

Log On-Site Waste Activity – Disposal

This document serves as a quick reference guide for the steps to log an on-site waste activity for a disposal 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.

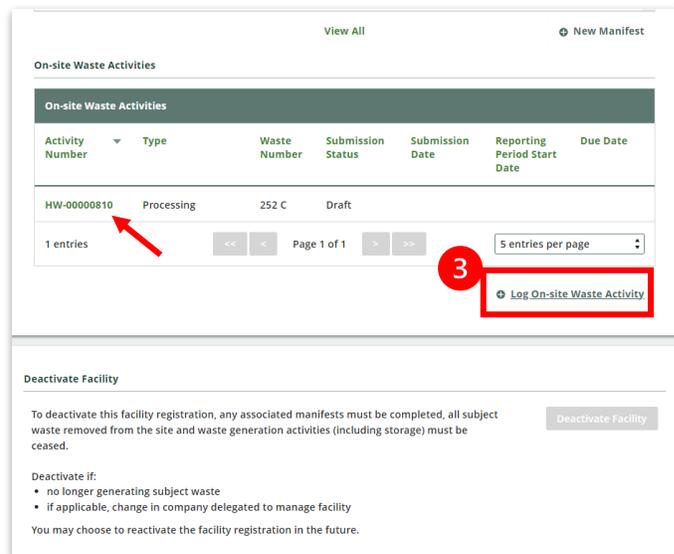
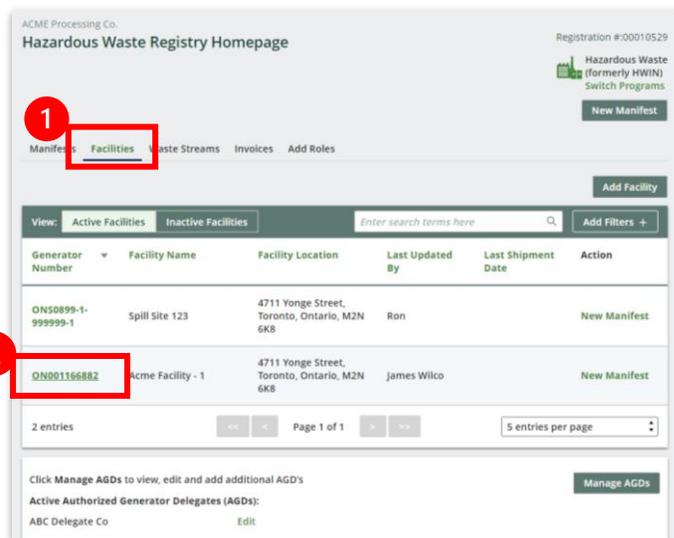
1 Select the **Facilities** tab on the Hazardous Waste Registry Homepage.

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: Draft OSWA's (not submitted) are listed in the On-site Waste Activity table. To complete a draft, open the OSWA by clicking on the associated 'Activity Number' in the table, complete any edits and submit it.



Log On-Site Waste Activity – Disposal

4 Select **Disposal** in the On-site Waste Activity Type section.

Note: For more information on disposal on-site waste activity, consult the guidance manual for generators of liquid industrial and hazardous wastes.

ACME Processing Co.
Log On-site Waste Activity

Facility Name: Acme Facility - 1 Generator Number: ON001166882

On-site Waste Activity Type

- Short-term Storage
- Processing
- Long-term Storage
- Disposal

Cancel Save & Next >

5 Select **Save & Next**.

ACME Processing Co.
Log On-site Waste Activity

Facility Name: Acme Facility - 1 Generator Number: ON001166882

On-site Waste Activity Type

- Short-term Storage
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- Long-term Storage
- Disposal

Cancel Save & Next >

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

Facility and Activity Type Confirmation

Once you click **Continue**, you will not be able to edit the selected facility and waste activity type as you continue filling out this report.

To edit the selected facility or on-site waste activity type, click **Cancel**.

Cancel Continue

Log On-Site Waste Activity – Disposal

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

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

ACME Processing Co.
Log On-site Waste Activity

Waste Stream

Active waste streams associated with the facility you specified are listed below. Select the one for which you would like to log this on-site waste activity.

