



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

**UOW SAFE@WORK**

# ADDING A PRODUCT TO CHEMALERT PROCEDURE

## Contents

|                                   |    |
|-----------------------------------|----|
| 1. Introduction & Background..... | 3  |
| 2. Scope & Purpose .....          | 3  |
| 3. Definitions .....              | 3  |
| 4. Flowchart.....                 | 3  |
| 5. Instructions .....             | 4  |
| 6. Related Documentation .....    | 11 |
| 7. Referenced Documentation ..... | 11 |
| 8. Version Control .....          | 12 |

# 1. Introduction & Background

The University must keep a register of all hazardous chemicals in accordance with s346 of the [WHS Regulation 2017](#). The register must include:

- a list of all hazardous chemicals; and
- the relevant SDS for each hazardous chemical.

The University maintains this Hazardous Chemicals Register within the Stock Inventory module of ChemAlert. On occasion, an SDS will not be found in the ChemAlert database and will need to be added by the University.

## 2. Scope & Purpose

This document outlines the process to be followed by Faculty/Division Stock Managers to add a product to the ChemAlert database. The new product can then be added to the relevant Stock Inventory.

## 3. Definitions

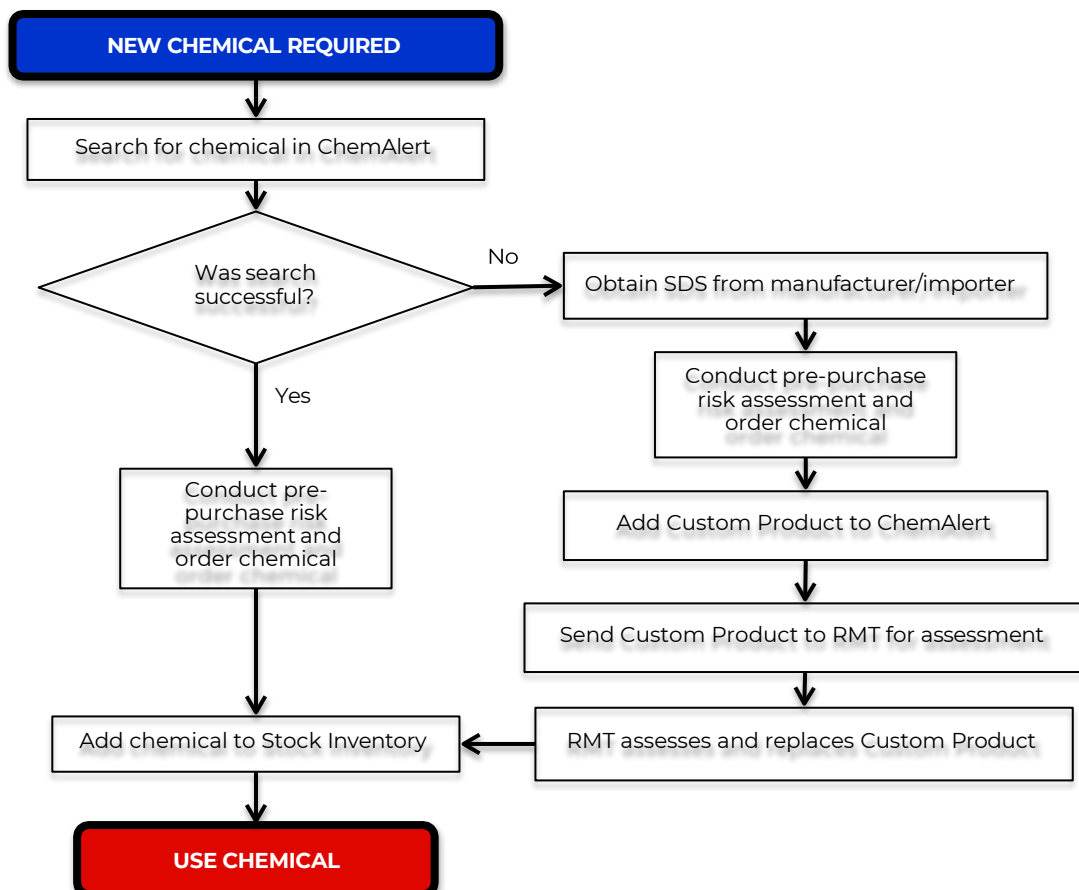
For the purpose of this Procedure, the definitions below apply:

**ChemAlert** A high quality, constantly maintained database of current, original manufacturer's SDSs

**RMT** Risk Management Technologies, provider of ChemAlert

**SDS** Safety Data Sheet - A document, prepared under clause 330 or 331 of the [WHS Regulation 2017](#), which provides information on the properties of hazardous chemicals, how they affect health and safety and how to manage them in the workplace

## 4. Flowchart



## 5. Instructions

Please see [How to Navigate the Home Screen](#) and the University's [ChemAlert User Guide](#) and for information on accessing and logging into ChemAlert.

Search the ChemAlert database by following [How to Search](#). If the search was unsuccessful, follow instructions below.

### 5.1. Obtain SDS from Manufacturer/Supplier

Contact the Manufacturer/Supplier for a GHS compliant SDS (GHS compliance is mandatory from 01/01/2017). The [Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice](#) outlines the legislated requirements for a compliant SDS, including:

- Must be in English
- Contain Australian legal units of measurements
- State the date it was prepared/last reviewed (see 5.1.1)
- State the name, Australian address and business telephone number of the manufacturer/importer (see 5.1.2)
- State an Australian emergency number (see 5.1.2)
- Contain the specified 16 sections

#### 5.1.1. SDS Greater than 5 years old

If the SDS that you have is greater than 5 years old, then a reviewed version must be requested from the Manufacturer/Supplier.

In the meantime, a Custom Product can still be added following Step 5.2. The suffix "Awaiting Reviewed SDS" should be used and a note entered on the Custom Product, eg "Kristy Adams requested reviewed SDS from manufacturer on 4/5/2016", so other users are aware that this is being actioned.

Please see the [ChemAlert User Guide](#) for information on obsolete products and out-of-date SDSs.

#### 5.1.2. Product Imported Directly from International Manufacturer/Supplier

If the University procures a product directly from an international Manufacturer/Supplier, then they become the Importer and must comply with the Duties of an Importer under clause 24 of the [WHS Act 2011](#) and clause 330 of the [WHS Regulation 2017](#). This involves reviewing the SDS to ensure compliance with Australian requirements as well as ensuring that the name, Australian address and business telephone number of the importer (ie the University) and an Australian emergency number are listed on the SDS.

To avoid the University taking on the legislated duties of the Importer, the following steps should be taken in order:

1. Wherever possible, products should be procured through a 3rd party supplier within Australia who will assume the duties of the Importer.
2. Determine if the Manufacturer utilises an Australian Importer/Supplier for any other products, and therefore whether an Australian compliant SDS can be prepared.
3. As a last resort, RMT can convert the international SDS to ensure Australian compliance. The University will be listed as the Australian Importer/Supplier on the converted SDS. This record will be held privately within ChemAlert and will only be visible to those with access to the University stock register and inventory.

If you receive an international SDS, use the [SDS Verification Checklist](#) to determine if it meets basic Australian compliance requirements and only minor amendments. If it needs full review and conversion, the [SDS Authoring Form](#) is to be used and then the WHS Team will follow the [Safety Data Sheet Authoring Procedure](#).

## 5.2. Add Custom Product to ChemAlert

Add the product to ChemAlert following [How to Create a Custom Product](#). Only basic information is required as RMT will conduct a full assessment of the information provided on the SDS and enter the required information.

