



T H E T E X A S S O L U T I O N

Electronic Inventory Tracking Engine - ELITE

Customer Manual



Table of Contents

NOTE: Click on any item in the Table of Contents to go that page.

GETTING STARTED	1
INITIAL SETUP OF VPN TOKEN CODE.....	1
<i>Step One: Give WCS necessary information to set up your VPN access.....</i>	<i>1</i>
<i>Step Two: Use your new VPN access to connect to WCS servers for the first time</i>	<i>1</i>
<i>Step Three: Use the VPN token code to access WCS servers and then request an ELITE Account</i>	<i>4</i>
<i>Step Four: Use the VPN token code you received via e-mail.....</i>	<i>5</i>
<i>Logging into ELITE After your Initial Setup is always a Two-step process.....</i>	<i>8</i>
Step One: Use your username, PIN, and VPN token code to access the WCS server	8
Step Two: Use your E-mail Address and Password to access ELITE.....	9
MANUALLY REQUESTING A NEW VPN TOKEN CODE	11
CHANGING YOUR PIN NUMBER	13
WHAT IS ELITE?.....	14
SYSTEM REQUIREMENTS.....	14
WHAT IS THE PROCESS OF USING ELITE?	14
WHERE TO GET HELP WITHIN ELITE	15
KNOWN ISSUES.....	15
LINKED ACCOUNTS	16
<i>How Linked Accounts Work.....</i>	<i>16</i>
WINDOWS INTERNET EXPLORER 7 ZOOM SETTINGS	17
<i>Changing the Zoom Setting to 100%.....</i>	<i>17</i>
LOGGING OUT OF ELITE.....	19
<i>Timeouts</i>	<i>20</i>
MANAGING YOUR ACCOUNT, GENERATORS, AND BILLING COMPANIES	21
Generators	22
Adding Generators to your Account.....	22
Status of Generators	23
Billing Companies.....	24
Adding Billing Companies to your Account	24
Status of Billing Companies	25
VIEWING YOUR ACCOUNT.....	26
PASSWORDS.....	27
<i>Forgotten Password</i>	<i>27</i>
<i>Changing Your Password</i>	<i>29</i>
WASTE PROFILES	31
STATUSES OF WASTE PROFILES	31
Waste Profiles Status Rules:	32
CREATE A WASTE PROFILE	32
<i>Waste Profile Summary Screen.....</i>	<i>32</i>



<i>Requested Disposal Facility section</i>	33
<i>Attachments section</i>	34
Upload Attachments popup	34
<i>Section 1: Generator Information</i>	37
<i>Section 2: General Description and Regulatory Status</i>	38
Hazardous Waste Only: RCRA Waste Codes popup.....	39
Underlying Hazardous Constituents popup.....	40
<i>Section 3: Waste Description</i>	40
<i>Section 4: Chemical Characteristics</i>	41
<i>Section 5: Radioactive Constituents</i>	42
Specifying Nuclides popup	42
<i>Section 6: Shipping Information DOT Shipping Name</i>	43
Upload Attachments popup	44
<i>Section 7: Licenses and Certifications</i>	45
<i>Name and Signature</i>	46
VIEW, CHANGE, OR DELETE A WASTE PROFILE	47
CREATING A REVISION OF A WASTE PROFILE	49
WASTE SHIPMENT REQUESTS	53
STATUS OF WASTE SHIPMENT REQUESTS	53
Waste Shipment Request Status Rules:.....	54
CONTAINER CATEGORIES AND CONTAINER TYPES	54
CREATE A WASTE SHIPMENT REQUEST	56
<i>Waste Shipment Summary screen</i>	57
<i>Pick a Facility and Generator for New Shipment popup</i>	58
<i>Top Section of Waste Shipment Request form</i>	59
<i>Customer Information section</i>	59
<i>Uploading an Electronic RAD Manifest</i>	60
<i>Edit/Add RCRA Manifest Number and Dates</i>	61
<i>Electronic RAD Manifest - Step 3: Add Line Items to Manifest and selecting Container Categories</i>	63
<i>Attach Containers to Line Items</i>	65
<i>Land Disposal Restriction (LDR) information:</i>	66
<i>Adding Attachments to Manifests</i>	67
<i>Transportation Information section</i>	68
<i>Waste Container Handling section</i>	69
<i>Signature Section</i>	69
MODIFY A WASTE SHIPMENT REQUEST	70
<i>Editing a Waste Shipment Request</i>	70
<i>Deleting a Manifest</i>	71
PRINTING	72
HOW TO PRINT	72



ELITE Customer Manual

Getting Started - Initial Setup of VPN Token Code



GETTING STARTED

Access to the ELITE Customer Portal is restricted. The security method used is called VPN (virtual private network). Using this method means that a different VPN token code will be e-mailed to you each time you access ELITE.

Initial Setup of VPN Token Code

Follow these instructions to you set up VPN access and to have new VPN token codes e-mailed to you each time you access ELLITE:

Step One: Give WCS necessary information to set up your VPN access

To set up initial VPN access, contact one of the following WCS employees:

Sherrod Reavis: (214) 587-0389

They will need the following information:

- Your name
- The company name
- Your e-mail address
- Your office phone number

Wait to be contacted by WCS to let you know you that your access has been set up.

Step Two: Use your new VPN access to connect to WCS servers for the first time

When your VPN access has been set up, you will receive notification from WCS. You will also receive an e-mail with your VPN username, VPN token code, and initial password.

IMPORTANT: The e-mail will be from noreply@cryptocard.com. If you do not receive an e-mail within 2-4 minutes, check your Junk mail folder. If it is in your Junk folder, you will need to mark it as Not Junk or whatever similar setting your e-mail provider uses to identify valid e-mails. You will not need to do this again in the future.



Sample e-mail with User ID, initial PIN, and token code:

From: BlackShield Cloud [mailto:noreply@cryptocard.com]
TO:
CC:
BCC:
SUBJECT: BlackShield ID Email to SMS Message

Attachments Emoticons Format

Attach File

BlackShield ID
User ID: vtrana
Initial PIN: 4866
TokenCode: 502-8983
OTP=[PIN][TokenCode]

This is called the Username on the ELITE log in screen. It never changes

To use your VPN access, follow this procedure:

- 1 In Internet Explorer, go to <https://customer.wcstexas.com>
Create a bookmark for this URL. You will need it whenever you want to access ELITE.

You will see the following screen:

**WASTECONTROL
SPECIALISTS LLC**

Welcome to the WCS
Customer Portal

Username
Pin + Token

Sign In

Please sign in to begin your secure session.
Authorized Access only!
SELF SERVICE

Your Initial PIN plus the VPN token code from the e-mail. Include the dash but do not add spaces .



ELITE Customer Manual

Getting Started - Initial Setup of VPN Token Code

2	<p>Username: Type the User ID given to you in the e-mail. This will normally be the first part of your e-mail address.</p> <p>PIN+token: Type the initial PIN from the e-mail followed by the VPN Token Code from the e-mail. Click Sign In</p>
3	<p>A screen will appear asking you to change your PIN. Your new PIN must be 4 numbers (no letters). You will be asked to enter it twice.</p> <p>NOTE: It is important that you choose a PIN number you can remember, as you will use it in the future whenever you want to access ELITE</p>

WASTECONTROL SPECIALISTS LLC

Welcome to the WCS
Customer Portal

New PIN Required

You must create a new Personal Identification Number (PIN) before you can sign in. Please enter a new PIN:

New PIN:

Confirm PIN:

- Be sure to remember your PIN, because you need it to sign in.
- If you decide not to create a new PIN now, click Cancel.

4	<p>After entering your PIN, click Save PIN and an e-mail message will be sent to you that contains the next VPN token code.</p> <p>The e-mail will look similar to the following:</p>
---	--



Sample e-mail with new token code:

FROM: BlackShield Cloud [mailto:noreply@cryptocard.com]
TO: juditovell-1@yahoo.com
CC:
BCC:
SUBJECT: BlackShield ID Email to SMS Message

Attachments Emoticons Format

Attach File

BlackShield ID
TokenCode: 552-9826
Next OTP will be your [PIN][TokenCode]
Source - WCS

This is the new VPN Token Code.
NOTE: your User ID (Username) never changes so it is not included in the e-mails.

Step Three: Use the VPN token code to access WCS servers and then request an ELITE Account

- 1 In Internet Explorer, go to <https://customer.wcstexas.com> (same URL as before, so you should already have this Bookmarked)

You will see this screen:

**WASTECONTROL
SPECIALISTS LLC**

Welcome to the WCS
Customer Portal

Username
Pin + Token

Please sign in to begin your secure session.
Authorized Access only!
SELF SERVICE



2	Username: Type the User ID given to you by WCS PIN + Token: Type the PIN you created and the token number from the e-mail. Include the dash but do not add spaces.
3	If you do not receive an e-mail within 2-4 minutes, check your Junk mail folder. If it is in your Junk folder, you will need to mark it as Not Junk or whatever similar setting your e-mail provider uses to identify valid e-mails. You will not need to do this again in the future.

Step Four: Use the VPN token code you received via e-mail

1	Go to https://customer.wcstexas.com (same URL as before, so you should already have this Bookmarked) You will see the following screen:
---	--

5	Username: Type the user name given to you by WCS (this never changes) PIN+Token: Type your VPN PIN number and the new VPN token code that you received via e-mail. For example, if your PIN is 5678 and the VPN token code is ABC4-KMG, you would enter: 5678ABC4-KMG. This information is case-sensitive.
6	Click the Sign In button. After clicking Sign In, you will receive a new e-mail message containing a new VPN token code. DO NOT DELETE THE NEW E-MAIL MESSAGE. This is the token you will use the next time you login. You will see the following screen:



ELITE Customer Manual

Getting Started - Initial Setup of VPN Token Code

WASTECONTROL SPECIALISTS LLC
MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: Elite Customer Portal - Build 20120208_1300

Home Help

Customer Service Portal

Already have an account?

Email Address:

Password:

[Forgot Your Password?](#)

[Log On](#)

For a new account, click the button below.

[Request an account](#)

You need to request an Account and have WCS approve the request before you can begin using ELITE

- | | |
|---|--|
| 4 | Click the Request an account button
You will see the following screen: |
|---|--|



Request An Account

Request a WCS Account

Please enter your contact information, and choose a password below. Your email address will be used as your login e-mail address every time you log in.

We will review your request as soon as possible and respond with further instructions explaining how you can begin working with the WCS Customer Portal.

Complete the form to request a WCS account

First Name:	<input type="text" value="John"/>	Last Name:	<input type="text" value="Doe"/>
Email Address:	<input type="text" value="johndoe@xyz.com"/>	Mobile Phone:	<input type="text" value="233 423-5656"/>
Office Phone:	<input type="text" value="344 899-5678"/>	Fax Number:	<input type="text" value="233 455-6432"/>
Your Company:	<input type="text" value="XYZf Consultants Co."/>		
Password:	<input type="password" value="....."/>		
Confirm Password:	<input type="password" value="....."/>		

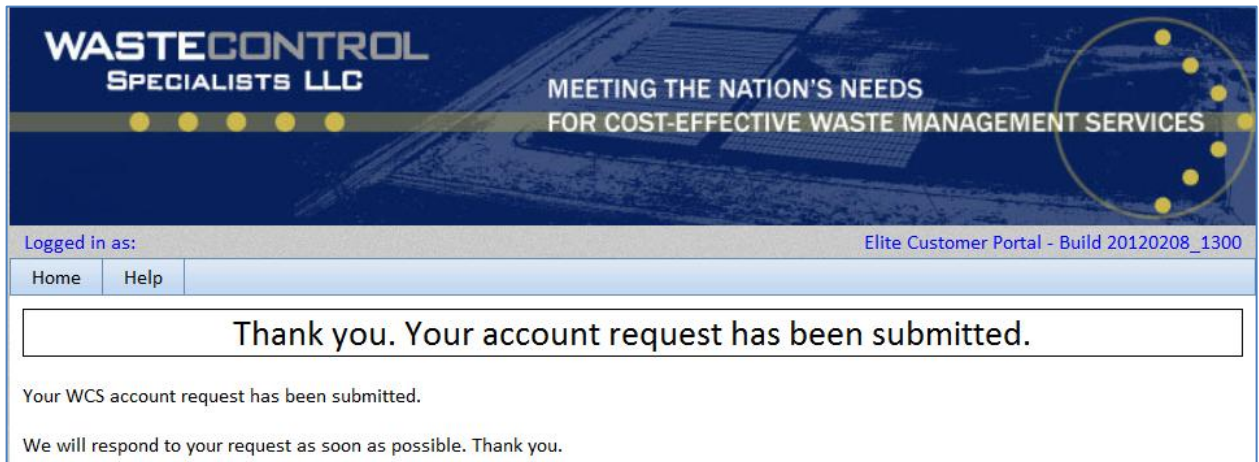
Use this section add an optional Generator Company Information for a generator that this account represents.

Generator Name:	<input type="text" value="XYZ Gen Co"/>	Generator EPA ID:	<input type="text" value="EPA123"/>
Generator Address:	<input type="text" value="400 Walsh St"/>		
City:	<input type="text" value="Dallas"/>		
State:	<input type="text" value="Texas"/>		
Zip:	<input type="text" value="75044"/>		

Use this section to add an optional Billing Company Information for this account.

Billing Company:	<input type="text" value="Webill Co."/>		
Billing Address:	<input type="text" value="3455 North Ave, Suite"/>		
City:	<input type="text" value="Dallas"/>		
State:	<input type="text" value="Texas"/>		
Zip:	<input type="text" value="75999"/>		

- | | |
|---|---|
| 5 | Fill in the account information.
NOTE: You can add the Generators and Billing Company information later, if you do not want to fill them in now. For more information. See <i>Generators</i> on page 22 or <i>Billing Companies</i> on page 24 of this manual. |
| 6 | Click the Request an account button at the bottom of the screen.
You will see the following screen: |



7	Close Internet Explorer and wait for WCS to contact you. WCS will process your account request and e-mail you when it is approved.
---	---

Logging into ELITE After your Initial Setup is always a Two-step process

After following the steps above, you will receive an e-mail notifying you that your account has been approved. From this point forward, you will use a user name and VPN token code to access the WCS server, and then an e-mail address and password to access ELITE.

Step One: Use your username, PIN, and VPN token code to access the WCS server

You will never use the same VPN token code twice. Once it is successfully used to access ELITE, you will automatically be sent a new VPN token code and the old VPN token code will no longer be valid.

