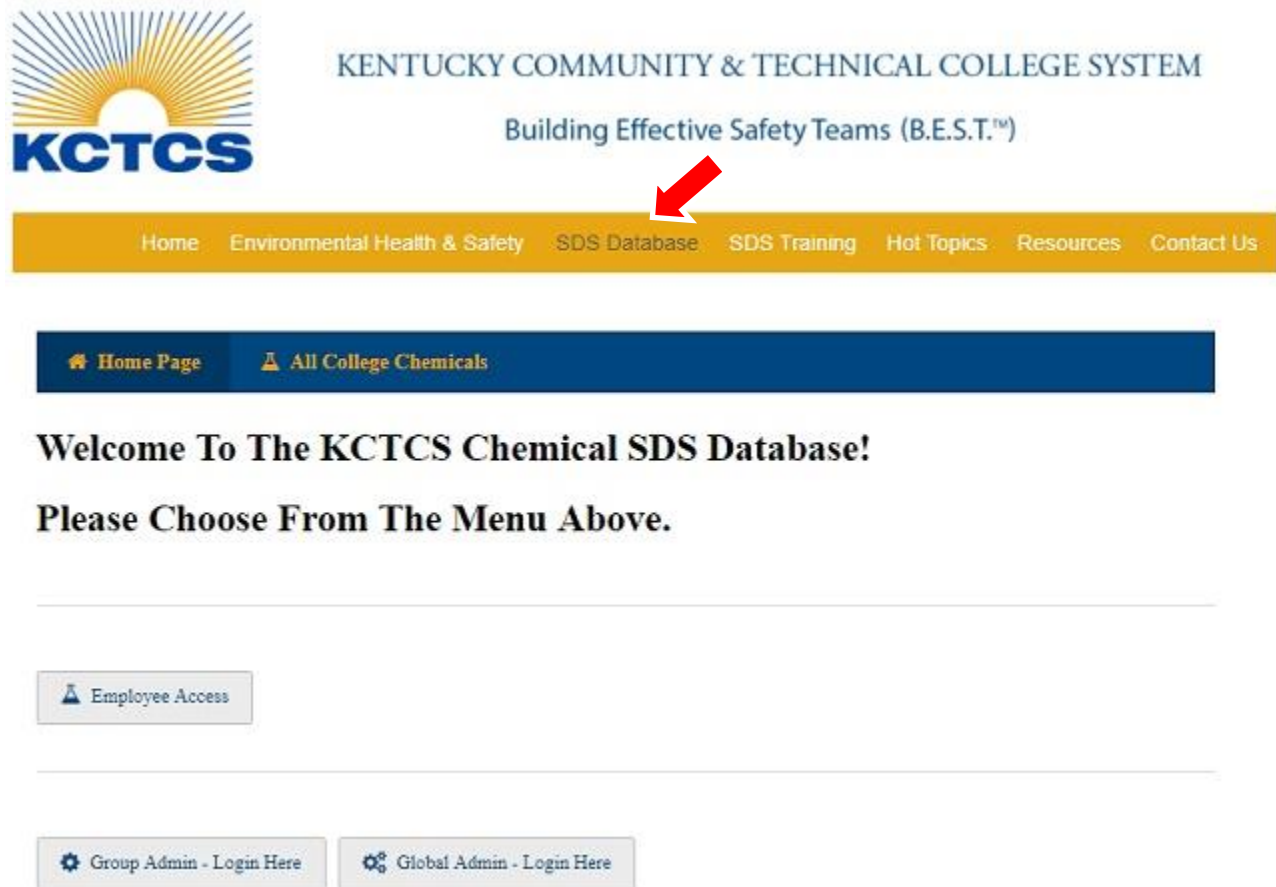


## SDS Database Instructions for Group Administrators

This short job aid will provide the details on how to use the Chemical SDS Database.



