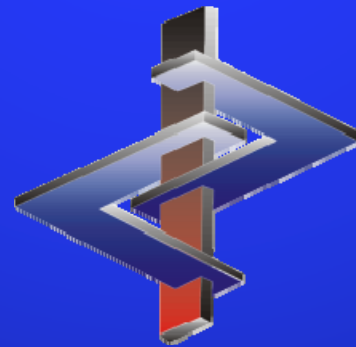


Headings and Phrases



Introduction

- Headings and Phrases are the foundation of the automatism that generates complete SDSs within minutes.
- Therefore, be aware of how far reaching Phrase and Heading changes can be in ChemGes.
- Phrases and Headings can make your life easier but must be used with caution and awareness.
- ChemGes is not a translation software. For self-created Headings and Phrases, you must also provide translations.

Please direct additional questions to our hotline
Via telephone at +1 (902) 832-3425 or +43 2628 619 00
Via email to info@dr-software.com

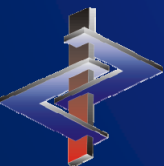


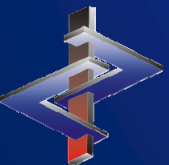
Table of Contents

1. Phrases

- a. Accessing Phrases (Options 1 and 2)
- b. Outputting Phrases
- c. Other Phrases/Standard Phrase
- d. Allocations
- e. Creating Phrases
- f. Translations

2. Headings

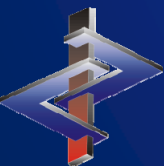
- a. Accessing Headings (Options 1 and 2)
- b. Activating/Deactivating Headings
- c. Mandatory,... Headings
- d. Translations



Phrases

- ChemGes contains circa 3000 default phrases.
- These are output automatically by means of Conditions.
- Conditions are the rules for the output of phrases:
 - The program will do *exactly* what the rule indicates – therefore, be aware of how rules impact one another
 - ChemGes has default rules assigned to phrases, it is highly recommended not to remove these as that will reduce the automatism of the software.
 - The currently applied conditions were carefully selected and assigned by our team of experts.
 - Rules can also lead to the removal of phrases, even if these were manually chosen
- Translations of default phrases exist for all languages in which they are used.
- You can generate additional phrases. ChemGes does not translate these.

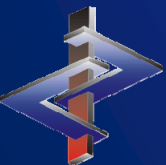
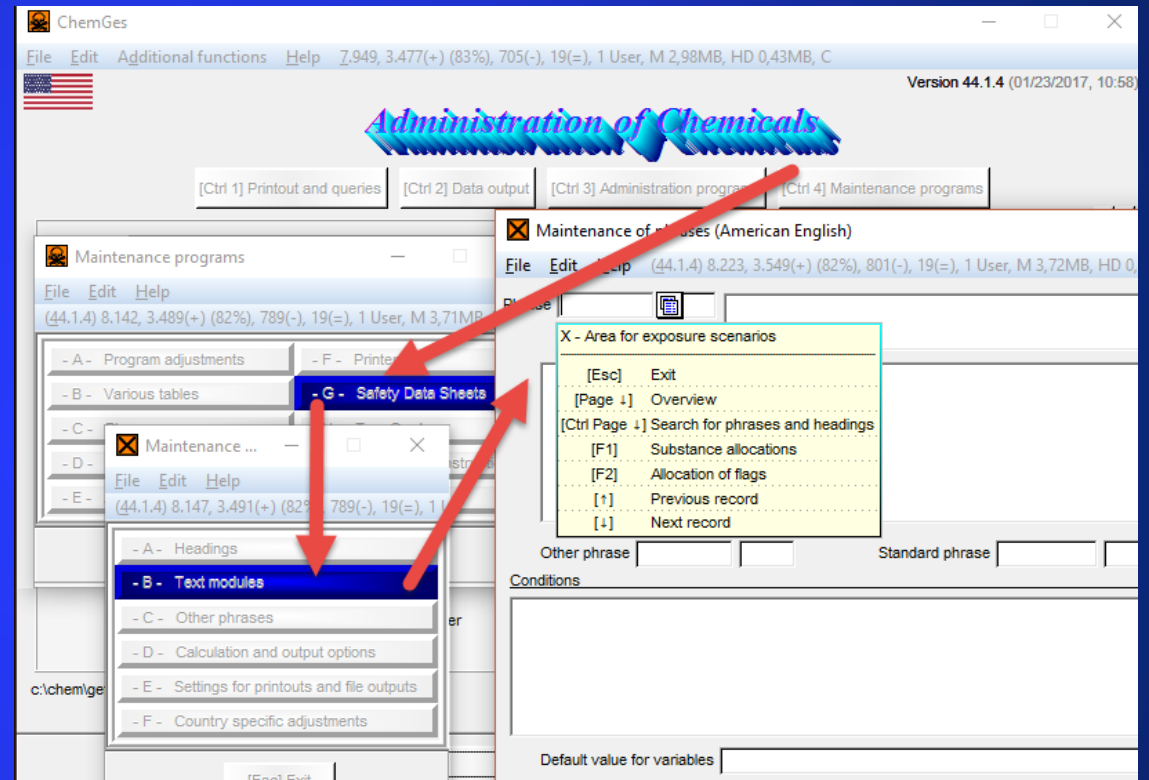
Please direct additional questions to our hotline
Via telephone at +1 (902) 832-3425 or +43 2628 619 00
Via email to info@dr-software.com



