

MARS EASI TRACK INSTRUCTIONS

I. General Information

EASITRAK MARS[©] is a Microsoft[©] web-based application developed by American Resource Management, Inc. (ARM) that generators can use to track their hazardous waste and submit the hazardous waste reports to the state. Generators will use the software to enter their hazardous waste information and manifests to generate the required reports and flat files to send to their state office. The state will load all the flat files and submit the information to the EPA.

NOTE: The software will also print the forms.

Any assistance with the installation and use of the software should be directed to American Resource Management, Inc. Listed below, in order of preference, are the ways to contact ARM:

Email

INFO@ARMINC.NET

FAX

208-246-6484

Telephone

205-482-6153

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

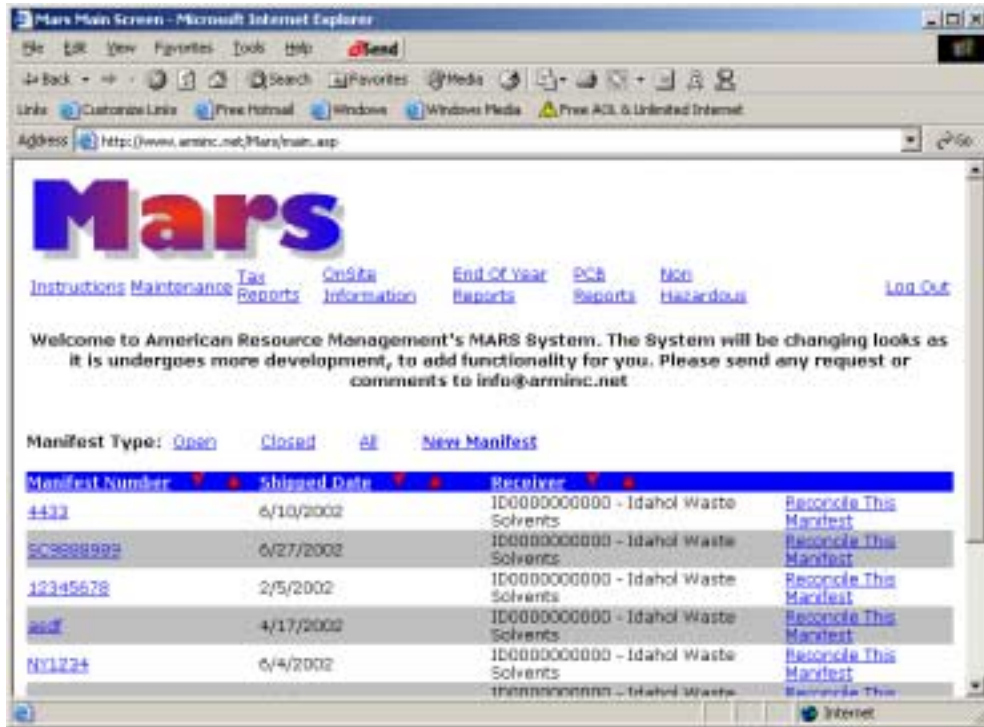
II. Previous Users of Easitrak

Since MARS[©] is a web-based application, you will only use your ISP and Internet Explorer 5.x. All data is stored on ARM's secure server. You can keep your copy of EASITRAK on your hard drive.

III. Log On

Using Internet Explorer 5.0 or higher, go to www.arminc.net.

Choose “Software” and then select “MARS”. Enter the Login ID and Password that has been provided for your account. The next screen will be displayed.



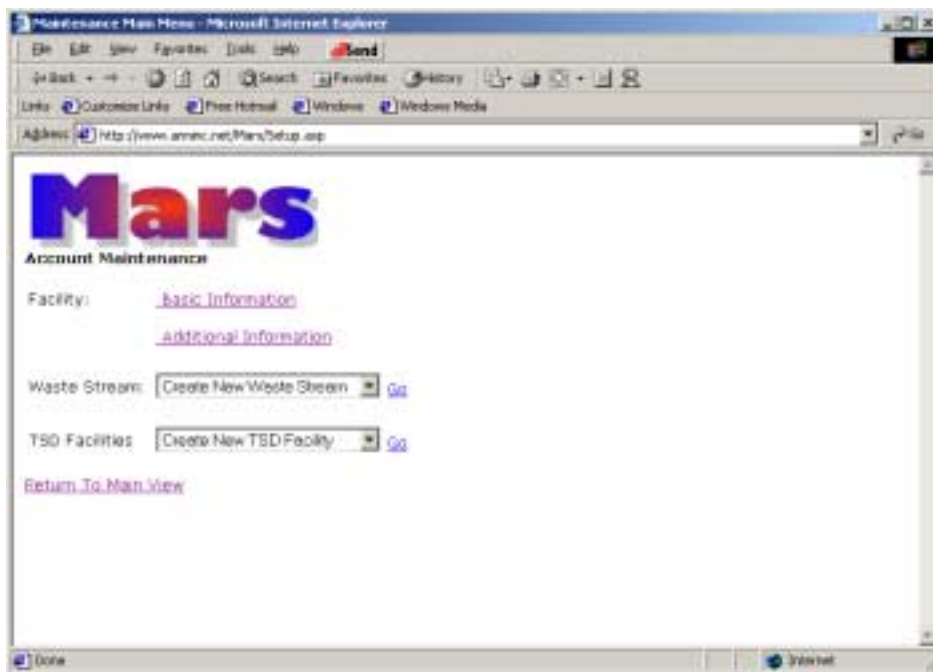
The software opens to the hazardous waste management screen. (To manage non hazardous waste, select the “Non Hazardous” link.) This screen is designed to show the manifests that still require action. Once you have entered a manifest it will appear in this view, “Open”. “Open” manifests refer to manifests that you have not reconciled. Reconciling a manifest allows you to correct the weight of the line item, reject the line item, and for any PCB wastes that the COD has been received. Once a manifest has been reconciled, it will no longer appear in the “Open” view. The manifest will now appear in the “Closed” view. You can use the “All” view to see all manifests.

III. Facility, TSD and Waste Stream Setup for Hazardous Waste

Setup tables must be populated in order to utilize the software. The user must enter their facility, the TSDFs that will be utilized and the waste streams that will be generated. Once the software is being used, the user will be allowed to edit facility information, add TSDFs and add waste streams. If the user is located in NY and is using the software to complete the quarterly tax reports, editing quantity and tax codes will affect any reports that have been generated and submitted.

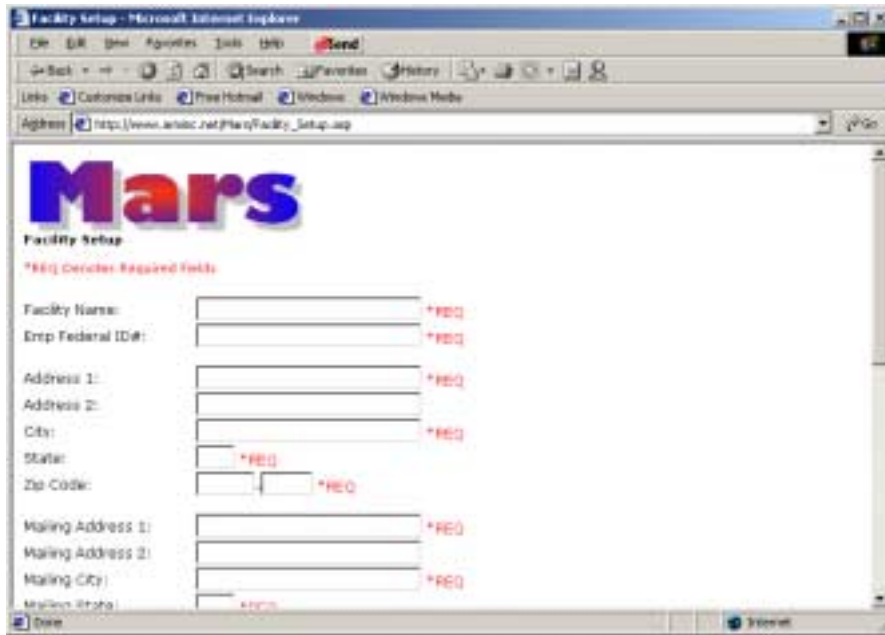
All setup tables are located in “Maintenance”. You may use maintenance to initially create facilities, TSDFs, and waste streams. Also maintenance will be used to edit certain items and add new waste streams and TSDFs. In some instances the user may want to remove a TSDF or waste stream from the pic lists. The software allows you to deactivate or re-activate a TSDF or waste stream in the setup tables.

