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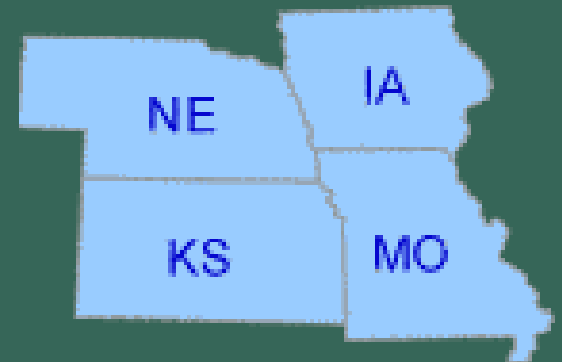
*e-Manifest:*



COMING **VERY, VERY** SOON!



Region 7 Workshops  
May and June 2018



1. Top Five Things You Need to Know
2. Purpose & Benefits
3. e-Manifest Act (Law), Regulations & Advisory Board
4. System Development and User Registration
5. Implementation & Communication
6. System Screenshots



TOP  
FIVE  
THINGS

1. e-Manifest begins nationwide June 30, 2018.
2. e-Manifest is available for testing now.
3. All facilities that receive manifested wastes [“receiving facilities”] (federal or state-only hazardous waste or PCBs) must submit those manifests to EPA either in paper or electronically. Receiving facilities will pay a fee for each manifest, based on the way it was submitted.

4. Handlers must register for e-Manifest to submit/sign electronically and to make corrections. Handlers include generators, transporters, and others handling hazardous waste listed on the manifest.
5. e-Manifest data will be available to the public 90 days after the manifest is entered into the system (no pre-June 30 data).



## PURPOSES OF E-MANIFEST

## *e-Manifest*

- Modernize the system and make it more accurate and efficient
- Establish and host a nationally consistent electronic manifest system
- Establish a national, one-stop hub for collecting and distributing manifests
- Establish a national data repository for waste shipment data
- Provide the public with appropriate access to program data

- Cost savings and paperwork burden reductions
- Accurate, more timely information on waste shipments
- Enhanced “cradle-to-grave” tracking of hazardous waste
- A self-sustaining system funded by fees, not taxpayers
- A potential reduction of biennial reporting

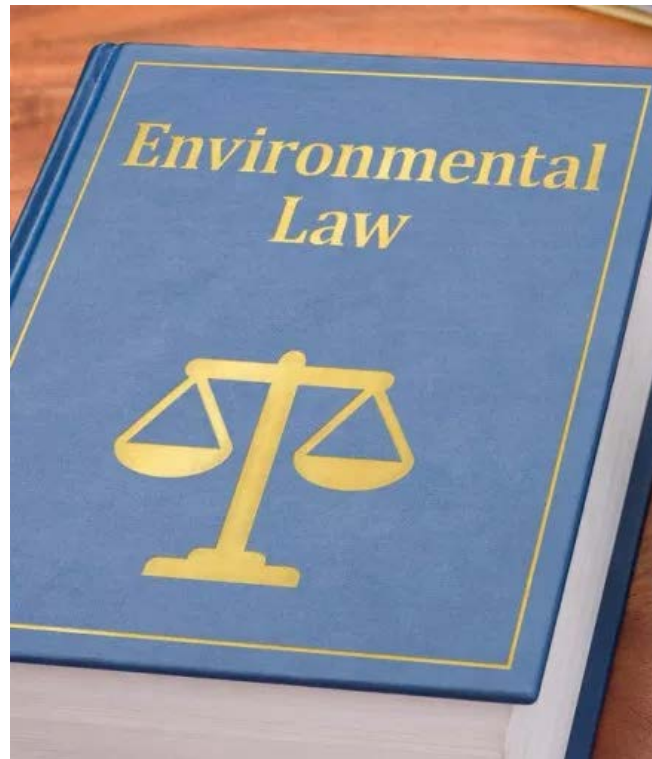




E-MANIFEST ACT SIGNED INTO LAW 10/5/2012

*e-Manifest*

Note: These benefits are derived from the collaborative development EPA utilized with the regulated community and states and through extensive user testing over the last several months.



