



CHEMICAL LABEL GENERATION FROM RLSS USER DASHBOARD

PURPOSE: This guide will take you through the process of generating and printing Global Harmonized System (GHS) compliant chemical labels from RLSS User Dashboard.

NOTE: You will need Adobe Acrobat to print labels

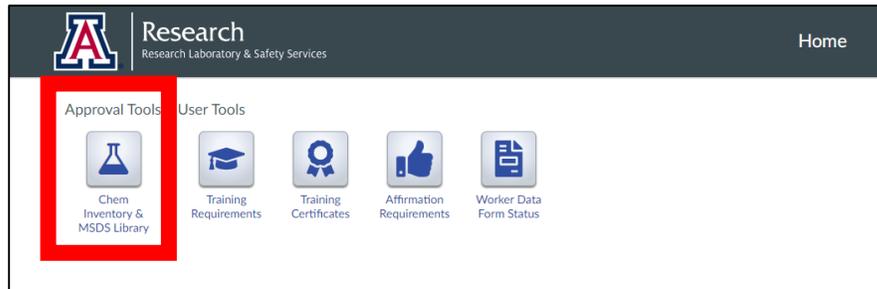
1. Log in to the RLSS User Dashboard using your UA NetID.

The screenshot shows the Research Gateway website. The top navigation bar includes 'ADR Portal', 'Directory', and 'Events'. The main navigation menu has categories: 'DEVELOPMENT', 'ADMINISTRATION', 'COMPLIANCE', 'RESOURCES', and 'RESEARCH SERVICES'. The 'COMPLIANCE' section is active, displaying 'Research Laboratory & Safety Services' and a welcome message. A sidebar on the left lists various programs, with 'Research Laboratory & Safety Services' highlighted. On the right, a 'RESEARCH LABORATORY & SAFETY SERVICES' box contains a 'User Dashboard' link circled in red. Other links include 'Online Training', 'Licenses and Registrations', 'CPP Ordering', and 'RAM Waste Pickup Request'. Contact information for campus mail, phone, and fax is provided at the bottom right.

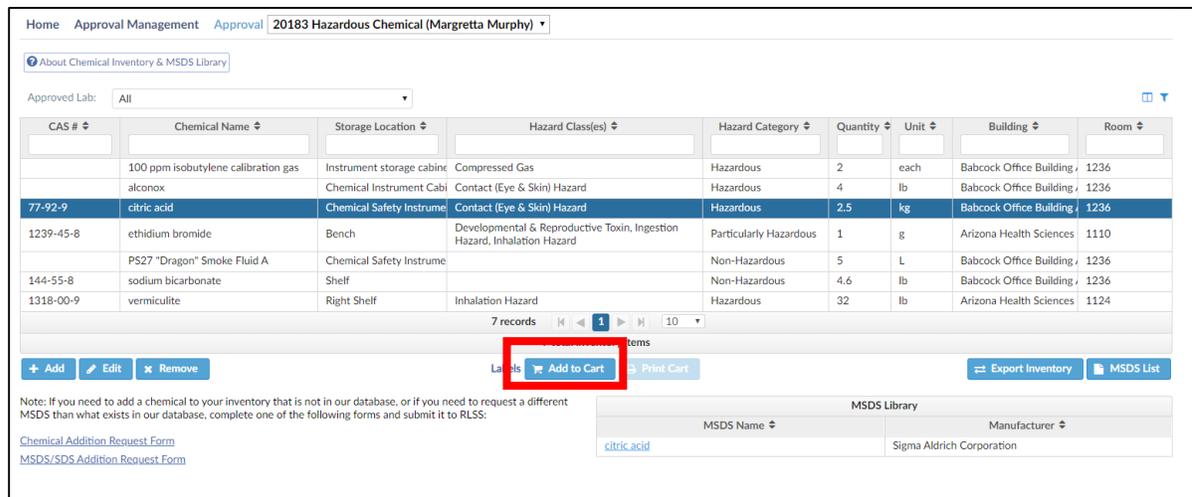
The screenshot shows the 'User Dashboard' login page. The top navigation bar includes the Research Gateway logo and 'User Dashboard'. The main content area is titled 'Choose Login Type' and features two buttons: 'UA Faculty, Staff, Students, Affiliates or DCCs' and 'Non-UA Affiliations'. A red arrow points to the 'UA Faculty, Staff, Students, Affiliates or DCCs' button.



