## Instructions:

# 3E Online Safety Data Sheet Search Instructions

### Website Location:

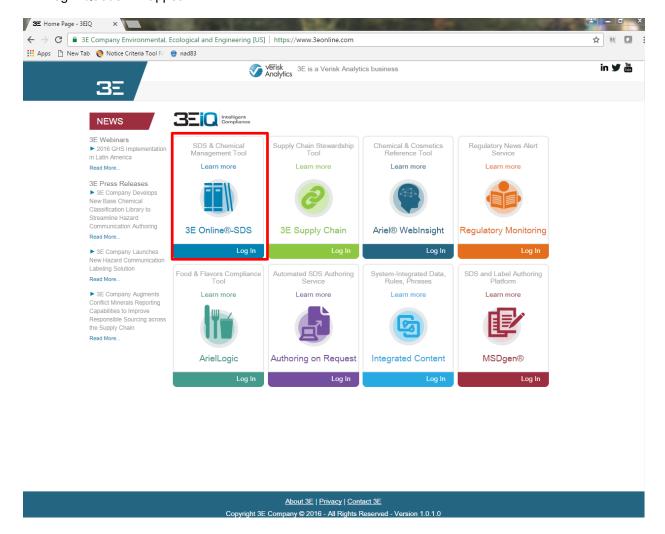
https://www.3eonline.com/

#### 1. 3E Online Homepage

Enter the 3E Online home page by entering the web address above in blue or by clicking on the hyperlink. The page on your web browser should look like below.

#### 2. Log In

Click on the 3E Online-SDS box (Highlighted in Red). Login Queue will appear.



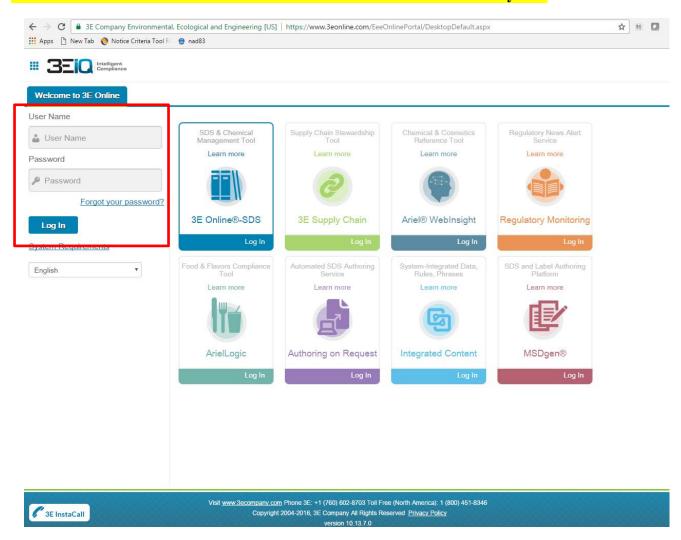


## 3. Login Center

Once the login box's appear, enter the Username and Password information. When entered click Log In. Use the following login information: Case Sensitive

User Name – CRMeyer

Password - Safety2020



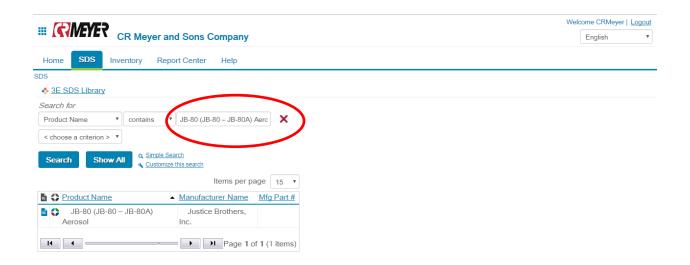
Once you enter the CR Meyer Homepage you will automatically be directed to the Search Library. Once in this spot, you can enter the chemicals common name. To search other chemicals or substances, erase the current chemical or substance and retype the search. Use the following pages as guides.



