

# Getting Started with SDS Manager

## How do I get started with SDS library? - 8 easy steps

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

Step 1: Create your locations (if you have chemicals stored and used on multiple locations)

Step 2: Import your existing SDS files (if you have any)

Step 3: Update the SDSs you imported to the latest version

Step 4: Add SDSs or Chemicals to your locations by searching our database of 13 Million+ Safety Data Sheets.

Step 5: Create QR code poster to allow your employees to access the SDS library using QR code

Step 6: Invite your employees to join on SDS Manager

Step 7: Look through SDSs that contains restricted chemicals and substitute where necessary

Step 8: Create Secondary container labels for hazardous chemicals

### **Optional steps:**

Step 9: Print out SDS binders if you prefer to have hard copies on the locations **(Optional)**

Step 10: Do Risk assessment for all your chemicals **(Optional)**

Step 11: Create risk-assessed Job procedures **(Optional)**

### **Step 1: Create your locations (if you have chemicals stored and used on multiple locations)**

For organizations with large number of SDS, it can be helpful to organize the SDSs by locations/departments.

With a location structure, you can delegate administrator access for a subset of locations to other team members. It also allows you to let your employees only have access to SDSs relevant for the site in which they are working.

You can create a location structure with unlimited number of levels.

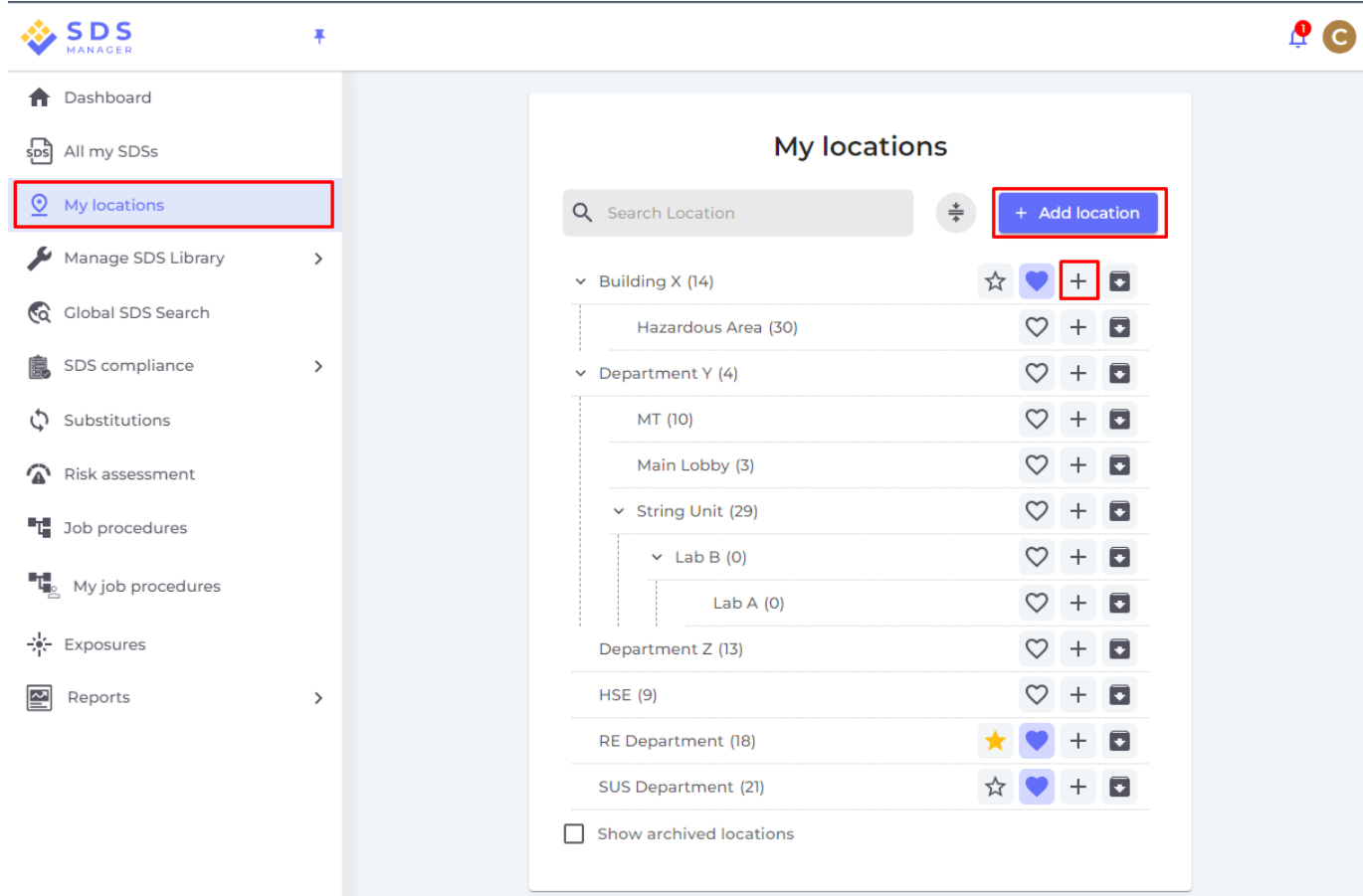
With SDS Manager, you can link your SDSs to locations.

