



WASTELINQ

WASTELINQ Generator

User Guide

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OVERVIEW

Welcome to WASTELINQ Generator!

This user guide provides information about the tasks that are common to most WASTELINQ Generator users, regardless of role.

GETTING HELP

In addition to this user guide, WASTELINQ has provided several resources to support users of its product. These resources may be found at <https://wasteling.com/support> or by clicking on Support from www.wasteling.com. Resources include:

- Updated user guides for specific WASTELINQ products
- The WASTELINQ Knowledge Base: A forum for asking questions, receiving answers, and reviewing the accumulated experiences of the WASTELINQ user community
- Access to the WASTELINQ Help Desk support system
- Training videos and information about future releases

To view a list of Professional Services offered by WASTELINQ, please visit <https://wasteling.com/professional-services/>.

To review the WASTELINQ Privacy Policy, please visit <https://wasteling.com/privacy-policy/>.

To review WASTELINQ's standard Service Level Agreement, please visit <https://wasteling.com/legal/>.

To contact WASTELINQ directly, please use one of the following routes:

- E-mail us at info@wasteling.com
- Call us at 1-888-962-7799
- Use the contact form at <https://wasteling.com/contact/>

SUPPORTED BROWSERS

WASTELINQ strives to maintain compatibility with the latest version of most commercially available browsers. Browser versions and updates are frequent, so be sure to consult the latest user guide to ensure compatibility with your version. As of this publication, WASTELINQ is compatible with the following browsers:

- Google Chrome 68 **To optimize user experience, WASTELINQ advises using Google Chrome.*
- Internet Explorer 11
- Mozilla Firefox 61
- Edge on Windows 10
- Safari on MacOS 11

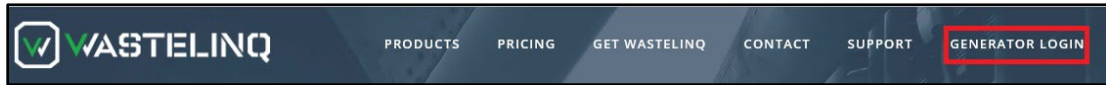
MOBILE APP

The WASTELINQ Mobile App is available for download in the Apple App Store. Supported Devices include:

- iPhone 7 or later
- iPad (2017, 2018)
- iPad Pro (1st, 2nd, 3rd)
- iPad mini (2019)

LOGGING IN

To log in to WASTELINQ Generator, go to generator.wastelinq.com or www.wastelinq.com and click “Generator Login” in the top right corner of the page.



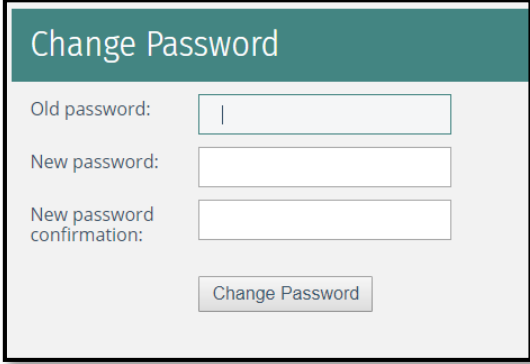
Type in the Username and Temporary Password provided by WASTELINQ and Click “Login.”

A login form with a dark blue background. At the top right is the WASTELINQ GENERATOR logo. Below it are two input fields: the first is labeled 'UserGuide' and has a user icon to its left; the second is for a password, indicated by a lock icon and a series of dots. Below the password field is a green button labeled 'LOGIN' with a red border. To the left of the button are links for 'Sign up' and 'Reset Password?'.

After logging in, read the “WASTELINQ TERMS AND CONDITIONS” and click “Accept.”

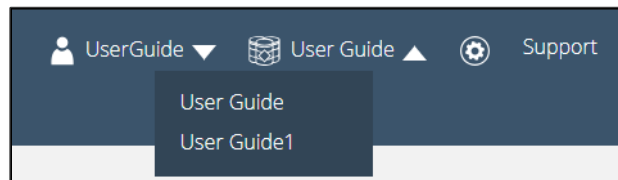
A screenshot of a 'PLATFORM EVALUATION AGREEMENT' page. The title is in a green header. Below it, the text reads 'WASTELINQ TERMS AND CONDITIONS'. The main body of text describes the agreement between the user and WASTELINQ, LLC, covering the use of the online web application and related systems. At the bottom, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a red rectangular box.

Reset the password by completing the Change Password Form. Enter a new password then click “Change Password.” If the user forgets a password, click “Reset Password?” on the initial sign in page.



The image shows a 'Change Password' form with a teal header. It contains three input fields: 'Old password:', 'New password:', and 'New password confirmation:'. Below the fields is a 'Change Password' button.

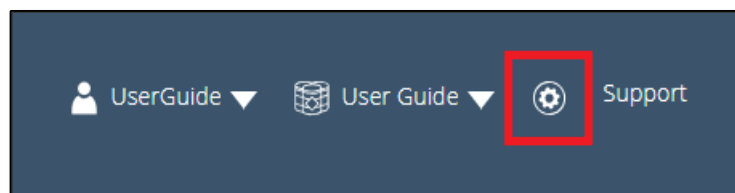
Note: If a user is assigned to multiple facilities, there is only one log in. The user can access each Facility by clicking the down arrow next to the Facility Name to go to a different facility.



SETTINGS AND CONFIGURATIONS

Getting started in WASTELINQ Generator requires completing the General Registration and customizing Settings and Configuration. The data provided in this step is fundamental to enabling and to maximizing the functionality of the WASTELINQ application.

Once logged in, click on the gear icon in the top right corner of the screen.



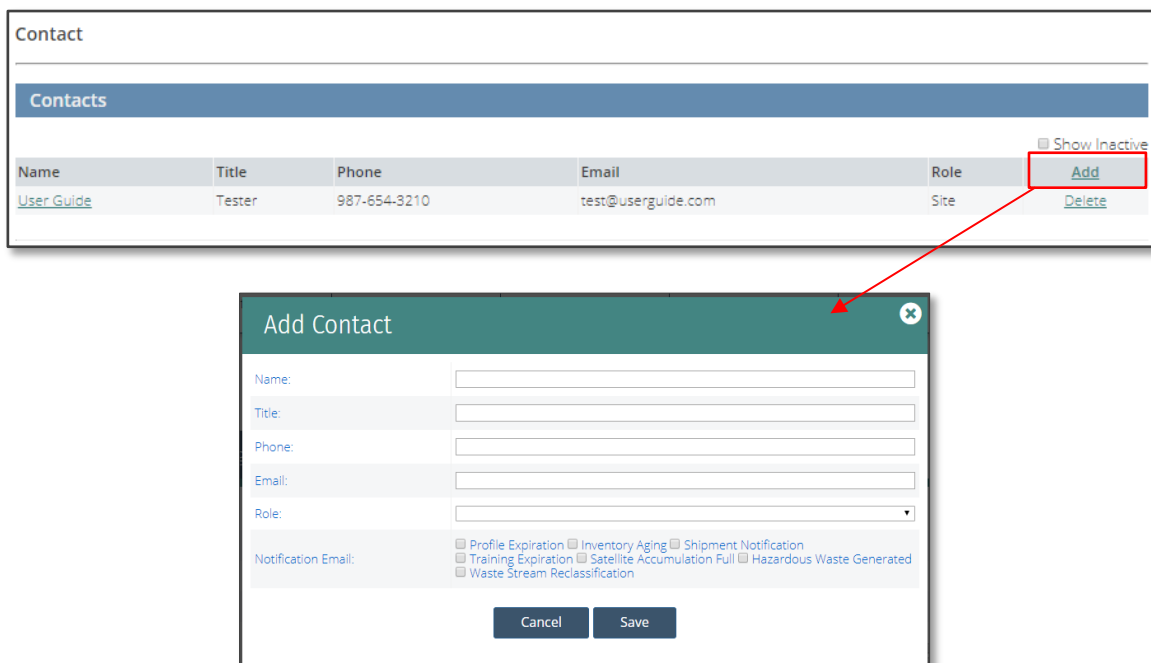
Note: Certain settings and configuration data may have been pre-populated. Please review all data prior to using the rest of the product. Settings and Configurations must be completed before the user can access the remainder of the application.

GENERAL FACILITY INFORMATION

Complete all fields on both pages before moving to the next step. Most fields are required fields and an error message will appear if a required field is missed. Most of the information to populate these fields can be found on the EPA Form 8700-12/Site Identification [Form](#) completed for the facility.

Contacts

Contacts should include all people involved with any aspect of waste disposal. The personnel listed here will be used for other assignments throughout the program. To add a contact, click on the “Add” button on the right side of the grid.



Name	Title	Phone	Email	Role	
User Guide	Tester	987-654-3210	test@userguide.com	Site	<input type="checkbox"/> Show Inactive Add Delete

Add Contact

Name:

Title:

Phone:

Email:

Role:

Notification Email:

☐ Profile Expiration
 ☐ Inventory Aging
 ☐ Shipment Notification
 ☐ Training Expiration
 ☐ Satellite Accumulation Full
 ☐ Hazardous Waste Generated
 ☐ Waste Stream Reclassification

Note: To view Inactive contacts, click the “Show Inactive” checkbox.

All information is required. The options for roles are defaulted to Site, Mailing, Bill To, Corporate, 3rd Party/Vendor, and Inactive.

The notification email boxes correspond to the alerts the user will see in the schedules and notifications module. For a description of the alert types, please see the Schedules and Notification section on page 14 of this User Guide. Please check the appropriate boxes for the alerts that this contact needs to receive.

Emergency Response Telephone Number

The Emergency Response Telephone Number will print on all shipment documentation, including manifests. More than one emergency number may be listed. To add each emergency number, click on the "Add" button on the right side of the grid.

Emergency Response Telephone Number (as per 49 CFR 172.604)

Company Name	Phone	
User Guide	987-654-3212	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Add</div> Delete

Add Emergency Contact

Company Name:

Phone:

Cancel
Save

Warning Message

If a required field has not been completed, when the user clicks save, the message "This value is required" will display beneath all the fields that need to be completed.

General Site Information

EPA ID Number:

Solid Waste Registration #:

Site name:

Site Location*

Address 1:

This value is required.

Address 2:

City: State: Zip:

This value is required. This value is required. This value is required.

County:

This value is required.

Site Mailing Address*

☐ Same as Site Location

Address 1:

This value is required.

Address 2:

City: State: Zip:

This value is required. This value is required. This value is required.

County:

This value is required.

Bill To Address*

☐ Same as Site Location

Company Name:

This value is required.

Address 1:

This value is required.

NAICS code(s) for the Site (at least 5-digit codes)

	Add
562112 - Hazardous Waste Collection	Delete

Legal Owner and Operator of the Site

Name of Site's Legal Owner:

Date Became Owner (mm-dd-yyyy):

Owner Type: ☒ Private ☐ County ☐ District ☐ Federal ☐ Tribal ☐ Municipal ☐ State ☐ Other

☐ Same as Site Location

Address:

Address 2:

City: State: Zip:

County:

Name of Site's Operator:

Operator Type: ☒ Private ☐ County ☐ District ☐ Federal ☐ Tribal ☐ Municipal ☐ State ☐ Other

Facility Type: ☒ Industrial ☐ Non-Industrial

Contact

Contacts

Name	Title	Phone	Email	Role	
User Guide	Tester	987-654-3210	test@userguide.com	Site	Add Delete

[Show Inactive](#)

Attempting to move to the next page without saving the current page will generate a warning message saying, "You have unsaved changes. Are you sure you wish to leave this page?" Clicking "Leave" will cause any changes to be lost.

REGULATED WASTE CONFIGURATION

This tab establishes the type of regulated waste activity at the facility. Mark Yes or No for all current activities and complete any additional boxes as instructed.

General Facility Information
Regulated Waste Configuration
Settings/Configuration
TRI Reporting

Type of Regulated Waste Activity (at your site)
 Mark "Y" or "N" for all current activities (as of the date submitting this form); complete any additional boxes as instructed.

A. Hazardous Waste Activities; Complete all parts 1-10

<input type="radio"/> Y <input type="radio"/> N 1. Generator of Hazardous Waste If "Yes", mark only one of the following -a, b or c <input type="radio"/> LQG Generates in any calendar month, 1,000 kg/mo (2,200 lbs/mo) or more of hazardous waste; or Generates in any calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lbs/mo) of acute hazardous waste; or Generates in calendar month, or accumulates at any time, more than 100 kg/mo (220 lbs/mo) of acute hazardous spill cleanup material <input type="radio"/> SQG 100 to 1,000 kg/mo (220 - 2,200 lbs/mo) of nonacute hazardous waste <input type="radio"/> VSQG Less than 100 kg/mo (220 lbs/mo) of nonacute hazardous waste <input type="radio"/> Y <input type="radio"/> N 2. Short-Term Generator (Generate from a short-term or one-time event and not from on-going processes). If "yes", provide explanation in the Comments section hazardous waste. <input type="radio"/> Y <input type="radio"/> N 3. United States Importer of Hazardous Waste <input type="radio"/> Y <input type="radio"/> N 4. Mixed Waste (hazardous and radioactive) Generator	<input type="radio"/> Y <input type="radio"/> N 5. Transporter of Hazardous Waste If "yes", mark all that apply. <input type="checkbox"/> a. Transporter <input type="checkbox"/> b. Transfer Facility (at your site) <input type="radio"/> Y <input type="radio"/> N 6. Treater, Storer, or Disposer of Hazardous Waste Note: a hazardous waste permit is required for these activities. <input type="radio"/> Y <input type="radio"/> N 7. Recycler of Hazardous Waste <input type="radio"/> Y <input type="radio"/> N 8. Exempt Boiler and/or Industrial Furnace If "yes", mark all that apply. <input type="checkbox"/> a. Small Quantity On-site Burner Exemption <input type="checkbox"/> b. Smelting, Melting, and Refining Furnace Exemption <input type="radio"/> Y <input type="radio"/> N 9. Underground Injection Control <input type="radio"/> Y <input type="radio"/> N 10. Receives Hazardous Waste from Off-site
---	---

B. Universal Waste Activities; Complete all parts 1-2

☐ Y ☐ N **1. Large Quantity Handler of Universal Waste** (you accumulate 5,000 kg or more) indicate types of universal waste managed at your site. If "yes", mark all that apply.

- ☐ a. Batteries
- ☐ b. Pesticides
- ☐ c. Mercury containing equipment
- ☐ d. Lamps
- ☐ e. Other (specify)
- ☐ f. Other (specify)
- ☐ g. Other (specify)

☐ Y ☐ N **2. Destination Facility for Universal Waste** Note: A hazardous waste permit may be required for this activity.

SETTINGS/CONFIGURATION

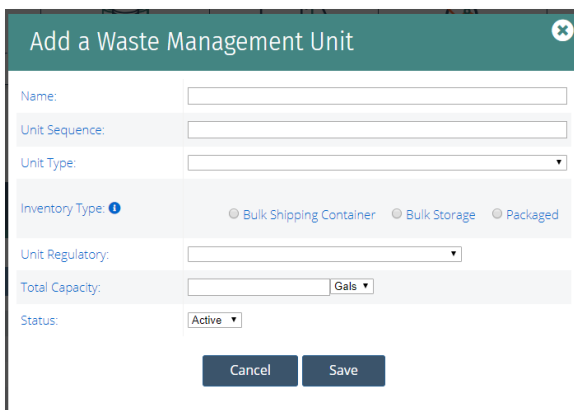
**This section is extremely important to the functionality of the program.*

Waste Management Units

This section is required. List all applicable storage units and all areas where waste is stored at the facility. Click on the "Add" button on the right side of the grid to add each unit.

Waste Management Units (Required)								
Waste Management Unit Names	Unit Sequence #	Unit Type Code	Inventory Type	Unit Regulatory Status	Total Capacity	Volume Type	Status	Add
Bulk Shipping Container	005	22 Miscellaneous Storage Containers	Bulk Shipping Container	03- RCRA permit exempt <90 day storage		Gals	Active	Delete
Container Storage 1	001	14 Container Storage Area	Packaged	03- RCRA permit exempt <90 day storage	10000	Gals	Active	Delete
Container Storage 2	002	14 Container Storage Area	Packaged	03- RCRA permit exempt <90 day storage	10000	Gals	Active	Delete
Tank 1	003	13 Tank	Bulk Storage	03- RCRA permit exempt <90 day storage	20000	Gals	Active	Delete
Tank 2	004	13 Tank	Bulk Storage	03- RCRA permit exempt <90 day storage	10000	Gals	Active	Delete

**If WASTELINQ pre-populated Waste Management Units, the inventory type will default to Packaged. Please review and update all pre-populated data. Enter any missing data fields.*



Add a Waste Management Unit

Name:

Unit Sequence:

Unit Type:

Inventory Type: ☐ Bulk Shipping Container ☐ Bulk Storage ☐ Packaged

Unit Regulatory:

Total Capacity: Gals

Status:

Cancel Save

All information in the above pop-up is required except total capacity. However, it is highly recommended to include capacity for all bulk storage containers and units.

***Note:** Clicking on the “i” icon next to inventory type will bring up the definitions for each inventory type.

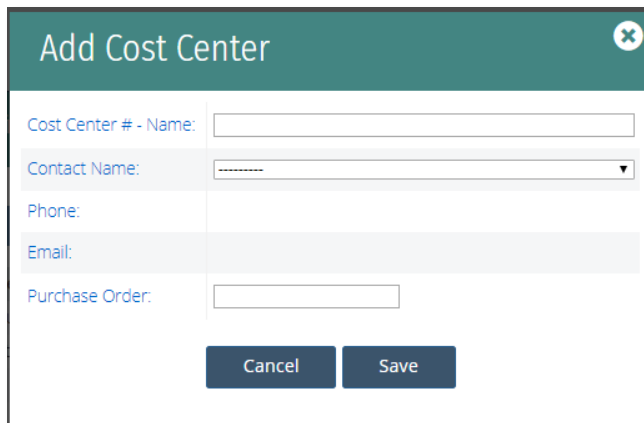
Cost Centers

Completion of this field enables monitoring of waste spend by cost center. This is not a required field. Click on the “Add” button on the right side of the grid to add each cost center.

Cost Centers (Not Required)					
Cost Center # - Names	Contact Name	Phone	Email	Purchase Order	Add

***Note:** Users who do not leverage cost centers but utilize a blanket PO for a specific period may use the PO number in lieu of a cost center when providing information for this field.

All the information on the “Add Cost Center” page is required. The contact name drop-down list will pull from the contacts that were entered on the General Facility Information page.



Add Cost Center

Cost Center # - Name:

Contact Name:

Phone:

Email:

Purchase Order:

Cancel Save

Approved Vendors

This section is required. Click on the “Add” button on the right side of each grid to add each vendor. This information will be used to create manifests and other shipping documents.

- **Transporters** – Complete all information for each transporter used to transport waste. This information will be used in the Shipments module and when printing documents.
- **Disposal Facilities** – Complete all information for the final TSDFs to which the waste is profiled. If a broker is managing the waste, fill out the information as follows:
 - **TSDF Information** – Disposal Facility Name, Disposal Facility Address, Disposal Facility EPA ID, Disposal Facility State ID
 - **Broker Information** – Contact Name, Email, Phone
- **Laboratories** – Complete all information for any approved laboratories used for waste analysis. This is not a required field.

Approved Vendors (Required)													
Transporters	Contact	Email	Phone	Address 1	Address 2	City	State	Zip	EPA ID	SWR #	MCS#	DOT#	Add
Transporter 1	User Guide	userguide@userguide.com	123-123-1234	1234 Road Way	None	Dallas	TX	12345	TXD00000000000	00000	0000000000	TX0000000000	Delete
Disposal Facilities	Contact	Email	Phone	Address 1	Address 2	City	State	Zip	EPA ID	SWR #			Add
User Guide	User Guide	userguide@userguide.com	123-123-1234	1234 Road Way	None	Dallas	TX	12345	TXD12345678	12345			Delete
Laboratories (Optional)	Contact	Email	Phone	Address 1	Address 2		City	State		Zip			Add

Training Plans

**Training module is available with Standard and Advanced Subscriptions only.*

This section allows the user to add the required training plans that will be used in the Training module. Click on the “Add” button on the right side of the grid to add a training plan. Complete all information for the training plan. WASTELINQ is pre-populated with 4 industry standard training plans. Click the “delete” button on the right to remove any pre-populated plans as needed.

