

SARA 313 and Entering Receipts

In this document, we will cover the following:

- [FINDING CHEMICALS FOR SARA 313 REPORTING TO ADD A RECEIPT](#)
- [GENERATING DATA FOR SARA 313 REPORT](#)

Find Chemicals for SARA 313 Reporting to Add a Receipt

1. On the Admin Main Menu, click **MSDS Search**.



[MSDS Search](#)

2. Make the following selections to search for:
 - a. Select a facility in the **Facility** drop down menu.
 - b. Select **SARA 313** in the **Regulation** drop down menu.
 - c. Click the **Search** button.

Product Name	<input type="text"/>
Manufacturer	<input type="text"/>
MSDS Number	<input type="text"/>
Facility	Facility A <input type="button" value="v"/>
Sub Location 1	<input type="text"/>
Sub Location 2	<input type="text"/>
Sub Location 3	<input type="text"/>
Part Number	<input type="text"/>
Active / Archived Status	Active <input type="button" value="v"/>
Chemical Name	<input type="text"/>
Ingredient CAS Number	<input type="text"/>
Regulation	SARA 313 <input type="button" value="v"/> Filter
Results View	<input type="text"/>

[Customize Results with Column Designer](#)

3. The search results will return the specified facility's products that have an ingredient on the SARA 313 list. Click the **Add New Receipt** button to add inventory to this product.

MSDS	Add New Inventory	Add New Receipt	Product Name ↑ 1	Manufacturer	Revision Date	MSDS Number
			18696 Marking Ink (All Colors)	Sprinter Marking	3/14/2011	MSDS-010571
			271 High Strength Threadlocker	Henkel (Loctite)	6/4/2012	MSDS-012480
			272 Threadlocker High Strength	Henkel (Loctite)	11/23/2010	MSDS-012013

4. In the screen that opens, enter the following information for your receipt:

Save
 Calculate Quantity
 Receipt History
 Go Back

18696 Marking Ink (All Colors)

Facility a
 Sub Location 1
 Sub Location 2
 Sub Location 3
 Sub Location 4
 Sub Location 5
 Effective Date
 Unit of Measure b
 Container Type c
 Inventory Capture Type d
e

Standard Inventory	Container Count Inventory
Purchased / Received Quantity <input type="text"/> i	Purchased / Received Container Count <input type="text"/>
	Container Size <input type="text"/> ii

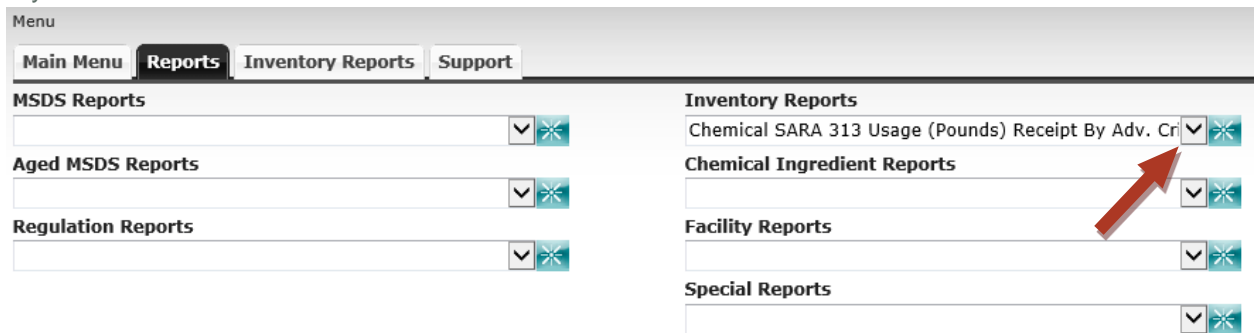
- a. Select the *Facility* if it has not already been chosen.
 - b. Set the **Effective Date** to the date on your receipt
 - c. Select a **Unit of Measure**.
 - d. Select a **Container Type**.
 - e. For **Inventory Capture Type**, select either *Standard Inventory* or *Container Count Inventory*. Depending on your selection, the sections will accept input.
 - i. **Standard Inventory** allows you to enter the total Purchased/Received Quantity of the chemical.
 - ii. **Container Count Inventory** allows you to enter the number of containers you purchased and the size of the containers. The system will then calculate the total purchased amount.
5. Click **Save** to update the receipt record and inventory.
- Save
6. Repeat Steps 1-5 for each receipt you need to enter.

Generating Data for SARA 313 Report

1. On the Admin Main Menu, click the **Reports** tab.




2. In the Inventory Reports drop down menu, select Chemical SARA 313 Usage (Pounds) by Adv. Criteria Style R1 and click the blue button beside it.





3. To set up the report:

[Menu](#) > Report Center > Chemical SARA 313 Usage (Pounds) Receipt By Adv. Criteria Style R1






Basic Information

Facility *  


Sub Location 1



Sub Location 2

Effective Date *   

Regulations


Search All Regulations



Search 


Regulation  

Filter Out Exemptions SARA 313 Exempt

Additional Information

Grouping Level * 

Report File Format  



- Select a **Facility**.
- Set a beginning and ending **Effective Date**.
- Set the **Regulation** to be *SARA 313*.
- In the Additional Information section, set the **Report File Format** to *Excel Document (*.xls)*.

4. Depending on your web browser, an Excel file will either save or open for you to view and make notes in.

	A	B	E	F	G	H	I	J	K
1	Chemical SARA 313 Usage (Pounds) By Adv. Criteria Style R1								
2	Effective Date Start	1/1/2008					12/31/2008		
3	Ice Cream								
4	Chemical Name		CAS Number	Total Chemical Received	Total Usage Quantity		UOM		
5	Sulfuric Acid		7664-93-9	1,255.4619	1,255.4619		Pounds		
6	Ammonia Anhydrous		7664-41-7	0	0		Pounds		
7	Zinc Dust		7440-66-6	4.05	5.4		Pounds		
8	Copper		7440-50-8	0	0		Pounds		
9	Arsenic		7440-38-2	0	0		Pounds		
10	Silver		7440-22-4	0	0		Pounds		