


## Initiate Manifest as a Carrier

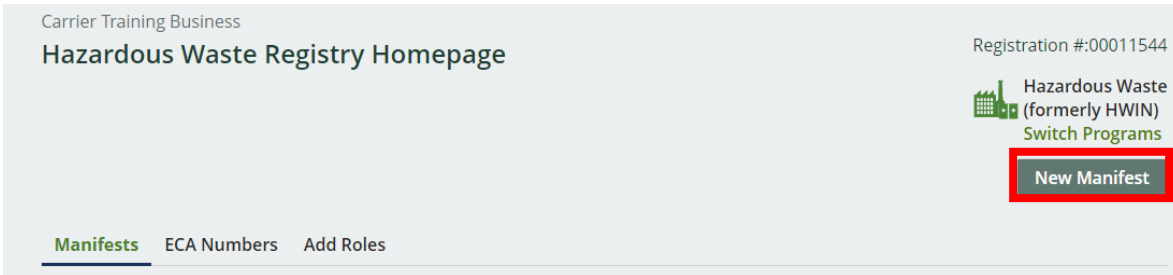
This work instruction document covers how to initiate a manifest as a carrier in the registry.

	<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>
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### Initiate Manifest as a Carrier

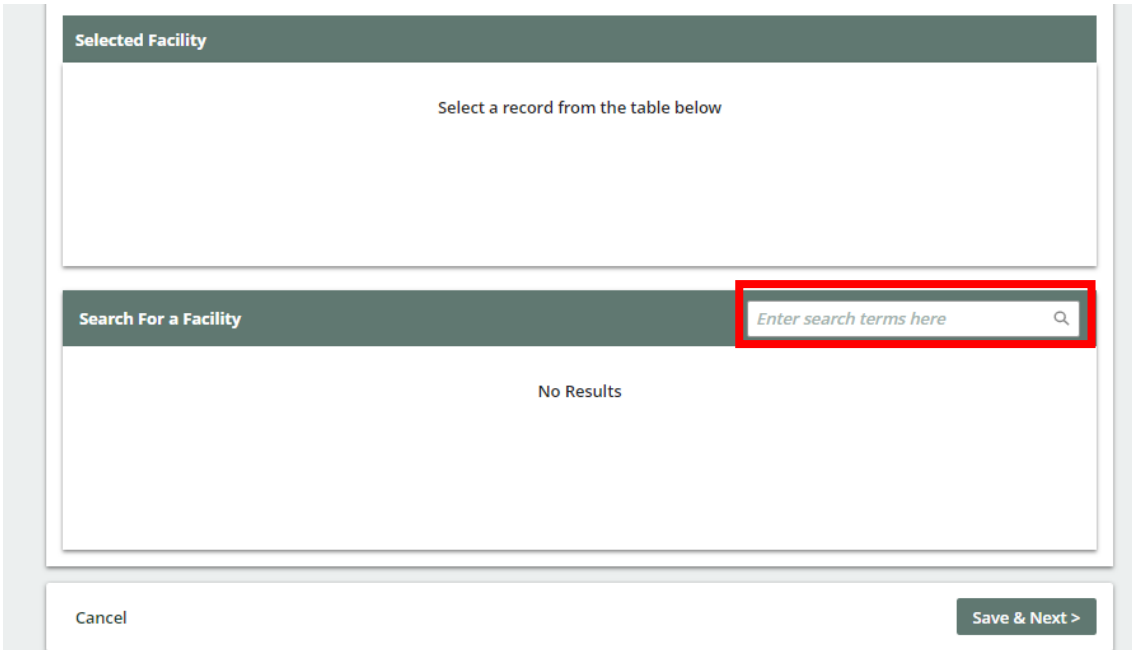
<b>Role</b>	<b>Account Admin, Primary User, Secondary Users, Manifest-Only Users and Drivers of Carrier</b>
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**1.** From the **Hazardous Waste Registry Homepage**, click the **New Manifest** button.



The screenshot shows the 'Hazardous Waste Registry Homepage' with a navigation menu at the bottom containing 'Manifests', 'ECA Numbers', and 'Add Roles'. The 'Manifests' link is underlined. In the top right corner, there is a 'New Manifest' button highlighted with a red box. Other elements include 'Carrier Training Business', 'Registration #:00011544', and 'Hazardous Waste (formerly HWIN) Switch Programs'.

