

## Sign Manifest as a Carrier

This work instruction document covers how to electronically sign a manifest as a carrier in the HWP Registry.

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

<b>Roles:</b>	<b>Account Admin, Primary User, Secondary Users, Manifest-Only Users, and Drivers of Carrier</b>
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**1.** From the **Hazardous Waste Registry Homepage**, select **Manifests** tab.

**2.** Select **Add Filters**.

*The **Filter Manifests** modal displays.*

**3. Select manifest Status as Awaiting Carrier Signature and select Apply Filters.**

**Filter Manifests**

Enter information in any of the following fields to narrow down the search results.

Manifest Number

Intended Receiver Name

**Status** Awaiting Carrier Signature ▾

Date Shipped Start Date

End Date

Waste Class Q Search Waste Classes...

Primary Characterization Q Search Primary Charac...

Generator Number

Facility Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel Clear Apply Filters

*The manifests with the selected status display.*

**4. Select the appropriate manifest link.**

**Manifests** ECA Numbers Add Roles

Only display Manifests that require my company to complete an action.

**View:** Open Manifests Closed Manifests Enter search terms here  Filters ▾

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Date Shipped	Action
MN-000033868	ON001172676 Yonge Street Facility #1	AXE Chem Processing Co.	0822-TRN02 Rainbow Waste Receivers	Awaiting Carrier Signature	Oct 17, 2022	<a href="#">Sign</a> <a href="#">Print PDF</a>

