

# E-Manifest

**EPA's New Hazardous Waste Electronic Tracking System**

**June 20, 2018**





**E-Manifest: EPA's New Hazardous Waste  
Electronic Tracking System**

# INTRODUCTION

- Reinforcing the Basics
- Industry Responsibilities
- How to Sign Up
- Resources

## Benefits

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- Option to create and submit manifests electronically
- Cost savings and paperwork burden reductions
- Accurate more timely information on waste shipments
- Creation of a single hub for reporting of manifests data
- Potential to integrate with RCRA's biennial report and state systems
- Enhanced "cradle to grave" tracking of HW





## Top Five Things

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1. e-Manifest will launch on June 30, 2018
2. Available for testing e-Manifest system
  - <https://rcrainfopreprod.epa.gov/rcrainfo/action/secured/login>



## Top Five Things

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### 3. Receiving facilities must submit manifests to EPA

- RCRA hazardous waste and/or state-only hazardous waste
- TSDFs and facilities that receive state-only hazardous waste
- Electronically or paper

#### ■ User Fee rule set estimated fees charged to receiving facilities

- |   |      |
|---|------|
| — Electronic submission (includes hybrid manifests) | \$4  |
| — Data file uploads                                 | \$7  |
| — Image uploads                                     | \$13 |
| — Mailed paper                                      | \$20 |

\$4



\$20



## Top Five Things

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### 4. A handler should register for e-Manifest, if wanting to:

- Initiate/create an e-Manifest
- Make corrections to an e-Manifest
- Track waste through the e-Manifest system
- Link waste generation and management to Biennial Report, if applicable

### 5. Manifest data will be available 90 days after EPA's receipt of the manifest

- Likely available through [RCRAInfo Web](#)



## One Year Rule Issued

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- February 17, 2014
  - e-Manifests are legal equivalent to paper forms
  - Consistent implementation in all states
  - System to be hosted by EPA
  - Recommendations on e-Signatures

## Manifest Options

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### ■ Electronic

- Created in e-Manifest
- Signed electronically by all entities on the manifest

### ■ Hybrid

- Starts as paper manifest signed by generator
- Signed electronically by transporter and receiving facility

### ■ Paper

- Generator, transporter and receiving facility all sign on paper





## Permission Levels

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- **Viewer**
  - Can search and view documents
- **Preparer**
  - Can prepare documents by entering data
  - Can edit documents
- **Certifier**
  - Can sign and submit documents
- **Site Manager**
  - Can create, update, and/or certify/submit data across all modules of the RCRAInfo Industry Application
  - Can register other company users



**Reinforcing the Basics**



**System Launch**

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**Saturday, June 30, 2018**





## Receiving Facility Responsibilities

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- **Must have an EPA ID Number**
- **Responsible for submitting manifest to EPA**
  - Only handler type that will submit directly to EPA
  - Facilities no longer submit manifests to the states
  - All hazardous waste manifest options
    - Electronic
    - Hybrid
    - Paper
  - Any state-only regulated materials
  - Submit copies within 30 days of receiving waste, but EPA has recently extended deadline for paper to September 30, 2018



## Receiving Facility Responsibilities

- **Responsible for paying the e-Manifest fees**

- e-Manifests through RCRAInfo app - \$4
- Hybrid manifests - \$4
- e-Manifests through data file upload - \$7
- Scanned paper manifest by image upload - \$13
- Mailed paper manifests - \$20

- **Billing through the e-Manifest system**

- EPA says pay.gov will come to receiving facilities through the e-Manifest module
- Receiving facilities need to register for e-Manifest through the RCRAInfo Industry Application

