SDS binder kit

Fill in the cover, walk your storage, then list each product and file its sheet by tab.

Facility _____ **Binder location** _____

Kept by _____ **Program contact** _____

Last reviewed _____

Where to collect sheets

- ☐ Janitor closets opened and shelves read
- ☐ Restroom storage checked
- ☐ Breakroom sink cabinets checked
- ☐ Maintenance room and shop shelves checked
- ☐ Loading area and vendor stock checked
- ☐ Products still missing a sheet listed in your notes

Product index

	PRODUCT NAME	MAKER	USED WHERE	SDS DATE	TAB
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How the tabs run (tick one)

- ☐ Alphabetical by product name
- ☐ By area of the building
- ☐ By product type
- ☐ Divider names copied into the Tab column

Upkeep

- [ ] New product arrived: sheet filed, index line added
- [ ] Product retired: sheet pulled, line crossed out
- [ ] Revised sheet from the maker swapped in, SDS date changed
- [ ] Regular check: each closet compared with the index rows
- [ ] Last reviewed dated on the cover and its door copy
- [ ] Cover copy taped inside the storage room door

Notes