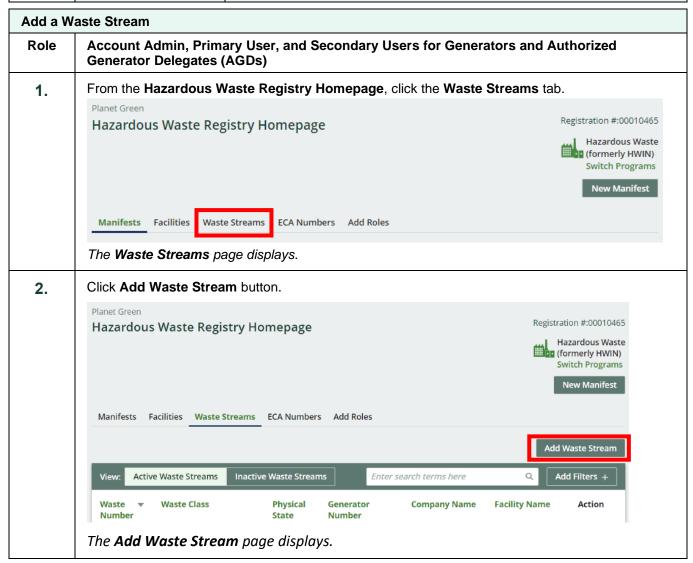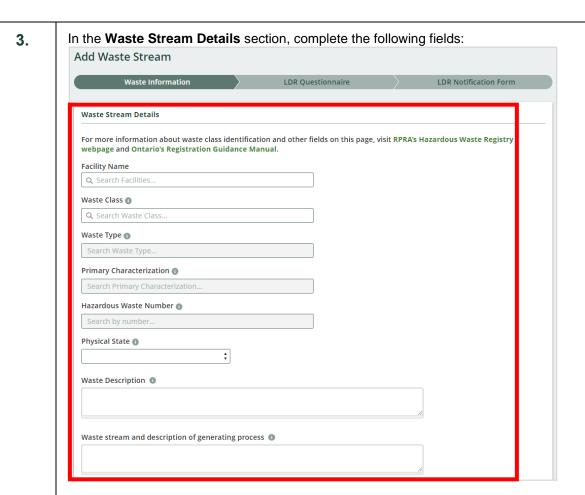# Add or Deactivate Waste Stream

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:** • All field, page, section, tab, and button names appear in **bold** font. • All fields are <u>required</u> 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:
		• **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)**
1.	From the **Hazardous Waste Registry Homepage**, click the **Waste Streams** tab. *The **Waste Streams** page displays.*
2.	Click **Add Waste Stream** button. *The **Add Waste Stream** page displays.*

3.	In the **Waste Stream Details** section, complete the following fields:

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	Identified by a single letter that indicates the type of waste based on the chemical characteristic or source of material. This letter identifies the hazard associated with the waste

	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

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.

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 ⓘ

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

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	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	1. Select **I am not sure, continue to LDR Questionnaire**. 2. Go to next step.

8.	Select the appropriate answer to the questions presented by the **LDR Questionnaire**.
9.	Click the **Save & Next** button.
10.	When the questionnaire is completed, you are presented with <u>one</u> of the following prompts:

If presented with…	Then…
	1. Click **Continue to LDR Notification Form**. 2. Go to next step.
	1. Click **Save & Complete**. 2. Go to Step **13**.

11.	Select the appropriate answer to the questions on the **LDR Notification Form**. **Add Waste Stream** Waste Information ⟩ LDR Questionnaire ⟩ LDR Notification Form **Waste Information** Waste Description Waste Number **Waste is composed of…** **144 H** Is your waste aqueous or non-aqueous (as defined in Regulation 347)? ◯ Aqueous ◯ Non-Aqueous Will the alternate treatment standards be used to meet LDR requirements? ◯ Yes ◯ No
12.	Click **Save & Next >** button. < Back Cancel Save & Next > …and continue to answer the questions as presented in the LDR Form wizard. Note: When the LDR Notification Form is completed, you are presented with the Waste Stream Details page.
13.	‹ Back to Dashboard Planet Green **Waste Stream Details** **Copy** ⚠ **This waste stream is not yet complete** **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. Waste Stream Details Status: **Draft** Review the waste stream information you have entered. Note: Scroll down as necessary, to view all the information sections on the form.

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	**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.

Deactivate a Waste Stream	
1.	From the **Hazardous Waste Registry Homepage**, click the **Waste Streams** tab. Planet Green **Hazardous Waste Registry Homepage** Registration #:00010465 Hazardous Waste (formerly HWIN) Switch Programs New Manifest **Manifests** Facilities Waste Streams ECA Numbers Add Roles *The **Waste Streams** page displays.*
2.	Click the **Waste Number** for the waste stream you want to deactivate. Manifests Facilities **Waste Streams** ECA Numbers Add Roles Add Waste Stream View: Active Waste Streams Inactive Waste Streams Enter search terms here Add Filters + Waste Number	Waste Class	Physical State	Generator Number	Company Name	Facility Name	Action 144 H	Inorganic Tannery Wastes	Liquid	ON001166774	Planet Green	Ellen's Waste Centre	Copy 144 H	Inorganic Tannery Wastes	Liquid	ON001166786	Planet Green	My other facility	Copy *The **Waste Stream Details** page displays.*
3.	Scroll down the page to the **Deactivate Waste Stream** section. Characterization Number Physical State Liquid Specific Gravity 1.00 Waste Description **Used paint thinner** Waste stream and description of generating process **Paint manufacturing** **Shipping Information (Optional)** UN Number Shipping Name Class (Sub. Class) Packing Group Toxic by Inhalation Number of Packages Packaging Code Edit > Land Disposal Restriction (LDR) Notification Form > Land Disposal Restriction (LDR) Questionnaire Deactivate Waste Stream

4.	Review the requirement to deactivate the waste stream. **Important!** – The requirement that the waste stream cannot be associated with any ongoing waste activities must be met prior to deactivating.
5.	Click **Deactivate** button. **Deactivate Waste Stream** This waste stream can be deactivated if there are no associated ongoing waste activities. [Deactivate]
6.	Click the **Deactivate Waste Stream** button. **Deactivate Waste Stream** 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. [Cancel] [Deactivate Waste Stream]
7.	Review the warning that the waste stream is now inactive. ‹ Back to Dashboard Planet Green **Waste Stream Details** [Copy] ⚠ This waste stream is inactive To log a waste activity for this waste stream, click **Reactivate** to change its status to active. [Reactivate] Note: If needed, you can use the waste stream again by clicking the **Reactivate** button.
8.	Click **‹ Back to Dashboard** link at top left of page. ‹ Back to Dashboard Planet Green **Waste Stream Details** [Copy]
9.	Click the **Inactive Waste Streams** tab to see a list of all the deactivated waste streams for your account. Manifests Facilities Waste Streams ECA Numbers Add Roles [Add Waste Stream] View: Active Waste Streams [Inactive Waste Streams] Enter search terms here 🔍 Add Filters + Waste ▼ Waste Class Physical Generator Company Name Facility Name Action Number State Number