e-Manifest Fact Sheet: Receiving Facilities

EPA is establishing a national system for tracking hazardous waste shipments electronically. This system known as "e-Manifest," will modernize the nation's cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. EPA is establishing e-Manifest per the Hazardous Waste Electronic Manifest Establishment Act, which Congress enacted into law on October 5, 2012. e-Manifest is a multi-faceted program that includes system development; regulation and policy; implementation and communication; and consultation with the e-Manifest federal advisory committee.

What Receiving Facilities Need to Know

- e-Manifest launches nationwide on June 30, 2018.
- Receiving facilities will have the option to create and submit manifests electronically in e-Manifest.
- Receiving facilities may continue to use paper manifests after June 30, 2018; however, use of electronic manifests is highly encouraged by EPA.
- Receiving facilities can use the e-Manifest system to meet manifest recordkeeping requirements under the Resource Conservation and Recovery Act (RCRA) regulations.
- Receiving facilities must submit all manifests, both paper and electronic, to EPA.
- EPA will charge receiving facilities a fee for each manifest submitted. Fees are differentiated based on how the manifest is submitted.
- Receiving facilities must obtain an EPA Identification number for billing purposes. To obtain an EPA ID number, receivers can submit EPA's Site Identification form (EPA form 8700-12).
  The existing 6-copy manifest form is being replaced with a new 5-copy form. The new form will be effective starting on June 30, 2018.

Scope of e-Manifest

e-Manifest will facilitate the electronic transmission of the uniform manifest form, which accompanies shipments of hazardous waste. e-Manifest affects any regulated waste shipped on a manifest, including:

- RCRA federal hazardous waste,
- Regulated PCB waste shipped on a manifest,
- State-regulated hazardous waste (if manifest is required by origination or destination state),
- Very Small Quantity Generator waste (if manifest is required), and
- Imported hazardous waste.

How Receiving Facilities Will Be Impacted

- The e-Manifest Act mandates that the system must cover waste shipments for which either federal or state law require a RCRA manifest for their tracking. Shipments of state-regulated wastes that are not federal RCRA wastes, but that are subject to the manifest under state law, by either the origination state or the destination state, must be included in the system. Conversely, if a shipment is voluntarily shipped on a manifest (i.e., not required to be manifested under either state or federal law), these manifests are not required to be submitted to EPA.
- Receiving facilities must register with e-Manifest to receive and pay invoices; registering with e-Manifest also allows receiving facilities to view electronic copies of completed manifests, electronically make corrections, and minimize costs of submitting manifests to EPA.

What Receiving Facilities Need to Do

Obtain EPA ID Number

State-regulated waste receiving facilities must obtain an EPA ID number (e.g. "VAD123456789") to register with e-Manifest to ensure that their site information is available in RCRAInfo. To obtain an EPA ID Number:

- Submit an EPA form 8700-12 to your RCRA-authorized state or EPA Region. The form can be found on RCRAInfo Web at https://rcrainfo.epa.gov/rcrainfoweb.
- Sign up electronically through myRCRAid (this option is only available for states that have opted in this application; see: https://rcrainfo.epa.gov/rcrainfoweb/modules/main/state_contacts.html.

Work with Customers to Select Manifest Creation Option

The e-Manifest system allows for three types of hazardous waste manifest creation options:

- Paper (generator, transporter, and receiving facility all sign on paper)
- Hybrid (manifest is created electronically in e-Manifest. A hard copy is then printed from the system and signed by the generator and initial transporter on paper. The signed hard copy is then left with the generator, while the remainder of the manifest shipment is executed electronically. The manifest is signed electronically by the initial transporter, any other subsequent transporters, and the receiving facility)
- Electronic (created in e-Manifest and electronically signed by all entities listed on the manifest)

Beginning on June 30, 2018, all receiving facilities must submit manifests to EPA. Electronic and hybrid manifests are submitted to EPA instantaneously, as they are signed electronically by the receiving facility in the system. EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA's regulatory programs. Those signing electronically need to go through identity proofing and use CROMERR-compliant electronic signature (e.g., password plus personal challenge question). If a paper manifest is used, the receiving facility must submit the manifest to EPA within 30 days of receipt. Receiving facilities can utilize the EPA's e-Manifest website to create electronic manifests for their clients or they can utilize the e-Manifest API (Application Programming Interface) to exchange data between e-Manifest and their existing manifesting system.

Select Manifest Submission Options and Associated User Fee

Receiving facilities have several options for submitting manifests to EPA. EPA will charge a fee for every manifest submitted to the system based on the manifest type and mode of submission:

- Mailed paper forms incur the highest fees.

- Scanned image files and data + scanned image file uploads will incur moderate fees.
- Electronic manifests, including hybrid manifests, will incur the lowest fees.

EPA publishes user fees on the e-Manifest website.

Register with e-Manifest

e-Manifest registration and instructions will be available at: www.epa.gov/e-Manifest. Users can register for different permissions related to whether they want to view, create, and/or sign manifests electronically. Each user must register separately. Additionally, EPA encourages receiving facilities to register at least two "Site Managers" per EPA ID who, in addition to all the permissions above, can also approve other users in their company for e-Manifest access. Site Managers will receive and are responsible for paying monthly invoices.

Pay Your Invoice

Site managers will receive an electronic copy of their invoice on the first day of the month after manifests were submitted to EPA. Payments of user fees can be made to the U.S. Department of Treasury through e-Manifest by clicking on the "Pay Bill" button. This will pull up a popup window that will allow you to make payments to U.S. Department of Treasury's pay.gov website directly. EPA cannot accept any other method of payment except through the e-Manifest system.

Stay Updated

Subscribe to the e-Manifest Listservs for the latest news and monthly webinar announcements:

- To subscribe to the general program Listserv, send a blank message to: eManifest-subscribe@lists.epa.gov
- To subscribe to the developers Listserv, send a blank message to: e-manifestdev-subscribe@lists.epa.gov

For more information on EPA's e-Manifest Program and frequently asked questions:

- Go to www.epa.gov/e-Manifest

Direct your questions to the contact(s) listed below.

State Contacts

Tory Smith – Tory.Smith@deq.ok.gov – (405) 702-5221

Link to Notification

https://www.epa.gov/sites/production/files/2017-07/documents/site_id_instructions_andforms.pdf
or
via MyRCRAID at: https://rcrainfo.epa.gov/rcrainfoprod

Regional Contacts

Matthew Loesel, US EPA Region 6, Loesel.Matthew@epa.gov, (214) 665-8544
Melissa Smith, US EPA Region 6, Smith.Melissa@epa.gov, (214) 665-7357

~~State Information~~

~~<Use this section to bring up information relevant to state or regional specific audiences or to highlight changes with impact on your stakeholders.>~~

~~State/Regional Contacts~~

~~<Name>, <position>, <email> and/or <phone>~~