



**Online Services
Waste Inventory Non Cust Fac
Quick Reference Guide**

THE CORE VALUES THAT MAKE US GREAT
S.T.I.C.S.



SAFETY



TEAMWORK &
COLLABORATION



INTEGRITY



CUSTOMER
SERVICE



STAKEHOLDER
VALUE

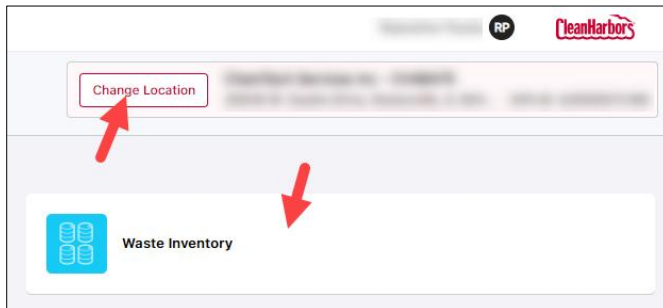


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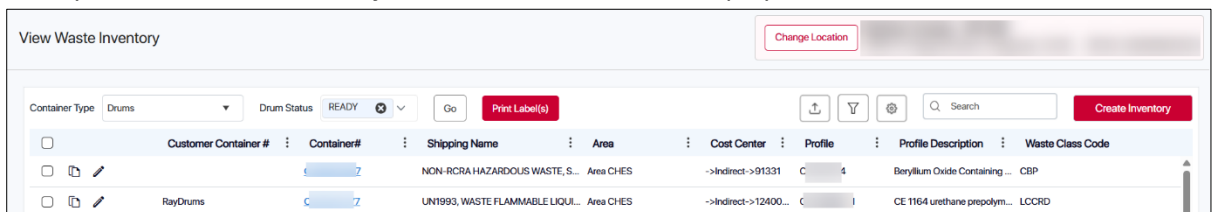
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




1 How to Access View Waste Inventory

1. Log in to the Online Services application. [Click here](#) to see sign-in instructions.
2. 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.



3. Once you click **Waste Inventory** tile, below screen will be displayed.



Feature	Description
Container Type	Select type of container
Drum Status	Select status of the drum
Print Label(s)	Print Labels
	Export
	Filter results by each field.
	Column Settings
	Search
Create Inventory	Create Inventory
	Sort and Filter
	Select
	Copy Container
	Edit Container



Bulk Inline Edit	Bulk Inline Edit
Container age > 45 days	Filter containers > 45 days
Delete	Delete Container

2 Waste Inventory - Create Drum

To create Drum, follow the process shown below:

1. Click **Create Inventory** in **View Waste Inventory** page.

View Waste Inventory

Change Location

Container Type: Drums Drum Status: READY Go Print Label(s)

Create Inventory

2. Select **Drums** in choose inventory type pop-up window.

Choose Inventory type

Drums Labpack Item

3. Enter the details in each field. Each field is explained in the table below.

Create Inventory

Change Location

Drum Labpack Item

Drum Detail

Customer Drum # # of Drums Profile Number

Drum Size & Type Shipping Volume Shipping Quantity Unit of Measure

DOT Shipping Name (Only 1 DOT Shipping name can be used, delete all that do not apply)

Waste Codes

Accumulation Start Date Area Cost Center Billing Comment Drum Comment

Create

Field Name	Type	Notes
Customer Drum #	Enter the Customer Drum #	
# of Drums	Enter the # of drums	
Profile Number	Select from the Dropdown	All profiles must have an A status prior to shipment. Mandatory field
Drum Size & Type	Select dropdown and select the size and type of the drum	Mandatory field
Shipping Volume	Enter the volume of the shipping	Mandatory field



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Shipping Quantity Unit of Measure	Click dropdown and select the unit of measure.	Mandatory field
DOT Shipping Name	Select dropdown to expand the DOT section and enter the required details.	Mandatory field
Ship Name or UN/NA#	Select any one option	
US or Canadian	Select either US or Canadian	
Waste Codes	Click search and select the waste codes	
Accumulation Start Date	Select accumulation start date.	Mandatory field
Area	Click search and select the Area	
Cost Center	Click search and select the Cost Center	
Billing Comments	Enter the billing comments	
Drum Comments	Enter the drum comments	

- To edit the DOT shipping details, click dropdown in **DOT Shipping Name** field and enter the required details.

