Infrastructure Planning and Facilities
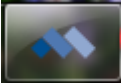MICHIGAN STATE UNIVERSITY

Purpose

Instructions for searching for, adding, editing, modifying and deleting Safety Data Sheets in Meridian.

Participants

IPF Occupational Safety and Compliance staff.

Procedure for SEARCHING FOR SDS files

Unlike other areas of Meridian, when working with SDS documents, you will first **Search** for the SDS/MSDS sheet in Meridian before adding, modifying, editing or deleting the file. The SDS may be in Meridian already as an older version or filed under a different shop. After finding the document, you will then make the decision on what action to take.

1. **Open Meridian** (Make sure you are using the correct version)

2. **Open the Operational Vault**, then select the **Occupational Safety and Compliance Scope** if you aren't there already.
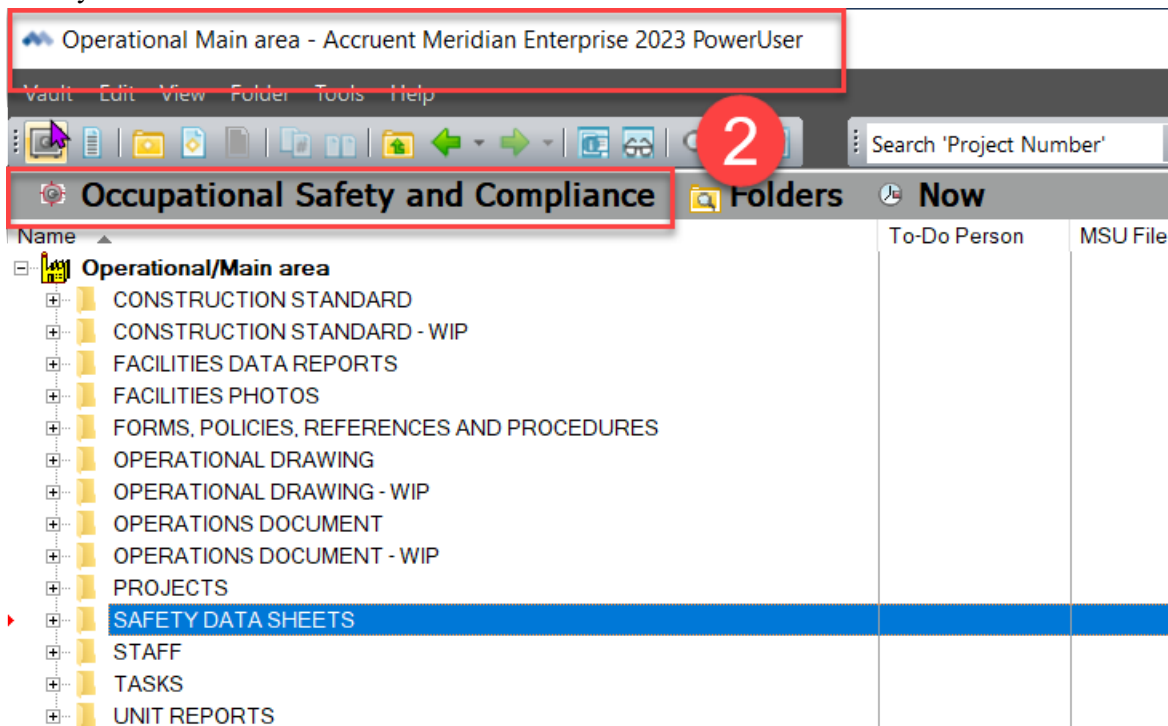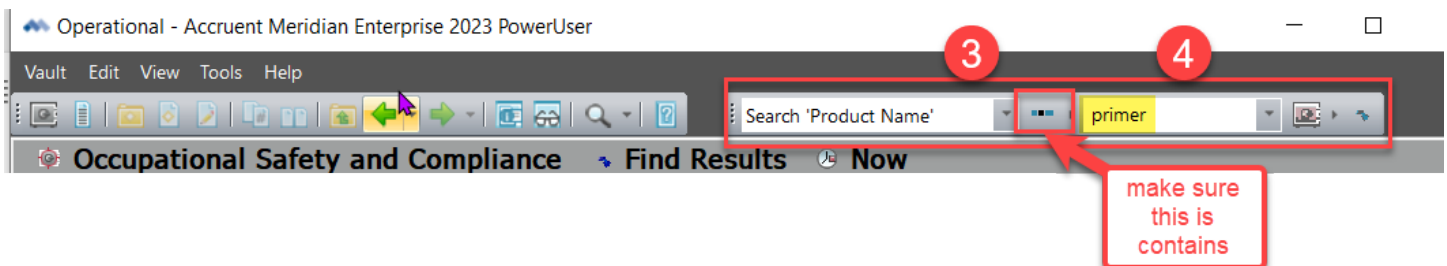

