HMMS Generator Guide

May 2023

Log into HMMS Thru EBS Portal
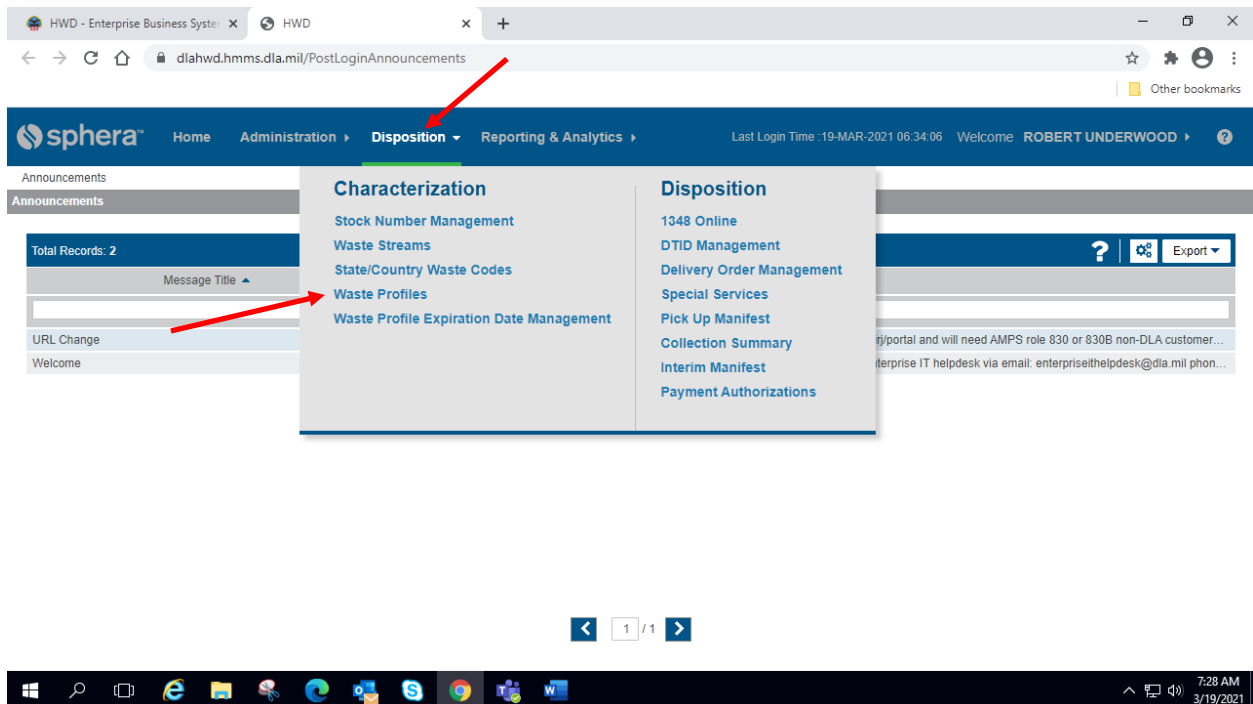
Web site for Production: https://businessportal.dla.mil
