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.

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.
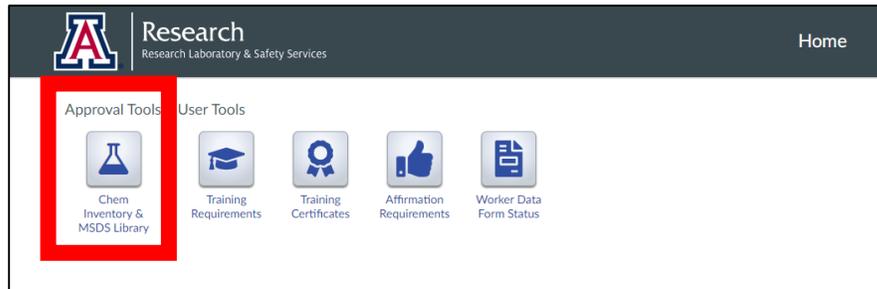
3. Under the "Chemical Name" column, type in the name of the chemical OR under the "CAS #" column, type in the CAS number of the relevant chemical.

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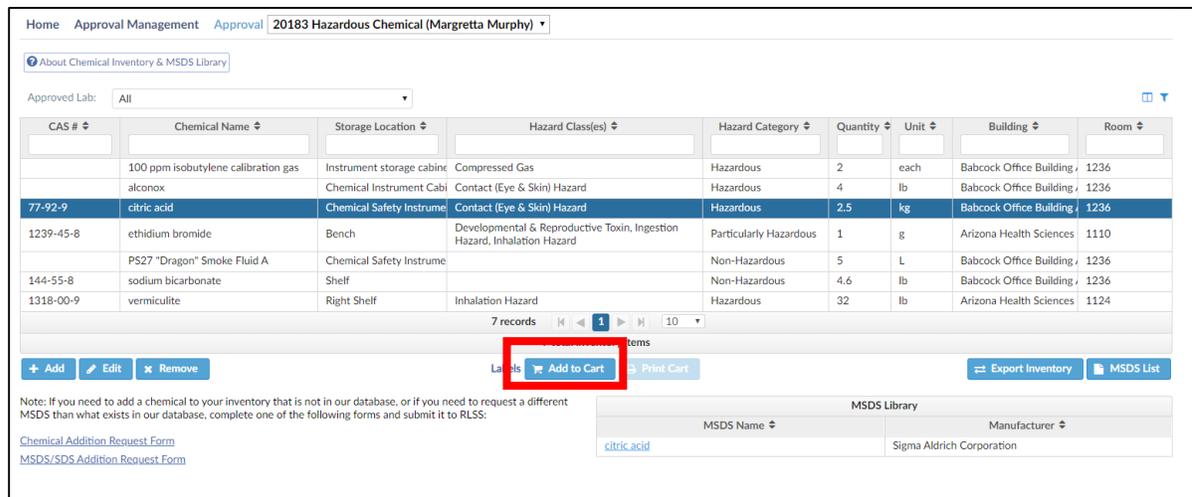
5. Repeat steps 3 and 4 for all desired chemicals.
   o This works best if they are to be printed as the same sized label; if multiple sizes are required, it is best to complete these separately. Only one size can be printed at a time.

6. 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).

- 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!**

7. 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.

8. Open the downloaded labels with Adobe Acrobat.
- A PDF will be generated.

9. Print labels:
- While in the PDF file click the "File" tab.

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- Click the Print button: select the *color* printer to be used.
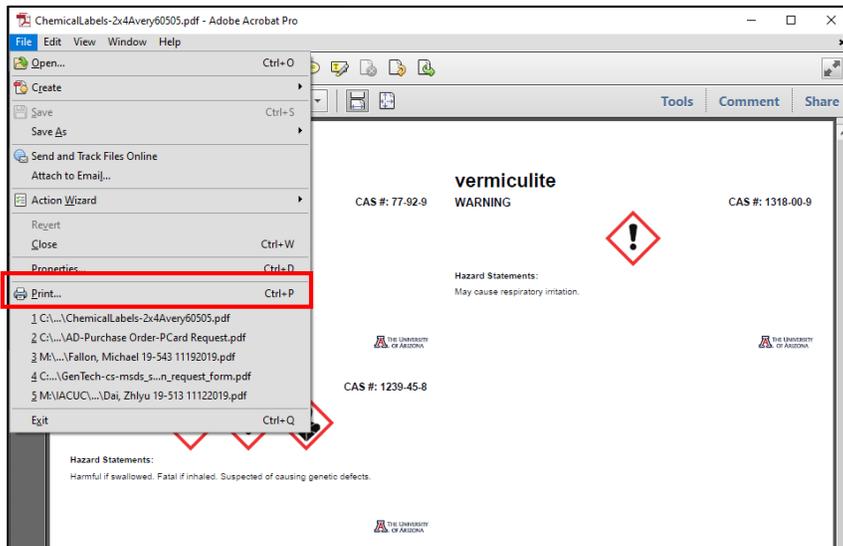
   o In order to be fully compliant with GHS regulations, a color should be used, as the red border is a requirement. If no color printer is available, however, please print in black and white.

