


EASITRAK ON THE WEB INSTRUCTIONS

Easitrak is now only available via the web and is designed to allow you to enter the required information for your hazardous waste reports. **These instructions are written for the generic version of EASITRAK. Your data entry screens may be slightly different depending on your state.** Your EPA ID number determines the screens you will use. You can visit our documentation page on our website for supporting documentation. **Be sure you use the LOG OUT option within the software to exit. Failure to do so will cause you problems with caching within Internet Explorer.**

WHEN DOING ANY DATA ENTRY DO NOT USE CARRIAGE RETURNS, I.E. DO NOT HIT THE “ENTER” KEY TO START A NEW LINE. THE SOFTWARE AUTO WORD WRAPS AND CARRIAGE RETURNS ARE NOT TO BE USED.

1. Go to the site <http://www.arminc.net/Easitrak2007/> . You must register each year. Click on the “Registration for New User” link to register. Now you get to enter your own password. NO PASSWORD IS EMAILED TO YOU. If you forget your password you must email your state for your password. Once you register you can immediately begin using Easitrak by entering your EPA ID number and password on the main page.

 **American Resource Management**

EASITRAK 2007

REGISTRATION FORM

Please completely all information

EPA ID Number	<input type="text" value="IN0000000000"/>
Your Name	<input type="text" value="Jeff Waites"/>
Email Address	<input type="text" value="jwaites@arminc.net"/>
Password	<input type="password" value="*****"/>
Re-Enter Password	<input type="password" value="*****"/>
Generator Status	<input checked="" type="radio"/> LQG <input type="radio"/> SQG

Please answer all questions below

What is your favorite hobby?	<input type="text" value="photography"/>
What city were you born?	<input type="text" value="Baton Rouge"/>
What is your favorite sport?	<input type="text" value="football"/>
What is your favorite color?	<input type="text" value="blue"/>

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Enter the requested information. Also this year you are asked an additional security questions. Please answer all four questions. When you submit your data to the state you will be asked this information again.

NOTE: If you are an **Indiana user**, you will have to declare whether you are a LQG or SQG, Easitrak will take you to the correct software, i.e. SQG's use the OS form and not the biennial hazardous waste report. **NOTE: If you are registering for multiple facilities be sure you clear your files under Tools/Internet Options/Delete Browser History. You should see the LQG and SQG option each time IN users register or do not proceed, contact ARM.**

2. Once you have registered you will always log in as an Existing User.



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EASITRAK 2007

Welcome to the starting point for EasiTrak 2007.

If you are a new user to the system, click "Registration for New User" below to register and start using EasiTrak. You will create your own password. The login ID is your EPA ID number.

If you are an existing user of EasiTrak 2007 and need to continue working, enter EPA ID number and your password to log in.

YOU MUST REGISTER EACH REPORT YEAR.

[Registration For New User](#)

Log In To Access EasiTrak

EPA ID Number

Password (Case sensitive)

Login

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3. The next screen that is displayed is a new page that allows you to edit your information such as EPA ID Number, change your password, or change your email address. Your email address is important so that the state can contact you with questions and ARM can send you updates if necessary. Remember **ALWAYS use the Logout link to log out of the system, otherwise you will have caching problems.**

American Resource Management **EASITRAK 2007** **INR00000000** **Logout**

Services **Form SI** **Form OS** **Submit** **Reports** **Instruction**

WELCOME TO THE STARTING POINT FOR EASITRAK 2007

INTRODUCTION

WELCOME TO EASITRAK 2007!

Easitrak is now only available via the web and is designed to allow you to enter the required information for your hazardous waste reports. These **instructions** are written for the generic version of EASITRAK. Your data entry screen may be slightly different depending on your state. The EPA made considerable changes. You can visit our **documentation page** for supporting documentation.

Always do not use the "back" or "forward" buttons on your browser tool bar when you are going back or forward to the page. WHEN DOING ANY DATA ENTRY DO NOT USE CARRIAGE RETURNS, I.E. DO NOT HIT THE "ENTER" KEY TO START A NEW LINE. THE SOFTWARE AUTO WORD WRAPS AND CARRIAGE RETURNS ARE NOT TO BE USED.

