Environmental > Strategic Services

Hazardous Materials Management System (HMMS)

Waste Training Manual

The Source
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HMMS OVERVIEW

HMMS is designed to track and manage the use of hazardous materials (HAZMAT). The system records the type and quantity of hazardous material issued to an employee, the building the material was dispensed from, the time of issue, and which zone the employees are assigned to, along with their supervisor.

There are several objectives of HMMS:

- Protecting the site work force from the effects of hazardous chemical exposures by making accurate information readily available in the work areas.
- Ensuring compliance with Occupational Safety and Health Agency (OSHA) and Environmental Protection Agency (EPA) regulations governing hazardous material use. HMMS.com provides an on-line reporting mechanism to track information such as; ozone depletion, chemical Shelf Life Extension Data (SLED), material issues, etc.
- Providing a better mechanism to control the issue and use of hazardous materials in the work force. This allows for greater conservation, maximum utilization, and lessened procurement of hazardous materials, which equates to a healthier environment.
- Lowering costs by reducing hazardous material acquisition. These savings also extend to reducing wasted manpower and paper consumption by providing an electronic mechanism to produce Material Safety Data Sheets (MSDSs) and ingredient information. With HMMS this is done at the point of material issues, as opposed to manual research via microfiche or office file cabinets.
- Tracking issues and transactions for reporting and historical record keeping. With HMMS, there is automated accountability and tracking of every item issued, for both the HMMS operator and the employee accepting the hazardous item.

The Waste module brings HMMS functionality to the Environmental (EM) and Hazardous Waste Generator user groups.

EM uses this module to maintain Waste Profiles, Disposal Contractors, CLIN data, and Waste Stream information. They also perform transactions for creating waste containers and labels, picking-up containers from accumulation points, tracking storage locations for containers, and responding to complaints.

Hazardous Waste generators use this module to perform various transactions. They can request waste containers to be delivered or picked up, fill waste containers with Hazardous Material tracked in HMMS, and send complaints to Environmental to notify them of problems.

Passwords

To protect individual privacy data access to the system needs to be limited to those users having a need to use it in order to accomplish the mission of the site. The HMMS System Administrator controls this access. The HMMS administrator will issue a user ID and password only to those requiring access to the system. Users having access to the system must take precautions to safeguard their passwords and any privacy data they use to provide the intended system functionality.

Password Guidelines

It is required that users periodically (for example, every 90 days) change their passwords. The following guidelines apply:

- The passwords must be at least eight characters long.
- They must be strong passwords, using both upper and lowercase alpha characters, at least one numeric which cannot be the first or last character and one special character. The acceptable special characters are !, $, (,).
- The password must be a non-dictionary word.
- The password cannot be your user id.
- The new password must have at least three different characters.
- The user password can only be changed once in a 24-hour period.
- Note: If the users log in fails three consecutive times then the users account will be locked. It will require the Password Administrator to unlock the account.

When any individual no longer requires access to the system their user ID and password should be made inactive as soon as possible. This may happen when someone retires, is transferred, removed for cause, or other circumstances.

Profiles

Various forms are accessible to the user through menus. Users will be assigned profiles, which govern the functions listed on their menu. For example, the Issue Point (IP) may be limited to the menu items specific to that function, such as material issues and MSDS information.

This allows the system administrator to assure that users only be allowed access to those screens that are necessary for their job function.

Each operator of HMMS must have specific access to the system provided through userid and password. When the user is set up on the system, depending on what the requirements of his or her functions are on HMMS, the user's individual access to the various functions on the system will vary based on job requirement.

Entering Data in the Fields

There are numerous ways to enter data in fields in HMMS, and there are fields of different types. In some fields you can enter text directly into the fields.

Fields with a Plus sign (+)
These fields are required, that is the record cannot be saved unless there is data in the field.

Fields with the field name in brackets ([ ])
These fields are read-only, that is you cannot change data in those fields. You can click in the fields and enter text in those fields, but those changes will not be saved.

Fields with underlined field names ( )
These are called "Label Links". You can click on the field name to open a read-only record of the associated record. For example, if you click on the *Waste Collection Site* label link while in the *Fill Container* screen, a new browser window with the record of the *Waste Collection Site* displayed in the field will open. You will not be able to modify information in that new browser window.

Fields with a pull-down arrow ( )
Click the arrow to display a list from which you can choose an item. The items in the list are typically entered in the *Administration/System/Edits* screen.

Fields with an LOV icon ( )
Click the icon to display a list from which you can choose an item. The items in the list are typically entered in other screens. For example, if assigning a waste profile to a container you will click on the icon to display a list of waste profiles you have entered at your facility.

Alternatively, you can enter text directly into the field. The field will automatically fill based on existing data. For example, you have three employees with a last name beginning with “W”; Wood, Woods, and Woodson. When entering “Wood” you would only have to enter “W” then tab to the next field, the field will automatically fill based on alphabetical order. If you want to enter “Woods”, you would have to type in the whole name before tabbing to the next field. If you wanted to enter “Woodson” you would type in “Woodso” before tabbing to the next field.

Fields with an LOV entry icon ( )
Click the icon to display a list from which you can choose an item. Additionally, you can type data directly into the field. In some instances the text you enter will be added to the list that displays the next time you use the field.

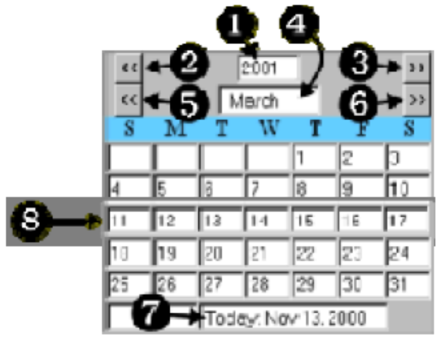
Entering Dates

Entering dates in HMMS is an automated process. Wherever dates are entered in HMMS, the same procedure can be used.

Entering Dates in Fields

1. Click on the calendar icon beside the date field.

2. The calendar popup will display. Select the date you want to enter into the field.



1) The selected year.
2) Click to decrease the selected year.
3) Click to increase selected year.
4) The selected month.
5) Click to decrease the selected month.
6) Click to increase selected month.
7) Today's date.
8) The calendar for the selected month and year.

- Click on today's date (7) to select it.
- Click on a day in the current month (8) to select it. The current month's calendar automatically displays when the calendar popup screen displays.
- Navigate to the month and year in which the date you want to enter is located ((2), (3), (5), (6)), then click on the appropriate date in the calendar (8) for that month.

3. You will be automatically returned to the screen in which you were entering the date. If the date is incorrect, you can reenter it.

Querying Overview

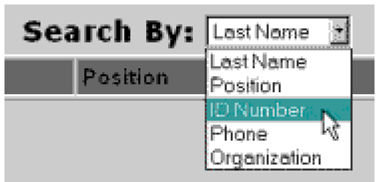
Querying is used to look up information in HMMS. Once the records are retrieved, they can be reviewed, modified, or deleted. Since there can be literally tens of thousands of records to review a quick way of finding the records you need is critical.

With a few minor exceptions, querying works the same in all HMMS screens. An advanced search feature is available on selected HMMS screens.

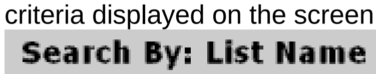
Performing a Query

With a few minor exceptions, querying works the same in all HMMS screens. Although these instructions use the *Employee Screen* as an example, they will also work for all screens.

1. In the *Search Criteria* field, enter the criteria on which you want to conduct the search.



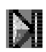
2. In screens without a selectable *Search By* field, the search is conducted by the criteria displayed on the screen.



3. You then have two different ways to search the data for the records you want.
4. Click the icon next to the *Search Criteria* field. This will display all the records in the database for the screen you are using.
5. Directly enter the search criteria in the *Search Criteria* field. For example, if you want to find an employee with the last name of “Jones”, select Last Name in the *Search By* field and enter "Jones" in the *Search Criteria* field.
   You can use the “%” symbol as a wildcard; it is used in place of one or more unknown characters in a field.
   a. If you know the field on which you are querying begins with the number 65, and the other numbers are unknown, enter 65% and execute the query. Every number that begins with 65 will be retrieved.
   b. If you enter %65, every number that ends in 65 will be retrieved.
   c. If you enter 6%5, every number that begins with 6 and ends with 5 will be retrieved, no matter how many characters come between 6 and 5.
   d. If you enter %65% every instance of the numbers 6 and 5 appearing in that order will be retrieved.
6. After entering the search criteria, click the icon.
7. The second option is the most accurate form of simple querying. The more detailed the criteria you provide, the fewer returns you will receive on your query. This will reduce the time it takes to find the record you are looking for.
8. Once you receive the results of the query you will be able to sort the resulting records by clicking in the header row for a column. This will sort the data on the screen by ascending order in the column you are clicking on.
9. Click on the column header of the row you want to sort by. After clicking on the column, you will see an up arrow (▲) beside the label in the column. Clicking the

column header again will display a down arrow (▼) and will sort the data on the screen by descending order in the column you have selected.

10. Once you have the items sorted the way you want you can use the on-screen buttons to navigate through or print the data on the screen. Perform the functions by clicking on one of these buttons near the top of the screen:

	Displays the first page of records returned by the query. If you are at the first page of records clicking this button will refresh the current page.
	Displays the page of records previous to the one on the screen. If you are at the first page of records clicking this button will refresh the current page.
	Displays the page of records after the one on the screen. If you are at the last page of records clicking this button will refresh the current page.
	Displays the last page of records returned by the query. If you are at the last page of records clicking this button will refresh the current page.
	Launches an advanced search function that allows you to search the records by criteria additional to those available on the standard query screen.
	Inserts a new record into the database.

Advanced Querying Overview

The Advanced Search feature allows HMMS users perform a search that is more detailed than those available in the typical screen. A simple query in some screens can retrieve a great number of records, so many that searching for a specific one could take a great deal of time. For example, a search in the *Material Functions/Catalog/Product* screen for an item could result in hundreds of items being returned.

The advanced search feature is available on search screens with the advanced search icon  in the toolbar.

Performing an Advanced Query

1. Open the screen on which you want to perform an advanced search.

2. Click the  icon in the search toolbar. Continuing to click the icon toggles between the standard and advanced search method.

3. In the first box, enter the criteria you want to include in the search. The criteria you see will be specific to the screen in which you are searching.

4. In the second box, enter the value modifier you want to use on the criteria.

=	Use this value modifier if you want the return to be equal to the value entered in the field immediately to the right.
<>	Use if you want the return not to equal the value entered in the field to the right. Example: In the Employee Screen you wanted to find all employees not named “Jim”. Enter this value modifier and “Jim” in the field to the right.
>	Use if you want the return to be greater than the value entered in the field to the right. Example: You want to return all manufacturers’ names that begin with letters and not numbers you would enter this value modifier and “A” in the field to the right.
>=	Use if you want the return to be greater than or equal to the value entered in the field to the right. Example: You want to return all manufacturers’ names that begin with the letters B through Z you would enter this value modifier and “B” in the field to the right.
<	Use if you want the return to be less than the value entered in the field to the right. Example: You want to return all manufacturers’ names that begin with numbers and the letter “A”, use this value modifier and enter “B” in the field to the right.
<=	Use if you want the return to be less than or equal to the value entered in the field to the right. Example, if you want to return all manufacturers’ names that begin with the letters “A” and “B” use this value modifier and enter “B” in the field to the right.
contains	Use if you want the return to include the value entered in the field to the right. Example, if you want to return all manufacturers’ names containing the letters A and C in that order, use this value modifier and enter “AC” in the field to the right.

does not contain	Use if you do not want the return to contain the value entered in the field to the right. Example: if you want to return all manufacturers whose names do not contain the letters A and C in that order, use this value identifier and enter “AC” in the field to the right.
not like	Use this value identifier if you do not want the return to contain the entire value entered in the field to the right. For example, if you want to return all manufacturers whose name is not “Acme”, use this value identifier and enter “Acme” in the field to the right.
like	Use this value identifier if you want the return to contain the entire value entered in the field to the right. For example, if you want to return all manufacturers whose name “Acme” but not “Acme & Sons”, use this value identifier and enter “Acme” in the field to the right.
null	Use this value identifier if you want the return records in which the data in the field to the left does not exist. For example, if you want to return all records in which no manufacturer is entered select this value identifier. When you do, the field to the right will disappear.
not null	Use this value identifier if you want the return all records in which data in the field to the left exists. For example, if you want to return all records in which a manufacturer is entered select this value identifier. When you do, the field to the right will disappear.

5. Add or delete additional criteria to your list.

Add Button	Click this button to add additional search criteria to the query. You can have as many as five advanced search criteria you can use for any one search.
And/Or Selectors	Allows you to use one or more of the same search criteria. For instance, you can perform a search for records where the manufacturer’s CAGE **and** address that are null or for records where the manufacturer’s CAGE **or** address are null.
Delete Button	Clicking the button removes the selected line of the search criteria.

6. Click the GO! icon to execute the search. The results of the search will display in the area below the advanced search criteria. If no records get returned, you may have to modify some or all of your search criteria selections.

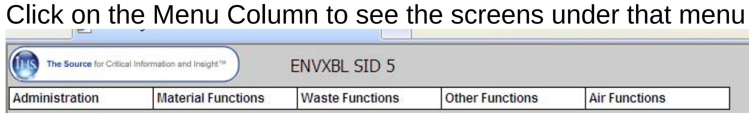
Menu Overview

The Menu allows you to navigate quickly between screens without having to go to the Site Map screen each time. The menu consists of four drop down lists of the screens you have available to use and is located at the top of the HMMS screen.

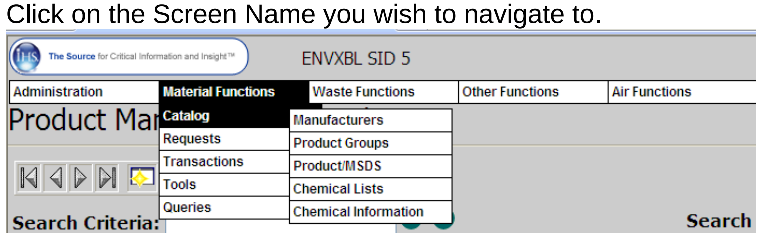
Items included in the Menu are the same as what is available on your site map.

Using the Menu

1. Click on the Menu Column to see the screens under that menu column.



2. Click on the Screen Name you wish to navigate to.



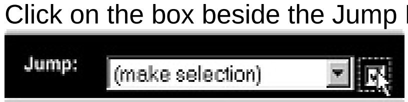
Jump Menu Overview

The Jump Menu allows you to navigate quickly between screens without having to go to the Site Map screen each time. The jump menu consists of a dropdown list of the screens you have added to it and is located at the top of the HMMS screen.

Items included in the Jump Menu are saved on an individual user basis; the Jump Menu items that display in the drop down list are those the user who is logging in has entered.

Adding a Screen to Your Jump Menu List

1. Navigate to a screen you want to add to the Jump Menu using the Site Map. If the screen does not appear on the site map you see you cannot add it to your Jump Menu.
2. Click on the box beside the Jump Menu selection box.



