

## Add Facility for EGR-Spill

This work instruction document covers how to add an Emergency Generator Registration (EGR) facility in the HWP Registry for when a spill has occurred.

	<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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### Add Facility for EGR Spill

<b>Roles:</b>	<b>Account Admin, Primary User, and Secondary User of Generators and Authorized Generator Delegate (AGDs)</b>
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**1.** From the **Hazardous Waste Registry Homepage**, select **Facilities** tab.

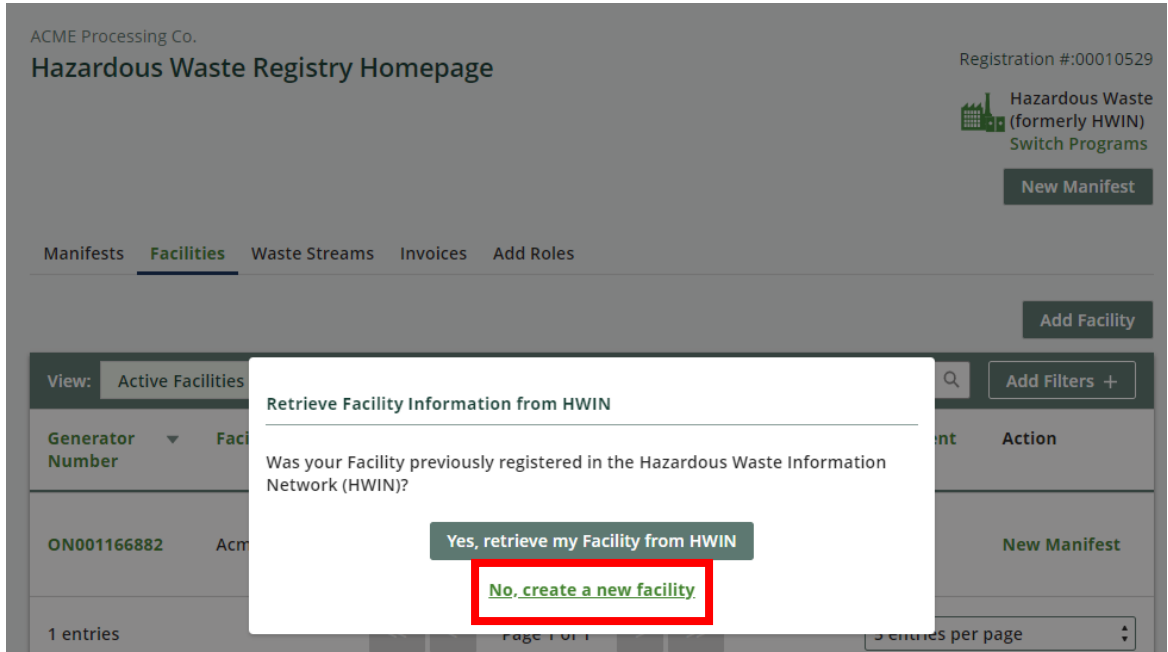
The screenshot shows the 'ACME Processing Co. Hazardous Waste Registry Homepage'. At the top right, it displays 'Registration #:00010529' and 'Hazardous Waste (formerly HWIN) Switch Programs' with a 'New Manifest' button. A navigation bar contains 'Manifests', 'Facilities', 'Waste Streams', 'Invoices', and 'Add Roles'. The 'Facilities' tab is highlighted with a red box. Below the navigation bar is a checkbox for 'Only display Manifests that require my action.' and a 'View:' section with 'Open Manifests' and 'Closed Manifests' buttons, a search bar, and an 'Add Filters +' button. A table header is visible with columns: Manifest, Generating Facility, Receiving Site, Status, Shipment, and Action.

**2.** Select **Add Facility**.

The screenshot shows the same 'ACME Processing Co. Hazardous Waste Registry Homepage'. The 'Facilities' tab is now selected and highlighted with a blue underline. The 'Add Facility' button in the top right corner is highlighted with a red box. The 'View:' section now shows 'Active Facilities' and 'Inactive Facilities' buttons. The table header below has columns: Generator Number, Facility Name, Facility Location, Last Updated By, Last Shipment Date, and Action.

The **Retrieve Facility Information** window displays.

3. Select the option: **No, create a new facility.**



The **Add Facility** screen displays.

4. Complete the following required fields:

Field	Description
<b>Facility Name</b>	Enter a descriptive name that clearly identifies this as an EGR spill site  Note: This field is limited to 80 characters.
<b>Waste Generation Activity</b>	Select <b>Emergency Generator Registration (EGR)</b> .  Note: When this option is selected, the <b>EGR Number</b> field is displayed. This number should be provided to you by the Spills Action Centre.
<b>EGR Number</b>	Enter the EGR number provided to you by the Spills Action Centre

[< Back to Dashboard](#)

AXE Chem Processing Co.

## Add Facility

Choose a name for this facility that will make it easy for you to identify it in a list of all your facilities.

