

myLab Chemical Safety Module

The myLab Project

McGill's new *myLab* system provides the University research community with the technological tools to ensure safe and simple management of hazardous materials, from acquisition to disposal.

This web-based system was selected by a user group of researchers, lab technicians, staff and students from the faculties of Agricultural and Environmental Sciences, Engineering, Medicine and Science. Over the past year, **Phase 1** of the *myLab* project, focusing on **Radiation Safety**, was successfully completed with the participation of more than 200 labs from across McGill and the MUHC. **Phase 2**, the **Chemical Safety** module, is now being implemented across campus.

myLab Phase 2 – Chemical Safety

The Chemical Safety module of *myLab* provides researchers with efficient, web-based tools that emphasize safety, compliance with government regulations, ease of use and sustainability.

Safety

The *myLab* system will help build a safer research environment at McGill.

- Maintaining accurate and up-to-date inventories of hazardous chemicals on a centralized, modern system will **help the McGill research community ensure safe laboratory environments for all researchers, staff, students and visitors**. The system will make it easier to fulfill the requirement that Material Safety Data Sheets (MSDS) are quickly available to members of the research community wherever chemicals are stored or used.
- The system will **provide emergency response units with immediate access to critical information in the event of an accident or emergency**. Fire department, police, ambulance services and other first responders require access to information on hazardous materials stored at the location of an accident or emergency before entering the site.

Regulatory Requirements

McGill laboratories must follow the requirements of the Controlled Products Regulations.

- The myLab Chemical Safety module will **simplify compliance with government health and safety regulations regarding hazardous chemicals**, including MSDS requirements.

“**Act respecting Occupational Health and Safety**” states in Section 51:

Every employer must take the necessary measures to protect the health and ensure the safety and physical well-being of his worker. He must, in particular:

...(13) give, to the workers, the health and safety committee, the certified association, the public health director and the Commission, the list of the dangerous substances used in the establishment and of the contaminants that may be emitted;

- MSDS provide important safety information about controlled products and they **must be readily accessible for consultation** by anyone working with or near hazardous materials, as well as by University health and safety committees.

“**Regulation respecting information on controlled products**” states in Section 48:

...the material safety data sheet for a controlled product shall be kept at the workplace by the employer in a place that is known to the workers and shall be easily and rapidly accessible to those workers that are liable to come into contact with the product.

- myLab’s electronic management solution will ensure **MSDS are updated at least every three years** as required by law.

“**Regulation respecting information on controlled products**” states in Section 28:

Where the material safety data sheet for a controlled product was prepared or last updated more than three years previously, the employer shall obtain from the supplier an updated data sheet for that product.

- Accurate documentation and up-to-date chemical inventories will **help labs comply with regulations** regarding labelling of controlled products, chemical compatibility and storage.

“**Regulation respecting information on controlled products**” states in Section 48:

[...] the material safety data sheet for a controlled product shall be kept at the workplace by the employer in a place that is known to the workers and shall be easily and rapidly accessible to those workers that are liable to come into contact with the product.

“**Regulation respecting information on controlled products**” states in Section 50:

An employer may consign the information listed in a material safety data sheet to a computer where

(1) the information listed in the data sheet is easily and rapidly accessible to any worker requesting it,

(2) at least one worker present in the workplace where the computer is situated as well as the members of the health and safety committee or, where applicable, the members of the jobsite committee and the safety representatives have received training enabling them to have access to that information, and

(3) the data sheet consigned to the computer is reproducible in the form of a document that is easy to handle and consult.

Usability

The Chemical Safety module of *myLab* offers researchers a quick and efficient management solution for chemical inventories.

- *myLab* allows researchers to **manage chemical inventories better and reduce the time spent doing so**, once their inventory has been migrated to the new system.
- Integration with McGill MarketPlace will simplify MSDS management, saving you time and paperwork.
- The web-based system **eliminates paper-based MSDS** storage and management.
- **Renewal and updating of MSDS documents will be handled centrally**, reducing the burden of maintaining current records.

Flexibility

Our goal for Phase 2 of the *myLab* project is to provide the research community with as smooth a transition to the Chemical Safety module as possible.

- The Project Team has a **flexible implementation process** and can help departments and individual labs as they migrate to the new system. We realize that one size does not fit all.
- A consultative pilot project involving the participation of 17 McGill labs and our **user feedback group of members from the McGill research community** are helping fine-tune the rollout of Phase 2 across the University.
- **We provide an Excel template** outlining all required data to your laboratory for creating chemical inventories.
- Existing Excel-based **inventories can be imported directly** into *myLab* by the Project Team.

Other Benefits

- Better chemical inventory management will **reduce waste, space demands, and costs** to the University and help eliminate deteriorating chemicals from lab inventories.
- The **web-based system allows laboratories to share their inventories** of chemicals within departments.
- Decommissioning of labs can be labour-intensive and costly for departments. **Better management with *myLab* means simpler and safer clean-up operations.**

Timeline

March-May 2011 – Pilot project in the Department of Chemistry

Summer 2011-Spring 2012 – General rollout across the University

How Will It Work?

Following the completion of pilot projects, the implementation of the Chemical Safety module will begin across the University on a department-by-department basis.

1. The Project Team will meet with laboratory staff to conduct a short information session on the transition to the Chemical Safety module.
2. Laboratories will provide the Project Team with their chemical inventory to be imported into *myLab*. (*See Appendix A – Chemical Inventories In myLab.*) Existing Excel-based inventories can be imported directly. If no electronic inventory exists, the Project Team will provide an Excel template outlining all required data to be entered by laboratory staff.
3. The Project Team will create a profile for the lab in the *myLab* system (principal investigator, lab users, user view/edit privileges, lab location). Inventories will be imported and linked to electronic MSDS documentation and McGill MarketPlace.
4. Labs will be notified when the transition is complete and referred to the training documentation for using *myLab*. Follow-up site visits from the Project Team can be arranged as needed.

Resources and Contact Information

Information about *myLab*:

<http://www.mcgill.ca/ehs/mylab>

Hazardous Materials Management System project website:

<http://www.mcgill.ca/it/it-projects/ongoing/mylab>

McGill Knowledgebase article on *myLab*:

<http://knowledgebase.mcgill.ca/it/easylink/article.html?id=9640>

Login to *myLab* at <https://mylab.mcgill.ca>

Do You Have Questions?

Contact the Project Team at mylab.ehs@mcgill.ca

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Appendix A

Chemical Inventories In myLab

With *myLab's* Chemical Safety module, the Project Team is able to **import your laboratory's existing chemical inventories that are currently stored in Excel spreadsheets**. All that is required is that lab staff ensure the following fields are included and completed:

- ✓ Chemical Name
- ✓ Vendor / Manufacturer Name
- ✓ Product Catalogue Number **OR** Chemical CAS Registry Number(s)
- ✓ Number of Containers
- ✓ Total Volume of all containers
- ✓ Container Size (optional if the total volume is provided)
- ✓ Room Number
- ✓ Building

When importing existing inventories, **myLab will also automatically assign electronic Material Safety Data Sheets** to each imported inventory item. In order to link to the corresponding MSDS, *myLab* uses the following information:

- ✓ Vendor / Manufacturer Name
- ✓ Either of the following:
 - o CAS Number
 - o Chemical Name
 - o Vendor Catalogue Number

If you do not have an existing chemical inventory in Excel format, just contact the Project Team at mylab.ehs@mcgill.ca and request our ready-to-use [Excel template](#) which will outline all of the data required.