



New Users, consult the [Navigation](#) section first

## **MANIFEST**

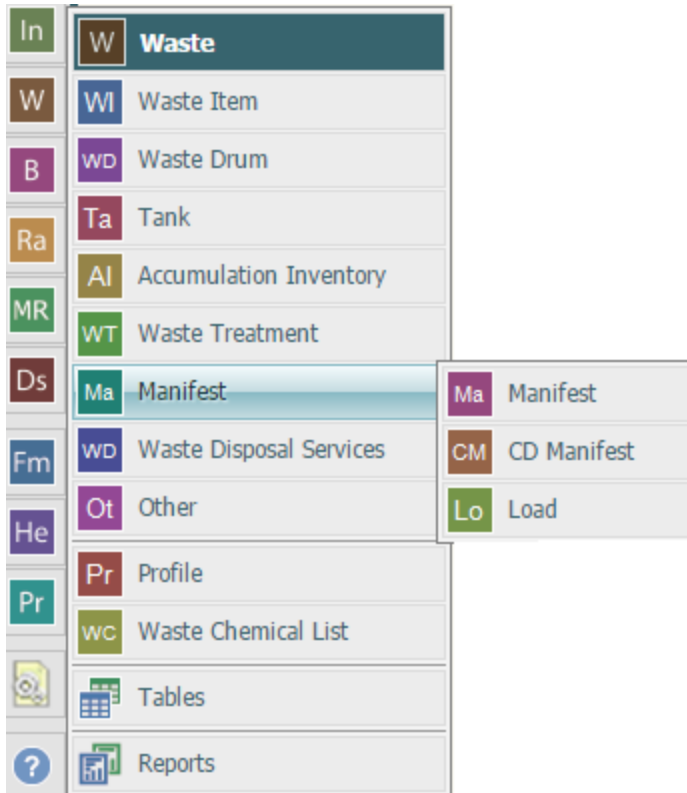
The Manifest form contains all open and closed Uniform Hazardous Waste Manifests of the system. A manifest is the shipping document required for the transfer and/or disposal of hazardous waste. It must be reviewed and signed by all parties involved in the disposal process. Once the items on a manifest have reached the final disposal facility, any discrepancies can be noted before the manifest is closed.

The Waste Manifest function uses predefined waste streams to facilitate the entry of regulatory, safety, and shipping information.

Waste streams can be created for each process or activity in your organization that produces hazardous waste. Each waste stream can have an attached profile with additional information.

## **CREATING A MANIFEST**

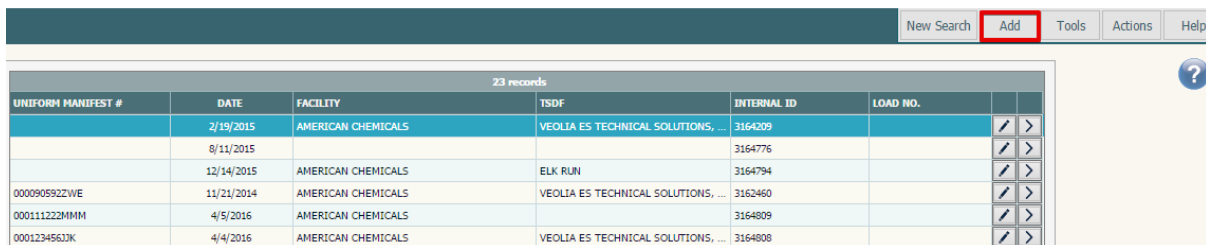
Click on the Waste option located on the EMS main menu bar and select Manifest to display a list of search criteria. Enter search criteria as needed to narrow the search results then click on the Find button.



