

A Manual for Completing and Distributing the Hazardous Waste Movement Document

Purpose

The intent of this manual is to provide detailed instructions on how to fill out the movement document and outline the process of distributing the movement document. This guide is designed to help people who are involved in the movements of hazardous wastes in Manitoba and Canada understand and comply with the various legislative requirements.

Applicability

This manual is intended for use by all parties involved in the transportation and disposal of hazardous waste, including the generator, carrier, and receiver.

Disclaimer: This manual does not replace the text of any act or regulation in any way, nor does it replace any legislation and has no legal force in itself. It is designed only as an information guide, to be read in conjunction with applicable provincial and federal legislation.

Background

In Manitoba, [The Dangerous Goods Handling and Transportation Act, C.C.S.M. c. D12](#) (act) sets out requirements related to the generation, transportation and disposal of hazardous waste. The [Hazardous Waste Regulation, M.R. 195/2015](#) pursuant to the act specifies the requirements for tracking the movements of hazardous waste. The hazardous waste tracking system is designed to track hazardous waste from the time it leaves the generator facility where it was produced, until it reaches the waste management facility that will store, treat, recycle or otherwise dispose of safely.

Tracking of hazardous waste shipment is accomplished using a paper-based movement document (also known as manifest) that includes information on the various parties involved in the movement, as well as the waste transported.

What is a Movement Document?

The hazardous waste movement document is the document prescribed and approved by Manitoba Environment and Climate Change (department) for the purpose of tracking the movements of hazardous wastes in Manitoba. It is a detailed, legally required document that accompanies the shipment and includes critical information such as a comprehensive inventory of the shipment's contents, the origin and destination of waste.

The movement document is also designed to meet the requirements of the federal and other provincial and territorial acts and regulations, if completed according to the requirements of those acts and regulations. This key part of the system provides protection from mismanagement of hazardous waste.

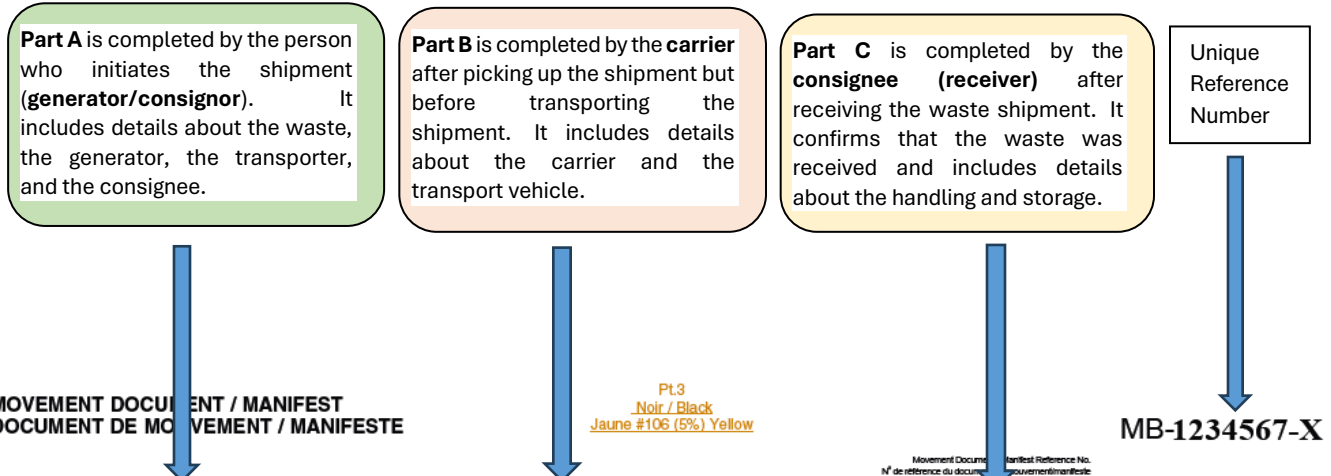
A movement document is made up of three separate parts and has six colour-coded copies. These copies are intended to make it easier for all parties involved in the movement to meet the necessary completion and distribution requirements. Each party must ensure that the information on this document and all copies is printed legibly. Each movement document is identified with a unique reference number.

A movement document, when completed, provides:

- detailed information on the types, nature and amounts of hazardous wastes transported
- a record of who shipped the waste (consignor)
- a record of who transported it (carrier)
- a record of who was intended to receive the shipment, and who actually received it (consignee)
- information on how the waste is to be handled at the receiving site
- emergency response instructions

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Part A of the paper movement document is filled by the generator (consignor), Part B by the carrier (transporter) and Part C by the receiver (consignee), as illustrated below in Figure 1:



