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

December 2017

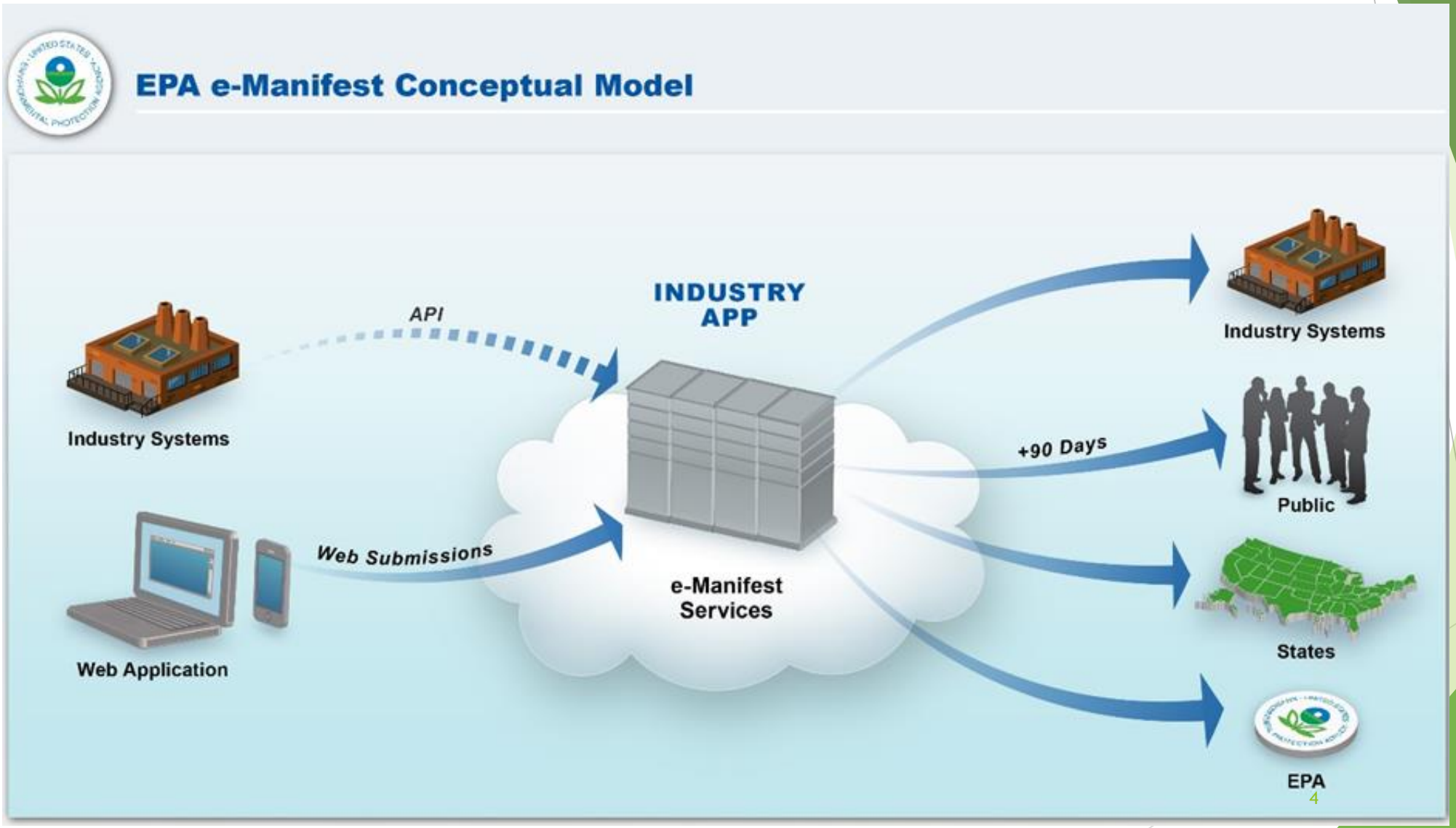
About this document

- e-Manifest System Goals
  - e-Manifest System – Conceptual Model
- 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



RCRAInfo and e-Manifest

- RCRAInfo is EPA's system used to track information provided by the regulated community concerning the generation, shipment, treatment and disposal of hazardous wastes.

- e-Manifest was originally envisioned to be a separate system, however, as planning for the system evolved, EPA decided to bring e-Manifest under the RCRAInfo umbrella in order to leverage the RCRA data and foundational components needed to build e-Manifest

RCRAInfo Industry Applications

- There will be three modules in the industry application of RCRAInfo:
  - myRCRAid – allows facilities to electronically complete and submit EPA Form 8700-12
  - Biennial Report – will allow facilities to electronically complete and submit EPA Form 8700-13A/B, the Hazardous Waste Report (Biennial Report)
  - e-Manifest –will allow facilities to electronically complete and submit their manifest data

RCRAInfo Industry Applications

- Currently, states must choose to "opt in" to MyRCRAid and Biennial Report. Once states opt in, then facilities in those states can use the industry applications to submit forms electronically.
- As of November 2017, 34 entities, including 27 states, have opted in to using the industry application.
- When it launches in June 2018, e-Manifest will be mandatory for all states.

Industry Application User Permissions

- Currently, RCRAInfo Industry Application allows for the following user permissions:

Level of Permission	Definition
None	The user has no permissions for these sites within the module specified.
Viewer	The user can view the data for these sites within the module specified but cannot change the information in any manner.
Preparer	The user can enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
Certifier	The user can sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.

RCRAInfo – Site Manager

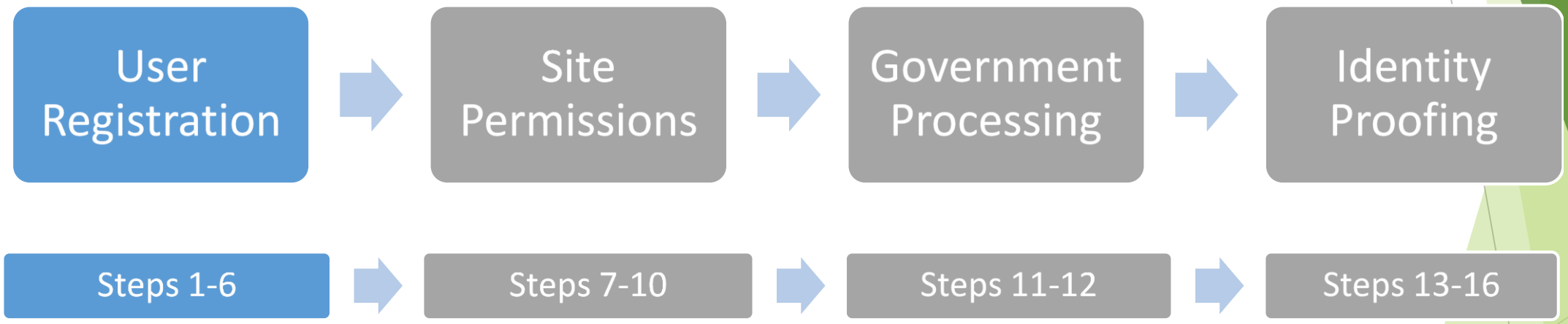
- Launched with the Biennial Report in Fall 2017, a new permission was added to the RCRAInfo industry applications – Site Manager
- Site Managers can register other users at their facility and submit data for any industry application module (MyRCRAid, Biennial Report, and e-Manifest)
- Site Manager will have all the same abilities for any new module that is introduced into the Industry Application
  - When e-Manifest is launched, any existing Site Manager will have full permissions to use the module without undergoing a new registration process

Release Notes

- The purpose of this 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 version of e-Manifest released to the test environment interacts with a database. Users may register as preparers to operate as a Generator or TSDF
- In the this version, a user may experience creating a new manifest and interacting with an “In Progress” and “Received” manifests as a Generator or a Treatment, Storage or Disposal Facility (TSDF).

