Getting started: Free version of SDS Manager

With <u>SDS Manager FREE</u>, you can still effectively manage up to 200 Safety Data Sheets (SDS) and generate an SDS Binder file. The SDS Binder file includes an index with page numbers that are linked to the corresponding Safety Data Sheets, ensuring easy access and compliance with EHS regulations that require employees handling chemicals to have access to SDSs.

However, it's important to note that SDS Manager FREE comes with some limitations:

- Only one user can access and manage your online SDS library.
- Employees won't have the convenience of accessing Safety Data Sheets via QR codes; instead, they'll need to open the PDF file containing all your SDSs.
- You won't receive notifications when new revisions of SDSs in your library become available.

In this article, we will show you how to get started on using SDS Manager FREE to manage your library of Safety Data Sheets (SDSs) and give your employees access using the SDS Binder We will cover the following areas:

Step 1: Import your existing SDS files

Step 2: Add SDSs or Chemicals to your library by searching our database of 13Million+ Safety Data Sheets.

Step 3: Add your company logo to be shown on the SDS binder

Step 4: Generate the SDS Binders your employees use to access Safety Data Sheets

Step 5: Managing new revisions of Safety Data Sheets

Step 1: Import your existing SDS files

If you currently have your SDS files stored on a file-share, you can easily import all your SDSs to SDS Manager.

You can simply zip your folder with SDS-files and import them to SDS Manager.

When SDS Manager imports the SDS files, we will analyze them and extract all the content found in the SDS tiles and make them available for you in your new SDS library.

It is pure magic, and SDS Manager is the only company that have such an import feature.

Click here to open SDS Manager to import your zip file (require login)

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↑ © ✓	Import your SI The SDS Manager offr Sheets). This eliminat If your SDS files are or folder arrangement, a When SDS Manager i	DS files ers a distinctive feature that allows you to es the need for manual typing. "ganized in a folder hierarchy, you can con idding the SDS to each location in a mann mports the SDS files, we analyze and extra	easily populate your online library with Safety opress the entire folder structure into a ZIP file er consistent with how they are stored on you ict all the content found within the SDS files, r	Data Sheets by directly import . We will then automatically es r file server. naking it accessible in your new	ing PDF files (electr tablish a location st v SDS library.	ronic versions of Safety Data ructure that mirrors your	
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To upload a single SDS file, you can drag and drop your file or browse in your system.

Click here to open SDS Manager to add a single SDS-PDF file (require login)

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SDS	All my SDSs	SDS Library for Company H > S	DSes								•••
ً⊘	My locations	Filter by Product name, Suppli	er, CAS# or UFI# 🖪 Q \Xi				General Haza	rd Revision	Risk	Personalia	ed view
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1	Risk assessment	Rows per page 10 👻 1	-10 of 98 < >	+ Add Safety	Data Sheet						

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Snow other methods to add Safety Data Sheets to location 💙	

If you already have SDS-binders (PDF files that contain multiple SDS files) for each of your locations, you can simply upload the SDS-binder file to your SDS library.

We will automatically read the PDF you import and detect which SDSs are in the file and add them to the location.

Step 2: Add SDSs or Chemicals to your library by searching our database of 13Million+ Safety Data Sheets.

You can manage your SDSs under "Manage SDS Library"

Click here to open SDS Manager to manage your SDS library (require login)

ŧ	Dashboard			i See our guide on how to	perform maintenance	e and management of	your SDS library		
sds	All my SDSs	SDS Library for Company H > S	DSes						
ً	My locations	Filter by Product name, Supplie	er, CAS# or UFI# 👼 🔍 👳				General Haza	rd Revision	Risk Personalized view
شحر م	Manage SDS Library		() We discovered	l issues with one or more files	during import. See de	tails one the Import s	tatus page Open import statu	is page	
0 E	Benedict GmbH (9)								
0 1	SAVIA (59)	Product Name 个	Supplier Name	Location	Signal word	Amount	Pictograms & Controls	Substance hazard H S E	Actions
0.9	5DSes (98)								
0 \	WAYFINDER FAMILY S (35)	DAZZLE SHINE GLASS	National Purity US LLC	SDSes	Danger	N/A	(أي الأي ال	H2 S2 E1	፼ ∅ ♥ 📾 < ∶
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6	SDS requests	DUXOLA POWER GEL	KREFTING & CO. AS	SDSes	Advarsel	N/A		H2 S1 E1	
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1	Risk assessment	Rows per page 10 👻 1-	-10 of 98 < >	+ Add Safe	ty Data Sheet				

To add a SDS for a product, simply search for the product name, then hover on the (+) icon and choose "Add Safety Data Sheet to YOURLOCATION".

