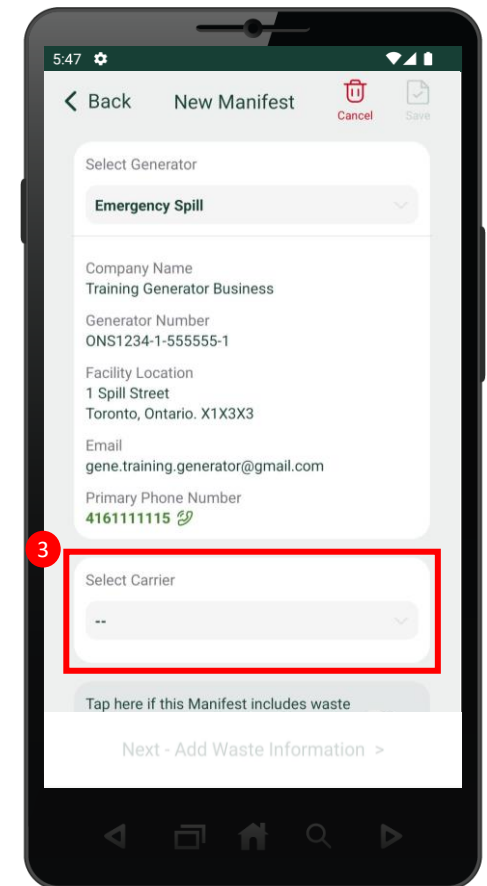## Add Manifest for Emergency Spill

This document serves as a quick reference guide for the steps using the mobile app to add a manifest for an emergency spill as a Generator or Carrier in the Hazardous Waste Program (HWP) Registry. Note the emergency spill site and its waste must be registered as a facility through the web-based Registry before creating a manifest in the mobile app.
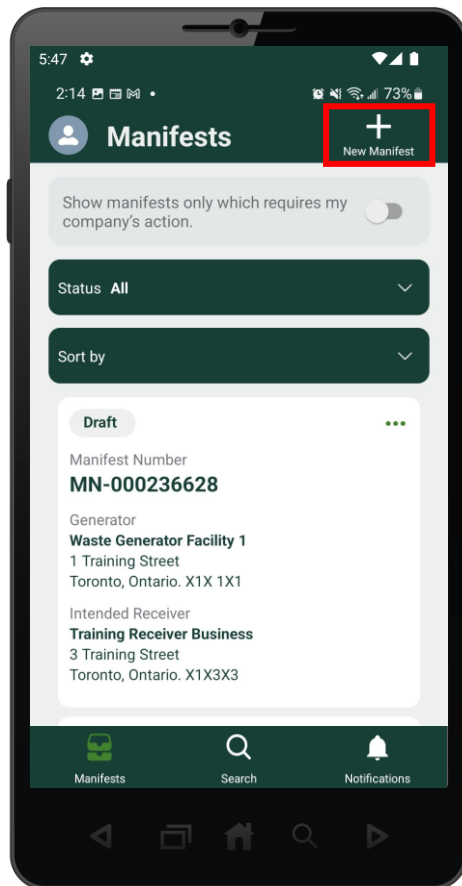
**1** Select the **New Manifest** button at the top of the screen.
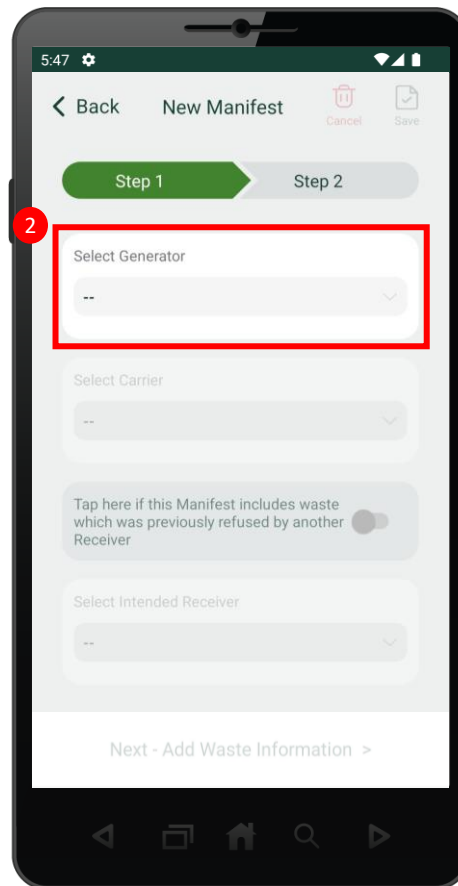
2 Select the spill site by typing and searching for the spill facility in the **Select Generator** section. Note: You must type at least five (5) characters for search results to be displayed.

