Accept/Refuse Manifest Drop-off – Full Amount (Receiver)

This document serves as a quick reference guide for the steps using the mobile app to accept or refuse a manifest drop-off as a Receiver in the Hazardous Waste Program (HWP) Registry. In this example, one waste is accepted and one is refused.
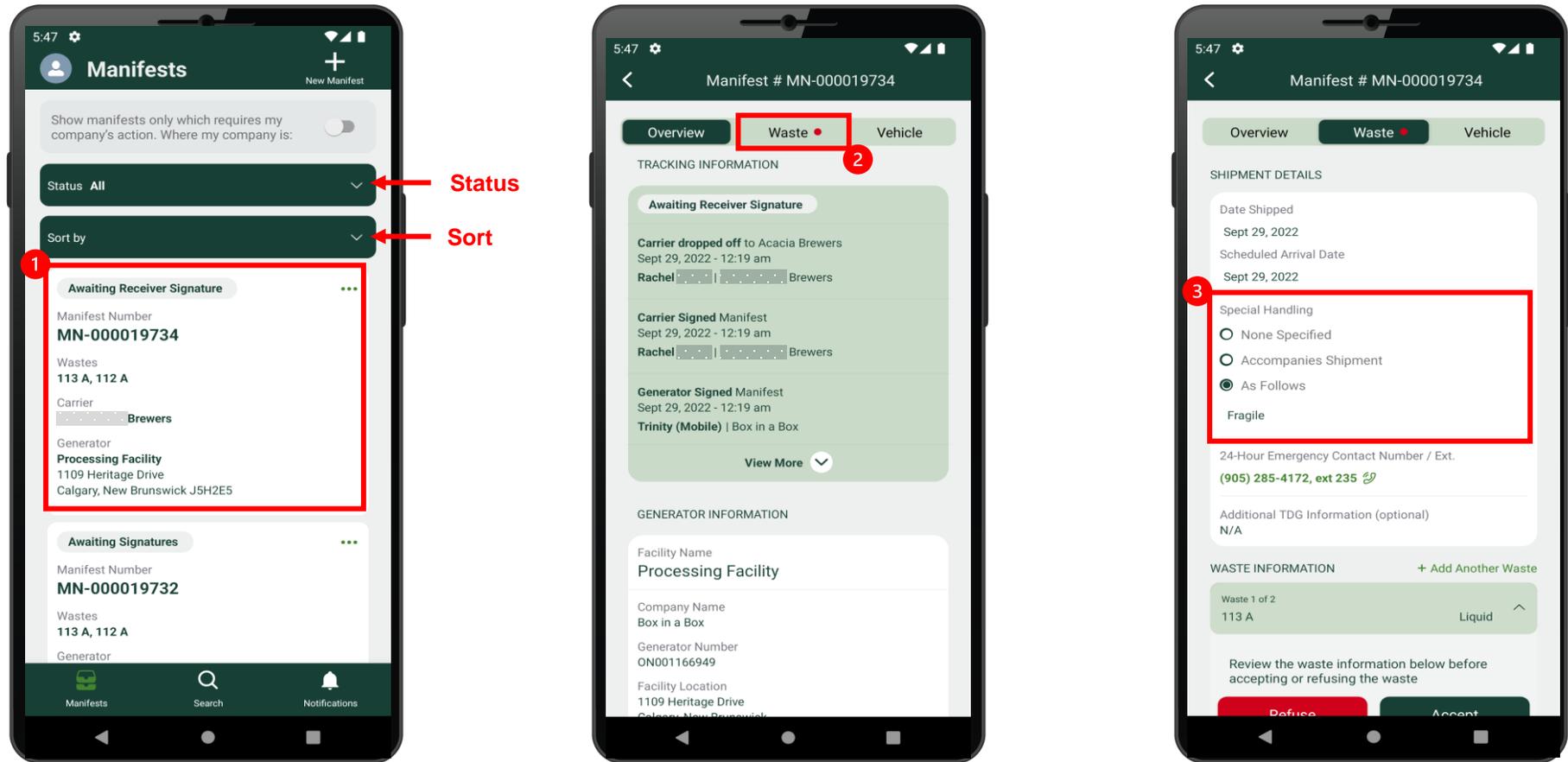
1 Select the **Manifest** to be signed.

Note: Manifests are listed in reverse
numerical order. Use the Status and Sort
options to help narrow the list of manifests.

2 Select the **Waste** tab.

3 If applicable, select a Special Handling
option and enter a note in the provided
field.

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Waste 1 of 2
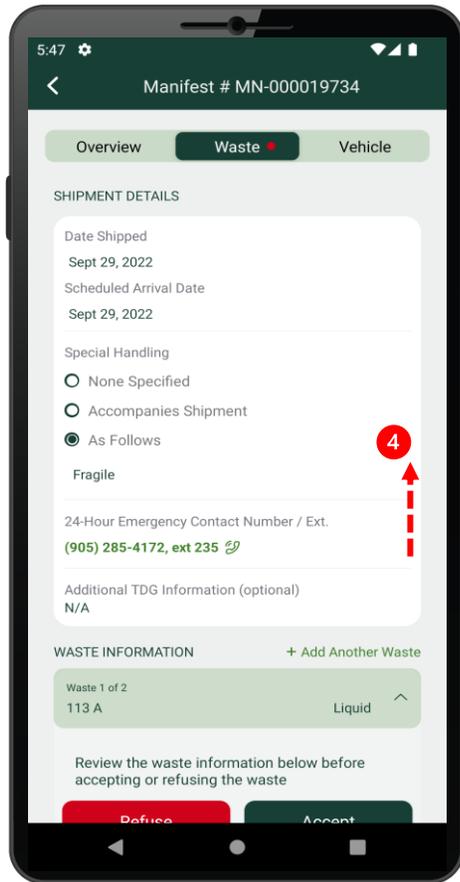
4 Swipe up to display more information.
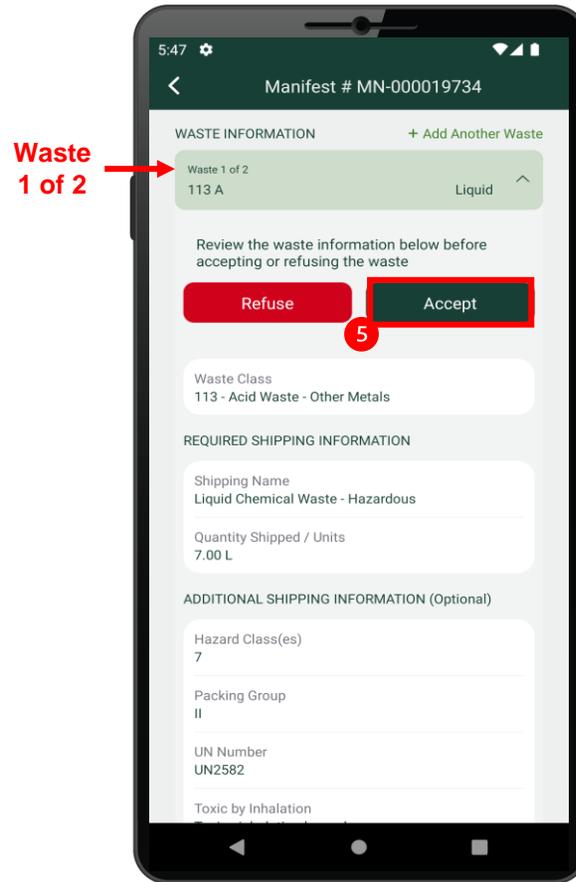
In this example, there are two wastes on this manifest. The first waste will be accepted, and the second waste will be refused.

5 Select **Accept**.
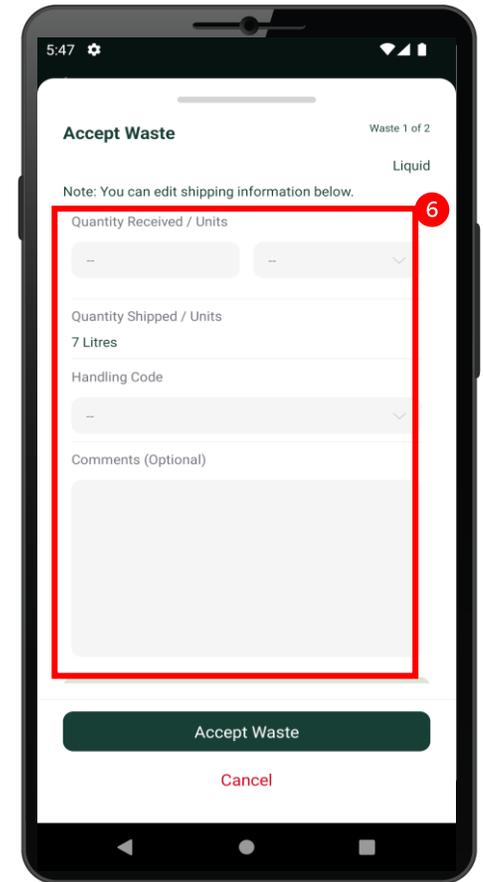
6 Enter the **Quantity Received**, **Units** and **Handling Code**.
Enter **Comments** as applicable.

