

Add or Deactivate Waste Stream

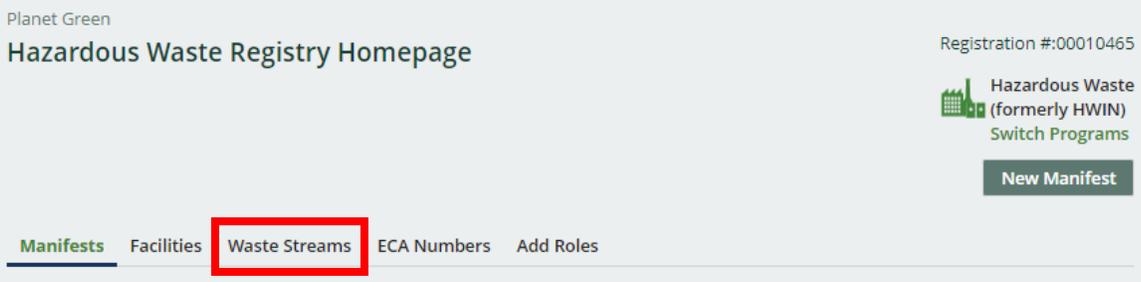
This work instruction document covers how to add a new waste stream or deactivate an existing waste stream in your company's HWP registry account.

	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 Waste Stream Waste Stream Details LDR Questionnaire LDR Notification Form Deactivate a Waste Stream

Add a Waste Stream

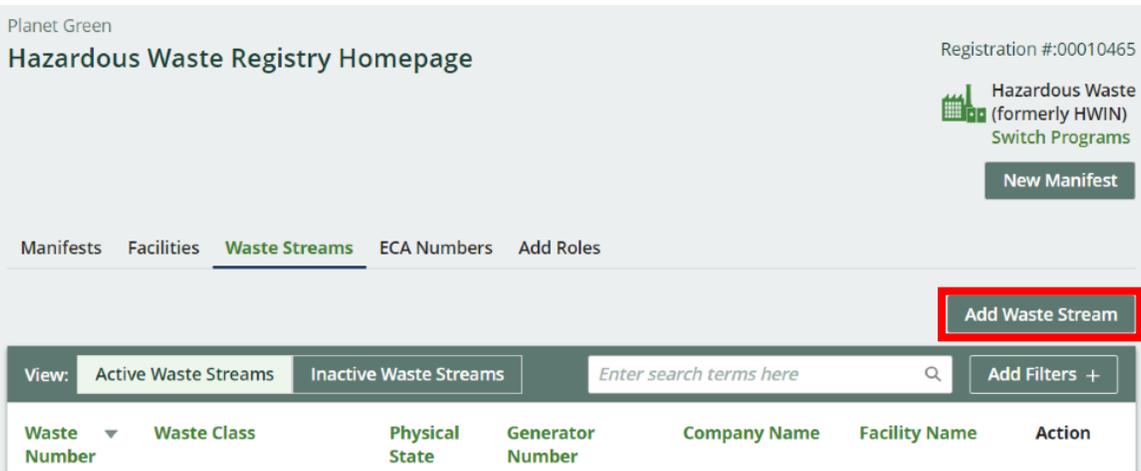
Role	Account Admin, Primary User, and Secondary Users for Generators and Authorized Generator Delegates (AGDs)
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1. From the **Hazardous Waste Registry Homepage**, click the **Waste Streams** tab.



