

# EASITRAK CD VERSION INSTRUCTIONS

## IV. General Information

EASI TRAK<sup>©</sup> is a Microsoft<sup>©</sup> Windows based application developed by American Resource Management, Inc. (ARM) that generators and states can use to submit the hazardous waste reports to the EPA. Generators will use the software to enter their hazardous waste information and generate flat files to send to their state office. The state will load all the flat files and submit the information to the EPA.

Any assistance with the installation and use of the software should be directed to American Resource Management, Inc., via email at [INFO@ARMINC.NET](mailto:INFO@ARMINC.NET)

Questions regarding the information or data entered in the software, such as which waste code to choose, should be directed to your state agency.

**Software updates, issues, FAQ, etc. will be available on ARM's web site.**

[www.arminc.net](http://www.arminc.net)

EASITRAK CD version is designed to allow you to enter the required information for your hazardous waste reports. The EPA made considerable changes. You can visit our documentation page for supporting documentation, [www.arminc.net/ARM\\_Documentation.asp](http://www.arminc.net/ARM_Documentation.asp).

**NOTE: A user may use EASITRAK for multiple sites BUT ALL SITES MUST BE LOCATED IN THE SAME STATE.**

**WARNING: ALL PREVIOUS VERSIONS OF EASITRAK MUST BE UNINSTALLED PRIOR TO INSTALLING THE 2003 VERSION.**

## V. Installation

The software can be downloaded from the web.

### WEB

You can visit our web site ([www.arminc.net](http://www.arminc.net)) and download the software. Be sure to register the download so that technical assistance and software updates can be provided to you. The program is approximately 30 MB in size so you must have some type of high-speed access in order to download the software from the web.

Once you are at the website, choose the appropriate version of the software. Double click to start the download and choose to save the software to a disk and select the destination folder. NOTE: YOU MUST SAVE THE SOFTWARE TO YOUR HARD DRIVE; YOU CANNOT SAVE THE FILE TO YOUR FLOPPY DRIVE. Complete instructions are available on the web site.

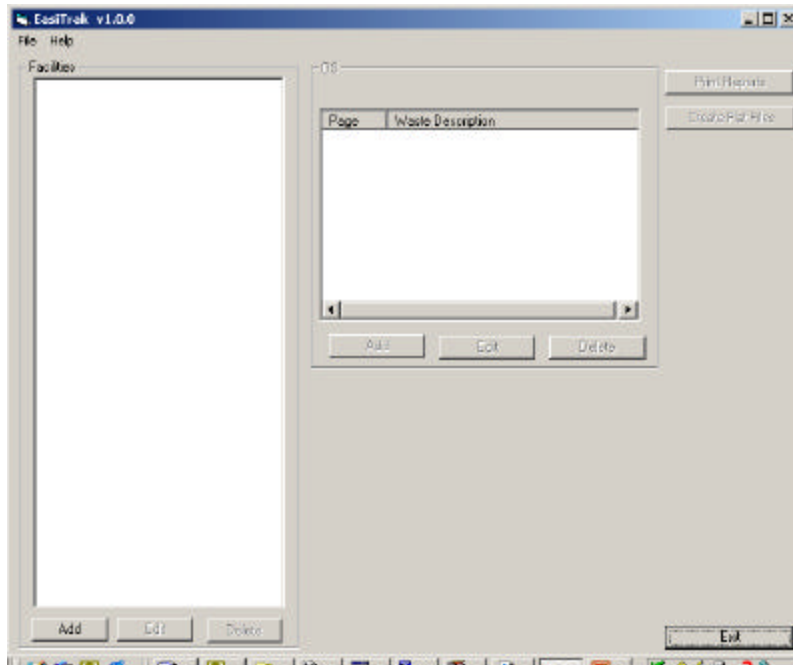
After the software has downloaded, be sure to download the instructions as well. Close all applications that are currently running. This means any virus type software, etc. Simply double click on the program file located on your hard drive where you saved the file. The software load will start automatically. Typically users should accept the default settings. Once the software is loaded, you should then restart your computer.

### III. Data Entry

#### A. Creation of Facility Profile

**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.**

The first action required is to create a facility profile. This information will be used on the Site Identification Form. When the software is used for the first time, the following screen is displayed.