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Screen 1 (Accept Waste):

Accept Waste — Waste 1 of 1 — Liquid

Note: You can edit shipping information below.

Quantity Received / Units: 7 — L

Quantity Shipped / Units: 7 Litres

Handling Code: 02 - Thermal Treatment

Comments (Optional): Great Quality

7 Accept Waste — Cancel

Screen 2 (Manifest # MN-000019734):

WASTE INFORMATION   + Add Another Waste

Waste 1 of 2 — ACCEPTED — 113 A — Liquid

Waste was accepted. Click the Change Decision button to refuse this waste.

Change Decision

Waste Class: 113 - Acid Waste - Other Metals

REQUIRED SHIPPING INFORMATION

Shipping Name: Liquid Chemical Waste - Hazardous

Quantity Shipped / Units: 7.00 L

ADDITIONAL SHIPPING INFORMATION (Optional)

Hazard Class(es): 7

Packing Group: II

UN Number: UN2582

Toxic by Inhalation

Screen 3 (Manifest # MN-000019734):

WASTE INFORMATION   + Add Another Waste

Waste 1 of 2 — ACCEPTED — 113 A — Liquid

Waste 2 of 2 → Waste 2 of 2 — 112 A — Solid

Review the waste information below before accepting or refusing the waste

9 Refuse   Accept

Waste Class: 112 - Acid Waste - Heavy Metals

REQUIRED SHIPPING INFORMATION

Shipping Name: Dense Heavy Metals

Quantity Shipped / Units: 13.00 kg

ADDITIONAL SHIPPING INFORMATION (Optional)

Hazard Class(es): 4

Packing Group: II

UN Number

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7 Select **Accept Waste**.

8 Select the icon ^ to collapse the waste information section.
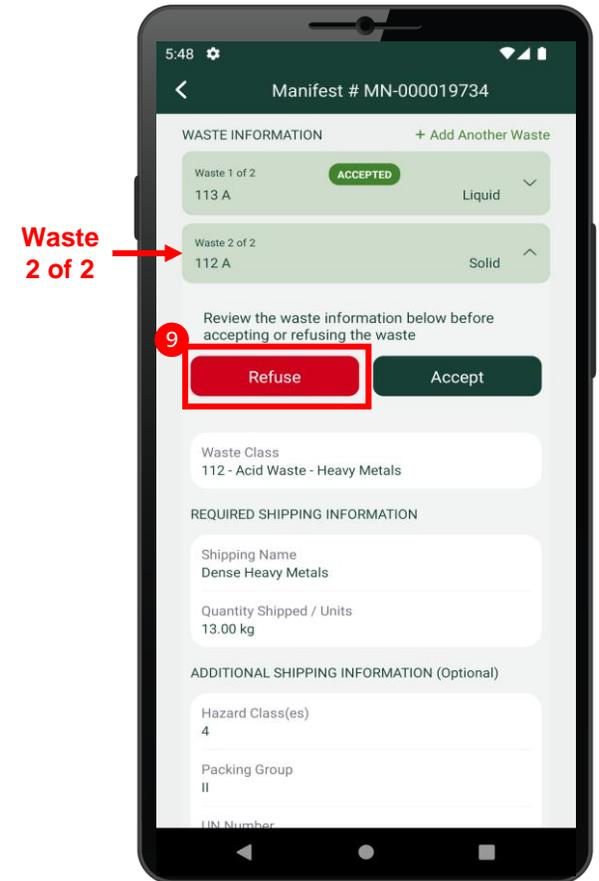
Now we can see the 2nd waste information section. In this example, it will be refused.

