SUPER SDS

Feature guide

Author, issue, label, share, and email Safety Data Sheets.

OSHA HCS 2024 / GHS Rev. 7

This guide describes every user-facing part of SUPER SDS as the product exists for manufacturers, distributors, and company libraries. It is written for operators who will assign access, authors who will issue sheets, and viewers who will print or email the official PDF.

Read it once as a map of the product, then keep it beside the app. Button labels and messages below match the software.

Audience

Company Admin - assigns Authors and Viewers into the shared library
Author - drafts, issues, prints, labels, and emails SDS
Viewer - views, prints, and emails issued sheets in that library

https://supersds.com

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1. What SUPER SDS is

SUPER SDS is a workplace application for authoring, issuing, labeling, sharing, and emailing Safety Data Sheets arranged to 29 CFR 1910.1200 Appendix D (OSHA HCS 2024 / GHS Rev. 7). The product identifier, 16-section body, GHS classification, pictograms, signal word, hazard and precautionary statements, NFPA 704 values, and company letterhead are the controlled output.

The live product is at https://supersds.com. Sheets belong to a signed-in account (or that account's company workspace). Drafts can be saved on a free plan. Issuing, print-ready PDF, GHS label print, and Email SDS require paid access that has not expired.

What this guide covers

Every user-facing area of the app: sign-in, plans, roles, drafting, the library, the 16-section editor, issue and revision, preview and print, GHS labels, Email SDS, company team, platform Admin, and outgoing Microsoft 365 mail. It does not change classification rules.

2. Sign in and accounts

Open SUPER SDS and use Sign in. You may continue with Google or X using the same email that was assigned access, or create an email-and-password account. Use the email address the assignment message was sent to.

- Google / X: choose Continue with Google or Continue with X. The social account must use the assigned email.
- Email: enter that address, then Create one if you do not already have a password.
- If an administrator assigned access before you signed up, the invite is stored. Creating the account with that email applies plan = paid and paid_until automatically.
- Sheets are saved to your account (or your company library). Signing out on a shared computer is recommended.

If you did not expect an assignment email

Contact SUPER SDS. Do not forward mailbox credentials. Assignment notices come from the SUPER SDS transactional mailbox when outgoing mail is configured.

3. Access plans

Each account has a plan (free or paid) and an optional paid_until date. Paid access is calendar-dated, not a Stripe subscription in this product.

Capability	Free / expired	Paid (in date)
Sign in and open the library	Yes	Yes
View existing drafts and issued sheets	Yes	Yes
Create and edit drafts	Yes, if role allows authoring	Yes, if role allows authoring
Issue an SDS	No	Yes, if Author or Admin
Print SDS / download issued PDF	No	Yes
Print GHS labels	No	Yes
Email SDS	No	Yes, issued sheets only

Typical lock copy: "Issuing requires a paid plan." After an end date: "Your SUPER SDS plan ended on [date]. Renew to issue SDS." Viewers additionally see: "Your role can view and print this library. Authoring and issuing require an Author or Admin role."

When paid_until passes you may still sign in and read drafts. Issuing, final PDF download, label print, and Email SDS stay unavailable until access is renewed. Existing issued sheets remain in the library.

4. Roles and the shared company library

A paid company workspace shares one SDS library among its users. Everyone in that workspace sees the same drafts and issued sheets. Access ends on the same paid_until as the company.

Role	Assign users	Author / issue SDS	View, print, email issued
Admin (company)	Yes	Yes	Yes
Author	No	Yes	Yes
Viewer	No	No	Yes (print/email if paid)

Company Admins open Team. They invite colleagues by name, company, email, and role. The invite is stored even if the person has never signed up. They receive an assignment email immediately. Authors and Admins may create, edit, and issue. Viewers open the shared library, print, and email issued PDFs; they cannot draft or issue.

5. Home, library, and navigation

Home shows SUPER SDS, counts for Total / Draft / Issued / Superseded, recent sheets, and actions: Open library, New SDS, Import, Settings, Team (company Admin), and your account button.