The user can create the facility profile at this time by selecting “Add”. The following box will be displayed.

Enter the EPA Identification number for your facility. Enter the site name and the physical location of your facility with the street address, city, state, zip code and county. Pic lists for the state and county are available. Once the information has been entered, select the “Save to Database” button on the screen. This will initiate your facility. To continue in completing the ID Form, select the “Go To ID Form” button. If you do not desire to continue, select the “Close” button.

**NOTE: ANYTIME ANY DATA ENTRY OR VIEWING OF A SCREEN IS DONE YOU MUST HAVE THIS FACILITY HIGHLIGHTED. YOU CAN ACCLOMPHISH THIS BY PLACING YOUR CURSOR ON THE NAME AND SELECTING THE FACILITY OF CHOICE. THE PROGRAM USES TABS TO TAKE THE USER TO THE NEXT DATA ENTRY SCREEN WITHIN EACH FORM. YOU MUST CLICK ON THE TABS.**

### 1. Identification Form

If you chose the “Go To ID Form” button the screen below will be displayed. To initiate from the main screen or to edit an Identification Form you select the “Edit” button at the bottom of the main screen. This will display the data entry screens for the form. The Identification Form is divided into five (5) tabs for the three-page form. Items 2,3,4 and 6 are on the first tab, Items 7-8 are on the second tab, Item 10 is on the third tab, Item 11 is on the fourth tab, and items 12-13 are on the last tab.

**Facility - Indiana Test Facility**

Page 1 | Page 1 cont'd | Page 2 | Page 2 cont'd | Page 3

**1. A. Reason for Submittal:**

- 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.

**1. B. Status of Information Supplied**

Updated site information.

**2. EPA ID Number:**  
IN000000000

**3. Site Name**  
Indiana Test Facility

**4. Site Location**

Street Address Line 1: 123 East Main Street  
Street Address Line 2: Building A  
City, Town, or Village: Indianapolis State: IN  
County Name: Knox Zip Code: 99999

**5. Site Land Type:**

Private  County  District  Federal  Indian  Municipal  State  Other

**6. NAICS Codes:**

A. 444 Building Material and Garden Equipment and Supplies Dealers B.   
C. D.

Save Close

Item 1A defaults to the reason for submittal and this cannot be changed.

Item 1B defaults to the status of information submitted and this cannot be changed.

Item 2 & 3 shows your EPA ID number and Site Name that you entered during facility setup and cannot be edited.

Item 4 shows your site location as was entered in the facility setup. You can edit that information if necessary.

Item 6 NAICS Codes.

**Now select the “Page 1 cont’d” tab to continue entering information**

The screenshot shows a software window titled "Facility - Indiana Test Facility" with tabs for "Page 1", "Page 1 cont'd", "Page 2", "Page 2 cont'd", and "Page 3". The "Page 1 cont'd" tab is active. The form is divided into three main sections:

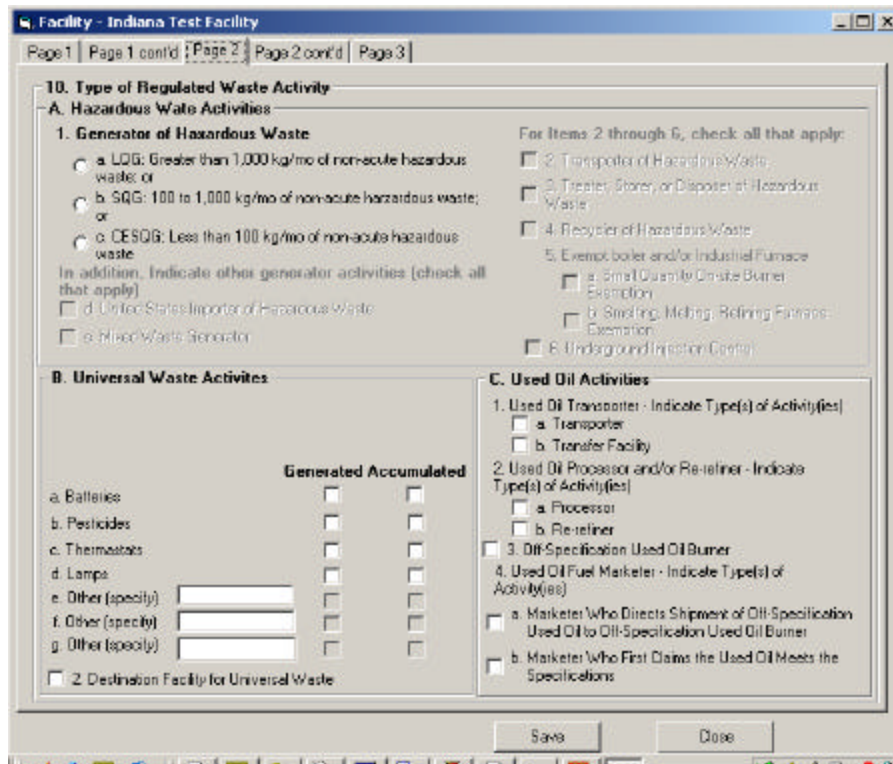
- 7. Site Mailing Address:** Includes fields for "Street or P. O. Box:" (123 East Main Street), "Building A", "City, Town, or Village:" (Indianapolis), "State:" (IN), "Country:" (USA), and "Zip:" (99999).
- 8. Site Contact Person:** Includes fields for "First Name:" (John), "MI:" (N), "Last Name:" (Smith), "Phone Number:" (555 999 9999), "Phone Number Extension:", and "Email:".
- 9. Legal Owner and Operator:** Includes fields for "A. Name of Site's Legal Owner:" and "Date Became Owner:" (mm/dd/yyyy), "Operator Type:" (radio buttons for Private, County, District, Federal, Indian, Municipal, State, Other), "B. Name of Site's Operator:", "Date Became Operator:" (mm/dd/yyyy), and "Operator Type:" (radio buttons for Private, County, District, Federal, Indian, Municipal, State, Other).

At the bottom of the form are "Save" and "Close" buttons.

Item 7. Site Mailing Address. Enter the mailing address of your facility.

Item 8. Site Contact Person. Enter the site contact person's name, phone number, extension and email address.

**Now select the “Page 2” tab to continue entering information**



Item 10A. Hazardous Waste Activities.

1. Select the appropriate generator status.

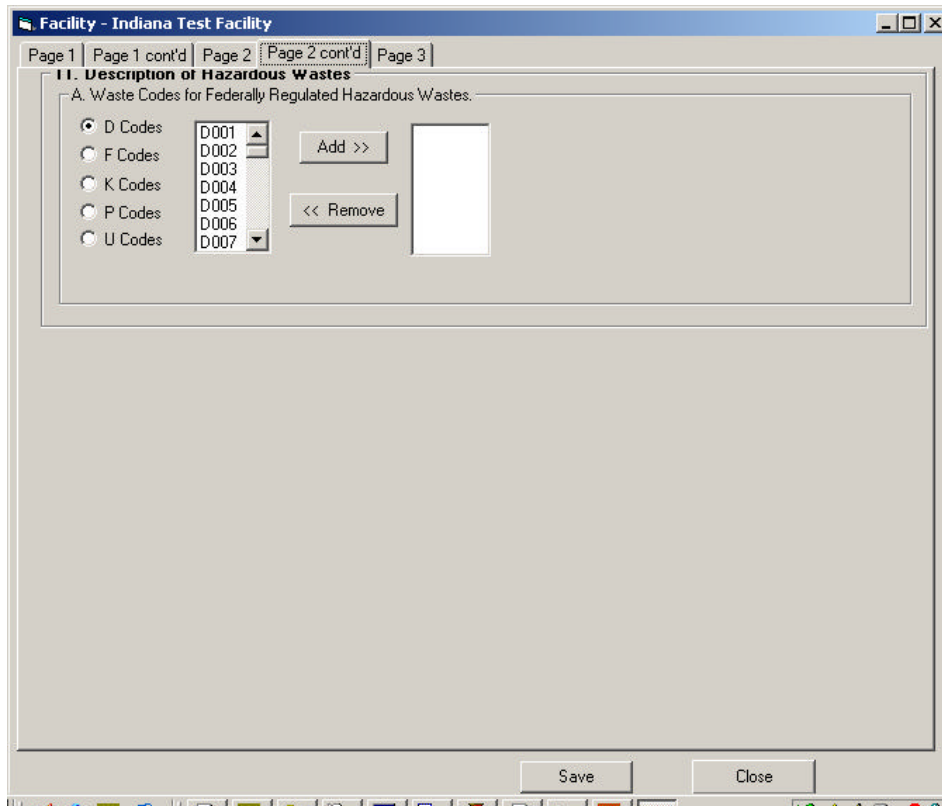
Item 10B. Universal Waste Activities.

