# e-Manifest API Workshop

e-Manifest: User Registration and API Keys

February 21, 2018

# User Registration

## Background

# RCRAInfo and e-Manifest

- RCRAInfo is EPA's system used to track information provided by the regulated community concerning the generation, shipment, treatment and disposal of hazardous wastes.

- e-Manifest was originally envisioned to be a separate system, however, as planning for the system evolved, EPA decided to bring e-Manifest under the RCRAInfo umbrella in order to leverage the RCRA data and foundational components needed to build e-Manifest

# RCRAInfo Industry Applications

- There will be three modules in the industry application of RCRAInfo:
  - myRCRAid – allows facilities to electronically complete and submit EPA Form 8700-12
  - Biennial Report – will allow facilities to electronically complete and submit EPA Form 8700-13A/B, the Hazardous Waste Report (Biennial Report)
  - e-Manifest –will allow facilities to electronically complete and submit their manifest data

# RCRAInfo Industry Applications

- Currently, states must choose to "opt in" to MyRCRAid and Biennial Report. Once states opt in, then facilities in those states can use the industry applications to submit forms electronically.
- As of February 40 entities have opted in to using the industry application.
- When it launches in June 2018, e-Manifest will be mandatory for all states.

# Industry Application User Permissions

- Currently, RCRAInfo Industry Application allows for the following user permissions:

| Level of Permission | Definition |
|---|---|
| None | The user has no permissions for these sites within the module specified. |
| Viewer | The user can view the data for these sites within the module specified but cannot change the information in any manner. |
| Preparer | The user can enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority. |
| Certifier | The user can sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement. |

# RCRAInfo – Site Manager

- Launched with the Biennial Report in Fall 2017, a new permission was added to the RCRAInfo industry applications – Site Manager
- Site Managers can register other users at their facility and submit data for any industry application module (MyRCRAid, Biennial Report, and e-Manifest)
- Site Manager will have all the same abilities for any new module that is introduced into the Industry Application
  - When e-Manifest is launched, any existing Site Manager will have full permissions to use the module without undergoing a new registration process

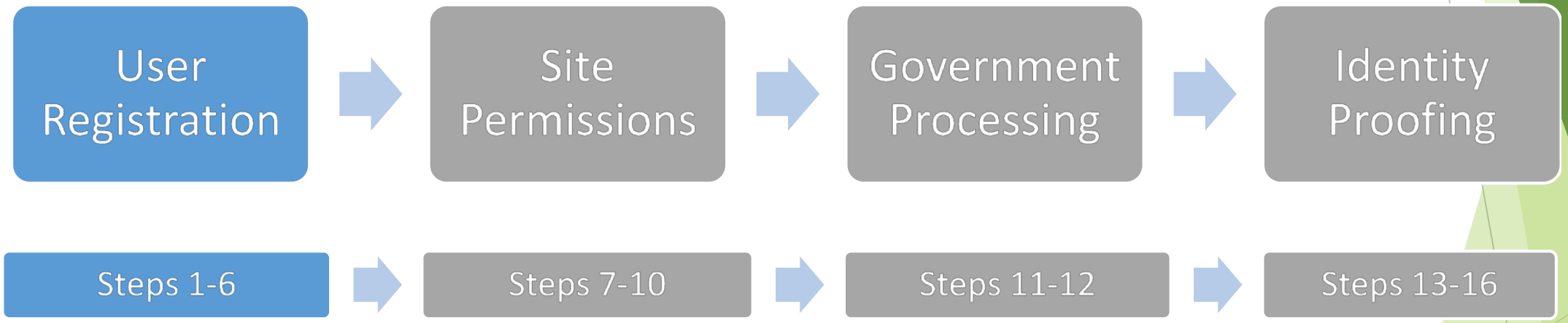
# EPA Encourages Use of Site Managers

- EPA encourages industry users to start registering Site Managers now to prepare for e-Manifest next year
  - When e-Manifest launches in June 2018, Site Managers can then register and approve other users at their facility who need to view, prepare, and certify manifests in the system
- EPA encourages all facilities to have two Site Managers at their facility.

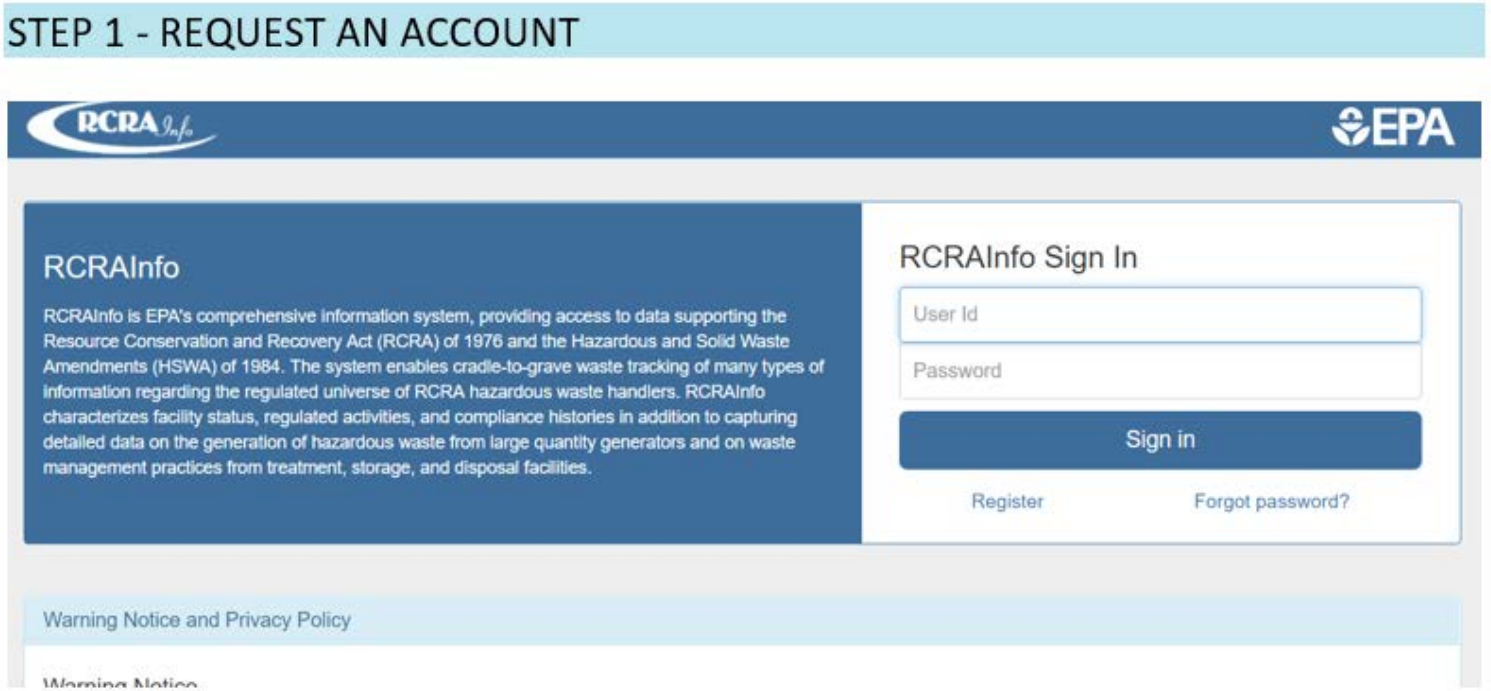
# User Registration

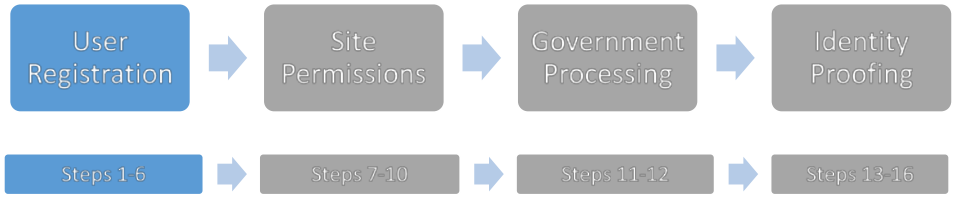
## Demonstration of EPA's User Registration Process