2. Once in the Approval's screen, click on the "Chem Inventory & MSDS Library" tab located on top left of screen. Your approval's chemical inventory should appear on the screen.



3. Under the "Chemical Name" column, type in the name of the chemical OR under the "CAS #" column, type in the CAS number of the relevant chemical.
4. Once the desired chemical is found, click on it, and the chosen chemical will highlight. Then select the "Add to Cart" button located at the bottom of the screen.



5. Repeat steps 3 and 4 for all desired chemicals.
 - o This works best if they are to be printed as the same sized label; if multiple sizes are required, it is best to complete these separately. Only one size can be printed at a time.



- Once all chemicals have been added to the cart, click on the “Print Cart” button and select indicated label size (located on bottom of screen).

CAS #	Chemical Name	Storage Location	Hazard Class(es)	Hazard Category	Quantity	Unit	Building	Room
	100 ppm isobutylene calibration gas	Instrument storage cabinet	Compressed Gas	Hazardous	2	each	Babcock Office Building	1236
	alconox	Chemical Instrument Cabinet	Contact (Eye & Skin) Hazard	Hazardous	4	lb	Babcock Office Building	1236
77-92-9	citric acid	Chemical Safety Instrument	Contact (Eye & Skin) Hazard	Hazardous	2.5	kg	Babcock Office Building	1236
1239-45-8	ethidium bromide	Bench	Developmental & Reproductive Toxin, Ingestion Hazard, Inhalation Hazard	Particularly Hazardous	1	g	Arizona Health Sciences	1110
	PS27 "Dragon" Smoke Fluid A	Chemical Safety Instrument		Non-Hazardous	5	L	Babcock Office Building	1236
144-55-8	sodium bicarbonate	Shelf		Non-Hazardous	4.6	lb	Babcock Office Building	1236
1318-00-9	vermiculite	Right Shelf	Inhalation Hazard	Hazardous	32	lb	Arizona Health Sciences	1124

MSDS Name	Manufacturer
Ethidium Bromide	Alfa Aesar, A Johnson Matthey Company
Ethidium Bromide	Sigma Aldrich Corporation
Ethidium Bromide solution	Bio-Rad Laboratories
Ethidium bromide, 1% Solution/Molecular Biology	Thermo Fisher Scientific

- Verify that all the chemicals requested are on the cart, if they are not, go back to step “5” and add.
 - NOTE: This does NOT cost anything; these labels are 100% free!**
- Change the “Quantity” of labels to print as needed.
 - Make a note on the number following the word “Avery” as this will correspond to the size of the label and corresponding Avery product if printing on label paper. Sheet(s) from this product will be inserted to the printer when ready to print.

Quantity	Chemical	CAS
1	citric acid	77-92-9
1	vermiculite	1318-00-9
1	ethidium bromide	1239-45-8

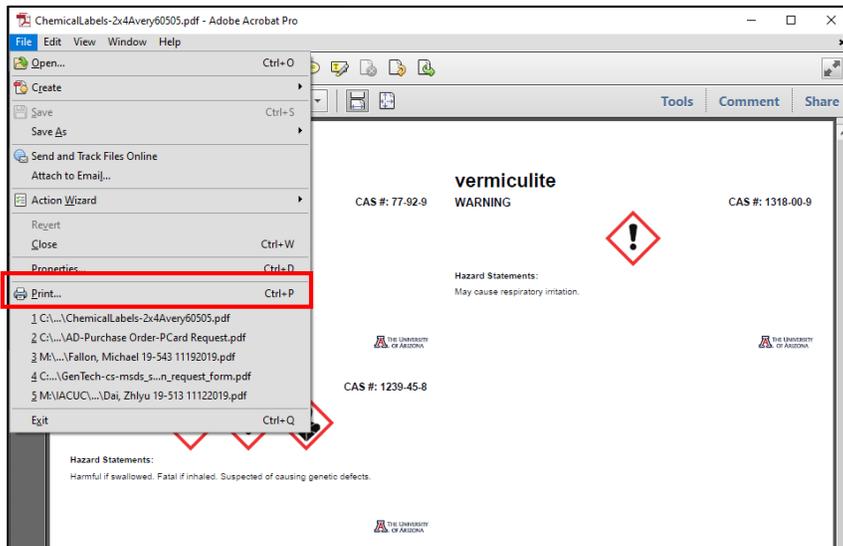
Note: When printing use **Actual Size** or **100% Scale**. Other types of scaling may shift the position of labels.

