

Hazinfo

User Guide

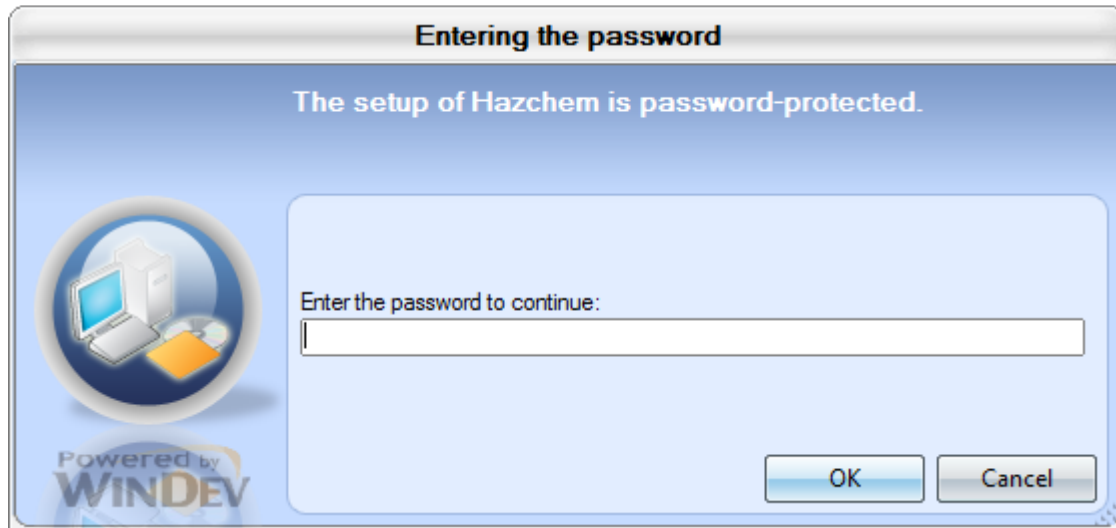
Updated Tuesday, 15th September 2009

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Chapter 1 - Installation

When installing the program, the first screen to appear is the program password screen, if you have purchased this software then you will have been issued the password.



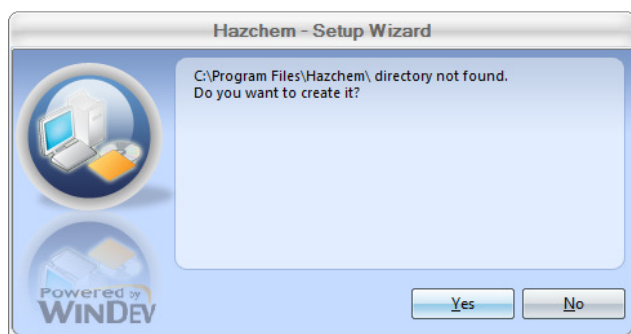
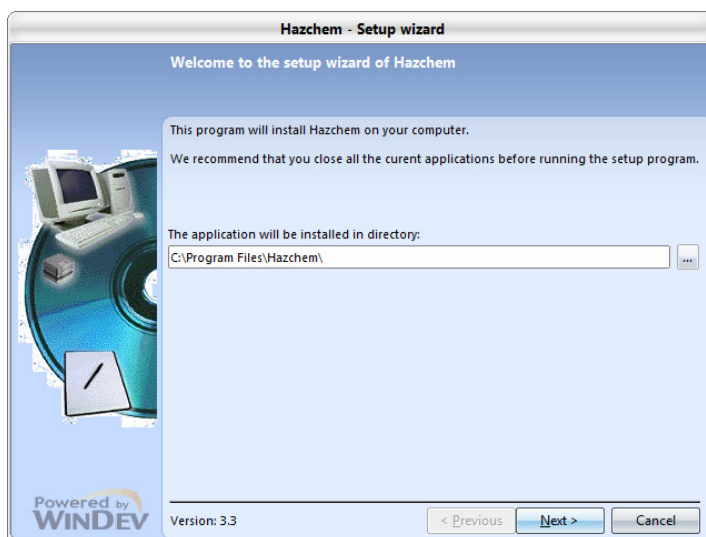
Chapter 1 - Installation

- **Installation and Updates**

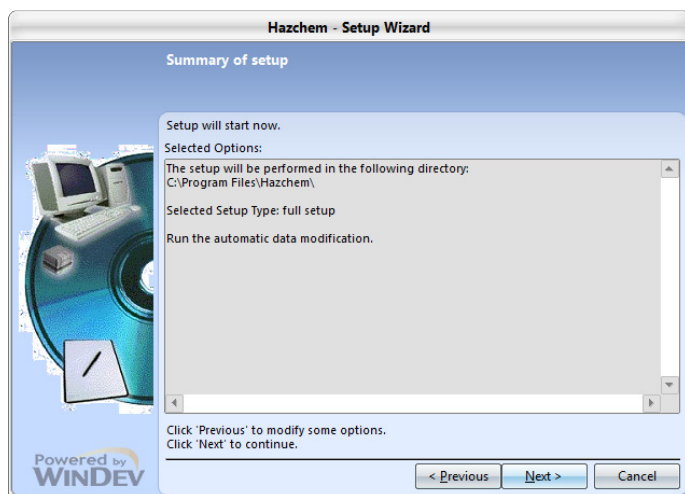
Double-click on the HazChem.EXE

First Time Installers – follow these screens:

On the first screen keep the application directory as standard, click next.



If asked to create the directory, click "Yes".

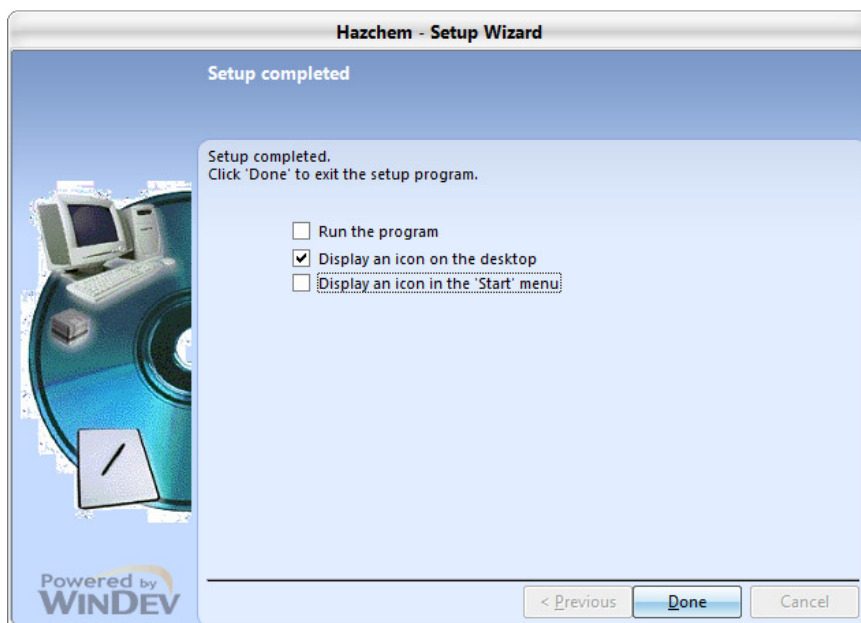


Setup summary will then be displayed, click next.

This will then install the Hazinfo server and inform you that setup is complete

Chapter 1 - Installation

Hazinfo will then be installed and on the final screen tick only “desktop shortcut” and complete the setup by clicking done.



If Hazinfo has been installed before:

Follow the same screens as above. Except where you get create directory you might get the following screen:



If asked to create a backup directory, select “No”

• Networking the Program

If you wish to run the program across a Local Area Network you should install the program on all PC's that are to access the program. You should then look at loading the program on the next page.

Chapter 1 - Installation

- **Loading the Program**

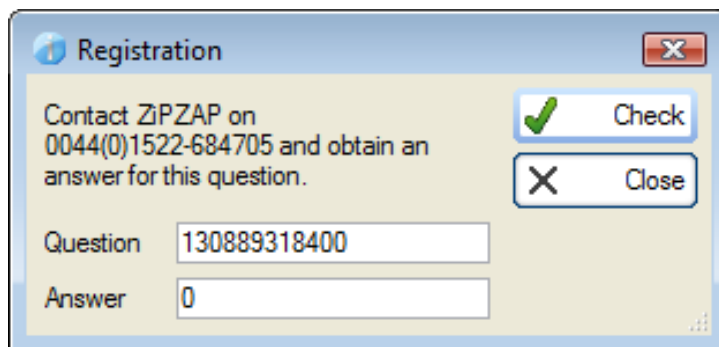
Running Hazinfo for the First Time

Double-click the Hazchem icon on the desktop.



