Electronic Inventory Tracking
Engine - ELITE

Customer Manual
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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 set up VPN access and to have new VPN token codes e-mailed to you each time you access ELITE:

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 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: juditwell1@yahoo.com
CC: 
BCC: 
SUBJECT: BlackShield ID Email to SMS Message

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

This is called the Username on the ELITE login 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:

   ![](image)

   Your Initial PIN plus the VPN token code from the e-mail. Include the dash but do not add spaces.
## Getting Started - Initial Setup of VPN Token Code

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| 2    | **Username:** Type the User ID given to you in the e-mail. This will normally be the first part of your e-mail address.  
**PIN+token:** Type the initial PIN from the e-mail followed by the VPN Token Code from the e-mail.  
Click **Sign In** |
| 3    | 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.  
**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 |
| 4    | After entering your PIN, click **Save PIN** and an e-mail message will be sent to you that contains the next VPN token code.  
The e-mail will look similar to the following: |
Sample e-mail with new token code:

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

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

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](https://customer.wcstexas.com) (same URL as before, so you should already have this Bookmarked)

You will see this screen:
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.

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

Go to https://customer.wcstexas.com (same URL as before, so you should already have this Bookmarked)

You will see the following screen:

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.

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:
Click the Request an account button

You will see the following screen:

You need to request an Account and have WCS approve the request before you can begin using ELITE
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 Generators on page 22 or Billing Companies on page 24 of this manual.

Click the Request an account button at the bottom of the screen.

You will see the following screen:
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.

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:
Getting Started - Initial Setup of VPN Token Code

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 access.

Your PIN plus the latest VPN token code. Do not add spaces between them but include any dashes.
access. If you forget your password, see Forgotten Password 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:

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:

   2. Click the SELF SERVICE link
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: ludlovall-1@yahoo.com
CC: 
BCC: 
SUBJECT: BlackShield ID Email to SMS Message

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

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

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. Click the SELF SERVICE link
   You will see the following screen:
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:

1. 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.
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.
Click on the down arrow in the Zoom status bar:

The screen will look similar to the following:

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:

   ![Welcome Screen](image)

   - 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

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

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

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

<table>
<thead>
<tr>
<th>Status</th>
<th>You Can Create/Submit Waste Profiles for the Billing Company</th>
<th>WCS can Approve Waste Profiles for the Billing Company</th>
<th>You Can Create/Submit Shipment Requests for the Billing Company</th>
<th>Shipment Requests can be Approved by WCS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>WCS is reviewing or re-reviewing the Billing Company</td>
</tr>
<tr>
<td>Approved</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>WCS has approved the Billing Company</td>
</tr>
<tr>
<td>Suspended</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>Billing company has been suspended</td>
</tr>
</tbody>
</table>
Viewing Your Account

You can change any of the information in this section except E-mail address but changes will NOT be saved unless you click the "Submit for Approval" button at the bottom of the screen.

The Generator WCS numbers are created by the application.

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.

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:

2. Fill in the password information.

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

6 Click on the Log On 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:

   ![Change Password Screen](image1)

   **Change Password**
   Use the form below to change your password.
   - Current password: ********
   - New password: ******
   - Confirm password: ******
   - Change Password

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:

   ![Change Password Notification](image2)

   **Change Password**
   Your password has been changed successfully.
   Click here to go back to your account
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:

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 3 | Select either CWF or FWF checkbox  
FWF: if checked, “Is this Federal Facility waste?” in Section 7 of this form, is automatically set to YES.  

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. |   |
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

File Upload

C:\Users\Nick\Desktop\WCS Desktop\yyzz.zip Up Browse

Content Type in Popup: Auto populates the appropriate checkbox in Attachments section for each attachment you upload. It also auto populates the Type column of the 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.

Not used in ELITE

6 Click the Browse button to locate the file, and click the Open button. The pathname will appear in the Browse field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 7    | Select one of the following Content Types:  
  - RCRA Data  
  - Fingerprint (D001-D003 Analysis)  
  - Other  
  - LLRW Classification  
  - LDR Form  
  - MSDS  
  - Radiological Data  
  The selection you make will check the appropriate box under the Attachments Button on the form. |
| 8    | Type a **Nickname**  
  The Nickname you type will appear as a link in the File Uploads grid (Name column) on the form. |
| 9    | You can optionally type a **Description**, but this information is not used anywhere. |
| 10   | Click the **Upload** button  
  A message appears indicating the upload is complete |
| 11   | Either upload another document or click **Done** to close the popup  
  The Attachments section of the screen will be populate based on the upload selections: |
Appropriate checkboxes will be checked based on the Content Type you select in Upload Attachments popup.

