

The *WALT DISNEY* Company

Using Your SDS Online Account

MANAGER / DEPT HEAD INSTRUCTIONS

PS_COMM_EXT USING YOUR SDS ACCT v0

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Topics Covered

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Introduction – What is an eBinder?

- Health and Safety laws require that all hazardous substances and/or chemical containing products are **inventoried (an actual list)** and have an associated **Safety Data Sheet (SDS)** available on-site for all cast/crew. Disney's has partnered with VelocityEHS to make it easier to comply.
- Even though you find an SDS online, it does not mean it is inventoried (included in your “eBinder”). SDS's must be added (or applied) to your particular production and/or department's eBinder.
- Good news! If you move from one production to another and have the same kit of chemicals, your Production Safety Representative can move copy your inventory for your next production.

eBinder Inventory View

The screenshot displays the eBinder Inventory View interface. At the top, there is a navigation bar with a 'Filters' button and a menu containing 'Labels', 'Locations', 'Groups', 'More', 'Share', and 'Export'. Below this, a search summary indicates '3 products match (1) selected' with filters for 'Location: 911' and 'Product Status in Location: In Use'. A 'Select All' button is visible on the left, and a 'Sort by' dropdown is set to 'Last Added (Descending)'. The main content is a table with the following data:

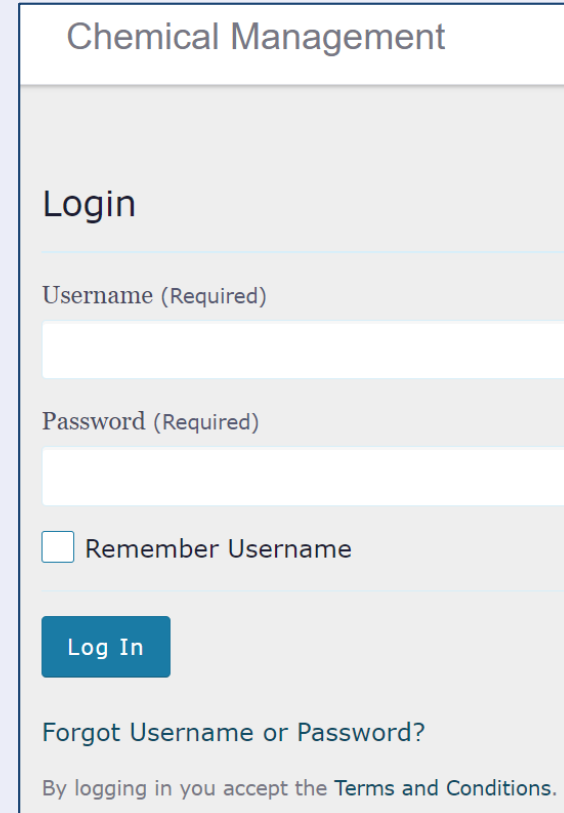
Product Name	Revision Date	Product CAS #	Date Added
<input checked="" type="checkbox"/>  LOCTITE SUPERGLUE Henkel Ltd	04/28/2021	—	12/10/2024
<input type="checkbox"/>  Fog liquid "Cryo-Fog-Fluid" Look Solutions GmbH & Co. KG	01/27/2023	—	10/23/2024
<input type="checkbox"/>  Look Solutions Fog Fluid, Look Solutions Haze Fluid Look Solutions	05/01/2020	—	10/23/2024

Red callout boxes highlight the following features:

- Select**: Points to the 'Select All' button and the selection checkboxes in the table.
- View SDS**: Points to the 'SDS' icon in the first row of the table.
- Print Labels**: Points to the 'Labels' button in the top navigation bar.
- Download**: Points to the 'Export' button in the top navigation bar.