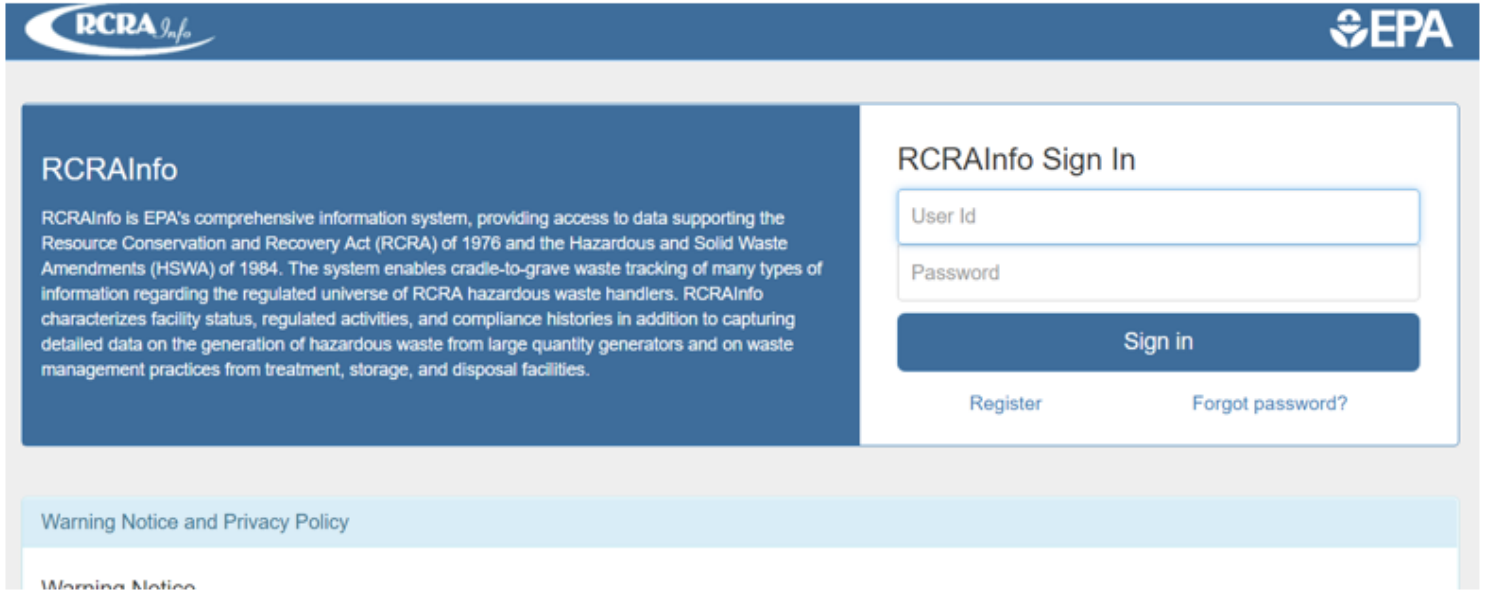
How to Sign Up for e-Manifest

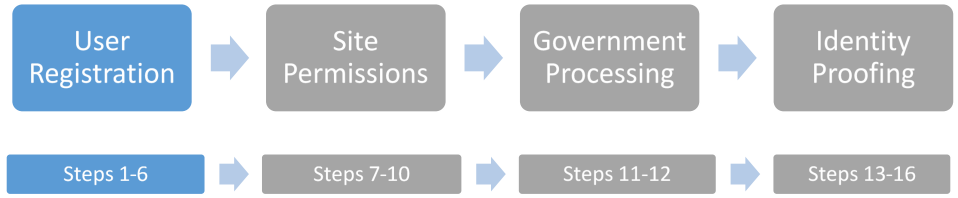
e-Manifest User Registration: Current Process



