WASTe: Admin and Waste Yard Staff Tutorial

Creating a Tag

- From home page, select **Create a New Tag**.
- Select waste category.
- Complete form.
- Select **Save** or **Save & Print**.
  OR
- Select the hamburger icon on the top left corner.
- Select **Containers In SAA** under **Containers**.
- Select **New Tag**.
- Complete form.
- Select **Save** or **Save & Print**.
  OR
- Select the hamburger icon on the top left corner.
- Select **Container Templates** under **Templates**.
- Select a filter from **Filter On** drop down.
- Select tag icon beside desired template.
- Complete form.
- Select **Save** or **Save & Print**.

Searching for a Tag

- From the home page, select **Search** under **Containers**.
- Search by tracking number.

Printing a Tag

- Select navigation icon from top toolbar.
- Select **Containers**.
- Select **Menu**.
- Select a filter from **Filter On** dropdown in any category under **Waste Status**.
- Select the print icon for the desired tag.
  OR
- Select the edit icon for the desired tag and select **Save & Print**.

Adding a WAA (Waste Accumulation Area)

- Select the hamburger icon on the top left corner.
- Select **Management**.
- Select **Waste Accumulation Areas** tab.
- Select **New WAA** button.
- Complete form.
- Select **Save Changes**.

Managing Containers in SAA (Storage Accumulation Area)

- Select the hamburger icon on the top left corner.
- Select **Containers In SAA** under **Containers**.
- Select waste type from **Waste Category** drop down.
- Select a filter from **Filter On** drop down.
- Select check boxes to move desired tags to **Ready for Pickup, In WAA Facilities, Offsite** or **Inactive**.

Managing Containers in Ready for Pickup

- Select the hamburger icon on the top left corner.
- Select **Containers Ready for Pickup** under **Containers**.
- Select a filter from **Filter On** drop down.
- Select check boxes to move desired tags to **In Accumulation, In WAA Facilities, Offsite** or **Inactive.**
- For pickup sheet:
  - Select **Pickup Sheet** for a PDF of the Pickup Sheet.
    OR
  - Select **Electronic Pickup**.

    - *NOTE: You will need to choose a unit of measurement under **Preferences** under the navigation icon before using this feature the first time.*

Managing Containers in WAA (Waste Accumulation Area)

- Select the navigation icon icon from the top toolbar.
- Select **Containers in WAA** under **Container**s.
- Select waste type from **Waste Category** drop down.
- Select a filter from **Filter On** drop down.
- Select check box to move tags to **In Accumulation, Ready for Pickup, In WAA Facilities, In Shipping Container, In Labpack, Offsite, or Inactive**.

Managing Containers in Inactivated Tags

- Select the hamburger icon on the top left corner.
- Select **Inactivated Tags** under **Containers**.
- Select waste type from **Waste Category** drop down.
- Select a filter from **Filter On** drop down.
- Select check box to move tags to **In Accumulation, Ready for Pickup, In WAA Facilities** or **Offsite**.

Managing Containers in Offsite Primary Containers

- Select navigation icon from top toolbar.
- Select **Offsite Primary Containers** under **Containers**.
- Filter by Generator's EPA or search by date range.
- Select check box to move a shipment to **In WAA Facilities**.

Contacting a Waste Generator About a Specific Tag

- Select the hamburger icon on the top left corner.
- Select **Containers Ready for Pickup** under **Containers**.
- Select a filter from **Filter On** drop down.
- Select the mail icon beside the desired tag.
- Complete form and select **Send**.

Creating a New Labpack

- Select hamburger menu from top left corner.
- Select **Labpacks** under **Containers**.
- Select **New Labpack**.
- Complete form.
- Select **Save Labpack**.

Creating a New Shipping Container

- Select the navigation icon from the top toolbar
- Select **Shipping Containers** under **Containers**.
- Select **New Shipping Container**.
- Complete form.
- Select **Save Container**.

Creating a New Shipment

- Select the hamburger icon on the top left corner.
- Select **Shipments** under **Containers**.
- Select **New Shipment**.
- Complete form.
- Select **Save**.

Printing Shipping Container Inventory

- Select navigation icon from top toolbar.
- Select **Containers**.
- Select **Menu**.
- Select **Shipping Containers** under **Waste Status**.
- Select the print inventory icon for the desired container.

Managing Shipping Containers

- Select navigation icon from the top toolbar.
- Select **Shipping Containers** under **Containers**.
- Filter by WAA location or search by date range.
- Select check box to move containers to **On Manifest**.

Managing Labpacks

- Select navigation icon from the top toolbar.
- Select **Labpacks** under **Containers**.
- Filter by WAA EPA or search by created date range.
- Select check box to move a labpack to **On Manifest**.

Managing Manifests

- Select the navigation icon from the top toolbar.
- Select **Manifests** under **Containers**.
- Select **New Manifest**.
- Complete form.
- Select **Save**.

Managing Shipments

- Select navigation icon from top toolbar.
- Select **Shipments** under **Containers**.
- Filter by WAA EPA or search by created date range.
- Select check box to move a shipment **Offsite**.

Managing Containers in Offsite Shipments

- Select navigation icon from top toolbar.
- Select **Offsite Shipments** under **Containers**.
- Select check box to move a shipment to **In Shipment**.

Creating Reports

- Select navigation icon from top toolbar.
- Select **Management**.
- Select **Reports** tab.
- Select report parameters.
- Select **Download Container File**.