

HWD Generator Guide

August 2025

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How to Access HWD

1. 1348 Online users will need to create an AMPS account and request an HWD role to gain access to HWD.
 - AMPS link: <https://amps.dla.mil/>
 - AMPS role to request: HWD-010
2. Once AMPS roles are approved, email HMMSSupport2@dlamail the following:

“Request DLA Disposition Services site [insert servicing Disposition Services site name] to be added to [First and Last Name] account for HWD 1348 Online.”

If DLA Disposition Service site name is unknown, please contact your nearest servicing DLA Disposition Services location. Find nearest location going to <https://www.dla.mil/Disposition-Services/Find-Location/>

3. Access HWD in one of two ways:
 - Access directly at <https://dlahwd.hmms.dla.mil/>
 - DLA's OKTA Single Sign-On (SSO) platform at <https://login-legacy.dla.mil/>. After logging into SSO, click the HWD application icon.

Note: As of August 8, 2025 - <https://businessportal.dla.mil> is no longer be used to log into the HWD application. AMPS roles marked with “EBS” will no longer be used for access.

Troubleshooting:

If you have any questions or encounter any issues accessing HWD, please contact the DISA Global Service Desk at:

Toll Free: 844-DISA-HLP (1-844-347-2457)

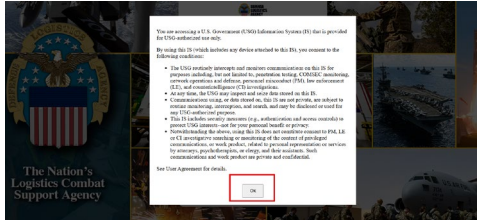
- Press 5 for 4th estate
- Speak or enter D-L-A#, press 1 to confirm
- Press 2 for DLA IT Commodity
- Say the application for your issue is ‘HWD’

Log into HWD

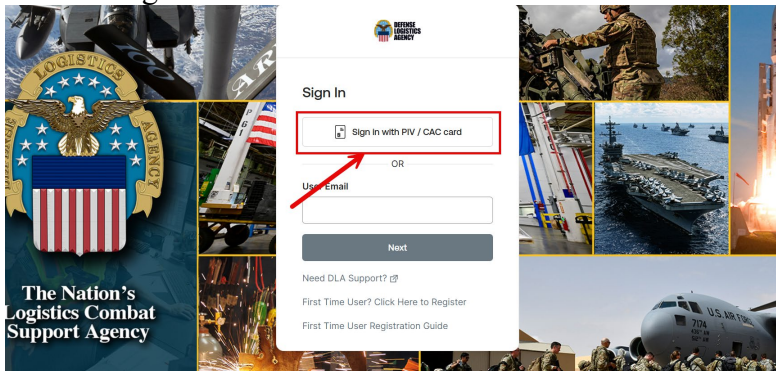
Access HWD in one of two ways, directly or through the SSO portal:

2. Access the production environment directly at <https://dlahwd.hmms.dla.mil/>

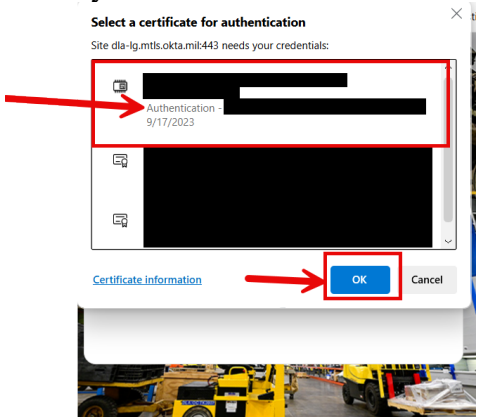
a. Click ok



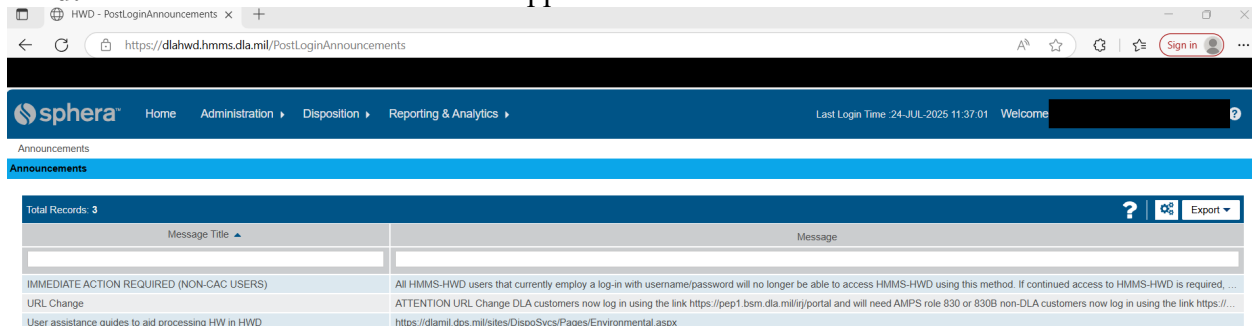
b. Click to Sign in with PIV/CAC card



c. Select your 'Authentication' certificate and click 'OK'.

