



PARATOX
[XPRESS]

Hazardous Materials

ELECTRONIC BINDER
USER GUIDE



INTRODUCTION

Maerix is making this document available to you in order to help in the daily use of Paratox within your company.

Electronic binder users have the possibility to review the system and its information, as well as print the original Safety Data Sheet (SDS) linked to various products inventoried within your company. The SDS consultation does not require a username and password.

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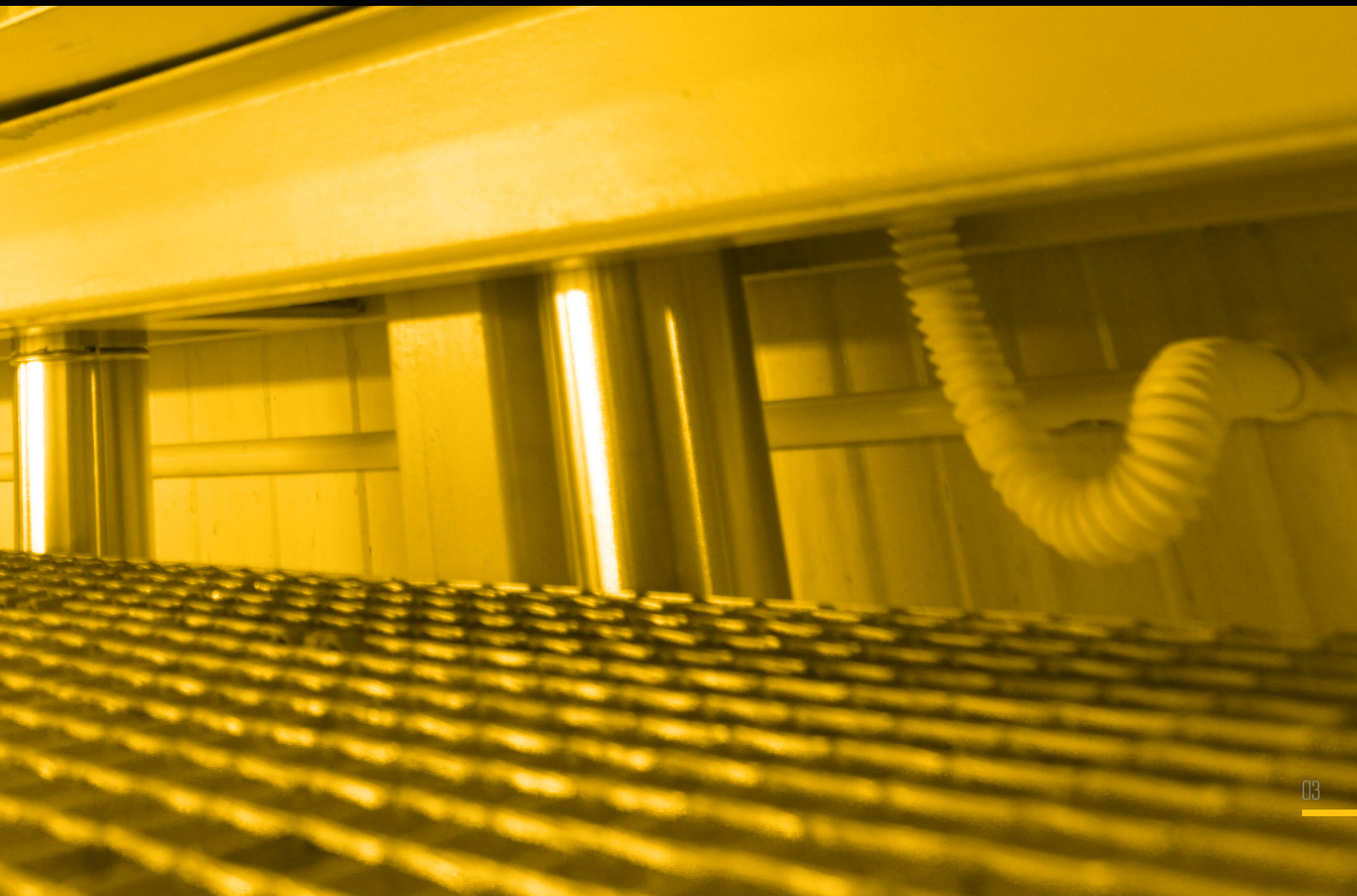
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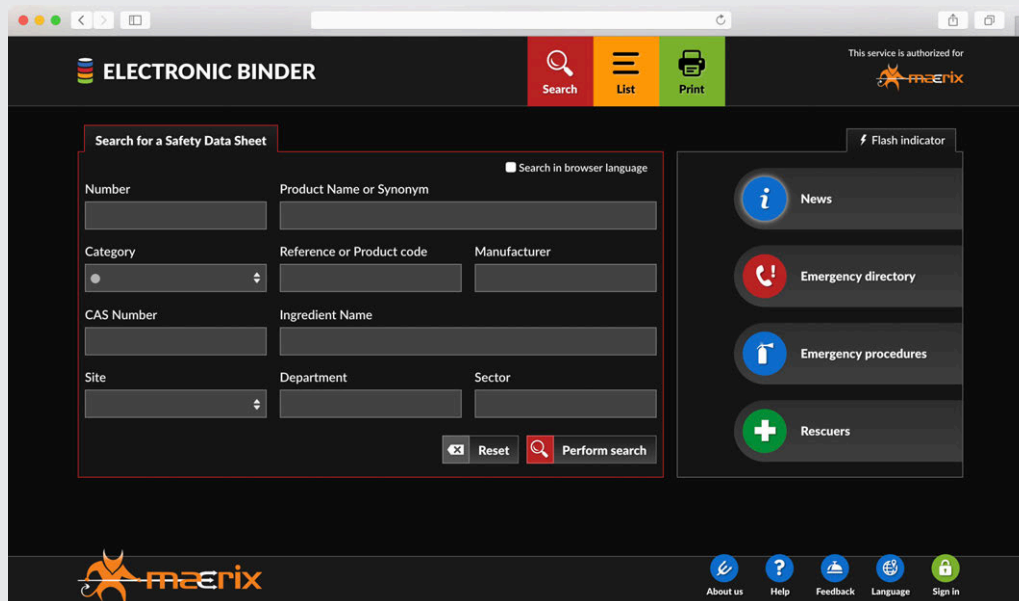
PARATOX ACCESS