To run the program across a network, install the program on all workstations and then select a shared folder on a mapped driver for the data. All workstations must point to the same place although it is possible that they are mapped differently. Go to page 9 for instructions on how to set the data path.

Initially when you open the program you will be asked to register your program. Contact ZIPZAP to obtain an answer for this question.

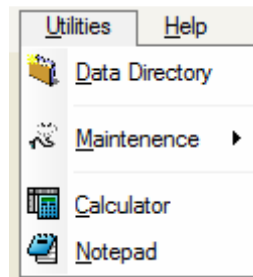


Chapter 1 - Installation

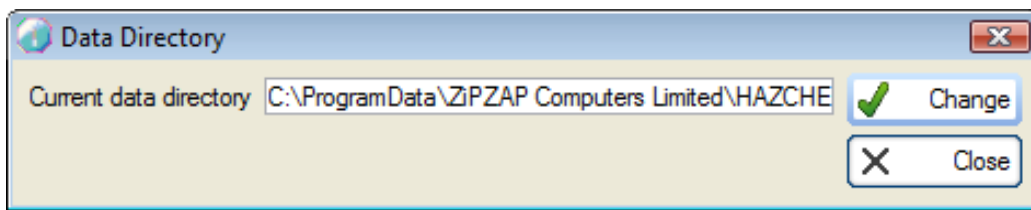
- **Data Path**

To set the data path you should have a mapped folder on the network that everyone has read/write access to.

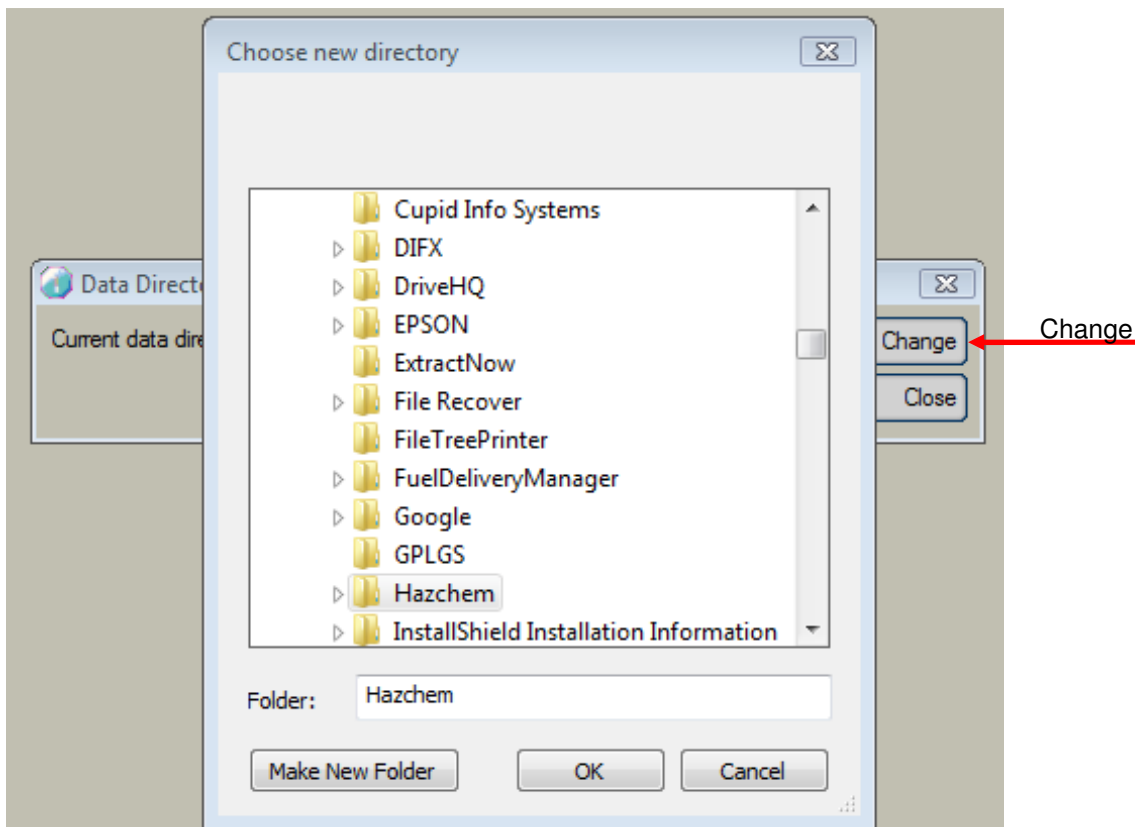
On the Utilities Menu you should select **Data Directory**



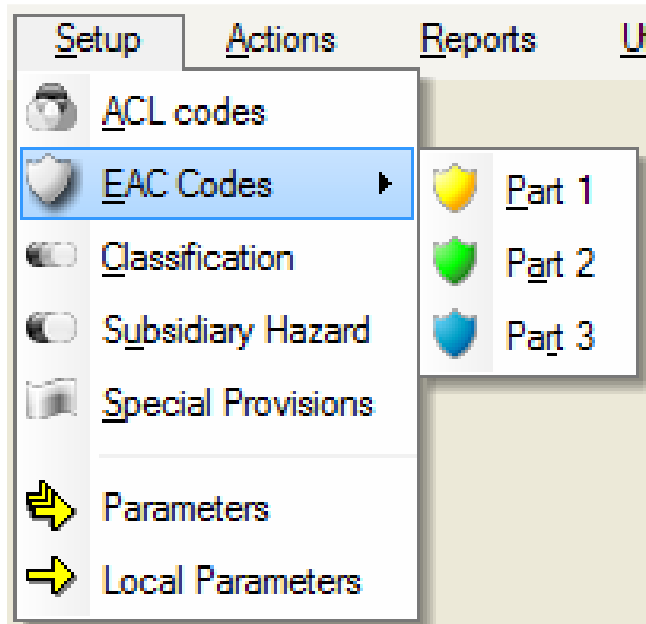
This window will appear for changing the location of the data. The program will then remember this for future user.



Click Change, choose a new directory and then click on the OK button.



Chapter 2 – Initial Setup



The setup menu

Most of the data has been installed for you; the only two items on this menu which need to be set up are the Parameters.

The rest of the items of this menu are for updating existing data or inputting new data.

Chapter 2 – Initial Setup

- **Setup, Parameters**

Enter your company details on the screen as below:

The screenshot shows a 'Parameters' dialog box with the following fields and values:

Field	Value
Our Name	
Our address 1	
Our address 2	
Our address 3	
Our address 4	
Our postal code	
Our phone	01522-684705
Our fax	
Our VAT no	
Our company regno	
Licence key	

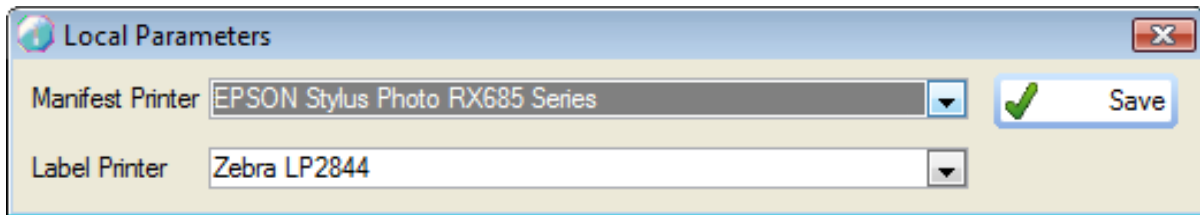
Buttons: OK (with a green checkmark icon), Close (with a red X icon).

Status bar: Unregistered program

Click **OK** to finish.

