

# Decision Matrix

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As a result of retrieval efforts by SafeTec or additions by your team, newer versions of documents will be introduced to your system. To give you another layer of review and confidence in captured data, SafeTec has created the Decision Matrix tool. This tool allows administrators to approve or ignore the consolidation of new revisions with existing records, and to help with this decision the tool exposes the data variances between the two records.

This document will walk you through how to find and use the SafeTec Decision Matrix. Once you have approved the records to be consolidated the system will consolidate information and archive the older version. For a description of the consolidation rules we employ, please see the final section of the [Duplicate Resolution](#) help file.

Please reach out to your account manager if you think your organization can benefit from the Decision Matrix or if you have any question.

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## Decision Matrix Glossary

The Decision Matrix is driven by differences, or data variances, between new revisions and existing records. SafeTec has organized these variances into the categories described below.

### Data Variance Types

Data Variance Type	Definition
Identifying Information Changed	Identifying information Includes Product Name & Manufacturer
Ingredient Percentage Changed	Refers to any change in the Min % or Max % ingredient concentration values
Ingredients Added or Removed	Ingredients for a product can change, and this variance type is used for the addition or removal of ingredients between original and new documents.
Now GHS	Refers to a record that meets GHS formatting requirements and contains GHS elements, where the original document did not.
Regulatory Impact Changed	Product composition (ingredients) changes between versions can impact whether or not a material is regulated under certain regulatory lists.
No Changes Identified	Refers to documents where none of the data points listed above have been updated. Variances such as Revision Date and Product Number are not tracked in the Decision Matrix

The submission source, or origination, of new revisions may also be relevant to an administrator's analysis of incoming documents. The origination types are described in the table below.

## Origination Types

Origination Type – Search Filter	Origination Type – Search Results	Definition
Customer New Revision	SDSNew   New Revision	Record created as New Revision in SafeTec Web
	SDSNew   Online Submission	Record created as new MSDS in SafeTec Web
Customer or SafeTec New Revision	SafeTec Library   Subscription	Record created as add from the SafeTec Library in SafeTec Web OR Record created via SMIS when a document is found in the Library during an On Site Inventory
SafeTec New Revisions	Retrieval Complete   Sourced Version	Record created via Retrieval Complete, sourced during a Monitor Effort or Acquisitions project
	Linker   Internal Submission	Record created via Linker, which is created by SafeTec Operations when a record is scanned into the database
	Submission Agent   Internal Submission	Record created via Submission Agent, which is a document that is submitted as an electronic file to the Data Processor
	SMIS   Acquisition Target	Record created via SMIS when a new material is found during an On Site Inventory
	SafeTec Administrator   Internal-General	Record created via SafeTec Administrator
	SafeTec Connect   API Submission	Record created via MSDS/Add endpoint in Connect, which uses API endpoints to create the document record

## Review Pending SDS Retrieval Decisions

1. From the main menu, click the **Decision Matrix** button.



[Decision Matrix](#)

2. The **Decision Matrix** will open to the **Pending** tab. Documents you ignore or resolve will be moved from the **Pending** tab to the **Ignored** and **Resolved** tabs, respectively. Details on the latter tabs are found in later sections.

**Pending** Ignored Resolved

SDS Name

Manufacturer

SDS Number

Mfg Product Number

Facility

Data Variance Type

Origination Type

Has Ingredient Overrides

 Search

3. To search, you can either specifically look for records using the search fields, filter by a specific Data Variance or Origination, or you can leave all fields blank and click the **Search** button to see all records waiting your decision.



4. The search results grid will display the documents in which a new revision has been submitted for an existing record in your system, for example the New and Old Product Name, Data Variance(s), and Origination. In the search results grid you can also see if the old document has an Ingredient Override (**Has I/O**) if the box is checked. If this box is checked, you know that your older ingredient overrides will be lost during consolidation, and this record may need extra attention during review or after consolidation is complete.

**Pending SDS Retrieval Decisions**

 Export to Excel  Approve Selected  Ignore Selected

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<input type="checkbox"/>	SDS New Product Name	Manufacturer	Has Old Product Name I/O	Revision Date	Active	SDS Number	Data Variance	Origination	Actions
<input type="checkbox"/>	 <a href="#">HP Color LaserJet CE412A-AC-L Yellow Print Cartridge</a>	HP Products Corp.	<input type="checkbox"/>	<a href="#">ce412ac HP Laserjet Print Cartridge Yellow</a>	09/19/2015	<input checked="" type="checkbox"/>	SDS-285308 Now GHS. Identifying Information Sourced Changed. Version Ingredients Added or Removed.	Retrieval Complete	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>
<input type="checkbox"/>	 <a href="#">Salt</a>	Compass Minerals Group	<input type="checkbox"/>	<a href="#">Water Softener Salt Crystals- Extra Course</a>	08/29/2014	<input checked="" type="checkbox"/>	SDS-285019 Now GHS. Identifying Information Sourced Changed. Version	Retrieval Complete	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>

