

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

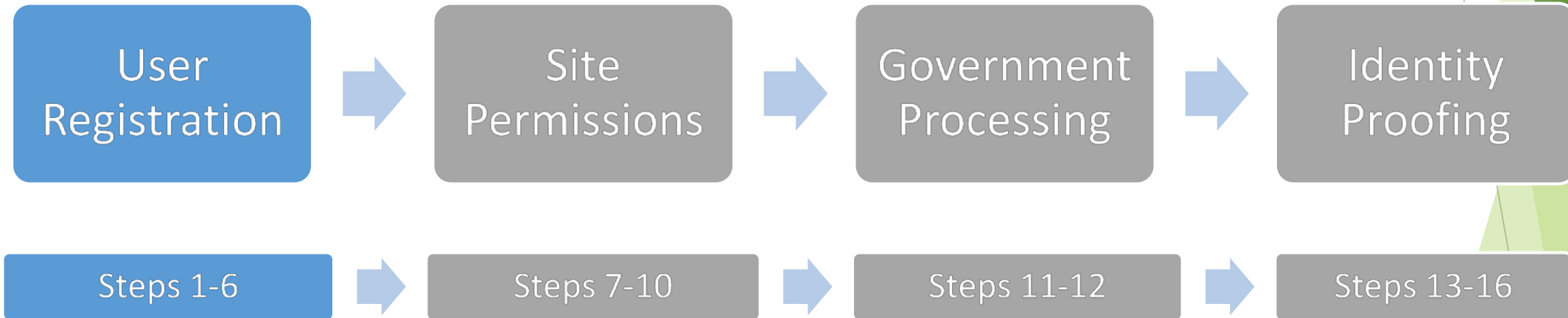
EPA Encourages Use of Site Managers

- ▶ 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**

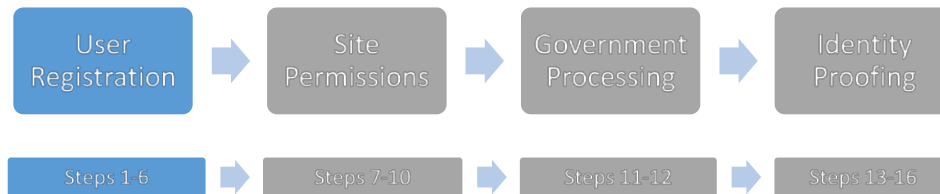
e-Manifest User Registration: Current Process



e-Manifest User Registration: Step 1

STEP 1 - REQUEST AN ACCOUNT

The screenshot shows the RCRAInfo Sign In page. On the left, there is a blue box with the RCRAInfo logo and a description: "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." On the right, there is a "RCRAInfo Sign In" section with input fields for "User Id" and "Password", a "Sign in" button, and links for "Register" and "Forgot password?". Below the sign in section, there is a "Warning Notice and Privacy Policy" link.



e-Manifest User Registration: Step 2

STEP 2 – Select User Type

Select Registration Type

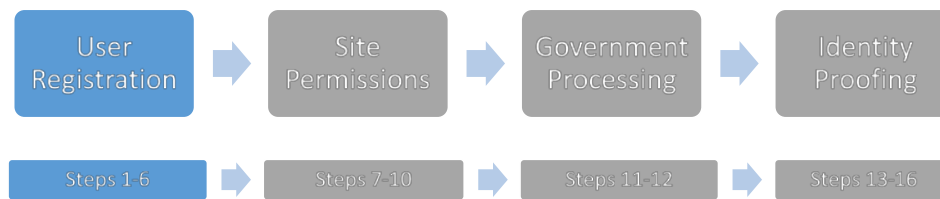
Government User
Select this option if you represent a State environmental agency or the US Environmental Protection Agency

Industry User
Select this option if you are employed by or conduct business on behalf of a regulated hazardous waste facility

OR

[Continue to Government User Registration](#)

