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Section 10 – HAZCOM Database

About This Application

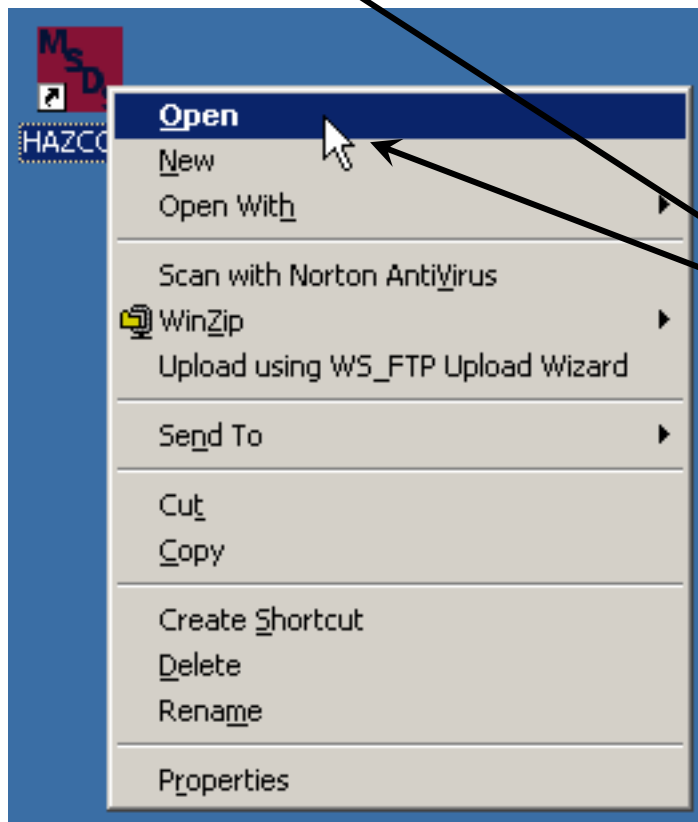
The HAZCOM Database is an Access database which was developed specifically for WSF to provide employees with access to the MSDS's for chemical products in use at their worksites. The Safety Office maintains the integrity of the data, while Document Control maintains the functionality of the database.

There is an entire manual just for using the HAZCOM Database available from within the database itself. This Section of the Reference Guide does not explain how to use the HAZCOM Database. This Section only provides instructions on opening the HAZCOM Database, viewing the Users Manual, and exiting the HAZCOM Database.

