

SUBMITTING A MANIFEST

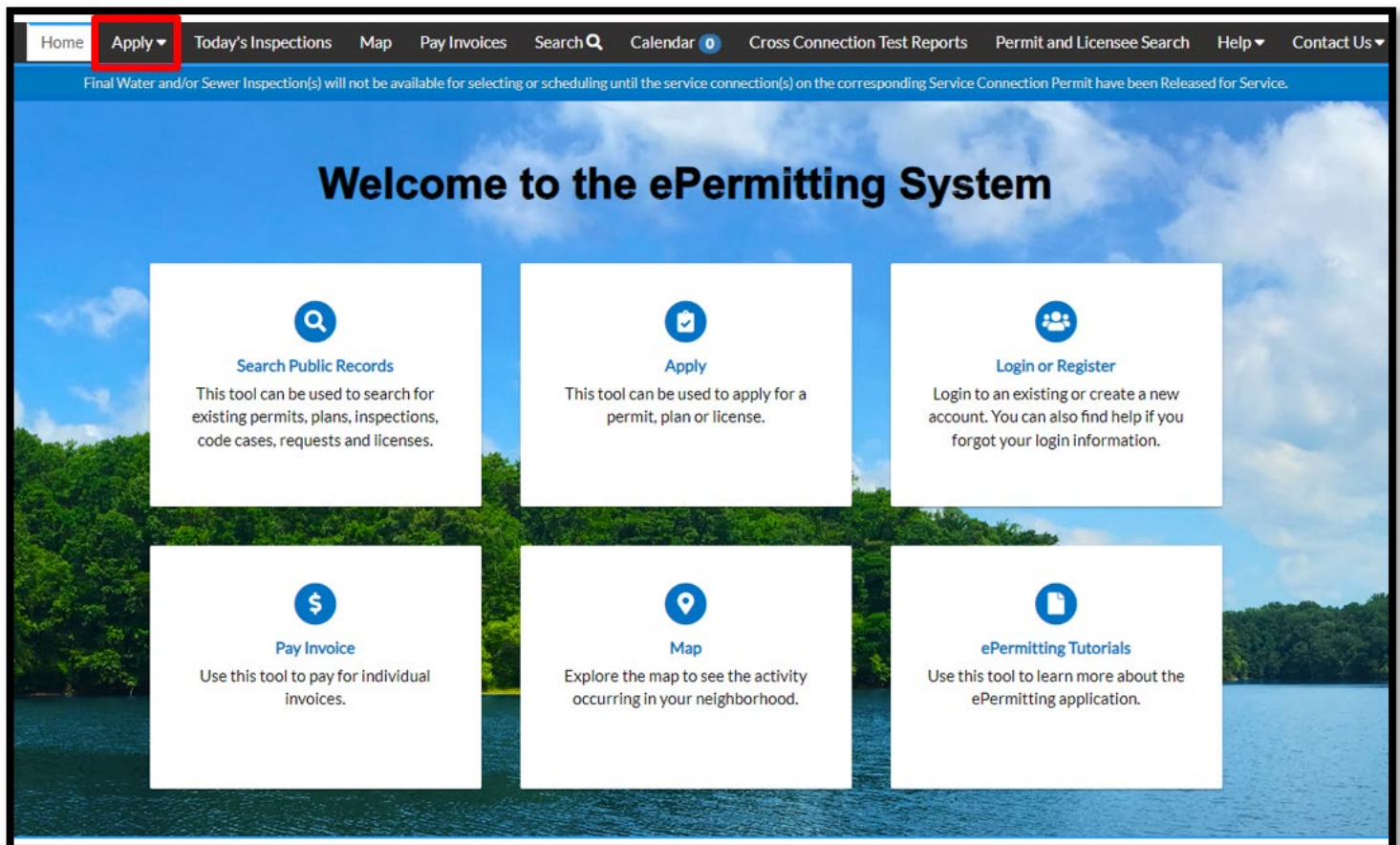
This Quick Reference Guide (QRG) describes how to access, complete, and submit an online manifest using the WSSC Water ePermitting system. This QRG provides details on data requirements for the Grease Disposal Manifest (GDM) and the Septage Disposal Manifest (SDM).

To do this, you **must** have registered for an ePermitting account. For more details, refer to the *Accessing ePermitting Quick Reference Guide*.

