



Purpose

Instructions for searching for, reviewing and using the IPF 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 \(FIT\)](#), select open **DOCUMENT MANAGEMENT** and click on **FACILITY/INFRASTRUCTURE DOCUMENTS**.

FACILITIES INFORMATION TOOL

MAIN MENU

- HOME
- DASHBOARDS
- BUILDINGS
- DOCUMENT MANAGEMENT**
- PROJECTS
- PROJECT COVER SHEETS
- LAND ENTITIES
- FACILITY/INFRASTRUCTURE DOCUM...**
- MAPS
- PANORAMIC PHOTOGRAPHY

FACILITIES INFORMATION TOOL

If you are having trouble using this application or find are looking for, please take a moment to let us know Thank you!

This application was created to allow you access to curren infrastructure related information maintained by Michigan information comes from a variety of systems used to man construction and maintenance of facilities and infrastru F.A.M.I.S, Meridian (EDMS), the (SDI) and Facility and Infrastr

This application is used by staff from all over the Universit numbers, determine when structures were built, search the projects related to each facility and associated document; determine where facilities are located and much, much m

Some information may require authorized access and in g Access is available to University employees with a legitim:




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

HISTORICAL ARCHIVES

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, the web-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

These views are setup to search for documents and drawings about buildings, land entities, and major systems.

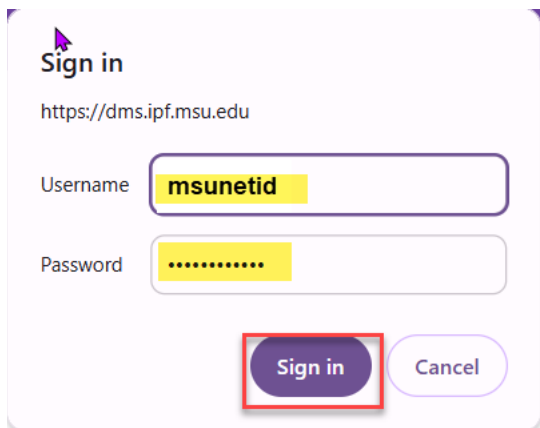
-  **Operational Floor Plans**
PDF and CAD versions of building floor p...
-  **Utility Distribution Systems**
Files related to utility distribution systems.
-  **All Building and Infrastructure Files**
All files in the document management sv...

Administrative Documents

These views are set up to search for administrative documents such as reports and SDS sheets.

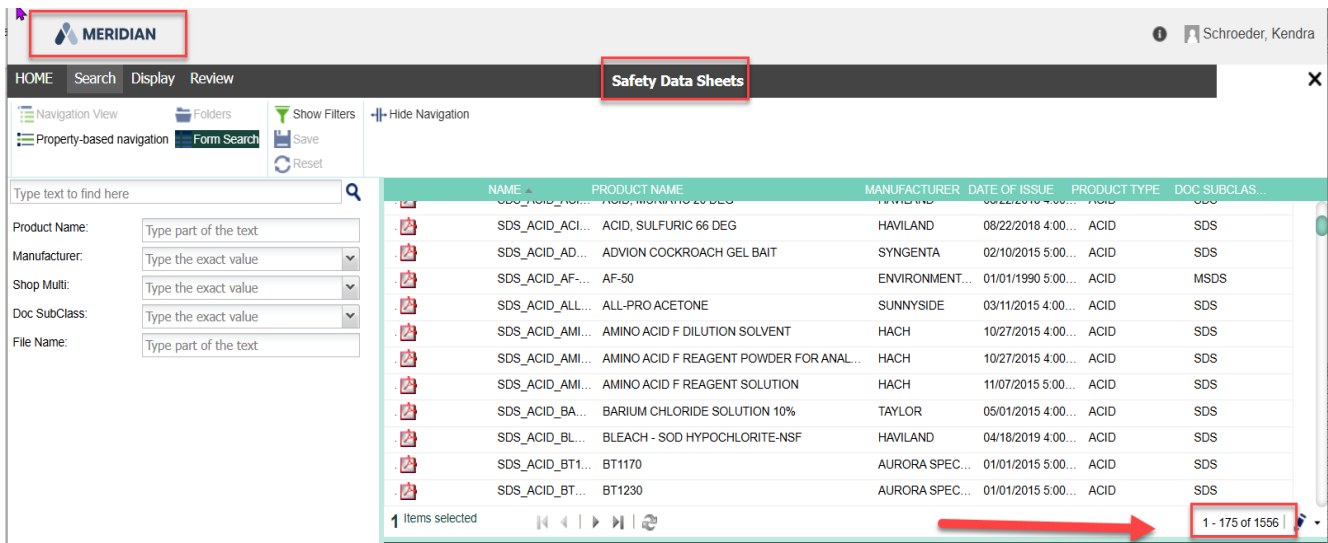
-  **Safety Data Sheets**
SDS and MSDS for IPF departments.
-  **IPF Unit Reports**
IPF unit wide and department specific re...
-  **Policies, Procedures and References**
IPF unit and department specific policies...