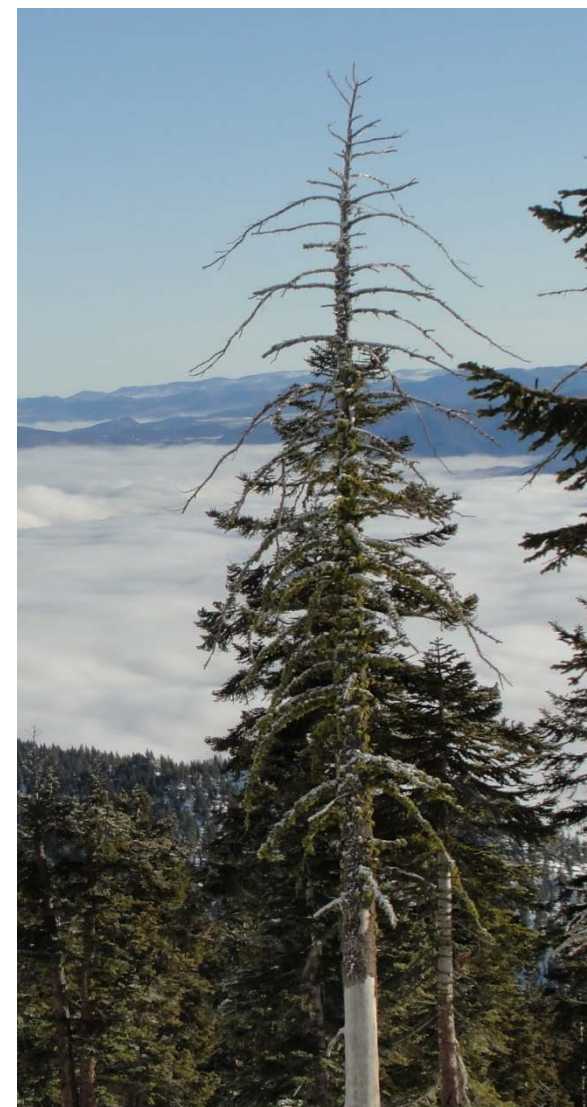




## Receiving Facility Responsibilities

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- **Work with your customers**
  - Ensure transporters are using proper manifest type
  - Ensure generators are using proper manifest type
  - Review procedures for using e-Manifest
  - Be prepared to provide assistance during startup
  
- **For facilities still using paper manifests**
  - Mailing paper manifests to EPA will expire on June 30, 2021



## Other responsibilities

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### ■ All hazardous waste handlers

- Sites need to have been assigned an EPA ID number, if using e-Manifest
  - If you are CESQG and do not wish to use e-Manifest, you do not need an EPA ID number
- Check with your destination facility
  - Will your site be required to participate in e-Manifest?
  - Obtain new 5 copy manifest form for paper manifesting
- Ensure site information submitted to NDEP is up-to-date



## Other responsibilities

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- **All hazardous waste handlers**
  - Prepare to phase out old manifest forms
    - Add label “Designated Facility to EPA e-Manifest System” to the top copy
  - Prepare to phase in new 5 copy paper manifest forms
    - New form will become effective June 30, 2018
    - Use if not opting into e-Manifest
  - Prepare to transition to e-Manifest
    - Update processes and systems, as necessary





## Who should register?

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- **Receiving Facilities**
  - TSDFs
  - Sites receiving state regulated hazardous waste
  - Sites receiving PCB wastes shipped on manifests
- All such facilities need to register for e-Manifest
- EPA recommends 2 persons register as a Site Manager
  - Ensures coverage at all times
  - Can register others at company for e-Manifest





## Who should register?

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- **Generators**
  - Create an e-Manifest
  - Edit an e-Manifest
  - Track waste through the e-Manifest system
  - View manifests submitted to EPA
- NDEP recommends all **LQGs** register
  - System can be used to link biennial report information
- EPA recommends 2 persons register as a Site Manager for each site
  - Ensures coverage at all times
  - Can register others at company for e-Manifest



## Who should register?

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### ■ Transporters

- Create an e-Manifest for their customers
- Be able to electronically sign e-Manifests

### ■ Responsibilities

- May obtain portable devices and network connectivity
  - Smart phone
  - Tablets
- Must still carry one paper copy of manifests in vehicle for DOT requirements
- Work with customers
  - Select manifest creation option
  - Electronic, hybrid or paper



## Who should register?

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### ■ Brokers

- Prepare e-Manifests for their clients
- May service multiple clients
- Track manifest activities

### ■ Responsibilities

- Must have an EPA ID number
- May not sign manifests remotely for clients
- To sign manifest, a broker must
  - Be operating at the generator site
  - Be the offeror of the waste shipment
- Work with customers
  - Select manifest creation option
  - Electronic, hybrid or paper



