

# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY CHARTER

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## HAZARDOUS WASTE ELECTRONIC MANIFEST SYSTEM ADVISORY BOARD

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**1. Advisory Committee's Official Designation (Title):**

Hazardous Waste Electronic Manifest System Advisory Board (e-Manifest Board)

**2. Authority:**

The e-Manifest Board was established pursuant to the Hazardous Waste Electronic Manifest Establishment Act, 42 U.S.C. § 6939g (e-Manifest Act), and in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. 10.

**3. Objectives and Scope of Activities:**

The e-Manifest Board will provide recommendations on matters related to the activities, functions, policies, and regulations of EPA under the e-Manifest Act. If broader issues are identified that have implications for E-Enterprise, recommendations on those issues will be referred to the Office of the Chief Financial Officer (OCFO) by the Office of Land and Emergency Management (OLEM).

**4. Description of Duties:**

The e-Manifest Board will provide advice and recommendations to the EPA Administrator, or designee, on e-Manifest issues, including:

- a. The effectiveness of the e-Manifest IT system and associated user fees and processes
- b. Matters and policies related to the e-Manifest program
- c. General e-Manifest issues, including issues identified in EPA's E-Enterprise strategy that intersect with e-Manifest, such as:
  - 1) Business to business communications
  - 2) Performance standards for mobile devices
  - 3) EPA's Cross Media Electronic Reporting Rule (CROMERR) compliant e-signatures
- d. Regulations and guidance as required by the e-Manifest Act
- e. Actions to encourage the use of the electronic (paperless) system; and
- f. Changes to the user fees as described in Section 3024(c)(3)(B)(i)

**5. Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations:**

The board will report its advice and recommendations to the EPA Administrator or a designee.

**6. Support:**

EPA will be responsible for financial and administrative support. Within EPA, this support will be provided by OLEM.

**7. Estimated Annual Operating Costs and Staff Years:**

The estimated annual operating cost of the board is \$398,184 which includes approximately 1.6 staff years of support. EPA may pay travel and per diem expenses when determined necessary and appropriate.

**8. Designated Federal Officer:**

The Administrator must designate a federal officer or employee who must be either full-time or permanent part-time to be the DFO for each advisory committee and its subcommittees, and the DFO must:

- a. Ensure their advisory committee activities comply with the Federal Advisory Committee Act, GSA FACA Final Rule, their agency administrative procedures, and any other applicable laws and regulations
- b. Approve or call all meetings of the advisory committee or subcommittee
- c. Approve the agenda, except that this requirement does not apply to a Presidential advisory committee
- d. Attend all advisory committee and subcommittee meetings for their duration
- e. Fulfill the requirements under § 10(b) of the Act (codified at 5 U.S.C. 1009(b))
- f. Adjourn any meeting when the DFO determines it to be in the public interest
- g. Chair any meeting when so directed by the agency head
- h. Maintain information on advisory committee activities and provide such information to the public, as applicable; and
- i. Ensure advisory committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with the Act and FACA Final Rule

**9. Estimated Number and Frequency of Meetings:**

The e-Manifest Board will meet at least annually as required by the e-Manifest Act. Additional meetings by teleconference may occur approximately once every six (6) months or as needed and approved by the DFO.

As required by FACA, the board will hold open meetings unless the EPA Administrator (or a designee) determines that a meeting or a portion of a meeting may be closed to the public in accordance with 5 U.S.C. § 552b(c). Interested persons may attend meetings, appear before the committee, and file comments with the board.

**10. Duration:**

The duration of the committee is continuing, subject to the Termination section below.

**11. Termination:**

This charter will be in effect for two years from the date it is filed with Congress. After this two-year period, the charter may be renewed in accordance with Section 14 of FACA.

**12. Membership and Designation:**

As required by the e-Manifest Act, the e-Manifest Board will be comprised of nine (9) members. One (1) member will be the EPA Administrator (or a designee), who will serve as chairperson of the board. The rest of the committee will be comprised of:

- a. At least two (2) members (designated as either special government employee (SGE) or regular government employee (RGE) members) who have expertise in information technology
- b. At least three (3) members (designated as industry representative members) who have experience in using or represent users of the manifest system to track the transportation of hazardous waste under the e-Manifest Act or an equivalent state program
- c. At least three (3) members (designated as state representative members) who will be responsible for processing e-Manifests

**13. Subcommittees:**

EPA, or the e-Manifest Board with EPA's approval, may form subcommittees or working groups for any purpose consistent with this charter. Such subcommittees or working groups may not work independently of the chartered committee and must report their recommendations and advice to the chartered board for full deliberation and discussion. Subcommittees or working groups have no authority to make decisions on behalf of the chartered Board, and they cannot report directly to the Agency.

**14. Recordkeeping:**

The records of the committee, formally and informally established subcommittees, or other subgroups of the committee, will be handled in accordance with NARA General Records Schedule 6.2 and EPA Records Schedule 1024 or other approved agency records disposition schedule. Subject to the Freedom of Information Act, 5 U.S.C. § 552, these records will be available for public inspection and copying, in accordance with the Federal Advisory Committee Act.

**15. Filing Dates:**

July 15, 2025  
Agency Approval Date

May 1, 2025  
GSA Consultation Completion Date

August 13, 2025  
Date Filed with Congress