

Add Multiple Carriers to a Manifest (Carrier)

This work instruction document covers how to add additional carriers to a manifest if the carrier is approved to do so under the terms of an environmental compliance approval (ECA). It also includes instructions on how to upload and attach a “Multiple Carrier Form” to a manifest prior to the waste being dropped-off at the receiving site.

	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.
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Add Multiple Carriers to a Manifest (Carrier)

Roles:	Account Admin, Primary User, Secondary Users, Manifest-Only Users, or Driver of the Primary Carrier on the manifest
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1. From the **Manifest** tab of the **Hazardous Waste Registry Homepage**, use the search field or filter to find the manifest you want to update.

The screenshot shows the 'Manifest' search interface. At the top, there is a checkbox for 'Only display Manifests that require my company to complete an action.' Below this is a navigation bar with 'View: Open Manifests Closed Manifests' and a search bar containing 'Enter search terms here' with a magnifying glass icon and an 'Add Filters +' button. A table header is visible with columns: Manifest Number, Generating Facility, Company Name, Receiving Site, Status, Shipment Date, and Action. Below the table are two 'Filter Manifests' panels. The left panel has a 'Status' dropdown menu highlighted in red. The right panel shows the 'Status' dropdown menu open, with 'Draft' selected and highlighted in red. A red arrow points to the 'Draft' option in the dropdown menu.

Note: In this example, the manifest is further filtered by status “Draft”.

2. Select the appropriate **Manifest Number**.

View: Open Manifests Closed Manifests
Enter search terms here
Filters v

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Date Shipped	Action
MN-000180107	ON001172676 Yonge Street Facility #1	AXE Chem Processing Co.	0822-TRN02 Rainbow Waste Receivers	Draft	Nov 19, 2022	Print PDF

The manifest details page displays.

3. Scroll down to the **Carrier Information** section.

AXY Waste Carrier Co.
Copy Manifest

Generator
Carrier
Intended Receiver
Waste
Review

⚠ Some sections require additional information before shipment

Click [Edit](#) in the sections missing a checkmark (✓) to enter the required information.

Tracking Information

Nov 19, 2022, 10:44 a.m. EST Initiated manifest via Registry Portal

Kerry Carry | AXY Waste Carrier Co.

Status

Draft

Ready For Signatures

Click this button to enable the generator and the carrier to sign the manifest.

Cancel Manifest

If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.

✓ Overview
⚠ Waste

✓ Generator Information

Scroll down

↓

4. Select **Add Additional Carrier**.

✓ **Carrier Information**

Company Name **AXY Waste Carrier Co**

ECA Number **0822-TRN01**

Mailing Address **4711 Yonge Street
Toronto, Ontario
M2N 6K8 Canada**

Email **kcarry@fizxo.com**

Primary Phone Number **4165550155**

Vehicle #1

Registration Number **TR013-2022**

Province **Ontario**

Assigned Driver

Waste ECA Confirmation **✓ Covered for all Waste Classes listed**

Add Additional Carrier

Edit

5. Select the checkbox to confirm your company is permitted to add additional carriers.

Confirmation

You can only add additional carriers to the manifest if permitted to do so under the terms of your Ontario Environmental Compliance Approval (ECA).

I understand the above and confirm that I am permitted to add additional carriers to this manifest under the terms of my Ontario ECA.

6. Select **Confirm**.

Cancel
Confirm

7. Search for the additional carrier that you want to add to the manifest.
Note: You can search by ECA number, company name, mailing address or email. Search results automatically appear after five (5) characters are typed into the search box.

AXY Waste Carrier Co.
Copy Manifest

Generator
Carrier
Intended Receiver
Waste
Review

Select Carrier

Use the search bar to find a carrier. Search by ECA number, company name, mailing address or email. You must type at least five (5) characters for search results to be displayed.

Selected Carriers				
ECA Number	Company Name	Mailing Address	Email	
0822-TRN01	AXY Waste Carrier Co	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada	kcarry@fizxo.com	Edit Remove

Only display ECAs for my company.

Search for a Carrier

Enter search terms here

🔍

No Results

8. Select the carrier you want to add.

Search for a Carrier

TRN04

🔍

ECA Number	Company Name	Mailing Address	Email	
<input type="radio"/>	0822-TRN04	Will Carry Too Co.	4711 Yonge Street, Toronto, Ontario, M2N 6K8	wcarry2@fizxo.com

HWP_WI11_R1

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

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9.

Update any carrier information, such as vehicle information or assigned driver, as needed.

Carrier Information

Selected Carrier

ECA Number	Company Name	Mailing Address	Email
0822-TRN04	Will Carry Too Co.	4711 Yonge Street, Toronto, Ontario, M2N 6K8	wcarry2@fizxo.com

Carrier contact and vehicle information can be entered now or at the time of waste pick up.

Contact Information

Phone Number Extension

Email

Vehicle Information

Registration Number Province / State

[+ Add additional vehicle](#)

Driver Information (optional)

Search for a Driver from the specified Carrier company to give them easy access to the Manifest. If you do not assign a Driver to the Manifest, they can still find it by searching for the Manifest Number.

Assigned Driver

Note: Carrier contact and vehicle information can be entered now or at the time of waste pick up.

10.

Select **Save**.

Cancel

Save

11.

