The Walt Disney Company

Using Your SDS Online Account

MANAGER / DEPT HEAD INSTRUCTIONS

PS_COMM_EXT USING YOUR SDS ACCT v0

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

Download

View SDS

Filters

◇ **Labels**   ▦ **Locations**   ⊞ **Groups**   **More** ⌄   ⤳ **Share**   ↗ **Export**

3 products match (1) selected   Location: **911** ✕   Product Status in Location: **In Use** ✕   Reset Search

Select

Select All

Print Labels

Sort by   Last Added (Descending)   ⌄
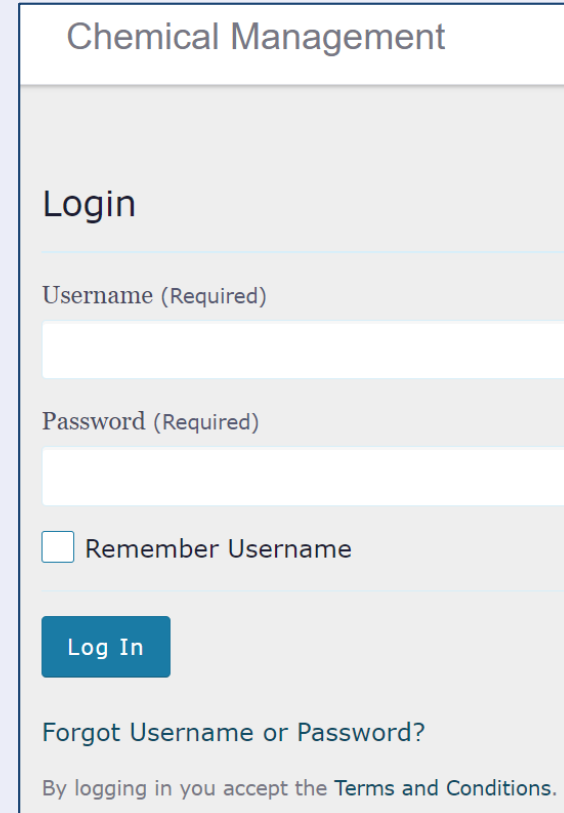
	Product Name ⬈	Revision Date ⬈	Product CAS # ⬈	Date Added ⬊
☑	LOCTITE SUPERGLUE Henkel Ltd	04/28/2021	—	12/10/2024
☐	Fog liquid "Cryo-Fog-Fluid" Look Solutions GmbH & Co. KG	01/27/2023	—	10/23/2024
☐	Look Solutions Fog Fluid, Look Solutions Haze Fluid Look Solutions	05/01/2020	—	10/23/2024

Access Your Online Account

1. Go to https://login.ehs.com/

2. Enter the username and password provided

   by your Production Safety Representative

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!
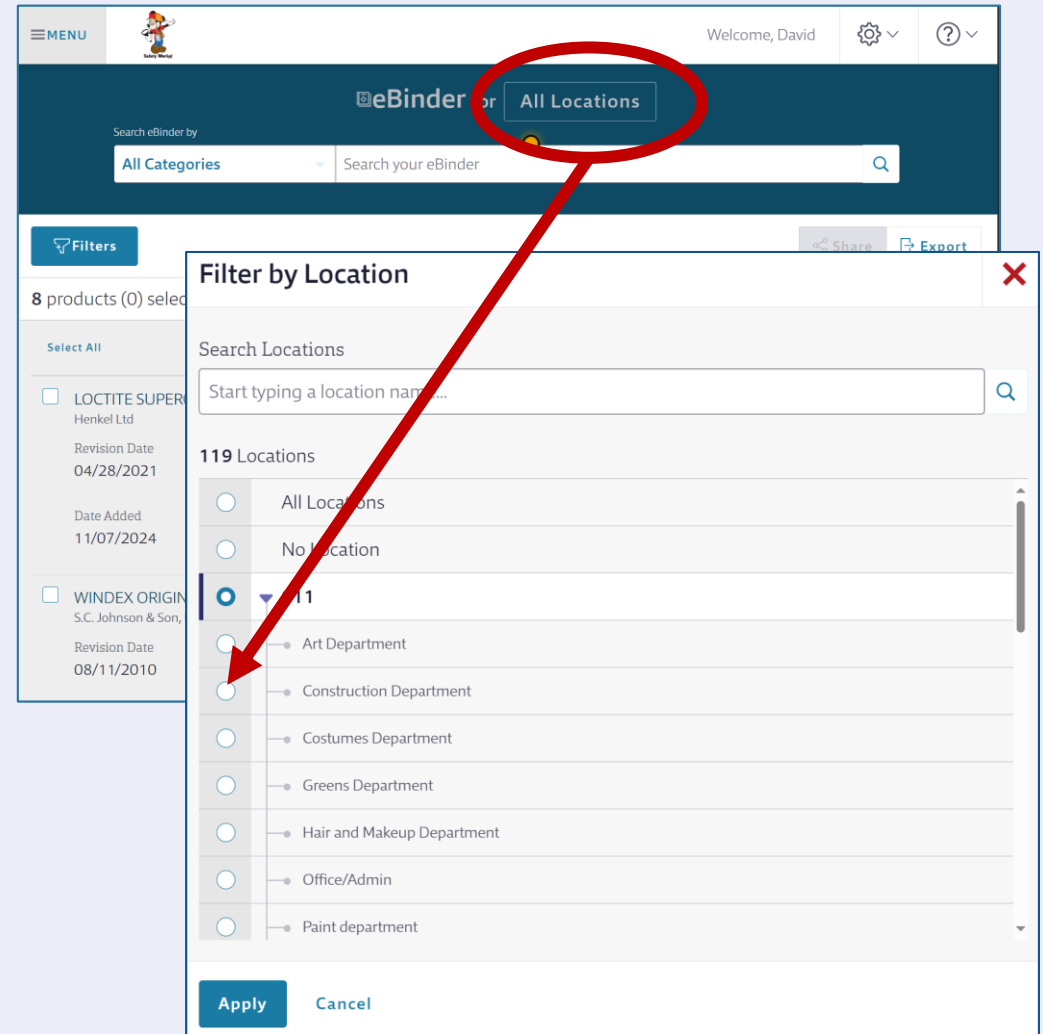
3 Ways to search an SDS

