e-Manifest: IS HERE!

Region 7 Workshop
Iowa SGP
06 November 2018
1. Top 5 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
TOP FIVE THINGS YOU NEED TO KNOW

1. ... started nationwide June 30, 2018.
2. ... is a new way to submit manifests. You can still use paper manifests. e-Manifest has GREAT cost-saving benefits.
3. All facilities that receive manifested wastes must submit those manifests to EPA. These “receiving facilities” pay a fee for each manifest based on the way it is 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

- Modern ... accurate ... efficient
- Establish nationally consistent electronic manifest system, 1-stop for collecting and distributing manifests
- National data repository for waste shipment data with appropriate public access to program data
EXPECTED BENEFITS OF E-MANIFEST*

- 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.

* Based on extensive testing with the regulated community and states.
Scope: Federal or state manifested wastes

Users may *elect* to use electronic *or* paper manifests

Establish national IT system funded with user fees

EPA sets reasonable fees to recover costs

Nationwide effective date [June 30]

Establish an e-Manifest Advisory Board (meets at least annually)
SCOPE OF E-MANIFEST

Covers **ALL WASTES** shipped on a manifest

- Federal RCRA hazardous waste
- Regulated PCB waste
- “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**
SCOPE OF E-MANIFEST

Current focus of program is on highway transport
... we do include shipments by rail

Not included at this time:
- HW exports
- Non-manifest documents (e.g., LDR notices)
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 www.Pay.gov

Fee formula allocates system costs by submission type. Fees will be revised biennially (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

Must meet at least annually, with open public meetings
E-MANIFEST ADVISORY BOARD

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
e-MANIFEST ADVISORY BOARD

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 Aloum, 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
As of 30 October 2018 – 496,251 manifests submitted

REMINDER: Receiving Facilities MUST sign manifest packages after submitting them into the e-Manifest System.
E-MANIFEST SYSTEM DEVELOPMENT

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

<table>
<thead>
<tr>
<th>EPA Form</th>
<th>RCRAInfo Industry App</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Identification Form (EPA Form 8700-12)</td>
<td>myRCRAid</td>
<td>Available now in certain states Nebraska &amp; Region 7 (Iowa)</td>
</tr>
<tr>
<td>Biennial Report (EPA Form 8700-13)</td>
<td>Biennial Report</td>
<td>Available now in certain states Kansas, Missouri &amp; Region 7 (Iowa)</td>
</tr>
<tr>
<td>Hazardous Waste Manifest (EPA form 8700-22)</td>
<td>e-Manifest</td>
<td><strong>Everywhere</strong> June 30, 2018</td>
</tr>
</tbody>
</table>
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.
# Fees by Manifest Type

[good through September 2019]

<table>
<thead>
<tr>
<th>Manifest submission Type</th>
<th>Year 1 fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper Manifest Types</strong></td>
<td></td>
</tr>
<tr>
<td>Mailed Paper</td>
<td>$15.00</td>
</tr>
<tr>
<td>Image Uploads</td>
<td>10.00</td>
</tr>
<tr>
<td>Data File Uploads</td>
<td>6.50</td>
</tr>
<tr>
<td><strong>Electronic Manifests</strong></td>
<td></td>
</tr>
<tr>
<td>(includes hybrid)</td>
<td></td>
</tr>
<tr>
<td>Electronic</td>
<td>5.00</td>
</tr>
</tbody>
</table>

[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).

Keystone permission level is **Site Manager**.

- EPA recommends a facility has at least two Site Managers
- a person may be Site Manager for multiple facilities (sites)
A Site Manager can:
- view,
- prepare,
- sign forms *(certify)*, and
- approve other users in their company for these activities
- Pay the bill 😊

Register through myRCRA ID or Biennial Report & gain 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)
Iowa facilities without an EPA ID number may need obtain one from EPA Region 7. To obtain an EPA ID complete the Site Identification form (EPA Form 8700-12) or My RCRA ID.

If you are in Kansas, Missouri or Nebraska – please contact that state RCRA program.
To participate/work the system – **users must register in e-Manifest**

- All receiving facilities should be registered in the e-Manifest System, whether they are paper or electronic submitters.

