

The New e-Manifest System: Brief overview and how to register

February 2017

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- ▶ How to Register and use e-Manifest

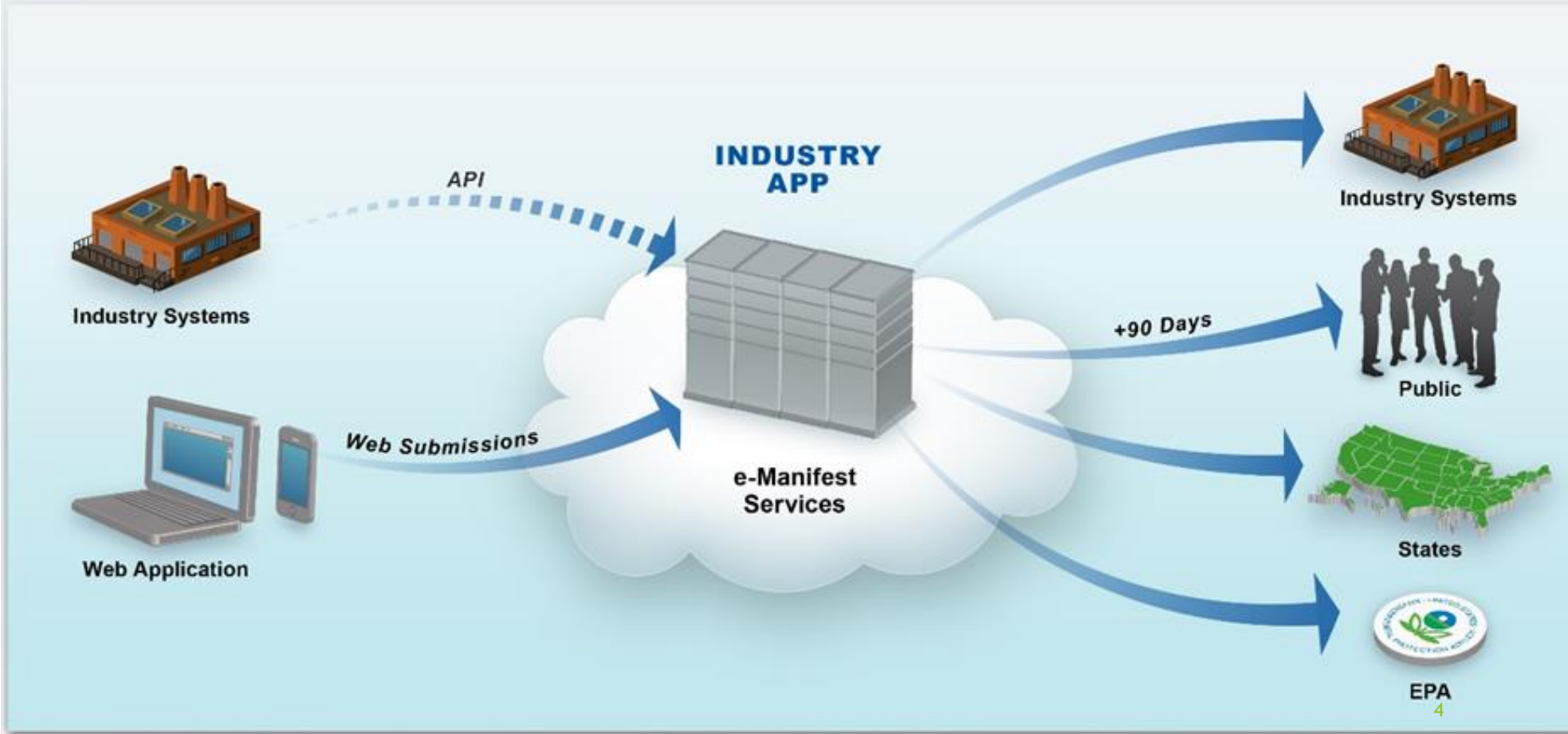
e-Manifest System Goals

- ▶ e-Manifest will:
 - ▶ Serve as a centralized repository for both paper and electronic manifests
 - ▶ Allow hazardous waste handlers, states, and EPA to track off-site shipments of hazardous waste from the point of generation to disposition
 - ▶ Make the e-Manifest form and data available to users as an alternative to the paper manifest forms
 - ▶ Facilitate the electronic transmission of the uniform manifest data and enable the use of the e-form more cost effective and convenient for users
 - ▶ Ease the administrative burden of submitting, correcting, and reporting manifest data

