

**MANIFEST INSTRUCTIONS FOR MINNESOTA GENERATORS**  
For  
**Small and Large Quantity Generators**

1. The transporter will leave the last page called the **Generator Initial Copy** with you. Make a copy of that page and mail it (within 5 days of the shipment) to:

**MPCA ATTN: HWIMS**  
**520 Lafayette Road North**  
**Saint Paul, MN 55155-4194**

2. Keep the original **Generator Initial Copy** (referred to as the **“Initial”** page) for your records.
3. When your transporter and your waste reach the designated facility, a representative of the facility will sign the remaining copies showing that they have received and accepted the waste. The **Designated Facility to Generator** page (referred to as the **“Final”** page) will be returned to you. If you do not receive that copy within 35 days of shipment, contact the transporter and/or facility to find out where it is.
4. Make a copy of the **Final** page (the manifest you received back from the facility) and mail this (within 40 days of shipment) to:

**MPCA ATTN: HWIMS**  
**520 Lafayette Road North**  
**Saint Paul, MN 55155-4194**

5. Match the **Initial** page with the **Final** page and keep them in your file for at least 3 years.

**Note: It is the responsibility of the generator to make sure copies of the manifests are sent to Scott County.**

If you have any questions, call Scott County Environmental Health at (952) 496-8477.