

## Initiate Manifest as a Generator

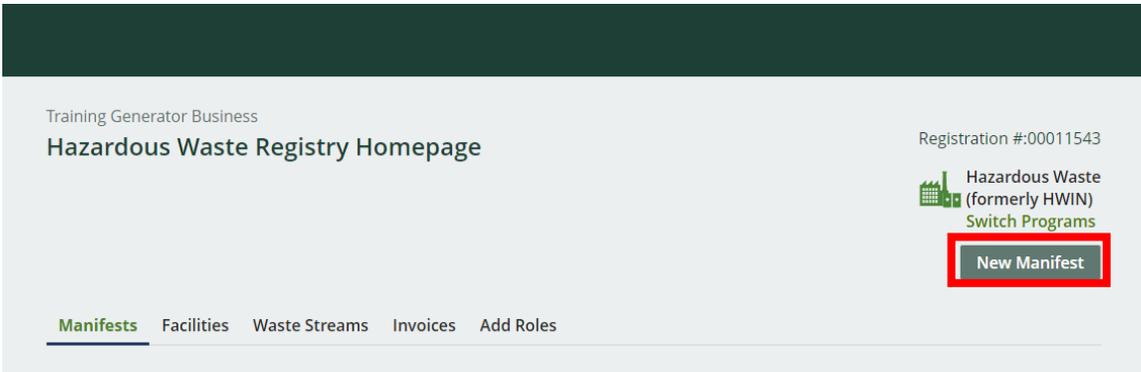
This work instruction document covers how to initiate a manifest as a generator in the registry.

	<b>WORK INSTRUCTION</b> <b>(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 font</b>.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
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### Initiate Manifest as a Generator

<b>Role</b>	<b>Account Admin, Primary User, Secondary Users, and Manifest-Only Users of Generators and Authorized Generators Delegates (AGDs)</b>
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**1.** From the **Hazardous Waste Registry Homepage**, click the **New Manifest** button.



The screenshot shows the 'Hazardous Waste Registry Homepage' with a navigation menu at the bottom containing 'Manifests', 'Facilities', 'Waste Streams', 'Invoices', and 'Add Roles'. A 'New Manifest' button is highlighted with a red box in the top right corner.

**2.** Use the search bar to locate the facility you want to add to the manifest.

You can search using your generator number, company name, facility name, or facility location.

Note: Your search terms must include at least five (5) characters.



The screenshot shows a search bar with the placeholder text 'Enter search terms here' and a magnifying glass icon. Below the search bar, it says 'No Results'. At the bottom of the search interface, there are 'Cancel' and 'Save & Next >' buttons.

**3.** Select the desired facility.

Search For a Facility

Q

	Generator Number	Company Name	Facility Name	Facility Location
<input type="radio"/>	ONS1234-1-555555-1	Training Generator Business	Emergency Spill	1 Spill Street Toronto, Ontario X1X3X3 Canada
<input type="radio"/>	ON001173330	Training Generator Business	Waste Generator Facility 1	1 Training Street Toronto, Ontario X1X 1X1 Canada

2 entries
<< < Page 1 of 1 > >>
5 entries per page

**4.** Select the **Save & Next** button to move onto the **Select Carrier** page.

Cancel
Save & Next >

**5.** Locate the carrier business you want to add to the manifest using the search bar. You can search using the carrier’s ECA number, company name, mailing address, or business email address.  
Note: Your search terms must include at least five (5) characters.

Search for a Carrier

Q

No Results

< Back
Cancel
Save & Next >

**6.** Select the desired carrier business.

Search for a Carrier

Q

	ECA Number	Company Name	Mailing Address	Email
<input type="radio"/>	0001112258	Carrier Training Business	2 Training Street, Toronto, Ontario, X1X 2X2	carrie.training.carrier@gmail.com

1 entries
<< < Page 1 of 1 > >>
5 entries per page

< Back
Cancel
Save & Next >

**7.**

The **Carrier Information** window will pop up.

You can complete the **Carrier Contact Information** and the **Vehicle Information** section if you know these fields. These fields can also be entered at the time of waste pick up if you do not know this information yet.

Select the **Save** button.

