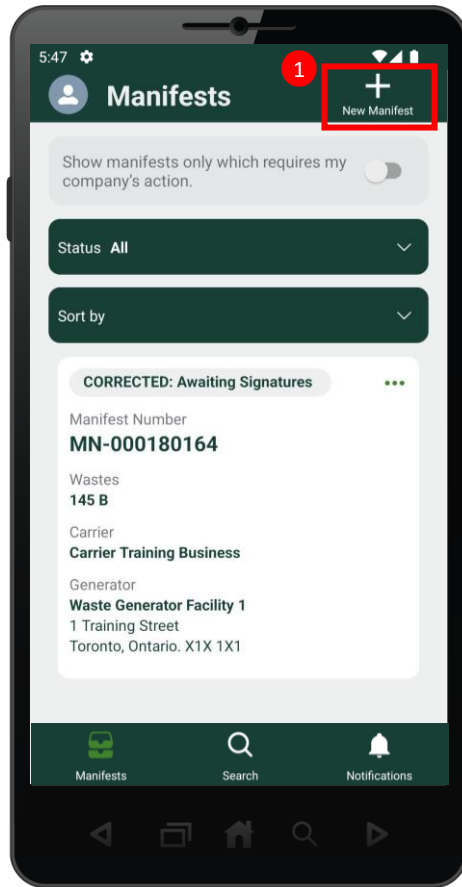
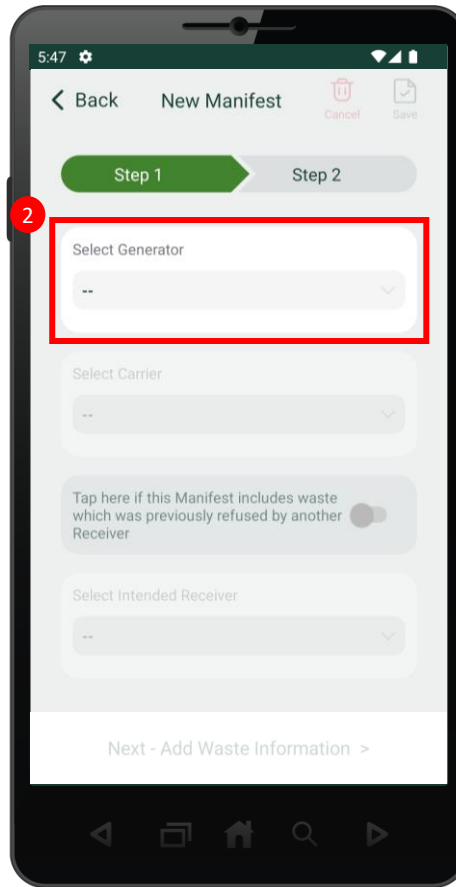


### Initiate Manifest as a Generator

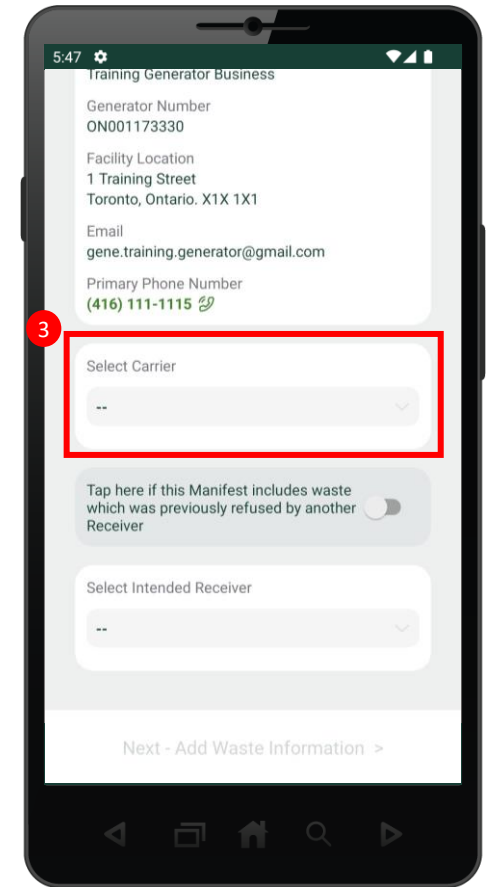
This document serves as a quick reference guide for the steps using the mobile app to initiate a manifest as a Generator in the Hazardous Waste Program (HWP) Registry.