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

The Nickname you typed in the popup appears here. Click on the link to display the file.
Section 1: Generator Information

12 Generator Name section:
   - Click the Select link
   - Select a Generator from the dropdown list
   - Click Done button to close the popup

The Generator information will be populated on the form and cannot be changed.

13 Billing Company section:
   - Click the Select link
   - Select a Billing Company from the dropdown list
   - Click Done button to close the popup

The Billing Company information will be populated on the form and cannot be changed.
Section 2: General Description and Regulatory Status

<table>
<thead>
<tr>
<th>Waste Name:</th>
<th>The name you type populates the “Name” column on the Waste Profile Summary screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Generating Waste:</td>
<td>This information is not used in ELITE Customer Portal but can be viewed by WCS when they review this Waste Profile for approval</td>
</tr>
</tbody>
</table>

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:

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.
Hazardous Waste Only: RCRA Waste Codes popup

18. Select the appropriate tabs and check the appropriate boxes
   When you have finished, click the **Done** button to close the window
   The items you selected will be displayed on the form

19. Click the **Underlying Hazardous Constituents** button
   From the popup that is displayed, check the appropriate boxes and enter the PPM
   When you have finished, click the **Done** button
   The information will be displayed on the form
Underlying Hazardous Constituents popup

<table>
<thead>
<tr>
<th>Max Concentration ppm</th>
<th>Common Name</th>
<th>CAS Number</th>
<th>NWW</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1,1,1-Trichloroethane</td>
<td>62-45-8</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>1,1,2-Trichloroethane</td>
<td>71-55-6</td>
<td>6.0</td>
</tr>
<tr>
<td>50</td>
<td>1,1,2,2-Tetrachloroethane</td>
<td>79-34-5</td>
<td>6.0</td>
</tr>
<tr>
<td>30</td>
<td>1,1,2-Trichloro-1,2,2-trifluoroethane</td>
<td>90-13-1</td>
<td>30</td>
</tr>
<tr>
<td>1,4-Dichlorobenzene</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,1-Dichloroethylene</td>
<td></td>
<td>75-05-4</td>
<td>8.0</td>
</tr>
<tr>
<td>1,2,3,4,6,7,8,9-Octachlorodibenzofuran (OCDF)</td>
<td>29901-02-0</td>
<td>.005</td>
<td></td>
</tr>
<tr>
<td>1,2,3,4,6,7,8,9-Octachlorobenzodioxin (OCDD)</td>
<td>32866-97-0</td>
<td>.005</td>
<td></td>
</tr>
<tr>
<td>1,2,3,4,6,7,8-Heptachlorobenzenuran (1,2,3,5,6,7,8-HpCDF)</td>
<td>07562-39-4</td>
<td>.0025</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Waste Description (ie., soil, debris etc)</th>
<th>Average</th>
<th>Range (Range Totals Must Be ≥ 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>45</td>
<td>67 % 55 %</td>
</tr>
</tbody>
</table>

Add Remove

Other Physical Characteristics

- %Solid: 12
- %Sledge: 45
- %Liquid: 44
- % by Weight: 0%
- % by Volume: 0%
- Density: 24
- Units: ton/cu yd
- # of Layers: 2
- Color: 23
- Odor: 23
- pH: 0.2
- >2.14
- >4.10
- >10.124
- >18.2.14 Measured pH Value: 0.5
Select whether you want to specify by **Weight** or **Volume**

Fill in remainder of fields on screen

TIP: If you want to add descriptions, click **Add** button

**Section 4: Chemical Characteristics**

<table>
<thead>
<tr>
<th>Metals</th>
<th>TCLP</th>
<th>Totals</th>
<th>Generator’s Knowledge</th>
<th>ppm (mg/kg)</th>
<th>ppb (µg/kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antimony</td>
<td>Beryllium</td>
<td>Lead</td>
<td>Silver</td>
<td>Mercury (\text{TCLP})</td>
<td></td>
</tr>
<tr>
<td>Arsenic</td>
<td>Cadmium</td>
<td>Nickel</td>
<td>Thallium</td>
<td>Mercury (\text{Totals})</td>
<td></td>
</tr>
<tr>
<td>Barium</td>
<td>Chromium</td>
<td>Selenium</td>
<td>Zinc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inorganic Constituents:** ppm (mg/kg) \(\text{ppb (µg/kg)}\)

- **Total**
- **Amenable**
- **Reactive**

**Chelating Agents:** Are any chelating agents present? **Yes** **No**

- If yes, please list constituent and % by weight that are present in the entire waste stream.