These following search methods are listed from broadest to narrowest.
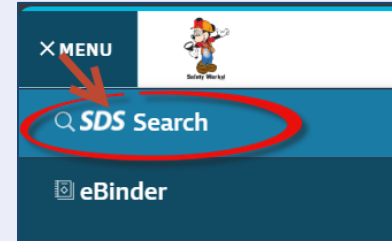
1. From the Master Database

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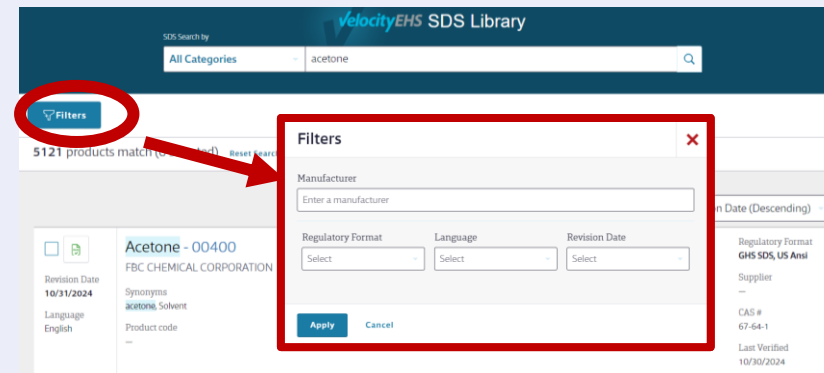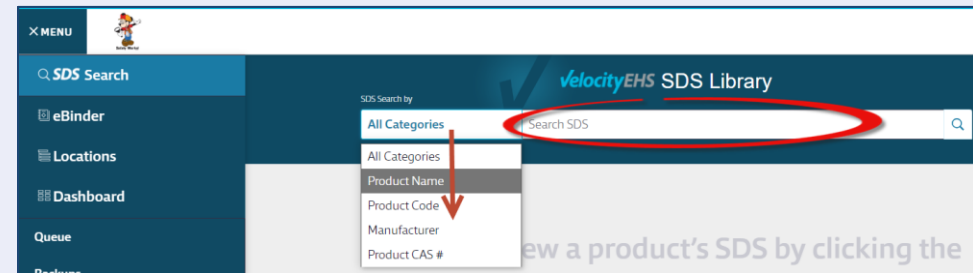
Note: The simplest way to search by searching for the product code, otherwise use good keywords including brand.

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.

