

# Facility Setup

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Pathway: Setup > Operations > Facility

The following article details the tab-set in the Facility Setup tool. Setup here is used for the creation of Disposal/Ship records and is also utilized by the Disposal Activity tool in Operations.

FACILITY SETUP

TYPE

Landfill

DIVISION

QAWASTE

Search

ID	NAME	ABBREV	DIVISION	TYPE	OWNERSHIP	ACTIVE	ADDRESS LINE 1	CITY	STATE	POSTAL CODE	SCALE UOM	WEIGHT UOM	VOLUME UOM	OWNERSHIP	SIGNA
1047	LALANDFILL	LALND	QAWASTE	Landfill	Internal	Active	13919 Penn St	Whittier	CA	90602-...	pound	pound	cubic yard	Internal	
1053	SCHOLL LANDFILL	SCH	QAWASTE	Landfill	Internal	Active	3001 Scholl Ca...	Glendale	CA	91206	ton	ton	fluid ou...	Internal	
1055	Puente Hills Landfill	PHLND	QAWASTE	Landfill	Internal	Active	13130 Crossroa...	City of Industry	CA	91746	ton	ton	gallon	Internal	

Business Hours

Division

Material Type

Disposal Rate

Origin Fees

Material Areas/Grids

Tanks

Target Usage

TYPE

OPEN TIME

CLOSE TIME

## Permissions

The following permission is required to view and edit in the Facility Setup screen:

Permission ID	Permission Name
24	Setup / Operations

## Business Hours

Enter the hours of operation for a facility in the **Business Hours** tab.

**FACILITY SETUP** SETUP > OPERATIONS > FACILITY

+ TYPE Landfill DIVISION QAWASTE × ? Search Q × ↺

ID	NAME	ABBREV	DIVISION	TYPE	OWNERSHIP	ACTIVE	ADDRESS LINE 1	CITY	STATE	POSTAL CODE	SCALE UOM	WEIGHT UOM	VOLUME UOM	OWNERSHIP	SIGNATURE BY	SIGN	ICON
1047	LALANDFILL	LALND	QAWASTE	Landfill	Internal	Act...	13919 Pen...	Whittier	CA	906...	pound	pound	cubic...	Internal			
1053	SCHOLL LANDFILL	SCH	QAWASTE	Landfill	Internal	Act...	3001 Scho...	Glendale	CA	91206	ton	ton	fluid ...	Internal			
1055	Puente Hills Landfill	PHLND	QAWASTE	Landfill	Internal	Act...	13130 Cro...	City of Ind...	CA	91746	ton	ton	gallon	Internal			

**Business Hours** | Division | Material Type | Disposal Rate | Origin Fees | Material Areas/Grids | Tanks | Target Usage

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TYPE	OPEN TIME	CLOSE TIME
Weekdays	Opens at 5:00 AM	Closes at 6:00 PM

**ADD DISPOSAL LOCATION BUSINESS HOURS** ? ×

DISPOSAL LOCATION LALANDFILL

TYPE

OPEN TIME -- : --

CLOSE TIME -- : --

**SAVE**

## Add Business Hours

Complete the following setup for each Business Hours record for the location.

1. Select a facility from the upper grid.
2. Click on the **Business Hours** tab.
3. Select the green '+' icon to display the 'Add Disposal Location Business Hours' editor.
4. Select a **Type** from the drop down. Example: Select Weekdays to capture business hours for Monday - Friday, or a specific week day to observe special hours for that day.
5. Select the **Open Time** from the list of options.
6. Select the **Close Time** from the list of options.
7. Select **Save** when finished.

## Division

Use the **Division** tab to link applicable divisions to a facility. When creating an inbound ticket, only items with a division that matches one enabled here will be available for selection. In the **NavuNav Driver Application**, the Location drop-down for the *Add Disposal Entry* feature displays only active facilities whose division matches the division assigned to the route.



## Add Material Type

1. Select a facility from the upper grid.
2. Click on the **MaterialType** tab.
3. Switch the toggle to green to add the Material Type to the facility.

## Disposal Rate

The **Disposal Rate** tab is specific to a material type at a facility. The rates configured here are used when a Disposal or Ship record is recorded within a service record.

