

ATTACHMENT D-3

BAR CODING



Phoenix ERD Bar Code Scanning Instruction Booklet

Updated 8/5/2010 JC

Log In Codes

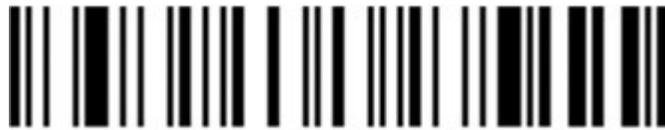
1



scanner

Telnet Login Name

2



scanner

Telnet Login Password

3



scanner_phoe

EW Username

4



scanner_phoe

EW Password

5



EW

EW Database

1. Telnet Login: Scan Telnet login name
2. Telnet Login: Scan Telnet password
3. Scan EW Username
4. Scan EW Password
5. Scan EW Database name



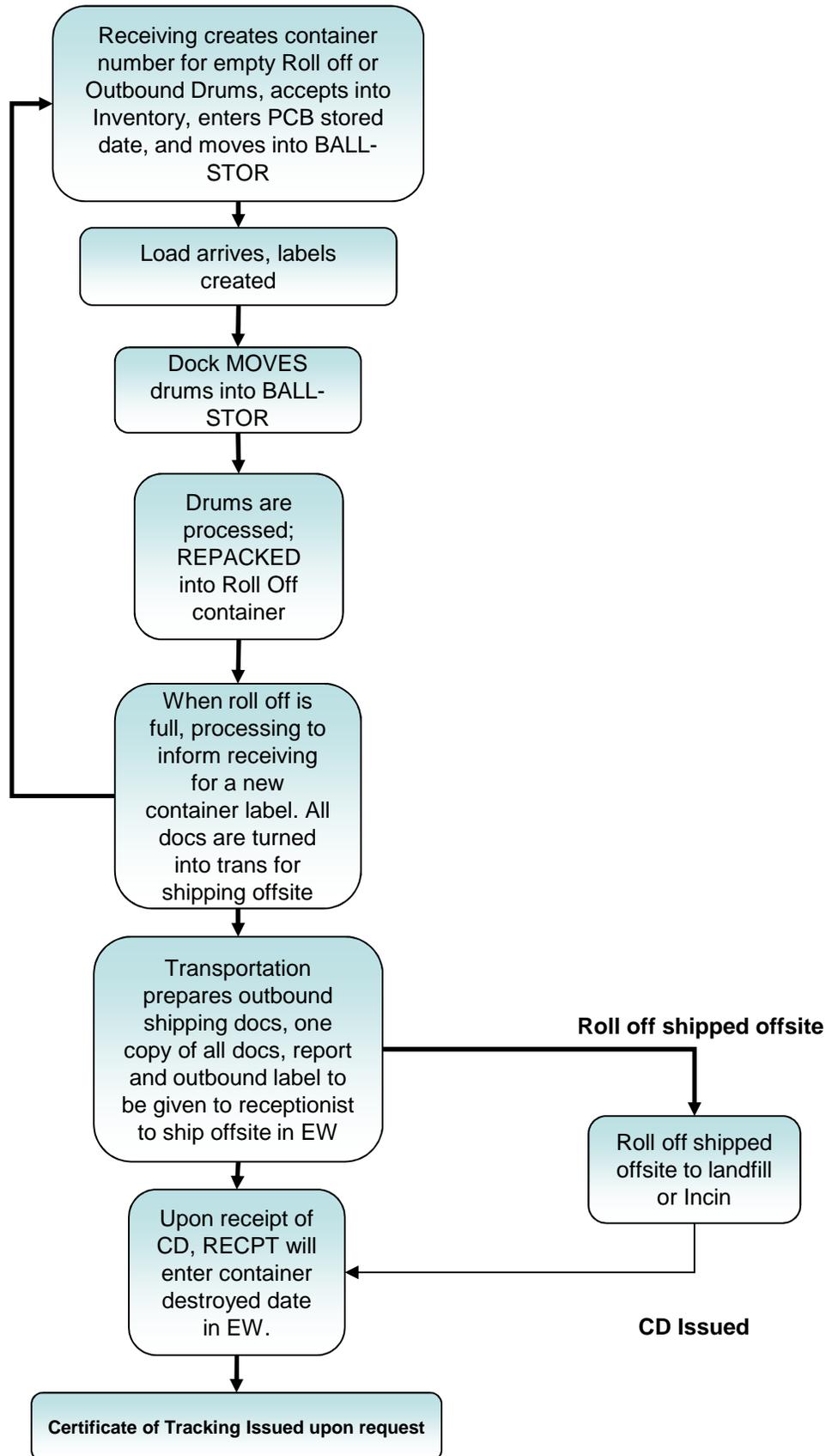
Bar Code Data Flow



- Drums/Totes received at dock, labels created and affixed
- Drums scanned (**MOVED**) into **Storage** warehouse
- Drums/Materials for processing are scanned **REPACK** or **DECANT** into appropriate container ID number
 - As roll-offs/Containers are shipped offsite, receiving will create a new container ID number & Label
 - Receiving will need to know what container is full so they can assign a new doc number prior to adding drums to roll-offs or Decanting liquids
 - Separate doc numbers assigned for RE/LF/IN

**Upon receipt of CD for outbound shipments, receptionist will reconcile destroyed date to outbound shipment Incin/Landfill CD. CORs issued for Ewaste, Batteries and Mercury materials*

Ballast Scanner Flowchart



Ballast Move

MOVE (*Storage*)

When transferring the contents from the dock area to a warehouse storage location, use the **MOVE** tool. An example is scanning ballast drums from the dock area into a storage area for materials to be held until processing. To use the handheld scanner, follow the steps below.

1. Select "I" from the menu.
2. *Enter the "To Location" by scanning the Location on the cheat sheet attached. (BALL-STOR)*
3. *Scan the drum barcode label.*
4. Continue scanning the drums to be placed into the "To Location".
5. Enter the letter "Q" and click Enter when you are done scanning the drums you want to move.
6. If you want to move containers to other location, you must quit ("Q") and start again at the main menu ("I").



Ballast Storage (warehouse)

Move (Storage)

After dock receipt, drums are MOVED into the BALL-STOR for storage until processing.



Ballast Repack

REPACK (*Complete*)

When transferring the contents from one container to another container, use the REPACK tool. An example is scanning ballasts from one container into a bulk roll off container. To use the handheld scanner, follow the steps below.

1. Select "L" from the menu.
2. Scan the "To Drum" from the inventory barcode label. (LF, IN, RE) *You can manually type the Document and Item number separate by a space if the scanner won't read the barcode label (ex. D27456 9).*
3. Scan the "*From Drum*" barcode from the inventory barcode label. Continue to scan drums up that you are putting into container. Enter the letter "Q" when you are done repacking the drums.
4. If you want to repack other containers, you must start again at the main menu ("L").

