

Sign Manifest as a Carrier

This work instruction document covers how to electronically sign a manifest as a carrier in 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 <u>required</u> to be completed unless indicated otherwise.				

Sign Ma	Sign Manifest as a Carrier								
Roles:	Account Admin, Primary User, Secondary Users, Manifest-Only Users, and Drivers of Carrier								
1.	From the Hazardous Waste Registry Homepage, select Manifests tab.								
	Hazardous Waste Registry Homepage Registration #:00010766								
	Hazardous Waste (formerly HWIN) Switch Programs								
	New Manifest								
	Manifests Facilities Waste Streams Invoices Add Roles								
	Only display Manifests that require my company to complete an action.								
	View: Open Manifests Closed Manifests Enter search terms here Q Add Filters +								
	Manifest - Concreting Facility Perceiving Site Status Date Action								
	Number Shipped								
2.	Select Add Filters.								
	Hazardous Waste Registry Homepage Registration #:00010766								
	With Programs								
	New Manifest								
	Manifests Facilities Waste Streams Invoices Add Roles								
	Only display Manifests that require my company to complete an action								
	only display mainless that require my company to complete an action.								
	View: Open Manifests Closed Manifests Enter search terms here Q Add Filters +								
	Manifest Generating Facility Receiving Site Status Date Action Number Shipped								
	The Filter Manifests modal displays.								



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Filter Manifests								
Enter information in	any of the followir	ig fields to narrov	v down the search re	sults.				
Manifest Number								
Intended Receiver N	ame							
Status	Awaiting (Carrier Signature	*					
Date Shipped	Start Date		苗					
	End Date		iii					
Waste Class	Q Search	Waste Classes						
Primary Characteriza	ation Q Search	Primary Charac						
Generator Number								
Facility Name								
City								
Province			\$					
Assigned Driver								
Vehicle Registration Number								
Cancel			Clear Apply Filt	ers				
The manifests with the selected status display. Select the appropriate manifest link. Manifests ECA Numbers Add Roles Only display Manifests that require my company to complete an action.								
Only display M				Enter search ter	ms here	Q Fil		
Only display M	ifests Closed I	Manifests						
 Only display M View: Open Man Manifest Ge Number Fat 	ifests Closed nerating cility	Manifests Company Name	Receiving Site	Status	Date Shipped	Action		



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5.	Scroll down to review the manifest details. When complete, click Sign Manifest.
	AXY Waste Carrier Co. Copy 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. Status Awaiting Carrier Signature
	Tracking Information Carrier Signature
	Aug 18, 2022, 04:14 p.m. EDT Generator signed manifest James Wilco / ACME Processing Co. By signing, you affirm that: You are now in possession of the waste The values on the Manifest are
	Aug 17, 2022, 05:45 p.m. EDT Initiated manifest via Registry Portal Correct James Wilco / ACME Processing Co. Download PDF
	The confirmation pop-up modal displays.
6.	Review the carrier contact information and update as necessary.
	AXY Waste Carrier Co. Manifest Carrier Signature Please review all of the Carrier and Waste related details before signing this Manifest. Contact Information Contact Information
	You have provided and Carrier may p Phone Number Extension You have provided and Carrier may p 4165550155 Carrier Kcarry.axy@boxe.life Email Email
	Tracking Information Vehicle Information ture Aug 18, 2022, 04:14 p.m. EDT Generation Province / State gn Manifest • Add vehicle • Add vehicle u affirm that: w in possession of the
7.	Select the certification checkbox.
	I certify that I have received waste or recyclable material from the generator/consignor for delivery to the receiver/consignee and that the carrier information is complete and correct.

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8.	Select Confirm.							
	Cancel Confirm							
	The Manifest status is updated to 'In Transit'.							
9.	Review the Status changed to ' In Transit ' and the Tracking Information now shows that Carrier has signed the manifest and then select Back to Dashboard .							
	Kerk to Dashboard Manifest Number: MN-000033868 AXY Waste Carrier Co. Copy Manifest							
	Initiate Deliver Completed							
	Tracking Information Status							
	Oct 17, 2022, Carrier signed manifest 09:39 a.m. EDT Kerry Carry AXY Waste Carrier Co. Complete Drop-off							
	Oct 17, 2022, 09:24 a.m. EDT Generator signed manifest James Wilco AXE Chem Processing Co. Click the Complete Drop-off button once you have returned the waste to the generator to enable them to complete the manifest.							
	Oct 15, 2022, Initiated manifest via Registry Portal 11:08 a.m. EDT James Wilco AXE Chem Processing Co. Once submitted, you can download a PDF copy of the manifest.							
	You are returned to the Manifests tab on the Registry Homepage.							
10.	Confirm the signed manifest status now displays as 'In Transit'.							
	View: Open Manifests Closed Manifests Enter search terms here Q Add Filters +							
	Manifest Generating Company Receiving Site Status Shipment Action Number Facility Name Date							
	MN-ON001166882ACME Processing Co.In TransitAug 25, 2022Drop Off Print PDF							
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