The screenshot shows the KCTCS website header with the logo on the left and the text "KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM" and "Building Effective Safety Teams (B.E.S.T.™)" on the right. Below this is a gold navigation bar with links: Home, Environmental Health & Safety, SDS Database, SDS Training, Hot Topics, Resources, and Contact Us. A red arrow points to the "SDS Database" link. Below the navigation bar is a dark blue bar with "Home Page" and "All College Chemicals" links. The main content area contains the text "Welcome To The KCTCS Chemical SDS Database!" and "Please Choose From The Menu Above." followed by three buttons: "Employee Access", "Group Admin - Login Here", and "Global Admin - Login Here".

- Open up your preferred web browser and enter [www.kctcsbest.com](http://www.kctcsbest.com) to connect to the KCTCS BEST website.
- Click on “**SDS Database**” located on the gold navigation bar to access the home page of the database.



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators

 Home Page

 All College Chemicals

**Welcome To The KCTCS Chemical SDS Database!**

**Please Choose From The Menu Above.**

 Employee Access

 Group Admin - Login Here

 Global Admin - Login Here

- Click on the **Group Admin - Login Here** button to access all of the functions available to group administrators.



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# SDS Database Instructions for Group Administrators

[Home Page](#)

[All College Chemicals](#)

## Login

Enter your email address and password to login.

Email Address

Password (forgot?)

Remember me

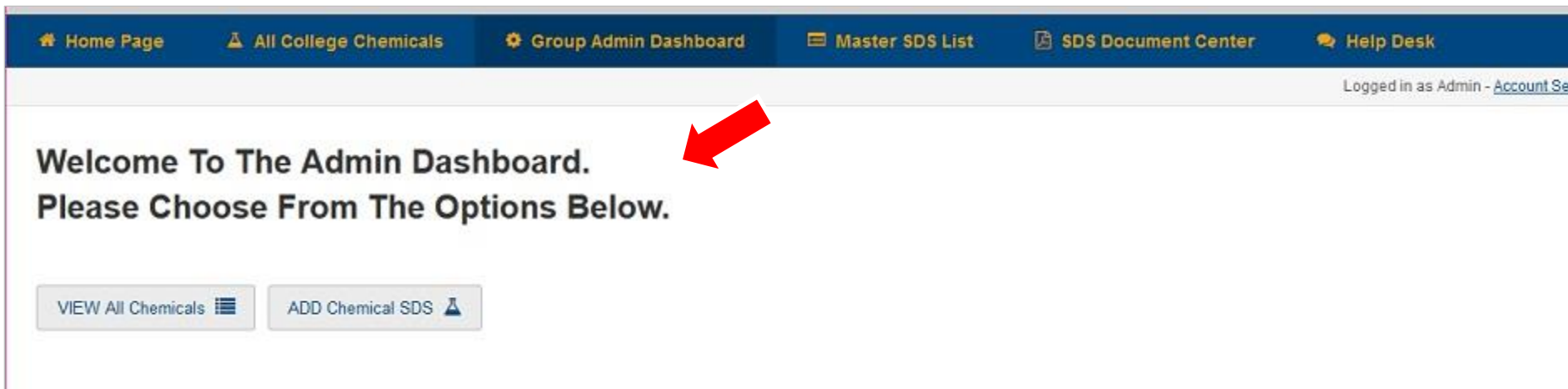
[Sign In](#)

- Enter your login credentials and click on the **Sign In** button.
- If you have forgotten your password, click on the **Forgot?** link and you will be able to reset your password.



