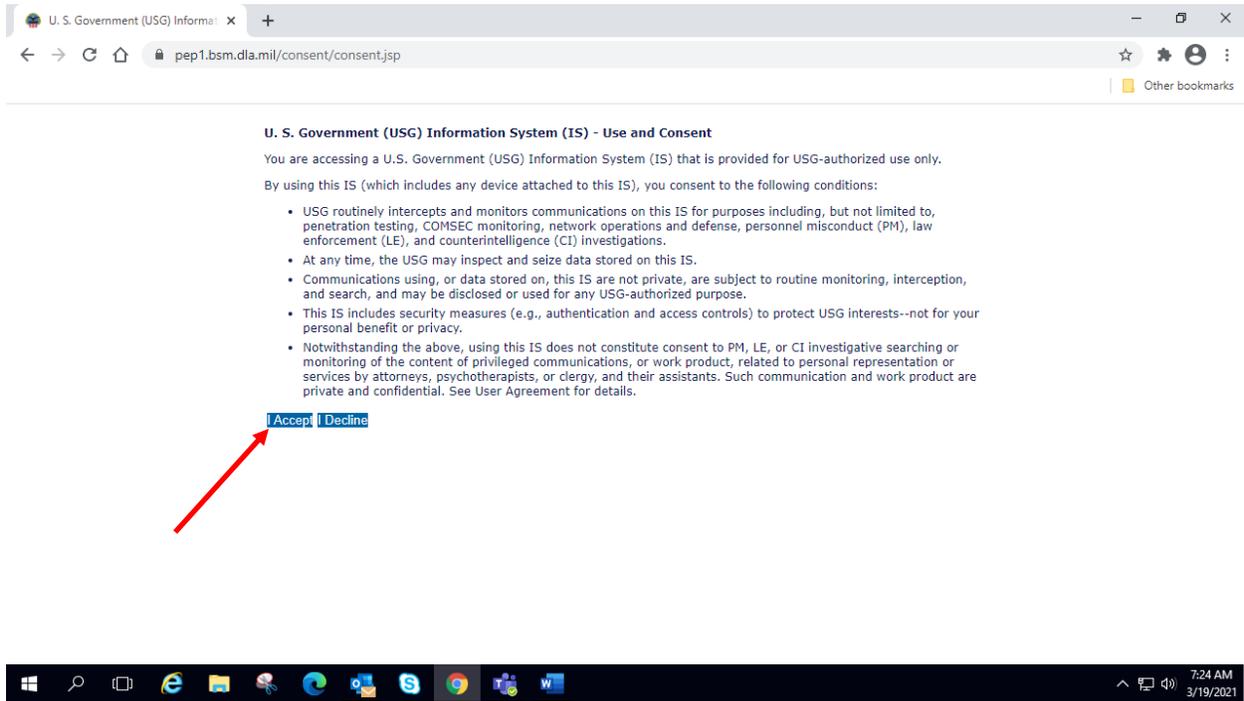


# HMMS Generator Guide

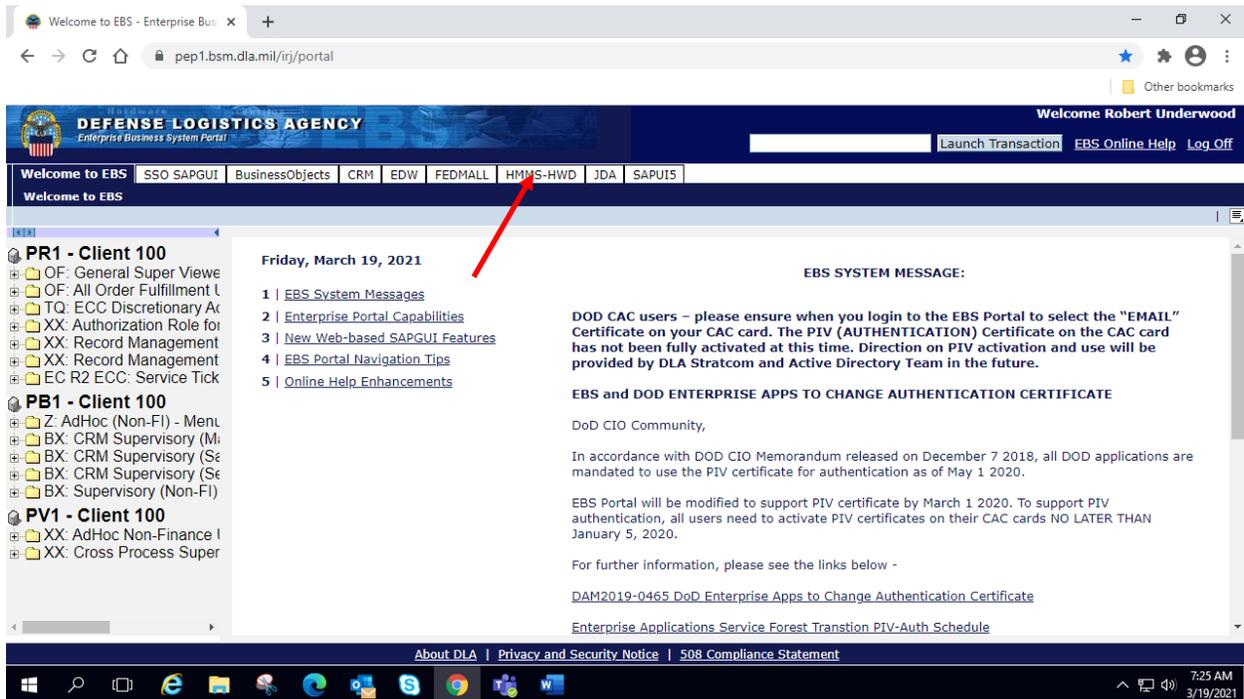
March 2021

# Log into HMMS Thru EBS Portal

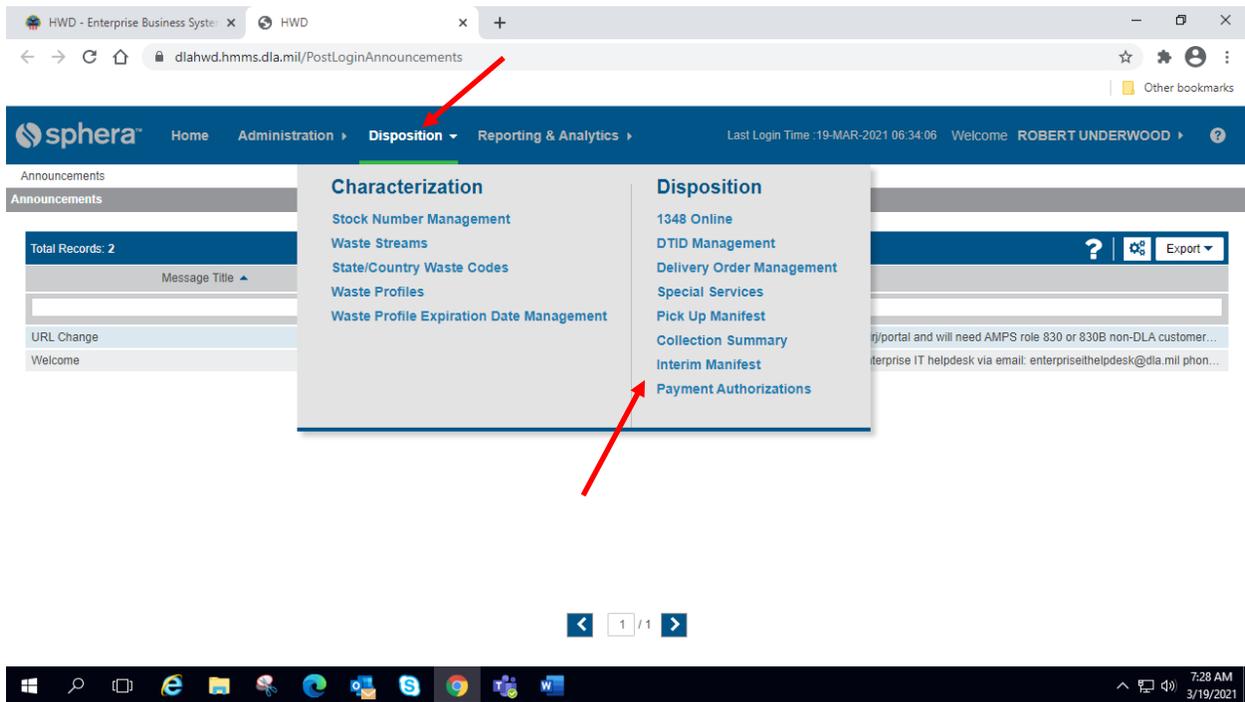
Web site for Production: <https://pep1.bsm.dla.mil/consent/consent.jsp>



Click on ACCEPT



Click on the HMMS-HWD TAB



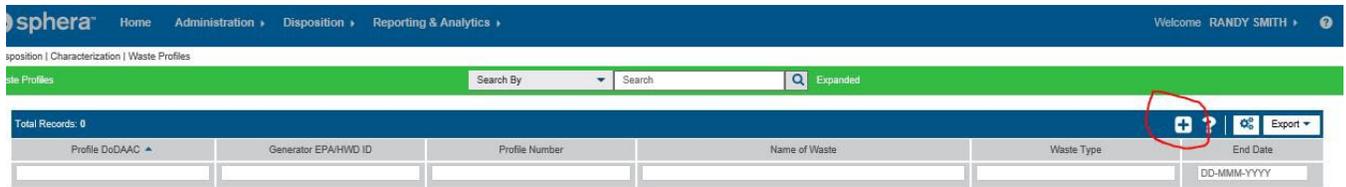
Click on DISPOSTION to get the Drop Down.

## 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.



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.