Training Plans					
Training Plan	Description	Regulatory Citation	Frequency	Duration	Add
DOT	DOT HAZARDOUS MATERIAL HANDLING (HM126/181)	49 CFR Part 171	Every 3 Years	4 Hours	Delete
RCRA	RCRA Training – Federal Large Quantity Generator Training Requirements	40 CFR 266.16	Once With An Annual Review	4 Hours	Delete
40 Hour HAZWOPER	HAZWOP TRAINING – Hazardous Waste Operations and Emergency Response	29 CFR Part 1910.120	Once	40 Hours	Delete
8 Hour HAZWOPER Refresher	HAZWOP TRAINING – Hazardous Waste Operations and Emergency Response	29 CFR Part 1910.120	Once A Year	8 Hours	Delete

Custom Inventory Fields

**Inventory management module is available with Advanced subscriptions only.*

Custom Inventory fields allow the user to include specific information for each inventory item. The fields added here will display for Packaged, Bulk Shipping Container, and Bulk Storage inventory. To add a Custom Inventory Field, click the “Add” button and enter a title for the inventory field. Click “Delete” to remove any fields. There is a limit of 3 Custom Inventory Fields.

Custom Inventory Fields	
Title	Add
Wash Ticket Number	Delete
Last Contents	Delete
Customer Name	Delete

TRI Reporting

The TRI Reporting tab helps to guide the user in determining if the facility is subject to TRI Reporting or not. First, the NAICS codes chosen in the General Facility Information tab will be pushed over to the TRI Reporting tab. If the NAICS code chosen is subject to TRI Reporting, an additional question will be asked. Additional questions will continue to appear based on previously answered questions. Once all questions are answered, a message will appear stating whether the facility is subject to TRI Reporting.

General Facility Information	Regulated Waste Configuration	Settings/Configuration	TRI Reporting
------------------------------	-------------------------------	------------------------	---------------

TRI Reporting

NAICS code(s) for the Site (at least 5-digit codes)

562211 - Hazardous Waste Treatment and Disposal

Does your facility have 10 or more full-time employees or the equivalent (40 CFR 372.3 Page 12 Section B1)?

☒ Yes ☐ No

Does your facility manufacture, process, or otherwise use EPCRA Section 313 Chemicals and chemical categories (Page 1 Section A1)?

☒ Yes ☐ No

Does your facility exceed any of the thresholds for a chemical or chemical category (after excluding quantities that are exempt from threshold calculations) (Page 28 Section B4a)?

☒ Yes ☐ No

This facility is subject to TRI Reporting.


[Save](#)

DASHBOARD

**Dashboard is available on Standard and Advanced subscriptions only.*

The Dashboard is the landing page each time WASTELINQ is entered. Here, users will be able to view summaries of waste activities at the facility. Summaries displayed include Notifications, Inventory Summary, Disposal Expenses, and Waste Generation History.

WASTELINQ provides notifications for various activities. To remove a notification from the Dashboard report, simply click “Acknowledge” at the end of each notification.


Dashboard

Notifications

ALERT! Unused NH Solids/(11-53-10033 - Packaged Waste) stored in Central Accumulation Area was generated 60 days ago, please arrange for shipment prior to the expiration of your 90 day storage limit. [Acknowledge](#)

ALERT! Hazardous Waste Rinse Water/(11-43-10002 - Bulk Waste) stored in Haz Wastewater Tank was generated 75 days ago, please arrange for shipment prior to the expiration of your 90 day storage limit. [Acknowledge](#)

ALERT! Unused NH Solids/(11-53-10010 - Bulk Waste) stored in Bulk Waste Storage Area was generated 60 days ago, please arrange for shipment prior to the expiration of your 90 day storage limit. [Acknowledge](#)

ALERT! The final copy of Manifest # , associated with Shipment Number # 10009, has yet to be filed in Documents. Please contact your waste vendor to get the final copy of Manifest # , file the document and updated the Shipment Status to "Documentation Completed" [Acknowledge](#)

ALERT! Shipment # 10010 is now scheduled for 04-02-2019 at 10:00 AM. [Acknowledge](#)

ALERT! A shipment # 10010 was scheduled for 04-02-2019 and the status has not been updated. Please take any necessary steps to update the status of the shipment. [Acknowledge](#)

ALERT! Hazardous Waste Rinse Water/1042 is set to expire shortly. You have exceeded 80% of the profiled volume. Please take appropriate action with your waste vendor to renew at your earliest convenience. [Acknowledge](#)

ALERT! Used Oil/1045 has expired. You have exceeded the profiled volume. Please take appropriate action with your waste vendor to renew at your earliest convenience. [Acknowledge](#)

Inventory Summary

WMU	Volume in Storage	Storage Capacity	Days in Storage
NH Bulk Wastewater Tank	0.0	10000	81
Central Accumulation Area	1100.0	5000	81
Bulk Waste Storage Area	15330.0	100000	81

Disposal Expenses

Disposal Facility	Amount \$	Amount #
TSDF 1	0.00	39200.0
TSDF 2	0.00	171382.8
Recycle Center	0.00	434.8

SCHEDULE AND NOTIFICATIONS

**Schedules and Notifications module is available on Standard and Advanced subscriptions only.*

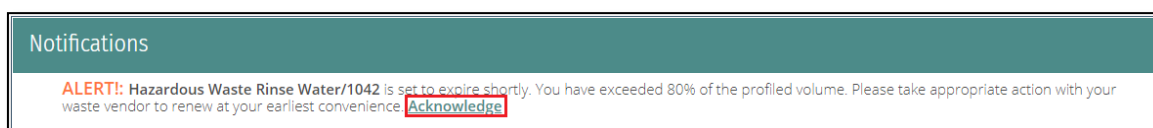
The Schedules and Notification module displays all notifications generated by WASTELINQ and provides the ability to schedule events or create/assign upcoming tasks.

NOTIFICATIONS

Notifications include:

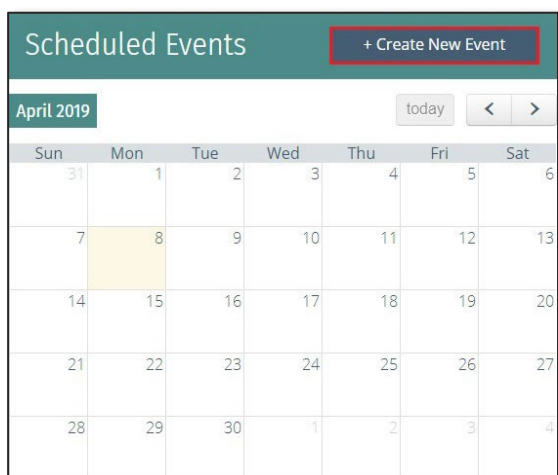
- Characterizations with waste analysis approaching 1 year old.
- Profiles with an upcoming expiration date.
- Inventory Items with days in storage approaching the storage limits based on generator status.
- Shipments –When a scheduled shipment is past due or the status has not been updated including tracking final manifest receipt.
- Training requirements with upcoming expiration dates.

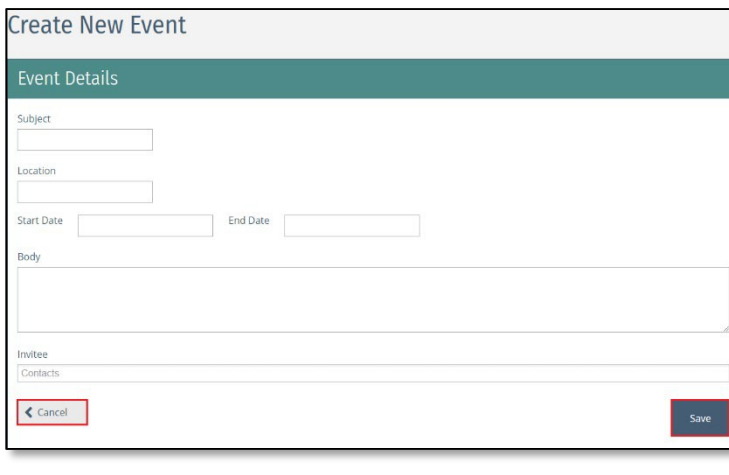
To remove a notification from the Notifications report, simply click “Acknowledge” at the end of each notification as noted above in Dashboard.



EVENTS

To create a new event, click “+Create New Event.” Complete all fields in the Create New Event page. Click “Save” to save the event or “Cancel” to go back to the Schedules and Notification page without saving the event.



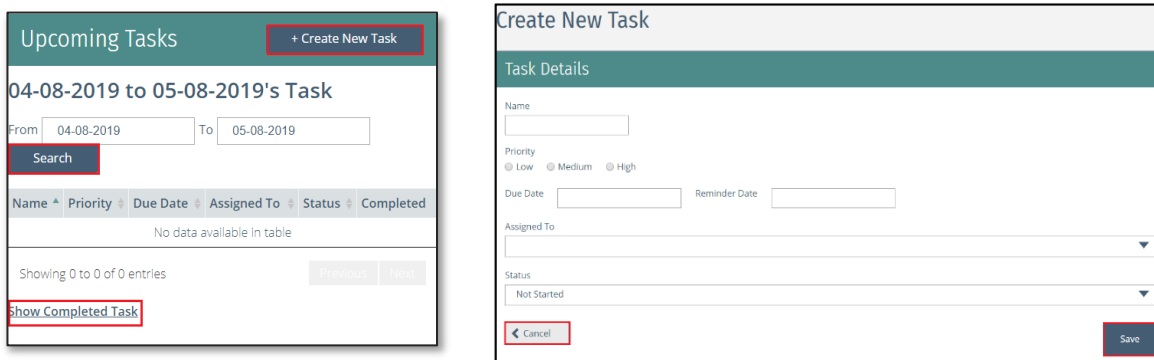


Note: To invite a contact to the event, the contact must be added to the Contacts section in the Settings and Configuration page.

TASKS

To create a new task, click the “+ Create New Task” button. Complete all fields in the Create New Task page. Click “Save” to save the event or “Cancel” to go back to the Schedules and Notification page without saving the event.

To search for upcoming tasks, enter a date range in the appropriate fields and click “Search.” To view a list of completed tasks, click “Show Completed Task.”



Note: To assign a contact to the task, the contact must be added to the Contacts section in the Settings and Configuration page.

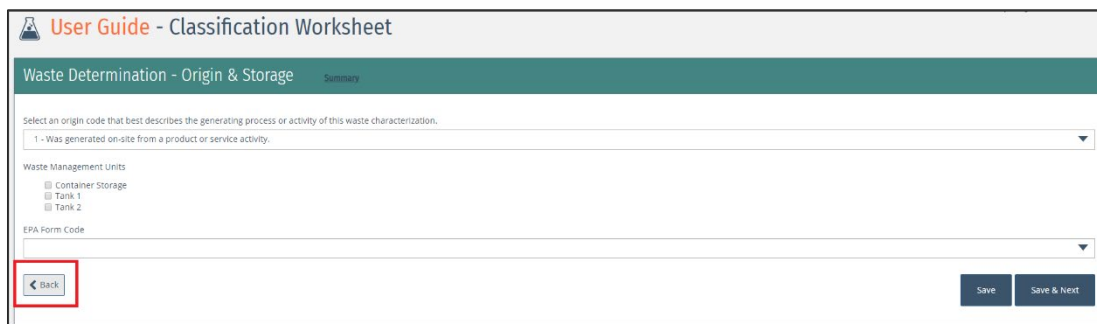
CHARACTERIZATIONS AND PROFILES

**Characterizations and Profiles are available on Free, Standard, and Advanced subscriptions.*

The Characterizations and Profiles module allows the generator to properly record waste characterization information and profile documentation for all waste materials generated at a facility.

Upon accessing the Waste Characterization and Profiles module a user’s view will default to the Waste Profiles main page. Click the Waste Characterization tab to view the Characterizations.

Note: Settings/Configuration must be complete before accessing the Waste Characterizations and Profiles module. A Waste Characterization must be completed prior to completing a Waste Profile.



*** WARNING:** Do not use the back button in the browser to return to a previous page. Whenever possible, use the back button provided in the WASTELINQ application.

BUTTON FUNCTIONS

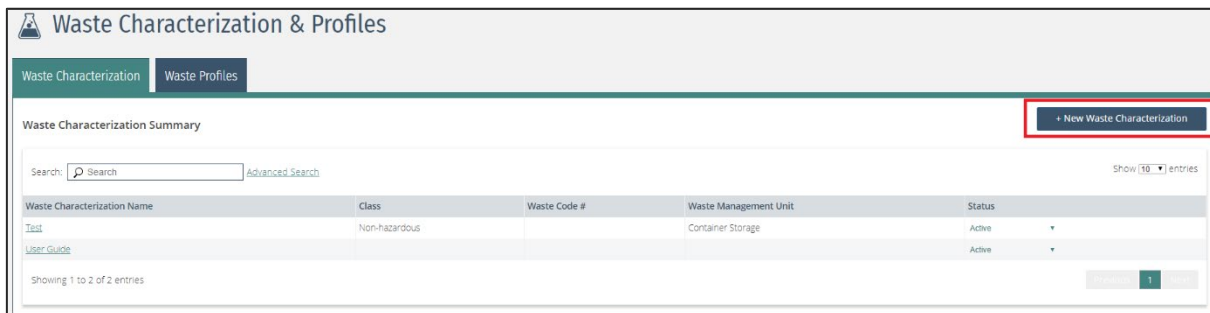
- Back – Returns to the previous page of the waste classification. Please do not use the back button on the web browser.
- Save – Saves the current page.
- Save & Next – Saves the current page and then advances to the next page.

CREATING WASTE CHARACTERIZATIONS

Waste Characterization must be completed for all waste classifications, including Hazardous, Non-Hazardous, Recycle, Universal, and Used Oil.

****Note:** Some questions in WASTELINQ’s characterization process are designed to help answer profile questions and are not necessarily part of a waste characterization. These questions will help simplify the completion of the waste profile in future steps.*

To create a waste characterization, click on “+New Waste Characterization.” Complete all fields on each page. Most fields are required to proceed to the next step. After completing each page, click “Save” to save the data on that page or “Save & Next” to move on to the next page.



Waste Characterization & Profiles

Waste Characterization | Waste Profiles

Waste Characterization Summary


Search: [Advanced Search](#) Show 10 entries

Waste Characterization Name	Class	Waste Code #	Waste Management Unit	Status
Test	Non-hazardous		Container Storage	Active
User Guide				Active

Showing 1 to 2 of 2 entries

****If WASTELINQ pre-populated a Waste Characterization, some fields are not pre-populated. Please review and update all pre-populated data. Enter any missing data fields.***

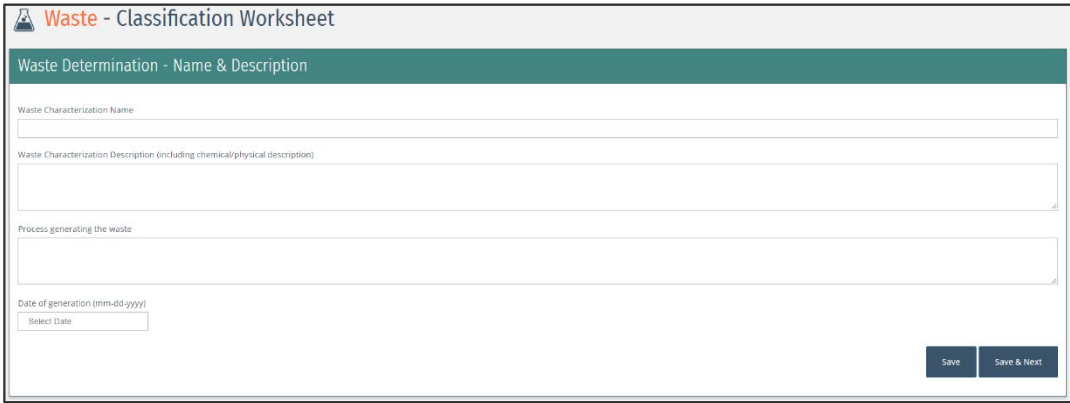
At any point in the waste characterization process, the user may click the “Summary” button to view an overview of the sections of the Waste Characterization questionnaire and the status of each section of the questionnaire. The summary will indicate which sections are complete and which sections are incomplete. Users may also choose to edit a section by clicking on the “Edit” button next to the relevant section.



Test - Waste Characterization Summary		
Waste Determination		
Name & Description	Edit	Completed
Origin & Storage	Edit	Completed
Supporting Documentation	Edit	Completed
Waste Class		
Solid Waste Definition	Edit	Incomplete
Solid Waste Exclusion	Edit	Incomplete
EPA Codes - Listed	Edit	Incomplete
EPA Codes (Characteristic) and UHC(s)	Edit	Incomplete
RCRA Empty Container	Edit	Incomplete
TSCA & Expired/Unused Chemicals	Edit	Incomplete
Physical Characteristics		
Physical Characteristics	Edit	Incomplete
Texas Specific - (TCFQ - STEERS)		
Class 1 Determination	Edit	Incomplete
Class 1 Determination Continued	Edit	Incomplete
Empty Containers	Edit	Incomplete
Waste Code Number	Edit	Incomplete

Waste Determination: Name & Description

These fields enable the user to provide identifying information for a waste characterization, to document specific properties of the waste characterization, to record the processes that generated the waste characterization, and to store the date the waste characterization was generated.



Waste - Classification Worksheet

Waste Determination - Name & Description

Waste Characterization Name

Waste Characterization Description (including chemical/physical description)

Process generating the waste

Date of generation (mm-dd-yyyy)

***Note:** if the data was pre-populated, the date generated will default to the date the data was pre-populated. This date will need to be updated to the correct generated date.

Waste Determination: Origin & Storage

This page describes the type of activity that generated the waste, the method(s) for storing the waste, and the form of the waste as cataloged by the Environmental Protection Agency (EPA).

- **Origin** – Select from one of the available pre-populated origin code options.
- **Waste Management Units** – Select one or more Waste Management Units for the waste characterization. Waste Management Units are set up in the Settings and Configurations module. If additional Waste Management Units are required, return to the Settings and Configuration module to add the WMU needed.
- **EPA Form Code** – From the drop-down list, select the form code of the waste as defined by the EPA. For more information about EPA Form Codes and for their descriptors, visit the EPA RCRA information site at <https://rcrapublic.epa.gov/rcrainfoweb/action/modules/main/glossary/form>.
- **EPA Source Code** – A source code describes the type of waste and the activity (source) from which a hazardous waste was generated.

Waste Determination - Origin & Storage
Summary

Select an origin code that best describes the generating process or activity of this waste characterization.

1 - Was generated on-site from a product or service activity.

EPA Source Code

N/A

Waste Management Units

☒ Container Storage 1 - 001
☒ Tank 1 - 002
☒ Bulk Shipping Container - 003

EPA Form Code

N/A

Back
Save
Save & Next

Waste Determination: Supporting Documents

This page allows the user to document and store all supporting documentation used to determine the Waste Classification.

Select the type of supporting documentation – either Generator Knowledge, Analysis, or both - used to support the classification. If generator knowledge is selected, an additional question will appear. If waste analysis is selected, an analysis date must be selected.

To upload supporting documents, click the “Choose File” button. Chose the applicable files from the user’s documents and click “Upload.” These documents will be stored in the Documents module along with a PDF summary of the Waste Characterization.

If a sample was taken, answer the questions that follow. If a sample was not taken, check the box for “No Sample Taken” and the follow-up questions will be removed. Then click save.

Waste Determination - Supporting Documentation
Summary

Waste determination based on:

☒ Generator Knowledge ☒ Waste Analysis

Does this include an SDS?

☒ Yes ☐ No

Analysis Date (mm-dd-yyyy)

08-01-2019

Attach analytical data and supporting documents:

[Choose File](#) No file chosen [Upload](#) [EXAMPLE WASTE ANALYSIS.docx](#) ✖

Representative Sample Certification ☐ NO SAMPLE TAKEN

Is the representative sample collected to prepare this profile and laboratory analysis, collected in accordance with U.S. EPA 40 CFR 261.20(c) guidelines or equivalent rules?

☒ Yes ☐ No

Type of sample?

☒ COMPOSITE SAMPLE ☐ GRAB SAMPLE

Sample Date

Sample ID Numbers

None

[Back](#) [Save](#) [Save & Next](#)

Waste Class: Solid Waste Definition

This section will walk the user through a series of questions designed to define the waste based on its characteristics. The questions presented are dependent on responses to previous questions.

Waste Class - Solid Waste Definition
Summary

Is the waste a "solid waste"?

☒ Yes ☐ No

Is this defined as a Hazardous waste?

☐ Yes ☒ No

[Back](#) [Save](#) [Save & Next](#)

Note: WASTELINQ provides links to regulatory references such as eCFR. Click on any link to learn more about a question or subject.

Waste Class: Solid Waste Exclusion

A user may indicate that a waste is excluded or exempted from certain regulatory requirements. Information about the relevant regulatory requirements may be found at <https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.26.261>. If the user indicates that an exclusion is applicable, the user will be prompted to select the relevant exemption from a drop-down list.

Waste Class - Solid Waste Exclusion
Summary

Is the solid waste excluded under §261.4 or exempt from regulations as a hazardous waste?

