

## Share/SDS Delivery

### Law compliant SDS distribution to downstream users

Among the documents circulating within the supply chain, a major role has been taken in recent years by SDS or Safety Data Sheet, the legal document for the communication of hazards of substances and mixtures along the professionals users chain.

The relevance of this tool for the worldwide deployment of the GHS (Global Harmonized System of Classification and Labelling of Chemicals), has pushed early SDS to evolve, until becoming the leading tool for the transmission of knowledge concerning substances, mixtures or potentially dangerous products (Hazardous Materials).

#### **GHS, CLP e REACH**

In the European context, the application of the GHS has given rise to the community regulations CLP (Classification, Labelling and Packaging) and REACH (Registration, Evaluation, Authorization of Chemicals), the latter operating from July 1, 2008.

By considering that REACH is the largest regulatory action on the chemistry carried out by the European Union, and that its implementation is involving only in Italy more than 100,000 companies, it can be understood the impact that its application is having on a preponderant part of the manufacturing industry.

In recent years, the M/I (Manufacturer/Importer), namely the companies that produce, import or distribute hazardous materials or products, have become increasingly aligned with the regulations in force.

#### **SDS distribution: complexity, no certainty**

How do the insiders well know, delivering the SDS according to the rules is not an easy task as it might seem. The shipment must be made concurrently with the first delivery, or when an SDS undergoes a significant revision, and in this case must also be sent to those who have purchased the related products in the previous 12 months. In some cases (eg in the U.S.) should be sent directly to the points of delivery of goods. Many rules are aimed to prevent over-information, which would make more difficult to identify the

#### **Share/SDS Delivery : the solution for the law compliant SDS distribution**

Share/SDS Delivery, SaaS service from Every SWS, company specialized in electronic document delivery, is a cloud solution specifically designed to achieve full compliance with both national and international standards in the field of distribution of Safety Data Sheets.

Share/SDS Delivery, besides making automatic and reliable the distribution of SDS, obtains the confirmation of receipt by the recipient.

Through a system of notification and archiving with legal force, allows to prove, at any time and in any location, the successful delivery of the SDS in effect at the time of goods delivery, along with all of the actions taken to solicit the receipt by the user, including the exact time of the actual take-over by the latter.

really important notions that affect the level of danger of the processes and thus the safeguard of people and environment.

Done manually, this task is time consuming, requires attention, does not provide any certainty of result, prevents the company to provide the level of service that is increasingly necessary for the communication of chemical hazards and of precautions to be taken to keep it under control.

#### **The risks of a missing confirmation of receipt**

The risks of this situation does not fall only on the end user. The inability to produce an acknowledgment of receipt, for example, corresponds to the impossibility of determining whether the distribution has been actually carried out. The result is that the M/I may be exposed to civil and criminal lawsuit caused by external behaviors which are outside its control.



### **The legislation in force**

The supply of Safety Data Sheets to downstream users is an obligation enshrined by the **art. 31 of the REACH Regulation**. By supply is meant the actual delivery of the SDS. For this reason, the transmission mode must allow the tracking of the receipt of each document.

Furthermore, based on the **art. 36 of the REACH Regulation**, all documentation relating to the SDS, to the mailings and to the receptions, must be filed, stored and, upon request, made available to the competent authorities for a period of at least 10 years.

Similar indications are provided by almost all countries. In the U.S., for example, the document OSHA (Occupational Safety and Health Administration), dated December 30, 1997, in response to a query of the Senate regarding the updates to the (M) SDS reads:

*"The manufacturer must ensure that **some positive and verifiable form of notification is provided** to ensure that the downstream user is aware when MSDSs are updated due to significant changes in health hazard information or ways to protect against the chemical risks".*

In Europe, Cefic, DUCC and Fecc have published a document (issued April 6, 2012), with whom, they recommend similar behavior for the protection of European companies entitled: Options for electronic delivery of a Safety Data Sheet (SDS) and the Exposure Scenarios in Annex.