Below is an example of a location hierarchy. The number in the parentheses is the number of SDSs linked to each location.

You can manage your location structure under the menu "My locations". Use the button "Add location" to create new locations and the "+" button to create child-locations.

Click here to [open SDS Manager to manage your locations \(require login\)](#)

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## Step 2: Import your existing SDS files (if you have any)

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 folders with SDS-files and import them to SDS Manager.

If you have the SDS-files stored in a folder hierarchy, you can zip the whole folder structure and we will automatically create a matching location structure and add the SDSs to each location in the same way you have then on your file system. 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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When SDS Manager imports your ZIP file, the locations are automatically created and the SDSs are added to the corresponding locations:

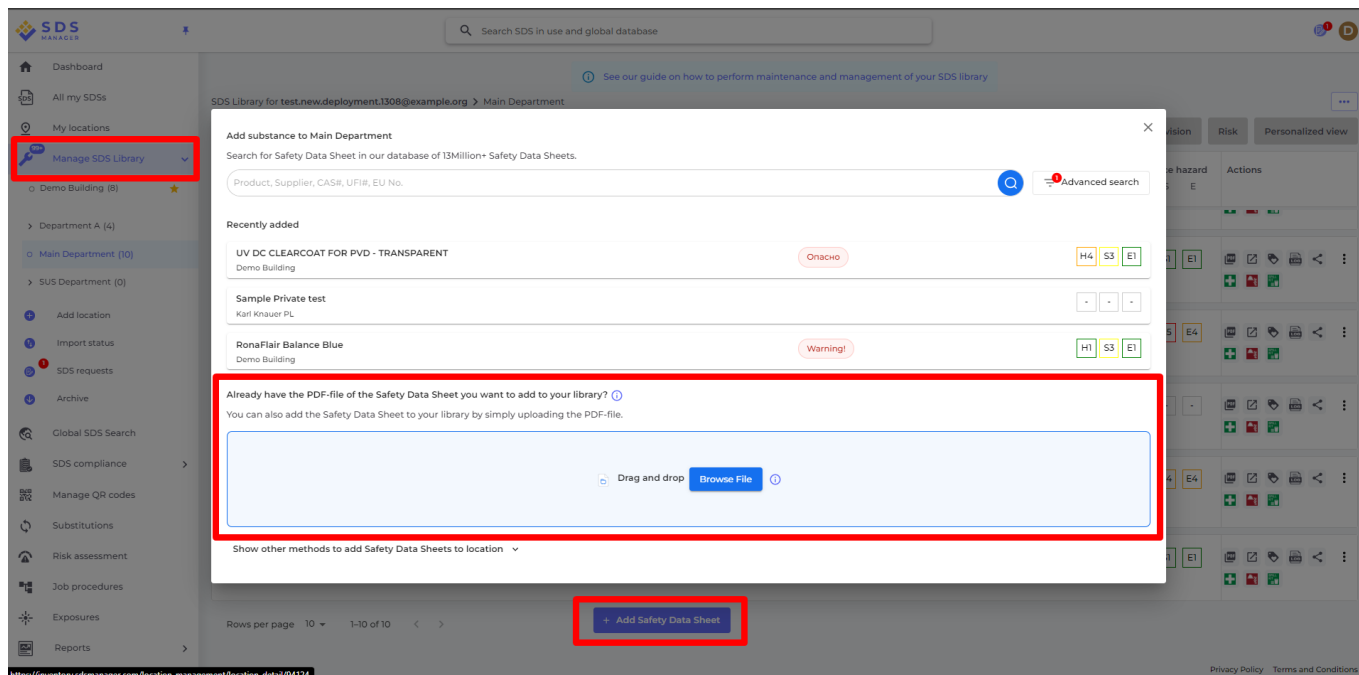
- ▼ Building X (14)
  - Hazardous Area (30)
- ▼ Department Y (4)
  - MT (10)
  - Main Lobby (3)
- ▼ String Unit (29)
  - ▼ Lab B (0)
    - Lab A (0)
- Department Z (13)

After importing, you will be notified about all SDSs which are outdated and should be updated with the newer version we have in our database.

To upload a single SDS file, open the "Manage SDS Library" option and press the "Add Safety Data Sheet" button. In the dialog shown below you can drag and drop your file or browse in your system to add a SDS-PDF file to your SDS library

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

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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 a location in 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.

With this method, you can populate your SDS library with thousands of SDSs in a matter of minutes. The only requirement is that you have an SDS-binder for each location in your company.

If you do not have any SDS file but have XLS or CSV file with your substances instead, the list can be imported to SDS Manager. Let us know if you prefer to build your SDS library by importing your product inventory and we will help you import the data.

