Hazardous Waste Program Registry Quick Reference

Log On-Site Waste Activity - Long-term Storage

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

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

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.



On-site Waste Ad	tivities					
Activity v Number	Туре	Waste Number	Submission Status	Submission Date	Reporting Period Start Date	Due Date
HW-00000810	Processing	252 C	Draft			
1 entries		< < Page	e 1 of 1 >	»	5 entries per	page
				3	O Log On-site	Waste Activit
ctivate Facility						
deactivate this fa	icility registration, ar n the site and waste	ny associated man generation activi	nifests must be co ties (including sto	ompleted, all subj orage) must be	ect D	activate Facili

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4 Select Long-term Storage in the On-site Waste Activity Type section.

Note: For subject waste stored for longer than 24 months, an ECA is required.

5 Select Save & Next.

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

Facility and Type	Waste Stream	Activity Details	Review
Facility Details			
Facility Name Acme Facility	- 1	Generator Number ON00116	66882
On-site Waste Activity Type			
O Short-term Storage O			
O Long-term Storage			
O Disposar 🛛			

Facility and Type	Waste Stream	Activity Details	Review
cility Details			
Facility Name		Generator Number	
n-site Waste Activity Type			
O Short-term Storage II			
O Processing ()			
Long-term Storage			
O Disposal			



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- 7 Select a **Waste Steam** 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.

	Facility and Type	Waste Stream Activ	vity Details	Review
Vaste	Stream			
ctive n-site	waste streams associated with the fa waste activity.	cility you specified are listed below. Se	elect the one for which you we	ould like to log t
Wast	te Streams			
	Waste Number 🔻	Waste Type	Description	Hazardous Waste Numb
0	262 C - Detergents/Soaps	Aqueous cleaning solution	Detergents and soaps	D002
	252 C - Waste Oils & Lubricants	Grease	Grease from machinery	D002
0			Oily water	N/A
0	251 L - Oil Skimmings & Sludges	Oily water		

	Facility and Type	Waste Stream	Activity Details	Review
aste	Stream			
tive	waste streams associated with the fa	acility you specified are listed	l below. Select the one for which yo	ou would like to log this
	in the second			
was	ste streams			
	Waste Number 👻	Waste Type	Description	Hazardous Waste Number
0	262 C - Detergents/Soaps	Aqueous cleaning sol	lution Detergents and soap	s D002
•	252 C - Waste Oils & Lubricants	Grease	Grease from machin	ery D002
0	251 L - Oll Skimmings & Sludges	Oily water	Oily water	N/A
3 en	tries	Page 1 of 1	> >> 5 entri	es per page 🛟
				2

8 Select Save & Next.

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In the Reporting Period section, complete the following fields :

- Start Date
- End Date
- Estimated Quantity
- Units

10 In the Additional Information section, complete the following fields:

- ECA Number
- Waste Class*
- Primary Characterization*

11 Select Save & Next.

Note *: These fields are not required for stored waste, however if the subject waste will be shipped offsite or further managed on site after processing, the fields are required.

	< Back to Dashboard
lete the	ACME Processing Co.
	Log On-site Waste Activity
	Facility and Type Waste Stream Activity Details Review
9	Provide Deviced
_	keporting Period
	Start Date
	Estimated Quantity Units
	csumated quantity onits
	Additional information
	Activity Type
	Long-term Storage
	ECA Number
	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
	Search Waste Class Q
	Primary Characterization
	Search Primary Characterization Q
	- Reduce Reduced

Tucincy and Type	Waste Stream	Activity Details	Review
Reporting Period			
Start Date	End Date		
Estimated Quantity Units	;		
Additional information			
Activity Type			
Long-term Storage			
ECA Number			
For subject waste that will be ship characterization that will be regis	oped off site or further managed tered for further management o	on site after processing, identify the f the processed waste or residual. No	waste class and prin t required for stored
Waste Class		1	
Search Waste Class	Q	J	

< Back Cance	1	-	Save & Next

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12 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**'.

