

Create Smart Profile Quick Reference Guide



Online Services Smart Profile Quick Reference Guide





Quick Reference Guide

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## 1 Purpose

The purpose of this document is to provide clear and comprehensive instructions to users of the Clean Harbors **Online Services – Smart Profile** application. This document aims to help users navigate the portal effectively and access smart profiles information.

## 2 How to Access Smart Profiles

- 1. Log in to the Online Services application. Click <u>here</u> to see sign-in instructions.
- 2. Validate the desired generator location. To change location, click Change Location, which will display a list of all available locations.



3. Click Smart Profile tile and you will be redirected to the below screen.

CleanHarbors	TeanHarbors         Online Services - Smart Profile*								
Profile Workber	Profile Workbench Change Location								
Status	×	Зо				1 Q Search	Create Smart Profile		
	Profile Number	Description	Waste Classification Code	Creation Date	Expiration Date	Profile Type	Status		
0 0	CH2966498			6/4/2025			Tentative		
0 0	CH2966389			6/3/2025			Tentative		
0 C ···	BTWDW-015			2/26/2024	5/2/2026	G - Generic Profiles	Approved		
00	BTWDW-215			3/26/2021	11/29/2024	G - Generic Profiles	Expired		
00	BTWDW-212			8/18/2020	7/20/2022	G - Generic Profiles	Expired		
00	BTWDW-211			8/18/2020	7/20/2022	G - Generic Profiles	Expired		
00	BTWDW-210			8/18/2020	7/20/2022	G - Generic Profiles	Expired		
00	BTWDW-209			8/18/2020	7/20/2022	G - Generic Profiles	Expired		
00	BTWDW-208			6/25/2020	6/29/2021	G - Generic Profiles	Expired		
0 C	BTWDW-207			6/25/2020	6/25/2021	G - Generic Profiles	Expired		
	1 - 10 of 29 items Previous 1 2 3 Next 10 v items per page								



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# 3 How to Create Smart Profile

To create a Smart Profile, follow the process shown below:

1. Click Create Smart Profile on the Profile Workbench page.

Cleantarbors Online Services - Smart Profile	
Profile Workbench	Change Location
Status All I × Go	Q Search      Create Smart Profile

2. Select the Shipping Container Type like Drums/Totes or Bulk or Lab Pack/CleanPack<sup>®</sup>.

€ Create Smart Profile		Change Location
Select Shipping Container Type *		
Drums/Totes	Bulk	Lab Pack/CleanPack®
Select this option if your weate will be shipped in drums, cubic yard boxes, on pallets or in other DOT rated non-bulk containers.	Select this option if your waste will be shipped in bulk using a roll-off box, end-dump truck, vacuum truck or other DOT bulk solid or legald containers.	Combination packaged wastes are those where the waste is contained in smaller inner packaged (station or less) within a larger elipping container for shipping and handling convenience. This includes, but is not limited to, lab packed waste.
		iii iii iii iii iii iii iii iii iii ii
Select	Select	Select
Salect	Select	Select

a. Once you select **Drum/Totes** or **Bulk**, click **Create Smart Profile** to create smart profile.

(	leanHarbors Online Services - Smart Prof	ile <sup>+</sup>	•
Waste Profile Templates for Drums/Totes ①		Change Location	
	Q Search from existing Categories/Templates	Car't find your template?	Create Smart Profile

**Note:** Waste stream templates help you quickly create common waste profiles with required regulatory details and enable faster approval across Clean Harbors facilities using the most cost-effective disposal methods. To create template profiles, see **How to Create Template Profiles**.

b. If you select Lab Pack/CleanPack<sup>®</sup>, you will be redirected to the Smart Profile screen.

CleanHarbors Online Services - Smart Profile				
ⓒ Create Profile				
Profile Number *	Composition Total composition must be in the range of 80-12	20%		
Auto-Generate	Composition / Trade Name / CAS #	Unit of Measure	Min	Max
Physical State *		- Select -	~	Add
- Select - V				
Customer Waste Description *				
Process Generating Waste				
			Г	Cancel Proceed *



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3. Click **Auto-generate** or enter the profile number manually to generate the profile number.