## Step 3: Update the SDSs you imported to the latest version

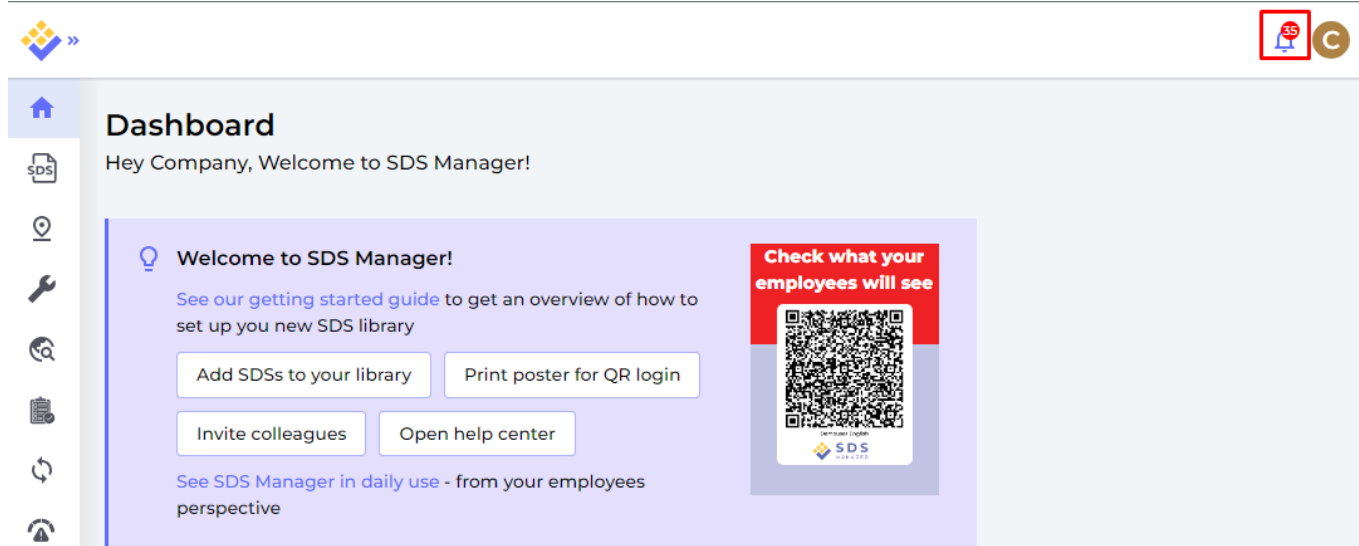
New revisions of SDSs are issued every 1 to 3 years.

New revisions are issued because of new regulatory requirements, corrections or new discoveries by the suppliers. Users of chemicals are required to have the latest version of the SDS in their library.

SDS Manager are continuously crawling thousands of supplier websites for new revisions of safety data sheets and add them to our database.

When you use SDS manager, you will be alerted when we find new versions of SDSs in your library. In the header bar of SDS Manager, you will see the alert icon showing the number of outdated SDSs you have in your library. In the example below, we have 35 outdated SDSs that need to be updated.

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When you click on the notification bell, you will be directed to ["SDS where newer version exists" page](#) where we will list SDSs you have in your library for which we found newer versions.

Click here to [open SDS Manager to review SDS where newer version exists \(require login\)](#)

Product Name	Product Code	Revision date	Revision date newer version	Locations	
MELMENT F 10		2018-08-20 →	2020-01-15	Lab B	<button>Diff.</button> <button>Upgrade to new version</button>
Navistar Fleetrite Diesel Exhaust Fluid	FLTFP (2.5 Gal); FLTFQ (55 Gal); FLTFR (275 Gal); FLTFS (330 Gal)	2012-03-26	2018-06-01	Lab E	<button>Diff.</button> <button>Upgrade to new version</button>

Click on the "Diff." button to see side-by-side changes between the SDS you are currently using and the new version.

Changed values	Current version	New version
		
Emergency telephone		+1 973 245-6000
Health risk	1	4
Safety risk	1	4
Revision date	2018-08-20	2020-01-15
Environment risk	1	4
Section 3: composition/information on ingredients	<div>According to Regulation 2012 OSHA Haz</div> <div>CAS Number 50-00-0      Weight % &lt; 0.1%</div>	<div>According to Regulation 2012 OSHA Haz</div> <div>Formaldehyde CAS Number: 50-00-0 Content (W/W): &lt; 0.1% Synonym: Formaldehyde; Forma</div>
First-aid measures after ingestion	Rinse mouth immediately and then drink plenty of water, seek medical attention. Do not induce vomiting unless told to by a poison control center or doctor.	Immediately rinse mouth and then drink 200-300 ml of water, seek medical attention. Do not induce vomiting unless told to by a poison control center or doctor.

You can choose to upgrade one SDS at a time (1) or upgrade all SDSs to the latest version in one operation (2).

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The screenshot shows the 'SDS where newer version exists' section. It includes buttons for 'Refresh all cached SDS values' and 'Upgrade all SDS to latest version'. Below these are filters for 'SDS status' (Only list SDS in use) and 'Locations' (List SDS on all locations). A table lists two products: MELMENT F 10 and Navistar Fleetrite Diesel Exhaust Fluid. Each row has buttons for 'Diff.' and 'Upgrade to new version'.