To view your product list in Paratox, you simply need to use the link placed on your computer desktop. Another possibility is to open the service directly from your web browser, by clicking on the link created to that effect in your bookmarks. You will then be redirected towards a secured web address allowing you to view your products. If no bookmarks or shortcuts were created, please refer to your internal Paratox administrator.



HOMEPAGE AND SDS SEARCH

When you first open Paratox, you will have the option to search for a Safety Data Sheet (SDS) through various criteria:



NUMBER

This is the number created by the system, when the Maerix team added that product to your database.

PRODUCT NAME OR SYNONYM

References the official name of the product, as is, from the SDS. Since many products are called by another term than their official name, searching by a synonym is also possible. Please note: to add or change any synonym, you must be connected with a username and a password.

It's important to understand that synonyms listed in the system by the administrator should preferably be entered in every language that may be used within your organization. For example, if the administrator put the synonym only in french, a user who consults Paratox in english will not see it. It will be listed as «Data not translated».

CATEGORY

Refers to a colour bullet that provides visual aid and helps clearly identify your products. Here is their meaning:

- | | |
|---|--|
|  All |  Discontinued |
|  Undefined |  Being tested |
|  Active |  Ecological |
|  Inactive | |

Please note that to perform any changes to the pre-defined labels of the colour bullets, or to assign any of them to a product, a connection to the system with a username and a password is required.

REFERENCE

References any number used within your company to classify your products.

MANUFACTURER

References the manufacturer of the product. It's important to know that if you have a product that is being produced by two different manufacturers (e.g. Acetone being made by Fisher vs Sigma-Aldrich), the system will produce two separate results in your search.

CAS NUMBER

References the number assigned by the Chemical Abstract Service, used for each known ingredient in the product. It's important to note that every known ingredient in your product can be searched for.

INGREDIENT NAME

References to the names of the known ingredients within your product.

