SDS binder kit

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

Facility _____ **Binder location** _____

Kept by _____ **Hazard program contact** _____

Last reviewed _____

Gather the sheets

- ☐ Supply closets and storage shelves walked
- ☐ Sink cabinets checked
- ☐ Breakroom and restroom products listed
- ☐ Maintenance carts checked
- ☐ Products without a sheet noted and a copy requested

Product index

	PRODUCT	MAKER	USED IN	SHEET DATE	TAB
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☐					
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Tab plan

- ☐ One method chosen: alphabetical, by area or by product type
- ☐ Tabs labeled and placed in order
- ☐ Each sheet filed behind its tab
- ☐ Tab name written on every index row

Upkeep

- [ ] New item: sheet filed and index row added
- [ ] Dropped item: row crossed out and sheet lifted out
- [ ] Set check date written on the cover
- [ ] Shelves walked against the index on that date
- [ ] Binder back in its marked spot after each use
- [ ] Cover names still correct

Notes