



*myLab:*  
*Chemical Safety Module*

Last Updated: January 19, 2018

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## 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](mailto: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:

- [myMcGill Portal](#)
  - Click the **Shop on the McGill MarketPlace** link in the left column of the *myMcGill* screen
- [Procurement Services web site \(www.mcgill.ca/procurement\)](http://www.mcgill.ca/procurement)
  - and click the MMP logo



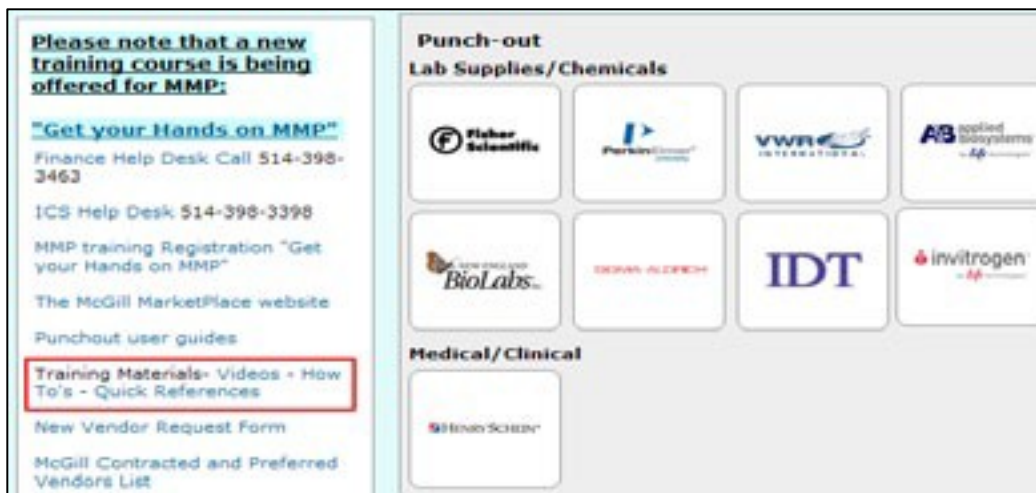


The McGill MarketPlace entrance page allows you to create, edit or choose your profile for shopping.



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.

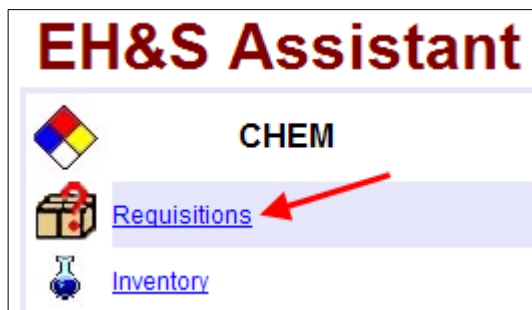


## Receiving Items from MMP Order

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	<a href="#">Update</a>	<a href="#">Append</a>	<a href="#">Remove</a>	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).

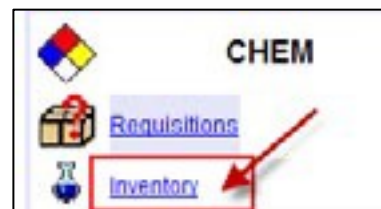
For all chemicals ordered through MMP, by default the unit of measure (UOM) will display as **EA** (each). Therefore you need to specify the UOM before adding the chemical to your current inventory.

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**.

<u>Chemical Description</u>	<u>Vendor</u>	<u>Catalog #</u>	<u>CAS #</u>	<u>Number of Containers</u>	<u>Total Volume</u>	<u>Unit of Measure</u>	<u>Container Size</u>
<u>2-Propanol</u>	<u>FISHER</u>	A416-1	67-630	6	6	Liters	1
<u>Acetic Acid</u>	<u>FISHER</u>	A38-500	64-19-7	6	3000	Milliliters	500
<u>Acetone 4L</u>	<u>FISHER</u>	A-18-4	67-64-1	5	2500	Milliliters	500
<u>Acetone 500ml</u>	<u>FISHER</u>	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	<a href="#">Remove</a>
500		3270:WONG BUILDING		10501	not on file	<a href="#">Remove</a>
500		3270:WONG BUILDING		10502	not on file	<a href="#">Remove</a>
500		3270:WONG BUILDING		10503	not on file	<a href="#">Remove</a>

