

e-Manifest Monthly Webinar for February 2018:
PREPARING TO REGISTER FOR E-MANIFEST & DEMO OF
STATE SCREENS



- Preparing to Register for e-Manifest
- e-Manifest Demonstration of State-Specific screens

PREPARING TO REGISTER FOR E-MANIFEST

- e-Manifest is being built as a module of EPA's RCRAInfo system.
- RCRAInfo currently has two "industry applications" available to allow for electronic submittal of two other RCRA forms.
- Once e-Manifest launches, there will be a total of three industry applications.

EPA Form	RCRAInfo Industry App	Status
Site Identification Form (EPA Form 8700-12)	MyRCRAid	Available now in certain states
Biennial Report (EPA Form 8700-13)	Biennial Report	Available now in certain states
Hazardous Waste Manifest (EPA form 8700- 22)	e-Manifest	Launching June 30, 2018, everywhere

PREPARING TO REGISTER FOR E-MANIFEST

- 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**.
- As Site Manager, users can view, prepare, and sign forms in addition to approving other users in their company.
 - Full functionality for Site Managers, i.e., ability to approve other users, is coming Spring 2018.
- In addition, registering as a Site Manager through one of the existing industry applications (MyRCRAid or Biennial Report) gains you automatic access to e-Manifest when it launches in June.

PREPARING TO REGISTER FOR E-MANIFEST

- These states have opted in to either MyRCRAid or Biennial Report:

ALABAMA (BR)	IOWA (BR)	NORTHERN MARIANAS (BR, MyRCRAid)
ALASKA (BR, MyRCRAid)	KANSAS (BR)	OHIO (MyRCRAid)
AMERICAN SAMOA (BR, MyRCRAid)	MAINE (BR, MyRCRAid)	OKLAHOMA (BR, MyRCRAid)
ARIZONA (BR)	MASSACHUSETTS (BR)	PUERTO RICO (MyRCRAid)
ARKANSAS (MyRCRAid)	MICHIGAN (BR)	RHODE ISLAND (BR, MyRCRAid)
CALIFORNIA (MyRCRAid)	MINNESOTA (BR)	SOUTH DAKOTA (BR, MyRCRAid)
COLORADO (BR, MyRCRAid)	MISSOURI (BR)	TRUST TERRITORIES (BR, MyRCRAid)
CONNECTICUT (BR, MyRCRAid)	MONTANA (BR, MyRCRAid)	UTAH (BR, MyRCRAid)
DELAWARE (BR)	NAVAJO NATION (BR, MyRCRAid)	VERMONT (BR, MyRCRAid)
FLORIDA (BR)	NEBRASKA (MyRCRAid)	VIRGIN ISLANDS (BR, MyRCRAid)
GEORGIA (MyRCRAid)	NEW MEXICO (BR, MyRCRAid)	VIRGINIA (MyRCRAid)
GUAM (MyRCRAid)	NEW YORK (MyRCRAid)	WEST VIRGINIA (BR, MyRCRAid)
HAWAII (BR, MyRCRAid)	NORTH CAROLINA (BR, MyRCRAid)	WYOMING (BR)
IDAHO (BR)	NORTH DAKOTA (MyRCRAid)	

PREPARING TO REGISTER FOR E-MANIFEST

- All receiving facilities must have an EPA ID regardless of whether they are using paper or electronic manifests after June 30, 2018.
 - EPA ID is required for billing purposes.
 - This includes all receiving facilities that receive waste required to be manifested under either federal or state law in either the generating or receiving state.
- Transporters generally have EPA IDs already; however, they will need one if they wish to sign manifests electronically in e-Manifest.
- Generators need an EPA ID only if they wish to create and sign electronic manifests or participate in correcting a manifest post-receipt to the e-Manifest system.

PREPARING TO REGISTER FOR E-MANIFEST

- Facilities that do not have an EPA ID can request one from their state or EPA Regional office
- Facilities may need to complete EPA's Site Identification form (EPA Form 8700-12) to obtain an EPA ID from their state or EPA Region.
 - Where available, facilities can submit the form electronically through MyRCRAid.
- Facilities should complete these portions of the Site ID Form:
 - Items 1 – 10 on pp. 1 thru 3 of the Form:
 - Reason for submittal: Check 1st box - obtaining EPA ID number for an “on-going regulated activity”
 - Basic contact info., NAICS codes, owner/operator info., Type of Regulated Activity (check boxes that apply)
 - Must complete Item 10.A.1. (Generator Status) to avoid an error (“Not a Generator” is an option.)
 - Include any appropriate comments in Item 18.
 - Complete the certification in Item 19.

PREPARING TO REGISTER FOR E-MANIFEST

- In summary, here are two early steps in preparing to register for e-Manifest:
 1. For facilities in states that have opted into either MyRCRAid or Biennial Report, register at least two Site Managers for your company.
 2. If you don't already have an EPA ID and you will receive waste required to be manifested under either state or federal law, request an EPA ID from your state.

PREPARING TO REGISTER FOR E-MANIFEST

- EPA's next steps for user registration:
 - Provide information/instructions on how to register, e.g., via e-Manifest website.
 - Complete Site Manager functionality, i.e., enabling Site Managers to approve other users in their organization.
 - Announce availability for all users to register for e-Manifest.
 - Drive user registration ahead of June 30, 2018!



E-MANIFEST DEMONSTRATION STATE-SPECIFIC SCREENS