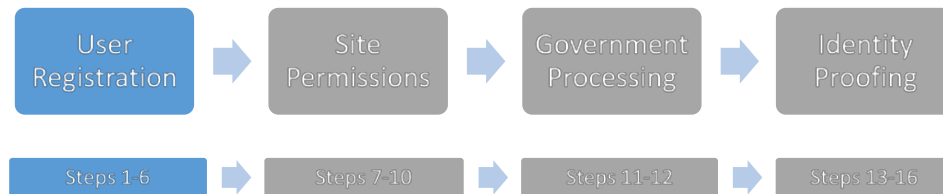
[Continue to Industry User Registration](#)



e-Manifest User Registration: Step 3

STEP 3 - ENTER USER INFORMATION

The screenshot shows the RCRA Info Registration interface. At the top, there is a navigation bar with the RCRA Info logo and a 'Registration' tab. Below this is a breadcrumb trail 'Login / Registration'. The main heading is 'Create a New Account' with a red asterisk indicating required fields. The 'User Information' section contains five input fields: 'Title' (dropdown menu with 'Mr' selected), 'First Name' (text box with 'Emanifest'), 'Middle Initial' (empty text box), 'Last Name' (text box with 'User|'), and 'Suffix' (dropdown menu with 'Select...' selected). A 'Next' button is located below the 'Title' field. A legend indicates that a red asterisk (*) denotes a required field.

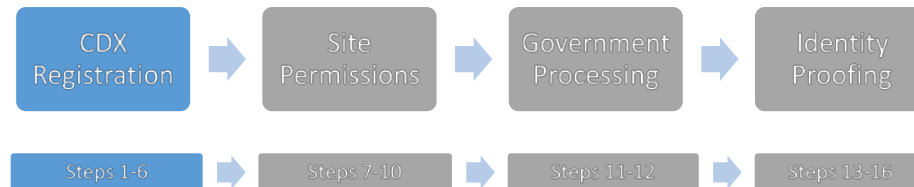


e-Manifest User Registration: Step 4

STEP 4 – Create a User Id and Password

The screenshot shows the 'Create a New Account' page on the RCRA Info website. The page is titled 'Create a New Account' and includes a sub-section 'Create a User ID and Password'. The form contains the following fields and options:

- User ID**: A text input field containing 'EmanifestUser1'.
- Password**: A password input field with masked characters '*****'.
- Verify Password**: A second password input field with masked characters '*****'.
- Show password**: A checkbox option.
- Reset Questions**: A section titled 'These questions will be used to reset your password:' containing three questions:
 - Question 1**: 'In what city does your nearest sibling live?' with a dropdown menu.
 - Question 2**: 'What street did you live on in third grade?' with a dropdown menu.
 - Question 3**: 'In what city or town was your first job?' with a dropdown menu.
- Answers**: Three corresponding text input fields for the answers, labeled 'Answer 1', 'Answer 2', and 'Answer 3'.
- Show answers**: A checkbox option.
- Agree to the Terms and Conditions**: A checked checkbox.
- Next**: A blue button to proceed to the next step.

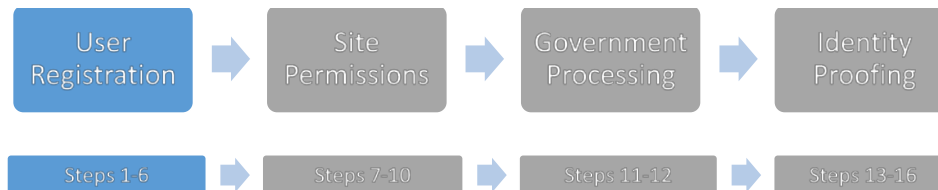


e-Manifest User Registration: Step 5

STEP 5 - ENTER ORGANIZATION AND CONTACT INFORMATION

The screenshot shows the RCRA e-Manifest registration interface. At the top, there is a navigation bar with the RCRA logo and a 'Registration' tab. Below the navigation bar, there are two tabs: 'Create a User ID and Password' (selected) and 'Organization/Contact Information'. The 'Organization/Contact Information' section contains the following fields:

- Organization Name ***: A text input field containing 'A Hazardous Waste Handler'.
- Mailing Address (line 1) ***: A text input field containing '123 Main St'.
- Mailing Address (line 2)**: An empty text input field.
- City ***: A text input field containing 'Arlington'.
- State ***: A dropdown menu showing 'Virginia'.
- Zip/Postal Code ***: A text input field containing '22022'.
- Country ***: A dropdown menu showing 'UNITED STATES'.
- Job Title ***: A text input field containing 'VP of Environment Health and Safety'.
- Phone Number ***: A text input field containing '703-555-1212'.
- Extension**: An empty text input field.
- Email ***: A text input field containing 'EUser@AHWH.com'.
- Re-enter Email ***: A text input field containing 'EUser@AHWH.com'.
- Send Verification Code**: A blue button.



