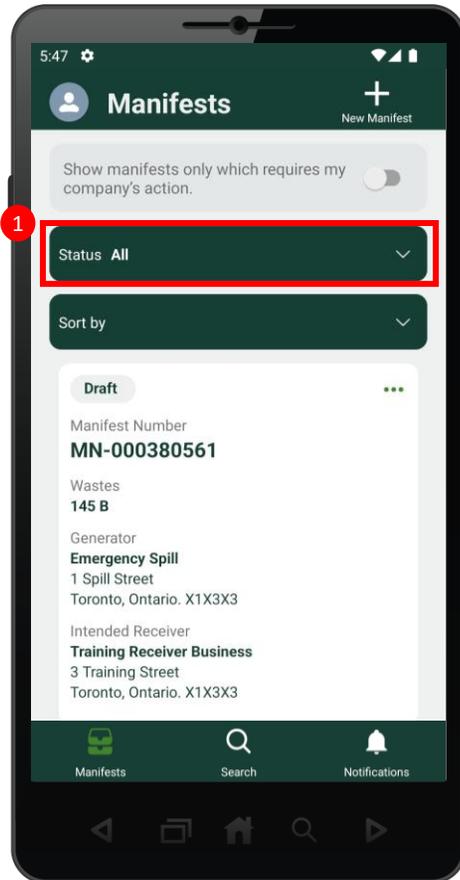
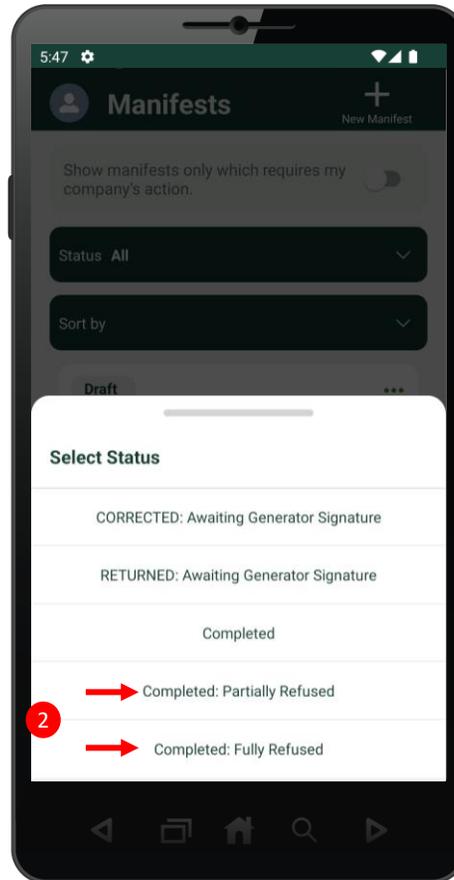


Return to Generator / Rerouting Refused Waste Manifest

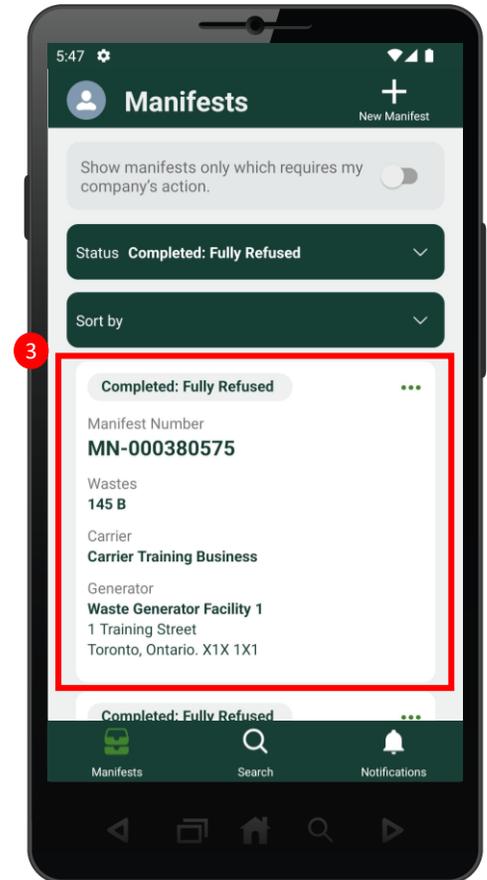
This document serves as a quick reference guide for steps on using the mobile app to return refused waste to the generator or reroute it to an alternate receiver in the Hazardous Waste Program (HWP) Registry.



