

# **2006 HWIN Registration Guide**

## 2006 Registration Renewal Guide

Under [Regulation 347](#) of the Environmental Protection Act, generators of liquid industrial and hazardous waste are required to register their waste generation facilities with the Ministry annually. Beginning on January 1, 2006, generators will be able to renew their registration in HWIN. **The deadline for 2006 registration is February 15, 2006.**

The purpose of this guide is to help waste generators complete the HWIN registration renewal process for 2006.

This guide covers the key elements of the registration renewal process. You may want to print this guide for easy reference. However, if you experience difficulties while renewing your HWIN registration, the HWIN Helpdesk is available to help you at **1-866-HWIN-MOE** (1-866-494-6663) Monday through Friday from 8:00am to 5:00pm EST.

To register, you will need your login name and password to access your HWIN account and a Visa, Mastercard, or American Express card for payment of the annual fixed component of registration fees (\$50.00) as well as any outstanding fees. Please note that if you have sufficient funds in your prepaid HWIN account, you will have the option of paying directly from it, and therefore, will not need a credit card to pay these fees.

The HWIN registration renewal process is quick and easy - just follow the steps described below.

## Step1: Log on

Using any computer with an Internet connection, go to: <http://www.hwin.ca>. Login to your MyHWIN account with your username and password.

Select the "Renew my 2006 Registration Now" button on the screen that comes up when you login. See screen shot below.

The screenshot shows a Microsoft Internet Explorer browser window displaying the HWIN website. The browser's address bar shows the URL: [http://138.218.26.132/hwin/generator/reregistration\\_confirm\\_new.jsp](http://138.218.26.132/hwin/generator/reregistration_confirm_new.jsp). The website header includes the Ontario logo and the Ministry of the Environment logo. Navigation links include HOME, AIR, WATER, LAND, ABOUT US, and NEWS & PUBLICATIONS. A secondary navigation bar contains My HWIN, eManifests, Administration, HWIN Talk, HWIN Tour, Help, Français, and Logout. The main content area features a "hwin" logo, a "REGISTRATION" section, and a "Test Company One" profile with Generator ID: ONS355151. A "2006 Registration Renewal" section contains a message: "Our records indicate that you have not renewed your registration for 2006. The deadline for HWIN registration renewal is February 15, 2006. Our records also indicate that you have administrator rights for your organization. As an administrator, you have the right to renew your organization's HWIN registration." Below this message are two buttons: "Register Renew my 2006 registration now" and "HWIN Renew my 2006 registration later". The footer includes "Last Updated Date: 10/01/2004", "Page Number: GRR-AD1", and "This site maintained by the Government of Ontario".

## Step 2: Generator Registration Renewal Notice

Generators should read this screen to ensure that they are prepared to complete the renewal process in HWIN. This screen informs the generator of what is required in order to successfully renew their registration for 2006.

The screenshot shows a Microsoft Internet Explorer browser window displaying the HWIN website. The address bar shows the URL: [http://138.218.26.132/hwin/generator/generator\\_reregistration\\_notice.jsp](http://138.218.26.132/hwin/generator/generator_reregistration_notice.jsp). The website header includes navigation links for HOME, AIR, WATER, LAND, ABOUT US, and NEWS & PUBLICATIONS. Below the header, there are links for My HWIN, eManifests, Administration, HWIN Talk, HWIN Tour, Help, Français, and Logout. The main content area features the HWIN logo and a registration renewal notice for 2006. The notice includes a list of six requirements for renewal, such as ensuring NAICS code is filled, providing waste management details, and having a valid credit card. At the bottom of the notice, there are 'Continue' and 'Back' buttons. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://138.218.26.132/hwin/generator/generator\\_reregistration\\_notice.jsp](http://138.218.26.132/hwin/generator/generator_reregistration_notice.jsp) Go

central site | feedback | search | site map | français

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My HWIN | eManifests | Administration | HWIN Talk | HWIN Tour | Help | Français | Logout

**hwin**

REGISTRATION

Test Company One Generator ID: OH5255151 User: Mr Test Man  
1 Test Street, Test City, DURHAM (R. M.), ONTARIO, Canada - M1M 1M1 Rights: Administrator

2006 Registration Renewal

Generator Registration Renewal Notice:  
Before proceeding to renew your registration, please note the following information:

1. If your site has relocated, you are required to close your existing generator account and proceed to register a new generator registration number for your new site.
2. Please ensure that at least one North American Industry Classification System (NAICS) Code field is filled in. Further, please ensure that all existing entries appear in the new code list available at the link in the NAICS Code section of the Generator Identification page.
3. The following questions will be asked during the registration renewal process. If you do not know the answers to these questions, please obtain them prior to proceeding with renewal.
  - Is all waste removed from your site by a certified carrier for final disposal? This means that your company does not manage or dispose of waste onsite. All waste generated is shipped to an approved receiver site.
  - If your location does manage waste onsite, you will be required to enter the actual quantities of waste managed onsite for 2005, as well as the estimated quantities for 2006. Please have these figures available.
4. If new users need to be added, please log-on to your HWIN account and enter the user details under the Administration menu prior to registration renewal. Please note that during registration renewal you can only update the information for the listed Company Official and HWIN Administrator.
5. To renew on the HWIN system you must have a valid credit card or sufficient funds in your prepaid account to pay all required fees.
6. Generator registration requires that you have recorded the waste class and characteristic, waste types, how your facility creates waste (waste generating process), the physical state and specific gravity for liquid wastes. Please ensure that waste details are complete before proceeding through registration renewal by logging in to your HWIN account and viewing/completing the waste details for each waste class.

