

# Oracle® Process Manufacturing

Regulatory Management User's Guide

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**Oracle Process Manufacturing Regulatory Management User's Guide, Release 11i,  
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Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

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



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# 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:

<b>Name</b>	<b>Description</b>
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 Documents for Orders and Shipments	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 typical navigation paths and specific Profile Options that need to be set up in Regulatory Management.
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's 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 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*
- *Using Oracle Order Management with Process Inventory 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 New Product Development 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.

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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.

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# Regulatory Management Overview

This topic explains regulatory management business flows, how to set up regulatory management, how to process new regulatory documents and how to process documents from the OPM Order Fulfillment module.

The following topics are covered:

- Regulatory Management Business Flows
- Setting Up Regulatory Management
- Processing New Regulatory Documents
- Processing Regulatory Documents from Order Fulfillment

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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.

### **Multilingual Support**

The OPM Regulatory Management application supports multilingual 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 release 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 language required by your recipients. Indicate the languages required by recipients by assigning territory or region codes or both to them or selecting the languages that you want to print a document in.

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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 Multilingual 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
- Recipient Cover Letter
- Risk and Safety Phrases
- Toxic Effects, Routes, and Species
- 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.

## Regulatory Management Processes

The following topics show typical processes for the major functions of setup, processing documents, and printing from OPM Order Fulfillment:

- Setting Up Regulatory Management
- Processing New Regulatory Documents
- Processing Regulatory Documents from Order Fulfillment

### Setting Up Regulatory Management

Following is the process for setting up OPM Regulatory Management:

1. Set up organizations, customers, responsibilities, languages, and profile options in Oracle Applications.
2. Set up items in OPM Inventory Management, and formulas in OPM Formula Management.
3. Complete Regulatory Management Setup in order, then items (setup includes documents).
4. Create Sales Orders or Shipments or both in OPM Order Fulfillment.
5. Print:
  - Reports
  - Worksheets and Documents
  - Documents from Order Fulfillment

### Processing New Regulatory Documents

Following is the process for creating a new document.

1. Define document codes and structures and add main headings, subheadings, document phrases, and field names to the document.
2. Define Regulatory items.
3. Assign Regulatory items to documents, and add phrase groups and phrases to item documents.
4. Print:
  - worksheets

- documents
- recipient documents

## **Processing Regulatory Documents from Order Fulfillment**

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

1. Complete Regulatory Management Setup.
2. Set up items in OPM Inventory Management, and formulas in OPM Formula Management.
3. Set up Regulatory Item Information in OPM Regulatory Management.
4. Create Sales Orders or Shipments or both in OPM Order Fulfillment.
5. Automatically Process Order Fulfillment Documents or manually Process Order Fulfillment Documents by following steps 6, 7, and 8.
6. Define Print Options and Search for Organizations, Warehouses, Documents, Sales Order numbers, and Shipment numbers to dispatch documents.
7. Define Print Selections and select the information that you want to process by line.
8. Define completed print jobs and update the document dispatch history.



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## Regulatory Management Setup

These topics explain how to 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 preassigned 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.

The following topics are covered:

- Defining Ingredient Concentration Ranges
- Defining Organization Contacts
- Defining Product Classes
- Defining Disclosure Codes
- Defining Properties
- Defining Field Name Classes
- Defining Field Names
- Defining Territory Profiles
- Defining Main Headings
- Defining Subheadings
- Defining Phrase Types
- Defining Phrase Groups
- Defining Conflict Actions
- Defining Document Codes and Structures

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- Defining Exposure Authorities
  - Defining Exposure Types
  - Defining Toxic Effects
  - Defining Toxic Routes of Administration
  - Defining Toxic Species
  - Defining European Index Numbers
  - Defining Hazard Groups
  - Defining Hazard Classifications
  - Defining Risk Phrases
  - Defining Safety Phrases
  - Defining Item Group Codes
  - Defining Recipient Address Types
  - Defining Region Codes
  - Defining Recipients
  - Defining Cover Letters

## Defining Ingredient Concentration Ranges

Use the Ingredient Concentration Ranges window to define and maintain the concentration ranges that print on documents that have Print range selected in the Ingredient Concentration Indicator. The seeded ingredient ranges are based on the Canadian WHMIS regulations. You can specify the ranges that display based on the display ranges that you enter for each actual high and low concentration range. 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:

1. Navigate to the **Ingredient Concentration Ranges** window.
2. Complete the fields as described.
3. To modify a concentration range, select the row that you want to change and click **Edit**.
4. Change the concentration as necessary and click **Apply**. The affected rows are modified to reflect the change you made.
5. 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.

## **Edit Concentrations**

### **Low**

Displays the minimum ingredient concentration value in the range.

### **High**

Enter the maximum ingredient concentration value in the range. The concentration high of the row changes to the modified value and the next row concentration low also changes to the modified value.

### **Display**

Enter the range that displays on documents when ingredients fall within the specified high and low concentrations.

## 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 prints 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**

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.

##### **Fax Number**

Enter the fax number to contact during the day.

**E-mail**

Enter the e-mail address 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.

**Fax Number**

Enter the fax number to contact in the evening.

**E-mail**

Enter the e-mail address 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 field names on each Field Name Product Class Exclusions window, and items on the General Item Information window. Product classes allow you to exclude unnecessary field names from items within the specified product classes. 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 or items or both. 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.

### Disclosure Percentages

Valid entries are from 0 to 100.000000. You can override these percentages for any item on the Regulatory Item Information window.

#### **Minimum**

Enter the default percentage above which the ingredient must be reported on a document. Required.

#### **Text**

Enter the default percentage above which the standard phrases associated with an ingredient must be reported on a document. Required.

**Label**

Enter the default percentage above which the ingredient information must be reported on a label. Required.

**Exposure**

Enter the default percentage above which the exposure information must be reported on a document. Required.

**Toxicity**

Enter the default percentage above which the toxicity information must be reported on a document. 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.

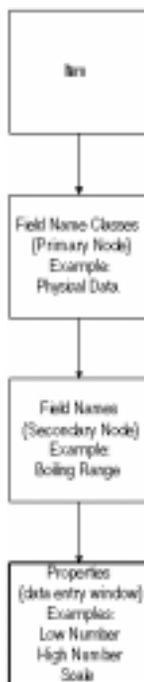
In addition, properties determine the data entry fields that display for each field name on the Item Information navigator. You must define properties and assign them to field names before those properties display for the field names on the Item Information navigator.

The following shows the flow of information on the Item Information navigator:

### Item Information

- Field Name Classes (primary node). For example, Physical Data
  - Field Name (secondary node). For example, Boiling Range

Properties (data entry window). For example, Low Number, High Number, and Scale. Once properties are defined, you can then enter data, such as 200 - 215 Fahrenheit on the properties window.



### 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 fields 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 for. 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 the Allow Create Update check box. Clearing this check box allows query-only access.

### Heading Field Names for Printing Ingredient Information on Documents

You can create heading field names that are used for printing headings for ingredient information on documents only. Instead of assigning these heading field names to an existing field name class that is displayed on the Item Information navigator, you can create a field name class that has no responsibilities assigned to it, and use this field name class to store your heading field names without adding disorder to the navigator.

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**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.

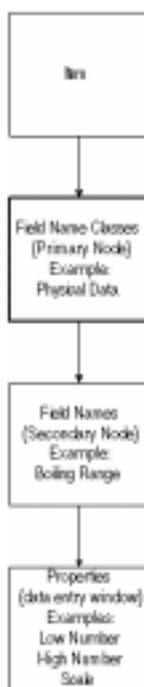
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The following shows the flow of information on the Item Information navigator:

### Item Information

- Field Name Classes (primary node). For example, Physical Data
    - Field Name (secondary node). For example, Boiling Range
- Properties (data entry window for secondary node). For example, Low Number, High Number, and Scale. Once properties are defined, you can then enter data, such as 200 - 215 Fahrenheit on the properties window.



### 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 fields 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 fields 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

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**Note:** Unless you are creating a new node in the Item Information navigator, leave this field alone. Some field name classes have no Form Block assigned to them.

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Enter the form block name if you are creating a node for a field name class in the Item Information navigator. The form block determines which data entry window displays for field names in the specified field name class.

When these field names are attached to document structures the data you entered on the form block is the data that displays in printed documents. Valid values are:

- **Properties** - This form block is used for the following field name classes: Physical Data, Heavy Elements, Transportation, US Data, Canadian Data, and Additional Item Information. The Properties form block allows you to enter values such as boiling and flash ranges; heavy element concentrations in parts per million; chemical identification numbers for transport; and codes for regulations such as SARA, HMIS, TDG, and WHMIS. In addition you can

modify the Properties form block for each field name by adding or deleting properties.

See: Properties Field Reference and Defining Field Names

- Item General - This form block is used for the General Item Information field name class. The Item General form block allows you to enter information such as primary CAS Number, Document Author, Product Class, item versions, and formula source information.

See: Defining General Item Information for Existing Items

- Synonyms - This form block is used for the Synonyms field name class. The Synonyms form block allows you to enter other names by which the item is known in every language that you print documents in.

