How to Access Waste Profiles:
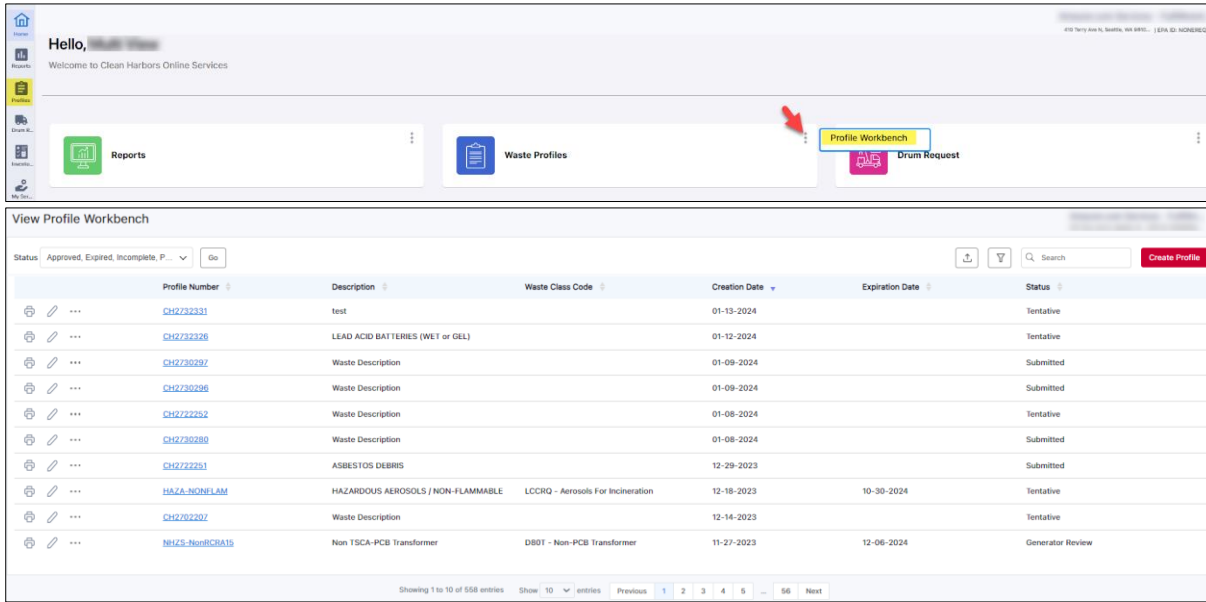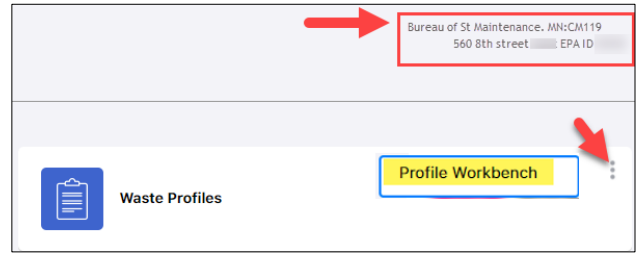
- Log in to the Online Services application. Click here to see sign-in instructions.
- Validate the desired generator location under the Clean Harbors logo at the top right corner. To change location, click the existing location name, which will display a list of all available locations.
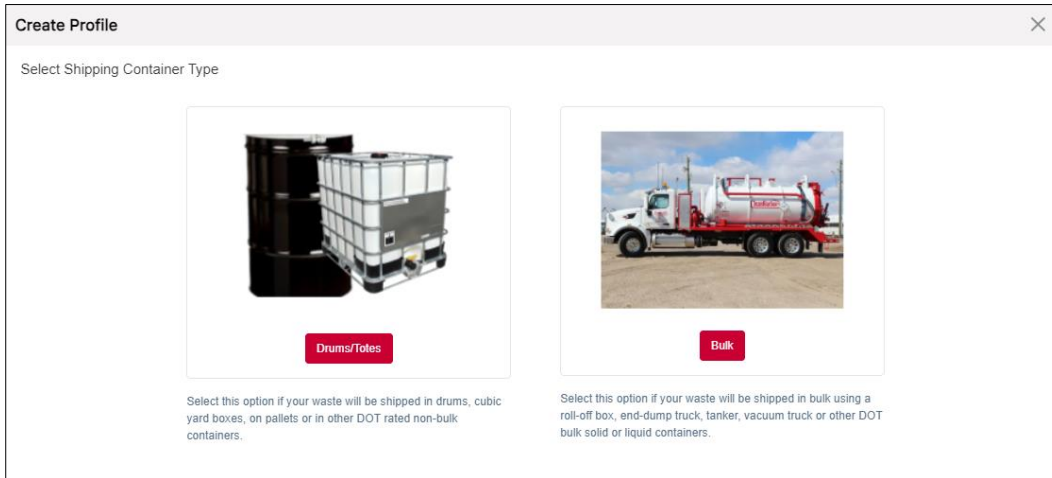- From the **Waste Profile** tile, click [icon] and select **Profile Workbench**.

