



**Online Services
Waste Inventory Non Cust Fac
Quick Reference Guide**

THE CORE VALUES THAT MAKE US GREAT
S.T.I.C.S.



SAFETY



TEAMWORK &
COLLABORATION



INTEGRITY



CUSTOMER
SERVICE



STAKEHOLDER
VALUE

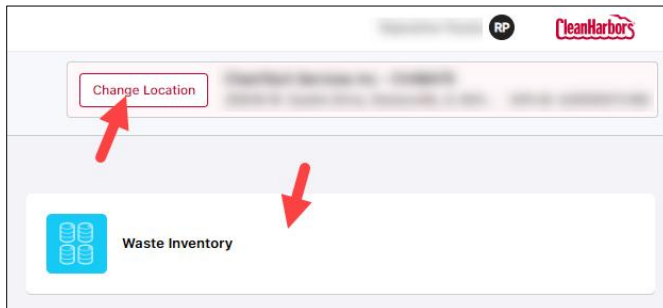


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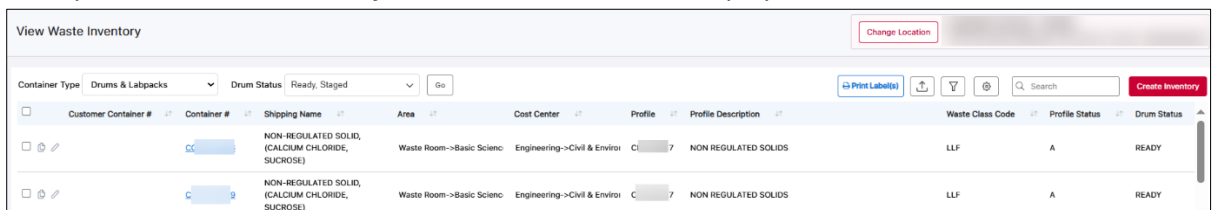
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1 How to Access View Waste Inventory

1. Log in to the Online Services application. [Click here](#) to see sign-in instructions.
2. Validate the desired generator location under the Clean Harbors logo at the top right corner. To change location, click the existing location name, which will display a list of all available locations.



3. Once you click **Waste Inventory** tile, below screen will be displayed.



Feature	Description
Container Type	Select typer of container
Drum Status	Select status of the drum
	Print Labels
	Export
	Filter results by each field.
	Column Settings
	Search
	Create Inventory
	Sort
	Select
	Copy Container
	Edit Container



	Bulk Inline Edit
Container age > 45 days	Filter containers > 45 days
	Delete Container

2 Waste Inventory - Create Drum

To create Drum, follow the process shown below:

1. Click **Create Inventory** in **View Waste Inventory** page.

2. Select **Drums** in choose inventory type pop-up window.

3. Enter the details in each field. Each field is explained in the table below.

Field Name	Type	Notes
Profile Number	Select from the Dropdown	All profiles must have an A status prior to shipment. Mandatory field
# of Drums	Enter the # of drums	
Customer Drum #	Enter the Customer Drum #	
Drum Size & Type	Select dropdown and select the size and type of the drum	Mandatory field
Shipping Volume	Enter the volume of the shipping	Mandatory field
Shipping Quantity Unit of Measure	Click dropdown and select the unit of measure.	Mandatory field
DOT Shipping Name	Select dropdown to expand the DOT section and enter the required details.	Mandatory field



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Ship Name or UN/NA#	Select any one option	
US or Canadian	Select either US or Canadian	
Waste Codes	Click search and select the waste codes	
Accumulation Start Date	Select accumulation start date.	Mandatory field
Area	Click search and select the Area	
Cost Center	Click search and select the Cost Center	
Billing Comments	Enter the billing comments	
Drum Comments	Enter the drum comments	

- To edit the DOT shipping details, click dropdown in **DOT Shipping Name** field and enter the required details.

- Click **Create**, to generate the Container.
- Click **OK**, once the below pop-up screen appears.

- Container will be created, and below pop-up screen appears, click **OK**.

Note: Users can create another container by clicking **Create another** and print labels by clicking **Print Label**. See **Print Labels**.



8. Users can view the container created in the **View Waste Inventory** screen as shown below.

	Customer Container #		Container #		Shipping Name		Area		Cost Center		Profile		Profile Description		Waste Class Code		Profile Status		Drum Status
		6	5				Area CHES		Cost Center CHES		6	5	Various chemicals, labpacked waste		LRCTD		E		READY

3 Waste Inventory - Create Labpack

To create Labpack, follow the process shown below:

1. Click **Create Inventory** in **View Waste Inventory** page.

2. Select **Labpack** in choose inventory type pop-up window.

3. Enter the details in each field. Each field is explained in the table below.

Field Name	Type	Notes
Customer Labpack #	Enter the customer labpack number	
# of Labpacks	Enter number of items	Mandatory field
Profile Number	Select from the Dropdown	Mandatory field
IMBW Indicator	Select any one option	Mandatory field
DOT Shipping Name	Select dropdown to expand the DOT section and enter the required details.	Mandatory field
Ship Name or UN/NA#	Select any one option	
Accumulation Start Date	Select accumulation start date.	Mandatory field
Is this a Universal Waste	Select any one option	Mandatory field
Area	Click search and select the Area	Mandatory field
Cost Center	Click search and select the Cost Center	Mandatory field



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Billing Comment	Enter any comments if applicable	
Labpack Comment		
Labpack Size & Type	Click dropdown and select the size and type of labpack	Mandatory field
Shipping Volume	Enter the shipping volume	
Shipping Quantity Unit of Measure	Click dropdown and select the unit of measure	Mandatory field
Labpack Items		

- To edit the DOT shipping details, click dropdown in **DOT Shipping Name** field and enter the required details.

- Click **+ Add Items From Inventory** and select the items from the list of items created.
Note: If items are not created click **+ Add New Item** and create new items.
- Click **Create**.
- Click **OK**, once the below pop-up screen appears.

- Labpack will be created, and below pop-up screen appears, click **OK**.

Note: Users can create another labpack by clicking **Create another**.



9. Users can view the labpack created in the **View Waste Inventory** screen as shown below.

Customer Container #	Drum #	Shipping Name	Area	Cost Center	Profile	Profile Description	Waste Class Code	Profile Status
9863568	A600C728	UN2831, WASTE 1.1.1-TRICHLOROETHANE, 6.1, PG III	Area CHES	Cost Center CHES	LA09H-NONAG	Labpack Alkali Metals Kln Ready For Incineration	LA09H - Labpack Alkali Metals Kln Ready For Incineration	A

4 Waste Inventory - Create Item

To create Item, follow the process shown below:

1. Click **Create Inventory** in **View Waste Inventory** page.

2. Select **Item** in choose inventory type pop-up window.

3. Enter the details in each field. Each field is explained in the table below.

Field Name	Type	Notes
Customer Item #	Enter the customer item #	
# of Items	Enter number of items	Mandatory field
Item Volume	Enter item volume	Mandatory field
Shipping Quantity Unit of Measure	Click dropdown and select the unit of measure	Mandatory field
Physical State	Select any one option	Mandatory field
Item Comment	Enter the comments if applicable	
Item Composition		Mandatory Fields
Substance	Enter and select the substance	
Percent	Enter the percentage	
Waste Code	Click dropdown and select the waste codes and click Add	
Item Size	Enter the Item size	
Item Unit of Measure	Click dropdown and select the unit of measure	
WW (Waste Water) or NWW (No Waste Water)	Select any one option	Mandatory field



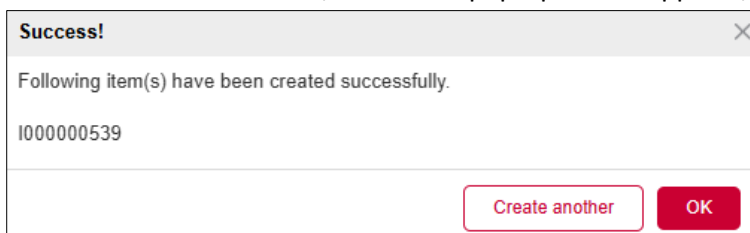
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Accumulation Start Date	Select accumulation start date.	
Item Type	Click dropdown and select the type of item from the dropdown list	Mandatory field
Area	Click search and select the Area	
Cost Center	Click search and select the Cost Center	
Needs Approval	Select Yes or No	
Approved By	Enter the name of the Approved Person	Mandatory field

- Click **Create**.
- Click **OK**, once the below pop-up screen appears.



6. Waste item will be created, and below pop-up screen appears, click **OK**.



Note: Users can create another item by clicking **Create another**.

7. Users can view the item created in the **View Waste Inventory** screen as shown below.

Container Type

Items

Drum Status

Ready, Staged

Go

Search

Create Inventory

<input type="checkbox"/>	Customer Item #	Item #	Substance(s) %	Physical State	Item Size	Item Volume	Waste Codes	Item Type	Area	Cost Center	Needs Approval	Approved
<input type="checkbox"/>			Water/none - 100.000%	Liquid	3.00 Gallon	1.00 Gallon		Other	Area CHES	Cost Center CHES	N	