Product Name	Product Code	Revision date	Revision date newer version	Locations	Diff.	Upgrade to new version
MELMENT F 10		2018-08-20	2020-01-15	Lab B	Diff.	Upgrade to new version
Navistar Fleetrite Diesel Exhaust Fluid	FLTFP (2.5 Gal); FLTFQ (55 Gal); FLTFR (275 Gal); FLTFS (330 Gal)	2012-03-26	2018-06-01	Lab E	Diff.	Upgrade to new version

## Step 4: Add SDSs or Chemicals to your locations by searching our database of 13 Million+ Safety Data Sheets.

You can manage your SDSs under "Manage SDS Library"

Click here to [open SDS Manager to manage your SDS library \(require login\)](#)

The screenshot shows the 'Manage SDS Library' interface. It includes a search bar, a filter by Product name, Supplier, CAS# or UFI#, and tabs for General, Hazard, Revision, Risk, and Personalized view. A table lists products like Nitrous oxide, RonaFlair Balance Blue, UV DC CLEARCOAT FOR PVD - TRANSPARENT, 4-Chloronitrobenzene, and Ädelstålvärd, 400 ml. Each row has buttons for 'Add Safety Data Sheet' and 'Open Import status page'.

Product Name	Signal word	Pictograms & Controls	Substance hazard	Actions
NITROUS oxide Nitrous oxide DSFABRIEK STROMBEEK	Danger	H2, S4, E1		
RonaFlair Balance Blue Merck Performance Materials Germany GmbH	Warning!	H1, S3, E1		
UV DC CLEARCOAT FOR PVD - TRANSPARENT SHERWIN-WILLIAMS Italy S.r.l	Onacho	H4, S3, E1		
4-Chloronitrobenzene TCI EUROPE NV	Cevaar	H4, S1, E4		
Ädelstålvärd, 400 ml Würth Svenska AB	Danger	H1, S4, E1		

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".

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Add substance to RE Department



Search for Safety Data Sheet in our database of 11Million+ Safety Data Sheets.

CRC foam

Advanced search ^

Language

English

Region

EU

☐ Search only among SDS in use by Test CC

	Name	Supplier	Revision date	Regulation area	Language	
<div><div></div></div>	CRC 8098 Foam Adhesive	CRC Industries	2019-01-11	EU	English	
		ts, Inc	2019-01-25		English	
		Co	2017-05-23		English	
<div><div></div></div>	POLYURETHANE FOAM Aerosol	CRC Industries Europe bvba	2012-01-19	EU	English	

If you want to add the same SDS to multiple locations in one operation, select "Add Safety Data Sheet to other locations" instead.

# Getting Started with SDS Manager

Add substance to RE Department



Search for Safety Data Sheet in our database of 11Million+ Safety Data Sheets.

CRC foam



Advanced search ^

Language

English

Region

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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	
CRC 8098 Foam Adhesive	CRC Industries, Inc	2019-01-25		English	
CRC 8098 Foam Adhesive	CRC Industries Co	2017-05-23		English	
POLYURETHANE FOAM Aerosol	CRC Industries Europe bvba	2012-01-19	EU	English	

Add Safety Data Sheet to "RE Department"

Add Safety Data Sheet to other locations

Add substance to locations



Search Location



☐ Department Y

☐ MT

☐ Main Lobby

☐ String Unit

☐ Lab B

☐ Lab A

☒ Department Z

☒ HSE

☒ RE Department

☒ SUS Department

4 selected locations

Add

**MANUAL ENTRY:** Sometimes, you want to add a product to your SDS library but don't know the SDS to link to the new product.

To handle such cases, you can add the product information to your SDS library and later link a SDS to the product. This way you can let your purchasing department or logistics personnel add products to SDS Manager and let the HSE-manager add the corresponding SDS later.

# Getting Started with SDS Manager

Add substance to RE Department



Search for Safety Data Sheet in our database of 11Million+ Safety Data Sheets.

Product, Supplier, CAS#, UFI#, EU No.



Advanced search ▾

Already got the PDF-file of the Safety Data Sheet you want to add to your library?

You can also add the Safety Data Sheet to your library by simply uploading the PDF-file.

Add PDF file to my SDS library

Drag and drop Or [click here to browse files](#)

Show other methods to add Safety Data Sheets to location ^

## 🔗 UPLOAD FROM URL

I know the URL where the Safety Data Sheet can be downloaded from the internet.

## ✎ MANUALLY ENTER PRODUCT

I cannot find any Safety Data Sheet file for my product. Until I get the Safety Data Sheet file, I want to store all the product information I know. The Safety Data Sheet file can be added later.


## 📁 IMPORT SDS-BINDER

I have a PDF-SDS Binder with all Safety Data Sheets I want to import to this location.

## 📦 IMPORT ZIP-FILE

I have all Safety data sheet files for this location in a folder on my PC. I have compressed the folder to a zip file and want to import them to this location.