40



## E-MANIFEST ACT SIGNED INTO LAW 10/5/2012

## *e-Manifest*

- Establish national IT system funded with user fees
- Scope: All federal or state regulated wastes subject to manifest
- Users may *elect* to use electronic *or* paper manifests
- EPA may set reasonable fees to recover costs
- Nationwide effective date [**June 30**]
- Establish an e-Manifest Advisory Board (meets at least annually)

Covers all wastes shipped on a manifest

- Federal RCRA hazardous waste
- Regulated PCB waste shipped on a manifest
- “State-only regulated” hazardous waste (if manifest required by state)
- Imports of hazardous waste shipped to U.S. facilities
- Non-hazardous waste shipped on a manifest

*Current focus of program is on highway transport*

### Exceptions:

- HW exports not included in e-Manifest at this time.
- Non-manifest documents (e.g., LDR notices) not included at this time.

## Receiving facilities ...

1. ... responsible for fees when they submit manifests
2. ... submit manifests to EPA within 30 days of waste receipts
3. ... will be invoiced monthly and make payments to Pay.gov

Fee formula allocates system costs by submission type. Fees will be revised at two-year intervals (but no Federal Register).

Corrections to data records can be made at anytime by named parties (i.e., GEN, TRN, TSDF) on the manifest that are registered in the system

- Open corrections process conducted by electronic submissions
- Waste handlers and states may participate

Receiving facilities may not mail paper forms to EPA after **30 Jun 2021**

Public module will not disclose certain chemical security info

Financial penalties and RCRA civil enforcement sanctions for non-payment of fees

- Exclusively federal (no state actions)



Purpose:

Provide independent advice to the Agency on system operations

Required to meet at least annually, with meetings open to the public

Appointed by the EPA Administrator and must include:

- EPA Administrator (or designee) as the Advisory Board Chair
- At least two members with expertise in information technology
- At least three members who represent industry users of the manifest
- At least three members who represent States that process and track manifests

