

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

May 2017

About this document

- ▶ e-Manifest System Goals
 - ▶ e-Manifest System - Conceptual Model
- ▶ How to Register and use e-Manifest

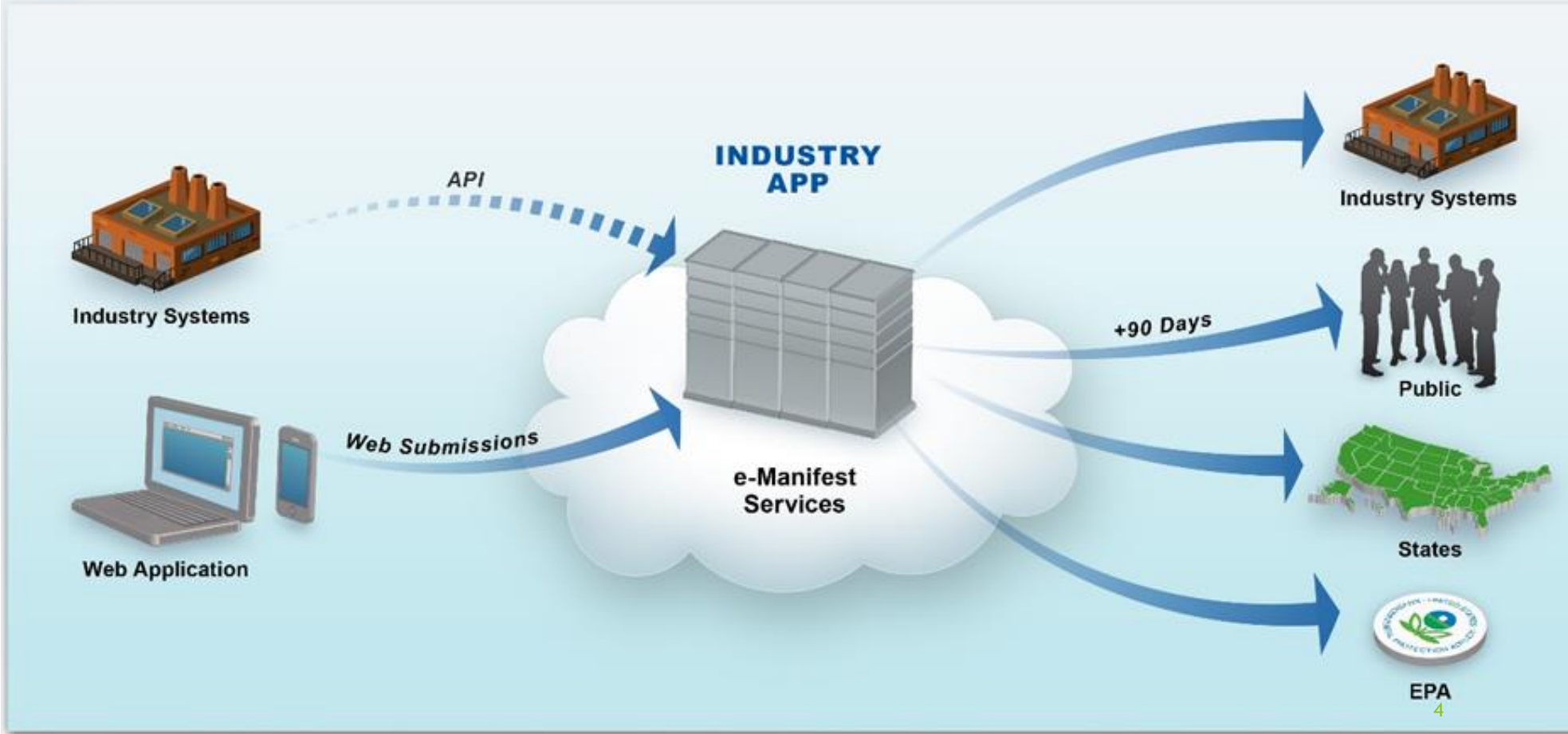
e-Manifest System Goals

- ▶ 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



EPA e-Manifest Conceptual Model



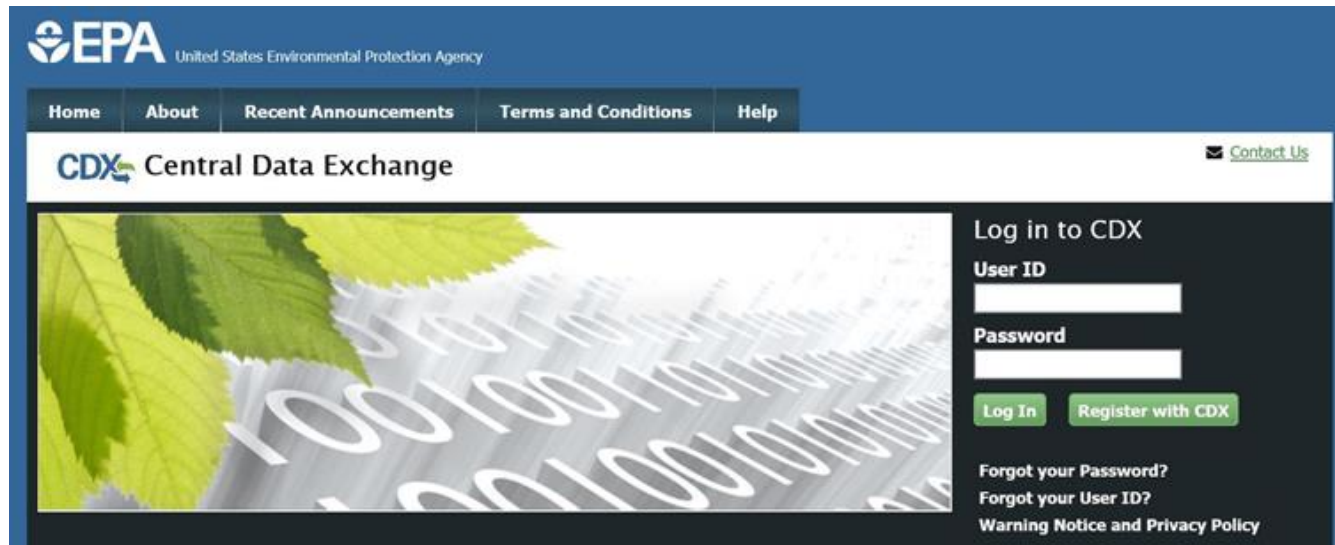
How to Sign Up for e-Manifest

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).

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

Home About Recent Announcements **Terms and Conditions** Help

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's 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 current step: 1. Program Service, 2. Role Access, 3. User and Organization, 4. Confirmation.

Below the progress bar, there's a text prompt: 'Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act)'. This is followed by a search input field labeled 'Active Program Services List'.

A list of program services is displayed, each in a separate row with a text input field for selection. The services listed are:

- 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** (circled in red)
- RMPEBMIT: Risk Management Plan
- SSTS: Section Seven Tracking System
- Title V: Petition Submittal
- TRIMEweb: Toxic Release Inventory Made Easy Web

The URL at the bottom of the page is <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 page. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, Help, and a Contact Us link. Below this is a progress bar with four steps: 1. Program Service, 2. Role Access, 3. User and Organization (current step), and 4. Confirmation. The 'Registration Information' section 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. It is important to note that organizations in CDX are not related to the sites and RCRAInfo, if you do not find your organization in the list, please recognize this is CDX's test environment and may not have a complete list of data.

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

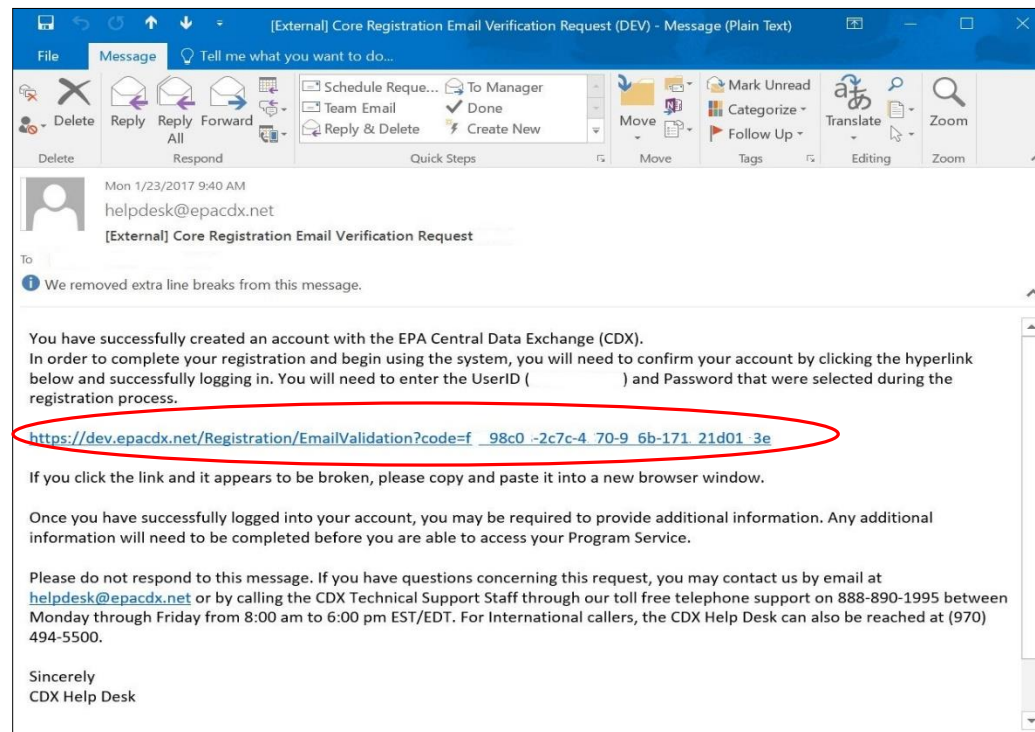
Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

