



**D A M S T R A**

[Add Substance to  
Substance Register](#)

Safety



## [DISCLAIMER]

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# Add Substance Introduction

If your Organisation transports or stores hazardous or non-hazardous Substances, it's important to keep a track of their locations, quantities, and thresholds, so that associated risks can be identified and information around handling and storage requirements is available to the business.

These details should be recorded in the *Substance Register*.

Substances can be entered via a Webform, or by direct entry into your system.

In this guide, we'll look at the direct entry method.



# Add Substance Substance Register

Begin at the Substance Register. This is found under *Assets* in the Menu Bar.

The register shows key, summary information for all Substances already added to the register

To add a new Substance, **click 'Add'**.

The screenshot displays the DAMSTRA web application interface. The top navigation bar includes the DAMSTRA logo and user profile. The main dashboard area is titled 'My Dashboard' and contains a sidebar menu with options like 'Assets', 'PPE Inventory', 'PPE Register', 'PPE Shopping List', 'Plant / Equipment', 'Substances', 'Pending Substances', 'Substance Location', 'Register Review', and 'Transport'. The 'Substances' section is highlighted. The main content area shows a table of substances with columns for ID, Category, Substance, Risk Classification, Common Name, Severity, CAS#, PG, DGLR, UNF, and SDS Expiry. Two substances are listed: 2082 (Cleaning, Chrome, Symbol/CL Number: 17, 8.2 Skin corrosive) and 1072 (Asbestos, Asbestos, 8.2 Sol). An 'Add' button is visible in the top right corner of the table. A sidebar on the left shows a bar chart for 'Incident Corrective Actions' with categories 'Completed' and 'Underway'. The bottom of the page shows a URL: https://digitalcontent-01.vaultgr.com/hazardousSubstances/ha...

**Substance Register**

| ID   | Category | Substance                    | Risk Classification | Common Name | Severity | CAS#      | PG   | DGLR | UNF  | SDS Expiry | Actions |
|------|----------|------------------------------|---------------------|-------------|----------|-----------|------|------|------|------------|---------|
| 2082 | Cleaning | Chrome, Symbol/CL Number: 17 | 8.2 Skin corrosive  | Chrome      | High     | 7782-89-6 | PG 8 | No   | 7513 | 06/12/2017 | Actions |
| 1072 | Asbestos | Asbestos                     | 8.2 Sol             | Asbestos    | High     | 1332-21-4 | No   |      |      |            | Actions |

Showing 1 to 2 of 2 entries

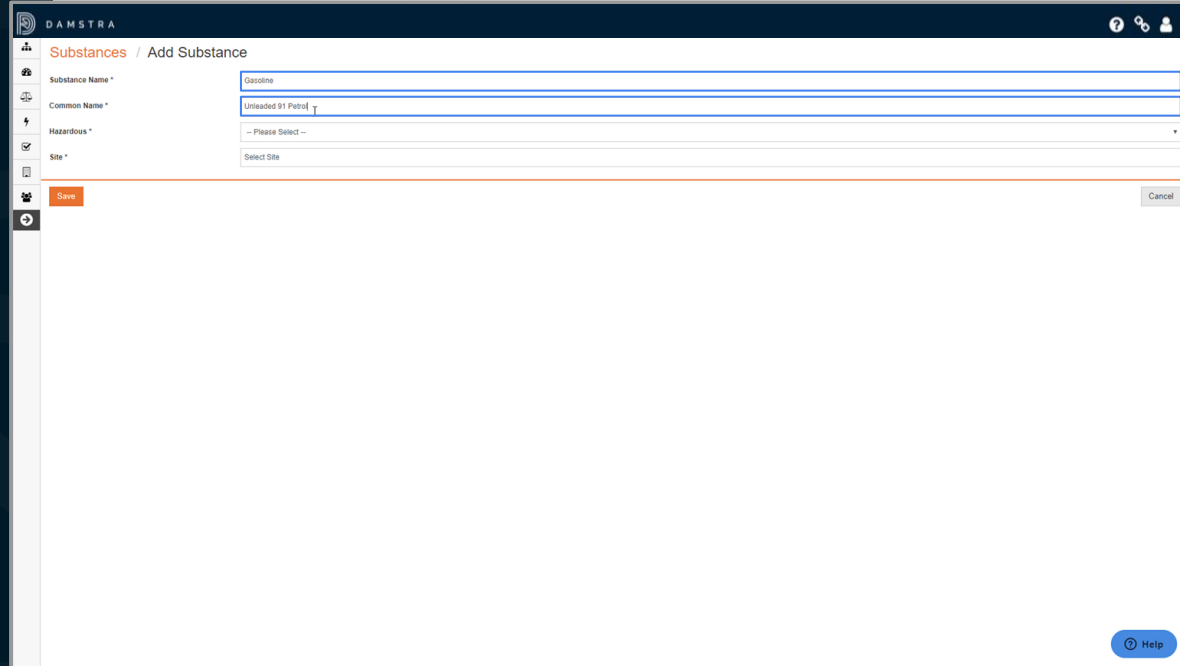
**Substance Inventory**

# Add Substance Short Form

This loads a short form which captures the minimum, mandatory information required to add a new Substance to the register.

**Enter** the Substance Name - this should be the full name of the Substance, as stated on the Substance's Safety Data Sheet (or SDS).