*The **Waste Streams** page displays.*

2. Click **Add Waste Stream** button.



	<i>The Add Waste Stream page displays.</i>																				
3.	<p>In the Waste Stream Details section, complete the following fields:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #1a3d3d; color: white;"> <th style="text-align: left; padding: 5px;">Field</th> <th style="text-align: left; padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Facility Name</td> <td style="padding: 5px;">The facility name where the waste stream is generated Note: Facilities must be added to the Registry prior to adding a waste stream. All your active facilities show in the field drop down list.</td> </tr> <tr> <td style="padding: 5px;">Waste Class</td> <td style="padding: 5px;">This is a three-digit number assigned to a generic waste description used to classify the type of waste being managed Note: If you know part of the waste class name, you can type it in the field or you can scroll through the available options in the drop-down list.</td> </tr> <tr> <td style="padding: 5px;">Waste Type</td> <td style="padding: 5px;">Select appropriate waste type from the drop-down list</td> </tr> <tr> <td style="padding: 5px;">Primary Characterization</td> <td style="padding: 5px;">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.</td> </tr> <tr> <td style="padding: 5px;">Hazardous Waste Number</td> <td style="padding: 5px;">This is a four-character code used to identify the individual listed wastes in Regulation 347 Note: If you know part of the hazardous waste number, you can type it in to shorten the list of options, or you can scroll through all the available options in the drop-down list.</td> </tr> <tr> <td style="padding: 5px;">Physical State</td> <td style="padding: 5px;">The physical state of the waste</td> </tr> <tr> <td style="padding: 5px;">Specific Gravity</td> <td style="padding: 5px;">The specific gravity of the waste Note: This field is only shown if the physical state is selected as 'Liquid'.</td> </tr> <tr> <td style="padding: 5px;">Waste Description</td> <td style="padding: 5px;">A short description of the waste</td> </tr> <tr> <td style="padding: 5px;">Waste stream and description of generating purpose</td> <td style="padding: 5px;">Short text stating the waste stream and a description of the generating purpose</td> </tr> </tbody> </table>	Field	Description	Facility Name	The facility name where the waste stream is generated Note: Facilities must be added to the Registry prior to adding a waste stream. All your active facilities show in the field drop down list.	Waste Class	This is a three-digit number assigned to a generic waste description used to classify the type of waste being managed Note: If you know part of the waste class name, you can type it in the field or you can scroll through the available options in the drop-down list.	Waste Type	Select appropriate waste type from the drop-down list	Primary Characterization	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.	Hazardous Waste Number	This is a four-character code used to identify the individual listed wastes in Regulation 347 Note: If you know part of the hazardous waste number, you can type it in to shorten the list of options, or you can scroll through all the available options in the drop-down list.	Physical State	The physical state of the waste	Specific Gravity	The specific gravity of the waste Note: This field is only shown if the physical state is selected as 'Liquid'.	Waste Description	A short description of the waste	Waste stream and description of generating purpose	Short text stating the waste stream and a description of the generating purpose
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Add Waste Stream

Waste Information
LDR Questionnaire
LDR Notification Form

Waste Stream Details

For more information about waste class identification and other fields on this page, visit [RPRA's Hazardous Waste Registry webpage](#) and [Ontario's Registration Guidance Manual](#).

Facility Name

Waste Class

Waste Type

Primary Characterization

Hazardous Waste Number

Physical State

Waste Description

Waste stream and description of generating process

4. Scroll down, if necessary, to the **Shipping Information** section.

5. In the **Shipping Information** section, complete the following fields:

Note: The **Shipping Information** section is optional. Any fields completed here are pre-populated when creating a manifest using this waste stream. This may be helpful to maintain compliance with other jurisdictional manifesting requirements.

Field	Description
UN Number (optional)	UN number assigned to the waste stream
Shipping Name (optional)	Shipping name for the waste stream
Class (Sub. Class) (optional)	Class or sub-class covered by the waste stream
Packing Group (optional)	Packing group associated with the waste stream
Toxic by Inhalation (optional)	Identifies waste if toxic by inhalation
Number of Packages (optional)	Number of packages in which waste is normally shipped
Packaging Code (optional)	Packing code used for the waste stream

Shipping Information (Optional)

The fields in this section are used when this Waste Stream is used on a Manifest. You may fill them in here to save time when adding this Waste Stream to a Manifest. Alternatively, you can choose to specify these details when logging a Manifest.

Not all fields in this section are required on Ontario manifests but are available to support compliance with other jurisdictional manifesting requirements.

UN Number ⓘ

Shipping Name ⓘ

Class (Sub. Class) ⓘ

Packing Group ⓘ

Toxic by Inhalation ⓘ

Number of Packages ⓘ

Packaging Code ⓘ

6. Click **Save & Next >** button.

The **Land Disposal Restriction (LDR)** pop-up displays.

7. On the **Land Disposal Restriction (LDR)** pop-up box, perform **ONE** of the following:

If you ...	Then...
Know the waste stream requires LDR treatment	<ol style="list-style-type: none"> 1. Select Yes, continue to LDR Notification Form. 2. Go to Step 11.
Do not know or if unsure if the waste stream requires LDR treatment	<ol style="list-style-type: none"> 1. Select I am not sure, continue to LDR Questionnaire. 2. Go to next step.

Land Disposal Restriction (LDR)

Does this waste stream require LDR treatment?
See the Land Disposal Restrictions (LDR) Handbook for more information.

