WASTELINQ Generator iOS App

User Guide

Beta Features

WASTELINQ, LLC may make available to Customer certain features that are labeled "beta" that are not yet generally available. To use such features, Customer acknowledges and agrees that such beta features are subject to the terms and conditions accepted by Customer upon activation of the feature, or in the absence of such terms, subject to the limitations for the feature described in the User Guide and as follows: The beta feature is a prototype or beta version only and is not error or bug free and Customer agrees that it will use the beta feature carefully and will not use it in any way which might

result in any loss, corruption or unauthorized access of or to its or any third party's property or information.

Customer must promptly report to WASTELINQ, LLC any defects, errors or other problems <mark>in beta</mark> features to <mark>support@wastelinq.com</mark> or other designated contact for the specific beta feature. WASTELINQ, LLC cannot guarantee the continued availability of such beta features and may substantially modify or cease providing such beta features without entitling Customer to any refund, credit, or other compensation. WASTELINQ, LLC makes no representations or warranties regarding

functionality or use of beta features and WASTELINQ, LLC shall have no liability for any lost data, incomplete data, re-run time, inaccurate input, work delay, lost profits or adverse effect on the performance of the Service resulting from the use of beta features. WASTELINQ, LLC's standard service levels, warranties and related commitments regarding the Service shall not apply to beta features and they may not be fully supported by WASTELINQ, LLC's customer support.

These limitations and exclusions shall apply until the date that WASTELINQ, LLC at its sole option makes a beta feature generally available to its customers and partners as part of the Service without a "beta" label.

USER GUIDE

Table of Contents

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 a number of resources to support users of its product. These resources may be found at https://wastelinq.com/support/#.XMmcPehKjcs or by clicking on Support from www.wastelinq.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://wastelinq.com/professional-services/.

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

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

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

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

Downloading the App

The WASTELINQ iOS App is available for download from the Apple App store at no charge. Click Search and enter "WASTELINQ." Click "Get" for the WASTELINQ App and follow the required app downloading steps on the device.
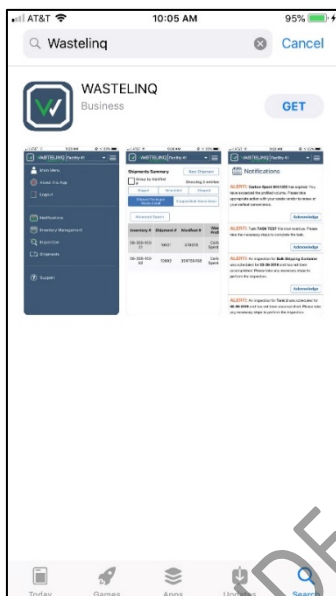

Logging In

To log in to the WASTLINQ iOS app, open the app on the device. Enter the same Username and Password used to log into the WASTELINQ Generator web application.

Note*: To use the WASTELINQ iOS App, a user must be established as a user with WASTELINQ Generator. Please contact WASTELINQ for more information.*

Main Menu

The home page contains the 4 modules that can be accessed through the iPhone app. These modules include Notifications, Inventory Management, Inspection, and Shipments.
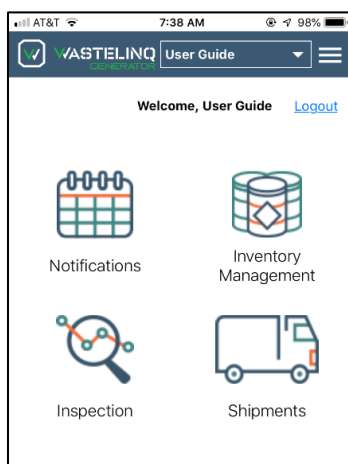
Click on the three horizontal lines in the top right of the screen to view a list of the modules as well as to access the Main Menu, About This App, Logout, Terms & Conditions, and Support.
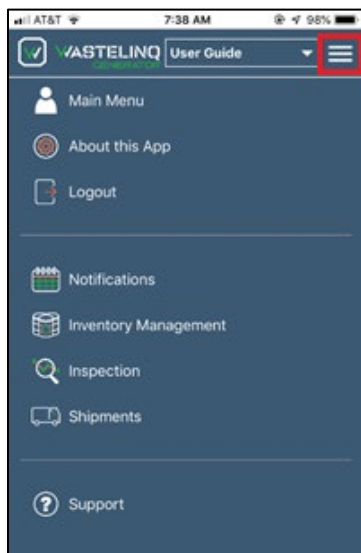
Multiple Facilities