3. The next time you need to navigate to the screen it will appear in your Jump Menu. The screen name that you added will be entered into the list in alphabetical order.

Navigating to a Screen Using the Jump Menu

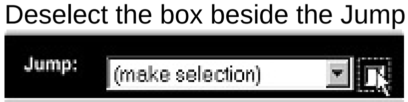
1. From any screen in HMMS click the down arrow beside the jump menu selection field at the top of the screen.

2. Select the screen for your jump menu list.

3. If the screen you are looking for is not on the list, you'll need to add it.

Deleting a Screen from Your Jump Menu

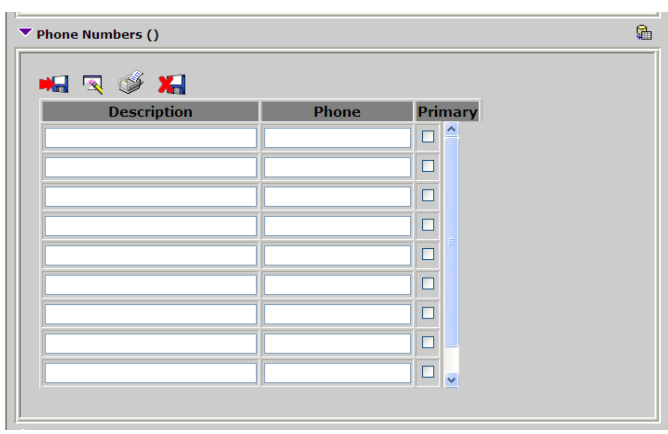
1. Navigate to the screen using either the Site Map or the Jump Menu.
2. Deselect the box beside the Jump Menu selection box.



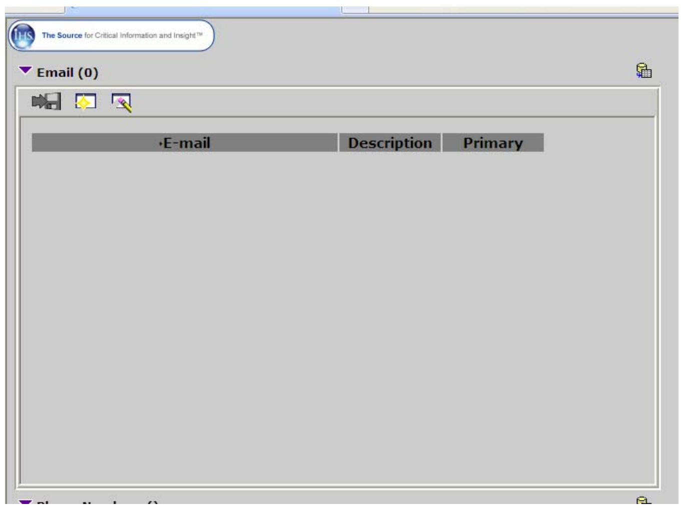
The screen name will be removed from the Jump Menu list.

Grid Style Child Screen Overview

Screens of this type are used in many HMMS screens. There are two styles of this screen used within HMMS. The first style already has the lines shown for data entry.



The second style does not have any blank lines shown. There is a New Record icon at the top of the child screen that when clicked will insert a blank line or open a data entry window within the child record.



With these types of child screens you can quickly add, remove, or modify one or many entries in a list of records. Both these type grid screens can be found on the *users* screen.

Adding an Entry to a Grid Style Child Screen

1. Open the child screen in which you want to enter a record.
2. Click in a row without data in it or click the New Record icon.
3. Enter the data in the fields.
4. Click the icon.

Modifying an Entry in a Grid Style Child Screen

1. Open the child screen in which you want to modify a record.
2. Click in the row with the data you want to modify.
3. Make the changes in one or more fields in the row.
4. Click the icon.

Deleting an Entry in a Grid Style Child Screen

1. Open the child screen in which you want to delete a record.
2. Click in the row of the record you want to delete.
3. Click the icon.
4. Click the icon.

Undoing Changes You Made in a Grid Style Child Screen

If you change (add, modify, or delete) a record in a grid child screen you can return to the state of the screen after the record was last saved by clicking the icon. For example, if you open the *Administration/General/Employees Phone Numbers* screen and delete one record, then modify another, you can undo the changes any time before you click the icon.

Printing a Record in a Grid Style Child Screen

1. Open the child screen in which you want to print a record.
2. Click in the row of the record you want to print.
3. Click the icon. After you do, the record will display in a new browser window.
4. From the new browser window menu bar select *File/Print*.

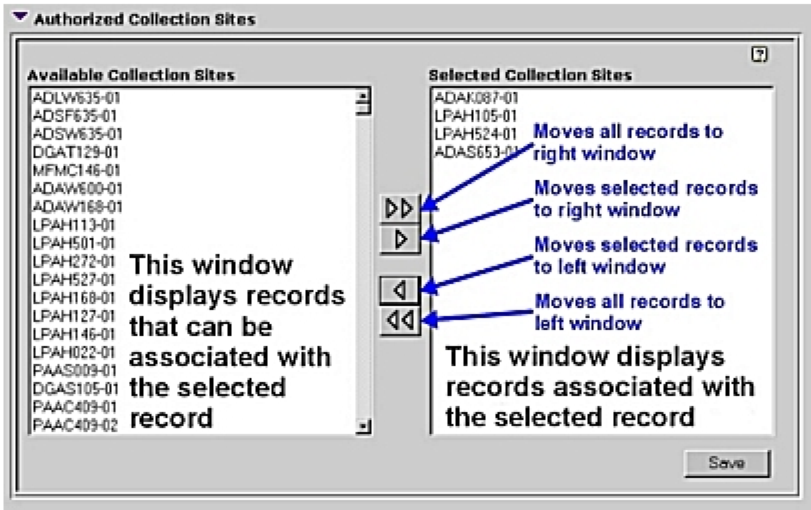
Using Multi-select Style Child Screens

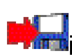
Child screens of this type are used in many HMMS screens. With this type of child screen you can quickly add and/or remove one or many items from a list. For example when setting up in the *Users* screen you can rapidly add the selected person as an authorized member of multiple issue points.

The items in the left-hand field are those from which you can choose. The items in the right-hand field are selected items. For example, if you are in the *Authorized Collection Site* child screen of the *Administration/System/Users* screen the field on the left is a list of all available collection sites. The field on the right is the list of collection sites to which the selected user is assigned.

Using a Multi-select Screens

1. Open the multi-select child screen. It will resemble this example:



2. To move all the items from one field to the other click the  or  buttons. To move some of the items from one field to the other, go to Step 3.
3. Select the items you want to move from one field to the other:
   a. Click on a single item
   b. Select a range of items by clicking on the topmost item, then clicking on the bottommost item with the **Shift** key pressed.
   c. Select multiple items by clicking on the first item, then click on additional items with the **Ctrl** key pressed.
4. Move the items to the other column. Click the  or the  buttons to move the selected items from one column to the other.
5. Click the  icon.

Icons and Their Functions

Icons are used throughout HMMS to make running the software easier. In most cases icons have the identical function, no matter what screen you are in.

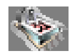
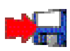
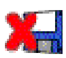
Icon Definitions

Executes the selected query.


Return to the previous screen.


Opens a new record.


Displays a list of values for the

			selected field.
	Click to edit the current record.		Displays a list of values for the selected field. Different than the one above in that you can enter freeform text in this type.
	Click to delete the selected record.		Displays a calendar with which you can enter a date.
	Click to save the current record. If you exit a screen without clicking this icon the changes you may have made will not be saved.		When querying, click to display the first page of returns for the query. When in multi-select child screens, moves the selected records from the right window to the left window.
	Cancels the changes to the current record. Will not undo changes you have already saved.		When querying, click to display the previous page of returns for the query. When in multi-select child screens, moves the selected records from the left window to the right window.
	Displays help for the current screen.		Displays the next page of returns for the query.
	Displays a preview of the selected record. You can then print a hard copy page by selecting File/Print from the browser menu bar.		Displays the last page of returns for the query.
	Print the current page of the selected query.		In multi-select child screens click to move all records from the right window to the left window.
	Prints all of the pages of the selected query.		In multi-select child screens click to move all records from the left window to the right window.

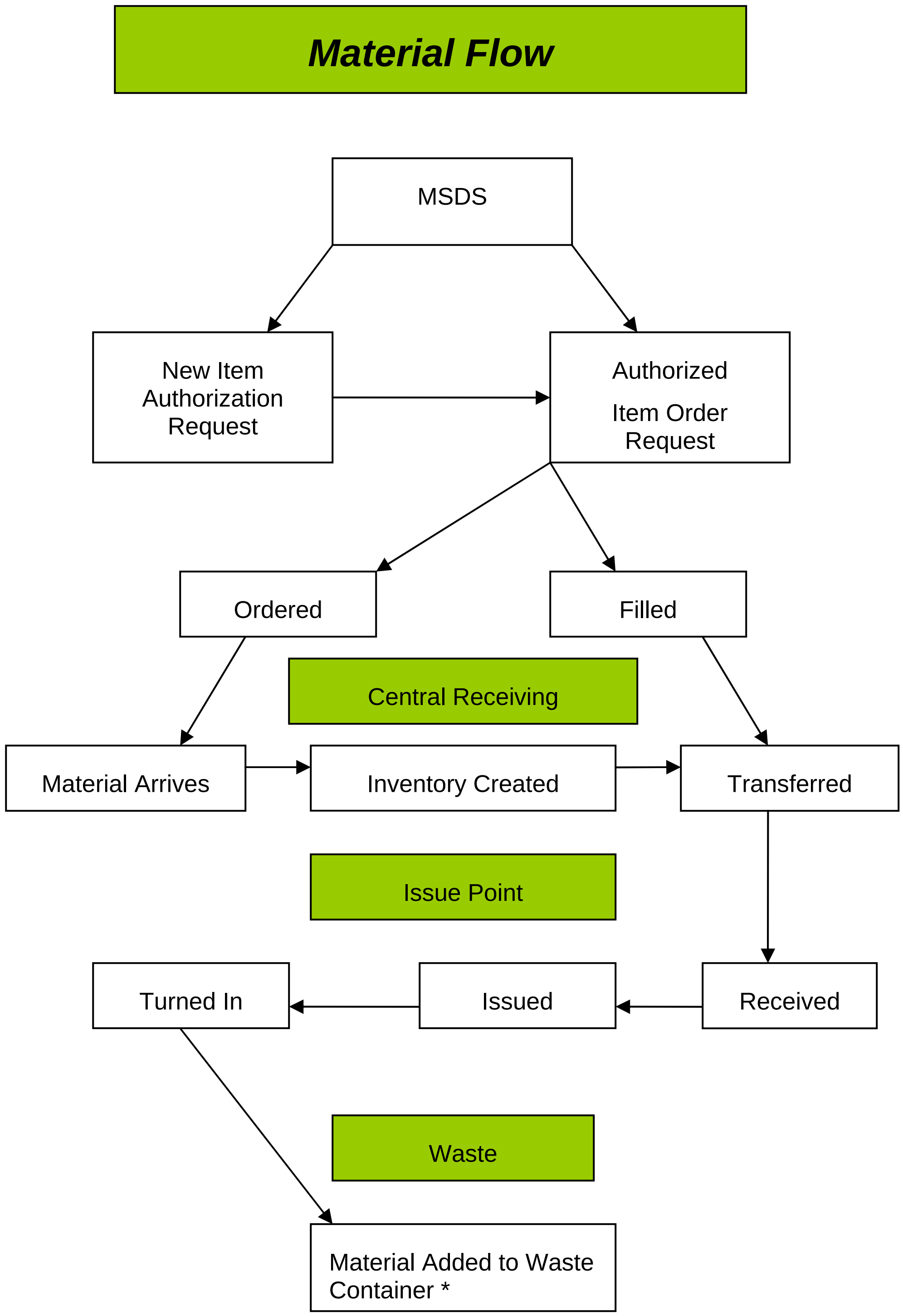
 Refreshes the current screen.

 Displays the waste profile for the current record.

 Displays a list of containers associated with the current record.

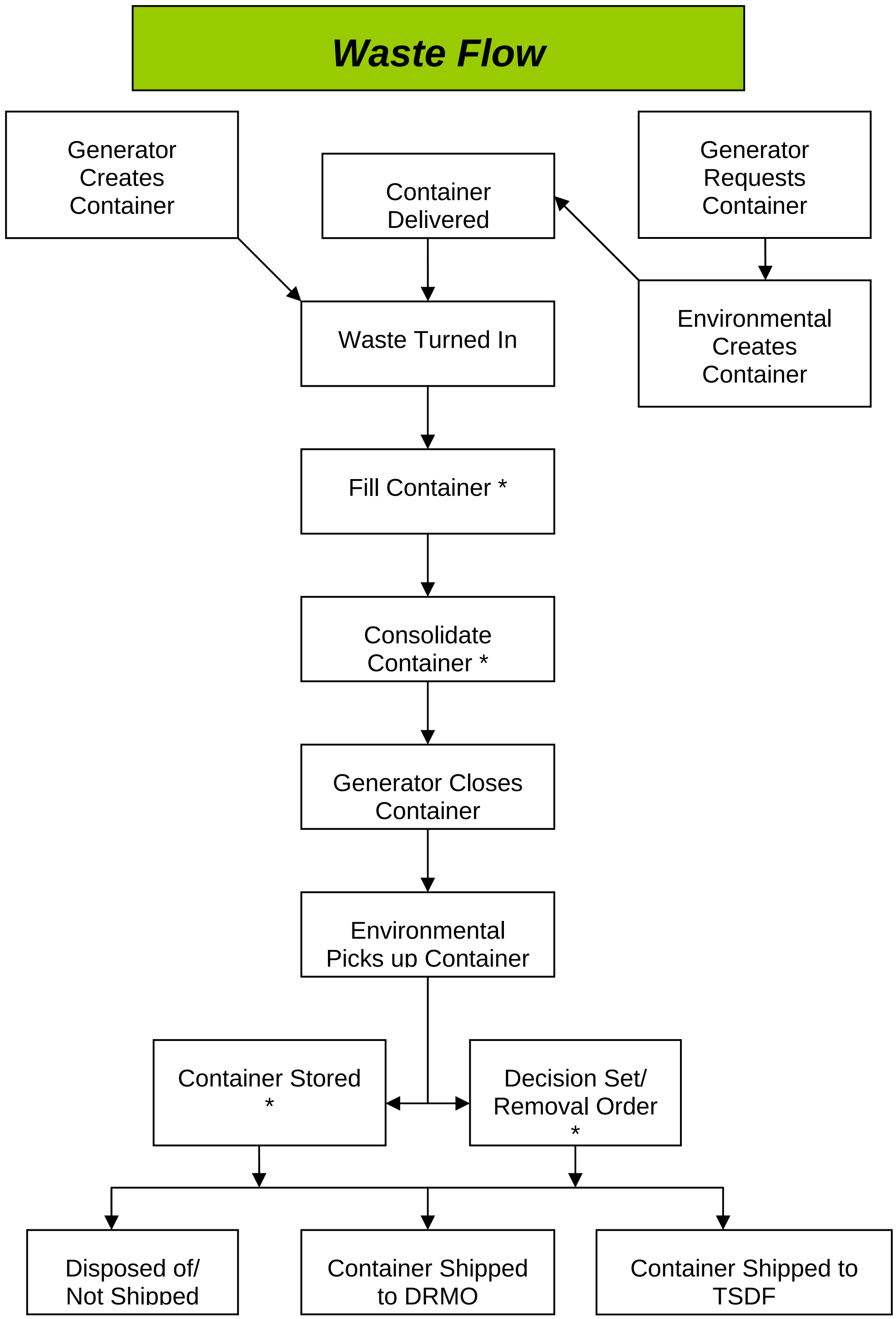
Flow of Material through HMMS

The following graphic provides a reference to visualize how HMMS tracks the flow of material through an installation. Starting with the ordering, continuing through the receipt and use of the material. Asterisks indicate the step is optional.

