



TRADEBE CUSTOMER PORTAL

Connecting your needs

User Guide

 Profiles



TRADEBE
Sustainability at Work

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Profiles

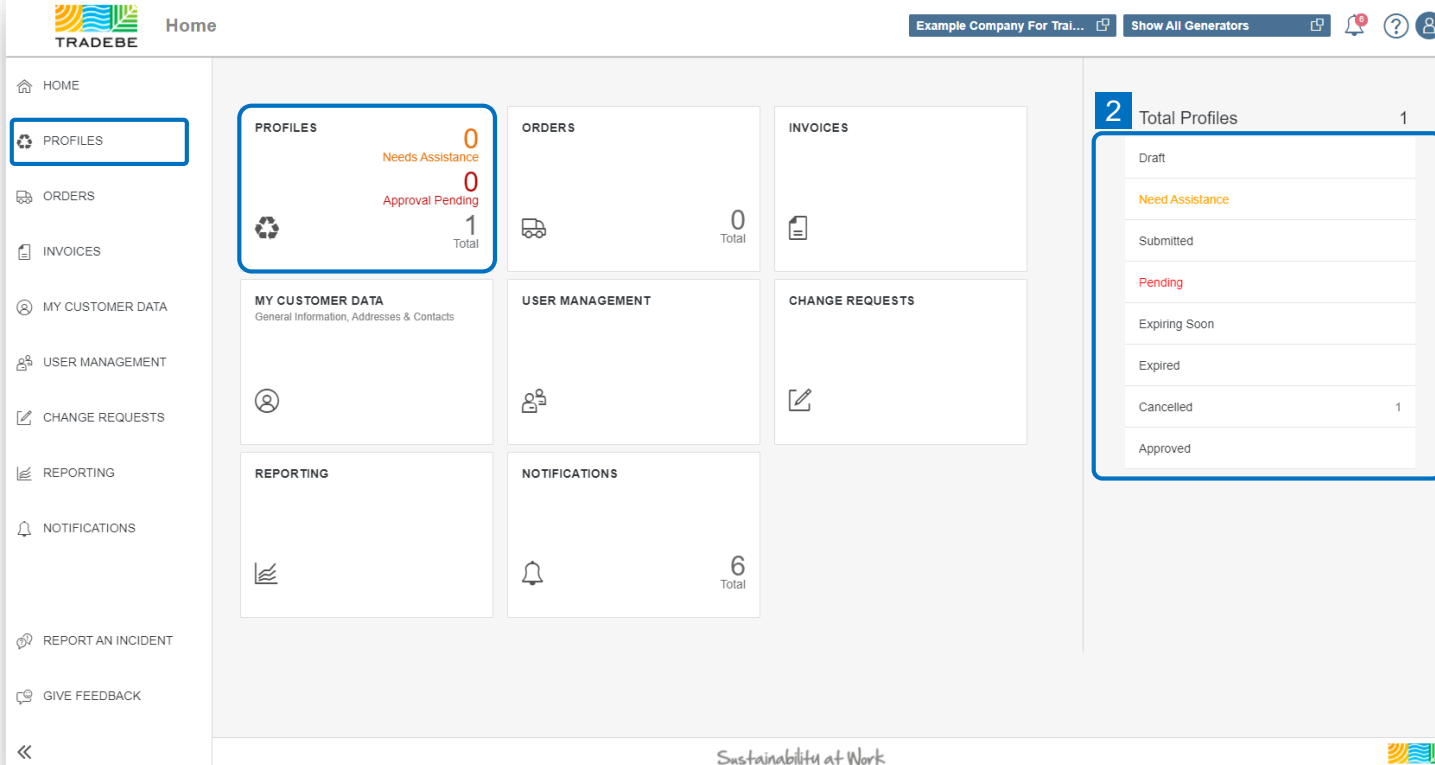
1. *General Navigation* (p.3)
2. *Profile Recertification* (p.19)
3. *New Profile Creation* (p.24)

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Profiles

- 1. *General Navigation***
- 2. *Profile Recertification***
- 3. *New Profile Creation***

- 1 Select Profiles** 🔄 Either from the left tool bar or the tile on the Home Screen
- 2** Alternatively, **select a Profile Status on the summary table** to open the Profiles screen filtering by that Profile Status.



The screenshot shows the TRADEBE Home interface. On the left, a navigation menu has the 'PROFILES' item highlighted with a blue box and a '1' in a blue square. The main content area features a 'PROFILES' summary tile with a recycling icon, 'Needs Assistance' (0), 'Approval Pending' (0), and 'Total' (1). To the right, a 'Total Profiles' summary table is highlighted with a blue box and a '2' in a blue square. The table lists various profile statuses and their counts.

Status	Count
Draft	
Need Assistance	
Submitted	
Pending	
Expiring Soon	
Expired	
Cancelled	1
Approved	

Profiles | Default List View

- 1 By default, all profiles will be displayed for the Customer and Generator(s) selected in the Home Screen.
- 2 The List View can be quickly filtered by Profile Status by selecting any of them in the upper bar.
- 3 Additional Filters can be applied opening the Filters section on the upper left.














































3 Filters

2

PROFILES

All Profiles (481) Draft (41) Submitted (7) Pending (23) Expiring Soon (84) Expired (212) Cancelled (104) Approved (85)

Text search

Actions	Status	Profile Name	Profile#	Customer Profile#	Process Code	Process Code Description	Expiration Date	Customer Number	Customer Name	Generator Num#
 	12 - Prof Pending	issue id 218 abcd	1000272644		305	Metal Blast		1100027077	Veolia ES Technical Solutions,	9100138514
 	12 - Prof Pending	issue id 218 sergio	1000272643		172	Solvent		1100027077	Veolia ES Technical Solutions,	9100138514
 	09 - Prof Cancelled	T-8000 WAASTE WATER (PUMPO...	1000172120		VIB	VIB-Bulk Liquids T...	01/09/2019	1100027077	Veolia ES Technical Solutions,	9100063470
  	07 - Prof Approved	WASTE WATER WITH SOLVENT...	1000229933		VA	VA-Organic Acids f...	05/01/2021	1100027077	Veolia ES Technical Solutions,	9100110949
 	09 - Prof Cancelled	STORMWATER	1000087070	P101513001LM	OWB	OWB-Bulk Oil & W...	07/01/2015	1100027077	Veolia ES Technical Solutions,	9100060647
 	09 - Prof Cancelled	MEMBRANE PROCESS WASTE	1000088564	P122712001	UNK	UNK-Generc Proc...	07/01/2015	1100027077	Veolia ES Technical Solutions,	9100056147
  	10 - Prof Expired	chip tank stones and water	1000102026	P042115003LHSD	SSB	SSB-Bulk Non RC...	02/09/2018	1100027077	Veolia ES Technical Solutions,	9100056610
  	07 - Prof Approved	WATER AND SEDIMENT- ct springs	1000113036	2639AD	SYS3B	SYS3B-Bulk Wast...	12/30/2020	1100027077, 1100...	Veolia ES Technical Solutions, Ve...	9100073685, 910...
 	09 - Prof Cancelled	PROPYLENE GLYCOL	1000071551	P052313023PG	SYS3B	SYS3B-Bulk Wast...	05/23/2014	1100027077	Veolia ES Technical Solutions,	9100063458
 	09 - Prof Cancelled	PHOSPHORIC ACID RINSE (TAN...	1000100693	P033115001DMD2L	AWB	AWB-Bulk Acid, In...	03/31/2016	1100027077	Veolia ES Technical Solutions,	9100056219
  	10 - Prof Expired	METHANOL AND WATER	1000165766		LFB1	LFB1-Bulk Liquid ...	09/26/2018	1100027077	Veolia ES Technical Solutions,	9100059865
 	09 - Prof Cancelled	SOLIDS CONTAINING CORROSL...	1000173679		NM	NM-Solids for Stab...	12/31/2020	1100027077	Veolia ES Technical Solutions,	9100116510
 	09 - Prof Cancelled	PHA INDUSTRIES - WASTE PRO...	1000079784	0381ISO	UNK	UNK-Generc Proc...	07/01/2015	1100027077	Veolia ES Technical Solutions,	9100055467
  	10 - Prof Expired	POTABLE WATER	1000198252		SYS4B	SYS4B-Bulk Water...	11/27/2019	1100027077	Veolia ES Technical Solutions,	9100068018
  	10 - Prof Expired	chiller loop water	1000104481	P060415001AF	SYS3B	SYS3B-Bulk Wast...	06/04/2016	1100027077	Veolia ES Technical Solutions,	9100059205
  	10 - Prof Expired	Propylene glycol 43-	1000101374	P041015006PGLM	SYS3B	SYS3B-Bulk Wast...	04/24/2016	1100027077	Veolia ES Technical Solutions,	9100077672
  	10 - Prof Expired	COOLING TOWER WATER/non h...	1000134926		SYS3B	SYS3B-Bulk Wast...	06/04/2020	1100027077	Veolia ES Technical Solutions,	9100076820
  	10 - Prof Expired	ecaporator tanker bottoms with sim...	1000108685		VC	VC-Organic Causti...	08/11/2016	1100027077	Veolia ES Technical Solutions,	9100063076

+ New Profile

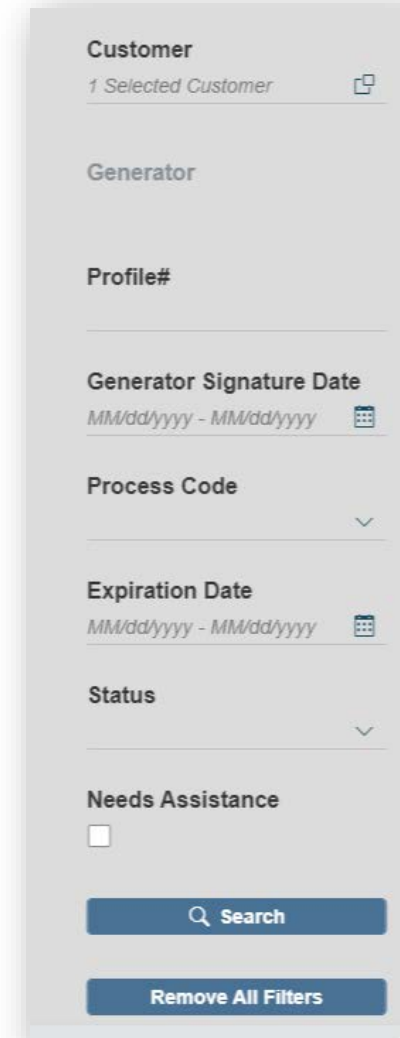
1 **Customer** – defaulted to the original customer selected in the Home Screen header.

