

### Log On-Site Waste Activity - Long-term Storage

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

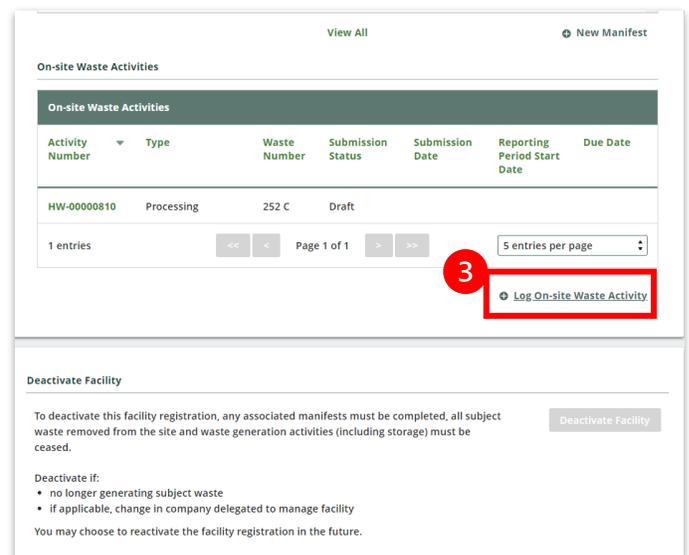
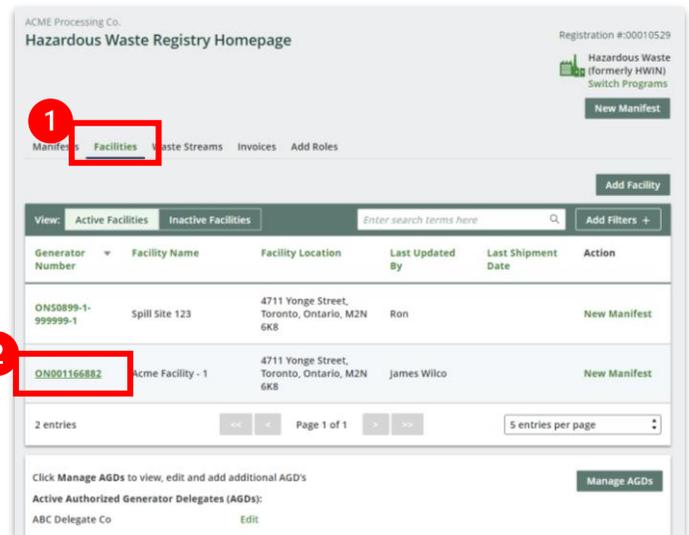
**Prerequisite:** A waste stream must be linked to the facility before creating an OSWA.

- 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.



## Log On-Site Waste Activity - Long-term Storage

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

Note: For subject waste stored for longer than 24 months, an ECA is required.

**5** Select **Save & Next**.

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

### Log On-Site Waste Activity - Long-term Storage

**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.

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**.

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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 >

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### Log On-Site Waste Activity - Long-term Storage

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

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

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

- **ECA Number**
- **Waste Class\***
- **Primary Characterization\***

Note \*: These fields are not required for stored waste, however if the subject waste will be shipped offsite or further managed on site after processing, the fields are required.

11 Select **Save & Next**.

## Log On-Site Waste Activity - Long-term Storage

**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'.

ACME Processing Co.  
Log On-site Waste Activity

Facility and Type | Waste Stream | Activity Details | Review

**12** 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	43.7595989
Longitude	-79.41003909999999
Description	

Primary Contact Information

Name	James Wilco
Job Title	Operations manager

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

Waste Stream

Waste Class	252 - Waste Oils & Lubricants
Waste Type	Grease
Primary Characterization	C - Corrosive
Physical State	Liquid
Specific Gravity	1
Hazardous Waste Number	D002
Waste Description	Grease from machinery Waste stream and description of generating process Grease from production line machinery

**Edit**

Activity Details

Activity Type	Long-term Storage
Reporting Period Start Date	2022-09-01
Reporting Period End Date	2023-08-31
Estimated Quantity	100 L
Final Quantity	
ECA Number	0822-TRN99
Waste Class	485 - Waste Oils & Lubricants
Primary Characterization	L - Liquid Industrial Waste

**13**

**Edit**

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## Log On-Site Waste Activity - Long-term Storage

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

Note: While in the **'Draft'** status, you can manifest OSWA using the **'Cancel Activity'** button.

ACME Processing Co.  
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.

14 **Submit Activity**

Generator Information

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

**15** After submitting the activity, the Submission Status changes from **'Draft'** 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.

ACME Processing Co.  
Log On-site Waste Activity

Facility and Type > Waste Stream > **Activity Details** > Review

✓ Generator Information

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

Submission Status  
**In Progress**

Due Date  
2023-09-15

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.

15 **Complete Activity**

Facility Location

Community	Toronto, City of
Address	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada
Latitude	43.7595989
Longitude	-79.41003909999999
Description	