A Generator / consigneur Régistré No. / Provincial ID No. N° d'immatriculation - d'id. provincial MBG22222										B Carrier Transporteur Régistré No. / Provincial ID No. N° d'immatriculation - d'id. provincial MBC30051										C Receiver / consignee Réceptionnaire / destinataire Régistré No. / Provincial ID No. N° d'immatriculation - d'id. provincial MBR33333																																																																																																																																																					
Company name / Nom de l'entreprise ABC Production Ltd. Mailing address / Adresse postale 1000 Main Ave. Winnipeg MB R0A 0A0 Email / Courriel électronique abc@prod.ca Tel. No. / N° de tél. 204 666-6666 Shipping site address / Adresse du lieu deexpédition 1090 Main Ave. Winnipeg MB R1A 0B0										Company name / Nom de l'entreprise Hazard Waste Transport Ltd. Mailing address / Adresse postale 100 Railway Dr. Selkirk MB R6Q 1S9 Email / Courriel électronique hazw@trans.com Tel. No. / N° de tél. 204-888-8888 Vehicle / Véhicule Trailer - Rail car No. 1 EMC8899 Trailer - Rail car No. 2 Registration No. / N° d'immatriculation MB										Reference No. of other movement document(s) used / N° de référence des autres documents de mouvement/manifestes utilisés Receiver / consignee information same as in Part A Les renseignements du réceptionnaire / destinataire sont les mêmes qu'à la Partie A <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No, complete the box below / Non, remplir le case ci-dessous Company name / Nom de l'entreprise Mailing address / Adresse postale City / Ville Province Postal code / Code postal Email / Courriel électronique Tel. No. / N° de tél. Receiving site address / Adresse du lieu de destination Date received / Date de réception Year / Année: 2 5 0 5 0 1 Month / Mois: 0 5 Day / Jour: 0 1 Time / Heure: 0 4 1 5 AM <input checked="" type="checkbox"/> PM If waste or recyclable material to be transferred, specify intended company name / Si les déchets ou matières recyclables doivent être transférés, préciser le nom du destinataire Registration No. / Provincial ID No. N° d'immatriculation / id provincial																																																																																																																																																					
Intended Receiver / consignee Réceptionnaire / destinataire prévu XYZ Treatment Inc. Mailing address / Adresse postale 95 Industrial Dr. Brandon MB R2R 0K3 Email / Courriel électronique xyz@treat.ca Tel. No. / N° de tél. 204 777-7777 Receiving site address / Adresse du lieu de destination 95 Industrial Dr. Brandon MB R2R 0K3										Port of entry / Point d'entrée International use only Port of exit / Point de sortie International use only Carrier Certification: I certify that I have received waste or recyclable material from the generator / consignor for delivery to the receiver / consignee as set out in Part A and that the information contained in Part B is complete and correct. Attestation du transporteur: J'atteste avoir reçu les déchets ou matières recyclables du producteur / expéditeur en vue de leur livraison au réceptionnaire / destinataire, les quels figurent à la partie A et que les renseignements inscrits à la partie B sont exacts et complets. Name of authorized person (print): Nom de l'agent autorisé (caractères d'imprimerie): Tom Thomas Tel. No. / N° de tél. 204-888-8888 Signature: T. Thomas										If waste or recyclable material to be transferred, specify intended company name / Si les déchets ou matières recyclables doivent être transférés, préciser le nom du destinataire Registration No. / Provincial ID No. N° d'immatriculation / id provincial																																																																																																																																																					
Prov. code Code prov.										UN No. N° NU										Shipping name Appellation réglementaire										Class / Classe Sub. classes / Classes sub.										Packing / Risq. / Or. d'emballage/ de risque										Toxic by Inhalation Toxicité par Inhalation										Units L or / ou Kg Unités										Packaging/Container No. / N° Inf.- ext.										Phys. state État phys.										Quantity shipped Quantité expédiée										Handling Code / Code de manutention										Shipment / Envoi Accepted / Refusé										Decorr. Cont. / Veh.																																																	
UN2794										Waste Batteries, Wet, Filled with Acid										8										PGIII																				1000										kg										25										07										S										1000										kg																				01										X										N										N									
MHW1										Used Oil										N/A										N/A																				500										L										03										01										L										550										L										Discrepancy +50L										07										X										N										N									
UN1263										Waste Paint or Paint Related Material										3										PGII																				200										L										01										01										L										200										L																				07										X										N										N									
UN3432										Waste Polychlorinated Biphenyls, Solid										9										PGII																				205										kg										01										01										S										205										kg																				01										X										N										N									
Notice No. N° de notification										Notice Line No. N° de ligne de la notification										Shipment Envoi										Or / De										D or R code Code D ou R										C code Code C										Base / Annex VIII or Annexe VIII de l'OSCE du Code OCDE										H code Code H										Y code Code Y										Export Exportation										Import Importation										Customs code(s) Code(s) de douanes										If handling code "Other" (specify) Si code de manutention « autre » (spécifier)										Receiver / consignee certification: I certify that the information contained in Part C is correct and complete. Attestation du réceptionnaire / destinataire: J'atteste que tous les renseignements à la partie C sont exacts et complets. Name of authorized person (print) Nom de l'agent autorisé (caractères d'imprimerie) Kim Roberts Tel. No. / N° de tél. 204-777-7777 Signature Kim Roberts										Special handling / Manutention spéciale <input type="checkbox"/> Attached / Joindre: <input checked="" type="checkbox"/> As follows / Cf. contre: 24 HOUR NUMBER:																													
Generator / consignor certification: I certify that the information contained in Part A is correct and complete. I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/care-labeled, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. Attestation du producteur / expéditeur: J'atteste que tous les renseignements à la partie A sont exacts et complets. Je déclare que le contenu de ce chargement est décrit ci-dessus de façon complète et exacte par la désignation officielle de transport et qu'il est convenablement classé, emballé, marqué, étiqueté, muni de plaques-étiquettes et à tous égards bien conditionné pour être transporté conformément aux réglementations internationales et nationales applicables.										Name of authorized person (print) Nom de l'agent autorisé (caractères d'imprimerie) S. Victor Signature S. Victor Tel. No. / N° de tél. 204 666-6666										Date shipped / Date d'expédition Year / Année: 2 5 0 5 0 1 Month / Mois: 0 5 Day / Jour: 11 10 Time / Heure: 10 0 Scheduled arrival date / Date d'arrivée prévue Year / Année: 2 5 0 5 0 1 Month / Mois: 0 5 Day / Jour: 0 1										Instructions on reverse Instructions au verso										Copy / Copie 3 (yellow / jaune)																																																																																																																																	

Figure 1 - A sample movement document with Part A, B and C completed

Movement documents must be purchased from the department and used when the hazardous wastes are transported. To obtain a movement document, contact the Hazardous Waste Program at hazardouswaste@gov.mb.ca

A movement document is not to be used as a continuous shipping document for more than one trip between consignors and consignees. Also, the quantity and description of waste recorded on the movement document must match the waste on the shipment.

