

## How to add items to a manifest.

If you do not already have access to Chemwatch:

Staff or supervisors (on behalf of post-graduate students) will need to raise a support ticket with digital solutions [servicedesk@vuw.ac.nz](mailto:servicedesk@vuw.ac.nz). You should request Chemwatch access and ask to be added to the “SBS Student” group and be assigned to the “SBS User” role.

Supervisors should also provide digital solutions with the name and VUW email of the student

(NB: Once you have access to Chemwatch, you may also have a need to view, create or, add substances to manifests and to edit quantities. To do this you must have the default permissions changed. Contact [kayla.griffin@vuw.ac.nz](mailto:kayla.griffin@vuw.ac.nz) if your permissions need to be altered or you need help using Chemwatch)

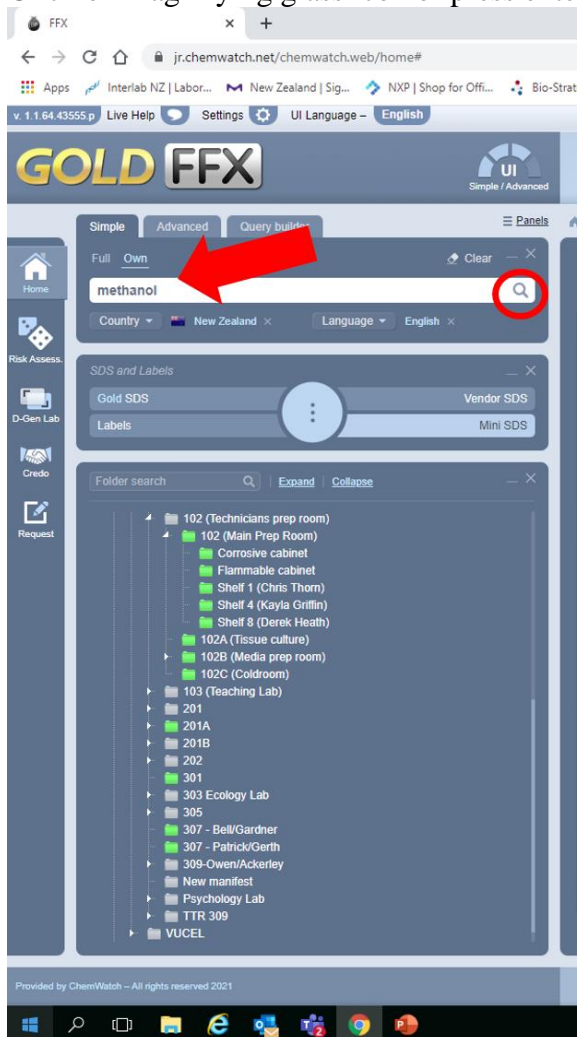
Log into Chemwatch.

1. There are two ways to add items to a manifest.

Method A, transfer the item from the chemwatch database OR Method B, copy it from an existing manifest.

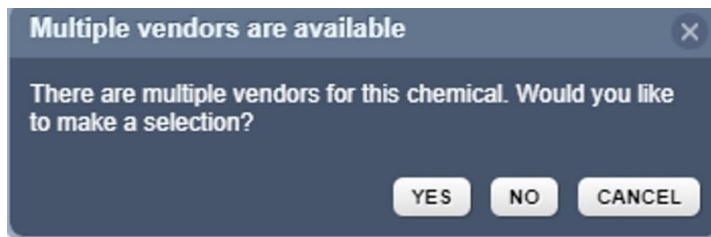
### Method A - transfer the item from the chemwatch database

- Select “OWN” or “FULL” list. Choosing “OWN” limits search to materials already present within any of the VUW manifests. This is useful if you want be sure you are choosing the same item as you may have in another manifest. OR, choose “FULL” this will search through the full Chemwatch list of SDS’s.
- Enter name of chemical OR CAS number in search field e.g. Methanol OR 67-56-1  
Click on magnifying glass icon or press enter.



Materials list is displayed. List is comprised of all substances that contain “methanol” in any of the names they are known by.

