SDS binder kit: cover, product inventory and tabs

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

Facility _____ **Binder location** _____

Second copy location _____ **Kept by (name or role)** _____

Last reviewed _____

Product inventory

	PRODUCT NAME	MAKER	WHERE IT IS USED	SDS DATE	TAB
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Tab order

- ☐ Tab order picked: alphabetical, by area or by product type
- ☐ Every inventory line shows its section in the Tab column
- ☐ Inventory kept at the front of the binder
- ☐ Every product on the shelf matched to a sheet

Keeping it current

- ☐ New product: sheet filed and inventory line added before shelving
- ☐ Retired product: row crossed off, old sheet handled as your program owner asks
- ☐ Periodic shelf check done with the inventory in hand
- ☐ Second copy brought up to date
- ☐ Last reviewed date updated on the cover

Questions for your program owner

- [ ] Products found with no sheet listed in your notes
- [ ] Sheets with no matching product on site listed in your notes

Notes