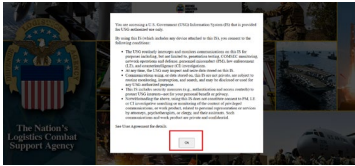


d. You should be redirected to the application home screen

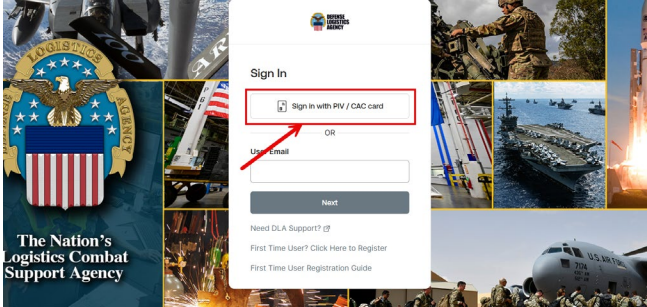


3. Through DLA's OKTA Single Sign-On (SSO) platform at <https://login-legacy.dla.mil/>.

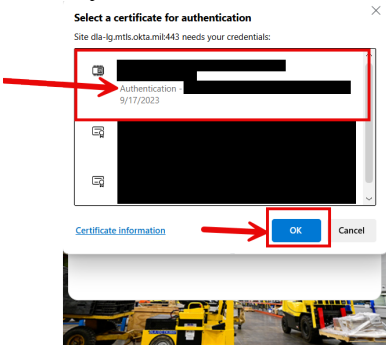
- a. Click 'OK'



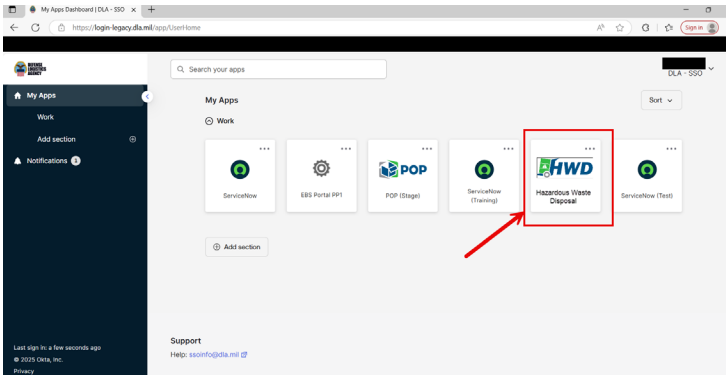
- b. Click to Sign in with PIV/CAC card



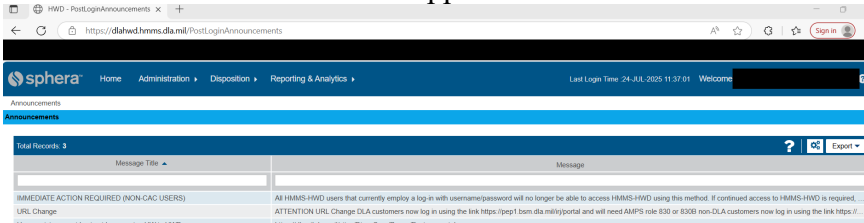
- c. Select your 'Authentication' certificate and click 'OK'



- d. You should be redirected to the OKTS SSO home screen where applications can be launched. To open the HWD application after logging into SSO, click the HWD application icon.

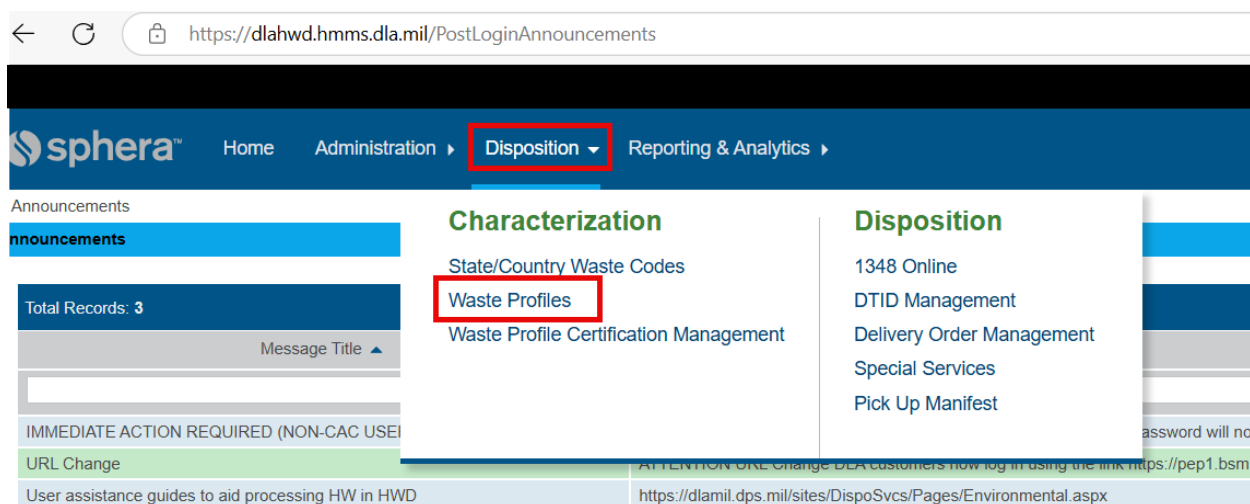


- e. You should be redirected to the application home screen

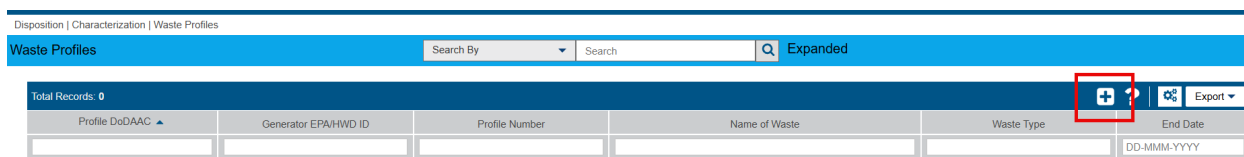


Input HWPS

- 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.



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 HWD for proper processing of hazardous waste. This training is NOT designed to teach 29 CFR, 40 CFR, 49 CFR, ADR, IMDG nor DOD 4160.21.

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

Disposition | Characterization | Waste Profiles

New Waste profile

Profile Information

Generator Information

Profile DuDAAC*: N05450

Generator Description: COMMANDING OFFICER

Address 1: X

Address 3:

Country: USA

Postal Code: 784165000

Technical Contact: Joe Generator

Technical Contact Title: EPS

Generator EPA/HWD ID*: TX7170022787

Address 2:

City: CORPUS CHRISTI

State/Province: TX

County:

Technical Contact Phone: 123-456-7890

Profile Information

Profile Nr*: MEDP-0001

Start Date: 02-Apr-2019

Recertification Comments:

Process Source Code:

End Date: 02-Apr-2020

Name of Waste*: Methyl Ethyl Death Peroxide

Process generating Waste:

- 3) 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.

