

City of Urbandale – Safety Data Sheet (SDS) Online System

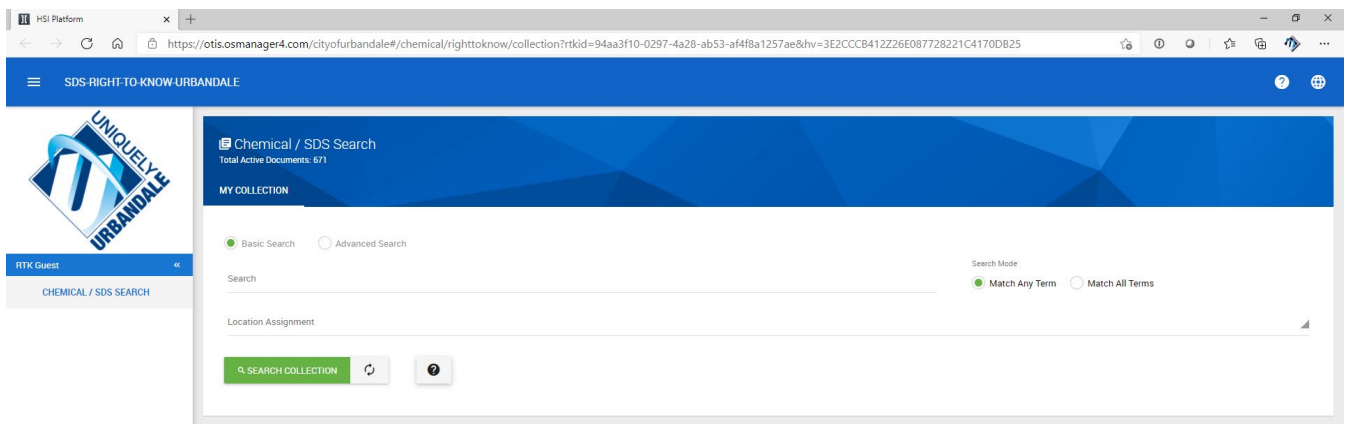
To aid in ease of access and efficient record keeping, the City of Urbandale's SDS can be found online at: <https://otis.osmanager4.com/cityofurbandale/rtk/Urbandale>.

Additionally, all computers have had a desk top short cut installed to the SDS online system. The desk top icon is called "SDS Sheets-RTK" and will be in the computer's default browser. The example below is from a computer that has Microsoft Edge at its default browser. If your computer does not have this desk top short cut, please contact [I.T.](#)



The online SDS system will open and look like the image below. You can type the common name of the chemical or the manufacturer of the chemical in the "search" field. The "location assignment" will default based on your department. If your department has multiple facility locations, you can select the "location assignment" to toggle between locations.

If you can't find the chemical in the online system, please contact your supervisor, Safety Leadership department representative or the [Director of Risk Management/Support Services](#).



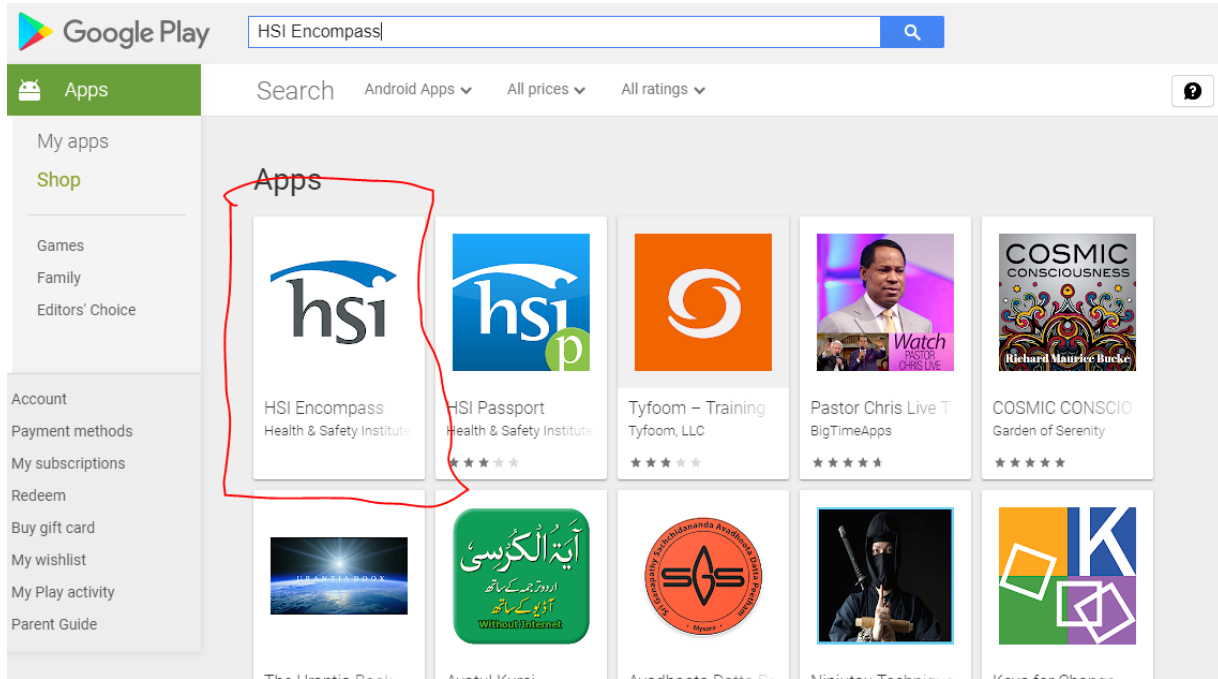
The SDS online system can also be accessed on an electronic device (Android or iOS). In either system the login details are:

Company: **Cityofurbandale**

Login: **RTKUser**

Password: **safety123**

For Android search for HSI Encompass:



For iOS search for HSI Encompass or Health & Safety Institute:

