

# Login to HazTrack

<http://www.haztrack.com>

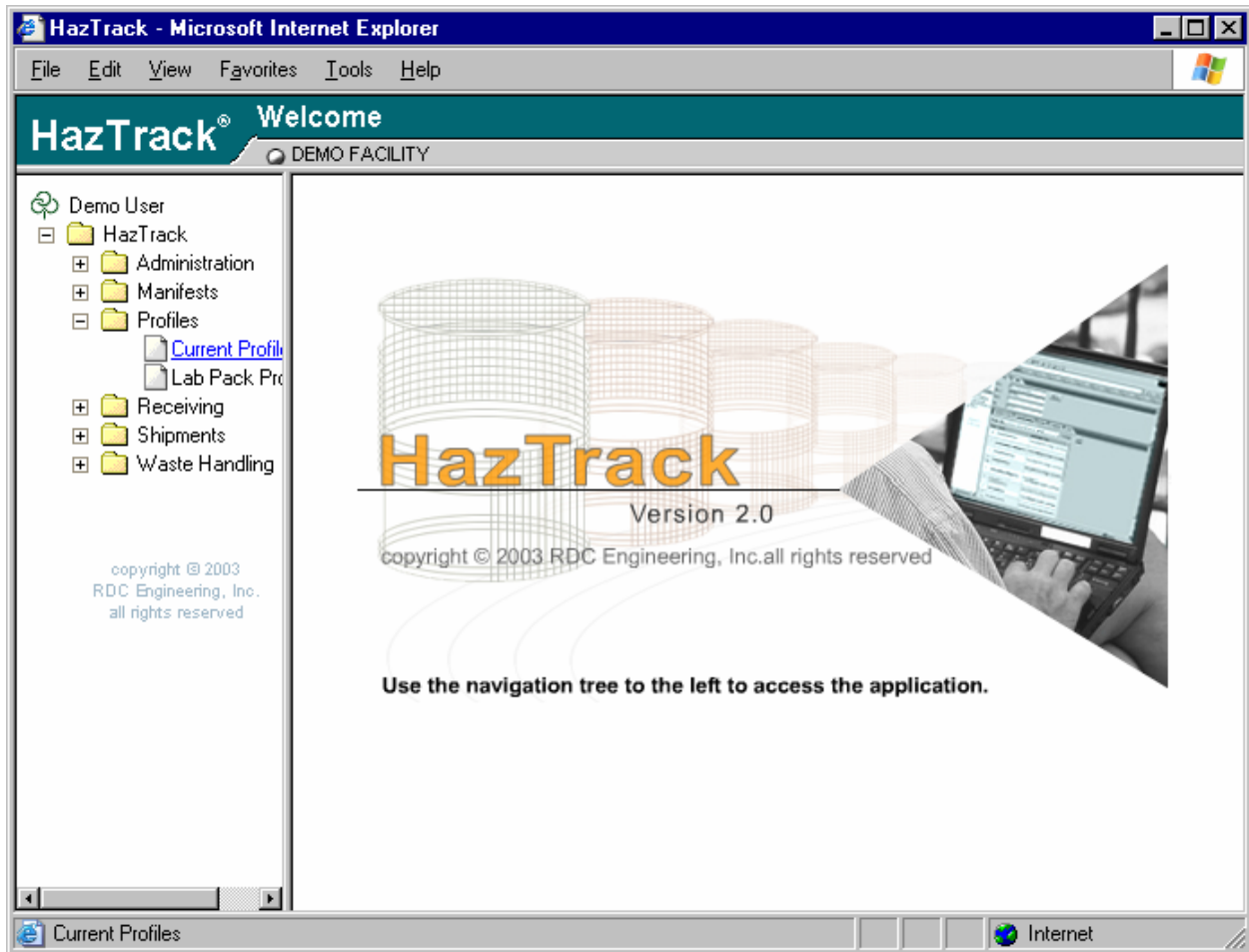
Click the Login To HazTrack link (bottom of page in the center) and the login screen will appear:



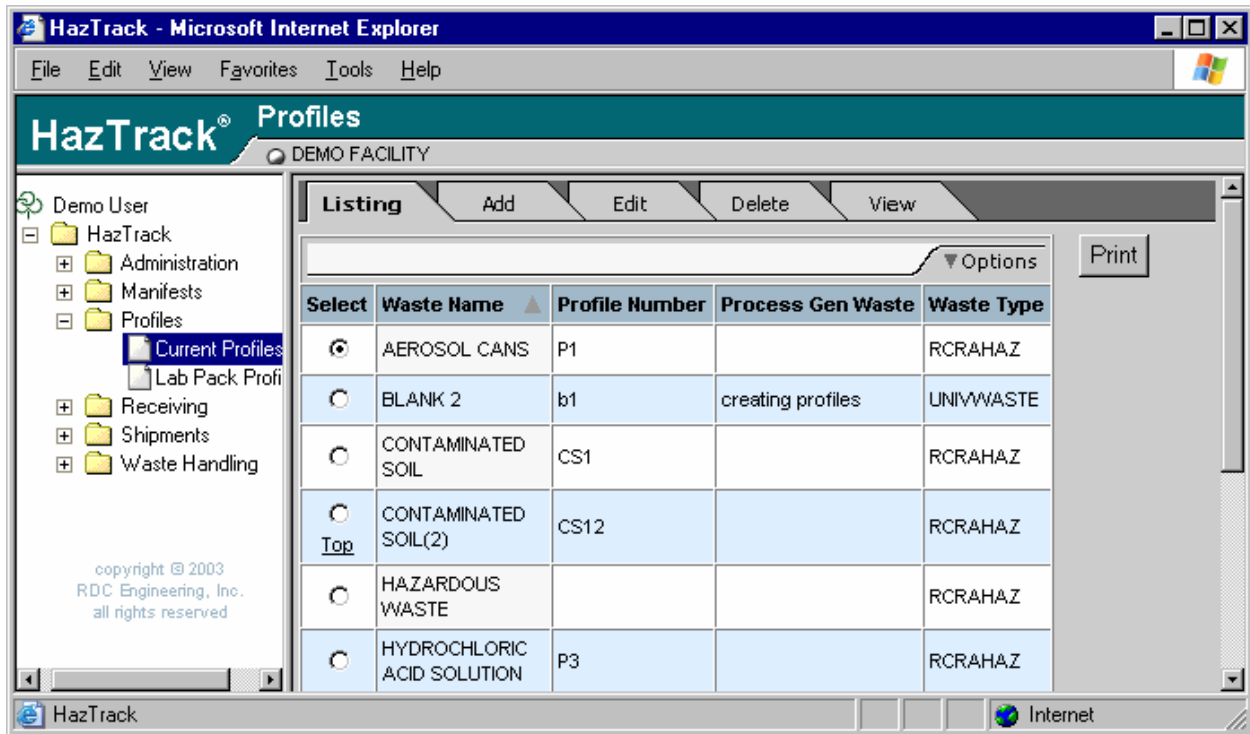
Enter your email address for the username and demo for the password and click the submit button.

## Create a Waste Profile

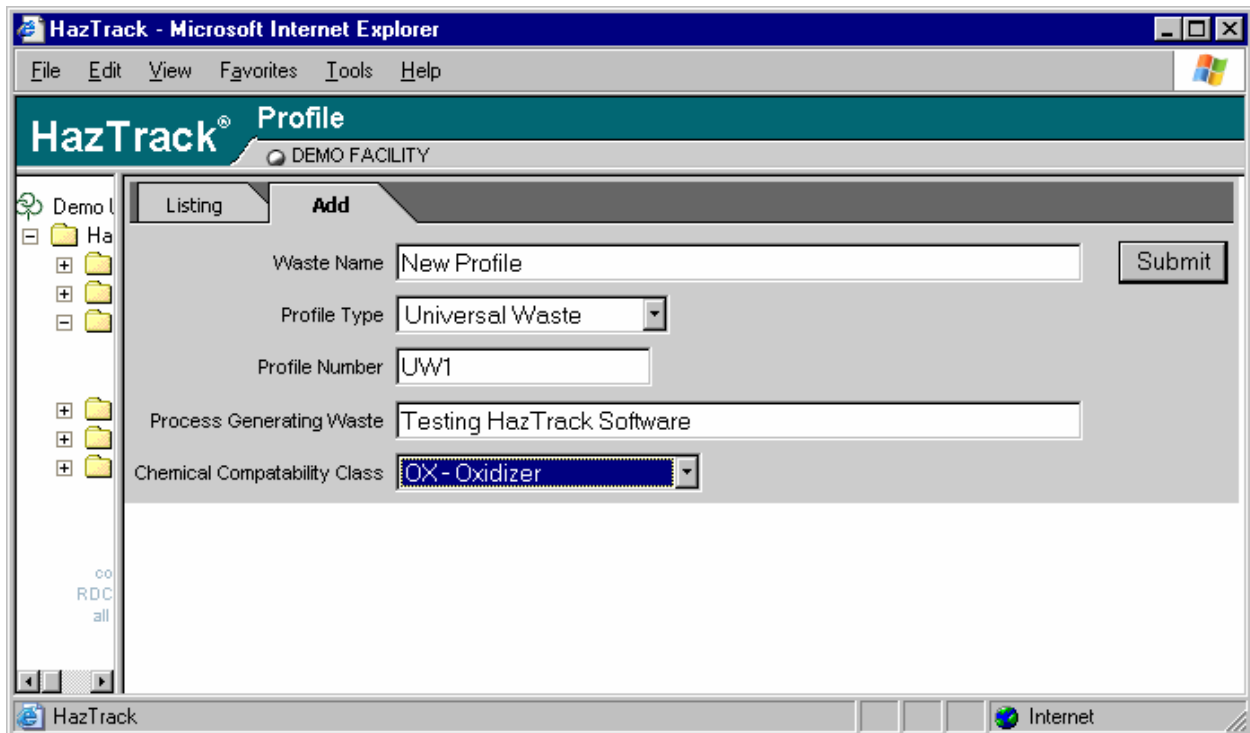
On the left side (the navigation frame) expand the + in front of HazTrack and you will see Profiles. Click on the + in front of the Profiles folder and then click on Current Profiles.



The data frame (the one on the right will refresh with a list of profiles), and along the top you will see the "Add" tab.