See: Synonyms Field Reference

- Disclosure - This form block is used for the Disclosure Information field name class. The Disclosure form block allows you to select whether or not you will print information in documents and to specify the levels that you will print at by disclosure code.

See: Disclosure Information Field Reference

- Names - This form block is used for the Multilingual Descriptions field name class. The Names form block allows you to enter Chemical Family, MSDS, Shipping and Trade Names for items in every language that you print documents in.

See: Multilingual Names Field Reference

- Toxic - This form block is used for the Toxicity field name class. The Toxic form block allows you to enter information such as toxic codes, routes of administration, species, effects, and dosage for an item.

See: Toxicity Field Reference

- Exposure - This form block is used for the Exposure Data field name class. The Exposure form block allows you to enter information such as exposure authorities, types, and dosages for an item.

See: Exposure Data Field Reference

- Europe - This form block is used for the European Data field name class. The Europe form block allows you to enter hazard classifications, risk phrases, and safety phrases for non-Approved Supply List items and to classify products based on any combination of ASL or non-ASL ingredients.

See: European Data Field Reference and European Index Numbers

- Explosion - This form block is used for the Exploded Components field name class. The Explosion form block allows you to enter or calculate the ingredients and their concentration percentages for items based on their formula source.

See: Exploded Components Field Reference, Defining Regulatory General Item Information for New Items and Defining Regulatory General Item Information for Existing Items

### **Rollup Field Name Values**

Allows you to sum the values of the Rollup Property at the product level. This rollup does not sum ingredient values.

- Select to sum the values of the Rollup Property at the product level.
- Clear to indicate that rollup values are not used for the field name class.  
Default.

### **Rollup Property**

Enter the property that you want to rollup within the selected field name class. For example, PPM.

### **Rollup Field Name**

Enter the Rollup field name where you want the total for all the rollup properties in the field name class to display. For example, Total Heavy Elements. This setup would combine all PPM entries in the Heavy Elements field name class, such as: 100 PPM Aluminum and 100 PPM Selenium to a total of 200 PPM in the Total Heavy Elements field name.

[ ]

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 for. 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.

### **Display Sequence**

Enter the sequence that the field name class is displayed in on the Item Information navigator. For example, a field name class with a display sequence of 10 displays after one with a sequence of 5.

### **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. Default.
- 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.

### **Field Name Class Assignments**

Click Field Name Class Assignments to display and edit the field name classes that are assigned to a responsibility and their associated sequences for display on the Item Information navigator.

See: Editing Field Name Class Assignments

## Defining Field Names

Use the Field Names window to define and maintain the field names that describe each of the data fields displayed on documents. For example, in section 9, Physical Data, a field named Boiling Range prints 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 names 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.

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**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.

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The following shows the flow of information on the Item Information navigator:

### Item Information

- Field Name Classes (primary node). For example, Physical Data
    - Field Name (secondary node). For example, Boiling Range
- Properties (data entry window for secondary node). For example, Low Number, High Number, and Scale. Once properties are defined, you can then enter data, such as 200 - 215 Fahrenheit on the properties window.



### 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 change a field name from printing product-level information to printing ingredient information, create a new field name to use as the ingredient heading field name. Then attach that heading field name code to the original field name. This field name is entered in the Heading Field Name Code field.

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.

To enter field names:

1. Navigate to the **Field Names** window.
2. Complete the fields 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** that you want the field name to be excluded from.
5. Click **OK** to accept the Product Class exclusions and to navigate back to the **Field Names** window.
6. Save the window.

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**Note:** If you make any changes while in the Field Names window, the system prompts you to reset the rebuild indicator.

Click Yes to set the rebuild indicator on all documents containing the selected field name. The next time you print these documents, they will reflect the changes that you made.

Click No if you do not want changes that you made to be reflected in all item documents containing the selected field name the next time you print.

You can also set the rebuild indicator manually on item documents.

See: Defining Item Document Status Window

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## Field Names Field Reference

The fields on this window are:

### Field Names

#### Field Name Code

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**Note:** When you create heading field names for ingredients, they do 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.

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Enter the 5-character numeric code that identifies the field name or Heading 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 displays under this field name class on the Item Information navigator. Required.

#### Data Position

Select where you want the data associated to the field name to print on documents by selecting one of the following:

- Print data immediately after the field name.
- Print data starting at the center of the line.
- Print data right justified.
- Print data left justified on the next line.

Required.

**Safety**

Enter the safety category. The safety category identifies the type of safety phrase that is applied for European hazard 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." Required.

**Print Font**

Select the font style (bold, italic, underline, bold-italic, bold-underline, italic-underline, or bold-italic-underline) in which you want to print the field name on documents.

**Print Size**

Select the print size (8 to 24 point, in even point sizes) in which you want to print the field name on documents.

**Ingredient Information****Print Ingredient Values**

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

**Heading Field Name Code**

When you enter data at the product level, the field name displays followed by the data that you entered for the selected properties. For example, **EPA Hazard Code:** Product Hazard Code

If you are reporting information for each ingredient, you can substitute reporting information for a product field name by entering the heading field name code that you want to print directly above the ingredient information. This substitutes the product field name with the heading field name on the printed documents.

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 alpha value information below it:

**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

## **Properties**

### **Field Name Properties**

- Select if properties are associated with the field name. Default.
- Clear if no properties are associated with the field name.

### **Value Required**

Available when the field name class is Names.

- Select to make the field name required on the Regulatory Item Information navigator.
- Clear to make the field name optional on the Regulatory Item Information navigator. Default.

See: Multilingual Descriptions Field Reference

### **Item Properties**

- Select if the field name must be displayed on the Item Properties window. Default.
- Clear if the field name must not be displayed on the Item Properties window.

### **Inherit from Field Name**

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

### **Technical Parameter**

You can retrieve and print information from laboratory technical parameters.

- Select to retrieve item property information from technical parameters.
- Clear to avoid retrieving item property information from technical parameters.

To retrieve technical parameter data, create field names. The field name descriptions must match the Technical Parameter Names identically, including case. The appropriate properties are retrieved on the Field Names form and displayed on the Item Information navigator, along with the data from Item Technical Data and, if the technical parameter is linked to a QC Assay, from QC specifications.

Following are the property values that are retrieved into Regulatory Management:

- The Character data type displays VALUE, HI\_CHAR, LW\_CHAR, and UNIT properties.
- The Numeric data type displays VALUE, HIGH, LOW, and UNIT properties.
- The Boolean data type displays the VALUE.

Seeded properties to use with the technical parameter data:

- HI\_CHAR - The last allowable character in the range, such as Z.
- LW\_CHAR - The first allowable character in the range, such as A.
- HIGH - The last allowable number in the range, such as 500.
- LOW - The first allowable number in the range, such as 0.
- VALUE - The actual character or numeric value, such as RED or 212.
- UNIT - The unit of measure for the value, such as Fahrenheit or Milliliter.

[ ]

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 for. 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 on item documents. 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.

### Required

- Select to make the specified property required on the Regulatory Item Information navigator. For example, for the field name Boiling Range, you could select Required for high number, low number, and scale. Then, those would be required fields during data entry.
- Clear to make the specified property not required. Default.

### Rollup Type

Allows you to rollup ingredient values at the product level. Select the type of rollup that has to be performed on the property. The available rollup options are:

- High - uses the highest ingredient value
- Low - uses the lowest ingredient value
- Average - uses the arithmetic mean of the ingredient values
- Sum - uses the total of the ingredient values
- Count - uses the number of items in the rollup
- Country - uses one of the following:
  - If no registration number exists for the ingredients, the value Allowed is displayed.
  - If a registration number exists for any of the ingredients, the value Not Allowed is displayed.

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**Note:** You can view ingredient values included in a rollup for a product by looking at the product on the Regulatory Item Information navigator and selecting Rollups on the Properties window for the specified field name such as Boiling Range.

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### 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 Procedure**

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

**Field Name Product Class Exclusions Field Reference****Product Class**

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

## Editing Field Name Class Assignments

Use the Field Name Class Assignments window to display and edit all field name classes assigned to a responsibility and the associated sequence number for display on the navigator.

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**Note:** Field Name Class Assignments can also be viewed and edited from the Field Name Class Responsibilities window.

See: Defining Field Name Classes

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### Prerequisite

Define field name classes.

See: Defining Field Name Classes

Define responsibilities.

See: *Oracle Applications User's Guide*

## Editing Field Name Class Assignments Procedure

To enter field name class assignments:

1. Navigate to the **Field Name Class Assignments** window.
2. Complete the fields as described.
3. Save the window.

## Field Name Class Assignments Field Reference

The fields on this window are:

### Responsibility Name

Enter the name of the responsibility that you want to view field name class assignments for.

### Description

Displays the description for the selected responsibility.

**Field Name Class**

Displays all the field name classes assigned to the responsibility.

**Field Name Class Description**

Displays the description associated with the field name class. The field name class descriptions display as the primary nodes on the Item Information navigator.

**Display Order**

Displays the sequence that the field name class is displayed in on the Item Information navigator. For example, a field name class with a display sequence of 10 displays after one with a sequence of 5.

**Allow Create Update**

- Selected 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. Default.
- Cleared 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.

**Resequence Display Order**

Click the up and down arrow to move the selected sequence in the display order. Save your changes, then click Resequence Display Order to resequence the field name classes so all of the numbers are in sequence.