9 Select **Refuse**.

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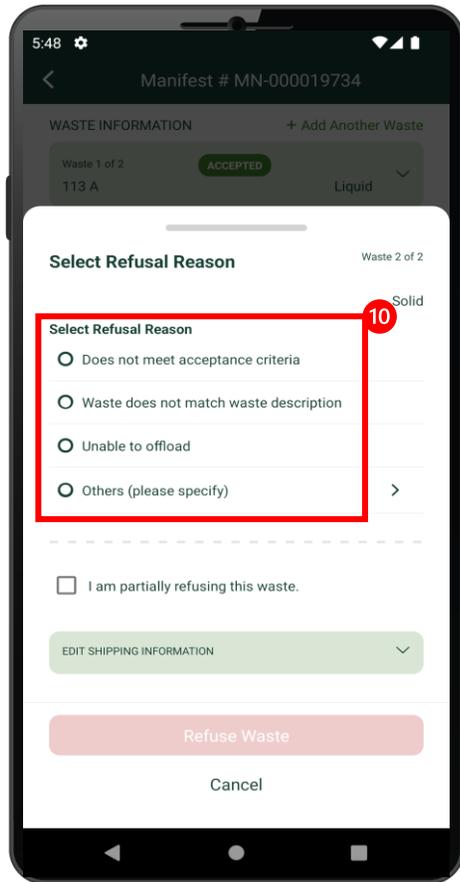
⑩ Select a **Refusal Reason**.
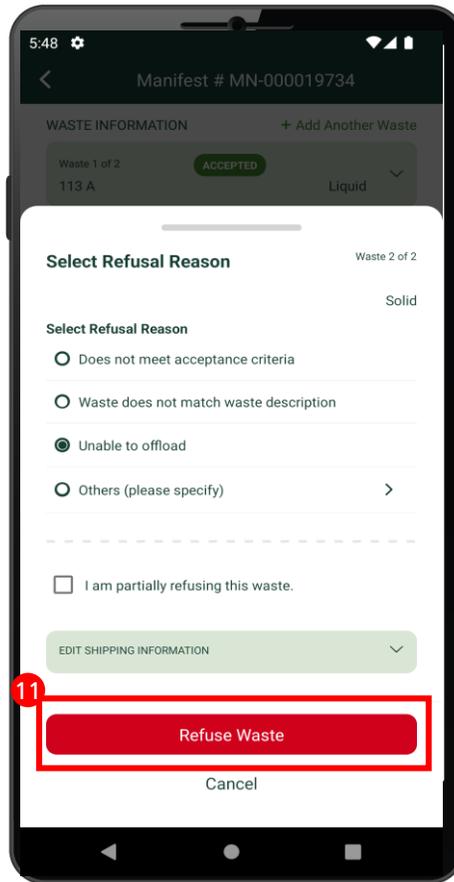
⑪ Select **Refuse Waste**.
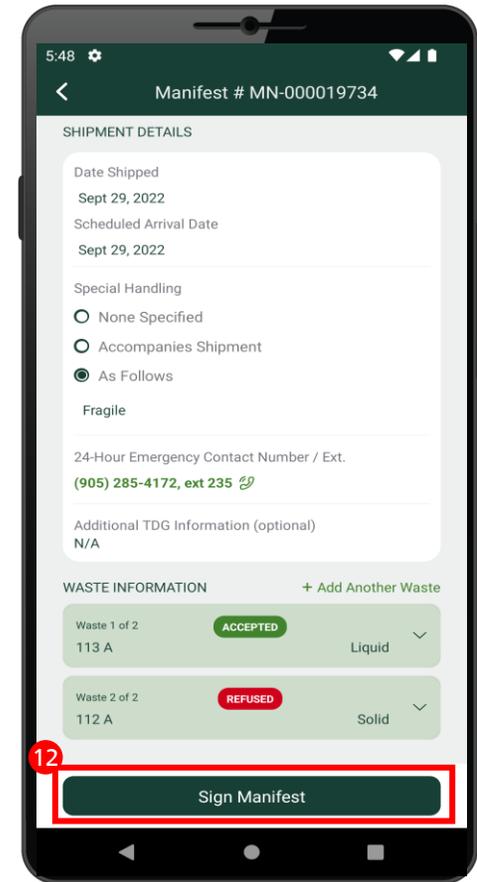
⑫ Select **Sign Manifest**.

