

Add Manifest for EGR Spill

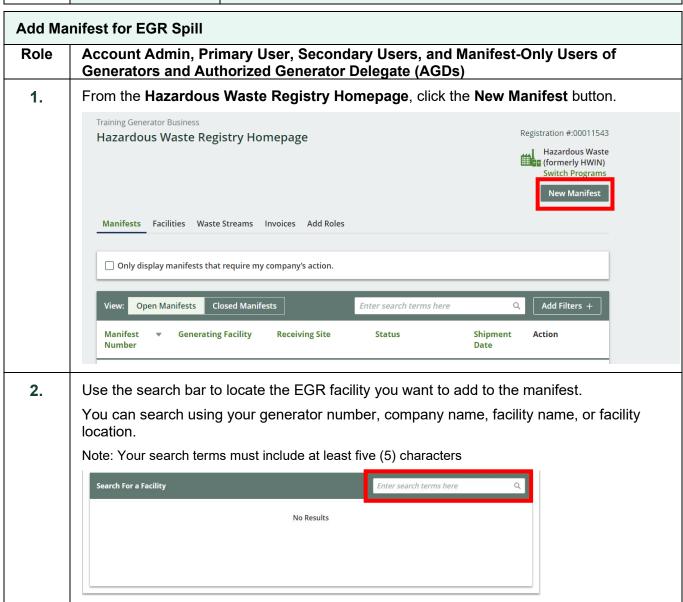
This work instruction document covers how to initiate a manifest for an Emergency Generator Registration (EGR) facility that is registered in the Hazardous Waste Program (HWP) Registry. Note the spill must be registered in the HWP Registry as an EGR facility prior to manifest initiation. Refer to the work instruction Add Facility for EGR-Spill for steps on registering the spill.



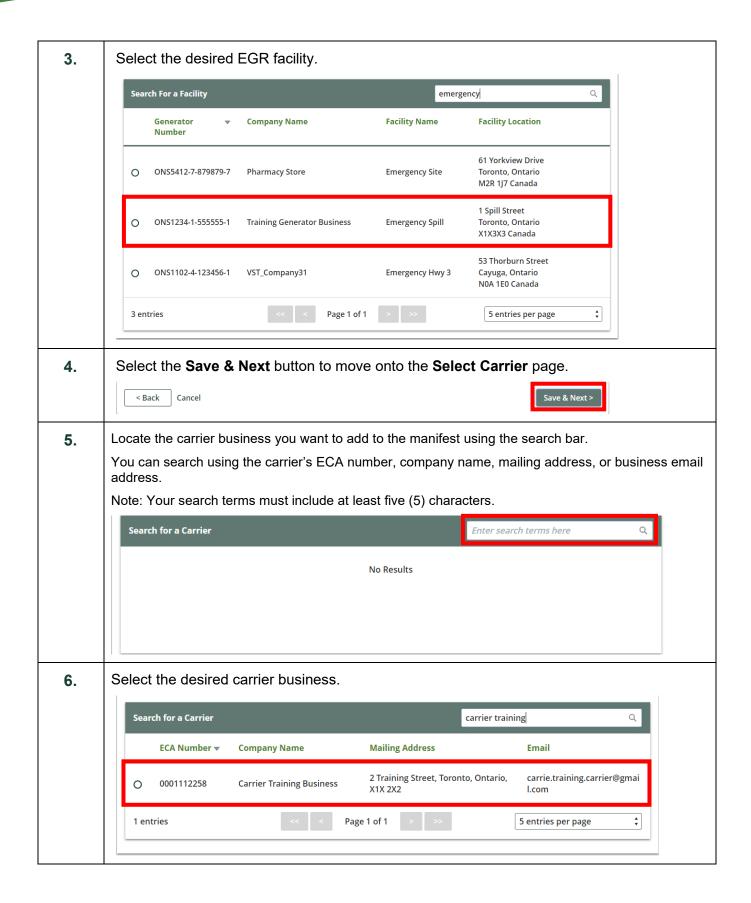
WORK INSTRUCTION (STEP-BY-STEP)

Work Instruction conventions:

- All field, page, section, tab, and button names appear in **bold** font.
- All fields are **required** to be completed unless indicated otherwise.



