

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

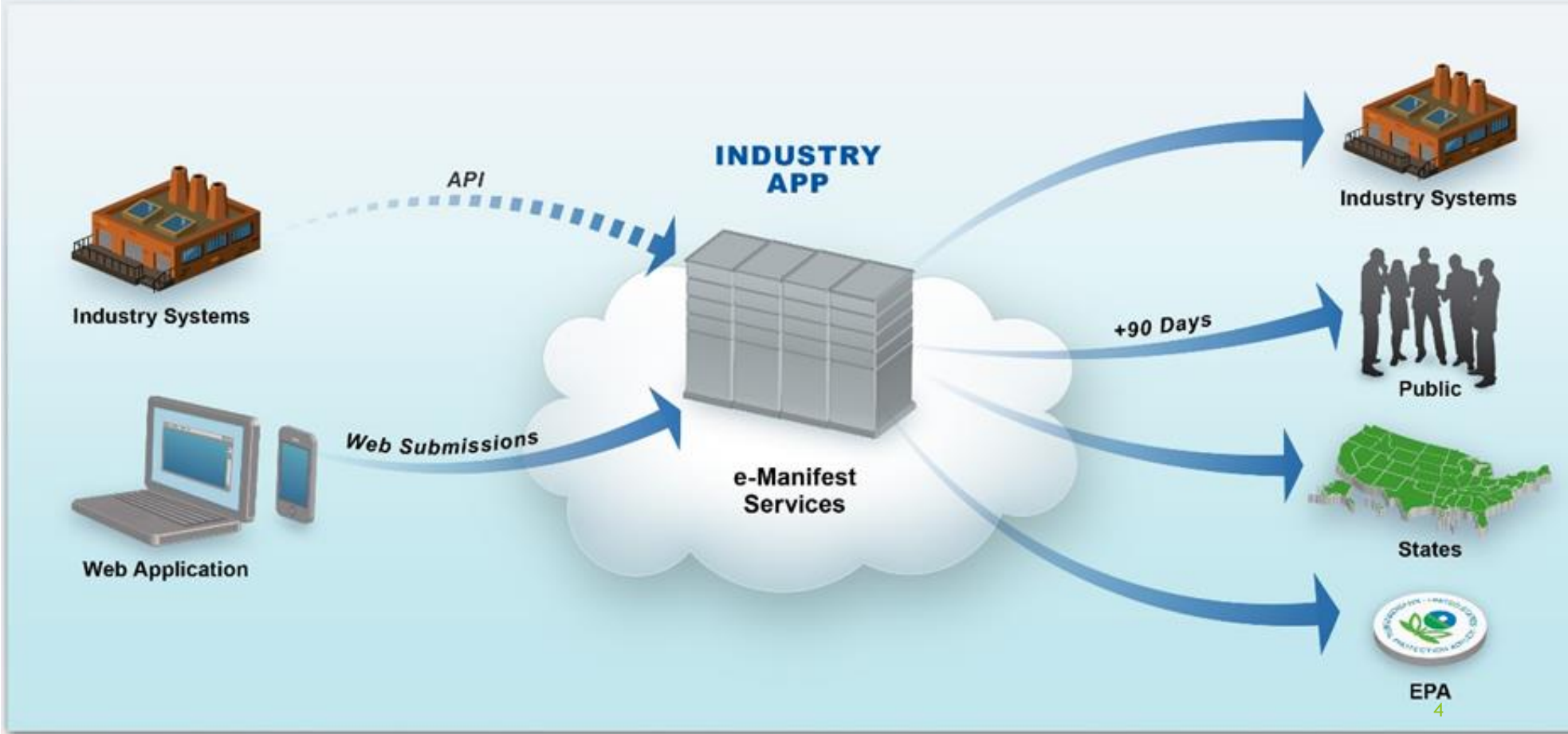
e-Manifest System Goals

- ▶ 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



EPA e-Manifest 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

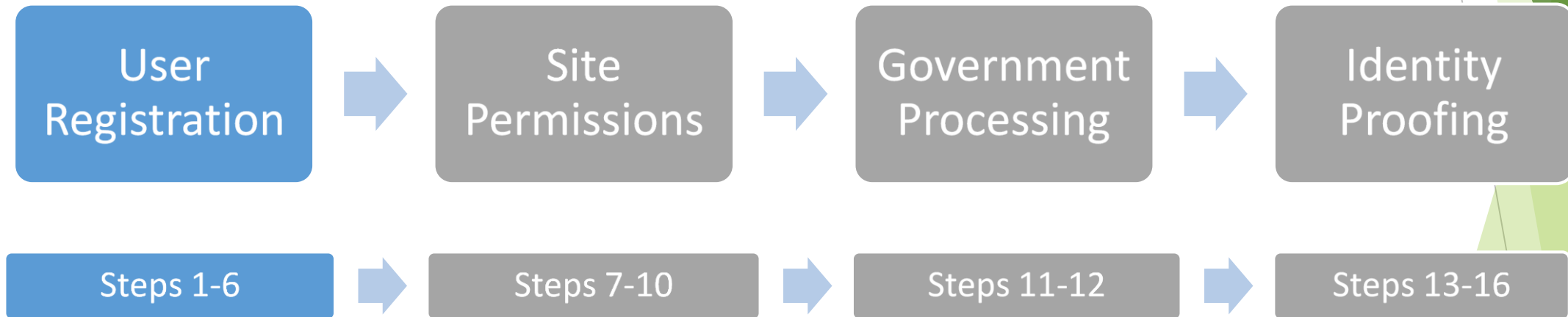
- ▶ Launched with the Biennial Report in Fall 2017, a new permission was added to the RCRAInfo industry applications - **Site Manager**
- ▶ Site Managers can register other users at their facility and submit data for any industry application module (MyRCRAid, Biennial Report, and e-Manifest)
- ▶ Site 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).

