



## Purpose

Instructions for searching for, reviewing and using the Safety Data Sheets in Meridian Explorer.

## Participants

IPF Departments and Crews (referred to here as IPF Shops) using and managing Chemicals/Products with MSDS/SDS information.

## Procedure for ACCESSING the MSDS/SDS files

1. Open the [Facilities Information Tool \(FIT\)](#) and click on [Facility and infrastructure documents](#).

**Facilities Information Tool**

This application was created to allow you access to current and historical facility and infrastructure related information maintained by Michigan State University. The information comes from a variety of systems used to manage the planning, design, construction and maintenance of facilities and infrastructure. These systems include FAMS, Meridian (EDMS), the (SDI) and Facility and Infrastructure Projects.

This application is used by staff from all over the University who need to lookup building numbers, determine when structures were built, search the comprehensive database of projects related to each facility and associated documentation, find building floorplans, determine where facilities are located and much, much more.

Some information may require authorized access and in general is indicated by a icon. Access is available to University employees with a legitimate need. For assistance please refer to the 'Request Secured Access' link below.

- Buildings data**
  - 🔍 Buildings
  - 🔍 Building additions
  - 🔍 Building complexes
  - 🔍 Building addresses
  - 🔍 Definitions
- Current activity reports**
  - 🏗️ Building/Additions - In construction
  - 🏗️ Building/Additions - In design
  - 🏗️ Building/Additions - In planning or study
- Document management**
  - 🔍 Facility and infrastructure documents
  - 🔍 Project database
  - 🔍 Land entities
  - 📄 Capital project procedures

2. Click on **Safety Data Sheets**.



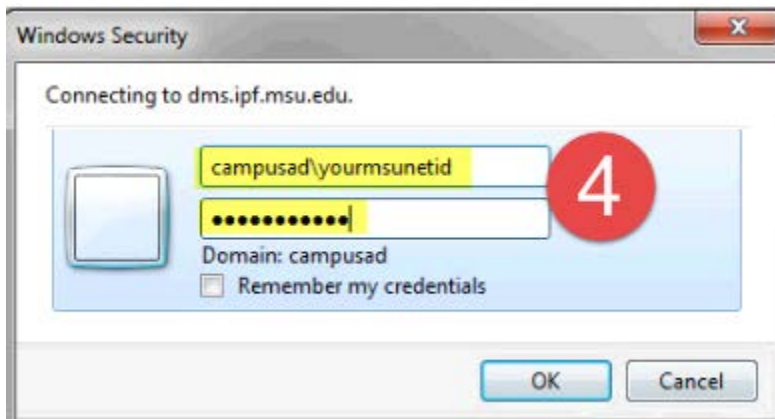
## Facility and Infrastructure Documents current and historical reports, documents and drawings

A collection of pre-filtered searches that allow users to access documents such as Unit Reports, Construction Standards, Building Floor Plans, and project related documents and drawings via Meridian Explorer based EDMS.

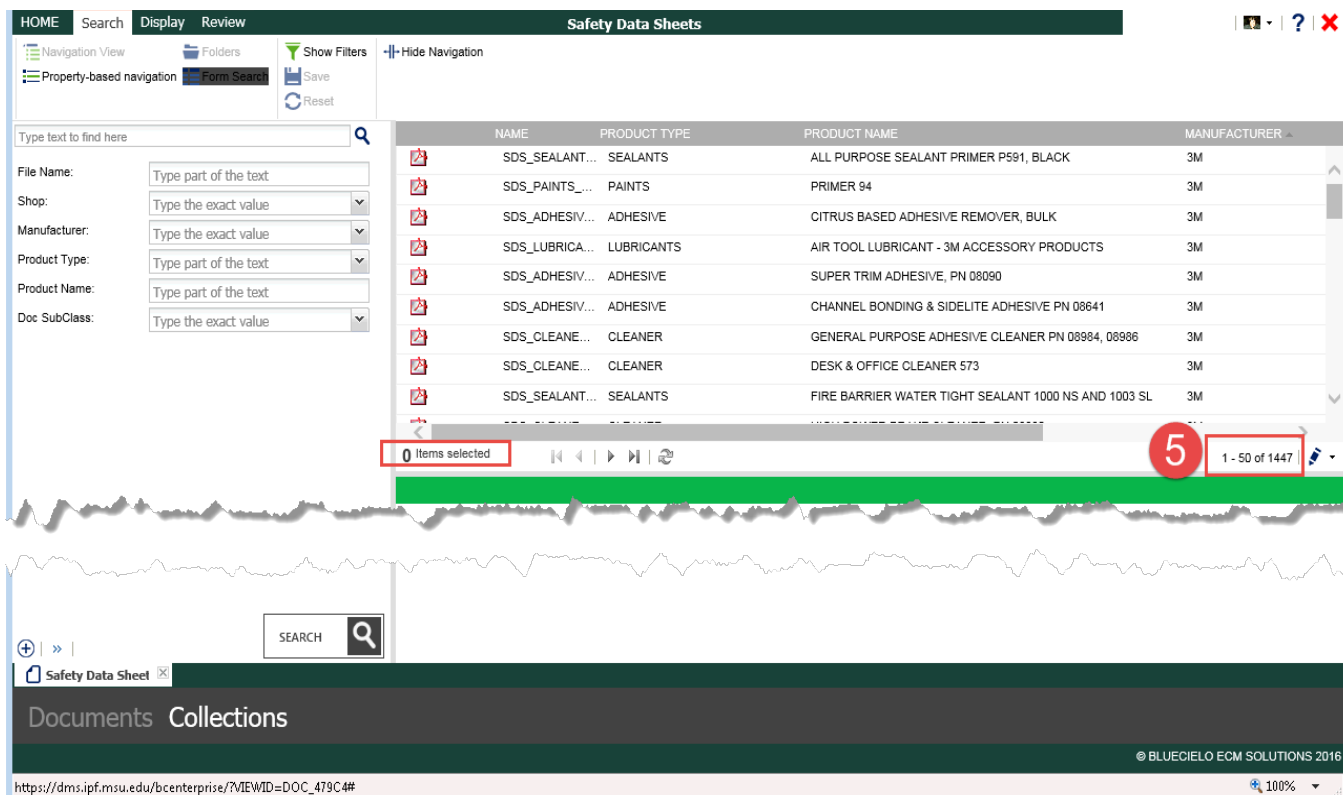
All information in this system requires a username and password for access. If you do not have a username and password currently, please refer to the **Help** section on our [home page](#).

