

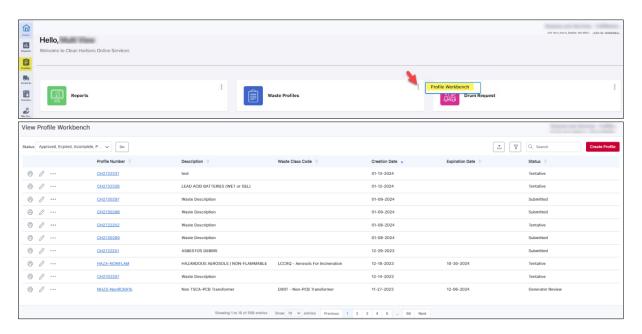
Online Services – Waste Profile Create Profile with a Template

Quick Reference Guide

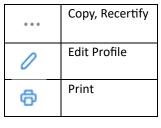
How to Access Waste Profiles:

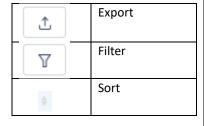
- Log in to the Online Services application. <u>Click here</u> to see sign-in instructions.
- Validate the desired generator location under the Clean Harbors logo at the top right corner. To change location, click the existing location name, which will display a list of all available locations.
- From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

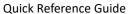




Create New Shipment	Create Profile
Q Search	Search
Profile Number	Link to View Profile
Status Approved, Expired, Incomplete, P V Go	Results by Status



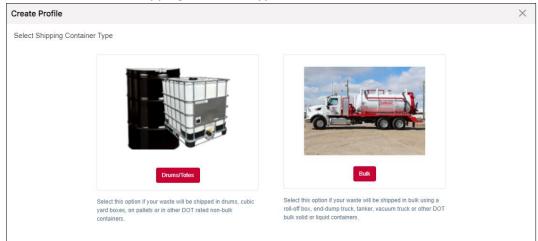




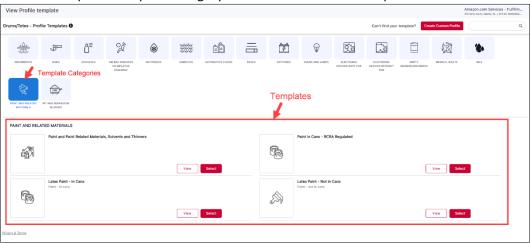


How to Create Template Profiles:

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

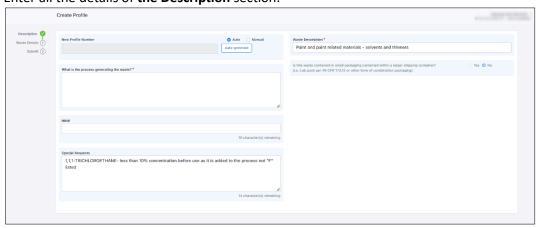


3. Select the required template category and select the related template.

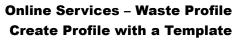


Description:

1. Enter all the details of the Description section.



- 2. Select **Auto** and Click **Auto-generate** to generate the profile number, or the user can enter it manually.
- 3. Enter the waste-generating process.

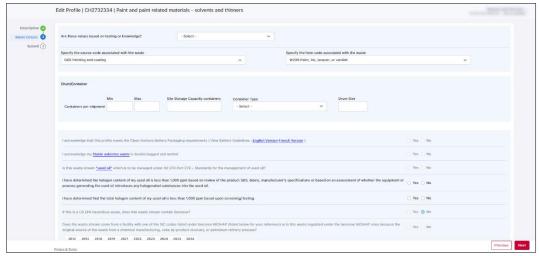






4. Click Save and click Next.

Waste Details:



Enter the details of the Waste in each field.

Before entering the details, you must select if the values are based on your Knowledge, Testing, or Material Safety Data Sheet (MSDS).

- 1. Click

 and select the required option in Are these values based on testing or knowledge field.
 - a. Select **Knowledge** If you have selected that the values are based on Knowledge. Once you select **Knowledge**, you must fill in the details mentioned in the below image.



b. Select **Testing** If you have selected that the values are based on testing. Once you select **Testing**, you need to attach documents as mentioned in the below image.



c. Select **MSDS** if you have selected that the values are based on the manufacturer's MSDS. Once you select MSDS, you need to attach documents as mentioned in the below image.



2. Click \square and select the waste code and form code associated with the waste from the respective fields.



3. Enter the shipment details in **Drum/Container** fields.



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4. The user must navigate each requirement, selecting appropriate options or **Yes** or **No** based on compliance status. This meticulous process ensures adherence to specific waste management regulations, ensuring that regulatory standards for environmental protection and legal compliance follow documentation and proper handling practices.

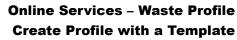


5. Click Next.

Submit Profile



- 1. Click **□** and select **Document Type**.
- 2. Click Choose File and select the document.
- 3. Click Upload.
- 4. Click Electronic Submittal.

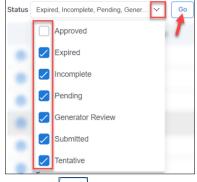






How to Filter the details by Status:

- 1. Click ightharpoonup 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 as 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.



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How to Recertify Existing Profile: 1. Click and click Recertify. 2. Once you see the below pop-up, click Ok. Recertify Profile You have chosen to Recertify this profile (CH-FixationWtr). If you click the (OK) button below, the profile status will be changes to Tentative. The profile MUST BE RESUBMITTED for review and approval, even if you make no modifications to the profile. 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.

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