SDS Inventory Manager in use

What do I do with SDS for chemicals that we no longer use (Archive SDS)?

When you no longer use a chemical on a location, archive its Safety Data Sheet (SDS). The SDS is then removed from the location, but you keep a copy in the archive.

1. Find the SDS in **Manage SDS Library** or **All my SDSs**.
2. Click ⋮ on the SDS and choose **Archive SDS**. If the SDS is on more than one location, choose the location.
3. Click **OK**.

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URL: https://sdsmanager.com/faq/content/267/en/what-do-i-do-with-sds-for-chemicals-that-we-no-longer-use-archive-sds

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To archive many SDSs at once, tick them on **SDS Filter** and choose **Move to archive** under **Bulk Action**.

The archive

Click **Archive** under **Manage SDS Library** in the left menu (it is shown once you have archived something) and open the **Archived SDSs** tab. There you can:

- click **Undo Archive** to put an SDS back on its location;
- click **Delete permanently** to remove it for good. Only owners and admins can do this.

The archive also lists archived locations, SDSs that were replaced by a newer version, and archived SDS requests.

Archived SDSs do not count towards the number of SDSs in your plan. To delete an SDS, you always archive it first.

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