For example, if you move 20 in the current display, which is Multilingual Descriptions, down to 30, Physical Data is sequenced, Multilingual Descriptions displays after Physical Data both on the Field Name Class Assignments window and on the Item Information navigator.

## 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.

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**Note:** If you make any changes while in the Main Headings window, the application prompts you to reset the rebuild indicator.

Click Yes to set the rebuild indicator on all documents containing the selected main heading code. The next time you print these documents, they reflect the changes made.

Click No if you do not want changes that you made to be reflected in all documents containing the selected main heading code the next time you print.

You can also set the rebuild indicator manually on item documents.

See: *Defining Item Document Status Window*

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## 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 (bold, italic, underline, bold-italic, bold-underline, italic-underline, or bold-italic-underline) in which you want to print the main heading on documents.

#### **Print Size**

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

### Details

#### **Language Description**

Enter a valid language description. Enter every language that you are creating documents for. 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.

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**Note:** If you make any changes while in the Subheadings window, the system prompts you to reset the rebuild indicator.

Click Yes to set the rebuild indicator on all documents containing the selected subheading. The next time you print these documents, they reflect the changes made.

Click No if you do not want changes that you made to be reflected in all item documents containing the selected subheading the next time you print.

You can also set the rebuild indicator manually on item documents.

See: *Defining Item Document Status Window*

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## 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 (bold, italic, underline, bold-italic, bold-underline, italic-underline, or bold-italic-underline) in which you want to print the subheading on documents.

#### **Print Size**

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

### Subheading Details

#### **Language Description**

Enter a valid language description. Enter every language that you are creating documents for. 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. If the phrase text you are entering is longer than the Phrase Text field, click the drill down indicator to enter the phrase text in the Edit Phrase Text window.
4. Click **Concentration Information** if you plan to assign phrases at the ingredient level. You do not need to use this window if you only enter phrases at the product level.
5. Complete the fields as described.
6. Save the window.

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**Note:** If you make any changes while in the Phrase Library window, the system prompts you to reset the rebuild indicator.

Click Yes to set the rebuild indicator on all documents containing the selected phrase. The next time you print these documents, they reflect the changes made.

Click No if you do not want changes that you made to be reflected in all item documents containing the selected phrase the next time you print.

You can also set the rebuild indicator manually on item documents.

See: Defining Item Document Status Window

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## Phrase Library Field Reference

The fields on this window are:

### 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.

## Details

### Language

Enter a valid language description. Enter every language that you are creating documents for. Required.

**Phrase Text**

Enter the phrase code description in the selected language. Enter a phrase in every language that you are creating documents for. Select the drill down indicator to view or enter the phrase code description text in an expanded text entry window. You can edit Phrase Text from this window. Required.

**Print Font**

Select the font style (bold, italic, underline, bold-italic, bold-underline, italic-underline, or bold-italic-underline) in which you want to print the phrase on documents.

**Print Size**

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

**Phrase Text**

Displays the complete currently selected Phrase Text.

**[ ]**

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.

**Edit Phrase Text Field Reference**

The fields on this window are:

**Phrase**

Displays the currently selected phrase code.

**Language**

Displays the currently selected phrase language.

**Phrase Text**

Displays the complete selected current phrase text which you can edit.

## Phrase Concentrations Field Reference

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 concentration information, are resolved using conflict actions.

If no concentration information is 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 concentration information 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.

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**Notes:** If you always assign phrases at the product level, then you are not required to set up concentration information 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.

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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 item A, the following concentration must be greater than 10% of item 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 item 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 low and high concentrations specified, the highest hierarchy takes precedence. When different phrase types apply to phrases with the same concentrations specified, 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 field. If the Conflict Action 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 when they occur for a single ingredient. In each of these cases, the phrase concentration range is 0 - 100% therefore, the phrase type and hierarchy determine which phrase prints.

#### Same Phrase Type, Different Hierarchies

- The phrase code VOMIT is assigned a hierarchy of 100 and a phrase type of MEDICAL.
- The phrase code NOVOMIT is assigned a hierarchy of 150 and a phrase type of MEDICAL.

Because the phrase types are the same and the hierarchy is higher for the NOVOMIT phrase code, the phrase for NOVOMIT displays on the document.

#### Different Phrase Types

- The phrase code VOMIT is assigned a hierarchy of 100 and a phrase type of HAZARD.
- The phrase code NOVOMIT is assigned a hierarchy of 150 and a phrase type of MEDICAL.

Because the phrase types are different, both phrases are displayed on the document, regardless of the concentration percentage of the ingredients.

#### Same Phrase Type and Hierarchies

- The phrase code VOMIT is assigned a hierarchy of 100 and a phrase type of MEDICAL.
- The phrase code NOVOMIT is assigned a hierarchy of 100 and a phrase type of MEDICAL.
- Because the phrase types and hierarchies are the same, the conflict is resolved using the contents of the Conflict Action field. If the Conflict Action 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 when they occur for multiple ingredients that comprise the product.

**Same Phrase Type, Highest Hierarchy and Concentration**

The product contains two ingredients, A and B, with the same phrase type, but concentrations that fall within different hierarchies.

- Ingredient A comprises 20% of the product and uses the phrase code VOMIT. When the phrase concentration falls between 0-40%, VOMIT is assigned a hierarchy of 100. When it falls between 40-100%, VOMIT is assigned a hierarchy of 200. Therefore, the hierarchy of 100 applies to VOMIT for the product.
- Ingredient B comprises 80% of the product and uses the phrase code NOVOMIT. When the phrase concentration falls between 0-100%, NOVOMIT is assigned a hierarchy of 150. Therefore, the hierarchy of 150 applies to NOVOMIT for the product.

Because ingredient B has the highest hierarchy, the phrase associated with NOVOMIT displays on documents for the product.

**Same Phrase Type, Highest Hierarchy, but Lower Concentration**

The product contains two ingredients, A and B, with the same phrase type, but concentrations that fall within different hierarchies.

- Ingredient A comprises 45% of the product and uses the phrase code VOMIT. When the phrase concentration falls between 0-40%, VOMIT is assigned a hierarchy of 100. When it falls between 40-100%, VOMIT is assigned a hierarchy of 200. Therefore, the hierarchy of 200 applies to VOMIT for the product.
- Ingredient B comprises 55% of the product and uses the phrase code NOVOMIT. When the phrase concentration falls between 0-100%, NOVOMIT is assigned a hierarchy of 150. Therefore, the hierarchy of 150 applies to NOVOMIT for the product.

Because ingredient A has the highest hierarchy, even though it has a lower concentration, the phrase associated with VOMIT displays on documents for the product.

## 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 item documents and document structures. 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:

### 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 region in detail.

### Seq

Displays the sequence number for the phrase code being added. When multiple phrases assigned to a phrase group are assigned to the same document main heading or subheading, they are added in the sequence that they display in on the Phrase Groups window.

**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 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, ingredient, 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.

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.

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**Note:** If you make any changes while in the Documents Codes window, the system prompts you to reset the rebuild indicator.

Click Yes to set the rebuild indicator on all item documents for the selected document. The next time you print these documents, they reflect the changes made.

Click No if you do not want changes that you made to be reflected in all item documents for the selected document the next time you print.

You can also set the rebuild indicator manually on item documents.

See Defining Item Document Status Window.

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## 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.

#### **Document Version**

Enter the document version. Required.

**Document 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.

**Language Description**

Select the language that the document is displayed in. Enter every language that you are creating documents for. Required.

**Document Description**

Enter the document description that you want to display on the top of printed documents in the selected language.

**Control Region****Document Date Format**

Select the date format to be 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.

**Use Workflow**

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

**Retain Document History**

- 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 displays.

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**Note:** You must also add the exposure field name that you want to use, such as 90003 - US Exposure Information or 90004 - General Exposure Information to the same main heading on the document structure for the exposure information to print on documents.

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### 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 Data on Documents**

- Select to print exposure information on the document.
- Clear to avoid printing exposure information on the document. Default.

**US Data Region****PROP 65 Concentration Indicator**

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

- Print approximated percentage. Calculates the approximate percentage by first adding 2.6 to the actual percentage, dividing the result by 5 and then multiplying the integer value of the result by 5. The final result displays on the document.
- Print exact percentage.
- Print range. Uses the range specified for the specific concentration in the Display field on the Ingredient Concentration Ranges window.

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**Note:** The following profiles allow you to print the phrases required for Proposition 65 information when the values entered in Regulatory Item Information are carcinogenic, teratogenic, or both:

GR\_PROP65\_CARCIINOGENIC - GR: PROP65 Carcinogenic

GR\_PROP65\_TERATOGENIC - GR: PROP65 Teratogenic

GR\_PROP65\_BOTH - GR: PROP65 Carcinogenic and Teratogenic

You can change or edit these phrases from the Phrase Library.

See: Defining Phrases

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### **SARA 313 Concentration Indicator**

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

- Print approximated percentage. Calculates the approximate percentage by first adding 2.6 to the actual percentage, dividing the result by 5 and then multiplying the integer value of the result by 5. The final result displays on the document.
- Print exact percentage.
- Print range. Uses the range specified for the specific concentration in the Display field on the Ingredient Concentration Ranges window.