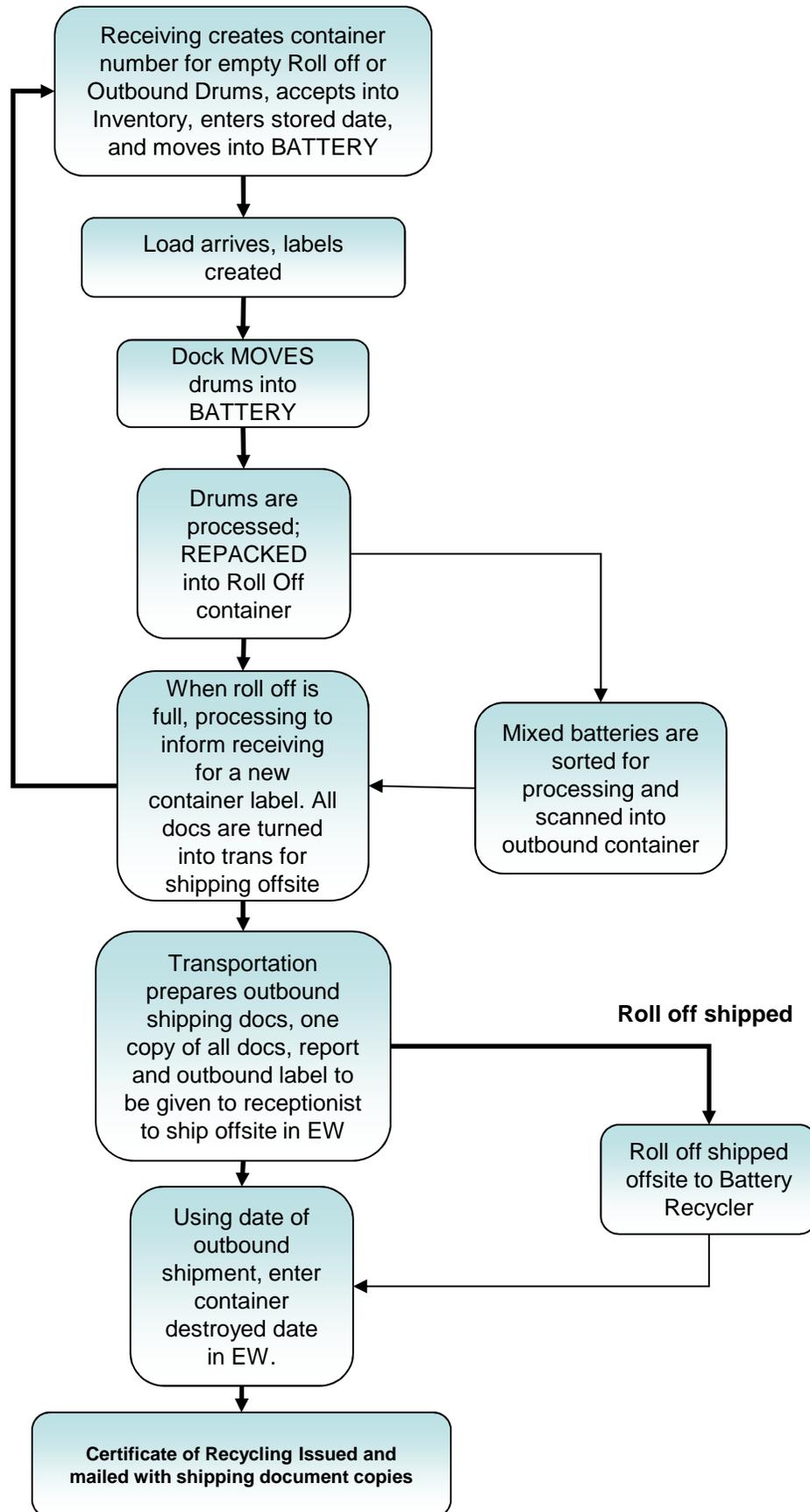
REPACK (COMPLETE)

Drums of materials are processed and materials are put into roll offs for offsite shipment To Incinerators, landfills, or Recycling.

Bulk Container number created by Marina upon emptying of roll-off, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum.



Battery Scanner Flowchart



Battery Move

MOVE (*Storage*)

When transferring the contents from the dock area to a warehouse storage location, use the **MOVE** tool. An example is scanning battery drums from the dock area into the storage area for materials to be held until processing. To use the handheld scanner, follow the steps below.

1. Select "I" from the menu.
2. *Enter the "To Location" by scanning the Location on the cheat sheet attached. (BATT)*
3. *Scan the drum barcode label.*
4. Continue scanning the drums to be placed into the "To Location".
5. Enter the letter "Q" and click Enter when you are done scanning the drums you want to move.
6. If you want to move containers to other location, you must quit ("Q") and start again at the main menu ("I").



