Agenda

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

e-MANIFEST ADVISORY BOARD
VIRTUAL PUBLIC MEETING
OCTOBER 4-6, 2022

e-MANIFEST WEB SITE: https://www.epa.gov/e-manifest
DOCKET ID NUMBER: EPA–HQ–OLEM–2022–0611

MEETING LOCATION: Phone and Webcast
For Video Link and Audio Registration (to Receive call-in number) go to:
https://www.epa.gov/e-manifest

Title: The Road to 100% Electronic Manifests

[Please note all times are approximate (see note at end of agenda).]

Day 1 Tuesday, October 4, 2022

10:00 A.M.	**Opening of Meeting and Administrative Procedures** – Fred Jenkins Jr., Ph.D., Designated Federal Officer, Office of Land and Emergency Management (OLEM), Office of Resource Conservation and Recovery (ORCR)
10:05 A.M.	**Introduction and Identification of Board Members** – Carolyn Hoskinson, Director, ORCR, and Delegated Chair of the e-Manifest Advisory Board
10:10 A.M.	**Welcome and Opening Remarks** – Barry Breen, Acting Assistant Administrator, OLEM
10:20 A.M.	**Introduction and Purpose** – Sonya Sasseville, Director, Program Implementation, and Information Division (PIID)
10:25 A.M.	**e-Manifest 101 and Program Update** – Stephen Donnelly, e-Manifest Program Manager
11:00 A.M.	**e-Manifest Technical Presentation: Problem Statement and Potential Options to Increase Electronic Manifests** – Stephen Donnelly and Amanda Kohler, Chief, Permits Branch
11:30 A.M.	**EPA Actions to Increase Electronic Manifest** – Amanda Kohler, Chief, Permits Branch
12:00 P.M.	**Lunch**

1:00 P.M.   **Overview of Potential Policy and IT Solutions to Increase Adoption of Electronic Manifests**– Amanda Kohler, Chief, Permits Branch

1:30 P.M.   **e-Manifest Technical Presentation: Site Manager** – Bryan Groce, e-Manifest Team

1:45 P.M.   **e-Manifest Technical Presentation: Dispatcher Signs** –Bryan Groce, e-Manifest Team

2:00 P.M.   **e-Manifest Technical Presentation: Quicker Sign** – Scott Christian, e-Manifest Team

2:15 P.M.   **e-Manifest Technical Presentation: Daily Batch Upload** – William Nicholas, e-Manifest Team

2:30 P.M.   **BREAK**

2:45 P.M.   **e-Manifest Technical Presentation: Data No Image** – William Nicholas

3:30 P.M.   **e-Manifest Technical Presentation: Workflow comparisons** – Stephen Donnelly

3:45 P.M.   **e-Manifest Technical Presentation: Sunset Paper Manifest** – Stephen Donnelly

4:15 P.M.   **e-Manifest Technical Presentation: Approaches for BR Integration** – Stephen Donnelly

5:00 P.M.   **ADJOURN**

Day 2
Wednesday, October 5, 2022

10:00 A.M.	**Opening of Meeting and Administrative Procedures** – Fred Jenkins Jr., Ph.D., Designated Federal Official, OLEM, ORCR
10:05 A.M.	**Introduction and Identification of Board Members** – Carolyn Hoskinson, Director, ORCR, and Delegated Chair of the e-Manifest Advisory Board
10:15 A.M.	**Oral Public Comment Period**
11:15 A.M.	**Break**
11:15 A.M.	**Oral Public Comment Period (Cont'd)**
12:00 PM	**Lunch**
1:00 P.M.	**Charge to the Board**

Site Manager/Dispatcher Signs Electronic Manifest

Question 1: EPA seeks advice from the Advisory Board on the Agency's proposed policy solution to allow Site Managers/Dispatchers to sign electronic manifests as the generator, transporter and receiving facility.

   a. To what extent does the Advisory Board support EPA's proposed policy solution of allowing the Site Manager/Dispatcher to sign electronic manifests in lieu of dock workers/drivers?

   b. Please discuss the advantages and disadvantages of this proposed solution, specifically as it relates to increasing the use of electronic manifests and addressing data quality concerns.