1	In Internet Explorer, go to https://customer.wcstexas.com You should have already created a bookmark for this URL. You will see the following screen:
---	---



- | | |
|---|--|
| 2 | Username: The User ID from the WCS e-mail.
Password: Your four character PIN plus the latest VPN token code that was e-mailed to you. For example: 1234N20-G799 |
| 3 | Click the Sign in button.
You will see the ELITE Customer Portal login screen: |

Step Two: Use your E-mail Address and Password to access ELITE

- | | |
|---|--|
| 1 | E-mail Address: The e-mail address you used when filling in the Account Request screen
Password: Your four character PIN plus the latest VPN token code that was texted to you. For example: 1234N20-G799

NOTE: You will be locked out after 3 failed attempts and will need to contact WCS to regain |
|---|--|



ELITE Customer Manual

Getting Started - Initial Setup of VPN Token Code

	access. If you forget your password, see <i>Forgotten Password</i> on page 27 of this document.
2	Click the Log On button. You will see the following screen and can now access all of ELITE's features:

WASTECONTROL
SPECIALISTS LLC

MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: [judicrites@abcaccount.com](#) [Elite Customer Portal - Build 20120208_1300](#)

[Waste Profiles](#) [Waste Shipments](#) [Account Info](#) [Print](#) [Change Password](#) [Help](#) [Log Off](#)

**Welcome to the WCS ELITE
Customer Service WebSite**

3	Repeat Steps One and Two beginning on page 8 whenever you want to access ELITE.
---	---



Manually requesting a new VPN Token Code

Normally, you will not need to request a new VPN token code as a new code will automatically be e-mailed to you each time you successfully access ELITE. However, if you should accidentally delete the last e-mail or, if for any reason your VPN token code appears not to work, you can manually request a new one.

- 1 In Internet Explorer, go to <https://customer.wcstexas.com>
You should have already created a bookmark for this URL.

You will see the following screen:

The screenshot shows the login page for WASTECONTROL SPECIALISTS LLC. The header features the company name in a dark blue box. Below the header, the text 'Welcome to the WCS Customer Portal' is displayed. There are two input fields: 'Username' with the value 'gsmith' and 'Pin + Token' with a masked value of '.....'. A 'Sign In' button is located below the input fields. To the right of the input fields, the text 'Please sign in to begin your secure session.' is shown, followed by 'Authorized Access only!' and a red link labeled 'SELF SERVICE'.

- 2 Click the [SELF SERVICE](#) link

The screenshot shows the 'End User Services' page for CRYPTOCARD. The header features the CRYPTOCARD logo and the tagline 'experts in authentication...'. On the left side, there is a 'SELF SERVICE' section with links for 'Change PIN', 'Resync Token', and 'Request SMS'. An orange callout box with an arrow points to the 'Request SMS' link, containing the text 'Click the Request SMS link to continue'.



- | | |
|---|--|
| 3 | Click the Request SMS link.
The screen will look like this: |
|---|--|

- | | |
|---|---|
| 4 | User ID: This is the same User ID that you use to access VPN. |
| 5 | PIN: Type your 4 character PIN |
| 6 | Click OK button
You will see a message telling you the new VPN Code was sent.
IMPORTANT: The e-mail will be from noreply@cryptocard.com . If you do not receive an e-mail within 2-4 minutes, check your Junk mail folder. If it is in your Junk folder, you will need to mark it as Not Junk or whatever similar setting your e-mail provider uses to identify valid e-mails. You will not need to do this again in the future. |

Sample e-mail with new token code:

FROM:	BlackShield Cloud [mailto: noreply@cryptocard.com]
TO:	juditovell-1@yahoo.com
CC:	
BCC:	
SUBJECT:	BlackShield ID Email to SMS Message
Attachments Emoticons Format	
Attach File	
<p>BlackShield ID TokenCode: 552-9826 Next OTP will be your [PIN][TokenCode] Source - WCS</p>	



Changing your Pin Number

Your PIN number must be 4 characters, but you can change the PIN any time you choose.

1	<p>In Internet Explorer, go to https://customer.wcstexas.com</p> <p>You should have already created a bookmark for this URL.</p> <p>You will see the following screen:</p>
---	--

**WASTECONTROL
SPECIALISTS LLC**

Welcome to the WCS
Customer Portal

Username

Pin + Token

Please sign in to begin your secure session.

Authorized Access only!

SELF SERVICE

2	<p>Click the <u>SELF SERVICE</u> link</p> <p>You will see the following screen:</p>
---	--

CRYPTOCARD
experts in authentication

SELF SERVICE

- Change PIN
- Resync Token
- Request SMS

End User Services

Click the Change PIN link



SELF SERVICE Change PIN Resync Token Request SMS	<div><h2>End User Services</h2><div><h3>Update Server-Side PIN</h3><p>Select token type and then complete the required fields.</p><p><input checked="" type="radio"/> SMS Token <input type="radio"/> Other Token Type <input type="radio"/> SecurID</p><p>User ID: <input type="text"/></p><p>OTP (PIN+TokenCode): <input type="text"/></p><p><input type="button" value="OK"/></p></div></div>
--	--

Select SMS Token and type your User ID and PIN+token code

2	Click the SMS Token radio button
3	Type your User ID and PIN=newest Token Code
4	Click OK button
5	When prompted, enter your new PIN information and click OK .

What is ELITE?

The web-based Electronic Low Level Radioactive Waste Inventory Tracking Engine (ELITE) system allows WCS to track waste shipments for WCS's "LLRW Disposal Facility" site near Andrews Texas. This site accepts LLRW and LLMW non-hazardous waste only.

ELITE was custom-built by WCS and follows business rules created to ensure compliance with Federal and State Regulations as well as all applicable licenses, permits, and authorizations.

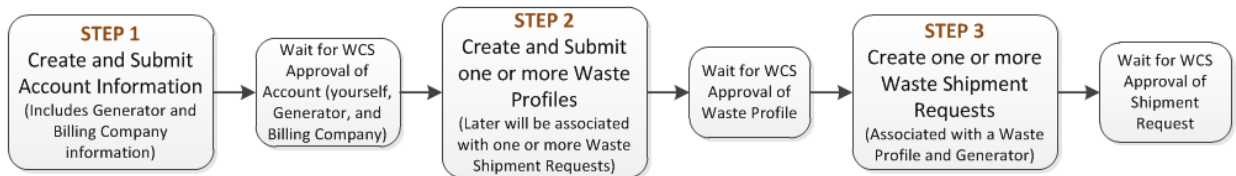
ELITE allows customers to communicate directly with WCS via the Internet. They create and submit an Account that maintains a list of approved Generators and Billing Companies. Next, they create and submit Waste Profiles for approved Generators, and then they create and submit Waste Shipment requests.

System Requirements

Microsoft Internet Explorer versions 7 and 8 are supported.

What is the Process of using ELITE?

After you have obtained a VP token code and have requested an account in ELITE, you will use this process to create and submit waste shipment requests:



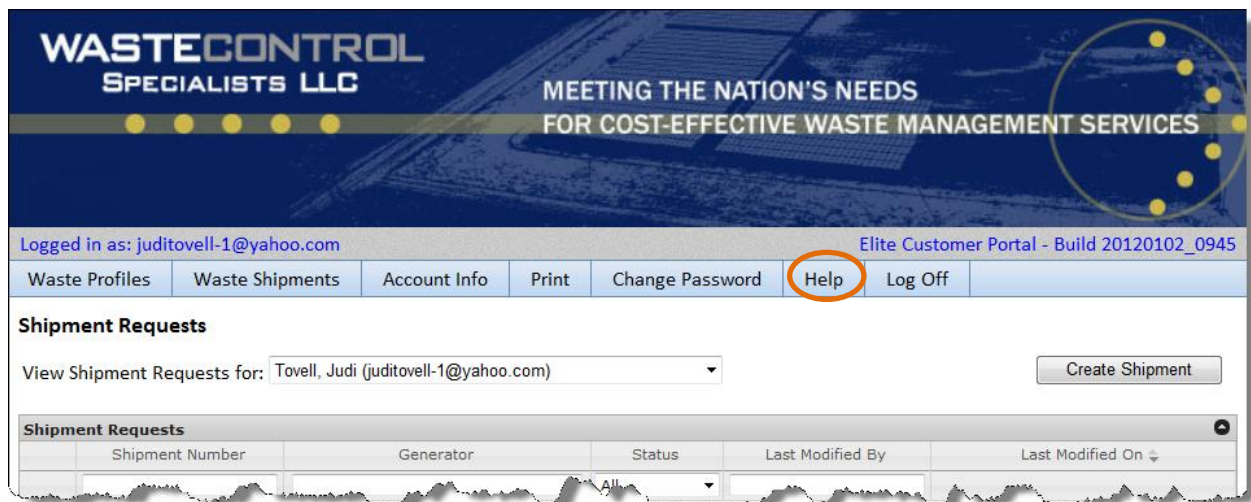
NOTE: You can submit your personal account information for approval without Generators or Billing Companies and receive approval, but you will not be able to submit Waste Profiles or Waste Shipment Requests until you have submitted the Generators and Billing Companies and they have been approved.

Where to get Help within ELITE

From any screen in ELITE, click on the **Help** button. It will display Help on the screen that is currently displayed and will contain links to the following:

- Quick Reference Guides
- Glossary
- Customer Manual (contains complete instructions for using ELITE)

NOTE: These PDF documents are displayed in a separate window using Acrobat Reader and you can print them if you wish.



Known Issues

The following issues have been identified and will be addressed in a future release:

- Waste Profile form: When you open an existing Waste Profile, it will display the middle of the form. You will need to scroll up to see the top of the form.



- Navigation to the next page in a grid do not function the same on different screens

Linked Accounts

You can contact WCS to request that they link your account with another person's account. This allows them to act on your behalf while you are temporarily unavailable, for example on vacation or at a remote location.

When you want the link ended, contact WCS and they will remove the Account link.

How Linked Accounts Work

The person (or persons) you allow to link to your Account will be able to see all of your Waste Profiles and Waste Shipment Requests and have the same authorization to save and submit as you. However, they cannot delete your Waste Profiles or Waste Shipment Requests, even if they are the person who created them.

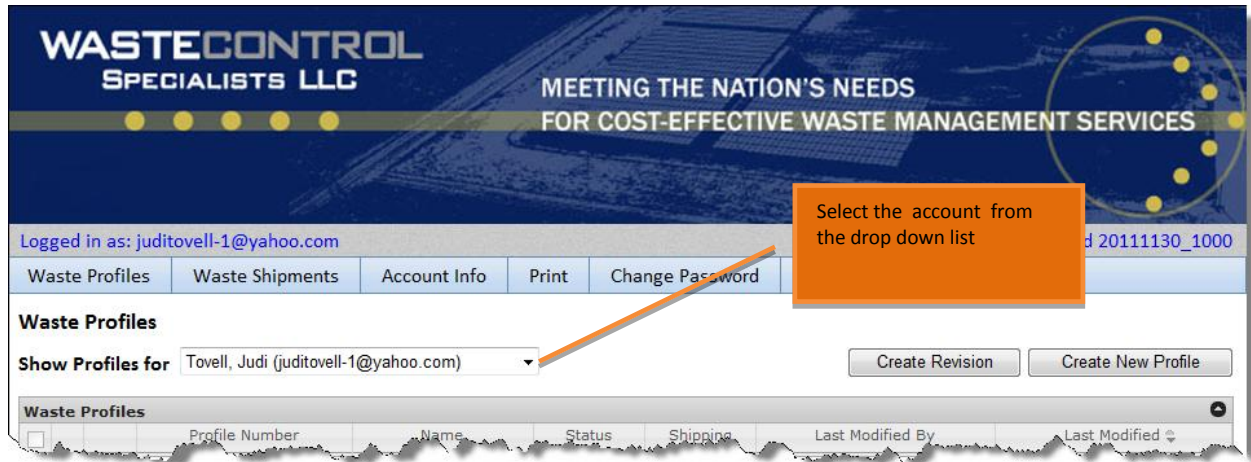
NOTE: They will not be able to access your Account Information, so the Generators and Billing Companies they will need should be created by you and approved by WCS.

The ELITE system will track which Waste Profiles and Waste Summary Screens the person created or edited on your behalf. The Summary screens will display them as the person who made the last change on the Summary screens.

If either you or those you authorize have a Waste Profile or Waste Shipment Request displayed, the other person will not be able to access it. A message will appear indicating who currently has it open.

NOTE: The link is "one way". You will not be able to see the person's Account who is linked to you unless they request WCS to link you to them.

After WCS links the accounts, the authorized person will select your account from a drop down list on the Waste Profile Summary or the Shipment Request Summary screen:



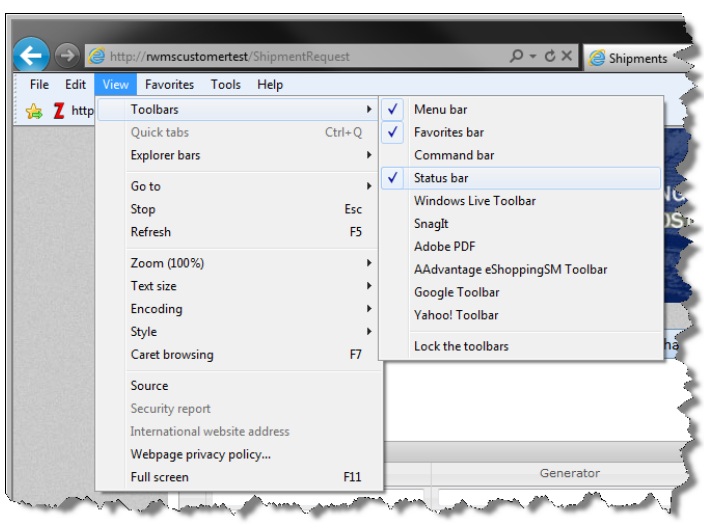
To “break” the link, contact WCS. Also, you can contact WCS to check who is currently linked to you.

Windows Internet Explorer 7 Zoom Settings

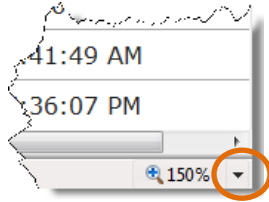
If you set the zoom setting to higher than 100%, you will need to scroll left and right to see parts of some screens. Therefore, it is recommended that you set zoom to 100% when working in ELITE.

Changing the Zoom Setting to 100%

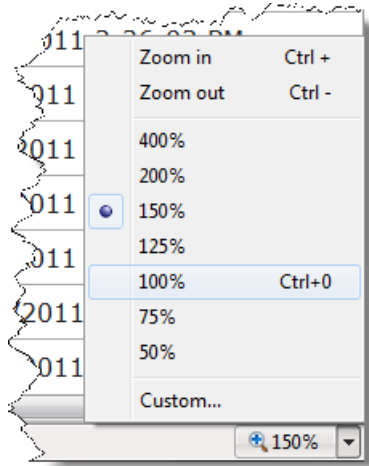
1 If the Zoom Status bar (as shown in Step 2) does not appear at the bottom right of the screen, select View → Toolbars → Status Bar.