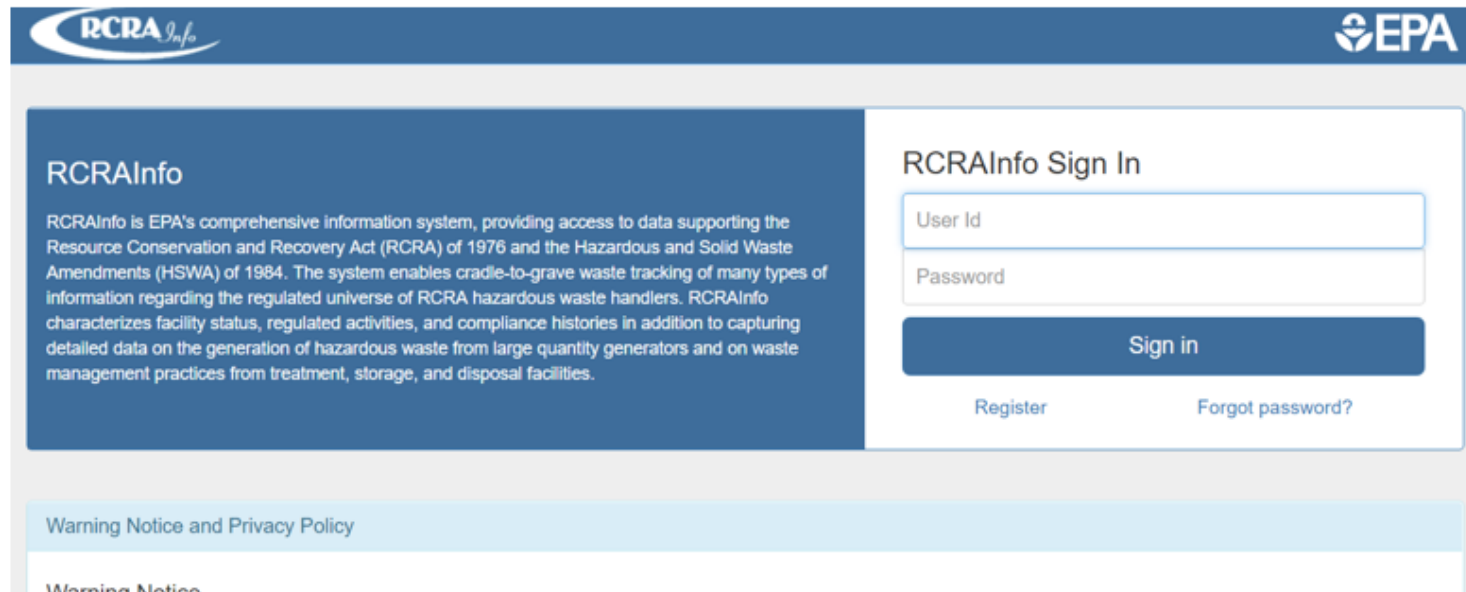
How to Sign Up for e-Manifest

e-Manifest User Registration: Current Process



e-Manifest User Registration: Step 1

STEP 1 - REQUEST AN ACCOUNT



The screenshot shows the RCRAInfo Sign In page. At the top, there is a blue header with the RCRAInfo logo on the left and the EPA logo on the right. Below the header, the page is divided into two main sections. On the left, there is a blue box with the text "RCRAInfo" and a paragraph describing the system. On the right, there is a white box with the title "RCRAInfo Sign In". Inside this box, there are two input fields: "User Id" and "Password". Below these fields is a blue "Sign in" button. At the bottom of the white box, there are two links: "Register" and "Forgot password?". Below the main content area, there is a light blue bar with the text "Warning Notice and Privacy Policy".

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