## Request an Account

- Navigate to the RCRAInfo website
  - <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>

### STEP 1 - REQUEST AN ACCOUNT

A screenshot of the RCRAInfo website's login and registration interface. The page is divided into two main sections. On the left, a blue sidebar contains the text "Welcome to RCRAInfo" and a paragraph describing the system as EPA's comprehensive information system for hazardous waste tracking. On the right, a white box titled "RCRAInfo Sign In" contains two input fields for "User Id" and "Password". Below these fields is a blue "Sign in" button. At the bottom of the white box, there is a blue "Register" link with a mouse cursor icon pointing at it, and a blue "Forgot password?" link.

Welcome to RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

User Id

Password

Sign in

[Register](#)

[Forgot password?](#)

- Click the “Register” link



# How to Sign Up



## Create a User ID and Password

Registration

[Login](#) / [Registration](#)

### Create a New Account

Built on CDX

\* = required

User Information

Create a User ID and Password

User ID \* ⓘ

Password \* ⓘ

Verify Password \*  
  
☐ Show password

These questions will be used to reset your password:

Question 1 \*

Question 2 \*

Question 3 \*

Answer 1 \* ⓘ

Answer 2 \*

Answer 3 \*

☐ Show answers

☒ Agree to the [Terms and Conditions](#)

Next

- Create a user ID
- Create/verify password
- Personal questions
- Agree to terms
- Click “Next”

# How to Sign Up



## Organization/Contact Information

RCRA Info Registration

Login / Registration

Create a New Account

Built on CDX

\* = required

User Information

Create a User ID and Password

Organization/Contact Information

Organization Name \*

Mailing Address (line 1) \*

Mailing Address (line 2)

City \* State \* Zip/Postal Code \* Country \*

UNITED STATES

Job Title \*

Phone Number \* Extension

Email \* Re-enter Email \*

Send Verification Code via Email

Register

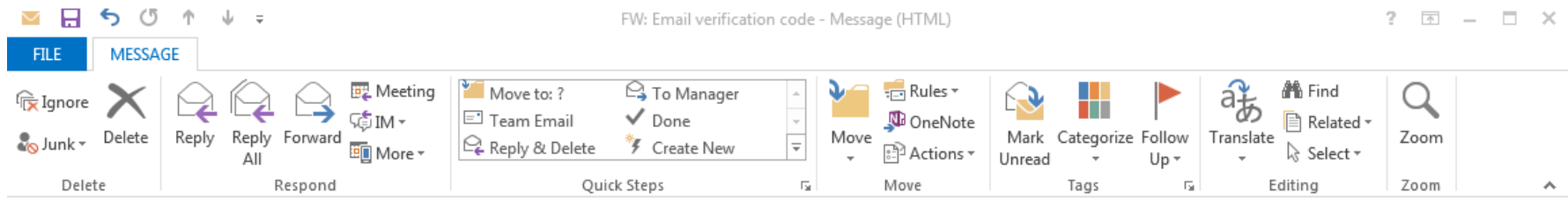
- Organization name
- Mailing address
- City, state and zip
- Job title
- Phone number
- Email address
- Click "Send verification code via Email"

# How to Sign Up



## Verification Code

- You will receive an email with a verification code



Tue 5/22/2018 2:09 PM  
Jane Doe  
FW: Email verification code  
To

From: [rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov) <[rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov)>  
Sent: Wednesday, June 20, 2018 9:19 AM  
To: Jane1\_Doe <[jane1\\_doe@myhwbusiness.nv.com](mailto:jane1_doe@myhwbusiness.nv.com)>  
Subject: Email verification code

Dear JANE1\_DOE <JANE1\_DOE>,

Your verification code is below. Please use this verification code on the registration page to complete your RCRAInfo registration.

