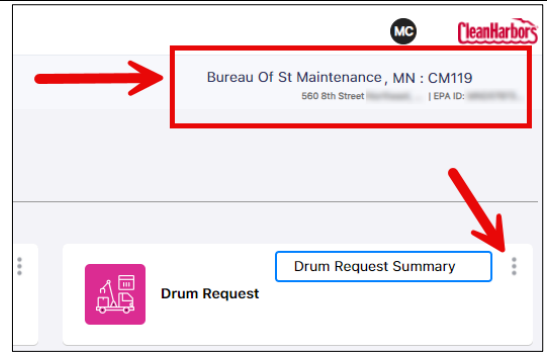
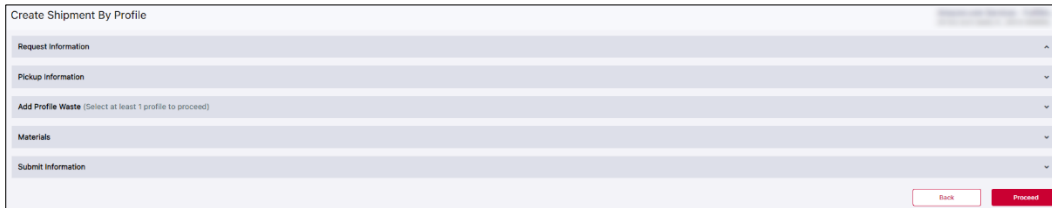


**How to Initiate a Drum Service with Clean Harbors:**

- Log in to the Online Services application. [Click here](#) to obtain sign-in instructions.
- 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.
- From the **Drum Request** tile, click on the and select **Drum Request Summary**.

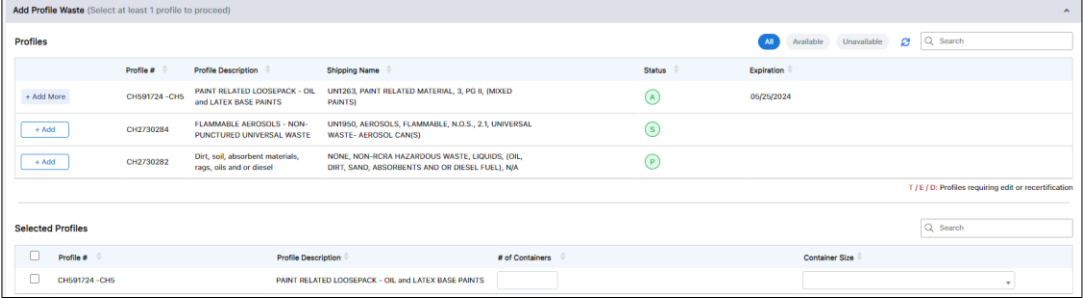
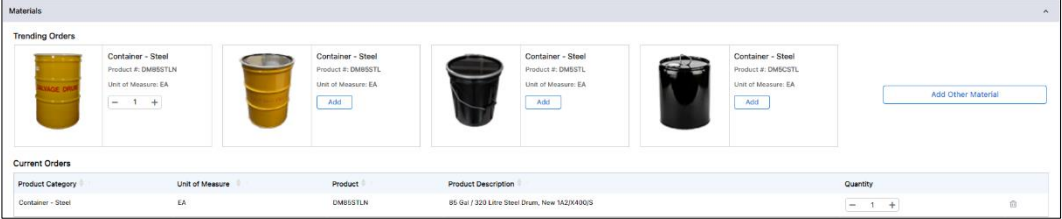

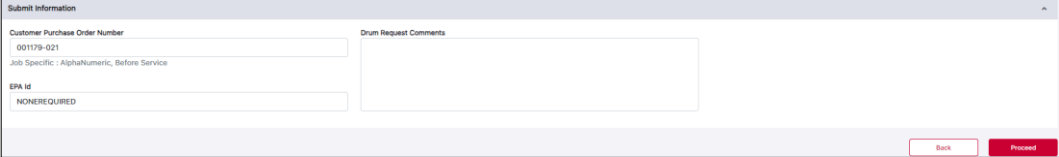


- Click **Create New Shipment** on the **Drum Request Summary** page.
- Select your preferred shipment type: **By Profile**, By Inventory (By Inventory will only display if you utilize the Clean Harbors Waste Inventory application)
- If you select shipment type **By Profile**, complete the below steps:
- Complete each section in the **Create Shipment by Profile** page and click **Proceed**.