4. Click  $\checkmark$  and select the **Physical State** of the waste.

Physical State *					
Powder	~				
- Select -					
Solid without Free Liquid					
Powder	-				
Monolithic Solid					
Liquid with No Solids	Liquid with No Solids				
Liquid/Solid Mixture	Liquid/Solid Mixture				
Sludge					
Gas/Aerosol					

- 5. Enter the description of the waste in the **Customer Waste Description** field.
- 6. Enter the waste-generating process in the **Process Generating Waste** field.
- 7. Enter Composition details:

Composition (Total minimum composition must be 80%)								
Composition / Trade Name / CAS #	Unit of Measure	Min	Max					
	- Select -	~		Add				
arranzat	% - Percent	20	20	0 🛱				
ammeline	% - Percent	5	10					
Ben-cornox	% - Percent	45	60	2 11				
Sal ammonia	% - Percent	10	20	0 0				
		Total Min: 80 %	Total Max: 120 %					

**Note**: Total minimum composition must be 80% and maximum composition must not exceed 120%.

a. Enter Chemicals/Substances name in the **Composition** field.

**Note**: Enter at least three characters to filter the list of chemicals/substances. Scroll through the results and click or press Enter to select the desired chemical. Users can also advance their search:

i. Once you enter three characters Chemicals/Substances, click Advance Search.

lame / CAS #	
Act	:
- Select -	
Actagardine	
59165-34-3	
Actamaster	
7783-20-2	
Actamer	
97-18-7	
Actamol	
65-64-5	



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ii. Enter the chemical name in the Full Chemical Name field.

Advanced Search	×
Full Chemical Name Acetone	
CAS Number	
Please enter 3 or Maximum 20 characters	Search

- iii. Click Search.
- iv. Select the required chemical from the list.

Advanced Search		×
Full Chemical Name		
Acetone		
CAS Number		
Please enter 3 or Maximum 20 characters		Search
Search Results:		
Full Chemical Name	CAS Number	
ACETONE	67-64-1	-
ACETONE.(2-PROPANONE)	67-64-1	
ACETONE (ABSORBED		
ACETONE (DIMETHYL KETONE)	67-64-1	
Acetone (Dimethyl Ketone; 2-Propanone)	67-64-1	
		*

- b. Click  $\checkmark$  and select the **Unit of Measure**.
- c. Enter Minimum and Maximum Composition values.
- d. Click Add.
- e. If you want to edit any composition details entered, click 🖉 make necessary

changes and click 🛅.

Composition / Trade Name / CAS	# Uni	t of Measure		Min	Max			¥
acreozast	× %-	Percent	~	20.0000000	30.000000		$\otimes$	<b>é</b>
						<b>N</b>		
acreozast	%	- Percent		20	30		/ [	Ŵ

- f. Click to delete the composition.
- g. Click  $\bigotimes$  to cancel the edit.



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8. Once you have entered all the details, click **Proceed**.

leanHarbory Online Services - Smart Profile <sup>+</sup>					
© Create Profile					
Profile Number *	Composition Total composition must be in the range of a	80-120%			
CH2966501 Auto-Generate	Name / CAS #	Unit of Measure	Min	Max	
Physical State *		- Select -	~		Add
Liquid with No Solids	ACETONE	% - Percent	40	60	2 ₫
Customer Waste Description *	Watanidipine dihydrochloride	% - Percent	40	60	0 🗇
			Total: 80	120	
A.					
Process Generating Waste					
			Si	ave & Exit	Proceed 🔶

**Note:** Click **Save & Exit** to save the profile. You can edit it later if needed. Once saved, the profile will be available for viewing on the **Profile Workbench** screen.

**Note**: Based on the entered composition, the Smart Profile application automatically recommends and pre-populates values for certain fields. However, users are required to review all populated fields and make manual adjustments where necessary to ensure accuracy. Fields highlighted with blue gradient indicate recommended values and are provided for your easy reference.



