Add SDS to our library

How can I add non-hazardous substances without an SDS to my SDS library?

Some products, such as water or copy paper, do not need a Safety Data Sheet (SDS). You can still add them to your SDS library, so that employees who search for them see clearly that there is no SDS. There are three ways.

1. Mark the product as having no SDS

1. Add the product without an SDS: open the location, click **Add Safety Data Sheet**, then **Show other methods to add Safety Data Sheets to location** and **MANUALLY ENTER PRODUCT**. Read more: How can I add chemicals to SDS Manager without an SDS?
2. Open **Tasks** in the left menu. On the product's row, click **This product does not have an SDS** (the circle with a line through it).
3. Click **Confirm**.

The product is added to the library. Employees who search for it see the message "This product does not have a Safety Data Sheet".

2. Add a product sheet instead of an SDS

If you have a document for the product, such as a product sheet, you can add it in place of the SDS. If you do not have one, you can use the file "This product is non-hazardous.pdf" attached at the bottom of this article.

1. Open the location, click **Add Safety Data Sheet** and upload the PDF file.
2. The file is not an SDS, so the upload shows **FAILED** and **The file you uploaded was not a proper Safety Data Sheet file.** This is expected.
3. Choose **Add SDS to library with manually entered product information**. Check the **Product Name** and **Supplier Name** (the revision date is optional) and click **Add SDS to location**.

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Employees who search for the product can now open the product sheet.

3. In a product list

When you import a product list, put N in the **Require SDS** column for products that do not need an SDS. Read more: Importing Product Lists and Linking SDSs

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