

Creating a Processing Record Training Video Transcript

To create a Processing Record for a WACS ID, click Waste Detail and select Process.

If the WACS ID already has a Processing Record, select Create Record.

For the Class, click List of Values.

For Operated By, click List of Values.

For Status, click List of Values.

On the Comments tab, you can enter additional information that may not fit in the above fields.

If the Processing Record has leachate information, click the Leachate tab, and use the List of Values for Leachate Management and Leachate Code.

Once you select Commit Changes, a new Processing record is created.

You can also create a Processing record from the Facility Information screen by selecting the Classes tab and clicking on a blank white field.

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

Once you select Commit Changes, a new Processing record is created.

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