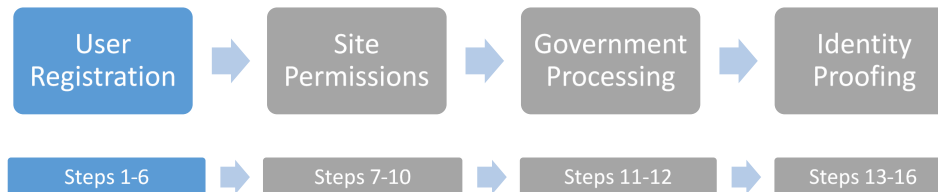
User Id

Password

Sign in

Register Forgot password?

Warning Notice and Privacy Policy



e-Manifest User Registration: Step 2

STEP 2 – Select User Type

Select Registration Type

Government User
Select this option if you represent a State environmental agency or the US Environmental Protection Agency

OR

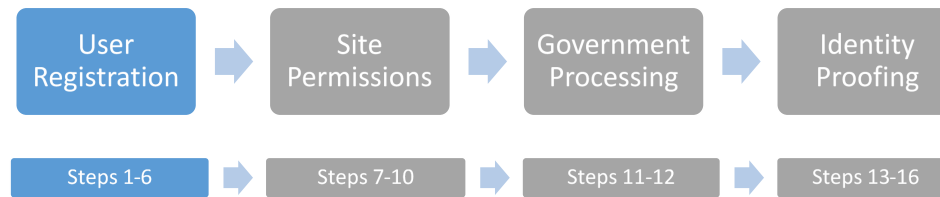
Industry User
Select this option if you are employed by or conduct business on behalf of a regulated hazardous waste facility

Continue to Government User Registration

Continue to Industry User Registration


Register

Forgot password?



e-Manifest User Registration: Step 3

STEP 3 - ENTER USER INFORMATION

Registration

Login / Registration

Create a New Account • = required

User Information

Title •
Mr

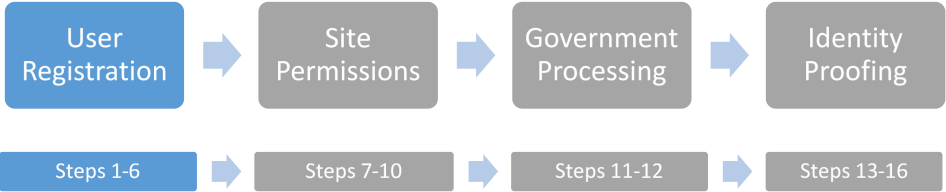
First Name •
Emanifest

Middle Initial

Last Name •
User


Suffix
Select...