☒ Yes ☐ No

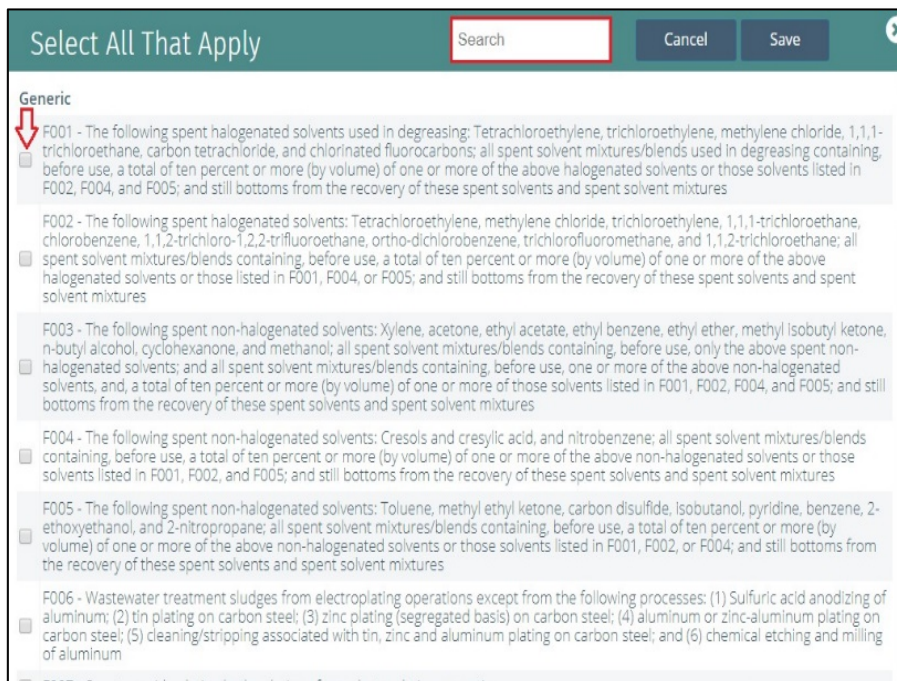
Exemption

[Back](#) [Save](#) [Save & Next](#)

Waste Class: EPA Codes Listed/Characteristic/UHC

Document all EPA codes that are applicable to the waste stream. Reference links are available. Additional information may be found at <https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.26.261>.

For F, P, K, U, and Toxic Codes, if “Yes” is checked, a pop up will appear allowing the user to select all applicable codes. Use the search bar at the top to search by code or by key words to narrow down the options. Select the applicable codes then click “Save.”



Select All That Apply [Search] [Cancel] [Save]

Generic

☐ F001 - The following spent halogenated solvents used in degreasing: Tetrachloroethylene, trichloroethylene, methylene chloride, 1,1,1-trichloroethane, carbon tetrachloride, and chlorinated fluorocarbons; all spent solvent mixtures/blends used in degreasing containing, before use, a total of ten percent or more (by volume) of one or more of the above halogenated solvents or those solvents listed in F002, F004, and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures

☐ F002 - The following spent halogenated solvents: Tetrachloroethylene, methylene chloride, trichloroethylene, 1,1,1-trichloroethane, chlorobenzene, 1,1,2-trichloro-1,2,2-trifluoroethane, ortho-dichlorobenzene, trichlorofluoromethane, and 1,1,2-trichloroethane; all spent solvent mixtures/blends containing, before use, a total of ten percent or more (by volume) of one or more of the above halogenated solvents or those listed in F001, F004, or F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures

☐ F003 - The following spent non-halogenated solvents: Xylene, acetone, ethyl acetate, ethyl benzene, ethyl ether, methyl isobutyl ketone, n-butyl alcohol, cyclohexanone, and methanol; all spent solvent mixtures/blends containing, before use, only the above spent non-halogenated solvents; and all spent solvent mixtures/blends containing, before use, one or more of the above non-halogenated solvents, and, a total of ten percent or more (by volume) of one or more of those solvents listed in F001, F002, F004, and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures

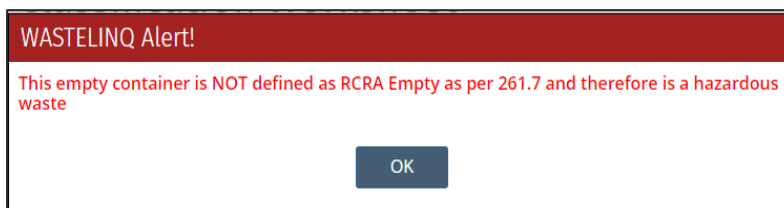
☐ F004 - The following spent non-halogenated solvents: Cresols and cresylic acid, and nitrobenzene; all spent solvent mixtures/blends containing, before use, a total of ten percent or more (by volume) of one or more of the above non-halogenated solvents or those solvents listed in F001, F002, and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures

☐ F005 - The following spent non-halogenated solvents: Toluene, methyl ethyl ketone, carbon disulfide, isobutanol, pyridine, benzene, 2-ethoxyethanol, and 2-nitropropane; all spent solvent mixtures/blends containing, before use, a total of ten percent or more (by volume) of one or more of the above non-halogenated solvents or those solvents listed in F001, F002, or F004; and still bottoms from the recovery of these spent solvents and spent solvent mixtures

☐ F006 - Wastewater treatment sludges from electroplating operations except from the following processes: (1) Sulfuric acid anodizing of aluminum; (2) tin plating on carbon steel; (3) zinc plating (segregated basis) on carbon steel; (4) aluminum or zinc-aluminum plating on carbon steel; (5) cleaning/stripping associated with tin, zinc and aluminum plating on carbon steel; and (6) chemical etching and milling of aluminum

Waste Class – RCRA Empty Container

The next page documents the classification of RCRA Empty Containers. If the material is not an empty container, select “No” then press “Save & Next” to move to the next questions. If the material is a RCRA empty container, select “Yes” and answer the additional questions that appear. Certain answers may disqualify the material as a RCRA Empty Container, and an alert may appear. In that case, click “Ok” and return to the original question – “Is this material an Empty Container that last held a hazardous waste or hazardous material?” – and select “No.”



WASTELINQ Alert!

This empty container is NOT defined as RCRA Empty as per 261.7 and therefore is a hazardous waste

[OK]

Waste Class - TSCA & Expired/Unused Chemicals

Document whether the waste characterization is subject to specific regulations and standards, including the Toxic Substances Control Act (TSCA), the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and the National Emission Standards for Hazardous Air Pollutants (NESHAP). Some reference links are provided.

Waste Class - TSCA & Expired/Unused Chemicals
Summary

Is your waste PCB-contaminated? ☐ Yes ☒ No

Is the waste a discarded or expired chemical product? ☐ Yes ☒ No

[CERCLA](#) Regulated Waste? ☐ Yes ☒ No

Benzene [NESHAP](#) Waste? ☐ Yes ☒ No

Halogenated Organic Compound? ☐ Yes ☒ No

Back
Save Save & Next

Physical Characteristics

Document the physical characteristics of the waste characterization. This information can be found via waste analysis or on the SDS. Information provided here will transfer to the waste profile.

Physical Characteristics
Summary

Physical State: ☐ Solid ☐ Dust/Powder ☐ Debris ☐ Sludge (Semi-solids) ☒ Liquid ☐ Gas/Aerosol ☐ Varies

Appearance

Odor ☒ Strong ☐ Mild ☐ None

pH: ☐ ≤ 2 ☐ > 2 to ≤ 5 ☐ > 5 to ≤ 10 ☒ > 10 to ≤ 12.5 ☐ > 12.5 ☐ N/A

Flash Point: ☐ < 73°F ☐ ≥ 73°F to < 100°F ☐ ≥ 100°F to < 140°F ☒ ≥ 140°F to < 150°F ☐ ≥ 150°F to < 200°F ☐ ≥ 200°F ☐ N/A

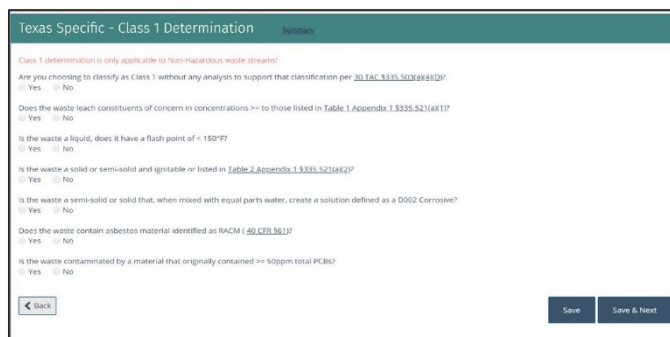
☒ Actual

Specific Gravity

Back
Save Save & Next

State Specific Questions

If applicable, state specific questions will be listed in the next pages. State specific questions are determined by the Site Location address in the settings/configurations. Complete all questions presented to satisfy the state's specific requirements. Where applicable, reference links are provided.



Texas Specific - Class 1 Determination Summary

Class 1 determination is only applicable to Non-Hazardous waste streams!

Are you choosing to classify as Class 1 without any analysis to support that classification per 30 TAC 5335.503(a)(2)?
☐ Yes ☐ No

Does the waste leach constituents of concern in concentrations \geq to those listed in Table 1, Appendix 1.5335.521(a)(1)?
☐ Yes ☐ No

Is the waste a liquid, does it have a flash point of $< 150^{\circ}\text{F}$?
☐ Yes ☐ No

Is the waste a solid or semi-solid and ignitable or listed in Table 2, Appendix 1.5335.521(a)(2)?
☐ Yes ☐ No

Is the waste a semi-solid or solid that, when mixed with equal parts water, create a solution defined as a D002 Corrosive?
☐ Yes ☐ No

Does the waste contain asbestos material identified as RACM (40 CFR 56.1)?
☐ Yes ☐ No

Is the waste contaminated by a material that originally contained $\geq 50\text{ppm}$ total PCBs?
☐ Yes ☐ No

[< Back](#) [Save](#) [Save & Next](#)

Once all information has been provided, click on the “Complete Waste Classification” button. The user will be redirected to the Summary Page for the characterization. Confirm all sections are marked “Completed.” Return to any sections marked “Incomplete” and complete any missing information. Once all sections show “Completed,” click “Next.” The Waste Characterization will now appear on the Waste Characterization main page. Clicking on a Waste Characterization Name will bring the user to the Waste Characterization Summary for the waste characterization in question.

The Waste Characterization main page also displays a status for each Waste Characterization. The statuses include:

- **Active** – The Waste Characterization is Active. The facility is currently creating this waste stream. It is available to be used to create a Profile within WASTELINQ.
- **Inactive** – The Waste Characterization is no longer active. The waste is no longer generated at the facility or another characterization has been completed for the waste. This characterization is not available for use to create a profile within WASTELINQ.
- **Pending Classification** – The Waste Characterization is pending due to incomplete characterization or waiting on analysis reports. The status of the characterization will change from “Pending Classification” to “Active” once all sections of the Waste Characterization are completed. This characterization is not available for use to create a profile within WASTELINQ.

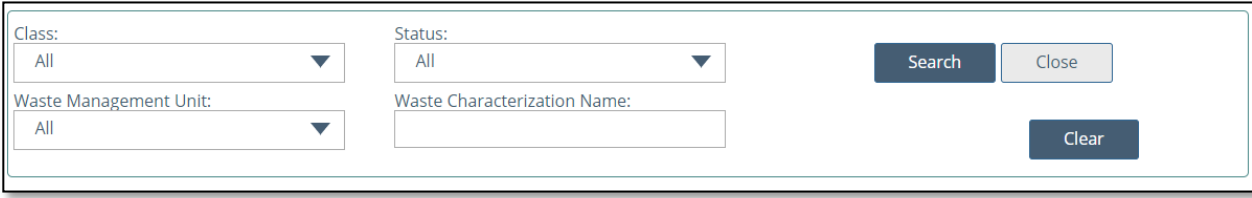
A PDF copy of the Waste Characterization Summary is stored in the Documents module.

SEARCH FUNCTION

The advanced search function allows the user to search for a specific waste characterization record by using user-defined filters. Available filters include:

- Class – The class of the waste (Hazardous, Non-hazardous, RECYCLE, UNIVERSAL, USED OIL)
- Waste Management Unit – The WMU assigned to each Waste Characterization
- Status – Active, Inactive, Pending Classification
- Waste Characterization – Free text field to type in key words to identify a waste characterization.

A simple search can be performed by typing in key words in the “Search” box at the top of the Waste Characterization Summary page. Once a search has been performed, remove the filters by clearing out the Search Box or with Advanced Search, click the “Clear” button on the right side of the box. Then click “Close” to close the Advanced Search box.



The Advanced Search Form is a rectangular box containing four filters and three buttons. The filters are arranged in a 2x2 grid. The top row contains 'Class:' and 'Status:', both with dropdown menus showing 'All'. The bottom row contains 'Waste Management Unit:' with a dropdown menu showing 'All', and 'Waste Characterization Name:' with a text input field. To the right of the filters are three buttons: 'Search' (dark blue), 'Close' (light blue), and 'Clear' (dark blue).

Class: All ▼	Status: All ▼	Search	Close
Waste Management Unit: All ▼	Waste Characterization Name: <input type="text"/>		
		Clear	

CREATING WASTE PROFILES

Clicking on the Waste Profiles tab will bring the user to the Waste Profile Summary page. This page displays information about all waste profiles that have been entered into WASTELINQ. The information display includes each profile’s status. A profile may have one of the following statuses:

- Pending Approval – Profile has been completed and waiting approval from TSDF.
- Approved – TSDF has approved the profile.
- Expired – Profile approval has expired.
- Closed – Profile has been closed - no longer being used to ship waste.

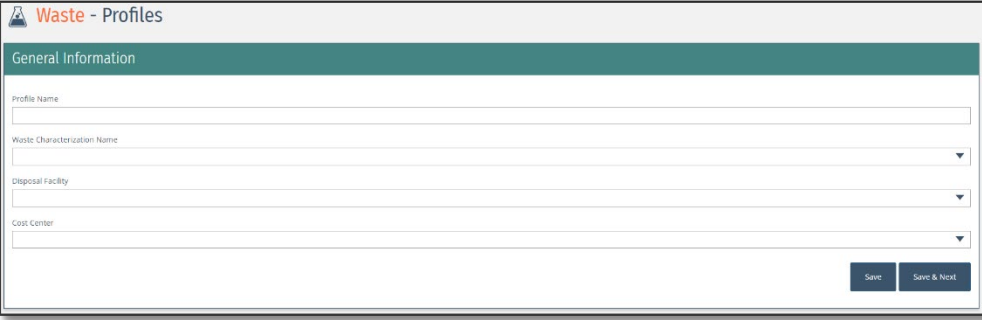
To create a new profile, click on “+New Waste Profile.” WASTELINQ recommends that the user answers all questions, although not all are required. If a required question is not answered, the application will not allow the user to continue to the next step until a response is provided.



General Information

Provide identifying information for the waste profile, including:

- **Profile Name** – A user-defined name for future profile identification.
- **Waste Characterization Name** – Choose an active waste characterization from the drop-down menu. If the desired waste characterization is not listed, return to the Waste Characterization tab to add a new Waste Characterization.
- **Disposal Facility** – Choose a disposal facility from the drop-down menu. If the desired disposal facility is not listed, return to Settings/Configuration to add the disposal facility under the Approved Vendors section.
- **Cost Center** – Choose a cost center for this waste profile from the drop-down menu. This option can track costs against different areas, cost centers, or purchase orders depending upon the initial settings. This is an optional field. If the desired cost center is not listed, return to Settings/Configuration to add the cost center under the Cost Center section.



Generator & Customer Information

This section is auto populated by information provided in the Settings/Configuration section. This is a read-only page. Errors may be corrected by returning to the Settings/Configuration section and editing the information.

Section 1: Generator & Customer Information
Summary

(Please verify read-only answers below.)

Generator/ Facility Name: User Guide

EPAID #: TXD74535345474

NAICS/SIC CODE: 541380

Facility Address

Test Test, TX 12345

24 Hours Emergency Response Number:

Mailing Address

Test Test, TX 12345

Billing Address and Contact Info

Test Test, TX 12345 123-123-1234

State ID #: 73947


Cost Center:

[< Back](#)
[Save](#)
[Save & Next](#)

Generating Process and Material Composition

Waste Characterization Name, Description, and Process Generating are auto-populated by information provided in the waste characterization. These fields are locked for editing from this screen. If edits are required, return to Waste Characterization tab and edit the desired waste characterization.

To provide the chemical, physical, and elemental constituents, complete the Chemical/Physical/Elemental Constituents grid for each constituent in the waste by clicking “Add” in the upper right corner of the grid. The user may search by Name or CAS # in the “Search Name and CAS #” box or the user may type in a chemical composition in the “Chemical Physical Composition” box. The user must enter the Typical, Min, and Max as all three are required. Choose the unit type of Vol % (Percent Volume), Wt % (Percent Weight) or ppm (Parts per Million). The user may enter in an RQ value or, if the constituent chosen from the list has an RQ, the value will pre-populate the RQ field.


Carbon Spent NH - Carbon Spent NH

Section 2: Generating Process and Material Composition
Summary

Waste Characterization Name: Carbon Spent NH

Waste Characterization Description (including chemical/physical description): Class 1 Non-hazardous spent activated carbon

Process generating the waste: generated on-site from a product process or service activity

Chemical/Physical/Elemental Constituents (need the following for each component):

Chemical/Physical Composition	CAS#	Typical	Min	Max	Unit Type	RQ	Add
< Back Save Save & Next							

Add Chemical Physical Composition

Chemical Physical Composition:

CAS:

Typical:

Min:

Max:

Unit Type: Vol %

RQ:

Cancel

Save

Add Chemical Physical Composition

Name	CAS/313 Category Codes	Section 313	RQ
(1,2-Phenylenebis(iminocarbonothioyl)) bismaleamic acid diethyl ester	23564-06-9	313	None
(1-Methyl)benzene	98-82-8	313	5,000
(2-(4-Phenoxyphenoxy)ethyl carbamic acid ethyl ester	72490-01-8	313	None
(2,3-diamino-4,5,6-trimethylphenyl)-(2-methylphenyl)methanone	90-94-8	313	None
(3-aminophenyl)-amine	108-45-2	313	None
(3Z,3'Z)-3,3'-[(3,3'-dimethylbiphenyl-4,4'-diyl)idyl(1Z)hydrazin-2-yl-1-ylidene]bis(5-amino-4-oxo-3,4-dihydronaphthalene-2,7-disulfonic acid)	72-57-1	313	10
(4-Chloro-2-methylphenoxy) acetate sodium salt	3653-48-3	313	None

Hide List

Note: After clicking in the “Search Name and CAS #” box the CAS # list will display. To exit out of this list and type in a chemical composition, click on “Hide List” at the bottom of the pop-up screen.

Physical and Chemical Properties

Complete all sections of this page before continuing. Some items are auto populated from the waste Characterization classification data. Most data can be found on the Safety Data Sheet (or SDS) of the material or analysis for the waste characterization. For additional questions, refer to your waste vendor or consultant. All information on this page is required.

- Physical State – Click the box next to each physical state component of the waste stream to enable entry of a percentage. Percentages must total to 100.

Section 3: Physical and Chemical Properties

Summary

Color:

Dark brown

Odor:

☐ None
 ☒ Mild
 ☐ Strong

Physical State:

☒ Solid

pH:

☒ > 2 to ≤ 5

Flash Point:

☒ ≥ 73°F to < 100°F

BTU/lbs Value:

☒ 0 - 4999
 ☐ 5000 - 10000
 ☐ > 10000
 ☐ Actual

Viscosity(cps):

☐ 1 - 100 (e.g. Water)
 ☒ 101 - 500 (e.g. Motor Oil)
 ☐ > 501 - 10000 (e.g. Molasses)
 ☐ > 10000
 ☐ Actual

Specific Gravity:

1

Physical State:

☒ Solid, 2 %
 ☒ Liquid, 98 %
 ☐ Sludge (Semi-solids), %
 ☐ Gas, %

Other Properties:

☐ Explosive
 ☐ Radioactive
 ☐ Thermally Unstable
 ☐ Shock Sensitive
 ☐ Pyrophoric
 ☐ Oxidizer
 ☐ Water Reactive

☐ Air Reactive
 ☐ Reactive Cyanides
 ☐ Reactive Sulfides
 ☐ Polymerizable
 ☐ Asbestos Friable
 ☐ Asbestos Non-Friable

☐ Metal Fines
 ☐ Organic Peroxides
 ☐ Dioxins
 ☐ Furans
 ☐ NORM
 ☐ Biohazard
 ☒ NONE

Regulatory:

☐ Restricted Under LDR
 ☐ Yes
 ☒ No

☐ UHC's
 ☐ Yes
 ☒ No

☐ < 500 PPM VOC
 ☐ Yes
 ☒ No

☐ Alternative Standards of Soil
 ☐ Yes
 ☒ No

☐ LDR Subcategory
 ☐ Wastewater
 ☐ Non Wastewater
 ☐ N/A

Back

Save

Save & Next

Shipping and Packaging Information

This section defines the estimated volume of waste as well as shipping container types and sizes. Cost information is documented here as well. If the waste is a DOT hazardous material, this page will help you define the correct DOT Shipping Description. Complete all sections before continuing to the next step.

