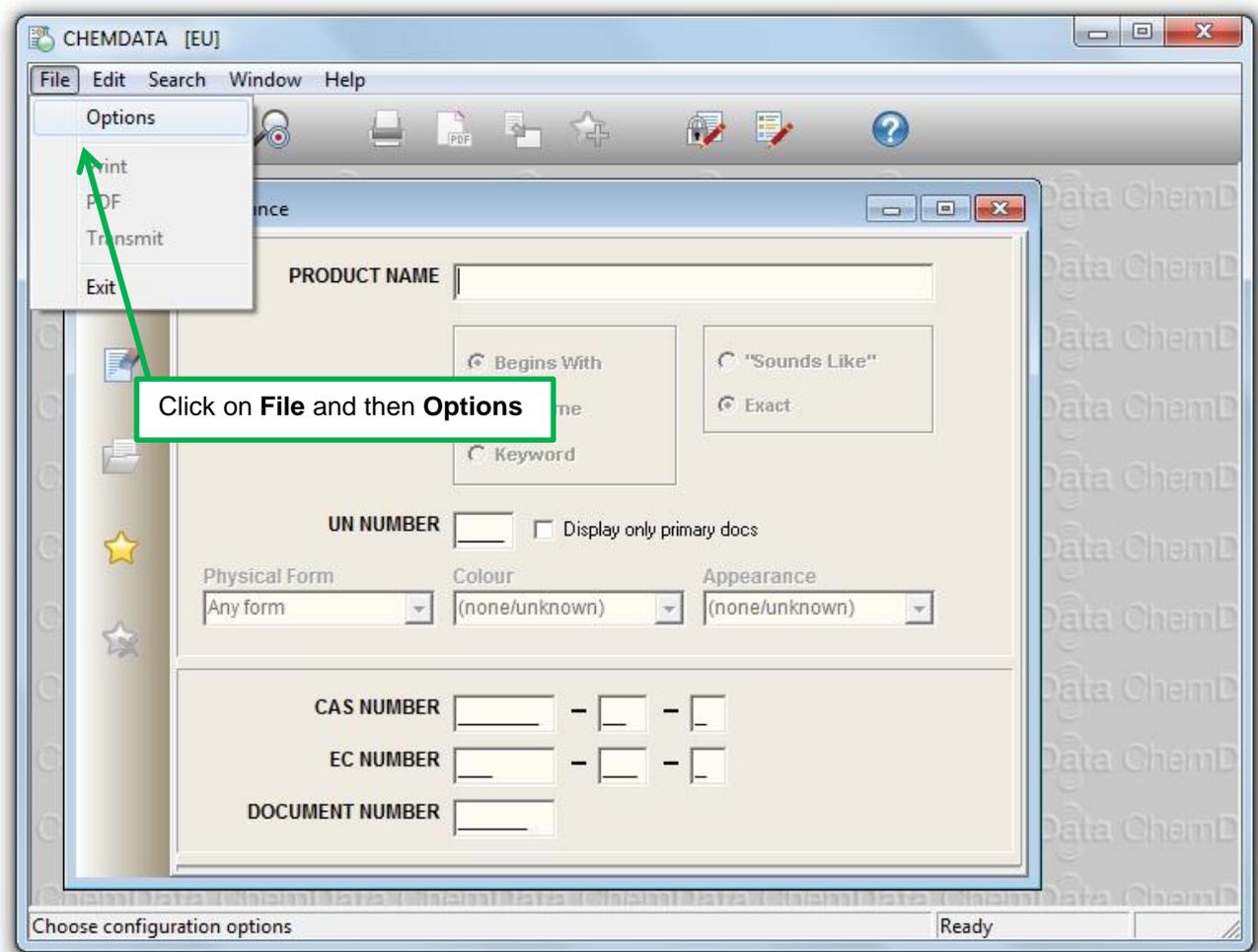


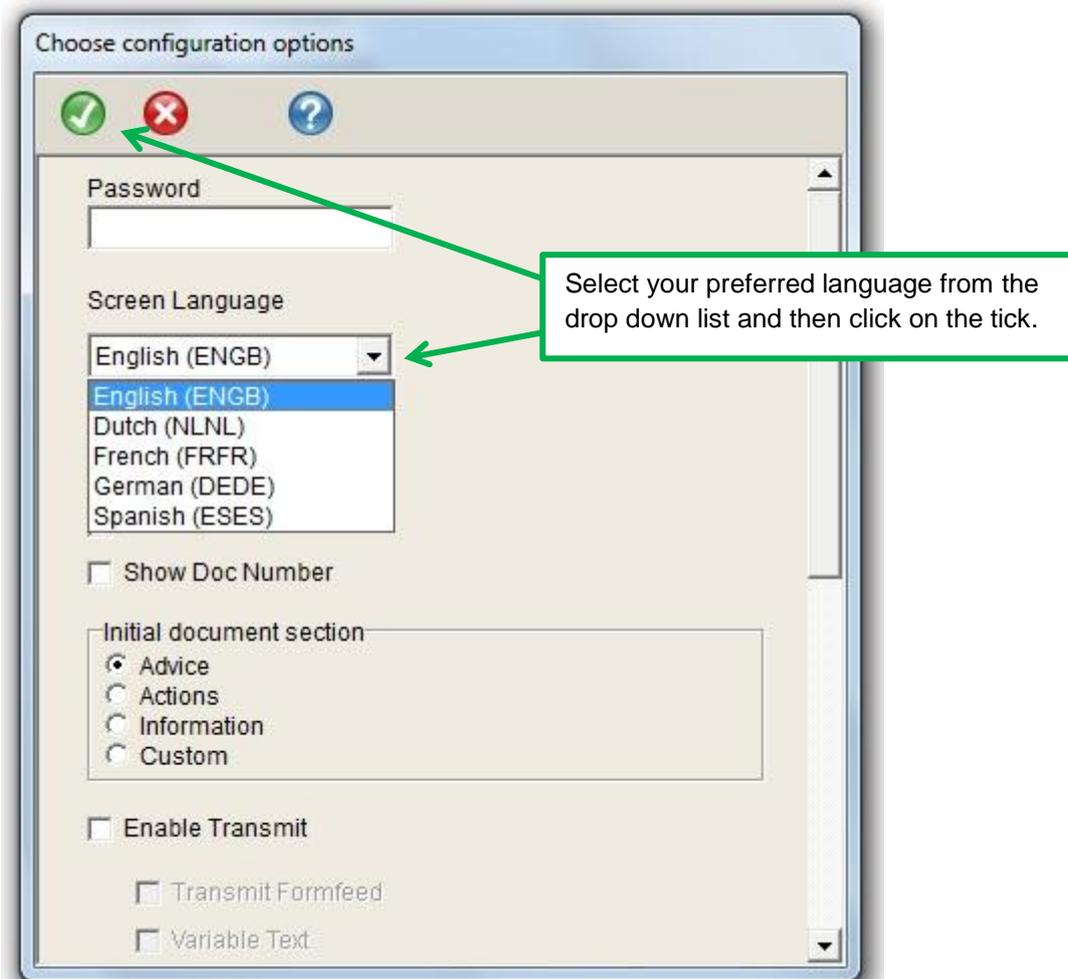
## Chemdata Quick Start Guide

### Changing the screen language

After the initial installation of Chemdata the software will open in English. To change to your preferred screen language go to File > Options:



The Options window contains a drop down list under the heading Screen Language. Click on the arrow to view the list and select your preferred language.



The following languages are currently available: Dutch, English, French, German and Spanish. Arabic will be added during 2014.

If your computer or handheld device does not support a language it will not be available to you. If the language you wish to choose is not available please check with your organisation's internal IT support to confirm whether the language is supported on your PC.

## Searching

Chemdata has been designed to be simple and intuitive to use.

1. Click this icon to open the Search: Substance window

2. Enter the chemical name (including trade names) that you want to search for.

3. Select the type of search: Begins with, Full Name or Keyword

4. Select whether you want to search for exactly that name or anything that 'sounds like' it. This can be useful if there is uncertainty over spelling.

