

Special Waste Manifests

Waste Manifests, sometimes referred to as Movement Documents, are official documents that accompany shipments of special/hazardous waste in Yukon and other Canadian jurisdictions from their origin to their destination. They document information on:

- the waste generator;
- the waste carrier (transporter);
- the waste receiver; and
- the waste being shipped.

All special/hazardous wastes transported in Yukon must be accompanied by a manifest. This is set out under conditions of any *Environment Act* permit authorizing special waste generation, storage, transportation or operation of a special waste facility and by the *Cross-border Movement of Hazardous Waste and Hazardous Recyclable Material Regulations (SOR/2021-25)*.

Where to get manifests

Manifests are pre-printed forms with multiple carbon copies. You can pick up manifest booklets in person at the Department of Environment client services desk at 10 Burns Road in Whitehorse. There are 25 manifests per booklet. To request blank manifest books by mail, contact the Environmental Protection and Assessment Branch at 867-667-5683 or envprot@yukon.ca.

How to fill out a manifest

The manifest consists of six carbon copies. Fill out and distribute them following the instructions below. These instructions, including mailing addresses, are also printed on the back of the manifests. It is important to fill out all parts of the manifest fully, accurately and legibly on all carbon copies. Each manifest package has a unique Yukon identification number at the top right corner.

Step 1: Generator (Consignor) completes Part A

The generator of special/hazardous waste must fill out Part A of the manifest with this information:

- Company name and contact information.
- Generator Registration No./Provincial ID No. For Yukon generators this ID number will correspond to the *Environment Act* permit authorizing generation and storage of special wastes and may be in the format of YG41-XXX, YG42-XXX, or YG 81-XXX. For biomedical waste transport, the registration number may be in the format of 44-XXX.

- Intended receiver information including their Registration No./Provincial ID No. If the receiver is in the Yukon, this ID number will be in the format of YG42-XXX corresponding to their special waste facility permit number.
- Information about the waste being shipped such as provincial waste code, shipping name, waste class, quantities, etc.
- Signature of the authorized person.

Step 2: Carrier completes Part B

The carrier/ transporter of special/hazardous waste must fill out Part B of the manifest with this information:

- Company name and contact information.
- Carrier Registration No./Provincial ID No. For Yukon carriers this ID number will correspond to the *Environment Act* permit authorizing transportation of special wastes and may be in the format of YG41-XXX, YG42-XXX, YG80-XXX, or YG 81-XXX. For biomedical waste transport, the registration number may be in the format of 44-XXX.
- Vehicle and/or trailer license information including territory/province of registration.
- Signature of the authorized person.

Step 3: Generator distributes Copies 1 and 2

Generator detaches Copy 1 (white) and Copy 2 (green) from the manifest package. Mail Copy 1 within three working days:

Government of Yukon, Department of Environment
 Environmental Protection and Assessment Branch (V-8)
 Box 2703
 Whitehorse, YT
 Y1A 2C6

Generator keeps Copy 2 for their records. The remaining copies in the package accompany waste shipment to the receiver location.

Step 4: Receiver completes Part C

Upon receipt of the hazardous/special waste at their permitted facility, the Receiver must fill out Part C of the manifest with this information:

- Company name and contact information.
- Carrier Registration No./Provincial ID No. For Yukon receivers this ID number will correspond to the *Environment Act* permit authorizing operation of a special waste facility and may be in the format of YG42-XXX, YG80-XXX, or YG81-XXX.
- Date and time waste was received.

The *Environment Act* and regulations may be viewed online at legislation.yukon.ca/env.html, or at any Yukon Public Library, territorial agent, territorial representative or regional services office. You may purchase copies at the Inquiry Centre, Yukon Government Administration Building, 2071-2nd Avenue in Whitehorse, request by email queens.printer@yukon.ca or mail: Yukon Government Queen's Printer, Box 2703 (W-4), Whitehorse, Yukon, Y1A 2C6 (phone 867-667-5146 or toll free 1-800-661-0408, extension 5146).

- Information on received materials including quantities.
- Signature of the authorized person.

Step 5: Receiver distributes Copies 3, 4, 5, and 6

Receiver separates the remaining manifest copies and distributes them within three working days as follows:

- Copy 3 (yellow) mailed to:
Government of Yukon, Department of Environment
Environmental Protection and Assessment Branch (V-8)
Box 2703
Whitehorse, YT
Y1A 2C6
- Copy 4 (pink) distributed to Carrier for Carrier's records.
- Copy 5 (blue) kept by the Receiver.
- Copy 6 (brown) mailed to the Generator (Consignor) for Generator's (Consignor's) records.

For more information on the Environment Act, please contact:

Government of Yukon	Phone:	867-667-5683
Environmental Protection and Assessment Branch	Toll Free:	1-800-661-0408, ext. 5683
Box 2703 (V-8)	Fax:	867-393-6205
Whitehorse, Yukon	Email:	envprot@yukon.ca
Y1A 2C6	Web:	Yukon.ca

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