**Verification Code: 90332**

Thank you!  
[RCRAInfo Team](#)

# How to Sign Up



## Verification Code

Registration

✓ You have completed New Industry Account registration. You will be redirected shortly. ✕

### Create a New Account

Built on ✕ = required

User Information

Create a User ID and Password

Organization/Contact Information

Organization Name \*

Mailing Address (line 1) \*

Mailing Address (line 2)

City \* State \* Zip/Postal Code \* Country \*

Job Title \*

Phone Number \* Extension

Email \* Re-enter Email \*

Verification Code \*

Enter the verification code

Click the “Register” link

A green banner appears



# How to Sign Up



## Add an Existing Site

- You are redirected to the “My Sites” screen

A screenshot of the RCRA Info website's "My Sites" page. The page has a dark blue header with the "RCRA Info" logo on the left and navigation links for "Home", "Documentation", and "Feedback/Report an Issue" in the center. On the right of the header is a user profile for "Lupe" with a dropdown arrow. Below the header, the "My Sites" section is displayed. It includes a sub-header "My Sites" and a status indicator "Requested Site IDs 0". There is a "Show 20 entries" dropdown and a "Search:" input field. A table with columns for Site ID, Site Name, Address, City, State, and County is shown, but it is empty, displaying the message "There are no sites to display." Below the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons. At the bottom of the section are two blue buttons: "Add Existing Site" and "Request Site ID". A green arrow points to the "Add Existing Site" button.

- Click “Add Existing Site”

## Add an Existing Site

- Search for your site
  - NDEP recommends using Site (EPA) ID number
  - No spaces

Search

Site ID

Site Name

Street Number

Street Name

City

State \*

Select a State

County

Select a County

Zip

Search

Clear

Close

- Click "Search"

# How to Sign Up



## Add an Existing Site

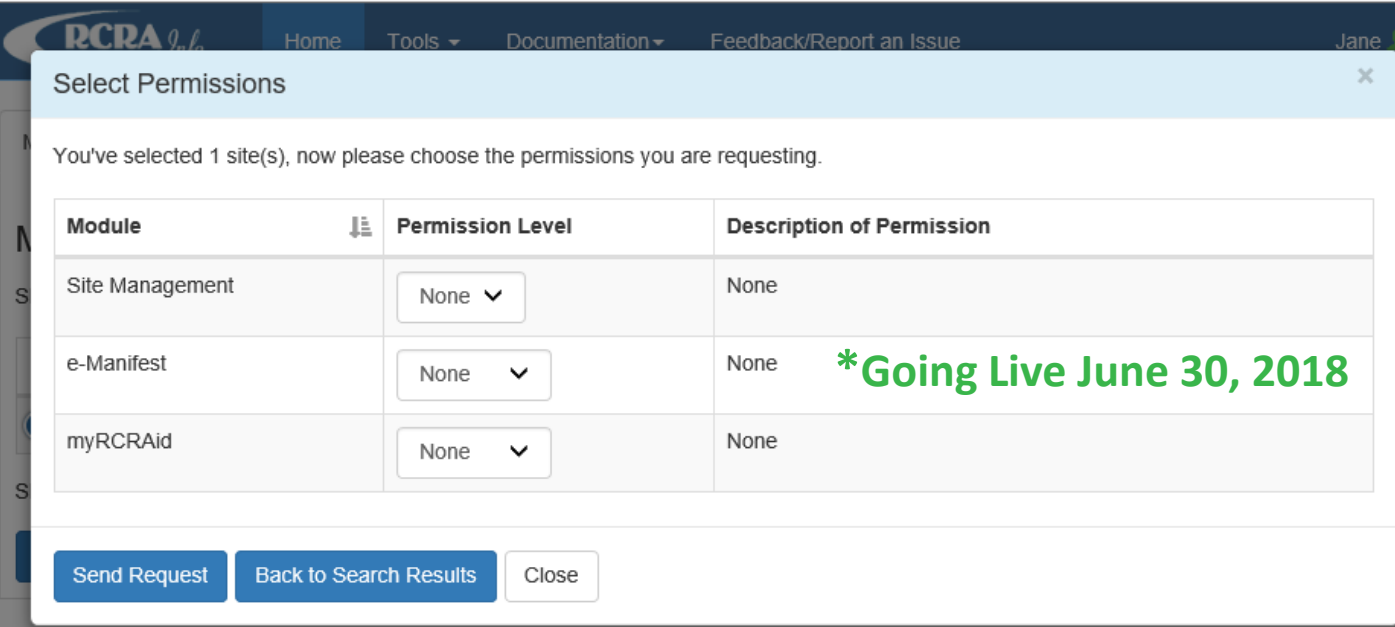
- Site information appears
- Check the box to the left of the site you wish to add

