Miscellaneous

Getting started: Multiple locations, without SDSs to import

This guide is for companies with several locations (sites, buildings, departments or storage areas) that do not have SDS files to import. You build your library from our database instead.

1. Create your locations
2. Add SDSs from our database of 30 million+ Safety Data Sheets
3. Give your employees access with QR code posters
4. Check your SDSs for restricted chemicals (optional)
5. Print secondary container labels (optional)
6. Print SDS binders if you want paper copies (optional)
7. Keep your SDS library up to date with new revisions

Step 1: Create your locations

Locations let you organize your SDSs by site, building, department or storage area. You can give an admin rights to some locations only, and make a QR code poster for each location so that employees there only see their own SDSs.

Click **Locations** in the left menu. Use **Add location** for a new top-level location and the **+** button on a row to add a sub-location under it. You can have as many levels as you need. The number after each name is the number of SDSs on that location.

Read more: How can I create a hierarchy of locations that match our company structure?

Step 2: Add SDSs from our database of 30 million+ Safety Data Sheets

On the **Dashboard**, type a product name, supplier, CAS#, UFI# or EU number in **Search SDS Database**, pick the right SDS and it is added to your library. The other tabs let you scan barcodes, scan a paper binder, import a product list or take pictures of product labels.

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Read more: How to add Safety Data Sheets to your SDS library and How can I add an SDS to multiple locations in one operation?

Step 3: Give your employees access with QR code posters

Employees do not need a user account. Put a QR code poster where chemicals are used: scanning it with any phone opens your SDS library read-only. Click **QR Access** in the left menu, click a poster, then **Print QR poster**. **Preview SDS library for this code** shows what your employees will see.

One poster can give access to the whole library, or you can make one poster per location so that employees only see the SDSs where they work.

Read more: How employees find an SDS and How can our employees access our SDS library by scanning a QR code poster?

Step 4: Check your SDSs for restricted chemicals (optional)

SDS Manager reads the CAS and EC numbers in section 3 of your SDSs and checks them against more than 100 restricted substance lists, for example California Proposition 65, the REACH Candidate List (SVHC) and the OSHA list of highly hazardous chemicals. Click **Compliance** in the left menu to see the SDSs that contain a listed substance, and substitute the products where needed. Filter by **Regulation** or location, or export the list to Excel.

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Read more: How can I check if any of the products we use contains restricted chemicals?

Step 5: Print secondary container labels (optional)

When you pour a chemical into a smaller container, that container needs a label too. Click the **Print Label** icon on an SDS to make a label with the product name, pictograms, hazard and precautionary statements, and a QR code that opens the SDS.

Read more: How to create secondary container labels for hazardous chemicals

Step 6: Print SDS binders if you want paper copies (optional)

Open **SDS Admin**, choose the location, click the **…** button at the top right and select **Generate SDS Binder**. You get one PDF file with all the SDSs on that location, ready to print.

Read more: Get offline access to your SDSs: print an SDS binder

Step 7: Keep your SDS library up to date with new revisions

Suppliers issue a new revision of an SDS every one to three years, and you must use the latest one. SDS Manager checks supplier websites for new revisions. The number on **Updates** in the left menu shows how many SDSs in your library have a newer version.

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Click **Updates** to see them. Use **Upgrade to new version** on one SDS, or **Upgrade all SDS to the latest version**. To let SDS Manager do it for you, switch on **Automatically update SDS to new versions**.

Read more: Manage SDS Updates: upgrade SDSs to the latest version and How does the revision update work?

More you can do

- Risk-assess your chemicals
- Create risk-assessed job procedures
- See the full getting-started guide

Ready to go live?

Before you tell your employees about the SDS library, go through the Go-live checklist.

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