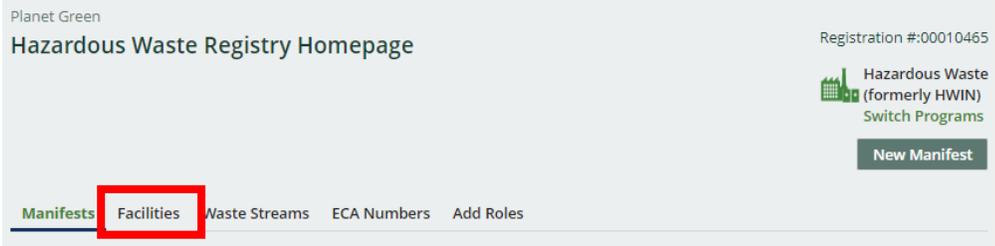
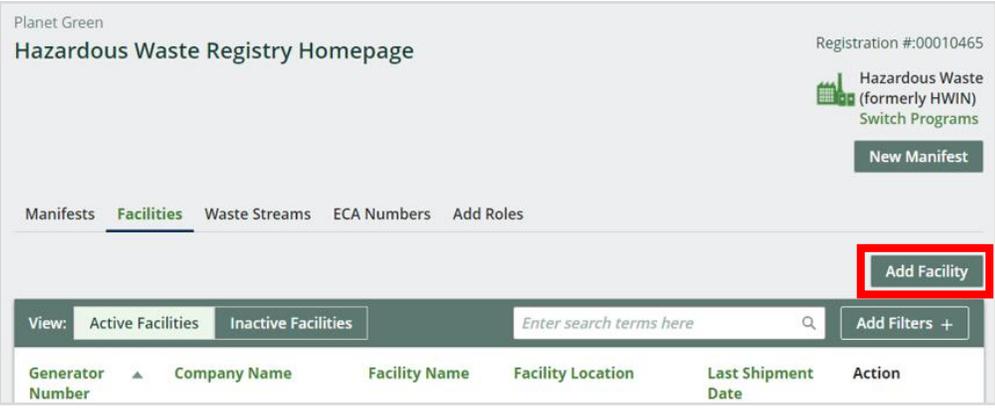


Add or Deactivate a Facility

This work instruction document covers how to add a new facility or deactivate an existing facility in your company’s HWP registry account. If the facility was previously registered in the Hazardous Waste Information Network (HWIN) system, refer to the work instruction titled “Retrieve Facility Information from HWIN” for steps to pull that information from HWIN directly into the HWP.

	WORK INSTRUCTION (STEP-BY-STEP)	Work Instruction conventions: <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are required to be completed unless indicated otherwise.
	QUICK LINKS TO STEPS	Ctrl+Click a link below to jump to related section and step(s) in this work instruction: <ul style="list-style-type: none"> Add a Facility Waste Generation Activity Generator Identification Facility Location Primary Hazardous Waste Program Contact Deactivate a Facility

Add a Facility	
Role	Account Admin, Primary Users, and Secondary Users for Generators and Authorized Generator Delegate (AGD)
1.	From the Hazardous Waste Registry Homepage , click the Facilities tab. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p><i>The Facilities page displays.</i></p>
2.	Click Add Facility button.