Technical Contact Title: EPS

Profile Information

Profile Nr*: MEDP-0001

Start Date: 02-Apr-2019

Recertification Comments:

Process Source Code: G04

End Date: 02-Apr-2020

Name of Waste*: Methyl Ethyl Death Peroxide

Process generating Waste: Etching (using caustics or other methods to remove layers or partial layers)

Demil Code:

State Waste Number:

Project Annual Volume Unit:

Basis of Knowledge Comment:

Certify Date: DD-MMM-YYYY

Waste Restricted from Land Disposal: Select One

Waste Meets Application Treatment Standards: Select One

Marine Pollutant: Select One

Waste Type:

Value	Description
HM	Hazardous Material
HW	Hazardous Waste
MS	Management Services
NR	Non-RCRA Regulated Waste
PH	PCB/RCRA Hazardous Waste
PW	PCB Waste
RE	Recycle
UW	Universal Waste

Dioxin Listed Waste: UW

Exemption has been granted: Select One

Treatment Standard Ref:

DOT Shipping Description

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

Basis of Knowledge: <input type="text" value="B"/>	Basis of Knowledge Comment: <input type="text" value="Old as dirt"/>
Certified By Name: <input type="text" value="Joe Chemist"/>	Certify Date: <input type="text" value="02-Apr-2019"/>
Dioxin Listed Waste: <input type="text" value="No"/>	Waste Restricted from Land Disposal: <input type="text" value="Yes"/>
Exemption has been granted: <input type="text" value="No"/>	Waste Meets Application Treatment Standards: <input type="text" value="No"/>
Treatment Standard Ref: <input type="text"/>	Marine Pollutant: <input type="text" value="Yes"/>

DOT Shipping Description

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

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

N.O.S. Description 2: <input type="text"/>	Hazardous Material: <input type="text" value="Select One"/>
RQ Indicator: <input type="text" value="Yes"/>	RQ(LBS): <input type="text" value="10"/>
RQ Description: <input type="text" value="Methyl Ethyl Death Peroxi"/>	

RCRA Characteristics

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

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

Color: <input type="text" value="Black"/>	Density: <input type="text" value="8"/>
Ash Content: <input type="text"/>	Total Solids: <input type="text"/>
Total Solids Units: <input type="text"/>	Layering: <input type="text" value="Single Phase"/>

Default Biennial Information

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

- 8) 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, additional data tabs for the HWPS will appear on the left.

- 9) 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.

Disposition | Characterization | Waste Profiles

Edit Waste Profile- MEDP-0001

Profile Info...
EPA Waste...
State/Coun...
Material Co...
File Attach...

Saved successfully

Total Records: 4

	EPA Code *	Description	Range Low	Range High	Unit
<input type="checkbox"/>	D001	Ignitability			Select one
<input type="checkbox"/>	D002	Corrosivity			Select one
<input type="checkbox"/>	D003	Reactivity			Select one
<input type="checkbox"/>	F005	The following spent (L/T) non-halogenated solvents: Toluene, methyl e...			Select one

10) 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.

Disposition | Characterization | Waste Profiles

Edit Waste Profile- 12361223402

Profile Info...
EPA Waste...
State/Coun...
Material Co...
File Attach...

Total Records: 0

	State/Country Waste Code *	Restricted	Country	CONUS State	Description	Verified

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”

Disposition | Characterization | Waste Profiles

Add State Waste Codes

Action Menu 1 Total Records: 4

	State/Country Waste Code *	Description	Country	CONUS State	Verified
<input type="checkbox"/>		halo			
<input type="checkbox"/>	0003409H	HAZARDOUS OTHER NON-HALOGENAT	USA	TX	Y
<input checked="" type="checkbox"/>	211	Halogenated solvents (chloroform, methyl c	USA	CA	Y
<input type="checkbox"/>	341	Organic liquids (nonsolvents) with halogens	USA	CA	Y
<input type="checkbox"/>	351	Organic solids with halogens	USA	CA	Y

Add State Waste Codes

Action Menu 2 Total Records: 1

	State/Country Waste Code *	Description	Country	CONUS State	Verified
<input type="checkbox"/>	060205				
<input checked="" type="checkbox"/>	060205	EU 060205	GBR		Y

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.

Disposition | Characterization | Waste Profiles
Edit Waste Profile- FH5612-N1400

Total Records: 1

State/Country Waste Code * 060205

Restricted N

Country GBR

CONUS State EU 060205

Description

Verified Y

Buttons: + ? Export

- 11) 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.

Add New Record

Constituent Name *: MEDP

Concentration : 95%

Range :

CAS :

UHC : No

Buttons: Save Close

- 12) 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.

Choose File to Upload

File name: CAUSTIC LIQUID-HCL HMMS Test

Buttons: Open

- 13) 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.