## 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**
 All Items
  Show me Chemicals where

30 05 2013

## 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
  Search

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
  Show me Chemicals where
  **Show Chemicals by Location**
 Show Chemicals by WHMIS Class
  Show Chemicals with Expiration

-- No Selection --

MAASS CHEMISTRY BUILDING : 202 (3)  
 MAASS CHEMISTRY BUILDING : 21 (1)  
 MAASS CHEMISTRY BUILDING : 25 (15)  
 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

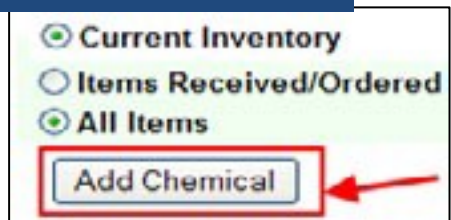
will expire in 30 days, you must enter a date in the **Expiration Date** field of the chemical.



## 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.



Chemical Information		Inventory # 135442	Inventory Date: 11/4/2013
Chemical Description			
CAS #			
Physical State	-- No Selection --	Additional CAS#(s)	-----
Number of Containers		Add CAS #	
Unit of Measure	-- No Selection --	Total Amount	
Type of Container	-- No Selection --	Container Size	
Physical Location		Room #/Bldg. Name	-- No Selection --
		Expiration Date	

**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**.

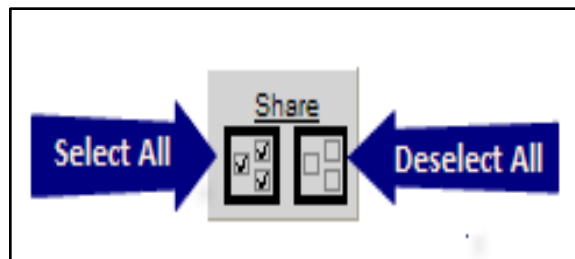
## Reports

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**.



Current Inventory
  Disposed Inventory
  Archived Inventory
  Search Shared Chemistry

Items Received on
 Total # of chemicals in current inventory: 276

All Items

Share	MSDS	Chemical Description	Vendor	Catalog #	CAS #	Number of Containers	Total
<input checked="" type="checkbox"/>	MSDS	3-Chloropropyltriethoxysilane	SIGALD		5089-70-3	1	100
<input checked="" type="checkbox"/>	MSDS	(S)-(-)-1-Phenylethanol	SIGALD	P4402	1445-91-8	1	250
<input checked="" type="checkbox"/>	MSDS	1,1'-Bis(diphenylphosphino)ferrocene	SIGALD	177201	12150-46-0	1	1

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.

Current Inventory
  Disposed
  Archived
  Search Shared Chemistry

Total # of chemicals information shared by other PI in Chemistry department: 800

Chemical Description	PI Name	Vendor	Catalog #	CAS #
Effedkan, sodium dichloro- <i>a</i> -trinitrotrone (Cl source)	Damha, Masad J	UNKNOWN		
(2-Bromoethyl) trimethyl ammonium bromide	Damha, Masad J	SIGALD	117196-5G	2758-06-7
1,1'- Carbonyl diimidazole	Damha, Masad J	SIGALD	115533	530-62-1

## 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*.

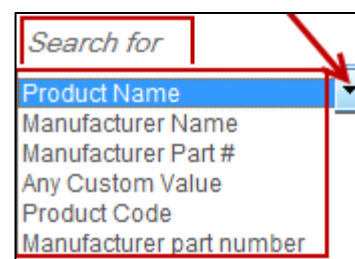
The screenshot shows the 3E Company inventory management interface. At the top, there is a navigation bar with "Main Menu < BACK" and "Log Off". Below this, there are radio buttons for "Current Inventory", "Disposed Inventory", "Archived Inventory", and "Search Shared Dietetics & Human Nutr". Under "Current Inventory", there are several options: "Items Received on", "All Items", "Show me Chemicals where" (selected), "Show Chemicals by Location", "Show Chemicals by WHMIS Class", "Show Chemicals with Expiration Dates", and "Show Duplicate Items (Vendor Catalog # are identical)". The "Show me Chemicals where" option is set to "Chemical Description" with a "Starts with..." field and a "Show" button. Below these options is a large blue text string "ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789 Show All". At the bottom of the interface, there is a table header with columns: "Chemical Description", "Vendor", "Catalog #", "CAS #", "Physical State", "Number of Containers", "Total Amount", and "Unit of Me". A red box highlights the "Search SDS Database" button, with a red arrow pointing to it. Other buttons include "Add Chemical", "Save Changes", and "---Reports---". A "Display 50 rows per page." option is also visible.