# e-Manifest User Registration: Current Process



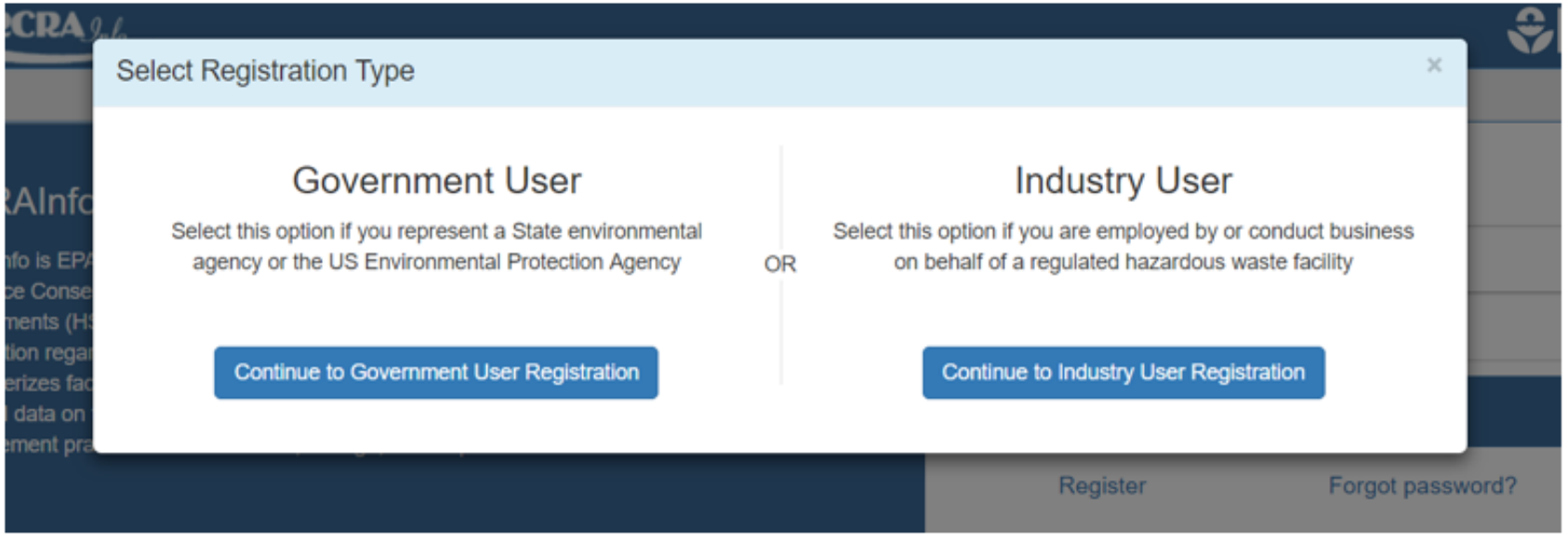
# e-Manifest User Registration: Step 1

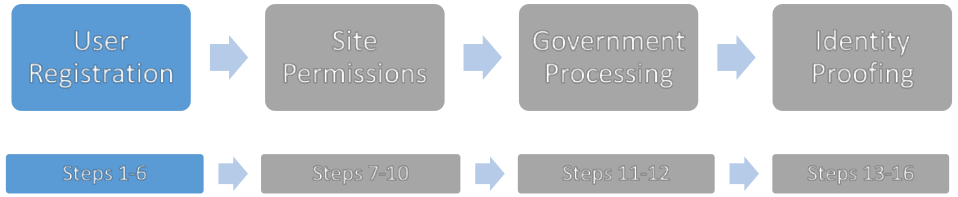


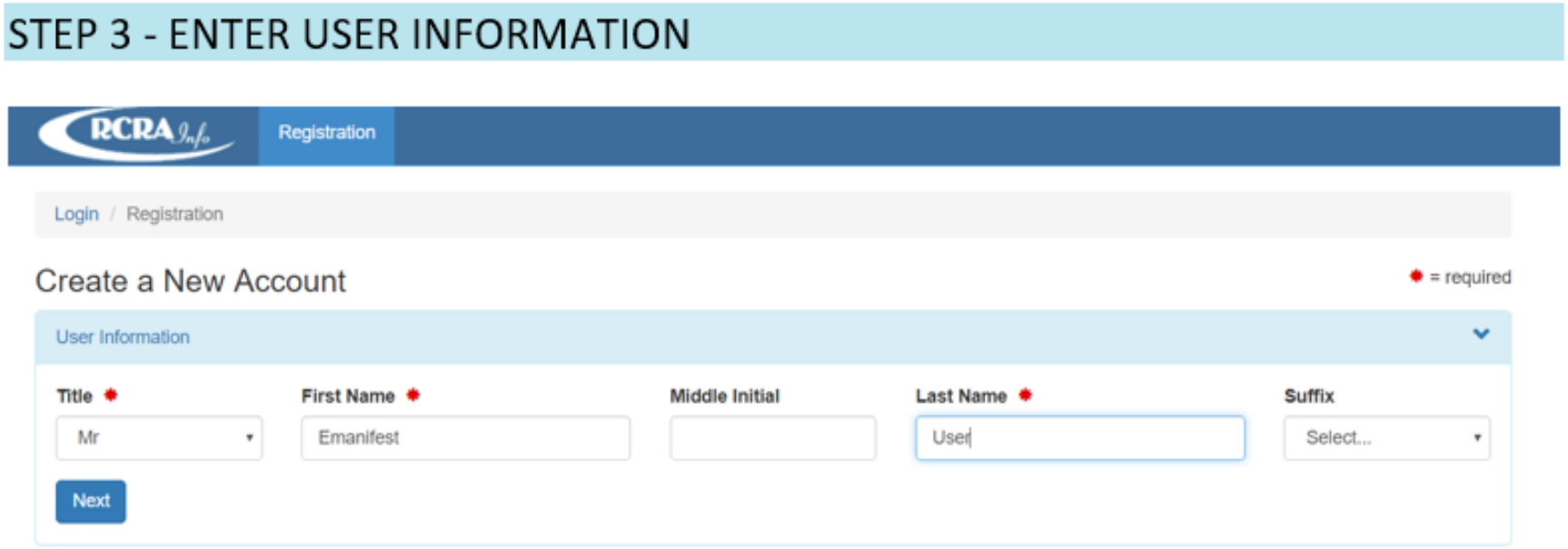
# e-Manifest User Registration: Step 2

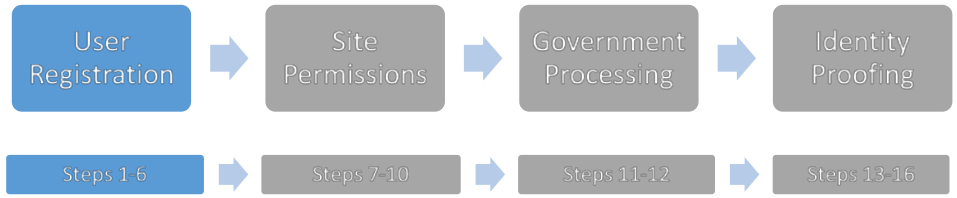
## STEP 2 – Select User Type



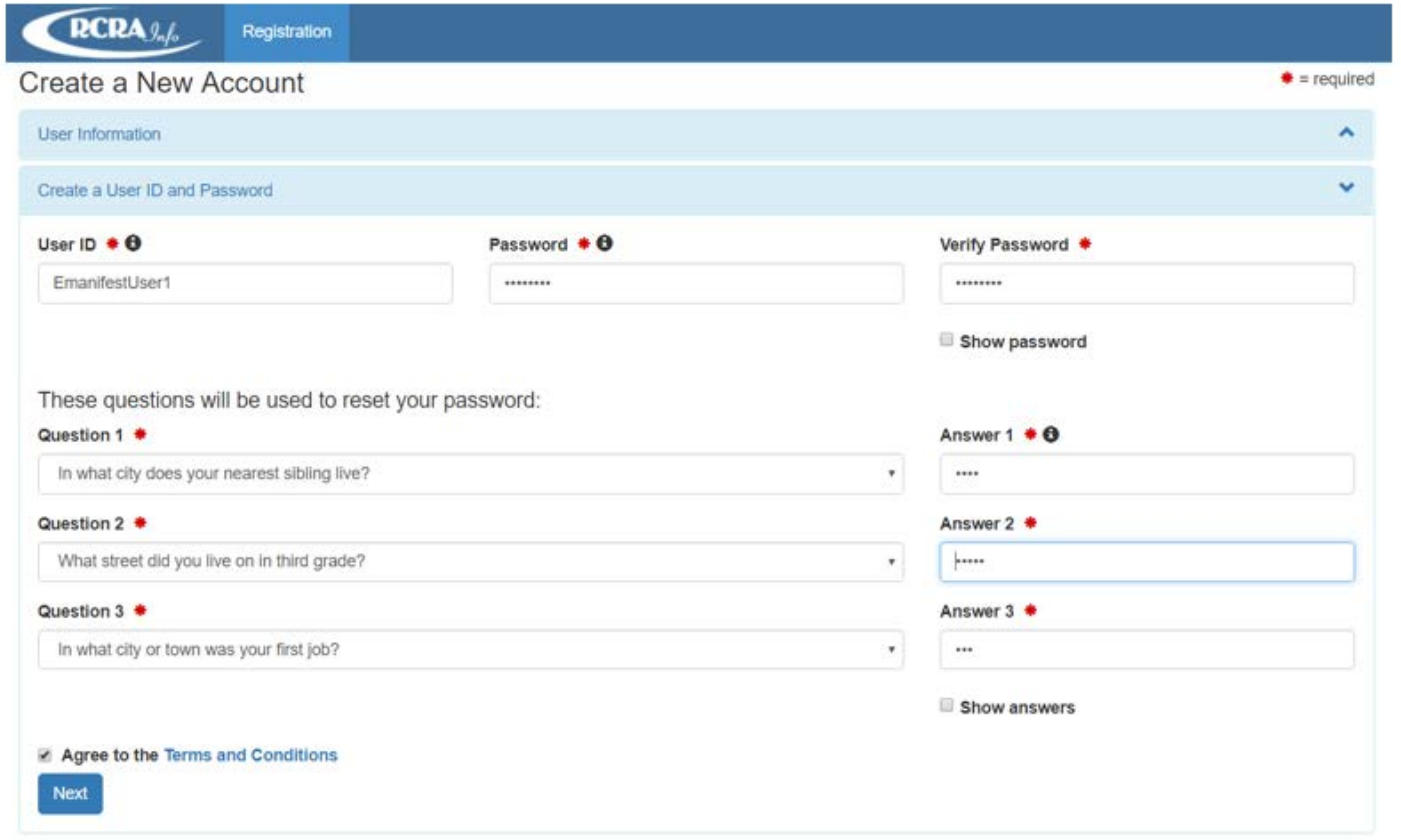
