

# Miscellaneous

## Getting started: Multiple locations, with SDSs to import

**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

Step 2: Import your existing SDS files

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 13Million+ 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 **(Optional)**

Step 7: Look through SDSs that contains restricted chemicals and substitute where necessary **(Optional)**

Step 8: Create Secondary container labels for hazardous chemicals **(Optional)**

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

### Step 1: Create your locations

For organizations with large number of SDSs, 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.

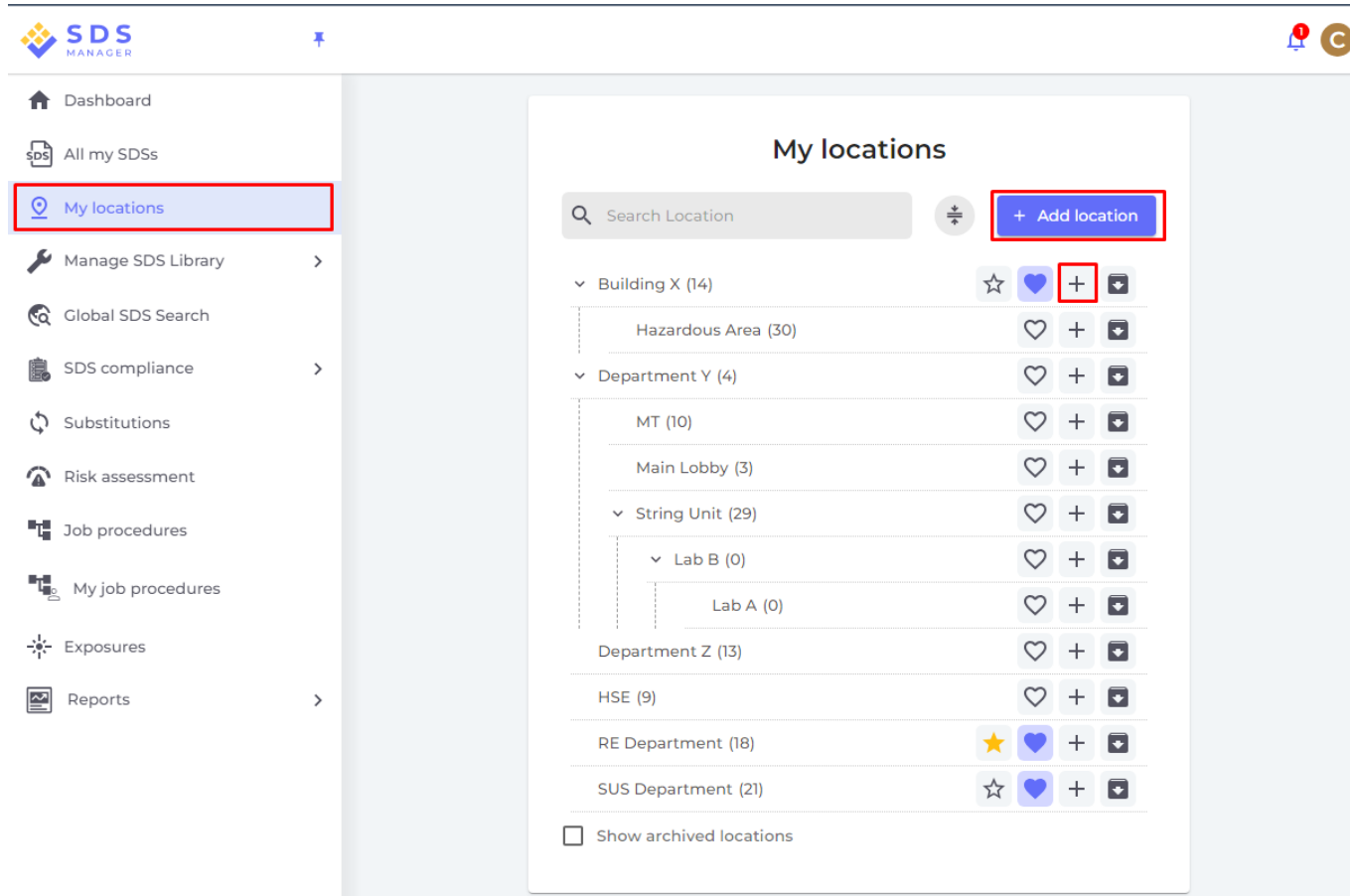
With SDS Manager, you can link your SDSs to locations.

