Online Services
Smart Profile
Quick Reference Guide



For support using the Online Services, call 877.333.4244 or email wastepickup@cleanharbors.com.
Coverage is provided from 8:00 am to 8:00 pm EST.

Create Smart Profile
Quick Reference Guide

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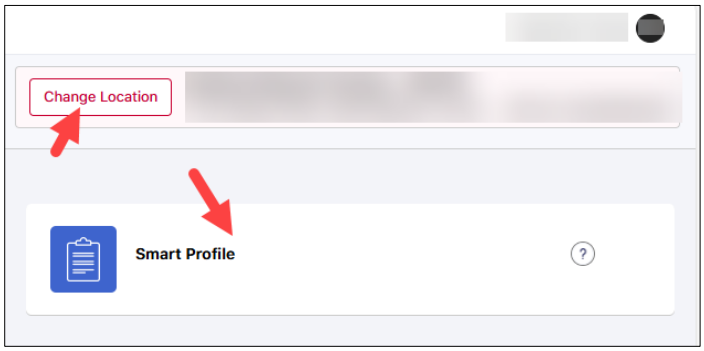
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1 Purpose

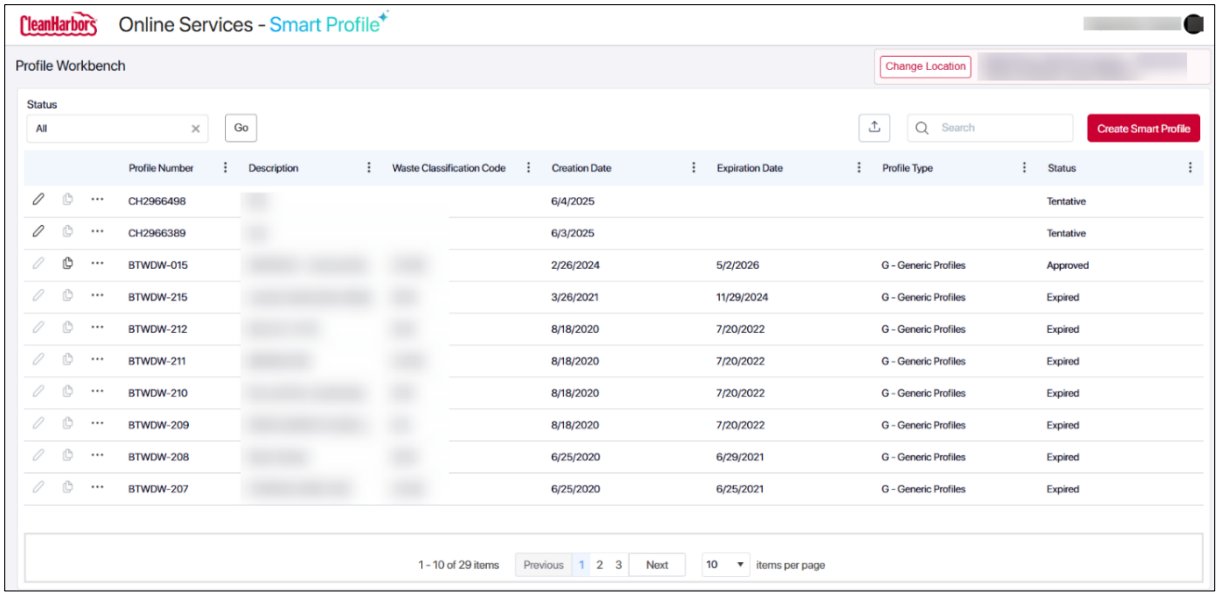
The purpose of this document is to provide clear and comprehensive instructions to users of the Clean Harbors **Online Services – Smart Profile** application. This document aims to help users navigate the portal effectively and access smart profiles information.

2 How to Access Smart Profiles

1. Log in to the Online Services application. Click here 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.



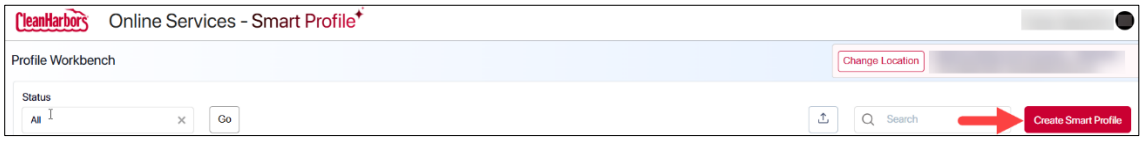
3. Click **Smart Profile** tile and you will be redirected to the below screen.



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.



