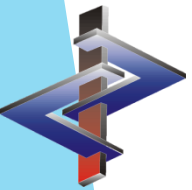


Headings and Phrases

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



Introduction

- ▶ ChemGes contains more than 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, as no software can do this reliably. Translations can be entered easily.

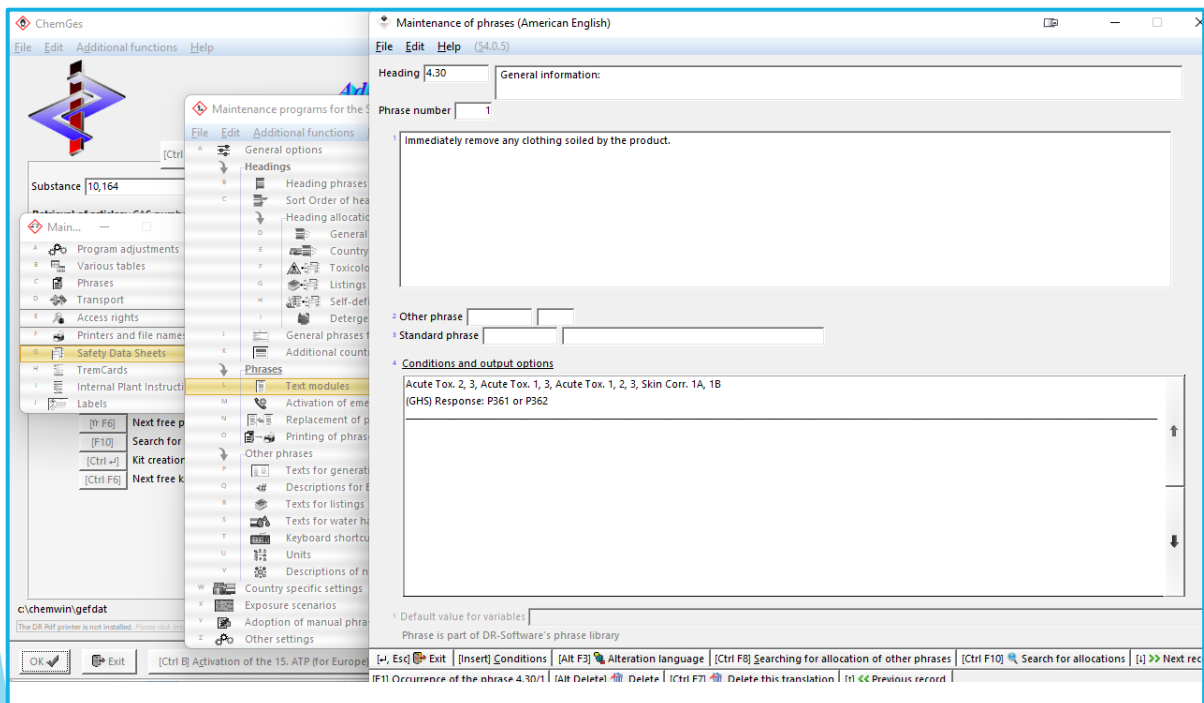
Accessing Phrases

Phrases can be accessed either from the *Maintenance programs* (**Ctrl** **4** *Maintenance programs – Safety Data Sheets – Text Modules*) or directly from the SDS (by clicking on the phrase and pressing **F2** *Maintenance of Phrases*).

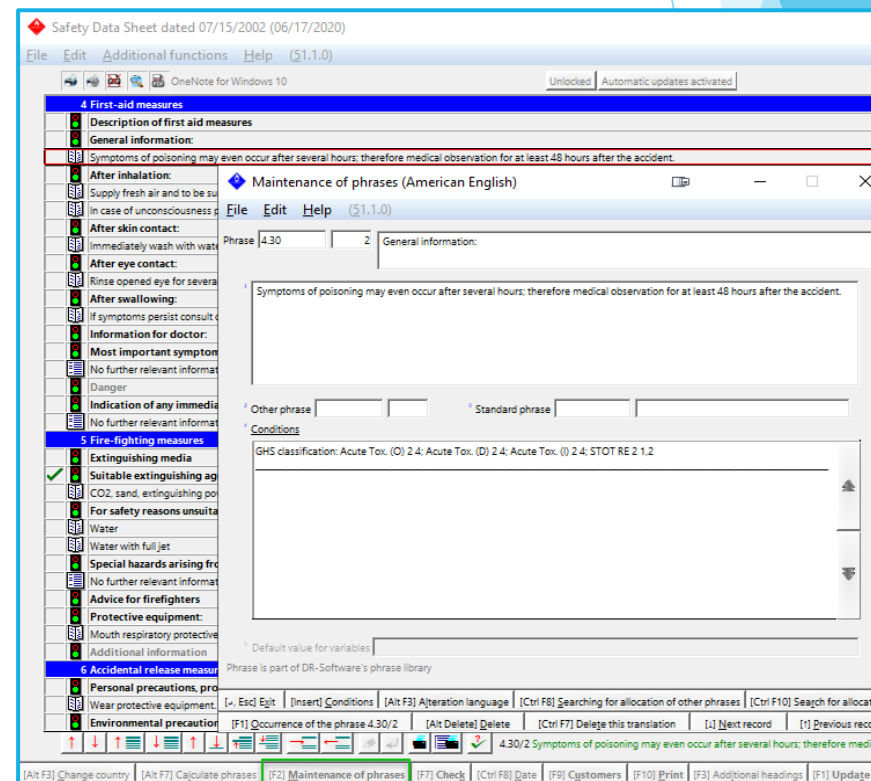
Note:

Any changes to a phrase from either form of access, will have a global effect, for all SDSs.