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



The image shows a 'Sign in' dialog box for the Meridian Explorer system. The URL 'https://dms.ipf.msu.edu' is displayed at the top. Below the URL are two input fields: 'Username' with the text 'msunetid' and 'Password' with a masked password represented by dots. At the bottom of the form are two buttons: 'Sign in' and 'Cancel'. The 'Sign in' button is highlighted with a red rectangular box.

- 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.

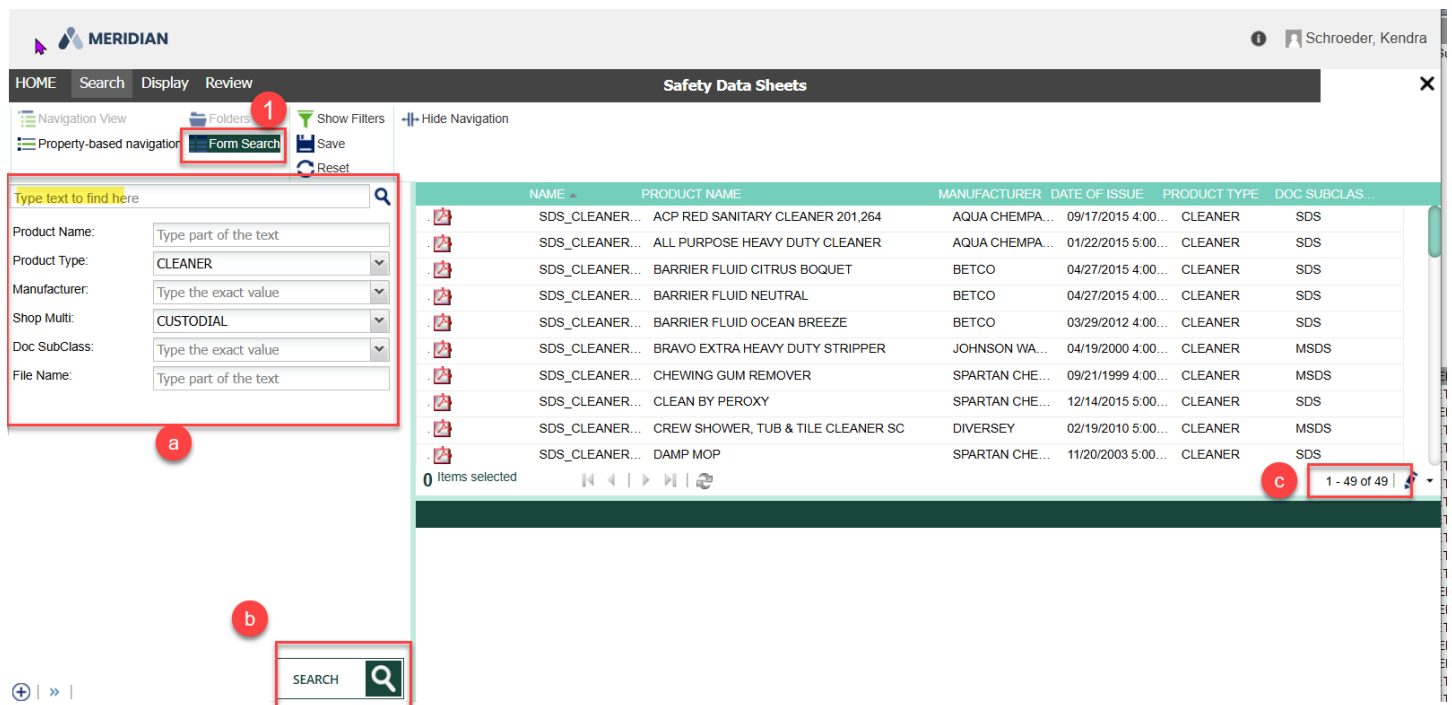


After the SDS information is loaded, you can then start to filter down to what it is you are looking for using the search filters on the left.

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 shows the Meridian Safety Data Sheets interface. On the left, there are filter sections: 'Shop Multi' with 'CUSTODIAL' selected (marked 'a'), 'Product Type' with 'CLEANER' selected (marked 'b'), and 'Manufacturer' with 'AQUA CHEMPACS' selected (marked 'c'). The main table lists SDS files with columns for NAME, PRODUCT NAME, MANUFACTURER, DATE OF ISSUE, PRODUCT TYPE, and DOC SUBCLAS... The first row is 'SDS_CLEANER... ACP RED SANITARY CLEANER 201,264' by 'AQUA CHEMPA...'. A red box highlights the 'Property-based navigation' button at the top left (marked '2'). A red box highlights the 'Download' button in the top right of the table (marked 'c').

Procedure for VIEWING the MSDS/SDS files

1. Click on the row that contains the SDS file you want to view.
 - a. Click the review Menu at the top
 - b. Click on Download to open and view the file.