Continue Back

Done Internet

### Step 3: Generator Identification page

On the Generator Identification Page carefully review your organization's information to ensure accuracy. If there are changes to be made of any information, please do so on this page. It is your responsibility to ensure your information in HWIN is complete and accurate. When you have completed your review and made necessary changes, click on the "Continue" button at the bottom of the screen (screen shot follows).

Please note: The North American Industry Classification System (NAICS) Code section of this page is now mandatory. An updated link to the most recent NAICS codes is available on this page. You must enter at least one NAICS code that best identifies the nature of your business before proceeding to the next page. If an NAICS code is already entered, please check it against the new list (provided in the Click here link in the NAICS section of the screen) to ensure that it is the best code to describe your company. You must use a code included in the new NAICS code list.

Before you complete the registration process for 2006, you will be asked to agree to a certification statement attesting to the completeness and accuracy of your organization's information in HWIN.

**Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer**

Address: [http://138.218.26.132/hwin\\_renewal/go?sessionInfo=50A75049157F2BE64EF84612D1EABEDC](http://138.218.26.132/hwin_renewal/go?sessionInfo=50A75049157F2BE64EF84612D1EABEDC)

### PART - 1 Generator Identification

This page allows you to view and/or update the HWIN profile for your organization. From this screen, you can update the Company Official and designated Contact Person for HWIN e-mail messages. If you want to make changes to any of the information on this profile, enter the changes into the form and select the Continue button at the bottom of the form.

In the North American Industry Classification System (NAICS) Codes section, please enter at least one NAICS code that best describes the nature of your business. This field is mandatory and must be entered before proceeding to the next screen.

Fields marked \* are mandatory.

Please complete the following information about your liquid industrial or hazardous waste generating site.

**Generator Number**

Registration/Notification Number: ON5953483

**Legal Company Name**

Primary Name: \* test Division Name: [ ]

**Company Operating Name**

Primary Name: \* test Division Name: [ ]

**Mailing Address**

Division Building: [ ] Post Box Number: [ ]

Address Line 1: \* 125 Resources Road

Address Line 2: [ ]

Town/City: \* test Postal Code/Zip Code: \* m9p 3v6

County: (if inside Ontario) METROPOLITAN TORONTO Province / State (if inside Canada/US) ONTARIO

County: (if outside Ontario) [ ] Province / State (if outside Canada / US) [ ]

Country: \* Canada

Check this box if your site location is same as the mailing address.

**Site Location**

Done Internet

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

Address: http://138.218.26.132/hwin\_renewal/go?sessionInfo=50A75049157F2BE64EF84612D1EABEDC

### Site Location

Division Building:  Post Box Number:

Address Line 1: \*

Address Line 2:

Town/City: \*  Postal Code/Zip Code: \*

County: (if inside Ontario)  Province / State (if inside Canada/US)

County: (if outside Ontario)  Province / State (if outside Canada / US)

Country: \*

### Company Official

The Company Official is the individual within your organization who is responsible for managing hazardous and liquid industrial waste. The Company Official will also serve as an HWIN Administrator for the organization. The Company Official may also delegate HWIN responsibilities to other individuals. You may designate this responsibility in the Additional HWIN Administrator section below.

Salutation:  First Name: \*  Initials:  Last Name: \*

Designation: \*  Business Phone: \*  Ext:

Mobile:  Fax Number:  Ext:

Email Address: \*  User Name:

Password: \*  Confirm Password: \*

### Additional HWIN Administrator

The HWIN Company Official may delegate HWIN Administrator responsibility to other individuals. One additional administrator may be defined below and / more administrators may be registered by an HWIN Administrator after initial registration.

Salutation:  First Name: \*  Initials:  Last Name: \*

Designation: \*  Business Phone: \*  Ext:

Mobile:  Fax Number:  Ext:

Email Address: \*  User Name: \*

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

Address: http://138.218.26.132/hwin\_renewal/go?sessionInfo=50A75049157F2BE64EF84612D1EABEDC

Salutation:  First Name: \*  Initials:  Last Name: \*

Designation: \*  Business Phone: \*  Ext:

Mobile:  Fax Number:  Ext:

Email Address: \*  User Name: \*

Password: \*  Confirm Password: \*

### Contact Person

HWIN requires that you designate one person to serve as the contact person who will receive all HWIN e-mail messages. Please indicate below whether you want the Company Official or the Additional HWIN Administrator to serve as the contact person.