Option 1: Text Modules




Option 2: SDS

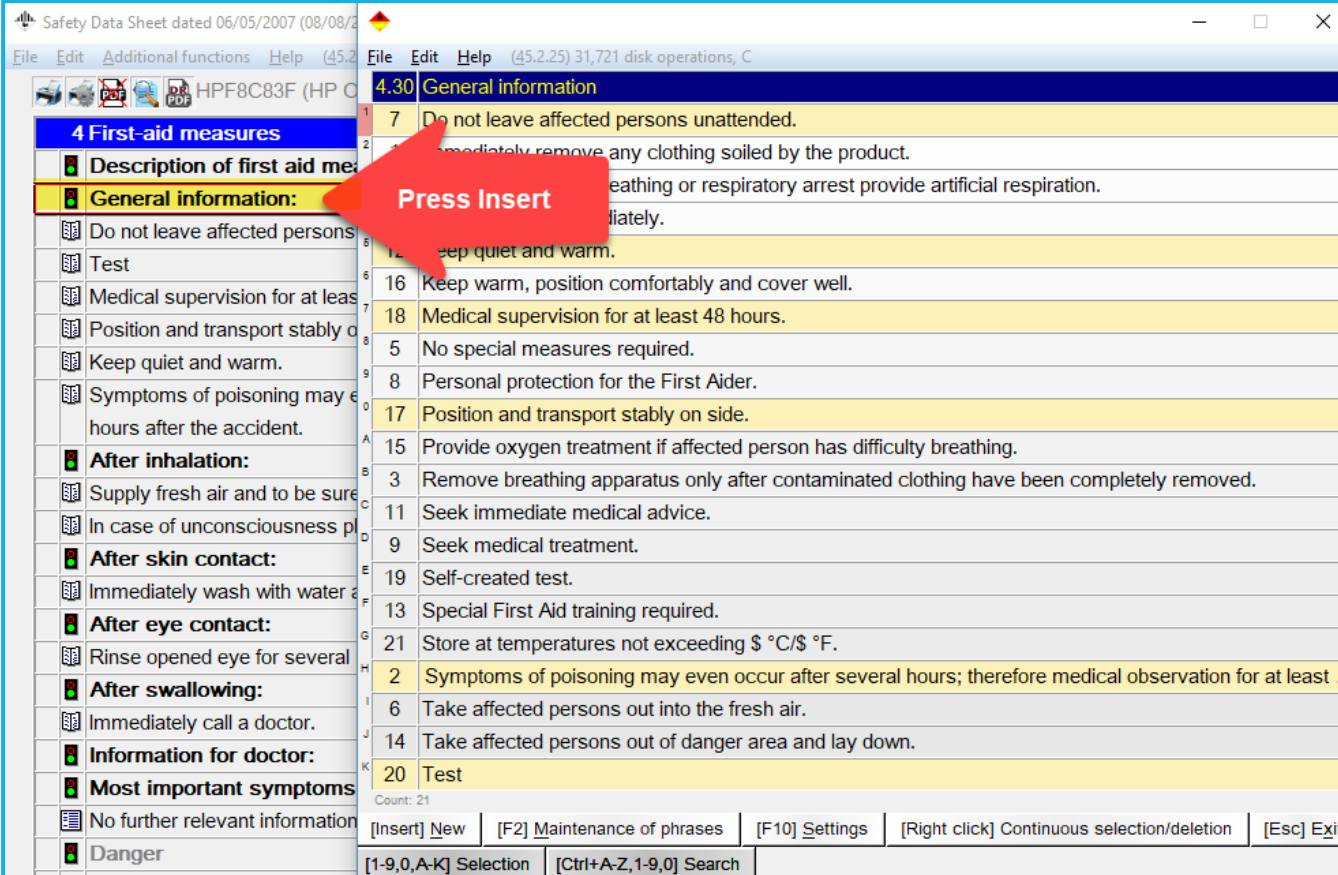


Outputting Phrases

Phrases can be output either by *manual selection* or *automatically via conditions*.

Option 1: Manual selection

Click on the heading under which you wish to output an additional phrase. Then press **Insert** on your keyboard or the corresponding button  **Insert** at the bottom of the screen.



The screenshot shows a software window titled "Safety Data Sheet dated 06/05/2007 (08/08/2007)". The window contains a list of first-aid measures. A red arrow points to the "General information:" heading, with the text "Press Insert" written next to it. The list of measures includes:

- 4.30 General information
- 7 Do not leave affected persons unattended.
- 11 Immediately remove any clothing soiled by the product.
- 12 Breathing or respiratory arrest provide artificial respiration.
- 13 Immediately.
- 14 Keep quiet and warm.
- 16 Keep warm, position comfortably and cover well.
- 18 Medical supervision for at least 48 hours.
- 5 No special measures required.
- 8 Personal protection for the First Aider.
- 17 Position and transport stably on side.
- 15 Provide oxygen treatment if affected person has difficulty breathing.
- 3 Remove breathing apparatus only after contaminated clothing have been completely removed.
- 11 Seek immediate medical advice.
- 9 Seek medical treatment.
- 19 Self-created test.
- 13 Special First Aid training required.
- 21 Store at temperatures not exceeding \$ °C/\$ °F.
- 2 Symptoms of poisoning may even occur after several hours; therefore medical observation for at least ...
- 6 Take affected persons out into the fresh air.
- 14 Take affected persons out of danger area and lay down.
- 20 Test

At the bottom of the window, there is a status bar with the following buttons: [Insert] New, [F2] Maintenance of phrases, [F10] Settings, [Right click] Continuous selection/deletion, [Esc] Exit. Below these buttons, there are two more buttons: [1-9,0,A-K] Selection and [Ctrl+A-Z,1-9,0] Search.