- 2 Click on the down arrow in the Zoom status bar:



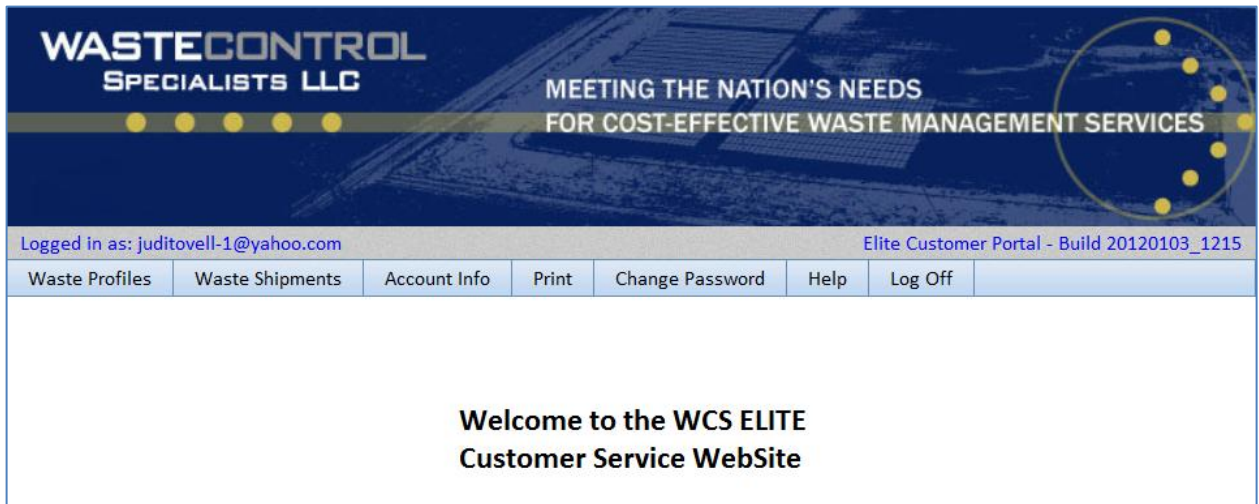
The screen will look similar to the following:



- 3 Select **100%** from the list.

The Zoom is now set to 100%

TIP: As an alternative, you can hold down the Ctrl key and use the Scroll wheel on the mouse to change the zoom setting.

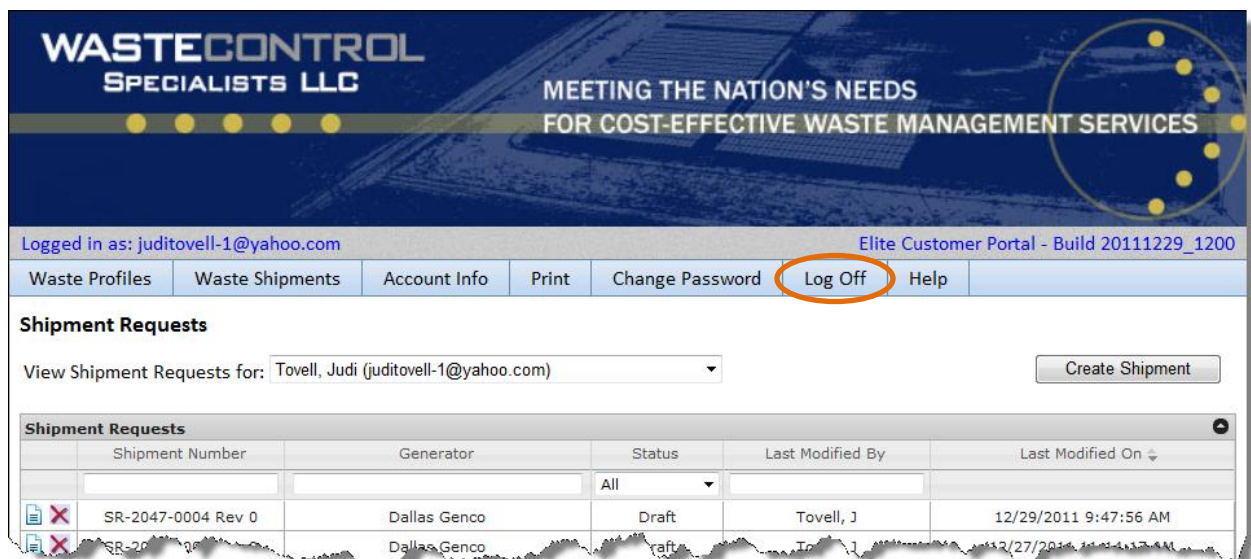


Logging Out of ELITE

IMPORTANT! Logging out does not perform a save, so if you have made any changes to a Waste Profile or Waste Shipment Request, be sure to click the Save button prior to logging off.

Follow these steps to log out of ELITE:

- 1 Click the **Log Off** tab from any screen in ELITE



- 2 To log back in, enter your E-mail Address and Password and click the Log On button.



Timeouts

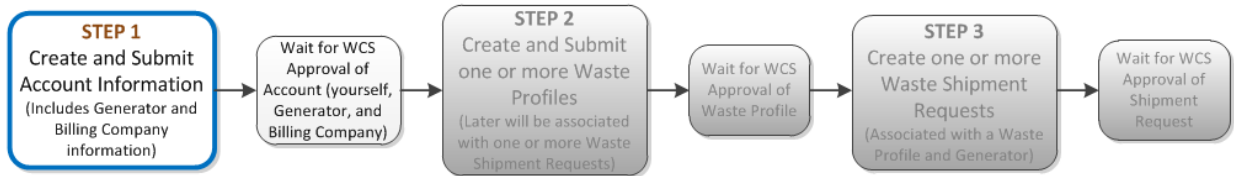
To ensure security, if ELITE is idle for 30 minutes, you will automatically be logged out. Information is not automatically saved, so be sure to save your work before you leave your desk.

After submitting your Account information, you can change it at any time. The changes do not require WCS approval. The only exception is your e-mail address, which cannot be changed from the Customer portal of ELITE. If for any reason you need to change it, you will need to contact WCS.



MANAGING YOUR ACCOUNT, GENERATORS, AND BILLING COMPANIES

Prior to creating Waste Profiles and Waste Shipment Requests, you must create an account in ELITE. After WCS approves your account, you will be able to log in to ELITE.



There are three types of information for every account:

- Account Information about you
- Generator information
- Billing Company information

1	Log in to ELITE You will see the Welcome screen:
---	---

WASTECONTROL
SPECIALISTS LLC

MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: [juditovell-1@yahoo.com](#) Elite Customer Portal - Build 20111228_1515

Waste Profiles	Waste Shipments	Account Info	Print	Change Password	Log Off	Help
----------------	-----------------	--------------	-------	-----------------	---------	------

Welcome to the WCS ELITE Customer Service WebSite

4	At this point, you can click on any of the tabs to navigate through ELITE. See the Table of Contents for this document for instructions on using ELITE.
---	--



Generators

You cannot create Waste Shipment Requests until you have added the Generator to your Account and it has been approved by WCS.

Adding Generators to your Account

Generators can be added when the Account is created or they can be added later. When you add a Generator, it will be listed as Pending until WCS approves it.

Follow these steps to add a Generator to your account:

- 1 Select the **Account Info** tab
The **Manage Your Account** screen is displayed.

Sort columns by clicking on any column heading

TIP: You can change the width of columns by dragging them left and right arrow

If you have more than 10 Generator Companies, you can display the next page by typing a page number and pressing the Enter key or by clicking the Next arrow

If you need to make changes to your email address and or Generator and Billing companies information Please contact WCS.

Use this section to add Generator Company Information for each generator that this account represents. You will only be able to submit profiles for approved generators attached to your account. You may request additional generators be attached to the account by clicking the "Add a Generator Company" button. The new generator cannot be tied to a profile until WCS has approved the generator.

Your Current Generator Companies										
	WCS #	Name	Address	City	State	Zip	EPA ID #	Gen Cert ID	Cert Exp	Status
1	G-1304	Gen Co	333 North St	Dallas	TX	75024	EPA 4455	id445	12/1/2013	Approved
2	G-1305	Dallas Genco	3571 Easy St	Dallas Ft Worth	TX	75666	EPA 7778	WCS9845	12/1/2012	Approved
3	G-1306	Manning and Manning	1212 Harbour St	New York	NY	39838	EPA 5678			Gen Cert Penden
4	G-1307	1AT Hospital	5555 Cumberland	Paris	TX	75990	EPA 5609			Gen Cert Penden

+ Add a Generator Company

Page 1 of 2 View 1 - 10 of 11

- 2 Click the **+Add a Generator Company**.
The Generator Company popup will appear.



Add Record ✕

Name *

Address *

City *

State *

Zip *

EPA ID #

3	Fill in the Generator information. All fields except EPA ID # are required
4	Click the Submit button. The Generator is now submitted to WCS for approval and added to the grid. The Status will be Pending. NOTE: After you Submit a Generator, you cannot edit or delete it. See Status of Generators on page 23 in this manual for more information on statuses.

NOTE: After you Submit a Generator, you cannot edit or delete it. Contact WCS if you need to make changes.

Status of Generators

Each of your Generators will display one of the following statuses on the **Manage your Account** screen:

Status	You Can Create/Submit Waste Profiles for the Generator	WCS can Approve Waste Profiles for the Generator	You Can Create/Submit Shipment Requests for the Generator	Shipment Requests can be Approved by WCS	Description
Pending	NO	NO	NO	NO	Request to add the Generator was submitted. WCS has not reviewed or approved the request.
Gen Cert Pending	YES	NO	NO	NO	WCS has reviewed the Generator but the Generator certification process has not been completed.
Approved	YES	YES	YES	YES	WCS has approved the Generator and the Generator Certification is current.
Gen Cert Exp	YES	NO	NO	NO	Generator's Certification has expired.



ELITE Customer Manual

Managing your Account, Generators, and Billing Companies - Logging Out of ELITE

Suspended	YES	NO	NO	NO	Generator has been suspended by WCS.
-----------	-----	----	----	----	--------------------------------------

Billing Companies

You must have at least one Billing Company but you can have as many as you wish. They will need to be approved by WCS.

Adding Billing Companies to your Account

When you add a Billing Company, it will be listed as Pending until WCS approves it.

Follow these steps to add a Billing Company:

1	Select the Account Info tab The Manage Your Account screen is displayed.
---	---

Use this section to add Billing Company Information for each generator that this account represents. You will only be able to submit profiles for approved generators attached to your account. You may request additional generators be attached to the account by clicking the "Add a Billing Company" button. The new generator cannot be tied to a profile until WCS has approved the generator.

Your Current Billing Companies							
	WCS #	Name	Address	City	State	Zip	Status
1	B-1155	Billco Inc	6777 West St	Dallas	TX	75900	Approved
2	B-1156	Billing Services Inc.	5555 Madison Rd	Barton	TX	75990	Approved
3	B-1157	ABC Billing Company	6767 Marsh Ln	Dallas	TX	75000	Pending

+ Add a Billing Company

Page 1 of 1 10 View 1 - 3 of 3

Submit for Approval

2	Click the Add a +Billing Company. The Billing Company popup will appear.
---	---



Add Record

Name

ABC Billing Company

*

Address

3344 Main St.

*

City

Dallas

*

State

TX

*

Zip

75034

*

Submit

Cancel

3	Fill in the Billing Company information. All fields are required.
4	Click the Submit button. The Billing Company is now submitted to WCS for approval and added to the grid. The Status will be Pending. See Status of Billing Companies on page 25 in this manual for more information on statuses. NOTE: After you Submit a Billing Account, you cannot edit or delete it. Contact WCS if you need to make changes.

Status of Billing Companies

The Status of the Billing Companies will affect what you have access to in ELITE. After submitting new Billing Companies, you will be notified of their approval by WCS.

Each of your Billing Companies will display one of the following statuses on the **Manage your Account** screen:

Status	You Can Create/Submit Waste Profiles for the Billing Company	WCS can Approve Waste Profiles for the Billing Company	You Can Create/Submit Shipment Requests for the Billing Company	Shipment Requests can be Approved by WCS	Description
Pending	YES	NO	NO	NO	WCS is reviewing or re-reviewing the Billing Company
Approved	YES	YES	YES	YES	WCS has approved the Billing Company
Suspended	YES	NO	NO	NO	Billing company has been suspended



ELITE Customer Manual

Managing your Account, Generators, and Billing Companies - Viewing Your Account

Viewing Your Account

WASTECONTROL
SPECIALISTS LLC

MEETING T
FOR COST-

ENT SERVICES

Logged in as: juditovell-1@yahoo.com

Elite Customer Portal - Build 20111228_1045

Waste Profiles | Waste Shipments | Account Info | Print | Change Password | Log Off | Help

Manage your Account

Account Information

Account Number: A2047

Company Name: XYZ Co.

First Name: Judi

Last Name: Tovell

Office Phone: 972 487-2000

Mobile Phone: 972 489-2333

Email: juditovell-1@yahoo.com

Fax Number: 214 556-8989

If you need to make changes to your email address and or Generator Company Information. Please contact WCS.

Use this section to add Generator Company Information for each generator that this account represents. You will only be able to submit profiles for approved generators attached to your account. You may request additional generators be attached to the account by clicking the "Add a Generator Company" button. The new generator cannot be tied to a profile until WCS has approved the generator.

Your Current Generator Companies

	WCS #	Name	Address	City	State	Zip	EPA ID #	Gen Cert ID	Cert Exp	Status
2	G-1305	Dallas Genco	3571 Easy St	Dallas Ft Worth	TX	75666	EPA 7778	WCS9845	12/1/2012 12	Approved
3	G-1306	Manning and Manning	1212 Harbour St	New York	NY	39888	EPA 5678			Gen Cert Pending
4	G-1307	JAT Hospital	5555 Cumberland	Paris	TX	75990	EPA 5609			Gen Cert Pending
6	G-1309	Baskinton Inc	444 Branch St	Frisco	TX	75033	EPA 56545			Gen Cert Pending

To search: Type a word or phrase and press Enter

Sort columns by clicking on the arrows
TIP: You can change the width of columns by dragging them left and right.

+ Add a Billing Company

Page 1 of 2

10

View 1 - 10 of 11

Your Current Billing Companies

	WCS #	Name	Address	City	State	Zip	Status
1	B-1155	Billco Inc	6777 West St	Dallas	TX	75900	Approved
2	B-1156	Billing Services Inc.	5555 Madison Rd	Barton	TX	75990	Approved
3	B-1157	ABC Billing Company	6767 Marsh Ln	Dallas	TX	75000	Pending

+ Add a Billing Company

Page 1 of 1

10

Submit for Approval

This button is only used to save changes made to "Manage your Account" in the top section of the screen.



Passwords

You can request that your password be reset and a new password be e-mailed to you. It will be available immediately. Once you have access, you can change it if you wish.

Your password must include a minimum of seven characters and must include:

- at least one upper case letter
- at least one number
- at least one special character (such as #)

Forgotten Password

Follow these steps if you forget your password:

1	Click the Change Password tab. The Change Password screen will be displayed:
---	--

The screenshot shows the 'WASTECONTROL SPECIALISTS LLC' logo at the top left. To the right, it says 'MEETING THE NATION'S NEEDS FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES'. Below the logo, it says 'Logged in as: rinku_a62@hotmail.com' and 'Elite Customer Portal - Build 20111021_1130'. A navigation bar contains links: 'Waste Profiles', 'Waste Shipments', 'Account Info', 'Print', 'Change Password', and 'Log Off'. The 'Change Password' link is highlighted. Below the navigation bar, the 'Change Password' section is displayed. It includes the instruction 'Use the form below to change your password.' and three input fields: 'Current password:', 'New password:', and 'Confirm password:'. Each field contains a series of dots representing masked characters. At the bottom of the form is a 'Change Password' button.