3. Click on the Nav View list

4. Select either the **SDS Sheets (Manufacturer)** or **SDS Sheets (Product Type)** Nav View, or select **Product Name CONTAINS** from the Find Toolbar drop down and type in the product name depending on how you want to search.
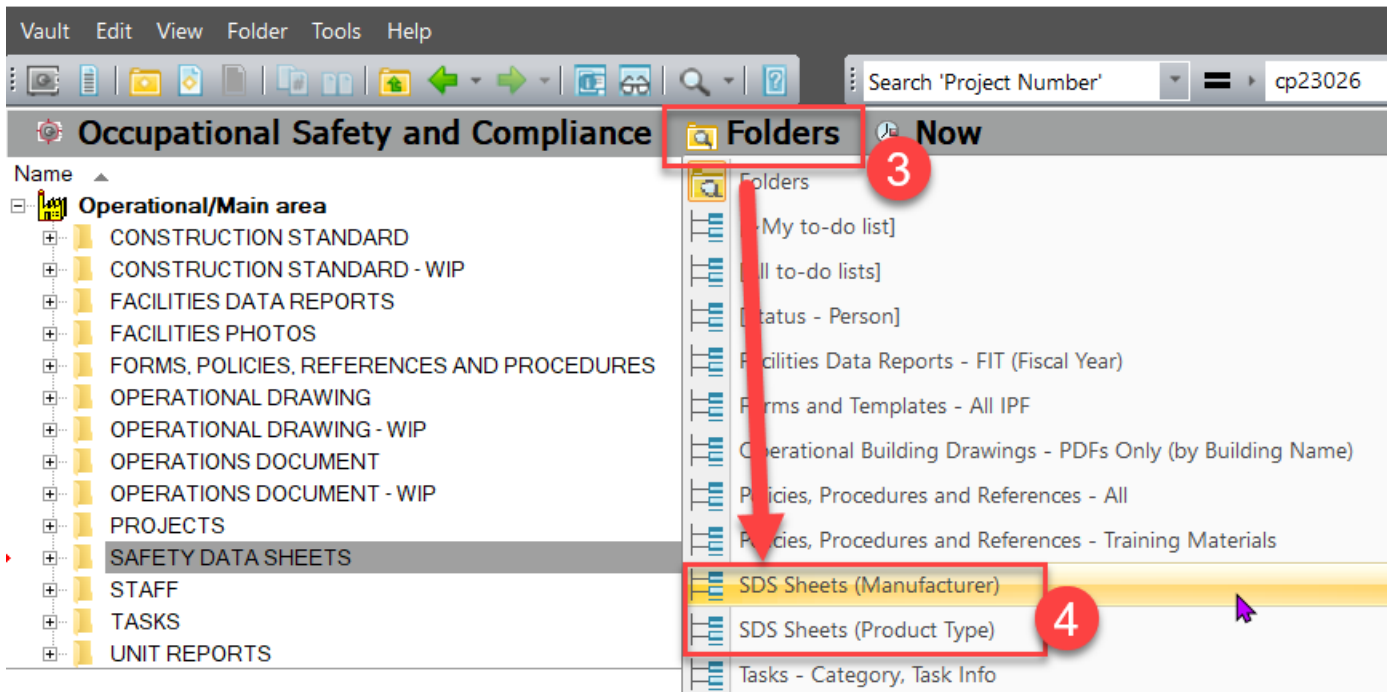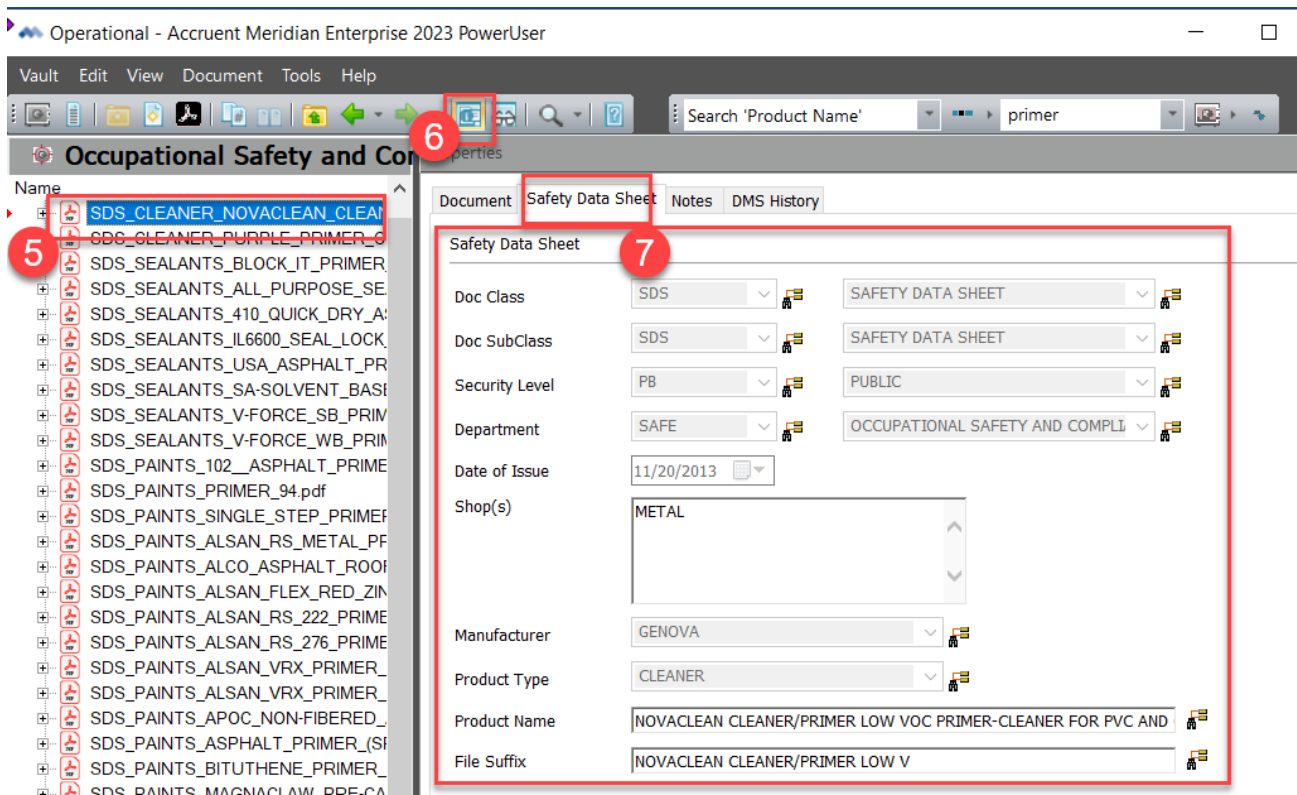