Accessing Phrases (Option 1)

From the *Maintenance Programs*:

NOTE: Changes to Phrases done through either form of access, will have a global effect.



Accessing Phrases (Option 2)

From the Editing Screen of the SDS:

Maintenance of phrases (USA)

File Edit Help (43.4.0) 117,227, 57,631(+) (93%), 4,334(-), 67(=), 1 User, M 3.74MB, HD 4.27MB, C

Phrase 1.40.10 2 Manufacturer/Supplier:

Chemix GmbH
Chemixstrasse 2
520 Salzburg

Chemix GmbH
Chemixstrasse 2
520 Salzburg

Tel.:0043/662/212223

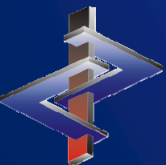
Other phrase Standard phrase

Conditions

will always be used

Press F2

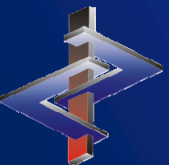
NOTE: Changes to Phrases done through either form of access, will have a global effect.



Outputting Phrases

Phrases are output in two manners:

1. Via manual selection
2. Via automatism based on conditions



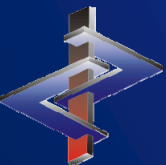
1. Manual Selection

Place the red frame on a heading and press *Insert*, in order to receive a list of all available phrases from which you can choose.

The screenshot shows a software window titled "Phrases overview" with a menu bar (File, Edit, Help) and system information. The left pane contains a list of categories, with "4 First-aid measures" expanded. The "General information:" category is highlighted in yellow, and a red arrow points to it with the text "Press Insert". The right pane displays a list of phrases under the heading "General information:". The phrases are:

- A* Immediately remove any clothing soiled by the product.
- B Remove breathing apparatus only after contaminated clothing have been completely removed.
- C In case of irregular breathing or respiratory arrest provide artificial respiration.
- D No special measures required.
- E Take affected persons out into the fresh air.
- F Do not leave affected persons unattended.
- G Personal protection for the First Aider.
- H Seek medical treatment.
- I Involve doctor immediately.
- J Seek immediate medical advice.
- K Keep quiet and warm.
- L Special First Aid training required.
- M Take affected persons out of danger area and lay down.
- N Provide oxygen treatment if affected person has difficulty breathing.

At the bottom of the window, there are four buttons: "[Page ↓] Next page", "[Esc] Exit", "[Right click] Continuous selection", and "[Insert] New".



2. Automatism based on conditions

Conditions are linked to individual phrases in the *Maintenance of Phrases*.