3 Scroll down and select the carrier by typing and searching for the carrier business in the **Select Carrier** section. Note: You must type at least five (5) characters for search results to be displayed.

Add Manifest for Emergency Spill
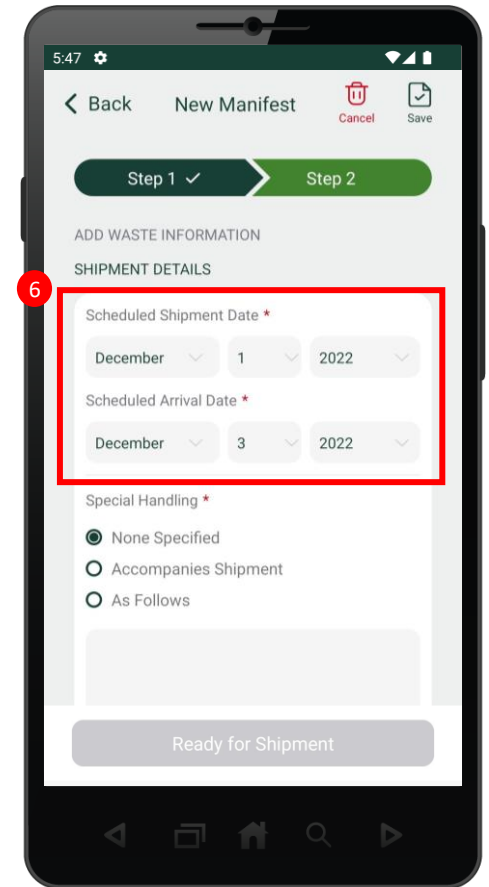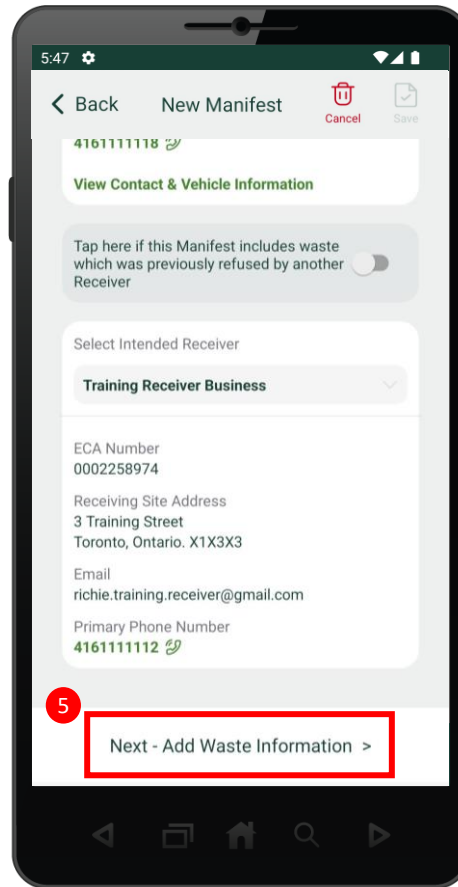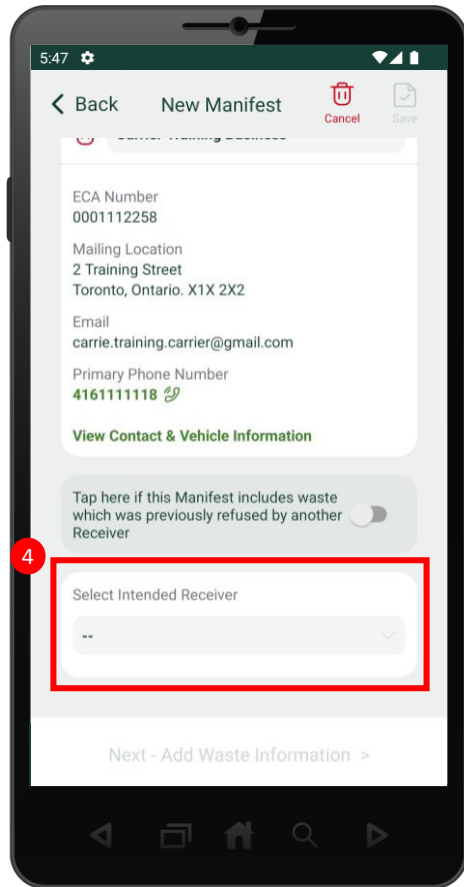
4 Scroll down and select the intended receiver by typing and searching for the receiver business in the **Select Intended Receiver** section. Note: You must type at least five (5) characters for search results to be displayed.

