



Agenda

- What is e-Manifest
- History of e-Manifest
 - Linked to RCRA Info
- How does it work – basic flow
- Registration and e-Manifest user types
- How much will it cost – User Fee Rule
- Who will pay the fees?
- System to System
- Moving forward...
- Screen shots and functionality
- FAQs along the way

What is e-Manifest

- e-Manifest is a software application that is designed to allow hazardous waste handlers to manage and track hazardous waste manifests through an electronic record rather than a multi-copy paper record.
- It is a module of EPA's existing RCRA Info System
- RCRAInfo is EPA's existing information system that collects information on hazardous waste sites (generator registration, biennial information)
- e-Manifest will be linked to RCRAInfo and will have the ability to validate information entered on an electronic manifest against information in RCRAInfo

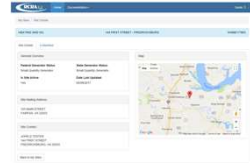



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Background History of e-Manifest

- EPA's initial proposal to transition from paper-based to electronic-based reporting occurred in [May 2001](#).
- EPA is establishing the e-Manifest system according to the Hazardous Waste Electronic Waste Manifest Establishment Act, enacted into law on [October 5, 2012](#).
- The "e-Manifest Act" authorizes the EPA to implement a national electronic manifest system and required that the costs of developing and operating the new e-Manifest system be recovered from user fees charged to those who use hazardous waste manifests to track off-site shipments of their wastes.


Manifest ID	Generator	Transporter	Receiving Facility	Status	Created	Updated
123456789	ABC Corp	XYZ Inc	DEF Co	Submitted	10/15/17	10/15/17
987654321	QRS Ltd	UVW Co	XYZ Inc	In Progress	10/16/17	10/16/17



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Background and History of e-Manifest

- EPA decided that electronic manifesting would produce numerous benefits:
 - cost savings
 - better, and more timely information on waste shipments
 - rapid notification of discrepancies or other problems related to a particular shipment
 - the creation of a single hub for one-stop reporting of manifest data to EPA and states
 - increased effectiveness of compliance monitoring of waste shipments by regulators
 - and the potential for integrating manifest reporting with the Resource Conservation and Recovery Act (RCRA) biennial reporting process and other federal and state information systems.
- [Launch date June 30, 2018](#)


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What does this mean for me?

If you are a generator...




If you are a transporter...



If you are a Receiving Facility (TSDF)...


There are three ways for receiving facilities to submit a paper manifest:

1. through the U.S. mail
2. upload of a scanned image of the manifest
3. sending a data file plus a scanned image of the manifest



Or go completely electronic!

- EPA will charge a user fee for each manifest based on how the manifest was submitted and the corresponding costs to EPA to process the data.
- Beginning on September 1, 2018, receiving facilities must submit all paper manifests to EPA within 30 days of receipt by the receiving facility, as required by the regulations.

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FAQ's

Can I use paper manifests after June 30, 2018?
 Yes. EPA strongly encourages the use of electronic manifests. (it's the least expensive way)


Can I use the six copy manifest forms or do I have to transition to the new 5-copy forms?
 The 5-copy form also removes and consolidates two of the old 6-copy forms, i.e., the two copies marked "Designated facility to consignment state" and "Designated facility to generator state." Top copy will be submitted to EPA's e-Manifest system and states can get them through the e-Manifest system.
 Six copy forms can still be used. EPA strongly recommends applying a pre-printed adhesive label to the top copy with the accurate copy distribution language ("designated facility to EPA's e-Manifest system").
 Phase out paper manifests in 5 years from launch.

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Three Types of Hazardous Waste Manifests


Paper

- Generator, Transporter and Receiving facility all sign a paper copy of the manifest



Hybrid

- Waste manifest starts as a paper manifest signed by the Generator
- Transporters and Waste Receiving Facility electronically sign the manifest

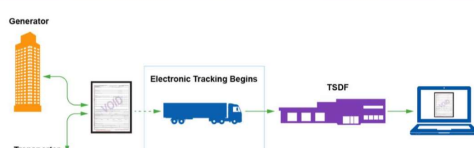


Electronic

- Created in the e-Manifest system
- Electronically signed by Generator, all Transporters and Receiving Facility

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Hybrid



Step 1

- Paper manifest is signed by both Generator and Transporter.
- Transporter leaves paper/image copy with the Generator.
- Paper tracking ends.

Step 2


- Transporter enters paper manifest form into e-Manifest, acknowledges receipt electronically.
- Transporter takes shipment and electronic manifest to receiving facility.
- The Transporter carries the DOT required signed paper copy on their truck.