Company Official  Additional HWIN Administrator

### On-Site Waste Management

Does your organization manage waste on-site? Yes

### Exempt Waste

Is your site an HHW waste depot operated by or exclusively for a municipality or the crown? No

Is your site a contaminated facility and all waste generated at the site results from activities carried on at the site for the purpose of remediating contaminated soil or other contaminated materials located on, in or under the site? No

### North American Industry Classification System (NAICS) Codes

Please identify at least one NAICS Code which best describes the nature of your business. If an NAICS Code is already filled in, please verify it using the new list provided. For a list of NAICS Codes, [Click Here](#)

NAICS Code 1 \*

NAICS Code 2

NAICS Code 3

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## Step 4: Onsite Waste Management Declaration

**Ontario generators** will be asked the following question: “Do you ship all of your waste via carrier to an approved receiver site?”

If you ship ALL waste offsite select the “Yes” button and then click Continue.

If you manage some or all of your waste onsite, select the “No” radio button and click continue. Please read the description of onsite waste management on the screen.

**Please note: Companies who do not generate waste in Ontario are NOT required to identify onsite management to the Ontario government and therefore, should click “Yes”.**

The screenshot shows a web browser window displaying the HWIN registration renewal page. The page header includes the Ontario logo and the Ministry of the Environment. The main content area is titled "2006 Registration Renewal" and contains the following text:

**Do you ship all of your waste via carrier to an approved receiver site?**

Some generators manage certain waste streams on their own site. This can include an onsite landfill or land farm, a waste oil burning furnace/space-heater or another approved waste management technique. Manifests are not generated for onsite disposal. In order to track the amounts of waste generated, the generator must supply quantitative as well as qualitative information about onsite wastes. Please select **NO** below if you manage a portion or all of your waste onsite **Out of Ontario Generators ONLY**: If your generating facility is located outside Ontario, the onsite waste management provisions of HWIN do NOT apply to you. Please select **YES** below if your generating facility is located outside Ontario.

Yes, I ship all of my waste via carrier to an approved receiver site

No, I do not ship all of my waste via carrier to an approved receiver site

Buttons for "Continue" and "Back" are visible below the radio buttons.

If you answer yes, please proceed to Step 10 of this guide. If you answer no, please continue with Step 5.

**\*\*Generating facilities NOT located in Ontario who see this screen are asked to call the HWIN Help Desk at 1-866-494-6663.**

## Step 5: Onsite Waste Management Declaration for Past Years (only for onsite generators)

Generators who do manage part or all of their waste onsite will enter a section of renewal that will request a declaration of the waste managed onsite in past years, and then for the current year. The first screen asks the generator to enter the ACTUAL quantity of waste managed onsite for the identified waste class for past years. The waste declaration could be from 2002-2005. The year is listed in the second column from the left.

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

Address: http://138.218.26.132/hwin\_renewal/go

Ontario Ministry of the Environment

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hwin REGISTRATION

Test123 Generator ID: ON2683300 User: Mr Test Test  
Test 123, TEST, YORK (R. M.), ONTARIO, Canada - M4V-1P5 Rights: Administrator

2006 Registration Renewal

Our records indicate that in the past you have managed all or part of your waste onsite. Listed below are the waste classes that you have indicated you planned to manage onsite, as well as the estimated quantities you indicated would be managed onsite in 2005.

In order to reconcile your account for 2005 and proceed to registration for 2006, please enter the ACTUAL quantity of waste you managed onsite for each waste class listed below in 2005. If you managed other waste classes onsite that are not listed below, use the link to add the waste class and the quantity you managed. When you have finished, click the Continue button.

**Note: If you made an error in designating your site as an onsite generator in the past, please enter zero in the Actual Quantity field**

ON-SITE MANAGEMENT							Management Options		
Sl#	Year	Waste Classes	Estimated Qty	Actual Qty	Units	Specific Gravity			
1	2004	252-L (Liquid)	630	<input type="text"/>	Ltr	0.88	Treatment or processing	Management Options	Management Options
2	2005	252-L (Liquid)	630	<input type="text"/>	Ltr	0.88	Treatment or processing	Management Options	Management Options

[Add Onsite Waste Class](#)

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## Step 6: Onsite Summary for past years (only for onsite generators)

This screen will show you a summary of what you have declared for onsite waste management in past years. You have the opportunity to edit this information or continue with the renewal process.

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

Address: [http://138.218.26.132/hwin\\_renewal/go](http://138.218.26.132/hwin_renewal/go)

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hwin REGISTRATION

Test123 Generator ID: ON2683300 User: Mr Test Test  
Test 123, TEST, YORK (R. M.), ONTARIO, Canada - M4V-1P5 Rights: Administrator

2006 Registration Renewal

This is your final opportunity to review and edit your actual quantity for onsite waste management in previous registration years. If the information listed below is complete, click the Continue button. If you would like to return to the previous screen to edit the onsite waste information you have entered, click the "Edit Waste Information" button.

**Edit Waste Information**

ON-SITE MANAGEMENT							
SNo	Year	Waste Classes	Estimated Qty	Actual Qty	Units	Specific Gravity	Management Options
1	2004	252-L (Liquid)	630	250	Ltr	0.88	Treatment or processing NA NA
2	2005	252-L (Liquid)	630	250	Ltr	0.88	Treatment or processing NA NA

**Continue**

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## Step 7: Onsite Waste Management in 2006 (only for onsite generators)

This screen will ask you to enter the ESTIMATED quantity of each waste class that you expect to manage onsite in 2006. You may add onsite waste classes here if required.