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

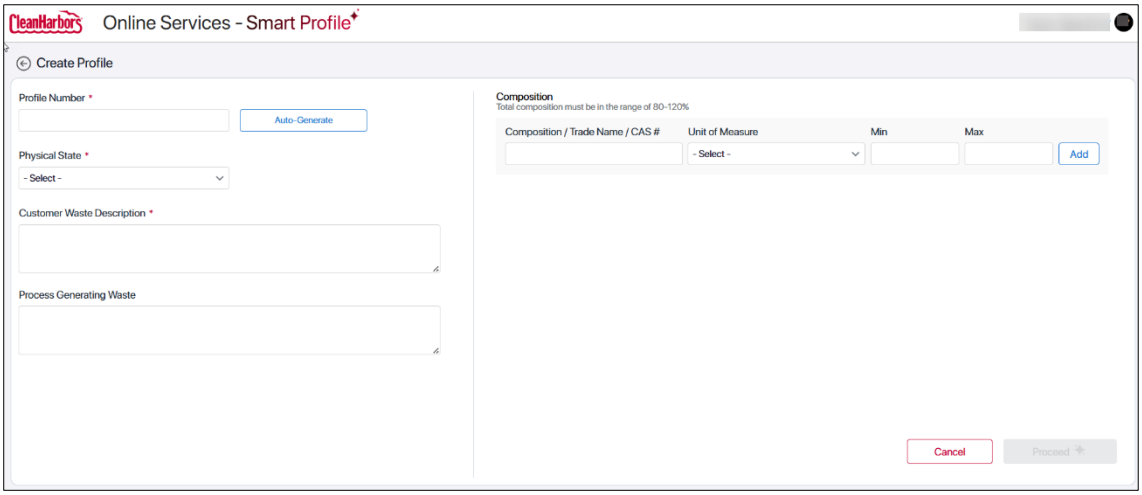


   a. Once you select **Drum/Totes** or **Bulk**, click **Create Smart Profile** to create smart profile.



   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**.

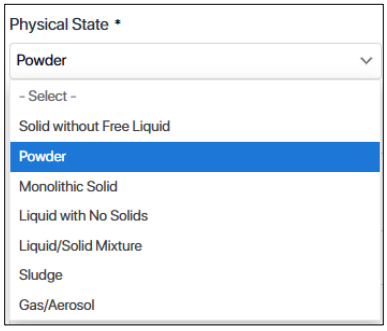
   b. If you select **Lab Pack/CleanPack®**, you will be redirected to the **Smart Profile** screen.



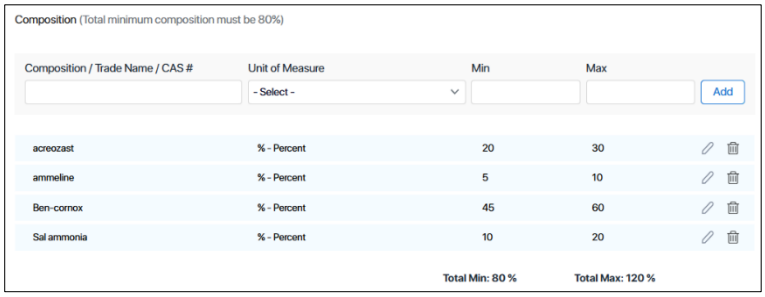
3. Click **Auto-generate** or enter the profile number manually to generate the profile number.



4. Click ☑ and select the **Physical State** of the waste.

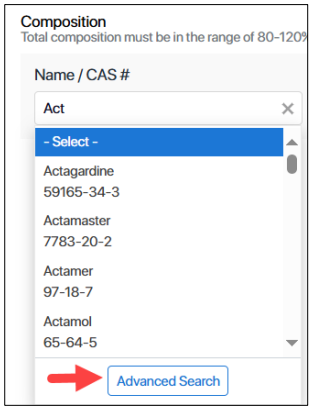


5. Enter the description of the waste in the **Customer Waste Description** field.
6. Enter the waste-generating process in the **Process Generating Waste** field.
7. Enter **Composition** details:

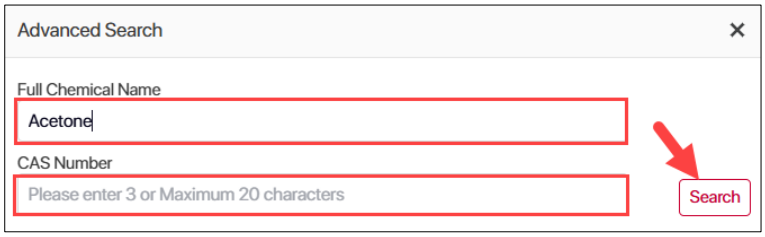


Note: Total minimum composition must be 80% and maximum composition must not exceed 120%.