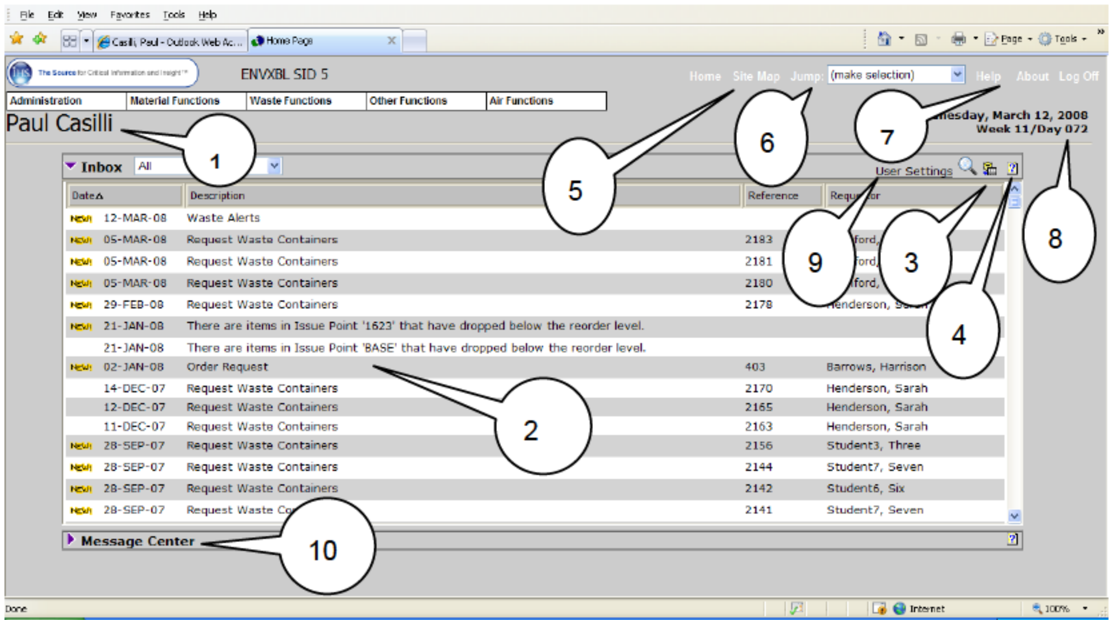

Material Flow
MSDS
New Item Authorization Request
Authorized
Item Order Request
Ordered
Filled
Central Receiving
Material Arrives
Inventory Created
Transferred
Issue Point
Turned In
Issued
Received
Waste
Material Added to Waste Container *

Flow of Waste through HMMS

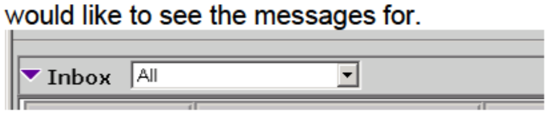
The following graphic provides a reference to visualize how HMMS tracks the flow of waste through an installation. From the time it is turned in through disposal. Asterisks indicate the step is optional.


Waste Flow
Generator Creates Container
Container Delivered
Generator Requests Container
Environmental Creates Container
Waste Turned In
Fill Container *
Consolidate Container *
Generator Closes Container
Environmental Picks up Container
Container Stored *
Decision Set/ Removal Order *
Disposed of/ Not Shipped
Container Shipped to DRMO
Container Shipped to TSDF

Home Page Tutorial



1. The name of the user logged in to HMMS.
2. The messages tasked to the logged in user.
   - These messages are automatically sorted by date.
   - The NEW! icon appears in records when the message has not been opened. If a message has been opened but not been acted upon, the icon will not appear but the message will remain. If the message is acted upon it will no longer be displayed in the list.
   - Click on the record to open a screen so you can act on the message. For example, if you click on a message with the description of "Request Waste Containers", the *Container Request* screen will open so you can perform your functions in that screen. After saving the changes you made to the screen the message will disappear from your Inbox screen.
   - In the heading of the Inbox is a drop down list of values. You use this drop down list to select what type transaction you would like to see the messages for.



3. Click this icon to refresh the screen to ensure you can see all the messages assigned to you. The screen is automatically refreshed

every few minutes, but you can click this icon to refresh the screen manually.

4. Click to open a new screen with help for the *Inbox* screen.
5. Click the "Site Map" text to navigate to the site map that displays all the HMMS screens to which you have access.
6. The Jump menu helps you quickly navigate to screen that you use often.
7. Click to access help for those HMMS system screens to which you have access.
8. Identifies the current date.
9. User settings gives you an opportunity to change your configuration, everything from the manner in which HMMS displays on the screen to email addresses.
10. Message Center provides a way to send and receive messages to other HMMS users in your system.

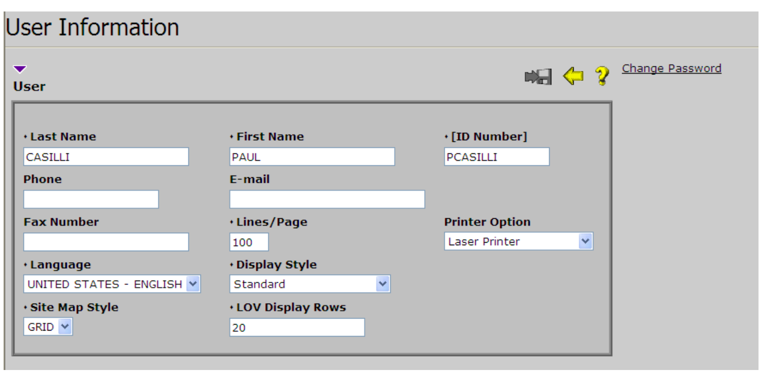
Customizing Your Home Page Overview

The HMMS *Home* page *User Settings/User Information* is where you customize your page settings. From this screen you can select from numerous *Display Styles* anything from *Standard* to the *Desert Sand* style. Remember to insure all required fields have information. The administrator might not have set the Lines per Page and the LOV Display Rows.

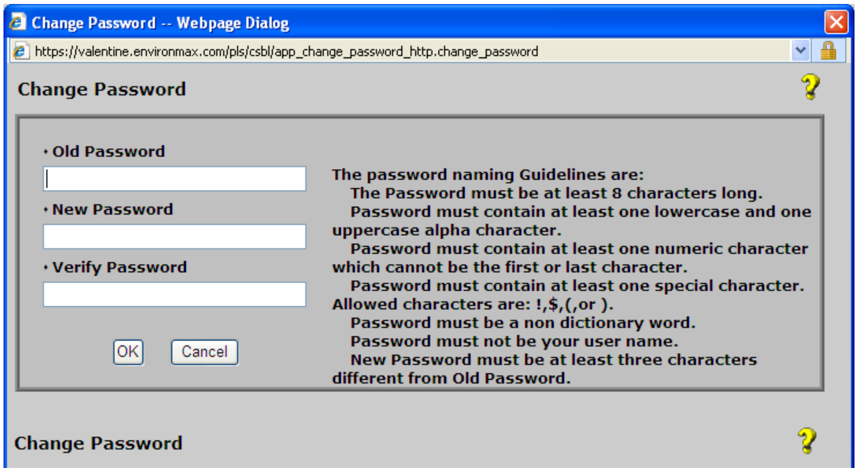
The *User Information* screen also contains three child grid type screens, *Email, Phone Numbers* and *Addresses* these screens allow you to build a personal list contacts.

Changing Your Password

If you receive a pop-up message that your password has expired, once you click on the OK button the user information screen will appear.



Click on the *Change Password* link on the upper right hand side of the screen.



The change password window will open, in the Old Password field type in your old password. You will type your new password in the next two fields. Remember to follow the guidelines shown on the right side of the window. When complete click the OK button. There will be one of three pop-up messages that appear: Password Changed, Password change failed, or the new and verify password fields do not match. All three messages have an OK button that will be clicked. The first two messages will return you to the user preference page, the third message will close and the Change Password window will remain, just retype both passwords and click okay again. If you get the Password Change Failed message, once you are returned to the user preference screen, click the Change Password link again.

Inbox Screen Overview

The *Inbox* child screen is used to view and respond to all of the requests and other functions such as requests to pick up a container, deliver a container that have been assigned to you or your group.

When a request is selected from the Inbox, the request is displayed and you can review it as necessary. Once your review of the request is complete and you have approved, denied or acted on it, the activity is removed from your inbox and appears in the next user's inbox along with information on the input you had in the process.

Acting on an Inbox Item

1. With the *Inbox* screen open, click on the Inbox item on which you want to act.
2. The appropriate screen will open; that is if the Inbox item on which you are acting is a request to deliver waste containers, the *Waste Functions/Environmental/Deliver Containers* screen will open.

3. Use the screen as you would ordinarily. After you finish with it, close the browser window.

Message Center Overview

The *Message Center* is used to send messages with HMMS since there is no Outlook or other external email integration at this time. The messages can be sent from person to person, person to group, or person to all other users of HMMS at the facility. Examples of the kind of messages are announcements of meetings, new policy announcements, or one-on-one discussions regarding a specific issue.

With this screen users can read, send, and delete messages.

Reading a Message

1. Open the *Message Center* screen.
2. Click on the date of the message. This will open the message.
3. After reading the message you may choose to print it by clicking on the or delete it by clicking the icon.

Sending a Message

1. Open the *Message Center* screen
2. Click the icon.
3. Select the appropriate information in the *Priority* and *Send To* fields.
4. Type in the subject of the message in the *Subject* field.
5. Type in the message in the large field at the bottom of the screen. You can also use a word possessor of your choice and cut and paste the message into the fields.
6. Click the icon to send the message.

Deleting a Message

1. Open the *Message Center* screen.
2. Click on the date of the message you want to delete. This will open the message.
3. Click the icon.

ADMINISTRATION

Reports Screen Overview

The Administration/General/Reports screen is used to compile information that is stored in HMMS and place that information into a report. With a few clicks of the mouse HMMS provides you with a list of values to select a wide variety of comprehensive, up-to-the-minute reports.

Generating a Report

1. From *Administration/General/Reports* select the *Report Category* you would like to generate the report from.
2. Select the *Report Name* from the list of values.
3. Click the Print icon. This action will open a new browser window.
4. From the new browser window select the parameters for the report you are generating. An example of this would be a *Start Date (DD-MM-YYYY), End Date (DD-MM-YYYY)* and *EPA ID* for the *Alert - 3 Day Rule* report.
5. Click the **Submit Query** button to generate the selected report or the **Reset** button to submit new entries.
6. The report displays in a new window. You can click the printer button on the browser window to print a copy of the report.

Accessing Oracle Discoverer

1. From *Administration/General/Reports* select the *Oracle Discoverer* under Functions on the right side of the screen. This action will open a new browser window.

2. Click on the Create a Connection icon.
3. Log in to Discoverer using your user id and password.

MATERIAL FUNCTIONS

Product/MSDS Screen Overview

The *Material Functions/Catalog/Product/MSDS* screen is used to electronically store all the Material Safety Data Sheets a facility receives from the manufacturer. MSDS's (Material Safety Data Sheets) serve as a guideline for chemical usage, storage, and hazards. The Product Number that is referred to in this screen is also known as the MSDS number. This form includes a product formulation page, which supplies the data for calculating and populating material reports such as the Tier II. It also includes a container child record, wherein instead of adding a different MSDS for each container size, the user can add container sizes to one MSDS or product. Other child records are the Vendor record and the Ingredients record where the Chemical CAS numbers pertaining to that product are stored

Additional Information

HMMS Product/MSDS screens are used to:

- Add new MSDS information
- Update existing MSDS information
- Query for MSDS data
- Print MSDS data from the system

Prerequisites

Manufacturers and *Product Groups* must be set up before products can be entered.

Modifying a Product/MSDS

1. Open the *Material Functions/Catalog/Product-MSDS* screen.
2. Query to find the record of the material you want to modify.
3. Click the Edit icon beside the record you want to modify.
4. Make the changes to the fields as necessary. There are some fields you will not be able to change. These fields are identified by the **[ ]** brackets around the field names. This ensures accurate historical reporting.
5. Click the Save icon.

Printing a Product/MSDS

Note: This is the MSDS information that was entered into HMMS.

1. Open the *Material Functions/Catalog/Product-MSDS* screen.
2. Query to find the record of the material you want to print.
3. On the Search screen, click the Print Current Record icon. The MSDS record will appear in a separate browser window.

OR

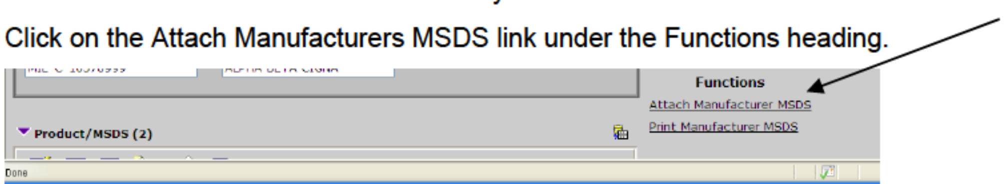
4. Click the Edit icon beside the record of the MSDS you want to print.
5. In the *Product/MSDS* child record highlight the *Product/MSDS* to be printed by clicking on the record
6. Click the Print Current Record icon. The MSDS record will appear in a separate browser window.
7. Select **File/Print** from the browser menu bar. The MSDS will print from the current printer.

Attaching a Manufacturers' Provided MSDS

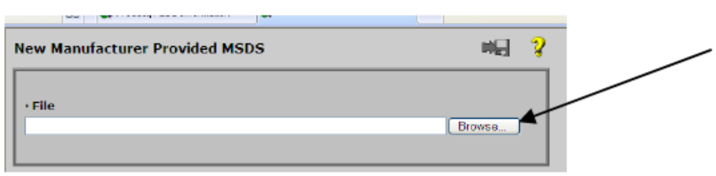
<u>Prerequisites</u>

The Manufacturer's Provided MSDS must be in an electronic format.