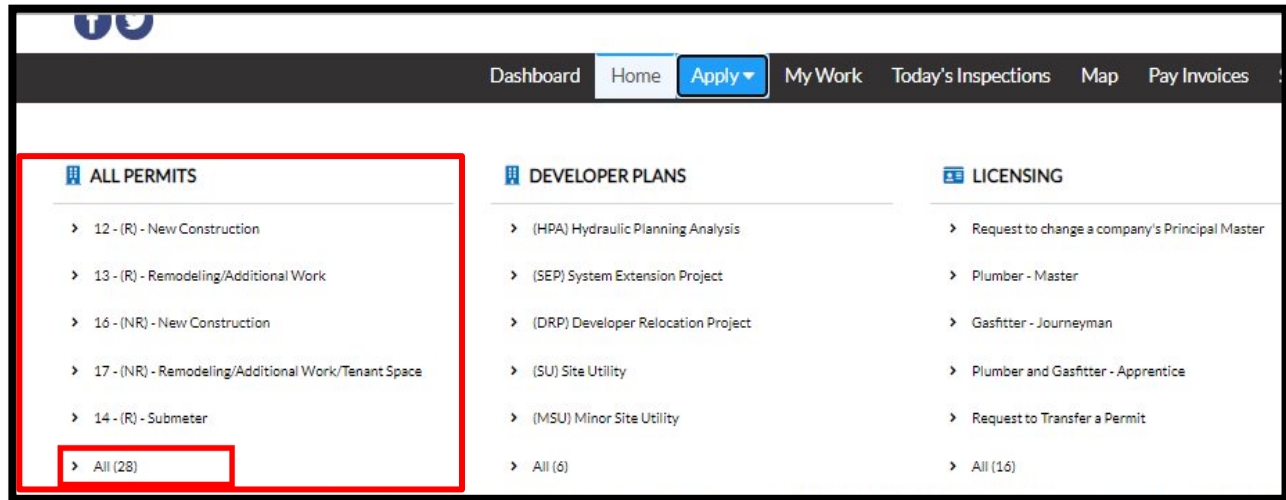
Complete a Manifest

After you have registered and logged into your ePermitting user account, you can begin the process of submitting a manifest on the **Welcome to ePermitting** home page ([WSSC CSS \(wsscwater.com\)](https://wsscwater.com)). From the **Welcome to the ePermitting System** home page:

1. Click the **Apply** link on the toolbar.



2. Select **All** under the **ALL PERMITS** column.

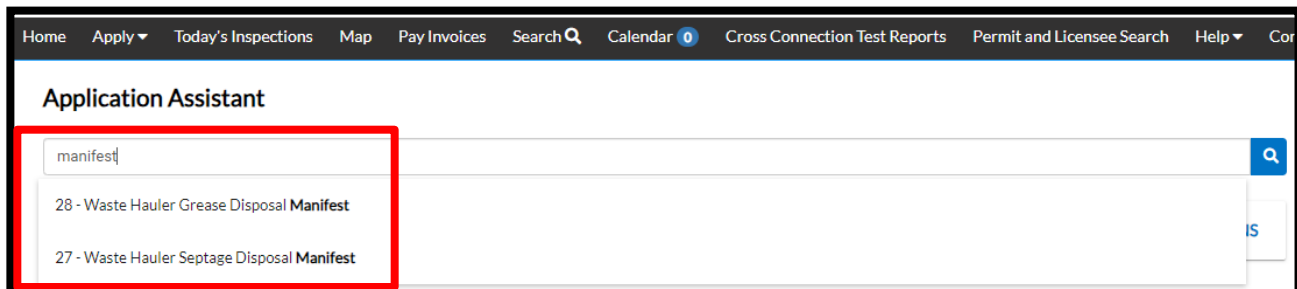


NOTE: The system brings you to the **Application Assistant** page when you select:

- **All** under the **ALL PERMITS**, **DEVELOPER PLANS**, or **LICENSING** columns **OR**
- The **Apply** tile from the ePermitting home page.