**Organic Constituents:** ppm (mg/kg) \(\text{ppb (µg/kg)}\)

- % by Wt
- % by Vol

**Other Characteristics of Waste**

- **Oxidizer, Solid Organic Peroxide**
- **Explosive or Pyrophoric**
- **Water Reactive or Fuming or Smoking**

**Set all Metals < UTS** link

**Select at least one metal checkbox and either ppm or ppb**

**Reset all Inorganics** link if you want to change all items to “0”

**Add** button if you want to add additional agents and their weights

**None Apply** to select all
Section 5: Radioactive Constituents

Select a Waste Class and fill in the remainder of this section

Click Pick Nuclides button to display the Callouts popup:

Specifying Nuclides popup
Section 6: Shipping Information DOT Shipping Name

- 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.

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

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

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

### Prefix the word “Waste”

Information only, does not affect selections on the form.

### RQ

The DOT requires anything they define as a hazardous substance to include “RQ” in its description.

### Add button

Click to add another item. If you do, repeat the process from the previous three steps.

### Upload Attachments button

Both Upload Attachments buttons add items to the same grid, so it does not matter which you use.

#### Upload Attachments popup

- **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.

### 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.

### 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.

### Are drums overpacked?

Click **Yes,** **No** or **Other.** If you select Other, type an explanation.
### Section 7: Licenses and Certifications

#### Original Generator Licensing Information:
- Did the Generator listed on the profile originally produce this waste?  [ ] Yes  [ ] No
- If “NO” please list the original licensed generator that produced the waste: ABC
- Is this Federal Facility Waste?  [ ] Yes  [ ] No
- This material was originally produced under License #: 
- This license was issued by the following agency:
  1. [ ] United States Nuclear Regulatory Commission (NRC)
  2. [ ] (state agency) operating in the state of TX, which has been delegated the applicable authority by the NRC.

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.

#### Process Facility Licensing Information:
- [ ] N/A (This waste was not processed at a separate facility.)
- Please list the name of the licensed processing facility:
- This material was processed under License #: 
- This license was issued by the following agency:
  1. [ ] United States Nuclear Regulatory Commission (NRC)
  2. [ ] (state agency) operating in the state of TX, which has been delegated the applicable authority by the NRC.

If you choose No, a field will appear for you to type in the Generator name.

The Generator must be certified by WCS. This will be auto populated based on whether you choose CWF or FWF at the top of this form.

If you select N/A, this section of the form will not be displayed.
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 Waste Disposal Compact Commission.

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

Volume (cubic feet): ☐ Activity (curies): ☐ Expiration: ☐

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.

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

File Uploads

40 Fill in blanks and upload files if Attach File button is displayed

41 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.

NOTE: Clicking Save rather than Submit will save and close the Waste Profile without displaying errors.

Name and Signature

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

46
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.

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. Click **Waste Profiles** tab
   The Waste Profiles Summary screen will be displayed:
   - 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
Click on the icon in the third column to display the Waste Profile.

NOTE: The icon is used to Delete Drafts.

<table>
<thead>
<tr>
<th>Profile Number</th>
<th>Name</th>
<th>Status</th>
<th>Shipping</th>
<th>Last Modified By</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP-8738 Rev 0</td>
<td>ABC</td>
<td>Approved</td>
<td>Allowed</td>
<td><a href="mailto:juditowell-1@yahoo.com">juditowell-1@yahoo.com</a></td>
<td>12/1/2011 11:51:57 AM</td>
</tr>
<tr>
<td>WP-8754 Rev 0</td>
<td>Draft</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:juditowell-1@yahoo.com">juditowell-1@yahoo.com</a></td>
<td>12/2/2011 3:08:26 PM</td>
</tr>
<tr>
<td>WP-8755 Rev 0</td>
<td>ABC Waste</td>
<td>Draft</td>
<td>-</td>
<td><a href="mailto:juditowell-1@yahoo.com">juditowell-1@yahoo.com</a></td>
<td>12/2/2011 11:46:40 AM</td>
</tr>
<tr>
<td>WP-8720 Rev 0</td>
<td>Draft</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:juditowell-1@yahoo.com">juditowell-1@yahoo.com</a></td>
<td>12/1/2011 3:58:44 PM</td>
</tr>
<tr>
<td>WP-8797 Rev 0</td>
<td>Draft</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:juditowell-1@yahoo.com">juditowell-1@yahoo.com</a></td>
<td>12/1/2011 3:58:44 PM</td>
</tr>
</tbody>
</table>

**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

**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)
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:
2. 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.