SITE

References the workplace site where the product is being used. This is a drop-down menu that you can view through the arrow on the right. If your company only has one business unit, you will only have one choice in that menu. If you have many sites, you will then be able to refine your results.

DEPARTMENT

References the different departments listed within your workplace sites. It's required to select the site first, and then the department list will be updated with that site's department list.

SECTOR

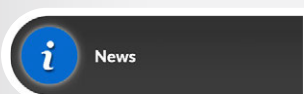
References specific sectors within a department. It's required to first select a site, then a department before being able to select a sector.



Once your search criteria are selected, you can simply click on the red «Perform search» button to obtain results. Please note that it's possible to put more than one criterion at a time, allowing you to be as precise as desired.

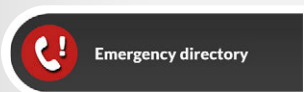
FLASH INDICATOR

On the right side of the screen, you will have access to various different flash indicators that allow you to get important information with a single click.



NEWS

Represents information that the system's administrators want to share with their users. It can relate to notes about the use of your products, or global health and safety communications.



EMERGENCY DIRECTORY

Represents every emergency telephone number that users must have access to (ex: fire station, police, anti-poison centers, environmental disasters, etc.). This functionality can be changed in the settings of the application, for each one of your workplace sites, by a system administrator.



EMERGENCY PROCEDURES

Contains the list of «Emergency procedures» documents. These documents are contained in the Paratox Registry of Documents.



RESCUERS

Represents all employees in your organization that attended their first aid training. This feature can be configured by a system administrator, for each of your workplace sites.

OTHER OPTIONS AVAILABLE



LIST

Allows you to view the full list of your products without going through various search criteria.



PRINT

Allows access to the printing center. Users of the electronic binder can only print SDS. This option will be detailed later in this user guide.



ABOUT US

References to Maerix's online terms of use and the service version.



HELP

Allows access to help on Paratox.



FEEDBACK

Allows you to let us know your comments and suggestions in regards to the usage of Paratox.



LANGUAGE

The default language is the one of your browser. You can use this button to change it, as needed.



SIGN IN

Allows for anyone with broader access rights to connect to the system and have access to additional options.

PRODUCT LIST

Once you have performed a search, you can access your product list.

Number	Product Name	Reference	Manufacturer	SDS	Icons
M000001	Chain Saw Oil Medium				Flammable, Corrosive, Harmful, Environment
	Chain Saw Lubricant	REF125425	Chemical company		Flammable, Corrosive, Harmful, Environment
M000004	Blueshield LA S-3/ LA HI Tensile, Straight Weld LA S-3				Flammable, Corrosive, Harmful, Environment
		REF568245	Chemical company		Flammable, Corrosive, Harmful, Environment
M000006	Cleaning Solvent				Flammable, Corrosive, Harmful, Environment
	Cleaning chemical	REF986581	Chemical company		Flammable, Corrosive, Harmful, Environment
M000008	Stainless Steel Cleaner & Polish				Flammable, Corrosive, Harmful, Environment
	Metal solvent	REF369852	Chemical company		Flammable, Corrosive, Harmful, Environment
M000009	Stanley Chalks				
		REF789654	Chemical company		
M000011	Flextra Dark Brown 101390				
		REF254785	Chemical company		
M000012	3V Primer (PVC & CPVC Primer)				
		REF345214	Chemical company		

This list contains specific elements that are a callback to the different available search criteria from the home page (product number, state, name, synonym, reference, manufacturer).

ACCESS TO SDS



This pictogram is used to consult different online versions of the SDS related to your products.

Please note that Maerix integrates every available version of the SDS according to different languages, regulations and dates. You are also able to know which SDS was used by our team to integrate the information in your Paratox database.

Language	Regulations	Region	Discontinued	Product Name	Date of SDS	Used
FR				Chain Saw Oil Medium	2018-03-03	
EN				Chain Saw Oil Medium	2018-03-03	

To access the SDS, simply click on the desired version. A PDF document will then be open on your computer, allowing you to review the required information or print it, depending on your needs.

APPLICABLE REGULATIONS RELATED PICTOGRAMS

By default, Paratox will show the GHS/WHMIS 2015 pictograms. That being said, it's possible to view the equivalent information on other regulations available within the system, which are: NFPA, WHMIS 1988 or European Union. To do this, click on the appropriate regulation in the header at the top of the screen.