**Enter** the name by which the Substance is commonly known to your Organisation in the *Common Name* field. This might be a brand name or a shortened version of the full name.



The screenshot shows the 'Add Substance' form in the DAMSTRA system. The form is titled 'Substances / Add Substance' and includes the following fields:

- Substance Name \***: A text input field containing 'Gasoline'.
- Common Name \***: A dropdown menu showing 'Unleaded 91 Petrol'.
- Hazardous \***: A dropdown menu showing '-- Please Select --'.
- Site \***: A text input field showing 'Select Site'.

At the bottom of the form, there are two buttons: 'Save' (orange) and 'Cancel' (grey). A 'Help' button is located in the bottom right corner of the interface.

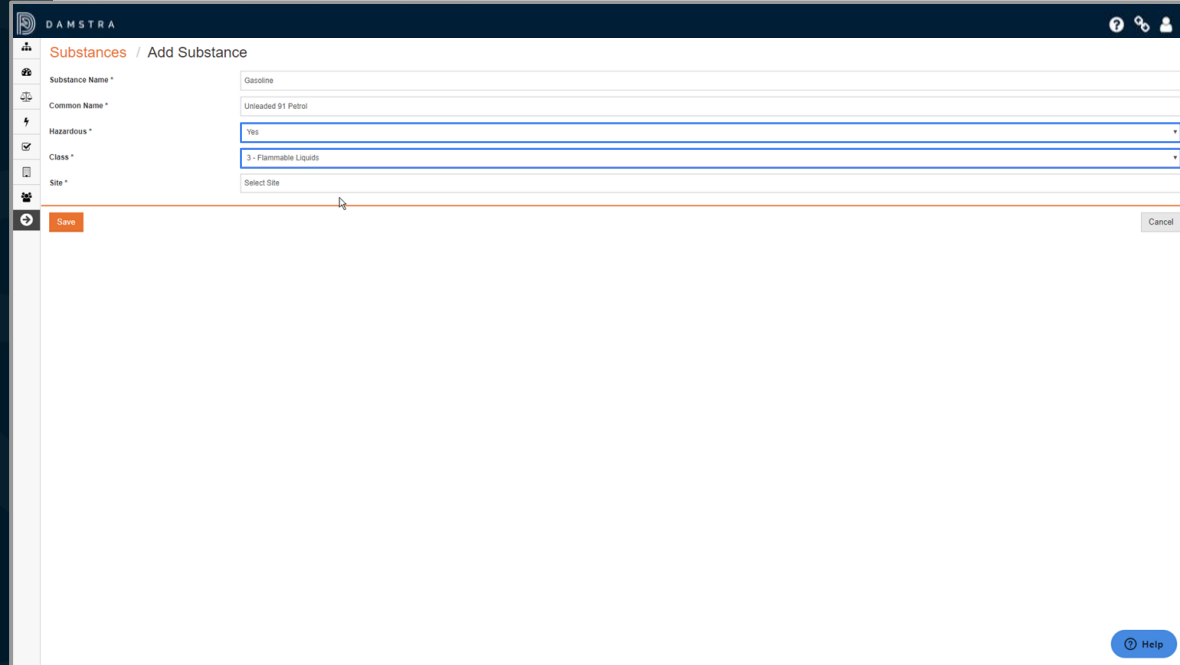
# Add Substance

## Short Form cont.

**Select** whether the Substance is hazardous. If you're unsure, check Section 2 of the SDS.

If Yes is selected, an additional field appears which requires you to select the *Class* that the hazardous Substance belongs to. Again, refer to section 2 of the SDS for this information.

If it belongs to more than one class, **select** the Primary class here - additional classes and sub-classes can be selected later in the procedure.



The screenshot shows the 'Add Substance' form in the DAMSTRA application. The form is titled 'Substances / Add Substance' and includes the following fields:

- Substance Name \***: Gasoline
- Common Name \***: Unleaded 91 Petrol
- Hazardous \***: Yes (selected)
- Class \***: 3 - Flammable Liquids (selected)
- Site \***: Select Site

At the bottom of the form, there is a 'Save' button (orange) and a 'Cancel' button (grey). A 'Help' button is located in the bottom right corner of the application window.

# Add Substance

## Short Form cont.

**Select** the *Site(s)* that should be able to view the Substance data by using the checkboxes.

If the Substance should be visible to the entire Organisation, **select** the global level.

Once all fields are filled-in, **click** 'Save'.

The screenshot shows the 'Add Substance' form in the DAMSTRA system. The form is titled 'Substances / Add Substance'. It contains the following fields:

- Substance Name \*: Gasoline
- Common Name \*: Unleaded 91 Petrol
- Hazardous \*: Yes
- Class \*: 3 - Flammable Liquids
- Site \*: ABC Group

The 'Site' field is expanded, showing a hierarchical tree of sites. The tree structure is as follows:

- ABC Group
  - ABC Industries Australia
    - New South Wales
      - Rydalmere
        - Finance
          - New Forest
            - Sydney Accounting
              - Sydney Payroll
                - Plant
                  - Sydney Warehouse
                    - Rydalmere Plant
                      - Dispatch

Each site in the tree has a checkbox next to it, indicating whether it should be able to view the Substance data. The 'Save' button is located at the bottom left of the form.