## **Ingredients Region**

### **Ingredient Main Heading**

If you plan to display ingredient information on the document, enter the heading where ingredient information displays.

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**Note:** You must also add the ingredient field name 90100 - Ingredient Information to the same main heading on the document structure for the ingredient information to print on documents.

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### **Ingredient Concentration Indicator**

Select how you want the ingredient concentration requirements to display:

- Print approximated percentage. Calculates the approximate percentage by first adding 2.6 to the actual percentage, dividing the result by 5 and then

multiplying the integer value of the result by 5. The final result displays on the document.

- Print exact percentage.
- Print range. Uses the range specified for the specific concentration in the Display field on the Ingredient Concentration Ranges window.

### **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 Ingredient Data on Documents**

- Select to print ingredient information on the document.
- 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 displays.

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**Note:** You must also add the toxic field name that you want to use, such as 90000 - General Toxic Information or 90001 - Canadian Toxic Information to the same main heading on the document structure for the toxic information to print on documents.

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### **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 Data on Documents**

- Select to print toxic information on the document.
- Clear to avoid printing toxic information on the document. Default.

## **Header/Footer Region**

### **Header Line**

Enter the line number that you want the field name to display on in the printed document header. Required.

### **Left Field Name**

Select the field name code of the field name that you want to display on the left of the printed document header line.

### **Description**

Displays the field name associated with the field name code.

### **Right Field Name**

Select the field name code of the field name that you want to display on the right of the printed document header line.

### **Description**

Displays the field name associated with the field name code.

### **Footer Line**

Enter the line number that you want the field name to display on in the printed document footer. Required.

### **Left Field Name**

Select the field name code of the field name that you want to display on the left of the printed document footer line.

**Description**

Displays the field name associated with the field name code.

**Right Field Name**

Select the field name code of the field name that you want to display on the right of the printed document footer line.

**Description**

Displays the field name associated with the field name code.

## 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 Find option locates text in the open documents on the Document Structures window. 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*.

Following are the options available on the Actions menu and Toolbar:

### **Open Document**

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 Document**

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.

### **Copy Item**

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 Item**

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.

**Add Headings**

Inserts each main heading beneath the currently selected main heading and all of its subordinate records in the document. If a subheading, phrase, or field name is selected, the main heading is inserted directly beneath it. You cannot insert duplicate main headings in the same document.

**Add Subheadings**

Inserts each subheading beneath the currently selected main heading, subheading, phrase, or field name. 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.

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

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**Add Phrases**

Inserts phrases beneath the currently selected main heading, subheading, phrase or field name. 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 the currently selected main heading, subheading, phrase, or field name. 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 Item**

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

### **Copy Document As ...**

Available when the document name is selected. Copies the entire current document with the new document code and description that you specify.

## 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 Authority

Enter the code that identifies the exposure authority. Required.

### Details

#### Language Description

Enter a valid language description. Enter every language that you are creating documents for. 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 Type Code**

Enter the code that identifies the exposure type. Required.

### **Details**

#### **Language Description**

Enter a valid language description. Enter every language that you are creating documents for. 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 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 for. 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 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 for. 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 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 European Index Numbers

Use the European Index Numbers window to define and maintain items from the Approved Supply List. You can enter items by their European Index Numbers with their associated hazard classification information. You can then link this information to items in European Information in the Item Information navigator to classify products based on their ingredient hazard information.

You can add, edit, and delete European Index Numbers information.

### Defining European Index Numbers Procedure

To define a European Index Number:

1. Navigate to the **European Index Numbers** window.
2. Complete the fields in each region as described.
3. To edit ASL Concentrations, navigate to the ASL Concentrations region, select the row that you want to change, and click **Edit**.
4. Change the concentration as necessary and click **Apply**.
5. Save the window.

### European Index Numbers Field Reference

The fields on this window are:

#### EIN Numbers Region

##### **European Index Number**

Enter a new or an existing European Index number. 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.

##### **Chemical Formula**

Enter the Chemical Formula.

## Details

### Language Description

Enter a valid language description. Enter every language that you are creating documents for. Required.

### Chemical Description

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

## Hazard Classifications Region

Use this region to enter European hazard classifications for items whose classification remains static regardless of concentration limits.

### Code

Enter the European hazard classification code.

### Description

Displays the hazard classification description for the code being entered.

## Risk Phrases Region

### Code

Enter the risk phrase or combination code.

### Description

Displays the risk phrase description for the code being entered.

## Safety Phrases Region

### Code

Enter the safety phrase or combination code.

### Description

Displays the safety phrase description for the code being entered.

## **ASL Concentrations Region**

Use this region to enter and maintain hazard classifications and risk phrases that vary according to concentration limits specified in an Approved Supply List.

### **Concentration**

#### **Low**

Enter the low concentration for the hazard classification range.

#### **High**

Enter the high concentration for the hazard classification range.

### **Hazard Classification**

#### **Code**

Enter the hazard classification code for the range specified.

#### **Description**

Displays the hazard classification description for the code being entered.

#### **Consolidated Risk Phrase**

Enter the consolidated risk phrase code for the range specified. When you select each risk phrase or combination code, each code is automatically separated by a dash. If you enter consolidated risk phrases manually, separate each phrase or combination with a dash. For example, R23/25-34-40-43.

### **Edit Concentrations**

#### **Low**

Displays the low concentration for the hazard classification range.

#### **High**

Enter the high concentration for the hazard classification range. The concentration high of the row changes to the modified value and the next row concentration low also changes to the modified value.

## 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:

### 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.

## 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:

### Code

Enter a risk phrase code or combination. Required.

### Additional Information

Indicate whether additional information is required at the item level when the current phrase is used. Select one of the following:

- None - to indicate that no additional information is required. Default.
- Temperature
- Phrase

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. Required.

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 for. Required.

### Phrase Description

Enter the description for the phrase in the selected language.

When either Temperature or Phrase is selected in the Additional Information field, enter three consecutive periods (...) in the Phrase Description to indicate where the additional information should be inserted when the phrase is printed on documents.

For example, if you enter "Children" as additional information, and use a "Keep Away From..." Risk Phrase, then "Keep Away From Children" prints. Required.

## 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 prints 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 print 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:

### Code

Enter a safety phrase code or combination. Required.

### Additional Information

Indicate whether additional information is required at the item level when the current phrase is used. Select one of the following:

- None - to indicate that no additional information is required. Default.
- Temperature
- Phrase

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. Required.

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 for. Required.

### Phrase Description

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

When either Temperature or Phrase is selected in the Additional Information field, enter three consecutive periods (...) in the Phrase Description to indicate where the additional information should be inserted when the phrase is printed on documents.

For example, if you enter "Children" as additional information, and use a "Keep Away From... " Safety Phrase, then "Keep Away From Children" prints. Required.

## 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 prints 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% Carboxyl Acid and 5% Acetic Acid and they are linked to an item group called Organic Acids, Organic Acids 10% prints on documents.

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 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 for. 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 for. 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 or recipient address or both 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.
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:

### **Recipient Code**

Enter a code for the recipient. Required.

### **Recipient Name**

Enter the recipient's name. Required.

### **Region Description**

If you enter a region description in the recipient, recipient documents print in every language assigned to the region. Otherwise documents print in the language used by the territory code.

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

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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. Required.

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

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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. Required.

### **Document Print Frequency**

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

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**Note:** As Required indicates that a document prints annually or if it is changed.

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## **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.

### **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.

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

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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.

## Address Edit Field Reference

The following fields display when you select Edit Addresses from the Recipients window:

### **Name**

Displays the selected address type.

## Details

### **Line 1 - Line 4**

Enter line 1 of the address.

### **City**

Enter the city of the address.

### **State**

Enter the state code of the address. A description of this code displays.

### **Country**

Enter the country of the address. A description of this code displays.

### **Postal**

Enter the postal code of the address.

### **Province**

Enter the province of the address. A description of this code displays.

### **County**

Enter the county of the address. A description of this code displays.

## 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 for. Required.

### **Description**

Enter the cover letter description in the currently selected language. Required.

### **Edit Text**

Enter or edit the cover letter text in the currently selected language.

## Edit Cover Letter Text Field Reference

The following fields display when you select Edit Text from the Cover Letters window:

### **Description**

Displays the cover letter name in the currently selected language.

### **Language**

Displays the currently selected valid language for the cover letter.

### **Letter Text**

Displays the current letter text that you can edit.

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## 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. You can print information for either the product or the ingredients that comprise that product. If data is set up for the product, then only the product's data is printed next to the field name on documents. Product-level data overrides ingredient-level data if you enter 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.

The following topics are covered:

- Defining Regulatory General Item Information for New Items
- Defining Regulatory General Item Information for Existing Items
- Defining Regulatory Item Detail Information

- 
- Item Information Navigator Reference
  - Defining Regulatory Item Document Phrases
  - Item Phrases Navigator Reference
  - Defining Item Document Status Window
  - Defining Generic Items

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## 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 Codes and 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, Defining Safety Phrases, and Defining European Index Numbers
- Define item group codes before defining items.  
See: Defining Item Group Codes

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## 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 4.
  - 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. 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.