ACCESS TO SUMMARIZED SDS

Please click on a product from the list to have access to the summarized Safety Data Sheet (SDS).

Once you access the summarized SDS, the right portion of your screen will let you have access to different flash indicators directly related to your product. You can therefore know important information regarding the product through «Flash info», view applicable pictograms depending on current regulations, have access to the SDS, and finally, know the personal protection equipment that must be worn to safely manipulate the product.

OVERVIEW TAB

Along with having basic information about your product, you will have access to:

- Product codes
- Recommended uses
- Restrictions on use

The screenshot displays the 'Electronic Binder' web application interface. At the top, there is a navigation bar with 'ELECTRONIC BINDER' on the left, and 'Search', 'List', and 'Print' buttons in the center. On the right, it says 'This service is authorized for' followed by the 'maerix' logo. Below the navigation bar is the 'Summary of Safety Data Sheet' for 'Chain Saw Oil Medium'. The interface is divided into several sections: 'Overview' (with tabs for Hazard statements, Ingredients, Manufacturer, PPE, Labels, Training), 'Reference' (listing REF125425 and REF125854), 'Category' (Active), 'Manufacturer' (Chemical company), 'Recommended use' (Add to the specified reservoir on your chainsaw only), and 'Restriction on use' (Do not use this product in the chainsaw engine or mix with gasoline). On the right side, there is a 'Flash indicator' section with icons for information, refresh, back, and add, and a 'GHS' section with hazard pictograms. At the bottom, there is a footer with the 'maerix' logo, navigation buttons for 'Prev' and 'Next', and a status bar showing 'Record 1 of 2792 on 2792'. There are also links for 'About us', 'Help', 'Feedback', 'Language', and 'Sign in'.

Please note that the recommended use and restriction on use fields must be edited by the administrator.

HAZARD STATEMENTS TAB

This section is a reference guide to the statements assigned to hazard classes and the category that describes the nature of the hazards for any given product, including, where appropriate, the degree of hazards.

The screenshot shows the 'Hazard statements' tab for 'Chain Saw Oil Medium'. The interface includes a navigation bar with 'Search', 'List', and 'Print' buttons. The main content area is divided into sections for 'Signal word' (DANGER), 'Hazard statements' (H240, H242, H272, H350, H362, H420), and 'Precautionary statements' (P210). A right-hand sidebar contains 'Flash Indicator', 'Info', 'GHS' hazard pictograms, 'WHMIS 1988' pictogram, 'European Union' pictograms, and 'NFPA' pictograms. The bottom navigation bar shows 'Record 1 of 2792 on 2792' and various utility icons.

PRECAUTIONARY STATEMENTS

You can also view the precautionary statements identified by the GHS & WHMIS 2015. A precautionary statement is a phrase that describes recommended measures needed to minimize or prevent adverse effects resulting from exposure to a hazardous product, or improper storage or handling of a hazardous product.

If you require additional information in regards to the meaning of the different hazard or precautionary statements, we invite you to communicate with Maerix to know what types of GHS/WHMIS 2015 training are offered.

INGREDIENTS TAB

In this section you will find all known ingredients your product contains. You can view the name, CAS and EINECS numbers as well as the minimum and maximum percentages for each ingredient.

The screenshot shows the 'Ingredients' tab for 'Chain Saw Oil Medium'. The interface includes a navigation bar with 'Search', 'List', and 'Print' buttons. The main content area displays a table of ingredients with their CAS numbers, EINECS numbers, names, and minimum/maximum percentages. A right-hand sidebar contains 'Flash Indicator', 'Info', 'GHS' hazard pictograms, 'WHMIS 1988' pictogram, 'European Union' pictograms, and 'NFPA' pictograms. The bottom navigation bar shows 'Record 1 of 2792 on 2792' and various utility icons.

