Delegate Authority to Another Entity

This work instruction document covers how generators can delegate responsibility to their service provider, or their Authorized Generator Delegate (AGD), to submit information to the registry on their behalf. Note both the generator and the delegate must have a written agreement between both parties prior to delegating through the registry.

	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.

Delegate Authority to Another Entity	
Role	**Account Admin, Primary User, and Secondary User of Generators**
1.	From the **Hazardous Waste Registry Homepage**, click the **Facilities** Tab.
2.	Scroll down to the **Facility Delegation** section.

3.	Select the **Manage AGDs** button.

4.	Select the **Add AGD** button.

5.	Use the search bar to find the service provider you would like to assign as your AGD. Note that only companies who have registered as an AGD will be listed in the search results.

6.	Select the desired company from the search results.

7.	Identify the facilities you would like to give this AGD access to and select the permissions you would like to grant to your AGD.

Option	Description
Edit Facility	Includes the ability to edit, deactivate and reactivate the facility
Manage On-site Waste Activities	Includes the ability to view, create, edit, renew, and terminate on-site waste activities related to this facility (short-term storage, processing, long-term storage, and disposal)
Manage Waste Streams	Includes the ability to view, create, edit, deactivate, and reactivate waste streams related to this facility.

8.	Select the checkbox to confirm that you have a written agreement in place with the business identified, and that they are authorized to report waste activity on your behalf.

☑ I confirm that I have a written agreement with the business(es) identified and that those for which I have checked the Manage On-site Waste Activities checkbox are authorized to report waste activity information on my behalf.

9.	Select the **Save** button.

Cancel   Save

10.	The AGD is now authorized to report waste activity on your behalf. To view details about the access granted to the AGD, select the drop-down button.