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

Address: [http://138.218.26.132/hwin\\_renewal/go](http://138.218.26.132/hwin_renewal/go)

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Logout

hwin  
REGISTRATION

Test123 Generator ID: ON2683300  
Test 123, TEST, YORK (R. M.), ONTARIO, Canada - M4V-1P5  
User: Mr Test Test  
Rights: Administrator

2006 Registration Renewal

List the waste classes that you expect to manage onsite in 2006. For each, please indicate the estimated quantity and unit of measure (and the specific gravity of the waste if the waste is in liquid form). Select the management option(s) that you plan to employ to manage each waste class. For example, if you plan to landfill the waste onsite (with no treatment prior to landfilling), you would choose "landfill" from the pulldown list in the first column under Management Options. The two other columns would remain empty. As another example, if you plan to incinerate waste onsite and landfill the resultant ash onsite as well, you would choose incineration in the first column and landfill in the second column. The third column would remain empty. When you are finished, please click the Continue button.

2006 ON-SITE MANAGEMENT		2006 Estimate		2006 Management Options		
SNo	Waste Classes	Qty	Unit	Sp. Gravity		
1	252-L (Liquid)	630	Ltr	0.88	Treatment or processing	Management Options

[Add New Onsite Waste Class](#)

Continue Back

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## Step 8: Onsite Waste Management in 2006 (only for onsite generators)

This screen is a summary of the onsite waste information you entered in the previous screen. Please review the information to ensure it is accurate. You may edit the information on this screen or click Continue to proceed with renewal.

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

Address: [http://138.218.26.132/hwin\\_renewal/go](http://138.218.26.132/hwin_renewal/go)

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**hwin** REGISTRATION

Test123 Generator ID: ON2683300  
Test 123, TEST, YORK (R. M.), ONTARIO, Canada - M4V-1P5

User: Mr Test Test  
Rights: Administrator

2006 Registration Renewal

This is your final opportunity to review and edit your estimated quantities entered for each onsite waste class in 2006. If the information is correct and complete, click the Continue button. If you would like to return to the previous screen to edit the onsite waste information, click the "Edit Waste Information" button.

[Edit Waste Information](#)

2006 ON-SITE MANAGEMENT						
SNo	Waste Classes	2006 Estimate			2006 Management Options	
		Qty	Unit	Sp. Gravity		
1	252-L (Liquid)	630	Ltr	0.88	Treatment or processing	NA NA

[Continue](#)

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Web site opens in a new window

<http://www.gov.on.ca/MBS/english/common/sitemap.html> Internet

## Step 9: Information screen (only for onsite generators)

Generators will be told that the onsite section of renewal has been completed and that the next screen will deal with offsite waste classes. Click Continue.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) website. The address bar shows the URL: [http://138.218.26.132/hwin\\_renewal/go](http://138.218.26.132/hwin_renewal/go). The page header includes the Ontario logo and the text "Ministry of the Environment". Below the header is a navigation menu with links for HOME, AIR, WATER, LAND, ABOUT US, and NEWS & PUBLICATIONS. The main content area features a "Logout" button and a "Have a question? Ask" form. The user information section displays: "Test123 Generator ID: ON2683300", "Test 123, TEST, YORK (R. M.), ONTARIO, Canada - M4V-1P5", "User: Mr Test Test", and "Rights: Administrator". The main heading is "2006 Registration Renewal". The text below reads: "You have completed the onsite section of the registration process. The next section will allow you to view a summary of your onsite waste information and allows you to proceed with verification of your offsite waste information." Below this text are two buttons: "Continue" and "Back". The footer contains the text "Last Updated Date : 09/01/2004" and "Page Number : GRR-B07b". It also includes the Ontario logo and the text "This site maintained by the Government of Ontario" and "Technical inquiries to Webmaster @ Queen's Printer for Ontario, 2002".

**PLEASE NOTE:** To pay your 2006 onsite waste management fees please logout after completion of registration renewal and then log back into your account. The estimated 2006 onsite waste management fees are based on your estimate of the quantity of waste you expect to manage onsite in 2006 (quantity in tonnes x \$10 per tonne). The Ministry of the Environment recommends that you make the full payment now; however, you have the option of making your payment in quarterly installments. If you choose to make your onsite waste management fee payments in installments, your first quarterly installment is due no later than March 31, 2006.

## Step 10: Offsite Waste Classes

All generators will be shown a list of the waste classes (both onsite and offsite, if applicable) that they have registered in HWIN. Please verify that the waste classes are those that your company are currently generating and adjust them as needed. You may unregister old waste classes or register new waste classes on this screen. Click on the Inactive Waste Class link to display a list of waste classes your company has never registered. Click on the Add a New Waste Class link to add a waste class to your registration if it is not listed in your Inactive Waste Class list.

