

Creating a Unit Disposal Record Training Video Transcript

To update a General Disposal Status from “D-Not Yet Determined”, you will need to create a Unit Disposal Record.

Click Waste Detail, Unit Disposal.

Note the Class in the upper right. If this is not the Class you are trying to create a Unit Disposal Record for, click the Class field, then use Next Record to move between classes until you locate the correct one.

Enter the Unit or Phase Name.

For the Status, click List of Values.

Enter as much information as you have available. If limited information is available at this time, you can update the information later.

Once you select Commit Changes, a Unit Disposal Record has been created.