Business & Industry

**Thomas Baker**, Veolia

**Cynthia Walczak**, MPS Group

**Justin Wilson**, Walmart

State Government

**Joshua Burman**, MN

**Michael Hurley**, MA

**John Ridgway**, WA

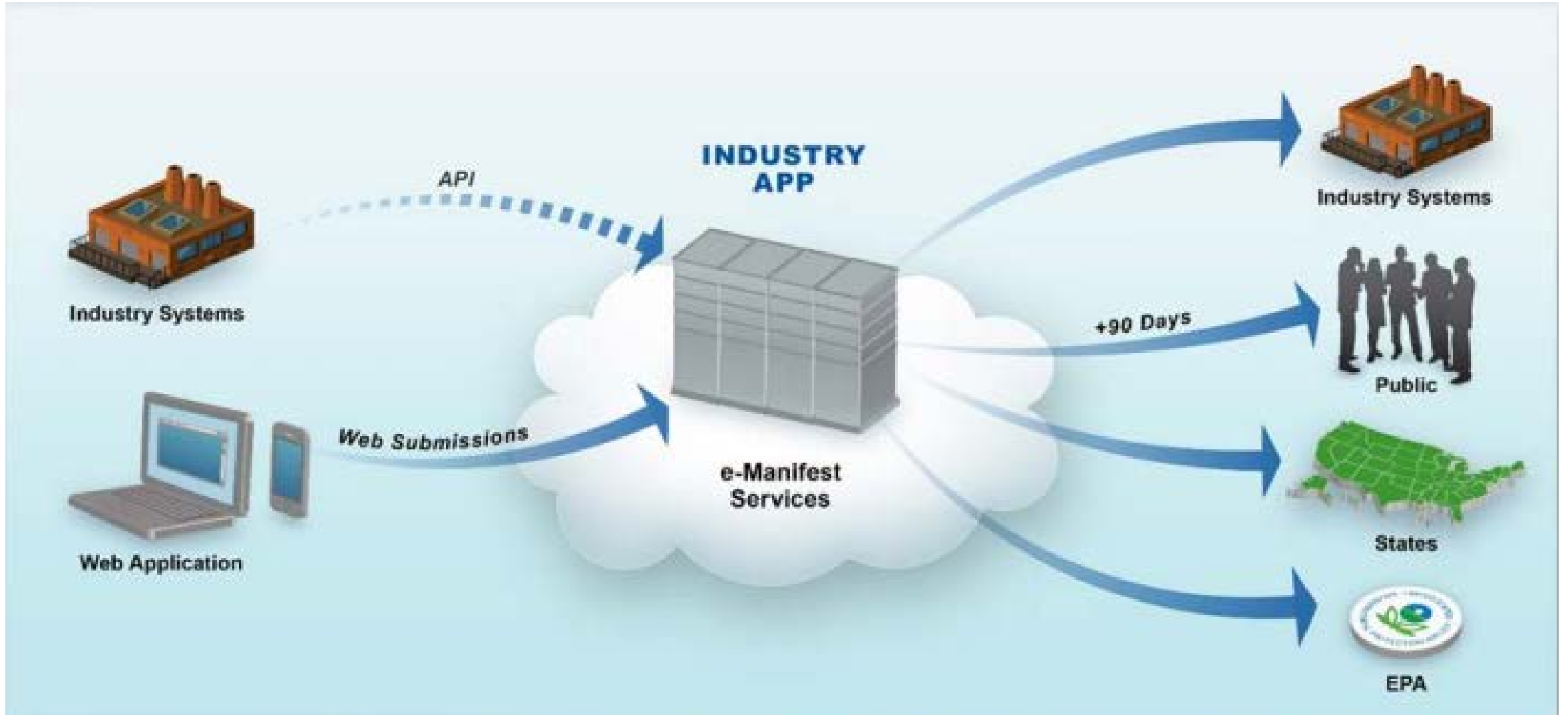
Information Technology

**Raj Paul**, Lochbridge and **Jonathan Alboum**, USDA

Two meetings have been held

- 10-12 January 2017:  
"System Launch: Day 1 e-Manifest "
- 26-28 September 2017:  
"Implementing e-Manifest User Registration and Account Activation"

Plans for next meeting in late 2018



# E-MANIFEST SYSTEM DEVELOPMENT

*e-Manifest*

- e-Manifest is a module of EPA's RCRAInfo system.
- RCRAInfo has three industry applications.

EPA Form	RCRAInfo Industry App	Status
Site Identification Form (EPA Form 8700-12)	myRCRAid	Available now in certain states <i>Nebraska &amp; Region 7 (Iowa)</i>
Biennial Report (EPA Form 8700-13)	Biennial Report	Available now in certain states <i>Kansas, Missouri &amp; Region 7 (Iowa)</i>
Hazardous Waste Manifest (EPA form 8700-22)	e-Manifest	Everywhere June 30, 2018

## E-MANIFEST SYSTEM DEVELOPMENT

## *e-Manifest*

Receiving facilities have a variety of options for manifest submission to EPA (lowest cost first):

- directly in the e-Manifest system,
- hybrid process - manifest starts as a paper manifest and then transitions to electronic manifest at the transporter
- uploading manifest data from an industry system,
- submitting a PDF copy of a manifest, and
- mailing in a hard copy manifest.

Uses CROMERR-compliant signature process.