							
<p>3.</p>	<p>On the “Retrieve Facility Information from HWIN” pop-up box, select “No, create a new facility” link.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Retrieve Facility Information from HWIN</p> <hr/> <p>Was your Facility previously registered in the Hazardous Waste Information Network (HWIN)?</p> <div style="text-align: center; margin-top: 10px;"> Yes, retrieve my Facility from HWIN No, create a new facility </div> </div>						
<p>4.</p>	<p>On the Add Facility page, complete the Facility Name field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: left; color: #444;">< Back to Dashboard</p> <p style="text-align: left;">Planet Green Add Facility</p> <p style="text-align: center; font-size: small; color: #444;">Choose a name for this facility that will make it easy for you to identify it in a list of all your facilities.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Facility Name</p> <input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/> </div> </div> <p>Note: Use a descriptive name that is recognizable to you; examples could include location of the facility, i.e. Hamilton Office. The field is limited to 80 characters.</p>						
<p>5.</p>	<p>In the Waste Generation Activity section, select ONE of the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th style="width: 25%;">Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Long term</td> <td>Select this option if you plan to use this facility for more than six months. If selected, you are prompted to select how often this facility will be shipping waste off site</td> </tr> <tr> <td style="text-align: center;">One time</td> <td>Select this option if you only plan to use this facility one time</td> </tr> </tbody> </table>	Option	Description	Long term	Select this option if you plan to use this facility for more than six months. If selected, you are prompted to select how often this facility will be shipping waste off site	One time	Select this option if you only plan to use this facility one time
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Long term	Select this option if you plan to use this facility for more than six months. If selected, you are prompted to select how often this facility will be shipping waste off site						
One time	Select this option if you only plan to use this facility one time						

	<p>Short term</p>	<p>Select this option if you plan to use this facility for less than six months. If selected, you must specify an end date</p>						
	<p>Emergency Generator Registration (EGR)</p>	<p>Select this option in the case of a spill, where an emergency generator registration (EGR) number has been issued.</p> <p>If selected, you must enter the EGR number.</p> <p>Note: Refer to Work Instruction “Add Facility – Emergency Generator Registration (EGR)” for further instructions.</p>						
	<p>Waste Generation Activity</p> <hr/> <p>How long will this facility be generating waste?</p> <div style="border: 2px solid red; padding: 5px;"> <p><input type="radio"/> Long term</p> <p><input type="radio"/> One time</p> <p><input type="radio"/> Short term (specify end date below)</p> <p><input type="radio"/> Emergency Generator Registration (EGR)</p> </div>							
6.	<p>In the Generator Identification section, if shown, select ONE of the following:</p> <p>Note: This section only appears if you are registered as both a generator and an AGD.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c4e64; color: white;"> <th style="width: 40%;">Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>My company is the operator of the waste generation facility</td> <td>This selection identifies your company as the operator of the facility</td> </tr> <tr> <td>I am creating this facility on behalf of a generator who does not use the registry</td> <td> <p>If this option is selected, you are prompted to specify the following for the generator that you represent:</p> <ul style="list-style-type: none"> Legal Business Name Company Name </td> </tr> </tbody> </table> <p>Generator Identification</p> <hr/> <p>Your account has been identified as an authorized generator delegate. Identify the details of the generator who operates this facility.</p> <p>Note: to manage a facility on behalf of a generator who uses the Registry to maintain their own facility and waste activity details, that generator must first add the facility from their account and delegate access to you.</p> <div style="border: 2px solid red; padding: 5px;"> <p><input type="radio"/> My company is the operator of the waste generation facility.</p> <p><input type="radio"/> I am creating this facility on behalf of a generator who does not use the Registry.</p> </div>		Option	Description	My company is the operator of the waste generation facility	This selection identifies your company as the operator of the facility	I am creating this facility on behalf of a generator who does not use the registry	<p>If this option is selected, you are prompted to specify the following for the generator that you represent:</p> <ul style="list-style-type: none"> Legal Business Name Company Name
Option	Description							
My company is the operator of the waste generation facility	This selection identifies your company as the operator of the facility							
I am creating this facility on behalf of a generator who does not use the registry	<p>If this option is selected, you are prompted to specify the following for the generator that you represent:</p> <ul style="list-style-type: none"> Legal Business Name Company Name 							
7.	<p>In the Facility Location section, complete the following fields:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c4e64; color: white;"> <th style="width: 30%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>This is a Canadian Address</td> <td> <p>Checkbox indicates the facility address is Canadian</p> <p>Note: If this box is <u>not</u> checked, the fields presented on the form vary slightly for collecting a United States address.</p> </td> </tr> <tr> <td>Street</td> <td>Street address of the facility.</td> </tr> </tbody> </table>		Field	Description	This is a Canadian Address	<p>Checkbox indicates the facility address is Canadian</p> <p>Note: If this box is <u>not</u> checked, the fields presented on the form vary slightly for collecting a United States address.</p>	Street	Street address of the facility.
Field	Description							
This is a Canadian Address	<p>Checkbox indicates the facility address is Canadian</p> <p>Note: If this box is <u>not</u> checked, the fields presented on the form vary slightly for collecting a United States address.</p>							
Street	Street address of the facility.							