Step 3

- TSDF/receiving facility signs electronically for receipt.
- Shipment/transport complete.
- Generator is notified electronically and directed to e-Manifest to access manifest data.
- Copies distributed electronically to states.
- TSDF uploads data corrections electronically.

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Fully Electronic Shipment



Generator Login Creates Manifest "Draft"

Receiving Facility Login Moves manifest status from "Pending" to "Scheduled"

Transporter Login Reviews manifest and electronically signs for it. Status is "In Transit"

Receiving Facility Login Truck arrives at Receiving Facility, Validations made and Discrepancies are corrected "Ready for Signature" "Signed" "Complete"


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System to System

Most generators and receiving facilities have Environmental Management/Waste Management Software. This electronic process will require dual entry:

- Once in the generator or TSDF Environmental Management/Waste Management Software
- Once in the EPA e-Manifest application

EPA anticipated this and made an API (Application Programming Interface) available. It's a communication protocol, defines what kind of information is exchanged and where to map it. When you use your debit card at the grocery store, there is an API between the POS software and your bank.



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System to System

- Corporate Waste Tracking Systems typically create waste containers, track containers create and print manifests
- Manifest repository (manifest is provided by the contractor)
 - All of these "benefits" require double entry!**
 - cost savings
 - better, and more timely information on waste shipments
 - rapid notification of discrepancies or other problems related to a particular shipment
 - the creation of a single hub for one-stop reporting of manifest data to EPA and states
 - increased effectiveness of compliance monitoring of waste shipments by regulators
 - and the potential for integrating manifest reporting with the Resource Conservation and Recovery Act (RCRA) biennial reporting process and other federal and state information systems.
- A case for System to system - One version of the truth. Your manifests = your biennial report!
- Know the current status of your hazardous waste shipment inside your Corporate Waste Tracking System (no swivel chair activity)
 - Zero time spent manually reading a marked up paper manifest and entering manifest corrections into your Corporate Waste Tracking System
 - Reduce time spent on manifest reconciliation process
 - Reduce time and costs of printing paper manifest on impact, tractor feed dot matrix printers

"Every time you can work more efficiently, you're improving the bottom line."
David Tuluuska, GM Sustainability Director (May 2018).

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System to System

- If you have a corporate EH&S application, it is separate from e-Manifest but the systems CAN be connected.
- If you are registered (generators, transporters, brokers and receiving facilities) you will have access to the e-manifest system.
- Will Sphera applications like HMMS send data to the e-manifest system?
 - Integration is on our roadmap – will users have to ability to upload manifest information into e-manifest from HMMS via an API?
 - will users have to ability to download manifest information from e-manifest into HMMS via an API?
- Sphera will assist Department of Defense and Defense Logistics Agency in navigating this new regulation and helping them gain efficiency. Ask questions!
- Waste contracts typically require the contractor to provide the hazardous waste manifest. Is your contractor still providing paper? If so, it's costing you!
 - The e-Manifest system is receiving facility focused (they foot the bill, incentivized by manifest pricing)

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Registration for e-Manifest

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You must REGISTER!

Generators, Transporters, Brokers, Receiving Facilities all must register!
<https://rcrainfo.epa.gov>

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Associate user to Site ID

Site ID	Site Name	Address	City	State	County	Status
CA1170024740	MARINE CORPS AIR STATION MRAMAR	45249 MRAMAR WAY, B-6306	SAN DIEGO	CA	SAN DIEGO	Active
CA1170060020	POINT LOMA COMPLEX (NAVAL SUBMARINE BASE)	140 SYLVESTER RD BLDG 375	SAN DIEGO	CA	SAN DIEGO	Active
NC1170022580	MARINE CORPS BASE CAMP LEJUNE	COMMANDING GENERAL G-FENDACHM 12 POST LANE	CAMP LEJUNE	NC	CRAWFORD	Active
VA0000032664	AMERICAN TECHNOLOGY INDUSTRIES LTD	826 PROFESSIONAL PLACE W	CHESAPEAKE	VA	CHESAPEAKE CITY	Active

Showing 1 to 4 of 4 entries

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Site Search

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Request Access

Site ID	Site Name	Address	City	State	County
MR00003616	DEFENSE REUTILIZATION & MARKETING SVCS	74 WASHINGTON AVE N	BATTLE CREEK	MI	CALHOUN

Showing 1 to 1 of 1 entries

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Select Permissions Requested

Module	Permission Level	Description of Permission
Site Management	None	None
Biennial Report	None	None
e-Manifest	None	None

Select Permissions for e-Manifest

Module	Permission Level	Description of Permission
e-Manifest	None	None

e-Manifest User Types

- Site Manager
 - Recommended two Site Managers per site. One site manager can manage multiple sites. Site manager manages the users of the e-Manifest system for their organization.
- Preparers
 - Can prepare manifests
- Certifiers
 - Can electronically sign manifests
- Viewers
 - Can only view manifests

Requesting Access

Request goes to EPA (or Registered Authority) for approval to associate you to the site. Once approved, your user is activated.