3. On the **Application Assistant** page, enter **Manifest** in the search field.

4. Click the **Search** icon. There are two results, as seen below.



Overview

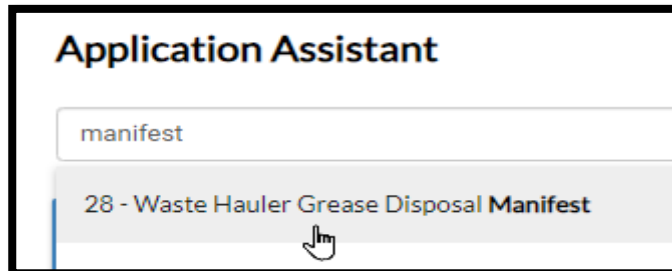
Both the Waste Hauler Grease Disposal Manifest (#28) and the Waste Hauler Septage Disposal Manifest (#27) have five sections, the first two of which, **Type** and **Contact**, are system auto filled. All required fields are marked with a red asterisk. The manifest sections are:

1. **Type** – This section confirms the type of manifest you selected: GDM or SDM.
2. **Contacts** – This section provides your first name, last name, and address. Do NOT click Add a Contact.
3. **More Info** – This section has required fields you must complete that are specific to the GDM or SDM.
4. **Attachments** – This section allows you to upload supplemental documents.
5. **Review and Submit** – This section is where you finalize and submit the manifest.

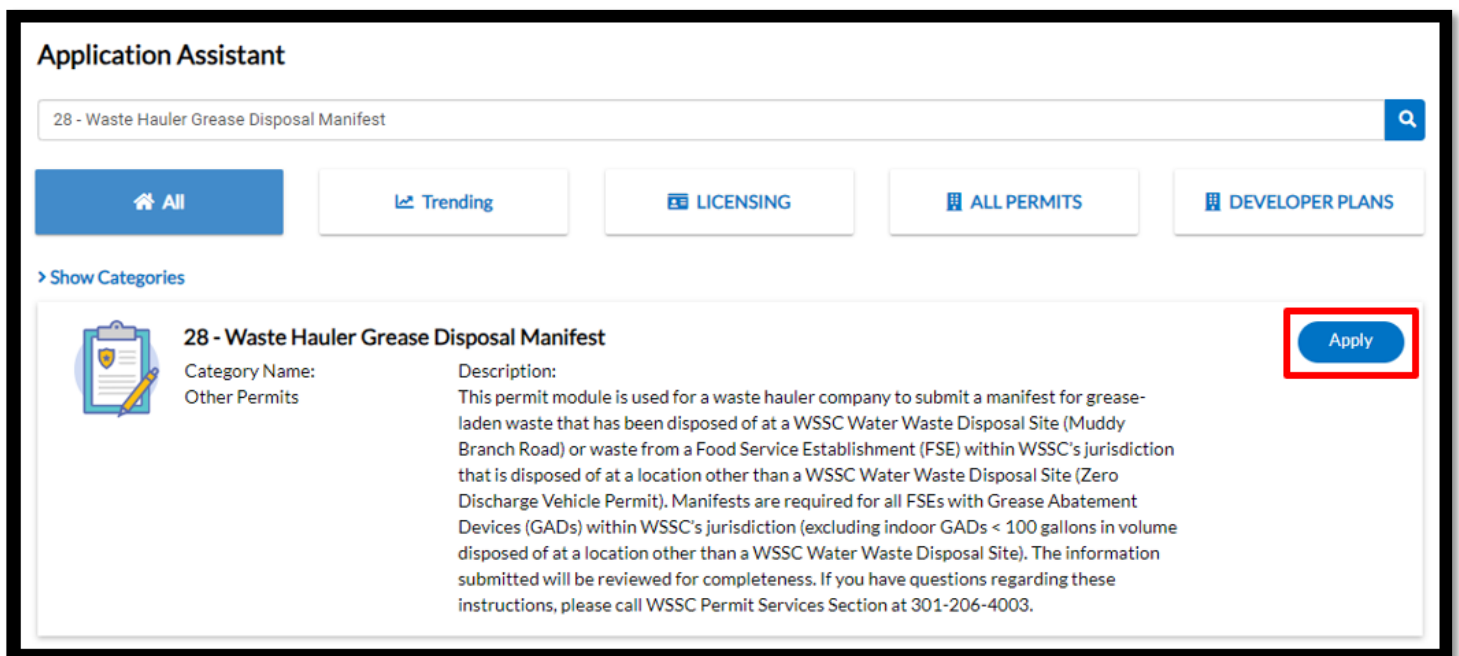
Grease Disposal Manifest (GDM)

To start a GDM:

1. Click **28 – Waste Hauler Grease Disposal Manifest** from the **Application Assistant** home page.



2. A description of the GDM opens, as seen below.
3. Click **Apply**.



A new Waste Hauler Grease Disposal Manifest opens.