- a – g Select any of the items that are generated and/or accumulated.
2. If your facility is a destination facility for universal waste, select the box to indicate this.

Item 10C. Used Activities

- 1 – 4 Indicate any of the activities that apply to your facility.

**Now select the “Page 2 cont’d” tab to continue entering information.**



Item 11A. Description of Hazardous Waste, EPA HW codes.

Select the appropriate EPA HW codes that are generated at your facility. The codes are divided up into the categories so that you can select all the codes. If you want to select “F001”, place your cursor on the F Codes and click to place a dot in the circle. The entire list of F codes will be listed, highlight the code(s) and select on the “Add >>” button to bump the correct codes into the selected box. Continue this process until all EPA HW codes have been selected that are generated at your facility.

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

**Now select the “Page 3” tab to continue entering information.**

Item 12. Comments. Enter any comments you may have.

Item 13. Certification. To enter the person’s name that is certifying the form, select the “Add” button and enter the info.

**Once all data entry has been completed for page 1, select the “Save to Database” button to save the data to the database. If you fail to do select the “Save to Database” button and close the window your information will be lost. You can go back and edit any information for all 3 pages at any time.**

## 2. OS Report

**Highlight the facility name of the facility you will be entering data. To enter on-site treatment and off-site shipments you have to complete the first tab and then save to the database to be able to select the OS Sec 2-3 tab.** To enter an OS, select the OS form by clicking on the circle by OS. This box will display all of your OS records as you enter them. Select the “Add” button to add an OS. Highlight an existing OS and select the “Edit” button to edit the information or the “Delete” button to delete an OS form.

The screenshot shows a software window titled "GM - Indiana Test Facility". At the top, it displays "EPA ID Number: IN0000000000" and "Page Number: New GM". The main area is divided into sections. Section 1, "Sec. 1", contains two sub-sections: "A. Waste description" with a large text input field, and "B. EPA hazardous Waste code" with a list of radio buttons for "D Codes", "F Codes", "K Codes", "P Codes", and "U Codes". The "D Codes" option is selected. To the right of the radio buttons is a list box containing codes D001 through D007. Below the list box are "Add >>" and "<< Remove" buttons. At the bottom of the window are "Save To Database" and "Close" buttons.

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

Section 1.B. EPA Codes. Select the applicable EPA waste codes for this waste stream. To select EPA 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.

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

**Now the information must be saved to the database before on-site and off-site information can be added. Select the “Save to Database” button and the information is saved.**

Now you will see that you have the ability to add off-site shipments to TSDFs and add transporters.

**GM - Indiana Test Facility**  
EPA ID Number: IN0000000000 Page Number: 1

**Sec. 1**

A. Waste description: Waste solvents.

B. EPA hazardous Waste code

Select a maximum of seven Waste Codes

D Codes  
 F Codes  
 K Codes  
 P Codes  
 U Codes

D002  
D003  
D004  
D005  
D006  
D007  
D008

Add >>

D001

<< Remove

**Sec. 2**  
**Off Site Shipments**

Off Site EPA ID	Management Method	Quantity
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Add  
Edit  
Delete

**Sec. 3**  
**Transporters**

Transporter ID	Transporter Name
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Add  
Edit  
Delete

Save To Database Close

To add an off site shipment, select the “Add” button. The screen below will be displayed.