<table>
<thead>
<tr>
<th>Waste Profiles</th>
<th>Waste Shipments</th>
<th>Account Info</th>
<th>Print</th>
<th>Change Password</th>
<th>Help</th>
<th>Log Off</th>
</tr>
</thead>
</table>

Click on the plus sign in this column. Any previous versions will be displayed.

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

Draft indicates a Waste Profile has been saved

Reviewed by indicates WCS has reviewed and approved the Waste Profile

Comments you will need to make corrections and resubmit to WCS.
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.
### Waste Profiles - Creating a Revision of a Waste Profile

#### Waste Control Specialists LLC

**Meeting the Nation’s Needs**
**For Cost-Effective Waste Management Services**

**Log in as:** juditovell-1@yahoo.com

**Elite Customer Portal - Build 20111105_0145**

### Waste Profiles

#### Show Profiles for:
Towell, Judi (juditovell-1@yahoo.com)

<table>
<thead>
<tr>
<th>Profile Number</th>
<th>Name</th>
<th>Status</th>
<th>Shipping</th>
<th>Last Modified By</th>
<th>Last Modified Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP-0738 Rev 1</td>
<td>ABC</td>
<td>Pending</td>
<td>-</td>
<td><a href="mailto:juditovell-1@yahoo.com">juditovell-1@yahoo.com</a></td>
<td>12/5/2011 11:54:41 AM</td>
</tr>
</tbody>
</table>

#### Revisions

<table>
<thead>
<tr>
<th>Revision</th>
<th>Name</th>
<th>Status</th>
<th>Last Modified By</th>
<th>Last Modified Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>ABC</td>
<td>Approved</td>
<td><a href="mailto:juditovell-1@yahoo.com">juditovell-1@yahoo.com</a></td>
<td>12/1/2011 11:51:37 AM</td>
</tr>
</tbody>
</table>

---

**Create Revision** **Create New Profile**

---

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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:

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

<table>
<thead>
<tr>
<th>Container Category</th>
<th>Description</th>
<th>Container Types</th>
</tr>
</thead>
</table>
| 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  
<p>|                    |                           | 264 ft³ Lift Liner  |</p>
<table>
<thead>
<tr>
<th>Container Category</th>
<th>Description</th>
<th>Container Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM</td>
<td>Metal boxes, cartons, cases (including roll offs and Casks)</td>
<td>B-25 Box&lt;br&gt;B-12 Box&lt;br&gt;Standard Waste Box&lt;br&gt;20 cu yd rolloff&lt;br&gt;25 cu yd rolloff&lt;br&gt;25 cu yd intermodal&lt;br&gt;25 cu yd intermodal Type A&lt;br&gt;30 cu yd rolloff&lt;br&gt;32 cu yd intermodal&lt;br&gt;40 cu yd rolloff&lt;br&gt;50 cu yd intermodal&lt;br&gt;20 cu yd end load Cargo&lt;br&gt;20 cu yd top load Cargo&lt;br&gt;37 cu yd Type A Cargo (end/top load)&lt;br&gt;40 cu yd end load Cargo&lt;br&gt;40 cu yd top load Cargo&lt;br&gt;Cask Liner PL 8-120- poly&lt;br&gt;Cask Liner PL 8-120 MT-poly&lt;br&gt;Cask Liner PL 8-120 MTIF-poly&lt;br&gt;Cask Liner PL 8-120 FR-poly&lt;br&gt;Cask Liner PL 8-120 FP/FEDX-poly&lt;br&gt;Cask Liner PL 8-120 CMT-poly&lt;br&gt;Cask Liner TN-RAM-metal&lt;br&gt;Cask Liner L 8-120 MT-metal&lt;br&gt;Cask Liner L 8-120 CMT-metal&lt;br&gt;Cask Liner L 8-120 IN-SITU-metal&lt;br&gt;Cask Liner L 8-120 FR-metal&lt;br&gt;Cask Liner L 8-120 FP/FEDX-metal</td>
</tr>
<tr>
<td>DF</td>
<td>Fiberboard or plastic drums, barrels, or kegs (this includes Poly Liners that are not shipped in metal casks)</td>
<td>5 gallon DF&lt;br&gt;10 gallon DF&lt;br&gt;14 gallon DF&lt;br&gt;20 gallon DF&lt;br&gt;30 gallon DF&lt;br&gt;55 gallon DF&lt;br&gt;95 gallon DF</td>
</tr>
</tbody>
</table>
## Container Category

<table>
<thead>
<tr>
<th>Container Category</th>
<th>Description</th>
<th>Container Types</th>
</tr>
</thead>
</table>
| 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  
85 gallon 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

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

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

   Click Help button for assistance on this screen.
Pick a Facility and Generator for New Shipment popup

3 Select a **Facility** and **Generator**.

4 Click the **Create Shipment** button
   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.

The Waste Shipment Request form will be displayed:
Top Section of Waste Shipment Request form

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

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

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.

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

You can leave **Description** blank, any information you type will not be used in ELITE.
Edit/Add RCRA Manifest Number and Dates

To add the Manifest Number, Shipment Date, Shipment Delivery Date, and time of day for delivery:

- Click on a Manifest to highlight the line in yellow
- Click Edit Manifest button
- Fill in fields
- Click Save Manifest button

The Manifest line you highlighted will now display the information you entered.

Departure Date cannot be earlier than the Submit date
All fields are required except RCRA Manifest # and Arrival time

Acceptable formats:
- 10 am
- 10:00 am
- 12:15 pm

Do not type periods in the time
** 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 # | S40/S41 Manifest # | Est. Departure Date | Est. Arrival Date | Est. Arrival Time ** |
| RCRA 12345 | JT0120606 | 11/25/2011 | 11/30/2011 | 11:00am |

**Transportation Information:**

- **HIGHWAY:** (Check all that apply)
  - Rolloff Box
  - End Dump
  - Van Enclosed Trailer
  - Conestoga Trailer

- **RETURN ORIGINAL MANIFEST TO THE ATTENTION OF:**
  - STREET ADDRESS OR P.O. BOX
  - CITY
  - STATE
  - ZIP CODE

**Transporter Information:**

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

**Waste Container Handling and Safety Information:**

- A. The radiation dose rate for any container >100 mR/hr on contact
  - **NO**
  - **YES**

- B. The radiation dose rate for any internal item >100 mR/hr on
  - **NO**
  - **YES**
Electronic RAD Manifest - Step 3: Add Line Items to Manifest and selecting Container Categories

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 Request.

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)
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

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

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.
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.

The information displayed is based on this Waste Profile
Adding Attachments to Manifests

To include LDR information:
- Click on a Line Item and click **Edit LDR** button
- Make selections from the three tabs
- Click **Save**

You can upload multiple attachments before closing the popup.
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

- 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

<table>
<thead>
<tr>
<th>Waste Container Handling and Safety Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Is the radiation dose rate for any container &gt;100 mR/hr on contact?</td>
</tr>
<tr>
<td>B. Is the radiation dose rate for any internal em &gt;100 mR/hr on contact?</td>
</tr>
<tr>
<td>C. Is waste subject to become readily airborne (low density, dry, dusty)?</td>
</tr>
<tr>
<td>D. Is the waste subject to release of radioactive gases, including radioisotopes?</td>
</tr>
<tr>
<td>E. For bulk waste: Does the waste contain any debris &gt;10 feet in any dimension?</td>
</tr>
<tr>
<td>F. Does shipment contain drums or smaller packages that are not repellent?</td>
</tr>
<tr>
<td>G. For bulk waste: Does any single piece of debris exceed 2,000 pounds?</td>
</tr>
<tr>
<td>H. For enclosed trailer shipments, does any container weigh &gt;7,000 lbs.?</td>
</tr>
<tr>
<td>I. For flatbed trailer shipments, does any container weigh &gt;10,000 lbs.?</td>
</tr>
<tr>
<td>J. For bulk container shipments, does any container weigh &gt;65,000 lbs.?</td>
</tr>
<tr>
<td>K. Are there any containers inside the shipping container? (i.e., Overpacked drums or drums in an internodal)?</td>
</tr>
<tr>
<td>L. Are there any shipping containers other than 55 gal drums, B-12 or B-26 Boxes, Seals, Cones, or Internodals?</td>
</tr>
<tr>
<td>M. For Cass shipments, what is the case model number? If not applicable, enter &quot;N/A.&quot;</td>
</tr>
</tbody>
</table>

“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
   • 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.

Print the form, sign it and fax or scan/e-mail it to WCS

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

Click on any column heading to sort the grid.

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

Use the mouse to drag column widths.

To search: Type a word or phrase and press Enter.
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)

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.

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