To begin using the program, select “Maintenance”. The following screen will be displayed with the applicable options.



A. Creation of Facility Profile

The first action required is to create a facility profile. This information will be used on the various forms and reports. Select “**Basic Information**”. The facility entry screen will be displayed.



The screenshot shows a web browser window titled "Facility Setup - Microsoft Internet Explorer". The address bar displays "http://www.arstec.net/Plm/Facility_Setup.asp". The page features the "Mars" logo and the heading "Facility Setup". Below the heading, a red note states "*REQ Denotes Required Fields". The form contains several input fields, each with a red "*REQ" label to its right:

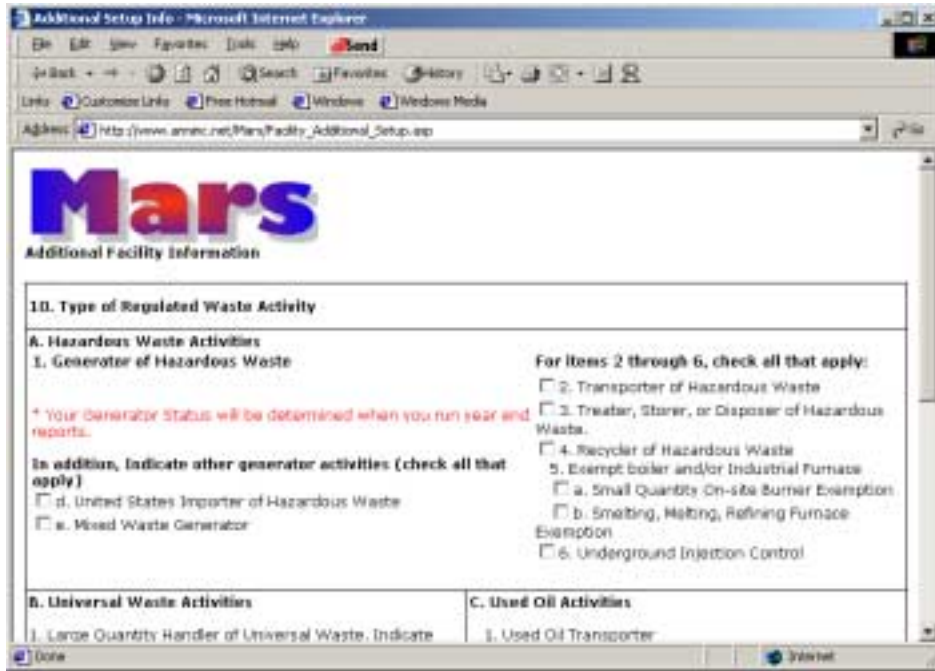
- Facility Name: [text box] *REQ
- Emp Federal ID#: [text box] *REQ
- Address 1: [text box] *REQ
- Address 2: [text box] *REQ
- City: [text box] *REQ
- State: [text box] *REQ
- Zip Code: [text box] [text box] *REQ
- Mailing Address 1: [text box] *REQ
- Mailing Address 2: [text box] *REQ
- Mailing City: [text box] *REQ
- Medical State: [text box] *REQ

At the bottom of the form, there are "Save" and "Internet" buttons.

Enter the information requested on the screen. Most fields are mandatory (noted by ***REQ**). If a required field is left blank the program will give you an error message. **Field length is determined and set by the EPA flat file specifications.** If you find the information you are trying to enter will not fit in the blank, you must abbreviate the information. Avoid titles in any name field such as Lt. Col., Dr., etc. Once the facility information and contact information has been entered you must select “Save”. Then select “Back”. This will take the user back to the main maintenance screen.

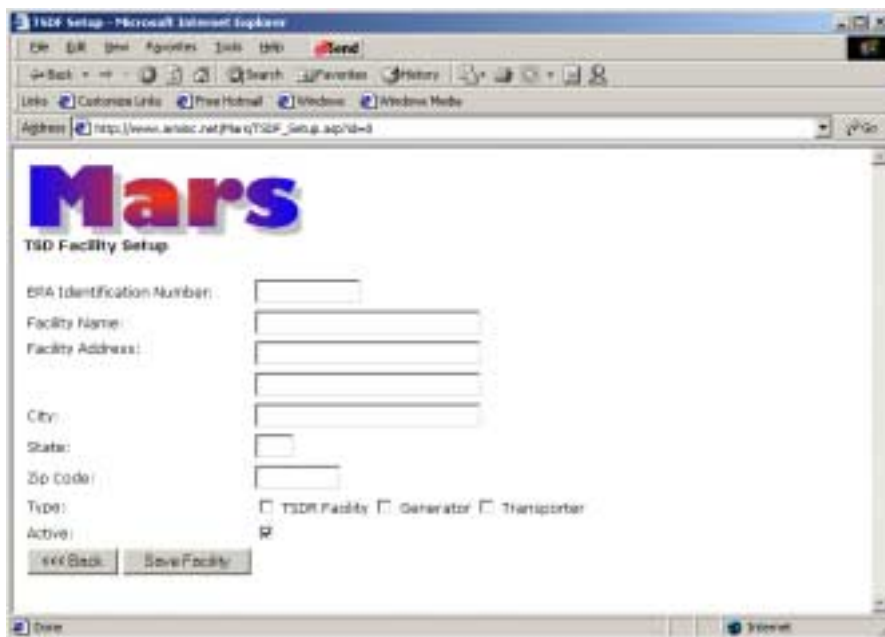
To use the accounting tool, you will need to enter your facility’s account number(s) in the facility setup.

Some states will require additional information. If your state does, you will see a link for “Additional Information”.



