

## 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.

	<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</b> font.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
<b>Add Manifest for EGR Spill</b>		
<b>Role</b>	<b>Account Admin, Primary User, Secondary Users, and Manifest-Only Users of Generators and Authorized Generator Delegate (AGDs)</b>	
<b>1.</b>	<p>From the <b>Hazardous Waste Registry Homepage</b>, click the <b>New Manifest</b> button.</p>	
<b>2.</b>	<p>Use the search bar to locate the EGR facility you want to add to the manifest. You can search using your generator number, company name, facility name, or facility location.</p> <p>Note: Your search terms must include at least five (5) characters</p>	

**3.** Select the desired EGR facility.

Search For a Facility

Q

	Generator Number	Company Name	Facility Name	Facility Location
<input type="radio"/>	ONS5412-7-879879-7	Pharmacy Store	Emergency Site	61 Yorkview Drive Toronto, Ontario M2R 1J7 Canada
<input type="radio"/>	ONS1234-1-555555-1	Training Generator Business	Emergency Spill	1 Spill Street Toronto, Ontario X1X3X3 Canada
<input type="radio"/>	ONS1102-4-123456-1	VST_Company31	Emergency Hwy 3	53 Thorburn Street Cayuga, Ontario NOA 1E0 Canada

3 entries
<< < Page 1 of 1 > >>
5 entries per page

**4.** Select the **Save & Next** button to move onto the **Select Carrier** page.

< Back
Cancel

Save & Next >

**5.** Locate the carrier business you want to add to the manifest using the search bar.  
 You can search using the carrier's ECA number, company name, mailing address, or business email address.  
 Note: Your search terms must include at least five (5) characters.

Search for a Carrier

Q

No Results

**6.** Select the desired carrier business.

Search for a Carrier

Q

	ECA Number	Company Name	Mailing Address	Email
<input type="radio"/>	0001112258	Carrier Training Business	2 Training Street, Toronto, Ontario, X1X 2X2	carrie.training.carrier@gmail.com

1 entries
<< < Page 1 of 1 > >>
5 entries per page

**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**

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**Selected Carrier**

ECA Number	Company Name	Mailing Address	Email
0001112258	Carrier Training Business	2 Training Street, Toronto, Ontario, X1X 2X2	carrie.training.carrier@gmail.com

Carrier contact and vehicle information can be entered now or at the time of waste pick up.

**Contact Information**

Phone Number:  Extension:

Email:

**Vehicle Information**

Registration Number:  Province / State:

[Add additional vehicle](#)

**Driver Information (optional)**

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 Number.

Assigned Driver:

**8.** Select the **Save & Next** button to move onto the **Select Intended Receiver** page.

**9.** Search for the intended receiver business you want to add to the manifest in the search bar. 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

**10.** Select the desired receiver business.

Search for an Intended Receiver

	ECA Number	Company Name	Receiving Facility Address	Email
<input type="radio"/>	0005556879	Training Receiver Business	3 Training Street Toronto, Ontario X1X3X3 Canada	richie.training.receiver@gmail.com

1 entries
<< < Page 1 of 1 > >>
5 entries per page

This manifest includes waste previously refused by a receiver

**11.** Select the **Save & Next** button to move onto the **Waste Information** page.

< Back
Cancel
Save & Next >

**12.** Select the desired waste stream in the **Active Waste Streams** table.  
The waste stream you select will move up to the **Selected Waste** table

**Waste Information**

Select the waste to add to the manifest from the list of active waste streams associated with this facility.

Note: waste streams with a status of **Incomplete** are excluded from this list.

**Selected Facility**

Generator Number	Company Name	Facility Name	Address
ONS1234-1-55555-1	Training Generator Business	Emergency Spill	1 Spill Street Toronto, Ontario X1X3X3 Canada

**Selected Waste**

No Results

**Active Waste Streams**

Enter search terms here

Add Filters +

Waste Class	Waste Type	Physical State	Description	Hazardous Waste Number
+ 145 B - Paint/Pigment/Coating Residues	Paint and thinners	Liquid	Used paint thinner	U239

1 entries
<< < Page 1 of 1 > >>
5 entries per page

Click **Add Waste Stream** to add a new waste stream to be shipped from this facility. + Add Waste Stream

**13.**

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

Selected Waste

Waste Class	Waste Type	Physical State	Description	Hazardous Waste Number	Action
145 B - Paint/Pigment/Coating Residues	Paint and thinners	Liquid	Used paint thinner	U239	Remove

1 entries Page 1 of 1 5 entries per page

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Active Waste Streams Enter search terms here Add Filters +

Waste Class	Waste Type	Physical State	Description	Hazardous Waste Number
145 B - Paint/Pigment/Coating Residues	Paint and thinners	Liquid	Used paint thinner	U239

1 entries Page 1 of 1 5 entries per page

Click Add Waste Stream to add a new waste stream to be shipped from this facility. Add Waste Stream

< Back
Cancel
Save & Next >

**14.**

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

Waste Shipping Information

Enter the shipping information for the selected waste streams.