NOTE: Because of heavy use during the months of January and February, if you are idle for 15 minutes or more, you will have to log back into the software.

SERVICES

[Change EPA ID Number](#)
[Change Password](#)
[Change Email Address](#)
[Customer 5-Digit Zip Code](#)

Technical assistance is available only via email at info@arminc.net AND YOU MUST INCLUDE YOUR EPA ID NUMBER.

[Click to Continue](#)

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The tabs at the top of the screen are as follows:

Services: Used to update users as well as provide key user functions such as changing your password.

Form SI, OS are screens to complete the required forms.

Submit: Use this screen to submit your data to the state. Once the data has been submitted you can view your reports and print the reports but you cannot edit your data. If you need to edit your data, contact the state and the state will “unlock” your report.

Reports: Use this screen to print your reports for your records. Some states require the SI form to be signed and returned to them.

4. When you log in the main information screen will be displayed. The user should first complete the Site Identification Form by selecting the **Form SI tab** and this is the default page that is loaded when you complete your registration or when existing users log into the system. Click on the link “[Page 1 Information](#)”.

The screenshot shows the EASITRAK 2007 website interface. At the top left is the American Resource Management logo. The main header displays "EASITRAK 2007" and the EPA ID number "INR000000000". A "Logout" link is visible in the top right. Below the header is a navigation bar with tabs for "Services", "Form SI" (which is highlighted in white), "Form OS", "Submit", "Reports", and "Instruction". The main content area is titled "SITE IDENTIFICATION FORM". A paragraph explains that the form collects information for the Biennial Report and is divided into 13 items. Below this is a section for "SITE ID FORM ENTRY" with a note that the form is divided into 4 pages. Four links are provided: "Page 1. Information", "Page 2. Type of Waste Activity", "Page 3. Waste Codes, Comments", and "Page 4. Certification". Underneath is a "SITE ID FORM CONTENTS" section, which is a table listing 11 items and their corresponding values.

Item Number	Description	Value
1.	Reason For Submittal	As a component of the Hazardous Waste Report
2.	Site EPA ID Number	INR000000000
3.	Site Name	HONEST ABE PAINT SHOP
4.	Site Location	123 FIRST AVENUE, LA FAYETTE, TIPPECANOE, IN, 47902
5.	Site Land Type	PRIVATE
6.	NAICS Codes For The Site	811111
7.	Site Mailing Address	123 FIRST AVENUE, LA FAYETTE, IN, 47902 , UNITED STATES
8.	Site Contact Person	ABE J. JONES 2222222222
9.	Operator And Legal Owner	
	A. Site's Operator	
	B. Site's Legal Owner	
10.	Type of Regulated Waste Activity	Address: UNITED STATES
	A. Hazardous Waste Activities	Generator Activity:2 United States Importer of Hazardous Waste: Mixed Waste Generator: Transporter of Hazardous Waster: Treater, Storer, or Disposer of Hazardous Waste: Recycler of Hazardous Waste: Small Quantity On-site Burner Exemption: Smelting, Melting, and Refining Furnace Exemption: Underground Injection Control:
11.	Description of Hazardous Waste	
	A. Waste Codes for Federally Regulated Hazardous Wastes	
	B. Waste Codes for State-Regulated Hazardous Wastes	

As you complete your data entry you will see information in the [SITE ID FORM CONTENTS](#) page. But when you first log into the system, there will be no information visible other than your EPA ID Number. At the top of this screen are dark blue tabs and one white tab, in this example the Form SI is white. The white tab designates which form or function you are currently viewing. So if you want to work on your GM forms, you simply click on the blue Form GM tab. To print your reports click on the blue Reports tab.

The following screen will be displayed as a pop up. **Please allow pop-ups from our site. This is a setting within your Internet Explorer browser and under Tools.** This question will probably be asked under the address line in your browser. Complete the entry of the Site ID Form page one.

