![TU Towson University logo]	**Chemical Safety Program**
	Hazard Communication Program
	Standard Operating Procedure

GHS Label Printing Instructions

Scope

The scope of the procedure pertains to chemical labeling that meets Globally Harmonized System (GHS) requirements per the OSHA Hazard Communication Standard. The procedure is compatible only with the Chemwatch software application. Labels are limited to laboratory or internal use unless the user intends to ship (requires DOT certification for hazardous material shipping).

Responsibilities

A. Environmental Health & Safety (EHS)

1. EHS will track and maintain SDS for the appropriate location folders in Chemwatch, as the label will extract data from this document. If software updates are required, EHS will manage the upgrade/replacement. If data such as SDS need to be added or updated, EHS will manage the update.
2. EHS will provide training on how to perform label printing as necessary.

B. Other Departments/End User

1. Other departments and end users will responsibly use label and related information as it relates to Chemwatch.
2. It is the responsibility of end users to inform EHS that SDS or other data is missing or requires addition for their use.
3. It is the responsibility of supervisors in other departments to inform EHS that members require training.

Procedure

A. Access Chemwatch

1. Access through Environmental Health & Safety (EHS) webpage
   a) Go to https://www.towson.edu/public-safety/environmental-health-safety/programs/chemical-safety-hazard/. This will launch the Environmental Health & Safety, Chemical Safety & Hazard webpage.
   b) Under the Chemical Labels subheader, click on the Chemwatch link.

2. Access through Chemistry Department webpage
   a) Go to https://www.towson.edu/fcsm/departments/chemistry/resources/safety.html. This will launch the Chemistry Department webpage, specifically the Laboratory Safety webpage.
   b) Under the Material Safety Data Sheets (SDS) subheader, click on the Chemwatch link.

Towson University Department of Environmental Health & Safety (EHS)
Phone: 410-704-2949   Fax: 410-704-2993   Emergency: 911
Email: safety@towson.edu   TUPD: 410-704-4444
Website: https://www.towson.edu/public-safety/environmental-health-safety/

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Prepared by: **FHB**
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B. Print Labels
1. <u>Limitations</u>
   a) Labels are intended to be printed using a standard color inkjet printer. GHS labels require black and red color to be printed on a white background, the red being used for the signal word and pictogram borders.
   b) Labels should use adhesive (detailed below) or other compatible paper that will absorb ink and is to be adhered to the chemical container and/or its direct outside packaging.

2. <u>Navigation & Printing</u>
   a) Go to the Labels button. In Search, click the Own radio button.
   b) Go to the folders list. Click next to ENTERPRISE, click next to FOLDERS, then click next to the Towson University folder, as shown in Figure 2.

Figure 1. Search/ Menu Example. The left figure displays search fields and menus on the Chemwatch home page. The arrow indicates where the Labels button is located.
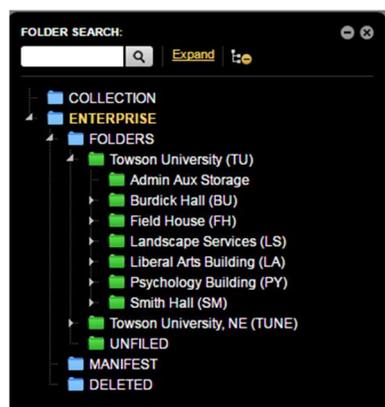
Figure 2. Folder Menu Example. The right figure lists SDS folders, organized by location down to room level.

   c) Select the location folder by clicking next to subfolders until you get to the desired room level. Click on the appropriate room location folder. This will display a list of SDS available for that room.
   d) Select the desired item. The Gallery will launch showing label template options.
   e) Click on the User Defined tab at the top of the pop-up window. This will display GHS label templates as shown in Figure 3:

   i. *"Avery 2 Inch X 4 Inch" for single item (uses Avery labels, Product Number 60505)*

   ii. *"Avery 2 Inch X 2 Inch" for single item (uses Avery labels, Product Number 60506).*

   iii. *"Avery 2 Inch X 4 Inch (half page)" for multiple items (uses Avery labels, Product Number 60505). Produces 5 labels.*

   iv. *"Avery 2 Inch X 4 Inch (half page)" for multiple items (uses Avery labels, Product Number 60505). Produces 6 labels.*
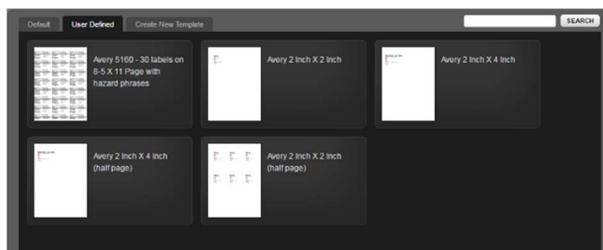
Figure 3. Label Templates. The figure displays several choices of User Defined label templates, four GHS templates in all.