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#### Properties

9. Review each field in the **Properties** section and update or enter the required information accordingly.

ClearHarbors Online Services - Smart Profile*								
ⓒ Create Profile								
Profile Number Physical State Customer Waste Description Composition/Trade Name								
CH2966501 Liquid with No Solids Enter Customer waste description ACETONE   Watanidipine dihydrochloride	U							
Properties     Waste Details     Regulatory     DOT	* Smart Profile Copilot ×							
Properties	This content was generated by an artificial intelligence (AI) system. While efforts have been made to							
Total Organic Carbon (%) *         Specific Gravity/Density *         Boiling Point *F(*C) *         pH *           >=10         v         <         >=130 (>=54)         v         2.1-6.9         v           Flash Point *F(*C) *         Ash (%) *         BTU/LB (MJ/kg) *         BTU/LB (MJ/kg) *	Interactions was generated by the advance temperature (b) generating the poly generative temperature to the most current data or developments. Users should independently verify any information before making decision based on this content. Clean Harbors is not responsible for any actions taken based on the information provided by the AL. Properties							
<73 (<23)	Total Organic Carbon(%) >=10							
Number of Phases/Lauers *	Specific Gravity/Density <0.8							
1 Value v	Boiling Point "F("C) >=130 (>=54)							
	pH 2:1-6.9							
Thickness (Viscosity) * Does this waste have a strong odor (intense/overpowering)? * Yes No	Plash Point %-{*C})							
	BTU/LB (MJ/ka) ≥5000-10000							
Waste Details	No. of Phases/Layers 1							
	Thickness (Viscosity) 1-100							
Regulatory	Waste Details							
DOT	Is this a US EPA hazardous waste? Yes (F003,U002)							
Save & Exit Validate	Regulatory							
	Does this waste contain VOC's in concentrations of >= 500 ppm? Yes							
	Does this waste contain greater than 20% of organic constituents with a vapor pressure >= .3KPA (.044 psia)? Yes							
	Does this waste contain an organic constituent which in its pure form No has a vapor pressure > 76.6 KPA (11.1 psia)?							
	DOT							
	US DOT Description - Flammable liquids, n.o.s.							
	Shipping Name : Flammable liquids, n.o.s. UN/NA : UN1993 DOT Hazard Class : 3 EPA Hazardous Waste : Yes							

**Note**: Click to close the copilot screen and click to open the copilot screen. Based on the information you select or enter, additional fields may appear. If they do, provide the required information accordingly.

Properties									
Total Organic Carbon (%) *	Specific Gravity/Density *	pH *		Melting Point °F(°	C) •	Ash (%) •		BTU/LB (MJ/kg) *	
>=10 ~	0.8-1.0 (Ethanol) 🗸	2.1-6.9	~	<140 (<60)	~	<0.1	~	<2000 (<4.6)	~
			Describe	Strong Odor •					
Does this waste have a strong	odor (intense/overpowering)? * (	Yes No	- Select	- ~					

#### **Waste Details**

10. Expand **Waste Details** section and review each field and update or enter the required information accordingly.

Waste Details		~
Is this a US EPA hazardous waste?* O Yes No		
Code	Description	
	Add	



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### Regulatory

11. Expand **Regulatory** section and review each field and update or enter the required information accordingly.

Regulatory	~
Is this waste prohibited from land disposal without further treatment per 40 CFR part 268? *	◯ Yes ◯ No
Specify the appropriate category *	
- Select - V	

#### DOT

12. To add the Shipping Information:

DOT							~
							Add DOT
Search and Add	Shipping Information			<b>B</b>			
O US	Canadian	O Ship Name	UN/NA#		Acetone	GoCancel	
Actions d	DOT Shipping Name	UN/NA	DOT Hazard Class	Subsidiary Hazard(s)	Generic	Base DOT Shipping Name	DOT Shipping Name Description
Add	Acetone	UN1090	3		N	Acetone	Acetone
Add	Acetone cyanohydrin, stabilized	UN1541	6.1		N	Acetone cyanohydrin, stabilized	Acetone cyanohydrin, stabilized
Add	Acetone oils	UN1091	3		N	Acetone oils	Acetone oils
			Previous 1	Next 1-3 of 3 items			

- a. Click Add DOT.
- b. Enter shipping information and click Go.
- c. Click Add to select the required DOT Shipping Name.
- d. Enter or select the details as applicable and click Save.

