SDS binder kit

Fill in the cover, list each product and pick one tab plan. Update as products change.

Facility _____ **Binder location** _____

Kept by _____ **Last reviewed** _____

Other copy kept at _____

Product index

	PRODUCT	MAKER	USED IN	SHEET DATE	TAB
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Products waiting for a sheet

	PRODUCT	WHERE FOUND	ASKED FOR ON
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☐			
☐			
☐			

Tab plan (tick one)

- ☐ Alphabetical, A to Z by product name
- ☐ By area: restrooms, breakroom, floors, maintenance
- ☐ By product type: surface and glass, floor, restroom, maintenance
- ☐ Divider names match the Tab column word for word

Where the binder lives

- [ ] Close to where the products are stored or used
- [ ] At eye level, returned to the same spot every time
- [ ] Every copy's location written on each cover

Upkeep

- [ ] New product: sheet filed and index line added before it is shelved
- [ ] Retired product: sheet pulled, line struck and dated
- [ ] Periodic check: index carried past every shelf
- [ ] Every product on the shelf has a line and a sheet
- [ ] Last reviewed date written on the cover
- [ ] All copies updated on the same day

Notes