Table of Contents

1.0 Introduction

The Online Web User Manual provides you with reference information for assistance when searching and retrieving product record documents and data from the HMIRS database.

The user manual content is intended to cover the overall functionality of the HMIRS Online Web Application. This functionality includes:

- Accessing the HMIRS Online Web Application
- Navigating the HMIRS Online Web Application
- Configuring Workstation Preferences
- Searching for Product Records
- Viewing Product Record Information and Documents
- Viewing Value Added Information
- Viewing Reference Information
- Printing and Saving Product Record Information

2.0 Application Overview

2.1 Overview of the HMIRS

The Hazardous Materials Information Resource System (HMIRS) is based upon one of the four HMIRS applications.

- ❖ **Online Administrator** – client-server software system used to maintain product record information published within the Online Web and Online CD-ROM applications.
- ❖ **Online Web** – A web-based system used by workers at Government activities to access Material Safety Data Sheets (MSDS) and associated product record information for products in the Government inventory.
- ❖ **Online CD-ROM** – A stand-alone, quarterly application, delivered on CD-ROM, which allows off-network users to search and view product records.
- ❖ **Document Submittal Web Site** – A web site where vendors/suppliers and Government personnel can submit MSDS and manufacturer labels to HMIRS.

2.2 Overview of the HMIRS Online Web Application

The HMIRS Online Web Application is used to access and view hazard documents. It is a web-based application typically deployed across multiple facilities and accessed via PCs running off-the-shelf web browser software. The documents provided to employees in this manner include Material Safety Data Sheets (MSDS) and other document types, such as product data sheets, hazard summaries, and labels. In addition to documents, the HMIRS Online Web Application provides access to product index data, Value Added information associated with the project, and additional reference information.
Specific features of the HMIRS Online Web Application include the following:

- The HMIRS Online Web Application was built as a web-enabled application deployed across an enterprise's intranet or over the Internet.
- The standard workstation that is used by personnel to access this system is a networked PC. The application is accessed from the PC workstations via commercial web browser software (Internet Explorer or Netscape Navigator).
- The web-based architecture of the HMIRS Online Web Application provides for easy updates of the application and immediate distribution of new or revised documents to employees across the enterprise.
- The system supports rapid access to product MSDSs. The application provides a Main Search page and Extended Search page to facilitate quick retrieval based on common query criteria.
- The HMIRS Online Web Application provides read-only access to all product record information and Value Added information.

3.0 Log on and Password

3.1 Log on to HMIRS

The Login page allows users to log on to the HMIRS Online Web Application for additional access to information and functionality. User Logins control access privileges to the Web Application functions and information. Logging into the application allows users to edit workstation location assignments and also is used to control user access to information. From the Login Page, users can change their password with the Change Password page.

User Security/Access
1. Users must have a User ID to log on to the application for read-only access to non-proprietary data.
2. Users that log on to the application with both a User ID and password may access and view both non-proprietary and proprietary data through the application with read-only access. Selected users that log on to the application with both a User ID and password have location configuration authority in the application, as determined by role-based security assignments.

Accessing the Login Page
1. www.dlis.dla.mil/hmirs provides the link connection to the Login Page.
2. The Login page displays.

Log on and Log off the Application
1. Access the Login page as detailed in the section "Accessing the Login Page".
2. Click to the User ID field.
3. Enter your assigned User identification in the User ID field. You must enter your User ID to log on to the application.
4. Click to the Password field.
5. Enter your password in the Password field. You must enter your password to access proprietary data in the application.
6. Click **Login**.
7. The HMIRS Online Web search screen displays.
8. Click the **X** sizing button to log off the HMIRS Online Web Application.
9. The HMIRS Online Web Application exits.

3.2 Changing Your Password

The Change Password page allows users to change their password in the HMIRS Online Web Application. Security levels associated with the User ID and Password are used to determine what functionality and data may be accessed by users who have logged in. Users are prompted by the system to change their password if their current password expired or has been revoked.

User Security/Access
1.   Users must have a User ID and password to log on to the application and change their password.

Access the Change Password Page
1.   Access the Login page.
2.   Click to the User ID field.
3.   Enter your assigned User identification in the User ID field. You must enter your User ID to log on to the application.
4.   Click to the Password field.
5.   Enter your password in the Password field. You must enter your password to change the password.
6.   Click **Change Password**.
7.   The Change Password page displays.

Changing Your Password
1.   Access the Change Password page as detailed in the section "Access the Change Password Page".
2.   Click to the Old Password field.
3.   Enter your current password in the Old password field.
4.   Click to the New Password field.
5.   Enter your new password in the New Password field.
6.   Click to the New Password (retype) field.
7.   Enter your new password in the New Password (retype) field. Users must enter 8 - 15 characters that contain at least one number, one special character (!, @, #, $, %, ^, *, (,)), one capital letter, and one lowercase letter for a valid password. Users cannot begin or end their password with a number or a special character. The password may not contain spaces and must differ from the new password by at least three characters.
8.   Click **Submit** to save your password changes and exit the Change Password page.

4.0 System Options

4.1 Government System Options

The HMIRS Online Web Application provides flexible system options that can be customized to meet user requirements. The combination of set system options determine the functionality of the system, the appearance of pages, and page availability.

The following table lists the HMIRS Online Web Application system options for government users. The system option name is listed with its description in each row. All system options are configured in the database at the time of system installation, and are only editable by a database administrator by updating the SYS_OPTION table in the database. The setting apply to all users of the system accessing a common database.

How to Interpret the Government Systems Option Table

1. Locate the Option Name at the far left of the Government System Options Table. If you do not know the technical name of the system option, locate the system option by description in the Description column.
2. Read the Government System Options Table from left to right.
3. If the option designates "Yes" in the Government Option column at the far right of the table, the respective system option is available in your system.
4. If your option designates "No" or "N/A" in the Government Option column, this system option is not available with your current system options.
5. If your option designates a particular value in the Government Option column, this specifies the system's configuration for this system option.

Government System Options Table

Option Name	Description	Government Option
ADMIN_TIMEOUT	The period of time, in minutes, before a user is logged out of the administrator application.	45
ARCHIVE_ON_DELETE	Specifies whether or not information is archived when a document is deleted. (Yes, No).	YES
AUDIT_TRACKING	Specifies if the audit tracking is on.	YES
AUTO_GEN_REVISION	Specifies if the revision number is automatically set by the system, and is therefore uneditable to the user, or if it is editable and uncontrolled by the system.	YES
C2_SECURITY	Turns on remaining C2 security functionality for the entire application. This includes password rules, saving a User ID to the registry, and ensuring password fields are masked. Turns on the Change Password button on the User Information Tab.	YES
CAS_VALIDATION	Specifies whether or not CAS numbers should be checked for format and valid check digits.	YES
CAS_DEFAULT	Specifies the default for the CAS # search field on the Online Administrator and Applications. (PROD, COMP, BOTH)	COMP
CHANGE_PASSWORD_TIME	Specifies the number of days a new user has to change the password before they are revoked from the system.	30
DEFAULT_ACCESS	Specifies the default access for user security purposes. (READ, WRITE, BLOCKED)	N/A
DEFAULT_SORT_ORD	Specifies the default sort order.	STOCK NUMBER

ER		
DOD_SEARCH	Turns on the government specific search fields (FSC (Federal Supply Classification), NIIN (National Item Identification Number), LIIN (Local Item Identification Number), Item Name, CAGE (Commercial and Government Entity), Mil/Fed Spec #, Spec. Type/Grade/Class) in the web.	YES
EXTENDED_SEARCH	Specifies if the Extended Search screens should be enabled.	YES
ENCRYPT_PASSWORD	Specifies if the passwords should be encrypted in the database.	YES
LOCATION_REQUIRED	Indicates whether or not a location must be assigned to a user. (Y/N)	NO
LOGIN_UPON_ENTRY	Specifies if the user needs to login before accessing the system. Additionally, the default for the Purchased Product flag will be set to Yes, and users will have access to view purchased products. (Ye s/No)	YES
SUBMITTAL_PURGE	Specifies the amount of time, in days, data is stored for a submittal transaction number before being purged.	180
NOTES_AUTODISPLAY_ENABLED	Determines whether or not existing Notes automatically display when a Topic is opened.	YES
NOTES_BACKGROUND_COLOR	The background color of the notes window as per the formula: LONG_VALUE = RED + (256*GREEN) + (65536*BLUE); 0 <= RED, green, blue <= 255 (EXAMPLE WHITE = 16777215).	16777215
PASSWORD_EXPIRE	Defines the amount of times (in days) a password is valid. After this time, if the password is not changed, the user is revoked from the system.	90
PASSWORD_ WARNING	Defines the number of days before a user's password is going to expire that the user should start receiving warnings.	7
PENDING_REVOKE	The number of days that if a new user does not access the system they will be revoked.	30
RESULTS_PER_PAGE	Specifies how many search results are displayed on the List Products page.	10
REVOKE_ACTIVE	The amount of time that if a user does not access the system they will be revoked.	90
STRIP_ARBITRARY_SEPARATORS	Denotes whether or not arbitrary separators are to be stripped for storage and searching purposes (Y/N).	YES
TEMP_DELETE	Specifies the number of days before a temporary product is deleted. If this is left blank, temporary products will NOT be deleted.	180
VIEW_OPTION_ DEFAULT	Specifies the default for the View Option drop down menu. (MSDS (Material Safety Data Sheet), ALL)	ALL
WEB_TIMEOUT	The period of time, in minutes, before a user is logged out of the web application.	15

5.0 Getting Help

5.1 Ways to Find Help

You can access help at any time while using the Online Web Application site by clicking the **Help** toolbar link. This action displays the online help content within the web browser for review and reference.

5.2 Using Help

When initially accessed, the online help content provides a two-pane window view allowing you to review the table of contents hierarchy in the left pane and the individual topic content in the right pane. The online help content displays as follows:

To access an individual topic:
1. Expand/contract the books within the Contents tab by clicking the + icon next to each book in the left pane.
2. Locate the topic that you wish to view and click on the topic name. This action loads the selected topic in the right pane.

- OR -

1. Click the **Index** tab and type in the keyword(s) in the Keyword field to locate an index value containing the keyword(s). Click on the appropriate index value associated with a topic to open the topic.

- OR -

1. Click the **Search** tab and type in the search word(s) in the Search field to retrieve all topics that contain the search word(s). Click on a topic to open it.

To hide the Table of Contents:
1. Simply click **Hide** in the upper right-hand corner of the web browser.

To show the Table of Contents:
1. To show the Table of Contents (right pane), simply click **Show** in the upper right-hand corner of the web browser.