**FACILITY SETUP**

TYPE: Landfill DIVISION: QAWASTE

ID	NAME	ABBREV	DIVISION	TYPE	OWNERSHIP	ACTIVE	ADDRESS LINE 1	CITY	STATE	POSTAL CODE	SCALE UOM	WEIGHT UOM	VOLUME UOM	OWNER
1047	LALANDFILL	LALND	QAWASTE	Landfill	Internal	Active	13919 Penn St	Whittier	CA	90602...	pound	pound	cubic yard	Intern
1053	SCHOLL LANDFILL	SCH	QAWASTE	Landfill	Internal	Active	3001 Scholl Ca...	Glendale	CA	91206	ton	ton	fluid ou...	Intern
1055	Puente Hills Landfill	PHLND	QAWASTE	Landfill	Internal	Active	13130 Crossroa...	City of Industry	CA	91746	ton	ton	gallon	Intern

Business Hours | Division | Material Type | **Disposal Rate** | Origin Fees | Material Areas/Grids | Tanks | Target Usage

**UPDATE DISPOSAL RATE**

DISPOSAL LOCATION: LALANDFILL FEE 1: 8.83

SOURCE DIVISION: QAWASTE FEE 1 TYPE: %

MATERIAL TYPE: MSW FEE 1 NAME: Fuel Recovery Fee

ORIGIN: DTLA FEE 2: 19.71

EFFECTIVE DATE: 10/30/2025 FEE 2 TYPE: Flat

RATE: 34.6600 FEE 2 NAME: Environmental Fee

RATE UOM: ton FEE 3: 0.00

RATE FOR INTERNAL TRUCKS: FEE 3 TYPE: Flat

INTERCOMPANY CHARGE CODE: FEE 3 NAME:

MINIMUM QUANTITY: FEE 4: 0.00

NOTE: FEE 4 TYPE: Flat

FEE 4 NAME:

FEE 5: 0.00

FEE 5 TYPE: Flat

FEE 5 NAME:

## Add a Disposal Rate

1. Select a facility from the upper grid.
2. Click on the **Disposal Rate** tab.
3. Select the **green '+'** icon from the left corner to display the 'Add Disposal Rate' editor.
4. Verify the Disposal Location is correct in the **Disposal Location** field.
5. Select the **Material Type** the rate applies.
6. Enter a **Rate** for the selected origin and specify its **Rate UOM** (unit of measure).
7. Complete any additional fields based on your company's policies and procedures.
8. Select **Save** when finished.

## Origin Fees

The **Origin Fees** tab is part of the inbound/receiving scale ticket setup and supports the origin-based fee calculation on inbound tickets. If a facility does not include origin-based fees this setup is unnecessary. Origins are created in

**Material Origin Setup** (Setup > Operations). To appear on the Origin Fees tab, an origin must have the same division assigned as the facility.

**FACILITY SETUP** (SETUP > OPERATIONS > FACILITY)

TYPE: Landfill DIVISION: QAWASTE

ID	NAME	ABBREV	DIVISION	TYPE	OWNERSHIP	ACTIVE	ADDRESS LINE 1	CITY	STATE	POSTAL CODE	SCALE UOM	WEIGHT UOM	VOLUME UOM	OWNERSHIP	SIGNATURE BY	SIGN	ICON
1047	LALANDFILL	LALND	QAWASTE	Landfill	Internal	Active	13919 Pen...	Whittier	CA	906...	pound	pound	cubic ...	Internal			
1053	SCHOLL LANDFILL	SCH	QAWASTE	Landfill	Internal	Active	3001 Schol...	Glendale	CA	91206	ton	ton	fluid ...	Internal			
1055	Puente Hills Landfill	PHLND	QAWASTE	Landfill	Internal	Active	13130 Cro...	City of Ind...	CA	91746	ton	ton	gallon	Internal			

Business Hours | Division | Material Type | Disposal Rate | **Origin Fees** | Material Areas/Grids | Tanks | Target Usage

