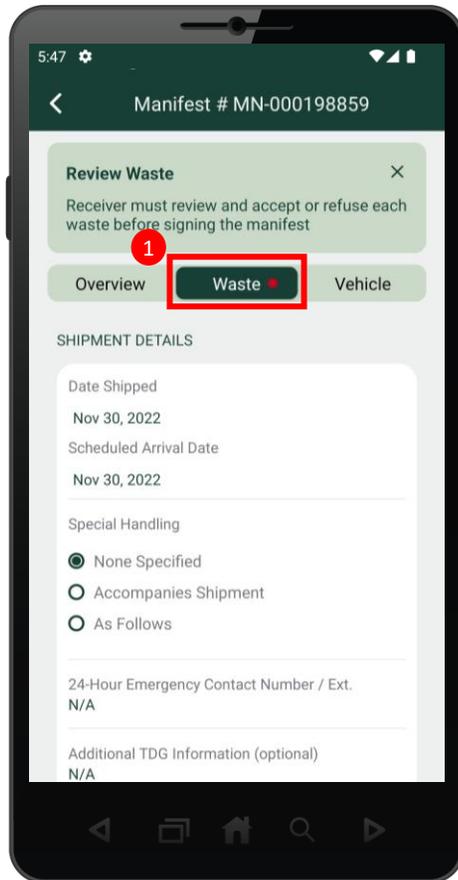
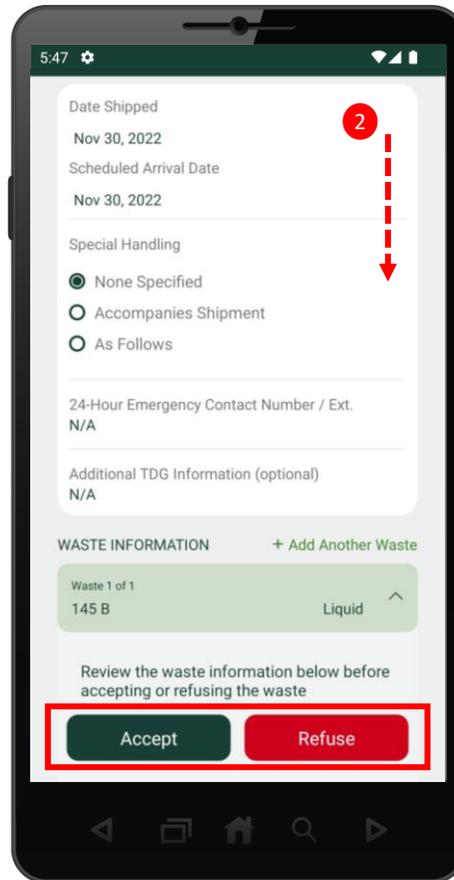


Propose Correction to Manifest

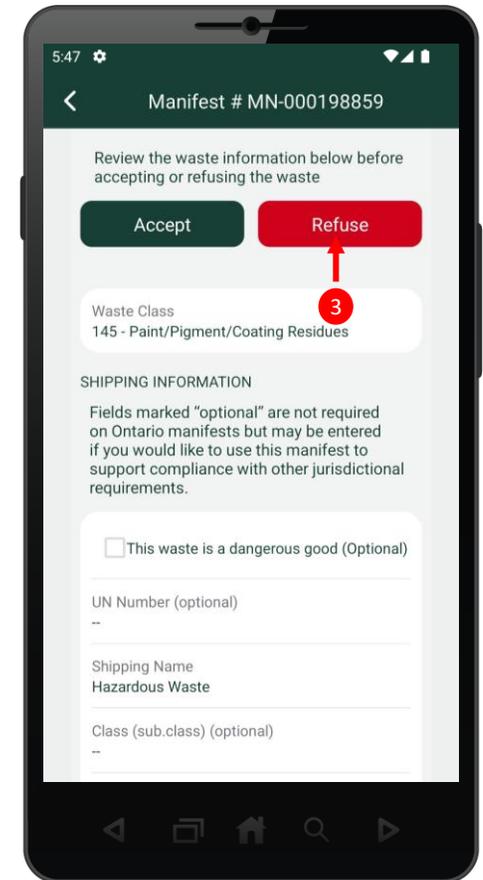
This document serves as a quick reference guide for the steps using the mobile app to propose corrections to a manifest as a Receiver in the Hazardous Waste Program (HWP) Registry. This is done in the **Shipping Information** section of the manifest. In this example, we are partially refusing the waste with corrections.