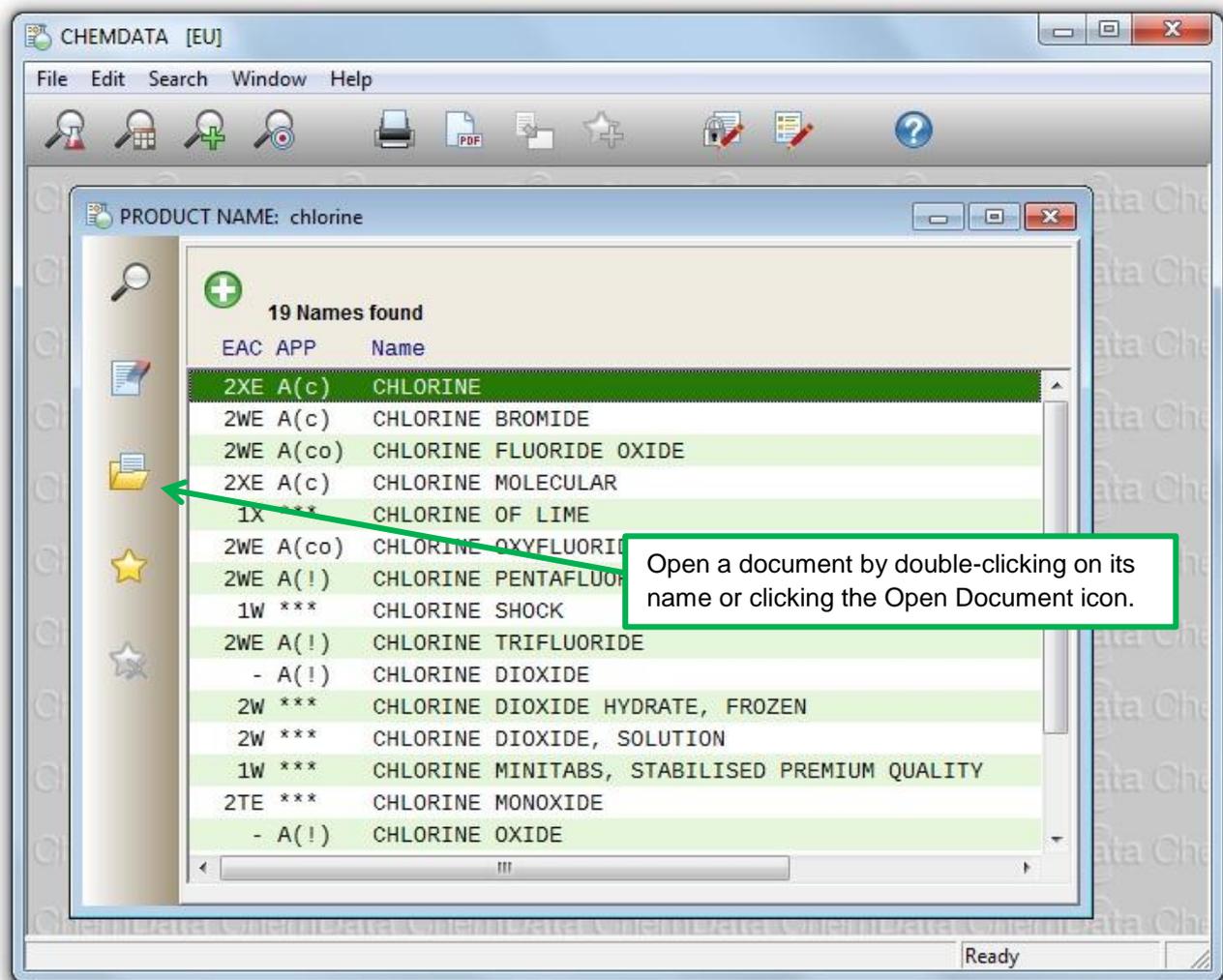
5. Click on the Search icon to initiate the search.

The screenshot shows the 'SEARCH: Substance' window with the following fields and options:

- PRODUCT NAME**: A text input field.
- UN NUMBER**: A text input field with a  **Disp** checkbox.
- Physical Form**: A dropdown menu with 'Any form' selected.
- Colour**: A dropdown menu with '(none/unknown)' selected.
- Search Type**: Radio buttons for  **Begins With**,  **Full Name**,  **Keyword**,  **"Sounds Like"**, and  **Exact**.
- DOCUMENT NUMBER**: A text input field.