From the list of found records, click the button to the right of the record to view details for that record

23 records						
UNIFORM MANIFEST #	DATE	FACILITY	TSDf	INTERNAL ID	LOAD NO.	
	2/19/2015	AMERICAN CHEMICALS	VEOLIA ES TECHNICAL SOLUTIONS, ...	3164209		 
	8/11/2015			3164776		 
	12/14/2015	AMERICAN CHEMICALS	ELK RUN	3164794		 
0000905922WE	11/21/2014	AMERICAN CHEMICALS	VEOLIA ES TECHNICAL SOLUTIONS, ...	3162460		 
000111222MMM	4/5/2016	AMERICAN CHEMICALS		3164809		 

Or, click on the Add instead of the Find button to add a new record.



## THE MAIN MANIFEST SCREEN

Uniform Manifest # 000090592ZWE Doc #: 21822 Internal ID: 3162460 Incoming/Outgoing: INCOMING  
 Flag: 4/3/2014 CLOSED Manifest Returned: 11/1/2014 Manifest Reference#:

Manifest Manifest Item / Load Final Disposition

**Generator Facility**

Pickup: AMERICAN CHEMICALS ... AMERICAN CHEMICALS  
 Parent: ...  
 Invoice: ...  
 Cert: ...  
 Territory: 12 ... Region: EW  
 Trans Class: ... International Shipment:   
 Signature: ... Date Leaving U.S.:  
 Ship Date: 11/21/2014 Port of Entry/Exit:  
 Off-Site Manifest #:   
 Unit: ...

**Transporter Information**

	Truck ID	Signature	Date
1:	50212 ... VEOLIA ES TECHNICAL SOLUTI	50212	11/21/2014
2:	0		
3:	0		
4:	0		
TSDf:	20757 ... VEOLIA ES TECHNICAL SOLUTI	Cost:	11/21/2014

**Handling Instructions / Additional Information** **TSDf Discrepancies and Notes**

**Pickup Instructions and Notes**

At the top of the Manifest screen are three tabs:

- Manifest: pickup, transporter, TSDf, and handling information for the manifest.
- Manifest Item/Load: details about the individual line items for this manifest.  
 Left click on the Item child to use available actions for the manifest items of your manifest.

Manifest Manifest Item / Load Final Disposition

Load#:   
 Order#:   
 Purchase Order#:   
 CSR:   
 Customer Routed:   
 Warehouse:   
 Status:

**Pickup**  
 Pickup Date:   
 Equipment Type:   
 Project:   
 Type:

**In Slot**  
 Date:   
 Time:

Lift Gate:   
 Drum Dolly:   
 Pallet Jack:

**Drums**  
 85 0  5 0   
 55 1  16 0   
 30 0  Others 4

**Additional Transporters**

	Truck ID	Signature	Date
5:	<input type="text"/>	<input type="text"/>	<input type="text"/>
6:	<input type="text"/>	<input type="text"/>	<input type="text"/>

**MANIFEST ITEMS**

SEQ #	Internal Profile	External Profile	Profile Desc	QTY	Unit	Type
1		21129	RADIOACTIVE PRFL	2.00	G GA	DF Drum Fiber
2		21223	ACETONE	1.00	G GA	DM Drum Metal
3		ES-88888	AMMONIUM NITRATE SOLID	0.00	P POL	
4		21127	AMMONIUM NITRATE SOLID	66.60	P POL	DM Drum Metal

Help

View  
 Add  
 Edit  
 Delete  
 Sort by Hazard Class  
 Shipping Description  
 Labels  
 Print CD  
 Transfer  
 Assign to Burn

You can Add / Edit / Delete an Item, Show the Shipping description, print the assigned labels, you can assign the item to be burned , transfer item to an Accumulation area, a drum, a tank or another manifest. You can also sort the items by their Hazard class.