5. Click the **Show Info** button on the right of records you want to review in more detail.

**Pending SDS Retrieval Decisions**

 Export to Excel  Approve Selected  Ignore Selected

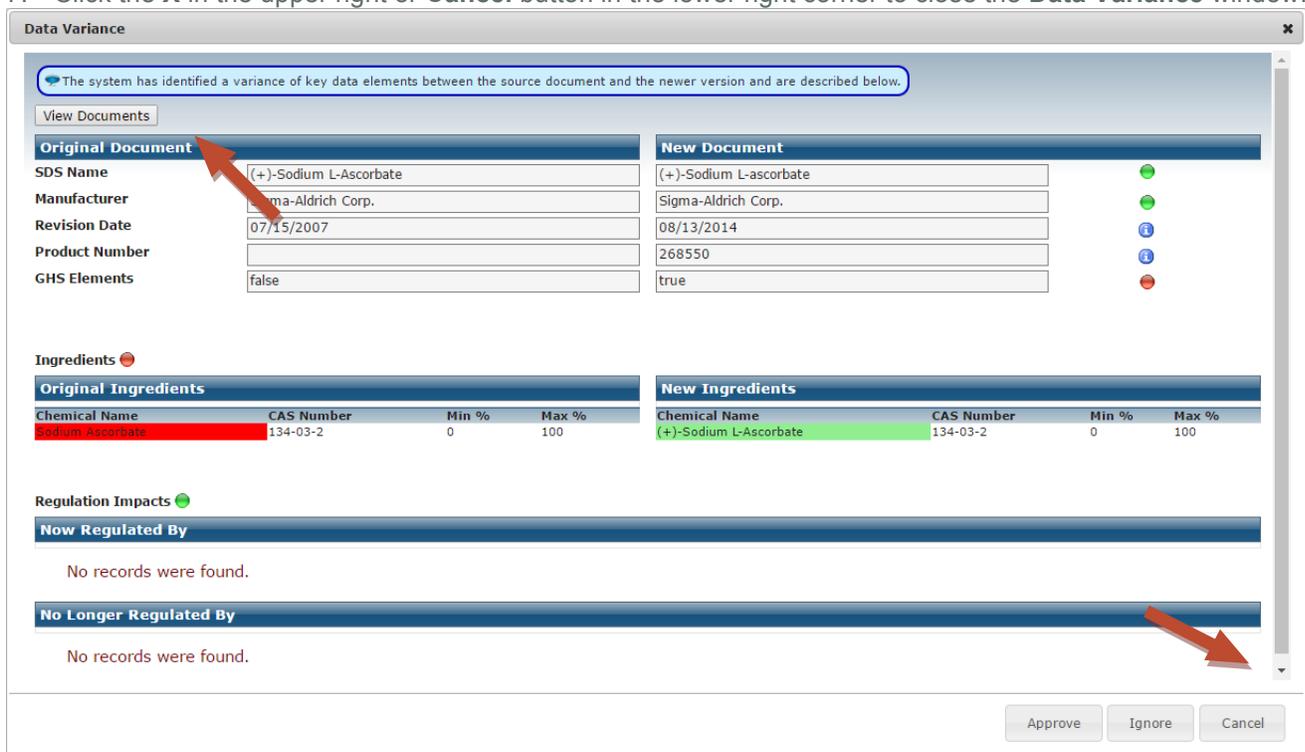
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<input type="checkbox"/>	SDS New Product Name	Manufacturer	Has Old Product Name I/O	Revision Date	Active	SDS Number	Data Variance	Origination	Actions
<input type="checkbox"/>	 <a href="#">HP Color LaserJet CE412A-AC-L Yellow Print Cartridge</a>	HP Products Corp.	<input type="checkbox"/>	<a href="#">ce412ac HP Laserjet Print Cartridge Yellow</a>	09/19/2015	<input checked="" type="checkbox"/>	SDS-285308 Now GHS. Identifying Information Sourced Changed. Version Ingredients Added or Removed.	Retrieval Complete	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>
<input type="checkbox"/>	 <a href="#">Salt</a>	Compass Minerals Group	<input type="checkbox"/>	<a href="#">Water Softener Salt Crystals- Extra Course</a>	08/29/2014	<input checked="" type="checkbox"/>	SDS-285019 Now GHS. Identifying Information Sourced Changed. Version	Retrieval Complete	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>

6. A **Data Variance** popup window will open. It shows the difference in document names, manufacturer names, revision dates, product numbers, and if the documents have GHS elements. It also shows the difference in ingredients, and how those ingredients impact regulations you have loaded on your SafeTec account.

- a. If you wish to review both documents, click the **View Documents** button at the top of the screen, and two additional browser tabs will load with the documents.
- b. The various colored circles next to data are quick glance indicators to change. Green indicates the data is exactly the same for that field, and red indicates there are differences.
- c. If there are difference in ingredients, they will also be highlighted.
  - i. If the new document does not have ingredients found on the original document, the old document's ingredients will be highlighted red.
  - ii. If the new document has ingredients not found on the original document, the new document's ingredients will be highlighted green.
- d. The Revision Date and Product Number fields are not considered in document analysis, and are included in the *No Changes Identified* category.

7. Click the **X** in the upper right or **Cancel** button in the lower right corner to close the **Data Variance** window.



**Data Variance**

The system has identified a variance of key data elements between the source document and the newer version and are described below.

[View Documents](#)

Original Document		New Document		
SDS Name	(+)-Sodium L-Ascorbate	(+)-Sodium L-Ascorbate		●
Manufacturer	Sigma-Aldrich Corp.	Sigma-Aldrich Corp.		●
Revision Date	07/15/2007	08/13/2014		●
Product Number		268550		●
GHS Elements	false	true		●

**Ingredients**

Original Ingredients				New Ingredients			
Chemical Name	CAS Number	Min %	Max %	Chemical Name	CAS Number	Min %	Max %
Sodium Ascorbate	134-03-2	0	100	(+)-Sodium L-Ascorbate	134-03-2	0	100

**Regulation Impacts**

**Now Regulated By**

No records were found.

**No Longer Regulated By**

No records were found.

Approve Ignore Cancel

## Ignore Pending SDS Retrieval Decisions

The **Decision Matrix** allows you to ignore new revisions which may be useful to reduce the volume of records sitting in the pending tab while investigating data variances further. After reviewing the data variances and deciding not to immediately accept a new revision, you can ignore one pending revision or bulk ignore multiple pending new revisions through several methods.

**WARNING!** Please note that once you ignore a pending new revision, the record will not be pulled into future retrieval efforts automatically, e.g. Monitoring projects.

## Ignore One Pending SDS Retrieval

1. To ignore a single record from the search results grid, click on the **Ignore** button to the right of the record.

**Pending SDS Retrieval Decisions**

Export to Excel Approve Selected Ignore Selected

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SDS New Product Name	Manufacturer Has Old Product Name I/O	Revision Date	Active SDS Number	Data Variance	Origination	Actions
<input type="checkbox"/> <a href="#">HP Color LaserJet CE412A-AC-L Yellow Print Cartridge</a>	HP Products Corp.	<input type="checkbox"/> <a href="#">ce412ac HP Laserjet Print Cartridge Yellow</a>	09/19/2015 <input checked="" type="checkbox"/>	SDS-285308 Now GHS. Identifying Complete   Information Sourced Changed. Version Added or Removed.	Retrieval Complete	Approve Ignore Show Info
<input type="checkbox"/> <a href="#">Salt</a>	Compass Minerals Group	<input type="checkbox"/> <a href="#">Water Softener Salt Crystals- Extra Course</a>	08/29/2014 <input checked="" type="checkbox"/>	SDS-285019 Now GHS. Identifying Complete   Information Sourced Changed. Version	Retrieval Complete	Approve Ignore Show Info

2. To ignore a single record using the Data Variance pop-up window, click on the **Ignore** button at the lower right corner of the window.

**Data Variance**

The system has identified a variance of key data elements between the source document and the newer version and are described below.

View Documents

Original Document				New Document			
SDS Name	(-)-Sodium L-Ascorbate			(+)-Sodium L-ascorbate			
Manufacturer	Sigma-Aldrich Corp.			Sigma-Aldrich Corp.			
Revision Date	07/15/2007			08/13/2014			
Product Number				268550			
GHS Elements	false			true			

**Ingredients**

Original Ingredients				New Ingredients			
Chemical Name	CAS Number	Min %	Max %	Chemical Name	CAS Number	Min %	Max %
Sodium Ascorbate	134-03-2	0	100	(+)-Sodium L-Ascorbate	134-03-2	0	100

**Regulation Impacts**

**Now Regulated By**

No records were found.

**No Longer Regulated By**

No records were found.