Add DOT Shipping Name	×
Shipping Name Acetone	Subsidiary Hazard Class
Pre Shipping Name	Subsidiary Hazard Class
Post Shipping Name	Choose Packing Group •
Ship Name Modifier ONone Mixture Solution	EPA Hazardous Waste O Yes No
NOS Constituents	Poisonous by Inhalation Hazard per 49 CFR?
<b>UN/NA</b> UN1090	Hazard Zone No Zone Zone A Zone B Zone C Zone D RQ Flag?
DOT Hazard Class	Ves O No
	Cancel Save

#### 13. Upload Documents.

Upload Documents	
To attach documents to this Profile (Material Safety Data Sheets, Ana	alytical Testing, Certifications, etc)
Profile Number: CH2948820	
Document Type	
Signed Profile	/ 🔶
PDF, DOC, JPG, GIF, TIF, and XLS files with max size of 10 MB are allowed	
Drag and drop files here or Browse File	Upload
Selected File:	.xlsx.xlsx

- a. Click 🗹 and select **Document Type**.
- b. Click Choose File and select the document.
- c. Click Upload.



- d. Click Electronic Submittal.
- 14. Click Validate.

**Note**: If any required fields are left incomplete, the system will display an error message. Review the missing information and make the necessary corrections in the corresponding fields, and then click **Validate** to proceed.

15. Click the check box to select **Electronic Submission**.

Authorization		×
Select Authorization Type *	Electronic Submission	Ø

**Note**: Click <sup>[D]</sup> to print the profile.

16. Click Electronic Submittal.

Authorization	×
Select Authorization Type • O Electronic Submission	ð
This option will track your logon credentials as the electronic signature and eliminates the need for faxing or e-mailing a signed profile. Note: This option is available only to the Clean Harbors Online Services users. Profiles must be submitted to initiate the approval process You are about to submit a profile for approval. A signed copy of each profile is required to be on file prior to approval. This requirement can be met by agreeing to Clean Harbors electronic submittal policy or by submitting, printing and e-mailing or faxing a signed profile. Cancel	ittal

- 17. A confirmation pop-up window stating **Profile has been submitted successfully** will appear.
- 18. You can view the profile created as shown in the image below.

CleanHa	rbors	Online Serv	vices - Smart P	rofile									-	
Profile V	Vorkben	ch								Change Location				
Status All		×	Go							1 Q Sea	irch		Create Smart Pro	file
		Profile Number	Description	: Waste	Classification Code	:	Creation Date	:	Expiration Date	Profile Type	:	Status		:
0	0	CH2966499					6/4/2025					Submitte	ed	

**Note**: This profile has been successfully submitted and is now under review by Safety-Kleen. You will be notified once it has been approved.



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# 4 How to Create Template Profiles:

To create a template Profile, follow the process shown below:

1. Click Create Smart Profile on the Profile Workbench page.

(leanHarbor) Online Services - Smart Profile+	•
Profile Workbench	Change Location
Status All I X Co	Create Smart Profile

2. Select the Shipping Container Type like Drums/Totes or Bulk.

BUIK	Lab Pack/CleanPack®
Select this option if your waste will be shipped in bulk using a roll-off box, end-dump truck, vacuum truck or other DDT bulk seld or liquid containers.	Combination packaged wastes are those where the waste is contained in smaller inner packaging (5 gallons or less) within a larger shipping containe for shipping and handling convenience. This includes, but is not limited to, lab packed waste.
	Select this option if your waste will be shipped in bulk using a roll-off box, end-dump truck, viscuum truck or other DDT bulk solid or liquid containers.

Note: For Lab Pak/CleanPack®, see How to Create Smart Profile.