To follow the defined browse sequences:
1. Click << or >> to navigate between topics within the defined browse sequence.

5.3 Printing a Help Topic

Given that the help content can be viewed in the two-pane frame view (Table of Contents and topic) and in the single-pane view (just topic), perform the following procedures to print an individual topic:

If in two-pane frame view:
1. Right click in the right-frame on the topic and select **Print**.
2. Follow browser instructions for selecting the appropriate printer and printing the topic.

If in single-pane frame view,
1. Select **Print** from the File drop-down menu on the menu bar.
2. Follow browser instructions for selecting the appropriate printer and printing the topic.

6.0 Providing User Feedback

The Feedback Form allows HMIRS Online Web users to notify an appropriate Service/Agency Focal Point of a discrepancy in a product record, an inability to locate a product record, or a general system issue. Once a user submits the Feedback Form to the selected person or service/agency, the intended recipient receives a tickler containing the Feedback Form Information.

User Security/Access
1. All HMIRS Online Web users can complete and submit the Feedback Form.

Accessing the User Feedback Form Page
1. Click **Feedback** on the toolbar.
2. The User Feedback Form page displays.

Completing and Sending the User Feedback Form
1. Click to the Name field.
2. Enter your name in the Name field.
3. Click to the Phone # field.
4. Enter your phone number in the Phone # field.
5. Click to the Organization field.
6. Enter your work organization in the Organization field.
7. Click to the Deliver To drop-down list box.
8. Select the service/agency to receive the feedback information upon submittal in the Deliver To drop-down list box. You must select a service/agency in the Deliver To drop-down list box to successfully send the Feedback Form.
9. Click to the Product ID field.
10. Enter the Product Identification as it appears in the HMIRS Online Web Application in the Product ID field if you are providing feedback for a product record.
11. Click to the Product Serial # field.
12. Enter the Product Serial Number as it appears in the HMIRS Online Web Application in the Product Serial # field if you are providing feedback for a product record.
13. Click to the Revision # field.
14. Enter the Revision Number as it appears in the HMIRS Online Web Application in the Revision # field if you are providing feedback for a product record.
15. Click to the Document Date field.
16. Enter the Document Date as it appears in the HMIRS Online Web Application in the Document Date field if you are providing feedback for a product record. Use the format MM/DD/YYYY.
17. Click to the Stock Number field.
18. Enter the Stock Number as it appears in the HMIRS Online Web Application in the Stock Number field if you are providing feedback for a product record. Enter the full national or local stock number of the product including the FSC (Federal Supply Classification).
19. Click to the Company Name field.
20. Enter the Company Name that manufactured the product in the Company Name field if you are providing feedback for a product record.
21. Click to the Feedback Information field.
22. Enter your feedback information regarding the product record or the system in the Feedback Information field. Users can scroll up and down in this field.
23. Click **Submit Feedback**.
24. You will receive a message that the Feedback Form was successfully sent.
25. The person selected in the Deliver To field will receive a tickler containing the information submitted by the person who submitted the Feedback Form.

Pre-Populating the Feedback Form with Product Information
1. Open the Feedback Form while viewing part of the product record to pre-populate the Product Information fields in the Feedback Form.
2. Users need to complete the Sender's Information fields as detailed in the previous section and submit the Feedback Form.

Accessing the Feedback Form from the Product Record Notes Page

1. Access the Product Record Notes page for the desired product.
2. Click **Feedback Form**.
3. The Feedback Form page displays.
4. The Product Record Information fields pre-populate with the product information.
5. Users need to complete the Sender's Information fields as detailed in the previous section.

7.0 Navigating in HMIRS

7.1 Navigating the Toolbar

The toolbar is part of all pages in the HMIRS Online Web Application allowing users to navigate the application. Each toolbar command allows the user to access different pages of the application at any time during their session. Additionally, the Current Location is displayed on the toolbar to allow the user to view their current location assignment. Users can customize the display of the toolbar by turning each toolbar command on or off, and defining the label text to be displayed for the command and the listed order of the commands on the toolbar.

Toolbar

The toolbar consists of series of options that allow the user to navigate the application. For users with the set system options, the toolbar can be customized to meet the users needs. The toolbar can appear as follows or be modified based on user requirements:

The menu selections are as follows and can be customized to meet user requirements:

- **Home** : Use to access the Home page.
- **Location/Preferences**: Use to access the Location/Preferences page.
- **Search Products:** Use to access the Search Products Main Search page.
- **List Products**: Use to access the Products page for the current location.
- **Reference Information**: Use to access the Reference Table Lookup page.
- **Feedback** : Use to access the Feedback Form.
- **Links**: Use to access a list of references.
- **Reset**: Use to access the Home page and reset the current location to the default value of the terminal.
- **Help**: Use to access the HMIRS Online Web help.
- **Change User**: Use to change Userid/Password to new user.

8.0 Workstation Preferences

8.1 Customizing Workstation Preferences

The Location/Preferences section of the HMIRS Online Web Application allows any user to specify the location, language, and regulatory settings they wish to use during their Online Web session. From this page, the user has the ability to set Language, Regulatory, and Location preferences that remain set until the session is ended or until the user changes them. Users with location configuration authority can change their workstation settings for a current session but can also save their customized workstation preferences for later use.

User Security/Access
1. Users without location configuration authority can only change their location/preferences setting on the workstation for the current session. However, the settings cannot be saved and revert to the initial workstation settings when the user logs off the application or the session ends.
2. Users with location configuration authority can change their location/preferences setting for the workstation. These workstation settings can be saved and will remain after the users logs off the application.

Accessing the Location/Preferences Page
1. Click **Location/Preferences** on the toolbar.
2. The Location Preferences page displays.

Changing Your Location/Preferences
1. Access the Location/Preferences page as detailed in the above section "Accessing the Location/Preferences Page".
2. The Location/Preferences page allows the user to view the current location they are working within, and change their location assignment and/or language and regulatory settings.
3. You current location setting displays at the bottom section of the page.
4. To delete a current location setting, select the location that will be deleted.
5. Click **Delete**.
6. To set a current location as the default location, select the location to set as the default location.
7. Click **Set Default**.
8. Click **Select New Location** or **Select Location/Add Configuration** to display the Select New Location page to change your location preferences.
9. Click **Language/Country/View Option** to display the Language/Country/View page to set your language, country, regulatory, and view preferences.

8.2 Select New Location

The Location/Preferences section of the HMIRS Online Web Application allows any user to specify the location, language, and regulatory settings they wish to use during their Online Web session. From this page, the user has the ability to set Language, Regulatory, and Location preferences that remain set until the session is ended or until the user changes them. The Select New Location page allows the user to select the location preference for the workstation. Users without location configuration authority can only set the location for the current session. Users with location configuration authority can save permanent location assignments for the workstation.

User Security/Access
1. Users without location configuration authority can only change their location/preferences setting on the workstation during the current session. However, the setting cannot be saved and will revert to the initial workstation settings when the users log of the application or the session ends.
2. Users with location configuration authority can change their location/preferences setting for the workstation. These workstation settings can be saved and will remain after the users logs off the application.

Accessing the Location/Preferences Page
1. Click **Location/Preferences** on the toolbar.
2. Click **Select New Location** or **Select Location/Add Configuration**.
3. The Select New Location page displays.

Changing Your Location
1. Access the Select New Location page as detailed in the above section "Accessing the Select New Location Page".
2. Click to the appropriate location link.
3. The Display a new location section will list a link to the selected level in the location hierarchy. To return to a higher level in the location hierarchy, click the appropriate hierarchy level link in the Display a new location section.
4. Keep clicking through the lower levels of the location hierarchy until the appropriate location hierarchy level and appropriate location is reached. As you make selections, the location displays in the Chosen Location field.
5. To view the comments for a selected location at the work area level or below, click to the desired location link in the location hierarchy and click **Comments** to display the Comments page.
6. Click **OK** to apply the location preferences for the current session.
7. Click **Add** to save the location preferences for the current session and later sessions.

8.3 Viewing and Creating Location Comments

Locations within the HMIRS Online Web Application may contain additional, useful information in the form of comments. The Comments page of the HMIRS Online Web Application allows users to view and update comments about a location in the location hierarchy. Comments provide more detailed information about a designated location at the Work Area, Sub Work Area, or Equipment Level in the HMIRS location hierarchy.   The ability to view, create, and edit location comments are determined by the location configuration authority access of the user.

User Security/Access
1. Users without location configuration authority have read only privileges to the designated location comments.
2. Users with location configuration authority can view, create, and edit location comments.

Accessing the Comments Page
1. Access the Select New Location page.
2. To view the comments for a selected location at the work area level or below, click to the desired location link in the location hierarchy.
3. Click **Comments**.
4. The Comments page displays.

Viewing and Creating Location Comments
1. Access the Comments page as detailed in the section "Accessing the Comments Page".
2. Once you access the Comments page, any existing location comments display in the Comments field.
3. To enter or edit location comments, click to the Comments field.
4. Enter or edit the location comments in the Comments field.
5. Click **Update** to save changes to the system. Click **Back** on the browser to exit the Comments page without saving changes to the system.

Why Can't I View Location Comments?
1. You are at a location level higher than the work area level. You must be at the Work Area, Sub Work Area, or Equipment Level to view Location Comments. Location Comments do not exist at the Multinational Entity, Corporation, Complex, or Facility/Site Levels.
2. Location comments for this location have not been created.

8.4 Language/Country/Regulatory/View Preferences

The Language/Country/View page of the HMIRS Online Web Application allows users to customize their language, regulatory entity, and viewing access. From this page, users can select and change their primary governing regulatory entity, set their language preferences, and their viewing options for the application. Users can opt to view the complete product record information or choose to only view selected sections of the product record.

User Security/Access
1. Users must have proper access to the Language/Country/View page.

Accessing the Language/Country/View Page
1. Access the Location/Preferences page.
2. Click **Language/Country/View Option**.
3. The Language/Country/View Option page displays.

Changing Regulatory, Language, and View Preferences
1. Access the Language/Country/View page as detailed in the section "Accessing the Language/Country/View Page".
2. Click to the Regulatory Entity drop-down list box.
3. Select the appropriate regulatory entity in the Regulatory Entity drop-down list box.
4. Click to the Language One drop-down list box.
5. Select the primary language to view the product record and document information from the Language One drop-down list box.
6. Select the appropriate language selections for alternate languages in the remaining Language drop-down list boxes.
7. Click to the View Option drop-down list box.
8. Select what type of product record/document information you would like to view in the View Option drop-down list box. Select **Complete Product Record** from the View Option drop-down list box to view all product record and document information.
9. Click **Save Changes** to set your Language/Country/Regulatory/View preferences and exit the Language/Country/View page.
10. The Microsoft Internet Explorer dialog box displays.
11. Click **OK** to save your settings and exit the Microsoft Internet Explorer dialog box.