- Final Disposition: certificate of destruction information. Here you can View, Edit, or Delete any assigned CD Item. In order to create a CD Item you need to use the CD Manifest form, located at the waste menu, along with the Manifest form

Manifest Manifest Item / Load Final Disposition

Cert of Destruction #:  File:

Invoice #:   
 CD Date:   
 CD Signed:   
 CD Title:

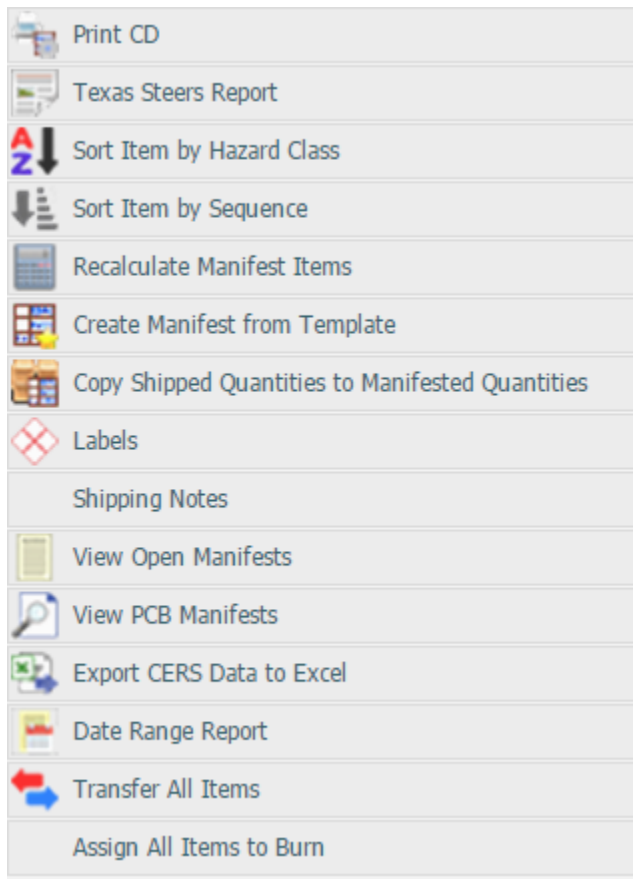
**CD ITEMS**

SEQ#	MANIFEST	MAN. ITEM	DESCRIPTION	START TREATMENT	END TREATMENT	DISPOSAL METHOD	CERTIFIC
No records found. Click here for options							

Help

## THE ACTION MENU

Click Action at the top right of the screen to see the Manifest Action items available:



Print CD: Print the Certificate of Destruction

Texas Steers Report: Choose between the available file formats. The system will export your records in a file that you can use to automatically submit your Steers Report.

Sort Items by Hazard Class: Sort the items of your manifest by their Hazard Class.

Sort Items by Sequence: Sort the items of your manifest by their Sequence

Recalculate Manifest Items: The system will calculate the Manifest Item quantity based on the DRUM

Create Manifest from Template: Allows the creation of a new manifest from a previously established template

Copy shipped quantities to Manifested quantities: Shipped quantities will replace the Manifested quantities of the manifest's items

Labels: Prints the hazard labels assigned to manifest line items.

Shipping Notes View Open Manifests: The system will display the Shipping notes

View Open Manifests: View the manifests that are not closed.

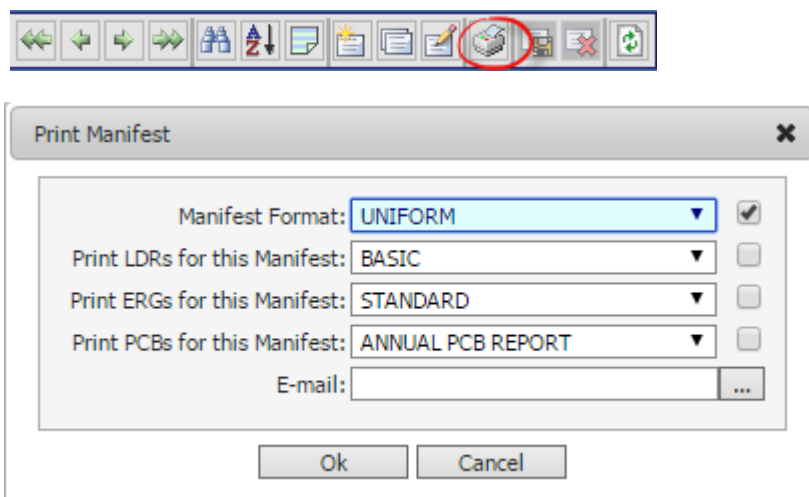
Export CERS Data to excel: The system will create an excel file of your records that you can use to automatically submit your data to the CERS system.