- Enter an estimated volume and frequency.

Shipping & Volume Frequency

Volume of waste to be shipped: Gals

Frequency: ☐ One Time ☒ Monthly ☐ Annually

- To add Container Types, click “Add” and provide the information requested in the dialog box. Cost information is optional at this point. Cost information can be added in the Approval and Cost Information section once the final approval is received.

Container Type	Container Size	Volume Type	Weight	RQ	Cost Basis	Cost	Min. Cost	Min Cost Unit	Shipment Unit	Add
DM	55	Gals	458.7	No	Per Container			Per Container	P	Delete

Add Approved Profile Cost Information

Container Type:

Container Size: Gals

Cost Basis: Per Container

Cost:

Min Cost:

Min Cost Unit: Per Container

Shipment Unit: P. Pounds

Cancel Save

- If the waste is a U. S. Department of Transportation Hazardous Material, select “Yes.” This selection will require that a proper shipping name per [Title 49 of the Electronic Code of Federal Regulations](#) (CFR) be provided. For assistance, click “Generate Full DOT Description.” Begin typing the UN/NA number or shipping name in the “Search UN/NA# and Shipping Name” box. WASTELINQ will populate most of the information for a proper shipping name. Complete remaining fields and click “Save.”
- The user may choose which RQ to use: Constituent RQ or EPA RQ.

Generate DOT Full Description

Search UN/NA# and Shipping Name

ID# UN/NA:

US DOT Shipping Name:

Haz Class:

Sub Class:

PG:

ERG:

RQ#:

☒ Constituent RQ = 100.0 ☐ EPA RQ = 100.0

Tech Name:

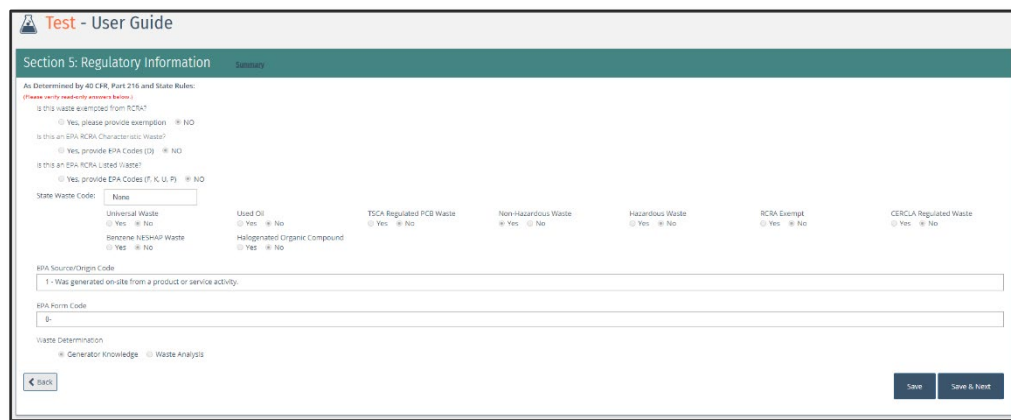
- Choose one or more waste management units in which the waste is stored. Available waste management units are auto-populated from information provided in the Waste Characterization. To add or change waste management units, return to the Waste Characterization for this waste.

Waste Management Unit:

- ☒ Container Storage
- ☒ Tank 1
- ☒ Tank 2
- ☒ Bulk Shipping Container

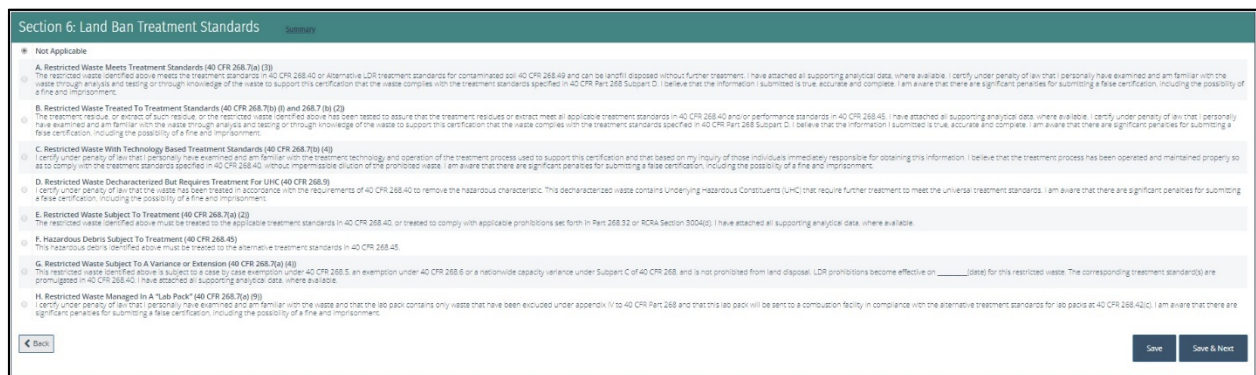
Regulatory Information

- Regulatory information is auto-populated from the waste characterization data. If errors or changes are required, return to the Waste Characterization tab to edit the appropriate waste stream.



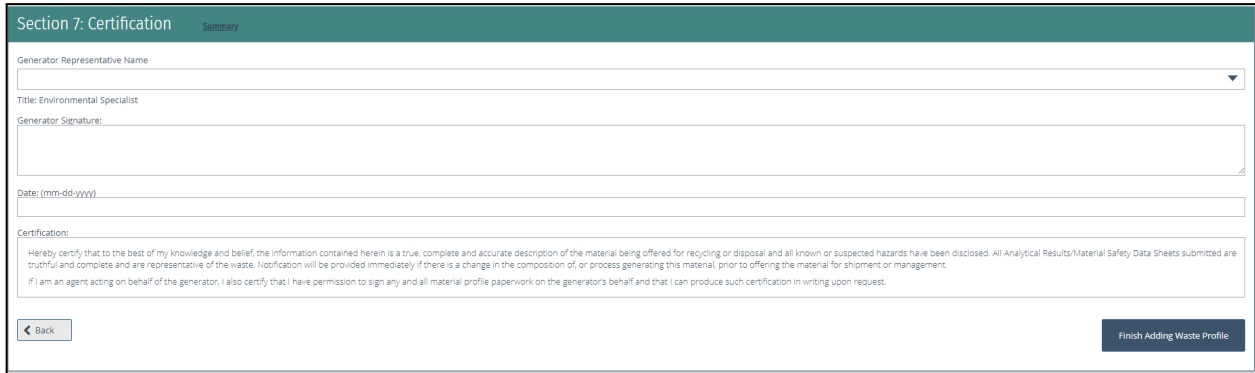
Land Ban Treatment Standard

Choose the appropriate Land Ban Treatment Standard category for the waste stream. For more information, refer to [Title 40 of the CFR](#).



Certification

The Certification Page documents the representative that created the profile. Choose the facility representative who will be signing the profile document. If the desired signatory is not listed, return to Settings and Configuration to add the person to the Contacts section of the General Registration.



Section 7: Certification Summary

Generator Representative Name:

Title: Environmental Specialist

Generator Signature:

Date: (mm-dd-yyyy)

Certification:

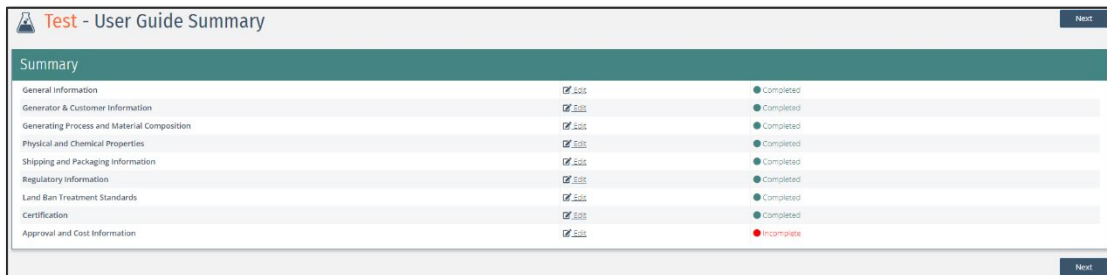
I hereby certify that to the best of my knowledge and belief, the information contained herein is a true, complete and accurate description of the material being offered for recycling or disposal and all known or suspected hazards have been disclosed. All Analytical Results/Material Safety Data Sheets submitted are truthful and complete and are representative of the waste. Notification will be provided immediately if there is a change in the composition of or process generating this material, prior to offering the material for shipment or management.

If I am an agent acting on behalf of the generator, I also certify that I have permission to sign any and all material profile paperwork on the generator's behalf and that I can produce such certification in writing upon request.

[< Back](#) [Finish Adding Waste Profile](#)

To complete the profile, click “Finish Adding Waste Profile.” The user will be redirected to the Summary Page for the profile. Confirm all sections are marked “Complete.” Return to any sections marked “Incomplete” and complete any missing information.

A PDF copy of the Waste Characterization Summary is stored in the Documents Module.



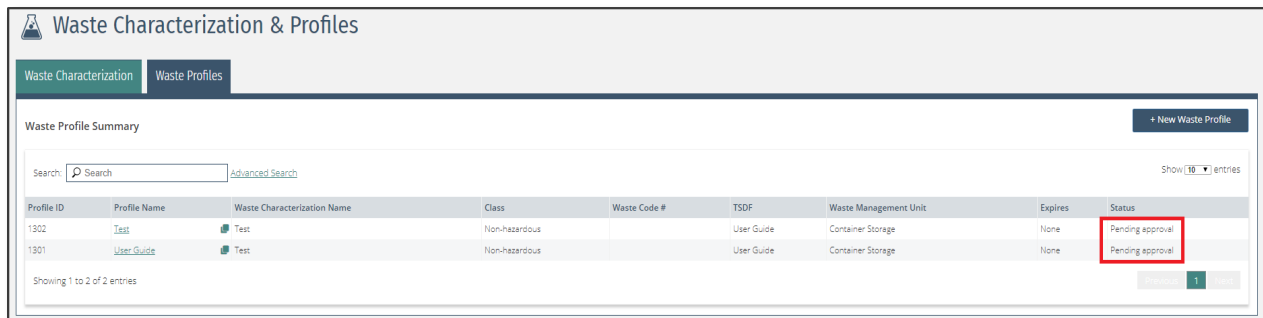
Test - User Guide Summary Next

Summary

Section	Status	Action
General Information	Completed	View
Generator & Customer Information	Completed	View
Generating Process and Material Composition	Completed	View
Physical and Chemical Properties	Completed	View
Shipping and Packaging Information	Completed	View
Regulatory Information	Completed	View
Land Ban Treatment Standards	Completed	View
Certification	Completed	View
Approval and Cost Information	Incomplete	View

Next

If all data is accurate, click “Next” to view the Waste Profile Summary page. The newly created profile will be assigned the status “Pending Approval.”



Waste Characterization & Profiles

Waste Characterization Waste Profiles

Waste Profile Summary [+ New Waste Profile](#)


Search: [Advanced Search](#) Show: 10 entries

Profile ID	Profile Name	Waste Characterization Name	Class	Waste Code #	TSDF	Waste Management Unit	Expires	Status
1302	Test	Test	Non-hazardous		User Guide	Container Storage	None	Pending approval
1301	User Guide	Test	Non-hazardous		User Guide	Container Storage	None	Pending approval

Showing 1 to 2 of 2 entries

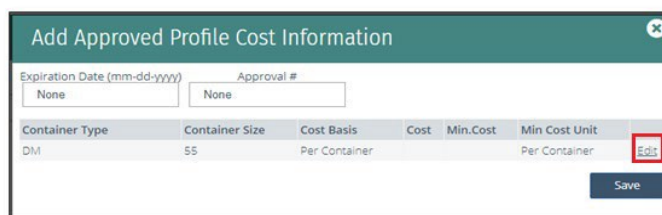
1

Upon approval by the waste vendor and/or disposal facility, cost and approval information can be updated by clicking on the desired profile and choosing to edit the Approval and Cost section of the profile from the profile summary.



Summary		
General Information	Edit	Completed
Generator & Customer Information	Edit	Completed
Generating Process and Material Composition	Edit	Completed
Physical and Chemical Properties	Edit	Completed
Shipping and Packaging Information	Edit	Completed
Regulatory Information	Edit	Completed
Land Ban Treatment Standards	Edit	Completed
Certification	Edit	Completed
Approval and Cost Information	Edit	Incomplete

When the user changes the status from pending approval to approved, a pop-up will open. Enter the expiration date and approval number. To enter the cost information, click “Edit.” Enter a container type, container size, cost basis, cost, minimum cost (if needed) and the unit of measure for the minimum cost. This information will be saved in Section 4 of the Waste Profile as well.



Add Approved Profile Cost Information

Expiration Date (mm-dd-yyyy)

Approval #

None

None

Container Type	Container Size	Cost Basis	Cost	Min. Cost	Min Cost Unit	
DM	55	Per Container			Per Container	Edit

Save

Once all approval information is entered, click “Save” and the user will be returned to the Approval and Cost page. Assign a Handling Code from the drop-down menu. Attach approval documents by clicking “Choose File” at the bottom of the screen. Select the document from the user’s document files and click “Upload.” Any file attached here will be saved in the Documents module in the folder labeled with the profile name.

SEARCH FUNCTION

The advanced search function allows the user to search for a specific waste profile record by using user-defined filters. Available filters include:

- Class – The class of the waste (Hazardous, Non-Hazardous, RECYCLE, UNIVERSAL, USED OIL)
- Status – Pending Approval, Approved, Expired, Closed
- Waste Characterization – Search by the name of the profile.
- TSDF – The disposal facility associated with the profile.

A simple search can be performed by typing in key words in the “Search” box at the top of the Waste Characterization Summary page. Once a Search has been performed, remove the filters by clearing out the Search Box or with Advanced Search, click the “Clear” button on the right side of the box. Then click “Close” to close the Advanced Search box.



Waste Characterization:
All

TSDF:
All

Search
Close

Class:
All

Status:
All

Clear

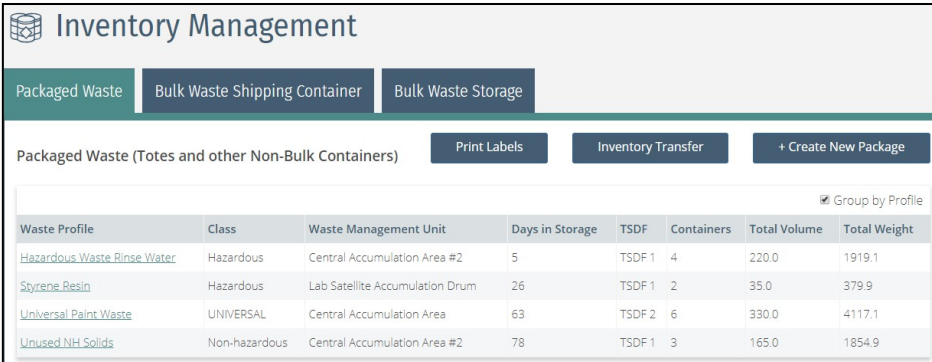
INVENTORY MANAGEMENT

**Inventory Management is available on Advanced subscriptions.*

The Inventory Management module allows users to track waste from the point of generation to ultimate disposition. The Inventory Management module categorizes the waste into the following:

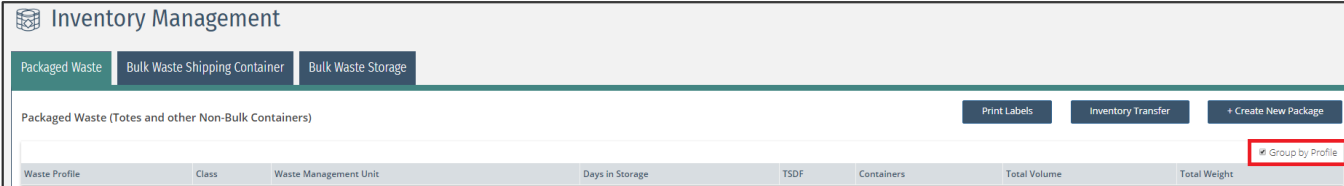
- Packaged waste – All waste contained within containers such as drums, pails, and totes.
- Bulk shipping container waste – All waste contained within a bulk container that is a Department of Transportation (DOT) approved shipping container.
- Bulk storage waste - All waste contained within a bulk storage container such as an onsite fixed tank.

The Inventory Module is divided up into three categories - Packaged Waste, Bulk Waste Shipping Container, and Bulk Waste Storage. Click the tab of the desired inventory category. After choosing one of these categories, the user will see a summary table that displays all inventory items for that category, including Waste Profile Name, Class, Waste Management Unit, Days in Storage, TSDF, Number of Containers, Total Volume and Total Weight. The Bulk Waste Summary grid also displays current volume, percent full and pending shipment information.



Waste Profile	Class	Waste Management Unit	Days in Storage	TSDF	Containers	Total Volume	Total Weight
Hazardous Waste Rinse Water	Hazardous	Central Accumulation Area #2	5	TSDF 1	4	220.0	1919.1
Styrene Resin	Hazardous	Lab Satellite Accumulation Drum	26	TSDF 1	2	35.0	379.9
Universal Paint Waste	UNIVERSAL	Central Accumulation Area	63	TSDF 2	6	330.0	4117.1
Unused NH Solids	Non-hazardous	Central Accumulation Area #2	78	TSDF 1	3	165.0	1854.9

The default view in each Inventory tab will be “Group by Profile” which groups all inventory items by the profile. To view the individual inventory items for a profile, click on the name of the Waste Profile. Group by Profile can be turned off by unchecking the radio button on the right side of the grid. Once turned off, all individual inventory items will be listed in order of the number of days in storage.



Waste Profile	Class	Waste Management Unit	Days in Storage	TSDF	Containers	Total Volume	Total Weight
---------------	-------	-----------------------	-----------------	------	------------	--------------	--------------

All inventory items are given a unique numerical identifier. The number is composed of a Company ID + Profile ID + Unique Sequential Number. **Example** – 11-43-10079.

INVENTORY STATUS DEFINITIONS

Inventory Status describes the stage of the inventory management cycle that the waste is in. These stages are:

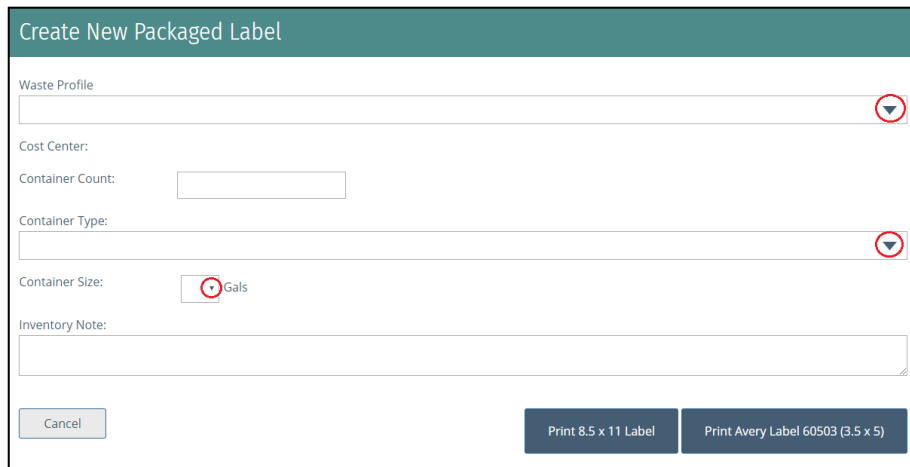
- Satellite Accumulation – Waste is currently being managed in a satellite accumulation area.
- Point of Generation – Waste is currently being managed in a determined area near the point of generation.
- Generated – Waste has been generated but has not yet been moved into storage.
- Stored – Waste is in a waste storage area.

PRINTING STORAGE LABELS


The Print Label button prints the label(s) for the specified waste profile. These items are not in inventory until a label is scanned through the mobile application or entered into inventory through the “Manual Inventory Override.” This function allows the user to print several storage labels prior to waste generation. To print storage labels, click the “Print Labels” button in the top of the inventory page.

Print Packaged Labels

For packaged waste, choose the Waste Profile for the labels. Enter the number of labels to be printed in the Container Count box. Choose the container type and size. If a desired container type and size is not presented as an option, return to the Profile module – Section 4: Shipping and Packaging Information, to enter the desired container type and size. Enter an Inventory Note if needed. If a new container type and size are added, it is important to ensure the new container type and size are approved by the final TSDF.