9.0 Searching

9.1 Searching for Product Records with Wildcards

A wildcard is represented by the "*" symbol in search windows in the HMIRS Online Web Application. Wildcards assist users define search criteria in the system. The wildcard function can be used in multiple search fields and in combination with other search criteria. Wildcards in the HMIRS Online Web Application must be entered in combination with at least one character. The wildcard function provides users with a convenient and effective method to search for product records and product record information.

Where to Search with Wildcards

Users can search for product records and documents in the Main Search page and the Extended Search page. The wildcard search can only be performed in non-numeric fields.

Example: Searching with Wildcards in the Main Search Page
1. Click **Search Products** on the toolbar.
2. The Main Search page displays.

Example: Entering Wildcards in Search Criteria Fields
1. Enter partial search criteria with a wildcard to search the system for information that meets the specified search criteria. (For example, enter **S*** in the Product Name field.)
2. Click **Execute Search**.
3. Search results for product records that meet the specified search criteria display. (In our example, all product records whose product name begins with the letter S display in the search results.)
4. Click **Clear** to clear the Main Search page of all search results and search criteria.
5. Enter partial search criteria in combination with wildcards in multiple search criteria fields to narrow the search even further. Wildcards can also be used in combination with other search criteria that does not contain wildcards. (For example, enter **S*** into the Product Name field, enter **CHEM*** in the Company Name field, and enter **8010** in the FSC (Federal Supply Classification) field.)
6. Click **Execute Search**.
7. Search results for product records that meet the specified search criteria display. (Only product records whose product name begins with the letter S, with a company name containing CHEM with a FSC value equal to 8010 displays in the search results.)

9.2 Searching with Arbitrary Separators

Arbitrary Separators are defined as punctuation and spaces. Arbitrary Separators in the HMIRS Online Web Application prove important since they can impact searching abilities of users. The HMIRS Online Web Application is configured to remove the impact of arbitrary separators in designated fields.

What is an Arbitrary Separator?
1. Arbitrary are spaces and punctuation marks.
2. Some examples of arbitrary separators include: \ / - . : ; , " ' ( ) $ # @ ! % ^ & + = { } [ ] | ? < > ~ `

How Arbitrary Separators Affect Searching
1. Arbitrary separators may affect your searching abilities. (For example, suppose a user searches for product records in the Main Search page by a CAS (Chemical Abstract Service) # with dashes (i.e. 100-10-3) and CAS numbers were originally entered into the system without dashes. The user would not locate the product records unless the Arbitrary Separators System Option was turned on for the CAS # Field.)

9.3 Searching for Product Records in the Main Search Page

The search functions allow users to locate product records in the system. The Main Search Page provides users with the most commonly used search fields. The results of a product record search are displayed as a list of product records that meet the search criteria. Users can search for product records based on partial, complete and/or character/wildcard search criteria. Users can determine how search results display by selecting customized product record sorting criteria.

User Security/Access
1. Users can only search by the Masterlist option if there is not a location assigned to their respective workstation.
2. Users without proprietary access cannot view proprietary component/ingredient information or the proprietary document.

Accessing the Main Search Page
1. Click **Search Products** or **Search MSDS** on the toolbar.
2. The Main Search Page displays.

Performing the Basic Product Search
1. Enter search criteria into any of the available search fields.
2. Enter and/or select search criteria in editable fields, option buttons, drop-down list boxes, and/or the check box to define the search.
3. Click **Execute Search**.

Entering Product Record Search Criteria
1. Enter at least one character or at least one character/wildcard combination in at least one search field to enter the minimum search criteria. A solitary wildcard search cannot be performed.
2. Enter product data into any of the available search criteria fields. (For example, enter **XYZ Chemical Company** into the Company Name field to search for product records with the designated company name.)
3. Enter character/wildcard searches by entering at least one character in conjunction with one wildcard into any of the available search criteria fields. (For example, enter **A*** in the Company Name field to search for any product records with company names that begin with the letter A.)
4. Select search criteria from button options. (For example, select **Current Location** to search for product records at the current location.)
5. Select search criteria from drop-down list boxes. (For example, select **Kit** from the Product Type drop-down list box to search product records that are kits.)
6. Enter and select search criteria for multiple fields to build more specialized searches. You can enter search criteria in editable fields, select search criteria in button options, and/or select search criteria from drop-down list boxes. This will narrow the search by more closely defining your search.

Resetting Product Record Search Criteria
1. Click **Clear** to remove any existing search criteria.

Searching for Product Records by Location
1. Select the **Master List** option to search for all product records in the database.
2. Select the **Current Facility** option to narrow your search for only product records assigned to your facility.
3. Select the **Current Location** option to further narrow your search for only product records assigned to your current location.
4. Users can only search by the Masterlist option if there is not a location assigned to their respective workstation.

Searching for Product Records by Product Type
1. The system defaults to the All option to search for all types of product records including Articles, Kits, Kit Parts, Products, End Items, and End Item Components.
2. Select a Product Type (Article, Kit, Kit Part, Product, End Item, EI Components) from the Product Type drop-down list box to narrow the search for product records with a defined product type.

Searching for Product Records by Document Country

1. The system defaults to the All option to search for product records with documents that have originated from all countries.
2. Select a country of origin from the Document Country drop-down list box to narrow your search for product records with documents from a defined country.

Searching for Product Records by Product Language
1. The system defaults to the All option to search for product records in all languages.
2. Select a language from the Product Language drop-down list box to narrow your search for product records in a specified language.

Searching for Product Records by Document Language
1. The system defaults to the All option to search for product records with documents in all languages.
2. Select a language from the Document Language drop-down list box to narrow your search for product records with documents in a specific language.

Searching for Proprietary and Nonpr oprietary Product Records
1. Users with access to proprietary information have the Include Proprietary check box selected by default. With this option selected, the search yields product records with proprietary information along with product records with nonproprietary information.
2. Users with access to proprietary information can click the **Include Proprietary** check box to remove the selected default and search for only product records with nonproprietary information.
3. The Include Proprietary check box will not appear on the Main Search page if a user does not have access to proprietary product records. Therefore, users without proprietary access cannot view component/ingredients of product records with proprietary information or documents associated with them.

Searching for Product Records by Product Status
1. To search for product records in any status, select All from the Product Record Status drop-down list box. This will search for product records in the active, temporary, archived, and preliminary status.
2. Select a status from the Product Record Status drop-down list box to search for product records in a defined status (i.e. active, temporary, archived, or preliminary).

Searching for Product Records by Product Identity
1. Enter search criteria into the Product Identity field.
2. Searching by Product Identity is an inclusive search and searches the database by Product Identity as well as Product Trade Name, Batch #, Lot #, Part #, and Specification #.

Searching for Product Records by FSC (Federal Supply Classification)
1. Enter FSC search criteria in the FSC field to search for product records by FSC.

Searching for Product Records by NIIN (National Item Identification Number)
1. Enter NIIN search criteria in the NIIN field to search for product records by NIIN.

Searching for Product Records by LIIN (Local Item Identification Number)
1. Enter LIIN search criteria in the LIIN field to search for product records by LIIN.

Searching for Product Records by CAGE (Commercial and Government Entity) Code
1. Enter CAGE search criteria in the CAGE field to search for product records by CAGE Code.

Searching for Product Records by UPC/GTIN
1. Enter UPC/GTIN search criteria in the UPC/GTIN field to search for product records by UPC/GTIN.

Searching for Product Records by Document Type
1. The system defaults to the All option to search for product records with any document type.
2. Select a type of document from the Document Type drop-down list box to search for product records with a defined document type.

Searching for Product Records by Revision #
1. Enter the Revision # search criteria in the Revision # field to search for product records by Revision #.

Searching for Product Records by Manufacturer MSDS (Material Safety Data Sheet) #
1. Enter the Manufacturer MSDS # search criteria in the Manufacturer MSDS # field to search for product records by manufacturer MSDS #.

Searching for Product Records by Contract #

1. Enter the Contract # search criteria in the Contract # field to search for product records associated with a defined Contract #.

Searching for Product Records by Mil./Fed. Specification #

1. Enter the Mil./Fed. Specification # search criteria in the Mil./Fed. Specification # field to search for product records by Mil./Fed. Specification #.

Searching for Product Records by Item Name

1. Enter the Item Name search criteria in the Item Name field to search for product records by Item Name.

Searching for Product Records by Purchase Order #

1. Enter the Purchase Order # search criteria in the Purchase Order # field to search for product records by Purchase Order #.

Searching for Product Records by Specification Type/Grade/Class

1. Enter the Specification Type/Grade/Class search criteria in the Specification Type/Grade/Class field to search for product records by Specification Type/Grade/Class.

Searching for Product Records by Product Name

1. Enter the Product Name search criteria in the Product Name field to search for product records by Product Name.

Searching for Product Records by Product Serial Number

1. Enter the Product Serial Number search criteria in the Product Serial Number field to search for product records by Product Serial Number.

Searching for Product Records by Component/Ingredient Name

1. Enter the Component/Ingredient Name search criteria in the Component/Ingredient Name field to search for product records by Component/Ingredient Name.

Searching for Product Records by Product Records by MSDS Date

1. Enter the dates the MSDS was prepared in the MSDS Date From fields to search for product records by MSDS creation or revision date.

Searching for Product Records by Component/Ingredient CAS (Chemical Abstract Service) #

1. Enter the Component/Ingredient CAS # search criteria in the Component/Ingredient CAS # field to search for product records by Component/Ingredient CAS #.
2. Users can search by any of the CAS #s associated with a product record.

Searching for Product Records by Product Code

1. Enter the Product Code search criteria in the Product Code field to search for product records by Product Code.

Searching for Product Records by Company Name

1. Enter the Company Name search criteria in the Company Name field to search for product records by Company Name.
2. Searching by Company Name is an inclusive search and will search the database by Company Name (Contractor) as well as Company Name (Responsible Party).

Searching for Product Records by Document Status

1. The system defaults to the All option to search for product records with documents in any status. This searches for product records with documents in the active, archived, preliminary, and temporary status.
2. Select a status from the Document Status drop-down list box to search for product records with documents in a defined status.

Sorting Product Record Search Results

1. Select a value from the Primary Sort drop-down list box to select how the search results are initially sorted.
2. Select a value from the Secondary Sort drop-down list box to select how the search results are secondarily sorted.
3. Select a value from the Tertiary Sort drop-down list box to select how search results are finally sorted.
4. Select the **Ascending** or **Descending** option to set the sort search results in ascending or descending order for the primary, secondary, and tertiary sort results.
5. Enter the desired number of search results per page in the Display Up to field.