Date Range Report: You can print from the available reports, while narrowing your data to a date range, specified by you.

Transfer All Items: Transfer the item to an Accumulation area, a drum, a tank or another manifest.

Assign All Items to Burn: Assign your Manifest items to a burning station.

Click the Print button of the menu to load a selection of reports to print.



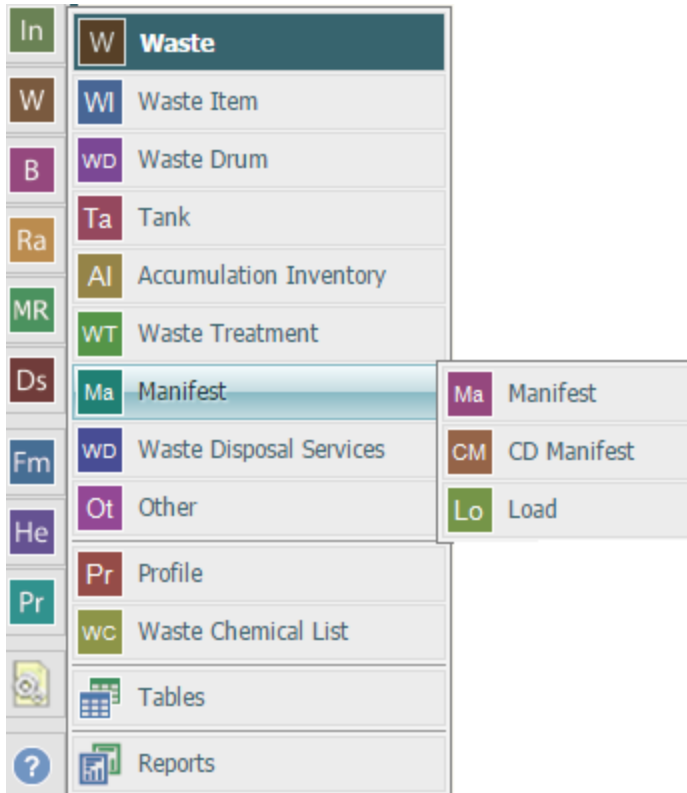
Select Print from the Tools menu to print the record. Click on the box in front of the print options. Checked reports will be printed on confirmation. Click OK to proceed, or Cancel to abandon the print.

## Navigation

EMS is an entirely icon and menu-driven system. Records can only be accessed by first opening a database, which is done using the menus at the top of the screen. Editing and navigating tools can be accessed using the menus at the top of the screen or by pressing on the corresponding icons on the toolbar. If a database or menu option is low lighted and not available, this either means that the module is not licensed for this installation or that user privileges to the database feature have not been granted. See your System Administrator if access to a particular feature is necessary.

After you are logged in you can see two menus. The left one, from which you can access the main forms of the system and the upper one from which you can navigate through records, search for specific records, save, add edit or delete a record as well as execute actions available.

Placing the cursor over any part of the menu, a tooltip will be shown.



After opening a main form of the menu you can see the find screen. (\* system setting controllale)

The 'Search' form contains the following fields and options:

- FACILITY:** Begins with [dropdown] [text box] [button ...]
- SHIP DATE:** Equals [dropdown] [text box] [text box]
- FLAG:** Equals [dropdown] [text box] [text box]
- CLOSED:** Equals [dropdown] [text box] [text box]
- TSDF:** Begins with [dropdown] [text box] [button ...]
- EXT. PROFILE:** Begins with [dropdown] [text box] [button ...]
- STATE CODES:** Begins with [dropdown] [text box] [button ...]
- UNIFORM MANIFEST #:** Begins with [dropdown] [text box] [button ...]
- INTERNAL ID:** Begins with [dropdown] [text box] [button ...]
- DOC #:** Begins with [dropdown] [text box] [button ...]
- TRANS. 1:** Begins with [dropdown] [text box] [button ...]
- LOAD PKUP DT:** Equals [dropdown] [text box] [text box]
- UPDATED:** Equals [dropdown] [text box] [text box]

A 'Search' button is located at the bottom right of the form.

