Propose Correction to Manifest (Receiver)

This work instruction document covers how to propose a correction(s) on a manifest in the HWP Registry, as a Receiver. This can be done when the receiver is accepting or partially refusing waste before they sign off on the manifest. Corrections are triggered only if edits are made to the shipping information section of the manifest.

	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.

Propose Correction to Manifest (Receiver)	
Roles:	**Account Admin, Primary User, Secondary Users, Manifest-Only Users, and Drivers of Receiver**
1.	From the **Manifest** tab of the **Hazardous Waste Registry Homepage**, search or filter the manifest table to find the 'Awaiting Receiver Signature' manifest you want to change.

2.	Select the **Manifest Number**. The Manifest page displays.
3.	Review the warning message at the top of the Manifest page. Note: The manifest status shows as "Awaiting Receiver Signature". Click the **Waste** tab to view the manifest waste information.

4.	Select either **Accept** or **Refuse**.

5.	Perform one of the following:

If you selected…	Then…
Accept	Go to **Step 6**.
Refuse	Go to **Step 10**.

6.	Complete the highlighted required fields for the acceptance of waste:

7.	Select **Edit Shipping Information** to expand the section.

8.	Make any edits to the **Edit Shipping Information** section, as needed.
	  Note: Any edits made to this section will trigger a correction and will need to be reviewed and signed off by the generator and carrier before the manifest will be considered complete.
9.	Skip to **Step 14.**

10.	Select a **Refusal Reason** from the drop-down list and then to partially refuse the waste, select the checkbox: **I am partially refusing this waste**. Note: If the entire amount waste is refused, a manifest change will not be constituted.
11.	Complete the highlighted required fields for the partial refusal of waste:
12.	Select **Edit Shipping Information** to expand the section.

13.	Make any edits to the **Shipping Information** section, as needed.
	Note: Any edits made to this section will trigger a correction and will need to be reviewed and signed off by the generator and carrier before the manifest will be considered complete.
14.	Select **Save**.
	The Manifest page displays again.

15.	Review the updated Manifest details and select the **Corrections** tab.

Rainbow Waste Receivers
Manifest   [Copy Manifest]

[Initiate]   [Deliver]   [Completed]

✓ **Manifest ready for signature**
All wastes on the manifest have been reviewed and are ready to be signed by the receiver.

Status
Awaiting Receiver Signature

Tracking Information

Nov 13, 2022,   **Carrier dropped off** to Rainbow Waste Receivers
09:50 a.m. EST
                          Kerry Carry | AXY Waste Carrier Co.

Nov 12, 2022,   **Carrier signed** manifest
10:55 a.m. EST
                          Kerry Carry | AXY Waste Carrier Co.

Nov 12, 2022,   **Generator signed** manifest
10:52 a.m. EST
                          James Wilco | AXE Chem Processing Co.

View More

Receiver Signature

[Sign Manifest]

By signing, you confirm:
• The waste information on the manifest is correct and final

Note: once signed, the manifest will be closed and you will no longer be able to make any changes. Ensure that all corrections have been made before signing the manifest.

[Download PDF]

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

Overview   Waste   [Corrections]

	Note: The **Corrections** tab (see above) is only shown when you have made edits to the shipping information. Acceptance or refusal of the waste is not reflected as a "correction" to the manifest.

16.	Review the corrections listed in the 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	145 - Paint/Pigment/Coating Residues: **Packing Group**	I	II
Edited Waste	145 - Paint/Pigment/Coating Residues: **Packaging Code**		02 - Tank

2 entries   [<<] [<]   Page 1 of 1   [>] [>>]   5 entries per page ⇕

17.	Select **Sign Manifest**.
18.	Select the checkbox to confirm the manifest information is correct and complete.
19.	Select **Confirm**.

20.	Review the Warning-Information note shown at the top of the manifest.
	Note: The manifest status now shows as "**CORRECTED: Awaiting Signatures**". Recall that only corrections to the Shipping Information section triggers a "correction" and requires signatures by the carrier and generator to be considered complete. If the receiver accepts or refuses the waste with no change to the shipping information, then the receiver would only need to sign the manifest to complete it.