## Estimated Fees by Manifest Type

[2017\$]

Manifest submission Type		Year 1 fee
<b>Paper Manifest Types</b>	Mailed Paper	\$20.00
	Image Uploads	13.00
	Data File Uploads	7.00
<b>Electronic Manifests</b> (includes hybrid)	Electronic	4.00

*[per manifest fee paid by receiving facility to EPA (paying for system)]*





EPA's RCRAInfo system allows users to register for several permission levels (e.g., Viewer, Preparer, Certifier).

One permission level, newly launched in 2017, is **Site Manager**.

A Site Manager can:

- view,
- prepare,
- sign forms (certify), and
- approve other users in their company for these activities

Registering as a Site Manager through myRCRA ID or Biennial Report gains you automatic access to e-Manifest.

# REINFORCING THE BASICS: REGISTRATION

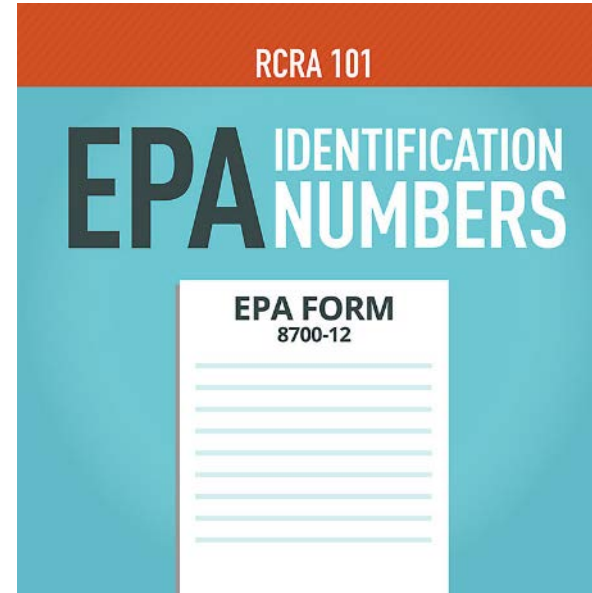
# *e-Manifest*



## Biennial Hazardous Waste Report



Kansas,  
Missouri and  
Region 7 (Iowa)



Nebraska and  
Region 7 (Iowa)

Facilities without an EPA ID number may need obtain one from their state (Kansas, Missouri, Nebraska) or EPA Region 7 (Iowa). To obtain an EPA ID, complete the Site Identification form (EPA Form 8700-12).

To participate/work the system – **users must register in e-Manifest**

- All receiving facilities must register in the e-manifest system before June 30, whether they are paper or electronic submitters.
- Transporters need to register in the e-manifest system to sign manifests electronically in e-Manifest or to make changes or view manifests in the system (before they are available to the public).

To participate/work the system – **you must register in e-Manifest**

- Generators need to register in the system if they wish to:
  - ❑ create and sign electronic manifests; view or correct their manifests
  - ❑ Without system registration, generators can not make changes to their manifests nor can they view them until they are available to the public.





## General outreach

- Monthly public webinars
- Monthly on-line & e-Manifest Listserv updates
- 80+ Q&As posted online
- Stakeholder-specific fact sheets
- Workshops held throughout Region 7 in May and June with additional workshops after the system is active

- Post final user fees
- Prepare instructions/webpage for how to register for e-Manifest
- Ongoing collection and response to FAQs
- Obtain OMB approval of final e-Manifest 5-copy form
- Stakeholder-specific information available in Fact Sheets

