

## 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.

	<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 font</b>.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
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### Confirm Waste Drop-Off - Accept All

<b>Role</b>	<b>Account Admin, Primary User, Secondary Users, and Manifest-Only Users of Receiver</b>
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1. From the **Manifest** tab of the **Hazardous Waste Registry Homepage**, search or filter the manifest table for manifests with the status 'Awaiting Receiver Signature'

**2.** Select the **Accept/Refuse** action of the desired manifest.

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-000370059	ON001173330 Waste Generator Facility 1	Training Generator Business	0005556879 Training Receiver Business	Awaiting Receiver Signature	Dec 19, 2022	Accept/Refuse Print PDF

**3.** A pop-up window will appear and will default to **Accept Waste**. To accept all the waste, select **Copy Quantity Shipped** and complete the **Handling Code** field.

You may add additional comments if necessary or make edits to the **Shipping Information** by opening the drop-down menu. Edits made to the **Shipping Information** section will trigger a correction that both the generator and carrier will need to sign off on.

Note: It is recommended you review the manifest prior to accepting the waste. This can be done by pressing the **Cancel** button in the pop-up window. Once you have completed your review, you can navigate to the **Waste** tab, and select the **Accept** button. You will return to the pop-up window.

4. Select the **Save** button.

Cancel

Save

5. The manifest is now ready for your signature. Select the **Sign Manifest** button.

<b>6.</b>	<p>Select the checkbox and the <b>Confirm</b> button to certify that the manifest information is correct and complete.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Receiver Signature</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>Review the receiver and waste information on the manifest before signing the manifest.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; background-color: #f0f8e8;"> <input checked="" type="checkbox"/> I certify that the receiver information contained on the manifest is correct and complete         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Cancel</span> <span style="border: 2px solid red; padding: 5px 15px; background-color: #666; color: white;">Confirm</span> </div> </div>
<b>7.</b>	<p>The manifest was successfully signed, and now has the status 'Completed'.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; background-color: #f0f8e8;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt; Back to Dashboard</span> <span>Manifest Number: MN-000370059</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span>Training Receiver Business</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #666; color: white;">Copy Manifest</span> </div> <div style="text-align: center; margin: 10px 0;"> <div style="background-color: #333; color: white; padding: 5px; display: inline-block; border-radius: 10px;">Initiate</div> <span style="font-size: 24px; margin: 0 10px;">&gt;</span> <div style="background-color: #333; color: white; padding: 5px; display: inline-block; border-radius: 10px;">Deliver</div> <span style="font-size: 24px; margin: 0 10px;">&gt;</span> <div style="background-color: #333; color: white; padding: 5px; display: inline-block; border-radius: 10px;">Completed</div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff; margin-bottom: 10px;"> <p><b>Tracking Information</b></p> <div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> <p>Dec 20, 2022, 12:07 p.m. EST    <b>Receiver signed manifest</b> <i>Richie Receiver   Training Receiver Business</i></p> </div> <div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> <p>Dec 20, 2022, 10:30 a.m. EST    <b>Carrier dropped off to Chris Test Receiver</b> <i>Carrie Carrier   Carrier Training Business</i></p> </div> <div style="background-color: #e8f5e9; padding: 5px;"> <p>Dec 19, 2022, 01:21 p.m. EST    <b>Generator signed manifest</b> <i>Carrie Carrier   Carrier Training Business</i></p> </div> <p style="text-align: center; color: #666; font-weight: bold;">View More</p> </div> <div style="border: 2px solid red; padding: 10px; margin: 10px 0; background-color: #fff;"> <p><b>Status</b></p> <p style="font-size: 24px; color: #0070c0; font-weight: bold;">Completed</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #fff;"> <p style="text-align: center; background-color: #666; color: white; padding: 2px 10px; margin: -10px -10px 10px -10px;">Download PDF</p> <p>Once submitted, you can download a PDF copy of the manifest.</p> </div> </div> </div>