2 **Add details** in any of the other filter options for more defined results.

The list of Status includes:

1. Draft
2. Submitted
3. Pending
4. Expiring Soon
5. Expired
6. Cancelled
7. Approved

3 **Search**



The screenshot shows a vertical filter menu with the following sections:

- Customer**: 1 Selected Customer (with a copy icon)
- Generator**
- Profile#**: (empty input field)
- Generator Signature Date**: MM/dd/yyyy - MM/dd/yyyy (with a calendar icon)
- Process Code**: (dropdown menu)
- Expiration Date**: MM/dd/yyyy - MM/dd/yyyy (with a calendar icon)
- Status**: (dropdown menu)
- Needs Assistance**:
- Search**: (blue button with magnifying glass icon)
- Remove All Filters**: (blue button)

Profile Status / Buckets – Tradebe View

Draft

01 – Draft (User has not submitted to Approvals)

Submitted

05 – Pending Approvals (Submitted for Review – Approvals Reviewing)

Pending

05 – Pending Approvals (Submitted for Review – Approvals Reviewing)

06 – Pending Review CS (Approvals sent back for Customer Review)

12 – Pending Signature (Pending Customer Signature)

Expiring Soon

07 – Approved (Expiring with 45 Days)

Expired

10 – Expired (Profile needs recertification letter signed)

10 – Expired – Pending Recert (Recertification Letter Submitted)

Cancelled

09 – Cancelled (Profile unable to be used)

14 – Cancelled Due to Duplication (Profile unable to be used)

Approved

07 – Approved (Available for Use)

07 – Approved – Pending Recert (Recertification Letter Submitted)

Process Flow – Tradebe View

- 1** Profile Created and Saved **(01 – Draft)**
- 2** Profile Submitted to Approvals **(05 – Pending Approvals)**
- 3** Approvals has questions regarding profile **(06 – Pending Review CS)**
- 4** User resubmits profile to Approvals **(05 – Pending Approvals)**
- 5** Approvals Conditionally Approves Pending Signature **(12 – Pending Signature)**
- 6** Signed Profile is uploaded to Portal using Attachment. **(07 – Approved)**

Profile Status / Buckets – Customer View

Draft

Draft (User has not submitted to Approvals)

Submitted

Submitted (Submitted for Review – Approvals Reviewing)

Pending

Pending Additional Information (Approvals sent back for Customer Review)

Conditionally Approved (Pending Customer Signature)

Expiring Soon

Approved (Expiring with 45 Days)

Expired

Expired (Profile needs recertification letter signed)

Expired – Pending Recert (Recertification Letter Submitted)

Cancelled

Cancelled (Profile unable to be used)

Approved

Approved (Available for Use)

Approved – Pending Recert (Recertification Letter Submitted)

Process Flow – Customer View

- 1** Profile Created and Saved (**Draft**)
- 2** Profile Submitted to Approvals (**Submitted**)
- 3** Approvals has questions regarding profile (**Pending Additional Information**)
- 4** User resubmits profile to Approvals (**Submitted**)
- 5** Approvals Conditionally Approves Pending Signature (**Conditionally Approved**)
- 6** Signed Profile is uploaded to Portal using Attachment. (**Approved**)

Status – Tradebe View

01 – Draft

05 – Pending Approvals

06 – Pending Review CS

07 – Approved

07 – Approved – Pending Recert

09 – Cancelled

10 – Expired

10 – Expired – Pending Recert

12 – Pending Signature

14 – Cancelled Due to Duplication



Status – Customer View

Draft

Submitted

Pending Additional Information

Approved

Approved – Pending Recert

Cancelled

Expired






Expired – Pending Recert

Conditionally Approved

Cancelled

1 To open a Profile, click anywhere on its corresponding row.

2 For more actions, select the desired icon in the “Actions” column:












































- a** Log of Changes 
- b** View Profile in pdf 
- c** Copy Profile 
- d** Approval Letter 
- e** Recertify 

Filters

PROFILES

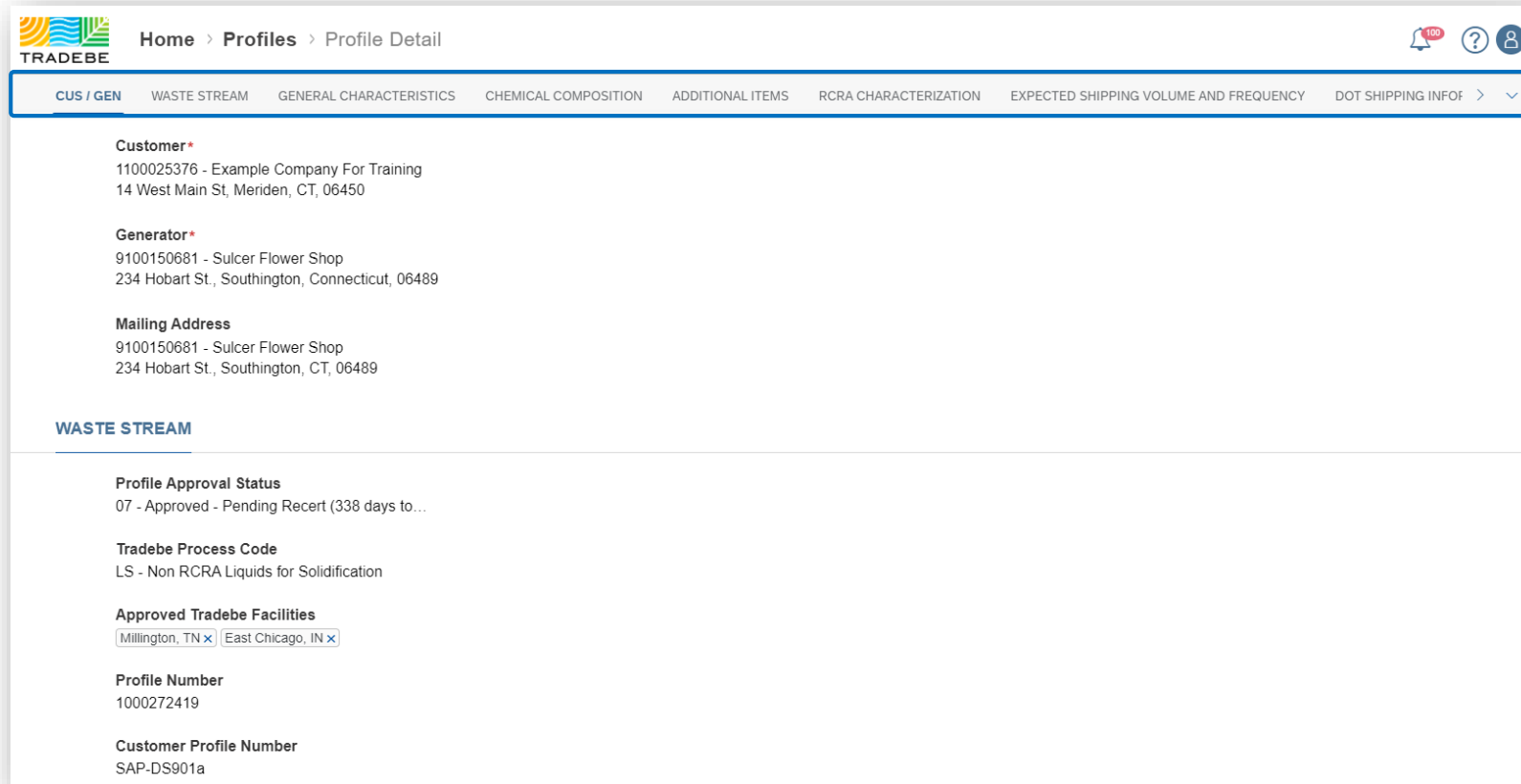
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Text search...

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 	12 - Prof Pending ...	issue id 218 sergio	1000272643		172	Solvent		1100027077	Veolia ES Technical Solutions,	9100138514
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  	10 - Prof Expired	chiller loop water	1000104481	P060415001AF	SYS3B	SYS3B-Bulk Wast...	06/04/2016	1100027077	Veolia ES Technical Solutions,	9100059205
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  	10 - Prof Expired	COOLING TOWER WATER/non h...	1000134926		SYS3B	SYS3B-Bulk Wast...	06/04/2020	1100027077	Veolia ES Technical Solutions,	9100076820
 	10 - Prof Expired	ecaporator tanker bottoms with sim...	1000108685		VC	VC-Organic Causti...	08/11/2016	1100027077	Veolia ES Technical Solutions,	9100063076

+ New Profile

- 1 **Profile** view – Scroll down or use the navigation bar to move from one section to another.



The screenshot displays the 'Profile Detail' page in the TRADEBE application. The breadcrumb navigation at the top reads 'Home > Profiles > Profile Detail'. A navigation bar below the breadcrumb contains several tabs: 'CUS / GEN' (which is active and highlighted in blue), 'WASTE STREAM', 'GENERAL CHARACTERISTICS', 'CHEMICAL COMPOSITION', 'ADDITIONAL ITEMS', 'RCRA CHARACTERIZATION', 'EXPECTED SHIPPING VOLUME AND FREQUENCY', and 'DOT SHIPPING INFOF'. The main content area is divided into sections:

- Customer***: 1100025376 - Example Company For Training, 14 West Main St, Meriden, CT, 06450
- Generator***: 9100150681 - Sulcer Flower Shop, 234 Hobart St., Southington, Connecticut, 06489
- Mailing Address**: 9100150681 - Sulcer Flower Shop, 234 Hobart St., Southington, CT, 06489
- WASTE STREAM** (Section Header):
 - Profile Approval Status**: 07 - Approved - Pending Recert (338 days to...)
 - Tradebe Process Code**: LS - Non RCRA Liquids for Solidification
 - Approved Tradebe Facilities**: Millington, TN x | East Chicago, IN x
 - Profile Number**: 1000272419
 - Customer Profile Number**: SAP-DS901a

2 a Log of Changes view.


