

Return to Generator / Rerouting Refused Waste Manifest

This document serves as a quick reference guide for steps on using the mobile app to return refused waste to the generator or reroute it to an alternate receiver in the Hazardous Waste Program (HWP) Registry.



 Select the Status button to filter for the waste refusal manifest.

| 5:47 \$ |
|---|
| Manifests Hanifest |
| Show manifests only which requires my company's action. |
| Status All 🗸 |
| Sort by \checkmark |
| Draft |
| Select Status |
| CORRECTED: Awaiting Generator Signature |
| RETURNED: Awaiting Generator Signature |
| Completed |
| Completed: Partially Refused |
| Completed: Fully Refused |
| |

2 Select either Completed: Partially Refused or Completed: Fully Refused, based on the status of the desired refusal manifest.



3 Click the more options (…) on the desired manifest.



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Olick on Copy Manifest.



5 The following pop-up window will display. Click on **Copy**.



The New Manifest page will display. Scroll down to the Intended Receiver section.



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7 Tap to indicate that the manifest includes waste that was previously refused.



8 Select the drop-down menu to search for the original waste refusal manifest.



9 Type in the manifest number into the search bar.

Note: you need at least five (5) characters for search results to appear.



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Select the original refusal manifest,
 then click the Next: Select Destination
 of Waste button.



Select the destination of waste.
 Note: If you select the option 'forwarded to an alternate intended Receiver,' you will be prompted to search for the alternate Receiver.



The Intended Receiver section will update to reflect the destination of waste. Select Next – Add Waste Information.



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Complete the Scheduled Shipment
 Date and Scheduled Arrival Date.

| 5: | 47 🌣 🔇 Back | New | — ● Manif | est | Cance | Save | |
|---|--------------------|------------|---------------------|-----|--------|------|--|
| | Step | o1 🗸 | > | - | Step 2 | ~ | |
| l | ADD WASTE | INFORM | ATION | | | | |
| | Scheduled | Shipment | t Date * | 0 | | | |
| | Decembe | r. ~ | 22 | | 2022 | | |
| | Scheduled | Arrival Da | nte * | | | | |
| | Decembe | r v | 30 | | 2022 | | |
| Special Handling * None Specified Accompanies Shipment As Follows | | | | | | | |
| | Ready for Shipment | | | | | | |
| | \bigtriangledown | đ | Ħ | | Q | ⊳ | |

14 Click the **Ready for Shipment** button.



The manifest is now waiting signatures from the Generator and Carrier.