e-Manifest System - Conceptual Model



EPA e-Manifest Conceptual Model



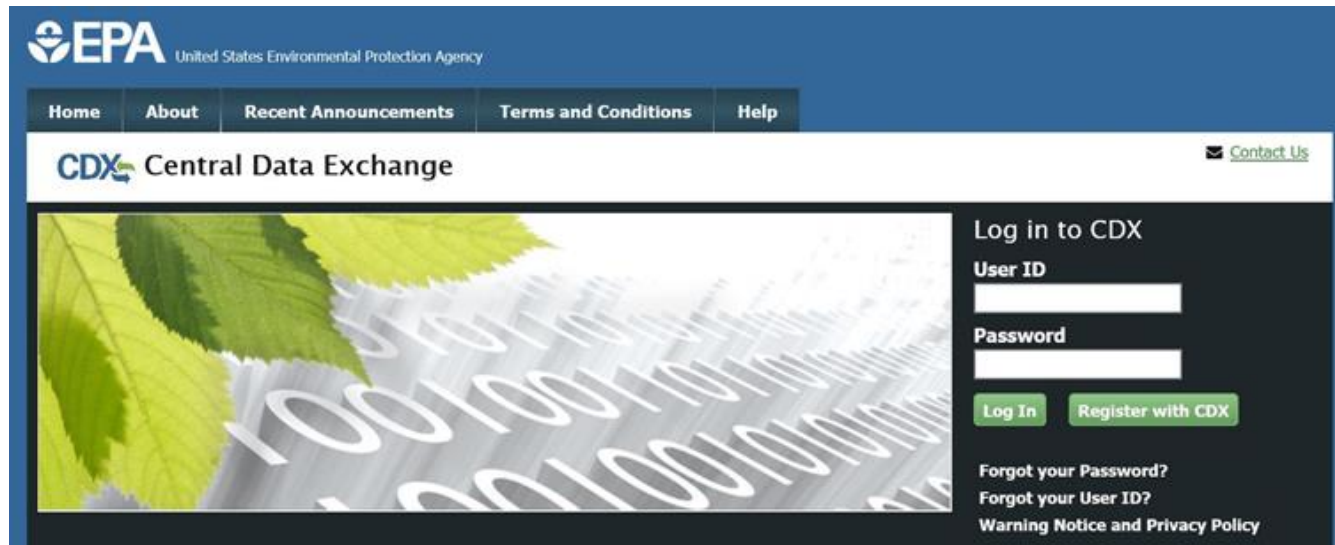
How to Sign Up for e-Manifest

Release Notes

- ▶ The purpose of this first iteration is to illicit your feedback on the user experience related to these screens so as development continues we know we are providing the best experience possible.
- ▶ This first version of e-Manifest released to the test environment contains functional mockups for user experience feedback.
- ▶ The functional mockups do not interface with a database at this time, but instead contain static data.
- ▶ In the functional mock ups, a user may experience creating a new manifest and interacting with an “In Progress” manifest as a Generator or a Treatment, Storage or Disposal Facility (TSDF).

Registering with CDX

- ▶ Begin by going to EPA's Central Data Exchange (CDX) Web site (<https://test.epacdx.net>)
- ▶ Click on the green button for “Register with CDX”



Registering with CDX

- Read the terms and conditions, click on the check box for “I am this registrant. I will not share my account, and I accept the terms and conditions, above.”, and click on “Proceed”

EPA United States Environmental Protection Agency

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CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;

☐ I am this registrant. I will not share my account, and I accept the terms and conditions, above.

Proceed Cancel

Registering with CDX

- ▶ Under Program Service, select “RCRAInfo: Resource Conservation and Recovery Act Information” (e-Manifest is a module included in RCRAInfo).
- ▶ The RCRAInfo application has other applications such as myRCRAid. MyRCRAid allows users in certain states to electronically submit RCRA notifications (form 8700-12) to their state EPA for review.