Log of changes				
Date	User	Field	Old Value	New Value
Sep 23, 2021 07:42	enrique.manzano@tradebe.com	Profile Approval Status	05	12
Sep 23, 2021 07:42	enrique.manzano@tradebe.com	Tradebe Process Code		
Sep 23, 2021 07:42	enrique.manzano@tradebe.com	Approved Tradebe Facilities		Merrillville, IN
Sep 23, 2021 07:42	enrique.manzano@tradebe.com	Profile Number		1000272644
Sep 23, 2021 07:42	enrique.manzano@tradebe.com	PROC_CD_DESCRIPTION		305 - Metal Blast
Sep 23, 2021 07:42	enrique.manzano@tradebe.com	New Communication		test 2
Sep 23, 2021 07:39	enrique.manzano@tradebe.com	is this a rush profile?		X
Sep 23, 2021 07:39	enrique.manzano@tradebe.com	Customer		1100027077
Sep 23, 2021 07:39	enrique.manzano@tradebe.com	Generator		9100138514
Sep 23, 2021 07:39	enrique.manzano@tradebe.com	Material Group		40000088
Sep 23, 2021 07:39	enrique.manzano@tradebe.com	Profile Approval Status		05
Sep 23, 2021 07:39	enrique.manzano@tradebe.com	Approved Tradebe Facilities		
Sep 23, 2021 07:39	enrique.manzano@tradebe.com	Common Name for the Waste Stream		issue id 218 abcd

2 b View Profile in PDF – Download or Print selecting the icons at the top-right.

Profile

000000001000272419

6502519d-fcd8-498c-90ee-89c086d5e909 1 / 4 157%

 TRADEBE ENVIRONMENTAL SERVICES, LLC PROFILE# SAP-DS901a
Status: Approved
GENERATOR WASTE STREAM PROFILE SHEET Process Code: LS

Email completed profile sheet to your Sales/Customer Service Representative or usa.approvals@tradebe.com

A. GENERATOR MAILING ADDRESS:		BILLING INFORMATION:	
Generator #:	9100150681	Customer #:	1100025376
Generator Name:	Sulcer Flower Shop	Customer name:	Example Company For Training
Generator Address:	234 Hobart St.	Customer Address:	14 West Main St
City:	Southington State: CT Zip: 06489	City:	Meriden State: CT Zip: 06450
Contact Name:		Contact Name:	Derek Duggan
Generator Phone:	888-276-0887	Customer Phone:	203-238-6745
Generator Fax:		Customer Fax:	203-238-6772
Generator Email:		Customer Email:	derek.duggan@tradebe.com
		Sales Rep:	House CSR: Jennifer Beardslie
SITE ADDRESS:			
Site #:	9100150681		

Close

2 c Copy Profile view

- 1 If “All Generators” was selected in the Home Screen header, a generator selection list will pop up:
 - Select the generator you want to copy the profile for.
 - The Profile creation page will open with the information already populated, and is to be reviewed, modified where applicable, and submitted.
- 2 If a specific generator was selected in the Home Screen header, that generator will carry through to the Profile screen as default. In order to change it, go back to the Home Screen selector.

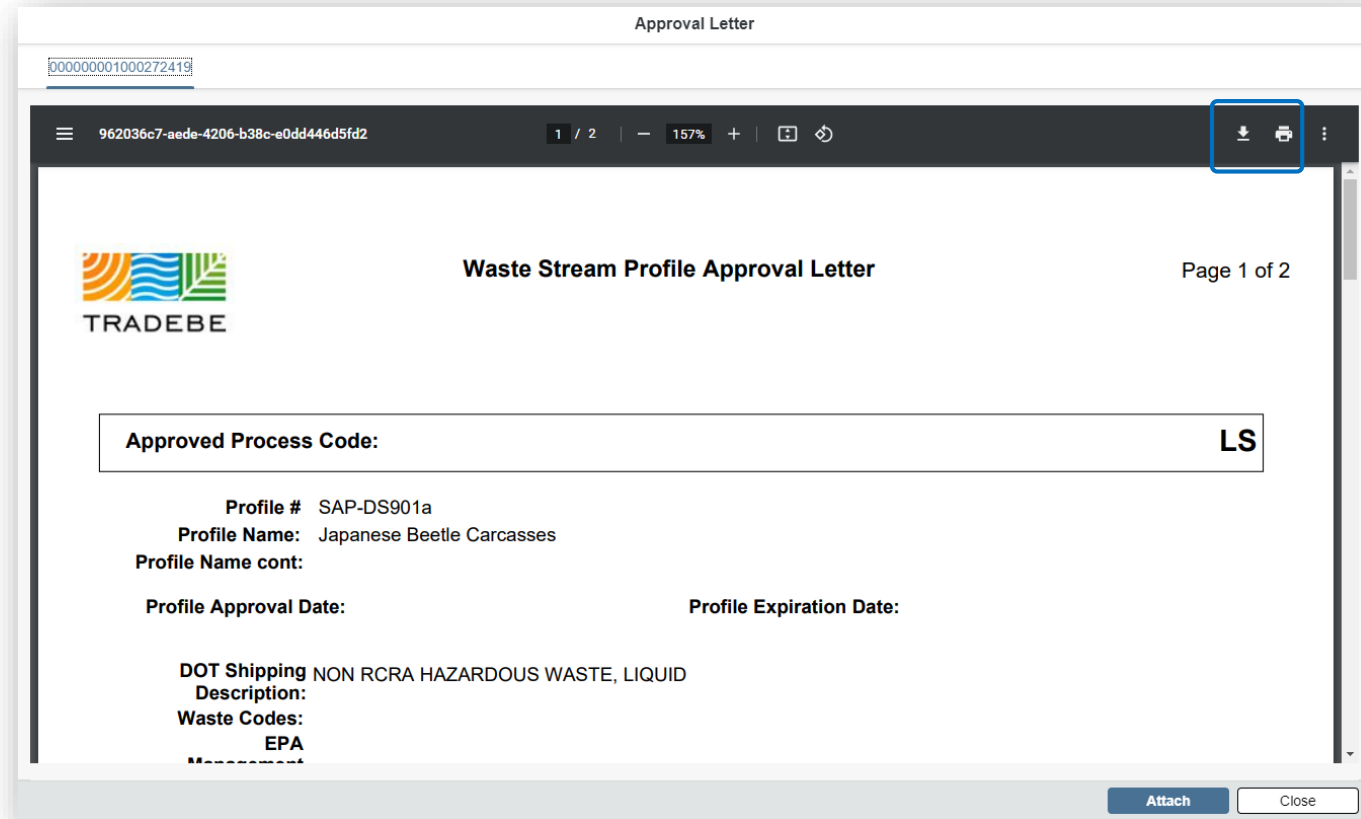
Generators

All generators

Search 🔍

Generator Number	Generator Name	Address
1 9100150723	Smith's Autobody	123 Main St Bloomfield CT 06002
9100144843	CASEY'S GENERAL STORE	1900 18TH STREET CHARLESTON IL 61920
9100143893	Think Ink	254 SOUTH ROUTE 51 FORSYTH IL 62535
9100141408	Bloom USA, Inc.	196 Pickering Road Rochester NH 03867
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489



2 d Approval Letter  view – Download or Print selecting the icons at the top-right.




Approval Letter

000000001000272419

962036c7-aede-4206-b38c-e0dd446d5fd2 1 / 2 157%

 **Waste Stream Profile Approval Letter** Page 1 of 2

TRADEBE

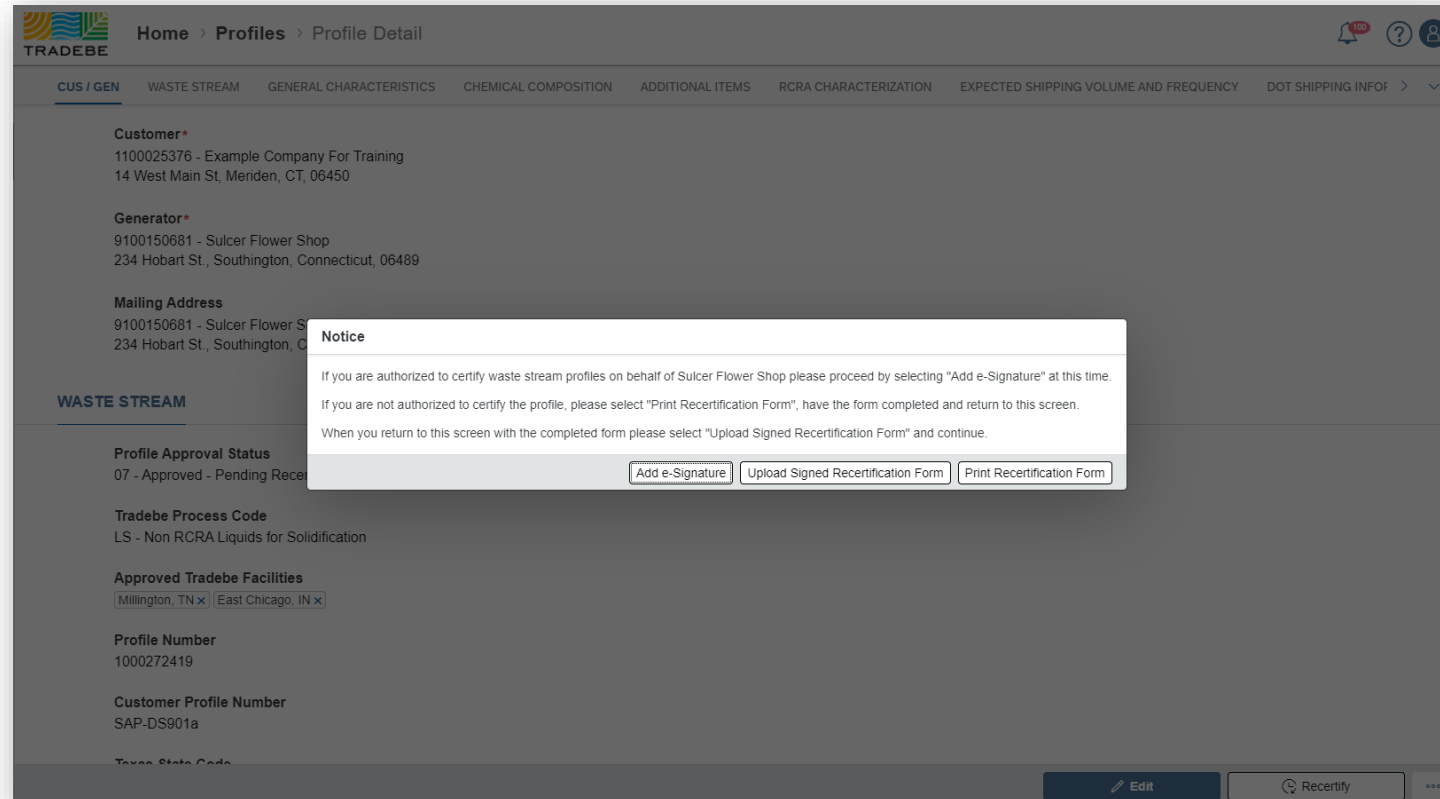
Approved Process Code: LS

Profile # SAP-DS901a
Profile Name: Japanese Beetle Carcasses
Profile Name cont:
Profile Approval Date: **Profile Expiration Date:**

Description: DOT Shipping NON RCRA HAZARDOUS WASTE, LIQUID
Waste Codes:
EPA

Attach **Close**

2 e **Recertify**  triggers the re-certification process, covered in the next section of this User Guide.



The screenshot displays the TRADEBE web application interface. At the top, there is a navigation bar with the TRADEBE logo and the breadcrumb "Home > Profiles > Profile Detail". Below this is a horizontal menu with tabs: "CUS / GEN", "WASTE STREAM", "GENERAL CHARACTERISTICS", "CHEMICAL COMPOSITION", "ADDITIONAL ITEMS", "RCRA CHARACTERIZATION", "EXPECTED SHIPPING VOLUME AND FREQUENCY", and "DOT SHIPPING INFO".

The main content area is divided into sections:

- Customer***: 1100025376 - Example Company For Training, 14 West Main St, Meriden, CT, 06450
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- Mailing Address**: 9100150681 - Sulcer Flower Shop, 234 Hobart St., Southington, CT
- WASTE STREAM**:
 - Profile Approval Status**: 07 - Approved - Pending Recertification
 - Tradebe Process Code**: LS - Non RCRA Liquids for Solidification
 - Approved Tradebe Facilities**: Millington, TN x | East Chicago, IN x
 - Profile Number**: 1000272419
 - Customer Profile Number**: SAP-DS901a
 - Taxex State Code**: (partially visible)

A "Notice" dialog box is overlaid on the screen, containing the following text:

Notice

If you are authorized to certify waste stream profiles on behalf of Sulcer Flower Shop please proceed by selecting "Add e-Signature" at this time.

If you are not authorized to certify the profile, please select "Print Recertification Form", have the form completed and return to this screen.

When you return to this screen with the completed form please select "Upload Signed Recertification Form" and continue.

At the bottom of the dialog box are three buttons: "Add e-Signature", "Upload Signed Recertification Form", and "Print Recertification Form".

At the bottom of the application page, there are two buttons: "Edit" and "Recertify".



Table of Contents

Profiles

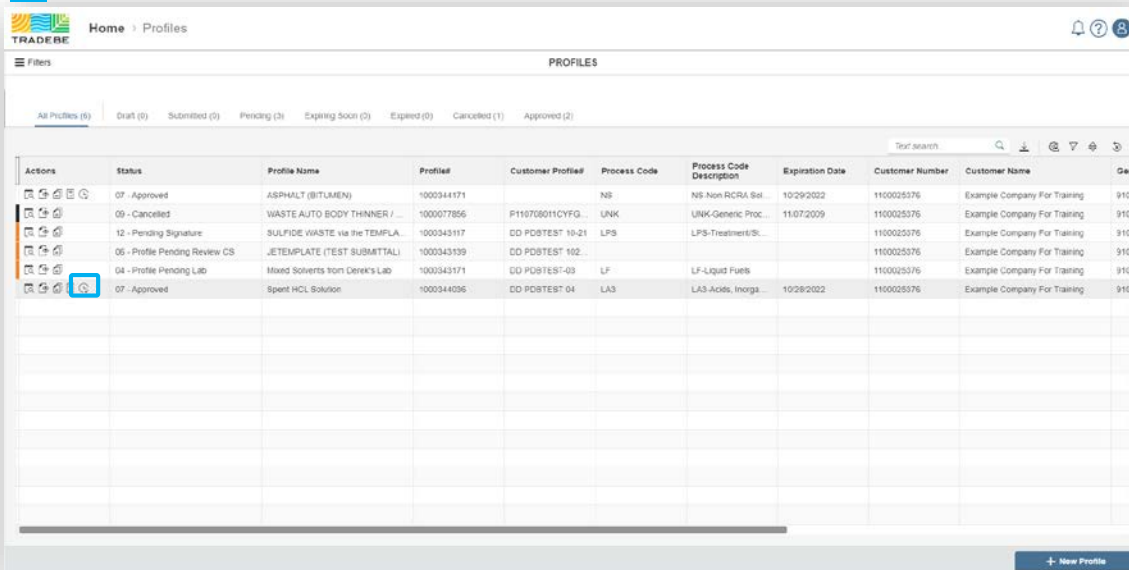
1. *General Navigation*
- 2. *Profile Recertification***
3. *New Profile Creation*







1

Profile Recertification process can be started either:

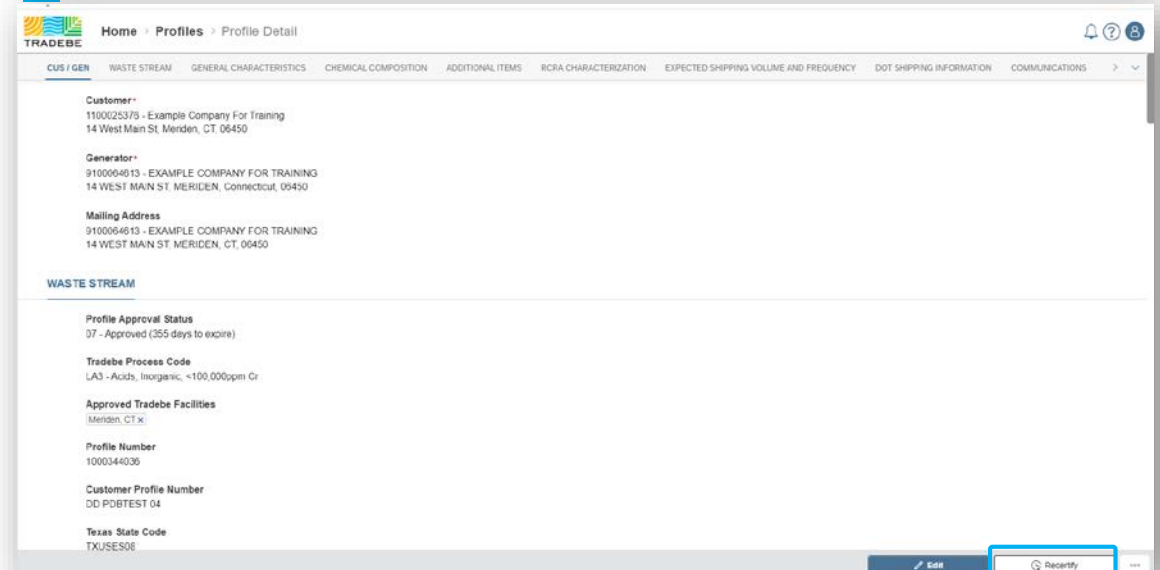
- 1 Selecting “Recertify”  in the main Profile List View.
- 2 Selecting “Recertify”  at the bottom of a Profile Detail screen.

1



Actions	Status	Profile Name	Profile#	Customer Profile#	Process Code	Process Code Description	Expiration Date	Customer Number	Customer Name	Gr
	07 - Approved	ASPHALT (BITUMEN)	1000344171		NS	NS-Non RCRA Sol.	10/29/2022	1100025376	Example Company For Training	910
	09 - Cancelled	WASTE AUTO BODY THINNER / ...	1000077856	P119709011CYFG...	UNK	UNK-Genetic Proc...	11/07/2009	1100025376	Example Company For Training	910
	12 - Pending Signature	SULFIDE WASTE via the TEMPLA...	1000343117	DD PDBTEST 10-21	LPS	LPS-Treatment/Sk...		1100025376	Example Company For Training	910
	05 - Profile Pending Review CS	JETEMPLATE (TEST SUBMITTAL)	1000343199	DD PDBTEST 102...				1100025376	Example Company For Training	910
	04 - Profile Pending Lab	Mixed Solvents from Derek's Lab	1000343171	DD PDBTEST-03	LF	LF-Liquid Fuels		1100025376	Example Company For Training	910
	07 - Approved	Spent HCL Solution	1000344036	DD PDBTEST 04	LA3	LA3-Acids, Inorga...	10/29/2022	1100025376	Example Company For Training	910

2



Customer*

1100025376 - Example Company For Training
14 West Main St. Meriden, Connecticut, 06450

Generator*

9100004613 - EXAMPLE COMPANY FOR TRAINING
14 WEST MAIN ST. MERIDEN, Connecticut, 06450

Mailing Address

9100004613 - EXAMPLE COMPANY FOR TRAINING
14 WEST MAIN ST. MERIDEN, CT, 06450

WASTE STREAM

Profile Approval Status

07 - Approved (355 days to expire)

