



#### **Refuse Manifest Drop-Off - Partial Refusal**

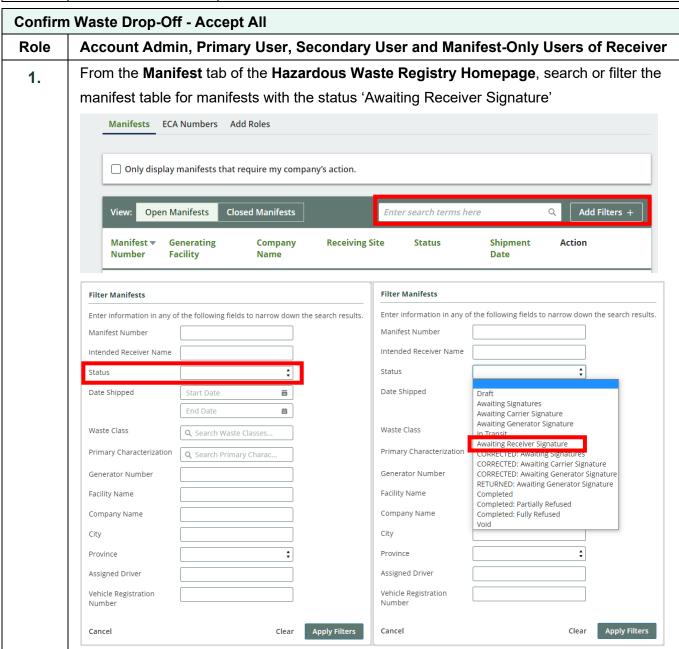
This work instruction document covers how to partially refuse waste that was dropped off by the carrier in the Hazardous Waste Program (HWP) Registry.



WORK INSTRUCTION (STEP-BY-STEP)

#### Work Instruction conventions:

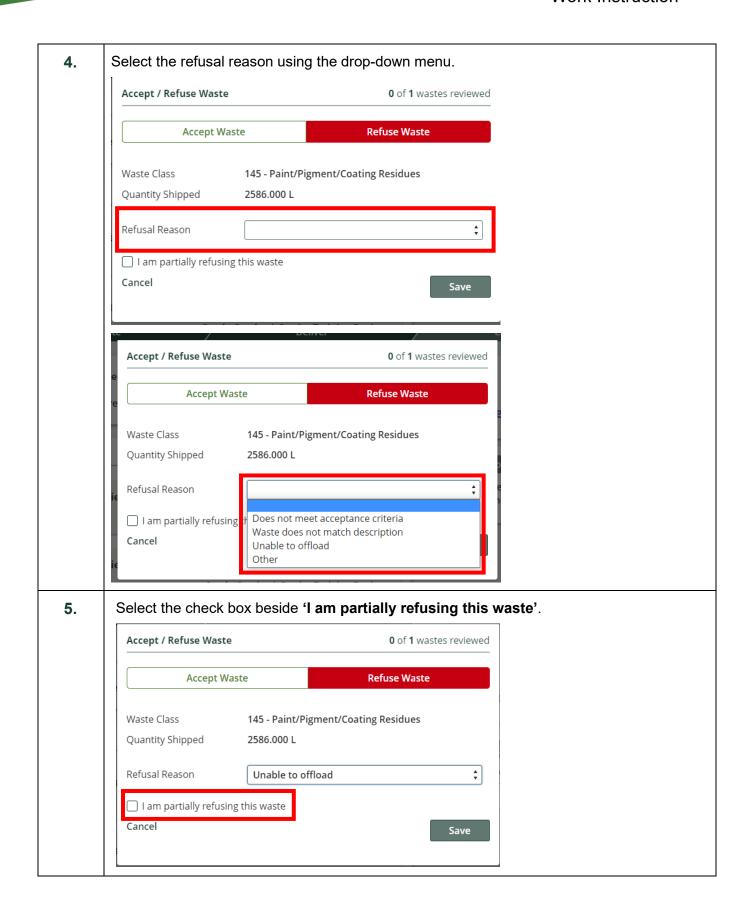
- All field, page, section, tab, and button names appear in **bold** font.
- All fields are **required** to be completed unless indicated otherwise.