Next



e-Manifest User Registration: Step 4

STEP 4 – Create a User Id and Password



Registration

Create a New Account • = required

User Information

Create a User ID and Password

User ID • ⓘ

Password • ⓘ

Verify Password •

☐ Show password

These questions will be used to reset your password:

Question 1 •

Answer 1 • ⓘ

Question 2 •

Answer 2 •

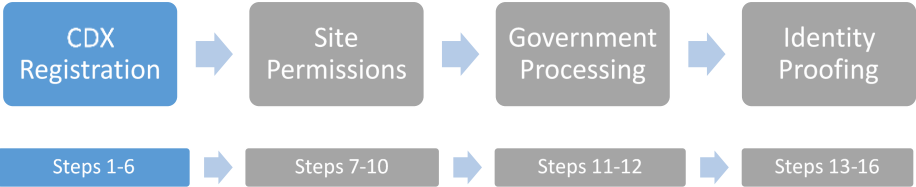
Question 3 •

Answer 3 •

☐ Show answers

☒ Agree to the [Terms and Conditions](#)

Next



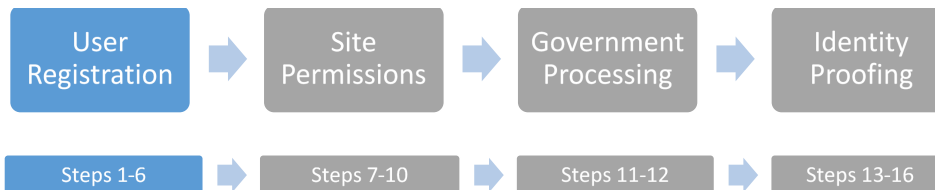
e-Manifest User Registration: Step 5

STEP 5 - ENTER ORGANIZATION AND CONTACT INFORMATION

The screenshot shows the RCRA Info Registration page. The top navigation bar includes the RCRA Info logo and a 'Registration' tab. Below the navigation bar, there are two tabs: 'Create a User ID and Password' and 'Organization/Contact Information'. The 'Organization/Contact Information' tab is active, showing a form with the following fields:

- Organization Name ***: A text input field containing 'A Hazardous Waste Handler'.
- Mailing Address (line 1) ***: A text input field containing '123 Main St'.
- Mailing Address (line 2)**: An empty text input field.
- City ***: A text input field containing 'Arlington'.
- State ***: A dropdown menu showing 'Virginia'.
- Zip/Postal Code ***: A text input field containing '22022'.
- Country ***: A dropdown menu showing 'UNITED STATES'.
- Job Title ***: A text input field containing 'VP of Environment Health and Safety'.
- Phone Number ***: A text input field containing '703-555-1212'.
- Extension**: An empty text input field.
- Email ***: A text input field containing 'EUser@AHWH.com'.
- Re-enter Email ***: A text input field containing 'EUser@AHWH.com'.

At the bottom right of the form, there is a blue button labeled 'Send Verification Code'.



