



HAZARDOUS WASTE GENERATOR MANIFEST
APPLICATION PROCESS



Online Hazardous Waste Manifest System
User's Manual




Hazardous Waste Manifest Tracking System

Email

Password

Remember Me

Sign In

[I forgot my password](#)

[Register a new account](#)

Step 2: Log in using the **Email** and **Password** you have registered with.

HWMS First Name Last name

My Account

Applications

Permitting

Generator

Applications

PTT Form

Manifest

HW Inventory

Transporter

TSD Facility

Tutorials

Guides and Tutorials

My Applications

My Applications

Show 10 entries Search:

Application #	Company	Type	Status	Currently Processing	Remarks	Date Created	Action
217	Sample Company	Generator ID Registration (New)	Approved	Office of the Director (R3)	-	May 13, 2020 - 01:43 PM	View

Showing 1 to 5 of 5 entries Previous 1 Next

Note: Please make sure you have approved PTT and you already add your HW Inventory.

For guidance in HW Inventory and PTT process please check the User Manual of "PTT Application Process".

Step 2: Click **Manifest** in the Generator Tab.

Permit to Transports

My Approved Permit to Transports

Show entries

Search:

Application #	Company	Reference Code	Approved Date	Expiry Date	Action
272	Sample Company	OL-PTT-NCR-75-000098	June 09, 2020	December 09, 2020	Manage Manifest

Showing 1 to 1 of 1 entries

Previous **1** Next

Step 2: List of approved PTT will be shown here. Click **“Manage Manifest”**

Manage Manifest OL-PTT-NCR-75-000098

Inventory

Waste Description	Applied in PTT (MT)	Processed (MT)	Remaining Volume (MT)
Sulfuric acid (B201)	10	0	10

Manifests

[New Manifest](#)

There are no manifest listed at this moment.

Step 3: Click “**New manifest**”


Note: The system will automatically deduct the volume of your manifest

Previous

Step 1
Manifest Information

Step 2
Waste/s Information

Next

 Please fill out this form properly. Make sure that all the information inputted in this form are accurate and true.

Manifest Information

Special Instructions (if any)

No special Instructions



Water Transporter (if multiple land transporter)

NA

* Proposed Date of Transport



06/15/2020

Step 4: Fill up the form then click **Next** to proceed to next step.

Previous | **Step 1**
Manifest Information | **Step 2**
Waste/s Information | Finalize

Waste/s Information Add Waste

Show entries Search:

#	Waste Description	Amount in metric tonnes (MT)	Action
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Step 5: Click **Add Waste.**

Add Waste ×

Waste

Sulfuric acid (B201) - Available: 10 metric tonnes ▼

Amount in metric tonnes (MT)

5

Close Add Waste



Step 6: Select the waste, add the amount then click **“Add waste”** to save your entry.

Previous Step 1 Manifest Information Step 2 Waste/s Information Finalize

✓ Success! Successfully added waste

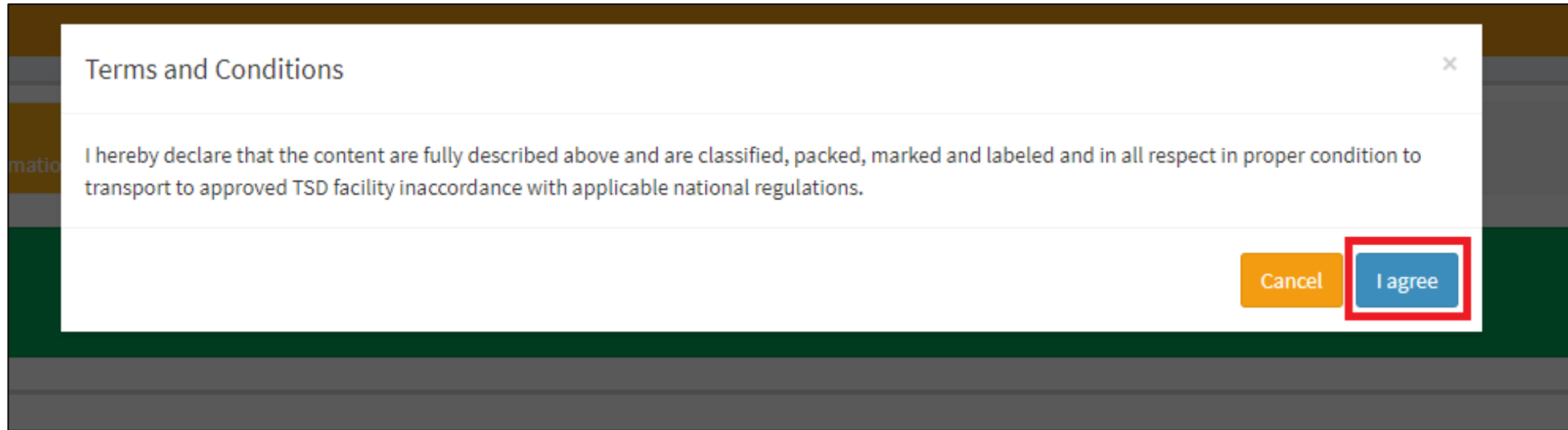
Waste/s Information Add Waste

Show 10 entries Search:

#	Waste Description	Amount in metric tonnes (MT)	Action
1	Sulfuric acid (B201)	5 metric tonnes	 

Showing 1 to 1 of 1 entries Previous 1 Next

Step 7: Click **blue icon** to update it or **red icon** to remove. Click **Finalize** button to finalize the manifest.



Step 8: Click “I agree” to complete the application.

Manage Manifest OL-PTT-NCR-75-000098

✓ Success!

Your manifest is now finalized.

Inventory

Waste Description	Applied in PTT (MT)	Processed (MT)	Remaining Volume (MT)
Sulfuric acid (B201)	10	5	5

Manifests

New Manifest

Manifest Application No. 45 (For transporter's acknowledgement)

View Update

Step 9: Generator manifest is now drafted. As you can see the Inventory, the system will automatically deduct the manifest volume to your Applied PTT.

Note: At this moment, the generator manifest is waiting for the acknowledgement of the transporter. This is the time that transporter received the manifest of the generator in their account. The generator can update the volume anytime until the transporter concurred it in the system.