

DAILY SCRAP & WASTE INVENTORY CONTROL SHEET

Ledger Template for Material Loss Tracking & Waste Management

Date:

Shift:

Department:

Recorded By:

Supervisor:

Facility / Unit:

NO.	MATERIAL CODE	DESCRIPTION OF SCRAP / WASTE	SOURCE / PROCESS AREA	CLASSIFICATION (HAZARDOUS / NON-HAZ / RECYCLABLE)	QTY	UNIT (KG, LBS, PCS)	DISPOSITION (STORED / DISPOSED / RECYCLED)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Total Recyclable Weight:	
Total Hazardous Waste Weight:	
Total General Waste Weight:	
Cumulative Daily Scrap Total:	

Prepared By (Sign):

Verified By (Sign):

Date & Time: