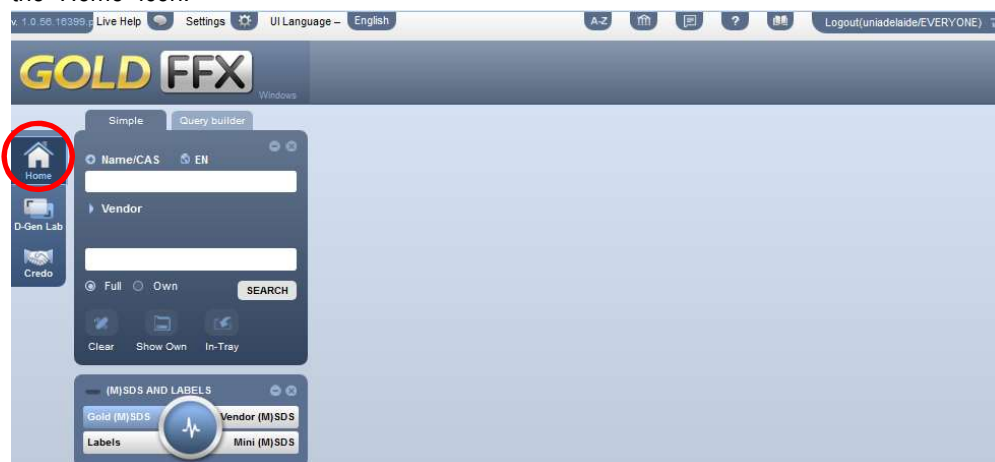


Chemwatch User Guide – Credo (Creating SDS for your own mixtures)

Accessing Chemwatch Credo

1. Use your web browser either on your computer/laptop or smart device to navigate to:
<https://www.adelaide.edu.au/hr/hsw/hsw-staff-intranet#chemwatch> and login using your University login credentials.
Hint: save this as a bookmark in your browser for quick access.
2. Click the **To connect to Chemwatch click here** button.
3. The Chemwatch login default selections are “Home” and “Gold MSDS”. If you have been using other selections, click on the “Home” icon.



Getting Started – Creating SDS for your own mixtures/dilutions

Note: Only Mini SDS are available for chemicals/mixtures created in credo.

Hint: Ensure that you have copies of the SDS on hand for all of the chemicals in the mixture.

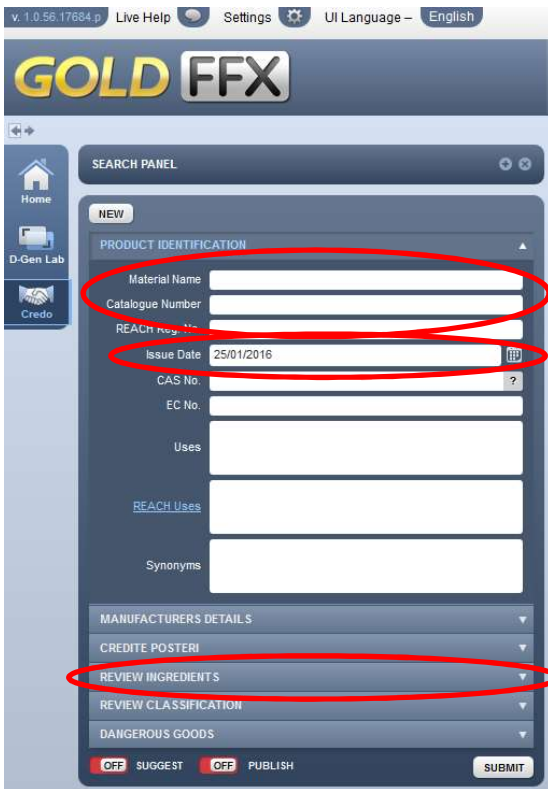
1. Click on the Credo button



(Continued)

HR Branch	Chemwatch User Guide - Credo	Effective Date:	25/01/2016	Version 1
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	25/01/2021	Page 1 of 7
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

- Enter the name of the mixture, a locally generated catalogue number and the issue date (today's date). Then click Review Ingredients.



v. 1.0.56.17684 p Live Help Settings UI Language - English

GOLD FFX

SEARCH PANEL

NEW

PRODUCT IDENTIFICATION

Material Name

Catalogue Number

REACH reg. no.

Issue Date 25/01/2016

CAS No.

