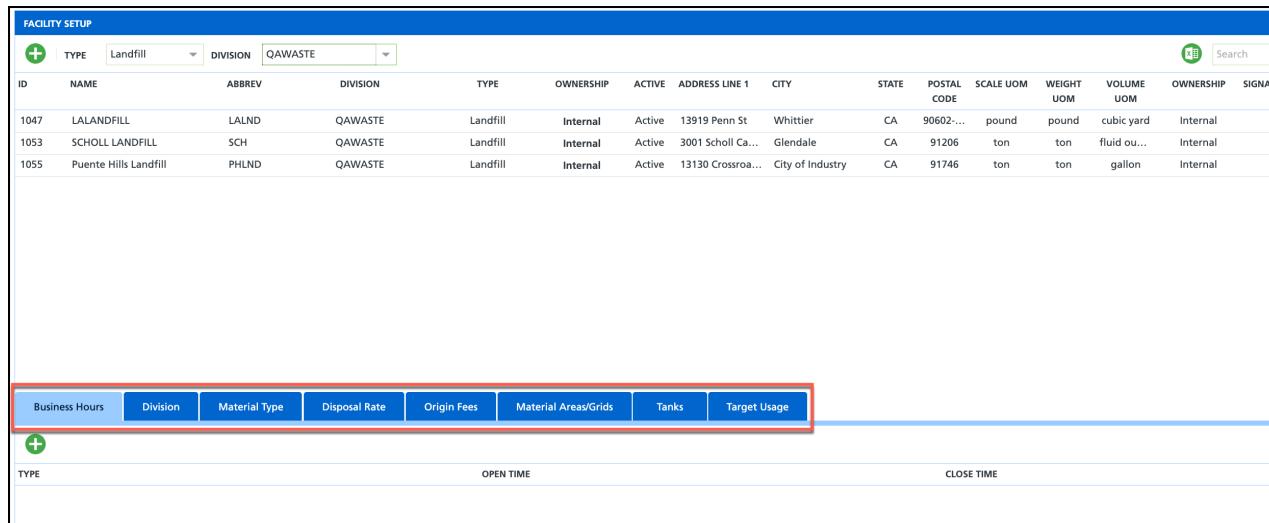


Facility Setup

Last Modified on 02/10/2026 9:46 am PST

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.



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

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.

The screenshot shows the Facility Setup screen with the following details:

- Facility Setup:** The main title at the top left.
- Facility Type:** Landfill (selected in the dropdown).
- Division:** QAWASTE (selected in the dropdown).
- Search Bar:** Includes a search icon and a refresh icon.
- Table Headers:** ID, NAME, ABBREV, DIVISION, TYPE, OWNERSHIP, ACTIVE, ADDRESS LINE, CITY, STATE, POSTAL CODE, SCALE UOM, WEIGHT UOM, VOLUME UOM, OWNERSHIP, SIGNATURE BY, SIGN, ICON.
- Table Data:**
 - 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
- Tab Navigation:** Business Hours (highlighted with a red box), Division, Material Type, Disposal Rate, Origin Fees, Material Areas/Grids, Tanks, Target Usage.
- Business Hours Grid:** Shows a row for 'Weekdays' with an open time of 'Opens at 5:00 AM' and a close time of 'Closes at 6:00 PM'.
- Add Disposal Location Business Hours Dialog:** A modal window with the title 'ADD DISPOSAL LOCATION BUSINESS HOURS'. It contains fields for 'DISPOSAL LOCATION' (LALANDFILL), 'TYPE' (Weekdays selected), 'OPEN TIME' (Opens at 5:00 AM), and 'CLOSE TIME' (Closes at 6:00 PM). A 'SAVE' button is at the bottom.

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.

Facility Setup															Setup > Operations > Facility			
+		Type	Landfill	Division	QAWASTE											Search	Search	Search
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
Division Name							
QAWASTE	<input checked="" type="checkbox"/>						
CORPUS	<input type="checkbox"/>						
DAYTON	<input type="checkbox"/>						
HOUSTON	<input type="checkbox"/>						
HILLSBORO	<input type="checkbox"/>						
HEARNE	<input type="checkbox"/>						
TEST	<input type="checkbox"/>						
NAVU	<input type="checkbox"/>						
TEST2	<input type="checkbox"/>						
test5	<input type="checkbox"/>						
PGLTC	<input type="checkbox"/>						
Connors Division but new!	<input type="checkbox"/>						

Add Division

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

Material Type

The **Material Type** tab is used to identify and link each material type that is processed or disposed of at the facility. In Navusoft, the Materials tab on inbound and outbound tickets is limited to the material types enabled for that facility. In the NavuNav Driver Application, the Material drop-down for the *Add Disposal Entry* feature displays only materials linked to the location selected by the driver.