Outputting Phrases

Option 2: Automatically via conditions

In the *Maintenance of phrases*, accessed as described in Slide 3, you can assign **Conditions** to phrases, to cause their automatic output, as well as link other phrases and symbols, to a phrase.

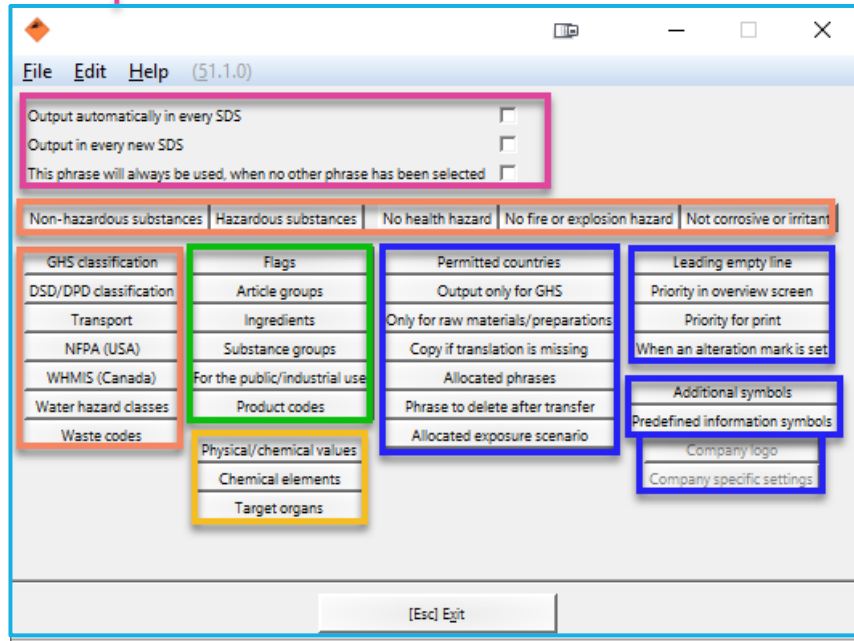
The screenshot displays the 'Maintenance of phrases (German)' application window. The main window shows a phrase configuration for 'Hersteller/Lieferant' with a text area containing contact information for Chemix GmbH. A secondary window is open, showing the 'Conditions' section for the phrase. This section is highlighted with a green border and contains the following text:

Conditions
if none of this group is valid

For all countries but: RUS/BUL
Symbol: LOGO.TIF
When translation is missing copy from language: German
Delete all other phrases of this range after selection

The secondary window also features a grid of buttons for selecting conditions, such as 'GHS classification', 'Flags', 'Permitted countries', and 'Leading empty line'. The 'Permitted countries' and 'Copy if translation is missing' buttons are highlighted in red. The window title is 'Maintenance of phrases (German)' and the menu bar includes 'File', 'Edit', and 'Help (51.1.0)'. The status bar at the bottom shows various keyboard shortcuts for navigation and editing.

Information about conditions



The conditions are grouped in the following manner:

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

Note:

Further details regarding conditions can be found in the **Manual** to ChemGes.

The output 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.

Information about conditions

The options *Other phrases* and *Standard phrases* allow you to create a direct link to an already created phrase text, thus reducing the need for repetition regarding text and translations of a phrase, in another location.