The following SDS search window will be displayed.

The screenshot shows the 3E SDS Library search window. At the top left is the 3E Company logo. To the right of the logo is the text "The Royal Institution for the Advancement of Learning/McGill University". Below this is a navigation bar with "Home", "SDS" (highlighted), and "Help". Under "SDS", there is a link for "3E SDS Library". The search area is titled "Search for" and contains a dropdown menu for "Product Name", a "contains" dropdown, and a search input field. There is a red "X" icon to the right of the search input field. Below the search input field is a dropdown menu for "< choose a criterion >". At the bottom of the search area, there are "Search" and "Show All" buttons, and a link for "Simple Search".

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.



3E COMPANY The Royal Institution for the Advancement of Learning/McGill University

Home **SDS** Help

SDS


3E SDS Library

Search for

Product Name contains Acenaphthylene

< choose a criterion >

**Search** Show All Simple Search

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.

3E COMPANY The Royal Institution for the Advancement of Learning/McGill University

Home **SDS** Help

SDS



3E SDS Library

Search for

Product Name contains Acenaphthylene

**Search** Show All Simple Search

Items per page 15

 Product Name	Manufacturer Name	Mfg Part #	Product Code
 Acenaphthylene	Sigma Aldrich Chemical Company Inc. / SAFC	416703	13328

Page 1 of 1 (1 items)

There are two documents listed for the chemical Acenaphthylene.

Product Name	Manufacturer Name	Mfg Part #	Product Code
Acenaphthylene	Sigma Aldrich Chemical Company Inc /	416703	13328

**Product Documents**

Acenaphthylene

Action	Language	Format	Revision Date	Country	e-SDS
<a href="#">View</a> <a href="#">Email</a> <a href="#">Fax</a>	English	SDS	Oct 04, 2012	USA	
<a href="#">View</a> <a href="#">Email</a> <a href="#">Fax</a>	English	WHMIS	Oct 04, 2012	CAN	

[Close](#)

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.

# SIGMA-ALDRICH

[sigma-aldrich.com](http://sigma-aldrich.com)

## SAFETY DATA SHEET

Version 5.4  
Revision Date 02/28/2015  
Print Date 09/06/2016

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### 1. PRODUCT AND COMPANY IDENTIFICATION

Product name	: Acenaphthylene	
Product Number	: 416703	
Brand	: Aldrich	
Product Use	: For laboratory research purposes.	
Supplier	: Sigma-Aldrich Canada Co. 2149 Winston Park Drive OAKVILLE ON L6H 6J8 CANADA	Manufacturer : Sigma-Aldrich Corporation 3050 Spruce St. St. Louis, Missouri 63103 USA
Telephone	: +1 9058299500	
Fax	: +1 9058299292	
Emergency Phone # (For both supplier and manufacturer)	: 1-800-424-9300	
Preparation Information	: Sigma-Aldrich Corporation Product Safety - Americas Region 1-800-521-8956	

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?

The screenshot shows the 3E SDS Library search interface. The search criteria are: Product Name contains Alpha,alpha-Azobisisobuty. The search results section displays a message: "No records found." Red arrows point to the search criteria and the "No records found" message.

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.

The screenshot shows the 3E SDS Library search interface. The "3E SDS Library" link is highlighted with a red box and a red arrow pointing to it.

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

The screenshot shows the 3E SDS Library search interface with search results. The search criteria are: Product Name contains Alpha,alpha-Azobisisobuty. The search results section displays a table with 5 items. Red arrows point to the search criteria, the "Search" button, and the "Product Name" and "Manufacturer Name" columns of the table.