9.4 Searching for Product Records in the Extended Search Page

The search functions allow users to locate product records in the system. The Extended Search page allows users to build complex searches for products by providing additional searchable fields to those provided on the Main Search page. The results of a product record search are displayed as a list of product records that meet the specified search criteria. Users can determine how search results display by selecting customized product record sorting criteria.

User Security/Access

1. Users without proprietary access cannot view component/ingredients for product records with proprietary information.

Accessing the Extended Search Page
1. Click **Search Products** or **Search MSDS** on the toolbar.
2. The Main Search page displays.
3. Click **Extended Search**.
4. The Extended Search page displays.

Performing the Extended Product Record Search
1. Access the Main Search page.
2. (Optional) Enter and/or select search criteria in editable fields, option buttons, drop-down list boxes, and/or the check box in the Main Search page.
3. Click **Extended Search**.
4. The Extended Search page displays.
5. Enter and/or select search criteria in editable fields, option buttons, and/or drop-down list boxes in the Extended Search page.
6. Click **Execute Search**.

Searching in the Main Search Extended Search Pages
1. Users can define search criteria in both the Main Search page and the Extended Search page.
2. Entering search criteria in both search pages allows users to define and narrow their product record search.
3. Users can also enter search criteria separately in the Main and Extended Search pages to broaden their search.

Searching for Proprietary and Nonproprietary Product Records
1. Users not logged into the system with a password or users without proprietary access cannot view component/ingredients of proprietary product records or proprietary documents in search results.
2. Users logged into the system with proprietary access will return proprietary and nonproprietary product records in search results.

Returning to the Main Search Page
1. From the Extended Search page, clic k **Main Search** to return to the Main Search page.

Resetting Product Record Search Criteria
1. Click **Clear** to remove any existing search criteria.
2. Clicking Clear in the Extended Search Page removes search criteria from the Extended Search Page as well as the Main Search Page.

Entering Product Record Search Criteria
1. Enter at least one character or at least one character/wildcard combination in at least one search field to enter the minimum search criteria. A solitary wildcard search cannot be performed.
2. Enter product data into any of the available search criteria fields. (For example, enter **black solid** into the Appearance and Odor field to search for products that are black solids.)
3. Enter character/wildcard searches by entering at least one character in conjunction with one wildcard into any of the available search criteria fields. (For example, enter **B*** in the Appearance and Odor field to search for any product records with whose appearances and/or odor descriptions begin with the letter B.)
4. Select search criteria from drop-down list boxes. (For example, select **Yes** from the Marine Pollutant Code field to search products designated as marine pollutants.)
5. Enter and select search criteria for multiple fields to build more specialized searches. You can

enter or select search criteria in editable fields, options, and/or drop-down list boxes. This narrows the search by providing more defined search criteria.

Searching for Product Records by Transportation Domain
1. The system defaults to DOT to search for products regulated by the Department of Transportation.
2. Select a Transportation Domain (AFJM (Air Force Joint Manual), IATA (International Air Transport Association), or IMO (International Maritime Organization)) from the Transportation Domain drop-down list box to search for products regulated by the selected Transportation Domain.

Searching for Product Records by PSN (Proper Shipping Name)
1. Enter search criteria in the PSN field.
2. Searching by PSN searches the database for products regulated by the defined Transportation Domain selected in the Transportation Domain drop-down list box.

Searching for Product Records by PSN Modifier
1. Enter search criteria in the PSN Modifier field.
2. Searching by PSN Modifier searches the database for products regulated by the defined Transportation Domain selected in the Transportation Domain drop-down list box.

Searching for Product Records by PSN Code
1. Enter search criteria in the PSN Code field.
2. Searching by PSN Code searches the database for products regulated by the defined Transportation Domain selected in the Transportation Domain drop-down list box.

Searching for Product Records by UN ID (United Nations Identification Number)
1. Enter search criteria in the UN ID field.
2. Searching by UN ID searches the database for products regulated by the defined Transportation Domain selected in the Transportation Domain drop-down list box.
3. Some records have this field populated with 'UN' as part of the number. If a search does not result in a match either search the field with UN as part of the number or precede the search with the wildcard. (For example, 3256 is the search criteria entered into the UN ID field and no match is found. Search again with UN3256 or *3256 to further open the chances of finding a match.)

Searching for Product Records by Packing Group
1. Select a packing group from the Packing Group drop-down list box to narrow your search for products by severity classification for packaging hazardous materials.
2. Searching by Packing Group searches the database for products regulated by the defined Transportation Domain selected in the Transportation Domain drop-down list box.

Searching for Product Records by DOT Exemption #
1. Enter search criteria in the DOT Exemption # field to search for product records by DOT Exemption #.

Searching for Product Records by COE (Certificate of Equivalency)
1. Enter search criteria in the COE field to search for product records by COE.

Searching for Product Records by AF MMAC (Air Force Military Management Aggregate Code)
1. Enter search criteria in the AF MMAC field to search for product records associated with a particular weapons system or special program.

Searching for Product Records by CAA (Competent Authority Approval)
1. Enter search criteria in the CAA field to search for product records by CAA.

Searching for Product Records by EX #
1. Enter search criteria in the EX # field to search for product records for approved explosive materials.
2. Some records have this field populated with 'EX' as part of the number. If a search does not result in a match, either search the field with EX as part of the number or precede the search with the wildcard. (For example, 89743 is the search criteria entered into the EX# field and no match is found. Search again with EX89743 or *89743 to further open the chances of finding a match.)

Searching for Product Records by Limited Quantity Indicator
1. Select **Yes** from the Limited Quantity Indicator drop-down list box to search for products not regulated by specified packing, marking, or labeling under Title 49, CFR, Part 173.

2. Select **No** from the Limited Quantity Indicator drop-down list box to search for products regulated by specified packing, marking, or labeling under Title 49, CFR, Part 173.

Searching for Product Records by Marine Pollutant Code
1. Select **Yes** from the Marine Pollutant drop-down list box to search for products classified as marine pollutants.
2. Select **No** from the Marine Pollutant drop-down list box to search for products not classified as marine pollutants.

Searching for Product Records by HCC (Hazard Characteristic Code)
1. Enter search criteria in the HCC field to search for product records by HCC.

Searching for Product Records by Special Emphasis Code
1. Enter search criteria in the Special Emphasis Code field to search for products used in special projects.

Searching for Product Records by Extremely Hazardous Substance
1. Select **Yes** from the Extremely Hazardous Substance drop-down list box to search for products designated as extremely hazardous substances.
2. Select **No** from the Extremely Hazardous Substance drop-down list box to search for products not designated as extremely hazardous substances.

Searching for Product Records by Hazardous Air Pollutant
1. Select **Yes** from the Hazardous Air Pollutant drop-down list box to search for products designated as hazardous air pollutants.
2. Select **No** from the Hazardous Air Pollutant drop-down list box to search for products not designated as hazardous air pollutants.

Searching for Product Records by Product Appearance and Odor
1. Enter search criteria in the Appearance & Odor field to search for products based on their physical appearance and odor.

Searching for Product Records by Carcinogen Indicator Code
1. Select **Yes** from the Carcinogen Indicator Code drop-down list box to search for products listed as carcinogens or potential carcinogens by the National Toxicology Program (NTP), the International Agency for Research on Cancer (IARC), and/or the Occupational Safety and Health Administration (OSHA).
2. Select **No** from the Carcinogen Indicator Code drop-down list box to search for products not listed as carcinogens or potential carcinogens by the National Toxicology Program (NTP), the International Agency for Research (IARC), and/or the Occupational Safety and Health Administration (OSHA).

Searching for Product Records by Flash Point Temperature
1. Enter search criteria in the Flash Point Temperature field to search for products by their flash point temperature.
2. Enter a search range of the flash point in the Flash Point Temperature Within Degrees field. This allows users to search for flash points of products without knowing the exact flash point temperature of the product.
3. Select the **F** option to search for flash point temperatures in Fahrenheit.
4. Select the **C** option to search for flash point temperatures in Celsius.

Searching for Product Records by the Radioactive Indicator Code
1. Select **Yes** from the Radioactive Indicator Code drop-down list box to search for radioactive products.
2. Select **No** from the Radioactive Indicator Code drop-down list box to search for non-radioactive products.

Searching for Product Records by Radioactive Sealed Status
1. Select **Yes** from the Sealed drop-down list box to search for radioactive products contained in a sealed capsule.
2. Select **No** from the Sealed drop-down list box to search for products that are not radioactive materials contained in a designated capsule.

Searching for Product Records by Radioactive Isotope Symbol
1. Enter search criteria in the Radioactive Isotope Symbol field to search for products by radioisotope symbol.

Searching for Product Records by NRC License/Permit #

1. Enter search criteria in the NRC License/Permit # to search for products by their license granted from the Nuclear Regulatory Commission or the appropriate state regulatory agency.

Sorting Product Record Search Results

1. Select a value from the Primary Sort drop-down list box to select how the search results are initially sorted.
2. Select a value from the Secondary Sort drop-down list box to select how the search results are secondarily sorted.
3. Select a value from the Tertiary Sort drop-down list box to select how search results are finally sorted.
4. Select the **Ascending** or **Descending** option to set the sort search results in ascending or descending order for the primary, secondary, and tertiary sort results.
5. Enter the desired number of search results per page in the Display Up to field.

10.0 Product Record Information

10.1 Viewing Product Records and Documents

The HMIRS Online Web Application provides read-only access to product record information, including product record data and documents. The product record information can be reached by the List Products page or by performing a search for the product record. The List Products page displays the products records assigned to the current location. From the product record search results or the listed product records at a location, users can view selected product record information, associated documents, and Value Added information.

User Security/Access
1. Users must have their workstation set to a current location to access the List Products page.
2. Users must have access to proprietary information to view proprietary documents, and the Component/Ingredient Table and Radioisotope Table of the Value Added Information Report.