RCRA SUBTITLE C SITE IDENTIFICATION FORM (Page 1)

■ The SAICS code can be selected by clicking the code title link button

1. Reason for Submittal
(Read only)

- To provide initial notification (to obtain an EPA ID Number for hazardous waste, universal waste, or used oil activities).
- To provide subsequent notification (to update site identification information).
- As a component of a First RCRA Hazardous Waste Part A Permit Application.
- As a component of a Revised RCRA Hazardous Waste Part A Permit Application
- As a component of the Hazardous Waste Report

2. Site EPA ID Number

INR000000000 Read only

3. Site Name

HONEST ABE PAINT SHOP

4. Site Location

Street Address Number Street Name Street 2
 Zip Code - (Enter zip code and then select city and county)
 City, Town, or Village State Read only
 County Name

5. Site Land Type

- Private County District Federal Indian Municipal State Other

6. NAICS

A. B. C. D.

7. Site Mailing Address

Street Address Number Street Name Street 2
 Country Zip Code -
 City, Town, or Village State

8. Site Contact Person

First Name MI Last Name
 Phone Ext Email Address

9. Operator and Legal Owner

Item 1.A. Reason for Submittal. The software will default to “as a component of the Hazardous Waste Report”. NO OTHER OPTION MAY BE CHOSEN. The purpose of the software is only for filing your hazardous waste reports.

Item 2. EPA ID Number. The number is populated from the login and no action is required.

Item 3. Legal Name. Enter the facility name as it appears on other state documentation.

Item 4. Street Address. Enter the physical address of the facility (do not enter a P.O. Box here). Enter the zip code. If the zip code is valid – the City, County, and State are automatically populated. If more choices of a city or county exist for a particular zip code you will have to select the correct city from the drop down box by clicking the down arrow. If the software does not recognize your zip code it will allow you to enter one. **DO NOT SELECT A ZIP CODE FROM YOUR BROWSER BUT RATHER ENTER THE 5 DIGITS.**

Item 5. Site Land Type. Click on the site land type that describes your facility.

Item 6. NAICS. Enter you NAICS code. If you need to look it up, place your pointer over the blue letter **A – D** and select the proper NAICS code. You can choose 1 – 9 to help narrow your selections. For most states only one number is necessary.

7. Site Mailing Address

Street Address Number Street Name Street 2

Country Zip Code -

City, Town, or Village State

8. Site Contact Person

First Name MI Last Name

Phone Ext Email Address

9. Operator and Legal Owner

A. Name of Site's Operator Date Became Operator

Operator Type Private County District Federal Indian Municipal State Other

B. Name of Site's Legal Owner Date Became Owner

Owner Type Private County District Federal Indian Municipal State Other

Address Number Street Name Street 2

Country Zip Code -

City State

[Page 1](#) [Page 2](#) [Page 3](#) [Page 4](#)

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Item 7. Site Mailing Address. If the site mailing address is the same as the information entered in item 4, just click on the “**Site Mailing Address**” link and the information can be automatically entered by selecting “OK”. If you information is different, enter the information like you did for item 4.

Item 8. Contact Information. Enter the contact’s first name, MI, and last name. Enter the contact’s telephone number and any applicable extension. **The software will not allow you to not enter any “-“**. The correct format is 2059999999 . Enter the Site Contact’s email address.

Item 9.A Not required by the State of Indiana therefore you can not enter data.

Item 9.B. Owner Information. Not required by the State of Indiana therefore you can not enter data.

This completes all of your data entry for page 1. You can select “**Page 2**” to proceed and your data is saved or if you plan to exit you must “**SAVE AND CLOSE**”. If you select “**Page 2**” the following screen is displayed.

NOTE: Because of heavy use during the months of January and February, if you are idle for 15 minutes, you will have to log back into the software.

10. Type of Regulated Waste Activity

A. Hazardous Waste Activities

1. Generator of Hazardous Waste Yes No
(If yes, choose only one of the following)

- a. LQG: Greater than 1,000 kg/mo of non-acute hazardous waste
- b. SQG: 100 to 1,000 kg/mo of non-acute hazardous waste
- c. CESQG: Less than 100 kg/mo of non-acute hazardous waste

In Addition, Indicate other generator activities (check all that apply)

- d. United States Importer of Hazardous Waste
- e. Mixed Waste Generator

2. Transporter of Hazardous Waste Yes No

3. Treater, Storer, or Disposer of Hazardous Waste Yes No

4. Recycler of Hazardous Waste Yes No

5. Exempt boiler and/or Industrial Furnace Yes No
(If yes, mark each that applies)

- a. Small Quantity On-site Burner Exemption
- b. Smelting, Melting, Refining Furnace Exemption

