Getting started: Free version of SDS Manager

With <u>SDS Manager FREE</u>, you can still effectively manage up to 200 Safety Data Sheets (SDS) and generate an SDS Binder file. The SDS Binder file includes an index with page numbers that are linked to the corresponding Safety Data Sheets, ensuring easy access and compliance with EHS regulations that require employees handling chemicals to have access to SDSs.

However, it's important to note that SDS Manager FREE comes with some limitations:

- Only one user can access and manage your online SDS library.
- Employees won't have the convenience of accessing Safety Data Sheets via QR codes; instead, they'll need to open the PDF file containing all your SDSs.
- You won't receive notifications when new revisions of SDSs in your library become available.

In this article, we will show you how to get started on using SDS Manager FREE to manage your library of Safety Data Sheets (SDSs) and give your employees access using the SDS Binder We will cover the following areas:

Step 1: Import your existing SDS files

Step 2: Add SDSs or Chemicals to your library by searching our database of 13Million+ Safety Data Sheets.

Step 3: Add your company logo to be shown on the SDS binder

Step 4: Generate the SDS Binders your employees use to access Safety Data Sheets

Step 5: Managing new revisions of Safety Data Sheets

Step 1: Import your existing SDS files

If you currently have your SDS files stored on a file-share, you can easily import all your SDSs to SDS Manager.

You can simply zip your folder with SDS-files and import them to SDS Manager.

When SDS Manager imports the SDS files, we will analyze them and extract all the content found in the SDS tiles and make them available for you in your new SDS library.

It is pure magic, and SDS Manager is the only company that have such an import feature.

Click here to open SDS Manager to import your zip file (require login)

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↑ © 2 © 0 0	Sheets). This eliminat If your SDS files are of folder arrangement, a	ers a distinctive feature that allows you to es the need for manual typing. rganized in a folder hierarchy, you can cor adding the SDS to each location in a man	easily populate your online library with Safet npress the entire folder structure into a ZIP fi ter consistent with how they are stored on yo act all the content found within the SDS files	ile. We will then automatically est our file server.	ablish a location s	-	
■ 器 ひ つ 電 米 圏		or pyour PDF, ZIP or RAR files here or Browce File will select the location you want to add the Data Sheets to	e Safety	61 - Zapi sd5 tibrat 50 - Samage 1 - Sam	Annual Control of the second s		
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	ISAVIA	Shell Rimula R6 LM 10W-40.pdf	Shell Rimula R6 LM 10W-40				Successfully

To upload a single SDS file, you can drag and drop your file or browse in your system.

Click here to open SDS Manager to add a single SDS-PDF file (require login)

1 Dashboard	See our guide on how to perform maintenance and management of your SDS library
All my SDSs	SDS Library for Company H > SDSes
O My locations	Filter by Product name, Supplier, CAS# or UFI# 💐 Q 📮
Manage SDS Library 🗸 🗸 🗸	We discovered issues with one or more files during import. See details one the Import status page Open import status page
 Benedict GmbH (9) ISAVIA (59) SDSes (98) 	Product Name↑ Supplier Name Location Signal word Amount Pictograms & Controls Substance hazard Actions H S E
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Risk assessment	Rows per page 10 + 1-10 of 98 < > + Add Safety Data Sheet

rd		
Add substance to SDSes		
Search for Safety Data Sheet in our database of 1	3Million+ Safety Data Sheets.	
Product, Supplier, CAS#, UFI#, EU No.	Q	Advanced search
Recently added		
Shell Rimula R6 LM 10W-40		H1 S1 E1
ISAVIA		
Flügger Floor Varnish 45		
ISAVIA	Ekkert	H1 S1 E1
Hempel"s Uniprimer	Hætta	H5 S2 E3
ISAVIA		
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Iready have the PDF-file of the Safety Data She		
ou can also add the Safety Data Sheet to your li	brary by simply uploading the PDF-fi	le.
	Drag and drop	
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Show other methods to add Safety Data Sheet	to to location w	
show other methods to add safety Data Sheet		
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00110000101000000100	3140983AB	

If you already have SDS-binders (PDF files that contain multiple SDS files) for each of your locations, you can simply upload the SDS-binder file to your SDS library.

We will automatically read the PDF you import and detect which SDSs are in the file and add them to the location.

Step 2: Add SDSs or Chemicals to your library by searching our database of 13Million+Safety Data Sheets.