## SHORT e-Manifest fact sheets created for a variety of audiences:

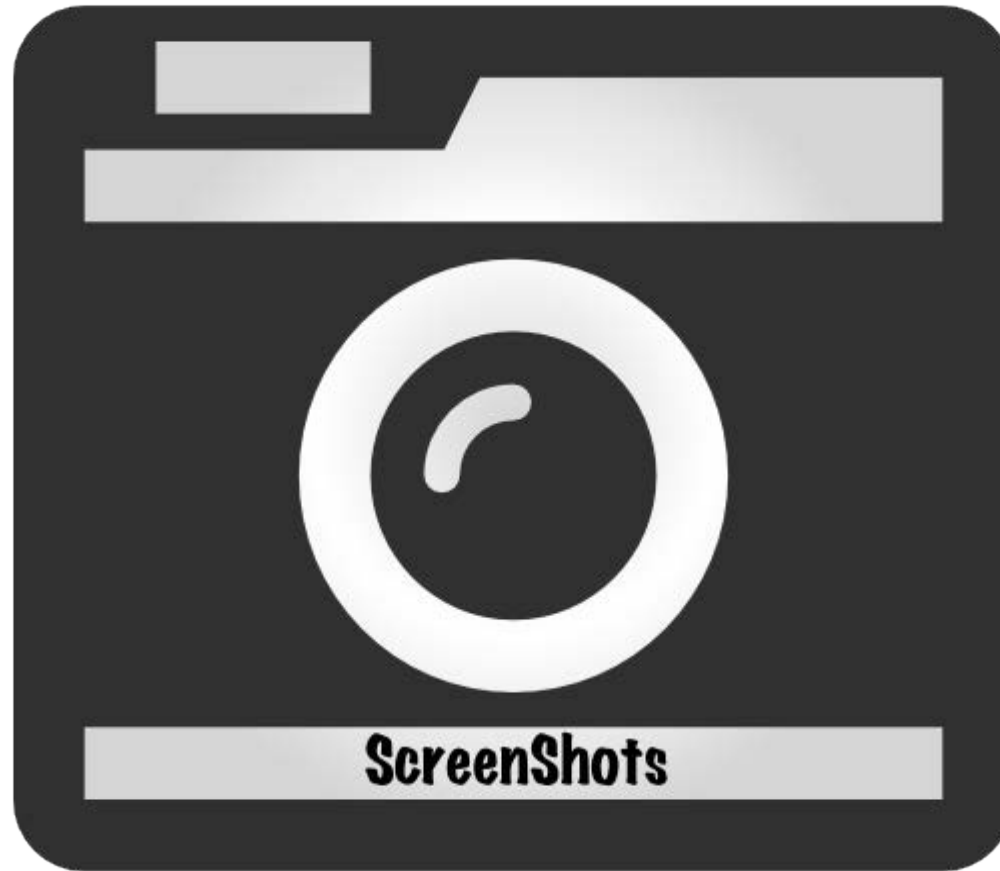


### Fact Sheet Priority Audiences

- ✓ General Public
- ✓ TSDFs
- ✓ Receivers
- ✓ Transporters
- ✓ Generators
- ✓ Brokers

### Other Audiences

- ✓ Tribes
- ✓ States (Program)
- ✓ States (Technical)
- ✓ Inspectors
- ✓ Site Managers
- ✓ And more...



## RCRAInfo (Pre-Production)

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

Sign in

[Register](#)

[Forgot password?](#)

### Warning Notice and Privacy Policy

#### Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;

# User signs in to RCRAInfo system

My Sites

Requested Site IDs 0

## My Sites

Show  entriesSearch: 

Site ID	Site Name	Address	City	State	County	Status
VATEST000004	<a href="#">TEST GENERATOR OF VA</a>	2777 S CRYSTAL DRIVE	ARLINGTON	VA	ARLINGTON	Active
VATEST000001	<a href="#">TEST TRANSPORTER 1 OF VA</a>	2777 SOUTH CRYSTAL DRIVE	ARLINGTON	VA	ARLINGTON	Active
VATEST000003	<a href="#">TEST TSDf OF VA TWO</a>	2777 S CRYSTAL DR	ARLINGTON	VA	ARLINGTON	Active

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)[Add Existing Site](#)[Request Site ID](#)

User can see all their sites and can add sites.