# e-Manifest User Registration: Step 3



# e-Manifest User Registration: Step 4

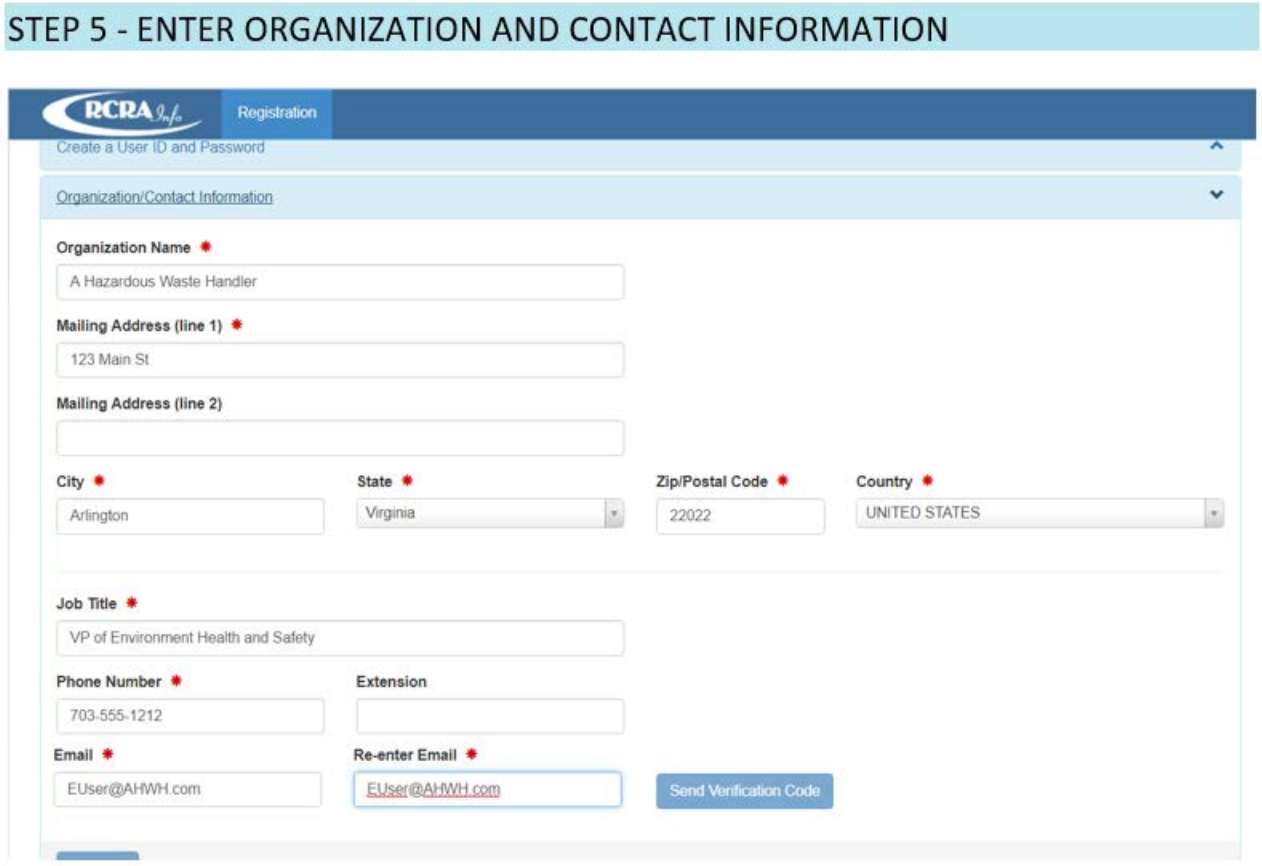
## STEP 4 – Create a User Id and Password

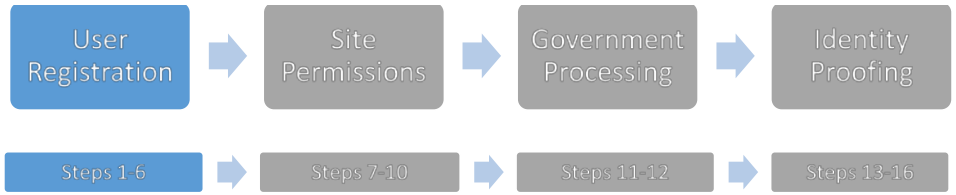



CDX Registration → Site Permissions → Government Processing → Identity Proofing

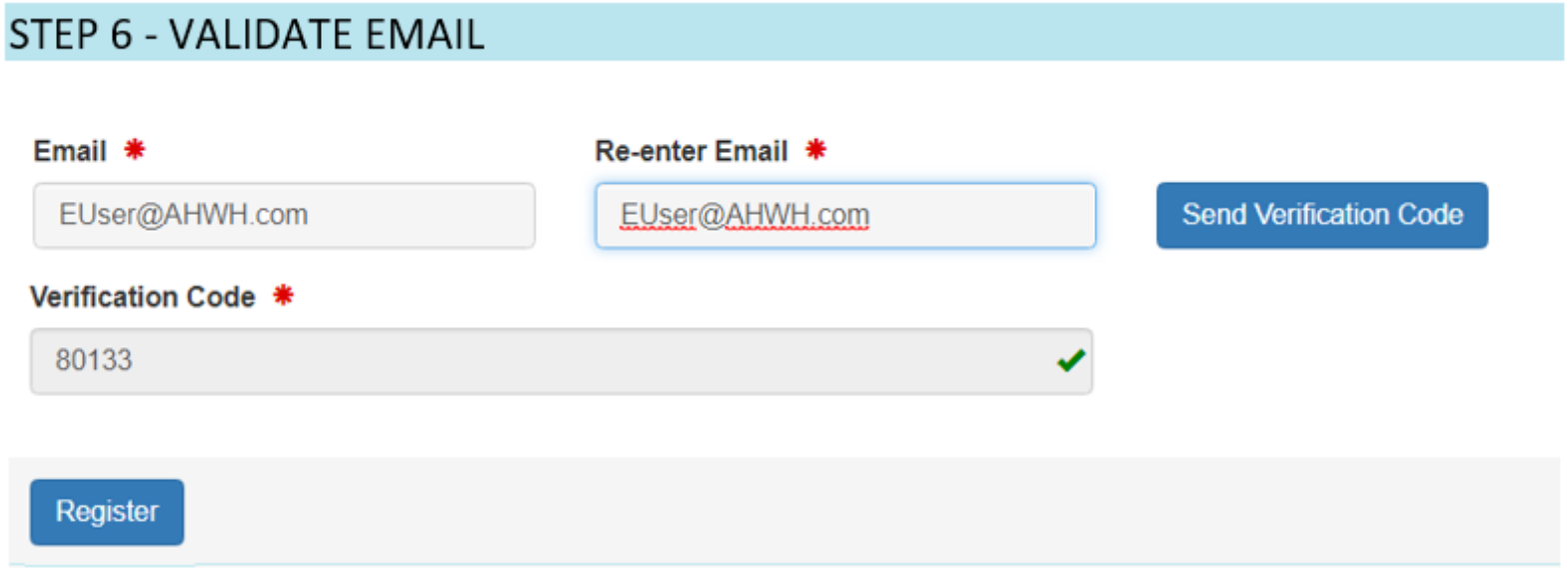
Steps 1-6 → Steps 7-10 → Steps 11-12 → Steps 13-16