Tradebe Process Code

LA3 -Acids, Inorganic, <100,000ppm Cr

Approved Tradebe Facilities

Meriden, CT X

Profile Number

1000344036

Customer Profile Number

DD PDBTEST 04

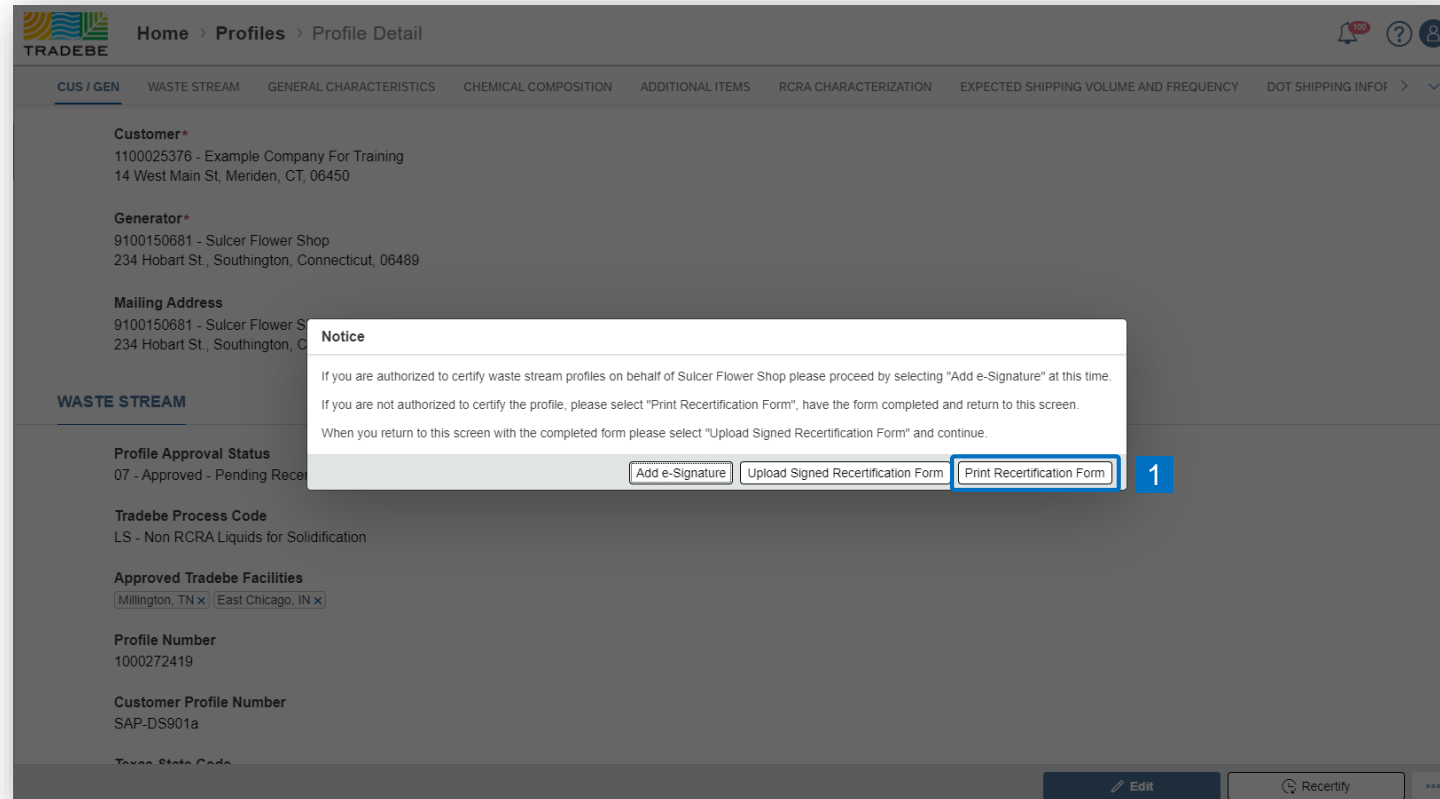
Texas State Code

TXUSE508

Recertify


Note: only Profiles in 'Approved', 'Expired' or 'Expiring Soon' status can be recertified.

- 1 Select “Print Recertification Form” to download a copy of the recertification letter.



The screenshot displays the TRADEBE web application interface. At the top, the navigation bar includes the TRADEBE logo and the breadcrumb 'Home > Profiles > Profile Detail'. Below this is a horizontal menu with tabs for 'CUS / GEN', 'WASTE STREAM', 'GENERAL CHARACTERISTICS', 'CHEMICAL COMPOSITION', 'ADDITIONAL ITEMS', 'RCRA CHARACTERIZATION', 'EXPECTED SHIPPING VOLUME AND FREQUENCY', and 'DOT SHIPPING INFO'. The main content area shows profile details for a customer and generator, including their addresses. A 'WASTE STREAM' section is visible, containing 'Profile Approval Status' (07 - Approved - Pending Recertification), 'Tradebe Process Code' (LS - Non RCRA Liquids for Solidification), 'Approved Tradebe Facilities' (Millington, TN x | East Chicago, IN x), 'Profile Number' (1000272419), and 'Customer Profile Number' (SAP-DS901a). A 'Notice' dialog box is overlaid on the page, providing instructions on how to proceed based on authorization. At the bottom of the dialog, three buttons are visible: 'Add e-Signature', 'Upload Signed Recertification Form', and 'Print Recertification Form'. The 'Print Recertification Form' button is highlighted with a blue border and a small blue square containing the number '1'. At the bottom right of the application, there are 'Edit' and 'Recertify' buttons.

1 Send by e-mail to the Customer for their signature.



Account Manager: House
Customer Service Rep: Jennifer Beardsley

Annual Waste Stream Profile Certification

**Please Note: An updated waste stream profile form is required for all Waste Stream Profiles that had process changes that will change the chemical composition, chemical ranges, physical or chemical characteristics of the waste. For example: revised chemical blend, chemicals added or removed, water added, solids content increased, etc.*

A copy of this document should be filed with your waste stream profile(s).

<p>Customer Name: Example Company For Training Address: 14 West Main St City: Meriden State: CT Attention: Derek Duggan Phone: 203-238-6745</p>	<p>Generator Name: Sulzer Flower Shop Address: 234 Hobart St. City: Southington State: CT Attention: Phone: 888-276-0887</p>
---	--

Waste Stream Profile #: SAP-DS901a	Current Process Code : LS
Waste Description : Japanese Beetle Carcasses	Original Approval Date :
	Last Shipped On : 09/09/2021
Current Status : Approved	Expiration Date : 10/09/2022
DOT Shipping Name: NON RCRA HAZARDOUS WASTE, LIQUID	
Waste Codes:	

Chemical Composition	Min	Max
Beetle Resin	10.00	20.00
Soap	5.00	10.00
Water	80.00	85.00

Has the waste classification changed due to state/federal regulatory amendments? Yes, ___ No, ___ If yes please identify the state and the Regulatory citation:

Has the waste stream's generating process, chemical composition and/or physical properties changed from the current profile?
Yes* ___ No ___
*If yes, please prepare and submit an updated Waste Stream Profile Form to Tradebe for the changes to the composition and or physical properties. Also update the RCRA and DOT classifications as required.

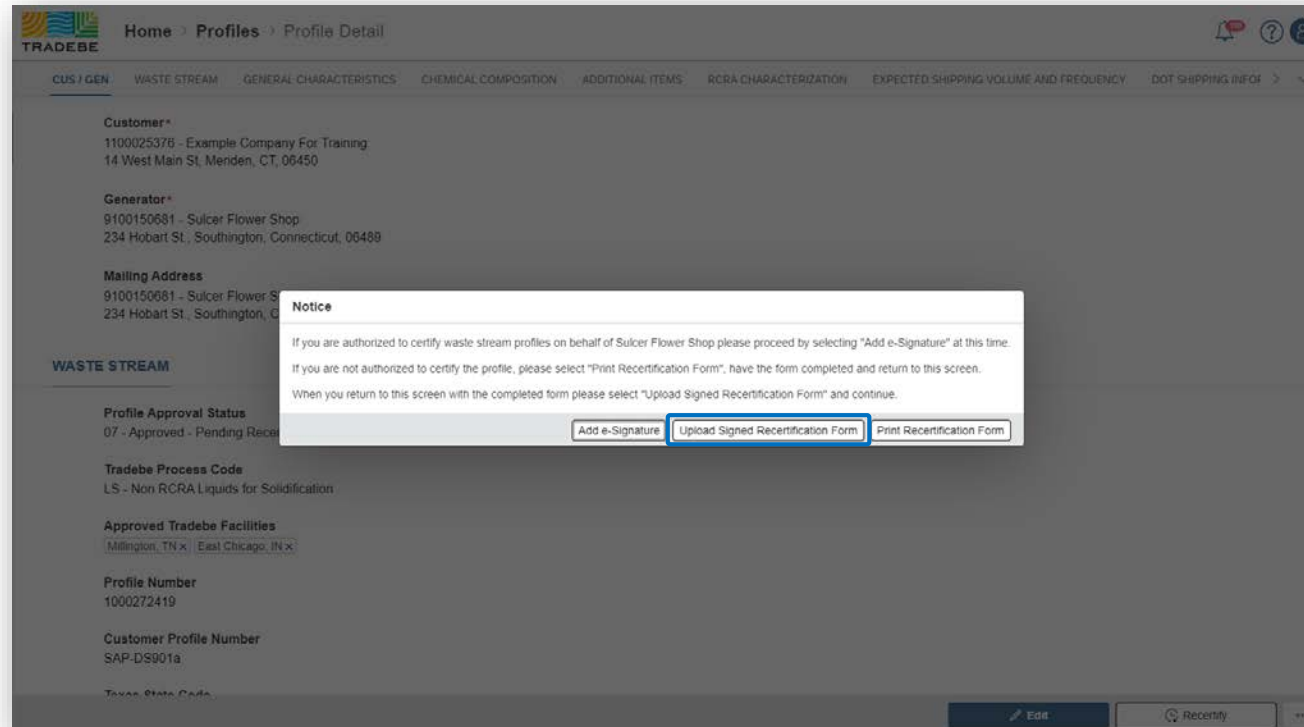
Does your waste contain any of the 172 per- and polyfluoroalkyl substances (PFAS)**? ___Yes ___No
*Click link for FR list of 172 PFAS substances, <https://www.govinfo.gov/content/pkg/FR-2020-06-22/pdf/2020-10990.pdf>

I agree by affixing my authorized signature that I hereby certify that the above and attached description to Annual Waste Stream Profile Certification is complete and accurate and that no omissions of characteristics, composition or properties exist and that all known or suspected hazards have been disclosed. I also certify that each sample provided and/or waste stream shipped to Tradebe is representative of the waste material described above.

