

Retrieve Facility Information from HWIN

This work instruction document covers how to retrieve facility information from the HWIN system and have it copied over into the 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.
Retrieve Facility Information from HWIN		
Roles:	Generator Admin or Primary User	
1.	<p>From the Hazardous Waste Registry Homepage (Facility tab), select Add Facility.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>	
2.	<p>Select Yes, retrieve my Facility from HWIN.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Retrieve Facility Information from HWIN</p> <hr/> <p>Was your Facility previously registered in the Hazardous Waste Information Network (HWIN)?</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 5px;"> Yes, retrieve my Facility from HWIN </div> <p style="color: green; margin-top: 5px;">No, create a new facility</p> </div> </div>	

3.

Search using the 'Enter search terms here' field.

Note: You can search by generator number, company name, facility address, or an email address. Also you must type at least five characters for any search results to be displayed in the search table.

ACME Processing Co.
Facility Details

Retrieve Facility Information from HWIN

Use the search bar to find a Facility you registered in HWIN. Search by generator number, company name, facility address, or an email address associated with the HWIN registration. You must type at least five (5) characters for any search results to be displayed.

If you have more than 20 facilities to migrate, contact RPRA Registry Support for assistance.

Search For a Facility

No Results

4.

In the Action column (right most column), select **Retrieve** on the row for the facility you want to retrieve from HWIN.

AXE Chem Processing Co.
Facility Details

Retrieve Facility Information from HWIN

Use the search bar to find a Facility you registered in HWIN. Search by generator number, company name, facility address, or an email address associated with the HWIN registration. You must type at least five (5) characters for any search results to be displayed.

If you have more than 20 facilities to migrate, contact RPRA Registry Support for assistance.

Search For a Facility

Generator Number ▼	Company Name	Facility Location	Action
G441133	AXE CHEM CO	7722 9 TH STREET TORONTO, Ontario M2N6K8	Retrieve
G441133	AXE CHEM CO	7722 9 TH STREET TORONTO, Ontario M2N6K8	Retrieve

5.	<p>Enter the HWIN Username, click Sign Manifest.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Confirmation</p> <hr/> <p>Provide the username you used to access this generator facility in HWIN. If you do not know your HWIN username, follow the forgotten username process on HWIN.ca</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>HWIN Username</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="background-color: #e6f2e6; padding: 5px; border: 1px solid #ccc;"> <p><input type="checkbox"/> I confirm that I have permission to retrieve this Facility data. I understand that after I click Save, I will have to contact Registry Support if I want to remove this facility from my Registry account.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Retrieve </div> </div> <p>Note: If you do not know your HWIN username, follow the “forgot username process” on HWIN.ca.</p>
6.	<p>Select the checkbox to confirm you have permission to retrieve the Facility data.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="background-color: #e6f2e6; padding: 5px; border: 1px solid #ccc;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="checkbox"/> </div> <p>I confirm that I have permission to retrieve this Facility data. I understand that after I click Save, I will have to contact Registry Support if I want to remove this facility from my Registry account.</p> </div> </div>
7.	<p>Select Retrieve.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Cancel <div style="border: 2px solid red; padding: 5px; background-color: #a9a9a9; border-radius: 5px;"> Retrieve </div> </div> </div> <p>The Retrieve Facility page appears.</p>
8.	<p>Review and correct your facility information as needed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> <p>AXE Chem Processing Co. Retrieve Facility</p> </div> <div style="border: 2px solid red; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="color: orange; font-size: 20px; margin-right: 5px;">▲</div> <div> <p>Please review and correct your Facility information</p> <p>You cannot log waste activities for this Facility until you review the details, make any necessary corrections, and then click “Save”.</p> </div> </div> </div> <div style="padding: 10px;"> <p>Choose a name for this facility that will make it easy for you to identify it in a list of all your facilities.</p> <p>Facility Name</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="7722 9TH STREET"/> <p>Waste Generation Activity</p> <hr/> <p>How long will this facility be generating waste?</p> <p><input type="radio"/> Long term</p> <p><input type="radio"/> One time</p> <p><input type="radio"/> Short term</p> <p style="color: red; font-size: small;">Please select a value</p> </div> </div>

