Archive SDS at a Facility

There are two methods of archiving a SDSs in the SafeTec system:
1. Archiving at the SDS level will archive the SDS for the entire company. This indicates that this specific document is no longer in use for the company. Please note that there may be other alternative documents for that chemical that are still active, such as duplicates or newer revisions.

2. Archiving at the facility level will archive the SDSs for only one facility. This method for archiving should be used when a SDS has multiple facilities associated to it. By archiving at the facility level, individual facilities can indicate they are no longer using that chemical, while other facilities can indicate they are still using that chemical and need that SDS.
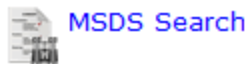
This document will cover the second example. Please see Archive a SDS for instructions about archiving a record for your entire company.

ARCHIVING AT THE FACILITY LEVEL

FURTHER INFORMATION ABOUT ARCHIVING AT THE FACILITY LEVEL

Archiving at the Facility Level

1. On the Admin Main Menu, click the **MSDS Search** button.

    MSDS Search

2. Search for the SDS that needs to be archived.

Product Name	acetone
Manufacturer	
MSDS Number	

3. Click on the SDS that needs to be archived.

MSDS	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
☐ 📄	Acetone	VWR International	10/24/2012	MSDS-000588
☐ 📄	Acetone	Ashland (Valvoline)	10/8/2013	MSDS-001568

4. In the SDS Facilities section, click **Edit**.

5. Click the **Edit** link next to the facility that needs to be archived.

6. Click the *Active / Archived Status* drop down menu and change it to *Archived*.

7. Click **Save** to update the SDS record.
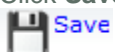
8. On the MSDS detail page, the SDS will now be archived at that facility.

MSDS Facilities

📄 Export to Excel   ⚙ Edit

Facility	Sub Location 1	Sub Location 2	Archived	Approval Type
Facility A			☐	
Facility B	Room 2	Storage Shelf	☐	
Facility D			☐	
Facility A	Room 1		☑	

Further Information about Archiving at the Facility Level

Please note that archiving a SDS at the SDS level does not automatically archive the SDS at the facility. If the records was to become active again, all the original facility settings would still be in place as far as who has the document active, and who has the document archived at their facility.

If you have a large quantity of documents that you need to archive at the facility level, consider reading about the Basket Feature in our help files. This tool allows you to flag many records and process them all at once, including archiving at locations.