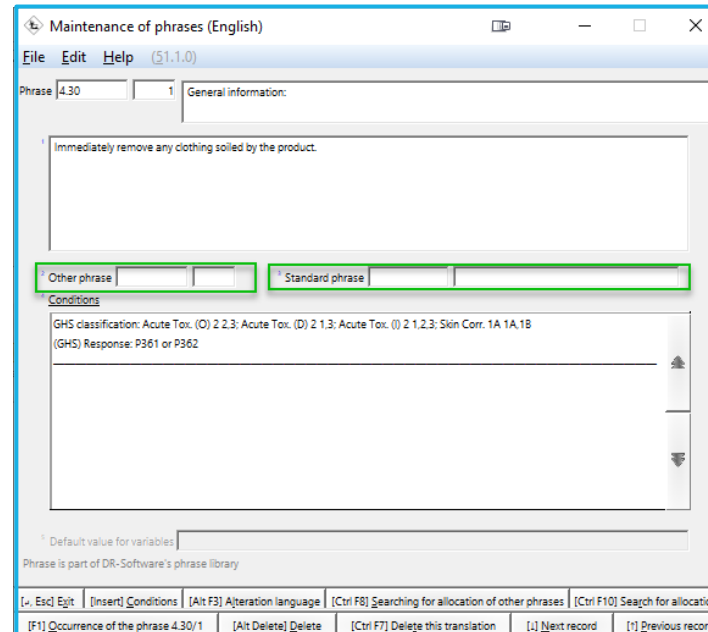
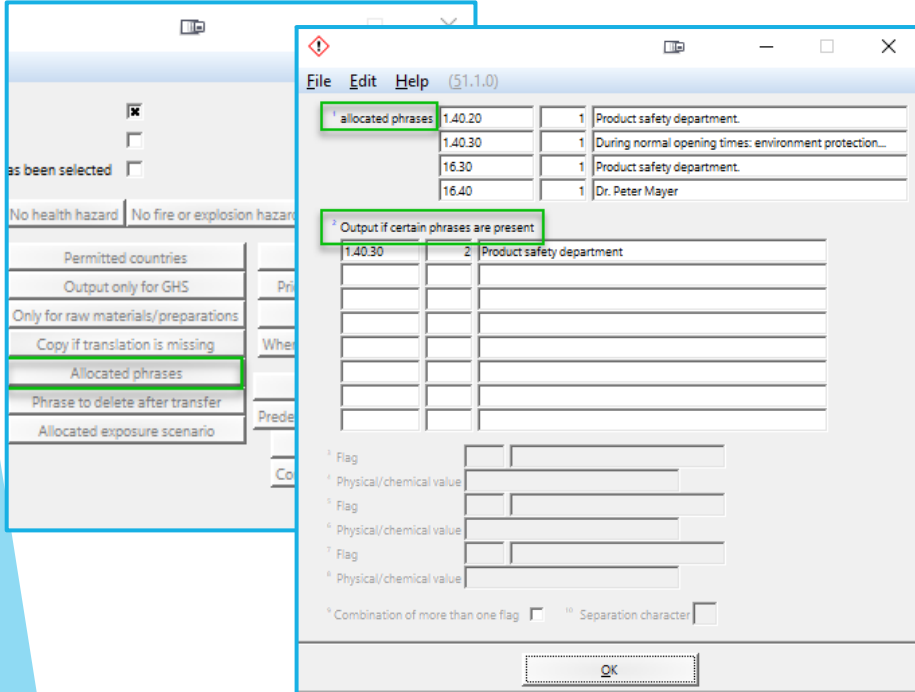
The conditions *Allocation of other phrases* and *Output if certain phrases are present*, created output links between separate phrases, ensuring that if one is output the other linked one (s) are output as well.

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.

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.