   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.**

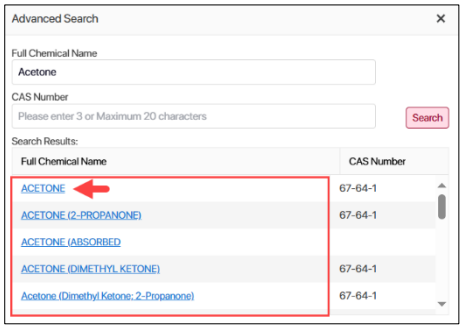


ii. Enter the chemical name in the **Full Chemical Name** field.



iii. Click **Search.**

iv. Select the required chemical from the list.

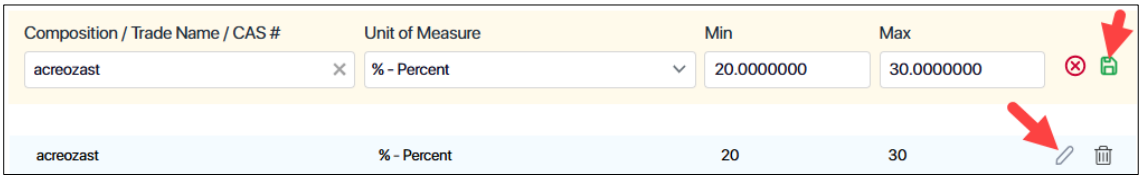


b. Click ☑ and select the **Unit of Measure**.

c. Enter **Minimum** and **Maximum** Composition values.

d. Click **Add**.

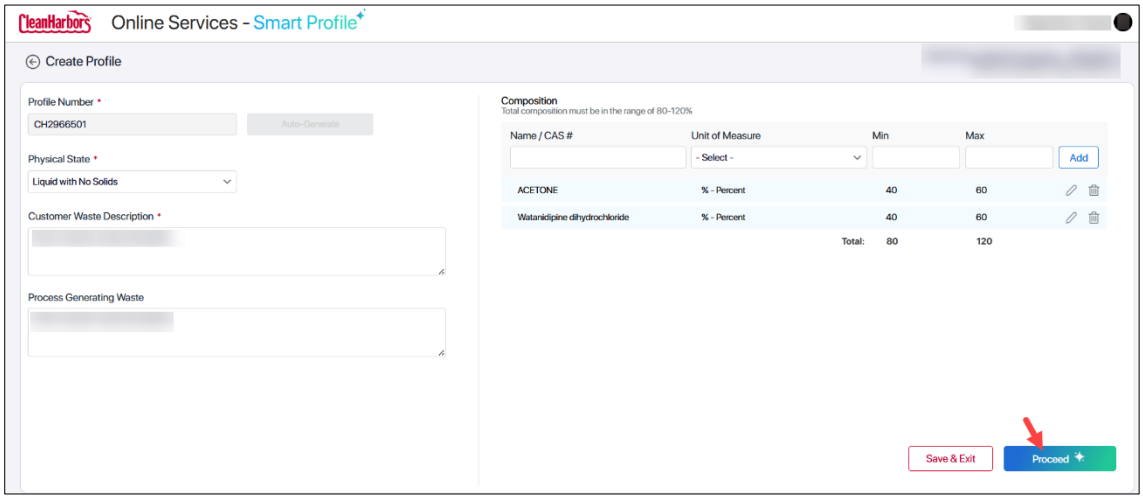
e. If you want to edit any composition details entered, click ✎ make necessary changes and click 💾.



f. Click 🗑 to delete the composition.

g. Click ⊗ to cancel the edit.

