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**

```
NEW CHEMICAL REQUIRED

Search for chemical in ChemAlert

Was search successful?

Yes

Conduct pre-purchase risk assessment and order chemical

Obtain SDS from manufacturer/importer

Conduct pre-purchase risk assessment and order chemical

Add Custom Product to ChemAlert

Send Custom Product to RMT for assessment

Add chemical to Stock Inventory

RMT assesses and replaces Custom Product

USE CHEMICAL
```
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
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)

5. Enter NEW SYNONYM if required (eg catalogue number of product) – OPTIONAL
6. SAVE new synonym
7. Scroll down
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)
15. Select ADD TO STOCK INVENTORY and follow [How to add a product to Inventory - OPTIONAL]

16. Click SAVE

17. Click SEND TO RMT

18. Click OPEN EMAIL CLIENT
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

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.*
25. Receive confirmation of addition (within 48 hours)
26. This confirmation email will be Cc’d to 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

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<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>20/06/2011</td>
<td>WHS Manager</td>
<td>New document</td>
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<td>2</td>
<td>1/03/2012</td>
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<td>Rebrand</td>
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<td>7/12/2015</td>
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<td>Complete revision, incorporated Adding A New Substance to ChemAlert Process Map.</td>
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<td>November 2016</td>
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<td>Updated process for international SDS and included reference to SDS Authoring Form and SDS Verification Checklist.</td>
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<td>7</td>
<td>April 2019</td>
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<td>Rewritten for ChemAlert version 5.0</td>
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<td>8</td>
<td>August 2020</td>
<td>WHS Manager</td>
<td>Updated links to access ChemAlert to use an ezproxy URL.</td>
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<td>9</td>
<td>August 2023</td>
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<td>Scheduled review. Rebrand, no further updates.</td>
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