### **The importance of the confirmation of receipt**

The confirmation of receipt for a delivered SDS is not therefore an excess of bureaucracy that makes it even more complex an already arduous task. Quite the opposite, besides ensuring the transmission of knowledge about chemical hazards, protects the supplier from possible legal recoupments. Already in 2004 the circular issued by the **Ministry of Health** on January 7 and still in force, highlighted that **"The delivery of the SDS to the professional user, whether it be on paper or on digital sup-**

**port, must always have a confirmation of receipt "**.

The inability to demonstrate the successful delivery of an SDS exposes then the M/I to recoupments for any negligence in the behavior of a user. Tolerate business processes that do not involve the obtaining of the confirmation of receipt of SDS could therefore be a very bad choice.

### **Reducing operational costs related to the distribution of Safety Data Sheets.**

The distribution of the SDS is a delicate activity. Any mistake at this stage neutralizes the efforts made to prepare and maintain the SDS updated and compliant with the regulations in force.

*Share/SDS Delivery* automates the process of delivery of these documents, freeing up the resources involved, which can be diverted to more productive activities

### **Increasing the service level to customers.**

The automatism of Share/SDS Delivery canalize towards the recipient, only the new SDS or the SDS modified from those he already has, avoiding unnecessary over-information.

A system of email notification informs him of the arrival of each new SDS or of updated versions of those in his possession, thus recording the date and time of transfer.

If for any reason this email is neglected, a system of reminders, always via email, continues to require the receipt of the SDS until it is done. A system of 2nd level notification, signals to the M/I if there were not received SDS even after reminders.

With this proactive process Share/SDS Delivery allows you, not only to demonstrate all the actions carried out to inform the downstream through the delivery of SDS, but also the attention paid to the security needs of its customers.

### **Advantages and Benefits**

- \* the elimination of unnecessary repetitive tasks, frees up resources to refocus towards more productive tasks
- \* the automation of the delivery ensures the correct dispatch of all documents to be transmitted and avoids the continuous requests of SDS from customers
- \* traceability of delivery of each SDS, puts the M/I away from any event that does not fall under his control while safeguarding the company, its directors, managers and administrators
- \* full compliance with the rules allow reducing the risk of administrative fines, criminal risk and entrepreneurial risk



More information about Share/SDS services are available at [www.share-sds.com](http://www.share-sds.com)

# Share/SDS Delivery

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### How Share/SDS Delivery works

*Share/SDS Delivery* is a specialized service in the management and distribution of safety data sheets, which also deals with the selection of the SDS to be distributed based on sales made by the company.

#### **Share/SDS Delivery:**

- receives a copy of delivery notes issued by the M/I (in PDF format or another interchange format)
- recognizes the customer and the site of destination of the goods
- identifies each product associating to each code the related SDS
- chooses which documents must be transmitted in relation to the existing regulations in the destination country and the different language versions the customer requires
- keeps track of all the submitted SDS and is therefore able to submit only the documents that the user has not received yet or the new versions of those in his possession
- saves the action of receiving the SDS, with the date and time of the event, in order to certify the successful completion of the deployment process
- sends reminders to the recipient that did not make the take-over of the SDS that was sent
- automatically submits significant revisions of SDS to buyers within 12 months following purchase
- allows you to make manual submissions of SDS, for example, to customers who wish to receive it earlier than the purchase of related products
- allows you to deploy the SDS through various dispatching channels : tracing email (to get the confirmation of receipt), Certified Electronic Mail (*Italian PEC*), Fax, Receipt area
- allows the sending of SDS and eSDS without invading the mailboxes of recipients
- the delivery channel of the SDS can be chosen recipient to recipient, according to its preferences
- allows to monitor deliveries in progress and those made via a central monitor
- handles legal archiving of the delivery by the M/I and of the receipt of the SDS by the user for 10 years, as required by the law

In addition to providing electronic delivery of SDS, *Share/SDS Delivery*, allows each recipient to activate for free, in full autonomy, *Share/SDS Drive*, a storage and consultation service of all the SDS received from the supplier.

