WASTELINQ Generator

User Guide

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Revision 2.1

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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

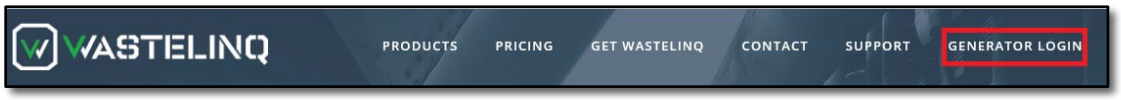
MOBILE APP

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)

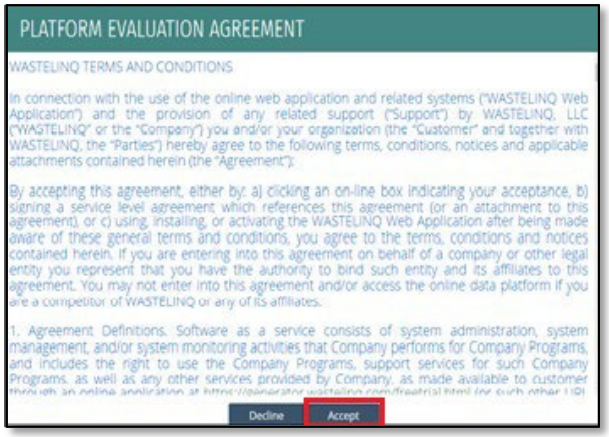
LOGGING IN

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.

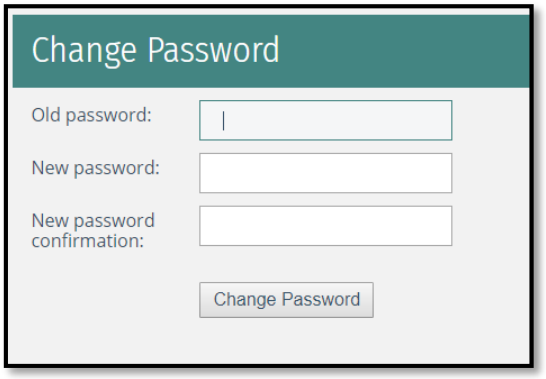


Type in the Username and Temporary Password provided by WASTELINQ and Click "Login."

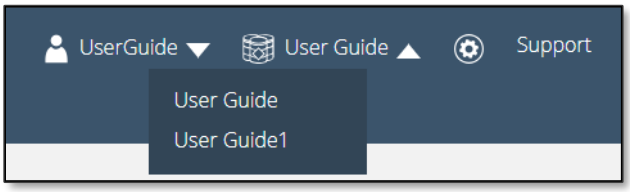
After logging in, read the "WASTELINQ TERMS AND CONDITIONS" and click "Accept."



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.



***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.

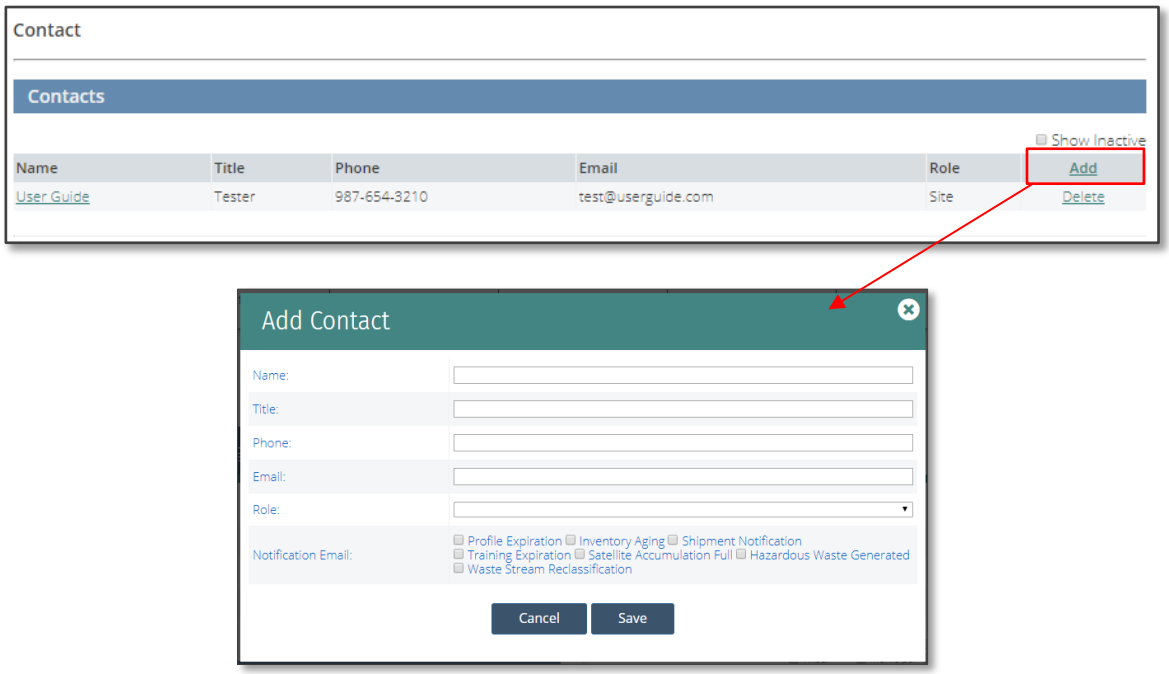
***Note**: Certain settings and configuration data may have been pre-populated. Please review all data prior to using the rest of the product. Settings and Configurations must be completed before the user can access the remainder of the application.*

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.



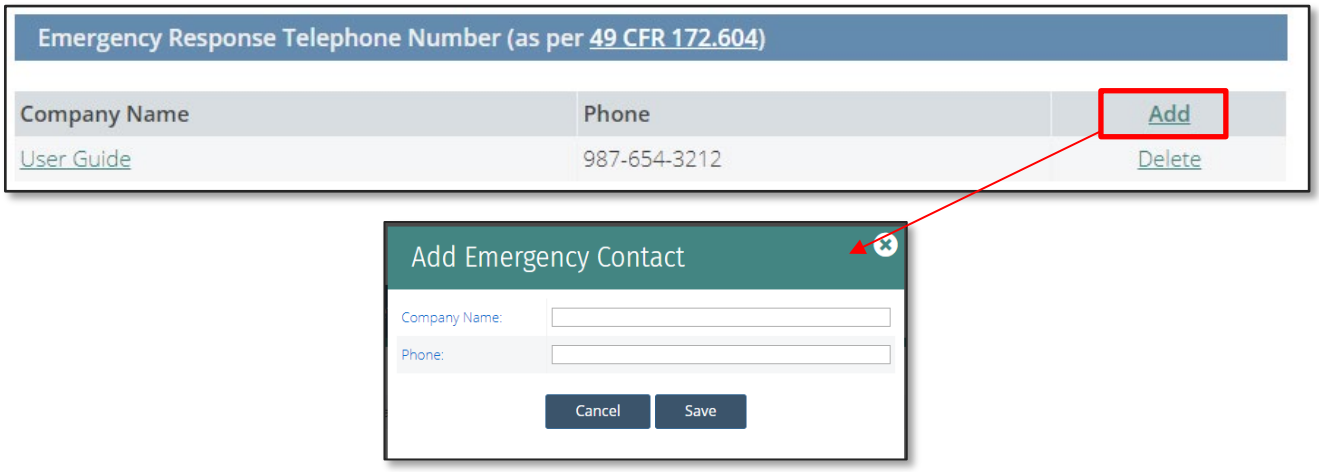
***Note**: To view Inactive contacts, click the "Show Inactive" checkbox.*

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.

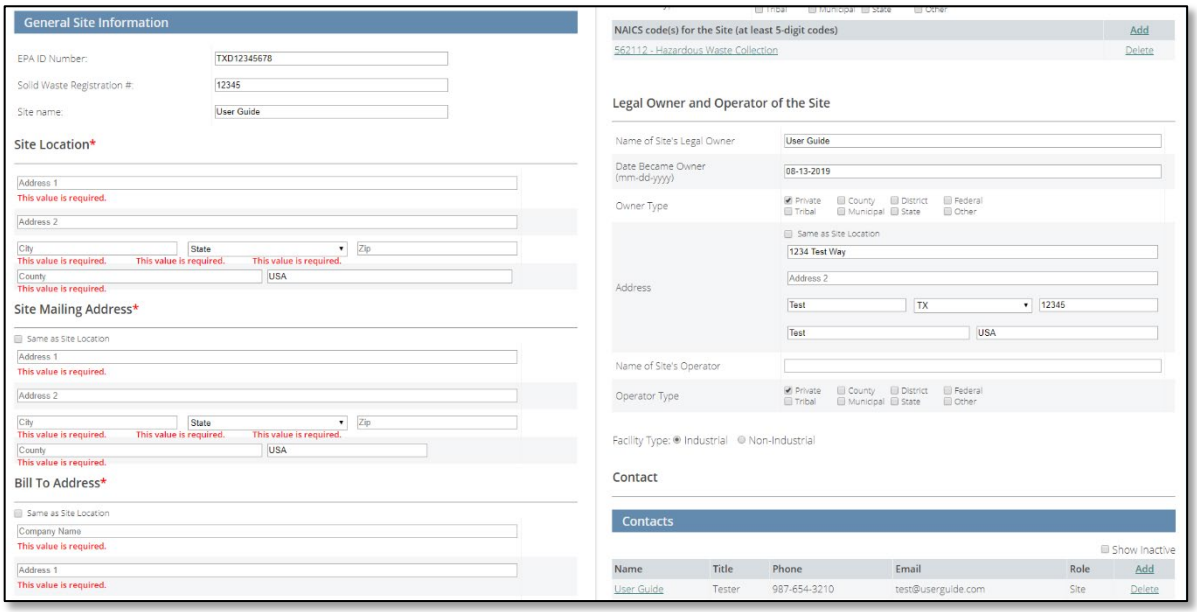
Emergency Response Telephone Number

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.



Warning Message

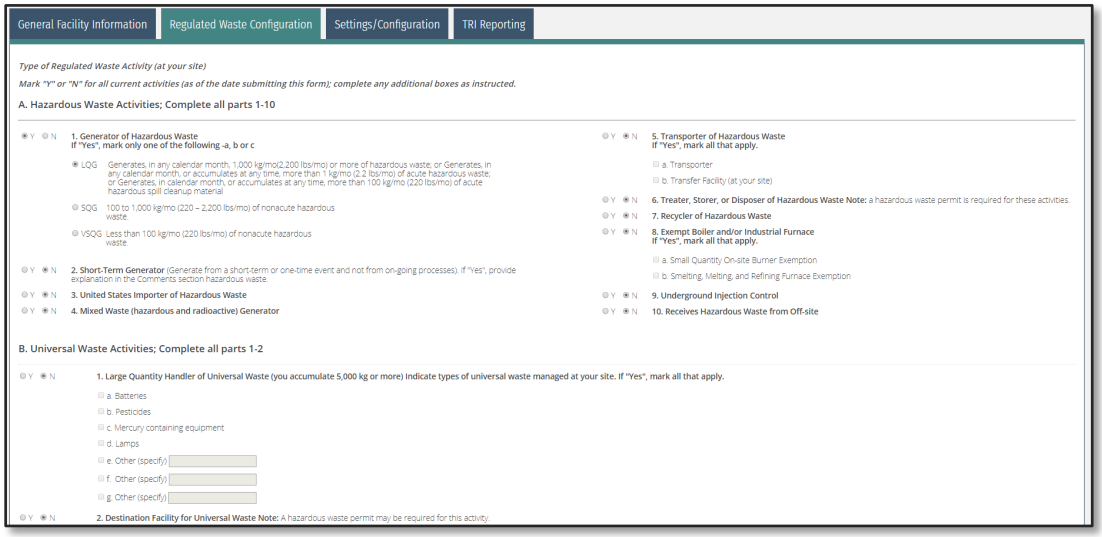
If a required field has not been completed, when the user clicks save, the message "This value is required" will display beneath all the fields that need to be completed.



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.

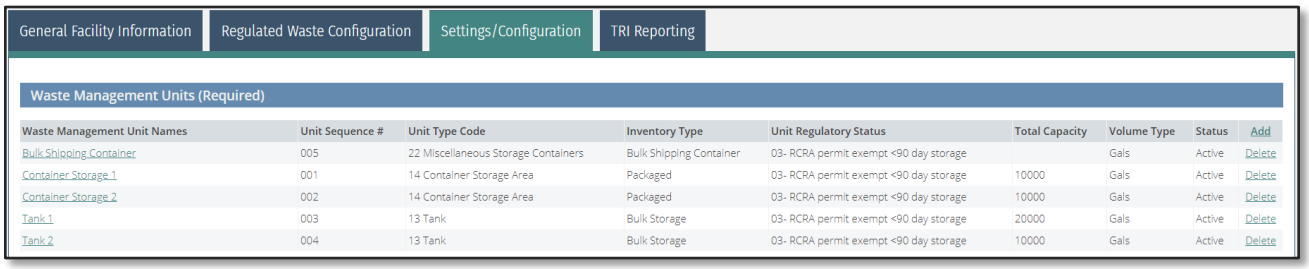


SETTINGS/CONFIGURATION

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

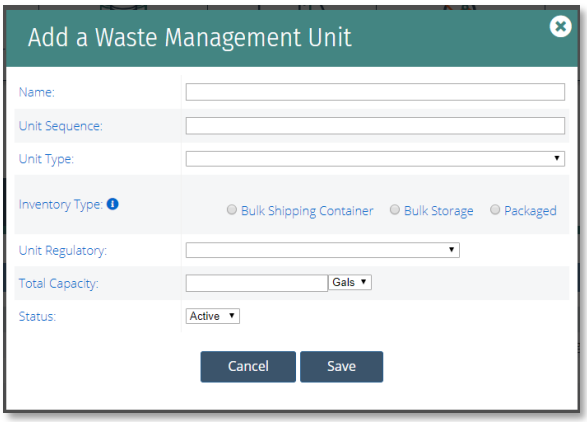
Waste Management Units

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 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.*



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.

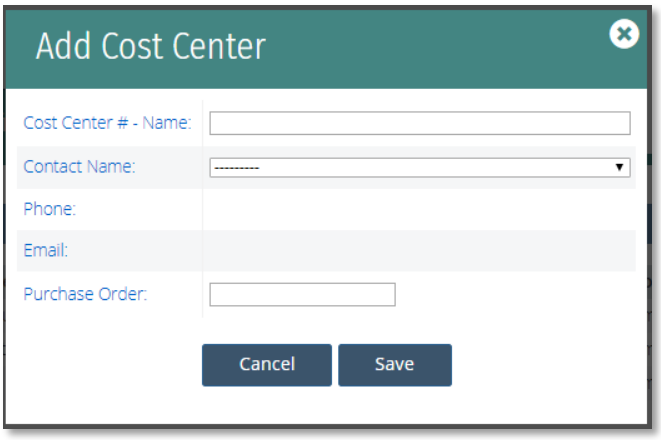
**Note: Clicking on the "i" icon next to inventory type will bring up the definitions for each inventory type.*

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.

**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.



Approved Vendors

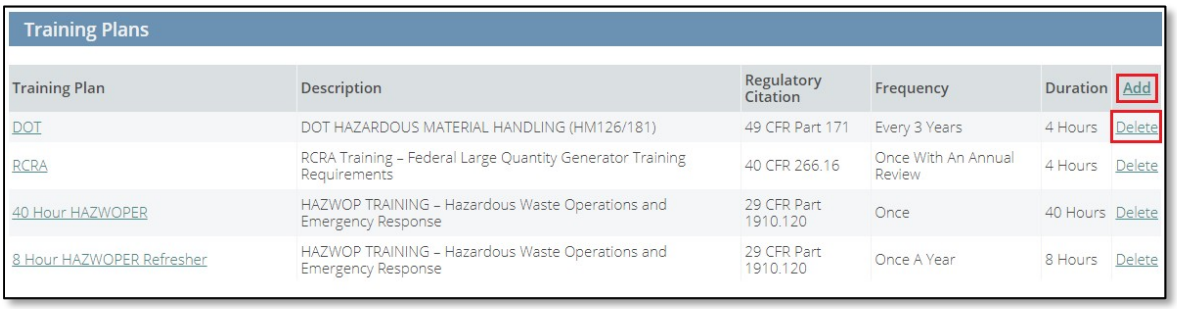
This section is required. Click on the "Add" button on the right side of each grid to add each vendor. This information will be used to create manifests and other shipping documents.

- 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.

Training Plans

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

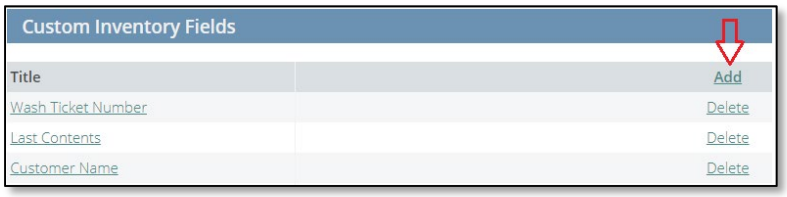
This section allows the user to add the required training plans that will be used in the Training module. Click on the "Add" button on the right side of the grid to add a training plan. Complete all information for the training plan. WASTELINQ is pre-populated with 4 industry standard training plans.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



Custom Inventory Fields

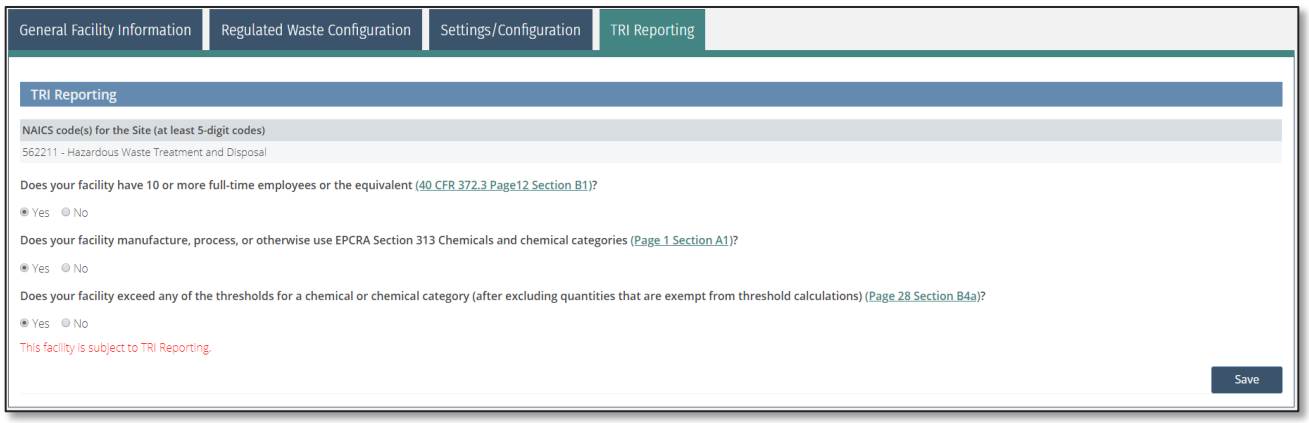
**Inventory management module is available with Advanced subscriptions only.*

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.



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.

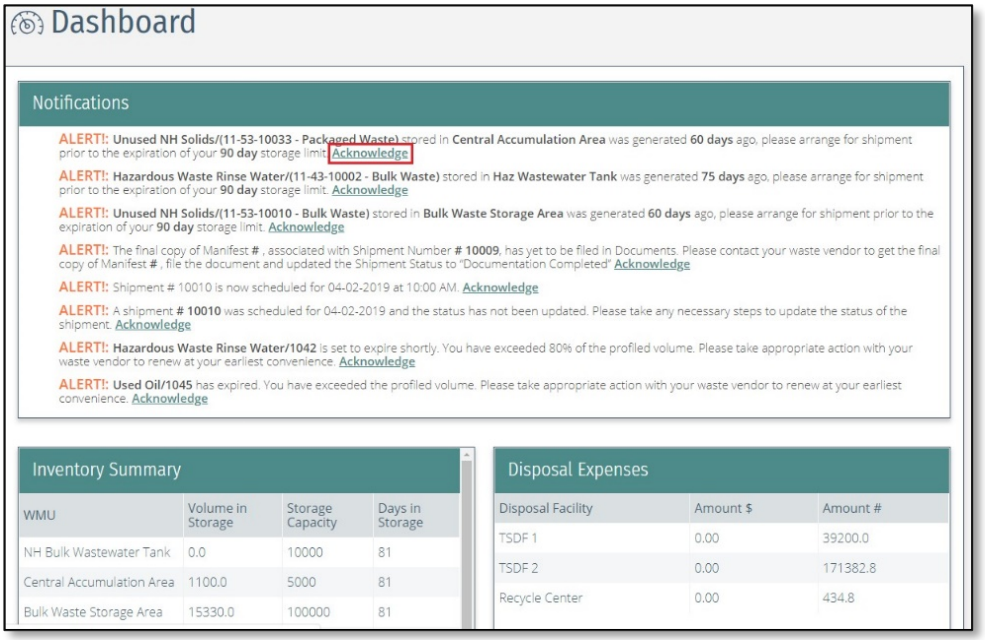


DASHBOARD

**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.



SCHEDULE AND NOTIFICATIONS

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

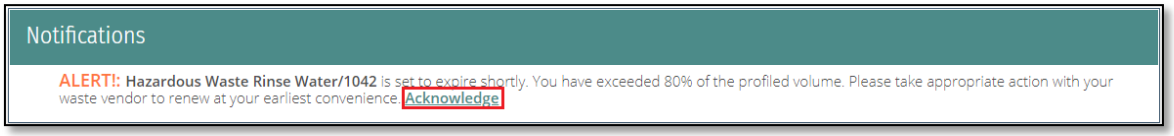
The Schedules and Notification module displays all notifications generated by WASTELINQ and provides the ability to schedule events or create/assign upcoming tasks.

NOTIFICATIONS

Notifications include:

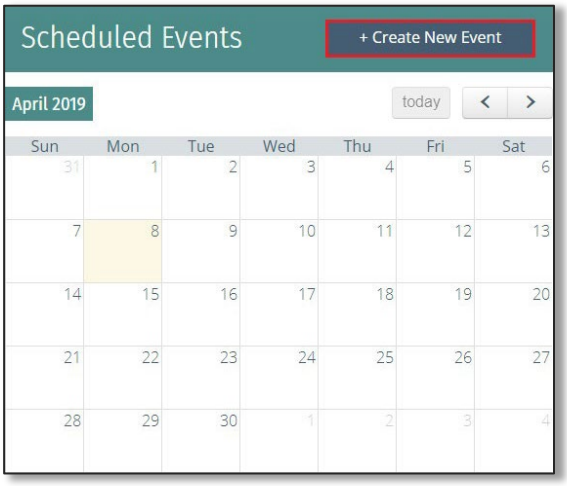
- Characterizations with waste analysis approaching 1 year old.
- Profiles with an upcoming expiration date.
- Inventory Items with days in storage approaching the storage limits based on generator status.
- Shipments –When a scheduled shipment is past due or the status has not been updated including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

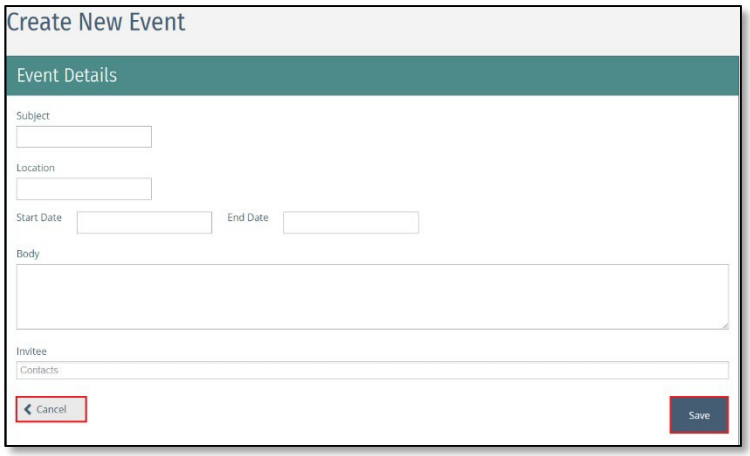
To remove a notification from the Notifications report, simply click “Acknowledge” at the end of each notification as noted above in Dashboard.



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.



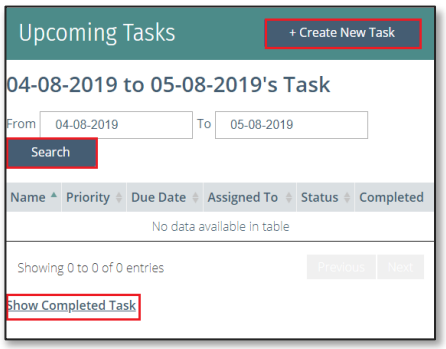


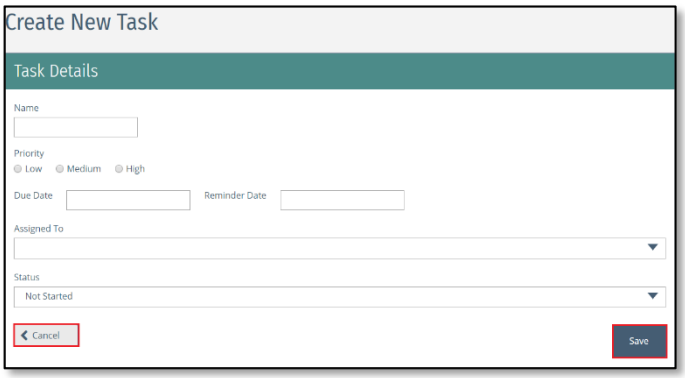
***Note**: To invite a contact to the event, the contact must be added to the Contacts section in the Settings and Configuration page.*

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.*

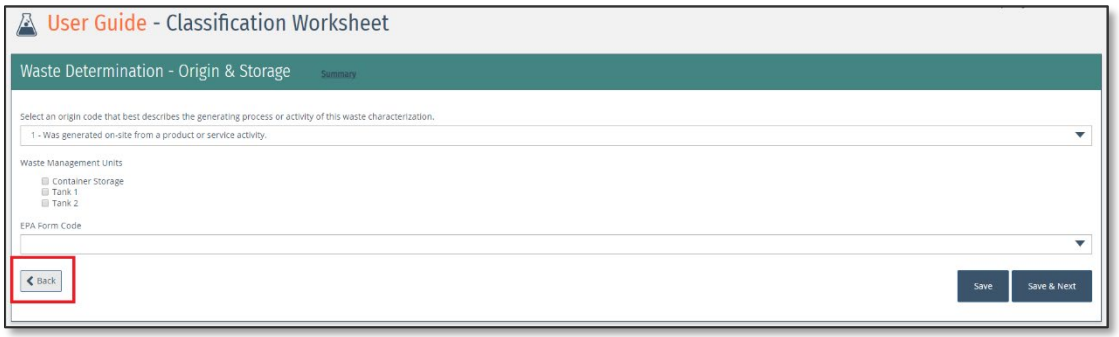
CHARACTERIZATIONS AND PROFILES

**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

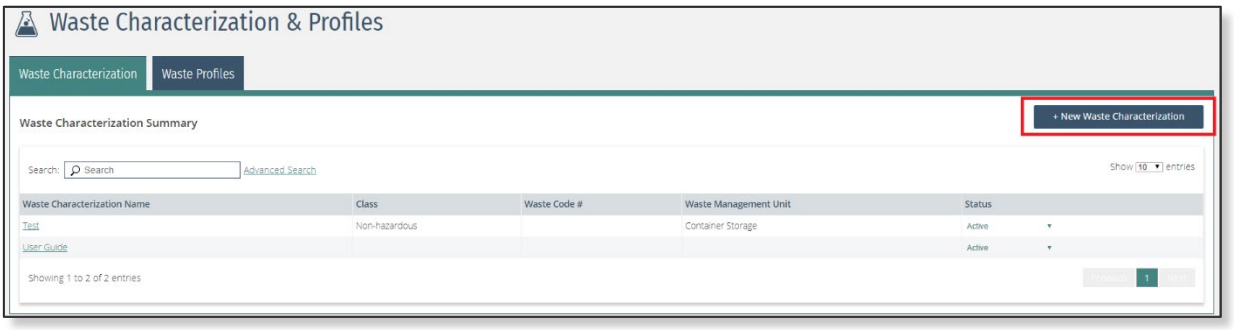
- Back – Returns to the previous page of the waste classification. Please do not use the back button on the web browser.
- Save – Saves the current page.
- Save & Next – Saves the current page and then advances to the next page.

CREATING WASTE CHARACTERIZATIONS

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

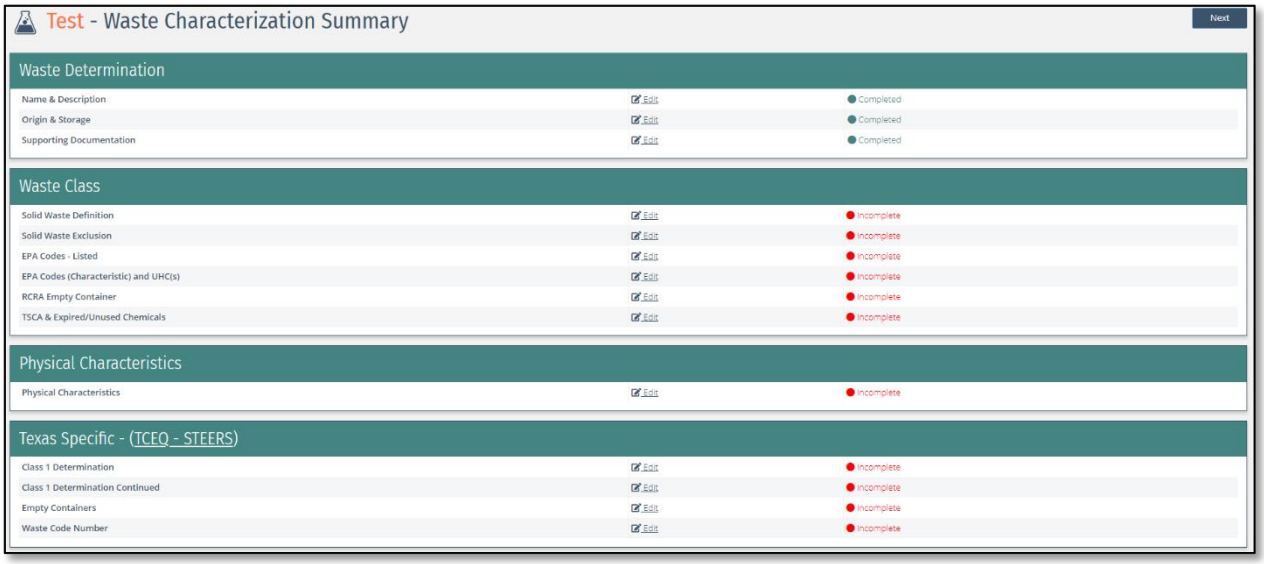
**Note: Some questions in WASTELINQ's characterization process are designed to help answer profile questions and are not necessarily part of a waste characterization. These questions will help simplify the completion of the waste profile in future steps.*

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.



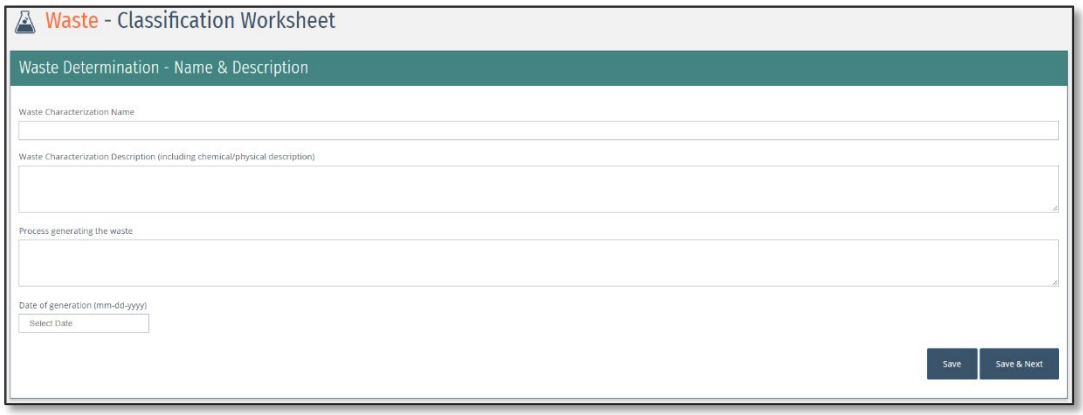
**If WASTELINQ pre-populated a Waste Characterization, some fields are not pre-populated. Please review and update all pre-populated data. Enter any missing data fields.*

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.



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.