The screenshot shows a web browser window displaying the HWIN website. The page title is 'Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer'. The address bar shows 'http://138.218.26.132/hwin\_renewal/go'. The website header includes the Ontario logo and 'Ministry of the Environment'. Navigation links include 'HOME', 'AIR', 'WATER', 'LAND', 'ABOUT US', and 'NEWS & PUBLICATIONS'. A 'Logout' link is visible. Below the header, there is a 'REGISTRATION' section for 'Test Company One' with 'Generator ID: ONS355151' and 'User: Mr Test Man', 'Rights: Administrator'. The main content area is titled '2006 Registration Renewal' and contains instructions for reviewing offsite waste classes. A table titled 'Active Offsite Waste Classes' lists two entries:

Waste Class	Physical State	Waste Type	Status	View Details	UnRegister Waste Class
135-D (Solid)	Solid	chlorates, wastes containing	Active	<a href="#">View Details</a>	<input type="checkbox"/>
146-T (Solid)	Solid	Flux	Active	<a href="#">View Details</a>	<input type="checkbox"/>

Below the table are links for 'Inactive Waste Class' and 'Add New Waste Class', and buttons for 'Continue' and 'Back'. The footer includes 'Last Updated Date: 09/01/2004', 'Page Number: GRR-B08', and contact information for the webmaster.

## Step 11: Certification

In order to complete 2006 registration renewal, you must agree to the certification statement. Click on the checkbox to agree and then click continue.

The screenshot shows a web browser window titled "Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer". The address bar shows "http://138.218.26.132/hwin\_renewal/go". The page header includes the Ontario logo and "Ministry of the Environment". A navigation bar contains links for HOME, AIR, WATER, LAND, ABOUT US, and NEWS & PUBLICATIONS. The main content area is titled "2006 Registration Renewal" and features a certification statement for "Test Company One" with Generator ID: OHS355151. The statement reads: "I certify that I have been designated by my organization as an HWM administrator, that I have reviewed the contents of my organization's My HWIN page including waste class listings and corporate information, and that all of the information contained on My HWIN page is accurate and complete to the best of my knowledge. I acknowledge that it is an offence under section 184(2) of the Environmental Protection Act to give false or misleading information to the Ministry of the Environment. As an HWIN Administrator for my organization, I certify that I will keep my organization's HWIN information current. I acknowledge that the Ministry of the Environment will hold the users, including HWIN Administrators, of the Hazardous Waste Information system responsible for certifications and electronic signatures they make or cause to be made while using this system. Recognizing the importance of certifications and signatures, I certify that as HWIN Administrator I will implement the necessary management of user names and passwords to ensure the integrity of these certifications and signatures for use in the system by my organization." Below the statement is a checked checkbox and the text "I accept this certification statement." There are "Continue" and "Back" buttons. The footer includes "Last Updated Date : 09/01/2004", "Page Number : GRR-B09", and contact information for the Webmaster and Queen's Printer for Ontario, 2002.

## Step 12: Payment page

The final step in the registration renewal process for 2006 is the payment of the registration fee and all manifest, tonnage, past registration fees and onsite fees, if applicable.

You can pay your fee in HWIN two ways:

1. Drawing from your prepaid account: If you have sufficient funds in your prepaid account a button will appear on the screen to allow you to pay the amount directly from your existing prepaid HWIN account.
2. Paying by credit card: You may elect to pay the outstanding fees using a credit card. Visa, Mastercard and American Express cards are accepted.

The screenshot shows a web browser window titled "Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer". The address bar shows "http://138.218.26.132/hwin\_renewal/go". The page content includes the Ontario logo and "Ministry of the Environment" header. A navigation menu has "LAND" selected. Below the menu is a "Logout" link and a "Have a question? Ask" form. The main content area displays "Test Company One" with "Generator ID: ON5355151" and "User: Mr Test Man Rights: Administrator". The "2006 Registration Renewal" section states: "Payment is the final step in registration. Listed below is the summary of fees owed by this generating site. If you would like to return to the previous screens to edit any information, click the 'Back' button at the bottom of the page." Below this, a "PAYMENTS PENDING" section shows "Total Due: \$100.00" and a "Pay All By Credit Card" button. A table lists "Registration Fees Due (2005,2006): \$100.00". A "Back" button is at the bottom of the payment section. The footer includes "Last Updated Date: 09/01/2004", "Page Number: GRR-B10", and "This site maintained by the Government of Ontario".

## Step 13: Payment by Credit Card

Please enter your credit card details on this screen.

Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) - Microsoft Internet Explorer

Address: [http://138.218.26.132/hwin\\_renewal/go](http://138.218.26.132/hwin_renewal/go)

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Logout

Have a question?  Ask

REGISTRATION

Test Company One Generator ID: OHS355151 User: Mr Test Man Rights: Administrator

1 Test Street, Test City, DURHAM (R. M.), ONTARIO, Canada - M1M 1M1

2006 Registration Renewal

**Important...** Please do not click the payment button more than once. If you click on the button more than once, the System may debit your credit card more than once. It may take the system a short time to process your payment. We appreciate your patience.

**Credit Card Information**

Fields marked \* are mandatory.