2. Or, Right-click on the file.
 - a. Select Download from the dropdown menu to open and view the file.

The screenshot shows the Meridian Safety Data Sheets interface with the 'Review' menu open (marked 'a'). The 'Download' option is highlighted (marked 'b'). A red box highlights the 'Review' menu (marked '1 OR 2'). A red box highlights the 'Download' option in the context menu (marked 'a'). The table shows the first row selected: 'SDS_CLEANER... ACP RED SANITARY CLEANER 201,264' by 'AQUA CHEMPA...'. The 'Download' button in the top right of the table is also highlighted (marked 'c').

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. Open the **Search** menu.
2. Fill in your search criteria.
3. Click **Search**.
4. Click **Save**.

The screenshot shows the Meridian Explorer search interface. At the top, the 'Search' menu is highlighted with a red box and a red circle containing the number '1'. Below the menu, there are navigation options: 'Navigation View', 'Property-based navigation', 'Folders', 'Form Search', 'Show Filters', 'Save', and 'Reset'. The 'Save' button is highlighted with a red box and a red circle containing the number '4'. The search criteria form includes fields for 'Product Name', 'Product Type', 'Manufacturer', 'Shop Multi', 'Doc SubClass', and 'File Name'. The 'Shop Multi' dropdown menu is highlighted with a red box and a red circle containing the number '2', and it is set to '2ND SHIFT OPERATIONS'. At the bottom of the form, the 'SEARCH' button is highlighted with a red box and a red circle containing the number '3'.