Confirm the additional carrier is added to the Selected Carriers list.

AXY Waste Carrier Co. Copy Manifest

Manifest

Generator
Carrier
Intended Receiver
Waste
Review

Select Carrier

Use the search bar to find a carrier. Search by ECA number, company name, mailing address or email. You must type at least five (5) characters for search results to be displayed.

Selected Carriers

ECA Number	Company Name	Mailing Address	Email	
0822-TRN04	Will Carry Too Co.	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada	wcarry2@fizxo.com	Edit Remove
0822-TRN01	AXY Waste Carrier Co	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada	kcarry@fizxo.com	Edit Remove

<p>12.</p>	<p>Select Save.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Cancel Save </div>
<p>13.</p>	<p>Review the updated manifest information page.</p> <p>Note: On the right side of the manifest below the status, the Multiple Carriers Form box is now shown. The primary carrier is required to upload a multiple carriers form in accordance with their environmental compliance approval. Below the Multiple Carriers Form box, you can scroll down to review the carrier information for all the carriers listed on the manifest.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> AXY Waste Carrier Co. Copy Manifest </div> <div style="margin-top: 5px;"> <h3 style="margin: 0;">Manifest</h3> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="background-color: #333; color: white; padding: 5px; border-radius: 10px; width: 20%;">Generator</div> <div style="background-color: #333; color: white; padding: 5px; border-radius: 10px; width: 20%;">Carrier</div> <div style="background-color: #333; color: white; padding: 5px; border-radius: 10px; width: 20%;">Intended Receiver</div> <div style="background-color: #333; color: white; padding: 5px; border-radius: 10px; width: 20%;">Waste</div> <div style="background-color: #333; color: white; padding: 5px; border-radius: 10px; width: 20%;">Review</div> </div> <div style="display: flex; margin-top: 10px;"> <div style="flex: 1; padding: 5px; border: 1px solid #ccc;"> <p style="margin: 0;">✓ Ready for shipment</p> <p style="font-size: small; margin: 0;">The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.</p> </div> <div style="flex: 1; padding: 5px; border: 1px solid #ccc;"> <p style="margin: 0;">Status</p> <p style="margin: 0; font-size: large; font-weight: bold; color: blue;">Draft</p> <div style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">Multiple Carriers Form ⓘ</p> <p style="font-size: small; margin: 0;">As this manifest has multiple carriers, the primary carrier must upload a completed Multiple Carrier form before the waste is dropped off.</p> </div> </div> </div> <div style="margin-top: 10px; padding: 5px; border: 1px solid #ccc;"> <p style="margin: 0;">Tracking Information</p> <div style="background-color: #e6f2e6; padding: 5px; margin-top: 5px; border: 1px solid #ccc;"> <p style="font-size: small; margin: 0;">Nov 19, 2022, 10:44 a.m. EST Initiated manifest via Registry Portal</p> <p style="text-align: right; font-size: small; margin: 0;">Kerry Carry AXY Waste Carrier Co.</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> Ready For Signatures </div> </div>

Upload Multiple Carriers Form

Note: The first carrier to sign the Manifest is considered the “Primary Carrier” by default. Once the manifest is signed by the carrier, the status changes to “In Transit” and the **Multiple Carriers Form** box changes to allow for uploading of the form.

1. Select **Upload** in the Multiple Carriers Form panel.

Note: The information panel (directly above) shows that the Manifest involves multiple Carriers. Note also that the Status has changed

Manifest Copy Manifest

Initiate → Deliver → Completed

⚠ This Manifest involves multiple Carriers

As the Primary Carrier, you must upload a completed multiple Carrier form before the waste is dropped off

Status
In Transit

Multiple Carriers Form ⓘ

Upload

As this Manifest involves multiple Carriers, you must upload a Multiple Carriers Form.

Tracking Information

Sept 28, 2022, 01:06 a.m. EDT **Carrier signed manifest**
Kerry Carry | AXY Waste Carrier Co.

2. Browse and select the appropriate ‘Multiple Carriers Form’ file from your computer. Accepted file formats include PDF, JPEG, and PNG.

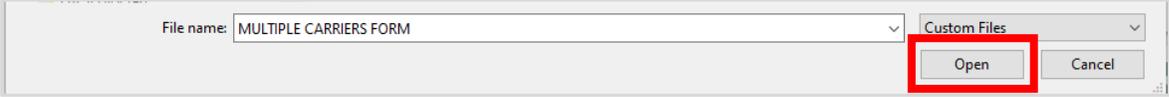
Open

This PC > Documents

Name	Status	Date modified	Type	Size
_TEMP	📁	9/28/2022 1:40 AM	File folder	
Export Documents	📁	12/8/2021 1:42 PM	File folder	
MULTIPLE CARRIERS FORM	📄	9/28/2022 1:38 AM	Adobe Acrobat D...	32 KB
PSI vendor invoice	📄	12/26/2019 6:43 PM	Adobe Acrobat D...	30 KB
TEST ATTACHMENT	📄	12/26/2019 6:43 PM	Adobe Acrobat D...	30 KB

File name: Custom Files

Open Cancel

3.	<p>Select Open.</p> 
4.	<p>Review the updated manifest page.</p> <p>Note: The Multiple Carriers Form box now shows the attached form. You can click on the link to view the form or click “Remove” to remove it.</p> 