Maintenance of phrases (USA)

File Edit Help (43.4.0) 17,851, 7,650(+) (74%), 2,656(-), 10(=), 2 User, M 3.09MB, HD 3.09MB, C

Phrase 4.30 2 General information:

Symptoms of poisoning may even occur

Output automatically in every SDS

Output in every new SDS

This phrase will always be used, when no other phrase has been selected

Non-hazardous substances Hazardous substances No health hazard No fire or explosion hazard Not corrosive or irritant

GHS classification	Flags	Permitted countries	Leading empty line
DSD/DPD classification	Article groups	Output only for GHS	Priority in overview screen
Transport	Ingredients	Only for raw materials/preparations	Priority for print
NFPA (USA)	Substance groups	Copy if translation is missing	when an alteration mark is set
WHMIS (Canada)	For the public/industrial use	Allocated phrases	Additional symbols
Water hazard classes	Physical/chemical values	Phrase to delete after transfer	Predefined information symbols
Waste codes	Chemical elements	Allocated exposure scenario	Company logo
	Target organs		Company specific settings

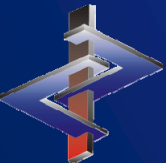
Default value for variables

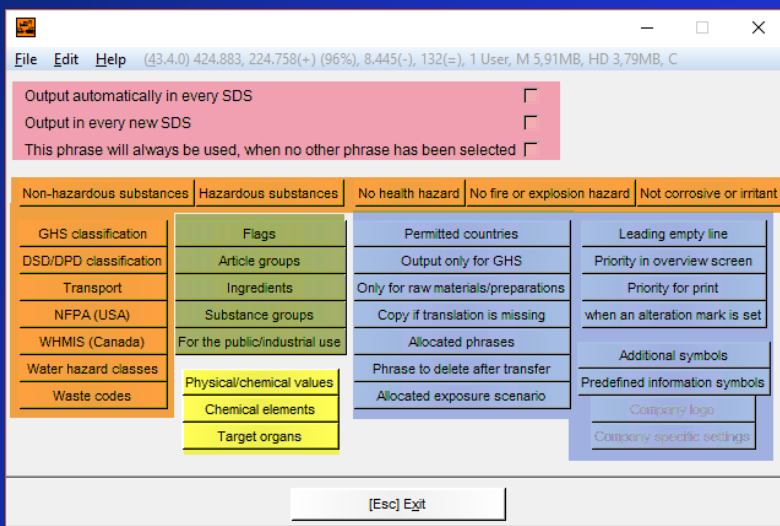
Phrase is part of DR-Software's phrase library

[←] [Esc] Exit [Insert] Conditions [Alt F3] Alter

[Ctrl F7] Delete this translation [↑] Previous record

[Esc] Exit





- The conditions are grouped:
 - **Pink – ‘Always’ Conditions**
 - **Orange - Classifications**
 - **Green – Groupings**
 - **Yellow – Physical/Chemical Data**
 - **Blue – Output Options**

The concept is such:

Phrases are output based on the...

... ‘Always’ Conditions

or

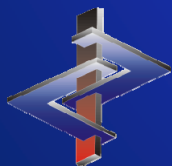
... the classification of the substance

... the Groupings of the substance

... the physical/chemical data of the substance

The **Output Options** let you fine-tune the output:

- Per country
- With Logo/Symbol
- Phrase allocations,...



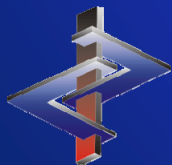
The blue conditions will only apply if a condition of another colour also applies.

By clicking on any condition, you will open a new screen where the details can be entered.

Other Phrases/Standard Phrases

- With these options, you can create a direct link to an already created phrase text.
- Take care to differentiate this from 'Allocations' (next slide).

Other Phrases – text of one phrase assigned to another Heading.
Standard Phrases – text from legislative phrase (H -, P-, R- and S-phrases,...) assigned to the desired Heading.



Allocations

- Allocations make it possible to link the output of specific phrases, together.

Allocation of other phrases – defined phrases are also output if the output of the current phrase occurs (manually or via condition).

Output if certain phrases are present – ensures that the current phrase can only be output if specific other phrases are triggered for output.

The screenshot displays the 'Maintenance of phrases' software interface. The main window shows a phrase 'Medical supervision for at least 48 hours.' with a 'General information' tab selected. Below this, there are checkboxes for 'Output automatically in every SDS', 'Output in every new SDS', and 'This phrase will always be used, when no other phrase has been selected'. A table below these options lists various classification systems and their corresponding 'Allocated phrases'.