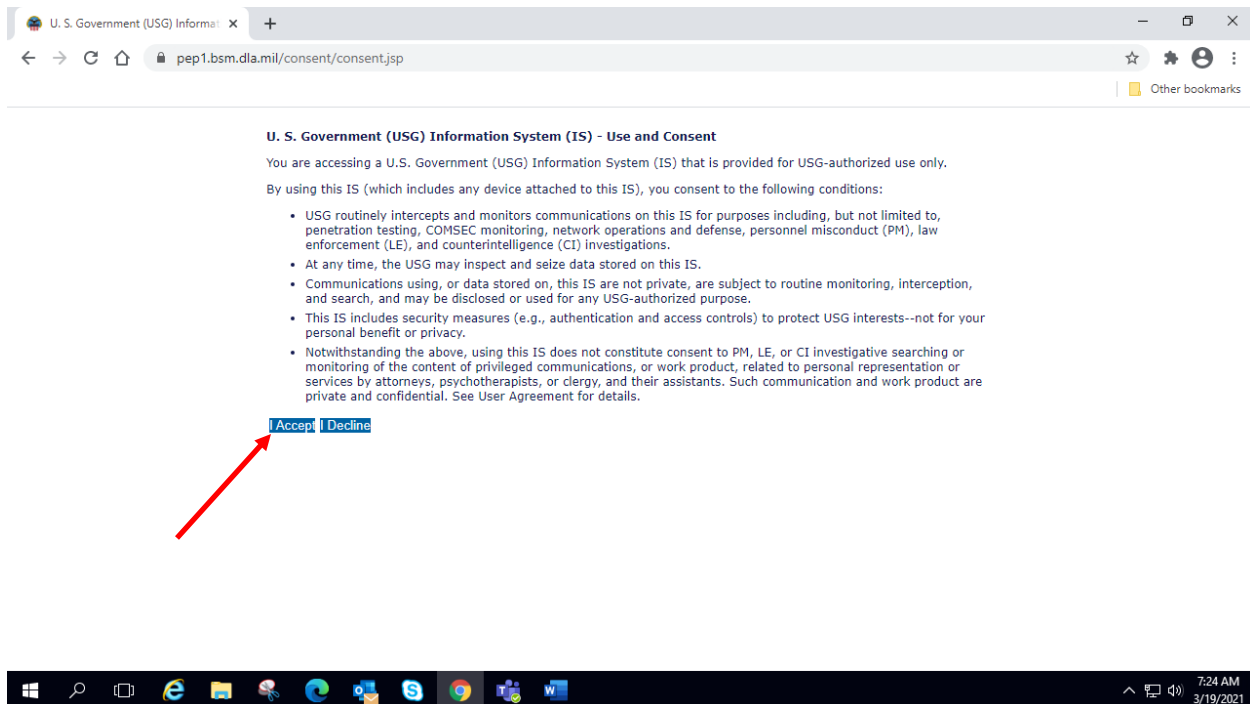
Click on ACCEPT
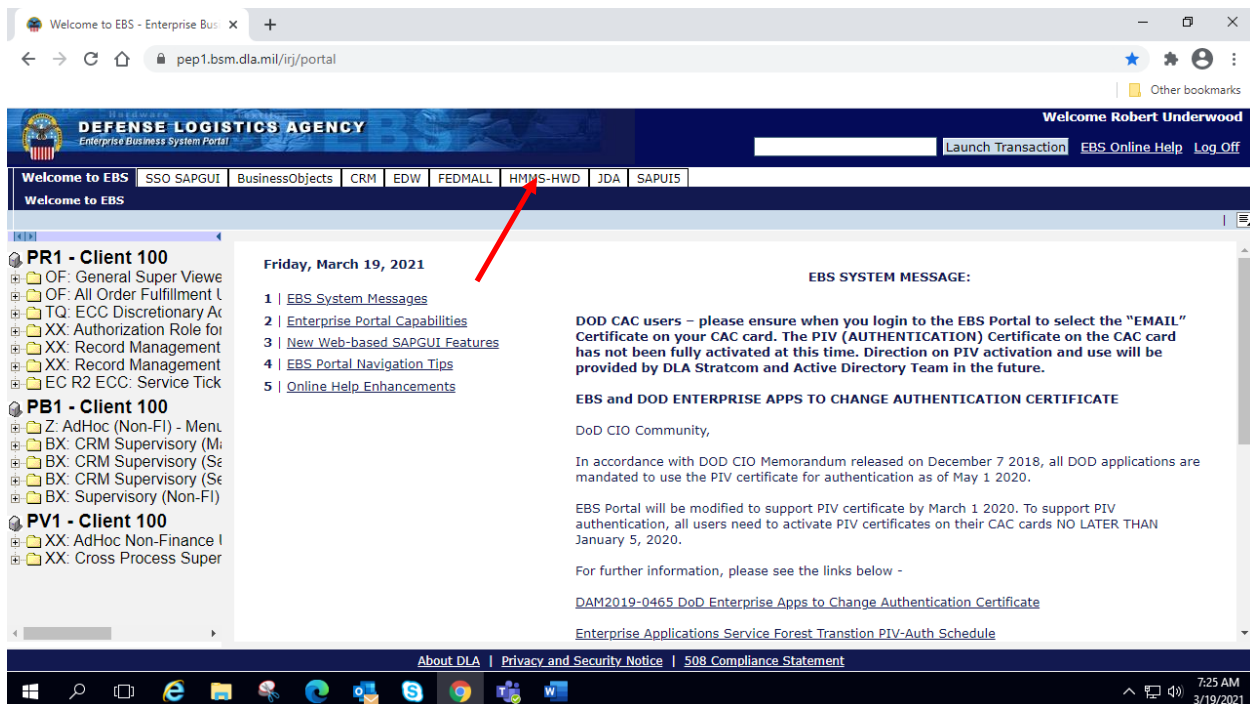
Click on the HMMS-HWD TAB