- c. Click and drag required item from material list into desired manifest  
 If material selected from a Material List has multiple vendors, a message displays warning that “Multiple vendors are available”. Choose ,**YES**’ to continue further selection



NB: choosing **NO** will result in all possible vendors SDS’s being loaded into your manifest. Remember that Chemwatch is a database of SDS’s not of chemicals

- d. After selecting ,YES' option, the program displays a list of documents (vendor MSDS) to choose from

The screenshot shows the GOLD FFX software interface. The main window displays a list of documents for 'Methanol'. The columns include TRACK, PART NO., NAME, VENDOR, TYPE, LANGUAGE, COUNTRY, SOURCE, and ISSUE DATE. The 'VENDOR' column is highlighted, and a red circle is drawn around the 'more' link under the 'Sigma-Aldrich (Merck) 923' vendor entry.

TRACK	PART NO.	NAME	VENDOR	TYPE	LANGUAGE	COUNTRY	SOURCE	ISSUE DATE
	T21	16211 GageThin® Methanol	Gage Products	SDS	English	United States	Primary	28/09/2021
	T21	16211 GageThin® Methanol	Gage Products	SDS	English	United States	Primary	28/09/2021
	T21	16211 GageThin® Methanol	Gage Products	SDS	Spanish	Mexico	Primary	28/09/2021
	T21	16211 GageThin® Methanol	Gage Products	SDS	French	Canada	Primary	28/09/2021
	T21	Methanol for Purge & Trap SupraSolv®	Merck	SDS	Hungari...	Hungary	Secondary	16/09/2021
	T21	Methanol preparativ kromatografikus Prepsolv®	Merck	SDS	Hungari...	Hungary	Secondary	14/09/2021
	T21	Biometanol (Gas-to-Liquid) szintézis célra	Merck	SDS	Hungari...	Hungary	Secondary	21/08/2021
	T21	Methanol EMPLURA®	Merck	SDS	Hungari...	Hungary	Secondary	21/08/2021
	T21	Methanol szárlótt (max. 0.003% H <sub>2</sub> O)	Merck	SDS	Hungari...	Hungary	Secondary	21/08/2021
	T21	Methanol wasserfrei zur Analyse (max. 0.003% H <sub>2</sub> O)	Merck	SDS	German	Germany	Secondary	21/08/2021
	T21	Methanol EMPLURA®	Merck	SDS	German	Germany	Secondary	21/08/2021
	T21	METHANOL FUER DIE PRAEPARATIVE CHROMATOGRAPHIE E PREPSOLV	Merck	SDS	German	Germany	Secondary	21/08/2021
	T21	Methanol für die Flüssigkeitschromatographie LiChrosolv®	Merck	SDS	German	Germany	Secondary	21/08/2021
	T21	Bio Methanol (Gas-to-Liquid) zur Synthese	Merck	SDS	German	Germany	Secondary	21/08/2021
	T21	Methanol für Purge & Trap SupraSolv®	Merck	SDS	German	Germany	Secondary	22/07/2021
	T21	Methanol zur Analyse EMPARTAS ACS	Merck	SDS	German	Germany	Secondary	22/07/2021
	T21	METHANOL	Chem-Supply	SDS	English	Australia	Primary	01/07/2021
	T21	Methanol EMPLURA	Sigma-Aldrich (Merck)	SDS	English	India	Primary	01/07/2021
	T21	HydroSpec® Methanol Accelerate Medium for One Component Volumetric Titrations	Ricca Chemical	SDS	French	Canada	Secondary	22/05/2021
	T21	HydroSpec® Methanol Accelerate Medium for One Component Volumetric Titrations	Ricca Chemical	SDS	English	Canada	Secondary	19/05/2021
	T21	HydroSpec® Methanol Accelerate Medium for One Component Volumetric Titrations	Ricca Chemical	SDS	English	United States	Secondary	19/05/2021
	T21	Methanol	Sigma-Aldrich (Merck)	SDS	English	Australia	Secondary	18/05/2021

- e. If this list is large, it can be searched by clicking on “more” under the vendors heading (circled in red). This will bring up a search field. Multiple vendors can be selected together by clicking the check box and then entering a new vendor in the search field. Not available for all substances but a good generic vendor is Chemwatch itself. Then click apply.