1 Start at the Waste tab of the desired manifest you would like to propose corrections for.

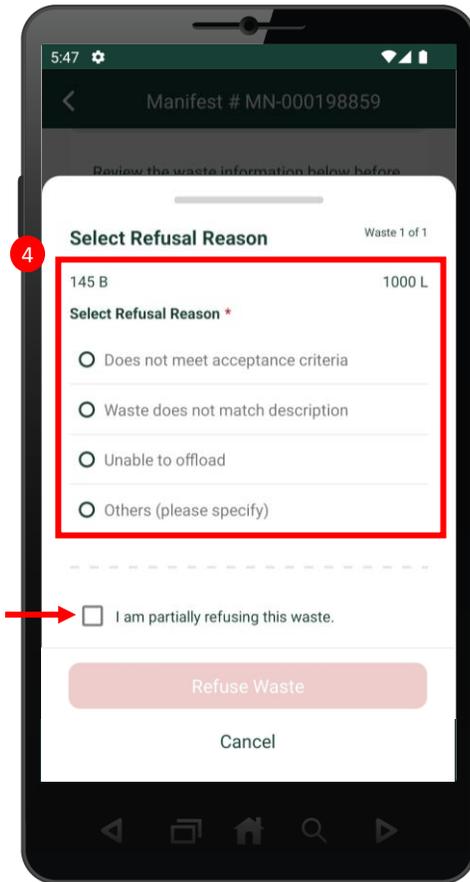


2 Scroll down to the **Accept/Refuse** section of the manifest.

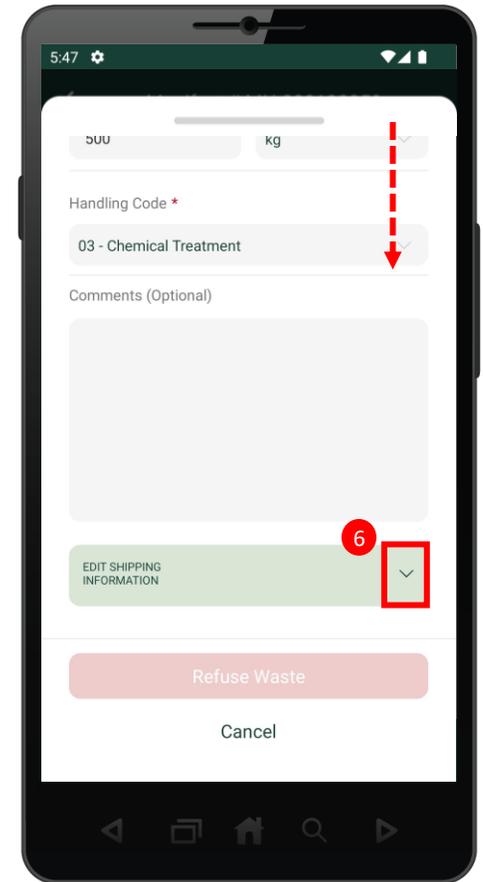
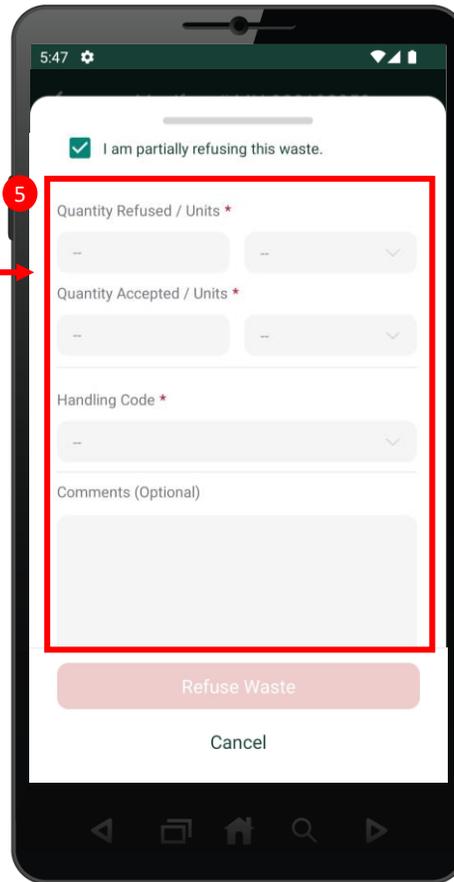


3 Select the **Refuse** button.

Propose Correction to Manifest



Note: The two values must add up to the original number of units that was on the manifest.