Click on DISPOSTION to get the Drop Down.

Input HWPS

1) From the top menu, select Disposition, then under characterization, select "Waste Profiles"

2) On the waste profile screen, click on the "+" in the upper right hand corner to create a new waste profile sheet.

ste Profiles   Search By ▾   Search   🔍 Expanded

Total Records: 0				➕ ❓ | ⚙ Export ▾	
Profile DoDAAC ▲	Generator EPA/HWD ID	Profile Number	Name of Waste	Waste Type	End Date
					DD-MMM-YYYY

Note: Most HWPS information is considered "optional'. That is because HWPS are for a wide variety of wastes, including (but not limited to) RCRA, non-RCRA, non-regulated, OCONUS, universal wastes and PCBs. There must be enough information on the HWPS to properly identify the waste for disposal, based on the technical knowledge of the HW COR. Example: A flammable liquid HWPS must contain the flash point and other data elements (BTU value, water content, high/low TOCs, etc) associated with flammable liquids.

Disclaimer: This training is designed to teach students how to load hazardous waste information into HMMS-HWD for proper processing of the hazardous waste. This training is NOT designed to teach 29 CFR, 40 CFR, 49 CFR, ADR, IMDG nor DOD 4160.21.

3) Generator Information section: Enter the profile DODAAC and the EPA ID number. Generator Description information will load.

4) Profile Information section: Enter information required to properly identify the waste for disposal. Items identified in RED are REQUIRED ENTRIES

Note: Fields should be populated left to right, then down to the next row. Many fields have dropdown lists that can populate more than one field as you enter the data. As you type in the field, the list of dropdowns narrows until the one you want can be selected.

5) Department of Transportation section: Enter information required to properly transport the waste for disposal.

Basis of Knowledge: B	Basis of Knowledge Comment: Old as dirt
Certified By Name: Joe Chemist	Certify Date: 02-Apr-2019
Dioxin Listed Waste: No	Waste Restricted from Land Disposal: Yes
Exemption has been granted: No	Waste Meets Application Treatment Standards: No
Treatment Standard Ref:	Marine Polutant: Yes

DOT Shipping Description

UN/NA ID Nr: UN3105	
Proper Shipping Name: ORGANIC PEROXIDE TYPE D, LIQUID	
Hazard Class: 5.2	Sub Haz 1:
Sub Haz 2:	Package Group: II
ERG Guide Nr: 145	ERG Edition Year: 2016
Special Handling Instruction: RUN!	N.O.S Description 1:
N.O.S. Description 2:	Hazardous Material: Yes
RQ Indicator: Yes	RQ(LBS): 10
RQ Description: Methyl Ethyl Death Peroxi	

6) RCRA characteristics section: Enter the characteristics of the HW, if required.

