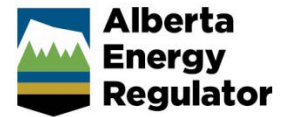# Completing OneStop Waste Screen

» **Intended User: Public Land applicants**

## Overview – Waste Screen

This quick reference guide (QRG) describes how to complete the Waste screen in OneStop. The Waste screen is used for disposition applications and amendments for all disposition types.

By getting here you have already initiated an application or amendment with one or more public land dispositions, and now need to complete the Waste screen for each activity.
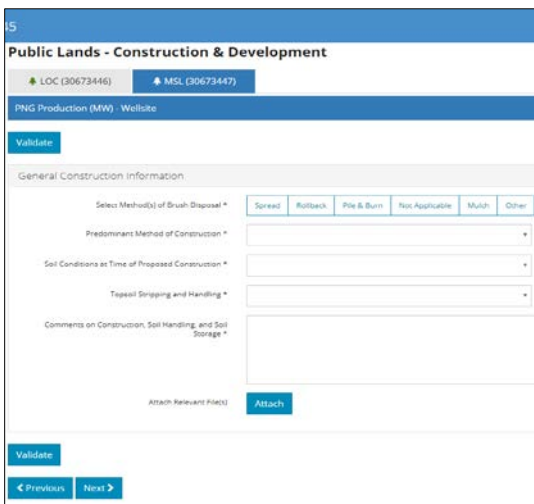
## Getting to Waste Screen

There are two ways to reach to the Waste screen:

Click **Waste** in the left navigation bar.



or

From the Construction & Development screen click **Next** at the bottom left corner of the screen**.**



## Waste Management

This section only displays purpose/activity types that involve drilling waste.

1. **Mandatory:** Select **Yes** or **No** if drilling waste will be generated by the activity.



   a) If **No**, no further action is required.

2. If **Yes**, the Add/Remove buttons appear. Indicate all applicable methods of handling drilling waste. Click **Add** to insert a blank row in the table. Insert rows as needed.



3. Select a **Method for Handling Waste** from the drop-down menu.



4. Optional: Include additional **comments** in the text box.



5. Optional: Select a **checkbox** to remove a manually entered line item. Click **Remove**.



## Filtering Results

1. Filter results by any column field. Click **Show** on the right side of the pane.
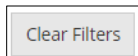
2. Select the data filter from the drop-down menu for each applicable field. Click **Apply Filters.**



The filtered results are displayed.



3. Click **Clear Filters** on the right side of the pane to remove your selection.



4. Optional: Click **Hide** on the right side of the pane to hide the filters.



**Tip:**
Repeat the steps above to filter information in any pane.

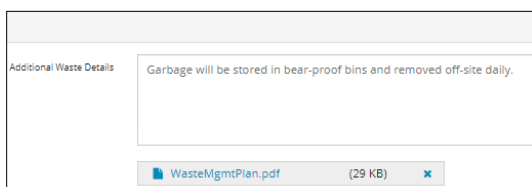## Additional Information

5. Optional: Enter additional **waste details** in the text box.



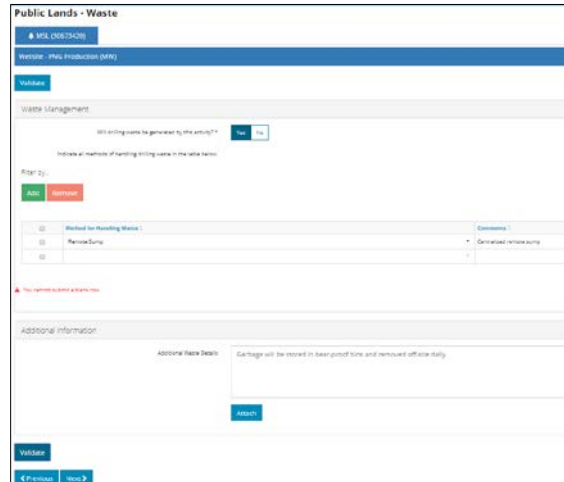6. Optional: Click **Attach** to include supporting documents in PDF format.



7. Browse for your document and attach it.



## Validate Entry

1. Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.





**Tip:**
Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

## Save Entry

2. **Mandatory**: Click **Save** at the bottom right corner of the screen to save your entry.