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

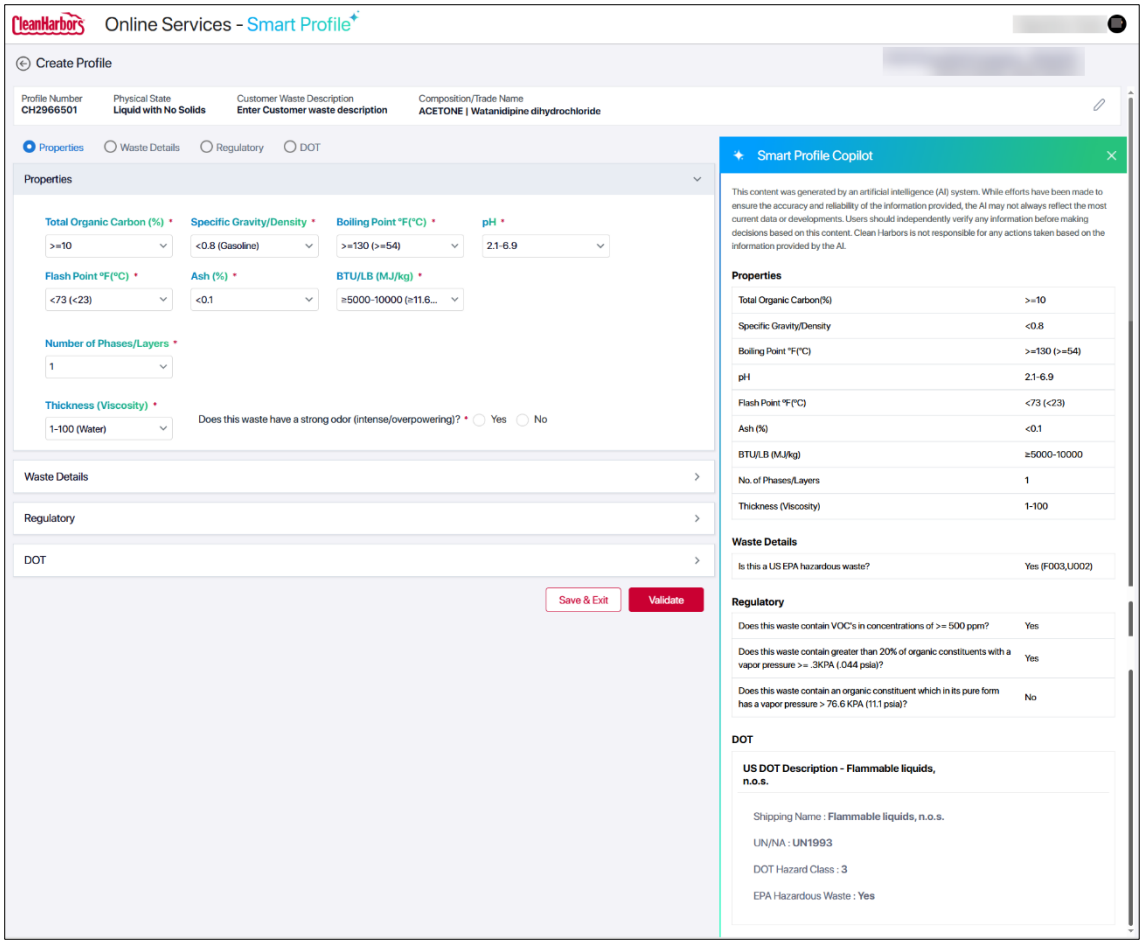


Note: Click **Save & Exit** to save the profile. You can edit it later if needed. Once saved, the profile will be available for viewing on the **Profile Workbench** screen.

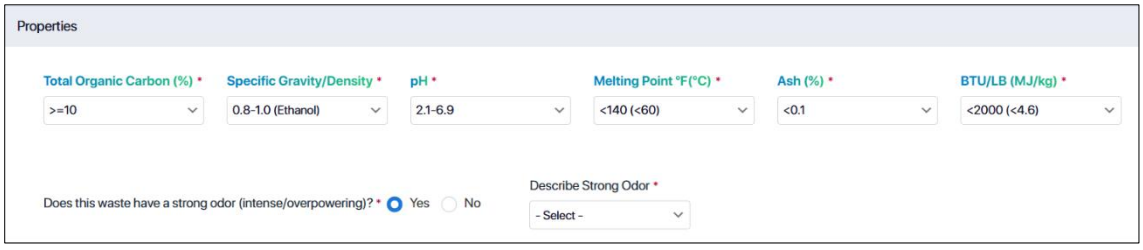
Note: Based on the entered composition, the Smart Profile application automatically recommends and pre-populates values for certain fields. However, users are required to review all populated fields and make manual adjustments where necessary to ensure accuracy. Fields highlighted with blue gradient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

Properties

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

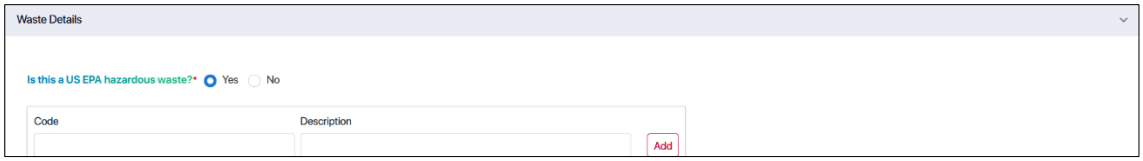


Note: Click  to close the copilot screen and click  to open the copilot screen.
Based on the information you select or enter, additional fields may appear. If they do, provide the required information accordingly.