Chapter 2 – Initial Setup

- **Setup, Local Parameters**



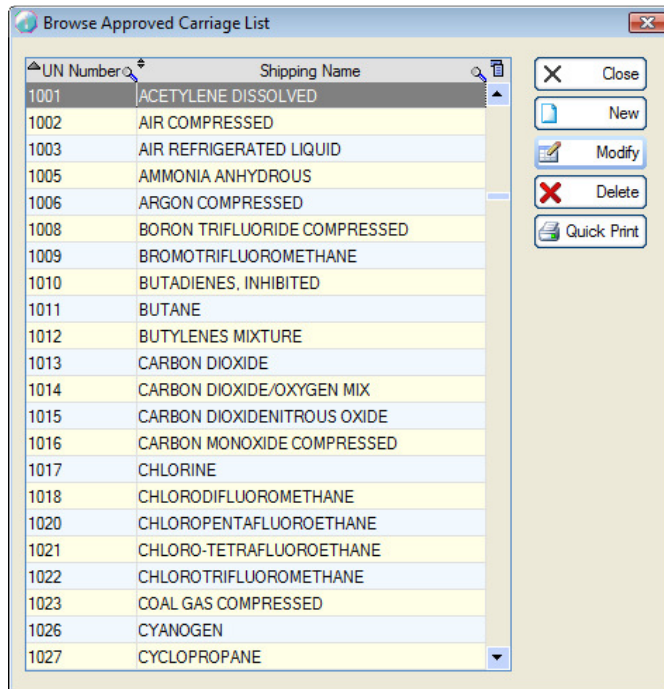
These settings are specific to your own local computer. Enter the default settings for your printers and sage directory.

Click **Save** to finish.

Chapter 2 – Initial Setup

- Setup, ACL codes

ACL = Approved Carriage List



Click on New to add a new record or Modify to alter the highlighted record.

To print out a quick approved carriage list, click on the Quick Print button.

UNNO	United Nations Number Order
CLASS	Classification Code
SECONDARY HAZARD (SH)	Secondary Hazard Code (Secondary Classification)
EAC	Emergency Action Code
HAZARD ID NO (HIN)	Hazard Identification Number
TANK (T)	“Tick” if carriage is allowed in Tanks
BULK (B)	“Tick” if carriage is allowed in Bulks
PG	Packing Group I/II/III (# = PG not allocated)
SP	Special Provisions

Chapter 2 – Initial Setup

Approved Carriage List details

Shipping Name: DIMETHYL CARBONATE

Unno: 1161

Class: 3.0

Secondary Hazard: 0.0 0.0 0.0

EAC: 3 Y E

Hazard ID no: 33

Tank Bulk

PG: II

Sp1 0 Sp2 0 Sp3 0 Sp4 0

Details: DIMETHYL CARBONATE

OK Close

Enter the details and click **OK** to finish.

- **Setup, EAC codes, Part 1**

EAC Part 1 browse

Code	Notes
1	Coarse spray
2	Fine spray
3	Foam
4	Dry agent - no water contact

Close New Delete Save

Click on New to add a new record, the next available line will be selected. Click into each box to type in the data. (Example Below)

EAC Part 1 browse

Code	Notes
1	Coarse spray
2	Fine spray
3	Foam
4	Dry agent - no water contact
5	

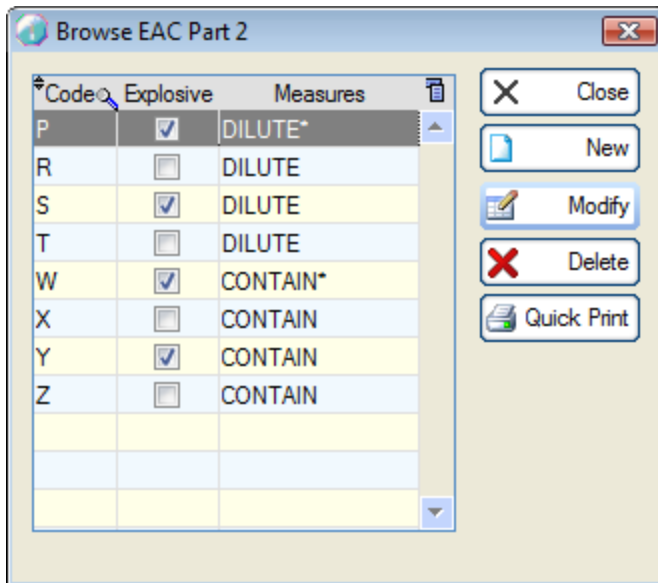
Close New Delete Save

To modify a record, double click on the data you wish to alter and type in the new data.

Click **Save** to finish.

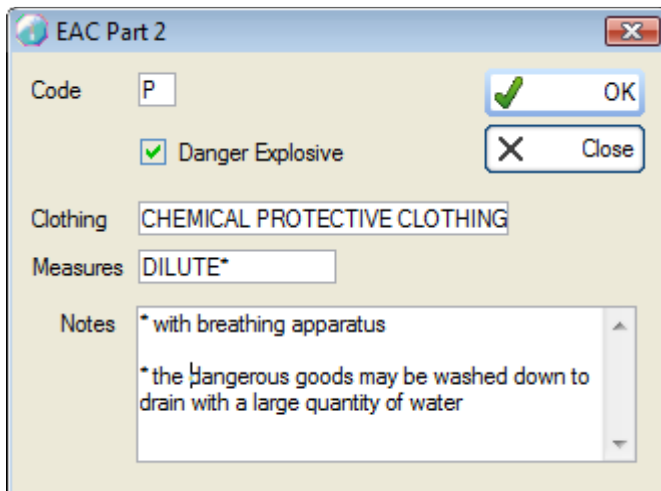
Chapter 2 – Initial Setup

- Setup, EAC codes, Part 2



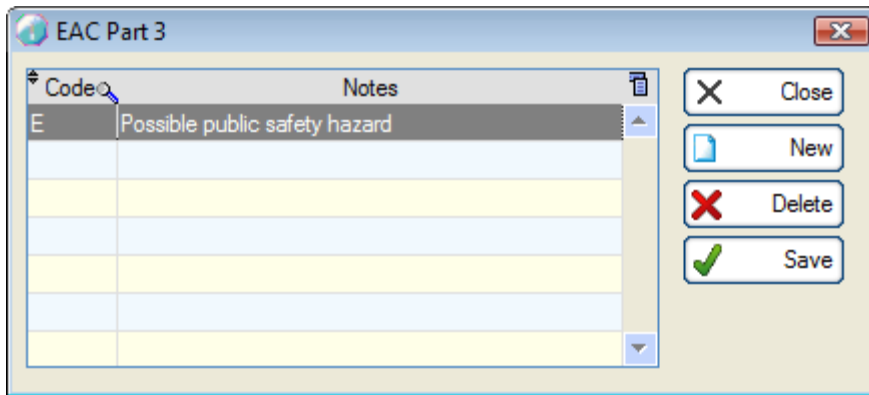
Click on New to add a new record or Modify to alter the highlighted record.

To print out a quick EAC Part 2 list, click on the Quick Print button.

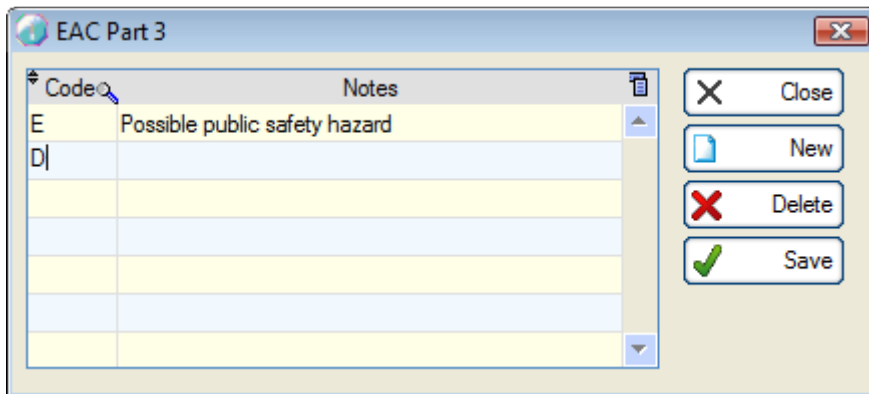


Chapter 2 – Initial Setup

- Setup, EAC codes, Part 3



Click on New to add a new record, the next available line will be selected. Click into each box to type in the data. (Example Below)