Access Your Online Account

1. Go to <https://login.ehs.com/>
2. Enter the username and password provided by your Production Safety Representative



The screenshot shows a login interface for 'Chemical Management'. It features a title bar, a 'Login' heading, and two input fields for 'Username (Required)' and 'Password (Required)'. Below the password field is a checkbox for 'Remember Username'. A blue 'Log In' button is positioned below the checkbox. At the bottom, there is a link for 'Forgot Username or Password?' and a disclaimer: 'By logging in you accept the Terms and Conditions.'

Chemical Management

Login

Username (Required)

Password (Required)

Remember Username

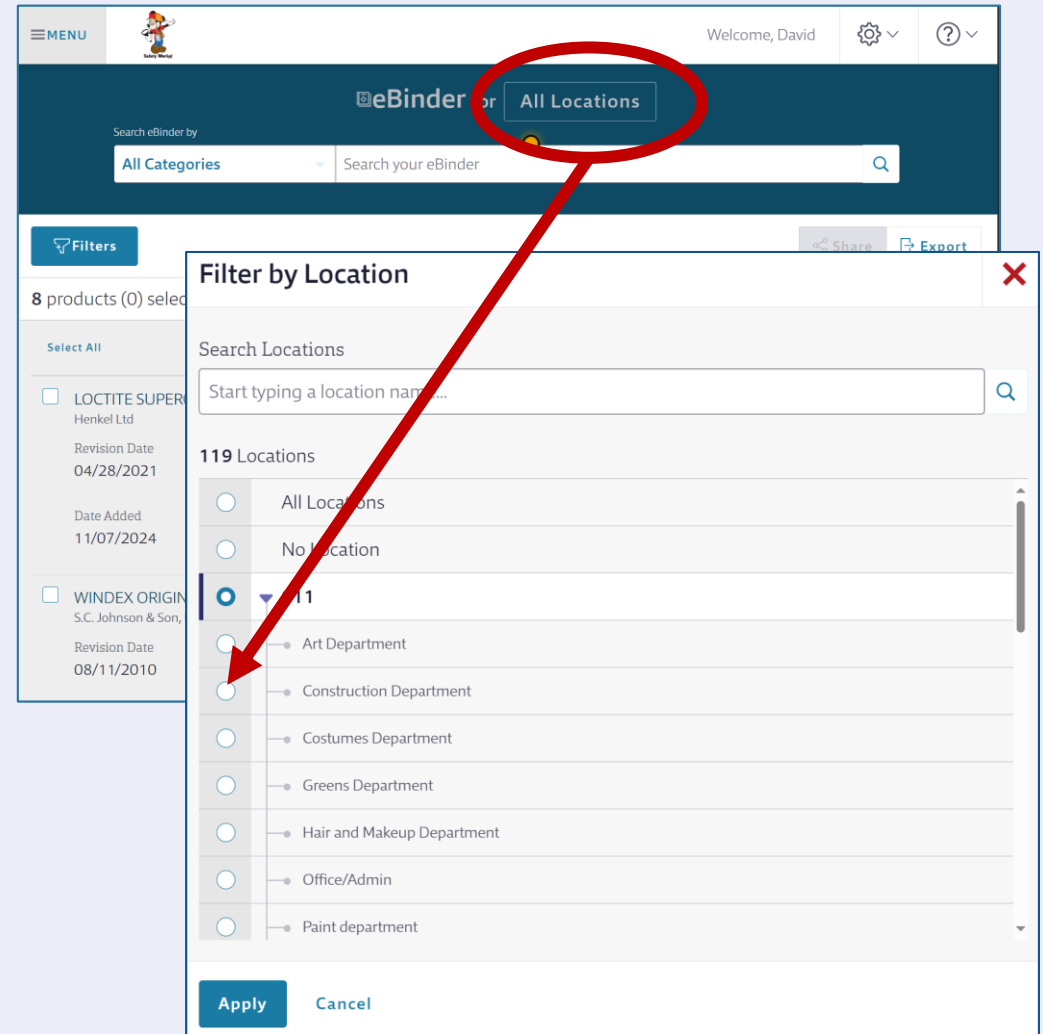
Log In

[Forgot Username or Password?](#)

By logging in you accept the [Terms and Conditions](#).

