

MANIFEST – DISTRIBUTION

Each Manifest has six coloured copies, distributed as follows:

A thumbnail image of a manifest form. The text "Copy 1 (white)" is overlaid in the center.

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

A thumbnail image of a manifest form. The text "Copy 2 (green)" is overlaid in the center.

Consignor keeps original Copy 2 on file for 2 years, and sends Copies 3 to 6 with the carrier.

- Carrier keeps Copies 3 to 6 with the shipment until it is delivered

A thumbnail image of a manifest form. The text "Copy 3 (yellow)" is overlaid in the center.

After shipment is received, the consignee completes Part C of the manifest and mails the original Copy 3 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.

A thumbnail image of a manifest form. The text "Copy 4 (pink)" is overlaid in the center.

After Part C is completed, the consignee gives Copy 4 to the carrier, who keeps it on file for **2 years**.

A thumbnail image of a manifest form. The text "Copy 5 (blue)" is overlaid in the center.

Consignee keeps Copy 5 on file for **2 years**.

A thumbnail image of a manifest form. The text "Copy 6 (brown)" is overlaid in the center.

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