Accessing and Viewing Product Records and Documents
1. There are multiple ways to access product record data in the system. Users who do not have their workstation configured as a work location must access the Main Search page or the Extended Search page to locate product records/documents in the system. Users with a workstation configured as a work location can locate all product records/documents for their assigned location with the List Products toolbar option.
2. If your workstation is not configured as a work location, perform a product record search in the Main Search page or the Extended Search page.
3. The product record search results display.
4. If your workstation is configured as a work location, you must first confirm that you have a location selected. Access the Location/Preferences page to select a location.
5. Once you have the desired location selected, click **List Products** on the toolbar.
6. All of the product records for your assigned location display in the search results.
7. Select the product record by clicking the check box adjacent to the appropriate product record.
8. Select a value from the View Options drop-down list box. Select **Complete Product Record** to view the complete product record. The complete product record contains documents (i.e. Material Safety Data Sheet), and any applicable Value Added information for the selected product record. Select **All Value Added** to view the Value Added information for the product record. This displays all of the Value Added sections (Disposal, Logistics, Label, Radioisotope, Safety and Health, and Transportation sections) for the product record. Select **Disposal Only** to view Disposal Value Added information for the product record. Select **Label Only** to view Label Value Added information for the product record. Select **Radioisotope Only** to view Radioisotope Value Added information for the product record. Select **Transportation Only** to view Transportation Value Added information for the product record. Select **Printable Label** to view the hazardous chemical warning label for the product record in the DD2521 or DD2522 format. Select **Kit** to display Kit information for the product record. Select **Kit Part** to display Kit Part information for the product record.   Select **End Item** to display the End Item information for the product record. Select **End Item Component** to display End Item Component information for the product record. The Kit and End Item Component information only displays if the selected product record is a kit, kit part, end item or end item component.
9. Click **View**.
10. The product record data displays based on the View Options drop-down list box selection and the selected product record.

What Does Product Record Status Mean?
The product record status encompasses the entire state of the product record. The product record status can be in the Temporary, Preliminary, Active, or Archived Status. While product records in any status can be listed in search results, only product records in the Preliminary, Active, and Archived status can be viewed in the HMIRS Online Web Application. The product record status provides information on whether the

complete product record has been entered, and whether the product record is located in the Archived Tables.

Temporary Product Record Status - a Temporary product record status indicates the product record will be deleted from the system after the time set in the TEMP_DELETE system option unless the status is changed to Preliminary or Active. The product record status can only be changed in the HMIRS Online Administrator Application. Product records that enter the system from the Online Document Submittal Web Site have a product record status of Temporary.

Preliminary Product Record Status - a Preliminary product record status signifies to the end user that the entire product record is not completed. Product records that enter the system do so with a Preliminary product record status unless they are from the Online Document Submittal Web Site.

Active Product Record Status - an Active product record status signifies that all Value Added information for the product record has been entered and reviewed.

Archived Product Record Status - an Archived product record status signifies that the product record has been archived and all of its information has been copied to the Archived tables.

What Does Document Status Mean?

The document status relates to a single document and is used to indicate if the document is suitable for public viewing. The document status can be in the Temporary, Preliminary, Active, or Archived Status. While documents in any status can be listed in search results, only documents in the Preliminary, Active, and Archived status can be viewed in the HMIRS Online Web Application. The document status provides information on if the document will eventually be deleted from the system, whether the complete product record has been entered, and whether the document is located in the Archived tables.

Temporary Document Status - a Temporary document status indicates the document has not yet been checked to be suitable for public viewing, and therefore, may not be viewed on the HMIRS Online Web Application. All new documents that enter the system have a Temporary document status.

Preliminary Document Status - a Preliminary document status signifies to the end user that the document has been determined to be suitable for public viewing, but has not been checked for technical accuracy.

Active Document Status - an Active document status signifies to the end user that the entire document has been examined, and all notes, if applicable, have been added.

Archived Document Status - An Archived document status signifies that the document has been archived. Notes may no longer be added.

Why Can't I View a Document?

1. The document is not present in the system or there is a data issue preventing it from being displayed.
2. The document is in Temporary status. Documents in Temporary status can be located in search results. However, users cannot view the actual document if it is in the Temporary status in the HMIRS Online Web Application.
3. The document contains proprietary information and you do not have proper access to proprietary information.

11.0 Kits and Kit Parts

11.1 Viewing a Kit

A kit is a group of products that are packaged and sold together. The individual components of a kit are called kit parts. The HMIRS Online Web supports the management of hazard communication data related to kits and kit parts by providing users easy access to information and documentation for both the kit and the kit part. The Kit page allows a user to identify the kit parts that compose a kit. From this page, Value Added information and document information is available for both the kit and the parts that make up the kit.

User Security/Access
1. Users must have their workstation set to a current location to access the List Products page.
2. Users must have access to proprietary information to view proprietary documents, and the Component/Ingredient Table and Radioisotope Table of the Value Added Information Report.

Accessing the Kit Page
1. Locate the product record by performing a search in the Main Search page or the Extended Search page or accessing the List Products page.
2. Select the product record by clicking the check box adjacent to the appropriate product record.
3. Select **Kit** from the View Options drop-down list box.
4. Click **View**.
5. The Kit page displays for the selected product record.

Viewing Kit and Kit Part Information
1. Access the Kit page as detailed in the section "Accessing the Kit Page".
2. The upper section of the Kit page displays the kit revision number, the CAGE (Commercial and Government) Code, and the stock number for the kit. The lower section of the Kit page displays the kit part information.
3. Click to the Kit Information drop-down list box.
4. Select the type of information you would like to view for the kit from the Kit Information drop-down list box.
5. Click **View** to view the selected kit information.
6. Click **Print Preview** to view how the Kit page appears when printed.
7. Click to the Select a Kit Part Information drop-down list box.
8. Select the type of kit part information you would like to view in the Select a Kit Part Information drop-down list box.
9. Select the desired kit part by clicking the appropriate option button adjacent to the desired kit part.
10. Click **View** to display the Kit Part page and view the selected Kit Part information.
11. Click **Print Preview** to view how the Kit page appears when printed.

11.2 Viewing a Kit Part

Kits are a group of products that are packaged and sold together. The individual components of a kit are called kit parts. The HMIRS Online Web supports the management of hazard communication data related to kits and kit parts by providing users easy access to information and documentation for both the kit and the kit part. The Kit Part page allows a user to identify all kits that a kit part is a member of. From here, the user has the ability to open the Kit page for the kit to retrieve additional Kit information.

User Security/Access
1. Users must have their workstation set to a current location to access the List Products page.
2. Users must have access to proprietary information to view proprietary documents, and the Component/Ingredient Table and Radioisotope Table of the Value Added Information Report.

Accessing the Kit Part Page
1. Locate the product record by performing a search in the Main Search page or the Extended Search page or accessing the List Products page.

2. Select the product record by clicking the check box adjacent to the appropriate product record.
3. Select **Kit Part** from the View Options drop-down list box.
4. Click **View**.
5. The Kit Part page displays for the selected product record.

Viewing Kit Part Information

The Kit Part page lists all the kits the kit part belongs to in the Kit Parents section. This page lists the stock number, product identity, kit revision number, responsible party, and HCC (Hazard Characteristic Code) for all of the kit parents.

12.0 End Items and End Item Components

12.1 Viewing an End Item

An end item is a group of products that are used together in the field. Each of the components that make up an end item is a product that may be purchased as an individual product. The HM IRS Online Web supports the management of hazard communication data related to end items and end item components by providing users easy access to information and documentation for both the end item and the end item component.
The End Item page allows a user to identify the end item components that compose an end item. From this page, Value Added information and document information is available for both the end item and the end item components.

User Security/Access
1. Users must have their workstation set to a current location to access the List Products page.
2. Users must have access to proprietary information to view proprietary documents, and the Component/Ingredient Table and Radioisotope Table of the Value Added Information Report.

Accessing the End Item Page
1. Locate the product record by performing a search in the Main Search page or the Extended Search page or accessing the List Products page.
2. Select the product record by clicking the check box adjacent to the appropriate product record.
3. Select **End Item** from the View Options drop-down list box.
4. Click **View**.
5. The End Item page displays for the selected product record.

Viewing End Item and End Item Component Information
1. Access the End Item page as detailed in the section "Accessing the End Item Page".
2. The upper section of the End Item page will display the end item revision number, the CAGE (Commercial and Government Entity) Code, and the stock number for the end item. The lower section of the End Item page displays the end item component information.
3. Click to the End Item Information drop-down list box.
4. Select the type of information you would like to view for the end item from the End Item Information drop-down list box.
5. Click **View** to view the selected end item information.
6. Click **Print Preview** to view how the End Item page will appear when printed.
7. Click to the Select End Item Component Information drop-down list box.
8. Select the type of end item part information you would like to view in the Select End Item Component Information drop-down list box.
9. Select the desired end item component by clicking the appropriate option button adjacent to the desired end item component.
10. Click **View** to display the End Item Component page and view the selected End Item Component information.
11. Click **Print Preview** to view how the End Item page will appear when printed.

12.2 Viewing an End Item Component

An end item is a group of products that are packaged and sold together. The individual components of an end item are called end item components. The HMIRS Online Web supports the management of hazard communication data related to end items and end item components by providing users easy access to information and documentation for both the end item and the end item component. The End Item Component page allows a user to identify all end items that an end item component is a member of. From here, the user has the ability to open the End Item page for the end item to retrieve additional End Item information.

User Security/Access
1. Users must have their workstation set to a current location to access the List Products page.
2. Users must have access to proprietary information to view proprietary documents, and the Component/Ingredient Table and Radioisotope Table of the Value Added Information Report.

Accessing the End Item Component Page

1. Locate the product record by performing a search in the Main Search page or the Extended Search page or accessing the List Products page.
2. Select the product record by clicking the check box adjacent to the appropriate product record.
3. Select **End Item Component** from the View Options drop-down list box.
4. Click **View**.
5. The End Item Component page displays for the selected product record.

Viewing End Item Component Information
1. The End Item Component page lists all the end items the end item component belongs to in the End Items section. This page lists the stock number, product identity, end item revision number, responsible party, and HCC (Hazard Characteristic Code) for all of the end items.

13.0 Value Added Information

The Value Added Data page allows users to view all Value Added Information associated with a product record. This information is used to supplement the Material Safety Data Sheet (MSDS) of the product to provide more information about the product, including Logistical, Radioisotope, Disposal, Transportation, Label, and Safety and Health information.

User Security/Access
1. Users must have access to proprietary information to view proprietary documents, and the Component/Ingredient Table and Radioisotope Table of the Value Added Information Report.

Accessing the Value Added Data Page
1. Perform a search in the Main Search page and/or the Extended Search page.
2. After the search results display, select **View all Value Added Data** or select to view only a section of the Value Added Data from the View Options drop-down list box.
3. To view the complete product record, which includes the MSDS and all value added data, select **Complete Product Record** from the View Options drop-down list box.
4. Click the **Select** check box located at left of the desired product record.
5. Click **View**.
6. The Value Added Data page displays.

Viewing Value Added Information
1. The HMIRS Online Web Application allows users to view complete or partial Value Added information associated with a product record.
2. Within the HMIRS Online Web Application, users do not have the ability to add or edit Value Added information.