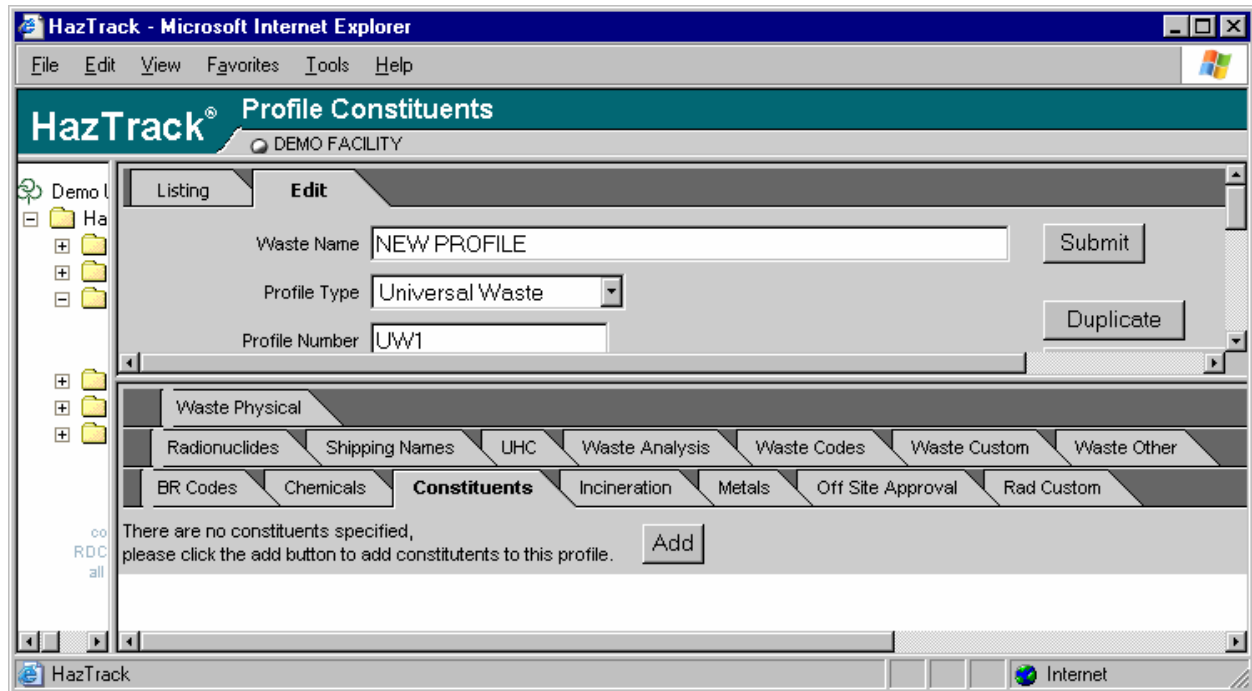


Click on the Add tab and the frame will refresh with the add new profile page.



Key in the information which describes the waste profile information and click the Submit button.

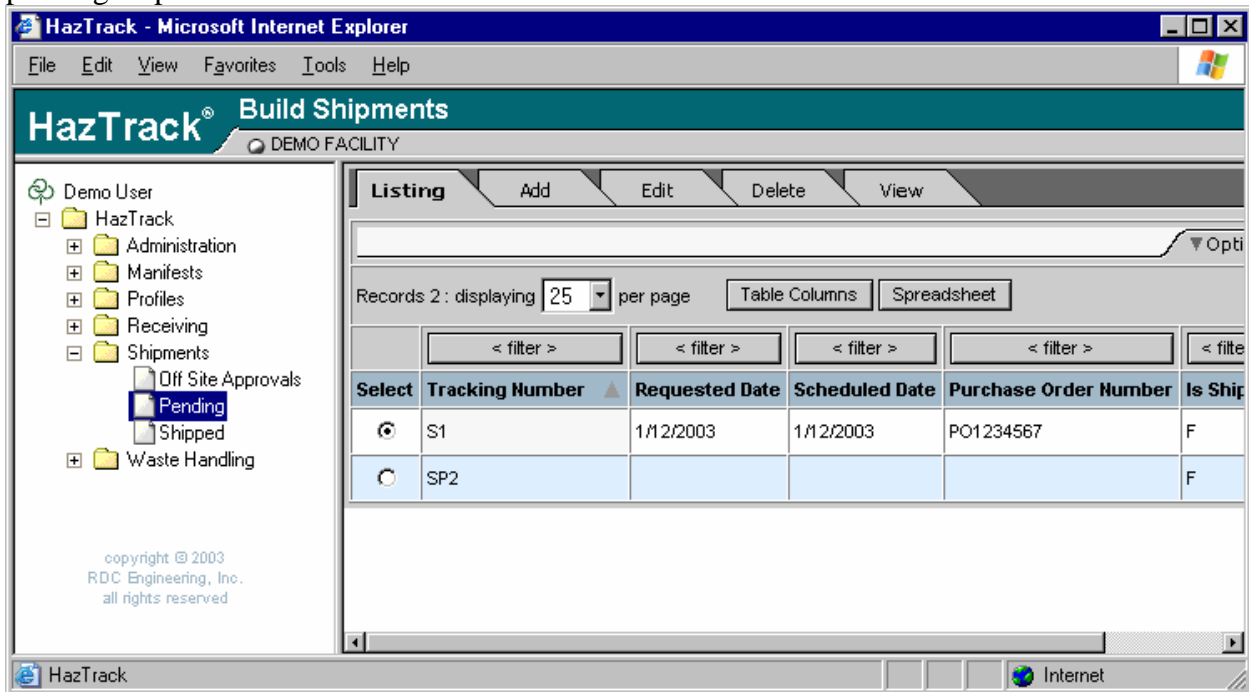
The page will refresh and you will see that you have create a new profile and are now ready to key in the details related to the waste characteristics of that profile.