### 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.

### **Item Version**

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

### **Previous Item Version**

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

### **Actual Hazard**

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

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Enter the percentage of the item that is hazardous. The default is 100% when you select the Explode Ingredient check box 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**

- 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 occurs and nothing prints on the document for that ingredient.

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---

### **Explode Ingredient**

Available when the ingredient check box 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**

Available when the ingredient check box 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 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 Formula (OPM Formula Management). An item that contains a formula in Formula Management that can be broken down into components.
- Lab Formula (OPM Laboratory Management).
- Stand Alone (OPM Regulatory Management). An item in Regulatory Management only that can be broken down into components.
- No formula (any ingredient at its lowest level).

Formulas are exploded based on their effectivities and specified organization. When Production Formula is selected as the Formula Source Indicator, components are exploded based on the existing active Regulatory or Production formula effectivities or both. The effectivity precedence is:

- Regulatory effectivity for the default organization
- Regulatory effectivity with no organization specified

- Production effectivity for the default organization
- Production effectivity with no organization specified

The organization specified in the effectivity needs to match the organization specified in the GR: Default Organization Code profile option.

[ ]

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

### Language

Enter a valid language description. Enter every language that you create item documents for. Required.

### Description

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

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**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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[ ]

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 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.

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**Note:** Assign responsibilities to the GR\_ITEM\_GENERAL field name class to allow access to General Item Information on the Item Information navigator. Do not add or delete field names assigned to this field name class because this could cause unpredictable results on the Item Information navigator.

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See: Defining Field Name Classes

### 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. Perform one of the following:
  - Enter a full or partial item name and click **Find**. All items that match your criteria are displayed.
  - Enter a specific item name.
3. Select the item that you want to view or edit general information for.
4. Click **Regulatory Item Detail**. The Regulatory Information window displays with the Item Information navigator active.
5. Click **General Item Information** to complete, view, or edit this information.
6. Save the window.

### 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.

### **Item Version**

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

### **Previous Item Version**

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

### **Actual Hazard**

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---

**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 check box 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.

### **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.

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---

**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 occurs and nothing prints on the document for that ingredient.

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---

### **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 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 Formula (OPM Formula Management). An item that contains a formula in Formula Management that can be broken down into components.
- Lab Formula (OPM Laboratory Management).
- Stand Alone (OPM Regulatory Management). An item in Regulatory Management only that can be broken down into components.
- No formula (any ingredient at its lowest level).

Formulas are exploded based on their effectivities and specified organization. When Production Formula is selected as the Formula Source Indicator, components are exploded based on the existing active Regulatory or Production formula effectivities or both. The effectivity precedence is:

- Regulatory effectivity for the default organization
- Regulatory effectivity with no organization specified
- Production effectivity for the default organization
- Production effectivity with no organization specified

The organization specified in the effectivity needs to match the organization specified in the GR: Default Organization Code profile option.

[ ]

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 to define and maintain hazard information for items 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.

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**Note:** If you make any changes while on the Item Information navigator window, the system prompts you to reset the rebuild indicator.

Click Yes to set the rebuild indicator on all documents containing the selected item code. The next time you print these documents, they reflect the changes made.

Click No if you do not want changes that you made to be reflected in your item documents the next time you print them.

You can also set the rebuild indicator manually on item documents.

See Defining Item Document Status Window.

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### Multilingual Descriptions Field Reference

Multilingual Descriptions lets you enter the following in each language for which you are creating documents:

- Chemical Family
- MSDS Name
- Shipping Name
- Trade Name

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**Note:** Assign responsibilities to the NAMES field name class which uses the Names form block to allow access to Multilingual Descriptions on the Item Information navigator. You can add or delete field names for this field name class.

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See: Defining Field Name Classes

The fields on this window are:

### Language

Enter a valid language description. Enter every language that you are creating documents for. 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.

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**Note:** Assign responsibilities to the GR\_SYNONYMS field name class which uses the Synonyms form block to allow access to Synonyms on the Item Information navigator. Do not add or delete field names assigned to this field name class because it could cause unpredictable results on the Item Information navigator.

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See: Defining Field Name Classes

The fields on this window are:

### Organization

Enter the organization code that you want to enter the synonym for and the description displays automatically.

- Required if the GR: Other Name Print profile option is set to O.
- Disabled if the GR: Other Name Print profile option is set to A. The organization code assigned in your profile options is the default.

See: *OPM Implementation Guide*

**Language**

Enter a valid language. Enter every language that you are creating documents for. Required.

**Sequence**

Enter the sequence in which the synonym displays on the document if you are entering multiple synonyms in the same language.

- Required if the GR: Other Name Print option is set to A.
- Disabled if the GR: Other Name Print option 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 current GR: Default Disclosure Code profile option cannot be deleted from the Disclosure Information, however the reporting levels can be edited. The currently selected profile option must be defined for the item being printed, or no ingredient information prints on your documents and an error reports in the log file.

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**Note:** Assign responsibilities to the GR\_DISCLOSURE field name class which use the Disclosure form block to allow access to Disclosure Information on the Item Information navigator. Do not add or delete field names assigned to this field name class because it could cause unpredictable results on the Item Information navigator.

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See: Defining Field Name Classes

The fields on this window are:

### **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**

Valid entries are from 0 to 100.000000. You can override these percentages for any item on the Regulatory Item Information window.

### **Minimum**

Displays the default minimum reporting level from the Disclosure Codes window.

### **Text**

Displays the default text reporting level from the Disclosure Codes window.

### **Label**

Displays the default label reporting level from the Disclosure Codes window.

**Exposure**

Displays the default exposure reporting level from the Disclosure Codes window.

**Toxicity**

Displays the default toxicity reporting level from the Disclosure Codes window.

**Properties Field Reference**

The Properties window displays for Item Information with the following field name classes:

- PHYSICAL - Physical Data
- HEAVY\_ELEMENTS - Heavy Elements
- TRANSPORT - Transportation
- UNITED\_STATES - US Data
- CANADA - Canadian Data
- OTHER - Additional Item Information

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

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**Note:** Assign responsibilities to the respective field name classes which use the properties form block to allow access to them on the Item Information navigator. You can add field names to these field name classes.

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The fields on this window are:

**Property**

Displays the properties assigned to the selected field name such as Method, Phrase, Rate, Scale, Temperature, or Free-form text.

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

Some properties require values to be entered for profile options such as Scale in Boiling and Flash Range field names, which require a value in GR: Default Temperature Calculation. The value property in the Proposition 65 field name also may require an additional phrase to print, which is specified in the profile options.

Use the Bypass Phrase property to override the printing of all other properties for the field names to which it is assigned. The specified bypass phrase prints on documents instead of any other data entered for such field names.

See: *OPM Implementation Guide*

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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.

### **Ingredient Rolled Up**

Indicates whether a field name rollup is specified to roll the property values for the ingredients up to the product level.

- Displays as selected when the Rollup Type for that property is set to rollup.
- Displays as cleared when no Rollup Type for that property is set up.

See: Defining Phrases

### **Print**

- Displays as selected when the property prints on documents.
- Displays as cleared when the property does not print on documents.

**Phrase Text**

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

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

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**Rollups**

Select to display the Ingredient Rollup window for the specified properties at the product level. Available when the open item is a product and properties are set to rollup on the Field Names window.

**Viewing Field Name Class Rollups**

Once you have set up a field name class rollup on the Field Name Classes window, you can view your rollup at the product level on the Item Information navigator. A rollup window displays in place of the properties window for the specified field name. For example, if you set the Heavy Elements field name class to roll up all of the PPM (Parts per million) values into the PPM value for the 09062 Total Heavy Elements field name, you can then view the rollup on the Total Heavy Elements block on the Item Information navigator. If you entered 100 PPM each for Aluminum and Selenium, they comprise the Rolled Up Value of 200 PPM for Total Heavy Elements. You can also view the PPM detail for each of the entries. To print the rollup value on documents, add the rollup field name to the appropriate document structure.

See: Defining Field Name Classes and Defining Document Structures

**Rolled Up Value**

Displays the total of the values entered for the specified rollup property in all field names in the field name class.

**Field Name Description**

Displays each field name included in the rollup.

**Value**

Displays the values entered for each field name included in the rollup.

**Viewing Field Name Rollups**

Once you have set up rollup types for properties on the Field Names window, you can view your ingredient rollups at the product level on the Item Information

navigator. The Ingredient Rollup window can be accessed from the properties window when the Ingredient Rolled Up check box is selected. For example, if you set the Rollup Type to High for the High property ID in the 09001 Boiling Range field name, you see that the Ingredient Rolled Up field on the Boiling Range properties block is selected. Click Rollups to display the Ingredient Rollup for the product Boiling Range. If you entered a high value of 212 for your first ingredient and a high value of 120 for your second ingredient, the Rolled Up Value for the Rollup Type High is 212.

See: Defining Field Names and Defining Document Structures

### **Property**

Displays the property that is set to rollup for the selected field name. If more than one property is set to rollup, press the Down Arrow to view the next property.

### **Rollup Type**

Displays the Rollup Type for the selected property on the Field Names window.

### **Rolled Up Value**

Displays the rolled up value for all of the ingredients that make up the product based on the rollup type displayed.