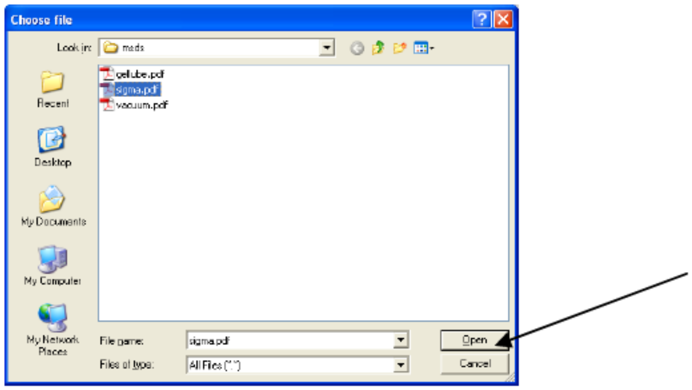
1. Open the *Material Functions/Catalog/Product-MSDS* screen.
2. Query to find the record of the material you want to add the Manufacturers MSDS.
3. Click the Edit icon beside the record you want to add the Manufacturers MSDS.
4. Click on the Attach Manufacturers MSDS link under the Functions heading.



5. Click on the Browse Button



6. Navigate to the location of the MSDS image.



7. Click on the Open Button.

8. Click the  Save icon.

9. Verify the attachment using the child record Manufacturer Provided MSDS.

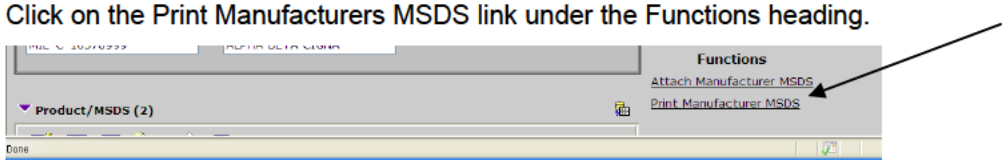
Printing a Manufacturers' Provided MSDS

1. Open the *Material Functions/Catalog/Product-MSDS* screen.

2. Query to find the record of the material you want to print.

3. Click the  Edit icon beside the record of the MSDS you want to print.

4. Click on the Print Manufacturers MSDS link under the Functions heading.



5. The Manufacturers Provided MSDS will appear in a separate browser window.

6. Select **File/Print** from the browser menu bar. The MSDS will print from the current printer.

Chemical Lists Screen Overview

The *Material Functions/Catalog/Chemical Lists* screen is used to enter and review information regarding lists of chemicals. These lists are supplied by the United States Environmental Protection Agency and other regulatory agencies and are regularly and automatically updated in HMMS. This screen also allows you to enter your own lists.

While you can create, modify, and delete site-defined lists, no modifications or deletions can be made to the supplied lists.

Entering a Chemical List

1. Open the *Material Functions/Catalog/Chemical Lists* screen.
2. Click the New icon.
3. Enter the following fields:
    a. *+Name* – name of chemical list
    b. *+List Code* – site defined identification code for the list.
4. There are 14 optional fields to further identify the list and who controls the list. They are as follows, *USCA, EPCRA Indicator check box, Assistant Administration Office Name, Code, Program Office Name, Code, Primary & Secondary Points of contact, POC Phones, Focus, Legal, Statute Name and Statute Description.* Enter the data as completely as possible.
5. Click the Save icon. After you do, the *List Links* child section will appear.
6. Enter the chemicals that make up the list by clicking on the New icon in the *List Links* child section.
    a. Enter the *CAS Number* by clicking on the LOV icon.
    b. Select the correct *CAS Number* by clicking on the appropriate row of data. The *Chemical Name, Reportable Quantity, Threshold # 1 Planning QTY, and Threshold # 2 Planning QTY* will populate.
7. Repeat step 6 as required.
8. After you are done entering the chemicals to the list, click the Save icon in the child section.

Reviewing Chemical Lists

1. Open the *Material Functions/Catalog/Chemical Lists* screen.
2. Query to find the record of the material you want to review.
3. Click on the Edit icon beside the record you wish to review.
4. Open the *List Links* child section to review the chemicals on the list. You can click the row of the chemical on which you want more details, and then click on the View Details icon in the child section to view the details regarding that chemical.

Modifying a Chemical List

Note: You can only modify a chemical list that is site-defined.

1. Open the *Material Functions/Catalog/Chemical Lists* screen.
2. Query for the chemical list you want to modify.
3. Click the Edit icon beside the record you want to modify.
4. Make the necessary changes to the record, including the *List Links* child section.
5. Click the Save icon.

Deleting a Chemical List

Note: You can only delete a chemical list that is site-defined.

1. Open the *Material Functions/Catalog/Chemical Lists* screen.
2. Query for the chemical list you want to delete.
3. Click the Delete icon beside the record you want to delete.
4. Click the Yes button on the confirmation screen.

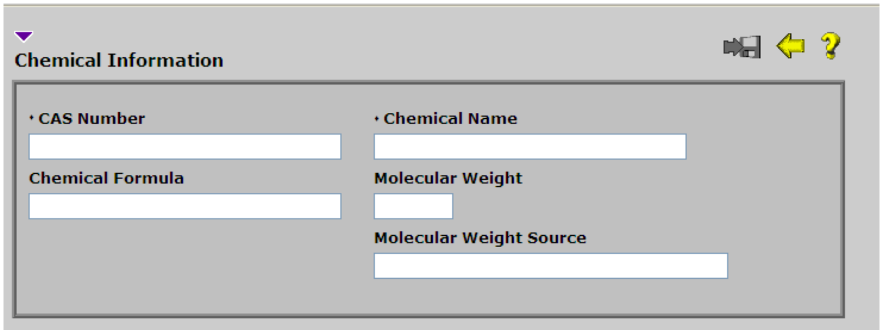
Chemical Information Screen Overview

The *Material Functions/Catalog/Chemical Information* screen is used to find information about chemicals and to enter reportable quantities, threshold planning quantities, as well as state and local usage limits. Using this screen you can also enter other names for the chemical as well as review information about the changing amounts of the chemical stored on site by date as well as amounts of vapor.

You can modify or delete only those records that are locally entered, and cannot modify or delete chemical records supplied by HMMS.

Entering a Chemical Record

1. Open the *Material Functions/Catalog/Chemical Information* screen.
2. Click the New icon. After you do, you will see the *Chemical Update* screen.
3. Enter the following fields:
    a. *+CAS Number*
    b. *+Chemical Name*



4. There are three optional fields, *Chemical Formula, Molecular Weight,* and *Molecular Weight Source*.
5. Click the Save icon.
6. Enter data in the Synonyms child screen, if applicable
    a. Click the New icon.
    b. Enter the Synonym Chemical Name.
    c. Click the Save icon.
7. Enter data in the Vapor Pressure child screen, if applicable
    a. Click the New icon.
    b. Enter the data for the following fields:
        i. Vapor Source
        ii. Vapor Pressure
        iii. Vapor Pressure UOM
        iv. Vapor Temperature
        v. Vpr Temp UOM
    c. Click the Save icon.
8. Enter data in the Applicable Chemical Lists child screen, if applicable.
    a. Click the New icon.
    b. Select the List Code by clicking on the LOV icon, then clicking on the applicable list code. The data will auto-populate for the rest of the record.

c. Click the Save icon.

9. The other two child records, High Water Mark and Site Storage Levels are populated by the system.

10. If required, click on the *Reporting, Planning, and Usage* link under the *Pages* heading. Populate the data for the following fields:

   a. *Reportable Quantity* – established level that if exceeded usage must be reported

   b. *Threshold # 1 Planning Qty* – state established upper level of material usage. Used for tier reporting.

   c. *Threshold # 2 Planning Qty* – state established level in which usage does not have to be reported.

   d. *State Usage Limit* – state established storage level that must be reported

   e. *Local Usage Limit* – local government established storage level that must be reported

   f. *IC* – who is responsible to respond in case of an incident

   g. *RCRA Code* – the code assigned to the chemical by the EPA

   h. *NIOSH* – code assigned to the chemical by the National Institute for Occupational Safety and Health.

   i. *EHS Indicator* check box – if checked indicates that the chemical is extremely hazardous.

   j. *EPCRA Indicator* check box – if checked indicates that the chemical is EPCRA reportable.

   k. *IRIS Indicator* check box – if checked indicates that the chemical is in the EPA IRIS Database.

   l. *Ozone Indicator* check box – if checked indicates the chemical is an ozone depleting chemical.

   m. *Carcinogen* check box – if checked indicates that the chemical can cause cancer.

   n. *Exempt* check box – if checked indicates that the chemical is exempt from reporting.

11. Click the Save icon.

Modifying a Chemical Record

1. Open the *Material Functions/Catalog/Chemical Information* screen.

2. Query to find the record of the material you want to modify.
3. Enter or change the data in the fields as completely as possible.

   Note: You will only be able to edit records that were locally entered; that is those records not supplied and updated by HMMS.

4. Click the Save icon.

Deleting a Chemical Record

1. Open the *Material Functions/Catalog/Chemical Information* screen.
2. Query to find the chemical record you want to delete.
3. Click on the Delete icon beside the record you want to remove.
4. Click the Yes button on the confirmation screen.

   Note: You will only be able to delete records that were locally entered; that is records not supplied and updated by HMMS.

WASTE GENERATOR FUNCTIONS

Request Containers Screen Overview

The *Waste Functions/Generators/Request Containers* screen is used by waste generators (collection sites) to request delivery of empty containers (labeled or not). The requisition contains information about the collection site, type of waste container needed, and the type of waste that will be collected in the waste container.

The date/time and user ID are stamped on the request when the request is saved. Container labels can be printed or reprinted from this screen at any time.

Prerequisites

Waste profiles, users and collection sites must be set up before container requests can be submitted.

Requesting a Waste Container

1. Open the *Waste Functions/Generators/Request Container* screen.
2. Click the New icon.
3. Enter the following fields:
   a. *+Collection Site Code* – the site defined location identification code.
   b. *+Profile Number* – the site define number to identify the waste generated.
   c. *+QTY* – how many containers are required.
   d. *+Size* – the size of the container, i.e. 9, 30, 55, 85
   e. *+UOM* – the unit of measure, i.e. gallons, cubic feet, cubic yards
   f. *+Waste Container Type Code* – the type container, i.e. drum, rolloff
   g. *+Top* – top of top on container choices are Open or Closed.
   h. *Comments* – any comments about this request.
   i. *[Requestor], [Name of Waste], [Description]* will auto-populate based on the fields selected.
4. Click the Save icon.
5. The Container Request screen returns with the following fields populated: [*Created By], [Request Date], and [Request Number].*

Modifying a Container Request

1. Open the *Waste Functions/Generators/Request Container* screen.
2. Query to find the container request you want to modify.
3. Click the Edit icon beside the record of the container request you want to modify.
4. Make the changes to the data on the screen.

   Note: You will not be able to change the data in all fields.
5. Click the Save icon.

Deleting a Container Request

Note: You can only delete a container request if the container has not yet been created.

1. Access the *Waste Functions/Generators/ Request Container* screen.
2. Query to find the container request you want to delete.
3. Click the Delete icon beside the request you want to delete. If no icon appears, you cannot delete the request.
4. Click the **Yes** button on the confirmation screen.

Create Container Screen Overview

The *Waste Functions/Generators/Create Container* screen is used to generate the numbers and labels for waste containers. In many ways it is similar to the Waste Functions/Generators/Request Container screen, except this screen gives you the ability to generate waste container labels and identify if the containers will be picked up or delivered to the waste collection site.

Prerequisites

Waste profiles, users and collection sites must be set up before containers can be created.

Creating Requested Containers

1. Open the *Waste Functions/Generators/Create Container* screen.
2. Query to find the record of the container request you want to fulfill.
3. Click the Edit icon beside the record you want to fulfill.
4. Check the fields on the screen, make modifications as necessary.

5. If you want to print labels for the containers, ensure that the *Print Container Labels* field is selected. If the containers are to be delivered, make sure that the *Containers to be Delivered* field is selected.

6. Click the Save icon.
7. Labels will be displayed in an Acrobat reader window. Click the print icon to print.
8. Click the OK button on the container numbers confirmation screen.

Creating Waste Containers

1. Open the *Waste Functions/Generators/Create Container* screen.
2. Click the New icon.
3. Enter the following fields:
   a. *+Collection Site Code* – the site defined location identification code.
   b. *+Profile Number* – the site defined number to identify the waste generated.
   c. *Proper Shipping Name* – if a default is associated with the profile this will auto-populate, if not select from list of values
   d. *Deliver Containers* checkbox – if checked containers need to be delivered
   e. *Print Container Labels* checkbox – if checked labels will be printed
   f. *Label Size* – select size of label from drop down list.
   g. *Delivery/Start Date* – date the containers are delivered.
   h. *+QTY* – how many containers are required.
   i. *+Size* – the size of the container, i.e. 9, 30, 55, 85
   j. *+UOM* – the unit of measure, i.e. gallons, cubic feet, cubic yards
   k. *+Waste Container Type Code* – the type container, i.e. drum, rolloff
   l. *+Top* – top of top on container choices are Open or Closed.
   m. *[Requestor], [Name of Waste], [Description] and [DOT Description]* will auto-populate based on the fields selected.

4. Click the Save icon.
5. If selected the labels will be displayed in an Acrobat reader window. Click the print icon to print.
6. A screen will display with the container numbers that were generated. Click the OK button on the confirmation screen.

Modifying a Waste Container Request

1. Open the *Waste Functions/Generators/Create Container* screen.
2. Query to find the record of the container request you want to modify.
3. Click the Edit icon beside the record you want to modify.
4. Check the fields on the screen, make modifications as necessary.

   Note: You will not be able to change all of the fields.
5. Unless you want to print labels for the containers, ensure that the *Print Container Labels* field is not selected.

6. Click the Save icon.

Reprinting Waste Container Label

1. Open the *Waste Functions/Generators/Create Container* screen.
2. Query to find the record of the container request for the containers for which you want to reprint labels.
3. Click the Edit icon beside the record you want to reprint labels for.
4. Check the fields on the screen, make modifications as necessary.
5. Ensure that the *Print Container Labels* field is selected.

6. Click the Save icon. Labels will be displayed in an Acrobat reader window. Click the print icon to print.

Fill a Container Screen Overview

The *Waste Functions/Generators/Fill Containers* screen is used by hazardous waste generators to assign serialized and non-serialized hazardous material items to a serialized hazardous waste container for disposal. This screen assists with a closed-loop operation.

The function accepts hazardous material items of any status and assigns the item to a serialized waste container. If the status of the inventory item being added to the waste container is "In Use", a turn-in will be performed automatically.

A list of serialized and a list of non-serialized waste added to the waste container is kept in child screens inside this screen.

With this screen you can also remove serialized and non-serialized waste from containers. This feature is beneficial when you accidentally add waste into an unintended container.

<u>Prerequisite</u>

Containers must be created before they can be filled. See Creating Waste Containers on page 41.

