Assigning Safety Data Sheets (SDS) to chemicals gives you the ability to access all your SDSs using SciShield. This is a one-time process. The system will automatically update the SDS if a more current version becomes available from the manufacturer. This ensures you are always looking at the most current SDS for the chemical. To add or edit an SDS on SciShield, the optional access “Manage ChemTracker Inventory” must be selected.

How to Assign an SDS to a Chemical

1. Log into SciShield with your Clemson credentials.
2. On the left-hand side, you will see the name of the lab/group you are a part of in SciShield. Click the name of the lab/group and then click ChemTracker.
3. Locate the chemical you are wanting to add an SDS for and use the scroll bar at the bottom to scroll over until “SDS Attachments” is viewable. Click “Add SDS”.
4. This will pull up a screen with numerous SDSs. At the top you will see a text box called “Container Data.” Here you will find information on the exact chemical you have.
5. Note the Manufacturer and then scroll through the list of SDSs, using the scroll bar on the side, until you find the name of the Manufacturer under “Source.” Once you find the correct one, select it.
6. Using the scroll bar, scroll all the way down and click “Attach SDS” on the bottom right.
7. You are then all set, and the chemical now has an SDS attached to it that will always update if a more current version becomes available.

*If the relevant SDS is not listed you have the option to “Upload SDS” or “Assign SDS as URL/Link”
** A “Bulk Assign SDS to Similar Containers” box will pop up at the end – if you have several containers this will automatically link the SDS all containers related. If you only want to assign the SDS to the current container, close the box.
*** You may have to refresh your page to see the SDS attached in the chemical inventory.

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