SUPER SDS

Instruction manual

How to sign in, draft, issue, label, email, and share Safety Data Sheets.

https://supersds.com

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01
Before you start

SUPER SDS is the workplace app at https://supersds.com for drafting, issuing, labeling, and emailing 16-section Safety Data Sheets arranged to OSHA HCS 2024 (GHS Rev. 7). This manual is a how-to. Do the steps in order the first time you set up a company.

Who this is for
Authors who write SDS. Company Admins who add teammates. Viewers who print or email issued sheets.

What you still own
The app drafts from published sources and your inputs. You remain responsible for classification and for the issued copy. Do not issue a sheet you have not reviewed.

02
Sign in

Open https://supersds.com. Use the email that received the assignment message.

1. Click Sign in.
2. Choose Continue with Google or Continue with X using that same email, or enter the email and password.
3. If you do not have a password yet, click Need an account? Create one. Name is requested only when creating.
4. Allow pop-ups if the browser blocks Google or X.

You'll see
Home with Total / Draft / Issued / Superseded counts, Open library, New SDS (Authors and Admins), Settings, and your account button.

If access was assigned before you signed up, creating the account with that email applies paid access and the end date automatically. Sign out on a shared computer.

03
Set up company letterhead

Do this once per company before you issue. Letterhead prints on the SDS and on GHS labels.

1. Open Settings (gear on the home bar).
2. Click New brand. Enter Brand name, Company name, and Legal name (Section 1 supplier).
3. Fill U.S. address, U.S. telephone, Emergency telephone, email, website, and Prepared by.
4. Upload a logo (PNG, JPEG, SVG, or WebP). The issued SDS uses this mark only - no colored bar under it, no SUPER SDS chip. If you skip a logo, that corner stays empty.
5. Pick an output font and section-bar color. Click Save brand.

You'll see
Toast: Brand saved. Pick it from the letterhead dropdown on any SDS. On an open sheet, choose that brand from Letterhead.

Where brands live

Brands are stored in this browser. Existing SDS keep the Section 1 text already on them if you delete a brand.

04

Create a draft from CAS

This is the usual path for a single substance or a simple mixture. Authors and Admins only.

1. Click New SDS. Keep the By CAS tab.
2. Optional: type a product identifier (what will print as the name). If you leave it blank, chemical names are used.
3. In Chemicals by CAS, type a CAS (example 67-64-1 for acetone) and a weight percent. Press Enter or leave the field to look up.
4. Click Add for more ingredients. Use a salt CAS, never a free-ion CAS.
5. Optional: expand Add measured product data for closed-cup flash point, initial boiling point, viscosity, pH, density, or LD50. Those values are labeled as measured on this product.
6. Click Draft entire SDS and wait for the overlay to finish.

You'll see

A lab overlay: only the pictograms for this draft, liquid filling the glass jar, progress 1-100%. Success toast: Draft ready. Then the 16-section editor opens.

05

Start from PDF, catalog, or blank

Upload a supplier SDS

1. New SDS -> PDF, or Upload SDS from home / library.
2. Drop a text-based SDS PDF (up to 20 MB). Image-only scans cannot be read.
3. Open the new draft and compare it to Source PDF before you issue.

Catalog

New SDS -> Catalog. Pick Acetone (67-64-1), Isopropanol 99% (67-63-0), or Sodium hydroxide 50% (1310-73-2). It still opens as a draft you must review.

Blank

New SDS -> Blank -> product name -> Create blank. Fill all 16 sections yourself. Use this for mixtures you will author by hand.

06

Review the 16 sections

The left rail jumps to a section. Viewers are sent to preview and cannot edit. Authors and Admins autosave.

Do this	Check
Section 1	Product identifier, CAS, manufacturer name, U.S. address, U.S. telephone, 24-hour emergency

Section 2	Classes, pictograms, signal word, H- and P-statements match each other
Section 3	Substance vs mixture, CAS, %, no free-ion CAS, water not classified
Sections 4-8	First aid, fire, spills, handling, OELs and PPE for the product and each ingredient
Sections 9-12	Properties, stability, toxicology, ecology - no chemical named that is missing from Section 3
Sections 13-15	Disposal, UN transport, inventories
Section 16	Dates, prepared by, NFPA 704 diamond, disclaimer

If you change Section 3 CAS or %, open Draft -> Re-draft from current ingredients, then review Section 2 again. Draft this section only rebuilds the section you are on.