Adding Serialized Waste to a Waste Container

1. Access the *Waste Functions/Generators/Fill Containers* screen.
2. Query to find the container which you want to fill.
3. Click the Edit icon beside the container number.
4. The Fill a Container screen appears, the screen is opened to the *External Waste*.
5. Click the *Internal* button on the upper-right of the screen. This will take you to the correct screen to enter serialized waste.
6. The Waste Collection Site Code and Profile number will auto-populate.
7. Enter the serial number of the waste you are adding to the destination container by either scanning the barcode or choosing a valid serial number from the list of values.
8. Click on the Save Icon. If you would like to see the serialized item that was added, click on the Internal Contents child record beneath the main screen. All serialized items added to the container will appear there.

Adding Non-Serialized Material to a Waste Container

1. Access the *Waste Functions/Generators/Fill Container* screen.
2. Query to find the container which you want to fill.
3. Click on the Edit icon beside the container number.
4. Enter the following information:
    a. *+Add Date* – will auto-populate the system date, can be changed if necessary.
    b. *Quantity* – How much is added
    c. *UOM* – the unit of measure for the material, i.e. Gallons, Quarts.
    d. *Process Code* – the code assigned to the process that generated the waste.
    e. *+Waste Description* – describe the waste being added.
5. Click the Save icon. If you would like to see the non-serialized item that was added, click on the External Contents child record beneath the main screen. All non-serialized items added to the container will appear there.
6. Repeat steps 4 and 5 until all the material you want to add to the container has been added.

Adding a Kit Item to a Waste Container

1. Access the *Waste Functions/Generators/Fill Containers* screen.
2. Query to find the container into which you want to add the waste.
3. Click on the Edit icon beside the container number.
4. The Fill a Container screen appears, the screen is opened to the *External Waste*.
5. Click the *Internal* button on the upper-right of the screen. This will take you to the correct screen to enter serialized waste.
6. With the cursor in the *Serial Number* field, scan or enter with the keyboard the serial number of any item of the kit to be added to the destination container. After you enter any of the serial numbers of the items in the kit, all the items of the kit will appear in the *Internal Contents* child screen.
7. Click the Save icon. If you would like to see the serialized item that was added, click on the Internal Contents child record beneath the main screen. All serialized items added to the container will appear there.
8. Repeat steps 6 and 7 until every item you want to add to the container is entered.

Removing Waste from a Waste Container

1. Access the *Waste Functions/Generators/Fill Containers* screen.
2. Query to find the container from which you want to remove the waste.
3. Click on the Edit icon beside the container number.
4. The *Fill a Container* screen will open.
5. Open either the *External Contents* or *Internal Contents* child sections, depending what kind of waste you are removing from the container.
6. Click on the record of the item you want to remove from the waste container.
7. Click on the Delete icon.
8. Click on the *Yes* button on the confirmation message.
9. Repeat steps 5 through 8 until all the waste you want removed from container is removed.

Modifying the Contents of a Waste Container

1. Access the *Waste Functions/Generators/Fill Containers* screen.
2. Query to find the container in which you want to modify records.
3. Click on the Edit icon beside the container number.
4. The *Fill a Container* screen will open.
5. Open either the *External Contents* or *Internal Contents* child sections, depending on the kind of waste for which you want to modify records.
6. Click on the record that you want to modify.
7. Click on the Edit icon.
8. The *Update Contents* screen opens.
9. Make the necessary changes, click the Save icon at the top of the child screen.

Printing a Fill Container Report

Note: This series of steps will allow you to view and/or print a report that details all the waste added to a waste container.

1. Access the *Waste Functions/Generators/Fill Containers* screen.
2. Query to find the container for which you want to print a fill report.
3. Click on the Edit icon beside the container number.

4. The *Fill a Container* screen will open.
5. Click the Print icon at the top of the screen.
6. The report will generate to a PDF. To print the report, select *File/Print* from the pull-down menu in your browser window or click the print icon in the browser window.

Consolidate Containers Screen Overview

The *Waste Functions/Generators/Consolidate Containers* screen is used to consolidate waste from a number of different containers into a single container. With this screen you can also remove containers that have already been added to the destination container. You can add just the contents of containers to the destination container as well, allowing you to reuse the containers.

From the *Consolidate Containers* screen you can review the waste profile for the destination and source containers. This allows you to ensure that the profiles of the two containers match. If they do not, HMMS will offer you options:

- Adding the waste to the destination container and update the profiles of the destination container.
- Adding the waste to the destination container and NOT update the profiles of the destination container.
- Canceling the addition of the waste to the destination container.

Adding a Waste Container to another Container

Note: The series of steps is for adding the waste AND its container into another container.

1. Access the Waste Functions/Generators/Consolidate Containers screen.
2. Query to find the container into which you want to add the waste container.
3. Click on the Edit icon beside the container number.
4. With the cursor in the *Add Container* field either scan or enter with the keyboard the number of the waste container to be added to the destination container. Make sure that the *Re-use* field is not selected.
5. Click the Save icon.
6. Repeat steps 4 and 5 until all the waste containers you want to add to the destination container have been added.
7. The waste containers that have been added to the destination container will be displayed in the *Consolidated Containers* child section.

Adding the Contents of a Waste Container into another Waste Container

Note: The series of steps is for adding only the contents of a waste container into another container

1. Access the *Waste Functions/Generators/Consolidate Containers* screen.
2. Query to find the container into which you want to add the waste.
3. Click on the Edit icon beside the container number.
4. With the cursor in the *Add Container* field either scan or enter with the keyboard the number of the waste container from which the waste will be added to the destination container. Make sure that the *Re-use* field is selected.
5. Click the Save icon.
6. Repeat steps 4 and 5 until all the waste you want to add to the destination container has been added.

Modifying the Record of a Consolidated Waste Container

1. Access the *Waste Functions/Generators/Consolidate Containers* screen.
2. Query to find the container in which you want to modify.
3. Click on the Edit icon beside the container number.
4. Open the *Consolidated Containers* child section.
5. Click on the record of the item you want to modify.
6. Click on the Edit icon.
7. Make the necessary changes.
8. Click the Save icon.

Removing a Waste Container from another Waste Container

1. Access the *Waste Functions/Generators/Consolidate Containers* screen.
2. Query to find the container from which you want to remove the other container.
3. Click the Edit icon beside the container number.
4. Open the *Consolidated Containers* child section.
5. Click on the record of the item you want to remove from the waste container.
6. Click the Delete icon.

7. Click on the *Yes* button on the confirmation message.
8. Repeat steps 5 through 7 until all the containers necessary are removed.

Printing the Waste Profile Sheet in the Consolidate Containers screen

1. Access the *Waste Functions/Generators/Consolidate Containers* screen.
2. Query for the container you wish to print the *Profile Sheet.*
3. Click on the Edit icon next to the container number.
4. Click on the Waste Profile icon to open the *Waste Profile Information* screen.
5. Click on the Print icon within the *Waste Profile Record* to open the *Profile Sheet* you wish to print.
6. The Profile Sheet will open in a PDF. Click the Print icon or select File/Print from the browser menu.

Printing Waste Profile Sheets for Consolidated Containers

1. Access the *Waste Functions/Generators/Consolidate Containers* screen.
2. Query for the container you wish to print the Profile Sheet.
3. Click on the Edit icon next to the container number.
4. Open the *Consolidated Containers* child section.
5. Click on the container number you want to view.
6. Click on the Waste Profile icon to open the *Waste Profile Information* screen.
7. Click on the Print icon within the *Waste Profile Record* to open the *Profile Sheet* you wish to print.
8. The Profile Sheet will open in a PDF. Click the Print icon or select File/Print from the browser menu.

Printing the Contents of a Consolidated Container

1. Access the *Waste Functions/Generators/Consolidate Containers* screen.
2. Query for the container you wish to print the Profile Sheet.
3. Click on the Edit icon next to the container number.
4. Click on the Print icon at the top of the Consolidate Containers screen.

5. The Container Consolidation report will open in a PDF. Click the Print icon or select File/Print from the browser menu.

Printing a Container Label for a Consolidated Container

1. Access the *Waste Functions/Generators/Consolidate Containers* screen.
2. Query for the container you wish to print the Profile Sheet.
3. Click on the Edit icon next to the container number.
4. Click the Print Label link under Functions on the right side of the screen.
5. The Container Label report will open in a PDF. Click the Print icon or select File/Print from the browser menu.

Close Container Screen Overview

The *Waste Functions/Generators/Close Container* screen is used by hazardous waste generators to inform Environmental personnel that a waste container in their collection site is ready to be picked up.

Closing a container prohibits adding additional material to the container. There is no process to reopen a closed container.

Closing a Container

1. Open the *Waste Functions/Generators/Close Containers* screen.
2. Enter the *Collection Site Code* at which the container will be closed. If you are assigned to only one collection site, that site will automatically display. If you are unsure of the *Collection Site Code* you can select it by clicking on the List of Values icon.
3. Open the *Open Containers* child section. All of the open containers at the collection site selected in the primary *Close Container* screen will be displayed.
4. Click in the *Close* box of the container number you wish to close. Doing so will produce a check mark in the box and highlight the container number line.
5. Click the Close Container icon. This will automatically place the current date in the *Certified Fill Date* field, notify environmental personnel that the container is ready to be picked up, and remove the current container from the list of open containers at the selected collection site.

Entering a Turn-In Document Number before Closing a Container

1. Open the *Waste Functions/Generators/Close Containers* screen.

2. Enter the *Collection Site Code* at which the container will be closed. If you are assigned to only one collection site, that site will automatically display. If you are unsure of the *Collection Site Code* you can select it by clicking on the List of Values icon.
3. Open the *Open Containers* child section. All of the open containers at the collection site selected in the primary *Close Container* screen will be displayed.
4. Click in the *Close* box of the container number you wish to close. Doing so will produce a check mark in the box and highlight the container number line item.
5. Click the Edit icon. This will automatically place the current date in the *Certified Fill Date* field.
6. Enter the *Turn In Doc Number.*
7. Enter the +*Segment 1* field if not already populated.
8. Click the Save icon. This will notify environmental personnel that the container is ready to be picked up and remove the current container from the list of open containers at the selected collection site.

Container Information Screen Overview

The *Waste Functions/Generators/Container Information* screen is used by hazardous waste generators to find out what is in hazardous waste containers, as well as for reviewing collection site and waste profile information for the containers. This screen displays all the hazardous material that was put into a particular container. It accesses the serial number from the hazardous material container and lists both serialized waste tracked to a container.

Viewing Container Information

1. Open the *Waste Functions/Generators/Container Information* screen.
2. Query for the container for which you want to view the information.
3. Click the view icon next to the container.
4. The *Container Information* screen appears.
5. View the information as needed.

Printing an MSDS for HAZMAT Tracked to a Container

1. Open the *Waste Functions/Generators/Container Information* screen.
2. Query for the container for which you want to print material information.
3. Click the view icon next to the container.
4. The *Container Information* screen appears.

5. Click to open the *HAZMAT Tracked to Container* child section.
6. Click to highlight the material you wish to print the information on.
7. Click the *Print MSDS* link under the Functions heading on the right side of the screen.
8. The Product MSDS report will open in a PDF. Click the Print icon or select File/Print from the browser menu.

Printing a Waste Container Label

1. Open the *Waste Functions/Generators/Container Information* screen.
2. Query for the container for which you want to print the label.
3. Click the view icon next to the container.
4. The *Container Information* screen appears.
5. In the *Functions* area of the *Container Information* screen click on the *Print Label*.
6. The Container Label report will open in a PDF. Click the Print icon or select File/Print from the browser menu.

Printing the Waste Container Ingredient List

1. Open the *Waste Functions/Generators/Container Information* screen.
2. Query for the container for which you want to print labels.
3. Click the view icon next to the container.
4. The *Container Information* screen appears.
5. In the *Functions* area of the *Container Information* screen click on the *Print Ingredients*.
6. The Waste Container Ingredients Components report will open in a PDF. Click the Print icon or select File/Print from the browser menu.

Empty Container Pick-up Request Screen Overview

The *Waste Functions/Generators/Empty Container Pickup Request* screen is used by hazardous waste generators to inform environmental personnel that empty containers need to be picked up. This process allows the unused containers to be used at a different place or time without environmental personnel having to create more containers.

Prerequisite

Collection sites need to be set up before an empty container pickup request can be made.

Submitting a Container Pickup Request

Note: This function may also be performed in the *Waste Functions/Environmental/Empty Container Pickup* screen.

1. Open the *Waste Functions/Generator/Empty Container Pickup Request* screen.
2. Click the New icon.
3. The *Pickup Request* screen opens.
4. Enter the *+Collection Site* by either typing in the code or selecting it from the Collection Site List of Values icon. This will populate the following fields: [Description], [Building], [Phone], and [POC].

   Note: Only those collection sites to which the user has access will display.
5. In the *+Number of Containers* field enter the number of empty containers that need to be picked up.
6. When the Save icon is clicked the request will be sent to the *Inbox* of the personnel responsible for picking up the empty container and a request number will be generated.

Questions/Comments Screen Overview

The *Waste Functions/Generators/Questions/Comments* screen is used to identify questions, comments and complaints to environmental about the waste handling on a facility. For prompt response, the comments are submitted directly into the *Inbox* of the individual for whom they are intended. When a complaint is saved, the complaint will be sent to the user group assigned to respond to complaints.

Entering a New Complaint

1. From the *Waste Functions/Generators/Questions/Comments* screen.
2. Click the New icon.
3. Enter the following information:
   a. *+WCS Code* – the collection site that has the question or comment.
   b. *+Question/Comment* – the question or comment.
4. Click the Save icon. After you do so, the *Question/Comment Number, Question/Comment Date* and *User* fields will automatically populate. The user saving the comment will not see these fields unless they go back in to review the comment.

View a Question/Comment

1. Open the *Waste Functions/Generators/Questions/Comments* screen.
2. Query for the comment you want to review.
3. Click on the  icon next to the comment number.
4. Review the comment.

WASTE MANAGEMENT FUNCTIONS

Deliver Containers Screen Overview

The *Waste Functions/Environmental/Deliver Containers* screen is used to arrange for the delivery of containers to waste collection sites.

There is a *Containers Awaiting Delivery* child section that lists the containers that have been saved in either the *Waste Functions/Generators/Create Containers* or *Waste Functions/Generators/Request Containers* screens when the *I Need Containers Delivered to Me* field on those screens is selected.

Delivering Containers

1. Open the *Waste Functions/Environmental/Deliver Containers* screen.
2. In the *Collection Site Code* field select the collection site to which the containers will be delivered by either typing in the site number or clicking on the List of Values icon.
3. With the cursor in the *Container Number* field either scan or enter with the keyboard the number of the container. You can find containers that are planned to be delivered to the specified collection site in the *Containers Awaiting Delivery* child section. Alternatively, you can open the *Containers Awaiting Delivery* child section and double-click on a container number. That will automatically mark the container as having been delivered.
4. Click the Save icon.
5. Repeat steps 3 and 4 until all the containers you want delivered have been delivered.

