

## 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.

	<b>WORK INSTRUCTION (STEP-BY-STEP)</b>	<b>Work Instruction conventions:</b> <ul style="list-style-type: none"> <li>All field, page, section, tab, and button names appear in <b>bold font</b>.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
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### 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.

Only display manifests that require my company's action.

View:
Open Manifests
Closed Manifests

Filters ▾

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Date Shipped	Action
MN-000124244	ON001172676 Yonge Street Facility #1	AXE Chem Processing Co.	0822-TRN02 Rainbow Waste Receivers	Awaiting Receiver Signature	Nov 12, 2022	Accept/Refuse 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 ▾

Date Shipped

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel Clear Apply Filters

**2.** Select the **Manifest Number**.

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Date Shipped	Action
MN-000124244	ON001172676 Yonge Street Facility #1	AXE Chem Processing Co.	0822-TRN02 Rainbow Waste Receivers	Awaiting Receiver Signature	Nov 12, 2022	Accept/Refuse Print PDF

The Manifest page displays.

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**3.** Review the warning message at the top of the Manifest page.

Rainbow Waste Receivers  
**Manifest** Copy Manifest

Initiate
Deliver
Completed

⚠ **There are waste(s) requiring review**

Receiver must review each waste before signing the manifest

Status

**Awaiting Receiver Signature**

←

Download PDF

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

**Tracking Information**

Nov 13, 2022, 09:50 a.m. EST

Carrier dropped off to Rainbow Waste Receivers

Kerry Carry | AXY Waste Carrier Co.

Nov 12, 2022, 10:55 a.m. EST

Carrier signed manifest

Kerry Carry | AXY Waste Carrier Co.

Nov 12, 2022, 10:52 a.m. EST

Generator signed manifest

James Wilco | AXE Chem Processing Co.

View More

Overview
Waste

<b>4.</b>	<p>Select either <b>Accept</b> or <b>Refuse</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Waste Information</b></p> <hr/> <p style="background-color: #333; color: white; padding: 5px;">145 B - Paint/Pigment/Coating Residues</p> <p> Requires decision by receiver</p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px 15px; margin-right: 10px;">Accept</span> <span style="border: 2px solid red; padding: 5px 15px;">Refuse</span> </div> </div>						
<b>5.</b>	<p>Perform one of the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #1a3d3d; color: white;"> <th style="padding: 5px;">If you selected...</th> <th style="padding: 5px;">Then...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><b>Accept</b></td> <td style="padding: 5px;">Go to <b>Step 6</b>.</td> </tr> <tr> <td style="padding: 5px;"><b>Refuse</b></td> <td style="padding: 5px;">Go to <b>Step 10</b>.</td> </tr> </tbody> </table>	If you selected...	Then...	<b>Accept</b>	Go to <b>Step 6</b> .	<b>Refuse</b>	Go to <b>Step 10</b> .
If you selected...	Then...						
<b>Accept</b>	Go to <b>Step 6</b> .						
<b>Refuse</b>	Go to <b>Step 10</b> .						
<b>6.</b>	<p>Complete the highlighted required fields for the acceptance of waste:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="display: flex; justify-content: space-between;"><b>Accept / Refuse Waste</b> <span>0 of 1 wastes reviewed</span></p> <hr/> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="background-color: #38761d; color: white; padding: 5px 20px; border-radius: 5px;">Accept Waste</span> <span style="border: 1px solid red; padding: 5px 20px; border-radius: 5px; color: red;">Refuse Waste</span> </div> <p>Waste Class            145 - Paint/Pigment/Coating Residues</p> <p>Quantity Shipped    20.000 L</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p style="text-align: right; color: green; margin: 0;">Copy Quantity Shipped</p> <p>Quantity Received    <input style="width: 100px;" type="text"/> <input style="width: 50px;" type="text"/></p> <p>Handling Code        <input style="width: 100px;" type="text"/></p> </div> </div>						
<b>7.</b>	<p>Select <b>Edit Shipping Information</b> to expand the section.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Comments (optional)</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>&gt; Edit Shipping Information <i>(click to expand)</i></p> </div> </div>						