### Mandatory minimum details include:

- product name exactly as listed on the SDS (including catalogue number if applicable)
- attach SDS file
- enter SDS date
- add product to Stock Register

If you are creating a Custom Product for a chemical that has been manufactured at the University and does not have an SDS then full information is required to be entered (custom products can be modified to add further details or amend information at a later date). If this product will be supplied outside the immediate work area (eg to another work group) or will be transported outside of the Campus where it was manufactured, then a GHS compliant SDS is required and the [SDS Authoring Form](#) is to be used.

## Step by Step Instructions

**NOTE:** These instructions show the full expectation of the University when adding products to ChemAlert. [How to create a Custom Product](#) outlines the minimum steps only.

1. Select CUSTOM
2. Click on NEW CUSTOM PRODUCT

| Product Name   | Manufacturer/Supplier   | Stock Status | Stock | Risk | Delete |
|--|-------------------------|--------------|-------|------|--------|
| (1S,2R)-(+)-NOREPHIDRINE HYDROCHLORIDE   | SIGMA-ALDRICH PTY. LTD. | None         |       |      |        |
| (3-(9H-CARBAZOL-9-YL)PHENYL)BORONIC ACID   | MATRIX                  | None         |       |      |        |
| 1-(3-DIMETHYLAMINOPROPYL)-3-ETHYL CARBODIIMIDE HYDROCHLORIDE   | AK SCIENTIFIC INC       | None         |       |      |        |
| [1,3-BIS(2,4,6-TRIMETHYLPHENYL)-2-IMIDAZOLIDINYLIDENE]DICHLORO(2-ISOPROPXY)PHENYLMETHYLENE)RUTHENIUM (HOVEYDA GRUBBS CATALYST) | SHANGHAI AOKCHEM        | None         |       |      |        |
| GELTREX BASEMENT MEMBRANE MATRIX   | GIBCO/INVITROGEN        | None         |       |      |        |
| MAGNESIUM RIBBON   | SIGMA-ALDRICH PTY. LTD. | None         |       |      |        |

3. Enter Product Name exactly as listed on the SDS (including catalogue number if applicable)
4. Click SAVE (or you won't be able to progress past Product Properties)

The screenshot displays the 'PRODUCT PROPERTIES' section of the ChemAlert interface. The 'Name' field is highlighted with a red box containing the number 3. To the right, a 'SAFETY DATA SHEET' preview is shown, with the product name 'Liquid Pool Acid' highlighted by a red box containing the number 3. At the bottom right, the 'Save' button is highlighted with a red box containing the number 4.

5. Enter NEW SYNONYM if required (eg catalogue number of product) – *OPTIONAL*
6. SAVE new synonym
7. Scroll down

The screenshot displays the 'PRODUCT PROPERTIES' section of the ChemAlert interface. A 'New Synonym' dialog box is open, with the 'Synonym Name' field highlighted by a red box containing the number 5. The 'Save' button in the dialog is highlighted with a red box containing the number 6. A red box containing the number 7 is positioned at the top right of the main form, with a red arrow pointing downwards, indicating the scroll action.

8. Click on CHOOSE FILE to select and attach SDS
9. Enter SDS Date (*RMT will only process additions of SDSs > 5 years old if product is obsolete*)
10. If SDS is > 5 years old, follow step 5.1.1 and add note (*product cannot be sent to RMT until new SDS received*)
11. Click SAVE

12. Select ACTIVITIES Tab
13. Select ADD TO STOCK REGISTER
14. Click SAVE on the pop up window (no other details required)

The screenshot shows the 'Activities' tab in the ChemAlert software. A table titled 'STOCK REGISTER' is visible, with columns for 'Location Name', 'Stock Number', 'Quantity', 'Stock Status', and 'Entry Date'. A dialog box titled 'Stock Register Item Properties' is open, showing fields for 'Product Name' (Liquid Pool Acid), 'Supplier', 'Stock Number' (138), 'Stock Status' (None), 'Stock Measurement Unit' (None), 'Max Stock Level Limit' (None), 'Entry Date' (07-Mar-2019), and 'Notes'. The dialog also has checkboxes for 'Enforce Defaults' and 'Enforce Stock Level Limits'. Red callout boxes are placed over the following elements:

- 12: Activities tab
- 13: Add to Stock Register... button
- 14: Save button in the dialog box
- 15: Add to Stock Inventory... button
- 16: Save button at the bottom right of the main window
- 17: Send to RMT button

15. Select ADD TO STOCK INVENTORY and follow [How to add a products to Inventory - OPTIONAL](#)
16. Click SAVE
17. Click SEND TO RMT
18. Click OPEN EMAIL CLIENT

The screenshot shows the 'Email Custom Product' dialog box. It contains the following text:

The following details will be sent to your email client, where you can review and change them prior to sending. To attach the complete details of this Custom Product, use the 'Print' button to produce a Custom Product report. Save it to a convenient location and attach it to the email in your email client.

The product for this Custom Product does not exist in ChemAlert. Please attach the Manufacturer SDS (if available) to the email in your email client.

Submit... casupport@rmt.com.au

Subject Custom Product : Liquid Pool Acid

**CUSTOM PRODUCT DETAILS**

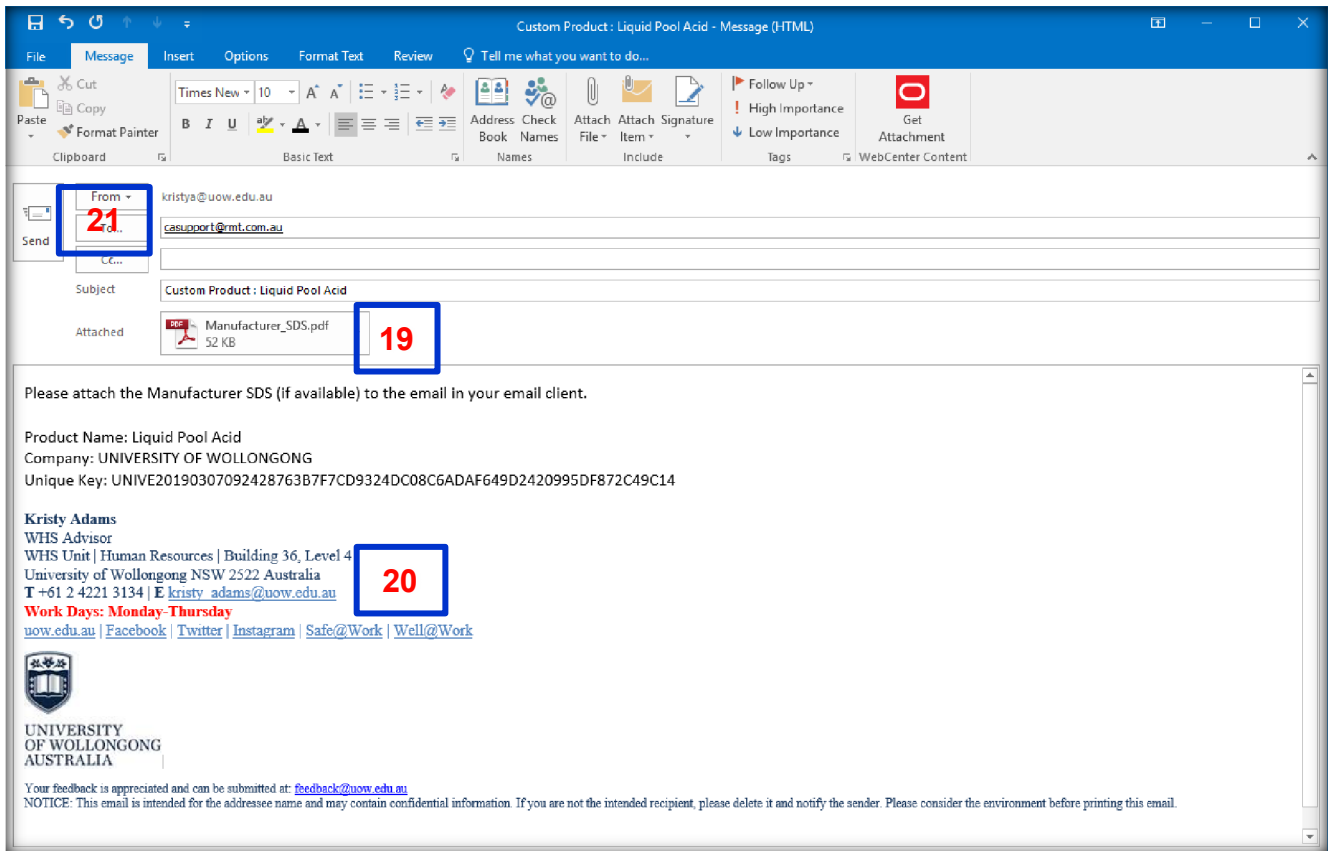
Please attach the Manufacturer SDS (if available) to the email in your email client.

