

MSDS Export for Submission to CHEMTREC

The Chemical Transportation Emergency Center (CHEMTREC) is a 24-hour emergency response center maintained by the Chemical Manufacturer's Association (CMA). CHEMTREC maintains a database of approximately three million product-specific MSDSs and other documents for subscribers to the service.

Hazox EMS provides a way to export authored MSDS documents in a format accepted by CHEMTREC. The MSDSs are exported to a directory of your choice, and from that directory, can be written to a CD-ROM, tape, or other media for shipment to CHEMTREC. Hazox is currently using the CHEMTREC alternate electronic submission format that requires two files for each MSDS submitted.

The first file is a simple text format that contains index information for the MSDS. Its format is as follows:

Company Code assigned by CHEMTREC
Company Name
Product Name
Date of Issue

The second file is the MSDS document itself in RTF (Rich Text Format) format. Since RTF is the native format of Hazox EMS documents, the exported MSDS will be identical to the authored document in Hazox EMS.

Configuration:

In order for a user to perform a CHEMTREC export, the "Write Chemtrec File" privilege must be granted. For instruction on how a privilege is granted to a group, refer to "privileges, assign to group" in the Hazox on-line help.

Once the "Write Chemtrec File" privilege has been granted, you should have two new menu choices. The first can be found under the Setup menu, and is called "Maintain Chemtrec Settings". It is used to specify your company and contact information for the CHEMTREC Submission Cover Sheet.

An example of the CHEMTREC Settings screen is included below.

ChemTrec Information

Company Information

Name: Hazox Corporation

Chemtrec Code: 0001

Street Address: 345 Main Street

City, State Zip: Harleysville, PA 19438

Contact Name: John Blake

Contact Phone: 215-513-2050

Contact Email: jblake@hazox.com

Chemtrec Address

Name: American Chemistry Council

Attention: Attn: CHEMTREC MSDS Dept.

Street Address: 1300 Wilson Boulevard

City, State Zip: Arlington, VA 22209

Option

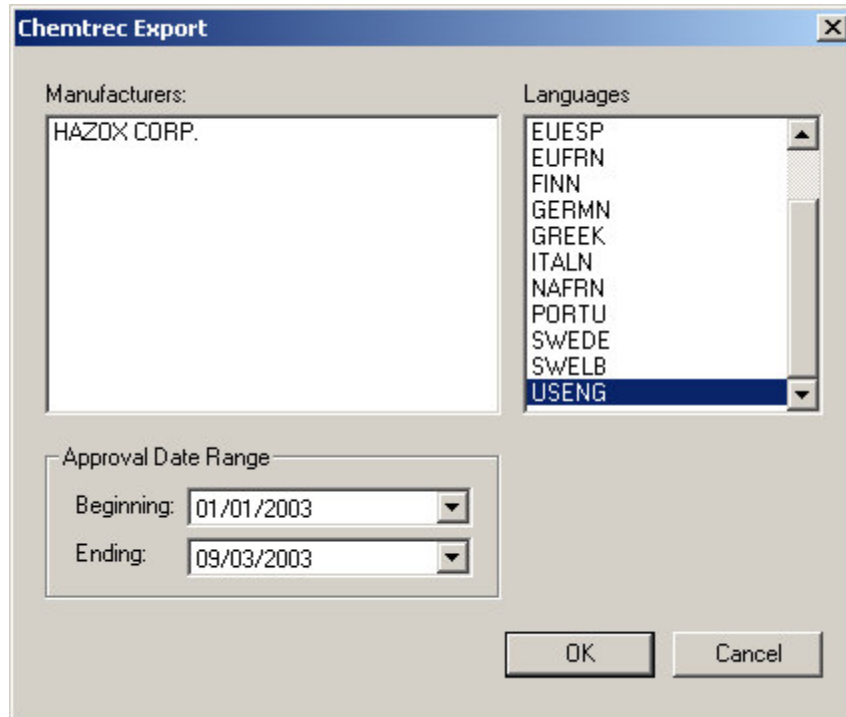
Send One Document to Chemtrec Per MSDS ID or One Per Stock ID (M/S): S

OK Cancel

Once this screen has been completed, you can begin to request CHEMTREC exports from Hazox. The request screen is accessed from the Services menu by selecting the Chemtrec Export option.

From this screen, the user can request a CHEMTREC export using several different reporting criteria. These criteria include the Manufacturer, Language and MSDS Approval Date range. Multiple criteria are chosen by clicking on multiple values.

An example of the Chemtrec Export screen is shown below.



Once the report criteria are specified, and the OK button is clicked, the user will be prompted to select a directory where the index files and the MSDS documents will be deposited. (Remember that two files are created for each MSDS.) After a directory is selected and the Hazox Client has exported the files to that directory, a CHEMTREC Transmittal Sheet is displayed. This transmittal sheet is required and is used to identify your company and the number of submitted documents to CHEMTREC.

An example of a CHEMTREC Transmittal Sheet is provided below.

A complete CHEMTREC submission would include a printed transmittal sheet and a CD-ROM or other media that contains the index files and MSDS documents created by the export.