Viewing All Value Added Data
1. At the top of the Value Added Data page, users find basic product record information.
2. Below the basic product information, users find sections for Value Added Safety and Health, Radioisotope, Transportation, Logistical, Disposal, and Label Data for the specified product record.
3. Scroll through the page to find the required Value Added Data information.
4. The date the Value Added information was reviewed by the technical authority is located in the top right corner of the page. If the Value Added information has not been reviewed, the message "Currently Unreviewed" displays at the top right corner of the page.

Disposal Value Added Data

The Disposal Value Added Data section contains the Environmental Protection Agency (EPA) disposal information for the unused product. This section provides information such as designation of the product as EPA Hazardous Waste, EPA Hazardous Waste Codes , and EPA Waste Name for the product.

Label Value Added Data

The Label Value Added Data provides information required to generate compliant hazardous material labels for the product. This section provides information such as the product identity, product name, manufacturing company, and the date the product was purchased. This section also provides information on the specific occupational hazards of the product.

Radioisotope Value Added Data

The Radioisotope Value Added Data contains additional information for radioactive products or products containing radioactive materials. This section provides information such as the name and CAS (Chemical Abstract Service) # of the radioactive product or material within a product. It also contains information regarding the percentage of the radioisotope within the product and the level of radioactivity emitted by the radioactive material.

Safety and Health Value Added Data

The Safety and Health Value Added Data contains information regarding the physical and chemical characteristics of the product and Component/Ingredient information. This section provides information relating to the physical and chemical characteristics of the product. Users can also view if the material is listed as a carcinogen or potential carcinogen. Volatile organic compounds and their percent composition in the product can be identified. The percentage and type of components/ingredients and their respective occupational exposure limits can be viewed. Additional health and safety information such as the component/ingredient's characterization as an ozone depleting substance, hazardous air pollutant, and/or extremely hazardous substance can also be viewed. Users can also view information about the company that manufactured the product.

Transportation Value Added Data

The Transportation Value Added Data provides information related to shipping the product. The first section contains general information such as the N.O.S. Technical Shipping Name of the material, packaging information and requirements, and other regulatory information. This section also indicates if the material is a marine pollutant, is magnetic, or is an explosive. This section provides information regarding the code that represents a uniform category of hazardous material. This section contains specialized shipping information for each the following regulatory entities: DOT (Department of Transportation), AFJM (Air Force Joint Manual), IATA (International Air Transport Association), and IMO (International Maritime Organization). These sections contain information such as proper shipping name codes, shipping symbols, labeling requirements, and packaging information and requirements.

Logistics Value Added Data

The Logistics Value Added Data provides specific product information from a logistical viewpoint. This section contains information such as the FSC (Federal Supply Classification), NIIN (National Item Identification Number), or LIIN (Local Item Identification Number) that identifies the material. This section includes the unit of issue of the product, the type of product container, and the net unit weight. This section also provides the specification number as well as the type, grade, and class of the product. The Shelf Life Code of the material is provided as well. This section indicates if the Logistics information has been verified by the Federal Logistics Information System (FLIS).

Why Can't I View Value Added Data?
1. Value Added Information for the product has not been entered into the system.
2. The technical reviewing authority has not reviewed Value Added information. The status "Not Reviewed" indicates that the Value Added information has not been reviewed.
3. The Value Added information is not applicable to your product.

14.0 Reference Table Information

The HMIRS Online Web Application allows users to search for and view selected Reference information. Reference information can be viewed from the Company Table, the Component/Ingredient Table, and the Transportation Tables. The Transportation Tables include reference information from the following regulatory authorities: the Department of Transportation (DOT), Air Force Joint Manual (AFJM), International Air Transport Association (IATA), and the International Maritime Organization (IMO). HMIRS Online Web users can only view reference information and do not have the ability to add or edit reference information.

User Security/Access
1. HMIRS Online Web users can only view reference information and do not have the ability to add or edit reference information.

Accessing the Reference Information Page
1. Click **Reference Information** on the toolbar.
2. The Reference Information page displays.

Searching for Component/Ingredient Reference Information
1. Access the Reference Information page.
2. Select the **Component/Ingredient Search** option to search for Component/Ingredient Reference information.
3. Enter the CAS (Chemical Abstract Service) Number search criteria in the CAS field. Users must enter search criteria in the CAS field and/or the Component/Ingredient Name field to perform the search. Users may not search the CAS field with wildcards.
4. Enter the Component/Ingredient Name in the Component/Ingredient Name field. Users may search the Component/Ingredient field with wildcards.
5. Click **Submit**.
6. The Component/Ingredient Detailed Information page displays the CAS # of the component/ingredient, occupational exposure levels of the component/ingredient, and other regulatory information related to shipping.

Searching for Company Reference Information
1. Access the Reference Information Page.
2. Select the **Company Search** option to search for Company Reference information.
3. Enter the CAGE (Commercial and Government Entity) Code search criteria in the CAGE field. Users must enter search criteria in the CAGE and/or Company Name field to perform the search. Users may search the CAGE field with wildcards.
4. Enter the Company Name search criteria in the Company Name field. Users may search the Company Name field with wildcards.
5. Click **Submit**.
6. The Company Results Page displays in the form of a nine-column table. The table lists the CAGE of the company, the company name, the common company name, the company address, the company phone and fax number, the company point of contact, the company web site address, and the email address of the company.

Searching for Transportation Reference Information
1. Access the Reference Information Page.
2. Select the **Transportation** option to search for transportation reference information.
3. The Authority drop-down menu defaults to "DOT". To search by a different primary regulatory authority (transportation domain), select a different primary regulatory authority in the Authority drop-down list box.
4. Enter the Proper Shipping Name (PSN) search criteria of the product in the PSN Code field. Users must enter search criteria in the PSN Code field and/or the Proper Shipping Name field to perform the search. Users may search this field with wildcards.
5. Enter the Proper Shipping Name search criteria of the material in the Proper Shipping Name field. Users may search this field with wildcards.
6. Click **Submit**.
7. The Transportation Results List page displays as a two-column table. The table consists of

proper shipping names with their respective code as designated in the selected transportation domain.

8. Click on a PSN link to view detailed reference information about the proper shipping code.

9. The selected reference information page will display. The selected authority determines the type of reference information page that displays. The displayed reference information includes such information as packing requirements and information, hazard class/division, UN ID # (United Nations Identification Number), and special provisions designated by the PSN Code.

Resetting Product Record Search Criteria

1. Click **Clear** to re move any existing search criteria.

15.0 Product Record Notes

Product Record Documents and Value Added Data may contain additional information in the form of notes. These notes may be used to alert the user of additional or changed information. From the HMIRS Online Web Application, a user may view notes associated with the product record; however, they may not add or edit the notes.

User Security/Access
1. HMIRS Online Web users that have access to a section of the product record also have access to view the associated notes.
2. HMIRS Online Web users cannot add or edit notes in the system.

Accessing the Product Record Notes Page
1. Click **List Products** on the toolbar. (To view notes for your location, make sure that you have designated the proper location in the Current Location drop-down list box.)
2. Select one of the options available from the View Options drop-down list box.
3. Click **View**.
4. If notes area available, the Product Record Notes page displays.
5. The Product Record Notes page will contain the author of the notes, notes creation date, affected product section, and the notes themselves.

Where are Product Record Notes Available?
Notes may be attached to the following product record sections: Complete Product Record, All Value Added Data, the following Value Added Data Sections: Disposal Only, Label Only, Logistics Only, Safety & Health Only, Transportation Only, and Kit, Kit Parts, End Item, End Item Components, Printable Label, and any document types listed in the Document Type Reference Table.

How Can I Suggest Product Record Notes Changes?
1. You can send any comments or concerns about product notes to the appropriate personnel with the Feedback Form.
2. You can access the Feedback Form by clicking **Provide Feedback** on the Product Record Notes page.

16.0 Other Actions

16.1 Assign Material Safety Data Sheet (MSDS)

The Assign MSDS page allows System Administrators to assign a MSDS to a designated location in the HMIRS Online Web Application. Users with location configuration authority can change a MSDS assignment and assign new MSDSs to a designated location.

User Security/Access
1. Only users with location configuration authority can assign a MSDS to a location.

Accessing the Assign MSDS Page
1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The List Products page displays. The products located at the current location display.
3. Select the desired product record by clicking the **Select** check box adjacent to the product record.
4. Select **Assign MSDS** from the Other Actions drop-down list box.
5. Click **Go**.
6. The Assign MSDS page displays.

Assigning a MSDS to a Location
1. Access the Assign MSDS page.
2. Click the **location hierarchy** to assign the MSDS to a different location.
3. Click on the location links until the desired location is found.
4. After selecting the proper location, click **OK**. (The desired location should appear in the Chosen Location field before you click OK).

Assign Another MSDS to a Location
1. To assign another MSDS to a location, enter the document number of the MSDS in the blank field located at the upper pane and click **Go**.
2. The MSDS Assignment page displays with the new MSDS information.
3. Assign the MSDS to a designated location as stated in the previous section "Assigning a MSDS to a Location".

16.2 Assign Non- Material Safety Data Sheet (MSDS) Document

The Assign Non-MSDS page allows users to assign a document other than a MSDS to a designated location in the HMIRS Online Web Application. Users with location configuration authority can change the document assignment and assign new Non-MSDS Documents to a designated location.

User Security/Access
1. Only users with location configuration authority can assign a Non-MSDS Document to a location.

Accessing the Assign Non-MSDS Page
1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The List Products page displays. The products located at the current location display.
3. Select the desired product record by clicking the **Select** check box adjacent to the product record.
4. Select Assign Non-MSDS from the Other Actions drop-down list box.
5. Click **Go**.
6. The Assign Non-MSDS page displays.

Assigning a Non-MSDS Document to a Location
1. Access the Assign Non-MSDS page.
2. Click on the **location hierarchy** link to assign the document to a designated location. Click on the appropriate location hierarchy links until the desired location is found (The desired location should appear in the Chosen Location field.).
3. After finding the proper location, click **OK**.

4. Click to the Material Name field.
5. Enter the material name that needs to appear in the search results for the selected location in the Material Name field.
6. Click **Assign**.

Select a different MSDS to Assign
1. After assigning a Non-MSDS Document, the system will prompt you to perform another Non-MSDS Assignment.
2. Click **OK** to make another assign another Non-MSDS to a designated location.
3. Click **Cancel** to return to the List Products page and not assign another Non-MSDS Document.