### **Scale**

Displays the scale that is being used to calculate the rollup at the product level. The scale defaults from the GR: Default Temperature Calculation profile option.

### **Ingredient**

Displays each ingredient included in the rollup for the selected product.

### **MSDS Name**

Displays the MSDS Name for each ingredient included in the rollup for the selected product.

### **Value**

Displays the value that is entered for each ingredient included in the rollup for the selected product.

**Scale**

Displays the scale that is entered for each ingredient included in the rollup for the selected product.

**Calculations Used for Properties in the Physical Data Field Name Class****Boiling and Flash Range Rollups**

Boiling and flash ranges are calculated for the product based on the rollup values that you select for the boiling and flash range field name's high number and low number properties.

See: Defining Field Names

**OSHA Flammability Class**

The OSHA Flammability Class is calculated from boiling and flash range high numbers for the product.

- Enter the OSHA Flammability Class for the product manually when the GR: Calculate OSHA Flammability option is set to N.
- The OSHA Flammability Class is calculated for the product automatically when the GR: Calculate OSHA Flammability option is set to Y.

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**Note:** The GR: Default Temperature Calculation profile option must be entered before running these calculations.

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**Toxicity Field Reference**

Toxicity lets you add relevant information regarding toxicity testing for items. You can use Attachments with this window.

See: *Oracle Applications User's Guide* for detailed information on using attachments and folders.

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**Note:** Assign responsibilities to the GR\_TOXIC field name class which use the Toxic form block to allow access to Toxicity Information on the Item Information navigator. You can add field names to this field name class for tracking information, but those field names are not printable.

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See: Defining Field Name Classes

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.

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

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See: Defining Toxic Routes of Administration

**Species**

Enter a valid toxic species. Required.

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

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See: Defining Toxic Species

**Effects**

Enter a valid toxic effect.

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

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See: Defining Toxic Effects

**Dose**

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

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**Note:** To prevent the Dose field from printing in the Exposure section of documents when it has not been established, set the Dose field to zero and select Not Established for the UOM field. Then only "Not Established" prints on documents. For example,  
OSHA Permitted Not Established

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**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 Data Field Reference

Exposure lets you add relevant information regarding exposure testing for items. You can use Attachments with this window.

See: *Oracle Applications User's Guide* for detailed information on using attachments and folders.

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**Note:** Assign responsibilities to the GR\_EXPOSURE field name class which uses the Exposure form block to allow access to Exposure Data on the Item Information navigator. You can add field names to this field name class for tracking information, but those field names are not printable.

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The fields on this window are:

### Authority

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

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

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See: Defining Exposure Authorities

### Exposure Type

Enter a valid exposure type. Required.

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

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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

European Data lets you enter standard European risk, safety, and hazard information for items or use the data from the Approved Supply List (ASL) which is based on European Community directives. European Hazard Classifications calculates product information based on the combined ingredient information that comprises it. Ingredients that comprise a product can be any combination of those on the ASL and those entered on European Data.

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**Note:** Assign responsibilities to the GR\_EUROPE field name class which uses the Europe form block to allow access to European Data on the Item Information navigator. You can add field names to this field name class for tracking information, but those field names are not printable. Do not add or delete field names assigned to this field class because it could cause unpredictable results on the Item Information navigator.

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See: Defining Field Name Classes and Defining European Index Numbers

### To classify hazard, risk, and safety data on the European Data window:

1. Complete the European Information: Hazard Classification, Risk Phrases, and Safety Phrases regions as required for the ingredients that comprise the product that you want to classify, and European Index Numbers if you are using the ASL.
2. Selection of the **Use Approved Supply List Concentrations** check box is based on whether or not you want to use the ASL concentrations:
  - Clear the **Use Approved Supply List Concentrations** check box when you directly enter ingredient data on the European Data window to calculate the product classification. Default.
  - Select the **Use Approved Supply List Concentrations** check box when you are using the ingredient data from the European Index Numbers window to calculate the product classification.

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**Note:** There are two methods of calculating European Hazard Classifications. You can enter the hazard classification, risk, and safety phrases manually in the European Data window or you can classify the product using the Approved Supply List Concentrations.

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3. Display the European Data window for the product you want to classify, and make sure that the **Use Approved Supply List Concentrations** check box is cleared for the product.
4. Click **Classify**. The Calculated Hazard Classifications window displays. Review the calculated hazard classifications. If you want to make any changes, you can add or delete rows.
5. Click one of the following:
  - **Accept** if the information displayed is correct. This message displays: The classifications have been updated.
  - **Cancel** to make changes and reclassify later.

## European Information

The fields on this window are:

### 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 when Use Approved Supply List Concentrations is selected.

### 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, R14, Reacts violently with water and R15, Contact with water liberates extremely flammable gases displays as the consolidated risk phrase R14-15. Combination risk phrases are separated by a slash (/). For example, R14/15, displays the combination risk phrase, Reacts violently with water, liberating extremely flammable gases.

### **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, S1, Keep locked up and S2, Keep out of the reach of children displays as the consolidated safety phrase S1-2. Combination safety phrases are separated by a slash (/). For example, S1/2, displays the combination safety phrase, Keep locked up and out of the reach of children.

### **Use Approved Supply List Concentrations**

- Select if the item is on the Approved Supply List. European hazard information is then calculated from the European Index Numbers window. ASL concentrations displays if Use Approved Supply List Concentrations is selected.
- 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**

### **Code**

Enter the European hazard classification code. Required.

### **Description**

Displays automatically when the hazard classification code is entered.

## **Risk Phrases**

### **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.

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**Note:** Define phrases on the Phrase Library window.

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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, and select the scale. Scale defaults from the value on the GR: Default Temperature Calculation profile option. Example scales include:

- Celsius
- Fahrenheit
- Kelvin

## **Safety Phrases**

### **Code**

Enter the safety phrase code. 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.

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**Note:** Define phrases on the Phrase Library window.

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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, and select the scale. Scale defaults from the value on the GR: Default Temperature Calculation profile option. Example scales include:

- Celsius
- Fahrenheit
- Kelvin

### **ASL Concentrations**

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**Note:** This region is only enabled when Use Approved Supply List Concentrations is selected on the European Information region.

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### **Concentration**

#### **Low**

Displays the low concentrations for the specified ranges on the Approved Supply List.

#### **High**

Displays the high concentrations for the specified ranges on the Approved Supply List.

### **Hazard**

#### **Code**

Displays the hazard classification code for the specified ranges on the Approved Supply List.

#### **Description**

Displays the hazard classification code description for the specified ranges on the Approved Supply List.

#### **Consolidated Risk Phrase**

Displays the consolidated risk phrase for the specified ranges on the Approved Supply List. Each risk phrase is separated by a dash. For example, R14, Reacts

violently with water and R15, Contact with water liberates extremely flammable gases displays as the consolidated risk phrase R14-15. Combination risk phrases are separated by a slash (/). For example, R14/15, displays the combination risk phrase, Reacts violently with water, liberating extremely flammable gases.

## Calculated Hazard Classifications Field Reference

This window displays calculated hazard, risk, and safety phrases when you select Classify in the European Information region.

The fields on this window are:

### Hazard Classifications

#### **Code**

Displays the calculated hazard classification codes. You can add or delete rows.

#### **Description**

Displays the hazard classification code descriptions.

### Risk Phrases

#### **Code**

Displays the calculated risk phrase codes. You can add or delete rows.

#### **Description**

Displays the risk phrase code descriptions.

#### **Consolidated Risk Phrase**

Displays the consolidated risk phrase.

### Safety Phrases

#### **Code**

Displays the calculated safety phrase codes. You add or delete rows.

#### **Description**

Displays the safety phrase code descriptions.

**Consolidated Safety Phrase**

Displays the consolidated safety phrase.

## Exploded Components Field Reference

Exploded components lets you explode items into components based on formulas and effectivities or enter the components of standalone items entered in Regulatory Management.

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**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.

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See: Defining Regulatory General Item Information

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**Note:** Assign responsibilities to the GR\_EXPLOSION field name class and Europe form block to allow access to Exploded Components Information on the Item Information navigator. You can add field names to this field name class for tracking information, but those field names are not printable. Do not add or delete field names assigned to this field class because it could cause unpredictable results on the Item Information navigator.

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See: Defining Field Name Classes

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

- Enabled 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 Laboratory Management applications.

## Item Information Navigator Reference

When you click Regulatory Item Detail from the Find Regulatory Items window, the currently selected item displays. Use the Item Information navigator to enter item data for storage or printing. The field name classes, field names, and properties, that you set up display on the navigator. Only field name classes that are assigned to your field name class responsibility are visible. And only field names without exclusions for the displayed product class are visible. Edit field name classes, field names, and properties in Setup; you cannot edit them on the navigator.

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

The Find option locates text in the open items on the Item Information navigator. 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*

Following are the options available on the Actions menu and Toolbar:

### **Open Item**

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

### **Close Item**

Closes the selected item.

### **Copy Item**

Copies an item and all its associated records.

### **Paste Item**

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.

**Item Phrases Navigator**

Activates the Item Phrases Navigator when the Item Information Navigator is the active window.