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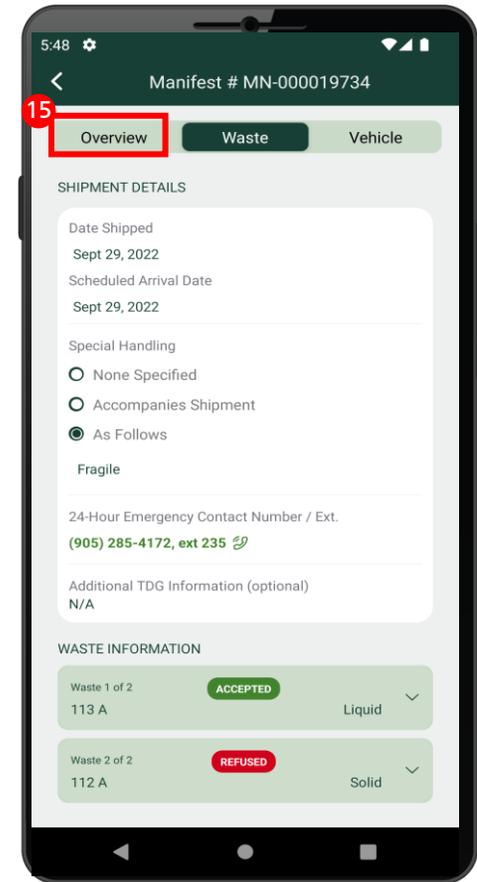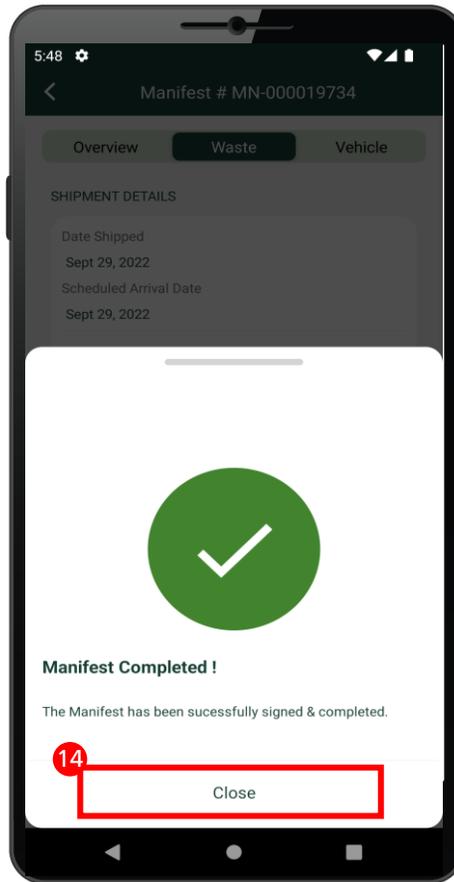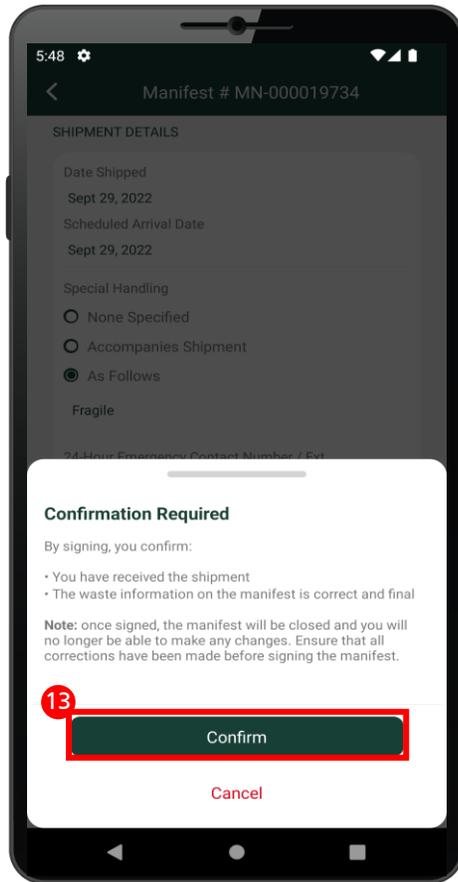
⑬   Select **Confirm**.

The system message confirms that the manifest was completed.

⑭   Select **Close**.

⑮   Select the **Overview** tab.

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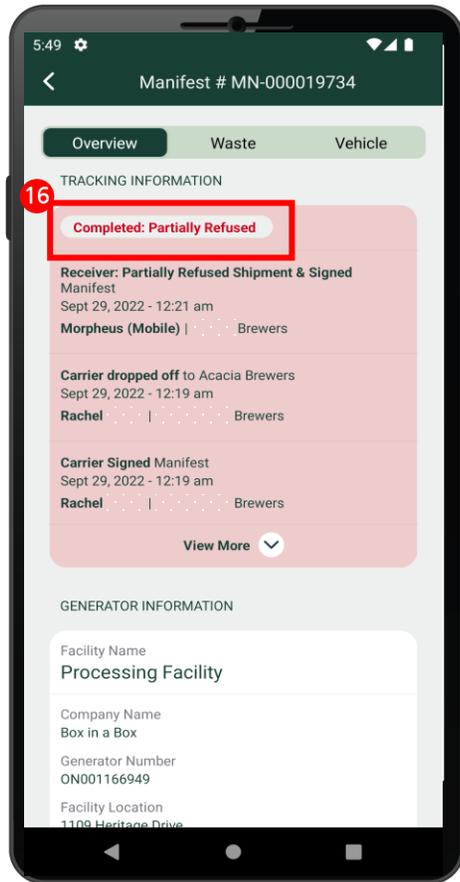
16 Review the updated tracking information which now shows the manifest status as "**Completed: Partially Refused**."