#### 4. Search Library



**5.** Type into Open box and choose the SEARCH key. The following will show a general search for JB-80.

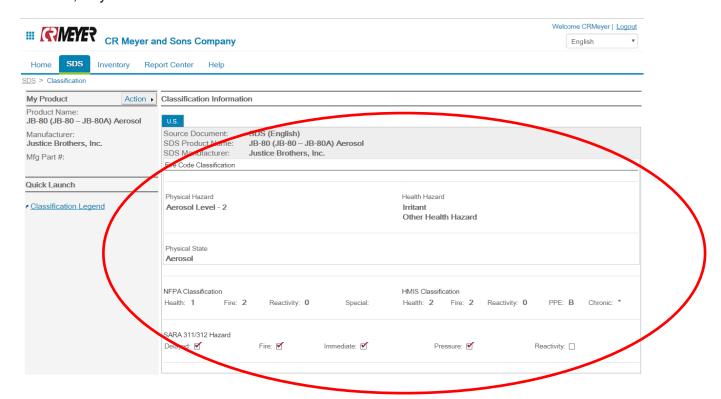


6. Here you see the product after a successful search. Hovering over this icon will allow you to select this window below. You will have the option to view the current SD Sheet, Email the document or fax it. Other information is the language the document is loaded in, Format, Revision Date of the SDS and what Country of Origin.

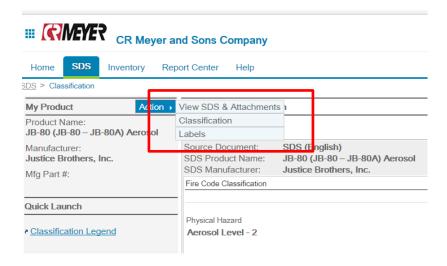




7. Next to the document icon is this icon. This icon stands for classification. Hover over and click select and a new page is called up that looks like below. This page shows the pre-determined classification for NFPA, HMIS and SARA311/312 breakdowns and can be found on the page below of the document as an example. Some quick information is also transmitted: the Physical Hazard, Physical State and Health Hazard.



8. The next level of the classification page can be accessed by hovering over Action you will see additional menus as outlined below.





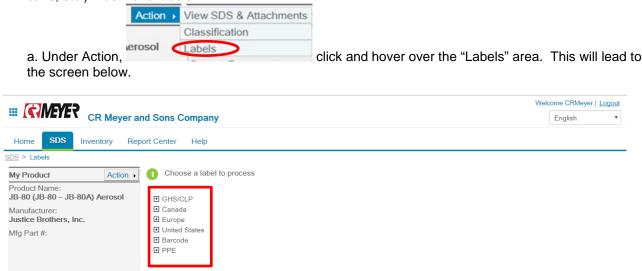
#### 9. Action Legend Explanation's

- a. View SDS & Attachments is the same as screen that can be accessed by step number 6 above.
- b. Classification will refresh the page you are currently on.
- c. Labels will bring you to a new screen like below.

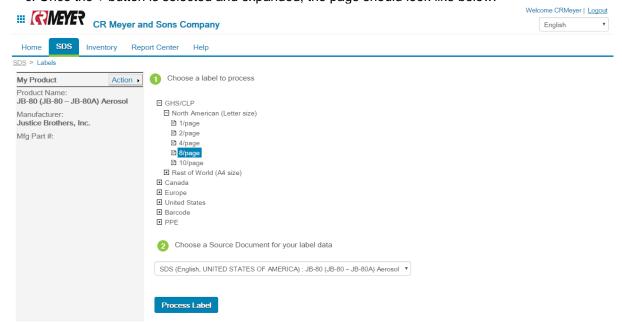
Process Label

#### 10. Label Processing

The following steps will allow you to process a label in the field or project site for a chemical that is being used in a secondary container. Remember, all items used in secondary containers (spray bottles, jars, cans, etc.) must have labels.



- b. From here you can choose the type of label from the choices highlighted in the red box. GHS/CLP labels will be the most commonly used and required label under both OSHA/MSHA regulations for secondary containers.
- c. Once the + button is selected and expanded, the page should look like below.





d. After choosing the appropriate options you can proceed by clicking on Process Label. Scroll to the bottom and click "View Label". Make sure your Pop-Up blocker is disabled – you should then see an image of the label. If you would like to return to the label design page, click "Action" and choose "Label". If you would like to search another chemical or substance, click on "SDS". You can then repeat as needed.

If during the use of this site you encounter any problems please contact your local, area, or site Safety Representative for help.