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## SDS Database Instructions for Group Administrators



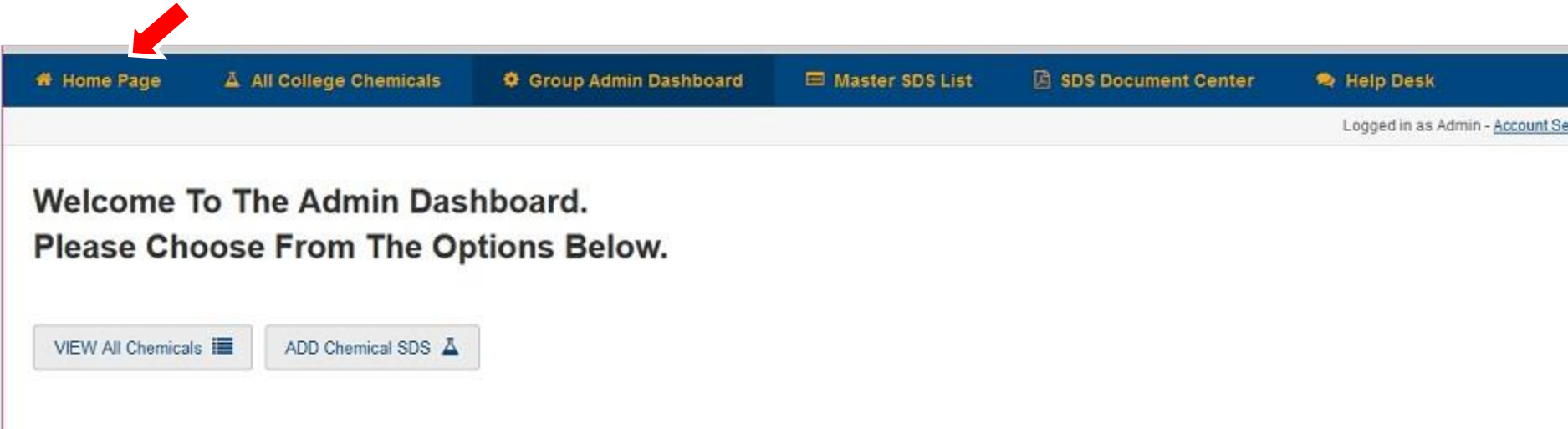
The screenshot shows the top navigation bar of the SDS Database Admin Dashboard. The navigation bar is dark blue and contains the following items from left to right: Home Page (with a house icon), All College Chemicals (with a flask icon), Group Admin Dashboard (with a gear icon), Master SDS List (with a list icon), SDS Document Center (with a document icon), and Help Desk (with a speech bubble icon). On the right side of the navigation bar, it says "Logged in as Admin - Account Se". Below the navigation bar, the main content area is white and contains the text "Welcome To The Admin Dashboard. Please Choose From The Options Below." A red arrow points to this text. Below the text are two buttons: "VIEW All Chemicals" (with a list icon) and "ADD Chemical SDS" (with a flask icon).

- When you login, you will see the Admin Dashboard screen displayed.
- Let's take a look at the other menu choices that are available on the blue menu bar.



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators



The screenshot shows the SDS Admin Dashboard interface. At the top, there is a dark blue navigation bar with several menu items: Home Page, All College Chemicals, Group Admin Dashboard, Master SDS List, SDS Document Center, and Help Desk. A red arrow points to the 'Home Page' menu item. Below the navigation bar, the main content area is white and contains the following text: 'Welcome To The Admin Dashboard. Please Choose From The Options Below.' Below this text are two buttons: 'VIEW All Chemicals' with a list icon and 'ADD Chemical SDS' with a flask icon. In the top right corner of the main content area, it says 'Logged in as Admin - Account Se'.

The Menu choices include:

- **Home Page** – returns you to the SDS Home Page.



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators



Home Page All College Chemicals Group Admin Dashboard Master SDS List SDS Document Center Help Desk

**\* Awaiting Manufacturer's SDS Compliance Update**

## All College Chemicals

search by keyword

Showing 1-100 of 7313 [add filters](#) 100 per page Page 1 of 74

Campus Location:	Date Added:	Chemical Name:	Common Names:	Manufacturer:	SDS/MSDS Attachment:	* GHS Compliant:	Hazard Ty
	02/13/2017	(R)-(-)-Carvone		FLINN SCIENTIFIC	<a href="#">carvone-r879.65.pdf</a>		Acute Toxicity, Explosive, Flammable, Irritant

- **All College Chemicals** – a list of all chemicals that are used throughout the system. This list is organized alphabetically by college, then by campus locations, then by chemical. View the actual chemical names, the common name that the chemical goes by, the SDS form, hazard type, storage location and additional details when you click the “View Details” link, (located on the far right).



