

Retrieve Facility Information from HWIN

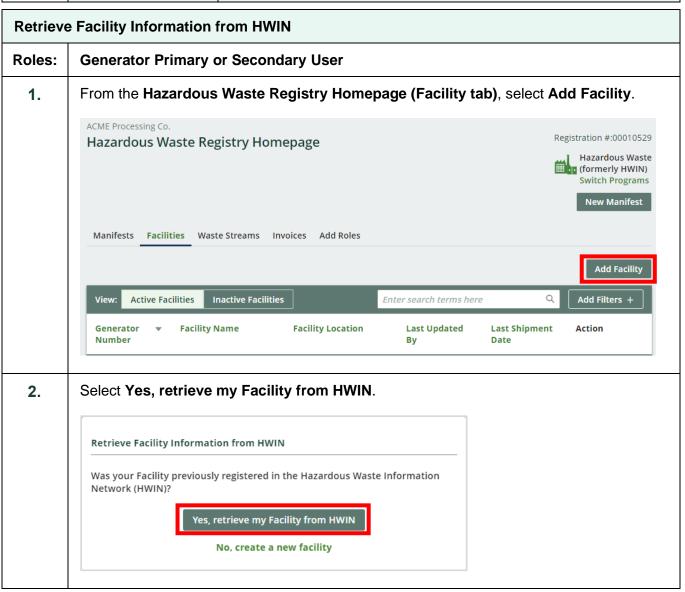
This work instruction document covers how to retrieve facility information from the HWIN system and have it copied over into the HWP Registry.



WORK INSTRUCTION (STEP-BY-STEP)

Work Instruction conventions:

- All field, page, section, tab, and button names appear in **bold** font.
- All fields are **required** to be completed unless indicated otherwise.





3. Search using the 'Enter search terms here' field. Note: You can search by generator number, company name, facility address, or an email address. Also you must type at least five characters for any search results to be displayed in the search table. ACME Processing Co. **Facility Details Retrieve Facility Information from HWIN** Use the search bar to find a Facility you registered in HWIN. Search by generator number, company name, facility address, or an email address associated with the HWIN registration. You must type at least five (5) characters for any search results to be displayed. If you have more than 20 facilities to migrate, contact RPRA Registry Support for assistance. Search For a Facility Q Enter search terms here No Results In the Action column (right most column), select Retrieve on the row for the facility you 4. want to retrieve from HWIN. AXE Chem Processing Co. **Facility Details** Retrieve Facility Information from HWIN Use the search bar to find a Facility you registered in HWIN. Search by generator number, company name, facility address, or an email address associated with the HWIN registration. You must type at least five (5) characters for any search results to be displayed. If you have more than 20 facilities to migrate, contact RPRA Registry Support for assistance. 7722 9th Search For a Facility Generator Number ▼ **Facility Location** Action Company Name 7722 9TH STREET TORONTO, Ontario Retrieve G441133 AXE CHEM CO

AXE CHEM CO

M2N6K8

M2N6K8

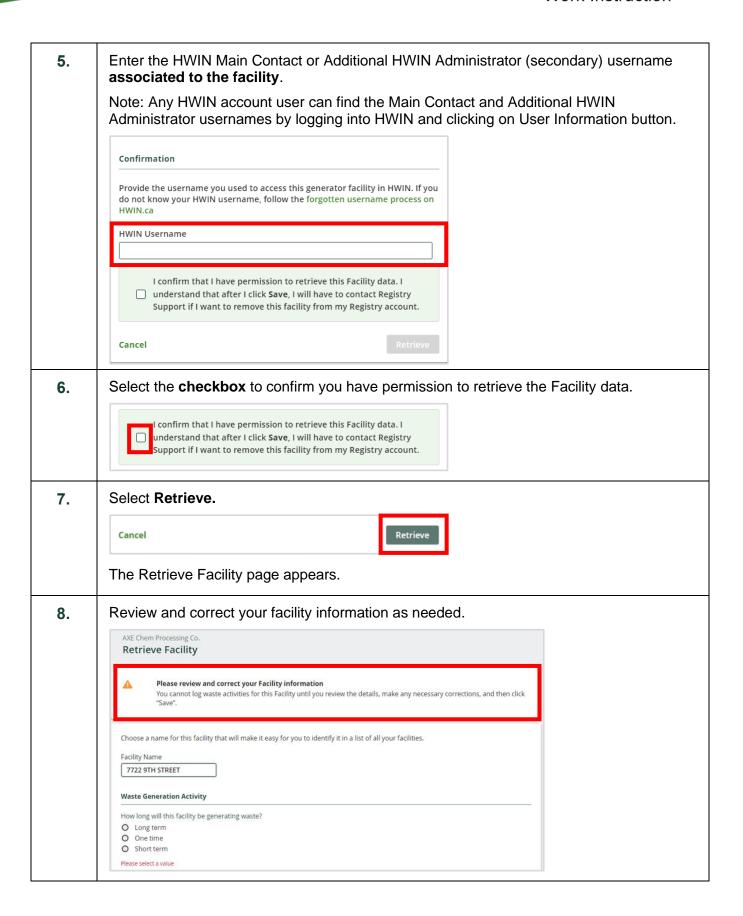
7722 9TH STREET

TORONTO, Ontario

Retrieve

G441133







9. Select a value in the Waste Generation Activity section. Waste Generation Activity How long will this facility be generating waste? O Long term One time O Short term Please select a value Note: Depending on your selection, you may be prompted to answer another question in the open area to the right. Information in the following facility sections was copied from the HWIN system and should 10. be reviewed and updated as needed. Scroll down to view all the sections. **Facility Location Facility Mailing Address Primary Hazardous Waste Program Contact Alternate Contact** (Optional) **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 Q 7722 9TH STREET 0 Unit/Suite (optional) Municipality 0 Toronto Toronto, City of Postal Code \$ M2N 6K8 Ontario Longitude 51.253775 -85.3232139 Description (Optional)

Copy Business Address Copy Facility Location

Facility Mailing Address

My facility has a Canadian address