9.	<p>Select a value in the Waste Generation Activity section.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Waste Generation Activity</p> <p>How long will this facility be generating waste?</p> <p> <input type="radio"/> Long term <input type="radio"/> One time <input type="radio"/> Short term </p> <p style="font-size: small; color: #999;">Please select a value</p> </div> <p>Note: Depending on your selection, you may be prompted to answer another question in the open area to the right.</p>
10.	<p>Information in the following facility sections was copied from the HWIN system and should be reviewed and updated as needed. Scroll down to view all the sections.</p> <ul style="list-style-type: none"> • Facility Location • Facility Mailing Address • Primary Hazardous Waste Program Contact • Alternate Contact (Optional) <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Facility Location</p> <p style="font-size: x-small; color: #999;">Once you log a waste activity for this facility, this location information will no longer be editable. If you wish to edit this location information after logging a waste activity, you will need to contact Registry Support.</p> <p><input checked="" type="checkbox"/> My facility has a Canadian address</p> <p>Street <input type="text" value="7722 9TH STREET"/></p> <p>Unit/Suite (optional) <input type="text"/></p> <p>City <input type="text" value="Toronto"/></p> <p>Municipality <input type="text" value="Toronto, City of"/></p> <p>Province <input type="text" value="Ontario"/></p> <p>Postal Code <input type="text" value="M2N 6K8"/></p> <p>Latitude <input type="text" value="51.253775"/></p> <p>Longitude <input type="text" value="-85.3232139"/></p> <p>Description (Optional) <input type="text"/></p> <hr/> <p>Facility Mailing Address</p> <p><input checked="" type="checkbox"/> My facility has a Canadian address</p> <p style="text-align: right; font-size: x-small; color: #999;"> Copy Business Address Copy Facility Location </p> </div>

11.	<p>In the Additional Information section, review & update the NAICS Code fields, if needed.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Additional information</p> <p>Identify the primary North American Industry Classification System (NAICS) six-digit code(s) which best describes the nature of your business at this facility. The Registry currently uses the 2017 version 3.0 list. For more information, see: link</p> <div style="border: 2px solid red; padding: 5px;"> <p>NAICS Code <input type="text" value="562210"/> x</p> <p>NAICS Code (Optional) <input type="text" value="search.."/></p> <p>NAICS Code (Optional) <input type="text" value="search.."/></p> </div> <p style="text-align: right;">Industry Waste treatment and disposal</p> </div>
12.	<p>Select a response to the question, if applicable.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 2px solid red; padding: 5px;"> <p>1. Is your facility an approved Ontario Liquid Industrial/Hazardous Waste Receiver facility?</p> <p><input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number <input type="radio"/> No</p> </div> <p style="color: red; font-size: small;">Please select a value</p> </div>
13.	<p>Review & update the responses to the remaining questions in the section, if applicable.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 2px solid red; padding: 5px;"> <p>2. Is your facility a Municipal Hazardous or Special Waste depot operated or exclusively for a municipality or the Crown?</p> <p><input type="radio"/> Yes, enter the corresponding Environmental Compliance Approval Number <input checked="" type="radio"/> No</p> </div> <p>3. Is your facility a contaminated facility located in Ontario, and all waste generated is a result of activities carried out at the facility for the purpose of remediating contaminated soil or other contaminated materials located in, on, or under the site?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>
14.	<p>Select the checkbox to confirm the facility information is correct.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 2px solid red; padding: 5px;"> <p><input type="checkbox"/> hereby confirm that the facility information specified above is accurate.</p> </div> </div>
15.	<p>Select Save.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Save"/> </p> </div>
16.	<p>Review the summary information on the Facilities Details page and select Edit to update any section. Scroll down as needed to view all of the page.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: left;">Back to Dashboard Generator Number:</p> <p>AXE Chem Processing Co. Facility Details</p> <hr/> <p>Facility Name 7722 9TH STREET</p> <div style="border: 2px solid red; padding: 5px; text-align: right;"> <input type="button" value="Edit"/> </div> <hr/> <p>Waste Generation Activity</p> <p>How long will this facility being generating waste? Long term</p> <p>How often will this facility be shipping waste off site? Regularly</p> <div style="border: 2px solid red; padding: 5px; text-align: right;"> <input type="button" value="Edit"/> </div> </div>

17. Select **Back to Dashboard**.

Generator Number:

AXE Chem Processing Co.
Facility Details

Facility Name 7722 9TH STREET Edit

18. Review the Facilities list to confirm that the facility retrieved from HWIN is shown.

AXE Chem Processing Co. Registration #00010766

Hazardous Waste Registry Homepage

Hazardous Waste (formerly HWIN)

Switch Programs

New Manifest

Manifests Facilities Waste Streams Invoices Add Roles

Add Facility

View: Active Facilities Inactive Facilities Enter search terms here Add Filters +

Generator Number	Facility Name	Facility Location	Last Updated By	Last Shipment Date	Action
ON001172676	Yonge Street Facility #1	4711 Yonge Street, Toronto, Ontario, M2N 6K8	Kerry Carry		New Manifest
G441133	7722 9TH STREET	7722 9TH STREET, Toronto, Ontario, M2N 6K8	James Wilco		New Manifest

2 entries
5 entries per page

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

HWP_WI07_R0

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