

## INSTRUCTIONS FOR CATEGORY A MANIFESTS

General Instructions: All entries must be legibly printed or typed.

Nonhazardous Waste Transporter Decal Number: This is the number that appears on your license and on the decal attached to your conveyance.

Generator: **NAME** and **TOWN** are required. **TOWN** refers to the municipality to which the Generator pays taxes.

Transporter: Company **NAME** is required. If the decal number is filled in above, the address and phone number are optional. **QUANTITY LOADED, DATE LOADED, DRIVER'S NAME, DRIVER'S SIGNATURE and DATE SIGNED** are required.

Waste Type: You must check one of the three types. Specify waste if waste type is a special waste.

Disposal Facility or Site: If facility **CODE** is known, enter the number, **NAME** and **LOCATION** are required, **PHONE** is optional. **QUANTITY RECEIVED, DATE RECEIVED, OPERATOR'S NAME, OPERATOR'S SIGNATURE and DATE SIGNED** must be filed in by the disposal facility operator.

The top page of the manifest form should be kept for the transporter's records. **THE SECOND PAGE OF THE MANIFEST MUST BE RETURNED TO THE DEP WITHIN FIFTEEN DAYS AFTER THE END OF EACH FISCAL QUARTER.** (Manifests must be received by April 15, July 15, October 15, and January 15.)

Send manifests to

DEP NHW Manifests  
17 State House Station  
Augusta, Maine 04333

Call (207) 441-8450 if you have any questions