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 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:

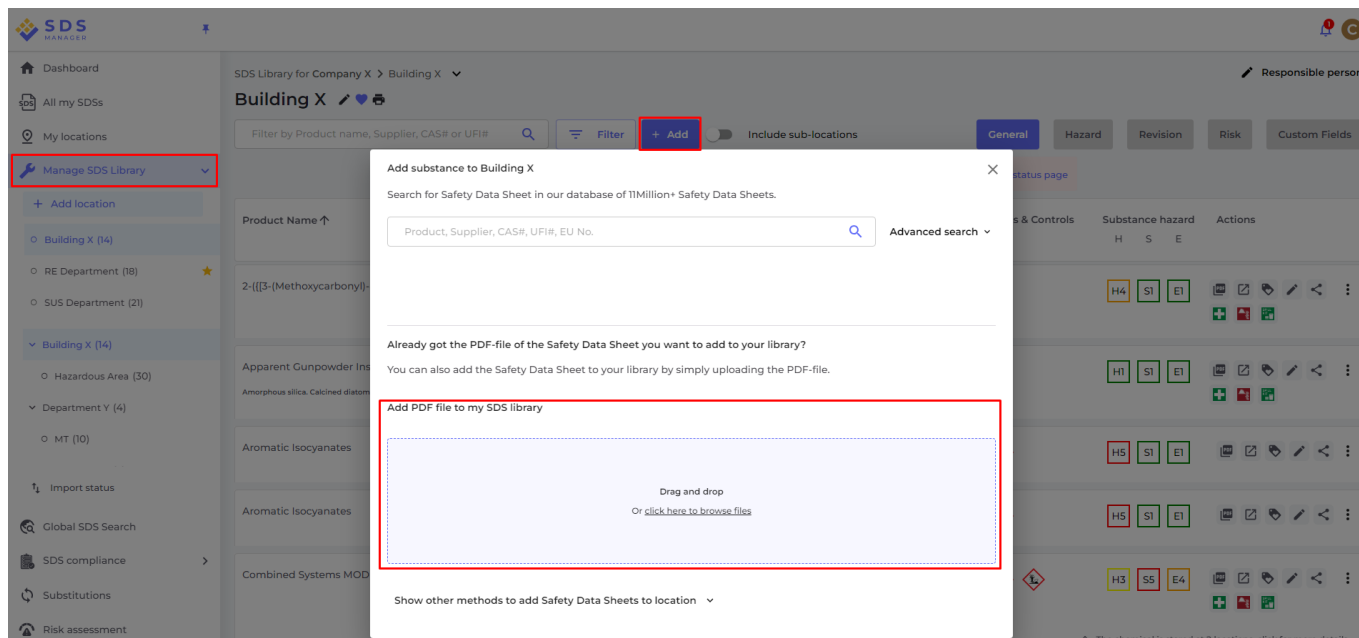
- ▼ Building X (14)
  - Hazardous Area (30)
- ▼ Department Y (4)
  - MT (10)
  - Main Lobby (3)
- ▼ String Unit (29)
  - ▼ Lab B (0)
    - Lab A (0)
- Department Z (13)

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, 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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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

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product inventory and we will help you import the data.

