Submit (M)SDSs

(M)SDSs can be submitted in the following ways:

WEB
EMAIL
FAX
MAIL

Please indicate which facility/sub locations each (M)SDS belongs to when you make a submission.

Web

Submitting a (M)SDS via the website is the fastest way to get your (M)SDS loaded into the system. Upon submission, the (M)SDS can be searched for and viewed by you. Within a few days of submission, our data capture process will capture additional information from the (M)SDS. This includes making the product name and manufacturer's name match exactly as it is found on the (M)SDS, so if you make a spelling error or wrong selection, this will be corrected.

Depending on the configuration of your system or if you have a workflow implemented, your (M)SDS submit page may require additional information than what is indicated in this document.

1. Click the **MSDS Submit** button on the admin Main Menu.
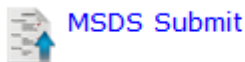
   MSDS Submit

2. Type in the product's name as it appears on the (M)SDS. Select the product's *Existing Manufacturer* from the drop down menu, or type the name of the manufacturer in the *New Manufacturer* field.

3. Select the facilities the product needs to be associated to. If the facility is not listed, or you need a new facility added to your system, contact CUSTOMERSERVICE@SAFETEC.NET .

Submit MSDS	
Product Name *	
Existing Manufacturer	
New Manufacturer	
Approval Type	

Facilities

📊 Export to Excel   ☑ Check All   ☐ Uncheck All

Add	Facility	Sub Location 1
☐	Facility A	
☐	Facility A	Room 1
☐	Facility B	
☐	Facility C	

MSDS Document

[Attach Document]

✅ Submit and Goto MSDS Detail
✅ Submit and Goto Main Menu

4. Upload the (M)SDS document by clicking the **Attach Document** button.
   a. SafeTec accepts .pdf, .tif, .doc, .docs, .jpg, .txt, .rtf, .htm and .html files, though .pdf is the preferred file type.
   b. Files need to be less than 4MB in size in order to be uploaded. Suggestions to make a file smaller:
      i. Go to the manufacturer's website and download a new file. These documents are typically smaller.
      ii. If that is not an option, contact CUSTOMERSERVICE@SAFETEC.NET with your document and they will assist you at reducing the file size.

5. Click **Submit and Goto MSDS Detail** to enter additional information about the product, or just click **Submit and Go to Main Menu** to have the (M)SDS sent to SafeTec data capture.

6. Please note that your documents are not instantly available for others to view until data capture is complete. Please view information on My Submission help document for more information.

Email

Send an email to sdsupdates@SafeTec.net. Please indicate what Facility and Sublocation the (M)SDSs are to be assigned to. The (M)SDSs will not be entered into the system without this information.

Please limit file size of each email to 10MBs. If emails are larger, contact CUSTOMERSERVICE@SAFETEC.NET.

Fax

(267) 295-1284. Please indicate what Facility the (M)SDSs are to be assigned to. The (M)SDSs will not be entered into the system without this information.

Mail

Please use a package delivery company, such as FedEx or UPS, who provides tracking services.

Attn: SDS Updates
SafeTec Compliance Systems, Inc.
7700 NE Parkway Drive, Suite 125
Vancouver, WA 98662-6652

In the package, please indicate what facility the (M)SDSs will be assigned to. The (M)SDSs will not be entered into the system without this information.

Please note that we will hold your documents for six months before destroying them. If you wish for them to be returned, please specify this in your package.