<b>8.</b>	<p><b>Make any edits to the <b>Edit Shipping Information</b> section, as needed.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>▼ <b>Edit Shipping Information</b> <i>(click to hide)</i></p> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 10px;"> <p> Edits made to this information will need to be reviewed and signed off as <b>corrections</b> by the generator and carrier before the manifest will be considered complete.</p> </div> <p>Fields marked "optional" are not required on Ontario manifests but may be entered if you would like to use this manifest to support compliance with other jurisdictional requirements.</p> <div style="border: 2px solid red; padding: 5px;"> <p>Dangerous Good (Optional) <input type="checkbox"/></p> <p>UN Number (Optional) <input style="width: 100%;" type="text"/></p> <p>Shipping Name ⓘ <input style="width: 100%;" type="text" value="Paint waste"/></p> <p>Class (Sub. Class) (Optional) <input style="width: 100%;" type="text"/></p> <p>Packing Group (Optional) <input style="width: 100%;" type="text" value="I"/></p> <p>Toxic by Inhalation (Optional) <input style="width: 100%;" type="text"/></p> <p>Quantity Shipped <input style="width: 50%;" type="text" value="20"/> <input style="width: 50%;" type="text" value="L"/></p> <p>Number of packages (Optional) <input style="width: 100%;" type="text"/></p> <p>Packaging Code (Optional) <input style="width: 100%;" type="text"/></p> </div> </div> <p><b>Note:</b> 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.</p>
<b>9.</b>	<p>Skip to <b>Step 14.</b></p>

<b>10.</b>	<p>Select a <b>Refusal Reason</b> from the drop-down list and then to partially refuse the waste, select the checkbox: <b>I am partially refusing this waste</b>.</p> <p>Note: If the entire amount waste is refused, a manifest change will not be constituted.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span>Accept / Refuse Waste</span> <span>0 of 1 wastes reviewed</span> </div> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #e0f0e0;">Accept Waste</div> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #d32f2f; color: white;">Refuse Waste</div> </div> <p>Waste Class            145 - Paint/Pigment/Coating Residues</p> <p>Quantity Shipped    20.000 L</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Refusal Reason      <input style="border: none; border-bottom: 1px solid #ccc;" type="text"/> ▾</p> <p><input type="checkbox"/> I am partially refusing this waste</p> </div> </div>
<b>11.</b>	<p>Complete the highlighted required fields for the partial refusal of waste:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><input checked="" type="checkbox"/> I am partially refusing this waste</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Quantity Refused    <input style="width: 100px;" type="text"/> <input style="border: none; border-bottom: 1px solid #ccc;" type="text"/> ▾</p> <p>Quantity Received   <input style="width: 100px;" type="text"/> <input style="border: none; border-bottom: 1px solid #ccc;" type="text"/> ▾</p> <p>Handling Code        <input style="border: none; border-bottom: 1px solid #ccc;" type="text"/> ▾</p> </div> </div>
<b>12.</b>	<p>Select <b>Edit Shipping Information</b> to expand the section.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Comments (optional)</p> <div style="border: 1px solid #ccc; height: 30px; margin: 5px 0;"></div> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>&gt; Edit Shipping Information <i>(click to expand)</i></p> </div> </div>

<b>13.</b>	<p>Make any edits to the <b>Shipping Information</b> section, as needed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>▼ Edit Shipping Information <i>(click to hide)</i></p> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 10px;"> <p> Edits made to this information will need to be reviewed and signed off as <b>corrections</b> by the generator and carrier before the manifest will be considered complete.</p> </div> <p>Fields marked "optional" are not required on Ontario manifests but may be entered if you would like to use this manifest to support compliance with other jurisdictional requirements.</p> <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <p>Dangerous Good (Optional) <input type="checkbox"/></p> <p>UN Number (Optional) <input style="width: 150px;" type="text"/></p> <p>Shipping Name ⓘ <input style="width: 150px;" type="text" value="Paint waste"/></p> <p>Class (Sub. Class) (Optional) <input style="width: 150px;" type="text"/></p> <p>Packing Group (Optional) <input style="width: 150px;" type="text" value="I"/></p> <p>Toxic by Inhalation (Optional) <input style="width: 150px;" type="text"/></p> <p>Quantity Shipped <input style="width: 80px;" type="text" value="20"/> <input style="width: 40px;" type="text" value="L"/></p> <p>Number of packages (Optional) <input style="width: 150px;" type="text"/></p> <p>Packaging Code (Optional) <input style="width: 150px;" type="text"/></p> </div> </div> <p>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.</p>
<b>14.</b>	<p>Select <b>Save</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"> <input style="width: 100px;" type="button" value="Cancel"/> <input style="width: 60px; border: 2px solid red;" type="button" value="Save"/> </p> </div> <p>The Manifest page displays again.</p>

15.

