Oracle® Process Manufacturing

Regulatory Management User’s Guide

Release 11*i*

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Part No. A81210-03

Oracle® Process Manufacturing Regulatory Management User's Guide, Release 11*i*

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Oracle® Process Manufacturing Regulatory Management User's Guide, Release 11*i*,

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- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
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If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number (if available). You can send comments to us in the following ways:

- FAX: 650-506-7200 Attn.: Oracle Process Manufacturing
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  Oracle Process Manufacturing
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If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact your local Oracle Support Services.

Preface

Welcome to the *Oracle Process Manufacturing Regulatory Management User's Guide.* This user's guide includes the information you need to work with the Oracle Process Manufacturing (OPM) application effectively.

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

Intended Audience

This guide assumes that you have working knowledge of your business area's processes and tools. It also assumes that you are familiar with OPM Regulatory Management. If you have never used OPM Regulatory Management, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through Oracle World Wide Education.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

About This Guide

This guide contains overviews as well as task and reference information. It includes the following:

Name	Description
Regulatory Management Overview	Explains in overview how OPM Regulatory management is used and gives general features of Regulatory Management.
Regulatory Management Setup	Explains the Regulatory Management Setup requirements.
Defining Regulatory Item Information	Explains how to manage the items that you report hazard information for based on your particular reporting requirements. Hazard information can be assigned to either products or ingredients, or both.
Printing Regulatory Management Documents	Explains the available OPM Regulatory Management documents that can be generated.
Printing from Order Fulfillment	Explains the OPM Regulatory Management process for generating documents such as MSDSs from open sales orders or shipments in OPM Order Fulfillment.
Running Regulatory Management Reports	Explains the available OPM Regulatory Management reports.
Appendixes	Provides the default navigation path for Regulatory Management profile options.
Glossary	Defines a list of terms used in Regulatory Management.

Information Sources

You can choose from many sources of information, including documentation, training, and support services to increase your knowledge and understanding.

Online Documentation

Oracle Applications documentation is available on CD-ROM, except for technical reference manuals. User's guides are available in HTML format and on paper. Technical reference manuals are available on paper only. Other documentation is available on paper and sometimes in PDF format.

The content of the documentation remains the same from format to format. Slight formatting differences could occur due to publication standards, but such differences do not affect content. For example, page numbers are included on paper, but are not included in HTML.

The HTML documentation is available from all Oracle Applications windows. Each window is programmed to start your web browser and open a specific, context-sensitive section. Once any section of the HTML documentation is open, you can navigate freely throughout all Oracle Applications documentation.

Related Documents

Oracle Process Manufacturing shares business and setup information with other Oracle products. You may find the following Oracle Applications user's guides useful:

- *Oracle Applications User's Guide*
- *Oracle Application's Flexfields Guide*
- *Oracle Workflow User Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle General Ledger User's Guide*
- *Oracle Payables User's Guide*
- *Oracle Receivables User's Guide*
- *Oracle Human Resources North American User's Guide*
- *Oracle Purchasing User's Guide*

Oracle Process Manufacturing Guides

The following is a list of documentation in each product group for OPM:

Financials

- *Oracle Process Manufacturing Accounting Setup User's Guide*
- *Oracle Process Manufacturing Cost Management User's Guide*
- *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide*
- *Oracle Process Manufacturing and Oracle Financials Integration User's Guide*

Inventory Control

- *Oracle Process Manufacturing Intrastat Reporting User's Guide*
- *Oracle Process Manufacturing Inventory Management User's Guide*
- *Oracle Process Manufacturing Physical Inventory User's Guide*

Logistics

- *Oracle Process Manufacturing Order Fulfillment User's Guide*
- *Oracle Process Manufacturing Purchase Management User's Guide*

Process Execution

- *Oracle Process Manufacturing Process Operation Control User's Guide*
- *Oracle Process Manufacturing Production Management User's Guide*

Process Planning

- *Oracle Process Manufacturing Capacity Planning User's Guide*
- *Oracle Process Manufacturing Integration with Advanced Planning and Scheduling User's Guide*
- *Oracle Process Manufacturing MPS/MRP and Forecasting User's Guide*

Product Development

- *Oracle Process Manufacturing Formula Management User's Guide*
- *Oracle Process Manufacturing Laboratory Management User's Guide*
- *Oracle Process Manufacturing Quality Management User's Guide*

Regulatory

- *Oracle Process Manufacturing Regulatory Management User's Guide*

System Administration and Technical Reference

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing System Administration User's Guide*
- Oracle Process Manufacturing Technical Reference Manuals

Training

Oracle offers a complete set of formal training courses to help you master Oracle Process Manufacturing and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle Education Services at any one of our many Education Centers, or you can arrange for our trainers to teach at your facility. In addition, Oracle Training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization's structure, terminology, and data as examples in a customized training session delivered at your own facility.

Conventions

The following conventions are used in this guide:

Bolded Text

Buttons, fields, keys, menus, and selections are bolded in procedures only. For example: To access the next window, click **OK**. Otherwise, references to these features appear in regular type.

Additional Menu Options

Only nonstandard menu options are discussed. Standard menu bar options (such as Save) are not discussed. These standard options are described in the *Oracle Applications User's Guide*. Only menu options unique to the use of the specific window are discussed.

Field References

References to fields within procedures are in bold type. References within the body of this guide appear in regular type.

Required Fields

The word Required appears as the last word in the field description of all required fields. When the field is required contingent on the entry in another field, or only in specific situations, "Required if..." is the last sentence of the field description.

Fields Reserved for Future Use

Fields with no current processing implications are referenced by the statement "This field is not currently used" or "Reserved for future use." Do not use these fields for your own reference data, because there are plans to link future functionality to these fields. Fields intended for informational purposes only are referenced by the statement "This field is for informational purposes only."

Pending/Completed Transactions

Discussions about processing transactions that use the words pending and completed refer to the status of a transaction. Pending and completed do not refer to the database tables that are updated as a result of transactions (for example, some completed transactions are stored in the Pending Transactions table).

Procedures

Most topics contain a procedure with numbered steps. Any actions which are subordinate to a step are assigned letters. You can customize your Oracle Application, therefore, all procedures are suggestive only. Navigate to windows and between responsibilities in a way that works best for your particular setup. Also note that fields may appear in a different order than they are discussed.

Use of the Word Character

The word character means an alphanumeric character. Characters that are numeric or alphabetic only are referenced specifically. Depending on your system security profile, you many not have access to all of the windows and functions described in this guide. If you do not see a menu option described in this guide, and you want access to it, contact your System Administrator.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle Applications tables are interrelated. As a result, any change you make using Oracle Applications can update many tables at once. If you modify the Oracle Applications data using anything other than Oracle Applications, you could change a row in one table without making corresponding changes in related tables. If your tables are not synchronized with each other, you risk retrieving erroneous information and receiving unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also track who changes information. If you enter information into database tables using database tools, you could store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Consequently, we strongly recommend that you never use SQL*Plus or any other tool to modify Oracle Applications data unless otherwise instructed by Oracle Support Services.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, sales, and service management.

Oracle Products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing, and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services in over 140 countries around the world.

Thank You

Thank you for choosing Oracle Process Manufacturing and this user's guide.

We value your comments and feedback. At the beginning of this guide is a Reader's Comment Form that you can use to explain what you like or dislike about this user's guide. Mail your comments to the following address or call us directly at 650-506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send an electronic mail message to appsdoc@us.oracle.com

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Regulatory Management Overview

The OPM Regulatory Management application generates the documents that you are required to provide to customers when you supply hazardous materials. You can create documents from the items that you set up only in Regulatory Management and those set up in OPM Formula Management with Regulatory or Production effectivities. In addition, you can generate documents for generic items by assigning OPM Inventory Management Item Master items to a Regulatory Management generic item.

Formula explosions can be printed on documents based on your specifications. Formulas with Production effectivities display all ingredients, and those with Regulatory effectivities show only those ingredients that you are required to report.

All items must be defined in Regulatory Management before you can generate documents for them. Documents can then be generated from within Regulatory Management either by selecting the worksheets, documents, or recipient documents that you want to generate; or by selecting the items that you want to generate documents for based on sales orders and shipments processed in OPM Order Fulfillment. In all cases, you can limit the documents that are generated by entering specific criteria.

Multi-lingual Support

The OPM Regulatory Management application supports multi-lingual documents; the languages that you need to print documents in determines the character set that you need to use. You can use any single character set that you require such as Western European or Eastern European. However, if you require multiple character sets, you must use a common character set such as the UTF8 character set.

If you are upgrading from Oracle Applications or Oracle Process Manufacturing applications versions prior to 11*i* and are implementing a different character set, you must verify that your data is not truncated or corrupted. Generally text takes up more space when it is converted to the UTF8 character set. However, each character set has its own conversion characteristics.

See: *Oracle Applications Installation Manuals*

In addition, you can print documents in multiple languages. While you have specific installed languages, your documents are not limited to those languages. You can create documents in any languages required by your recipients. Indicate the languages required by recipients by assigning territory and or region codes to them or selecting the languages that you want to print a document in. Set up the following items in every language that you require on documents:

- Hazard classifications
- Exposure authorities and types
- Field names
- Field name classes
- Main headings and subheadings
- Properties and property values
- Risk and safety phrases
- Toxic effects, routes, and species
- Cover letters
- Phrases
- Item groups
- Item and generic item multi-lingual names

Seed Data

The OPM Regulatory Management application seeds basic document information to ease OPM Regulatory Management implementation. Items such as the following are seeded:

- US, Canadian, and European 16 section MSDSs, document labels, and main headings
- European hazard classifications
- Exposure authorities and types
- A recipient cover letter
- Risk and safety phrases
- Toxic effects, routes, and species
- A standard disclosure code

Retrieving Document Files

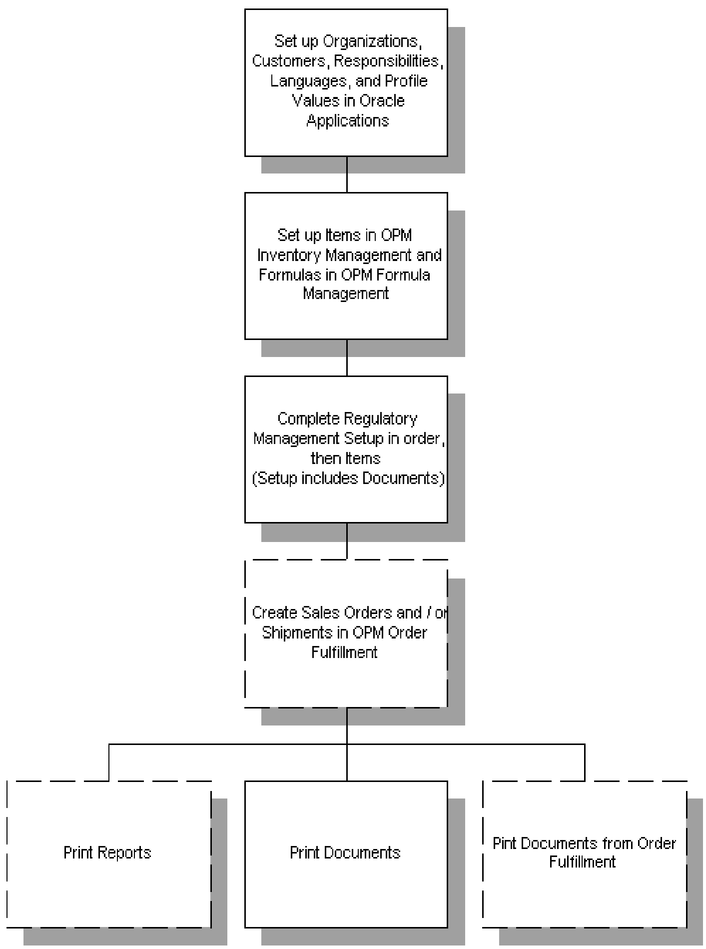
The OPM Regulatory Management application manages documents by date. When you change a document, the previous version is saved to file with the current date and time so you can retrieve it if you need to. For example, you can search for recipient documents changed after a specific date or documents with a particular shipping date range in OPM Order Fulfillment.

Regulatory Management Business Flows

The OPM Regulatory Management business flows show the typical data flow processes for the following major functions: setup, processing documents, and printing from OPM Order Fulfillment.

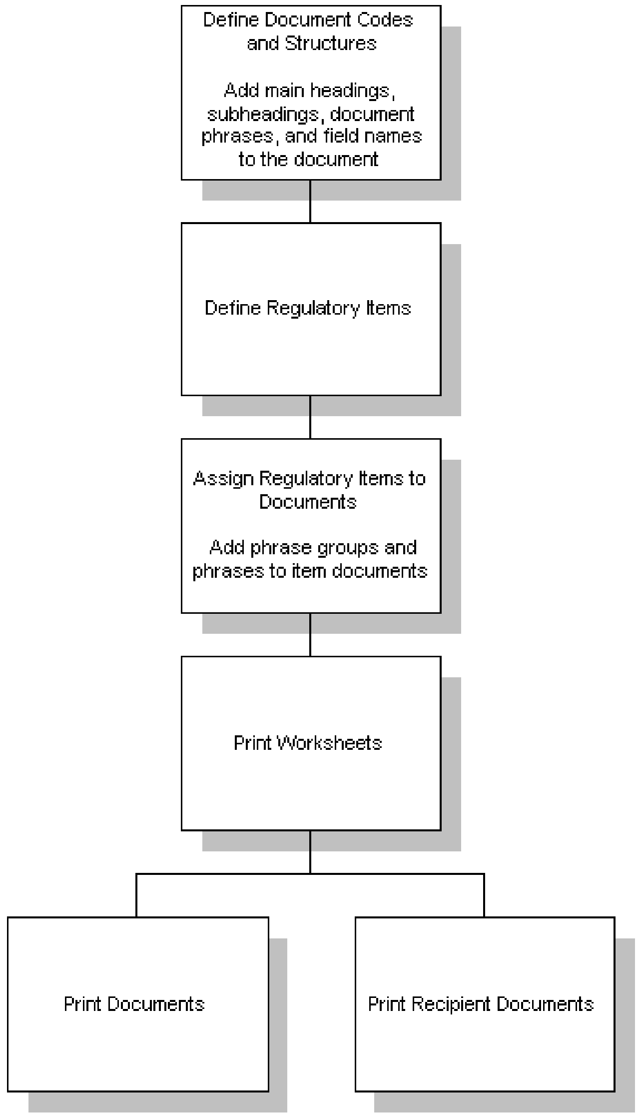
Setting Up Regulatory Management

Following is the data flow process for setting up OPM Regulatory Management.



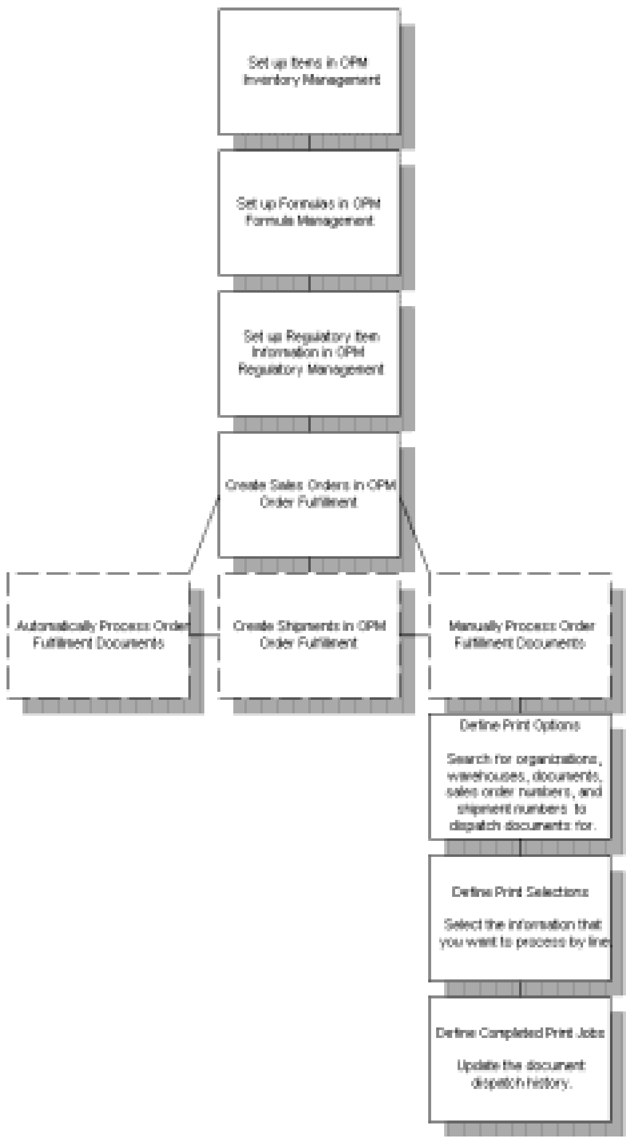
Processing New Regulatory Documents

Following is the data flow process for creating a new document.



Processing Regulatory Documents from Order Fulfillment

Following is the data flow process for printing documents from OPM Order Fulfillment.



2

Regulatory Management Setup

Regulatory Management Setup lets you manage the documents that you use for reporting product hazard information based on your particular requirements. OPM Regulatory Management lets you use, setup, and maintain pre-assigned information to describe qualities and hazards in all supported languages. You can then specify the placement of information on your documents. All of your data is reusable both within documents and on additional documents.

Setup the following items in the OPM Regulatory Management application to create documents:

- Ingredient Concentration Ranges
- Organization Contacts
- Product Classes
- Disclosure Codes
- Field Name Information
- Territory Profiles
- Headings
- Phrases
- Document Structures
- Exposure Information
- Toxic Information
- European Information
- Item Group Codes
- Recipient Information

Defining Ingredient Concentration Ranges

Use the Ingredient Concentration Ranges window to define and maintain the concentration ranges that print on documents that have the print range flag selected. You can specify the ranges that display based on the display ranges that you enter for each actual high and low concentration ranges. You can add, edit, and delete concentration ranges.