The screenshot shows a web form titled "New Waste profile" with a "Profile Information" section. The "Generator Information" sub-section includes fields for "Profile DODAAC" (N69450), "Generator EPA/HWD ID" (TX7170022787), "Generator Description" (COMMANDING OFFICER), "Address 1" (X), "Address 2" (CORPUS CHRISTI), "Country" (USA), "State/Province" (TX), "Postal Code" (784195000), "City" (CORPUS CHRISTI), "Technical Contact" (Joe Generator), and "Technical Contact Phone" (123-456-7890). The "Profile Information" sub-section includes "Profile Nr." (MEDP-0001), "Start Date" (02-Apr-2019), "End Date" (02-Apr-2020), "Name of Waste" (Methyl Ethyl Death Peroxide), and "Process Source Code".

- 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.

The screenshot shows a detailed view of the "Profile Information" section. Fields include "Technical Contact Title" (EPS), "Profile Nr." (MEDP-0001), "Start Date" (02-Apr-2019), "End Date" (02-Apr-2020), "Name of Waste" (Methyl Ethyl Death Peroxide), "Process Source Code" (G04), "Process generating Waste" (Etching (using caustics or other methods to remove layers or partial layers)), "Waste Type", "Waste Stream" (with a dropdown menu open showing options: HM - Hazardous Material, HW - Hazardous Waste, MS - Management Services, NR - Non-RCRA Regulated Waste, PH - PCB/RCRA Hazardous Waste, PW - PCB Waste, RE - Recycle), "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), "Exemption has been granted" (Select One), and "Treatment Standard Ref".

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 Pollutant: 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	Water Reactive: Yes
Reactive: Yes	Cyanide Reactive: Select One
Sulfide Reactive: Select One	Total Organic Content: H
Toxic: Yes	RCRA Requirement:
BTU/LB: 5000	
Other Comments:	
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.

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

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

Saved successfully

Total Records: 4

EPA Code *	Description	Range Low	Range High	Unit
D001	Ignitability			Select one
D002	Corrosivity			Select one
D003	Reactivity			Select one
F005	The following spent (LT) non-halogenated solvents: Toluene, methyl e...			Select one

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.

Disposition | Characterization | Waste Profiles  
 Edit Waste Profile- 12361223402

Profile Infor...  
 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”

Add State Waste Codes

Action Menu 1 Total Records: 4

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

Add State Waste Codes

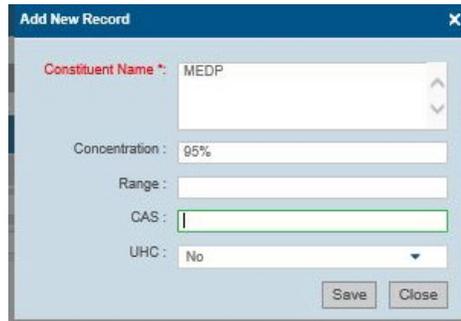
Action Menu 2 Total Records: 1

State/Country Waste Code *	Description	Country	CONUS State	Verified
060205				
060205	EU 060205	GBR		Y

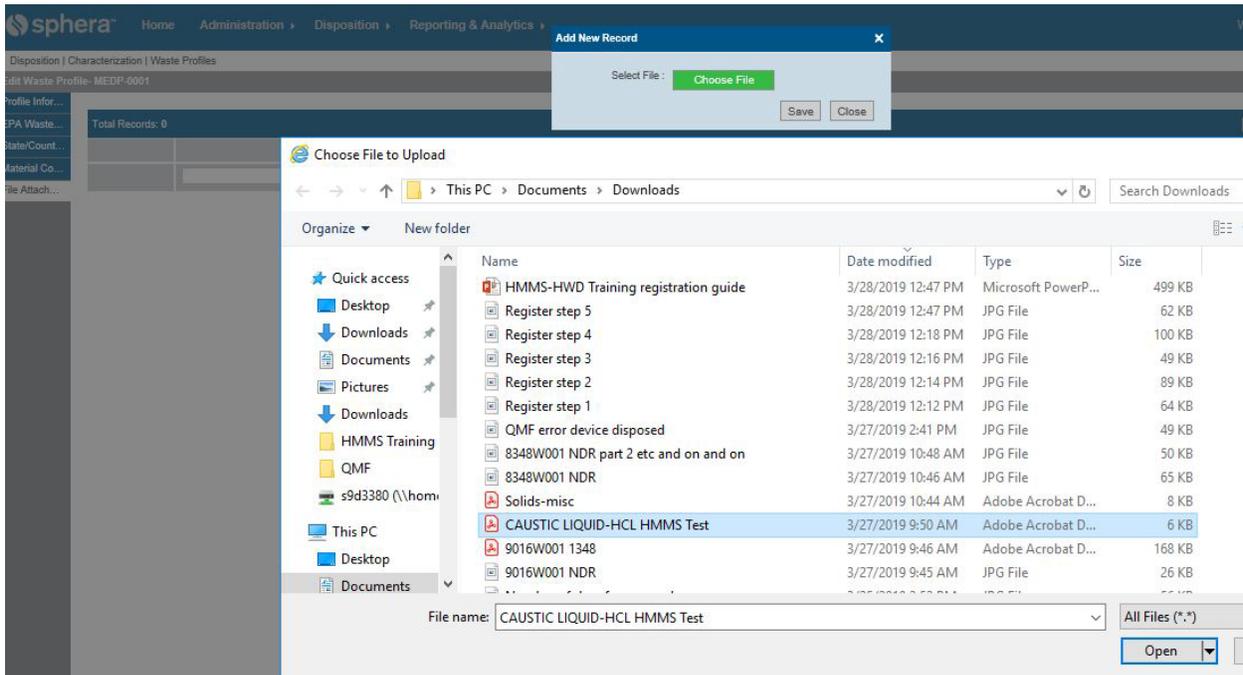
State/Country Waste code will then be added to HWPS. Click on the “+” again and repeat the steps above to add additional State/Country Waste Codes.