Product Name	Manufacturer Name	Mfg Part #	Language	Region
Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals, LLC	204979	French	Europe
Alpha,alpha-Azobisisobutyronitrile	MP Biochemicals	204979	French	United States
Alpha,alpha-Azobisisobutyronitrile	MP Biochemicals	204979	English	United States
Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals Australasia Pty Limited	204979	English	International

Page 1 of 1 (5 items)

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

SDS > 3E SDS Library

Search for

Product Name  contains  pha,alpha-Azobisisobuty

Product Name	Manufacturer Name	Mfg Part #
<input type="button" value="i"/> Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals, LLC	204979
<input type="button" value="i"/> Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals, LLC	204979
<input type="button" value="i"/> Alpha,alpha-Azobisisobutyronitrile	MP Biochemicals	204979
<input type="button" value="i"/> Alpha,alpha-Azobisisobutyronitrile	MP Biomedicals Australasia Pty Limited	204979

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](mailto: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."

**MP**  
Safety Data Sheet  
Catalog Number: 204979  
Revision date: 25-Apr-2006

**1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND COMPANY INFORMATION**

Catalog Number: 204979

Product name: alpha,alpha-AZOBISISOBUTYRONITRILE  
Synonyms: Azobisisobutyronitrile  
Supplier:  
MP Biomedicals, LLC  
29525 Fountain Parkway  
Solon, OH 44139  
tel: 440-337-1200      Emergency telephone number: CHEMTREC: 1-800-424-9300 (1-703-527-3887)

**2. COMPOSITION/INFORMATION ON INGREDIENTS**

Components	CAS Number	Weight %	ACGIH Exposure Limits:	OSHA Exposure Limits:
alpha,alpha-AZOBISISOBUTYRONITRILE	78-67-1	90 - 100%	None	None

**3. HAZARDS IDENTIFICATION**

**EMERGENCY OVERVIEW:** Harmful by inhalation, in contact with skin and if swallowed., Explosive

**Category of Danger:**  
Explosive , Harmful

**Principle routes of exposure:** Skin  
**Inhalation:** Harmful by inhalation.  
**Ingestion:** Harmful if swallowed.  
**Skin contact:** Harmful in contact with skin.  
**Eye contact:** Risk of serious damage to eyes

**Statements of hazard** HARMFUL IF SWALLOWED. MAY BE HARMFUL IF ABSORBED THROUGH SKIN OR INHALED.

**4. FIRST AID MEASURES**

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).

**Vendor Information**

Catalog #  Vendor

MSDS URL

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](mailto: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 screenshot shows a navigation bar with "Main Menu" and "< BACK" on the left, and "PI146" on the right. Below the bar are two radio buttons: "Incomplete Pickups" (selected) and "Completed Pickups". A button labeled "Add Request" is highlighted with a red box, and a red arrow points to it from the right. At the bottom, there are links for "Duplicate Request", "Request", "Building Name", "Lab / Room", and "Request Detail".

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

The screenshot shows a form with the following fields: "PI:" with value "PI146"; "Request #" with value "P151119001" (highlighted with a red box and a red arrow); "Request Date" with a dropdown arrow; "Lab/Location" with a question mark icon (highlighted with a red box and a red arrow); "Contact" and "Contact's Phone" fields; "Contact Email" field; and "Comments" field with a dropdown arrow. At the bottom are "Save" and "Cancel" buttons.

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.

The dialog box is titled "Pick a lab linked to the PI" and has an option "or Pick from All Labs". It contains a "Search by" dropdown menu with options: "Lab/Room", "Building Name", "Permit Number", "Permit Type", and "Show All". A "Search Type" dropdown menu has options "Starts with" and "Contains". A search input field contains the text "Chemistry". A "Cancel" button is at the bottom right. Green arrows point to the "Lab/Room" option, the "Contains" option, and the search input field.

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'.

