

## Log On-Site Waste Activity – Short-term Storage

This document serves as a quick reference guide for the steps to log an on-site waste activity for short-term storage in the Hazardous Waste Program (HWP) Registry. On-site waste activities (OSWAs) are related to the waste streams associated with a facility.

**Prerequisite:** A waste stream must be linked to the facility before creating an OSWA.

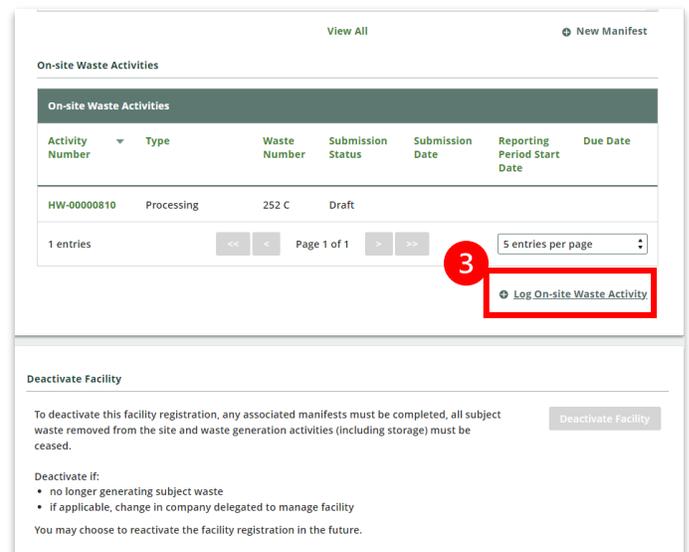
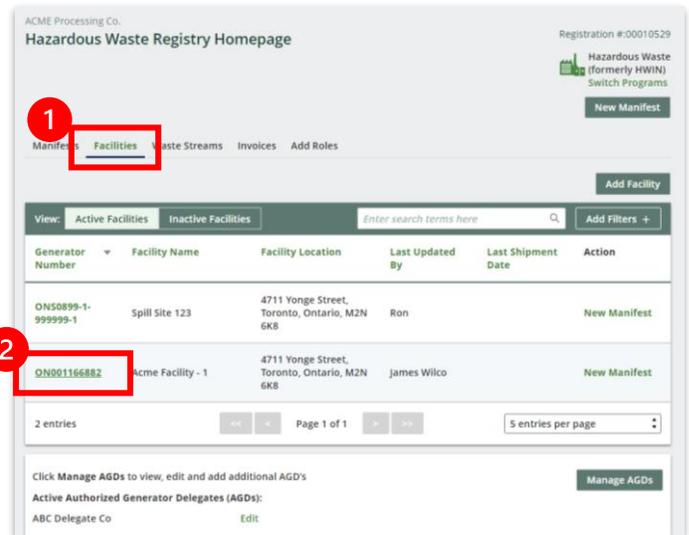
1 Select the **Facilities** tab on the Hazardous Waste Registry Homepage.

2 Select the **Generator Number** for the Facility you want log an OSWA.

...and scroll down to the **On-site Waste Activities** section (after the Waste Streams and Manifests sections).

3 Select **Log On-site Waste Activity**.

Note: If you had already started a draft copy of an OSWA, select the Activity Number for the OSWA to open it and complete your edits.



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4 Select **Short-term Storage** in the On-site Waste Activity Type section.

Note: Short-term storage is for subject waste that is stored for longer than ninety (90) days and up to twenty-four (24) months.

5 Select **Save & Next**.

6 Review the Confirmation message and select **Continue**.

7 Select a **Waste Stream** for which you want to log the on-site waste activity.

Note: Only active waste streams for the selected facility are shown in the waste stream list.

8 Select **Save & Next**.

Waste Number	Waste Type	Description	Hazardous Waste Number
<input checked="" type="radio"/> 262 C - Detergents/Soaps	Aqueous cleaning solution	Detergents and soaps	D002
<input type="radio"/> 252 C - Waste Oils & Lubricants	Grease	Grease from machinery	D002
<input type="radio"/> 251 L - Oil Skimmings & Sludges	Oily water	Oily water	N/A

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**9** In the Waste Storage section, complete the following fields:

- Amount of waste stored
- Units
- When did you begin storing the waste?
- Reason for storing waste past 90-day period

Then scroll down to display more fields.

**10** Answer the following question:

- Will the amount of waste stored change over time?

Note: If response of 'Yes' is selected, other fields are displayed and required to be completed.

**10.a** Complete the following fields, if shown:

- Anticipated accumulation rate
- Maximum amount to be stored

**11** Complete the following field:

- Anticipated manner of disposal of waste

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12 Select **Add Container Type**.

13 Complete the following fields:

- **Container Type**
- **Size**
- **How many**

14 Click **Save**.

15 Select a response for each of the questions in the Safety Considerations section.

16 Select **Save & Next**.

Note: The Submission Status shows **'Draft'**.

17 Select **Submit Activity** to begin the activity.

Note: After you select 'Submit Activity', a pop-up window indicates whether you will be charged a fee.

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Note: In this example, there are no fees associated with this OSWA. If fees are due, you will be guided to make a payment.

**18** Select **Submit**.

**19** Once submitted, the **Termination Date** and **Terminate Activity** button are shown and should be used to report when you are no longer performing this activity.

Note: After submission and payment, if applicable, the Submission Status changes to **'Submitted'**.