# Add Substance

## Add Photo

The Substance has now been saved, exposing additional fields of information across a number of new tabs.

The *Substance Details* tab is where the fundamentals of the Substance are recorded.

To add a photo of the Substance to the record, **click** the '+' icon, and locate the photo on your computer. A copy of the file will be added to the record.

The screenshot displays the DAMSTRA web application interface for editing a substance record (ID 2087). The interface is divided into a sidebar on the left and a main content area on the right.

**Sidebar (Left):**

- Substance Details:** Contains a placeholder for a substance photo and a section for "Hazard Classifications". It shows a search bar, a table with one entry (ID 2124, Class 3 - Flammable Liquids), and a "Show" button.
- Location of Storage:** Contains a search bar, a table with one entry (ID 2124, Site 3 - Flammable Liquids), and a "Show" button.
- Description:** Contains a search bar, a table with one entry (ID 2124, Site 3 - Flammable Liquids), and a "Show" button.

**Main Content Area (Right):**

- Substance Details:** Contains a section for "Hazard Classifications". It shows a search bar, a table with one entry (ID 2124, Class 3 - Flammable Liquids), and a "Show" button.
- Location of Storage:** Contains a search bar, a table with one entry (ID 2124, Site 3 - Flammable Liquids), and a "Show" button.
- Description:** Contains a search bar, a table with one entry (ID 2124, Site 3 - Flammable Liquids), and a "Show" button.

The interface includes a top navigation bar with the DAMSTRA logo and a sidebar with various icons. The main content area is titled "Substances / Edit Substance Register - 2087".



# Add Substance

## Hazard Classifications

The *Hazard Classifications* section applies only if the Substance is hazardous.

If you answered 'No' to this question earlier on, this table will be populated with '*No Class*' and there are no further changes to be made.

If you answered 'Yes' to this question, the selected Class will be visible in the Register

To add additional information relative to the selected Class, **click 'Actions'**, then '*Edit*'.

**DAMSTRA** Substances / Edit Substance Register - 2087

Substance Details Notification & Requirements Risks Associated Related

**Photograph**

**Hazard Classifications**

Primary Class (\*): No Class

| ID   | Class                 | Sub-Class | Application |
|------|-----------------------|-----------|-------------|
| 2124 | 3 - Flammable Liquids |           |             |

Show 10 entries | Showing 1 to 1 of 1 entries

**Location of Storage**

| ID | Site | Department | Location | Quantity | Checked | Image |
|----|------|------------|----------|----------|---------|-------|
|----|------|------------|----------|----------|---------|-------|

No data available in table

Show 10 entries | Showing 0 to 0 of 0 entries

**Description**

Substance Name Gasoline

Common Name Unleaded 91 Petrol

**Help**

\* If the substance is classified as a hazardous substance, checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous.

# Add Substance

## Hazard Classifications

Where it belongs to more than one Class, Tick the '*Mark as Primary*' checkbox to indicate that the selected class is the Primary class.

The fields displayed within this section will differ depending on your country.

**Select** any sub-class or Hazard Classification codes that apply to the item, referring again to the SDS to ensure that the correct options are chosen.

In the *Application* field, **provide** a brief description of the use of the Substance. This can be found in Section 1 of the SDS

Once all fields are filled-in, **click** *Save Hazard*, and repeat the procedure for any additional classes that apply to the Substance

The screenshot displays the 'Edit Substance Register - 2087' page in the DAMSTRA system. The 'Hazard Classifications' section is active, showing a 'Primary Class' dropdown set to 'No Class'. Below this, the 'Class' dropdown is set to '3 - Flammable Liquids', with the 'Mark as Primary' checkbox checked. The 'Sub-Class' dropdown is set to '3.1 Flammable Liquid'. The 'Application' text field contains 'Motor fuel for spark ignition engines'. A 'Save Hazard' button is visible. Below the classifications, there is a 'Location of Storage' section with a search bar and a table with columns: ID, Site, Department, Location, Quantity, Checked, and Image. The table currently shows 'No data available in table'. At the bottom, the 'Description' section shows 'Substance Name' as 'Gasoline' and 'Common Name' as 'Unleaded 91 Petrol'. A 'Help' button is in the bottom right corner.

# Add Substance

## Location of Storage

The *Location of Storage* section records details of where the substance is located and in what quantities.

To record the first location, **click** 'Add'.

The screenshot displays a software interface for managing substances and their storage locations. It is divided into three main sections: Hazard Classifications, Location of Storage, and Description.

**Hazard Classifications:** This section shows a table of substance classes. The table has columns for ID, Class, Sub-Class, and Application. The first row shows ID 2127, Class 9 - Miscellaneous, Sub-Class 9.1 Aquatic, and Application 9.1 Aquatic. The second row shows ID 2126, Class 6 - Toxic and Infectious, Sub-Class 6.1 Acutely Toxic substance, and Application 6.1 Acutely Toxic substance. The third row shows ID 2125, Class 6 - Toxic and Infectious, Sub-Class 6.3 Skin Irritant, and Application 6.3 Skin Irritant. The fourth row shows ID 2124, Class \* 3 - Flammable Liquids, Sub-Class 3.1 Flammable Liquid, and Application Motor fuel for spark ignition engines. There is a search bar and an 'Add' button in the top right corner of this section.