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.

The screenshot shows a web application interface with a dark blue header and a light blue sidebar. The main content area has a dark blue top bar with a white message: "Saved successfully". Below this is a table with the following columns: "Doc Link", "Date Added", and "Attachment Comments". The table contains one record with a file path, the date "02-APR-2019", and the comment "Lab analysis". In the top right corner of the table area, there are icons for a plus sign, a save icon (circled in red), a question mark, and an "Export" button. A red arrow points to the "Save" button in the top right corner of the page.

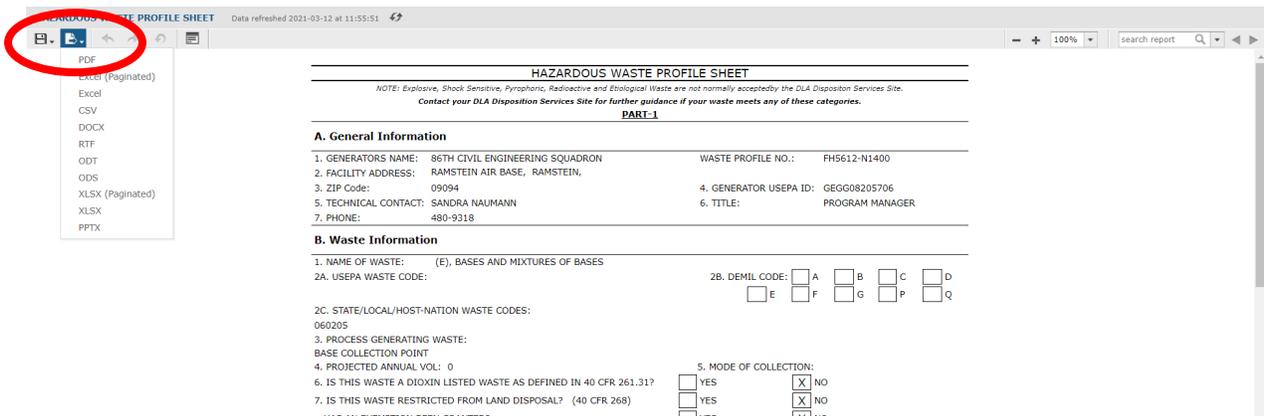
Doc Link	Date Added	Attachment Comments
\\home11.dir.ad.dla.mil\home\s9d3380\My Documents\Downloads\CAUSTIC LIQUID-HCL HMMS Test.pdf	02-APR-2019	Lab analysis

# PRINTING THE HWPS

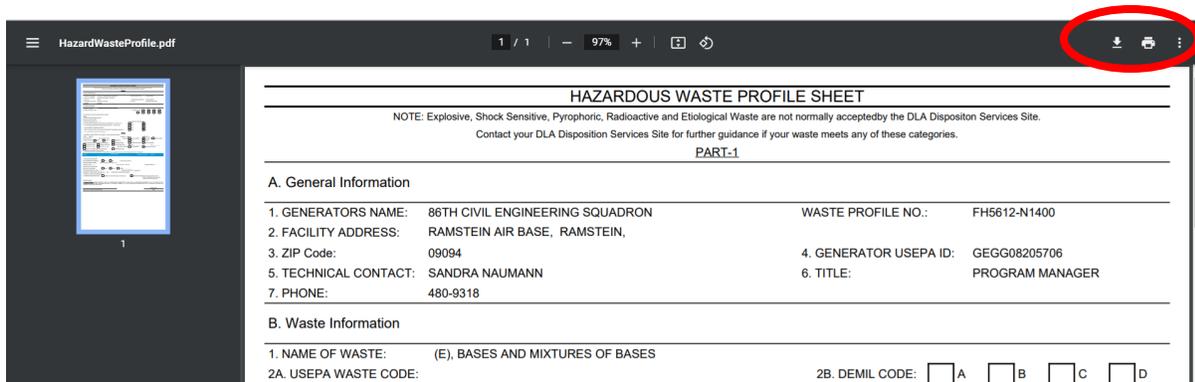
- 1) From the Profile Information Field, click on the printer icon in the upper right hand corner.