Buildings and Infrastructure	Administrative Documents
<p>These views are set up to search for documents and drawings about buildings, land entities and major systems.</p>	<p>These views are set up to search for administrative documents such as reports and SDS sheets.</p>
<p><b>Operational Floor Plans</b> 📄 PDF and CAD versions of building floor plans that include square footage and room numbering.</p>	<p><b>Safety Data Sheets</b> 📄 SDS and MSDS for IPF departments. <b>2</b></p>
<p><b>All Building and Infrastructure Files</b> 📄 All files in the document management system related to the buildings, land entities, or utility and other major systems.</p>	<p><b>IPF Unit Reports</b> 📄 IPF unit wide and department specific reports.</p>
<p><b>Record Documents</b> 📄 Archived project related documents stored in the document management system.</p>	<p><b>Policies, Procedures and References</b> 📄 IPF unit and department specific policies, procedures and references.</p>
<p><b>Record Drawings</b> 📄 Archived project related drawings stored in the document management system.</p>	<p><b>Forms and Templates</b> 📄 IPF unit and department specific forms and templates.</p>
<p><b>Record Equipment &amp; Materials Files</b> 📄 Archived project related shop drawings, operation &amp; maintenance manuals, and manufacturer warranties stored in the document management system.</p>	<p><b>User Manuals</b> 📄 User manuals for Meridian, Unifier, Utility Billing, etc.</p>
<p><b>Campus Maps and Historical Imagery</b> 📄 Scanned maps and historical imagery of campus including aerial images and photos.</p>	<p><b>Tasks</b> 📄 Task related documents (non-project documents).</p>

- This will open [Meridian Explorer](#) and the IPF Safety Data Sheets in a browser window.
- Type **campusad\** in front of your **MSU Net ID and password to log in.**



- When Meridian Explorer opens, it will be loading all the SDS information, so it may take a moment for the lists to populate and pull up.