**Location of Storage:** This section shows a table for recording storage locations. The table has columns for ID, Site, Department, Location, Quantity, Checked, and Image. The table is currently empty, with a message 'No data available in table' displayed. There is a search bar and an 'Add' button in the top right corner of this section.

**Description:** This section contains a form for entering substance details. The fields are: Substance Name (Gasoline), Common Name (Unleaded 91 Petrol), Site (ABC Group), Overall Severity (Please Select), Category (Please Select), Packing Group (Please Select), and UN #. There is a checkbox labeled 'Classified As Hazardous' which is checked. A note below the checkbox states: 'Check this box if the substance is classified as a hazardous substance. Checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous.' There is a 'Help' button in the bottom right corner of this section.

# Add Substance

## Location of Storage cont.

Locate and select the blue level *Site* where the Substance is located.

Optionally, **select** the Department that the location relates to.

**Enter** specific information about the location in the *Location* field.

Record how it is stored, e.g. it may be in a secured cabinet, or in a sealed drum.

Showing 10 entries | Showing 1 to 4 of 4 entries

### Location of Storage

|                    |                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------|
| Site *             | ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse |
| Department         | Warehousing                                                                                   |
| Location *         | Fuel/oil maintenance area                                                                     |
| How is it stored   | 500L tank in secured fuel area                                                                |
| Total Quantity *   |                                                                                               |
| Unit               | Kg                                                                                            |
| Date Checked       |                                                                                               |
| Checked By Type    | Worker                                                                                        |
| Checked By *       | Type Something...                                                                             |
| Supplier           |                                                                                               |
| Authorised By Type | Worker                                                                                        |
| Authorised By *    | Type Something...                                                                             |
| Transporter        |                                                                                               |
| Arrival Date       |                                                                                               |
| Reference          |                                                                                               |
| Photo              | Attach File                                                                                   |
| Notes              |                                                                                               |

Save Storage Location Cancel

### Description

|                |                    |
|----------------|--------------------|
| Substance Name | Gasoline           |
| Common Name    | Unleaded 91 Petrol |

☒ Check this box if the substance is classified as a hazardous substance. Checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous.  
☒ Classified As Hazardous

Help

# Add Substance

## Location of Storage cont.

Use the *Total Quantity* and *Unit* fields to record how much of the Substance is stored in this location.

**Enter** the date that the Substance was checked and **select** the Person Type and Name of the Person who performed the check. Smart Search will locate the right person as you begin to type.

**Provide** the name of the supplier of the Substance for this location.

Next, **select** the Person Type and Name of the Person within the Organisation that authorised the Substance to be located here.

The screenshot shows a web application form titled 'Location of Storage'. The form is divided into two main sections: 'Location of Storage' and 'Description'. The 'Location of Storage' section contains the following fields:

- Site \***: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse
- Department**: Warehousing
- Location \***: Forklift maintenance area
- How is it stored**: 500L tank in secured fuel area
- Total Quantity \***: 500
- Unit**: Litres
- Date Checked**: 13/12/2018
- Checked By Type**: Worker
- Checked By \***: Michael Farley
- Supplier**: Petrol Co.
- Authorised By Type**: Worker
- Authorised By \***: Dan
- Transporter**: Daniel Martin [New Forest]
- Arrival Date**: (empty)
- Reference**: (empty)
- Photo**: Attach File
- Notes**: (empty)

At the bottom of the 'Location of Storage' section is a 'Save Storage Location' button. The 'Description' section contains the following fields:

- Substance Name**: Gasoline
- Common Name**: Unleaded 91 Petrol
- Check this box if the substance is classified as a hazardous substance. Checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous.**: ☒ Classified As Hazardous

The form has a 'Cancel' button at the bottom right and a 'Help' icon in the bottom right corner.

# Add Substance

## Location of Storage cont.

**Enter** the name of the Transporter, the date it arrived and any reference code or number that your Organisation may have in relation to the Substance's transportation to the location.

To add a photo of the substance in this specific location, **click** '*Attach File*' and locate the photo on your computer.

Finally, **use** the freetext *Notes* field to add any additional information regarding the storage or location of this particular instance of the Substance.

**Click** '*Save Storage Location*' to save the details.

The screenshot shows a web-based form titled "Location of Storage" with a sidebar on the left containing navigation links: Site, Department, Location, How is it stored, Total Quantity, Unit, Date Checked, Checked By Type, Checked By, Supplier, Authorised By Type, Authorised By, Transporter, Arrival Date, Reference, Photo, and Notes. The main form area is divided into two sections: "Location of Storage" and "Description".

**Location of Storage Section:**

- Site: ABC Group → ABC Industries Australia → New South Wales → Rydalmere → Plant → Sydney Warehouse
- Department: Warehousing
- Location: Forklift maintenance area
- How is it stored: 500L tank in secured fuel area
- Total Quantity: 500
- Unit: Litres
- Date Checked: 13/12/2018
- Checked By Type: Worker
- Checked By: Michael Farley
- Supplier: Petrol Co.
- Authorised By Type: Worker
- Authorised By: Daniel Martin
- Transporter: Fuel Transporters Co.
- Arrival Date: 13/12/2018
- Reference: 63F522G
- Photo: An "Attach File" button is next to a text field containing "fuel\_cube\_50".
- Notes: Fuel area to be left locked and secured at all times.