Facility Setup															Setup > Operations > Facility			
+		Type	Landfill	Division	QAWASTE											Search	Search	Search
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		
Default Inbound Material									
<input type="button" value="Search"/>									
Material Type ID		Material Type		Default Charge Code		Enable Material Inventory		Default Material Area	
C&D		C&D		Construction and Demolition		No		<input checked="" type="checkbox"/>	
MSW		MSW		MSW Disposal		No		<input checked="" type="checkbox"/>	
REC		Recycle		Disposal C&D		No		<input checked="" type="checkbox"/>	
ASBESTOS		Asbestos Non-Friable				No		<input type="checkbox"/>	
BRICK		Brick				No		<input type="checkbox"/>	
BRUSH		Brush				No		<input type="checkbox"/>	
CHEMO		Chemo				No		<input type="checkbox"/>	
CLEARGLS		Clear Glass				No		<input type="checkbox"/>	
COLORGLS		Colored Glass				No		<input type="checkbox"/>	
CONCRETE		Concrete				No		<input type="checkbox"/>	
DIESELFUEL		Flammable Liquids NOS				No		<input type="checkbox"/>	

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.

The screenshot shows the Facility Setup screen with the Disposal Rate tab selected. A red box highlights the 'Disposal Rate' tab. An 'Add Disposal Rate' dialog box is open, showing fields for Disposal Location, Rate, and Fee details.

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	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

Disposal Rate Tab:

SOURCE DIVISION	MATERIAL TYPE	ORIGIN	EFFECTIVE DATE	RATE	RATE FOR INTERNAL TRUCKS	RATE UOM
QAWASTE	MSW	DTLA	10/30/20...	\$ 34.66		ton

Update Disposal Rate Dialog:

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.

The screenshot shows the Facility Setup screen with the following details:

- Facility Setup** header.
- Facility search filters: Type (Landfill), Division (QAWASTE).
- Facility list table with columns: 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.
- Facility list data (rows 1047, 1053, 1055).
- Tab navigation: Business Hours, Division, Material Type, Disposal Rate, **Origin Fees** (highlighted with a red box), Material Areas/Grids, Tanks, Target Usage.
- Origin Fees editor dialog: **ADD ORIGIN FEES - FACILITY (LALANDFILL)** (highlighted with a red box).
 - Fields: ORIGIN (DTLA), MATERIAL (MSW, C&D), CHARGE CODE (Origin Fee MSW, Origin Fee C&D).
 - Form fields: ORIGIN, MATERIAL TYPE, CHARGE CODE, RATE, RATE UOM (pound), START DATE, END DATE.
 - Buttons: SAVE.
- Origin fees table (rows 1000, 1001, 1002, 1003) showing rates and dates.

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.

The screenshot shows the 'Facility Setup' screen with the 'Facility' tab selected. The top navigation bar includes 'SETUP > OPERATIONS > FACILITY'. The main grid displays facility data with columns for ID, NAME, ABBREV, DIVISION, TYPE, OWNERSHIP, ACTIVE, ADDRESS LINE, CITY, STATE, POSTAL CODE, SCALE, WEIGHT, VOLUME, OWNERSHIP, SIGNATURE BY, SIGN, and ICON. Three facilities are listed: LALANDFILL, SCHOLL LANDFILL, and Puente Hills Landfill. Below the main grid is a tab navigation bar with 'Business Hours', 'Division', 'Material Type', 'Disposal Rate', 'Origin Fees', 'Material Areas/Grids', 'Tanks' (which is highlighted with a red box), and 'Target Usage'. A modal window titled 'ADD TANK' is open, showing fields for DISPOSALLOCATION (LALANDFILL), NAME (TRK1), CAPACITY (500), CURRENT VOLUME (0), UOM (gallon), and ACTIVE (Active). A red arrow points to the green '+' icon in the lower-left grid.

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).

The screenshot shows the Facility Setup screen with a list of facilities and a modal for adding a disposal activity target.

Facility Setup Grid:

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

Modal: ADD DISPOSAL ACTIVITY TARGET

Fields in the modal:

- EFFECTIVE DATE: 01/01/26
- MATERIAL TYPE: MSW
- TARGET TYPE: Loads
- TIME PERIOD: Quarterly
- TARGET: 2,500.00
- DISPOSAL LOCATION: LALANDFILL
- EFFECTIVE DATE: (dropdown)
- MATERIAL TYPE: (dropdown)
- TARGET TYPE: (dropdown)
- TIME PERIOD: (dropdown)
- TARGET VALUE: (dropdown)
- SAVE button

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](#)