



TIP OF THE MONTH



CUSTOMISING YOUR SAFETY DATA SHEET

Customising your Safety Data Sheet

The SDS has generic statements which come from the document content within Formpak and additionally information is pulled from the manual and calculated properties from the Item. There are various ways to customise your Safety Data Sheet to include information, for example, adding additional Product Identifiers, including Chemical Inventory compliance details, and automating the Recommended Use so the Property does not have to be manually inputted each time a new Item is added to the system, and a Safety Data Sheet generated.

Adding additional Product Identifiers

You can add the EC number to your SDS, the Property you require is OTHERID. You can check if you have this on your system by navigating to 'Search for Property'.

The screenshot shows the 'Search for Property' interface. The title bar reads 'Search for Property - TEST (DB2 V10.5)'. Below the title bar, there is a search criteria form. The 'Property Code' field is highlighted in yellow and contains the text 'otherid'. Other fields include 'Property Name', 'Description', 'Abbreviation', 'Property Type', 'Property Group', 'Value Type', 'Can Be Estimate' (with 'Yes' selected), 'Unit of Measure', and 'Calculation Type' (with 'Not Calculated', 'Standard Calculation', and 'Custom Calculation' options).

If you do not have the Property navigate to 'Add a New Property' and input the details as below for the CLP and GHS SDS, you may also want to include the OSHA Hazards Property Group if the EC number is required on the SDS. Select Save, you do not need to recalculate all properties.


The screenshot shows the 'Add a New Property' interface. The title bar reads 'Add a New Property - TEST (DB2 V10.5)'. Below the title bar, there is a 'Key Attributes' tab and a 'Calculation' tab. The 'Key Attributes' section includes fields for 'Code' (OTHERID), 'Name' (Other Identifier), 'Description', 'Property Type' (CLP Other Hazards), 'Property Group' (CLP Hazards and GHS Hazards), 'Value Type' (Text), 'Maximum Length' (1000), and 'Can Be Estimate' (No selected).

Once it has been added navigate to 'Modify a Raw Material' and input your Item. In the CLP Hazards Property Group start typing OTHERID and your new Property will appear. In the Property Value box input the EC Number or alternatively this could be another identifier such as an INCI name. Select OK and Save.

The screenshot shows the 'Modify a Raw Material' window with a 'FORMPAK' dialog box. The dialog box has a 'Property Value' field containing 'EC 284-515-8' and radio buttons for 'No Value does not have Is Estimate'. The background window displays a table of hazard properties:

P362	Take off contaminated clothing and wash before reuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDS
P370/378(a)(CLP)	In case of fire: Use carbon dioxide, dry chemical, foam for extinction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
P391	Collect spillage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
P403/235(CLP)	Store in a well-ventilated place. Keep cool.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDS
P405(CLP)	Store locked up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDS
P501(a)(CLP)	Dispose of contents/container to approved disposal site, in accordance with local regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
P202	Do not handle until all safety precautions have been read and understood.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small label
HARMONISEDCLP	Harmonised CLP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
CLPHHENVHAZARDOUS	The item is hazardous to human	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
CLPTFVSUMMARY	CLP TFV Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCI 2=8.50 SS 1=6 8.00 AH 1=9.60 EH A 1=3.27 EH C1=3.27 EH C2=32.66 EH C3 =326.64 EH C4=3.27
OTHERID	Other Identifier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	does not have

Navigate to 'Print a Document for an Item' and input your Item Code and select CLP Safety Data Sheet from the Document Type, select Print to PDF and the SDS will be generated. The EC number will now appear underneath the Product Identifier on the SDS.



formpak

Page 1 (10)

Issue date: 17/05/2023

Version: 1 (17/05/2023)

SAFETY DATA SHEET

In accordance with REACH Regulation EC No.1907/2006

Product Code: RM003

Product: Lemon Oil (Cold Pressed)

Version: 1

Section 1. Identification of the substance or the mixture and of the supplier

1.1 Product Identifier

Product identifier: Lemon oil; CAS: 84929-31-7

Other identifiers: EC 284-515-8

1.2 Relevant identified uses of the substance of mixture and uses advised against

Chemical Inventory Information

Chemical Inventory information can be included on the SDS, this can be achieved using the Property Group 'Additional Regulatory Information' which will appear in section 15 of the SDS.