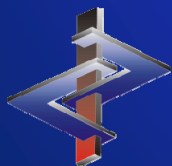
Classification System	Allocated Phrases
Non-hazardous substances	
Hazardous substances	
No health hazard	
No fire or explosion hazard	
GHS classification	
Flags	
Permitted countries	
DSD/DPD classification	
Article groups	
Output only for GHS	
Transport	
Ingredients	
Only for raw materials/preparations	
NFPA (USA)	
Substance groups	
Copy if translation is missing	
WHMIS (Canada)	
For the public/industrial use	
Allocated phrases	

The 'Conditions' section shows a list of phrases and their allocation settings:

Phrase	Allocation	Other Phrases
16.40/1 Dr. Peter Mayer		
Output if certain phrases are present:		
1.40.30/1 During normal opening times: en		

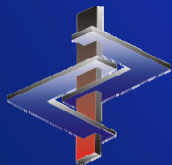
The 'Output if certain phrases are present' section shows a list of phrases and their allocation settings:

Phrase	Allocation	Other Phrases
16.40	1	Dr. Peter Mayer
Output if certain phrases are present:		
1.40.30	1	During normal opening times: environment protection...



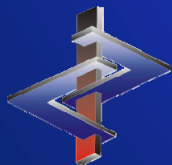
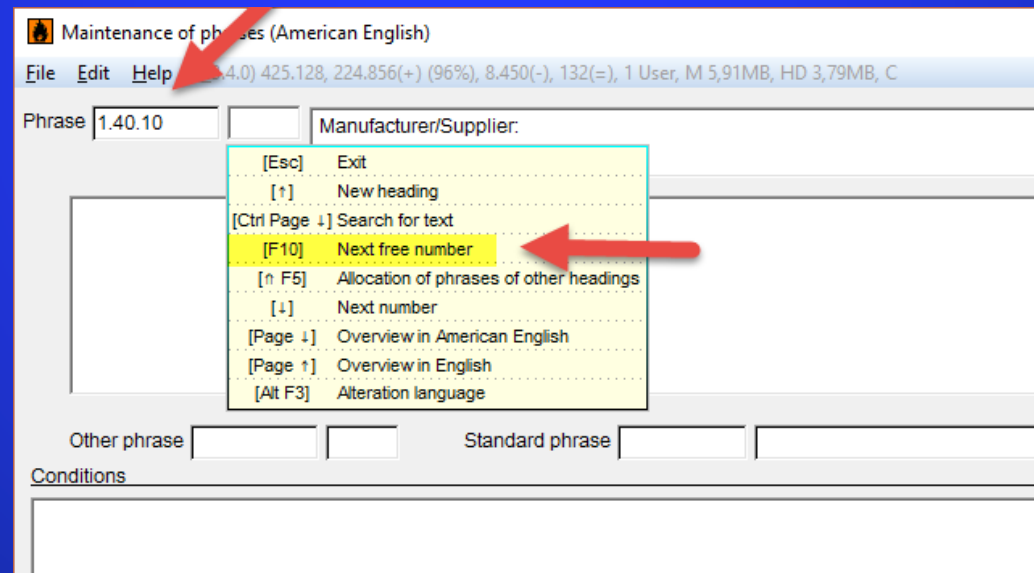
NOTE:

- Conditions take priority:
 - Manual deletions or additions of phrases may be overwritten when the SDS is updated
 - This can lead to the removal of a manually selected phrase or the addition of a contradictory phrase.
 - Check the conditions of all phrases under this heading to ensure that they do not work contrary to your needs.
- Changes in the *Maintenance of Phrases* are automatically saved and have a global effect.
- Effect of Deletions or Additions in one country SDS:
 - Affect (in translation) other country SDSs of this specific substance.
 - Appear only if the different country has an identical Heading (based on Heading number)