Name(Print): _____ Title: _____

Authorized Signature: _____ Date: _____

- 1 **Once the Customer has signed**, go back to this screen and select “Upload Signed Recertification Form”.




The screenshot shows the TRADEBE web application interface. The breadcrumb navigation is 'Home > Profiles > Profile Detail'. The main content area displays profile information for a customer and generator. A 'Notice' dialog box is overlaid on the page, containing the following text: 'If you are authorized to certify waste stream profiles on behalf of Sulcer Flower Shop please proceed by selecting "Add e-Signature" at this time. If you are not authorized to certify the profile, please select "Print Recertification Form", have the form completed and return to this screen. When you return to this screen with the completed form please select "Upload Signed Recertification Form" and continue.' Below the notice, there are three buttons: 'Add e-Signature', 'Upload Signed Recertification Form' (which is highlighted with a blue border), and 'Print Recertification Form'. The background profile information includes sections for Customer, Generator, Mailing Address, WASTE STREAM, Profile Approval Status (07 - Approved - Pending Recert), Tradebe Process Code (LS - Non RCRA Liquids for Solidification), Approved Tradebe Facilities (Millington, TN x; East Chicago, IN x), Profile Number (1000272419), and Customer Profile Number (SAP-DS901a).

Profile Status will change:

- 1 If it was “Expired”, it will change to “**Expired – Pending Recert**”
- 2 If it was still “Approved”, it will change to “**Approved – Pending Recert**”

Table of Contents

Profiles

- 1. General Navigation*
- 2. Profile Recertification*
-  **3. New Profile Creation**

- 1 Select a Generator** from the list of Generators associated with the currently selected Customer.
In case a Generator was already selected in the Home Screen header, it will be selected automatically.

Generators

All generators

Search 🔍

Generator Number	Generator Name	Address
9100150723	Smith's Autobody	123 Main St Bloomfield CT 06002
9100144843	CASEY'S GENERAL STORE	1900 18TH STREET CHARLESTON IL 61920
9100143893	Think Ink	254 SOUTH ROUTE 51 FORSYTH IL 62535
9100141408	Bloom USA, Inc.	196 Pickering Road Rochester NH 03867
9100150681	Sulcer Flower Shop	234 Hobart St. Southington CT 06489

Close

Profiles | Complete Profile Form




1 **Navigate** through the form using the upper bar or scrolling down.

2 **Fields to be filled-in** are marked with underline and a prompted text. **Required fields** are marked with a red *.

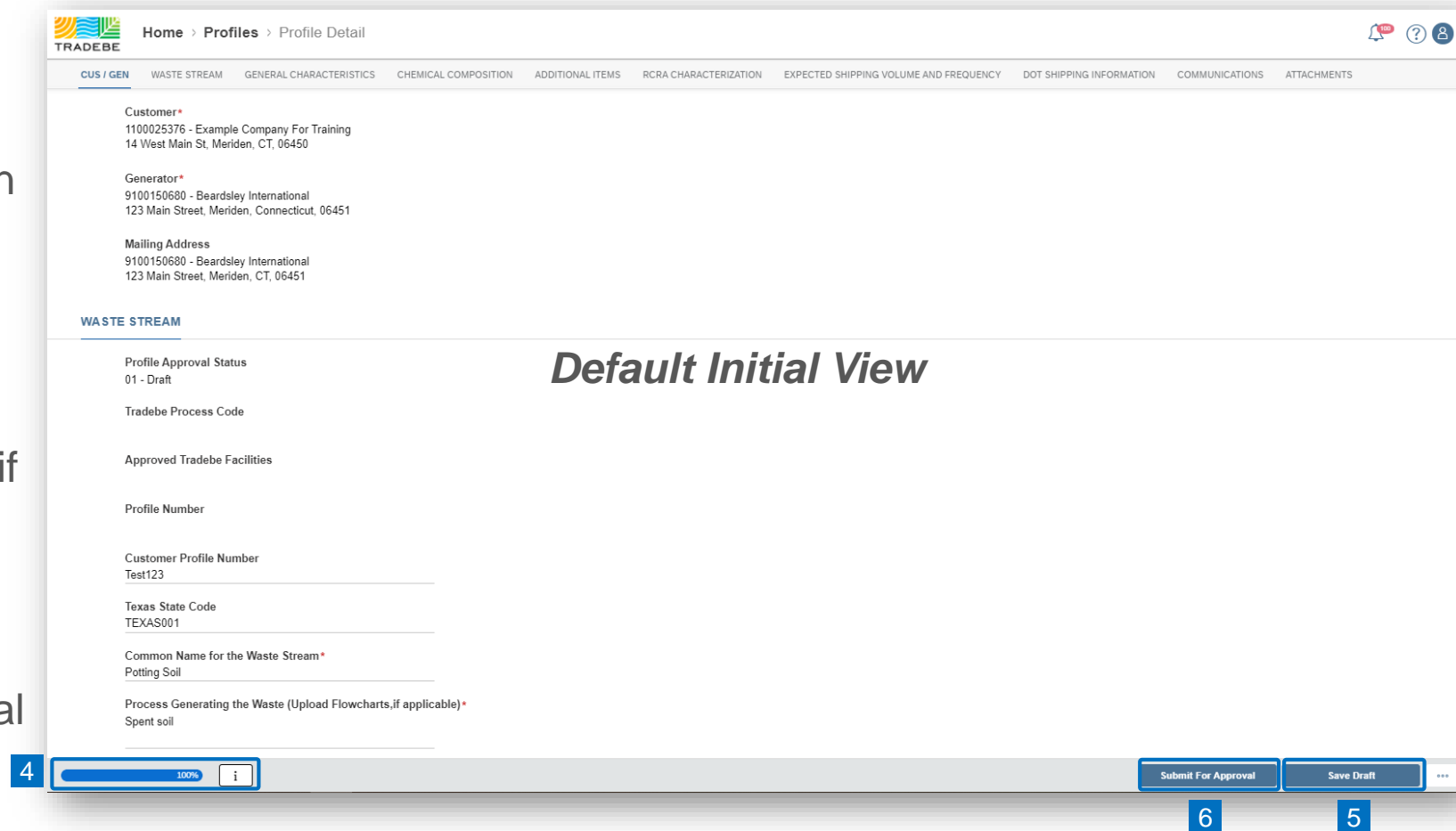
3 **Hover** mouse over a field for hints or clarifications.

The screenshot shows the TRADEBE web application interface for a 'Profile Detail' page. The breadcrumb navigation is 'Home > Profiles > Profile Detail'. A top navigation bar contains several tabs: 'CUS / GEN', 'WASTE STREAM', 'GENERAL CHARACTERISTICS', 'CHEMICAL COMPOSITION', 'ADDITIONAL ITEMS', 'RCRA CHARACTERIZATION', 'EXPECTED SHIPPING VOLUME AND FREQUENCY', 'DOT SHIPPING INFORMATION', 'COMMUNICATIONS', and 'ATTACHMENTS'. The 'WASTE STREAM' tab is active. The form content includes sections for 'Customer*', 'Generator*', and 'Mailing Address', each with a red asterisk indicating a required field. Below these is the 'WASTE STREAM' section, which contains fields for 'Profile Approval Status', 'Tradebe Process Code', 'Approved Tradebe Facilities' (with dropdowns for 'Millington, TN' and 'Baton Rouge, LA'), 'Profile Number', 'Customer Profile Number', 'Texas State Code', and 'Common Name for the Waste Stream*'. The 'Common Name for the Waste Stream*' field is highlighted with a blue box and a '2' annotation. A tooltip for the 'Texas State Code' field is visible, containing the text 'Enter the Profile Number used by the Customer to identify the Waste, if needed. Leave blank if not needed.', and is annotated with a '3'. The bottom of the page features a progress indicator at '100%', an information icon, and a 'Submit For Approval' button.

4 **Progress** in the form completion is shown in the bottom-left indicator. Select  for more details.

5 **Save Draft** for later completion if desired.

6 **Submit For Approval** once completed to initiate the approval process.




The screenshot shows the TRADEBE web application interface for a Profile Detail. The breadcrumb navigation is 'Home > Profiles > Profile Detail'. The top navigation bar includes tabs for 'CUS / GEN', 'WASTE STREAM', 'GENERAL CHARACTERISTICS', 'CHEMICAL COMPOSITION', 'ADDITIONAL ITEMS', 'RCRA CHARACTERIZATION', 'EXPECTED SHIPPING VOLUME AND FREQUENCY', 'DOT SHIPPING INFORMATION', 'COMMUNICATIONS', and 'ATTACHMENTS'. The 'CUS / GEN' tab is active, displaying the following information:

- Customer***
1100025376 - Example Company For Training
14 West Main St, Meriden, CT, 06450
- Generator***
9100150680 - Beardsley International
123 Main Street, Meriden, Connecticut, 06451
- Mailing Address**
9100150680 - Beardsley International
123 Main Street, Meriden, CT, 06451

The 'WASTE STREAM' tab is also visible, showing the following fields:

- Profile Approval Status**
01 - Draft
- Tradebe Process Code**
- Approved Tradebe Facilities**
- Profile Number**
- Customer Profile Number**
Test123
- Texas State Code**
TEXAS001
- Common Name for the Waste Stream***
Potting Soil
- Process Generating the Waste (Upload Flowcharts, if applicable)***
Spent soil

At the bottom of the form, there is a progress indicator showing 100% completion. To the right of the progress bar is an information icon (i). On the far right, there are two buttons: 'Submit For Approval' and 'Save Draft'. A blue box with the number '4' is overlaid on the progress bar, and blue boxes with the numbers '6' and '5' are overlaid on the 'Submit For Approval' and 'Save Draft' buttons, respectively.

 *Tips and further guidance to fill the Profile Form are provided in the next pages.*

Waste Stream

- 1** Make sure the process generating the waste is as detailed as possible.
- 2** **Form Code** is associated with the type of waste.
- 3** **Source Code** is associated with the process generating the waste.