Amount \$100.00

Card Holder's Name: \*

Card Type: \*  Visa  Master Card  American Express

Card Number: \*

Date of Expiry: \*  mm  yy

Enter credit card information to complete 2006 registration.

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## Step 14: Confirmation Page

Once your payment is submitted you will be taken to a final page, the payment confirmation page. You will receive a confirmation email, but in addition please print this final page for your records. It will act as receipt for payment of your 2006 HWIN registration fees.

If you have any problems or questions, you may contact the HWIN helpdesk at **1-866-HWIN-MOE** (1-866-494-6663) Monday to Friday from 8:00am - 5:00pm EST.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Ministry of the Environment (MOE) Hazardous Waste Information Network (HWIN) website. The address bar shows the URL: [http://138.218.26.132/hwin\\_renewal/go?cmd=er\\_sh\\_payproc](http://138.218.26.132/hwin_renewal/go?cmd=er_sh_payproc). The page header includes the Ontario logo and the text "Ministry of the Environment". Below the header is a navigation menu with links for HOME, AIR, WATER, LAND, ABOUT US, and NEWS & PUBLICATIONS. The main content area features a "hwin REGISTRATION" banner with a "Logout" button and a "Have a question? Ask" form. The user information section displays "Test Company One" with Generator ID: ONS355151 and address "1 Test Street, Test City, DURHAM (R. M.), ONTARIO, Canada - M1M 1M1". The user is identified as "Mr Test Man" with "Rights: Administrator". The main message reads: "2006 Registration Renewal Thank you. You have successfully completed your annual HWIN registration. E-mail receipts have been sent to your HWIN Contact Person. You may also print this page for your records." Below this, it states: "A payment of \$100.00 has been made by credit card for the following fees: Registration Fees Due (2005,2006): \$100.00". A "Logout" button is located below the payment information. The footer contains the text "Last Updated Date : 09/01/2004", "Page Number : GRR-B12", and "This site maintained by the Government of Ontario".

## Frequently Asked Questions (FAQs)

### **What information do I need on hand to renew my registration?**

You will need your login name and password to access your HWIN account and a Visa, Mastercard, or American Express card for payment of the annual fixed component of registration fees (\$50.00) plus any outstanding fees owing. (If you have sufficient funds in your prepaid HWIN account, you will have the option of paying directly from it, and therefore, will not need a supplementary credit card to pay the outstanding fees). You should also be informed about the waste management practices of your company.

### **I have forgotten my username and password, and cannot logon to renew my registration. What do I do?**

To obtain your password, please go to [www.hwin.ca](http://www.hwin.ca) and click on the Login option at the top of the screen. In the second paragraph of this page, you will find the link "if you do not know your password click here". Click on this and enter your generator number to obtain the password for your site. An email will be automatically sent to your HWIN Contact Person with the username and password.

For assistance, call the HWIN Helpdesk at **1-866-HWIN-MOE** (1-866-494-6663) Monday to Friday from 8:00am to 5:00pm EST.

### **What is the final deadline for HWIN registration renewal? What happens if I do not renew my registration by the cut-off date?**

All generators need to complete their registration renewal by February 15, 2006. Every generator who operates a waste generation facility that is involved in the production, collection, handling or storage of subject waste shall register on or before February 15 of each year. Generators who do not register will be out of compliance with Regulation 347.

If you do not renew your registration by February 15, 2006, you will be listed as "Expired" on the HWIN Registered Generators List. Expired generators should not complete manifests. Please note that HWIN will not allow a generator that is "Expired" to enter into an electronic manifest transaction.

### **What are the fees associated with renewing my HWIN registration for 2006?**

Generators are responsible for paying a \$50 base fee for 2006 registration. Note that in order to register for 2006 generators must pay in full for all past year's payments pending. These payments may include outstanding registration fees, waste tonnage fees (onsite and offsite) and/or manifest fees.

### **I have payments pending for 2005; how does this affect the registration renewal process? How do I pay my 2005 fees?**

During 2006 renewal generators can pay in full for all 2005 payments pending. These payments may include outstanding registration fees, waste tonnage fees (onsite and offsite) and/or manifest fees.

Generators have three ways to pay their fees online:

1. Pay all by credit card: You may press the "Pay All" button to pay for all of your pending fees by credit card. If you choose to do so, you will be taken to a payment screen to enter your credit card details
2. Pay individually by credit card: You may elect to pay each transaction separately using a credit card. If you choose to do so, you will be taken to a payment screen to enter your credit card details for each line item.
3. Add funds to prepaid account: You may elect to add funds to your prepaid account to cover any outstanding HWIN fees. You will be taken to a payment screen to enter your credit card details. When funds are added to the prepaid account they are automatically debited to pay outstanding manifest and tonnage fees.

**Last year, my organization's HWIN administrator registered on behalf of our company. This year, we would like a different individual to manage the account. Is that possible?**

Yes, that is possible, but the new individual must have administrative rights within HWIN. The old company official will need to log in to HWIN (disregard the registration notice and proceed to My HWIN). Once logged in, the company official will access the site information (use the drop down menus, Administration > Site Information). The HWIN Company official may delegate HWIN administrator responsibility to other individuals. HWIN administrators may register more administrators; therefore, the old administrator may need to change the access rights of another one of your organization's HWIN users to "Administrator." Alternatively, the current administrator may add another user with administrative rights. You may also consider changing the level of user rights for the previous HWIN administrator or deleting their profile from your HWIN account.