N.O.S. Description 2:	Hazardous Material: Select One
RQ Indicator: Yes	RQ(LBS): 10
RQ Description: Methyl Ethyl Death Peroxi	

RCRA Characteristics

Physical State: L	Treatment Group: N
Ignitable: Yes	FlashPoint(F): 15
Corrosive: Yes	Corrodes Steel: Yes
pH: 1.5	
Reactive: Yes	Water Reactive: Yes
Sulfide Reactive: Select One	Cyanide Reactive: Select One
Toxic: Yes	Total Organic Content: H
BTU/LB: 5000	
Other Comments:	RCRA Requirement:
Additional RCRA Requirement:	

7) Material characteristics section: Enter material characteristics, if needed for identification of waste.

Material Characterization

Color: Black	Density: 8
Ash Content:	Total Solids:
Total Solids Units:	Layering: Single Phase

Default Biennial Information

8) RCRA biennial report information section: Enter biennial report information if you require DLA Disposition Services provide RCRA biennial information.

9) Scroll up to the top of the page and select the save icon in the upper right hand corner. On the left, a confirmation message stating "Created Successfully" will appear. If an error message appears, those errors will need to be corrected. Once HWPS is created successfully additional data tabs for the HWPS will appear on the left.

10) EPA waste code tab: If there are EPA waste codes, select the EPA waste code tab on the left. Select the "+" button to add EPA waste codes.

Type the first waste code associated with the waste in the pop up menu, then hit "Save". Repeat until all waste codes are identified.

….all waste codes associated with this HWPS have been added.

11) State/Country Codes tab: If there are Country Waste Codes, select the State/Country Codes tab on the left. Select the "+" button to add the Country Waste Codes.

Available State/Country waste codes will show up on a list. Begin typing the description or the waste code in their corresponding fields (see pictures below) to narrow the list. Select the correct waste code (make sure a check mark is shown in the box on the left side of the pop up menu), then click on the "Action Menu" button above and click on "Add"

State/Country Waste code will then be added to HWPS. Click on the "+" again and repeat the steps above to add additional State/Country Waste Codes.

12) Material Constituents tab: Select the "+" button to add a material constituent. Enter the name of the constituent, the range of concentration in the waste, the Chemical Abstract Serial (CAS) number, if known, and whether the constituent is a RCRA underlying hazardous constituent. Select the save button and repeat until all hazardous constituents are identified.

13) File Attachments tab: Upload associated documents to the HWPS here (lab analysis, SDS, etc…). Load the attachment by selecting the "+" in the upper right hand corner. After opening and choosing the file, input comments about the file and select the "save" button.

14) Saving the HWPS: When complete, select the Profile Information tab and select the "save" button in the upper right hand corner. Message "Saved Successfully" will appear.