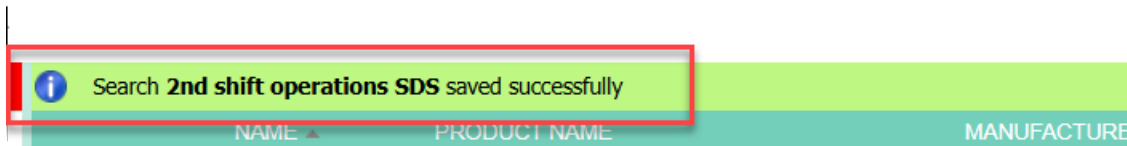
5. **Name** your saved search and click **OK**.

The screenshot shows the 'SAVE FILTER' dialog box. The title bar is dark green with the text 'SAVE FILTER' in white. Below the title bar, there is a text input field labeled 'Enter a name' containing the text '2nd shift operations SDS'. The input field is highlighted with a red box and a red circle containing the number '5'. At the bottom of the dialog box, there are three buttons: 'SHOW FILTER' with a left arrow icon, 'OK' with a checkmark icon, and 'CANCEL' with a close icon. The 'OK' button is highlighted with a red box.

You will see the following message displayed.

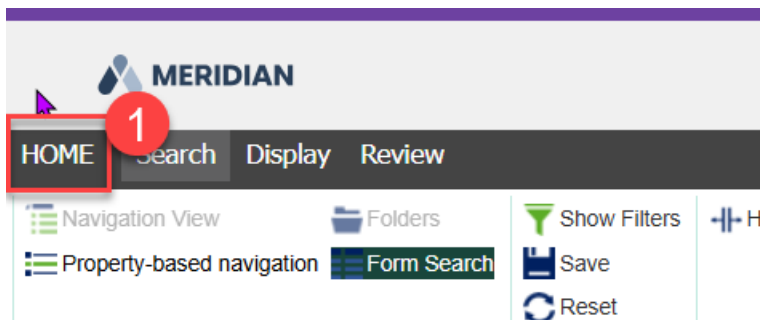
Safety Data Sheets

Hide Navigation

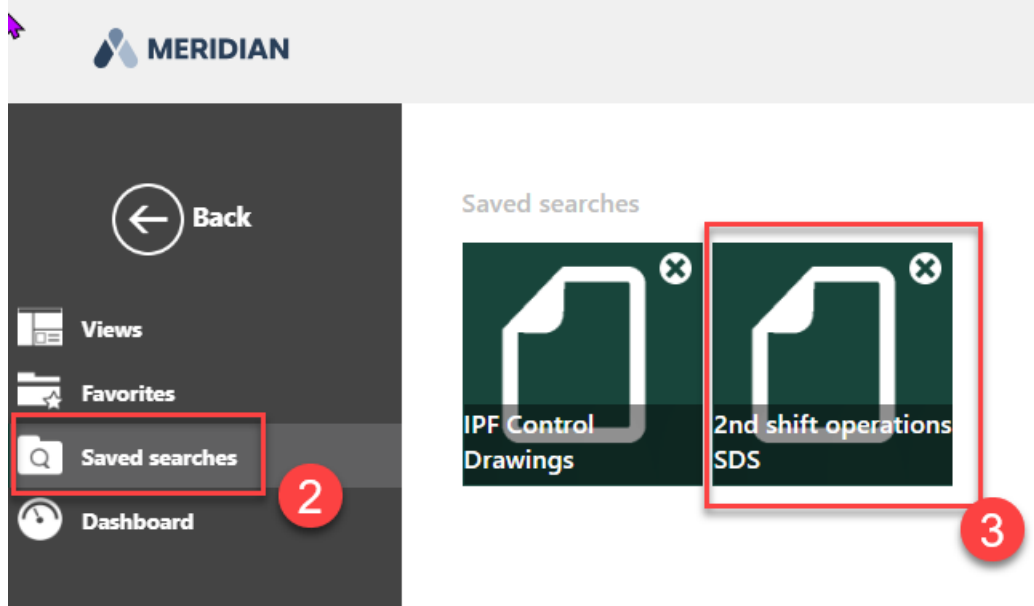


Procedure for ACCESSING SAVING SEARCHES

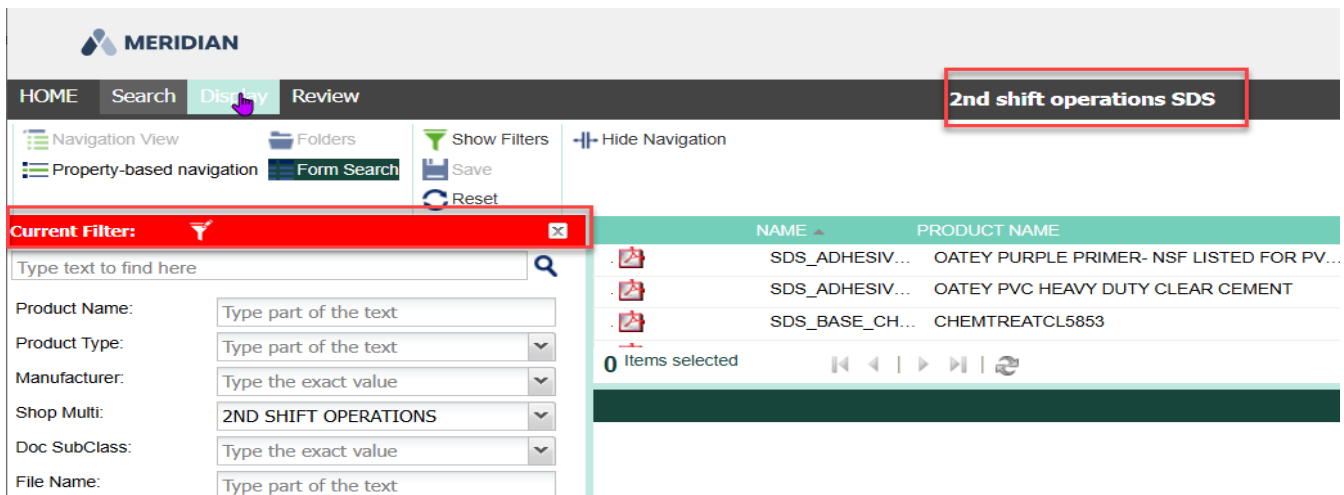
1. If you are in the Safety Data Sheet View in Meridian Explorer, click on the **HOME** button to access the saved searches.



2. Click on 'Saved Searches'.
3. Click on the Saved Search you want to access.



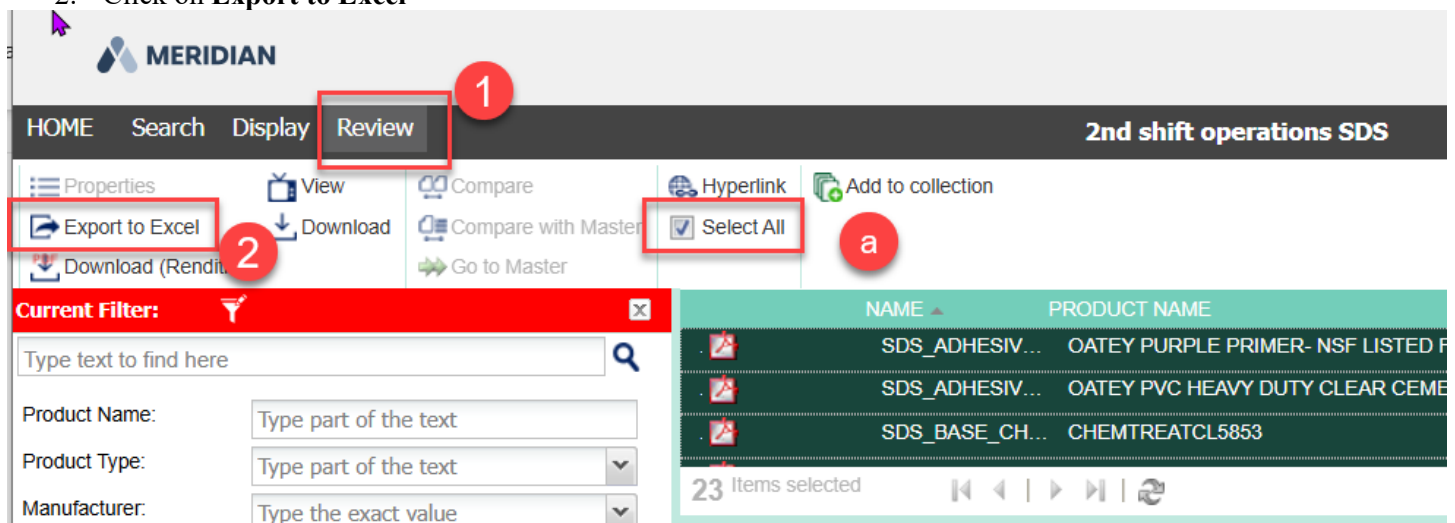
4. This will open your Saved Search. You can further filter the results from here if needed.



