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Marine Corps Base Camp Lejeune

Hazardous Consolidation Program

Hazardous Material Management System

MSDS Search and Print Manual

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1. Introduction

The following manual provides guidance for finding, viewing and printing manufacturer Material Safety Data Sheets (MSDS) in the Hazardous Material Management System (HMMS).

All hazardous materials tracked by HMMS must have a MSDS in the system before tracking labels can be printed. Each MSDS entered into HMMS is assigned a unique, HMMS generated, MSDS number. This MSDS number is not the manufacturer's MSDS number and cannot be used by the manufacturer.

There are two types of MSDS for every MSDS number in HMMS;

1. The HMMS MSDS template. The template contains **only** data necessary for environmental reporting. This does not include health and safety data and should never be used as a hardcopy version of the MSDS.

2. The original manufacturer MSDS. This will be attached as a PDF within each MSDS record.

2. Procedure

2.1 HMMS Entrance and Navigation

1.   Open Internet Explorer.

2.   Enter the HMMS web address:

https://hmms.mcieast.usmc.mil/pls/msds

2.2 Using Wildcards to Search

The HMMS search function looks for an exact match to what is typed in the **Search Criteria** field. Wildcards are used when exact information is not present. An example is WD-40. If you type "WD 40" (omitting the dash) in the **Search Criteria** field, HMMS will return "No Data Found" as it is stored in HMMS as "WD-40".

HMMS uses the percent sign (%) as a wildcard. There are four ways to use wildcards to find WD-40.

1.   If only the beginning part of a name is known, enter a % at the end.

Search Criteria: WD%

2.   If only the end part of a name is known, enter a % at the front.

Search Criteria: %40

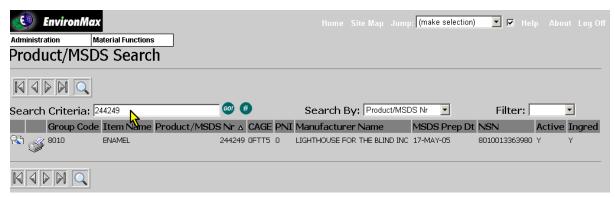3.   If the middle is unknown, enter a % in the middle.

Search Criteria: WD%40

4. If what is known is in the middle or you are unsure if there is more information to the name, enter a **%** at the beginning and the end.

Wild cards are not necessary for MSDS Numbers or National Stock Numbers, as these are exact. The wildcards will be used when searching by manufacturer's name, item name, trade name or part number.

2.3 Searching by MSDS Number

To find a MSDS by the MSDS number;

1. Enter the MSDS Number in the **Search Criteria** field.

2. Press the **GO** button to run the search.

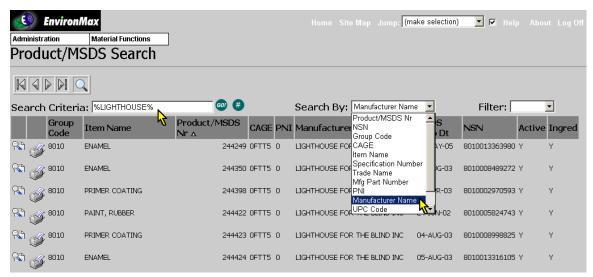## 2.4 Searching by National Stock Number (NSN)

To find a MSDS by the National Stock Number;

1.   Enter the NSN in the **Search Criteria** field. (**Do not use dashes**)

2.   Select **NSN** in the **Search By** field.

3.   Press the **GO** button to run the search.

2.5   Searching by Manufacturer

To find a MSDS by the manufacturer;

1.   Enter the manufacturer's name in the **Search Criteria** field. (use wildcards before and after the name)

2.   Select **Manufacturer Name** in the **Search By** field.
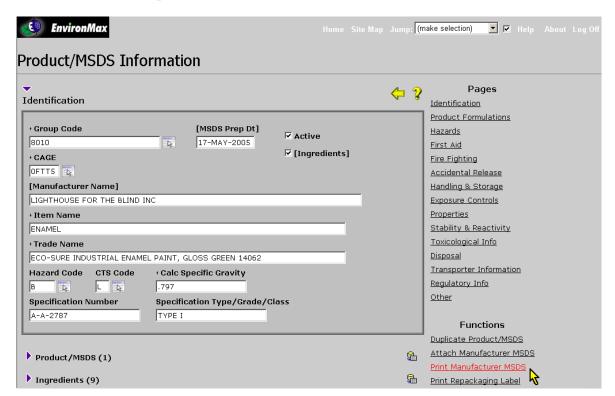
3.   Press the **GO** button to run the search.

2.6 Open and Print a MSDS
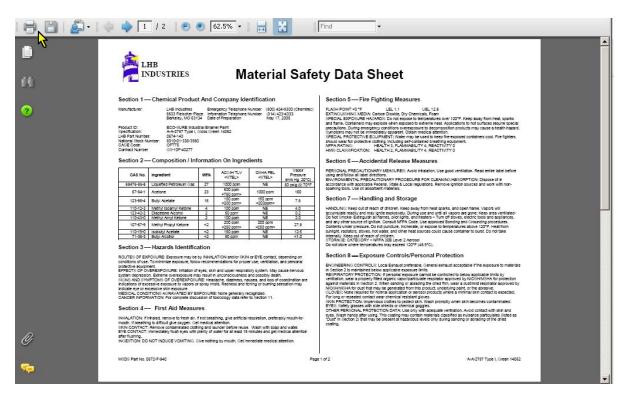

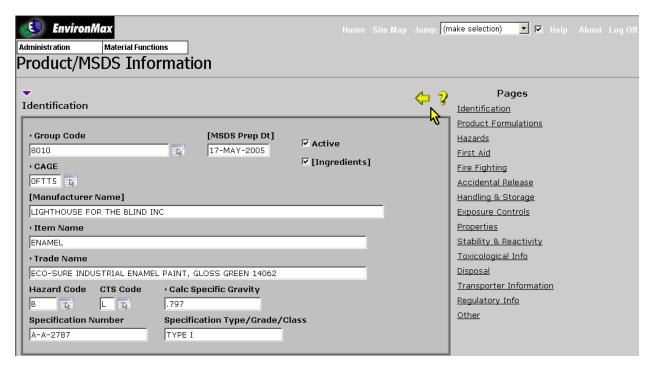1.   Press the View Record icon to open the MSDS.

   Note: Do not press the Print icon. This will print the
          HMMS template of the MSDS, not the Manufacturer's MSDS.

2.   Press the **Print Manufacturer MSDS** link under the Functions
      section.

3.   The MSDS will open in a new window in PDF format.

4.   Press the Print icon or Save to your desktop.

5.   Close the PDF window.

6.   Press the **Yellow Back Arrow** in HMMS to find another MSDS or close HMMS.

3. Points of Contact

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4. Record of Revision

Record of Revision to the:

Hazardous Material Management System:
MSDS Search and Print Manual

Revision Number	Date	Section	Page	Summary of Change	Signature