If more than four types of hazardous wastes from one consignor are to be transported in a single shipment,

- (a) use additional movement documents to record the hazardous waste; and
- (b) record the reference number of the other movement documents on each movement document.

When is a Waste Movement Document Required?

As per Section 18 of the Hazardous Waste Regulation, a movement document is required when transporting hazardous waste in quantities greater than the quantity listed in the table below (Table 1):

Hazardous Waste	Quantity
Solid hazardous waste	5 kg
Liquid hazardous waste	5 L
PCB mixture in liquid or solid hazardous waste	500 g
Used oil	20 L
Used oil filters	20 kg
Waste Lead Acid batteries	205 kg

Table 1 – Regulated quantity of hazardous wastes requiring a movement document

Exemptions to Movement Document Requirements

A movement document is not required under the following circumstances:

- (a) if hazardous waste is transported within the property owned or occupied by a generator, carrier or licensed hazardous waste disposal facility;
- (b) if the following types of hazardous wastes are transported:
 - i) solid hazardous waste in quantities of five kilograms or less,
 - ii) liquid hazardous waste in quantities of five litres or less,
 - iii) liquid or solid hazardous waste that contains less than 500 g of PCB mixture;
- (c) if a hazardous waste listed in Schedule G of the regulation is transported in a quantity that is equal or less than the quantity listed in that schedule; or
- (d) if the hazardous waste is transported from the scene of an environmental accident in accordance with the instructions of an environmental officer or inspector

Instructions for Completing Each Item on the Movement Document by all Three Parties

To complete the movement document, generators (consignors), carriers and receivers (consignees) must have a registration number issued by the department to use on the movement document.

- Generators: Generators may obtain a Hazardous Waste Generator Registration No. by submitting an online [Hazardous Waste Generator Registration e-Form](#) to the department.
- Carriers: Carriers may obtain a Registration No. (hazardous waste transporter licence No.) by submitting an [Application for a Licence to Transport Hazardous Waste](#) to the department.
- Receivers: A Receiver Registration No. is assigned to a facility when The Dangerous Goods Handling and Transportation Act Licence is issued. A receiver is not required to submit any specific registration form to obtain this registration number.

The following table (Table 2) lists the information that will be entered on a movement document by all three parties:

Instructions for Generator (Consignor)	
Part A. Generator/Consignor	
Box 1	Enter the <ul style="list-style-type: none"> • Generator’s (consignor’s) 5-digit Provincial Registration No. (also known as Generator Registration No. or MBG number) • Name of the Generator Company • Mailing addresses (business mailing address) • E-mail address • Telephone number • Shipping site address (physical site address from which the hazardous waste originates)
Box 2	Enter the <ul style="list-style-type: none"> • Intended Receiver’s (consignee’s) Provincial Registration No. (also known as Receiver Registration No. or MBR number) • Intended Receiver’s (consignee’s) Company name • Mailing addresses (business mailing address) • E-mail address • Telephone number • Address of the site intended to receive the hazardous waste (physical site address)
Box 3	Enter the Provincial code of each hazardous waste (if applicable)
Box 4	<ul style="list-style-type: none"> • Enter the UN No. (United Nations Number) in accordance with Schedule 1 of the Federal Transportation of Dangerous Goods Regulations (TDGR). • If not classified as dangerous goods, then enter the applicable Provincial Waste Code (it is a unique code made up of letters and numbers that identifies hazardous waste within the Province of Manitoba) for each hazardous waste listed in Schedules A, B, and C of the Hazardous Waste Regulation (MR 195/2015).
Box 5	<ul style="list-style-type: none"> • Enter the proper TDG Shipping Name in accordance with TDGR. • If not classified as dangerous goods, then enter the applicable description of each hazardous waste from Schedule A, B & C of the Hazardous Waste Regulation.
Box 6	<ul style="list-style-type: none"> • Enter the primary and subsidiary classes of each hazardous waste listed in accordance with TDGR. • Enter N/A, if not classified as dangerous goods.

Box 7	<p>Enter the</p> <ul style="list-style-type: none"> • Packing group code PGI, PGII or PGIII (PGI great danger; PGII medium danger; PGIII minor danger) or the Category (A or B for infectious substances) for each hazardous waste listed in accordance with TDGR • Risk Group, if applicable (Pathogen Risk Groups RG1, RG2, RG3, or RG4 - RG1 represents the lowest risk, while RG4 represents the highest.) in accordance with The Human Pathogens and Toxins Act (HPTA) and Regulations • Enter N/A, if not classified as dangerous goods/not belonged to any risk groups
Box 38	Enter "YES" if the waste is subject to Special Provision 23 of the TDGR.
Box 8	Enter the quantity shipped and the units of measure (in kilogram or litre) for each hazardous waste listed. [Waste quantities entered should be based on actual measurements or reasonably accurate estimates of actual quantities shipped]
Box 9	<p>Enter the</p> <ul style="list-style-type: none"> • Number of packages shipped for each hazardous waste listed • Type of packaging (code) used for each waste: Codes 01 drum; 02 tank; 03 bulk; 04 carton; 05 bag; 06 roll off or lugger; and 07 other type.
Box 10	Enter the physical state of each hazardous waste listed – Codes L, S, P or G (L-Liquid; S-Solid; P-Sludge; G-Gas)
Box 11	For International Shipments Only. Not applicable.
Box 12	
Box 13	
Box 14	
Box 15	
Box 16	
Box 17	
Box 18	
Box 19	
Box 20	<p>Generator / Consignor Certification:</p> <ul style="list-style-type: none"> • Generator/consignor or generator/consignor's authorized representative review Part A of the movement document and the generator/consignor certification statement. • Enter name, telephone number, and place the signature certifying that the information contained in Part A is correct and complete.
Box 21	Enter the Time and Date the hazardous waste is shipped and its scheduled arrival date at the intended receiver (consignee) site.
Box 22	<ul style="list-style-type: none"> • Enter the words "24-hour number" followed by a telephone number at which the consignor or an authorized agency may be immediately contacted to obtain technical information about the waste shipment in the event of an incident during transportation. • Enter or attach Special Handling and Emergency Instructions. Information and instructions may include (if applicable): <ul style="list-style-type: none"> ○ Emergency Response Assistance Plan (ERAP) Reference No. and Telephone number ○ For dangerous goods in Class 4.1 and 5.2, the control and emergency temperatures and other safety instructions.

