mixture names will be displayed. Click the **Select** button of the mixture name you wish to use from the list. The same combination of chemicals and its percentages will be added to the container.

Duplicating a Request

After creating a waste pickup request, it is possible to duplicate it to avoid repeating all the steps.

Click the **Duplicate this Request** link beside the request number. You will receive the following message.

Click **OK**. The duplicated request with the new request number will appear as shown below.

To edit or delete a request, click on its appropriate links. You may add more chemicals to the same container by clicking the **+Add+** link.

Note: Incomplete Pickup requests will go to the Hazardous Waste Management office for pickup. Once it is picked up by the Hazardous Waste Management, they will add the request to the **Completed Pickups** list.

Note: For any missing information (lab/location and/or contact information) please send an email with details to:
myLab.ehs@mcgill.ca