

Log On-Site Waste Activity – Processing

This document serves as a quick reference guide for the steps to log an on-site waste activity for processing waste in the Hazardous Waste Program (HWP) Registry. On-site waste activities (OSWAs) are related to the waste streams associated with a facility.

Prerequisite: A waste stream must be linked to the facility before creating an OSWA.

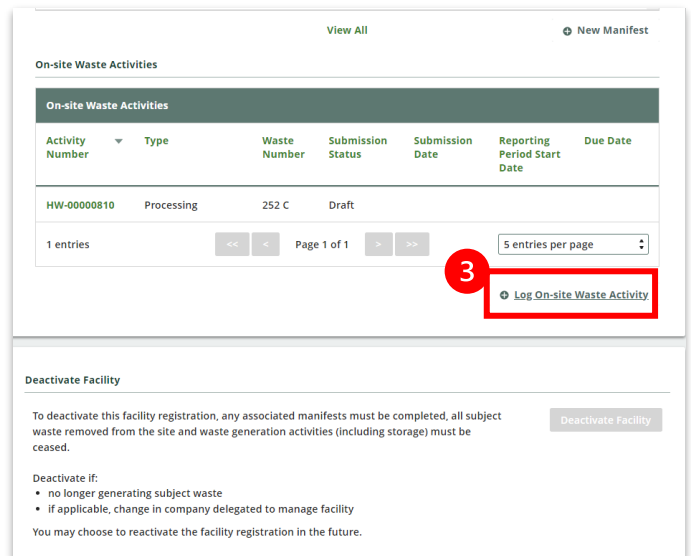
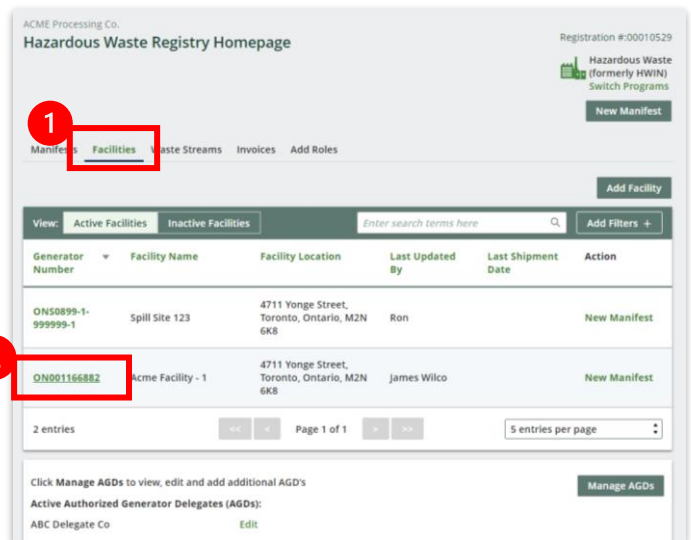
1 Select the **Facilities** tab on the Hazardous Waste Registry Homepage.

2 Select the **Generator Number** for the Facility you want log an OSWA.

...and scroll down to the **On-site Waste Activities** section (after the Waste Streams and Manifests sections).

3 Select **Log On-site Waste Activity**.

Note: If you had already started a draft copy of an OSWA, select the Activity Number for the OSWA to open it and complete your edits.



Log On-Site Waste Activity – Processing

4 Select **Processing** in the On-site Waste Activity Type section.

Note: For information on processing, consult the guidance manual for generators of liquid industrial and hazardous waste.

5 Select **Save & Next**.

6 Review the Confirmation message and select **Continue**.

Log On-Site Waste Activity – Processing

7 Select a **Waste Stream** for which you want to log the on-site waste activity.

Note: Only active waste streams for the selected facility are shown in the waste stream list.

ACME Processing Co.
Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

Waste Stream

Active waste streams associated with the facility you specified are listed below. Select the one for which you would like to log this on-site waste activity.

Waste Number	Waste Type	Description	Hazardous Waste Number
<input type="radio"/> 262 C - Detergents/Soaps	Aqueous cleaning solution	Detergents and soaps	D002
<input checked="" type="radio"/> 252 C - Waste Oils & Lubricants	Grease	Grease from machinery	D002
<input type="radio"/> 251 L - Oil Skimmings & Sludges	Oily water	Oily water	N/A

3 entries | Page 1 of 1 | 5 entries per page

Cancel | Save & Next >

8 Select **Save & Next**.

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Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

Waste Stream

Active waste streams associated with the facility you specified are listed below. Select the one for which you would like to log this on-site waste activity.

Waste Number	Waste Type	Description	Hazardous Waste Number
<input type="radio"/> 262 C - Detergents/Soaps	Aqueous cleaning solution	Detergents and soaps	D002
<input checked="" type="radio"/> 252 C - Waste Oils & Lubricants	Grease	Grease from machinery	D002
<input type="radio"/> 251 L - Oil Skimmings & Sludges	Oily water	Oily water	N/A

3 entries | Page 1 of 1 | 5 entries per page

Cancel | Save & Next >

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Log On-Site Waste Activity – Processing

9 In the Reporting Period section, complete the following fields :

- **Start Date**
- **End Date**
- **Estimated Quantity**
- **Units**

10 In the Additional Information section, select the appropriate response to the question: “Is this waste being processed under a Waste ECA?”