DOT Shipping Name (Only 1 DOT Shipping name can be used, delete all that do not apply) *

NONE, NON-DOT, NON-RCRA REGULATED LIQUID, (WATER, RESIN BEADS), N/A

☒ Ship Name ☐ UN / NA # ☒ US ☐ Canadian

DOT Shipping Name: Non-DOT, Non-RCRA Regulated Liquid

Pre Shipping Name:

Post Shipping Name:

Ship Name Modifier: ☒ None ☐ Mixture ☐ Solution

N.O.S Constituents: Water, Resin Beads

UN/NA #: NONE

DOT Hazard Class: N/A

Subsidiary Hazard Class:

Subsidiary Hazard Class2:

Packing Group: NONE

EPA Hazardous Waste: ☐ Yes ☒ No

Is this material a Poisonous by Inhalation Hazard per 49 CFR?: ☐ Yes ☒ No

Hazard Zone: ☒ No Zone ☐ Zone A ☐ Zone B ☐ Zone C ☐ Zone D

RQ Flag?: ☐ Yes ☒ No

If Yes, enter RQ Text:

- Click **Create**, to generate the Container.
- Click **OK**, once the below pop-up screen appears.

Confirm Submission X

Do you want to continue ?



- Container will be created, and below pop-up screen appears, click **Ok**.

Success

Following Container(s) have been created successfully.

C000001108

Click on the Container # to link items

Print Label Create Another Ok

Note: Users can create another container by clicking **Create another** and print labels by clicking Print Label. See **Print Labels**.

- Users can view the container created in the **View Waste Inventory** screen as shown below.

<input type="checkbox"/>	Customer Container #	Container#	Shipping Name	Area	Cost Center	Profile	Profile Description	Waste Class Code
<input type="checkbox"/>		C	R	Area CHES	->Direct->600407...	1	JET/AVIATION FUEL	FB1

3 Waste Inventory - Create Labpack

To create Labpack, follow the process shown below:

- Click **Create Inventory** in **View Waste Inventory** page.

View Waste Inventory

Change Location

Container Type: Drums Drum Status: READY Go Print Label(s)

Create Inventory

- Select **Labpack** in choose inventory type pop-up window.

Choose Inventory type

Drums Labpack Item

- Enter the details in each field. Each field is explained in the table below.

Create Labpack

Change Location

Drum Labpack Item

Labpack Containers

Customer Labpack # # of Labpacks Profile Number * IMBW Indicator

DOT Shipping Name (Only 1 DOT Shipping name can be used, delete all that do not apply) *

Accumulation Start Date * Is this a Universal Waste? Area Cost Center

Billing Comment Labpack Comment

Labpack Size & Type * Shipping Volume * Shipping Quantity Unit of Measure *

Labpack Items *

Labpack Item # Customer Labpack Item # Labpack # Substance(s)% Item Volume Waste Codes

No Items Added

Cancel Create



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Field Name	Type	Notes
Customer Labpack #	Enter the customer labpack number	
# of Labpacks	Enter number of items	Mandatory field
Profile Number	Select from the Dropdown	Mandatory field
IMBW Indicator	Select any one option	Mandatory field
DOT Shipping Name	Select dropdown to expand the DOT section and enter the required details.	Mandatory field
Ship Name or UN/NA#	Select any one option	
Accumulation Start Date	Select accumulation start date.	Mandatory field
Is this a Universal Waste	Select any one option	Mandatory field
Area	Click search and select the Area	Mandatory field
Cost Center	Click search and select the Cost Center	Mandatory field
Billing Comment	Enter any comments if applicable	
Labpack Comment		
Labpack Size & Type	Click dropdown and select the size and type of labpack	Mandatory field
Shipping Volume	Enter the shipping volume	
Shipping Quantity Unit of Measure	Click dropdown and select the unit of measure	Mandatory field
Labpack Items		

- To edit the DOT shipping details, click dropdown in **DOT Shipping Name** field and enter the required details.