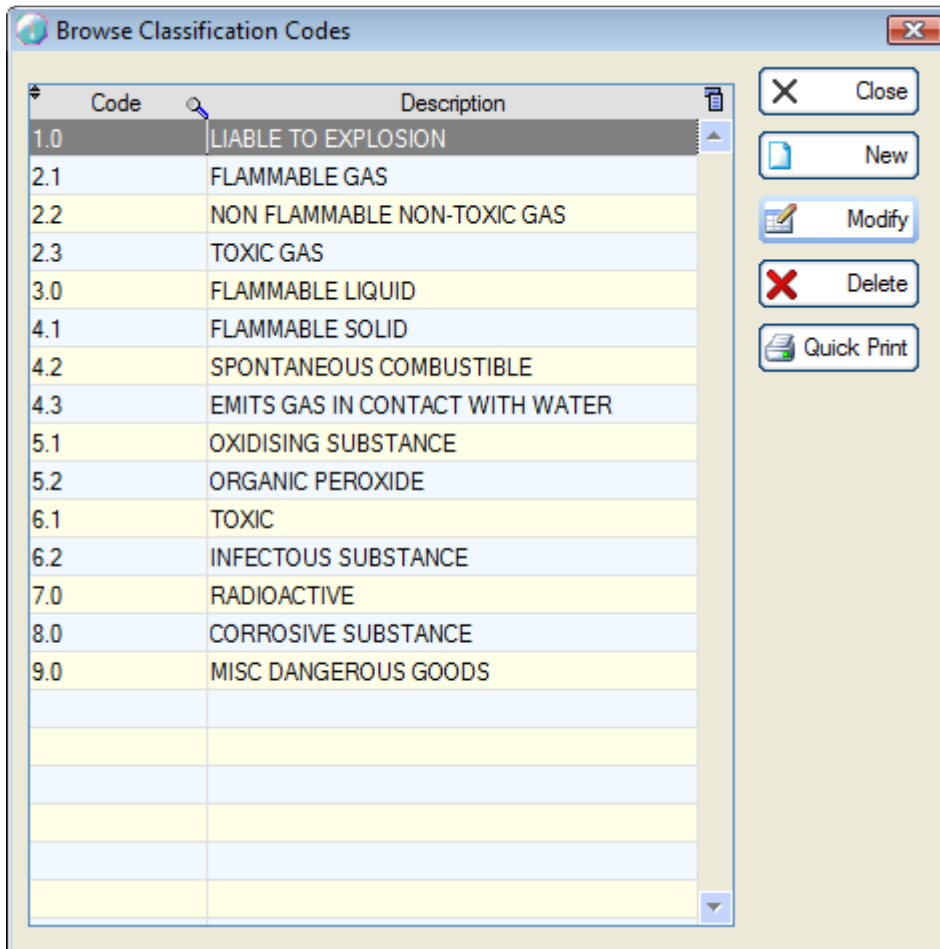
To modify a record, double click on the data you wish to alter and type in the new data.

Click **Save** to finish.

Chapter 2 – Initial Setup

- **Setup, Classification**

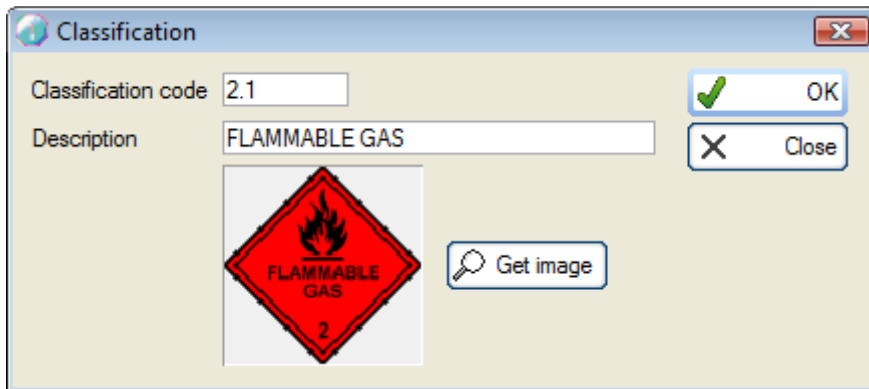
This is where the hazard signs are located.



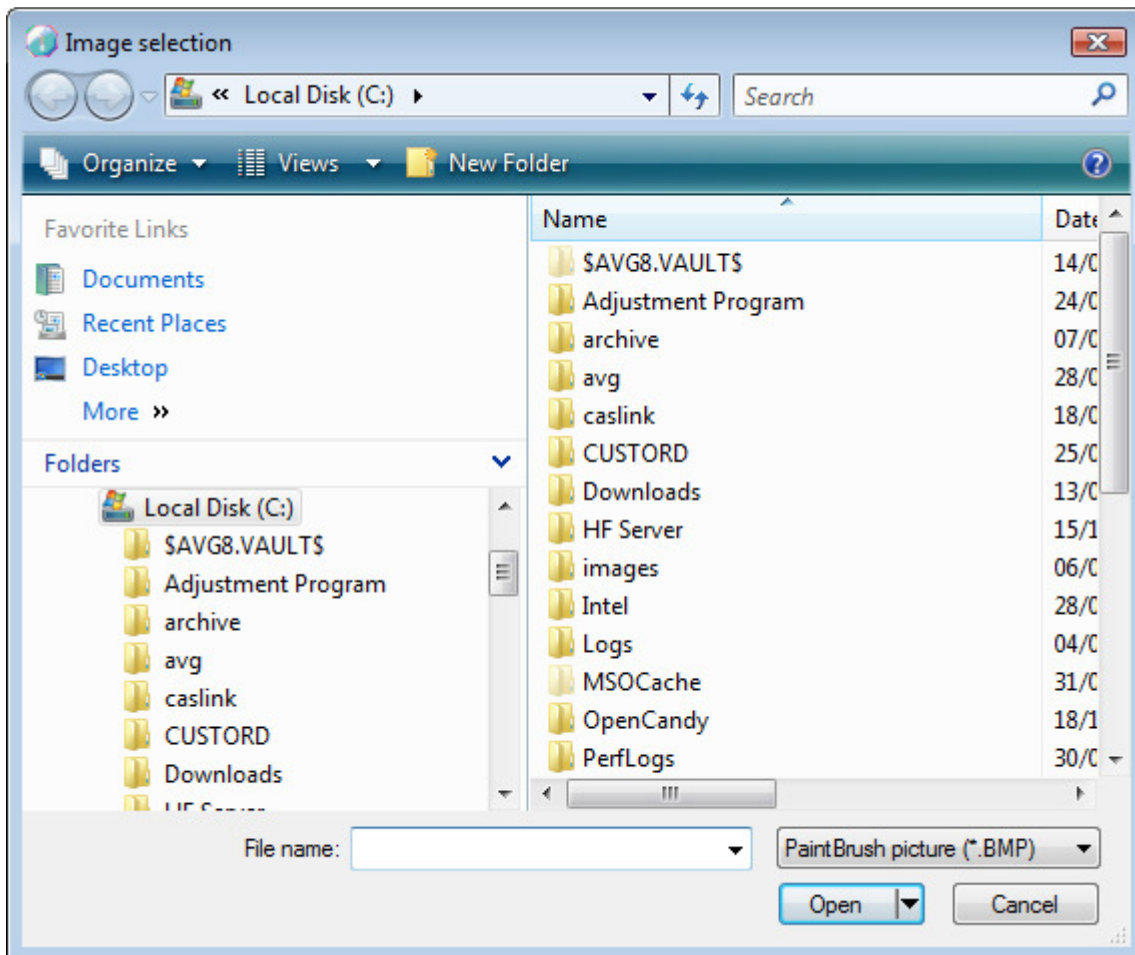
Click on New to add a new record or Modify to alter the highlighted record.

To print out a quick classification list, click on the Quick Print button.