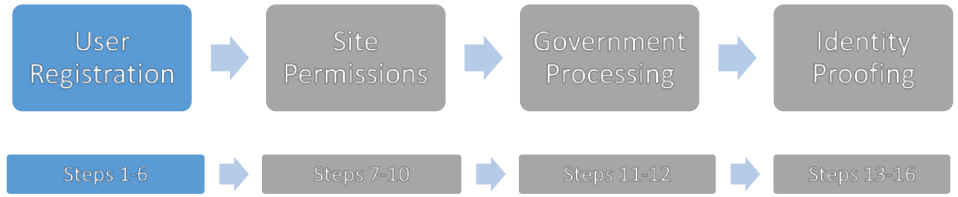
# e-Manifest User Registration: Step 5



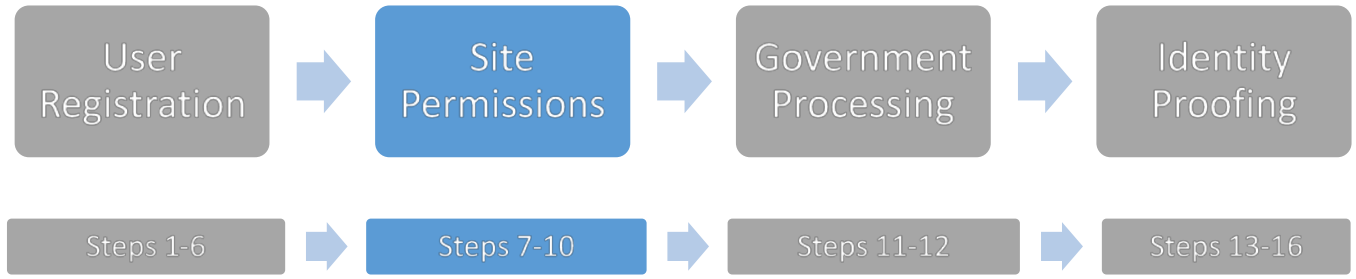



# e-Manifest User Registration: Step 6



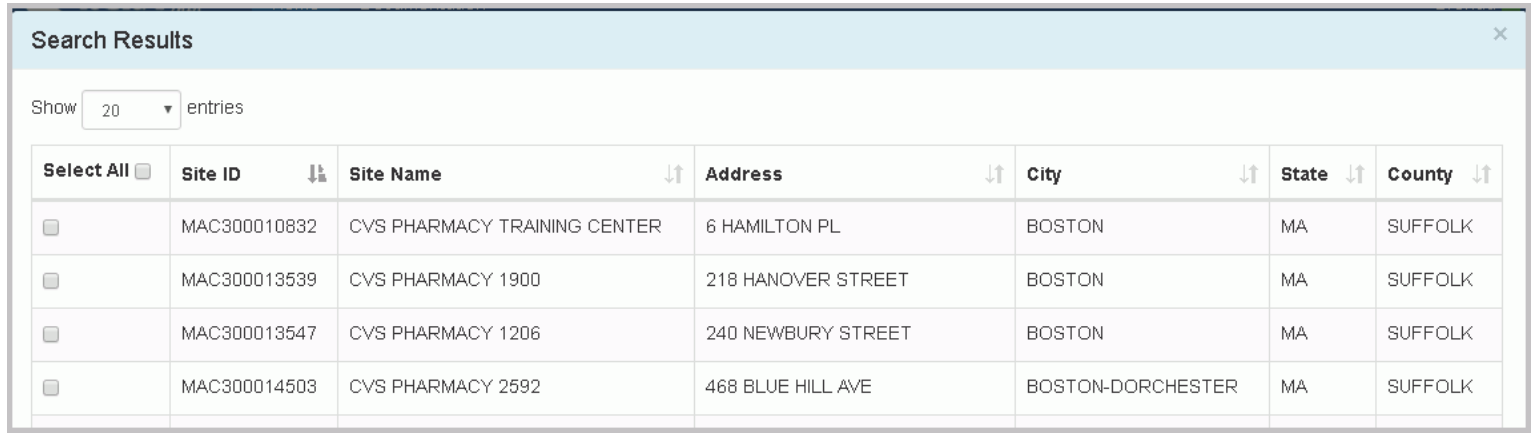
# e-Manifest User Registration: Step 7




- The user will search for the site or entity for which they would like to request permissions by searching with a handler ID number
- If the site handler ID is not known, the user can provide information for other search criteria

# e-Manifest User Registration: Step 8

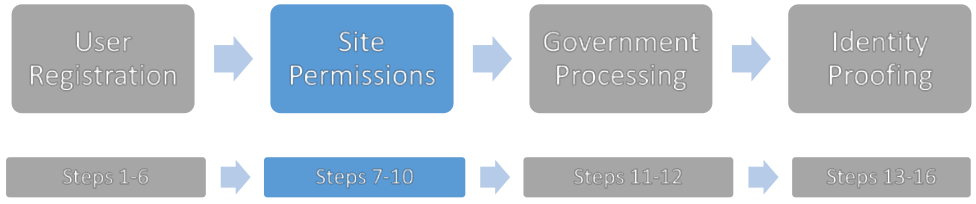
## STEP 8 – SUCCESSFUL SEARCH



Search Results

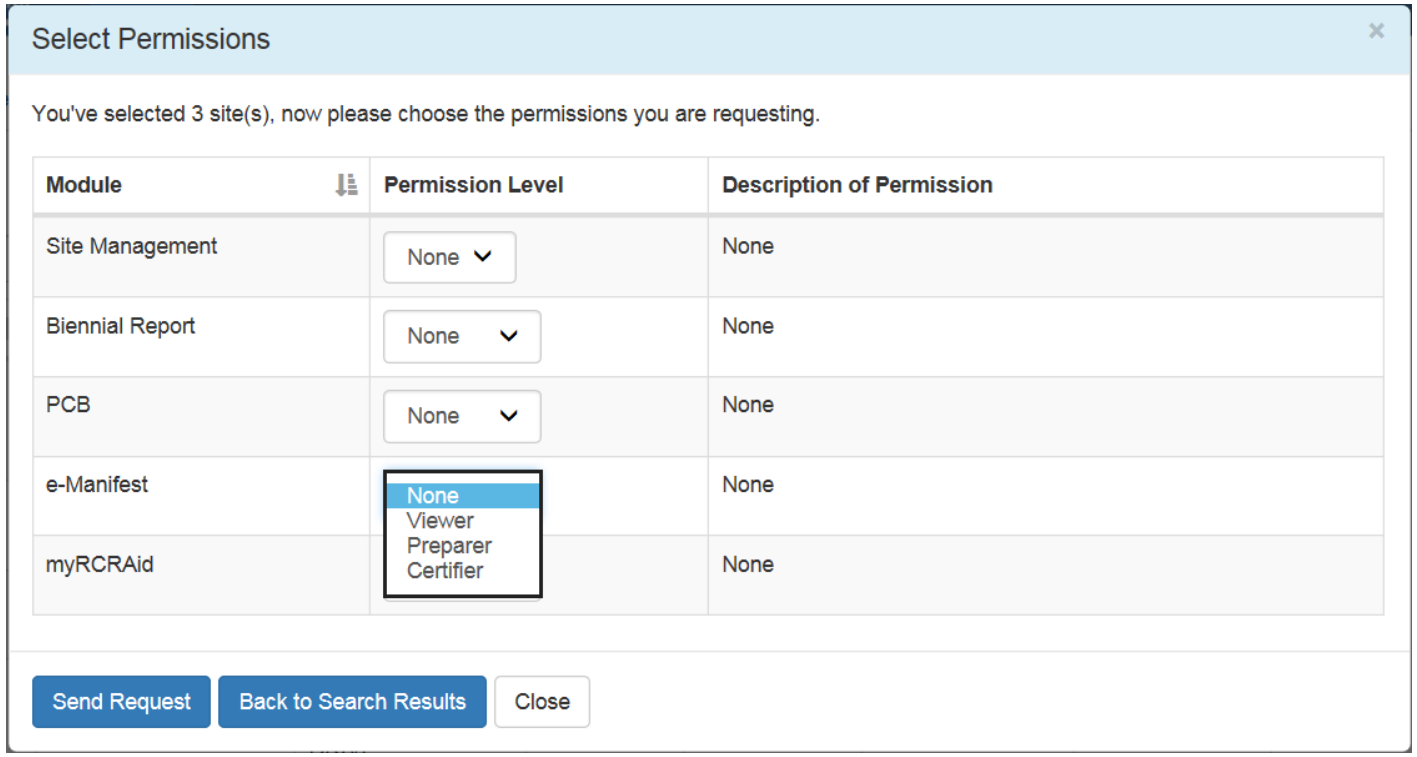
Show 20 entries

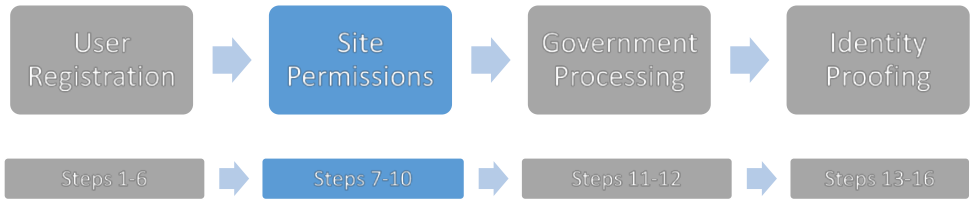
| Select All | Site ID | Site Name | Address | City | State | County |
|---|---|---|---|---|---|---|
| | MAC300010832 | CVS PHARMACY TRAINING CENTER | 6 HAMILTON PL | BOSTON | MA | SUFFOLK |
| | MAC300013539 | CVS PHARMACY 1900 | 218 HANOVER STREET | BOSTON | MA | SUFFOLK |
| | MAC300013547 | CVS PHARMACY 1206 | 240 NEWBURY STREET | BOSTON | MA | SUFFOLK |
| | MAC300014503 | CVS PHARMACY 2592 | 468 BLUE HILL AVE | BOSTON-DORCHESTER | MA | SUFFOLK |