Battery Storage (warehouse)

Move (Storage)
After dock receipt, drums are MOVED
into the BATT for storage until
processing.



Battery Repack

REPACK (*complete*)

When transferring the contents from one container to another container, use the REPACK tool. An example is sorting battery types from one container to MULTIPLE containers.

To use the handheld scanner, follow the steps below

1. Select "L" from the menu.
2. Scan the "To Drum" from the inventory barcode label to transfer weight into the REPACK container.
You can manually type the Document and Item number separate by a space if the scanner won't read the barcode label (ex. D27456 9).
3. Scan the "From Drum" from the inventory barcode label
4. Remove a small barcode label and place it on your Battery Repack Log to show that it has been transferred.
5. Enter the letter "Q" when you are done repacking the drum

REPACK (COMPLETE)
***Used when repacking material
from one drum to another.
Consolidation for outbound
shipping to recyclers***

Battery Container number created by Marina upon emptying rolloff, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum.



Ballast Repack

REPACK (*Complete*)

When transferring the contents from one container to another container, use the REPACK tool. An example is scanning ballasts from one container into a bulk roll off container. To use the handheld scanner, follow the steps below.

1. Select "L" from the menu.
2. Scan the "To Drum" from the inventory barcode label. (LF or IN) *You can manually type the Document and Item number separate by a space if the scanner won't read the barcode label (ex. D27456 9).*
3. Scan the "*From Drum*" barcode from the inventory barcode label. Continue to scan drums up that you are putting into container. Enter the letter "Q" when you are done repacking the drums.
4. If you want to repack other containers, you must start again at the main menu ("L").

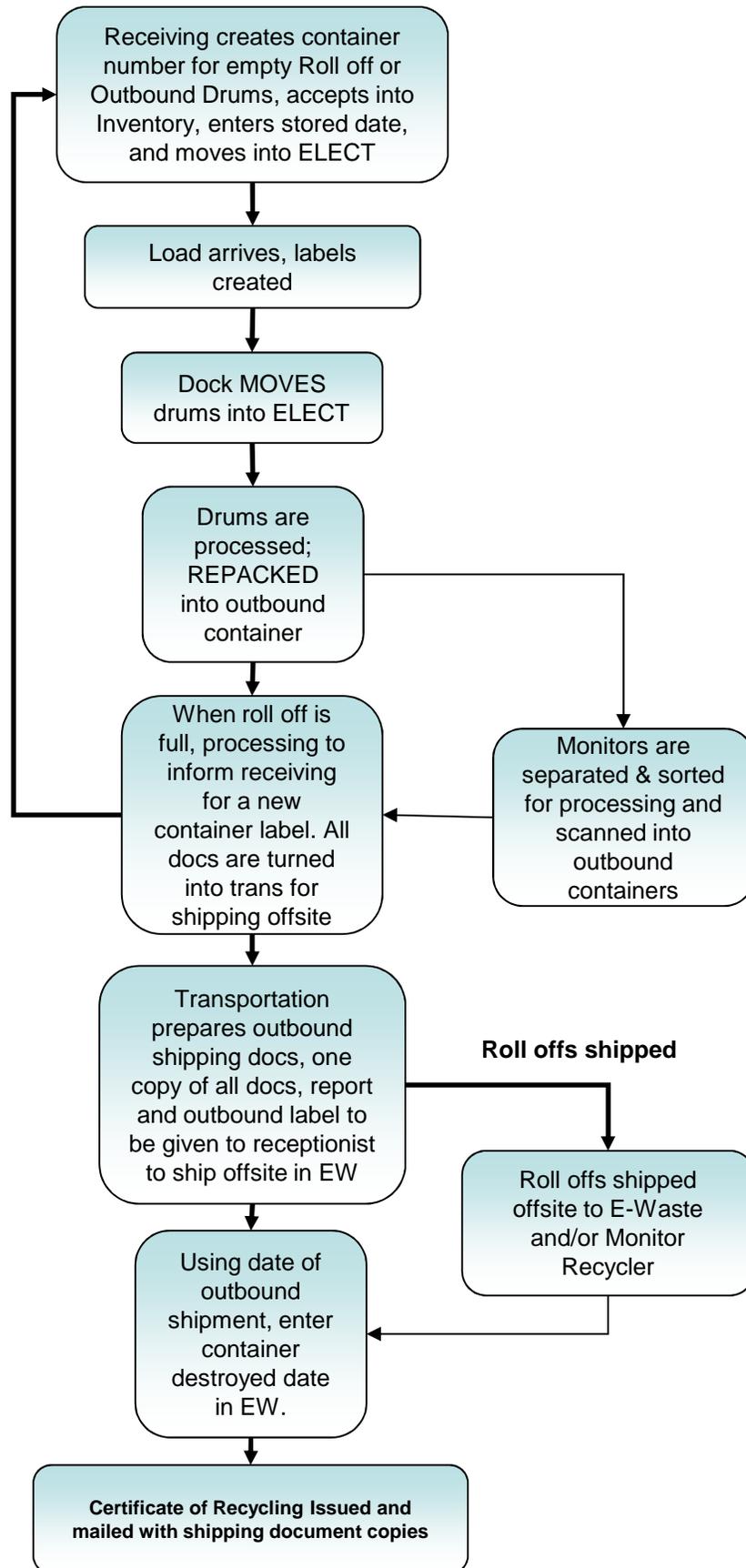
REPACK (COMPLETE)