Pick a lab linked to the PI  
or **Pick from All Labs**

Search by  Search Type   14

	Lab/Room	Building Name	Permit Number	Permit Type
<a href="#">Select</a>	53	MAASS CHEMISTRY BUILDING	R-00146	RAM
<a href="#">Select</a>	Ms1-072	MACDONALD-STEWART BUILDING	R-00146	RAM
<a href="#">Select</a>	016	MCCONNELL ENGINEERING BUILDING	R-00146	RAM
<a href="#">Select</a>	123	MCINTYRE MEDICAL SCIENCES BUILDING	R-00146	RAM
<a href="#">Select</a>	128	MCINTYRE MEDICAL SCIENCES BUILDING	R-00146	RAM
<a href="#">Select</a>	129	MCINTYRE MEDICAL SCIENCES BUILDING	R-00146	RAM

The resulting screen will display the selected lab information and today's date as shown below.

PI:

Request #

Request Date

Lab/Location  ?

Contact  ? Contact's Phone

Contact Email

Comments

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.

Select A Contact [Cancel](#)

	Contact Name	Function	Worker Type	Description	Lab Phone	Email Address
<a href="#">Select</a>	Christian Bouchard	PI	PERMIT HOLDER		(514)398-5066	christian.bouchard@mcgill.ca
<a href="#">Select</a>	Fred Osman	RU	Radiation User		514.398.4400 E	fred.osman@mcgill.ca
<a href="#">Select</a>	Ian Lorentz	RU	Radiation User		514.398.5305	ian.lorentz@mcgill.ca
<a href="#">Select</a>	Jason Lloyd Hull				514.398.4400 E	jason.hull@mcgill.ca
<a href="#">Select</a>	Jason Lloyd Hull	RU	Radiation User		514.398.4400 E	jason.hull@mcgill.ca
<a href="#">Select</a>	Kim Bray	NRU	Non-radioisotope User		514.398.5066	kim.bray@mcgill.ca

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.

PI: P1146 Bouchard, Christian  
 Request # P151119001  
 Request Date 11/19/2015  
 Lab/Location 155:123 ? MCINTYRE MEDICAL SCIENCES BUILDING  
 Contact Christian Bouchard ? Contact's Phone 398 3333 x  
 Contact Email christian.bouchard@mcgill.ca  
 Comments  
 Save Cancel

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**.

**Waste Pickup Request Detail**  
 Request # P151119001  
 Waste Type  Chemical  
 Container Type -- None --  
 Quantity -- None --  
 # of Containers REAGE : Small Bottles/Reagent  
 WHITE : 20L Solvent  
 YELLO : 20L Corrosive  
 Empty Replacement Containers  
 Form  Liquid  Solid

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.

**Waste Pickup Request Detail**  
 Request # P151119001  
 Waste Type  Chemical  
 Container Type REAGE : Small Bottles/Reagent  
 Quantity 5 Unit U : Units  
 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

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.

Current Inventory
  Disposed Inventory
  Archived Inventory
  Search Shared Hazardous Waste Management

Total # of chemicals in current inventory: 5

Items Received on  
 All Items

Show me Chemicals where  
 Show Chemicals by Location  
 Show Chemicals by WHMIS Class  
 Show Chemicals with Expiration Dates  
 Show Duplicate Items (Vendor Catalog # are identical)

**ABCDEFGHIJKL MNOPQRST UVWXYZ 0123456789 Show All**

Share		Chemical Description	Vendor	Catalog #	CAS #	Physical State	Number of Containers	Total Amount	Unit of Measure	Container Size
<input checked="" type="checkbox"/>	Select	Ammonium hydroxide	SIGALD	221228	1336-21-6	Liquid	97	48500	Milliliters	500

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

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

Ammonium hydroxide 153802 1 500 mL : Milliliters

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

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.

Share		Chemical Description	Vendor	Catalog #	CAS #	Physical State	Number of Containers	Total Amount	Unit of Measure	Container Size
<input checked="" type="checkbox"/>	Select	Ammonium hydroxide	SIGALD	221228	1336-21-6	Liquid	96	48000	Milliliters	500
<input type="checkbox"/>	Select	Methanol	FISHER	A452	67-56-1	Liquid	0	0	Liters	20

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 #

Waste Type  Chemical

Container Type REAGE : Small Bottles/Reagent

Quantity  Unit

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->     [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 #

Waste Type  Chemical

Container Type REAGE : Small Bottles/Reagent

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
<a href="#">detach</a>			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.



**Waste Pickup Request Detail**

Request #

Waste Type  Chemical

Container Type

Quantity  Unit

Pick (?)...or Type Chemical -OR- **Choose an Inventory Item ->**    

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

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.