Library lists every sheet in your workspace. Each row shows product identifier, CAS or mixture, status, revision, and actions including open, preview, GHS label, Email SDS (issued only), and import. Status values:

- Draft - editable; not the official copy; Email SDS is disabled ("Issue this SDS before emailing.").
- Issued - frozen official copy; print, labels, and Email SDS use this freeze even if a later draft exists.
- Superseded - a previous issue replaced by a newer revision. Still readable; the latest issued freeze is what Email SDS sends.

6. Company brand (letterhead)

Settings stores company brand: legal/trade name, address, phone, email, emergency telephone, website, prepared-by, document prefix, footer note, output font, section-bar color, and the uploaded company logo.

- The logo prints on page 1 of the SDS, top left, about 1.5 inches tall, aspect ratio preserved. No colored bar is drawn under it. If no logo is uploaded, that corner is empty - SUPER SDS does not stamp its own mark there.
- Brand fills Section 1 Manufacturer / Supplier unless you override the sheet.
- The same brand stamps GHS workplace labels (product identifier remains the SDS; supplier block and logo follow brand).
- On the 10 x 5 in primary label, the logo sits in the top-right identity block with larger type.

7. Creating a draft

New SDS opens "New Safety Data Sheet" with four starts: By CAS, PDF, Catalog, and Blank. All four produce a 16-section draft arranged to Appendix D.

By CAS (typical)

Enter a CAS number and optional product identifier (example: 67-64-1, Acetone). SUPER SDS drafts

classification, Section 3 composition, physical data, and GHS label elements for that substance. When the draft is saved you may see "Draft ready."

Drafting overlay

- Only the GHS pictograms that apply to this draft are shown. If classification is still running: "Classification in progress." If none apply: "No GHS pictograms on this SDS."
- Progress is intended to move evenly from 1% to 100%. Checks appear around GHS Classification, Hazard Communication, Label Elements, and SDS Preview.
- The liquid fill is inside the glass jar illustration.
- Status cycle: Drafting SDS / Classifying mixture / Applying HCS 2024 / GHS Rev. 7 rules. Success: SDS drafted, then Draft ready.

PDF, catalog, and blank

- PDF: Upload SDS. Text-based supplier PDFs up to 20 MB (multiple files). JSON exports from this app also import. Scanned image-only PDFs cannot be read. The original is kept as Source PDF for side-by-side review.
- Catalog: Acetone (67-64-1), Isopropanol 99% (67-63-0), Sodium hydroxide 50% (1310-73-2).
- Blank: product name (default Untitled SDS) plus Create blank. Applies the active brand.
- Measured product data (optional on By CAS): closed-cup flash point, initial boiling point, viscosity, pH, density, LD50. These are stamped as measured on this product and can set Flam. Liq. category.
- Library may offer Import sheets from this browser once, to pull local drafts into the signed-in workspace.

8. The 16-section editor

Open a sheet to edit Sections 1-16. The left rail jumps to a section. The canvas is the same letterhead the printed SDS uses. Authors and Admins edit; Viewers get a read-only sheet.

Sec.	Title	What you are responsible for
1	Identification	Product identifier, code, CAS, uses, manufacturer/supplier, 24-hour emergency telephone
2	Hazard(s) identification	GHS classes, pictograms, signal word, H- and P-statements, HNOC
3	Composition	Substance vs mixture, CAS, concentration, impurities
4	First-aid measures	Inhalation, skin, eye, ingestion, most important symptoms
5	Fire-fighting measures	Suitable/unsuitable media, specific hazards, PPE
6	Accidental release measures	Personal, environmental, containment / clean-up
7	Handling and storage	Safe handling, storage, incompatibles
8	Exposure controls / PPE	OELs, engineering controls, eye/skin/respiratory protection
9	Physical and chemical properties	HCS 2024 property list (flash point, pH, density, etc.)
10	Stability and reactivity	Reactivity, stability, hazardous reactions, decomposition
11	Toxicological information	Routes, symptoms, acute/chronic endpoints
12	Ecological information	Ecotoxicity, persistence, mobility
13	Disposal considerations	Waste methods, packaging, waste code
14	Transport information	UN number, proper shipping name, class, packing group
15	Regulatory information	Inventories, other regulations (including Prop 65 language where used)
16	Other information	Preparation and revision dates, prepared by, NFPA 704, disclaimer

Classification discipline

Section 3 is per-CAS. Section 2 is mixture rules. Pictograms, signal word, and H-statements must match the classes on this sheet. Water must be not classified. Free-ion CAS numbers (for example a cyanide anion) cannot be drafted or issued - use the salt CAS. Closed-cup flash point plus initial boiling point set Flam. Liq. category. Trade-secret concentrations use prescribed ranges. Auto-rewrite removes forbidden placeholder sentences; it will not keep an error and add a disclaimer.