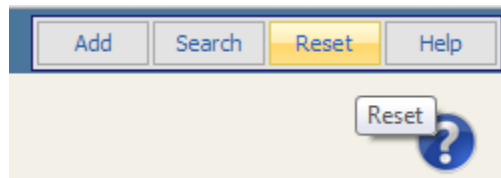
### The Find Screen

Complex searches can be performed by entering criteria into more than one field. Each field is preceded by a search operator that defaults to “**Begins with**”, meaning that the system will find only listings that begin with the characters entered. “Begins with” is especially helpful if you are unsure of the correct spelling of the criteria.

Other search operators are available in a pull-down menu and include:

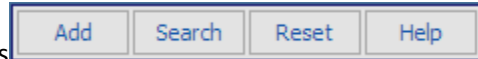
<b>Equal</b>	Search for all records for which the field has data equal to the data in the search field.
<b>Contains</b>	Search for all records for which the field contains the data entered in the search field
<b>Not Begin</b>	Search for all records for which the field has data that does NOT begin with the data in the search field
<b>Not Equal</b>	Search for all records for which the field has data NOT equal to the data in the search field
<b>Not Contains</b>	Search for all records for which the field does NOT contain the data entered in the search field
<b>Equal-or-Greater</b>	Search for all records for which the field has data equal to or greater than the data in the search field
<b>Equal-or-Less</b>	Search for all records for which the field has data equal to or less than the data in the search field
<b>Blank</b>	Search for all records for which no data exists in this field
<b>Not Blank</b>	Search for all records for which any data exists in this search field
<b>Range</b>	Search for all records for which the field has data within the range of the data in the search field

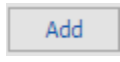
You can reset your search criteria by choosing the Reset Button at the menu

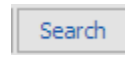




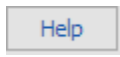
At the upper **menu** you will find available the following options



 Click Add to add a new record

 Click Search to perform a find according to the criteria you set at the find form. If you leave the find form blank, with no criteria, the system will return all the available records of the specific form.

 Reset will clear the criteria you have set to the find form

 Help will load the Help page for the find function.

### To perform a “Find”:

Click on the **Find** icon.

A search criteria screen with several different fields that can be searched will be displayed on the screen. Many fields used as search criteria for a “Find” can be populated using pop-up tables.



(for any popup field, the auto-fill function is also available (\*system setting controllable) . Start typing and then choose from the available list).

The screenshot shows a search window titled "Search". It contains several filter fields, each with a dropdown menu and a search button (three dots):

- FACILITY:** Begins with (dropdown) AMER
- SHIP DATE:** Equals (dropdown) Name (Facility)
- FLAG:** Equals (dropdown) AMERICAN CHEMICALS
- CLOSED:** Equals (dropdown)
- TSDf:** Begins with (dropdown)
- EXT. PROFILE:** Begins with (dropdown)
- STATE CODES:** Begins with (dropdown)
- UNIFORM MANIFEST #:** Begins with (dropdown)
- INTERNAL ID:** Begins with (dropdown)
- DOC #:** Begins with (dropdown)
- TRANS. 1:** Begins with (dropdown)
- LOAD PKUP DT:** Equals (dropdown)
- UPDATED:** Equals (dropdown)

Below the filters is a "Search" button. To the right of the filters, a table displays search results:

SYNONYM	EPA ID
AM CHEMICALS	

Set (or not ) your find criteria, press enter, or Search from the menu and you will see your toggle browse screen.