Launch Application

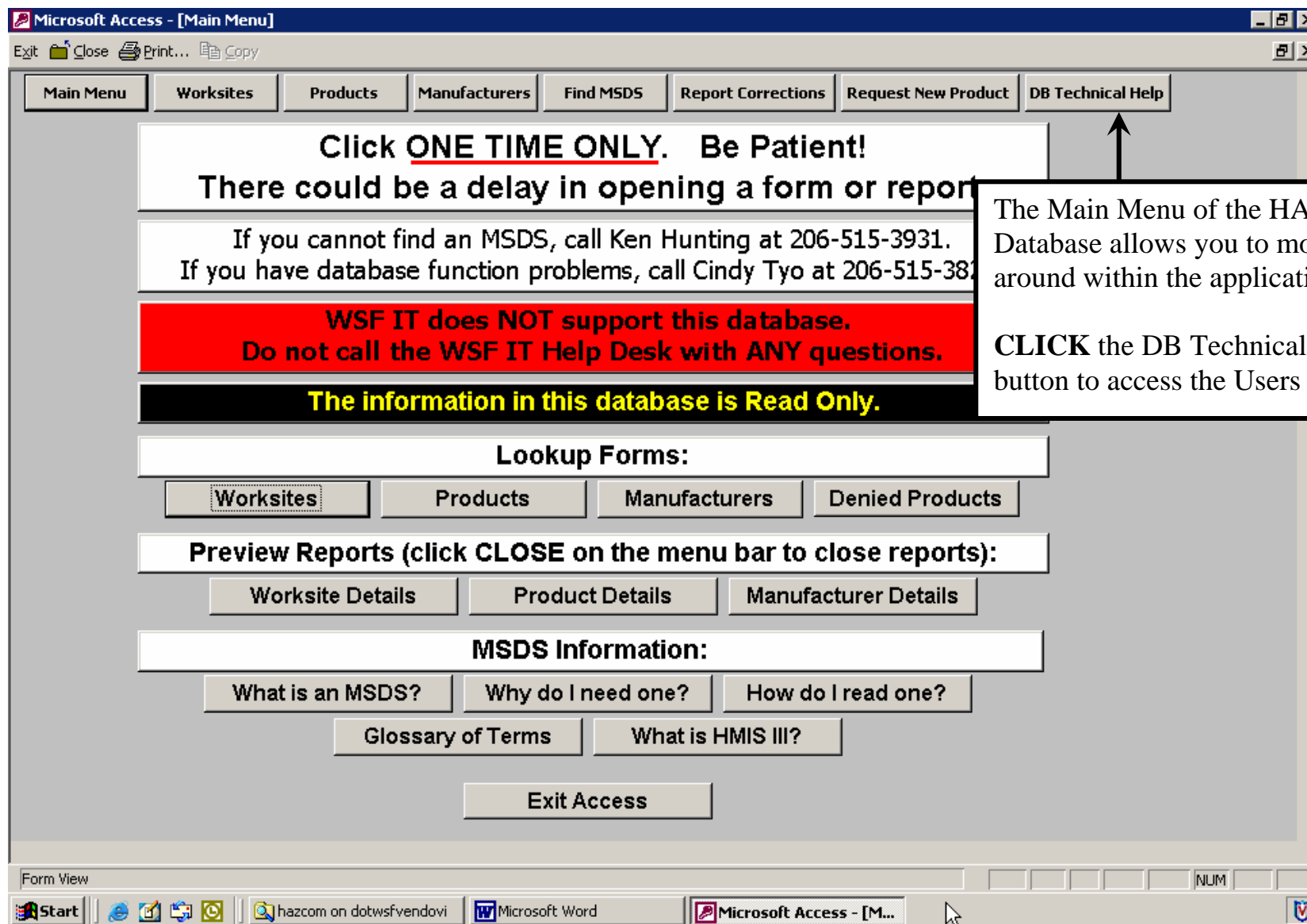


The HAZCOM Database was distributed to all WSF Vessel computers. It should appear on the desktop as a red icon with diagonal black letters that spell MSDS across the icon.