Waste Class	145 B - Paint/Pigment/Coating Residues	Hazardous Waste Number	U239
Waste Type	Paint and thinners	Physical State	Liquid

Shipping Information

Fields marked "optional" are not required on Ontario manifests but may be entered if you would like to use this manifest to support compliance with other jurisdictional requirements.

This waste is a Dangerous Good (optional)

UN Number (Optional)

**Shipping Name**

Class (Sub. Class) (Optional)

Toxic by Inhalation (Optional)

Number of packages (Optional)

Packing Group (Optional)

**Quantity Shipped**

Packaging Code (Optional)

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.

**15.** Scroll down to the **Shipment Details** section.

**Waste Shipping Information**

Enter the shipping information for the selected waste streams.

Waste Class	145 B - Paint/Pigment/Coating Residues	Hazardous Waste Number	U239
Waste Type	Paint and thinners	Physical State	Liquid

Shipping Information

Fields marked "optional" are not required on Ontario manifests but may be entered if you would like to use this manifest to support compliance with other jurisdictional requirements.

This waste is a Dangerous Good (optional) ⓘ

UN Number (Optional) ⓘ

Shipping Name ⓘ

Class (Sub. Class) (Optional) ⓘ      Packing Group (Optional) ⓘ  
     

Toxic by Inhalation (Optional) ⓘ      Quantity Shipped ⓘ  
     

Number of packages (Optional) ⓘ      Packaging Code (Optional) ⓘ  
     

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**Shipment Details**

Scheduled Shipment Date       Scheduled Arrival Date

Special Handling (optional)  
 None Specified  
 Accompanies Shipment  
 As Follows

24-HOUR NUMBER (optional)       Extension



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

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

**Shipment Details**

Scheduled Shipment Date       Scheduled Arrival Date

Special Handling (optional)  
 None Specified  
 Accompanies Shipment  
 As Follows

24-HOUR NUMBER (optional)       Extension

Additional TDG Information (Optional)

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

<p><b>17.</b></p>	<p>Select the <b>Save &amp; Next</b> button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Cancel</span> <span style="border: 2px solid red; padding: 2px 5px;">Save &amp; Next &gt;</span> </div> </div>								
<p><b>18.</b></p>	<p>The Manifest is now in the '<b>Draft</b>' status.</p> <p>If all required fields are completed, the manifest is ready for generator and carrier signatures.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Training Generator Business</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Copy Manifest</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; background-color: #333; color: white; padding: 5px; border-radius: 5px;"> <span style="border: 1px solid #333; padding: 2px 10px;">Generator</span> <span style="border: 1px solid #333; padding: 2px 10px;">Carrier</span> <span style="border: 1px solid #333; padding: 2px 10px;">Intended Receiver</span> <span style="border: 1px solid #333; padding: 2px 10px;">Waste</span> <span style="border: 1px solid #333; padding: 2px 10px;">Review</span> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <span style="color: green; font-weight: bold; margin-right: 5px;">✓</span> <span><b>Ready for shipment</b></span> </div> <p style="font-size: small; color: #666;">The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.</p> </div> <div style="width: 35%; border: 2px solid red; padding: 5px; text-align: center;"> <p style="font-size: small; color: #666;">Status</p> <p style="font-size: large; color: blue; font-weight: bold;">Draft</p> </div> </div> <div style="margin-top: 10px;"> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #333; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">Ready For Signatures</div> </div> <p style="font-size: x-small; color: #666;">Click this button to enable the generator and the carrier to sign the manifest.</p> </div> <div style="margin-top: 10px;"> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #333; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">Cancel Manifest</div> </div> <p style="font-size: x-small; color: #666;">If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.</p> </div> <div style="margin-top: 10px;"> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #ccc; padding: 5px 15px; border-radius: 5px; display: inline-block;">Download PDF</div> </div> <p style="font-size: x-small; color: #666;">Once submitted, you can download a PDF copy of the manifest.</p> </div> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>✓ Tracking Information</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; background-color: #f9fff9;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Dec 22, 2022, 01:54 p.m. EST</span> <span>Initiated manifest via Registry Portal</span> </div> <p style="text-align: right; font-size: small; color: #666;">Gene Generator   Training Generator Business</p> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>✓ Overview</span> <span>✓ Waste</span> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>✓ Generator Information</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px 5px;">Company Name</td> <td style="padding: 2px 5px;">Training Generator Business</td> </tr> <tr> <td style="padding: 2px 5px;">Facility Name</td> <td style="padding: 2px 5px;">Emergency Spill</td> </tr> <tr> <td style="padding: 2px 5px;">Generator Number</td> <td style="padding: 2px 5px;">ONS1234-1-555555-1</td> </tr> <tr> <td style="padding: 2px 5px;"><a href="#">Location</a></td> <td></td> </tr> </table> </div> </div> </div> </div>	Company Name	Training Generator Business	Facility Name	Emergency Spill	Generator Number	ONS1234-1-555555-1	<a href="#">Location</a>	
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