WASTE STREAM

Profile Approval Status
01 - Draft

Tradebe Process Code

Approved Tradebe Facilities

Profile Number

Customer Profile Number
Test123

Texas State Code
TEXAS001

Common Name for the Waste Stream*
Potting Soil

1 Process Generating the Waste (Upload Flowcharts,if applicable)*
Spent soil

Is this waste exempt from RCRA regulation?*
RCRA Exempt Y/N?

Is this waste from a CERCLA cleanup site?*
CERCLA Waste Y/N?

Waste determination was made by*
Select at least one source

Upload Document

2 **Form Code***
Select a Form code from the list

3 **Source Code***
Select a source code from the list

General Characteristics

- 1** Make sure to enter values only, not Units of Measure or ranges. These fields are not required, and are to be filled only when the specific value is known.
- 2** **Physical State:** if a multiple selection is desired, select **Other**. An additional field will display, to manually type the phases that are present (*i.e.* “*Liquid / Sludge*”).

GENERAL CHARACTERISTICS

Does the Waste have any of the following characteristics?
Select all that may apply. If none are applicable, leave blank.

- 1**
 - Viscosity of the waste - In centipoise**
Enter a positive or negative numeric value
 - Specific Gravity**
Enter the Specific Gravity of the Waste if known
 - Total Organic Carbon (TOC)**
Enter the Percentage of TOC in the Waste if known
 - Total Halogens %**
Enter the Percentage of Halogens in the Waste if known
 - VOC %**
Enter the Percentage of Volatile Organic Compounds in the ...
 - Odor***
Select the Odor of the waste

- 2**
 - Physical State at 70 Degrees F***
OTHER
 - Physical State - Multi***

Chemical Composition

- 1 Enter all chemicals associated with the waste stream, using the + symbol.
- 2 Search by Chemical Name or CAS number.
- 3 Minimum values must range between 0.01% and 99.9%.
Maximum values must be over 100%.
- 4 Make sure to remove any unused lines or the “Chemical Composition” section will not be considered as complete.

CHEMICAL COMPOSITION

1 +

Constituents*

Chemical Name	CAS	Min	Max	Units	Ozo... Depl...	EPC... 313	Che... of Inter... (DHS)	
Ethyl Alcohol	<input type="text"/> Search CAS	0.000	40.000	%				X
Fragrances	<input type="text"/> Search CAS	0.000	5.000	%				X
Tetrahydrofuran	<input type="text"/> Search CAS	0.000	40.000	%		X		X
Water	<input type="text"/> Search CAS	50.000	100.000	%				X
Hydrochloric Acid	<input type="text"/> Search CAS	5.000	10.000	%		X	X	X
		55%	195%					

Tip!

Do NOT use:

- Trade Names
- Chemical Formulas
- Generic Terms (ie. Paint)
- Reagent Names

Additional Items

1 When the waste contains “PCBs”, an additional field will display requesting more information:

a Select the PCB Range from the drop-down list.

b Upload a TSCA Form.
A template of the form can be downloaded next to the “Upload Document” button.

ADDITIONAL ITEMS

1 Does the waste contain any of the following?
Please select from the list if applicable

Does this Waste contain Benzene subject to Subpart FF Regulations? * If the waste contains Benzene, it may be subject to Benzene Neshap rules. Please complete and submit Tradebe's benzene neshap FORM.
Yes / No ?

You can download the file template here

Is this waste a Used Oil per 40CFR part 279? *
Yes / No ?

Is the Waste subject to RCRA 40 CFR 264 & 265 subpart CC controls (Are Volatile Organic Compounds >500ppm)? *
Yes / No ?

Does the waste contain any of the 172 per- or polyfluoroalkyl substances (PFAS)? *
Yes / No ?

PCB Range (If Yes) * Certification Form Required *

a *Select the PCB Range in ppm*

b You can download the file template here

RCRA Characterization

1 Is this a USEPA Haz Waste?

a If the answer is **YES**, it will be required to enter both Federal and State Codes.

If the answer is **NO**, only State Codes will be required.

RCRA CHARACTERIZATION

1 Is this a USEPA Hazardous Waste as defined in 40 CFR 261.3?*

Yes / No ?

Is this Universal Waste per 40 CFR Part 273?*

Yes / No ?

Does treatment of this waste generate F006 or F019 sludge?*

Yes / No ?

a Please Identify Federal & State Waste Codes

Select all that may apply

Expected Shipping Volume and Frequency

- 1 **Additional questions** may display requesting further information, depending on the responses to the first questions. *ie. if answering “YES” to Bulk Liquid, an additional question will display requesting the volume.*
- 2 **“A Combination Package”** consists of small containers that are included inside drums or boxes.

EXPECTED SHIPPING VOLUME AND FREQUENCY

Bulk Liquid ? (Tanker)
Yes / No ? ▼

Bulk Solid ?
Yes / No ? ▼

Totes ?
Yes / No ? ▼

Container Size ?*
Please select the size of the container used for shipment ▼

Shipping Frequency ?
Please select the estimated frequency that the material ... ▼

Expected Quantity ?
Please enter the estimated number of units

2 **Is the waste contained in a combination package?**
Yes / No ? ▼

DOT Shipping Information

- 1 DOT Shipping Name** will be created automatically according to the answers to the previous questions.
- 2 Technical Descriptors:** ensure correct spelling and uniform format are used as this will print on all forms.

DOT SHIPPING INFORMATION

Is this a U.S. Department of Transportation (USDOT) Hazardous Material?*

YES

Shipping Name per 49 CFR 172.101 Hazardous Material Table

UN2924

Is the material a RCRA Waste?*

YES

2 Technical Descriptors:

Ethanol, Hydrochloric Acid

Reportable Quantity (RQ):

RQ (D001)

Using a DOT Special Permit for Transportation ?

Yes / No ?

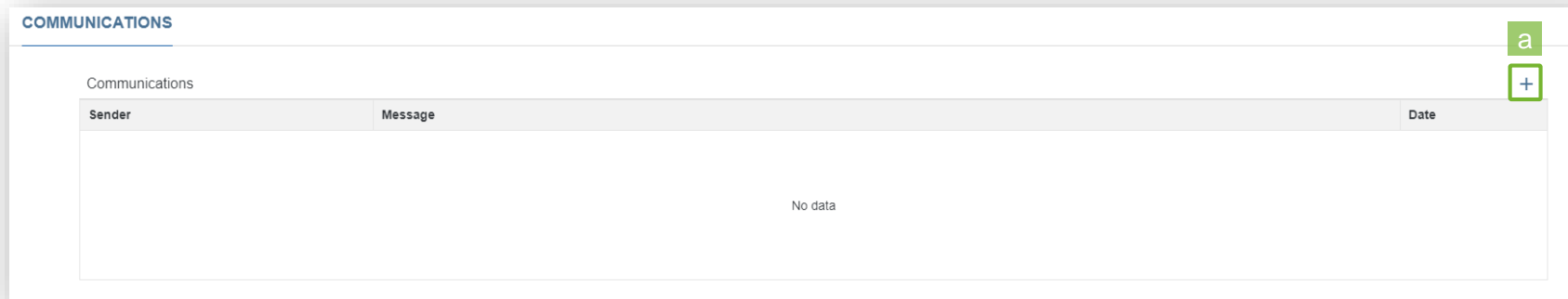
1 DOT Shipping Name

UN2924 WASTE FLAMMABLE LIQUIDS, CORROSIVE, N.O.S. (Ethanol, Hydrochloric Acid) 3 (8) II RQ (D001)

Communications

- 1 This section allows the user to make a comment or ask a question to our Approvals team:
 - a Start by selecting the + symbol.
 - b Write your message, and select “Save”.

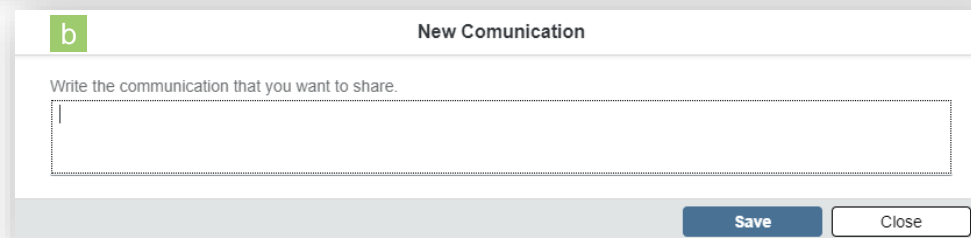
When the Profile is finally submitted for approval, the message will be flagged.



COMMUNICATIONS

Communications

Sender	Message	Date
No data		



New Communication

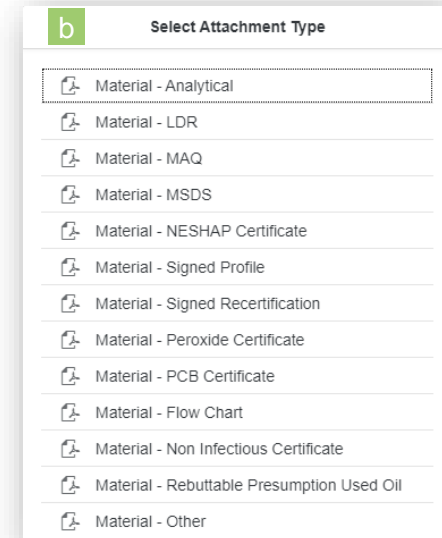
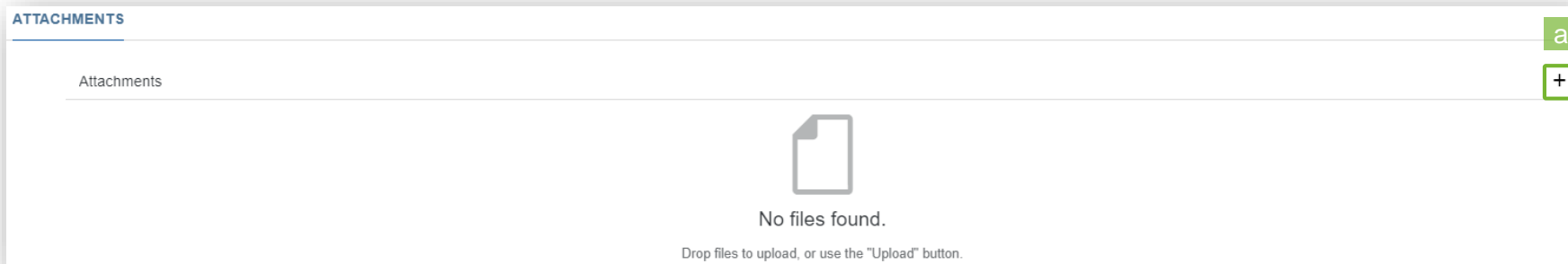
Write the communication that you want to share.

