

Return to Generator or Rerouting Refused Waste Manifest

This work instruction document covers how to initiate a manifest to return refused waste to the Generator or reroute to a different receiver. This involves copying the original manifest and modifying the receiver section in the new manifest to select the destination of the waste.

	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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Return to Generator or Rerouting Refused Waste Manifest

Role	Account Admin, Primary User, Secondary Users, and Manifest-Only Users of Receiver
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1. From the **Hazardous Waste Registry Homepage**, click the **Closed Manifests** tab in the manifest table.

The screenshot shows the 'Hazardous Waste Registry Homepage' for 'Training Receiver Business'. The 'View:' dropdown menu is open, and 'Closed Manifests' is highlighted with a red box. Below the dropdown is a table of manifests with columns: Manifest Number, Generating Facility, Company Name, Receiving Site, Status, Shipment Date, and Action. Two manifests are visible, both with 'Awaiting Signatures' status.

2. Search or filter the manifest table to locate the desired refusal manifest.

The screenshot shows the same manifest table as above, but with a search filter applied. The search bar is highlighted with a red box and contains the text 'Enter search terms here'. The filter results show three manifests, with the first two having 'Completed: Partially Refused' and 'Completed: Fully Refused' statuses, and the third having 'Completed' status.

3. Select the desired manifest.

View: Open Manifests Closed Manifests
Enter search terms here
Filters v

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-00038050 4	ON001173330 Waste Generator Facility 1	Training Generator Business	0005556879 Training Receiver Business	Completed: Fully Refused	Dec 21, 2022	Print PDF
MN-00025414 5	ON001173330 Waste Generator Facility 1	Training Generator Business	0002258974 Training Receiver Business	Completed: Fully Refused	Dec 1, 2022	Print PDF

4. Select the **Copy Manifest** button.

[< Back to Dashboard](#)
Manifest Number: MN-000380504

Training Receiver Business
Copy Manifest

Initiate

Deliver

Completed

✖ **All wastes on the manifest were refused by the receiver.**
 Create a new manifest to reroute the refused wastes to another destination.

Tracking Information

- Dec 21, 2022, 03:53 p.m. EST **Receiver fully refused shipment and signed manifest**
Richie Receiver | Training Receiver Business
- Dec 21, 2022, 03:26 p.m. EST **Carrier dropped off to Training Receiver Business**
Carrie Carrier | Carrier Training Business
- Dec 21, 2022, 03:26 p.m. EST **Carrier signed manifest**
Carrie Carrier | Carrier Training Business

[View More](#)

Status
Completed: Fully Refused

Download PDF

Once submitted, you can download a PDF copy of the manifest.

5. A pop-up window will display to explain which contents from the original manifest will be copied to the new manifest. Select the **Copy** button.

Copy Manifest

The generator, intended receiver, carrier and waste details of this manifest will be copied to a new manifest.

Any inactive waste streams will not be copied.

[Cancel](#)

Copy

HWP_WI31_R1

Hazardous Waste Program | Work Instruction | Resource Productivity and Recovery Authority

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6.

A new manifest has been drafted. Scroll down to the **Intended Receiver** section.

Training Receiver Business
Manifest Copy Manifest

Generator > Carrier > **Intended Receiver** > Waste > Review

⚠️ Some sections require additional information before shipment
Click **Edit** in the sections missing a checkmark (✓) to enter the required information.

Status
Draft

Ready For Signatures
Click this button to enable the generator and the carrier to sign the manifest.

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

Download PDF
Once submitted, you can download a PDF copy of the manifest.

Dec 22, 2022, 11:14 a.m. EST **Initiated** manifest via Registry Portal
Richie Receiver | Training Receiver Business

✓ Overview ⚠️ Waste

✓ **Generator Information**

Company Name	Training Generator Business
Facility Name	Waste Generator Facility 1
Generator Number	ON001173330
<u>Location</u>	
Municipality	Toronto, City of

7.

Select the **Edit** button.

Province: Ontario

Assigned Driver

Waste ECA Confirmation: ✓ Covered for all Waste Classes listed

✓ **Intended Receiver Information**

Company Name	Training Receiver Business
ECA Number	0005556879
Mailing Address	3 Training Street Toronto, Ontario X1X3X3 Canada
Email	richie.training.receiver@gmail.com
Primary Phone Number	4161111112
<u>Receiving Site</u>	
Municipality	
Address	3 Training Street Toronto, Ontario X1X3X3 Canada
Waste ECA Confirmation	✓ Covered for all Waste Classes listed

8. Click the **'This manifest includes waste previously refused by a receiver'** checkbox.

Select Intended Receiver

Use the search bar to find a receiver. Search by ECA number, company name, receiving facility address or email. You must type at least five (5) characters for search results to be displayed.

Selected Intended Receiver			
ECA Number	Company Name	Receiving Facility Address	Email
0005556879	Training Receiver Business	3 Training Street Toronto, Ontario X1X3X3 Canada	richie.training.receiver@gmail.com

Search for an Intended Receiver

No Results

This manifest includes waste previously refused by a receiver

9. Selection the **Destination of Waste**.

Note: If you select the option **'Forwarded to an alternate intended receiver, specified above,'** you will be prompted to search for an alternate receiver.

