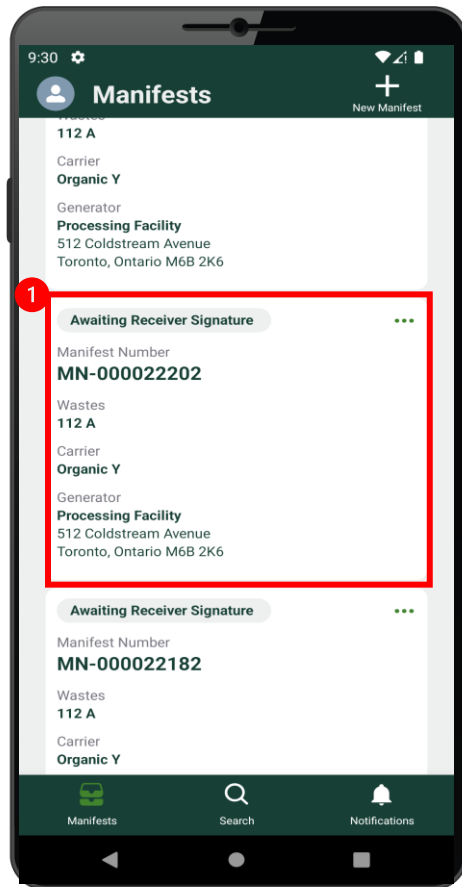


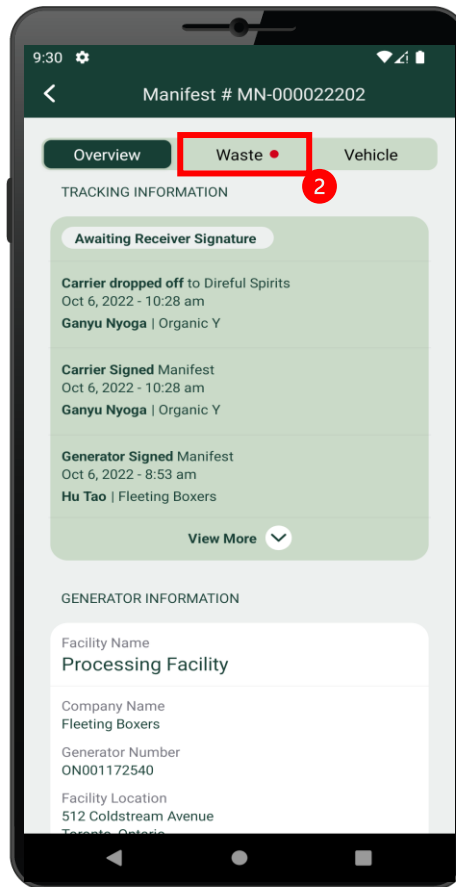
Accept/Refuse Manifest Drop-off – Partial Amount (Receiver)

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, part of the waste is refused.