Log In Containers Screen Overview

The *Waste Functions/Environmental/Log In Container* screen is used to enter information regarding a container when it is picked up from a collection site or moved to a different storage location.

Logging in a Container

1. Open the *Waste Functions/Environmental/Log In Container* screen.
2. Query to find the container you want to log in.
3. Click the Edit icon beside the container you want to log in.
4. Enter the following fields as required:

a. *Decision Code* – how the material is being disposed.

b. *DTID Code* – turn-in document number.

c. *+Total lbs* – the total weight of the container.

d. *Building* – the building/bay combination where the container is being stored.

e. *Storage Date* – the date the container was put in storage.

5. In the Contract Line Items child section, click the new icon to add the CLIN information, if necessary.

6. In the Handling Costs child section, click the new icon to add the Handling Cost information, if necessary.

7. Click the Save icon.

Container Management Screen Overview

The *Waste Functions/Environmental/Container Management* screen is used to perform a variety of functions. It combines the functions of these screens:

- Fill Container
- Consolidate Container
- Close a Container

From this screen you can also review or enter information regarding the manifest associated with the container you are reviewing, review the history of the container and the contract line items, handling costs associated with the container, and more.

Prerequisites

Waste profiles and waste collection sites must be set up before *Container Management* screens can be used.

Creating a New Container

NOTE: In the container management screen you can only create one container per transaction. The advantage is that you can create, close and store the container all in one transaction. If you need to create more than one container use the *Waste/Generators/Create Containers.*

1. Open the *Waste Functions/Environmental/Container Management* screen.
2. Click the New icon.
3. Enter the following fields:

   a. *+Collection Site*
   b. *+Description*
   c. *+Profile Number*
   d. *+Size*
   e. *+UOM*
   f. *+Container Type*
   g. *+Top*

4. The following fields should auto-populate based on your inputs:
   a. *Name of Waste*
   b. *Proper Shipping Name*
   c. *DOT Description*
5. Select from the drop down list the appropriate *Status* for the container.
6. If applicable at this time input the *Total lbs* field.
7. Click the Save icon.
8. The *Container Information* screen will open.
9. If necessary, information can be added to the following pages by clicking on the page link to the right of the screen: Container History, History Information, Biennial Information, and Waste Funding.
10. If necessary, information can be added in the following child sections: Contract Line Items, Handling Costs, Container Storage Locations, Comments, and Attached Documents.
11. Click the Save icon on each screen or child section.
12. There are several functions that can be done on each container. By clicking on the link under the functions heading the appropriate screen for that function will open. The functions that are available will vary based upon the status of the container.

Modifying a Container Record

1. Open the *Waste Functions/Environmental/Container Management* screen.
2. Query to find the container record you want to modify.
3. Click on the Edit icon beside the container number.
4. Make the changes to the fields as necessary.

5. Click the Save icon on each screen or child section as you complete your changes.

Deleting a Container Record

1. Open the *Waste Functions/Environmental/Container Management* screen.
2. Query to find the record of the container you want to delete.
3. Click on the Edit icon beside the record you want to delete.
4. Enter a Comment in the Comment field.
5. Click the Delete icon on the Container Management screen. The status of the container is changed to Deleted. To ensure accurate historical reporting you will not be able to delete a record once the container has been filled. To ensure that you do not delete a container record that is associated with a filled container, the delete icon will only appear on a record that can be deleted.

Attaching a Document

1. Open the *Waste Functions/Environmental/Container Management* screen.
2. Query to find the container record you want to modify.
3. Click on the Edit icon beside the container number.
4. Open the Attached Documents child section.
5. Click the New icon.
6. Type in comments about the document being attached in the *Comments Text* field.
7. Click the *Browse* button next to the *+File Name* field.
8. Navigate to the document.
9. Click the *Open* button.
10. Click the Save icon.

Parts Washer Screen Overview

The *Waste Functions/Environmental/Parts Washer* screen is used to track the material used to clean parts in parts washing vats. These are typically maintained by an outside contractor, i.e. Safety Kleen. These contractors usually bring everything required to perform the service to include the drums to dispose of the solvents. They usually take the containers of contaminated solvent with them. They have a representative of the organization sign a manifest/billing document. This screen is how to capture that manifest and bill information into HMMS.

Prerequisites

Collection sites, proper shipping names, and waste profiles must be set up before parts washer requests can be saved. Proper shipping names are set up in the *Material Functions/Catalog/Product/MSDS* and the *Waste Functions/Characterizations/Waste Profile* screens.

Entering Parts Washer Information

1. Open the *Waste Functions/Environmental/Parts Washer* screen.
2. Click the New icon.
3. The *Parts Washer Setup* screen opens.
4. Enter the following fields:
    a. *+Collection Site* – Site defined id number of collection site .
    b. *+Profile Number* – the site defined id number for the waste being generated.
    c. *+Proper Shipping Name* – the DOT shipping name for the waste
    d. *Vat Nr* – the identification number of parts washer being serviced.
    e. *Service Location* – where the parts washer is located
    f. *Handling Code* – the code associated with the material for disposal.
    g. *Amount* –the quantity of material being disposed.
    h. *Units* – the unit of measure, choices are Kgrams, Pounds, and Gallons.
    i. *Cost* – the total cost associated with this transaction.
    j. *Exchange Rate* – if applicable.
5. You may click on the List icon to the right of the field names to select the appropriate information.
6. Click the Save icon.

    Note: Once the information is saved you must enter it on a shipping manifest see: Entering a Manifest on page 60.

Reviewing or Modifying Parts Washer Information

1. Open the *Waste Functions/Environmental/Parts Washer* screen.
2. Query for the record you wish to review or modify.
3. Click the Edit icon for the record you wish to review or modify.

4. Review or modify the data as applicable. For historical data accuracy you will not be able to modify all the fields on the screen.
5. Click the Save icon.

Deleting Parts Washer Information

1. Open the *Waste Functions/Environmental/Parts Washer* screen.
2. Query for the record you wish to delete.
3. Click the Delete icon beside the record you want to delete.
4. Click the *Yes* button on the confirmation screen.

Funding Screen Overview

The *Waste Functions/Environmental/Funding* screen is used to determine the amount billed for the storage and disposal of waste containers. With this screen you can enter what information you know regarding the funding for the container (container, CLIN, handling costs, etc) and this screen will provide an estimate of the funding for the container. You can then later clarify the funding information for the container by accommodating for changes made by the TSDF to the manifest.

Entering Container Funding Information

1. Access the *Waste Functions/Environmental/Funding* screen.
2. Query to find the container for which you want to enter funding information.
3. Click the Edit icon beside the container number.
4. Enter the date in the *Certified Date* field.
5. Enter the CLIN information in the Contract Line Items child section, if necessary.
6. Click the Save icon on each page and in each child section that you input data.

Modifying Container Funding Information

1. Access the *Waste Functions/Environmental/Funding* screen.
2. Query to find the container for which you want to modify funding information.
3. Click the Edit icon beside the container number.

4. Modify the necessary fields in the primary screen, and the child sections if necessary. If changing data in child sections remember to click the Save icon at the top of the child sections.
5. Click the Save icon.

Manifest Screen Overview

The *Waste Functions/Environmental/Manifest* screen is used to assign waste containers to manifests. Manifests are documents that contain information regarding the materials on a shipment. From this screen you can assign containers to a manifest, assign transporters to the manifest, the treatment, storage, or disposal facility to which the containers will be delivered, and the DOT shipping information for the material.

A manifest cannot be deleted if a container has been assigned to it.

Prerequisite

EPA IDs must be set up before manifests can be entered.

Entering a Manifest

1. Access the *Waste Functions/Environmental/Manifest* screen.
2. Click the New icon.
3. The *New Manifest* screen will appear.
4. Enter the following fields:
    a. *+Manifest Nr* – the number from the manifest form.
    b. *Reference* – the unique number assigned by the generator.
    c. *+EPA ID* – the identification number assigned to the generator by the EPA.
    d. *+Ship Date* – the date the shipment is being made.
    e. *+Emergency Phone Number* – the emergency contact number for the generator.
5. If this is an International Shipment fill in the following information
    a. *Import to U.S.* check box – select if waste is being brought to the U.S.
    b. *Export from U.*S. check box – select if waste is being sent from the U.S.
    c. *Port of Entry/Exit* – where the waste is entering or leaving the country from.

   d. *Date Leaving U.S.*- the date it is leaving the country.

6. If this is a Discrepancy Manifest input then fill in the following fields:
   a. Discrepancy check box
      i. *Quantity* – quantity errors, i.e. weight was to high or to low.
      ii. *Type* – wrong type of waste.
      iii. *Residue* – there was residue.
      iv. *Partial Rejection* – only part of the shipment was rejected, i.e. one line item being rejected of a multi-lined manifest.
      v. *Full Rejection* – the entire manifest is being rejected.
   b. *Discrepancy* – the problem with the shipment.
   c. *Alternate Facility* – if the TSDF is being changed the new location
   d. *EPA ID* – The new TSDF id number.
   e. *Phone* – the contact phone for the new location.
   f. *Manifest Reference Number* – Original Manifest number.
7. Click the Save icon.
8. The *Manifest Information screen* will appear*.*
9. Open the *Transporter Information* child section.
   a. Enter the +*Transporter Name*
   b. The following fields will auto populate *Phone, State ID, and EPA Id*
   c. Enter the *Receipt Date*
   d. Click the Save icon at the top of the child section.
10. Open the TSDF Information child section.
   a. Enter the +*TSDF Name*
   b. The following fields will auto populate *Facility ID, Phone, State ID, Address, and EPA Id*
   c. Enter the *Receipt Date*
   d. Click the Save icon at the top of the child section.
11. Open the *Closed Containers Marked for Shipment* child section.
   a. Click on the Search icon.

b. Type in the search criteria, and click the Search button
c. A list of closed containers will appear.
d. Click in the check box next to the container you want to add.
e. Click the Save icon.

12. Open the *Select closed containers ready to ship* child section
    a. Click on the Search icon.
    b. Type in the search criteria, and click the Search button
    c. A list of closed containers will appear.
    d. Click in the check box next to the container you want to add.
    e. Type in the *Turn in Doc Number*.
    f. Type in the +*Total lbs*.
    g. Type in the *Decision Code.*
    h. Click the Save icon.
13. Open the Manifest Line Items child section.
    a. Use this child screen to view and modify the line items on the manifest.
    b. Click the Save icon after any changes are made.
14. Open the Attached Documents child section.
    a. Click the New icon.
    b. Type in comments about the document being attached in the *Comments Text* field.
    c. Click the *Browse* button next to the +*File Name* field.
    d. Navigate to the document.
    e. Click the *Open* button.
    f. Click the Save icon.
15. Click the Save icon on each child section as you enter information in it.

Reviewing, Modifying, or Updating a Manifest

1. Access the *Waste Functions/Environmental/Manifest* screen.
2. Query to find the manifest you want to modify or review.

3. Click the Edit icon.
4. The *Manifest Information* screen will appear.
5. Review or modify the information in the primary screen and child sections, if necessary.
6. Click the Save icon on the primary screen and each child section as you enter information in it.

Adding a Container to a Manifest

1. Access the *Waste Functions/Environmental/Manifest* screen.
2. Query to find the manifest to which you want to add a container.
3. Click the Edit icon next to the record of the manifest number.
4. The *Manifest Information* screen will appear.
5. Open the *Manifest Line Items child section.*
6. If there is a contract line item in the manifest that matches the description of the waste, skip this step and go to step 7. If there is no contract line item that matches the description of the waste, follow these steps to create the entry:
   a. Click on the New icon.
   b. The *New Manifest Line Item* screen will appear.
   c. Fill out the following fields:
      i. *+Profile Number*
      ii. *Proper Shipping Name*
      iii. *DOT Desc*
      iv. *Count*
      v. *Container Type*
      vi. *Total Qty*
      vii. *+UOM*
      viii. *Waste Nr*
      ix. *Handling Codes*
      x. *Special Handling Instructions and Additional Information*
   d. Click the Save icon.
7. If there is a line item in the manifest that matches the description of the waste, follow these steps:
   a. Click on the matching line item.
   b. Click on the Container Manifest icon.
   c. Click on the New icon.
   d. The *Add Container* screen will appear.

e. Enter the following fields:
   i. *Container Number*
   ii. *+Total lbs*
   iii. *+Decision Code*
   iv. *Turn In Doc Number*

f. Click the Save icon.

Note: After a container is added to a manifest line item only containers with the same profile and container type will display on the list of available containers for that line item.

Removing a Container from a Manifest

1. Access the *Waste Functions/Environmental/Manifest* screen.
2. Query to find the manifest from which you want to remove a container.
3. Click the Edit icon next to the manifest number.
4. The *Manifest Information* screen will appear.
5. Open the *Manifest Line Items child section.*
6. Click on the line item record from which you want to remove the container.
7. Click on the *Container Manifest* icon.
8. Click on the *Delete* icon beside the container number to be removed.
9. Click the *Yes* button on the confirmation screen.

Copying a Manifest

1. Access the *Waste Functions/Environmental/Manifest* screen.
2. Query to find the manifest from which you want to copy.
3. Click the Edit icon next to the manifest number.
4. The *Manifest Information* screen will appear.
5. Click on the *Copy Manifest* link on the right side of the screen under the heading *Functions*.
6. The *New Manifest* screen will appear.
7. Input the new manifest number. Continue to fill out the screen as instructed above.
8. Click the Save icon.
9. The information in the child screens will transfer to the new manifest.

Viewing the Containers Associated with a Manifest

1. Access the *Waste Functions/Environmental/Manifest* screen.
2. Query to find the manifest from which you want to view the containers.
3. Click the Edit icon next to the manifest number.
4. The *Manifest Information* screen will appear.
5. Click on the *Shipped Containers* link on the right side of the screen under the heading *Pages*.
6. A page will open that lists every container assigned to the manifest.

Viewing the Shipped Containers Report

1. Access the *Waste Functions/Environmental/Manifest* screen.
2. Query to find the manifest from which you want to view the containers.
3. Click the Edit icon next to the manifest number.
4. The *Manifest Information* screen will appear.
5. Click on the *Shipped Containers Report* link on the right side of the screen under the heading *Functions*.
6. The report will open in a PDF in a new browser window. Click the Print icon or select File/Print from the browser menu.

Bill of Lading Overview

The *Waste Functions/Environmental/Bill of Lading* screen is used to assign waste containers to a Bill of Lading. Bills of Lading are documents that contain information regarding the materials on a shipment. From this screen you can assign containers to a bill of lading, assign transporters to the bill of lading, the treatment, storage, or disposal facility to which the containers will be delivered, and the DOT shipping information for the material.

A bill of lading cannot be deleted if a container has been assigned to it.

<u>Prerequisite</u>

EPA IDs must be set up before a bill of lading can be entered.

