2018 Liquid Waste Transporter Electronic Manifest Guidelines

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1. Login for the first time

Click on the link below


The following window will open

Select your permit number from the drop down menu.
If the permit number is unknown then select LWT Company Name and use the dropdown menu.

Enter your email

Enter Default Password if FIRST time: L@t12345

Select Waste Type from drop down menu and **Submit**
Change the password.

The new password should have **at least eight characters** and include an **upper case letter**, a **lower case letter**, a **special character**, and a **number** (i.e. A@a12345).

Examples of special characters: !, @, #, $, %, ^, &, *
2. How to Report Months without Activity

In the Home page, under Waste Type, select **No Monthly Activity**

And then SUBMIT

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You will be prompted to select Month with No Activity
Then Preview,

Submit Your FOG Single-Load Manifest

^ Required fields

Liquid Waste Transporter Information

Company Name: LWT - Miami

Liquid Waste Transporter Permit #: 999

Select Month With No Activity #: 02/2017

Preview

Accept* and Submit

Preview

Liquid Waste Transporter Information

Company Name: LWT - Miami

Liquid Waste Transporter Permit #: 999

Disposal Facility Ticket #

Disposal Facility

Date Waste Unloaded

Vehicle Full Load Capacity (gallons)

Origination Of Waste - Detailed Information

Single Load Total Waste (gallons): 0

Liquid Waste Transporter Certification

I certify that the information above is true and accurate.

Accept*

Submit  Edit
The following message will appear:

![Report Submitted]

The system will send you an e-mail:

![Email Message]

Dear Liquid Waste Transporter,

Your information for the LWT Manifest has been successfully entered.

Disposal Date Waste Unloaded:

Regards,

DERM

![License Information]
3. Entering Data

Information in all required fields (*) must be provided.

![eManifest Guidelines](image)

- **Company Name:** LWT - Miami
- **Liquid Waste Transporter Permit #:** 999
- **Disposal Facility Ticket #:** 242483
- **Disposal Facility:** SOUTH DISTRICT, MUNICIPAL
- **Date Waste Unloaded:** 2/4/2017
- **Vehicle Full Load Capacity (gallons):** 1500

- **GDS Permit #:** 134
- **Facility Name:** Denny’s Inc. DBA DENNYS #1383
- **New Facility Name:**
- **Facility Address:** 1000 W 49 ST

- **FOG Control Device Type:** Gravity
- **FOG Control Device Capacity (HM/8pm & Gravity gallons):** 1500
- **FOG Control Device Wet Volume (gallons):** 1450
- **FOG found in outlet device:** N
- **H - Measure from bottom to outlet level (inches):** 76
- **W - Measure from bottom to water level (inches):** 76
- **G - FOG layer thickness (inches):** 6
- **S - Sludge layer thickness (inches):** 2
- **Outlet device missing or damaged:** N
- **Automatic unit missing or damaged:** N/A
- **Corrosion or other tank damage:** N
- **Tank breached:** N
- **Waste Loaded (gallons):** 1500
- **Date Pumpe:** 2/4/2017

- **Single Load Total Waste (gallons):** 0

Add Record
Once finished entering data, **PREVIEW**

System will generate the following

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**Single Load Total Waste (gallons)**

4500

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**Liquid Waste Transporter Certification**

I certify that the information above is true and accurate.

Accept *

Submit  Edit
If the information is correct, select **Accept** and then **Submit**. If the information is not correct, select **Edit**.

The system will send you an e-mail:

![Email Example]

To submit another report select:

![Report Submitted]

Submit Another Report
4. How to find GDO Permit Number

Once you login, select “Waste Type”: Fats, Oils, and Grease

The following window will open:

Select “List of Grease Discharge Operating Facilities”. The list that pops up can be ordered by GDO Permit #, Facility Name or Facility Address.
5. **Forgot Password?**

In the login main screen, select “Forgot Password?”

![Login Screen](image)

The system will send you an e-mail with instructions.

6. **How to Find Records Already Entered.**

After login in, the system will bring you to the **Search** screen, where records can be retrieved by Disposal Facility Ticket # or by Disposal Facility name. Select Submit to upload the information.

![Search Screen](image)
Updated 03/30/2018