

How to Use the Label Tool

1. Log into your custom collection and click on the name of a data sheet found in your product list on the CANManage Home Page. This will bring up the Product Summary page.

The screenshot shows the CANManage Home Page interface. On the left, there are navigation menus for LOCATION (Burlington: 3, Guelph: 24, Hamilton: 19, Montreal: 18, Toronto: 37), LANGUAGE (English: 49, French: 18), and PRODUCT NAME (12:34 AEROSOL: 1). The main content area displays search results for '3M™ High Performance Rubber and Gasket Adhesive 1300'. The results table includes columns for Product Name, Manufacturer/Supplier, and Language.

Product Name	Manufacturer/Supplier	Language
3M™ High Performance Rubber and Gasket Adhesive 1300	COMPAGNIE 3M CANADA 3M CANADA CO	English
3M (TM) NOVEC (TM) 7100 ENGINEERED FLUID	3M CANADA CO, ELECTRONICS MATERIALS SOLUTIONS DIVISION 3M CANADA CO	English
Acide citrique anhydre	ACROS ORGANICS FISHER SCIENTIFIC	French
Citric acid anhydrous	ACROS ORGANICS FISHER SCIENTIFIC	English
Acide citrique anhydre	ACROS ORGANICS THERMOFISHER SCIENTIFIC	French

2. On the Product Summary page, click on the “Label” icon, found in the bottom right-hand corner.

The screenshot shows the Product Summary page for '3M™ High Performance Rubber and Gasket Adhesive 1300'. The page is divided into sections: IDENTIFICATION and CLASSIFICATIONS. The IDENTIFICATION section includes fields for Record Number (6811203), Company (3M CANADA CO), Product Name(s), Product Identification (a long list of numbers), Date of (M)SDS (2019-12-20), and Date Checked by CCOHS (2020-01-29). There is also a dropdown menu for 'Other Data Sheet Versions for this Product'. The CLASSIFICATIONS section shows two options: '(MATERIAL) SAFETY DATA' (with a PDF icon) and 'LABEL' (with a label icon).

3. The label tool will pop-up and be pre-populated with the company name, product name, and product identification from the safety data sheet.

- Delete any unnecessary text and replace with a space (by pressing the Spacebar once).
- Add any safe handling information in the “Label Text/Pictograms” field.
- Drag the applicable WHMIS 2015 pictograms into the “Label Text/Pictograms” field, if desired.
- If applicable, you can copy the personal protective equipment (PPE) icons from the data sheet you are working from and paste them into the “Label Text/Pictograms” field.
- Enter National Fire Protection Association (NFPA) values if desired.
- In order to maximize the amount of information found on the label:
 - decrease the font size in the “Label Text/Pictogram” boxes by clicking on the font size drop-down;
 - replace WHMIS symbols with their corresponding text, for example,



becomes: Acute toxicity– Oral (Category 1); and

- resize images.

Label

Company

3M CANADA CO

Product Name

3M™ High Performance Rubber and Gasket Adhesive 1300

Product Identification

62-1300-0635-6, 62-1300-2630-5, 62-1300-2631-3, 62-1300-2632-1, 62-1300-5530-4, 62-1300-6530-3, 62-1

Label Text/Pictograms

B
I
U

16 ▾
A ▾

T1 ▾

4. Click “Save” or “Save/Print” to save your changes.

The screenshot shows a web interface for saving changes. It features two rich text editors with toolbars containing icons for bold (B), italic (I), underline (U), strikethrough, font size (16), background color (yellow), bulleted list, numbered list, indent, text color (T), and image. To the right of the editors are two hazard pictograms: a flame over a hand and a flame over a tree. Below the editors are three sections: 'Additional Label Text/Pictograms (optional)', 'National Fire Protection Association (optional)', and a set of four NFPA hazard fields with input boxes: 'NFPA Fire Hazard (Red)', 'NFPA Health Hazard (Blue)', 'NFPA Reactivity Hazard (Yellow)', and 'NFPA Special Hazard (White)'. At the bottom are three buttons: 'Cancel', 'Save', and 'Save/Print'.

5. After clicking “Save/Print” a new pop-up window will appear. There are two formats you can print the labels in: 6 labels/page or a single label.

- Select the format from the drop-down list.
- Click “Prepare”.
- A PDF file will be created that you can print the label(s) from.

The screenshot shows a pop-up window with a light blue background. Inside is a white box containing text: 'To prepare labels for printing, click on the PREPARE button below. This will create a Portable Document Format (PDF) file containing with labels formatted for the following:'. Below the text is a drop-down menu showing '3-1/3" x 4" (6 labels per sheet)'. At the bottom of the white box are two buttons: 'Cancel' and 'Prepare'.

6. Click the print or download icon in the top right-hand corner to print and/or save a copy of your labels.