Disposition | Characterization | Waste Profiles
Edit Waste Profile- MEDP-0001

Total Records: 1

Doc Link

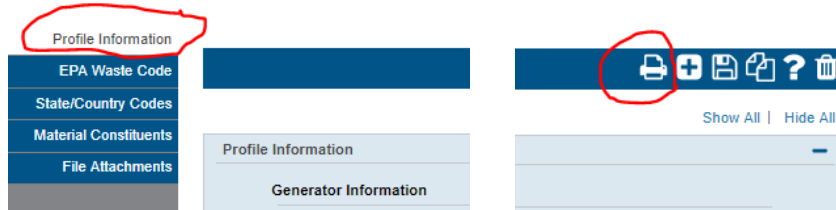
Date Added DD-MMM-YYYY

Attachment Comments

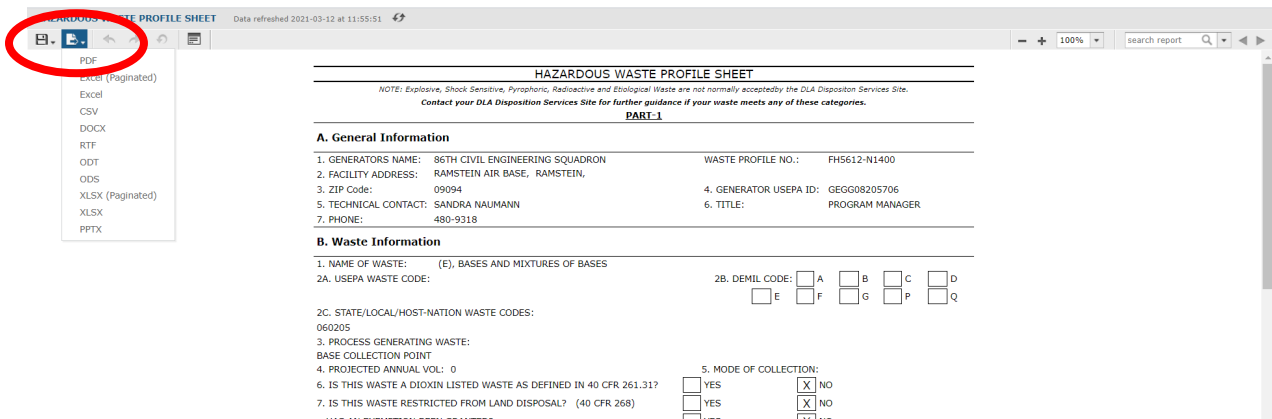
Buttons: + ? Export

Printing the HWPS

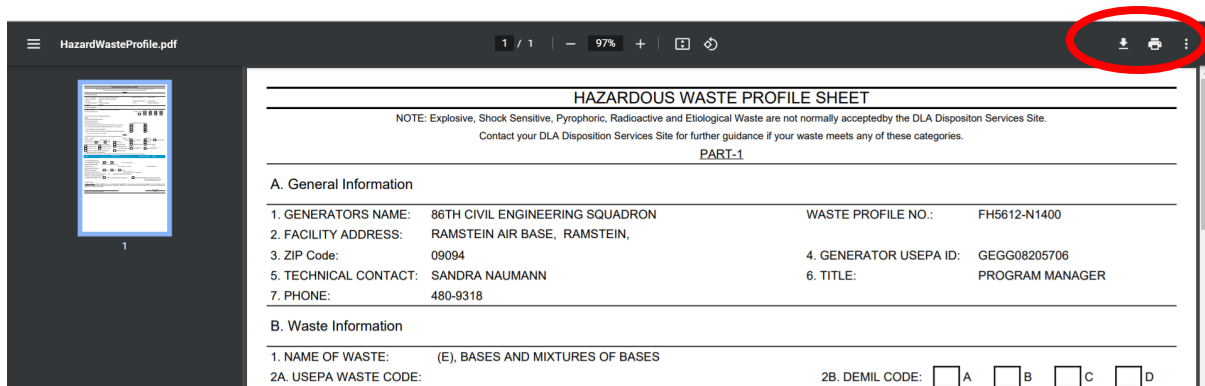
- 1) From the Profile Information Field, click on the printer icon in the upper right-hand corner.



- 2) A new window will open with Jaspersoft. The HWPS will populate automatically. Select the Export icon in the upper left-hand corner, then select the file type you want to export your HWPS as.



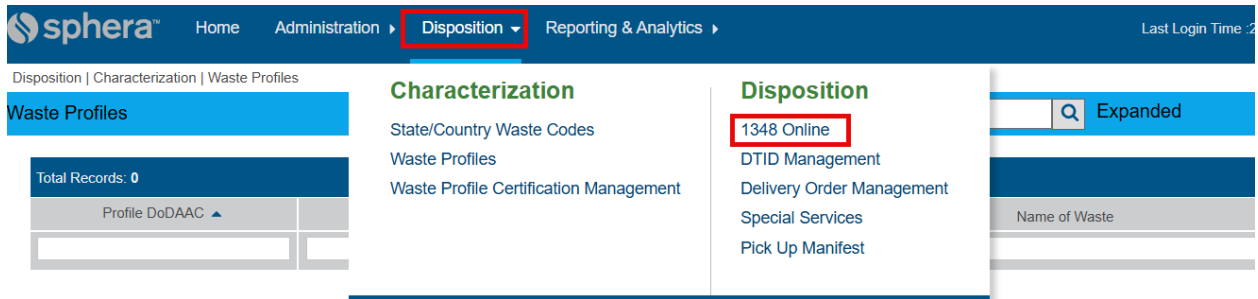
- 3) A new window will open with the profile in the format you selected to export it in. From this new window you can print the file by clicking on the printer icon in the upper right-hand corner. You can also download/save a copy by clicking on the download icon in the upper right-hand corner.



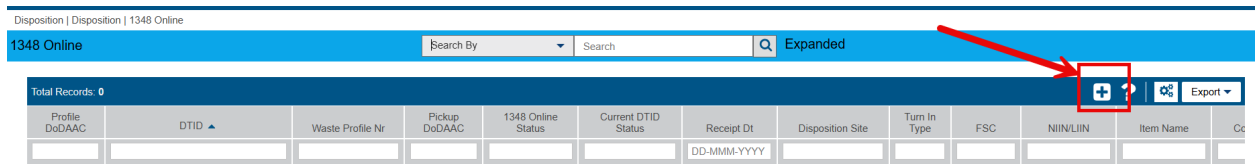
1348 Online Create New DTID

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.