e-Manifest User Registration: Step 6

STEP 6 - VALIDATE EMAIL

Email *

EUser@AHHW.com

Re-enter Email *

EUser@AHHW.com

Send Verification Code

Verification Code *

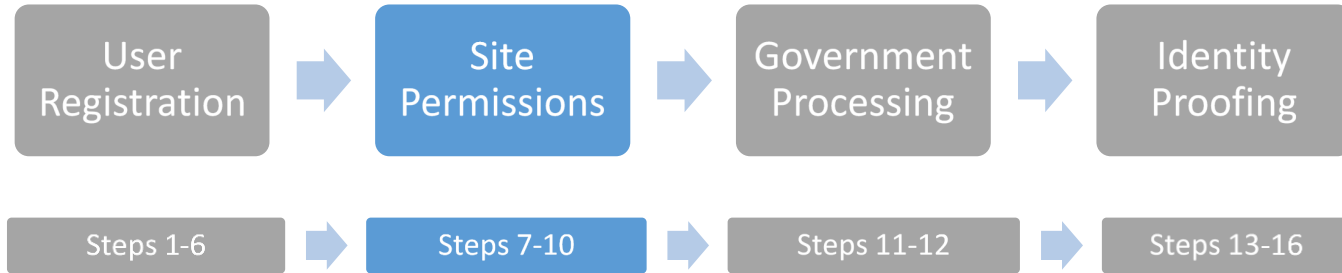
80133



Register



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

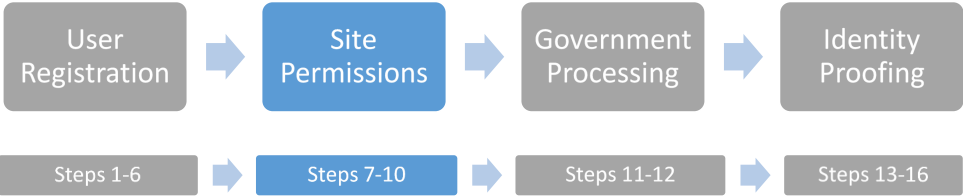
e-Manifest User Registration: Step 8

STEP 8 – SUCCESSFUL SEARCH

Search Results

Show 20 entries

Select All	Site ID	Site Name	Address	City	State	County
<input type="checkbox"/>	MAC300010832	CVS PHARMACY TRAINING CENTER	6 HAMILTON PL	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300013539	CVS PHARMACY 1900	218 HANOVER STREET	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300013547	CVS PHARMACY 1206	240 NEWBURY STREET	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300014503	CVS PHARMACY 2592	468 BLUE HILL AVE	BOSTON-DORCHESTER	MA	SUFFOLK



e-Manifest User Registration: Step 9

STEP 9 – SELECT PERMISSIONS

Select Permissions ✕

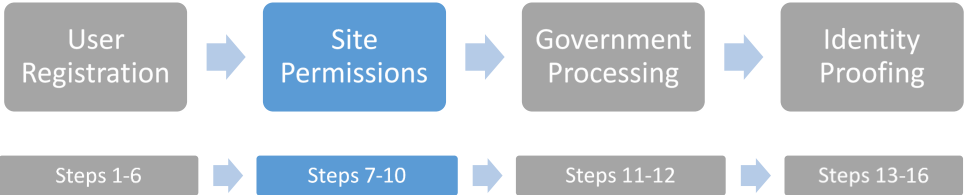
You've selected 3 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▾	None
Biennial Report	None ▾	None
PCB	None ▾	None
e-Manifest	<div>None Viewer Preparer Certifier</div>	None
myRCRAid		None

Send Request

Back to Search Results

Close



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 MGOBOUT - Message (HTML)

File

Message

Tell me what you want to do

2 File ORCR

To Manager

Team Email

Move

Mark Unread

Categorize

Follow Up

Translate

Zoom

Delete

Archive

Reply

Reply All

Forward

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

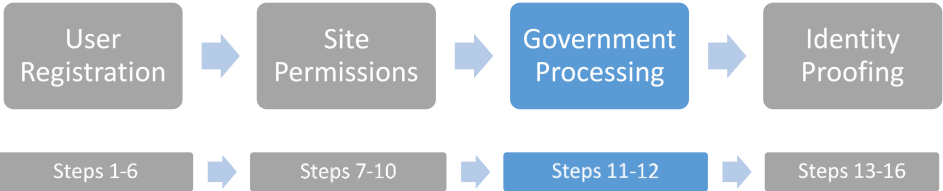
Sites

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

Search

Basic Criteria

Handler Id

Handler Name

Active Sites

Historical

Links

- Pending User Requests 1
- My "Finish Later" Drafts 0
- Translate Data
- PCB Data System
- 2013 - Biennial Report Cycle
- Multi-site Consent Agreement/Final Orders (CAFOs)
- Commitment Maintenance

Pending Requests

User Search

Pending User Requests

Show 20 entries

Search:

Request Type	User Id	Name	Organization	Requested Date
SiteAuthorization	~AUSER	John Q Doe	Environmental Protection Agency	12/23/2015 08:53:38 AM

Showing 1 to 1 of 1 entries

Previous1Next

TOOLS / USER MANAGEMENT

RCRA Info

Home

Reports

USITS / CM 1

Tools

Documentation

Brenda

Search

Basic Criteria

Maintenance

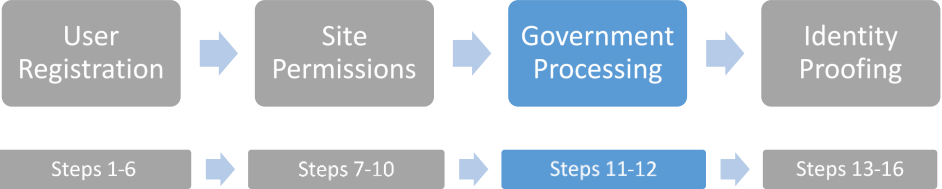
User Management

Utilities

Pending User Requests 1

My "Finish Later" Drafts 0

Translate Data



e-Manifest User Registration: Step 12

Industry Site Authorization Request

Requested Date

08/03/2017 04:46:51 PM

Status

Pending

Requested By

Maureen Godbout <MGODBOUT>

Requested Permissions

e-Manifest (Preparer)

