SDS binder kit

Fill in the top fields, list each product on the index, then work through upkeep.

Facility _____ **Binder location** _____

Kept by _____ **Last reviewed** _____

Closet walk

- ☐ Janitor's or custodial closet checked
- ☐ Breakroom and kitchenette cabinets checked, under the sink too
- ☐ Copy, mail and supply rooms checked
- ☐ Maintenance and storage rooms checked
- ☐ Products without a matching sheet listed for your program owner

Product index

	PRODUCT NAME	MAKER	WHERE IT IS USED	SDS DATE	TAB
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Tab plan

- ☐ Tab order picked: alphabetical, by area or by product type
- ☐ Divider letters or names match the Tab column
- ☐ Index filed behind the front page, before any divider
- ☐ Spine labeled in large type

Upkeep

- [ ] New product: sheet filed and a line added to the index
- [ ] Retired product: sheet pulled and the index line dated
- [ ] Shelves compared with the index
- [ ] Last reviewed updated on the front page
- [ ] Binder back in the spot written on the front page
- [ ] Next review date set

Notes