

## Update Facility for EGR Spill

This work instruction document covers how to review and update a facility that was created for an EGR Spill. Some fields on the EGR facility record that are made optional when first creating the facility must be completed within ninety (90) days of the facility creation. If the fields are not completed within this timeframe, you will not be able to initiate a manifest for this spill site.

	<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</b> font.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
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### Update Facility for EGR Spill

<b>Roles:</b>	<b>Account Admin, Primary User, Secondary Users, Manifest-Only Users, and Drivers</b>
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1. From the **Facilities** tab of the **Hazardous Waste Registry Homepage**, search or filter the table to find the facility you want to update.

**Note:** In this example, the facility (generator) list was filtered by name containing “Spill”.

**2.** Select the **Generator Number**.

Generator Number	Facility Name	Facility Location	Last Updated By	Last Shipment Date	Action
ONS1101-1-123456-1	Spill Site - 4713 YongeSt	4713 Yonge Street, Toronto, Ontario, M2N 7E4	James Wilco		New Manifest

The Facility Details page displays.

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**3.** Review the Facility Details and scroll down to the **Additional Information** section.

AXE Chem Processing Co.  
**Facility Details**

⚠ **This is an Emergency Generator Registration (EGR) Facility**  
Some fields are optional when creating an Emergency Generator Registration (EGR) facility. You are responsible for completing the optional fields within ninety (90) days of creating the EGR facility. If the fields are not completed within ninety (90) days, you will not be able to initiate a manifest for this facility.  
Complete By: Feb 9, 2023

<span>💰</span>	Fee Exemption	Status
	Emergency Generator Registration Facility Exempt from all manifest and on-site waste activity fees	Active

Note: The “Complete By” date listed in the warning-informational panel. The facility fields must be completed by this date in order to initiate a manifest for this facility.

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**4.** Select **Edit**.

**Additional information**

NAICS Code	811121	Industry	Automotive body, paint and interior repair and maintenance
NAICS Code (Optional)		Industry	
NAICS Code (Optional)		Industry	

Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility? (Optional)

Is your facility a Municipal Hazardous or Special Waste depot operated or exclusively for a municipality or the Crown? (Optional)

Is your facility a contaminated facility and all waste results from activities carried on at the facility for the purpose of remediating contaminated soil or other contaminated materials located on, in, or under the site? (Optional)

Edit

<b>5.</b>	<p><b>Update the NAICS Code (if needed) and answer the questions 1., 2. and 3. below.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Additional information</b></p> <p>Identify the primary North American Industry Classification System (NAICS) six-digit code(s) which best describes the nature of your business at this facility. The Registry currently uses the 2017 version 3.0 list. For more information, see: <a href="#">link</a></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 2px solid red; padding: 5px;"> <p>NAICS Code</p> <input style="width: 100%;" type="text" value="811121"/> </div> <div> <p>Industry</p> <p><b>Automotive body, paint and interior repair and maintenance</b></p> </div> </div> <p>NAICS Code (Optional)</p> <input style="width: 100%;" type="text" value="search.."/> <p>NAICS Code (Optional)</p> <input style="width: 100%;" type="text" value="search.."/> </div> <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <p>1. Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility? (optional at time of emergency)</p> <p><input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number      <input type="radio"/> No</p> <p>2. Is your facility a Municipal Hazardous or Special Waste depot operated or exclusively for a municipality or the Crown? (optional at time of emergency)</p> <p><input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number      <input type="radio"/> No</p> <p>3. Is your facility a contaminated facility located in Ontario, and all waste generated is a result of activities carried out at the facility for the purpose of remediating contaminated soil or other contaminated materials located in, on, or under the site? (optional at time of emergency)</p> <p><input type="radio"/> Yes      <input type="radio"/> No</p> </div> <p><b>Note: If the fields are not completed within ninety (90) days, you will not be able to initiate a manifest for this spill site.</b></p>
<b>6.</b>	<p><b>Select the <b>checkbox</b> to confirm your entries.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; background-color: #e6f2e6;"> <p><input style="border: 2px solid red;" type="checkbox"/> I hereby confirm that the facility information specified above is accurate. I understand that the information about the facility and any related waste streams will be publicly accessible on the Registry website.</p> </div>
<b>7.</b>	<p><b>Select <b>Save</b>.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; display: flex; justify-content: space-between;"> <span>Cancel</span> <div style="border: 2px solid red; padding: 5px;">Save</div> </div> <p><i>The Facility Details page is displayed again.</i></p>

**8.** Review the **Facility Details** page again.

Note: Once all required fields on the facility are complete, the EGR warning-information panel is no longer displayed at the top of the page.

< Back to Dashboard
Generator Number: ONS1101-1-123456-1

AXE Chem Processing Co.

### Facility Details

Fee Exemption	Status
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">\$</span> <div> <p><b>Emergency Generator Registration Facility</b></p> <p>Exempt from all manifest and on-site waste activity fees</p> </div> </div>	<b>Active</b>

Facility Name Spill Site - 4713 YongeSt Edit

**Waste Generation Activity**

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How long will this facility being generating waste? **Emergency Generator Registration (EGR)**

Emergency Generator Registration Number: ONS1101-1-123456-1

Edit

Click **Back to Dashboard** to return to the HWP Homepage.