Yes, continue to LDR Notification Form

I am not sure, continue to LDR Questionnaire

<p>8.</p>	<p>Select the appropriate answer to the questions presented by the LDR Questionnaire.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Waste Information LDR Questionnaire LDR Notification Form </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>LDR Questionnaire</p> <p>This questionnaire will help determine if you need to fill out an LDR notification form.</p> <p>Is your waste stream being shipped out of Ontario to a facility not included on the Tonnage Fee Exempt Recycling Facilities Directory posted on the Registry?</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p> <p>Are you unsure of any applicable exemptions or where your waste stream will be managed?</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p> </div> </div>						
<p>9.</p>	<p>Click Save & Next > button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> < Back Cancel </div> <div style="border: 2px solid red; padding: 2px 10px; background-color: #333; color: white; border-radius: 5px;">Save & Next ></div> </div> </div> <p>...and continue to answer the questions as presented in the LDR Questionnaire wizard.</p>						
<p>10.</p>	<p>When the questionnaire is completed, you are presented with <u>one</u> of the following prompts:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 60%;">If presented with...</th> <th style="width: 40%;">Then...</th> </tr> </thead> <tbody> <tr> <td style="padding: 10px; vertical-align: top;"> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Land Disposal Restriction (LDR)</p> <hr/> <p>Based on the information you provided, you are required to complete the LDR Notification form.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #333; color: white; border-radius: 5px; display: inline-block;">Continue to LDR Notification Form</div> Cancel </div> </div> </td> <td style="padding: 10px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Click Continue to LDR Notification Form. 2. Go to next step. </td> </tr> <tr> <td style="padding: 10px; vertical-align: top;"> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Land Disposal Restriction (LDR)</p> <hr/> <p>Based on the information you provided, you do not need to fill out the LDR Notification form.</p> <p>Click Save & Complete to enable the waste stream to be used on manifests or in on-site waste activities. Once you complete the waste stream you will not be able to make changes.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #333; color: white; border-radius: 5px; display: inline-block;">Save & Complete</div> Cancel </div> </div> </td> <td style="padding: 10px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Click Save & Complete. 2. Go to Step 13. </td> </tr> </tbody> </table>	If presented with...	Then...	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Land Disposal Restriction (LDR)</p> <hr/> <p>Based on the information you provided, you are required to complete the LDR Notification form.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #333; color: white; border-radius: 5px; display: inline-block;">Continue to LDR Notification Form</div> Cancel </div> </div>	<ol style="list-style-type: none"> 1. Click Continue to LDR Notification Form. 2. Go to next step. 	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Land Disposal Restriction (LDR)</p> <hr/> <p>Based on the information you provided, you do not need to fill out the LDR Notification form.</p> <p>Click Save & Complete to enable the waste stream to be used on manifests or in on-site waste activities. Once you complete the waste stream you will not be able to make changes.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #333; color: white; border-radius: 5px; display: inline-block;">Save & Complete</div> Cancel </div> </div>	<ol style="list-style-type: none"> 1. Click Save & Complete. 2. Go to Step 13.
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<p>11.</p>	<p>Select the appropriate answer to the questions on the LDR Notification Form.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; margin: 0;">Add Waste Stream</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Waste Information LDR Questionnaire LDR Notification Form </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Waste Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-right: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Waste Description Waste is composed of...</p> </td> <td style="padding: 5px;"> <p style="margin: 0;">Waste Number 144 H</p> </td> </tr> </table> <p style="margin: 10px 0 0 0;">Is your waste aqueous or non-aqueous (as defined in Regulation 347)?</p> <p style="margin: 0 0 0 20px;"> <input type="radio"/> Aqueous <input type="radio"/> Non-Aqueous </p> <p style="margin: 10px 0 0 0;">Will the alternate treatment standards be used to meet LDR requirements?</p> <p style="margin: 0 0 0 20px;"> <input type="radio"/> Yes <input type="radio"/> No </p> </div> </div>	<p style="margin: 0;">Waste Description Waste is composed of...</p>	<p style="margin: 0;">Waste Number 144 H</p>
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<p>12.</p>	<p>Click Save & Next > button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> < Back Cancel Save & Next > </div> </div> <p>...and continue to answer the questions as presented in the LDR Form wizard.</p> <p>Note: When the LDR Notification Form is completed, you are presented with the Waste Stream Details page.</p>		
<p>13.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="margin: 0;">< Back to Dashboard</p> <p style="margin: 0;">Planet Green</p> <h2 style="margin: 0;">Waste Stream Details</h2> <div style="text-align: right; margin-top: 5px;"> Copy </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;"> ⚠ <div> <p style="margin: 0;">This waste stream is not yet complete</p> <p style="margin: 0; font-size: 0.9em;">Click Complete to enable the waste stream to be used on manifests or in on-site waste activities. Once you complete the waste stream you will not be able to make changes.</p> </div> <div style="margin-left: auto;"> Complete </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Waste Stream Details Status: Draft </div> </div>		

14.

At this point, you have the following options:

If you want to...	Then...
Keep the 'Draft' waste stream and complete it later	Click <Back to Dashboard link at top left of page. Note: Waste streams in 'Draft' status cannot be used on manifests or in on-site waste activities.
Make change(s) to the waste stream information	<ol style="list-style-type: none"> 1. Click Edit button. 2. Make the necessary change(s). 3. Return to Step 3 (Waste Information chevron on the Waste Stream Details form).
Enable the waste stream to be used on manifests or in on-site waste activities	Click Complete button. Note: Once a waste stream is 'Complete', it can then be used on manifests or in on-site waste activities.

