

Sign for Waste Drop Off (Return to Generator)

This document serves as a quick reference guide for the steps to sign for waste drop-off as a Generator in the Hazardous Waste Program (HWP) Registry. This example is a scenario where a waste stream on a manifest is refused and returned. This task begins on the **Manifests** tab.

- 1 Select the **checkbox** to only display manifests that require your action.

Note: If your company has multiple roles, you can further narrow the list of manifests shown by selecting only one roll.

- 2 Locate the returned manifest and select **Sign**.

Note: You can also sign the manifest from the full-form view. Click the manifest number to open the full-form view.

- 3 Review the displayed manifest information.

Note: Select **View full manifest** if you want to review the entire manifest. From this view, you also have ability to sign the manifest.

- 4 Select the **checkbox** to confirm that the manifest information shown is correct and complete.

- 5 Select **Confirm**.

- 6 The manifest status is changed to Completed and now shows on the 'Closed Manifests' view.