B. TSDF Setup

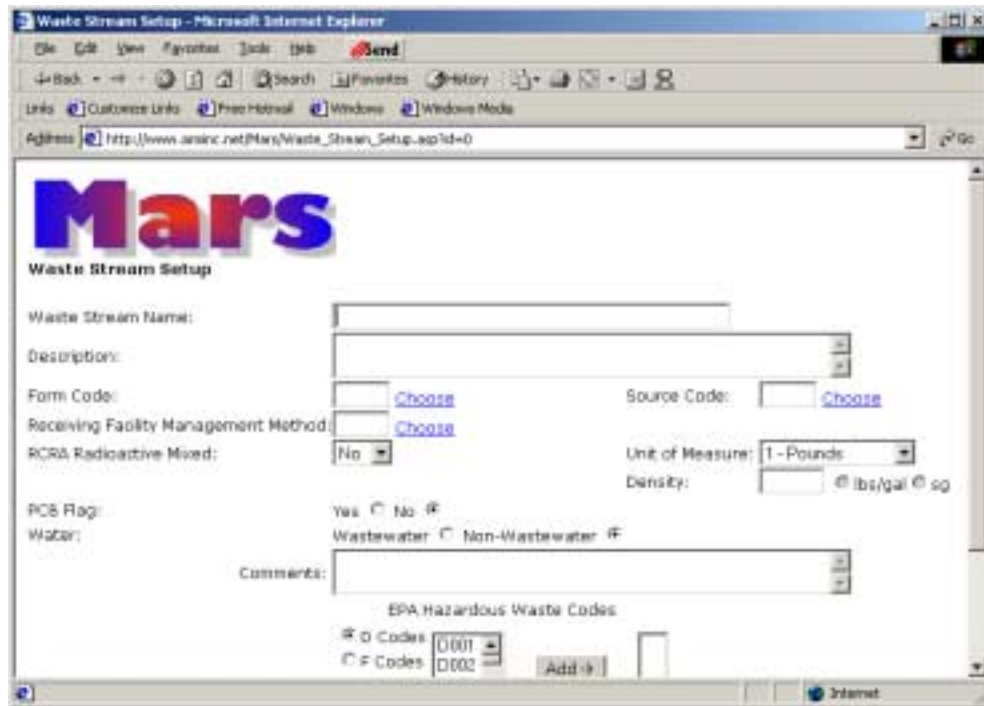
The TSDF facility information must be entered. With “Create New TSD Facility” select “GO”. The TSD Facility setup screen will be displayed.



Enter the TSDF name and EPA ID number. Select “Save Facility”. Repeat the process until you have entered your TSDFs. You can always come back and enter new ones, edit data or inactivate a TSDF. By inactivating a TSDF, you remove it from the pick list in the manifest module. You can always go back and activate it again when needed. When you have entered all the TSDFs select “Back” to take you back to the maintenance screen. **NOTE: For a TSD to be listed in the transporter pic list in the manifest entry screen, you must place a checkbox in the transporter box in the TSDF setup.**

C. Waste Stream Setup

The waste streams that you utilize must be setup. With “Create New Waste Stream” select “GO”. The waste stream setup screen will be displayed.



Enter a short name to identify this waste stream. This name will be displayed in the pick list in the manifest module so be sure it will clearly identify the waste you wish to ship. Then enter the description of the waste stream. Select the form codes (W codes) and source codes (G codes). These codes have changed since last year. To select the form code, click **ONE** time on “Choose”. The list of form codes will be displayed, select the appropriate code. To select the source code, click **ONE** time on “Choose”. The list of source codes will be displayed, select the appropriate code. Select the receiving facility management method (H codes) by selecting “Choose” and selecting the appropriate code.

Choose the RCRA radioactive indicator, PCB indicator and if in the state of NY the wastewater indicator. The program defaults to “No” for all three and the user must change the indicators to “Yes” if required.

Enter the unit of measure. If you select a volume unit you will be required to enter a density or specific gravity. If you choose lbs/gal, enter the density value. If you choose specific gravity, you will enter a value that will be multiplied by 8.3 in the software to calculate the weight of the shipment.

During the date entry in manifest you will be allowed to use this unit or pounds. No other unit choices will be available.

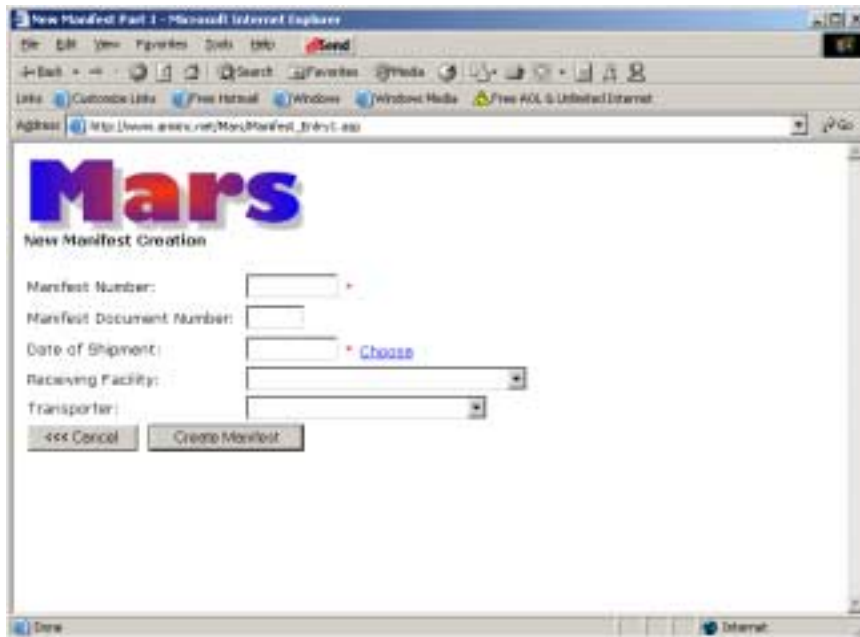
Select the EPA and State waste codes by highlighting the waste code and using the “>” key to bump the waste over to the selected box. The EPA waste codes are broken down by specific list. LABP appears at the end of the D Codes and is used to identify a labpack.

This information will be used for various reports.

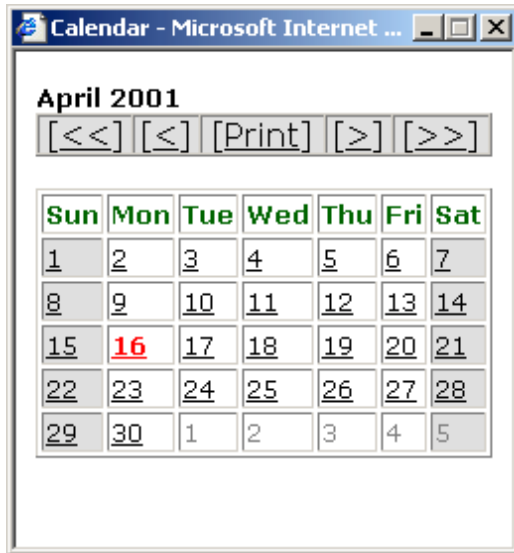
Once you have entered all the information for the waste stream you must select “Save Waste Stream”.

IV. Entering a Manifest

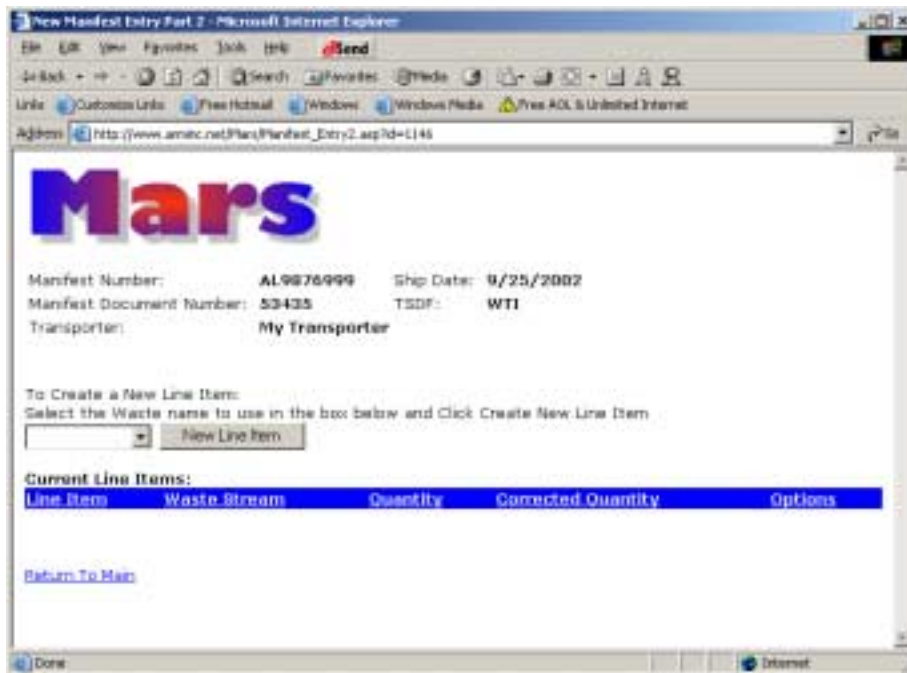
To enter a manifest, select “New Manifest” and the following screen will be displayed.