Waste Details

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



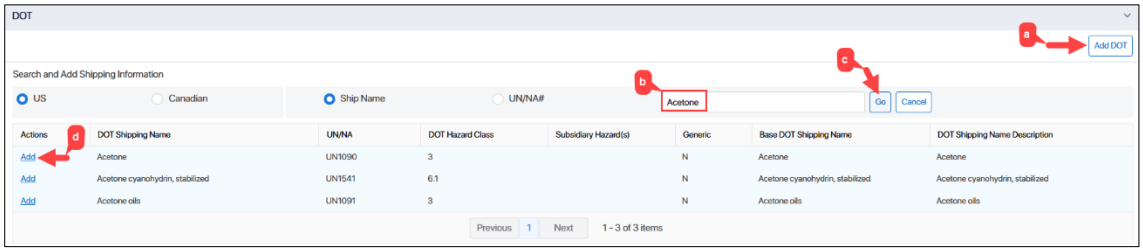
Regulatory

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

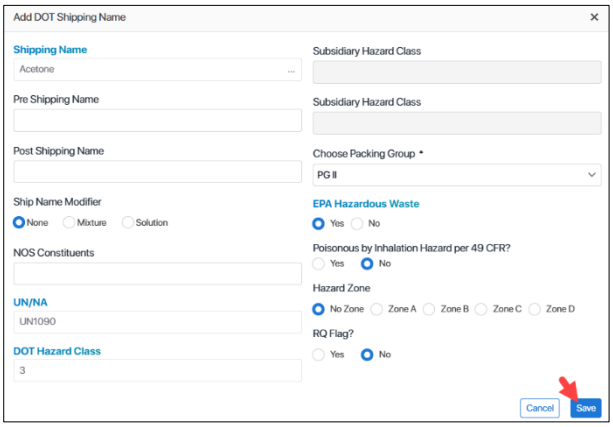


DOT

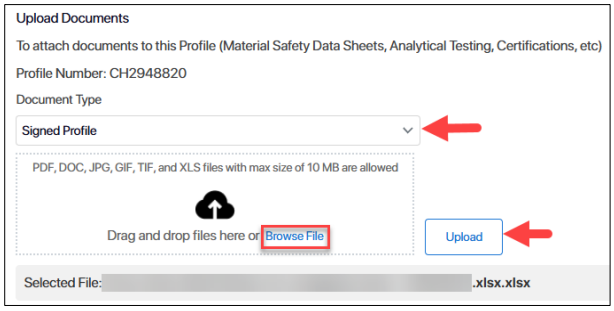
12. To add the Shipping Information:



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**.



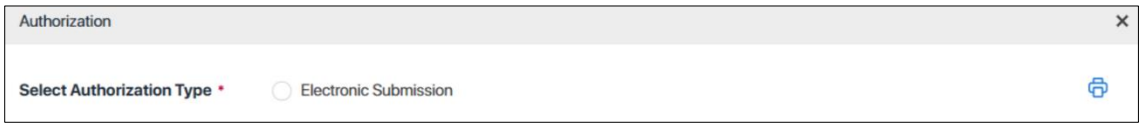
13. Upload Documents.



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

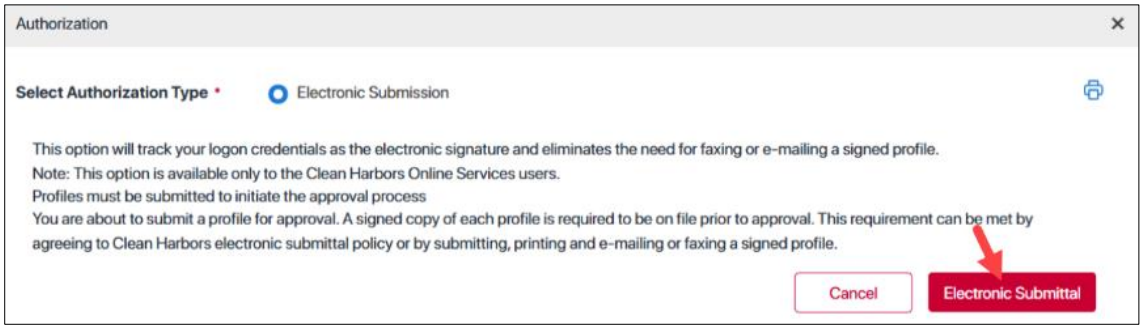
d. Click **Electronic Submittal**.

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**.

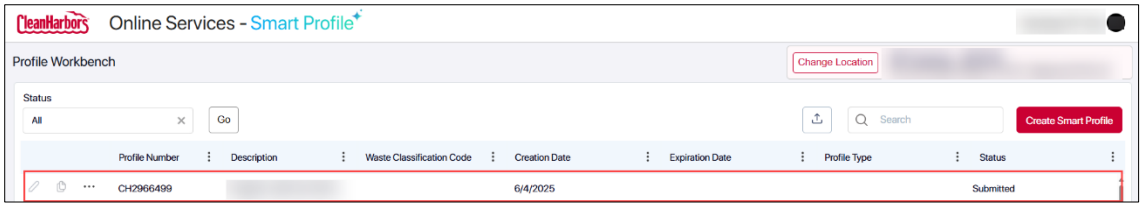


Note: Click  to print the profile.

16. Click **Electronic Submittal**.



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.