The window title is 'CHEM DATA [EU]' and the status bar shows 'Ready'.

A list of documents will appear:



## The Chemdata Document window

The Chemdata document sections are arranged in pages and can be navigated using the buttons provided.

Chemdata opens with the Advice page showing:

**CHLORINE**

EAC 2XE    ADR HIN 265    APP CODE A(c)  
UN No. 1017    UN HAZARD 2.3, 8, 5.1

Doc. No.: 5

**PROTECTION**

- APP CODE - A(c): Gas-tight chemical protective clothing in combination with breathing apparatus, fire kit and thermal

**HAZARDS**

- Liquefied pressure gas.
- Heating will cause pressure rise with risk of bursting and explosion.
- Very toxic by inhalation.
- Corrosive.
- Contact with liquid causes skin burns and severe damage to eyes.
- May cause severe damage to eyes and skin.
- Oxidising substance.
- Can ignite combustible substances.
- Spilled liquid has very low temperature and evaporates quickly.
- The gas is heavier than air and may accumulate at low levels (e.g. basements).
- Dangerous to the aquatic environment.
- Marine pollutant.

Click on the Actions, Information, Public Note, Private Note and EMS buttons to view more information.

You can set up a custom document display or change the sections shown via File > Options.

If you have not set up a custom document display the Custom icon on the document window will be disabled.

CHEMDATA [EU] - [CHLORINE]

File Edit Search Window Help

◆ CHLORINE

EAC 2XE ADR HIN 265 APP CODE A(c)  
UN No. 1017<sup>2XE</sup>

Doc. No.: 5

Custom

Advice

Actions

Information

2: FINE SPRAY - Use fine water spray (fog) for fire situations. NOTE: In the absence of fog equipment a fine spray may be used.

X: Liquid-tight chemical protective clothing conforming to BS 8428 in combination with breathing apparatus should be used. Prevent, by any means available, spillage from entering drains or water courses.

E: Public safety hazard. People should be warned to stay indoors with all doors and windows closed. Consult Control, Police and product expert. Evacuation may need to be considered.

2

8

5.1

2

8

5.1

Protective clothing in combination with breathing apparatus, fire kit to be worn. The fire kit and overgloves are to provide additional protection provided by liquefied gas with a boiling point below -20C.

of bursting and explosion.

severe damage to eyes.

in.

Hover over an icon or blue text to see a definition of the icon or text.

CHEMDATA [EU] - [CHLORINE]

File Edit Search Window Help

◆ CHLORINE

EAC 2XE ADR HIN 265 APP CODE A(c)  
UN No. 1017 UN HAZARD 2.3, 8, 5.1

Doc. No.: 5

Advice

Actions

Information

Public Note

Private Note

EMS

PUBLIC NOTE

UK Chloraid Scheme

Chloraid is a product specific scheme for providing mutual assistance for incidents involving chlorine. INEOS ChlorVinyls will effect the response to the incident.

INEOS ChlorVinyls provides an External Chemical Emergency Service (ECES), primarily for all products manufactured at its sites in the UK. This response capability consists of a specially equipped vehicle and safety equipment for attendance at the scene of an incident involving chemicals. INEOS ChlorVinyls personnel are specifically trained in assisting with such emergencies and can be made available at the request of customers, local authorities and the emergency services.

In case of a UK distribution or chemical emergency involving exposure, leaks or spills, the contact details are:

INEOS ChlorVinyls External Chemical Emergency Service  
INEOS ChlorVinyls Runcorn Site Emergency Service

Further information is available at:

[www.chloraid.srst.co.uk](http://www.chloraid.srst.co.uk)

[www.ineoschlor.com](http://www.ineoschlor.com)