e-Manifest User Registration: Step 1

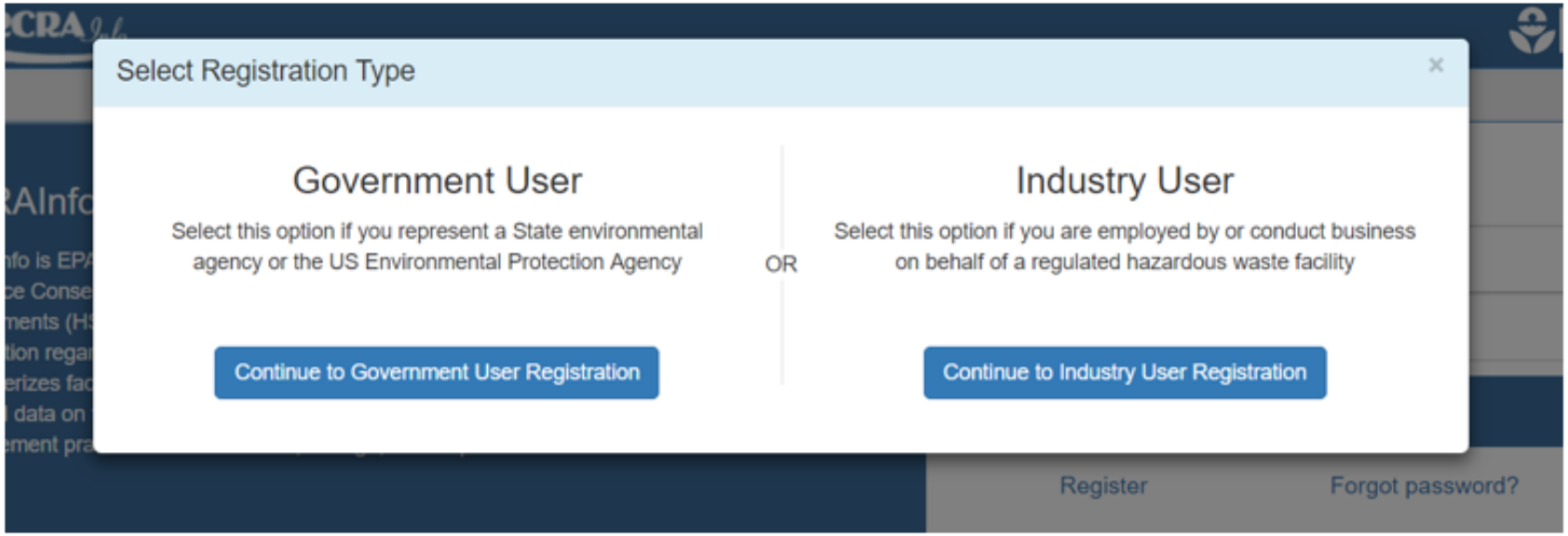
STEP 1 - REQUEST AN ACCOUNT

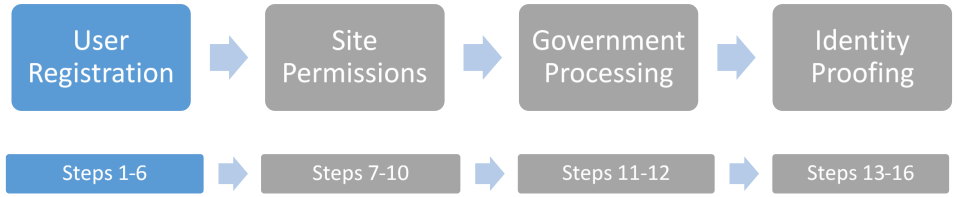




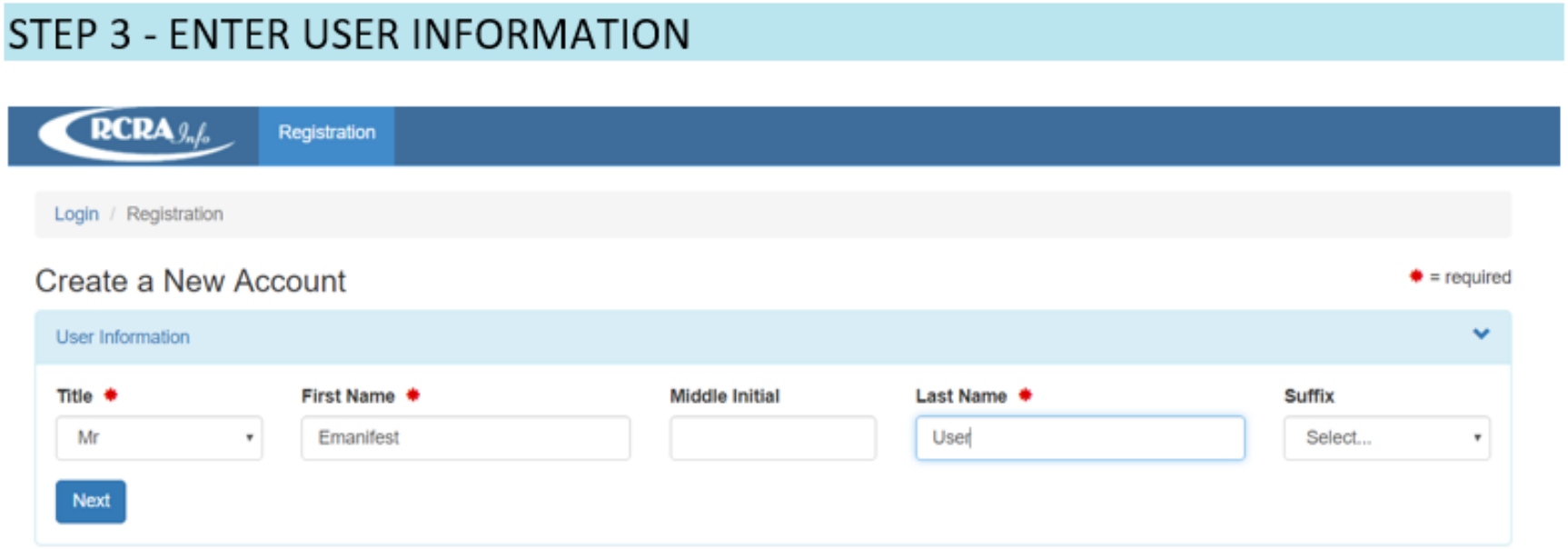
e-Manifest User Registration: Step 2

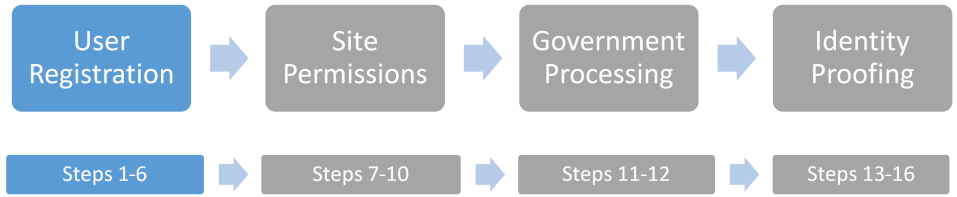
STEP 2 – Select User Type





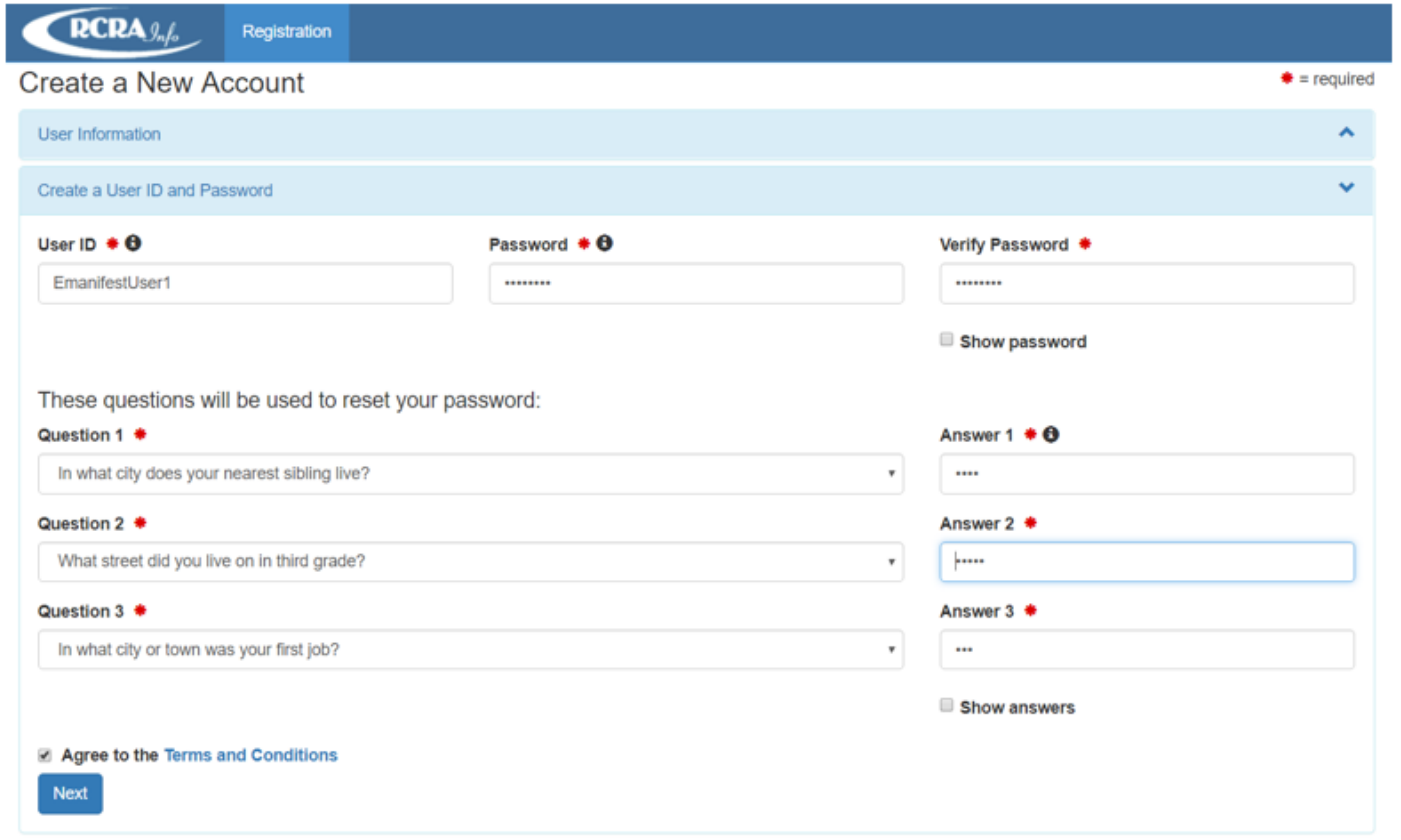
e-Manifest User Registration: Step 3





e-Manifest User Registration: Step 4

STEP 4 – Create a User Id and Password

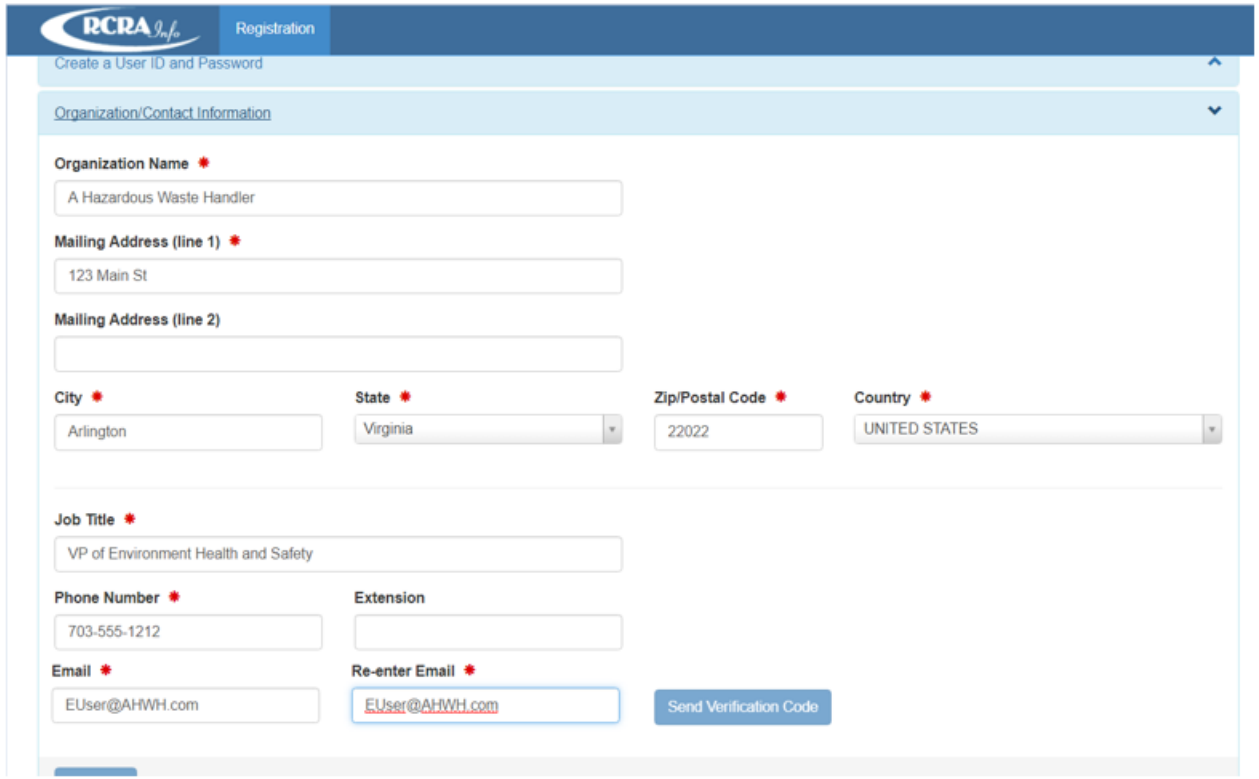


CDX Registration → Site Permissions → Government Processing → Identity Proofing

Steps 1-6 → Steps 7-10 → Steps 11-12 → Steps 13-16

e-Manifest User Registration: Step 5