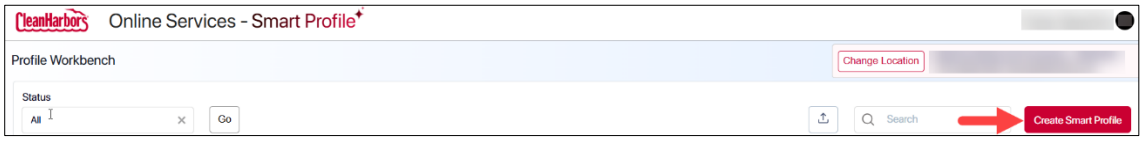


Note: This profile has been successfully submitted and is now under review by Safety-Kleen. You will be notified once it has been approved.

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.

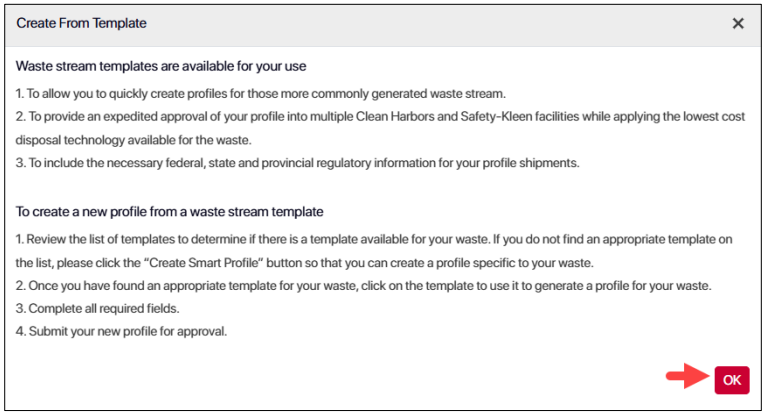


2. Select the Shipping Container Type like **Drums/Totes** or **Bulk**.



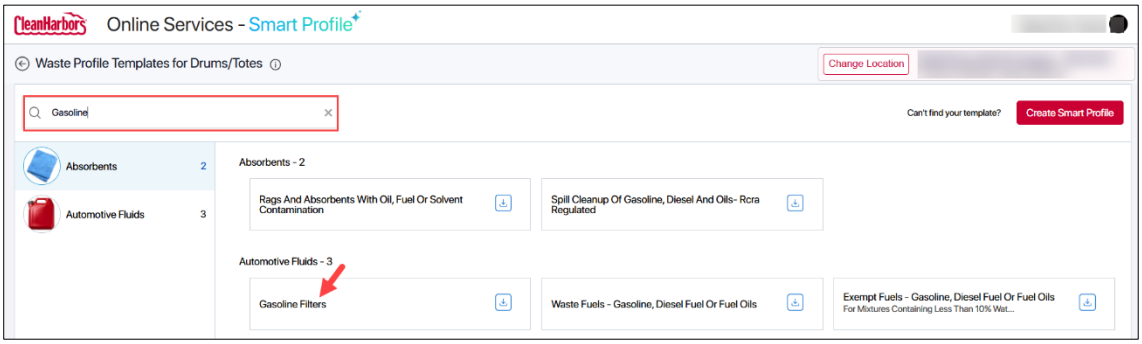
Note: For **Lab Pak/CleanPack®**, see [How to Create Smart Profile].

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.

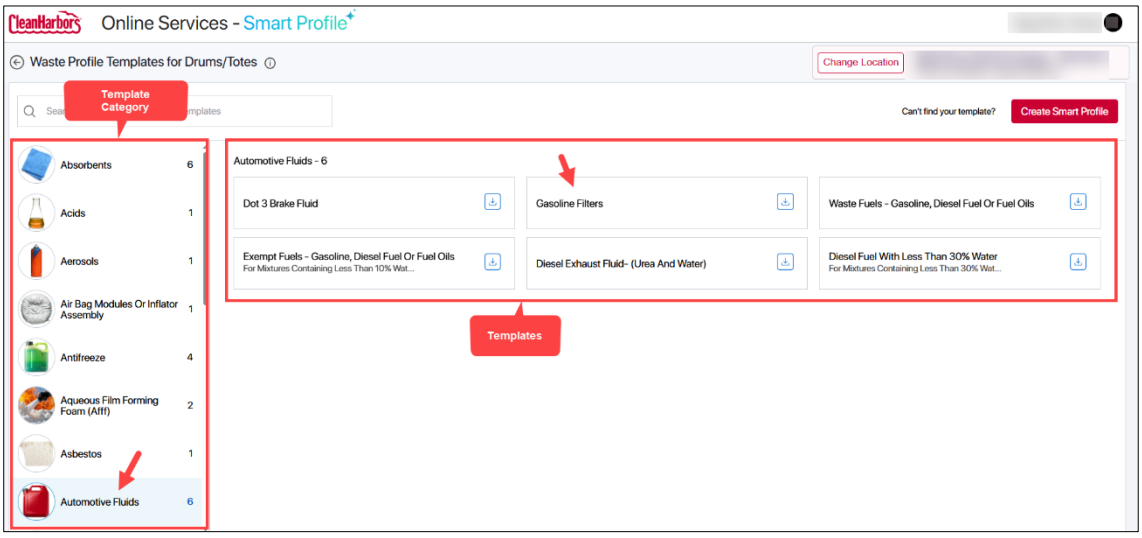
4. If you know the template type:
   a. Enter the name of the template in the search field and select the required template.