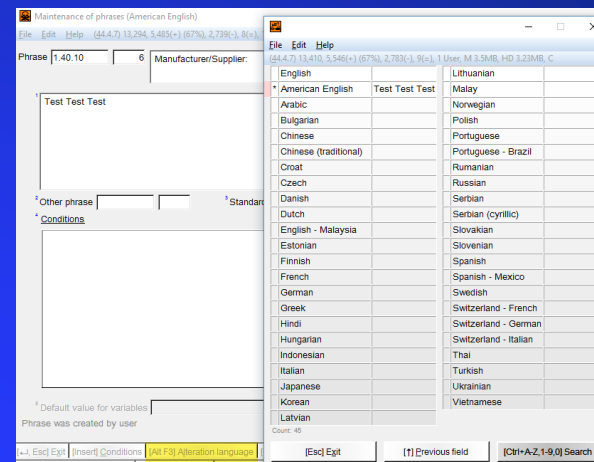
Creating Phrases

1. Enter the *Maintenance of Phrases (Maintenance Programs –Safety Data Sheets - Text Modules)*
2. Choose a language.
3. Choose the desired Heading.
4. Press F10 or the corresponding line, in order to retrieve the next available (empty) Phrase number.
5. Enter Phrase and Conditions, as desired.

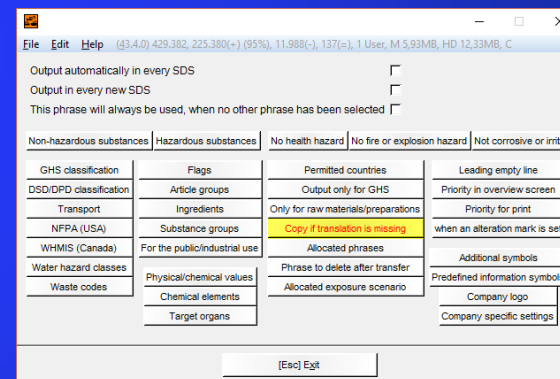


NOTE:

- ChemGes does not translate self-created phrases.
- Translations need to be entered manually via 'alteration language' (see screenshot).

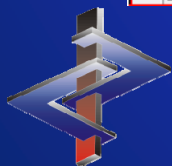


- Please note that ChemGes treats English and American English as separate languages.
- If a translation is not needed (i.e. telephone number), you can avoid entering the same text in each language by activating the "Copy if translation is missing" condition and choosing the language in which the phrase was originally created.



- If the translation of a phrase is missing, ChemGes will not let you print that particular language SDS, as it is incomplete (see Screenshot).





Translations

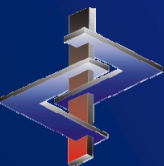
Translations of Phrases can be accessed, for entering or editing them, under *Alteration Language* in the *Maintenance of Phrases* of any phrase.

ChemGes-provided Phrases have here all of the translations for any language for which they apply.

If there is no translation for a language, it can mean that either the phrase does not exist for that language or that it is covered by an overarching language (i.e. Spanish Mexico and Spanish).

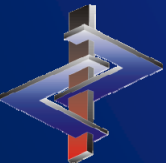
The screenshot shows the 'Maintenance of phrases (American English)' window. On the left, there are input fields for 'Phrase' (4.30) and 'General information:'. Below this, a text area contains the English phrase: 'Symptoms of poisoning may even occur after several hours; therefore medical observation is necessary'. There are also fields for 'Other phrase', 'Stand...', and 'Conditions'. A 'GHS classification' field shows 'Acute Tox. (O) 4; Acute Tox. (H) 3'. At the bottom, there are buttons for 'Alteration language' and 'Delete this translation'. On the right, a list of languages and their corresponding translations is displayed. The list includes: English, American English, Arabic, Bulgarian, Chinese, Chinese (traditional), Croat, Czech, Danish, Dutch, English - Malaysia, Estonian, Finnish, French, German, Greek, Hindi, Hungarian, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Malay, Norwegian, Polish, and Portuguese. Each entry shows the original English phrase translated into the respective language.