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
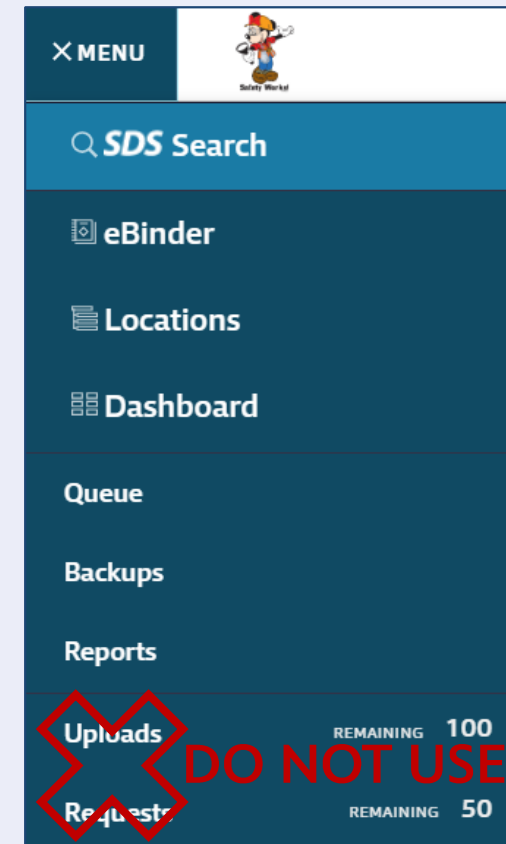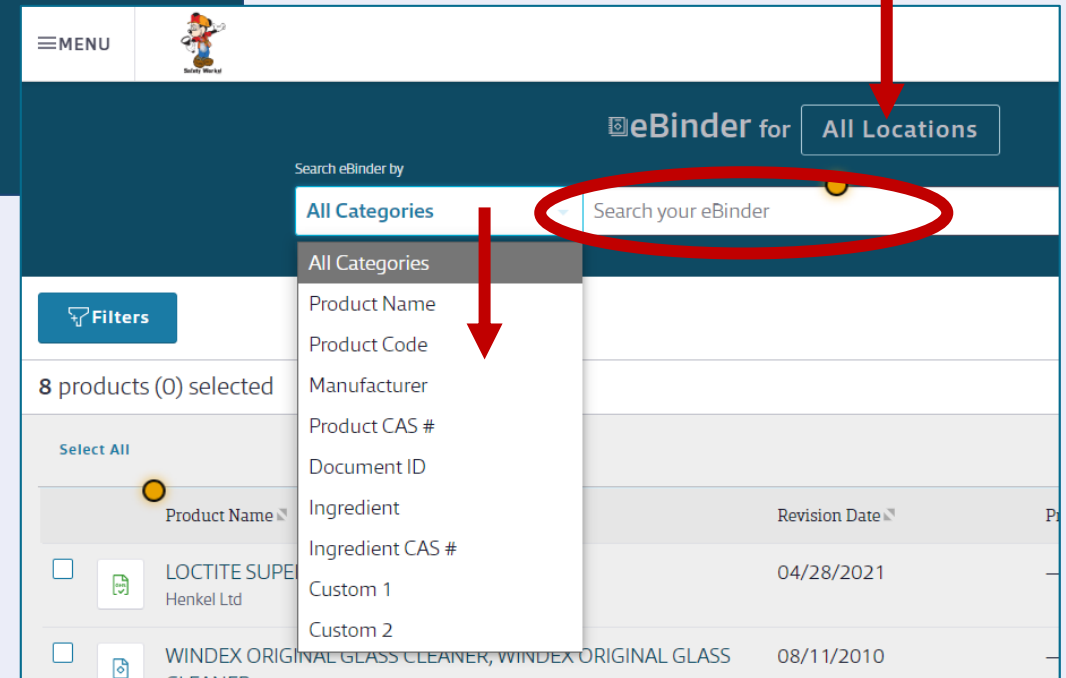
Search SDS from existing eBinder

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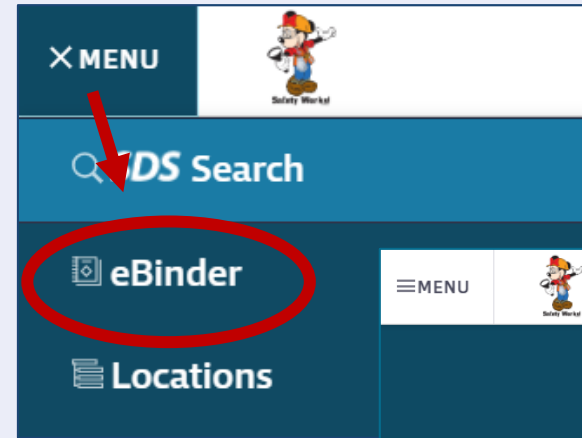
Reminder: "All Locations" will search every Disney productions' inventory.

Add SDS from existing eBinder

- Select Location

- Search product

- Check product

- Assign Location
  - your production and/or department

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.