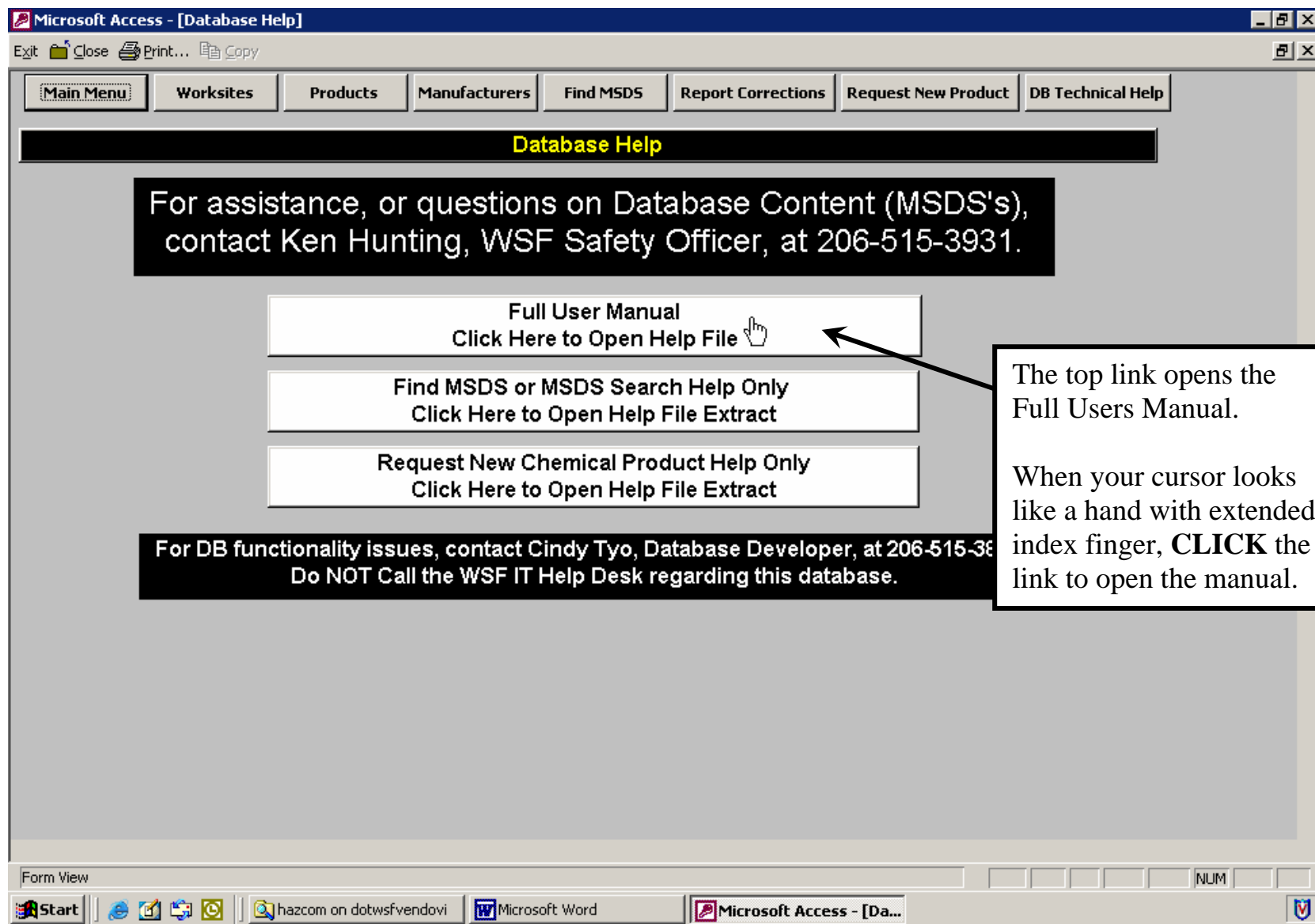


Launch the HAZCOM Database by either **DOUBLE CLICKING** the desktop icon, or **RIGHT CLICKING** the desktop icon and **CLICKING** on Open.