A screenshot of the RCRA Info website interface. A modal window titled "Search Results" is open, displaying a table of search results. The table has columns for Site ID, Site Name, Address, City, State, and County. Two results are shown. The first result, with Site ID NVD982015877 and Site Name ABC PLATING INC, is not selected. The second result, with Site ID NVR000090456 and Site Name ABC PLATING, has its selection checkbox checked. A green circle highlights this checkbox. Below the table, the text "Showing 1 to 2 of 2 entries" is visible. At the bottom of the modal, there are three buttons: "Request Access", "Back to Search Criteria", and "Close". A green arrow points to the "Request Access" button. The background of the website shows a sidebar with "My Sites" and "Requested Sites" tabs, and a main content area with search filters and a "Previous" button.

- Click "Request Access"

## Current Active Modules

- Site Management – Signs you up for e-Manifest
- myRCRAid – initial or subsequent notification for an EPA ID Number

A screenshot of a web application interface showing a "Select Permissions" dialog box. The dialog box is overlaid on a background that includes a navigation bar with links like "Home", "Tools", "Documentation", and "Feedback/Report an Issue". The dialog box has a title bar "Select Permissions" with a close button. Below the title bar, it says "You've selected 1 site(s), now please choose the permissions you are requesting." There is a table with three columns: "Module", "Permission Level", and "Description of Permission". The table has three rows: "Site Management", "e-Manifest", and "myRCRAid". Each row has a "None" dropdown menu in the "Permission Level" column and "None" in the "Description of Permission" column. To the right of the table, there is a green text overlay that says "\*Going Live June 30, 2018". At the bottom of the dialog box, there are three buttons: "Send Request", "Back to Search Results", and "Close".

Module	Permission Level	Description of Permission
Site Management	None ▼	None
e-Manifest	None ▼	None
myRCRAid	None ▼	None



## Permissions

- Select “Active”

### Select Permissions ×

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	Active ▼	Manage site data and API access across all modules the state participates in.

Send Request

Back to Search Results

Close



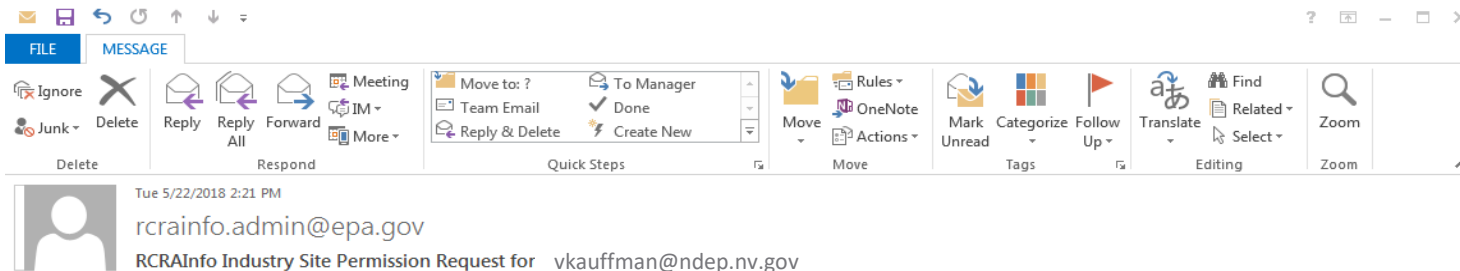
- Click “Send Request”

# How to Sign Up



## NDEP Approves Request

- NDEP receives an email for action on your request



Dear Valerie Kauffman <vkauffman@ndep.nv.gov>,

The following site permissions are being requested for Jane Doe <JANE1\_DOE> for Nevada. If appropriate, please grant these permissions at your earliest convenience.

