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— SDS by  —

HOW TO SUBMIT SDS

We accommodate what works best for you: e-mail, upload, post mail or courier service.

OPTION 1: E-MAIL

Electronic SDS can be e-mailed to KHA at (msds@support.online-msds.com). The total size of all attachments should not exceed 10MB. You will receive:

- an automated e-mail response confirming that your SDS have been received
- notification once your SDS have been processed

OPTION 2: DROP BOX UPLOAD

Large quantities of SDS can be uploaded directly to KHA's online drop box. Submit up to 2GB of SDS at once. You will receive an e-mail confirming your submission. We highly recommend that you compress/zip one folder containing all SDS that you intend to send.

- Follow this URL (<https://www.hightail.com/u/Online-MSDS>)
- Click "SELECT FILE," then upload you compressed/zip file by browsing to it on your computer
- Complete the submission form
- Click "SEND IT," to begin your submission
- You will be prompted when your submission is complete

When our team completes processing, you are notified by e-mail and the SDS are readily available in your SDS system.

OPTION 3: POST MAIL OR COURIER

When an envelope or box works best, seal and ship to Attn. SDS, 6920 Hohman Avenue, Hammond, IN 46324. Print and complete page 3 cover sheet (include this with your shipment).

We will review all SDS that you ship, complete data entry and notify you when the work is complete. Paper SDS are returned to you, or recycled; our project management team will confirm the preferable option.

Paper SDS that you wish to have returned are shipped FedEx Ground at no charge to you.

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SDS SUBMISSIONS FORM

PLEASE COMPLETE THIS COVER LETTER WITH EVERY SUBMISSION OF PAPER SDS

Company Name: _____

Your Name (Last, First): _____

Email Address: _____

Phone (direct): _____

Do your paper SDS need to be returned? ☐ Yes ☐ No

List shipping address where your SDS will be returned (if applicable). We cannot ship to a P.O. Box. _____

Do your SDS need to be added to a new or existing organizational hierarchy (binder, facility name, department, etc.)? Please specify any special instructions.