Instructions for Carrier	
Part B. Carrier	
Box 23	Enter the <ul style="list-style-type: none"> • Carrier’s Registration No. (also known as 5- digit Provincial Carrier Licence No. or MBC No.) • Company name of the carrier (as it appears on the Carrier Licence/ Permit or Approval) • Mailing address • Company Email address and the Telephone number
Box 24	Enter Vehicle/Trailer Licence No. and Province or Territory of Registration.
Box 25	For International Shipments only. Not applicable.
Box 26	Carrier Certification <ul style="list-style-type: none"> • Carrier or Carrier’s authorized representative review Part A & B of the Movement Document and the Carrier Certification statement. • Enter Name, Telephone No. and place the Signature certifying that the hazardous waste has been received from the generator/consignor for delivery to the intended receiver/consignee and the information given in Part B is correct and complete. • Enter the date the carrier takes possession of the waste shipment (it should match the date shipped on Part A)
Instructions for Receiver (Consignee)	
Part C. Receiver/Consignee	
Box 27	If other movement documents or manifests are used, enter their reference numbers.
Box 28	<ul style="list-style-type: none"> • Enter the Receiver’s Registration No. (5-Digit Provincial Receiver Registration No. or MBR No.). • If Receiver/Consignee information identified in Box 2 of Part A is same: Indicate “Yes” and go to Box 29. • If Receiver/Consignee information identified in Box 2 of Part A is different: Indicate “No” and enter the following: <ul style="list-style-type: none"> ○ Receiver/Consignee company name, mailing address, e-mail address and telephone number ○ Receiving site address (physical site address of the site receiving the hazardous waste)
Box 29	Enter the date and time shipment of hazardous waste received.
Box 30	If waste is to be transferred to another receiver site, enter that receiving company name and the receiver registration No. or an authorization ID. issued to that company
Box 31	Enter the quantity of wastes received and the units in kg or L (for each hazardous waste listed in Part A).
Box 32	Indicate any shipment discrepancies and specify reasons (e.g. differences in quantity or number of small means of containment).

Box 33	<ul style="list-style-type: none"> Enter the “handling code” for how the waste will be managed at the receiving site using one of the following codes: 01-storage; 02-thermal treatment; 03-chemical treatment; 04 -physical treatment; 05-biological treatment; 06-secure landfill; 07-recycling; 08-solidification; 09-other If code 09- other identified, specify in Box 36 how waste will be managed
Box 34	For each hazardous waste listed in Part A, indicate whether or not the waste shipment was accepted or refused.
Box 35	Indicate whether decontamination of packaging or the vehicle used for transport has been carried out for each hazardous waste listed -by writing “Yes” or “No” in the appropriate column.
Box 36	If the handling code identified in Box 33 is “09 - other”, specify how the hazardous waste will be handled.
Box 37	<p>Receiver/Consignee Certification:</p> <ul style="list-style-type: none"> Receiver/consignee or receiver/consignee’s authorized representative review Part C of the movement document and the receiver/consignee certification statement. Enter name, telephone number, and place the signature certifying that the information contained in Part C is correct and complete.

Table 2 – Instructions for completing each item on the movement document

An illustration of how information is typically entered on a movement document by all three parties

A. Generator (Consignor) - Completing Part A of the Movement Document

A Generator / consigneur Producteur / expéditeur		Registration No. / Provincial ID No. N° d'immatriculation - d'id. provincial		1
Company name / Nom de l'entreprise ABC Production Ltd.		MBG22222		Enter the 5-digit Hazardous Waste Generator Registration No. issued by the Manitoba Environment and Climate Change
Mailing address / Adresse postale	City / Ville	Province	Postal code / Code postal	Enter the company name as indicated on the Hazardous Waste Generator Registration
1000 Main Ave.	Winnipeg	MB	R0A 0A0	Enter company mailing address
E-mail / Courrier électronique	Tel. No. / N° de tél.			Enter the Email address and the Telephone number
abc@prod.ca	(204)666-6666			Enter operation site (physical) address [from where the waste shipment is originating]. If the site address is identical to the mailing address, write “same as above”.
Shipping site address / Adresse du lieu de l'expédition				
1090 Main Ave.				
City / Ville	Province	Postal code / Code postal		
Winnipeg	MB	R1A 0B0		
Intended Receiver / consignee Réceptionnaire / destinataire prévu		Registration No. / Provincial ID No. N° d'immatriculation - d'id. provincial		
XYZ Treatment Inc.		MBR33333		
Mailing address / Adresse postale	City / Ville	Province	Postal code / Code postal	
95 Industrial Dr.	Brandon	MB	R2R 0K3	
E-mail / Courrier électronique	Tel. No. / N° de tél.			
xyz@treat.ca	(204)777-7777			
Receiving site address / Adresse du lieu de destination				
95 Industrial Dr.				
City / Ville	Province	Postal code / Code postal		
Brandon	MB	R2R 0K3		