Waste Number	Waste Type	Description	Hazardous Waste Number
<input type="radio"/> 262 C - Detergents/Soaps	Aqueous cleaning solution	Detergents and soaps	D002
<input checked="" 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

3 entries Page 1 of 1 5 entries per page

Cancel Save & Next >

8 Select **Save & Next**.

ACME Processing Co.
Log On-site Waste Activity

Waste Stream

Active waste streams associated with the facility you specified are listed below. Select the one for which you would like to log this on-site waste activity.

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3 entries Page 1 of 1 5 entries per page

Cancel Save & Next >

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Log On-Site Waste Activity – Disposal

9 In the Reporting Period section, complete the following fields :

- **Start Date**
- **End Date**
- **Estimated Quantity**
- **Units**

Reporting Period

Start Date End Date

Estimated Quantity Units

Additional information

Activity Type
Disposal

ECA Number

Waste Management Method

10 In the Additional Information section, complete the following fields:

- **ECA Number**
- **Waste Management Method**

Additional information

Activity Type
Disposal

ECA Number

Waste Management Method

< Back Cancel Save & Next >

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Note: For the **Waste Management Method** field, if “Other on-site disposal” option is selected, another field “**If other, please specify**” is displayed and requires you to provide a description of the other disposal method.

11 Select **Save & Next**.

< Back Cancel Save & Next >

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Log On-Site Waste Activity – Disposal

12 Review the On-Site Waste Activity details page; scroll down as necessary to view the entire form.

Note: The information box at the top of the page indicates the On-Site Waste Activity is ready for submission and the activity Submission Status shows as 'Draft'.

13 As required, select **Edit** in any section to make updates to that section of the On-Site Waste Activity.

14 After reviewing the On-Site Waste Activity and you have provided all the required details, select **Submit Activity**.

Note: The activity status shows as 'Draft'.

15 After submitting the activity, the Submission Status changes to 'In Progress' and the activity **Due Date** is displayed.

Note: Once the OSWA is complete, you can select the 'Complete Activity' button to report final quantities.

Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

✓ This activity is ready for submission
You have provided all the required details. When you are ready to submit, click Submit Activity.

Submission Status: **Draft**

Submit Activity

Ensure all data is correct before submitting the on-site waste activity. If applicable, you will be charged a fee at the end of the specified reporting period.

Submit Activity

Cancel Activity

Cancel this on-site waste activity prior to submission if you created it in error and do not plan to submit.

Generator Information

Company Name: ACME Processing Co.
Facility Name: Acme Facility - 1
Generator Number: ON001166882

Facility Location

Community: Toronto, City of
Address: 4711 Yonge Street, Toronto, Ontario, M2N 6K8 Canada
Latitude: 43.759589
Longitude: -79.41003909999999

Primary Contact Information

Name: James Wilco
Job Title: Operations manager

Primary Phone Number: 4165511234 ext.
Secondary Phone Number: ext.

Waste Stream

Waste Class: 252 - Waste Oils & Lubricants
Waste Type: Grease
Primary Characterization: C - Corrosive
Physical State: Liquid
Specific Gravity: 1
Hazardous Waste Number: 0002
Waste Description: Grease from machinery
Waste stream and description of generating process: Grease from production line machinery

Activity Details

Activity Type: Disposal
Reporting Period Start Date: 2022-09-01
Reporting Period End Date: 2022-11-04
Estimated Quantity: 50 L
Final Quantity: 50 L
ECA Number: 0822-TRN39
Waste Management Method: Incineration

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Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

✓ This activity is ready for submission
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Submission Status: **Draft**

Submit Activity

Ensure all data is correct before submitting the on-site waste activity. If applicable, you will be charged a fee at the end of the specified reporting period.

Submit Activity

Generator Information

Company Name: ACME Processing Co.
Facility Name: Acme Facility - 1
Generator Number: ON001166882

Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

Generator Information

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Facility Name: Acme Facility - 1
Generator Number: ON001166882

Facility Location

Community: Toronto, City of
Address: 4711 Yonge Street, Toronto, Ontario, M2N 6K8 Canada
Latitude: 43.759589
Longitude: -79.41003909999999

Submission Status: **In Progress**

Due Date: 2022-11-19

Complete Activity

Click Complete Activity to confirm the reporting period and specify final quantities. If applicable, you will be charged a fee as part of completing this activity.

Complete Activity