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators



Home Page All College Chemicals Group Admin Dashboard **Master SDS List** SDS Document Center Help Desk

Logged in as Admin - Account Settings

## College Chemicals

search by keyword

[add filters](#) [export](#) 25 per page

Campus Location:	Date Added:	Chemical:	Common Names:	Manufacturer:	Chemical Purpose:	SDS Attachment:	SDS URL:	Hazard Type:	GHS Signal Word:	GHS Signal:
	01/06/2017	#534 Explorer Floor Finish		Hillyard Industries	MAINT.	<a href="#">hillyard_explorer.pdf</a>		Acute Toxicity, Irritant	HEALTH	N/A

**\* Awaiting Manufacturer's SDS Compliance Update**

### Add A New Chemical SDS To Your College

- **Master SDS List** - a complete list of chemicals used throughout the system. You have the option to click on the link “Add Chemical” which will allow you to add that chemical to your college’s SDS list.
- If you need to add a SDS to your chemical inventory, check this Master SDS List to see if the SDS for that chemical is already in the database.



HIGHER EDUCATION BEGINS HERE



# SDS Database Instructions for Group Administrators



Home Page All College Chemicals Group Admin Dashboard Master SDS List **SDS Document Center** Help Desk

Logged in as Admin - [Account Settings](#) - [Log](#)

## Chemical SDS Document Center

search by keyword

Showing 1-50 of 5462 [add filters](#) [export](#) 50 per page Page 1 of 110

Chemical Name:	Common Names:	SDS/MSDS Attachment:	Manufacturer:	View
Luminol Mixing Solution - Water (Distilled)		<a href="#">sirchie_luminolmixingsolution.pdf</a>	SIRCHIE Finger Print Laboratories	<a href="#">view</a>
#534 Explorer Floor Finish		<a href="#">hillyard_explorer.pdf</a>	Hillyard Industries	<a href="#">view</a>
#534 Explorer Floor Finish		<a href="#">534-explorer-floor-finishncm.pdf</a>	NCM	<a href="#">view</a>
#534 Explorer Floor Finish		<a href="#">hillyardexplorer534.pdf</a>	NCM	<a href="#">view</a>
America's Finest Spray Paint (Banner Red)		<a href="#">americasfinestspraypaint.pdf</a>	AMERICA'S FINEST	<a href="#">view</a>
APAC 530 Clear Adhesive		<a href="#">apac_530_clearadhesives.pdf</a>	APAC	<a href="#">view</a>

- The **SDS Document Center** displays a list of all of the SDS documents that have been uploaded into the system.



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# SDS Database Instructions for Group Administrators

Home Page All College Chemicals Group Admin Dashboard Master SDS List SDS Document Center Help Desk

Logged in as Admin - Account Settings - Log Out

Use the form below to quickly get in touch with us. You can also email us at any time at [SkyyDesignLLC@gmail.com](mailto:SkyyDesignLLC@gmail.com).

If there is an issue with the database, please copy and paste the URL that is in your browser when the issue is occurring.


### User Details

Name	Admin	KCTCS College:	Bluegrass CTC
Email	<a href="mailto:admin@test.com">admin@test.com</a>	KCTCS Campus Location:	
User Roles	Group Admin		

### Submit Your Request

Subject: \*

Email:



- **Help Desk** - allows you to get answers to questions about the SDS Database. Be sure to complete the all of the fields and provide the URL link that you were viewing if you have an issue.



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators

Home Page All College Chemicals Group Admin Dashboard Master SDS List SDS Document Center Help Desk

Logged in as Admin - Account Se

Welcome To The Admin Dashboard.  
Please Choose From The Options Below.