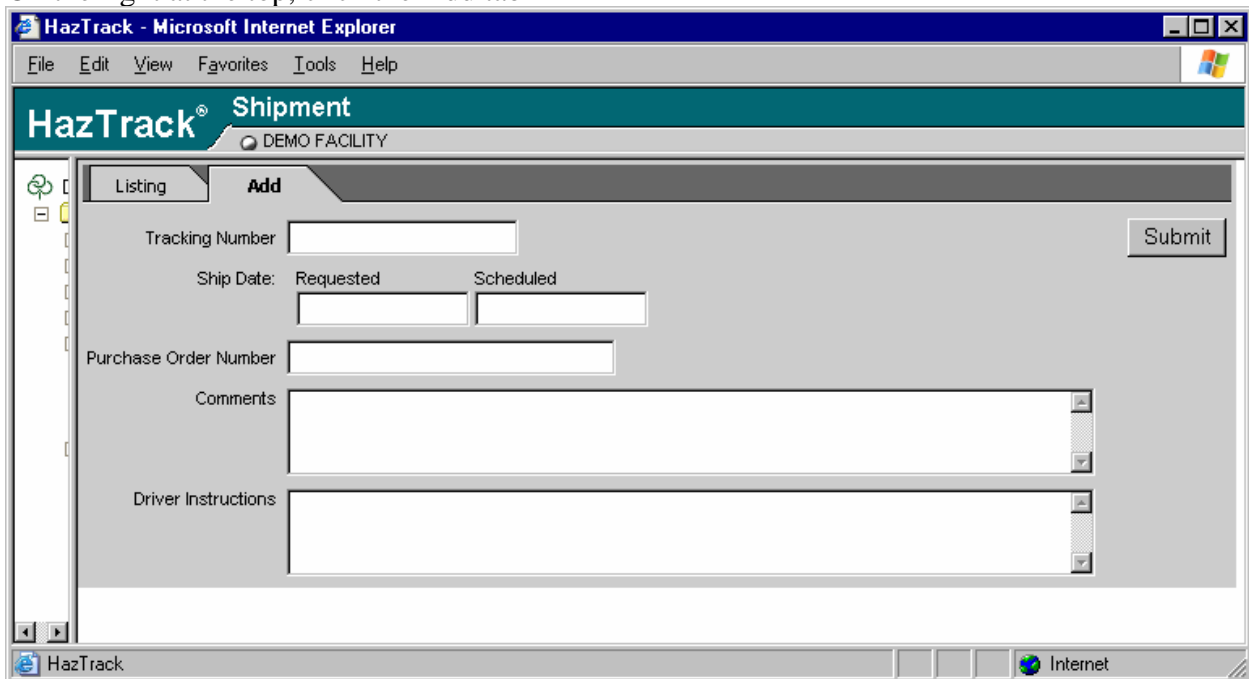
The tabs you see on the lower frame represent the various groups of waste properties. Click on a tab to enter information relative to that set of waste properties.

## Create a Shipment

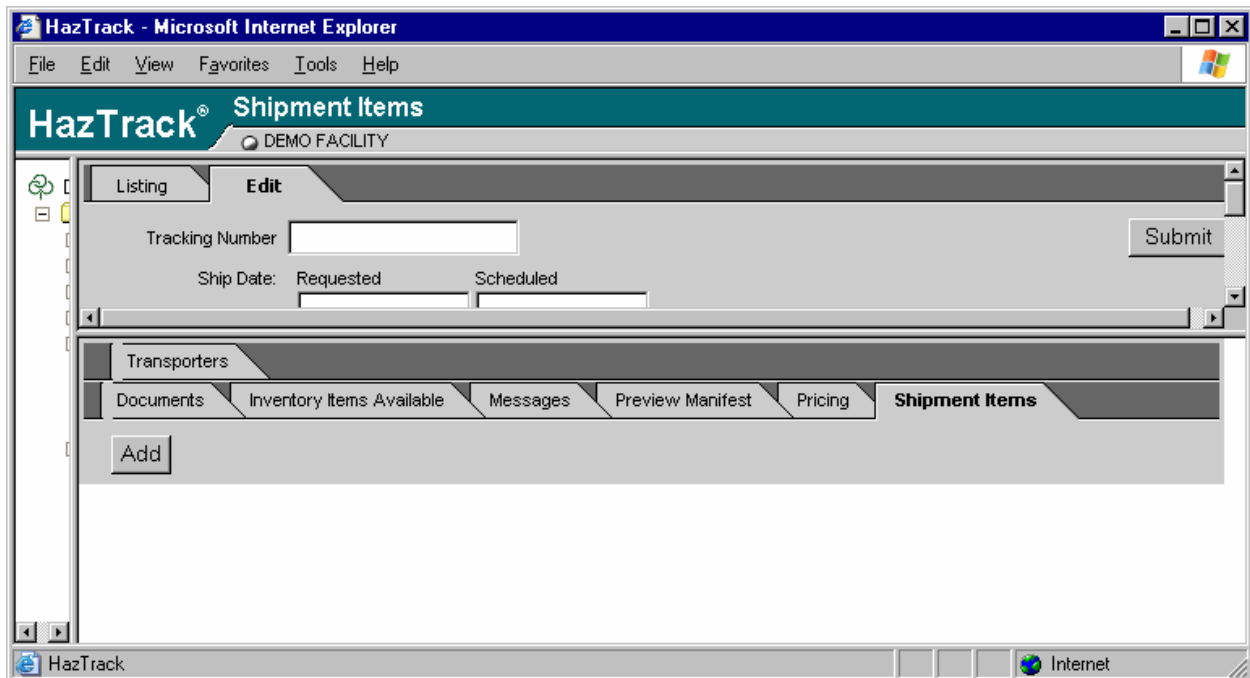
On the left side (the navigation frame) expand the folder called Shipments and click on the pending shipments