CAS Number	EINECS Number	Ingredient	% min	% max
1000-05-1	213-669-0	1,1,3,3,5,5,7,7-octamethyltetrasiloxane	2	66
50-00-0	200-001-8	Formaldehyde	25	40
108-88-3	203-625-9	Toluene	10	15
7664-41-7	231-635-3	Ammonia	1	5
7439-97-6	231-106-7	Mercury	0	1

MANUFACTURER TAB

This section gives you various information related to the product manufacturer such as: name, code, full coordinates as well as an emergency phone number.

The screenshot displays the 'Manufacturer' tab of a Safety Data Sheet (SDS) for 'Chain Saw Oil Medium'. The interface includes a navigation bar with 'Search', 'List', and 'Print' options. The main content area is divided into two columns. The left column contains the following information:

Field	Value
Number	M000001
Product Name	Chain Saw Oil Medium
Name	Chemical company
Emergency	301-555-1384
Address	228 Park Ave S
Address specifics	
City	New York
Province / State	New York
Country	USA
Postal code / Zip code	10003-1502
Phone	850-555-5713
Fax	976-555-7809
Email	info@company.com
Divisions	Division 1 Division 2

The right column features a 'Flash indicator' section with GHS hazard pictograms, WHMIS 1988 symbols, and European Union symbols. At the bottom, there are navigation controls for 'Record 1 of 2792 on 2792' and a footer with 'maerix' logo and links for 'About us', 'Help', 'Feedback', 'Language', and 'Sign In'.

PPE TAB

In this section you will find the different PPE's that are required to securely manipulate the product. The displayed pictograms will vary depending on the protection used. If you need additional detailed information related to the PPE type (e.g. latex vs. nitrile gloves), you must absolutely refer to the manufacturer's SDS.

The screenshot displays the 'PPE' tab of a Safety Data Sheet (SDS) for 'Chain Saw Oil Medium'. The interface is similar to the Manufacturer tab, but the main content area is dedicated to 'Protective Equipment'. The PPE section shows the following items:

- Ventilation and engineering controls (Blue icon)
- Eye protection (Blue icon)
- Head protection is not available (Gray icon)
- Hand protection (Blue icon)
- Body protection (Blue icon)
- Respiratory protection (Blue icon)

The right column and footer are identical to the Manufacturer tab screenshot.



Blue PPE's are those mentioned in the SDS.



Gray PPE's means they are not available. There is no mention in the SDS indicating that the worker must wear this equipment.



Gray pictograms with red X means that a specific PPE is not required.

LABELS TAB

Before being able to view this section, you must first choose the pictograms for the regulation you want to see on the label. A drop-down menu will appear so you can perform your selection. The displayed label is the one you will have for your workplace site. It contains the following elements: product name, synonyms, Paratox number, manufacturer's product code, PPE, regulation pictograms and manufacturer's reference.

REAGENT ALCOHOL
Chemical Approved
9401-99, 9401-50, 9401-22, 9401-11, 9401-07, 9401-05, 9401-02, 9401-R, 9401-98, 9401-33, 9401-13, 9401-09, 9401-06, 9401-03...

SAFE HANDLING PROCEDURES

P201 Obtain special instructions before use
P202 Do not handle until all safety precautions have been read and understood
P210 Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking
P233 Keep container tightly closed
P240 Ground and bond container and receiving equipment
P241 Use explosion-proof (Electrical, Ventilating, Lighting) Equipment
P242 Use non-sparking tools
P243 Take action to prevent static discharges
P260 Do not breathe (Dust, Fume, Gas, Mist, Vapours, Spray)
P264 Wash thoroughly after handling
P270 Do not eat, drink or smoke when using this product
P271 Use only outdoors or in a well-ventilated area
P280 Wear (Protective gloves, clothing, and eye/face protection)
P301+P312 IF SWALLOWED: Call (A POISON CENTER or doctor/physician) If you feel unwell
P303+P361+P353 IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water (Or shower)
P304+P340 IF INHALED: Remove person to fresh air and keep comfortable for breathing
P305+P351+P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
P308+P311 IF exposed or concerned: Call (A POISON CENTER or doctor/physician)
P312 Call (A POISON CENTER or doctor/physician) If you feel unwell
P330 Rinse mouth P337+P313 If eye irritation persists: (Get medical advice/attention)
P362+P364 Take off contaminated clothing and wash it before reuse
P370+P378 In case of fire: Use (Dry chemical, Carbon dioxide, Chemical foam) To extinguish
P403+P233 Store in a well-ventilated place. Keep container tightly closed
P405 Store locked up
P501 Dispose of (To an approved waste disposal plant, In accordance with local and national regulations)

UN1987

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Refer to manufacturer's safety data sheet

Maerix inc. | 114, Chemin de la Gare, Piedmont, Quebec, Canada | 450-227-2272 | Emergency: 1-866-866-2228

Please note that the safe handling procedures section must be edited by the administrator. To do so, he must connect to the system with his username and password.

