
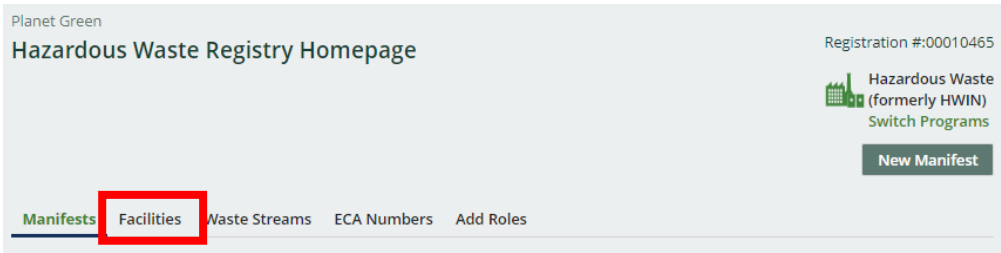
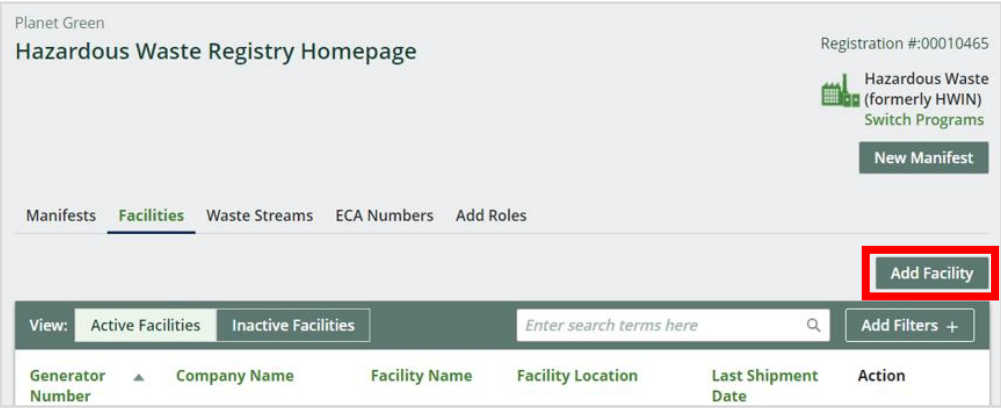
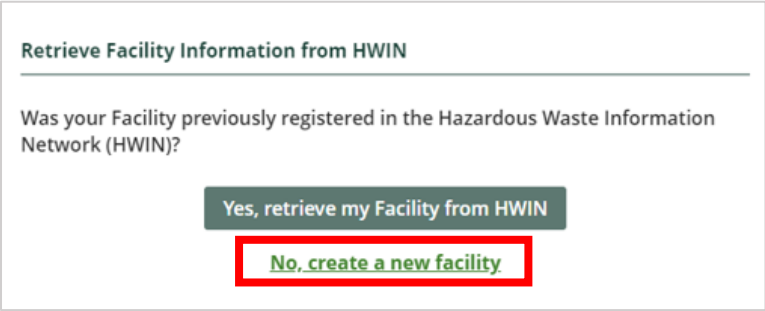
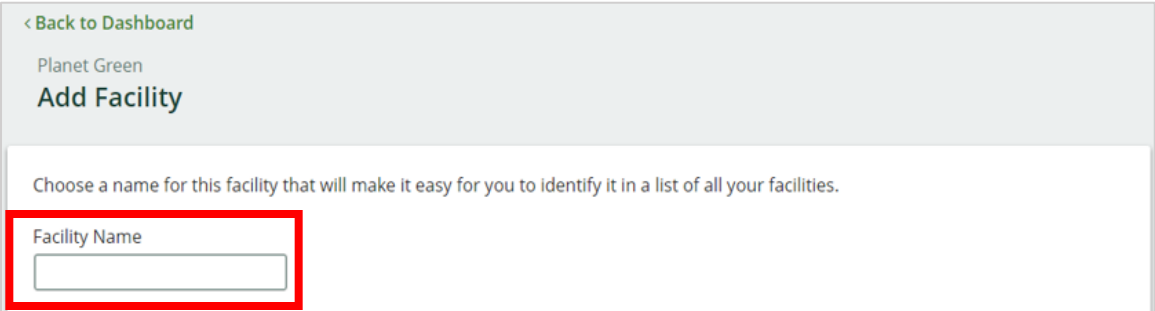


Add or Deactivate a Facility

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 data-bbox="344 1146 1339 1396">  </div> <p><i>The Facilities page displays.</i></p>
2.	Click Add Facility button.