The range of all ingredient concentrations that you enter, automatically begins with a low concentration of 0% and ends with a high concentration of 100%. As you enter each row of concentration ranges, the next range automatically computes the low concentration and displays a default high concentration of 100%. You can override the high concentration of 100% for each row as necessary until you add all the concentration detail that you require.

Defining Ingredient Concentration Ranges Procedure

To enter ingredient concentration ranges:

Note: To edit rows of concentration information above the last row, delete each row up to that point. Then, enter each new row changing the high concentration and display range as necessary.

---

1. Navigate to the **Ingredient Concentration Ranges** window.
2. Complete the fields as described.
3. Save the window.

Ingredient Concentration Ranges Field Reference

The fields on this window are:

Low

Displays the minimum ingredient concentration value in the range. The first low concentration is 0% and the remaining low concentrations are calculated from the preceding high concentration. All values greater than the low concentration and less than or equal to the high concentration fall within the range. For example, if the first concentration is greater than 0%, but less than or equal to 10%, the following concentration must be greater than 10%.

High

Enter the maximum ingredient concentration value in the range. The high concentrations calculate the low concentrations that follow them. All values greater than the low concentration and less than or equal to the high concentration fall within the range. For example, if the first concentration is greater than 0%, but less than or equal to 10%, the following concentration must be greater than 10%. Required.

Display

Enter the range that displays on documents when ingredients fall within the specified high and low concentrations. For example, an ingredient with an actual low concentration of 60% and high concentration of 70%, can display a range of 40-80% on documents. Required.

Defining Organization Contacts

Use the Organization Contacts window to define and maintain the daytime and evening contact information that prints on documents. The organization name and address that you set up in the system print along with the contact information. You can add, edit, and delete organization contacts.

Defining Organization Contacts Procedure

To enter organization contacts:

1. Navigate to the **Organization Contacts** window.
2. Complete the fields as described.
3. Save the window.

Organization Contacts Field Reference

The fields on this window are:

Organization Contacts Block

Organization

Enter a valid organization code. The description displays automatically. Required.

Daytime

Contact Name

Enter the contact name or department to contact during the day.

Area Code

Enter the area code to contact during the day.

Telephone

Enter the telephone number to contact during the day.

Extension

Enter the telephone extension to contact during the day.

Evening

Contact Name

Enter the contact name or department to contact in the evening.

Area Code

Enter the area code to contact in the evening.

Telephone

Enter the telephone number to contact in the evening.

Extension

Enter the telephone extension to contact in the evening.

Defining Product Classes

Use the Product Classes window to define and maintain logical groupings for items with similar requirements or properties. You can then link these groupings to the appropriate items on the General Item Information window. Product classes allow you to display only the necessary field names and phrases for all items within a specific product class. You can add, edit, delete, and report on product classes.

Defining Product Classes Procedure

To enter product classes:

1. Navigate to the **Product Classes** window.
2. Complete the fields as described.
3. Save the window.

Product Classes Field Reference

The fields on this window are:

Code

Enter the code that identifies the product class. Required.

Description

Enter the description for the product class. Required.

Assign Recommended Safety Phrases

Indicates whether to assign obligatory or recommended safety phrases to the product class when classifying hazards according to European classifications.

- Clear to assign only obligatory safety phrases (default).
- Select to assign recommended safety phrases when safety phrases are assigned for items within the class.

Defining Disclosure Codes

Use the Disclosure Codes window to define and maintain logical groupings for items with similar legislative or recipient reporting levels. You can then link these groupings to the appropriate recipients and/or items. Disclosure codes assist in document maintenance by allowing you to display only the ingredient information that meets the disclosure levels that you specify. You can add, edit, delete, and report on disclosure codes

Defining Disclosure Codes Procedure

To enter disclosure codes:

1. Navigate to the **Disclosure Codes** window.
2. Complete the fields as described.
3. Save the window.

Disclosure Codes Field Reference

The fields on this window are:

Code

Enter the disclosure code that identifies the ingredient exposure reporting levels. Required.

Description

Enter the description for the disclosure code. Required.

Minimum Disclosure Percentage

Enter the default percentage above which the ingredient must be reported on a document. Valid entries are from 0 to 100.000000. You can override this percentage for any item on the Regulatory Item Information window. Required.

Text Disclosure Percentage

Enter the default percentage above which the standard phrases associated with an ingredient must be reported on a document. Valid entries are from 0 to 100.000000. You can override this percentage for any item on the Regulatory Item Information window. Required.

Label Disclosure Percentage

Enter the default percentage above which the ingredient information must be reported on a label. Valid entries are from 0 to 100.000000. You can override this percentage for any item on the Regulatory Item Information window. Required.

Exposure Disclosure Percentage

Enter the default percentage above which the exposure information must be reported on a document. Valid entries are from 0 to 100.000000. You can override this percentage for any item on the Regulatory Item Information window. Required.

Toxicity Disclosure Percentage

Enter the default percentage above which the toxicity information must be reported on a document. Valid entries are from 0 to 100.000000. You can override this percentage for any item on the Regulatory Item Information window. Required.

Defining Properties

Use the Properties window to define property IDs and their associated types, descriptions, and values. You can then link these properties to the appropriate field names. Property values print after the field names on documents.

Properties assist in field name maintenance by allowing you to modify language translations, information, and values as necessary. A basic set of properties is seeded into Regulatory Management. You can add, edit, delete, and report on property IDs and information. You can enter properties in every language required on your documents.

In addition, properties determine the data entry fields that display for each field name on the Item Information navigator. You must define properties and assign them to field names before those properties display for the field names on the Item Information navigator.

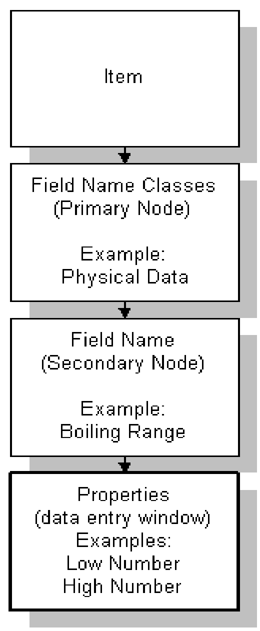


Figure 2–1 Flow of Information on the Item Information Navigator

Prerequisite

Define languages before defining properties.

See: *Oracle Applications User's Guide*

Defining Properties Procedure

To enter properties:

1. Navigate to the **Properties** window.
2. Complete the field names as described.
3. Save the window.

Properties Field Reference

The fields on this window are:

Properties

Property ID

Enter a property ID. Required.

Property Type

Select a property type. Required.

- Flag
- Numeric
- Alphanumeric
- Date
- Phrase

Length

Enter the field length for the property.

Precision

Enter the decimal precision of the field if the property type is numeric.

Range Min

Enter the minimum value for the range if the property type is numeric.

Range Max

Enter the maximum value for the range if the property type is numeric.

Details

Language

Select the language that the property description is displayed in. Enter every language that you are creating documents in on this window. Required.

Property Description

Enter the property description in the selected language. The description displays on the data entry window for the field names that this property is linked to. Required.

Values

Display Order

Enter the display order for the value if the property type is flag. Required.

Value

Enter the value code for the value if the property type is flag. Required.

Value Description

Enter the value description in the selected language if the property type is flag.

Defining Field Name Classes

Use the Field Name Classes window to define and maintain the logical groupings of field names that pertain to similar information. You can then link field name classes to the appropriate field names. A basic set of field name classes and field names are seeded into Regulatory Management. You can add, edit, delete, and report on field name classes. You can enter field name classes in every language required on your documents.

In addition, field name classes and field name class responsibilities determine the primary categories of item information that display on the Item Information navigator. You must define field name classes and assign their responsibilities to them before those field name classes display on the Item Information navigator. All field names assigned to the field name classes that you have field name class responsibilities for are displayed under those field name classes on the Item Information navigator.

Field Name class responsibilities provide security options for accessing information. You can omit field name classes from group or individual responsibilities to prevent sensitive information from being available to those responsibilities. You can also limit the access that group and individual responsibilities have to a specific field name class by selecting create, update, or query-only access.

Caution: Do not delete or assign field names to field name classes with GR_ prefixes. These field name classes are used by the Item Information navigator. Deleting them could cause unpredictable results.

You can add field names to GR_TOXIC and GR_ EXPOSURE for tracking information, however these field names are not printable.

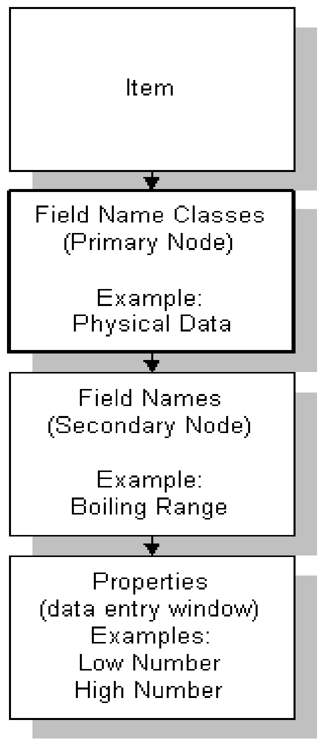


Figure 2–2 Flow of Information on the Item Information Navigator

Prerequisite

Define languages before defining field name classes.

See: *Oracle Applications User's Guide*

Defining Field Name Classes Procedure

To enter field name classes:

1. Navigate to the **Field Name Classes** window.
2. Complete the field names as described.
3. Click Field Name Class Responsibilities to access the **Field Name Class Responsibilities** window and add responsibilities for the field name class.
4. Complete the field names as described.
5. Save the window.

Field Name Classes Field Reference

The fields on this window are:

Field Name Classes

Field Name Class

Enter the code that identifies the field name class. Required.

Form Block

Enter the form block name if you are creating a node in the Item Information navigator. The form block determines which data entry window displays for field names in the specified field name class. Valid values are Properties, Item General, Synonyms, Disclosure, Names, Toxic, Exposure, Europe, and Explosion.

Note: Unless you are creating a new node in the Item Information navigator, leave this field name blank.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data field names to this window without programming.

This descriptive flexfield allows you to add your own information to the field name class.

Details

Language Description

Enter a valid language description. Enter each language that you are creating documents in on this window. Required.

Field Name Class Description

Enter the description for the field name class in the selected language. The field name class description that you enter displays as a primary node on the Item Information navigator. Required.

Field Name Class Responsibilities Field Reference

The fields on this window are:

Responsibility

Enter the name of the responsibility that has security access to the field name class. The field name class is then accessible to the person with this responsibility on the Item Information navigator.

> **Note:** When you create heading field names for ingredients, they should not display on the navigator. You can create a field name class with no responsibilities assigned to it and assign all heading field names to that field name class.

Display Sequence

Enter the sequence that the field name class is displayed in on the Item Information navigator.

Allow Create Update

- Select to allow the responsibility query and write access to the field name class. You can then create and update information that is linked to the field names within the specific field name class on the Item Information navigator.
- Clear to allow the responsibility query-only access to the field name class. You can then only view information that is linked to the field names within the specific field name class on the Item Information navigator.

Defining Field Names

Use the Field Names window to define and maintain the field names that describe each of the data field names displayed on documents. For example, in section 9, Physical Data, a field name called Boiling Range would print before boiling range data to identify it. Field names print before property values on documents.

Field names assist in document maintenance by allowing you to:

- specify additional field name codes
- link field name to field name classes
- position field name information
- select the field name print sizes and fonts
- enter field name descriptions in every language required on your documents
- assign properties to field names

A basic set of field names is seeded into Regulatory Management. You can add, edit, delete, and report on field names. You can enter field names in every language required on your documents.

In addition, field names determine the secondary categories of item information that display on the Item Information navigator. You must define field names and assign them to field name classes before those field names display for the field name classes on the Item Information navigator.

Caution: Do not delete or assign field names to field name classes with GR_ prefixes except for GR_TOXIC and GR_ EXPOSURE. The GR_ field name classes are used by the Item Information navigator. Deleting them could cause unpredictable results on the Item Information navigator.

You can add field names to GR_TOXIC and GR_ EXPOSURE for tracking information, however these field names are not printable.

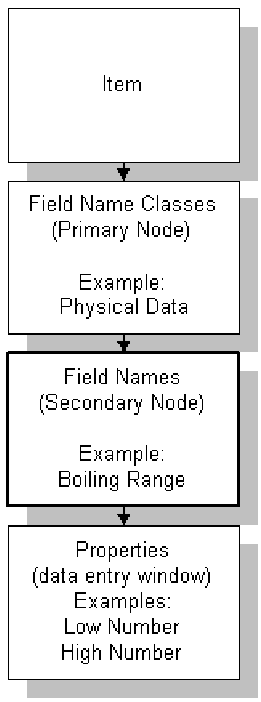


Figure 2–3 Flow of Information on the Item Information Navigator

Prerequisites

Define properties before defining field names.

See: Defining Properties

Define languages before defining field names.

See: *Oracle Applications User's Guide*

Defining Field Names Procedure

To enter field names:

1. Navigate to the **Field Names** window.
2. Complete the field names as described.
3. If you want to exclude field names from one or more product classes, click **Product Classes** to access the **Field Name Product Class Exclusions** window.
4. Enter the Product Classes from which you want the field name to be excluded.
5. Click on **OK** to accept the Product Class exclusions and to navigate back to the **Field Names** window.
6. Save the window.

Note: If you make any changes while in the Field Names window, the system will prompt you to reset the rebuild indicator. If you click **Yes**, the rebuild indicator will be set on all documents containing the selected field name code. The next time you print these documents, they will reflect the changes that you made. If you click **No**, you will be prompted the next time you make a change to reset the rebuild indicator.

Field Names Field Reference

The fields on this window are:

Field Name Code

Enter the 5-character numeric code that identifies the field name.

The first 2 digits indicate the specific section of the document that the field name normally displays on such as, 01 or 16. The digits 90 represent informational field names that display on the Item Information navigator, but do not display on documents.

The last 3 digits identify the field name that will normally display in that section of the document. Field names ranging from 001-499 for each section are reserved for system use. Field names ranging from 500-999 for each section are available for users to create new field names. Required.

Field Name Class

Select a field name class from the list. The field name will then display under this field name class on the Item Information navigator. Required.

Data Position

Select where the data associated to the field name prints.

Safety

Enter the safety category. The safety category identifies the type of safety phrase that is applied for European classifications. For example, when Consumer Use is the selected safety category, the safety phrase "Keep out of reach of children" is applied. The default safety category is "Not used."

Print Font

Select the font style (e.g. bold, italic, underline and combinations) in which you want to print the heading.

Print Size

Select the print size (8 to 24 point, even point sizes) in which you want to print the heading.

Ingredient Information

If you select Print Ingredient Values to print field name information for ingredients, select a layout to breakdown the information appropriately by completing the field names for Ingredient Information.

Note: If you want to change a field name from printing product-level information to printing ingredient information, you need to create a new field name to use as the ingredient heading field name and attach that heading field name code to the original field name. This field name is entered in the Heading Field Name Code field.

Print Ingredient Values

- Select to print the ingredient value.
- Clear to avoid printing the ingredient value. Default.

Heading Field Name Code

If you are reporting information for each ingredient, enter the field name code for the heading information that prints above the ingredient information. This heading field name information then prints in place of the product field name. For example, instead of EPA Hazard Code you may want the heading field name for the ingredient to say Ingredient EPA Hazard Code with the ingredient information below it.

Example:

Field Name	Field Name Information
Field name for product with selected property	**EPA Hazard Code**: Product Hazard Code
Heading field name for ingredient information with alpha value selected	**Ingredient EPA Hazard Code:** Ingredient 1 MSDS Name, Ingredient 1 CAS Number, Ingredient 1 Hazard Code Ingredient 2 MSDS Name, Ingredient 2 CAS Number, Ingredient 2 Hazard Code

Print Ingredient

Select how you want the ingredient values to print:

- Alpha Value
- Concentration Percent
- MSDS name and CAS number only
- Numeric Value

Field Names

Field Name Properties

- Select if properties are associated with the field name. Default.
- Clear if no properties are associated with the field name, such as for a heading field name.

Item Properties

- Select if the field name should be displayed on the Item Properties window. Default.
- Clear if the field name should not be displayed on the Item Properties window, such as for a heading field name.

Inherit from Field Name Code

Enter the field name code that you want to inherit information from.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the field name.

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Field Name Description

Enter a field name description in the language selected in the language description. The field name description that you enter displays as a secondary node on the Item Information navigator. This description also prints on item documents.

If you are entering a heading field name for ingredient information, the description then displays as the heading field name in place of the original field name. Required.

Property ID

Enter a valid property ID for the field name. Property information is not used for ingredient heading field names. Heading field names use properties from the base field name. Required.

Based on the property selected, default values will be displayed in the following fields:

Property Type

Displays the property type associated with the selected property.

Length

Displays the length associated with the selected property.

Precision

If applicable, displays the decimal precision associated with the selected property.

Range Min

If applicable, displays the minimum value associated with the selected property.

Range Max

If applicable, displays the maximum value associated with the selected property.

Excluding Field Names from Product Classes

You can exclude a field name from one or more Product Classes. Entering a product class on the Field Name Product Class Exclusions window will exclude the specified field name from being displayed on the Item Information navigator for any Items within the specified product classes. The entry will also prevent the field name from printing on a document for that item.

Field Name Product Class Exclusions Field Reference

Product Class

Enter as many product classes as you want to exclude from the field name.

Defining Territory Profiles

Use the Territory Profiles window to define and maintain default information for a specific territory. You can then link territory profiles to the appropriate recipients. Territory profiles assist in maintaining territory information by allowing you to specify territory reporting requirement defaults and assign them to multiple recipients. You can add, edit, delete, and report on territory profiles.