OR,

5. Double-click on the file in Meridian to open it and compare it with what you have to add to Meridian.
6. If the document is the same, or very similar, open the **Properties Pane**.
7. Open the '**Safety Data Sheet**' tab and check the '**Doc SubClass**', '**Date of Issue**' and '**Shop(s)**' fields to verify the document you want to add is in fact a **new** document and not a replacement.


Decision:

❖ If you find an older version of the SDS sheet, go to **MODIFYING SDS FILE CONTENT**

❖ If you find the same SDS sheet under a different shop, go to **EDITING SDS FILE CONTENT**

❖ If you do not find the SDS sheet in Meridian, continue to **ADDING THE SDS FILE**

❖ If the SDS is no longer used by any Shop, go to **DELETING THE SDS FILE**

Procedure for ADDING SDS file content

8. **Drag the file** from your computer into Meridian
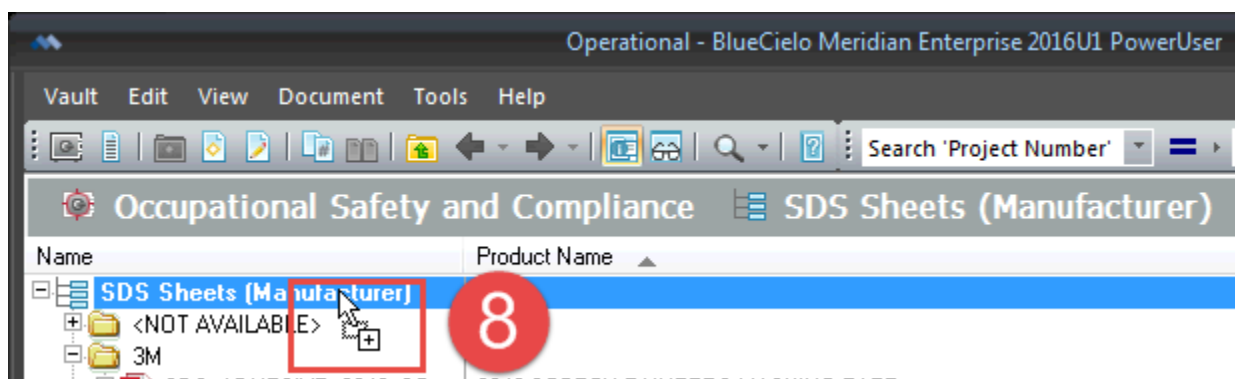
9. Pick Document type: **Safety Data Sheets** and click **OK**
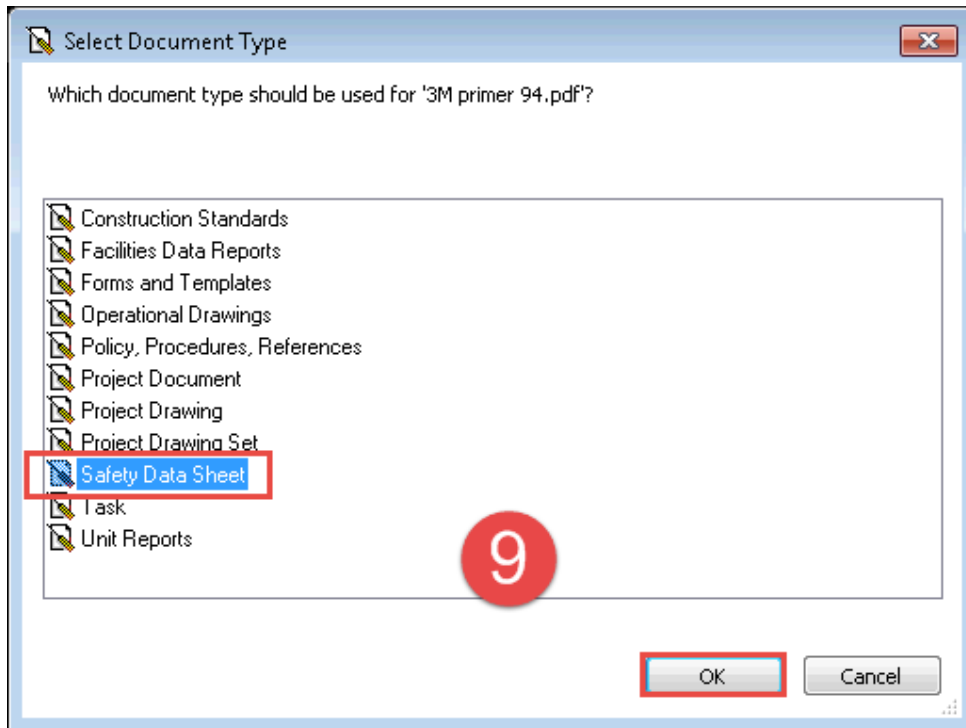
10. **Fill in the Wizard**. Use the **magnifying glass** to select from the drop down list of values.
   a. Use the **magnifying glass** icon to see drop down lists. You can pick multiple for Shop.
    b. Type the **Product Name** and the **File Suffix** will auto-populate to become what you see in the file name.