EC No.

Uses

REACH Uses

Synonyms

MANUFACTURERS DETAILS

CREDITE POSTER

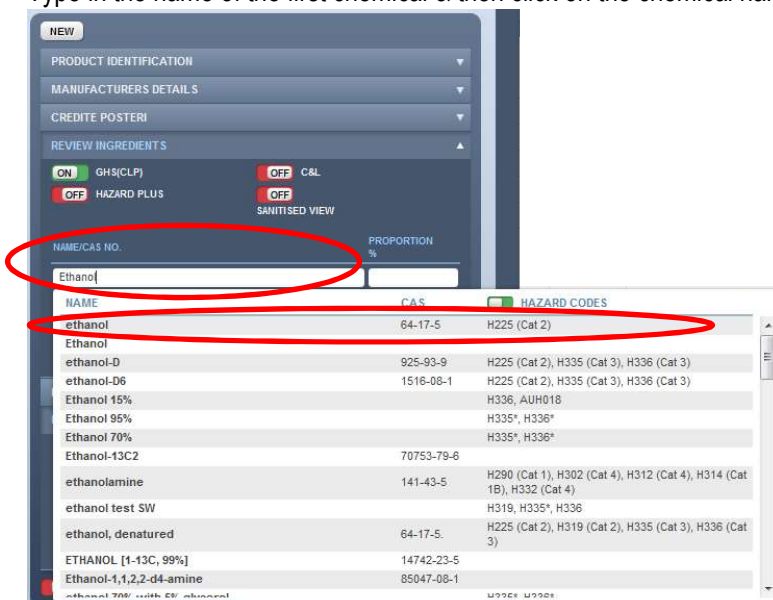
REVIEW INGREDIENTS

REVIEW CLASSIFICATION

DANGEROUS GOODS

OFF SUGGEST OFF PUBLISH

- Type in the name of the first chemical & then click on the chemical name in the drop down list.



NEW

PRODUCT IDENTIFICATION

MANUFACTURERS DETAILS

CREDITE POSTER

REVIEW INGREDIENTS

ON GHS(CLP) OFF C&L

OFF HAZARD PLUS OFF SANITISED VIEW

NAME/CAS NO. PROPORTION %

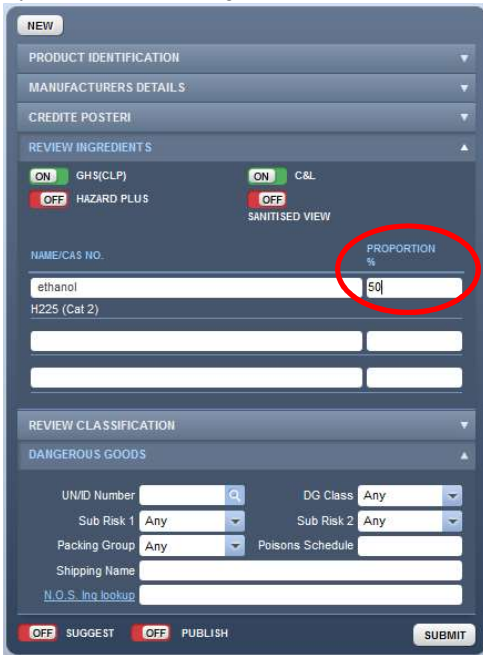
Ethanol

NAME	CAS	HAZARD CODES
ethanol	64-17-5	H225 (Cat 2)
Ethanol		
ethanol-D	925-93-9	H225 (Cat 2), H335 (Cat 3), H336 (Cat 3)
ethanol-D6	1516-08-1	H225 (Cat 2), H335 (Cat 3), H336 (Cat 3)
Ethanol 15%		H336, AUH018
Ethanol 95%		H335*, H336*
Ethanol 70%		H335*, H336*
Ethanol-13C2	70753-79-6	
ethanolamine	141-43-5	H290 (Cat 1), H302 (Cat 4), H312 (Cat 4), H314 (Cat 1B), H332 (Cat 4)
ethanol test SW		H319, H335*, H336
ethanol, denatured	64-17-5	H225 (Cat 2), H319 (Cat 2), H335 (Cat 3), H336 (Cat 3)
ETHANOL [1-13C, 99%]	14742-23-5	
Ethanol-1,1,2,2-d4-amine	85047-08-1	

(Continued)