The screenshot shows the EPA Core CDX Registration page. At the top, there is a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is the 'CDX Core CDX Registration' header with a 'Contact Us' link. A progress bar indicates the steps: 1. Program Service, 2. Role Access, 3. User and Organization, and 4. Confirmation. The main content area is titled 'Active Program Services List' and contains a search bar. Below the search bar is a list of program services, each in a separate box. The 'RCRAInfo: Resource Conservation and Recovery Act Information' option is circled in red. The list includes: ACRES: Assessment Cleanup and Redevelopment Exchange System, ARCS: Aircraft Reporting and Compliance System, CDRS: Consent Decree Reporting System, CEDRI: Compliance and Emissions Data Reporting Interface, CROMERRS: CROss-Media Electronic Reporting Rule Services, CSPP: Submissions for Chemical Safety and Pesticide Programs, eDisclosure: Voluntary Disclosure System, EEP: General E-Enterprise Use, e-NEPA: NEPA Electronic Filing System, eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW, eSIPS: electronic State Implementation Plan Submission, FOND: Fuel Oil Non-Availability Disclosure, FORS: FARR Online Reporting System, GLEND: Great Lakes Environmental Database Query System, iBoard: EPA Internet On Boarding Application, IEPB: Exchange Network Grant Semi-Annual Reporting Forms, LEAD: Lead-Based Paint Program, NeT: NPDES eReporting Tool (3), ODS: Ozone Depleting Substances, OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program, OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System, OTAQREG: Office of Transportation and Air Quality Fuels Registration, OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application, PSP: Pesticide Submission Portal, R7Exchange: R7 File Exchange, R9Exchange: R9 File Exchange, RCRAInfo: Resource Conservation and Recovery Act Information, RMPESUBMIT: Risk Management Plan, SSTs: Section Seven Tracking System, Title V: Petition Submittal, and TRIMEweb: Toxic Release Inventory Made Easy Web.

<https://cdx.epa.gov/Registration/SelectRole?dataflow=OTAQDCFUEL>

Registering with CDX

- ▶ Complete the registration fields under Part 1: User Information
- ▶ Fields with an asterisk are required

The screenshot shows the EPA Core CDX Registration interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is the 'CDX Core CDX Registration' header with a 'Contact Us' link. A progress bar indicates four steps: 1. Program Service, 2. Role Access, 3. User and Organization (current step), and 4. Confirmation. A 'Registration Information' box shows 'Program Service' as 'Resource Conservation and Recovery Act Information' and 'Role' as 'Industry Application'. A note states: 'Please fill out all required fields marked with an asterisk(*)'. The 'Part 1: User Information' section contains the following fields:

User ID *	<input type="text"/>
Title *	Mr <input type="button" value="v"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	-Please Select- <input type="button" value="v"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	-Please Select- <input type="button" value="v"/>
Security Answer 1 *	<input type="text"/>

Registering with CDX

- ▶ Under Part 2: Organization Info, enter the name of your organization (company) or your organization's CDX ID and click on the button "Search"
- ▶ This information is only used for CDX registration purposes and will not affect the information that appears on the manifest; you will add facility-specific information that will appear on the manifest later in RCRAInfo and e-Manifest

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
15460	EPA REGION 2	2890 WOODBRIDGE AVE	EDISON	NJ	08837
26366	EPA Region 10	1200 Sixth Ave, Suite 900	Seattle	WA	98101

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Registering with CDX

- ▶ If you find the correct organization, click on the hyperlink with your Organization ID to select it
- ▶ If you don't find your organization with the basic search, you can use the advanced search or request that CDX add your organization

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
15460	EPA REGION 2	2890 WOODBRIDGE AVE	EDISON	NJ	08837
26366	EPA Region 10	1200 Sixth Ave, Suite 900	Seattle	WA	98101

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Registering with CDX

- After you add your organization, complete the remainder of the organization registration fields under Part 2, and click on the button “Submit Request for Access”