Hazards

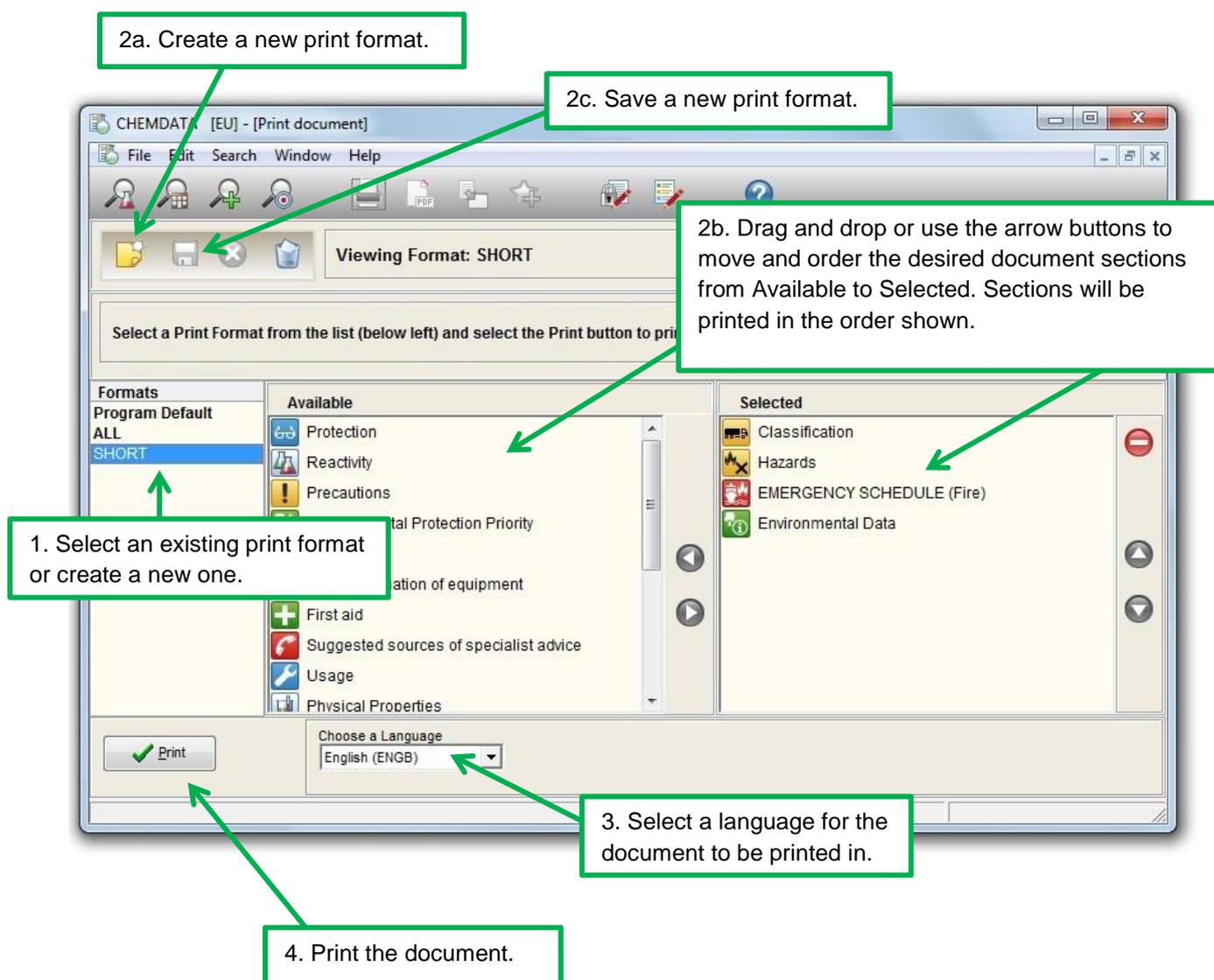
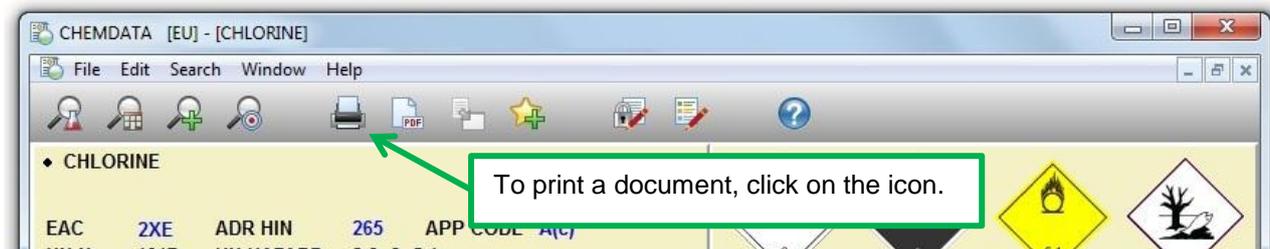
Clicking on the Favourites button will add the open document to your Favourites list.