Enter the manifest number and manifest document number. The manifest document number is not a required field. Select the date by clicking on the “Choose” button. The date picker below will be displayed.



Select the TSD facility from the pic list and select the Transporter from the pic list. Now select the “Create Manifest” button. The following screen will be displayed. You will now select the waste stream you are shipping and select the “New Line Item” button.



Once you select the “Create New Line Item” the following screen will be displayed.

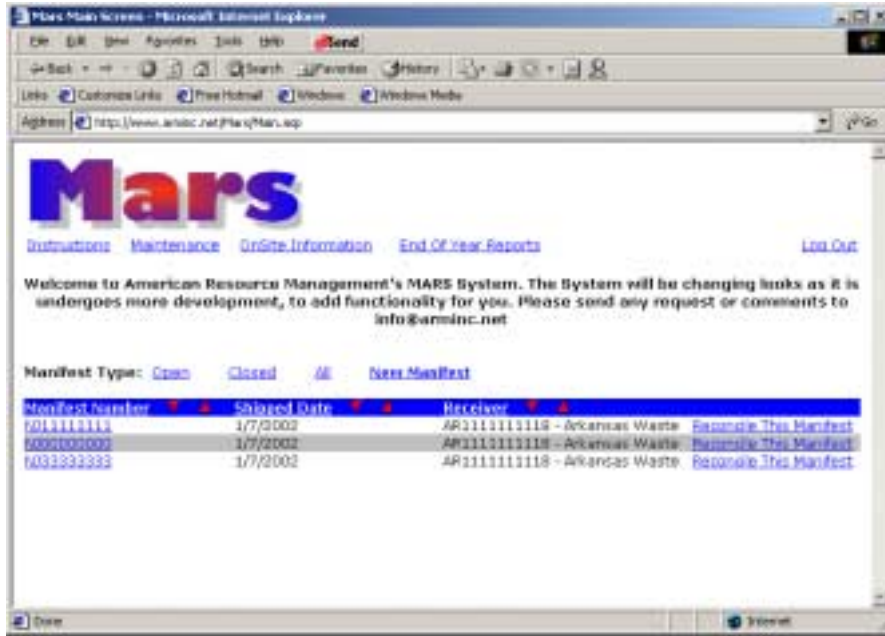
The screenshot shows a web browser window titled "Line Item Entry/Edit - Microsoft Internet Explorer". The address bar shows "http://www.amrinc.net/Manifest/Line_Item_Edit.asp?id=23". The main content area is titled "Bill of Lading Line Item Entry/Edit". The form contains the following fields and controls:

- Quantity:
- Unit of Measure:
- Container Type:
- Receiving Facility Management Method: [Choose](#)
- Account #1: Amount: \$
- Account #2: Amount: \$
- Account #3: Amount: \$

At the bottom left, there are two buttons: "Close" and "Save Line Item".

Enter the quantity of waste being shipped. The default unit of measure will be displayed. Only pounds can be selected in addition to the default unit of measurement. You can select the container type if desired. If your facility is in the state of NY the default tax code 1 and percentage will be displayed. You may edit that information here if desired for this line item. (An additional tax code 2 and percentage was requested by a few users but will probably not be used by most users.) The default receiving facility management method will appear and you can select a different method by selecting the “Choose” button. The default account number will appear if you are using the cost accounting tool. You can edit the accounting number for this line item here. Once all entries have been completed, select the “Save Line Item” button. You will be brought back to the new line item screen. If you do not have an additional line item for this manifest, select “Return to Main” link. If you do have an additional line item for this manifest, select the waste stream and select the “Create New Line Item” button. Repeat this process until you have entered all the line items for this manifest.

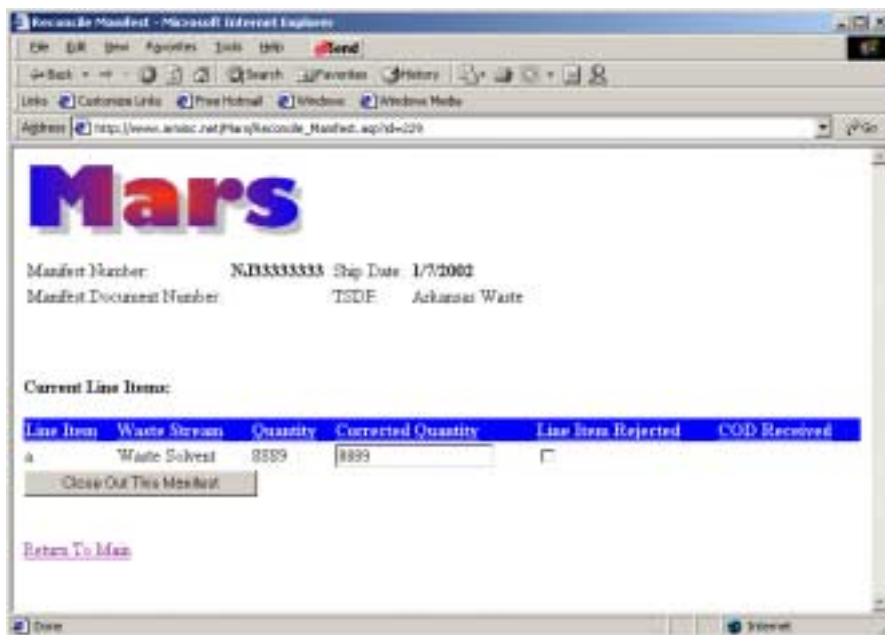
Once a manifest has been created, the screen below will be displayed.



V. Reconciling a Manifest

Typically when a waste shipment occurs, the user wants to keep track with the “Generator” return copy of the manifest. This allows the user to insure that the manifested waste has been received by the designated TSD facility. Also, sometimes a line item is rejected or the weight was adjusted.

To reconcile a manifest, choose the “[Reconcile This Manifest](#)” link.



The software will default the Corrected Quantity of waste shipped so that if there has been no change the user is not required to make an entry. If the weight is different the user can enter the correct quantity.

If the line item is rejected the software will let you remove this line item from being included in the reports. The user is to check the Line Item Rejected box for any line item that was rejected. The user maintains a record of that the waste was shipped but rejected.

