

# Why and how to maintain a library of SDSs?

## What alternative methods are available to maintain a library of SDSs?

Before 2017, all organizations were required to keep hard copies (printouts of the SDS PDF files) in binders available for all employees and inspectors. After 2017, it's no longer a requirement to keep hard copies, and the SDSs can be made available to your employees in electronic format.

There are a number of ways you can maintain an electronic library of SDSs:

### **Keep SDS files on a file share:**

You can simply find the SDSs by searching the internet, download the SDS files you need, and store them on a file share where your employees can find them. If you have chemicals in multiple locations, you probably want to make a folder structure and put the SDS files in corresponding folders.

### **SDS-Binder**

Other companies want to keep all the SDS in a single PDF for each location. This can be done by merging all the SDS-PDF files for chemicals in one location to a single pdf file—commonly called an SDS-Binder.

### **SDS inventory management tool**

The above-mentioned methods are fine for companies with few employees and few chemicals. For companies with a larger number of chemicals and employees, online SDS Management is an optimized solution because of the following benefits:

- Saves time maintaining your SDS library.
- An up-to-date register is available for all employees.
- Easier to maintain a safer workplace by ensuring all employees have access to SDS for chemicals they use.
- Automatic updates to new revisions of your SDSs that save you time searching all your suppliers for updated versions of SDS for chemicals you use.

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