DOT Shipping Name (Only 1 DOT Shipping name can be used, delete all that do not apply) *

NONE, NON-DOT, NON-RCRA REGULATED LIQUID, (WATER, RESIN BEADS), N/A

Ship Name UN / NA # US Canadian

DOT Shipping Name Non-DOT, Non-RCRA Regulated Liquid

Pre Shipping Name

Post Shipping Name

Ship Name Modifier None Mixture Solution

N.O.S Constituents Water, Resin Beads

UN/NA # NONE

DOT Hazard Class N/A

Subsidiary Hazard Class

Subsidiary Hazard Class2

Packing Group NONE

EPA Hazardous Waste Yes No

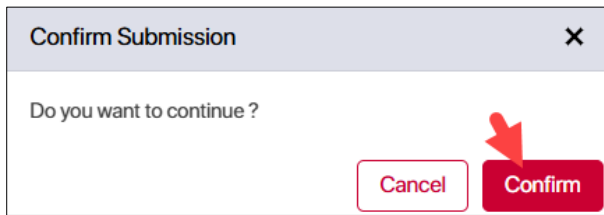
Is this material a Poisonous by Inhalation Hazard per 49 CFR? Yes No

Hazard Zone No Zone Zone A Zone B Zone C Zone D

RQ Flag? Yes No

If Yes, enter RQ Text

5. Click **+ Add Items From Inventory** and select the items from the list of items created.
- Note:** If items are not created click **+ Add New Item** and create new items.
6. Click **Create**.
7. Click **OK**, once the below pop-up screen appears.



8. Labpack will be created, and below pop-up screen appears, click **OK**.



Note: Users can create another labpack by clicking **Create another**.

9. Users can view the labpack created in the **View Waste Inventory** screen as shown below.

<input type="checkbox"/>	Customer Container #	Container#	Shipping Name	Area	Cost Center	Profile	Profile Description	Waste Class Code
<input type="checkbox"/>			UN3159, WASTE 1,1,1,2-TETRAFLUO...	Area CHES	->Indirect->121000...	LA99H-NONAG	Labpack Alkali Metals Kiln R...	LA99H

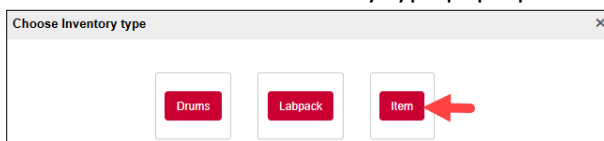
4 Waste Inventory - Create Item

To create Item, follow the process shown below:

1. Click **Create Inventory** in **View Waste Inventory** page.



2. Select **Item** in choose inventory type pop-up window.





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- Enter the details in each field. Each field is explained in the table below.

Create Inventory Change Location

Drum Labpack Item

Customer Item # # of Items * Item Volume * Shipping Quantity Unit of Measure *

Physical State * ☐ Solid ☒ Liquid ☐ Gas Item Comment

Item Composition *

Substance	Percent	Waste Code 1	Waste Code 2	Waste Code 3
Select	100.00	Select	Select	Select

Add

Item Size Item Unit of Measure WW or NWW * ☐ WW ☒ NWW Accumulation Start Date Item Type *

Area Cost Center Needs Approval ☐ Yes ☒ No Approved By

Cancel Create

Field Name	Type	Notes
Customer Item #	Enter the customer item #	
# of Items	Enter number of items	Mandatory field
Item Volume	Enter item volume	Mandatory field
Shipping Quantity Unit of Measure	Click dropdown and select the unit of measure	Mandatory field
Physical State	Select any one option	Mandatory field
Item Comment	Enter the comments if applicable	
Item Composition		Mandatory Fields
Substance	Enter and select the substance	
Percent	Enter the percentage	
Waste Code	Click dropdown and select the waste codes and click Add	
Item Size	Enter the Item size	
Item Unit of Measure	Click dropdown and select the unit of measure	
WW (Waste Water) or NWW (No Waste Water)	Select any one option	Mandatory field
Accumulation Start Date	Select accumulation start date.	
Item Type	Click dropdown and select the type of item from the dropdown list	Mandatory field
Area	Click search and select the Area	

- Click **Create**.
- Click **OK**, once the below pop-up screen appears.

Confirm Submission ×

Do you want to continue ?

Cancel Confirm



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6. Waste item will be created, and below pop-up screen appears, click **OK**.

Success

X

Item(s) have been created successfully.
Item No(s): I000000245

Create Another

OK

Note: Users can create another item by clicking **Create another**.

7. Users can view the item created in the **View Waste Inventory** screen as shown below.

Container Type

Items

Drum Status

READY

Go

Search

Create Inventory

	Customer Container #	Item #	Substance(s) %	Physical State	Item Size	Item Volume	Waste Code
			Wastation - 100.000%	Liquid	3.00 Gallon	1.00 Gallon	00100011,032011H,6