

**AGENDA**  
**U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)**  
**e-MANIFEST ADVISORY BOARD MEETING**  
**OPEN MEETING SEPTEMBER 26-28, 2017**  
**DOCKET NUMBER: EPA-HQ-OLEM-2017-0368**  
**LOCATION: THE ENVIRONMENTAL PROTECTION AGENCY**  
**CONFERENCE CENTER, LOBBY LEVEL, ONE POTOMAC YARD**  
**(SOUTH BLDG.), 2777 S. CRYSTAL DR., ARLINGTON, VA 22202**

**e-Manifest Advisory Board to Address – “*Implementing e-Manifest: User Registration and Account Activation.*” Please note that all times are approximate (see note at end of Agenda).**

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| <b>Day 1</b><br><b>Tuesday, September 26, 2017</b> |
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**9:00 A.M. Opening of Meeting and Administrative Procedures** – Fred Jenkins, Ph.D., Designated Federal Officer, Office of Land and Emergency Management (OLEM), Office of Resource Conservation and Recovery (ORCR)

**9:05 A.M. Introduction and Identification of Board Members** – Barnes Johnson, ORCR Director, Delegated Chair of the e-Manifest Advisory Board

**9:15 A.M. Welcome and Opening Remarks** – Nigel Simon, Acting Principal Deputy Assistant Administrator Office of Land and Emergency Management (OLEM)

**9:25 A.M Purpose and Benefits of e-Manifest** – Rich LaShier, Chair of the e-Manifest Fee Rule Workgroup, OLEM, ORCR;

**9:35 A.M. e-Manifest Program Update**

- *Background:* Rich LaShier, OLEM, ORCR
- *Rulemaking & Interagency Collaboration:* Rich LaShier, OLEM, ORCR

**10:20 AM Break**

**10:30 A.M e-Manifest Program Update (Cont’d)** –

- *e-Manifest System Development:* Steve Donnelly, e-Manifest Program Manager, OLEM, ORCR
- *Implementation and Communication:* Bryan Groce, OLEM, ORCR & Cheryl Nelson, Manager of the Planning & State Development Office Land Division EPA Region 9

**12:00 P.M. Lunch**

**1:00 P.M. e-Manifest System Demonstration** – Scott Christian, OLEM, ORCR

**2:00 P.M. e-Manifest User Registration –**

- *User Registration Background* – Amanda Kohler, Chief of Permits Branch, OLEM, ORCR, & Steve Donnelly, OLEM, ORCR
- *EPA’s User Registration Process* – Scott Christian OLEM, ORCR

**3:00 P.M. Break**

**3:15 P.M. e-Manifest User Registration (Cont’d) –**

- *Summary of EPA Charge Questions* – Amanda Kohler, OLEM, ORCR,

**3:45 P.M. Adjourn for Day 1**

**Day 2**  
**Wednesday, September 27, 2017**

**9:00 A.M. Opening of Meeting and Administrative Procedures** – Fred Jenkins, Ph.D., Designated Federal Officer, Office of Land and Emergency Management (OLEM), Office of Resource Conservation and Recovery (ORCR)

**9:05 A.M. Introduction and Identification of Panel Members** – Barnes Johnson, ORCR Director, Delegated Chair of the e-Manifest Advisory Board

**9:10 A.M. Public Comments**

**10:30 A.M. Break**

**10:45 A.M. Public Comments**  
(Cont'd)

**12:00 P.M. Lunch**

**1:00 P.M. Charge to Board – Advise on ensuring that users are registered quickly and easily?**

- a) How best can EPA register tens of thousands of users in the most efficient manner possible while maintaining integrity of the user registration process?
- b) What communication vehicles should EPA employ to convey information on e-Manifest, including how to register? Are some mediums better to reach certain groups than others?

**2:30 P.M. Break**

**2:45 P.M. Charge to Board – Advise on ensuring that users are registered quickly and easily? (Cont'd)**

- c) Are there special considerations EPA should take into account when reaching out to state-only hazardous waste sites that may not have previously registered with the federal RCRA program?

**3:45 P.M. Charge to Board – Advise on ensuring that users are registered quickly and easily? (Cont'd)**

- d) Should EPA prioritize registration, for example, for receiving facilities or for Site Managers?
- e) To what extent should EPA encourage sites to establish Site Managers?

**5:00 PM Adjourn for Day 2**

**Day 3**  
**Thursday, September 28, 2017**

**9:00 A.M. Opening of Meeting and Administrative Procedures** – Fred Jenkins, Ph.D., Designated Federal Officer, Office of Land and Emergency Management (OLEM), Office of Resource Conservation and Recovery (ORCR)

**9:05 A.M. Introduction and Identification of Board Members** – Barnes Johnson, ORCR Director, Delegated Chair of the e-Manifest Advisory Board

**9:10 A.M. Charge to Board – Advise on criteria that should EPA use to verify users for e-Manifest?**

- a) What criteria should EPA use to verify that a user who requests access to certain sites is, in fact, associated with those sites while, at the same time, serving to expedite processing of those requests?
- b) Are there best practices EPA should employ in reviewing user requests?

**10:45 Break**

**11:00 A.M. Charge to Board – Advise on how the process for deactivating users in e-Manifest align with the nature of hazardous manifest activity?**

- a) What obstacles does the Board see, if any, with the deactivation process described above as it relates to the hazardous waste manifest program?

**11:45 A.M. Closing Remarks** –

- Barnes Johnson, ORCR Director; Delegated Chair of the e-Manifest Advisory Board
  - e-Manifest Advisory Board
- Fred Jenkins, Ph.D., Designated Federal Officer, Office of Land and Emergency Management (OLEM), Office of Resource Conservation and Recovery (ORCR)

**12:15 P.M. Meeting Adjourn**

**Please be advised that agenda times are approximate; when the discussion for one topic is completed, discussions for the next topic will begin. For further information, please contact the Designated Federal Officer for this meeting, Dr. Fred Jenkins, via telephone: (703)308-7049 or email: [jenkins.fred@epa.gov](mailto:jenkins.fred@epa.gov).**