1 Select the **Status** button to filter for the waste refusal manifest.

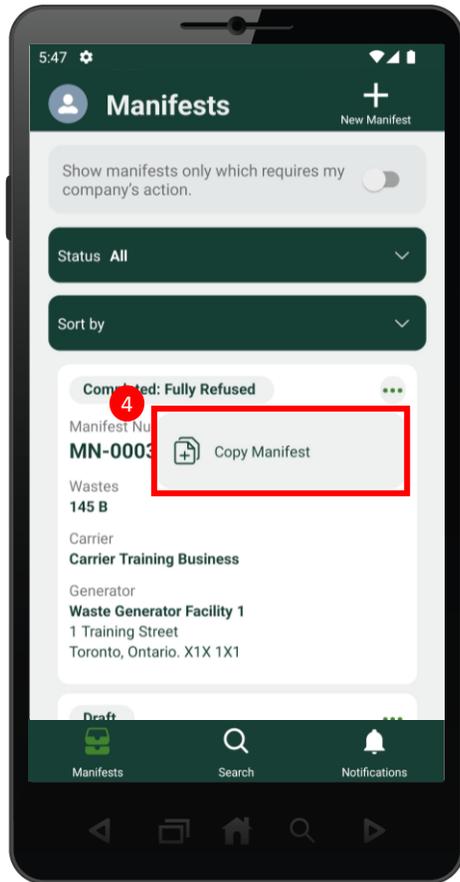


2 Select either **Completed: Partially Refused** or **Completed: Fully Refused**, based on the status of the desired refusal manifest.

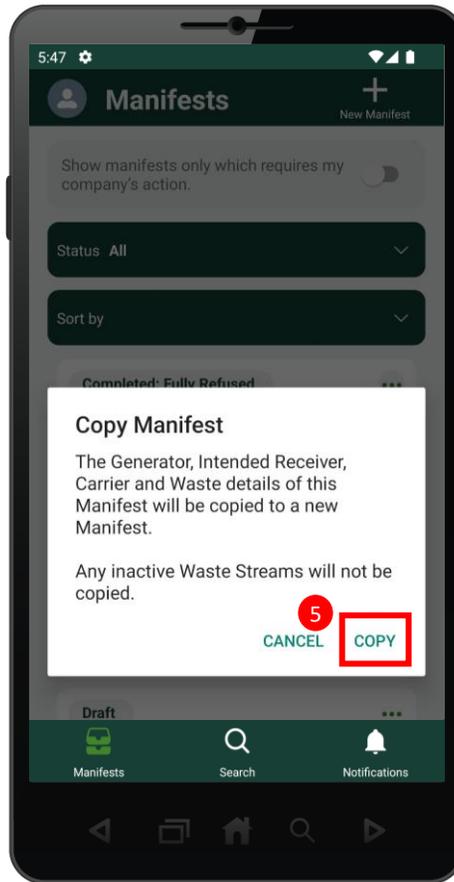


3 Click the more options (...) on the desired manifest.

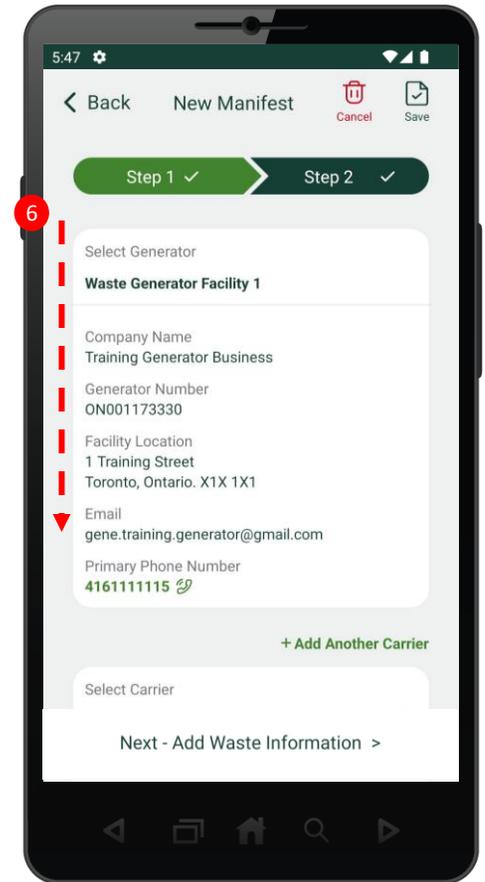
Return to Generator / Rerouting Refused Waste Manifest