Show

5

entries

Site ID	Site Name	Address	City	State	Action
VA988177803	HEATING AND OIL	144 FIRST STREET	FREDRICKSBURG	VA	<div>Approve</div> <div>Deny</div>

Showing 1 to 1 of 1 entries

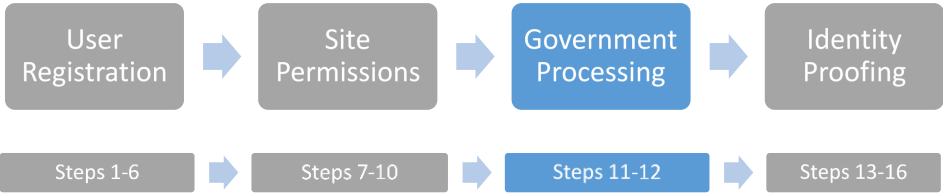
Previous

1

Next

Approve All

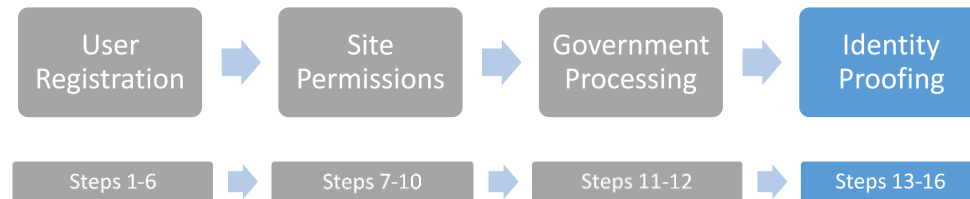
Deny All



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

Electronic Signature Setup >

These questions will be used for signing your document electronically:

Question 1 *

What is the first and middle name of your oldest sibling?

Answer 1 *

...



e-Manifest User Registration: Step 15

STEP 15 – IDENTITY PROOFING

Electronic Identity Proofing
The following information will be used for identity proofing, it will NOT be stored.

Home Mailing Address (Line 1) *

Home Mailing Address (Line 2)

City *

State *

Select a State ▼

Zip *

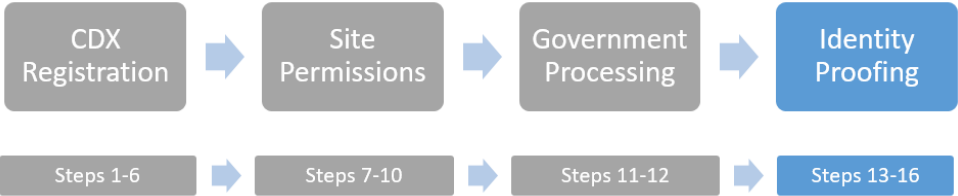
Date of Birth (MM/DD/YYYY) *

SSN Last 4 *

Phone

☐ I agree to the [Electronic Signature Agreement](#)

