Hazardous Waste Program Registry Quick Reference

Log On-Site Waste Activity – Short-term Storage

This document serves as a quick reference guide for the steps to log an on-site waste activity for short-term storage in the Hazardous Waste Program (HWP) Registry. On-site waste activities (OSWAs) are related to the waste streams associated with a facility.

Prerequisite: A waste stream must be linked to the facility before creating an OSWA.

Select the Facilities tab on the Hazardous
 Waste Registry Homepage.

2 Select the **Generator Number** for the Facility you want log an OSWA.

...and scroll down to the **On-site Waste Activities** section (after the Waste Streams and Manifests sections).

B Select Log On-site Waste Activity.

Note: If you had already started a draft copy of an OSWA, select the Activity Number for the OSWA to open it and complete your edits.

		1.0			Hazardous
					Switch Pro
1					New Man
Manifes s Faciliti	es Vaste Streams I	nvoices Add Roles			
	-				
					Add Fa
View: Active Faci	lities Inactive Faciliti	es Ent	ter search terms here	Q	Add Filters
Generator + Number	Facility Name	Facility Location	Last Updated By	Last Shipment Date	Action
ON50899-1- 999999-1	Spill Site 123	4711 Yonge Street, Toronto, Ontario, M2N 6K8	Ron		New Manif
QN001166882	Acme Facility - 1	4711 Yonge Street, Toronto, Ontario, M2N 6K8	james Wilco		New Manife
2 entries		< Page 1 of 1	20	5 entries per	page
Click Manage AGDs	to view, edit and add ad	ditional AGD's			11
	to tren, con and add ad	and a second sec			Manage AG

On-site Waste A	ctivities					
Activity v Number	Туре	Waste Number	Submission Status	Submission Date	Reporting Period Start Date	Due Date
HW-00000810	Processing	252 C	Draft			
l entries		< < Page	e 1 of 1 >	» <u>3</u>	5 entries per	page 🛟
					Log On-site	Waste Activity
tivate Facility	acility registration an	y associated mar	nifests must be c	ompleted, all subj	ect D	eactivate Facilit

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Log On-Site Waste Activity – Short-term Storage

Select Short-term Storage in the On-site Waste Activity Type section.

Note: Short-term storage is for subject waste that is stored for longer than ninety (90) days and up to twenty-four (24) months.

5 Select Save & Next.

select Continue.

Facility and Type	Waste Stre	sam	Activity Details	Review
Facility Details				
Facility Name Acme	Facility - 1	Genera	tor Number ON00116	6882
On-site Waste Activity Type				
O Short-term Storage O				
U Processing				
O Long-term Storage O				
O Disposal O				

Facility and Activity Type Confirmation
Once you click Continue , you will not be able to edit the selected facility and waste activity type as you continue filling out this report.
To edit the selected facility or on-site waste activity type, click Cancel.
Cancel Continue

7 Select a Waste Steam for which you want to

6 Review the Confirmation message and

log the on-site waste activity.

Note: Only active waste streams for the selected facility are shown in the waste stream list.

8 Select Save & Next.

	inty and Type with	aste Stream Activ	vity Details	Review
aste Stre	am			
ctive wast	te streams associated with the faci	lity you specified are listed below. Se	elect the one for which you we	ould like to log
Warto St	ream.			
waste st	reams			
w	aste Number 🔻	Waste Type	Description	Hazardous Waste Num
		Aqueous cleaning solution	Detergents and soaps	D002
0 26	52 C - Detergents/Soaps	Aqueous cleaning solution		
) 26) 25	52 C - Detergents/Soaps 52 C - Waste Oils & Lubricants	Grease	Grease from machinery	D002
 26 25 25 25 	52 C - Detergents/Soaps 52 C - Waste Oils & Lubricants 51 L - Oil Skimmings & Sludges	Grease Oily water	Grease from machinery Oily water	D002 N/A

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Log On-Site Waste Activity – Short-term Storage

In the Waste Storage section, complete the following fields:

- · Amount of waste stored
- Units
- · When did you begin storing the waste?
- Reason for storing waste past 90-day period

Then scroll down to display more fields.

