

EHS - FAQ

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

- [How to find EHS documents?](#)
 - [Sinequa EHS portal](#)
 - [E-learning Video for Sinequa EHS portal](#)
 - [Sinequa not functioning well](#)
- [SDS Auto Diffusion](#)
- [EHS Reporting](#)

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](#).

The screenshot displays the Sinequa EHS portal search interface. At the top, the browser address bar shows the URL <http://ehs-search.priv.rhodia.com/>. The page header includes the Solvay logo and the text "HS Search - WARNING : Only the last...". A search bar is prominently displayed with a magnifying glass icon and a red box around it. To the right of the search bar is a blue button labeled "Advanced Search" with a magnifying glass icon, also highlighted with a red box. Below the search bar, there are several filter sections: "FORMAT" with options for "doc (160129)" and "pdf (87890)"; "DATE" with a list of time periods and counts; "ENTERPRISE" with a list of product categories and counts; and "DOCUMENT TYPE" with a list of document types and counts.

ENTERPRISE	Count
Novocare	57445
SSP - Fluorinated & XL	54190
SSP - Aromatics	33200
Engineering Plastics	28938
Peroxides	15564
Fluor	11823
Polyamide Intermediates	7979
Rare Earth Systems	7917
Rare Earth Systems (Confidential)	5721
Advanced Functional Minerals	4834
SSP - PVDC	4205
Diphenols	3890
Soda ash	3689
Silica	2665
Fluoro-Organics	1659
Novocare (Confidential)	1231
Without SBU	812
COATIS	784
Salicylics	455
Rhodia interco	230
ECO SERVICES	144
Consumers fibers	119
Fibras	115
Raw Materials	85
Emerging Biochemicals	73
ChlorVinyls	70
Vinyls - Other	53
Acetow	42
Diphenols (Confidential)	39
Chlor chemicals	30

DOCUMENT TYPE	Count
SDS - Europe	171516
SDS - Asia Pacific	22527
Label - Europe	17638
MSDS - North America	12995
FISFQ - Latin America	2999
Static Label - GHS	3706

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.