

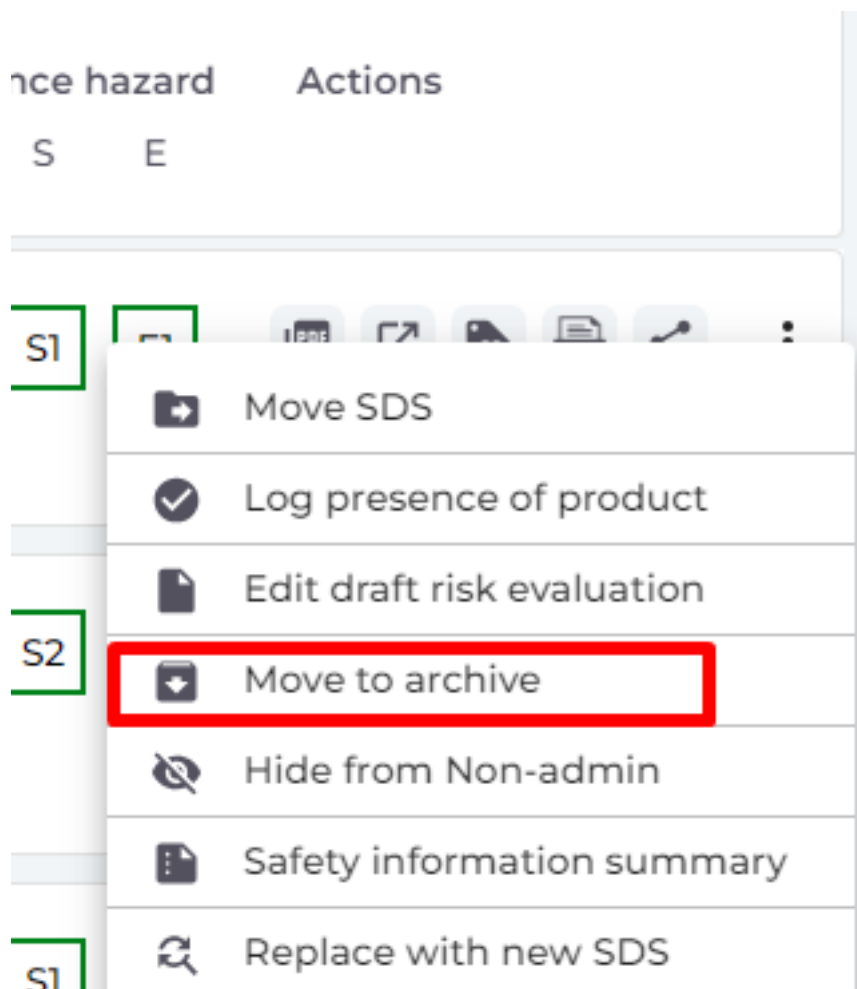
How to keep our SDS library up-to-date

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.

Click on 'More actions' icon in the Actions column, select 'Move to archive' and confirm.



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.

How to keep our SDS library up-to-date

Dashboard

All my SDSs

My locations

Manage SDS Library

Test Nam Dau (6)

Add location

Import status

Archive

Global SDS Search

SDS compliance

Archived locations

Archived SDSs

Replaced by newer version

Archived SDS Requests

Product, supplier

Locations status

Active locations

Location Filter

Bulk Action

Delete permanently

☐	Product Name	Supplier Name	Product Code	Revision date	GHS	Locations	Replaced by SDS	Replaced by	Replaced date	
☐	Kroon-Oil Oil Flush	Kroon Oil BV	98.70.09	2018-12-27	  	Test 31				Undo Archive Delete permanently
☐	Kroon-Oil Oil Leak Stop	Kroon Oil BV	98.70.07	2018-12-27	 	Test 31				Undo Archive Delete permanently
☐	Kroon-Oil Oil Stabilizer	Kroon Oil BV	98.70.08	2020-07-27		Test 31				Undo Archive Delete permanently

Unique solution ID: #1063

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Last update: 2024-09-24 12:47