

## Objective

Record the amount of hazardous substances/chemicals your property uses at least once per month so that you can track your performance and compare it with previous years.



### 1: Identify all of your hazardous substances and how you measure them

A hazardous substance can be anything in solid, liquid or gas form that can be harmful to humans, wildlife or the environment. In hotels these often include things like:

- Pool cleaning chemicals such as chlorine
- Maintenance materials such as glues and paints
- Cleaning materials such as disinfectants
- Laundry chemicals such as detergents
- Batteries, lightbulbs and ink toners
- Fuels such as propane or diesel
- Refrigerants used in appliances and air-conditioning units
- Oils, especially waste oil and hydraulic oil



### 2: Create a document to record your use of these substances

You must record all of the types of hazardous substances you use, how much you are storing and how much you are using. This must be updated at least once per month and your records must contain the following information:

- The type of substance or chemical name
- The name of manufacturer or brand name
- If you have it in a concentrated form that needs to be diluted or mixed
- The amount you are currently storing
- The amount you have used since your last report

You can find a template with examples in the Member Zone. You may already have a stock control system for the consumption of hazardous substances and chemicals on your computer or records in your storage room where employees record consumption. You may use these provided they include all of the information listed above and are updated at least once per month.



### 3: Update your document at least once a month

Each month you need to record the amount you have in stock and the amount used since you last updated the report.



### 4: Include this information in your annual report

Use your records to assess your performance in reducing your use of hazardous substances, and to establish if the steps you are already taking are working. You should also use this information to think of ways to make further improvements, and to help you set new goals and targets.

## More Information & Resources

[Travelife Detailed Guide to Hazardous Substances](#)  
[Travelife Hazardous Substances Usage Report Template](#)  
[Travelife Tips & Ideas for Hazardous Substances](#)