Chapter 2 – Initial Setup

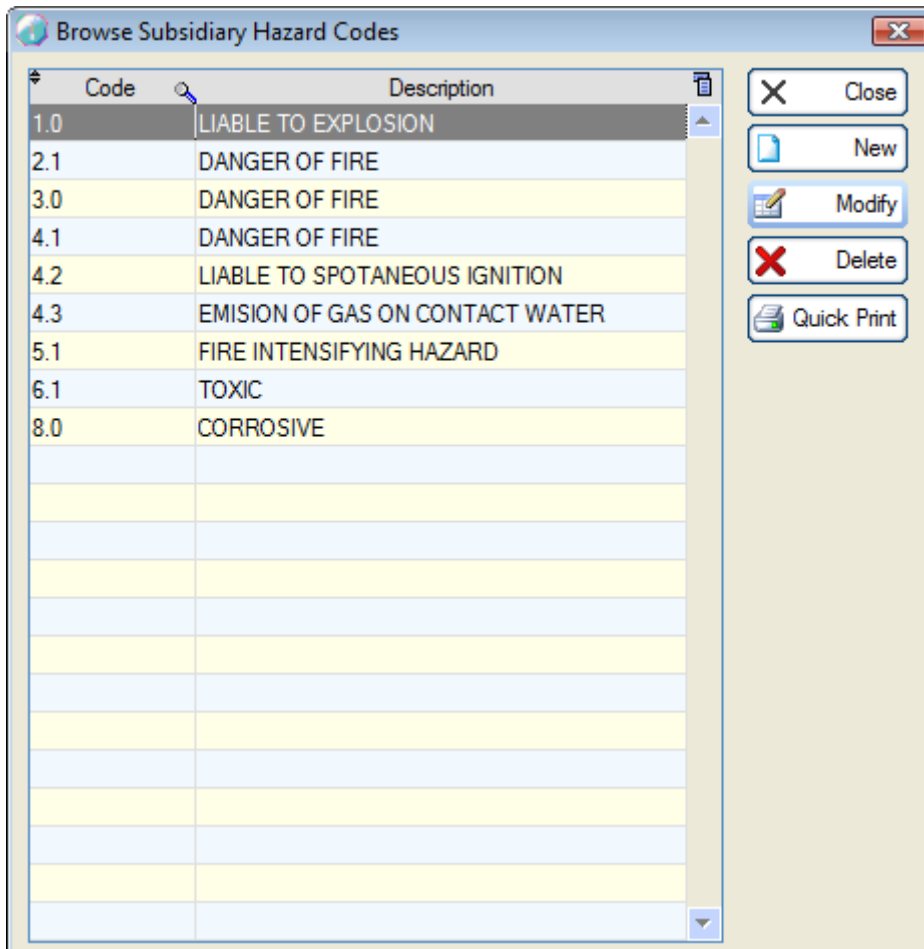


To add or change an image, click on the Get Image button, located the file and click on the open button.



Chapter 2 – Initial Setup

- **Setup, Subsidiary Hazard**



Click on New to add a new record or Modify to alter the highlighted record.

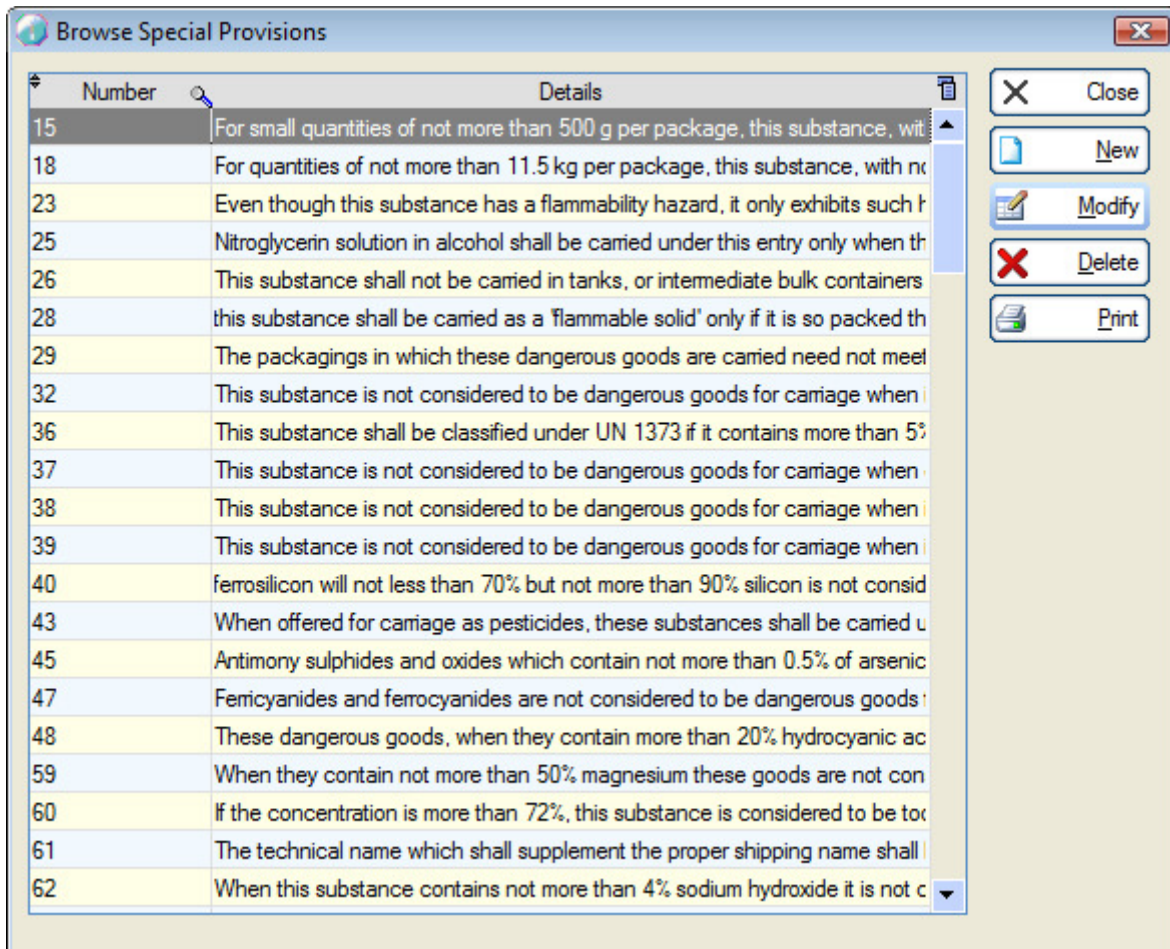
To print out a quick Subsidiary Hazard list, click on the Quick Print button.



To add or change an image, click on the Get Image button, located the file and click on the open button.

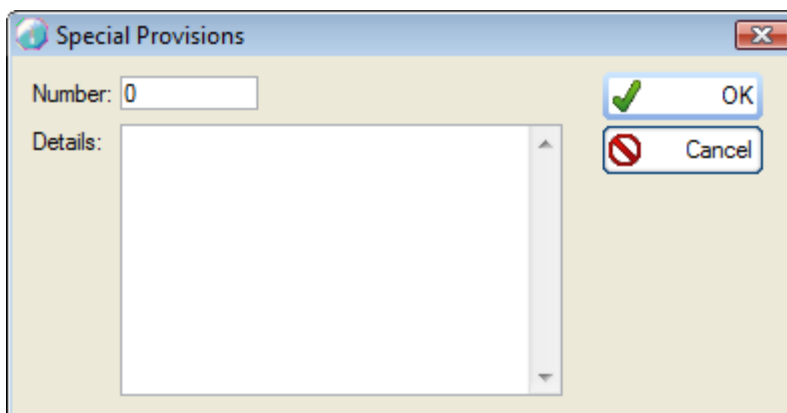
Chapter 2 – Initial Setup

- **Setup, Special Provisions**



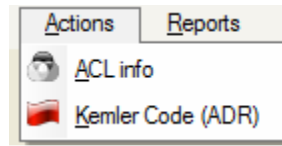
Click on New to add a new record or Modify to alter the highlighted record.

To print out a quick Subsidiary Hazard list, click on the Quick Print button.



Chapter 3 – Actions Menu

The Actions menu relates to tasks performed within the program.



Chapter 3 – Actions Menu


- **Actions, ACL info**

Type in the United Nations Number and click on the find this button. The details will populate in the boxes.

The screenshot shows a window titled "Approved Carriage List info" with a search bar containing "1092" and a "Find this" button. The window is populated with the following information:

- United Nations number: 1092
- Proper shipping name: ACROLEIN STABILIZED
- Class: 6.1 TOXIC
- Secondary Hazard 1: 3.0 DANGER OF FIRE
- Secondary Hazard 2: 0.0
- Secondary Hazard 3: 0.0
- EAC part 1: 2 Fine spray
- EAC part 2: W CHEMICAL PROTECTIVE CLOTHING CONTAIN* need to avoid spillages from entering drains or water courses.
- EAC part 3: E Possible public safety hazard
- Hazard ID no: 663 (with a "Tell me" button) Kemler Code for international journey
- Tank Dangerous goods may be carried in a tank
- Bulk Dangerous goods may be carried in bulk
- Packing Group: I [I. Dangerous][II. Medium Danger][III. Minor Danger]
- Special Provisions 1, 2, 3, 4: 0 (each with a "Tell me" button)
- Notes: ACROLEIN, STABILIZED

On the right side of the window, there are two hazard pictograms: a white diamond with a skull and crossbones labeled "POISON 6", and a red diamond with a flame labeled "FLAMMABLE LIQUID 3".

The other way is to click on this button  and search through the shipping names. Select the shipping name you require and click on the OK button. The details will populate the boxes.

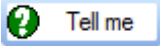
By click on the magnifying glass icon you can search for a particular name or number.