- 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.

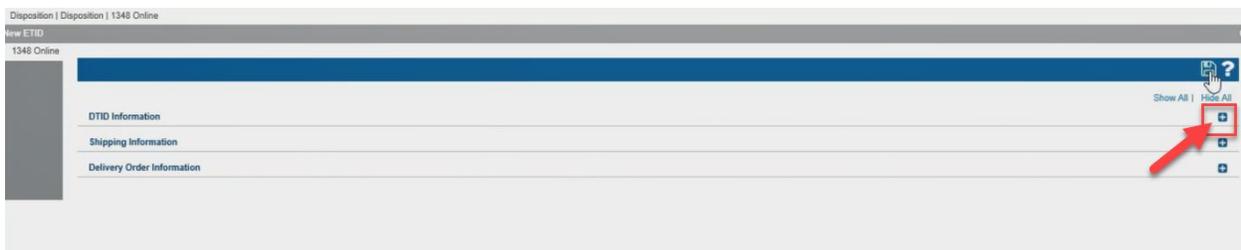


- 2) Click the plus icon in the top right to create a new record.

The screenshot shows a data table with columns: Profile DoDAAC, DTID, Waste Profile Nr, Pickup DoDAAC, Status, Receipt Dt, Disposition Site, Turn In Type, FSC, NIN/LIN, Item Name, Contract Nr, HIN, and RIP. A red arrow points to the 'Add' button in the top right corner of the table.

Profile DoDAAC	DTID	Waste Profile Nr	Pickup DoDAAC	Status	Receipt Dt	Disposition Site	Turn In Type	FSC	NIN/LIN	Item Name	Contract Nr	HIN	RIP
ZYTMGX	BR-001		ZYTMGX	Submitted		DLA DS ANCHORA...	SS	1305	DSAMMOSML	LEAD BULLE...	848CRCD	6311RP	A
abw123	ABWTEST5434...	ABW234	ZYTCU6	Submitted		DLA DS FAIRBANKS	HW	8010	DSAERPAIN	AEROSOL PAINT	SP450007D0010	632300	test
FB2027	FB202782550020	10001220503	M02212	In Process		DLA DS ANNISTON	HW	8010	000453478	PAINT.LATEX	SP450007D0008	637800	
FB2027	SZ35473208A001	12821314001	W25G1U	Submitted		DLA DS SAN ANTO...	HW	0000	000000002	Mercury	SP450019D0024	990100	
FB2027	FB20272550023	12551306802	SZP199	Submitted		DLA DS CORPUS...	HW	2815	001344698	ENGINE.DIESEL	SP450007D0012	635600	
FB2027	FB2027002550...	10001229801	SXG041	Submitted		DLA DS BARSTOW	HW	1005	000039543	PARTS KIT.TR...	SP450011D0005	083200	
FB2027	FB2027002550...	10001221402	SXG041	Submitted		DLA DS GROTON	HW	1005	000039543	PARTS KIT.TR...	SP450007D0013	082400	

- 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\*: 

Code	Description
RC01	DLA DS SAN ANTONIO

FSC\*:

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:

DTID\*: FH20279035RR01

Receipt in Place\*: Yes

LIIN/NIIN\*: DSHEPAVAC

Waste Profile Nr\*: MP-F01

SDS Nr\*:

DEMIL Code:

Status:

CD/CR cert Req: Select One

Item Name:

Unit of Issue:

Acquisition Unit Price: \$

Supply Cond Cd\*:

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:

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

View Profile

...Shipping Description...

The screenshot shows a web form titled "DTID Information" with a sub-section for "Shipping Information". The form contains several input fields and dropdown menus. The "Nr of Containers" is set to 3, "Container Volume" is 55, and "Container Type" is DM. The "ASD" field is set to 28-Feb-2014. The "UNNA ID Nr" is UN3077, and the "Proper Shipping Name" is UN3077, ENVIRONMENTALLY HAZARDOUS SUBSTANCES, SOLID, N.O.S., 9, III, (MERCURY). Other fields include "Hazard Class" (9), "Packing Group" (III), "DOT RQ Ind" (Select One), "Storage Code" (S01), "DOT HM Ind" (Select One), "Type Op/Proc. Gen" (dropdown), "Stored in Cont Spec" (Yes), "Flash Point", "pH", "Density" (0.000), "Receipt in Place Location", "Receipt in Place Building", "Contact Name", and "Contact Nr". A "Save" icon is visible in the upper right corner of the form area.