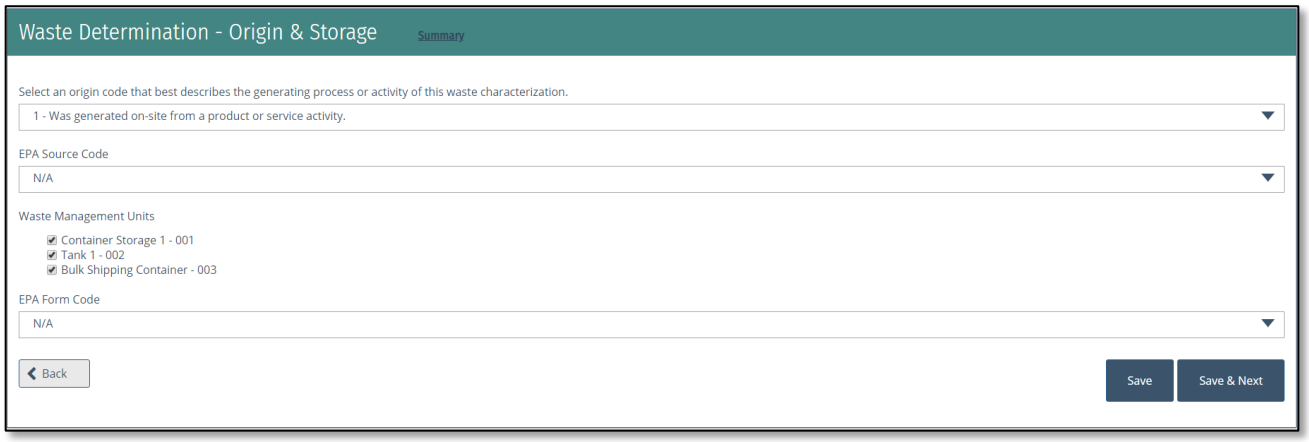


***Note:** if the data was pre-populated, the date generated will default to the date the data was pre- populated. This date will need to be updated to the correct generated date.*

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.



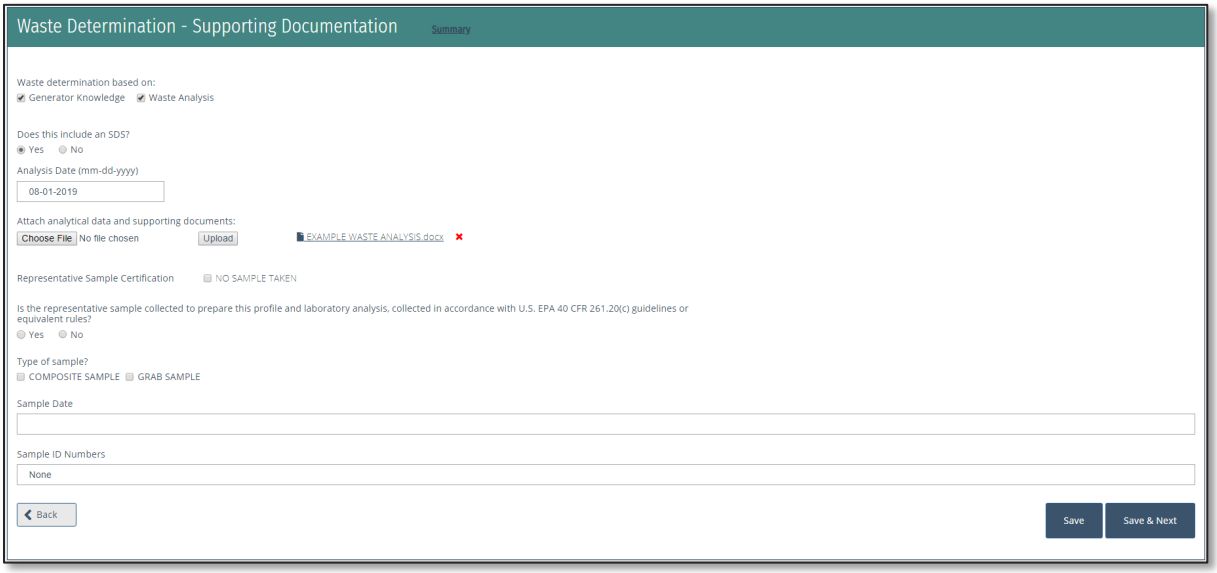
Waste Determination: Supporting Documents

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.



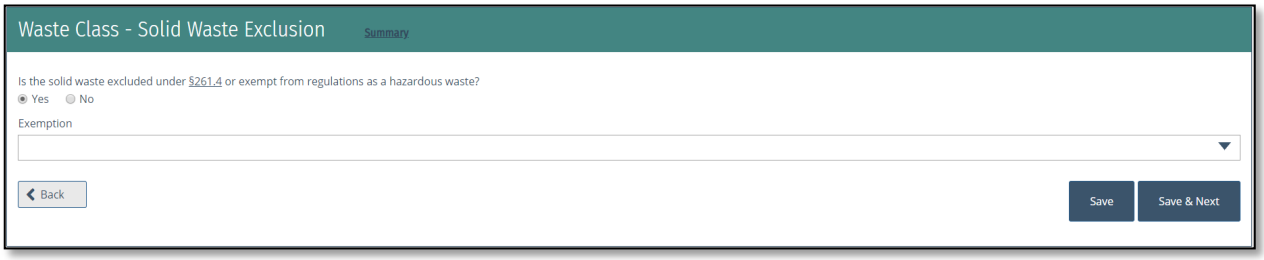
Waste Class: Solid Waste Definition

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.

***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

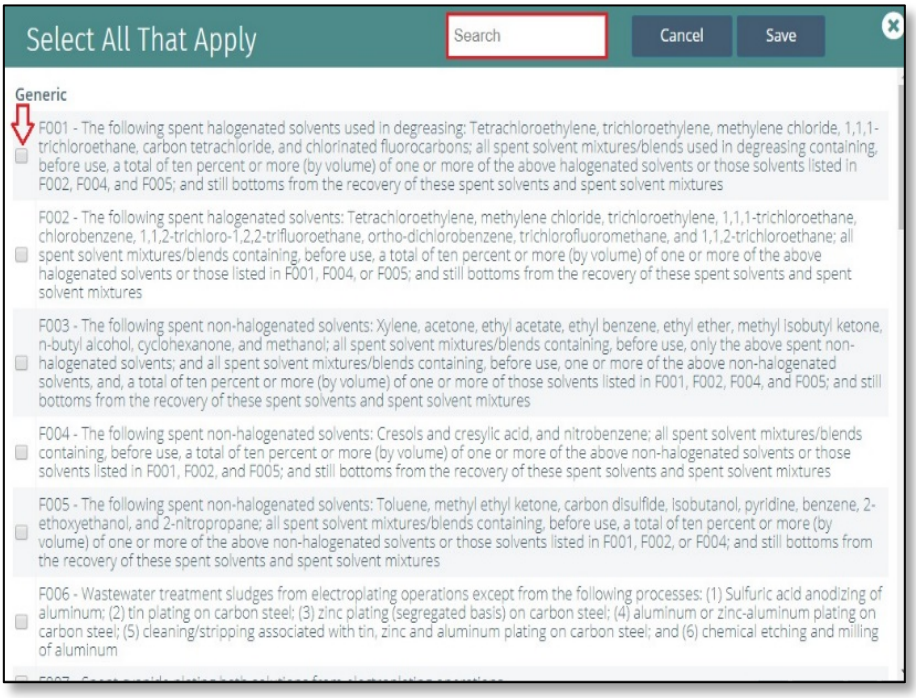
A user may indicate that a waste is excluded or exempted from certain regulatory requirements. Information about the relevant regulatory requirements may be found at https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.26.261. If the user indicates that an exclusion is applicable, the user will be prompted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



Waste Class: EPA Codes Listed/Characteristic/UHC

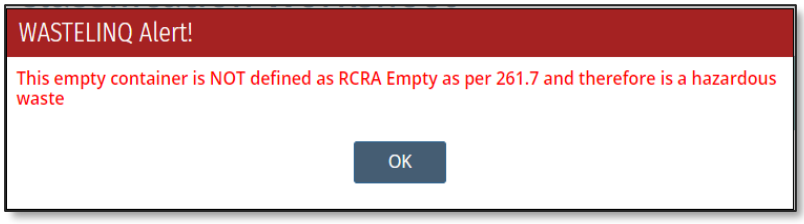
Document all EPA codes that are applicable to the waste stream. Reference links are available. Additional information may be found at https://www.ecfr.gov/cgi-bin/text-idx?node=pt40.26.261.

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."



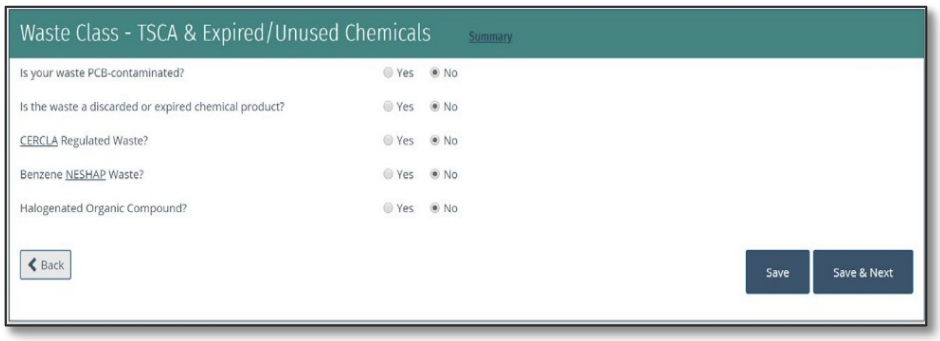
Waste Class – RCRA Empty Container

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."



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.

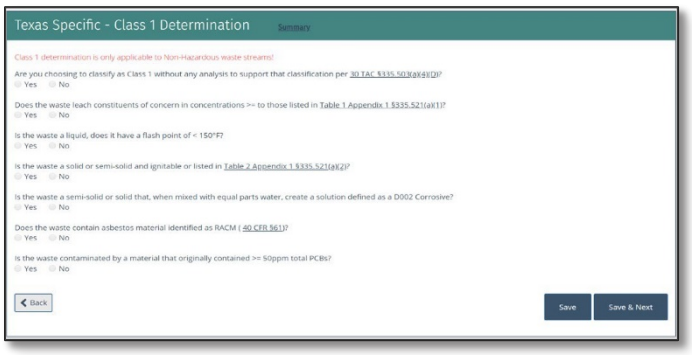


Physical Characteristics

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.

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.



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.

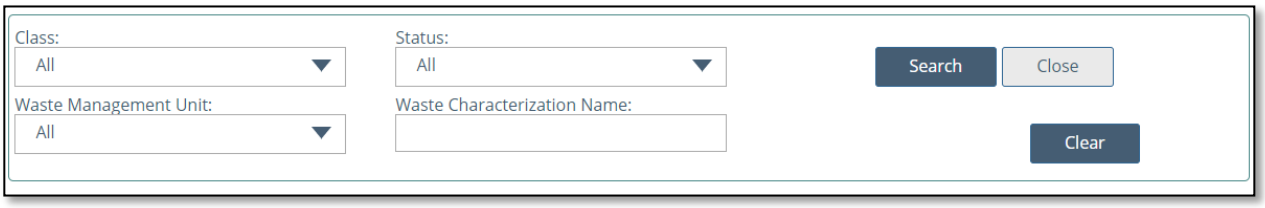
A PDF copy of the Waste Characterization Summary is stored in the Documents module.

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.

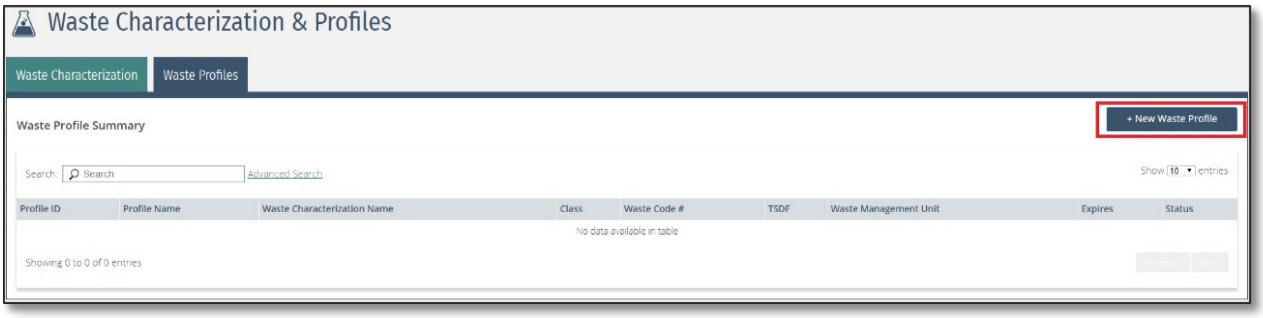


CREATING WASTE PROFILES

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.

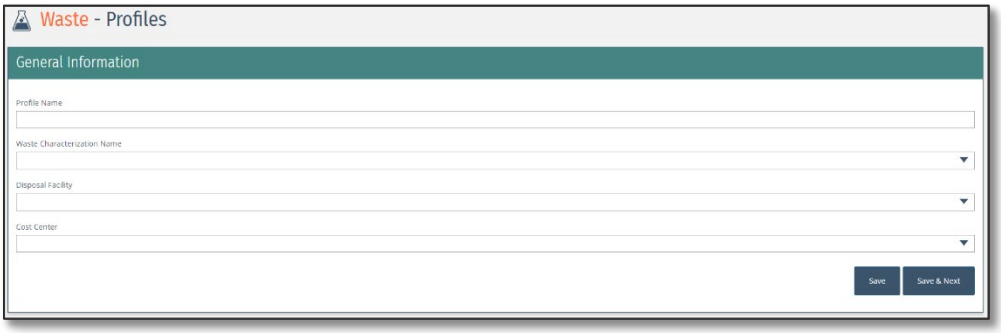
To create a new profile, click on "+New Waste Profile." WASTELINQ recommends that the user answers all questions, although not all are required. If a required question is not answered, the application will not allow the user to continue to the next step until a response is provided.



General Information

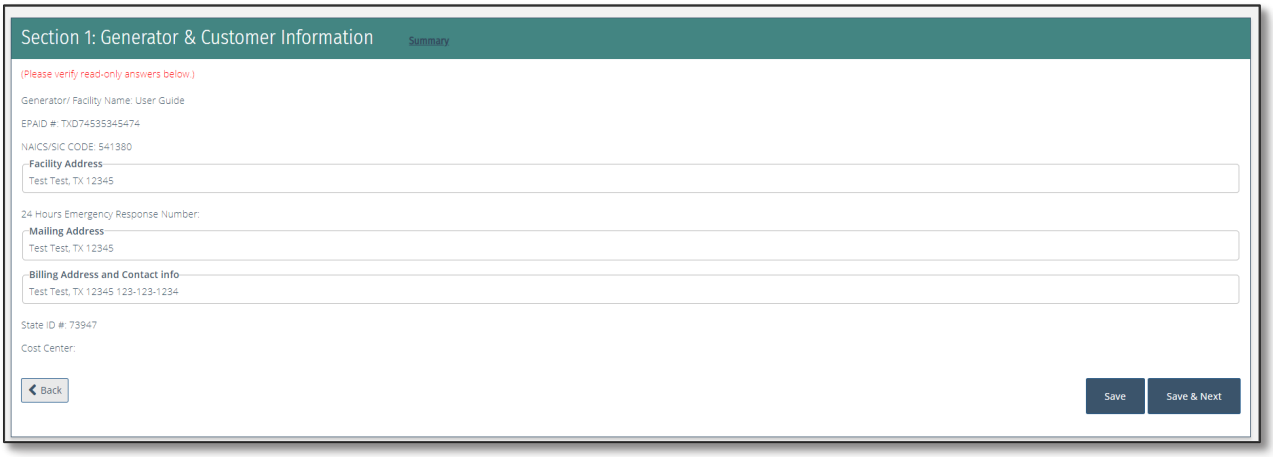
Provide identifying information for the waste profile, including:

- 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

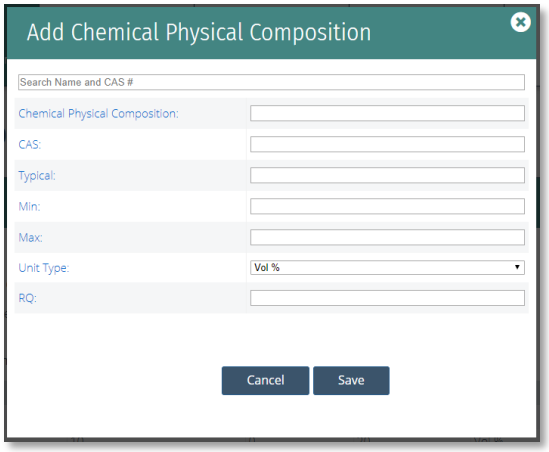
This section is auto populated by information provided in the Settings/Configuration section. This is a read-only page. Errors may be corrected by returning to the Settings/Configuration section and editing the information.