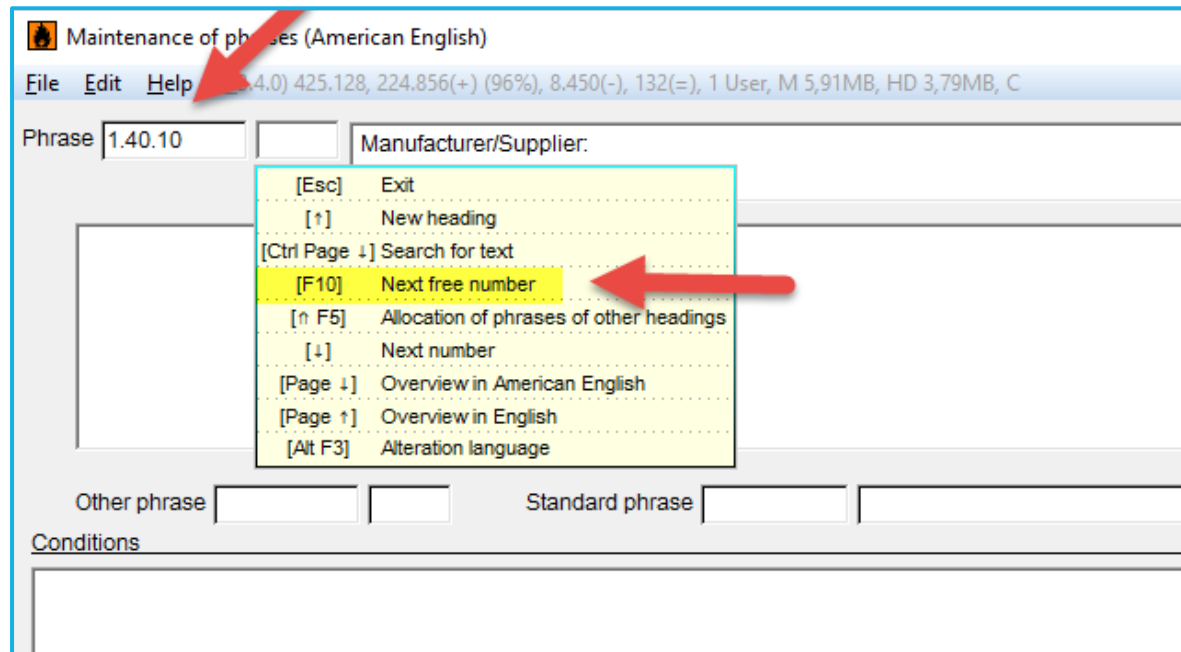


Information about conditions

- ▶ 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 new phrases

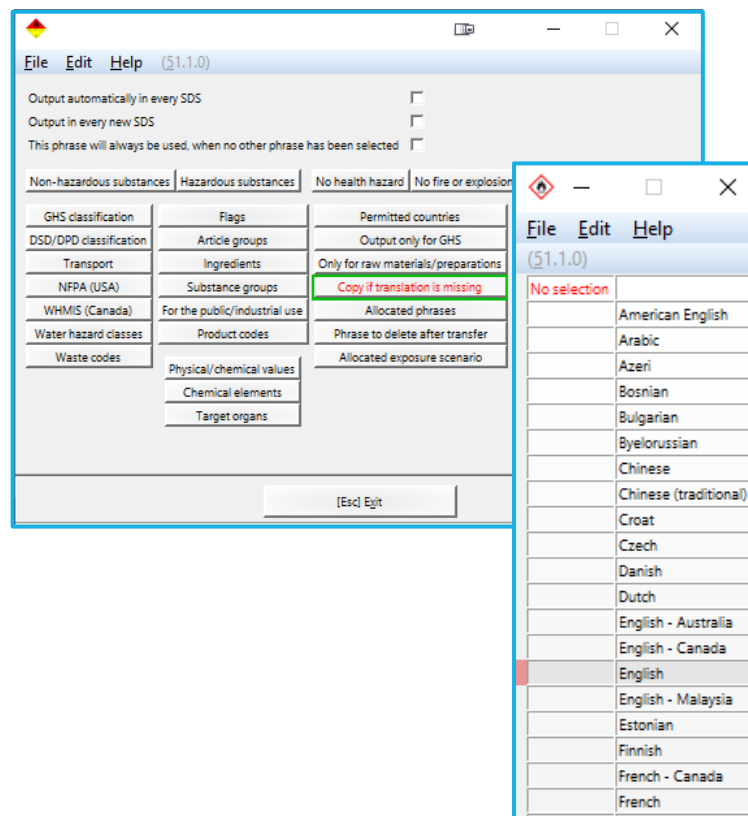
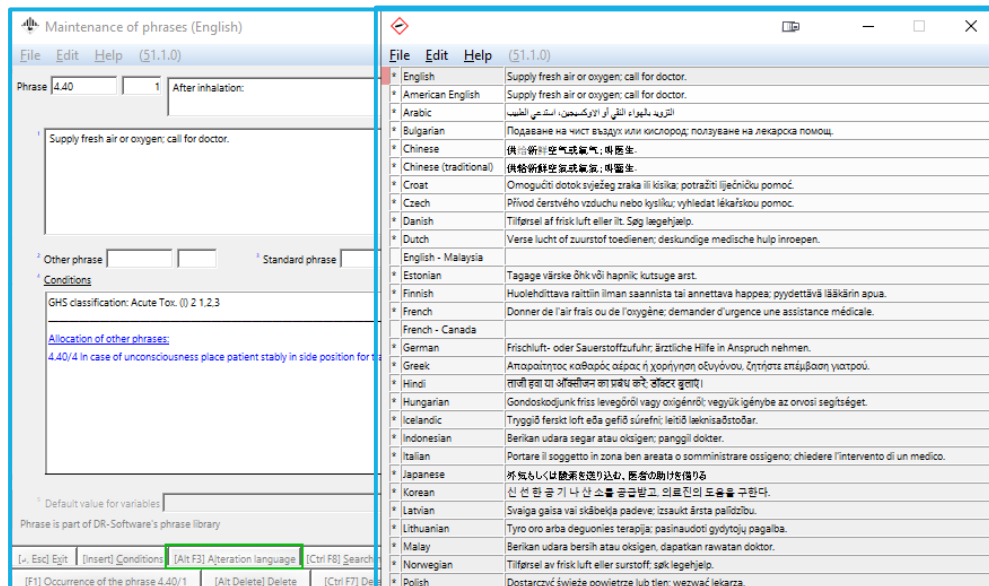
1. Enter the *Maintenance of Phrases* (Ctrl 4 **Maintenance Programs –Safety Data Sheets - Text Modules**)
2. Choose a language from the overview.
3. Choose the desired Heading.
4. Press F10 **Next free number** or the corresponding line, in order to retrieve the next available (empty) Phrase number.