Navigate to 'Add a New Property'. Add the properties for all the different Chemical Inventories required to appear on the SDS, for example, TSCA and Save.

View a Property - TEST (DB2 V10.5)

On this page you can view details of a Property.

Search for a Property

Properties:

View a Property

Key Attributes | **Calculation**

Code: Abbreviation:

Name:

Description:

Property Type:

Property Group:

Value Type:

Default Value: No Choice No Yes

Expiry Date: No Yes, without default Yes, with default year

Can Be Estimate: Yes No

Creator:

Created Date:

Last Modifier:

Last Modified Date:

Navigate to 'Modify a Raw Material' input the new Property Code change the Property Value to Yes, and Save.

Modify a Raw Material - TEST (DB2 V10.5)

On this page, you can modify attributes and properties of a Raw Material.

Raw Material

Code: Name:

Information

Key Details | Identification | Certification | Classification | Composition | **Properties** | Attachments | Documents | Purchasing | Sales

Property Group:

Reset	Property Code	Property Name	Is Calculated	Can be Estimated	Is Estimate	Property Value
<input type="checkbox"/>	TSCAUSA	Listed on the TSCA Toxic Substance Control Act USA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Needs Assessment: Yes - Requires Dependency Assessment No - Requires Dependency Assessment Yes - Changed Item Yes - Dependent Item

Navigate to 'Print a Document for an Item' and input your Item Code and select CLP Safety Data Sheet from the Document Type, select Print to PDF and the SDS will be generated. The Chemical Inventory Property will now appear on the SDS in Section 15.1.

Add each Property for the Chemical Inventory required and modify each relevant Raw Material. If you have the existing Chemical Inventory data in an editable format, for example, a spreadsheet, we can assist with a chargeable data import solution. Please contact us at support@formpak-software.com for further information.

SAFETY DATA SHEET

In accordance with REACH Regulation EC No.1907/2006

Product Code: COMP-LM4785

Product: d-Limonene

Version: Preview

14.7 Maritime transport in bulk according to IMO instruments:

Not applicable

Section 15. Regulatory information

15.1 Safety, health and environmental regulations/legislation specific for the substance or mixture

Listed on the TSCA Toxic Substance Control Act USA

Recommended Use

If you always use the same Property for Recommended Uses this section in the SDS can be automatically populated by adding the Recommended Use to the document content. Navigate to 'Manage Document Content'. Input Code sds.productsuses.generic and select Search.

The screenshot shows the 'Manage Document Content' interface. At the top, there are navigation buttons: Search, Reset, Add a New Content, View, Edit, Print, Export, Cancel, and Help. Below this, a search bar contains the code 'sds.productsuses.generic'. The 'Document Design' is set to 'CLP Safety Data Sheet (Banded)'. There are fields for 'Created Date' and 'Last Modified Date' with a date format example 'E.g. d/m/yyyy'. A table at the bottom shows a single entry with the code 'sds.productsuses.generic'.

Select Edit and the below box will appear in the Content, input the Recommended Use, for example it may be for Fragrance, Flavour, Professional Manufacturing or Cosmetic to list a few options you may want to appear in section 1.2 of the SDS. Click Save.

The screenshot shows the 'Modify Document Content' interface. At the top, there are navigation buttons: Save, Delete, Cancel, and Help. Below this, there are fields for 'Code' (sds.productsuses.generic), 'Description', and 'Content'. The 'Prevent Batch Update' option is set to 'No'.

The Validity Property of the Document Supply Condition will need to be modified to stop it looking for a Recommended Use Property.

Navigate to 'Modify a Document Supply Condition'.

Property CLPANN2SDSVALID should be replaced with Property ECHAZVALID and Save.

Please do not modify any of the Rule Script.

Please do not modify or delete any other properties. If you need further information or guidance on properties please contact us at support@formpak-software.com.