Add substance to RE Department					×
Search for Safety Data Sheet in our	database of 11Million+ Safe	ety Data Sheets.			
CRC foam			Q	Advanced search	^
Language Region English T EU	- Search	only among SDS	in use by Test CC		
Name	Supplier	Revision date	Regulation area	Language	^
CRC 8098 Foam Adhesive	CRC Industries	2019-01-11	EU	English Por	
Add Safety Data Sheet to "RE	Pepartment"	2019-01-25		English POF	
Add Safety Data Sheet to othe	er locations Co	2017-05-23		English 📴	
POLYURETHANE FOAM Aerosol	CRC Industries Europe bvba	2012-01-19	EU	English	

Step 3: Add your company logo to be shown on the SDS binder

You add your company logo on the Organization profile page (require login)

			Ť,
	•	ø	Erlend Test Corporation Inc. Pro
Organization informat	lon	20	Manage account
YOUR		Ð	Organization profile
Company name		:41	User management
Test Corporation Inc.		(\$)	Subscription
^{Owner} Erlend	•	19	Go live checklist
Regulatory region		ß	Impersonate
EU	·	•	English 👻
Country Norway	•	ot	Invite members
		c+	

Step 4: Print out SDS binders and share with your employees

With SDS Manager, you can create an SDS-Binder file that contains all Safety Data Sheets for a location by selecting "Generate SDS Binder" as shown on below image. If a location has sublocations, you can create an SDS Binder file that contains all SDSs on a location including its sublocations. Such a file is a convenient way to store a copy of your Safety Data Sheets to comply with the 10-year archive requirements.

The index of the SDS Binder file has page numbers that are linked to the page the corresponding Safety Data Sheet. Making the SDS Binder file available to your employees will help you comply with EHS regulations that require that employees that handle chemicals must have access to Safety Data Sheets.

A	Dashboard		0	See our guide on how to per	form maintenance ar	nd management of you	r SDS library	
sDS	All my SDSs		SDS Library for Company H >	SDSes		× -		•••
<u>©</u>	My locations		Filter by Product name, Supp	lier, CAS# or UFI# 🔣 🔍	General	Hazard Rev	Edit location settings	
2	Manage SDS Library	~					Manage QR code access	
			(!) We discovered issu	ues with one or more files dur	ing import. See detail	s one the Import stat	Generate SDS Binder	
0	Benedict GmbH (9)						Export SDS information to	Excel file
0	o isavia (59)		Product Name 个	Supplier Name	Location	Signal	Import SDS files	
0	SDSes (98)						Move location to Archive	
			A-100 Exterior Acrylic Latex	THE SHERWIN-WILLIAMS	SDSes	Danger	Add new admin user	
0	 WAYFINDER FAMILY S (35) 		Flat MOCS Anti-Graffiti Grey	COMPANY		Banger		
Ð	Add location							
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ø	SDS requests		Acetone	COMPANY				Ť
	Archivo							

From <u>Manage SDS Library menu</u> (require login) you can generate the SDS Binder file.

Below is an example of the index page of a MSDS-Binder created using SDS Manager.

The index of the SDS-Binder file lists all Safety Data Sheets in the binder file, including Signal Word

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URL: https://sdsmanager.com/faq/content/22/513/en/getting-started-free-version-of-sds-manager/

and pictogram and PPE icons found in the SDS. To access a Safety Data Sheet, the user simply opens the SDS Binder PDF file in a PDF reader and clicks on the page number as shown on the below picture.

Binder: Test Corporation Inc.

			•	
#	Product Name	Signal Word	Pictograms & Controls	Page
1	Clorox Cream Cleaner	Warning	<∿	3
2	Clorox Disinfecting Bleach	Danger	$\langle \rangle \langle \rangle$	18
3	IPA	Fare		25
4	Isopropanol	Fare	(♦)	31
5	KOLORSAFE DRY BASE NEUTRALIZER	Warning	$\langle \rangle$	44
6	Oxygen (0.0015-19.49%), Methane (0.0005-2.5%), Carbon Monoxide (0.001-0.09%), Hydrogen	Warning	<> ◆	63
7	Piccolo Reagent D A click on the page number binder to the Safety Data S	er will move Sheet	♦	75
8	UNISET 621-PART 2	Danger	1 🗞 😔	82

The PDF reader will move to the page you clicked (82 in this example) where the Safety Data Sheet is found in the SDS-Binder file.