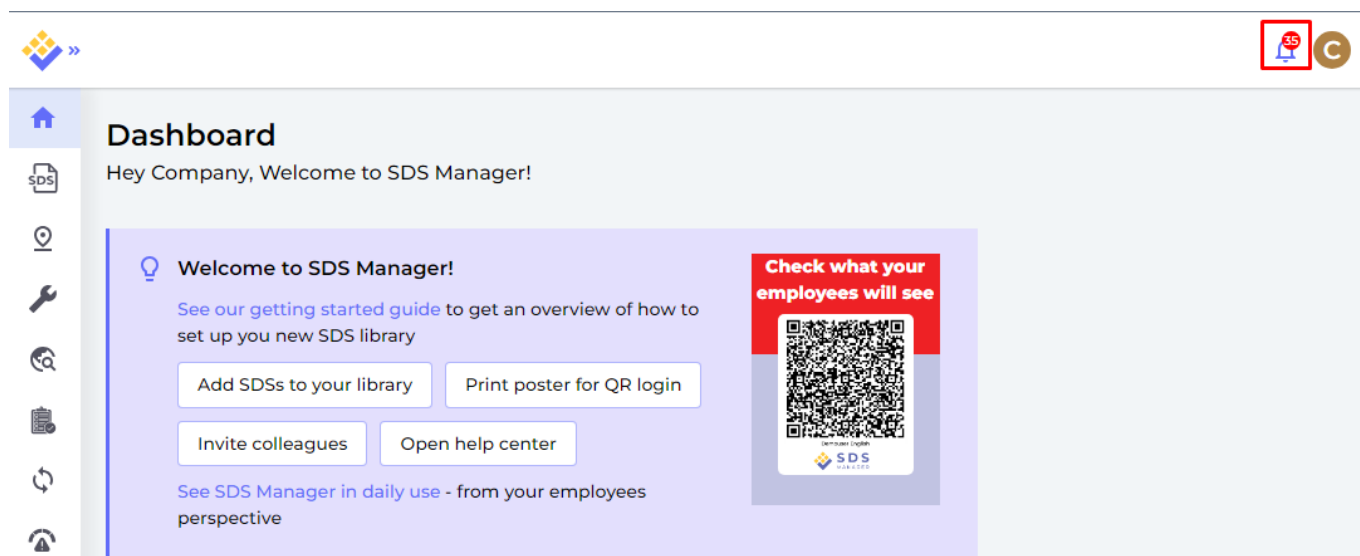
## Step 3: Update the SDSs you imported to the latest version

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.





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	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

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

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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</div> <div>Weight % &lt; 0.1%</div>	<div>According to Regulation 2012 OSHA Haz</div> <div>Formaldehyde</div> <div>CAS Number: 50-00-0</div> <div>Content (W/W): &lt; 0.1%</div> <div>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).



**SDS where newer version exists**

Refresh all cached SDS valuesUpgrade all SDS to latest version2

SDS statusLocationsOnly list SDS in useList SDS on all locations

Product Name	Product Code	Revision date	Revision date newer version	Locations	
MELMENT F 10		2018-08-20	2020-01-15	Lab B	Diff. Upgrade to new version1
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 13Million + Safety Data Sheets.

You can manage your SDSs under Manage SDS Library.

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

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The screenshot shows the SDS Manager interface. On the left, the 'Manage SDS Library' sidebar is active, with 'RE Department (18)' selected. The main area displays the 'RE Department' SDS list. The table has columns: Product Name, Signal word, Amount, Pictograms & Controls, Substance hazard, and Actions. The first row is 'ACID PERMS (ESTER-FREE)' with a 'Warning' signal word and '5000 (gals)' amount. The second row is 'AEROSOL MOUSSES' with a 'Danger' signal word and 'N/A' amount. The third row is 'ALKALINE PERMS AND RELAXERS' with a 'Warning' signal word and 'N/A' amount. The 'Add' button in the top right of the table is highlighted with a red box.

Product Name ↑	Signal word	Amount	Pictograms & Controls	Substance hazard	Actions
ACID PERMS (ESTER-FREE) ACID PERMS (ESTER-FREE) Refer to individual company	Warning	5000 (gals)	!	H4 S1 E1	[Icons]
AEROSOL MOUSSES AEROSOL MOUSSES Refer to individual company	Danger	N/A	! F	H2 S4 E3	[Icons]
ALKALINE PERMS AND RELAXERS ALKALINE PERMS AND RELAXERS Refer to individual company	Warning	N/A	!	H4 S1 E1	[Icons]

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+ Safety Data Sheets.

The screenshot shows the 'Add substance to RE Department' search interface. The search bar contains 'CRC foam'. Below the search bar, there are filters for 'Language' (English) and 'Region' (EU). A checkbox labeled 'Search only among SDS in use by Test CC' is present. The search results table shows a list of products. The first row is 'CRC 8098 Foam Adhesive' by 'CRC Industries', with a '2019-01-11' revision date, 'EU' regulation area, and 'English' language. A red box highlights the '+' icon in the first column of this row. A dropdown menu is open for this row, showing two options: 'Add Safety Data Sheet to "RE Department"' and 'Add Safety Data Sheet to other locations'. The second option is highlighted with a red box. The table also shows a 'PDF' icon in the last column of each row.

