

# Why choose SDS Manager

## Getting started: Free version of SDS Manager

With SDS Manager FREE, 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 \(require login\)](#)

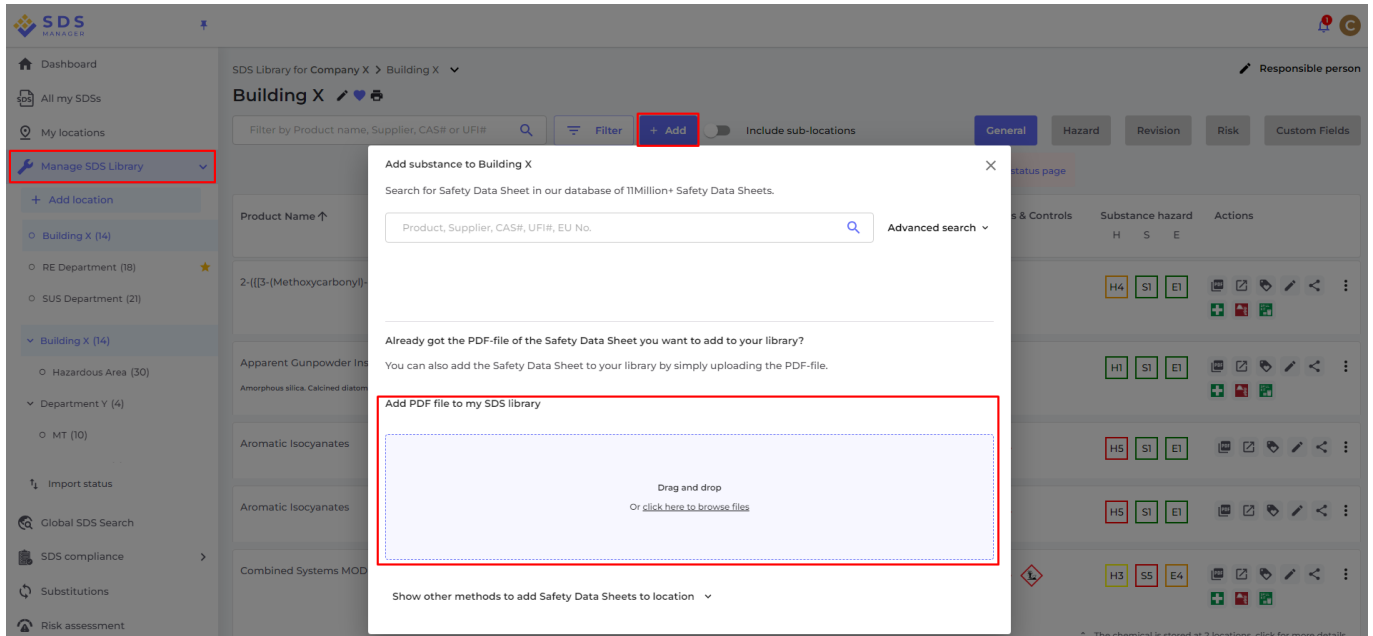
# Why choose SDS Manager

The screenshot displays the SDS Manager web application. At the top, a blue banner reads 'Welcome to SDS Manager!' with a link to 'See our getting started guide', 'Open help center', and 'Schedule a demo'. Below this, a grey bar lists '5 ways to add Safety Data Sheets to your library': 'Search our database to find Safety Data Sheets', 'Import your SDS files' (highlighted), 'Import product list', 'Shoot pictures of labels of your chemicals', and 'Let us help you set up your library'. The main content area is titled 'Import your SDS files' and explains that users can add SDS files by importing PDF files. It provides instructions on how to handle folder hierarchies and mentions that the system will analyze and extract content from the files. A large dashed box contains the text 'Drop your PDF, ZIP or RAR files here' and a 'Browse File' button. To the right, a video player shows a preview of the SDS Manager interface with the title '01 - zip sds library.mp4'.

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 \(require login\)](https://faq.sdsmanager.com/content/22/513/en/getting-started-free-version-of-sds-manager.html)

# Why choose SDS Manager



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.**

# Why choose SDS Manager

You can manage your SDSs under "Manage SDS Library"

Click here to [open SDS Manager to manage your SDS library \(require login\)](#)

The screenshot displays the SDS Manager interface. On the left, a sidebar contains navigation options: Dashboard, All my SDSs, My locations, and Manage SDS Library (highlighted with a red box). Below these are location-specific options: Add location, Building X (14), RE Department (18) (selected with a star), SUS Department (21), Building X (14), Department Y (4), Department Z (13), and HSE (9). The main content area is titled 'SDS Library for Company X > RE Department'. It features a search bar, a 'Filter' button, and an 'Add' button (highlighted with a red box). Below the search bar is a table with columns: Product Name, Signal word, Amount, Pictograms & Controls, Substance hazard (H, S, E), and Actions. The table lists three products: ACID PERMS (ESTER-FREE), AEROSOL MOUSSES, and ALKALINE PERMS AND RELAXERS. Each product row includes a 'Refer to individual company' link. The 'Add' button is located in the top right corner of the table area.