    c. Selecting **Delete Source** will ensure Meridian is the central repository for the SDS sheets.
    d. If you need to look at the file, click **View**
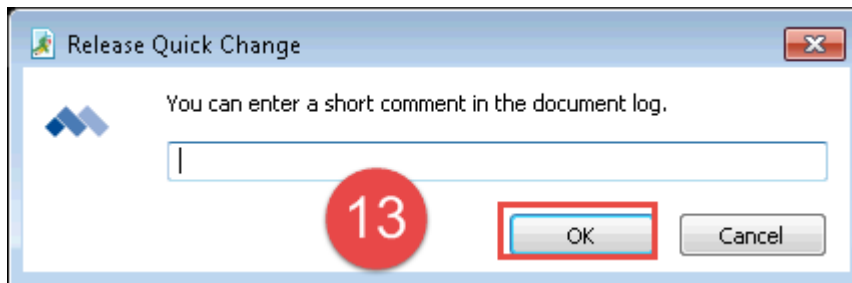   e. Click **finish**
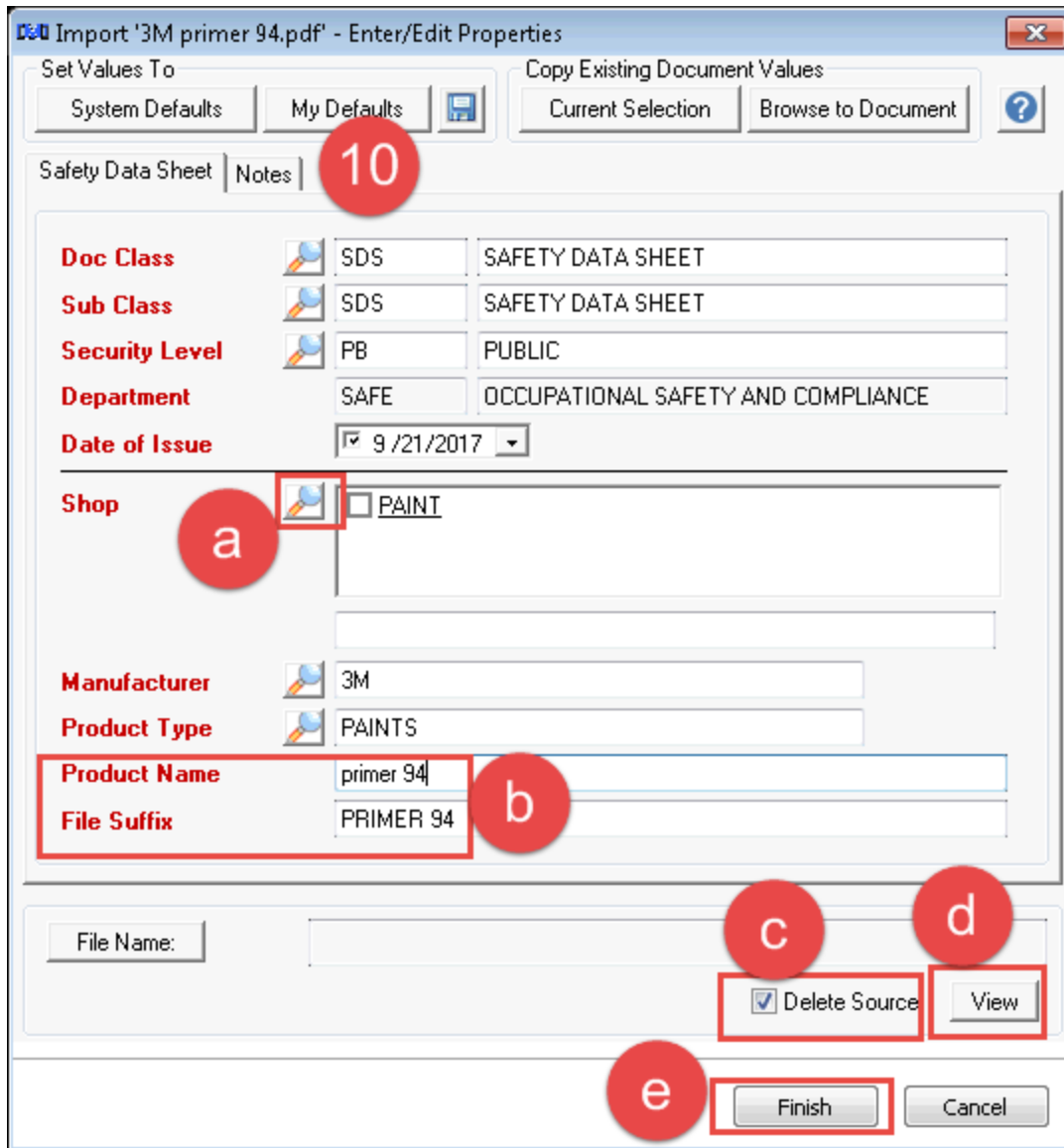
11. The document will now be in Meridian in a **quick change** state and you will need to **Release** it:
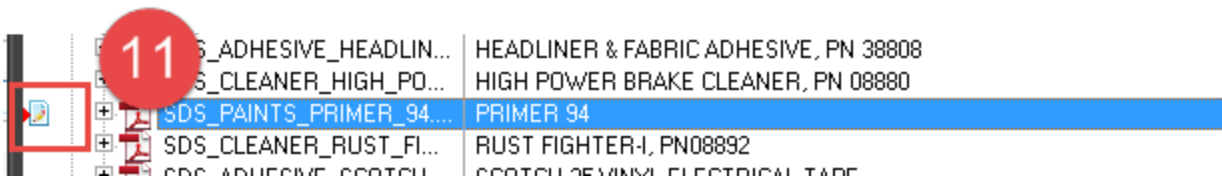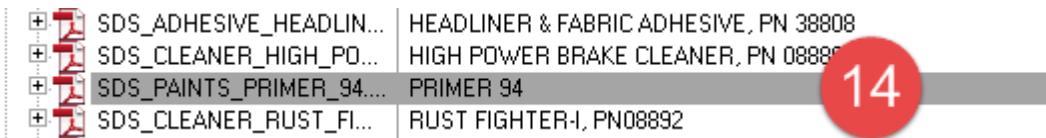
12. **Right Click**, then select **Document Workflow**, then select **Release Quick Change**.
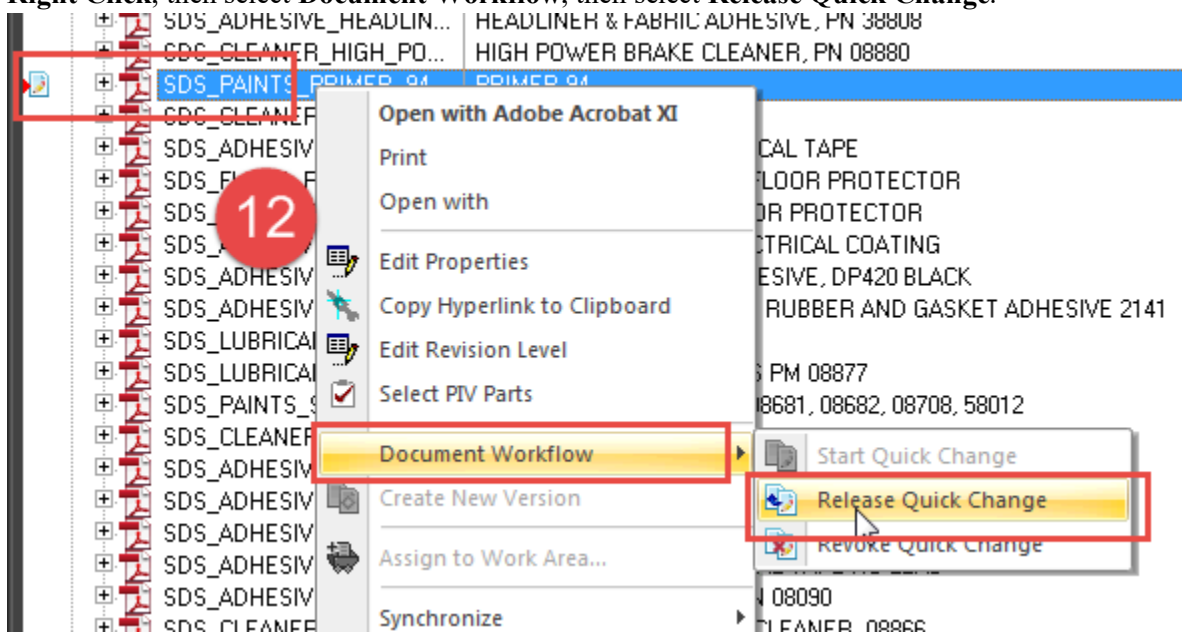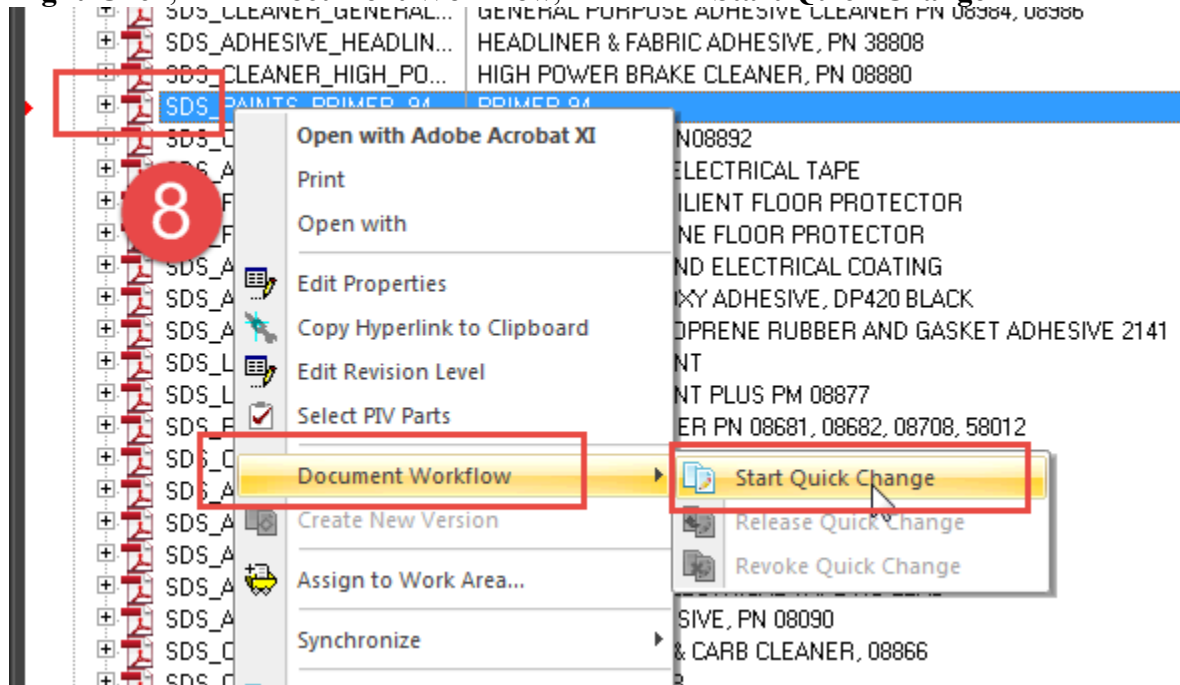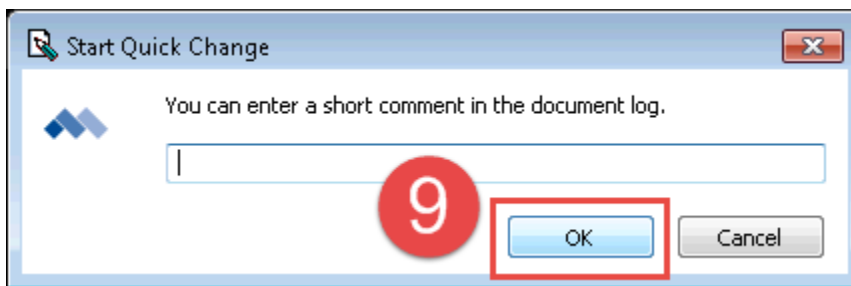