Acetone (67-64-1) example: Flammable liquids Category 2; Eye irritation Category 2; STOT-SE Category 3 (narcotic); pictograms Flame and Exclamation mark; signal word Danger.

9. Issue, freeze, and revision

Issue publishes the official copy. Confirm Issue accountability: approver name, checkbox "I reviewed this SDS for accuracy and GHS compliance," optional internal note. That record is kept with the revision log and is not printed on the SDS. SUPER SDS freezes that revision (issuedLock). Later edits create a new draft on top of that freeze; Email SDS and the issued PDF still use the freeze until you issue again.

- Revision numbers: drafts never change revision. Only Issue can. A material change versus the last issued snapshot bumps the major revision (1.0 to 2.0) and archives the previous copy as Superseded. No material change re-issues the same revision.
- Section 1 responsible party is required to issue or print: manufacturer name, U.S. address, U.S. telephone, 24-hour emergency telephone. Dummy values are stripped.
- Blocking quality checks (ion-fragment CAS, flash-point disagreement, water classified as hazardous, pictograms that do not match classes, and similar rules) refuse issue with a named rule. Fix the field; do not issue around it.
- Print SDS and GHS label use the current view; Email SDS always attaches the latest ISSUED PDF only.

10. Preview, print, and the issued PDF

Preview / Print SDS opens the letter-size sheet. Page 1 letterhead:

- Left: uploaded company logo only (about 1.5 in tall, aspect ratio kept). No teal bar, no SUPER SDS chip.
- Center: SAFETY DATA SHEET, then the product identifier.
- Right: date issued, SDS number, date revised, revision number, page n of m.

Section bars follow the company brand. GHS pictograms in Section 2 are the official UNECE diamonds for this classification. Section 16 carries the NFPA 704 diamond filled with the health, flammability, instability, and special ratings on the sheet. Email SDS attaches a formatted PDF of that issued freeze (logo, bars, pictograms, NFPA) - not a plain-text dump. Print SDS from the browser remains available if you need a local copy.

11. GHS workplace labels

From an open sheet choose GHS label. Newly opened label jobs default to 10 x 5 in (landscape). That size is first in the menu as the primary option. Other stock sizes remain below it. Custom width/height is allowed within 0.5-17 in. The 10 x 5 in print/PDF canvas is exactly 10 inches wide by 5 inches tall with no extra printer margin shrinking the art. Product identifier, signal word, pictograms, hazard statements, precautionary statements, supplier block, logo, and SDS QR (if present) must fit that rectangle without overflow. Preview at 100% matches print.

Preset	Size	Typical use
10 x 5 in	10 x 5 in	Primary GHS (default)
1.5 x 1.5 in	1.5 x 1.5 in	Vial / ampule
2 x 2 in	2 x 2 in	Sample bottle

2 x 3.5 in	2 x 3.5 in	Boston round
3 x 5 in	3 x 5 in	Workplace
4 x 4 in / 4 x 6 in	4 in square or 4 x 6	Square / standard GHS
5 x 7 in / 6 x 6 in	5 x 7 / 6 x 6 in	Large bottle / drum
Letter	8.5 x 11 in	US letter sheet
CLP / ISO	52 x 74 mm through A4	CLP volume classes and metric stock

On applicable layouts the company logo sits in the top-right identity block with larger type. Classification on the label always follows the SDS; this guide does not change GHS classes.

12. Email SDS

Email SDS appears on each issued library row and on the open-document toolbar. Recipients do not need a SUPER SDS account. Drafts cannot be emailed.