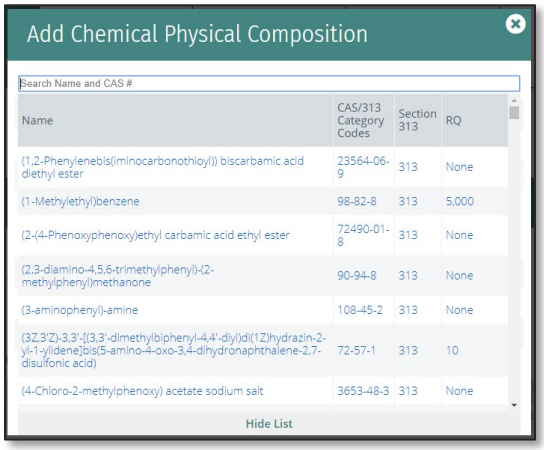


Generating Process and Material Composition

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.



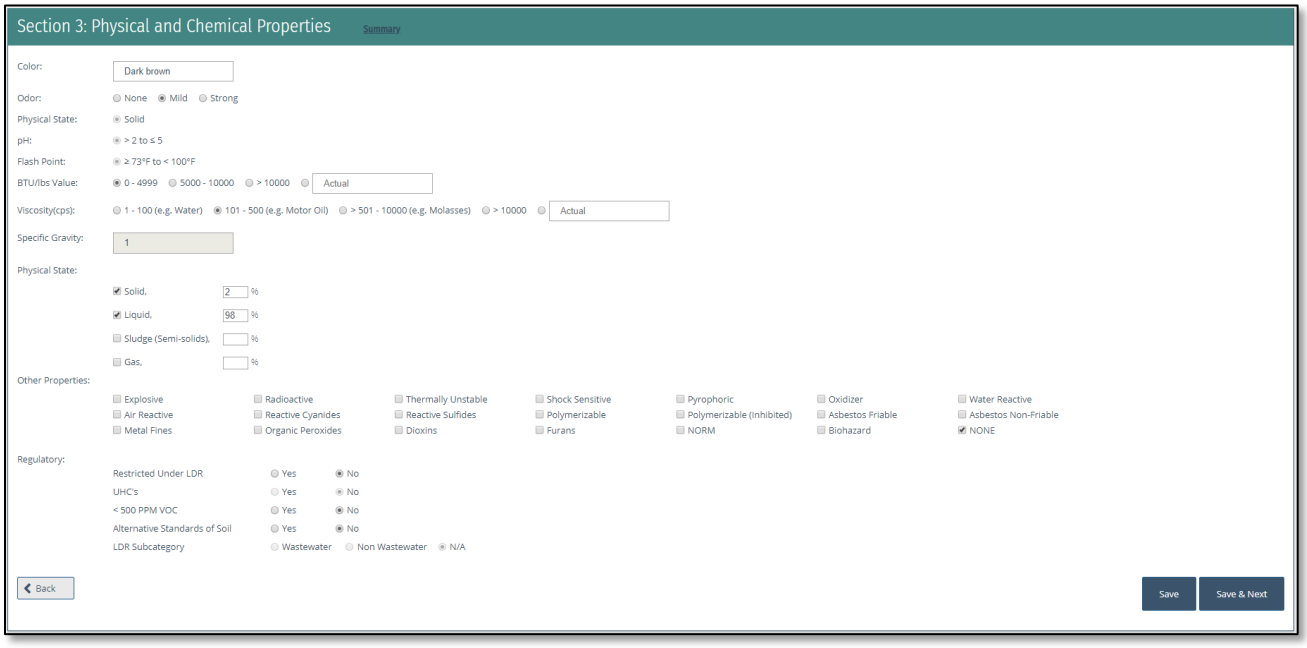


***Note**: After clicking in the "Search Name and CAS #" box the CAS # list will display. To exit out of this list and type in a chemical composition, click on "Hide List" at the bottom of the pop-up screen.*

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.

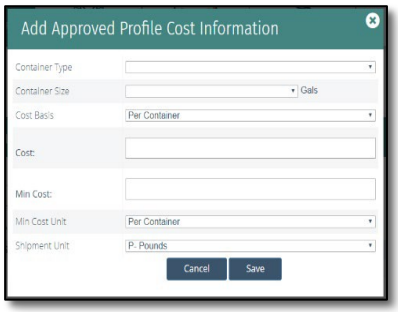


Shipping and Packaging Information

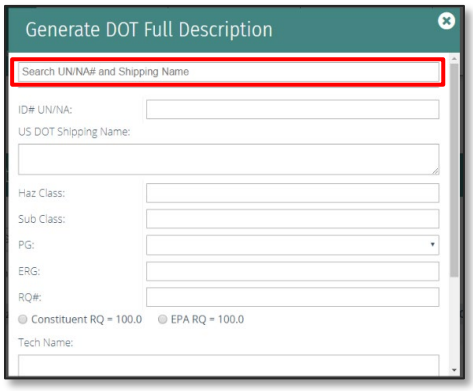
This section defines the estimated volume of waste as well as shipping container types and sizes. Cost information is documented here as well. If the waste is a DOT hazardous material, this page will help you define the correct DOT Shipping Description. Complete all sections before continuing to the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

- Enter an estimated volume and frequency.

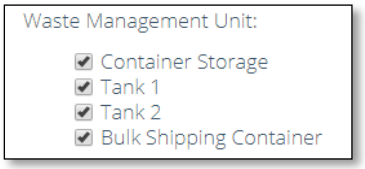
- To add Container Types, click “Add” and provide the information requested in the dialog box. Cost information is optional at this point. Cost information can be added in the Approval and Cost Information section once the final approval is received.



- 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.

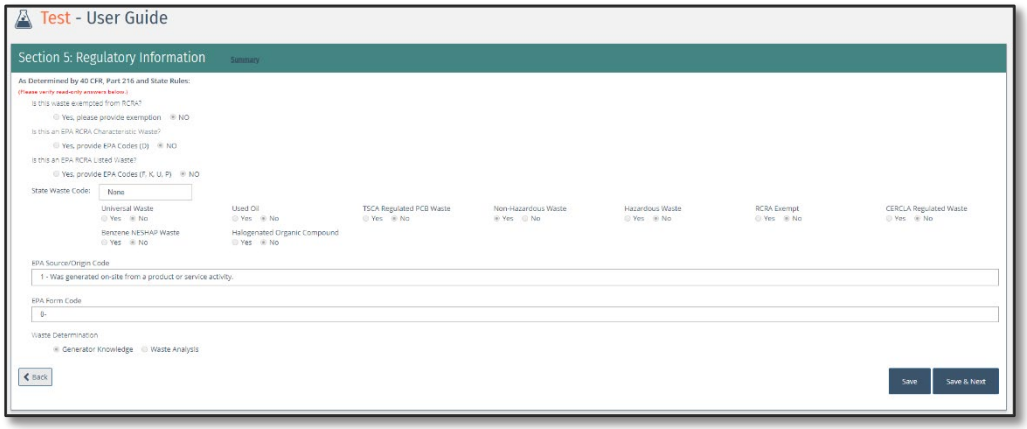


- Choose one or more waste management units in which the waste is stored. Available waste management units are auto-populated from information provided in the Waste Characterization. To add or change waste management units, return to the Waste Characterization for this waste.



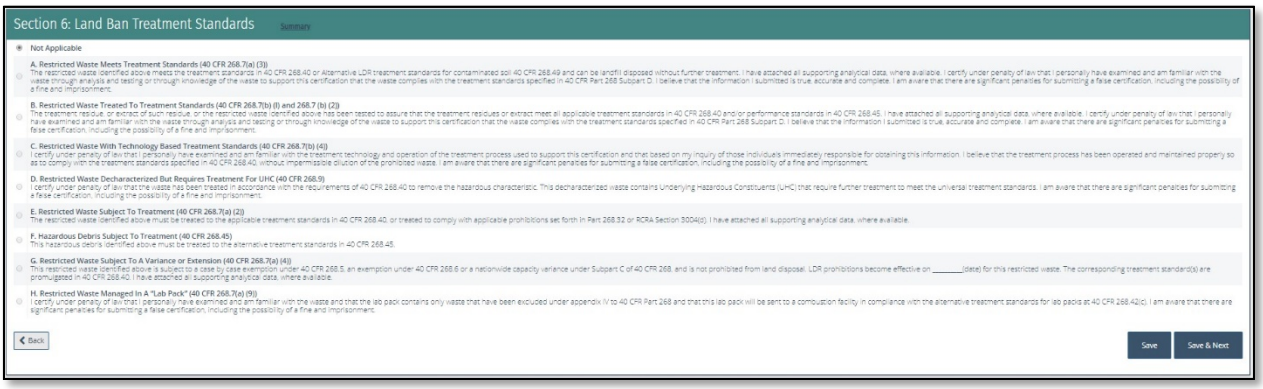
Regulatory Information

- 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.



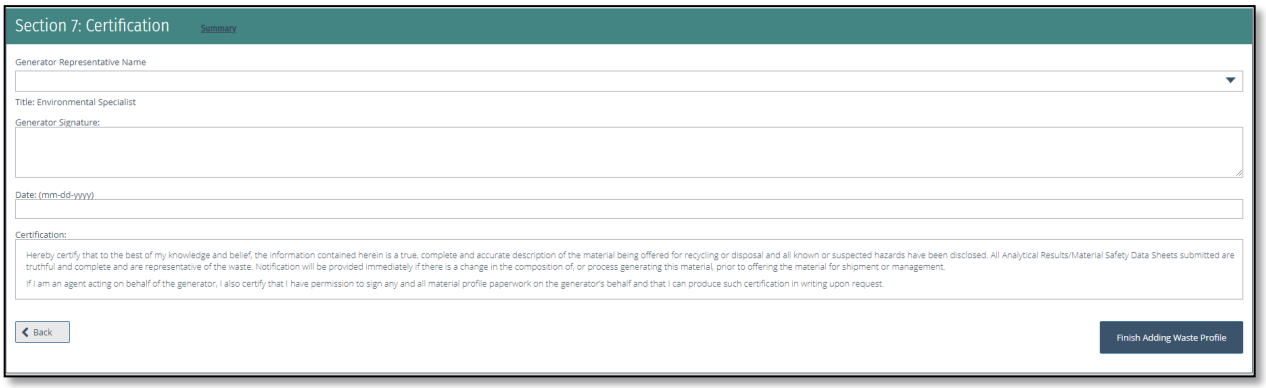
Land Ban Treatment Standard

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



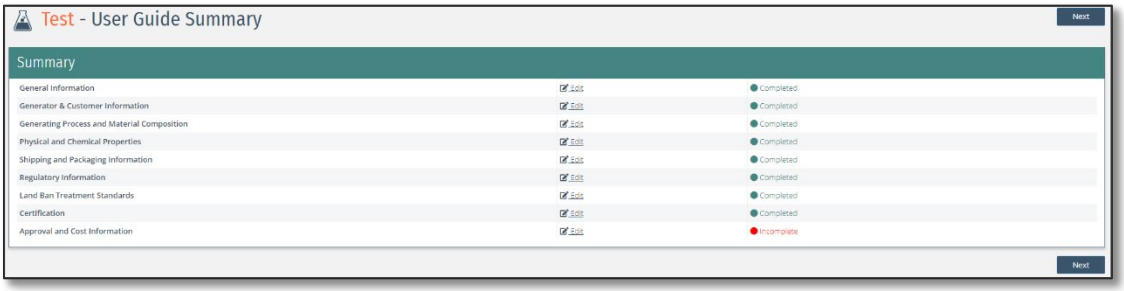
Certification

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.

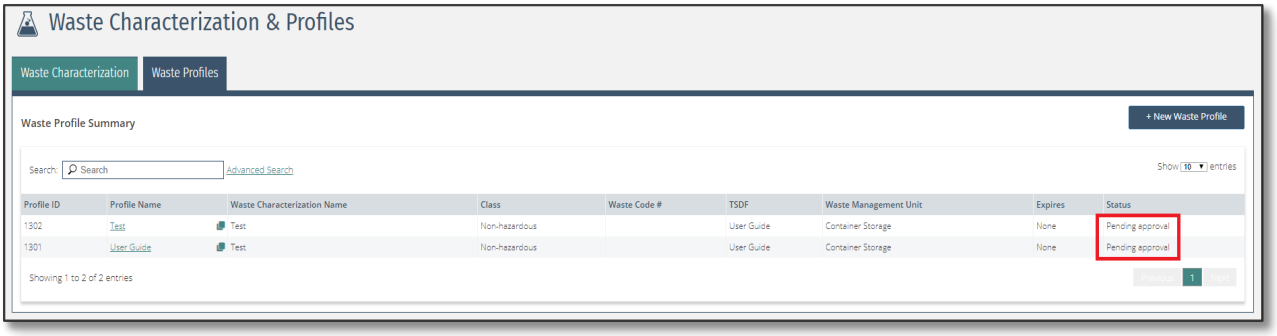


To complete the profile, click “Finish Adding Waste Profile.” The user will be redirected to the Summary Page for the profile. Confirm all sections are marked “Complete.” Return to any sections marked “Incomplete” and complete any missing information.

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

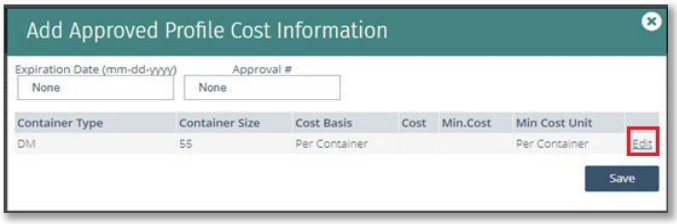


If all data is accurate, click “Next” to view the Waste Profile Summary page. The newly created profile will be assigned the status “Pending Approval.”



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.

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.



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.

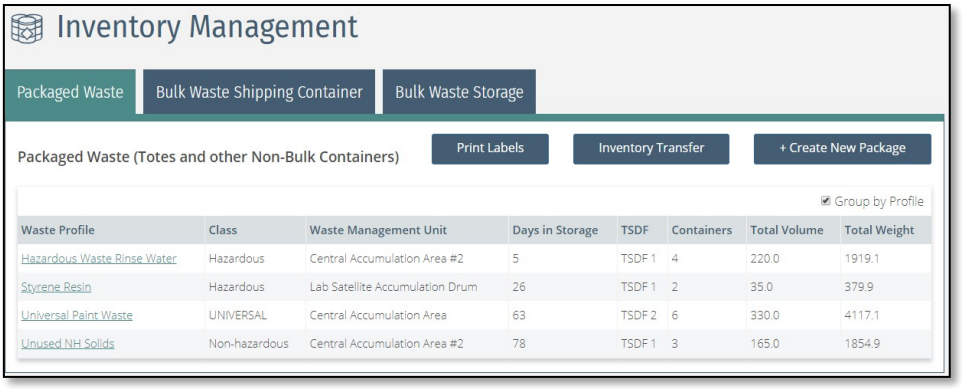
INVENTORY MANAGEMENT

**Inventory Management is available on Advanced subscriptions.*

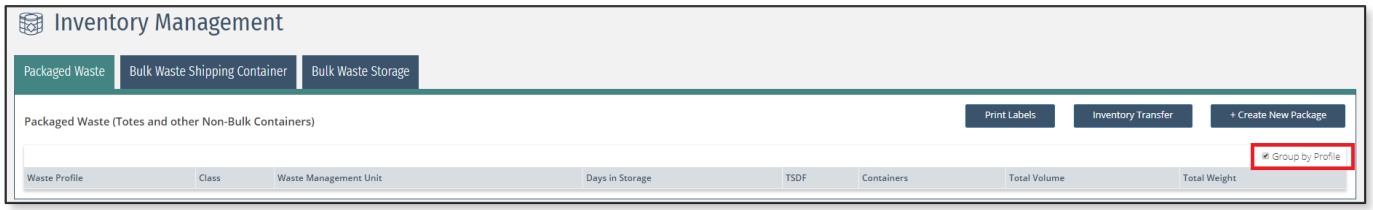
The Inventory Management module allows users to track waste from the point of generation to ultimate disposition. The Inventory Management module categorizes the waste into the following:

- 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.



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.