Drums of materials are processed and materials are put into roll offs for offsite shipment To Incinerators, landfills, or Recycling.

Bulk Container number created by Marina upon emptying of roll-off, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum.



E-Waste Scanner Flowchart



E-Waste Move

MOVE (*Storage*)

When transferring the contents from the dock area to a warehouse storage location, use the **MOVE** tool. An example is scanning ballast drums from the dock area into a storage area for materials to be held until processing. To use the handheld scanner, follow the steps below.

1. Select "I" from the menu.
2. *Enter the "To Location" by scanning the Location on the cheat sheet attached. (ELECT)*
3. *Scan the drum barcode label.*
4. Continue scanning the drums to be placed into the "To Location".
5. Enter the letter "Q" and click Enter when you are done scanning the drums you want to move.
6. If you want to move containers to other location, you must quit ("Q") and start again at the main menu ("I").



E-Waste Storage (warehouse)

Move (Storage)
After dock receipt, drums are MOVED
into the ELECT for storage until
processing.



E-Waste Repack

REPACK (*Complete*)

When transferring the contents from one container to another container, use the REPACK tool. An example is scanning ballasts from one container into a bulk roll off container. To use the handheld scanner, follow the steps below.

1. Select "L" from the menu.
2. Scan the "To Drum" from the inventory barcode label. (RE- CMS) *You can manually type the Document and Item number separate by a space if the scanner won't read the barcode label (ex. D27456 9).*
3. Scan the "*From Drum*" barcode from the inventory barcode label. Continue to scan drums up that you are putting into container. Enter the letter "Q" when you are done repacking the drums.
4. If you want to repack other containers, you must start again at the main menu ("L").

