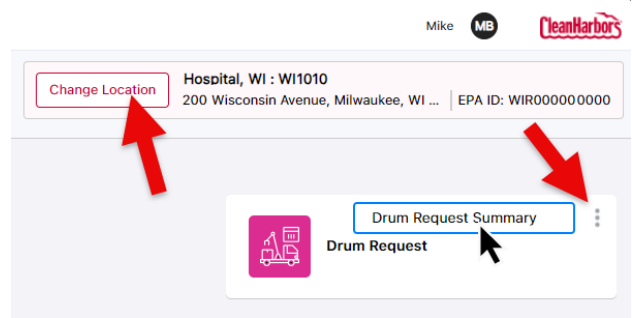


How to Initiate a Drum Service with Clean Harbors:

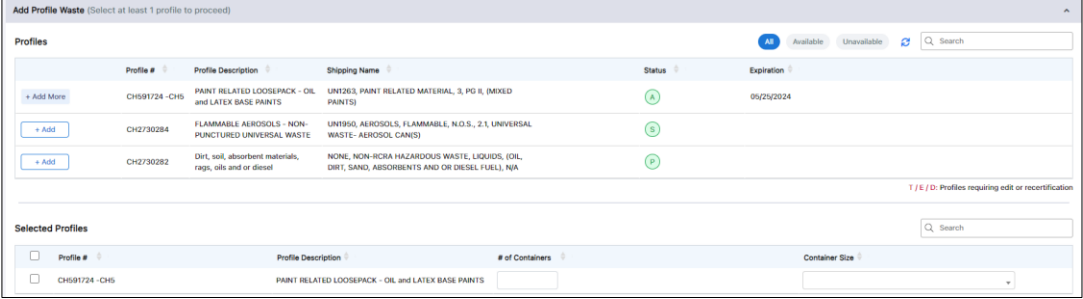
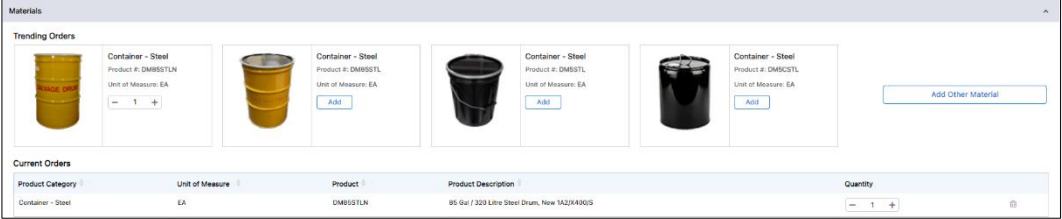

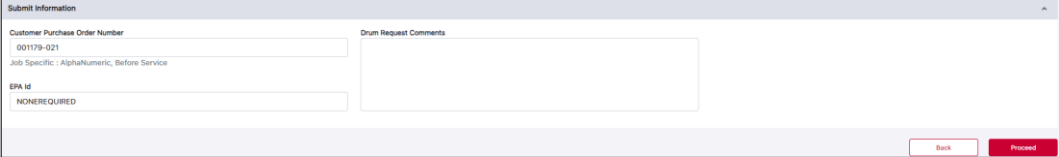
- Log in to the Online Services application. [Click here](#) to obtain sign-in instructions.
- Validate the desired generator location under the Clean Harbors logo at the top right corner. To change location, click the existing location name, which will display a list of all available locations.
- From the **Drum Request** tile, click on the and select **Drum Request Summary**.



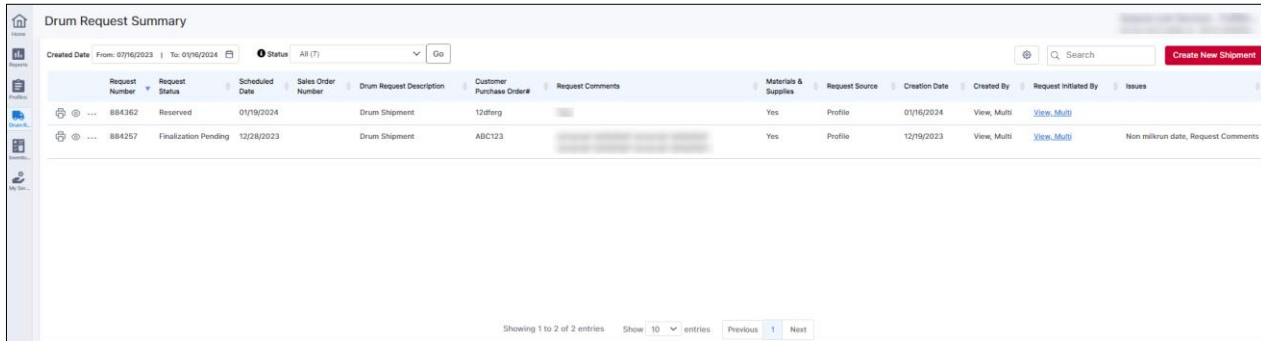
- Click **Create New Shipment** on the **Drum Request Summary** page.
- Select your preferred shipment type: **By Profile**, By Inventory (By Inventory will only display if you utilize the Clean Harbors Waste Inventory application)
- If you select shipment type **By Profile**, complete the below steps: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

Expand each section to view details:

<p>Request Information</p>	<ol style="list-style-type: none"> 1. The Description field will prepopulate with “Drum Shipment”; you may modify it as desired. 2. Select your preferred Request Type: 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"> a. Enter Estimated Space to Reserve (55-gallon drum Equivalent) OR Option B: Reserve and Finalize (You have all the necessary details to finalize your request; no additional modifications can be made)
<p>Pickup Information</p>	<ol style="list-style-type: none"> 1. Use one of the following options to request a service date: Option A: Request an Available Milkrun Date by clicking the desired date in blue. <div data-bbox="440 1472 878 1581" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Available Milkrun Schedule Dates:</p> <p>Jan-2024 Requested Service Date *</p> <div style="display: flex; align-items: center;"> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid blue; padding: 2px 5px;">16</div> <div style="border: 1px solid blue; padding: 2px 5px;">23</div> <div style="border: 1px solid blue; padding: 2px 5px;">30</div> </div> <div style="margin-left: 20px;"> <input type="text" value="mm/dd/yyyy"/> </div> </div> <p style="font-size: small; margin-top: 5px;">Tue Tue Tue</p> </div> OR Option B: Request a preferred Service Date from the calendar.

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

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.

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