- Fields: recipient email (required), recipient name (optional), short note (optional, max 300 characters).
- Attachment: the latest issued PDF only, named [product-identifier]-SDS-rev-[revision].pdf. Composition worksheets and drafts are not attached.
- Subject: Safety Data Sheet - [product identifier] (Rev [revision]).
- Body: Dear [Name or Customer], current SDS for [product], revision, issued date; optional note; contact the account-owner email for later copies; closing from the Section 1 manufacturer / company name.
- Success: "SDS sent to [email]." Failure: an error toast; the formatted PDF downloads so you can send it yourself.

13. Team (company Admin)

Company Admins open Team. Title in the product: assign colleagues into the shared library. Same expiry as the company. Roles: Admin, Author, Viewer (see section 4).

- Fields: full name, company name, email (required), role, optional internal note (not emailed).
- On Assign: create or update that email; paid_until stays the company date; name and company store on the user record.
- If they have never signed up, the invite still saves. When they create an account with that email they are already in the workspace.
- An assignment email is sent immediately from the SUPER SDS mailbox.
- After send: access assigned and notification sent, or access saved with a manual sign-in link if mail fails.
- The member list shows name, company, email, role, paid_until, and last notified date.

14. Platform Admin

Visible on the Admin page. Two cards: Assign access and Outgoing email.

Assign access

- Fields: full name, company name, email (required), access length (1 month, 1 year, or custom end date), optional internal note.
- Sets plan = paid and paid_until = today + length (or the custom date). Stores name and company.
- Works as an invite if the person has not signed up yet.
- Sends "Your SUPER SDS account has been assigned" with sign-in at https://supersds.com, access period, and what happens when the period ends.

- Success: "Access assigned. Notification sent to [email]." Mail failure still saves access and asks you to send https://supersds.com manually.
- The table lists assigned users with name, company, email, paid_until, and last notified date.

Outgoing email

SUPER SDS sends assignment notices and issued SDS PDFs through Microsoft Graph (HTTPS), not GoDaddy SMTP. Port 587 is blocked on the host; turning SMTP AUTH on in GoDaddy does not enable send.

- Mailbox: the real Microsoft 365 address that will send.
- From: SUPER SDS <that same mailbox>.
- Microsoft tenant ID, client ID, and client secret from Entra app registration Super SDS (single tenant).
- API permission Mail.Send (Application) plus Grant admin consent is required.
- Save email, then Send test email. A successful test means Email SDS and assignment notices can send.
- When the client secret expires, paste a new Value. Do not share secrets in chat.

15. What users can expect, end to end

A typical paid Author day:

1. Sign in at https://supersds.com.
2. Confirm brand logo and Section 1 supplier on Settings if this is a new company.
3. New SDS -> By CAS -> enter CAS and product identifier -> wait for Draft ready.
4. Review Sections 1-16, pictograms, NFPA 704, and responsible party.
5. Issue (accountability dialog). The freeze becomes the official revision.
6. Print SDS or download the formatted PDF. Print GHS label at 10 x 5 in (or another stock size).
7. Email SDS to a customer who does not need an account.
8. Company Admin may invite a Viewer who can print the same library until paid_until.

This product does not replace a qualified person's review. Issued sheets are the company's controlled documents. SUPER SDS arranges content to Appendix D; the manufacturer remains responsible for accuracy.

16. Role matrix

Action	Company Admin	Author	Viewer	Expired paid
Sign in / view library	Yes	Yes	Yes	Yes
New / upload / edit SDS	Yes	Yes	No	Yes (draft only)
Issue	Yes if paid	Yes if paid	No	No
Print SDS / Email SDS	Yes if paid	Yes if paid	Yes if paid	No
GHS label studio	Yes	Yes	Yes	Yes
Team: add users	Yes if paid	No	No	No

Issuing and print require a paid grant that has not expired.

17. Support

Product site: https://supersds.com. Transactional mail is sent from the configured Microsoft 365 mailbox once Graph is connected.

Keep Entra Mail.Send consent granted. Rotate the client secret before it expires. Do not email drafts or composition extracts; use Email SDS for issued PDFs only.