

Creating a New Disposal Facility ID Training Video Transcript

This video will demonstrate how to create a new WACS ID for a disposal facility.

Before creating a new ID, refer to the *Searching for a Facility in WACS* training video to see if a record already exists.

If no record exists, navigate to the Facility Information screen and use “Ctrl + F4” to create a new record.

Enter the County information by choosing from the List of Values.

Enter the Facility Name as it would appear on the permit.

Enter the physical address of the facility.

For the Owner Type, use the List of Values.

If no Geographic Location (lat/long) information is known, click Validate Address. This will create a lat/long at the center of the zip code.

Select Accept All, then Return, and a Geographic Location (lat/long) is created. Since this lat/long is based on the zip code, it should be updated to reflect the correct facility location by referring to the *Updating Geographic Location (Lat/Long)* training videos.

Click the Disposal tab. For Disposal Method, use the List of Values.

Click the Wastes tab. For Waste Handled, use the List of Values.

Click the Classes tab. Select General Disposal, the appropriate Class Code, and Operated By. Note that the Class Status 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 WACS ID is created.