SDS binder cover, product index and divider plan

List each product on your shelves and file its page behind the divider you name.

Building _____ **Binder kept at** _____

Keeper _____ **Backup keeper** _____

Last checked _____

Product index

	PRODUCT (AS LABELED)	MANUFACTURER	USED IN	SHEET REVISION DATE	TAB
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Divider plan (pick one)

- ☐ A to Z by product
- ☐ By room or area: restrooms, floors, breakroom, maintenance
- ☐ By type of product: glass, disinfectants, floor products, degreasers
- ☐ Divider name written in the Tab column on every line

Upkeep

- ☐ New product: page filed and indexed before the container is opened
- ☐ Product gone for good: page pulled, index entry lined through
- ☐ Shelves compared to the index on the calendar walk
- ☐ Last checked date updated on the cover

Where the binder lives

- ☐ Near the products, outside any office that locks
- ☐ Cover copy in the front sleeve, spine labeled SDS
- ☐ Keeper and Backup keeper names current

Notes