Complete this short-term storage report within five (5) b than ninety (90) days. Any changes to this information must be updated within For more information, consult the guidance manual for g Subject waste must not be stored for more than twe Environmental Compliance Approval.	usiness days, where subject w five (5) business days of the c generators of liquid industrial enty-four (24) months unless a	vaste is stored for the first ti change. I and hazardous waste. an application has been mad
Any changes to this information must be updated within For more information, consult the guidance manual for g Subject waste must not be stored for more than twe Environmental Compliance Approval.	n five (5) business days of the o generators of liquid industrial enty-four (24) months unless a	change. I and hazardous waste. an application has been mad
For more information, consult the guidance manual for g Subject waste must not be stored for more than twe Environmental Compliance Approval.	generators of liquid industrial enty-four (24) months unless a	and hazardous waste.
A Subject waste must not be stored for more than twe Environmental Compliance Approval.	enty-four (24) months unless a	an application has been mad
Waste Storage		
Amount of waste stored Units		
	:	
When did you begin storing the waste?		
=		
Reason for storage of waste past 90-day period		

10 Answer the following question:

• Will the amount of waste stored change over time?

Note: If response of 'Yes' is selected, other fields are displayed and required to be completed.

10.a Complete the following fields, if shown:

- Anticipated accumulation rate
- Maximum amount to be stored





1	Complete the following field:
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Anticipated manner of disposal of waste

W	aste Storage	
w	ill the amount of waste stored change over time?	
	Yes O No	
A	nticipated accumulation rate	Maximum amount to be stored
11	onits par mor	nth Units
A	nticipated manner of disposal of waste	
	÷	



Hazardous Waste Program Registry

Description of Storage Procedure and Secured Area

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12 Select Add Container Type.

13 Complete the following fields:

- Container Type
- Size
- How many
- 14 Click Save.

15 Select a response for each of the questions in the Safety Considerations section.

16 Select Save & Next.

Note: The Submission Status shows 'Draft'.

17 Select Submit Activity to begin the activity.

Note: After you select 'Submit Activity', a pop-up window indicates whether you will be charged a fee.

Container Types				
Туре▲	Other	Size	Quantity	Action
No Results				
			12	
Safety Considerations				Add Container
Туре				
Container Tvr	be			
		ŧ		
Cine (0)		How M	201	
5120			any	
Cancel			1	
			14	Save
Safety Considerations		_		
Is waste stored in a secu O Yes	ired area? O No			
Is the waste storage con	tainer labelled?			
Will a leak or spill be cor	ntained?			
O Yes	O No			
Do you have a continger O Yes	ncy plan in the event of a spill No	?		
Is the storage area or fa	cility routinely inspected?			
O Yes	O No			
				16
< Back Cancel				Save & Ne.
Back to Dashboard				
ACME Processing Co. Log On-site Wast	e Activity			
Facility and Type	Waste Stre	am 🔶 Ac	tivity Details	Review
			Submission	Status
 This activity is re You have provide 	and for submission	PD YOU are ready to subm	Draft	
click Submit Activ	/ity.	you are ready to subm		
			Submit Ac	tivity
 Generator Informati 	on		Ensure all d submitting applicable,	ata is correct before the on-site waste activit you will be charged a fe
company Name Facility Name	ACME Proc Acme Faci	essing Co. lity - 1	17	itting the activity.
Generator Number	ON001166	882		Submit Activity
 Facility Location 				Cancel Activity
Community	Toronto. C	ity of	Cancel this to submissi	on-site waste activity p on if you created it in
Address	4711 Yong	e Street	error and d	o not plan to submit.
	Toronto, O M2N 6K8 C	anada		
Latitude	43.7595985)		
Description	-75.410039	*******		
 Primary Contact Info 	ormation			
Name lob Title	James Wild	:o s manager		

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Note: In this example, there are no fees associated with this OSWA. If fees are due, you will be guided to make a payment.

18 Select Submit.



Once submitted, the Termination Date and Terminate Activity button are shown and should be used to report when you are no longer performing this activity.

Note: After submission and payment, if applicable, the Submission Status changes to '**Submitted**'.