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:

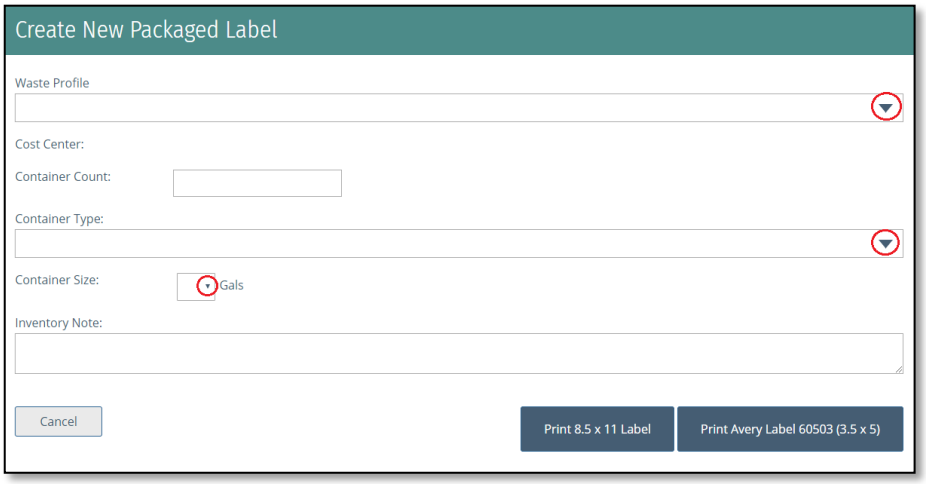
- Satellite Accumulation – Waste is currently being managed in a satellite accumulation area.
- Point of Generation – Waste is currently being managed in a determined area near the point of generation.
- Generated – Waste has been generated but has not yet been moved into storage.
- Stored – Waste is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

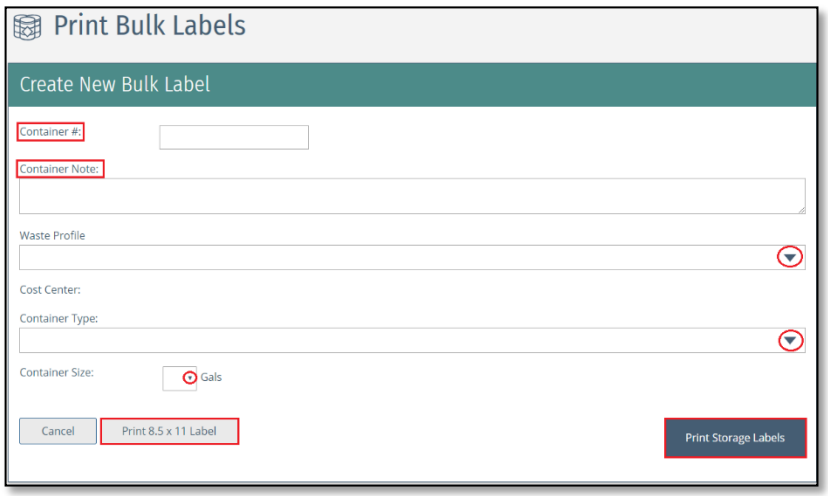
For packaged waste, choose the Waste Profile for the labels. Enter the number of labels to be printed in the Container Count box. Choose the container type and size. If a desired container type and size is not presented as an option, return to the Profile module – Section 4: Shipping and Packaging Information, 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.



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.

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.

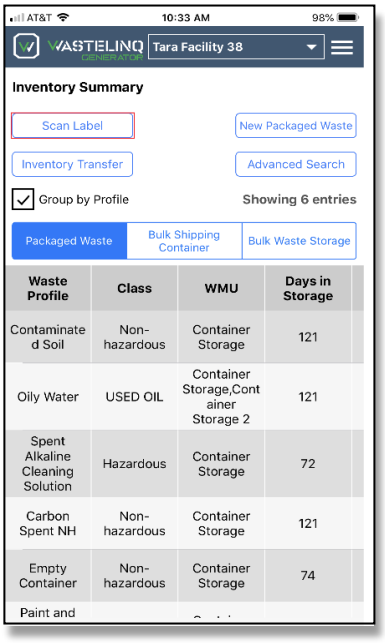


**Note*: *WASTELINQ labels are configured to fit on an 8.5 x 11 page. We highly recommend using thermal printers such as a SATO printer for the durability of the label. For laser printers, we recommend Avery Ultra Duty GHS Chemical Labels 60501.*

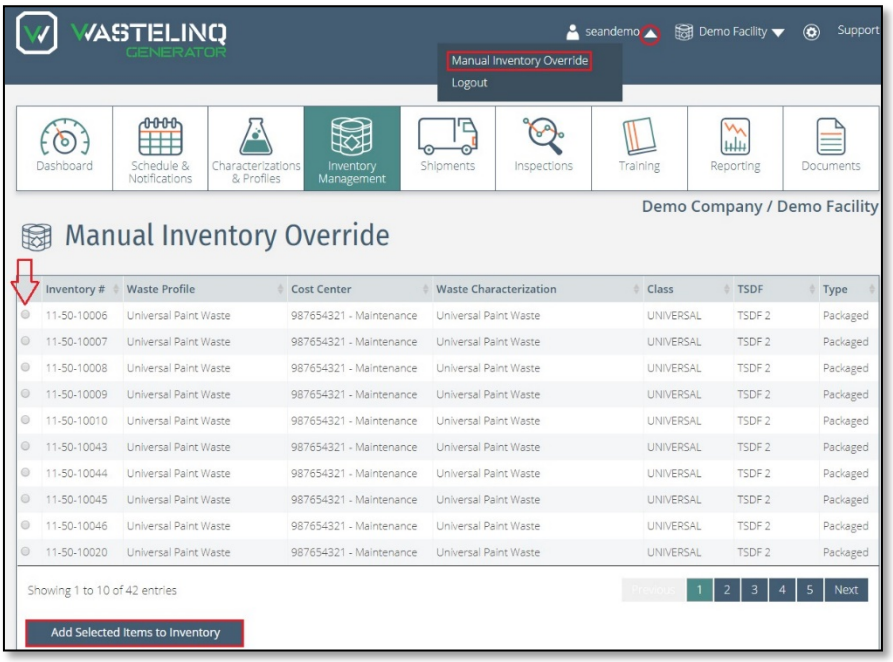
Entering Storage Labels into Inventory

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.



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 Manuel Inventory Override screen.

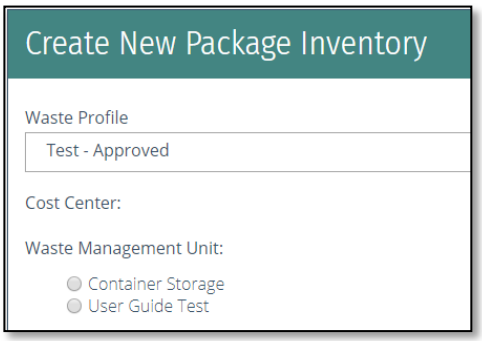


CREATING NEW PACKAGED INVENTORY

- 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.*

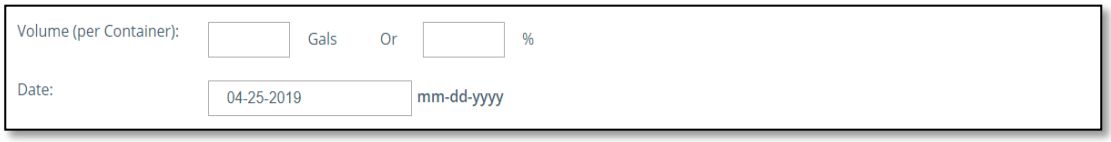


- Enter the Container Count. Inventory can be added one item at a time or as a group. However, if multiple containers are added at once, the volume entered will apply to all the containers. If the volume in the containers vary, enter each container separately.

- 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.

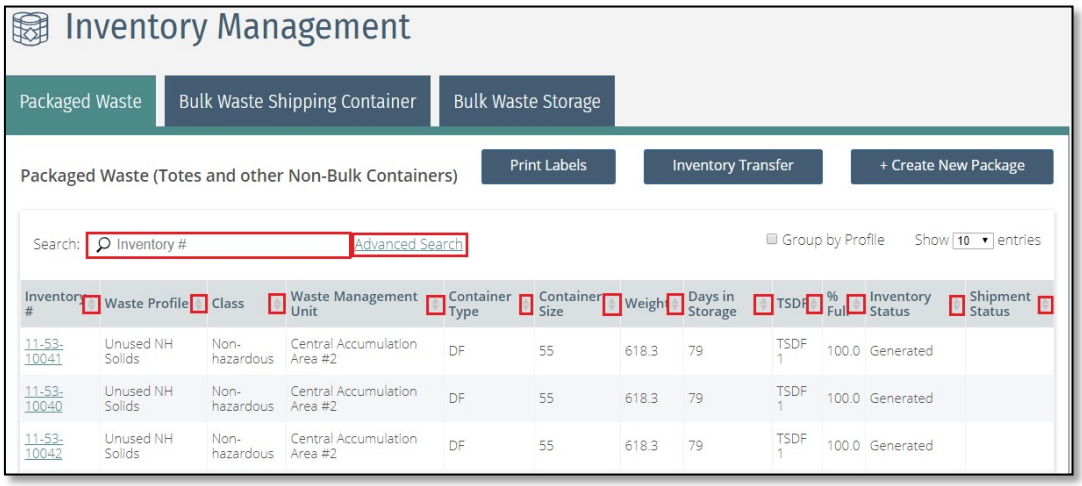


- Add any notes relevant to this inventory in the Custom Inventory Fields. The Custom Inventory Fields were configured in the Settings and Configuration section.

- 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.

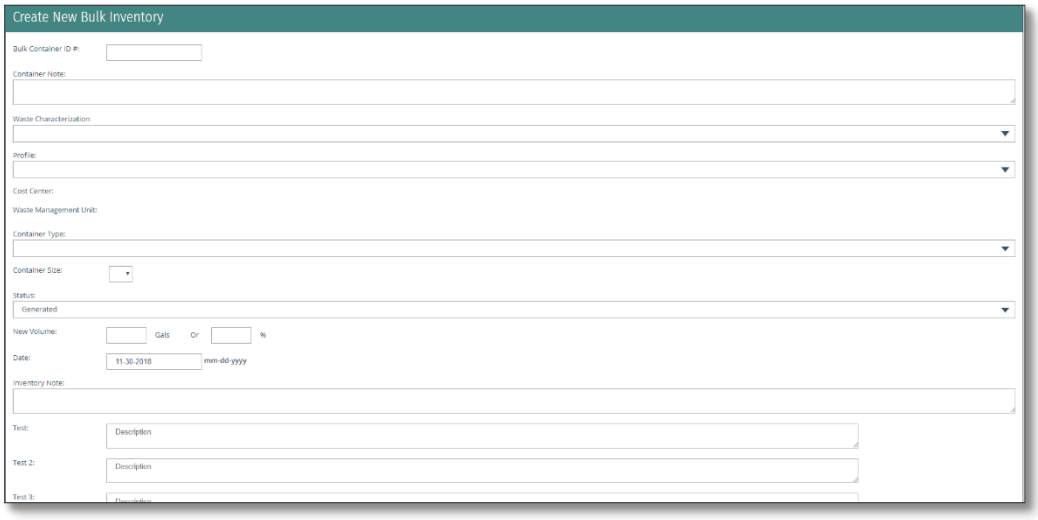
Once the user has created inventory, the default view will be Group by Profile. Click on the profile name to see the detailed view of all inventory items associated with that profile. Or, unclick Group by Profile to view all inventory items.

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.



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.



- 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

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

WASTELINQ GENERATOR

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

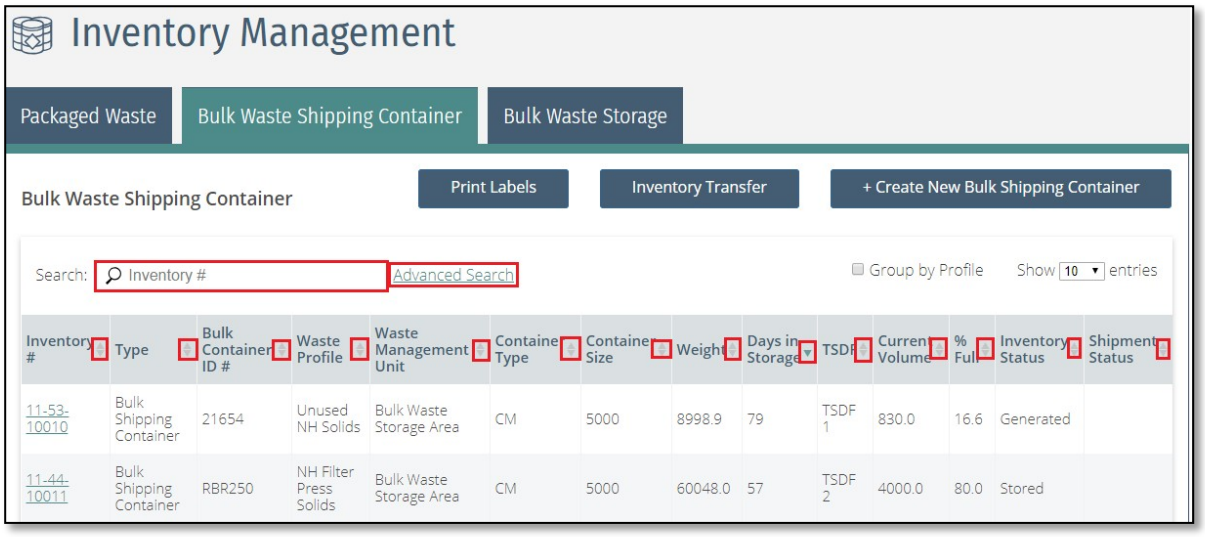
In case of accident or spill, call the User Guide's Emergency Response number: 123-456-7890

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

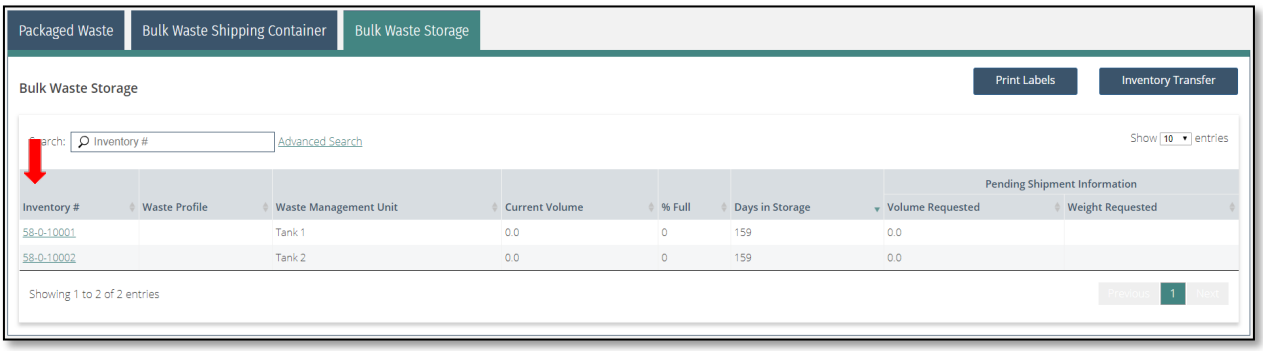
Search: Inventory # Advanced Search

Group by Profile Show 10 entries

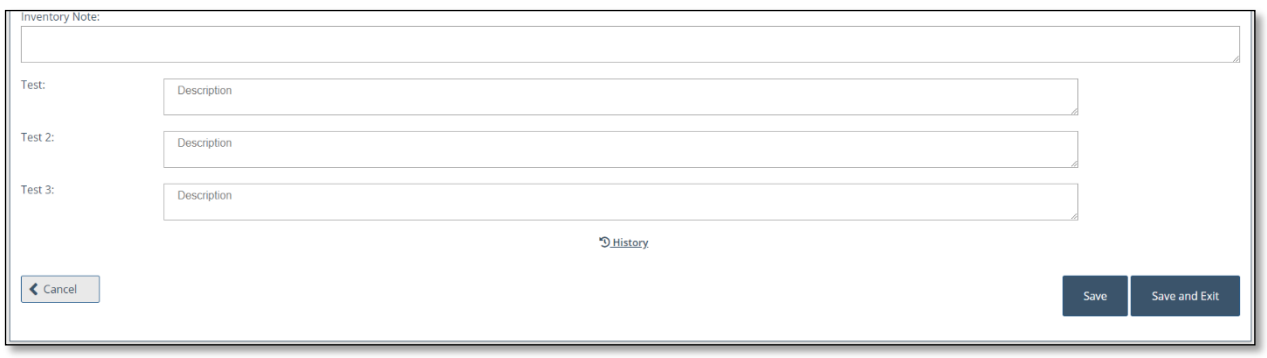
Inventory #	Type	Bulk Container ID #	Waste Profile	Waste Management Unit	Container Type	Container Size	Weight	Days in Storage	TSDF	Current Volume	% Full	Inventory Status	Shipment Status
11-53-10010	Bulk Shipping Container	21654	Unused NH Solids	Bulk Waste Storage Area	CM	5000	8998.9	79	TSDF 1	830.0	16.6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



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.