## Defining Regulatory Item Document Phrases

Use the Regulatory Information window Item Phrases navigator to define item documents and maintain item phrase links to those documents for items 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.

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**Note:** You must attach a document to an item to print that document for the item.

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3. Select the **Documents** that you want to link item phrases to.
4. Add **Phrase Groups** to the selected Documents or **Phrases** or both to the selected document headings.
5. Save the window.

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**Note:** If you make any changes while on the Item Phrases navigator window, the system prompts you to reset the rebuild indicator.

Click Yes to set the rebuild indicator on all documents containing the selected item code. The next time you print these documents, they reflect the changes made.

Click No if you do not want changes that you made to be reflected in your item documents the next time you print them.

You can also set the rebuild indicator manually on item documents.

See: Defining Item Document Status Window

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### Regulatory Item Phrases Field Reference

No fields are required on this window.

## Item Phrases Navigator Reference

When you click Regulatory Item Detail from the Find Regulatory Item window, the currently selected item displays. If documents have been defined for the item, they display on the Item Phrases navigator. Use the Item Phrases navigator to link item phrases to documents. The documents that you set up display on the navigator. Edit documents in Setup. You cannot edit them on the navigator.

See: Defining Document Codes and Structures

The Find option locates text in the open items on the Item Phrases navigator. 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*

Following are the options available on the Actions menu and Toolbar:

### **Open 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.

### **Close Item**

Closes the selected document.

### **Open 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.

### **Add Phrases**

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 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.

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**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.

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**Cut Item**

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

**Copy Item**

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

**Paste Item**

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.

**Item Information Navigator**

Activates the Item Information Navigator when the Item Phrases Navigator is the active window.

## 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.
- Click the 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 document language that you want to print documents 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

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**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.

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### **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 for.  
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.



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# 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.

**Item 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.

Required.

**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.

##### **Item 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.

Required.

**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.

### **Item 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.

Required.

### **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.



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## 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 Print 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.

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**Note:** Documents printed from the portal do not affect the Document Dispatch History and, therefore, do not affect the specified print frequency for item documents that you send to customers and other recipients.

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The following topics are covered:

- Defining Print Options
- Defining Print Selections
- Action Log Report
- Updating Completed Print Jobs
- 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

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**Note:** The GR:Default Warehouse Code profile option must be entered before this window is accessible.

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## 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.

When you select Process All, Build Selections generates the entire printing process once you have selected and processed your printing options. A print job number and Build Selections Request ID number displays. This Request ID displays on the Requests window along with the Request IDs for all the cover letters, documents, and the Dispatch Histories Report.
  - Clear **Process All** for manual document processing.

A print job number displays that you can use for tracking in the Print Selections and Completed Print Jobs windows. A Build Selections Request ID number displays which generates the lines that display in Print Selections based on the Print Options you specified. This request displays on the Requests window.

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**Note:** Requests provide logs that can help you determine why your selections were or were not generated as expected. Select View Log to view this information.

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4. Click **Process**. Note both the print job number and the Build Selections number that are displayed.
5. Perform one of the following:
  - For automatic processing, view your output and Document Dispatch Histories Report on the Requests window.  
See: Document Dispatch Histories Report
  - For manual processing, view and select the lines that meet your criteria for printing by status or print job number on the Print Selections window.  
See: Defining Print Selections

## Print Options Field Reference

The fields on this window are:

### Print Options Block

#### **Warehouse**

Enter the warehouse that you want to print documents for.

#### **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 for which you want to print documents. The shipment date is taken from the Date Shipped field on shipments. Only shipments with a Date Shipped that falls within the range will display on the Print Selections window for the print job.

### To Ship Date

Enter the last shipping date in the range that for which you want to print documents. The shipment date is taken from the Date Shipped field on shipments. Only shipments with a Date Shipped that falls within the range will display on the Print Selections window for the print job.

### 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.

The following requests are generated based on the criteria entered when Process All is selected:

Window	Requests	What is output?	Is a log generated?
Print Options	Build Selections	-	Yes
		Printed Cover Letter	Yes
		Printed Document	Yes
		Document Dispatch Report	Yes

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**Note:** The number of printed cover letters and documents varies based on the criteria you enter.

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- 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 on the Completed Print Jobs window.

The following requests are generated based on the criteria entered manually when Process All is cleared:

Windows	Requests	What is output?	Is a log generated?
Print Options	Build Selections	-	Yes
Print Selections	Process Selections	-	Yes
		Printed Cover Letter	Yes
		Printed Document	Yes
Completed Print Jobs	Update Dispatch History	-	Yes
		Document Dispatch Report	Yes

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**Note:** The number of printed cover letters and documents varies based on the criteria you enter.

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## Print Options

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. If you selected automatic processing do not use this window because your print job has already been processed and your dispatch history has already been updated. 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 Process Selections request 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 the Print check box selected print on the report.

See: *Oracle Applications User's Guide* 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.

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**Note:** Both selected and printed lines display so that printed lines can be reselected for printing if a paper jam or other output issue occurs.

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4. Click **OK** and note the **Request ID number**. When you click **OK** to process selections, your print job is processed. A process selections Request ID number displays which generates the print documents with the lines that you selected in Print Selections.
5. Choose **View** on the menu bar, and then choose **Requests** to view your output.

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**Note:** Requests provide logs that can help you determine why your selections were or were not generated as you expected. Select View Log to view this information.

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6. Navigate to the **Completed Print Jobs** to update the dispatch history.

See: Updating Completed Print Jobs and Document Dispatch Histories Report

## Print Selections Field Reference

The fields on this window are:

### Find Print Selections

#### **Status**

Select the print job status that you want to display print selections for.

#### **Print Job**

Select the print job number that you want to display print selections for.

### Print Selections

#### **Print Job**

Displays the print job numbers that have been selected for printing.

#### **Status**

Displays the print job status that you have selected.

#### **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 or was not selected for printing.

**Print**

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

**Print Selections Actions Menu Reference**

Following are the options available on the Actions menu:

**Set Print Options**

Displays the Print Options box. Enter the number of copies, and select the print style and printer.

**Print Log**

Prints a report of all the print selections for the print job. This report displays all rows and indicates whether or not each row was selected for print.

**Rerun**

Available when a print job has not completed printing.

Reruns a print job. This reprints all selected documents.

**Restart**

Available when a print job has not completed printing.

Restarts a print job. This only prints those documents in the selection that have not been printed.

**Cancel**

Cancels a print job.

## Action Log Report

Use the Action Log Report to view information about print jobs. The report displays the print job number assigned to the print document, the status of the print job, the beginning and end of the order number range, the beginning and end of the shipment number range, and the beginning and end of the shipment date range. Also included is the order number, shipment number, item code, recipient code, message, print indicator, and user override of the selected line.

## Submitting the Report

The Action Log Report generates when you select Print Log from the Actions menu.

## Report Field Descriptions

### **Report Date**

Displays the date and time that the report was run.

### **Page**

Displays the page number for each page of the report.

### **Batch Number**

Displays the assigned print job number.

### **Status**

Displays the status of the print job.

### **From Order Number**

Displays the beginning of the order number range for the print job.

### **To Order Number**

Displays the end of the order number range for the print job.

### **From Shipment Number**

Displays the beginning of the shipment number range for the print job.

**To Shipment Number**

Displays the end of the shipment number range for the print job.

**From Shipment Date**

Displays the beginning of the shipment date range for the print job.

**To Shipment Date**

Displays the end of the shipment date range for the print job.

**Recipient**

Displays the recipient code and recipient name for the selected line of the print job.

**Item**

Displays the item code and item description for the selected line of the print job.

**Order Number**

Displays the order number for the selected line of the print job.

**Shipment Number**

Displays the shipment number for the selected line of the print job.

**Print Flag**

Displays the print flag for the selected line of the print job. If it is set to Y, the line prints a MSDS, and displays on the report.

**User Override**

Displays the user override flag for the selected line of the print job. This overrides the print flag and indicates that the line does not print a MSDS.

**Message**

Displays the message for the selected line of the print job which shows why the line was or was not selected for printing.

## 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. If you selected automatic processing do not use this window because your print job has already been processed and your dispatch history has already been updated.

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* for detailed information on running reports and Document Dispatch Histories Report.

## Updating Completed Print Jobs Procedure

To update your document dispatch history:

1. Navigate to the **Find Completed Print Jobs** window.

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**Note:** This window displays only if there are completed print jobs. If there are no completed print jobs, a note displays: No records exist here.

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2. Enter the **Status** or **Print Job** that you want to update successfully printed sales order and shipment dispatch information for and click **Find**. The **Completed Print Jobs** window is displayed showing details for the selected print job.
3. If the information is correct, click **Update**. The Update Dispatch History request and Document Dispatch Histories Report are generated. Note the **Request ID number**.
4. Choose **View** on the menu bar, and then choose **Requests** to view your report.

See: Document Dispatch Histories Report

## Completed Print Jobs Field Reference

The fields on this window are:

### Completed Print Jobs

#### **Status**

Displays the print job status that you have selected.

#### **Print Job**

Displays the print job numbers that have been selected for printing.

#### **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.

## Document Dispatch Histories Report

Use the Document Dispatch Histories Report to view information about the print selections that have printed successfully. The report displays the date and time the document was sent, the recipient code, the recipient name, the item code, and the MSDS name in the base language. Also included is the date the MSDS was sent, the document code and the document description.