Part 2: Organization Info

US EPA Region 10
1200 Sixth Ave
Suite 900, AWT-150
Seattle, WA, US
98101

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

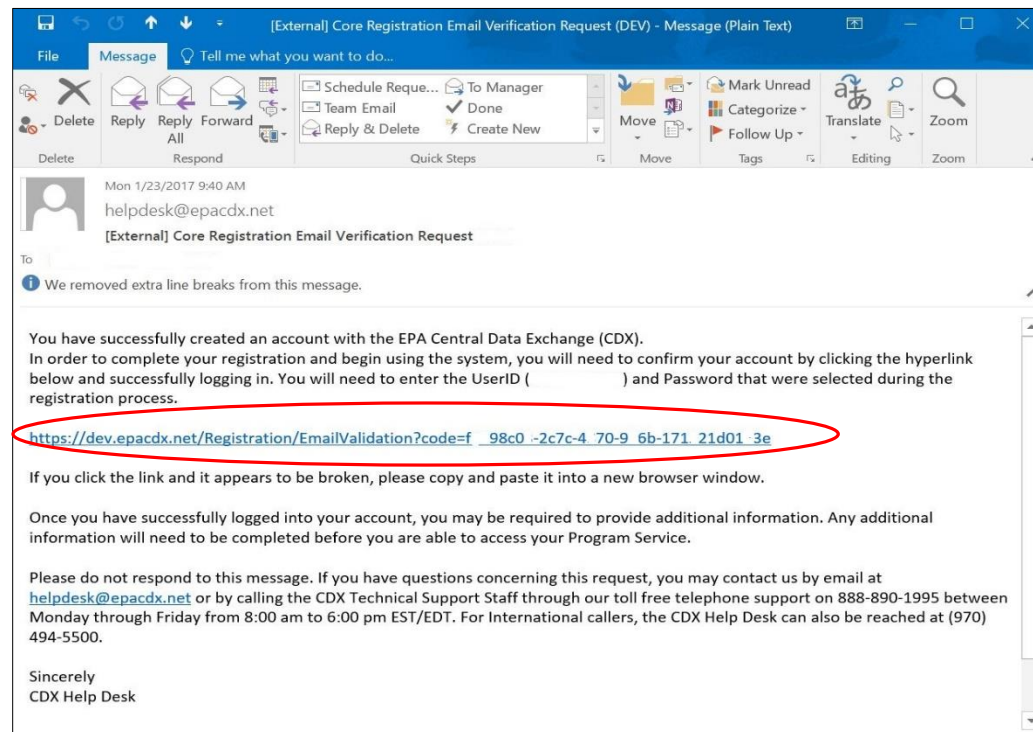
Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Submit Request for Access

Cancel

Registering with CDX

- ▶ Check the e-mail address that you provided during registration for an e-mail from helpdesk@epacdx.net with the subject “Core Registration Email Verification Request”
- ▶ Confirm your account and complete your registration by clicking on the hyperlink in the email and successfully logging in; you will need to enter the UserID and Password that you entered during the registration process



Registering with CDX

- ▶ After logging into your CDX account, on your MyCDX page, you will see an entry for an active program, RCRAInfo: Resource Conservation and Recovery Act Information
- ▶ Click on the hyperlink for “Industry Application” to begin using RCRAInfo and e-Manifest!

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help) are visible. The user is logged in as LUDWA2013. The main content area is titled 'MyCDX' and includes tabs for 'Inbox', 'My Profile', and 'Submission History'. A table titled 'Services' lists the following entry:

Status	Program Service Name	Role
	RCRAInfo: Resource Conservation and Recovery Act Information	Industry Application

Below the table are buttons for 'Add Program Service' and 'Manage Your Program Services'. To the right, there are sections for 'CDX Service Availability' (with a link to 'See the status for all program services') and 'News and Updates' (showing 'No news/updates.'). The footer contains the CDX Help Desk contact information and various links.

Registering in the RCRA Industry Application

- ▶ On your first login you will need to associate yourself with a site.
- ▶ Click on the blue Add Existing Site Button.

The screenshot displays the RCRA Info application interface. At the top is a dark blue navigation bar with the 'RCRA Info' logo on the left, 'Home' and 'Documentation' links in the center, and a user profile 'Scott' with a dropdown arrow on the right. Below the navigation bar, there are two tabs: 'My Sites' (active) and 'Requested Site IDs' (with a '0' indicator). The 'My Sites' section has a title 'My Sites' and a 'Show 20 entries' dropdown. Below this is a table with columns: Site ID, Site Name, Address, City, State, County, and Status. The table is currently empty, displaying the message 'There are no sites to display.' At the bottom of the table section, it says 'Showing 0 to 0 of 0 entries' and includes 'Previous' and 'Next' buttons. At the very bottom of the 'My Sites' section are two buttons: 'Add Existing Site' (highlighted with a dashed border) and 'Request Site ID'.