Find Your eBinder

- By default, your first visit the website, you will be in the [All Locations] filter, which would display every SDS added by every Disney production that uses the system. **You'll need to select your production and/or department.**
- Your next visit should land you on the page you left off so you would not have to select your eBinder again, but it's good practice to always check.
- First, check what SDS's have been added to your eBinder. Your first time, you'll likely have nothing, so now it's time to add SDS's to your eBinder!



3 Ways to search an SDS

These following search methods are listed from broadest to narrowest.

1. From the Master Database

- Every SDS in the system

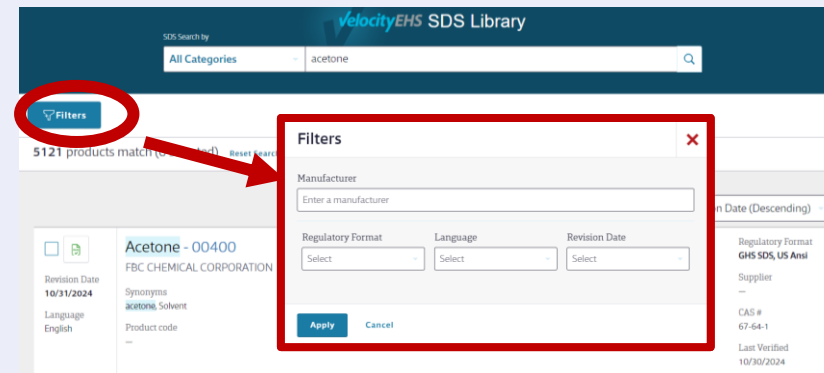
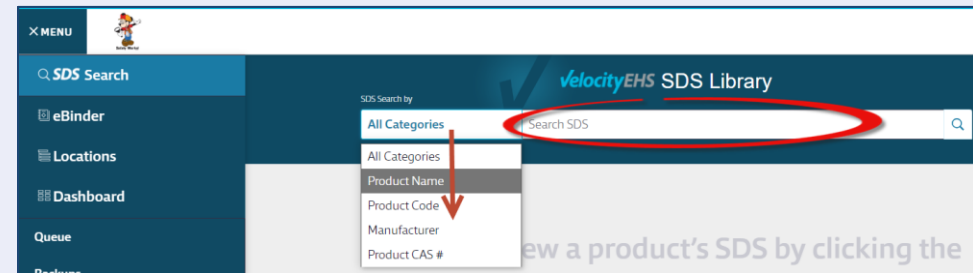
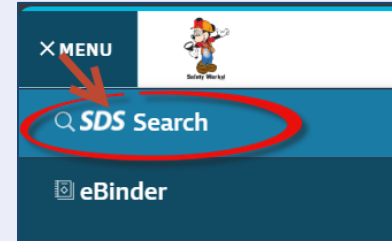
2. From “All Locations”

- Only SDS’s that have already been inventoried by any Disney production that used this system

3. From “your” production (aka “location”)

Search SDS from Master Database

- SDSonline Search is the master database
- Click [Menu] at the top left-hand corner
- You may search **categories** by product name, manufacturer name, CAS# or product code (use drop-down to narrow search)
- **Filter** search results if necessary



Note: The simplest way to search by searching for the product code, otherwise use good keywords including brand.

Add SDS to Your eBinder from Master Database

- **Check box or click PDF icon**
 - You may check more than one box
- **Add to eBinder** to add the safety data sheet to your eBinder
- **Assign to Locations**, which is your production's department, to assign the product to a specific location in your account
 - You may select more than one department.