UNISET 621-PART 2

Safety Data Sheet

according to Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations Date of Issue: 5/14/2015 Revision date: 4/22/2022 Version: 1.4

SECTION 1: Identification			
1.1. Identification			
Product form Product name Product code Other means of identification	: Mixture : UNISET 621-P : 94080 : Polymeric MDI	ART 2 In Aromatic Sc	ivent
1.2. Recommended use and restrictions on t	use		
Use of the substance/mixture	: Urethane No-B	ake Binder, Pa	rt 2
1.3. Supplier			
United Erle - Division of Alpont II, Inc. 1432 Chestnut Street Erle, PA, United States, 16502 United States T 1-800-377-7561 - F 1-814-454-8996 herm-eh&s@interstatechemical.com - www.unitederle	e.com		
1.4. Emergency telephone number			
Emergency number	: For 24-Hour Er	mergency Infor	mation Call Chemtrec: +1 (800) 424-9300
SECTION 2: Hazard(s) identification			
2.1. Classification of the substance or mixtu	re		
GHS US classification			
Flammable liquids Category 4 Skin corrosion/Irritation Category 2 Serious eye damage/eye Irritation Category 2A Respiratory sensitization, Category 1 Skin sensitization, Category 1 Carcinogenicity Category 2 Specific target organ toxicity (single exposure) Categor Specific target organ toxicity (repeated exposure) Cat	ory 3 egory 2	H227 H315 H319 H334 H317 H351 H355 H373	Combustible liquid Causes skin irritation Causes serious eye irritation May cause allergy or asthma symptoms or breathing difficulties in Inhaled May cause an allergic skin reaction Suspected of causing cancer May cause respiratory irritation May cause damage to organs through prolonged or repeated exposure
Full text of H statements : see section 16			•
2.2. GHS Label elements, including precaution	onary stateme	nts	
GHS US labeling Hazard pictograms (GHS-US)			
Signal word (GHS-US) Hazard statements (GHS-US)	: Danger : H227 - Combur H315 - Causes H317 - May cau H319 - Causes	stible liquid skin irritation use an allergic serious eye in	skin reaction Itation stima symptoms or breathing difficulties if inhaled
	H334 - May ca	use allergy of a	and a symptotic of preasing an association in marca
4/22/2022 (Revision date)	H334 - May ca	N (English US)	1/12

Click the below link see example of an SDS Binder File

Step 5: Managing new revisions of Safety Data Sheets

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URL: https://sdsmanager.com/faq/content/22/513/en/getting-started-free-version-of-sds-manager/

The FREE version of SDS Manager will not notify you when there is an new revision of an SDS in your library. To get these notifications, you need a paid plan.

When you get an updated version of an Safety Data Sheet you are using, you can upgrade to the new version using the "Replace with new SDS" function shown below.

%	S D S MANAGER	Ŧ	(Q Product, Supplier, CAS#, UFI#, EU No).			P
f	Dashboard		SDS Library for TY > TY					•••
sDS	All my SDSs		+ Add			General	Hazard Revisi	on Risk Custom Fields
مر ،	Manage SDS Library	~	Dreduct Name A	Supplier Name	Signal word	Bictograms & Controls	Substance baza	rd Actions
от	Y (2)		Product Name 1	Supplier Name	Signal word	Pictograms & controls	H S E	Actors
Ð	Add location		Shell GTL Fluid G85	Shell CAPSA	Danger	٨	Н3 51 Г	
\$	Global SDS Search		Distillates (Fischer-Tropsch) C8-26 -	branched and linear		•		Move SDS
Ē.	SDS compliance	>						Create risk evaluation
262	Manage QR codes		Shell Paraffinic Oil X411	Shell CAPSA	Danger		H3 S1	Move to archive
6	Risk assessment		Hydrocarbons Cib-C24, isoaikanes, 4	276 aromatics				🐼 Hide from Non-admin
B _T B	Job procedures		Rows per page 10 👻	1–2 of 2 < >	+ Add substance to this location			Safety information summary
-	500 procedures						-	Edit SDS information
2	Reports	>						Add EAN code
								🛯 Add attachment

Note for using the free version of SDS Manager:

Our <u>FREE version</u> is intended to be an efficient tool to help you manage your Safety Data Sheets and generate a digital SDS Binder file. The SDS Binder file should be made available for employees to comply with EHS regulations that require employees handling chemicals to have access to Safety Data Sheets.

On our <u>FREE plan</u> you are not allowed to share online access to SDS Manager with your employees using our QR code or sharing login credentials.

Unique solution ID: #1140 Author: n/a Last update: 2024-11-21 05:53