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



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

## 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	
CRC 8098 Foam Adhesive	CRC Industries	2019-01-11	EU	English	
<div><div>Add Safety Data Sheet to "RE Department"</div><div>Add Safety Data Sheet to other locations</div></div>					
POLYURETHANE FOAM Aerosol	CRC Industries Europe bvba	2012-01-19	EU	English	

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

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

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

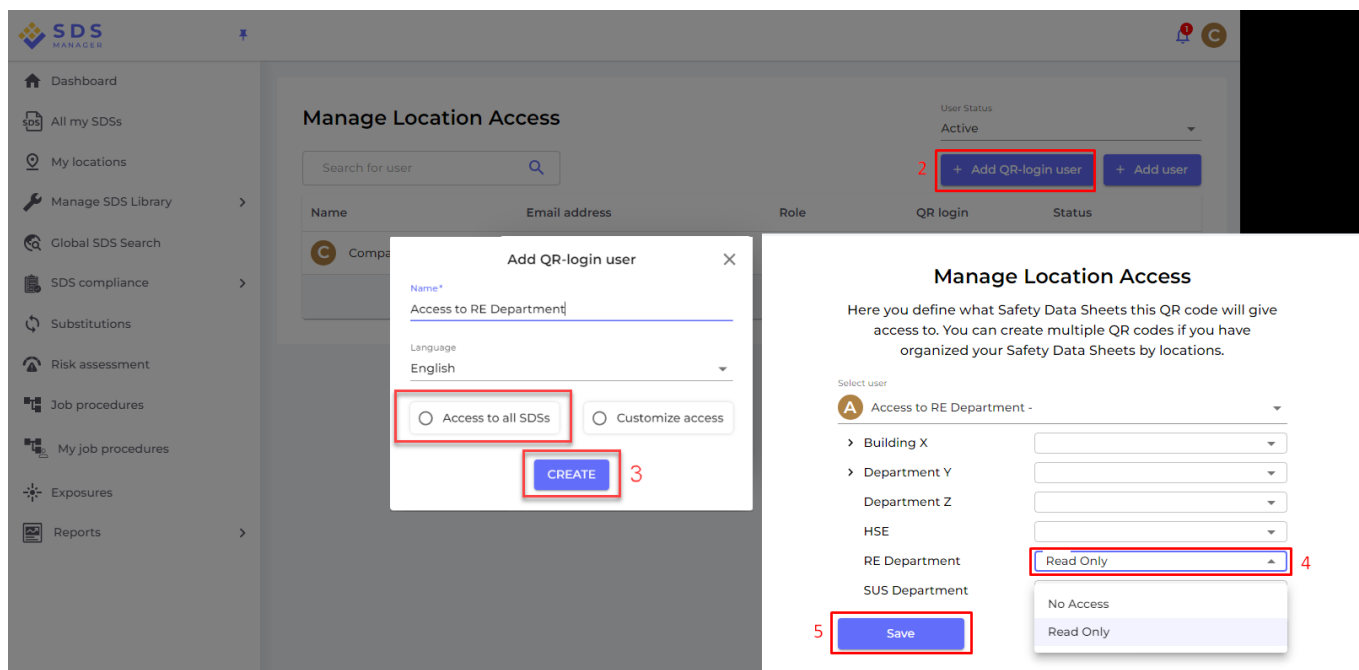
To create a QR-code-login do the following steps:

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



(2) click on 'Add QR login user' and name the user. If you like the QR code to get access to all SDS on your account, select "Access to all SDSs". If the QR code should only give access to SDS on some locations, select "Customized access" and then (3) click 'Create'.

If you selected "Customized access" you select the locations (4) 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 < >

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.

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Login QR Code

×

Please choose a print layout

SDS  
MANAGER

Scan QR code to access SDS Library



Access to RE Department -

SCAN TO ACCESS  
SDS LIBRARY



Access to RE Department

SDS  
MANAGER

SAFETY INFO

2

 Print QR code for login

3

 Copy URL to clipboard

4

Email access link to your team

You can use the URL of the QR code to add a link to the SDS library on your Intranet

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 \(require login\)](#)

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The screenshot displays the SDS Manager dashboard. On the left is a navigation menu with icons and labels: Dashboard, 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 bar with the text 'See SDS Manager in daily use - from your employees perspective'. Below this is a search bar with the placeholder 'Find Safety Data Sheets for your products' and a search icon. The dashboard features three main cards: 1. 'SDS I have access to' showing '189' with links for 'Show my SDSs', 'Add substances to my library', and an SDS icon. 2. 'Revised SDSs' showing '188/189' with a '99%' progress indicator and a link to 'Update outdated SDSs'. 3. 'Number of users' showing '2' with a red-bordered link to 'Invite users'.