HR Branch	Chemwatch User Guide - Credo	Effective Date:	25/01/2016	Version 1
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	25/01/2021	Page 2 of 7
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

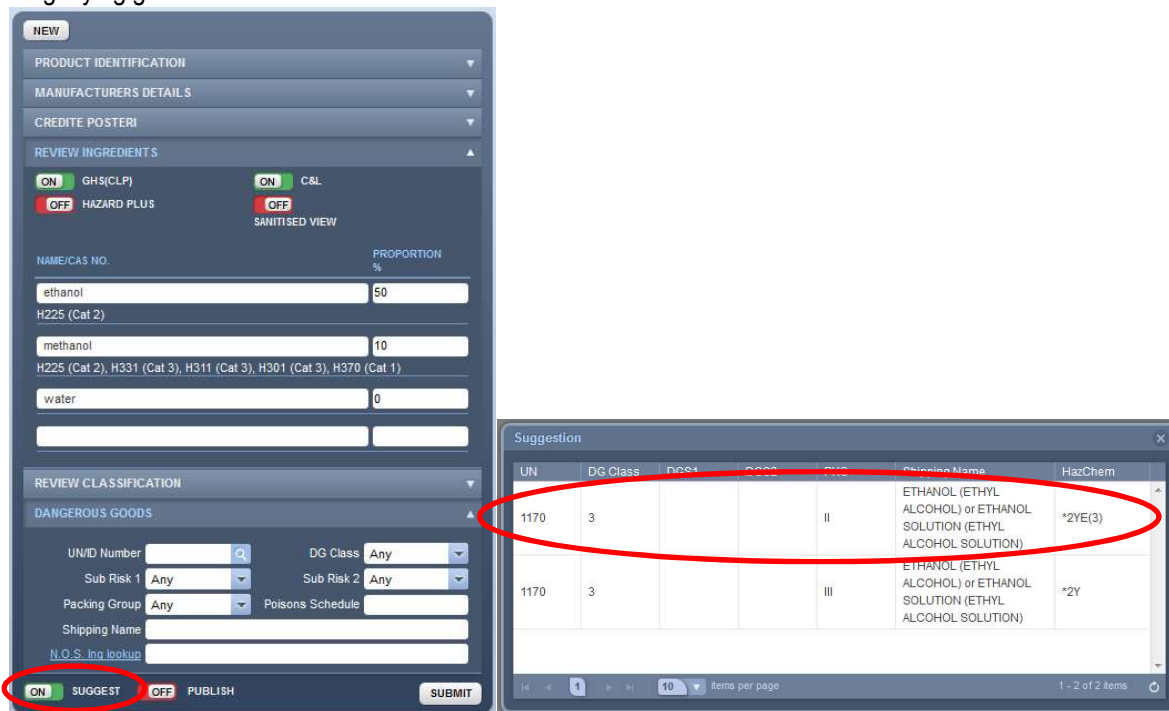
4. Type in the percentage of this chemical present in the mixture.



5. Repeat steps 3 and 4 for all chemicals.

Hint: as you add more chemicals, extra rows for entry of chemicals in the mixture will be automatically generated.

6. Click the SUGGEST switch to "ON". Type in the UN Number from the SDS for the most volatile chemical and click the magnifying glass.