Carrier Information

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Selected Carrier

ECA Number	Company Name	Mailing Address	Email
000111225 8	Carrier Training Business	2 Training Street, Toronto, Ontario, X1X 2X2	carrie.training.carrier@gmail.com

Carrier contact and vehicle information can be entered now or at the time of waste pick up.

Contact Information

Phone Number      Extension

Email

Vehicle Information

Registration Number ⓘ      Province / State

[+ Add additional vehicle](#)

Driver Information (optional) ⓘ

Search for a Driver from the specified Carrier company to give them easy access to the Manifest. If you do not assign a Driver to the Manifest, they can still find it by searching for the Manifest Number.

Assigned Driver

**8.**

Select the **Save & Next** button to move onto the **Select Intended Receiver** page.

**9.**

Search for the intended receiver business you want to add to the manifest in the search bar. You can search using the receiver's ECA number, company name, mailing address, or business email address.

Note: Your search terms must include at least five (5) characters.

Search for an Intended Receiver

No Results

This manifest includes waste previously refused by a receiver

**10.** Select the desired receiver business.

Search for an Intended Receiver

ECA Number	Company Name	Receiving Facility Address	Email
<input type="radio"/>	0005556879 Training Receiver Business	3 Training Street Toronto, Ontario X1X3X3 Canada	richie.training.receiver@gmail.com

1 entries
<< < Page 1 of 1 > >>
5 entries per page

This manifest includes waste previously refused by a receiver

< Back
Cancel
Save & Next >

**11.** Select the **Save & Next** button to move onto the **Waste Information** page.

Cancel
Save & Next >

**12.** Select the desired waste stream in the **Active Waste Streams** table.  
The waste stream you select will move up to the **Selected Waste** table.

**Waste Information**

Select the waste to add to the manifest from the list of active waste streams associated with this facility.

Note: waste streams with a status of **Incomplete** are excluded from this list.

Selected Facility

Generator Number	Company Name	Facility Name	Address
ON001173330	Training Generator Business	Waste Generator Facility 1	1 Training Street Toronto, Ontario X1X 1X1 Canada

Selected Waste

No Results

Active Waste Streams

Add Filters +

Waste Class	Waste Type	Physical State	Description	Hazardous Waste Number	
<input checked="" type="checkbox"/>	145 B - Paint/Pigment/Coating Residues	Paint and thinners	Liquid	Used paint thinner	U239

1 entries
<< < Page 1 of 1 > >>
5 entries per page

If the waste stream being shipped is not listed, contact the generator to have them add it to their facility.

< Back
Cancel
Save & Next >

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**13.**

Once you have selected the desired waste streams, select the **Save & Next** button.

**Selected Waste**

Waste Class	Waste Type	Physical State	Description	Hazardous Waste Number	
145 B - Paint/Pigment/Coating Residues	Paint and thinners	Liquid	Used paint thinner	U239	Remove

1 entries 5 entries per page

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**Active Waste Streams**

Add Filters +

Waste Class	Waste Type	Physical State	Description	Hazardous Waste Number	
145 B - Paint/Pigment/Coating Residues	Paint and thinners	Liquid	Used paint thinner	U239	+

1 entries 5 entries per page

If the waste stream being shipped is not listed, contact the generator to have them add it to their facility.

< Back
Cancel
Save & Next >

**14.**

Complete the mandatory fields in the **Shipping Information** section for the selected waste streams.

**Waste Shipping Information**

Enter the shipping information for the selected waste streams.

Waste Class	145 B - Paint/Pigment/Coating Residues	Hazardous Waste Number	U239
Waste Type	Paint and thinners	Physical State	Liquid

Shipping Information

Fields marked "optional" are not required on Ontario manifests but may be entered if you would like to use this manifest to support compliance with other jurisdictional requirements.

This waste is a Dangerous Good (optional) ⓘ

UN Number (Optional) ⓘ

Shipping Name ⓘ

Class (Sub. Class) (Optional) ⓘ

Packing Group (Optional) ⓘ

Toxic by Inhalation (Optional) ⓘ

Quantity Shipped ⓘ

Number of packages (Optional) ⓘ

Packaging Code (Optional) ⓘ

**Note:** The fields marked 'optional' are not required on Ontario manifests. However, those fields can be filled out if you would like to use this manifest to support compliance with other jurisdictional requirements.

**15.** Scroll down to the **Shipment Details** section.

Waste Shipping Information

Enter the shipping information for the selected waste streams.