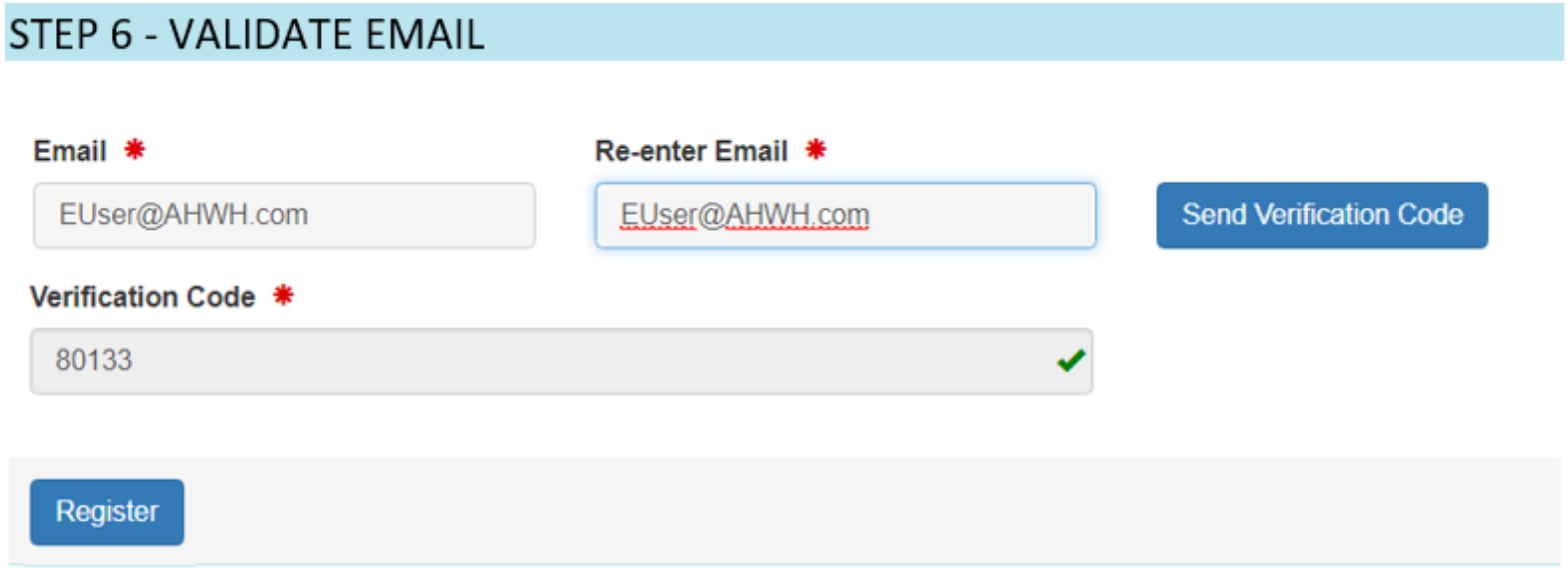
STEP 5 - ENTER ORGANIZATION AND CONTACT INFORMATION

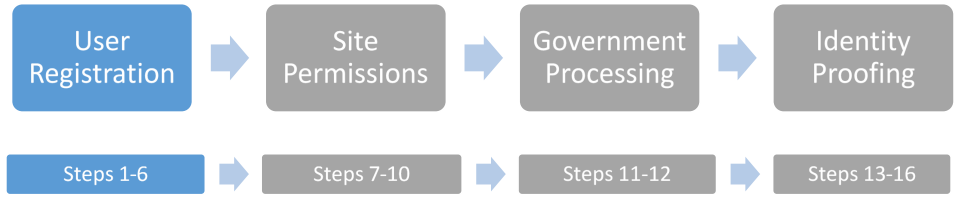


User Registration → Site Permissions → Government Processing → Identity Proofing

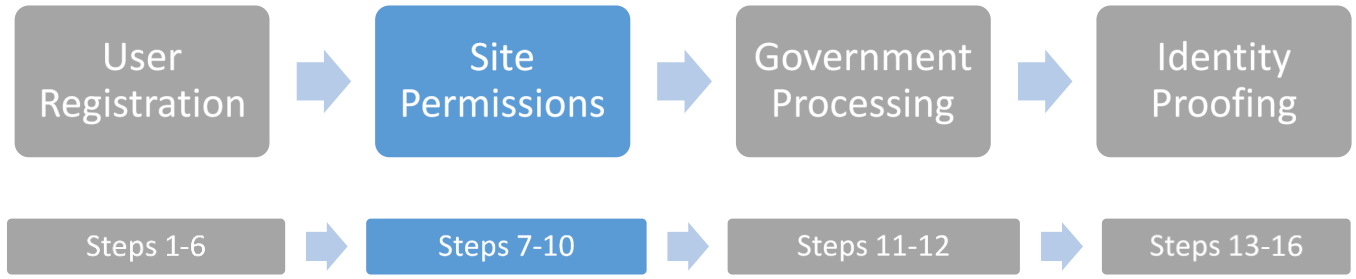
Steps 1-6 → Steps 7-10 → Steps 11-12 → Steps 13-16

e-Manifest User Registration: Step 6





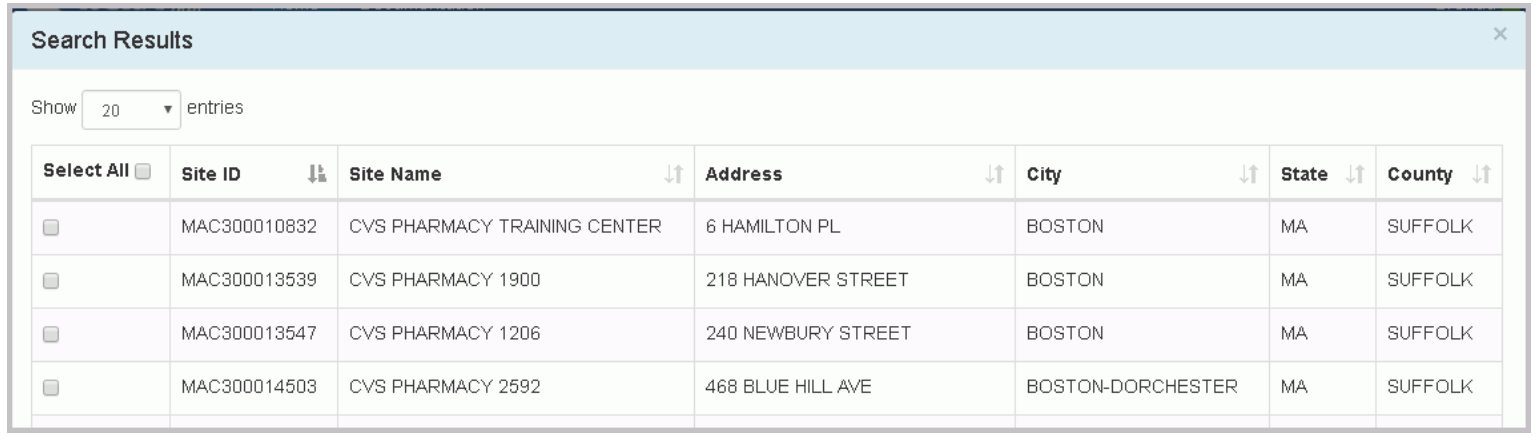
e-Manifest User Registration: Step 7

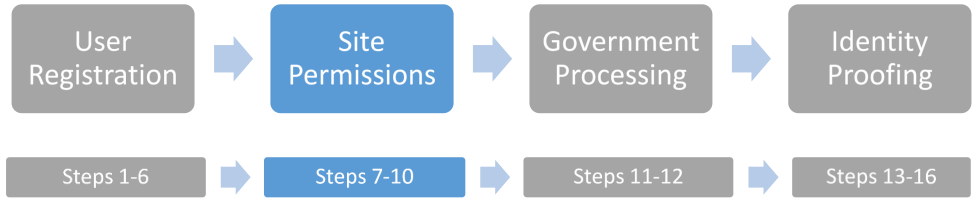


- The user will search for the site or entity for which they would like to request permissions by searching with a handler ID number
- If the site handler ID is not known, the user can provide information for other search criteria