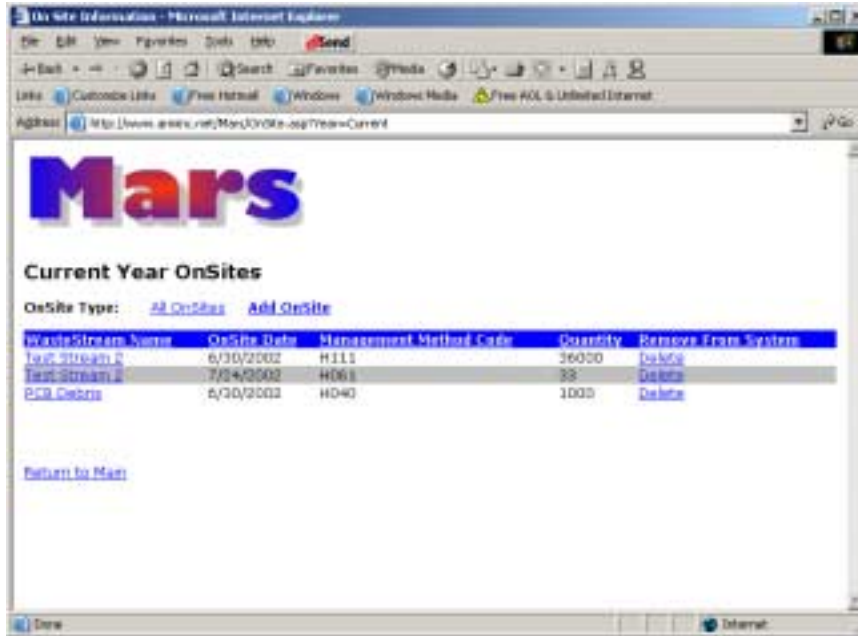
If the waste is a PCB waste, there will be a box to check under the COD Received column. This allows the user to document that the COD was received.

Once the necessary changes have been made, select the “Close This Manifest” and “[Return To Main](#)”. This manifest has now been reconciled and will not appear in the Open view. The manifest will be moved to “Closed” view.

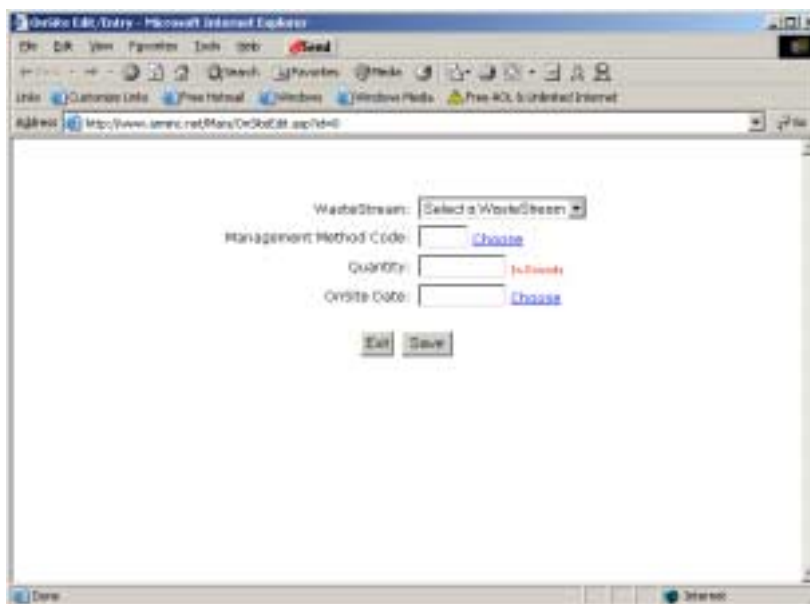
FOR A MANIFEST TO BE INCLUDED IN ANY REPORT, THE MANIFEST MUST BE RECONCILED. PRIOR TO COMPLETING ANY REPORT YOU SHOULD HAVE ALL MANIFESTS FOR THE REPORT TIME PERIOD RECONCILED.

VI. Adding On-Site Treatment

To add an on-site treatment entry, select the “[OnSite Information](#)” link on the MY WORK screen.



The current year's on-site treatments will be displayed. You can select “[All OnSites](#)” to display previous on-site treatments. Select the “[Add OnSite](#)” button to add a new on-site treatment for your facility.

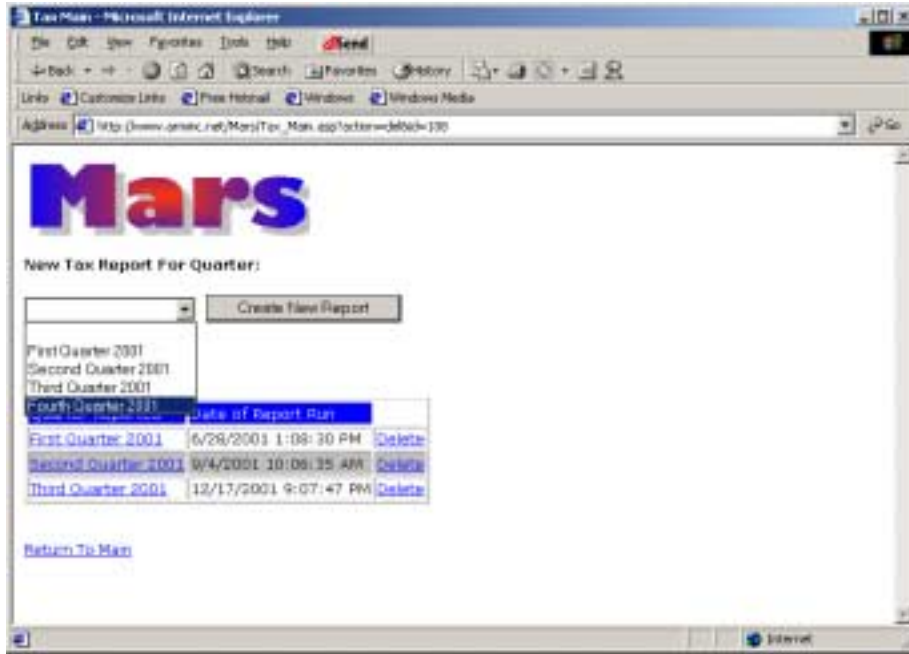


The user must select a waste stream from the waste stream pic list. Choose the management method code from the pic list and enter the waste amount. **NOTE:** Waste quantities must be entered in POUNDS. Choose the appropriate date by selecting the “Choose” button and clicking on the desired date. Select the “Save” button to save this information to the database. Then you can enter another on-site treatment or select the “Exit” button to return to the On-Site Treatment management screen.

VII. Reports

NY Tax Reports

If your facility is located in NY, you will have an option to do the tax report. Select the “[Tax Reports](#)” link. Using the pic list, select the appropriate quarter that you are generating the tax report and Create New Report.



The tax report will be displayed.

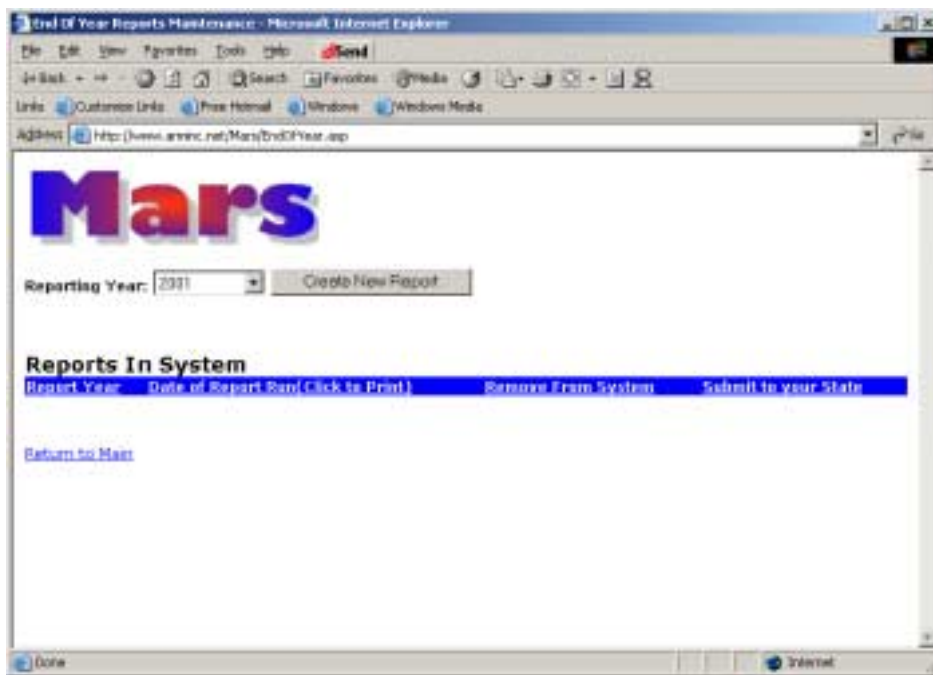
Prepared by American Resource Management, Inc.