### Submitting the Report

There are two ways you can generate the Document Dispatch Histories Report:

- Automatically  
See: Defining Print Options
- Manually  
See: Defining Print Options, Defining Print Selections, and Updating Completed Print Jobs

### Report Field Descriptions

**Report Date**

Displays the date and time the document was sent.

**Recipient Code**

Displays the recipient code which is associated with the document.

**Recipient Name**

Displays the recipient name which corresponds to the recipient code.

**Item Code**

Displays the item code which is associated with the document.

**MSDS Name**

Displays the item's MSDS name in the base language.

**Date MSDS Sent**

Displays the date that the document was sent.

**Document Code**

Displays the document code of the document sent.

**Document Description**

Displays the description which corresponds to the document code of the document sent.

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## 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 Main Headings Report
- Document Structures Report
- Document Subheadings Report
- European Index Numbers 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
- Item Group Codes Report

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- Locked Documents Report
  - Organization Contacts Report
  - Phrase Codes Report
  - Phrase Groups Report
  - Phrase Type Codes Report
  - Phrase Where Used Report
  - Product Class Codes Report
  - Properties 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 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 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.

## European Index Numbers Report

Use the European Index Numbers Report to view the European Index Numbers and their associated classification information by item.

The report displays all of the European index numbers and their associated products or ingredients, hazard classification codes, risk phrases and safety phrases.

### 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 European Index Numbers**

Select the first European index number in the range that you want to display classifications for.

#### **To European Index Numbers**

Select the last European index number in the range that you want to display classifications for.

#### **From Item Code Information**

Enter the first item code in the range that you want to display classifications for.

#### **To Item Code Information**

Enter the last item code in the range that you want to display classifications 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 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.

## Item Group Codes Report

Use the Item Group Codes Report to view the item group codes that are set up in Regulatory Management.

The report displays all of the item group codes, their associated languages, and information regarding whether or not to consolidate toxicity and exposure data for items in the specified item group.

### 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:

#### **From Language**

Select the first language code in the range that you want to display item group codes for. Item group codes display in every language in the range.

#### **To Language**

Select the last language code in the range that you want to display item group codes for. Item group codes display in every language in the range.

## 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.

## Organization Contacts Report

Use the Organization Contacts Report to view the organization contacts that are set up in Regulatory Management.

The report displays all of the organization codes and their associated day time and evening contact, telephone, fax, and e-mail information.

### 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:

#### **From Organization Contacts**

Select the first organization contact in the range that you want to display organization contacts for.

#### **To Organization Contacts**

Select the last organization contact in the range that you want to display organization contacts for.

## 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, the phrases assigned to the phrase types and at what concentrations, and the hierarchies they are assigned.

### 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:

#### **From Phrase Type Code**

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

#### **To Phrase Type Code**

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

#### **From Phrase Code**

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

#### **To Phrase Code**

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

## Phrase Where Used Report

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

## Properties Report

Use the Properties Report to view the properties that are set up in Regulatory Management.

The report displays the property IDs with their associated type, length and precision, minimum and maximum range, language, and description.

## 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:

### **From Property ID**

Select the first property ID in the range that you want to display properties for.

### **To Property ID**

Select the property ID in the range that you want to display properties for.

## 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, 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 Regulatory Management.

The report displays all of the territory codes with their associated language, disclosure code, and document code.

### 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

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## Appendixes

This topic explains typical navigation paths and specific profile options that need to be set up.

The following topics are covered:

- Navigation Paths
- 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.

<b>Window</b>	<b>Path</b>
Action Log Report	OPM Regulatory Management:Print from Order Fulfillment:Print Selections
Additional Item Information	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Additional Item Information
Address (Recipients drill down)	OPM Regulatory Management:Setup:Recipient Information:Recipients:Actions:Address Edit
Canadian Data	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Canadian Data
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 Report	OPM Regulatory Management:Reports:Run
Disclosure Information	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Disclosure Information
Document Dispatch Report	OPM Regulatory Management:Print from Order Fulfillment:Completed Print Jobs:Update
Document Main Headings Report	OPM Regulatory Management:Reports:Run
Document Structures	OPM Regulatory Management:Setup:Document Structures:Document Codes:Document Structures
Document Structures Report	OPM Regulatory Management:Reports:Run
Document Subheadings Report	OPM Regulatory Management:Reports:Run

<b>Window</b>	<b>Path</b>
Documents	OPM Regulatory Management:Print Documents:Documents
Edit Cover Letter Text	OPM Regulatory Management:Setup:Recipient Information:Cover Letters>Edit Text
Edit European Index Numbers	OPM Regulatory Management:Setup:European Information:European Index Numbers
Edit Phrase Text	OPM Regulatory Management:Setup:Phrases:Phrase Library:Actions>Edit Phrase Text
European Data	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:European Data
European Index Numbers	OPM Regulatory Management:Setup:European Information:European Index Numbers
European Index Numbers Report	OPM Regulatory Management:Reports:Run
Exploded Components	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Exploded Components
Exposure Authorities	OPM Regulatory Management:Setup:Exposure Information:Exposure Authorities
Exposure Authorities Report	OPM Regulatory Management:Reports:Run
Exposure Data	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items: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 Assignments	OPM Regulatory Management:Field Names:Field Name Class Assignments
Field Name Class Codes Report	OPM Regulatory Management:Reports:Run
Field Name Class Responsibilities	OPM Regulatory Management:Setup:Field Names:Field Name Classes:Responsibilities
Field Name Classes	OPM Regulatory Management:Setup:Field Names:Field Name Classes

<b>Window</b>	<b>Path</b>
Field Name Codes Report	OPM Regulatory Management:Reports:Run
Field Name Product Class Exclusions	OPM Regulatory Management:Setup:Field Names:Field Names:Product Classes
Field Name Where Used Report	OPM Regulatory Management:Reports:Run
Field Names	OPM Regulatory Management:Setup:Field Names:Field Names
Find Regulatory Items	OPM Regulatory Management:Items:Regulatory Information
General Item Information (Edit)	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:General Item Information
General Item Information (New)	OPM Regulatory Management:Items:Regulatory Information:New:General Item Information
Generic Items Report	OPM Regulatory Management:Reports:Run
Hazard Classification Codes Report	OPM Regulatory Management:Reports:Run
Hazard Classification Group Codes 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
Heavy Elements	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Heavy Elements
Ingredient Concentration Ranges	OPM Regulatory Management:Setup:Ingredient Concentration Ranges
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 Group Codes Report	OPM Regulatory Management:Reports:Run
Item Phrases	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Item Phrases

<b>Window</b>	<b>Path</b>
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:Find Regulatory Items:Regulatory Item Detail:Multilingual Descriptions
Organization Contacts	OPM Regulatory Management:Setup:Organization Contacts
Organization Contacts Report	OPM Regulatory Management:Reports:Run
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
Physical Data	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Physical Data
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

<b>Window</b>	<b>Path</b>
Properties	OPM Regulatory Management:Setup:Field Names:Properties
Properties Report	OPM Regulatory Management:Reports:Run
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:Find Regulatory Items: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 Listed Items Report	OPM Regulatory Management:Reports:Run
SARA 313 Tier II Listed Items 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:Find Regulatory Items:Regulatory Item Detail:Synonyms
Territory Profiles	OPM Regulatory Management:Setup:Territory Profiles
Territory Profiles Report	OPM Regulatory Management:Reports:Run

<b>Window</b>	<b>Path</b>
Toxic Effects	OPM Regulatory Management:Setup:Toxic Information:Toxic Effects
Toxic Effects Report	OPM Regulatory Management:Reports:Run
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:Find Regulatory Items:Regulatory Item Detail:Toxicity
Transportation	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:Transportation
Update Completed Jobs	OPM Regulatory Management:Print from Order Fulfillment:Completed Print Jobs:Update
US Data	OPM Regulatory Management:Items:Regulatory Information:Find Regulatory Items:Regulatory Item Detail:US Data
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
- GR: Default Organization Code
- GR: Default Safety Category
- GR: Default Temperature Calculation
- GR: Default Territory
- GR: Default Warehouse Code
- GR: Maintain Item Documents
- GR: OPM Version
- GR: Other Name Order
- GR: Other Name Print
- GR: PROP65 Carcinogenic & Teratogenic Phrase
- GR: PROP65 Carcinogenic Phrase
- GR: PROP65 Teratogenic Phrase
- GR: Use Workflow

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# 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.

**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 is 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<sub>50</sub>**

Lethal Concentration Fifty. The calculated concentration of a substance in air that kills 50% of the test group with a single exposure.

**LC<sub>LO</sub>**

Lethal Concentration Low. The lowest concentration of a substance in air that has caused death in humans or animals (except LC<sub>50</sub>.) The reported concentrations can be entered for periods of exposure less than (acute) or greater than (sub-acute and chronic) 24 hours.

**LD<sub>50</sub>**

Lethal Dose Fifty. The calculated amount of a substance that kills 50% of the test group with a single dose.

**LD<sub>LO</sub>**

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<sub>50</sub>).

**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 or documents or both. 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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