Save Close

NOTE: Once submitted, a message CANNOT be deleted.


Attachments

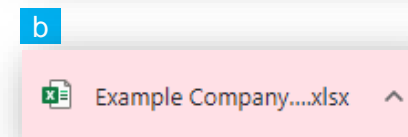
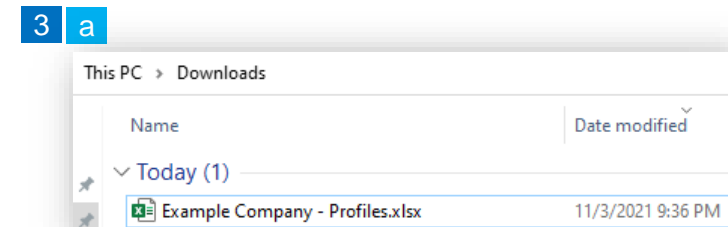
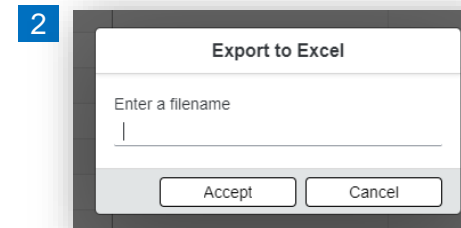
- 1 This section allows the user to attach all the relevant documentation (ie. Signed Profiles, Signed Recertification Letters, SDS, etc.).
 - a Start by selecting the + symbol.
 - b Select the type of attachment from the drop-down list
 - c Browse in your computer for the file.




NOTE: Once uploaded, attachments CANNOT be deleted.

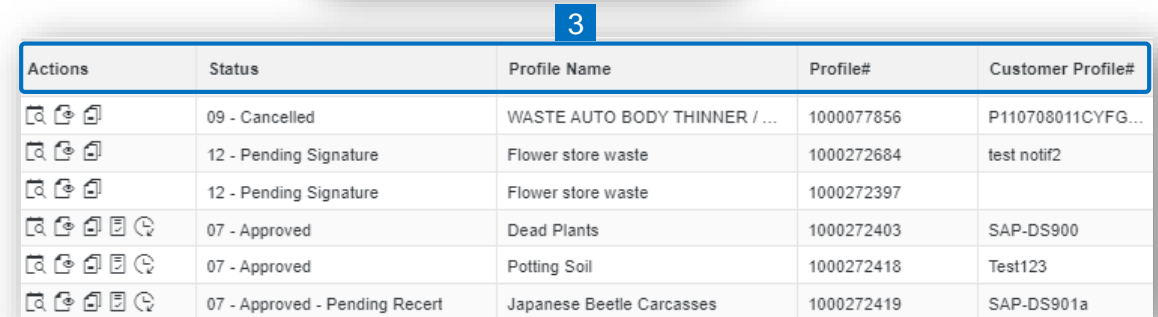
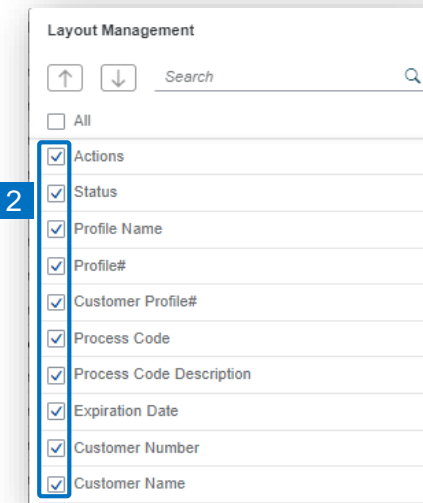
Export Profile List View







- 1** Export profile list to Excel by clicking on the download button .
- 2** Enter a File Name in the pop-up window to save the document in your computer.
- 3** The file will save in your computer in the 'Downloads' folder. **a**
It will also appear at the bottom-left of your screen when completed. **b**






Change Layout

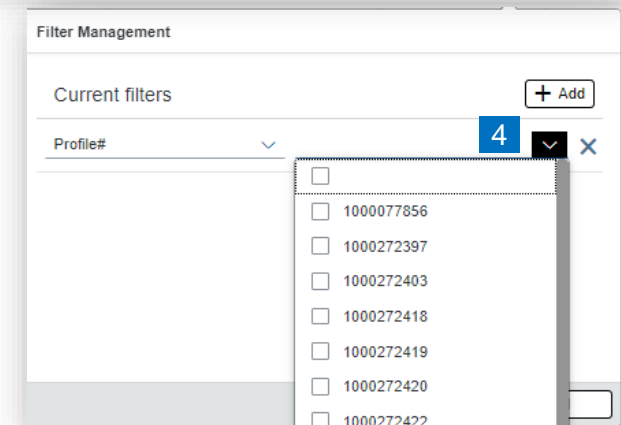
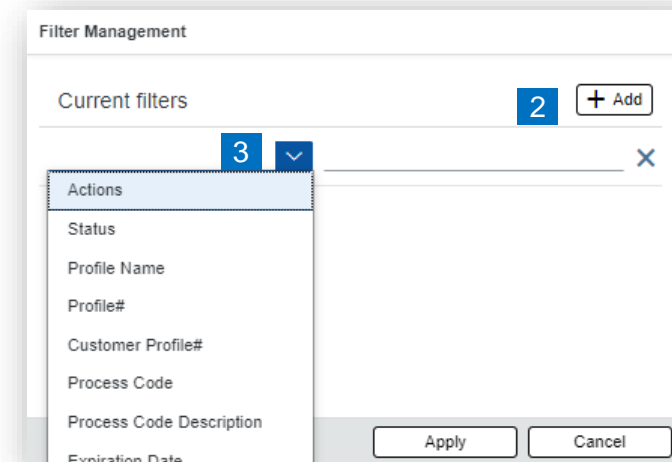
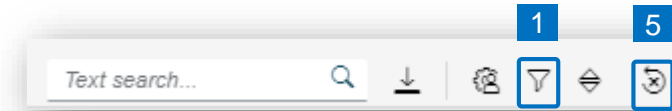
- 1 Select the 'Change Layout' icon .
- 2 The selected check boxes will show as columns on the list view.
- 3 Reorder columns on the list view, by selecting the column header and dragging left or right.



Actions	Status	Profile Name	Profile#	Customer Profile#
	09 - Cancelled	WASTE AUTO BODY THINNER / ...	1000077856	P110708011CYFG...
	12 - Pending Signature	Flower store waste	1000272684	test notif2
	12 - Pending Signature	Flower store waste	1000272397	
	07 - Approved	Dead Plants	1000272403	SAP-DS900
	07 - Approved	Potting Soil	1000272418	Test123
	07 - Approved - Pending Recert	Japanese Beetle Carcasses	1000272419	SAP-DS901a

Filtering

- 1 Select the 'Filtering' icon  .
- 2 Select 'Add'  .
- 3 Select the **column** that will be filtered from the left drop-down list.
- 4 Select **specific item(s)** to filter from the right drop-down list, then "Apply".
- 5 To clear all filters, click on the icon  .



Sorting


1 Sorting “Option 1”:

- Click on the ‘Sorting’ button
- Select “Determine by me”
- Select “Add”
- Select specific column to sort
- Choose sorting order.

2 Sorting “Option 2”:

Right click on the header of the column to sort by and select either ascending or descending.

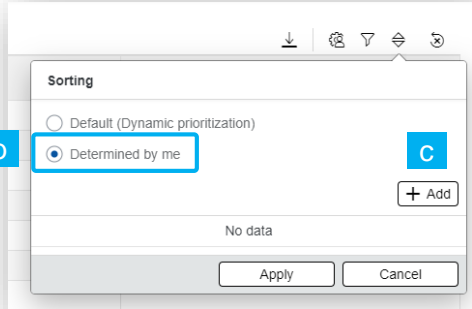
1



Text search... [Search icon] [Download icon] [Refresh icon] [Filter icon] [Sort icon] [Close icon]

a

2



Sorting

Default (Dynamic prioritization)

Determined by me

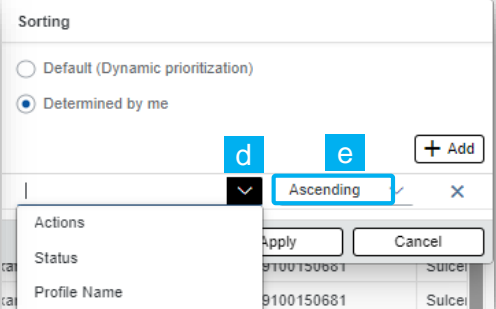
+ Add

No data

Apply Cancel

b

c



Sorting

Default (Dynamic prioritization)

Determined by me

+ Add

Ascending

Apply Cancel

d

e

2

All Profiles (49) | Draft (0) | Submitted (21) | Pending (7) | Expiring Soon (0) | Expired (0) | Cancelled (0)










Actions	Status	Profile Name	Profile#
[Icons]	09 - Cancelled	THINNER / ...	1000077856
[Icons]	12 - Pending Signature		1000272684
[Icons]	12 - Pending Signature	Flower store waste	1000272397
[Icons]	07 - Approved	Dead Black	1000373403

Help

Still have questions?

Contact your CER or e-mail us at adminportal@tradebe.com

Access To Other User Guides

Portal Functionality	PDF Guide
 Home Screen	Link
 Profiles	<i>This guide</i>
 Orders	Link
 Invoices	Link
 My Customer Data	Link
 Change Requests	Link
 Reporting	Link
 Notifications	Link
 Request a New User	Link



TRADEBE

Sustainability at Work

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