ID	ORIGIN	MATERIAL	CHARGE CODE	RATE	RATE UOM	START DATE	END DATE
1000	DTLA	MSW	Origin Fee MSW	\$ 35.00	ton	01/01/2026	
1001	DTLA	C&D	Origin Fee C&D	\$ 25.00	ton	01/01/2026	
1002	Orange Count			\$ 20.00	ton	01/01/2026	
1003	Orange Count			\$ 15.00	ton	01/01/2026	

**ADD ORIGIN FEES - FACILITY (LALANDFILL)**

ORIGIN: [Dropdown]  
 MATERIAL TYPE: [Dropdown]  
 CHARGE CODE: [Dropdown]  
 RATE: [Text]  
 RATE UOM: [Dropdown]  
 START DATE: [Calendar]  
 END DATE: [Calendar]  
 SAVE

## Add Origin

1. Select the facility from the upper grid and then click the **Origin Fees** tab.
2. Select the green **Add** icon from the left corner of the lower grid to display the 'Add Origin Fees' editor.
3. Select the **Origin**.
  - Only origins with a division that matches the facility's division are available for selection.
4. Select the **Material Type**. Create a separate origin fee for each Material Type associated to the origin.
  - Only material types enabled on the **Material Type** tab (within the Facility Setup tab set) are available for selection.
5. Select the **Charge Code** that will be used by the Service Record when the inbound ticket is created.
6. Enter a **Rate** for the selected origin and specify its **Rate UOM** (unit of measure).
7. Enter the **Start Date** for when the rate applies. If the rate is temporary, add an **End Date**.
8. Click **Save** when finished.

## Tanks

For facilities that use tanks, the **Tanks** tab is used to capture the capacity and volume of each tank at the location.

FACILITY SETUP

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Target Usage

ID	NAME	CAPACITY	CURRENT VOLUME	UOM	ACTIVE
1046	TRk1	500	0	gallon	Active

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DISPOSALLOCATION

LALANDFILL

NAME

CAPACITY

UOM

ACTIVE

Active

SAVE

## Add Tank

1. Select a facility from the upper grid.
2. Click the **Tanks** tab.
3. Select the green '+' icon from the left corner of the lower grid to display the 'Add Tank' editor.
4. Enter the **Name** of the tank.
5. Enter the **Capacity** of the tank.
6. Select the **UOM** (Unit of Measure) that capacity is measured by.
7. Set the **Active** status of the tank.

## Target Usage

Create one to multiple unique target usage goals for a disposal location in the **Target Usage** tab. Setup here is required to calculate and track target usage progress in the [Disposal Activity](#) screen (Operations).

FACILITY SETUP

SETUP

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Landfill

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ID	NAME	ABBREV	DIVISION	TYPE	OWNERSHIP	ACTIVE	ADDRESS LINE 1	CITY	STATE	POSTAL CODE	SCALE UOM	WEIGHT UOM	VOLUME UOM	OWNERSHIP	SIGNATURE
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Business Hours

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Disposal Rate

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Material Areas/Grids

Tanks

Target Usage

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EFFECTIVE DATE

MATERIAL TYPE

TARGET TYPE

TIME PERIOD

TARGET

01/01/26	MSW	Loads	Quarterly	2,500.00
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ADD DISPOSAL ACTIVITY TARGET

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DISPOSAL LOCATION

LALANDFILL

EFFECTIVE DATE

MATERIAL TYPE

TARGET TYPE

TIME PERIOD

TARGET VALUE

SAVE

## Add Target Usage

1. Select a **facility** from the upper grid.
2. Click on the **Target Usage** tab.
3. Select the green '+' icon from the left corner of the lower grid to display the 'Add Disposal Activity Target' tool.
4. Enter an **Effective Date** to indicate when target usage tracking will start.
5. *Optional.* Select a **Material Type** from the drop down. Only Disposal/Ship records matching the selected Material Type will be included in target usage calculations. Leave blank if the Target Usage is not restricted to a specific material type.
6. Select a **Target Type** from the drop down. Options include:
  - Loads
  - Weight or Volume
  - Cost
7. Select a **Time Period** to establish a measurable time frame. This will also calculate the 'Days Remaining' amount that displays under the Target column for a disposal location.
8. Enter a **Target Value** to establish the measurable goal for the selected Target Type.

## Related Articles

[Material Origin Setup](#)

[Disposal Activity - Targets](#)