# e-Manifest User Registration: Step 9

## STEP 9 – SELECT PERMISSIONS

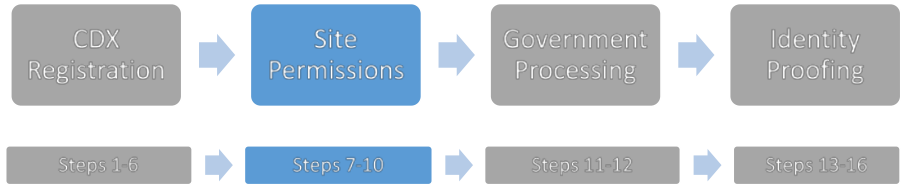


# e-Manifest User Registration: Step 10

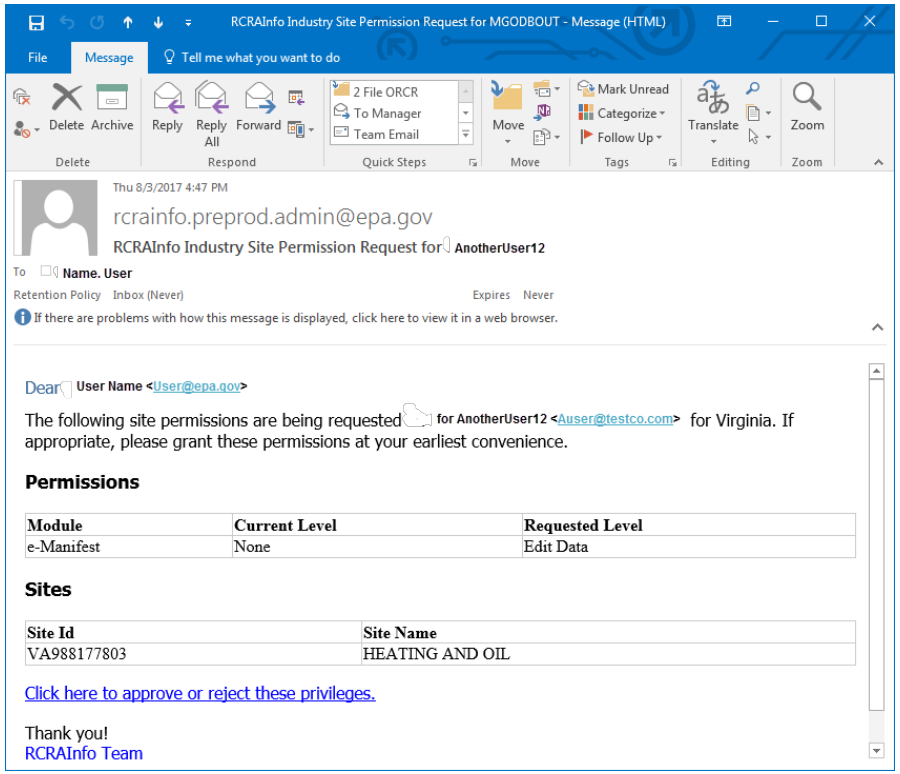
## STEP 10 – AWAITING ACTIVATION

- Once the user has submitted his/her request, the requested sites will appear in their My Sites tab with a "Pending" status



# e-Manifest User Registration: Step 11

**EMAIL**



RCRAInfo Industry Site Permission Request for MGODBOUT - Message (HTML)

File | Message | Tell me what you want to do

Delete | Archive | Reply | Reply All | Forward | 2 File ORCR | To Manager | Team Email | Move | Mark Unread | Categorize | Follow Up | Translate | Zoom

Thu 8/3/2017 4:47 PM

rcrainfo.preprod.admin@epa.gov

RCRAInfo Industry Site Permission Request for AnotherUser12

To Name. User

Retention Policy Inbox (Never) Expires Never

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear User Name <User@epa.gov>

The following site permissions are being requested for AnotherUser12 <Auser@testco.com> for Virginia. If appropriate, please grant these permissions at your earliest convenience.

**Permissions**

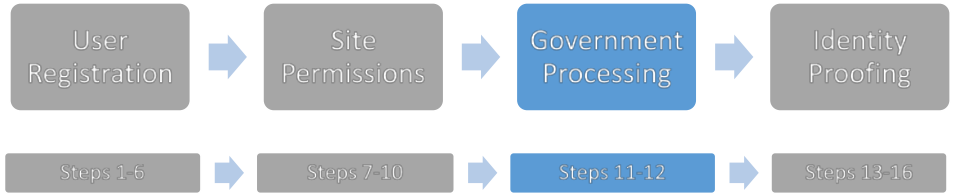
| Module | Current Level | Requested Level |
|---|---|---|
| e-Manifest | None | Edit Data |

**Sites**

| Site Id | Site Name |
|---|---|
| VA988177803 | HEATING AND OIL |

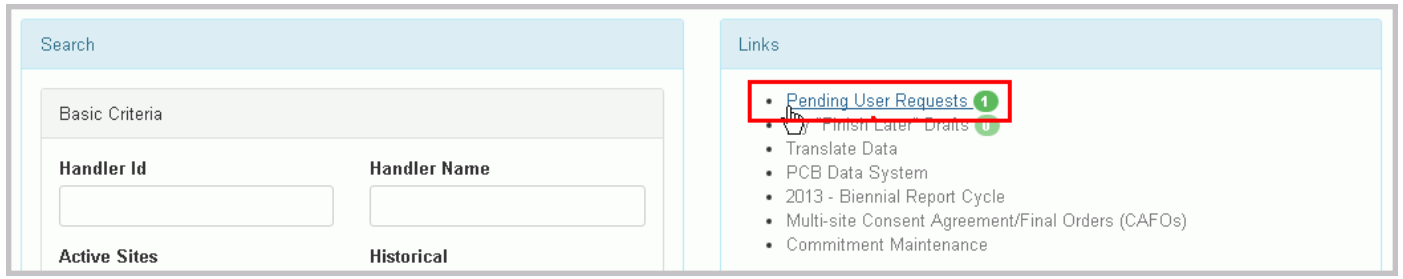
Click here to approve or reject these privileges.

Thank you!
RCRAInfo Team

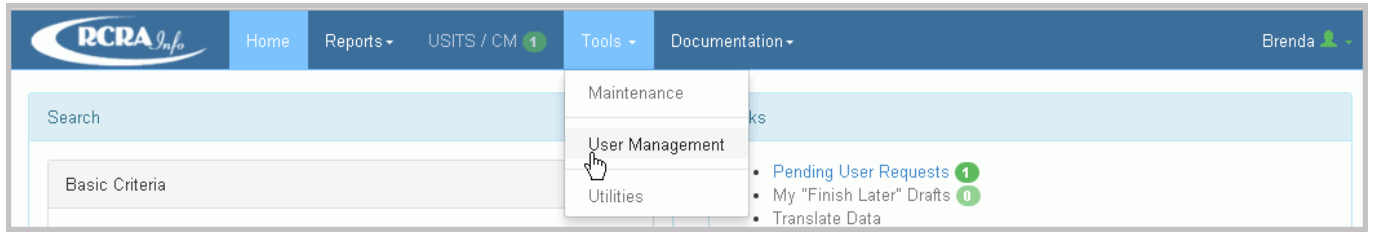


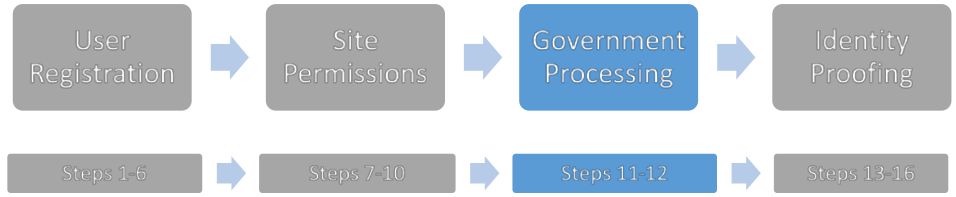
# e-Manifest User Registration: Step 11 cont.