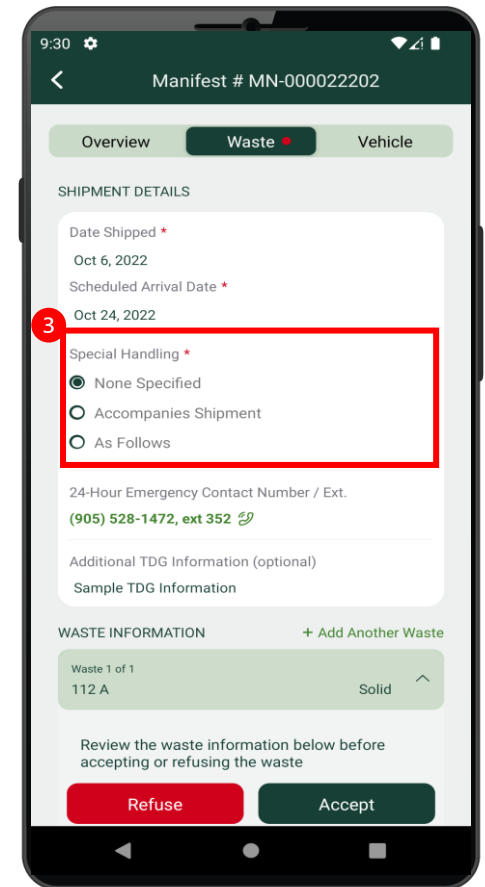


1 Select the **Manifest** to be signed.

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

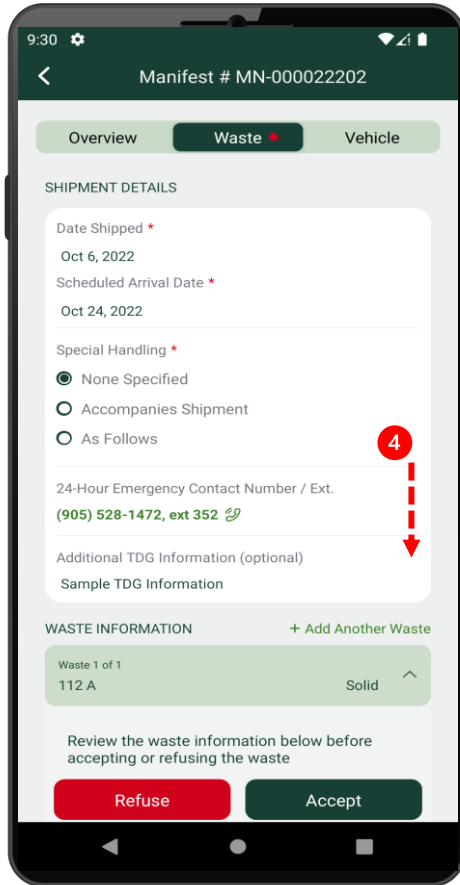


2 Select the **Waste** tab.

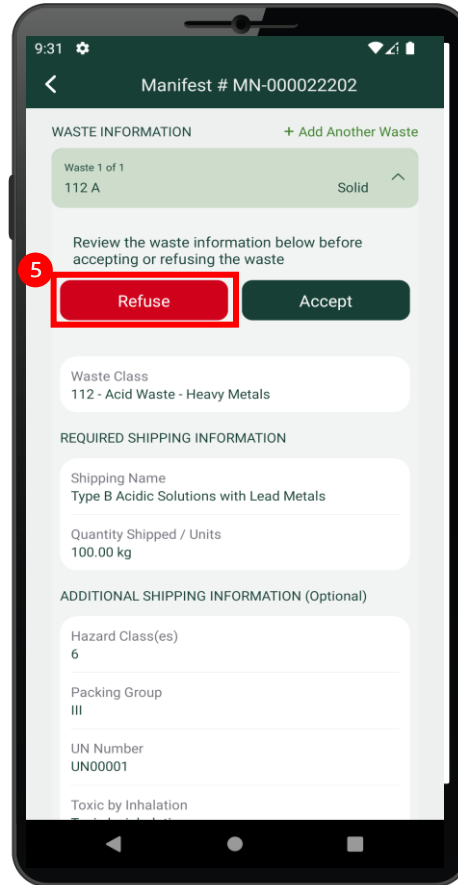


3 If applicable, select a Special Handling option and enter a note in the provided field.

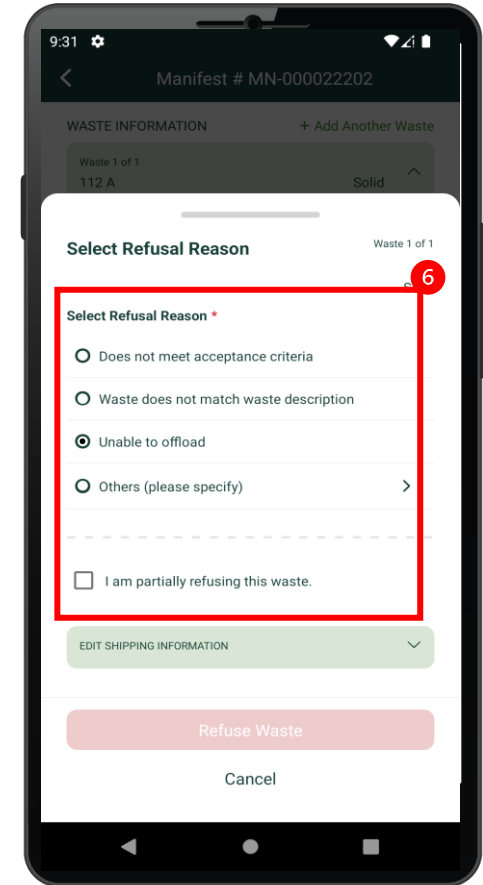