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
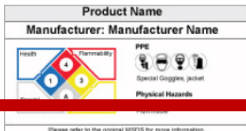
Department eBinder Backup

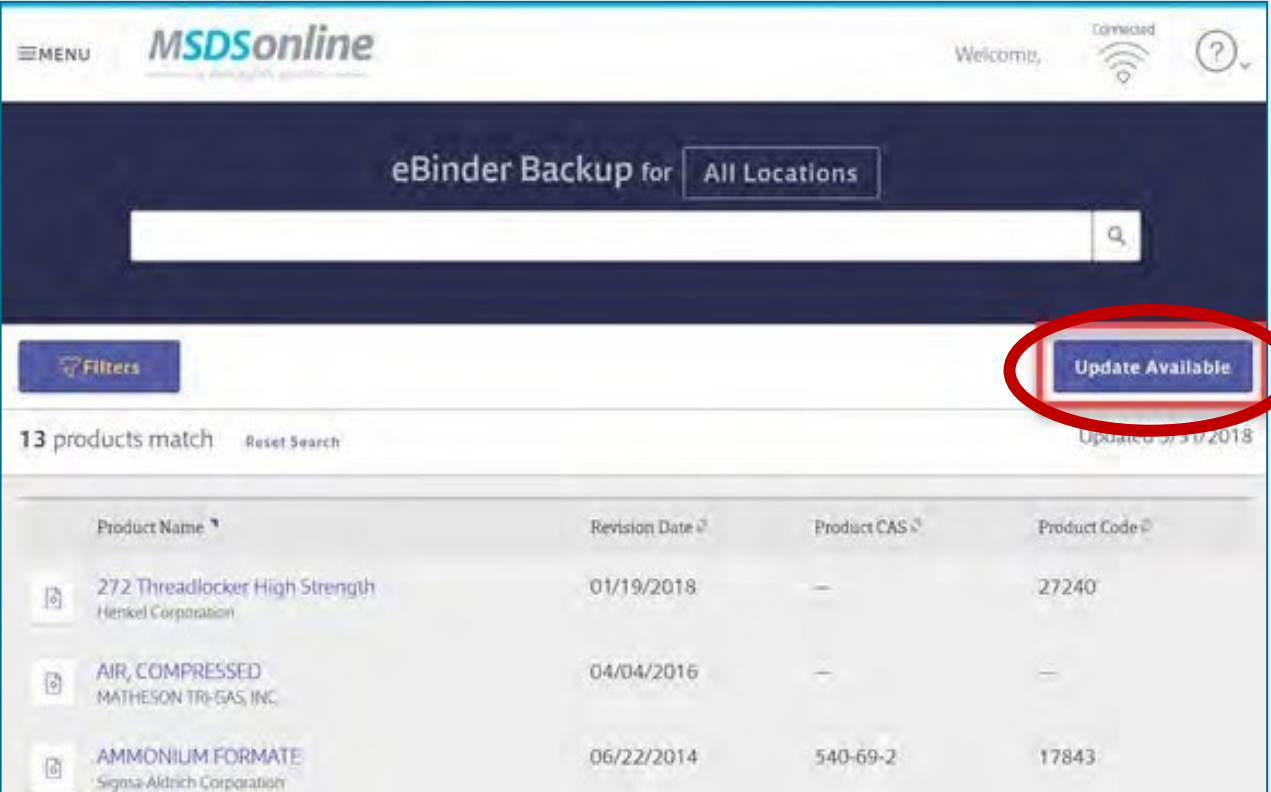- **Access** the Backups page from the Menu in the upper left-hand corner of your account.

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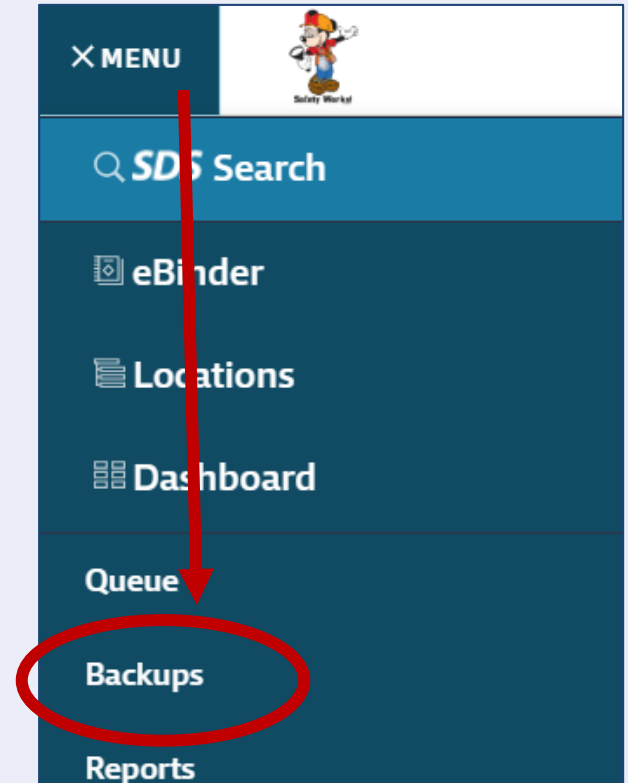
Contact your Production Safety Representative if you need assistance backing up your eBinder

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.

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