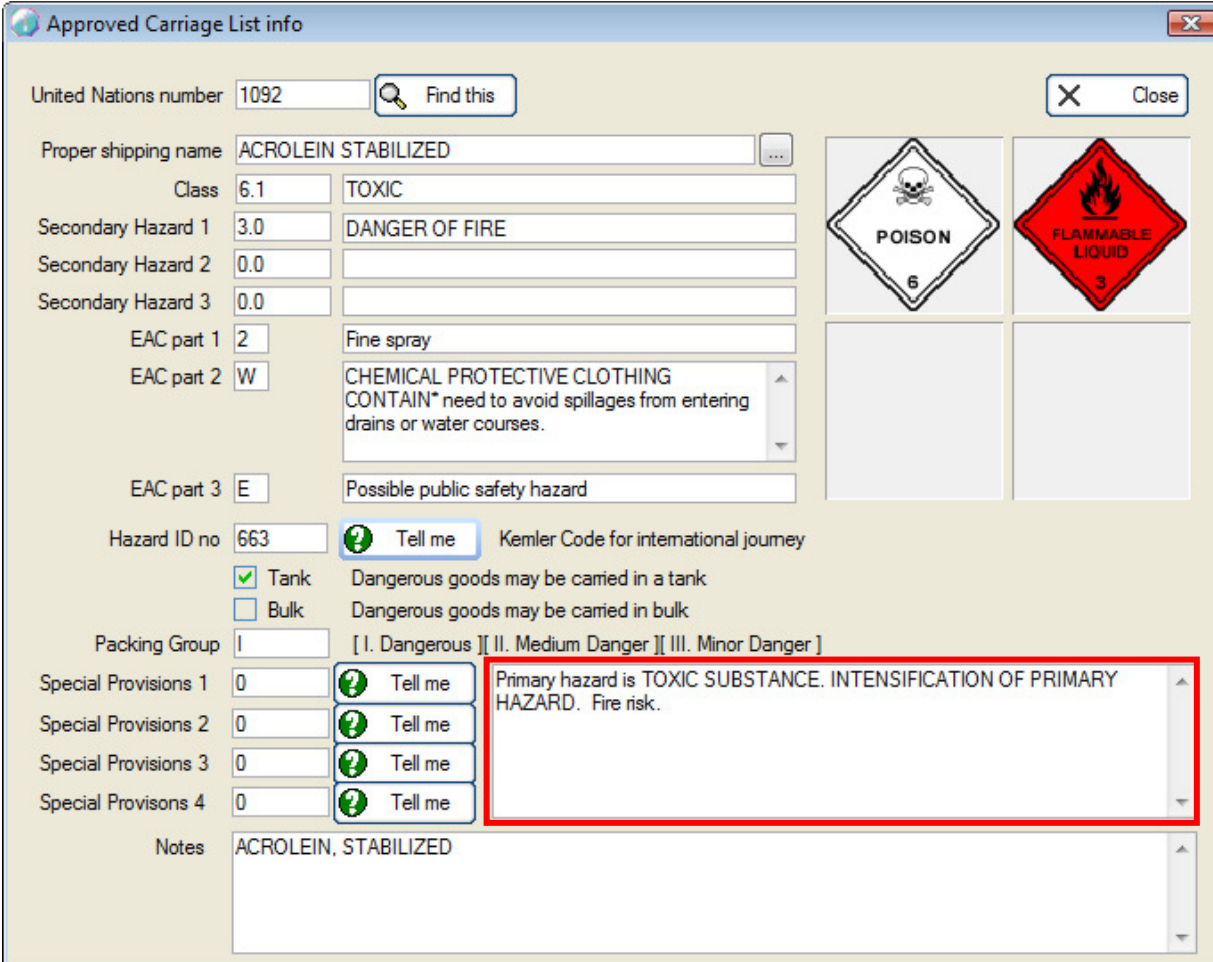
The screenshot shows a window titled "Select from ACL" with a search bar containing "1092" and a magnifying glass icon. The window displays a list of shipping names and their corresponding UN numbers:

Shipping Name	UN Number
ACROLEIN STABILIZED	1092
ACRYLONITRILE INHIBITED	1093
ALLYL ALCOHOL	1098
ALLYL BROMIDE	1099
ALLYL CHLORIDE	1100
AMYL ACETATES	1104
PENTANOLS	1105
PENTANOLS - MORE	1105
AMYL AMINE	1106

On the right side of the window, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red prohibition sign icon).

Chapter 3 – Actions Menu

If a box next to a tell me button  is populated such as the hazard ID no. If you click on the tell me button, the details for the code in the box will display in the white box which is shown in the example below (Red Box).



Approved Carriage List info

United Nations number: 1092

Proper shipping name: ACROLEIN STABILIZED

Class: 6.1 TOXIC

Secondary Hazard 1: 3.0 DANGER OF FIRE

Secondary Hazard 2: 0.0

Secondary Hazard 3: 0.0

EAC part 1: 2 Fine spray

EAC part 2: W CHEMICAL PROTECTIVE CLOTHING CONTAIN* need to avoid spillages from entering drains or water courses.

EAC part 3: E Possible public safety hazard

Hazard ID no: 663 Kemler Code for international journey

Tank Dangerous goods may be carried in a tank

Bulk Dangerous goods may be carried in bulk

Packing Group: I [I. Dangerous][II. Medium Danger][III. Minor Danger]

Special Provisions 1: 0

Special Provisions 2: 0

Special Provisions 3: 0

Special Provisions 4: 0

Notes: ACROLEIN, STABILIZED

Primary hazard is TOXIC SUBSTANCE. INTENSIFICATION OF PRIMARY HAZARD. Fire risk.

POISON 6

FLAMMABLE LIQUID 3

If you click on another tell me button, the data in the box will change.

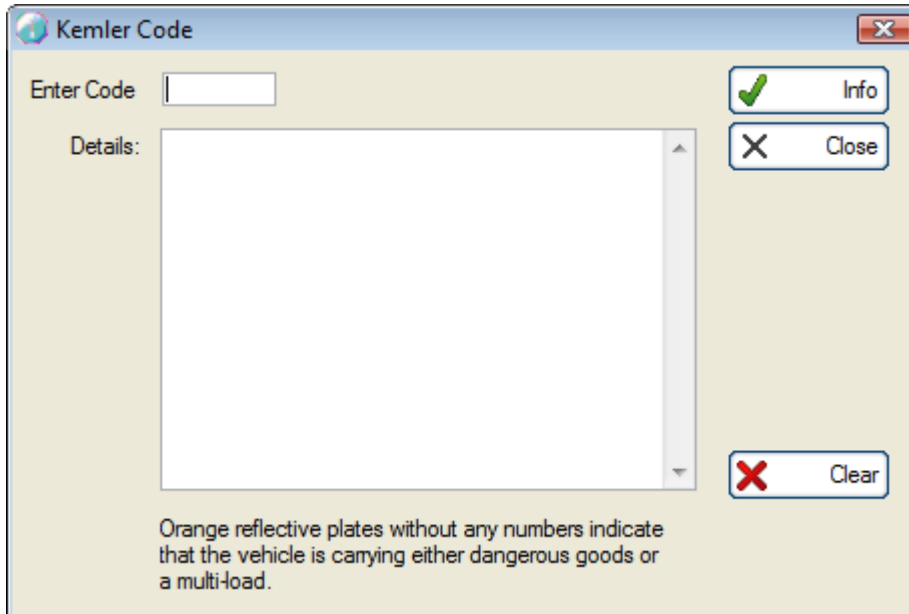
Chapter 3 – Actions Menu

- **Actions, Kemler Code (ADR)**

The ADR Hazard Identification Number (HIN, also known as the Kemler Code)

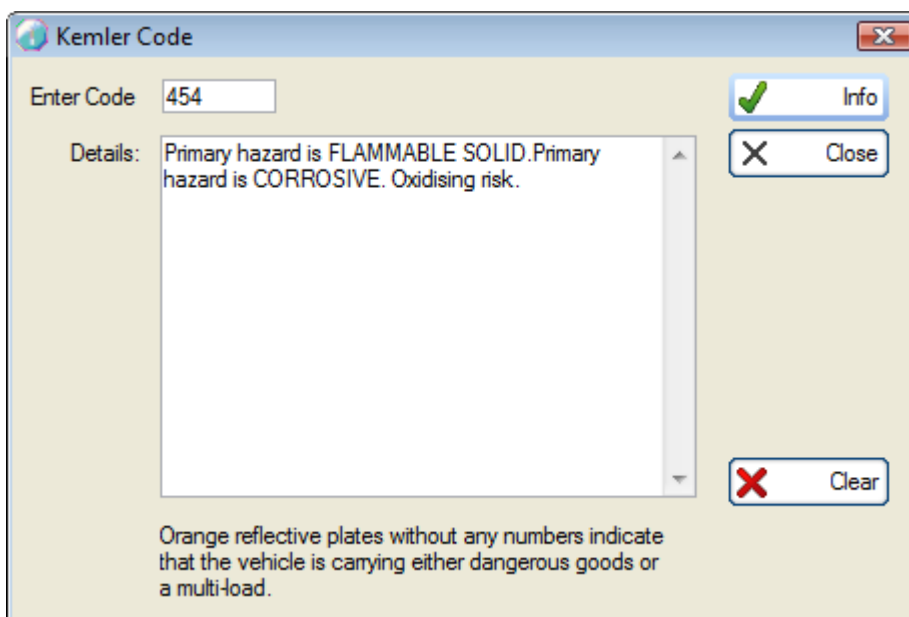
Enter a code and click on the Info button. The details will populate in the details box.