**Description Section:**

- Substance Name: Gasoline
- Common Name: Unleaded 91 Petrol
- A checkbox labeled "Check this box if the substance is classified as a hazardous substance. Checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous." is checked.
- Below the checkbox, it says "Classified As Hazardous".

At the bottom left of the form is a button labeled "Save Storage Location" with a save icon. At the bottom right is a "Cancel" button. A "Help" icon is located in the bottom right corner of the form area.

# Add Substance

## Location of Storage cont.

The Location now appears in the register.  
**Repeat** this procedure for wherever the Substance is located across the Organisation.

When viewing the Substance record later, the '*Show this substance - all sites*' check-box may be ticked in order to view all sites where the Substance is located, regardless of the Sites selected via *Site Selection* and your User permissions.

The screenshot displays a web application interface for adding a substance. At the top right, a green success message reads 'Success Record saved successfully'. The main section is titled 'Location of Storage' and contains a table with the following data:

| ID   | Site             | Department  | Location                  | Quantity      | Checked    | Image | Actions |
|------|------------------|-------------|---------------------------|---------------|------------|-------|---------|
| 1195 | Sydney Warehouse | Warehousing | Forklift maintenance area | 500.00 Litres | 13/12/2018 |       |         |

Below the table, there is a section for 'Description' with the following fields:

- Substance Name: Gasoline
- Common Name: Unleaded 91 Petrol
- Site: ABC Group
- Overall Severity: -- Please Select --
- Category: -- Please Select --
- Packing Group: -- Please Select --
- UN #:
- CAS #:
- Approval #:

There is a checkbox labeled 'Classified As Hazardous' which is checked. Below this, there is a section for 'SDS' (Safety Data Sheet) with a note: 'Safety Data Sheet (SDS) can be downloaded from the manufacturers website and should be saved on the local computer or server for access. Setting the issue date will automatically set the expiry date five(5) years from that date.' There is a checkbox for 'Dangerous Goods Licence Required' and a button labeled 'Attach File'. At the bottom, there are fields for 'Issue Date' and 'Expire Date' with calendar icons, and a 'Supplier Details' section.

# Add Substance Description

The *Description* section builds on the details initially entered.

**Select** the *Overall Severity* for the Substance, relative to your Organisation. Select between high, medium and low.

**Select** the *Category* the Substance belongs to. The options available here are defined by your Organisation in Settings.

**Enter** the *Packing Group* and *UN#* as stated in Section 14 of the SDS.

**Supply** the *CAS#* as found in Section 3 and any *Approval#* that applies to your region, found within Section 2.

The screenshot shows a web application interface for adding a substance description. At the top, there is a table with two entries:

| ID   | Location           | Category    | Substance                 | Quantity      | Date       | Actions |
|------|--------------------|-------------|---------------------------|---------------|------------|---------|
| 1195 | Brisbane Warehouse | Warehousing | Maintenance Bay           | 500.00 Litres | 13/12/2018 | Actions |
| 1195 | Sydney Warehouse   | Warehousing | Forklift maintenance area | 500.00 Litres | 13/12/2018 | Actions |

Below the table, there is a section for 'Description' with the following fields:

- Substance Name:** Gasoline
- Common Name:** Unleaded 91 Petrol
- Check this box if the substance is classified as a hazardous substance. Checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous.** (Checked)
- Site:** ABC Group
- Overall Severity:** High (Selected from a dropdown menu)
- Category:** Fuel (Selected from a dropdown menu)
- Packing Group:** PG II (Selected from a dropdown menu)
- UN #:** 1203
- CAS #:** 85290-81-5
- Approval #:** EPA Approval Code: HRC000003

Below the 'Description' section, there is a section for 'SDS' (Safety Data Sheet) with the following fields:

- Issue Date:** (Empty field)
- Expire Date:** (Empty field)
- Supplier Details:** (Empty text area)

At the bottom of the form, there is a section for 'Composition/Ingredients' and a 'Help' button.



# Add Substance SDS

The *SDS* Section is used to save a copy of the Safety Data Sheet for the Substance being added. As per the on-screen information, these can be downloaded from the manufacturer's website and should be saved on a local computer or server, as well as in Damstra Safety, to make the information as accessible as possible

To store a copy in your Safety system, **click** 'Attach File' and locate the file on your computer.

**Enter** the *Issue Date* of the SDS. The *Expiry Date* will be automatically set to 5 years from the Issue Date. Ensure the SDS is replaced with an up-to-date copy before this date arrives.

The screenshot displays the 'Add Substance' form in the Damstra Safety system. At the top, a blue header reads 'Add Substance SDS'. The form is divided into several sections. The 'Site' section includes a dropdown for 'Overall Severity' (set to 'High') and a dropdown for 'Category' (set to 'Fuel'). The 'Packing Group' is set to 'PG II'. The 'UN #' is '1203' and the 'CAS #' is '86290-81-5'. The 'Approval #' is 'EPA Approval Code: HRC000003'. A green success message in the top right corner states 'Success File attached successfully!'. The 'SDS' section has a blue header with a note: 'Safety Data Sheets(SDS) can be downloaded from the manufacturers website and should be saved on the local computer or server for access Setting the issue date will automatically set the expiry date five(5) years from that date.' Below this, there is a checkbox for 'Dangerous Goods Licence Required' (unchecked) and an 'Attach File' button. The 'Issue Date' and 'Expiry Date' fields are empty. The 'Supplier Details' section is a large text area. The 'Composition/Ingredients' section has a text input field with the placeholder 'Type Something...'. The 'Limits' section has a blue header with a note: 'Information to populate these fields can be obtained from the Safety Data Sheet(SDS) for this substance'. Below this, there are input fields for 'TWA', 'STEL', 'PEAK', and 'General Excursion Limit'. A 'Help' button is located in the bottom right corner.