**SDS Manager**

Dashboard

See SDS Manager in daily use - from your employees perspective

Find Safety Data Sheets for your products

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

**SDS I have access to**

189

[Show my SDSs](#)

[Add substances to my library](#)

**Revised SDSs**

188/189

99%

[Update outdated SDSs](#)

**Number of users**

2

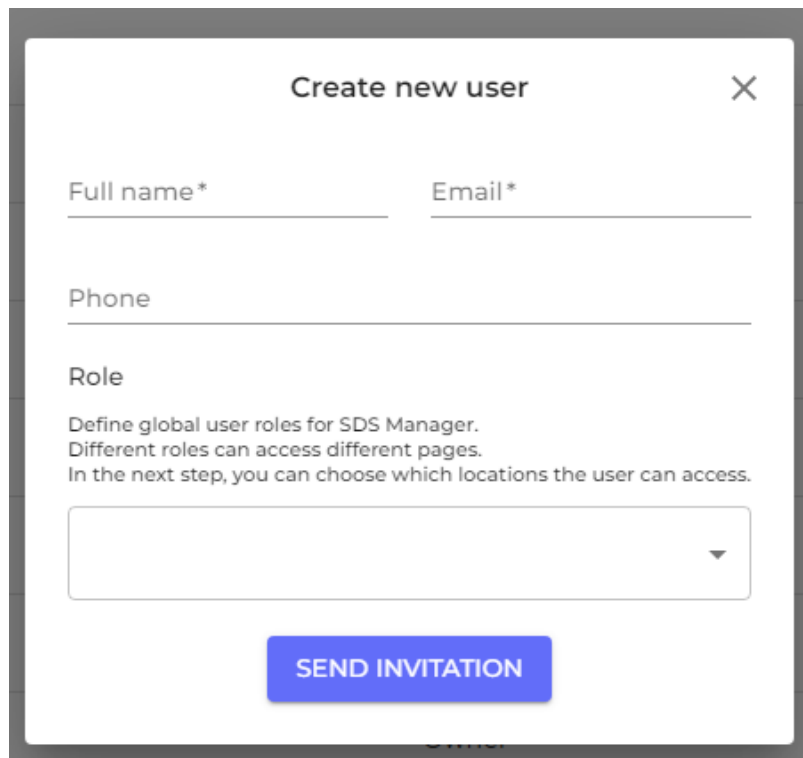
[Invite users](#)

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, the user needs an 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.

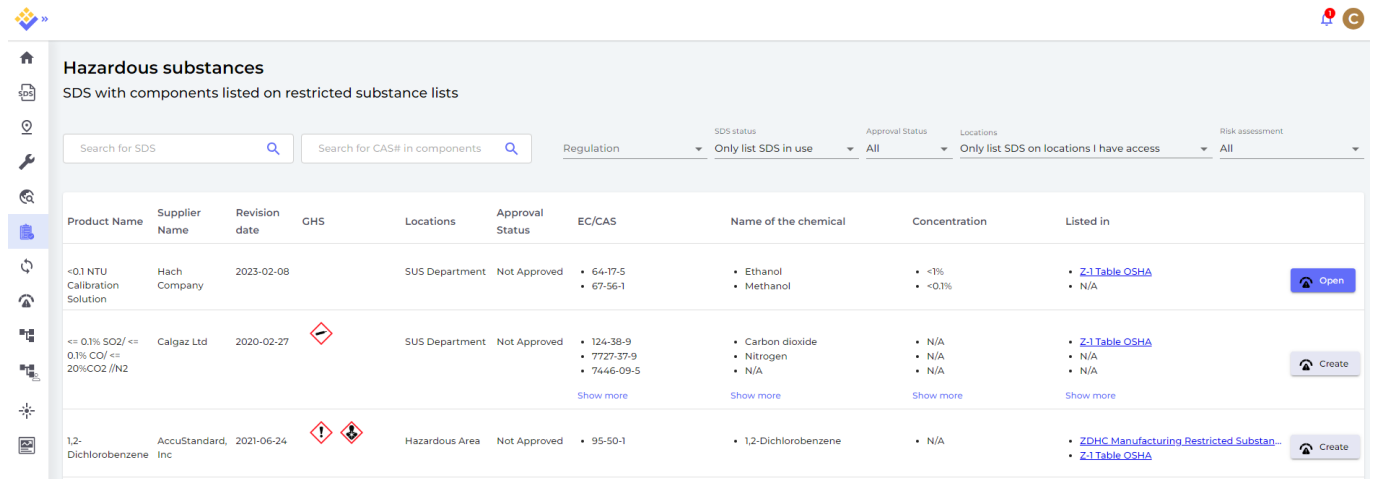
SDS Manager will extract the CAS and EC numbers from section 3 of the SDS you use and check if these numbers are found in any of the restriction list.