**I have sufficient funds in My HWIN account to pay for the 2006 registration renewal fee; however, I would prefer to pay by a different credit card. Is this possible?**

Yes. Once you reach the payment step of the registration renewal process, you will be asked whether you would like to pay for the \$50 fee using your prepaid account OR a credit card.

**Once I complete registration for 2006, will the money in my prepaid HWIN account be automatically debited for the \$50 registration renewal fee?**

No. Once you reach the payment step of the registration renewal process, you have the opportunity to choose between a withdrawal from your prepaid account or payment from a credit card.

**I would like to pay for my 2006 registration renewal by cheque. Is that possible?**

Yes, it is possible. Mail a cheque payable to the **Minister of Finance** to:

135 St. Clair Avenue West  
Environmental Monitoring and Reporting Branch, Area M  
Ontario Ministry of Environment and Energy

Toronto, ON M4V 1P5

We recommend sending the cheque as early as possible before the February 15th deadline. Be aware that the processing time for cheques can be up to two weeks after the cheque is received and your registration is not yet complete. Once a cheque is deposited into your prepaid account, you can login to HWIN to complete registration online. If your payment and registration are not received and processed by February 15, 2006, your status on the HWIN Registered Generators List will be "Expired."

**I began HWIN registration renewal but was interrupted and had to log out before I completed the process. When I sign back in what will happen?**

When you sign back in to HWIN you will again be prompted to proceed with registration renewal. If you answer yes, HWIN will direct you to the information screen, followed by the registration screen where you previously logged out. From this screen, you may continue renewing your registration. If you answer no, you will be directed to My HWIN.

**Who can I call for help with the registration process?**

For assistance, call the HWIN Helpdesk at **1-866-HWIN-MOE** (1-866-494-6663) Monday to Friday from 8:00am to 5:00pm EST.

**I managed waste onsite in 2005 and provided a tonnage estimate to the Ministry in early 2005. The actual quantity of waste differs from that estimate; how do I declare the actual quantity of waste managed at my facility in 2005?**

During the registration renewal process, you will be asked to enter the actual quantity of waste you managed onsite during 2005. The page you will be shown has, pre-populated, the waste classes and characteristics that you entered during registration in early 2005, as well as the quantities you estimated you would manage onsite this past year. In order for you to reconcile your account for 2005 and proceed to 2006 registration, you will need to enter the actual quantity of waste you managed onsite in 2005 for each waste class.

If you managed other waste classes onsite that are not listed, use the additional drop-down menus to select the missing waste classes and enter the waste quantities. When you are finished, press "Continue;" a confirmation screen will appear; this is your final opportunity to review and edit your onsite waste information for 2005. If the information is correct, click on "Continue" and proceed to the next screen. If you would like to amend some of the onsite waste management information, click "Edit Waste Information." You will then have an opportunity to review and edit the waste management information.

**I managed onsite waste in 2005. The quantity of actual waste I managed is higher than what I estimated in at the beginning of this year. How do I pay for the additional tonnage fees?**

If the actual quantity of waste you managed onsite in 2005 is greater than what you originally estimated during 2005 registration, HWIN will calculate the additional onsite tonnage charges and prompt you for payment. The final payment screen lists all of your