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A Generator / consigneur Producteur / expéditeur		Registration No. / Provincial ID No. N° d'immatriculation - d'id. provincial MBG22222	
Company name / Nom de l'entreprise ABC Production Ltd.			
Mailing address / Adresse postale 1000 Main Ave.		City / Ville Winnipeg	Province MB
E-mail / Courrier électronique abc@prod.ca		Tel. No. / N° de tél. (204)666-6666	
Shipping site address / Adresse du lieu de l'expédition 1090 Main Ave.			
City / Ville Winnipeg		Province MB	Postal code / Code postal R1A 0B0
Intended Receiver / consignee Réceptionnaire / destinataire prévu XYZ Treatment Inc.		2 Registration No. / Provincial ID No. N° d'immatriculation - d'id. provincial MBR33333	
Mailing address / Adresse postale 95 Industrial Dr.		City / Ville Brandon	Province MB
E-mail / Courrier électronique xyz@treat.ca		Tel. No. / N° de tél. 204/777-7777	
Receiving site address / Adresse du lieu de destination 95 Industrial Dr.			
City / Ville Brandon		Province MB	Postal code / Code postal R2R 0K3

Enter the name of the company that will receive the waste shipment (receiver/consignee)

Enter the Receiver Registration Number of the receiving company

Enter the mailing address of the receiving company

Enter the Email address and the Telephone number of the receiving company

Enter the receiving site (physical) address [where the waste shipment will be received]. If the site address is identical to the mailing address, write "same as above".

Enter the Provincial code of each hazardous waste (if applicable)

Enter the UN No. or the Provincial Waste Code

Enter the TDG Shipping Name or the Type of Hazardous waste (from Schedule A, B & C of the Hazardous Waste Regulation)

Enter the TDG Class No. If applicable, enter the primary and subsidiary class numbers. For non-TDG Class wastes, enter N/A

Enter the applicable Packing Group in roman numerals: PGI, PGII or PGIII. For non-TDG class wastes, enter N/A

Prov. code Code prov.	UN No. N° NU	Shipping name Appellation réglementaire	Class / Classe Sub. class(es) Class(es) sub.	Packing / emballage Gr. d'emballage de risque	Toxic by inhalation Toxique par inhalation	Quantity shipped Quantité expédiée	Units L or / ou Kg Unités	Packaging/Contenant No. / N°	Codes Int-ext	Phys. state État phys.
(i)	UN2794	Waste Batteries, Wet, Filled with Acid	8	PGIII		1000	kg	25	07	S
(ii)	MHW1	Used Oil	N/A	N/A		500	L	03	01	L
(iii)	UN1263	Waste Paint or Paint Related Material	3	PGII		200	L	01	01	L
(iv)	UN3432	Waste Polychlorinated Biphenyls, Solid	9	PGII		205	kg	01	01	S

Enter "YES" if the waste is subject to Special Provision 23 of the Federal TDG Regulations

Enter the quantity shipped and the units in kg or L. Quantity must be entered as precisely as possible.

Enter the number of packages (containment).

Enter the applicable code for the type of packaging. Codes: 01-drum, 02-tank, 03-bulk, 04-carton, 05-bag, 06-roll-off or lugger, 07-other

Enter the physical state as: S-Solid, L-Liquid, G-Gas, P-Sludge

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Review the certification statement, print Name and add Signature.

- Enter the words "24-hour number" followed by the telephone number at which the consignor or an authorized agency may be immediately contacted to obtain technical information of the waste shipment.
- Enter Special Handling and Emergency Instructions. Check the box "Attached" and provide details on a separate sheet or select box "As follows" and indicate the instructions. Information & instructions may include (if applicable):
 - ERAP reference No. and Telephone No.
 - for dangerous goods in Class 4.1 and 5.2, the control and emergency temperatures and other safety instructions.

Special handling / Manutention spéciale <input type="checkbox"/> Attached (C-print) <input checked="" type="checkbox"/> As follows (C-contr):										22	
24 HOUR NUMBER:											
Generator / expéditeur certifies: I certify that the information contained in Part A is correct and complete. I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.											
Name of authorized person (print): S. Victor Signature: <i>[Signature]</i>											
Tel. No. / N° de tél.: 204 666-6666											
Date shipped / Date d'expédition		Time / Heure		Scheduled arrival date / Date d'arrivée prévue							
Year / Année	Month / Mois	Day / Jour	AM	PM	Year / Année	Month / Mois	Day / Jour				
2	5	0	5	0	1	11	0	0	2	5	0

Enter telephone number

Enter the Time and Date the shipment leaves your site and check the relevant box: either AM or PM box.

Enter the scheduled arrival date at the receiver (consignee) site.

B. Carrier - Completing Part B of the Movement Document

After the consignor has completed Part A and signed it, complete Part B as shown:

B Carrier / Transporteur		Registration No. / Provincial ID No. / N° d'immatriculation - d'id. provincial MBC30051		23	
Company name / Nom de l'entreprise Hazwaste Transport Ltd.					
Mailing address / Adresse postale 100 Railway Dr.		City / Ville Selkirk	Province MB	Postal code / Code postal R6Q 1S9	
E-mail / Courrier électronique hazw@trans.com			Tel. No. / N° de tél. (204)888-8888		
Vehicle / Véhicule Trailer - Rail car No. 1 / 1 ^{re} remorque - wagon EMC8899		Registration No. / N° d'immatriculation EMC8899		Prov. MB	
Port of entry / Point d'entrée International use only		Port of exit / Point de sortie International use only			
Carrier Certification: I certify that I have received waste or recyclable material from the generator / consignor for delivery to the receiver / consignee as set out in Part A and that the information contained in Part B is complete and correct.					
Name of authorized person (print): Tom Thomas Tel. No. / N° de tél.: (204)888-8888					
Year / Année	Month / Mois	Day / Jour	Signature: <i>T. Thomas</i>		
2	5	0			

Enter the date of possession of the waste shipment (it should match the date shipped on Part A)

Review Part A & B and the Certification statement. Enter the Name, Telephone No. and Signature of authorized person.