The screenshot displays the FBC Chemical Corp. SDS interface for Acetone - 00400. The main window shows the SDS document with a sidebar on the left containing a revision history table and a PDF icon. A red circle highlights the PDF icon in the sidebar, with an arrow pointing to the 'Add to eBinder' button in the document header. Another red circle highlights the 'Add to eBinder' button, with an arrow pointing to the 'Add to eBinder' dialog box. The dialog box is titled 'Add to eBinder' and contains a search bar for locations, a list of 119 locations, and a 'Submit' button. The 'Submit' button is circled in red. The 'Construction Department' is selected in the location list.

Revision D	Revision D
10/31/2024	10/06/2024

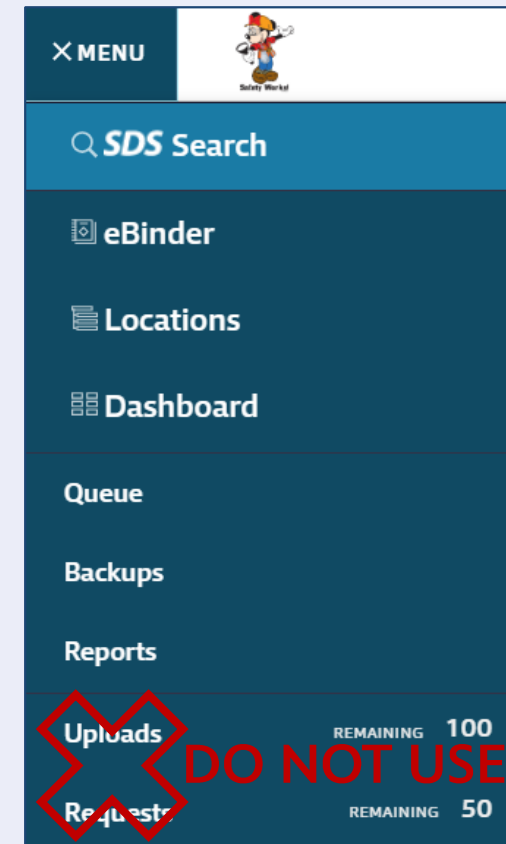
Revision Date	Revision Date
10/31/2024	10/06/2024

Language	Language
English	English

Location	Location
911	Art Department
<input checked="" type="checkbox"/>	Construction Department
<input type="checkbox"/>	Costumes Department
<input type="checkbox"/>	Greens Department
<input type="checkbox"/>	Hair and Makeup Department

Can't find an SDS in the Master Database?

- If cannot find an SDS, **contact your Production Safety Representative** and they will search for you.
- **Do NOT** use the “Uploads” or “Request” tools.
- If you have an SDS (not found in the system), email a copy to your Production Safety Representative and they add to your eBinder
 - All Uploads go through a quality assurance review before officially being added to your eBinder