In SDS Manager, you will find a list of substances that are missing SDSs. With this list, it is easy to add missing SDSs to keep your library up to date at any time.

🔖🔔👤

- Dashboard
- 📄 All my SDSs
- 📍 My locations
- 🔧 Manage SDS Library >
- 🔍 Global SDS Search
- 📋 **SDS compliance** >
- ↺ Substitutions
- 🛡️ Risk assessment

### Substances with missing SDS

Product Name	Supplier Name	Product Code	Locations	Purchase year	Created By	
Anti seize	KENT Industri Danmark ApS	83972	Department Y		Company X	<a href="#">Find SDS</a>
Manual Enter	Manual Enter		Department Y		Company X	<a href="#">Find SDS</a>
Manually Entered	Manually Entered		Department Y		Company X	<a href="#">Find SDS</a>

Rows per page: 10 ▾ 1-3 of 3 |< < > >|

## Step 5: Create QR code poster to allow your employees to access the SDS library

Employees can get read-only access to some SDSs via QR-codes.

If you have multiple locations, you may want to create a separate QR code for each location so that

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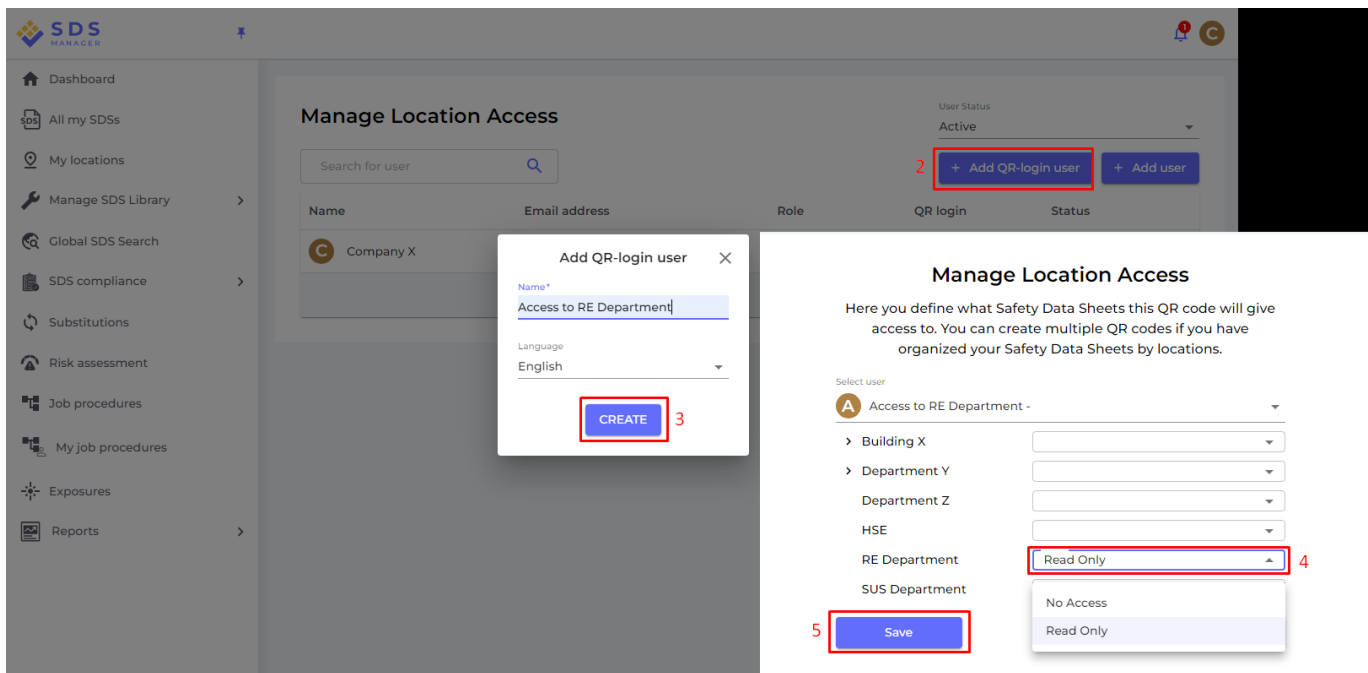
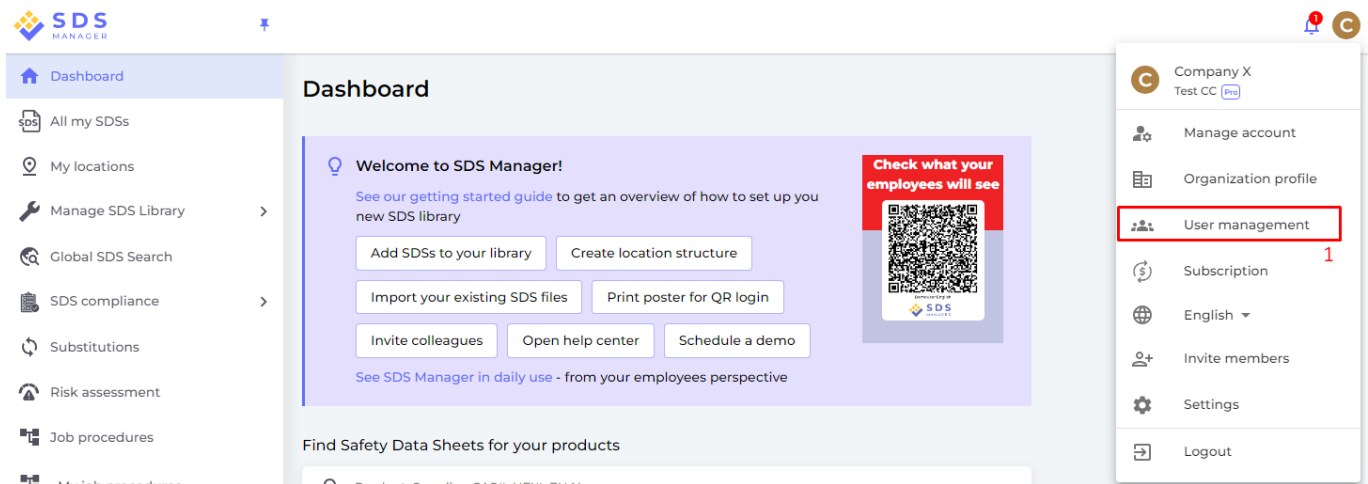
employees only see the SDSs in their location when scanning the QR code.