Prerequisite

Define languages before defining territories.

See: *Oracle Applications User's Guide.*

Defining Territory Profiles Procedure

To enter territory profiles:

1. Navigate to the **Territory Profiles** window.
2. Complete the fields as described.
3. Save the window.

Territory Profiles Field Reference

The fields on this window are:

Territory

Enter the territory code for which you are creating a profile. The description displays automatically. Required.

Default Language

Enter the default language that is used on documents for the territory. The description displays automatically. Required.

Default Document

Enter the default document that is used for the territory. The description displays automatically. Required.

Disclosure

Enter the disclosure code that determines the ingredient reporting levels for the territory. The description displays automatically. Required.

Defining Main Headings

Use the Main Headings window to select, define, and maintain the main headings that you require on your document sections. You can create main headings or select ones that have already been populated, and later insert them into documents on the Document Structures window. Main headings assist in document maintenance by allowing you to construct documents with the exact specifications that you require. You can create specific headings, display them in a particular order, and reuse them on multiple documents. You can add, edit, delete, and report on main headings. You can enter main headings in every language required on your documents.

Prerequisite

Define languages before defining main headings.

See: *Oracle Applications User's Guide*

Defining Main Headings Procedure

To enter main headings:

1. Navigate to the **Main Headings** window.
2. Complete the fields as described.
3. Save the window.

Note: If you make any changes while in the Main Heading window, the system will prompt you to reset the rebuild indicator. If you click **Yes**, the rebuild indicator will be set on all documents containing the selected main heading code. The next time you print these documents, they will reflect the changes that you made. If you click **No**, you will be prompted the next time you make a change to reset the rebuild indicator.

Main Headings Field Reference

The fields on this window are:

Main Headings

Main Heading Code

Enter the code that identifies the main heading. Required.

Print Font

Select the font style (e.g. bold, italic, underline and combinations) in which you want to print the heading.

Print Size

Select the print size (8 to 24 point, even point sizes) in which you want to print the heading.

Heading Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Main Heading Description

Enter a main heading description in the language selected in the language description. Required.

Defining Subheadings

Use the Subheadings window to define and maintain the subheadings that you require in your document sections. You can create subheadings and insert them into documents on the Document Structures window. Subheadings assist in document maintenance by allowing you to construct documents with the exact specifications that you require. You can create specific subheadings, display them in a particular order, and reuse them on multiple documents. You can add, edit, delete, and report on subheadings. You can enter subheadings in every language required on your documents.

Prerequisite

Define languages before defining subheadings.

See: *Oracle Applications User's Guide*

Defining Subheadings Procedure

To enter subheadings:

1. Navigate to the **Subheadings** window.
2. Complete the fields as described.
3. Save the window.

Note: If you make any changes while in the Subheadings window, the system will prompt you to reset the rebuild indicator. If you click **Yes**, the rebuild indicator will be set on all documents containing the selected subheading code. The next time you print these documents, they will reflect the changes that you made. If you click **No**, you will be prompted the next time you make a change to reset the rebuild indicator.

Subheadings Field Reference

The fields on this window are:

Subheadings

Subheading Code

Enter the code that identifies the subheading. Required.

Print Font

Select the font style (e.g. bold, italic, underline and combinations) in which you want to print the subheading.

Print Size

Select the print size (8 to 24 point, even point sizes) in which you want to print the subheading.

Subheading Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Subheading Description

Enter a subheading description in the language selected in the language description. Required.

Defining Phrase Types

Use the Phrase Types window to define and maintain the phrase types used to group phrases with similar subjects or properties that can conflict or be incompatible with each other. You can then link the phrase types to the appropriate phrases. Phrases are evaluated for conflict only if they have the same phrase type and hierarchy. Phrase types assist in conflict resolution by allowing you to evaluate conflicting phrases. You can add, edit, delete, and report on phrase types.

Defining Phrase Types Procedure

To enter phrase types:

1. Navigate to the **Phrase Types** window.
2. Complete the fields as described.
3. Save the window.

Phrase Types Field Reference

The fields on this window are:

Code

Enter the code that identifies the phrase type. Required.

Description

Enter the description for the phrase type. Required.

Defining Phrases

Use the Phrase Library window to define and maintain the phrases used on documents. You can then assign the phrases to the appropriate document headings and subheadings, to item properties, or to risk and safety information. The Phrase Library assists in document maintenance by allowing you to maintain phrases and reuse them. You can add, edit, delete, and report on phrases. You can enter phrases in every language required on your documents.

Prerequisites

Define main headings before defining phrases.

See: Defining Main Headings

Define subheadings before defining phrases.

See: Defining Subheadings

Define languages before defining phrases.

See: *Oracle Applications User's Guide*

Defining Phrases Procedure

To enter phrases:

1. Navigate to the **Phrase Library** window.
2. Complete the fields as described.
3. Click **Phrase Concentrations**.
4. Complete the fields as described.
5. Save the window.

Note: If you make any changes while in the Phrase Library window, the system will prompt you to reset the rebuild indicator. If you click **Yes**, the rebuild indicator will be set on all documents containing the selected phrase code. The next time you print these documents, they will reflect the changes that you made. If you click **No**, you will be prompted the next time you make a change to reset the rebuild indicator.

Phrase Library Field Reference

The fields on this window are:

Phrase Library

Phrase Code

Enter the code that identifies the phrase. Required.

Main Heading

Enter the main heading associated with the phrase. This heading is used as the default for subheadings, phrase groups, and conflict resolutions. Required.

Subheading

Enter the subheading associated with the phrase.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the phrase code.

Phrase Details

Language

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Phrase Text

Enter the phrase code description in the selected language. Enter a phrase in every language that you are creating documents in on this window. Select the drill down indicator to view or enter the phrase code description text in an expanded text entry window.

Print Font

Select the font style (e.g. bold, italic, underline and combinations) in which you want to print the phrase.

Print Size

Select the print size (8 to 24 point, even point sizes) in which you want to print the phrase.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the phrase.

Phrase Concentrations Field Reference

Phrase concentration information determines the phrase text that will be printed on documents based on concentrations, phrase types, and hierarchies. Phrase conflicts that are not resolved using the phrase concentration information, are resolved using conflict actions.

If no phrase concentrations are entered for the phrase code, then the default minimum concentration is 0%, the default maximum concentration is 100%, and no hierarchy or phrase type is applied.

The range of all phrase concentrations that you enter, automatically begins with a low concentration of 0% and ends with a high concentration of 100%. As you enter each row of concentration ranges, the next range automatically computes the low concentration and displays a default high concentration of 100%. You can override the high concentration of 100% for each row as necessary until you add all the concentration detail that you require.

Notes: If you always assign phrases at the product level, then you are not required to set up phrase concentrations or conflict actions.

To edit rows of concentration information above the last row, delete each row up to that point. Then, enter each new row changing the high concentration and other information as necessary.

See: Conflict Actions

The fields on this window are:

Low

Displays the minimum concentration value used for applying the phrase type and hierarchy when resolving phrase conflicts. All values greater than the low concentration and less than or equal to the high concentration fall within the range. The first low concentration is 0%; and the remaining low concentrations are calculated from the preceding high concentration. For example, if the first concentration is greater than 0%, but less than or equal to 10% of item A, the following concentration must be greater than 10% of item A.

High

Enter the maximum concentration value used for applying the phrase type and hierarchy when resolving phrase conflicts. All values greater than the low concentration and less than or equal to the high concentration fall within the range. The high concentrations calculate the low concentrations that follow them. For example, if the first concentration is greater than 0%, but less than or equal to 10% of ingredient A, the following concentration must be greater than 10% of ingredient A. Required.

Hierarchy

Enter a hierarchy code to determine the phrase text that prints when a phrase conflict occurs. When phrases are linked to an ingredient that falls within the same phrase concentration range and phrase type, the highest hierarchy code takes precedence. When phrases have the same phrase type and hierarchy, then the content of the specified conflict action phrase is applied.

Phrase Type

Enter the phrase type associated with the phrase code. When the same phrase type applies to phrases with the same ingredient concentration, the highest hierarchy takes precedence. When different phrase types apply to phrases with the same ingredient concentration, then both phrases print. When phrases have the same phrase type and hierarchy, then the conflict is resolved using the contents of the Conflict Action Phrase field. If the Conflict Action Phrase field is blank, then no phrase prints; if it contains one of the conflicting phrases or a new third phrase, then that phrase prints.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the phrase concentration detail.

Example Phrase Conflict Resolutions

Ingredient-level Resolutions

The following examples illustrate how phrase conflicts are resolved at the ingredient level:

Phrase Code	Phrase Concen Range	Hier	Phrase Type	Conflict Resolution
VOMIT NOVOMIT	0 - 100% 0 - 100%	100 150	MEDICAL MEDICAL	Because the hierarchy is higher for the NOVOMIT phrase code, even though the phrase types are the same, the phrase for NOVOMIT is displayed on the document.
VOMIT NOVOMIT	0 -100% 0 -100%	100 150	HAZARD MEDICAL	Because the phrase types are different, both phrases are displayed on the document, regardless of the concentration percentage of the ingredients.
VOMIT NOVOMIT	0 -100% 0 -100%	100 100	MEDICAL MEDICAL	Because the phrase types and hierarchy codes are the same, the conflict is resolved using the contents of the **Conflict Action Phrase** field. If the Conflict Action Phrase field is blank, no phrase prints; if it contains one of the conflicting phrases or a new third phrase, then that phrase is displayed on the document.

Product-level Resolutions

The following examples illustrate how phrase conflicts are resolved at the product level:

Phrase Code	Phrase Concen Range	Product Concentration	Hier	Phrase Type	Conflict Resolution
VOMIT VOMIT NOVOMIT	0 - 40% 40 - 100% 0 - 100%	Ingredient A 20% Ingredient B 80%	100 200 150	MEDICAL MEDICAL MEDICAL	The product contains two ingredients, A and B, with the same phrase type, but concentrations that fall within different hierarchies. Because ingredient B has the highest hierarchy, the phrase associated with NOVOMIT is displayed on the document.
VOMIT VOMIT NOVOMIT	0 - 40% 40 - 100% 0 - 100%	Ingredient A 45% Ingredient B 55%	100 200 150	MEDICAL MEDICAL MEDICAL	The product contains two ingredients, A and B, with the same phrase type, but concentrations that fall within different hierarchies. Because ingredient A has the highest hierarchy, even though it has a lower concentration, the phrase associated with VOMIT is displayed on the document.

Defining Phrase Groups

Use the Phrase Groups window to define and maintain the phrase groups used to assign multiple phrases with similar subjects or properties to items. You can link the appropriate phrases to the phrase group. You can add, edit, delete, and report on phrase groups.

Prerequisite

Define phrases before defining phrase groups.

See: Defining Phrases

Defining Phrase Groups Procedure

To enter phrase groups:

1. Navigate to the **Phrase Groups** window.
2. Complete the fields as described.
3. Save the window.

Phrase Groups Field Reference

The fields on this window are:

Phrase Groups

Code

Enter the code that identifies the phrase group. Required.

Description

Enter the description for the phrase group. Required.

Assignments

The fields describe the Assignments pane in detail.

Seq

Displays the sequence number for the phrase code being added.

Code

Enter a valid phrase code. Required.

Description

Displays the phrase code description when the phrase code is selected.

Defining Conflict Actions

Use the Conflict Actions window to define and maintain specific phrase conflicts and their resulting conflict actions. Conflict actions resolve phrase conflicts that have the same phrase type and hierarchy. In addition, conflict actions allow you to define the action phrases that will be printed on documents in place of specific conflicting phrases without individually assigning each phrase to each document. You can add, edit, delete, and report on conflict actions.

Prerequisite

Define phrases before defining conflict actions.

See: Defining Phrases

Defining Conflict Actions Procedure

To enter conflict actions:

1. Navigate to the **Conflict Actions** window.
2. Complete the fields as described.
3. Save the window.

Conflict Actions Field Reference

The fields on this window are:

Phrase One

Enter a valid phrase. Phrase One conflicts with Phrase Two. Required.

Phrase Two

Enter a valid phrase. Phrase Two conflicts with Phrase One. Required.

Conflict Action

The conflict action resolves the phrase conflict between Phrase One and Phrase Two.

- Leave blank to print no phrase on documents when the specified conflict occurs.
- Enter a valid phrase to print on documents when the specified conflict occurs. The phrase can be one of the existing phrases or a new third phrase.

Defining Document Codes and Structures

Use the Document Codes and Document Structures windows to build hazard information documents to your exact specifications.

The Document Codes window lets you define and maintain document code information including how the date, toxicity and exposure information display on a document.

The Document Structures window lets you define the structure of your documents including the main headings, subheadings, phrases, and field names that display on a document. Only the information that you specify for the document displays on it.

You can copy existing document structures to create new documents or create documents from scratch. Standard 16 section US, Canadian, and European MSDS documents are seeded into Regulatory Management. You can add, edit, delete, and report on document structures.

Prerequisites

Define the following in OPM Regulatory Management before defining document structures.

- Field Name Information. See: Defining Properties, and Defining Field Names
- Headings. See: Defining Main Headings and Defining Subheadings
- Phrases. See: Defining Phrase Types, Defining Phrases, and Defining Conflict Actions
- Exposure Information. See: Defining Exposure Authorities and Defining Exposure Types
- Toxic Information. See: Defining Toxic Effects, Defining Toxic Routes of Administration, and Defining Toxic Species
- European Information. See: Defining Hazard Groups, Defining Hazard Classifications, Defining Risk Phrases, and Defining Safety Phrases

Defining Document Codes and Structures Procedure

To enter document codes and structures:

1. Navigate to the **Document Codes** window.
2. Complete the fields in each region as described.

3. Click **Document Structures** to display the document template for the currently selected document.
4. Structure the document as described.
5. Save the window.

You can use Attachments with this window. The *Oracle Applications User's Guide* has detailed information on using attachments and folders.

Note: If you make any changes while in the Documents Codes window, the system will prompt you to reset the rebuild indicator. If you click **Yes**, the rebuild indicator will be set on all documents containing the selected document code. The next time you print these documents, they will reflect the changes that you made. If you click **No**, you will be prompted the next time you make a change to reset the rebuild indicator.

Document Codes Field Reference

The fields on this window are:

Documents Region

Code

Enter the document code for the document. This code determines which document is displayed by default in the Document Structures window. Required.

Description

Enter the document name. Required.

Version

Enter the document version. Required.

Author

Enter the name of the document author. The user description displays automatically. Required.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the Documents region.

Control Region

Document Date Format

Select the date format that is used on the document. DD-MON-YYYY is the default. Required.

Allow User Override

- Select to allow the document to be copied and changed.
- Clear to prevent the document from being copied and changed. Default.

Approval Process Flag

- Select if the document is Workflow controlled.
- Clear if the document is not Workflow controlled. Default.

Document History Flag

- Select to retain history information for the document.
- Clear if history information is not retained for the document. Default.

Exposure Region

Exposure Main Heading

If you plan to display exposure information on the document, enter the heading where exposure information will display. The Print Exposure Flag is selected automatically when you enter the exposure main heading.

Exposure CAS Number Sequence

- Enter 0 to display no CAS number under the exposure main heading. Default.
- Enter a sequence number to display the CAS number under the exposure main heading in the order that you specify.

Exposure MSDS Name Sequence

- Enter 0 to display no MSDS name under the exposure main heading. Default.
- Enter a sequence number to display the MSDS name under the exposure main heading in the order that you specify.

Exposure Authority Sequence

- Enter 0 to display no exposure authority under the exposure main heading. Default.
- Enter a sequence number to display the exposure authority under the exposure main heading in the order that you specify.

Exposure Type Sequence

- Enter 0 to display no exposure type under the exposure main heading. Default.
- Enter a sequence number to display the exposure type under the exposure main heading in the order that you specify.

Exposure Dose Sequence

- Enter 0 to display no exposure dose under the exposure main heading. Default.
- Enter a sequence number to display the exposure dose under the exposure main heading in the order that you specify.

Exposure Note Sequence

- Enter 0 to display no exposure note under the exposure main heading. Default.
- Enter a sequence number to display the exposure note under the exposure main heading in the order that you specify.

Print Exposure Flag

- Select to print exposure information on the document. The Print Exposure Flag is selected automatically when you enter the Exposure Main Heading.
- Clear to avoid printing exposure information on the document. Default.

Flags Region

PROP 65 Concentration Indicator

Select how you want the Proposition 65 warning requirements to display:

- Print approximated percentage.
- Print exact percentage.
- Print range based on percentage.

SARA 313 Concentration Indicator

Select how you want the SARA 313 emergency cleanup requirements to display:

- Print approximated percentage.
- Print exact percentage.
- Print range based on percentage.

Ingredients Region

Ingredient Main Heading

If you plan to display ingredient information on the document, enter the heading where ingredient information will display. The Print Ingredients Flag is selected automatically when you enter the ingredient main heading.

Ingredient Concentration Indicator

Select how you want the ingredient concentration requirements to display:

- Print approximated percentage.
- Print exact percentage.
- Print range based on percentage.

CAS Number Sequence

- Enter 0 to display no CAS number under the ingredient main heading. Default.
- Enter a sequence number to display the CAS number under the ingredient main heading in the order that you specify.

MSDS Name Sequence

- Enter 0 to display no MSDS name under the ingredient main heading. Default.
- Enter a sequence number to display the MSDS name under the ingredient main heading in the order that you specify.

Concentration Sequence

- Enter 0 to display no concentration under the ingredient main heading. Default.
- Enter a sequence number to display the concentration under the ingredient main heading in the order that you specify.

User Code Sequence

- Enter 0 to display no user code under the ingredient main heading. Default.
- Enter a sequence number to display the user code under the ingredient main heading in the order that you specify.