Show me Chemicals where Vendor is

Show me Chemicals where

Show me Chemicals that are in my "Personal Catalog" (previously received)

1928 Found. Click the Chemical's CAS# or Description to select it.



CAS #	Chemical Description	Catalog #	Vendor
<a href="#">105-57-7</a>	<a href="#">acetal</a>	A90-2	Sigma-Aldrich
	<a href="#">ACETAL 99% 250ML</a>	AC102222500	Fisher Sci
	<a href="#">ACETAL 99% 1LT</a>	AC102220010	Fisher Sci
<a href="#">105-57-7</a>	<a href="#">Acetal, natural, Kosher; natural, Kosher</a>	W200220-100G-K	Sigma-Aldrich
<a href="#">105-57-7</a>	<a href="#">Acetal, natural, Kosher; natural, Kosher</a>	W200220-1KG-K	Sigma-Aldrich
<a href="#">105-57-7</a>	<a href="#">Acetal, natural, Kosher; natural, Kosher</a>	W200220-4KG-K	Sigma-Aldrich
<a href="#">105-57-7</a>	<a href="#">Acetal, natural, Kosher; natural, Kosher</a>	W200220-5KG-K	Sigma-Aldrich

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.

Pick (?)...or Type Chemical -OR- **Choose an Inventory Item ->**    

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

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

Pick (?)...or Type Chemical -OR- **Choose an Inventory Item ->**    

---	Chemical #	CAS #	Chemical Description	Inv. # Link	# Containers	Size of Container	Unit
<a href="#">detach</a>	78098	105-57-7	Acetal, natural, Kosher; natural, Kosher		1		5L



## Yellow or White Container Disposal (10 or 20 L)

Select **White** 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**.

**Waste Pickup Request Detail**

Request #

Waste Type  Chemical

Container Type

Quantity

# of Containers

Physical Form  Liquid  Solid  Gas

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 chemical. For example, enter the mixture name **HPLC waste** in the Mixture Name field.

**Waste Pickup Request Detail**

Request #


Waste Type  Chemical

Container Type

Type New or Pick

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->

% of Content  [Attach](#)

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.

Items Received on

All Items

Show me Chemicals where

Show Chemicals by Location

Show Chemicals by WHMIS Class

Display  rows per page.

Share		Chemical Description	Vendor	Catalog #	CAS #	Physical State	Number of Containers	Total Amount	Unit of Measure	Container Size
<input checked="" type="checkbox"/>	<a href="#">Select</a>	Methanol	FISHER	A452	67-56-1	Liquid	<input type="text" value="10"/>	<input type="text" value="10"/>	Liters	<input type="text" value="20"/>
<input checked="" type="checkbox"/>	<a href="#">Select</a>	SODIUM BICARBONATE	FISHER	S-233B	144-55-8	Solid	<input type="text" value="99"/>	<input type="text" value="49500"/>	Grams	<input type="text" value="500"/>



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.

The screenshot shows the 'Waste Pickup Request Detail' form. The 'Type New or Pick: Mixture Name' field contains 'HPLC waste'. Below it, the 'Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->' field contains 'Methanol'. The 'Inventory # Link' field contains '153795'. The '% of Content' field contains '70.00'. A red box highlights the 'Attach' button, and red arrows point to the 'Methanol' field, the '153795' field, and the '70.00' field.

---	Chemical #	CAS #	Chemical Description	% of Content
-----	------------	-------	----------------------	--------------

**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.

The screenshot shows the 'Waste Pickup Request Detail' form. The 'Request #' field contains 'P151119001'. The 'Waste Type' is set to 'Chemical'. The 'Container Type' is 'WHITE : 20L Solvent'. The '# of Containers' field contains '1'. The 'Type New or Pick: Mixture Name' field contains 'HPLC waste'. Below it, the 'Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->' field contains 'Toluene'. The 'Inventory # Link' field is empty. The '% of Content' field contains '20.00'. A red box highlights the 'Attach' button, and red arrows point to the '# of Containers' field, the 'Toluene' field, and the '20.00' 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 **i** icon beside the 'Choose an Inventory Item' field.

