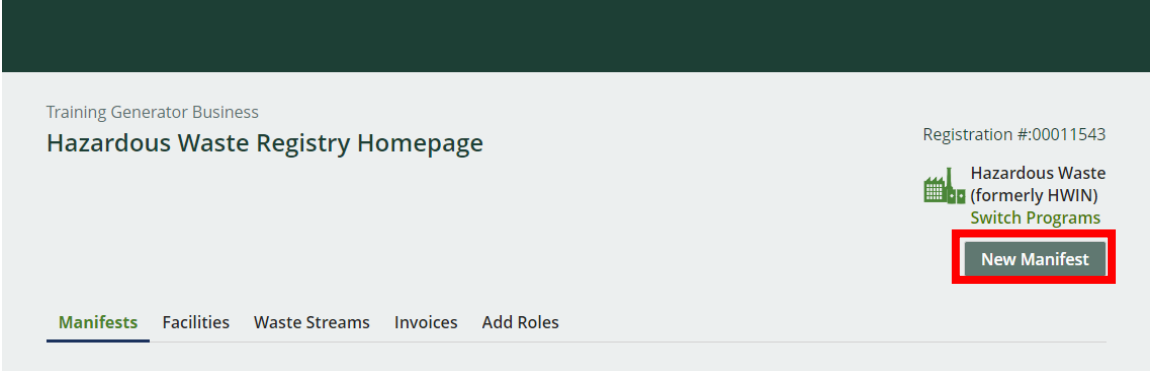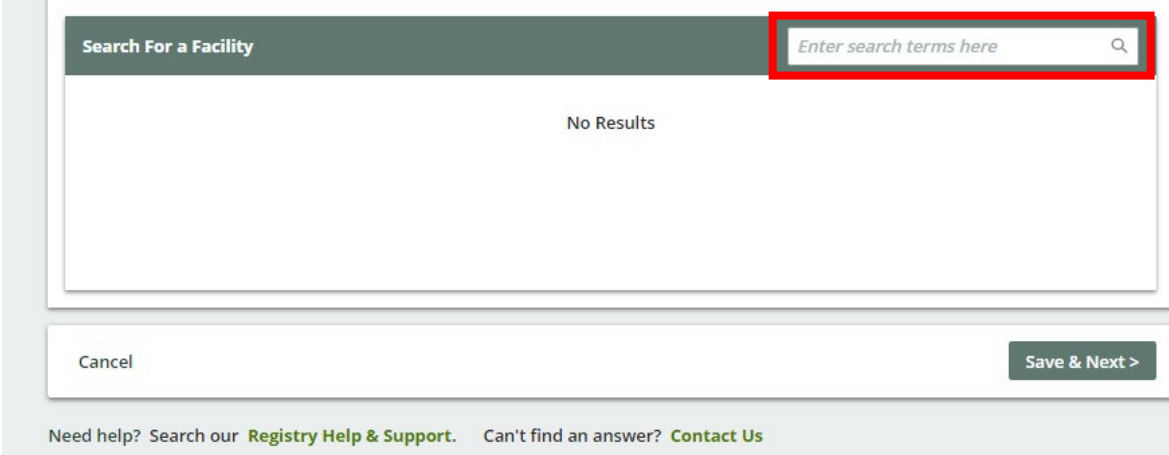# Initiate Manifest as a Generator

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

	WORK INSTRUCTION **(STEP-BY-STEP)**	**Work Instruction conventions:** • All field, page, section, tab, and button names appear in **bold** font. • All fields are <u>required</u> to be completed unless indicated otherwise.

Initiate Manifest as a Generator	
Role	**Account Admin, Primary User, Secondary Users, and Manifest-Only Users of Generators and Authorized Generators Delegates (AGDs)**
1.	From the **Hazardous Waste Registry Homepage**, click the **New Manifest** button.
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.

3.	Select the desired facility.

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

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.