EEC Number Sequence

- Enter 0 to display no EEC number under the ingredient main heading. Default.
- Enter a sequence number to display the EEC number under the ingredient main heading in the order that you specify.

Hazard Symbol Sequence

- Enter 0 to display no hazard symbol under the ingredient main heading. Default.
- Enter a sequence number to display the hazard symbol under the ingredient main heading in the order that you specify.

NFPA Code Sequence

- Enter 0 to display no NFPA code under the ingredient main heading. Default.
- Enter a sequence number to display the NFPA code under the ingredient main heading in the order that you specify.

HMIS Code Sequence

- Enter 0 to display no HMIS code under the ingredient main heading. Default.
- Enter a sequence number to display the HMIS code under the ingredient main heading in the order that you specify.

Risk Phrase Sequence

- Enter 0 to display no risk phrase under the ingredient main heading. Default.
- Enter a sequence number to display the risk phrase under the ingredient main heading in the order that you specify.

Safety Phrase Sequence

- Enter 0 to display no safety phrase under the ingredient main heading. Default.
- Enter a sequence number to display the safety phrase under the ingredient main heading in the order that you specify.

Print Ingredients Flag

- Select to print ingredient information on the document. The Print Ingredients Flag is selected automatically when you enter the Ingredient Main Heading.
- Clear to avoid printing ingredient information on the document. Default.

Toxic Region

Toxic Main Heading

If you plan to display toxic information on the document, enter the heading where toxic information will display. The Print Toxic Information Flag is selected automatically when you enter the toxic main heading.

Toxic CAS Number Sequence

- Enter 0 to display no CAS number under the toxic main heading. Default.
- Enter a sequence number to display the CAS number under the toxic main heading in the order that you specify.

Toxic MSDS Name Sequence

- Enter 0 to display no MSDS name under the toxic main heading. Default.
- Enter a sequence number to display the MSDS name under the toxic main heading in the order that you specify.

Toxic Species Sequence

- Enter 0 to display no toxic species under the toxic main heading. Default.

- Enter a sequence number to display the toxic species under the toxic main heading in the order that you specify.

Toxic Exposure Sequence

- Enter 0 to display no toxic exposure under the toxic main heading. Default.
- Enter a sequence number to display the toxic exposure under the toxic main heading in the order that you specify.

Toxic Route Sequence

- Enter 0 to display no toxic route under the toxic main heading. Default.
- Enter a sequence number to display the toxic route under the toxic main heading in the order that you specify.

Toxic Dose Sequence

- Enter 0 to display no toxic dose under the toxic main heading. Default.
- Enter a sequence number to display the toxic dose under the toxic main heading in the order that you specify.

Toxic Note Sequence

- Enter 0 to display no toxic note under the toxic main heading. Default.
- Enter a sequence number to display the toxic note under the toxic main heading in the order that you specify.

Print Toxic Information Flag

- Select to print toxic information on the document. The Print Toxic Information Flag is selected automatically when you enter the Toxic Main Heading.
- Clear to avoid printing toxic information on the document. Default.

Document Structures Navigator Reference

When you click Document Structures from the Document Codes window, the currently selected document displays on the navigator. If the document template has already been defined for an existing document, it is displayed in the window. If the document is new, a new document structure window displays where you can define the document structure by selecting main headings, subheadings, phrases, and field names from the toolbar or Actions menu. Only the main headings, subheadings, phrases, and field names that you insert display on the document. You can add, edit, copy, delete, and report on document structures.

The tasks describe the Document Structures navigator find function, Actions menu and Toolbar functions in detail. These are immediately available on the tool bar where you would use them unless you need to use keystrokes for ADA compliance or some other reason.

Find

Finds text in the open documents on the Document Structures window. Text is case sensitive. You can use the percent "%" wildcard to represent any number of characters and the underline "_" wildcard to represent any single character in your search. For example, you could search for %PHYSICAL% to locate the PHYSICAL AND CHEMICAL PROPERTIES heading in documents.

See: *Oracle Applications User's Guide.*

Open

Opens a document from the Document Codes window. Select the document that you want to display the template for to display it on the Document Structures window. Multiple document templates can be open at once.

Close

Closes the selected document. If you close all documents, a blank Document Structures window remains open. You can open new documents or close the window.

Main Headings

Inserts each main heading beneath the currently selected main heading and all of its subordinate records in the document. You cannot insert duplicate main headings in the same document.

Subheadings

Inserts each subheading beneath the currently selected subheading and all of its subordinate records in the document. You cannot insert duplicate subheadings under the same main heading.

Add Phrase Groups

Available when the document name is selected. Select to add a phrase group to the document. Phrases within phrase groups, that have been assigned to main headings or subheadings, display under those headings.

Add Phrases

Inserts phrases beneath existing main headings and subheadings. These phrases are linked to the document as opposed to an item. For example, a corporate disclaimer that always prints on the document regardless of the items reported. You cannot insert duplicate phrases directly under the same main heading or subheading.

Add Field Names

Inserts field names beneath existing main headings and subheadings. You cannot insert duplicate field names directly under the same main heading or subheading. Only field names that you link to a document print on that document.

Cut

Removes a phrase, field name, or subheading and all its subordinate records when one document is open.

Copy

Copies a phrase, field name, or subheading and all its subordinate records when one document is open. Also copies a main heading and all of its subordinate records if 2 or more documents are open.

Paste

Pastes a phrase, field name, or subheading and all its subordinate records when one document is open. Also pastes a main heading and all of its subordinate records if 2 or more documents are open.

Expand

Expands the currently selected document, heading, or subheading.

Collapse

Collapses the currently selected document, heading, or subheading.

Expand All

Expands all documents, headings, and subheadings.

Collapse All

Collapses all documents, headings, and subheadings.

Defining Exposure Authorities

Use the Exposure Authorities window to define and maintain the exposure authorities that determine your item reporting requirements. You can then link the exposure authorities to items on the Regulatory Information window. You can add, edit, delete, and report on exposure authorities. You can enter exposure authorities in every language required on your documents.

See: Maintaining Items in Regulatory Management

Prerequisite

Define languages before defining exposure authorities.

See: *Oracle Applications User's Guide*

Defining Exposure Authorities Procedure

To enter exposure authorities:

1. Navigate to the **Exposure Authorities** window.
2. Complete the fields as described.
3. Save the window.

Exposure Authorities Field Reference

The fields on this window are:

Exposure Authorities

Exposure Authority

Enter the code that identifies the exposure authority. Required.

Exposure Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Exposure Authority Description

Enter the description for the exposure authority in the language selected. Required.

Defining Exposure Types

Use the Exposure Types window to define and maintain the exposure types that you report on your documents. You can then link the exposure types to items. You can add, edit, delete, and report on exposure types. You can enter exposure types in every language required on your documents.

See: Maintaining Items in Regulatory Management

Prerequisite

Define languages before defining exposure types.

See: *Oracle Applications User's Guide*

Defining Exposure Types Procedure

To enter exposure types:

1. Navigate to the **Exposure Types** window.
2. Complete the fields as described.
3. Save the window.

Exposure Types Field Reference

The fields on this window are:

Exposure Types

Exposure Type Code

Enter the code that identifies the exposure type. Required.

Exposure Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Exposure Type Description

Enter the description for the exposure type in the selected language. Required.

Defining Toxic Effects

Use the Toxic Effects window to define and maintain the toxic effect codes that determine your item reporting requirements. You can then link the toxic effects to items. Standard codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on exposure authorities. You can enter toxic effects in every language required on your documents.

Prerequisite

Define languages before defining toxic effects.

See: *Oracle Applications User's Guide*

Defining Toxic Effects Procedure

To enter toxic effects:

1. Navigate to the **Toxic Effects** window.
2. Complete the fields as described.
3. Save the window.

Toxic Effects Field Reference

The fields on this window are:

Toxic Effects

Toxic Effect Code

Enter the code that identifies the toxic effect. Required.

Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Toxic Effect Description

Enter the description for the toxic effect in the language selected. Required.

Defining Toxic Routes of Administration

Use the Toxic Routes of Administration window to define and maintain the toxic routes of administration that determine your item reporting requirements. You can then link the toxic routes of administration to items. Standard codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on toxic routes of administration. You can enter toxic routes of administration in every language required on your documents.

Prerequisite

Define languages before defining toxic routes of administration.

See: *Oracle Applications User's Guide*

Defining Toxic Routes of Administration Procedure

To enter toxic routes of administration:

1. Navigate to the **Toxic Routes of Administration** window.
2. Complete the fields as described.
3. Save the window.

Toxic Routes of Administration Field Reference

The fields on this window are:

Toxic Routes of Administration

Toxic Route Code

Enter the code that identifies the toxic route. Required.

Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Toxic Route Description

Enter the description for the toxic route in the language selected. Required.

Defining Toxic Species

Use the Toxic Species window to define and maintain the toxic species that determine your item reporting requirements. You can then link the toxic species to items. Standard codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on toxic species. You can enter toxic species in every language required on your documents.

Prerequisite

Define languages before defining toxic species.

See: *Oracle Applications User's Guide*

Defining Toxic Species Procedure

To enter toxic species:

1. Navigate to the **Toxic Species** window.
2. Complete the fields as described.
3. Save the window.

Toxic Species Field Reference

The fields on this window are:

Toxic Species

Toxic Species Code

Enter the code that identifies the toxic species. Required.

Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Toxic Species Description

Enter the description for the toxic species in the language selected. Required.

Defining Hazard Groups

Use the Hazard Groups window to define and maintain logical groupings of hazard classifications with similar hazardous chemical properties. You can then link these groupings to the appropriate risk phrases.

Standard codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on hazard groups.

Defining Hazard Groups Procedure

To enter hazard groups:

1. Navigate to the **Hazard Groups** window.
2. Complete the fields as described.
3. Save the window.

Hazard Groups Field Reference

The fields on this window are:

Code

Enter the code that identifies the hazard group. Required.

Description

Enter the description for the hazard group. Required.

Defining Hazard Classifications

Use the Hazard Classifications window to define and maintain hazard classifications required by European legislation to categorize the dangers of chemicals. Hazard classifications are required to ship chemicals within Europe or to ship them to Europe from other countries. You can link hazard classifications to items on the Regulatory Information window.

Hazard classifications allow you to maintain risk categories for items. Standard hazard classification codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on hazard classifications. You can enter hazard classifications in every language required on your documents.

Prerequisites

Define hazard group codes before defining hazard classifications.

See: Defining Hazard Group Codes

Define languages before defining field names.

See: *Oracle Applications User's Guide*

Defining Hazard Classifications Procedure

To enter hazard classifications:

1. Navigate to the **Hazard Classifications** window.
2. Complete the fields as described.
3. Save the window.

Hazard Classifications Field Reference

The fields on this window are:

Hazard Classifications

Classification Code

Enter the code that identifies the hazard classification. Required.

Group Code

Enter a valid hazard group code. The group code description displays automatically. Required.

Hazard Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Hazard Description

Enter the description for the hazard classification in the selected language. Required.

Defining Risk Phrases

Use the Risk Phrases window to define and maintain the risk phrases and risk phrase combinations required by European legislation to communicate chemical hazard information. Risk phrases are required on labels when shipping hazardous products within Europe or when shipping them to Europe from other countries. You can link risk phrases to items on the Regulatory Information window.

Risk phrases allow you to maintain the risk phrases and combinations that will be printed on documents. Standard codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on risk phrases. You can enter risk phrases in every language required on your documents.

Prerequisite

Define languages before defining risk phrases.

See: *Oracle Applications User's Guide*

Defining Risk Phrases Procedure

To enter risk phrases:

1. Navigate to the **Risk Phrases** window.
2. Complete the fields as described.
3. Save the window.

Risk Phrases Field Reference

The fields on this window are:

Risk Phrases

Code

Enter an existing risk phrase code to modify a risk phrase. Enter a new risk phrase code to add a new risk phrase or a new risk phrase combination. Required.

Additional Information

Select whether additional information is required at the item level when the current phrase is used. None is the default.

You can enter the specified additional information for risk phrases as phrases on the Phrase Library window. Select the additional risk phrase information in European Data on the Item Information navigator.

See: Phrase Library

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the Risk Phrases block.

Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Phrase Description

Enter the description for the phrase in the selected language. Required.

> **Note:** When either Temperature or Phrase has been selected in the Additional Information field, you must enter three consecutive periods (...) indicating where the additional information should be inserted when the phrase is printed on documents. Example: "Keep Away From... ". If the additional information is Children, "Keep Away From Children" will be printed.

Combinations

Group Number

Enter the combination group numbers that you want to use to track sets of risk phrase combinations. For example, combination group 1 contains risk phrase codes R20 and R21. If you are entering a phrase combination, this field is required.

Risk Phrase Code

Enter the risk phrase code. For example, enter risk phrase code R20 and risk phrase code R21 in this column using the same combination group number and their respective risk phrases can be combined in the same group. The combined phrases then display as either combined phrases or one new risk phrase. The same risk phrase code can be included in multiple combination groups. If you are entering a phrase combination, this field is required.

Display Order

Enter the display order numbers for the risk phrase codes in the combination group. For example, if risk phrase code R20 has a display order of 1 and R21 has a display order of 2, the risk phrase text will print first for R20 and next for R21, and vice versa. If you are entering a phrase combination, this field is required.

Defining Safety Phrases

Use the Safety Phrases window to define and maintain the safety phrases and safety phrase combinations required by European legislation to communicate chemical advice information. Safety phrases are required on labels when shipping hazardous products within Europe or when shipping them to Europe from other countries. You can link safety phrases to items on the Regulatory Information window.

Safety phrases allow you to maintain the safety phrases and combinations that will be printed on documents. Standard codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on safety phrases. You can enter safety phrases in every language required on your documents.

Prerequisite

Define languages before defining safety phrases.

See: *Oracle Applications User's Guide*

Defining Safety Phrases Procedure

To enter safety phrases:

1. Navigate to the **Safety Phrases** window.
2. Complete the fields as described.
3. Save the window.

Safety Phrases Field Reference

The fields on this window are:

Safety Phrases Block

Code

Enter an existing safety phrase code to modify a safety phrase. Enter a new safety phrase code to add a new safety phrase or a new safety phrase combination. Required.

Additional Information

Select whether additional information is required at the item level when the current phrase is used. None is the default.

You can enter the specified additional information for safety phrases as phrases on the Phrase Library window. Select the additional safety phrase information in European Data on the Item Information navigator.

See: Phrase Library

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the Safety Phrases block.

Descriptions

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Phrase Description

Enter the description for the phrase in the selected language. Required.

Note: When either Temperature or Phrase has been selected in the Additional Information field, you must enter three consecutive periods (...) indicating where the additional information should be inserted when the phrase is printed on documents. Example: "Keep Away From... ". If the additional information is Children, "Keep Away From Children" will be printed.

Combinations

Group Number

Enter the combination group numbers that you want to use to track sets of safety phrase combinations. For example, combination group 1 contains safety phrase codes S1 and S2. If you are entering a phrase combination, this field is required.

Safety Phrase Code

Enter the safety phrase code. For example, enter safety phrase code S1 and safety phrase code S2 in this column using the same combination group number and their respective safety phrases can be combined in the same group. The combined phrases then display as either combined phrases or one new safety phrase. The same safety phrase code can be included in multiple combination groups. If you are entering a phrase combination, this field is required.

Display Order

Enter the display order numbers for the safety phrase codes in the combination group. For example, if safety phrase code S1 has a display order of 1 and S2 has a display order of 2, the safety phrase text will print first for S1 and next for S2, and vice versa. If you are entering a phrase combination, this field is required.

Defining Item Group Codes

Use the Item Group Codes window to define and maintain logical groupings of items with similar chemical properties. You can then link these groupings to the appropriate items on the General Item Information window.

Item groups allow you define the item group description that is printed on documents without individually displaying each item in that group on a separate document. For example, when a product contains ingredients such as 5% Carbonoxyl Acid and 5% Acetic Acid and they are linked to an item group called Organic Acids, Organic Acids 10% prints on documents.

Standard codes and descriptions are seeded into Regulatory Management. You can add, edit, delete, and report on item groups. You can enter item groups in every language required on your documents.

Prerequisite

Define languages before defining properties.

See: *Oracle Applications User's Guide*

Defining Item Group Codes Procedure

To enter item group codes:

1. Navigate to the **Item Group Codes** window.
2. Complete the fields as described.
3. Save the window.

Item Group Codes Field Reference

The fields on this window are:

Item Group Codes

Item Group Code

Enter the code that identifies the item group. Required.

Consolidate Exposure Data

- Clear if exposure information for items in the item group is listed separately on documents. Default.
- Select if exposure information for items in the item group is consolidated on documents.

Consolidate Toxicity Data

- Clear if toxicity information for items in the item group is listed separately on documents. Default.
- Select if toxicity information for items in the item group is consolidated on documents.

Details

Language Description

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Description

Enter the item group code description that you want to display on documents in the selected language. Required.

Defining Recipient Address Types

Use the Recipient Address Types window to define and maintain additional address types other than shipping and invoice addresses. You can then link the recipient address types to recipients on the Recipients window. Recipient addresses display on the cover letters for documents. You can add, edit, delete, and report on recipient address types.

Defining Recipient Address Types Procedure

To enter recipient address types:

1. Navigate to the **Recipient Address Types** window.
2. Complete the fields as described.
3. Save the window.

Recipient Address Types Field Reference

The fields on this window are:

Address Type

Enter the kind of recipient address that you send documents to for addresses other than invoice and shipping addresses. Address types are alphanumeric and can be up to 10 characters. Required.

Description

Enter the description that corresponds to the selected address type. Required.

Defining Region Codes

Use the Region Codes window to define and maintain the region codes that determine the languages that documents print in for a particular region. You can then link region codes to recipients on the Recipients window. Recipient documents print in all languages assigned to the region code. You can add, edit, delete, and report on region codes.