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

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.

Action	Detail	Original Value	New Value
Edited Waste	145 - Paint/Pigment/Coating Residues: <b>Packing Group</b>	I	II
Edited Waste	145 - Paint/Pigment/Coating Residues: <b>Packaging Code</b>		02 - Tank

<b>17.</b>	<p><b>Select Sign Manifest.</b></p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Rainbow Waste Receivers</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Copy Manifest</span> </div> <div style="margin-top: 10px;"> <p><b>Manifest</b></p> <div style="display: flex; justify-content: space-around; background-color: #334d5b; color: white; padding: 5px; border-radius: 5px;"> <span style="border: 1px solid #334d5b; padding: 2px 10px;">Initiate</span> <span style="border: 1px solid #334d5b; padding: 2px 10px;">Deliver</span> <span style="border: 1px solid #334d5b; padding: 2px 10px;">Completed</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><span style="color: green;">✓</span> <b>Manifest ready for signature</b></p> <p>All wastes on the manifest have been reviewed and are ready to be signed by the receiver.</p> </div> <div style="width: 35%;"> <p><b>Status</b></p> <p style="color: blue; font-weight: bold;">Awaiting Receiver Signature</p> </div> </div> <div style="margin-top: 10px; border: 2px solid red; padding: 5px;"> <p><b>Receiver Signature</b></p> <div style="text-align: center; margin-bottom: 5px;"> <span style="border: 1px solid #334d5b; padding: 2px 10px; background-color: #334d5b; color: white;">Sign Manifest</span> </div> <p>By signing, you confirm:</p> <ul style="list-style-type: none"> <li>The waste information on the manifest is correct and final</li> </ul> <p>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.</p> </div> <div style="margin-top: 10px; text-align: center;"> <span style="border: 1px solid #334d5b; padding: 2px 10px; background-color: #334d5b; color: white;">Download PDF</span> </div> <p style="font-size: small;">Once submitted, you can download a PDF copy of the manifest.</p> </div> </div> </div> <div style="margin-top: 10px;"> <p><b>Tracking Information</b></p> <hr/> <div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> <p>Nov 13, 2022, 09:50 a.m. EST <b>Carrier dropped off to Rainbow Waste Receivers</b> <i>Kerry Carry   AXY Waste Carrier Co.</i></p> </div> <div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> <p>Nov 12, 2022, 10:52 a.m. EST <b>Carrier signed manifest</b> <i>Kerry Carry   AXY Waste Carrier Co.</i></p> </div> <div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> <p>Nov 12, 2022, 10:52 a.m. EST <b>Generator signed manifest</b> <i>James Wilco   AXE Chem Processing Co.</i></p> </div> <p style="text-align: center; color: green; font-size: small;">View More</p> </div>
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**20.**

Review the Warning-Information note shown at the top of the manifest.

< Back to Dashboard
Manifest Number: MN-000124244

Rainbow Waste Receivers
Copy Manifest

## Manifest

Initiate
Deliver
Completed

⚠ **Information on this manifest has been corrected**

Your signature is required to approve changes made to this manifest. If you believe these corrections are incorrect, contact the receiver.

**Status**

**CORRECTED: Awaiting Signatures**

**Download PDF**

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

**Tracking Information**

Nov 13, 2022, 12:04 p.m. EST    **Receiver signed manifest with corrections issued by receiver**

*Renee Receiver | Rainbow Waste Receivers*

Nov 13, 2022, 09:50 a.m. EST    **Carrier dropped off to Rainbow Waste Receivers**

*Kerry Carry | AXY Waste Carrier Co.*

Nov 12, 2022, 10:55 a.m. EST    **Carrier signed manifest**

*Kerry Carry | AXY Waste Carrier Co.*

View More

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.