

# Manifests

Last Modified on 03/05/2025 1:53 pm EST

## Federal Manifest

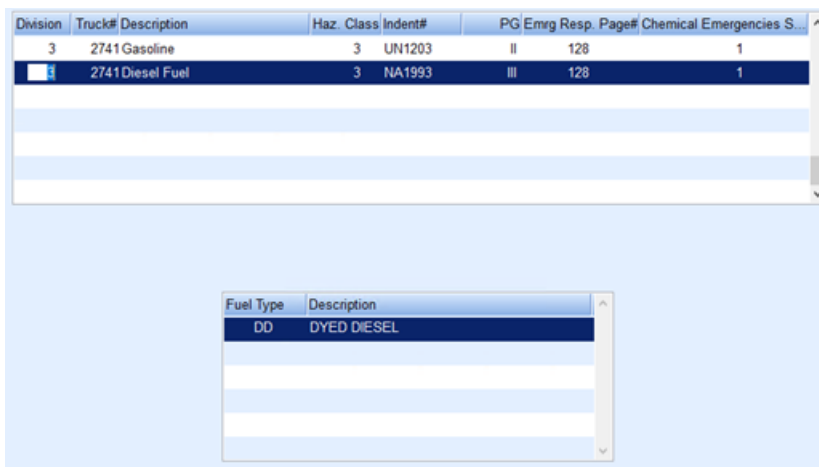
Federal Manifest setup is located in Energy Force under *Supervisor Menu / Maintenance Menu / Energy Track Maintenance*.

1. Set up Chemical Emergency Contacts first. When there are no contacts setup, the screen opens in *Create* mode. If there are existing contacts press **Ctrl+C** to enter *Create* mode. The *Contact Information* field contains four lines for contact information. Pressing **Tab** will navigate to the next line of the contact. Press the down arrow to start the next contact. A *Seq #* will be assigned upon saving (**Ctrl+Q**) or starting the next contact.



Seq#	Contact Information
1	ABC Company
	Safety Department
	1-800-123-4567
	abccompany.com

2. Make sure there are Tank Types set up for the Division of the truck the Federal Manifest is being set up for. These settings can be found at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Tank Type*. Review how to set up the Tank Type [here](#).
3. Select **Federal Manifest**. A window opens to select *View* mode or *Edit/Create* mode, *One Truck* or *All Trucks*, and the truck number ranges.
  - A. To create an entry, enter the *Division*, *Truck #*, and *Description*. The next four fields: *Haz. Class*, *Indent #*, *PG (Packing Group)*, and *Emrg Resp. Page #* come from the Emergency Response Guidebook located at: <https://www.phmsa.dot.gov/training/hazmat/erg/emergency-response-guidebook-erg>.
  - B. In the *Chemical Emergencies Seq* field press **F5** and select from the contacts entered in Step 1. **Tab** moves to the box on the bottom of the screen to select the *Fuel Type*.



Division	Truck#	Description	Haz. Class	Indent#	PG	Emrg Resp	Page#	Chemical Emergencies S.
3	2741	Gasoline	3	UN1203	II	128		1
		2741 Diesel Fuel	3	NA1993	III	128		1

Fuel Type	Description
DD	DYED DIESEL

4. On the *EnergyTrack Maintenance Menu*, select the **Re-Engineered Energy Track** button. Select the Handhelds to print the Federal Manifest from and set *Option 29 Manifests?* to *Y*.

# Manifests in EnergyTrack

Once setup is complete in Energy Force and the Handheld *option* is turned on, Manifests can be printed in EnergyTrack.

When the **Continue** button is selected on the *Start Shift* screen, the driver has the option to print one, two, or three copies of the manifest.

ABC COMPANY  
 5250 E US Highway 36  
 AVON, IN 46123  
 (573)442-0171

Manifest #: 14  
 Printed: 06/27/2023  
 12:23

Driver: \_\_\_\_\_

For Chemical Emergency, Spill, Leak,  
 Fire, Exposure or Accident call  
 Chemtrec 24/7 1-800-424-9300

Identification#	Description	Hazard Class	PG	Total Gallons	ERG
NA1993	Diesel Fuel	3	III	2000.00	128

# Products	Beg Inv.	Loadex	Unloaded	Delivered	Total
1 CLEAR DIESEL	1000.00	0.00	0.00	0.00	1000.00
2 DYED DIESEL	1000.00	0.00	0.00	0.00	1000.00
3 GASOLINE	1000.00	0.00	0.00	0.00	1000.00
4 GASOLINE	800.00	0.00	0.00	0.00	800.00
5 GASOLINE	700.00	0.00	0.00	0.00	700.00

Driver Signature: \_\_\_\_\_

This fuel loaded on one (1) Cargo tank.

This is to certify that the above material is properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation

\* BY INITIALING OR SIGNING, CARRIER ATTESTS THAT: 1. CARRIER HAS IN POSSESSION CURRENT D.O.T. EMERGENCY RESPONSE GUIDEBOOK. 2. PRODUCT LOADED IS THE SAME AS PRODUCT IMPRINTED ON THIS MANIFEST.

Select *Print Current Trip Report* under the **Reporting** button during a shift without having to end the current shift. This option helps to provide DOT officials with manifest information if requested.

In the screenshot below, if the highlighted portion is missing from the manifest, the handheld has *Option 29* turned on but the truck is not set up under Federal Manifest in Energy Force.

For Chemical Emergency, Spill, Leak,  
 Fire, Exposure or Accident call  
 Chemtrec 24/7 1-800-424-9300

Identification#	Description	Hazard Class	PG	Total Gallons	ERG
NA1993	Diesel Fuel	3	III	2000.00	128

# Products	Beg Inv.	Loadex	Unloaded	Delivered	Total
1 CLEAR DIESEL	1000.00	0.00	0.00	0.00	1000.00
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3 GASOLINE	1000.00	0.00	0.00	0.00	1000.00
4 GASOLINE	800.00	0.00	0.00	0.00	800.00
5 GASOLINE	700.00	0.00	0.00	0.00	700.00

Driver Signature: \_\_\_\_\_