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 displays 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 'MyCDX' section shows a table of services. The first service is 'RCRAInfo: Resource Conservation and Recovery Act Information', with the role 'Industry Application' circled in red. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'. At the bottom, there are buttons for 'Add Program Service' and 'Manage Your Program Services'.

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

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 shows 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 count of '0'. 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 has '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'.

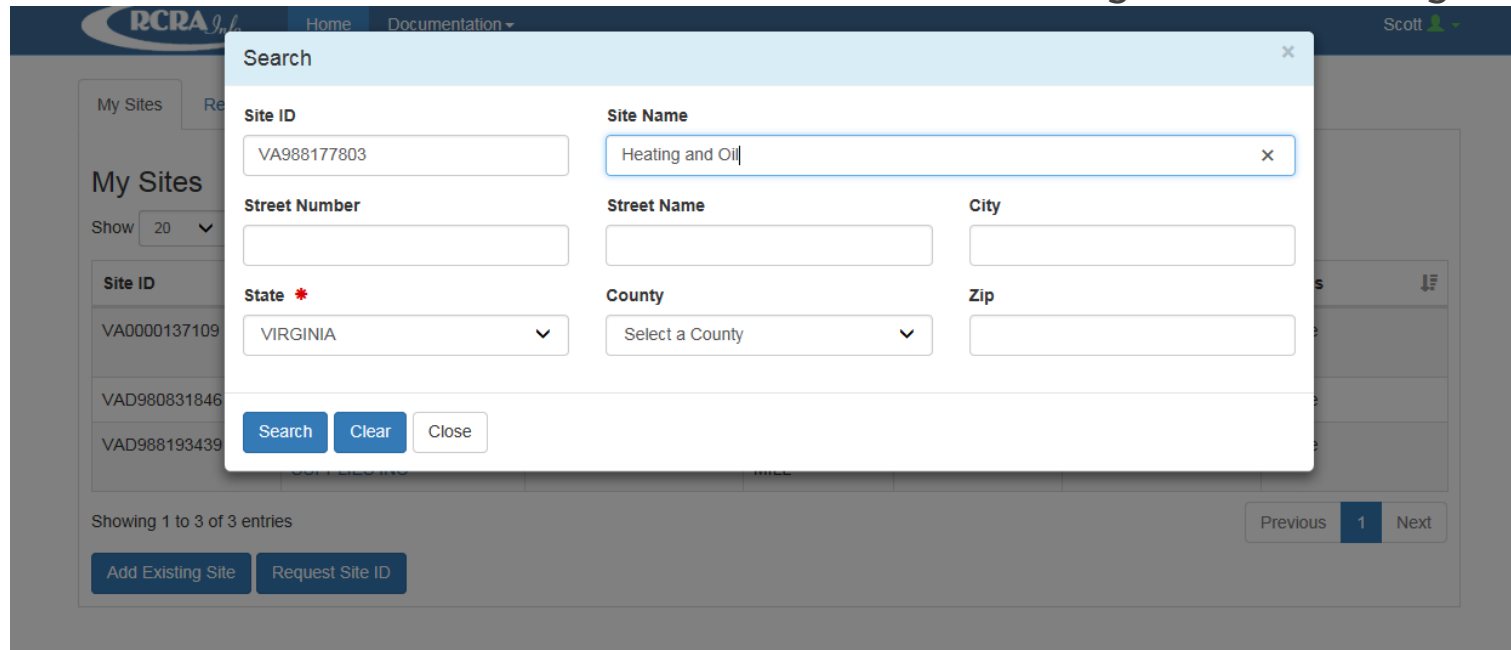
Site ID	Site Name	Address	City	State	County	Status
There are no sites to display.						