**PENDING USER REQUESTS**

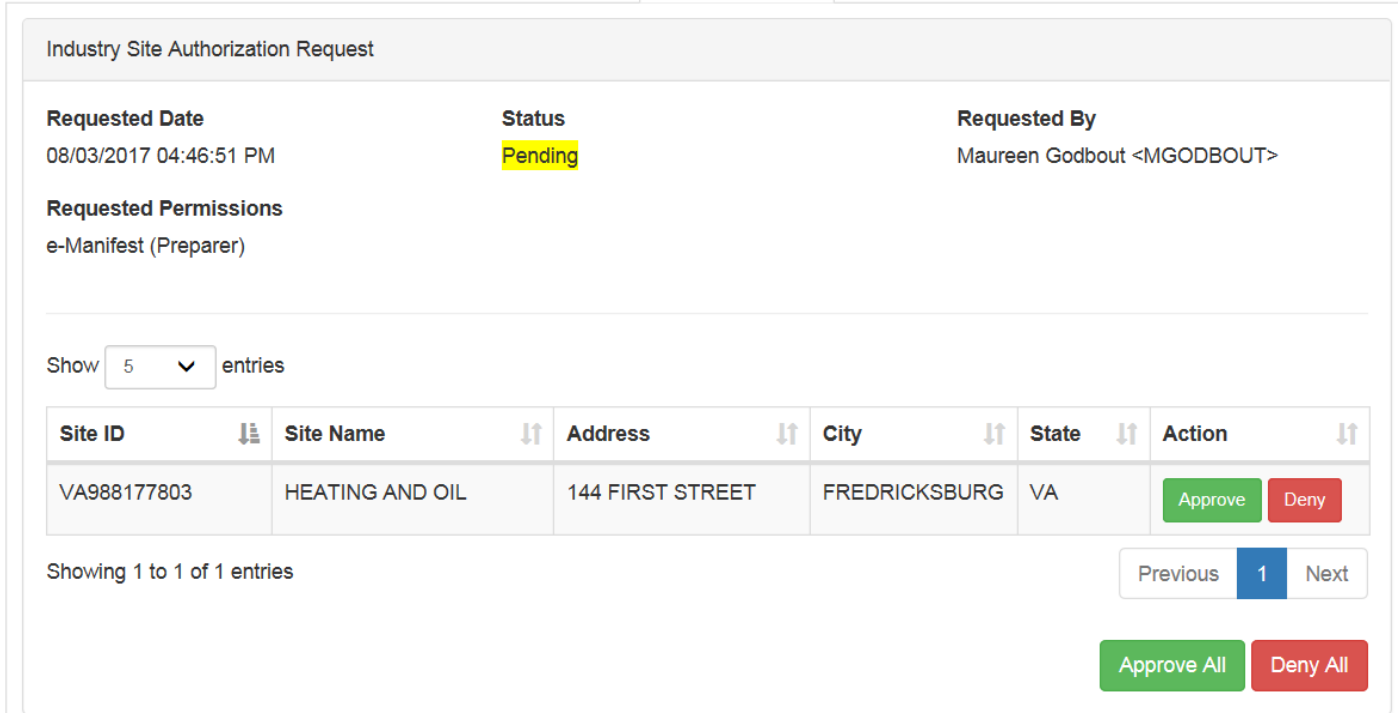


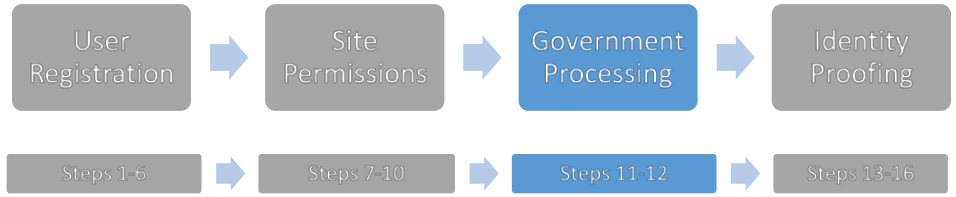
**TOOLS / USER MANAGEMENT**



# e-Manifest User Registration: Step 12

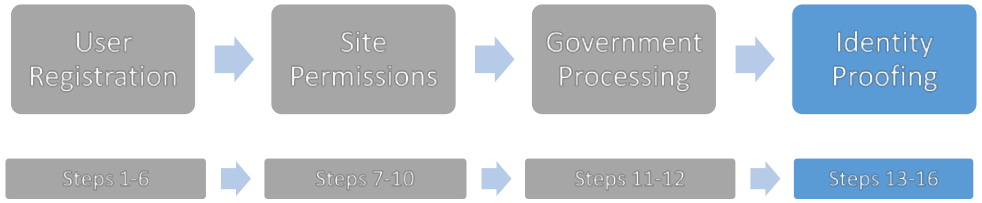


# e-Manifest User Registration: Step 13

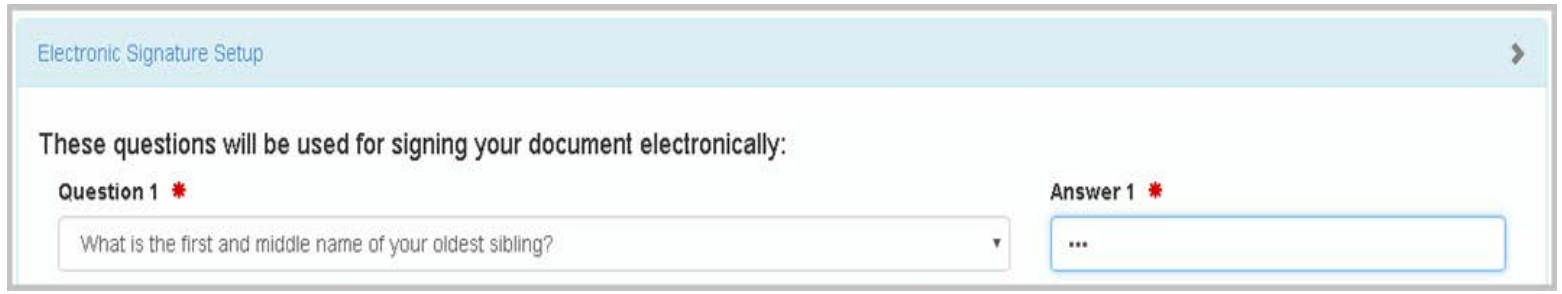
STEP 13 – SUBMIT TO IDENTITY PROOFING

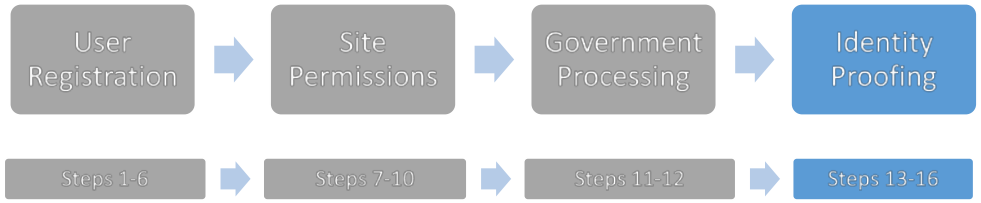
- After the user has been granted permissions by the user administrator. The user is sent an email stating there was a change in their permissions.
- Users who have requested the "Certifier" or “Site Manager” permission and do not already have an electronic signature with RCRAInfo or CDX will be asked to set up their electronic signature immediately after their next login.



