



## National Chemical Emergency Centre

### How to Send Safety Data Sheets to the NCEC – Chemsafe scheme

Thank you for agreeing to send your Safety Data Sheets (SDS) to the NCEC to enable us to provide fall-back emergency response to the emergency services as part of the UK Chemsafe scheme. To help us process your information as quickly and efficiently as possible, we have produced the following guidelines.

#### **Electronic SDS**

Safety Data Sheets are stored in the Chemsafe database as electronic documents to allow our Emergency Responders to quickly access the information during an incident. All documents are indexed by name plus any synonyms or trade names, product codes and UN number as appropriate.

#### Formats accepted

PDF  
TIFF  
Microsoft Word/Word Perfect  
Text/RTF

Data may be sent on disc (magnetic, CD or DVD) to:

National Chemical Emergency Centre,  
B329, Harwell  
Didcot,  
Oxfordshire,  
OX11 0QJ.

Alternatively, they may be e-mailed to the NCEC at [ncec@aeat.co.uk](mailto:ncec@aeat.co.uk). Downloads from web-sites may be possible - please contact us for further information.

A separate file should be provided for each SDS. For e-mail submissions, you may find it easier to compress large numbers of files using, e.g., Winzip.

#### **Index files**

It would be very helpful if you could send an index file, listing product name against filename for the SDS you have sent (this is not necessary if your submission is less than 50 SDS). Index files may be a table, a list or spreadsheet. Often you may already have a suitable index, for example from your records, or perhaps in a table within a database or on a web site.

Index files should contain the following information: Product name, file name, and if possible, SDS Revision date.

If available, synonyms, trade names, product codes and UN number would be useful.

#### **PAPER SDS**

The NCEC will scan paper SDS and convert them to PDF for inclusion in the Chemsafe database. Documents should be printed on a good quality printer to ensure that a good image can be obtained. Double sided printing is OK.

#### **Further Information**

If you have any questions or would like further assistance please contact us on 0870 190 6621.