SHIELDSPHERE

SDS Management

your chemical inventory and safety data sheets, on hand

How to keep a per-site inventory of hazardous chemicals, attach and read their Safety Data Sheets, print GHS labels, and give on-shift workers instant access.

USER GUIDE – FOR EVERYDAY USERS | VERSION 1.0 | SCREENS CAPTURED JULY 2026

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ShieldSphere's SDS Management module is your HazCom program made simple: a live per-site list of every hazardous chemical, each with its Safety Data Sheet one tap away. It tracks what you have and where, attaches one SDS PDF per chemical, and produces the paperwork that follows - GHS secondary-container labels and EPCRA Tier II and TRI reporting flags.

1 What SDS Management does

SDS Management is your HazCom program made simple: a live list of every hazardous chemical on site, each with its Safety Data Sheet a tap away for the person who needs it.

It keeps three things straight for every chemical:

1. **What you have and where** - a per-site inventory with manufacturer, location and quantity.
2. **The Safety Data Sheet** - one SDS PDF attached to each chemical, so hazard and handling data is never in a binder across the plant.
3. **The paperwork that follows** - GHS secondary-container labels, and EPCRA Tier II / TRI reporting flags for the chemicals that need them.

WHERE SDS SITS

SDS Management is a **site-level** module - each site keeps its own chemical inventory. Chemicals can carry a storage location that lines up with the same location presets used elsewhere in ShieldSphere.

TURNING IT ON AND POSTING THE QR POSTER ARE ADMIN TASKS

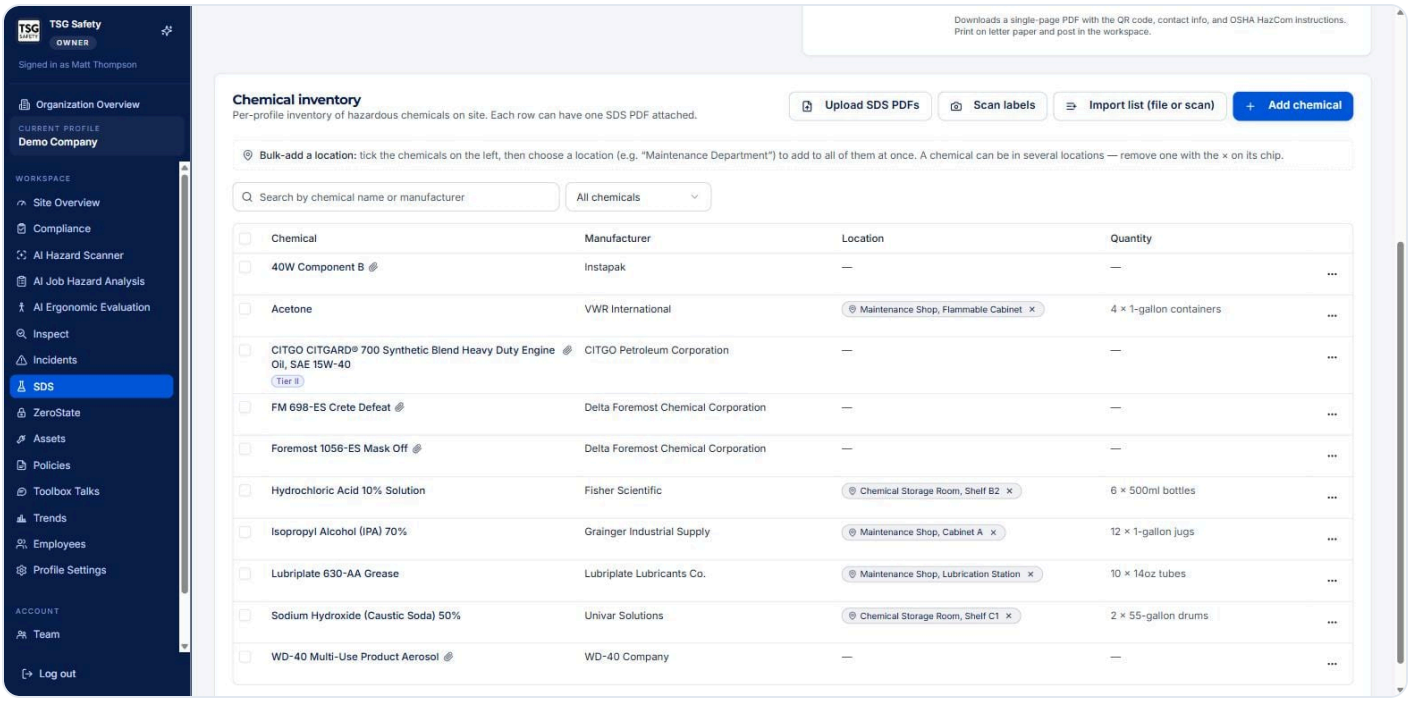
Enabling the module and setting up the public-access QR poster are covered in the companion **SDS Administrator Guide**. This guide is about using the inventory day to day.