13. Click **OK**

14. The document is now in Meridian.

Procedure for MODIFYING SDS file content

After searching and verifying the file is already in Meridian, but needs to be replaced with a newer version...
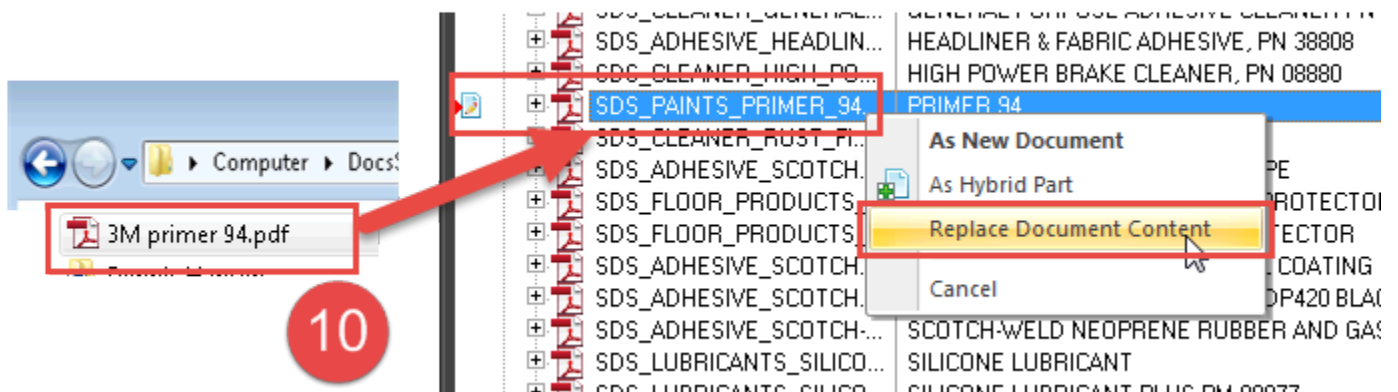
8. **Right-Click**, select **Document Workflow**, then select **Start Quick Change**
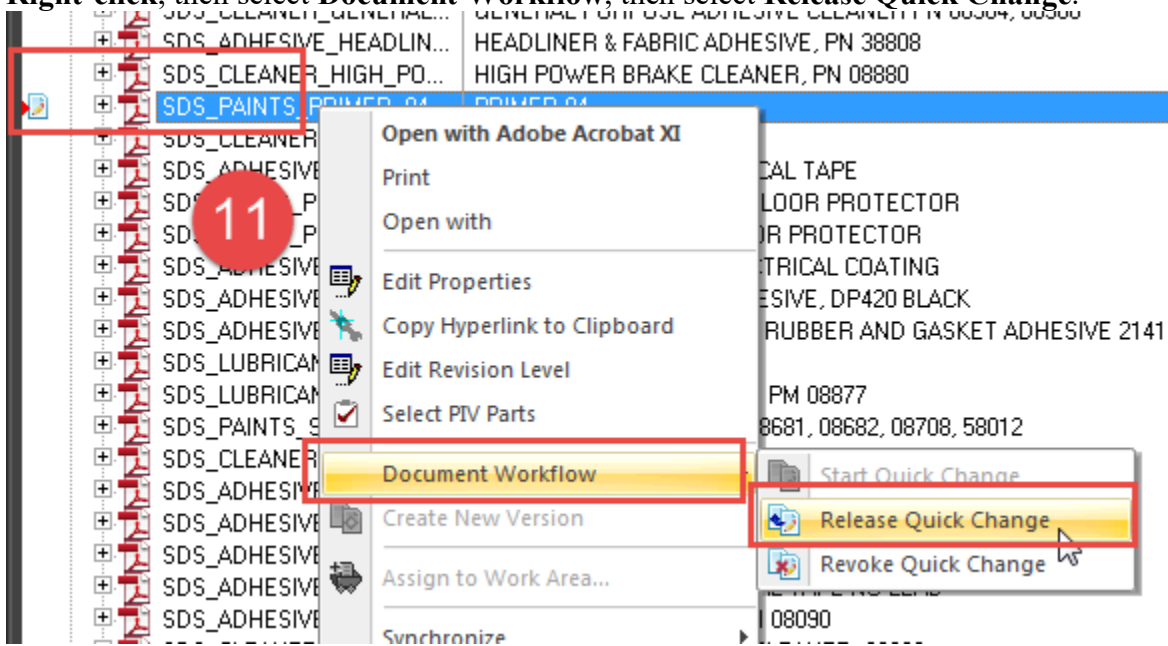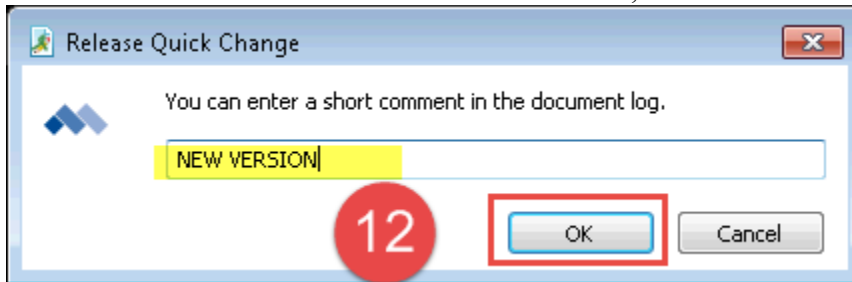

9. Click **OK**

10. **Drag and Drop** the new file <u>directly on top of</u> the file in Meridian, **let go** and select **Replace Document Content**.
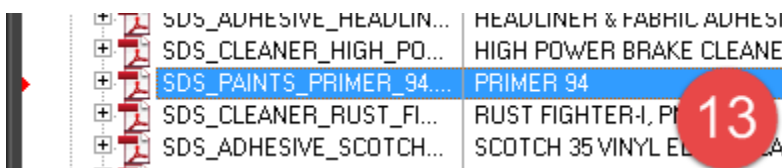
11. **Right-click**, then select **Document Workflow**, then select **Release Quick Change**.

