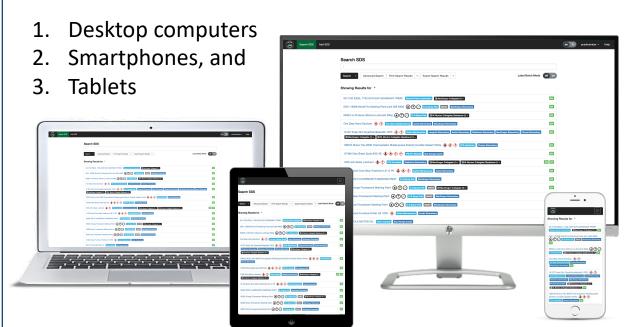




HOW TO ACCESS PINE CREEK SAFETY DATA SHEETS (SDSs)

Staff can directly access PCSD safety data sheets by going to **pcsd.canadasds.com** (or by using the QR Code below). If on the PCSD network, no login is required. If off the network, you can use **Username: Pinecreek / Password: SDS** to log in. Use any web browser on your various devices including:



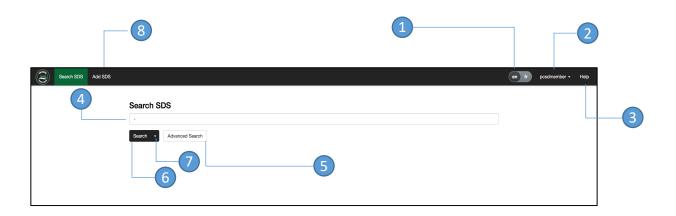






SEARCHING FOR SAFETY DATA SHEETS (SDSs)

Once you access the site, the search page for the PCSD SDS management system will display on your screen.



- 1 English or French View
- Login or User Account Functions (for Admins)
- 3 Context Sensitive Help
- 4 Search Box

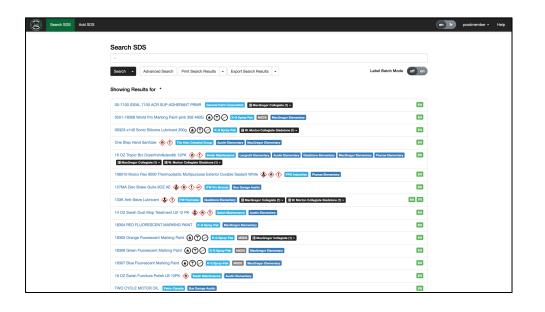
- 6 Advanced Search
- 6 Search PCSD SDSs
- 7 Search all of Manitoba(MSBA) or CanadaSDS
- 8 Request an SDS to add





SEARCHING FOR SAFETY DATA SHEETS (SDSs)

When searching for an SDS, type in the search box as you would with Google



Type anything into the search box. You can search by:

- Product Name
- Manufacturer
- Synonym
- CAS number
- Anything found on an SDS

Other search features include:

- Wildcard search by (*)
- Single letter wildcard search by: A?rosol
- Search for phrases vs single words like: "Acetic Acid"





SEARCHING FOR SAFETY DATA SHEETS (SDSs)

Selecting the Advanced Search button brings up a number of tags which you can filter search results on

Advanced Search

Hazard Type
Languages
Manufacturers
Health Canada COVID-19 List
Discontinued
Not WHMIS Regulated

Austin Elementary
Bus Garage Austin
Corporate Division Office
Gladstone Elementary
Langruth Elementary
MacGregor Collegiate
MacGregor Elementary
Plumas Elementary

W. Morton Collegiate Gladstone

A number of built-in system tags (if applicable) allow you to filter on:

- Hazard Type Returns all SDS's matching the chosen hazard type
- Language Return's all SDS's matching the chosen language
- Manufacturers Returns only SDS's from a specific manufacturer
- Health Canada COVID-19 List Returns Health Canada approved SDS's for COVID
- Discontinued Returns only SDS's that are tagged as discontinued
- Not WHMIS Regulated Returns only SDS's that are tagged as not WHMIS regulated

PCSD specific categories have been setup which you can use to filter results. For example if you wanted to find all custodial SDS's at MacGregor Collegiate, simply click on MacGregor Collegiate to show all MacGregor Collegiate tags, then check off Custodial and press the search button.

By default, advanced search will filter searches to include results that contain all tags. If you wish to filter search to include results that contain any of the selected tags versus all, simply change "includes all tags" to "includes any of the tags".

Includes all tags
Includes any of the tags





SEARCH RESULTS

As with Google, the search results are ranked with the best matches at the top



- 1 Print out search results or print out all SDS PDF's
- 2 Export search results as PDF files or as a CSV file
- 3 Print workplace labels for a batch of products
- 4 Search results include:
 - a Hazard pictograms
 - Manufacturer & tags
 - Canguage

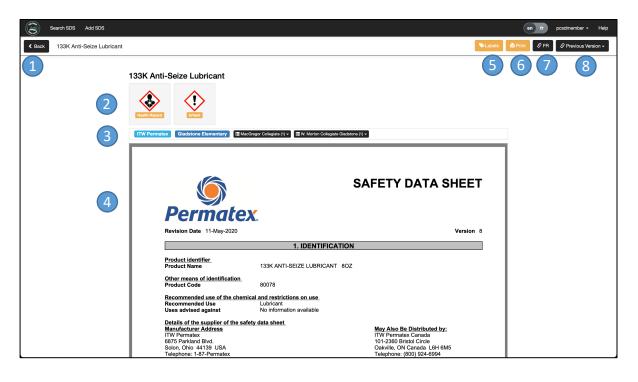
Note that you can quickly apply a tag as a filter simply by clicking on it. This saves you going into the advanced search to apply a tag as a filter





SDS VIEW

A view of the SDS along with any additional associated information



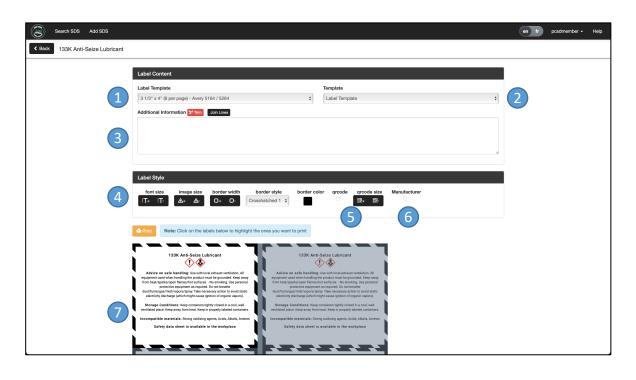
- Back button
- 2 Hazard pictograms (if applicable)
- Manufacturer & tags
- Original PDF SDS from manufacturer
- 5 Print workplace labels
- 6 Print SDS PDF
- French version (if applicable)
- Archived versions (if applicable)





WORKPLACE LABELS

Print WHMIS 2015 compliant workplace labels



- 1 Select Avery label template to print on
- 2 Can print labels for selected SDS or blank workplace labels
- 3 Additional Information can be added to label
- 4 Customize the label:
 - Font size
 - Image size
 - Border width
 - Border style
 - Border colour
- 5 Add a QRCode which can be scanned by any QRCode reader and brings up the full SDS
- 6 Add manufacturer name to label
- Select which labels to print to on label sheet