Language	Translation
English	Symptoms of poisoning may even occur after several hours; therefore medical observation is necessary
American English	Symptoms of poisoning may even occur after several hours; therefore medical observation is necessary
Arabic	تحدث أعراض التسمم بالمتاح بعد عدة ساعات ؛ وبالتالي يتم الخضوع للإشراف الطبي لمدة 48 ساعة
Bulgarian	Симптоми на отравяне могат да се появят чак след много часове, поради това е необходимо медицинско наблюдение
Chinese	中毒的症状可能会在几个小时后才出现；因此在发生事故之后起码要有 48 小时的观察
Chinese (traditional)	中毒的症狀可能會在幾個小時以後才出現；因此在發生事故之後起碼要有 48 小時的觀察
Croat	Simptomi trovanja mogu se pojaviti nakon dužeg vremena, stoga je potreban liječnički nadzor
Czech	Příznaky otravy se mohou projevit až po mnoha hodinách, proto je nutný lékařský dohled
Danish	Forgiftningssymptomer kan optræde med mange timers forsinkelse, derfor skal lægen overvåge
Dutch	Het is mogelijk dat vergiftigingssymptomen pas na vele uren optreden. Om deze reden is medische observatie noodzakelijk
English - Malaysia	Symptoms of poisoning may even occur after several hours; therefore medical observation is necessary
Estonian	Mürgituse sümptomid võivad esineda isegi mitme tunni möödumisel; sellepärast on vaja arsti jälgimist
Finnish	Myrkytysoireet voivat ilmaantua vasta useiden tuntien kuluttua. Tästä syystä henkilä on seurattava lääkärin valvonnassa
French	Les symptômes d'intoxication peuvent apparaître après de nombreuses heures seuil, il est donc nécessaire d'observer
German	Vergiftungssymptome können erst nach vielen Stunden auftreten, deshalb ärztliche Überwachung
Greek	Τοξικά συμπτώματα μπορούν να εμφανιστούν ακόμη και μετά από πολλές ώρες, γι αυτό είναι απαραίτητο να παρατηρηθεί
Hindi	अहर चरण के लक्षण कई घंटों बाद भी नहीं दिख सकते हैं; इसलिए दुर्घटना के कम से कम 48 घंटों बाद तक निगरानी रखनी चाहिए
Hungarian	A mérgezési tünetek csak több óra elteltével lépnek fel, ezért orvosi felügyelet szükséges
Indonesian	Gejala keracunan dapat terjadi setelah beberapa jam; oleh karena itu lakukan pengamatan
Italian	I sintomi di avvelenamento possono comparire dopo molte ore, per tale motivo è necessario l'osservazione medica
Japanese	中毒症状は時間がかなり経過した後に現れる場合もあるため、事故後最低 48 時間観察が必要です
Korean	중독 증상은 몇 시간이 지난 뒤에 발생할 수 있다. 따라서 사고가 발생한 후에 적어도 48시간 동안 관찰해야 합니다
Latvian	Saindēšanās simptomi var parādīties tikai pēc daudziem stundām, tāpēc ir nepieciešama ārstu uzraudzība
Lithuanian	Apsinuodijimo simptomai gali atsirasti po daugelio valandų, todėl gydytojų priežiūra yra būtina
Malay	Gejala keracunan boleh berlaku selepas beberapa jam, maka rawatan perubatan hendaklah dijalankan
Norwegian	Forgiftningssymptomer kan også oppstå etter mange timer. Personer må derfor ha oppsatt lege
Polish	Symptomy zatrucia mogą wystąpić dopiero po kilku godzinach, dlatego kontrola lekarska jest konieczna
Portuguese	Os sintomas de envenenamento podem surgir apenas após várias horas, por isso é necessário o acompanhamento médico