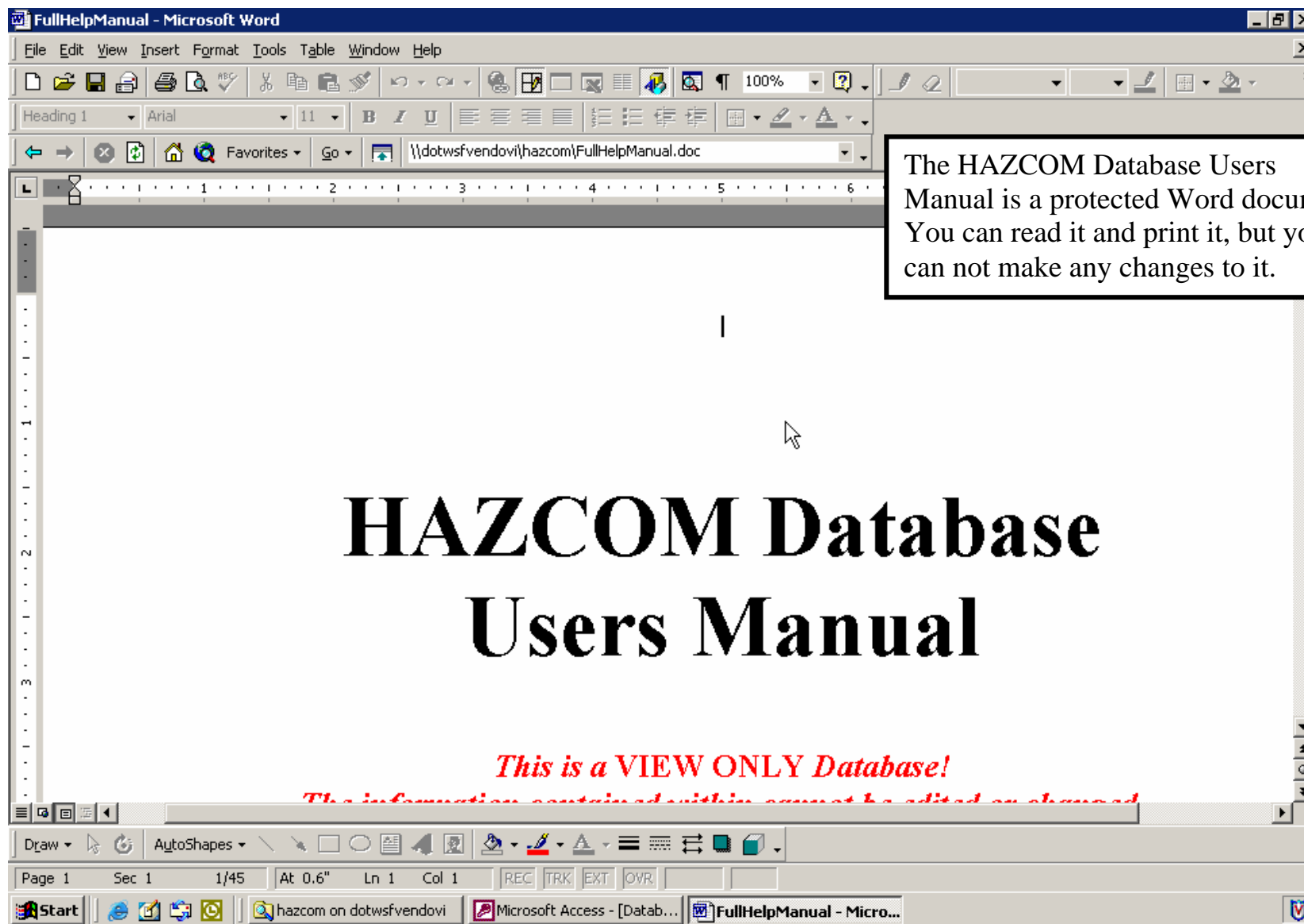
Main Menu



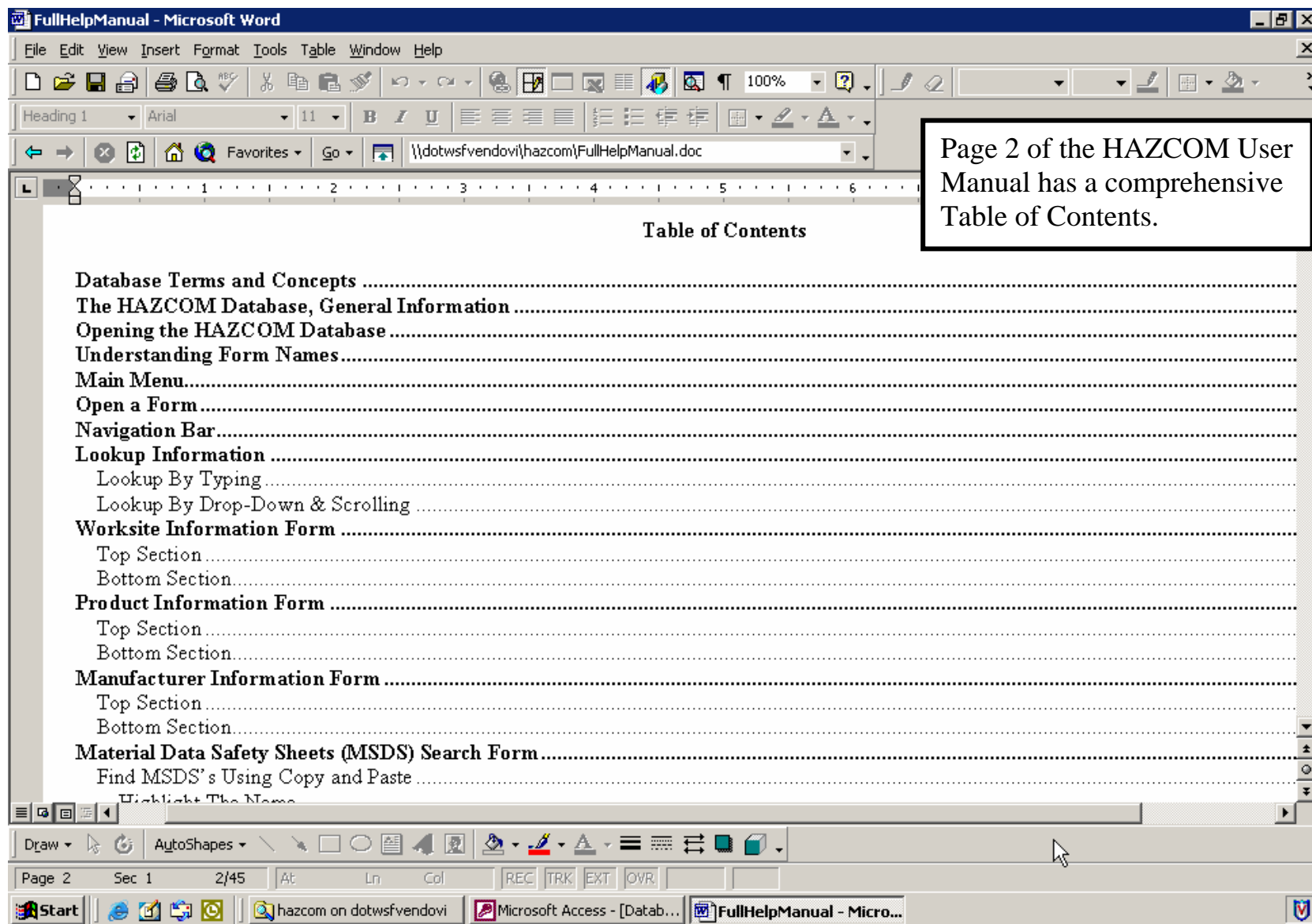
DB Technical Help



HAZCOM Database Users Manual



HAZCOM Database Users Manual, continued

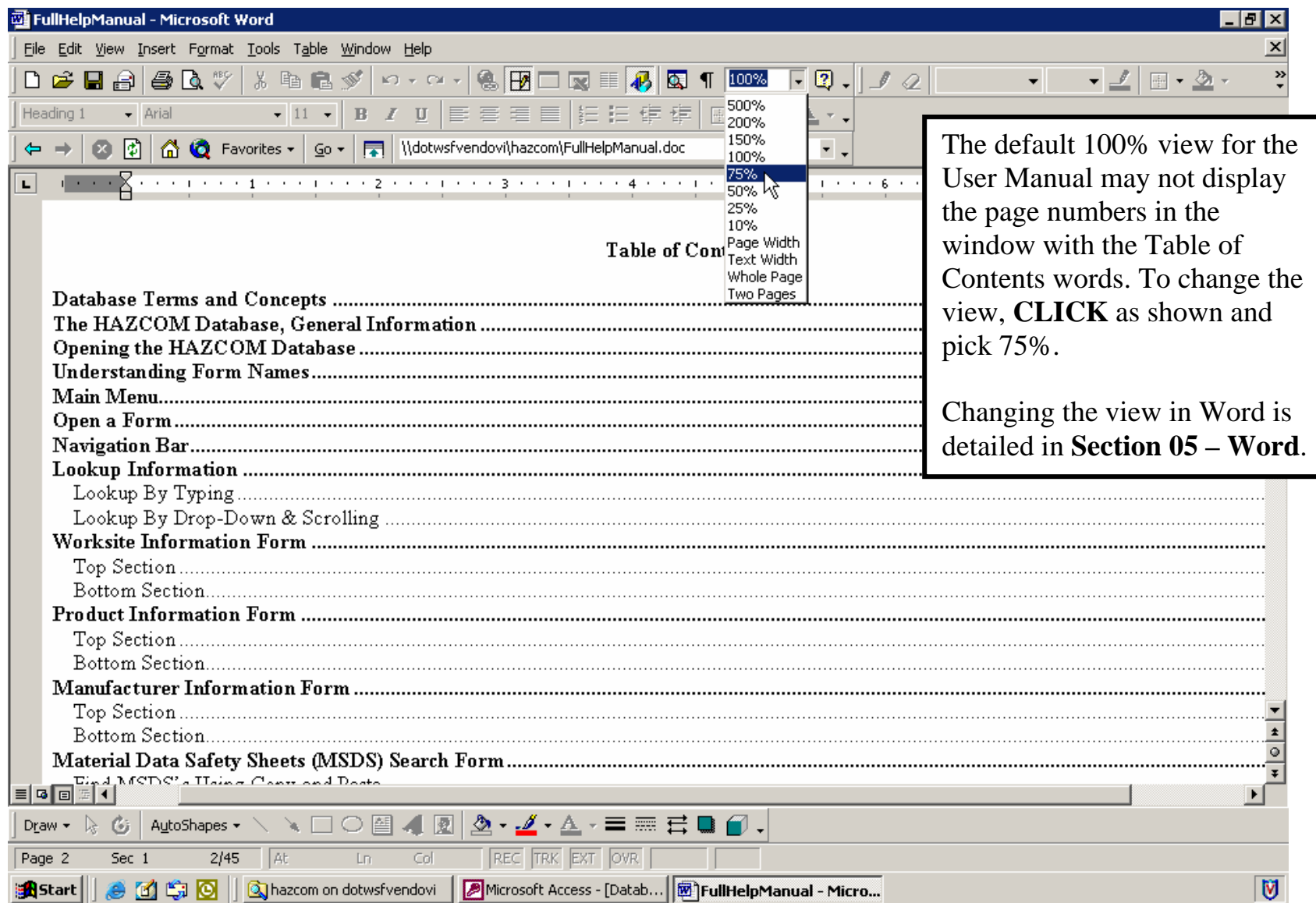


The screenshot shows a Microsoft Word window titled "FullHelpManual - Microsoft Word". The window displays a document with a "Table of Contents" section. The table of contents lists various topics such as "Database Terms and Concepts", "The HAZCOM Database, General Information", "Opening the HAZCOM Database", "Understanding Form Names", "Main Menu", "Open a Form", "Navigation Bar", "Lookup Information", "Worksite Information Form", "Product Information Form", "Manufacturer Information Form", and "Material Data Safety Sheets (MSDS) Search Form". A callout box on the right side of the document contains the text: "Page 2 of the HAZCOM