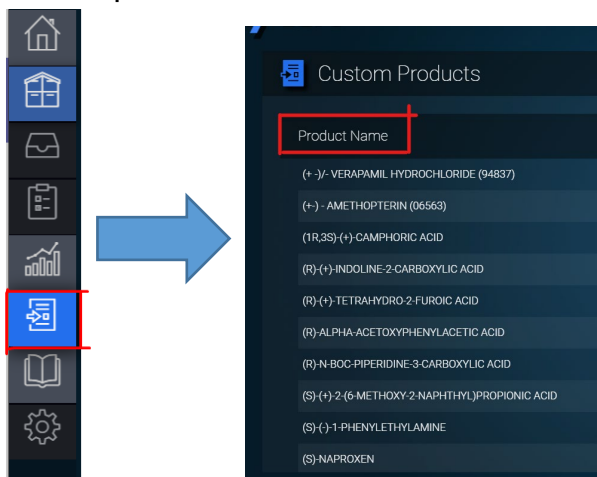


Before replacing a custom product, the following steps must be followed:

1. Obtain an Australian Compliant SDS from the supplier/manufacturer of the chemical.
 - a. Major suppliers have SDS search facilities on their websites, smaller suppliers may need to be approached directly via email.
 - b. Ensure that the SDS obtained is Australian Compliant – check that **Australian contact details** are provided on the SDS, section 1.
 - c. Can't find an Australian Compliant SDS? Refer to Page 2 of this guide for assistance.
2. Send your Safety Data Sheets to HealthandSafety@curtin.edu.au for upload to ChemAlert, quote your **Purchase Order** number for payment, and allow 1-2 business days for this to be actioned.

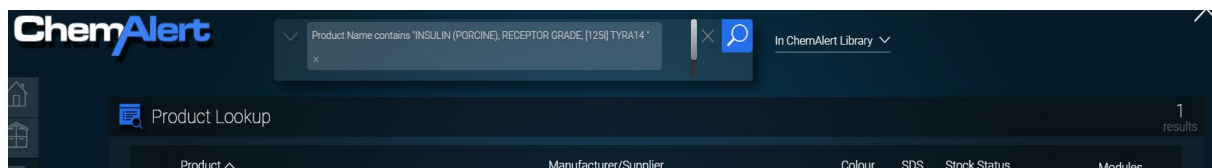
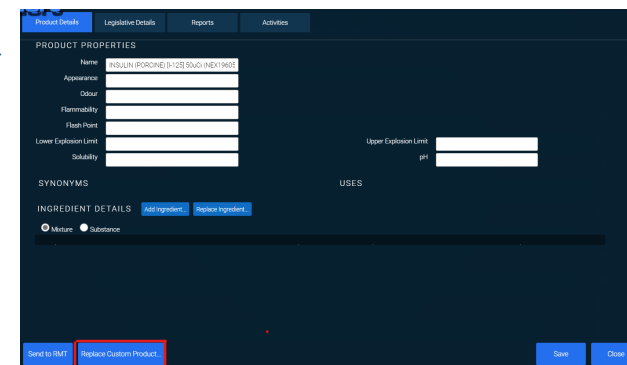
Please Note: **Do not delete** a custom product from the custom products module on ChemAlert, as this may affect other user's chemical holdings on campus, if the custom product is in their location/child locations.

Step 1. To replace a custom product, begin by going to the custom product window accessible via the highlighted tab.



Step 2. Search for the product you are replacing. Unfortunately you cannot currently search by name and must find it in the list. This can be achieved via the numbers in the top right of screen to move to the next window, or by changing the order by clicking on "Product Name" highlighted.

Step 3. Once you have found your product double click on it. You will be taken to the following window. Select "replace custom product"



Step 5. You are then required to search for the product. For more detailed information on this please refer to guide 1A. Once found simply left click and this product will replace the custom product.

CAUTION: Clicking on a product will immediately replace your Custom Product and all of its containers stocked at Curtin. Ensure that you click on the correct product name in the results list.

The Custom Product will be deleted once it has been replaced with another Product. Are you sure you want to replace this Custom Product?

Step 4. The above window will appear. Select OK.

Finding Australian SDSs for Imported Chemicals:

If you can't find an Australian Compliant SDS for your product on ChemAlert, try these steps:

1. Using an Internet search engine there are a few ways of conducting this search:
 - a. Search for the Chemical's name and Product Code, and specify "Australia" in the search.
 - a. Search for the Chemical's name and the International Supplier's name, and specify "Australia" in the search
2. Once you have found the equivalent product, make sure that the Product Code from the Australian Supplier matches that of the International Supplier.

Generally, the SDS should be found on the Australian supplier's website, however if not contact the Australian supplier via their contact details on their website.

3. If the previous two steps came up with no results Curtin can arrange for the an Australian SDS to be authored at cost, follow the below steps:
 - a. Forward the international SDS to HealthandSafety@curtin.edu.au and state that the *SDS needs to be authored*.
 - b. Provide a cost-centre for the cost of authoring, this is approximately \$150 per SDS unless Curtin still has remaining credits at the time.
 - c. Additionally, provide a generic email and phone contact for your Discipline/School/Centre/Institute that will be listed on the SDS.

Please Note:

- Authored SDSs will list Curtin University as the importer/supplier contact using the contact details you have provided.
- The resulting SDS will be only visible in ChemAlert to Curtin University.