HOW TO ADD/SUBMIT SDS

After your initial system implementation, on an ongoing basis SDS can be added to your Online-SDS system for chemicals used in your operations. Choose the option that best meets your needs.

ADD FROM SDS WAREHOUSE

- Log into your Online-SDS system. E-mail support@kha.com if you do not have a username and password.
- Once logged in, click "Warehouse Search" to locate chemicals/SDS your site uses.
- Click "Add" next to the chemical(s) you use. Click the "Go" button to finalize your selections. On the next page, select your property from the dropdown menu. Click "Continue" to finish.
- Newly added SDS will be available in approximately one hour, once the database updates.
- To perform a new search, click "Warehouse Search" again.

UPLOAD DIGITAL/SCANNED SDS THROUGH YOUR ONLINE-SDS SYSTEM

- Log into your Online-SDS system. E-mail support@kha.com if you do not have a username and password.
- Once logged in, under "Support," select "Submit SDS."
- List and instructions for incorporating the SDS into your system/chemical inventory's organizational structure.
- Attach the SDS and complete the form fields as needed.

E-MAIL SDS (as attachments)

- Send SDS to support@kha.com.
- In the body of the e-mail, indicate your company/organization name and any sub-section (binder name) the attached SDS should be associated with.

BULK UPLOAD SDS (best for quantities too large to e-mail)

- Visiting this link, https://kha.sharefile.com/r-rbd1fcc2a78d46d7b.
- Complete the form fields.
- Click "Browse files" to locate SDS files from a local computer or network drive.
- A green "Uploaded" icon indicates that your submission has been received.

SUBMIT A CHEMICAL INVENTORY LIST (spreadsheet)

- Visit the link below to download KHA's chemical inventory list template (spreadsheet). https://drive.google.com/file/d/1xgswesLA7mXL5r3Jqy-NIYl80-0GaF4G/view?usp=sharing
  - Click the download icon ⤓ in the top right-hand corner of the page.
- Once downloaded, populate the spreadsheet, detailing the chemicals used at your site.
- E-mail he completed template to support@kha.com.

MAIL/SHIP PAPER SDS

- Visit the link below to download a PDF cover letter to include with your shipment. https://drive.google.com/file/d/1IK37Hwm7ZsIxLaJ8SvFuUjBd34CghU7P/view?usp=sharing
- Download and save the PDF cover letter.
  - Fill out the letter using Adobe Reader. Include it with your paper SDS shipment.
  - The ship-to address is listed in the top left-hand corner of the cover letter.

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