This manifest includes waste previously refused by a receiver

Destination of Waste

Forwarded to an alternate intended receiver, specified above

Returned to the generator

Identify the manifest on which this waste was previously refused ⓘ

10. Locate the refused manifest using the manifest number associated with it.

Identify the manifest on which this waste was previously refused ⓘ

- MN-000380501
- MN-000380504
- MN-000380520
- MN-000380552

Can't find an answer

11. Select the **Save** button to return to the manifest homepage.

This manifest includes waste previously refused by a receiver

Destination of Waste

Forwarded to an alternate intended receiver, specified above

Returned to the generator

Identify the manifest on which this waste was previously refused ¹

Manifest Number	Scheduled Arrival Date
MN-000380504	Dec 28, 2022

Receiver	Receiving Facility Address	Status
0005556879 Training Receiver Business	3 Training Street Toronto, Ontario X1X3X3 Canada	Completed: Fully Refused

12. Some information in the waste section is missing. Navigate to the **Waste** tab to complete the required information before shipment.

Training Receiver Business

Manifest

Generator
Carrier
Intended Receiver
Waste
Review

⚠ **Some sections require additional information before shipment**

Click **Edit** in the sections missing a checkmark (✓) to enter the required information.

Status

Draft

Tracking Information

Dec 22, 2022, 11:14 a.m. EST Initiated manifest via Registry Portal

Richie Receiver | Training Receiver Business

Click this button to enable the generator and the carrier to sign the manifest.

✓ Overview ⚠ Waste

Generator Information

Company Name	Training Generator Business
Facility Name	Waste Generator Facility 1
Generator Number	ON001173330
Location	
Municipality ¹	Toronto, City of

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

Once submitted, you can download a PDF copy of the manifest.

13.

Scroll down to the **Shipment Details** section and select the **Edit** button.

The screenshot shows the 'Tracking Information' section with a manifest initiated on Dec 22, 2022, at 11:14 a.m. EST. Below this, the 'Shipment Details' section is highlighted with a red box. It includes fields for 'Scheduled Shipment Date', 'Scheduled Arrival Date', 'Special Handling', '24-HOUR NUMBER', and 'Additional TDG Information'. The 'Edit' button at the bottom right of this section is also highlighted with a red box. To the right of the main content, there are three panels: 'Ready For Signatures' with a 'Click this button to enable the generator and the carrier to sign the manifest.' instruction, a 'Cancel Manifest' button with a note that signed manifests cannot be canceled, and a 'Download PDF' button with a note that a PDF copy can be downloaded after submission. A red arrow points downwards along the right edge of the interface.

14.

The page will automatically scroll to the **Shipment Details** section. Complete the **Scheduled Shipment Date** and **Scheduled Arrival Date** fields.

Note: The scheduled shipment date cannot be in the past.

The **Special Handling**, **24-HOUR NUMBER**, and **Additional TDG Information** fields are optional. Fill out these fields if necessary.

The screenshot shows the 'Shipment Details' form. The 'Scheduled Shipment Date' and 'Scheduled Arrival Date' fields are highlighted with a red box. Below these are radio button options for 'Special Handling (optional)': 'None Specified', 'Accompanies Shipment', and 'As Follows'. There are also input fields for '24-HOUR NUMBER (optional)' and 'Extension'. At the bottom, there is a text area for 'Additional TDG Information (Optional)'. The form has 'Cancel' and 'Save' buttons at the bottom.

15.	<p>Select the Save button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Cancel Save </div>
16.	<p>The manifest is now ready for shipment. Select the Ready for Signatures button to enable the generator and carrier to sign the manifest.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Training Receiver Business Copy Manifest </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Generator Carrier Intended Receiver Waste Review </div> <div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <p>✓ Ready for shipment</p> <p>The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.</p> <hr/> <p>Tracking Information</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Dec 22, 2022, 11:14 a.m. EST Initiated manifest via Registry Portal</p> <p style="text-align: right; font-size: small;">Richie Receiver Training Receiver Business</p> </div> </div> <div style="flex: 1; padding-left: 10px;"> <p>Status</p> <p style="font-size: large; color: blue;">Draft</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> Ready For Signatures </div> <p style="font-size: small;">Click this button to enable the generator and the carrier to sign the manifest.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> Cancel Manifest </div> <p style="font-size: x-small;">If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> Download PDF </div> <p style="font-size: x-small;">Once submitted, you can download a PDF copy of the manifest.</p> </div> </div> </div>
17.	<p>The manifest now has the status “Awaiting Signatures”.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Training Receiver Business Copy Manifest </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Generator Carrier Intended Receiver Waste Review </div> <div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <p>✓ Ready for shipment</p> <p>The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.</p> <hr/> <p>Tracking Information</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Dec 22, 2022, 11:14 a.m. EST Initiated manifest via Registry Portal</p> <p style="text-align: right; font-size: small;">Richie Receiver Training Receiver Business</p> </div> </div> <div style="flex: 1; padding-left: 10px;"> <p>Status</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> Awaiting Signatures </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> Edit Manifest </div> <p style="font-size: x-small;">Click this button if you need to edit the manifest before it is signed.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> Cancel Manifest </div> <p style="font-size: x-small;">If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> Download PDF </div> <p style="font-size: x-small;">Once submitted, you can download a PDF copy of the manifest.</p> </div> </div> </div>