**General Overview**
**Federal Generator Status**

Large Quantity Generator

**State Generator Status**

Small Quantity Generator

**Is Site Active**

Yes

**Date Last Updated**

01/22/2018

**Site Mailing Address**

 2777 S CRYSTAL DRIVE  
 ARLINGTON, VA 22202

**Site Contact**

 SCOTT CHRISTIAN  
 2777 S CRYSTAL DRIVE  
 ARLINGTON, VA 22202

[Back to My Sites](#)
**Map**


After selecting a site, user can see site information.

### In Progress

 Show 10 entries

 Search: 

Manifest ID#	Generator ID	Generator Name	TSDf ID	TSDf Name	Last Updated Date	Status	Actions
100003225ELC	VATEST000004	TEST GENERATOR OF VA	VAD000532119	TEST TSDf OF VA	03/05/2018 09:52 AM	Scheduled	

Showing 1 to 1 of 1 entries

 Previous 1 Next

[Create New Manifest](#)

### Received

 Show 10 entries

 Search: 

Manifest ID#	Generator ID	Generator Name	TSDf ID	TSDf Name	Shipped Date	Received Date	Status	Actions
No manifests have been received.								

Showing 0 to 0 of 0 entries

Previous Next

[Back to My Sites](#)

After selecting "e-Manifest," user can see manifests in progress and received.



User can create a manifest.

USEPA/e-m... Home e-manifest Summary New lab Pay Period Calendar e-manifest Summary

RCRA Info Home Tools Documentation Feedback/Report an Issue Scott

My Sites / VAR000503920 / e-Manifest Dashboard / e-Manifest

DRAFT PENDING SCHEDULED IN TRANSIT RECEIVED

General Information

Manifest Tracking Number \*

Manifest Type Paper + Data

Select a status for this manifest \*

Ready For Signature - Received by Designated Facility and ready to be signed

1-5. Generator Information \*

Select Search for Generator to find the generator for this manifest.

Search for Generator

6-7. Transporter Information \*

Add Transporter

8. Designated Facility Information

EPA ID Number	Name	Site Address
VAR000503920	MXI ENVIRONMENTAL SERVICES LLC	26319 OLD TRAIL ROAD, STATE ROUTE 879, ABINGDON, VA 24210

Contact Phone \*

Extension

Can e-Sign?  
Yes

9-13. Waste Information \*

Add Waste Line

User can create a manifest. (continued)

14. Special Handling Instructions and Additional Information

**Special Handling Instructions for this Manifest**

**If this shipment contains residue or rejected waste from the previous shipment enter the Original Manifest Tracking Number**

**Reference Information for this Manifest**  
Optional for internal tracking, e.g. Customer # or Purchase Order #

[Add Reference Information](#)

15. Generator's / Offeror's Certification

17. Transporter Acknowledgement of Receipt of Materials


18. Discrepancy

Discrepancy features will be added in a future iteration.

19. Hazardous Waste Management Method Codes

Add or edit codes in Waste Characteristics table in "Section 9-13. Waste Information"

20. Designated Facility Owner or Operator

EPA ID Number	Name	Designated Facility Printed/Typed Name	Date Signed
VAR000503920	MXI ENVIRONMENTAL SERVICES LLC	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/> 

Attachment

**Paper Manifest \***

To upload a new scanned manifest drag the manifest scan here or [browse for it](#)

[Save](#) [Back to Dashboard](#)

[Site Details](#)[myRCRAid](#)[Biennial Report](#)[e-Manifest](#)

## General Overview

## Federal Generator Status

Large Quantity Generator

## State Generator Status

Large Quantity Generator

## Is Site Active

Yes

## Date Last Updated

01/22/2018

## Site Mailing Address

2777 S CRYSTAL DR  
ARLINGTON, VA 22202

## Site Contact

SCOTT CHRISTIAN  
2777 S CRYSTAL DR  
ARLINGTON, VA 22202[Back to My Sites](#)

## Map



Now from  
the TSDF  
perspective

....