2 Words you'll see

TERM	WHAT IT MEANS
SDS	Safety Data Sheet - the manufacturer's hazard and handling document for a chemical. One PDF per chemical.
HazCom	OSHA's Hazard Communication Standard (1910.1200) - the rule that requires you to keep SDSs accessible.
GHS label	The standardized hazard label for a secondary container, printable from the chemical's record.
Location	Where the chemical is stored. A chemical can be in several locations at once.
Tier II	EPCRA hazardous-chemical inventory reporting for chemicals held above threshold quantities.
TRI	Toxic Release Inventory reporting (EPCRA section 313).
Public viewer	The no-login page on-shift workers reach by scanning the posted QR code.

3 The chemical inventory

Click **SDS** in the sidebar and scroll to **Chemical inventory**. Every hazardous chemical on site is listed, each row able to carry one SDS PDF (a paperclip marks the ones that have one).



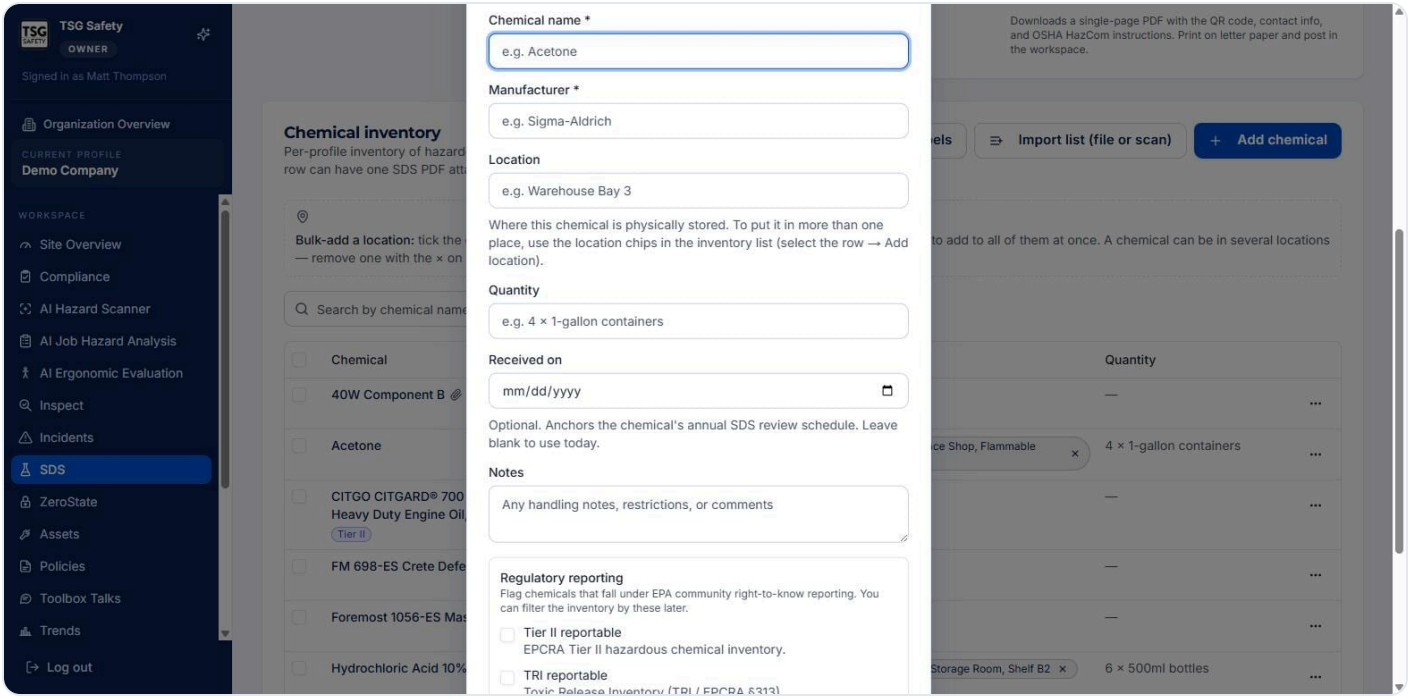
> **Chemical inventory.** Manufacturer, storage location and quantity per chemical. Search by name or manufacturer, and filter the list - for example to the chemicals flagged for regulatory reporting.

Four buttons sit above the list: **Upload SDS PDFs** to attach sheets in bulk, **Scan labels** to add a chemical from a photo of its label, **Import list** to bring an inventory in from a file or scan, and **Add chemical** to enter one by hand.

> **BULK-ADD A LOCATION**
>
> Tick several chemicals on the left, choose a location, and they all get it at once - the fast way to say "everything on this shelf lives in the Chemical Storage Room". A chemical can be in several locations; remove one with the × on its chip.