16.3 Delisting Material Safety Data Sheet (MSDS) and Other Documents

The Delist option allows users to remove a MSDS or Non-MSDS Document from a designated location. Users can specify the date the document be removed from the designated location. Upon removal from the location, the MSDS or Non-MSDS Document is also removed from all sub locations. Users with location configuration authority can delist MSDS and Non-MSDS Documents.

User Security/Access
1. Only users with location configuration authority can delist MSDS and Non-MSDS Documents.

Accessing the Delist Page
1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The List Products page displays. The products located at the current location display.
3. Select the desired product record by clicking the **Select** check box adjacent to the product record.
4. Select **Delist** from the Other Actions drop-down list box.
5. Click **Go**.
6. The Delist page displays.

Delisting a MSDS or Non-MSDS Document
1. Access the Delist page.
2. Enter a value in the end use date field. Use the format MM/DD/YYYY. The end use date field specifies the date the document no longer appears in the designated location.
3. Click **Delist**.

16.4 Find Other Assigned Document Locations

The Find Other Assigned Locations page displays other locations where a document is currently assigned. Document location information is only displayed within the current workstation assigned facility of the user.

User Security/Access
1. All users can view other Document Assignment Locations within their workstation's currently assigned facility.

Accessing and Viewing the Find Other Assigned Locations Page
1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The products located at the current location display.
3. Select the desired product record by clicking the **Select** check box adjacent to the product record.
4. Select **Find Other Assigned Locations** from the Other Actions drop-down list box.
5. Click **Go**.
6. The Find Other Assigned Locations page displays.
7. The Document #, Material Name (Product Name), and Facility Site are displayed at the top of the page.
8. The other locations where the document is found are listed in their respective locations.

16.5 List Material Safety Data Sheets (MSDS) to be Assigned

The List of MSDSs to be Assigned page is used by a location configuration authority to decide which of the MSDSs (Material Safety Data Sheets) are valid for assignment, and which will not be added to the location list. The items listed on this page are from requests from the Request MSDS Assignment page.

User Security/Access
1. Only users with location configuration authority can list MSDSs to be assigned.

Accessing the List of MSDSs to be Assigned Page
1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The products located at the current location display.
3. Select the desired product record by clicking the **Select** check box adjacent to the product record.
4. Select **List of MSDSs to be Assigned** from the Other Actions drop-down list box.
5. Click **Go**.
6. The List of MSDSs to be Assigned page displays.

Sorting List MSDS Product Records
1. After accessing the List of MSDSs to be Assigned page, select a search results column heading to sort results by in the Sort by drop-down list box.
2. Click the **Ascending** option to sort search results in ascending order. Select the **Descending** option to sort search results in descending order.

Assign a Requested MSDS Assignment
1. Access the List of MSDSs to be Assigned page.
2. Click **Assign** next to the MSDS assignment request(s) that you want to assign.
3. Complete the required information on the MSDS Assignments page.

Delete an MSDS Assignment Request
1. Access the List of MSDSs to be Assigned page.
2. Click the **Delete** check box adjacent to the MSDS assignment request(s) that you want to delete.
3. Click **Delete**.

16.6 Temporary Material Status Report

The Temporary Material Status Report displays all documents for the user's current location that are in Temporary status and the date they were requested. This is the only report that can be generated in the HMIRS Online Web Application. All users of the system have the ability to generate this report.

User Security/Access

1. All users can generate the Temporary Material Status Report.

Accessing the Temporary Material Status Report Choose Sort Criteria Page

1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The products located at the current location display.
3. Select the desired product by clicking the **Select** check box adjacent to the product.
4. Select **Reports** from the Other Actions drop-down list box.
5. Click **Go**.
6. The Temporary Material Status Report Choose Sort Criteria page displays.

Generating the Temporary Material Status Report

1. Access the Temporary Material Status Report Choose Sort Criteria page as detailed in the previous section.
2. Click **Choose Sort Criteria**.
3. The Choose Sort Criteria page displays.
4. Select **Material Name** to sort the report by material name or select **Date Requested** to sort the report by the date the materials were requested.
5. Click **Run Report**.
6. The Temporary Material Status Report page displays. The report displays as a five-column table. The table is sorted based on the criteria selected in Step 3. The table displays the Material Safety Data Sheet (MSDS) Number, the MSDS Name, the name of the company that manufactured the product, the location where the MSDS is located (Work Area Name), and the date the MSDS was requested for all MSDS in Temporary Status.

16.7 Request MSDS Assignment

The Assignment Request Page allows you to request that a Material Safety Data Sheet (MSDS) be assigned to a designated location.

User Security/Access
1. All users can request a MSDS Assignment.

Accessing the Request MSDS Assignment Page
1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The products located at the current location display.
3. Select the desired product record by clicking the **Select** check box adjacent to the product record.
4. Select **Request MSDS Assignment** from the Other Actions drop-down list box.
5. Click **Go**.
6. The Request MSDS Assignment page displays.

Requesting MSDS Assignment to the Current Location
1. Enter your name in the Requester's field.
2. Click Submit Request.

Requesting MSDS Assignment to a Different Location
1. Click the **select from the location hierarchy link**.
2. Select the proper location by clicking through the location hierarchy.
3. Once you have chosen the proper location, click **OK**.
4. The MSDS Assignment page re-displays.
5. Enter your name in the Requester's field.
6. Click **Submit Request**.

16.8 Request New or Revised MSDS

Users can request a Material Safety Data Sheet (MSDS) for a newly purchased product, previously purchased product, or for an internally manufactured product. Users have the ability to specify if the MSDS was purchased or manufactured internally. MSDS requests for purchased products bring the user to the Request Purchased Product page while MSDS requests for internally manufactured products bring the user to the Request Internal MSDS page. Both of these pages contain forms that the user fills out and sends to the Head Processing Center to complete the MSDS request process.

User Security/Access
1. Only users with location configuration authority can request a new or revised MSDS.

Accessing the Request New or Revised MSDS Page
1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The products located at the current location display.
3. Select the desired product by clicking the **Select** check box adjacent to the product.
4. Select **Request New or Revised MSDS** from the Other Actions drop-down list box.
5. Click **Go**.
6. The New or Revised MSDS page displays.

Requesting a Purchased Product MSDS
1. Access the Request New or Revised MSDS page.
2. Select the **New** option to request a new version of a MSDS or select the **Revised** option to request a revised version of a purchased product.
3. Select the **Purchased Product** option since the product was purchased from an outside manufacturing company.
4. For new, purchased products only, enter the Material Name in the Material Name field.
5. For new, purchased products only, enter search criteria in the Search Company Name field and click **Execute Search**. Select the appropriate manufacturing company name in the Choose Company Name drop-down list box. (The Material Name and Company Name are required fields for new, purchased products. This is required to generate the temporary MSDS Number.)
6. Click **Request**.
7. The next page of the Request New or Revised MSDS displays.
8. For revised, purchased products only enter the MSDS Name in the MSDS Name field and enter the Company Name in the Company Name field. For new, purchased products the MSDS Name and Company Name auto-populate in the appropriate fields.
9. Enter the Facility Name in the Facility Name field.
10. Enter **Y** in the Hazard Summary Required field if a hazard summary is required for the product. Enter **N** in the Hazard Summary Required field if a hazard summary is not required for the product.
11. Enter **Y** in the Small Sample Label field if a small sample label field is required for the product. Enter **N** in the Small Sample Label field if a small sample label field is not required for the product.
12. Enter **Y** in the TSCA (Toxic Substances Control Act) Verification field if a TSCA Verification is required for the product. Enter **N** in the TSCA Verification field if a TSCA Verification is not required for the product.
13. Print the form by clicking the **Print** icon or selecting **Print** from the File menu.
14. Save the form by selecting **Save As** from the File menu. Enter the file name in the File name field and select the file type in the Save as type drop-down list box. (The Word Document file type can be used.)
15. Once the form has been completed, attach it to the back of the purchased product MSDS and mail it to the Head Office for processing.

Requesting an Internal MSDS
1. Access the Request New or Revised MSDS page.
2. Select the **New** option to request a new version of a MSDS or select the **Revised** option to request a revised version of a purchased product.

3. Select the **Internal** option since an outside manufacturing company did not purchase the product.
4. Click **Request**.
5. The Request Internal MSDS page Displays.
6. Click **Open Request Template**.
7. The Material Safety Data Sheet (MSDS) Request Form page displays.
8. Enter all applicable MSDS data on the page.
9. Print the form by clicking the **Print** icon or selecting **Print** from the File menu.
10. Save the form by selecting **Save As** from the File menu. Enter the file name in the File name field and select the file type in the Save as type drop-down list box.   (The HTML file type can be used.)
11. Once the form has been completed, attach it to the back of the internal product MSDS and mail it to the Head Office for processing.

16.9 Update Material Safety Data Sheet (MSDS) Assignment

The Update MSDS Assignment page allows a user with location configuration authority to update a document's local synonym, begin use date, and/or location use code.

User Security/Access

1. Only users with location configuration authority can update a MSDS assignment.

Accessing the Update MSDS Assignment Page

1. Click **List Products** on the toolbar. You must be assigned to a current location to perform this action.
2. The products located at the current location display.
3. Select the desired product by clicking the **Select** check box adjacent to the product.
4. Select **Update MSDS Assignment** from the Other Actions drop-down list box.
5. Click **Go**.
6. The Update MSDS Assignment page displays.

Updating MSDS Assignment Information

1. The Document # and Material Name auto-populate and are not editable.
2. Click to the Local Synonym field and enter/edit the Local Synonym.
3. Click to the Begin Use Date field and enter/edit the begin use date of the product. Enter the Begin Use Date in the MM/DD/YYYY format.
4. Click to the Location Use Code field and select the appropriate location use code.
5. Click to the Hazard Summary Contents field and enter/edit appropriate hazard information.
6. Click **Update**.

17.0 Managing Locations

17.1 Location Hierarchy

The HMIRS Online Web Application supports the concept of a location hierarchy, which is a structured way to depict your corporate or government organization. The location hierarchy allows users to associated themselves with a work location that may in turn be associated with specific sets of product records and related documents in the system. The HMIRS location hierarchy consists of nine levels (not all levels must be used):

Multinational entity
> **Corporation**
>> **Organization**
>>> **Complex**
>>>> **Facility/Site**

Work Area
    Sub Work Area
        Equipment

How Does this Affect the HMIRS Online Web Application?

1. Location comments can be created only in the Work Area, Sub Work Area, and Equipment levels of the Location Hierarchy.
2. Equipment may only be assigned below the Sub Work Area level.

18.0 Printing Product Record Data

Printing allows users to generate a hard copy of any selected page section in the HMIRS Online Web Application. Users must specify the section of the page to print. Users can then print by selecting the print command from the File menu. Where applicable, users can preview their page selection before printing.