6. Underground Injection Control Yes No

B. Universal Waste Activities

1. Large Quantity Handler of Universal Waste (accumulate 5,000 kg or more)
Indicate types of Universal waste mark all boxes that apply)

	Managed		Generate	Managed
a. Batteries	<input type="checkbox"/>	e. Other (specify) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Pesticides	<input type="checkbox"/>	f. Other (specify) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mercury containing equipment	<input type="checkbox"/>	g. Other (specify) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Lamps	<input type="checkbox"/>			

2. Destination Facility for Universal Waste Yes No

C. Used Oil Activities

1. Used Oil Transporter Yes No (If Yes, mark each that applies)

- a. Transporter
- b. Transfer Facility

2. Used Oil Processor and/or Re-refiner Yes No (If Yes, mark each that applies)

- a. Processor
- b. Re-refiner

3. Off-Specification Used Oil Burner Yes No

4. Used Oil Fuel Marketer Yes No (If Yes, mark each that applies)

- a. Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burner
- b. Marketer Who First Claims the Used Oil Meets the Specifications

Item 10.A. Hazardous Waste Activities.

1. Generator of Hazardous Waste. The software has marked you as an LQG. Any area that is gray is not required by the State of Indiana. In addition, indicate other generator activities.
2. – 6. Check all items 2 – 6 that apply

Be careful as the software automatically checks “NO” for items so you must select “YES” if that is the correct response. Either select “Page 3” or “Save and Close” to save your entries. If you select “Page 3” the following screen is displayed.

RCRA SUBTITLE C SITE IDENTIFICATION FORM (Page 3)

11. Description of Hazardous Waste

A. Waste Codes for Federally Regulated Hazardous Wastes

EPA Waste Codes (You can select 0-50 codes)

D & LABP	F	K	P	U		Listed
D002	F003	K001	P001	U001	Add >	D001
D003	F005	K003	P002	U002	< Remove	F001
D004	F006	K004	P003	U003	<< Clean	F002
D005	F007	K005	P004	U004		F004
D006	F008	K006	P005	U005		K002
D007	F009	K007	P006	U006		
D008	F010	K008	P007	U007		
D009	F011	K009	P008	U008		

B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes

State Codes		Listed
	Add >	
	< Remove	
	<< Clean	

12. Comments

Item 11.A. Description of Hazardous Waste. Select all EPA waste codes that are generated at your site. You can select multiple waste codes by using the “Shift” or “Ctrl” keys as in all Windows based software.

Item 11.B. State waste codes are only applicable to those states using state waste codes. The software automatically populates that codes based on your EPA Identification Number if your state uses State Waste Codes.

Item 12. Comments. Enter any comments in this box. DO NOT HIT THE “ENTER” KEY ON YOUR COMPUTER. JUST TYPE, THE SOFTWARE WILL WRAP THE TEXT FOR YOU.

Select “Page 4” or “Save and Close” to save your work.

The last screen is page 4. You must add a certifier here. Click on the “Add Certifier” icon under the actions column and the boxes will now accept data entry. Enter the Last Name, First Name, Middle Initial, and Title. For the date the correct format is DD/MM/YYYY but the software puts in the “/” for you to help on formatting. Once this is complete select the “Save” icon. You have now completed the Site ID Form.



RCRA SUBTITLE C SITE IDENTIFICATION FORM (Page 4)

13. Certification

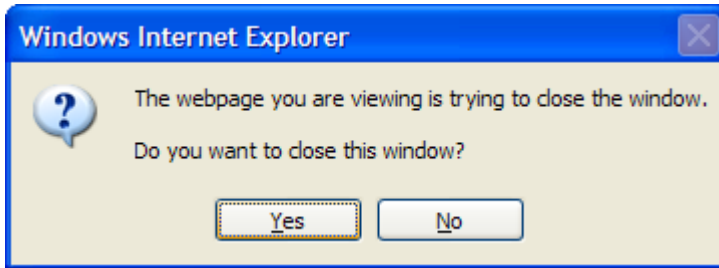
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Certification Records Listing

Last Name	First Name	MI	Title	Signed Date	Actions

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During the use of the software when you click on “**Save and Close**” or “**Close**” you may be asked the following question from the pop up window. Choose “Yes”.