2	Fill in the password information.
3	Click on the Change Password button. The Forgot your Password screen will appear:



ELITE Customer Manual

Managing your Account, Generators, and Billing Companies - Passwords

WASTECONTROL SPECIALISTS LLC

MEETING THE NATION'S NEEDS FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: Elite Customer Portal - Build 20111025_1300

[Home](#)

Forgot your password?

Enter your e-mail address below and we will generate a new password for you and send it to you.

Email Address:

[Remind Me](#)

4	Fill in your e-mail address.
5	Click on the Remind Me button. The following screen will appear:

WASTECONTROL SPECIALISTS LLC

MEETING THE NATION'S NEEDS FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: Elite Customer Portal - Build 20111025_1300

[Home](#)

We have sent you a password reminder

Once you receive this password reset you can [Log On](#)

6	Click on the <u>Log On</u> link. The Customer Service Portal screen will appear.
7	Log in with your e-mail address and the new password.
8	Optionally use the Change Password tab to change the password to something you can easily remember.



Changing Your Password

Follow these steps to change your password:

1	Click the Change Password tab. The Change Password screen will be displayed:
---	--

The screenshot shows the Waste Control Specialists LLC website header with the tagline "MEETING THE NATION'S NEEDS FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES". Below the header, a navigation bar contains links: Waste Profiles, Waste Shipments, Account Info, Print, Change Password, and Log Off. The "Change Password" link is highlighted. The main content area is titled "Change Password" and contains the instruction "Use the form below to change your password." Below this instruction are three input fields: "Current password:", "New password:", and "Confirm password:", each followed by a masked password field (represented by dots). At the bottom of the form is a "Change Password" button.

2	Enter your Current and New password.
3	Click the Change Password button. An e-mail will be sent to you and the Change Password notification screen will be displayed:

The screenshot shows the same Waste Control Specialists LLC website header and navigation bar as the previous screenshot. The main content area is titled "Change Password" and contains the message "Your password has been changed successfully." Below this message is a link that says "Click here to go back to your account".



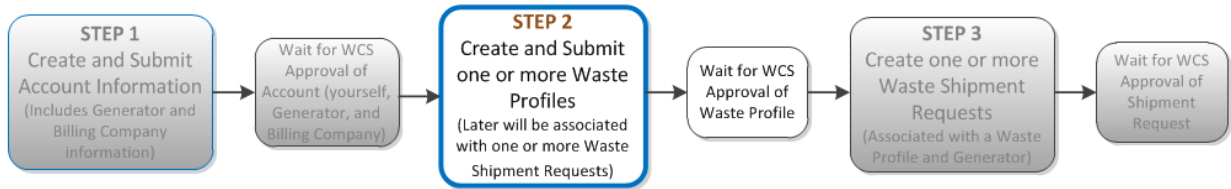
ELITE Customer Manual

Managing your Account, Generators, and Billing Companies - Passwords

4	Click the link at the bottom of the screen.
---	---



WASTE PROFILES



Statuses of Waste Profiles

The Status of the Waste Profile will affect what you have access to in ELITE. After submitting new Waste Profiles, you will receive notification of their approval by WCS. Each of your Waste Profiles will display one of the following statuses on the **Manage your Account** screen:

Status	You Can Edit the Waste Profile	Can create a Revision to submit a change	You Can Create/Submit Shipment Requests for the Waste Profile	Description
Draft	YES	NO	NO	Waste Profile has been created and Saved but not Submitted for approval.
Pending	NO	NO	NO	Waste Profile has been Submitted for approval. WCS has not completed the review.
Returned	YES	NO	NO	Waste Profile has been reviewed by WCS and has been returned to you for additional information.
Initial Review Complete	NO	NO	NO	Waste Profile has been reviewed. Approval is pending the Generator Certification, Import Permit, or analysis from a pre-shipment.
Approved	NO	YES	YES	Waste Profile has been approved by WCS
Profile Expired	NO	YES	NO	Waste Profile has Expired
Generator Certification Expired	NO	YES	NO	Waste Profile is approved but Generator Cert has expired
Import Agreement Expired	NO	YES	NO	Waste Profile is approved but Import Agreement has expired.
Superseded	NO	NO	NO	Once a new revision is approved, the previous revision will change from Approved to Superseded.



Waste Profiles Status Rules:

- You can only **delete** a Waste Profile if the Status is Draft.
- You can only create a **Revision** of a Waste Profile if the Status is Approved
- You can only **edit** a Waste Profile if the Status is Draft or Returned

Create a Waste Profile

At any point while filling in the form, you can click the **Save** button and finish at a later time. Saving will not display any errors and will close the Waste Profile. You will need to reopen it when you are ready to work in it again. Errors are only displayed when you click the **Submit** button.

Follow these steps to create a new Waste Profile:

- 1 Click the **Waste Profiles** tab.
The Waste Profiles Summary screen will be displayed.

Waste Profile Summary Screen

The screenshot shows the 'Waste Profiles' summary screen. At the top, there's a navigation bar with tabs: 'Waste Profiles', 'Waste Shipments', 'Account Info', 'Print', 'Change Password', and 'Log Off'. Below this, a dropdown menu shows 'Show Profiles for' with the selected user 'Srivastava, Rinku (rinku_a62@hotmail.com)'. To the right of the dropdown are two buttons: 'Create Revision' and 'Create New Profile' (which is circled in orange). Below the navigation bar is a table titled 'Waste Profiles' with columns: 'Profile Number', 'Name', 'Status', 'Shipping', 'Last Modified By', and 'Last Modified'. The table contains four rows of data. Annotations with orange boxes and arrows point to specific features: 'You can sort the grid by Profile Number by clicking on the column heading' points to the 'Profile Number' column header; 'If you are linked to another account, you can select it from the dropdown list.' points to the user dropdown menu; 'Indicates whether this WP can be selected from Waste Shipments screen:' points to the 'Shipping' column, with a list below it: 'Blank', 'Allowed', and 'Blocked (will not be able to select this Waste Profile from the Waste Shipment request screen)'; 'Use the mouse to drag column widths' points to the vertical line between the 'Status' and 'Shipping' columns.

You can sort the grid by Profile Number by clicking on the column heading

If you are linked to another account, you can select it from the dropdown list.

Indicates whether this WP can be selected from Waste Shipments screen:

- Blank
- Allowed
- Blocked (will not be able to select this Waste Profile from the Waste Shipment request screen)

Use the mouse to drag column widths

- 2 Click the **Create New Profile** button.
The Waste Profiles Form will be displayed.
- NOTE: You can click the **Save** button at any time to return to the Waste Shipment Summary screen and finish filling in the form later.



Requested Disposal Facility section

Waste Profile	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Submit"/>	
<div>Waste Profile (LL-OP-2.1-1)</div> <div>WP-8754 Rev 0</div>	
Requested Disposal Facility (Only Check One):	<input type="checkbox"/> Compact Waste Facility (CWF) <input type="checkbox"/> Federal Waste Facility (FWF)

The Waste Profile number is created for you. The Revision will always be 0 for new Waste Profiles

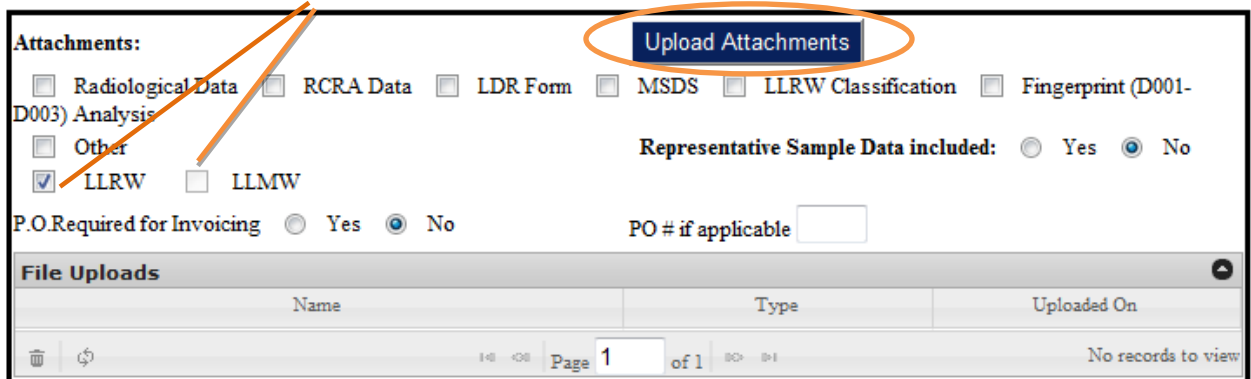
3	<p>Select either CWF or FWF checkbox</p> <p>FWF: if checked, "Is this Federal Facility waste?" in Section 7 of this form, is automatically set to YES.</p> <p>TIP: You will be able to add more than one Waste Profile to a Waste Shipment Request, but all must be either CWF or FWF.</p>
---	--

Attachments section

- 4 Notice that either **LLRW** or **LLMW** is checked based on whether you selected CWF or FWF in the previous section of this form.
You can change it to **Other** if necessary.

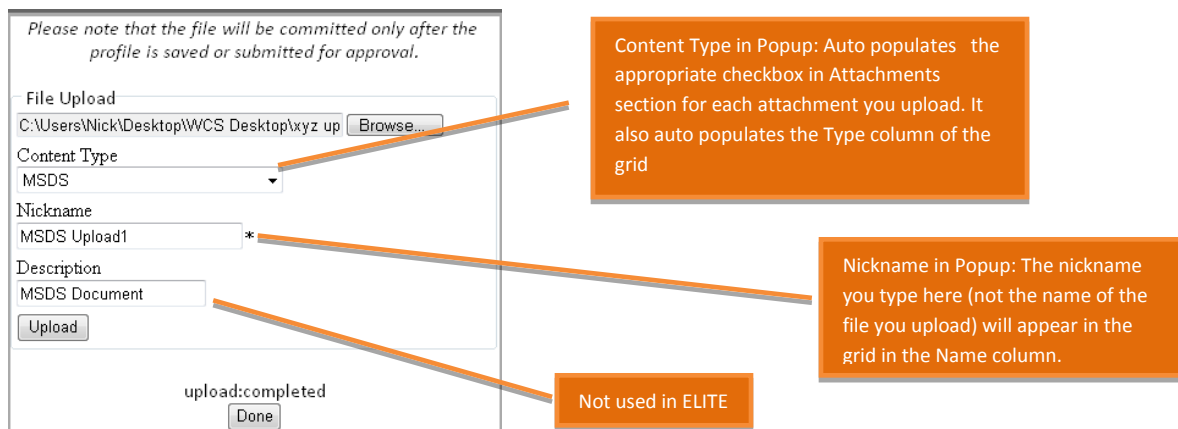
For CWF, only LLRW can be selected.

If LLMW is selected, in Section 2
"RCRA hazardous waste" will be set to
YES and the "RCRA Waste Codes" and
"Underlying Hazardous
Constituents" buttons are displayed



- 5 In the Attachments Section, click the **Upload Attachments** button.
The File Upload popup will be displayed:

Upload Attachments popup



- 6 Click the **Browse** button to locate the file, and click the **Open** button.
The pathname will appear in the Browse field.



7	<p>Select one of the following Content Types:</p> <ul style="list-style-type: none"> • RCRA Data • Fingerprint (D001-D003 Analysis) • Other • LLRW Classification • LDR Form • MSDS • Radiological Data <p>The selection you make will check the appropriate box under the Attachments Button on the form.</p>
8	<p>Type a Nickname</p> <p>The Nickname you type will appear as a link in the File Uploads grid (Name column) on the form.</p>
9	<p>You can optionally type a Description, but this information is not used anywhere.</p>
10	<p>Click the Upload button</p> <p>A message appears indicating the upload is complete</p>
11	<p>Either upload another document or click Done to close the popup</p> <p>The Attachments section of the screen will be populate based on the upload selections:</p>



ELITE Customer Manual

Waste Profiles - Create a Waste Profile

Appropriate checkboxes will be checked based on the Content Type you select in Upload Attachments popup.

Attachments:

☐ Radiological Data ☒ RCRA Data ☐ LDR Form ☒ MSDS ☐ LLRW Classification ☐ Fingerprint (D001-D003) Analysis

☐ Other ☒ LLRW ☐ LLMW

Representative Sample Data included: ☐ Yes ☒ No

P.O. Required for Invoicing ☐ Yes ☒ No PO # if applicable

File Uploads

Name	Type	Uploaded On
MSDS Upload1	MSDS	12/15/2011
sampil upload	RCRA Data	12/15/2011

Page 1 of 1

View 1 - 2 of 2

The Nickname you typed in the popup appears here. Click on the link to display the file

By default, the File Uploads grid is hidden, click this arrow to display/hide the grid that shows the attachments



Section 1: Generator Information

SECTION 1: Generator Information		EPA ID
Generator Name: Mercy Hospital Select		EPA ID EPA 8787
Physical Address: 7899 Walsh Ave City, State, Zip: Dallas, TX 75003		Technical Contact: Tovell, Sarah e-mail: juditovell-1@yahoo.com Phone #: (972)-487-2000 Fax #: (454)-789-0433
Generator Certification ID: WCS893443		
Billing Company: Billing Services Inc. Select		Billing Contact: Tovell, Judi e-mail: juditovell-1@yahoo.com Phone #: (972)-487-2000 Fax #: (567)-454-1234
Mail Address: 5555 Madison Rd City, State, Zip: Barton, TX 75990		
Manifest Return Address: <input checked="" type="checkbox"/> Click if Manifest Return Address is the same as Generator Address. <input type="checkbox"/> Click if Manifest Return Address is the same as Billing Address.		
Name: Mercy Hospital Address: 7899 Walsh Ave City, State, Zip: Dallas, TX 75003		Manifest Return Contact: Tovell, Judi e-mail: juditovell-1@yahoo.com Phone #: (972)-487-2000 Fax #: (890)-453-6565

Selecting a Billing Company auto populates the Billing information fields

Billing Contact: is auto populated from your login information (but not until you Select a Billing Company) It can be edited on this form

You can either type in the contact information or check one of the two check boxes which will fill in the information.