If the user has access to multiple facilities within the WASTELINQ web application, the mobile app will also allow the user to view all facilities associated with the user's WASTELINQ log in credentials. To change facilities, click on the drop-down menu at the top right of the page. Click on the desired facility. The app allows the user to be in only one facility at a time.
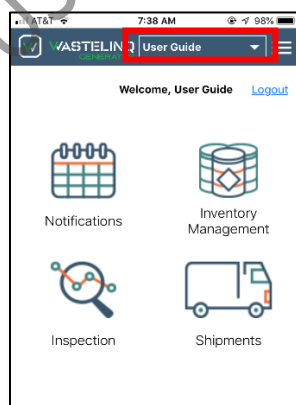
Notifications

The Notifications Module displays notifications generated by WASTELINQ for the user's facility. The notifications include:

- Characterizations with waste analysis approaching one year old.
- Profiles with an upcoming expiration date.
- Inventory items with days in storage approaching the storage limits based on generator status.
- Shipment schedules, shipments past due, and shipments with statuses that have not been updated to include tracking final manifest receipt.
- Training requirements with upcoming expiration dates.

To remove a notification from the Notifications Report screen, click "Acknowledge" beneath the desired notification.

Note: If a notification has been cleared and needs to be viewed again, please visit the Notification report in the Reports module of the web application.

Inventory Management

The Inventory Management module allows users to track waste characterizations from the point of generation to ultimate disposition. The Inventory Management module distinguishes between packaged waste, bulk shipping container waste, and bulk storage waste. Upon entering the module, the user will see a Packaged Waste tab, a Bulk Waste Shipping Container tab, and a Bulk Waste Storage tab. After choosing one of these categories, the user will see a summary grid that displays all inventory items, including information contained in the waste profile. The default view for inventory will be "Group by Profile" which can be turned off by unchecking the radio button.

Inventory Status Definitions

Inventory Status describes the stage of the inventory management cycle that the waste is in. These stages are:
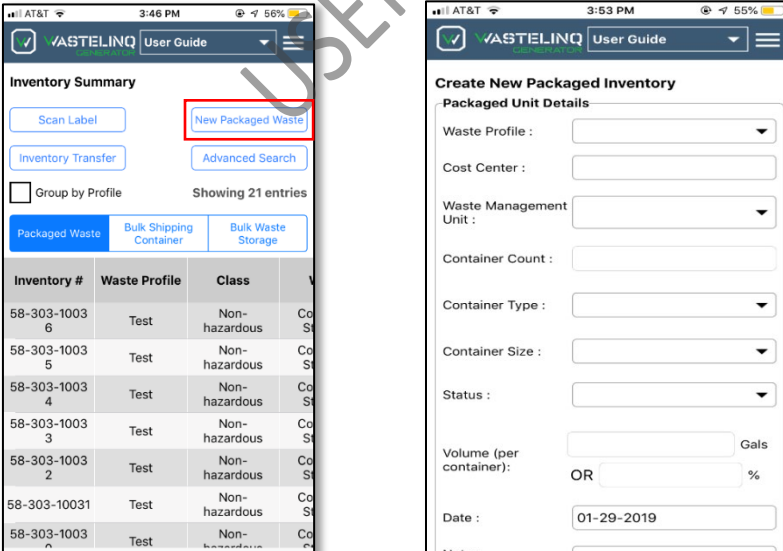
- Satellite Accumulation – Waste is currently being managed in a satellite accumulation area.
- Point of Generation – Waste is currently being managed in a determined area near the point of generation.
- Generated – Waste has been generated but has not yet been moved into storage.
- Stored – Waste is in a waste storage area.

Creating Packaged Inventory

To create a new packaged inventory, click on the "New Packaged Waste" button in the top right of the inventory summary screen.

Complete each field as all are required except for the Note field. Once all the information is entered, press "Save."

Note: The drop-down menus are populated from the profiles that are established in the web-based application of WASTELINQ Generator. If information is missing, return to the Profiles module in the web application to complete any missing information.