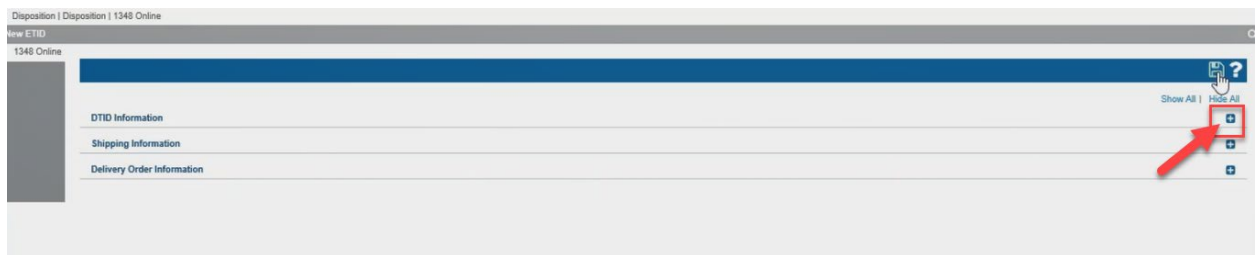
- 1) Navigate to the Disposition menu, then select 1348 Online from the dropdown.



- 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.

Disposition | Disposition | 1348 Online
New ETID
1348 Online

DTID Information

Disposition Site*:

Turn in Type*:

FSC*:

Profile DoDAAC*:

Issued Qty*:

HCC:

Item Description 1:

Item Description 2:

DTID*:

Receipt in Place*: Yes

LIIN/NIIN*:

Waste Profile Nr:

SDS Nr:

DEMIL Code:

Status:

CD/CR cert Req: Select One

Item Name:

Unit of Issue:

Acquisition Unit Price*: \$

Supply Cond Cd*:

Create Profile

5) Select your Turn-In Site.

DTID Information

Disposition Site*:

Turn in Type*:

FSC*:

Profile DoDAAC*:

Issued Qty*:

HCC:

Item Description 1:

Item Description 2:

DTID*:

Receipt in Place*: Yes

LIIN/NIIN*:

Waste Profile Nr:

SDS Nr:

DEMIL Code:

Status:

CD/CR cert Req: Select One

Item Name:

Unit of Issue:

Acquisition Unit Price*: \$

Supply Cond Cd*:

Create Profile

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

DTID Information

Disposition Site*: RC05

Turn in Type*: HW

FSC*: 6810

Profile DoDAAC*: FH2027

Issued Qty*:

HCC: V1

Item Description 1:

Item Description 2:

DTID*: FH20279035RR01

Receipt in Place*: Yes

LIIN/NIIN*: DSHEPAVAC

Waste Profile Nr: MP-F01

SDS Nr: Profile Number

DEMIL Code: MP-F01

Status:

CD/CR cert Req: Select One

Item Name: HEPA VACUUM SANDING, GRINDING DEE

Unit of Issue: EA

Acquisition Unit Price*: 0.00

Supply Cond Cd*: H

Create Profile

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**

DTID Information

Disposition Site*: RC05

Turn in Type*: HW

FSC*: 6810

Profile DoDAAC*: FH2027

Issued Qty*: 3

HCC: V1

Item Description 1:

Item Description 2:

DTID*: FH20279035RR01

Receipt in Place*: Yes

LIIN/NIIN*: DSHEPAVAC

Waste Profile Nr: MP-F01

SDS Nr:

DEMIL Code: A

Status:

CD/CR cert Req: Select One

Item Name: HEPA VACUUM SANDING, GRINDING DEE

Unit of Issue: EA

Acquisition Unit Price*: 0.00

Supply Cond Cd*: H

Create Profile

...Shipping Description...

DTID Information

Shipping Information

Nr of Containers*: 3 Container Volume: 55 Container Type*: DM Physical State:

Container Desc: ASD*: 28-Feb-2014

UN/NA ID Nr: UN3077 Proper Shipping Name: UN3077, ENVIRONMENTALLY HAZARDOUS SUBSTANCES, SOLID, N.O.S., R, III, (MERCURY)

Hazard Class: 9 Packing Group: III DOT HM Ind: Select One

DOT RQ Ind: Select One Storage Code: 501 Type Op/Proc. Gen:

Stored in Cont Spec*: Yes Additional Description:

Flash Point: pH: Density: 0.000

Receipt in Place Location: Receipt in Place Building:

Contact Name: Contact Nr:

Delivery Order Information

...Delivery Order Information...

Disposition | Disposition | 1348 Online

New ETID

1348 Online

DTID Information

Shipping Information

Delivery Order Information

Contract*: SP450015D0002 HIN*: TX01C4 Material ID: V00010658

HIN UOM: EA HIN Description:

Requested HIN Qty*: 3 HIN Unit Cost: \$ 288.5 Total Cost: \$865.50

Unit Weight: Total 1500 Weight/Volume Cd*: P

Bill to GoDAAC*: FH2027 Pick Up GoDAAC*: FH2027 Signal Code*: B

MLS Fund Cd*: 34

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

Disposition | Disposition | 1348 Online

New ETID

1348 Online

DTID Information

Shipping Information

Delivery Order Information

Show All | Hide All

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.

Disposition | Disposition | 1348 Online
DTID Management

1348 Online

Container Information
EPA Waste Codes
State/Country Waste Codes
File Attachments

Created successfully

Complete Request

DTID Information

Disposition Site*:
Turn in Type*:
FSC*:
Profile DoDAAC*:
Issued Qty*:
HCC:
Item Description 1:
Item Description 2:
Item Description 3:

DTID*:
Receipt in Place*:
LINNIN*:
Waste Profile Nr: Create Profile
SDS Nr:
DEMIL Code:

Status*:
CD/CR cert Req:
Item Name:
Unit of Issue:
Acquisition Unit Price*: \$
Supply Cond Cd*:

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

1348 Online

Container Information

EPA Waste Codes

State/Country Waste Codes

File Attachments

Action Menu 0 Total Records: 0

Container Nr

Physical Storage Building/Bay

Input the required container information and click “Save.”

Add New Record

Container Nr : 1

ASD : 01-Aug-2019

Container Weight/Vol : 122

HIN Qty : 1

Storage Location : Bay 1

Save Close

Container information is now saved to DTID.