12. You can fill in a comment about the new version, then Click **OK**

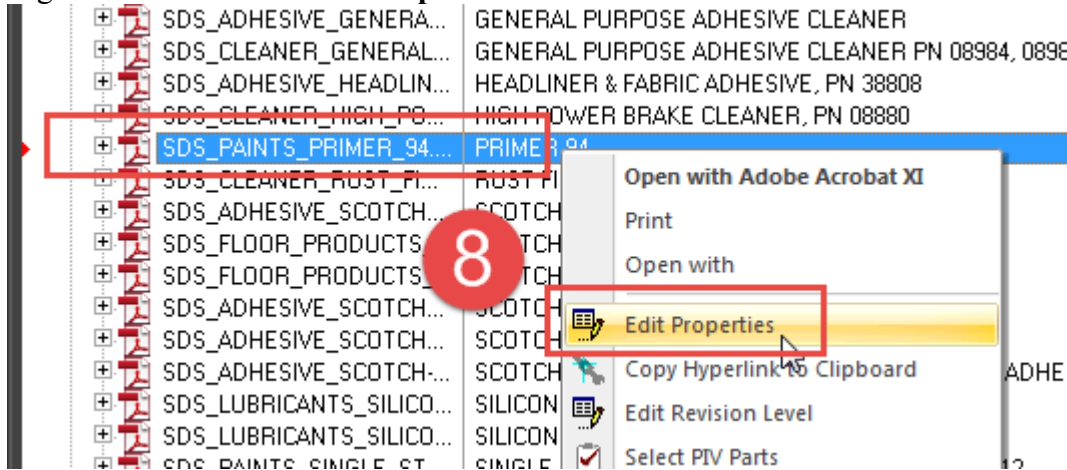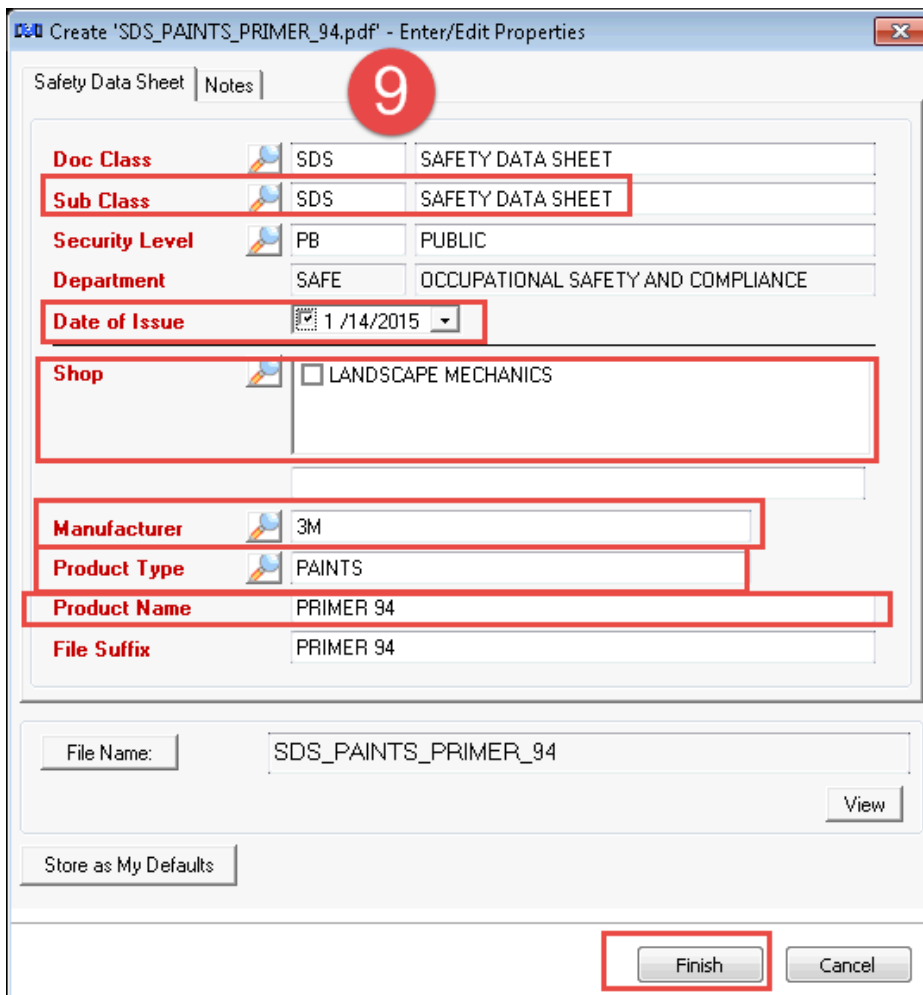13. The new version of the SDS is now in Meridian.

Procedure for EDITING SDS FILE PROPERTIES

After searching and verifying the file is already in Meridian, but the shops, date of issue, or other properties need to be updated…
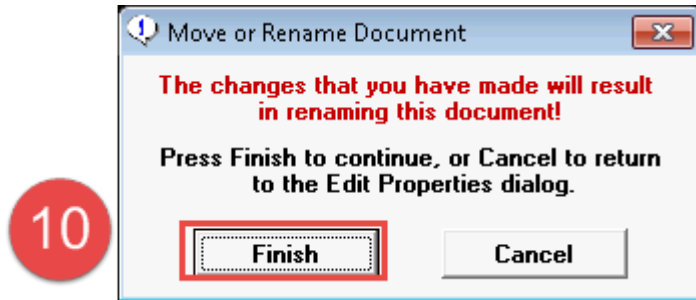
1. Right-Click and select **Edit Properties**

2. **Fix** any properties that need to be updated, then click **Finish.**