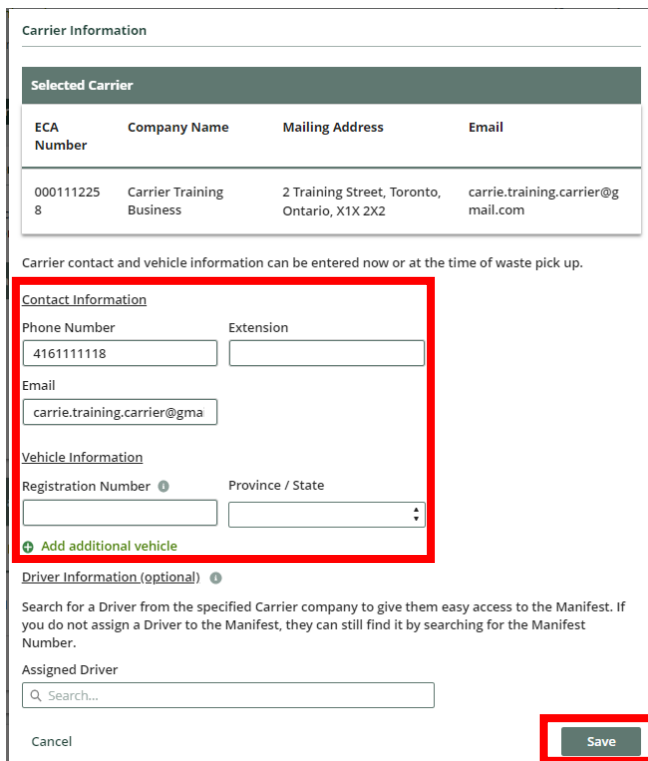| 6.	Select the desired carrier business.

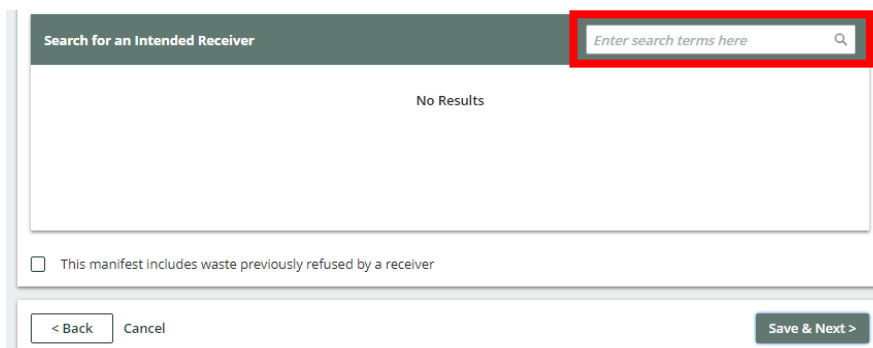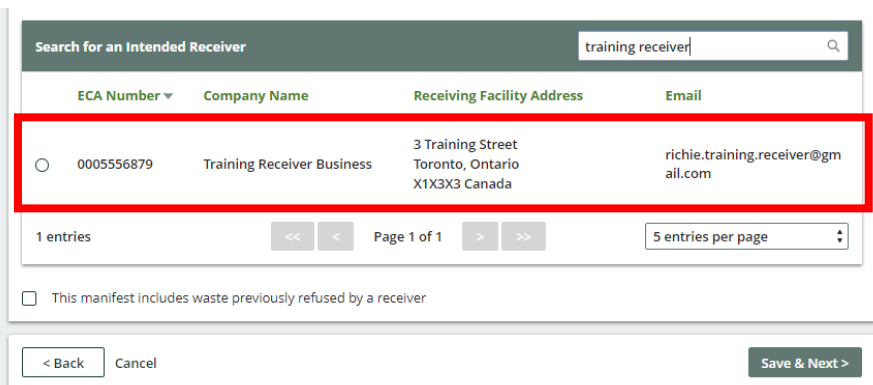| 7.	The **Carrier Information** window will pop up.
	You can complete the **Carrier Contact Information** and the **Vehicle Information** section if you know these fields. These fields can also be entered at the time of waste pick up if you do not know this information yet.
	Select the **Save** button.
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.