Multiple Carriers

If the hazardous waste is to be transferred to another carrier, the first carrier must ensure that the second carrier is a licensed carrier and document the second carrier's name and carrier licence number (or Provincial Registration No.) on the movement document.

All copies of movement documents for that hazardous waste load must be transferred to the second carrier, who will retain all the remaining copies of the movement documents until the load reaches the intended consignee destination.

Instructions for Distributing the Movement Document

(a) Shipment involving a Single Consignor

This applies when a carrier is picking up hazardous waste from a single consignor.

Generator (Consignor)

After completing and signing Part A,

- (a) give the movement document to the carrier and ensure that carrier completes and signs Part B
- (b) when the carrier has completed Part B, detach copies 1 and 2 and retain for at least 2 years
- (c) give the remaining four copies (Copies 3, 4, 5 and 6) and any attachments to the carrier

For interprovincial shipments:

- You may be required to send a copy of the movement document to the authority of the province/territory where the receiving facility is.
- Send a photocopy of copy 1 to the authority in that province/territory.
- Addresses for each province/territory are listed on the reverse side of the movement document.

Carrier

Before accepting the hazardous waste for transport,

- (a) ensure that Part A of the movement document is completed and signed by the consignor
- (b) complete and sign Part B
- (c) retain copies 3, 4, 5 and 6 while in possession of hazardous waste
- (d) when the hazardous waste is delivered to the consignee, give copies 3, 4, 5 and 6 of the movement documents and any attachments to the consignee

Consignee (Receiver)

When accepting hazardous waste from the carrier,

- (a) check that the shipment is the same as declared by the consignor
- (b) complete and sign Part C
- (c) give copy 4 to the carrier
- (d) send copy 6 to the consignor within five days of receiving the hazardous waste
- (e) retain copies 3 and 5 on file for at least two years

For interprovincial shipments:

- You may be required to send a copy of the movement document to the authorities of the province/territory where the generating/shipping facility is.
- Send a photocopy of copy 3 to the authority in that province/territory.
- Addresses for each province/territory are listed on the reverse side of the movement document.

The movement document remains with the shipment while it is being transported, and copies are kept by each party who handles the waste.

Figure 2 illustrates how the copies of movement documents are distributed.

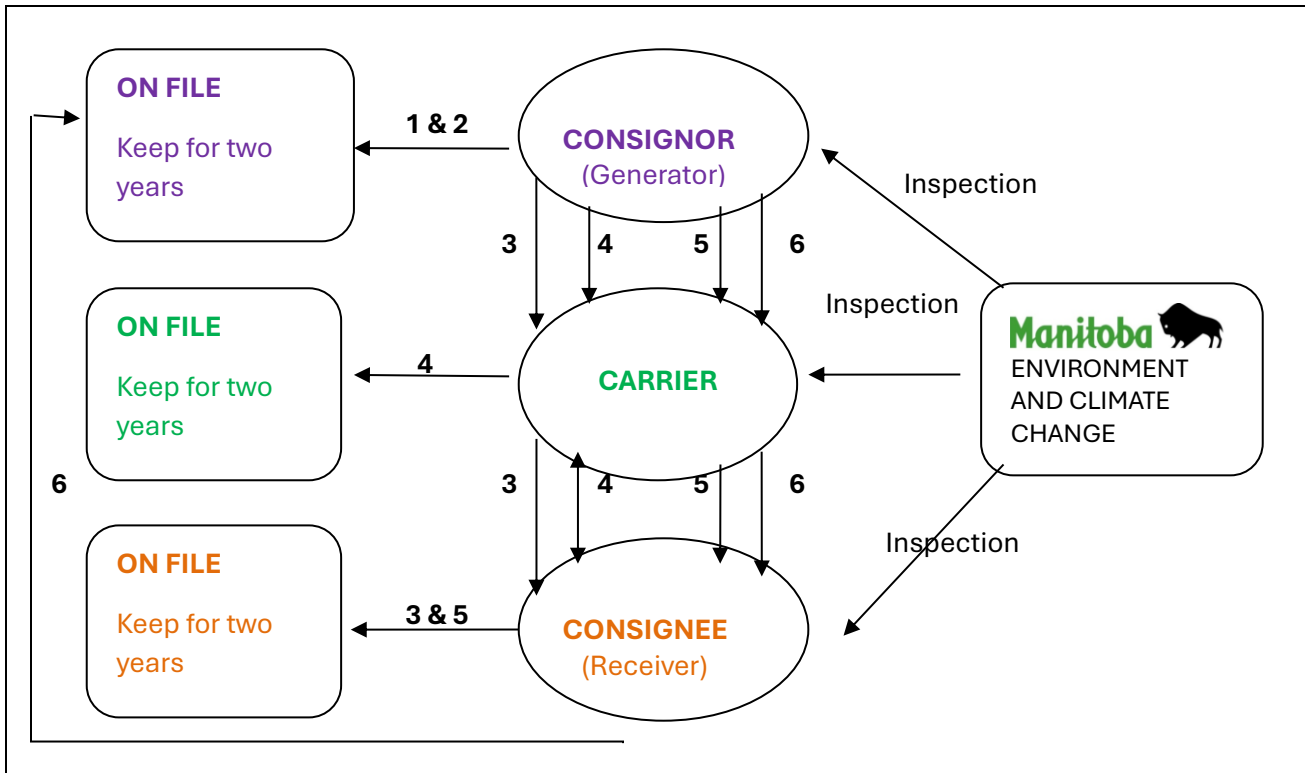


Figure 2: Distribution of individual Copies of the Hazardous Waste Movement Document

(b) Shipment involving Multiple Consignors (Multiple Pickups)

This applies when a carrier is picking up hazardous waste of the same type from more than one consignor and using a single movement document. In this situation, a carrier must use an approved [waste multiple pickup record form](#), (as required in Section 21 of the Hazardous Waste Regulation) along with a movement document to record the hazardous waste received from all consignors. It can be downloaded from the Hazardous Waste Program website.