2. Select the Accept/Refuse action for the desired manifest. **ECA Numbers** Add Roles Manifests Only display manifests that require my company's action. **Open Manifests Closed Manifests** Enter search terms here Filters 🗸 Manifest **▼** Generating Company **Receiving Site** Status Shipment Action Number Facility Name Date ON001173330 0005556879 MN-**Training Awaiting** Accept/Refuse 00038052 Waste Generator Generator **Training Receiver** Receiver Dec 21, 2022 Print PDF 0 **Business** Signature Facility 1 **Business** ON001173330 0005556879 Training MN-**Awaiting** Accept/Refuse 00038050 Waste Generator Generator **Training Receiver** Receiver Dec 21, 2022 **Print PDF** Facility 1 **Business** Signature **Business ‡** 2 entries Page 1 of 1 25 entries per page A pop-up window will appear and default to 'Accept Waste'. To partially refuse the waste, 3. select Refuse Waste. Manifest Number: MN-000370059 Accept / Refuse Waste 0 of 1 wastes reviewed Manifest Refuse Waste Accept Waste Waste Class 145 - Paint/Pigment/Coating Residues There are waste Quantity Shipped 1234.000 L Receiver Receiver must re Copy Quantity Shipped Quantity Received Tracking Information Handling Code d, you can download a Dec 20, 2022, Comments (optional) Dec 19, 2022, 01:21 p.m. EST > Edit Shipping Information (click to expand) Cancel Dec 19, 2022, 01:20 p.m. EST

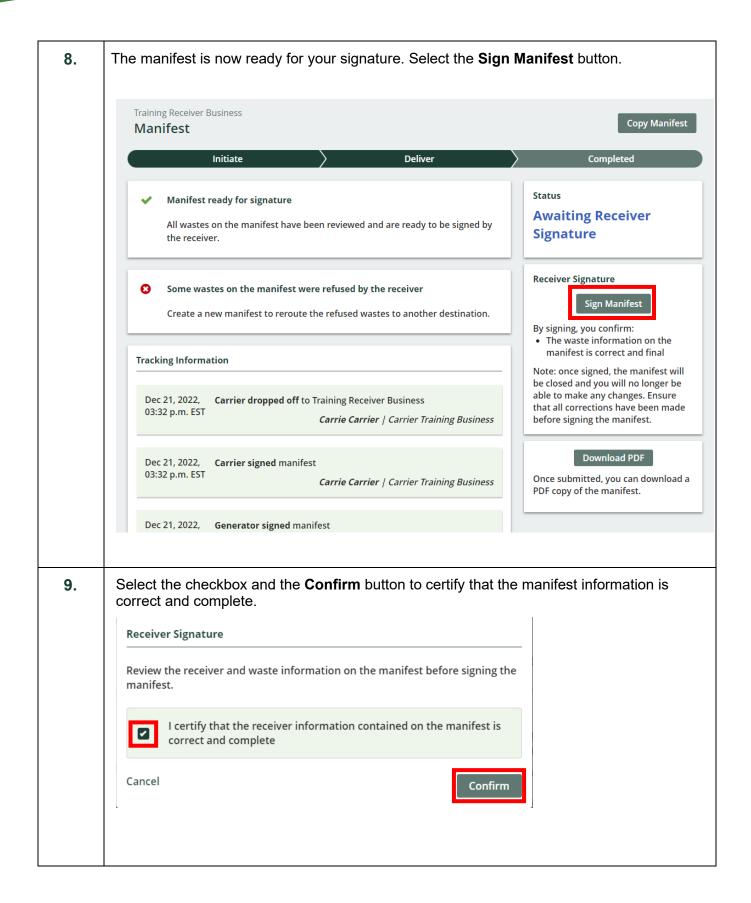






6. Complete the Quantity Refused, Quantity Received, and Handling Code. Note that the Quantity Refused and Quantity Received must total to the original quantity of waste that was on the manifest. You may add additional comments if necessary or make edits to the **Shipping Information** by opening the 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. Accept / Refuse Waste 0 of 1 wastes reviewed **Refuse Waste Accept Waste** Waste Class 145 - Paint/Pigment/Coating Residues Quantity Shipped 2586.000 L Refusal Reason Unable to offload ✓ I am partially refusing this waste ‡ Quantity Refused **‡** Quantity Received Handling Code Comments (optional) > Edit Shipping Information (click to expand) Cancel Save 7. Click the Save button. Cancel Save







10. The manifest was successfully signed, and now has the status 'Completed: Partially Refused'. Training Receiver Business Copy Manifest Manifest Deliver Initiate Completed Status Some wastes on the manifest were refused by the receiver **Completed: Partially** Create a new manifest to reroute the refused wastes to another destination. Refused **Tracking Information** Download PDF Once submitted, you can download a Dec 21, 2022, Receiver partially refused shipment and signed manifest PDF copy of the manifest. 04:44 p.m. EST Richie Receiver | Training Receiver Business Dec 21, 2022, Carrier dropped off to Training Receiver Business 03:32 p.m. EST Carrie Carrier | Carrier Training Business Dec 21, 2022, Carrier signed manifest 03:32 p.m. EST Carrie Carrier | Carrier Training Business View More