Planet Green
Copy

⚠

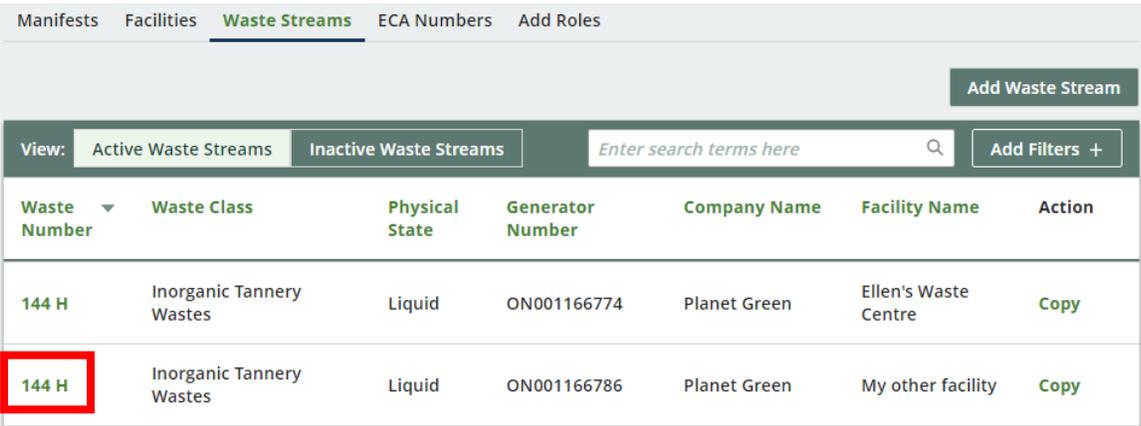
This waste stream is not yet complete
Click Complete to enable the waste stream to be used on manifests or in on-site waste activities.
Once you complete the waste stream you will not be able to make changes.

Complete

Waste Stream Details
Status: **Draft**

Facility Name	My other facility		
Waste Class	144 - Inorganic Tannery Wastes	Waste Type	Liquid tannery waste sludges
Primary Characterization	H - Hazardous Industrial Waste	Hazardous Waste Number	F025
Physical State	Liquid	Specific Gravity	2.00
Waste Description	waste		
Waste stream and description of generating process	waste		
<u>Shipping Information (Optional)</u>			
Shipping Name			
Hazard Class(es)			
Packing Group			
UN Number			
Toxic by Inhalation			
Number of Packages			
Packaging Code			

Edit

Deactivate a Waste Stream	
1.	<p>From the Hazardous Waste Registry Homepage, click the Waste Streams tab.</p>  <p><i>The Waste Streams page displays.</i></p>
2.	<p>Click the Waste Number for the waste stream you want to deactivate.</p>  <p><i>The Waste Stream Details page displays.</i></p>
3.	<p>Scroll down the page to the Deactivate Waste Stream section.</p>
4.	<p>Review the requirement to deactivate the waste stream.</p> <p>Important! – The requirement that the waste stream cannot be associated with any ongoing waste activities must be met prior to deactivating.</p>
5.	<p>Click Deactivate button.</p>  <p><i>The Deactivate Waste Stream pop-up displays.</i></p>

6.	<p>Click Deactivate Waste Stream button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Deactivate Waste Stream</p> <hr/> <p>Deactivating this waste stream will remove it from your list of active waste streams. To reactivate this waste stream in the future, you can retrieve it from your list of inactive waste streams.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Deactivate Waste Stream </div> </div>							
7.	<p>Review the warning that the waste stream is now inactive.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>< Back to Dashboard</p> <p>Planet Green</p> <h3 style="margin: 0;">Waste Stream Details</h3> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Copy</div> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>⚠ This waste stream is inactive To log a waste activity for this waste stream, click Reactivate to change its status to active.</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Reactivate</div> </div> <p>Note: If needed, you can use the waste stream again by clicking the Reactivate button.</p>							
8.	<p>Click <Back to Dashboard link at top left of page.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>< Back to Dashboard</p> <p>Planet Green</p> <h3 style="margin: 0;">Waste Stream Details</h3> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Copy</div> </div>							
9.	<p>Click the Inactive Waste Streams view button to see a list of all the deactivated waste streams for your account.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Manifests Facilities <u>Waste Streams</u> ECA Numbers Add Roles</p> <div style="text-align: right; margin-top: 5px;"> Add Waste Stream </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>View: Active Waste Streams Inactive Waste Streams <input style="width: 100px;" type="text" value="Enter search terms here"/> Add Filters +</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-align: left;">Waste Number</th> <th style="text-align: left;">Waste Class</th> <th style="text-align: left;">Physical State</th> <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;">Action</th> </tr> </thead> </table> </div> </div>	Waste Number	Waste Class	Physical State	Generator Number	Company Name	Facility Name	Action
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