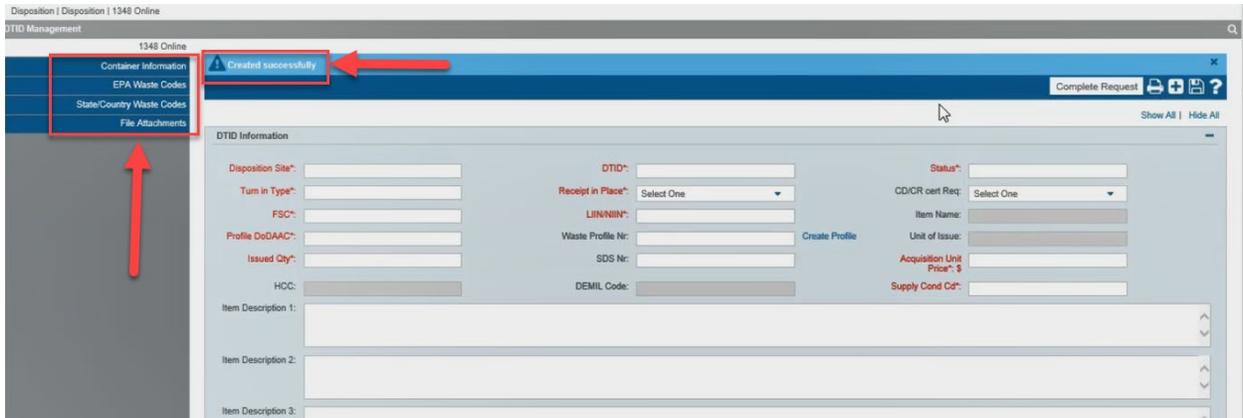
...Delivery Order Information...

The screenshot shows a web form titled "DTID Information" with a sub-section for "Delivery Order Information". The form contains several input fields and dropdown menus. The "Contract" is SP450015D0002, "HIN" is TX01C4, and "Material ID" is V00010958. The "HIN UOM" is EA, "HIN Description" is empty, and "HIN Unit Cost" is 288.5. The "Requested HIN Qty" is 3, "Unit Weight" is empty, "Total" is 1000, and "Weight/Volume Cd" is P. The "Total Cost" is \$865.50. The "Bill to DoDAAC" is FH2027, "Pick Up DoDAAC" is FH2027, and "Signal Code" is B. The "MILS Fund Cd" is 34. A "Save" icon is visible in the upper right corner of the form area.

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

This screenshot is identical to the previous one, showing the "Delivery Order Information" form. A red arrow points to the "Save" icon in the upper right corner of the form area.

- 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.”

The "Add New Record" dialog box contains the following fields and values:

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

Buttons for "Save" and "Close" are visible at the bottom right.

Container information is now saved to DTID.

The screenshot shows the DTID Management interface with a table containing one record:

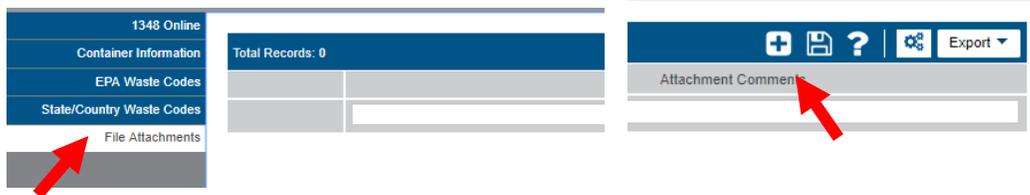
Container Nr	ASD	Container Weight/Vol	HIN Qty	Storage Location	Physical Storage Building/Bay
1	01-Aug-2019	122	1	Bay 1	

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

DTID Management							
Container Information							
EPA Waste Codes							
State/Country Waste Codes							
File Attachments							
Event Tracker							
Total Records: 1							
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 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.

Disposition | Disposition | 1348 Online

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

1348 Online

Container Information

EPA Waste Codes

State/Country Waste Codes

File Attachments

DTID Information

Disposition Site: RC01

Turn in Type: HW

FSC: 0000

Profile DaDAAC: FH5288

Issued Qty: 1

HCC:

DTID: FH52889100001

Receipt in Place: Yes

LIN/NIN: 000037544

Waste Profile Nr: Z1125050

SDS Nr: SDSDS

DEMIL Code:

Status: In Process

CD/CR cert Req: Select One

Item Name:

Unit of Issue:

Acquisition Unit Price: 0.00

Supply Cond Cd: E

Complete Request

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

Disposition | Disposition | 1348 Online

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

1348 Online

Container Info

EPA Waste Co

State/Country

File Attachments

DTID Information

Disposition Site: RC01

Turn in Type: HW

FSC: 0000

Profile DaDAAC: FH5288

Issued Qty: 1

HCC:

DTID: FH52889100001

Receipt in Place: Yes

LIN/NIN: 000037544

Waste Profile Nr: Z1125050

SDS Nr: SDSDS

DEMIL Code:

Status: Submitted

CD/CR cert Req: Select One

Item Name:

Unit of Issue:

Acquisition Unit Price: 0.00

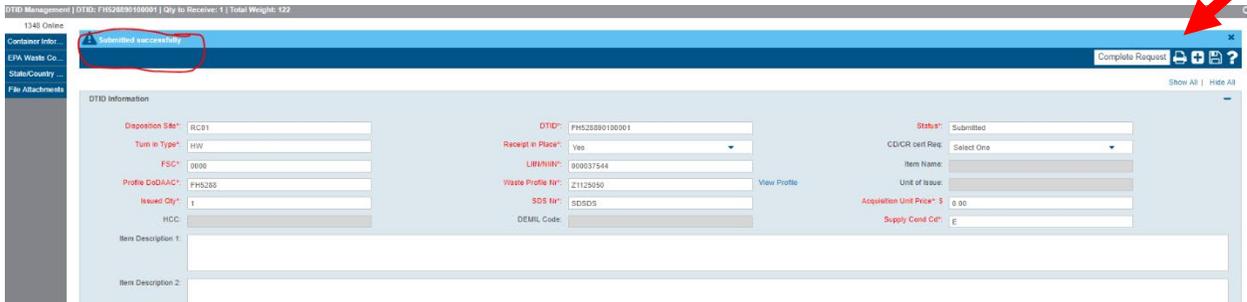
Supply Cond Cd: E

Submitted successfully

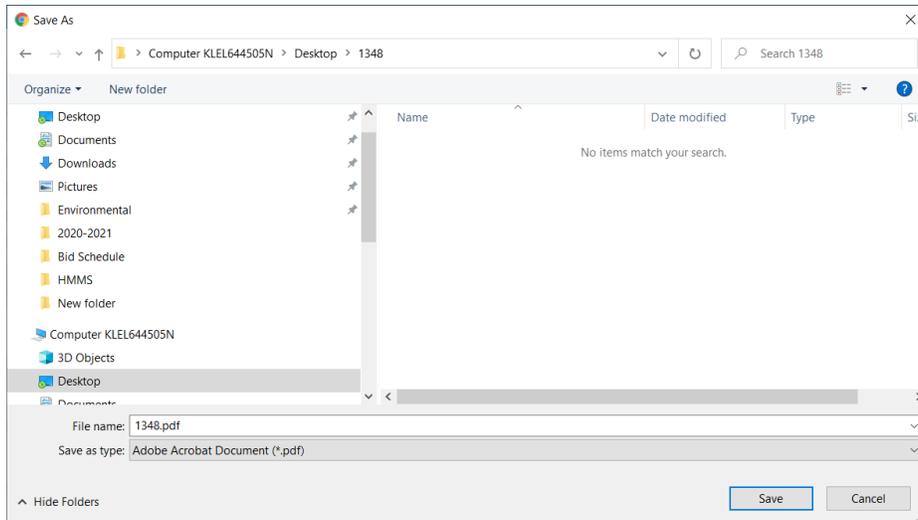
Complete Request

# Print DTID

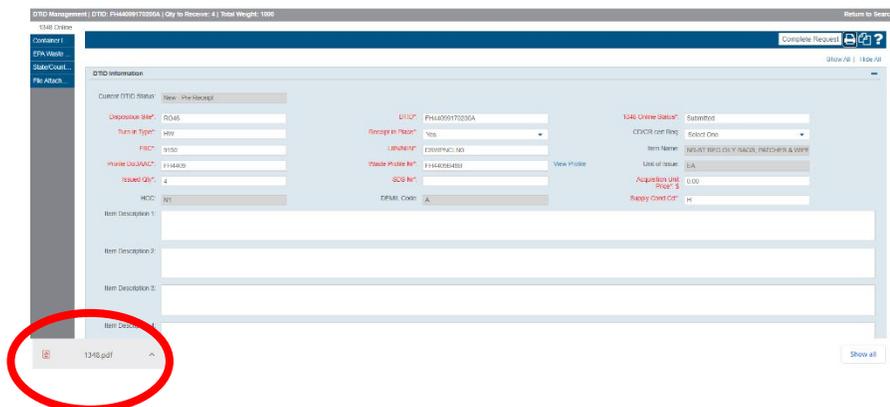
1) From the 1348 online tab, click the print icon.



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.