Product Name: Liquid Pool Acid  
 Company: UNIVERSITY OF WOLLONGONG  
 Unique Key: UNIVE20190307092428763B7F7CD9324DC08C6ADAF649D2420995DF872C49C14

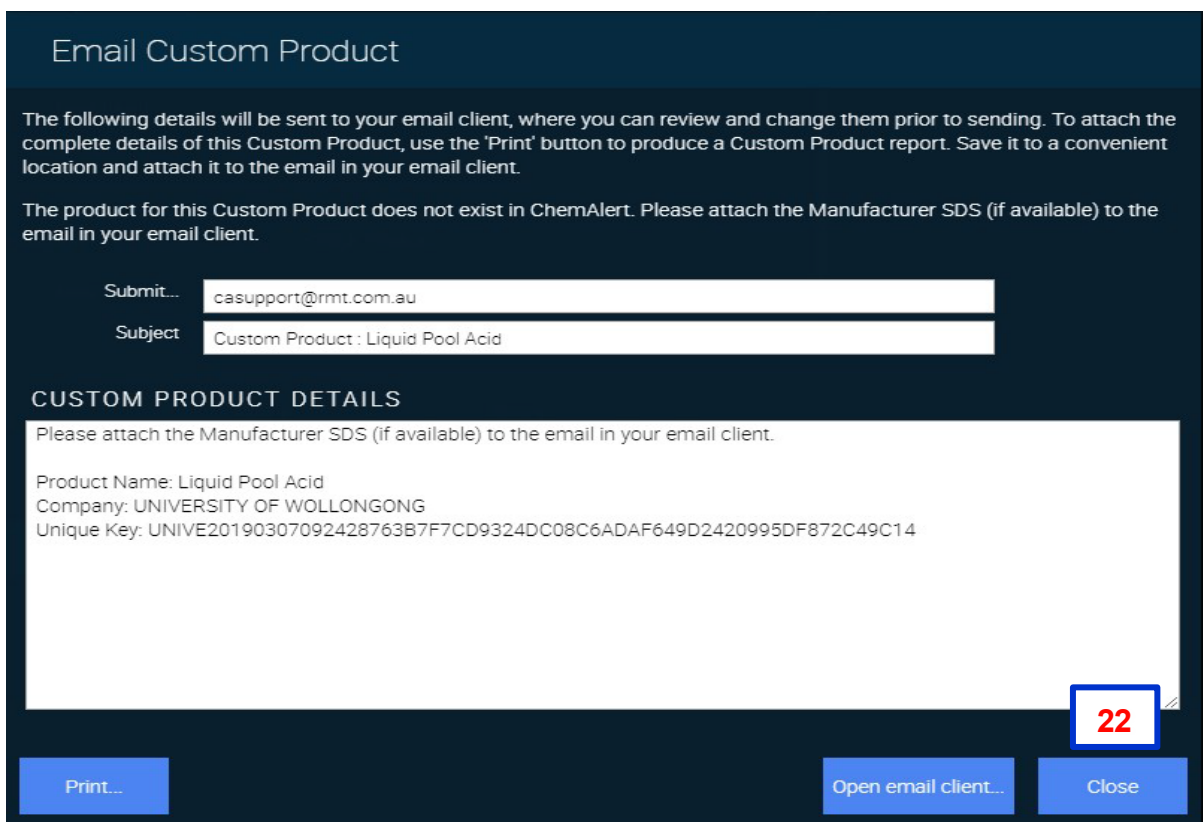
Red callout box 18 points to the 'Open email client...' button.



