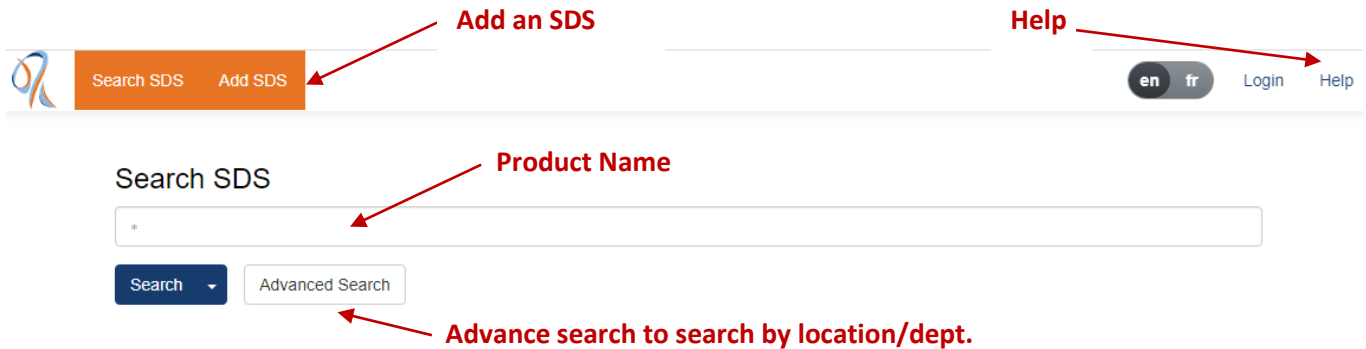


1. To access the CanadaSDS website click on the following link which is a quick link shortcut to the search site. You do not need a password to access the site.  
<https://pembinatrails.canadasds.com/search>



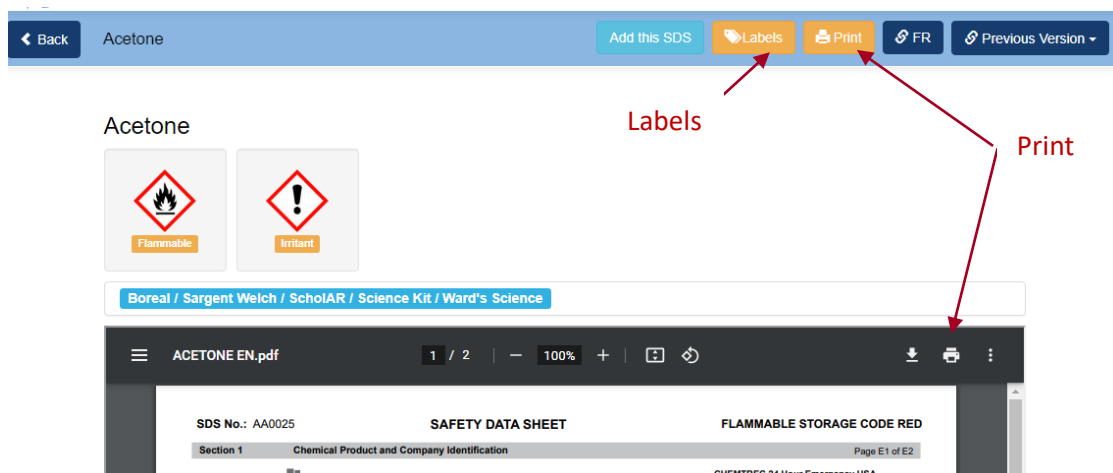
2. Using the link above or the QR code to the right, will take you to the CanadaSDS search page.  
**Note:** No password is required.



- To search for an SDS - type in the product name in the search box.
  - Click on the search tab.
    - Hint:** If you are not able to spell the product name, click on the 1<sup>st</sup> letter or first few letters of the product name to search for documents that begin with that letter.
  - Click on the search drop down arrow to search all of MSBA or all of Canada SDS.
- Or Click on the “Advanced Search” tab to search by school or department.**
  - Click on your school name.
  - Click on your department name.
  - Click on the search tab at the bottom of the page to view all the SDS in the category you selected.
  - To return to the main page, click on the SDS search tab at the top of the page or the back arrow.

**Note:** Clicking on the Help tab at the top right hand side of the page will show a list of help topics for the Canada SDS website.

- To view an SDS or print a label once the SDS has been found click on the product name in the search results listing. The SDS will automatically populate. To add this SDS to your inventory, click on the “add the SDS icon on the right.
- To print an SDS, click on the printer icon that appears at the top right of the PDF or the print tab at the top of the page. To print a workplace label, click on the LABEL tab at the top right of the screen.



- To print the label click on the lable tab. The print labels page will appear.
  - Choose the label template (Avery, etc)
  - Choose the label style (font, image size, border, QR code, etc) you would like present on your label
  - Choose the labels you want printed by clicking on the label. (Note: you can print one label or the full page).
  - Click on the print tab.