Entering a Bill of Lading

1. Access the *Waste Functions/Environmental/Bill of Lading* screen.

2. Click the New icon.
3. The *New Bill of Lading* screen will appear.
4. Enter the following fields:
    a. *+Bill of Lading Number* – the number from the bill of lading form.
    b. *Doc Number*– the unique number assigned by the generator.
    c. *+EPA ID* – the identification number assigned to the generator by the EPA.
    d. *+Ship Date* – the date the shipment is being made.
    e. *+Emergency Phone Number* – the emergency contact number for the generator.
    f. *Disposal Date,* if known.
5. Click the Save icon.
6. The *Bill of Lading Information screen* will appear*.*
7. Open the *Transporter Information* child section.
    a. Enter the +*Transporter Name*
    b. The following fields will auto populate *Phone, State ID, and EPA Id*
    c. Enter the *Receipt Date*
    d. Click the Save icon at the top of the child section.
8. Open the TSDF Information child section.
    a. Enter the +*TSDF Name*
    b. The following fields will auto populate *Facility ID, Phone, State ID, Address, and EPA Id*
    c. Enter the *Receipt Date*
    d. Click the Save icon at the top of the child section.
9. Open the *Closed Containers Marked for Shipment* child section.
    a. A list of closed containers will appear.
    b. Click in the check box next to the container you want to add.
    c. Click the save icon.
10. Open the *Select Closed Containers Ready to Ship* child section
    a. A list of closed containers will appear.

b. Click in the check box next to the container you want to add.

c. Type in the *Turn in Doc Number*.

d. Type in the +*Total lbs*.

e. Type in the *Decision Code.*

f. Click the save icon.

11. Open the *Bill of Lading Line Items* child section.

    a. Use this child screen to view and modify the line items on the manifest.

12. Click the Save icon after any changes are made.

Adding a Container to a Bill of Lading

1. Access the *Waste Functions/Environmental/Bill of Lading* screen.
2. Query to find the Bill of Lading to which you want to add a container.
3. Click the Edit icon next to the record of the Bill of Lading number.
4. The *Bill of Lading Information* screen will appear.
5. Open the *Bill of Lading Line Items child section.*
6. If there is a contract line item in the Bill of Lading that matches the description of the waste, skip this step and go to step 7. If there is no contract line item that matches the description of the waste, follow these steps to create the entry:

    a. Click on the New icon.
    b. The *New Bill of Lading Line Item* screen will appear.
    c. Fill out the following fields:

        i. *Hazard* check box
        ii. +*Profile Number*
        iii. *Description*
        iv. *Count*
        v. *Container Type*
        vi. *Total Qty*
        vii. +*UOM*
        viii. *Additional Description for Material*
        ix. *Discrepancy*
        x. *Handling Codes*
        xi. *Special Handling Instructions*

    d. Click the Save icon.

7. If there is a line item in the Bill of Lading that matches the description of the waste, follow these steps:

   a. Click on the matching line item.
   b. Click on the Container Bill of Lading icon.
   c. Click on the New icon.
   d. The *Add Container* screen will appear.
   e. Enter the following fields:

      i. *Container Number*
      ii. *+Total lbs*
      iii. *+Decision Code*
      iv. *Turn In Doc Number*

   f. Click the Save icon.

   Note: After a container is added to a Bill of Lading line item only containers with the same profile and container type will display on the list of available containers for that line item.

Removing a Container from a Bill of Lading

1. Access the *Waste Functions/Environmental/Bill of Lading* screen.
2. Query to find the Bill of Lading from which you want to remove a container.
3. Click the Edit icon next to the Bill of Lading number.
4. The *Bill of Lading Information* screen will appear.
5. Open the *Bill of Lading Line Items child section.*
6. Click on the line item record from which you want to remove the container.
7. Click on the *Container Bill of Lading* icon.
8. Click on the *Delete* icon beside the container number to be removed.
9. Click the *Yes* button on the confirmation screen.

Copying a Bill of Lading

1. Access the *Waste Functions/Environmental/Bill of Lading* screen.
2. Query to find the Bill of Lading from which you want to copy.
3. Click the Edit icon next to the Bill of Lading number.

4. The *Bill of Lading Information* screen will appear.
5. Click on the *Copy Bill of Lading* link on the right side of the screen under the heading *Functions*.
6. The *New Bill of Lading* screen will appear.
7. Input the new Bill of Lading number. Continue to fill out the screen as instructed above.
8. Click the Save icon.
9. The information in the child screens will transfer to the new Bill of Lading.

Viewing the Containers Associated with a Bill of Lading

1. Access the *Waste Functions/Environmental/Bill of Lading* screen.
2. Query to find the Bill of Lading from which you want to remove a container.
3. Click the Edit icon next to the Bill of Lading number.
4. The *Bill of Lading Information* screen will appear.
5. Click on the *Shipped Containers* link on the right side of the screen under the heading *Pages*.
6. A page will open that lists every container assigned to the Bill of Lading.

Viewing the Shipped Containers Report

1. Access the *Waste Functions/Environmental/Bill of Lading* screen.
2. Query to find the Bill of Lading from which you want to view the containers.
3. Click the Edit icon next to the Bill of Lading number.
4. The *Bill of Lading Information* screen will appear.
5. Click on the *Shipped Containers Report* link on the right side of the screen under the heading *Functions*.
6. The report will open in a PDF in a new browser window. Click the Print icon or select File/Print from the browser menu.

Empty Container Pickup

The *Waste Management/Environmental/Empty Container Pickup* screen is used to manage the pickup of empty containers from hazardous waste collection sites.

This screen is used to record the number of containers actually picked up from the collection site.

Requesting the Pickup of Empty Containers

Note: This function can also be performed in the *Waste Management/Generators/Pickup Empty Containers Request* screen.

1. Open the *Waste Management/Environmental/Empty Container Pickup* screen.
2. Query for an empty container pick up record.
3. Click on the Edit icon.
4. Click the New icon at the top of the screen.
5. Enter the following fields:
    a. *+Collection Site*
    b. *+Number of Containers*
    c. The rest of the fields will auto-populate based on your inputs.
6. Click the Save icon.

Marking Containers that have been Picked Up

1. Open the *Waste Management/Environmental/Empty Container Pickup* screen.
2. Query to select the request you wish to pickup.
3. Click on the Edit icon.
4. Enter the number of containers picked up in the *+Containers Picked Up* field.
5. Click the Save icon.
6. The *Name* and the *Date Picked Up* fields will auto-populate.

Note: If the request has more containers than can be picked up in one trip. Just annotate on the screen how many containers were picked up and the system will subtract that number from the total request. The system leaves the request open, so that the rest can be picked up at a later time.

Landfill Screen Overview

The *Waste Functions/Environmental/Landfill* screen is used to enter and track the types and quantity of hazardous materials dumped at on-site landfills. Materials dumped at off-site landfills are not tracked with this screen.

Entering Landfill Information

1. Open the *Waste Functions/Environmental/Landfill* screen.

2. Click the New icon.
3. Enter the following fields on the New Landfill screen.
    a. *Truck* – site defined identification number for the truck.
    b. +*Date Dumped* – the date the waste was dumped.
    c. +*Quantity Dumped* – the amount that was dumped.
    d. +*Units* – the unit of measure for the amount dumped.
    e. +*Landfill Code* – the code that describes the waste being dumped.
    f. *Remarks* – any remarks concerning this transaction.
    g. +*Collection Site* – the site where the waste was collected.
    h. +*Profile Number* – the identification number for the waste.
4. Click on the Save icon.

Modifying Landfill Information

1. Open the *Waste Functions/Environmental/Landfill* screen.
2. Query to find the landfill record you want to modify.
3. Click the Edit icon beside the record you want to modify.
4. Make the changes to the data on the screen as required.
5. Click the Save icon.

Deleting Landfill Information

1. Open the *Waste Functions/Environmental/Landfill* screen.
2. Query to find the landfill record you want to delete.
3. Click the Delete icon beside the record you want to delete.
4. Click the *Yes* button on the confirmation message.

DTID Assignment Screen Overview

The *Waste Functions/Environmental/DTID Assignment* screen is used to assign a Turn In Document Number to multiple containers at the same time. You can assign Turn In Document Numbers to individual containers in this screen as well, but that function is also available in the *Waste Functions/Generators/Close Containers*, *Waste Functions/Environmental/Log In Containers*, and *Waste Functions/Environmental/Container Management* screens.

The operation of this screen is affected by the setting chosen in the *Indicates that the system will automatically generate the DTID number* parameter in the Administration/System/Site Configuration screen.

- When the setting is set to "Yes" this screen and those mentioned above will automatically populate the *DTID Code* field when you click in it. The field will populate with the site DODAAC, the Julian date, and the next number in the sequence of DTIDs.
- When the parameter is set to "No" you must enter the DTID manually.

Decision Codes must be assigned to a container before a DTID can be assigned to it.

Assigning Multiple Containers to a DTID at One Time

1. Open the *Waste Functions/Environmental/DTID Assignment* screen.
2. Query for the decision code of the containers you want to add to the DTID.
3. Enter the +*DTID Code*.
4. Enter the +*Profile Number.*
5. Open child section *DTID Container Display*. Check each container to be added.
6. Click the Save icon.

Removal Order Screen Overview

The *Waste Functions/Environmental/Removal Order* screen is used to indicate which waste containers are ready for shipment. This is typically done when containers are closed, set aside, and ready for shipment, but are not as yet assigned to a manifest.

This screen displays those containers that:

- Have been picked up but have no decision code.
- Have a decision code that does not require a manifest assigned and do not have a relinquish date.

From this screen you can set the decision code, decision date, and relinquish date. From this screen you can update the total pounds, turn in document number, contract number, and CLINs associated with a container.

Marking Containers for Removal

1. Open the *Waste Functions/Environmental/Removal Order* screen.
2. Query for the container you wish to remove.
3. Click on the Edit icon next to the container number.
4. Enter the following fields on the Removal Order screen.
    a. *+Decision Code*
    b. *+Decision Date*
    c. *Turn In Doc Number*
    d. *+Total Lbs*
    e. *Relinquish Date*
    f. *Removal Code*
    g. If applicable, enter a CLIN in the *Contract Line Items* child section.
        i. Click the New icon.
        ii. Type or select the CLIN by clicking on the List of values icon.
        iii. Click the Save icon at the top of the child record.
5. Click the Save icon. After you do, the container record will no longer appear in the list of containers that need to have a decision code set.

Service Request Screen Overview

The *Waste Functions/Environmental/Service Request* screen is used to enter, modify and delete information regarding requests to service places where hazardous materials are used. This screen is typically used to record the requests for parts washers, but it can be used for other purposes as well.

Entering a Service Request

1. Open the *Waste Functions/Environmental/Service Request* screen.
2. Click the New icon.
3. Enter the following fields on the *Service Request Setup* screen:
    a. *Bulk Pickup Indicator*
    b. *+Waste Collection Site*

c. *Profile Number*

d. *Type of Material*

e. *+Quantity*

f. *+Units*

g. *DTID*

h. *+Request Date*

i. *+Service Requesting*

4. Click the Save icon.
5. The *Service Request Information* window opens.
6. Open the *CLIN* child section

   a. Click the New icon

   b. Enter the *CLIN* by clicking on the List icon and clicking on the correct CLIN.

   c. Click the Save icon.

7. Open the *EPA Codes* child section to view the associated EPA Codes.

Modifying or Reviewing a Service Request

1. Open the *Waste Functions/Environmental/Service Request* screen.
2. Query to find the record of the process you want to modify or review.
3. Click on the Edit icon beside the record you want to modify or review.
4. Make the changes to the fields as necessary.

   Note: For historical reporting accuracy, there are some fields you will not be able to change.

5. Click the Save icon.

Deleting a Service Request

1. Open the *Waste Functions/Environmental/Service Request* screen.
2. Query to find the record of the process you want to delete.
3. Click the Delete icon beside the record you want to delete.
4. Click the *Yes* button on the confirmation screen.

Waste Sample Screen Overview

The *Waste Functions/Environmental/Waste Sample* screen is used to enter, modify and delete records of samples retrieved from waste containers.

Entering Waste Sample Information

1. Open the *Waste Functions/Environmental/Waste Sample* screen.
2. Click the New icon.
3. Enter the following fields on the *Waste Sample Information* screen:
    a. *+Container Nr*
    b. *+Sample Represents Profile*
    c. *Sampled By*
4. Click the Save icon. If you have selected “No” in the +*Sample Represents Profile* field, a pop up will appear in which you must enter the reasons why the sample and profile does not match. The Container Management screen opens, allowing you to change the profile for the container.
5. The *Waste Sample Information* screen appears.
6. Enter the information for the following fields if applicable:
    a. *Halogens*
    b. *Closed Cup Flash Point*
    c. *Physical State*
    d. *Specific Gravity*
    e. *Layers*
    f. *pH Analysis*
    g. *Color*
    h. *Free Liquids*
    i. *Gallons*
    j. *Preserve Ind check box*
    k. *Preserve Comments*
    l. Click the Save icon.
7. If applicable, open the *Analysis Methods* child section.

   a. Click the New icon.

   b. Select the +*Method* by clicking the List icon.

   c. Click the Save icon.

8. If applicable, open the *Components* child section.

   a. Click the New icon.

   b. Select the +*Components* by clicking the List icon.

   c. Select the *Extraction Type* from the drop down list.

   d. Select the *Actual Operator* from the drop down list.

   e. Input the *Actual PPM.*

   f. Click the Save icon.

9. If applicable, open the Grouped *Containers* child section.

   a. Click the New icon.

   b. Select the +*Container Nr* by clicking the List icon.

   c. Click the Save icon.

10. If applicable, click on the *Lab Tracking* link under the *Pages* heading.

    a. Enter the information for the following fields:

    Note: Most of these fields would be accomplished by lab personnel or after the lab results are returned to you.

       i. *Reference Sample Id*
       ii. *Date to Lab*
       iii. *Sample Date* (auto-populated) can be changed.
       iv. *Date Required*
       v. *Date Notified* (auto-populated) can be changed.
       vi. *Date Projected*
       vii. *Sample to Lab?*
       viii. *Sample to Lab Reason*
       ix. *Analysis Comments*
       x. *Laboratory Code*

xi. *Account*

xii. *Lab Ref*

xiii. *Returned*

xiv. Click the Save icon.

11. If applicable, click on the *Sample Data* link under the *Pages* heading.

    a. Enter the information for the following fields:

        i. *Sampling Handling Procedures*

        ii. To fill in the *Analysis Approval Emp Code, Name,* and *Date* fields click the icon.

        iii. Click the Save icon.

Modifying Waste Sample Information

1. Open the *Waste Functions/Environmental/Waste Sample* screen.
2. Query for the waste sample record you want to modify.
3. Click on the Edit icon beside the record you want to modify.
4. Make the changes to the main, associated, and child screens as necessary. You will not be able to change some fields.
5. Click the Save icon after you modify any information on a screen.

Printing a Custody or Work Document Report

1. Open the *Waste Functions/Environmental/Waste Sample* screen.
2. Query for the waste sample record for which you want to print a report.
3. Click on the Edit icon beside the waste sample record you want to print.
4. Select either the *Custody* or the *Work Doc* links under the *Reports* heading on the right side of the screen.
5. The report will appear in a new browser window. To print the report, select File/Print from the browser menu bar.