Orange reflective plates without any numbers indicate that the vehicle is carrying either dangerous good or a multi-load.



The screenshot shows a window titled "Kemler Code" with a close button in the top right corner. On the left, there is a label "Enter Code" followed by an empty text input field. Below this is a label "Details:" followed by a large, empty text area with a vertical scrollbar. On the right side, there are three buttons: "Info" with a green checkmark icon, "Close" with a red 'X' icon, and "Clear" with a red 'X' icon. At the bottom of the window, there is a text box containing the sentence: "Orange reflective plates without any numbers indicate that the vehicle is carrying either dangerous goods or a multi-load."

(Example below)



The screenshot shows the same "Kemler Code" window. The "Enter Code" field now contains the text "454". The "Details:" text area is populated with the text: "Primary hazard is FLAMMABLE SOLID. Primary hazard is CORROSIVE. Oxidising risk." The "Info" button now has a green checkmark icon, while the "Close" and "Clear" buttons still have red 'X' icons. The text at the bottom of the window remains the same: "Orange reflective plates without any numbers indicate that the vehicle is carrying either dangerous goods or a multi-load."

Chapter 4 – Reports Menu

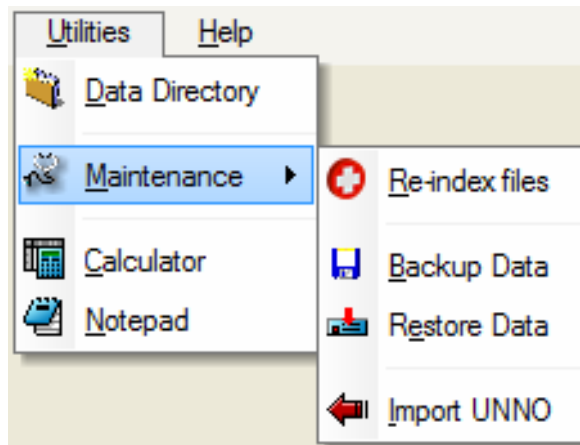
- **Reports, Approved Carriage List, Listing**

This option shows you a detailed Approved Carriage list in print preview before printing.

DATE: 14/09/2009 PAGE: 1

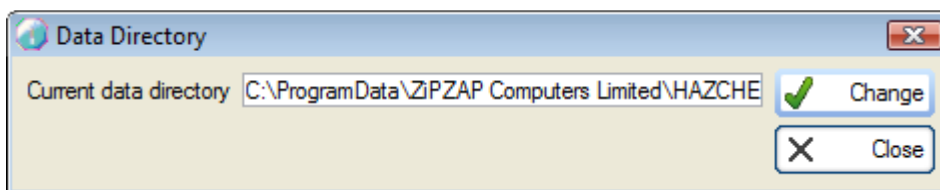
Unno	Shipping Name	Class	Hazard ID no
5	CARTRIDGES FOR WEAPONS	1.0	
6	CARTRIDGES FOR WEAPONS	1.0	
7	CARTRIDGES FOR WEAPONS	1.0	
9	AMMUNITION INCENDIARY	1.0	
10	AMMUNITION INCENDIARY	1.0	
12	CARTRIDGES FOR WEAPONS	1.0	
14	CARTRIDGES FOR WEAPONS	1.0	
15	AMMUNITION SMOKE	1.0	
16	AMMUNITION SMOKE	1.0	
18	AMMUNITION TEARPRODUCING	1.0	
19	AMMUNITION TEARPRODUCING	1.0	
20	AMMUNITION TOXIC	1.0	
21	AMMUNITION TOXIC	1.0	
27	BLACK POWDER GUNPOWDER	1.1	
28	BLACK POWDER GUNPOWDER	1.0	
29	DETONATORS NONELECTRIC	1.0	
30	DETONATORS ELECTRIC	1.0	
33	BOMBS	1.0	
34	BOMBS	1.0	
35	BOMBS	1.0	
37	BOMBS PHOTOFLASH	1.0	
38	BOMBS PHOTOFLASH	1.0	
39	BOMBS PHOTOFLASH	1.0	
42	BOOSTERS	1.0	
43	BURSTERS	1.0	
44	PRIMERS CAP TYPE	1.0	
48	CHARGES DEMOLITION	1.0	
49	CARTRIDGES FLASH	1.0	
50	CARTRIDGES FLASH	1.0	
54	CARTRIDGES SIGNAL	1.0	
55	CASES CARTRIDGE EMPTY PRIMER	1.0	
56	CHARGES DEPTH	1.0	
59	CHARGES SHAPED	1.0	
60	CHARGES EXPLOSIVE	1.0	
65	CORD DETONATING	1.0	
66	CORD IGNITER	1.0	
70	CUTTERS CABLE EXPLOSIVE	1.0	
72	CYCLOTRIMETHYLENETRINITRAMINE	1.0	
73	DETONATORS FOR AMMUNITION	1.0	
74	DIAZODINITROPHENOL WETTED	1.0	
75	DIETHYLENEGLYCOL DINITRATE	1.0	
76	DINITROPHENOL	1.0	

Chapter 5 – Utilities Menu



- **Utilities, Data Directory**

For a multi user environment you would select your shared data folder here.

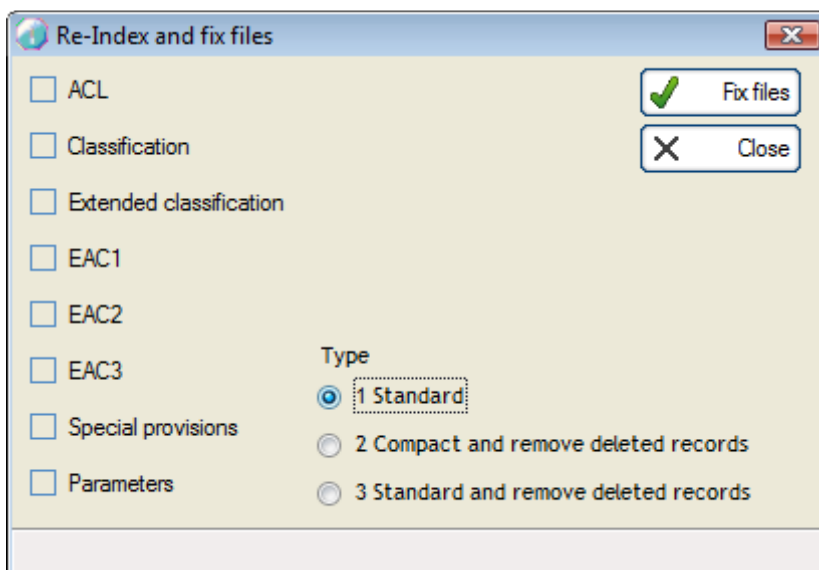


- **Utilities, Maintenance, Re-index files**

If you encounter problems with data files it is usually possible to repair them using this utility.

If you find yourself fixing files regularly you should look into the cause of the problem.