5 Select **Next – Add Waste Information** at the bottom of the screen.

6 Complete the **Schedule Shipment Date** and **Scheduled Arrival Date**.

Add Manifest for Emergency Spill
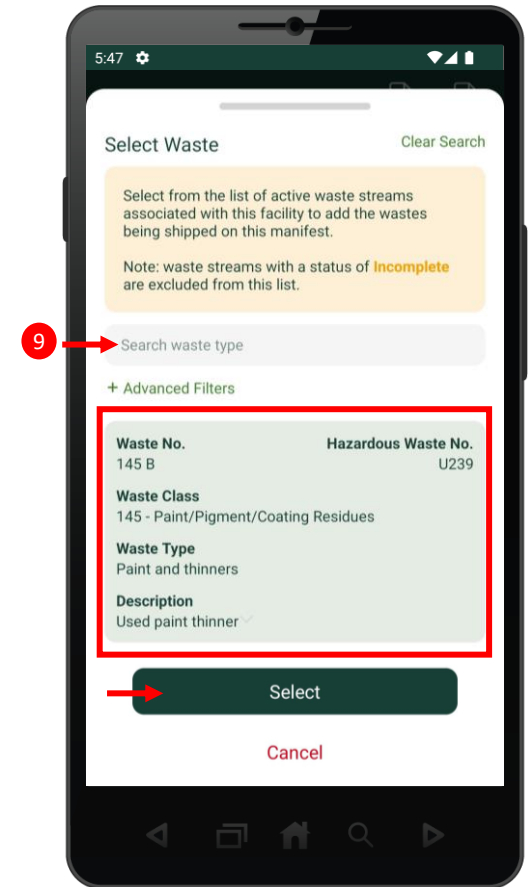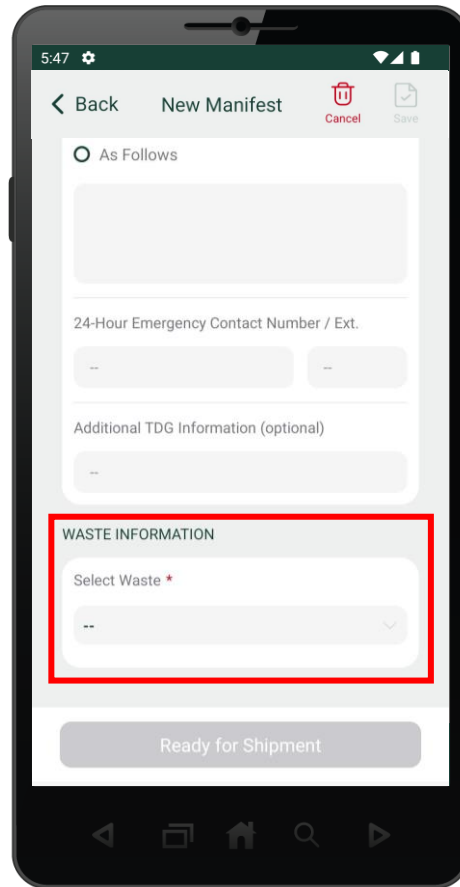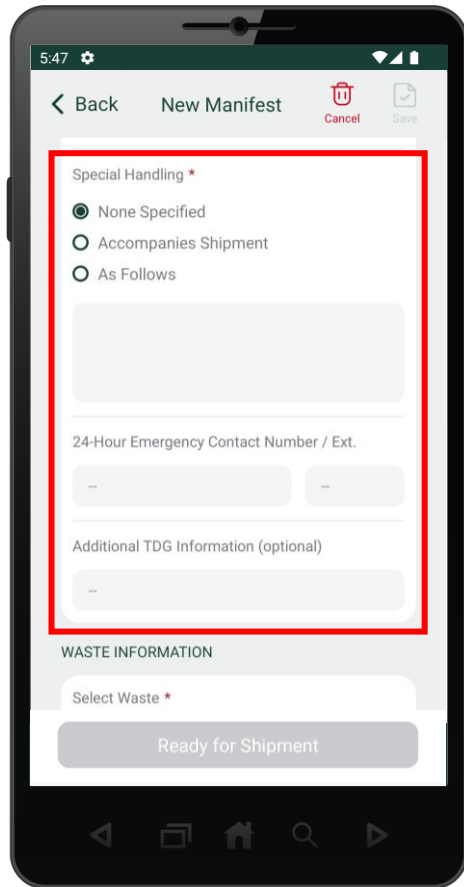
7 Scroll down and complete the **Special Handling** section if necessary. If you do not wish to add additional information in the section, you can select **None Specified**.