Facility Name

**Waste Generation Activity**

How long will this facility be generating waste?

Long term  
 One time  
 Short term  
 **Emergency Generator Registration (EGR)**

EGR Number (issued by the Ministry of the Environment, Conservation and Parks)

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.

Note: Review the information note that some fields are optional during the initial creation of the EGR facility but must be completed within ninety (90) days of creating the facility.

**5.** In the **Facility Location** section, complete the following required fields unless otherwise indicated as optional:

It is important to provide the most accurate description and address of the spill site since not all spills occur at a site location, but could occur elsewhere, for example, on side of the road.

Field	Description
<b>This is a Canadian Address</b>	Checkbox indicates the facility address is Canadian  Note: If this box is <u>not</u> checked, the fields presented on the form vary slightly for collecting a United States address.
<b>Street</b>	Street address of the facility.  Note: Start typing a street address to be prompted with matching address options; select the address from the pop-up list.

<b>City</b>	City where facility is located
<b>Community</b>	Start typing your community and select from the proposed list, or alternately use the arrows in the field to scroll and find your selection  Note: This field is <u>not shown</u> if the checkbox confirming this is a Canadian address is not selected.
<b>Province</b>	<b>Ontario</b> defaults if Canadian address checkbox is selected, but can be changed if necessary
<b>Postal Code</b>	Postal code for the facility location
<b>Latitude and Longitude (optional)</b>	These two fields default from the Google address database that matches to the address entered above
<b>Description (optional)</b>	Optional short text that describes your facility location

**Facility Location**

Once you log a waste activity for this facility, this location information will no longer be editable. If you wish to edit this location information after logging a waste activity, you will need to contact Registry Support.

This is a Canadian Address

Street

Unit/Suite (optional)

City

State  Zip Code

Generator Registration Number

Country

Latitude  Longitude

Description (Optional)

**6.**

In the **Facility Mailing Address** section, complete the following required fields:

Note: As a shortcut, click either the **Copy Business Address** or **Copy Facility Location** option to copy in the respective address if the mailing address is the same.

Field	Description
<b>Street</b>	Start typing a street address to be prompted with matching address options; select the address from the pop-up list
<b>City</b>	City where facility is located
<b>Province</b>	<b>Ontario</b> defaults if Canadian address checkbox is selected, but can be changed if necessary
<b>Postal Code</b>	Enter the postal code for the facility  Note: The postal code must be entered in all uppercase to be recognised by the system; otherwise, the entry will not be accepted.

The following fields are only shown when the checkbox “This is a Canadian Address” is not selected. In this section, the checkbox defaults as selected (☑).

<b>State</b>	Select the appropriate US state where the facility is located
<b>Zip Code</b>	Enter the US zip code where the facility is located
<b>Country</b>	<b>United States</b> defaults but can be changed if necessary

**Facility Mailing Address**

This is a Canadian Address Copy Business Address   Copy Facility Location

Street

Unit/Suite (optional)

City

Province  Postal Code

7. In the **Primary Hazardous Waste Program Contact** section, complete the following required fields unless otherwise indicated as optional:

Note: If you are the primary contact, select the **I am the primary Hazardous Waste Program contact** as a shortcut to have the fields populated with your contact information.

Field	Description
<b>First Name</b>	Primary contact's first name
<b>Last Name</b>	Primary contact's last name
<b>Job Title</b>	Primary contact's job title or position
<b>Email</b>	Primary contact's email address
<b>Primary Phone Number</b>	Primary contact's main phone number
<b>Phone Extension (optional)</b>	If applicable, enter extension related to primary number
<b>Secondary Phone Number (optional)</b>	If applicable, enter primary contact's secondary phone number
<b>Phone Extension (optional)</b>	If applicable, enter extension related to secondary number

**Primary Hazardous Waste Program Contact**

I am the primary Hazardous Waste Program contact ⓘ

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>
Job Title <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>
Primary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>
Secondary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>

**8.** In the **Alternate Contact (Optional)** section, select the checkbox "I do not wish to specify an alternate contact."

**Alternate Contact (Optional)**

I do not wish to specify an alternate contact

I am the Alternate Contact ⓘ

First Name

Last Name

Job Title

Email

Primary Phone Number

Phone Extension

Secondary Phone Number

Phone Extension

Note: An alternate contact can be specified later if needed.