PRINTING THE HWPS

1) From the Profile Information Field, click on the printer icon in the upper right hand corner.
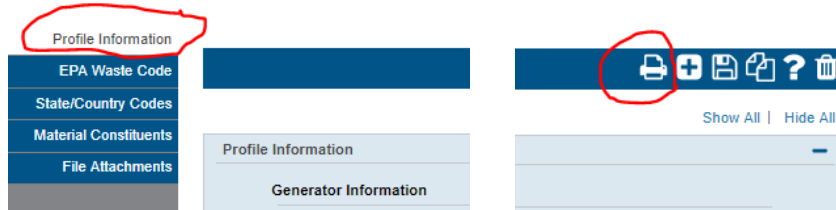
2) A new window will open with Jaspersoft. The HWPS will populate automatically. Select the Export icon in the upper left hand corner, and select the file type you want to export your HWPS as.
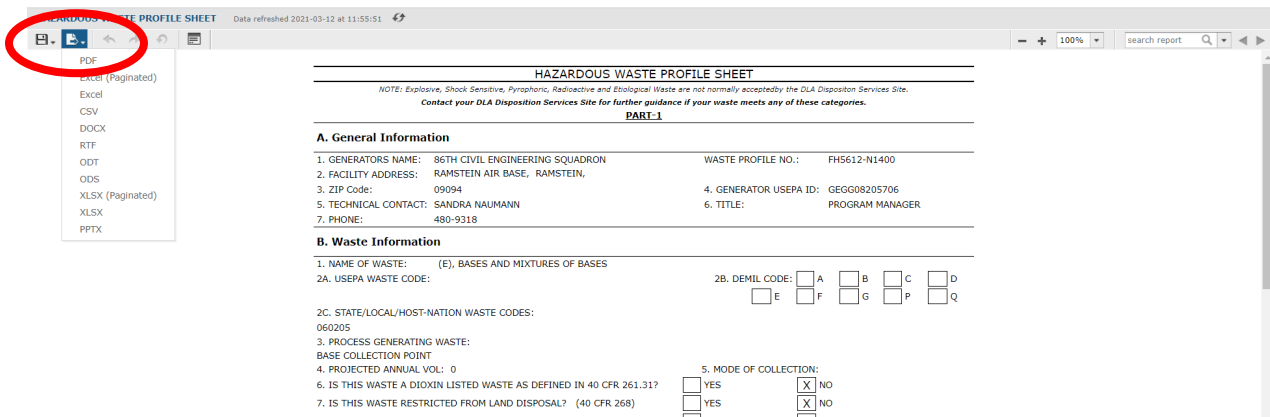
3) A new window will open with the profile in the format you selected to export it in. From this new window you can print the file by clicking on the printer icon in the upper right-hand corner. You can also download/save a copy by clicking on the download icon in the upper right-hand corner.
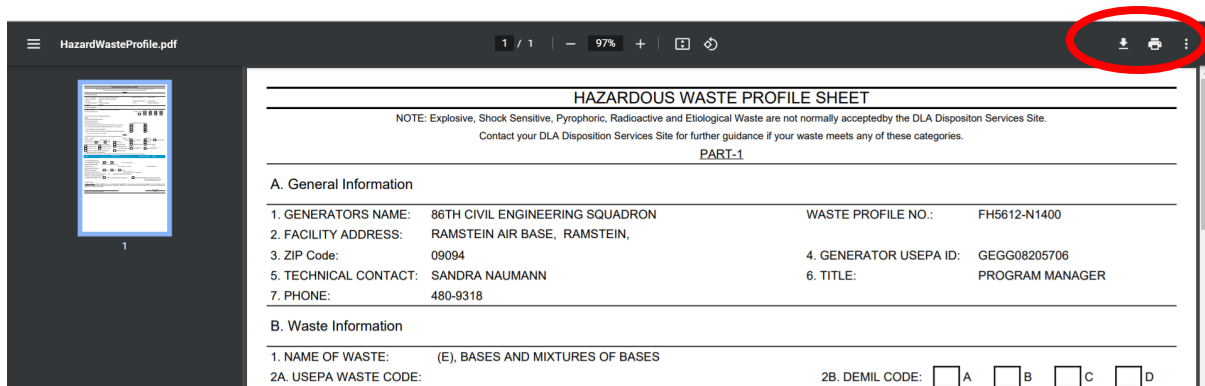
1348 Online Create New DTID

Note: Clicking some fields reveal dropdowns to select from. Complete the form from left to right and top to bottom; some selections constrain later fields on the form. Turn in type can be HW or SS, your selection will change the mandatory fields on the form.

1) Navigate to the Disposition menu, and select 1348 Online from the dropdown.

2) Click the plus icon in the top right to create a new record.