### Permissions

Module	Requested Level
Site Management	Active

### Sites

Site Id	Site Name
NVR000090456	ABC PLATING

[Click here to approve or reject these privileges.](#)

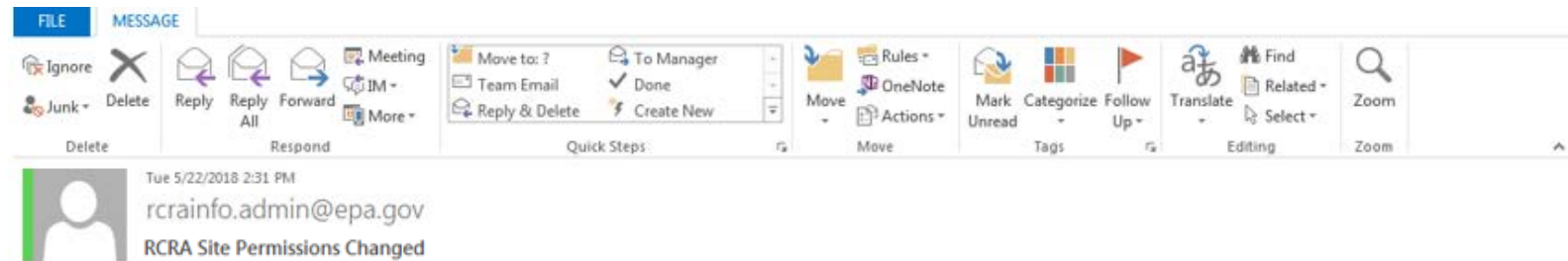
Thank you!  
[RCRAInfo Team](#)

# How to Sign Up



## Request Approved

- You receive an email with your approval or denial



**From:** [rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov) <[rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov)>  
**Sent:** Tuesday, June 12, 2018 3:38 PM  
**To:** Jane1\_Doe <[jane1\\_doe@myhwbusiness.nv.org](mailto:jane1_doe@myhwbusiness.nv.org)>  
**Subject:** RCRA Site Permissions Changed

Dear Jane1\_Doe <JANE1\_DOE>,

Your site permissions were changed by Valerie Kauffman <[vkauffman@ndep.nv.gov](mailto:vkauffman@ndep.nv.gov)>.

### Permissions

Module	Permission	Description
Site Management	Active	Manage site data and API access across all modules the state participates in.

### Sites

Site Id	Site Name	Status	Comment
NVR000090456	ABC PLATING	Granted	

Please contact your [Administrator](#) if you have questions or concerns.

Thank you!  
[RCRAInfo Team](#)

# How to Sign Up



## Request Approved

- Site Managers and Certifiers must complete the Electronic Signature Agreement (ESA) upon log in to the RCRAInfo Industry Application

Home Tools Documentation Feedback/Report an Issue TestingVK

Home / Electronic Signature Agreement

### Electronic Signature Agreement

You have been directed to this page because you have requested to be a Certifier for one of the RCRAInfo Industry Application components. Please enter the information below.

Electronic Signature Setup

These questions will be used for signing your document electronically:

<b>Question 1 *</b> Select a question... ▼	<b>Answer 1 *</b> <input type="text"/>
<b>Question 2 *</b> Select a question... ▼	<b>Answer 2 *</b> <input type="text"/>
<b>Question 3 *</b> Select a question... ▼	<b>Answer 3 *</b> <input type="text"/>
<b>Question 4 *</b> Select a question... ▼	<b>Answer 4 *</b> <input type="text"/>
<b>Question 5 *</b> Select a question... ▼	<b>Answer 5 *</b> <input type="text"/>

☐ Show answers

Next



## Future Status

- e-Manifest will be a module choice
- A variety of permissions will be available
- You will request permission as previously shown

Select Permissions

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None	None
Biennial Report	None	None
e-Manifest	<div>None Viewer Preparer Certifier</div>	None
myRCRAid		None

Send Request

Back to Search Results

Close

## ■ Resources

- [LearningZen](#) e-learning course for the RCRAInfo Industry Application
- RCRAInfo
  - <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>
  - <https://rcrainfopreprod.epa.gov/rcrainfo/action/secured/login> (test only)
- U.S. EPA <https://www.epa.gov/e-manifest>
- U.S. EPA Region 9 <https://www.epa.gov/e-manifest/forms>
- Nevada Small Business Development Center  
Business Environmental Program <http://www.unrbep.org>
- NDEP's website
  - <https://ndep.nv.gov/>

# Questions?



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