- Click on the "Properties" button at the top of the screen.
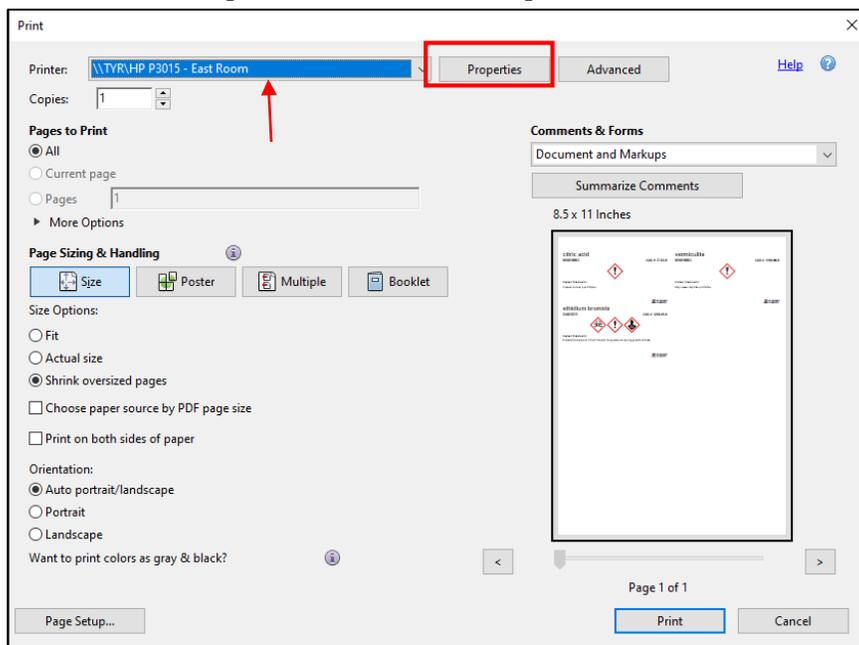
- Open the "Printing Shortcuts" tab at the top of the window.

![University of Arizona Research logo]

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- Under "Paper type:" select "Labels" from drop down menu.
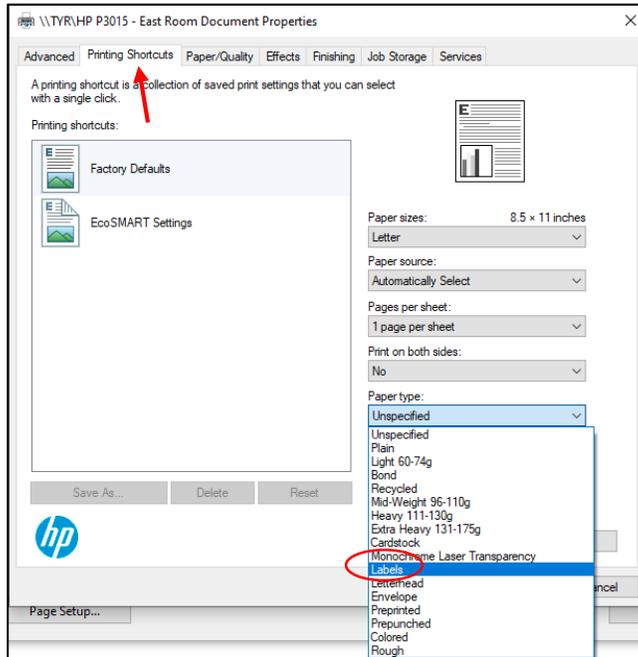
- If needed, change the "Paper Source" under the "Paper/Quality" tab to Manual Feed.
- If using label paper, place the label sheet in your printer feed tray and hit the "Print" button.

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.