Module	Permission	Description
Site Management	Active	Manage site data and API access across all modules the state participates in.

Identity Proofing

- Electronic Signature Agreement – Electronic identity proofing
- Information is not stored, work with Lexus Nexus to provide electronic identity proofing. Information is used based off of public information to verify the user is who they say they are and therefore is allowed sign.
- Non electronic signature – send form to state of Virginia for approval.

User Fees

Costs and User Fee Final Rule

- Developing, operating, maintaining, and upgrading a national e-Manifest system
- Collection and processing data from paper manifests submitted to the e-Manifest system
- User fees are tailored to whether manifests are submitted electronically or via paper to reflect the varying processing costs of these options.
- Original estimates:
- Fully electronically processed manifest = \$4
- Paper processed manifest = \$7-\$20

Manifest Submission Type	Fee per Manifest
Mailed in Paper Manifest	\$15.00
Scanned Image Upload	\$10.00
Data + Image Upload	\$6.50
Electronic Manifest (Fully Electronic & Hybrid)	\$5.00

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Who is paying the fees of e-Manifest

- The receiving facility designated on the manifest to receive shipments of waste is the user required to pay the fee.
- EPA will bill the receiving facility (TSDF) monthly
- In addition to the higher cost to submit a paper manifest, the if overall usage of electronic manifests does not reach 75% in four years the rule allows for higher fees for paper manifests.
- The goal of the User Fee Rule is to eliminate the use of paper manifests entirely by five years after launching the system.
- The fee estimates are per-manifest fees for each submission type.

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Resources for help

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User Guide

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Learning Zen

rcrainfoindustry.learningzen.com

Industry User Registration

This course will show you how to register for a RCRAInfo Industry Account and how to use your account to create and manage manifests to access the RCRAInfo Industry Application. Additionally, this course will show you how to request additional permissions to your existing RCRAInfo Industry Application account.

[Take Course](#)

Introduction to e-Manifest

This course provides an introduction to the RCRAInfo Industry Application in a manifest system including how to create and edit manifests, how to submit a manifest only for manifests to EPA, including electronic, scan, and image upload, image upload and image.

[Continue](#)

Site Manager Role and Responsibilities

This course describes the roles and responsibilities for a user with the site management permission. This course also provides details on the permissions for functions that the site manager may need to perform.

[Take Course](#)

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RCRAInfo Pre-Production

TEST VERSION (RCRAInfo "Pre-Production"):
<https://rcrainfopreprod.epa.gov/rcrainfo/action/secured/login>

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FAQs

What about non-hazardous and universal wastes?

- e-Manifest extends to all federally and state-regulated wastes requiring manifests
- It is acceptable to ship non-hazardous wastes with hazardous wastes on the same hazardous waste manifest.
- Avoid using e-manifest for non-hazardous waste shipments. Doing so could give rise to confusion and fee issues.

What about VSQG, CESQG?

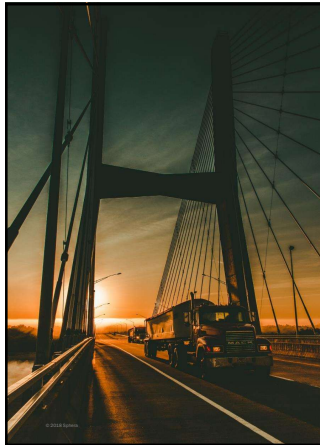
- No EPA ID = exemption exists for these sites to not use a manifest and therefore don't need to use it. Can use a paper manifest if need to send a state that does not recognize the CESQG exemption
- Additionally, under the Generator Improvement Rule allowing VSQG to ship off site to a LQG, VSQG are not required to ship using a RCRA manifest and therefore are not subject to e-Manifest requirements.

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Learn more!

Visit Sphera in the Exhibit Hall



Questions/Comments

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epa.gov/e-manifest

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