Create New Packaged Label

Waste Profile 

Cost Center:

Container Count:

Container Type: 

Container Size:  Gals


Inventory Note:

There are two label options to print – “Print 3.5 x 5 Labels” which prints 4 – 3.5 x 5 labels per 8.5 x 11 page or “Print 8.5 x 11 Label” which prints 1 label per page. Once in the print preview page, click “Print” to send the labels to the printer. Click “Return to Inventory Management Main Page” to return to the Inventory Module.

<p>FEDERAL AND/OR STATE LAW PROHIBITS IMPROPER DISPOSAL If found, contact the nearest police or public safety authority, The U.S. Environmental Protection Agency or the State Department of Environmental Protection.</p> <p>GENERATOR INFORMATION: Demo Company Demo Facility 123 Waste Way Houston, TX 77777 Phone: 281-555-5555 EPA ID: TXD12345678 Inventory #: 11-43-10082</p> <p>Generation Date:</p> <p>UN1993, Waste Flammable liquids, n.o.s., 3</p> <p>TSDF: TSDF 1 DM 55</p> <p>Approval Number: 12345 Waste Name: Hazardous Waste Rinse Water State Waste Code: 0001101H E.P.A. Waste Codes: D001, D018</p>  	<p>FEDERAL AND/OR STATE LAW PROHIBITS IMPROPER DISPOSAL If found, contact the nearest police or public safety authority, The U.S. Environmental Protection Agency or the State Department of Environmental Protection.</p> <p>GENERATOR INFORMATION: Demo Company Demo Facility 123 Waste Way Houston, TX 77777 Phone: 281-555-5555 EPA ID: TXD12345678 Inventory #: 11-43-10082</p> <p>Generation Date:</p> <p>UN1993, Waste Flammable liquids, n.o.s., 3</p> <p>TSDF: TSDF 1 DM 55</p> <p>Approval Number: 12345 Waste Name: Hazardous Waste Rinse Water State Waste Code: 0001101H E.P.A. Waste Codes: D001, D018</p>  	<p style="text-align: center;">HAZARDOUS WASTE <small>Federal and/or state law prohibits improper disposal. If found, contact the nearest police or public safety authority, the U.S. Environmental Protection Agency.</small></p> <p>Contents Information Inventory ID #: 11-43-10086 Material: Hazardous Waste Rinse Water EPA Haz Waste # (s): 0001, D018 TX Waste Code: 0001101H</p> <p>UN1993, Waste Flammable liquids, n.o.s., 3</p> <table border="1"> <tr> <td data-bbox="868 661 1177 808"> Generator Information Demo Company 123 Waste Way Houston, TX 77777 EPA ID #: TXD12345678 </td> <td data-bbox="1185 661 1485 808"> Container Information Generation Date: 11-43-10086 <div style="font-size: 2em; font-weight: bold;">04-16-2019</div>  </td> </tr> </table> <p><small>In case of accident or spill, call the TransCO ER's Emergency Response number: 888-555-5555</small></p> <p><small>For information and assistance in the event of a spill or release of a reportable quantity of this material, contact U.S. Coast Guard National Response Center: 1-800-424-8802</small></p> <p>Required Placards/Labels Flammable Liquid and Combustible Liquid</p>	Generator Information Demo Company 123 Waste Way Houston, TX 77777 EPA ID #: TXD12345678	Container Information Generation Date: 11-43-10086 <div style="font-size: 2em; font-weight: bold;">04-16-2019</div> 
Generator Information Demo Company 123 Waste Way Houston, TX 77777 EPA ID #: TXD12345678	Container Information Generation Date: 11-43-10086 <div style="font-size: 2em; font-weight: bold;">04-16-2019</div> 			

Print New Bulk Label

The Bulk Waste Shipping Container and Bulk Waste Storage Inventory categories can also print storage labels. Once in the appropriate section, click “Print Labels.” Enter a container number such as a tank or roll off box number in the Container # field and add any notes about the container in the Container Notes section. Choose a Waste Profile and container type and size. If a desired container type and size is not presented as an option, return to the Profile Module – Section 4: Shipping and Packaging Information, to enter the desired container type and size. If a new container type and size are added, it is importation to ensure the new container type and size are approved by the final TSDF. Then click “Print 8.5 x 11 Label” or “Print 3.5 x 5 Label.” Click “Return to Inventory Management Main Page” to return to the Inventory Module.

 **Print Bulk Labels**

Create New Bulk Label

Container #:

Container Note:

Waste Profile:

Cost Center:

Container Type:

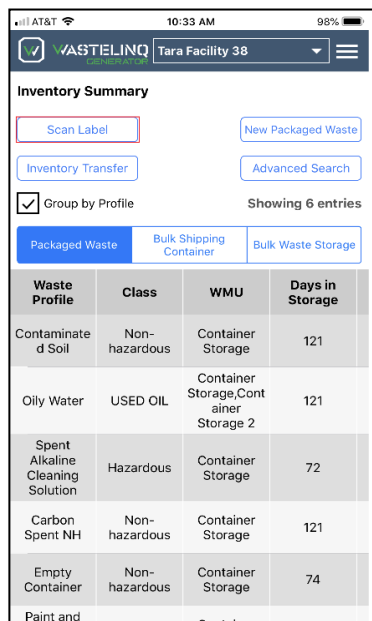
Container Size: ☐ Gals

***Note:** WASTELINQ labels are configured to fit on an 8.5 x 11 page. We highly recommend using thermal printers such as a SATO printer for the durability of the label. For laser printers, we recommend Avery Ultra Duty GHS Chemical Labels 60501.

Entering Storage Labels into Inventory

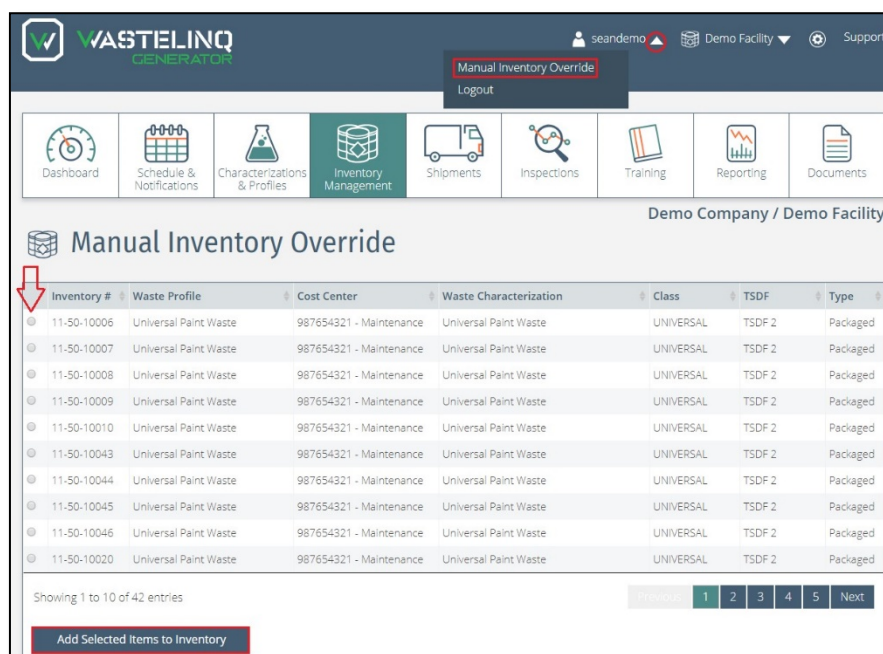
Once waste has been generated, the container can be scanned into inventory by using the WASTELINQ Mobile App or a Manual Inventory Override.

WASTELINQ Mobile App – Log into the WASTELINQ App and go to the Inventory Section. Click “Scan Label” and hold the scan window over the QR code on the label. Select the Waste Management Unit, Container Type, Size, and Volume then click “Save.” Please see the WASTELINQ Mobile App User Guide for more information.



Waste Profile	Class	WMU	Days in Storage
Contaminated Soil	Non-hazardous	Container Storage	121
Oily Water	USED OIL	Container Storage, Container Storage 2	121
Spent Alkaline Cleaning Solution	Hazardous	Container Storage	72
Carbon Spent NH	Non-hazardous	Container Storage	121
Empty Container	Non-hazardous	Container Storage	74
Paint and			

Manual Inventory Override – To enter a storage label manually into inventory, click the down arrow next to the User ID at the top of the page. Choose “Manual Inventory Override.” A list of all Storage Labels created will appear. Click on the item that is to be added into inventory then click “Add Selected Item To Inventory.” Choose the Waste Management Unit, Container Type, Size and Volume. Click “Save.” The item will now appear in the Inventory Management Module. Click on any Module to exit the Manual Inventory Override screen.



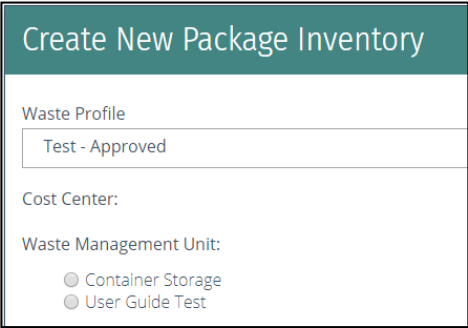
CREATING NEW PACKAGED INVENTORY

- Click on the “+ Create New Package” button found at the top right corner of the inventory main page.




- Select the waste profile associated with the inventory. Available waste profiles are pre-populated in the drop-down menu from the Waste Profiles module. Profiles with the status of Pending Approval and Approved will both appear in this drop down. The profile will have the status listed next to the name.

- After selecting the waste profile, the waste management units associated with the profile will appear under Waste Management Unit. Click the radio button next to the waste management unit for this inventory to select it. If the desired WMU is not available in the drop-down, please return to the Waste Characterization Module – Origin and Storage Section to add it to the appropriate Waste Characterization. Once added to the Waste Characterization, go to the Waste Profile – Section 4: Shipping and Packaging Information to check the new Waste Management Unit. *Note: If the profile the user wishes to select is not available in the drop-down menu, then that profile is not associated with a WMU unit that has the inventory type of Packaged. The user must go back to the profile and add a Packaged WMU.*



- Enter the Container Count. Inventory can be added one item at a time or as a group. However, if multiple containers are added at once, the volume entered will apply to all the containers. If the volume in the containers vary, enter each container separately.
- Select the container type from the drop-down list and specify the container size. If the desired container is not available in the drop-down, please return to the Waste Profile Module – Section 4: Shipping and Packaging Information and add that container type and size.
- Select the status of the waste inventory (see status definitions above).



- Enter the actual volume per container. The user may enter the number of gallons or a percent of the container that is full of waste. If the user is adding more than once container at a time, all containers will be documented with the volume entered. Enter containers into inventory separately if the volumes vary.

Volume (per Container): Gals Or %

Date: mm-dd-yyyy

- Add any notes relevant to this inventory in the Custom Inventory Fields. The Custom Inventory Fields were configured in the Settings and Configuration section.

Note:

Wash Ticket Number:


Last Contents:

Customer Name:

- Click the “Save and Print Inventory Labels” button to produce inventory labels. These labels are marked automatically into inventory. If a label is lost, the user may reprint it by clicking on the inventory item and choosing to “Print Avery Label 60503 (3.5 x 5)” or “Print 8.5 x 11 Label.”
- Click Save. The new inventory record is visible in the Packaged Waste Inventory main page.

Once the user has created inventory, the default view will be Group by Profile. Click on the profile name to see the detailed view of all inventory items associated with that profile. Or, unclick Group by Profile to view all inventory items.

The Packaged Waste Inventory page can be sorted and searched when the “Group By Profile” is unchecked. Click on the arrows in each column heading of the main page to sort the content. Search for an inventory item by typing in the Inventory Number into the Search box. Click the Advanced Search button to search by Waste Profile, Waste Management Unit, Class or Inventory Status.


Inventory Management

Packaged Waste | Bulk Waste Shipping Container | Bulk Waste Storage

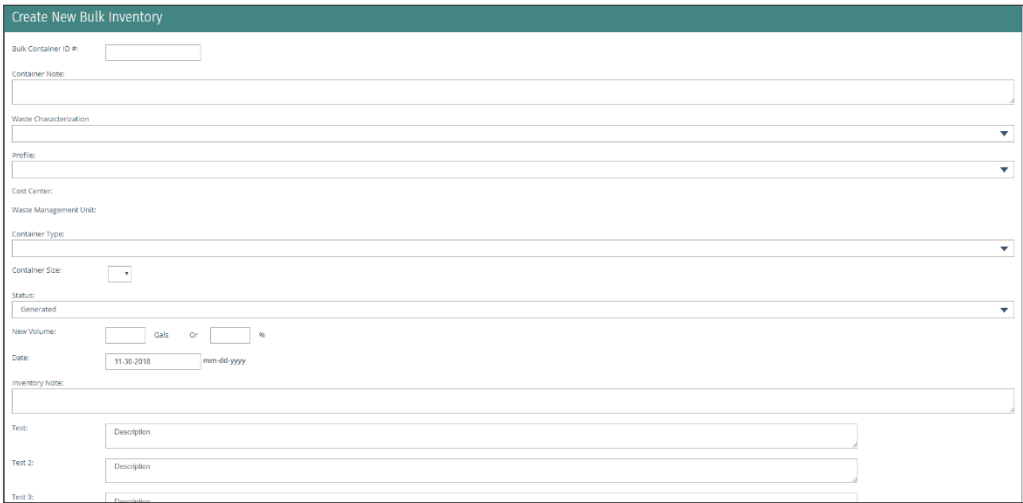
Packaged Waste (Totes and other Non-Bulk Containers)
 Print Labels
Inventory Transfer
+ Create New Package

Search: [Advanced Search](#)
Group by Profile
Show 10 entries

Inventory #	Waste Profile	Class	Waste Management Unit	Container Type	Container Size	Weight	Days in Storage	TSDI	% Full	Inventory Status	Shipment Status
11-53-10041	Unused NH Solids	Non-hazardous	Central Accumulation Area #2	DF	55	618.3	79	TSDI 1	100.0	Generated	
11-53-10040	Unused NH Solids	Non-hazardous	Central Accumulation Area #2	DF	55	618.3	79	TSDI 1	100.0	Generated	
11-53-10042	Unused NH Solids	Non-hazardous	Central Accumulation Area #2	DF	55	618.3	79	TSDI 1	100.0	Generated	

CREATING NEW BULK SHIPPING CONTAINERS

- Click on the “+ Create New Bulk Shipping Container” button found in the top right corner of the inventory summary grid.
- The user will first be given the option to enter a Bulk container ID # such as a box or tank number and a Container note. *Note: Both fields are not required.*
- Select the waste characterization that will be going into inventory. Available waste characterizations are pre-populated in the drop-down menu from the Waste Characterization module.
- Select the waste profile associated with the inventory. Available waste profiles are pre-populated in the drop-down menu from the Waste Profiles module.
- After selecting the waste profile, the waste management units associated with the profile will appear under Waste Management Unit. Click the radio button next to the waste management unit for this inventory. *Note: If the desired WMU is not available in the drop-down, please return to the Waste Characterization Module – Origin and Storage Section to add it to the appropriate Waste Characterization. Once added to the Waste Characterization, go to the Waste Profile – Section 4: Shipping and Packaging Information to check the new Waste Management Unit. If the WMU does not exist as an option, return to the Settings and Configuration to enter an appropriate WMU.*
- Select the container from the drop-down list. *Note: This list will only show the container types associated with the chosen profile. If the desired container is not available in the drop-down, please return to the Waste Profile Module – Section 4: Shipping and Packaging Information and add that container type and size.*
- Select the status of the waste inventory (see status definitions above).
- Enter the actual volume of the waste.
- Enter the date if different than the current day.
- Add any notes relevant to this inventory and complete the Customer Inventory Fields. The Custom Inventory Fields were configured in the Settings and Configuration Section.



Create New Bulk Inventory

Bulk Container ID #:

Container Note:

Waste Characterization:

Profile:

Cost Center:

Waste Management Unit:

Container Type:

Container Size:

Status:

New Volume: Gals Or M3

Date: mm-dd-yyyy

Inventory Note:

Text 1: Description

Text 2: Description

Text 3: Description

- Click the “Save and Print Avery Label 60503 (3.5x5)” or “Save and Print 8.5x11 Label” to produce the necessary inventory labels.

FEDERAL AND/OR STATE LAW
PROHIBITS IMPROPER DISPOSAL

If found, contact the nearest police or public safety authority,
The U.S. Environmental Protection Agency or the State
Department of Environmental Protection.

GENERATOR INFORMATION:
 Tara Company
 Test
 Test, TX 12345
 Phone: 123-123-1234
 EPA ID: TXD74535345474
 Inventory #: 58-303-10003

Generation Date:

Non-DOT Regulated Waste Material

TSD: User Guide TT 5500
 Approval Number: None
 Waste Name: Test
 State Waste Code: None
 E.P.A. Waste Codes:




NON-HAZARDOUS WASTE

Federal and/or state law prohibits improper disposal. If found, contact the nearest police or public safety authority, the
U.S. Environmental Protection Agency.

Contents Information
 Inventory ID #: 58-303-10005
 Material: **Test**
 TX Waste Code: None

Non-DOT Regulated Waste Material (Test)

Generator Information
 Tara Company
 Test Test, TX 12345
 EPAID #: TXD74535345474

Container Information
 Generation Date: 58-303-10005

04-24-2019




In case of accident or spill, call the User Guide's Emergency Response number: 123-456-7890

For information and assistance in the event of a spill or release of a reportable quantity of this material, contact U.S. Coast Guard National Response Center: 1-800-424-8802

Required Placards/Labels

- If inventory labels are not needed, simply click “Save.” The new inventory record is visible in the Bulk Waste Shipping Container Inventory summary page.

The Bulk Waste Shipping Container Inventory page can be sorted and searched when the “Group By Profile” is unchecked. Click on the arrows in each column heading of the main page to sort the content. Search for an inventory item by typing in the Inventory Number into the Search box. Click the Advanced Search button to search by Waste Profile, Waste Management Unit, or Inventory Status.



Inventory Management

Packaged Waste

Bulk Waste Shipping Container

Bulk Waste Storage

Bulk Waste Shipping Container

Print Labels

Inventory Transfer

+ Create New Bulk Shipping Container

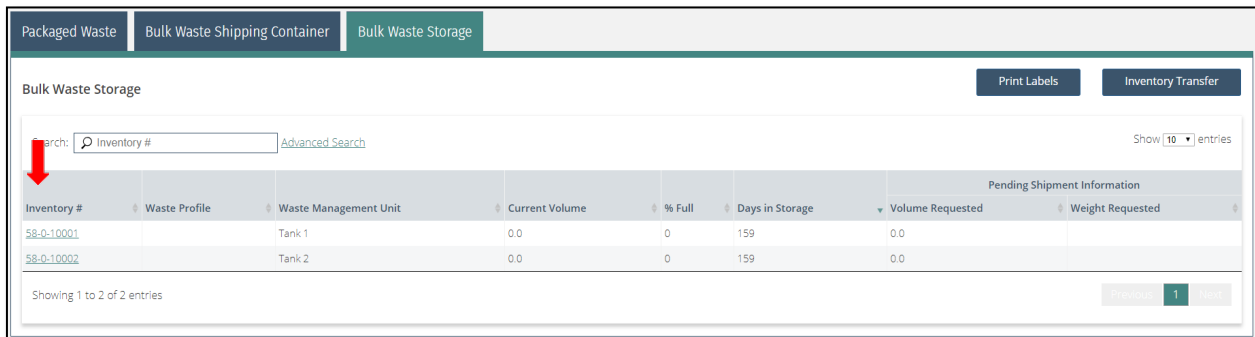
Search: Advanced Search

☐ Group by Profile Show 10 entries

Inventory #	Type	Bulk Container ID #	Waste Profile	Waste Management Unit	Container Type	Container Size	Weight	Days in Storage	TSD	Current Volume	% Full	Inventory Status	Shipment Status
11-53-10010	Bulk Shipping Container	21654	Unused NH Solids	Bulk Waste Storage Area	CM	5000	8998.9	79	TSD 1	830.0	16.6	Generated	
11-44-10011	Bulk Shipping Container	RBR250	NH Filter Press Solids	Bulk Waste Storage Area	CM	5000	60048.0	57	TSD 2	4000.0	80.0	Stored	

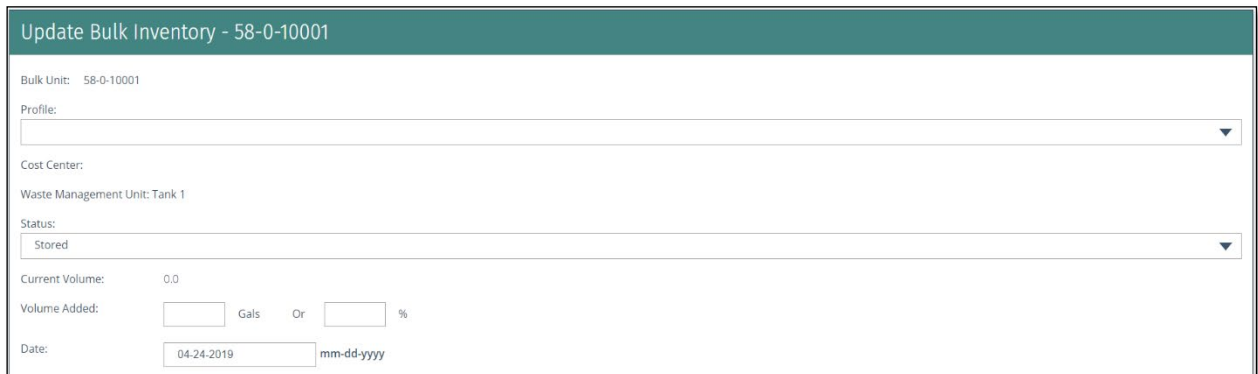
ADDING INVENTORY TO BULK WASTE STORAGE

Each Bulk Waste Storage unit is automatically created as an inventory item when it is created as a Waste Management Unit in the Settings and Configuration page. These units are “fixed” tanks to the facility and will not leave the facility for the disposal of waste. If a Bulk Waste Storage unit is not on the main page of the section, return to the Settings and Configuration section for Waste Management Units to add the unit. The Bulk Waste Storage Summary page displays each inventory unit, the current volume, the percent full, the number of days in storage and pending shipment information including volume/weight requested.