12	Generator Name section: <ul style="list-style-type: none"> Click the Select link Select a Generator from the dropdown list Click Done button to close the popup <p>The Generator information will be populated on the form and cannot be changed. The Technical Contact information will be populated based on your ELITE login, but you can change it.</p>
13	Billing Company section: <ul style="list-style-type: none"> Click the Select link Select a Billing Company from the dropdown list Click Done button to close the popup <p>The Billing Company information will be populated on the form and cannot be changed. The Billing Contact information will be populated based on your ELITE login, but you can change it.</p>



14	Manifest Return Address section: Check a box to populate this section with the Generator or Billing address OR Manually fill in all of the fields.
----	--

Section 2: General Description and Regulatory Status

SECTION 2: General Description and Regulatory Status

Waste Name:
matches

Process Generating Waste:

RCRA hazardous waste? ☒ Yes ☐ No **If yes, list all codes and LDR subcategories in table below (attach additional pages if necessary).**

RCRA Waste Codes **Underlying Hazardous Constituents**

Selected RCRA Regulatory Codes:
D005 - Barium
D006 - Cadmium

Selected UHC Codes:
10 ppm of 1,1,1,2-Tetrachloroethane
20 ppm of 1,1,1-Trichloroethane

TSCA Regulated for PCB's ☐ Yes ☒ No **If yes, please provide PCB Concentration (ppm):**

Contains Asbestos: ☒ Yes ☐ No **If yes, is asbestos** ☐ Friable ☒ Non-Friable

These two buttons only appear if LLMW is selected in Attachments section of this form

This wording comes from the paper version of the form. Instead of a table, you will select "RCRA Waste Codes" button and "Underlying Hazardous Waste Constituents" as shown below.

15	Waste Name: The name you type populates the "Name" column on the Waste Profile Summary screen
16	Process Generating Waste: This information is not used in ELITE Customer Portal but can be viewed by WCS when they review this Waste Profile for approval
17	If this is hazardous waste, the RCRA Waste Codes and Underlying Hazardous Constituents buttons are displayed. If not, skip to Step 19 Click the RCRA Waste Codes button to display the Waste Codes popup:



Hazardous Waste Only: RCRA Waste Codes popup

The screenshot shows a software window titled 'RCRA Waste Codes'. It features a tabbed interface with the following tabs: 'D-Codes-General_Characteristics_and_Metals', 'D-Codes-_Organics', 'F001-F005_Solvents', 'Other_F-Codes', 'K-Codes', 'P-Codes', and 'U-Codes'. The first tab is active. Below the tabs is a list of waste codes, each preceded by a checkbox. The following codes are checked: D005 - Barium and D006 - Cadmium. Other codes include D001 - Hi TOC, D001 - All others, D002 - Corrosive, D003 - Reactive Cyanides, D003 - Reactive Sulfides, D003 - Explosives/unexploded ordinances, D003 - Water Reactive, D003 - Other Reactive, D004 - Arsenic, D006 - Cadmium containing batteries, D006 - Radioactively contaminated cadmium containing batteries, D007 - Chromium, D008 - Lead, D008 - Lead Acid Batteries, D008 - Radioactive Lead Solids, D009 - Mercury (<260 ppm total), D009 - Mercury (>260 ppm total), D009 - Mercury residues from RMERC, D009 - Mercury w/organics (>260 ppm total mercury), and D009 - Mercury Wastewaters. A 'Done' button is located at the bottom right of the window.

18	<p>Select the appropriate tabs and check the appropriate boxes</p> <p>When you have finished, click the Done button to close the window</p> <p>The items you selected will be displayed on the form</p>
19	<p>Click the Underlying Hazardous Constituents button</p> <p>From the popup that is displayed, check the appropriate boxes and enter the PPM</p> <p>When you have finished, click the Done button</p> <p>The information will be displayed on the form</p>



Underlying Hazardous Constituents popup

Max Concentration ppm	Common Name	CAS Number	NWW
<input checked="" type="checkbox"/> 10	1,1,1,2-Tetrachloroethane	630-20-6	5.0
<input checked="" type="checkbox"/> 20	1,1,1-Trichloroethane	71-55-6	6.0
<input type="checkbox"/>	1,1,2,2-Tetrachloroethane	79-34-5	6.0
<input type="checkbox"/>	1,1,2-trichloro-1,2,2-trifluoroethane	75-13-1	30
<input type="checkbox"/>	1,1,2-Trichloroethane		
<input type="checkbox"/>	1,1-Dichloroethane		
<input type="checkbox"/>	1,1-Dichloroethylene	75-35-4	6.0
<input type="checkbox"/>	1,2,3,4,6,7,8,9-Octachlorodibenzofuran (OCDF)	39001-02-0	.005
<input type="checkbox"/>	1,2,3,4,6,7,8,9-Octachlorodibenzo-p-dioxin (OCDD)	3268-87-9	.005
<input type="checkbox"/>	1,2,3,4,6,7,8-Heptachlorodibenzofuran (1,2,3,4,6,7,8-HpCDF)	67562-39-4	.0025

In addition to entering information, you must check the box or you will receive error messages

Done

20	If TSCA Regulated for BCBs is Yes, enter concentration
21	Select either Yes or No for Contains Asbestos If Yes, select Friable or Non-Friable

Section 3: Waste Description

SECTION 3: Waste Description		<input type="radio"/> Percentage by Weight	<input checked="" type="radio"/> Percentage by Volume
Waste Description (ie., soil, debris etc)	Average	Range (Range Totals Must Be ≥ 100%)	
Waste Description	45	67 %	55 %
<input type="button" value="Add"/>	<input type="button" value="Remove"/>		
Other Physical Characteristics			
%Solid 12	%Sludge 45	%Liquid 44	<input checked="" type="radio"/> % by Weight <input type="radio"/> % by Volume
Density 24	Units ton/cu yd		
# of Layers 2	Color 23	Odor 23	
pH <input type="checkbox"/> 0-2 <input type="checkbox"/> >2.1-4 <input type="checkbox"/> >4-10 <input type="checkbox"/> >10-12.4 <input type="checkbox"/> >12.5-14 Measured pH Value 0.5			



22	Select whether you want to specify by Weight or Volume
23	Fill in remainder of fields on screen TIP: If you want to add descriptions, click Add button

Section 4: Chemical Characteristics

SECTION 4: Chemical Characteristics (Attach analytical)
[Set all Metals < UTS](#)

☐ Metals
 ☐ TCLP
 ☐ Totals
 ☒ Generator's Knowledge
 ☐ ppm (mg/kg)
 ☒ ppb (µg/kg)

Antimony:
 Beryllium:
 Lead:
 Silver:
 Mercury: (TCLP)

Arsenic:
 Cadmium:
 Nickel:
 Thallium:
 Mercury: (Totals)

Barium:
 Chromium:
 Selenium:
 Zinc:

Inorganic Constituents:
 ☐ ppm (mg/kg)
 ☒ ppb (µg/kg)
 [Reset all Inorganics](#)

	Total	Amenable	Reactive
Cyanides	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sulfides	<input type="text"/>		<input type="text"/>
Chlorine	<input type="text"/>		

Chelating Agents: Are any chelating agents present?
 ☐ Yes
 ☒ No
 : %

Organic Constituents:
 ☐ ppm (mg/kg)
 ☒ ppb (µg/kg)
 ☐ % by Wt
 ☒ % by Vol

Constituent	Concentration	<input type="checkbox"/> TCLP	<input type="checkbox"/> Totals	<input type="checkbox"/> Gen. Knowledge
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use attachment for additional chemical constituents.

Other Characteristics of Waste
 ☐ None Apply

Yes	No		Yes	No		Yes	No
<input type="radio"/>	<input type="radio"/>	Oxidizer, Solid Organic Peroxide	<input type="radio"/>	<input type="radio"/>	Dioxin Listed	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Explosive or Pyrophoric	<input type="radio"/>	<input type="radio"/>	Infectious, Etiological	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Water Reactive or Fuming or Smoking	<input type="radio"/>	<input type="radio"/>	Putrescible	<input type="radio"/>	<input type="radio"/>
						<input type="radio"/>	<input type="radio"/>
							<input type="radio"/>
							<input type="radio"/>

Autopolymerizable
Contains Sharps
Pressurized Gasses

24	If you want to set all metals to <UTS, use the Set all Metals <UTS link
25	Select at least one metal checkbox and either ppm or ppb
26	Inorganic Constituents: Use Reset all Inorganics link if you want to change all items to "0"
27	Organic Constituents: Use Add button if you want to add additional agents and their weights
28	Other Characteristics of Waste: Either make individual selections or check None Apply to select all



Section 5: Radioactive Constituents

SECTION 5: Radioactive Constituents

Waste class (Check one): ☒ A(S) ☐ A(U) ☐ B ☐ C (see Title 10 CFR 61.55 and 30 TAC 336.362(a))
 Note: WCS is not licensed to except > Class C waste
 Does this waste contain Source Material? ☐ Yes ☒ No
 Does the waste contain SNM: ☐ Yes ☒ No
 If yes, check applicable isotopes ☐ Pu ☐ U-233 ☐ U-235
 Highest unshielded package dose rate in mR/hr:
 On contact At 30 cm At 1 meter

Radioactive Constituents:
 List all radionuclides present in the waste, the concentration pCi/g and the total activity in millicuries.

Pick Nuclides

Nuclide	Max.	Avg.
AC-224 Actinium	1.330000e+0	1.330000e+0

29	Select a Waste Class and fill in the remainder of this section
30	Click Pick Nuclides button to display the Callouts popup:

Specifying Nuclides popup

	Nuclide	Max (pCi/g)	Average (pCi/g)
<input checked="" type="checkbox"/>	AC-224 Actinium	1.330000e+0	1.330000e+0
<input type="checkbox"/>	AC-225 Actinium	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AC-227 Actinium	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AC-228 Actinium	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AG-105 Silver	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AG-106M Silver	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AG-108 Silver	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AG-108M Silver	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AG-109M Silver	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AG-110 Silver	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AG-110M Silver	<input type="text"/>	<input type="text"/>

Done



31	Check boxes and fill in nuclide information When finished, click Done button The nuclide information will appear on the form as shown in the previous screen capture.
----	--

Section 6: Shipping Information DOT Shipping Name

SECTION 6: Shipping Information DOT Shipping Name:

DOT Regulated Item ☒ Yes ☐ No

Acrolein, stabilized

Hazard Class/Div. ID# (UN/NA) Packing Group (PG)

DOT Regulated Item ☐ Yes ☒ No

glass

Hazard Class/Div. ID# (UN/NA) Packing Group (PG)

DOT Regulated Item ☒ Yes ☐ No

Aluminum borohydride or Aluminum borohydride in devices

Hazard Class/Div. ID# (UN/NA) Packing Group (PG)

Category

Type

Container Types

CM - 40 cu yd top load Cargo
DT - 20 cu yd End Dump

Choose a Category and Type and click Add button. Repeat to add more container types

Projected Waste Volume per Shipment(cu.ft)

Projected Waste Shipment Frequency

☒ DOT Type A Cask
☒ DOT Type B Cask
☒ Other

Are drums overpacked? ☐ Yes ☒ No
☐ Other

List DOT Packing Types (i.e IP-1, Type A, etc.):

For shipments other than Rolloff's, Intermodals and includes the following information (if available at the time of shipment):
Unique ID # for each container, Container types, Weights, and contents

Using either of the Upload Attachments buttons will display the upload information in the grid below:

File Uploads

Name	Type	Uploaded On
type a	DOT TYPE A Cask	12/20/2011
other	Other	12/20/2011
type b	DOT TYPE B Cask	12/20/2011

The File Uploads Grid is hidden by default. Click the arrow to display/hide the grid.

View 1 - 3 of 3



32	DOT Regulated Item: If you select Yes, begin typing the name and a list will display for you to select from. The Hazard Class/Div, ID, and Packing Group fields will be populated based on your selection. Click the Add button to add another.
33	Prefix the word “Waste”: Information only, does not affect selections on the form.
34	RQ: The DOT requires anything they define as a hazardous substance to include “RQ” in its description.
35	Add button: Click to add another item. If you do, repeat the process from the previous three steps.
36	Upload Attachments button: Both Upload Attachments buttons add items to the same grid, so it does not matter which you use.

Upload Attachments popup

Please note that the file will be committed only after the profile is saved or submitted for approval.

File Upload
C:\Users\Nick\Desktop\WCS\xyz upload.txt

Content Type
DOT TYPE B Cask

Nickname
type b *

Description

Content Type in Popup: Selection auto populates the appropriate checkbox above the Upload Attachments button. It also populates the Type column of the File Uploads grid

Nickname in Popup: The nickname you type here (not the name of the file you upload) will appear in the grid in the Name column. See above screen capture.

Description: This information is not displayed anywhere in the Customer Portal

37	After Browsing to the file, select a Content Type , Nickname , and click Upload button. Repeat to upload additional files. When you have finished uploading, click the Done button to close the popup.
38	Category and Type dropdowns: Selecting from these two dropdowns and clicking the Add button adds them to the list under Container Types. Repeat to add more To remove them, click Remove button.
39	Are drums overpacked?: Click Yes , No or Other . If you select Other , type an explanation.



Section 7: Licenses and Certifications

SECTION 7: Licenses and Certifications (Certification must be signed by a company officer or an authorized agent of the company.)	
Original Generator Licensing Information:	
Did the Generator listed on the profile originally produce this waste? <input type="radio"/> Yes <input checked="" type="radio"/> No	If you choose No, a field will appear for you to type in the Generator name The Generator must be certified by WCS
If "NO" please list the original licensed generator that produced the waste: <input type="text" value="ABC V"/>	
Is this Federal Facility Waste? <input type="radio"/> Yes <input checked="" type="radio"/> No	This will be auto populated based on whether you choose CWF or FWF at the top of this form
This material was originally produced under License # <input type="text"/>	
This license was issued by the following agency:	
1) <input type="checkbox"/> United States Nuclear Regulatory Commission (NRC)	
2) <input checked="" type="checkbox"/> <input type="text"/> (state agency) operating in the state <input type="text" value="TX"/> which has been delegated the applicable authority by the NRC.	
<i>If the waste was originally produced by a facility other than that listed in this profile as the generator, please provide documentation that proves original ownership and legal transfer of the waste.</i>	
Process Facility Licensing Information: <input type="checkbox"/> N/A (This waste was not processed at a separate facility.)	
Please list the name of the licensed processing facility: <input type="text"/>	If you select N/A, this section of the form will not be displayed
This material was processed under License # <input type="text"/>	
This license was issued by the following agency:	
1) <input type="checkbox"/> United States Nuclear Regulatory Commission (NRC)	
2) <input type="checkbox"/> <input type="text"/> (state agency) operating in the state <input type="text"/> which has been delegated the applicable authority by the NRC.	



I certify that the material described within this document meets the definition of ☐ Low Level Radioactive Waste or ☐ Low Level Mixed Waste, each defined in 30 Texas Administrative code 336.2

I certify this material is ☐ Federal Facility Waste or ☒ Compact Waste, each as defined in 30 Texas Administrative Code 336.2

If the material is Compact Waste, then I certify that it is originally generated onsite in ☐ Texas or ☐ Vermont, or is not generated in Texas or Vermont, but is ☐ pending approval for importation or ☒ has been approved for importation into this state by the Texas Low-Level Radioactive Disposal Compact Commission.