	Note: Start typing a street address to be prompted with matching address options; select the address from the pop-up list.
City	City where facility is located
Municipality	This list includes municipalities and First Nations. Start typing your community and select from the proposed list, or alternately use the arrows in the field to scroll and find your selection Note: This field is <u>not shown</u> if the checkbox confirming this is a Canadian address is not selected.
Province	Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary
Postal Code	Postal code for the facility location
Latitude and Longitude (optional)	These two fields default from the Google address database that matches to the address entered above
Description (optional)	Optional short text that describes your facility location

Facility Location

Once you log a waste activity for this facility, this location information will no longer be editable. If you wish to edit this location information after logging a waste activity, you will need to contact Registry Support.

My facility has a Canadian address

Street

Unit/Suite (optional)

City Municipality

Province Postal Code

Latitude Longitude

Description (Optional)

The following fields are only shown when the checkbox “This is a Canadian Address” is not selected.

Field	Description
State	State where the facility is located
Zip Code	Zip code or postal code where the facility is located
Generator Registration Number	Generator registration number associated with the facility

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Country</td> <td>United States defaults but can be changed if necessary</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Facility Location</p> <p>Once you log a waste activity for this facility, this location information will no longer be editable. If you wish to edit this location information after logging a waste activity, you will need to contact Registry Support.</p> <p><input type="checkbox"/> This is a Canadian Address Copy Business Address</p> <div style="border: 2px solid red; padding: 5px;"> <p>Street <input type="text" value="Q Enter an address to search"/></p> <p>City <input type="text"/></p> <p>State Zip Code <input type="text"/> <input type="text"/></p> <p>Generator Registration Number <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> </div> <p>Latitude Longitude <input type="text"/> <input type="text"/></p> <p>Description (Optional) <input style="width: 100%;" type="text"/></p> </div> <p>Note: Click the Copy Business Address option in the top right corner to automatically fill in the generator's business address if it is the same as the facility address.</p>	Country	United States defaults but can be changed if necessary								
Country	United States defaults but can be changed if necessary										
8.	<p>In the Facility Mailing Address section, complete the following fields:</p> <p>Note: As a shortcut, click either the Copy Business Address or Copy Facility Location option to copy in the respective address if the mailing address is the same.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th style="width: 20%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Street</td> <td>Start typing a street address to be prompted with matching address options; select the address from the pop-up list</td> </tr> <tr> <td>City</td> <td>City where facility is located</td> </tr> <tr> <td>Province</td> <td>Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary</td> </tr> <tr> <td>Postal Code</td> <td>Enter the postal code for the facility Note: The postal code must be entered in all uppercase to be recognised by the system; otherwise, the entry will not be accepted.</td> </tr> </tbody> </table> <p>The following fields are only shown when the checkbox "This is a Canadian Address" is <u>not selected</u>. In this section, the checkbox defaults as selected (<input checked="" type="checkbox"/>)</p>	Field	Description	Street	Start typing a street address to be prompted with matching address options; select the address from the pop-up list	City	City where facility is located	Province	Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary	Postal Code	Enter the postal code for the facility Note: The postal code must be entered in all uppercase to be recognised by the system; otherwise, the entry will not be accepted.
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Postal Code	Enter the postal code for the facility Note: The postal code must be entered in all uppercase to be recognised by the system; otherwise, the entry will not be accepted.										

