SDS binder kit

Fill in the cover, list each product in the index, then file each sheet behind its tab.

Facility _____ **Binder location** _____

Kept by _____ **Last reviewed** _____

Product index

	PRODUCT NAME	MAKER	WHERE IT IS USED	SHEET DATE	TAB
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Setting up the tabs

- ☐ Tab order chosen: alphabetical, by area or by product type
- ☐ Tab labels printed and set in order
- ☐ Index filed at the very front
- ☐ Each sheet filed behind its tab

The binder's home

- ☐ Binder on its fixed shelf near the products, spine labeled
- ☐ Team told where the shelf is
- ☐ Second copy in each extra supply room, if any

Upkeep

- [ ] New product: sheet filed and row added the same day
- [ ] Retired product: sheet pulled and row struck
- [ ] Periodic check: closets compared against the index
- [ ] Last reviewed date written on the cover

Notes