

Hazardous Waste Program Registry Quick Reference

Complete Carrier Section of Manifest

This document serves as a quick reference guide for the steps to complete the carrier information section on a manifest. This scenario can occur when the carrier information section was not completed when the manifest was drafted. This can happen when some details of the carrier information section was not known during the initial draft of the manifest. Within this section, you can update contact, vehicle or driver information. Note this task can be performed in either the Registry (steps shown here) or the Mobile App (not shown, but similar steps).

Select the **Manifest Number** for the manifest on which you need to complete the carrier information.

Then scroll down to display the **Carrier** Information section.



2 Select **Edit** to complete the carrier information.

Note: The Carrier Information section is incomplete as denoted by the <u>red icon</u> to the left of the section title.



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Carrier Information

Complete Carrier Section of Manifest

- B Update the Contact information, as needed.
 - Phone Number
 - Extension
 - Email

4 Enter the **Registration Number**.

Note: The registration number is the license number for both the vehicle and each trailer or car being used to transport the waste.

5 Select a location from the Province / State

ECA Number	Company Name	Mailing Address	Email
0822- TRN99	AXY Waster Carrie Co.	er 4711 Yonge St Toronto, Ontario M2N 6K8 Canada	kcarry.axy@boxe.life
Carrier contac	t and vehicle informa	ation can be entered now or a	at the time of waste pick up.
Contact Inforn	nation		_
Phone Numbe	er E	xtension	-
4165550155			
kcarry axy@	hoxe life		
Rearry laxy e	Joxeinie		
/ehicle Inform	nation		
Registration N	lumber 🕦 🏻 P	rovince / State	*
1809876			•
Add additio	onal vehicle		
Soorsh for a S	river from the record	od Carrier company to stud	hom once according to the March
ou do not ass Number.	sign a Driver to the M	lanifest, they can still find it b	y searching for the Manifest
Assigned Drive	er		
Q Search			
Cancel			
Carrier Inform	mation		Sav
Carrier Infor	mation rrier Company Name	Mailing Address	Email
Carrier Inform Selected Ca ECA Number	mation rrier Company Name	Mailing Address British Columbia	Email
Carrier Inform Selected Ca ECA Number 0822- TRN99	mation rrier Company Name AXY Waster Carr Co.	Mailing Address British Columbia Manitoba New Brunswick Newfoundland and Labrador Northwest Territories Nova Scruia	Email kcarry.axy@boxe.life
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RPRA

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- 6 If known, search and select the Driver in Assigned Driver field.
- Note: Only drivers that have been added to the Drivers' list for the specified Carrier can be searched and selected.
- 7 Select **Save** to save your changes on the Carrier Information change form.
- Note: Once you have updated the driver information and clicked Save, the Carrier section (chevron) is presented again. You must click Save again to move on to the Intended Receiver section (chevron). If no other changes are needed, continue to save to move to the Review section.

ECA Number	Company Name	Mailing Address	Email
0822- TRN99	AXY Waster Carrier Co.	4711 Yonge St Toronto, Ontario M2N 6K8 Canada	kcarry.axy@boxe.life
Carrier conta	ct and vehicle informatio	on can be entered now or at	the time of waste pick up.
Contact Infor	mation		
Phone Numb	er Exte	ension	
4165550155	;]
Email			
kcarry.axy@	boxe.life		
Vehicle Inform	nation		
Registration I	Number 1 Prov	vince / State	1
TR09876	On	itario 🗘	J
Add additi	onal vehicle		
Driver Inform	ation (optional)		
Search for a I you do not as Number.	Driver from the specified sign a Driver to the Man	Carrier company to give the ifest, they can still find it by	em easy access to the Manifest. searching for the Manifest
Assigned Driv	er		_

Generator	Carrier	Intended Receiver	> Waste	Review
elect Carrier				
se the search bar haracters for sea	r to find a carrier. Search by E rch results to be displayed.	CA number, company name, ma	iling address or email. You must typ	e at least five
Selected Carrier	s			
ECA Number	Company Name	Mailing Address	Email	
0822-TRN99	AXY Waster Carrier Co.	4711 Yonge St Toronto, Ontario M2N 6K8 Canada	kcarry.axy@boxe.life	Edit Remov
Search for a Car	rier		Enter search terms here	C
		No Results		

8 Select Save.

RPRA

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Complete Carrier Section of Manifest

Note: The top of the manifest is shown again. Notice that the information box indicates that it is 'Ready for shipment.'

9 Scroll down to the Carrier Information section and review the changes that you made.

- Note: The Carrier Information section is now shown as complete as denoted by the <u>green checkmark</u> to the left of the section title.
- 10 The manifest is now in Draft status and is ready to be signed.



Generator		Carrier	Intended Receiver	Waste Review
Ready for ship	nent ntains all n	equired informati	ion and is ready for the generator	Status Draft
and carrier to s	gn at the ti	me of waste ship	ment.	
and carrier to s	gn at the ti	me of waste ship	ment.	Ready For Signatures Click this button to enable the generator and the carrier to sign the