	State	Select the appropriate US state where the facility is located																		
	Zip Code	Enter the US zip code where the facility is located																		
	Country	United States defaults but can be changed if necessary																		
	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Facility Mailing Address</p> <p><input checked="" type="checkbox"/> This is a Canadian Address Copy Business Address Copy Facility Location</p> <div style="border: 2px solid red; padding: 5px;"> <p>Street <input style="width: 100%;" type="text"/></p> <p>City <input style="width: 100%;" type="text"/></p> <p>Province Postal Code <input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/></p> </div> </div>																			
9.	<p>In the Primary Hazardous Waste Program Contact section, complete the following fields:</p> <p>Note: The primary HWP contact is the individual responsible for the hazardous waste management for the facility. This would be a generator's primary contact in a "non-AGD" scenario, and the AGD's primary contact in an "AGD" scenario.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #2c4e64; color: white;"> <th style="width: 30%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>First Name</td> <td>Primary contact's first name</td> </tr> <tr> <td>Last Name</td> <td>Primary contact's last name</td> </tr> <tr> <td>Job Title</td> <td>Primary contact's job title or position</td> </tr> <tr> <td>Email</td> <td>Primary contact's email address</td> </tr> <tr> <td>Primary Phone Number</td> <td>Primary contact's main phone number</td> </tr> <tr> <td>Phone Extension (optional)</td> <td>If applicable, enter extension related to primary number</td> </tr> <tr> <td>Secondary Phone Number (optional)</td> <td>If applicable, enter primary contact's secondary phone number</td> </tr> <tr> <td>Phone Extension (optional)</td> <td>If applicable, enter extension related to secondary number</td> </tr> </tbody> </table>		Field	Description	First Name	Primary contact's first name	Last Name	Primary contact's last name	Job Title	Primary contact's job title or position	Email	Primary contact's email address	Primary Phone Number	Primary contact's main phone number	Phone Extension (optional)	If applicable, enter extension related to primary number	Secondary Phone Number (optional)	If applicable, enter primary contact's secondary phone number	Phone Extension (optional)	If applicable, enter extension related to secondary number
Field	Description																			
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Phone Extension (optional)	If applicable, enter extension related to secondary number																			

Primary Hazardous Waste Program Contact

I am the primary Hazardous Waste Program contact ⓘ

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>
Job Title <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>
Primary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>
Secondary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>

10. In the **Alternate Contact (Optional)** section, perform one of the following:
 Note: The alternate contact is a secondary person responsible for the hazardous waste management at the facility. If this is an AGD scenario, then the “alternate contact” can be the generator who is not using the registry.

If you ...	Then...
Do not have an alternate contact	<ol style="list-style-type: none"> 1. Select the checkbox “<input type="checkbox"/> I do not wish to specify an alternate contact”. <p style="margin-left: 20px;">Note: Once the checkbox is selected, the contact fields in the section are hidden.</p> <ol style="list-style-type: none"> 2. Go to Step 11 (next step in the procedure).
Do have an alternate contact	<ol style="list-style-type: none"> 1. Complete the alternate contact information fields.

Alternate Contact (Optional)

I do not wish to specify an alternate contact I am the Alternate Contact ⓘ

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>
Job Title <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>
Primary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>
Secondary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>

