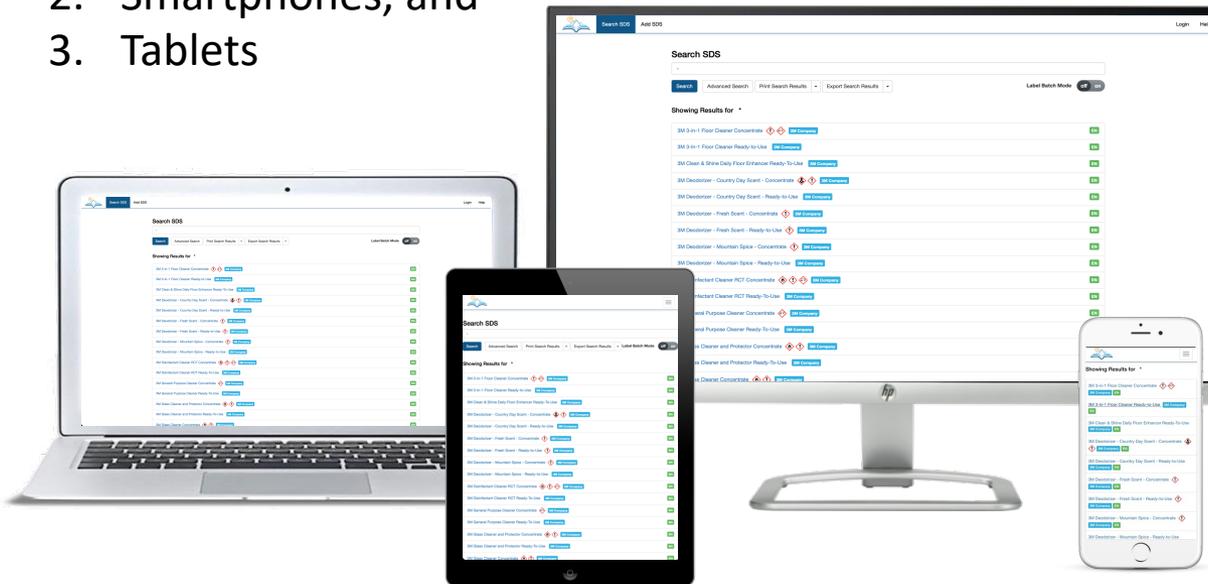


HOW TO ACCESS CANYONS SCHOOL DISTRICT SAFETY DATA SHEETS (SDSs)

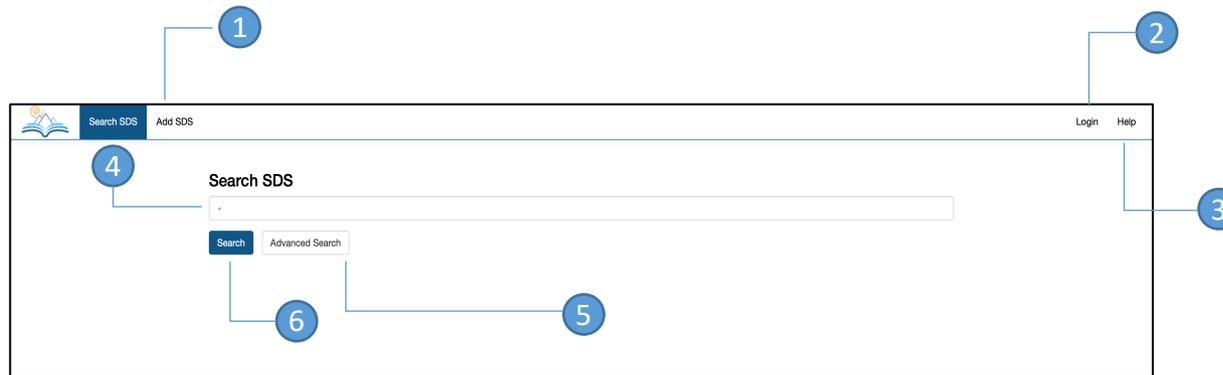
Staff can directly access Canyons School District's safety data sheets by going to canyonsdistrict.usds.com (or by using the QR Code below). Use any web browser on your various devices including:

1. Desktop computers
2. Smartphones, and
3. Tablets



SEARCHING FOR SAFETY DATA SHEETS (SDSs)

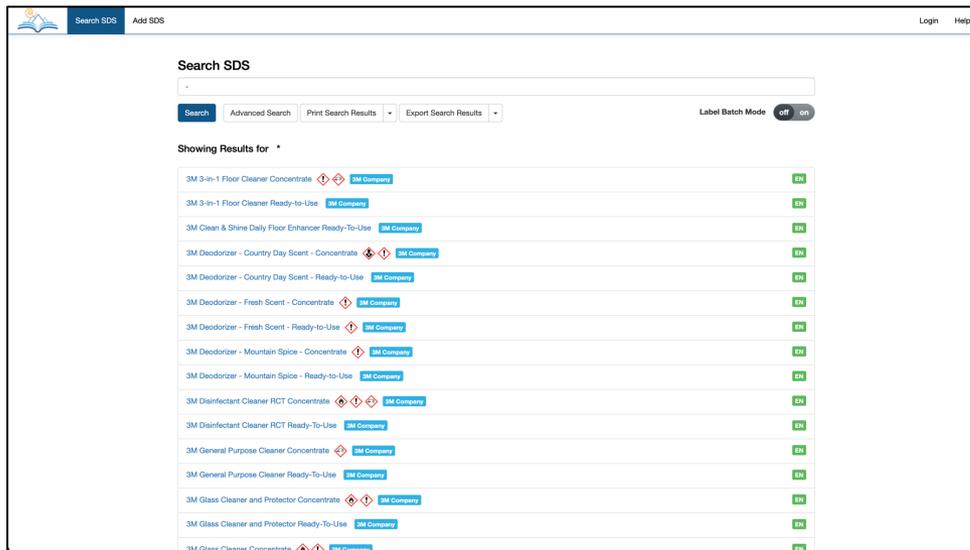
Once you access the site, the search page for the SDS management system will display on your screen.



- 1 Request an SDS to add
- 2 Login or User Account Functions (for Admins)
- 3 Context Sensitive Help
- 4 Search Box
- 5 Advanced Search
- 6 Search Button

SEARCHING FOR SAFETY DATA SHEETS (SDSs)

When searching for an SDS, type in the search box as you would with Google



The screenshot shows a web application interface for searching Safety Data Sheets (SDS). At the top, there are navigation links for "Search SDS" and "Add SDS", along with "Login" and "Help" options. The main search area features a search box with a dropdown arrow, a "Search" button, and options for "Advanced Search", "Print Search Results", and "Export Search Results". A "Label Batch Mode" toggle is set to "off". Below the search box, the results are displayed under the heading "Showing Results for *". The results list includes various cleaning products from "3M Company", such as "3M 3-in-1 Floor Cleaner Concentrate", "3M 3-in-1 Floor Cleaner Ready-to-Use", "3M Clean & Shine Daily Floor Enhancer Ready-to-Use", "3M Deodorizer - Country Day Scent - Concentrate", "3M Deodorizer - Country Day Scent - Ready-to-Use", "3M Deodorizer - Fresh Scent - Concentrate", "3M Deodorizer - Fresh Scent - Ready-to-Use", "3M Deodorizer - Mountain Spice - Concentrate", "3M Deodorizer - Mountain Spice - Ready-to-Use", "3M Disinfectant Cleaner RCT Concentrate", "3M Disinfectant Cleaner RCT Ready-to-Use", "3M General Purpose Cleaner Concentrate", "3M General Purpose Cleaner Ready-to-Use", "3M Glass Cleaner and Protector Concentrate", and "3M Glass Cleaner and Protector Ready-to-Use". Each result entry includes a small icon, the product name, the manufacturer name "3M Company", and a green "EN" status indicator.