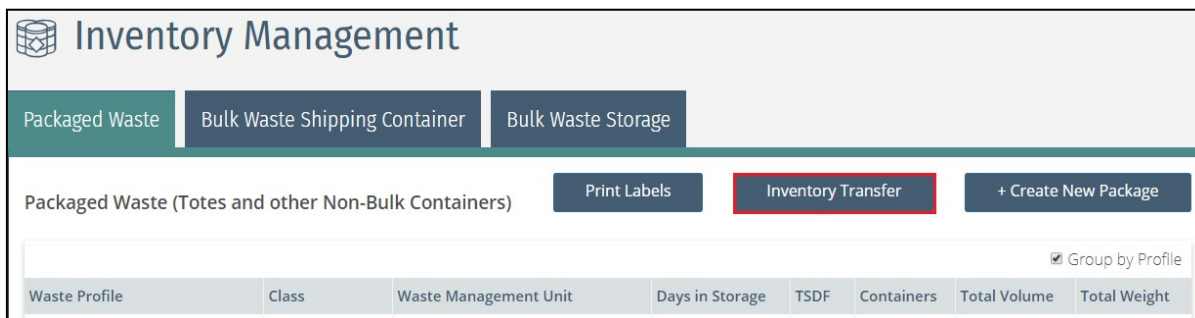
Inventory #	Waste Profile	Waste Management Unit	Current Volume	% Full	Days in Storage	Volume Requested	Weight Requested
58-0-10001		Tank 1	0.0	0	159	0.0	
58-0-10002		Tank 2	0.0	0	159	0.0	

To add waste to the Bulk Waste Storage unit, click on the Inventory # of the unit. A new page will open. The page will allow you to change the profile (if applicable), add volume by gallons or percent, document the date and make notes in the Customer Inventory Fields. Click “Save” Or “Save and Exit” to return to the main page.




TRANSFER INVENTORY

The Transfer Inventory function enables the transfer of inventory between containers, tanks, or Waste Management Units within a facility. To begin an inventory transfer, click the “Inventory Transfer” button in the top right of the inventory main page.



In the Transfer Inventory Form, choose whether the transfer is one of the following:

- Container to Container Transfer – Transfer waste from one inventory item to another. This includes transferring from a container (drum/pail/tote/tank/box) to another container.
- WMU to WMU Transfer – Move waste inventory from one Waste Management Unit to another Waste Management Unit. Example – Point of Generator to a Central Accumulation Area.

For a Container to Container Transfer, choose the Waste Characterization of the waste inventory to be transferred. Choose the Disposal Facility. *Note: The disposal facility drop-down menu will only display those that are associated with the chosen profile.* Then choose the type of transfer:

- Packaged to Bulk – Transferring waste inventory stored in packaged containers such as drums to a larger bulk container such as a tank or roll off box.
- Packaged to Packaged – Transferring waste inventory from one packaged container to another packaged container.
- Bulk to Packaged – Transferring waste inventory from a bulk container such as a tank or box to a Packaged container such as a drum or tote.
- Bulk to Bulk – Transferring waste inventory from one bulk container to another bulk container such as tank to tank or roll off box to roll off box.

Once the appropriate data has been entered, a list of all inventory items meeting that criteria is displayed. Click the check box next to each inventory item that will be transferred. Once all items are checked, click the “Transfer To” button. *Note: To transfer a partial amount of a container, change the amount in the “Quantity” field and only the amount entered will be transferred.*

Transfer Inventory From

☒ Container to Container Transfer
☐ WMU to WMU Transfer

Waste Characterization

Disposal Facility

Packaged to Bulk

<input type="checkbox"/>	Inventory #	Waste Profile	Class	Waste Management Unit	Container Type	Date Generated	Days in Storage	TSDF	Inventory Status	Current Volume	Quantity
<input checked="" type="checkbox"/>	58-348-10047	User Guide	Non-hazardous	Container Storage	DM	04-24-2019	1	User Guide	Generated	55.0	<input type="text" value="55.0"/> Gallons
<input checked="" type="checkbox"/>	58-348-10046	User Guide	Non-hazardous	Container Storage	DM	04-24-2019	1	User Guide	Generated	55.0	<input type="text" value="55.0"/> Gallons
<input checked="" type="checkbox"/>	58-348-10045	User Guide	Non-hazardous	Container Storage	DM	04-24-2019	1	User Guide	Generated	55.0	<input type="text" value="55.0"/> Gallons
<input checked="" type="checkbox"/>	58-348-10044	User Guide	Non-hazardous	Container Storage	DM	04-24-2019	1	User Guide	Generated	55.0	<input type="text" value="55.0"/> Gallons
<input checked="" type="checkbox"/>	58-348-10043	User Guide	Non-hazardous	Container Storage	DM	04-24-2019	1	User Guide	Generated	55.0	<input type="text" value="55.0"/> Gallons

The next page displays all inventory items that meet the criteria for the transfer destination. Check the boxes to the left of the Inventory # to select the inventory that the containers will be transferred into and click "Complete Transfer." If the inventory item to be transferred into is not displayed, return to the inventory module to create the inventory item with 0 volume.

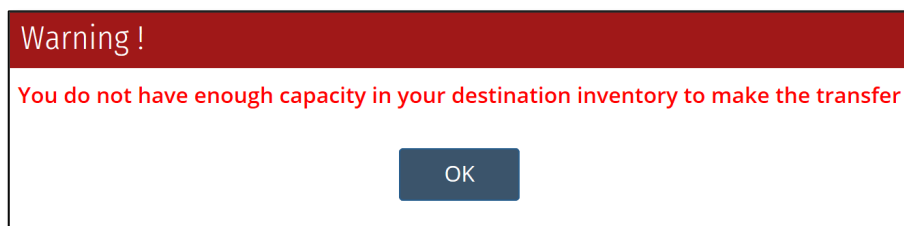
Transfer Inventory

Transfer Inventory To

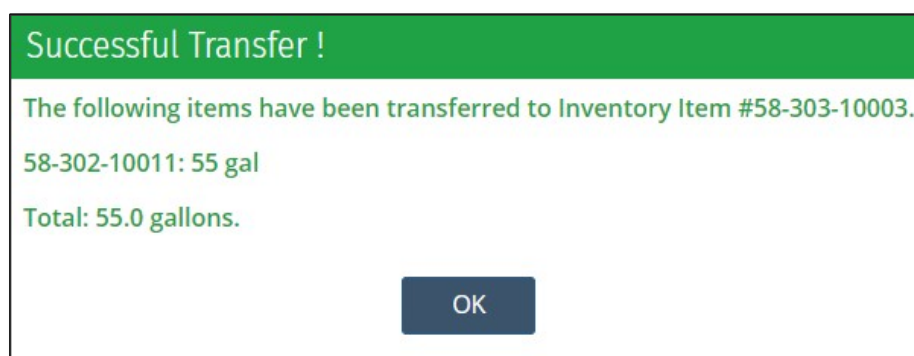
<input type="checkbox"/>	Inventory #	Type	Container #	Waste Profile	Waste Management Unit	Date Generated	Days in Storage	TSDF	Inventory Status	Current Volume	Note
<input checked="" type="checkbox"/>	58-303-10003	Bulk Shipping Container		Test	Bulk Shipping Container	11-30-2018	1	User Guide	Generated	5000.0	<input type="text"/>

Note: It is not possible to select more than one destination for a transfer. Transferring to multiple destinations requires multiple transfer transactions.

A warning message appears if there is not enough capacity in the destination inventory to complete the transfer. If this message appears, select a different inventory container as the destination.



If the transfer is successful, a success message will display on the screen.



SHIPMENTS

**Shipments Module is available on Advanced subscriptions.*

The Shipments module facilitates scheduling waste shipments with a waste vendor, printing shipping documents, and tracking shipments through reconciliation. The Waste Shipments main page displays information about all shipments, including shipment status. The shipments are categorized into three main groups based on the current shipment status – Staged, Scheduled, and Shipped. A complete list of all shipments will be displayed in one of the three tabs based on its shipment status. As shipments are made, all shipped material/waste is removed from inventory. The user may view all shipped inventory in the Shipped Waste Detail tabs found in the shipment's module main page.

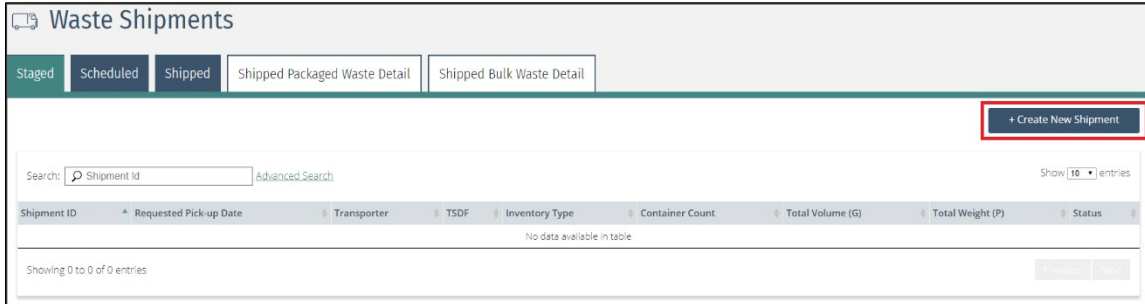
As shipments are created and move through the process, they are assigned one of the following statuses:

- None - Waste is in a storage area. No shipments are planned.
- Staged – Waste is prepped and identified for shipment.
- Staged- Shipment Requested – A shipment request has been sent to vendor and generator is awaiting confirmation.
- Scheduled – Shipment has been confirmed by vendor.
- Shipped – Waste has been shipped off site by vendor.

- Reconciled – Shipment amounts have been verified. Cost information has been entered. Final documentation can be uploaded.
- Documentation Complete – Final documentation has been received and filed.

CREATING A NEW SHIPMENT

- Click the “Create New Shipment” button.



Waste Shipments

Staged Scheduled Shipped Shipped Packaged Waste Detail Shipped Bulk Waste Detail

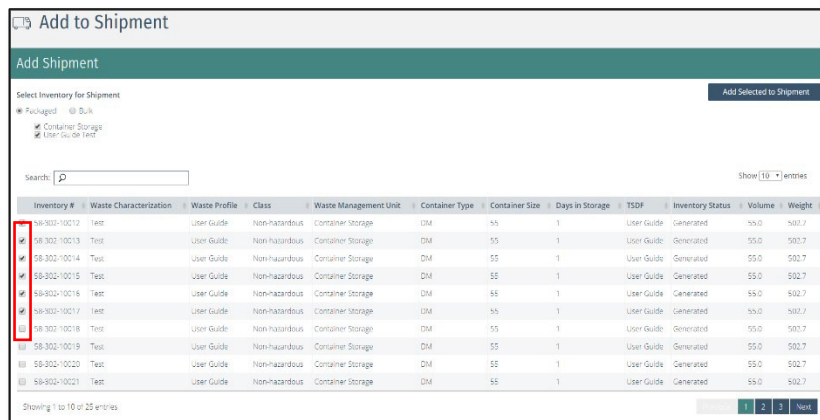
+ Create New Shipment

Search: Shipment ID Advanced Search Show 10 entries

Shipment ID	Requested Pick-up Date	Transporter	TSDF	Inventory Type	Container Count	Total Volume (G)	Total Weight (P)	Status
No data available in table								

Showing 0 to 0 of 0 entries

- Choose Packaged or Bulk.
- Select the waste management units for the inventory to be shipped.
 - For packaged waste, multiple waste management units may be chosen.
- The inventory associated with the selected waste management unit(s) will appear beneath the selection.
- Check the box/circle to the left of Inventory # column for all inventory to be shipped, then click “Add Selected to Shipment.” *Note: Only one bulk inventory item can be chosen at a time.*



Add to Shipment

Add Shipment

Select Inventory for Shipment

* Packaged * Bulk

☒ Container Storage ☒ User Guide Test

Search: Show 10 entries

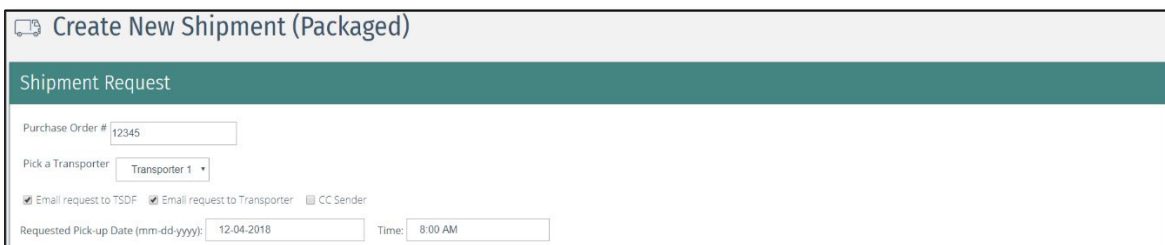
Inventory #	Waste Characterization	Waste Profile	Class	Waste Management Unit	Container Type	Container Size	Days in Storage	TSDF	Inventory Status	Volume	Weight
<input type="checkbox"/> SB-302-10012	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input checked="" type="checkbox"/> SB-302-10013	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input checked="" type="checkbox"/> SB-302-10014	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input checked="" type="checkbox"/> SB-302-10015	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input checked="" type="checkbox"/> SB-302-10016	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input checked="" type="checkbox"/> SB-302-10017	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input checked="" type="checkbox"/> SB-302-10018	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input checked="" type="checkbox"/> SB-302-10019	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input type="checkbox"/> SB-302-10020	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7
<input type="checkbox"/> SB-302-10021	Test	User Guide	Non-hazardous	Container Storage	DM	55	1	User Guide	Generated	55.0	502.7

Showing 1 to 10 of 25 entries

1 2 3 Next

- For bulk shipments from a Bulk Waste Storage Unit, adjust the volume to be shipped, before clicking “Add Selected to Shipment.”

- A summary of shipment items will be displayed.
 - Packaged Waste - For profiles associated with multiple disposal facilities, choose the profile associated with the shipment by selecting the profiled TSDF from those available in the drop-down menu. Click “Next.”
 - Bulk Waste from a Bulk Waste Shipping Container – choose the appropriate TSDF if this waste is profiled into multiple TSDFs. Click “Next.”
 - Bulk Waste from a Bulk Waste Storage - Enter the container type and size that the waste will be shipped in. Example – TT (Tanker Truck)/5500 gallons
- To create a shipment request, enter the purchase order number (if applicable) and select the transporter from those available in the drop-down menu. Available transporters are pre-populated based on vendor entries in Settings and Configuration. To add a transporter, return to Settings and Configuration page under Vendors – Transporters.
- WASTELINQ can automatically send an email summary of the pickup request to the selected transporter and TSDF. Click the boxes to indicate which vendors the request should be sent. More than one box may be selected.
- Enter the requested pick-up date and time.



- Change the shipment status to “Staged – Shipment Requested” and add any additional pick-up instructions in the available dialog box. This information will be sent to the transporter.



- If a shipment has multiple TSDFs as the receiving facility, the following steps will be completed for each TSDF.
 - Enter a PO number, if a separate PO number is required for each TSDF.
 - If known, enter the Manifest/BOL number for each document created by this shipment.
 - Provide any additional instructions for the disposal facility in the dialog box.

TSDF: TSDF 2

Purchase Order #

Request e-Manifest: ☐ Yes ☒ No If no, enter Manifest/BOL:

Number of Containers: 1

Estimated Weight: 60048.0

TSDF Instructions:

None

- Chose the appropriate Emergency Phone Number to be printed on the manifest. Emergency phone numbers are pre-populated with information provided in Settings and Configuration. To add additional numbers, return to the Settings and Configuration module – General Facility Information Tab.

Emergency Phone:		User Guide (123-456-7890)									
Line Number	HM U.S. DOT Description	Containers	Type	Size	Total Weight/Volume	Units	Waste Codes	Disposal Cost	Freight Cost	Misc Cost	Total Cost
1	NON-DOT Regulated Waste Material (Test)	4	DM	55	220.00	G					

- Click “Save and Send Shipment Request” to send the shipment request to the waste vendor. The shipment will appear in the “Staged” tab of the Waste Shipments main page.

Line Number	HM U.S. DOT Description	Containers	Type	Size	Total Weight/Volume	Units	Waste Codes	Disposal Cost	Freight Cost	Misc Cost	Total Cost
1	NON-DOT Regulated Waste Material (Test)	4	DM	55	220.00	G					

CONFIRM SHIPMENT

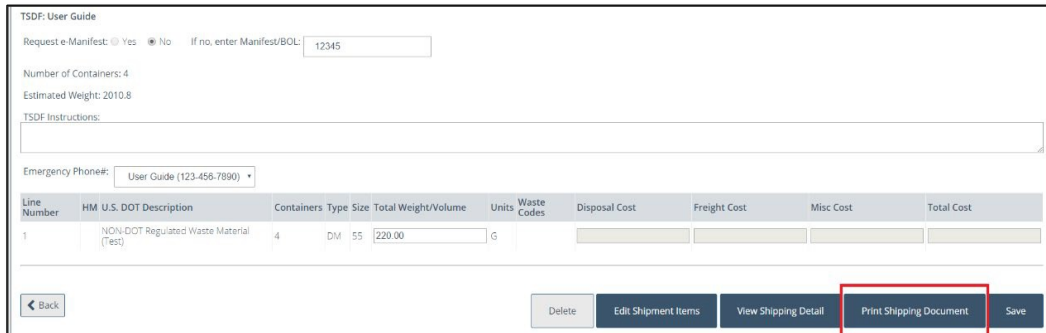
- Upon confirmation of the shipment by the waste vendor, update the shipment status within the Shipment to “Scheduled.” The shipment status may be changed by clicking on the desired shipment from the main page and changing the status on the shipment overview page.

Station:

- Update the actual pickup date and time if different from the requested date and time.
- Update Manifest/BOL number, if necessary.
- Click “Save.” The shipment should now show a status of “Scheduled.” It will now move to the Scheduled tab.

PRINTING SHIPPING DOCUMENTS

To print shipping documents, click on the “Print Shipping Document” button at the bottom of the Shipment Summary page.



TSD User Guide

Request e-Manifest: ☐ Yes ☒ No If no, enter Manifest/BOL: 12345

Number of Containers: 4

Estimated Weight: 2010.8

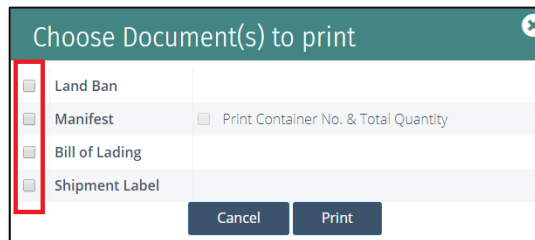
TSD Instructions:

Emergency Phone#: User Guide (123-456-7890)

Line Number	HM U.S. DOT Description	Containers	Type	Size	Total Weight/Volume	Units	Waste Codes	Disposal Cost	Freight Cost	Misc Cost	Total Cost
1	NON-DOT Regulated Waste Material (Test)	4	DM	55	220.00	G					

Buttons: Back, Delete, Edit Shipment Items, View Shipping Detail, **Print Shipping Document**, Save

- Choose the shipping documents to print. Click Print to print the documents. To have the container count and total quantity printed on the manifest, check the box that says, “Print Container No. & Total Quantity.”



Choose Document(s) to print

☒ Land Ban

☒ Manifest ☐ Print Container No. & Total Quantity

☐ Bill of Lading

☐ Shipment Label

Buttons: Cancel, Print

- A shipment Document Summary list will appear. Click the document to print and send to the appropriate printer. Repeat this process for each document. **Note:** The manifest is designed to print on a dot matrix printer with the 5-part manifest form established by the EPA.
- Return to the Shipment detail by clicking “Return to Shipment #####.”

