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Hazardous Waste Program Registry Work Instruction

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.

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Update	Facility for EGR Spill						
Roles:	Account Admin, Pri	mary User, Seco	ndary Use	rs, Manife	st-Only Us	sers, and Drive	rs
1.	From the Facilities table to find the facilit	ab of the Hazardo by you want to upd	us Waste ate.	Registry H	Homepage	, search or filter	the
	View: Active Facilities Inactive f Generator - Facility Name Number	acilities Facility Location	Enter search terms Last Updated By	<i>here</i> Last Shipment Date	Q Filters ✓ Action		
	ONS1101-1- Spill Site - 4713 123456-1 YongeSt	4713 Yonge Street, Toronto, Ontario, M2N 7E4	James Wilco		New Manifest		
	1 entries	<	>>>	5 entries per	r page 🛟		
	Filter Generators			_			
	Enter information in the followin result.	g fields to narrow down the G					
	Facility Name Spi	I					
	City						
	MHSW Facility Last Shipment Date Sta	t Date					
	^{Cancel} Note: In this example	clear , the facility (gene	Apply Filters	vas filtered	by name c	ontaining "Spill"	



Hazardous Waste Program Registry Work Instruction

	Generato Number	or 🔻	Facility Name	Facility Lo	ocation	Last Updated By	Last Shipment Date	Action			
	ONS1101 123456-1	-1-	Spill Site - 4713 YongeSt	4713 Yong Toronto, 0 7E4	ge Street, Ontario, M2N	James Wilco		New Manifest			
	The Fac	cility D	Details page	displays.							
3.	Review	Review the Facility Details and scroll down to the Additional Information section.									
	AXE Ch Facil	em Proce ity De	essing Co. • tails								
	 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 										
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	Additional information
	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: link
	NAICS Code Industry Q. 811121 x Automotive body, paint and interior repair and maintenance
	NAICS Code (Optional)
	Q search NAICS Code (Optional) Q search
	 Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility? (optional at time of emergency) Yes, enter the corresponding Environmental Compliance No Approval Number
	 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) O Yes, enter the corresponding Environmental Compliance O No
	Approval Number 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)
	O Yes O No
	Note: If the fields are not completed within ninety (90) days, you will not be able to initiate a manifest for this spill site.
6.	Select the checkbox to confirm your entries.
	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.
7.	Select Save.
	Cancel Save
	The Facility Details page is displayed again.



Hazardous Waste Program Registry Work Instruction

8.	Review Note: C pa	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 AXE Che Facili	Dashboard em Processing Co. ty Details		Generator Number:	ONS1101-1-123456-1			
	Ğ	Fee Exemption		Sta	tus			
		Emergency Gener Exempt from all m	ator Registration Facility nanifest and on-site waste activity	/ fees	ive			
	Facilit	y Name e Generation Activ	Spill Site - 4713 YongeSt vity		Edit			
	How Eme	long will this facil rgency Generator	ity being generating waste? Registration Number:	Emergency Generator Registration (EGR) ONS1101-1-123456-1	Edit			