Headings

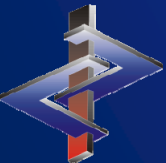
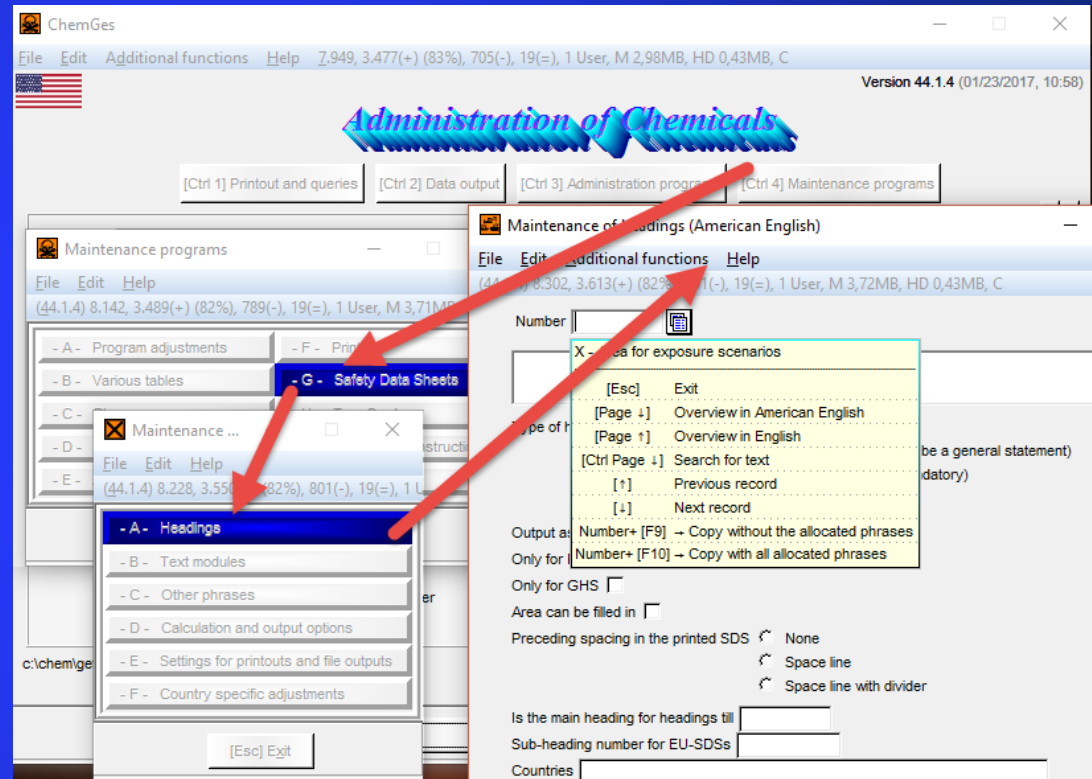
- Headings consist of Main SDS Headings as well as numerous levels of Sub-Headings.
- Some Headings are mandatory according to the legislation, which means that this can vary from country to country.
- Other Headings are merely suggestions or options.
- Changing output options for Headings can have a great impact on the legal validity of an SDS, causing either the suppression of mandatory information or the output of contradictory information (or information considered as such by the legislation).



Accessing Headings (Option 1)

From the *Maintenance Programs*:

NOTE: Changes to Headings done through either form of access, will have a global effect.

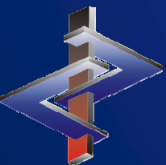


Accessing Headings (Option 2)

From the Editing Screen of the SDS:

NOTE: Changes to Headings done through either form of access, will have a global effect.

The screenshot displays two windows from the SDS software. The left window, titled 'Safety Data Sheet dated 11/03/1992 (10/14/2016)', shows a list of fields under the heading '1 Identification'. The 'Manufacturer/Supplier' field is highlighted with a red arrow and the text 'Press Alt F12'. The right window, titled 'Maintenance of headings (USA)', shows a dialog box with various options for heading configuration. The 'Number' field is set to '1.40.10'. The 'Manufacturer/Supplier' field is also present in this dialog. The 'Type of heading' section has radio buttons for 'applicable (can be le', 'information (must be', 'standard (must be fi', and 'Standard only for EU'. The 'Output as standard proposal at a new cre' option is checked. The 'Only for REACH-SDSs' and 'Only for GHS' options are unchecked. The 'Area can be filled in' option is checked. The 'Preceding spacing in the printed SDS' option is checked. The 'Is the main heading for headings till' field is empty. The 'Sub-heading number for EU-SDSs' field is empty. The 'Countries' field is set to 'All'. The 'Phrase is part of DR-Software's phrase library' text is visible at the bottom right.



