## 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.   |
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| Click on 'More actions' icon in the Actions column, select 'Move to archive' and confirm.   |
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| The archived substances will be seen in the 'Archive' page  |
| 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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