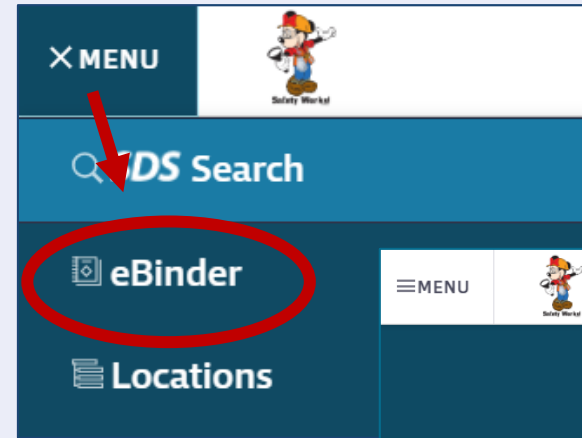


Search SDS from existing eBinder

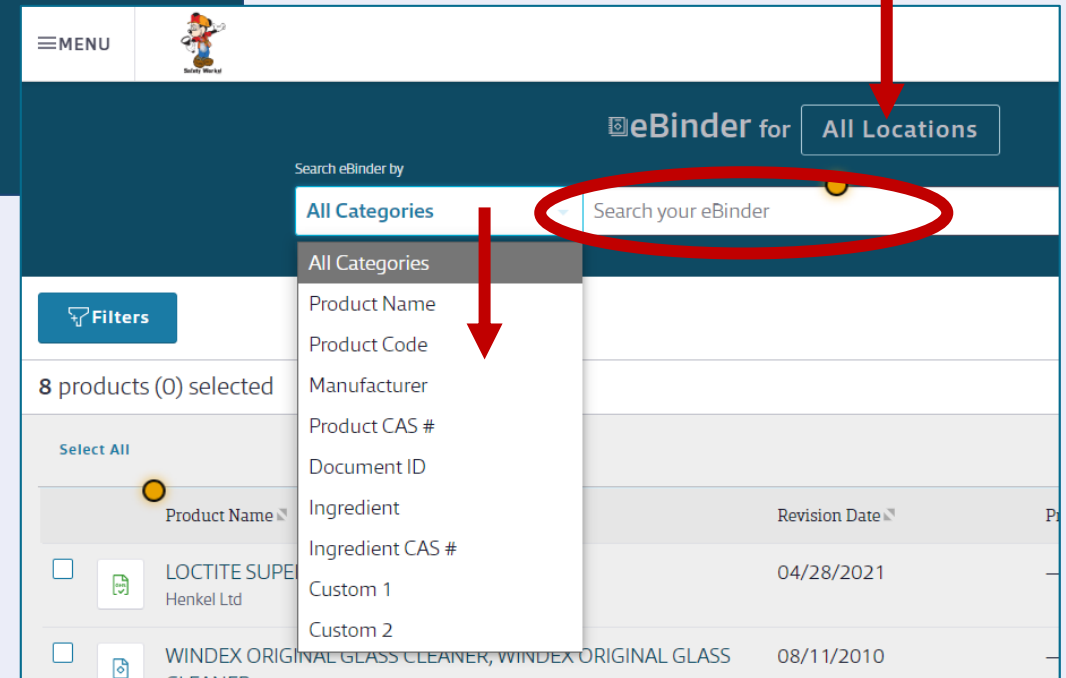
You can search already inventoried products in your production or all Disney productions

You can search by name, keywords or categories.

The more focused your search, the better the results!



Reminder: "All Locations" will search every Disney productions' inventory.



Add SDS from existing eBinder

- Select Location
- Search product
- Check product
- Assign Location
 - your production and/or department

The screenshot displays the eBinder interface for 'All Locations'. The search bar contains 'PRO INDUSTRIAL DTM Acrylic'. Below the search bar, a list of products is shown, with one product selected: 'PRO INDUSTRIAL DTM Acrylic Semi-Gloss Extra White THE SHERWIN-WILLIAMS COMPANY'. The product details include a revision date of 10/05/2024 and a date added of 10/23/2024. An 'Actions' dropdown menu is open, showing options such as 'Print Labels', 'Assign Locations', 'Assign Groups', 'Attach File', 'Mark In Use', 'Mark Not in Use', and 'Remove from Location'. Red annotations highlight the 'All Locations' dropdown, the search bar, the 'Assign Locations' option in the actions menu, and the selected product in the list.

Printing Labels - Index

Remember! Any **information** you want included on the label **must first be indexed** in the Product Summary. If your label is not indexed, contact your Production Safety Representative to have the Industrial Hygiene Team review and assist in indexing.

The screenshot shows the 'eBinder Product Summary' interface for 'ARGON, COMPRESSED' by 'Polar Cryogenics'. The page has a top navigation bar with 'eBinder' and 'Product Summary'. Below the product name, there are four action buttons: 'View PDF', 'Labels', 'Attach', and 'Share'. The 'Labels' button is highlighted with a red rectangular box. Below the buttons is a horizontal menu with 'Product Details', 'GHS Information', 'Safety Information', and 'Custom Modules'. The 'Product Details' section is active and shows fields for 'Manufacturer' (Polar Cryogenics), 'Manufacturer Group' (MATHESON TRI-GAS, INC.), and 'Supplier'. To the right, there is an 'Edit Product Details' button and an 'SDS Information' section with a 'GHS DOCUMENT' button.