**2.** Locate the generator facility you want to add to the manifest using the search bar. You can search using the generator number, company name, facility name, or facility location. Note: Your search terms must include at least five (5) characters.



The screenshot shows a search interface with two main sections: 'Selected Facility' and 'Search For a Facility'. The 'Selected Facility' section contains the text 'Select a record from the table below'. The 'Search For a Facility' section has a search input field with the placeholder text 'Enter search terms here' and a magnifying glass icon, which is highlighted with a red box. Below the search field, it says 'No Results'. At the bottom, there are 'Cancel' and 'Save & Next >' buttons.

**3.** Select the desired facility.

Search For a Facility

	Generator Number	Company Name	Facility Name	Facility Location
<input type="radio"/>	ONS1234-1-555555-1	Training Generator Business	Emergency Spill	1 Spill Street Toronto, Ontario X1X3X3 Canada
<input type="radio"/>	ON001173330	Training Generator Business	Waste Generator Facility 1	1 Training Street Toronto, Ontario X1X 1X1 Canada

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

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

Cancel

Save & Next >

**5.** To add your carrier business to the manifest, locate it using the search bar. You can search using your ECA number, company name, mailing address, or business email.  
Note: Your search terms must include at least five (5) characters.

Search for a Carrier

Enter search terms here Q

No Results

< Back
Cancel

Save & Next >

**6.** Select your carrier business.

Search for a Carrier

🔍

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 ▾

< Back
Cancel
Save & Next >

**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

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

Cancel
Save

<b>8.</b>	<p>Select the <b>Save &amp; Next</b> button to move onto the <b>Select Intended Receiver</b> page.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <span style="float: left;">Cancel</span> <span style="float: right; border: 2px solid red; padding: 2px;">Save &amp; Next &gt;</span> </div>										
<b>9.</b>	<p>Locate the receiver business you want to add to the manifest using the search bar. You can search using the receiver's ECA number, company name, mailing address, or business email.</p> <p>Note: Your search terms must include at least five (5) characters.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #34495e; color: white; padding: 5px;"> <span style="float: left;">Search for an Intended Receiver</span> <input style="float: right; border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="Enter search terms here"/> </div> <div style="text-align: center; padding: 20px 0;">No Results</div> <div style="margin-top: 10px;"> <input type="checkbox"/> This manifest includes waste previously refused by a receiver         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>&lt; Back</span> <span>Cancel</span> <span style="background-color: #34495e; color: white; padding: 5px 15px; border-radius: 4px;">Save &amp; Next &gt;</span> </div> </div>										
<b>10.</b>	<p>Select the desired receiver business.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #34495e; color: white; padding: 5px;"> <span style="float: left;">Search for an Intended Receiver</span> <input style="float: right; border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="training receiver"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">ECA Number</th> <th style="width: 30%;">Company Name</th> <th style="width: 30%;">Receiving Facility Address</th> <th style="width: 10%;">Email</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center;"><input type="radio"/></td> <td>0005556879</td> <td>Training Receiver Business</td> <td>3 Training Street Toronto, Ontario X1X3X3 Canada</td> <td>richie.training.receiver@gmail.com</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <span>1 entries</span> <span style="margin-left: 20px;">&lt;&lt; &lt; Page 1 of 1 &gt; &gt;&gt;</span> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">5 entries per page</span> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> This manifest includes waste previously refused by a receiver         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>&lt; Back</span> <span>Cancel</span> <span style="background-color: #34495e; color: white; padding: 5px 15px; border-radius: 4px;">Save &amp; Next &gt;</span> </div> </div>		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
	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							

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

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
ON001173330	Training Generator Business	Waste Generator Facility 1	1 Training Street Toronto, Ontario X1X 1X1 Canada

**Selected Waste**

No Results

**Active Waste Streams** Enter search terms here   Add Filters +

Waste Class ▾	Waste Type	Physical State	Description	Hazardous Waste Number
<input type="checkbox"/> 145 B - Paint/Pigment/Coating Residues	Paint and thinners	Liquid	Used paint thinner	U239

1 entries



Page 1 of 1

5 entries per page ▾

If the waste stream being shipped is not listed, contact the generator to have them add it to their facility.

