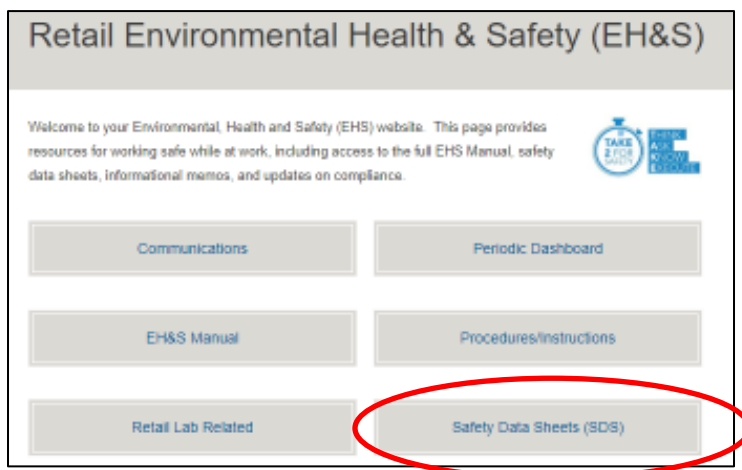


VELOCITY EHS – Safety Data Sheet Searching & Additions instructions:

SDS's SEARCHING:

Accessing VelocityEHS SDS Database:

- 1.a) Visit the EHS Webpage – Click SDS section on HR Solutions.



Or alternatively

- 1.b) Click directly on the VelocityEHS SDS Database Link:

<https://chemmanagement.ehs.com/9/881befc5-4d1f-409e-a273-e2c3c3227cc4>

(A link is also available on your Brand webpage. Contact your Operations team for help in locating as needed.)

Searching for SDS

Once you are on the website, there are 2 ways to search for your SDS.

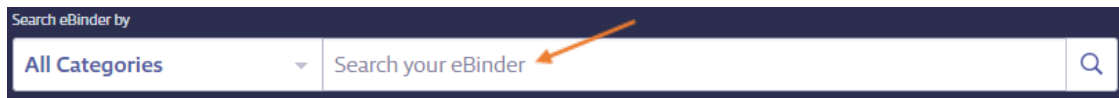
- 1) Search within our dedicated database (**eBinder**).
This is more direct as it only looks through chemicals that have been previously approved for use by EssilorLuxottica.
- 2) Search the entire VelocityEHS SDS website (**MSDSOnline**).
This search allows you to look for any SDS, any product.

TIP: You can search using only part of a chemical name or by manufacturer. This is helpful if you are not sure how to spell something or the material may have multiple naming conventions.

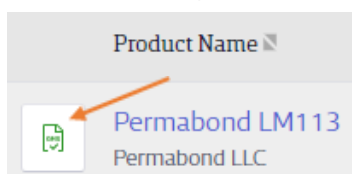
VELOCITY EHS – Safety Data Sheet Searching & Additions instructions:

Option 1: eBinder Search (recommended)

- 1) Search for your product by entering the research text in the below example search bar:
 - Research text can be any of following: PRODUCT NAME; MANUFACTURER, PRODUCT CODE, CAS NUMBER, SYNONYMS, SUPPLIER



- 2) Click the GREEN ICON next to the product name. This will open the SDS for viewing and printing as need.



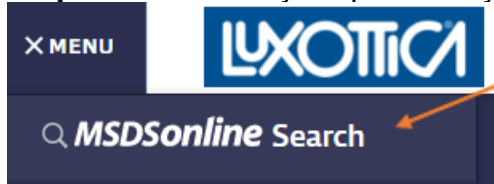
Options 2: MSDSonline Menu Search

(What to do if the product you are looking for is not found in the eBinder?)

Step 1: Access the MENU:



Step 2: Search for your product by entering the name in the following section:



If the SDS for your product still cannot be found, email RetailSafety@luxotticaretail.com for assistance. Be sure to include the full material name and manufacturer name of the product you are looking for.

VELOCITY EHS – Safety Data Sheet Searching & Additions instructions:

SDS's ADDITIONS & related:

There are three ways to load new SDSs into the e-Binder:

1. Via **RESEARCH** in the Velocity Library
2. Through **UPLOADING** of an SDS already available in Essilor Luxottica
3. Via **REQUEST** to Velocity if it is not available in the library and is not even available in Essilor Luxottica

The following listed include some supportive instruction's videos for processes not described in the previous SEARCHING paragraph:

Uploads: <https://help.ehs.com/knowledge-base/uploads/>

Requests: <https://help.ehs.com/knowledge-base/requests/>

In addition, following explanations for the **new products locations** assignment and for **Indexing requests**:

Locations products assignments: <https://help.ehs.com/knowledge-base/assigning-products-to-locations/>

Indexing: <https://help.ehs.com/knowledge-base/hq-regxr-product-summary-indexing/#what-is-indexing>