

Product Stewardship - SDS Authoring Process

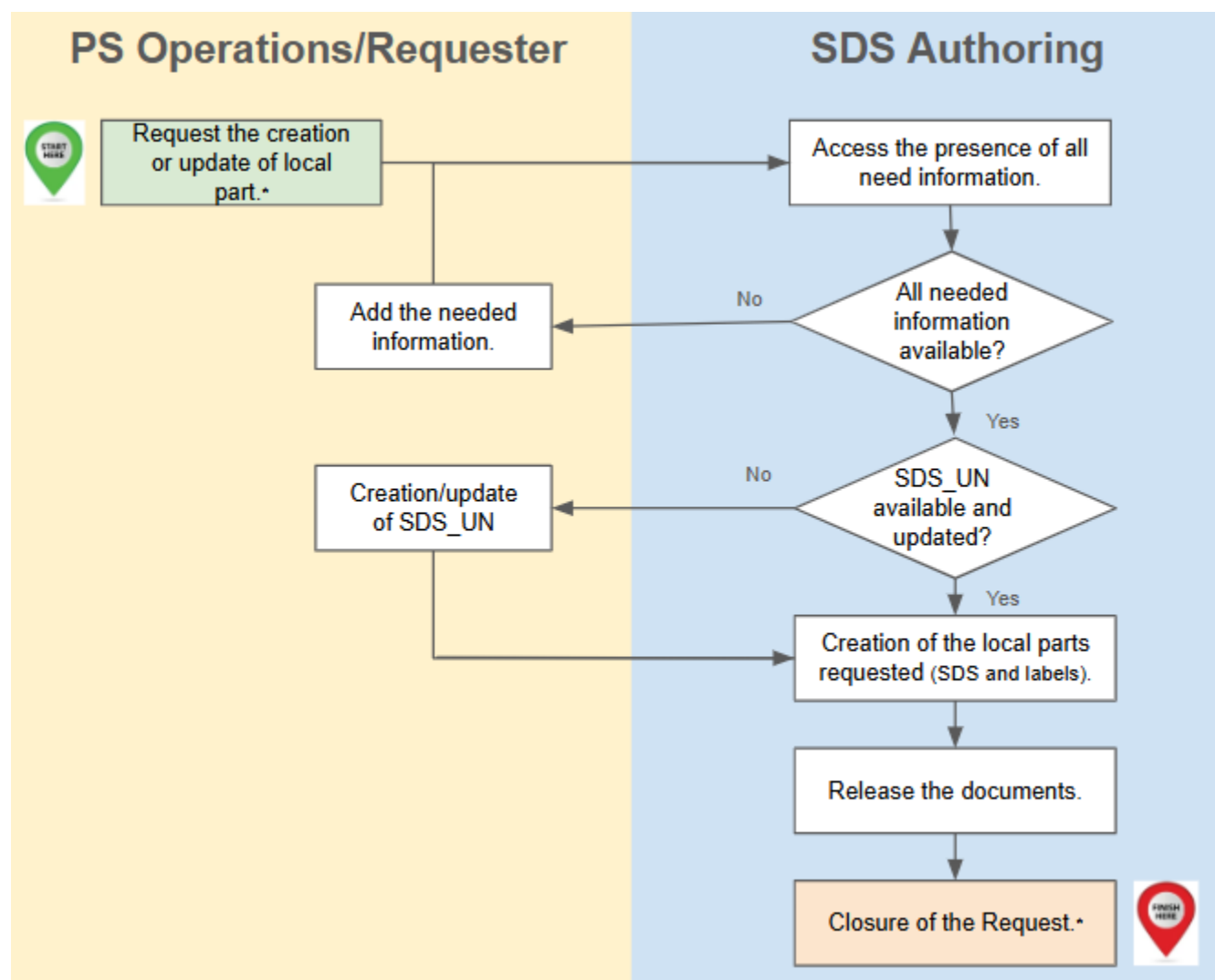
(updated: November 2025)

SDS Process

Safety Data Sheet (SDS) Authoring process includes several activities and validation steps with various actors. The main steps are as follows:

- As a prerequisite, **HazCom** makes available in **SAP-EHS** the document templates, phrases and algorithms necessary to allow the authoring of SDS. **HazCom** also performs evaluations of pure substances (intrinsic data, hazards and classification, regulatory data) and maintains these information in **SAP-EHS** ;
- **GBU Product Stewards on the PS Operations team** gathers the chemical composition and the properties (physical, chemical, toxicological and ecotoxicological data) and communicates them to SDS Expert;
- **SDS Expert** creates/updates an published the SDS_UN Master according to GHS UN recommendations and also determines and ensure the correct Dangerous Goods classification of the products;
- **SDS Specialist** creates, updates and publishes the local SDS and labels for the countries according to local regulations.

See the detail on the diagram below about the request of the local parts:



*These requests are managed via a Salesforce ticket.

When all data are fully available in the SAP EHS property tree, the **SDS generation process** can be done :

- It can be useful to generate **SDS Draft document** to preview the document and request for validation (when needed);
- Choosing between *minor version* and *major version* is key before finalizing the SDS generation process, as major version will be automatically sent to customers who have ordered the product during the past 12 months;
- It is also important to highlight the changes done in the update of the documents for customers. This information comes in section 16 of the SDS and it is mandatory for major updates and desired to all updates.
- The *mass creation* report enables to generate one or several documents with the same transaction.

- A last step is implies a formal validation step for each SDS and Label document

Procedure

For more information on roles and responsibilities refer to the [Safety Data Sheet authoring, revision and distribution procedure \(in revision\)](#).

Contact

- **More questions?** contact SDS Authoring team: hazcom-sdsauthoring@syensqo.com.