5. OS Form – To complete the OS Form select the Form OS tab at the top of the main web page. The following screen will be displayed. **REMEMBER ALWAYS USE THE LOGOUT LINK TO LOGOUT OF THE SOFTWARE.**

To add an OS form select the “[Add New OS Page](#)” link and the following screen will be displayed.

Complete Section 1. Section A. Waste Description. Enter the waste description.

Section B. EPA Codes/State Codes. Select the applicable EPA/State waste codes for this waste stream. To select EPA and State Hazardous waste codes, highlight the appropriate waste code and use the “Add>>” to bring the waste code over to the selected box. The waste codes are divided into the applicable lists and by selecting the appropriate code, such as D Codes, the list appears in the box. Most states do not have state waste codes. Only if your state has state waste codes will you see them in the State Hazardous Waste Code section.

NOTE: Labpacks can have an EPA Hazardous Waste Code “LABP”. This code can be found at the end of the D Code List.

Next select Section 2. You will notice that the “Save” button is gray.

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OFF-SITE SHIPMENT (OS)

SECTION 2: OFF-SITE INFORMATION

Page 1, Sub Page **Not Selected**

Offsite EPA ID <input type="text"/>	Quantity Shipped <input type="text"/>
Offsite Name <input type="text"/>	Number of Shipments <input type="text"/>
Offsite City <input type="text"/>	Unit Of Measure <input type="text"/>
Offsite State <input type="text"/>	Rejected <input type="radio"/> Yes <input checked="" type="radio"/> No
Management Method <input type="text"/>	Returned <input type="radio"/> Yes <input checked="" type="radio"/> No

[Add New Off-Site](#)

[Section 1](#) [Section 2](#) [Section 3](#)

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Click on “Add New Off-Site” and the “Save” button will be active.

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OFF-SITE SHIPMENT (OS)

SECTION 2: OFF-SITE INFORMATION

Page 1, **New Sub Page**

Offsite EPA ID <input type="text"/>	Quantity Shipped <input type="text"/>
Offsite Name <input type="text"/>	Number of Shipments <input type="text"/>
Offsite City <input type="text"/>	Unit Of Measure <input type="text"/>
Offsite State <input type="text"/>	Rejected <input type="radio"/> Yes <input checked="" type="radio"/> No
Management Method <input type="text"/>	Returned <input type="radio"/> Yes <input checked="" type="radio"/> No

[Add New Off-Site](#)

[Section 1](#) [Section 2](#) [Section 3](#)

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Enter the Off site shipment information and select “Save”. Add the off site shipments by clicking on “Add New Off-Site” and “Save” each time. Once you have completed this select the “Close” button.



- Services
- Form SI
- Form OS
- Submit
- Reports
- Instruction

OFF-SITE SHIPMENT

Form OS is for reporting off-site shipment activity. Form OS is divided into three sections: 1) waste description and EPA waste codes; 2) off-site shipment information; and 3) transporters. You must fill all of three sections for each page.

[Add New OS Page](#)

Page Number	Description	EPA Waste Codes	Edit	Del
1	WASTE PAINT SOLVENT.	D001,F001		

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Your off-site shipments will now show up. You can edit or delete a row by selecting the appropriate icon in the Edit or Delete column.

Click on “[Section 3](#)” to add transporters.



OFF-SITE SHIPMENT (OS)

SECTION 3: TRANSPORTER

Page **1**, Sub Page **Not Selected**

Transporter EPA ID

Transporter Name

[Add New Transporter](#)

[Section 1](#) [Section 2](#) [Section 3](#)

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Select the “Add New Transporter” so that the “Save” button is activated. Enter the transporter information and select “Save”. Repeat the above process until you have completed your transporter entries.

6. Printing of Forms.

To print reports, select the “[Reports](#)” link from the main report page.

