Getting started: Single location, 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: Import your existing SDS files

Step 2: Update the SDSs you imported to the latest version

Step 3: Add SDSs or Chemicals to your locations by searching our database of 13Million+ Safety Data Sheets.

Step 4: Create QR code poster to allow your employees to access the SDS library using QR code

Step 5: Invite your employees to join on SDS Manager (Optional)

Step 6: Look through SDSs that contains restricted chemicals and substitute where necessary **(Optional)**

Step 7: Create Secondary container labels for hazardous chemicals (Optional)

Step 8: Print out SDS binders if you prefer to have hard copies (Optional)

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 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)

🔶 »		Q Search SDS in use and global database
f	Import your SDS files	
© ∕	The SDS Manager offers a distinctive feature that allows yo Data Sheets). This eliminates the need for manual typing. If your SDS files are organized in a folder hierarchy, you can folder arrangement, adding the SDS to each location in a r	ou to easily populate your online library with Safety Data Sheets by directly importing PDF files (electronic versions of Safety n compress the entire folder structure into a ZIP file. We will then automatically establish a location structure that mirrors your manner consistent with how they are stored on your file server.
0	When SDS Manager imports the SDS files, we analyze and	extract all the content found within the SDS files, making it accessible in your new SDS library.
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飂	Drop your DDE ZID or DAD files have	SOS Manager + kas. ~ C © Sympty Water day to specify the set of
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	In next step you will select the location you want to ad Data Sheets to	ad the Safety ■ attraction 24

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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ŧ	Dashboard			(i) See our guide on how to	perform maintenance and management of your SD	OS library		
sos	All my SDSs		SDS Library for Test Nam Dau >	K409				•••
ً⊘	My locations		Filter by Product name, Supplier	CAS# or UFI# 🜉 🔍 \Xi		General Hazard	Revision Ris	sk Personalized view
^ع ر	Manage SDS Library	~						
0	JK409 (0)				+ Add Safety Data Sheet			
0	Test 31 (13)			L				
0	Test Nam Dau (6)	*		Add substance to JK409 Search for Safety Data Sheet in our database of I3Million+ Safety D	lata Sheets.	×		
>	Test Nam Dau (6)			Product, Supplier, CAS#, UFI#, EU No.		Advanced search		
Đ	Add location			All • All • 2023	vision Year Search only among SDS in use by Test Nam Dau			
0	Import status			1,2-Dimethoxyethane Test 31	Danger	H5 S3 E1		
ø	Archive			High Temperature Paint Test 31	Warning	H3 52 E1		
6	Global SDS Search			STRIPING PAINT Test 31	Vaara	H2 S4 E1		
<u>.</u>	SDS compliance	>		Already have the PDF-file of the Safety Data Sheet you want to a	dd to your library? 🕠			
0.00	Manage OR codes			You can also add the Safety Data Sheet to your library by simply u	ploading the PDF-file.			
A	Risk assessment				Drag and drop Browse File ()			
84 848	Job procedures			Show other methods to add Safety Data Sheets to location				
4	soo procedures			snow other methods to add safety back sheets to location v				
\cong	Reports	>						

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.

Step 2: 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 7 outdated SDSs that need to be updated.



When you click on the notification bell, you will be directed to <u>"SDS where newer version exists"</u> <u>page</u> 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	
all Free Clear Liquid Laundry Detergent		2022-02-01	2023-02-16	WAYFINDER FAMILY SERVICES	Upgrade to new version
Ethylene Glycol MOPAR CONCENTRATE ANTIEREEZECOOLANT 10 YEAR150000 MILE-		2019-01-15	2019-01-15	SDSes	

currently using and the new version.

	all Free Clear Liquid La Henkel Corpo V WAYFINDER FAMIL	undry Detergent ration Y SERVICES	S Upgrade all SDS to the latest ve
	Upgrade to new version Dis	miss upgrade notification	tomatically update SDS to new version
Changed values	Current version	Newer Version	
	100) 100	1001	
Version no.	001.0		ERVICES Upgrade to new version
Iso icon	GHS07		Upgrade to new versi
Date of issue	2022-02-01	2023-02-16	
Health risk	4	1	Upgrade to new versi
Environment risk	5	1	Upgrade to new versi
Hazard pictograms	GHS07		Upgrade to new vers
Hazard statements	Causes serious eye irritation.	Causes eye irritation.	

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

	0	all Free Clear Liquid L Henkel Corp	aundry Detergent	s Upgrade all SDS	to the latest version
()		1 Upgrade to new version	Dismiss upgrade notification	tomatically update SDS	to new versions
inly l	Changed values	Current version	Newer Version		➡ Location Filter
Prod		2	e		
all Fr	Version no.	001.0		ERVICES	de to new version
Ethyl	lso icon	GHS07		Upgra	de to new version
FRES	Date of issue	2022-02-01	2023-02-16		
	Health risk	4	1	Upgra	le to new version
SCOT	Environment risk	5	1	Upgra	de to new version
Solo	Hazard pictograms	GHS07		Upgra	de to new version
Soud	Hazard statements	Causes serious eye irritation.	Causes eye irritation.		