List the total volume and activity approved under the importation agreement:

Volume (cubic feet): Activity (curies): Expiration: [AttachFile](#)

I further certify that the material described within this document does not contain any other known radioactive material or waste and either does not contain any hazardous waste as defined by 40 CFR Part 261 or meets the requirements of the RCRA Land Disposal Restrictions (LDR) under 40 CFR Part 268 regarding treatment as required for land disposal.

The information contained herein is based on ☐ generator's knowledge, ☐ process knowledge, and/or ☐ analytical data(copies attached). I hereby certify that the above and attached description is complete and accurate to the best of my knowledge and ability to determine that no deliberate or willful omissions of composition properties exist and that all known or suspected hazards have been disclosed. I certify that the sample(s) provided to WCS is representative of all materials described by this document, that the materials tested are representative of all materials described by this document, and that the methods of analysis used are the appropriate analytical methods as specified in the current editions of EPA (SW-846) or equivalent methods.

File Uploads

If this box is not checked, Volume, Activity, Expiration, and the Attach file button will appear on this line of the form.

40	Fill in blanks and upload files if Attach File button is displayed
41	<p>When you have finished filling in the form, click Submit button</p> <p>If there are errors, they will be displayed at the top of the screen in red. You can correct them now and submit again or correct them at a future time.</p> <p>NOTE: Clicking Save rather than Submit will save and close the Waste Profile without displaying errors.</p>

Name and Signature

Printed Name	Title
Authorized Signature	Date

[Cancel](#) [Save](#) [Submit](#)



42	After successful Submit, use the Print tab to print the form. Then sign and date it and either scan/e-mail or mail to WCS
43	Check periodically for the Waste Profile Status to change from “Submitted” to “Approved”. If Status is Returned”, make changes and resubmit.


View, Change, or Delete a Waste Profile

If the Status is Approved and you want to make changes, see Creating a Revision of a Waste Profile on page 49 of this document. See *Statuses of Waste Profiles* on page 31 of this document for more information on statuses.

EDIT: Only Waste Profiles with a Status of Draft or Returned can be edited .

DELETE: Only Waste Profiles with a Status of Draft can be deleted.

Follow these steps to edit a Waste Profile

1	<p>Click Waste Profiles tab</p> <p>The Waste Profiles Summary screen will be displayed:</p> <ul style="list-style-type: none"> • Use your mouse to drag column widths to resize • Click any column heading (except Shipping and Last Modified By) to sort the grid • In the boxes under the headings are search boxes, type a portion of the search criteria and press Enter. To clear all searches, click the Refresh  icon at the bottom of the grid
---	---



ELITE Customer Manual

Waste Profiles - View, Change, or Delete a Waste Profile

WASTECONTROL
SPECIALISTS LLC

MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: juditovell-1@yahoo.comElite Customer Portal - Build 20111201_1730

Waste ProfilesWaste ShipmentsAccount InfoPrintChange PasswordLog Off

Waste Profiles

Show Profiles forTovell, Judi (juditovell-1@yahoo.com)Create RevisionCreate New Profile

Waste Profiles							
		Profile Number	Name	Status	Shipping	Last Modified By	Last Modified
	+	WP-8738 Rev 0	ABC	Approved	Allowed	juditovell-1@yahoo.com	12/1/2011 11:51:57 AM
	+	WP-8754 Rev 0		Draft	-	juditovell-1@yahoo.com	12/2/2011 3:09:28 PM
	+	WP-8755 Rev 0	ABC Waste	Draft	-	juditovell-1@yahoo.com	12/2/2011 11:46:40 AM
	+	WP-8720 Rev 0		Draft	-	juditovell-1@yahoo.com	12/1/2011 3:58:44 PM
	+	WP-8750 Rev 0		Draft	-	juditovell-1@yahoo.com	12/1/2011 11:51:57 AM
	+	WP-8741 Rev 0		Draft	-	juditovell-1@yahoo.com	12/1/2011 11:51:57 AM

Shipping column: Indicates whether this WP can be selected when creating Waste Shipment Requests:

- Blank (cannot be used)
- Allowed (can be used)
- Blocked (cannot be used)

Delete icon can be used to Delete Drafts

Page 1 of 110View 1 - 6 of 6

Key to Status column:

Draft indicates a Waste Profile has been saved
Pending means you have submitted the Waste Profile but WCS has not yet approved it
Approved means WCS has reviewed and approved the Waste Profile
Returned means you will need to make corrections and resubmit to WCS

- Click on the icon in the third column to display the Waste Profile
NOTE: The icon is used to **Delete** Drafts
The Waste Profile will be displayed. You will need to scroll to the top of the form when it appears:



3	When you have finished filling in the form, click Submit button If there are errors, they will be displayed at the top of the screen in red. You can correct them now and submit again or correct them at a future time. Your work is automatically saved when you click the Submit button, even if there are errors.
4	After successful Submit, use the Print tab to print the form. Then sign and date it and either scan/e-mail or mail to WCS

Creating a Revision of a Waste Profile

Creating a Revision allows you to modify an existing Waste Profile that has a Status of Approved. Once the Revision has been approved, it can be used for new Shipment Requests. It will not change any existing Shipment Requests.

Revision changes cannot be used to remove nuclides or reduce nuclide concentrations.

Follow these steps to create a Revision of an Approved Waste Profile:

1	Click Waste Profiles tab The Waste Profiles Summary screen will be displayed:
---	---



ELITE Customer Manual

Waste Profiles - Creating a Revision of a Waste Profile

- Click a checkbox in the left side column.
TIP: If you do not see the Waste Profile you want, click on column headings to sort, or type text into a search box and press Enter

WASTECONTROL
SPECIALISTS LLC
MEETING THE NATION'S NEEDS

WASTE MANAGEMENT SERVICES

Logged in as: juditovell-1@yahoo.com Elite Customer Portal - Build 20120113_1100

Waste Profiles
Waste Shipments
Account Info
Print
Change Password
Help
Log Off

Waste Profiles

Show Profiles for Tovell, Judi (juditovell-1@yahoo.com)
Create Revision
Create New Profile

Waste Profiles						
<input type="checkbox"/>	Profile Number	Name	Status	Shipping	Last Modified By	Last Modified
<input type="checkbox"/>	WP-8865 Rev 1	XX Waste	Initial Review	-	juditovell-1@yahoo.com	1/13/2012 2:56:01 PM
Revisions						
<input type="checkbox"/>	0	XX Waste	Import Agreement Expire		juditovell-1@yahoo.com	1/13/2012 1:43:20 PM
Page 1 of 1						
<input type="checkbox"/>	WP-8845 Rev 0		Draft	-	juditovell-1@yahoo.com	12/30/2011 9:26:50 AM
<input type="checkbox"/>	WP-8821 Rev 0		Draft	-	juditovell-1@yahoo.com	12/30/2011 9:09:05 AM
<input type="checkbox"/>	WP-8813 Rev 0	CWF WP	Import Agreeen	Blocked	juditovell-1@yahoo.com	12/22/2011 4:06:21 PM
<input type="checkbox"/>	WP-8815 Rev 0	XYZ Waste	Import Agreeen	Blocked	juditovell-1@yahoo.com	12/22/2011 2:33:01 PM
<input type="checkbox"/>	WP-8814 Rev 0		Draft	-	juditovell-1@yahoo.com	12/20/2011 1:58:36 PM
<input type="checkbox"/>	WP-8816 Rev 0		Draft	-	juditovell-1@yahoo.com	12/20/2011 12:54:58 PM
<input type="checkbox"/>	WP-8812 Rev 0		Draft	-	juditovell-1@yahoo.com	12/20/2011 12:12:37 PM

View 1 - 10 of 27

Key to Status column:

	Draft indicates a Waste Profile has been saved
	Pending means you have submitted the Waste Profile but WCS has not yet approved it
	Reviewed means WCS has reviewed and approved the Waste Profile
	Needs Correction means you will need to make corrections and resubmit to WCS

Use Refresh to update the grid and hide any previous Revisions grids.



ELITE Customer Manual

Waste Profiles - Creating a Revision of a Waste Profile

MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: juditovell-1@yahoo.com Elite Customer Portal - Build 20111205_0145

Waste Profiles
Waste Shipments
Account Info
Print
Change Password
Log Off

Waste Profiles

Show Profiles for Tovell, Judi (juditovell-1@yahoo.com) Create Revision Create New Profile

Waste Profiles							
		Profile Number	Name	Status	Shipping	Last Modified By	Last Modified
<input type="checkbox"/>							
<input type="checkbox"/>	+	WP-8754 Rev 0		Draft	-	juditovell-1@yahoo.com	12/2/2011 3:09:28 PM
<input type="checkbox"/>	+	WP-8755 Rev 0	ABC Waste	Draft	-	juditovell-1@yahoo.com	12/2/2011 11:46:40 AM
<input type="checkbox"/>	+	WP-8720 Rev 0		Draft	-	juditovell-1@yahoo.com	12/1/2011 3:58:44 PM
<input checked="" type="checkbox"/>	+	WP-8738 Rev 0	ABC	Approved	Allowed	juditovell-1@yahoo.com	12/1/2011 11:51:57 AM
<input type="checkbox"/>	+	WP-8750 Rev 0		Draft	-	juditovell-1@yahoo.com	12/1/2011 11:32:37 AM
<input type="checkbox"/>	+	WP-8741 Rev 0		Draft	-	juditovell-1@yahoo.com	11/30/2011 8:36:08 AM

3	Click the Create Revision button. You will see a message asking if you are sure that you want to create a Revision.
4	Click OK to continue The existing Approved Waste Profile is displayed
5	Make changes to the form
6	Click Submit button You will be returned to the Waste Profile Summary screen and the Revision will be displayed with a Status of Pending
7	If you click on the plus sign (+) next to the revised Waste Profile, the older version will be listed in a grid. The Status will still be Approved. NOTE: When the Revision you created is approved, the Status of the old version in the grid will change to Seceded.



ELITE Customer Manual

Waste Profiles - Creating a Revision of a Waste Profile

MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: [juditovell-1@yahoo.com](#)
Elite Customer Portal - Build 20111205_0145

Waste Profiles
Waste Shipments
Account Info
Print
Change Password
Log Off

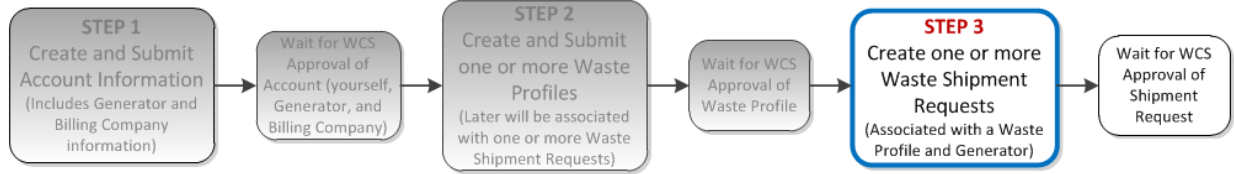
Waste Profiles

Show Profiles for Tovell, Judi (juditovell-1@yahoo.com) Create Revision Create New Profile

Waste Profiles																			
<input type="checkbox"/>		Profile Number	Name	Status	Shipping	Last Modified By	Last Modified												
<input type="checkbox"/>		WP-8738 Rev 1	ABC	Pending	-	juditovell-1@yahoo.com	12/5/2011 11:54:41 AM												
<div>Revisions</div> <table border="1"> <thead> <tr> <th></th> <th>Revision</th> <th>Name</th> <th>Status</th> <th>Last Modified By</th> <th>Last Modified</th> </tr> </thead> <tbody> <tr> <td></td> <td>0</td> <td>ABC</td> <td>Approved</td> <td>juditovell-1@yahoo.com</td> <td>12/1/2011 11:51:57 AM</td> </tr> </tbody> </table> <div> Page 1 of 1 View 1 - 1 of 1 </div>									Revision	Name	Status	Last Modified By	Last Modified		0	ABC	Approved	juditovell-1@yahoo.com	12/1/2011 11:51:57 AM
	Revision	Name	Status	Last Modified By	Last Modified														
	0	ABC	Approved	juditovell-1@yahoo.com	12/1/2011 11:51:57 AM														
<input type="checkbox"/>		WP-8754 Rev 0		Draft	-	juditovell-1@yahoo.com	12/2/2011 3:09:28 PM												
<input type="checkbox"/>		WP-8755 Rev 0	ABC Waste	Draft	-	juditovell-1@yahoo.com	12/2/2011 11:46:40 AM												
<input type="checkbox"/>		WP-8720 Rev 0		Draft	-	juditovell-1@yahoo.com	12/1/2011 3:58:44 PM												
<input type="checkbox"/>		WP-8750 Rev 0		Draft	-	juditovell-1@yahoo.com	12/1/2011 11:32:37 AM												
<input type="checkbox"/>		WP-8741 Rev 0		Draft	-	juditovell-1@yahoo.com	11/30/2011 8:36:08 AM												



WASTE SHIPMENT REQUESTS



Only authorized shipments will be accepted at the WCS facility. A Waste Shipment Request may contain one or more shipments and/or manifests. All shipments on a Waste Shipment Request are not required to be received on the same day. Currently, WCS is allowing LOWTRACK, RADMAN, and ISIPS to be utilized.

Status of Waste Shipment Requests

The Status of the Waste Shipment Requests will affect which tasks you can perform in ELITE.

After submitting new Waste Shipment Requests, you will receive notification of their approval by WCS. To check the current status of Waste Shipments Requests, see *Status of Waste Shipment Requests* on page 53 of this manual.

Each of your Waste Shipment Requests will display one of the following statuses on the **Manage your Account** screen:

Status	You Can Edit the Shipment Request	Can create a Revision to submit a change	Description
Draft	YES	NO	Shipping Request has been created and Saved but not Submitted for approval.
Pending	NO	NO	Shipping Request has been Submitted for approval. WCS has not completed the review.
Returned	YES	NO	Shipping Request has been reviewed and has been returned to the you for additional information.
Approved	NO	NO	Shipping Request has been approved. You can ship waste to the WCS facility at the agreed upon date and time.



Waste Shipment Request Status Rules:

- You can only **delete** a Waste Shipment Request if the Status is **Draft**
- You cannot create a **Revision** of a Waste Shipment Request
- You can only **edit** a Waste Shipment Request if the Status is **Draft** or **Returned**

After you Submit a Waste Shipment Request, you cannot edit it unless the Status is Returned.