Procedure for EXPORTING SDS LISTS

To export your search results to an excel sheet for review:

1. Click on **Review**
 - a. Select the records you want or click on 'Select All' if you want all the records in that search result exported to the report. *You will have the opportunity to select all or just selected files after the next step as well.*
2. Click on **Export to Excel**



3. Set your preferences.
 - a. **General** - Give your file a name
 - i. **Export** – *this is where you can select all files or just the selection you made in the previous screen.*

EXPORT

General a

Columns

Preview

| | |
|----------------|-------------------------------|
| File name | 2025-02-07 2nd shift SDS.xlsx |
| Export | All |
| Selected items | 1 Items |
| Total items | 23 Items |
| Include URL | No URL |

- b. **Columns** – You will want to change the columns that appear on your excel. Use the toggle buttons in the middle to make your selections.

EXPORT

General

Columns b

Preview

| |
|--------------------------|
| Description |
| Discipline |
| Discipline Code |
| Doc Class |
| Doc Class Code |
| Doc SubClass |
| Doc SubClass Code |
| Doc SubClass Detail |
| Doc SubClass Detail Code |
| Doc SubDetail |
| Doc SubDetail Code |
| Document Date |
| Document Number |
| Drawing Number |
| Drawing Size |
| End Date |
| Equip Description |
| Equip Division |
| Equip Division Code |
| Equip Manufacturer |
| Equip Manufacturers |

Product Name
 Product Type
 Manufacturer
 File Name
 Document Date

find these in the list on the left and use the arrow to add them.

2

1

Click on this to delete the preset columns

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

EXPORT

General

Columns

Preview **C**

| PRODUCT NAME | PRODUCT TYPE | MANUFACTURER | FILE NAME | DOCUMENT DA... |
|----------------|----------------|----------------|-------------|-----------------|
| <Product Name> | <Product Type> | <Manufacturer> | <File Name> | <Document Date> |
| <Product Name> | <Product Type> | <Manufacturer> | <File Name> | <Document Date> |
| <Product Name> | <Product Type> | <Manufacturer> | <File Name> | <Document Date> |
| <Product Name> | <Product Type> | <Manufacturer> | <File Name> | <Document Date> |
| <Product Name> | <Product Type> | <Manufacturer> | <File Name> | <Document Date> |

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

RESET EXPORT CANCEL

d. Click **EXPORT**

RESET EXPORT CANCEL

d

Background tasks

| Icon | Task Name | Status | Progress |
|------|--------------|---------|----------|
| | Excel export | Waiting | 0% |

- You may be prompted to save the file somewhere. Make your selections, then **Open** or **Save** depending on what you want to do with the file.

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

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