Printing Labels - Generate

1. Select template, then **Generate**
2. Select Label Size
3. Select Pictograms
4. Select Data Fields
5. Select Print Options



Label will generate as a PDF

Print Labels

Choose a label to print for the 3 selected products.

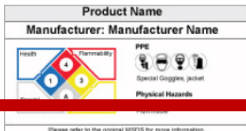

Custom Labels

Label templates that have been configured and saved according to your organization's specifications.

	Pro Industrial DTM Acrylic Semi-Gloss Extra White Paint	Generate	Actions ▾
	test test	Generate	Actions ▾

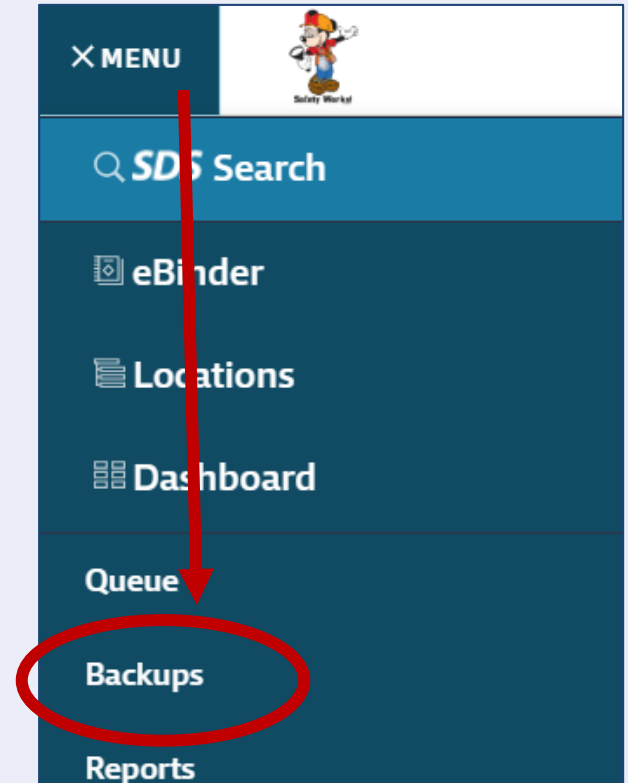
Label Categories

Generic label templates that correspond to common label-types.