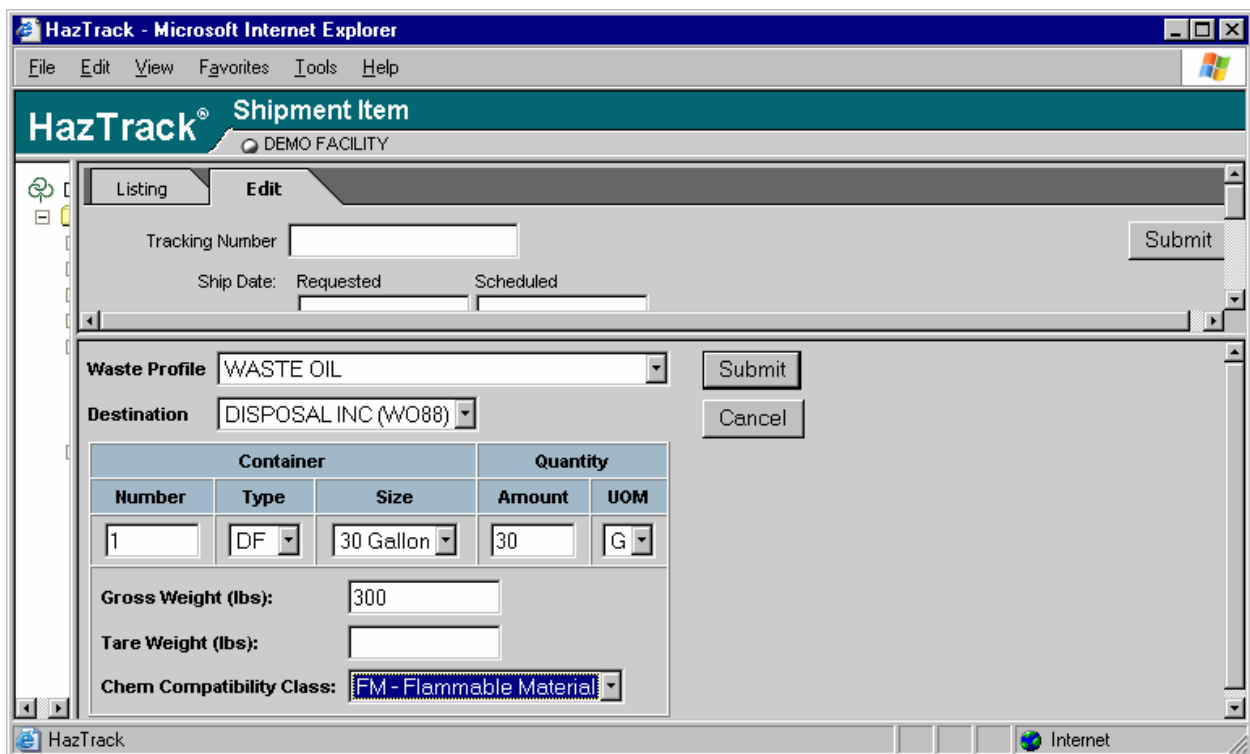
On the right at the top, click the Add tab



All of the shipment information on this page is optional, and you can enter it if you like, or simply click the Submit button.



Now you can start adding items to the outbound shipment. You have two options, you can add them directly by clicking the Add button on the Shipment Items tab, or you can add items from inventory (using the Inventory Items Available tab which we will get to shortly).



When you click the add button you can select the waste profile and destination tsdf profile that represents the waste (the list of profiles/destinations is based on which waste streams are

approved for off site shipment), then provide the number/type/quantity of material shipped and click the submit button.

HazTrack - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**HazTrack® Shipping Name**  
DEMO FACILITY

Listing **Edit**

Tracking Number

Ship Date: Requested Scheduled

Waste Profile WASTE OIL

Destination DISPOSAL INC (WO88)

Container	Quantity
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Waste Codes Waste Custom Waste Other Waste Physical  
BR Codes Chemicals Constituents Container Approval Incineration Metals  
Off Site Approvals Rad Custom Radionuclides **Shipping Name** UHCs Waste Analysis

Proper Shipping Name **Hazardous waste, liquid, n.o.s., 9, NA3082, III [ERG 171]**

