

Add Facility for EGR-Spill

This work instruction document covers how to add an Emergency Generator Registration (EGR) facility in the HWP Registry for when a spill has occurred.

	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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Add Facility for EGR Spill

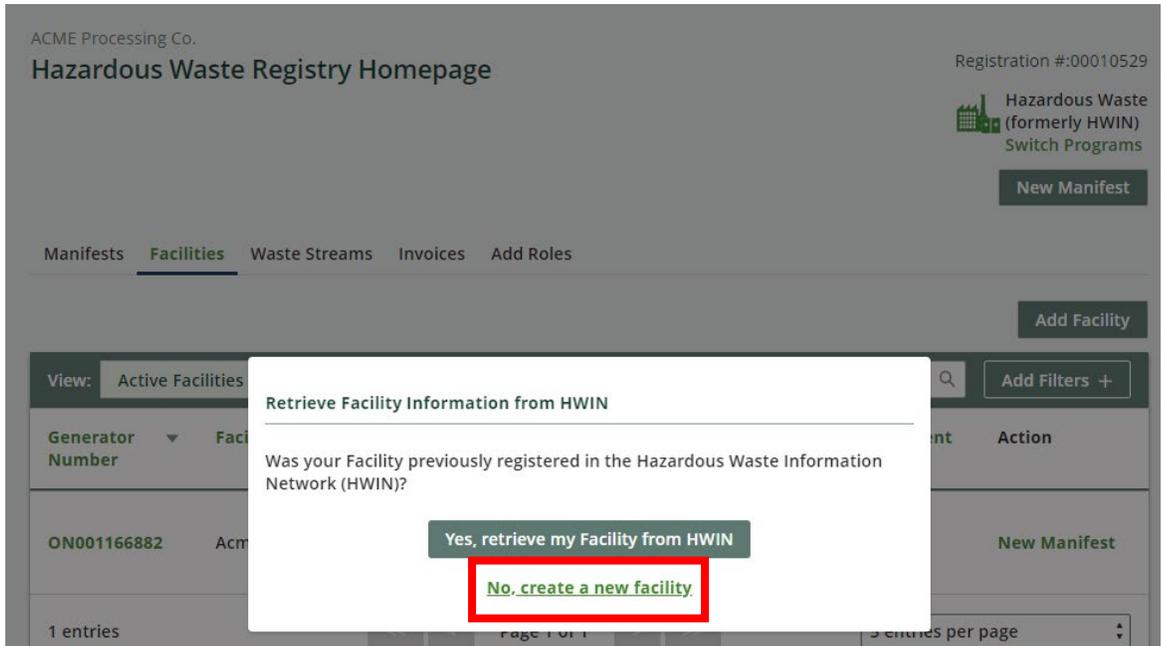
Roles:	Account Admin, Primary User, Secondary Users, Manifest-Only Users, and Drivers of Generators and Authorized Generator Delegate (AGDs)
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1. From the **Hazardous Waste Registry Homepage**, select **Facilities** tab.

2. Select **Add Facility**.

*The **Retrieve Facility Information** window displays.*

3. Select the option: **No, create a new facility.**



The **Add Facility** screen displays.

4. Complete the following required fields:

Field	Description
Facility Name	Enter a descriptive name that clearly identifies this as an EGR spill site. Note: This field is limited to 80 characters.
Waste Generation Activity	Select Emergency Generator Registration (EGR) . Note: When this option is selected, the EGR Number field is displayed. This number should be provided to you by the Spills Action Centre.
EGR Number	Enter the EGR number provided to you by the Spills Action Centre

[< Back to Dashboard](#)

AXE Chem Processing Co.

Add Facility

Choose a name for this facility that will make it easy for you to identify it in a list of all your facilities.

Facility Name

Waste Generation Activity

How long will this facility be generating waste?

Long term
 One time
 Short term
 Emergency Generator Registration (EGR)

EGR Number (issued by the Ministry of the Environment, Conservation and Parks)

Some fields are optional when creating an Emergency Generator Registration (EGR) facility. You are responsible for completing the optional fields within ninety (90) days of creating the EGR facility.

Note: Review the information note that some fields are optional during the initial creation of the EGR facility but must be completed within ninety (90) days of creating the facility.

5. In the **Facility Location** section, complete the following required fields unless otherwise indicated as optional:

It is important to provide the most accurate description and address of the spill site since not all spills occur at a site location, but could occur elsewhere, for example, on side of the road.

Field	Description
“ This is a Canadian Address	Checkbox indicates the facility address is Canadian. Note: If this box is <u>not</u> checked, the fields presented on the form vary slightly for collecting a United States address.
Street	Street address of the facility. Note: Start typing a street address to be prompted with matching address options; select the address from the pop-up list.

City	City where facility is located.
Community	Start typing your community and select from the proposed list, or alternately use the arrows in the field to scroll and find your selection. Note: This field is <u>not shown</u> if the checkbox confirming this is a Canadian address is not selected.
Province	Ontario defaults if Canadian address checkbox is selected but can be changed if necessary.
Postal Code	Postal code for the facility location.
Latitude and Longitude (optional)	These two fields default from the Google address database that matches to the address entered above.
Description (optional)	Optional short text that describes your facility location.

Facility Location

Once you log a waste activity for this facility, this location information will no longer be editable. If you wish to edit this location information after logging a waste activity, you will need to contact Registry Support.

This is a Canadian Address

Street

Unit/Suite (optional)

City

State Zip Code

Generator Registration Number

Country

Latitude Longitude

Description (Optional)

6.