Deleting Waste Sample Information

1. Open the *Waste Functions/Environmental/Waste Sample* screen.
2. Query for the waste sample record for which you want to delete.
3. Click the Delete icon beside the record you want to delete.

4. Click the *Yes* button on the confirmation screen.

OTHER FUNCTIONS

Biennial Report Screen Overview

The *Other Functions/Regulatory Reports/Biennial Report* screen is used to generate, view, and print Biennial Reports. This utility uses data entered in the day-today operation of HMMS to accumulate the data and produce the Main, GM, and IO version of the reports.

Generating a Biennial Report

1. Open the *Other Functions/Regulatory Reports/Biennial Report* screen.
2. Select the type of report you want to generate in the *Report Type* field.
3. In the remainder of the fields on the screen enter the appropriate data.
4. Click the Print icon. The report will generate in a different browser window. To print the report, select *File/Print* from the browser window.

Data Collector Screen Overview

The *Other Functions/Hand-held Devices/Data Collector* screen is used to download data that has been collected on a data collector device. To use this screen you must have a data collector device connected to a PC with a Microsoft ActiveSync interface.

There are nine transaction types you can perform from this screen, both material and waste.

Uploading Data

1. With the Data Collector Device out of the cradle.
2. Click the Sync button on the Material or Waste menu.
3. On the sync screen of the device select the Send check box.
4. Select the data category for the data being transferred into HMMS. Select All to transfer all categories that contain data.
5. Click the Sync button. When completed, a data file is saved to the \sync\out directory on the data collector.
6. Click Exit upon completion.
7. Place the data collector in the cradle.

8. Microsoft ActiveSync should automatically start if it does not open Microsoft ActiveSync.
9. Click the Explore icon in Microsoft ActiveSync window to open an explorer window.
10. Navigate to the \sync\out directory of the data collector.
11. Open an explorer window for the computer, and navigate to the Data Collector Files\Scanned Data folder.
12. Move the appropriate .xml files from the data collector's \sync\out folder to the computer's Data Collector Files\Scanned Data folder.
13. Open the *Other Functions/Hand-held Devices/Data Collector* screen.
14. Click on the Sync icon to open the File Read/Write dialog window.
15. Click on the Browse button and navigate to the \Data Collector Files\Scanned Data folder.
16. Select the .xml file you moved from the data collector and click Open.
17. Click the Upload button. If there are multiple files repeat steps 14 through 17 until all files are transferred. These files will be validated before the data enters the HMMS database. During the validation process if there are any data conflicts an exception will be populated into the appropriate child record.
18. Open the child record to resolve any errors from the data transfer.
19. Before you use the data collector again, you must delete the records that were just transferred to HMMS.

Deleting Data from the Data Collector

1. Open the data collector application
2. Click Delete Records button.

   Warning: Be sure that the data you are deleting has been transferred in HMMS. If not, your data will be lost.

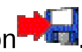
3. Tap Y to confirm the deletion of the records.

Download Checklist Screen Overview

The *Other Functions/Hand-held Devices/Download Checklists* screen is used to download one or more checklists from HMMS to a data collector device.

Downloading Checklists

1. Navigate the menu to Other Functions / Hand-Held Devices / **Download Checklists** to open the Download Checklists screen.

2. Move the checklists from Available Checklists to Selected Checklists by selecting the checklists you want and then clicking the arrows to move them. The items selected here will determine the configuration of the checklist that you will later save to a file and transfer to the data collector.
3. With the hand-held device connected to the computer from which the checklists will be downloaded.
4. Click the save icon.

   This saves the checklist configuration. The checklist file you create and transfer to your data collector will hold the information saved here. Later, if you want to perform a different inspection, you will need to come to this page to change the settings before saving and transferring the checklist file.
5. Navigate the menu to Other Functions > Hand-Held Devices > **Data Collector** to open the Data Collector screen.
6. Click the Sync icon ( ) to open the File Read/Write dialog.
7. From the PDA Catalog Lists drop-down box, select **Waste Checklist Items**.
8. Click the **Download** button.
9. A File Download dialog will open asking if you would like to open or save the file.
10. Click on the **Save** button to open the Save As dialog.

    Warning: Do not change the name of the file or it's contents. Changing the file name or it's contents may cause a corruption of data and problems in the operation of the data collector applications.
11. Locate and open the \Data Collector\LOV and Checklist folder and click Save.
12. Open a file explorer window and navigate to the \Data Collector\LOV and Checklist folder.
13. With the data collector in the cradle, open Microsoft ActiveSync.
14. In Microsoft ActiveSync, click the **Explore** icon to open an explorer window.
15. Open the **\sync\in** directory.
16. With the two explorer windows open (one open to the PC's \Data Collector\LOV and Checklist folder and the other to the data collector's \sync\in folder), move the file generated by HMMS from the **\Data Collector\LOV and Checklist folder** to the **\sync\in** folder.
17. On the data collector device, open the Waste application.
18. Tap **Sync** to open the Sync screen.
19. Place a check in the **Receive** checkbox.
20. From the **Data** drop-down box, select **Waste Checklist Items**.

21. Click **Sync**.

The file is loaded into the application. If the transfer is successful, the screen will display the message, "Transfer Complete: Waste Checklist Items"; otherwise you will get an error message. After receiving the "Transfer Complete: Waste Checklist Items" message, you can use the checklist in the Inspection screen of the data collector device while you perform your waste inspection.

Generate Labels Screen Overview

The *Other Functions/Bar Code Labels/Generate Labels* screen and its associated screens is used to print a variety of barcodes that can be used in a wide range of settings to speed the collection of data. For example, you can print a set of barcodes with all the processes associated with an issue point. When issuing material you can then scan the barcodes rather than manually entering the data into the *Process* field on the *Material Issue* screen.

Printing a Generic Barcode

Note: Generic barcodes are different than others available in this screen. With all other print barcode screens you can select the data that will be printed on the barcode. In this screen you can enter any text you like and have it printed in barcode format.

1. Open the *Other Functions/Bar Code Labels/Generate Labels* screen.
2. Enter the information you wish on the label in the *Bar Code Label* and *Bar Code Value.*
3. Click the Save icon. After you do, another browser window will appear. In it will be the barcode you want to print.
4. Click *File/Print* from the browser menu bar to print the barcode.

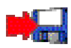
Printing Specific Bar Code Labels

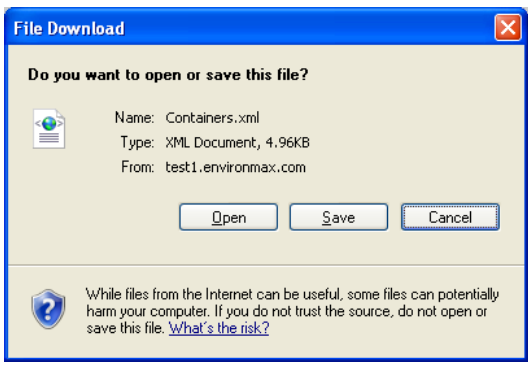
1. Open the *Other Functions/Bar Code Labels/Generate Labels* screen.
2. Select the type of barcode you want to print by clicking on the link on the right side of the screen.
3. Select or enter the data you want to appear in the barcode.
4. Click the Save icon. After you do a new browser window will appear. In it will be the barcode you want to print.
5. Click *File/Print* from the browser menu bar to print the barcode.

Cost Report Screen Overview

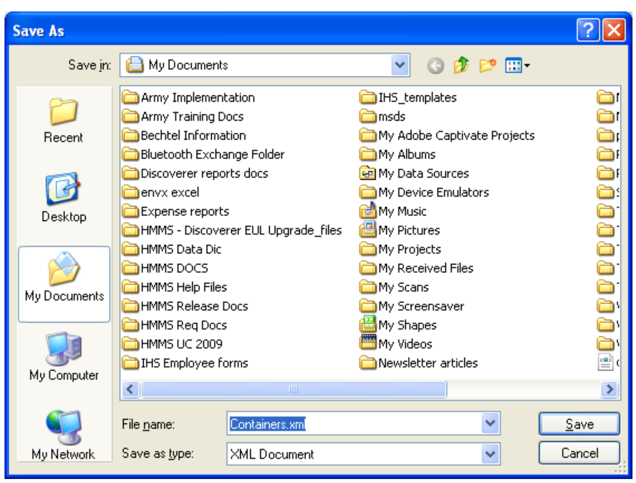
The *Other Functions/Interface Management/Cost Report* screen is used to generate a XML file with your HMMS waste information that can be imported into a cost reporting tool such as EM-Assist's Cost Reporting and Fund Reimbursement System (CRFRS).

Creating the Cost Report

1. Open the *Other Functions/Interface Management/Cost Report* screen.
2. Input the desired date range for the report.
3. Click the  Save Icon.
4. When the File download message appears, select the Save button.



5. Then select where you want to save it.



6. Click the Save Button.

EXERCISES

Exercise # 1 Waste Functions/Characterization

1-1 Waste Streams

1. Go to **Waste Functions/Characterization/Waste Stream**.
2. Click the New Record icon.
3. Enter the Waste Stream ID, i.e. your first initial and last four of duty phone
4. Enter the Description.
5. Click the Save icon.
6. Open the EPA Waste Code child screen.
7. Click the New Record icon
8. Add an EPA code (any)
9. Click the Save icon.
10. Return to the Site Map.

1-2 Waste Profile

1. Go to **Waste Functions/Characterizations/Waste Profile.**
2. Click the New Record icon.
3. Enter a Profile number using HW-your first name.
4. Select the waste type of Hazardous Waste.
5. Select the physical state of the waste.
6. Select the Waste Stream Code you created earlier.
7. Enter the name of waste.
8. Enter the Proper Shipping Name.
9. Enter the ERG page #
10. Click the Save icon.
11. Complete as much of the additional information on the main screen and all the child screens.

12. Click the **Save icon.**
13. Return to the Site Map.

Exercise # 2 Waste Generator Functions

2-1 Request Container Screen

1. Go into **Waste Functions/Generators/Request Container**
2. Click on the new record icon.
3. Select a Collection Site from the list of values.
4. Enter the Waste Profile you created in exercise 1-2
5. Request one 55 Gallon, DM, open top container.
6. Click on the **Save** Button.
7. **Write down the request number. You will use this throughout your exercises.**
8. Return to the Site Map.

2-2 Create Container Screen

1. Go into **Waste Functions/Generators/Create Container**
2. Click on the new record icon.
3. Select a Collection Site from the list of values.
4. Enter the Waste Profile you created in exercise 1-2
5. Create one 55 Gallon, DM, open top container.
6. Print the label.
7. Do not have the container delivered
8. Click on the **Save** Button.
9. **Write down the container number. You will use this throughout your exercises.**
10. Return to the Site Map.

2-3 Fill a Container Screen

1. Go to **Waste Functions/Generators/Fill Container**.
2. Query for the container number you created in exercise 2-2.
3. Add some non-serialized waste to this container.
4. Click the **Save** button
5. Click the **Internal** button
6. Add these serial numbers to your container:
7. Click the **Save** button.
8. Click the **Print** button. Review the report, and close the report.
9. Return to the Site Map.

2-4 Close a Container Screen

1. Go to **Waste Function/Generators/Close a Container**.
2. Enter the Collection Site that you selected in the earlier exercises.
3. Find the container number you created in exercise 2-2.
4. Click in the Close Box
5. Click on the Edit icon
6. Select today's date for the Certified Fill Date field
7. Type in a turn in doc number of 1234.
8. Verify the info in the Command Code field.
9. Select today's date for the Environmental Contact Date field.
10. Click on the **Save** button.
11. Return to the Site Map

2-5 Empty Container Pick-up Screen

1. Go to **Waste Functions/Generators/Empty Pick-up**.
2. Click the New record icon
3. Enter the Collection Site that you have been using.
4. Request that three containers be picked up.

5. Press the **Save** Button.
6. **Write down the request number. You will use this throughout your exercises.**
7. Return to the Site Map.

Exercise #3 –Environmental Waste Handling

3-1 Create Container Screen

1. Go into **Waste Functions/Generator/Create Container**
2. Query for the container number created in exercise 2-1.
3. Click on the edit icon
4. Click in the Deliver Container box
5. Click in the Print the label box.
6. Click on the **Save** Button.
7. Return to the Site Map.

3-2 Deliver a Container

1. Go into **Waste Function/Environmental/Deliver Container**
2. Select the Waste Collection Site you have been using.
3. Type in the container number created in exercise 3-1.
4. Click on the **Save** Button.
5. Return to the Site Map.

3-3 Pick Up/Log in Screen

1. Go to **Waste Functions/Environmental/Pick Up-Log In**
2. Query for the container number you created in 2-2.
3. Click on the edit icon
4. Enter the certified pounds.
5. Enter the accumulation start date if it does not already have one.
6. Select the building from the List of values.

7. Select today's date for the storage date
8. Click on the **Save** Button.
9. Return to the Site Map.

3-4 Funding Screen

1. Go to **Waste Functions/Environmental/Funding**
2. Query for the container number you created in exercise 2-2.
3. Click on the Edit icon
4. Open the CLIN child record
5. Click the new icon.
6. Enter a CLIN from the list of values.
7. Enter today's date as the bill date.
8. Choose CLIN change as the reason for this billing change.
9. Make up a bill number.
10. Click the **Save** button.
11. Return to the Site Map.

3-5 Manifest Screen

1. Go to **Waste Function/Environmental/Manifest**
2. Click the New record icon
3. Enter the manifest number using your work phone number.
4. Enter the EPA ID: **AL3210020027**
5. Enter an Emergency Contact Number
6. Open the Transporter child record.
7. Click the new record icon.
8. Select a transporter from the list of values.
9. Click the save icon.
10. Open the TSDF Child record
11. Click the new record icon

12. Select the TSDF from the list of values
13. Click the save icon.
14. Open the Closed Containers Marked for Shipment Child record.
15. Choose the container you created in exercise 2-2.
16. Click the **Save** button.
17. Click the **Shipped Container Link** on the right side of the screen, and verify your container is on the manifest.
18. Return to the Site Map.

3-6 Landfill Information Screen

1. Go to **Waste Functions/Environmental/Landfill**
2. Click the New record icon.
3. Enter the truck number, quantity dumped, landfill code, and remarks. You can make this up.
4. Enter the Collection Site you have been using.
5. Enter the profile number you created in exercise 1-2.
6. Click the **Save** button.
7. Return to the Site Map

3-7 Empty Container Pick-up Screen

1. Go to **Waste Function/Environmental/Empty Container Pick-up**
2. Query for the request number you created in exercise 2-6.
3. Click the edit icon.
4. Enter the actual containers picked up.
5. Click the **Save** button.
6. Return to the Site Map.

3-8 Removal Order Screen

1. Go to **Waste Functions/Environmental/Removal Order**
2. Find the container number that you created in exercise 2-2.

3. Set the decision code to **TSDF**.
4. Enter Today's date for the Decision Date.
5. Enter the Weight of the container
6. Click on the **Save** button.
7. Return to the Site Map.