Creating Bulk Shipping Container Inventory

To create a new bulk shipping container inventory item, click on the bulk shipping container tab and then click "New Bulk Waste."
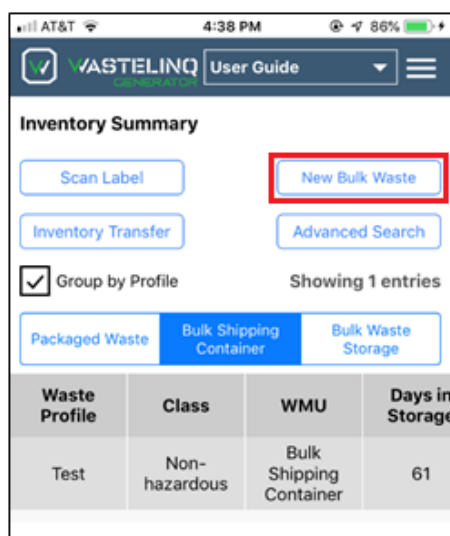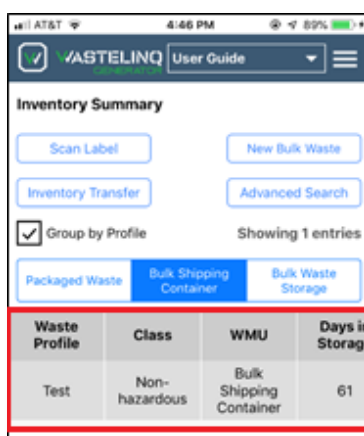

Every field except for Container # field and Container Note field are required.

Note: The drop-down menus are populated from the profiles that are established in the web-based application of WASTELINQ Generator. If information is missing, return to the Profiles module in the web application to complete any missing information.

Once all information is entered, press "Save." The inventory item will now show on the inventory main page under the Bulk Shipping Container tab.
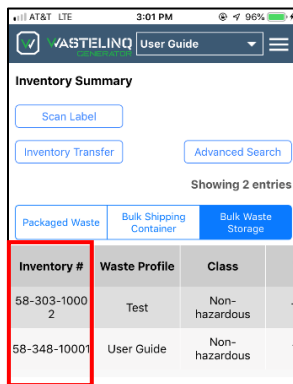

Adding Inventory to Bulk Waste Storage

Each Bulk Waste Storage unit is automatically created as an inventory item when it is created as a Waste Management Unit in the Settings/Configurations of the web application. These units are "fixed" tanks to

the facility and will not leave the facility for disposal of waste. The Bulk Waste Storage Summary page displays each inventory unit, the current volume, the percent full, and the number of days in storage.

To add waste to the Bulk Waste Storage unit, click on the inventory # of the unit. A new page will open that will allow the profile to be changed (if applicable), add volume by gallons or percent, document the date, and make notes in the Custom Inventory Fields. Once all information has been entered, click "Save" or "Save and Exit" to return to the main page.
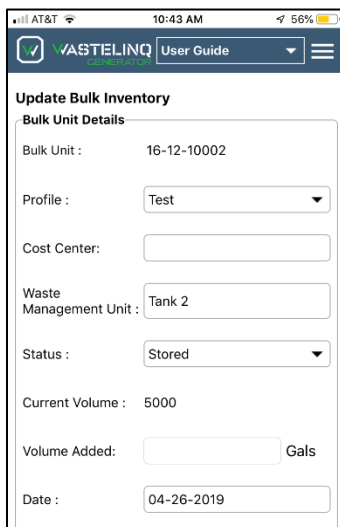

If a profile has not already been added to the Bulk Storage, click the Profile drop-down menu and choose a profile.

Note: The WMU will default to whichever Bulk Storage Unit was chosen on the inventory summary page.

Choose a status of Generator or Stored. Enter the volume of waste being added. The date will default to the current day however, it may be changed. Add an inventory note if necessary. Once all the information is completed, click "Save." The inventory item on the Bulk Waste Storage summary page will now display the updated information.

Note: The history of the storage tank may be viewed by clicking on "History." This function shows the amount of waste added and removed and on what day.
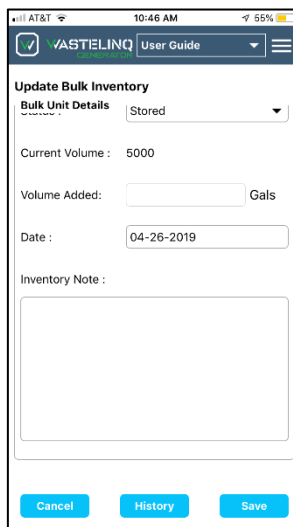
Scanning Labels

Inventory items can be scanned into inventory using the "Scan Labels" button. This will be used if storage labels have already been printed for a profile and container type.

