

Confirm Manifest Drop-Off - Accept All

This work instruction document covers how to accept all waste that was dropped off by the carrier in the Hazardous Waste Program (HWP) Registry.

ł	Work Instruction (Step-By-Step)	Work InstructAll field, pAll fields a	 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. 				
Confirm	Waste Drop-Off - Ad	ccept All					
Role	Account Admin, Pi Receiver	rimary User, \$	Secondary	Users, and Ma	anifest-Only Use	rs of	
1.	From the Manifest t	ab of the Haz a	ardous Wa	ste Registry H	omepage, search	n or filter the	
	manifest table for manifests with the status 'Awaiting Receiver Signature'						
	Manifests ECA Numbers Add Roles						
	Only display manifests that require my company's action.						
	View: Open Manifests		Enter search terms here		Filters +		
	Manifest v Generating Number Facility	g Company Name	Receiving Sit	e Status	Shipment Action Date		
	Filter Manifests Enter information in any of the follo Manifest Number Intended Receiver Name Status Date Shipped Status Waste Class Primary Characterization Generator Number Facility Name Company Name City	wing fields to narrow down	the search results.	Filter Manifests Enter information in any of Manifest Number Intended Receiver Name Status Date Shipped Waste Class Primary Characterization Generator Number Facility Name Company Name City	the following fields to narrow dow	vn the search results.	
	Province	\$		Province	÷		
	Assigned Driver			Assigned Driver]	
	Vehicle Registration			Vehicle Registration Number			
	Cancel	Clear	Apply Filters	Cancel	Clea	Apply Filters	

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2.	Select the Acce	ept/Refuse	action of th	e desired mai	nifest.			
	Manifests ECA	Numbers Add R	oles					
		if the share						
	Only display n	nanifests that requ	uire my company	's action.				_
	View: Open Ma	nifests Closed	Manifests	E	Enter search tern	ns here	Q Filters	~
	Manifest v Ge Number Fac	nerating cility	Company Name	Receiving Site	Status	Shipment Date	Action	
	MN- ON 00037005 Wa 9 Fac	l001173330 iste Generator cility 1	Training Generator Business	0005556879 Training Receiver Business	Awaiting Receiver Signature	Dec 19, 2022	Accept/Refuse Print PDF	
	1 entries		<< <	Page 1 of 1 >	>>	25 entries	s per page	\$
			م م م م م م م ا					
3.	A pop-up windov select Copy Qu	w will appea antity Ship	r and will d ped and co	efault to Acce mplete the Ha	ept Waste. andling Co	o de field.	I the waste,	
	You may add ad	lditional com	nments if ne	ecessary or m	ake edits t	o the Shippi	ng Informat	ion
	trigger a correcti	on that both	the generation the generation is the generation of the generation	ator and carrie	er will need	to sign off o	n.	
	< Back to Dashboard				Manifest N	umber: MN-000370059		
	Training Receiver Busines Manifest	Accept / Refuse Wa	aste	0 of 1	wastes reviewed	Copy Manifest		
	Initiat	Ассер	t Waste	Refuse Was	ic Ic	mpleted		
	A There are waste	Waste Class Quantity Shipped	145 - Paint/P 1234.000 L	igment/Coating Residues	5	Receiver		
	Receiver must re			Copy Qua	antity Shipped	Receiver		
	Tracking Information	Quantity Received			÷	vnload PDF	1	
	Dec 20, 2022, Carri	Comments (optiona	al)		ec 1e	d, you can download a e manifest.		
	10.50 a.m. EST							
	Dec 19, 2022, Gene 01:21 p.m. EST	> Edit Shipping Inf	formation (click to ex	(pand)	1			
		Cancel			Save			
	Dec 19, 2022, Carri 01:20 p.m. EST	e Cé	arrie Carrier Carrie	er Training Business				
		View M	ore					

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Accept / Refuse Waste	0 of 1 wastes reviewed	Overview Waste	
Assort Wasta	Defuse Waste	✓ Shipment Details	
Waste Class 14 Quantity Shipped 12	i - Paint/Pigment/Coating Residues 14.000 L Copy Quantity Shipped	Shipment Date Scheduled Arrival Date Special Handling 24-HOUR NUMBER Additional TDG Information	Dec 19, 2022 Dec 22, 2022
Quantity Received	¥		
Handling Code	\$	Maste Information	
Comments (optional)		A Requires decision by receiver	Accept
> Edit Shipping Information	(click to expand)	Shipping Information (Optional) Dangerous Good UN Number Shipping Name	Hazardous Paints
Select the Save	button.		anifast button
Select the Save Cancel The manifest is n	button.	Class (Sub. Class) Class Class Class Class Class Class Class Class	anifest button.
Select the Save cancel The manifest is n <back dashboard<br="" to="">Training Receiver Business Manifest</back>	button.	e. Select the Sign Manifest Number: M	anifest button. N-000370059 y Manifest
Select the Save cancel The manifest is n <back dashboard<br="" to="">Training Receiver Business Manifest</back>	button.	Class (Sub. Class) Class (Sub. Class) Class (Sub. Class) Completed	anifest button. N-000370059 y Manifest
Select the Save Cancel The manifest is n < Back to Dashboard Training Receiver Business Manifest Initiate Manifest ready for All wastes on the the receiver.	button. Save Ow ready for your signature Peliver Save Save Save Save Save Save Save Save	class (Sub. Class)	anifest button. N-000370059 y Manifest
Select the Save Cancel The manifest is n < Back to Dashboard Training Receiver Business Manifest Initiate All wastes on the the receiver.	button. Save Ow ready for your signature r signature manifest have been reviewed and are ready to be signe	class (Sub. Class)	anifest button. N-000370059 y Manifest
Select the Save Cancel The manifest is n < Back to Dashboard Training Receiver Business Manifest Initiat Manifest ready for All wastes on the the receiver. Tracking Information Dec 20, 2022, Carrie	button. Save ow ready for your signature r signature manifest have been reviewed and are ready to be signe r dropped off to Chris Test Receiver <i>Carrie Carrier / Carrier Training Bus</i>	e. Select the Sign Manifest Number: M Class (Sub. Class)	anifest button.

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6.	Select the checkbox and the Confirm button to certify that the manifest information is correct and complete.							
	Receiver Signature							
	Review the receiver and waste information on the manifest before signing the manifest.							
	I certify that the receiver information contained on the manifest is correct and complete							
	Cancel							
7.	The manifest was successfully signed, and now has the sta	atus 'Completed'.						
	< Back to Dashboard	Manifest Number: MN-000370059						
		Wannest Wanner. Witt-000570055						
	Training Receiver Business Manifest	Copy Manifest						
	Initiate Deliver	Completed						
	Tracking Information	Status						
		Completed						
	Dec 20, 2022, Receiver signed manifest							
	Richie Receiver Training Receiver Business	Download PDE						
		Download PDI						
	Dec 20, 2022 Carrier dropped off to Chris Test Peceiver	Once submitted, you can download a PDF copy of the manifest.						
	10:30 a.m. EST							
	Carrie Carrier Carrier Training Business							
	Dec 19, 2022, Generator signed manifest							
	01:21 p.m. EST <i>Carrie Carrier</i> / Carrier Training Business							
	View More							
	View More							