Clicking on text underlined in blue will open a website, html document or link to another Chemdata document as indicated.

Private Notes can be added by users and shared with other Chemdata users in your organisation by selecting Help > Synchronise.

## Printing

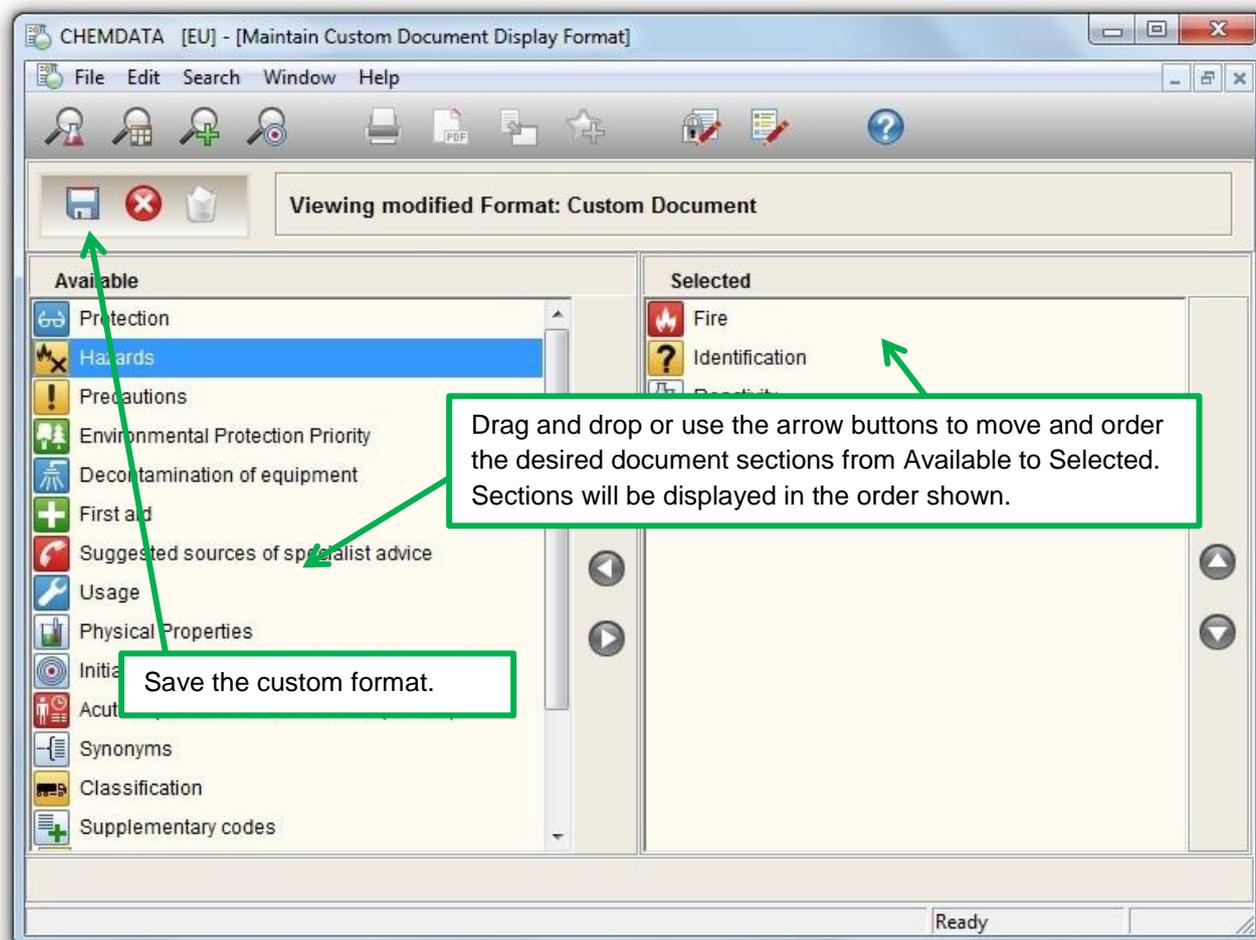
Chemdata allows you to print to a printer or PDF using customisable print formats.