4. Confirm the information in the first two sections, **Type** and **Contacts**, that are auto filled by the system.
5. Click **Next** to move to the **More Info** section.

More Info Section

In the third section, you must complete all required fields that are marked with a red asterisk. The required fields are found in the following sections:

1. Waste Hauler (WH) Information
2. Acknowledgement – Click the drop down menu and select **Agree**.
3. Waste Generator Information
4. FSE Waste Information

Alert

WH Vehicle Tag Number is required.
WSSC Water WH Vehicle License Number is required.
Driver/Contractor Name is required.
Date of Work is required.
Acknowledge Responsibility is required.
Waste Generator Type is required.
Waste Generator Name is required.
Waste Generator Address is required.
Waste Generator City is required.
Waste Generator State is required.
Waste Generator Zip Code is required.
Waste Generator County is required.
FSE Contact for Account is required.
WSSC Water FSE Waste FOG Permit Number is required.
Site Contact for Cleaning is required.
Date of Last Cleaning/Pumpout is required.
Number of Interceptors at this Site is required.
Location Description is required.
GAD Description (Check all that apply) is required.
Approximate Grease Layer Inches (Top): is required.
Approximate Solids Layer Inches (Bottom): is required.
Approximate Volume of Interceptor (Gallons): is required.
Time Began (Format: 7:30 AM or 3:15 PM) is required.
Time Completed (Format: 7:30 AM or 3:15 PM) is required.
Disposal Site is required.
Disposal Date is required.
Disposal Time (Format: 7:30 AM or 3:15 PM) is required.

[Close](#)

NOTE1: The system issues a pop-up **Alert** for all required fields that are missing data. Click **Close**.

NOTE2: With respect to your **Grease Abatement Device (GAD)**:

- **GAD Description:** Check all that apply.
- **Submit a separate Grease Disposal Manifest** for additional GADs.
- **Attach photo(s)** in the ATTACHMENTS section.

Attachment Section

Attach photo(s) in this section that clearly depict any defects, repairs needed, or critical issues found while servicing the grease interceptor. Once completed, go to the [Review and Submit](#) section.

Septage Disposal Manifest (SDM)

To start an SDM:

1. Click **27 – Waste Hauler Septage Disposal Manifest** from the **Application Assistant** home page.

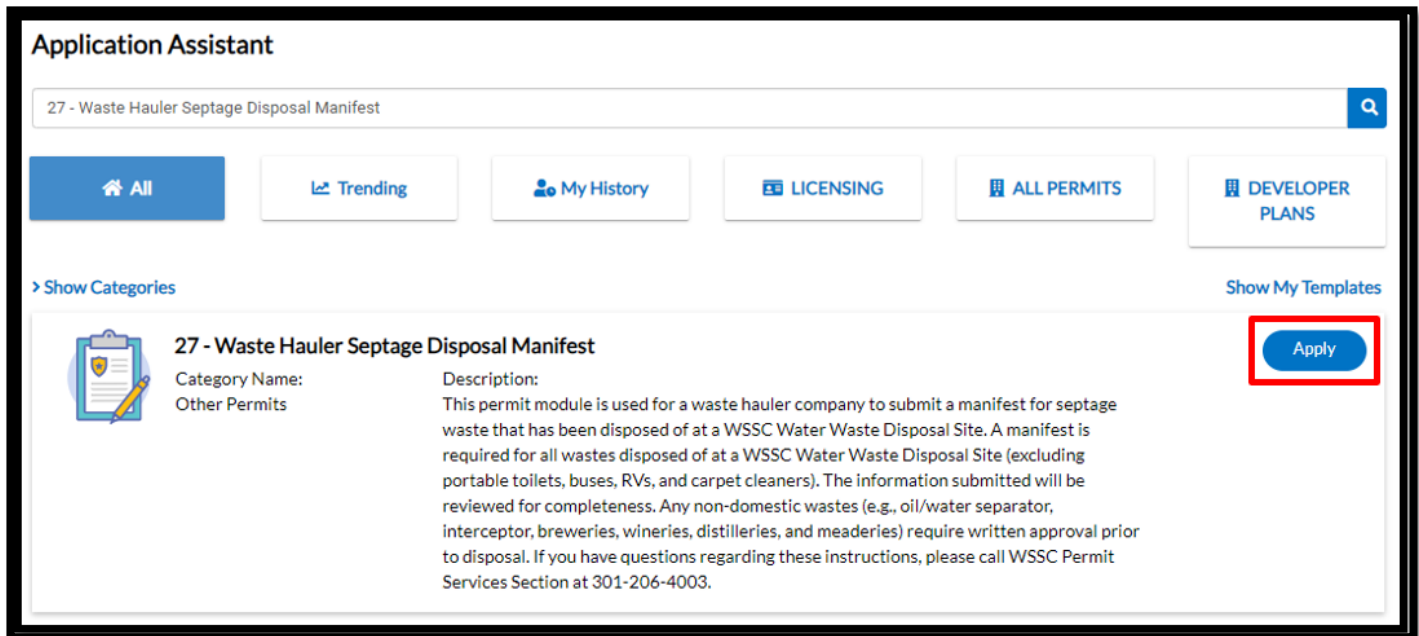
Application Assistant

manifest

28 - Waste Hauler Grease Disposal Manifest

27 - Waste Hauler Septage Disposal Manifest

2. A description of the SDM opens.
3. Click **Apply**, as seen on the next screen.



The screenshot shows the 'Application Assistant' interface. At the top, there is a search bar containing '27 - Waste Hauler Septage Disposal Manifest'. Below the search bar are several navigation buttons: 'All', 'Trending', 'My History', 'LICENSING', 'ALL PERMITS', and 'DEVELOPER PLANS'. A 'Show Categories' link is on the left, and 'Show My Templates' is on the right. The main content area displays the selected category '27 - Waste Hauler Septage Disposal Manifest' with a description. A red box highlights the 'Apply' button in the top right corner of the category card.

4. Confirm the information in the first two sections, **Type** and **Contacts**, that are auto filled by the system.
5. Click **Next** to move to the **More Info** section.

More Info Section

In the third section, complete all required fields that are marked with a red asterisk. The required fields are in the following sections:

1. Waste Hauler (WH) Information
2. Waste Generator Information
3. Acknowledgement – Click the drop down menu and select **Agree** to what you entered in Sections 1 and 2.

Click **Next** to advance to the next section of the manifest, **Attachments**.

Attachment Section

Add any photos or other attachments, as needed, in support of the manifest. Click **Next** to advance to the next section of the manifest, **Review and Submit**.

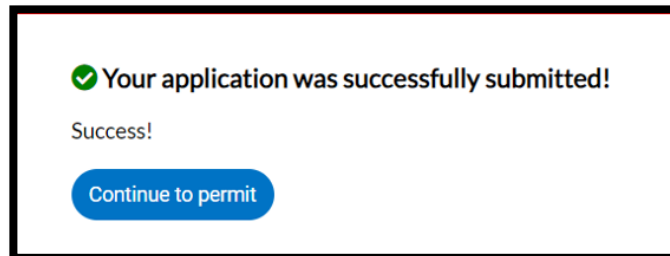
Review and Submit Section

1. To scroll to prior pages of the application, use the **Back button** on the bottom left of the screen. Do not use the back arrow in the web browser.
2. Scroll through the application to ensure all information is correct, especially the data fields with red asterisks.
3. After your review is complete, click the **Submit** button.

Successful Submission Message

After clicking the **Submit** button, you will:

1. Receive a message stating:



2. Click **Continue to Permit** to view details of your manifest. The **Summary page** displays details of the manifest, to include:

- Permit Number
- Type
- Status
- Applied Date
- District

Permit Number: SM-1401512-2024

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	27 - Waste Hauler Septage Disposal Manifest	Status:	New/Pending
Applied Date:	02/13/2024	Issue Date:	
District:	WSSC	Assigned To:	
Finalized Date:			
Description:			

[Summary](#)
[Locations](#)
[Fees](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[More Info](#)

3. Click the **Attachments** button to:

- View your manifest.
- Print a copy of your manifest.