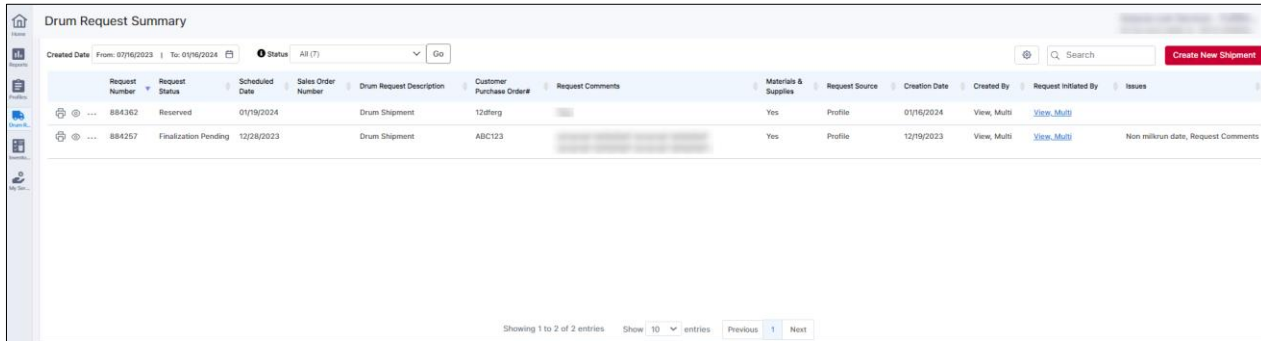


Expand each section to view details:

<p><b>Request Information</b></p>	<ol style="list-style-type: none"> <li>1. The Description field will prepopulate with “Drum Shipment”; you may modify it as desired.</li> <li>2. Select your preferred Request Type: <ul style="list-style-type: none"> <li>Option A: Reserve (Allows you to reserve space on a truck while having the ability to make modifications to your request. You must finalize your inventory 48 hours in advance of your service date) <ol style="list-style-type: none"> <li>a. Enter <b>Estimated Space to Reserve</b> (55-gallon drum Equivalent)</li> </ol> </li> <li>OR</li> <li>Option B: Reserve and Finalize (You have all the necessary details to finalize your request; no additional modifications can be made)</li> </ul> </li> </ol>
<p><b>Pickup Information</b></p>	<ol style="list-style-type: none"> <li>1. Use one of the following options to request a service date: <ul style="list-style-type: none"> <li>Option A: Request an Available Milkrun Date by clicking the desired date in blue.</li> </ul> <div data-bbox="440 1495 878 1604" data-label="Image"> </div> <ul style="list-style-type: none"> <li>OR</li> <li>Option B: Request a preferred Service Date from the calendar.</li> </ul> </li> </ol>

<p><b>Add Profile Waste</b></p>	<p>Click <b>Add</b> to select profile(s) from the available list and enter the <b># of Containers</b> and <b>Container Size</b>.</p>  <p><b>Note:</b> To remove a selected profile, select the checkbox to enable the <b>Remove</b> function.</p>
<p><b>Materials</b></p>	<ul style="list-style-type: none"> <li>• Easily <b>Add</b> previously purchased materials or <b>Add Other Materials</b> to view a broad range of materials and supplies. Use the +/- buttons to adjust the quantity.</li> </ul>  <ul style="list-style-type: none"> <li>• Click  to remove Material from the current order.</li> </ul>
<p><b>Submit Information</b></p>	<ul style="list-style-type: none"> <li>• Enter the submit information and click proceed.</li> </ul>  <ul style="list-style-type: none"> <li>• You will be prompted to <b>Review and Confirm</b> before submitting. Click <b>Submit</b> if all request details are accurate. If changes are needed, click close to make modifications.</li> </ul>

### How to Navigate Drum Request Summary Grid



	Create New Shipment		View
<input type="text" value="Search"/>	Search		Edit, Cancel, Copy
From: 07/10/2023   To: 01/10/2024	Creation date range		Print – generates PDF of Drum Shipment
Status: All (5)	Defaults to All, multi-select		Show/Hide Columns

- Results default to the last 6 months of drum request history.
- Each column can be sorted in ascending or descending order.

<b>How to View a Drum Request</b>	<ul style="list-style-type: none"> <li>• Click  next to the drum request you wish to view.</li> <li>• This will redirect the user to the <b>View Drum Request</b> page.</li> </ul>
<b>How to Copy an Existing Drum Request</b>  Only Applicable to Scheduled, Approved, and Submitted status.	<ul style="list-style-type: none"> <li>• Click  next to the drum request you wish to copy, then select <b>Copy</b>.</li> <li>• This will launch the <b>Copy Shipment by Profile</b> page populated with the details from the original request.</li> </ul>
<b>How to Submit and Finalize a Drum Request</b>	<ul style="list-style-type: none"> <li>• Select a drum request item in a <b>Scheduled</b> status on the <b>Drum Request Summary</b> page.</li> <li>• Click  and select <b>Edit</b>.</li> <li>• Click <b>Yes, I want to Finalize</b>.</li> <li>• This will redirect the user to the <b>Edit Shipment by Profile</b> page. Make any necessary changes, then click <b>Proceed</b>.</li> <li>• Review and Confirm the details and click <b>Submit</b>.</li> </ul>