To scan a label into inventory, click "Scan Label." The application will automatically open the camera on the device being used and will ask for permission to access the camera. Click "Ok." Scan the QR code on the WASTELINQ generated inventory label.
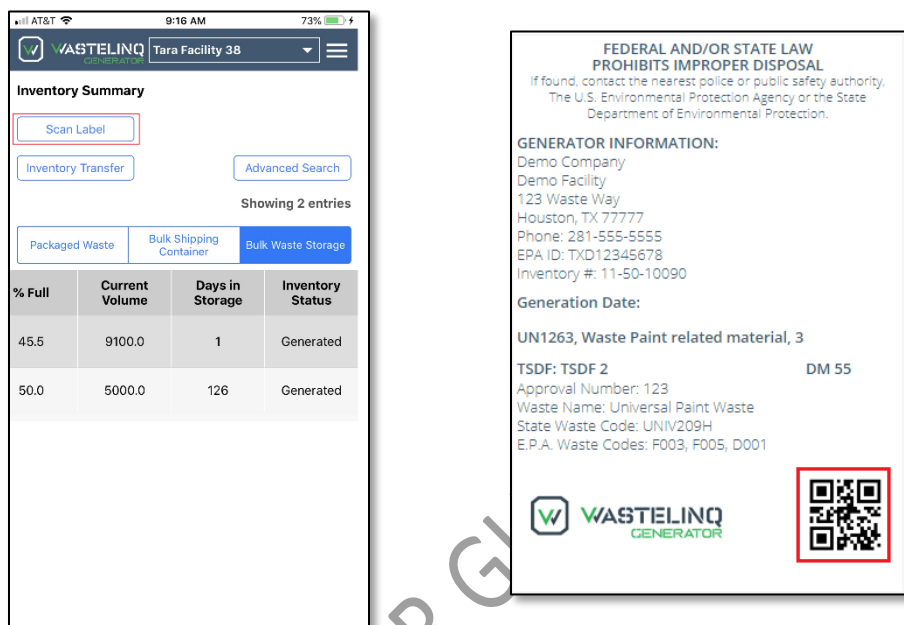
Once the label has been scanned, the Update Inventory Label page will display. Confirm tht WMU, Container Type, Size, and update the volume and status. Click "Save." Click "Cancel" to cancel adding that container into inventory.
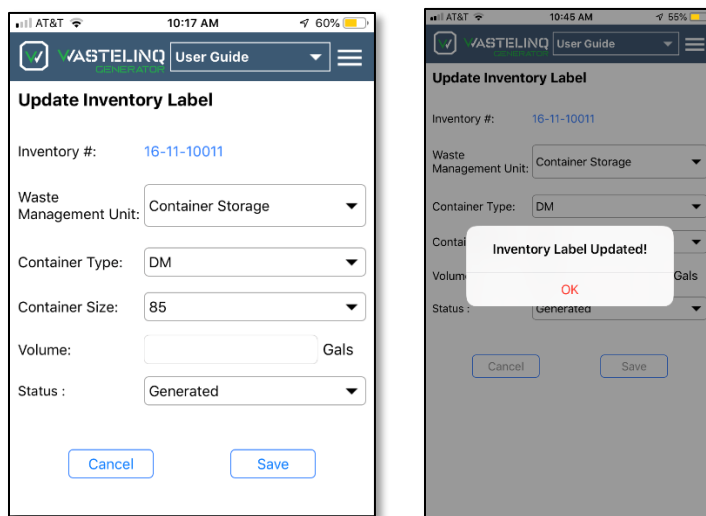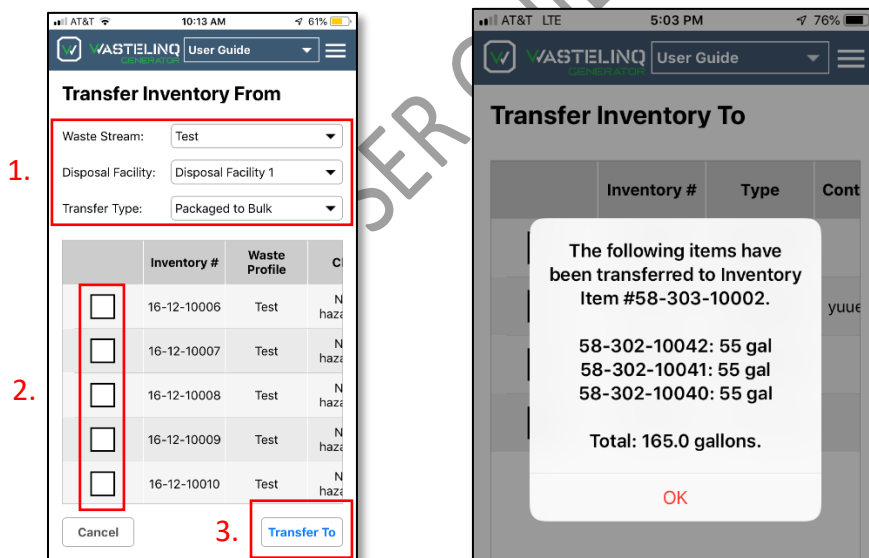
Inventory Transfer