User Manual has a comprehensive Table of Contents." The window also shows the standard Microsoft Word interface, including the menu bar, toolbar, and status bar.

Page 2 of the HAZCOM User Manual has a comprehensive Table of Contents.

Table of Contents	
Database Terms and Concepts	
The HAZCOM Database, General Information	
Opening the HAZCOM Database	
Understanding Form Names	
Main Menu.....	
Open a Form.....	
Navigation Bar.....	
Lookup Information	
Lookup By Typing	
Lookup By Drop-Down & Scrolling	
Worksite Information Form	
Top Section.....	
Bottom Section.....	
Product Information Form	
Top Section.....	
Bottom Section.....	
Manufacturer Information Form	
Top Section.....	
Bottom Section.....	
Material Data Safety Sheets (MSDS) Search Form.....	
Find MSDS' s Using Copy and Paste	
Highlight The Name	

HAZCOM Database Users Manual, continued



The screenshot shows the Microsoft Word interface with a document titled "FullHelpManual - Microsoft Word". The document content is a Table of Contents with the following entries:

- Database Terms and Concepts
- The HAZCOM Database, General Information
- Opening the HAZCOM Database
- Understanding Form Names
- Main Menu
- Open a Form
- Navigation Bar
- Lookup Information
- Lookup By Typing
- Lookup By Drop-Down & Scrolling
- Worksite Information Form
- Top Section
- Bottom Section
- Product Information Form
- Top Section
- Bottom Section
- Manufacturer Information Form
- Top Section
- Bottom Section
- Material Data Safety Sheets (MSDS) Search Form
- Find MSDS's Using Copy and Paste

A zoom dropdown menu is open, showing options: 500%, 200%, 150%, 100%, 75%, 50%, 25%, 10%, Page Width, Text Width, Whole Page, and Two Pages. The 75% option is highlighted by the mouse cursor.