To create a QR-code-login do the following steps:



(1) Click here to [open SDS Manager User management page \(require login\)](#)

(2) click on 'Add QR login user' and name the user, then (3) click 'Create'. We recommend you name the account to describe the locations which the QR code have access to. Next, (4) select the locations that you want the QR code to give access to, then (5) click 'Save'. Employees who log in via the QR code login will now have read-only access to the SDSs on selected locations.

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When the QR code user is created, you can view the QR code by (1) clicking on the QR code image.

Name	Email address	Role	QR login	Status
 Access to RE Department -		Staff	 1	Active

Rows per page 10 1-1 of 1

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The button (2) "Print QR code for login" will generate a poster with the QR code.

If you want to give access to your SDS library from your intranet, you can simply (3) create a QR code user, scan the QR code and copy the link and add it to your intranet.

The button (4) "Email access link to your team" allow you to share access via email.

You can or click on the image or scan the below QR code with your mobile phone to see how this will look for your employees.



If you want the link to give access to all SDS in your organization, the QR code user must be granted access to all locations.

You can create many "QR code users" – e.g., one for each of your locations, or a "QR code user" that gives access to all the SDSs your organization has in the SDS library.

## Step 6: Invite your employees to join on SDS Manager

With SDS Manager, you can add unlimited numbers of users. We suggest that you only create user accounts for employees that will administrate the SDS library.

Click here to [open SDS Manager to invite employees \(require login\)](https://sdsmanager.com/faq/content/24/176/en/how-do-i-get-started-with-sds-library-_8-easy-steps/).

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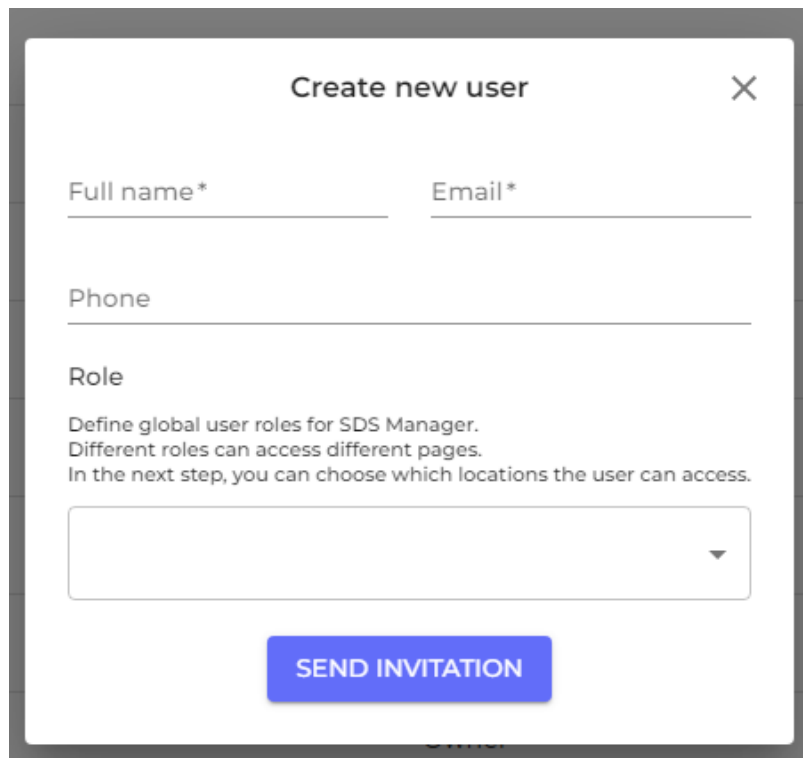
The screenshot displays the SDS Manager dashboard. On the left is a navigation menu with the following items: Dashboard (selected), All my SDSs, My locations, Manage SDS Library, Global SDS Search, SDS compliance, Substitutions, Risk assessment, Job procedures, My job procedures, Exposures, and Reports. The main content area has a header with the text 'See SDS Manager in daily use - from your employees perspective'. Below this is a search bar with the placeholder text 'Find Safety Data Sheets for your products' and a search icon. The search bar contains the text 'Product, Supplier, CAS#, UFI#, EU No.'. Below the search bar are three main sections: 1. 'SDS I have access to' showing '189' SDSs, with links for 'Show my SDSs' and 'Add substances to my library'. 2. 'Revised SDSs' showing '188/189' with a '99%' progress indicator and a link for 'Update outdated SDSs'. 3. 'Number of users' showing '2' with a red box around the 'Invite users' link.

