

Manifest & Multiple Carriers Supplement – Distribution

The Manifest form has six coloured copies and the Supplement form has 4 copies, distributed as follows:

**Copy 1
(white)**



After the consignor completes part A and the carrier completes Part B, the consignor mails original Copy 1 to the BC Ministry of Environment within **3 days**.

- If shipment is to another province or country, photocopies are also sent to the authorities in those jurisdictions

**Copy 2
(green)**



Consignor keeps Manifest Copy 2 on file for 2 years.

**Copy 3
(yellow)**

**Copy A
(yellow)**



After shipment is received, the consignee completes Part C of the manifest and a portion of the Supplement and mails the original Manifest Copy 3 and Supplement Copy A to the BC Ministry of Environment **within 3 days**.

- If shipment is from another province or country, photocopies are also sent to authorities in those jurisdictions

**Photocopy of
Copy 4 (pink)**

**Photocopy of
Copy B (pink)**



After Part C and Supplement are completed, the consignee sends the original Manifest Copy 4 and Supplement Copy B to the first carrier and makes photocopies of the Manifest Copy 4 and of the Supplement Copy B and sends them to the other carriers. Carriers keep them on file for **2 years**

**Copy 5
(blue)**

**Copy C
(blue)**



Consignee keeps Manifest Copy 5 and Supplement Copy C on file for **2 years**

**Copy 6
(brown)**

Copy D (brown)



Consignee mails completed Manifest Copy 6 and Supplement Copy D to the consignor within 3 working days. The consignor keeps these on file for **2 years**, together with Manifest Copy 2.