e-Manifest User Registration: Step 8

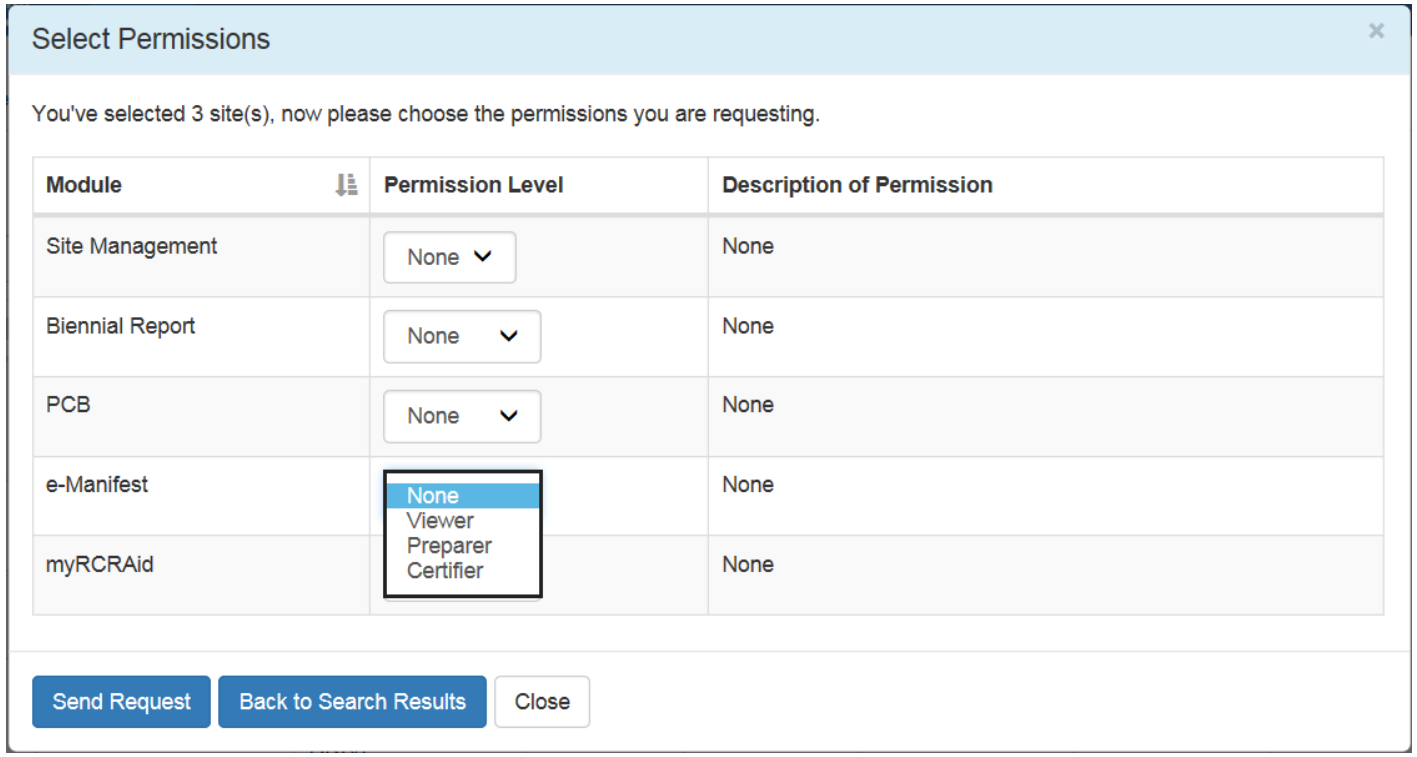
STEP 8 – SUCCESSFUL SEARCH

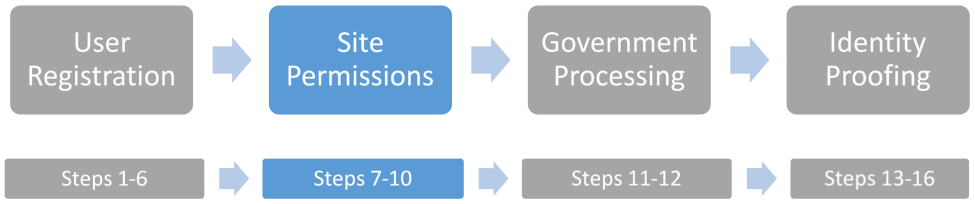




e-Manifest User Registration: Step 9

STEP 9 – SELECT PERMISSIONS

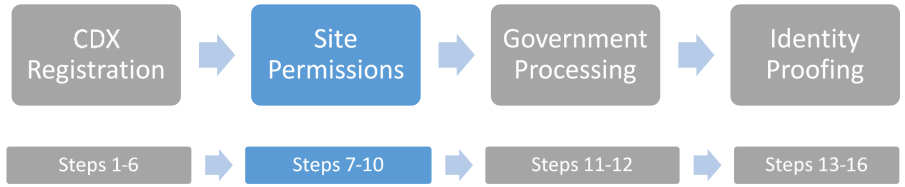




e-Manifest User Registration: Step 10

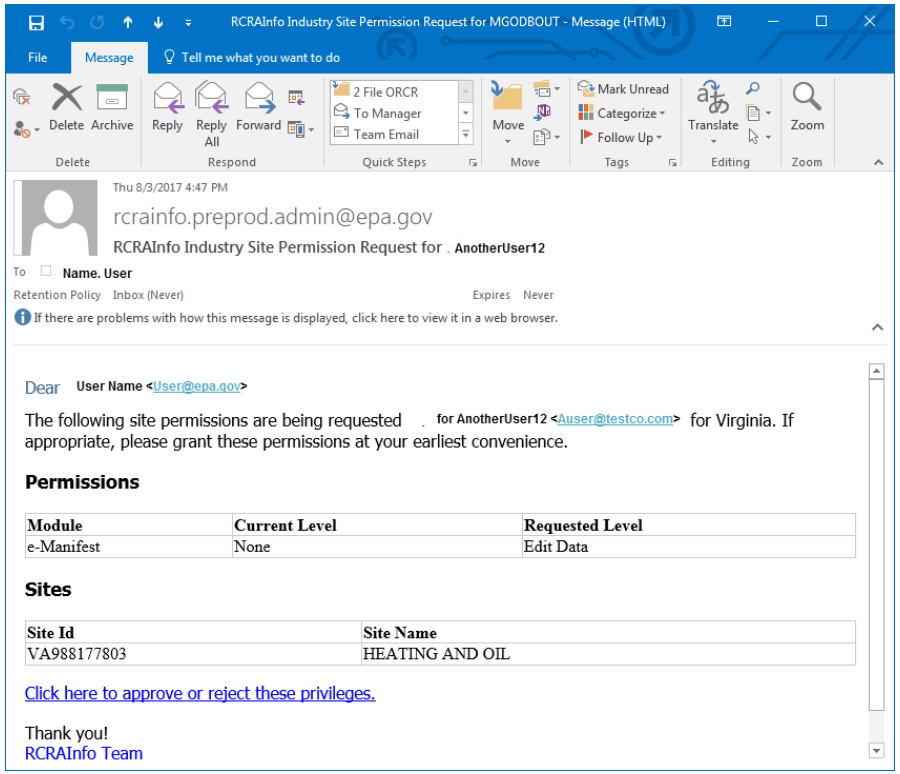
STEP 10 – AWAITING ACTIVATION

- Once the user has submitted his/her request, the requested sites will appear in their My Sites tab with a "Pending" status



e-Manifest User Registration: Step 11

EMAIL



RCRAInfo Industry Site Permission Request for MGODBOUT - Message (HTML)

File | Message | Tell me what you want to do

Delete | Archive | Reply | Reply All | Forward | 2 File ORCR | To Manager | Team Email | Move | Mark Unread | Categorize | Follow Up | Translate | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

Thu 8/3/2017 4:47 PM

rcrainfo.preprod.admin@epa.gov

RCRAInfo Industry Site Permission Request for . AnotherUser12

To Name. User

Retention Policy Inbox (Never) Expires Never

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear User Name <User@epa.gov>

The following site permissions are being requested . for AnotherUser12 <Auser@testco.com> for Virginia. If appropriate, please grant these permissions at your earliest convenience.

Permissions

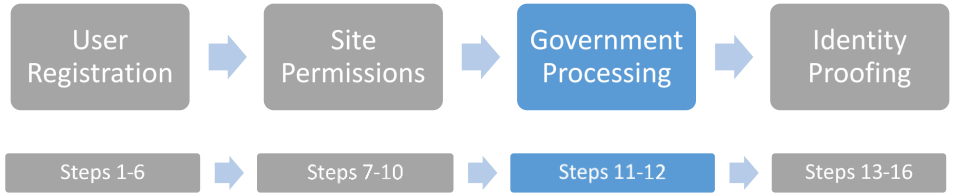
Module	Current Level	Requested Level
e-Manifest	None	Edit Data

Sites

Site Id	Site Name
VA988177803	HEATING AND OIL

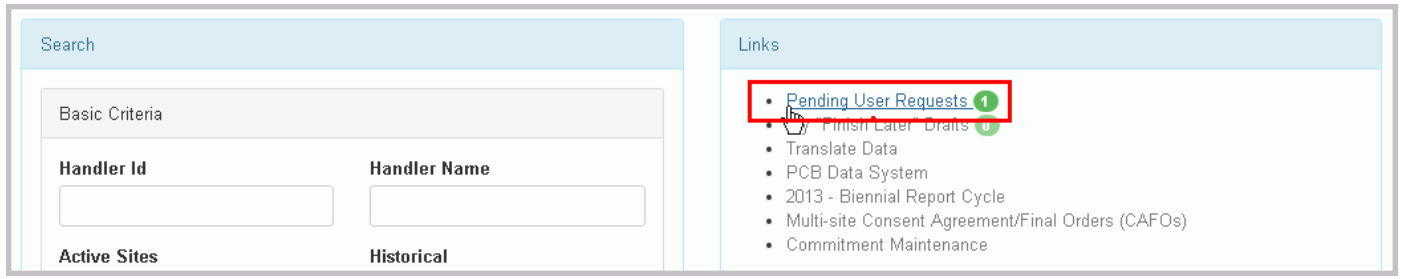
Click here to approve or reject these privileges.

Thank you!
RCRAInfo Team

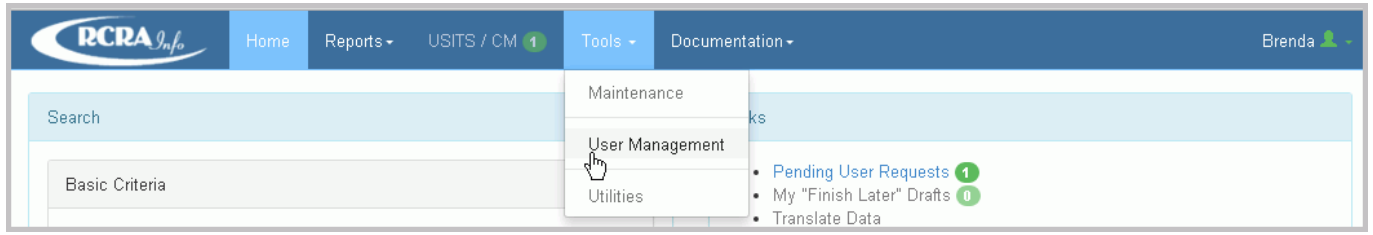


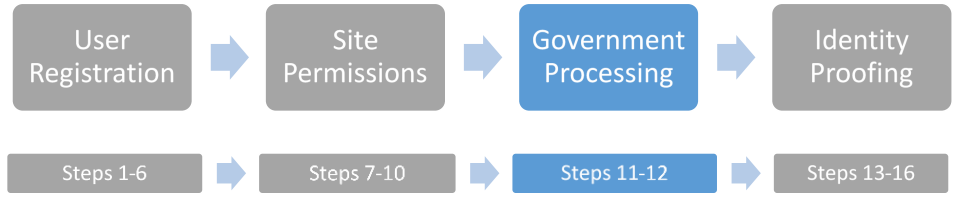
e-Manifest User Registration: Step 11 cont.