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:

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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	<ul style="list-style-type: none"> <li>64-17-5</li> <li>67-56-1</li> </ul>	<ul style="list-style-type: none"> <li>Ethanol</li> <li>Methanol</li> </ul>	<ul style="list-style-type: none"> <li>&lt;1%</li> <li>&lt;0.1%</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Z-1 Table OSHA</a></li> <li>N/A</li> </ul>	Open
<= 0.1% SO2/ <= 0.1% CO/ <= 20%CO2 //N2	Calgaz Ltd	2020-02-27		SUS Department	Not Approved	<ul style="list-style-type: none"> <li>124-38-9</li> <li>7727-37-9</li> <li>7446-09-5</li> </ul> <a href="#">Show more</a>	<ul style="list-style-type: none"> <li>Carbon dioxide</li> <li>Nitrogen</li> <li>N/A</li> </ul> <a href="#">Show more</a>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> <li>N/A</li> </ul> <a href="#">Show more</a>	<ul style="list-style-type: none"> <li><a href="#">Z-1 Table OSHA</a></li> <li>N/A</li> <li>N/A</li> </ul>	Create
1,2-Dichlorobenzene	AccuStandard, Inc	2021-06-24		Hazardous Area	Not Approved	<ul style="list-style-type: none"> <li>95-50-1</li> </ul>	<ul style="list-style-type: none"> <li>1,2-Dichlorobenzene</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">ZDHC Manufacturing Restricted Substan--</a></li> <li><a href="#">Z-1 Table OSHA</a></li> </ul>	Create

The above list is a prospective list of products that you need to assess.



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

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Warning

Update PDF X

1,2-Dichlorobenzene  
AccuStandard, Inc



Health risk rating: 

1	2	3	4
---	---	---	---

Safety risk rating: 

1	2	3	4
---	---	---	---

Environmental risk rating: 

1	2	3	4
---	---	---	---

Need approval

Approve

☐ Show rows where SDS has no information

General Information

Product name:

1,2-Dichlorobenzene

Product Synonyms:

Chemical Formula:

C6H4Cl2

CAS N°:

95-50-1

Date of Issue:

2021-06-24

Icons in PDF:

Customized:

.txt:

No.:

Company Information









supplier name:

AccuStandard, Inc

## 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	 	<div><div>H4</div><div>S1</div><div>E1</div></div>	<div><div></div><div></div><div></div><div></div></div>

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




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

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 \(require login\)](#)

Dashboard

All my SDSs

My locations

**Manage SDS Library**

Test 12 (8)

Factory Equator (94)

Factory Himalaya (24)

Factory Miami (28)

**Factory Paris (54)**

Factory Tokyo (79)



SDS Library for Test Corporation Inc. > Factory Paris

Filter by Product name, Supplier, CAS# or UFI#

+ Add

General

Hazard

Product Name ↑	Signal word	Amount	Pictograms & Controls	Substance
3-In-One All Purpose wd-40 company	Danger	N/A		H2
3M Filtek Z500 Universal Restorative (8020, 8021) 3m company	Warning	N/A		H4 S4 ES

Edit location settings

Manage QR code access

**Generate SDS Binder**

Export SDS information to Excel file

Import SDS files

Move location to Archive

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

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Unique solution ID: #1098

Author: n/a

Last update: 2024-05-14 11:39