How to create WHMIS 2015 compliant Avery labels
Access the webpage and enter in the product number.

1) Access the webpage by clicking this [link](https://app.print.avery.ca/dpo8/app/targets?CAPname=CA_en/productprofile=YouPrintSearch=60506&product=248951de7253bc56510b609c).

2) Enter in the product number. These labels were created using 2” x 2” labels with the product number **60506**. You can purchase these sticky label pages and print on them using a laser printer. Choose “Select this Product” to use this label template. Alternatively, you can browse the product numbers and find a template that works best for you.
3) Select the style of label you like best. Information can be added/removed from the label during the creation process. I have chosen style number 2.
4) Use the Wizard by entering in the CAS number for your product. This number can be found on the SDS.

For this product, the CAS number has auto-populated with the required information.

You will still need to verify all of the information using the SDS for the product.
Enter in the CAS number.

5) If the information does not auto-populate when you enter in the CAS number, you will need to enter the missing information. See next page for details.
Enter in the required information.

6) Enter in the CAS number, Substance name and Signal Word. All of this information can be found on the SDS for the product. Click next.
Select the Hazard Codes

7) Click the “Select Hazard Codes” button and a screen will pop up.
8) Using the SDS, select all the hazard codes from the list that apply to the product.
Select the Precautionary Statement Codes

9) Click the “Select Precautionary Codes” button and a screen will pop up.
10) Using the SDS, select all the precautionary codes from the list that apply to the product.
11) Notice at the bottom of the Wizard it asks you to review the symbols the Wizard has selected. Use the SDS to verify the correct symbols and add/remove as required by clicking the symbols. When done, click Next.
12) Select the checkboxes in the bottom right-hand corner of the screen.
Edit the information.

13) Click on the text box to highlight it. Drag the edges to enlarge the textbox to the edges of the label.

14) Click the “Lot Info:” text box and delete it.
15) Edit the text. Anywhere that is highlighted red requires you to review the information and possibly add information if it has been cut off or not included. Always check the SDS and ensure all the information is present.
Change the text colour or size.

16) Using the tool bar below, you can highlight the text and change it to one colour. You can also set the font and font size. Ensure the label is legible.
Save the finished product.

17) Here is the finished product. Review to ensure all the required information is present. Click Save in the top right-hand corner of the screen.
Save the finished product.

18) Save the finished product to your computer.

19) Follow the tutorial entitled: “How to print Avery labels” to print your finished label.
Need more assistance?

Contact labsafety@lakeheadu.ca or call extension 8806.