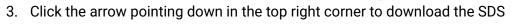
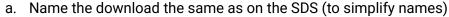
Uploading SDS to Risk & Safety Solutions (RSS)

Downloading the SDS

- 1. Search the chemical followed by SDS
- 2. Click the site that is the same brand as the chemicals
 - a. If brought to the brand's website, scroll down the page and find the link to the SDS Sheet PDF (sometimes listed as MSDS)
 - b. If brought to PDF continue to the next step





Adding the SDS to RSS

1. Open the Risk and Safety Solutions website

https://csu.risksafety.solutions/sds

- 2. Log in with your employee email address
- 3. At the top of the page, click the search bar
 - a. See if there is already an SDS for the chemical
- 4. If not, click the 3 dots in the blue circle at the bottom right of the page
- 5. Then click "Add New"
- 6. Drag the downloaded Safety Data Sheet to the upload file box on the left side of the screen
 - a. If it won't drag and drop, click on "Upload file" and click on the downloaded SDS
- 7. On the right side of the screen, insert all the information from the SDS
 - a. Product Name*
 - Found at the top of the SDS
 - Be sure to check the specific cleaner (ex: Original)
 - b. Vendor Name*
 - i. Usually found at the top of the page (may be listed as the manufacturer)

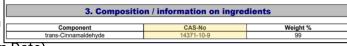
Safety Data Sheet

Revision Date 01/23/2018

WINDEX® CLEANER ORIGINAL

- If the vendor (or manufacturer) cannot be found anywhere, N/A can be put in its place

 | Manufacturer, importer, | S.C. Johnson & Son, Inc. | 1525 Howe Street | Racine WI 53403-2236 |
- c. Add in CAS number(s) if applicable
 - Found under ingredients section



Cohnson

Print Date 03/09/2018

SDS Number 350000014153

- d. Date Created and Version Date (Revision Date)
 - Found on the first page
- 8. Click save and the new SDS will be added to the list!