e-Manifest Fact Sheet: Generators

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 Generators Need to Know

- e-Manifest launches nationwide on June 30, 2018.
- Generators will have the option to create and submit manifests electronically in e-Manifest.
- If generators would like to submit electronically, they must register for e-Manifest.
- Generators who wish to use electronic manifests will need an EPA Identification (ID) Number.
- Generators may continue to use paper manifests after June 30, 2018; however, use of e-Manifest is highly encouraged by EPA.
- 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 required by state), and
- Imported hazardous waste.

EPA will implement the e-Manifest regulations until Resource Conservation and Recovery Act (RCRA) authorized states adopt and become authorized for the e-Manifest regulations. (Note: some parts of the e-Manifest regulations, such as collection of user fees, will only be implemented by EPA.)

How Generators Will Be Impacted

- To use e-Manifest, generators will need an EPA Identification (ID) Number and register with e-Manifest.
- If generators do not create e-Manifest accounts for viewing hazardous waste manifests, they should make arrangements with their receiving facilities to obtain paper copies of completed manifests per recordkeeping requirements in 40 CFR part 262. The e-Manifest system will only supply electronic copies of completed manifests to registered generators with e-Manifest accounts.

What Generators Need to Do

Work with Receiving Facility 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 (starts as paper manifest signed by the generator and then is signed electronically by the transporter and 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 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 plus sign using a 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 have several options for submitting paper manifests to EPA, including mailing in paper manifests, sending a scanned image of a paper manifest or submission of image and data files via e-Manifest.

Generators with e-Manifest accounts will be able to view manifests and participate in the electronic data corrections process supported by e-Manifest. Note: generators may only use electronic manifests if transporters and receiving facilities listed on the manifest are also registered for e-Manifest.

Generators can utilize the EPA's e-Manifest website to create electronic manifests or they can utilize the e-Manifest API (Application Programming Interface) to add e-Manifesting capabilities to their existing manifesting system.

Obtain/Update EPA ID Number

Generators must have an EPA ID number to use e-Manifest. Generators may submit EPA form 8700-12 to obtain an EPA ID Number from their RCRA-authorized state or EPA Region. The form can be found on RCRAInfo Web at https://rcrainfo.epa.gov/rcrainfoweb. In some states, generators may submit this form electronically. Check here to see if you can submit the form electronically through your state: https://rcrainfo.epa.gov/rcrainfoweb/modules/main/state_contacts.html.

For generators who already have an EPA ID Number, your previously submitted information (e.g., contact information) needs to be up-to-date. Check your information on RCRAInfo at https://rcrainfo.epa.gov/rcrainfoweb/action/main-menu/view.

Register with e-Manifest

e-Manifest registration and instructions will be available at: www.epa.gov/e-Manifest. Generators need to register with e-Manifest only if they will view, create, and/or sign manifests electronically or make corrections to manifests and do not necessarily need to register prior to June 30, 2018. 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 generators 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.

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 only 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 Information

New Hampshire (NH) is an authorized state. NH has our own RCRA C Site Id form that has been authorized by EPA to replace the Federal Form 8700-12.

The NH RCRA C Site Id form with instructions can be found here.

If a paper manifest is being used, the generator must submit, a copy of the manifest to the state. Copies can be emailed to hazwastereporting@des.nh.gov or mailed to: State of NH DES-RIMS, PO Box 95, Concord, NH 03302

State/Regional Contacts

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