This form reduces the paperwork by allowing the carrier to use a single movement document rather than using a movement document for each consignor.



Waste Multiple Pickup Record
 Hazardous Waste Regulation M.R. 195/2015

MOVEMENT DOCUMENT NO.					COMPANY	
DATE					LOCATION	
DRIVER'S NAME					REGISTRATION NO.	
VEHICLE LICENCE					WASTE NO.	QUANTITY (Specify kg/L)
TRAILER LICENCE					AUTHORIZED PERSON	
WASTE NO.	TDS SHIPPING NAME or TYPE OF HAZARDOUS WASTE	FDS CLASS (if applicable)	UN NO. or PROVINCIAL WASTE CODE	PACKING GROUP	SIGNATURE	
1					COMPANY	
2					LOCATION	
3					REGISTRATION NO.	
4					WASTE NO.	QUANTITY (Specify kg/L)
5					AUTHORIZED PERSON	
6					SIGNATURE	
COMPANY					COMPANY	
LOCATION					LOCATION	
REGISTRATION NO.					REGISTRATION NO.	
WASTE NO.	QUANTITY (Specify kg/L)				WASTE NO.	QUANTITY (Specify kg/L)
AUTHORIZED PERSON					AUTHORIZED PERSON	
SIGNATURE					SIGNATURE	
COMPANY					COMPANY	
LOCATION					LOCATION	
REGISTRATION NO.					REGISTRATION NO.	
WASTE NO.	QUANTITY (Specify kg/L)				WASTE NO.	QUANTITY (Specify kg/L)
AUTHORIZED PERSON					AUTHORIZED PERSON	
SIGNATURE					SIGNATURE	

Certification:
 I certify that this Pickup Record is a true account of wastes pertaining to the Movement Document indicated above.

Signature: _____

Name: _____

Date (DD/MM/YY): ____/____/____

Retaining of records:

Copy 1 and 2 of this record: Carrier retains
 Copy 3 of this record: Consignee retains

Figure 3: Waste Multiple Pickup Record Form

Instructions for completing and distributing the waste multiple pickup record form and movement document by all Three Parties are described below:

Carrier

- Before collecting the first load of hazardous waste, the carrier must complete and sign Part B of the movement document and the appropriate section of the multiple pickup record form before collecting the first load of hazardous waste.
- Carrier must ensure that each consignor completes the waste multiple pickup record form and signs it at the time the consignor's hazardous waste is collected.
- Give the reference number of the movement document used to each consignor who consigns hazardous waste as part of a multiple pickup load.
- When every load of hazardous waste is collected and before delivering the load to the consignee:
 - (a) complete part A of the movement document so that it accurately reflects the total quantity and types of hazardous waste contained in the load and sign that part of the movement document; and
 - (b) attach copies 1 and 2 of the multiple pickup record to copies 1 and 2 of the movement documents and keep those documents for at least two years.
- At the time of delivery of multiple pickup loads to the consignee, provide the remaining copy of multiple pickup record form (copy 3) and movement document (copies 3 to 6) to the consignee.
- Keep copy 4 of the movement document received from the consignee for at least two years.

Consignee

- At the time of delivery of multiple pickup loads, the consignee must:
 - (a) obtain from the carrier the remaining copies of the movement document and multiple pickup record for the load
 - (b) check that the shipment is the same as declared on the movement document and multiple pickup record form
 - (c) complete and sign part C of the movement document
 - (d) give copy 4 of the movement document to the carrier
 - (e) send a photocopy of the movement document and multiple pickup record to each consignor listed on the multiple pickup record
 - (f) keep copies 3 and 5 of the movement document and copy 3 of the waste multiple pickup record for at least two years

Consignor

- Every consignor who consigns hazardous waste as part of a multiple pickup load must record the number of the movement document used by the carrier (at the time the consignor's hazardous waste was collected) and keep that record for at least two years.
- Keep the photocopies of the Movement Document and Multiple Pickup Record received from the consignee for at least two years.

Recordkeeping

Consignors and consignees involved in the shipment of hazardous waste are not required to send copies of the movement document to the department. Instead, copies are retained by each party for at least two years so that the movement of hazardous waste can be tracked and verified by the environment officers and authorities in other provinces, if required.

Discrepancies and Reporting

- **Duty of Consignor if Missing Confirmation from the Consignee**

If the consignor has not received copy 6 of the movement document from the consignee within 10 business days after shipment of hazardous waste was provided to the carrier, the consignor must

- (a) take reasonable efforts to determine the location of the shipment/hazardous waste;
- (b) give the director a copy of the movement document for the shipment; and
- (c) within 15 business days after the waste was provided to the carrier, provide a written account of the efforts taken to locate the hazardous waste and provide the results of those efforts to the director.

- **Duty of Consignee on Discrepancy or Refusal to Accept Waste**

The consignee must notify the department immediately by telephone if any of the following discrepancies are discovered:

- (a) the quantities of waste in the shipment do not match the quantities described on the movement document (in general, if the amount differs more than five per cent);
- (b) the type of wastes in the shipment do not match the description on the movement document; or
- (c) refused to accept a consignment of hazardous waste for any reason.

If the consignee marked on the movement document refuses to accept the waste:

- (a) the carrier must return the waste to the consignor, along with all the movement documents; and
- (b) the consignor must complete Part C of the movement document and keeps the rest of the copies for at least two years (together with copies 1 and 2 that are kept at the time of shipment).

Does the Hazardous Waste Movement Document meet the Shipping Document Requirements of the Federal Transportation of Dangerous Goods Regulations (TDGR)?