You can manage your SDSs under "Manage SDS Library"

Click here to open SDS Manager to manage your SDS library (require login)

f	Dashboard			(i) See our guide on how to p	perform maintenance	e and management of y	your SDS library			
sds	All my SDSs	SDS Library for Company H > S	DSes							•••
ً⊘	My locations	Filter by Product name, Supplie	er, CAS# or UFI# 📧 Q \Xi				General Haza	rd Revision	Risk Personalize	d view
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0 6	Benedict GmbH (9)									
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e 7	SDS compliance >	ANTIFREEZE/COOLANT 10 YEAR/150,000 MILE - EMBITTERED)								
860 860	Manage QR codes	68163848AA, 68163848AB, 68175336AA, 68175336AB, 68175338AA, 68175338AB,								
¢	Substitutions	68175338AC, 68140983AB								
1	Risk assessment	Rows per page 10 👻 1-	-10 of 98 < >	+ Add Safety	Data Sheet					

To add a SDS for a product, simply search for the product name, then hover on the (+) icon and choose "Add Safety Data Sheet to YOURLOCATION".

Add substance to RE Department					×
Search for Safety Data Sheet in our	database of 11Million+ Safe	ety Data Sheets.			
CRC foam			Q	Advanced sea	irch ^
Language Region English - EU	- Search	only among SDS	in use by Test CC		
Name	Supplier	Revision date	Regulation area	Language	^
CRC 8098 Foam Adhesive	CRC Industries	2019-01-11	EU	English	PDF
Add Safety Data Sheet to "RE	es, Inc	2019-01-25		English	PDF
Add Safety Data Sheet to othe	er locations Co	2017-05-23		English	POF
POLYURETHANE FOAM Aerosol	CRC Industries Europe bvba	2012-01-19	EU	English	POF

Step 3: Add your company logo to be shown on the SDS binder

You add your company logo on the Organization profile page (require login)

			Ť,
	•	ø	Erlend Test Corporation Inc. Pro
Organization informat	lon	20	Manage account
YOUR		Ð	Organization profile
Company name		:41	User management
Test Corporation Inc.		(\$)	Subscription
^{Owner} Erlend	•	19	Go live checklist
Regulatory region		ß	Impersonate
EU	·	•	English 👻
Country Norway	•	Å	Invite members
		E	Import product lists

Step 4: Print out SDS binders and share with your employees

With SDS Manager, you can create an SDS-Binder file that contains all Safety Data Sheets for a location by selecting "Generate SDS Binder" as shown on below image. If a location has sublocations, you can create an SDS Binder file that contains all SDSs on a location including its sublocations. Such a file is a convenient way to store a copy of your Safety Data Sheets to comply with the 10-year archive requirements.

The index of the SDS Binder file has page numbers that are linked to the page the corresponding Safety Data Sheet. Making the SDS Binder file available to your employees will help you comply with EHS regulations that require that employees that handle chemicals must have access to Safety Data Sheets.

A	Dashboard		0	See our guide on how to per	form maintenance ar	nd management of you	r SDS library	
sds	All my SDSs		SDS Library for Company H >	SDSes		× -		•••
<u>©</u>	My locations		Filter by Product name, Supp	lier, CAS# or UFI# 🔣 🔍	General	Hazard Rev	Edit location settings	
2	Manage SDS Library	~					Manage QR code access	
			() We discovered issu	les with one or more files dur	ing import. See detail	s one the Import stat	Generate SDS Binder	
0	Benedict GmbH (9)						Export SDS information to	Excel file
0	o isavia (59)		Product Name 个	Supplier Name	Location	Signal	Import SDS files	
0	SDSes (98)						Move location to Archive	
			A-100 Exterior Acrylic Latex	THE SHERWIN-WILLIAMS	SDSes	Danger	Add new admin user	
0	WAYFINDER FAMILY S (35)		Flat MOCS Anti-Graffiti Grey	COMPANY		Banger		
Ð	Add location							
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ø	SDS requests		Acetone	COMPANY				Ť
	Archivo							

From <u>Manage SDS Library menu</u> (require login) you can generate the SDS Binder file.

Below is an example of the index page of a MSDS-Binder created using SDS Manager.

The index of the SDS-Binder file lists all Safety Data Sheets in the binder file, including Signal Word Page 5 /8

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URL: https://faq.sdsmanager.com/content/22/513/en/getting-started-free-version-of-sds-manager.html

and pictogram and PPE icons found in the SDS. To access a Safety Data Sheet, the user simply opens the SDS Binder PDF file in a PDF reader and clicks on the page number as shown on the below picture.

			Binder, rest corporation inc.	
#	Product Name	Signal Word	Pictograms & Controls	Page
1	Clorox Cream Cleaner	Warning	♦	3
2	Clorox Disinfecting Bleach	Danger	$\langle \rangle \langle \rangle$	18
3	IPA	Fare	 ♦ ♦	25
4	Isopropanol	Fare	۱	31
5	KOLORSAFE DRY BASE NEUTRALIZER	Warning	\diamond	44
6	Oxygen (0.0015-19.49%), Methane (0.0005-2.5%), Carbon Monoxide (0.001-0.09%), Hydrogen	Warning	\$	63
7	Piccolo Reagent D A click on the page number binder to the Safety Data S		(ک	75
8	UNISET 621-PART 2	Danger	1) 🗞 😒	82

The PDF reader will move to the page you clicked (82 in this example) where the Safety Data Sheet is found in the SDS-Binder file.