	OSHA Secondary Container	Generate
	GHS Container	Generate

Department eBinder Backup

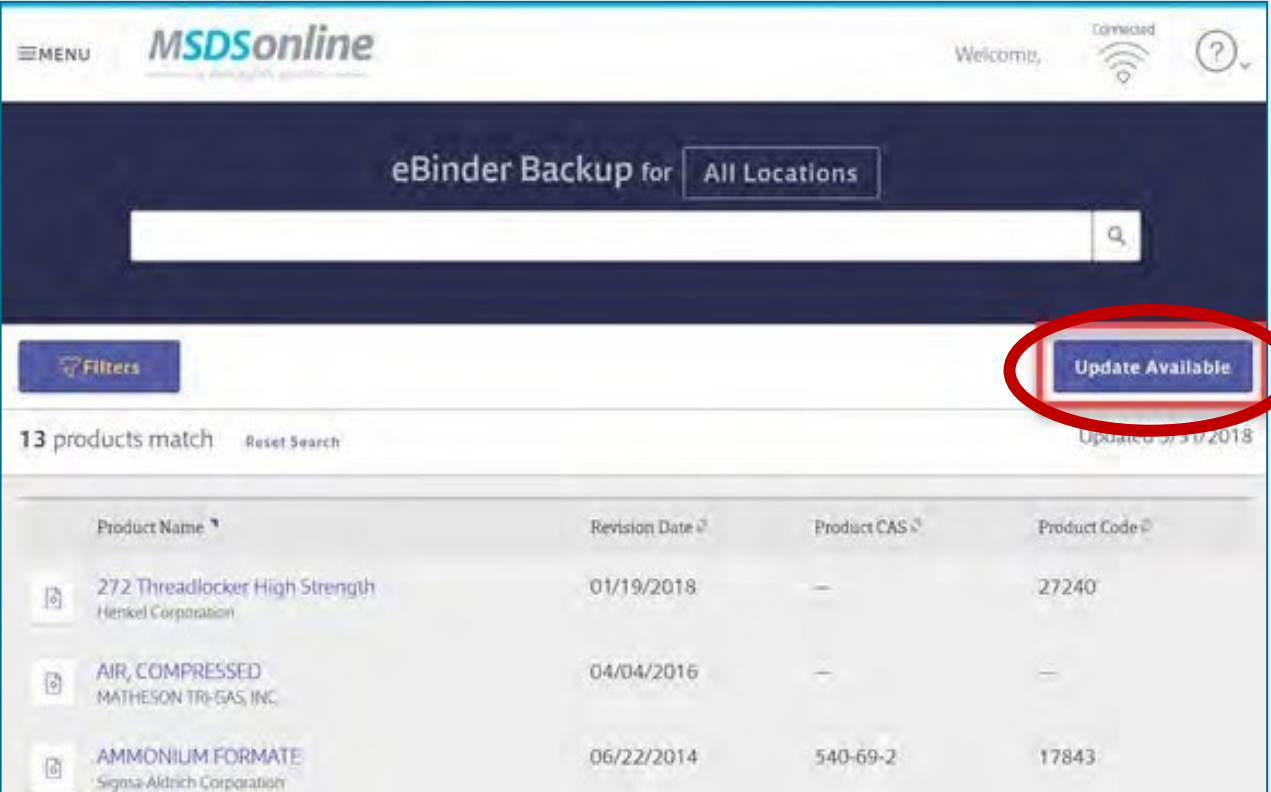
- **Access** the Backups page from the Menu in the upper left-hand corner of your account.
- Click **Download Application**
 - NOTE: You only need to do this step the first time you need a backup file
- Enter your **username and password** you use for your online account
- **Select the products** you want included in your backup and click **Save**
 - Once the files are downloaded, you can search your backup offline



Contact your Production Safety Representative if you need assistance backing up your eBinder

Department eBinder Backup Update

- To update your backup, make sure you are connected to the Internet and **open the online application**
- If there were changes in your eBinder, click the **Update Available** button to download the new or updated documents.



The screenshot shows the MSDSonline eBinder Backup interface. At the top, there is a navigation bar with the MSDSonline logo, a 'Welcome,' message, a 'Connected' status indicator, and a help icon. Below the navigation bar, the main heading reads 'eBinder Backup for All Locations'. A search bar is present below the heading. A 'Filters' button is located on the left side of the main content area. On the right side, an 'Update Available' button is circled in red. Below the search bar, it indicates '13 products match' and 'Reset Search'. The main content area displays a table of products with the following columns: Product Name, Revision Date, Product CAS, and Product Code.

Product Name	Revision Date	Product CAS	Product Code
272 Threadlocker High Strength Henkel Corporation	01/19/2018	—	27240
AIR, COMPRESSED MATHESON TRI-GAS, INC.	04/04/2016	—	—
AMMONIUM FORMATE Sigma-Aldrich Corporation	06/22/2014	540-69-2	17843

Mobile App

The **SDS / Chemical Management** mobile app is available in both the App Store and Google Play by VelocityEHS

The app performs just like the desktop version.
You may:

- Search for an SDS
- Search your eBinder
- Download an SDS to your mobile device

