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	
Manufacturer	
MSDS Number	
Facility	Facility A
Sub Location 1	
Sub Location 2	
Sub Location 3	
Part Number	
Active / Archived Status	Active
Chemical Name	
Ingredient CAS Number	
Regulation	SARA 313 Filter
Results View	

→ Customize Results with Column Designer

🖫 Search

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.

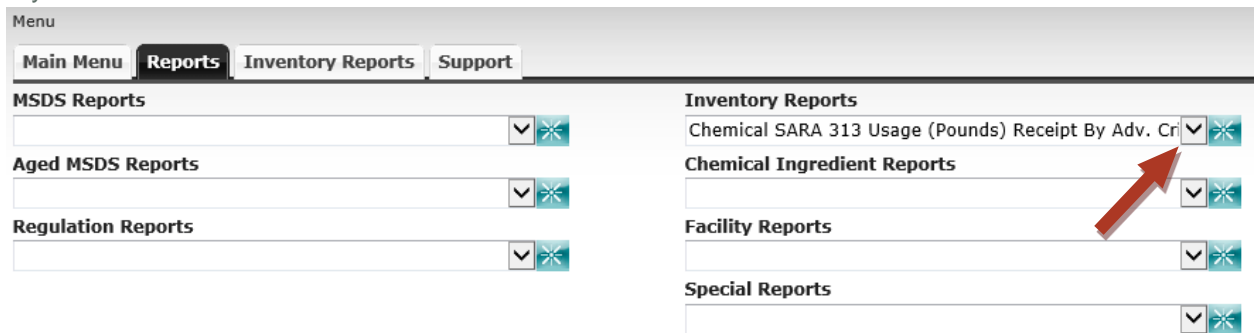4. In the screen that opens, enter the following information for your receipt:

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* of *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.

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:

a. Select a **Facility**.
b. Set a beginning and ending **Effective Date**.
c. Set the **Regulation** to be *SARA 313*.
d. 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		