

# SDS Binder

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After conducting an SDS search, the SDS Binder will gather the (M)SDS documents for the returned search results and publish them as a PDF, complete with a title page and table of contents.

1. On the Admin Main Menu, click **SDS Search**.



2. SafeTec recommends you perform a search to locate a *Facility* and *Sub Location* to create the binder for.

Location Information	
<b>Search</b>	<input type="text"/>
<b>Facility</b>	Facility A <input type="button" value="v"/>
<b>Sub Location 1</b>	Room 1 <input type="button" value="v"/>
<b>Sub Location 2</b>	<input type="text"/> <input type="button" value="v"/>

3. Click **Search**.



4. On the search results, click **Create MSDS Binder**.



5. Enter a *Binder Title* and an optional *Binder Sub Title* for the binder. Type in your *email* address.

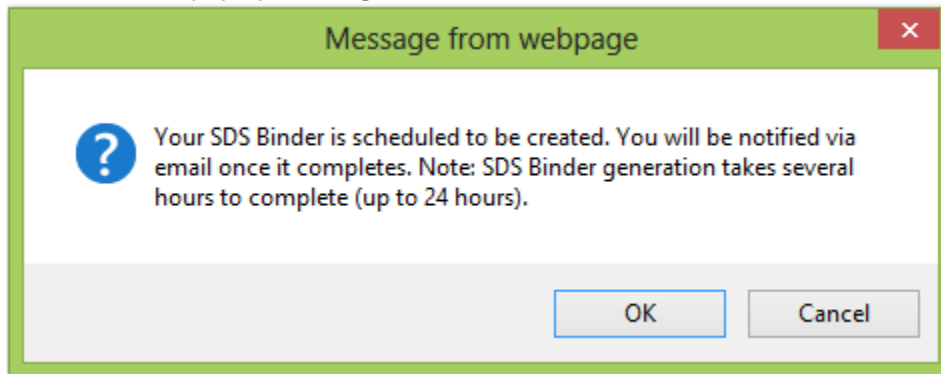
<b>Binder Title</b>	SDS Binder
<b>Binder Sub Title</b>	Facility A, Room 1
<b>Email</b>	SDSBinderExample@safetec.net



6. Click **Create SDS Binder**



7. Click **OK** in the pop up message to create the SDS binder.



8. The SDS Binder will be created during an overnight process and sent to you via email once completed. An email should be waiting for you in the morning.
9. You should receive an email with the binder is complete that contains links to your binder. You are the only person who can access these links.
  - a. The email may contain multiple links depending on the size of the requested SDS binder. Click on each of these links to open the PDFs that together make your SDS binder.

**The MSDS Binder you requested is ready for you to download from the following location(s):**

[Binder Document \(1 of 14\)](#)  
[Binder Document \(2 of 14\)](#)  
[Binder Document \(3 of 14\)](#)  
[Binder Document \(4 of 14\)](#)  
[Binder Document \(5 of 14\)](#)  
[Binder Document \(6 of 14\)](#)  
[Binder Document \(7 of 14\)](#)  
[Binder Document \(8 of 14\)](#)  
[Binder Document \(9 of 14\)](#)  
[Binder Document \(10 of 14\)](#)  
[Binder Document \(11 of 14\)](#)  
[Binder Document \(12 of 14\)](#)  
[Binder Document \(13 of 14\)](#)  
[Binder Document \(14 of 14\)](#)

- b. If the binder did not complete successfully, the email may contain the following error messages:

**Warning one or more MSDS files were corrupt or could not be inserted into the binder:**

Document record is missing a document format: MSDS#071185 (chalk board) Page: 80  
Could not read document: MSDS#053943 (Glue) Page: 109  
Unsupported document type: MSDS#071194 (stain remover) Page: 256  
Document is not a PDF: MSDS#MSDS-101079 (Glass Cleaner) Page: 524

- i. For those lines saying Document record is missing a document format, the system does not have a document associated to that chemical record to add to the binder. One must be acquired before the binder will work properly.
- ii. For all other errors, please contact SafeTec customer service team at [CUSTOMERSERVICE@SAFETEC.NET](mailto:CUSTOMERSERVICE@SAFETEC.NET) to correct a document file issue.