Shipping Name Additional Information

RQ (lbs) None

RQ Additional Information

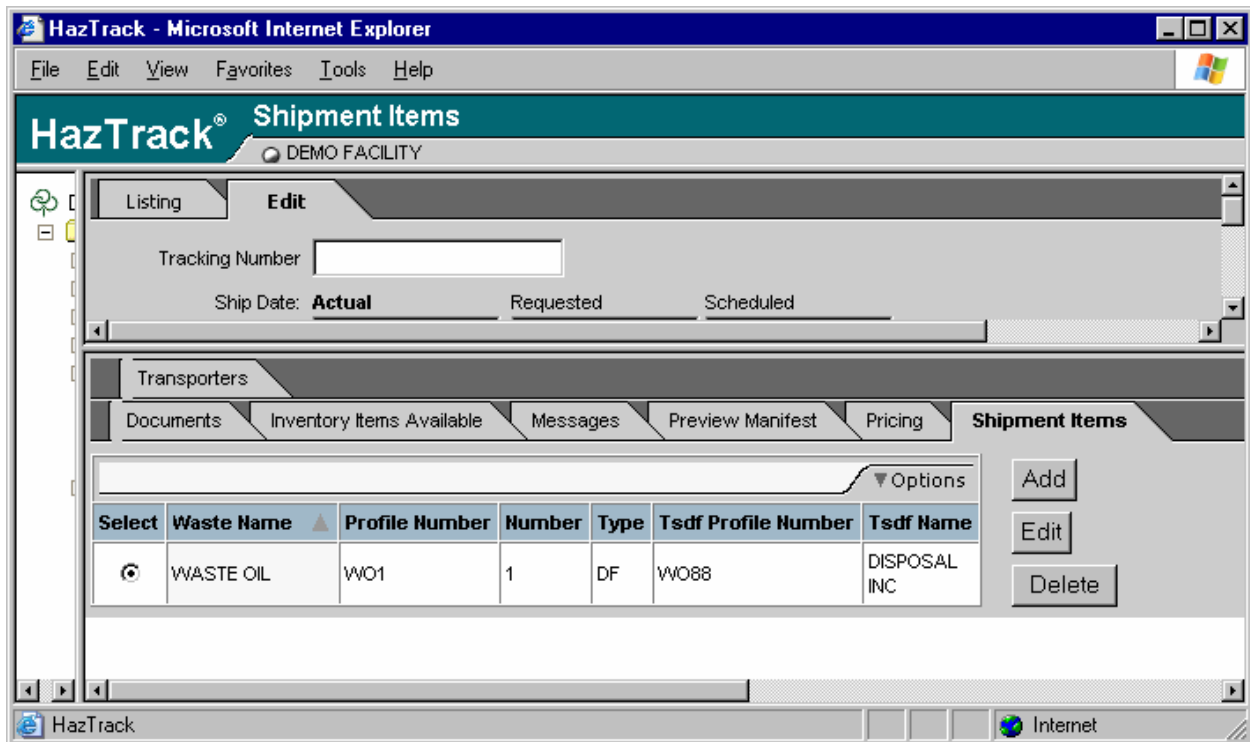
Manifest Additional Information

Select Shipping Name **Hazardous waste, liquid, n.o.s. PG III**

HazTrack Internet

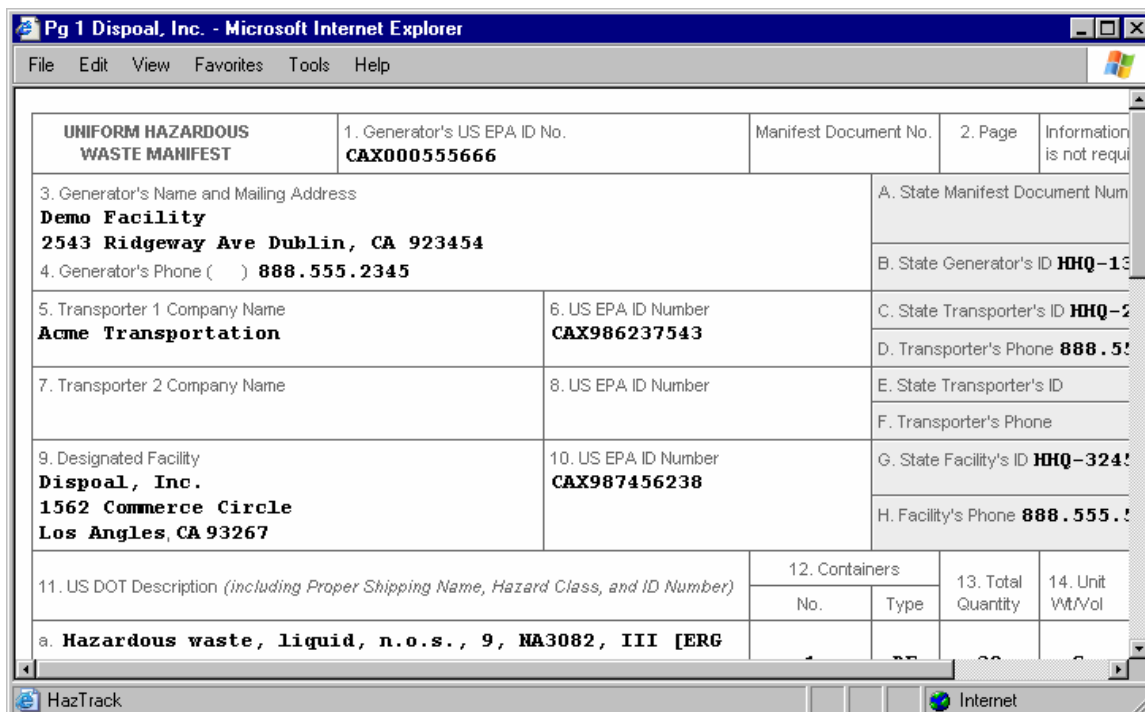
Now you can modify the waste characteristics which were defaulted to the values from the profile you had selected. Just like under the waste profile, the tabs are the general groups of waste properties.

Once you are done changing (if necessary) the properties of the shipment item, click the Cancel button on the center frame to return to the shipment items tab.