4 Click on **Copy Manifest**.

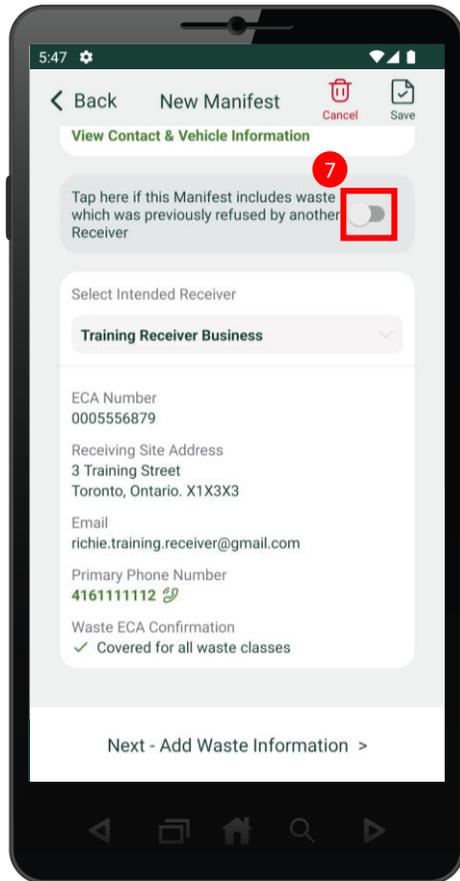


5 The following pop-up window will display. Click on **Copy**.

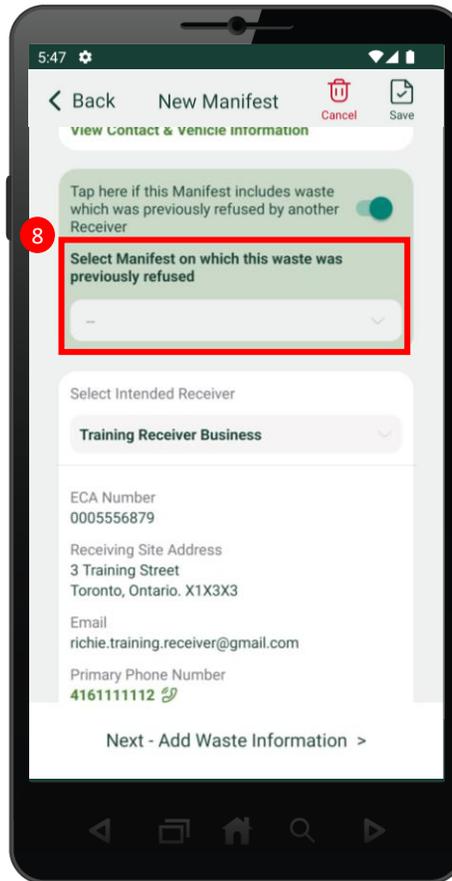


6 The New Manifest page will display. Scroll down to the **Intended Receiver** section.

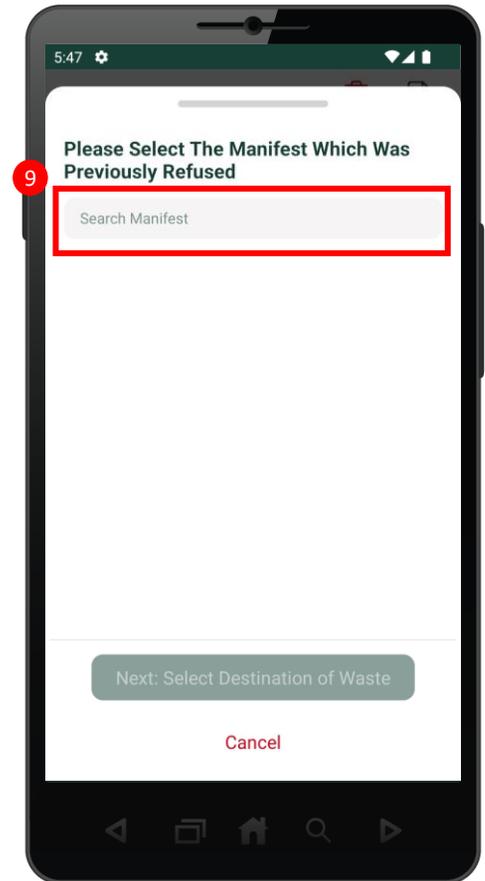
Return to Generator / Rerouting Refused Waste Manifest