Type anything into the search box. You can search by:

- Product Name
- Manufacturer
- Synonym
- CAS number
- Anything found on an SDS

Other search features include:

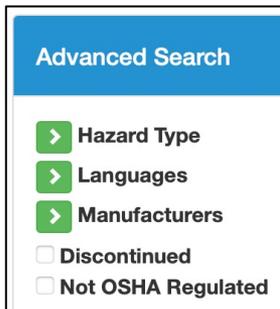
- Wildcard search by (*)
- Single letter wildcard search by: A?rosol
- Search for phrases vs single words like: "Acetic Acid"

SEARCHING FOR SAFETY DATA SHEETS (SDSs)

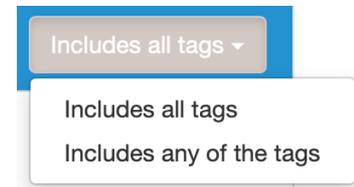
Selecting the Advanced Search button brings up a number of tags which you can filter search results on

A number of built-in system tags allow you to filter on:

- Hazard Type – Returns all SDS’s matching the chosen hazard type
- Languages – Returns all SDS’s matching the chosen language
- Manufacturers – Returns only SDS’s from a specific manufacturer
- Discontinued – Returns only SDS’s that are tagged as discontinued
- Not OSHA Regulated – Returns only SDS’s that are tagged as not OSHA Regulated

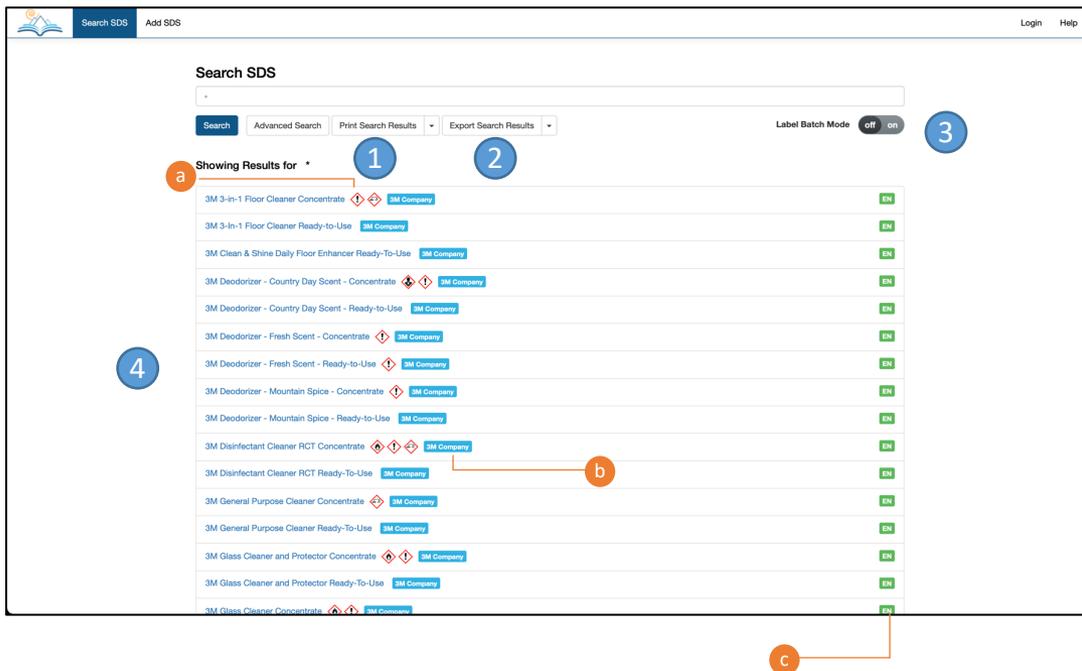


By default, advanced search will filter searches to include results that contain all tags. If you wish to filter search to include results that contain any of the selected tags versus all, simply change "includes all tags" to "includes any of the tags".