### Service Features

**Share/SDS Delivery** is a Cloud service that guarantees:

- full compliance with current regulations
- full operations in a very short time
- no need for intervention on enterprise information systems
- no installation of software or devices in the company
- usability with mobile devices (such as smartphones and tablets)
- compatibility with all major browsers (Internet Explorer, Firefox, Google Chrome, Safari, Opera) and operating systems (Windows, Mac OS X, Linux, Unix, iOS, Android)
- 24x7 availability of the service, without time limits, on a platform with redundant systems, data and connectivity
- service provided by ISO 27001 certified data center
- "pay-per-use" cost model according to the use of the service

#### **Demonstrate Social Responsibility in the management of Hazardous Materials**

The safety data sheets have become the essential tool for risk communication in the chemical sector and along the chain of the users.

Today, the SDS, in addition to the typical physical, chemical, stability and reactivity characteristics of a substance, reporting the transport risks for man and the environment, the requirements for disposal, the exposure limits, the devices protection for the worker, the first aid measures, the firefighting actions, the actions to be taken in the event of accidental release, the criteria for handling or storage, and any other useful information for proper management of hazardous materials.

For both the Manufacturer/Importer (M/I), which must make available to downstream users carefully drawn up Safety Data Sheets (according to REACH and CLP), both for the security officer, who receives and must also make them available to the workers (Italian Legislative Decree 81/2008, art. 227), to pay close attention to ensure that the transmission of this knowledge is not interrupted, is demonstration of social responsibility, environmental awareness and commitment to the protection of the health of anyone it has to interact in a professional manner, with potentially dangerous substances or mixtures.

More information about Share/SDS services are available at [www.share-sds.com](http://www.share-sds.com)

# Share/SDS Delivery

Law compliant distribution SDS to downstream users

Data	Codice SDS	Descrizione SDS	Destinatario	Data Pubblicazione	SHA-256
23/05/2014 16:38:29	214H630	INTAN OF (214H630)	ALPA SpA Deposito Santa Croce Via	23/05/2014	63e92e
23/05/2014 16:33:02	214H620	INTAN OF (214H620)	ALPA SpA Deposito Santa Croce Via	23/05/2014	cc6f22
23/05/2014 16:13:33	232B670-IT-ALL	N. CORENE BRUNO	ALPA SpA Deposito Santa Croce Via	17/05/2014	aa2f2ba
23/05/2014 16:13:33	232B320-IT-ALL	N. CORENE BRUNO DL	ALPA SpA Deposito Santa Croce Via	17/05/2014	ee858e
23/05/2014 16:13:23	224F200-IT-ALL	ALPATOP L 101	DITTA CHIMICA ROSSI SPA MAGAZZINO	17/05/2014	460cbe
23/05/2014 16:13:20	2226870-IT-ALL	SP RPU F 95 B	DITTA CHIMICA ROSSI SPA MAGAZZINO	17/05/2014	f5ba4b
23/05/2014 16:13:20	214R570-IT-ALL	INTAN M1	ALPA SpA Deposito Santa Croce Via	17/05/2014	ffe05d7
23/05/2014 16:13:20	214R570-IT-ALL	INTAN M1	GRUPPO V...	17/05/2014	ffe05d7
23/05/2014 16:13:20	214R210-IT-ALL	INTAN W 612	ALPA SpA Deposito Santa Croce Via	17/05/2014	81fe7f0

## Technologic Partnership



### Cloud Service

Share/\* is a Cloud Application designed to be fully accessible via the Web, without any software installation nor inside the company neither on users' PCs, in SaaS (Software as a Service) mode with guaranteed SLA for service reliability, confidentiality and excellent performances.

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