3) All sections can be expanded and collapsed using the plus and minus buttons at the side of the page.
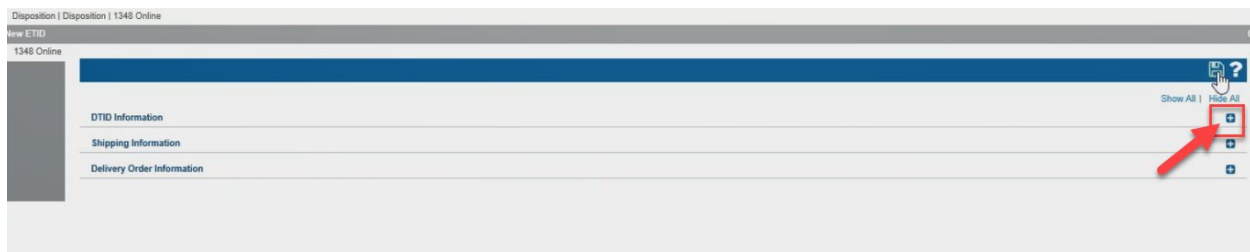
4) All fields in red with an asterisk are mandatory fields.

5) Select your Turn-In Site.

6) Continue to enter information. FSC selection will affect the options in the LIIN/NIIN dropdown. Select a LIIN/NIIN.

7) You can see that the LIIN/NIIN selection will cause grey fields to populate themselves. Continue to enter mandatory information. Red Fields are Mandatory

…Shipping Description…

…Delivery Order Information…

8) When you finish entering all of your information, click the save icon in the upper right.

9) If you have any error messages, correct the information as directed. After your save is successful, you should get a banner message of "Created Successfully". You should also have several data tabs (or child records) in the left margin.

10) To input container information, click on container information, and then the "+" sign.

Input the required container information and click "Save."

Container information is now saved to DTID.

11) Waste codes will automatically prepopulate if they have been included on the HWPS.

Note: If this item is being turned in with an SDS, you will need to manually add the required waste codes. Select the appropriate child field on the left hand side (EPA or State/Country Waste codes). Follow the same steps for adding waste codes to HWPS to have them added to your 1348 Turn-in.

12) To attach any File Attachments, click on File Attachments tab and click on the "+" sign. Follow same procedures as uploading files to HWPS. Attach any applicable files relevant to the DTID (i.e. DEMIL F instructions, Required Certifications, ETC.)
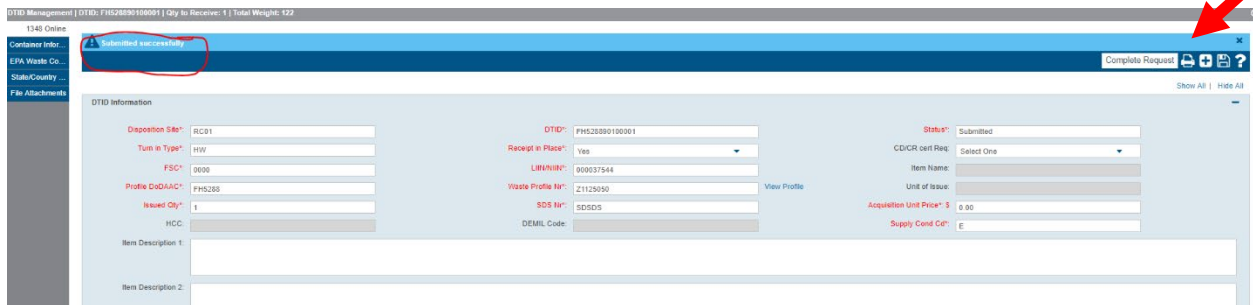
13) When DTID is complete, go to the 1348 online tab. Click Complete Request. Notice that the status says "In Process" at this point. If any error messages appear, you will need to fix any required fields or input any missing data.

14) When completed a banner message will appear stating it has been "Submitted Successfully", and status will change to "Submitted."

Print DTID

1) From the 1348 online tab, click the print icon.