Create New Shipment	Create Profile	
Search	Search	
Profile Number	Link to View Profile	
Status Approved, Expired, Incomplete, P... **Go**	Results by Status	

• • •	Copy, Recertify	
[pencil icon]	Edit Profile	
[printer icon]	Print	

[export icon]	Export
[filter icon]	Filter
[sort icon]	Sort

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.
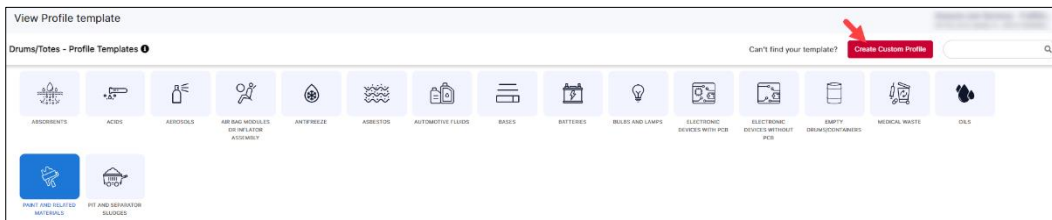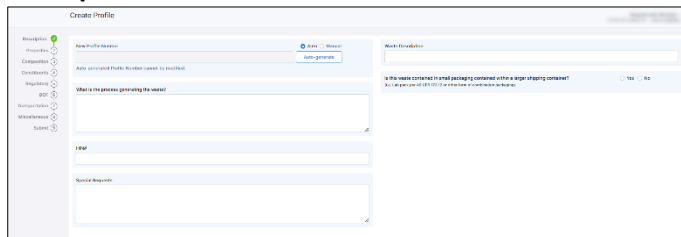
How to Create Custom Profiles:

1. Click **Create Profile** on the **View Profile Workbench** page.
2. Click **Drums/Totes** or **Bulk** in **Shipping Container Type**.

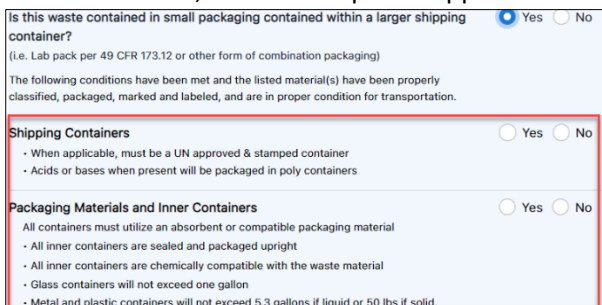

3. Select **Create Custom Profile**.

Description:

4. Select **Auto** and Click **Auto-generate** to generate the profile number.
   Note: You can also enter the profile number manually by selecting the **Manual** option.
5. Enter the waste-generating process.
6. Enter any special requests the user requires in the **Special Requests** field.
7. Enter the description of the waste in the **Waste Description** field.
8. Select **Yes** or **No** as per the package details mentioned.
   If **Yes** is selected, additional options appear on the screen below. Select **Yes** or **No**.