- Transporters need to register in the e-Manifest System to sign manifests electronically, make corrections or view manifests [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 cannot make changes to their manifests nor can they view them until they are available to the public.
General outreach

- **Monthly public webinars**
  - Last Wednesday of each month at 1:00pm Central Time (CT)
  - No registration necessary  
    [you enter as “Guest”]
  - Adobe Connect software
    https://epawebconferencing.acms.com/r3x3041s4xd/
- **Toll-free helpdesk** 7:00am – 5:00pm CT, 1.833.501.6826
General outreach

- On-line & e-Manifest listserv updates
- Dynamic FAQs (3rd edition) - Q&As posted online
- Eleven stakeholder-specific fact sheets
- Workshops held throughout Region 7 in Summer 2018 with additional workshops after the system is active
- RCRA Info Learning Zen online “Introduction to e-Manifest”
**Fact Sheet Audiences**

- General Public
- TSDFs
- Receivers
- Transporters
- Generators
- Brokers
- Tribes
- States
- Inspectors
- Site Managers
- Billing
- And more ...

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**e-Manifest**

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**FACT SHEETS**
e-Manifest System Demo

https://www.youtube.com/watch?v=f48ylkdsIY4
Pre-Production or Production? That is the question.
Pre-Production

- You can do NO HARM
- https://rcrainfopreprod.epa.gov/rcrainfo/action/secured/login

User signs in to RCRAInfo (Pre-Production) system
Pre-production or Production? That is the question

Production

- You are **LIVE**
- [https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login](https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login)

User signs in to RCRAInfo system
User can see all their sites and can add sites.
After selecting a site, user can see site information.
After selecting “e-Manifest,” user can see manifests in progress and received.

<table>
<thead>
<tr>
<th>Manifest ID#</th>
<th>Generator ID</th>
<th>Generator Name</th>
<th>TSDF ID</th>
<th>TSDF Name</th>
<th>Last Updated Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>100003225ELG</td>
<td>YATEST000004</td>
<td>TEST GENERATOR OF VA</td>
<td>YAD006532119</td>
<td>TEST TSDF OF VA</td>
<td>03/05/2018 09:52 AM</td>
<td>Scheduled</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

Create New Manifest

<table>
<thead>
<tr>
<th>Manifest ID#</th>
<th>Generator ID</th>
<th>Generator Name</th>
<th>TSDF ID</th>
<th>TSDF Name</th>
<th>Shipped Date</th>
<th>Received Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No manifests have been received.

Showing 0 to 0 of 0 entries

Back to My Sites
User can create a manifest.
User can create a manifest. (continued)
Now from the TSDF perspective....
TSDF can see manifests scheduled or pending

<table>
<thead>
<tr>
<th>Manifest ID#</th>
<th>Generator ID</th>
<th>Generator Name</th>
<th>Last Updated Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>100063233E1LC</td>
<td>VATEST000004</td>
<td>TEST GENERATOR OF VA</td>
<td>03/05/2018 09:58 AM</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>UNASSIGNED</td>
<td>VAS06177903</td>
<td>HEATING AND OIL</td>
<td>02/01/2018 02:16 PM</td>
<td>Draft</td>
<td></td>
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<tr>
<td>100063231E1LC</td>
<td>VATEST000004</td>
<td>TEST GENERATOR OF VA</td>
<td>03/01/2018 10:03 AM</td>
<td>Scheduled</td>
<td></td>
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<tr>
<td>100063232E1LC</td>
<td>NY00000030880</td>
<td>NYSDEC REGION 4</td>
<td>03/01/2018 09:24 AM</td>
<td>Scheduled</td>
<td></td>
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<tr>
<td>100063196E1LC</td>
<td>VATEST000004</td>
<td>TEST GENERATOR OF VA</td>
<td>02/26/2018 10:31 AM</td>
<td>Scheduled</td>
<td></td>
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<tr>
<td>100063185E1LC</td>
<td>VATEST000004</td>
<td>TEST GENERATOR OF VA</td>
<td>02/23/2018 01:18 PM</td>
<td>Scheduled</td>
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<tr>
<td>100063182E1LC</td>
<td>VATEST000004</td>
<td>TEST GENERATOR OF VA</td>
<td>02/23/2018 16:53 AM</td>
<td>Scheduled</td>
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<tr>
<td>100063104E1LC</td>
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<td>TEST GENERATOR OF VA</td>
<td>02/19/2018 10:12 AM</td>
<td>Pending</td>
<td></td>
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Regional Resources

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

https://www.epa.gov/ks/e-manifest
THANK YOU
Q&A

Answers or a pledge we WILL get back to you!
## REGION 7 AND STATE CONTACTS

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