## In Progress

 Show  entries

 Search: 

Manifest ID#	Generator ID	Generator Name	Last Updated Date	Status	Actions
100003233ELC	VATEST000004	TEST GENERATOR OF VA	03/05/2018 09:58 AM	Pending	
UNASSIGNED	VA988177803	HEATING AND OIL	03/01/2018 02:16 PM	Draft	
100003231ELC	VATEST000004	TEST GENERATOR OF VA	03/01/2018 10:03 AM	Scheduled	
100003232ELC	NY0000036988	NYSDEC REGION 4	03/01/2018 09:24 AM	Scheduled	
100003196ELC	VATEST000004	TEST GENERATOR OF VA	02/26/2018 10:31 AM	Scheduled	
100003185ELC	VATEST000004	TEST GENERATOR OF VA	02/23/2018 01:19 PM	Scheduled	
100003182ELC	VATEST000004	TEST GENERATOR OF VA	02/23/2018 10:53 AM	Scheduled	
100003101ELC	VATEST000004	TEST GENERATOR OF VA	02/19/2018 10:12 AM	Pending	

Showing 1 to 8 of 8 entries

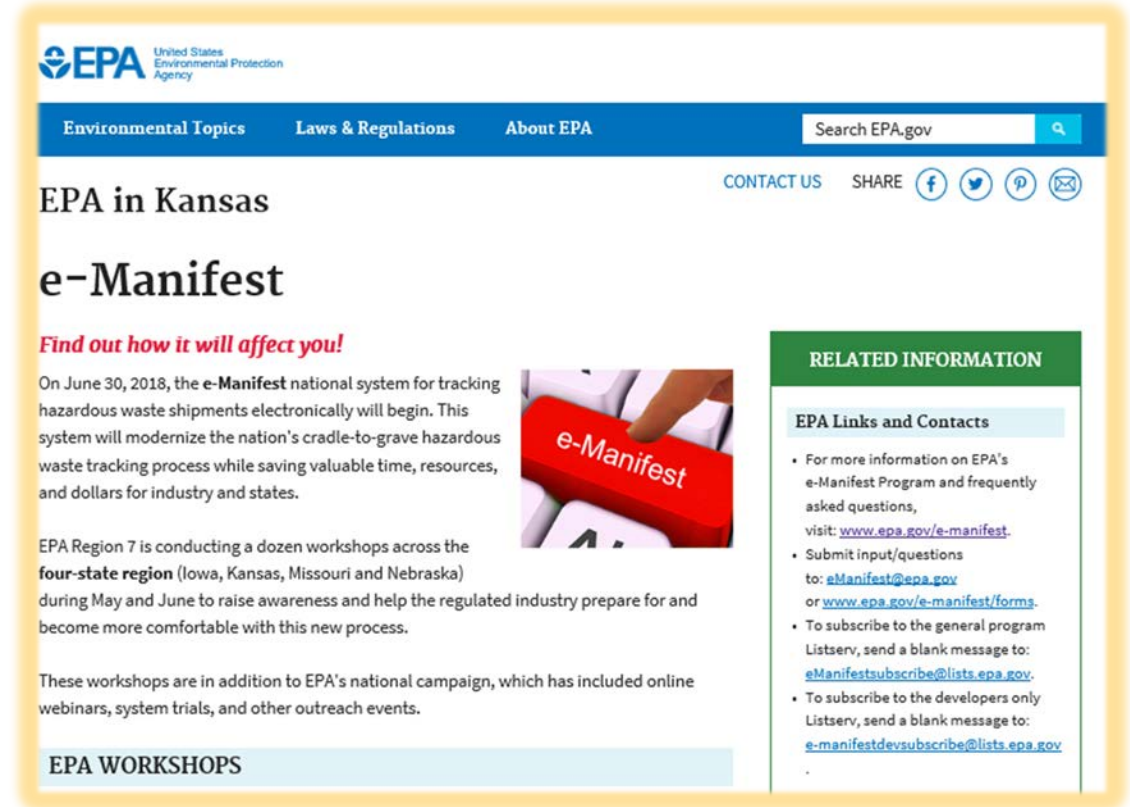
 Previous **1** Next

[Create New Manifest](#)