7 Tap to indicate that the manifest includes waste that was previously refused.

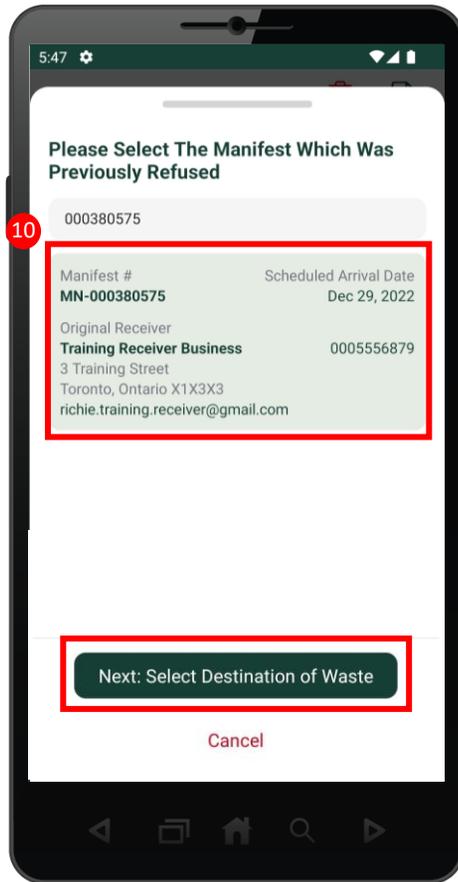


8 Select the drop-down menu to search for the original waste refusal manifest.

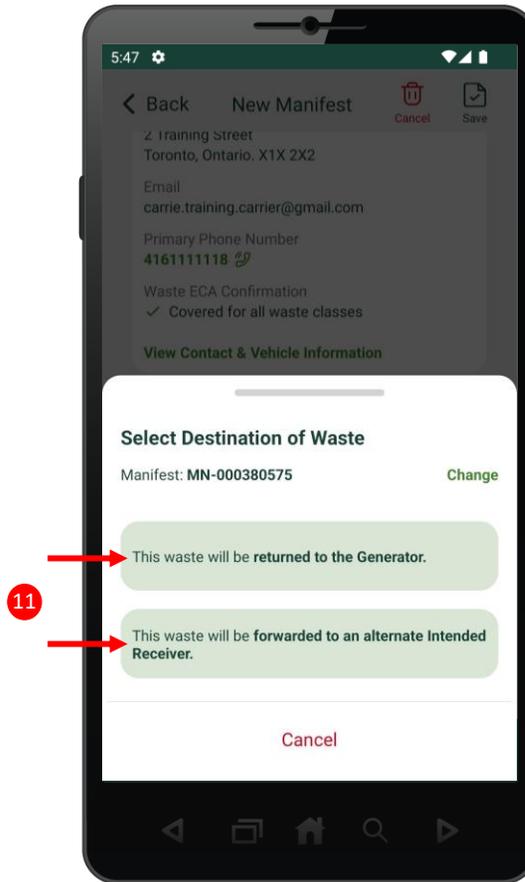


9 Type in the manifest number into the search bar.
Note: you need at least five (5) characters for search results to appear.

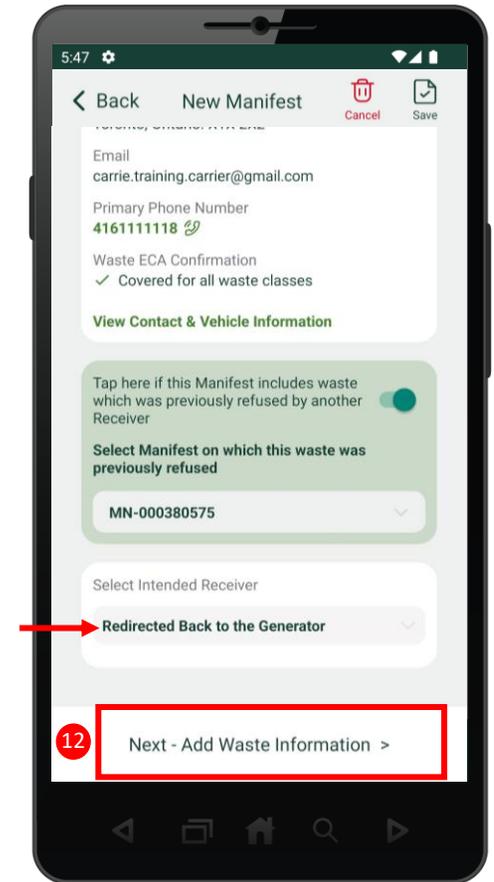
Return to Generator / Rerouting Refused Waste Manifest



10 Select the original refusal manifest, then click the **Next: Select Destination of Waste** button.

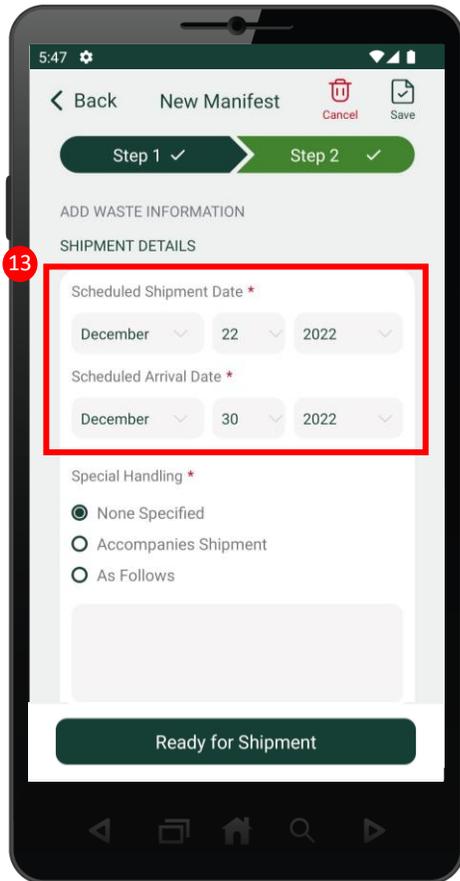


11 Select the destination of waste.
Note: If you select the option 'forwarded to an alternate intended Receiver,' you will be prompted to search for the alternate Receiver.

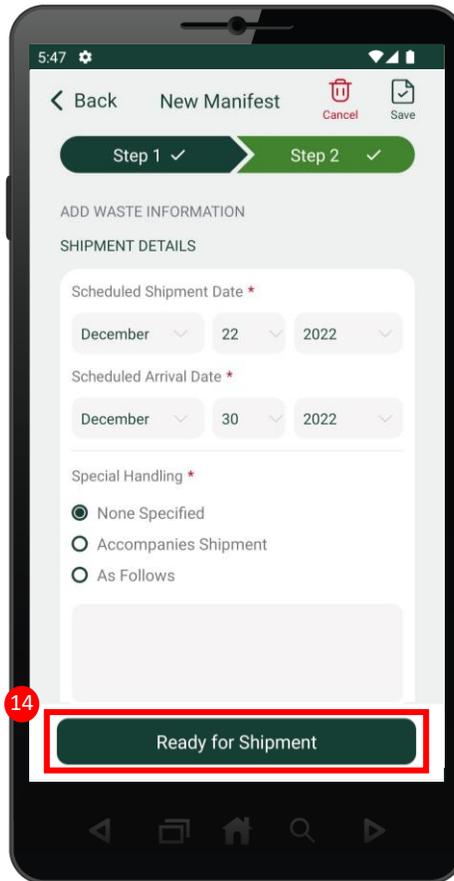


12 The **Intended Receiver** section will update to reflect the destination of waste. Select **Next – Add Waste Information**.

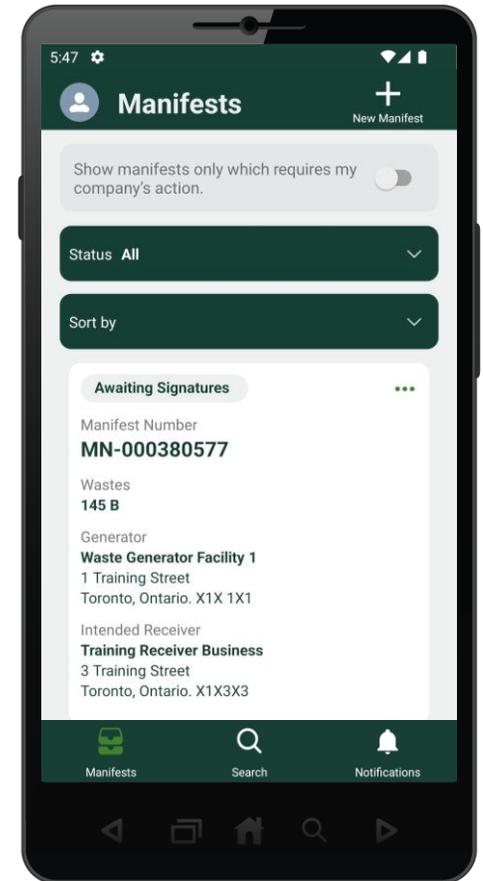
Return to Generator / Rerouting Refused Waste Manifest



13 Complete the **Scheduled Shipment Date** and **Scheduled Arrival Date**.



14 Click the **Ready for Shipment** button.



15 The manifest is now waiting signatures from the Generator and Carrier.