3. If the edits you made change the file name, you will see this dialog box. Click **Finish**.
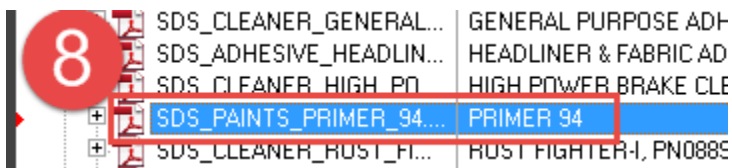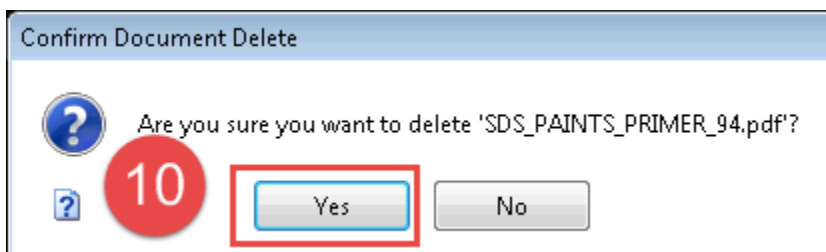

Procedure for DELETING SDS FILES

Once you have searched for the SDS file and verified the product is no longer being used by ANY shop and needs to be deleted…

8. Select the file in Meridian

9. hit the **Delete** key on your keyboard.

10. If you are sure it should be deleted, click **Yes.**

Revision History and Owner of Document