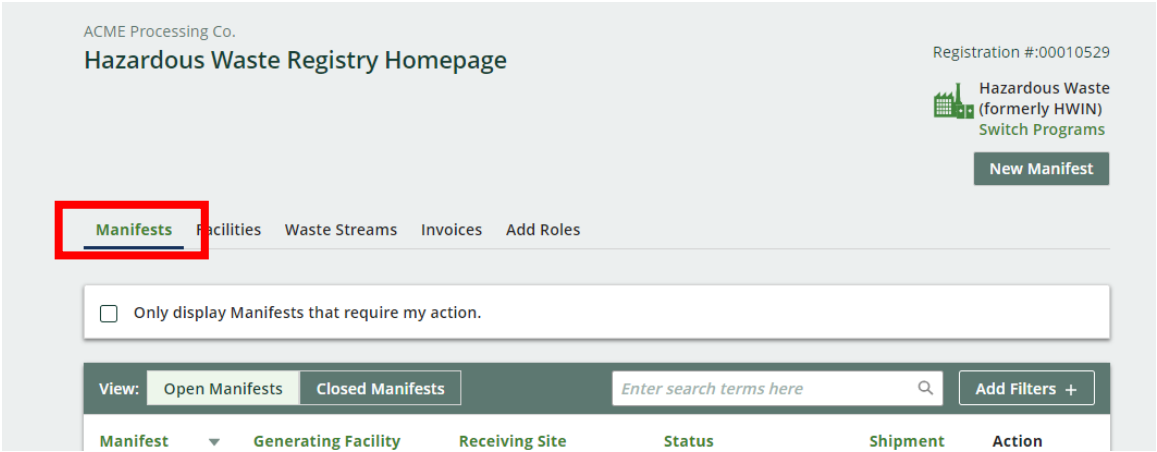


Sign Manifest as a Generator

This work instruction document covers how to electronically sign a manifest as a generator, or AGD, in the HWP Registry.

	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 <u>required</u> to be completed unless indicated otherwise.
Sign Manifest as a Generator		
Roles:	Account Admin, Primary Users, Secondary Users, and Manifest-Only Users of Generator	
1.	<p>From the Hazardous Waste Registry Homepage, select Manifests tab.</p> 	
2.	<p>Select Add Filters.</p>  <p><i>The Filter Manifests window displays.</i></p>	

3.

Select the manifest status of **Awaiting Signatures** and select **Apply Filters**.

The screenshot shows the 'Hazardous Waste Registry Homepage' with a 'Filter Manifests' modal open. The modal contains various search criteria. The 'Status' dropdown menu is highlighted with a red box, and it is set to 'Awaiting Signatures'. The 'Apply Filters' button at the bottom right of the modal is also highlighted with a red box. Other visible fields include Manifest Number, Intended Receiver Name, Shipment Date (with Start and End date pickers), Waste Class, Primary Characterization, Generator Number, Facility Name, City, Province, Assigned Driver, and Vehicle Registration Number.

The manifests with the selected status display.

4.