TSDF can see manifests scheduled or pending

# Regional Resources

- This slide deck
- Fact Sheets
- Links
  - ✓ EPA & State Contacts
  - ✓ Frequently Asked Questions (and Answers)



The screenshot shows the EPA website page for 'EPA in Kansas e-Manifest'. The page features the EPA logo at the top left, a navigation bar with 'Environmental Topics', 'Laws & Regulations', and 'About EPA', and a search bar. The main heading is 'EPA in Kansas e-Manifest'. Below the heading, there is a sub-heading 'Find out how it will affect you!' followed by a paragraph explaining the e-Manifest system. To the right of the text is an image of a hand holding a red 'e-Manifest' sign. Below the text is another paragraph about EPA Region 7 workshops. At the bottom left of the main content area is a section titled 'EPA WORKSHOPS'. On the right side, there is a 'RELATED INFORMATION' sidebar with a section titled 'EPA Links and Contacts' containing several bullet points with links and email addresses.

**EPA** United States Environmental Protection Agency

Environmental Topics Laws & Regulations About EPA Search EPA.gov

CONTACT US SHARE

## EPA in Kansas e-Manifest

*Find out how it will affect you!*

On June 30, 2018, the **e-Manifest** national system for tracking hazardous waste shipments electronically will begin. This system will modernize the nation's cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states.

EPA Region 7 is conducting a dozen workshops across the **four-state region** (Iowa, Kansas, Missouri and Nebraska) during May and June to raise awareness and help the regulated industry prepare for and become more comfortable with this new process.

These workshops are in addition to EPA's national campaign, which has included online webinars, system trials, and other outreach events.

**EPA WORKSHOPS**

### RELATED INFORMATION

#### EPA Links and Contacts

- For more information on EPA's e-Manifest Program and frequently asked questions, visit: [www.epa.gov/e-manifest](http://www.epa.gov/e-manifest).
- Submit input/questions to: [eManifest@epa.gov](mailto:eManifest@epa.gov) or [www.epa.gov/e-manifest/forms](http://www.epa.gov/e-manifest/forms).
- To subscribe to the general program Listserv, send a blank message to: [eManifestsubscribe@lists.epa.gov](mailto:eManifestsubscribe@lists.epa.gov).
- To subscribe to the developers only Listserv, send a blank message to: [e-manifestdevsubscribe@lists.epa.gov](mailto:e-manifestdevsubscribe@lists.epa.gov).

<https://www.epa.gov/ks/e-manifest>





# Q&A

Answers or a  
pledge we **WILL**  
get back to you!

## REGION 7 AND STATE CONTACTS

*e-Manifest*

NAME	EPA/STATE	PHONE	E-MAIL
Rebecca Wenner	EPA Region 7	913-551-7644	<a href="mailto:Wenner.Rebecca@epa.gov">Wenner.Rebecca@epa.gov</a>
Susan Johnson	Iowa Department of Natural Resources	515-725-8317	<a href="mailto:Susan.Johnson@dnr.iowa.gov">Susan.Johnson@dnr.iowa.gov</a>
Brian Burbeck	Kansas Department of Health and Environment	785-296-1613	<a href="mailto:Brian.Burbeck@ks.gov">Brian.Burbeck@ks.gov</a>
David Green	Missouri Department of Natural Resources	573-751-3204	<a href="mailto:David.Green@dnr.mo.gov">David.Green@dnr.mo.gov</a>
Jeff Edwards	Nebraska Department of Environmental Quality	402-471-8309	<a href="mailto:Jeffery.Edwards@Nebraska.gov">Jeffery.Edwards@Nebraska.gov</a>



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**Marcus Rivas**

**913.551.7669**

Rivas.Marcus@epa.gov