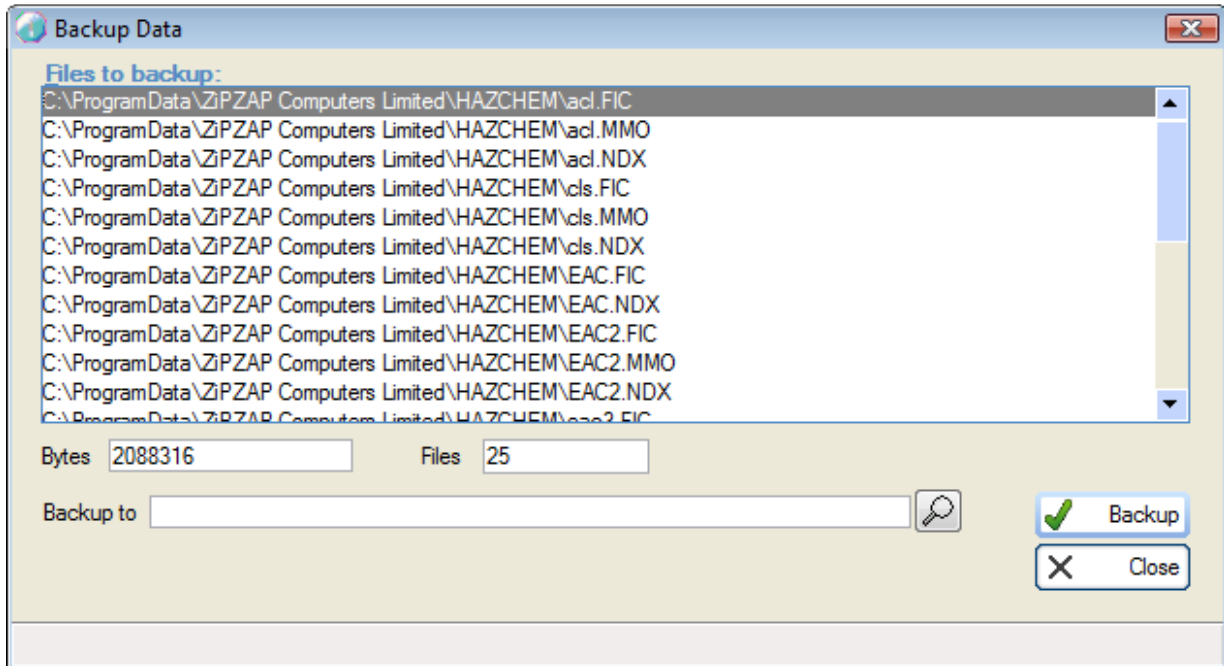
When using a multi user system ensure everyone else is logged out of the system.



Chapter 5 – Utilities Menu

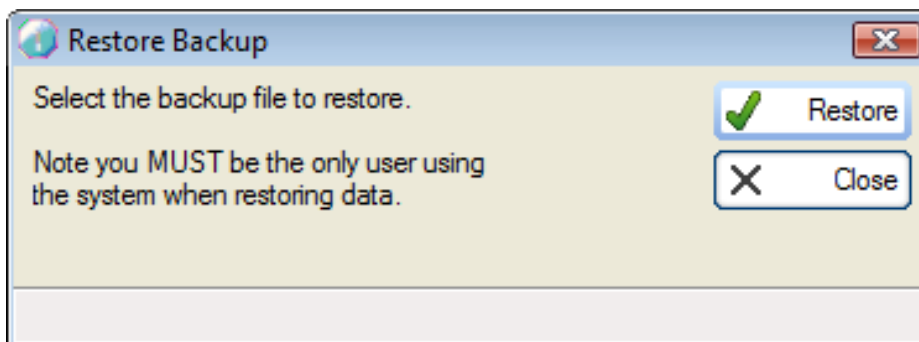
- **Utilities, Maintenance, Backup Data**

The system will automatically select the data files to backup. You just need to select the location to save the backup file to.



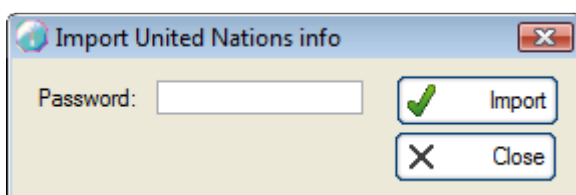
- **Utilities, Maintenance, Restore Data**

When doing a restore you will need to locate the backup file.



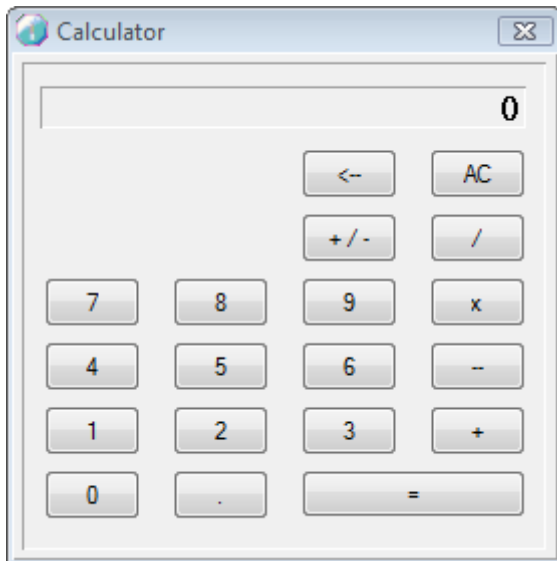
- **Utilities, Maintenance, Import UNNO**

Here you can import the United Nations info (password required).

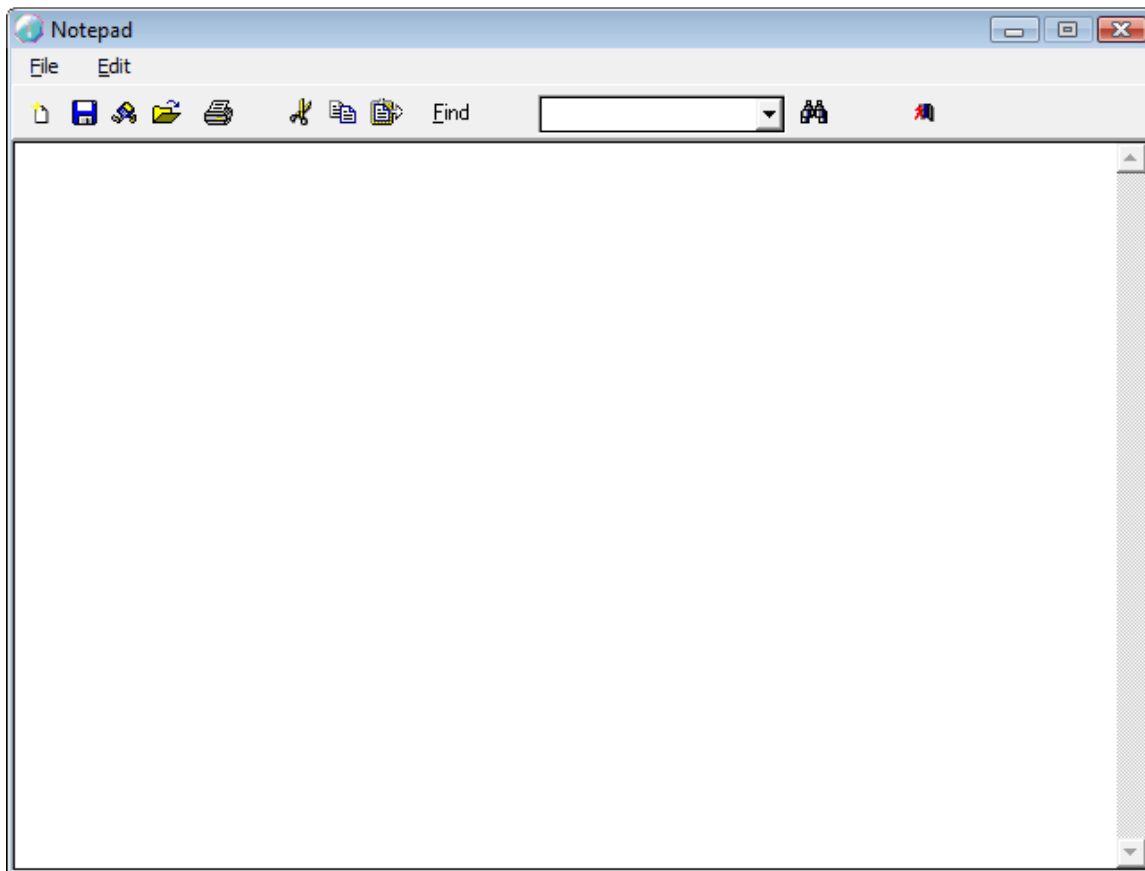


Chapter 5 – Utilities Menu

- Utilities, Calculator



- Utilities, Notepad



Chapter 6 – Help Menu

- **About**

This option tells you about the program you have installed, e.g. program version.



Click On License Button – This will show you the copyright details