Showing 0 to 0 of 0 entries

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

Registering in the RCRA Industry Application

- ▶ Look for your EPA Site ID, for example;
 - ▶ This tester searched on EPA ID VA988177803 or Heating and Oil and Virginia



The screenshot shows the RCRA Industry Application search interface. A modal search window is open, displaying the following fields:

- Site ID:** VA988177803
- Site Name:** Heating and Oil
- Street Number:** (empty)
- Street Name:** (empty)
- City:** (empty)
- State:** VIRGINIA (dropdown menu)
- County:** Select a County (dropdown menu)
- Zip:** (empty)

Buttons at the bottom of the modal: Search, Clear, Close.

In the background, the main application interface is visible, showing a list of sites under the heading "My Sites". The list includes the following entries:

Site ID
VA000137109
VAD980831846
VAD988193439

Below the list, it says "Showing 1 to 3 of 3 entries". At the bottom of the main interface, there are buttons for "Add Existing Site" and "Request Site ID".

- ▶ A user may also register:
 - ▶ VAD000532119, "TEST TSDF OF VA", Virginia 22202 (Generator and TSDF)
 - ▶ VAR000532432, "TEST GENERATOR OF VA", Virginia 22202 (Generator Only)
- ▶ It is possible to register for your site, in a future release we will release a list of States that will activate users

Registering in the RCRA Industry Application

- ▶ From the previous slide
- ▶ Select your handler example below, HEATING AND OIL
- ▶ 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

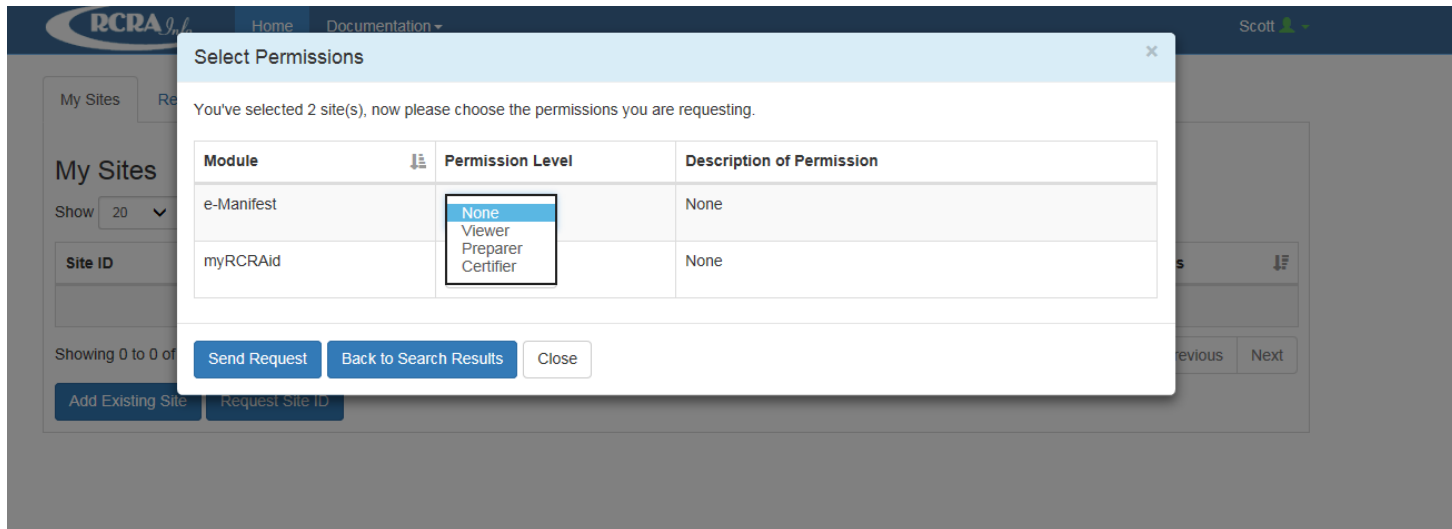
Request Access

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 'Select Permissions' and 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 'myRCRAId' row also shows 'None' in the 'Description of Permission' column. 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 your site. For example; Access the site HEATING AND OIL by clicking on the Site Name.

RCRA Info

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