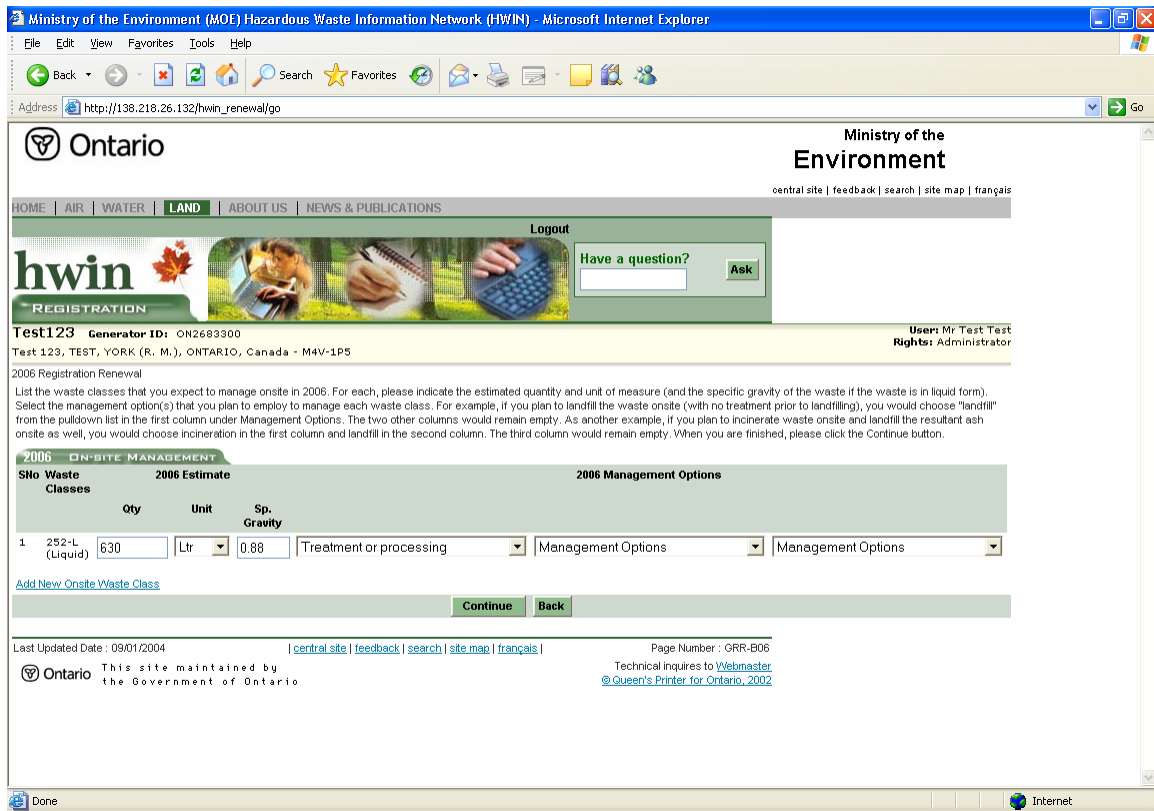
pending payments for 2005. Depending upon the status of your account and your waste management activities, you may see manifest and tonnage fees in addition to the onsite payments pending. You must pay these fees to complete the renewal of your registration for 2006.

**I managed onsite waste in 2005. The quantity of actual waste I managed is lower than what I estimated in at the beginning of this year. How will HWIN credit me for the over-payment of tonnage fees?**

If the actual quantity of waste you managed onsite in 2005 is less than what you originally estimated during 2005 registration, HWIN will calculate the surplus onsite tonnage charges. If you have overpaid during 2005, HWIN will credit the additional sum to your prepaid account. This sum can be applied to future manifest and tonnage charges or the 2006 \$50 registration fee. If you still have fees pending for 2005, you will then be brought to a screen that lists all of your pending payments for 2005; depending upon the status of your account, you may see manifest and tonnage fees in addition to the onsite payments pending. You can pay these amounts during HWIN registration for 2006.

**I plan to manage waste onsite in 2006. Do I provide this information to the Ministry during registration?**

Yes. During registration, you will be asked if you plan to manage waste onsite in 2006. If you do, you will be taken to the screen below. (Please view sample screen that follows.)



On this screen, you will be asked to list the waste classes that you expect to manage in 2006. For each waste class, enter the quantity (with units) and the specific gravity of the

waste (if the waste is in liquid form). In addition, select the management option(s) you plan to employ to manage the waste. For example, if you plan to landfill the waste onsite (with no treatment prior to landfilling), you would choose landfill from the pull down list in the first column under Management Options. The two other columns would remain empty. As another example, if you plan to incinerate waste onsite and landfill the resultant ash onsite as well, you would choose incineration in the first column and landfill in the second column. The third column would remain empty.

Once you have entered all of the details for the waste you plan to manage onsite in 2006, press "Continue." A confirmation screen will appear; this is your final opportunity to review and edit your estimated onsite waste information for 2006. If the information is correct, click on "Continue" and proceed on to the next step. If you would like to amend some of the onsite waste management information, click "Edit Waste Information." You will then have an opportunity to review and edit the waste management information.

**What are the fees associated with onsite waste management?**

The fees associated with onsite management are \$10 per tonne of hazardous waste. Manifest fees are not applicable to waste managed onsite.

**I did not anticipate that I would be managing waste onsite in 2005. However, throughout the year, I did manage waste onsite. How do I update my quantity and class of waste information?**

Although you did not declare early in 2005 that you were going to be managing waste onsite this past year, HWIN allows you declare the quantities during registration renewal for 2006. During the registration renewal process you will be asked if you shipped all of your waste offsite in 2005. If you managed some or all waste onsite, select the "No" button and proceed.

**I am a generator who listed a few waste classes for onsite management during 2005. However, during the course of the year I managed a new waste class, not previously listed. How do I update my records in HWIN?**

During the registration renewal process, you will have the opportunity to add new waste classes to your onsite list of waste classes.

Step 5 of this guide shows the 2005 onsite screen with pre-populated waste classes and characteristics that you entered during registration in early 2005, as well as the quantities you estimated you would manage onsite this past year. For each of those line items, you will need to enter the actual quantity of waste you managed onsite in 2005 for each waste class. If you managed other waste classes onsite that are not listed, use the additional drop-down menus to select the missing waste classes and enter the waste quantities.

When you are finished, press "Continue;" a confirmation screen will appear; this is your final opportunity to review and edit your onsite waste information for 2005. If the information is correct, click on "Continue" and proceed to the next step. If you would like to amend some of the onsite waste management information, click "Edit Waste Information." You will then have an opportunity to review and edit the waste

management information.