

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: <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are required to be completed unless indicated otherwise.
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Delegate Authority to Another Entity

Role	Account Admin, Primary User, and Secondary User of Generators
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1. From the **Hazardous Waste Registry Homepage**, click the **Facilities** Tab.

2. Scroll down to the **Facility Delegation** section.

Generator Number	Facility Name	Facility Location	Last Updated By	Last Shipment Date	Action
ONS1234-1-55555-1	Emergency Spill	1 Spill Street, Toronto, Ontario, X1X3X3	Gene Generator		New Manifest
ON001173330	Waste Generator Facility 1	1 Training Street, Toronto, Ontario, X1X1X1	Gene Generator	Dec 1, 2022	New Manifest

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Facility Delegation

No Authorized Generator Delegates (AGDs) on Record Manage AGDs

3.	<p>Select the Manage AGDs button.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Facility Delegation</p> <hr/> <p>No Authorized Generator Delegates (AGDs) on Record Manage AGDs</p> <p>Add the AGDs you have agreements with to your account to allow them to perform Registry tasks on your behalf.</p> </div>
4.	<p>Select the Add AGD button.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>< Back to Dashboard</p> <p>Training Generator Business</p> <h3 style="text-align: center;">Manage Authorized Generator Delegates (AGD) Add AGD</h3> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: 80%;"> <p>You have not delegated access to any AGDs. Click Add AGD to delegate access.</p> </div> </div>
5.	<p>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.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>< Back to Dashboard</p> <p>Training Generator Business</p> <h3 style="text-align: center;">Manage Authorized Generator Delegates (AGD)</h3> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <p>Add AGD</p> <hr/> <p>Select a company to delegate Hazardous Waste activities to. Only companies who have registered as an AGD are listed here.</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Company Name</p> <input style="width: 100%;" type="text" value="Search companies"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Save </div> </div> </div>
6.	<p>Select the desired company from the search results.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Company Name</p> <input style="width: 100%;" type="text" value="Carrier Training"/> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p>+ Carrier Training Business 2 Training Street, Toronto, ON, X1X 2X2</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Save </div> </div>

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.

Active Facilities

<input type="checkbox"/>	Generator Number	Facility Name	<input type="checkbox"/> Edit Facility	<input type="checkbox"/> Manage On-Site Waste Activities	<input type="checkbox"/> Manage Waste Streams
<input checked="" type="checkbox"/>	ON001173330	Waste Generator Facility 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ONS1234-1-555555-1	Emergency Spill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.

Click on the name of an active AGD to view the access they have been delegated.

Carrier Training Business [Edit](#)

Generator Number	Facility Name	Edit Facility	Manage On-Site Waste Activities	Manage Waste Streams
ON001173330	Waste Generator Facility 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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