Defining Region Codes Procedure

To enter region codes:

1. Navigate to the **Region Codes** window.
2. Complete the fields as described.
3. Save the window.

Region Codes Field Reference

The fields on this window are:

Region Code

Enter the code that identifies the region. Required.

Region Description

Enter the description for the region. Required.

Language Description

Enter a valid language description. Enter every language that you want to print documents in for recipients in the selected region. Required.

Defining Recipients

Use the Recipients window to define and maintain the profiles and additional address information of recipient organizations that require regulatory documents.

You can specify the document and the languages to use for each recipient. Based on the region description and territory code, you can create recipient documents in every language that your recipients require.

You can also select to print the recipient product name and/or recipient address instead of your own on documents and maintain recipient mailing information on the Recipients window.

You can add, edit, delete, and report on recipients.

Defining Recipients Procedure

To enter recipients:

1. Navigate to the **Recipients** window.
2. Complete the fields as described.
3. If you select Use Other Address, complete the Address window for each address type that you enter.
4. Save the window.

You can use Attachments with this window. The *Oracle Applications User's Guide* has detailed information on using attachments and folders.

Recipients Field Reference

The fields on this window are:

Recipients

Recipient Code

Enter a code for the recipient. Required.

Recipient Name

Enter the recipient's name. Required.

Region Description

> **Note:** Enter region codes and descriptions on the Region Codes window.

See: Defining Region Codes

Territory Code

Enter the territory where the recipient is located. If no region code is entered, recipient documents print in the language assigned to the territory.

> **Note:** Territory codes are set up in Oracle Applications.

See: *Oracle Applications User's Guide*

Recipient Disclosure

Displays the default disclosure description assigned to the territory code on the Territory Profiles window. You can edit the disclosure code. Ingredient Information that falls within the specified disclosure range prints on documents.

Document Code

Enter the code for the document that prints for the recipient. Required.

Cover Letter ID

Displays default cover letter code.

Print Information

Print Recipient Product

If you are printing from the OPM Order Fulfillment application:

- Clear to print the Item Master name on documents. Default.
- Select to print the recipient product name on documents.

Additional Documents

For future use.

Address to Print

Select the address to print on recipient documents. The organization address is the default.

Document Print Frequency

Select the print frequency of recipient documents. As Required is the default.

Address Information

Use Other Address

- Select to send recipient documents to additional addresses. Default.
- Clear to avoid sending recipient documents to additional addresses.

Invoice Address

- Select to send recipient documents to the invoice address. Default.
- Clear to avoid sending recipient documents to the invoice address.

Shipping Address

- Select to send recipient documents to the shipping address. Default.
- Clear to avoid sending recipient documents to the shipping address.

Drill Down Indicator

Select to enter or edit the address detail information on the Address window.

Address Type

If use other address is selected, enter an address type to send recipient documents to. Click the drill down indicator to add the address information. Enter as many address types and addresses that you want to send recipient documents to. Required.

Note: Enter recipient address types and descriptions on the Recipient Address Types window.

See: Defining Recipient Address Types

Description

The address type description displays automatically when you enter an address type.

Address

Displays the other address detail information once you have entered it on the Address window.

Defining Cover Letters

Use the Cover Letters window to maintain the default cover letter in multiple languages. When you print recipient documents the default cover letter is printed automatically. The cover letter accompanies documents sent to customers and other recipients such as hospitals or poison control centers. You can edit the default cover letter and enter it in every language required on your documents.

Prerequisite

Define languages before defining cover letters.

See: *Oracle Applications User's Guide*

Defining Cover Letters Procedure

To enter cover letters:

1. Navigate to the **Cover Letters** window.
2. Complete the fields as described.
3. Save the window.

Cover Letters Field Reference

The fields on this window are:

Language

Enter a valid language description. Enter every language that you are creating the cover letter in on this window. Required.

Description

Enter the cover letter description in the currently selected language.

Edit Text

Click to enter or edit the cover letter text in the currently selected language.

3

Defining Regulatory Item Information

OPM Regulatory Management Items lets you manage the items that you report hazard information for based on your particular reporting requirements. You can assign hazard information to either products or ingredients, or both.

- The Item Information navigator lets you define and maintain hazard information for products and ingredients in OPM Regulatory Management. You can create new products and ingredients or use those that exist in the OPM Inventory Management Item Master.
- The Item Phrases navigator lets you link item phrases to documents so that whenever the selected document prints for the item, those phrases display on the document.
- The Master Items Template lets you define and maintain OPM Regulatory Management generic item names and their associated OPM Inventory Management item names. You can then print one document for all items assigned to a particular generic item.

You can copy existing items to create new items that are not already defined in OPM Regulatory Management or create items from scratch. You can add, edit, delete, and report on items.

Prerequisites

Define the following in OPM Regulatory Management Setup before defining items.

Define languages before defining field names.

See: *Oracle Applications User's Guide*

Define product classes before defining items.

See: Defining Product Classes

Define disclosure codes before defining items.

See: Defining Disclosure Codes

Define field name information, including field name class responsibilities, before defining items. Field Name information determines the nodes displayed on the Item Information navigator and who has access to those nodes.

See: Defining Properties, Defining Field Name Classes, Defining Field Names.

Define headings before defining items.

See: Defining Main Headings and Defining Subheadings.

Define phrases before defining items.

See: Defining Phrase Types, Defining Phrases, Defining Phrase Groups, and Defining Conflict Actions.

Define document structures before defining items.

See: Defining Document Structures.

Define exposure information before defining items.

See: Defining Exposure Authorities and Defining Exposure Types.

Define toxic information before defining items.

See: Defining Toxic Effects, Toxic Routes of Administration, and Toxic Species.

Define European information before defining items.

See: Defining Hazard Groups, Defining Hazard Classifications, Defining Risk Phrases, and Defining Safety Phrases.

Define item group codes before defining items.

See: Defining Item Group Codes.

Defining Regulatory Item Information Procedure

To enter item information:

1. Navigate to the **Find Regulatory Items** window.
2. Perform one of the following:
   - Click **New** to enter a new item. The General Item Information window is displayed.
   - Query the existing item that you want to view or edit.
3. Perform one of the following:
   - If you are entering a new item, complete the fields on the General Item Information window as described and go to step 6.
   - If you have located the existing item that you want, go to step 4.
4. Click **Regulatory Item Detail**. The Regulatory Information window is displayed with the Item Information navigator active.
5. Complete, view, or edit the information on the Item Information navigator as described.
6. If necessary, complete, view, or edit the information on the Item Phrase navigator as described.
7. Save the window.

Defining Regulatory General Item Information for New Items

Use the General Item Information window to define and maintain item hazard information for products and ingredients in Regulatory Management. You can add, edit, delete, and report on items.

Defining Regulatory General Item Information for New Items Procedure

To enter general item information for new items:

1. Navigate to the **Find Regulatory Items** window.
2. Click **New** to enter a new item. The General Item Information window is displayed.
3. Complete the fields as described.
4. Click **Regulatory Item Detail** to continue. The Regulatory Information window is displayed with the Item Information navigator active.

Regulatory General Item Information for New Items Field Reference

The fields on this window are:

Item Code

Enter the code that identifies the Regulatory item. You can select items from the OPM Inventory Management Item Master or enter new ones. New items entered here exist in only in Regulatory Management, not in the Inventory Management Item master. Required.

Primary CAS Number

Enter the CAS (Chemical Abstracts Service Chemical Registry System) Number. The American Chemical Society's Chemical Abstract Service assigns CAS numbers.

The format for CAS numbers is *XXXXXX*-XX-X. While the format example shows the maximum number of digits for a CAS number, the first section of the number can be from a minimum of 2 digits to a maximum of 6 digits.

Document Author

Enter the document author. Defaults to the user name that you are logged in as. Required.

Product Class

If the item is a member of a product class, enter that product class code. Field names excluded from that product class are not displayed on the Item Information navigator.

Item Group Code

If the item is a member of an item group, enter that item group code.

Internal Reference Number

Enter a unique reference number to display on the document for the item. Informational only.

Product Label Code

For future use.

Version Code

Enter the revision number of the item to reflect that changes have been made.

Last Version Code

Displays the prior revision number of the item before the latest changes were made.

Actual Hazard

Caution: The ingredient is reduced based on this percentage for components that are not 100% hazardous.

Enter the percentage of the item that is hazardous. The default is 100% when you select the Explode Ingredient Flag to break the ingredient into its components. To calculate the percentage from OPM Regulatory Management or OPM Formula Management, leave the actual hazard percentage at 100. Required.

Ingredient Flag

- Clear if the item is a product. Default.
- Select if this item is an ingredient at its lowest level in the formula.

Note: A formula must exist in either the OPM Formula Management or OPM Regulatory Management applications for any ingredient that you plan to explode. Otherwise an error will occur and nothing will print on the document for that ingredient.

Explode Ingredient Flag

Available when the ingredient flag is selected.

- Clear if the ingredient is at its lowest level in the formula. Default.
- Select to explode the ingredient into its components.

Print Ingredient Phrases Flag

Available when the ingredient flag is selected.

- Clear to avoid printing phrases linked to the ingredient. When the ingredient is printed as part of a product these phrases can be omitted. Default.
- Select to print phrases linked to the ingredient.

Formula Source Indicator

Select the application where the formula for the explosion information is located for the ingredient or product. This formula is used for reporting 100% of the substances that make up the ingredient or product in MSDS Section 2. Required.

- Production (OPM Formula Management)
- Lab (OPM Laboratory Management)
- Standalone (OPM Regulatory Management)
- No formula

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the item.

MSDS Names Panel

Language

Enter a valid language description. Enter every language that you create item documents in on this window. Required.

Description

Enter the item name that you want to display on documents in the selected language.

Note: MSDS names are listed on the Multilingual Descriptions node on the Item Information Navigator. After creating an item, you can add or edit your list there.

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Defining Regulatory General Item Information for Existing Items

Use the General Item Information window to define and maintain item hazard information for products and ingredients in Regulatory Management. You can add, edit, delete, and report on items.

Defining Regulatory General Item Information for Existing Items Procedure

To enter general item information for existing items:

1. Navigate to the **Find Regulatory Items** window.
2. Select the item that you want to enter or edit general information for.
3. Click **Regulatory Item Detail**. The Regulatory Information window is displayed with the Item Information navigator active.
4. Complete, view, or edit the General Information window as described.
5. Save the window.

Regulatory General Item Information for Existing Items Field Reference

The fields on this window are:

Primary CAS Number

Enter the CAS (Chemical Abstracts Service Chemical Registry System) Number. The American Chemical Society's Chemical Abstract Service assigns CAS numbers.

The format for CAS numbers is *XXXXXX*-XX-X. While the format example shows the maximum number of digits for a CAS number, the first section of the number can be from a minimum of 2 digits to a maximum of 6 digits.

Document Author

Enter the document author. Defaults to the user name that you are logged in as. Required.

Product Class

If the item is a member of a product class, enter that product class code. Field names excluded from that product class are not displayed on the Item Information navigator.

Item Group Code

If the item is a member of an item group, enter that item group code.

Internal Reference Number

Enter a unique reference number to display on the document for the item. Informational only.

Product Label Code

For future use.

Version Code

Enter the revision number of the item to reflect that changes have been made.

Last Version Code

Displays the prior revision number of the item before the latest changes were made.

Actual Hazard

Caution: The ingredient is reduced based on this percentage for components that are not 100% hazardous.

Enter the percentage of the item that is hazardous. The default is 100% when you select the Explode Ingredient Flag to break the ingredient into its components. To calculate the percentage from OPM Regulatory Management or OPM Formula Management, leave the actual hazard percentage at 100. Required.

Ingredient Flag

- Clear if the item is a product. Default.
- Select if this item is an ingredient at its lowest level in the formula.

Note: A formula must exist in either the OPM Formula Management or OPM Regulatory Management applications for any ingredient that you plan to explode. Otherwise an error will occur and nothing will print on the document for that ingredient.

Explode Ingredient Flag

Available when the ingredient flag is selected.

- Clear if the ingredient is at its lowest level in the formula. Default.
- Select to explode the ingredient into its components.

Print Ingredient Phrases Flag

Available when the ingredient flag is selected.

- Clear to avoid printing phrases linked to the ingredient. When the ingredient is printed as part of a product these phrases can be omitted. Default.
- Select to print phrases linked to the ingredient.

Formula Source Indicator

Select the application where the formula for the explosion information is located for the ingredient or product. This formula is used for reporting 100% of the substances that make up the ingredient or product in MSDS Section 2. Required.

- Production (OPM Formula Management)
- Lab (OPM Laboratory Management)
- Standalone (OPM Regulatory Management)
- No formula

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the item.

Defining Regulatory Item Detail Information

Use the Regulatory Information window Item Information navigator to define and maintain hazard information for products and ingredients in Regulatory Management.

Defining Regulatory Item Detail Information Procedure

To enter item detail information:

1. Click **Regulatory Item Detail** from the Find Regulatory Items window. The Regulatory Information window is displayed with the Item Information navigator active.
2. Complete, view, or edit the information for each node on the Item Information navigator as described.
3. Save the window.

> **Note:** If you make any changes while in the Item Information navigator window, the system will prompt you to reset the rebuild indicator. If you click **Yes**, the rebuild indicator will be set on all documents containing the selected item code. The next time you print these documents, they will reflect the changes that you made. If you click **No**, you will be prompted the next time you make a change to reset the rebuild indicator.

Multilingual Descriptions Field Reference

Multilingual Descriptions let you enter MSDS Name, Trade Name, Shipping Name, or Chemical Family in every language that you are creating documents in. The fields on this window are:

Language

Enter a valid language description. Enter every language that you are creating documents in on this window. Required.

Description

Enter the multilingual name in the language selected. Enter the name in every language that you are creating documents in. Required.

Synonyms Field Reference

Synonyms let you enter other names that items are known by. The fields on this window are:

Organization

Highlighted if the GR: Other Name Print profile value is set to O. Enter the organization code that you want to enter the synonym for and the description displays automatically. Required.

Disabled if the GR: Other Name Print profile value is set to A. The organization code assigned in your profile values is the default.

See: *OPM Implementation User's Guide*

Language

Enter a valid language. Enter every language that you are creating documents in on this window. Required.

Sequence

Highlighted if the GR: Other Name Print value is set to A. Enter the sequence that the synonym will display in on the document if you are entering many synonyms in the same language. Required.

Disabled if the GR: Other Name Print value is set to O.

Description

Enter the description for the synonym in the language selected in every language that you are creating documents in. Required.

Disclosure Information Field Reference

The fields on this window are:

Disclosure Information

Disclosure Code

Enter a valid disclosure code. Required.

Print on Document

- Select to print disclosure information that is within the selected reporting levels. Default.
- Clear to avoid printing any disclosure information.

Reporting Levels in Percent

Minimum

Displays the default minimum reporting level from the Disclosure Codes window. You can override the minimum reporting level. Valid entries are from 0 to 100.000000.

Text

Displays the default text reporting level from the Disclosure Codes window. You can override this percentage. Valid entries are from 0 to 100.000000.

Label

Displays the default labels reporting level from the Disclosure Codes window. You can override this percentage. Valid entries are from 0 to 100.000000.

Exposure

Displays the default exposure reporting level from the Disclosure Codes window. You can override this percentage. Valid entries are from 0 to 100.000000.

Toxicity

Displays the default toxicity reporting level from the Disclosure Codes window. You can override this percentage. Valid entries are from 0 to 100.000000.

Properties Field Reference

The Properties window displays for Item Information with the following field name classes: Physical Data, Heavy Elements, Transportation, US Data, Canadian Data, and Additional Item Information.

See: Defining Phrases, Defining Properties, and Defining Field Names.

The fields on this window are:

Property

Displays the properties assigned to the selected field name.

Note: Add, or delete properties for the selected field name on the Field Names window. Edit properties on the Properties window.

See: Defining Field Names and Defining Properties.

Value

Enter a valid value for the selected property. Properties can contain flags, numeric data, free-form text, dates, or phrases.

You can select flags and phrases from lists. You can find complete information on the valid values, field lengths, decimal precision, and ranges for each property on the appropriate Properties window.

The value prints after the field name on documents.

Phrase Text

Displays phrase text for the selected property when the property value is a phrase.

Note: Add, delete, or edit phrases on the Phrase Library window.

See: Defining Phrases

Toxicity Field Reference

You can use Attachments with this window. The *Oracle Applications User's Guide* has detailed information on using attachments and folders.

The fields on this window are:

Code

Enter the code for the test method used to determine toxicity. Required.

Route

Enter a valid toxic route of administration for the item. Required.

Note: Add, delete, or edit toxic routes of administration on the Toxic Routes of Administration window.

See: Defining Toxic Routes of Administration

Species

Enter a valid toxic species. Required.

Note: Add, delete, or edit toxic species on the Toxic Species window.

See: Defining Toxic Species

Effects

Enter a valid toxic effect.

Note: Add, delete, or edit toxic effects on the Toxic Effects window.

See: Defining Toxic Effects

Dose

Enter the toxic dose for the item that applies to the selected test method. Required.

UOM

Enter a valid UOM for the toxic dose. Required.

Time

Enter the length of time that the test species is exposed to the item.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own toxicity information for the item.

Notes

Enter any notes that you want to display on documents.

Exposure Field Reference

You can use Attachment with this window. The *Oracle Applications User's Guide* has detailed information on using attachments and folders.

The fields on this window are:

Authority

Enter the legislative body that sets the recommendation for the workplace exposure. Required.

> **Note:** Add, delete, or edit exposure authorities on the Exposure Authorities window.

See: Defining Exposure Authorities

Exposure Type

Enter a valid exposure type. Required.

> **Note:** Add, delete, or edit exposure types on the Exposure Types window.

See: Defining Exposure Types

Dose

Enter the exposure dose for the item that applies to the selected exposure authority. Required.

UOM

Enter a valid UOM for the exposure dose. Required.