VIEW All Chemicals

ADD Chemical SDS



- Now let's take a look at the Group Admin Dashboard screen. You can **View All Chemicals** or **Add Chemical SDS** forms to the database from this screen.
- First, let's take a look at **View All Chemicals**.



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators

\* Awaiting Manufacturer's SDS Compliance Update

## All College Chemicals

search by keyword  search

Showing 1-100 of 7313 [add filters](#)

100 per page Page 1 of 74

Campus Location:	Date Added:	Chemical Name:	Common Names:	Manufacturer:	SDS/MSDS Attachment:	* GHS Compliant:	Hazard Type:	GHS Sig
	02/13/2017	 (R)-(-)-Carvone		 FLINN SCIENTIFIC	 <a href="#">carvone-r879.65.pdf</a>		Acute Toxicity, Explosive, Flammable, Irritant	IRRITAN TOXIC. D HEALTH
	02/13/2017	 (S)-(+)-Carvone		 FLINN SCIENTIFIC	 <a href="#">carvone-s879.40.pdf</a>		Irritant	IRRITAN



- The View All Chemicals screen displays all the chemicals for your specific college location.
- You can view SDS forms by opening the uploaded document that may appear in the SDS Attachment field for a chemical.



HIGHER EDUCATION BEGINS HERE

## SDS Database Instructions for Group Administrators

Home Page All College Chemicals Group Admin Dashboard Master SDS List SDS Document Center Help Desk

Logged in as Admin - Account Se

Welcome To The Admin Dashboard.  
Please Choose From The Options Below.

VIEW All Chemicals ADD Chemical SDS

- If you need to add a SDS form for a chemical in your location, you can click on the **Add Chemical SDS** link.



HIGHER EDUCATION BEGINS HERE

## SDS Database Instructions for Group Administrators

Group Admin Dashboard → Chemical SDS Form

### Chemical SDS Form

KCTCS College: *	Campus Location:
<input type="text" value="Bluegrass CTC"/>	<input type="text" value="Select"/>
Chemical Name: *	GHS Compliant:
<input type="text"/>	<input type="text" value="Select..."/>
Manufacturer: *	Unit of Measure:
<input type="text"/>	<input type="text"/>
Chemical Purpose:	GHS Signal Word:
<input type="text"/>	<input type="text" value="N/A"/>
Acquired Date:	Hazard Statement:
<input type="text"/>	<input type="text"/>
Expiration Date:	
<input type="text"/>	
Hazard Type:	Class:
<input type="text" value="Select"/>	<input type="radio"/> Acid
	<input type="radio"/> Base
	<input type="radio"/> Other



- The Add SDS Chemical form will display. Remember to check the Master SDS list before completing this form.
- Make sure to complete all of the information requested, as completely as possible, using the actual SDS document as your reference.



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators

Solid

CAS #:

Amount:

Quantity:

Room #:

SDS Attachment:

No file selected.

Compliant SDS Attachment:

Yes

No

Need Additional Attachments?

Emergency Contact Name:

Emergency Contact #:

- Near the bottom of the screen, you can add a copy of the actual SDS document to the database by clicking on the **Browse** button and uploading the file.



HIGHER EDUCATION BEGINS HERE

# SDS Database Instructions for Group Administrators

Home Page All College Chemicals Group Admin Dashboard Master SDS List SDS Document Center Help Desk

Logged in as Admin - Account Settings - Log Out

Use the form below to quickly get in touch with us. You can also email us at any time at [SkyyDesignLLC@gmail.com](mailto:SkyyDesignLLC@gmail.com).

If there is an issue with the database, please copy and paste the URL that is in your browser when the issue is occurring.

### User Details

Name	Admin	KCTCS College:	Bluegrass CTC
Email	<a href="mailto:admin@test.com">admin@test.com</a>	KCTCS Campus Location:	
User Roles	Group Admin		

### Submit Your Request

Subject: \*

Email:

- Remember, if you need help with the SDS Database, assistance is available from the Help Desk link.



HIGHER EDUCATION BEGINS HERE