11.	<p>Enter one or more NAICS codes which best describe the nature of your business at the facility.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Additional information</p> <hr/> <p>Please identify the primary North American Industry Classification System (NAICS) six-digit code(s) which best describe the nature of your business at this facility. The Registry currently uses the 2017 version 3.0 list. For more information, please see: link</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>NAICS Code <input type="text" value="search.."/></p> <p>NAICS Code (Optional) <input type="text" value="search.."/></p> <p>NAICS Code (Optional) <input type="text" value="search.."/></p> </div> <p style="text-align: right; color: red; font-weight: bold;">NAICS info link </p> </div> <p>Note: Possible codes are displayed in a drop-down list as you start typing in the field. See link above for more information on NAICS codes: North American Industry Classification System (NAICS) Canada 2017 Version 3.0 (statcan.gc.ca)</p>
12.	<p>Select the appropriate answer to the question (1):</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>1. Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility?</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p><input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number <input type="radio"/> No</p> </div> </div> <p>Note: If you select “Yes”, you must enter the corresponding ECA (Environmental Compliance Approval) number in the displayed field. After you type three digits of a number, matching ECAs are displayed in a drop down and you can select the appropriate number from the list.</p>
13.	<p>Select the appropriate answer to the question (2):</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>2. Is your facility a Municipal Hazardous or Special Waste depot operated or exclusively for a municipality or the Crown?</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p><input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number <input type="radio"/> No</p> </div> </div> <p>Note: If you select “Yes”, you must enter the corresponding ECA number in the displayed field. After you type three digits of a number, matching ECAs are displayed in a drop down and you can select the appropriate number from the list.</p>
14.	<p>Select the appropriate answer to the question (3):</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>3. Is your facility a contaminated facility located in Ontario, and all waste generated is a result of activities carried out at the facility for the purpose of remediating contaminated soil or other contaminated materials located in, on, or under the site?</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div> </div>

15.	For Question 3., perform ONE of the following:	
	If you selected...	Then...
	Yes	<ol style="list-style-type: none"> 1. Complete the File Upload field by clicking the Upload button to search and select supporting documentation related to the contaminated facility. 2. Go to next step.
No	Go to next step.	
16.	Select the checkbox to confirm the information entered for the facility is accurate.	
	<input style="border: 2px solid red;" type="checkbox"/> hereby confirm that the facility information specified above is accurate.	
17.	Click Save button. <i>The Facilities Details page displays.</i>	
18.	Review the facility information you have entered. Note: Scroll as necessary to view all the facility information.	
19.	Perform one of the following:	
	If you want to...	Then...
	Make change(s) to the facility information	<ol style="list-style-type: none"> 1. Click Edit button in any section. 2. Make the necessary change(s). 3. Return to Step 15 in procedure above.
Finish and return to the Facilities page	Click <Back to Dashboard link at top left of page.	

Deactivate a Facility

1. From the **Hazardous Waste Registry Homepage**, click the **Facilities** tab.

The Facilities page displays.

2.	<p>Enter a “Search Term” or use the ‘Add Filters’ button to narrow your ‘Active’ facilities list to help you locate the Facility you want to deactivate.</p> <p>Note: In the search field, you can enter the full or partial term (characters) used in any of the first four column headings in the Active Facilities table: Generator Number, Company Name, Facility Name, or Facility Location.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: 0.9em; margin: 0;">Manifests <u>Facilities</u> Waste Streams ECA Numbers Invoices Add Roles</p> <p style="text-align: right; margin: 0;">Add Facility</p> <hr/> <p style="margin: 0;">View: Active Facilities Inactive Facilities <input style="width: 150px;" type="text" value="Enter search terms here"/> <input type="button" value="Add Filters +"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="text-align: left;">Generator Number</th> <th style="text-align: left;">Company Name</th> <th style="text-align: left;">Facility Name</th> <th style="text-align: left;">Facility Location</th> <th style="text-align: left;">Last Shipment Date</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>ON001166790</td> <td>Planet Green</td> <td>Training Waste Facility</td> <td>12 Thorncliffe Park Drive, Toronto, Ontario, M4H 1H4</td> <td></td> <td>New Manifest</td> </tr> <tr> <td>ON001166786</td> <td>Planet Green</td> <td>My other facility</td> <td>20 Dundas Street West, Toronto, Ontario, M5G 2H1</td> <td></td> <td>New Manifest</td> </tr> <tr> <td>ON001166774</td> <td>Planet Green</td> <td>Ellen's Waste Centre</td> <td>4711 Yonge Street, Toronto, Ontario, M2N 6K8</td> <td></td> <td>New Manifest</td> </tr> </tbody> </table> </div>	Generator Number	Company Name	Facility Name	Facility Location	Last Shipment Date	Action	ON001166790	Planet Green	Training Waste Facility	12 Thorncliffe Park Drive, Toronto, Ontario, M4H 1H4		New Manifest	ON001166786	Planet Green	My other facility	20 Dundas Street West, Toronto, Ontario, M5G 2H1		New Manifest	ON001166774	Planet Green	Ellen's Waste Centre	4711 Yonge Street, Toronto, Ontario, M2N 6K8		New Manifest
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ON001166774	Planet Green	Ellen's Waste Centre	4711 Yonge Street, Toronto, Ontario, M2N 6K8		New Manifest																				
3.	<p>Select the Facility (click the Generator Number) that you want to deactivate.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: 0.9em; margin: 0;">Manifests <u>Facilities</u> Waste Streams ECA Numbers Invoices Add Roles</p> <p style="text-align: right; margin: 0;">Add Facility</p> <hr/> <p style="margin: 0;">View: Active Facilities Inactive Facilities <input style="width: 150px;" type="text" value="66790"/> <input type="button" value="Add Filters +"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="text-align: left;">Generator Number</th> <th style="text-align: left;">Company Name</th> <th style="text-align: left;">Facility Name</th> <th style="text-align: left;">Facility Location</th> <th style="text-align: left;">Last Shipment Date</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">ON001166790</td> <td>Planet Green</td> <td>Training Waste Facility</td> <td>12 Thorncliffe Park Drive, Toronto, Ontario, M4H 1H4</td> <td></td> <td>New Manifest</td> </tr> </tbody> </table> </div> <p>Note: In this example, the facilities list was narrowed by entering the last five digits, ‘66790’ as underlined above, of the generator number to locate the facility to be deactivated. You can also search by company or facility name, or address.</p>	Generator Number	Company Name	Facility Name	Facility Location	Last Shipment Date	Action	ON001166790	Planet Green	Training Waste Facility	12 Thorncliffe Park Drive, Toronto, Ontario, M4H 1H4		New Manifest												
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4.	<p>Scroll down the page to the Deactivate Facility section.</p>																								

5.	<p>Review the requirements to deactivate the facility.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Deactivate Facility</p> <hr/> <p>To deactivate this facility registration, any associated manifests must be completed, all subject waste removed from the site and waste generation activities (including storage) must be ceased.</p> <p style="text-align: right;">Deactivate Facility</p> <p>Deactivate if:</p> <ul style="list-style-type: none"> no longer generating subject waste if applicable, change in company delegated to manage facility <p>You may choose to reactivate the facility registration in the future.</p> </div> <p>Important! – All the requirements to deactivate a facility must be met prior to deactivating, such as manifests associated with the facility are completed, all subject waste has been removed from the site, and waste generation activities have been ceased.</p>						
6.	<p>Click Deactivate Facility button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Deactivate Facility</p> <hr/> <p>To deactivate this facility registration, any associated manifests must be completed, all subject waste removed from the site and waste generation activities (including storage) must be ceased.</p> <p style="text-align: right;">Deactivate Facility</p> <p>Deactivate if:</p> <ul style="list-style-type: none"> no longer generating subject waste if applicable, change in company delegated to manage facility <p>You may choose to reactivate the facility registration in the future.</p> </div> <p><i>The Deactivate Facility pop-up displays.</i></p>						
7.	<p>Select ONE of the following confirmation options:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #2c4e60; color: white;"> <th style="width: 40%;">Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">All hazardous waste has been removed...</td> <td style="padding: 5px;">Select this option if you are a Generator or an AGD that is confirming the facility is no longer producing hazardous waste and that all waste has been removed</td> </tr> <tr> <td style="padding: 5px;">Going forward, another company (an Authorized Generator Delegate) will be responsible...</td> <td style="padding: 5px;">Select this option if you are Generator and have delegated responsibility of managing this Facility's waste activity reporting to another company (AGD)</td> </tr> </tbody> </table>	Option	Description	All hazardous waste has been removed...	Select this option if you are a Generator or an AGD that is confirming the facility is no longer producing hazardous waste and that all waste has been removed	Going forward, another company (an Authorized Generator Delegate) will be responsible...	Select this option if you are Generator and have delegated responsibility of managing this Facility's waste activity reporting to another company (AGD)
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	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Deactivate Facility</p> <div style="border: 2px solid red; padding: 5px;"> <p>By deactivating this Facility, I hereby confirm that either:</p> <p><input type="radio"/> All hazardous waste has been removed from this Facility, and that this Facility is no longer generating hazardous waste</p> <p><input type="radio"/> Going forward, another company (an Authorized Generator Delegate) will be responsible for managing this Facility's waste activity reporting</p> </div> </div>				
8.	<p>Complete the following field:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #2c4e60; color: white;"> <th style="width: 30%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Deactivation Date</td> <td>This is the date the facility has stopped producing hazardous waste and all waste has been removed</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Deactivate Facility</p> <hr/> <p>By deactivating this Facility, I hereby confirm that either:</p> <p><input type="radio"/> All hazardous waste has been removed from this Facility, and that this Facility is no longer generating hazardous waste</p> <p><input type="radio"/> Going forward, another company (an Authorized Generator Delegate) will be responsible for managing this Facility's waste activity reporting</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Deactivation Date</p> <input style="width: 100%;" type="text" value=""/> </div> </div>	Field	Description	Deactivation Date	This is the date the facility has stopped producing hazardous waste and all waste has been removed
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9.	<p>Click Deactivate button.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Deactivate Facility</p> <hr/> <p>By deactivating this Facility, I hereby confirm that either:</p> <p><input checked="" type="radio"/> All hazardous waste has been removed from this Facility, and that this Facility is no longer generating hazardous waste</p> <p><input type="radio"/> Going forward, another company (an Authorized Generator Delegate) will be responsible for managing this Facility's waste activity reporting</p> <p>Deactivation Date</p> <input style="width: 100%;" type="text" value="30-Jun-2022"/> <div style="text-align: right; margin-top: 20px;"> Cancel Deactivate </div> </div>				

10.	<p>Review the warning that the facility is now inactive.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> < Back to Dashboard Generator Number: ON001166774 </div> <p style="margin-top: 10px;">Planet Green Facility Details</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p> This facility is inactive Before you can log waste activities for this Facility, you must first click "Reactivate"</p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Reactivate"/> </div> <div style="margin-top: 10px;"> <p>Facility Name: Ellen's Waste Centre <input type="button" value="Edit"/></p> <p>Deactivation Details</p> </div> </div> <p>Note: If needed, you can use the facility again by clicking the Reactivate button.</p>						
11.	<p>Click <Back to Dashboard link at top left of page.</p>						
12.	<p>Click the Inactive Facilities view button to see a list of all the deactivated facilities.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Planet Green Registration #:00010465 </div> <h2 style="margin-top: 10px;">Hazardous Waste Registry Homepage</h2> <div style="text-align: right; margin-top: 10px;"> Hazardous Waste (formerly HWIN) Switch Programs <input type="button" value="New Manifest"/> </div> <div style="margin-top: 10px;"> Manifests Facilities Waste Streams ECA Numbers Add Roles </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Add Facility"/> </div> <div style="margin-top: 10px; background-color: #333; color: white; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> View: Active Facilities Inactive Facilities Enter search terms here <input style="width: 100px; border: none; border-bottom: 1px solid #ccc;" type="text"/> <input type="button" value="Add Filters +"/> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Generator Number</th> <th style="text-align: left;">Company Name</th> <th style="text-align: left;">Facility Name</th> <th style="text-align: left;">Facility Location</th> <th style="text-align: left;">Last Shipment Date</th> <th style="text-align: left;">Action</th> </tr> </thead> </table> </div> </div>	Generator Number	Company Name	Facility Name	Facility Location	Last Shipment Date	Action
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