Check this box if the substance is classified as a hazardous substance. Checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous.

☒ Classified As Hazardous

Success  
File attached successfully!

Site

Overall Severity: High

Category: Fuel

Packing Group: PG II

UN #: 1203

CAS #: 86290-81-5

Approval #: EPA Approval Code: HRC000003

SDS

Safety Data Sheets(SDS) can be downloaded from the manufacturers website and should be saved on the local computer or server for access Setting the issue date will automatically set the expiry date five(5) years from that date.

☐ Dangerous Goods Licence Required

Attach File

Issue Date

Expiry Date

Supplier Details

Composition/Ingredients

Type Something...

Limits

Information to populate these fields can be obtained from the Safety Data Sheet(SDS) for this substance

TWA

STEL

PEAK

General Excursion Limit

Help

# Add Substance

## SDS cont.

**Provide** the *Supplier* details in the free-text field, as found in Section 1 of the SDS.

Note that additional fields regarding licence requirements may be present, depending on your country.

Site

Overall Severity

Category

Packing Group

UN #

CAS #

Approval #

☒ Check this box if the substance is classified as a hazardous substance. Checking this box will allow entry of data into the Hazard Classification area. Default value is not checked i.e. not hazardous.

☒ Classified As Hazardous

ABC Group

High

Fuel

PG II

1203

86290-81-5

EPA Approval Code: HRC000003

Success

File attached successfully!

SDS

☐ Safety Data Sheets(SDS) can be downloaded from the manufacturers website and should be saved on the local computer or server for access Setting the issue date will automatically set the expiry date five(5) years from that date.

☐ Dangerous Goods Licence Required

Attach File

Gui Petrol.pdf

Issue Date

Expire Date

Supplier Details

Composition/Ingredients

Type Something...

Limits

Information to populate these fields can be obtained from the Safety Data Sheet(SDS) for this substance

TWA

STEL

PEAK

General Excursion Limit

Help

# Add Substance Composition / Ingredients

In the *Composition / Ingredients* Section, **enter** or copy/paste this information from Section 3 of the SDS.

This serves as an alternative place to find this detail without having to refer to the SDS.

ⓘ Safety Data Sheet(SDS) can be downloaded from the manufacturers website and should be saved on the local computer or server for access. Setting the issue date will automatically set the expiry date five(5) years from that date.

☐ Dangerous Goods Licence Required

[Attach File](#) [Gull Petrol.pdf](#)

Issue Date

Expire Date

Supplier Details

Company Name: Gull New Zealand Ltd.  
Address: Level 4, 507 Lake Road, Takapuna, Auckland  
Telephone: +64 9 489 1452  
Fax Number: +64 9 489 1453  
Emergency Telephone: 0800 POISON (0800 764 766)  
Website: www.gull.co.nz

**Composition/Ingredients**

Hazardous Ingredients %/Wght/ CAS NUMBER  
Gasoline <50% B0290-81-5  
Benzene <3% 71-43-2

Information on Composition:  
A complex mixture of volatile hydrocarbons containing paraffin's, naphthenes, olefins and aromatics with carbon numbers predominantly between C4 and C12.  
Contains: Low boiling point naphtha - unspecified. May contain oxygenates. May also contain small quantities of proprietary performance additives.

**Limits**

Information to populate these fields can be obtained from the Safety Data Sheet(SDS) for this substance

| TWA                       | STEL                      | PEAK                      | General Excursion Limit   |
|---------------------------|---------------------------|---------------------------|---------------------------|
| <input type="text"/> ppm  | <input type="text"/> ppm  | <input type="text"/> ppm  | <input type="text"/> ppm  |
| <input type="text"/> mgm3 | <input type="text"/> mgm3 | <input type="text"/> mgm3 | <input type="text"/> mgm3 |

**Carcinogenic Class**

A4 - Not Classifiable

**Notation**

[Help](#)

# Add Substance Limits

In the *Limits* section, enter any applicable time-weighted average, short-term exposure, PEAK or General Excursion Limits as found in Section 8 of the SDS.

Expire Date

24/05/2022

Supplier Details

Company Name: Gull New Zealand Ltd.  
Address: Level 4, 507 Lake Road, Takapuna, Auckland  
Telephone: +64 9 489 1452  
Fax Number: +64 9 489 1453  
Emergency Telephone: 0800 POISON (0800 754 786)  
Website: www.gull.co.nz

Composition/Ingredients

Hazardous Ingredients %/Weight CAS NUMBER  
Gasoline >90% 82290-81-5  
Benzene <5% 71-43-2  
Information on Composition:  
A complex mixture of volatile hydrocarbons containing paraffin's, naphthenes, olefins and aromatics with carbon numbers predominantly between C4 and C12.  
Contains: Low boiling point naphtha - unspecified. May contain oxygenates. May also contain small quantities of proprietary performance additives.