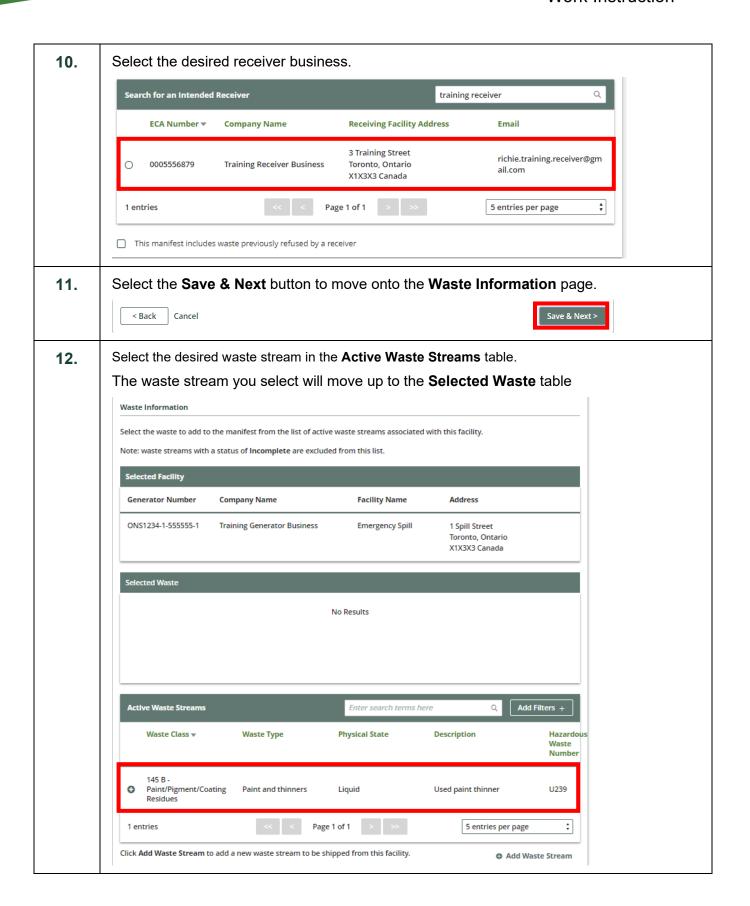






7. The Carrier Information window will pop up. You can complete the Carrier Contact Information and the Vehicle Information section if you know these fields. These fields can also be entered at the time of waste pick up if you do not know this information yet. Select the Save button. Carrier Information Selected Carrier Mailing Address ECA **Company Name** Number Carrier Training 000111225 2 Training Street, Toronto, carrie.training.carrier@g Ontario, X1X 2X2 Carrier contact and vehicle information can be entered now or at the time of waste pick up. Contact Information Phone Number 4161111118 carrie.training.carrier@gma Registration Number ① Province / State ‡ Add additional vehicle Search for a Driver from the specified Carrier company to give them easy access to the Manifest. If you do not assign a Driver to the Manifest, they can still find it by searching for the Manifest Assigned Driver Cancel 8. Select the Save & Next button to move onto the Select Intended Receiver page. Save & Next > < Back Cancel Search for the intended receiver business you want to add to the manifest in the search bar. 9. You can search using the receiver's ECA number, company name, mailing address, or business email address. Note: Your search terms must include at least five (5) characters Search for an Intended Receiver No Results This manifest includes waste previously refused by a receiver

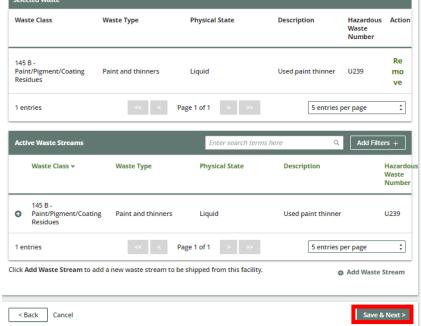




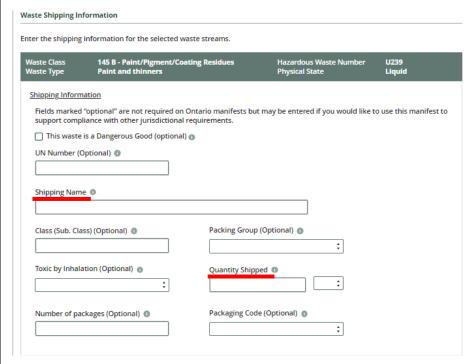


Once you have selected the desired waste streams, click the **Save & Next** button.

Selected Waste

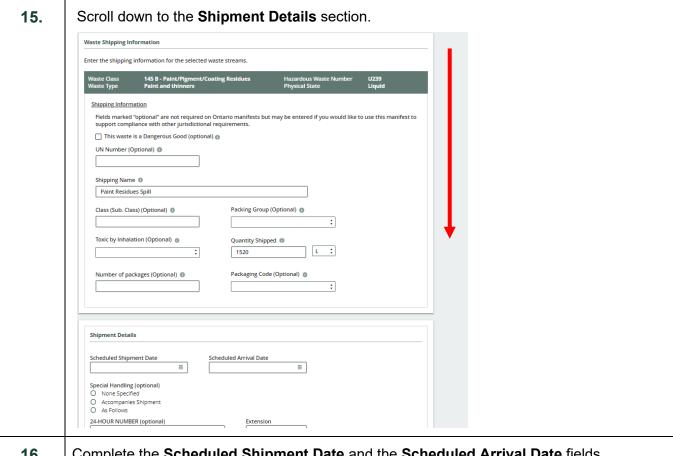


14. Complete the mandatory fields in the **Shipping Information** section for the selected waste streams.



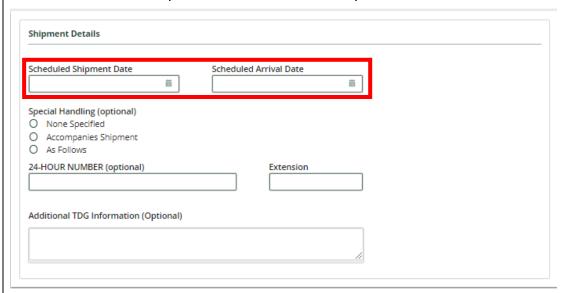
Note: The fields marked 'optional' are not required on Ontario manifests. However, these fields may be required to ensure compliance with requirements in other jurisdictions.





16. Complete the Scheduled Shipment Date and the Scheduled Arrival Date fields.

Note: The scheduled shipment date cannot be in the past.



Note: The Special Handling and Additional TDG Information sections are optional and can be filled out to ensure compliance with other jurisdictional requirements.



