

Sign for Receiver Corrections to Manifest

This work instruction document covers how to sign for Receiver corrections on a manifest in the HWP Registry. The steps in this work instruction will cover signing off as a carrier, however the process is the same for a generator sign-off, only the status of the Manifest will show as 'CORRECTED: Awaiting Generator Signature'.

	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 required to be completed unless indicated otherwise.
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Sign for Receiver Corrections on Manifest

Roles:	Account Admin, Primary User, Secondary Users, Manifest-Only Users, and Drivers of Generators/AGDs and Carriers
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1. From the **Manifest** tab of the **Hazardous Waste Registry Homepage**, search or filter the manifest list to find the manifest to which you want to upload the form.

Note: You can also narrow the list of Manifests by selecting to only show those that require your company to complete an action.

Manifests
ECA Numbers
Add Roles

Only display Manifests that require my company to complete an action.

View:
Open Manifests
Closed Manifests

Enter search terms here 🔍

Add Filters +

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-000013662	ON001166882 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	Awaiting Carrier Signature	Sept 26, 2022	Sign Print PDF
MN-000013460	ON001166882 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	In Transit	Sept 28, 2022	Drop Off Print PDF
MN-000006623	ON001166882 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	CORRECTED: Awaiting Signatures	Sept 26, 2022	Sign Print PDF

Filter Manifests

Enter information in any of the following fields to narrow down the search results.

Manifest Number

Intended Receiver Name

Status

Date Shipped Start Date

End Date

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel Clear Apply Filters

Filter Manifests

Enter information in any of the following fields to narrow down the search results.

Manifest Number

Intended Receiver Name

Status

- Draft
- Awaiting Signatures
- Awaiting Carrier Signature
- Awaiting Generator Signature
- In Transit
- Awaiting Receiver Signature
- CORRECTED: Awaiting Signatures
- CORRECTED: Awaiting Carrier Signature
- CORRECTED: Awaiting Generator Signature
- RETURNED: Awaiting Generator Signature
- Completed
- Completed: Partially Refused
- Completed: Fully Refused
- Void

Date Shipped

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel Clear Apply Filters

Note: In this example, the manifest list was limited by selecting the checkbox to only display Manifests that require your company to complete an action.

2. Select the appropriate Manifest Number.

Manifests ECA Numbers Add Roles

Only display Manifests that require my company to complete an action.

View: Open Manifests Closed Manifests Add Filters +

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-000006623	ON001166882 Acme Facility - 1	ACME Processing Co.	0822-TRN98 Rainbow Waste Receivers	CORRECTED: Awaiting Signatures	Sept 26, 2022	Sign Print PDF

The Manifest Details page displays.

3. Review the information shown on the Manifest details view.

Note: Take note of several areas on this view:

- Tracking Information** panel – shows a tracking history of all major events that have covered occurred on the Manifest.

- **Corrections** tab – this tab is only present when there is a correction on the manifest.
- **Correction History** table – this table in the Corrections tab displays the correction history of the Manifest, where it lists: items that have been changed, specific details or fields changed, and value that changed based on the original and new value.

AXY Waste Carrier Co.
Manifest Copy Manifest

Initiate
Deliver
Completed

Tracking Information

Sept 28, 2022, 06:25 p.m. EDT Receiver signed manifest with corrections issued by receiver
Renee Receiver | Rainbow Waste Receivers

Sept 28, 2022, 06:08 p.m. EDT Carrier dropped off to Rainbow Waste Receivers
Kerry Carry | AXY Waste Carrier Co.

Sept 26, 2022, 07:13 p.m. EDT Carrier signed manifest
Kerry Carry | AXY Waste Carrier Co.

View More

Status

CORRECTED: Awaiting Signatures

Overview Waste Corrections ←

The following **corrections** have been made to this manifest. Click the links in the table for details.

Sign off on Corrections

By signing, you confirm:

- You have reviewed the edits made in the Corrections tab
- The waste information on the manifest is correct and final

Do not sign the manifest if you disagree with any of the corrections made. If you disagree with any corrections, contact the receiver to resolve the issue.

Download PDF

Once submitted, you can download a PDF copy of the manifest.

4. Scroll down and review the **Correction History** table.

Overview Waste Corrections

The following **corrections** have been made to this manifest. Click the links in the table for details.

Correction History

Action	Detail	Original Value	New Value
Edited Waste	252 - Waste Oils & Lubricants: Packing Group	I	III

<p>5.</p>	<p>If you agree with the corrected Manifest information, select Sign off on Corrections.</p> <p>Note: DO NOT sign the manifest if you disagree with any of the corrections made. Contact the Receiver to resolve any correction issues.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Carrier Signature</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 5px 0;">Sign off on Corrections</div> <p>By signing, you confirm:</p> <ul style="list-style-type: none"> You have reviewed the edits made in the Corrections tab The waste information on the manifest is correct and final <p>Do not sign the manifest if you disagree with any of the corrections made. If you disagree with any corrections, contact the receiver to resolve the issue.</p> </div>
<p>6.</p>	<p>Select checkbox to certify that you have reviewed the corrected information on the Manifest is correct and complete.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Carrier Signature - Corrections</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Review the information in the Corrections tab before signing.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; background-color: #e6f2e6;"> <p>I certify that the information contained in the corrections tab of this manifest is correct and complete. I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.</p> <div style="display: flex; align-items: center; margin-left: 10px;"> <div style="border: 2px solid red; padding: 2px; margin-right: 5px;"><input type="checkbox"/></div> </div> </div> </div>
<p>7.</p>	<p>Select Confirm.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; display: flex; justify-content: space-between;"> Cancel <div style="border: 2px solid red; padding: 5px; display: inline-block;">Confirm</div> </div> <p>The Manifest page is displayed again.</p>

8.

Review the updated **Tracking Information** and **Status** on the Manifest details page.

The screenshot displays a progress bar at the top with three stages: **Initiate**, **Deliver**, and **Completed**. Below this, the **Tracking Information** section is highlighted with a red box and contains three entries:

- Sept 28, 2022, 10:07 p.m. EDT: Carrier signed corrections to manifest. *Kerry Carry | AXY Waste Carrier Co.*
- Sept 28, 2022, 06:25 p.m. EDT: Receiver signed manifest with corrections issued by receiver. *Renee Receiver | Rainbow Waste Receivers*
- Sept 28, 2022, 06:08 p.m. EDT: Carrier dropped off to Rainbow Waste Receivers. *Kerry Carry | AXY Waste Carrier Co.*

A **View More** link is located below the tracking information. To the right, the **Status** section is also highlighted with a red box and shows: **CORRECTED: Awaiting Generator Signature**. Below the status is a **Download PDF** button and a note: "Once submitted, you can download a PDF copy of the manifest." At the bottom of the screenshot, there are tabs for **Overview**, **Waste**, and **Corrections** (which is selected). A yellow callout box with a pencil icon states: "The following **corrections** have been made to this manifest. Click the links in the table for details."

Note: The Tracking Information panel shows when the Carrier signed for the corrections to the Manifest. Also, the status has changed to indicate the correction workflow has now been passed to the Generator for their review and approval.