3:00 P.M.	**BREAK**
3:15 P.M.	**Charge to the Board (Cont'd)**

Quicker Sign

Question 2: EPA seeks advice from the Advisory Board on the Agency's proposed IT solution to modify the existing e-Manifest services (API) to allow users to upload electronic signatures with the manifest information via system-to-system communications.

   a. Please discuss the advantages and disadvantages of this proposed solution, specifically as it relates to increasing the use of electronic manifests and addressing data quality concerns.

   b. How should EPA manage the transition for industry and regulatory users if this solution is adopted?

5:00 P.M.	**Charge to Board (Cont'd)**

Daily Batch Upload

Question 3: EPA seeks advice from the Advisory Board on the Agency's proposed IT solution to allow users to complete electronic manifests in an industry system and then batch upload manifest information and electronic signatures to e-Manifest once per day throughout the transit process.

    a. Please discuss the advantages and disadvantages of this proposed solution, specifically as it relates to increasing the use of electronic manifests and addressing data quality concerns.

6:00 P.M.   **ADJOURN**

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Day 3
Thursday, October 6, 2022

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10:00 A.M.   **Opening of Meeting and Administrative Procedures** – Fred Jenkins, Ph.D., MS, Designated Federal Official, OLEM, ORCR

10:05 A.M.   **Introduction and Identification of Board Members** – Carolyn Hoskinson, Director, ORCR, and Delegated Chair of the e-Manifest Advisory Board

10:15 A.M.   **Charge Question 3 (Cont'd)**

    b. How should EPA manage the transition for industry and regulatory users if this solution is adopted?

11:15 A.M.   **Charge to the Board**

Data No Image

Question 4. EPA seeks advice from the Advisory Board on the Agency's proposed IT solution to allow users to process manifests in an industry system and then upload manifest information and electronic signatures to EPA at the end of the transit process.

    a. Please discuss the advantages and disadvantages of this proposed solution, specifically as it relates to increasing the use of electronic manifests and addressing data quality concerns.

12:00 P.M.   LUNCH

1:00 P.M.   Charge Question 4. (Cont'd)

    b. How should EPA manage the transition for industry and regulatory users if this solution is adopted?

2:00 P.M. Charge to the Board (Cont'd)

Proposed Workflow Decision

Question 5: EPA seeks a recommendation from the Advisory Board on the Agency's proposed Daily Batch or Data No Image workflow.

    a) With regards to the Daily Batch or Data No Image workflow, could the Advisory Board provide their recommendation on the workflow that would result in the greatest improvements to electronic manifesting rates and data quality?

3:00 P.M.   BREAK

3:15 P.M.   Charge to the Board (Cont'd)

Sunset All Paper Manifests

Question 6: EPA seeks advice from the Advisory Board on the Agency's potential policy solution to establish a formal sunset date for all remaining workflows utilizing paper manifests (i.e., Image Only and Data plus Image).

    a. To what extent does the Board view the Agency's proposed paper sunset as a necessary step toward 100% adoption of electronic manifests?

    b. What other factors and information should EPA take into consideration?

4:15 P.M.   Charge to the Board (Cont'd)

Biennial Report Integration

Question 7: EPA seeks advice from the Advisory Board on the Agency's Biennial Report (BR) integration approaches.

    a. To what extent would BR integration drive electronic manifest use? Are there approaches that are more appealing to users and states?

    b. What other factors should the EPA consider when moving forward with BR integration?

5:50 P.M.   Closing Remarks –

Carolyn Hoskinson, Director, ORCR, and Delegated Chair of the e-Manifest Advisory Board
and Fred Jenkins Jr., Ph.D., Designated Federal Officer, Office of Land and
Emergency Management (OLEM), Office of Resource Conservation
and Recovery (ORCR)

6:00 P.M.   ADJOURN

Please be advised that agenda times are approximate; when the discussion for one topic is completed, discussions for the next topic will begin. For further information, please contact the Designated Federal Official for this meeting, Fred Jenkins, Jr., Ph.D., via email: Jenkins.Fred@epa.gov.