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EASITRAK 2007
INR00000000

Logout

Services Form SI Form OS Submit Reports Instruction

EASITRAK FORM REPORTS

We strongly recommend that do not open more than 50 report pages each time. Opening a large number of report pages will slow down the processing speed.

FORM SELECT

SI Form - The Site Identification Form (Total number of page(s): 3)

OS Form - Off-Site Shipments (Total number of page(s): 1)

PAGES TO OPEN

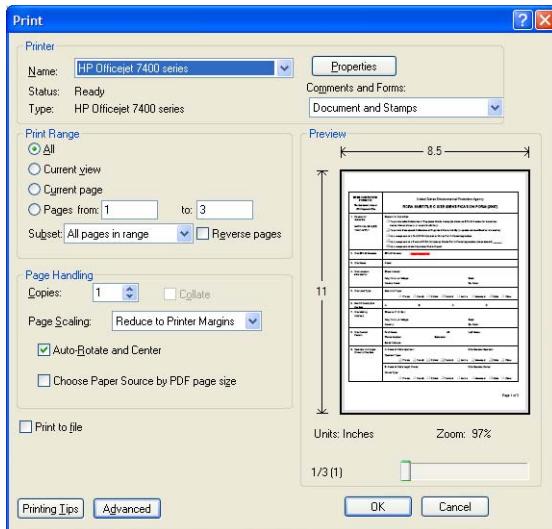
All Pages

Pages From To

OK

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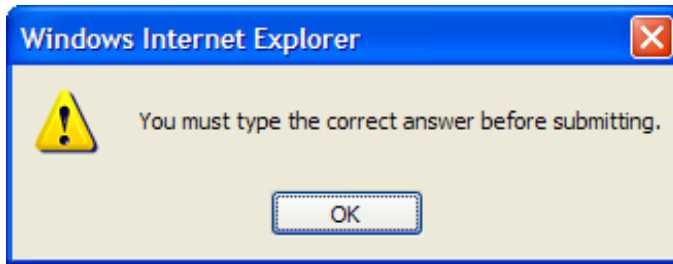
The Reports page will be displayed. The user can select Site ID Form or OS form reports by selecting the desired report. To print the Site Identification report, select “Site ID Form”. The form will be displayed in pdf format. Go to the printer icon in the toolbar and print as illustrated below.



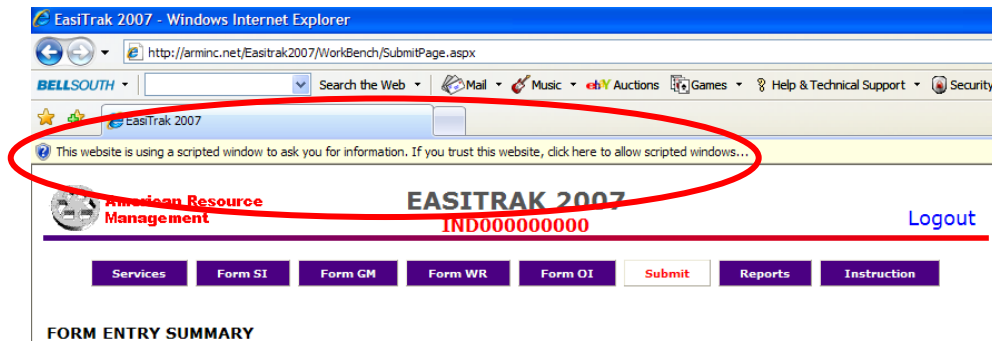
The print dialog box will be displayed. Select the desired printer and click on “OK”.

To submit your data to the state go to the “**Submit**” tab and click the “Submit” button. Once you click this button you are locked out of the software, you cannot edit your data but you are always able to view and print your forms.

If you get this error it is due to an error in the top of Internet Explorer near the address bar.



You must click on the message to allow scripting, then press the submit button again. Then your security question will appear.



Remember if you need assistance email us at info@arminc.net and someone will respond within 24 hours. ALWAYS include your EPA ID number and password when asking a question. Also, you can click on the “ALT” “Prnt Scrn” buttons to COPY the screen with the error message and PASTE that in your email to us so we can assist you quicker. Use the State Info web page located at www.arminc.net for state contact information and documentation tools. Also check the SUPPORT page prior to emailing us.