Logging into ESOH ............................. 2
Using the MSDS Search Engine ...................... 3
Ordering Hazardous Materials ........................... 4
Emptying Barcoded Containers ............................ 7
Requesting a New Product ............................... 9
Reviewing Your AUL .................................... 10
Adding a Product to the AUL ............................ 12

Questions? Call the Help Desk at 1-800-274-4406
Logging Into ESOH

1) Open an Internet browser. ESOH is designed to function properly in Internet Explorer 6.0 or higher. **Trying to use ESOH in Firefox or Safari will result in several parts of the application not functioning.**

2) Enter the following URL in the address bar:

   [https://toxure.eesoh.com/eesoh/portal](https://toxure.eesoh.com/eesoh/portal)

3) At the log-in page enter your user credentials.

   ![Sign In - Windows Internet Explorer](image)

   The standard convention for User Names is your first initial followed by your last name in all lower case letters.
Using the MSDS Search Engine


2) Enter the container number for the product of interest. The container number is found on the yellow ESOH label directly beneath the barcode.

- OR -

2b) Enter any text you think may be included in the MSDS name, container number, manufacturer name, trade name or part number field.

- OR -

2c) Enter any combination of part number, trade name or manufacturer name from the label of the product container.

3) Press the “Search>” button.

4) Click the “Image Link” to view the MSDS for your product.

After clicking this link the MSDS for your product will appear in PDF format.
Ordering Hazardous Materials

1) Navigate to the “Shop Request Material” link from the Hazmat Management Menu.

2) At the “Shop Request Material” decision page click on the “Shopping Cart Request” link to begin a request of a material authorized for use in your laboratory.
3) The user can search for authorized materials by the MSN or by the process that the materials are authorized for use against.

4) When the desired material has been found, select the check box for the material and click the Add to Cart button. This process can be repeated multiple times to add all desired materials to your Shopping Cart.
5) During checkout, the user can adjust the quantity being requested and view the MSDS for the product.

When the correct quantity has been requested, clicking the Checkout button will submit the request to the Hazardous Materials Manager.

6) After clicking the Checkout button, the user will be routed to the Shop Request Material decision page and a green banner message will be saying the request has been submitted to the hazmart.

Fund control points are taken from the list of account codes associated to the shop record.
Emptying Barcoded Containers

1) Navigate to the Inventory Usage decision page from the Hazmat Management Menu.

2) From the Inventory Usage decision page click on the Empty Barcoded Containers link to begin scanning the containers to be emptied.

From the ESOH Home Page, click on the Hazardous Materials Link to make the Hazmat Management Menu available.

Clicking the Empty Barcoded Containers link will display a text box where the container numbers to be emptied can be entered.
3) Using the wedge scanner, scan the barcode label for each container to be emptied. The container numbers will be displayed in the text box separated by a carriage return.

4) After the Save button has been clicked the user will be routed to the Inventory Usage decision page and a green message will be displayed informing the user that your changes have been saved.
Requesting a New MSDS to Add to ESOH

1) Navigate to the Manage Materials decision page from the Material Management Menu.

From the ESOH Home Page, click on the Material Management Link to make the Material Management Menu available.

2) From the Manage Materials decision page click on the Request New Product link to begin completing the request.

Enter the product/catalog number published by the manufacturer for the product being requested.

Completion of the Noun, Container, Unit, Package and Manufacturer Name fields is important for accuracy of the final MSDS loaded.

If the user has the MSDS in electronic format the file can be uploaded and transmitted with the request.

When data input is complete, click the Submit button.
Reviewing Your AUL

1) Navigate to the Authorized Usage List (AUL) page.

From the ESOH Home Page, click on the Hazardous Materials Link to make the Hazmat Management Menu available.

2) After the Authorized Usage List (AUL) link has been clicked the complete list for your laboratory (the combination of the Blanket Approval List and AUL) will be displayed.

Your Shop Code is a concatenation of the Service Code, VA mail stop number, and your lab number.
3) The user can select to view only their AUL or their Blanket Approval list by selecting the appropriate process from the drop-down list. The AUL process name is always the last name of the PI in the lab followed by the word Laboratory (i.e. Vincenti Laboratory). The Blanket Approval process name is always the shop code followed by the words Blanket Approval (i.e. RES-151D Blanket Approval).

4) If the user wishes to print a copy of the selected list simply click the “Print” button at the top of the grid.
Adding a Product to the AUL


From the ESOH Home Page, click on the Installation Management Link to make the Installation Management Menu available.

2) From the Process Authorization decision page enter the appropriate search criteria to locate the process to add the product to.

If the user does not know the exact phrase to search on the use of wildcards (the % symbol) can be used to aid in searching.
3) From the search results grid, select the radio button for the appropriate process and click the Edit button.

4) Until the Propose Change button is clicked, all attributes of the process, including the materials approved for use, remain in a Read-Only state.

The user must click the Propose Change button before any change can be made to the process.
5) Products can be added to the AUL under the Materials tab of the process authorization.

When the Propose Change button is clicked, the status of the record changes to Proposed.

Clicking the Add Material button will begin the process of adding a product to the AUL.

The MSN must be in a Verified status before the user can continue.

6) Any product currently loaded in the ESOH MSDS library can be searched for in the Select Material step.
7) After entering the required data the user can complete the addition of the product to their AUL by scrolling to the bottom of the page and clicking the Save button.

8) After all products have been added to the AUL the process can be submitted for review and authorization by the appropriate Safety Office personnel.