

Creating a General Disposal Record Training Video Transcript

To create a new General Disposal Record for an existing WACS ID, select Waste Detail, General Disposal.

If another Disposal Record, or Class, already exists, click on the Class field and select Create Record.

For the Class, choose from the List of Values.

For Operated By, use the List of Values.

Enter any additional information you may have available.

Note that the General Disposal Status is display only and defaults to "D-Not Yet Determined". To update this Status, you will need to create a Unit Disposal Record by referring to the *Creating a Unit Disposal Record* training video.

Once you select Commit Changes, a new General Disposal Record is created.

To create a Geographic Location (lat/long), refer to the *Creating a Geographic Location (Lat/Long)* training video.

You can also create an additional General Disposal Record from the Facility Information screen by clicking the Classes tab and selecting Create Record.

Select General Disposal, the appropriate Class Code, and Operated By.

Once you select Commit Changes, a new General Disposal Record is created.