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



Information about self-created phrases

- ▶ ChemGes does not translate self-created phrases.
- ▶ Translations need to be entered manually via Alt F3 **Alteration language**

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.



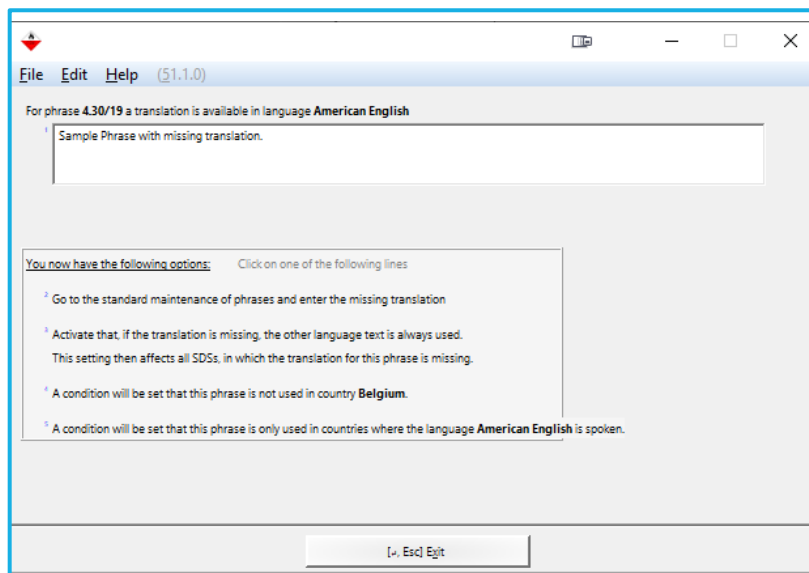
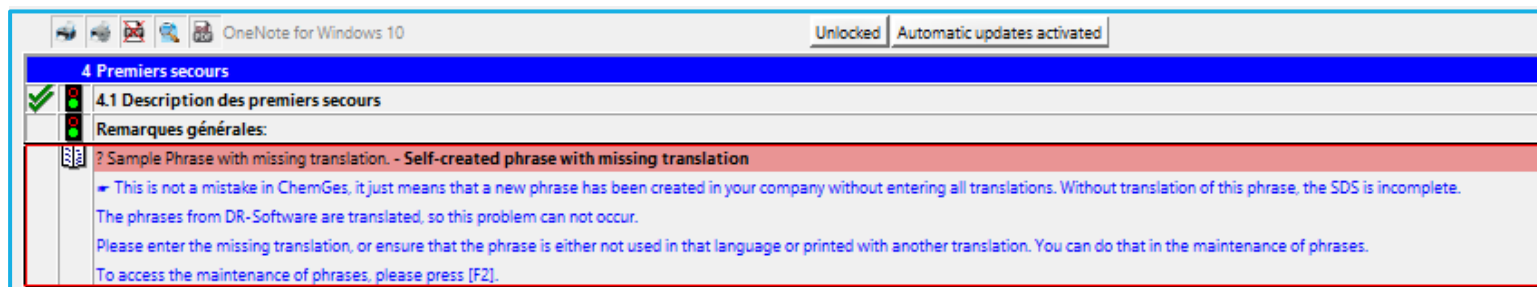
Note:
ChemGes treats English and American English as separate languages.