SEARCH RESULTS

As with Google, the search results are ranked with the best matches at the top



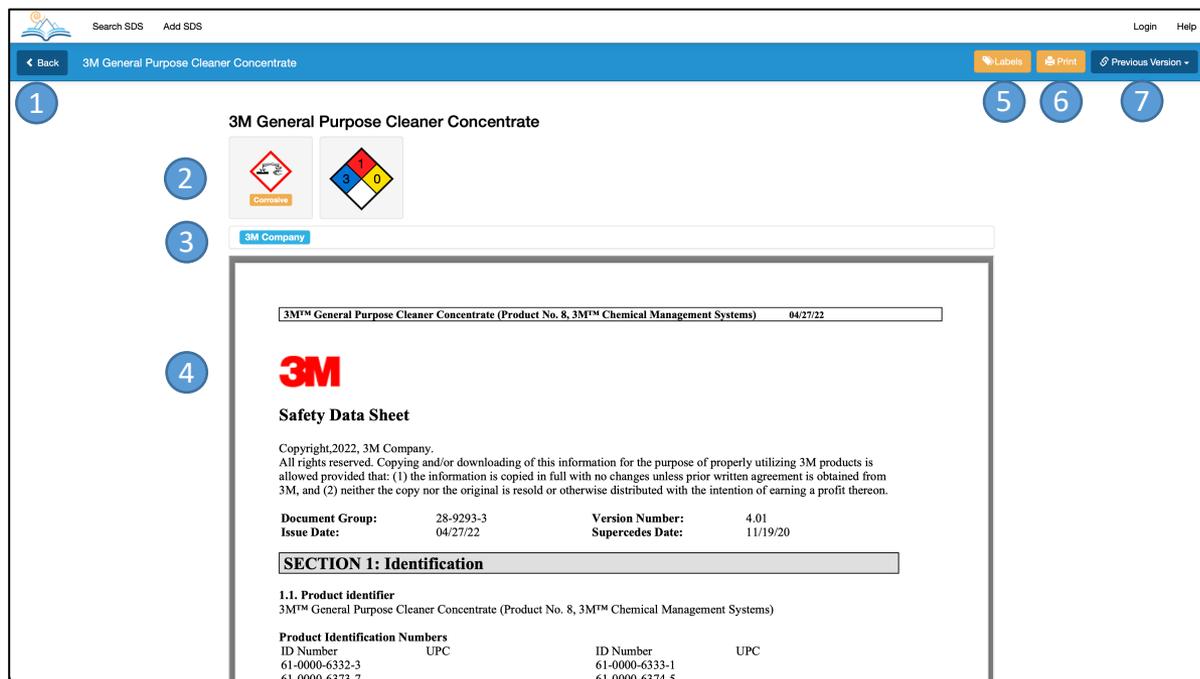
The screenshot shows the 'Search SDS' interface. At the top, there is a search bar and buttons for 'Search', 'Advanced Search', 'Print Search Results', and 'Export Search Results'. A 'Label Batch Mode' toggle is set to 'off'. The search results are displayed as a list of products, each with a hazard pictogram (a), a manufacturer tag (b), and a language indicator (c). The products listed include various 3M floor cleaners, deodorizers, and disinfectants.

- 1 Print out search results or print out all SDS PDF's
- 2 Export search results as PDF files or as a CSV file
- 3 Print workplace labels for a batch of products
- 4 Search results include:
 - a Hazard pictograms
 - b Manufacturer & tags
 - c Language

Note that you can quickly apply a tag as a filter simply by clicking on it. This saves you going into the advanced search to apply a tag as a filter