Once the label is on screen, if you want to change the pictograms, you can simply click on that same «Labels» tab, to generate the drop-down menu allowing you to perform the change.

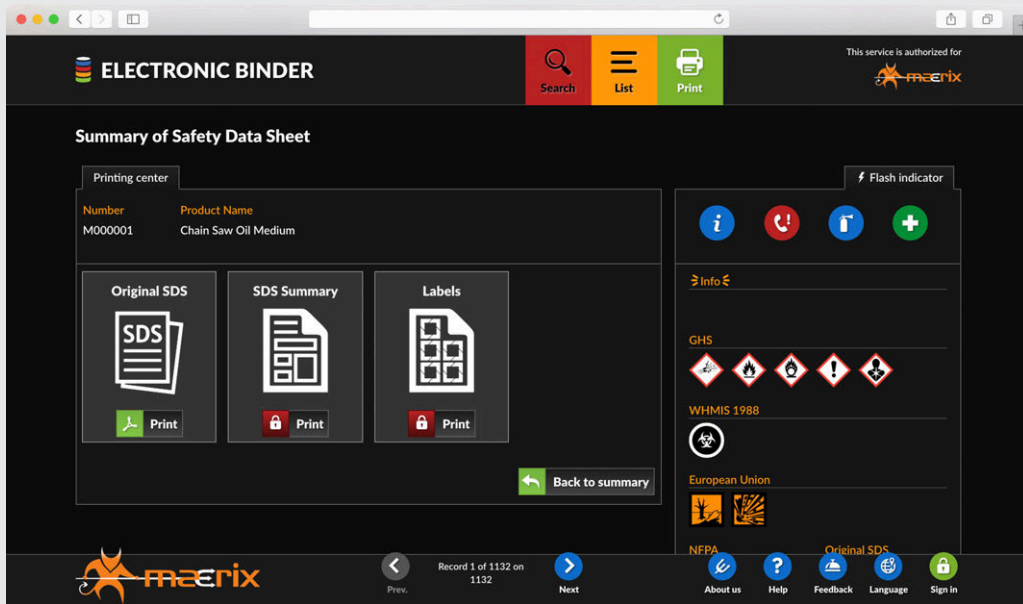


You will also see that the label contains a QR code. This is a type of two dimensional barcode that can be decoded through a QR Code reader, usually integrated directly in your smartphone or tablet. In case of emergency, you can have immediate access to the Safety Data Sheet. You will therefore be able to save precious minutes when managing a crisis.

In regards to instructions towards safe manipulation, they can be added, edited or removed by a user with the required management rights through the administrative mode. The labels will be offered to print under different formats, varying from 1 per page to 18 per page. To be able to print labels, you are required to have a username and password. Please note that Maerix can provide you with sticker papers to print your labels. For any price request, please contact us by email at info@maerix.com

PRINT CENTER

As an electronic binder user, you only have access to printing the SDS. To do so, two possibilities are available: either go through the print center, or, open the SDS directly as described previously in this usage guide.



ADDING A PRODUCT IN PARATOX

If a new product is introduced within your company, you must communicate its details to Maerix in order to integrate it in your database. To do so, we ask that you contact your administrator, who will take appropriate measures to let us know.

If after reading this guide you have questions regarding Paratox functionalities, we invite you to call us anytime during operating hours. We will assist you with pleasure.



Simplicity • Efficiency • Ingenuity

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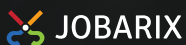
OTHER MANAGEMENT SOLUTIONS AVAILABLE



Training • Knowledge • Skills



Health • Safety • Environment • Absenteeism



Job Hazard Analysis