3. Once the below pop-up window appears, go through the instructions and click OK.



**Note**: Waste stream templates help you quickly create common waste profiles with required regulatory details and enable faster approval across Clean Harbors facilities using the most cost-effective disposal methods.

- 4. If you know the template type:
  - a. Enter the name of the template in the search field and select the required template.

CleanHarbors Online Services - Smart Profile*						
© Waste Profile Templates for Drums/Totes ①						
Q Gasoline X Can't find your template? Creat						Can't find your template? Create Smart Profile
Absorbents	2 A	bsorbents - 2				
Automotive Fluids	3	Rags And Absorbents With Oil, Fuel Or Solvent Contamination	æ	Spill Cleanup Of Gasoline, Diesel And Oils- Rcra Regulated	٤	
	A	Automotive Fluids - 3				
		Gasoline Filters	٤	Waste Fuels - Gasoline, Diesel Fuel Or Fuel Oils	٤	Exempt Fuels - Gasoline, Diesel Fuel Or Fuel Oils For Mixtures Containing Less Than 10% Wet



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**Note**: Users can search by template category, template name, or description, as applicable. Additionally, users can search for specific chemical substances within a template.

OR

b. Select the required template category and select the related template.

CleanHarbors Online Se	ervice	s - Smart Profile <sup>⊀</sup>					
Waste Profile Templates for Drums/Totes      Change Location							
Q See Can't find your template? Create Smart Profile							
Absorbents	6	Automotive Fluids - 6					
Acids	1	Dot 3 Brake Fluid	٤	Gasoline Filters	Ł	Waste Fuels - Gasoline, Diesel Fuel Or Fuel Oils	ځ
Aerosols	1	Exempt Fuels - Gasoline, Diesel Fuel Or Fuel Oils For Mixtures Containing Less Than 10% Wat	٤	Diesel Exhaust Fluid- (Urea And Water)	æ	Diesel Fuel With Less Than 30% Water For Mixtures Containing Less Than 30% Wat	ځ
Air Bag Modules Or Inflato Assembly	1	L	Tampi				
Antifreeze	4		rempi				
Aqueous Film Forming Foam (Afff)	2						
Asbestos	1						
Automotive Fluids	6						

5. Enter the desired **Profile Number** or click **Auto-Generate** to create a profile number.

CleanHarbors Online Services - Smart Profile		•
€ Create Profile		
Profile Number *		Ì
Customer Waste Description *	What is the process of generating the waste?*	
Oil contaminated rags, PPE and other absorbents	Remediation of spills, leaks and also general cleaning	

- 6. Enter waste description in the **Customer Waste Description** field and process of generating the waste in the **What is the process of generating the waste** field.
- 7. Review each field and update or enter the required information accordingly.
- 8. Click  $\square$  and select **Document Type**.

Upload Documents			
To attach documents to this Profile (Material Safety Data Sheets, Analytical Testing, Certifications, etc)			
Profile Number: 2948655			
Document Type			
-Select-			
-Select-			
Signed Profile			
Analysis			
SDS			
Certification			



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9. Click **Browse File** and select the document.

Updad Documents To attach documents to this Profile (Material Safety Data Sheate Analytical Testing Cartifications atta)	
to alacti accuments or units incluing (material callety bata cheets, vulay lucal resulty, Cel lucalionis, etc.) Portish lumbers 2048655	
to which we have been been been been been been been be	
Analysis V	
PDF, DOC, JPQ, GIF, TF, and XLS Hiss with max size of 10 MB are allowed Drag and drop files here or Browse File Upload	
Selected File: Drum_Pack_WorkTickets_For_Assigned_Users- 20250421.xlsx.xlsx	
Uploaded Documents	Validate

10. Click Validate.

**Note**: If any required fields are left incomplete, the system will display an error message. Review the missing information and make the necessary corrections in the corresponding fields, and then click **Validate** to proceed.

11. Click the check box to select **Electronic Submission**.

Authorization	×
Select Authorization Type   Electronic Submission	ð
Note: Click 🗇 to print the profile.	

