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## 1. Search for Materials

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<td>1. In the Home page, click on Material Search tile or go to Menu -&gt; Containers and Materials -&gt; Material Search.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
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## 2. Search for a material:

(a) **Search for an existing material:**

In the **Name** field, enter Common Name or Identifiers (e.g. CAS number) with wild card supported to search.

(b) **Search for materials using filtering criteria**

Navigate to a relevant tab below to search the relevant category for filtering:

- EHS List, e.g. Schedule 7 Poisons, Flammable Gas
- Hazards
- Transport Hazards
- H&P Statements
- GHS Hazards, e.g. Acute Toxicity, Skin Sensitization
2. Create a New Material

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<tr>
<td>1. In the Home page, click on <strong>Material Create</strong> tile or go to <strong>Menu -&gt; Containers and Materials -&gt; Material Create</strong>. <strong>Note:</strong> Before creating a new material, please do a thorough search and make sure the material does not exist in Jaggaer.</td>
<td><img src="image" alt="Screenshot" /></td>
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2. Create a Material

1. Input **Common Name** of the new material.
2. Click **Create Material** button to open **Edit Material Identifiers** page.

**Note:** Common Name must be unique. If not unique, an error message will pop up.
3. Edit Material – General Information

Fill in details of the material in each tab as much as possible:

1. **SDS**: Add attachment of **Safety Data Sheet (SDS)**.

2. **Identifiers**:
   - Material Type: Biological, Mixture, Pure chemical
   - Material Class: Chemical, Chemical do not create container, Lab supplies
   - Structure Identifiers: CAS number or MDL number

3. **Physical Properties**:
   - Formula
   - Physical State
   - Molecular Weight
   - Purity: concentration of material
   - Density (Kg/L)
4. Edit Material – Health/Safety (VERY IMPORTANT)

1. **GHS**: Record all the Hazard and Safety data.
   - Complete ALL fields.
   - Choose the appropriate category (as stated on the SDS) for each of the relevant Hazard Classes.
   - Click Save.

   **Note**: This information determines the pictograms for the safety label PLUS enables accurate reporting for the emergency services.

2. **H&P Statements**: Hazard & Precaution Statements
   - Select the relevant hazard/risk/safety/precaution statements (as stated on the SDS) and click Add.

   **Tip**: MUST use the information from the SDS to complete this section.

3. Edit Current Materials
   - Search for an existing material (follow Section 1).
   - Edit the existing material (follow Step 3 & Step 4 in Section 2).