							
3.	<p>On the “Retrieve Facility Information from HWIN” pop-up box, select <u>“No, create a new facility”</u> link.</p> 						
4.	<p>On the Add Facility page, complete the Facility Name field.</p>  <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>						
5.	<p>In the Waste Generation Activity section, select <u>ONE</u> of the following:</p> <table border="1"> <thead> <tr> <th>Option</th><th>Description</th></tr> </thead> <tbody> <tr> <td>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>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
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						

	Short term	Select this option if you plan to use this facility for less than six months. If selected, you must specify an end date
	Emergency Generator Registration (EGR)	Select this option in the case of a spill, where an emergency generator registration (EGR) number has been issued. If selected, you must enter the EGR number. Note: Refer to Work Instruction “Add Facility – Emergency Generator Registration (EGR)” for further instructions.
	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Waste Generation Activity</p> <hr/> <p>How long will this facility be generating waste?</p> <div style="border: 2px solid red; padding: 5px;"> <input type="radio"/> Long term <input type="radio"/> One time <input type="radio"/> Short term (specify end date below) <input type="radio"/> Emergency Generator Registration (EGR) </div> </div>	

6. In the **Generator Identification** section, if shown, select **ONE** of the following:
 Note: This section only appears if you are registered as both a generator and an AGD.

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	If this option is selected, you are prompted to specify the following for the generator that you represent: <ul style="list-style-type: none"> Legal Business Name Company Name

Generator Identification

Your account has been identified as an authorized generator delegate. Identify the details of the generator who operates this facility.

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.

☐ My company is the operator of the waste generation facility.
☐ I am creating this facility on behalf of a generator who does not use the Registry.

7. In the **Facility Location** section, complete the following fields:

Field	Description
This is a Canadian Address	Checkbox indicates the facility address is Canadian Note: If this box is <u>not</u> checked, the fields presented on the form vary slightly for collecting a United States address.
Street	Street address of the facility.

		<p>Note: Start typing a street address to be prompted with matching address options; select the address from the pop-up list.</p>
City		City where facility is located
Municipality		<p>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</p> <p>Note: This field is <u>not shown</u> if the checkbox confirming this is a Canadian address is not selected.</p>
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

Province

Latitude

Municipality ⁱ

Postal Code

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 <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Generator Registration Number <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> </div> <p>Latitude <input type="text"/></p> <p>Longitude <input type="text"/></p> <p>Description (Optional) <input style="height: 40px;" 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;"> <thead> <tr style="background-color: #2c4e64; 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 (☑).</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> <div>Facility Mailing Address</div> <div> <input checked="" type="checkbox"/> This is a Canadian Address <div> Copy Business Address Copy Facility Location </div> </div> <div> <div>Street</div> <div></div> <div>City</div> <div></div> <div> <div>Province</div> <div>Ontario</div> </div> <div> <div>Postal Code</div> <div></div> </div> </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"> <thead> <tr> <th>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																			
First Name	Primary contact's first name																			
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	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Primary Hazardous Waste Program Contact</p> <p style="text-align: right; color: green;">I am the primary Hazardous Waste Program contact ⓘ</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>First Name</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Last Name</p> <input style="width: 95%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Job Title</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Email</p> <input style="width: 95%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Primary Phone Number</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Phone Extension</p> <input style="width: 95%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Secondary Phone Number</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Phone Extension</p> <input style="width: 95%;" type="text"/> </div> </div> </div> </div>						
<p>10.</p>	<p>In the Alternate Contact (Optional) section, perform one of the following:</p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th style="width: 40%;">If you ...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td style="padding: 10px;">Do not have an alternate contact</td> <td style="padding: 10px;"> <ol style="list-style-type: none"> 1. Select the checkbox “<input type="checkbox"/> I do not wish to specify an alternate contact”. Note: Once the checkbox is selected, the contact fields in the section are hidden. 2. Go to Step 11 (next step in the procedure). </td> </tr> <tr> <td style="padding: 10px;">Do have an alternate contact</td> <td style="padding: 10px;"> <ol style="list-style-type: none"> 1. Complete the alternate contact information fields. </td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Alternate Contact (Optional)</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> I do not wish to specify an alternate contact </div> <p style="text-align: right; color: green;">I am the Alternate Contact ⓘ</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>First Name</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Last Name</p> <input style="width: 95%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Job Title</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Email</p> <input style="width: 95%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Primary Phone Number</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Phone Extension</p> <input style="width: 95%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p>Secondary Phone Number</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 48%;"> <p>Phone Extension</p> <input style="width: 95%;" type="text"/> </div> </div> </div> </div>	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”. Note: Once the checkbox is selected, the contact fields in the section are hidden. 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.
If you ...	Then...						
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Do have an alternate contact	<ol style="list-style-type: none"> 1. Complete the alternate contact information fields. 						

