

## Refuse Manifest Drop-Off - Refuse All

This work instruction document covers how to refuse all waste that was dropped off by the carrier in the Hazardous Waste Program (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 font</b>.</li> <li>All fields are <b>required</b> to be completed unless indicated otherwise.</li> </ul>
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### Confirm Waste Drop-Off - Accept All

<b>Role</b>	<b>Account Admin, Primary User, Secondary Users, and Manifest-Only Users of Receiver</b>
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**1.** From the **Manifest** tab of the **Hazardous Waste Registry Homepage**, search or filter the manifest table for manifests with the status 'Awaiting Receiver Signature'

Manifests
ECA Numbers
Add Roles

Only display manifests that require my company's action.

View:
Open Manifests
Closed Manifests

Add Filters +

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action

**Filter Manifests**

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

Manifest Number

Intended Receiver Name

Status

Date Shipped

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

**Filter Manifests**

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

Manifest Number

Intended Receiver Name

Status

Date Shipped

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

**2.** Select the **Accept/Refuse** action for the desired manifest.

Manifests ECA Numbers Add Roles

Only display manifests that require my company's action.

View: **Open Manifests** Closed Manifests  Filters

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-000380520	ON001173330 Waste Generator Facility 1	Training Generator Business	0005556879 Training Receiver Business	Awaiting Receiver Signature	Dec 21, 2022	Accept/Refuse Print PDF
MN-000380504	ON001173330 Waste Generator Facility 1	Training Generator Business	0005556879 Training Receiver Business	Awaiting Receiver Signature	Dec 21, 2022	Accept/Refuse Print PDF

2 entries Page 1 of 1 25 entries per page

**3.** A pop-up window will appear and default to 'Accept Waste'. To refuse all the waste, select **Refuse Waste**.

< Back to Dashboard Manifest Number: MN-000370059

Training Receiver Business

Manifest

Initiated by: Training Receiver Business

Completed

Copy Manifest

There are waste items in this manifest. Receiver must receive all waste items.

Tracking Information

Dec 20, 2022, 10:30 a.m. EST Carrier: Carrie Carrier | Carrier Training Business

Dec 19, 2022, 01:21 p.m. EST Generator: Training Generator Business

Dec 19, 2022, 01:20 p.m. EST Carrier: Carrie Carrier | Carrier Training Business

View More

Accept / Refuse Waste 0 of 1 wastes reviewed

Accept Waste Refuse Waste

Waste Class 145 - Paint/Pigment/Coating Residues

Quantity Shipped 1234.000 L

Quantity Received

Handling Code

Comments (optional)

> Edit Shipping Information (click to expand)

Cancel Save

**4.** Select the refusal reason using the drop-down menu.

**Accept / Refuse Waste** 0 of 1 wastes reviewed

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Accept Waste
Refuse Waste

Waste Class            145 - Paint/Pigment/Coating Residues

Quantity Shipped    2586.000 L

Refusal Reason ▾

I am partially refusing this waste

Cancel
Save

**Accept / Refuse Waste** 0 of 1 wastes reviewed

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Accept Waste
Refuse Waste

Waste Class            145 - Paint/Pigment/Coating Residues

Quantity Shipped    2586.000 L

Refusal Reason ▾

Does not meet acceptance criteria

Waste does not match description

Unable to offload

Other

I am partially refusing this waste

Cancel
Save

**5.** Select the **Save** button.

**Accept / Refuse Waste** 0 of 1 wastes reviewed

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Accept Waste
Refuse Waste

Waste Class            145 - Paint/Pigment/Coating Residues

Quantity Shipped    2586.000 L

Refusal Reason ▾

Unable to offload

I am partially refusing this waste

Cancel
Save

**6.** The manifest is now ready for your signature. Select the **Sign Manifest** button.

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

Training Receiver Business
Copy Manifest

### Manifest

Initiate
Deliver
Completed

✓ **Manifest ready for signature**

All wastes on the manifest have been reviewed and are ready to be signed by the receiver.

✘ **All wastes on the manifest were refused by the receiver.**

Create a new manifest to reroute the refused wastes to another destination.

**Status**

Awaiting Receiver Signature

**Receiver Signature**

Sign Manifest

By signing, you confirm:

- The waste information on the manifest is correct and final

Note: once signed, the manifest will be closed and you will no longer be able to make any changes. Ensure that all corrections have been made before signing the manifest.

**Tracking Information**

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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

Download PDF

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

**7.** Select the checkbox and the **Confirm** button to certify that the manifest information is correct and complete.

**Receiver Signature**

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Review the receiver and waste information on the manifest before signing the manifest.

I certify that the receiver information contained on the manifest is correct and complete

Cancel

Confirm

8.

The manifest was successfully signed, and now has the status 'Completed: Fully Refused'.

Training Receiver Business
Copy Manifest

### 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

Download PDF

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

**Status**

Completed: Fully Refused