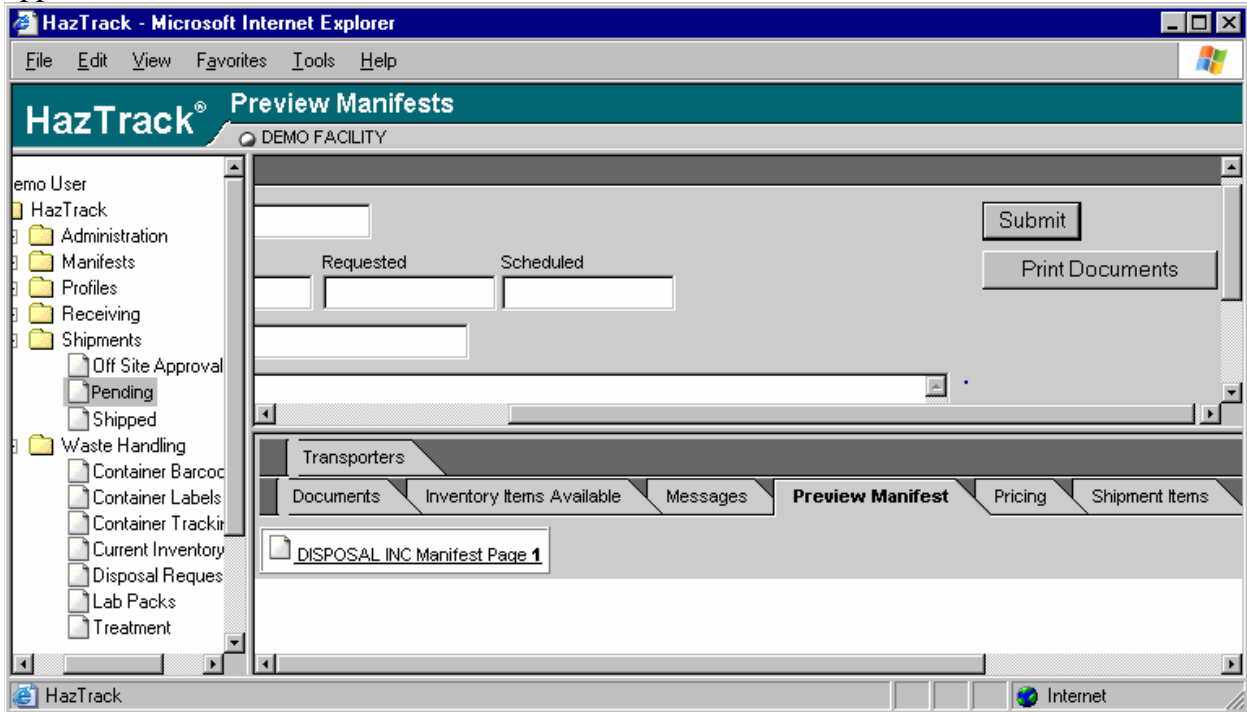
From here you can add more items to the shipment, or go to the inventory items available tab to add items from inventory.

To preview the manifest information click the Preview Manifest tab and select a manifest page from the list. A new browser window will open up that shows the manifest information.