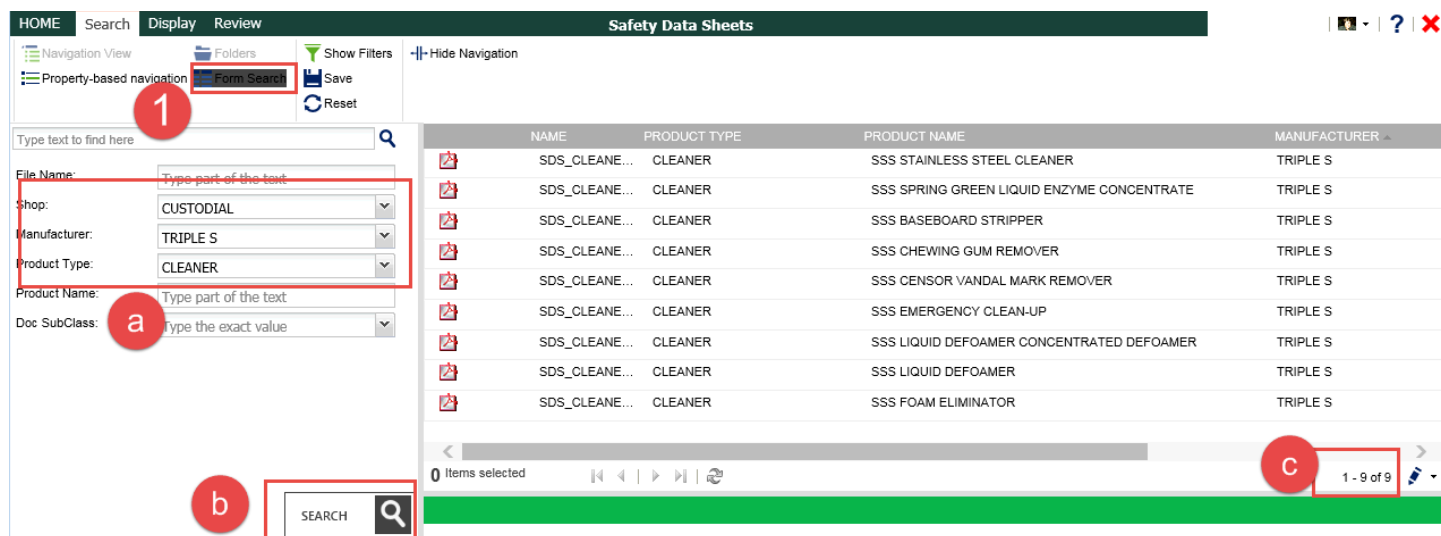


After the SDS information is loaded, you can then start to filter down to what it is you are looking for using the search filters on the left.

## Procedure for SEARCHING for the MSDS/SDS files

There are two different ways to search:

1. **Form Search** – Uses type in/drop down look up lists.
  - a. **Fill in** one or many combinations of the searching fields. Once you fill in one field, the other fields will display only valid options.
  - b. Click **Search**
  - c. Results will display on the right



2. **Property-based Navigation** – uses check boxes to search

- a. **Check** one or many combinations of the searching fields. Once you select one field, the other fields will display only valid options.
- b. Click **Search**
- c. Results will display on the right

The screenshot displays the 'Safety Data Sheets' application interface. The top navigation bar includes 'HOME', 'Search', 'Display', and 'Review'. The left sidebar contains filters for 'Shop', 'Product Type', and 'Manufacturer'. The 'Shop' filter has 'CUSTODIAL' selected. The 'Product Type' filter has 'CLEANER' selected. The 'Manufacturer' filter has 'TRIPLE S' selected. The central search input contains 'Type text to find here'. The main table displays a list of SDS files with columns for NAME, PRODUCT TYPE, PRODUCT NAME, and MANUFACTURER. The table shows 9 items, all of which are 'CLEANER' products from 'TRIPLE S'. The bottom of the interface includes a 'SEARCH' button and a pagination control showing '1 - 9 of 9'.

NAME	PRODUCT TYPE	PRODUCT NAME	MANUFACTURER
SDS_CLEANE...	CLEANER	SSS STAINLESS STEEL CLEANER	TRIPLE S
SDS_CLEANE...	CLEANER	SSS SPRING GREEN LIQUID ENZYME CONCENTRATE	TRIPLE S
SDS_CLEANE...	CLEANER	SSS BASEBOARD STRIPPER	TRIPLE S
SDS_CLEANE...	CLEANER	SSS CHEWING GUM REMOVER	TRIPLE S
SDS_CLEANE...	CLEANER	SSS CENSOR VANDAL MARK REMOVER	TRIPLE S
SDS_CLEANE...	CLEANER	SSS EMERGENCY CLEAN-UP	TRIPLE S
SDS_CLEANE...	CLEANER	SSS LIQUID DEFOAMER CONCENTRATED DEFOAMER	TRIPLE S
SDS_CLEANE...	CLEANER	SSS LIQUID DEFOAMER	TRIPLE S
SDS_CLEANE...	CLEANER	SSS FOAM ELIMINATOR	TRIPLE S

**Procedure for VIEWING the MSDS/SDS files**

- 3. Click on the row that contains the SDS file you want to view. It will show up in a viewer window that you can use tools to zoom in, save or print.

	NAME	PRODUCT TYPE	PRODUCT NAME	MANUFACT
	SDS_SEALANT...	SEALANTS	ALL PURPOSE SEALANT PRIMER P591, BLACK	3M
	SDS_PAINTS_...	PAINTS	PRIMER 94	3M
	SDS_ADHESIV...	ADHESIVE	CITRUS BASED ADHESIVE REMOVER, BULK	3M
	SDS_LUBRICA...	LUBRICANTS	AIR TOOL LUBRICANT - 3M ACCESSORY PRODUCTS	3M
	SDS_ADHESIV...	ADHESIVE	SUPER TRIM ADHESIVE, PN 08090	3M
	SDS_ADHESIV...	ADHESIVE	CHANNEL BONDING & SIDELITE ADHESIVE PN 08641	3M
	SDS_CLEANE...	CLEANER	GENERAL PURPOSE ADHESIVE CLEANER PN 08984, 08986	3M
	SDS_CLEANE...	CLEANER	DESK & OFFICE CLEANER 573	3M
	SDS_SEALANT...	SEALANTS	FIRE BARRIER WATER TIGHT SEALANT 100...	3M