Approve Ignore Cancel

## Bulk Ignore Pending SDS Retrievals

1. To ignore multiple records at once, use the bulk updating feature above the search results grid. First select the records you would like to ignore by checking the individual check boxes to the left of the records, or select all records on the screen by using the check box in the search results grid header, and then click **Ignore Selected**.

**Pending SDS Retrieval Decisions**

Export to Excel Approve Selected Ignore Selected

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SDS Name	Manufacturer	Has Old Product Name I/O	Revision Date	Active SDS Number	Data Variance	Origination	Actions
<input checked="" type="checkbox"/> <a href="#">HP Color LaserJet CE412A-AC-L Yellow Print Cartridge</a>	HP Products Corp.	<input type="checkbox"/> ce412ac HP Laserjet Print Cartridge Yellow	09/19/2015	<input checked="" type="checkbox"/> SDS-285308	Now GHS. Identifying Information Sourced Changed. Version Ingredients Added or Removed.	Retrieval Complete	Approve Ignore Show Info
<input checked="" type="checkbox"/> <a href="#">44 Flux-Cored Lead (Pb) Solder</a>	Northrop Grumman Corp.	<input type="checkbox"/> "44" Rosin Core Solder	05/20/2015	<input checked="" type="checkbox"/> SDS-285043	Now GHS. Identifying Information Sourced Changed. Version Ingredients Added or Removed. Regulatory Impact Changed.	Retrieval Complete	Approve Ignore Show Info

## Review Ignored SDS Retrieval Decisions

After ignoring records, you will always be able to review and resurrect these at any point in the future using the **Ignored** tab. Searching for records and reviewing the data variances for ignored records can be done in the same way as described in the sections above. Below we describe how to resurrect a single ignored record or bulk resurrect multiple ignored records.

## Resurrect Ignored SDS Retrieval Decisions

If you have previously ignored records but would like to resurrect one or more to the Pending tab and approve, you can do this through several methods.

### Resurrect One Ignored SDS Retrieval

- To resurrect a single record from the search results grid, click on the **Resurrect** button to the right of the record.

**Ignored SDS Retrieval Decisions**

Export to Excel Resurrect Selected

SDS Name	Manufacturer	Revision Date	SDS Number	Data Variance	Actions
<input type="checkbox"/> <a href="#">#1 Network 2100 Developer Replenisher</a>	#1 Network, Inc.	10/17/2011	SDS-296262	Ingredients Added or Removed.	Resurrect Show Info
<input type="checkbox"/> <a href="#">DUR-O-SET ELITE 22 (786955)</a>	Celanese Corp.	10/19/2012	SDS-295753	Identifying Information Changed. Ingredients Added or Removed.	Resurrect Show Info
<input type="checkbox"/> <a href="#">Markal Paint Sticks</a>	Kimball Midwest Co.	01/01/2004	SDS-294223	No Changes Identified	Resurrect Show Info

- To resurrect a single record using the Data Variance pop-up window, click on the **Resurrect** button at the lower right corner of the window.

**Data Variance**

The system has identified a variance of key data elements between the source document and the newer version and are described below.

View Documents

Original Document		New Document	
SDS Name	#1 Network 2100 Developer Replenisher	#1 Network 2100 Developer Replenisher	✓
Manufacturer	#1 Network, Inc.	#1 Network, Inc.	✓
Revision Date	17/10/2011	17/10/2011	i
Product Number	28010-49	28010-49	i
GHS Elements	false	false	✓

**Ingredients**

Original Ingredients				New Ingredients			
Chemical Name	CAS Number	Min %	Max %	Chemical Name	CAS Number	Min %	Max %
Diethylene Glycol	111-46-6	1	5	Potassium Carbonate	584-08-7	3	7
Potassium Carbonate	584-08-7	3	7	Sodium Sulfite	7757-83-7	3	7
Sodium Sulfite	7757-83-7	3	7	Sodium Bromide	7647-15-6	0.5	1.5
Sodium Bromide	7647-15-6	0.5	1.5	Potassium Sulfite	10117-38-1	7	15
Potassium Sulfite	10117-38-1	7	15	Sodium Hydroxide	1310-73-2	0.5	1.5
Sodium Hydroxide	1310-73-2	0.5	1.5	Diethylene Glycol	111-46-6	1	5
Water	7732-18-5	30	50	Water	7732-18-5	30	50
Hydroquinone	123-31-9	3	7	Hydroquinone	123-31-9	3	7

**Regulation Impacts**

Now Regulated By

Resurrect Cancel

## Bulk Resurrect Ignored SDS Retrievals

- To resurrect multiple records at once, use the bulk resurrect feature above the search results grid. First select the records you would like to resurrect by checking the individual check boxes to the left of the records, or select all records on the screen by using the check box in the search results grid header, and then click **Resurrect Selected**.