e-Manifest User Registration: Step 6

STEP 6 - VALIDATE EMAIL

Email *

EUser@AHHW.com

Re-enter Email *

EUser@AHHW.com

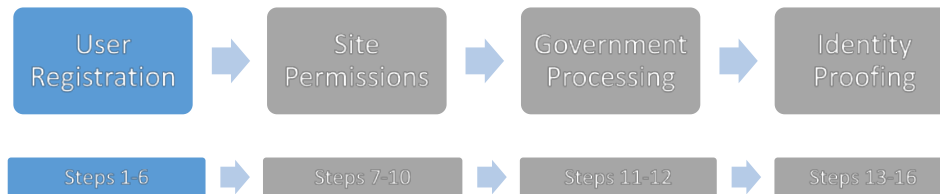
Send Verification Code

Verification Code *

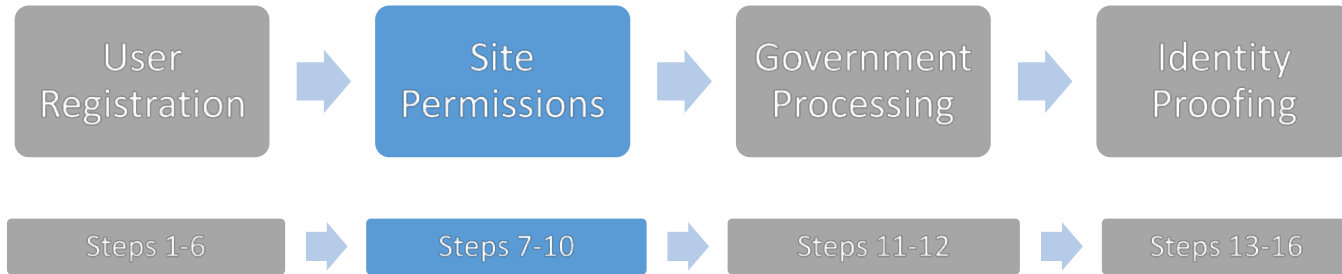
80133



Register



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 entries

Select All <input type="checkbox"/>	Site ID ↕	Site Name ↕	Address ↕	City ↕	State ↕	County ↕
<input type="checkbox"/>	MAC300010832	CVS PHARMACY TRAINING CENTER	6 HAMILTON PL	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300013539	CVS PHARMACY 1900	218 HANOVER STREET	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300013547	CVS PHARMACY 1206	240 NEWBURY STREET	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300014503	CVS PHARMACY 2592	468 BLUE HILL AVE	BOSTON-DORCHESTER	MA	SUFFOLK



e-Manifest User Registration: Step 9

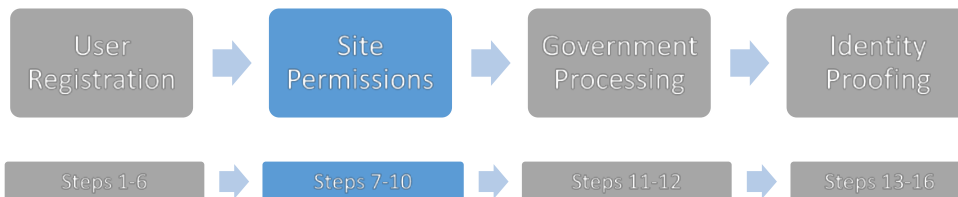
STEP 9 – SELECT PERMISSIONS

Select Permissions ✕

You've selected 3 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▾	None
Biennial Report	None ▾	None
PCB	None ▾	None
e-Manifest	<div style="border: 1px solid black; padding: 2px;">None Viewer Preparer Certifier</div>	None
myRCRAid		None

[Send Request](#) [Back to Search Results](#) [Close](#)



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)

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

Search

Basic Criteria

Handler Id: Handler Name:

Active Sites: Historical:

Links

- Pending User Requests 1
- My "Finish Later" Drafts 0
- Translate Data
- PCB Data System
- 2013 - Biennial Report Cycle
- Multi-site Consent Agreement/Final Orders (CAFOs)
- Commitment Maintenance

Pending Requests [User Search](#)

Pending User Requests

Show 20 entries Search:

Request Type	User Id	Name	Organization	Requested Date
SiteAuthorization	~AUSER	John Q Doe	Environmental Protection Agency	12/23/2015 08:53:38 AM

Showing 1 to 1 of 1 entries Previous 1 Next

TOOLS / USER MANAGEMENT

PCRA Info Home Reports - USITS / CM 1 Tools - Documentation - Brenda

Search

Basic Criteria

Tools

- Maintenance
- User Management
- Utilities

Links

- Pending User Requests 1
- My "Finish Later" Drafts 0
- Translate Data



e-Manifest User Registration: Step 12

Industry Site Authorization Request

Requested Date
08/03/2017 04:46:51 PM

Status
Pending

Requested By
Maureen Godbout <MGODBOUT>

Requested Permissions
e-Manifest (Preparer)