The screenshot shows a software window titled "IN0000000000 - Indiana Test Facility". It contains the following fields and controls:

- TSD Facility RCRA ID Number:
- TSD Facility Name:
- TSD Facility City:  TSD Facility State:
- Quantity:  Unit of Measure:
- Management Method:   Number of Shipments:
- Rejected:  Yes  No
- Returned:  Yes  No
- 

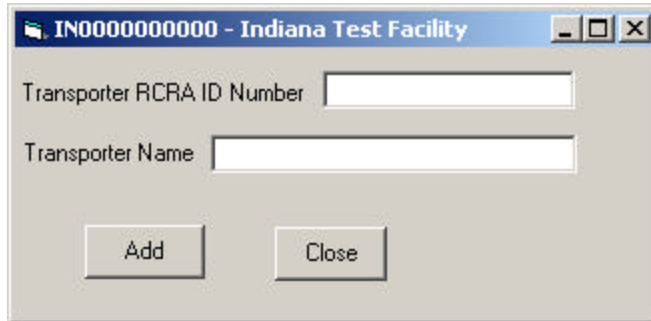
Enter the RCRA ID number, name, location city, and location state of the receiving TSD Facility. Enter the quantity of this waste stream shipped to this facility and select the appropriate unit of measure.

Next the management method by clicking on the “Lookup” button and selecting the appropriate code. Enter the number of shipments. If any shipments were rejected by this TSD facility for this waste stream select “Yes” for rejected.

**Select “Save” to save the information to the database. If you fail to do select the “Save to Database” button and close the window your information will be lost.**

Repeat this process to enter all of the TSD facilities that you shipped this waste stream. You can delete a row by highlighting the row and selecting “delete”. You can edit a row by highlighting the row and selecting “edit”. The data entry box will be displayed, make the required edits of the information and select “**Save**” to save your changes.

To add a Transporter, select the “Add” button. The screen below will be displayed.

A screenshot of a Windows application window titled "IN0000000000 - Indiana Test Facility". The window has a standard Windows title bar with minimize, maximize, and close buttons. Inside the window, there are two text input fields. The first is labeled "Transporter RCRA ID Number" and the second is labeled "Transporter Name". Below these fields are two buttons: "Add" and "Close".

Enter the RCRA ID number and name of the Transporter

**Select “Save” to save the information to the database. If you fail to do select the “Save to Database” button and close the window your information will be lost.**

Repeat this process to enter all of the transporters that you shipped this waste stream with have been entered. You can delete a row by highlighting the row and selecting “delete”. You can edit a row by highlighting the row and selecting “edit”. The data entry box will be displayed, make the required edits of the information and select “**Save**” to save your changes.

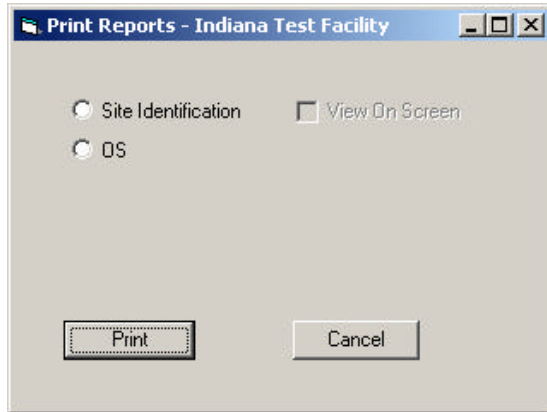
Once you have completed this OS form, select the “Save to Database” button to save the information to the database. **Select “Save” to save the information to the database. If you fail to do select the “Save to Database” button and close the window your information will be lost.**

To edit any information, simply click on the desired OS form and edit the desired information. Remember to select “Save” if you are editing on site or off site information. Then when you are finished with the OS, select the “Save to Database” button to save your edits.

A complete OS form can be deleted by selecting the “Delete Report” button within the particular OS form.

### 3. Printing of Reports

To print the forms, **highlight the facility name of the facility you will be printing the forms** from the main screen. Select the “Print Reports” button. The following screen will be displayed.



Individual forms can be printed for your facility. Make the desired selection and click on “Print”. A printer dialog box typically appears for you to choose the printer or to say OK to print.

If the print date shows up as ‘0001’ instead of ‘2001’, you must go to your regional settings on the control panel and select the proper date format.

### 4. Creating Flat Files

To create flatfiles, **highlight the facility name of the facility you will be creating flatfiles** from the main screen. **NOTE: A user may use EASITRAK for multiple sites BUT ALL SITES MUST BE LOCATED IN THE SAME STATE. Flatfiles will be incorrect if you have entered facilities from more than one state in your version of EASITRAK.**

Select the “Create Flatfiles” button. The message box below is displayed stating where your flatfiles were saved. All of these files must be sent to the state. Note the location of the flatfiles.