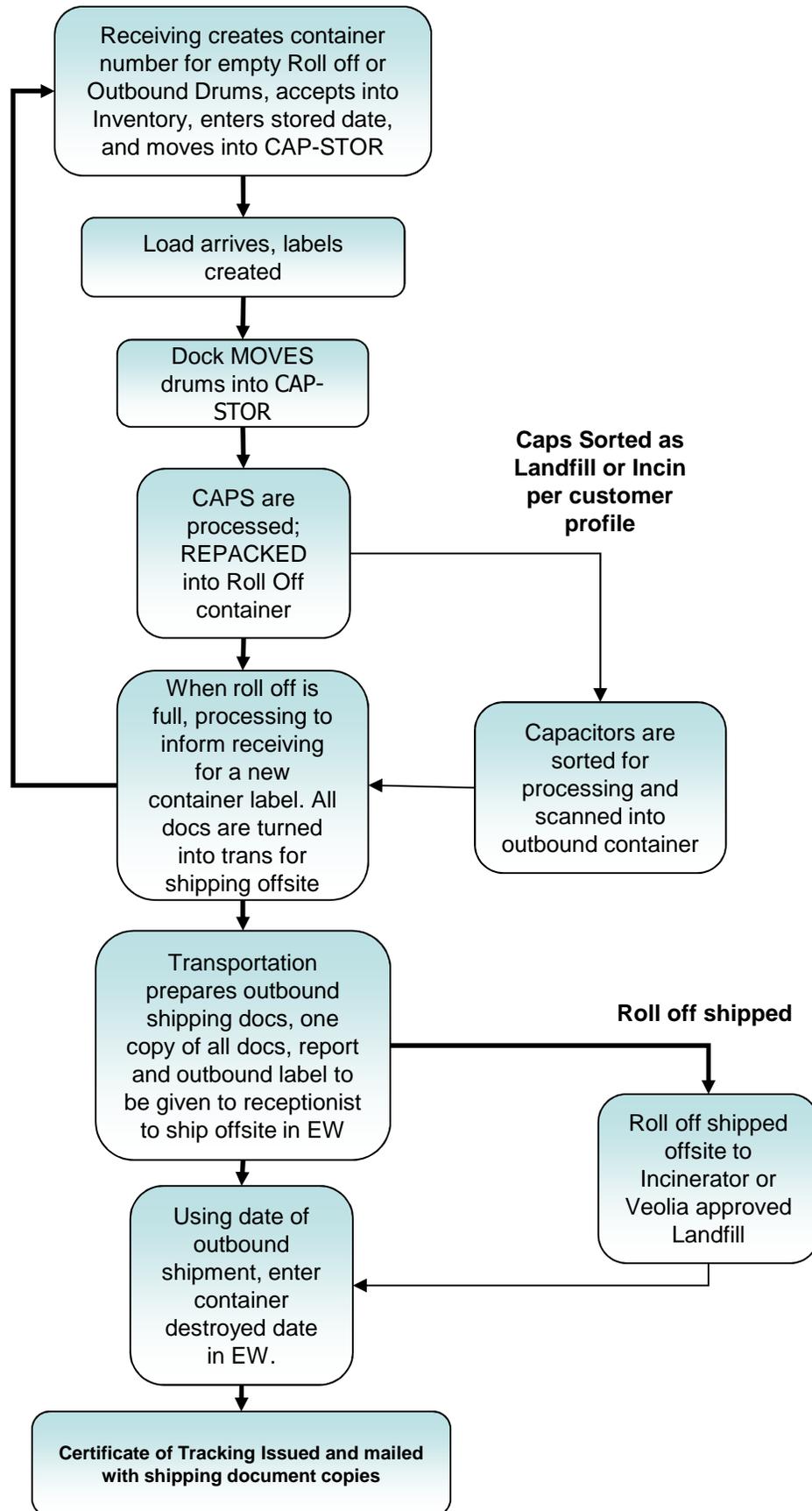
REPACK (COMPLETE)

Drums of materials are processed and materials are put into roll offs for offsite shipment To Incinerators, landfills, or Recycling.

Bulk Container number created by Marina upon emptying of roll-off, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum.



Capacitor Scanner Flowchart



Capacitor Move

MOVE (*Storage*)

When transferring the contents from the dock area to a warehouse storage location, use the **MOVE** tool. An example is scanning ballast drums from the dock area into a storage area for materials to be held until processing. To use the handheld scanner, follow the steps below.

