

## **Scope of Work: Safety Data Sheet (SDS) Management System Vendor**

### **Objective**

To procure a vendor who will provide a comprehensive digital Safety Data Sheet (SDS) management system for the Indiana Department of Health (IDOH). The system must store, organize, update, and allow secure, role-based access to all company SDSs with a robust web interface and mobile-friendly access.

The selected vendor will deliver a scalable, secure, and user-friendly SDS management platform that ensures quick access, compliance with OSHA standards, centralized control, and optimized safety data handling for IDOH personnel across all locations, supported by comprehensive training and ongoing technical support.

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### **Vendor Core Responsibilities**

#### **1. SDS Data Management**

- Maintain a centralized, up-to-date record of all SDSs.
- Digitally store all company SDSs, including existing paper documents via scanning.
- Organize SDS documents systematically by chemical and facility/location.
- Automatically update SDS versions when new releases become available.
- Archive older versions of SDSs for at least 30 years past the last date of use.
- Support uploading of local SDS documents directly from PCs.
- Allow creation and management of custom binders/folders (e.g., by lab or location).
- Enable storage of custom field data to capture additional IDOH-specific details.

#### **2. User Access & Security**

- Provide a secure web-based platform with role-based access controls.
- Unlimited general user access for all IDOH employees.
- Unlimited administrators with rights to add or edit SDS information.
- Unlimited access across all company locations and facilities.
- Provide a User Management module to manage accounts, permissions, and data access.

- Secure mobile access with unlimited users without additional fees.

### **3. Search & Retrieval**

- Advanced search capabilities by chemical name, CAS number, or other key criteria.
- Generate SDS index reports compiling critical hazard and inventory information.
- Easy retrieval of SDSs grouped by location, chemical, or regulatory requirements.
- Allow unlimited SDS viewing and downloading at no extra cost.
- Enable on-demand printing of secondary container labels directly from SDS data.

### **4. Compliance & Reporting**

- Ensure compliance with OSHA's Hazard Communication Standard and other applicable regulations.
- Generate compliance reports related to chemical inventory, hazards, and regulatory adherence.
- Include backup and data recovery solutions to prevent loss of SDS information.

### **5. Support & Training**

- Assist with the initial SDS data input including scanning and data entry.
  - Provide training resources such as video tutorials and instructional posters on how to use the system.
  - Access to a responsive emergency call center and technical support during business hours (8 AM to 4 PM CST).
  - Regular system updates to maintain database currency and security.
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