Container Categories and Container Types

Each Line Item in the manifest will have a Container Category. Each Container Category has its own Container Types:

Container Category	Description	Container Types
BA	Burlap, cloth, plastic, or paper bag	Cu yard supersack 48 ft3 Lift Liner 64 ft3 Lift Liner 96 ft3 Lift Liner 132 ft3 Lift Liner 242 ft3 Lift Liner 264 ft3 Lift Liner



ELITE Customer Manual
Waste Shipment Requests - Container Categories and Container
Types

Container Category	Description	Container Types
CM	Metal boxes, cartons, cases (including roll offs and Casks)	B-25 Box B-12 Box Standard Waste Box 20 cu yd rolloff 25 cu yd rolloff 25 cu yd intermodal 25 cu yd intermodal Type A 30 cu yd rolloff 32 cu yd intermodal 40 cu yd rolloff 50 cu yd intermodal 20 cu yd end load Cargo 20 cu yd top load Cargo 37 cu yd Type A Cargo (end/top load) 40 cu yd end load Cargo 40 cu yd top load Cargo Cask Liner PL 8-120- poly Cask Liner PL 8-120 MT-poly Cask Liner PL 8-120 MTIF-poly Cask Liner PL 8-120 FR-poly Cask Liner PL 8-120 FP/FEDX-poly Cask Liner PL 8-120 CMT-poly Cask Liner TN-RAM-metal Cask Liner L 8-120 MT-metal Cask Liner L 8-120 CMT-metal Cask Liner L 8-120 IN-SITU-metal Cask Liner L 8-120 FR-metal Cask Liner L 8-120 FP/FEDX-metal
DF	Fiberboard or plastic drums, barrels, or kegs (this includes Poly Liners that are not shipped in metal casks)	5 gallon DF 10 gallon DF 14 gallon DF 20 gallon DF 30 gallon DF 55 gallon DF 95 gallon DF



Container Category	Description	Container Types
DM	Metal drums, barrels, or kegs	5 gallon DM 10 gallon DM 14 gallon DM 20 gallon DM 30 gallon DM 55 gallon DM 55 gallon DM overpack/ 7A 85gallon DM overpack 110 gallon DM overpack
DT	Dump trucks	20 cu yd End Dump 25 cu yd End Dump 30 cu yd End Dump
DW	Wooden drums, barrels, or kegs	
HG	Hopper or gondola cars	Gondola- tarped Gondola- hard lid Super Gondola
TP	Portable tanks	275 gallon poly tote tank 330 gallon poly tote tank 350 gallon steel tote tank 550 gallon steel tote tank 3700 gallon ISO-tank 4500 gallon ISO-tank
TT	Cargo tank (tank trucks)	4000 gallon tank truck 5000 gallon tank truck
XX	Unspecified	Unspecified Container Type

Create a Waste Shipment Request

At any point while filling in the form, you can click the **Save** button and finish at a later time. If there are any errors, they will appear in black at the top of the screen. Saving will not close the Waste Shipment Request.

Follow these steps to create a new Waste Shipment Request:

1	Click the Waste Shipments tab. The Waste Shipments Summary screen will be displayed.
---	--



Waste Shipment Summary screen

WASTECONTROL SPECIALISTS LLC
MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: juditovell-1@yahoo.com Elite Customer Portal - Build 20120102_0945

Waste Profiles Waste Shipments Account Info Print Change Password Help Log Off

Shipment Requests

View Shipment Requests for: Tovell, Judi (juditovell-1@yahoo.com)

Shipment Requests

Shipment Number	Generator	Status	Last Modified By	Last Modified On
		All		

- 2 Click the **Create New Shipment** button.
The Pick Facility and Generator popup will be displayed:

Click Help button
for assistance on
this screen



Pick a Facility and Generator for New Shipment popup

3	Select a Facility and Generator .
4	<p>Click the Create Shipment button</p> <p>NOTE: At this point, the Waste Shipment Request has been created and saved (even if you did not click Save). You can delete it from the Waste Shipment Summary screen.</p> <p>The Waste Shipment Request form will be displayed:</p>



Top Section of Waste Shipment Request form

WASTECONTROL SPECIALISTS LLC
MEETING THE NATION'S NEEDS
FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: rinku_a62@hotmail.com Elite Customer Portal - Build 20111012_0930

Waste Profiles Waste Shipments Account Info Print Change Password Help Log Off

Shipment Request: SR-A1050-1032 - Status: New

Instructions Back to Summary Save Submit

OP-1.1.1-1 INBOUND- WASTE SHIPMENT REQUEST FORM

To be completed by Customer. For Assistance please contact WCS Customer Service Department

A Shipment Request number will be generated for you

You can Save the form at any time (the form will still be displayed) and finish it later
If there are any errors, you will see them listed in black at the top of the screen.

Customer Information section

Customer Information:				
GENERATOR NAME	CUSTOMER CONTACT NAME	PHONE NUMBER	FAX NUMBER	24 HR EMERG. CONTACT # *
XYZ Generators	Rinku Srivastava	888-789-9999	214-222-1456	457 456-7878
XYZ Generators				

* Per 49 CFR 172.604, the 24 Hour emergency contact number must be monitored while the shipment is in transit, and the monitor must be able to provide technical information)

Populated based on your login
NOTE: For linked accounts, the information for the person you are representing will be displayed

24 HR EMERG. CONTACT - initially blank, but must be filled in.

5	Enter 24 HR EMERG CONTACT phone number
---	--



Uploading an Electronic RAD Manifest

** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
	JT0120610			
	JT0120611			

+ Add Manifest Edit Manifest Delete Manifest **Upload RAD Manifest** Total Manifests: 2

Transportation Information:
 HIGHWAY: (Check all that apply)
☐ Flatbed ☐ Vacuum Box
 RETURN ORIGINAL MANIFEST TO THE ATTEN
 TRANSPORTER NAME:
 TRANSPORTER EPA ID#:
 TRANSPORTER TEXAS ID#:

Waste Container Handling and Safety Info

A	Is the radiation dose rate for any contain
B	Is the radiation dose rate for any interna
C	Is waste subject to become readi... (airbo
D	Is the v... radon?
E	For Bu... dimens
F	Does s... palletiz...
G	For Bulk waste: Does any single piece c
H	For enclosed trailer shipments, does any
I	For flatbed trailer shipments, does any c
J	For bulk container shipments, does any container weigh >65,000 lbs.?

Are there any containers inside the shipping container? (i.e.

Upload RAD Manifest

Choose File: C:\Users\Nick\Desktop **Browse...**

Description: **Upload**

(Max file size is 10Mb)

Close

You can leave Description blank, any information you type will not be used in ELITE

After Uploading a Manifest, the Upload Complete message is displayed and you can:

- Use the Browse button to upload another manifest, or
- Click Close to close the popup

- 6 To upload a RAD Manifest:
- Click **Upload RAD Manifest** button
 - Use **Browse** to locate file
 - Optionally type a **Description**
 - Click **Upload** button
 - Repeat to upload additional Manifests
 - Click **Close** button when finished
- You can manually create a Manifest by clicking on the +Add Manifest button and then proceeding as for uploaded Manifests.



Edit/Add RCRA Manifest Number and Dates

** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
	3	9/30/2011	9/30/2011	
	JT0120605			
	JT0120606			

+ Add Manifest **Edit Manifest** Delete Manifest Upload RAD Manifest Total Manifests: 3

Transportation Information:

HIGHWAY: (Check all that apply)

☐ Flatbed ☐ Vacuum Bo

RETURN ORIGINAL MANIFEST TO THE

TRANSPORTER NAME: Scotties Tra

TRANSPORTER EPA ID#: ABC12345

TRANSPORTER TEXAS ID#: 12345

Edit Manifest

RCRA Manifest # RCRA 12345

540/541 Manifest # JT0120606

Est. Departure Date 11/25/2011

Est. Arrival Date 11/30/2011

Est. Arrival Time ** 11:00am

Save Manifest Cancel

Waste Container Handling and Sa

A	Is the radiation dose rate for any container >100 mR/hr on contact?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	Max Contact Dose Rate = 0	mr/hr
R	Is the radiation dose rate for any internal item >100 mR/hr on	YES <input checked="" type="radio"/>	NO <input type="radio"/>	Max Contact Dose Rate = 0	mr/hr

Enclosed Trailer ☒ Conestoga Trailer

Other

STATE: ZIP CODE:

E: Montgomery Scott

NE NO: 111-111-1111

Departure Date cannot be earlier than the Submit date

All fields are required except RCRA Manifest # and Arrival time

Do not type periods in the time

Acceptable formats:

10 am

10:00 am

12:15 pm

- | | |
|---|---|
| 7 | <p>To add the Manifest Number, Shipment Date, Shipment Delivery Date, and time of day for delivery:</p> <ul style="list-style-type: none"> Click on a Manifest to highlight the line in yellow Click Edit Manifest button Fill in fields Click Save Manifest button <p>The Manifest line you highlighted will now display the information you entered</p> |
|---|---|



ELITE Customer Manual

Waste Shipment Requests - Create a Waste Shipment Request

**** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.**

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)					
RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **	
	3	9/30/2011	9/30/2011		
	JT0120606				
RCRA 12345	JT0120606	11/25/2011	11/30/2011	11:00am	

+ Add Manifest
✎ Edit Manifest
✖ Delete Manifest
📁 Upload RAD Manifest
Total Manifests: 3

Transportation Information:

HIGHWAY: (Check all that apply)	<input checked="" type="checkbox"/> Rolloff Box	<input type="checkbox"/> End Dump	<input type="checkbox"/> Van/Enclosed Trailer	<input checked="" type="checkbox"/> Conestoga Trailer
<input type="checkbox"/> Flatbed	<input type="checkbox"/> Vacuum Box	<input checked="" type="checkbox"/> Shielded Cask	<input type="checkbox"/> Other	Describe Other: _____

RETURN ORIGINAL MANIFEST TO THE ATTENTION OF:	STREET ADDRESS OR P.O. BOX	CITY:	STATE:	ZIP CODE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TRANSPORTER NAME: Scotties Transporter Pad	TRANSPORTER CONTACT NAME: Montgomery Scott
TRANSPORTER EPA ID#: ABC123456789	TRANSPORTER CONTACT PHONE NO: 111-111-1111
TRANSPORTER TEXAS ID#: 12345	

Waste Container Handling and Safety Information:

A	Is the radiation dose rate for any container >100 mR/hr on contact?	YES <input checked="" type="radio"/>	NO <input type="radio"/>		Max Contact Dose Rate = 0	mr/hr
B	Is the radiation dose rate for any internal item >100 mR/hr on contact?	YES <input checked="" type="radio"/>	NO <input type="radio"/>		Max Contact Dose Rate = 0	mr/hr



Electronic RAD Manifest - Step 3: Add Line Items to Manifest and selecting Container Categories

** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
	3	9/30/2011	9/30/2011	
	JT0120605			
	JT0120606			

+ Add Manifest + Edit Manifest + Delete Manifest + Upload RAD Manifest Total Manifests: 3

Transportation Information:

HIGHWAY: (Check all that apply) ☒ Roll-off Box ☐ Enclosed Trailer ☒ Conestoga Trailer

☐ Flatbed ☐ Vacuum Box ☒ Shielded Cask ☐ Other

RETURN ORIGINAL MANIFEST TO THE ATTENTION OF: STREET: STATE: ZIP CODE:

Clicking on the arrow in the left column displays the Line Item grid as shown below:

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
Rs1116002	Rs111602	11/23/2011	11/30/2011	9:00 pm

Line Items

Line #	Profile Number	Container Category	Weight	Wt. Units	Volume	Vol. Units
1-A	WP-8730 Rev 2	DM	0	lbs	0	cft
1-B	WP-8730 Rev 2	DT		lbs		cft

+ Add Line Item + Edit Line Item + Delete Line Item + Attach Containers + Edit LDR

Attachments

+ Add Attachment + Delete Attachment

Add Line Item

Profile Number: WP-8730 Rev 2

Container Category: BA

Wt. Units: lbs

Vol. Units: cft

Save Line Item Cancel

Transportation Information:

HIGHWAY: (Check all that apply) ☐ Flatbed ☐ Vacuum Box

RETURN ORIGINAL MANIFEST TO THE ATTENTION OF: STREET: STATE: ZIP CODE:

TRANSPORTER NAME: TRANSPORTER CONTACT NAME: CONTACT PHONE NO:

Profile Number: Only CWF or FWF Waste Profiles will be listed depending on whether you chose Compact or Federal when you created this Waste Shipment

Container Categories:

- BA – Burlap, cloth, plastic, or paper bag
- CM – Metal boxes, cartons, cases (including roll-offs and Casks)
- DF – Fiberboard or plastic drums, barrels, or kegs (this includes Poly Liners that are not shipped in metal casks)
- DM – Metal drums, barrels, or kegs
- DT – Dump trucks
- DW – Wooden drums, barrels, or kegs
- HG – Hopper or gondola cars
- TP – Portable tanks
- TT – Cargo tank (tank trucks)



ELITE Customer Manual

Waste Shipment Requests - Create a Waste Shipment Request

- 8 To add Line Items to the Manifest:
- Click an arrow on left side of screen in Manifests grid to display the Line Items grid
 - Click **+Add Line Item** button
 - Select Profile Number, Container Category, Wt Units and Vol Units
NOTE: If no Profile Numbers are listed, check that you have selected a Generator and clicked the Save button near the top of this form
 - Click **Save Line Item** button to save and close popup and the Line Items will be listed in the Line Items grid
 - Optionally repeat these steps to add additional Line Items

You cannot sort columns or change column width in this grid

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
	RJT5720686			

Line Items

Line #	Profile Number	Container Category	Weight	Wt. Units	Volume	Vol. Units	Quantity	LDR Assigned
1-A	WP-8730 Rev 1	DT		lbs		cft	0	N
1-B	WP-8723 Rev 0	BA		lbs		cft	0	N

+ Add Line Item + Edit Line Item - Delete Line Item + Attach Containers + Edit LDR Total Line Items: 2

Attachments

File Name	Description
There are no Attachments for this Manifest	

+ Add Attachment - Delete Attachment

+ Add Manifest + Edit Manifest - Delete Manifest + Upload Manifest Total Manifests: 1

For each Line Item you add to a Manifest, a new Line # will be automatically assigned beginning with 1-A

Attach Containers to Line Items

**** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.**

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
JT0120610				

Line Items

Line #	Profile Number	Container Category	Weight	Wt. Units	Volume	Vol. Units	Quantity	LDR Assigned
1-A	WP-8730 Rev 2	DT		tons		gals (us dry)	0	N
1-B	WP-8723 Rev 0	DM		kgs		gals (us liq)	0	N

+ Add Line Item + Edit Line Item + Delete Line Item **+ Attach Containers** + Edit LDR

Attachments

File Name	Description
There are no Attachments for this Manifest	

+ Add Attachment + Delete Attachment

Attach Containers

Line item: **1-A (WP-8730 Rev 2)** Container Type: **20 cu yd End Dump**

Containers

Import Method	Line Item / Profile	Generator Container #	Weight (lbs)	Volume (ft3)	Container Type
<input type="checkbox"/>	Electronic (Not Set)	04-75846	6040	96	Unspecified Container Type
<input checked="" type="checkbox"/>	Electronic (Not Set)	04-75818	6260	96	Unspecified Container Type
<input type="checkbox"/>	Electronic (Not Set)	03-11934	6240	96	Unspecified Container Type
<input checked="" type="checkbox"/>	Electronic (Not Set)	04-75843	359	7.5	Unspecified Container Type
<input checked="" type="checkbox"/>	Electronic (Not Set)	04-79117	7083	98	Unspecified Container Type
<input type="checkbox"/>	Electronic (Not Set)	04-75841	5840	96	Unspecified Container Type
<input type="checkbox"/>	Electronic (Not Set)	04-75842	261	7.5	Unspecified Container Type
<input type="checkbox"/>	Electronic (Not Set)	04-79120	3511	96	Unspecified Container Type

+ Add Container + Edit Container + Delete

1. Select a Line Item and Container Type

2. Select individual check boxes or click the top checkbox to select /deselect All

3. Click Update Containers button

4. Repeat Steps 1 and 2 if you want to attach additional containers or Add Containers.

5. When finished, click Close button

NOTE: Once you click Update Containers, you cannot edit the container information. To do this, you will need to delete the Line Item and start over.

