

How to keep our SDS library up-to-date

What does it mean to approve an SDS?

SDS Approval helps you manage which products and chemicals are approved for use in your organization.

Our 'Dashboard' gives you statistics on your Approved SDSs.



The screenshot shows the SDS Manager Dashboard. On the left is a vertical sidebar with icons for home, SDS, location, tools, search, documents, refresh, notifications, and a grid view. The main content area is titled 'Dashboard' and includes a welcome message, a 'getting started guide' link, and several action buttons: 'Add SDSs to your library', 'Create location structure', 'Import your existing SDS files', 'Print poster for QR login', 'Invite colleagues', 'Open help center', and 'Schedule a demo'. A QR code poster is shown on the right. Below this is a search bar for finding SDSs by product, supplier, CAS#, UFI#, or EU No. The dashboard features four summary panels: 'SDS I have access to' (195), 'Locations I have access to' (12/12), 'Revised SDSs' (194/195), and 'SDS Approved' (41/147). The 'SDS Approved' panel is highlighted with a red border and shows a 27% progress indicator.

Dashboard

Welcome to SDS Manager!

See our [getting started guide](#) to get an overview of how to set up your new SDS library

[Add SDSs to your library](#) [Create location structure](#) [Import your existing SDS files](#)

[Print poster for QR login](#)

[Invite colleagues](#) [Open help center](#) [Schedule a demo](#)

See SDS Manager in daily use - from your employees perspective

Check what your employees will see

Find Safety Data Sheets for your products

Product, Supplier, CAS#, UFI#, EU No.

SDS I have access to

195

[Show my SDSs](#)

[Add substances to my library](#)

Locations I have access to

12/12

[Show my locations](#)

Revised SDSs

194/195

[Update outdated SDSs](#)

SDS Approved

41/147

27%

Click on the panel to go to 'All Our SDS' page that has a filter set for 'Not Approved':

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All Our SDS

Search for SDS

SDS status: Only list SDS in use Approval Status: Not approv... Locations: Only list SDS on locations I have access Supplier: Revision date: Risk assessment: All

Bulk Action: Custom Fields:

Search for CAS# in components

<input type="checkbox"/>	Product Name	Supplier Name	Product Code	Revision date	GHS	Substance hazard H S E	Last evaluated	Locations	Approval Status	
<input type="checkbox"/>	<=0.1% HCL/Air	Calgaz Ltd		2018-08-31		H1 S4 E1	Need approval	View locations	Not approved	<input type="button" value="Replace with new SDS"/> <input type="button" value="Add to Location"/>
<input type="checkbox"/>	<=0.1 % NO2 <=0.1 % CO//N2	Calgaz Ltd		2020-03-31		H1 S4 E1	Risk must be evaluated	View locations	Not approved	<input type="button" value="Replace with new SDS"/> <input type="button" value="Add to Location"/>
<input type="checkbox"/>	<=0.1% NO2, <=0.1% NO//N2	Calgaz Ltd		2018-04-24		H1 S4 E1	Risk must be evaluated	View locations	Not approved	<input type="button" value="Replace with new SDS"/> <input type="button" value="Add to Location"/>
<input type="checkbox"/>	<0.1 NTU Calibration Solution	Hach Company	2659701	2023-02-08		H1 S1 E1	Need approval	View locations	Not approved	<input type="button" value="Replace with new SDS"/> <input type="button" value="Add to Location"/>
<input type="checkbox"/>	<= 0.1% SO2/ <= 0.1% CO/ <= 20%CO2 //N2	Calgaz Ltd		2020-02-27		H1 S4 E1	Risk must be evaluated	View locations	Not approved	<input type="button" value="Replace with new SDS"/> <input type="button" value="Add to Location"/>

Change a SDS's Approval Status by clicking on the Product name, then click on 'Approve' button:

Warning

<=0.1% HCL/Air
Calgaz Ltd

Health risk rating:

Safety risk rating:

Environmental risk rating:

Need approval ☐ Show rows where SDS has no information

General Information

Product name: <=0.1% HCL/Air

Product Synonyms: HCl Air

SDS N°: Warning

Date of Issue: 2018-08-31

Icons in PDF:

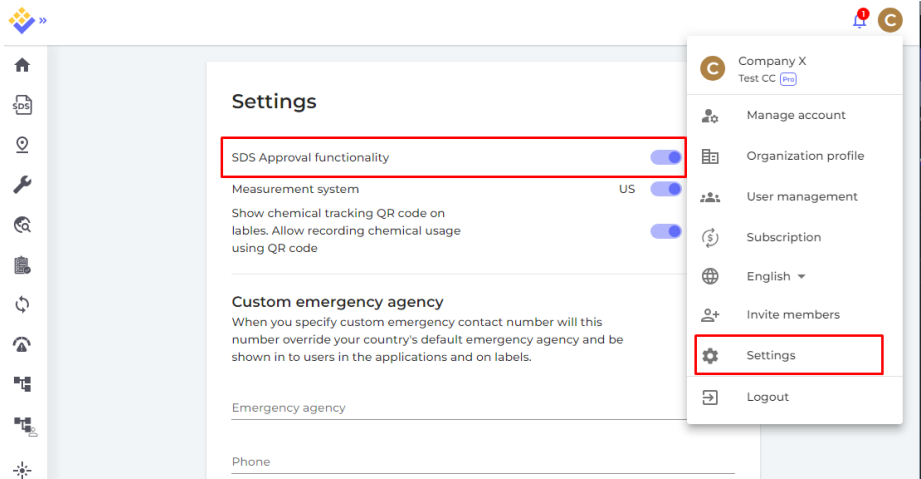
Company Information

company name: Calgaz Ltd

You can also 'Remove Approval' for a SDS later.

If your organization doesn't have this management process, 'SDS Approval functionality' can be

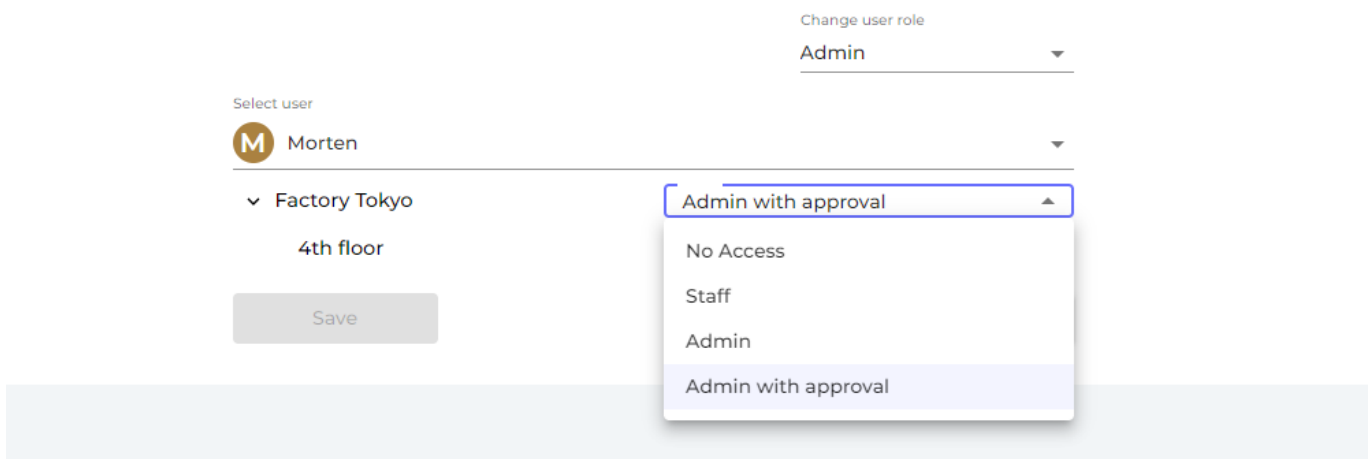
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turned off on the 'Settings' page.

User need role "Admin with approval" to be able to approve SDSs and risk assessments.

Manage Location Access



User with regular "Admin" role on the location will be notified when trying to approve an SDS

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The screenshot shows the SDS Manager interface. On the left is a sidebar with navigation links: Dashboard, All my SDSs, My locations, Manage SDS Library (highlighted with a '99+' badge), Factory Tokyo (79), Archived locations, and Add location. The main content area displays a 'Danger' warning for '1,2-Dimethoxyethane' by 'Merck Life Science AS'. Below the warning are three hazard icons (flame, exclamation mark, and person). A red box highlights the 'Need approval' status and an 'Approve' button. A tooltip message states: 'Approval can only be done by users with user role "Admin with approval"'. Below this, the 'Product name' is listed as '1,2-Dimethoxyethane' and 'Product Synonyms' are shown.

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