SDS binder kit

Fill in the cover lines, list each product, then file its sheet behind its tab.

Facility _____ **Binder location** _____

Kept by _____ **Backup contact** _____

Tab system _____ **Last reviewed** _____

Product index

	PRODUCT NAME	MAKER	WHERE IT IS USED	SDS DATE	TAB
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Setting up the binder

- ☐ Products listed from a walk of shelves, carts and closets
- ☐ A sheet filed for each row, from the maker or your supplier
- ☐ Tab system chosen: alphabetical, by area or by product type
- ☐ Tab system written on the cover
- ☐ Setup looked over by your hazard-communication program owner

Keeping it current

- [ ] New product: row added and sheet filed before first use
- [ ] Retired product: sheet pulled and row marked removed
- [ ] Periodic check: shelves walked against the index
- [ ] Newer sheet dates swapped in
- [ ] Tabs still match the index
- [ ] Last reviewed updated on the cover
- [ ] Binder back in its fixed spot

Notes