Invited users can have an Admin Role, Staff or No Access Role.

You are flexible to decide access type on location level. A user can be given an Admin role on one location and read-only access to other locations.

To be able to manage SDSs in your library, users will need Admin role.

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Create new user X

Full name\* Email\*

Phone

Role

Define global user roles for SDS Manager.  
Different roles can access different pages.  
In the next step, you can choose which locations the user can access.

SEND INVITATION

## Step 7: Look through SDSs that contains restricted chemicals and substitute where necessary

SDS Manager has an overview of all chemicals listed on restriction lists like ZDHC, California Proposition 65, REACH and more.

The substances in these lists are identified with either EC or CAS number.

SDS Manager will extract the CAS and EC numbers from section 3 of the SDS you use and check if these numbers are found in any of the restriction list.

In SDS Manager, you will be able to list all the SDSs you have in your SDS Library that have restricted components.

Click here to [open SDS Manager see what SDS in your library that are containing hazardous chemicals \(require login\)](#)

Below is an example of how we list products with components on restricted list:

## Hazardous substances

SDS with components listed on restricted substance lists

Regulation
SDS status  
Only list SDS in use
Approval Status  
All
Locations  
Only list SDS on locations I have access
Risk assessment  
All

Product Name	Supplier Name	Revision date	GHS	Locations	Approval Status	EC/CAS	Name of the chemical	Concentration	Listed in	
<0.1 NTU Calibration Solution	Hach Company	2023-02-08		SUS Department	Not Approved	• 64-17-5 • 67-56-1	• Ethanol • Methanol	• <1% • <0.1%	• Z-1 Table OSHA • N/A	<button>Open</button>
<= 0.1% SO2 />= 0.1% CO />= 20% CO2 /N2	Calgaz Ltd	2020-02-27		SUS Department	Not Approved	• 124-38-9 • 7727-37-9 • 7446-09-5 <a>Show more</a>	• Carbon dioxide • Nitrogen • N/A <a>Show more</a>	• N/A • N/A • N/A <a>Show more</a>	• Z-1 Table OSHA • N/A • N/A <a>Show more</a>	<button>Create</button>
1,2-Dichlorobenzene Inc	AccuStandard,	2021-06-24	 	Hazardous Area	Not Approved	• 95-50-1	• 1,2-Dichlorobenzene	• N/A	• ZDHC Manufacturing Restricted Substances List • Z-1 Table OSHA	<button>Create</button>

When you have verified that the content is acceptable, you may want to mark the SDS as 'Approved'

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**Warning!**

RonaFlair Balance Blue  
Merck Performance Materials Germany GmbH

Health risk rating:   
Safety risk rating:   
Environmental risk rating:

No approval info

Approve

☐ Show rows where SDS has no information

☐ Review Data

[Add information message](#)

**General Information**

Product name:

Product Synonyms:

Product code:

117739

Revision date:

2024-10-01

Printed date:

2024-11-01

Version no.:

2.2

Icons in PDF:

SDS Set:

**Company Information**

Company name:

Merck Performance Materials Germany GmbH

E-mail address of the competent person responsible for the Safety Data Sheet:

ELECTRONICS\_SDS@merckgroup.com

## Step 8: Create Secondary container labels for very hazardous chemicals

On the label icon, you can generate Secondary Container labels.

Click here to [open SDS Manager to create Secondary container labels \(require login\)](#)

Product Name ↑	Supplier Name	Location	Signal word	Pictograms & Controls	Substance hazard H S E	Actions
1,2-Dichlorobenzene	AccuStandard, Inc	Hazardous Area	Warning			

The label has respective QR codes to view the actual SDS file and track chemical usage and disposal.

Icons from the SDS, Hazard statements and Prevention statements are also shown in the label.

