

Updating a General Disposal Record Training Video Transcript

To update a General Disposal Record, click the Classes tab, and double click on the disposal record, or Class, you need to update.

On this screen, you can update data and add information.

If necessary, you can change the Class of the record to a different Disposal Class by using the List of Values.

Note that the General Disposal Status is display only. To update a Status of "D-Not Yet Determined", you will need to create a Unit Disposal Record by referring to the *Creating a Unit Disposal Record* training video. To change any other Status type, you will need to update the Unit Disposal Record of the Class by referring to the *Updating a Unit Disposal Record* training video.

For the Gas tab, use the List of Values for Gas Controls and Gas Code.

Click the Leachate tab, and use the List of Values for Leachate Management and Leachate Code.

Under the Geographic Location tab, double click on the Object of Interest to get detailed information. If a Geographic Location (lat/long) does not already exist for this General Disposal Record, refer to the *Creating a Geographic Location (Lat/Long)* training video.

Review all information on this screen, and make updates if necessary. To update the lat/long coordinates, refer to the *Updating a Geographic Location (Lat/Long)* training videos. If you update any information, click Commit Changes, then Exit.

The Monitoring Testsites tab is display only and lists all associated testsites. To update or add any new testsites, refer to the *Creating a New Testsite* training video.

Once you click Commit Changes, the General Disposal Record has been updated.