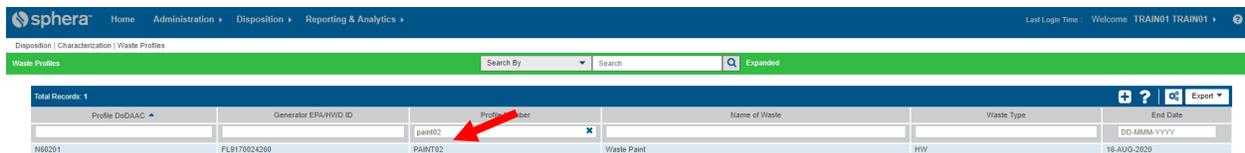


# How to Duplicate a HWPS

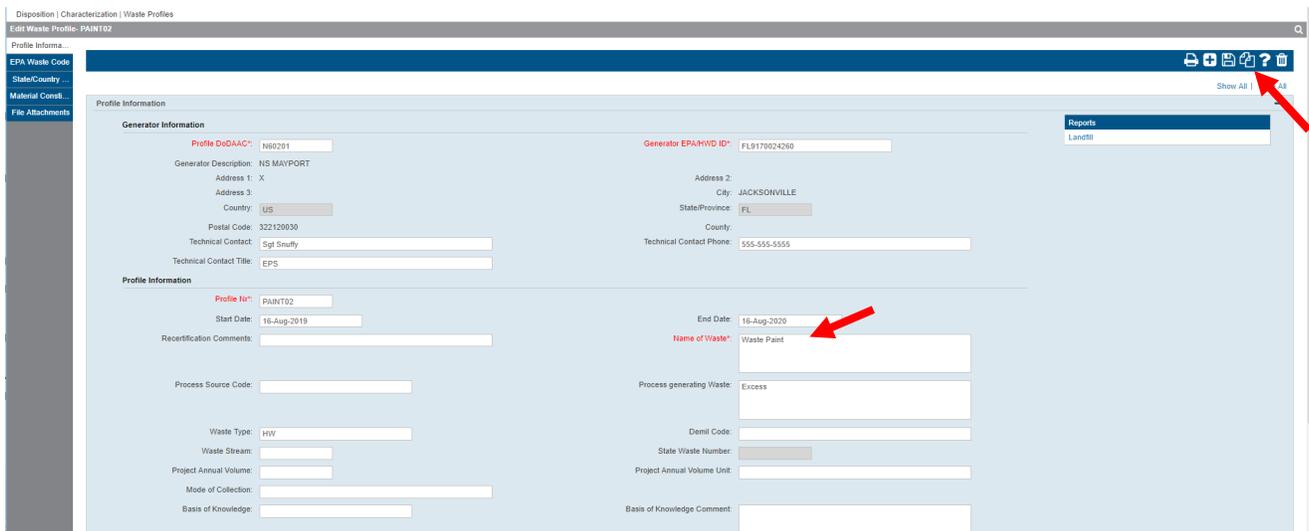
- 1) From the top menu, select Disposition, then under characterization, select “Waste Profiles”.”



- 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.

Profile Information

Generator Information

Profile DODAAC: N6C201

Profile Nr: Paw01

Generator EPA/HW ID: FL9170024260

Name of Waste: Waste Paint

Waste Paint

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

Disposition | Characterization | Waste Profiles

edit Waste Profile: PAW103

Profile Information

Generator Information

Profile DODAAC: N6C201

Generator EPA/HW ID: FL9170024260

Generator Description: NS MAYPORT

Address 1: X

Address 2: JACKSONVILLE

Address 3: City: JACKSONVILLE

Country: US

State/Province: FL

Postal Code: 322120030

Country: County:

Technical Contact: Sgt Snuffy

Technical Contact Phone: 555-555-5555

Technical Contact Title: EPS

Profile Information

Profile Nr: PAW103

Start Date: 16-Aug-2019

End Date: 16-Aug-2020

Recertification Comments:

Name of Waste: Waste Paint

Waste Paint

Process Source Code:

Process generating Waste: Excess

Waste Type: HW

Demil Code:

Waste Stream:

State Waste Number:

Project Annual Volume:

Project Annual Volume Unit:

Mode of Collection:

Basis of Knowledge:

Basis of Knowledge Comment:



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

Disposition | Disposition | 1348 Online  
Duplicate 1348 Online Return to Search

1348 Online

Show All Hide All

**DTID Information**

New DTID\*: W5829X0268MG01  
 ASD\*: 16-Mar-2021  
 Issued Qty\*: 1  
 Requested HIN Qty\*: 1

- 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.

Disposition | Disposition | 1348 Online  
DTID Management | DTID: W5829X0268MG01 | Qty to Receive: 1 | Total Weight: 12000 Return to Search

1348 Online

Complete Request Show All Hide All

**DTID Information**

Current DTID Status:

Disposition Site\*: RO64  
 Turn In Type\*: HW  
 FSC\*: 9140  
 Profile DoDAAC\*: W5829X  
 Issued Qty\*: 1  
 HCC: F2  
 Item Description 1: UN1993, FLAMMABLE LIQUIDS, N.O.S. EWC 13 07 03\*

DTID\*: W5829X0268MG01  
 Receipt in Place\*: Yes  
 LIIN/LIIN\*: DSFUELWST  
 Waste Profile Nr\*: W5892X-N2170  
 SDS Nr\*:   
 DEMIL Code: A

1348 Online Status\*: In Process  
 CD/CR cert Req: Select One  
 Item Name: CONTAMINATED JP FUEL, MOGAS, E  
 Unit of Issue: EA  
 Acquisition Unit Price\*: \$ 0.00  
 Supply Cond Cd\*: H

- Here you can see the original DTID and the Duplicate DTID

Disposition | Disposition | 1348 Online

1348 Online Search By Search Expanded

Total Records: 2

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	Contract
	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

## **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 Portal 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>