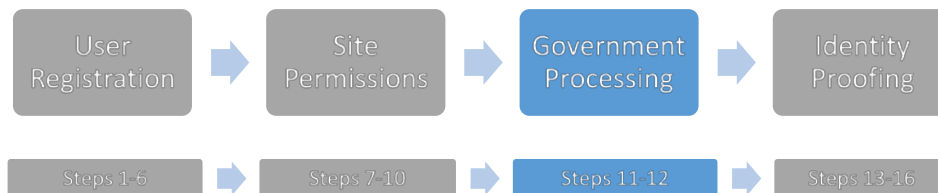
Show 5 entries

Site ID	Site Name	Address	City	State	Action
VA988177803	HEATING AND OIL	144 FIRST STREET	FREDRICKSBURG	VA	Approve Deny

Showing 1 to 1 of 1 entries

Previous 1 Next

[Approve All](#) [Deny All](#)



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

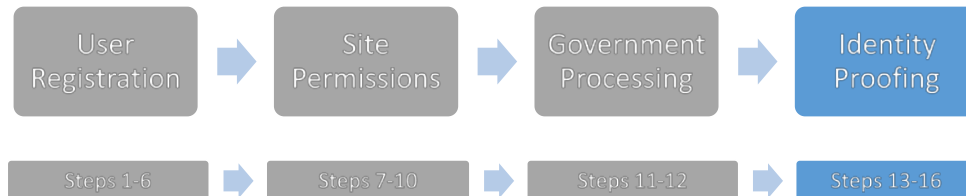
STEP 14 – SECURITY QUESTIONS

Electronic Signature Setup >

These questions will be used for signing your document electronically:

Question 1 *

Answer 1 *



e-Manifest User Registration: Step 15

STEP 15 – IDENTITY PROOFING

Electronic Identity Proofing
The following information will be used for identity proofing, it will NOT be stored.

Home Mailing Address (Line 1) *

Home Mailing Address (Line 2)

City * **State *** **Zip ***

Date of Birth (MM/DD/YYYY) * **SSN Last 4 ***

Phone

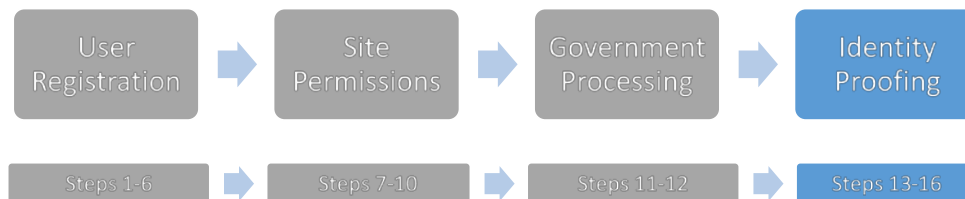
I agree to the [Electronic Signature Agreement](#)



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

RCRA Info

Home Tools Documentation

My Sites Requested Site IDs 0

API
User Maintenance

My Sites

Show 20 entries

Site ID	Site Name	Address	City
VAD000532119	TEST TSDf OF VA	123 MAIN ST	ARLIN

Showing 1 to 1 of 1 entries

Add Existing Site Request Site ID

Generating An API Key: Step 2

RCRA Info Home Tools Documentation

Home / Manage API ID

Manage API ID

API ID Information

This utility allows you to obtain an API ID in order to integrate with RCRA REST services.

Generate API ID

API Key Generated: Step 3

✓ API ID was created successfully. Please be sure to record the API Key, it will be shown only once. ✕

Home / Manage API ID

Manage API ID

API ID Information

This utility allows you to obtain an API ID in order to integrate with RCRA REST services.

API ID

b70cad12-f[REDACTED]27-16[REDACTED]430

Copy

API Key

TY7kZAQx4DmHauYAj8kf

Copy


Status

Active

Last API Auth Date

Regenerate API Key

Key Regeneration: Step 4

 [Home](#) [Tools](#) [Documentation](#)

Home / Manage API ID

Manage API ID

API ID Information

This utility allows you to obtain an API ID in order to integrate with RCRA REST services.

API ID
b70cad12-f[REDACTED]27-16[REDACTED]430 [Copy](#)

API Key
***** [HIDDEN]

Status
Active

Last API Auth Date

[Regenerate API Key](#)

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>