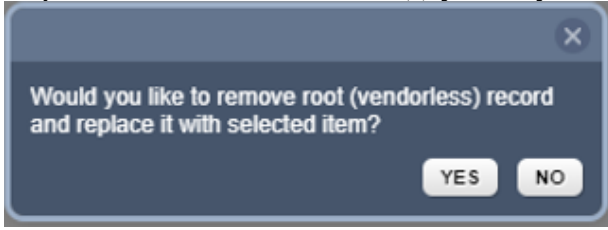
The screenshot shows the 'More vendors' search dialog box. The search field contains 'sigma'. Three vendor options are listed: Sigma-Aldrich (Merck) 923, Sigma-Aldrich (as MiliporeSigma, Merck) 286, and Sigma Chemicals 3. The 'APPLY' button is highlighted.

- f. For example, search results from selecting vendor “Chemwatch” and “Sigma Chemicals”

The screenshot shows the GOLD FFX software interface. The main window displays search results for 'Methanol'. The columns include TRACK, PART NO., NAME, VENDOR, TYPE, LANGUAGE, COUNTRY, SOURCE, and ISSUE DATE. The 'VENDOR' column is highlighted, and the 'more' link under the 'Sigma Chemicals' vendor entry is circled in red.

TRACK	PART NO.	NAME	VENDOR	TYPE	LANGUAGE	COUNTRY	SOURCE	ISSUE DATE
	T21	Methanol	Sigma Chemicals	SDS	English	United Kingdom	Primary	11/05/2019
	T21	Methanol	Sigma Chemicals	SDS	English	Australia	Primary	11/05/2019
	T21	methanol	ChemWatch	SDS	ANY	ANY	Primary	25/04/2019

- g. Click and drag chosen item into desired Manifest.  
Dependent on item and vendor(s) you may see the following pop-up

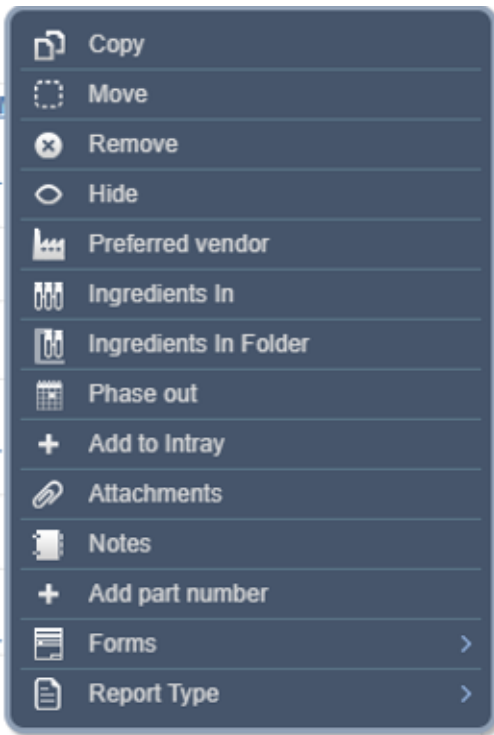


If you do select YES  
Item will have been added to your manifest.