1 Items selected

SDS\_CLEANER\_DESK\_\_OFFICE\_CLEANER\_573.pdf

Contents Classification

1 / 11 19.1%

Fill & Sign Comment

File Name

3

4. Or, you can download the file using the Explorer tools.

HOME Search Display **Review** PDC-FIS SDS

Properties View Compare Hyperlink Draft Print Add to collection

**Download** Export to Excel Compare with Master Facilities Information Tool

4

Type text to find here

File Name: Type part of the text

Shop: PDC-FIS

Product Type: Type part of the text

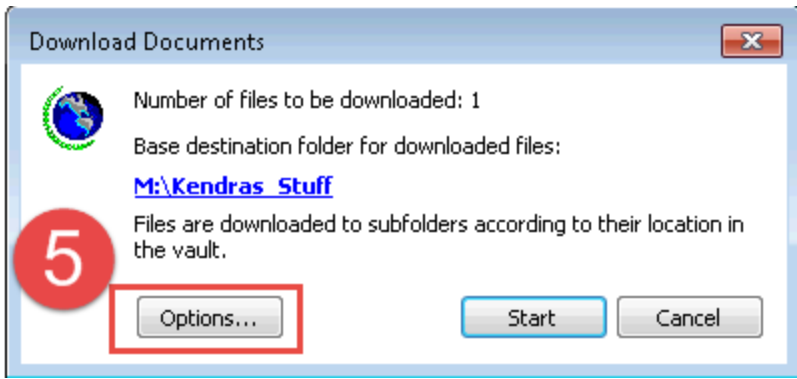
Manufacturer: Type the exact value

Product Name: Type part of the text

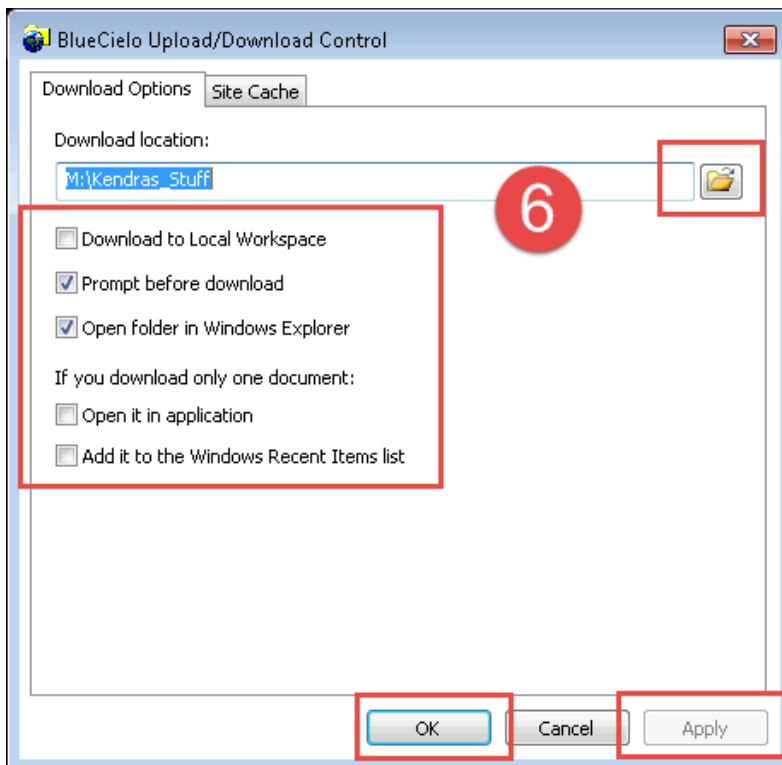
Doc SubClass: Type the exact value

	NAME	PRODUCT TYPE	PRODUCT NAME
	SDS_SEALANT...	SEALANTS	ALL PURPOSE SEALANT PRIMER P591
	SDS_PAINTS_...	PAINTS	PRIMER 94
	SDS_ADHESIV...	ADHESIVE	CITRUS BASED ADHESIVE REMOVER
	SDS_LUBRICA...	LUBRICANTS	AIR TOOL LUBRICANT - 3M ACCESS
	SDS_ADHESIV...	ADHESIVE	SUPER TRIM ADHESIVE, PN 08090
	SDS_ADHESIV...	ADHESIVE	CHANNEL BONDING & SIDELITE ADHI
	SDS_CLEANE...	CLEANER	GENERAL PURPOSE ADHESIVE CLEA
	SDS_CLEANE...	CLEANER	DESK & OFFICE CLEANER 573
	SDS_SFALANT	SFALANTS	FIRF BARRIFR WATER TIGHT SFALAI

