Daily use

How can I track chemical use and disposal and report to EPA?

SDS Manager can record new arrivals, usage and disposal of each chemical on each location, and make a report of the amounts for a period. You can use the report for regulatory reporting, for example to the EPA.

Record the amounts

Record each change in **Manage Stock**: click the **Track Usage** icon on the SDS and choose **New arrival**, **Usage**, **Disposal** or **Adjustment**. You can also move an amount to another location, for example when you split a large container. Read more: How can I edit the amount of a product on a location?

The quickest way for employees is to scan a QR code on the container. Secondary container labels show a tracking QR code when you switch on **Show chemical tracking QR codes on secondary container labels** on the **Settings** page. It is off by default.

Make the report

Click **Reports → Use & disposal** in the left menu. **Report for product use and disposal** shows for each product the amount stored at the start and end of the period, the amount used and the amount disposed of. Use the filter to choose the locations, the start and end date, the environmental hazard of the products, and more. Click **Excel Report** to download the report.

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The report is part of the Pro and Enterprise plans.

Daily use

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