SDS VIEW

A view of the SDS along with any additional associated information

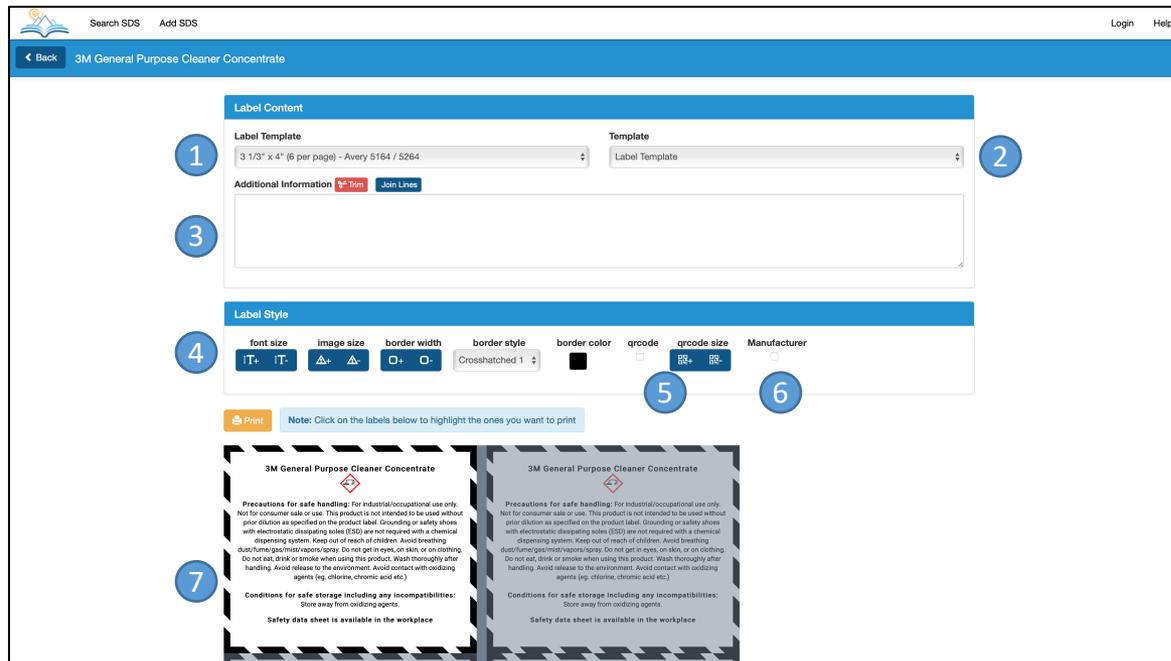


The screenshot shows the SDS view for '3M General Purpose Cleaner Concentrate'. The interface includes a navigation bar with 'Back', 'Labels', 'Print', and 'Previous Version' buttons. The main content area displays the product name, hazard pictograms (Corrosive and GHS07), the manufacturer '3M Company', and the original PDF SDS. Below this, there is a section for 'SECTION 1: Identification' which includes the product identifier, document group, issue date, version number, and supercedes date. The product identification numbers (ID Number, UPC) are also listed.

- 1 Back button
- 2 Hazard pictograms / NFPA rating (if applicable)
- 3 Manufacturer & tags
- 4 Original PDF SDS from manufacturer
- 5 Print secondary container labels
- 6 Print SDS PDF
- 7 Archived versions (if applicable)

WORKPLACE LABELS

Print OSHA/GHS compliant workplace labels



The screenshot shows a web interface for creating workplace labels. At the top, there are navigation links for 'Search SDS', 'Add SDS', 'Login', and 'Help'. Below this, a breadcrumb trail shows 'Back' and '3M General Purpose Cleaner Concentrate'. The main content area is divided into two sections: 'Label Content' and 'Label Style'.

Label Content: This section contains a 'Label Template' dropdown menu (1) set to '3 1/3" x 4" (@ per page) - Avery 5164 / 5264'. To its right is a 'Template' dropdown menu (2) set to 'Label Template'. Below these is an 'Additional Information' field with a 'Trim' button and a 'Join Lines' button (3).

Label Style: This section contains various customization options: 'font size' (4), 'image size', 'border width', 'border style' (set to 'Crosshatched 1'), 'border color' (black), 'qrcode' (checkbox), 'qrcode size' (5), and 'Manufacturer' (checkbox) (6).

At the bottom, there is a 'Print' button and a note: 'Click on the labels below to highlight the ones you want to print'. Below the note are two preview labels (7) for '3M General Purpose Cleaner Concentrate'. Each label includes 'Precautions for safe handling' and 'Conditions for safe storage including any incompatibilities'.

- 1 Select Avery label template to print on
- 2 Can print labels for selected SDS or blank workplace labels
- 3 Additional Information can be added to label
- 4 Customize the label:
 - Font size
 - Image size
 - Border width
 - Border style
 - Border colour
- 5 Add a QRCode which can be scanned by any QRCode reader and brings up the full SDS
- 6 Add manufacturer name to label
- 7 Select which labels to print to on label sheet