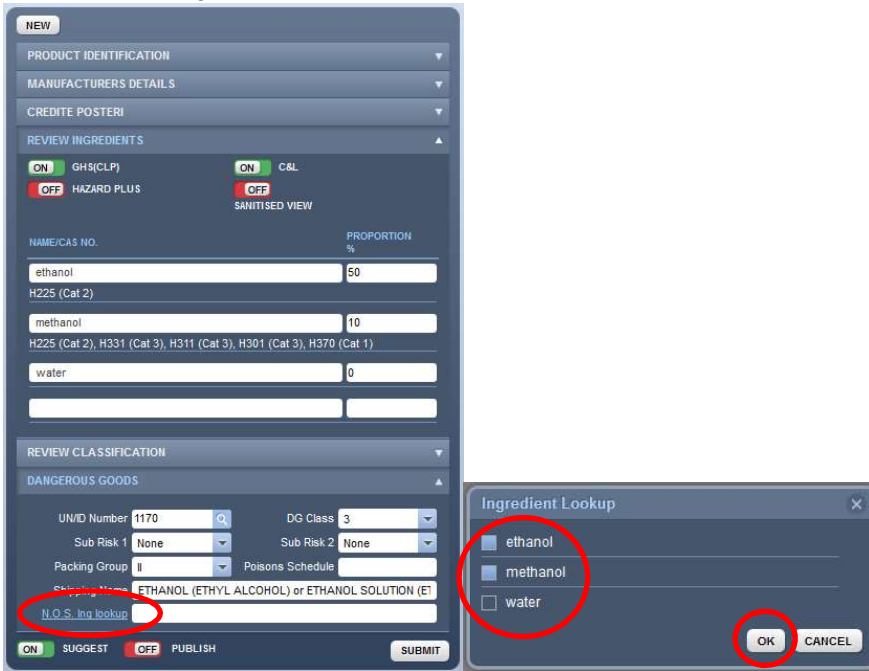
UN	DG Class	PG1	PG2	PG3	Chemical Name	HazChem
1170	3			II	ETHANOL (ETHYL ALCOHOL) or ETHANOL SOLUTION (ETHYL ALCOHOL SOLUTION)	*2YE(3)
1170	3			III	ETHANOL (ETHYL ALCOHOL) or ETHANOL SOLUTION (ETHYL ALCOHOL SOLUTION)	*2Y

7. Select the correct chemical by referencing the MSDS. Click on the chemical in the Suggestion pop up box ↑.

(Continued)

HR Branch	Chemwatch User Guide - Credo	Effective Date:	25/01/2016	Version 1
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	25/01/2021	Page 3 of 7
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

8. Click on N.O.S. Ing lookup



The screenshot shows the 'REVIEW INGREDIENTS' section of a software interface. It includes a table of ingredients with columns for 'NAME/CAS NO.' and 'PROPORTION %'. The ingredients listed are ethanol (50%), methanol (10%), and water (0%). Below this is the 'REVIEW CLASSIFICATION' section, which includes 'DANGEROUS GOODS' information such as UN/D Number, DG Class, Sub Risk, Packing Group, and Shipping Name. A link labeled 'N.O.S. Ing lookup' is circled in red. An 'Ingredient Lookup' popup window is open, showing a list of ingredients with checkboxes: ethanol (checked), methanol (checked), and water (unchecked). The 'OK' button in the popup is also circled in red.

9. In the Ingredients Lookup popup box, click on the ingredients check boxes then OK ↑.

10. If you wish to update any further details on the properties of your mixture, this can be done by clicking on CREDITE POSTERI, above the REVIEW INGREDIENTS section.

11. Click the PUBLISH button to ON and click the Submit button.



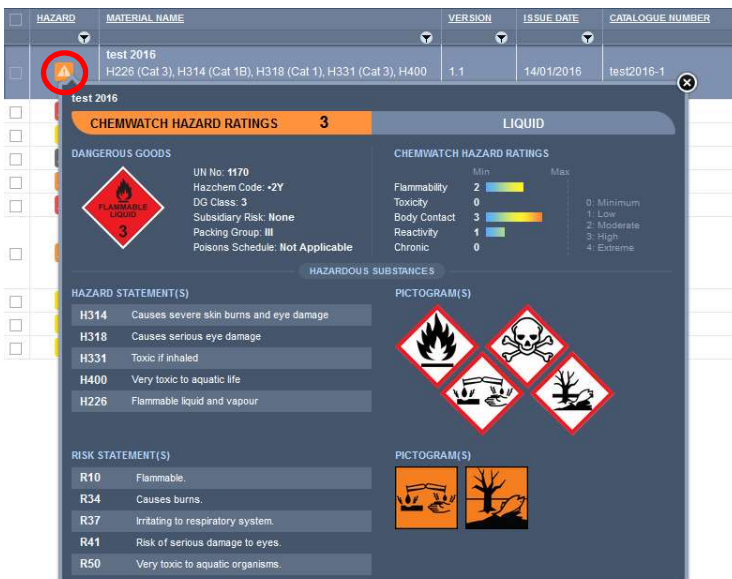
The screenshot shows the 'REVIEW CLASSIFICATION' section of the software interface. It includes 'DANGEROUS GOODS' information such as UN/D Number, DG Class, Sub Risk, Packing Group, and Shipping Name. The 'N.O.S. Ing lookup' link is circled in red. At the bottom, the 'PUBLISH' button is set to 'ON' and the 'SUBMIT' button is circled in red.