Labels: 2" x 4" Avery 60505 **Download Labels** Empty Cart

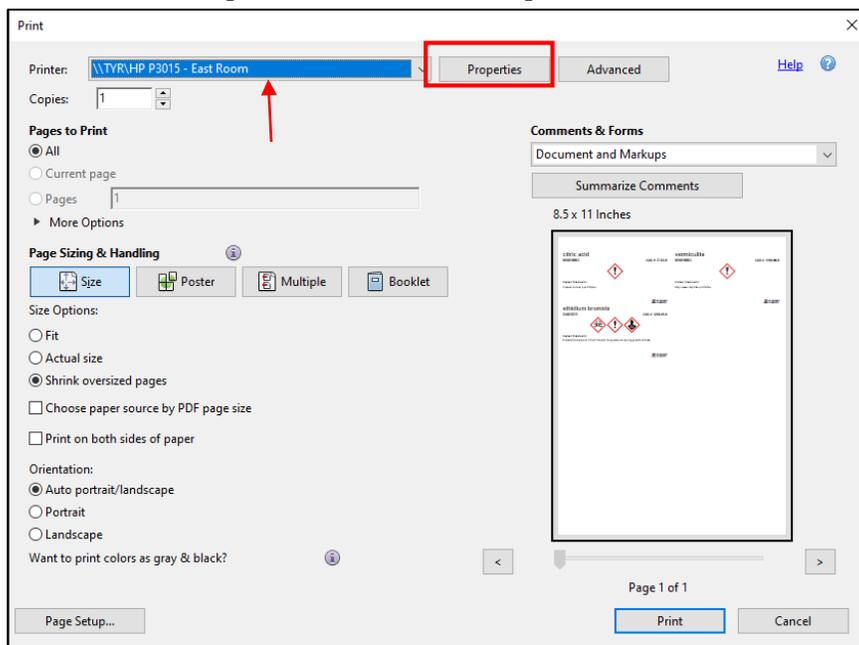
- Open the downloaded labels with Adobe Acrobat.
 - A PDF will be generated.
- Print labels:
 - While in the PDF file click the “File” tab.



- Click the Print button: select the *color* printer to be used.



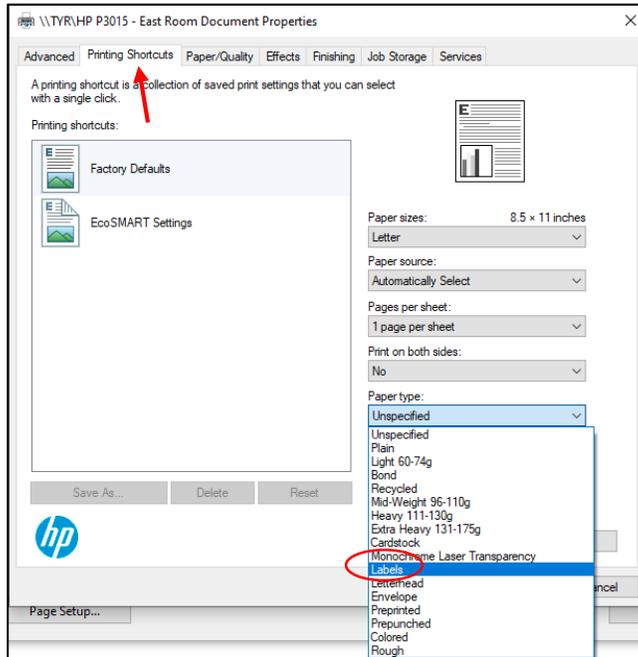
- In order to be fully compliant with GHS regulations, a color should be used, as the red border is a requirement. If no color printer is available, however, please print in black and white.
- Click on the “Properties” button at the top of the screen.



- Open the “Printing Shortcuts” tab at the top of the window.



- Under “Paper type:” select “Labels” from drop down menu.



- If needed, change the “Paper Source” under the “Paper/Quality” tab to Manual Feed.
- If using label paper, place the label sheet in your printer feed tray and hit the “Print” button.

10. Save PDF if needed/wanted for future printings; otherwise, you can close out and delete the file.

11. If different sizes of labels are needed, follow steps “4-11” with the appropriate label size.