10/09/02

Some fields (denoted by * **User Input**) require the user to enter information that is not captured by the hazardous waste manifest. Once all the information has been entered, select the “Recalculate” button. Select the “Save Changes” button any time any edits are made to the form. The “Generate Printable Form” button will now be displayed and you can print the quarterly tax form. Select “Print” from the Internet Explorer toolbar.

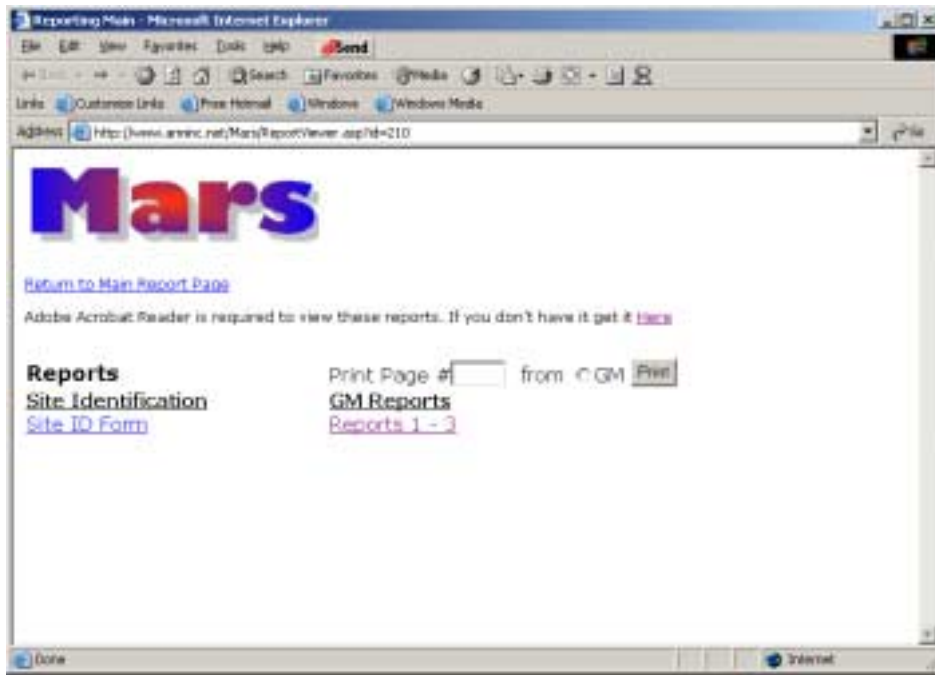
Annual Reports

Once you have entered all the manifests for the report period and reconciled all the manifests you can complete the required report. For annual reports click on the “**End of Year Reports**” link. The following screen is displayed.



Select the Reporting Year using the pic list and select the “Create New Report”. This will create a new report for that year. You will see a row added to the “Reports In System” list. From this list you can double click to review the report or remove the report from the system. Once you have verified that your report is complete you can submit the report to the state.

If you select to print the forms, the following screen is displayed. From this screen you can print the reports.

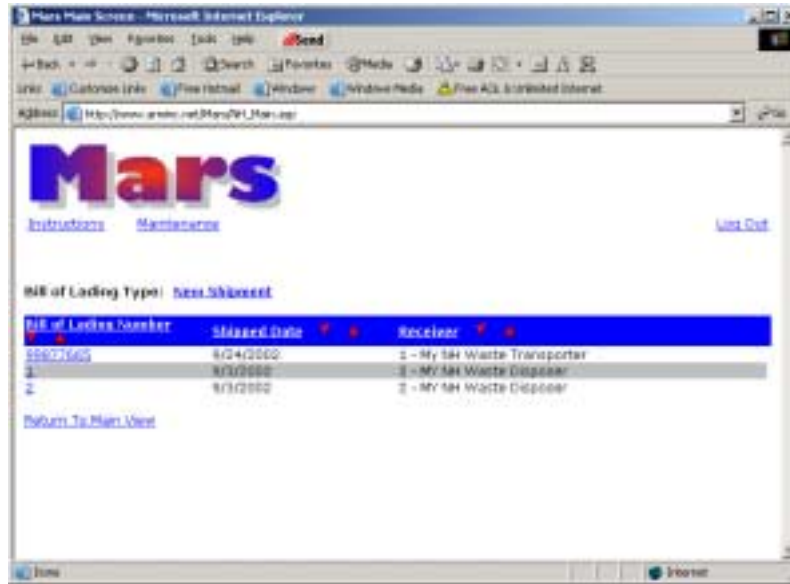


As an example if you want to print the GM reports, select “[Reports 1-3](#)” and the reports will be displayed on your screen. You can view from the screen or print. Remember you have to edit any information in “Maintenance” or correct/add manifests.

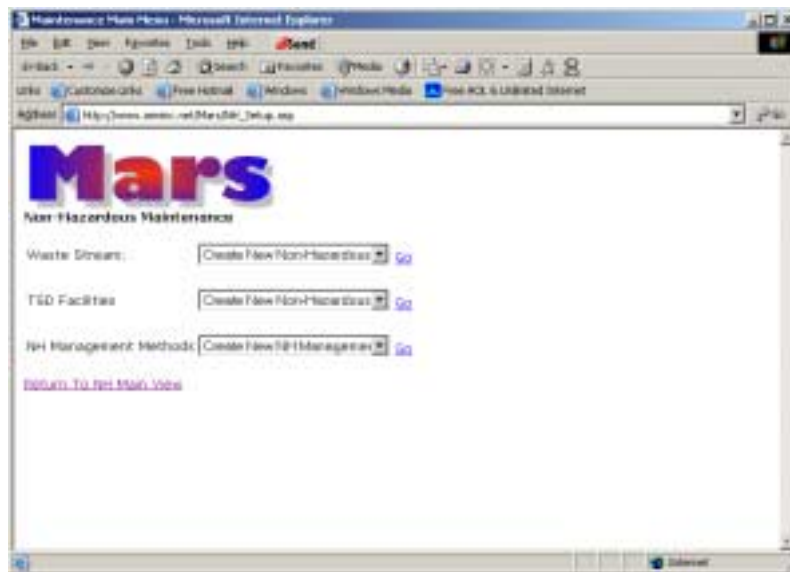
VIII. Management of Non-Hazardous Waste

MARS will allow the management on non-hazardous waste (NHW). This feature was designed so that users could manage all non-hazardous waste. This includes normal garbage/solid waste, scrap metal, industrial waste, asbestos waste, etc.