<p>11.</p>	<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: 10px;"> <p>Additional information</p> <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;"> <p>NAICS Code</p> <input type="text" value="search.."/> <p>NAICS Code (Optional)</p> <input type="text" value="search.."/> <p>NAICS Code (Optional)</p> <input type="text" value="search.."/> </div> </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>
<p>12.</p>	<p>Select the appropriate answer to the question (1):</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>1. Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility?</p> <div style="border: 2px solid red; padding: 5px;"> <input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number <input type="radio"/> No </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>
<p>13.</p>	<p>Select the appropriate answer to the question (2):</p> <div style="border: 1px solid #ccc; padding: 10px;"> <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;"> <input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number <input type="radio"/> No </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>
<p>14.</p>	<p>Select the appropriate answer to the question (3):</p> <div style="border: 1px solid #ccc; padding: 10px;"> <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;"> <input type="radio"/> Yes <input type="radio"/> No </div> </div>

NAICS info link

15.	<p>For Question 3., perform ONE of the following:</p> <table border="1"> <thead> <tr> <th data-bbox="337 289 738 338">If you selected...</th> <th data-bbox="738 289 1495 338">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 338 738 512">Yes</td> <td data-bbox="738 338 1495 512"> <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. </td> </tr> <tr> <td data-bbox="337 512 738 575">No</td> <td data-bbox="738 512 1495 575">Go to next step.</td> </tr> </tbody> </table>	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.
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.	<p>Select the checkbox to confirm the information entered for the facility is accurate.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input data-bbox="365 695 402 737" type="checkbox"/> hereby confirm that the facility information specified above is accurate. </div>						
17.	<p>Click Save button.</p> <p><i>The Facilities Details page displays.</i></p>						
18.	<p>Review the facility information you have entered.</p> <p>Note: Scroll as necessary to view all the facility information.</p>						
19.	<p>Perform one of the following:</p> <table border="1"> <thead> <tr> <th data-bbox="337 1068 704 1117">If you want to...</th> <th data-bbox="704 1068 1529 1117">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1117 704 1249">Make change(s) to the facility information</td> <td data-bbox="704 1117 1529 1249"> <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. </td> </tr> <tr> <td data-bbox="337 1249 704 1346">Finish and return to the Facilities page</td> <td data-bbox="704 1249 1529 1346">Click <Back to Dashboard link at top left of page.</td> </tr> </tbody> </table>	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.
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.	<p>From the Hazardous Waste Registry Homepage, click the Facilities tab.</p> <div data-bbox="370 1528 1511 1801" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Planet Green Registration #:00010465 </div> <div style="display: flex; justify-content: space-between;"> <h3>Hazardous Waste Registry Homepage</h3> <div style="text-align: right;">  <p>Hazardous Waste (formerly HWIN) Switch Programs</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <div style="background-color: #444; color: white; padding: 5px 10px; border-radius: 3px;">New Manifest</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Manifests Facilities Waste Streams ECA Numbers Add Roles </div> </div> <p><i>The Facilities page displays.</i></p>

2.

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.

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.

ManifestsFacilitiesWaste StreamsECA NumbersInvoicesAdd Roles

Add Facility

View:Active FacilitiesInactive Facilities

Enter search terms here

Add Filters +

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

3.

Select the **Facility** (click the Generator Number) that you want to deactivate.