The mixture should now be listed in the right hand side of the screen.

HR Branch	Chemwatch User Guide - Credo	Effective Date:	25/01/2016	Version 1
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	25/01/2021	Page 4 of 7
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Viewing a Mini SDS snapshot in Credo

1. If you are not already in Credo, access Credo by clicking on the Credo Icon.
2. A list of all Credo generated chemicals/mixtures is listed in the right hand side of the screen.
3. Click on the hazard icon.



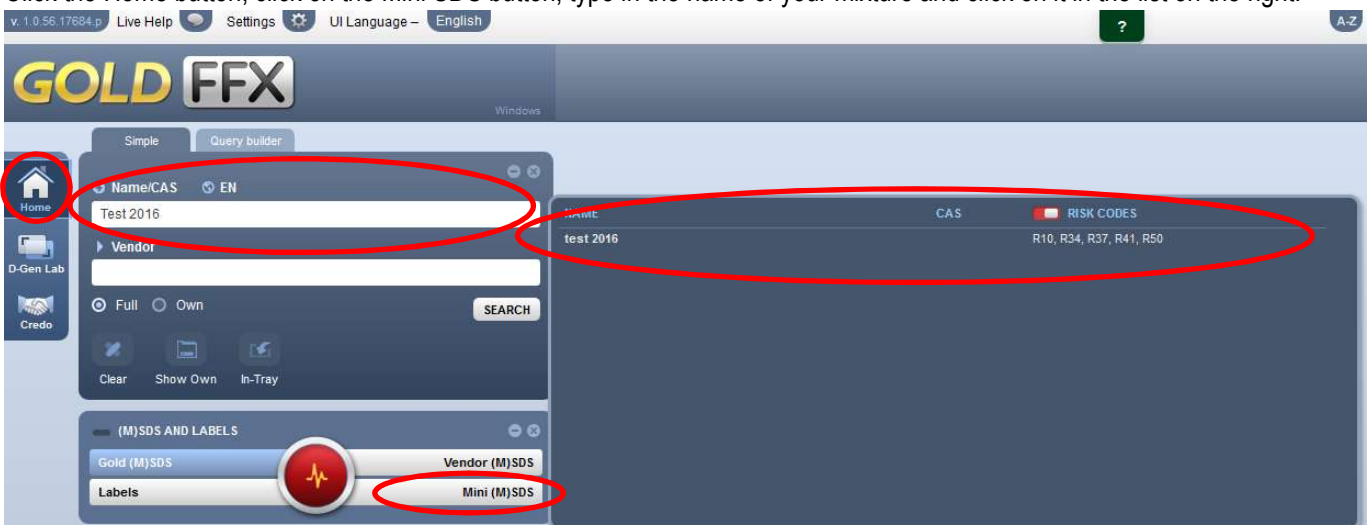
The screenshot shows the Credo interface with a table of materials. The selected material is 'test 2016' (H226 (Cat 3), H314 (Cat 1B), H318 (Cat 1), H331 (Cat 3), H400). The detailed view shows the following information:

- HAZARD STATEMENT(S):** H314 Causes severe skin burns and eye damage, H318 Causes serious eye damage, H331 Toxic if inhaled, H400 Very toxic to aquatic life, H226 Flammable liquid and vapour.
- RISK STATEMENT(S):** R10 Flammable, R34 Causes burns, R37 Irritating to respiratory system, R41 Risk of serious damage to eyes, R50 Very toxic to aquatic organisms.
- CHEMWATCH HAZARD RATINGS:** 3 (LIQUID). Ratings: Flammability 2, Toxicity 0, Body Contact 3, Reactivity 1, Chronic 0.
- HAZARDOUS GOODS:** UN No: 1170, Hazchem Code: *2Y, DG Class: 3, Subsidiary Risk: None, Packing Group: III, Poisons Schedule: Not Applicable.
- PICTOGRAM(S):** Flammable liquid, Corrosive, Harmful to the environment, and Toxic.

Accessing complete Mini SDS in Credo

Note: Only Mini SDS are available for chemicals/mixtures created in credo.

1. Click the Home button, click on the Mini SDS button, type in the name of your mixture and click on it in the list on the right.



The screenshot shows the Credo interface with the following elements highlighted:

- Home button:** Located in the top left navigation menu.
- Search input field:** Contains the text 'Test 2016'.
- Mini (M)SDS button:** Located in the bottom right of the search results area.
- Search results table:** Shows a table with columns 'NAME', 'CAS', and 'RISK CODES'. The entry for 'test 2016' has risk codes 'R10, R34, R37, R41, R50'.

2. You can now print, email or save the SDS using the buttons at the top of the page. Printing will open up the SDS in Adobe Reader, where you can use the normal PDF printing options.



The screenshot shows three buttons at the top of the page: 'PRINT', 'SEND TO', and 'SAVE'.

HR Branch	Chemwatch User Guide - Credo	Effective Date:	25/01/2016	Version 1
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	25/01/2021	Page 5 of 7
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Editing mixtures in Credo

1. If you are not already in Credo, access Credo by clicking on the Credo Icon.
2. A list of all Credo generated chemicals/mixtures is listed in the right hand side of the screen.
3. Click on the chemical/mixture you wish to edit.
4. Edit the chemical/mixture as per "[Creating SDS for your own mixtures/dilutions](#)" on page 1.

Printing labels for mixtures in Credo

There are two options for printing labels for Credo mixtures.

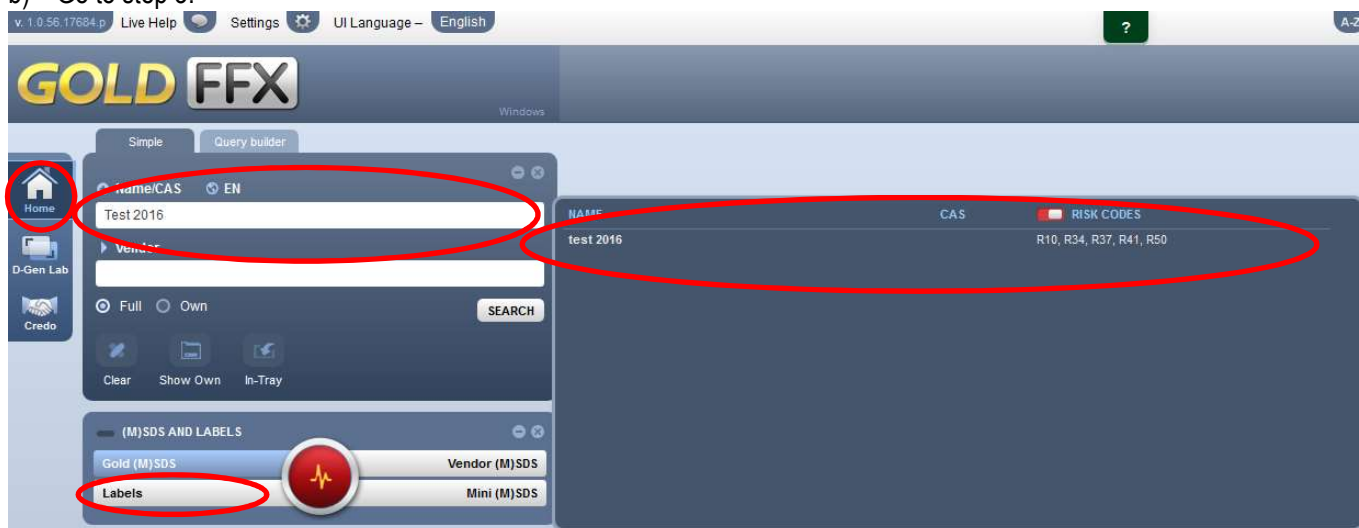
1. Printing labels from the Credo screen:

- a) If you are not already in Credo, access Credo by clicking on the Credo Icon.
- b) A list of all Credo generated chemicals/mixtures is listed in the right hand side of the screen.
- c) Mouse over the icon in the SDS column for the chemical/mixture you wish to print a label for. Click on the label icon.
- d) Go to step 3.

