

**RULE 67.20 RECORDKEEPING
(GUIDELINES FOR COMPLETING FORM)**

Solvent Usage Log

This is a usage log that should include all surface preparation solvents and application cleaning solvents that are used. This log documents the actual amounts of solvents used, VOC content of the solvents, and actual VOC emissions associated with the solvent use.

Column 1: Enter the date.

Column 2: Enter the manufacturer's name and identification.
(can be obtained from solvent list form)

Column 3: Enter the type or category of solvent used.
Example: surface preparation, application equipment cleaning, etc.

Column 4: Enter the amount of the solvent dispensed.
Example: 1 gal or 3.785 l (1 gallon or 3.785 liters)

Column 5: Enter the net amount of the solvent that is stored or disposed.
Example: 1 qt or 0.946 l (1 quart or 0.946 liters)

Column 6: Enter the net amount of the solvent that was used.
Subtract the amount in Column 5 from the amount in Column 4.
Example: 3/4 gal or 2.839 l (3/4 gallon or 2.839 liters)