ManifestsFacilitiesWaste StreamsECA NumbersInvoicesAdd Roles

Add Facility

View:Active FacilitiesInactive Facilities

66790

Add Filters +

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

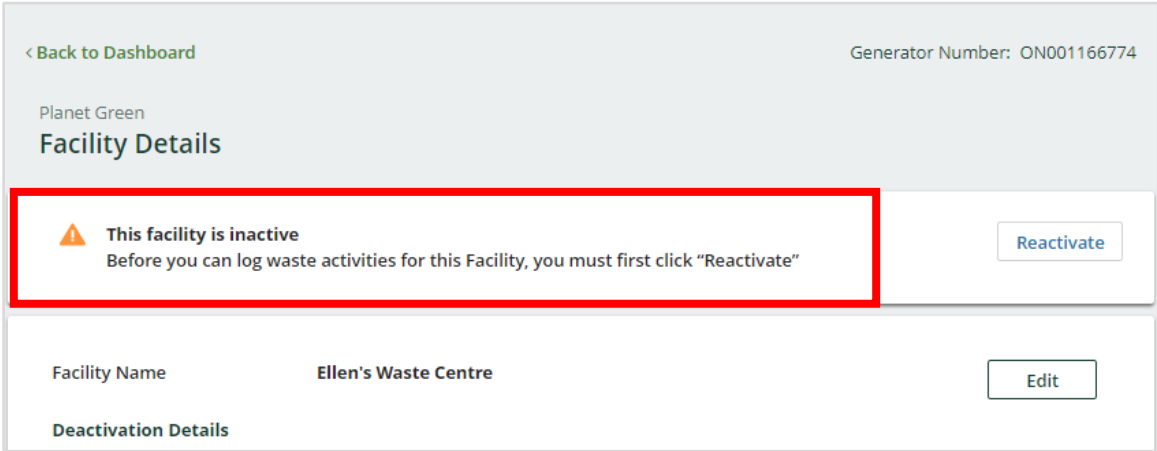
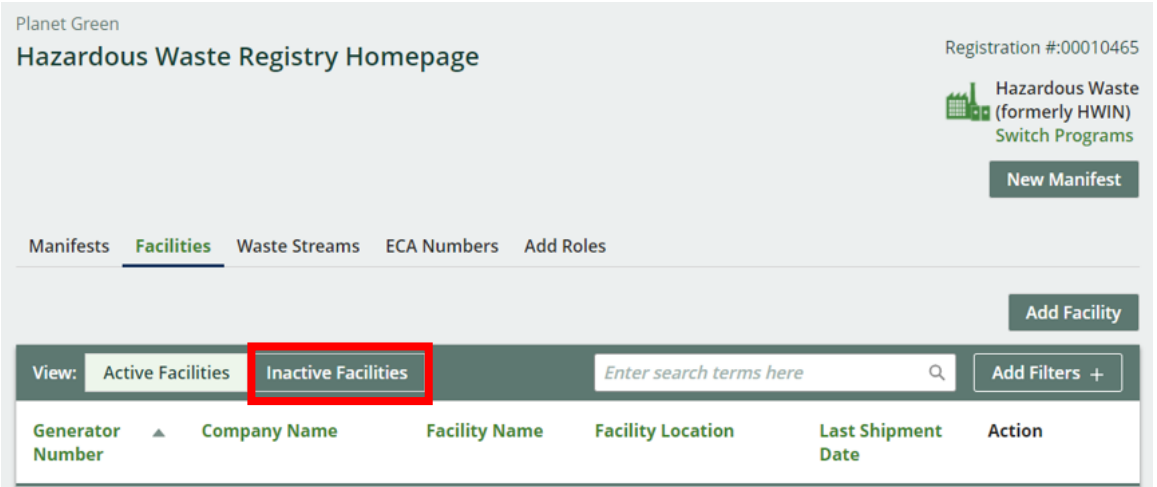
Note: In this example, the facilities list was narrowed by entering the last five digits, ‘66790’ as underlined above, of the generator number to locate the facility to be deactivated. You can also search by company or facility name, or address.

4.

Scroll down the page to the **Deactivate Facility** section.

5.	<p>Review the requirements to deactivate the facility.</p> <div data-bbox="375 289 1528 663"> <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>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> <p>Deactivate Facility</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 data-bbox="375 856 1528 1230"> <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>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> <p>Deactivate Facility</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"> <thead> <tr> <th>Option</th><th>Description</th></tr> </thead> <tbody> <tr> <td>All hazardous waste has been removed...</td><td>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>Going forward, another company (an Authorized Generator Delegate) will be responsible...</td><td>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> <p>Deactivate Facility</p> <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>				
<p>8.</p>	<p>Complete the following field:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>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> <p>Deactivate Facility</p> <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> <p>Deactivation Date</p> <input type="text"/> </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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Deactivation Date	This is the date the facility has stopped producing hazardous waste and all waste has been removed				
<p>9.</p>	<p>Click Deactivate button.</p> <div> <p>Deactivate Facility</p> <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 type="text" value="30-Jun-2022"/> <p>Cancel Deactivate</p> </div>				

<p>10.</p>	<p>Review the warning that the facility is now inactive.</p> <div data-bbox="370 283 1520 730">  </div> <p>Note: If needed, you can use the facility again by clicking the Reactivate button.</p>
<p>11.</p>	<p>Click <Back to Dashboard link at top left of page.</p>
<p>12.</p>	<p>Click the Inactive Facilities view button to see a list of all the deactivated facilities.</p> <div data-bbox="370 919 1520 1402">  </div>