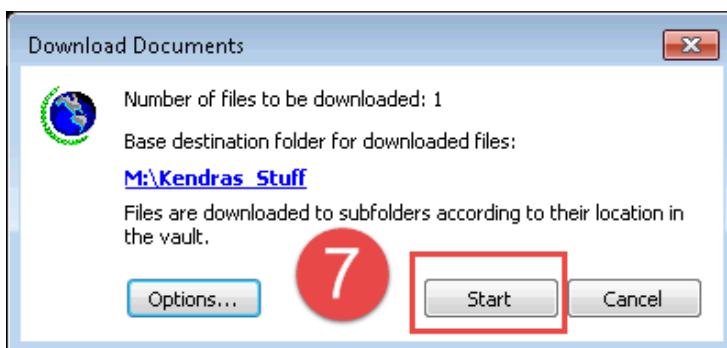
5. Set the download location and options



6. Browse to the location you want the file to be saved. Make any other changes necessary for future downloads. Click **Apply**, then **OK**.



7. Click **Start**

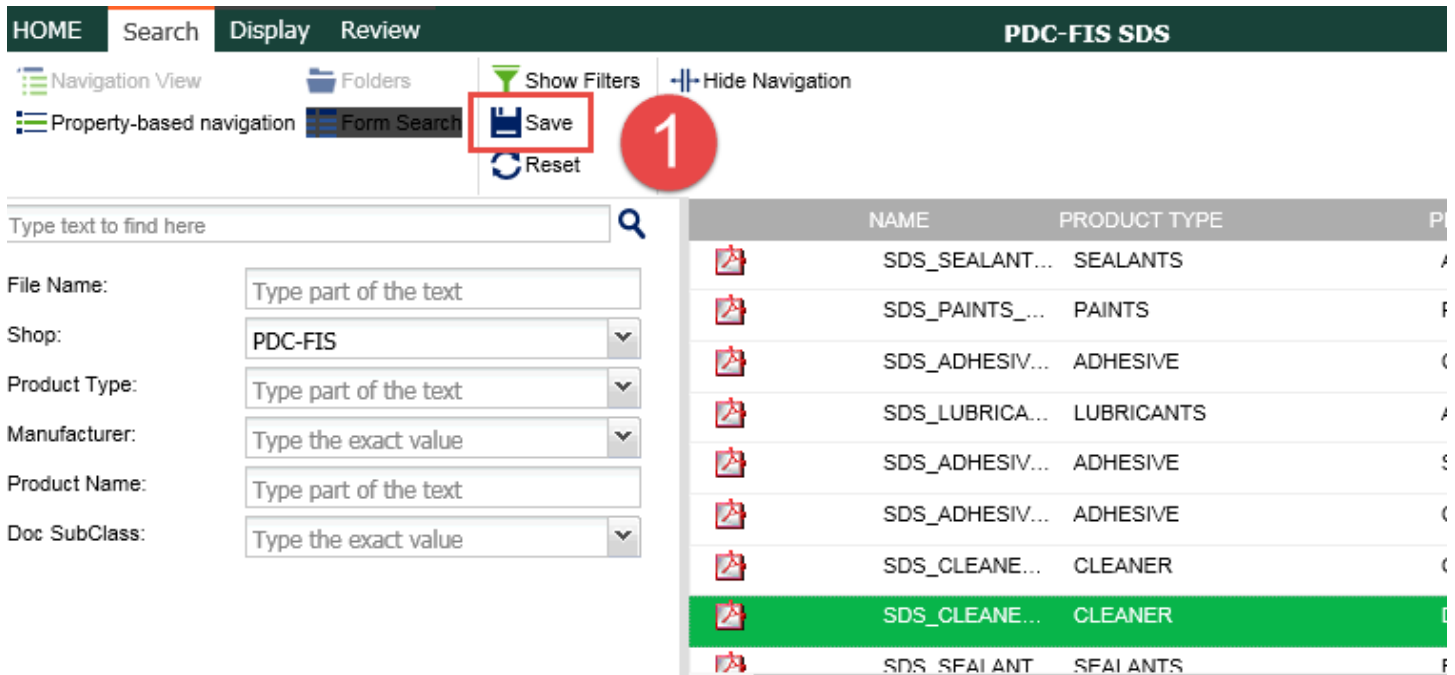


The folder containing the downloaded file will open and you can double click to open the file.

## Procedure for SAVING SEARCHES

Supervisors may want to quickly get to the SDS information they care most about quickly. To access the saved searches, you will have to go to the Meridian Explorer homepage.