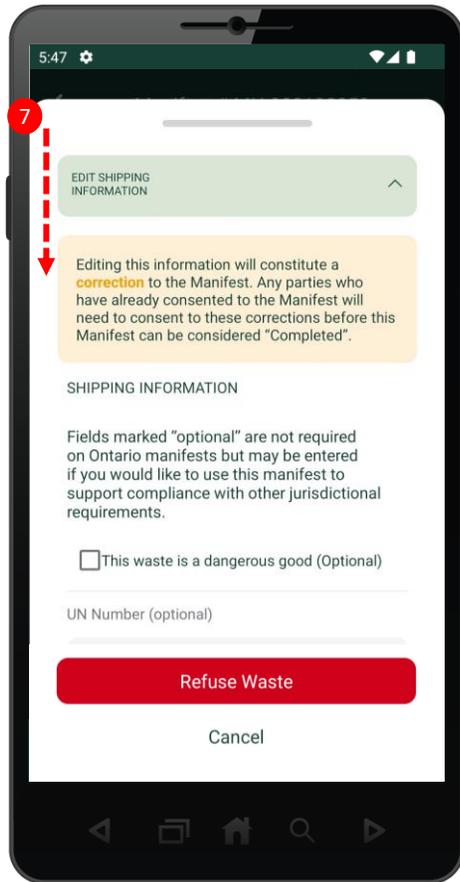
4 Complete the refusal reason, then select **'I am partially refusing this waste'** to trigger the Edit Shipping Information section.

5 Scroll down and complete the following fields:

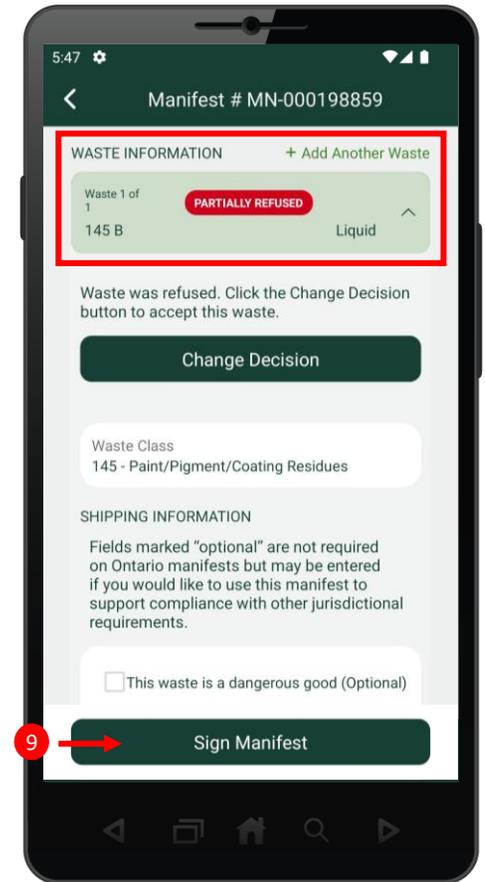
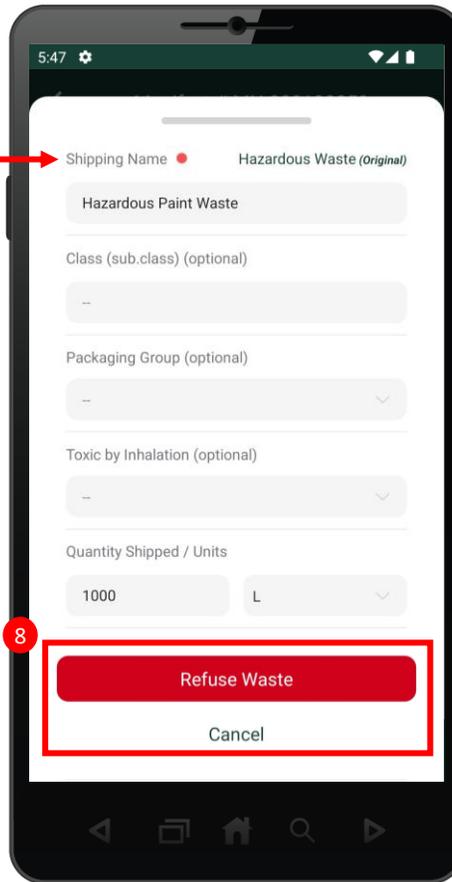
- **Quantity Refused and Units**
- **Quantity Accepted and Units**
- **Handling Code**
- **Comments, if any**