User Security/Access

1. Users may print page information they have access to.

Printing Part of a Page

1. Display the page that you would like to print.
2. Click on the portion of the page you would like to print. (For example, to print a MSDS (Material Safety Data Sheet), click anywhere on the page where the MSDS is displayed.)
3. Select **Print** from the File menu.
4. The Print window displays.
5. Select your preferred printer and print options in the Print window.
6. Click **Print**.
7. The selected page prints from the designated printer.

Print Preview Function

1. Display the page that you would like to print.
2. Click on the portion of the page that you would like to print.
3. Click **Print Preview**.
4. The page portion that will be printed displays.
5. Print Preview is not available on all pages.

19.0 Saving Product Record Data

The Save As window can be used from multiple locations in the HMIRS Online Web Application to save product record information to a specified file location. Users select a displayed window portion in the HMIRS Online Web to save. Users can specify the file format of the saved file.

User Security/Access
1. Users may save page information they have access to.

Accessing the Save Web Page Window
1. Access the window that you would like to save.
2. Click a field in the section of the window you would like to save. This allows you to select the appropriate section of the window to save.
3. Select **Save As** from the File drop-down menu on the menu bar.
4. The Save Web Page window displays.

Saving Product Record Information
1. Access the Save Web Page window as detailed in the above section "Accessing the Save Web Page Window".
2. Click to the Save in drop-down list box.
3. Select the file location to save the window selection by clicking to the appropriate location.
4. Click to the File Name field.
5. Enter the file name for the file that will be saved. Information must be entered in this field to save the file to the specified location.
6. Click to the Save as type drop-down list box.
7. Select the desired file format from the Save as type drop-down list box.
8. Click **Cancel** in the Save As window to exit the Save As window without saving the file.
9. Click **OK** to save the product record information to the specified file location and exit the Save As window.
10. The product record information saves to the specified file location.

20.0 Glossary

AFJM: Air Force Joint Manual; governing authority for Air Force transport of material.

AF MMAC: Air Force Military Management Aggregate Code.

AIS: Automated Information System.

Article: A product for which an MSDS is not required by 29 CFR 1910.1200.

CAA: Competent Authority Approval.

CAGE Code: Commercial and Government Entity Code.

CAS Number: Chemical Abstract Service Number.

COE: Certificate of Equivalency.

Company Table: A HMIRS reference table that contains the master list of organizations, (i.e. suppliers and the Government user organizations), used throughout the Online Application

Component/Ingredient Table: A HMIRS Reference Table that contains the master list of components/Ingredients used throughout the Online Application.

Disposal Data: Disposal data refers to a portion of the information that is contained in a product record section that pertains to product disposal. Users can view the disposal data associated with a product record as one of the view options that can be selected from the List Products page.

Document Status: The document status relates to a single document and is used to indicate if the document is suitable for public viewing. The document status can be in the Temporary, Preliminary, Active, or Archived Status. While documents in any status can be listed in search results, only documents in the Preliminary, Active, and Archived status can be viewed in the HMIRS Online Web Application. The document status provides information on if the document will eventually be deleted from the system, whether the complete product record has been entered, and whether the document is located in the Archived tables. *Temporary Document Status* - a Temporary document status indicates the document has not yet been checked to be suitable for public viewing, and therefore, may not be viewed on the HMIRS Online Web Application. All new documents that enter the system have a Temporary document status. *Preliminary Document Status* - a Preliminary document status signifies to the end user that the document has been determined to be suitable for public viewing, but has not been checked for technical accuracy. *Active Document Status* - an Active document status signifies to the end user that the entire document has been examined, and all notes, if applicable, have been added. *Archived Document Status* - An Archived document status signifies that the document has been archived. Notes may no longer be added.

DoD Label Data: DoD Label data refers to a portion of the information that is contained in a product record section that pertains to DoD Labels. Users can view DoD label data associated with a product record as one of the view options that can be selected from the List Products page.

DOT: Department of Transportation; governing authority for ground transport of materials.

End Item: An end item is a product that is made up of other products, or end item components. An end item may have multiple end item components, all of which will have their own stock number. Both the end item and the end item component may have associated MSDS and Value Added information.

End Item Component: The part of the End Item that is regulated. Currently, radiological components are End Item Components.

EPA: Environmental Protection Agency.

Extended Search: Extended search refers to the second of two search pages that are provided in the HMIRS Online Web Application. Users will access this page in order to specify additional search criteria for product records to be displayed. This page will contain search fields that are less commonly used.

FSC: Federal Supply Classification.

HCC: Hazard Characteristic Code.

IARC: International Agency for Research on Cancer.

IATA: International Air Transport Association; governing authority for international air transport of materials.

IMO: International Maritime Organization; governing authority for international maritime transport of materials.

Kit: A Kit is a composite product that is made up of Kit Parts. A Kit may have multiple Kit Parts, all of which will have the same stock number as the Kit. Both the Kit and the Kit Parts may have associated documentation, but normally only the hazardous Kit Parts will have a MSDS associated with it.

Kit Part: A Kit Part is a component of a Kit. Each Kit Part is represented in the HMIRS database by a single product record that can be related to one or more Kit records.

Language Preference: HMIRS Online Web users can select three language preferences for their session. The language preferences selected govern the search results in the system. For example, if French, Spanish, and Korean language preferences are selected, only product records that contain documents in at least one of those languages will be selected and returned in searches.

LIIN: Local Item Identification Number.

Location: A workstation Personal Computer (PC) can be assigned to one or more locations (or can be assigned to no locations). The location assignment is used to associate a PC with product materials that have also been associated with locations. This is used to provide designated PCs with a "customized list" of product records and related documents at specific work locations.

Location Configuration Authority: When the location hierarchy and workstation preferences are heavily used across an organization, typically numerous individuals in a facility are provided with limited location configuration authority rights that allow them to configure PCs for Online Web usage in their facility.

Location Hierarchy: HMIRS Online supports the concept of a location hierarchy, which is a structured way to depict your corporate or governmental organization. The location hierarchy allows users to associate themselves with a work location that may be in turn be associated with specific sets of product records and related documents in the system. The HMIRS location hierarchy consists of 9 levels (not all levels must be used): Multinational entity, Corporation, Organization, Complex, Facility/Site, Work Area, Sub Work Area, Equipment, and Source Component. The location hierarchy is pre-defined by a System Administrator.

Logistical Data: Logistical data refers to a portion of the information that is contained in a product record that pertains to logistical information. Users can view logistical data associated with a product record as one of the view options that can be selected from the List Products page.

Main Search: Main search refers to the first of two search pages that are provided in the HMIRS Online Web Application. Users will access this page in order to specify search criteria for product records to be displayed. This page will contain the most commonly used search fields.

MSDS: Material Safety Data Sheet; a written or printed document concerning a hazardous chemical which is prepared in accordance with OSHA regulations in 29 CFR 1910.1200.

Note: Note refers to a piece of information that has been added to a section of the product record, (MSDS, Transportation, Safety & Health, etc.), as additional or corrective information.

NIIN: National Item Identification Number.

NTP: National Toxicology Program.

OSHA: Occupational Safety and Health Administration.

Password: The password is used in conjunction with the User ID to verify the identification of the user logging into the system.

Printable DoD Label: The Printable DoD Label is similar in content to the DoD Label Data, but is presented in the exact format in which the label is to be printed, omitting management-related information such as the date last updated.

Product Record: A product record represents the sum of the data that is collected in the HMIRS Online module database for each hazardous item. This data includes manufacturer information, environmental information, transportation information, disposal information, the MSDS, and label.

Product Record Status: The product record status encompasses the entire state of the product record. The product record status can be in the Temporary, Preliminary, Active, or Archived Status. While product records in any status can be listed in search results, only product records in the Preliminary, Active, and Archived status can be viewed in the HMIRS Online Web Application. The product record status provides information on whether the complete product record has been entered, and whether the product record is located in the Archived Tables. *Temporary Product Record Status* - a Temporary product record status indicates the product record will be deleted from the system after the time set in the TEMP_DELETE system option unless the status is changed to Preliminary or Active. The product record status can only be changed in the HMIRS Online Administrator Application. For some users, all product records that enter the system from the Online Document Submittal Web Site will have a product record status of Temporary. *Preliminary Product Record Status* - a Preliminary product record status signifies to the end user that the entire product record has not been completed. For some users, product records that enter the system do so with a Preliminary product record status unless they are from the Online Document Submittal Web Site. *Active Product Record Status* - an Active product record status signifies that all Value Added information

for the product record has been entered. *Archived Product Record Status* - an Archived product record status signifies that the product record has been archived and all of its information has been copied to the Archived tables.

PSN: Proper Shipping Name, an important and required piece of information required in the transport of materials, required to be prominently displayed on shipping.

Radioisotope Data: Radioisotope Data refers to a portion of the information that is contained in a product record that pertains to radioisotope. Users can view radioisotope data associated with a product record as one of the view options that can be selected from the List Products page.

Regulatory Preference: HMIRS Online Web users must select a regulatory preference for their session, for example, "US OSHA" or "EU". The regulatory preference selected governs the search results in the system. For example, if "WHMIS" is selected, only product records that contain WHMIS-formatted documents will be retrieved in searches.

Safety & Health Data: Safety & Health data refers to a portion of the information that is contained in a product record that pertains to safety and health. Users can view safety and health data associated with a product record as one of the view options that can be selected from the List Products page.

Search Criteria: Search criteria are user-entered values that are keyed into search fields on the Main and Extended search pages. When a search is executed, a short list of product records containing field values that match the search criteria are displayed as the results of the search.

Search fields: Search fields are "searchable" components of product records. The search fields are displayed on the Main and Extended Search pages as blank fields into which a user can type or select search criteria.

Sort Criteria: Sort criteria are user-entered values that determine the display order of the results of a search operation.

Tickler: Tickler refers to a notification message that a user receives through the Online Administration Application. The tickler could be a message notifying the user of a note submitted by a user from the Online Web Feedback Form.

Transportation Data: Transportation data refers to a portion of the information that is contained in a product record that pertains to transportation. Users can view the transportation data associated with a product record as one of the view options that can be selected from the List Products page.

TSCA: Toxic Substances Control Act.

UN ID: United Nations Identification Number.

User ID: The User ID is the user identification that allows them to log on to the application.

Value Added Data: This data includes Radioisotope information, Logistics information, Disposal information, Transportation information, and Label information. Users can view potions of the Value-Added data, (Logistics, Radioisotope, Transportation, Disposal, or Label), or they can view all Value-Added data associated with a product record through the view options that can be selected from the List Products page.