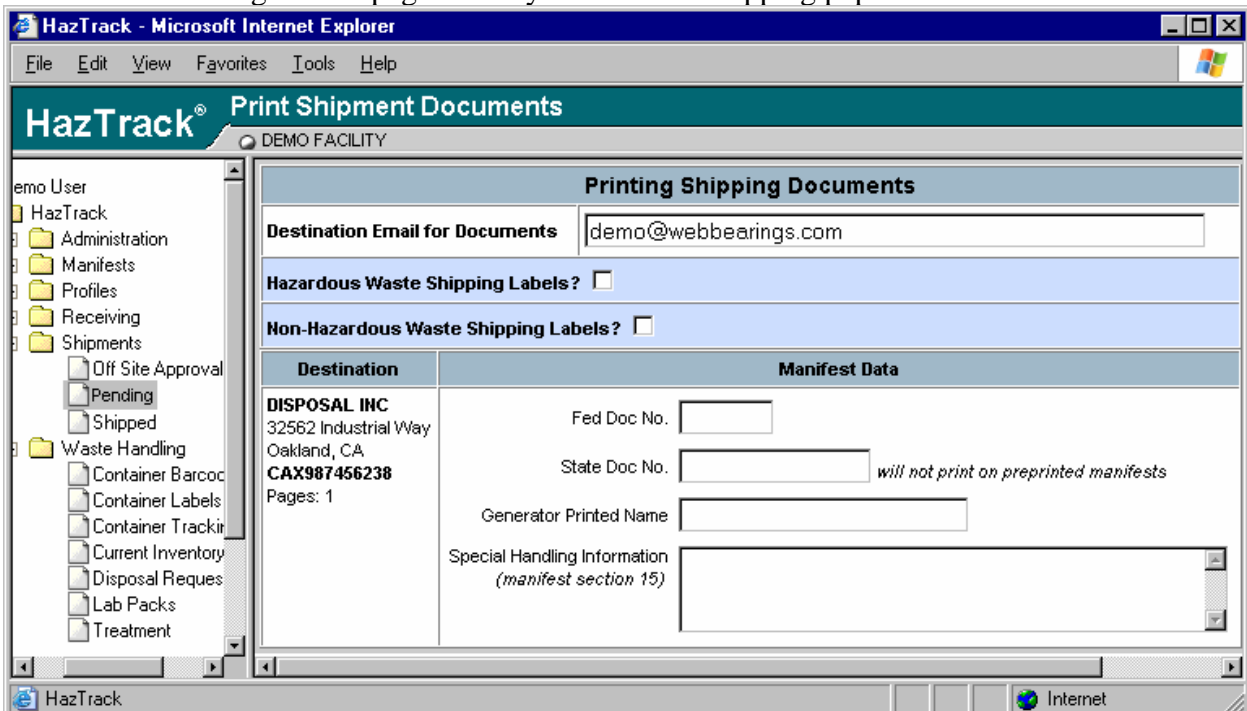




To print shipment documents (which includes not only the manifests, but also any and all other forms necessary for the shipment such as land ban forms and other site certifications and notification forms) you will have to refresh the top frame either with a right mouse button click within that upper frame or simply click the “Listing” tab and then selecting the shipment and clicking edit. This is because now that you have at least 1 line item the shipment functionality can print your shipment documents, and so a button “Print Documents” will now appear in the upper frame.



Click the button to go to the page where you can enter shipping paper information.



The shipping documents will be emailed to the email address at the top of the page, so go ahead and put your email address in there so that HazTrack will send you the documents.

Destination: DISPOSAL INC  
32562 Industrial Way  
Oakland, CA  
EPA ID: CAX987456238  
Manifest Attached: manifest1.pdf  
Instructions: None

Additional Document: (doc1) - S2 SHIP DOC TEST  
Attachment Name: manifest1\_doc1\_mail.png  
Instructions: None

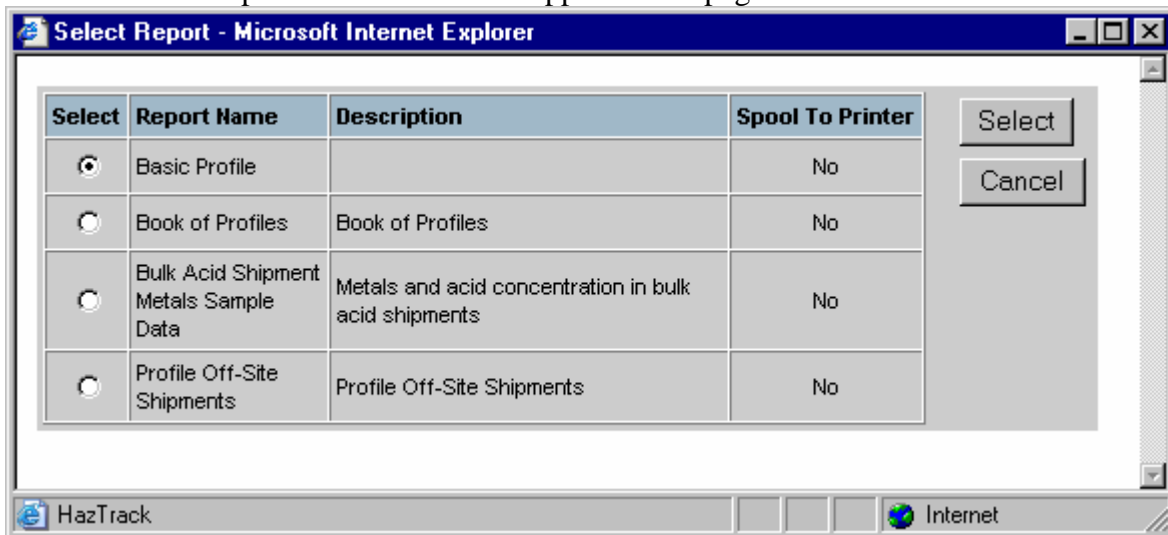
The body of the email will describe what is attached to the email (example above). You can print the documents on your local printer. HazTrack can be configured to print manifests directly to your printer provided that printer is visible to your internal network.

## Print a Report

HazTrack can be configured to print virtually any type of report you wish. The report templates are designed to meeting your printed reporting needs and can be mapped to accessible at virutally any page within the application. The template mapping functionality insures that the reports are always available where you need them rather than forcing you to go to some central 'reports' section of the application.

The demo box has several report templates prepared to show how reports can be configured to meet your reporting needs.

On the left side navigation frame select Profiles/Current Profiles. The data frame will refresh with a list of profiles. You will see a Print button on the right, simply click that button and you will see a list of reports that have been mapped to that page.



Select any one of the reports listed by clicking on its radio button and click the Select button. In some cases you may have to provide 'parameters' for the report to select records.

The starting and ending date of off site shipments are parameters required by the report we selected here, but you may also be told that the report does not require any parameters. Once you have provided the necessary parameter information (if any) then click the run report button.

Ship Date	Manifest Number	Item	Containers		Quantity		Weight (lbs)	Disposal Cost
			No.	Type	Amount	Unit		
10-JAN-03	19337	1.a.	1	TT	34894	P	34894	7676.68
19-JAN-03	19354	1.a.	1	TT	34672	P	34672	7627.84
28-JAN-03	19371	1.a.	1	TT	34561	P	34561	7603.42
06-FEB-03	19388	1.a.	1	TT	34561	P	34561	7603.42
15-FEB-03	19405	1.a.	1	TT	34450	P	34450	7579
24-FEB-03	19422	1.a.	1	TT	34450	P	34450	7579
05-MAR-03	19439	1.a.	1	TT	34417	P	34417	7505.74

Once you click Run Report, HazTrack will generate the report and send it back to your browser. You can print the report, or save it as a file on your computer as necessary.