PENDING USER REQUESTS

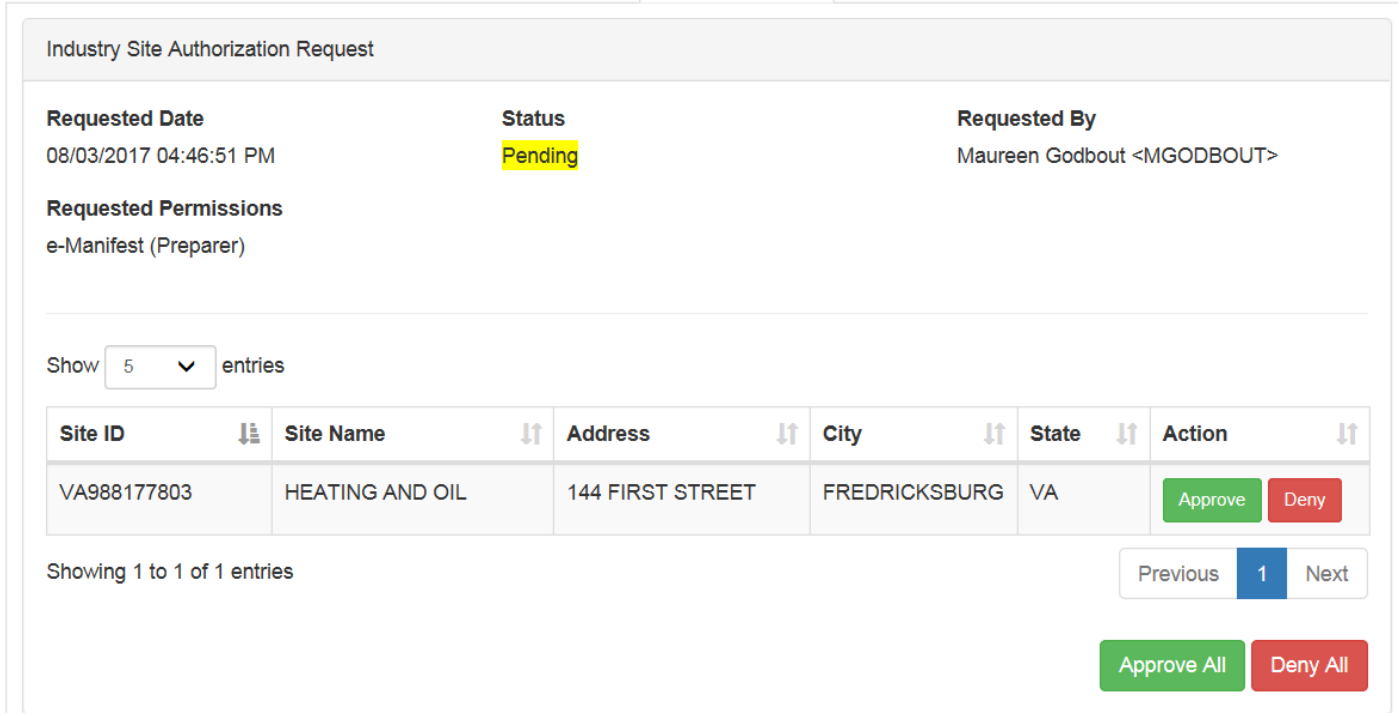


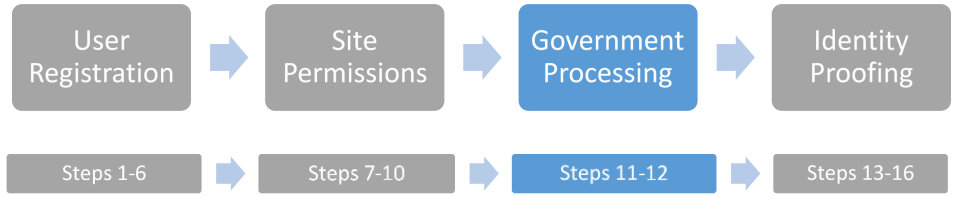
TOOLS / USER MANAGEMENT





e-Manifest User Registration: Step 12

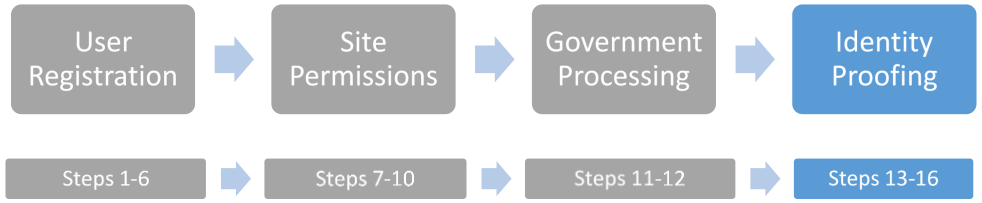




e-Manifest User Registration: Step 13

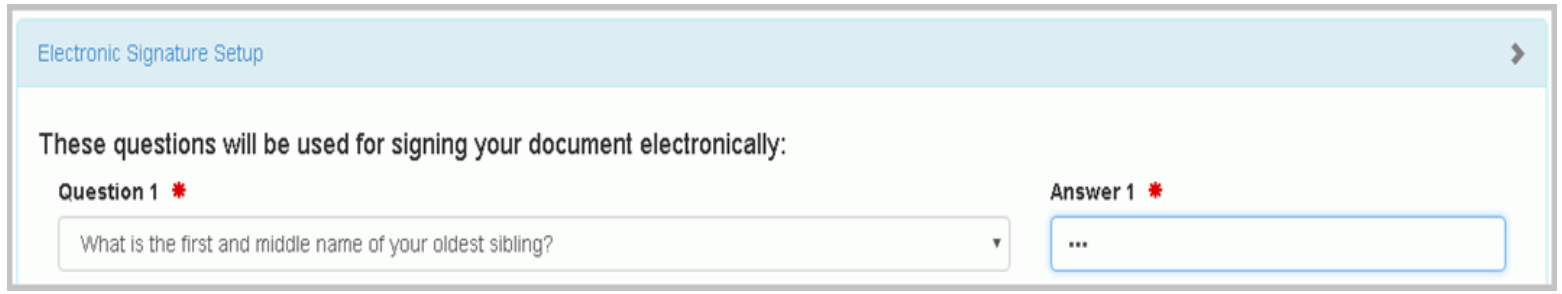
STEP 13 – SUBMIT TO IDENTITY PROOFING

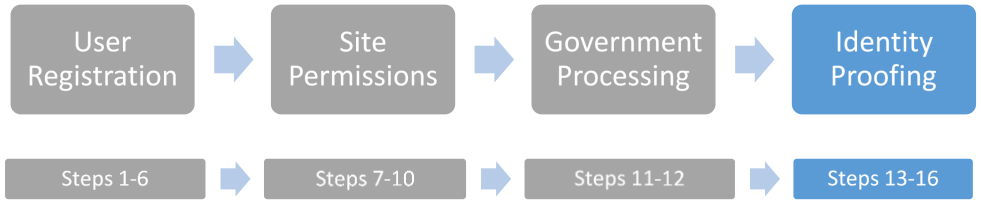
- After the user has been granted permissions by the user administrator. The user is sent an email stating there was a change in their permissions.
- Users who have requested the "Certifier" or “Site Manager” permission and do not already have an electronic signature with RCRAInfo or CDX will be asked to set up their electronic signature immediately after their next login.