1. After performing your search, click **Save**.



HOME Search Display Review PDC-FIS SDS

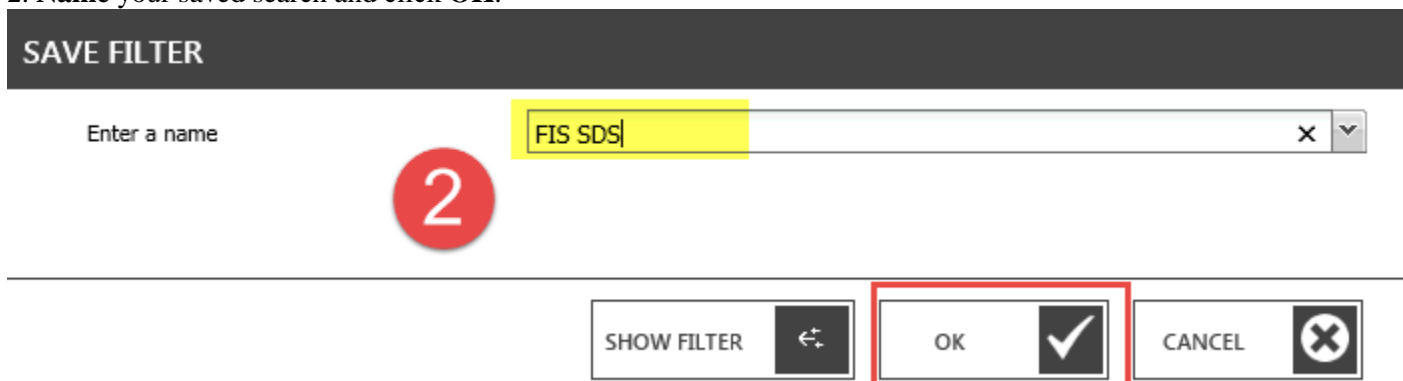
Navigation View Folders Show Filters Hide Navigation  
Property-based navigation Form Search Save Reset

Type text to find here

File Name: Type part of the text  
Shop: PDC-FIS  
Product Type: Type part of the text  
Manufacturer: Type the exact value  
Product Name: Type part of the text  
Doc SubClass: Type the exact value

	NAME	PRODUCT TYPE	P
	SDS_SEALANT...	SEALANTS	A
	SDS_PAINTS_...	PAINTS	F
	SDS_ADHESIV...	ADHESIVE	(
	SDS_LUBRICA...	LUBRICANTS	A
	SDS_ADHESIV...	ADHESIVE	S
	SDS_ADHESIV...	ADHESIVE	(
	SDS_CLEANE...	CLEANER	(
	SDS_CLEANE...	CLEANER	(
	SDS_SFAL ANT	SFAL ANTS	F

