Tracking chemical usage and disposal

How can I edit the amount of a product on a location?

You can track how much of a product you have on each location.

1. Open the location in **Manage SDS Library** (or **All my SDSs**).
2. Click the **Track Usage** icon on the SDS.

The **Manage Stock** window opens. The first time, choose **Initial amount** and the kind of stock: **General Stock**, **Container Stock** or **Batch stock**. Use **Batch stock** if you need to track and report on batches, with the batch number and expiry date of each one.

Choose the **Measurement Type** (weight or volume) and the **Measurement unit**, enter the amount and click **Save**.

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After that, choose the **Type of change** each time the amount changes:

- **New arrival**: you received more of the product;
- **Usage**: some was used;
- **Disposal**: some was disposed of;
- **Adjustment**: to correct the amount, with a reason such as a spill or a counting error.

Show change log lists every change. To move some of the amount to another location, click ⋮ on the SDS and choose **Move amount to other location**.

Read more: How can our users record the amount of chemicals in a location? · How can I track chemical use and disposal and report to EPA?

Tracking amounts is part of the Premium, Pro and Enterprise plans.

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