

Admin and Waste Yard Staff

Creating a Tag

1. From the WASTE homepage, select **Create a New Tag** under Containers
2. Select waste type
3. Complete the form
4. Select **Save** or **Save & Print**
 - a. OR
1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Containers In SAA**
3. Select **New Tag** in the upper right corner
4. Complete the form
5. Select **Save** or **Save & Print**
 - a. OR
1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Container Templates**
3. Select a filter from **Filter On** drop down, then filter further on the next drop down to the right
4. Select the tag icon to the right of the desired template
5. Complete the form
6. Select **Save** or **Save & Print**

Search for a Tag

1. From the WASTE homepage, select Search under "Containers" on the right-hand menu
2. Search by tracking number

Print a Tag

1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Containers in SAA**
3. Select the waste category from the drop down
4. Select a filter from the **Filter On** drop down, then filter further on the next drop down to the right
5. Select the print icon to the right of the desired tag
 - a. OR
1. Follow steps 1-4 above
2. Select the edit icon to the right of the desired tag and select **Save & Print**

Add a Waste Accumulation Area (WAA)

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Waste Accumulation Areas**
3. Select **New WAA** button
4. Complete form
5. Select **Save Changes**

Manage Containers in the Waste Accumulation Area (WAA)

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Containers in WAA**
3. Select waste type from **Waste Category** drop down
4. Select a filter from **Filter On** drop down, then filter further on the next drop down to the right
5. Check the box next to a tag(s), then select **In Accumulation, Ready for Pickup, In WAA Facilities, In Shipping Container, In Labpack, Offsite, or Inactive**

Manage Containers in Storage Accumulation Area (SAA)

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Containers In SAA**
3. Select waste type from **Waste Category** drop down
4. Select a filter from **Filter On** drop down, then filter further on the next drop down to the right
5. Check the box to move desired tags to **In Accumulation, Ready for Pickup, In WAA Facilities, In Shipping Container, In Labpack, Offsite or Inactive**

Manage Containers Ready for Pickup

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Containers Ready for Pickup**
3. Select a filter from **Filter On** drop down, then filter further on the next drop down to the right
4. For each tag, check the box and then below, select **In Accumulation, In WAA Facilities, Offsite or Inactive**
For pickup sheet:
 - Select **Pickup Sheet** for a PDF of the Pickup Sheet
OR
 - Select **Electronic Pickup**

Note: You will need to choose a unit of measurement under Preferences under the three-bar menu before using this feature the first time.

Managing Containers in Inactivated Tags

1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Inactivated Tags**
3. Select waste type from **Waste Category** drop down
4. Select a filter from **Filter On** drop down, then filter further on the next drop down to the right
5. Check the box next to a tag(s), then select **In Accumulation, Ready for Pickup, In WAA Facilities, or Offsite**

Managing Containers in Offsite Primary Containers

1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Offsite Primary Containers**
3. Filter by Generator's EPA or search by date range
4. Check the box of a container to move a shipment to "**In WAA Facilities**"

Contacting a Waste Generator About a Specific Tag

1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Containers Ready for Pickup**
3. Select a filter from **Filter On** drop down, then filter further on the next drop down to the right
4. Select the mail icon to the right of the desired tag
5. Complete the form and select **Send**

Creating a New Lab Pack

1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Labpacks**
3. Select **New Labpack** in the upper right corner
4. Complete the form
5. Select **Save Labpack**

Creating a New Shipping Container

1. From the WASTE homepage, select **WASTE** in the top menu
2. Select **Shipping Containers**
3. Select **New Shipping Container** in the upper right corner
4. Complete the form

5. Select **Save Container**

Creating a New Shipment

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Shipments**
3. Select **New Shipment** in the upper right corner
4. Complete the form
5. Select **Save**

Printing Shipping Container Inventory

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Shipping Containers**
3. Filter by **WAA EPA**
4. Search by "Created Date Range"
5. Select the list icon to the right of the desired shipping container to print

Managing Shipping Containers

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Shipping Containers**
3. Filter by WAA location or search by date range
4. Check the box to move containers to **On Manifest**

Managing Labpacks

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Labpacks**
3. Filter by WAA EPA or "Search by Created Date Range"
4. Check the box to move a labpack to "**On Manifest**"

Managing Manifests

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Manifests**
3. Select **New Manifest** in the upper right corner
4. Complete the form
5. Select **Save**

Managing Shipments

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Shipments**

3. Filter by WAA EPA or "Search by Created Date Range"
4. Check the box to move a shipment "**Offsite**"

Managing Containers in Offsite Shipments

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Offsite Shipments**
3. Check the box to move a shipment to "**In Shipment**"

Creating Reports

1. From the WASTe homepage, select **WASTe** in the top menu
2. Select **Reports**
3. Fill out the report parameters, including date range and "Generator's EPA"
4. Select **Download Container File**

Assigning Roles

1. From any RSS page, select **Admin Tools** in the top menu
2. Select the **Roles** card
3. Select the appropriate **WASTe** role from the right-hand menu
4. Select the round **+** button and search by name or email
5. Select **Add**