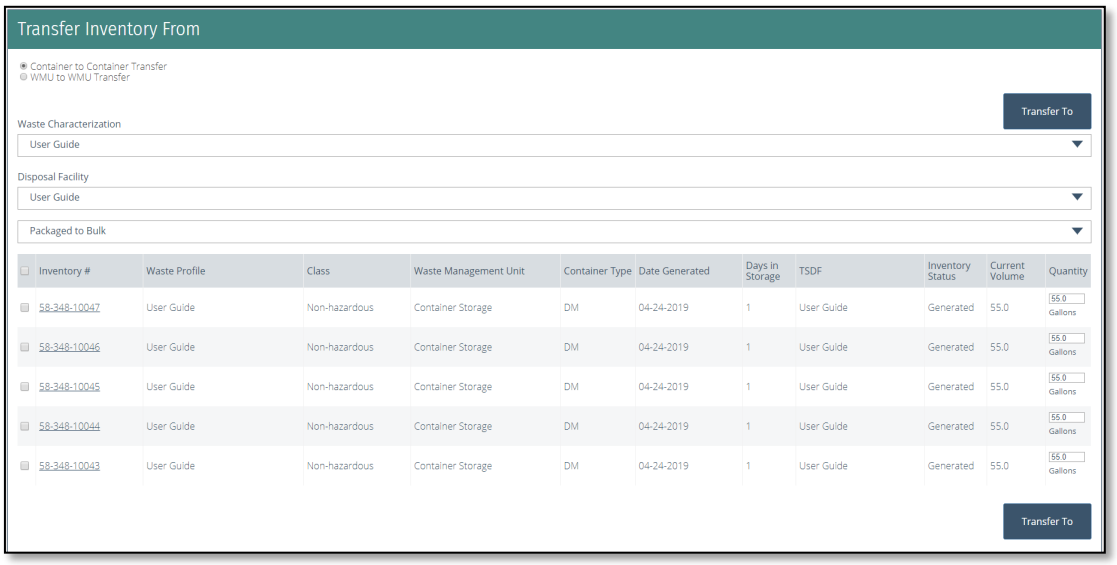
In the Transfer Inventory Form, choose whether the transfer is one of the following:

- 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.

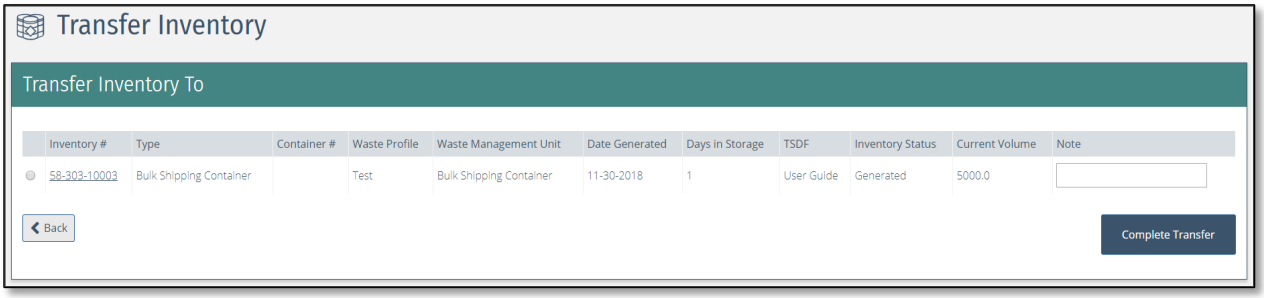
For a Container to Container Transfer, choose the Waste Characterization of the waste inventory to be transferred. Choose the Disposal Facility. *Note: The disposal facility drop-down menu will only display those that are associated with the chosen profile.* Then choose the type of transfer:

- 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.*

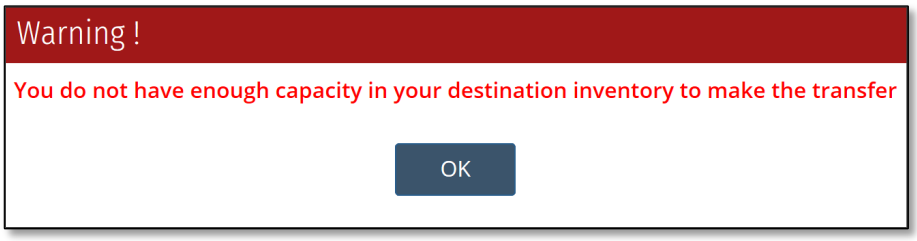


The next page displays all inventory items that meet the criteria for the transfer destination. Check the boxes to the left of the Inventory # to select the inventory that the containers will be transferred into and click “Complete Transfer.” If the inventory item to be transferred into is not displayed,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

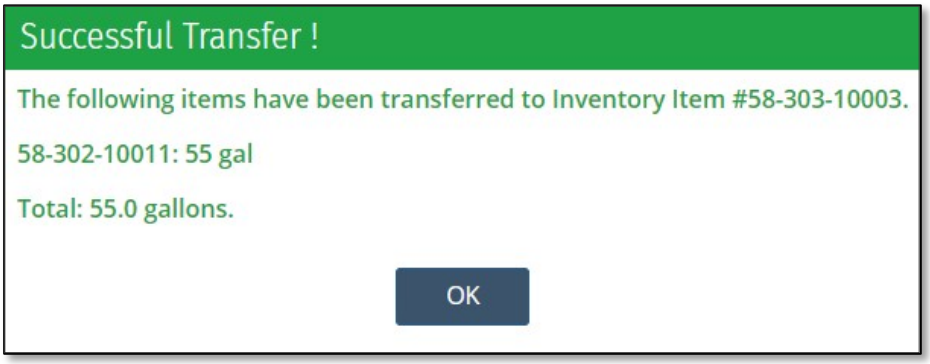


Note: *It is not possible to select more than one destination for a transfer. Transferring to multiple destinations requires multiple transfer transactions.*

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.

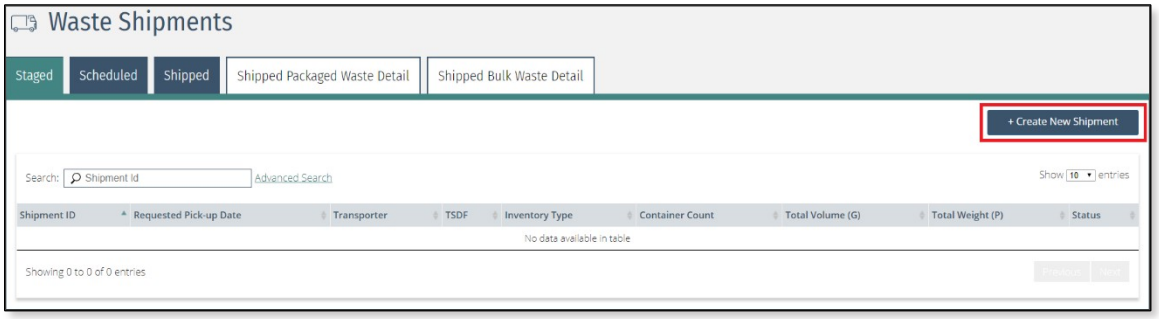
As shipments are created and move through the process, they are assigned one of the following statuses:

- 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.

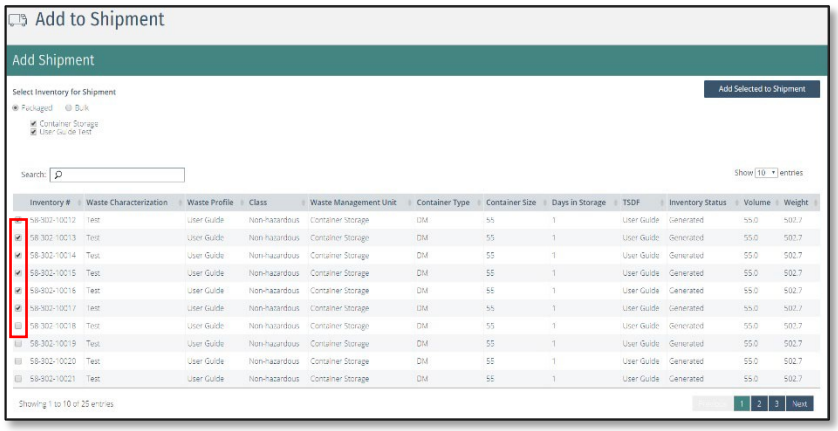
- Reconciled – Shipment amounts have been verified. Cost information has been entered. Final documentation can be uploaded.
- Documentation Complete – Final documentation has been received and filed.

CREATING A NEW SHIPMENT

- Click the "Create New Shipment" button.



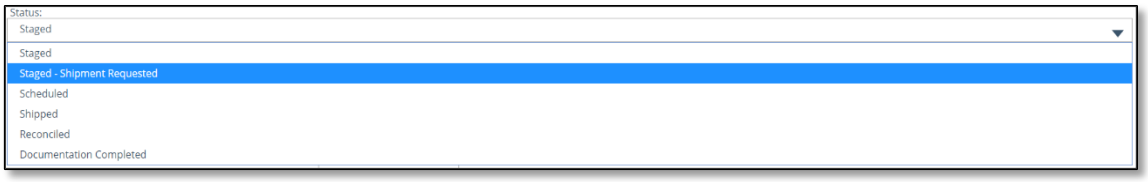
- Choose Packaged or Bulk.
- Select the waste management units for the inventory to be shipped.
    - For packaged waste, multiple waste management units may be chosen.
- The inventory associated with the selected waste management unit(s) will appear beneath the selection.
- Check the box/circle to the 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.*



    - 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.

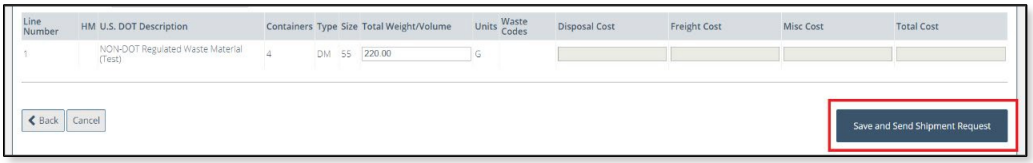
- Change the shipment status to “Staged – Shipment Requested” and add any additional pick-up instructions in the available dialog box. This information will be sent to the transporter.



- 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.

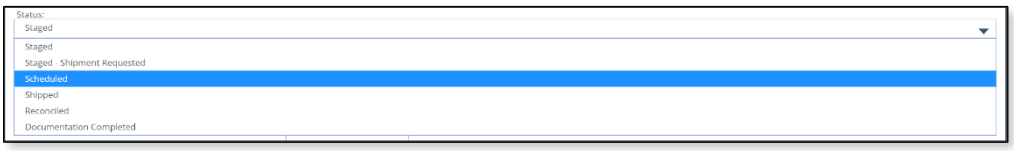
- Chose the appropriate Emergency Phone Number to be printed on the manifest. Emergency phone numbers are pre-populated with information provided in Settings and Configuration. To add additional numbers, return to the Settings and Configuration module – General Facility Information Tab.

- 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.



CONFIRM SHIPMENT

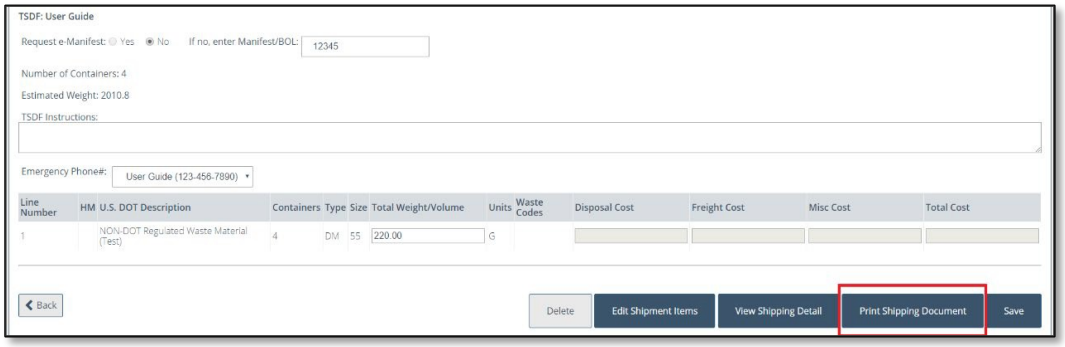
- Upon confirmation of the shipment by the waste vendor, update the shipment status within the Shipment to “Scheduled.” The shipment status may be changed by clicking on the desired shipment from the main page and changing the status on the shipment overview page.



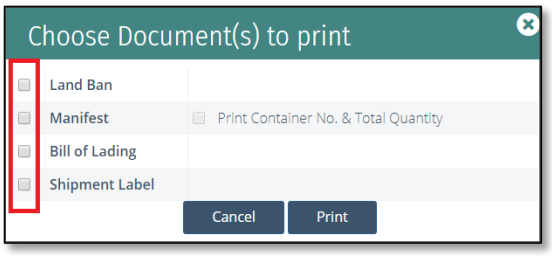
- Update the actual pickup date and time if different from the requested date and time.
- Update Manifest/BOL number, if necessary.
- Click “Save.” The shipment should now show a status of “Scheduled.” It will now move to the Scheduled tab.

PRINTING SHIPPING DOCUMENTS

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



- 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."

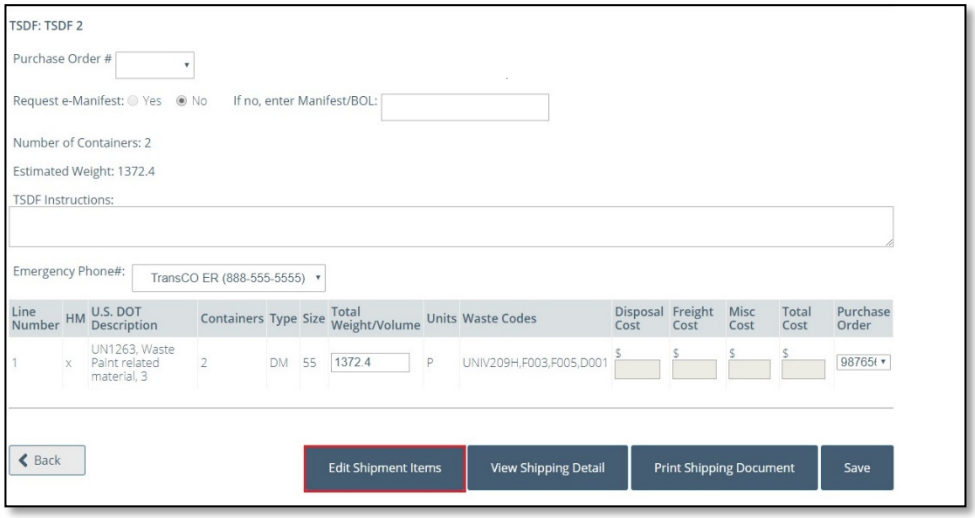


- A shipment Document Summary list will appear. Click the document to print and send to the appropriate printer. Repeat this process for each document. ***Note:*** *The manifest is designed to print on a dot matrix printer with the 5-part manifest form established by the EPA.*
- Return to the Shipment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

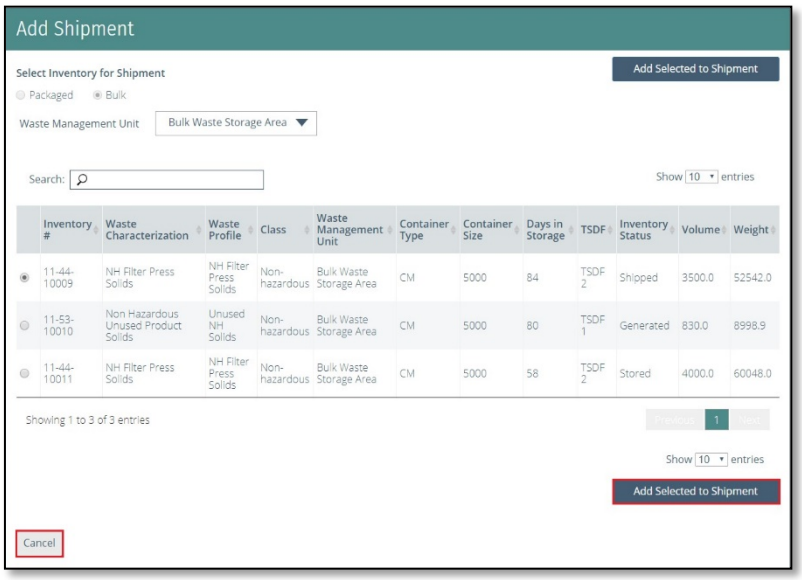
EDIT SHIPMENT ITEMS

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.