Binder: Test Corporation Inc.



UNISET 621-PART 2

Safety Data Sheet

according to Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations Date of Issue: 5/14/2015 Revision date: 4/22/2022 Version: 1.4

Product name : UR Product code : 94 Other means of Identification : Po 1.2. Recommended use and restrictions on use	olymeric MDI in Aron	
Product name : UN Product code : 94 Other means of Identification : Po 1.2. Recommended use and restrictions on use Use of the substance/mixture : Ur 1.3. Supplier United Erie - Division of Alpont II, Inc. 1432 Chestnut Street Erie, PA, United States, 16502 United States T 1-800-377-7561 - F 1-814-454-8996	NISET 621-PART 2 1080 Slymeric MDI in Arom rethane No-Bake Bin	
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United States T 1-800-377-7561 - F 1-814-454-8996	1	
T 1-800-377-7561 - F 1-814-454-8996	2	
	1	
	-	
1.4. Emergency telephone number		
	r 24-Hour Emergen	cy Information Call Chemtrec: +1 (800) 424-9300
Energency humber	24-nour Emergen	oy mornauon can chemiee. +1 (000) 424-5500
SECTION 2: Hazard(s) identification		
2.1. Classification of the substance or mixture		
GHS US classification		
Flammable liquids Category 4	H227	Combustible liquid
Skin corrosion/irritation Category 2	H315	
Serious eye damage/eye Irritation Category 2A	H319	Causes serious eye irritation
Respiratory sensitization, Category 1	H334	May cause allergy or asthma symptoms or breathing difficulties if Inhaled
Skin sensitization, Category 1	H317	May cause an allergic skin reaction
Carcinogenicity Category 2	H351	Suspected of causing cancer
Specific target organ toxicity (single exposure) Category 3	H335	May cause respiratory initiation
Specific target organ toxicity (repeated exposure) Category	y 2 H373	May cause damage to organs through prolonged or repeated
Full text of H statements : see section 16		exposure
2.2. GHS Label elements, including precautional	ry statements	
GHS US labeling		
Hazard pictograms (GHS-US) :	$\langle \cdot \rangle \langle \cdot \rangle$	8
-	\vee	V
-	anger 207 - Combustible IIa	ended.
	227 - Combustible IIo	
	315 - Causes skin im	
		allergic skin reaction
	319 - Causes serious 334 - May cause alle	s eye innation irgy or asthma symptoms or breathing difficulties if inhaled
4/22/2022 (Revision date)	EN (Englis	ah U8) 1/12
-		

Click the below link see example of an SDS Binder File

Step 5: Managing new revisions of Safety Data Sheets

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URL: https://faq.sdsmanager.com/content/22/513/en/getting-started-free-version-of-sds-manager.html

The FREE version of SDS Manager will not notify you when there is an new revision of an SDS in your library. To get these notifications, you need a paid plan.

When you get an updated version of an Safety Data Sheet you are using, you can upgrade to the new version using the "Replace with new SDS" function shown below.

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A	Dashboard		SDS Library for TY > TY				
sps	All my SDSs		+ Add			General	Hazard Revision Risk Custom Fields
0عر	Manage SDS Library	~	Product Name ↑	Supplier Name	Signal wor	d Pictograms & Controls	Substance hazard Actions
о т	Y (2)						H S E
Đ	Add location		Shell GTL Fluid G85	Shell CAPSA	Danger	۵	H3 S1 🖳 📾 🕫 🗭 🔺 🖪 :
\$	Global SDS Search		Distillates (Fischer-Tropsch) C8-26 -	branched and linear		×	Move SDS
Ē.	SDS compliance	>					Log presence of product Create risk evaluation
	Manage QR codes		Shell Paraffinic Oil X411 Hydrocarbons C18-C24, isoalkanes,	Shell CAPSA	Danger		H3 S1 Move to archive
1	Risk assessment						Hide from Non-admin Safety information summary
"t	Job procedures		Rows per page 10 👻	1–2 of 2 < >	+ Add substance to this location		2 Replace with new SDS
	Reports	>					Edit SDS information
							Add EAN code Add attachment

Note for using the free version of SDS Manager:

Our <u>FREE version</u> is intended to be an efficient tool to help you manage your Safety Data Sheets and generate a digital SDS Binder file. The SDS Binder file should be made available for employees to comply with EHS regulations that require employees handling chemicals to have access to Safety Data Sheets.

On our <u>FREE plan</u> you are not allowed to share online access to SDS Manager with your employees using our QR code or sharing login credentials.

Unique solution ID: #1140 Author: n/a Last update: 2024-11-21 05:53