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HWP_WI09_R1

Hazardous Waste Program Registry Work Instruction

Change Receiver on Manifest (Carrier)

This work instruction document covers how to change a Receiver on a manifest as a Carrier in the HWP Registry. This can be done when the manifest has the status of 'Draft' (if Carrier initiated the manifest) OR when the manifest has the status of 'In Transit'. This document covers the latter case.

	WORK INSTRUCTION (STEP-BY-STEP)	All field All field	d, page, section ds are <u>require</u>	n, tab, and b <u>d</u> to be comp	outton names pleted unless	appear in bold indicated othen	font. wise.
hange	Receiver on Manifes	st (Carrier)					
oles:	Account Admin, Pr Carrier	imary Use	r, Seconda	ry Users,	Manifest-C	Only Users, a	and Drivers
1	From the Manifest t	ab of the H a	azardous V	Vaste Reg	istry Hom	epage, sear	ch or filter th
	manifest list to find t	he 'In Trans	sit' (or 'Draf	i') manifes	t you want	to change.	
			`	/	, 	5	-
	View: Open Manifests Clo	sed Manifests		Enter search tei	rms here	् Filters 🗸	
	Manifest 🔻 Generating Number Facility	Company Name	Receiving Site	Status	Shipment Date	Action	
	MN- ON001166882 000006623 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	In Transit	Sept 26, 2022	Drop Off Print PDF	
					[
	Filter Manifests		Fi	lter Manifests			
	Enter information in any of the following field:	s to narrow down the search	results. Er	iter information in any of	the following fields to nar	row down the search results.	
	Intended Receiver Name		In	tended Receiver Name			
	Status	:	St	atus		•	
	Date Shipped Start Date End Date	ä	Di	ate Shipped	Draft Awaiting Signatures Awaiting Carrier Signature		
	Waste Class Q. Search Waste	Classes	w	aste Class	In Transit		
	Primary Characterization Q Search Primar	y Charac	Pr	imary Characterization	CORRECTED: Awaiting Sig	natures	
	Generator Number		G	enerator Number	CORRECTED: Awaiting Can CORRECTED: Awaiting Can PETLIPNED: Awaiting Con	nerator Signature	
	Facility Name		Fa	cility Name	Completed Completed: Partially Refu	sed	
	Company Name		Co	ompany Name	Completed: Fully Refused		
	City		Ci	ty			
	Province	\$	Pr	ovince		\$	
	Assigned Driver Vehicle Registration Number		As Ve	signed Driver hicle Registration umber			
	Cancel	Clear Apply	Filtors	incel		Clear Apply Filters	

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2.	Select the Manifest Num	ber.				
	Manifest v Generating Number Facility	Company Name	Receiving Site	Status	Shipment Date	Action
	MN- ON001166882 000006623 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	In Transit	Sept 26, 2022	Drop Off Print PDF
	The Manifest Details page	displays.				
3.	Scroll down to the Intende	ed Receive	er Information	section of t	he manifest	
4.	Select Edit.					
	✓ Intended Receiver Inf	ormation				
	Company Name		Rainbo	w Waste Red	eivers	
	ECA Number		0822-TR	N98		
	Mailing Address		4711 Yo Toronto M2N 6K	nge St o, Ontario (8 Canada		
	Email		rreceive	er@fizxo.co	n	
	Primary Phone Number		4165550	0155		
	Receiving Site					
	Municipality					
	Address		4711 Yo Toronto M2N 6K	nge St o, Ontario (8 Canada		
	Waste ECA Confirmation		🗸 Cove	ered for all V	Vaste Classe	s listed
						Edit

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Manifest				Copy Mani
In	itiate	Deliver		Completed
Select Intended Red	eiver			
Selectin manifes	g a new intended receive st can be considered com	er will need to be reviewed and signe plete.	d off as a <mark>correction</mark> by	/ the generator before t
Use the search bar t least five (5) charact	o find a receiver. Search ers for search results to l	by ECA number, company name, rec be displayed.	eiving facility address o	or email. You must type
Selected Intended	Receiver			
ECA Number	Company Name	Receiving Facility Add	ress Ema	il
0822-TRN98	Rainbow Waste Recei	vers	rrec	eiver@fizxo.com
Search for an Inte	ended Receiver		Enter search te	rms here
		No Results		
Note: Only for ' reviewed consider	In Transit' manif d and signed off a red complete.	No Results ests, if the receiver is ch as a correction by the ge	anged, the mar enerator before	nifest must be the manifest ca
Note: Only for ' reviewed consider Select the radi	In Transit' manif d and signed off a red complete. o button on the	No Results ests, if the receiver is ch as a correction by the ge intended receiver role th	nanged, the man enerator before nat you want to	nifest must be the manifest ca add.
Note: Only for f reviewed consider Select the radi Search for an Intended	In Transit' manif d and signed off a red complete. o button on the d Receiver	No Results ests, if the receiver is ch as a correction by the ge intended receiver role th	nanged, the man enerator before nat you want to	nifest must be the manifest ca add.
Note: Only for ' reviewed consider Select the radi Search for an Intended ECA Number •	In Transit' manife d and signed off a red complete. o button on the d Receiver Company Name	No Results ests, if the receiver is ch as a correction by the ge intended receiver role th waste Receiving Facility Address	nanged, the man enerator before nat you want to e no Email	nifest must be the manifest ca add.
Note: Only for a reviewed consider Select the radi Search for an Intended ECA Number • 0822-TRN03	In Transit' manife d and signed off a red complete. o button on the d Receiver Company Name Waste Not Receivers	No Results ests, if the receiver is ch as a correction by the ge intended receiver role th waste Receiving Facility Address 9799 Old Street Toronto, Ontario M2N 6K8 Canada	nanged, the man enerator before nat you want to e no Email wreceiver@jyplo.co	nifest must be the manifest ca add.
Note: Only for a reviewed consider Select the radi Search for an Intended ECA Number v 0822-TRN03 1 entries	In Transit' manife d and signed off a red complete. o button on the d Receiver Company Name Waste Not Receivers	No Results ests, if the receiver is ch as a correction by the ge intended receiver role th Receiving Facility Address 9799 Old Street Toronto, Ontario M2N 6K8 Canada Page 1 of 1	nanged, the man enerator before nat you want to e no Email wreceiver@jyplo.co 5 entries per page	nifest must be the manifest ca add.
Note: Only for a reviewed consider Select the radi Search for an Intended ECA Number v 0822-TRN03 1 entries Select Save .	In Transit' manife d and signed off a red complete. o button on the d Receiver Company Name Waste Not Receivers	No Results ests, if the receiver is ch as a correction by the ge intended receiver role th waste Receiving Facility Address 9799 Old Street Toronto, Ontario M2N 6K8 Canada Page 1 of 1	nanged, the man enerator before nat you want to e no Email wreceiver@jyplo.co 5 entries per page	add.

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✓ Intended Receiver Informatio	n
Company Name	Waste Not Receivers
ECA Number	0822-TRN03
Mailing Address	9799 Old Street Toronto, Ontario M2N 6K8 Canada
Email	wreceiver@jyplo.com
Primary Phone Number	4165550155
Receiving Site	
Municipality 🕕	Toronto, City of
Address	9799 Old Street Toronto, Ontario M2N 6K8 Canada
Waste ECA Confirmation	 Covered for all Waste Classes listed
	Edit