

Dept Head / Supervisor Setup Checklist

CLICK LINKS FOR TRAINING TUTORIALS

REQUIRED

- [Log in to your account](#) with the credentials that your Production Safety Representative should have provided during your Department Head Orientation.
Select your department from the location window.
- [Add safety data sheets](#) to your eBinder for hazardous chemicals that your department uses.
- [Download the desktop backup application](#) to create an offline copy of your Safety Data Sheets. Creating a backup of the safety data sheets in your eBinder is an important step in staying compliant with many regulations that may require safety data sheets to be readily available even if your users do not have Internet access.

ADDED FEATURES

- [Print labels](#) for unlabeled or damaged containers of hazardous chemicals stored at locations in your department.
- [Index important information from your safety data sheets](#) to allow users to search your Chemical Management account more quickly and accurately.

OPTIONAL

- [Familiarize yourself with the Queue](#), including Auto Updates and Approval Settings if your department has specific needs.
- [Download and log in to the SDS/Chemical Management mobile app](#) to enable eBinder searching and account management from your mobile device.