

Creating a New Processing Facility ID Training Video Transcript

This video will demonstrate how to create a new WACS ID for a processing 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 Wastes tab. For Waste Handled, use the List of Values.

Click the Classes tab. Select Processing Facility, the appropriate Class Code, Operated By, and the Class Status.

Once you select Commit Changes, click OK to all notifications, and a new WACS ID is created.