Saved successfully

Action Menu 0 Total Records: 1

Container Nr	ASD	Container Weight/Vol	HIN Qty	Storage Location	Physical Storage Building/Bay
1	01-Aug-2019	122	1	Bay 1	

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

DTID Management	Total Records: 1						
Container Information							
EPA Waste Codes							
State/Country Waste Codes							
File Attachments							
Event Tracker							
	State/Country Waste Cd	Description	Country	CONUS State	Restricted	Verified	Sequence
	080111*	WASTE PAINT AND VARNISH	DEU			Y	1

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 the same procedures as uploading files to HWPS. Attach any applicable files relevant to the DTID (i.e. DEMIL F instructions, Required Certifications, ETC.)

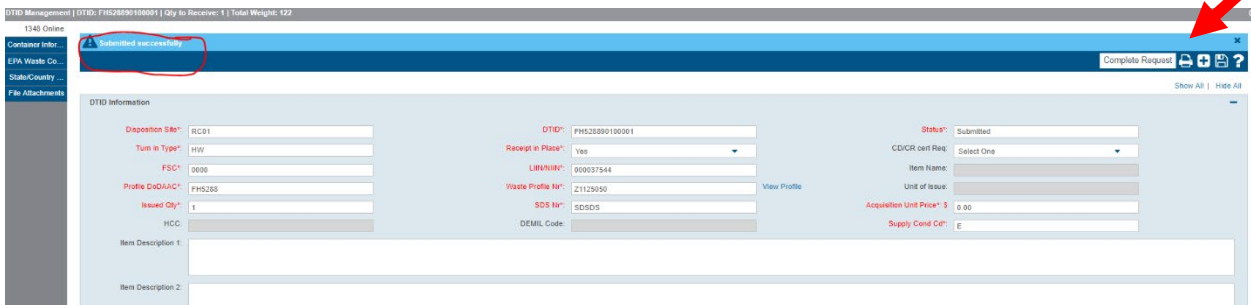


- 13) When DTID is complete, go to the 1348 online tab. Click Complete Request. Notice that the status says “In Process” at this point. If any error messages appear, you will need to fix any required fields or input any missing data.

- 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.



DTID Management | DTID: FH52889100001 | Qty to Receive: 1 | Total Weight: 122

1348 Online: Submitted successfully

Container Info: EPA Waste Co., State/Country, File Attachments

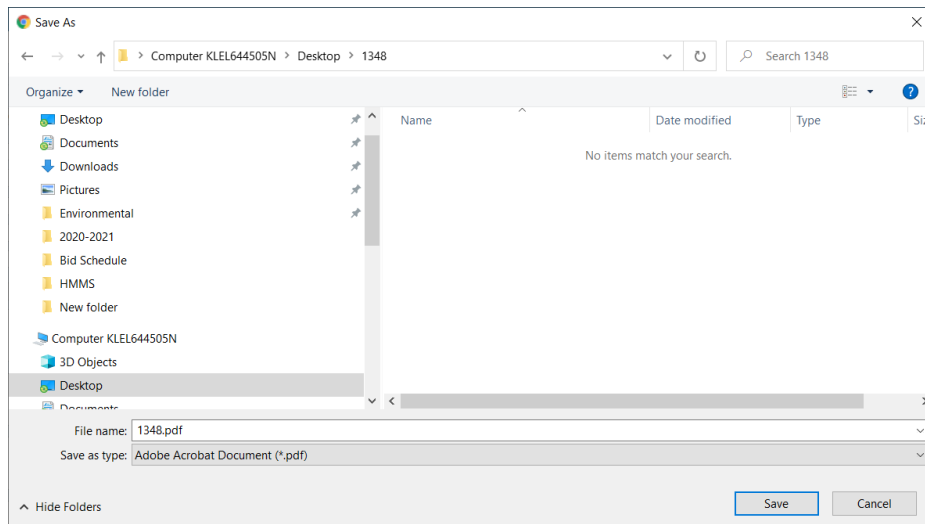
DTID Information:

Disposition Site*	RC01	DTID*	FH52889100001	Status*	Submitted
Turn in Type*	HW	Receipt in Place*	Yes	CDICR cert Req.	Select One
FSC*	0000	LHM/NM*	900037544	Item Name:	
Profile CoDAAC*	FH5288	Waste Profile NM*	Z1125050	Unit of Issue:	
Issued Qty*	1	SDS NM*	SDSDS	Acquisition Unit Price*	\$ 0.00
HCC:	HCC	DEMIL Code:		Supply Cont Cat*	E

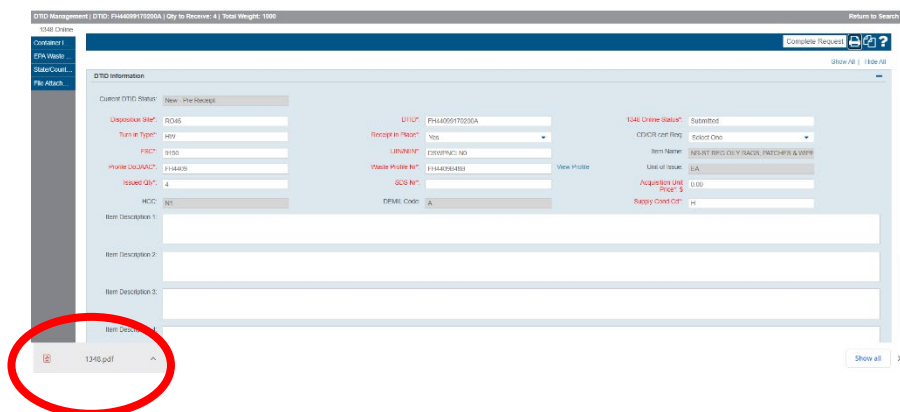
Item Description 1:

Item Description 2:

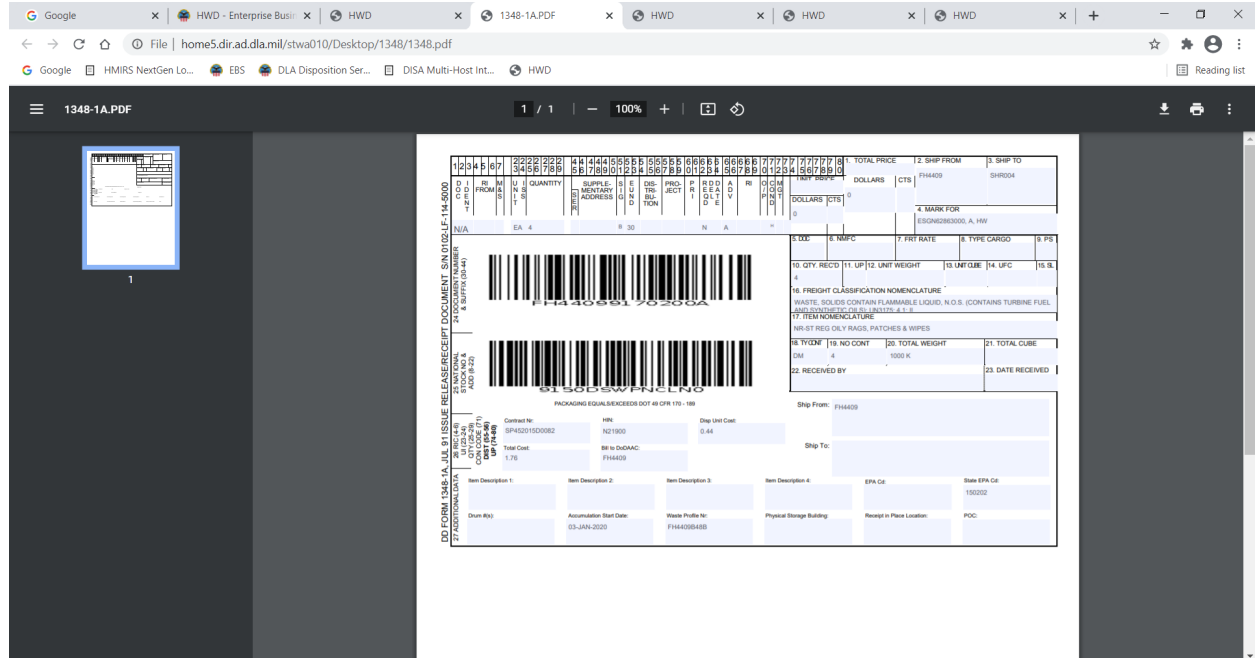
2) It will ask you to save your 1348 to your computer. Save it to your desired location.



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.

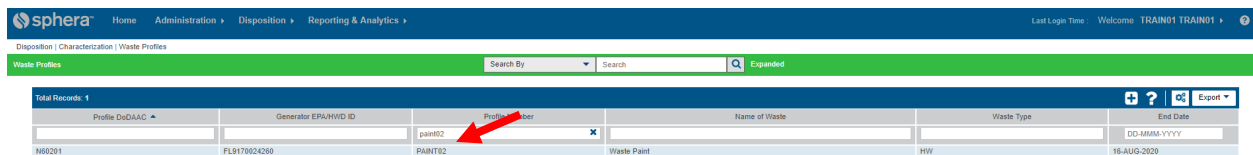


How to Duplicate a HWPS

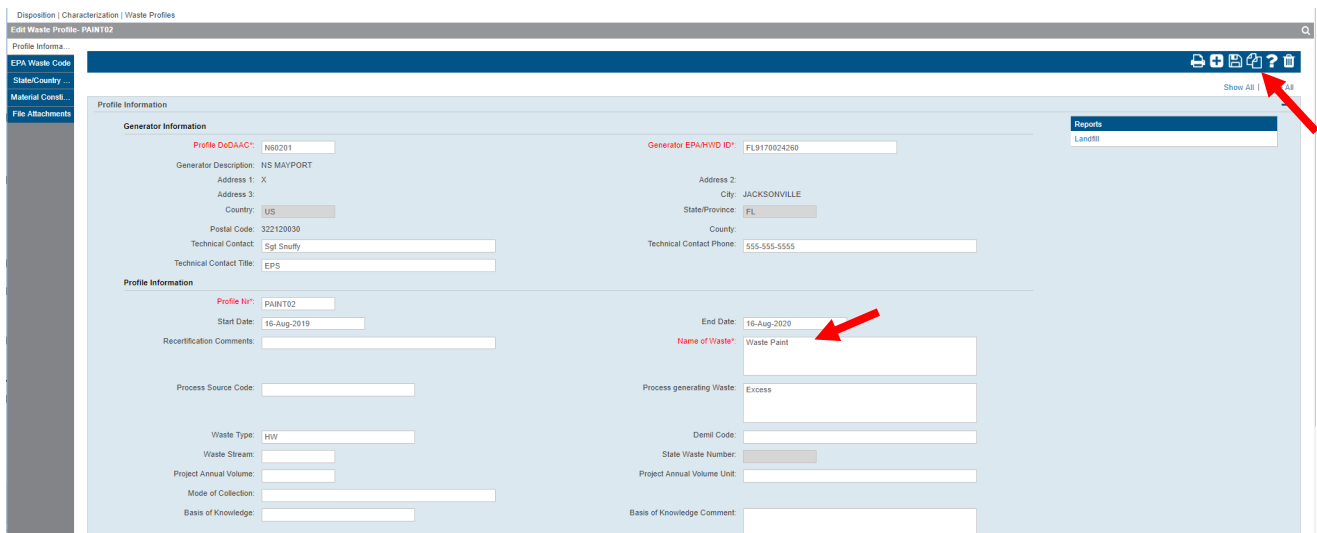
- 1) From the top menu, select Disposition, then under characterization, select “Waste Profiles”.”



- 2) Search for the profile you want to duplicate 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.