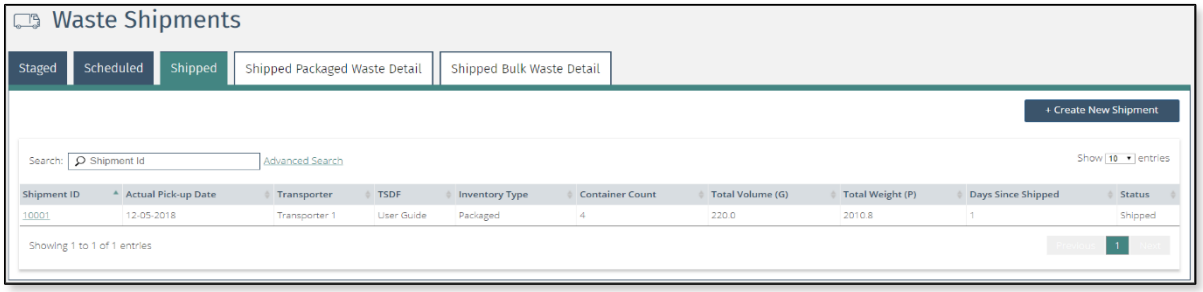
- The Add to Shipment screen will appear.
    - For packaged shipments, the Waste Management Unit selections and correlating inventory items will appear. Uncheck any currently on the order to be removed or add inventory to the shipment by checking the box for each additional inventory item.
    - For 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.



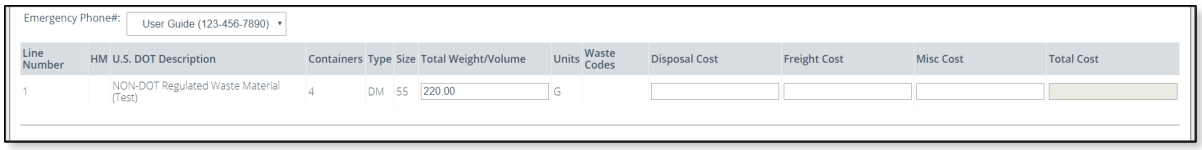
RECONCILIATION AND COMPLETING DOCUMENTS

- Once the shipment has occurred, return to the shipment overview to change the status to "Shipped."

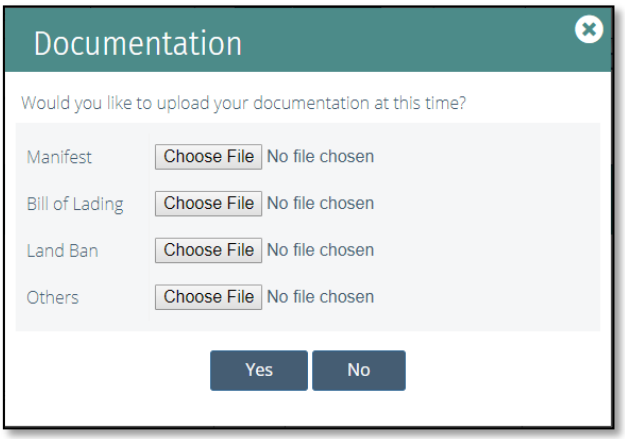
- The shipment will move to the "Shipped" tab when the status change has been saved.



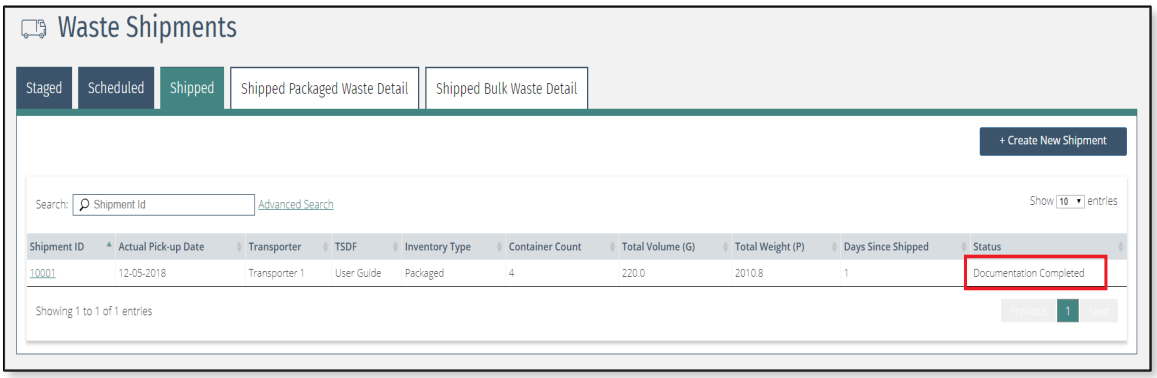
- Once the shipment documents have been reconciled (verified counts, volumes, etc.) change the shipment status to "Reconciled." The user will be allowed to enter in the cost information at this time or when it is received.



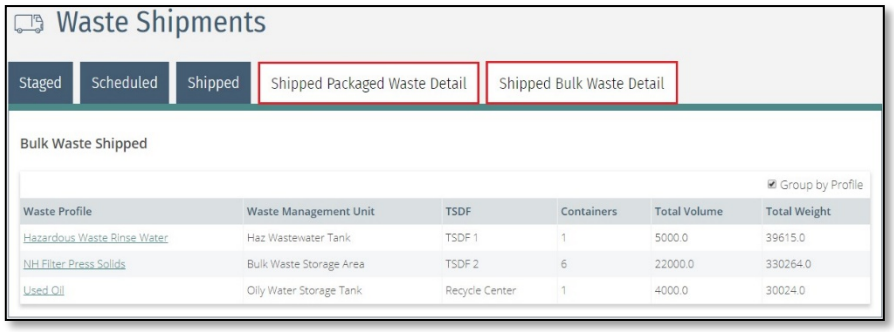
- After changing the status to reconciled and clicking "Save" the user is prompted to upload any final documents. Final documents may be uploaded at this time if the documents have been received. Click "Yes" to upload documents or "No" to upload documents at another time. If documents are added at this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



- 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.*



- 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.



***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

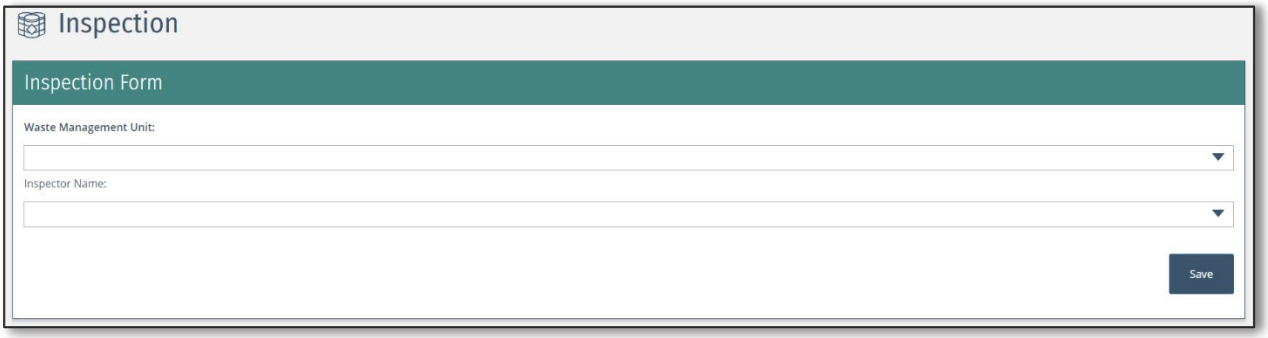
**Inspections Module is available on Standard and Advanced subscriptions.*

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

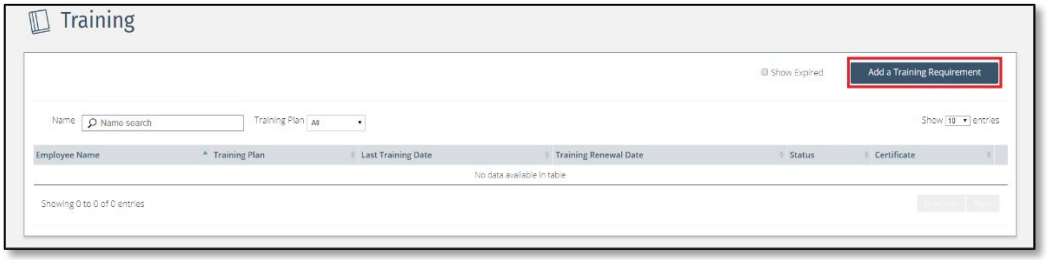
**Training Module is available on Standard and Advanced subscriptions.*

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.

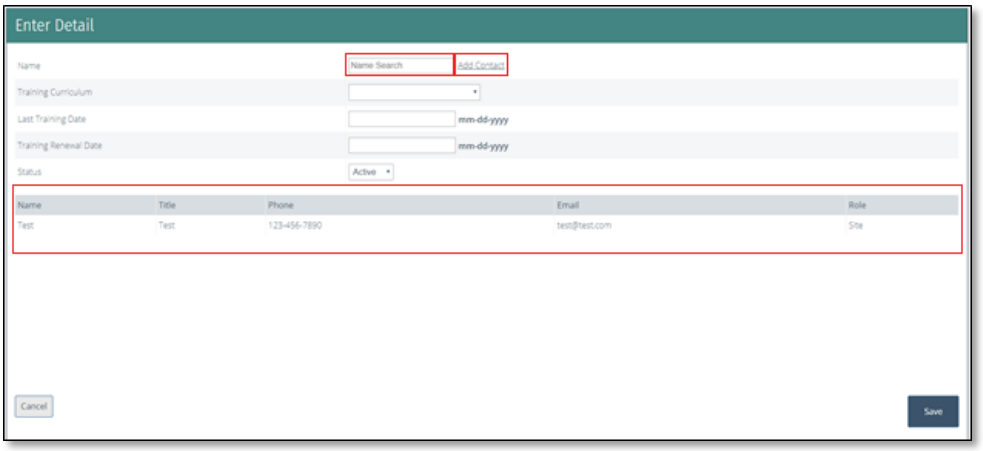
Training plans are established in the Settings and Configuration section under Training Plans. Return to the Settings and Configuration section to add or remove any training plans. *Note: WASTELINQ provides 4 default training plans that may be implemented, edited, or deleted.*

ADDING A TRAINING CURRICULUM

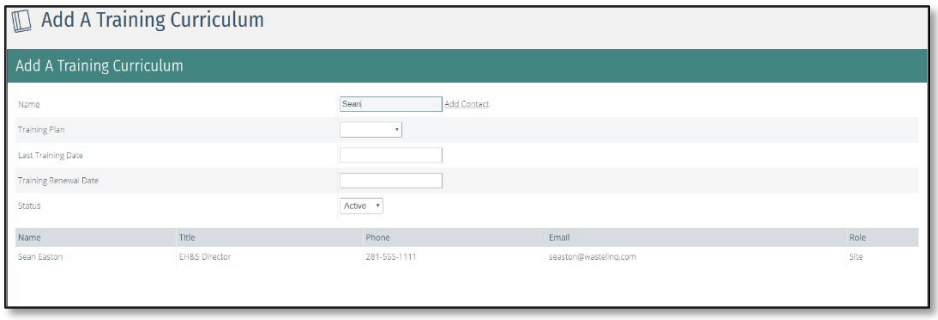
- Click the "Add a Training Requirement" button.



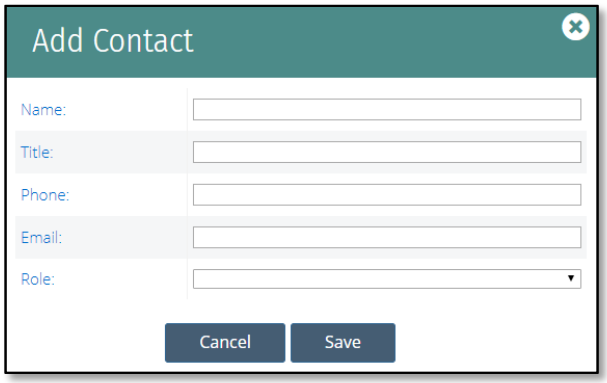
- Search for a name in the name field. Add a contact by clicking "Add Contact," or select a name from the table at the bottom that pulls from the contacts in Settings and Configuration table.



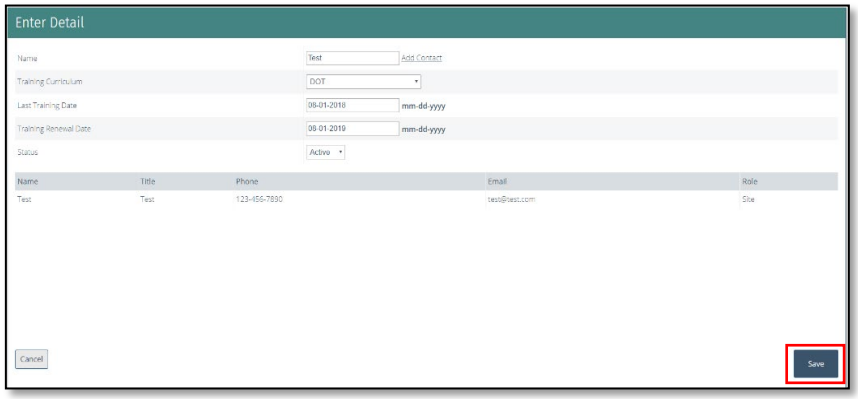
- To search in the name field, start typing a name that is in the contact list in Settings and Configurations. A list on the bottom of the screen will filter based on what is typed.



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



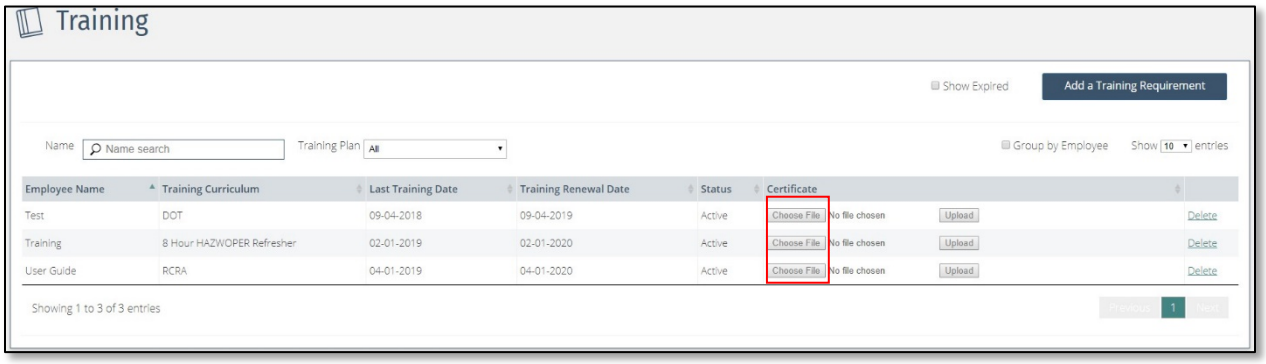
- All information in this pop up is required. Once saved, the contact information will be added to the training module as well as to the contacts section in Settings and Configuration.
- A name may also be chosen from the table at the bottom of the screen.
- After choosing a name, select the training 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."



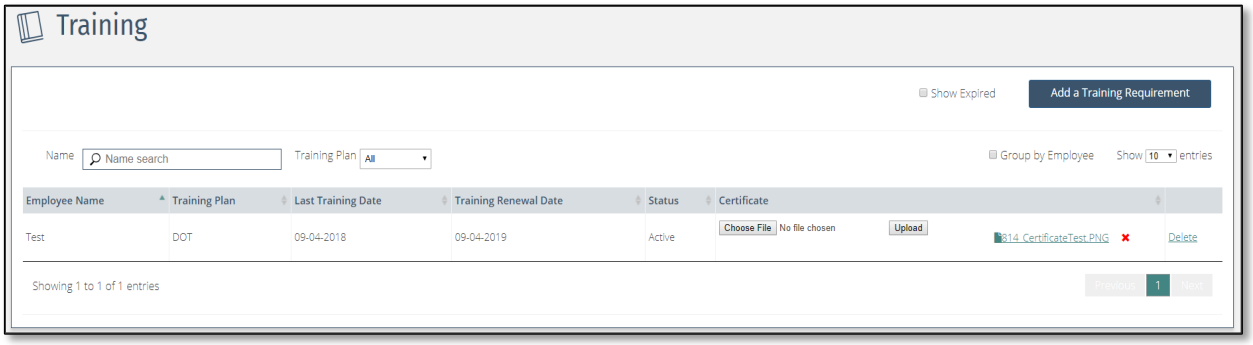
UPLOADING A CERTIFICATE

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.



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.



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

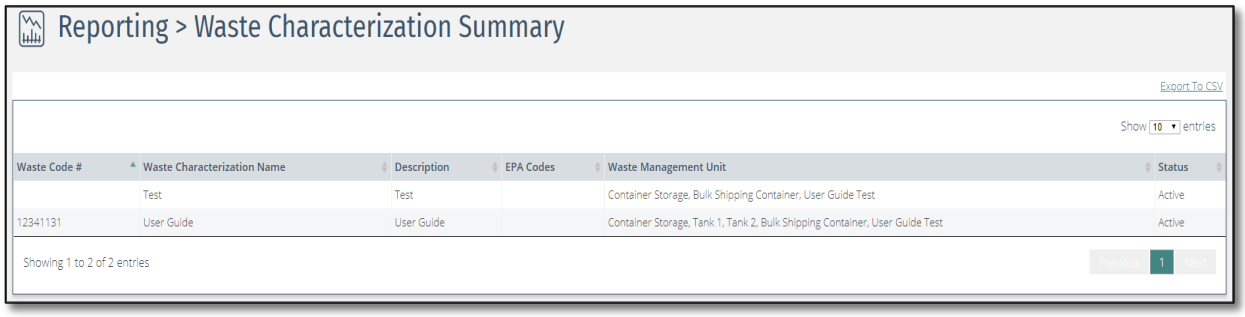
**Reporting Module is available on Standard and Advanced subscriptions.*

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.