6 Scroll down to the **Edit Shipping Information** section and select the drop-down menu.

Propose Correction to Manifest



Note:
Corrections
are indicated
by a red dot
beside the
field.

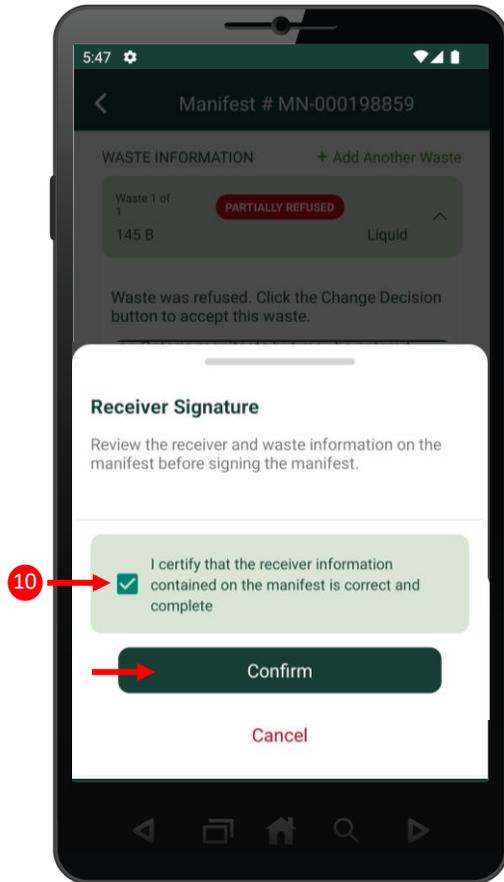


7 Scroll through and make the desired corrections.

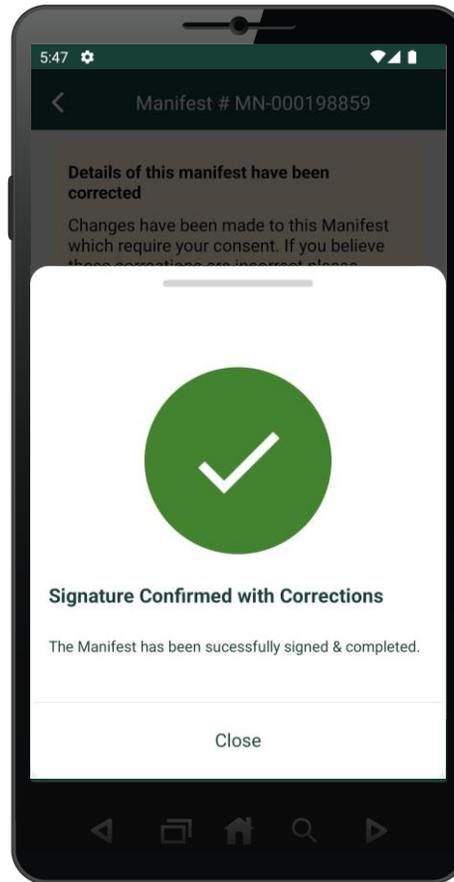
8 Once you have made all the desired corrections, select the **Refuse Waste** button.

9 Once the manifest has been updated with your corrections, select the **Sign Manifest** button.

Propose Correction to Manifest



10 Select the certification checkbox, then select the **Confirm** button.



11 The manifest has been signed with corrections.