Transport Canada maintains the legal framework that governs the transportation of dangerous goods in Canada, and administers the [Transportation of Dangerous Goods Act, 1992](#) and the [Transportation of Dangerous Goods Regulations \(TDGR\)](#).

A shipping document, as defined under [Section 1.4](#) of the TDGR, is a document that identifies the dangerous goods that are being handled, offered for transport, transported or imported and contains the information required by [Part 3 – Documentation](#) (Sections 3.5 and 3.6) of the TDGR.

A properly filled-out hazardous waste movement document can serve as a TDG shipping document to transport hazardous waste that are also dangerous goods, provided it includes all the required information outlined in the TDGR. The information required in Sections 3.5 and 3.6 of the TDGR must be entered on a movement document when required and if applicable. Two items to note would be (a) packing group and (b) 24-hour number:

- (a) For Packing group (in box 7), the applicable Packing Group in roman numerals (PGI, PGII or PGIII) must be entered for TDG Class hazardous wastes.
- (b) For 24-hour number, the words “24-Hour Number” followed by the telephone number (in box 22) at which the consignor or an authorized agency may be immediately contacted to obtain technical information of the waste shipment must be entered.

In addition, for dangerous goods that require Emergency Response Assistance Plan (ERAP) [as per subsection 7(1) of the TDGR], the required information can be included in box 22 by the consignor. Transport Canada [Bulletin on Shipping document](#) provides further information on the requirements of the shipping document.

The movement document information discussed in this manual reflects formatting changes made by the department in January 2025. All previous editions can be used but those editions may not meet the shipping document requirements specified by the TDGR.

Intra-Provincial and Transboundary Movement of Hazardous Waste

The key difference between intra-provincial and transboundary hazardous waste movement documents lies in the geographic scope of the waste movement.

If transporting hazardous waste across provincial or international borders (cross border), it's important to check with the relevant regulatory authorities in the origin and destination regions for any specific documentation requirements.

(a) Intra-Provincial Shipments:

A movement document used when hazardous waste is moved from one location to another within the boundaries of a single province. For example, waste moving from a generator in Brandon, Manitoba to a treatment facility in Winnipeg, Manitoba.

For intra-provincial shipment of hazardous waste (shipments within Manitoba), the movement document approved or issued by the department must be used. Movement documents can be purchased from Canada Map Sales: <http://www.canadamapsales.com/en/index.html>

(b) Transboundary Shipments (Cross Border):

Environment and Climate Change Canada (ECCC) administers the movement of hazardous waste and hazardous recyclable materials between provinces and across international borders by administering the [Cross-border Movement of Hazardous Waste and Hazardous Recyclable Material Regulations](#) (SOR/2021-25) (XBR).

ECCC uses a database management system, known as Canadian Notice and Movement Tracking System (CNMTS) to collect and process transboundary shipments of hazardous waste and hazardous recyclable material information. This online self-service application allows companies to use the module to create and submit movement document information online for international shipments and generate interprovincial movement documents. Further information on CNMTS and the movement tracking module can be obtained by visiting the website: www.canada.ca/hazardous-waste.

Transboundary shipments involve inter-provincial and international movements.

- **Inter-Provincial Shipments**

A movement document used when hazardous waste is moved between different provinces/territories in Canada. For instance, waste moving from a generator in Winnipeg, Manitoba to a treatment facility in Sarnia, Ontario.

If the shipment originates in Manitoba for inter-provincial movement, the movement document approved by the department or ECCC administered CNMTS generated movement document, as required by Section 80 of the XBR, will be used.

If a Manitoba consignor wishes to use a CNMTS generated movement document for waste shipment originated in Manitoba for inter-provincial shipments and to record more than four types of hazardous wastes, the consignor must use an additional movement document to record those additional waste types in order to comply with the Hazardous Waste Regulation.

Subsection 18 (4) of the Hazardous Waste Regulation requires that if more than four types of hazardous waste from one consignor are to be transported in a single shipment, additional movement documents need to be used to record the hazardous wastes.

If the shipment originated from outside of Manitoba, then the CNMTS generated movement document, as required by ECCC or the movement document required by the province or territory of origin will be used.

- **International Shipments (Shipping into or out of Canada)**

A movement document used when hazardous waste is moved across international borders, including between Canada and other countries. An example would be waste moving from a generator in Winnipeg, Manitoba to a treatment facility in Minneapolis, Minnesota.

For international shipments, the use of ECCC administered CNMTS generated movement document is mandatory, as required by the XBR.

The XBR, under the Canadian Environmental Protection Act, sets out the conditions for the export, import and transit of hazardous waste and hazardous recyclable material shipped across the Canadian border. This helps to ensure that shipments of waste and recyclable material entering into, leaving, or passing through Canada can be controlled and tracked by ECCC, in collaboration with other jurisdictions. Additional information on the notification process and the XBR can be obtained from ECCC. Visit the [ECCC's User Guide](#) for more information.

Further information

For additional information on the contents of this information bulletin, please contact:

- Manitoba Environment and Climate Change - Environmental Compliance and Enforcement Branch
Hazardous Waste Program – Email: HazWaste@gov.mb.ca
Website: https://www.gov.mb.ca/sd/waste_management/hazardous_waste/index.html
- Transport Canada - Transportation of Dangerous Goods
Prairie & Northern Region - Telephone: 1-888-463-0521, Email: TDG-TMDPNR@tc.gc.ca
Website: [Transportation of dangerous goods in Canada](#)
- Environment and Climate Change Canada - Waste Reduction and Management Division
Tel: 1-844-524-5295, Email: ec.dm-md.ec@canada.ca
Canadian Notification and Movement Tracking System: cnmts-scnsms@ec.gc.ca
Website: [Canadian Notification and Movement Tracking System: user guide - Canada.ca](#)