Navigate to 'Print a Document for an Item' and input your Item Code and select CLP Safety Data Sheet from the Document Type, select Print to PDF and the SDS will be generated. The document content will now appear on the SDS in Section 1.2.

SAFETY DATA SHEET

In accordance with REACH Regulation EC No.1907/2006

Product Code: RM003
Product: Lemon Oil (Cold Pressed)
Version: 1

Section 1. Identification of the substance or the mixture and of the supplier

1.1 Product Identifier

Product identifier: Lemon oil; CAS: 84929-31-7
Other identifiers: EC 284-515-8

1.2 Relevant identified uses of the substance of mixture and uses advised against

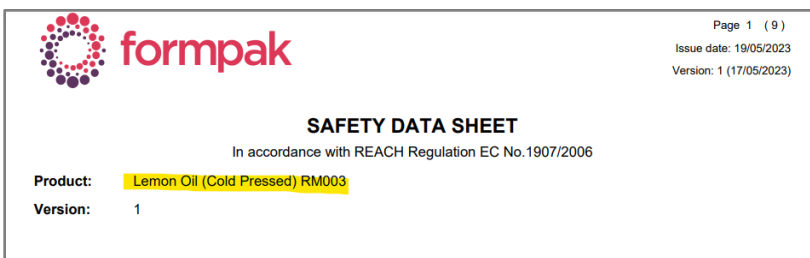
Product uses: Fragrances

Mini Tip

Show Product Code and Product Name on separate lines on the SDS

The Product Code and Product Name, shown at the top of each page of the SDS can be shown on separate lines. Add Yes to the Property 'CLPSDSCODE' in Property Group 'Other Properties', and if this property is applied to an item with a value of 'Yes' the Product Code and Product Name will display on separate lines of the CLP SDS.

Without CLPSDSCODE



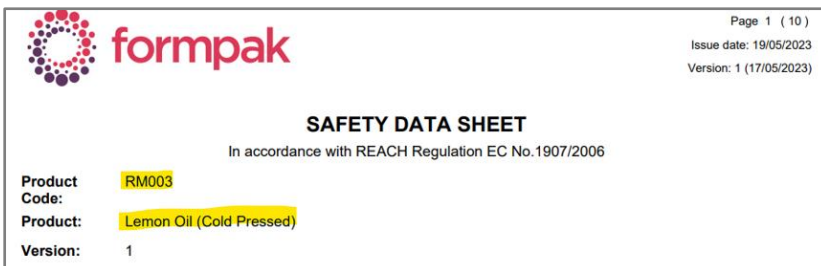
Page 1 (9)
Issue date: 19/05/2023
Version: 1 (17/05/2023)

formpak

SAFETY DATA SHEET
In accordance with REACH Regulation EC No.1907/2006

Product: Lemon Oil (Cold Pressed) RM003
Version: 1

With CLPSDSCODE



Page 1 (10)
Issue date: 19/05/2023
Version: 1 (17/05/2023)

formpak

SAFETY DATA SHEET
In accordance with REACH Regulation EC No.1907/2006

Product Code: RM003
Product: Lemon Oil (Cold Pressed)
Version: 1

To see previous 'Tip of the Month' articles, please see [here](#).

All of our training and support material can be accessed from our **Support Centre**. The Support Centre is available 24/7 and is a great resource to use at your convenience. It includes:

- Over 100 training and support articles
- Links to training videos
- Quick Start Guides
- The Formpak Training Matrix

The Support Centre can be accessed on the Home screen of Formpak software or via the following link:
https://www.formpak-software.com/Support_Centre/Pages/Support_Centre.html

Our **Support Team** are available:

Monday - Thursday: 8:30 - 17:00 (GMT)

Friday: 8:30 - 16:00 (GMT)

Email: support@formpak-software.com

Telephone: +44 (0) 1235 250 020

The Formpak **Help Centre** is included directly in Formpak software, just press the 'Help' button to access it. The Formpak Help Centre offers explanations for each function of the application as well as a glossary of the technical terminology used.

View our **YouTube** channel with lots of helpful guides and information about Formpak

<https://www.youtube.com/user/FormpakSoftware/videos>