
CLOUD SDS HOW-TO-GUIDE

Before purchasing a new chemical for the workplace, visit the Cloud SDS website to determine if item has been previously approved by HSEQ: <https://cs.cloudsds.com/>. Utilize the following information to login, which is in the top right corner of the screen:

User Id: NFTACampus@nfta.com

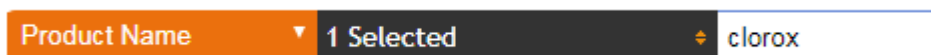
Password: [NFTA136](#)

Once on the website, please follow the below steps to obtain a HSEQ number. All chemicals must have an HSEQ number before purchasing and using in the workplace.

Step 1 of this guide will assist employees in retrieving the Safety Data Sheets (SDSs) of all approved chemicals in the workplace.

1. SEARCH CURRENT NFTA INVENTORY

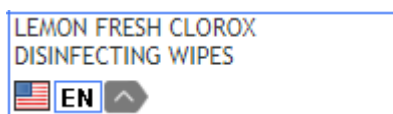
- Utilize search bar on main page to narrow down your request. Existing inventory of already approved chemicals can be narrowed down by filters, such as product or manufacturer name. NFTA head office must also be selected in the location search bar. An example of a search is shown below:




You may also choose to search by the first letter of a product or manufacturer name by clicking on the letters:





- If related items are found in the existing system, the results will populate. Review the options to see if your product matches any of the items listed. If there is a match, the product has been previously approved by HSEQ and you are free to utilize the provided HSEQ number which is located within the Inhouse Part Number Column for your purchase:



- To review the associated SDS, click on this box: 
- If the above steps have worked for you, look no further. However, if you are unable to find your match based on your initial search, try changing the parameters of your search within the toolbar. If you are unable to find the exact item that you are looking for, try to find a similar product that is already approved that can be used in place of your request. If still unsuccessful, move to step 2 of the process.

2. SEARCH CLOUD SDS DATABASE

- In order to search the CloudSDS inventory, click on the magnifying glass, which is in the top right corner of the website. 
- Utilize toolbar titled "Product Search View" to search again for your product. A normal search is recommended. Click on arrow next to "Product Name" to open search criteria selections.
- If your desired product is found during the secondary search, click on the button within the product's row to show the SDS of the chemical. 

Note- If your desired product is not found during the secondary search, please move to step 3.

- Once into the SDS view, click on the “Request to add SDS” button, which will begin the request process for the chemical.
- In the “Request to Add SDS” form, fill in all fields, which includes your name and e-mail address. Click “send” once complete. If successful, you will receive an alert that indicates so.
- Next, fill out the “Chemical Approval Request” form to completion. All fields are required to be filled out in order to be reviewed for approval. If question does not apply, state N/A.

Note: Since the associated SDS was found in the CloudSDS system, no additional files need to be uploaded.

- Once complete, press “submit” at the bottom of the page. If successful, you will receive a prompt stating “Stage Submit Successfully.” If not, review the form to determine what required information is missing.
- If successful, you will receive an e-mail from CloudSDS that confirms HSEQ receipt of your request. Please allow a maximum of 2-3 days for your request to be reviewed. If approved, a HSEQ number will be provided to you via e-mail.
- If the above steps have worked for you, look no further. However, if you are unable to find your match based on your secondary search, try changing the parameters of your search within the toolbar. If unsuccessful, move to step 3 of the process.

3. UPLOAD YOUR SDS

- If steps 1 and 2 have not been successful, you will need to upload the SDS to the Cloud SDS system for review.
- To begin, click on the “Chemical Request Button” which is found on the top right corner of the home page of the Cloud SDS system.
- The “Chemical Approval Request” form will present. Press “Add Request” button to begin the creating a new request. Fill in the request name, your name, and e-mail address. Press save. You will receive a successful alert if your initial information was accepted.
- Next, fill out the “Chemical Approval Request” form to completion. All fields are required to be filled out in order to be reviewed for approval. If question does not apply, state N/A.

Note: As the SDS could not be found in the Cloud SDS system, an upload of the product’s SDS is required. Save the SDS file to your computer/accessible drives and upload utilizing the “attach file” button, located at the bottom of the Chemical Approval Request form.

- Once complete, press “submit” at the bottom of the page. If successful, you will receive a prompt stating “Stage Submit Successfully.” If not, review the form to determine what required information is missing.
- If successful, you will receive an e-mail from CloudSDS that confirms HSEQ receipt of your request. Please allow a maximum of 2-3 days for your request to be reviewed. If approved, a HSEQ number will be provided to you via e-mail.

4. STILL HAVE QUESTIONS?

- If you are still having difficulty with the SDS submission process, contact a member of the HSEQ Department who can assist you.