**9.** In the **Additional Information** section, complete the following field:

Field	Description
<b>NAICS Code</b>	<p>Select the NAICS codes which best describes the nature of business at the EGR facility</p> <p>Note: Possible codes are displayed in a drop-down list as you start typing in the field. See this link for more information on NAICS codes: <a href="http://www.statcan.gc.ca/naics">North American Industry Classification System (NAICS) Canada 2017 Version 3.0 (statcan.gc.ca)</a></p>

	<p><b>Additional information</b></p> <hr/> <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="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p>NAICS Code</p> <input type="text" value="search.."/> </div> <p>NAICS Code (Optional)</p> <input type="text" value="search.."/> <p>NAICS Code (Optional)</p> <input type="text" value="search.."/> <p>1. Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility? (Optional)</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)</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)</p> <p><input type="radio"/> Yes      <input type="radio"/> No</p> <p><b>Note:</b> The other questions are optional upon initial creation of the EGR facility, but are required to be completed within 90 days.</p>
<p><b>10.</b></p>	<p>Select the checkbox " " to certify the information is accurate.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="border: 2px solid red; display: inline-block; padding: 2px 5px;"> <input type="checkbox"/> </div> I hereby confirm that the facility information specified above is accurate.         </div>
<p><b>11.</b></p>	<p>Select <b>Save</b> when all information has been entered.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="border: 2px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> I hereby confirm that the facility information specified above is accurate.         </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Cancel</span> <div style="border: 2px solid red; padding: 5px 15px; background-color: #666; color: white; border-radius: 3px;">Save</div> </div> </div> <p><i>The Facility Details page displays.</i></p>
<p><b>12.</b></p>	<p>Scroll down to review the facility details and to confirm all the information was entered correctly.</p>



	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt; Back to Dashboard</span> <span>Generator Number: ONS0899-1-999999-1</span> </div> <div style="margin-top: 10px;"> <p>ACME Processing Co.</p> <h2>Facility Details</h2> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <div style="display: flex; align-items: center;"> <p><b>This is an Emergency Generator Registration (EGR) Facility</b> 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: <b>Oct 07, 2022</b></p> </div> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;">Fee Exemption</th> <th style="text-align: left; width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><b>EGR Facility</b> Exempt from all Manifest fees</td> <td style="padding: 5px;"><b>Active</b></td> </tr> </tbody> </table> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Facility Name</td> <td style="width: 40%; padding: 5px;">Spill Site 123</td> <td style="width: 30%; text-align: right; padding: 5px;"><input type="button" value="Edit"/></td> </tr> <tr> <td colspan="3" style="padding: 5px;"><b>Waste Generation Activity</b></td> </tr> <tr> <td style="padding: 5px;">How long will this facility being generating waste?</td> <td colspan="2" style="padding: 5px;"><b>Emergency Generator Registration (EGR)</b></td> </tr> <tr> <td style="padding: 5px;">Emergency Generator Registration Number:</td> <td colspan="2" style="padding: 5px;">ONS0899-1-999999-1</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; padding: 5px;"><input type="button" value="Edit"/></td> </tr> </table> </div> </div> <p>Note: Select an Edit button to make any corrections to the EGR facility information.</p>	Fee Exemption	Status	<b>EGR Facility</b> Exempt from all Manifest fees	<b>Active</b>	Facility Name	Spill Site 123	<input type="button" value="Edit"/>	<b>Waste Generation Activity</b>			How long will this facility being generating waste?	<b>Emergency Generator Registration (EGR)</b>		Emergency Generator Registration Number:	ONS0899-1-999999-1				<input type="button" value="Edit"/>
Fee Exemption	Status																			
<b>EGR Facility</b> Exempt from all Manifest fees	<b>Active</b>																			
Facility Name	Spill Site 123	<input type="button" value="Edit"/>																		
<b>Waste Generation Activity</b>																				
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Emergency Generator Registration Number:	ONS0899-1-999999-1																			
		<input type="button" value="Edit"/>																		
<b>13.</b>	<p>Select <b>Back to Dashboard</b> to return to the dashboard when your review is complete.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 2px solid red; padding: 2px;">&lt; Back to Dashboard</span> <span>Generator Number: ONS0899-1-999999-1</span> </div> <div style="margin-top: 10px;"> <p>ACME Processing Co.</p> <h2>Facility Details</h2> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px; background-color: #fff;"> <div style="display: flex; align-items: center;"> <p><b>This is an Emergency Generator Registration (EGR) Facility</b></p> </div> </div> </div> <p><i>The HWP Registry Homepage displays.</i></p>																			

14.

The new EGR facility displays in the list of Active facilities.

ACME Processing Co.  
**Hazardous Waste Registry Homepage**  
 Registration #:00010529  
 Hazardous Waste (formerly HWIN) Switch Programs  
 New Manifest

Manifests **Facilities** Waste Streams Invoices Add Roles

Add Facility

View: Active Facilities Inactive Facilities  Add Filters +

Generator Number	Facility Name	Facility Location	Last Updated By	Last Shipment Date	Action
ONS0899-1-999999-1	Spill Site 123	4711 Yonge Street, Toronto, Ontario, M2N 6K8	James Wilco		New Manifest
ON001166882	Acme Facility - 1	4711 Yonge Street, Toronto, Ontario, M2N 6K8	James Wilco		New Manifest

## Next Steps

To update information on the spill site, refer to work instruction [Update Facility for EGR Spill](#)