EDIT SHIPMENT ITEMS

The Edit Shipment Items function allows the user to edit a shipment that has been created but not yet shipped.

- To edit shipment items, click “Edit Shipment Items” button at the bottom of the Shipment Summary Page.

TSDF: TSDF 2

Purchase Order #

Request e-Manifest: ☐ Yes ☒ No If no, enter Manifest/BOL:

Number of Containers: 2

Estimated Weight: 1372.4

TSDF Instructions:

Emergency Phone#:

Line Number	HM	U.S. DOT Description	Containers	Type	Size	Total Weight/Volume	Units	Waste Codes	Disposal Cost	Freight Cost	Misc Cost	Total Cost	Purchase Order
1	x	UN1263, Waste Paint related material, 3	2	DM	55	1372.4	P	UNIV209H,F003,F005,D001	\$	\$	\$	\$	987654

- The Add to Shipment screen will appear.
 - For packaged shipments, the Waste Management Unit selections and correlating inventory items will appear. Uncheck any currently on the order to be removed or add inventory to the shipment by checking the box for each additional inventory item.
 - For bulk shipments, change the Waste Management Unit and correlating inventory or update the volume for the shipment.
 - For bulk shipping container shipments, change the Waste Management Unit and correlating inventory.
- Once all inventory has been updated, click “Add Selected to Shipment.”
- Click “Cancel” if this action is not needed and the user wishes to not add or delete any inventory from the order.

Add Shipment

Select Inventory for Shipment

☐ Packaged ☒ Bulk

Waste Management Unit

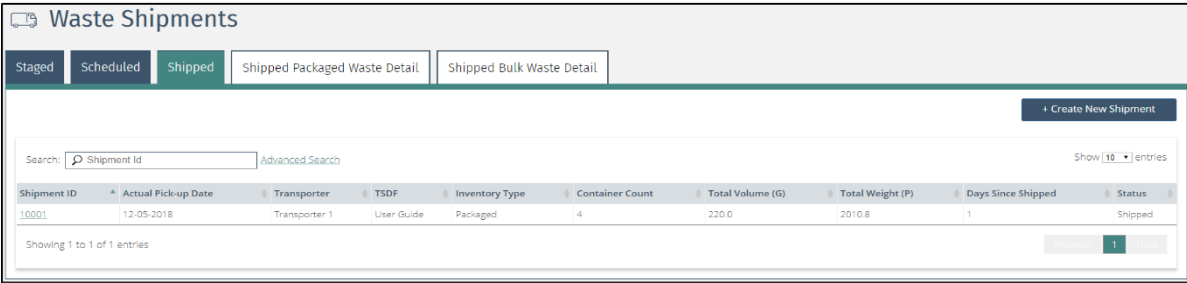
Search: Show 10 entries

Inventory #	Waste Characterization	Waste Profile	Class	Waste Management Unit	Container Type	Container Size	Days in Storage	TSDF	Inventory Status	Volume	Weight
<input checked="" type="checkbox"/> 11-44-10009	NH Filter Press Solids	NH Filter Press Solids	Non-hazardous	Bulk Waste Storage Area	CM	5000	84	TSDF 2	Shipped	3500.0	52542.0
<input type="checkbox"/> 11-53-10010	Non Hazardous Unused Product Solids	Unused NH Solids	Non-hazardous	Bulk Waste Storage Area	CM	5000	80	TSDF 1	Generated	830.0	8998.9
<input type="checkbox"/> 11-44-10011	NH Filter Press Solids	NH Filter Press Solids	Non-hazardous	Bulk Waste Storage Area	CM	5000	58	TSDF 2	Stored	4000.0	60048.0

Showing 1 to 3 of 3 entries

RECONCILIATION AND COMPLETING DOCUMENTS

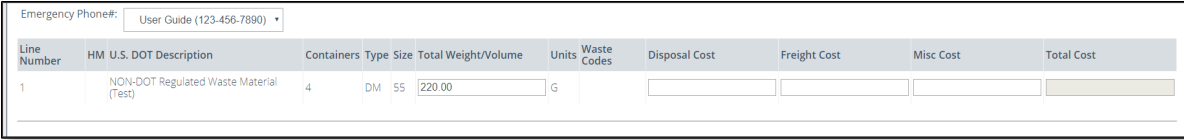
- Once the shipment has occurred, return to the shipment overview to change the status to “Shipped.”
- The shipment will move to the “Shipped” tab when the status change has been saved.



The screenshot shows the 'Waste Shipments' interface with tabs for Staged, Scheduled, and Shipped. The 'Shipped' tab is active, showing a table of shipment details. A search bar at the top allows filtering by Shipment ID. The table lists one shipment with ID 10001, scheduled for 12-05-2018, transported by Transporter 1, with a status of 'Shipped'.

Shipment ID	Actual Pick-up Date	Transporter	TSDf	Inventory Type	Container Count	Total Volume (G)	Total Weight (P)	Days Since Shipped	Status
10001	12-05-2018	Transporter 1	User Guide	Packaged	4	220.0	2010.8	1	Shipped

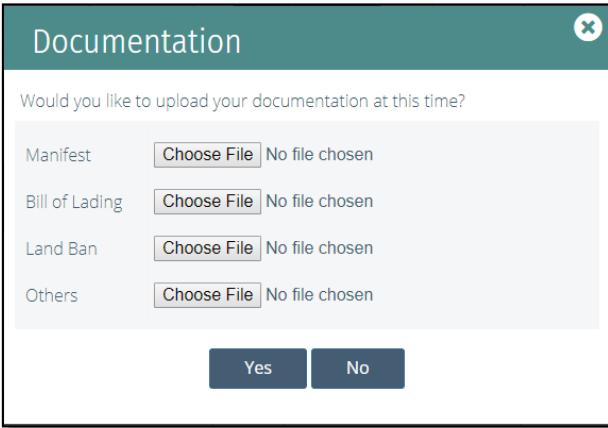
- Once the shipment documents have been reconciled (verified counts, volumes, etc.) change the shipment status to “Reconciled.” The user will be allowed to enter in the cost information at this time or when it is received.



The screenshot shows the 'Emergency Phone#' field set to 'User Guide (123-456-7890)'. Below it is a table for cost information with columns for Line Number, HM, U.S. DOT Description, Containers, Type, Size, Total Weight/Volume, Units, Waste Codes, Disposal Cost, Freight Cost, Misc Cost, and Total Cost.

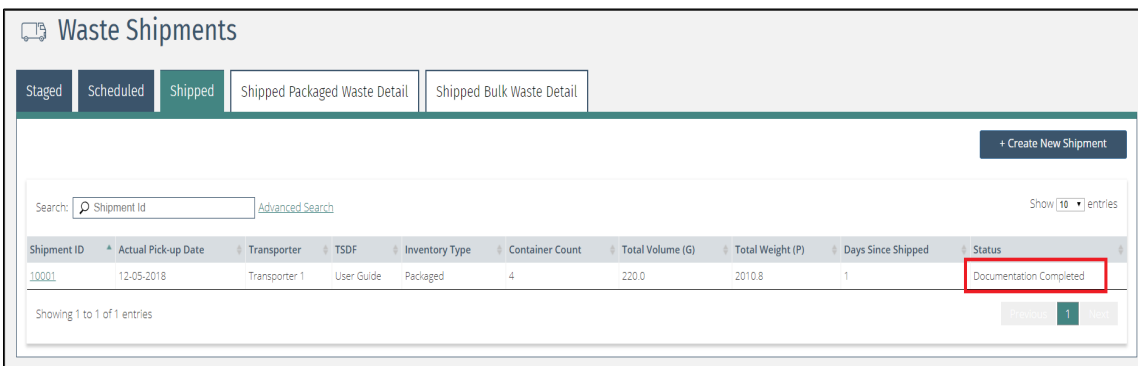
Line Number	HM	U.S. DOT Description	Containers	Type	Size	Total Weight/Volume	Units	Waste Codes	Disposal Cost	Freight Cost	Misc Cost	Total Cost
1		NON-DOT Regulated Waste Material (Test)	4	DM	55	220.00	G					

- After changing the status to reconciled and clicking “Save” the user is prompted to upload any final documents. Final documents may be uploaded at this time if the documents have been received. Click “Yes” to upload documents or “No” to upload documents at another time. If documents are added at this time, WASTELINQ notes them as a “Final “Document Type” in the Documents module.



The screenshot shows a 'Documentation' dialog box asking 'Would you like to upload your documentation at this time?'. It lists four document types: Manifest, Bill of Lading, Land Ban, and Others, each with a 'Choose File' button and the text 'No file chosen'. At the bottom are 'Yes' and 'No' buttons.

- Once all documents have been received and uploaded including the Final Manifest, change the status of the shipment to “Documentation Completed.” The Shipment will drop off the shipment summary grid 24 hours after this status change has been made. *Note: A notification will be sent to the user if the status has not changed after 30 days. It is a reminder to make sure the Final Manifest has been received in the appropriate amount of time.*



Waste Shipments

Staged | Scheduled | **Shipped** | Shipped Packaged Waste Detail | Shipped Bulk Waste Detail

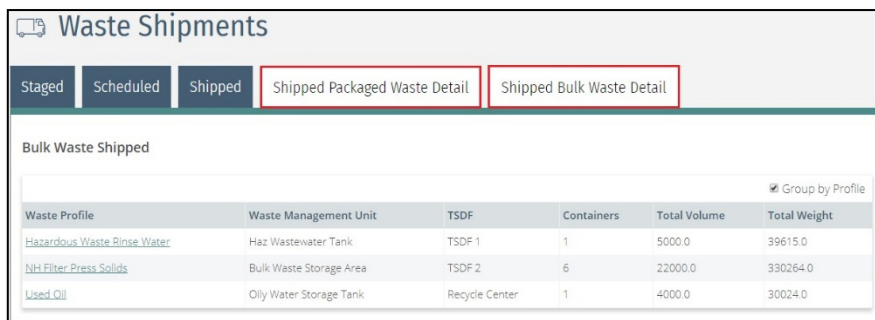
+ Create New Shipment

Search: [Advanced Search](#) Show entries

Shipment ID	Actual Pick-up Date	Transporter	TSDf	Inventory Type	Container Count	Total Volume (G)	Total Weight (P)	Days Since Shipped	Status
10001	12-05-2018	Transporter 1	User Guide	Packaged	4	220.0	2010.8	1	Documentation Completed

Showing 1 to 1 of 1 entries

- The user may view all shipments with a “Document completed” status in the “Shipped Packaged Waste Detail” tab or “Shipped Bulk Waste Detail” tab. The Shipped Package Waste Detail tab will use Group by Manifest as the default view. The Shipped Bulk Waste Detail tab will use a Group by Profile as the default view. Uncheck the “Group By ____” box to see shipment details.



Waste Shipments

Staged | Scheduled | Shipped | **Shipped Packaged Waste Detail** | **Shipped Bulk Waste Detail**

Bulk Waste Shipped

☒ Group by Profile

Waste Profile	Waste Management Unit	TSDf	Containers	Total Volume	Total Weight
Hazardous Waste Rinse Water	Haz Wastewater Tank	TSDf 1	1	5000.0	39615.0
NH Filter Press Solids	Bulk Waste Storage Area	TSDf 2	6	22000.0	330264.0
Used Oil	Oily Water Storage Tank	Recycle Center	1	4000.0	30024.0

Note: All original copies of printed shipment documents such as Manifest, Bill of Lading, and Land Ban will all be stored in the Documents module under Shipments in the folder labeled with the shipment number. It is good practice to also upload all final documents into these folders. See the Documents section of this user guide to learn more.

INSPECTIONS

**Inspections Module is available on Standard and Advanced subscriptions.*

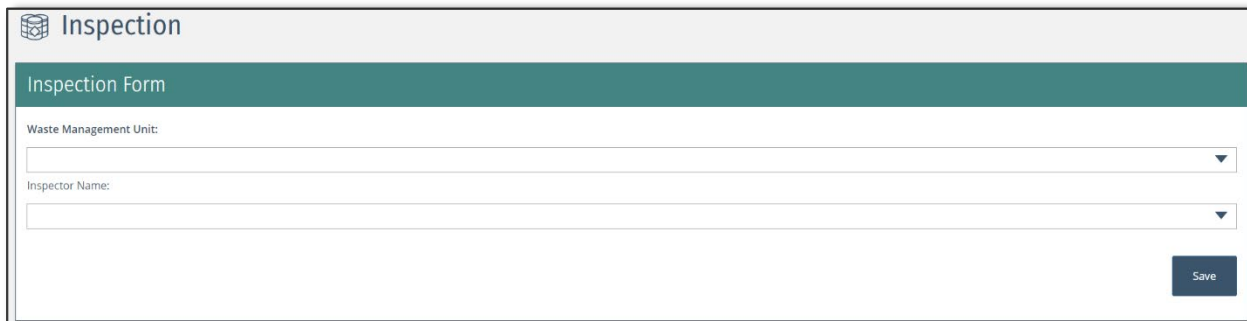
The Inspections module facilitates the creation and documentation of inspections of waste storage areas. The inspections module main page will use a default view of “Group by Waste Management Unit.” To view a more detailed list of the inspections, uncheck the “Group By WMU” box or click on the name of the Waste Management Unit to view the detailed list of inspections for that WMU.

To create a new inspection, click on “+Create New Inspection.” The user will be guided through a questionnaire that will document inspection items for a specific waste management unit.



Upon creating a new inspection, select the Waste Management Unit and document the Inspector’s name.

- **Waste Management Unit** – Select the Waste Management Unit to be inspected. This drop-down menu is populated based on the Waste Management Units the user gave in the Settings and Configurations. If the appropriate Waste Management Unit is not available, please go back to Settings and Configuration – Waste Management Units table.
- **Inspector Name** – Choose the inspector from the drop-down menu. Names are pre-populated from information provided in Settings and Configuration. If the relevant inspector name is missing, return to the Settings and Configuration – General Facility Information to ensure adequate permissions.



A series of questions will appear based on the type of Waste Management Unit chosen. Answer all questions. Regulatory references are provided for further explanation of the question or regulation referenced. Click the reference link to be redirected to the eCFR.

Click “Next” after all questions on page 1 are completed. Complete page 2 and click “Save.” The user will be redirected to the Inspections main page and the inspection is now visible in the appropriate WMU list. A PDF copy of the Inspection is also filed in the Documents module. Refer to the Documents module section of this user guide for more detail.

TRAINING

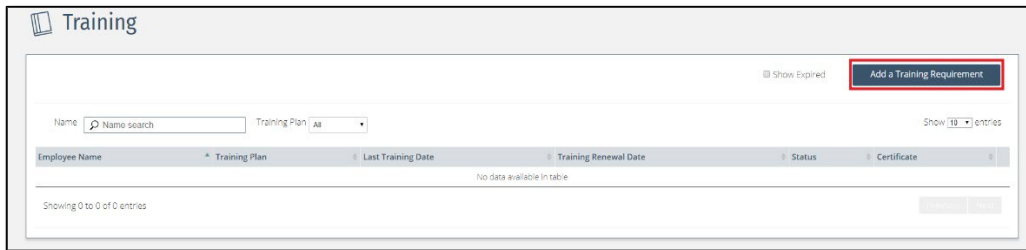
**Training Module is available on Standard and Advanced subscriptions.*

The Training module provides a record of employees' training requirements including last training dates and employee training renewal dates. This module allows for uploading training certificates and sends alerts when a training is 30 days from expiring. The training module will use a default view of "Group by Employee." To see the details of the all employees' training requirements, simply uncheck this box or click on a specific employee.

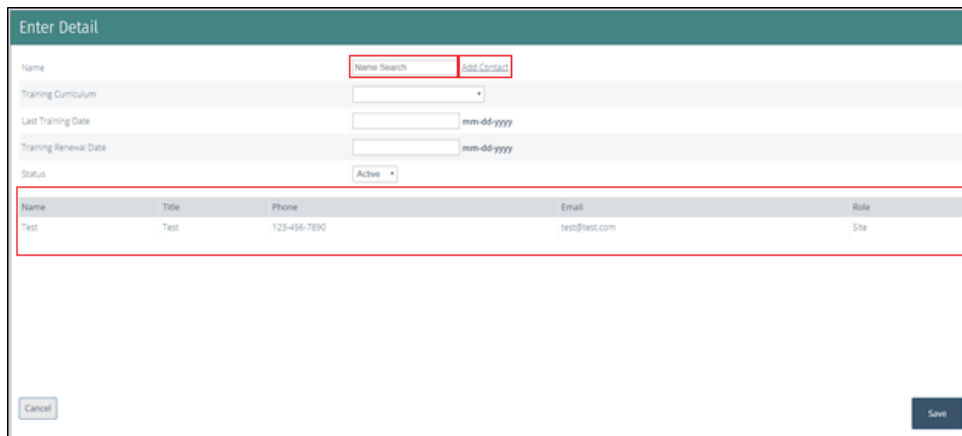
Training plans are established in the Settings and Configuration section under Training Plans. Return to the Settings and Configuration section to add or remove any training plans. *Note: WASTELINQ provides 4 default training plans that may be implemented, edited, or deleted.*

ADDING A TRAINING CURRICULUM

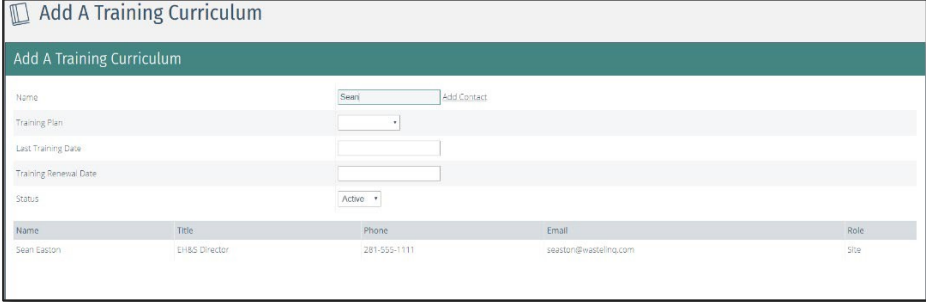
- Click the "Add a Training Requirement" button.



- Search for a name in the name field. Add a contact by clicking "Add Contact," or select a name from the table at the bottom that pulls from the contacts in Settings and Configuration table.

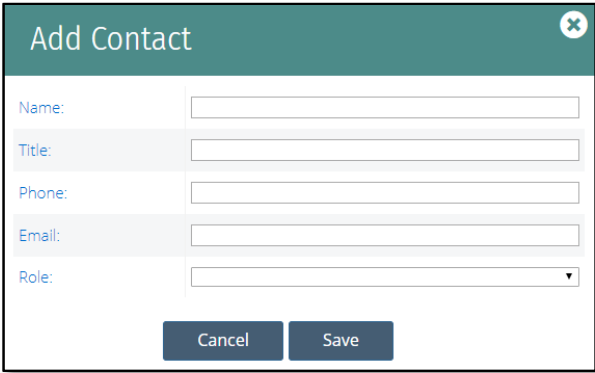


- To search in the name field, start typing a name that is in the contact list in Settings and Configurations. A list on the bottom of the screen will filter based on what is typed.

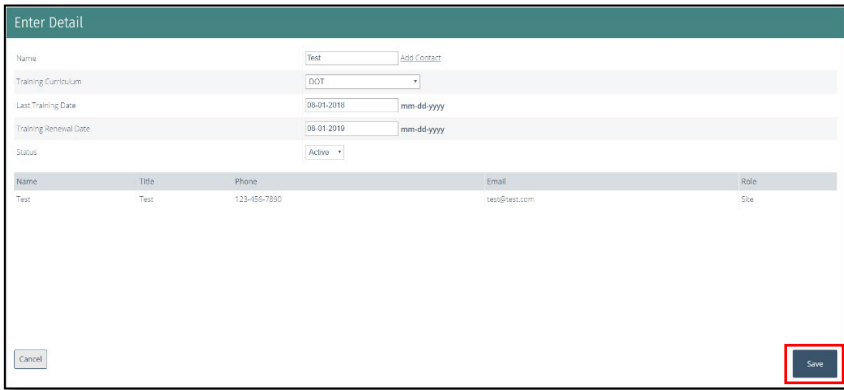


Name	Title	Phone	Email	Role
Sean Euston	LHS Director	281-555-1111	seaston@wastelinq.com	Site

- To add a contact, click “Add Contact.” In the pop-up, complete all the fields and click “Save.”



- All information in this pop up is required. Once saved, the contact information will be added to the training module as well as to the contacts section in Settings and Configuration.
- A name may also be chosen from the table at the bottom of the screen.
- After choosing a name, select the training plan from the drop down. Options will come from the Settings and Configuration tab.
- After selecting the training plan, choose the last training date, the training renewal date, and the status – Active or Expired. Then click “Save.”

