

Sign Manifest as a Generator

This work instruction document covers how to electronically sign a manifest as a generator, or AGD, in the HWP Registry.

	WORK INSTRUCTION (STEP-BY-STEP)	Work Instruction conventions: <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are required to be completed unless indicated otherwise.
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Sign Manifest as a Generator

Roles:	Account Admin, Primary Users, Secondary Users, and Manifest-Only Users of Generator
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1. From the **Hazardous Waste Registry Homepage**, select **Manifests** tab.

2. Select **Add Filters**.

*The **Filter Manifests** window displays.*

3. Select the manifest status of **Awaiting Signatures** and select **Apply Filters**.

The screenshot shows the 'Hazardous Waste Registry Homepage' with a 'Filter Manifests' modal window. The modal contains several search fields: Manifest Number, Intended Receiver Name, Status (set to 'Awaiting Signatures'), Shipment Date (with Start and End date pickers), Waste Class, Primary Characterization, Generator Number, Facility Name, City, Province, Assigned Driver, and Vehicle Registration Number. The 'Apply Filters' button at the bottom right of the modal is highlighted with a red box.

The manifests with the selected status display.

4. Select the appropriate manifest link.

The screenshot shows a table of manifests. The first row is highlighted, and the manifest number 'MN-000004114' is circled in red. The table has columns for Manifest Number, Generating Facility, Receiving Site, Status, Shipment Date, and Action.

Manifest Number	Generating Facility	Receiving Site	Status	Shipment Date	Action
MN-000004114	ON001166882 Acme Facility - 1		Awaiting Signatures	Aug 16, 2022	Sign Print PDF

The manifest details display.

5.	<p>Scroll down to review the manifest details. When complete, click Sign Manifest.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">AXE Chem Processing Co.</p> <h2 style="margin: 0;">Manifest</h2> <div style="text-align: right; margin: 0;">Copy Manifest</div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #333; padding-bottom: 5px;"> Generator Carrier Intended Receiver Waste Review </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 65%;"> <p style="margin: 0;">✓ Ready for shipment</p> <p style="font-size: x-small; margin: 5px 0;">The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.</p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px;"> <p style="font-size: x-small; margin: 0;">Status</p> <p style="margin: 0; color: blue; font-weight: bold;">Awaiting Signatures</p> </div> </div> <div style="margin-top: 10px;"> <p style="font-size: x-small; margin: 0;">Generator Signature</p> <div style="text-align: center; margin: 5px 0;"> <div style="border: 2px solid red; padding: 2px 10px; display: inline-block; background-color: #333; color: white;">Sign Manifest</div> </div> <p style="font-size: x-small; margin: 5px 0;">By signing, you confirm:</p> <ul style="list-style-type: none"> The generator and waste information on the manifest is correct The waste is ready for shipment </div> </div> </div> <div style="margin-top: 10px;"> <p style="font-size: x-small; margin: 0;">Tracking Information</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; background-color: #e6f2e6;"> <p style="font-size: x-small; margin: 0;">Oct 31, 2022, 09:24 a.m. EDT Initiated manifest via Registry Portal</p> <p style="text-align: right; font-size: x-small; margin: 0;">James Wilco AXE Chem Processing Co.</p> </div> </div> <div style="margin-top: 10px;"> <p style="font-size: x-small; margin: 0;">Overview Waste</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-size: x-small; margin: 0;">✓ Generator Information</p> </div> </div> <div style="margin-top: 10px; text-align: right;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f5f5f5;"> <div style="text-align: center; margin: 0;"> <div style="border: 1px solid #333; padding: 2px 10px; display: inline-block; background-color: #333; color: white;">Edit Manifest</div> </div> <p style="font-size: x-small; margin: 5px 0;">Click this button if you need to edit the manifest before it is signed.</p> </div> </div> </div>
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8. Click Back to Dashboard.

Manifest Number: MN-00004114

ACME Processing Co.
Manifest Copy Manifest

Generator > Carrier > Intended Receiver > Waste > Review

✓ **This Manifest is ready for shipment**

You have provided all the required details. When they are ready, the Generator and Carrier may provide electronic consent.

Status

Awaiting Carrier Signature ←

Tracking Information

Aug 18, 2022, 04:14 p.m. EDT **Generator signed manifest**

James Wilco | ACME Processing Co.

Cancel Manifest

If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.

Note the Manifest status changes from 'Awaiting Signatures' to 'Awaiting Carrier Signature'.

You are returned to the Manifest tab on the Registry Homepage.

9. The Hazardous Waste Registry Homepage appears with the Manifests tab showing. Confirm the selected manifest status now displays Awaiting Carrier Signature.

ACME Processing Co.
Hazardous Waste Registry Homepage Registration #:00010529

Hazardous Waste (formerly HWIN) Switch Programs New Manifest

Manifests | Facilities | Waste Streams | Invoices | Add Roles

Only display Manifests that require my action.

View: Open Manifests Closed Manifests Enter search terms here Add Filters +

Manifest Number	Generating Facility	Receiving Site	Status	Shipment Date	Action
MN-00004114	ON001166882 Acme Facility - 1		Awaiting Carrier Signature	Aug 16, 2022	Print PDF
MN-00003730	ON001166882 Acme Facility - 1		Draft		Print PDF