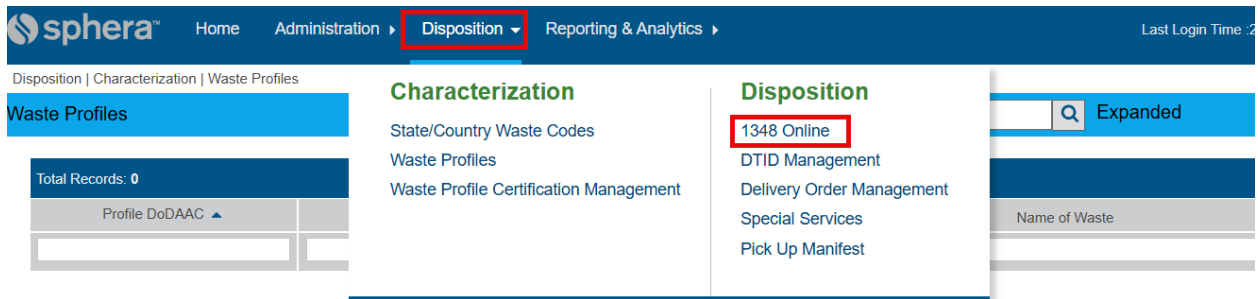
The screenshot shows a web form titled 'Profile Information'. It has a sidebar on the left with links: 'Profile Information', 'Generator Information', 'Waste Information', 'Material Control', and 'File Attachments'. The main form area is divided into two sections: 'Generator Information' and 'Profile Information'. The 'Generator Information' section includes fields for 'Profile DODAAC' (value: N5C201), 'Generator EPA/HWD ID' (value: FL9170024260), 'Name of Waste', and 'Waste Paint'. The 'Profile Information' section includes fields for 'Profile Nr' (value: PAINT03) and 'Start Date' (value: 16-Aug-2019). A red arrow points to a 'Save' button in the top right corner of the form.

- 5) HWPS is now duplicated with the new HWPS number.

The screenshot shows a more complete version of the 'Profile Information' form. It includes the same sidebar as the previous screenshot. The 'Generator Information' section includes fields for 'Profile DODAAC' (value: N5C201), 'Generator EPA/HWD ID' (value: FL9170024260), 'Generator Description' (value: N5 M/V/PORT), 'Address 1' (value: X), 'Address 3' (value:), 'Country' (value: US), 'Postal Code' (value: 322120038), 'Technical Contact' (value: Sgt Snuffy), and 'Technical Contact Title' (value: EPS). The 'Profile Information' section includes fields for 'Profile Nr' (value: PAINT03), 'Start Date' (value: 16-Aug-2019), 'Recertification Comments' (value:), 'Process Source Code' (value:), 'Waste Type' (value: HW), 'Waste Stream' (value:), 'Project Annual Volume' (value:), 'Mode of Collection' (value:), and 'Basis of Knowledge' (value:). The 'Waste Information' section includes fields for 'End Date' (value: 10-Aug-2020), 'Name of Waste' (value: Waste Paint), 'Process generating Waste' (value: Excess), 'Demil Code' (value:), 'State Waste Number' (value:), 'Project Annual Volume Unit' (value:), and 'Basis of Knowledge Comment' (value:). The 'Name of Waste' field is highlighted in red.

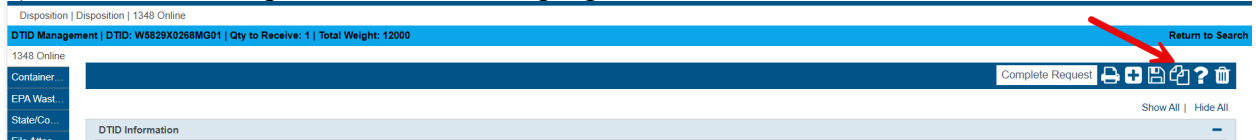
How to Duplicate a 1348

- 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

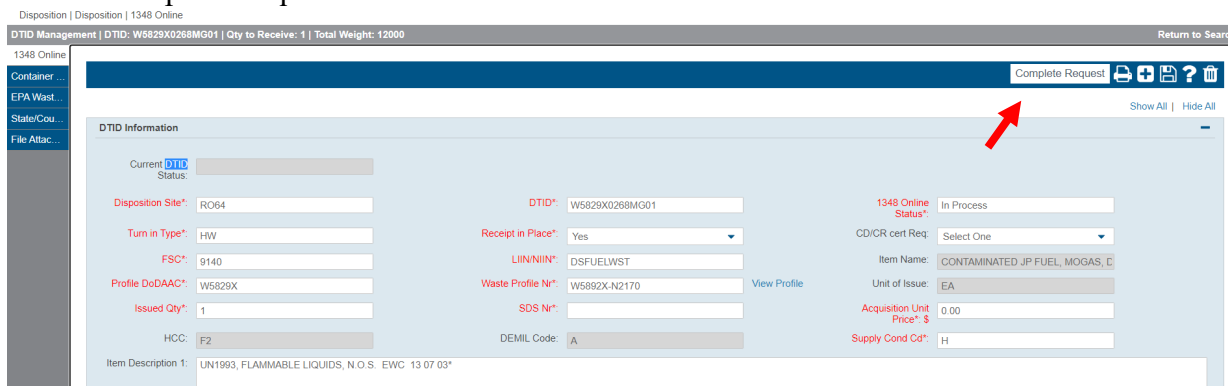
- 3) Click on the 'Duplicate' Icon in the top right corner'



- 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

Disposition | Disposition | 1348 Online

1348 Online

Search By

Search

Q

Expanded

Total Records: 2

+

?

Export

Profile DoDAAC ▲	DTID	Waste Profile Nr	Pickup DoDAAC	1348 Online Status	Current DTID Status	Receipt Dt	Disposition Site	Turn In Type	FSC	NIIN/LIIN	Item Name	Contra
	W5829X0268					DD-MMM-YYYY						
W5829X	W5829X02680001	W5892X-N2170	W5829X	In Process	Closed	24-SEP-2020	DLA DS KAISERSL...	HW	9140	DSFUELWST	CONTAMINATE...	SP452016
W5829X	W5829X0268MG01	W5892X-N2170	W5829X	Submitted	New - Pre Receipt		DLA DS KAISERSL...	HW	9140	DSFUELWST	CONTAMINATE...	SP452016