Cancel

**13.**

Once you have selected the desired waste streams, select 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

If the waste stream being shipped is not listed, contact the generator to have them add it to their facility.

< 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) ⓘ       Packing Group (Optional) ⓘ

Toxic by Inhalation (Optional) ⓘ       Quantity Shipped ⓘ

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

**Note:** The fields marked 'optional' are not required for Ontario manifests. However, these fields may need to be completed to be in 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) ⓘ

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Shipping Name ⓘ

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

Toxic by Inhalation (Optional) ⓘ      Quantity Shipped ⓘ  
       L

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**


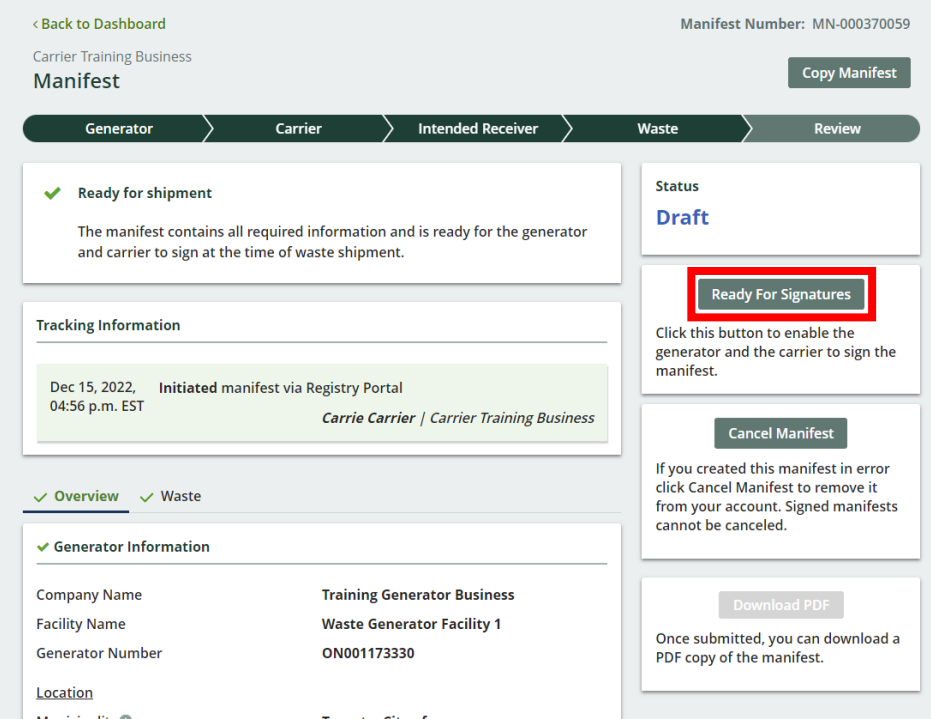
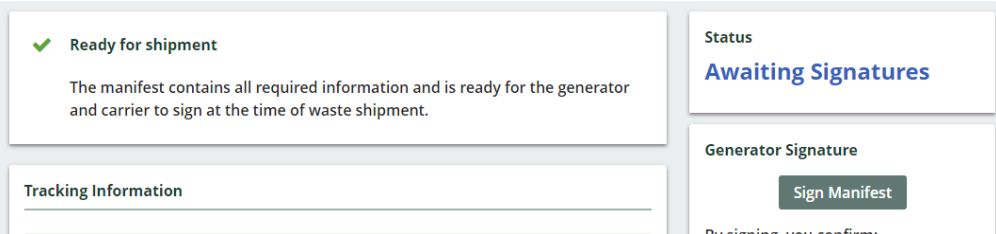
Scheduled Shipment Date       Scheduled Arrival Date

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.

<b>17.</b>	<p>Select the <b>Save &amp; Next</b> button.</p> 
<b>18.</b>	<p>The Manifest is now in the 'Draft' status. If all required fields are completed, select the '<b>Ready for Signatures</b>' button.</p> 
<b>19.</b>	<p>The manifest is now in the '<b>Awaiting Signatures</b>' status. You may sign the manifest at the time of waste pick up.</p> 

## Next Steps

To sign a manifest as a carrier, refer to:

- Work instruction: [Sign Manifest as a Carrier](#)
- Quick reference: [Sign Manifest for Waste Pick-up \(Mobile App\)](#)