**1** Select the **New Manifest** button at the top of the screen.

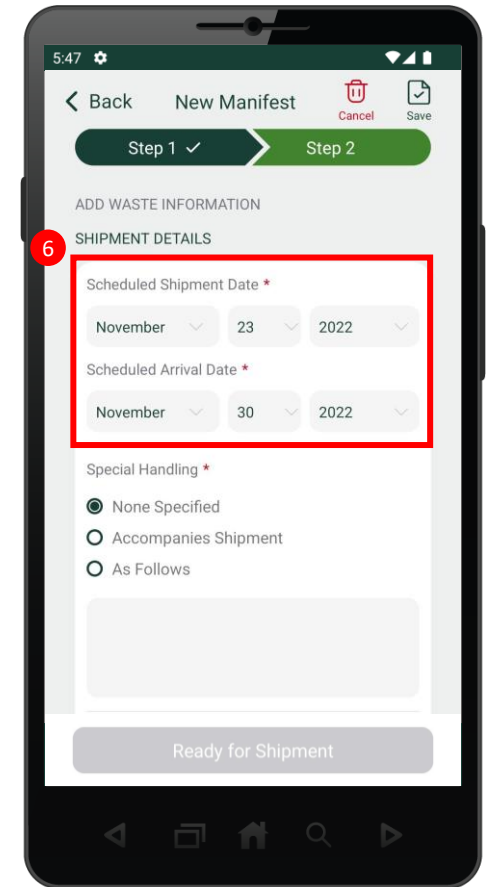
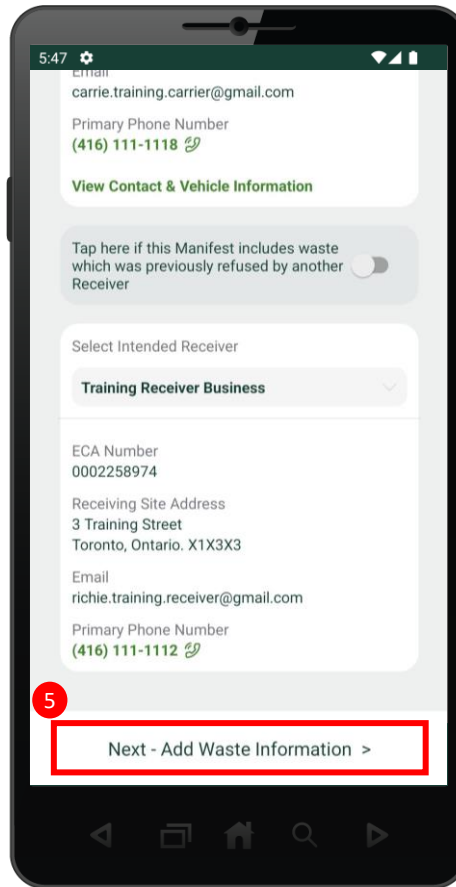
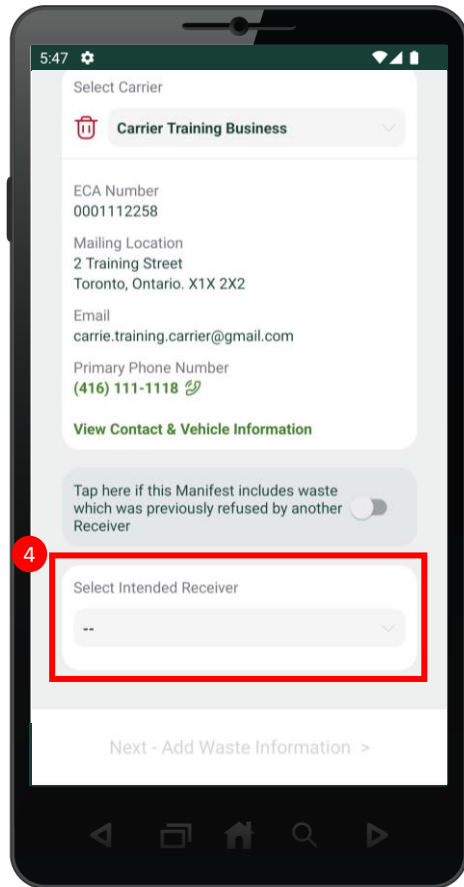


**2** Select the generator by typing and searching for the generator facility in the **Select Generator** section. Note: You must type at least five (5) characters for search results to be displayed.



**3** Scroll down and select the carrier by typing and searching for the carrier business in the **Select Carrier** section. Note: You must type at least five (5) characters for search results to be displayed.