1. Select "I" from the menu.
2. *Enter the "To Location" by scanning the Location on the cheat sheet attached. (CAP-STOR)*
3. *Scan the drum barcode label.*
4. Continue scanning the drums to be placed into the "To Location".
5. Enter the letter "Q" and click Enter when you are done scanning the drums you want to move.
6. If you want to move containers to other location, you must quit ("Q") and start again at the main menu ("I").



Capacitor Storage (*warehouse*)

Move (*Storage*)
**After dock receipt, drums are MOVED
into the CAP-STOR for storage until
processing.**



Capacitor Repack

REPACK (*Complete*)

When transferring the contents from one container to another container, use the REPACK tool. An example is scanning ballasts from one container into a bulk roll off container. To use the handheld scanner, follow the steps below.

1. Select "L" from the menu.
2. Scan the "To Drum" from the inventory barcode label. (IN/LF) *You can manually type the Document and Item number separate by a space if the scanner won't read the barcode label (ex. D27456 9).*
3. Scan the "*From Drum*" barcode from the inventory barcode label. Continue to scan drums up that you are putting into container. Enter the letter "Q" when you are done repacking the drums.
4. If you want to repack other containers, you must start again at the main menu ("L").

REPACK (COMPLETE)

Drums of materials are processed and materials are put into roll offs for offsite shipment To Incinerators, landfills, or Recycling.

Bulk Container number created by Marina upon emptying of roll-off, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum.



Equipment Move

MOVE (*Storage*)

When transferring the contents from the dock area to a warehouse storage location, use the **MOVE** tool. An example is scanning ballast drums from the dock area into a storage area for materials to be held until processing. To use the handheld scanner, follow the steps below.

1. Select "I" from the menu.
2. *Enter the "To Location" by scanning the Location on the cheat sheet attached. (BLDG-2)*
3. *Scan the drum barcode label.*
4. Continue scanning the drums to be placed into the "To Location".
5. Enter the letter "Q" and click Enter when you are done scanning the drums you want to move.
6. If you want to move containers to other location, you must quit ("Q") and start again at the main menu ("I").



BLDG-2 (*warehouse*)

Move (Storage)
After dock receipt, drums are MOVED
into the CAP-STOR for storage until
processing.



Oil Filled Equipment Decant (COMPLETE)

When transferring the **total** contents from one drum/container to a bulk location (?), use the DECANT tool. To use the handheld scanner, follow the steps below.

1. Select "J" from the menu.
2. Scan the "Bulk Location" from the cheat sheet.
3. Scan the "From Drum" from the inventory barcode label. You can also type the Document # manually and Item number separate by a space id the scanner won't read the barcode label (ex. D27456-9).
4. Continue to scan equipment/drums/totes until done for the specific bulk location.
5. Enter the letter "Q" when you are done decanting drums.
6. If you want to decant into another bulk location, you must start again at the main menu ("J").

DECANT (COMPLETE)
**Equipment brought in is drained,
and oil is to be decanted to our
Bulk storage location.
Remaining materials are put
into roll offs for offsite
shipment To Final Recycling
sites.**

Bulk Container number created by Marina upon emptying of roll-off, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum.



Oil Filled Equipment Decant (PARTIAL)

When transferring **partial** contents (oil) from one drum/container to a bulk location (?), use the DECANT tool. To use the handheld scanner, follow the steps below.

1. Select "K" from the menu.
2. Scan the "Bulk Location" from the cheat sheet.
3. Scan the "From Drum" from the inventory barcode label. You can also type the Document # manually and Item number separate by a space id the scanner won't read the barcode label (ex. D27456-9).
4. When Prompted, enter the weight to be decanted into the PTATANKER1. The weight you enter will be transferred to the oil tank, the remaining solid weight will remain in storage until an outbound shipment to LANDFILL or INCINERATION is created and the document and it's remaining weight are transferred to the shipment.
5. Enter the letter "Q" when you are done decanting drums.
6. If you want to decant into another bulk location, you must start again at the main menu ("k").