Accept/Refuse Manifest Drop-off – Partial Amount (Receiver)



4 Swipe down to display more information.

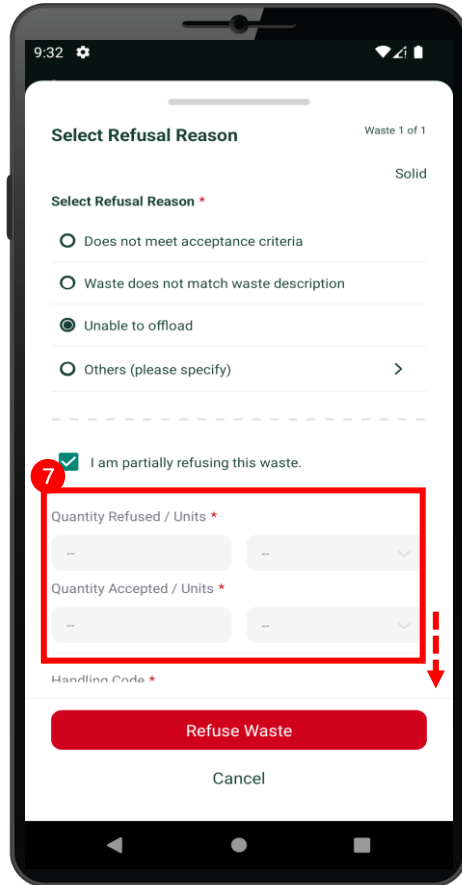


5 Select **Refuse**.

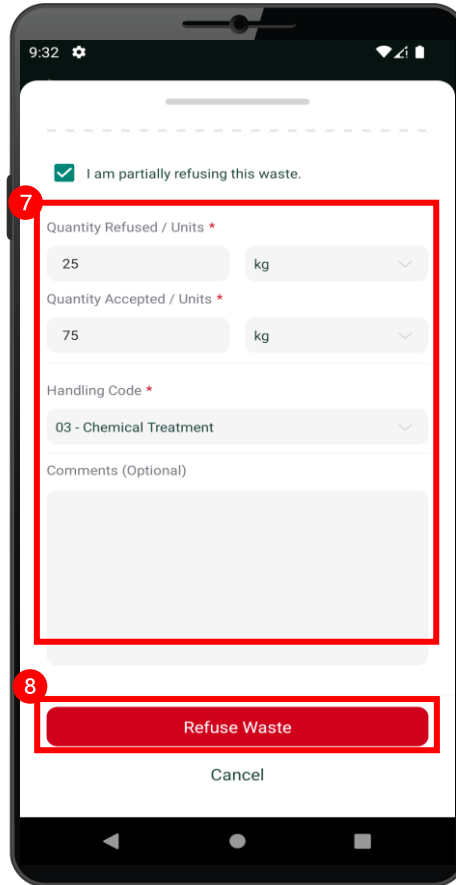


6 Select a **Refusal Reason** and then select the checkbox next to **I am partially refusing this waste**.
Note: In this example, the option “Unable to offload” is selected.

