

Refuse Manifest Drop-Off - Partial Refusal

This work instruction document covers how to partially refuse waste that was dropped off by the carrier in the Hazardous Waste Program (HWP) Registry.

	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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Confirm Waste Drop-Off - Accept All

Role **Account Admin, Primary User, Secondary User and Manifest-Only Users of Receiver**

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

Q

Add Filters +

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

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

Manifest Number

Intended Receiver Name

Status

Date Shipped Start Date

End Date

Waste Class Search Waste Classes...

Primary Characterization Search Primary Charac...

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel
Clear
Apply Filters

Filter Manifests

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

Manifest Number

Intended Receiver Name

Status

- Draft
- Awaiting Signatures
- Awaiting Carrier Signature
- Awaiting Generator Signature
- In Transit
- Awaiting Receiver Signature
- CORRECTED: Awaiting Signatures
- CORRECTED: Awaiting Carrier Signature
- CORRECTED: Awaiting Generator Signature
- RETURNED: Awaiting Generator Signature
- Completed
- Completed: Partially Refused
- Completed: Fully Refused
- Void

Date Shipped

Waste Class

Primary Characterization

Generator Number

Facility Name

Company Name

City

Province

Assigned Driver

Vehicle Registration Number

Cancel
Clear
Apply Filters

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 partially refuse 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 that require receiver attention. Receiver must review and accept/refuse 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

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

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 check box beside 'I am partially refusing this waste'.

Accept / Refuse Waste 0 of 1 wastes reviewed

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. Complete the **Quantity Refused**, **Quantity Received**, and **Handling Code**.

Note that the **Quantity Refused** and **Quantity Received** must total to the original quantity of waste that was on the manifest.

You may add additional comments if necessary or make edits to the **Shipping Information** by opening the drop-down menu. Edits made to the **Shipping Information** section will trigger a correction that both the generator and carrier will need to sign off on.

Accept / Refuse Waste
0 of 1 wastes reviewed

Accept Waste

Refuse Waste

Waste Class 145 - Paint/Pigment/Coating Residues

Quantity Shipped 2586.000 L

Refusal Reason

I am partially refusing this waste

Quantity Refused

Quantity Received

Handling Code

Comments (optional)

> Edit Shipping Information *(click to expand)*

Cancel

Save

7. Click the **Save** button.

Cancel

Save

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

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.

✗

Some 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

Tracking Information

Dec 21, 2022, 03:32 p.m. EST **Carrier dropped off to Training Receiver Business**

Carrie Carrier | Carrier Training Business

Dec 21, 2022, 03:32 p.m. EST **Carrier signed manifest**

Carrie Carrier | Carrier Training Business

Dec 21, 2022, **Generator signed manifest**

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.

Download PDF

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

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

Receiver Signature

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

10.

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

Training Receiver Business
Copy Manifest

Manifest

Initiate
Deliver
Completed

✖

Some 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, 04:44 p.m. EST

Receiver partially refused shipment and signed manifest

Richie Receiver | Training Receiver Business

Dec 21, 2022, 03:32 p.m. EST

Carrier dropped off to Training Receiver Business

Carrie Carrier | Carrier Training Business

Dec 21, 2022, 03:32 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: Partially Refused

HWP_WI34_R1

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

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