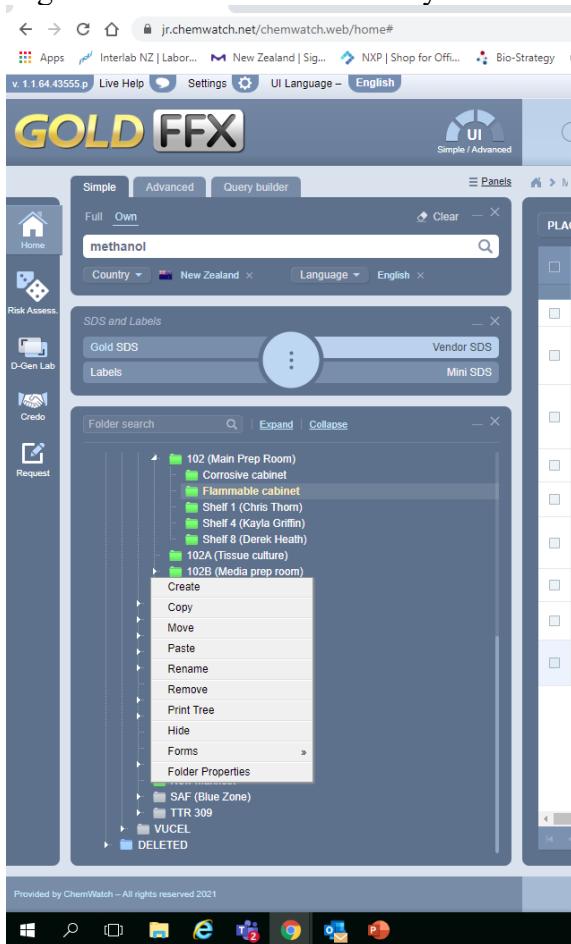
- h. Record the quantity of the item that will be stored in this manifest. [GoTo](#) “Update quantity” below.

**Method B - copy the item from another manifest**

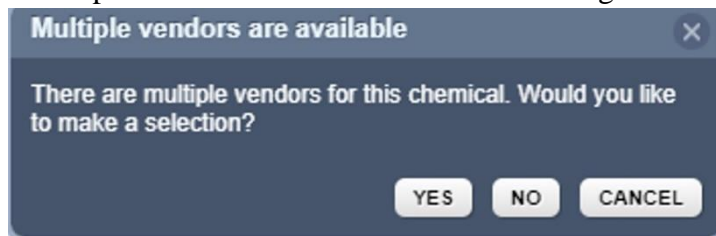
- a. Open manifest where you know item can be found and right click on item you wish to copy.  
This will open the following popup window. Select “COPY”



b. Right click on the new manifest you wish to add the item to and select “PASTE”



c. If multiple vendors had been selected in the original manifest you copied from you will be warned



In which case follow instructions from [Method A, step c](#) above

If you do not see this popup, then you have successfully added an item your manifest

d. Record the quantity of the item that will be stored in this manifest. [GoTo](#) “Update quantity”

## Update quantity of substances in your manifest

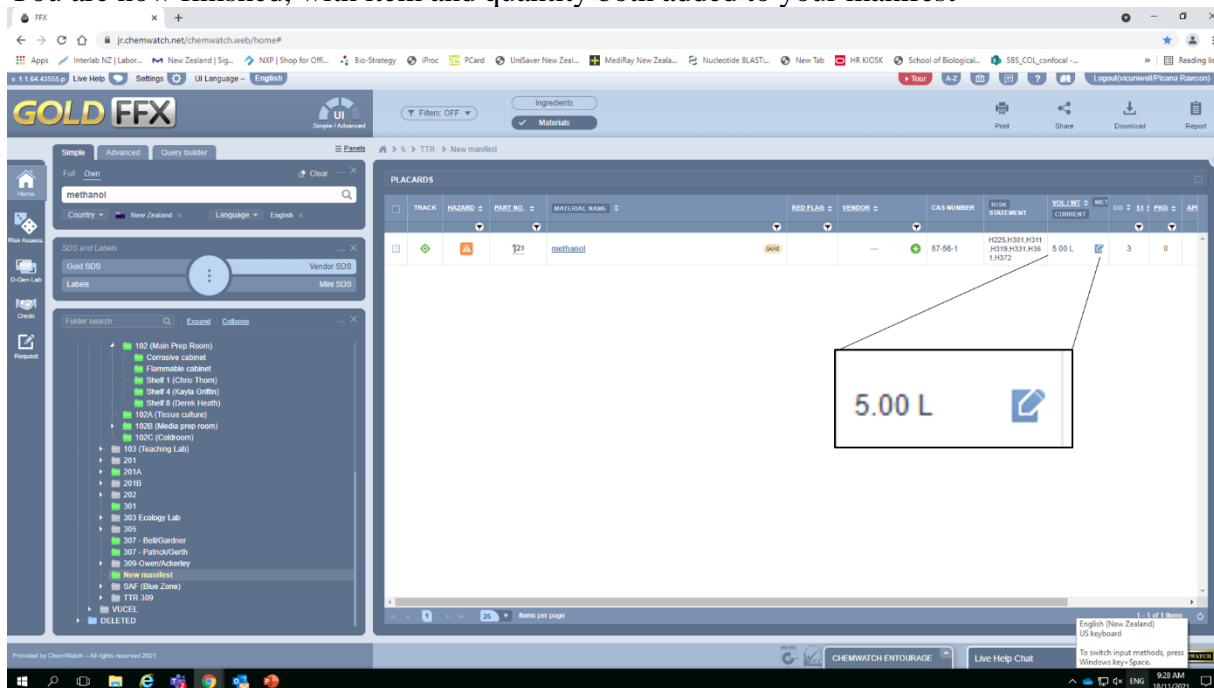
- a. Having populated a manifest with a new item, you now need to add the quantity that will be stored at this location e.g. if you plan to have 3x 2.5L of methanol then the quantity will be 7.5L. Open the manifest that you have put this item into and click on the edit icon “looks like a pen writing on a sheet of paper”