8 Scroll down and select the waste in the **Waste Information** section.

9 Search for the waste type and select the waste from the results. Once the selected waste is highlighted, click the **Select** button to move on.
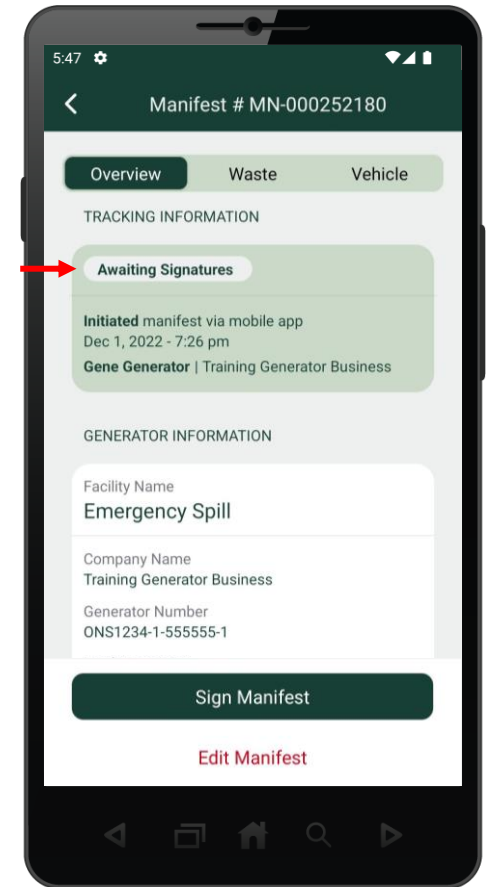
Add Manifest for Emergency Spill
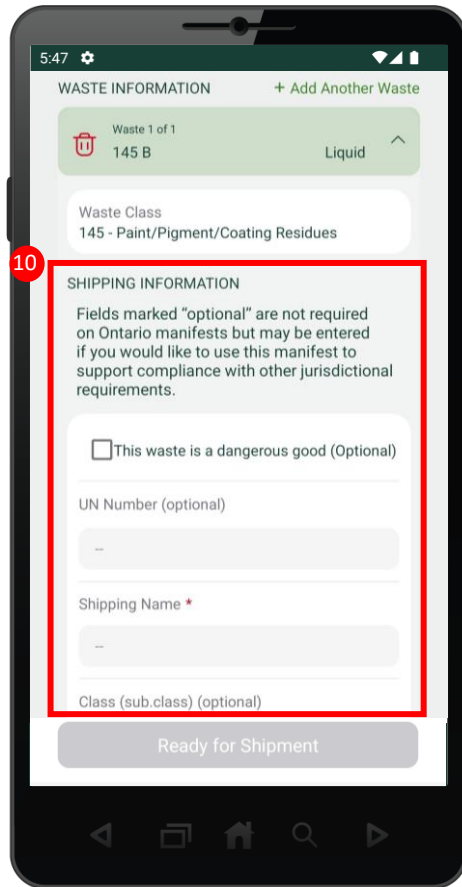
10 Scroll down and complete the **Shipping Information** section. Note there are some fields marked "Optional", therefore please ensure you complete the mandatory fields marked with an asterisk (*).
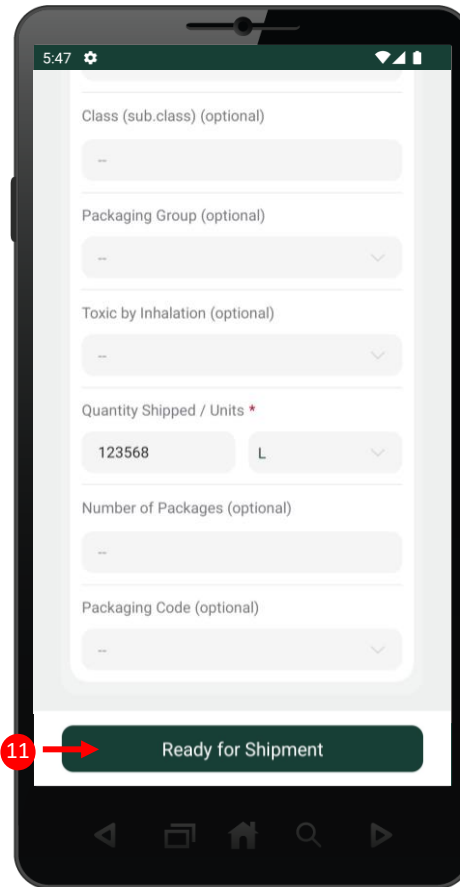
11 Once you have completed the Shipping Information section, select the **Ready for Shipment** button.

12 The manifest has been initiated and is now ready for signatures. You can view the manifest status under the **Tracking Information** section, where the manifest has the status "Awaiting Signatures".