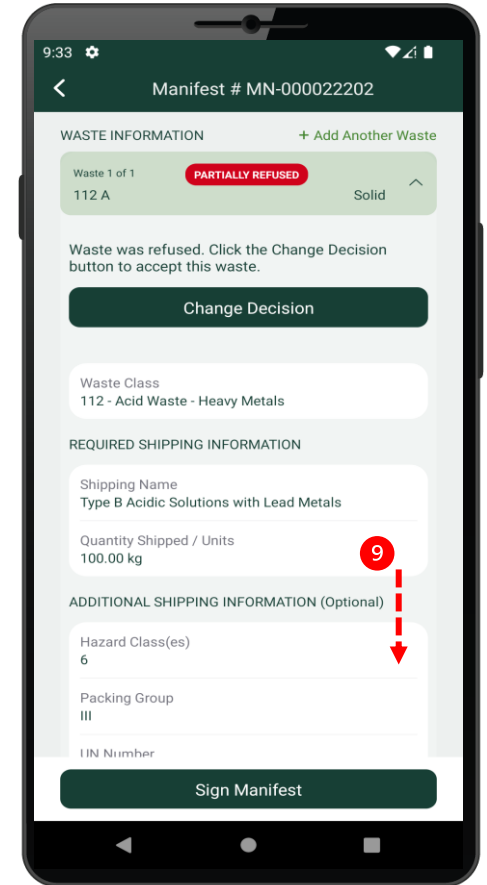
Accept/Refuse Manifest Drop-off – Partial Amount (Receiver)



- 7 Complete the following fields:
- **Quantity Refused** and **Units**
 - **Quantity Accepted** and **Units**
- Scroll down as needed.
- **Handling Code**
 - **Comments**, if any

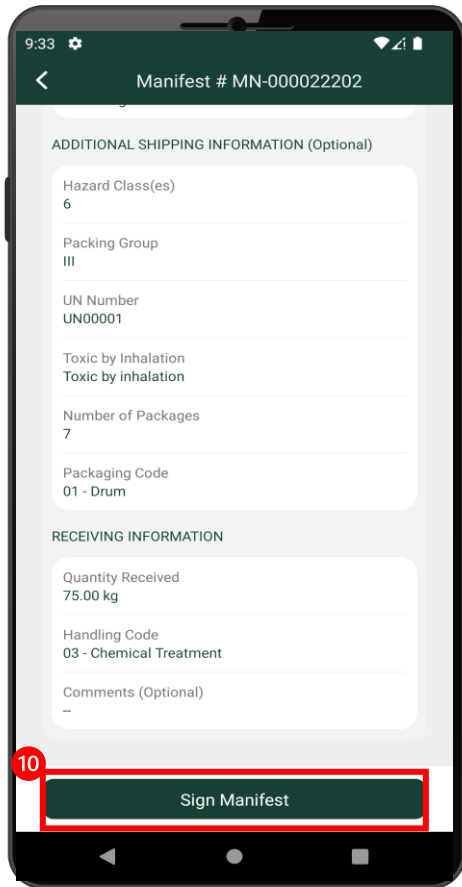


- 7 Continued...
- Note: The two values must total the original number of units that was on the manifest.
- 8 Select **Refuse Waste**.