We also provide the "Dismiss Upgrade Notification" feature (1), which allows you to continue using the current SDS or report to us if the latest version is incorrect. Rest assured, any action you take can be reverted later if necessary.

With this feature, you can specify the reason for dismissing the upgrade and submit a report to us. Our customer service team will then review your case and provide further assistance to ensure the best support possible.

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	Upgrade to new version	Dismiss upgrade notification	1
Changed values	Current version	Newer \	/ersion
Supplier phone number	0800 4372522	+49 (0)8	300 4372522
Printed date	Dismiss upg	rade notification	× 2
Revision date	Please give us the reason		
Hazard statement	Report as incorrect newer versio	n	4 H335,P261,P280,P285,P305+P351+P
Product identifiers	Keep using the current version o	f SDS and skip the upgrade	
Emergency telephone	Other reason		NTA(T (24-Hour-Number) +49 (0)6132-

Step 3: 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)

1 Dashboard		See our guide on how to perform maintenance and management of your SDS lib	ary			
sos All my SDSs	SDS Library for Test Nam Dau > JK409					•••
O My locations	Filter by Product name, Supplier, CAS# or UFI# 🔳 🔍	Gene	al Hazard	Revision	Risk	Personalized view
Manage SDS Library 🗸 🗸]					
o jk409 (0)	1	+ Add Safety Data Sheet				
✓ Test Nam Dau (6) + ♥						
O Factory 4 (0)						
O Hai Nam (0)						
> Test 31 (13)						
Add location						
Import status						
SDS requests						
Archive						

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 YOUR LOCATION".

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guage act match searcl	Region All h results:	Min v 20:	iimum Revision Year 23 🗸	Search only	among SDS in use by 1	Test Nam Dau		
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Zink-Alu S Add Zink-Alu S	prav Spray to JK409		QUI MOLY GmbH	2023-11-02	EU	German		<

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

earch for Safety Zink-Alu Spray	o JK409 Data Sheet in ou	ur database of 13Millio	n+ Safety Data Sheets.				0	_0	Ådva	nced sear	ch
anguage All Exact match sea	← All rch results:	Ţ	Minimum Revision Year	Search or	nly among SDS in use b	y Test Nam Dau					
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Step 4: Create QR code poster to allow your employees to access the SDS library using QR code

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'. Page 7 / 16

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.

	S D S MANAGER	Ŧ				ø N
A	Dashboard		Welcome to SDS Manager! () See our getting started guide	Open help ce	N	Nam Dau Test Nam Dau 🖭
ŝ	All my SDSs		4 ways to add Safety Data Sheets to your library 🕧		20	Manage account
⊻ چر	My locations Manage SDS Library	>	Search our database to find Safety Data Sheate where the search our database to find Safety Data Sheate where the search our database to find where the search our databa	Set up your S	₽	Organization profile
6	Global SDS Search		Survey out of an end of the searching for your products in our database with 11Million 50%	🔗 Add SDS fil	<u>281</u>	User management
<u>e</u>	SDS compliance	>	Product, Supplier, CAS#, UFI#, EU No.	Generate S	9 19	Go live checklist
262	Manage QR codes		Language Region Minimum Revision Year	O Activate su	•	English 👻
<u>ه</u>	Risk assessment				å	Invite members
-4	Job procedures Reports	>	Favorite locations	Employee access Manager	Ē	Import product lists
			© JK409 *	1. Scan QR code 2. Search for pro	.	Logout
			0 Test 31 *	Click the image or		202X053284
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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	Language	Access to all SDSs	QR login	Preview	Status	
Ј јк409	QR login	Staff	Vietnamese	٠	1 📾	0	Active	

The button (1) "Preview SDS library for this code" will show you how many SDS this location had.

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 disable the QR code by clicking the button (5) "Disable QR code login". Choosing that button again to enable it.

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.



Step 5: Invite your employees to join on SDS Manager (Optional)

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)



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

F ull manual *	Erro il o delvo co *
Fuil name*	Email address*
Phone	
_	
Role ⑦	
	•
O Access to all SDSs	O Customize access

Step 6: Look through SDSs that contains restricted chemicals and substitute where necessary (Optional)

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 Page 12 / 16

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URL: https://sdsmanager.com/faq/content/30/391/en/getting-started-single-location-with-sdss-to-import/

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:

💸 »					Q Se	arch SDS in use ar	nd global datab	base				e 9 Ŋ
	Hazardous substances SDS with components listed on restricted substance lists									Export to XLSX		
⊙ ©عر	Search for SDS		Q Regu	Ilation	× C	DS status Only list SDS in use	→ Appro	oval Status 🔻	Locations Only list SDS on locations I have access to	Risk assessment All	Ŧ	
2	Product Name	Supplier Name	Revision date	GHS		Locations	Approval Status	EC/CAS	Name of the chemical	Concentration	Listed in	
R R A	CRC Hardener for Polyester Filler	CRC Industries	2017-09-11	۵ 🔅	الله الله الله	Test Nam Dau		 94-36-0 117-81-7 Show more 	Benzoyi peroxide Dioctyl phthalate Show more	N/A N/A Show more	GLAPS GLAPS ZDHC Show more	Show details
	CRC Hardener for Polyester Filler	CRC Industries	2023-03-10	الله الله الله الله الله الله الله الله	الله الله الله	Test Nam Dau		 94-36-0 117-81-7 Show more 	Benzoyi peroxide Dioctyl phthalate Show more	30-6030-60Show more	GLAPS GLAPS ZDHC Show more	Create Show details
	GAS-003	Nordic Immunological Laboratories B.V.	2022-10-19	(1)		Test 31		• 50-00-0	0 • Formaldehyde	• N/A	ZDHC <u>GLAPS</u> <u>GADSL</u> Show more	Create Show details

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'

Danger		POF									
CRC Hardener for Polyester Filler CRC Industries											
(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)<l< th=""><th>Health risk rating: Safety risk rating: Environmental risk rating:</th><th>5 4 5</th></l<>	Health risk rating: Safety risk rating: Environmental risk rating:	5 4 5									
No approval info	Approve V Show rows where SDS has no information	≀eview Data									
updated by: Nam Dau - 2024-09-27	Approve										
Add information message	Mark Approval in process										
General Information	Mark Not allowed for use										
Product name:	CRC Hardener for Polyester Filler										
Identification on the label/Trade name:	ORGANIC PEROXIDE TYPE E, SOLID										
Product Synonyms:	7091 Hardener 25ml; 7093 Cream Hardener 75ml; 7094 Hardener 100ml; body filler putty hardener										
Revision date:	2023-03-10										
Printed date:	2023-03-29										
Date of Issue:	2023-03-10										
Version no.:	12.1										
Icons in PDF:	 (1) (2) (3) (3) (3) (4) (5) (5) (6) (6) (7) (7) (8) (8) (9) (9)										
Process the product is used:											

Step 7: Create Secondary container labels for hazardous chemicals (Optional)

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 Actions H S E
CHAIN SPRAY	CRC Industries Europe BV	Test 31	Vaara	۰ ال	H2 S4 E3 E C C E E C

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.



View PDF

Track Usage

Hazard Statements

Signal Word: Danger

H242: Heating may cause a fire;

H317: May cause an allergic skin reaction;

H319: Causes serious eye irritation;

CRC Hardener for

Polyester Filler Company Name: CRC Industries

H360: May damage fertility or the unborn child (state specific effect if known)(state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard);

H373: May cause damage to organs (state all organs affected, if known) through prolonged or repeated exposure (state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard);

H410: Very toxic to aquatic life with long lasting effects

Precautionary Statements

P201: Obtain special instructions before use.;
P210: Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.;
P234: Keep only in original packaging.;
P235: Keep cool.;
P302+P352: IF ON SKIN: Wash with plenty of water/...;
P305+P351+P338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.;
P308+P313: IF exposed or concerned: Get medical advice/ attention.;
P370+P378: In case of fire: Use ... to extinguish.;
P403: Store in a well-ventilated place.;
P405: Store locked up.;
P410: Protect from sunlight.;
P411: Store at temperatures not exceeding ...°C/...°F.;
P501: Dispose of contents/container to ...



Step 8: Print out SDS binders if you prefer to have hard copies (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)

ŧ	Dashboard			③ See our guide on how to perform maintenance	and management o	f your SDS library		
ses	All my SDSs		SDS Library for Test Nam Dau > Test Nam Dau 👻 🤍	Include sub-locations				
᠑	My locations	_	Filter by Product name, Supplier, CAS# or UFI# 🔣 🔍	Ŧ		General Hazar	d Rev	Edit location settings
2	Manage SDS Library	~						Manage QR code access
		_	Product Name↑ S	upplier Name	Signal word	Pictograms & Controls	Substanc	Generate SDS Binder
0	JK409 (0)						H S	Export SDS information to Excel file
0	Test 31 (13)						_	Import SDS files
0	Test Nam Dau (6) 🔶 🔶		CRC Hardener for Polyester Filler C	:RC Industries	Danger	ے 🗞 🚯 🚯 💧	H5 S4	Move location to Archive
			7091 Hardener 25ml; 7093 Cream Hardener 75ml; 7094 Hardener 100ml; body filler putty hardener					Add new admin user
>	Test Nam Dau (6)					🔶 🚯		
Đ	Add location							
0	Import status		CRC Hardener for Polyester Filler C	:RC Industries	Danger	۵ ال ال	H5 S4	E4 💷 🗷 🗞 📾 < 🗄
•	Archive		body filler putty hardener					

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

Unique solution ID: #1099 Author: n/a Last update: 2024-10-04 05:27