The screenshot shows the GOLD FFX web interface. The main table displays a manifest for 'methanol'. The table has columns for TRACK, HAZARD, PARENT NO., MATERIAL NAME, BELFLAG, YEMDOB, CAS NUMBER, RISK STATEMENT, and VOL. LIME. The 'VOL. LIME' column has sub-columns for 'CURRENT' and 'LIME'. The 'CURRENT' column shows '0.00 kg' and the 'LIME' column shows '3'. A callout box highlights the edit icon (a pen writing on a sheet of paper) in the 'LIME' column.

- b. In the popup window select correct volume and enter quantity for both current and maximum fields. These values should be the same. The “licensed volume/weight” can be left blank See [notes](#) below

The screenshot shows the 'Edit manifest material' popup window. The window has a title bar with 'Edit manifest material' and a close button. The main content area is divided into two sections. The top section has a 'Manifest Volume' header and a 'Sara' user name. Below this is a 'New manifest' folder icon. The bottom section has a 'Material: methanol' label and a 'Folder: New manifest' label. Below these are three rows of input fields: 'Material State' (Liquid), 'Specific Gravity' (0.79 g/cm<sup>3</sup>), 'Current Volume/Weight' (5.0 L), 'Maximum Volume/Weight' (5.0 L), and 'Licensed Volume/Weight' (0.0 L). At the bottom right are 'SAVE' and 'CANCEL' buttons.

c. You are now finished, with item and quantity both added to your manifest



### Notes:

- SBS requires maximum values be recorded in Chemwatch to maintain regulatory compliance. Especially in respect to supplying such information to emergency workers and tracking/maintaining thresholds of allowable quantities within rooms, floors and whole buildings.
- The maximum value should reflect the maximum capacity in the lab, so you need to record the size of the container not the amount of chemical you have in the container. That way you do not need to update Chemwatch when you replace it with a new “full” container.
- The maximum value does not need to be updated unless the amount in use in the lab permanently increases or decreases, such as at the start or finish of a research project.  
For example:  
Maximum value of ethanol recorded in Chemwatch is 7.5L (3x 2.5L bottles),  
you use 2.5x bottles = 1.25L left in lab,  
you then purchase another 2x bottles = 6.25L in lab.  
None of these changes needs updating in Chemwatch.  
If however you then purchased a further bottle there would then be 8.75L in the lab. Then the new amount (4x 2.5L=10L) must be updated in Chemwatch.
- Entering the same value in both maximum and current fields is required because
  - While, only the maximum field is required to assist SBS to meet its regulatory compliance, some users will enter the weights/volumes in the current field by mistake. This makes it almost impossible to extract the required information.
  - Unfortunately, on opening a manifest, Chemwatch defaults to the “current volume/weight” view and many users seem to forget how to change the view to maximum values leaving them only seeing 0 values.