## Setting up a custom format

The Custom format is used to customise your Chemdata document display, allowing you to choose which sections you want to see and the order in which they are displayed.

Click on **Edit > Custom Format...**



## Setting Options

You can customise your Chemdata display using a number of configuration options. Click on **File > Options**.

The image shows two screenshots of the 'Choose configuration options' dialog box. The first screenshot shows the top section with callouts for Password, Screen Language, Show EAC, Show Doc Number, Initial document section, and Transmit options. The second screenshot shows the bottom section with callouts for Transmit Lines, Transmit Width, Transmit Program, and Visible Document Sections.

**Choose configuration options**

Set a password to prevent changes to options and format.

Select a different screen language.

Select Show EAC and/or Show Doc Number to display the EAC code and/or Chemdata document number in picklist results to help narrow your search.

Select which section you want to see first when viewing a Chemdata document.

Transmit options, used if you wish to export data to another program such as Notepad or Word.

Select which document sections are visible to users. This can be useful if you want a group of users to be able to see only a subset of data. Users who require access to all sections can be provided with a password, which will allow them to make all sections visible.

**Choose configuration options**

Transmit Lines: 66

Transmit Width: 72

Transmit Program:

Visible Document Sections

- Custom
- Advice
- Actions
- Information
- Public Note
- Private Note
- EMS

## View History

Chemdata keeps a history of the last 1024 actions carried out, which can be viewed with the Chemdata History Viewer program.

To open the Viewer go to C:\Program Files (x86)\Chemdata and run the ViewChemHistory program. You will then need to browse to the CHEM\_HISTORY.STT file which can be found in C:\ProgramData\Chemdata. Note that the ProgramData folder is usually a hidden folder and you may need to enable the display of hidden folders on your computer. You may need to consult your organisation's internal IT support.

Date	Machine	User	Action	Message	DVer	PBuild	API Build
03-Jul-2014 08:40:20	ST90695	HW10	View Document	006595: [BROMINE], [BROMINE]	2013.2 [EU.2013.02.0217]	14.0.0.89	14.0.91.130708
03-Jul-2014 08:40:18	ST90695	HW10	CAS Search	CAS Number: [7726-95-6] FOUND: 1 match(es)	2013.2 [EU.2013.02.0217]	14.0.0.89	14.0.91.130708
03-Jul-2014 08:39:17	ST90695	HW10	Close Document	225847: [FLAMMABLE LIQUID, N.O.S., PG II], [FLAMMABLE LIQUID, N.O.S., PG II]	2013.2 [EU.2013.02.0217]	14.0.0.89	14.0.91.130708
03-Jul-2014 08:38:33	ST90695	HW10	View Document	225847: [FLAMMABLE LIQUID, N.O.S., PG II], [FLAMMABLE LIQUID, N.O.S., PG II]	2013.2 [EU.2013.02.0217]	14.0.0.89	14.0.91.130708
03-Jul-2014 08:37:53	ST90695	HW10	UN Search	UN: [1993], [Any form, (none/unknown)], (none/unknown)] FOUND: 2519 match(es)	2013.2 [EU.2013.02.0217]	14.0.0.89	14.0.91.130708
03-Jul-2014 08:37:00	ST90695	HW10	Company Name Search	Company Name: [akzo*] FOUND	2013.2 [EU.2013.02.0217]	14.0.0.89	14.0.91.130708
03-Jul-2014 08:36:26	ST90695	HW10	View Document	000005: [CHLORINE], [CHLORINE]	2013.2 [EU.2013.02.0217]	14.0.0.89	14.0.91.130708
03-Jul-2014	ST90695	HW10	Name	PName: [chlorine] UN: [] [Begins With, Exact], [Any form, (none/unknown)].	2013.2	14.0.0.89	14.0.91.130708

The file lists the last 1024 actions carried out with the date, time, user and action for each one. This data can be exported to a csv file or printed. Copies of the file can be taken and stored in a separate folder to provide an on-going audit trail should one be required.