19. Attach SDS to email (this must be attached again to match against the SDS added to the Custom Product)
20. Add your contact details in case RMT requires further information or clarification
21. Click SEND



22. Close EMAIL CUSTOM PRODUCT pop-up window



### 23. Close CUSTOM PRODUCT pop-up window

The screenshot shows a software interface with three main sections, each with a table and a 'None found.' message:

- REFERENCE FILES/URLS:** Includes buttons for 'New Reference File...' and 'New Reference URL...'. The table has columns: Name, Type, Username, Date, Delete.
- STOCK REGISTER:** Includes a button for 'Add to Stock Register...'. The table has columns: Stock Number, Measurement Unit, Stock Status.
- STOCK INVENTORY:** Includes a button for 'Add to Stock Inventory...'. The table has columns: Location Name, Stock Number, Quantity, Stock Status, Entry Date.

At the bottom, there are several buttons: 'View/Print SDS...', 'Send to RMT', 'Replace Custom Product...', 'Save', and 'Close'. A red box with the number '23' is positioned over the 'Close' button.

### 24. Receive REFERENCE NUMBER for addition request

*It is recommended to keep a record of requests that you make, including the reference number, so they can be followed up if required.*

The screenshot shows an email message from 'CA Support <casupport@rmt.com.au>' to 'Kristy Adams' at 9:43 AM. The subject is 'Custom Product : Liquid Pool Acid - RMT Support Request ##RE-246000##'. The body text reads:

Hi Kristy Adams,

Thank you for contacting RMT Support, your reference number is 24600. **24**

The details are recorded as: Custom Product : Liquid Pool Acid.

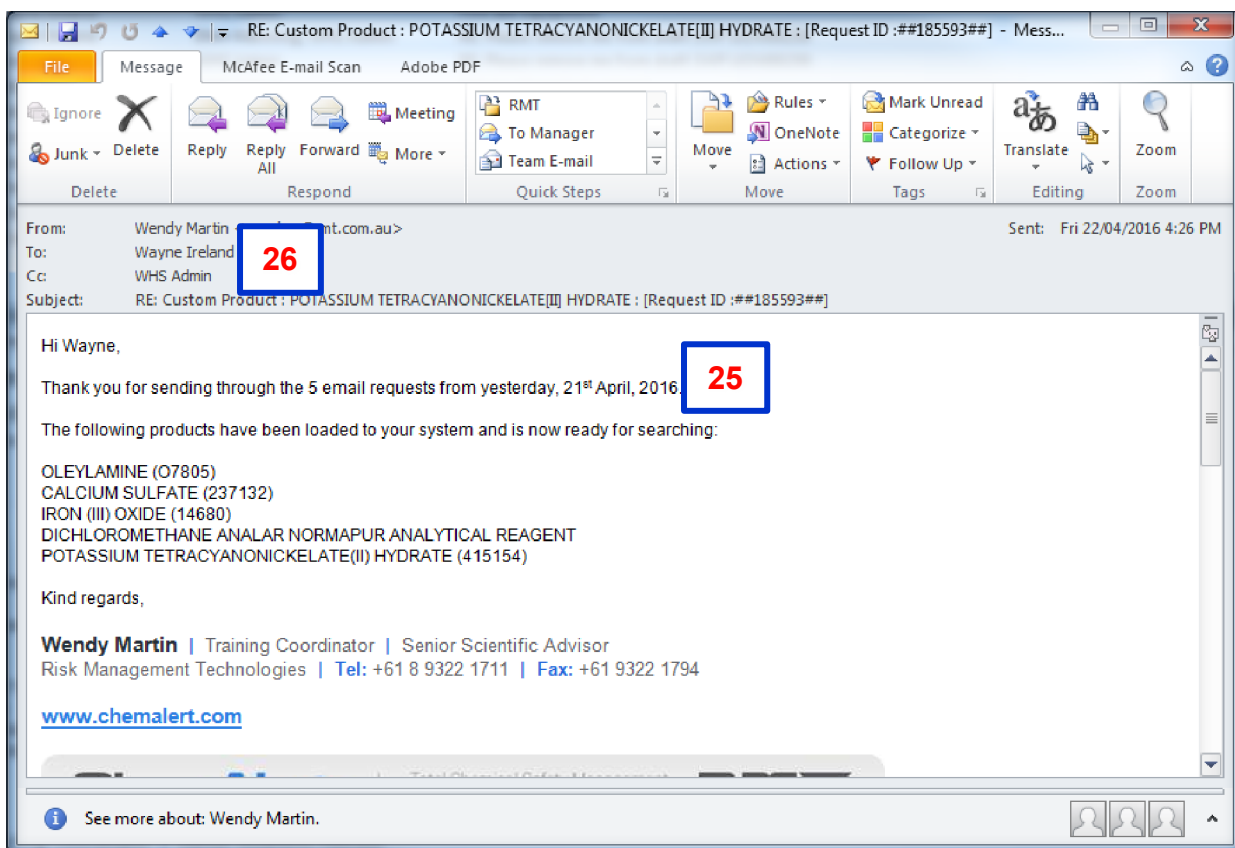
A support person has been assigned to this request and will contact you as soon as possible. Please quote the above reference number in the subject line with all correspondence to RMT regarding this case.