Site ID	Site Name	Address	City	State	County	Status
There are no sites to display.						

Showing 0 to 0 of 0 entries

[Add Existing Site](#) [Request Site ID](#)

Registering in the RCRA Industry Application

- Search on EPA ID VA988177803 or Heating and Oil and Virginia

The screenshot shows the RCRA Industry Application web interface. A modal search window is open, allowing users to search for sites by EPA ID or name. The background shows a sidebar with 'My Sites' and a list of site IDs, and a main content area with a table of site details.

Search Modal:

- Site ID:**
- Site Name:**
- Street Number:**
- Street Name:**
- City:**
- State ***:
- County:**
- Zip:**

Buttons: Search, Clear, Close

Background Interface:

- Header:** RCRA Info, Home, Documentation, Scott
- My Sites:** Show 20, Site ID list (VA0000137109, VAD980831846, VAD988193439)
- Footer:** Showing 1 to 3 of 3 entries, Add Existing Site, Request Site ID, Previous 1 Next

Registering in the RCRA Industry Application

- ▶ Select the HEATING AND OIL site
- ▶ Click the blue Request Access button

Search Results

Show 20 entries

Select All	Site ID	Site Name	Address	City	State	County
<input checked="" type="checkbox"/>	VA988177803	HEATING AND OIL	144 FIRST ST	FREDERICKSBURG	VA	FAIRFAX CITY

Showing 1 to 1 of 1 entries

Previous1Next

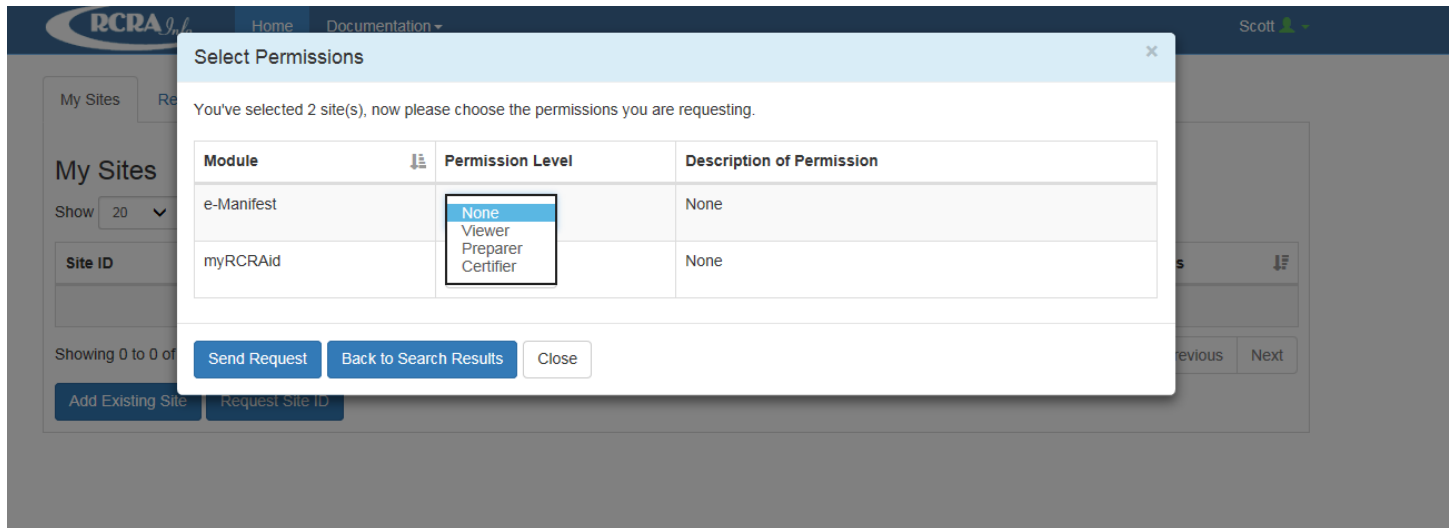
Request Access

Back to Search Criteria

Close

Registering in the RCRA Industry Application

- ▶ Select the Preparer role and click the blue “Send Request” button. If you do not, you will be required to go through additional identity proofing.
- ▶ Once you send the request, a request will be sent to EPA.