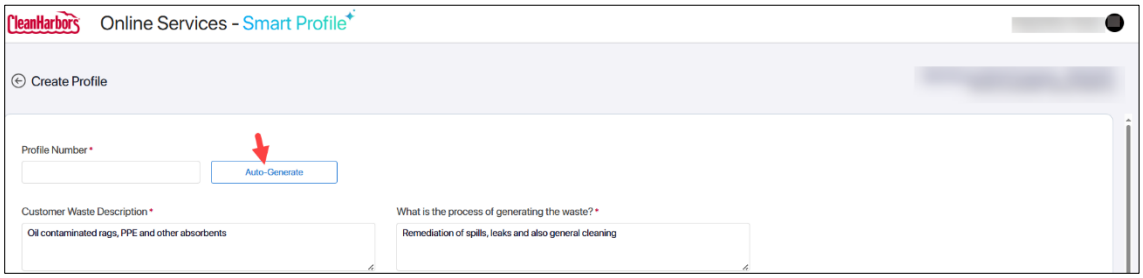
Note: Users can search by template category, template name, or description, as applicable. Additionally, users can search for specific chemical substances within a template.

OR

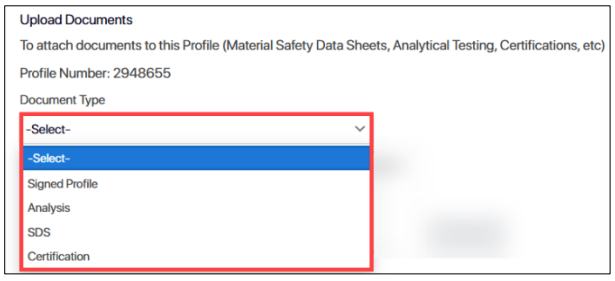
b. Select the required template category and select the related template.



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



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 ☑ and select **Document Type**.

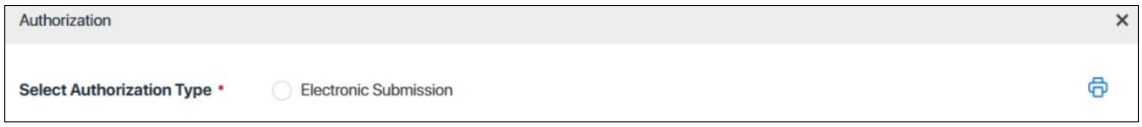


9. Click **Browse File** and select the document.



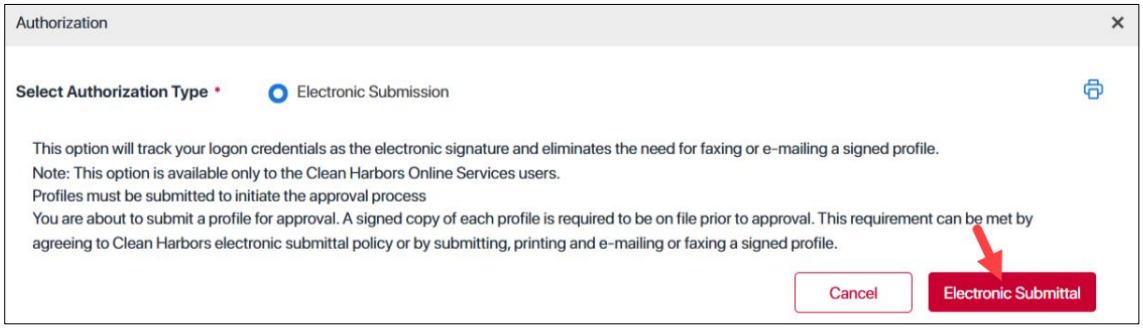
10. Click **Validate**.
    Note: If any required fields are left incomplete, the system will display an error message. Review the missing information and make the necessary corrections in the corresponding fields, and then click **Validate** to proceed.

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

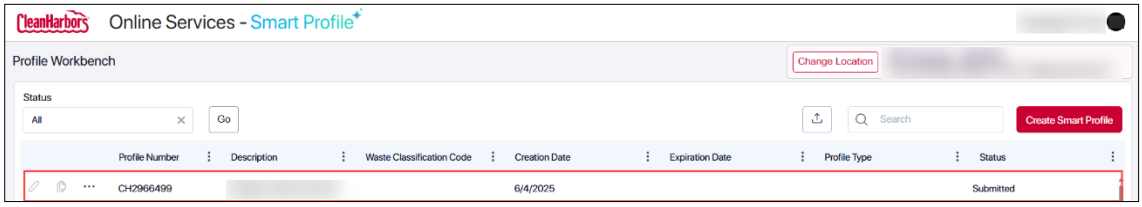


Note: Click  to print the profile.