f) Select the appropriate label size by clicking the Go arrow in the lower right of the appropriate label template panel. **Note:** Make sure that the appropriate size and amount of labels are properly loaded into your printer.

g) Scroll up and click the Print icon on the upper right.
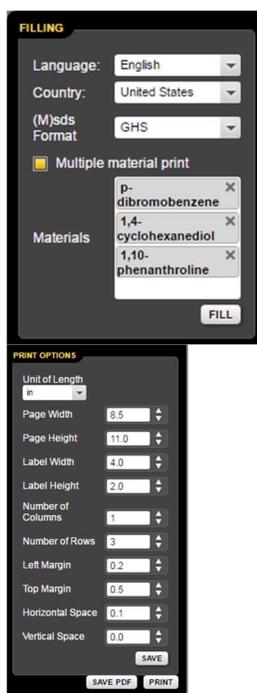
Figure 4. Filling Options. The left figure displays the Filling panel, which lists the content options for the labels being printed.

Figure 5. Print Options. The right figure displays the Print options panel, which controls the amount and dimensions of labels printed.

h) For printing single items:

   i. *Click the Fill button (Figure 4). This will render a layout of what the labels will look like (without borders). Check for accuracy and proceed to Step B1k.*

i) For printing multiple items:

   i. *In the Filling panel, click the Multiple material print checkbox.*

   ii. *Click in the blank space within the Materials field multiple times, and select the items that pop up until all of the appropriate chemicals are selected.*

   iii. *Click the Fill button (Figure 4). This will render a layout of what the labels will look like (without borders). Check for accuracy and proceed to Step B1k. **Note:** If desired, you may change the Number of Columns or Number of*

Rows in the Printing Options panel, in order to match the number of labels needed. Labels will always be left/top oriented, meaning any changes made to the # of columns or rows will be with respect to the top left corner of the page.

j) Click the gray Print button (Figure 5). **Note:** You may also press the Save PDF button, if desired to save the label file or send to another user.

k) Click the PDF Print icon 🖶 in the upper right corner.

l) Next, make sure you are printing the number of pages needed with the appropriate printer, and click the Print button.

C. Label Display Adjustments

1. Item Name Adjustment

   a) Labels are printed by pulling information from the respective item SDS. There will be a material name for the SDS of each item. If the listed material name differs from the Item Name in Vertere Enterprise, it will have a preferred name displayed below it. For some items, there will be SDS that cover multiple CAS # and may have multiple names, where a Preferred Name is listed as shown below in Figure 6.

   b) In the special case that the material/preferred name does not match an item label to be printed:

   i. *Click the Home icon (Figure 1).*

   ii. *Go to the **(M)SDS AND LABELS** panel and click the Labels menu.*

   iii. *Navigate to the item of interest using Search (with Own radio button selected) or by going through location folders as suggested in Step B1b-B1c. This will list the item(s) of interest.*

   iv. *Click its preferred name icon. ☰ A pop-up displaying preferred name options will appear as in Figure 6.*

   v. *Select the Print checkbox next to the appropriate preferred name and click the preferred name. This will substitute the appropriate material name.*

   vi. *Then close the pop-up. If this is not done in this case, the appropriate item name may not be printed on the label.*
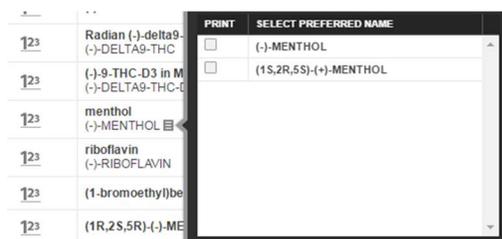
Figure 6. Preferred Name Pop-Up. The figure displays print options for synonyms of the selected item SDS based on material name SDS.

c) When complete with adjustments, go back to Step B (Print Labels).