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## 1,2-Dichlorobenzene

Company name: AccuStandard, Inc

Signal Word: Warning



View PDF



Edit Amount

### Hazard statements

**H227:** Combustible liquid ; **H302:** Harmful if swallowed ; **H315:** Causes skin irritation ; **H319:** Causes serious eye irritation ; **H371:** May cause damage to organs (or state all organs affected, if known)(state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard) ;

### Precautionary statements

**P202:** Do not handle until all safety precautions have been read and understood. ; **P233:** Keep container tightly closed. ; **P262:** Do not get in eyes, on skin, or on clothing. ; **P264:** Wash ... thoroughly after handling. ; **P280:** Wear protective gloves/protective clothing/eye protection/face protection/hearing protection/... ; **P284:** [In case of inadequate ventilation] wear respiratory protection. ; **P331:** Do NOT induce vomiting. ; **P338:** Remove contact lenses, if present and easy to do. Continue rinsing. ; **P360:** Rinse immediately contaminated clothing and skin with plenty of water before removing clothes. ; **P404:** Store in a closed container. ;



Emergency agency name: CHEMTREC

Emergency agency phone number: 1-800-424-9300

## Step 9: Print out SDS binders if you prefer to have hard copies on the locations (Optional)

For each location in your SDS library, you can find a 'Print binder' button, which will generate a PDF file that contains all the SDSs stored on that location. On the first page of the SDS Binder, there will be a table of content of all the SDS in the binder.

Click here to [open SDS Manager to generate SDS binders \(require login\)](#)

The screenshot shows the SDS Manager interface. On the left, a sidebar contains navigation options: Dashboard, All my SDSs, My locations, and Manage SDS Library (highlighted with a red box). The main area displays a table of SDS entries for 'Factory Paris'. The table has columns for Product Name, Signal word, Amount, Pictograms & Controls, and Substances. Two entries are visible: '3-In-One All Purpose' and '3M Filteck Z500 Universal Restorative'. A dropdown menu is open for the 'Factory Paris' location, showing options like 'Edit location settings', 'Manage QR code access', 'Generate SDS Binder' (highlighted with a red arrow), 'Export SDS information to Excel file', 'Import SDS files', and 'Move location to Archive'.

The PDF file can be printed out if you need hard copies.





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## Step 10: Do Risk assessment of all your chemicals (Optional)








Risk assessment of chemicals and substances can be done either via Job procedures, or directly on the substance for cases where the risk related to the substance isn't related to an actual Job procedure, or for the case where your company does not wish to document the Job procedures in SDS Manager.

For this case, you can do a risk assessment of the substance itself. The risk assessment of a substance (SDS) is nearly identical to risk assessment of substances in a Job procedure and contains the following:

- The form of the substance
- What the substance is used for
- How the substance should be used
- How the substance should be disposed of
- Duration of exposure to the substance when handled
- Amount of the substance when handled
- Hazard types relevant for handling the substance
- classification of risk, classification of exposure and effect of PPE and controls for each hazard type
- Storage risk regarding safety events
- Storage risk regarding environmental release events

Granular Absorbent - IL - MS	Oil-Dri Corporation	2018-09-07	14 l	H5	S1	E1
Risk category	Without controls	Controls	With controls			
Eyes	H5		H3			
Oral	H4		H3			
Skin	H4		H3			
Flammable	S3		S1			

For all locations you have the substance stored, you can evaluate the storage risk.

Location	Amount 	Safety risk	Likelihood accidental Safety event during storage	Environment risk	Likelihood Environmental release during storage accident	Risk category Safety - Storage	Risk category Environment - Storage	Ignore 
Hazardous Area	100 kg 	Dangerous  S3	Low likelihood 	Very Dangerous  E4	Low likelihood 	S2	E3	<input type="checkbox"/>

## Step 11: Create risk-assessed Job procedures (Optional)

In SDS Manager, you can assess your Job procedure according to REACH, OSHA and COSHH.

In our Job-procedure risk assessment, you will be able to record the following:

- Frequency of the Job procedure
- The user that will perform the Job procedure
- The locations where the Job procedures will be performed
- Description of the procedure

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- Description of the job steps
- Description of the hazards
- Add substances (SDS) that are used in the Job procedure.

For each substance in the Job procedure, you may register the following:

- Form of the substance
- What the substance is used for
- How the substance should be used
- How the substance should be disposed of
- Duration of exposure to the substance in the Job procedure
- Amount of the substance used in the Job procedure
- Hazard types relevant for the Job procedure
- Classification of risk, classification of exposure and effect of PPE and controls for each hazard type
- Storage risk regarding safety events
- Storage risk regarding environmental release events.

On the Job procedure risk assessment, the risks will be listed for use without PPE and Controls and the risk with Controls.







SDS Manager use a risk classification range from 1-5 for (H)ealth, (S)afety and (E)nvironment.

In below example, we can see that all Health risks are medium high (H3) while the safety risk is very low (S1).

Risk categories	Without controls	With controls
 Eyes	H5	H3
 Inhalation/Respiration	H4	H3
 Flammable	S4	S4
 Environmental	E3	E1

The controls identified on the Job procedure are displayed on any secondary container labels available for any users of the SDS Manager.

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Controls in place	
Symbol	Comment
	Wear cotton suit
	Wear protective glasses
	Do not eat during work procedure
	No open flame
	Rinse with lots of water for at least 10 minutes if substance is in contact with the skin
	Call fire department in case of accident

Job procedures can be approved and revised.

Unique solution ID: #1018

Author: n/a

Last update: 2025-03-05 07:28