> **Issue blockers you may see**
> Missing responsible party. Ion-fragment CAS. Flash point that disagrees with Flam. Liq. Pictograms that do not match classes. Dummy phones or "My company" placeholders. Fix the field - the app will not issue around it.

07

Issue the SDS

Issue freezes the official copy. Paid Authors and Admins only. Drafts never change the revision number - only Issue does.

1. Confirm Section 1 responsible party and Section 2/3 classification.
2. Set status to Issued, or confirm Issue as the next major revision if the sheet already has an issued freeze.
3. In Issue accountability enter Approver name, check I reviewed this SDS for accuracy and GHS compliance, and optionally add an Internal note (not printed).
4. Click Issue.

> **You'll see**
> Issued revision {n}. If this was a material change: Issued as revision {n}. Previous revision superseded. Email SDS and the issued PDF now use that freeze, even if you keep editing a new draft on top.

08

Print or download the SDS

1. Open the sheet -> Preview, or Print SDS from the toolbar.
2. Confirm the letterhead: logo top left (~1.5 in tall, aspect ratio kept), SAFETY DATA SHEET centered, dates and page number on the right. No teal bar under the logo.
3. Print at 100% / actual size on US letter. Section 16 should show the NFPA 704 diamond filled with this sheet's ratings.

Printing and the issued PDF require paid access that has not expired. If Email SDS fails later, the same formatted PDF downloads so you can send it yourself.

09

Print GHS labels

1. From the library card or the open sheet, click GHS label.

2. Leave the size on 10 x 5 in (first in the list, default for new jobs) unless you need another stock size.
3. Confirm product identifier, signal word, pictograms, statements, supplier block, and logo (top-right on 10 x 5 in) fit the canvas with no overflow.
4. Set copies if needed. Print at 100% / actual size - do not fit to page. The printed page is exactly 10 in wide by 5 in tall for the primary size.

Other stock sizes stay in the menu (vial through drum, letter, and CLP/ISO millimeter sizes). Classification on the label always follows the SDS.

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Email an issued SDS

The recipient does not need a SUPER SDS account. Drafts cannot be emailed.

1. On an issued library row or the open-document toolbar, click Email SDS.
2. Enter recipient email (required). Optional: recipient name, short note (max 300 characters).
3. Click Send SDS.

You'll see

SDS sent to [email]. The attachment is the formatted issued PDF named [product-identifier]-SDS-rev-[revision].pdf - logo, olive section bars, pictograms, and NFPA included. Subject: Safety Data Sheet - [product] (Rev [n]).

If send fails

The toast explains why. The formatted PDF still downloads. Send that file yourself. If the button is disabled: Issue this SDS before emailing, or renew paid access.

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Add people to the company library

Company Admins only. Teammates share one library and the same paid_until as the company.

Role	They can
Admin	Add users, author, issue, print, email
Author	Create, edit, and issue SDS; print; email
Viewer	View, print, and email issued sheets only

1. Open Team.
2. Enter full name, email, role, optional internal note (not emailed). Company is already set.
3. Click Add user.

You'll see

Access assigned and a notification sent, or access saved with a request to send https://supersds.com manually if mail failed. They sign in with that email (Create one, or Google / X). Keep at least one Admin.

12

When paid access ends

You can still sign in, open the library, and read drafts and issued sheets. Authors can still edit drafts.

You cannot Issue, Print SDS, download the issued PDF, Email SDS, or add team users until access is renewed. The banner reads: Your SUPER SDS plan ended on [date]. Renew to issue SDS.

13

Common messages

Message	What to do
Draft ready.	Open the editor and review.
Issue this SDS before emailing.	Issue first. Email SDS sends the issued PDF only.
Issuing requires a paid plan.	Wait for assigned access, or ask a Company Admin to renew.
Your role can view and print this library.	You are a Viewer. Ask an Admin for Author if you must draft.
Cannot issue this SDS.	Read the field list. Complete Section 1 and blocking checks.
SDS sent to [email].	Done. The formatted issued PDF is in their inbox.
The SDS could not be emailed...	Use the downloaded PDF and send it yourself.
Access assigned. Notification sent to [email].	They can sign in at https://supersds.com with that email.

Product: https://supersds.com.