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 ⋮ and select **Profile Workbench**.

	Create Profile		Copy, Recertify		Export
	Search		Edit Profile		Filter
Profile Number	Link to View Profile		Print		Sort
Status Approved, Expired, Incomplete, P... Go	Results by Status				

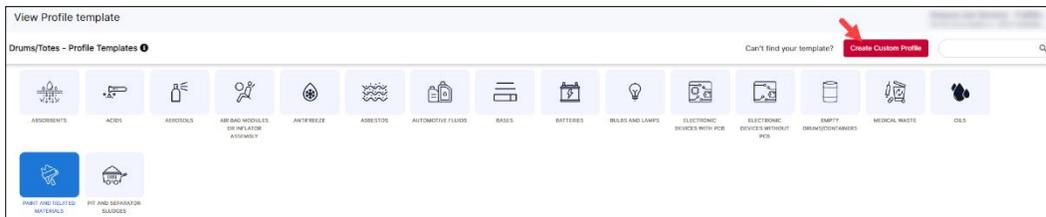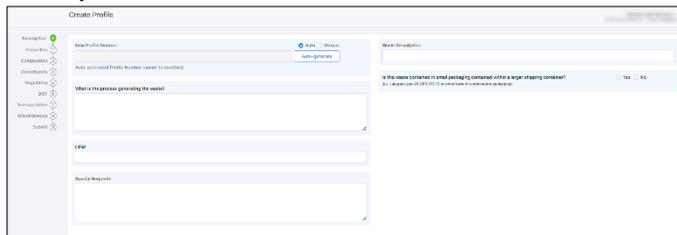**How to Create Custom Profiles:**

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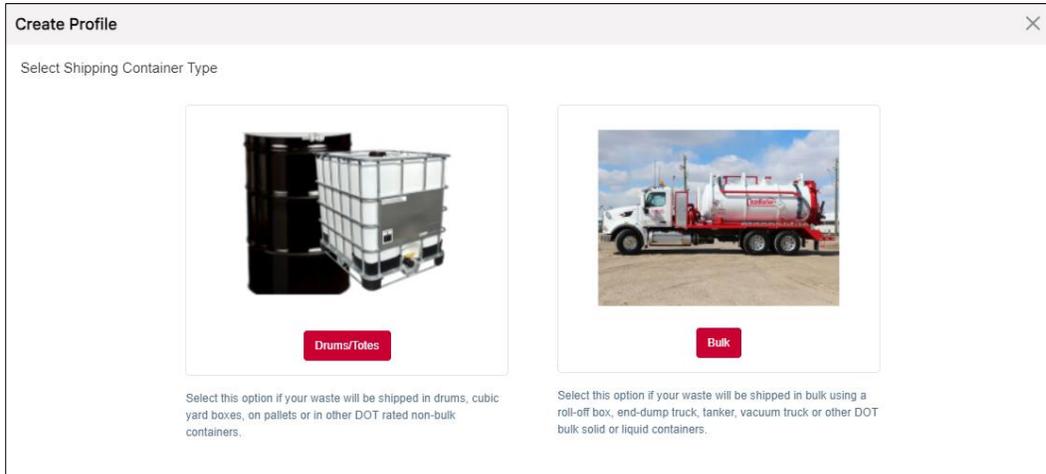

3. Select **Create Custom Profile**.

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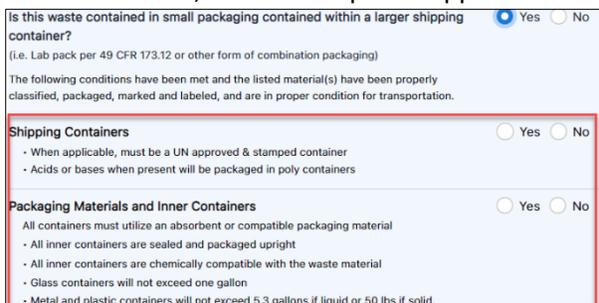
9. Click **Save**; once the profile number is generated, click **Save** again and click **Next**.

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**.

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.

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**.

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 Filter the details by Status:

1. Click ☑ to select the status.
2. Clear the checkboxes for the statuses you do not want to see.
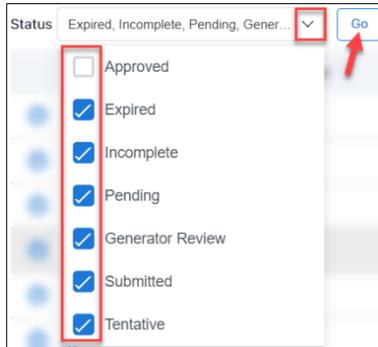
3. Select [Go].

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.

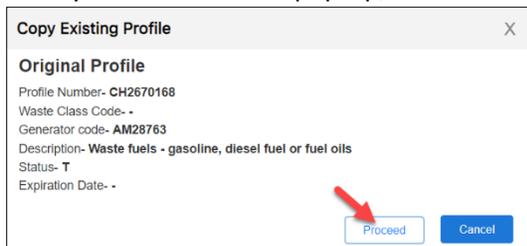**How to Print Waste Material Profile Sheet:**

1. Click 🖶 to download the pdf.

How to Edit a Profile:

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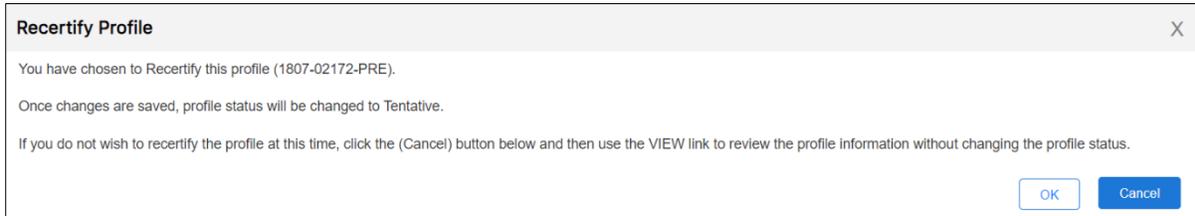
How to Copy Existing Profile:

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**.

Recertify Profile	X
You have chosen to Recertify this profile (1807-02172-PRE).	
Once changes are saved, profile status will be changed to Tentative.	
If you do not wish to recertify the profile at this time, click the (Cancel) button below and then use the VIEW link to review the profile information without changing the profile status.	
	OK Cancel

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