**Kind Regards,**  
**RMT Support**

Risk Management Technologies | Tel: +61 8 9322 1711  
[www.rmt.com.au](http://www.rmt.com.au)

A red box with the number '24' is overlaid on the reference number '24600' in the email body.

25. Receive confirmation of addition (within 48 hours)
26. This confirmation email will be Cc'd to [whs-admin@uow.edu.au](mailto:whs-admin@uow.edu.au)



### 5.3. Stock Inventory

Add the product to the Stock Inventory following [How to: Add Products to Inventory](#) if this step was not completed while adding Custom Product.

## 6. Related Documentation

- [Working With Hazardous Chemicals & Dangerous Goods Guidelines](#)
- [ChemAlert User Guide](#)
- [SDS Authoring Form](#)
- [Safety Data Sheet Authoring Procedure](#)
- [SDS Verification Checklist](#)

## 7. Referenced Documentation

- [NSW WHS Act 2011](#)
- [WHS Regulation 2017](#)
- [Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice](#)

## 8. Version Control

| Version Control | Date Released | Approved By | Amendment   |
|-----------------|---------------|-------------|---|
| 1               | 20/06/2011    | WHS Manager | New document  |
| 2               | 1/03/2012     | WHS Manager | Rebrand   |
| 3               | 1/07/2014     | WHS Manager | Reviewed - no major changes.  |
| 4               | 7/12/2015     | WHS Manager | Complete revision, incorporated Adding A New Substance to ChemAlert Process Map.  |
| 5               | 5/5/2016      | WHS Manager | Major changes. Changed document from Flowchart to Procedure. Opened up request process to ChemAlert Stock Managers. Included step-by-step process with screenshots. |
| 6               | November 2016 | WHS Manager | Updated process for international SDS and included reference to SDS Authoring Form and SDS Verification Checklist.  |
| 7               | April 2019    | WHS Manager | Rewritten for ChemAlert version 5.0   |
| 8               | August 2020   | WHS Manager | Updated links to access ChemAlert to use an ezproxy URL.  |
| 9               | August 2023   | WHS Manager | Scheduled review. Rebrand, no further updates.  |