To complete a Container to Container transfer, click on "Inventory Transfer" on the Inventory Management main page. Choose a waste stream and a disposal facility. Choose a transfer type. The four types are as follows:

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

- 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.
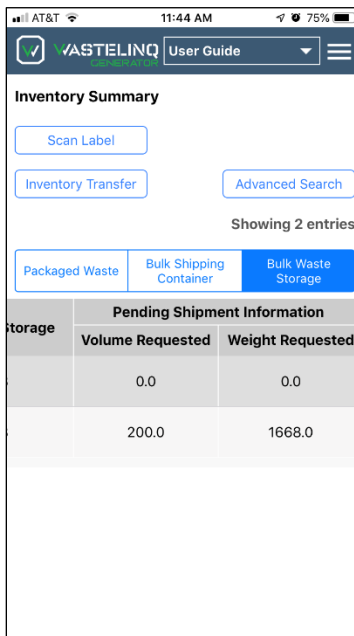
The grid will then populate with inventory matching the criteria given. Choose which items need to be transferred by clicking the check boxes at the far left of the grid. Once the items are chosen, click "Transfer To" in the bottom right hand of the screen.

If the transfer is successful, a message will pop-up showing which inventory items were transferred and how many total gallons.

Pending Shipment Information

From the Inventory Summary page – Bulk Waste Storage tab, the user may view the pending shipment information. This will show the total volume requested and weight requested of bulk waste by shipments that have not been shipped.
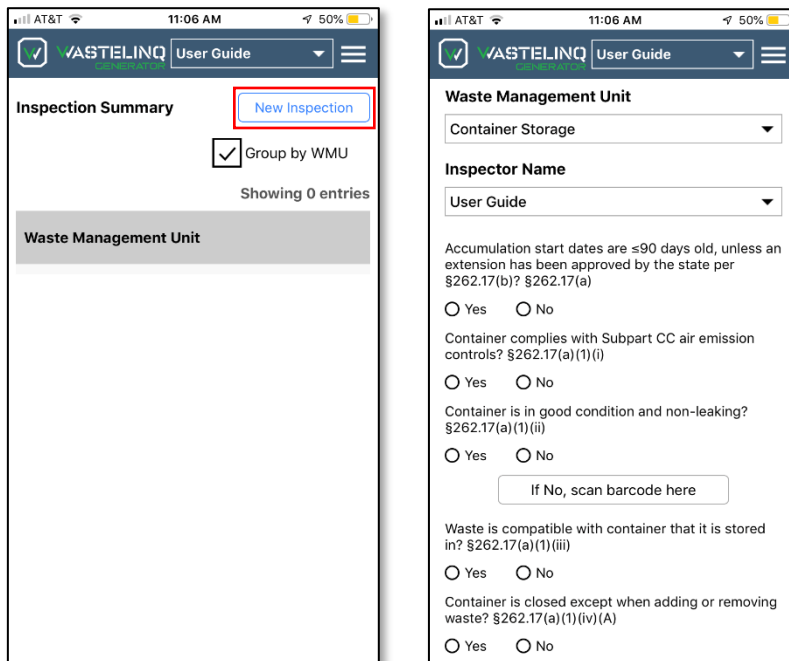

Note: *The Volume Requested amount should always be less than the total volume in inventory for that bulk storage or a shipment cannot be created.*

Inspection

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 "New Inspection." The user will choose the Waste Management Unit and the Inspector Name.

Note: *If the necessary inspector is not in the drop-down menu, return to Settings and Configuration in the web application and add the necessary name to the Contact List.*

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.

Shipments

The Shipments module facilitates scheduling waste shipments with a waste vendor, 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 shipments module main page.
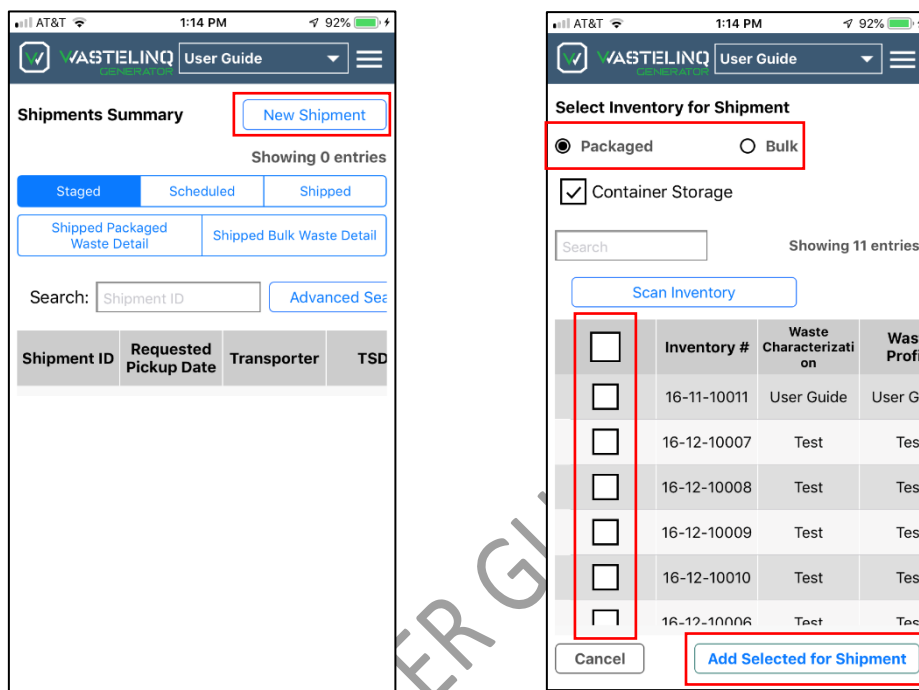
As shipments are created and move through the process, they are assigned one of the following statuses:
- None - Waste is in a storage area. No shipments are planned.
- Staged – Waste is prepped and identified for shipment.
- Staged- Shipment Requested – A shipment request has been sent to vendor and 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

- To create a shipment, click "New Shipment." Choose Packaged or Bulk shipment. The grid will display inventory for the type that is chosen.
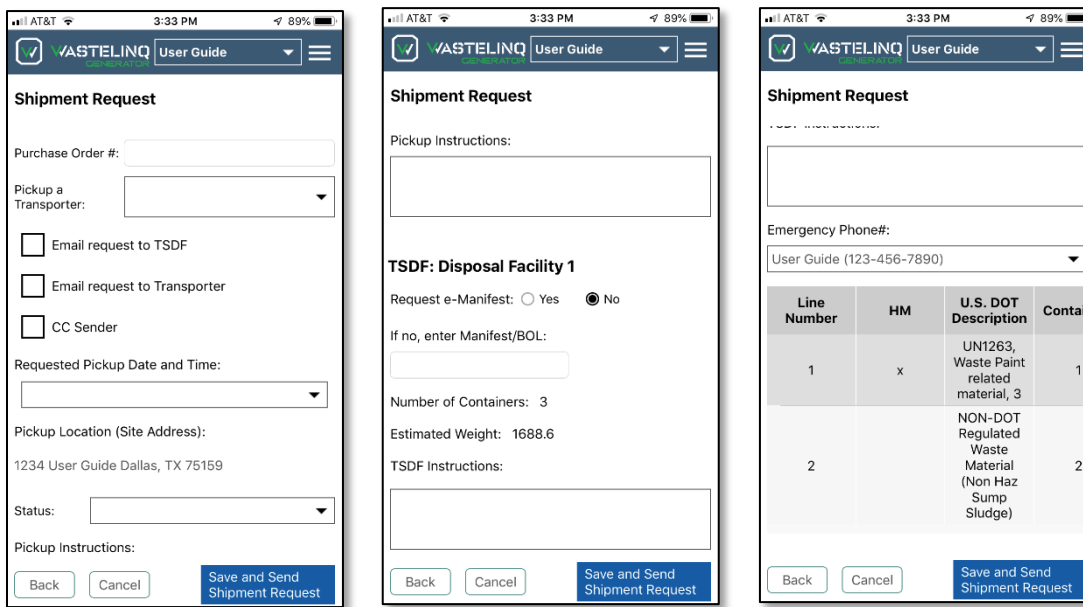
- o For bulk shipments from a Bulk Waste Storage Unit, adjust the volume to be shipped, before clicking "Add Selected to Shipment."
- Check the boxes to the left of the inventory # to select the inventory items to ship then click "Add Selected to Shipment."
  Note: Inventory items may be scanned onto a shipment by using the "Scan Inventory" feature.
- On the next screen, confirm the items that were checked and confirm the TSDF then click "Next."
- On the Shipment Request screen, enter a purchase order # (if necessary) and select the transporter from those available in the drop-down menu. Available transporters are pre-populated based on vendor entries in Settings and Configurations of the web application.
- Enter the requested pick-up date and time.
- Change the shipment status to "Staged- Shipment Requested" and add any additional pick-up instruction in the available dialog box. This information will be sent to the transporter if the box for "Email request to Transporter" is checked.
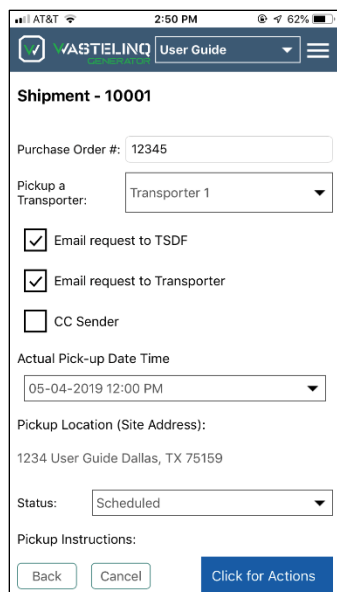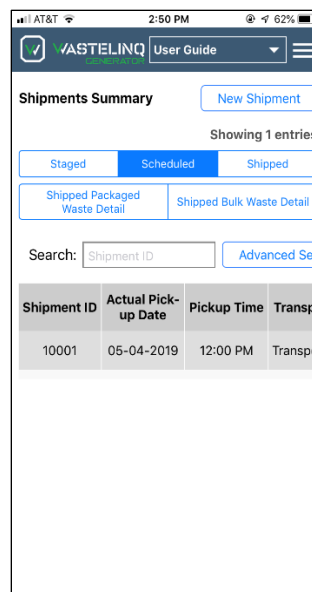
- If a shipment has multiple TSDFs as the receiving facility, the following steps will be completed for each TSDF.
  - If known, enter the Manifest/BOL number for each document created by this shipment.
  - Provide any additional instructions for the disposal facility in the dialog box.
  - Chose the 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 Configurations module in the web application – 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.
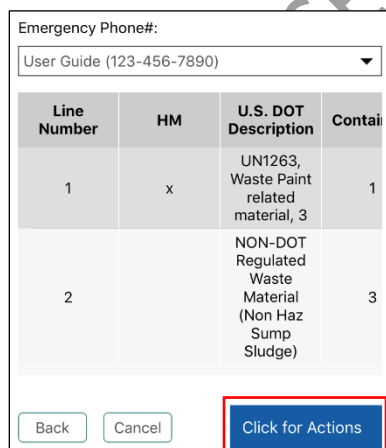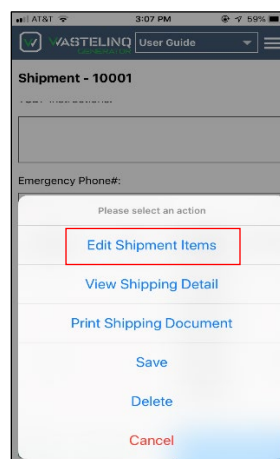
Edit Shipment Items

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 on a shipment that has not been shipped.
- In the bottom right hand of the screen, click on "Click for Actions" and choose "Edit Shipment Items." This will show the grid that contains all the items on the shipment and items in inventory.
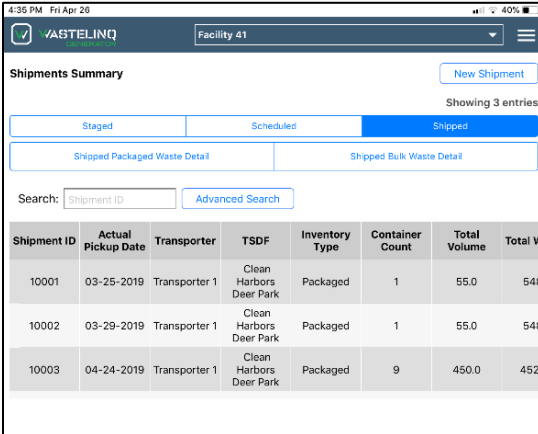
- The Add to Shipment screen will appear.
  - For packaged shipments, the Waste Management Unit selections and correlating inventory items will appear. Uncheck any currently on the order to be removed or add inventory to the shipment by checking the box for each additional inventory item.
  - For bulk shipments, change the Waste Management Unit and correlating inventory or update the volume for the shipment.

      o   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

- 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.
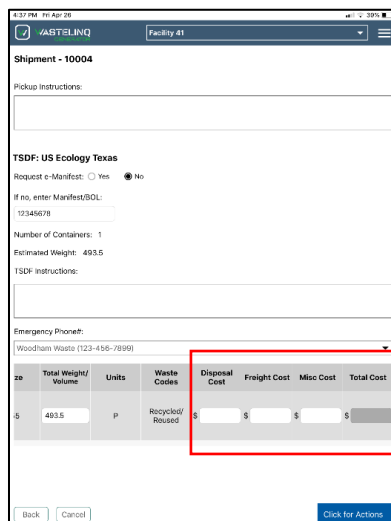
- Once all documents have been received and uploaded including the Final Manifest, change the status of the shipment to "Documentation Completed." The Shipment will drop off the shipment summary grid 24 hours after this status change has been made.

    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.*

View Past Shipments

View all past shipments in the "Shipped Packaged Waste Detail" and "Shipped Bulk Waste Detail" tabs. All shipments with a Documentation Complete status will appear in these tabs.
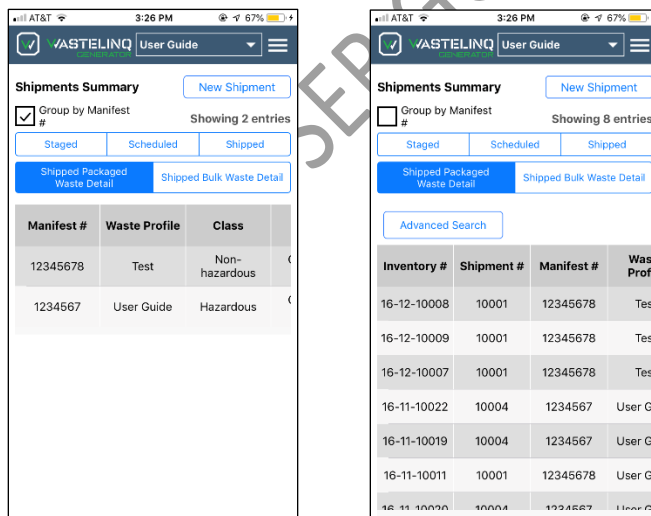
The Shipped Packaged Waste Detail tab will use Group by Manifest as the default view. Click the manifest number to view all inventory items shipped under that manifest. Uncheck the Group by Manifest box to view a list of all inventory items.

The Shipped Bulk Waste Detail will use Group by Profile as the default view. Click the Waste Profile name to view the inventory for that profile. Uncheck the Group by Manifest box to view a list of all inventory items.
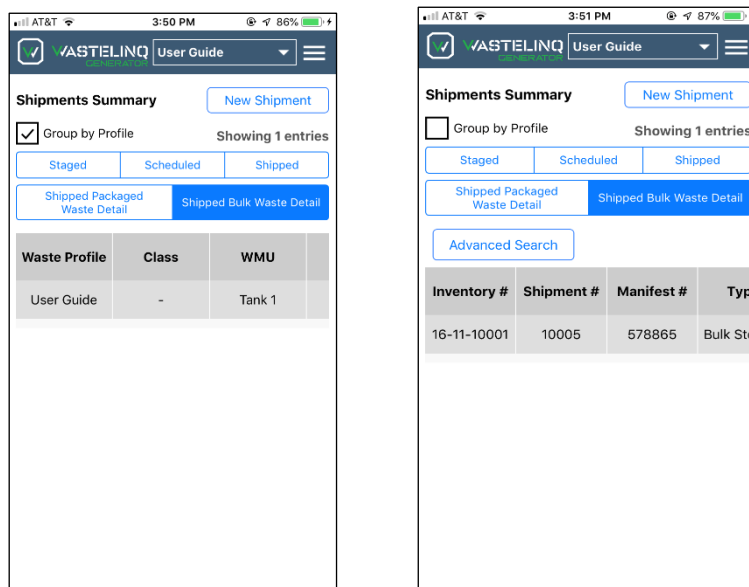
Advanced Search

Search the Shipments module by clicking "Advanced Search." Here the user can search all shipments by Transporter, Inventory Type, TSDF, and Status. Choose the desired criteria from the drop-down then click "Search." Click "Clear" to clear out any chosen criteria and reset the search page. Click "Close" to go back to the Shipments Summary page.
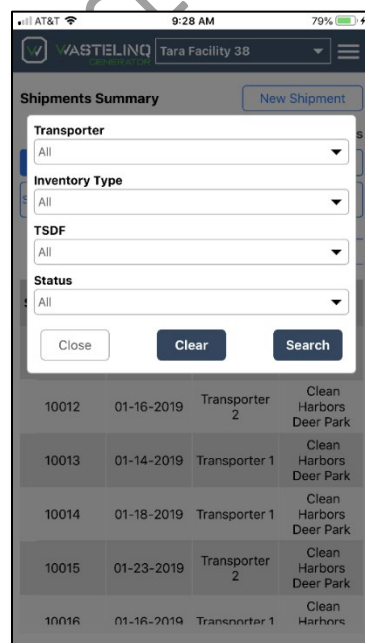
Thank you for choosing WASTELINQ Generator! Please visit our Support Site at https://wastelinq.com/support or by clicking on Support from www.wastelinq.com for additional resources in using the application .

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

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