Time

Enter the length of time that the test species is exposed to the item.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own exposure information for the item.

Notes

Enter any notes that you want to display on documents.

European Data Field Reference

The fields on this window are:

European Information Region

European Index Number

Enter the European Index Number (XXX-XXX-XX-X format) for the item. You can enter up to 12 characters including dashes. Required.

EEC Number

Enter the European Economic Community [EINECS (XXX-XXX-XX-X format) or ELINCS (XXX-XXX-X format)] number for the item. You can enter up to 12 characters including dashes.

Consolidated Risk Phrase

Displays all risk phrases that apply to the item. Each risk phrase that you select is automatically separated by a dash. For example, R45-22.

Consolidated Safety Phrase

Displays all safety phrases that apply to the item. Each safety phrase that you select is automatically separated by a dash. For example, S53- 45.

Approved Supply List Item

- Select if the item is on the approved supply list.
- Clear if the item is not on the approved supply list. Default.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own European information for the item.

Hazard Classification Region

Code

Enter the European hazard classification code. Required.

Description

Displays automatically when the hazard classification code is entered.

Risk Phrases Region

Code

Enter the risk phrase code. You can enter as many risk phrase codes as necessary. Required.

Phrase Code

If additional phrase information is required for the selected risk phrase, this field is available. Enter the phrase code.

Note: Define phrases on the Phrase Library window.

See: Defining Phrases

Temperature

If additional temperature information is required for the selected risk phrase, this field is available. Enter the temperature.

Scale

If additional temperature information is required for the selected risk phrase, this field is available. Enter the scale such as Centigrade, Fahrenheit, or Kelvin.

Safety Phrases Region

Code

Enter the safety phrase code. You can enter as many safety phrase codes as necessary. Required.

Phrase Code

If additional phrase information is required for the selected safety phrase, this field is available. Enter the phrase code.

Note: Define phrases on the Phrase Library window.

See: Defining Phrases

Temperature

If additional temperature information is required for the selected safety phrase, this field is available. Enter the temperature.

Scale

If additional temperature information is required for the selected safety phrase, this field is available. Enter the scale such as Centigrade, Fahrenheit, or Kelvin.

Exploded Components Field Reference

Notes: An item must already exist in OPM Regulatory Management before you can enter it as an ingredient item code.

Add new items or edit formula source indicators on the General Item Information window.

See: Defining Regulatory General Item Information

The fields on this window are:

Ingredient Item Code

- Highlighted if the formula source indicator on the General Item Information window is set to Stand Alone. Enter a valid ingredient item code. Enter all ingredients in the OPM Regulatory Management item. Required.
- Disabled if the Formula Source Indicator on the General Item Information window is set to Production Formula or Lab Formula. The formula is exploded in the respective OPM application and displayed here.
- Disabled if the Formula Source Indicator on the General Item Information window is set to No Formula. The item displays at 100%.

Percent

- Highlighted if the formula source indicator on the General Item Information window is set to Stand Alone. Enter a valid ingredient percentage. Enter percentages for all ingredients listed for the OPM Regulatory Management item. Required.
- Disabled if the Formula Source Indicator on the General Item Information window is set to Production Formula or Lab Formula. The percentage for each ingredient in the formula is exploded in the respective OPM application and displayed here.
- Disabled if the Formula Source Indicator on the General Item Information window is set to No Formula. The item displays at 100%.

Refresh Formula Explosion

Available if the Formula Source Indicator on the General Item Information window is set to Production Formula or Lab Formula. Click to update the display to reflect the most current item explosion information from OPM Formula Management and Lab Management applications.

Item Information Navigator Reference

Click Regulatory Item Detail from the General Item Information or Find Regulatory Items windows to display the Regulatory Information window; the Item Information navigator is active for the currently selected item. Complete all necessary information for the item on the navigator. You can add, edit, copy, delete, and report on items.

The field name classes, field names, and properties, that you set up for an item display on the navigator. Only field name classes that are assigned to your field name class responsibility are visible to you. Edit field name classes, field names, and properties in Setup; you cannot edit them on the navigator.

The tasks describe the Item Information navigator find function, Actions menu and Toolbar functions in detail. These are immediately available on the tool bar where you would use them unless you need to use keystrokes for ADA compliance or some other reason.

See: Defining Properties, Defining Field Name Classes, and Defining Field Names.

Find

Finds text in the open items on the Item Information navigator. Text is case sensitive. You can use the percent "%" wildcard to represent any number of characters and the underline "_" wildcard to represent any single character in your search. For example, you could search for %PHYSICAL% to locate the physical properties for the item.

See: *Oracle Applications User's Guide.*

Open an Item

Opens an item. Select the item that you want to display the information for to display it on the Item Information navigator. Multiple items can be open at once.

Close Selection

Closes the selected item.

Copy

Copies an item and all its associated records.

Paste

Pastes item and all its associated records.

Expand

Expands the currently selected item, field name class, or field name.

Collapse

Collapses the currently selected item, field name class, or field name.

Expand All

Expands all open items, field name classes, and field names.

Collapse All

Collapses all open items, field name classes, and field names.

Defining Regulatory Item Document Phrases

Use the Regulatory Information window Item Phrases navigator to define and maintain item phrase links to documents for products and ingredients in Regulatory Management.

Defining Regulatory Item Phrases Procedure

To link item phrases to documents:

1. Click **Regulatory Item Detail** from the Find Regulatory Items window. The Regulatory Information window Item Phrases navigator is displayed.
2. Click **Item Phrases**. The currently selected item is displayed on the Item Phrases navigator.
3. Select the documents to which you want to link item phrases.
4. Add phrase groups to the selected documents and, or phrases to the selected document headings.
5. Save the window.

> **Note:** If you make any changes while in the Item Phrases navigator, the system will prompt you to reset the rebuild indicator. If you click **Yes**, the rebuild indicator will be set on all documents containing the selected item code. The next time you print these documents, they will reflect the changes that you made. If you click **No**, you will be prompted the next time you make a change to reset the rebuild indicator.

Regulatory Item Phrases Field Reference

No fields are required on this window.

Item Phrases Navigator Reference

Click Regulatory Item Detail from the General Item Information or Find Regulatory Items windows to display the Regulatory Information window; click the Item Phrases navigator to make it active. The Item Phrases navigator displays for the currently selected item. Link item phrases to documents on the Item Phrases navigator.

The documents that you set up display on the navigator. Edit documents in Setup; you cannot edit them on the navigator.

The tasks describe the Item Phrases navigator find function and Actions menu functions in detail.

See: Document Structures

Find

Finds text in the open items on the Item Phrases navigator. Text is case sensitive. You can use the percent "%" wildcard to represent any number of characters and the underline "_" wildcard to represent any single character in your search. For example, you could search for %PHYSICAL% to locate the physical properties for the item.

See: *Oracle Applications User's Guide*

Open an Item

Opens an item. Select the item that you want to display the information for to display it on the Item Phrases navigator. Multiple items can be open at once.

Open a Document

Available when an item is selected. Select to open a document. You can then link phrases or phrase groups to open documents for the item. Multiple documents can be open for an item at once.

Close Selection

Closes the selected document.

Add a Phrase

Available when a document main heading or subheading is selected. Select to add a phrase to the document. Multiple phrases can be selected for each heading.

Add Phrase Group

Available when the document name is selected. Select to add a phrase group to the document. Phrases within phrase groups, that have been assigned to main headings or subheadings, display under those headings.

Note: If a phrase in a phrase group is assigned to a heading or subheading that does not exist in the selected document, that phrase displays under the Unassigned Phrases heading. You can then reassign that phrase where appropriate.

Cut

Removes the selected phrase from the document main heading or subheading.

Copy

Copies the selected phrase from the document main heading or subheading.

Paste

Pastes the phrase to the selected document main heading or subheading.

Expand

Expands the currently selected item document.

Collapse

Collapses the currently selected item document.

Expand All

Expands all items and documents.

Collapse All

Collapses all items and documents.

Defining the Item Document Status Window

Use the item document status window to maintain current item document status and version information.

Defining Item Document Status Procedure

To enter item document information, perform one of the following:

- Select a document for the first time and the item document status window displays automatically.
- Double-click the open document name on the Item Phrases navigator to update item document status and version information. The item document status window displays.

Item Document Status Field Reference

The fields on this window are:

Item Document Version

Enter the current item document version.

Item Document Status

Enter the item document status such as locked. Required.

Rebuild Item Document

- Select to rebuild the item document to include the latest changes, additions, and deletions.
- Clear to avoid rebuilding the item document. Default.

Last Update Date

Displays the last date the item document was updated.

Last Locked by Author

Displays the user ID of the last user author who locked the item document.

Last Approver

For future use.

Defining Generic Items

Use the Master Items Template window to define and maintain the generic items used for reporting item hazard information on documents. Generic items allow you to print the same document for multiple similar items with different item numbers. Items can print using either the generic item description or a description that you enter. Enter item descriptions in every language that you print the document in. You can add, edit, delete, and report on generic items.

The document prints for all items assigned to the generic item unless the items already have documents assigned. The item document assignment takes precedence over the generic item document.

Defining General Items Procedure

To enter generic items:

1. Navigate to the **Master Items Template** window.
2. Complete the fields as described.
3. Perform one of the following:
   - If **Use Generic** is selected, go to step 6.
   - If **Use Generic** is cleared, go to step 4.
4. Select **Item Descriptions** from the Actions menu.
5. Complete the fields as described and click **OK**.
6. Save the window

You can use Attachments with this window. The *Oracle Applications User's Guide* has detailed information on using attachments and folders.

Regulatory Master Items Template Field Reference

The fields on this window are:

Master Items Template

Generic Item

Select the item code that identifies the generic item. Required.

See: Defining Regulatory General Item Information for New Items.

Note: You can only select existing Regulatory Management Items on the Master Items Template window. Define items in Regulatory Information on the General Item Information window.

Description

Displays the description for the generic item.

Items

Item

Enter the inventory items from the OPM Inventory Management Item Master that you want to associate with the generic item. The generic item document prints for all items listed. Required.

Use Generic

- Select to display the generic item description on documents for the selected item.
- Clear to display the item description that you enter on documents for the selected item.

[ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

This descriptive flexfield allows you to add your own information to the generic item.

Item Descriptions Field Reference

The fields on this window are:

Language

Enter a valid language. Enter every language that you are creating documents in on this window. Required.

Item Description

Enter an item description in the language selected in the Language field. This item description prints on the generic item document in the appropriate language. Required.

4

Printing Regulatory Management Documents

This topic describes the available OPM Regulatory Management documents that you can generate. You can view your requests or print them to a printer just like reports. The following topics are covered:

- Printing Worksheets
- Printing Documents
- Printing Recipient Documents

Printing Worksheets

Use the Worksheets window to generate draft copies of documents such as material safety data sheets for the items, disclosure codes, and languages that you specify.

A worksheet shows all the information that relates to the specified document and indicates the source of each line on the document. For example, a phrase source indicates the ingredient or product the phrase came from and if it printed as the result of a conflict resolution. A field name source indicates if a product class exclusion applies and if the field name has been assigned to the document, but no information has been entered.

Printing Worksheets Procedure

To print worksheets:

1. Navigate to the **Worksheets** window.
2. Complete the fields as described.
3. Click **Build Worksheet**.

Worksheets Field Reference

The fields on this window are:

Worksheets

From Item

Select the first item code in the range that you want to display worksheets for. Required.

To Item

Select the last item code in the range that you want to display worksheets for. Defaults from the From Item. Required.

Items to Print

Select one of the following options:

- Regulatory and Inventory - All regulatory items and the inventory items in the specified range that are linked to regulatory items print in succession.
- Regulatory Items Only - All regulatory items in the specified range print.
- Linked Inventory Items Only - All inventory items that are linked to regulatory items in the specified range print.

Document Code

Select the document code that you want to display worksheets for. Required.

Disclosure Code

Select the disclosure code that you want to display worksheets for. Required.

Language to Print

Select the language code that you want to display worksheets in. Required.

Print Options

Complete the print options if you want to send your worksheet to a printer. When you select Build Worksheet, a request is generated that you can view without having to print.

Copies

Enter the number of worksheets that you want to print.

Style

Select the page style that you want to print the worksheet in such as portrait or landscape.

Printer

Select the printer that you want to print worksheets to.

Printing Documents

Use the Documents window to print the distribution copies of documents such as standard material safety data sheets for the items, disclosure codes, and languages that you specify.

Printing Documents Procedure

To print documents:

1. Navigate to the **Documents** window.
2. Complete the fields as described.
3. Click **Print Document**.

Documents Field Reference

The fields on this window are:

Documents

From Item

Select the first item code in the range that you want to display documents for. Required.

To Item

Select the last item code in the range that you want to display documents for. Defaults from the From Item. Required.

Items to Print

Select one of the following options:

- Regulatory and Inventory - All regulatory items and the inventory items in the specified range that are linked to regulatory items print in succession.
- Regulatory Items Only - All regulatory items in the specified range print.
- Linked Inventory Items Only - All inventory items that are linked to regulatory items in the specified range print.

Document Code

Select the first document code in the range that you want to display documents for. Required.

Disclosure Code

Select the last document code in the range that you want to display documents for. Required.

Language to Print

Select the language code that you want to display documents for. Required.

Print Options

Complete the print options if you want to send your document to a printer. When you select Print Document, a request is generated that you can view without having to print.

Copies

Enter the number of documents that you want to print.

Style

Enter the page style that you want to print the document in such as portrait or landscape.

Printer

Select the printer that you want to print documents to.

Printing Recipient Documents

Use the Recipient Documents window to print the distribution copies of documents such as standard material safety data sheets for the recipients, items, and dates that you specify in the recipient's languages.

Printing Recipient Documents Procedure

To print documents:

1. Navigate to the **Recipient Documents** window.
2. Complete the fields as described.
3. Click **Print Documents**.

Recipient Documents Field Reference

The fields on this window are:

Recipient Documents

From Recipient

Select the first recipient code in the range that you want to display documents for. Required.

To Recipient

Select the last recipient code in the range that you want to display documents for. Defaults from the From Recipient. Required.

From Item

Select the first item code in the range that you want to display documents for. Required.

To Item

Select the last item code in the range that you want to display documents for. Defaults from the From Item. Required.

Items to Print

Select one of the following options:

- Regulatory and Inventory - All regulatory items and the inventory items in the specified range that are linked to regulatory items print in succession.
- Regulatory Items Only - All regulatory items in the specified range print.
- Linked Inventory Items Only - All inventory items that are linked to regulatory items in the specified range print.

Documents Changed After

Select the date that you want to display documents changed after.

Print Options

Complete the print options if you want to send your document to a printer. When you select Print Documents, a request is generated that you can view without having to print.

Copies

Enter the number of documents that you want to print.

Style

Enter the page style that you want to print the document in such as portrait or landscape.

Printer

Select the printer that you want to print documents to.

5

Printing from Order Fulfillment

This topic describes the OPM Regulatory Management process for generating documents such as MSDSs from open sales orders or shipments in OPM Order Fulfillment. Based on the criteria that you enter, you can print documents for all items or select the items by line that you want to print documents for. You can then update the document dispatch history so you can monitor and report on the information about the documents that have been sent such as who they were sent to, which items they were sent for, and when. This process assists you in meeting US, Canadian, and European hazard communication requirements.

You can run the Printing from Order Fulfillment process automatically by selecting Process All when you define your print options. You can also choose each process manually from the menu by clearing Process All. Manual processing lets you more closely monitor and select the specific documents that print.

The following topics are covered:

- Defining Print Options
- Defining Print Selections
- Updating Completed Print Jobs

See: Document Dispatch Histories Report

Defining Print Options

Use the Print Options window to define the criteria that you want to search open sales orders and shipments for. You can search for organizations, warehouses, documents, order numbers, shipment numbers, and shipping dates. Once you make your selections, the shipment lines that require documents to be dispatched to the recipients are generated and displayed by status or print job number on the Defining Print Selections window. You can select the lines that you want to send and those that you want to omit on the Print Selections window.

See: Defining Print Selections

Printing Options Procedure

To generate the sales order and shipment line information for printing documents:

1. Navigate to the **Print Options** window.
2. Complete the fields as described.
3. Perform one of the following:
   - Select **Process All** for automatic document processing.
   - Clear **Process All** for manual document processing.
4. Click **Process**.
5. For manual processing, view your line information by status or print job number on the Defining Print Selections window.

Print Options Field Reference

The fields on this window are:

Print Options Block

Warehouse

Displays the warehouse that you want to print documents for. Defaults from the user profile.

From Order

Enter the first sales order number in the range that you want to print documents for.

To Order

Enter the last sales order number in the range that you want to print documents for.

From Shipment

Enter the first shipment number in the range that you want to print documents for.

To Shipment

Enter the last shipment number in the range that you want to print documents for.

From Ship Date

Enter the first shipping date in the range that you want to print documents for.

To Ship Date

Enter the last shipping date in the range that you want to print documents for.

Process All

- Select to automatically generate the entire printing process once you have selected and processed your printing options. All documents that match your criteria are then printed and the dispatch history is automatically generated without your intervention. Default.
- Clear to select the sales order and shipment lines that you want to print documents for on the Print Selections window after you process them. You then also have to select to update the document dispatch history.
- See: Defining Print Selections and Defining Completed Print Jobs

Print Options Pane

Complete the print options if you want to send your documents to a printer. When you select Process, a request is generated that you can view without having to print.

Copies

Enter the number of documents that you want to print.

Style

Select the page style that you want to print the documents in such as portrait or landscape.

Printer

Select the printer that you want to print documents to.

Defining Print Selections

If you selected manual processing on the Print Options window, use the Print Selections window to view and select or remove each line of order and shipping information before processing the print job. The lines are displayed based on the criteria that you entered on the Print Options window. You can delete, rerun, or restart print jobs that have statuses of In Process or Printed.

