

How to Submit a Safety Data Sheet (SDS)

Please refer to the following instructions on how to submit your safety data sheets (SDSs). It is important to remember that you are not required to find updated data sheets; just send us the version you currently have, and we will do the rest.

Step 1: Send paper or PDF data sheets to CCOHS.

- Your technician is able to receive your data sheets in the following formats (including electronic collections directly from the manufacturer):
 - **Email** – Please compress the size of your data sheets prior to sending them via email. We suggest you use compression software, such as WinZip, and then email the zip file to msds@ccohs.ca.
 - **CD/DVD-ROM/USB Flash Drive** – Save your data sheets to a CD-ROM, DVD-ROM or on a USB drive, and physically mail it to us.
 - **Paper Copies** – Physical copies of your data sheets can be mailed to CCOHS at the following address:

ATTN: CANManage Group
CCOHS
135 Hunter St. East
Hamilton, ON L8N 1M5
Canada
 - **File Transfer Protocol (FTP) Upload** – Please contact your Account Manager to setup FTP access so your electronic data sheets can be transferred to CCOHS. In order to easily access the FTP site, we recommend you use either Chrome, Firefox or Edge and have Windows 7 or 10. It is not recommended to use Internet Explorer (IE).
 - Open an internet browser in Chrome, Firefox or Edge.
 - Type: <ftp.ccohs.ca> in the address/URL bar. This will bring up a login box, where you can input the username and password that were provided to you by your Account Manager.
 - Open Windows Explorer (also called File Explorer).
 - Enter the FTP address (<ftp.ccohs.ca>) into the Explorer address bar and hit “Enter”.
 - A “Log On As” pop-up will come up where you will have to enter the FTP username and password (provided by your Account Manager).
 - Navigate to where your data sheets are stored on your computer.
 - You are now able to upload (or download) files to the FTP server from your computer.
- If you have chosen to divide your safety data sheet collection into subsets such as location or department, please clearly mark which subset the data sheet belongs to when submitting your collection to CCOHS.

Step 2: Identify missing safety data sheets (SDSs) in the CCOHS (M)SDS Database.

- Upon becoming a CANManage client you will gain complementary access to the CCOHS (M)SDS Database. For those products in your inventory which you do not have paper or PDF data sheets for, please use the (M)SDS Database to look for them.
 - To access the (M)SDS Database, please select “Databases” from the “LOGIN” menu, found in the top right-hand side of the menu bar on the CCOHS Homepage (www.ccohs.ca).
 - You will be taken to the main products and services login area: <http://ccinfoweb.ccohs.ca/>.
 - To search the (M)SDS Database, please click on “(M)SDS” under “Web Collections”.
 - Type your search term into the search box and click “Search”.

- To view a data sheet from the search results, you will be prompted to login. Please use the username and password that was given to you by your Account Manager. These login credentials will work for CANManage, the (M)SDS Database, and the CHEMINFO Database.
- When you find a data sheet that should be added to your collection, record the “Record Number” and exact Product Name in an Excel spreadsheet.

Step 3: Create a list of outstanding products*.

- Lastly, please compile a list of products in your inventory that you do not have a data sheet for or are unable to locate using the (M)SDS Database. We kindly request that this list be completed in Microsoft Excel, and the following information is included:
 - **exact** product name;
 - **exact** product identifiers (ex. (M)SDS number, product code/numbers, etc.); and
 - manufacturer and/or supplier name.

Note: It is recommended that an example of the product list be submitted to CCOHS before completing your inventory. This will help ensure that all necessary information is captured.

- Please reference the example below when creating your product list:

Example of a Good Product List:

	A	B	C
1	Product Name	Manufacturer/Supplier	Product ID
2	Technovit 3040 Liquid	Electron Microscopy Sciences	Code: 14652L
3	Technovit 3040 Powder	Electron Microscopy Sciences	Code: 14652P
4	Shell Rotella T4 Triple Protection 10W-30	Shell Canada	Product code: 001F9512 SDS # 800010026637 *
5	Shell Rotella T4 Triple Protection 15W-40	Shell Canada	Product code: 001f8880 SDS # 800010026636 *
6	Regular Gasoline	Irving Oil	# 22079
7	Premium Gasoline	Irving Oil	# 22040

* If an SDS has both an SDS number and product code information, please provide us with both for greater certainty.

**Additional charges may be incurred if submitting (M)SDS in a list format. Please check with your Account Manager for details.*

Submitting Additions to your Safety Data Sheet Collection

Once we’ve received and processed your initial batch of data sheets, it is important to keep the inventory of your products up to date. We recommend that a specific individual(s) is assigned the responsibility of sending safety data sheets (SDS) to CCOHS for newly purchased products.

- At the time of purchase, the supplier and/or manufacturer should issue your organization a current SDS. Please send us the electronic copy of that SDS as an email attachment to msds@ccohs.ca and let us know if it pertains to a specific subset.
- Inform us of any products or chemicals you have purchased that are missing SDSs.
- For guidance on maintaining your inventory refer to the document, “How to Complete a Product Inventory”.

For any questions you might have, please contact CCOHS Customer Service at 1-800-668-4284 or email clientservices@ccohs.ca.