## Initiate Manifest as a Generator

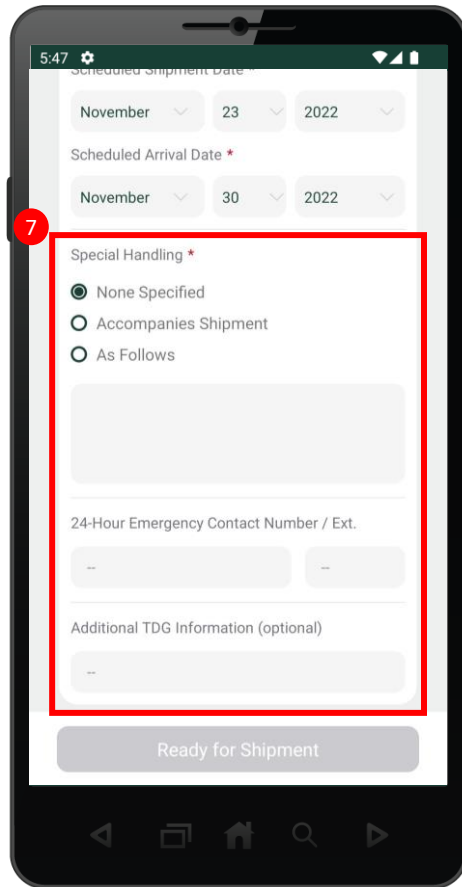


**4** Scroll down and select the intended receiver by typing and searching for the receiver business in the **Select Intended Receiver** section. Note: You must type at least five (5) characters for search results to be displayed

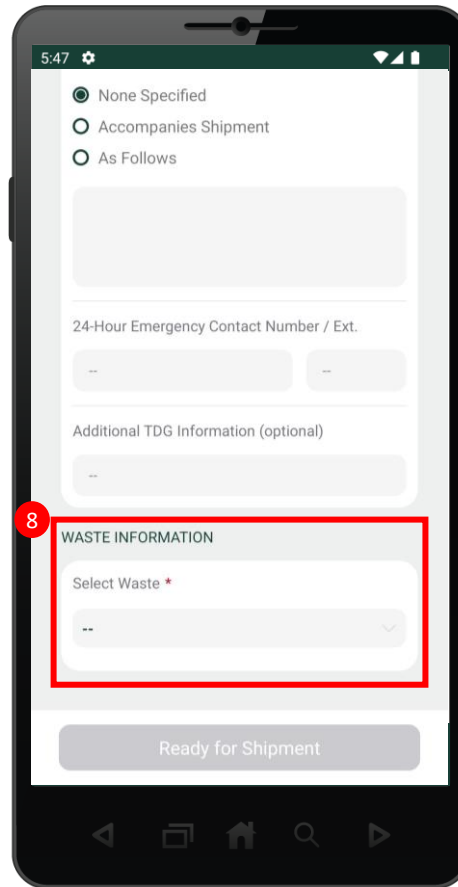
**5** Select **Next – Add Waste Information** at the bottom of the screen.

**6** Complete the **Schedule Shipment Date** and **Scheduled Arrival Date**.

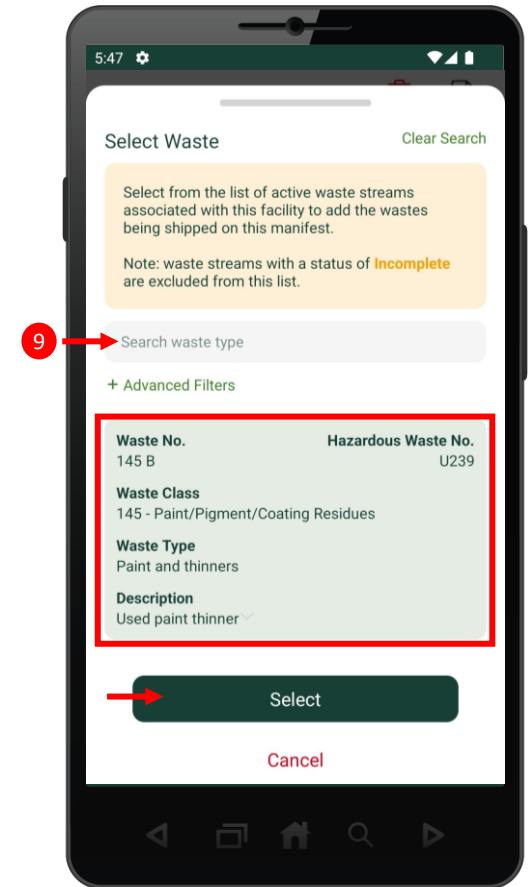
## Initiate Manifest as a Generator



**7** Scroll down and complete the **Special Handling** section if necessary. If you do not wish to add additional information in the section, you can select **None Specified**.