The Print Job Selections Report generates automatically when you select OK. The report displays the print job number and status, order from and to, shipment from and to, shipping from and to dates, and all of the selection lines for the specified print job. The selection lines include the order and shipment numbers, the item and recipient codes, and the message for the specified print job. Only the lines with a print status of Y print on the report.

See: *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Printing Selections Procedure

To select lines for printing:

1. Navigate to the **Find Print Selections** window.
2. Enter the **Status** or **Print Job** that you want to view sales order and shipment lines for and click **Find**. The Print selections window is displayed showing the lines that match your criteria.
3. Select or clear the lines that you want to print documents for.
4. Click **OK**. The Print Job Selections Report generates automatically.
5. Choose **View** on the menu bar, and then choose **Requests** to view your report.

Print Selections Field Reference

The fields on this window are:

Print Selections Block

Print Job

Displays the print job number that you selected.

Status

Displays the print job status that you selected.

Selections Pane

Order

Displays the sales order number of the line selected for printing.

Shipment

Displays the shipment number of the line selected for the printing.

Item

Displays the item code of the line selected for the printing.

Recipient

Displays the recipient code of the line selected for the printing.

Message

Displays the reason that the line was selected for the printing.

Print

- Select to include the line in the print job. Default.
- Clear to remove the line from the print job.

Updating Completed Print Jobs

If you selected manual processing on the Print Options window and submitted the sales order and shipment lines that you wanted to include in the print job on the Print Selections window, use the Completed Print Jobs window to update your document dispatch history.

You can then update the document dispatch history so you can monitor and report on the information about the documents that have been sent such as who they were sent to, which items they were sent for, and when.

The Action Log Report generates automatically when you click Update. The report displays the print job number, status, order from and to, shipment from and to, shipping from and to dates, and all of the selection lines for the specified print job. The selection lines include the print and override flags, the order and shipment numbers, the item and recipient codes, and the message for the specified print job. All lines print on the report regardless of their statuses.

See: *Oracle Applications User's Guide* or the online help topics for detailed information on running reports and Document Dispatch Histories Report.

Updating Completed Print Jobs Procedure

See: Document Dispatch Histories Report

To update your document dispatch history:

1. Navigate to the **Find Completed Print Jobs** window.
2. Enter the **Status** or **Print Job** that you want to update sales order and shipment dispatch information for and click **Find**. The Completed Print Jobs window is displayed showing details about the selected print job.
3. If the information is correct, click **Update**.
4. The Document Dispatch Histories Report and Action Log Report generate automatically.
5. Choose **View** on the menu bar, and then choose **Requests** to view your reports.

Completed Print Jobs Field Reference

The fields on this window are:

Print Job

Displays the print job number that you selected.

Status

Displays the print job status that you selected.

From Order

Displays the first sales order number in the range that you want to update dispatch information for.

To Order

Displays the last sales order number in the range that you want to update dispatch information for.

From Shipment

Displays the first shipment number in the range that you want to update dispatch information for.

To Shipment

Displays the last shipment number in the range that you want to update dispatch information for.

From Ship Date

Displays the first shipping date in the range that you want to update dispatch information for.

To Ship Date

Displays the last shipping date in the range that you want to update dispatch information for.

6

Running Regulatory Management Reports

This topic describes the available OPM Regulatory Management reports. Reports are available through the application's Standard Report Submission window.

See: *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

The following reports are covered:

- Conflict Actions Report
- Disclosure Codes Report
- Document Dispatch Histories Report
- Document Main Headings Report
- Document Structures Report
- Document Subheadings Report
- Exposure Authorities Report
- Exposure Types Report
- Field Name Class Codes Report
- Field Name Codes Report
- Field Name Where Used Report
- Generic Items Report
- Hazard Classification Codes Report
- Hazard Classification Group Codes Report
- Locked Documents Report

- Phrase Codes Report
- Phrase Groups Report
- Phrase Type Codes Report
- Phrase Where Used Report
- Product Class Codes Report
- Recipients Report
- Region Codes Report
- Risk Phrases Report
- SARA 312 Tier II Listed Items Report
- SARA 313 Listed Items Report
- Safety Phrases Report
- Territory Profiles Report
- Toxic Effects Report
- Toxic Routes of Administration Report
- Toxic Species Report

Conflict Actions Report

Use the Conflict Actions Report to view the conflict actions that are setup in OPM Regulatory Management.

The report displays all of the conflicting phrase codes along with their associated conflict actions and phrase code descriptions in the language selected on the report Parameters window.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Language

Select the language that you want to view the phrase code descriptions in.

Disclosure Codes Report

Use the Disclosure Codes Report to view the disclosure codes that are set up in Regulatory Management.

The report displays all of the disclosure codes with their associated descriptions and minimum percentage reporting levels.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

None.

Document Dispatch Histories Report

Use the Document Dispatch Histories Report to view information about the documents that have been sent such as who they were sent to, which items they were sent for, and when.

The report displays the document code, the document description, the date the document was sent, the recipient code, the recipient name, the item code, and the item description in the user's language.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Document Dispatch Histories

Report Type

Enter the report type:

- Recipients / Items
- Items

From Recipient Code

Select the first recipient code in the range that you want to display the report for. Required.

To Recipient Code

Select the last recipient code in the range that you want to display the report for. Required.

From Item Code

Select the first item code in the range that you want to display the report for. Required.

To Item Code

Select the last item code in the range that you want to display the report for. Required.

Document Main Headings Report

Use the Document Main Headings Report to view the document main headings that are set up in Regulatory Management.

The report displays all of the main heading codes and their associated language codes and descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display headings for. Main headings display in every language in the range.

To Language

Select the last language code in the range that you want to display headings for. Main headings display in every language in the range.

From Main Heading Code

Enter the first main heading code in the range that you want to display headings for.

To Main Heading Code

Enter the last main heading code in the range that you want to display headings for.

Document Structures Report

Use the Document Structures Report to view the documents that are set up in Regulatory Management.

The report displays the document information that you specify in the document range and language that you select.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Report Type

Select the level of detail that you want the report to display.

- Header Summary
- Full Header
- Header and Detail

From Document Code

Enter the first document code in the range that you want to display headings for.

To Document Code

Enter the last document code in the range that you want to display headings for.

Language

Select the language code that you want to display documents for.

Document Subheadings Report

Use the Document Subheadings Report to view the document subheadings that are set up in Regulatory Management.

The report displays all of the subheading codes and their associated language codes and descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display headings for. Subheadings display in every language in the range.

To Language

Select the last language code in the range that you want to display headings for. Subheadings display in every language in the range.

From Subheading Code

Enter the first subheading code in the range that you want to display headings for.

To Subheading Code

Enter the last subheading code in the range that you want to display headings for.

Exposure Authorities Report

Use the Exposure Authorities Report to view the exposure authority codes that are set up in Regulatory Management.

The report displays all of the exposure authority codes along with their associated language codes and descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display exposure authorities for. Exposure authorities display in every language in the range.

To Language

Select the last language code in the range that you want to display exposure authorities for. Exposure authorities display in every language in the range.

Exposure Types Report

Use the Exposure Types Report to view the exposure type codes that are set up in Regulatory Management.

The report displays all of the exposure type codes along with their associated language codes and descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display exposure types for. Exposure types display in every language in the range.

To Language

Select the last language code in the range that you want to display exposure types for. Exposure types display in every language in the range.

Field Name Class Codes Report

Use the Field Name Class Codes Report to view the field name class codes that are set up in Regulatory Management.

The report displays the field name class codes in the language range selected along with their associated descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display field name class codes for. Field name class codes display in every language in the range.

To Language

Select the last language code in the range that you want to display field name class codes for. Field name class codes display in every language in the range.

Field Name Codes Report

Use the Field Name Codes Report to view the field name codes that are set up in Regulatory Management.

The report displays either the field name codes or field name class codes for the range and language range selected along with their associated descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Print Report For Field Name Class Code

Select to print the report by field name class code or field name code.

From Field Name Class

If you have selected to print the report by field name class, select the first field name class code in the range that you want to display field name class codes for.

To Field Name Class

If you have selected to print the report by field name class, select the last field name class code in the range that you want to display field name class codes for.

From Field Name

If you have selected to print the report by field name, select the first field name code in the range that you want to display field name codes for.

To Field Name

If you have selected to print the report by field name, select the last field name code in the range that you want to display field name codes for.

From Language

Select the first language code in the range that you want to display field name or field name class codes for. Codes display in every language in the range.

To Language

Select the last language code in the range that you want to display field name or field name class codes for. Codes display in every language in the range.

Field Name Where Used Report

Use the Field Name Where Used Report to view the places where field names are used in OPM Regulatory Management documents.

The report displays either the field name codes or field name class codes in the range and language selected along with their associated document codes and descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Report Type

Select to display the report by field name code or field name class code.

From Field Name

If you have selected to display the report by field name, select the first field name code in the range that you want to display field name codes for.

To Field Name

If you have selected to display the report by field name, select the last field name code in the range that you want to display field name codes for.

From Field Name Class

If you have selected to display the report by field name class, select the first field name class code in the range that you want to display field name class codes for.

To Field Name Class

If you have selected to display the report by field name class, select the last field name class code in the range that you want to display field name class codes for.

Language

Select the language code that you want to display field names for.

Generic Items Report

Use the Generic Items Report to view the generic items that are set up in Regulatory Management.

The report displays generic items for the range selected along with the item code that the generic item is linked to and the description flag for the language.

If the description flag is set to no, the associated language code and shipping item description display for the item. If the description flag is set to yes, the associated language code and shipping item description do not display for the item

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Generic Item

Select the first generic item code in the range that you want to display generic items for.

To Generic Item

Select the last generic item code in the range that you want to display generic items for.

Hazard Classification Codes Report

Use the Hazard Classification Codes Report to view the hazard classification codes that are set up in Regulatory Management.

The report displays the hazard classification codes in the language range selected along with their associated calculation hierarchy, group codes, descriptions and language codes.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display hazard classification codes for. Hazard classification codes display in every language in the range.

To Language

Select the last language code in the range that you want to display hazard classification codes for. Hazard classification codes display in every language in the range.

Hazard Classification Group Codes Report

Use the Hazard Classification Group Codes Report to view the hazard classification group codes that are set up in Regulatory Management.

The report displays all of the hazard classification group codes and their descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

None.

Locked Documents Report

Use the Locked Documents Report to view the locked item documents in Regulatory Management.

The report displays document codes and descriptions and item numbers and descriptions based on the selected item document status flag in. Item number descriptions display in the user's language

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

None.

Phrase Codes Report

Use the Phrase Codes Report to view the phrase codes that are set up in Regulatory Management.

The report displays the phrase code, the language code, and if selected, the phrase concentration information for the language range selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Include

Select whether to display the phrase concentration, hierarchy, and type information on the report.

From Language

Select the first language code in the range that you want to display phrase codes for. Codes display in every language in the range.

To Language

Select the last language code in the range that you want to phrase codes for. Codes display in every language in the range.

Phrase Groups Report

Use the Phrase Groups Report to view the phrase groups that are set up in Regulatory Management.

The report displays the phrase group code, the language code, and if selected, the phrase text for the language range selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Report Type

Select whether to display the phrase text on the report.

From Phrase Group

Select the first phrase group code in the range that you want to display phrase group codes for.

To Phrase Group

Select the last phrase group code in the range that you want to display phrase group codes for.

Phrase Type Codes Report

Use the Phrase Type Codes Report to view the phrase types that are set up in Regulatory Management.

The report displays phrase type codes and descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

None.

Phrase Where Used Report

Use the Phrase Where Used Report to view the documents where phrases are used in OPM Regulatory Management documents.

The report displays document codes and descriptions for the specified range along with their associated phrase codes.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Phrase

Select the first phrase code in the range that you want to display phrase codes for.

To Phrase

Select the last phrase code in the range that you want to display phrase codes for.

Product Class Codes Report

Use the Product Class Codes Report to view the product class codes that are set up in Regulatory Management.

The report displays product class codes with their associated descriptions and the auto assign safety phrase flag settings.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

None.

Recipients Report

Use the Recipients Report to view recipient information that is set up in Regulatory Management.

The report displays the recipient codes and names for the specified range and the associated region codes, country codes, document codes, disclosure codes and print options: the print product flag, document frequency flag, address to print, additional address flag, disclose all ingredients, and the update address flag. If the update address flag is selected, the address information also displays.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Recipient

Select the first recipient code in the range that you want to display recipient codes for.

To Recipient

Select the last recipient code in the range that you want to display recipient codes for.

Region Codes Report

Use the Region Codes Report to view the region codes that are set up in Regulatory Management.

The report displays region codes with their associated descriptions.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

None.

Risk Phrases Report

Use the Risk Phrases Report to view the risk phrases that are set up in Regulatory Management.

The report displays risk phrase codes with their associated languages and descriptions for the language range selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display risk phrase information for. Codes display in every language in the range.

To Language

Select the last language code in the range that you want to display risk phrase information for. Codes display in every language in the range.

SARA 312 Tier II Listed Items Report

Use the SARA 312 Tier II Listed Items Report to view the items reportable under SARA 312 that are set up on the Item Information navigator.

The report displays the item codes with their associated MSDS names and their Acute, Chronic, Fire, Reactive, or Release classifications for the language selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Language

Select the language that you want to view the SARA 312 Tier II listed items in.

SARA 313 Listed Items Report

Use the SARA 313 Listed Items Report to view the items reportable under SARA 313 that are set up on the Item Information navigator.

The report displays the item codes with their associated MSDS names in the user's language.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

Language

Select the language that you want to view the SARA 313 listed items in.

Safety Phrases Report

Use the Safety Phrases Report to view the safety phrases that are set up in Regulatory Management.

The report displays safety phrase codes with their associated languages and descriptions for the language range selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display safety phrase information for. Codes display in every language in the range.

To Language

Select the last language code in the range that you want to display safety phrase information for. Codes display in every language in the range.

Territory Profiles Report

Use the Territory Profiles Report to view the territory codes that are set up in OPM Regulatory Management.

The report displays all of the territory codes with their associated exposure, toxic, disclosure, document codes, and default print language.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

None.

Toxic Effects Report

Use the Toxic Effects Report to view the toxic effect codes that are set up in Regulatory Management.

The report displays all of the toxic effect codes along with their associated language codes and descriptions for the language range selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display toxic effects for. Toxic effects display in every language in the range.

To Language

Select the last language code in the range that you want to display toxic effects for. Toxic effects display in every language in the range.

Toxic Routes of Administration Report

Use the Toxic Routes of Administration Report to view the toxic routes of administration codes that are set up in Regulatory Management.

The report displays all of the toxic routes of administration codes along with their associated language codes and descriptions for the language range selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display toxic routes of administration for. Toxic routes of administration display in every language in the range.

To Language

Select the last language code in the range that you want to display toxic routes of administration for. Toxic routes of administration display in every language in the range.

Toxic Species Report

Use the Toxic Species Report to view the toxic species codes that are set up in Regulatory Management.

The report displays all of the toxic species codes along with their associated language codes and descriptions for the language range selected.

Submitting the Report

1. Navigate to the **Submit Request** window.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described in the **Selected Report Parameters** topic and click **OK**.
4. Complete the other fields on the **Submit Request** window and click **Submit Request**.

Selected Report Parameters

The fields on this window are:

From Language

Select the first language code in the range that you want to display toxic species for. Toxic species display in every language in the range.

To Language

Select the last language code in the range that you want to display toxic species for. Toxic species display in every language in the range.

A

Appendixes

This topic explains typical navigation paths and specific Profile Options that need to be set up.

The following topics are covered:

- Regulatory Navigator Paths
- Setting Regulatory Profile Options

Navigation Paths

Although your System Administrator may have customized your navigator, typical navigation paths are described in the following table. In some cases, there is more than one way to navigate to a form. This table provides the most typical default path.