### The Toggle Browse

23 records

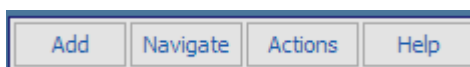
UNIFORM MANIFEST #	DATE	FACILITY	TSDf	INTERNAL ID	LOAD NO.		
	2/19/2015	AMERICAN CHEMICALS	VEOLIA ES TECHNICAL SOLUTIONS, ...	3164209			
	8/11/2015			3164776			
	12/14/2015	AMERICAN CHEMICALS	ELK RUN	3164794			
000090592ZWE	11/21/2014	AMERICAN CHEMICALS	VEOLIA ES TECHNICAL SOLUTIONS, ...	3162460			
000111222MMM	4/5/2016	AMERICAN CHEMICALS		3164809			

(When a record is marked it has a blue background)

After you perform a find, you can see the records loaded to your screen from the toggle browse screen. A tooltip is available for every record

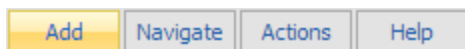
You can access a record by clicking it 2 times or by clicking the select button

### The Toggle Browse menu



The menu at the upper right corner of your screen is now different

#### Add

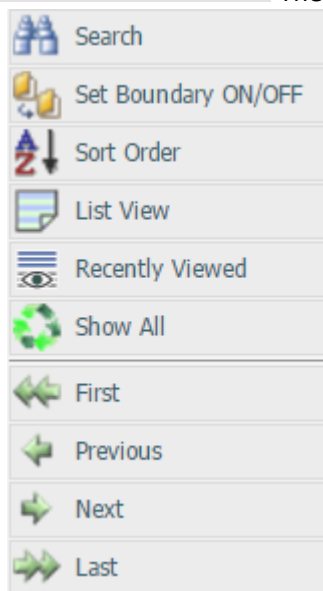


As before, you can Add a new record by clicking the  option.

### **Navigate.**



*can perform.*



The Navigate option consists of several actions you

### **New Search**

This option allows the user to search the database for one or more specific records, determined by criteria entered into the Find screen. “Find” may also be selected from the Navigate menu.

### **Boundary**

After a “Find” is performed and the specific list of records appears, the browse capabilities will be restricted to that list. At the toggle browse mode, you switch through the records generated by choosing the “boundary” option or the unfiltered “Show all” options. If you open a record you will see that at the Navigation menu you can show/hide the boundary by choosing the “Set Boundary On/Off” option, while “toggle browse” will take you back to the latest find results

### **Sort Order**

Sort Order controls how the records in a database are displayed on the screen. Pressing on the **Sort Order Icon** displays the Sort choices for the database, such as by Chemical Name or Building. Sort choices vary according to database. “Sort Order” may also be selected from the Navigate menu.

### **Show all**

This will display all the records, disregarding your find criteria.

### **Delete Boundary**

Delete in boundary is a function where you can view the latest boundary and choose multiple records to delete.

### **Export to Excel**

Will create an excel file that you can view or save, with all the records loaded on your toggle browse.

### Print

The **Print Icon** lets the user print selected fields from an open database record. Other Print options, such as printing labels or reports, are available in specific RTS screens.

### Reports

The reports option will load a popup window where you can choose the report you wish to print.

### Quick Management Reports

Allows you to choose reports from a dropdown menu and print them. You can choose whether you want the report to load the active record (the one you can see at your screen) or print the whole the boundary.

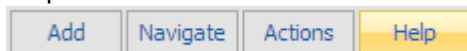
### Actions




At this point please note that not all the forms have Global Actions available. If a form has no Global Actions, when you click on the button of the menu, no action will be performed. (a global action is an action that can be executed for as many records are loaded to your boundary, as well as for one record and that would be the record you chose and loaded from your boundary)

You will see the available Global actions of each form (if available) under the action button.

### Help



Click on the Help Icon for on-line assistance. Help allows the user to pick topics from a menu or search for a specific feature or function. "Help" can also be selected from the Help menu as well as the  button.

Back to [Manifest](#) form