

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.

The screenshot shows the 'FACILITY SETUP' interface. At the top, there are dropdown menus for 'TYPE' (set to 'Landfill') and 'DIVISION' (set to 'QAWASTE'). Below this is a table with columns: ID, NAME, ABBREV, DIVISION, TYPE, OWNERSHIP, ACTIVE, ADDRESS LINE 1, CITY, STATE, POSTAL CODE, SCALE UOM, WEIGHT UOM, VOLUME UOM, OWNERSHIP, and SIGNA. Three rows of data are visible:

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	

Below the table is a tabbed menu with the following tabs: Business Hours, Division, Material Type, Disposal Rate, Origin Fees, Material Areas/Grids, Tanks, and Target Usage. The 'Business Hours' tab is highlighted with a red box. Below the tabs is a section for 'OPEN TIME' and 'CLOSE TIME' with a '+' icon to add new entries.

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

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.

FACILITY SETUP SETUP > OPERATIONS > FACILITY

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 TYPE Landfill DIVISION QAWASTE

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ID	NAME	ABBREV	DIVISION	TYPE	OWNERSHIP	ACTIVE	ADDRESS LINE	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 checked="" 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

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 TYPE Landfill DIVISION QAWASTE

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ID	NAME	ABBREV	DIVISION	TYPE	OWNERSHIP	ACTIVE	ADDRESS LINE	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			
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Business Hours
Division
Material Type
Disposal Rate
Origin Fees
Material Areas/Grids
Tanks
Target Usage

DEFAULT INBOUND MATERIAL Search Q

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.

Consideration (Inbound Scale)

Select a default material type for inbound order tickets using the **Default Inbound Material** drop-down. When a material is chosen, it will automatically populate the **Material** field on new inbound orders.

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 displays the 'FACILITY SETUP' interface. At the top, there are dropdown menus for 'TYPE' (set to 'Landfill') and 'DIVISION' (set to 'QAWASTE'). Below this is a table listing facilities with columns: ID, NAME, ABBREV, DIVISION, TYPE, OWNERSHIP, ACTIVE, ADDRESS LINE 1, CITY, STATE, POSTAL CODE, SCALE UOM, WEIGHT UOM, VOLUME UOM, and OWNER. Three facilities are listed: 1047 LALANDFILL, 1053 SCHOLL LANDFILL, and 1055 Puente Hills Landfill.

Below the table is a navigation bar with tabs: Business Hours, Division, Material Type, Disposal Rate (highlighted with a red box), Origin Fees, Material Areas/Grids, Tanks, and Target Usage.

Below the navigation bar is another table with columns: SOURCE DIVISION, MATERIAL TYPE, ORIGIN, EFFECTIVE DATE, RATE, RATE FOR INTERNAL TRUCKS, and RATE UOM. One row is visible: QAWASTE, MSW, DTLA, 10/30/2025, \$ 34.66, and ton.

An 'UPDATE DISPOSAL RATE' dialog box is open, showing configuration details for the selected facility (LALANDFILL). The dialog includes fields for: DISPOSAL LOCATION (LALANDFILL), SOURCE DIVISION (QAWASTE), MATERIAL TYPE (MSW), ORIGIN (DTLA), EFFECTIVE DATE (10/30/2025), RATE (34.6600), RATE UOM (ton), RATE FOR INTERNAL TRUCKS, INTERCOMPANY CHARGE CODE, MINIMUM QUANTITY, and NOTE. On the right side, there are five fee configuration sections (FEE 1 to FEE 5), each with fields for FEE TYPE, FEE NAME, and FEE VALUE. FEE 1 is set to 8.83, FEE 1 TYPE is %, and FEE 1 NAME is 'Fuel Recovery Fee'. FEE 2 is set to 19.71, FEE 2 TYPE is Flat, and FEE 2 NAME is 'Environmental Fee'. FEE 3, FEE 4, and FEE 5 are all set to 0.00.

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 displays the 'FACILITY SETUP' interface. At the top, there are filters for 'TYPE' (Landfill) and 'DIVISION' (QAWASTE). Below this is a table of facilities:

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			

Below the facilities table is a navigation bar with tabs: Business Hours, Division, Material Type, Disposal Rate, **Origin Fees** (highlighted with a red box), Material Areas/Grids, Tanks, and Target Usage.

The 'Origin Fees' tab shows a table of origin fees:

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	

A modal window titled 'ADD ORIGIN FEES - FACILITY (LALANDFILL)' is open, showing the following fields:

- ORIGIN: [Dropdown menu]
- MATERIAL TYPE: [Dropdown menu]
- CHARGE CODE: [Dropdown menu]
- RATE: [Text input field]
- RATE UOM: [Dropdown menu, currently set to 'pound']
- START DATE: [Calendar icon]
- END DATE: [Calendar icon]

A 'SAVE' button is located at the bottom of the modal window.

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' interface. At the top, there are filters for 'TYPE' (Landfill) and 'DIVISION' (QAWASTE). Below this is a table of facilities 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, and ICON. The table lists three facilities: 1047 LALANDFILL, 1053 SCHOLL LANDFILL, and 1055 Puente Hills Landfill. Below the table is a navigation bar with tabs: Business Hours, Division, Material Type, Disposal Rate, Origin Fees, Material Areas/Grids, **Tanks** (highlighted with a red box), and Target Usage. Below the navigation bar is a lower grid with columns: ID, NAME, CAPACITY, CURRENT VOLUME, UOM, and ACTIVE. A red arrow points to a green '+' icon in the left corner of this grid. An 'ADD TANK' dialog box is open, showing fields for DISPOSALLOCATION (LALANDFILL), NAME, CAPACITY, UOM, and ACTIVE (Active). A 'SAVE' button is at the bottom of the dialog.

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

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	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	
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EFFECTIVE DATE	MATERIAL TYPE	TARGET TYPE	TIME PERIOD	TARGET
01/01/26	MSW	Loads	Quarterly	2,500.00

ADD DISPOSAL ACTIVITY TARGET ?

DISPOSAL LOCATION LALANDFILL

EFFECTIVE DATE

MATERIAL TYPE

TARGET TYPE

TIME PERIOD

TARGET VALUE

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](#)