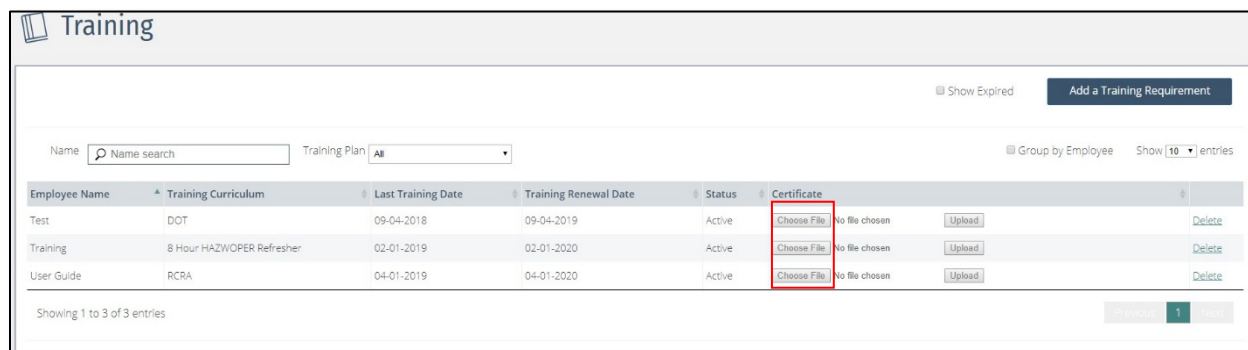


Name	Title	Phone	Email	Role
Test	Test	123-456-7890	test@test.com	Site

UPLOADING A CERTIFICATE

To upload a certificate to an employee's training, click on the employee's name in the Training main page.

A column labeled "Certificate" will appear on the right side of the training grid. Select the option to "Choose File" on the appropriate row.



Training

Show Expired Add a Training Requirement

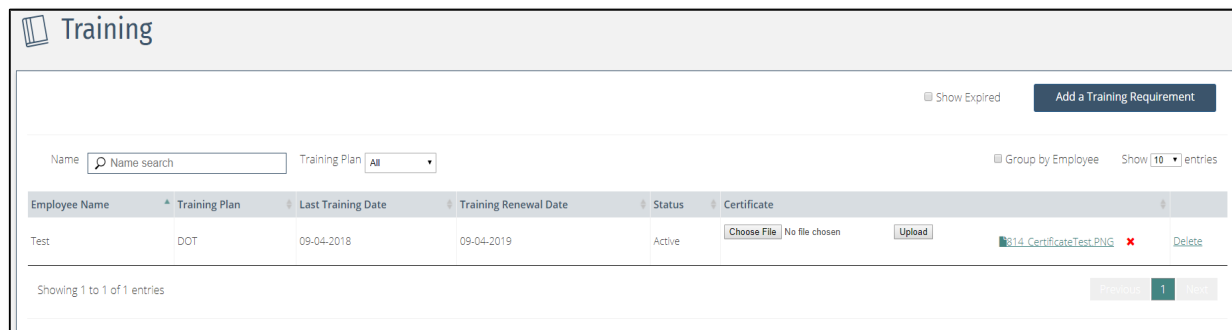
Name Name search Training Plan All

Group by Employee Show 10 entries

Employee Name	Training Curriculum	Last Training Date	Training Renewal Date	Status	Certificate
Test	DOT	09-04-2018	09-04-2019	Active	Choose File No file chosen Upload Delete
Training	8 Hour HAZWOPER Refresher	02-01-2019	02-01-2020	Active	Choose File No file chosen Upload Delete
User Guide	RCRA	04-01-2019	04-01-2020	Active	Choose File No file chosen Upload Delete

Showing 1 to 3 of 3 entries

Select a file from the user's documents pop up and click "Open." Next, click "Upload." The name of the document with a link to view the document will now appear in the Certificate column. Click the red X to remove this document from the record. Note: Multiple documents per training curriculum may be uploaded.



Training

Show Expired Add a Training Requirement

Name Name search Training Plan All

Group by Employee Show 10 entries

Employee Name	Training Plan	Last Training Date	Training Renewal Date	Status	Certificate
Test	DOT	09-04-2018	09-04-2019	Active	Choose File No file chosen Upload 814_CertificateTest.PNG X Delete

Showing 1 to 1 of 1 entries

VIEW EXPIRED TRAINING

To view all expired Training requirements, click the "Show Expired" box in the top of the Training Main Page. All expired training requirements will be displayed. Search by Name or Filter by Training Plan.

***Note:** A Training History Report can be created and exported in the Reporting Module.

REPORTING


**Reporting Module is available on Standard and Advanced subscriptions.*

Limited reports are available on Free Version.

The reporting module provides a variety of reports for data stored within WASTELINQ. If a user is assigned to multiple facilities, reports may be run by facility or by all facilities.

WASTE CHARACTERIZATION SUMMARY REPORT

A report listing all waste characterizations and corresponding information. The waste characterization summary report includes waste code numbers, waste characterization names, descriptions, EPA codes, and waste management unit information.



Reporting > Waste Characterization Summary

Export To CSV

Show 10 entries

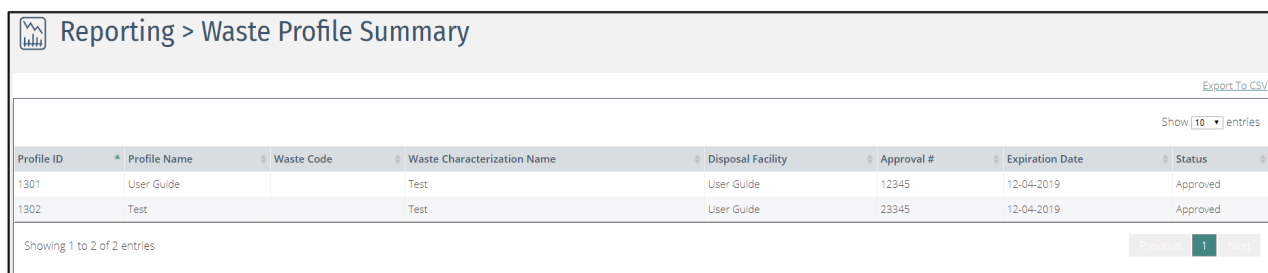
Waste Code #	Waste Characterization Name	Description	EPA Codes	Waste Management Unit	Status
	Test	Test		Container Storage, Bulk Shipping Container, User Guide Test	Active
12341131	User Guide	User Guide		Container Storage, Tank 1, Tank 2, Bulk Shipping Container, User Guide Test	Active

Showing 1 to 2 of 2 entries

1

WASTE PROFILE SUMMARY REPORT

A report listing all established waste profiles and corresponding information including expiration date and active/inactive status. The waste profile summary report includes the internal profile ID, waste profile and waste characterization name, waste code, disposal facility, expiration date, and status information.



Reporting > Waste Profile Summary

Export To CSV

Show 10 entries

Profile ID	Profile Name	Waste Code	Waste Characterization Name	Disposal Facility	Approval #	Expiration Date	Status
1301	User Guide		Test	User Guide	12345	12-04-2019	Approved
1302	Test		Test	User Guide	23345	12-04-2019	Approved

Showing 1 to 2 of 2 entries

1

WASTE SHIPMENT REPORT

A report of all waste shipped in a selected time frame. Includes all pertinent information for completing required regulatory reports. The waste shipment report includes waste code, profile name, shipment number, shipment date, manifest number, disposal facility with state and EPA ID, container type, container size, total container count, pick up date, received weight, EPA code, and total cost information. *Note: This report is expressed at the line item level, not the shipment number level.*

Reporting > Waste Shipment

From Date: 12-04-2018

To Date: 12-06-2018

Search

Advanced Search

Export To CSV

Show 10 entries

Waste Code	Profile Name	Shipment Number	Shipment Date	Manifest Number	Line Number	Disposal Facility w/State and EPA ID	Container Type	Container Size	Containers	Volume	Received Weight	EPA Code	Cost Center	Purchase Order
	User Guide	10001	12-05-2018	12345	1	User Guide-TX - TXID12345678	DM	55	4	220.0	55			12345

Showing 1 to 1 of 1 entries

Previous

1

Next

TRAINING HISTORY REPORT

A summary of all training curriculum, both active and expired, completed by employees.

Reporting > Training History Report

Employee NameAllTraining PlanAll

Export To CSV

Show10entries

Employee Name	Training Plan	Last Training Date	Training Renewal Date	Course Status	Employee Role
Test	DOT	09-04-2018	09-04-2019	Active	Site

Showing 1 to 1 of 1 entries

Previous

1

Next


NOTIFICATION REPORT

A report listing all notifications, including the ones that have been acknowledged, for a given date range.

Reporting > Notification		
Facility(s): All		Run report
From Date: 03-01-2019 To Date: 04-17-2019		
Show 10 entries		
Facility	Date	Notification
Demo Facility	03-25-2019	
Demo Facility	04-04-2019	A shipment # 10010 was scheduled for 04-02-2019 and the status has not been updated. Please take any necessary steps to update the status of the shipment.
Demo Facility	03-25-2019	Hazardous Waste Rinse Water/(11-43-10002 - Bulk Waste) stored in Haz Wastewater Tank was generated 60 days ago, please arrange for shipment prior to the expiration of your 90 day storage limit.

TRI REPORTING

A report listing all profiles and their chemical compositions as well as if that chemical composition is required to be reported for TRI.


Reporting > TRI

Profile Name	Chemical/Physical Composition	CAS Number	Typical	Min	Max	Unit Type	TRI Required	Profile Volume Generated	TRI Amount
Carbon Spent NH	Formaldehyde	50-00-0	1			Vol %	Yes	750.0	7.5
Carbon Spent NH	Debris		1			Vol %	No	750.0	7.5
Carbon Spent NH	Water		1			Vol %	No	750.0	7.5
Carbon Spent NH	Spent Carbon		98			Vol %	No	750.0	735.0
Contaminated Soil	Oil		5			Vol %	No	1075.0	53.8
Contaminated Soil	Soil		95			Vol %	No	1075.0	1021.2
Oilly Water	Oil		5			Vol %	No	5041.0	252.1
Oilly Water	Water		95			Vol %	No	5041.0	4788.9
Paint and Solvent Wastes	Mineral Spirits		20			Vol %	No	1060.0	212.0
Paint and Solvent Wastes	Paint Liquids		80			Vol %	No	1060.0	848.0

Showing 1 to 10 of 15 entries

Previous
 1
 2
 Next

EXPORTING REPORTS FUNCTION

The Reporting module provides users with the option to export all reporting summaries to CSV format. Click on the “Export to CSV” link in the top right corner of each summary window.

Choose the location to which to save the CSV file and click “Save” to complete the export.

DOCUMENTS

**Documents Module is available on Standard and Advanced subscriptions.*

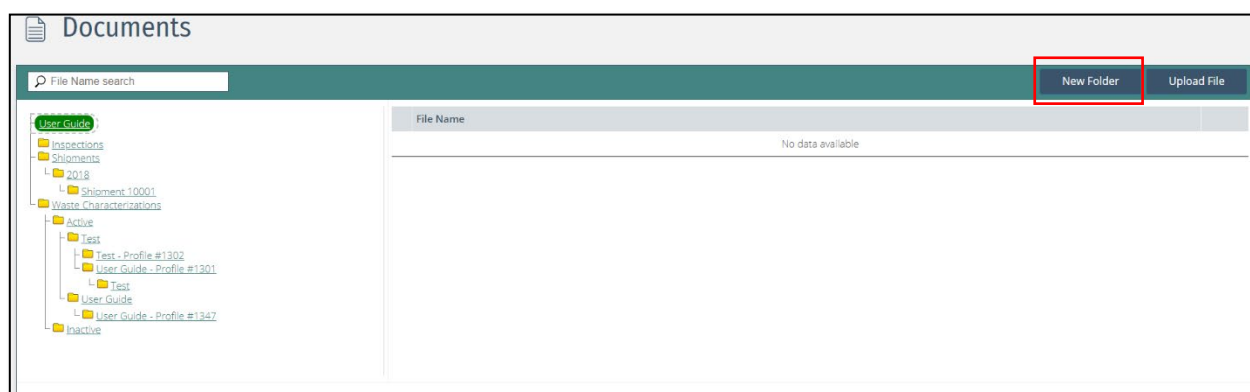
Limited reports are available on Free Version.

The Documents module serves as a virtual filing cabinet for storing documents related to waste characterizations, waste profiles, inspections, and shipments.

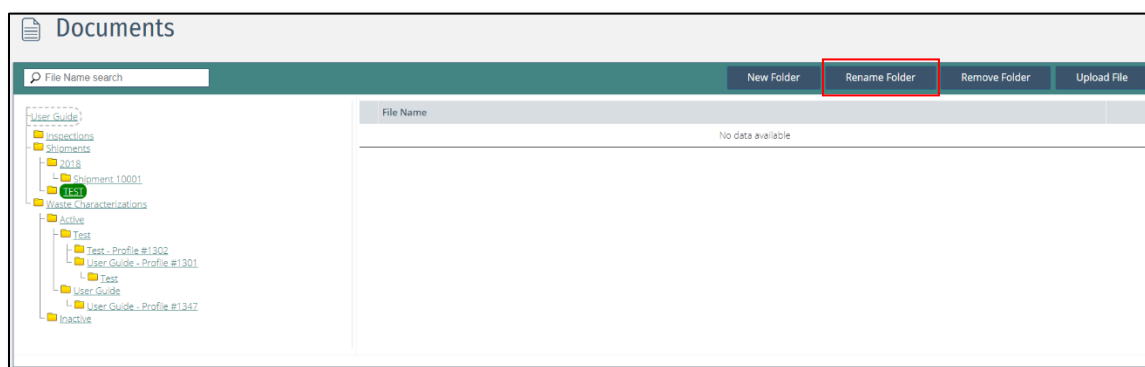
WASTELINQ automatically creates file paths for each category. The user then can upload any final documents or additional documents. The user does have the ability to create new folders, however, WASTELINQ Generated folders cannot be deleted.

NEW, RENAME, AND REMOVE FOLDER BUTTONS

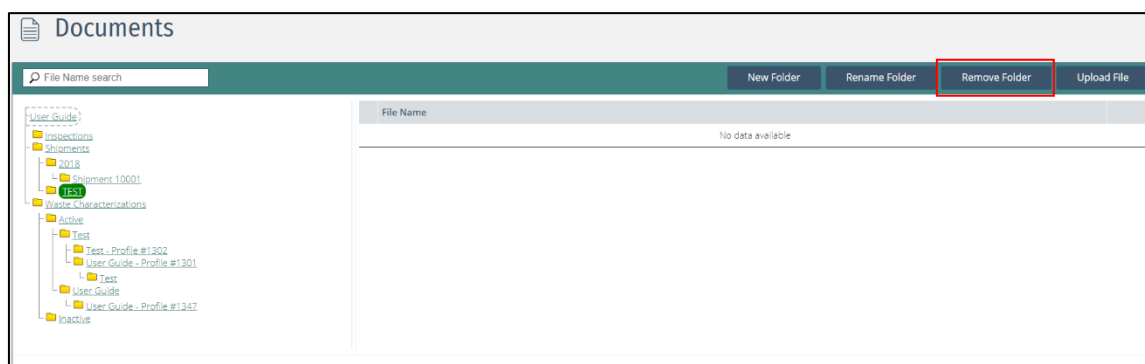
New: Click New Folder to create a new folder in the documents file. Type in a name for the folder and click “Save.”



Rename: Rename a folder by clicking on the folder to be renamed. Click “Rename Folder” and enter in the new name in the pop-up box. *Note: The user is only allowed to rename folders that were created by them. System generated folders cannot be renamed.*

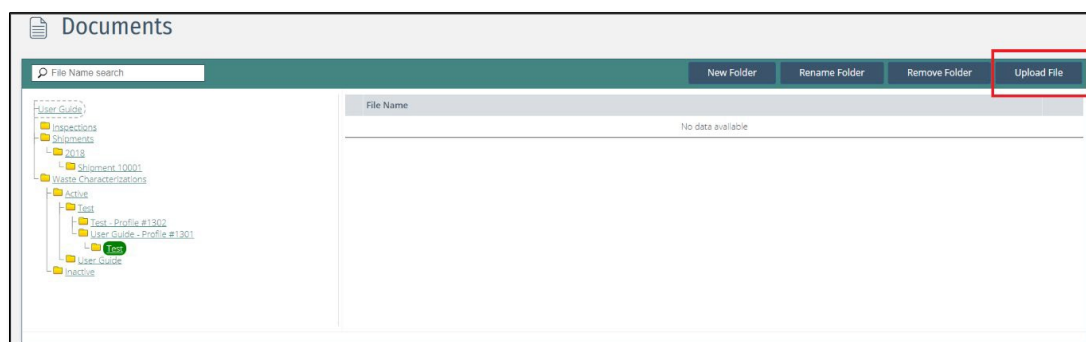


Remove: Delete or Remove a folder by clicking on the folder to be deleted. Click “Delete Folder” to remove a folder. *Note: The user is only allowed to delete folders that were created by them. System generated folders cannot be deleted.*



UPLOAD FILE

Files may be uploaded to any folder. To upload a file, select the folder the document will be uploaded to. Click “Upload File.” Click “Choose File” to select a file from the documents folder. Click “Open” then click “Save.” To delete an uploaded file, click delete to the right of the document.



FILE NAME

Click the file name link to open/view the selected document, file, or image.

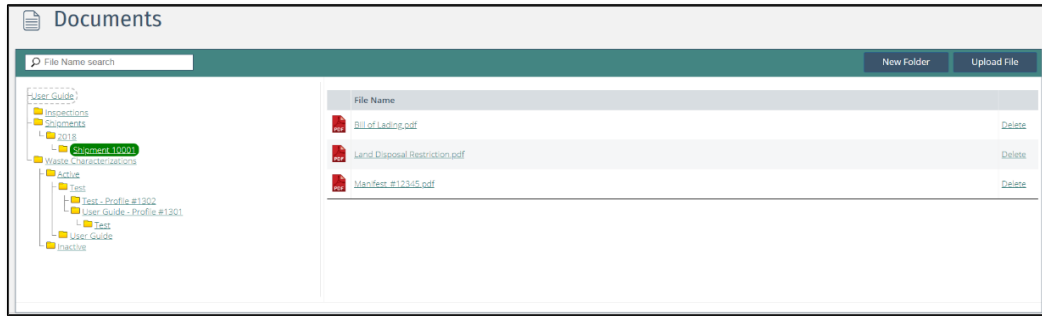
INSPECTIONS

The inspections root folder contains all sub-folders and/or files related to inspections. These generally include all completed facility inspection records.

- To view the contents of the root folder or sub-folders, click on the left menu index and select the desired inspection file/record to view.

SHIPMENTS

The Shipments root folder contains all sub-folders and files related to shipments. These generally include shipping manifests and other related documentation.

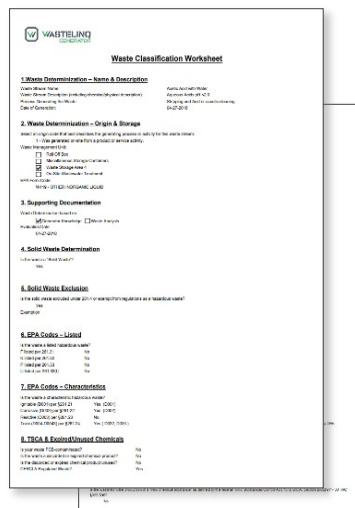


- A file may be removed by clicking “Delete.”
This function only applies to shipping documents and may be unavailable for some users.
- To view the contents of the root folder or sub-folders, click on the left menu index and select the desired inspection file/record to view.

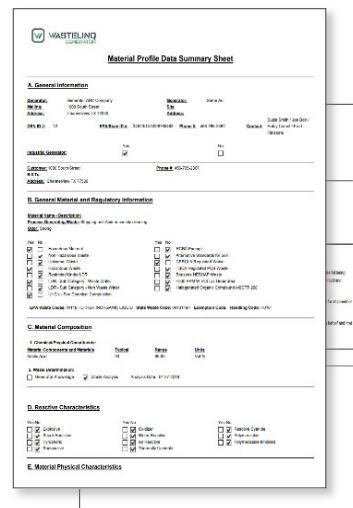
WASTE CHARACTERIZATION AND PROFILES

The Waste Characterizations root folder contains all sub-folders and files related to waste characterizations. These generally include waste characterization and profile data summary sheets.

- The “Waste Classification Worksheet” provides a summary of the Waste Classification. “Material Profile Data Summary Sheet” provides a summary of the Waste Profile. If errors are found on either document, the user will need to return to the Waste Characterizations and Profiles Module to correct.



Waste Classification Worksheet



Material Profile Data Summary Sheet

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- Access to the WASTELINQ Help Desk support system
- Training videos and information about future releases

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