12. Click Electronic Submittal.

Authorization		×
Select Authorization Type *	O Electronic Submission	Ø
This option will track your logon Note: This option is available on Profiles must be submitted to in You are about to submit a profile agreeing to Clean Harbors elect	credentials as the electronic signature and eliminates the need for faxing or e-mailing a signed profile. Iy to the Clean Harbors Online Services users. tiate the approval process for approval. A signed copy of each profile is required to be on file prior to approval. This requirement can be met by ronic submittal policy or by submitting, printing and e-mailing or faxing a signed profile. Cancel	iittal

- 13. A confirmation pop-up window stating **Profile has been submitted successfully** will appear.
- 14. You can view the profile created as shown in the image below.

CleanHarbors	Online Services - Smart P	rofile		•
Profile Workbenc	h		Ch	nange Location
Status All	× Go			Q Search  Create Smart Profile
	Profile Number : Description	Waste Classification Code Creation Date	Expiration Date	Profile Type : Status :
0 0	CH2966499	6/4/2025		Submitted

**Note**: This profile has been successfully submitted and is now under review by Safety-Kleen. You will be notified once it has been approved.



# 5 How to Filter the details by Status:

- 1. Click 🗹 to select the status.
- 2. Clear the checkboxes for the statuses you do not want to see.

Status	Expir	ed, Incomplete, Pending, Gener 🔽 了				
		Approved 7				
		Expired				
		Incomplete				
		Pending				
		Generator Review				
		Submitted				
		Tentative				
3. Se	3. Select Go.					

- 6 How to Export Data from View Profile Workbench
  - 1. Click to export the profiles list to .xlsx format.
- 7 How to Search in View Profile Workbench
  - 1. Enter the details of the profile in the Search field. Once you enter the details, the profiles list will be filtered per your search.
- 8 How to Print Waste Material Profile Sheet
  - 1. Click •••• and click **Print** to download the pdf.
- 9 How to Edit a Profile
  - 1. Click to edit the profile.

**Note**: Some profiles may not be edited. Hover over  $\boxed{\square}$  to view the specific reason.

# 10 How to Copy Existing Profile:

1. Click for the profile you want to copy.

**Note**: Some profiles may not be copied. Hover over by to view the specific reason.

2. Once you see the below pop-up, click **Proceed**.

Copy Existing Profile		×
Original Profile Profile # - Waste Class code-	New Profile Profile Number • Auto-Generate	
Generator code- Description-	Select Generator Code 🔹	
Status- Expiration Date-	You will only see a list of generators that have the same country as that of the original generator.	

Once the profile page opens, the user can enter the details of the new profile.



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# 11 How to Recertify Existing Profile:

1. Click ••• and click **Recertify**.

Note: Some profiles may not be recertified. Hover over **Recertify** to view the specific reason.

2. Once you see the below pop-up, click **Ok**.



Once the profile page opens, the user can edit the required profile details.

# 12 How to Apply Filters

1. Click and select the required filter option.

rofile	Wor	kbend	ch			
Statu	s					
All			×	Go		
			Profile Number	Description	:	W
0	æ			↑ Sort Ascending		٦
0	Ų	•••	2966400	↓ Sort Descending		
0	ß	•••	2966384	Columns	`	~
_				Tilter	`	~
$\bigcap$	ſÐ		2966385	PAGS AND ABSORRENTS	2	_

- 2. Click **Sort Ascending** or **Sort Descending** to sort the details as required.
- 3. Click Columns and select the required columns and click Apply.

↑ Sort Ascending	
↓ Sort Descending	
Columns	^
Profile Number	
Description	
Vaste Classification Code	
Creation Date	
Expiration Date	
Profile Type	
Status	
Apply Reset	
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4. Click Filters and select and choose the required rule to display and click Filter.

↑ Sort Ascending	
↓ Sort Descending	
Columns	$\sim$
<b>T</b> Filter	^
Contains	▼
3	
And <b>T</b>	
Contains	▼
<b></b>	
Filter	