2) It will ask you to save your 1348 to your computer. Save it to your desired location.
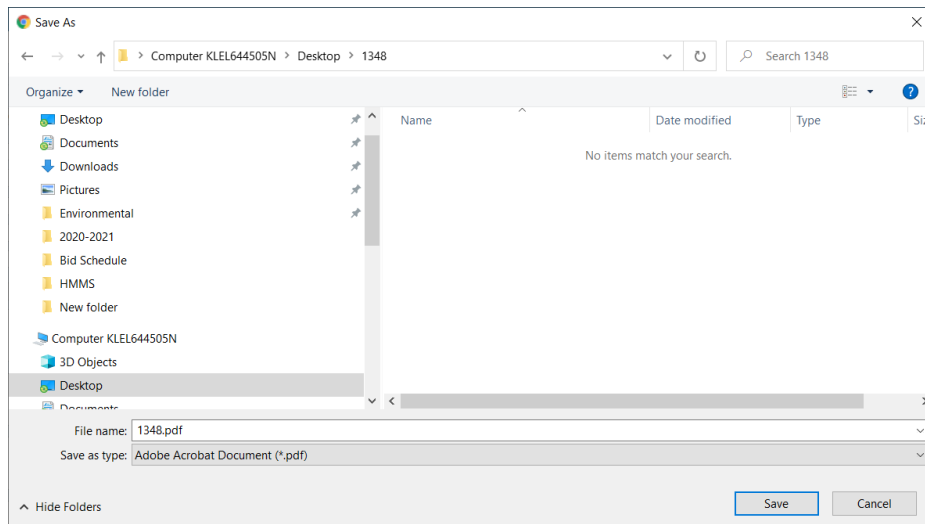
3) Open the file when it is done saving/downloading. Depending on what browser you use, you can simply click on the downloaded file at the bottom of your screen.
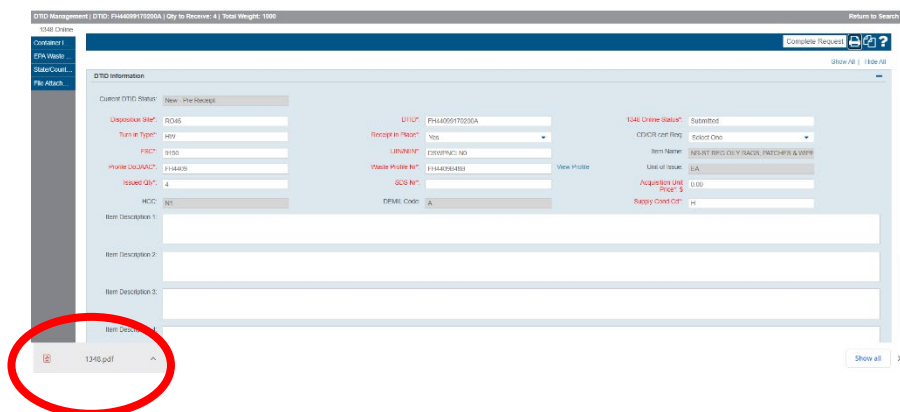
4) The system will open a new tab with your 1348 in an Adobe file for you.

How to Duplicate a HWPS

1) From the top menu, select Disposition, then under characterization, select "Waste Profiles"."