Information about self-created phrases (continued)

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

These simple steps will help you manage such a phrase directly from the SDS:

1. Click on the phrase, thus positioning the red frame around it.
2. Press [F2] **Maintenance of Phrases**.
3. Choose the desired option in the screen that is opened.

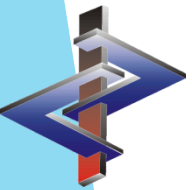


Headings

- Headings can be 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.
- It is very easy to create additional headings, but just like with phrases, it is necessary to enter your own translations for them.

Note:

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).

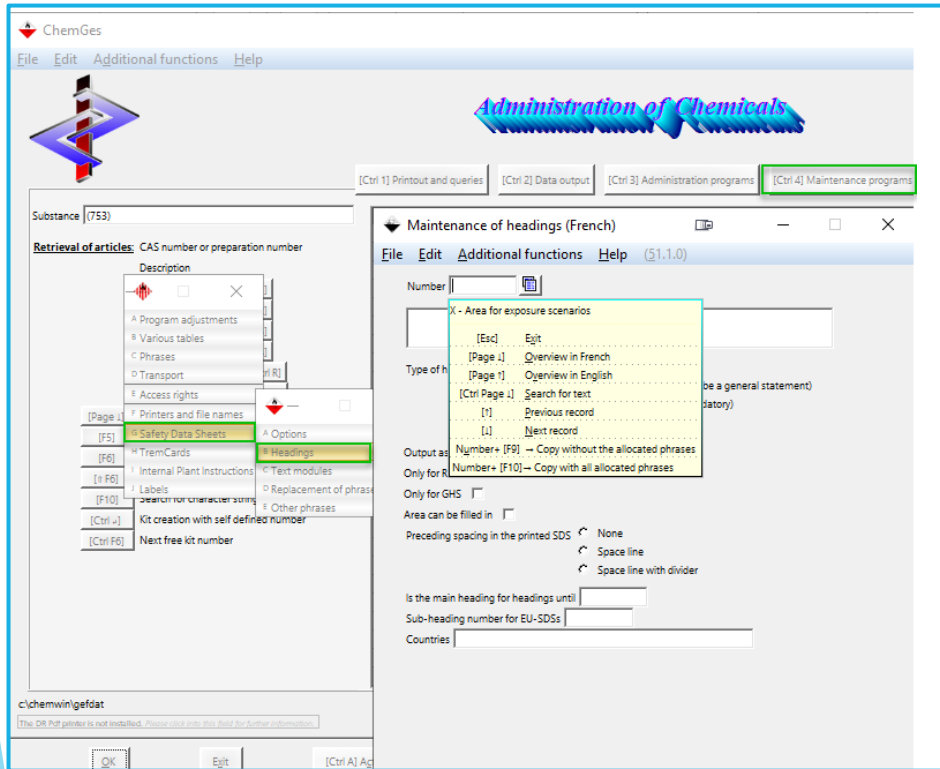


Accessing Headings

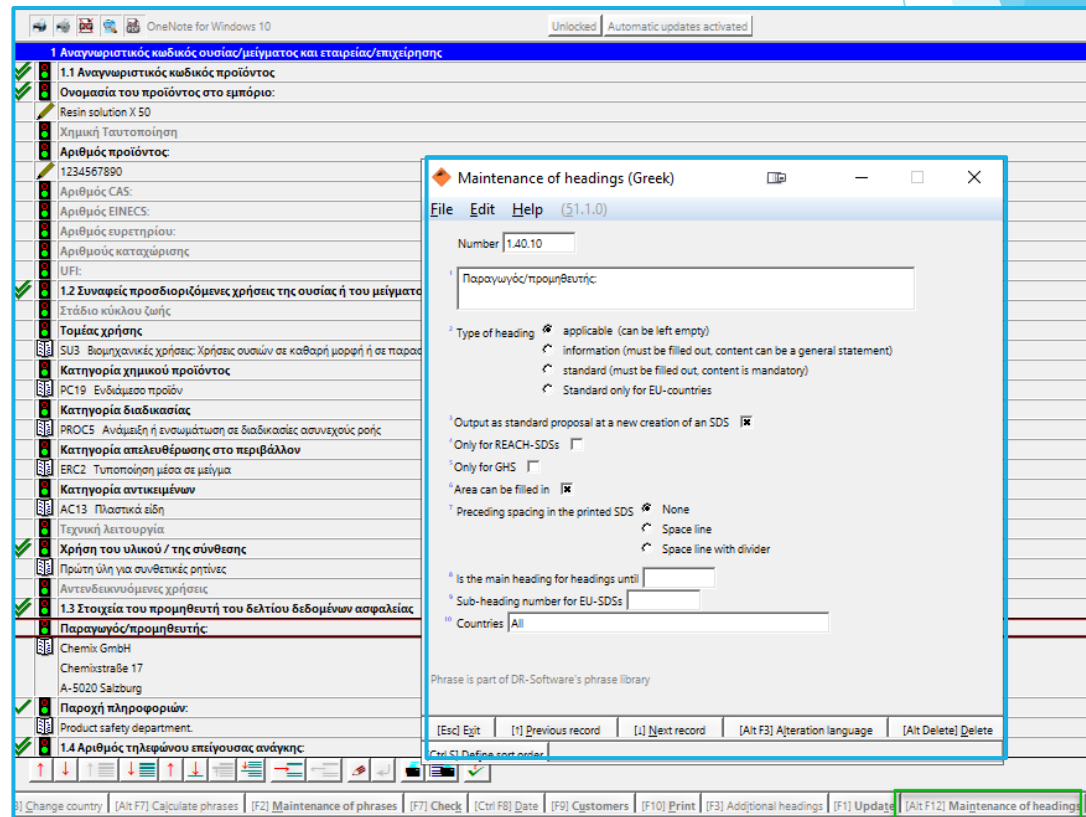
Headings can be accessed either from the **Maintenance programs** (**Ctrl** **4** Maintenance programs – *Safety Data Sheets – Headings*) or directly from the SDS (by clicking on the phrase and pressing **Alt** **F12** *Maintenance of Headings*).

Note:
Any changes to a phrase from either form of access, will have a global effect, for all SDSs.

Option 1: Headings



Option 2: SDS

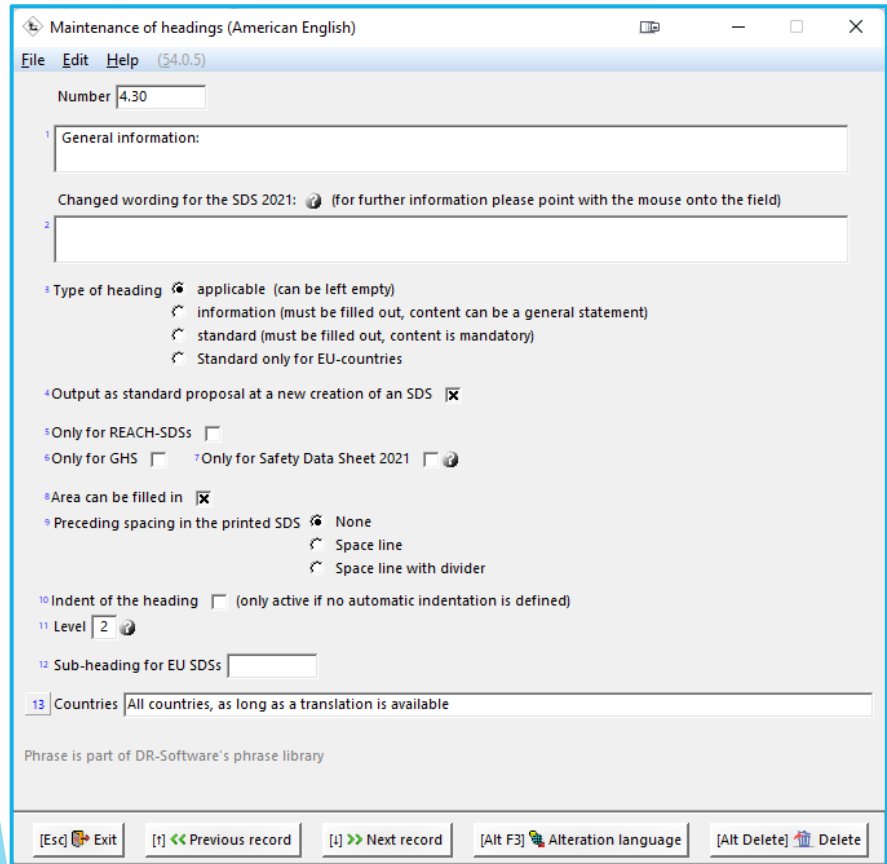


Activating/Deactivating Headings

Countries are used to automate the output of Headings.

This can be done as a list of:

- excluded countries (option **Countries in selection will be excluded**)
 - included countries (option **Countries in selection will be included**)
- or with the option **no output**.