Verify and Sign



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

 Home Tools ▾ Documentation ▾

My Sites Requested Site IDs 0

API
User Maintenance

My Sites

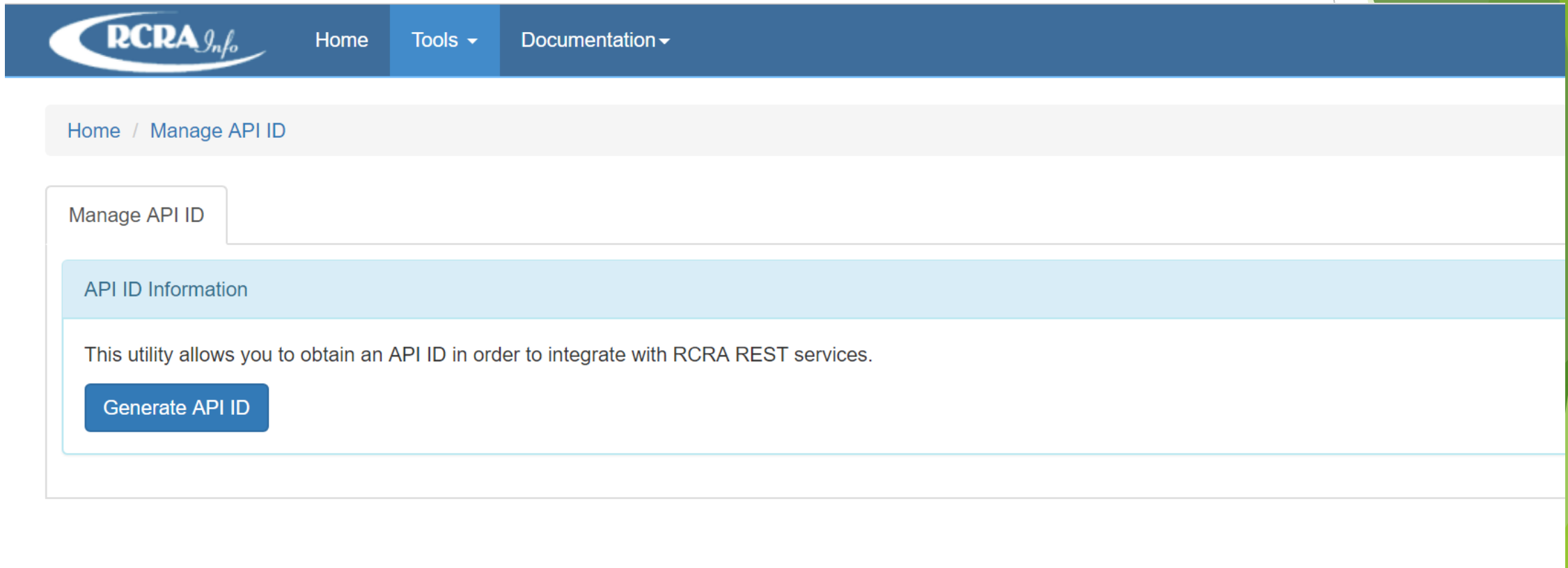
Show 20 ▾ entries

Site ID	Site Name	Address	City
VAD000532119	TEST TSDF OF VA	123 MAIN ST	ARLIN

Showing 1 to 1 of 1 entries

Add Existing SiteRequest Site ID

Generating An API Key: Step 2



The screenshot displays the RCRA Info website's 'Manage API ID' page. The top navigation bar is dark blue with the 'RCRA Info' logo on the left and links for 'Home', 'Tools' (with a dropdown arrow), and 'Documentation' (with a dropdown arrow) on the right. Below the navigation bar, a breadcrumb trail shows 'Home / Manage API ID'. The main content area is titled 'Manage API ID' and contains a section labeled 'API ID Information'. This section includes a descriptive text: 'This utility allows you to obtain an API ID in order to integrate with RCRA REST services.' and a prominent blue button labeled 'Generate API ID'.

RCRA Info

Home Tools Documentation

Home / Manage API ID

Manage API ID

API ID Information

This utility allows you to obtain an API ID in order to integrate with RCRA REST services.

Generate API ID

API Key Generated: Step 3

✓ API ID was created successfully. Please be sure to record the API Key, it will be shown only once.

[Home](#) / [Manage API ID](#)

Manage API ID

API ID Information

This utility allows you to obtain an API ID in order to integrate with RCRA REST services.

API ID

b70cad12-f[REDACTED]27-16[REDACTED]430

Copy

API Key

TY7kZAQx4DmHauYAj8kf

Copy


Status

Active

Last API Auth Date

Regenerate API Key

Key Regeneration: Step 4

 [Home](#) [Tools ▾](#) [Documentation ▾](#)

Home / Manage API ID

Manage API ID

API ID Information

This utility allows you to obtain an API ID in order to integrate with RCRA REST services.

API ID

b70cad12-f[REDACTED]27-16[REDACTED]430 [Copy](#)

API Key

***** [HIDDEN]

Status

Active

Last API Auth Date

[Regenerate API Key](#)

Questions?

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