Waste Class	145 B - Paint/Pigment/Coating Residues	Hazardous Waste Number	U239
Waste Type	Paint and thinners	Physical State	Liquid

Shipping Information

Fields marked "optional" are not required on Ontario manifests but may be entered if you would like to use this manifest to support compliance with other jurisdictional requirements.

This waste is a Dangerous Good (optional) ⓘ

UN Number (Optional) ⓘ

Shipping Name ⓘ

Class (Sub. Class) (Optional) ⓘ       Packing Group (Optional) ⓘ

Toxic by Inhalation (Optional) ⓘ       Quantity Shipped ⓘ  L

Number of packages (Optional) ⓘ       Packaging Code (Optional) ⓘ

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**Shipment Details**

Scheduled Shipment Date       Scheduled Arrival Date

Special Handling (optional)

None Specified  
 Accompanies Shipment  
 As Follows

24-HOUR NUMBER (optional)       Extension

**16.** Complete the **Scheduled Shipment Date** and the **Scheduled Arrival Date** fields.  
 Note: The scheduled shipment date cannot be in the past.

**Shipment Details**

**Scheduled Shipment Date**       **Scheduled Arrival Date**

Special Handling (optional)

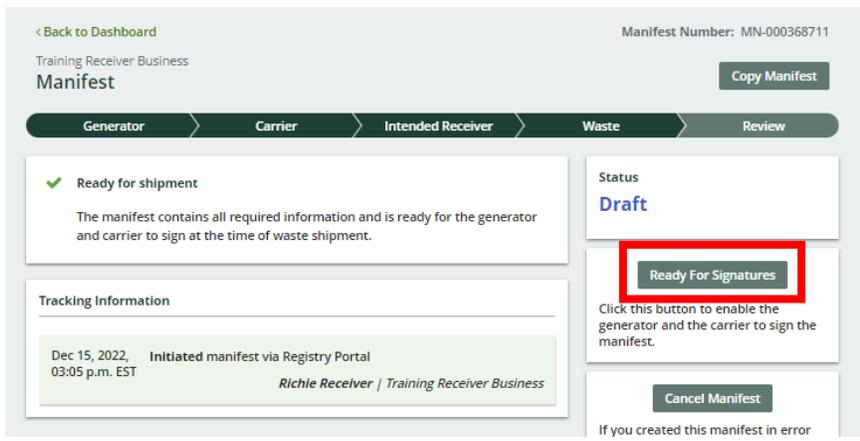
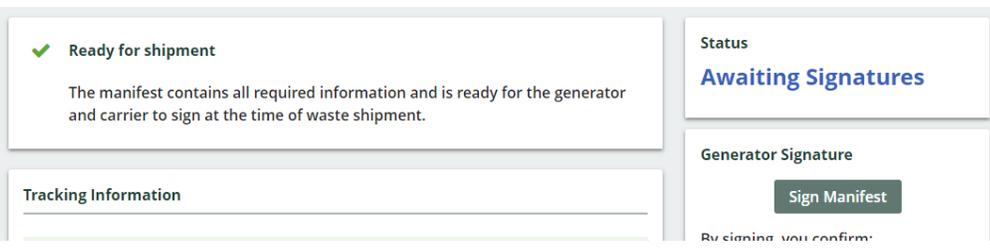
None Specified  
 Accompanies Shipment  
 As Follows

24-HOUR NUMBER (optional)       Extension

Additional TDG Information (Optional)

< Back      Cancel      Save & Next >

Note: The **Special Handling** and **Additional TDG Information** sections are optional and can be filled out to support compliance with other jurisdictional requirements.

<b>17.</b>	<p>Select the <b>Save &amp; Next</b> button.</p> 
<b>18.</b>	<p>The Manifest is now in the 'Draft' status. If all required fields are completed, select the '<b>Ready for Signatures</b>' button.</p> 
<b>19.</b>	<p>The manifest is now in the '<b>Awaiting Signatures</b>' status. You may sign the manifest at the time of waste pick up.</p> 

## Next Steps

To sign a manifest as a generator, refer to:

- Work instruction: [Sign Manifest as a Generator](#)
- Quick reference: [Sign for Waste Pick-up](#)
- Quick reference: [Sign Manifest as a Generator \(Mobile App\)](#)