RPRA

Sign for Waste Pickup (Generator or AGD)

This document serves as a quick reference guide for the steps to sign for a waste pickup as either the Generator or AGD (Authorized Generator Delegate) role in the Hazardous Waste Program (HWP) Registry. This task begins on the **Manifests** tab of the HWP Registry.

1 Search or Filter to find the manifest you need to sign for waste pickup.

2 Select **Sign** (in the Action column) for the appropriate manifest.

The Generator Signature panel displays.

3 Review the manifest overview information.

3.a Select View full manifest.

- Note: It is recommended to review the full manifest details page before confirming your acceptance of waste pickup.
- **3.b** Review the Manifest details page.
- Note: Make sure to review both tabs of information: <u>Overview</u> and <u>Waste</u>. You may need to scroll down to view all sections of each tab.
- Note: You can sign a manifest one of two ways: 1) directly from the Manifest Overview page (select the checkbox and click Confirm), or 2) view full Manifest, click Sign Manifest, select checkbox & confirm.

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4 Once you have reviewed the manifest and are satisfied that it is correct and complete, select **Sign Manifest**.

The Generator Signature panel displays.

5 Select the checkbox to certify that you have reviewed the manifest and the information it contains is correct and complete.

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6 Select **Confirm** to complete the signature process.

Note: Signed manifests cannot be canceled. Contact Registry Support if you signed a manifest in error and need to change it.

Review the manifest 'Tracking Information' to view the 'Generator signed manifest' stamp.

Note: The manifest **Status** now shows as "Awaiting Carrier Signature."

Genera	ator Signature	
Review	the generator and waste details before signing	g the manifest.
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