Note: If “Yes” response is selected, the **ECA Number** field is displayed and must be completed.

11 Complete the following fields, as required:

- **Waste Class***
- **Primary Characterization***

Note *: For subject waste that will be shipped off site or further managed on site after processing, identify the waste class and primary characterization that will be registered for further management of the processed waste or residual. These fields are not required for stored waste

12 Select **Save & Next**.

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Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

9 Reporting Period

Start Date [] End Date []

Estimated Quantity [] Units []

Additional information

Activity Type

Processing

Is this waste being processed under a Waste ECA?
 Yes No (exempt under S. 17.1 of Regulation 347)

For subject waste that will be shipped off site or further managed on site after processing, identify the waste class and primary characterization that will be registered for further management of the processed waste or residual. Not required for stored waste.

Waste Class

Primary Characterization @

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Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

Reporting Period

Start Date [] End Date []

Estimated Quantity [] Units []

Additional information

Activity Type

Processing

10 Is this waste being processed under a Waste ECA?
 Yes No (exempt under S. 17.1 of Regulation 347)

11 For subject waste that will be shipped off site or further managed on site after processing, identify the waste class and primary characterization that will be registered for further management of the processed waste or residual. Not required for stored waste.

Waste Class

Primary Characterization @

< Back Cancel 12 Save & Next >

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Log On-Site Waste Activity – Processing

13 Review the On-Site Waste Activity details page; scroll down as necessary to view the entire form.

Note: The information box at the top of the page indicates the On-Site Waste Activity is ready for submission and the activity Submission Status shows as 'Draft'.

14 As required, select **Edit** in any section to make updates to that section of the On-Site Waste Activity.

ACME Processing Co.
Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

13 This activity is ready for submission
You have provided all the required details. When you are ready to submit, click Submit Activity.

Submission Status: **Draft**

Submit Activity

Ensure all data is correct before submitting the on-site waste activity. If applicable, you will be charged a fee at the end of the specified reporting period.

Submit Activity

Cancel Activity

Cancel this on-site waste activity prior to submission if you created it in error and do not plan to submit.

Generator Information

Company Name	ACME Processing Co.
Facility Name	Acme Facility - 1
Generator Number	ON001166882

Facility Location

Community	Toronto, City of
Address	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada
Latitude	43.7595989
Longitude	-79.41003909999999
Description	

Primary Contact Information

Name	James Wilco
Job Title	Operations manager

Waste Stream

Waste Class	252 - Waste Oils & Lubricants
Waste Type	Grease
Primary Characterization	C - Corrosive
Physical State	Liquid
Specific Gravity	1
Hazardous Waste Number	D002
Waste Description	Grease from machinery Waste stream and description of generating process Grease from production line machinery

Edit

Activity Details

Activity Type	Processing
Reporting Period Start Date	2022-09-02
Reporting Period End Date	2022-10-28
Estimated Quantity	20 L
Final Quantity	
Is this waste being processed under a Waste ECA?	Yes
ECA Number	0822-TRN99
Waste Class	485 - Waste Oils & Lubricants
Primary Characterization	C - Corrosive

14

Edit

Log On-Site Waste Activity – Processing

14 After reviewing the On-Site Waste Activity and you have provided all the required details, select **Submit Activity**.

< Back to Dashboard
ACME Processing Co.
Log On-site Waste Activity

Facility and Type > Waste Stream > Activity Details > Review

✓ This activity is ready for submission
You have provided all the required details. When you are ready to submit, click Submit Activity.

Submission Status
Draft

Submit Activity

Ensure all data is correct before submitting the on-site waste activity. If applicable, you will be charged a fee at the end of the specified reporting period.

14 **Submit Activity**

✓ Generator Information

Company Name	ACME Processing Co.
Facility Name	Acme Facility - 1
Generator Number	ON001166882

15 After submitting the activity, the Submission Status changes to 'In Progress' and the activity **Due Date** is displayed.

Note: Once the OSWA is complete, you can select the 'Complete Activity' button to report final quantities.

< Back to Dashboard
ACME Processing Co.
Log On-site Waste Activity

Facility and Type > Waste Stream > Activity Details > Review

✓ Generator Information

Company Name	ACME Processing Co.
Facility Name	Acme Facility - 1
Generator Number	ON001166882

Submission Status
In Progress

Due Date
2023-09-15

Complete Activity

Click Complete Activity to confirm the reporting period and specify final quantities. If applicable, you will be charged a fee as part of completing this activity.

15 **Complete Activity**

✓ Facility Location

Community	Toronto, City of
Address	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada
Latitude	43.7595989
Longitude	-79.41003909999999
Description	