

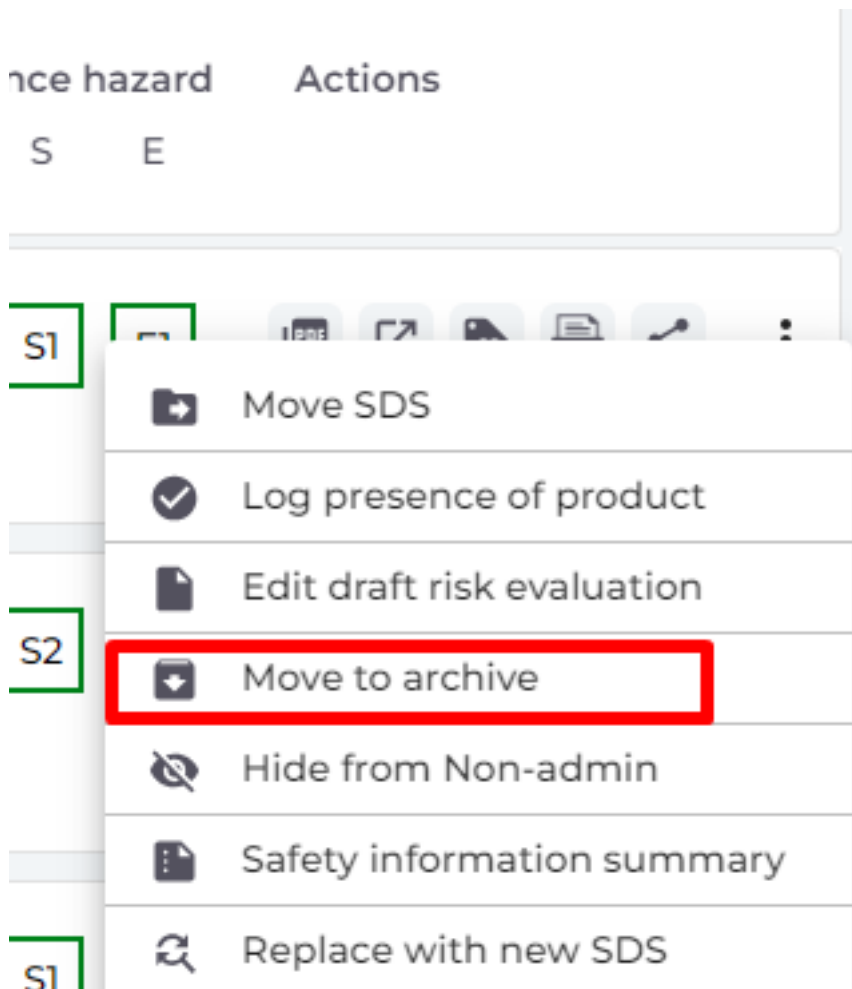
How to keep our SDS library up-to-date

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

Chemicals that you no longer use can be archived from a location. Here is how to do that:

Open 'All my SDSs' or 'Manage SDS Library' page and find the SDS.

Click on 'More actions' icon in the Actions column, select 'Move to archive' and confirm.



The archived substances will be seen in the 'Archive' page.

Click here to [open SDS Manager and access your archived SDSs \(require login\)](#).

On the archive page, you can permanently remove a Safety Data Sheet (SDS) from your library. Simply click "Delete Permanently" next to the SDS you wish to eliminate.

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The screenshot shows the 'Manage SDS Library' interface. The left sidebar has a menu with 'Archive' highlighted. The main content area shows a table of 'Archived SDSs' with columns for Product Name, Supplier Name, Product Code, Revision date, GHS, Locations, Replaced by SDS, Replaced by, and Replaced date. The 'Delete permanently' button for the first entry is highlighted.

Product Name	Supplier Name	Product Code	Revision date	GHS	Locations	Replaced by SDS	Replaced by	Replaced date	
<input type="checkbox"/> Kroon-Oil Oil Flush	Kroon Oil BV	98.70.09	2018-12-27		Test 31				<input type="button" value="Undo Archive"/> <input type="button" value="Delete permanently"/>
<input type="checkbox"/> Kroon-Oil Oil Leak Stop	Kroon Oil BV	98.70.07	2018-12-27		Test 31				<input type="button" value="Undo Archive"/> <input type="button" value="Delete permanently"/>
<input type="checkbox"/> Kroon-Oil Oil Stabilizer	Kroon Oil BV	98.70.08	2020-07-27		Test 31				<input type="button" value="Undo Archive"/> <input type="button" value="Delete permanently"/>

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