SDS binder cover and product index

Fill in the cover, list each product, then file every sheet behind its divider.

Facility _____ **Binder location** _____

Kept by _____ **Backup contact** _____

Last reviewed _____ **Next review** _____

Product list

PRODUCT	MADE BY	AREA OR TASK	DATE ON SHEET	DIVIDER
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Divider plan

- ☐ Order chosen: alphabetical, by area or by category
- ☐ Tab labels printed and placed in order
- ☐ Each list line names the divider its sheet sits behind
- ☐ Blank list page kept at the back for later products

New product on the shelf

- ☐ Sheet filed behind the matching divider
- ☐ New line added with its Date on sheet
- ☐ Last reviewed changed on the cover

Product discontinued

- [ ] Sheet removed from its divider
- [ ] Line drawn through its entry on the list
- [ ] Old sheet treated as your program directs

Next review reached

- [ ] Every container on the shelves has a sheet
- [ ] Every sheet matches something still in the building
- [ ] Binder back on its labeled shelf
- [ ] Fresh Next review date set on the cover

Notes