Limits

Information to populate these fields can be obtained from the Safety Data Sheet(SDS) for this substance

| TWA                                  | STEL                      | PEAK                      | General Excursion Limit   |
|--------------------------------------|---------------------------|---------------------------|---------------------------|
| <input type="text" value="100"/> ppm | <input type="text"/> ppm  | <input type="text"/> ppm  | <input type="text"/> ppm  |
| <input type="text"/> mgm3            | <input type="text"/> mgm3 | <input type="text"/> mgm3 | <input type="text"/> mgm3 |

Carcinogenic Class

A4 - Not Classifiable

Notation

☐ Skin  
☐ Sensitiser

Save

Cancel

Help

# Add Substance

## Carcinogenic Class

In the *Carcinogenic Class* section, **select** the carcinogenic classification of the substance as found in Section 11 of the SDS.

Expire Date: 24/05/2022

**Supplier Details**

Company Name: Gull New Zealand Ltd.  
Address: Level 4, 507 Lake Road, Takapuna, Auckland  
Telephone: +64 9 489 1452  
Fax Number: +64 9 489 1453  
Emergency Telephone: 0800 POISON (0800 754 756)  
Website: www.gull.co.nz

**Composition/Ingredients**

Hazardous Ingredients %/Weight CAS NUMBER  
Gasoline >90% 85290-81-5  
Benzene <5% 71-43-2  
Information on Composition:  
A complex mixture of volatile hydrocarbons containing paraffin's, naphthenes, olefins and aromatics with carbon numbers predominantly between C4 and C12.  
Contains: Low boiling point naphtha - unspecified. May contain oxygenates. May also contain small quantities of proprietary performance additives.

**Limits**

Information to populate these fields can be obtained from the Safety Data Sheet(SDS) for this substance

| TWA     | STEL | PEAK | General Excursion Limit |
|---------|------|------|-------------------------|
| 300 ppm | ppm  | ppm  | ppm                     |
| mgm3    | mgm3 | mgm3 | mgm3                    |

**Carcinogenic Class**

A4 - Not Classifiable

**Notation**

☐ Skin  
☐ Sensitiser

Save Cancel Help

# Add Substance

## Notifications & Requirements Tab

The *Notifications & Requirements* Tab is where we can record the considerations the Organisation must apply in the storage and handling of the Substance in order to be compliant and keep People safe.

The *Requirements* section is where we can record the necessary health or training requirements associated with the Substance. **Check** the boxes for all that apply.

The screenshot shows the DAMSTRA web application interface for editing a substance register entry (2087). The 'Notifications & Requirements' tab is active, displaying a list of requirements with checkboxes. Below this, there are sections for 'PPE Required', 'Substance Files', and 'Storage Compatibility Guidelines'. The 'Storage Compatibility Guidelines' section includes a warning message and three hazard pictograms: 'Flammable', 'Toxic', and 'Corrosive'. The interface also features a sidebar with navigation icons and a top navigation bar with the DAMSTRA logo and user information.

**Substances / Edit Substance Register - 2087**

Substance Details **Notifications & Requirements** Risks Associated Related

**Requirements**

- ☐ Health Surveillance Required
- ☐ Health Monitoring Required
- ☒ Include in Annual Training
- ☒ Include in Induction Training
- ☒ Include in Site Induction Training

**PPE Required**

Search:  Add

| Item                       | Actions |
|----------------------------|---------|
| No data available in table |         |

Show 10 entries | Showing 0 to 0 of 0 entries

**Substance Files**

Filename:  Add File

Show 10 entries | Showing 0 to 0 of 0 entries

**Storage Compatibility Guidelines**

Pictograms displayed indicate which classes of substance can be stored with this substance

This is a guide only, please consult SDS prior to storage

Additional Storage Comments:

Help

# Add Substance

## PPE Required

In the *PPE Required* section, **click** 'Add' and begin **typing** the name of any equipment that is required when handling or transporting the substance.

Smart Search will locate the item from your PPE Register as you begin to type.

Once the right item is found, **click** 'Save PPE' and **repeat** for any additional items.

The image displays two screenshots of a web application interface for adding PPE requirements. The top screenshot shows the 'PPE Required' section with a search bar and an 'Add' button. The bottom screenshot shows the 'Add PPE' section with a search bar containing 'Hard Hat' and a dropdown menu with 'Hard Hat' selected. The 'Save PPE' button is visible on the left.

# Add Substance Substance Files

In the *Substance Files* section, store any relevant files additional to the SDS by **clicking** 'Add File' and dragging and dropping files to the shaded area, or **click** to locate them on your computer.

The screenshot displays a web form for adding a substance. At the top, a green success message reads: "SUCCESS New file has been successfully added". The form lists several substances: "Leather-gai med glove", "Mask Respirator, 2200 (Each)", "Reflective Coveralls", and "Safety boots". Below these is a "Substance Files" section with an "Add File" button. The "Filename" field contains "Receipt.pdf". Below this is a "Storage Compatibility Guidelines" section with a warning: "This is a guide only, please consult SDS prior to storage". It features three hazard pictograms: "FLAMMABLE LIQUID", "TOXIC", and "CORROSIVE". Below the pictograms is an "Additional Storage Comments" text area. At the bottom, there is a "Notification" section with checkboxes for "DG Storage and Handling", "Lead Work", "Carcinogen - Notifiable", and "Carcinogen - Prohibited". The form has "Save" and "Cancel" buttons at the bottom, and a "Help" button in the bottom right corner.