e-Manifest User Registration: Step 14

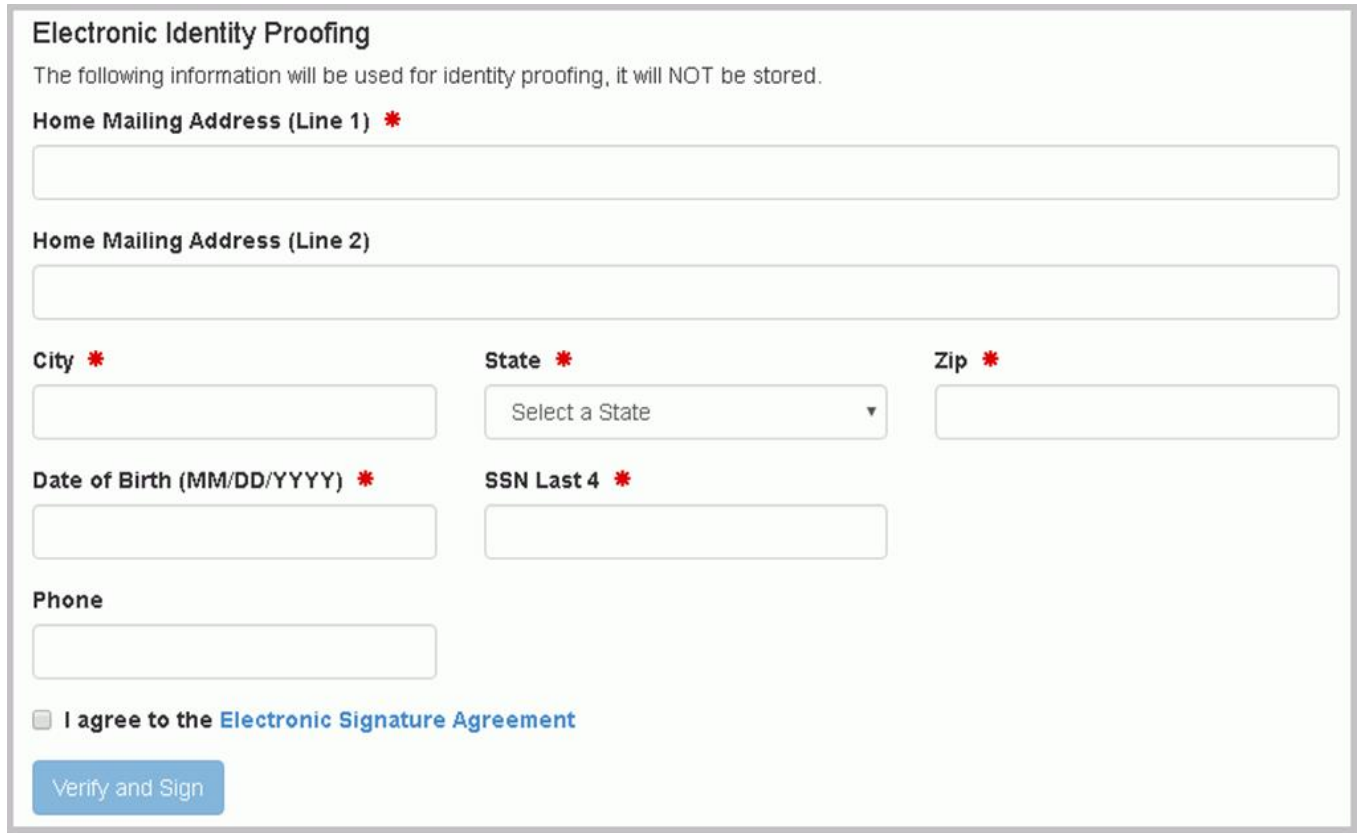
STEP 14 – SECURITY QUESTIONS

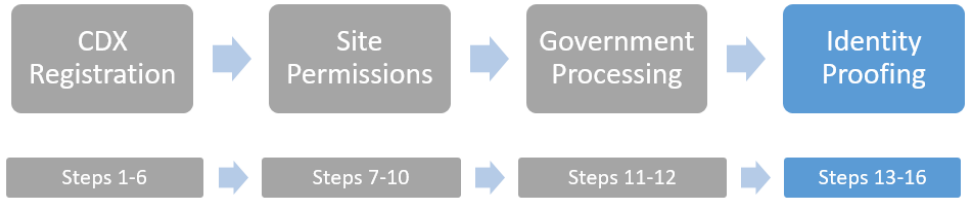




e-Manifest User Registration: Step 15

STEP 15 – IDENTITY PROOFING

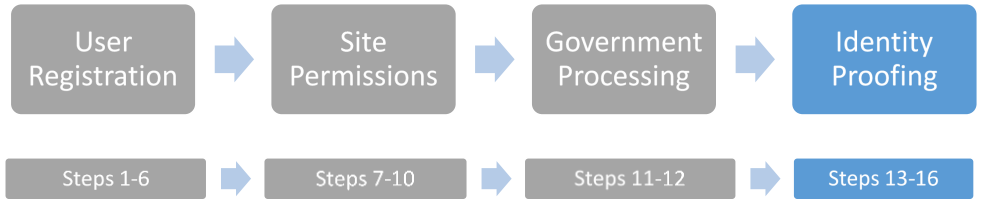




e-Manifest User Registration: Step 16

STEP 16 – PAPER ESA HANDLING

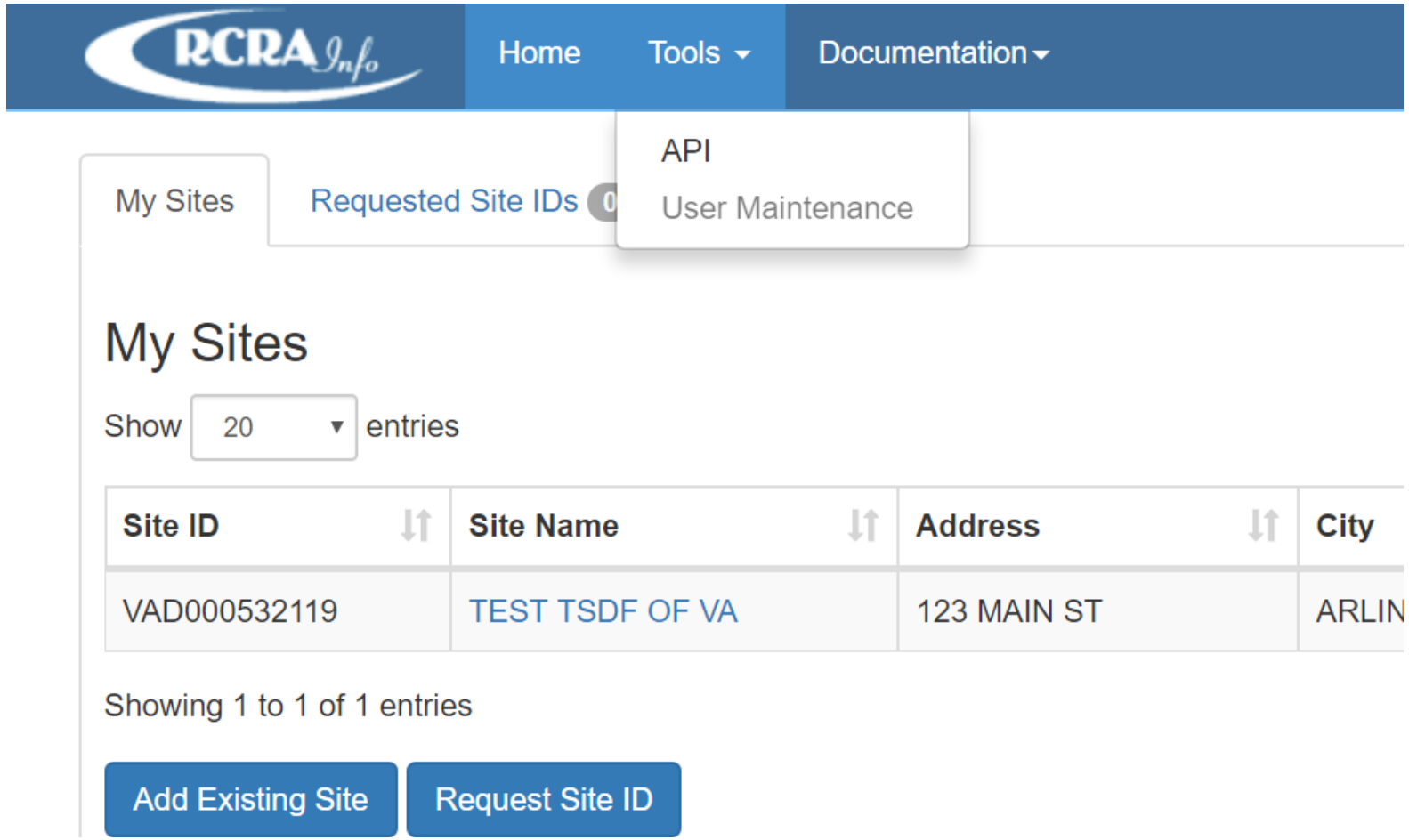
- EPA will establish a mailing address for users who must mail paper ESAs
- EPA will open the mail and keep the envelope ensuring the addresses and stamp information are preserved. For packages that contain multiple ESAs, EPA will copy the mail envelope and attach it to each ESA with a reference to where the original mail envelope is stored
- EPA will review the ESA, log into RCRAInfo and activate the ESA associated with the user and user name on the ESA, if appropriate. If the EPA identifies any issues, it will follow up with the user as needed
- EPA will scan the paper ESAs and associated mail covers. Then they will be stored (both the scanned copies and the original signed ESAs) indefinitely or until guidance from EPA is given to destroy or archive them.



