e-Manifest Fact Sheet: Site Manager

On June 30, 2018, EPA launched a national system for tracking hazardous waste shipments electronically. This system, known as "e-Manifest," modernizes the nation's cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. EPA established e-Manifest per the Hazardous Waste Electronic Manifest Establishment Act, which Congress enacted into law on October 5, 2012. e-Manifest is a multi-faceted program that includes system development; regulation and policy; implementation and communication; and consultation with the e-Manifest federal advisory committee.

What Site Managers Need to Know

- Site Managers can register and obtain access to e-Manifest online in EPA's RCRAInfo.
- Site Managers have permission to view, create, and electronically sign manifests in e-Manifest.
- Site Managers also have ability to grant and remove permissions to others in their organization for their EPA ID.
- Site Manager permission extends across all modules in the RCRAInfo industry application. In addition to permissions for e-Manifest, Site Managers also have permission to view, create, and sign other submissions, such as the Site Identification form (EPA form 8700-12) and the Biennial Report (BR) (EPA form 8700-13), where available.
- There is no maximum number of Site Managers that can be assigned to any one site or EPA ID and one person can serve as Site Manager for multiple sites/EPA IDs.
- Site Managers can generate an application programming interface (API) ID and Key, which is necessary to integrate your organization's system with RCRAInfo.
- Site Managers for receiving facilities may use e-Manifest to see their site invoices, submit payments through Pay.Gov, and send an email to request more information regarding their invoices.

Assigning a Site Manager

A Site Manager has several responsibilities with respect to managing data in e-Manifest and RCRAInfo. Companies should give careful consideration of who can best fulfill the Site Manager responsibilities.

EPA or the states will approve the initial Site Manager request for each site; states may have policies on who will be approved as an initial Site Manager. Once assigned, the initial Site Manager is responsible for approving other users in the organization for other permissions (e.g., Viewer, Preparer, and Certifier), other Site Managers, as well as transferring that responsibility before leaving the organization. EPA encourages organizations to establish at least two individuals as Site Managers; each user must register separately. Figure 1 illustrates options for organizing permissions to ensure redundant Site Managers for each EPA ID number and avoid orphaned sites.
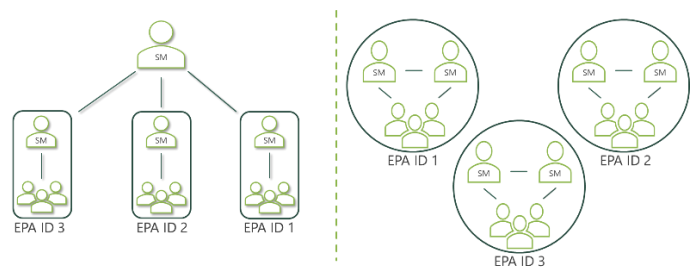

Figure **1: Site Managers (SM) can oversee multiple sites, each with its own local Site Manager, or each site can be solely responsible for maintaining redundant Site Managers level permissions.**

Site Managers must complete an electronic signature agreement (ESA) as part of the registration process. Following EPA or state approval and activation of the Site Manager's RCRAInfo account, he/she will be presented with an electronic signature agreement the first time they login. At that time, the Site Manager must complete the ESA. A Site Manager only needs to complete an ESA once.

What Site Managers Need to Do

Obtain EPA ID Number

Each company site must obtain an EPA ID number (e.g., "VAD123456789") to register with e-Manifest to ensure that their site information is available in RCRAInfo. If your site does not already have an EPA ID Number, to obtain an EPA ID Number:

- Submit an EPA form 8700-12 to your RCRA-authorized state or EPA Region. The form can be found on RCRAInfo Web at https://rcrainfo.epa.gov/rcrainfoweb.
- Sign up electronically through myRCRAid (this option is only available for states that have opted in this application). Check here to see if you can submit the form electronically through your state: https://rcrainfo.epa.gov/rcrainfoweb/modules/main/state_contacts.html.
- If you already have an EPA ID, your site information (e.g., contact information) needs to be up-to-date. Check your information on RCRAInfo at https://rcrainfo.epa.gov/rcrainfoweb/action/main-menu/view.

Approve Permissions for Others in the Organization

Site Managers will receive permission requests from company representatives for different permissions related to whether they want to view, create, and/or sign manifests electronically. Once a user's permissions are approved, Site Managers will be able to view and update the site permissions to another level, or remove access entirely, at any time. There are three permission levels for e-Manifest: Viewer, Preparer, and Certifier. These permissions are hierarchical so each permission can perform the functionality of the levels before it as well as the specific functionality for that given permission:

- Viewer - The user can view the manifests and other data for these sites within e-Manifest but cannot change the information in any manner.
- Preparer - The user can enter manifest data for specified sites within e-Manifest, complete non-CROMERR compliant electronic signatures, but cannot submit final completed manifests to the e-Manifest system or perform post-receipt corrections.
- Certifier - The user can sign and submit the information for these sites to the e-Manifest system. This user is required to obtain an Electronic Signature Agreement.

Site Managers can also register other company representatives as Site Managers. The Site Manager permission applies to all four modules in the RCRAInfo Industry Application (i.e., myRCRAid, BR, WIETS, and e-Manifest). A Site Manager will automatically be granted Certifier permission for all three modules and will be able to add users and grant permission levels for each module.

Manage ESAs

Site Managers have the option of managing paper copy ESAs for other individuals within their organization. If choosing this option, the Site Manager must collect signed paper ESAs from others in their organization, store, scan, and upload the ESAs to the e-Manifest system.

Manage API

Site Managers are also responsible for managing Application Programming Interfaces (APIs), should their organization use one to submit manifest data. APIs are used to transmit data between industry systems and EPA's e-Manifest system. Information on using e-Manifest APIs are available here: https://github.com/USEPA/e-manifest.

Pay Invoices

Receiving facility Site Managers are able to receive and pay invoices for their particular site(s); these invoices cannot be forwarded to, or paid by, someone other than a Site Manager. If you represent a larger company where a specific financial person is responsible for paying invoices across many facilities, please ensure that individual has requested Site Manager permissions. Site Managers looking to pay their invoice can do so in RCRAInfo by clicking on the "Pay Bill" button. This will pull up a popup window that will allow you to make payments to Pay.Gov directly.

Stay Updated

Register for RCRAInfo Industry Application LearningZen courses, such as "Site Manager Role and Responsibilities": https://rcrainfoindustry.learningzen.com/

- Use authorization code "rcrainfo"

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For more information on EPA's e-Manifest Program and frequently asked questions:

- Go to www.epa.gov/e-Manifest