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

Facility and Type	Waste Stream	Activity Details	Review
✓ This activity is ready You have provided all click Submit Activity.	for submission the required details. When you are read	r to submit,	Submission Status
Company Name Facility Name Generator Number	ACME Processing Co. Acme Facility - 1 ON001166882		submitting the on-site waste activ applicable, you will be charged a f the end of the specified reporting period.
✓ Facility Location			Cancel Activity
Community Address	Toronto, City of 4711 Yonge Street Toronto, Ontario M2N 6K8 Canada		Cancel this on-site waste activity to submission if you created it in error and do not plan to submit.
Latitude	43.7595989		
Longitude Description	-79.41003909999999		

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 ge	enerating process	
Grease from production line mach	inery	
		E al le
✓ Activity Details		Edit
✓ Activity Details		Edit
Activity Details Activity Type	Long-term Storage	Edit
Activity Details Activity Type Reporting Period Start Date	Long-term Storage 2022-09-01	Edit
Activity Details Activity Type Reporting Period Start Date Reporting Period End Date	Long-term Storage 2022-09-01 2023-08-31	13
Activity Details Activity Type Reporting Period Start Date Reporting Period End Date Estimated Quantity	Long-term Storage 2022-09-01 2023-08-31 100 L	13
✓ Activity Details Activity Type Reporting Period Start Date Reporting Period End Date Estimated Quantity Final Quantity	Long-term Storage 2022-09-01 2023-08-31 100 L	13
 Activity Details Activity Type Reporting Period Start Date Reporting Period End Date Estimated Quantity Final Quantity ECA Number 	Long-term Storage 2022-09-01 2023-08-31 100 L 0822-TRN99	13
✓ Activity Details Activity Type Reporting Period Start Date Reporting Period End Date Estimated Quantity Final Quantity ECA Number Waste Class	Long-term Storage 2022-09-01 2023-08-31 100 L 0822-TRN99 485 - Waste Oils & Lubricants	13
 Activity Details Activity Type Reporting Period Start Date Reporting Period End Date Estimated Quantity Final Quantity ECA Number Waste Class Primary Characterization 	Long-term Storage 2022-09-01 2023-08-31 100 L 0822-TRN99 485 - Waste Oils & Lubricants L - Liquid Industrial Waste	13
 Activity Details Activity Type Reporting Period Start Date Reporting Period End Date Estimated Quantity Final Quantity ECA Number Waste Class Primary Characterization 	Long-term Storage 2022-09-01 2023-08-31 100 L 0822-TRN99 485 - Waste Oils & Lubricants L - Liquid Industrial Waste	13

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

Note: While in the '**Draft**' status, you can manifest OSWA using the 'Cancel Activity' button.

15 After submitting the activity, the Submission Status changes from '**Draft**' 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 Ac	tivity			
Facility and Type	Waste Stream	Activity Details	\rightarrow	Review
 This activity is ready for You have provided all the click Submit Activity. 	or submission ne required details. When you are re	ady to submit,	Submission St	atus
✓ Generator Information			Ensure all data	is correct before
Company Name Facility Name Generator Number	ACME Processing Co. Acme Facility - 1 ON001166882		submitting the applicable, you the end of the period.	on-site waste activity. If will be charged a fee at specified reporting

ACME Processing Co. Log On-site Waste Activity	1			
Facility and Type	Waste Stream	Activity Details	\rangle	Review
✓ Generator Information		- 19	Submission St	atus
Company Name	ACME Processing Co.		In Progres	SS
Facility Name	Acme Facility - 1			
Generator Number	ON001166882		Due Date 2023-09-15	
✓ Facility Location				
a	Townson allowed		Complete Act	ivity
Address	Aronto, City of 4711 Yonge Street Toronto, Ontario M2N 6K8 Canada		Click Complete reporting perio quantities. If ap charged a fee a	Activity to confirm the d and specify final oplicable, you will be s part of completing
Latitude	43.7595989		this activity.	s part of completing
Longitude Description	-79.41003909999999		Com	plete Activity