2. Name your saved search and click **OK**.

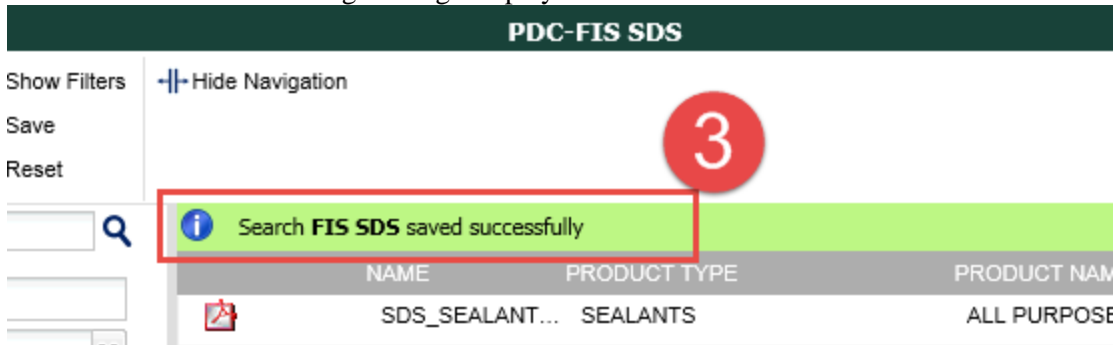


SAVE FILTER

Enter a name FIS SDS x

SHOW FILTER SHOW FILTER OK CANCEL

3. You will see the following message displayed.



PDC-FIS SDS

Show Filters Hide Navigation

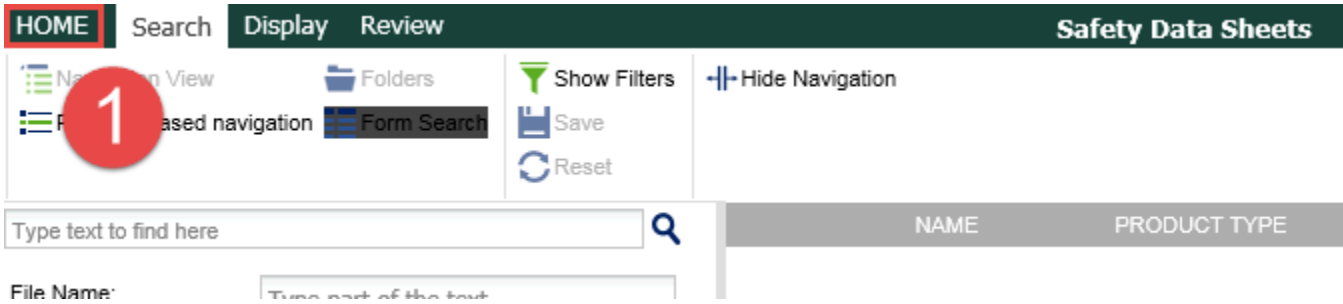
Save  
Reset

Search FIS SDS saved successfully

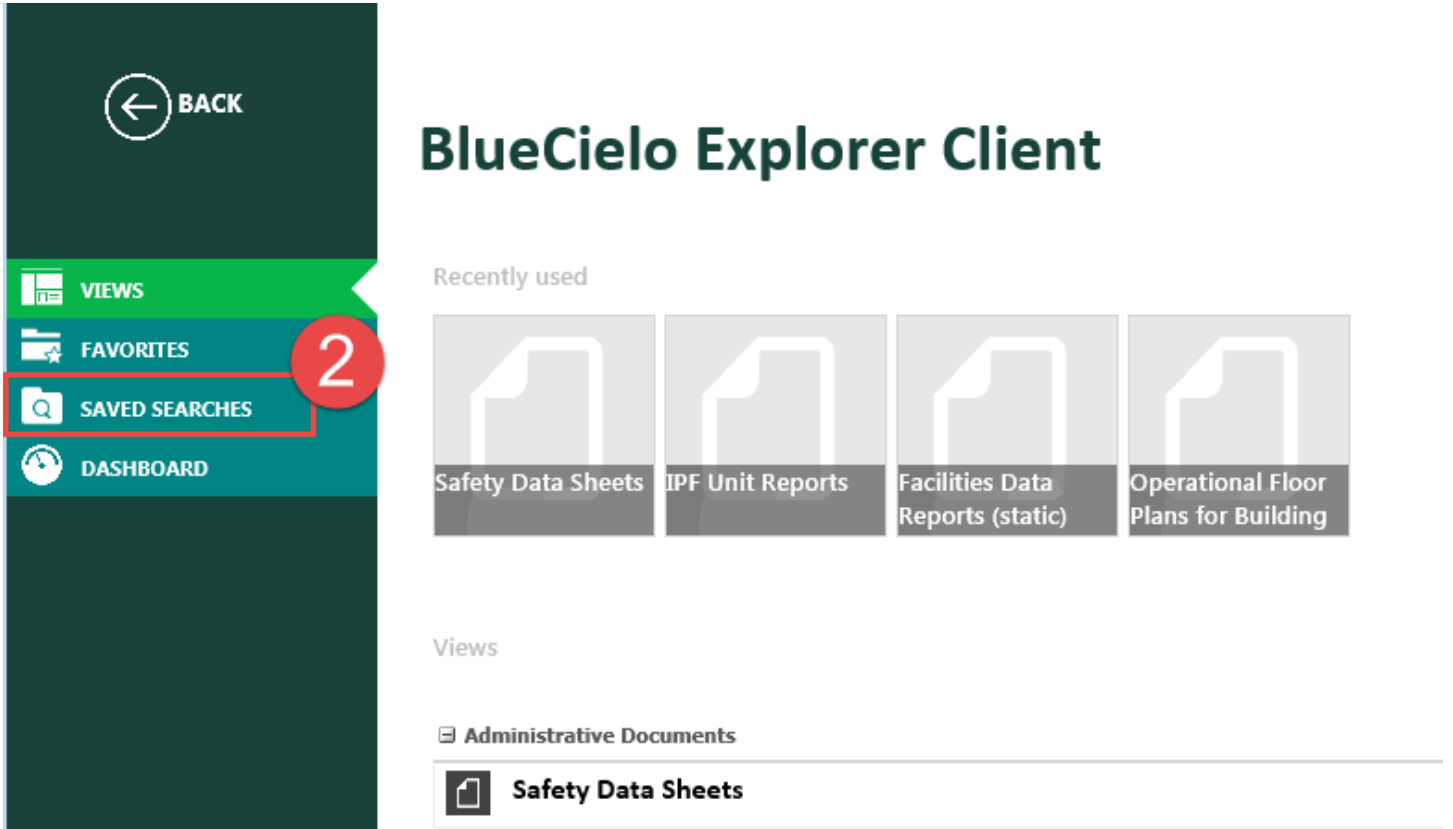
	NAME	PRODUCT TYPE	PRODUCT NAM
	SDS_SEALANT...	SEALANTS	ALL PURPOSE

## Procedure for ACCESSING SAVING SEARCHES

1. Once you are in the Safety Data Sheet View in Meridian Explorer, click on the **HOME** button to access the saved searches.