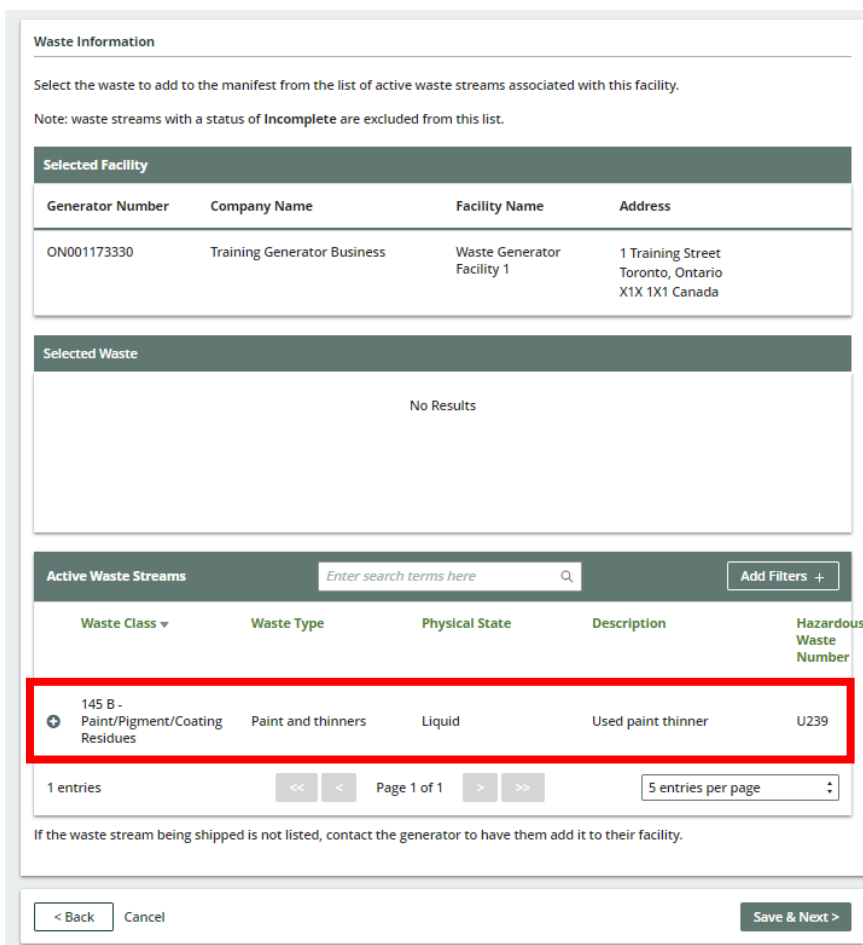| 10.	Select the desired receiver business.

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

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.

13.	Once you have selected the desired waste streams, select the **Save & Next** button.
14.	Complete the mandatory fields in the **Shipping Information** section for the selected waste streams. 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.

16.	Complete the **Scheduled Shipment Date** and the **Scheduled Arrival Date** fields.
	Note: The scheduled shipment date cannot be in the past.
	Note: The **Special Handling** and **Additional TDG Information** sections are optional and can be filled out to support compliance with other jurisdictional requirements.
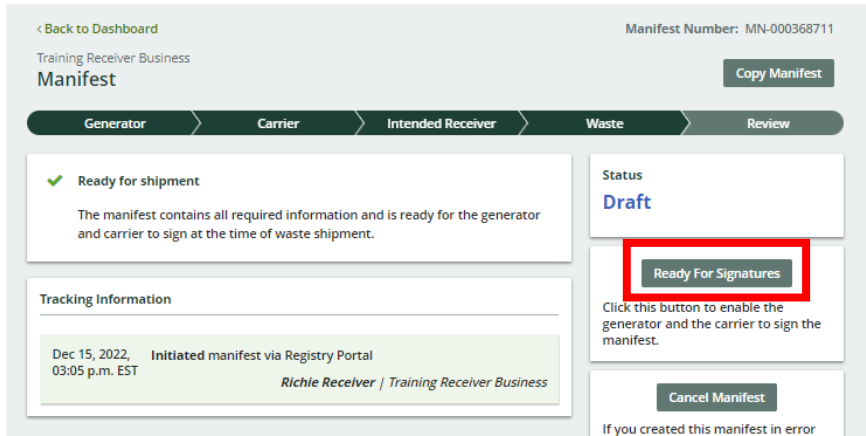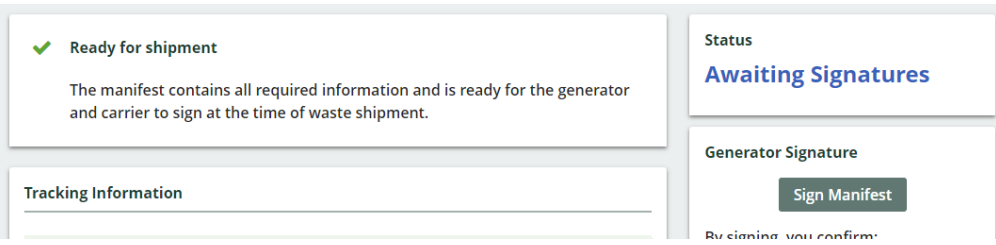
17.	Select the **Save & Next** button.

18.	The Manifest is now in the 'Draft' status. If all required fields are completed, select the '**Ready for Signatures**' button.

19.	The manifest is now in the '**Awaiting Signatures**' status. You may sign the manifest at the time of waste pick up.

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)