# e-Manifest User Registration: Step 14

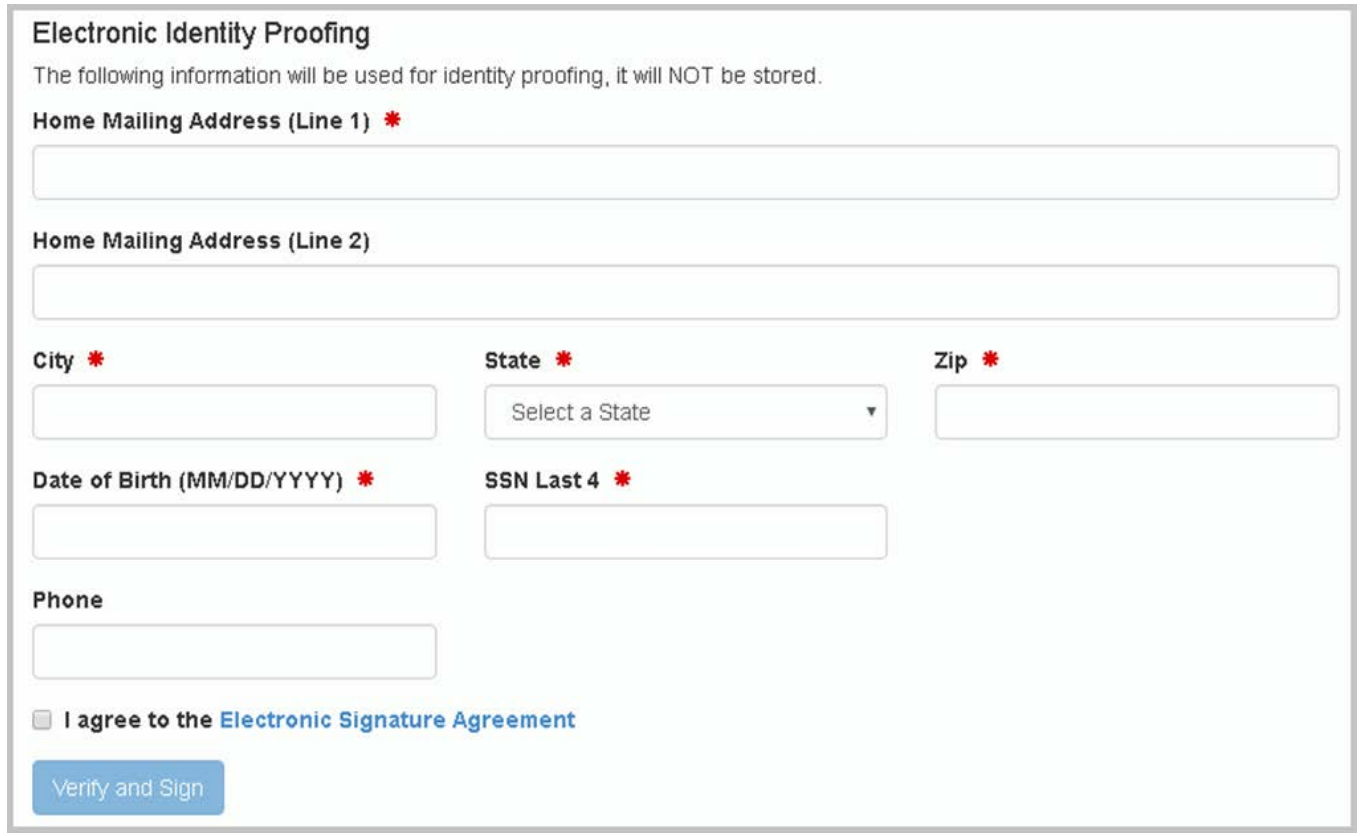
## STEP 14 – SECURITY QUESTIONS

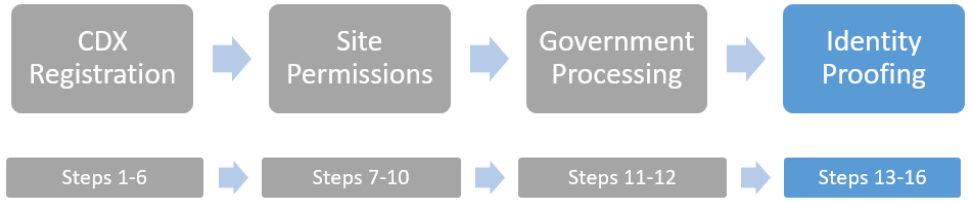


# e-Manifest User Registration: Step 15

STEP 15 – IDENTITY PROOFING

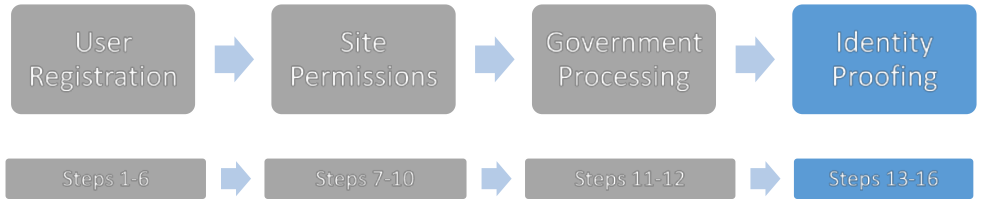


# e-Manifest User Registration: Step 16

## STEP 16 – PAPER ESA HANDLING

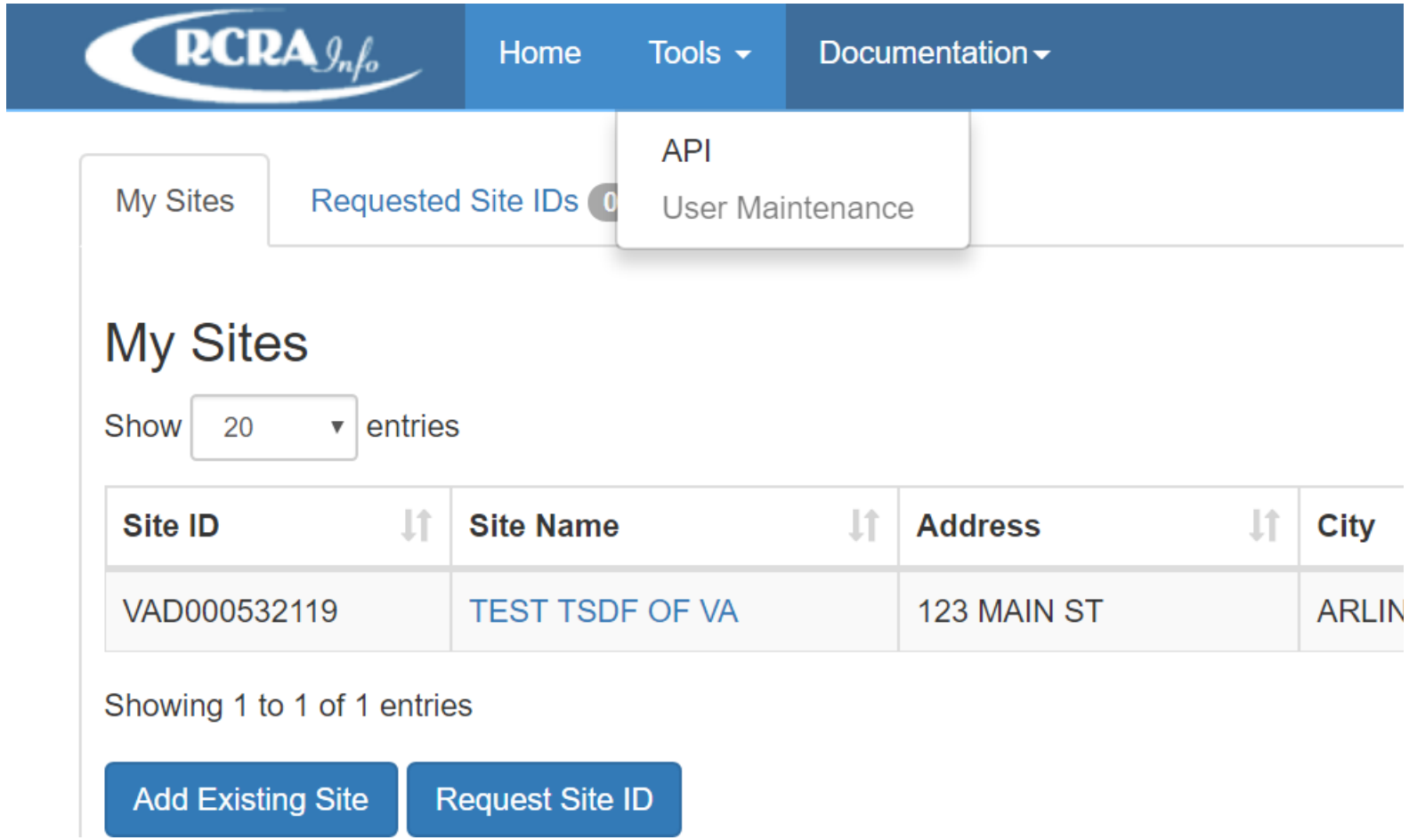
- EPA will establish a mailing address for users who must mail paper ESAs
- EPA will open the mail and keep the envelope ensuring the addresses and stamp information are preserved. For packages that contain multiple ESAs, EPA will copy the mail envelope and attach it to each ESA with a reference to where the original mail envelope is stored
- EPA will review the ESA, log into RCRAInfo and activate the ESA associated with the user and user name on the ESA, if appropriate. If the EPA identifies any issues, it will follow up with the user as needed
- EPA will scan the paper ESAs and associated mail covers. Then they will be stored (both the scanned copies and the original signed ESAs) indefinitely or until guidance from EPA is given to destroy or archive them.



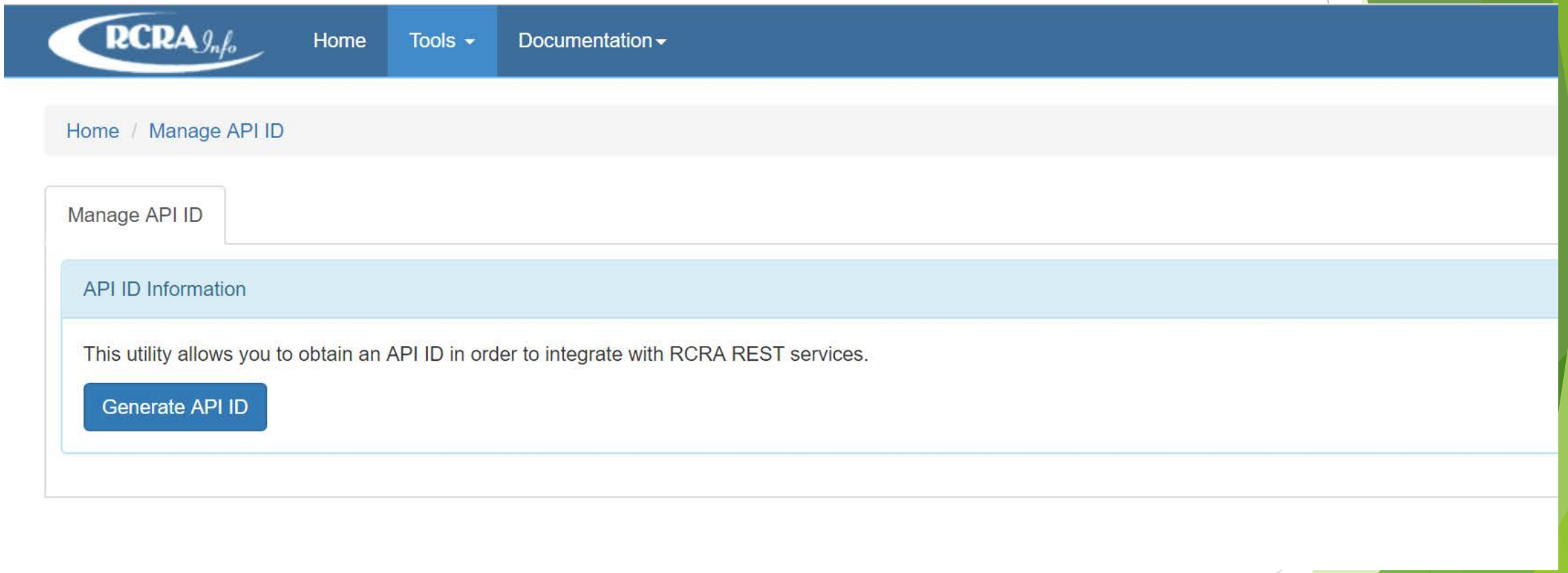
# Obtaining an API key

- Once a user has the Site Manager role they may request an API Key
- API Key's are based on the individual site manager
- Site managers can have multiple sites associated with them and therefore their ID can submit for those multiple sites
- Key Regeneration:
  - API Key and ID are only shown once and can be copied
  - If the combination is lost it will need to be regenerated