The screenshot shows the 'Waste Pickup Request Detail' form. The 'Type New or Pick: Mixture Name' field contains 'HPLC waste'. Below it, the 'Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->' field is empty. A red box highlights the blue 'i' icon next to the 'Choose an Inventory Item' field, and a red arrow points to it.

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.

**Chemical Catalog**

Show me Chemicals where Vendor is -- No Selection --

Show me Chemicals where Chemical Description Contains... Antibodies x **Show**

Show me Chemicals that are in my "Personal Catalog" (previously received)

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

2 Found. Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor
	<a href="#">Antibodies Volume 1: Production and Purification</a>	Z702579-1EA	Sigma-Aldrich
	<a href="#">Antibodies: A- Laboratory Manual</a>	A2926-1EA	Sigma-Aldrich

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.

Type New or Pick: Mixture Name  x i

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link % of Content

i  i **Attach**

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%.

**Waste Pickup Request Detail**

Request #

Waste Type  Chemical

Container Type

---	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
<a href="#">detach</a>	205548	67-56-1	Methanol	70	153795
<a href="#">detach</a>	7785		Antibodies: A- Laboratory Manual	10	
<a href="#">detach</a>			Toluene	20	

100.00

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

			Request	Building Name	Lab/Room			Request Detail																				
<a href="#">Edit Request</a>	<a href="#">Delete Request</a>	<a href="#">Duplicate this Request</a>	#: P151119001 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	<a href="#">+Add+</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	1	Chemical	<table border="1"> <thead> <tr> <th>Cont.Type</th> <th colspan="2">Contents</th> </tr> </thead> <tbody> <tr> <td>REAGE</td> <td>Chemical Description</td> <td>% Content</td> </tr> <tr> <td></td> <td>Acetone</td> <td>0</td> </tr> <tr> <td></td> <td>Acetal, natural, Kosher; natural, Kosher</td> <td>0</td> </tr> <tr> <td></td> <td>Ammonium hydroxide</td> <td>0</td> </tr> </tbody> </table>			Cont.Type	Contents		REAGE	Chemical Description	% Content		Acetone	0		Acetal, natural, Kosher; natural, Kosher	0		Ammonium hydroxide	0
Cont.Type	Contents																											
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	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.

**Waste Pickup Request Detail**

Container Type

Type New or **Pick: Mixture Name**  

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link

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.

Pick a Mixture

Search by  Search Type

	Mixture Name	Constituents	Request Date
<b>Select</b>	HPLC waste	70.00% Methanol 10.00% Antibodies: A- Laboratory Manual 20.00% Toluene	11/19/2015
<b>Select</b>	Methanol mix	20.00% acetone 60.00% Methanol 20.00% Tetraalkylammonium carbonate, polymer-bound, macroporous, 18-50 mesh, extent of	09/01/2015
<b>Select</b>	Mixture 2015-03-	0.00% Ammonium hydroxide	03/09/2015

## Duplicating a Request

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

Request		Building Name	Lab/Room	Request Detail															
<a href="#">Edit Request</a>	<a href="#">Delete Request</a>	<a href="#">Duplicate this Request</a>	#: P151119001 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	<a href="#">+Add+</a>	<a href="#">Hist. #</a> <a href="#">Hist. Type</a>	<a href="#">Cont.Type</a>	<a href="#">Contents</a>										
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Chemical Description	% Content																		
Acetone	0																		
Acetal, natural, Kosher; natural, Kosher	0																		
Ammonium hydroxide	0																		

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

The request, along with its containers and contents have been duplicated.  
The new request # is **P151119002**. Please edit the request or containers as necessary.  
If you duplicated the request in error, please delete it.

[OK](#)

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

Request		Building Name	Lab/Room	Request Detail															
<a href="#">Edit Request</a>	<a href="#">Delete Request</a>	<a href="#">Duplicate this Request</a>	#: P151119002 Date: 2015-11-19	MCINTYRE MEDICAL SCIENCES BUILDING	123	<a href="#">+Add+</a>	<a href="#">Hist. #</a> <a href="#">Hist. Type</a>	<a href="#">Cont.Type</a>	<a href="#">Contents</a>										
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Request		Building Name	Lab/Room	Request Detail															
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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](mailto:myLab.ehs@mcgill.ca)