HAZARD	MATERIAL NAME	VERSION	ISSUE DATE	CATALOGUE NUMBER	DGC	DG51	DG52	PKG	SDS ETC
	test 2016 H226 (Cat 3), H314 (Cat 1B), H318 (Cat 1), H331 (Cat 3), H400 (Cat 1)	1.1	14/01/2016	test2016-1	3	None		III	
	Hydroxylamine Hydrochloride 10%	2.4	27/11/2015	MB-44	8	6.1		II	
	test material 2	0.4	27/11/2015	123	None	None		None	
	Testing123	2.3	10/11/2015	test	None	None			
	Test Schiff	0.1	10/11/2015	test123	None	None			
	FAA	0.1	02/11/2015	001	8	None			
	FAA H228 (Cat 2), H290 (Cat 1), H301 (Cat 3), H311 (Cat 3), H314 (Cat 1B), H317 (Cat 1), H318 (Cat 1), H332 (Cat 4), H335 (Cat 3), H341 (Cat 2), H350 (Cat 1B)	0.1	02/11/2015	0101	8	None		III	
	Nickel tris-en Unknown B	0.2	02/11/2015	MB-53	None	None		None	
	1M Ethylenediamine	0.2	02/11/2015	MB-50	None	None		None	
	0.05M Nickel(II)trisethylenediamine chloride	0.3	30/10/2015	MB-54	None	None		None	

2. Printing labels from the Home screen:

- a) Click the Home button, click on the Labels button, type in the name of your mixture and click on it in the list on the right.
- b) Go to step 3.



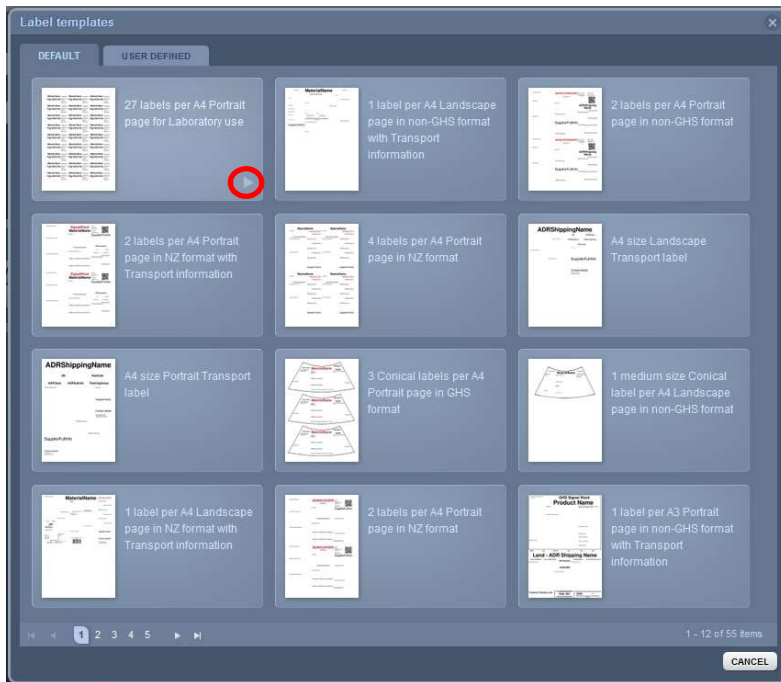
The screenshot shows the GOLD FFX software interface. At the top, there is a navigation bar with 'Home', 'D-Gen Lab', and 'Credo' buttons. The 'Home' button is circled in red. Below the navigation bar, there is a search bar with 'Test 2016' entered. To the right of the search bar, there is a table with columns 'NAME', 'CAS', and 'RISK CODES'. The table contains one entry: 'test 2016' with risk codes 'R10, R34, R37, R41, R50'. Below the search bar, there are buttons for 'Full', 'Own', and 'SEARCH'. At the bottom left, there is a section for '(M)SDS AND LABELS' with buttons for 'Gold (M)SDS', 'Vendor (M)SDS', 'Labels', and 'Mini (M)SDS'. The 'Labels' button is circled in red.

(Continued)

HR Branch	Chemwatch User Guide - Credo	Effective Date:	25/01/2016	Version 1
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	25/01/2021	Page 6 of 7
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

- Choose the size labels you need from the label templates pop up box, by mousing over the bottom right corner of the template and clicking the triangle.

Hint: if the smaller size labels cut off the text, check in the user defined tab for the University's altered templates.



- You can now print, email or save the labels using the buttons at the top of the page. Printing will open up the labels in Adobe Reader, where you can use the normal PDF printing options.



HR Branch	Chemwatch User Guide - Credo	Effective Date:	25/01/2016	Version 1
Authorised by	Associate Director, HR Compliance and Improvement Services	Review Date:	25/01/2021	Page 7 of 7
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			