

EHS - FAQ

Welcome to the EHS FAQ. You will find here most of the frequently asked questions and answers.

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How to find EHS documents?

Through SAP EHS, can generate lots of EHS documents, e.g. SDS (Safety Data Sheet), Label (Sample Label, Transportation Label, GLM Label), TDS (Technical Data Sheet).

To find EHS documents, you can search on Sinequa EHS portal.

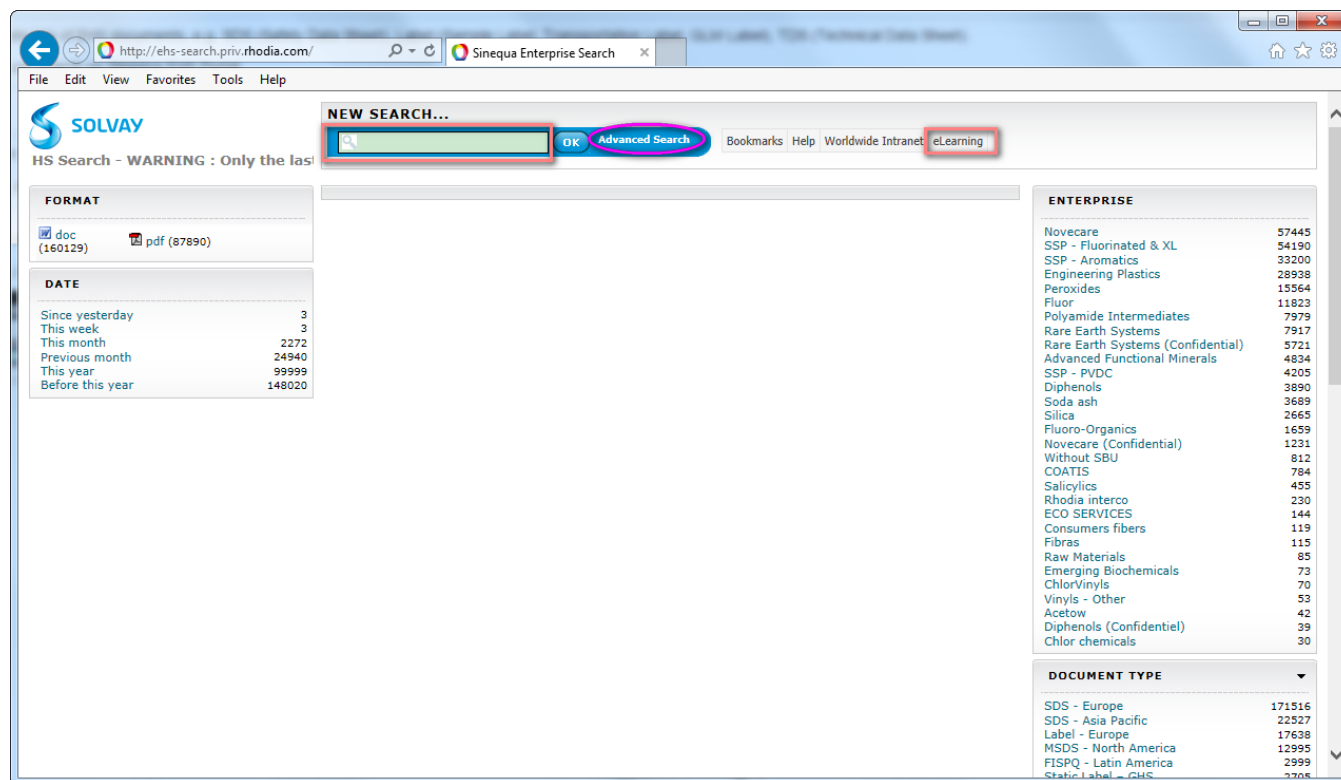
Sinequa EHS portal

Sinequa is a search engine on the Intranet. For EHS documents, please access directly this EHS portal <http://ehs-search.priv.rhodia.com/> and we recommend you to open in Internet browser.

After connecting successfully, you can type the key word in the **New search** field, e.g. Product code, Material code, Product name. For more search criteria, e.g. type of document, the country where the regulation applies, the language for the document, **Advanced Search** is recommended to use.

Take note that only the latest version of released documents is available from this portal. For further information about access to archived documents, please contact your GBU Product Steward.

For Best practices in Sinequa, please refer to [Sinequa - User Guide](#).



E-learning Video for Sinequa EHS portal

We have an [E-learning video](#) for Sinequa EHS Portal. Through E-learning, we can learn how to simply retrieve EHS documents.

1. Connect to Sinequa EHS portal
2. Key information
3. Find, read and save your document

Also a few tips:

1. Spelling
2. Refreshing the search criteria
3. How to use boxes
4. Saving a Search

[blocked URL](#)

Sinequa not functioning well

If **Sinequa** search engine is not functioning well when searching EHS documents, please refer to [Sinequa - FAQ](#) and [Sinequa - Troubleshooting](#).

For more information, you can contact [SBS Support](#) to our customer support team.

SDS Auto Diffusion

Manage and distribute to each customer a compliant Safety Data Sheet for all chemical product, which is a legal requirement.

Solvay insure this requirement using SAP EHS Tool and Automatic SDS distribution based on the SAP EHS system.

For more details, can refer to [SDS Auto Diffusion User Support](#).

EHS Reporting

You will find here some reports existing in RCS/PF1/BW.

- [Reporting Catalog - Industrial & Planning - HSE](#): you'll find here the full list of reports available.
- [Reporting Matrix - Industrial & Planning - HSE](#): this matrix will help you to find the key reports by process, content and target. You'll find as well links to training documents.