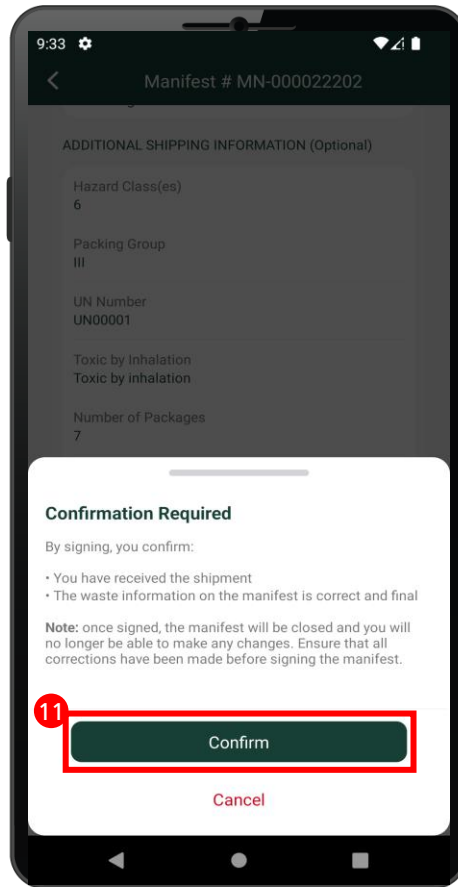


- 9 Swipe down to display more manifest information.

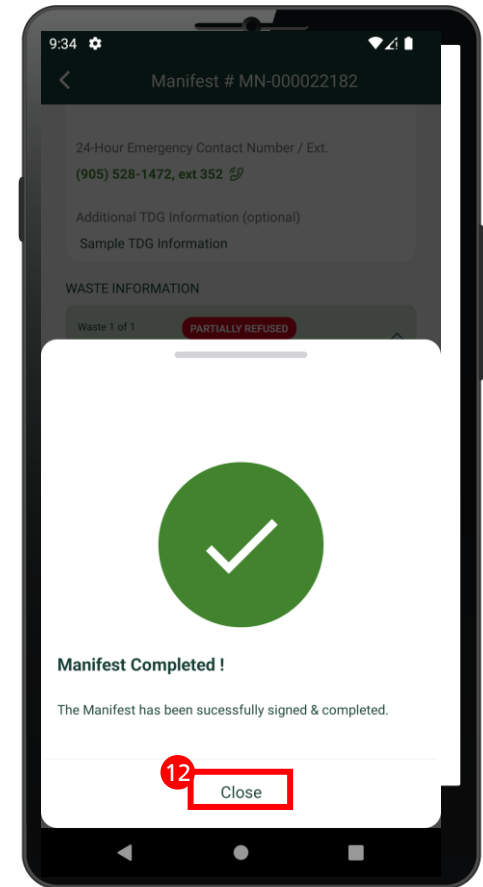
Accept/Refuse Manifest Drop-off – Partial Amount (Receiver)



10 Select **Sign Manifest**.

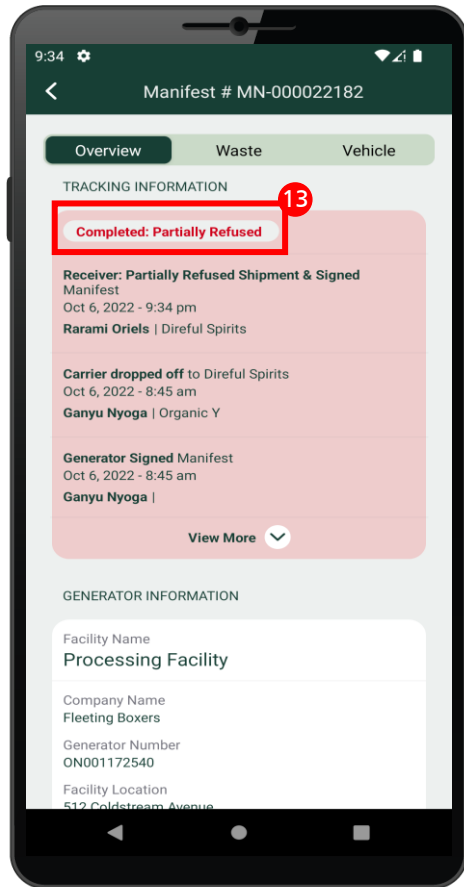


11 Select **Confirm**.



12 Select **Close**.

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



- 13 Review the updated tracking information which now shows the manifest status as **“Completed: Partially Refused.”**