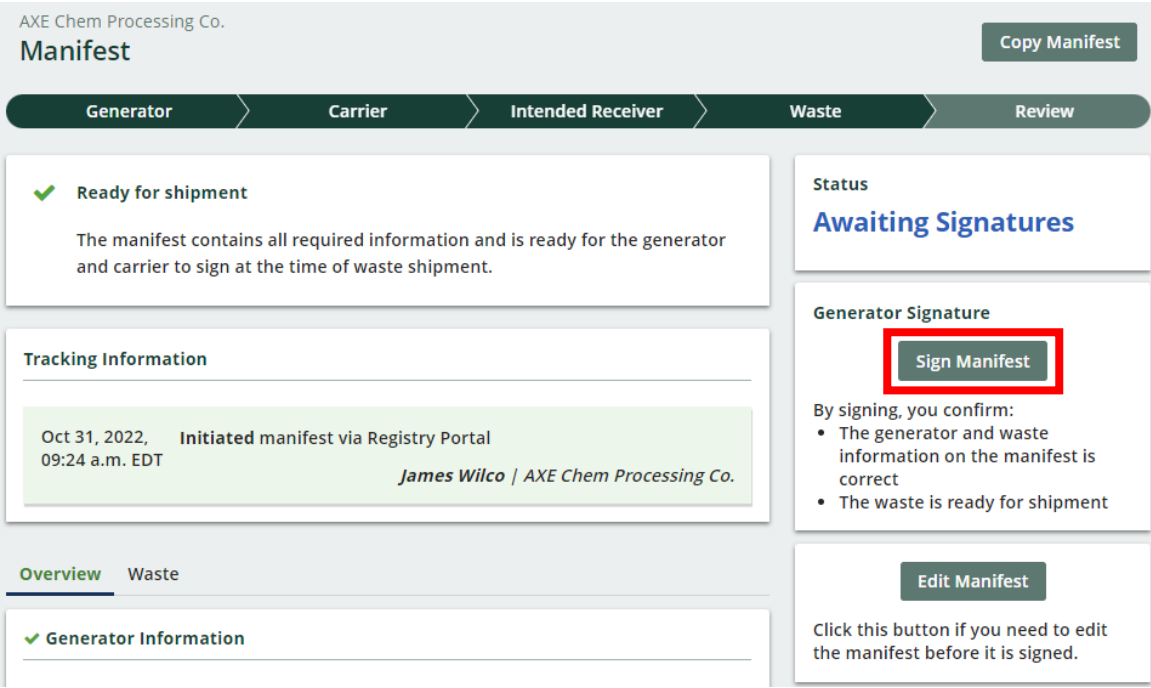
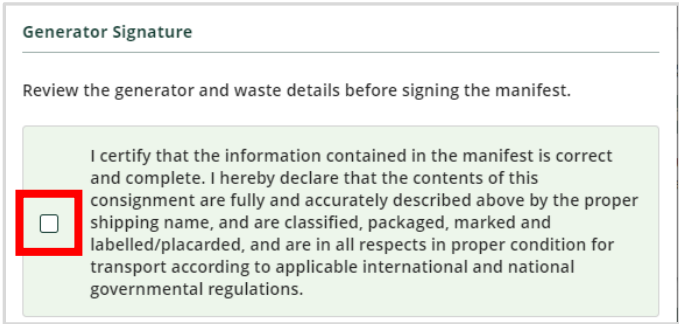
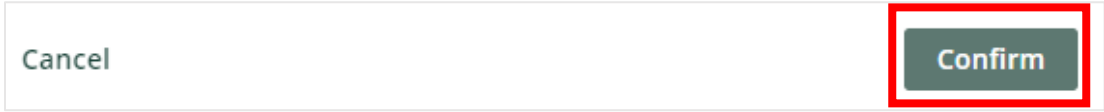
Select the appropriate manifest link.

The screenshot shows a table of manifest details. The first row is highlighted, and the manifest number 'MN-000004114' is highlighted with a red box. The table has columns for Manifest Number, Generating Facility, Receiving Site, Status, Shipment Date, and Action. The status is 'Awaiting Signatures' and the shipment date is 'Aug 16, 2022'. The action links are 'Sign' and 'Print PDF'.

Manifest Number	Generating Facility	Receiving Site	Status	Shipment Date	Action
MN-000004114	ON001166882 Acme Facility - 1		Awaiting Signatures	Aug 16, 2022	Sign Print PDF

1 entries << < Page 1 of 1 > >> 25 entries per page

The manifest details display.

<p>5.</p>	<p>Scroll down to review the manifest details. When complete, click Sign Manifest.</p>  <p><i>The confirmation pop-up window displays.</i></p>
<p>6.</p>	<p>Select the checkbox to certify information in the Manifest is correct and complete.</p> 
<p>7.</p>	<p>Select Confirm.</p>  <p><i>The Manifest status is updated to Awaiting Carrier Signature.</i></p>

8.

Click **Back to Dashboard**.

Manifest Number: MN-000004114

ACME Processing Co.

Manifest Copy Manifest

Generator > Carrier > Intended Receiver > Waste > Review

✓ This Manifest is ready for shipment

You have provided all the required details. When they are ready, the Generator and Carrier may provide electronic consent.

Tracking Information

Aug 18, 2022, 04:14 p.m. EDT **Generator signed manifest**

James Wilco | ACME Processing Co.

Status

Awaiting Carrier Signature

Cancel Manifest

If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.

Note the Manifest status changes from 'Awaiting Signatures' to 'Awaiting Carrier Signature'.

You are returned to the Manifest tab on the Registry Homepage.

9.

The **Hazardous Waste Registry Homepage** appears with the **Manifests** tab showing. Confirm the selected manifest status now displays Awaiting Carrier Signature.

ACME Processing Co.

Hazardous Waste Registry Homepage

Registration #:00010529

Hazardous Waste (formerly HWIN) Switch Programs New Manifest

Manifests Facilities Waste Streams Invoices Add Roles

☐ Only display Manifests that require my action.

View: **Open Manifests** Closed Manifests Add Filters +

Manifest Number	Generating Facility	Receiving Site	Status	Shipment Date	Action
MN-000004114	ON001166882 Acme Facility - 1		Awaiting Carrier Signature	Aug 16, 2022	Print PDF
MN-000003730	ON001166882 Acme Facility - 1		Draft		Print PDF