## How to keep our SDS library up-to-date How can I permanently delete a SDS from our library?

You can permanently remove a Safety Data Sheet from your library by first move the SDS to "Archive"

Product Name 个	Signal word	Amount	Pictograms & Controls	Substance hazard H S E	Actions
1039 - Carbenicillin disodium salt X10008 <b>GERBU Biotechnik GmbH</b> 3rd floor	Danger	0 (qt)		H1 S1 E1	■ 2 � / < : e • • • • •
112 Brake spray 400 ml AB <b>TUNAP GmbH &amp; Co. KG</b> 2nd floor	Danger	N/A	٠	H4 S4	Move SDS Create risk evaluation Move to archive Hide from Non-admin
1,2-Dimethoxyethane Sigma-Aldrich	Danger	N/A	ا الله الله الله الله الله الله الله	H5 S3 [ 2 0	Safety information summary Replace with new SDS Add attachment

Next step is to open your Archive folder.

Click here to open SDS Manager and access your archived SDSs (require login)

In the archive you press button "Permanently delete" on the SDS you want to remove.

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<b>※</b>	<b>SDS</b> MANAGER	Ŧ							
ħ	Dashboard		Archive						
sds	All my SDSs		Product, supplier name					Q	2
<u>0</u>	My locations								
r	Manage SDS Library	>	Product Name	Supplier Name	Product Code	Revision date	GHS	Locations	
6	Global SDS Search		shell	Agri Empresa LLC		2022-09-15		Factory Himalaya	
È.	SDS compliance	~							Undo Archive
0	All Our SDS								Permanently delete
0	Archive			Croc Bloc Products Inc	12415	2010 10 71	() ()	Factory Equator	Undo
0	SDS where newer version exists		12415 FOAM INS REP CDN 9.5% DEET			2018-10-31			Archive
0	Substances with missing SDS			me			Ť		Permanently delete

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