In the **Facility Mailing Address** section, complete the following required fields:

Note: As a shortcut, click either the **Copy Business Address** or **Copy Facility Location** option to copy in the respective address if the mailing address is the same.

Field	Description
Street	Start typing a street address to be prompted with matching address options; select the address from the pop-up list
City	City where facility is located
Province	Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary
Postal Code	Enter the postal code for the facility Note: The postal code must be entered in all uppercase to be recognised by the system; otherwise, the entry will not be accepted.

The following fields are only shown when the checkbox “This is a Canadian Address” is not selected. In this section, the checkbox defaults as selected (☑).

State	Select the appropriate US state where the facility is located
Zip Code	Enter the US zip code where the facility is located
Country	United States defaults but can be changed if necessary

Facility Mailing Address

This is a Canadian Address Copy Business Address Copy Facility Location

Street

Unit/Suite (optional)

City

Province Postal Code

7. In the **Primary Hazardous Waste Program Contact** section, complete the following required fields unless otherwise indicated as optional:

Note: If you are the primary contact, select the **I am the primary Hazardous Waste Program contact** as a shortcut to have the fields populated with your contact information.

Field	Description
First Name	Primary contact's first name
Last Name	Primary contact's last name
Job Title	Primary contact's job title or position
Email	Primary contact's email address
Primary Phone Number	Primary contact's main phone number
Phone Extension (optional)	If applicable, enter extension related to primary number
Secondary Phone Number (optional)	If applicable, enter primary contact's secondary phone number
Phone Extension (optional)	If applicable, enter extension related to secondary number

Primary Hazardous Waste Program Contact

I am the primary Hazardous Waste Program contact ⓘ

First Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>
Job Title <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>
Primary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>
Secondary Phone Number <input style="width: 95%;" type="text"/>	Phone Extension <input style="width: 50%;" type="text"/>

8. In the **Alternate Contact (Optional)** section, select the checkbox "I do not wish to specify an alternate contact." An alternate contact can be specified later if needed.

Alternate Contact (Optional)

I do not wish to specify an alternate contact I am the Alternate Contact

First Name Last Name

Job Title Email

Primary Phone Number Phone Extension

Secondary Phone Number Phone Extension

9. In the **Additional Information** section, complete the following field:

Field	Description
NAICS Code	Select the NAICS codes which best describes the nature of business at the EGR facility Note: Possible codes are displayed in a drop-down list as you start typing in the field. See this link for more information on NAICS codes: North American Industry Classification System (NAICS) Canada 2017 Version 3.0 (statcan.gc.ca)

Additional information

Identify the primary North American Industry Classification System (NAICS) six-digit code(s) which best describes the nature of your business at this facility. The Registry currently uses the 2017 version 3.0 list. For more information, see: [link](#)

NAICS Code

NAICS Code (Optional)

NAICS Code (Optional)

1. Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility? (Optional)
 Yes, enter the corresponding Environmental Compliance Approval Number No

2. Is your facility a Municipal Hazardous or Special Waste depot operated or exclusively for a municipality or the Crown? (Optional)
 Yes, enter the corresponding Environmental Compliance Approval Number No

3. Is your facility a contaminated facility located in Ontario, and all waste generated is a result of activities carried out at the facility for the purpose of remediating contaminated soil or other contaminated materials located in, on, or under the site? (Optional)
 Yes No

Note: The other questions are optional upon initial creation of the EGR facility but are required to be completed within 90 days.

<p>10.</p>	<p>Select the checkbox " " to certify the information is accurate.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <input type="checkbox"/> I hereby confirm that the facility information specified above is accurate. </div>				
<p>11.</p>	<p>Select Save when all information has been entered.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <input checked="" type="checkbox"/> I hereby confirm that the facility information specified above is accurate. </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> Cancel Save </div> <p><i>The Facility Details page displays.</i></p>				
<p>12.</p>	<p>Scroll down to review the facility details and to confirm all the information was entered correctly.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> < Back to Dashboard Generator Number: ONS0899-1-999999-1 </div> <p>ACME Processing Co. Facility Details</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>⚠ This is an Emergency Generator Registration (EGR) Facility Some fields are optional when creating an Emergency Generator Registration (EGR) facility. You are responsible for completing the optional fields within ninety (90) days of creating the EGR facility. If the fields are not completed within ninety (90) days, you will not be able to initiate a manifest for this facility. Complete By: Oct 07, 2022</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width: 70%;">Fee Exemption</th> <th style="width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td>EGR Facility Exempt from all Manifest fees</td> <td style="text-align: center;">Active</td> </tr> </tbody> </table> </div> <p style="font-size: small;">Facility Name: _____ Soil Site: 123</p>	Fee Exemption	Status	EGR Facility Exempt from all Manifest fees	Active
Fee Exemption	Status				
EGR Facility Exempt from all Manifest fees	Active				

14.

The new EGR facility displays in the list of Active facilities.

ACME Processing Co.
Hazardous Waste Registry Homepage
 Registration #:00010529
 Hazardous Waste (formerly HWIN) Switch Programs
 New Manifest

Manifests **Facilities** Waste Streams Invoices Add Roles

Add Facility

View: Active Facilities Inactive Facilities Add Filters +

Generator Number	Facility Name	Facility Location	Last Updated By	Last Shipment Date	Action
ONS0899-1-999999-1	Spill Site 123	4711 Yonge Street, Toronto, Ontario, M2N 6K8	James Wilco		New Manifest
ON001166882	Acme Facility - 1	4711 Yonge Street, Toronto, Ontario, M2N 6K8	James Wilco		New Manifest

Next Steps

To update information on the spill site, refer to work instruction [Update Facility for EGR Spill](#)