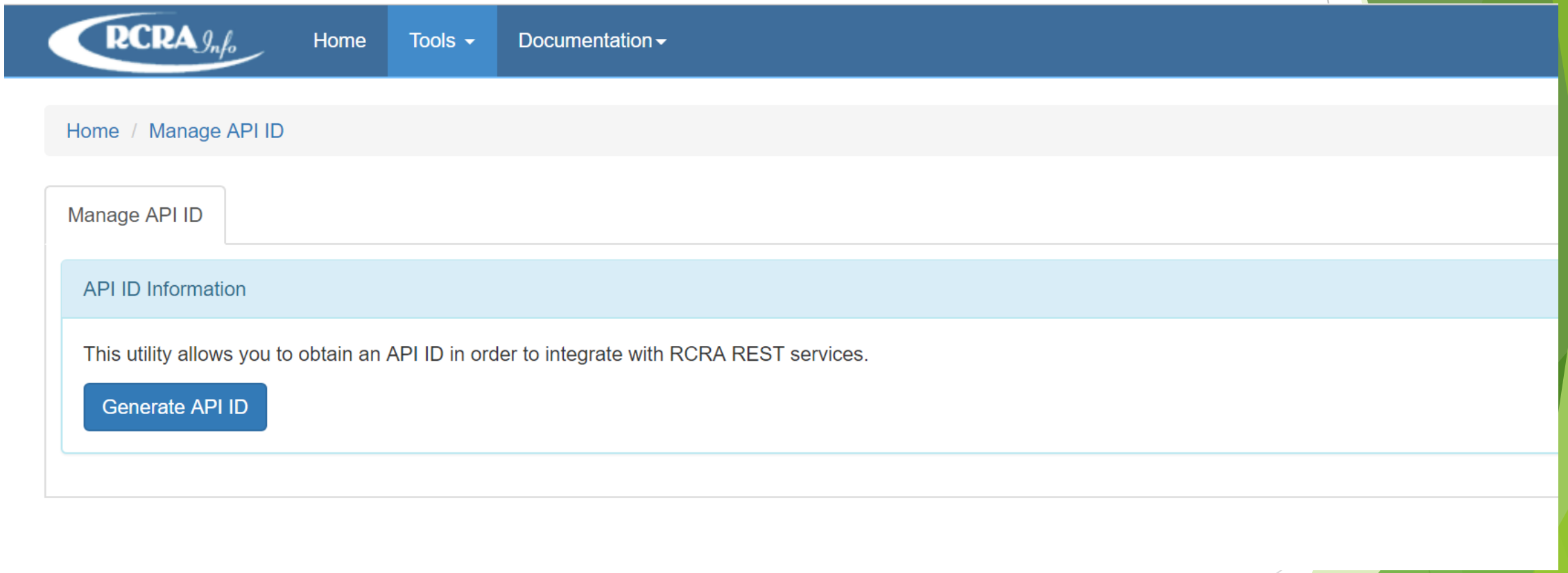
Obtaining an API key

- Once a user has the Site Manager role they may request an API Key
- API Key's are based on the individual site manager
- Site managers can have multiple sites associated with them and therefore their ID can submit for those multiple sites
- Key Regeneration:
  - API Key and ID are only shown once and can be copied
  - If the combination is lost it will need to be regenerated

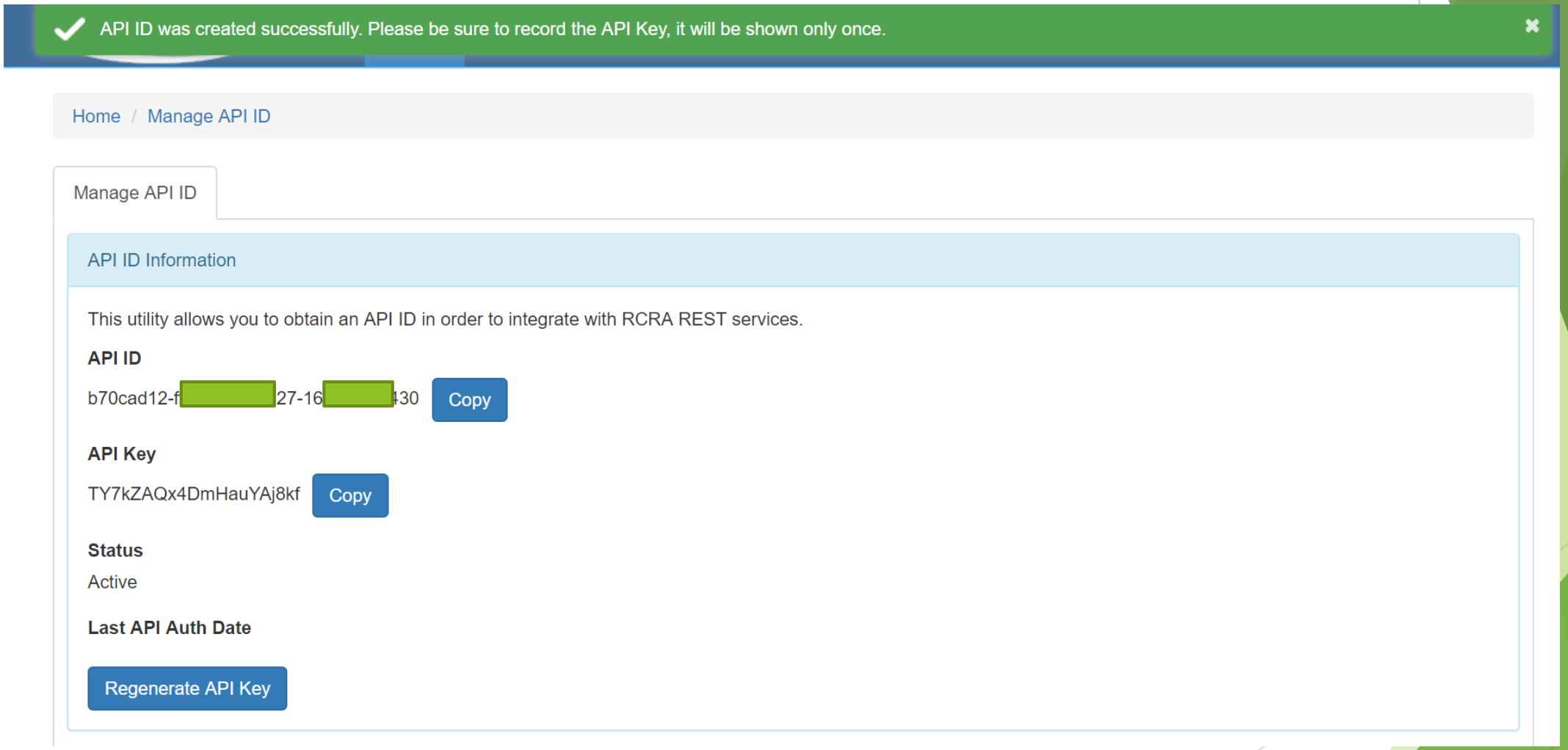
Obtaining an API Key as a Site Manager: Step 1



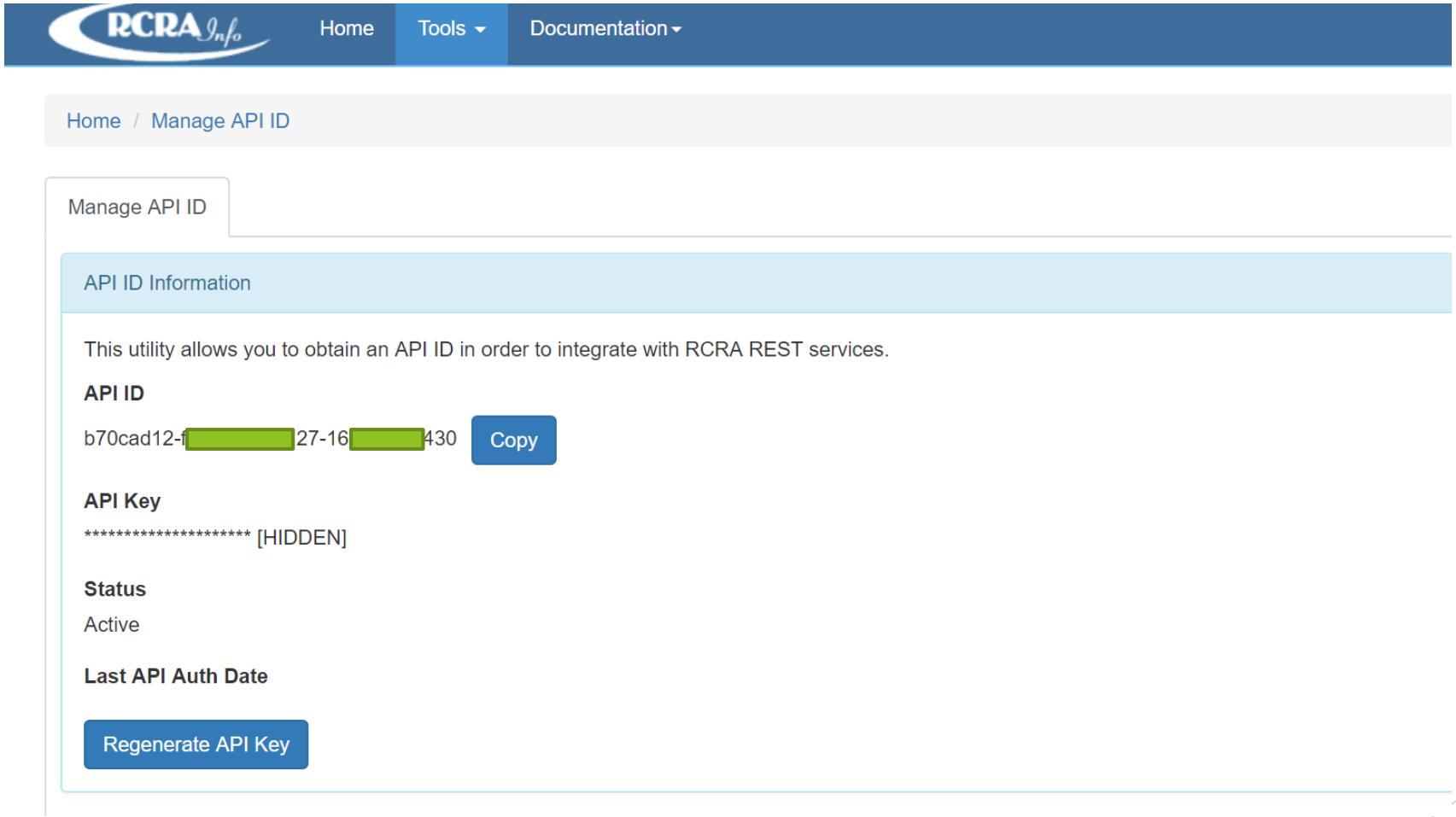
Generating An API Key: Step 2



API Key Generated: Step 3



Key Regeneration: Step 4



Questions?

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