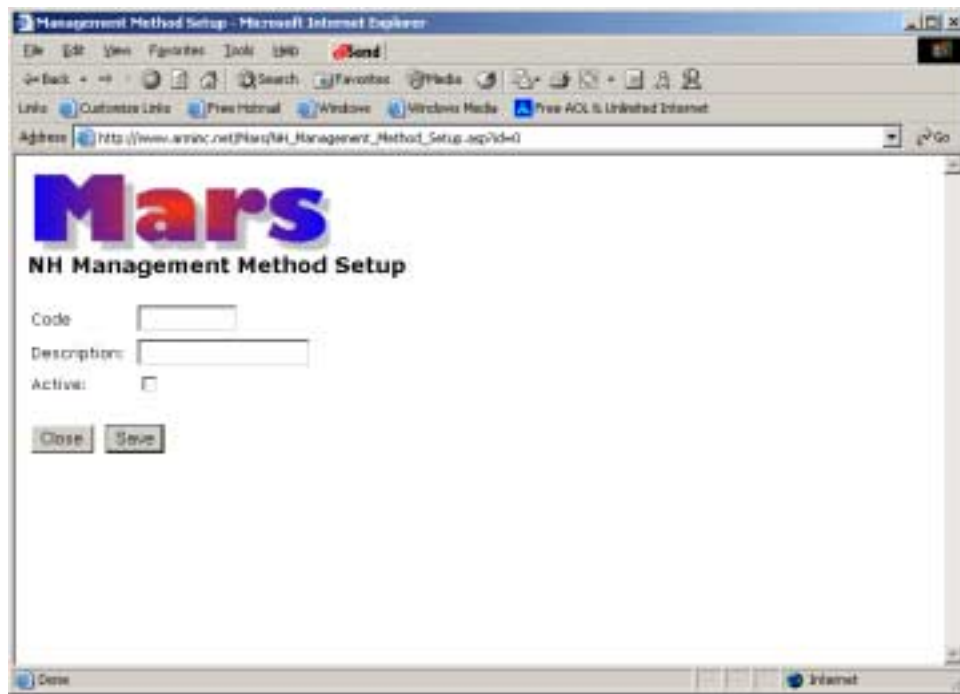
Select the “[Non Hazardous](#)” link on the MY WORK page.



The user must first populate maintenance tables for nonhazardous waste streams, TSDFs and management methods. Select the “[Maintenance](#)” link and the following screen will be displayed.



First the user must create Receiving Facility Management Methods. To create a NHW management method select the “Go” link beside the “create a new NW management method code ”.



NH management method codes can be used to assist in tracking how your waste is managed. Examples are L (landfill), R (recycle), B (incinerate), T (treatment). For example, this can be used in reports to quantify how much waste was recycled in a calendar year.

Select “Save” in order to save your entry to the database

Second, to create a NHW waste stream select the “Go” link beside the “create a new non hazardous waste stream”.

The screenshot shows a web browser window titled "Waste Stream Setup - Microsoft Internet Explorer". The address bar shows "http://www.amrc.net/Plm/001/Waste_Stream_Setup.asp?d=0". The page features the "Mars" logo and a form for creating a waste stream. The form fields are: "Waste Stream Name" (text input), "Description" (text input), "Receiving Facility Management Method" (dropdown menu with a "Choose" link), "Unit of Measure" (dropdown menu set to "1 - Pounds"), "Density" (text input), and "Comments" (text input). Below these is a section for "State-Hazardous Waste Codes" with two empty input boxes and "Add" and "Remove" buttons. At the bottom left, there is an "Active" checkbox and "Back" and "Save Waste Stream" buttons.

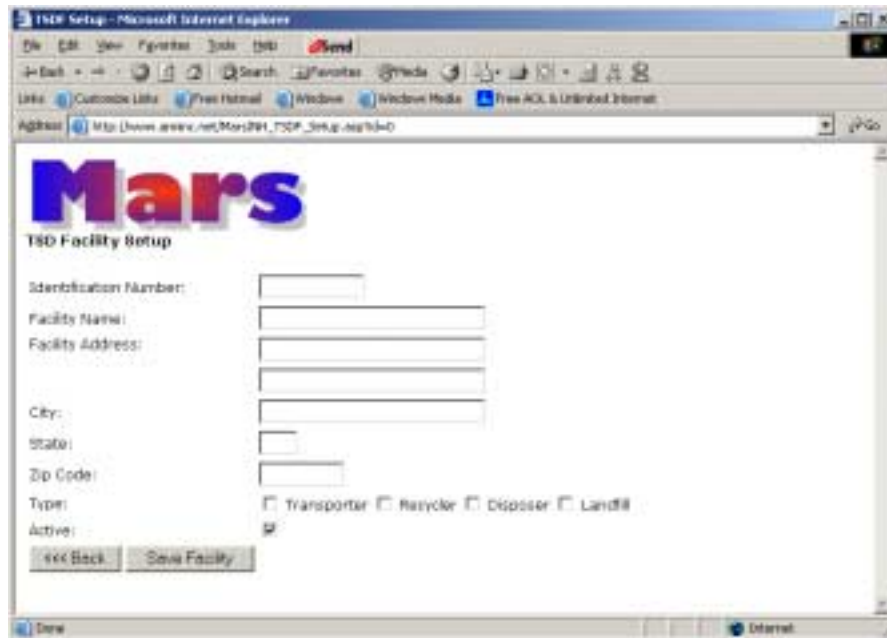
Enter the following information:

- Waste Stream Name – a short name that is used as the pic list name
- Description – a more detailed description of the waste stream
- Receiving Facility Management Method – select the “Choose” link and a box will be displayed with your management method codes. (Remember you had to set these up first in the previous step).
- Unit of Measure – select the appropriate unit of measure. If you select a volume unit of measure such as gallons, you will be required to enter a density. All reports will be given in pounds.

NOTE: State waste codes is currently inactive. Some states will use these codes but this will be added in the next month for those states.

Select “Save Waste Stream” in order to save your entry to the database

Finally, the user must create the TSDFs that will be handling the waste. Select “Go” link beside the “create a new NHW TSDF”.



The screenshot shows a web browser window titled "TSD Setup - Microsoft Internet Explorer". The address bar shows "http://www.arsinc.net/Mars/TSD_Setup.asp?id=0". The main content area features the "Mars" logo and the heading "TSD Facility Setup". Below the heading are several input fields: "Identification Number:" (one field), "Facility Name:" (one field), "Facility Address:" (three stacked fields), "City:" (one field), "State:" (one field), and "Zip Code:" (one field). There are also checkboxes for "Type" (Transporter, Recycler, Disposer, Landfill) and "Active:" (checked). At the bottom left of the form are two buttons: "Back" and "Save Facility".