2) Search for the profile you want to ducplicate under Profile Number. Select the HWPS. Note: You can also click "View Profile" from the DTID)
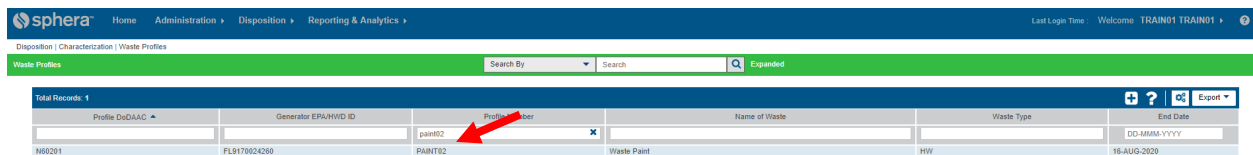
3) When the HWPS opens up, copy the waste name, and then select the duplicate button in the upper right-hand corner.
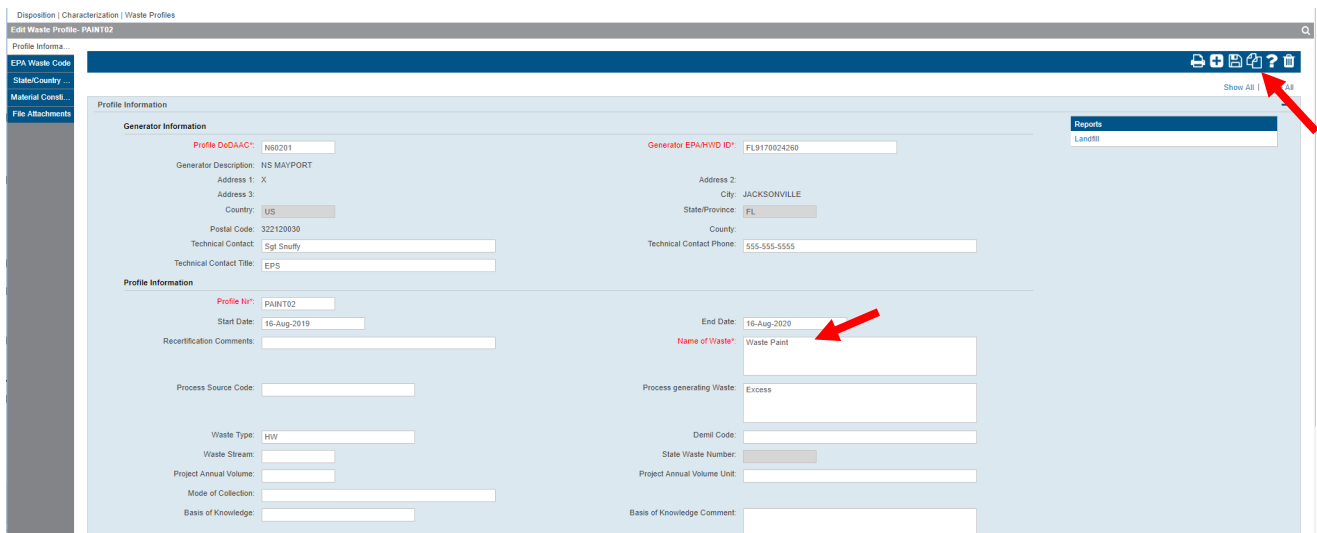
4) Input the profile DODAAC, the EPA ID, the NEW Profile Number, paste the waste name, and hit save.

5) HWPS is now dublicated with the new HWPS number.

How to Duplicate a 1348

1) From the Disposition Drop down, navigate to 1348 Online

2) Use the fields to type in any information that would help you find the DTID you want to duplicate. Below you can see we simply put in the DoDAAC and Julian Date. You can use any of the columns to filter through your DTIDs. Click on the DTID you want to Duplicate

3) Click on the 'Duplicate' Icon in the top right corner'

4) Input New DTID number, Issued Qty, ASD, and Requested HIN Qty, and click on the Save button.

5) New DTID is created successful. All information that was inputted under previous DTID has been duplicated with new DTID. Edit any information that is needed and click on Complete Request.

6) Here you can see the original DTID and the Duplicate DTID

How to Access HMMS

All generators will need to request an AMPS role in order to gain access to HMMS.

AMPS Link: https://amps.dla.mil/

HMMS Role to request through AMPS: EBS Prod External – EBS Potal HMMS-HWD User JD-00840

Once role is requested, the non-DLA portal for HW Generators Using HWD 1348 Online is https://businessportal.dla.mil