The screenshot shows the 'Select Permissions' dialog box in the RCRA Industry Application. The dialog box has a title bar with a close button. Below the title bar, it says 'You've selected 2 site(s), now please choose the permissions you are requesting.' There is a table with three columns: 'Module', 'Permission Level', and 'Description of Permission'. The table has two rows: one for 'e-Manifest' and one for 'myRCRAId'. The 'Permission Level' column for 'e-Manifest' has a dropdown menu open with options: 'None', 'Viewer', 'Preparer', and 'Certifier'. The 'Description of Permission' column for 'e-Manifest' shows 'None'. The 'Description of Permission' column for 'myRCRAId' shows 'None'. At the bottom of the dialog box, there are three buttons: 'Send Request', 'Back to Search Results', and 'Close'. The background of the application shows a sidebar with 'My Sites' and a main area with a search bar and a table of sites.

Module	Permission Level	Description of Permission
e-Manifest	None Viewer Preparer Certifier	None
myRCRAId		None

Buttons: Send Request, Back to Search Results, Close

Accessing e-Manifest

- ▶ After EPA has processed your request, you may login.
- ▶ Upon Login, select the site HEATING AND OIL by clicking on the Site Name.

 Home Documentation ▾ John 

My Sites

Requested Site IDs 0

My Sites

Show 20 ▾ entries

Site ID	Site Name	Address	City	State	County	Status
VA988177803	HEATING AND OIL	144 FIRST ST	FREDERICKSBURG	VA	FAIRFAX CITY	Active

Showing 1 to 1 of 1 entries



Previous 1 Next

Add Existing Site

Request Site ID

Accessing e-Manifest

- The Site Details screen provides some basic information about the site including its mapped location address. In order to access e-Manifest, click on the e-Manifest tab.

 Home Documentation ▾ John 

My Sites / Site Details

HEATING AND OIL144 FIRST ST - FREDERICKSBURGVA988177803

Site DetailsmyRCRAide-Manifest

General Overview

Federal Generator Status	State Generator Status
Small Quantity Generator	No Separate State Codes
Is Site Active	Date Last Updated
Yes	02/23/2017

Site Mailing Address


123 MAIN ST
FAIRFAX, VA 22033

Site Contact

JOHN Q TESTER
144 FIRST ST
FREDERICKSBURG, VA 22033

Back to My Sites

Map



Accessing e-Manifest

E-Manifest Dashboard

- ▶ From here a user can experience creating a new manifest and interact with an In Progress manifest.
- ▶ As a reminder:
 - ▶ The functional mockups do not interface with a database at this time, but instead contain static data.
 - ▶ The Received table is not active at this time.

The screenshot displays the RCRA e-Manifest Dashboard. The top navigation bar includes the RCRA logo, 'Home', 'Documentation', and a user profile 'John'. The breadcrumb trail shows 'My Sites / VA988177803 / e-Manifest Dashboard'. The site information bar indicates 'HEATING AND OIL' at '144 FIRST ST - FREDERICKSBURG' with ID 'VA988177803'. The 'e-Manifest' tab is selected, showing two sections: 'In Progress' and 'Received'.

In Progress

Show 10 entries Search:

Manifest ID#	TSDF ID	TSDF Name	Last Updated Date	Status	Actions
913812436ELC	OHR000116806	ABC CORP.	09/19/2016	Pending	
599723448ELC	VAR000525220	DISPOSAL SERVICES	09/19/2016	Scheduled	
918411674ELC	OHR000116806	ABC CORP.	09/19/2016	In Transit	

Showing 1 to 3 of 3 entries Previous 1 Next

[Create New Manifest](#)

Received

Show 10 entries Search:

Manifest ID#	TSDF ID	TSDF Name	Last Updated Date	Status	Actions
265404327ELC	VAR000525220	DISPOSAL SERVICES	06/22/2016	Received	
452484132ELC	VAR000525220	DISPOSAL SERVICES	06/03/2015	Received	
876543219ELC	OHR000116806	ABC CORP.	05/20/2016	Received	
798765432ELC	VAR000525220	DISPOSAL SERVICES	05/12/2014	Received	
798765432ELC	VAR000525220	DISPOSAL SERVICES	05/12/2014	Received	
798765432ELC	VAR000525220	DISPOSAL SERVICES	05/12/2014	Received	

Questions?

- ▶ For additional questions or comments
 - ▶ Email: emanifest@epa.gov