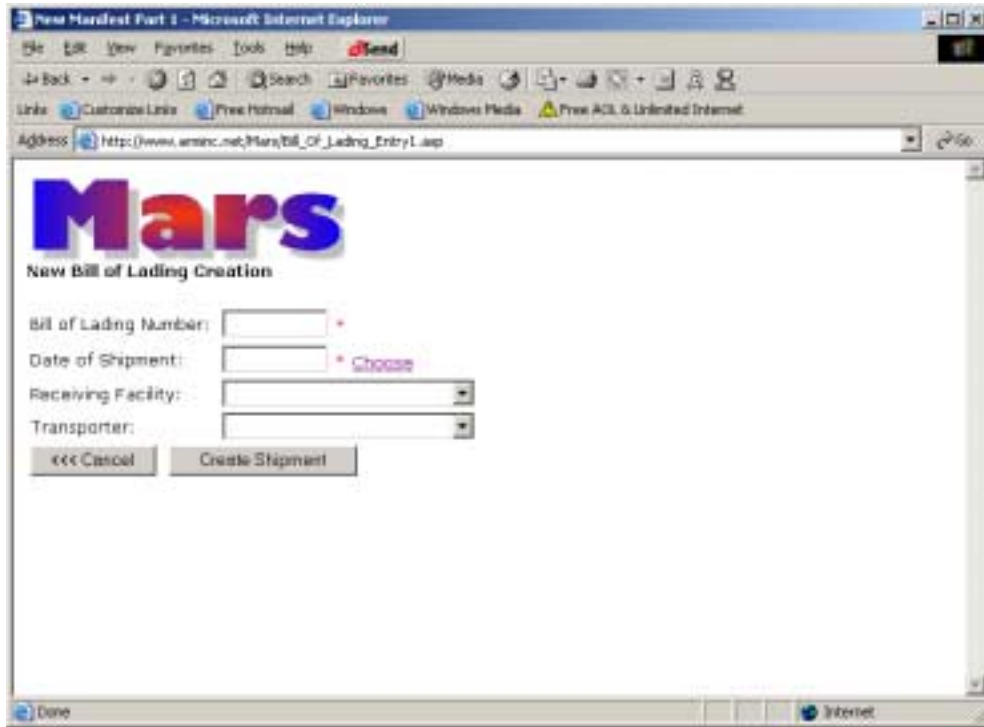
Enter the following:

- Identification number – enter a number such as a permit number
- Facility Name – name of facility
- Facility Address, City, State, Zip Code – address of receiving facility or transporter
- Type – select the type of TSDf, for a transporter to appear in the transporter pic list when shipping waste, you must have it checked here.
- Active – check this and the entry will be available in your pic list. If you stop using a TSDf, you can uncheck this box and it will no longer be an option when selecting a TSDf.

Select “Save Facility” in order to save your entry to the database.

ARM chose to use the Bill of Lading as the document you will manage your waste. This allows the user to make an entry no matter what type of document the user is using for documentation. Listed on this screen is the unique number assigned to the Bill of Lading, the shipped date and the receiver.

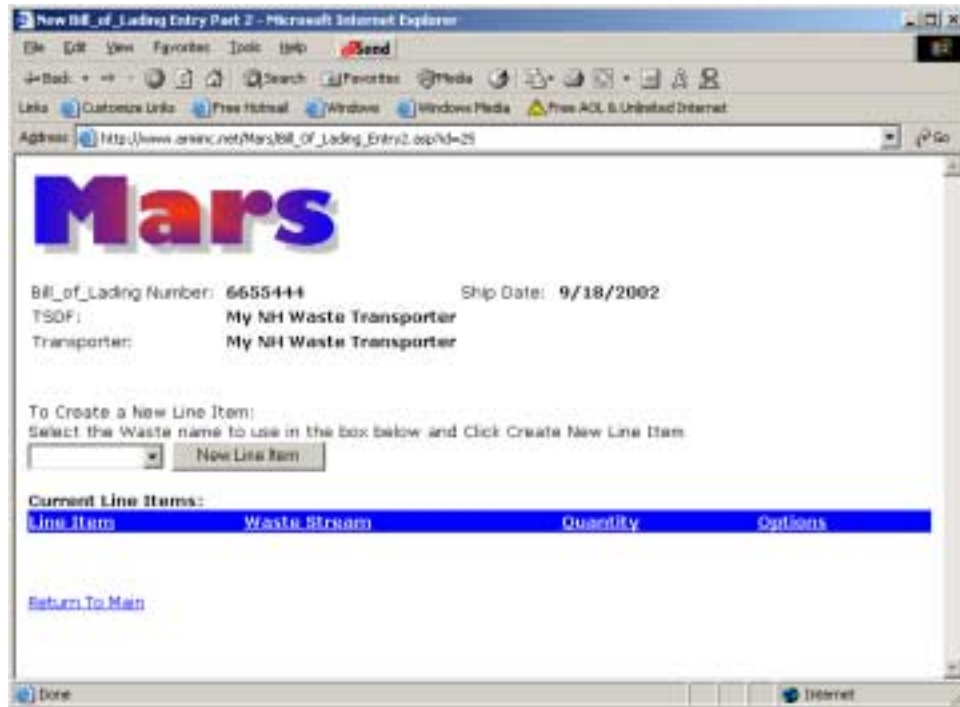
Select the “[New Shipment](#)” link to enter a new shipment.



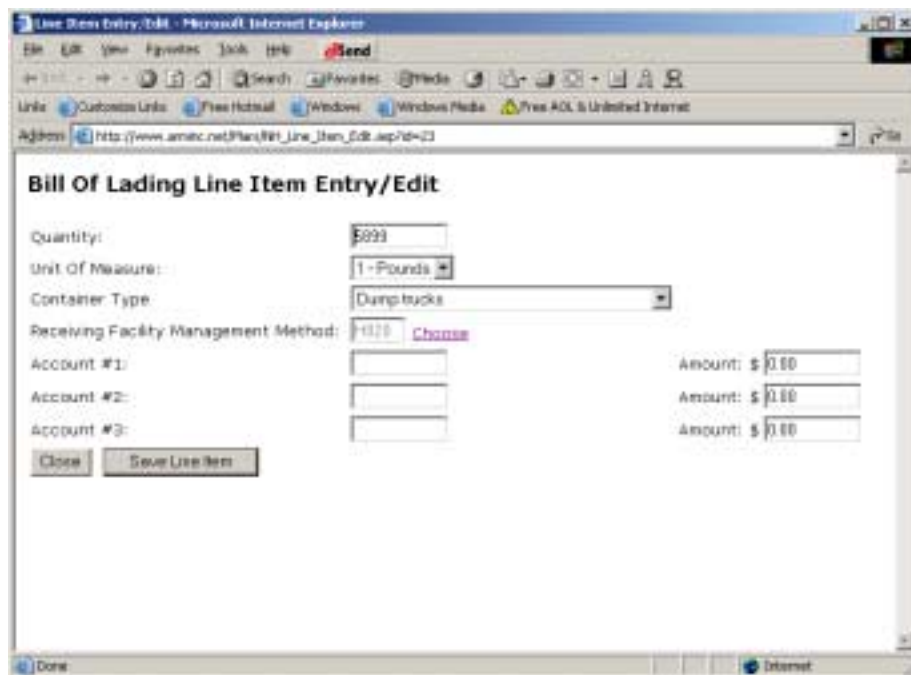
The screenshot shows a Microsoft Internet Explorer browser window titled "New Hazardous Part 1 - Microsoft Internet Explorer". The address bar displays "http://www.arminc.net/Mars/Bill_Of_Lading_Entry1.asp". The main content area features the "Mars" logo and the heading "New Bill of Lading Creation". Below the heading, there are four input fields: "Bill of Lading Number:" with a text box and a red asterisk; "Date of Shipment:" with a text box, a red asterisk, and a "Choose" link; "Receiving Facility:" with a dropdown menu; and "Transporter:" with a dropdown menu. At the bottom of the form are two buttons: "Cancel" and "Create Shipment".

Enter the Bill of Lading Number and choose the date of shipment. Select a receiving facility and transporter from the appropriate pic lists. Select the “Create Shipment” button.

The following screen will be displayed.



Select the desired waste stream from the pic list and click on the “New Line Item” button and the Line Item Entry/Edit screen will be displayed.



Enter the quantity of waste being shipped for this line item and choose the unit of measure and container type. Next select the Receiving Facility Management Method code from the pic list. The user can enter up to 3 account numbers and dollar amounts for each line item. Once you have verified that the correct information has been entered select the “Save Line Item” button. This will return the user to the screen that a new line item can be added or the user can select “[Return to Main](#)” to return to the main non hazardous screen.