The status bar at the bottom indicates "Page 2", "Sec 1", and "2/45". The taskbar shows the Start button and several open applications, including "hazcom on dotswfvendovi", "Microsoft Access - [Datab...", and "FullHelpManual - Micro...".

The following text is enclosed in a black-bordered box on the right side of the screenshot:

The default 100% view for the User Manual may not display the page numbers in the window with the Table of Contents words. To change the view, **CLICK** as shown and pick 75%.

Changing the view in Word is detailed in **Section 05 – Word**.

HAZCOM Database Users Manual, continued

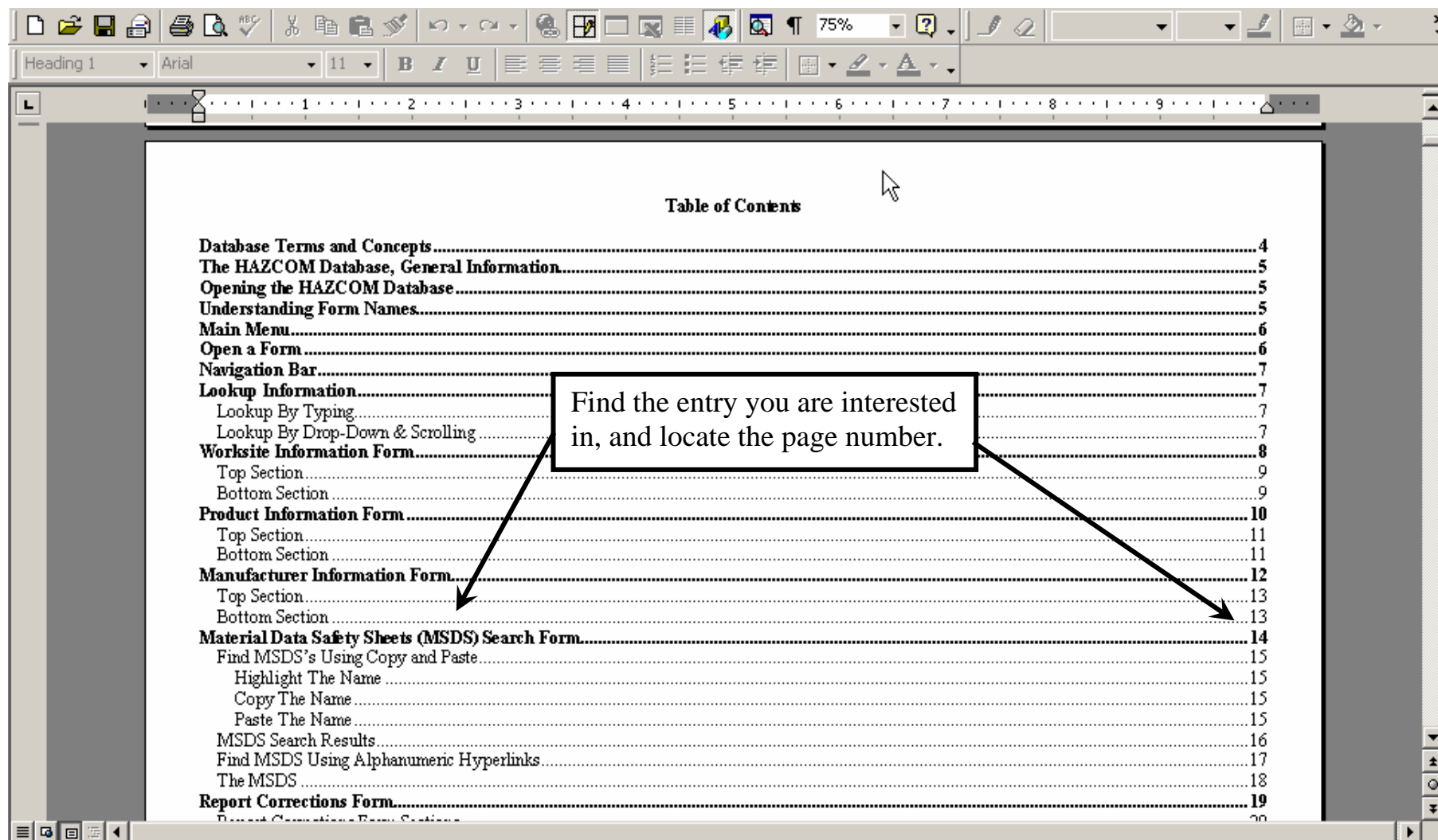


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HAZCOM Database Users Manual, continued

FullHelpManual - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Heading 1 Arial 11 B I U

\\dotswfvendovi\hazcom\FullHelpManual.doc

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Material Data Safety Sheets (MSDS) Search Form
WSF uses an online service provider, MSDSOnline, for accessing the...
within the Access database, which allows any WSF employee to con...

The Product Name and Manufacturer Name will vary depending on which button you used to reach this screen.

Note: Product and Manufacturer Names were entered from handwritten records turned in from WSF Worksites. All efforts have been made to correct

Scroll down to the correct page. When you **CLICK** and Hold on the scroll bar, a yellow box will pop up and show you what page you are scrolled to. When you see the right page number, stop and release the mouse button.

Note that the graphics will not display until you stop scrolling.

Page: 14
Material Data Safety Sheets (...)

Page 14 Sec 1 2/45 At 0.6" Ln 1 Col 1 REC TRK EXT OVR

Start | hazcom on dotswfvendovi | Microsoft Access - [Datab... | FullHelpManual - Micro...

HAZCOM Database Users Manual, continued

The screenshot shows a Microsoft Word document titled "FullHelpManual - Microsoft Word" with the following content:

Product Name: LURON LOTION SOAP Man Name: DIAL CORPORATION

CLICK FOR COPY/PASTE HELP

CLICK to open a help file page on how to copy/paste.

Material Safety Data Sheets

Home Products Manufacturers

Product Name starts with: 1-2-3-4-5-6-7-8-9-0-Other
-E-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X

Product Name: Contains

Manufacturer Name: Contains

CAS #:

Sort By: Product Name

Search Clear Fields

Use the "Report Corrections" Navigation Bar button to report data errors.

You can see Manufacture button you Simply type CLICK the

When you reach the page that contains the information you need, there are text boxes and arrows, like this Reference Guide, which will describe the functions of the HAZCOM Database.

When you are done with the User Manual, Close the document as described in **Section 05 – Word**.

HAZCOM Database Users Manual, continued

Microsoft Access - [Main Menu]

Exit Close Print... Copy

Main Menu Worksites Products Manufacturers Find MSDS Report Corrections Request New Product DB Technical Help

Click ONE TIME ONLY. Be Patient!
There could be a delay in opening a form or report.

If you cannot find an MSDS, call Ken Hunting at 206-515-3931.
If you have database function problems, call Cindy Tyo at 206-515-3823.

WSF IT does NOT support this database.
Do not call the WSF IT Help Desk with ANY questions.

The information in this database is Read Only.

Lookup Forms:

Worksites Products Manufacturers Denied

Preview Reports (click CLOSE on the menu bar to close)

Worksite Details Product Details Manufacturer Details

MSDS Information:

What is an MSDS? Why do I need one? How do I read one?
Glossary of Terms What is HMIS III?

Exit Access

Click to Completely Exit the Database

To Exit the HAZCOM Database, **CLICK** the Main Menu Button, then **CLICK** the Exit Access Button at the bottom of the Main Menu screen.

Form View NUM

Start hazcom on dotwsfvendovi Microsoft Access - [M...]