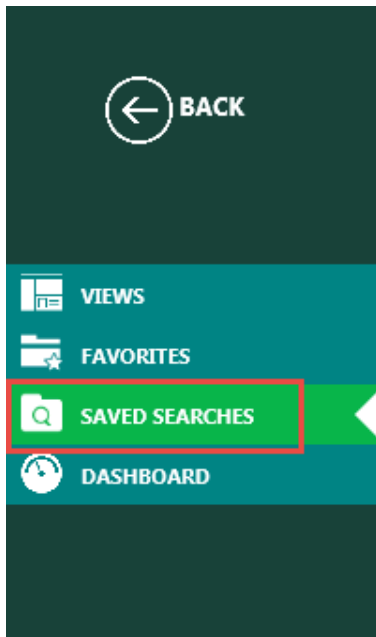


2. Click on 'Saved Searches'



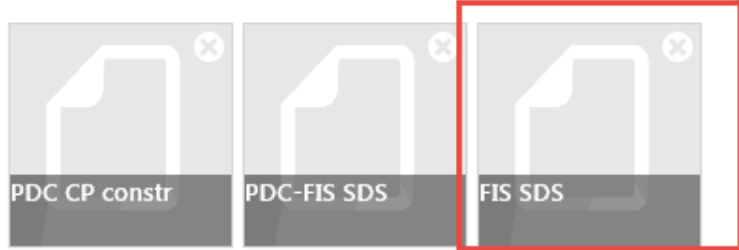
3. Click on the Saved Search you want to access.





# BlueCielo Explorer Client

Saved searches



4. This will open your Saved Search. You can further filter the results from here if needed.

NAME	PRODUCT TYPE	PRODUCT NAME
SDS_CLEANE...	CLEANER	DESK & OFFICE CLEANER
SDS_DISINFE...	DISINFECTANT	CLOROX DISINFECTING W
SDS_DISINFE...	DISINFECTANT	CLOROX DISINFECTING W
SDS_DISINFE...	DISINFECTANT	CLOROX BLEACH WIPES
SDS_GLASS_...	GLASS CLEANER	WINDEX POWERIZED GLA
SDS_DISINFE...	DISINFECTANT	BEST VUE TOWELETTE
SDS_DISINFE...	DISINFECTANT	PURELL ADVANCED INSTA
SDS_PAINTS_J...	PAINTS	INDUSTRIAL CHOICE AER
SDS_PAINTS	PAINTS	STRIFE BLUE FLUORESC

## Procedure for EXPORTING SDS LISTS

To export your search results to an excel sheet:

1. Click on **Review**, then click on **Export to Excel**

2. The first time you export an excel, you will need to set your preferences.  
a. **General** - Give your file a name

EXPORT

GENERAL

COLUMNS

PREVIEW

File name: PDC SDS.xlsx

Total items: 1447 Items

Include URL: No URL

RESET EXPORT CANCEL

- b. **Columns** – Select the columns that should appear on your excel. Use the toggle buttons in the middle to make your list match the following..

EXPORT

GENERAL

COLUMNS

PREVIEW

Property Set: BCRenditionPropertySet (8)

Format

Page Layout

Page Orientation

Page Size

Pen Settings File

Render Color

Result

Viewer Data

Property Set: Custom (111)

Assigned To

Building Name

Building Number

CSI Division

CSI Division Code

CSI Division Info

CSI Format

CSI Major Heading

CSI Major Heading Code

CSI Sub Division

CSI Sub Division Code

CSI Sub Division Info

File Name

Product Name

Product Type

Manufacturer

Date of Issue

Doc SubClass Code

RESET EXPORT CANCEL

- c. **Preview** – you can see what the excel will look like (without the actual data)  
d. Click **EXPORT**

**EXPORT**

GENERAL  
COLUMNS  
PREVIEW **C**

FILE NAME	PRODUCT NAME	PRODUCT TYPE	MANUFACTUR...	DATE OF ISSUE	DOC SUBCLAS...
<File Name>	<Product Name>	<Product Type>	<Manufacturer>	<Date of Issue>	<Doc SubClass...
<File Name>	<Product Name>	<Product Type>	<Manufacturer>	<Date of Issue>	<Doc SubClass...
<File Name>	<Product Name>	<Product Type>	<Manufacturer>	<Date of Issue>	<Doc SubClass...
<File Name>	<Product Name>	<Product Type>	<Manufacturer>	<Date of Issue>	<Doc SubClass...
<File Name>	<Product Name>	<Product Type>	<Manufacturer>	<Date of Issue>	<Doc SubClass...

The data that is shown is for example only. Actual data will be exported. **d**

RESET EXPORT CANCEL

Please wait...

PREPARING TO EXPORT. PLEASE WAIT...

Background tasks

			Excel export	Waiting	0%
--	--	--	--------------	---------	----

3. Click **Open** or **Save** depending on what you want to do with the file.

Do you want to open or save FIS SDS.xlsx (5.21 KB) from dms.ipf.msu.edu? **3** Open Save Cancel

The excel will be a great and easy tool to review your area's chemicals and keep the list up-to-date via relaying changes necessary to the Occupational Safety and Compliance office.

## Revision History and Owner of Document

---

Created by: Kendra Schroeder | [kschroeder@ipf.msu.edu](mailto:kschroeder@ipf.msu.edu) | 517-432-0325

Created: September 2017

Updated: 06/2019