*The Manifest details page displays.*

<b>5.</b>	<p>Scroll down to review the manifest details. When complete, click <b>Sign Manifest</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: small;">AXY Waste Carrier Co.</p> <h2 style="margin: 0;">Manifest</h2> <div style="text-align: right; margin-bottom: 10px;"><span style="border: 1px solid #ccc; padding: 2px 5px;">Copy Manifest</span></div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Generator</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Carrier</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Intended Receiver</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Waste</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Review</span> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="margin: 0;"><span style="color: green;">✓</span> <b>This Manifest is ready for shipment</b></p> <p style="font-size: x-small; margin: 5px 0;">You have provided all the required details. When they are ready, the Generator and Carrier may provide electronic consent.</p> </div> <div style="width: 35%;"> <p style="font-size: x-small; margin: 0;">Status</p> <p style="margin: 0;"><b>Awaiting Carrier Signature</b></p> </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-bottom: 5px; font-size: x-small;"> <p>Aug 18, 2022, 04:14 p.m. EDT    <b>Generator signed manifest</b></p> <p style="text-align: right; margin: 0;"><i>James Wilco   ACME Processing Co.</i></p> </div> <div style="border: 1px solid #ccc; padding: 5px; font-size: x-small;"> <p>Aug 17, 2022, 05:45 p.m. EDT    <b>Initiated manifest via Registry Portal</b></p> <p style="text-align: right; margin: 0;"><i>James Wilco   ACME Processing Co.</i></p> </div> </div> <div style="width: 30%; margin-top: 10px;"> <p style="font-size: x-small; margin: 0;">Carrier Signature</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 5px 0;"> <span style="background-color: #666; color: white; padding: 2px 10px; border-radius: 3px;">Sign Manifest</span> </div> <p style="font-size: x-small; margin: 5px 0;">By signing, you affirm that:</p> <ul style="list-style-type: none"> <li>You are now in possession of the waste</li> <li>The values on the Manifest are correct</li> </ul> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">Download PDF</span> </div> </div> </div>
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<b>8.</b>	<p><b>Select Confirm.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <span style="float: left; margin-right: 20px;">Cancel</span> <span style="border: 2px solid red; padding: 5px 15px; background-color: #666; color: white; border-radius: 5px;">Confirm</span> </div> <p><i>The Manifest status is updated to 'In Transit'.</i></p>														
<b>9.</b>	<p><b>Review the Status changed to 'In Transit' and the Tracking Information now shows that Carrier has signed the manifest and then select <b>Back to Dashboard</b>.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 2px solid red; padding: 2px 5px;">&lt; Back to Dashboard</span> <span>Manifest Number: MN-000033868</span> </div> <p style="font-size: small; margin: 0;">AXY Waste Carrier Co.</p> <h3 style="margin: 0;">Manifest</h3> <div style="text-align: right; margin-right: 20px;"> <span style="background-color: #666; color: white; padding: 5px 10px; border-radius: 5px;">Copy Manifest</span> </div> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <span style="background-color: #666; color: white; padding: 5px 15px; border-radius: 5px;">Initiate</span> <span style="background-color: #666; color: white; padding: 5px 15px; border-radius: 5px;">Deliver</span> <span style="background-color: #666; color: white; padding: 5px 15px; border-radius: 5px;">Completed</span> </div> <div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <p><b>Tracking Information</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f8e0;"> <p style="font-size: x-small; margin: 0;">Oct 17, 2022, 09:39 a.m. EDT</p> <p style="margin: 0;"><b>Carrier signed manifest</b> <span style="float: right; font-size: x-small;">Kerry Carry   AXY Waste Carrier Co.</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #f0f8e0;"> <p style="font-size: x-small; margin: 0;">Oct 17, 2022, 09:24 a.m. EDT</p> <p style="margin: 0;"><b>Generator signed manifest</b> <span style="float: right; font-size: x-small;">James Wilco   AXE Chem Processing Co.</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8e0;"> <p style="font-size: x-small; margin: 0;">Oct 15, 2022, 11:08 a.m. EDT</p> <p style="margin: 0;"><b>Initiated manifest via Registry Portal</b> <span style="float: right; font-size: x-small;">James Wilco   AXE Chem Processing Co.</span></p> </div> </div> <div style="flex: 1; padding-left: 10px;"> <p><b>Status</b></p> <p style="font-size: large; color: #0070c0; font-weight: bold;">In Transit</p> <div style="background-color: #666; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <span style="font-weight: bold;">Complete Drop-off</span> </div> <p style="font-size: x-small; margin: 0;">Click the <b>Complete Drop-off</b> button once you have returned the waste to the generator to enable them to complete the manifest.</p> <div style="background-color: #666; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <span style="font-weight: bold;">Download PDF</span> </div> <p style="font-size: x-small; margin: 0;">Once submitted, you can download a PDF copy of the manifest.</p> </div> </div> </div> <p><i>You are returned to the Manifests tab on the Registry Homepage.</i></p>														
<b>10.</b>	<p><b>Confirm the signed manifest status now displays as 'In Transit'.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>View: <span style="border: 1px solid #ccc; padding: 2px 5px;">Open Manifests</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Closed Manifests</span></span> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px;">Enter search terms here</span> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px;">Add Filters +</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f0f8e0;"> <th style="font-size: x-small;">Manifest Number</th> <th style="font-size: x-small;">Generating Facility</th> <th style="font-size: x-small;">Company Name</th> <th style="font-size: x-small;">Receiving Site</th> <th style="font-size: x-small;">Status</th> <th style="font-size: x-small;">Shipment Date</th> <th style="font-size: x-small;">Action</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;"><a href="#">MN-000004114</a></td> <td style="font-size: x-small;">ON001166882 Acme Facility - 1</td> <td style="font-size: x-small;">ACME Processing Co.</td> <td style="font-size: x-small;"></td> <td style="font-size: x-small; border: 2px solid red; text-align: center;">In Transit</td> <td style="font-size: x-small;">Aug 25, 2022</td> <td style="font-size: x-small; text-align: center;"> <span style="color: green; font-weight: bold;">Drop Off</span>  <span style="color: green; font-weight: bold;">Print PDF</span> </td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px; font-size: x-small;"> <span>1 entries</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Page 1 of 1</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">25 entries per page</span> </div> </div>	Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action	<a href="#">MN-000004114</a>	ON001166882 Acme Facility - 1	ACME Processing Co.		In Transit	Aug 25, 2022	<span style="color: green; font-weight: bold;">Drop Off</span> <span style="color: green; font-weight: bold;">Print PDF</span>
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