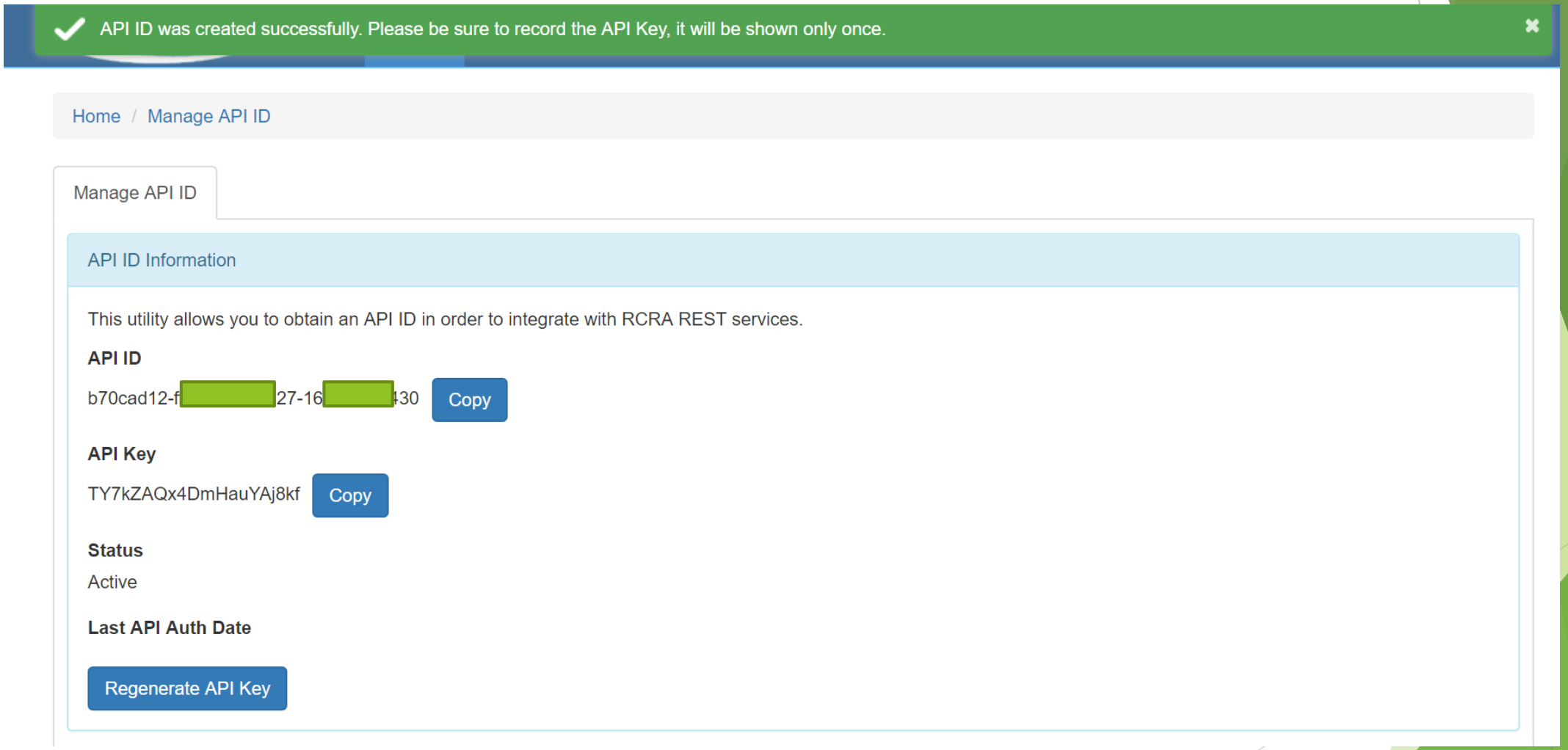
# Obtaining an API Key as a Site Manager: Step 1



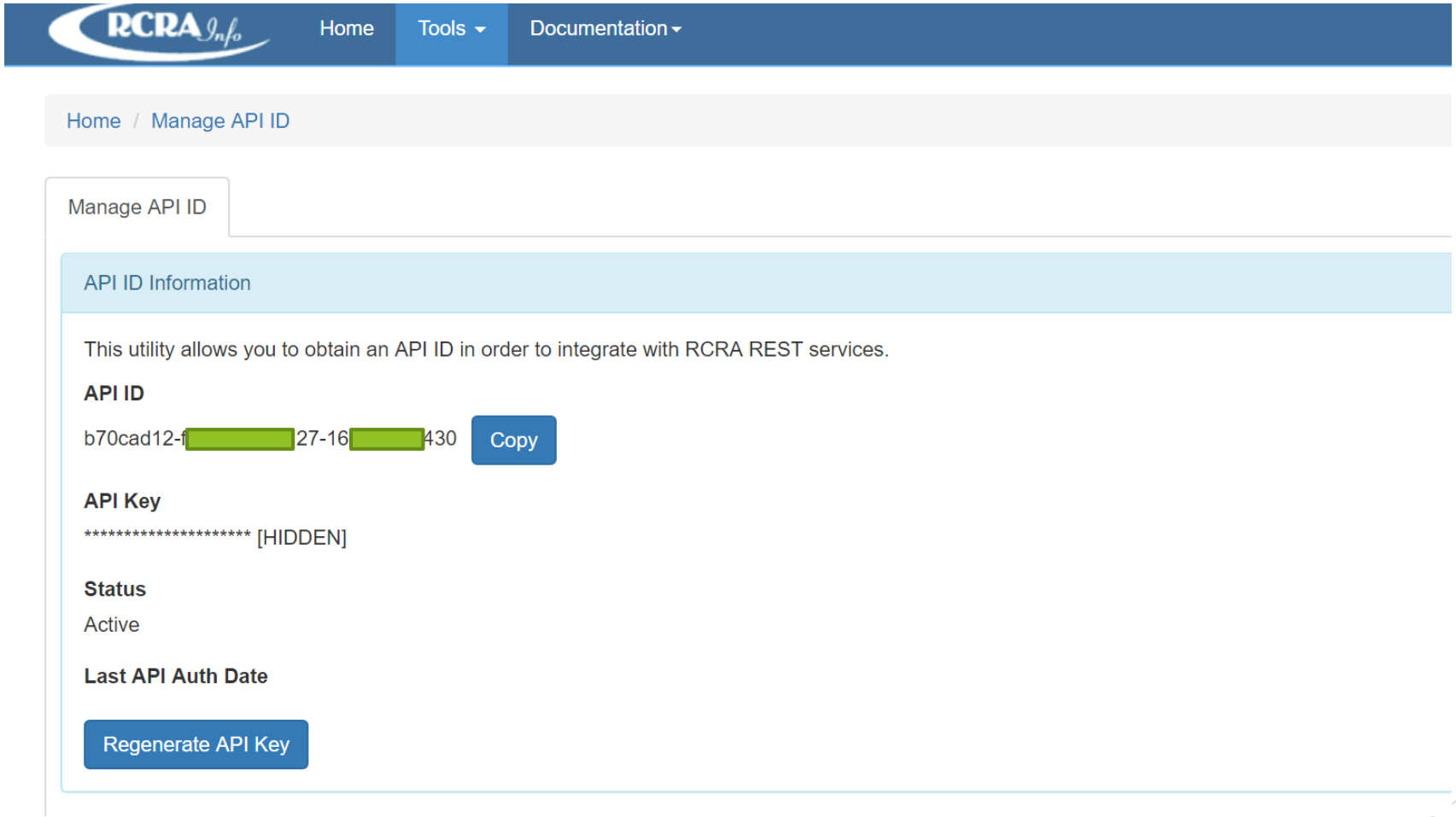
# Generating An API Key: Step 2



# API Key Generated: Step 3



# Key Regeneration: Step 4



## Contact us

- Submit input/questions to eManifest@epa.gov
- To subscribe to the general program Listserv send a blank message to: eManifest-subscribe@lists.epa.gov
- To subscribe to the developers only Listserv send a blank message to: e-manifestdev-subscribe@lists.epa.gov
- For more information on EPA's Manifest Program: http://www.epa.gov/e-manifest