4 Add a chemical

`SDS → Add chemical`

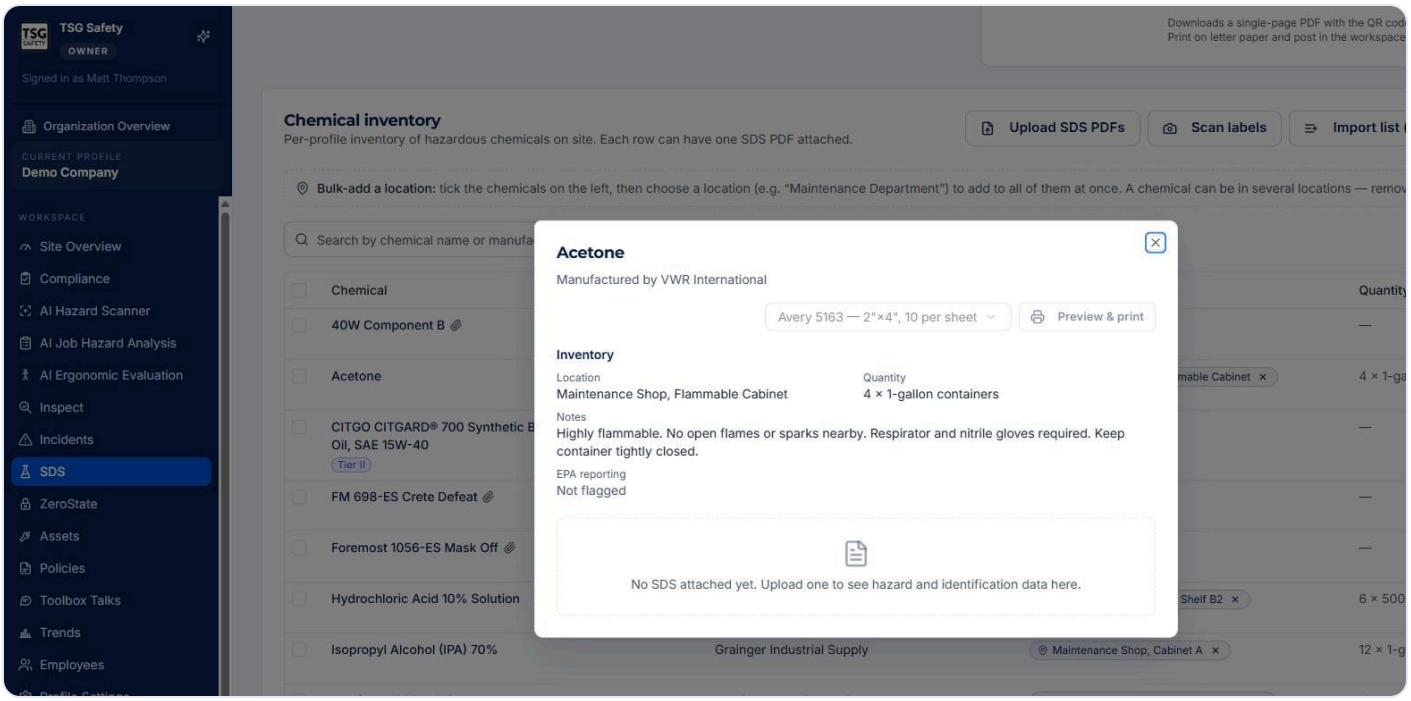


> **Add chemical.** Name and manufacturer are required. **Received on** anchors the annual SDS review schedule, and the **Regulatory reporting** flags mark chemicals that fall under EPCRA Tier II or TRI reporting.

Fill in the storage location and quantity, add any handling notes, and flag Tier II or TRI reporting if the chemical falls under EPCRA community right-to-know. You can filter the inventory by those flags later, so setting them now saves work at reporting time. Attach the SDS PDF from the chemical's record once it is created.

5 Inside a chemical

Click any chemical to open its record - inventory, notes, reporting status, its SDS, and label printing in one place.



Chemical details. Location, quantity and handling notes up top, EPA reporting status, GHS label printing, and the SDS attachment area below.

PART	WHAT IT DOES
Inventory	Where the chemical is, how much, and any handling notes.
EPA reporting	Whether the chemical is flagged for Tier II or TRI.
Label printing	Pick a label stock (for example Avery 5163) and **Preview & print** GHS secondary-container labels.
SDS	The attached Safety Data Sheet. With one attached, hazard and identification data shows here; without, you get a prompt to upload one.

6 On-shift access

OSHA requires SDSs to be accessible to workers on every shift. ShieldSphere handles that with a **public viewer** - a no-login page listing the site's chemicals and their SDSs - reached by scanning a posted QR code.

Your administrator prints and posts the QR poster (see the Administrator Guide). Once it is up, a worker scans it with a phone camera and sees the chemical list and every attached SDS - no account, no app. Your job on the inventory side is simply to keep the SDS attached to each chemical current, so what they see is right.

7 Troubleshooting

SYMPTOM	CAUSE AND FIX
A chemical has no hazard data	No SDS is attached. Open the chemical and upload its SDS PDF - hazard and identification data then populates from it.
A chemical should be in two places	Use the location chips - select the row, add another location. Remove one with the × on its chip.
I have a whole list to enter	Use **Import list** to bring an inventory in from a file or scan, or **Upload SDS PDFs** to attach sheets in bulk.
Workers cannot reach the SDSs	The public viewer poster is not up, or the module is off. Both are administrator settings - see the Administrator Guide.
I need a secondary-container label	Open the chemical, pick a label stock, and use **Preview & print**.