**Ignored SDS Retrieval Decisions**

Export to Excel Resurrect Selected

SDS	SDS Name	Manufacturer	Revision Date	SDS Number	Data Variance	Actions
<input checked="" type="checkbox"/>	Network 2100 Developer Replenisher	#1 Network, Inc.	10/17/2011	SDS-296262	Ingredients Added or Removed.	Resurrect Show Info
<input checked="" type="checkbox"/>	DUR-O-SET ELITE 22 (786955)	Celanese Corp.	10/19/2012	SDS-295753	Identifying Information Changed. Ingredients Added or Removed.	Resurrect Show Info
<input checked="" type="checkbox"/>	Markal Paint Stiks	Kimball Midwest Co.	01/01/2004	SDS-294223	No Changes Identified	Resurrect Show Info

## Approve Pending SDS Retrieval Decisions

After reviewing the data variances between the new and old documents, you can approve records through several methods.

**WARNING!** Please note that once you approve a new document as being a valid retrieval and/or newer revision of the indicated document in the collection, there is no way to revert or ignore the retrieval decision.

## Approve One SDS Retrieval

- To approve a single record from the search results grid, click on the **Approve** button to the right of the record.

**Pending SDS Retrieval Decisions**

Export to Excel Approve Selected Ignore Selected

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SDS New Product Name	Manufacturer Has Old Product Name I/O	Revision Date	Active SDS Number	Data Variance	Origination	Actions
<input type="checkbox"/> <a href="#">HP Color LaserJet CE412A-AC-L Yellow Print Cartridge</a>	<input type="checkbox"/> HP Products Corp.	09/19/2015	SDS-285308	Now GHS. Retrieval Identifying Complete   Information Sourced   Changed. Version Added or Removed	Retrieval Complete	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>
<input type="checkbox"/> <a href="#">Salt</a>	<input type="checkbox"/> Compass Minerals Group	08/29/2014	SDS-285019	Now GHS. Retrieval Identifying Complete   Information Sourced	Retrieval Complete	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>

- To approve a single record using the Data Variance pop-up window, click on the **Approve** button at the lower right corner of the window.

**Data Variance**

The system has identified a variance of key data elements between the source document and the newer version and are described below.

View Documents

Original Document				New Document			
SDS Name	(+)-Sodium L-Ascorbate			(+)-Sodium L-ascorbate			●
Manufacturer	Sigma-Aldrich Corp.			Sigma-Aldrich Corp.			●
Revision Date	07/15/2007			08/13/2014			ⓘ
Product Number				268550			ⓘ
GHS Elements	false			true			●

**Ingredients**

Original Ingredients				New Ingredients			
Chemical Name	CAS Number	Min %	Max %	Chemical Name	CAS Number	Min %	Max %
Sodium Ascorbate	134-03-2	0	100	(+)-Sodium L-Ascorbate	134-03-2	0	100

**Regulation Impacts**

**Now Regulated By**

No records were found.

**No Longer Regulated By**

No records were found.

## Bulk Approve SDS Retrievals

- To approve multiple records at once, use the bulk approve feature above the search results grid. First select the records you would like to approve by checking the individual check boxes to the left of the records, or select all records on the screen by using the check box in the search results grid header, and then click **Approve Selected**.

**Pending SDS Retrieval Decisions**

 Export to Excel
  Approve Selected
  Ignore Selected

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<input checked="" type="checkbox"/>	SDS New Product Name	Manufacturer Has Old Product Name I/O	Revision Date	Active SDS Number	Data Variance	Origination	Actions
<input checked="" type="checkbox"/>	 <a href="#">HP LaserJet CE412A-ACL Yellow Print Cartridge</a>	<input type="checkbox"/> HP Products Corp.	09/19/2015	<input checked="" type="checkbox"/> SDS-285308	Now GHS. Retrieval Identifying Complete   Information Sourced Changed. Version Ingredients Added or Removed.	Complete   Sourced	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>
<input checked="" type="checkbox"/>	 <a href="#">44 Flux-Cored Lead (Pb) Solder</a>	<input type="checkbox"/> Northrop Grumman Corp.	05/20/2015	<input checked="" type="checkbox"/> SDS-285043	Now GHS. Retrieval Identifying Complete   Information Sourced Changed. Version Ingredients Added or Removed. Regulatory Impact Changed.	Complete   Sourced	<input type="button" value="Approve"/> <input type="button" value="Ignore"/> <input type="button" value="Show Info"/>