SDS binder kit

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

Facility _____ **Binder location** _____

Kept by _____ **Program contact** _____

Last reviewed _____

Before you start

- ☐ Supply closets, sink cabinets and storage shelves walked
- ☐ Breakroom, restroom and loading-area products counted
- ☐ Program contact named on the cover

Product index

	PRODUCT NAME	MAKER	WHERE IT IS USED	SDS DATE	TAB
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Tab plan (tick one)

- ☐ A to Z by product name
- ☐ By area: restrooms, kitchen, floors, exterior
- ☐ By product type: surface, floor care, restroom, maintenance

Upkeep

- [ ] Divider names match the Tab column
- [ ] New product added to the index and its sheet filed
- [ ] Retired product's sheet removed and its line struck
- [ ] Index compared with the closet shelves
- [ ] Last reviewed date updated on the cover
- [ ] Binder returned to its usual spot

Notes