Entering Inspections into drumDRIVE

Add Individual Inspections / Drop Offs

1. Log in to drumDRIVE

2. On the left hand menu select drumMUSTER which will reveal a sub menu.

3. Select Inspections

4. Using the Inspection Receipt(s) add the following (bold required fields)
   a. **Site Name***
   b. **Date of the inspection***
   c. Chem Users Business Name
   d. Chem User's Name
   e. **Break down of Plastic and/or Steel Containers by size***
   f. Number of Rejected drums
   g. Inspector (if one is associated with the site)

5. If only entering one Inspection select Submit Inspections or if entering multiple select Add Entry
   a. The later will add an additional Inspection panel to repeat the above process.

Adding Inspections individually is the recommended process to ensure each inspection can be matched with the chemical users drumDRIVE profile. This allows the chemical user to access their inspection receipt digitally for later reference/their QA processes.

Add Bulk Entry

1. On the left-hand menu select the drumMUSTER sub-menu Inspections

2. Using the collated total of the Inspections you are entering add the following:
   a. **Site Name***
   b. **Date*** (Latest date of all the inspection receipts)
   c. **Break down of plastic and steel containers by size***

3. Select the Bulk Entry check box

4. Add the number of Inspections in the Number of Deliveries field below the Bulk Entry checkbox

5. Submit Inspections

While it is encouraged to add each Inspection individually this is not always possible. The Bulk Entry option allows for multiple Inspections to be added as one. However, it should be noted that this will make it difficult for Collection Agencies to differentiate between each inspection should the Chemical User require a copy of their Inspection Receipt later. Collection Agencies are required to keep the Inspection Receipts for five years after the inspection.

***Bold** = This field is required