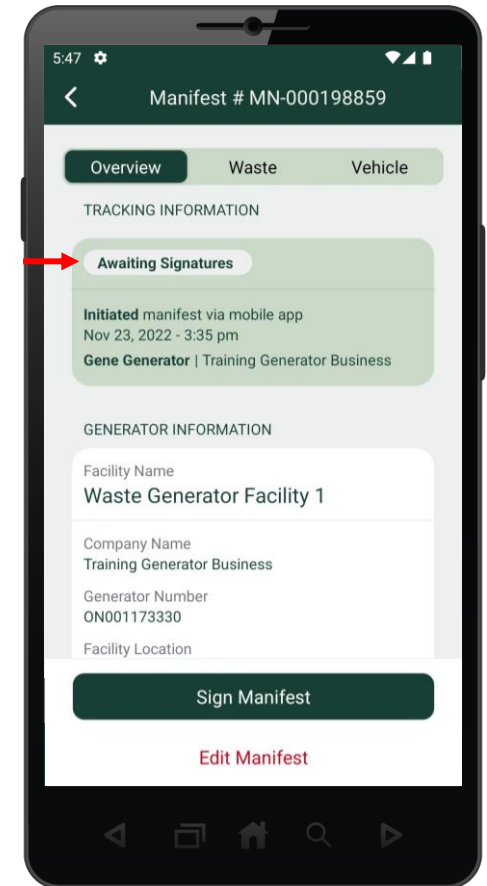
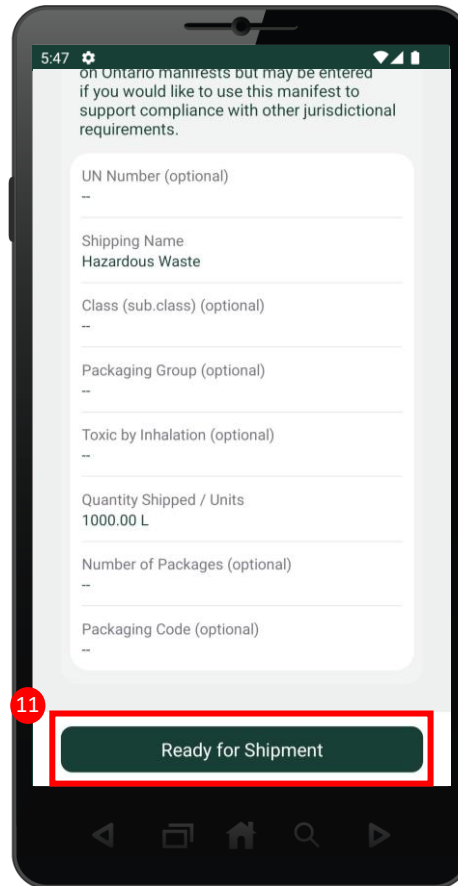
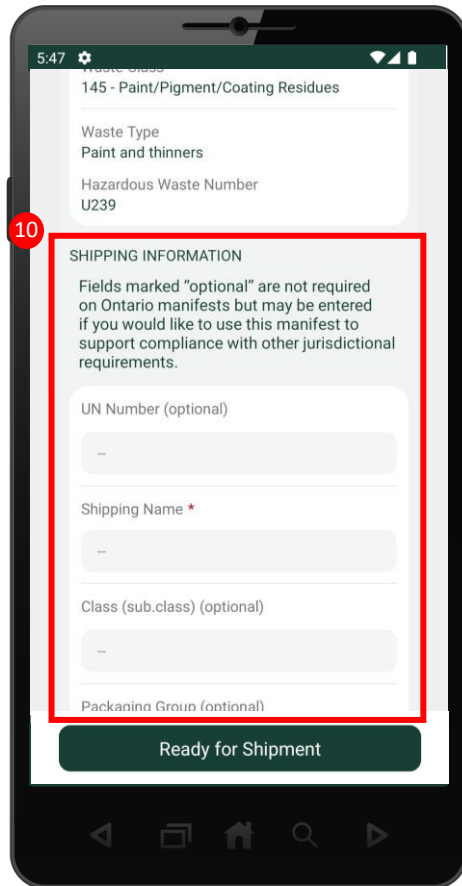


**8** Scroll down and select the waste in the **Waste Information** section.



**9** Search for the waste type and select the waste from the results. Once the selected waste is highlighted, click the **Select** button to move on.

## Initiate Manifest as a Generator



**10** Scroll down and complete the **Shipping Information** section. Note there are some fields marked “Optional”, therefore please ensure you complete the mandatory fields marked with an asterisk ( \* ).

**11** Once you have completed the Shipping Information section, select the **Ready for Shipment** button.

**12** The manifest has been initiated and is now ready for signatures. You can view the manifest status under the **Tracking Information** section, where the manifest has the status “Awaiting Signatures”.