9. Click **Save**; once the profile number is generated, click **Save** again and click **Next**.

10. Enter Waste **Properties** and click **Next**.

11. Enter **Composition** details.

Chemicals

   a. Click ⌄ in the **Chemical** field, enter the chemical name, and select the chemical from the dropdown list.

   b. Click ⌄ in the **UOM** field and select the UOM type and enter minimum and maximum in **MIN** and **MAX** fields respectively.

   c. Make sure to click 💾 for every chemical added.

   Note: It is mandatory to save the details after adding the chemicals. If you do not click 💾 and click **Next** to move to the next section the chemical details will not be added to the waste profile.

EPA Waste Codes

a. Click ⌄ in the **Codes** field, enter the waste code, and select the required waste code from the dropdown list.

b. Make sure to click 💾 for every chemical added.

Note: It is mandatory to save the details after adding the chemicals. If you do not click 💾 and click **Next** to move to the next section the chemical details will not be added to the waste profile.

US State/Canadian Provincial Waste Codes

a. **Click** ⌄ in the **Codes** field, enter the waste code, and select the required waste code from the dropdown list.

b. Make sure to click 💾 for every chemical added.

Note: It is mandatory to save the details after adding the chemicals. If you do not click 💾 and click **Next** to move to the next section the chemical details will not be added to the waste profile.

12. Enter **Constituents** details and click **NEXT**.

13. Enter **Regulatory** Details and click **NEXT**.

14. Enter **DOT** details and click **Next**.

15. Enter **Transportation** details of drum/container or bulk liquid or solid.
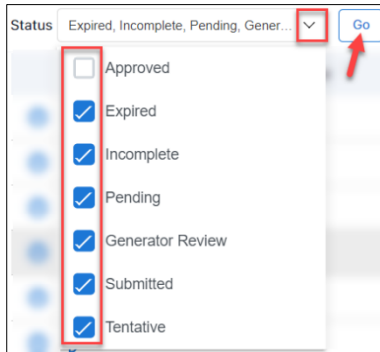

16. Enter **Miscellaneous** details and click **NEXT.**

17. **Submit** Profile:

    a. Click ⌄ and select **Document Type**.
    b. Click **Choose File** and select the document.
    c. Click **Upload**.
    d. Click **Electronic Submittal**.

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 ⎤.

How to Export Data from View Profile Workbench:

1. Click ⎡ ⬆ ⎤ to export the profiles list to Microsoft Excel.

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.
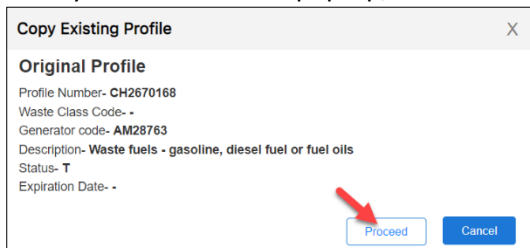
How to Print Waste Material Profile Sheet:

1. Click 🖶 to download the pdf.

How to Edit a Profile:

1. Click ✏ to edit the profile.
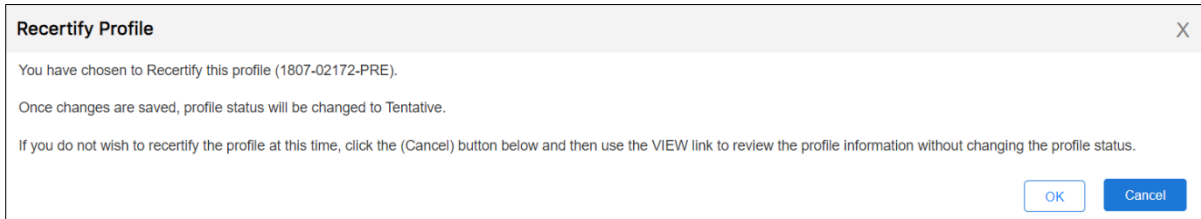
How to Copy Existing Profile:

1. Click ⟨•••⟩ and click **Copy**.
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.

How to Recertify Existing Profile:

1. Click ⬚⬚⬚ and click **Recertify**.
2. Once you see the below pop-up, click **Ok**.

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