Product Name ↑	Signal word	Amount	Pictograms & Controls	Substance hazard H S E	Actions
ACID PERMS (ESTER-FREE) ACID PERMS (ESTER-FREE) Refer to individual company	Warning	5000 (gals)		H4 S1 E1	
AEROSOL MOUSSES AEROSOL MOUSSES Refer to individual company	Danger	N/A		H2 S4 E3	
ALKALINE PERMS AND RELAXERS ALKALINE PERMS AND RELAXERS Refer to individual company	Warning	N/A		H4 S1 E1	

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".

# Why choose SDS Manager

Add substance to RE Department



Search for Safety Data Sheet in our database of 11Million+ Safety Data Sheets.

CRC foam



Advanced search ^

Language

English

Region

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	
		ts, Inc	2019-01-25		English	
		Co	2017-05-23		English	
	POLYURETHANE FOAM Aerosol	CRC Industries Europe bvba	2012-01-19	EU	English	

Add Safety Data Sheet to "RE Department"

Add Safety Data Sheet to other locations

## 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)

J No.

### Organization information

Company name

Test Corporation Inc.

Owner

Erlend

Regulatory region

EU

Country

Norway

Save

Erlend  
Test Corporation Inc. Pro

Manage account

Organization profile

User management

Subscription

Go live checklist

Impersonate

English

Invite members

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 sub-locations, you can create an SDS Binder file that contains all SDSs on a location including its sub-locations.

## Why choose SDS Manager

locations. 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.

From [Manage SDS Library menu](#) (require login) you can generate the SDS Binder file.

Dashboard

All my SDSs

My locations

Manage SDS Library

Test 12 (8)

Factory Equator (94)

Factory Himalaya (24)

Factory Miami (28)

Factory Paris (54)

Factory Tokyo (79)

SDS Library for Test Corporation Inc. > Factory Paris

Include sub-locations

Filter by Product name, Supplier, CAS# or UFI#

+ Add

General

Hard

Product Name ↑

Signal word

Amount

Pictograms & Controls

Substance

3-In-One All Purpose

Danger

N/A

H2

3M Filteck Z500 Universal Restorative (8020, 8021)

Warning

N/A



















H4 S4 E5

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 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.

# Why choose SDS Manager

Binder: Test Corporation Inc.

#	Product Name	Signal Word	Pictograms & Controls	Page
1	Clorox Cream Cleaner	Warning		3
2	Clorox Disinfecting Bleach	Danger	 	18
3	IPA	Fare	     	25
4	Isopropanol	Fare	 	31
5	KOLORSAFE DRY BASE NEUTRALIZER	Warning		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			75
8	UNISSET 621-PART 2	Danger	  	82

A click on the page number will move binder to the Safety Data Sheet

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.

# Why choose SDS Manager



## 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

#### SECTION 1: Identification

##### 1.1. Identification

Product form : Mixture  
Product name : UNISET 621-PART 2  
Product code : 94080  
Other means of identification : Polymeric MDI In Aromatic Solvent

##### 1.2. Recommended use and restrictions on use

Use of the substance/mixture : Urethane No-Bake Binder, Part 2

##### 1.3. Supplier

United Erie - Division of Alpent II, Inc.  
1432 Chestnut Street  
Erie, PA, United States, 16502  
United States  
T 1-800-377-7561 - F 1-814-454-8996  
[herm-eh&s@interstatechemical.com](mailto:herm-eh&s@interstatechemical.com) - [www.unitederie.com](http://www.unitederie.com)

##### 1.4. Emergency telephone number

Emergency number : For 24-Hour Emergency Information Call Chemtrec: +1 (800) 424-9300

#### 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	Causes skin irritation
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 irritation
Specific target organ toxicity (repeated exposure) Category 2	H373	May cause damage to organs through prolonged or repeated exposure

Full text of H statements : see section 16

##### 2.2. GHS Label elements, including precautionary statements

###### GHS US labelling

Hazard pictograms (GHS-US)



Signal word (GHS-US)

: Danger

Hazard statements (GHS-US)

: H227 - Combustible liquid  
H315 - Causes skin irritation  
H317 - May cause an allergic skin reaction  
H319 - Causes serious eye irritation  
H334 - May cause allergy or asthma symptoms or breathing difficulties if inhaled

4/22/2022 (Revision date)

EN (English US)

1/12

Click the below link see example of an SDS Binder File

## Step 5: Managing new revisions of Safety Data Sheets



# Why choose SDS Manager

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.

SDS Manager interface showing the 'Manage SDS Library' section. The table lists SDS entries for 'TY' location. The 'Replace with new SDS' option is highlighted in the context menu.

Product Name	Supplier Name	Signal word	Pictograms & Controls	Substance hazard	Actions
Shell CTL Fluid G85 Distillates (Fischer-Tropsch) C8-26 - branched and linear	Shell CAPSA	Danger	[Pictogram]	H3 S1	[Actions]
Shell Paraffinic Oil X411 Hydrocarbons C18-C24, isoalkanes, <2% aromatics	Shell CAPSA	Danger	[Pictogram]	H3 S1	[Actions]

## Note for using the free version of SDS Manager:

Our FREE version 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 FREE plan 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

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