Window	Path
Approve Print Selections	OPM Regulatory Management:Print from Order Fulfillment:Approve Print Selections
Conflict Actions	OPM Regulatory Management:Setup:Phrases:Conflict Actions
Conflict Actions Report	OPM Regulatory Management:Reports:Run
Cover Letters	OPM Regulatory Management:Setup:Recipient Information:Cover Letters
Disclosure Codes	OPM Regulatory Management:Setup:Disclosure Codes
Disclosure Codes	OPM Regulatory Management:Setup:Disclosure Codes
Disclosure Codes Report	OPM Regulatory Management:Reports:Run
Disclosure Information	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Disclosure Information
Document Dispatch Report	OPM Regulatory Management:Reports:Run
Document Main Headings Report	OPM Regulatory Management:Reports:Run
Document Structures	OPM Regulatory Management:Setup:Document Structures:Document Structures
Document Structures Report	OPM Regulatory Management:Reports:Run
Document Subheadings Report	OPM Regulatory Management:Reports:Run
Documents	OPM Regulatory Management:Print Documents:Documents
European Data	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:European Data
Exploded Components	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Exploded Components
Exposure Authorities	OPM Regulatory Management:Setup:Exposure Information:Exposure Authorities

Window	Path
Exposure Authorities Report	OPM Regulatory Management:Reports:Run
Exposure Data	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Exposure Data
Exposure Types	OPM Regulatory Management:Setup:Exposure Information:Exposure Types
Exposure Types Report	OPM Regulatory Management:Reports:Run
Field Name Class Codes Report	OPM Regulatory Management:Reports:Run
Field Name Classes	OPM Regulatory Management:Setup:Field Names:Field Name Classes
Field Name Codes Report	OPM Regulatory Management:Reports:Run
Field Name Product Class Exclusions	OPM Regulatory Management:Setup:Field Names:Field Names:Product Classes Exclusions
Field Name Where Used Report	OPM Regulatory Management:Reports:Run
Field Names	OPM Regulatory Management:Setup:Field Names:Field Names
General Item Information	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:General Item Information
General Item Information	OPM Regulatory Management:Items:Regulatory Information
Generic Items Report	OPM Regulatory Management:Reports:Run
Hazard Classification Codes Report	OPM Regulatory Management:Reports:Run
Hazard Classification Groups Report	OPM Regulatory Management:Reports:Run
Hazard Classifications	OPM Regulatory Management:Setup:European Information:Hazard Classifications
Hazard Groups	OPM Regulatory Management:Setup:European Information:Hazard Groups
Ingredient Concentration Ranges	OPM Regulatory Management:Setup:Ingredient Concentration Ranges

Window	Path
Item Document	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Item Phrases:Document
Item Group Codes	OPM Regulatory Management:Setup:Item Group Codes
Item Phrases	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Item Phrases
Locked Documents Report	OPM Regulatory Management:Reports:Run
Main Headings	OPM Regulatory Management:Setup:Headings:Main Headings
Master Items Template	OPM Regulatory Management:Items:Master Items Template
Multilingual Descriptions	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Multilingual Descriptions
Organization Contacts	OPM Regulatory Management:Setup:Organization Contacts
Phrase Codes Report	OPM Regulatory Management:Reports:Run
Phrase Concentrations	OPM Regulatory Management:Setup:Phrases:Phrase Library:Concentration Information
Phrase Groups	OPM Regulatory Management:Setup:Phrases:Phrase Groups
Phrase Groups Report	OPM Regulatory Management:Reports:Run
Phrase Library	OPM Regulatory Management:Setup:Phrases:Phrase Library
Phrase Type Codes Report	OPM Regulatory Management:Reports:Run
Phrase Types	OPM Regulatory Management:Setup:Phrases:Phrase Types
Phrase Where Used Report	OPM Regulatory Management:Reports:Run
Print Options	OPM Regulatory Management:Print from Order Fulfillment:Print Options
Print Selections	OPM Regulatory Management:Print from Order Fulfillment:Print Selections
Product Class Codes Report	OPM Regulatory Management:Reports:Run
Product Classes	OPM Regulatory Management:Setup:Product Classes
Profile Options	OPM Regulatory Management:Other:Profile Options
Properties	OPM Regulatory Management:Setup:Field Names:Properties

Window	Path
Properties	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:(click on line)Properties
Recipient Address Types	OPM Regulatory Management:Setup:Recipient Information:Recipient Address Types
Recipient Documents	OPM Regulatory Management:Print Documents:Recipient Documents
Recipients	OPM Regulatory Management:Setup:Recipient Information:Recipients
Recipients Report	OPM Regulatory Management:Reports:Run
Region Codes	OPM Regulatory Management:Setup:Recipient Information:Region Codes
Region Codes Report	OPM Regulatory Management:Reports:Run
Regulatory Information	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail
Risk Phrases	OPM Regulatory Management:Setup:European Information:Risk Phrases
Risk Phrases Report	OPM Regulatory Management:Reports:Run
Safety Phrases	OPM Regulatory Management:Setup:European Information:Safety Phrases
Safety Phrases Report	OPM Regulatory Management:Reports:Run
SARA 312 Tier II Report	OPM Regulatory Management:Reports:Run
SARA 313 Report	OPM Regulatory Management:Reports:Run
Session Parameters	OPM Regulatory Management:Other:Session Parameters
Subheadings	OPM Regulatory Management:Setup:Headings:Subheadings
Synonyms	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Synonyms
Territory Codes Report	OPM Regulatory Management:Reports:Run
Territory Profiles	OPM Regulatory Management:Setup:Territory Profiles
Toxic Effects	OPM Regulatory Management:Setup:Toxic Information:Toxic Effects
Toxic Effects Report	OPM Regulatory Management:Reports:Run

Window	Path
Toxic Routes of Administration	OPM Regulatory Management:Setup:Toxic Information:Toxic Routes of Administration
Toxic Routes of Administration Report	OPM Regulatory Management:Reports:Run
Toxic Species	OPM Regulatory Management:Setup:Toxic Information:Toxic Species
Toxic Species Report	OPM Regulatory Management:Reports:Run
Toxicity	OPM Regulatory Management:Items:Regulatory Information:Regulatory Item Detail:Toxicity
Update Completed Jobs	OPM Regulatory Management:Print from Order Fulfillment:Completed Print Jobs:Update
Worksheets	OPM Regulatory Management:Print Documents:Worksheets

Profile Options

These are profile options for the OPM Regulatory Management application.

See: *Oracle Process Manufacturing Implementation Guide*

- GR:Calculate OSHA Flammability
- GR:Default Disclosure Code
- GR:Default Organization Code
- GR:Default Safety Category
- GR:Default Territory
- GR:Default Temperature Scale
- GR:Default Warehouse Code
- GR:Maintain Item Documents
- GR:PROP65 Carcinogenic
- GR:PROP65 Teratogenic
- GR:PROP65 Carcinogenic and Teratogenic
- GR:OPM Version
- GR:Other Name Order
- GR:Other Name Print
- GR:Use Workflow

Glossary

ACGIH

American Conference of Governmental Industrial Hygienists. US organization that establishes occupational exposure limits for substances.

Action Phrase

Action phrases replace conflicting phrases with the same phrase type and hierarchy. For example, the phrases "Wash with soap and water" and "Do not wash with soap under any circumstances" can be replaced with a conflict action phrase such as "Rinse with water" that prints on documents when the conflict occurs.

ADN

European regulations for the international transport of dangerous goods via inland waterways in the European states.

ADR

European regulations for the international transport of dangerous goods via road in the European states.

ANSI

American National Standards Institute.

Auto Ignition Point

The temperature that a substance spontaneously ignites at.

Boiling Range/Point

The temperature or range of temperatures that a liquid turns to vapor at.

Carcinogen

A substance that causes cancer.

CAS

Chemical Abstracts Service. Catalogs chemical substances.

CAS Number

The Chemical Abstracts Service numbers assigned to items.

CEPA

Canadian Environmental Protection Act. A Canadian environmental law that requires the domestic substances list (DSL) and the non-domestic substances list (NDSL).

CERCLA

Comprehensive Environmental Response, Compensation, and Liability Act. A US EPA law.

CHEMTREC

Chemical Transportation Emergency Center. Provides 24-hour transportation emergency information to registered companies.

CONEG

Conference of North Eastern Governors. Passed laws in several states that regulate the amount of lead, mercury, cadmium, and hexavalent chromium in packaging materials.

Corrosive

A substance that changes or destroys living tissue.

COSHH

Control of Substances Hazardous to Health. UK legislation.

Density

The mass per unit volume of a material.

Disclosure Code

Disclosure codes are groupings of legislative reporting levels linked to legislative or recipient requirements and their respective recipients. Based on percentages that you enter, the disclosure code determines the ingredient information that is displayed on documents.

DOT

Department of Transportation. A US government agency that regulates the transportation of hazardous materials.

DSL

Domestic Substances List. A Canadian list of items manufactured in or imported to Canada. The DSL is regulated by the CEPA.

EEC

European Economic Community.

EH40

In UK COSHH regulations, Guidance Note EH40 lists occupational exposure limits for substances in air.

EHSC

Environment, Health, and Safety Committee.

EINECS

European Inventory of Existing Chemical Substances. An EEC list of known chemical substances tracked by EINECS and CAS numbers.

EINECS Number

The number assigned to the items on the EINECS list.

ELINCS

European List of Notified Chemical Substances. Supplements the EINECS list.

ELINCS Number

The number assigned to the items in the ELINCS list.

EPA

Environmental Protection Agency. A US government agency that regulates and enforces environmental laws.

ERG Number

Emergency Response Guidebook Number. The item reference number in the ERG.

Explosive

A substance that releases pressure, gas, and heat suddenly when subjected to certain conditions.

Explosive Limit

The concentration range in percent of a gas or vapor that can explode.

Exposure Authority

Exposure authorities are companies or legislative bodies that determine the item exposure limit reporting requirements.

Exposure Type

Exposure types are the kinds of exposures that must be reported such as long-term, short-term, minimum, and maximum.

Field Name

Field names are the descriptive text that print on documents based on the information entered in each printable field on a form such as Boiling or Melting Point. Label text is held in a table for each language that a document is printed in and can be customized. In addition, labels are set up on the Field Name window and displayed for each label class on the Regulatory Information navigator.

Field Name Class

Field Name Classes are logical groupings of labels that pertain to similar information, such as the physical properties, toxicity, or customer information for an item. Field name classes determine which labels are used for data entry. In addition, field name classes are setup on the Field Name Classes window and displayed for each item on the Regulatory Information navigator.

Flammable

A substance that produces a flame when subjected to certain conditions.

Flash Point

The minimum temperature that a liquid is ignitable at.

Freezing Point

The temperature that a liquid begins to form crystals or solidify at.

Hazard

The dangerous properties of a substance.

Hazard Classification

Hazard classifications are required when shipping chemicals within Europe and when other countries ship products to Europe. For example, an item that causes severe burns to humans and kills aquatic life if disposed of in rivers would have the European hazard classifications of Very Corrosive and Dangerous to the Environment.

Hazard Groups

Hazard groups describe the types of dangers that European hazard classifications have. For example, an item with the European hazard classifications of Very Corrosive and Dangerous to the Environment would be included in the Health-Toxic and Environmental hazard classification groups.

HMIS

Hazardous Material Information System. A US system of rating the health, flammability, and reactivity of substance hazards for workers. Substances in each hazard category are rated from 0-4.

IARC

International Agency for Research on Cancer. The IARC ranks actual and potential carcinogens.

IATA Class

International Air Transport Association classification.

ICAO

International Civil Aviation Organization.

IMDG Class

International Maritime Dangerous Goods classification.

Irritant

A substance that inflames living tissue, but does not irreversibly change or destroy it.

Item Groups

Item groups group items that are in the same chemical family or share the same properties such as organic acids. You can consolidate similar ingredients in a product into one item group on a document.

Kemmler Code

A European hazard identification number that is required on vehicles transporting dangerous goods in Europe.

LC_{50}

Lethal Concentration Fifty. The calculated concentration of a substance in air that kills 50% of the test group with a single exposure.

LC_{LO}

Lethal Concentration Low. The lowest concentration of a substance in air that has caused death in humans or animals (except LC_{50}.) The reported concentrations can be entered for periods of exposure less than (acute) or greater than (sub-acute and chronic) 24 hours.

LD_{50}

Lethal Dose Fifty. The calculated amount of a substance that kills 50% of the test group with a single dose.

LD_{LO}

Lethal Dose Low. The lowest dose of a substance introduced by a route other than inhalation, over a period of time, in one or more portions, that has caused death in humans or animals (except LD_{50}).

LTEL

Long-term exposure limit.

Main Heading

Main headings break documents into meaningful sections. You can create your own main headings or use already populated ones and assign them to document types on multiple documents. Information, subheadings, and warnings can be listed under main headings. Examples of main headings are: Customer Information, Ingredient Information, Exposure and Treatment, Toxicology Information, and First Aid Measures.

MEL

Maximum exposure limit.

Melting Point

The temperature that a solid begins to liquefy at.

MFAG Table Number

The Medical First Aid Guide reference numbers for items.

MITI Number

Japanese Ministry of International Trade and Industry number for the item.

MSDS

Material Safety Data Sheets are documents that provide information about hazardous materials. OSHA regulation 29 CFR Part 1910.2000, European Directive 91/155/EEC, and Canadian Regulations exist for MSDS documents.

Mutagen

A substance that alters the genetic makeup of a cell.

NDSL

Non-domestic Substances List. Lists items that are not part of the Canadian market and are considered non-domestic. The list is based on TSCA.

Neoplastigen

A substance that causes benign or malignant growths.

NFPA

National Fire Prevention Association. Promotes fire protection and prevention.

NPRI List

National Pollution Regulatory Initiative. The NPRI list provides Canadian Regulatory legislation.

Odor Threshold

The lowest concentration of a substance detectable by smell.

OSHA

Occupational Safety and Health Administration. A US government agency that regulates workplace safety and publishes the Hazard Communication Standard for document and labeling requirements.

Oxidizer

A substance that causes combustion in other materials.

Partition Coefficient

The distribution of a substance or mixture between two phases, such as between a liquid and a gas.

PEL

Permissible Exposure Limit. A workplace concentration exposure limit.

pH

The concentration of hydrogen in a solution. The number, ranging from 0 - 14 describes the degree of acidity (0 - 7) or alkalinity (7 - 14) of the solution.

Phrase Code

Phrase codes hold information about a product's dangers and qualities. For example, "Wash with Soap and Water." You can assign phrases to main headings and subheadings on multiple documents.

Phrase Group

Phrase groups are groups of phrases with similar subjects or properties that can be assigned to items instead of assigning each phrase individually. For example, the phrase group WASH could contain the following phrases: "Wash immediately with soap and water," "Towel rigorously after washing," and "Treat with aloe after washing."

Phrase Type

Phrase types group phrases with similar subjects or properties that can conflict or be incompatible with each other. For example, WASH is a phrase type that could include the phrases "Wash with soap and water" and "Do not wash with soap under any circumstances." Conflicting phrases with the same phrase type and hierarchy are resolved using conflict action phrases.

PIN Number

Product Identification Number. A Canadian identification number that typically uses UN or NA numbers.

Polymerization

A chemical reaction that causes molecules to bond and form larger molecules. Polymerization is dangerous when the reaction releases large amounts of energy.

Product Class

Product classes are groupings of products with similar requirements or properties. For example, Liquids.

Property ID

Property IDs identify the different properties that are assigned to a label. For example, the boiling point label is associated with a temperature property ID. In addition, properties are set up on the Properties window and displayed on the window associated with each label on the Regulatory Information navigator.

Property Type

Property types identify the kinds of a property assigned to a label. For example, a property ID such as temperature can have a type of flag, numeric, alphanumeric, date, or phrase.

Property Value

Property values identify the valid values assigned to properties assigned the type flag. For example, the temperature property ID can have a list of valid temperature values such as Celsius, Fahrenheit, and Kelvin. The actual temperature is entered on the Regulatory Information navigator, on the property window associated with label. The value prints after the label on documents.

Proposition 65

The Safe Drinking Water and Toxic Enforcement Act of 1986. Proposition 65 regulates warning requirements on materials that the US state of California has designated to be known carcinogens and/or teratogens.

Reporting Level

The reporting level is the percentage above which the item information must be printed on a document. For example, exposure, label, or toxicity reporting levels.

RID

European regulations for the international transport of dangerous goods via rail in the European states.

Right-to-Know Act

A law requiring companies to supply product composition information on labels and/or documents. This law is also known as SARA Title III and is administered by the Environmental Protection Agency.

Right-to-Know Labels

The Right-to-Know Act requires companies to disclose the contents of materials by labeling containers with the ingredients.

Risk

A risk is the possibility that a substance's hazardous properties could cause harm to people or the environment.

Risk Phrase

Risk phrases supply information about the hazards of a chemical during normal use. Both European hazard classifications and risk phrases are required by EEC directives for chemical transport in Europe.

Safety Phrase

Safety phrases supply advice on safety precautions that are appropriate when using the substance.

SARA

Superfund Amendments and Reauthorization Act of 1986. SARA is a US regulation concerning emergency response plans and the Right-to-Know Act. SARA is administered by the Environmental Protection Agency.

SARA 313

The SARA 313 Reportables List is a yearly report of emissions to the air, land, and water of materials designated by SARA Title III, Section 313. Statements about these materials must be reported on MSDSs.

STEL

Short-term Exposure Limit. The maximum concentration of a material that you can be exposed for 15 minutes.

Subheading

Subheadings break the information found in Main Headings into meaningful parts. You can create your own subheadings and assign them to main headings and document types on multiple documents. Example subheadings of a main heading called Hazards Identification could be: Eye Contact, Skin Contact, Inhalation Hazards, Ingestion Hazards and Target Organ.

Synonym

Another name for an item such as a product name or an organization name.

TCLo

Toxic Concentration Low. The lowest concentration of a material in air that humans or animals have been exposed for any given period of time, that has produced any toxic effect in humans, or produced a carcinogenic, neoplastigenic, or teratogenic effect in animals or humans.

TDG Act

Transportation of Dangerous Goods Act. Canadian legislation.

TDLo

Toxic Dose Low. The lowest dose of a material introduced by any route, other than inhalation, over any given period of time, and reported to produce any toxic effect in humans or to produce carcinogenic, neoplastigenic, or teratogenic effects in animals or humans.

Teratogen

A substance that causes birth defects.

TLV

Threshold Limit Value. The maximum concentration of a material that a worker can be exposed to during an eight hour day.

TLV-C

Ceiling Threshold Limit Value. The maximum concentration of a material that a worker can be exposed to under any conditions.

Toxic

A substance that has a particular lethal dose.

Toxic Dose

The amount time and concentration of a substance that you can be exposed to under specific conditions.

Toxic Effects

Toxic effects are the known hazardous effects of a chemical substance, such as allergic or carcinogenic effects. Standard codes and descriptions are seeded into Regulatory Management.

Toxic Routes of Administration

Toxic routes of administration are the ways that a chemical substance is administered, such as through inhalation or by application to the skin. Standard codes and descriptions are seeded into Regulatory Management.

Toxic Species

Toxic species is the species that the effects of a chemical substance are tested on such as rats or salmon. Standard codes and descriptions are seeded into Regulatory Management.

TSCA

Toxic Substances Control Act. A US law regulated by the Environmental Protection Agency (EPA) to control risks to human health and the environment. The EPA issues a list of substances called the TSCA Inventory.

UN Number

United Nations number. Assigned to hazardous materials to identify them during shipping and transportation.

Vapor Density

The relative weight of a vapor compared to air.

Vapor Pressure

The pressure a vapor exerts above its own liquid in a closed vessel.

WHMIS

Workplace Hazardous Materials Information Service. A Canadian system for distributing information about hazardous materials in the workplace.

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