

How to keep our SDS library up-to-date

How can I reconcile our SDS library with our products in use

It is recommended that you periodically (annually or more often) reconcile your SDS library to ensure that you have SDS for all products in use, and that you move SDS for products no longer in use to the Archive.

There are two ways to carry take this inventory.

Walk around your premises and for of the products you find you click the "Log presence of product" on the SDS. If you have [added EAN/UPC codes to your SDSs](#), you can find the SDS in your SDS library

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[illegible]

by scanning the QR code. [Read more about that here.](#)

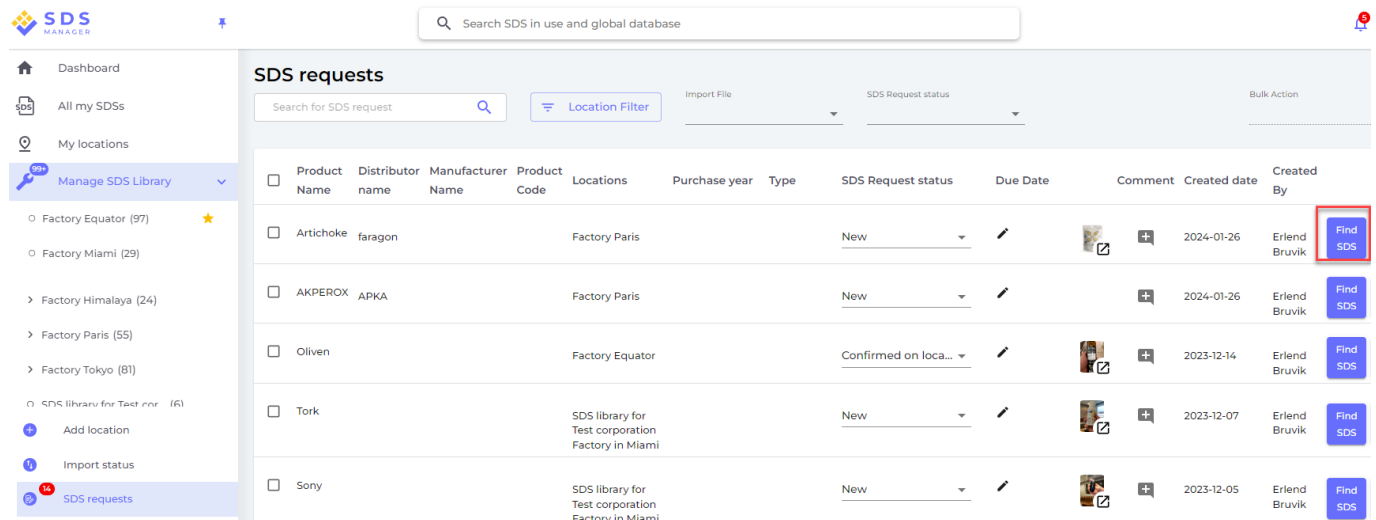
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For products you cannot find in your SDS library, you should use our [Camera feature to shoot a picture of the product label](#) and add the SDS to your library later.

Alternatively you can use our [Camera feature](#) and shoot pictures of all your products on each location and you can later at your PC check if you have SDS for the products of if you need to add the SDS to your library.

The products you have taken pictures of will be listed on the [SDS Request](#) page

One each product you have shoot picture you click the "Find SDS" button.



The screenshot shows the SDS Manager interface. On the left is a sidebar with navigation options: Dashboard, All my SDSs, My locations, Manage SDS Library (selected), Factory Equator (97), Factory Miami (29), Factory Himalaya (24), Factory Paris (55), Factory Tokyo (81), SDS library for Test corp (16), Add location, Import status, and SDS requests. The main area is titled 'SDS requests' and contains a table with columns: Product Name, Distributor name, Manufacturer Name, Product Code, Locations, Purchase year, Type, SDS Request status, Due Date, Comment, Created date, and Created By. The table lists five items: Artichoke, AKPEROX, Oliven, Tork, and Sony. Each row has a 'Find SDS' button in the 'Created By' column, which is highlighted with a red box in the original image.

Product Name	Distributor name	Manufacturer Name	Product Code	Locations	Purchase year	Type	SDS Request status	Due Date	Comment	Created date	Created By
Artichoke	faragon			Factory Paris			New			2024-01-26	Erlend Bruvik
AKPEROX	APKA			Factory Paris			New			2024-01-26	Erlend Bruvik
Oliven				Factory Equator			Confirmed on loca...			2023-12-14	Erlend Bruvik
Tork				SDS library for Test corporation Factory in Miami			New			2023-12-07	Erlend Bruvik
Sony				SDS library for Test corporation Factory in Miami			New			2023-12-05	Erlend Bruvik

That will open the dialog where you can check if the SDS is already in your SDS library.

When searching for the SDS - you can limit search to only search SDS in your library. If the SDS is already in the library on the given the location the picture was taken, you click the "Log presence" button.

If the SDS is not found, click the "Link to Substance" to add the SDS to the location.

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← Match SDS

Location: Factory Paris
Product: Artichoke
Supplier: fagron

Artichoke fagron

Language: English Region: All Minimum Revision Year: Search only among SDS in use by Test Corporation Inc.

Exact match results:

Product	Supplier	Revision date	Product code	Regulation area	Language
Artichoke Dry Extract 2,5% Caffeic Acid	Fagron UK Ltd	2017-11-14	101685	EU, UK	English

Similar results:

Product	Supplier	Revision date	Product code	Regulation area	Language
Fagron PharmaWhite Surfa Alco	Fagron NL B.V	2016-05-20	P017	EU, US	English
Fagron Pharma White Ethanol 90% Denaturated	Fagron Inc	2017-07-26		EU, US	English
Fagron Pharma White CHLOHEX 2 IPA	Fagron Inc	2017-07-21		EU, US	English
Fagron PharmaWhite Hand Alcogel - SpihandMAX gel	Fagron Inc	2017-07-11		EU, US	English

After you have marked all SDSs in use, you are now ready to find the SDSs for products that are no longer in use.

On the location filter you can filter on SDSs where presence is not logged lately (you input number of months)

SDS Library for EB test > Factory Paris Include sub-locations

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

Product Name ↑ Supplier Name

AMERCOAT 370 SAFETY BLUE RESIN

Coal Tar

CRC SURFACE SANITISER SPRAY

752084 - PRODUCT CODE

FOAM CLEANER Aerosolbeholdere

Add Filter

- ☐ Show archived SDS
- ☐ Only show SDS with new revisions
- ☐ Only show SDS without EAN/UPC code
- ☒ Only show SDS without presence logged last 6 months

All Suppliers

All Revision Dates

Filter by CAS# in components

RESET APPLY

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The SDSs that are listed will be your candidates to be moved to the Archive.

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