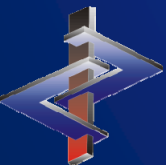
Activating/Deactivating Headings

The screenshot shows a software window titled "Maintenance of headings (USA)". The main window has a "Number" field with the value "4.30" and a "General information:" text area. A "Selection of countries" dialog box is open, displaying a table with columns: "No output", "USA", "Classification acc. to EU-rules", and "Classifica". The table contains the following rows:

No output	USA	Classification acc. to EU-rules	Classifica
Canada	Canada french	China	
Greece	Hong Kong	Hungary	
Latvia	Lebanon	Liechtenstein	
Portugal	Republic of the Congo	Romania	
Switzerland - german	Switzerland - italian	Taiwan	

Below the table, there are two radio buttons: "Countries in selection will be included" (checked) and "Countries in selection will be excluded". A "[1] Previous field" button is also visible. At the bottom of the dialog, there is a "10 Countries" field with the value "All". The main window footer contains several navigation buttons: "[Esc] Exit", "[1] Previous record", "[↓] Next record", "[Alt F3] Alteration language", and "[Ctrl F6] Delete".

Countries are used to automate the output of Headings. This can be simply done as a list of excluded countries, a list of included countries or output for no or all countries.



Mandatory,... Headings

Maintenance of headings (USA)

File Edit Help (43.2.5) 57,046, 29,030(+)' (92%), 2,355(-), 21(=), 1 User, M 3.22MB, HD 3.02MB, C

Number 4.30

1 General information:

2 Type of heading applicable (can be left empty)
 information (must be filled out, content can be a general statement)
 standard (must be filled out, content is mandatory)
 Standard only for EU-countries

3 Output as standard proposal at a new creation of an SDS

4 Only for REACH-SDSs

5 Only for GHS

6 Area can be filled in

7 Preceding spacing in the printed SDS None
 Space line
 Space line with divider

8 Is the main heading for headings till

9 Sub-heading number for EU-SDSs

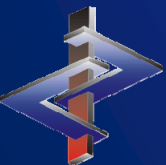
10 Countries All

Phrase is part of DR-Software's phrase library

[Esc] Exit [↑] Previous record [↓] Next record [Alt F3] Alteration language [Ctrl F6] Delete

Legislative requirements affect the information output under Headings.

- **Applicable** means the Heading is not mandatory but merely a suggestion
- **Information** means information under the Heading is mandatory, but it can be a general statement such as ,Not Applicable',... .
- **Standard** means information under the Heading is mandatory but a general statement is not acceptable, details are required.
- **Standard only for EU-countries** applies the mandatory level of **Standard** but only for countries marked in the *Maintenance of Countries*, as EU-countries.



Translations

Just as with Phrases, the translations of Headings can be accessed under *Alteration Language*

The screenshot shows two windows from the 'Maintenance of headings' software. The left window is the configuration panel for 'American English', and the right window is a list of languages for translation.

Configuration Panel (Left Window):

- Number: 4.30
- General information: [Empty text box]
- Type of heading:
 - applicable (can be left empty)
 - information (must be filled out, content can be a general statement)
 - standard (must be filled out, content is mandatory)
 - Standard only for EU-countries
- Output as standard proposal at a new creation of an SDS:
- Only for REACH-SDSs:
- Only for GHS:
- Area can be filled in:
- Preceding spacing in the printed SDS:
 - None
 - Space line
 - Space line with divider
- Is the main heading for headings till: [Empty text box]
- Sub-heading number for EU-SDSs: [Empty text box]
- Countries: All

Phrase is part of DR-Software's phrase library

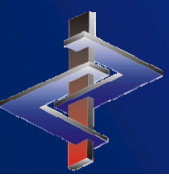
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* Chinese (traditional)	總說明:	* Portuguese - Brazil	Indicações gerais:
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* Danish	Generelle anvisninger:	* Serbian	Opšte informacije:
* Dutch	Algemene informatie:	* Serbian (cyrillic)	Опште информације:
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* Estonian	Üldine informatsioon:	* Slovenian	Splošni napotki:
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* Greek	Γενικές οδηγίες:	Switzerland - French	
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* Hungarian	Általános információk:	Switzerland - Italian	
* Indonesian	Informasi umum:	* Thai	ข้อมูลรายละเอียดทั่วไป
* Italian	Indicazioni generali:	* Turkish	Genel uyarılar:
* Japanese	一般情報:	* Ukrainian	Загальні вказівки:
* Korean	일반 적 정보:	* Vietnamese	Hướng dẫn chung:
* Latvian	Vispārējas norādes:		

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