12. Click **Electronic Submittal**.



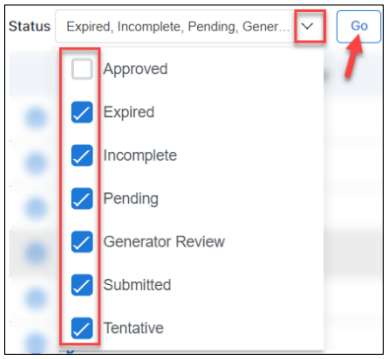
13. A confirmation pop-up window stating **Profile has been submitted successfully** will appear.
14. You can view the profile created as shown in the image below.



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.



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

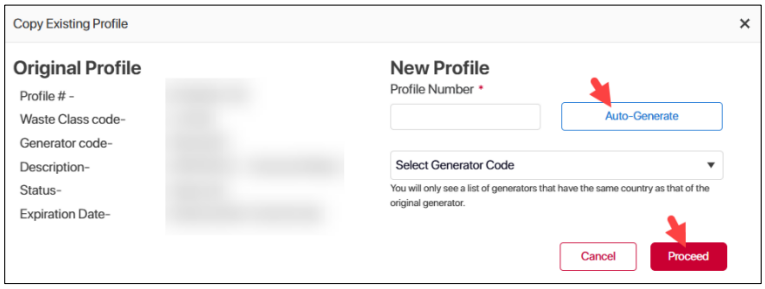
1. Click to edit the profile.

   Note: Some profiles may not be edited. Hover over to view the specific reason.

10 How to Copy Existing Profile:

1. Click for the profile you want to copy.

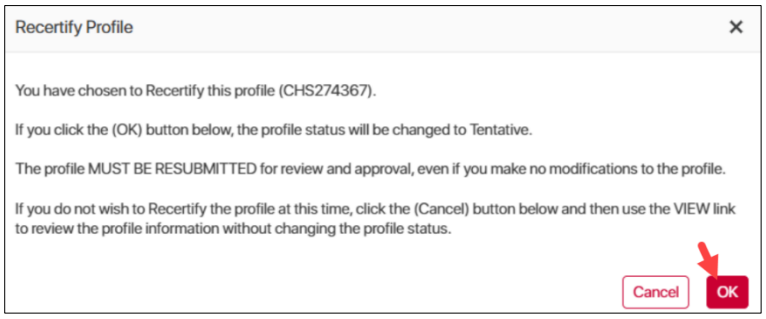
   Note: Some profiles may not be copied. Hover over to view the specific reason.
2. Once you see the below pop-up, click **Proceed**.



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

11 How to Recertify Existing Profile:

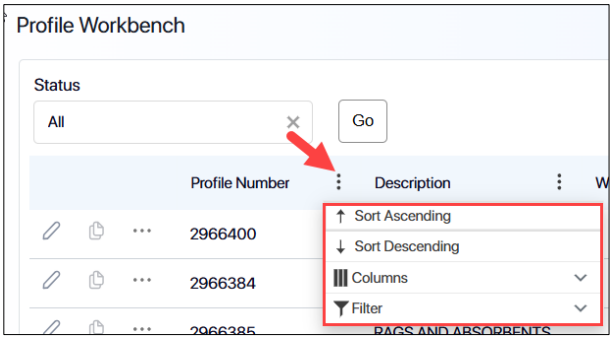
1. Click ••• and click **Recertify**.
   Note: Some profiles may not be recertified. Hover over **Recertify** to view the specific reason.
2. Once you see the below pop-up, click **Ok**.



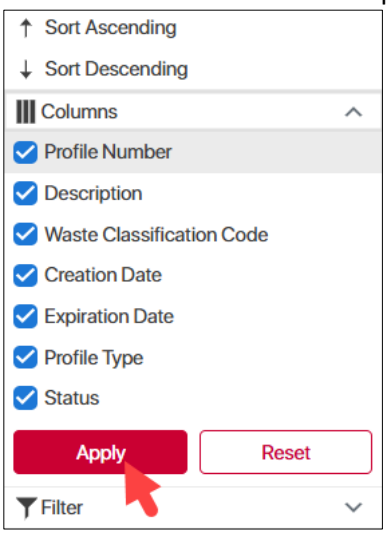
Once the profile page opens, the user can edit the required profile details.

12 How to Apply Filters

1. Click ⋮ and select the required filter option.



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



4. Click Filters and select  and choose the required rule to display and click Filter.