DECANT **(PARTIAL)**

Drums of liquids are processed and materials are put into roll offs for offsite shipment To Incinerators, landfills, or Recycling.

*Bulk Container number created by Marina upon emptying of roll-off, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum. *Used for oil and transformer work*



Oil Filled Equipment

REPACK (*Complete*)

When transferring the remaining contents from one container to another container, use the REPACK tool. An example is scanning ballasts from one container into a bulk roll off container. To use the handheld scanner, follow the steps below.

1. Select "L" from the menu.
2. Scan the "To Drum" from the inventory barcode label. (IN/LF) *You can manually type the Document and Item number separate by a space if the scanner won't read the barcode label (ex. D27456 9).*
3. Scan the "*From Drum*" barcode from the inventory barcode label. Continue to scan drums up that you are putting into container. Enter the letter "Q" when you are done repacking the drums.
4. If you want to repack other containers, you must start again at the main menu ("L").

REPACK (COMPLETE)
Following Equipment Draining
carcasses are put into roll offs
for offsite shipment To
Incinerators, landfills, or
Recycling.

Bulk Container number created by Marina upon emptying of roll-off, if you accidentally double scan you will get an "Invalid Location" message, simply continue to your next drum.



PHX Storage Locations



BLDG-2

Debris/Bushings/EQ (warehouse)



BALL-STOR

Ballast Storage (warehouse)



BATT

Battery Storage (warehouse)



ELECT

E-Waste Storage (warehouse)



CAP-STOR

*Capacitor Storage
(warehouse)*

Oil Tank (Decant Location)



PTATANKER1

(Incineration)

Checklist for outbound shipments

Before turning in a shipment to transportation please check the following.

1. Make sure all drums have been repacked into the appropriate outbound container
2. Make sure you have a copy of the repack container label
3. If you are having problems scanning containers into inventory; make sure receiving put your outbound container into the roper storage location before you begin
4. If you cannot move containers into your outbound document number make sure it was "**ACCEPTED**" into inventory with a stored date.
5. If you are still having problems please inform James Chavez for assistance.
6. Can't remember if you scanned a drum into a roll off? Scan the drum again, if you get one of the following errors you most likely did. "Invalid Loc or Drum"

Processing Logs

The following processing logs are currently being utilized to document processed materials. All forms will use a small copy of the bar code label included with each repack label.

1. Transformer Oil Log

- i. Used to track oil drained from equipment and Decanted into incinerator **PTATANKER1***

2. Debris Production Log

- i. Used to track all debris received from a customer or generated by facility processing and **REPACKED** into ROLL OFFS for incineration or landfill*

3. Transformers / Bushings Process Log

- i. Used to track PCB & Non PCB Equipment being processed daily and oil drained into **PTATANKER1**. Solid Materials Repacked into Incineration or Landfill Roll-offs*

4. Capacitor Process Log

- i. Used to track all Small and Large Capacitors daily. Caps process are scanned into either Incinerator or Landfill outbound roll-offs*

5. Mercury Compound repack Log

- i. To be used to track daily processing of Mercury Compounds*

PS _____
Bin: _____

Electronic Waste Process Log

Place Label Here

Container ID	Container ID	Container ID

*Scanned drum labels to be affixed and scanned prior to turning in
outbound roll off info to transportation*

PS _____
Bin: _____

Capacitor Process Log

Place Label Here

Container ID	Container ID	Container ID

*Scanned drum labels to be affixed and scanned prior to turning in
outbound roll off info to transportation*

Mercury Compound Repack Log

Place Label Here

Container ID Label	Cont Size	Cont Type	Waste Codes

*Scanned drum labels to be affixed and scanned prior to turning in
outbound roll off info to transportation*