Leather-gai med glove

Mask Respirator, 2200 (Each)

Reflective Coveralls

Safety boots

Show 10 entries Showing 1 to 6 of 6 entries

Substance Files

Add File

Filename

Receipt.pdf

Show 10 entries Showing 1 to 1 of 1 entries

Storage Compatibility Guidelines

Pictograms displayed indicate which classes of substance can be stored with this substance

This is a guide only, please consult SDS prior to storage

FLAMMABLE LIQUID TOXIC CORROSIVE

Additional Storage Comments

Notification

☐ DG Storage and Handling

☐ Lead Work

☐ Carcinogen - Notifiable

☐ Carcinogen - Prohibited

Save Cancel

Help



# Add Substance

## Storage Compatibility

The *Storage Compatibility Guidelines* section uses Pictograms to indicate which classes of Substance can be stored with the one being entered, based on the Classifications you entered earlier.

**Note** that this is a guide only, and you should consult the SDS prior to storage.

**Use** the free-text *Additional Storage Comments* field to add any further notes that may be relevant to your Organisation's policies around the storage of this particular substance.

The screenshot shows a web form titled "Substance Files" at the top. Below the title bar, there is a "Filename" input field containing "Receipt.pdf" and a "Delete" button. A "Show" dropdown is set to "10" entries, with a note "Showing 1 to 1 of 1 entries".

The main section is titled "Storage Compatibility Guidelines". It contains a sub-header: "Pictograms displayed indicate which classes of substance can be stored with this substance". Below this, a text box states: "This is a guide only, please consult SDS prior to storage". Three hazard pictograms are displayed: a red diamond with a flame (Flammable), a white diamond with a skull and crossbones (Toxic), and a black diamond with a flame (Corrosive).

Below the pictograms is a text area labeled "Additional Storage Comments" with the placeholder text: "Please see the warehouse foreman with any queries regarding the storage of this substance[".

At the bottom, there is a "Notification" section with four checkboxes: "DG Storage and Handling", "Lead Work", "Carcinogen - Notifiable", and "Carcinogen - Prohibited".

The form has a "Save" button in orange and a "Cancel" button in grey. A blue "Help" button with a question mark icon is located in the bottom right corner.

# Add Substance Notification

Depending on the location of your Organisation, an additional *Notification* Section may be present

**Check** any boxes that apply to the Substance being entered.

Once all relevant tabs and sections have been completed, **click** 'Save' to return to the Substance Register.

The screenshot shows a web form titled "Substance Files" with the following sections:

- Substance Files:** Includes a "Filename" input field with "Receipt.pdf" entered, an "Add File" button, and a "Delete" button. Below the input field, it says "Showing 1 to 1 of 1 entries".
- Storage Compatibility Guidelines:** Features a header "Pictograms displayed indicate which classes of substance can be stored with this substance". Below this, a note states "This is a guide only, please consult SDS prior to storage". Three pictograms are displayed: a red diamond with a flame (Flammable), a white diamond with a skull and crossbones (Toxic), and a black diamond with a flame (Corrosive). Below the pictograms is a text area labeled "Additional Storage Comments" with the placeholder text "Please see the warehouse foreman with any queries regarding the storage of this substance".
- Notification:** Contains a list of checkboxes:
  - ☒ DG Storage and Handling
  - ☐ Lead Work
  - ☐ Carcrogen - Notifiable
  - ☐ Carcrogen - Prohibited

At the bottom of the form, there is a "Save" button, a "Cancel" button, and a "Help" button.

# Add Substance

## Substance Saved

The new Substance has now been saved and is visible in the register.

The screenshot displays the DAMSTRA Substances register. A green notification bar at the top right states "Record saved successfully". The left sidebar contains filter options for My Filters, Filters, Category, Type, and Severity, all currently set to "None Selected". The main table lists three substances:

| ID   | Category | Substance                      | Risk Classification                                                               | Common Name      | Severity | CAS#       | PG    | DGLR | UN#  | SDS Expiry | Actions |
|------|----------|--------------------------------|-----------------------------------------------------------------------------------|------------------|----------|------------|-------|------|------|------------|---------|
| 2087 | Fuel     | Gasoline                       | 3.1 Flammable Liquid, 6.3 Skin irritant, 6.1 Acutely toxic substance, 9.1 Aquatic | Unleaded 91 P... | High     | 86290-81-5 | PG II | No   | 1203 | 24/05/2022 | Actions |
| 2082 | Cleaning | Chlorine, Symbol Cl, Number 17 | 8.2 Skin corrosive                                                                | Chlorine         | High     | 7782-50-5  | PG II | No   | 7513 | 06/12/2017 | Actions |
| 1072 | Asbestos | Asbestos                       | 9.2 Soil                                                                          | Asbestos         | High     | 1332-21-4  | No    |      |      |            | Actions |

Below the table, it indicates "Showing 1 to 3 of 3 entries". At the bottom right, there is a "Help" button.