You can use the Add Container button to add new containers.

It will add a new line to the grid using the Line Item and Container Type selected at top of this popup.

Tip: If you click anywhere on a line (not the checkbox) it will deselect any lines that are checked except for the one you clicked on. This is useful when Editing or Deleting a Container.



- 9 To attach Containers to
 - Click **Attach Containers** button to display popup
 - In the popup, select **a Line Item** and **Container Type** from dropdowns
 - Check boxes of the line items you want to select
or
Check top checkbox to select *all* line items
 - Click **Update Containers** button (popup remains open)
 - Repeat as needed to attach more containers
 - Click **Close** button when you have finished

Land Disposal Restriction (LDR) information:

The Edit LDR button is only used for RCRA waste. If the Waste Profile is not RCRA, skip this LDR section.

**** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.**

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
	JT0120610			
	JT0120611			

Line Items

Line #	Profile Number	Container Category	Weight	Wt. Units	Volume	Vol. Units	Quantity	LDR Assigned
1-A	WP-8730 Rev 2	TP		lbs		cft	0	N
1-B	WP-8730 Rev 2	DM		tons		gals (us dry)	0	N
1-C	WP-8667 Rev 0	DM		lbs		cft	0	N

Total Line Items: 3

Edit LDR Information

Waste description (RCRA Codes) Underlying Hazardous Constituents LDR Certifications

RCRA Codes

Code	IsPresent	Technical Name
<input type="checkbox"/> D-Codes- General Characteristics and Metals		
1	<input type="checkbox"/>	D001 - Hi TOC
2	<input type="checkbox"/>	D001 - All others

The information displayed is based on this Waste Profile

View 1 - 2 of 2

Submit



ELITE Customer Manual

Waste Shipment Requests - Create a Waste Shipment Request

10	<p>To include LDR information:</p> <ul style="list-style-type: none"> Click on a Line Item and click Edit LDR button Make selections from the three tabs Click Save
----	--

Adding Attachments to Manifests

**** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.**

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
	3	9/30/2011	9/30/2011	
	JT0120605			
	JT0120606			

Line Items

Line #	Profile Number	Container Category	Weight	Wt. Units	Volume	Vol. Units	Quantity	LDR Assigned
1-A	WP-8730 Rev 2	HG	11214	tons	207	cyd	4	N
1-B	WP-8723 Rev 0	DM		lbs		cft	0	N

+ Add Line Item + Edit Line Item + Delete Line Item + Attach Containers + Edit LDR Total Line Items: 2

Attachments

File Name	Description
There are no Attachments for this Manifest	

+ Add Attachment + Delete Attachment

+ Add Manifest + Edit Manifest + Delete Manifest + Upload RAD Manifest Total Manifests: 3

Transportation Information:

HIGHWAY: (Check all that apply)

☐ Flatbed ☐ Vacuum Box

RETURN ORIGINAL MANIFEST TO THE ATTEN

TRANSPORTER NAME: Scotties Transport

TRANSPORTER EPA ID#: ABC123456789

TRANSPORTER TEXAS ID#: 12345

Waste Container Handling and Safety In

A	Is the radiation dose rate for any conta
B	Is the radiation dose rate for any intern contact?
C	Is waste subject to become readily airb dusty?
D	Is the waste subject to release of radio radon?
E	For Bulk waste: Does the waste contai dimension?
F	Does shipment contain drums or smalle palletized?
G	For Bulk waste: Does any single piece pounds?
H	For enclosed trailer shipments, does ar lbs.?

Upload Attachment

Select a file to upload (Max size 10MB):

FileName:

Description:

You can upload multiple attachments before closing the popup



ELITE Customer Manual

Waste Shipment Requests - Create a Waste Shipment Request

Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)

RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
	3704686SK5	11/10/2011	11/10/2011	

Line Items

Line #	Profile Number	Container Category	Weight	Wt. Units	Volume	Vol. Units	Quantity	LDR Assigned
1-A	WP-8665 Rev 0	BA	35594	lbs	591	cft	8	N

+ Add Line Item Edit Line Item Delete Line Item Attach Containers Edit LDR Total Line Items: 1

Attachments

File Name	Description
desktop.ini	Attachment for manifest

+ Add Attachment Delete Attachment Total Attachments: 1

Manifests

Manifest #	Manifest Description
JT0120602	

+ Add Manifest Edit Manifest Delete Manifest Upload RAD Manifest Total Manifests: 2

The file name of attachment is added to the grid as a hyperlink .

You can click the hyperlink to display the attachment

- 11 To add attachments to a Manifest:
- In the Attachments section, click **Add Attachment** button
 - Browse to the file
 - Optionally enter a Description
 - Click Attach File button
 - Repeat to attach additional files
 - Click Close button when finished

Transportation Information section

Transportation Information:

HIGHWAY: (Check all that apply)		<input type="checkbox"/> Rolloff Box	<input type="checkbox"/> End Dump	<input type="checkbox"/> Van/Enclosed Trailer	<input type="checkbox"/> Conestoga Trailer
<input type="checkbox"/> Flatbed	<input type="checkbox"/> Vacuum Box	<input type="checkbox"/> Shielded Cask	<input type="checkbox"/> Other	Describe Other	
RETURN ORIGINAL MANIFEST TO THE ATTENTION OF:	STREET ADDRESS OR P.O. BOX	CITY:	STATE:	ZIP CODE:	
TRANSPORTER NAME:		TRANSPORTER CONTACT NAME:			
TRANSPORTER EPA ID#:		TRANSPORTER CONTACT PHONE NO:			
TRANSPORTER TEXAS ID#:					

- 12 Fill in the Transportation information
- If you choose Other, enter a description
 - Phone numbers do not have to be in any specific format



Waste Container Handling section

Waste Container Handling and Safety Information:				
A	Is the radiation dose rate for any container >100 mR/hr on contact?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	Max Contact Dose Rate = <input type="text"/> mR/hr
B	Is the radiation dose rate for any internal item >100 mR/hr on contact?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	Max Contact Dose Rate = <input type="text"/> mR/hr
C	Is waste subject to become readily airborne (low density, dry, dusty)?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	
D	Is the waste subject to release of radioactive gases, including radon?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	
E	For Bulk waste: Does the waste contain any debris >10 feet in any dimension?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>
F	Does shipment contain drums or smaller packages that are not palletized?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	
G	For Bulk waste: Does any single piece of debris exceed 2,000 pounds?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/>
H	For enclosed trailer shipments, does any container weigh >7,000 lbs.?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/> Max. Container Weight <input type="text"/> lbs.
I	For flatbed trailer shipments, does any container weigh >10,000 lbs.?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/> Max. Container Weight <input type="text"/> lbs.
J	For bulk container shipments, does any container weigh >65,000 lbs.?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	N/A <input type="radio"/> Max. Container Weight <input type="text"/> lbs.
K	Are there any containers inside the shipping container? (i.e. Overpacked drums or drums in an intermodal)?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	
L	Are there any shipping containers other than 55 gal drums, B-12 or B-25 Boxes, Sealands, Conexs, or Intermodals?	YES <input checked="" type="radio"/>	NO <input type="radio"/>	
M	For Cask shipments, what is the cask model number? If not applicable, enter "N/A".			<input type="text"/>

"YES" responses require a detailed description in the Remarks section below.

Remarks: Please describe safe handling considerations. Attach additional pages of remarks, as needed.	

- | | |
|----|--|
| 13 | Fill in the Waste Container Handling information <ul style="list-style-type: none"> If you choose Yes, fill in the information on the right unless it is grayed out Include any Remarks you think might explain or clarify |
|----|--|

Signature Section

You can save the form at any time and finish later. If there are any errors, you will see them listed in black at the top of the screen.

NOTE: If you continue to work on the form after Saving, popups may not seem to appear and you will need to scroll up to see them. To remove the error messages and avoid this problem, return to the Waste Shipment Summary and then select the form.

I acknowledge shipments scheduled less than 5 business days in advance of receipt may be subject to surcharge and that WCS may not be able to grant shipment approval without receipt of advanced manifests.	
GENERATOR (PRINTED NAME): <input type="text"/>	
GENERATOR (SIGNATURE): <input type="text"/>	
<input type="button" value="Instructions"/> <input type="button" value="Back to Summary"/> <input type="button" value="Save"/> <input type="button" value="Submit"/>	

- | | |
|----|--|
| 14 | Print the form, sign it and fax or scan/e-mail it to WCS |
| 15 | Watch for the Waste Shipment Status to change from "Submitted" to "Approved". If Status is Returned", make changes and resubmit. |



Modify a Waste Shipment Request

If the Waste Profile has a status of **Draft**, you can edit it at any time because it has not been submitted.

If the status is **Approved**, you must create a Revision. See Statuses of Waste Profiles on page 31 for more information on Waste Profile statuses.

Editing a Waste Shipment Request

Follow these steps to edit a Waste profile with a status of Draft or Returned

- 1 Select Waste Shipments tab

WASTECONTROL SPECIALISTS LLC
MEETING THE NATION'S NEEDS FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: juditovell-1@yahoo.com

Build 20111111_1600

Waste Profiles | **Waste Shipments** | Account Info | Print | Change Password

Shipment Requests

View Shipment Requests for: Srivastava, Rinku (rinku_a62@hotmail.com) Create New Shipment


• You have no Generators defined, and will therefore not be able to create shipments

Shipment Number	Generator	Status	Last Modified By	Last Modified On
7	q	All		
SR-1050-1000 Rev 0		Pending	Srivastava, R	8/17/2011 9:49:37 AM
SR-1050-1001 Rev 0	1 New Generator Company	Draft	Srivastava, R	11/9/2011 1:56:17 PM
SR-1050-1002 Rev 0	XYZ Generators	Draft	Srivastava, R	10/3/2011 12:12:40 PM
SR-1050-1003 Rev 0		Returned	Khandwala, S	9/16/2011 6:18:03 PM
SR-1050-1004 Rev 0	1 New Generator Company	Draft	Srivastava, R	9/23/2011 2:46:04 PM
SR-1050-1005 Rev 0	Generator Company	Draft	Srivastava, R	9/23/2011 3:04:33 PM
SR-1050-1006 Rev 0		Pending	Srivastava, R	9/15/2011 8:19:27 PM
SR-1050-1007 Rev 0	Generator Company	Draft	Srivastava, R	9/27/2011 10:27:14 AM
SR-1050-1008 Rev 0	XYZ Generators	Draft	Srivastava, R	9/27/2011 10:27:14 AM
SR-1050-1009 Rev 0	XYZ Generators	Draft	Srivastava, R	9/27/2011 10:27:14 AM
SR-1050-1010 Rev 0	XYZ Generators	Draft	Srivastava, R	9/27/2011 10:27:14 AM
SR-1050-1011 Rev 0	TEST ME Noq	Draft	Srivastava, R	10/27/2011 10:27:14 AM

Page 1 of 1

View 1 - 183 of 183




2	Click the  for the Waste Shipment Request form you want to access. The Waste Shipment Request will be displayed
3	Make changes to the form
4	Click the Print tab to print the form
5	Click the Submit the form If there are errors, correct them and resubmit

Deleting a Manifest

All Line Items, Containers, LDRs, and Attachments for the manifest will be removed. This cannot be undone, even if you do not Save the Waste Shipment Request form after deleting the Manifest.

You can only delete a Manifest if the Waste Shipment Request has a Status of Draft or Returned.

1	Select Waste Shipments tab
2	Click the  for the Waste Shipment Request form you want to access. The Waste Shipment Request will be displayed
3	Click on the Manifest you want to delete (this will highlight it in yellow)

OP-1.1.1-1 INBOUND- WASTE SHIPMENT REQUEST FORM				
To be completed by Customer. For Assistance please contact WCS Customer Service Department at (888)789-2783				
Customer Information:				
GENERATOR NAME	CUSTOMER CONTACT NAME	PHONE NUMBER	FAX NUMBER	24 HR EMERG. CONTACT # *
Dallas Genco Dallas Genco	Judi Tovell	972 487-2999	665 890-0499	244 898-0071
<p>* Per 49 CFR 172.604, the 24 Hour emergency contact number must be monitored while the shipment is in transit, and the monitor must be able to provide technical information)</p> <p>** Shipment Arrival Times that are outside the hours of 8am to 3pm are subject to additional approvals being required.</p>				
Manifests (Create each manifest and attach copies of DOT / EPA / NRC required paperwork)				
RCRA Manifest #	540/541 Manifest #	Est. Departure Date	Est. Arrival Date	Est. Arrival Time **
RCRA 4567	JT0120612	1/28/2012	2/4/2012	9am
+ Add Manifest ✎ Edit Manifest 🗑 Delete Manifest Upload RAD Manifest				Total Manifests: 1
Transportation Information:				
HIGHWAY: (Check all that apply)	<input type="checkbox"/> Rolloff Box	<input type="checkbox"/> End Dump	<input type="checkbox"/> Van/Enclosed Trailer	<input checked="" type="checkbox"/> Conestoga Trailer
<input type="checkbox"/> Flatbed	<input type="checkbox"/> Vacuum Box	<input type="checkbox"/> Shielded Cask	<input type="checkbox"/> Other	Describe Other

4	Click the Delete Manifest button
5	Click Delete Manifest button on confirmation popup The Manifest will be deleted and removed from the Manifest grid.



PRINTING

You can print any screen that is displayed in ELITE.

How to Print

Follow these steps to print any form or screen that is displayed in ELITE:

- 1 Display the screen or form you want to print.

WASTECONTROL SPECIALISTS LLC MEETING THE NATION'S NEEDS FOR COST-EFFECTIVE WASTE MANAGEMENT SERVICES

Logged in as: juditovell-1@yahoo.com Elite Customer Portal - Build 20111206_2330

Waste Profiles Waste Shipments Account Info **Print** Change Password Help Log Off

Waste Profile

Cancel Save Submit

Waste Profile (LL-OP-2.1-1) WP-8755 Rev 0

Requested Disposal Facility (Only Check One):
☐ Compact Waste Facility (CWF)
☒ Federal Waste Facility (FWF)

Attachments: Upload Attachments
☐ Radiological Data ☐ RCRA Data ☐ LDR Form ☐ MSDS ☐ LLRW Classification ☐ Fingerprint (D001-D003)
Analysis
☐ Other
☒ LLRW ☐ LLMW

Representative Sample Data included: ☐ Yes ☒ No

- 2 Click the **Print** tab
In the above example, the Waste Profile form would be printed.