

## Sign for Waste Pickup (Generator or AGD)

This document serves as a quick reference guide for the steps to sign for a waste pickup as either the Generator or AGD (Authorized Generator Delegate) role in the Hazardous Waste Program (HWP) Registry. This task begins on the **Manifests** tab of the HWP Registry.

**1** Search or Filter to find the manifest you need to sign for waste pickup.

**2** Select **Sign** (in the Action column) for the appropriate manifest.  
The **Generator Signature** panel displays.

**3** Review the manifest overview information.

**3.a** Select **View full manifest**.

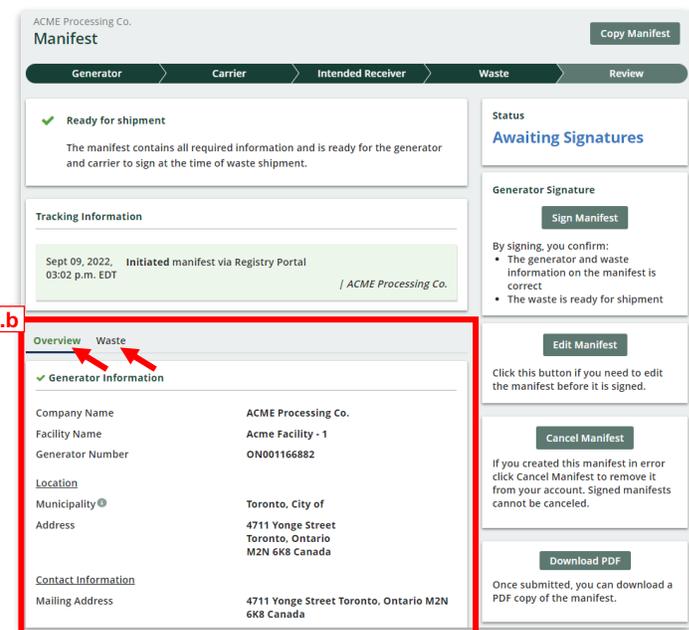
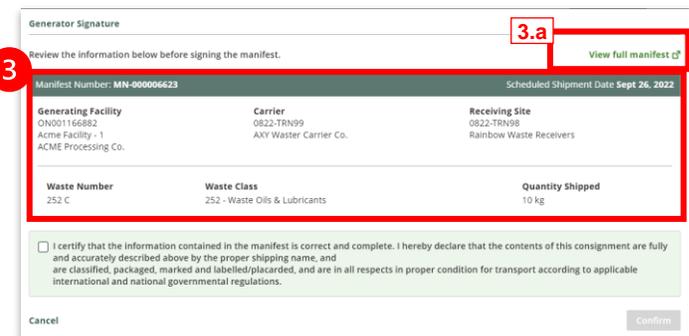
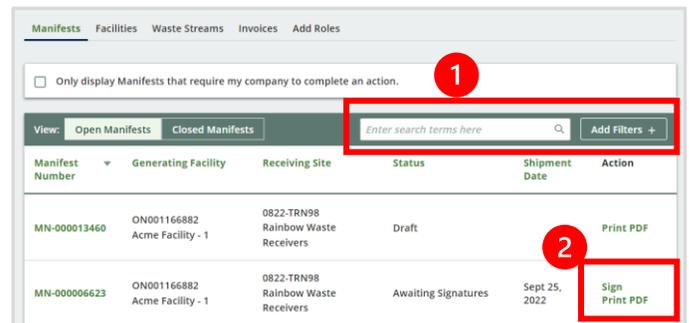
Note: It is recommended to review the full manifest details page before confirming your acceptance of waste pickup.

**3.b** Review the Manifest details page.

Note: Make sure to review both tabs of information: **Overview** and **Waste**.

You may need to scroll down to view all sections of each tab.

Note: You can sign a manifest one of two ways:  
1) directly from the Manifest Overview page (select the checkbox and click Confirm), or 2) view full Manifest, click Sign Manifest, select checkbox & confirm.



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**4** Once you have reviewed the manifest and are satisfied that it is correct and complete, select **Sign Manifest**.

The **Generator Signature** panel displays.

**5** Select the checkbox to certify that you have reviewed the manifest and the information it contains is correct and complete.

**6** Select **Confirm** to complete the signature process.

Note: Signed manifests cannot be canceled.  
Contact Registry Support if you signed a manifest in error and need to change it.

**7** Review the manifest 'Tracking Information' to view the 'Generator signed manifest' stamp.

Note: The manifest **Status** now shows as "Awaiting Carrier Signature."

ACME Processing Co. Manifest Copy Manifest

Generator Carrier Intended Receiver Waste Review

✓ Ready for shipment  
The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.

Tracking Information  
Sept 09, 2022, 03:02 p.m. EDT Initiated manifest via Registry Portal | ACME Processing Co.

Status  
Awaiting Signatures

Generator Signature **4**  
Sign Manifest  
By signing, you confirm:  
• The generator and waste information on the manifest is correct  
• The waste is ready for shipment

Generator Signature

Review the generator and waste details before signing the manifest.

I certify that the information contained in the manifest is correct and complete. I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Cancel Confirm

Generator Signature

Review the generator and waste details before signing the manifest.

I certify that the information contained in the manifest is correct and complete. I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Cancel Confirm **6**

ACME Processing Co. Manifest Copy Manifest

Generator Carrier Intended Receiver Waste Review

✓ Ready for shipment  
The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.

Tracking Information **7**  
Sept 15, 2022, 11:24 p.m. EDT Generator signed manifest | James Wilco | ACME Processing Co.

Sept 09, 2022, 03:02 p.m. EDT Initiated manifest via Registry Portal | ACME Processing Co.

Status  
Awaiting Carrier Signature

Cancel Manifest

If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.

Download PDF  
Once submitted, you can download a PDF copy of the manifest.