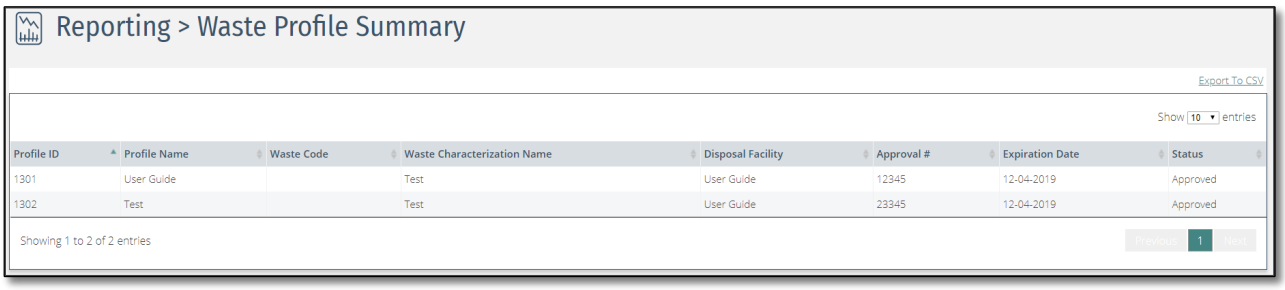
WASTE CHARACTERIZATION SUMMARY REPORT

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.



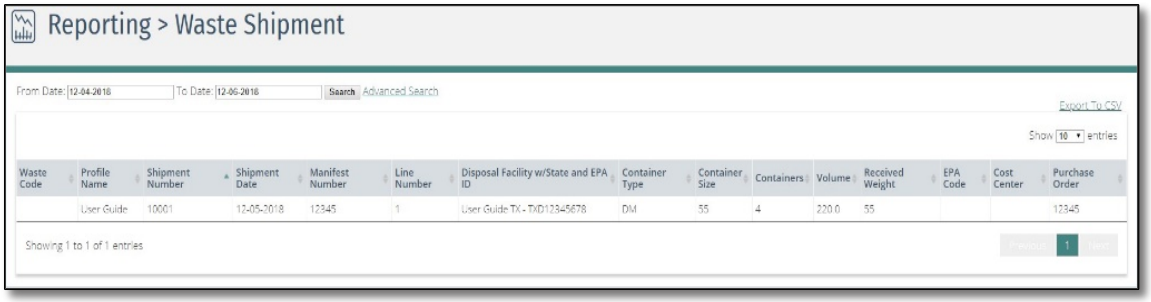
WASTE PROFILE SUMMARY REPORT

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.



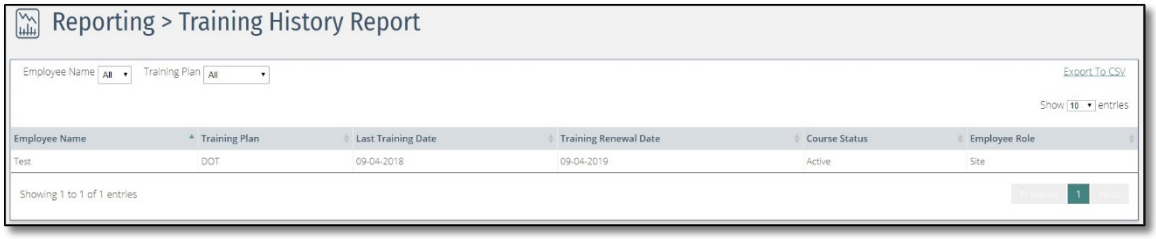
WASTE SHIPMENT REPORT

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.*



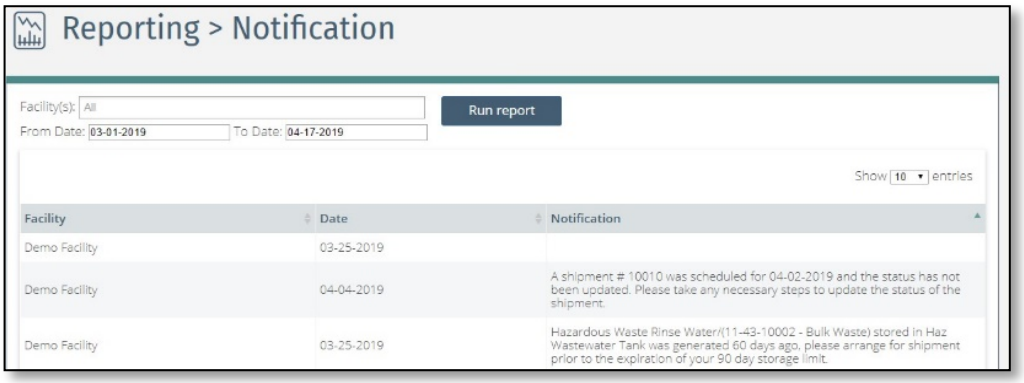
TRAINING HISTORY REPORT

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



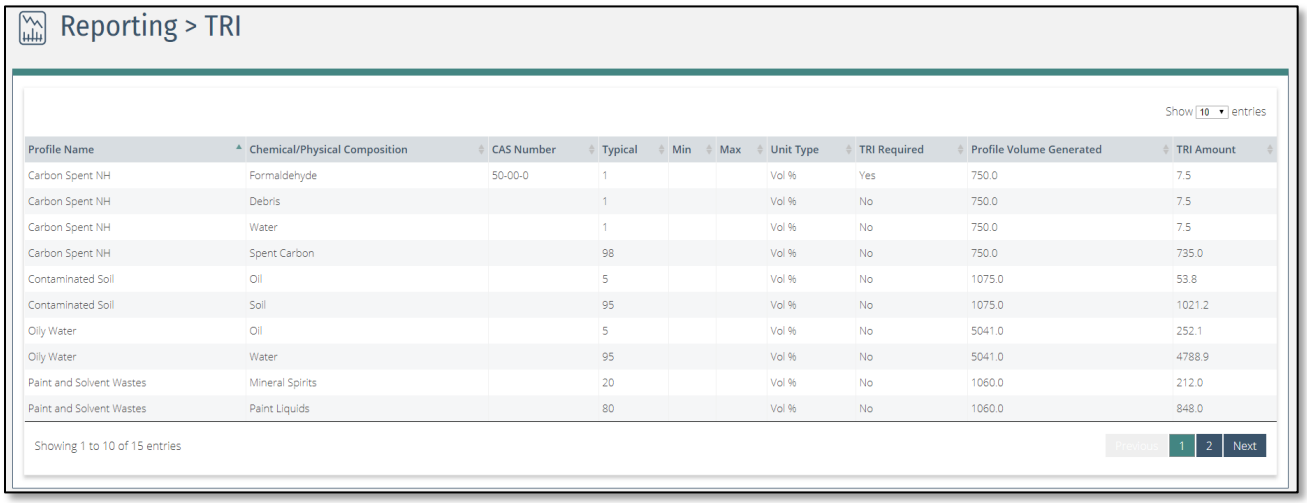
NOTIFICATION REPORT

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



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.



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.*

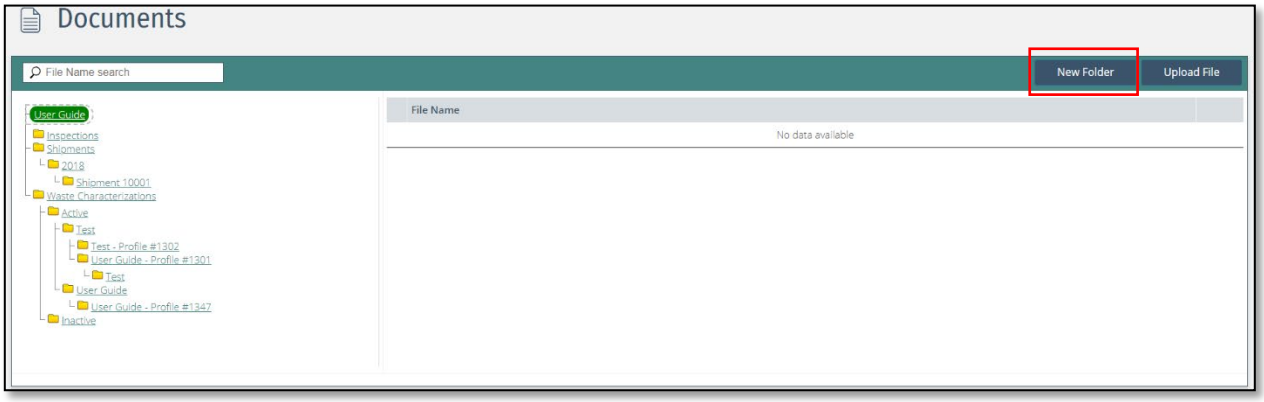
Limited reports are available on Free Version.

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

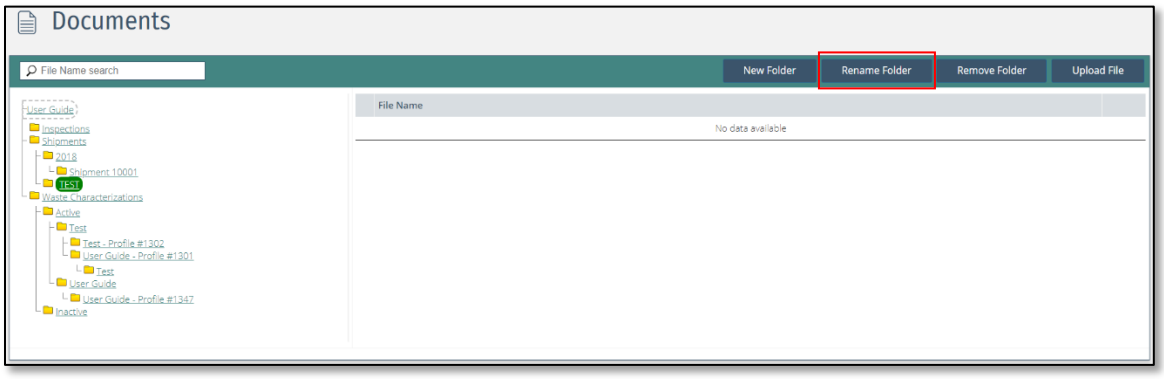
WASTELINQ automatically creates file paths for each category. The user then can upload any final documents or additional documents. The user does have the ability to create new folders, however, WASTELINQ Generated folders cannot be deleted.

NEW, RENAME, AND REMOVE FOLDER BUTTONS

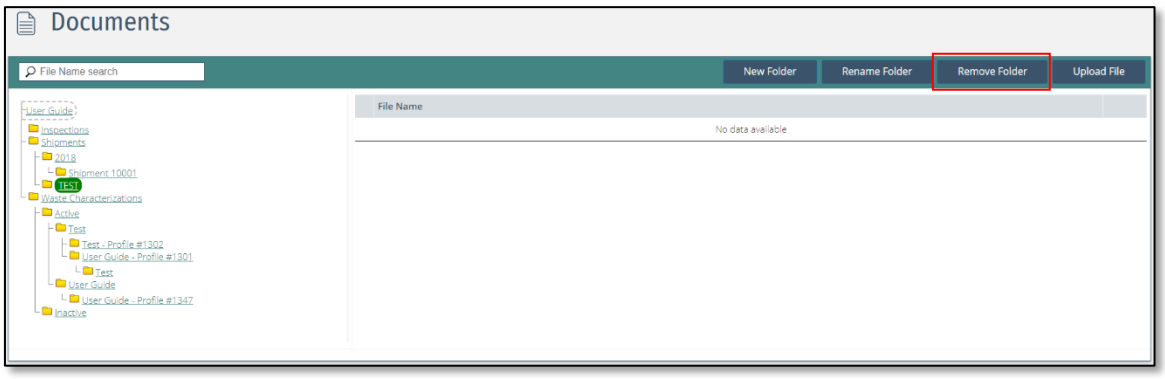
New: Click New Folder to create a new folder in the documents file. Type in a name for the folder and click "Save."



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.*

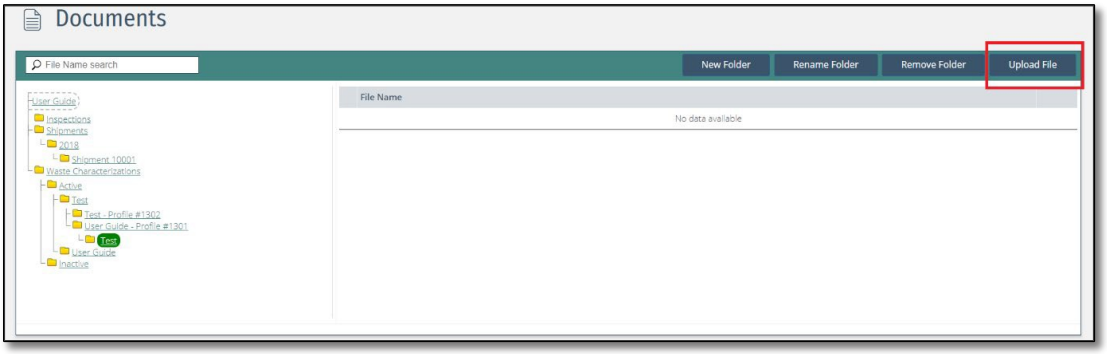


Remove: Delete or Remove a folder by clicking on the folder to be deleted. Click “Delete Folder” to remove a folder. *Note: The user is only allowed to delete folders that were created by them. System generated folders cannot be deleted.*



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.

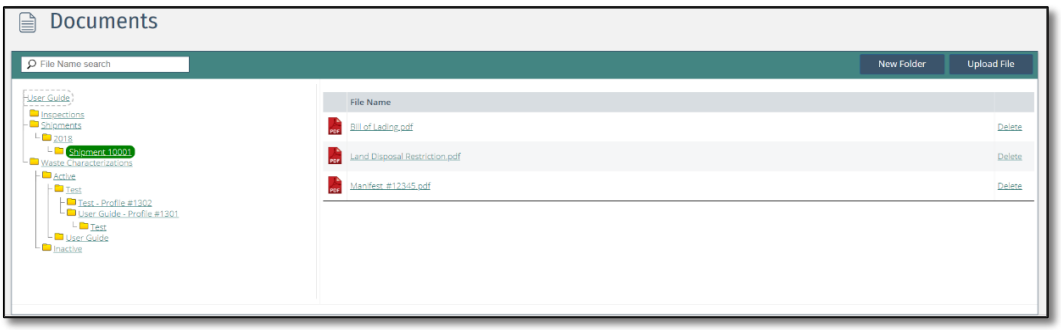
INSPECTIONS

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 andselect 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.



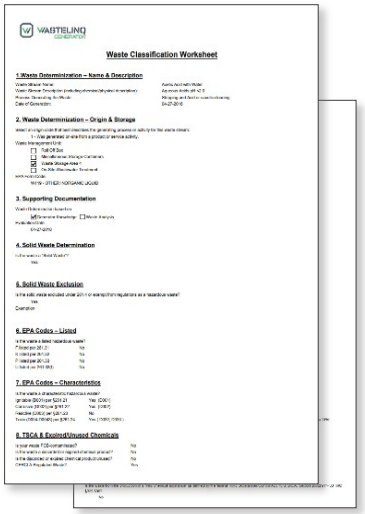
- A file may be removed by clicking "Delete."

  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.

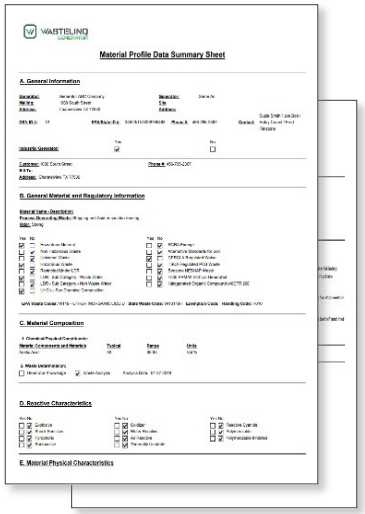
WASTE CHARACTERIZATION AND PROFILES

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

Thank you for choosing WASTELINQ Generator!

Please visit our Support Site at https://wasteling.com/support or by clicking on Support from www.wasteling.com for additional help in using the application .

Resources include:

- Full user guides for all 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/