

# Product Stewardship - Safety Data Sheets - (to be updated)

## What is Your Need?

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- [Find an SDS](#)
- [Prepare an SDS](#)
- [Ship an SDS](#)
- [Reporting Tools](#)

### Access/Information on IS tools

- The first connection to Salesforce - [EHS Request self registration](#) ;
- Salesforce request forms [training items](#) ; **(broken link)**
- The link request access to [EHS KPIs in Qlikview](#) ; **(broken link)**
- [Freshdesk](#) **(broken link)** to open tickets to the IS helpdesk;
- The password update for SAP systems - use [So lvIA](#) ; **(broken link)**
- [BW access request](#) . **(broken link)**

## Find an SDS

Find the latest version of active **Safety Data Sheet** , please consult [Sinequa](#) .  
To see the activity of SDS:

- You can consult the [monthly alert](#) (of the last month); **(broken link)**
- You can consult the [previous monthly alerts](#) . **(broken link)**



### Good To Know

**Monthly alert** is a report created on a monthly basis containing all the new product creations and major/minor updates made by SDS authoring team of the previous month.

## Prepare an SDS

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**Hazard Communication team** provides and maintains consistent SAP EHS database, tools and data on pure substances.

**SDS Experts** manage chemical composition and prepare the UN SDS, a master Safety Data Sheet based on United Nations recommendations. They also determine **Dangerous Good Classification**. Following the Oxygen project, SDS expert role is in the GBU. Hazard Communication team offers an opt-in service to support some GBUs in this activity.

Based on the UN SDS Master, **SDS Specialists** of Hazard Communication team author the country SDS, for all GBUs.



#### Good-To-Know

>> For more information refer to [SDS process](#) .

## How to request an SDS?

If your GBU uses the opt-in service, you can request the creation of a new Safety Data Sheet or the update of an existing one by completing a form in **Salesforce** via EHS request forms. For other GBUs, contact your Product Steward.

## How to prepare an SDS?

- SAP-EHS key concepts for SDS Authoring
- Composition
- Classification & Rules
- Local Regulations
  - [Local Part: Asia Pacific](#);
  - [Local Part: Europe - Middle East - Africa](#)
  - [Local Part: North America](#)
  - [Local Part: Latin America](#)
- [SDS Authoring, section by section](#)
- [Confidential Business Information](#)
- [Intrinsic data maintenance](#)
- List of SDS variants per country ([broken link](#))
- [«Obsolescence» process](#)

## Ship an SDS

It is a legal requirement to distribute to each recipient of chemical products a compliant Safety Data Sheet. **Solvay** fulfills this requirement using **SAP EHS Tool** and **Automatic SDS distribution** based on the SAP EHS system. This tool also enables follow-up SDS shipment through **WBP system** and to manage SDS shipping errors due to missing SDS or customers' contact details.

In this section, you will learn more about legal requirements, internal processes, automatic shipping through SAP EHS, error management and reporting tools.

## Reporting Tools

- **Queries in SAP SQ00**
  - Tool for quickly displaying datasets;
- **BW Reports**
  - Reports have been developed in BW in order to provide KPIs to the GBUs in a user friendly manner. There are 2 reports currently: the first one focused on generation and the second one on SDS automatic distribution in SAP;
- **Consistency Reports**
  - Tool to ensure that some products are not obsolete and to avoid author & revise SDSs for obsolete products. This report compare the obsolescence status in the EHS module (in **WP1** ) with the status in the material master module (in **WP1** or **PF1** );
- **EHS Administration Reports**
  - Dedicated to substance management and EHS Admin team.



More questions? Contact [EH&S support team](#) .