Types of Headings

Maintenance of headings (American English)

File Edit Help (54.0.5)

Number 4.30

1 General information:

2 Changed wording for the SDS 2021: (for further information please point with the mouse onto the field)

3 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

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

5 Only for REACH-SDSs

6 Only for GHS 7 Only for Safety Data Sheet 2021

8 Area can be filled in

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

10 Indent of the heading (only active if no automatic indentation is defined)

11 Level 2

12 Sub-heading for EU SDSs

13 Countries All countries, as long as a translation is available

Phrase is part of DR-Software's phrase library

[Esc] Exit [1] << Previous record [1] >> Next record [Alt F3] Alteration language [Alt Delete] Delete

Applicable:

Means the Heading is not mandatory but merely a suggestion

SDS marking: No marking

Information:

Means information under the Heading is mandatory, but it can be a general statement such as 'Not Applicable',...

SDS marking: One checkmark



Standard:

Means information under the Heading is mandatory but a general statement is not acceptable, details are required.

SDS marking: Two checkmarks



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 via [Alt][F3] **Alteration Language**.

In the overview screen, you can see for which languages a heading exists.

The screenshot shows the 'Maintenance of headings (American English)' window. A dialog box titled 'Alteration Language' is open, displaying a list of languages and their corresponding heading descriptions. The 'Type of heading' section is highlighted with a green box, showing options: 'applicable (can be left empty)', 'information (must be filled out, content can be a general statement)', 'standard (must be filled out, content is mandatory)', and 'Standard only for EU-countries'. The dialog also includes a search bar and navigation buttons.

Language	Heading Description
* English	General information:
* American English	General information:
* Arabic	معلومات عامة
* Bulgarian	Общи указания:
* Chinese	总说明:
* Chinese (traditional)	總說明:
* Croat	Opće upute:
* Czech	Všeobecné pokyny:
* Danish	Generelle anvisninger:
* Dutch	Algemene informatie:
* English - Malaysia	
* Estonian	Üldine informatsioon:
* Finnish	Yleisohjeet:
* French	Remarques générales:
* French - Canada	
* German	Allgemeine Hinweise:
* Greek	Γενικές οδηγίες:
* Hindi	सामान्य जानकारी:
* Hungarian	Általános információk:
* Icelandic	Almennar upplýsingar:
* Indonesian	Informasi umum:
* Italian	Indicazioni generali:
* Japanese	一般情報:
* Korean	일반 적 정보:
* Latvian	Vispārējas norādes:
* Lithuanian	Bendra informacija:
* Malay	Maklumat am:
* Norwegian	Generelle informasjoner:
* Polish	Wskazówki ogólne:
* Portuguese	Indicações gerais:
* Portuguese - Brazil	Indicações gerais:
* Rumanian	Indicații generale:
* Russian	Общие указания:
* Serbian	Opšte informacije:
* Serbian (cyrillic)	Опште информације:
* Slovakian	Všeobecné inštrukcie:
* Slovenian	Splošni napotki:
* Spanish	Instrucciones generales:
* Spanish - Mexico	Instrucciones generales:
* Swedish	Allmänna hänvisningar:
* Switzerland - French	
* Switzerland - German	
* Switzerland - Italian	
* Thai	ข้อมูลทั่วๆไป:
* Turkish	Genel uyarılar:
* Ukrainian	Загальні вказівки:
* Vietnamese	Hướng dẫn chung:

The screenshot shows the 'Headings (English)' overview screen. A table displays the following data:

Number	Text	Translations
A 1	Identification of the substance/mixture and of the company/undertaking	AR/BPT/BUL/CHI/CHT/D/DA/EN...
B 1.30	Product identifier	AR/BPT/BUL/CHI/CHT/D/DA/EN...
C 1.30.10	Trade name:	AR/BPT/BUL/CHI/CHT/D/DA/EN...
D 1.30.10.18	Chemical identification	BUL/D/DA/ENG/ES/EST/FR/GR/I...
E 1.30.10.20	Article number:	AR/BPT/BUL/CHI/CHT/D/DA/EN...
F 1.30.10.61	CAS Number:	AR/BPT/BUL/CHI/CHT/D/DA/EN...
G 1.30.10.63	EINECS Number:	AR/BPT/BUL/CHI/CHT/D/DA/EN...
H 1.30.10.65	Index number:	AR/BPT/BUL/CHI/CHT/D/DA/EN...
I 1.30.10.80	Registration number	AR/BPT/BUL/CHI/CHT/D/DA/EN...
J 1.30.10.100	UFI:	AR/BPT/BUL/CFR/CH/CHI/CHT/C...
K 1.30.70	Relevant identified uses of the substance or mixture and uses advised against	AR/ARG/BPT/BUL/CFR/CH/CHI/C...
L 1.30.70.30	Life cycle stages	AR/BUL/D/DA/ENG/ES/EST/FR/G...
M 1.30.70.31	Sector of Use	AR/BPT/BUL/CHI/CHT/D/DA/EN...
N 1.30.70.32	Product category	AR/BPT/BUL/CHI/CHT/D/DA/EN...
O 1.30.70.33	Process category	AR/BPT/BUL/CHI/CHT/D/DA/EN...
P 1.30.70.34	Environmental release category	AR/BPT/BUL/CHI/CHT/D/DA/EN...
Q 1.30.70.35	Category	AR/BPT/BUL/CHI/CHT/D/DA/EN...
R 1.30.70.36	Technical function	AR/BUL/D/DA/ENG/ES/EST/FR/G...
S 1.30.70.80	Application of the substance / the mixture	AR/BPT/BUL/CHI/CHT/D/DA/EN...
T 1.30.70.105	Uses advised against	AR/BPT/BUL/CHI/CHT/D/DA/EN...

More detailed Information can be found in the Manual to ChemGes

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