

e-Manifest

Registering for e-Manifest

Resources

Learning about e-Manifest: <https://www.epa.gov/e-manifest/learn-about-hazardous-waste-electronic-manifest-system-e-manifest>

e-Manifest IT developments: <https://github.com/USEPA/e-manifest/>.

Subscribe to our e-Manifest ListServ by sending a blank email message to eManifest-subscribe@lists.epa.gov

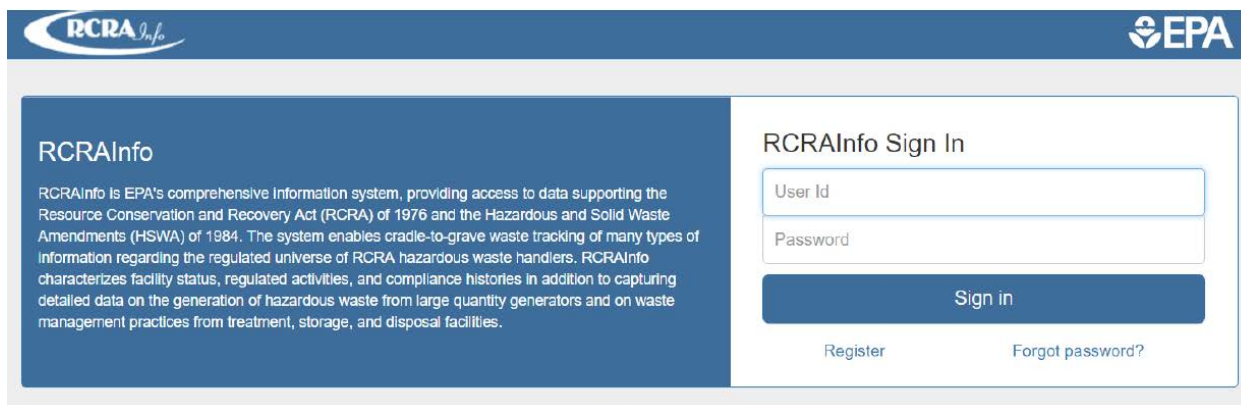
Information Technology (IT) developments of e-Manifest please subscribe to our developers ListServ by sending a blank email to e-ManifestDev-subscribe@lists.epa.gov

User Registration

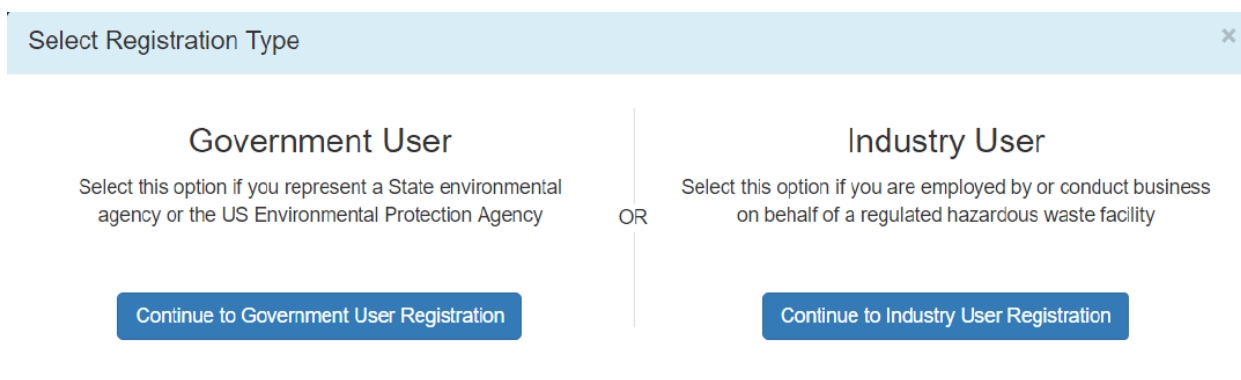
Once e-Manifest goes live, if a site already has an approved Site Manager in place in another RCRA industry application, then that User will automatically be able to access e-Manifest.

Users that do not have an account need to first request an account in RCRAInfo:

<https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>



Users would then select the 'User Type' which for Industry would be the 'Industry User' and then continue to Industry User Registration:



All fields with a red asterisk (*) are required when filling in User Information including ID/Password, Organization, and Contact info. A User then 'sends for a verification code'. This will verify their email and they will receive a message with a verification code needed to complete the registration process. The User will then be able to request 'site permissions' by adding an existing site through searching on a Handler ID, etc. or requesting a new ID for a site that is not yet in RCRAInfo. Once your site is displayed you may 'select' it and then you need to choose a permission level which are all described below:

- There are five levels of permission:
 1. **None**: User has no permission for these sites, this is the default.
 2. **Viewer**: User can view, but not change data.
 3. **Preparer**: User can enter data, but cannot sign and submit.
 4. **Certifier**: User can enter data and submit the information for their approved site(s). Completion of an Electronic Signature Agreement (ESA) is required.
 5. **Site Manager**: This User is a Responsible Official (RO) according to signatory rule 40 CFR 270.11 at the site with a high level of authority. Completion of an Electronic Signature Agreement (ESA) is required. Functionality still under development will eventually allow this User to approve other registered users at their facility who need to view, prepare, or certify.

If no site manager has yet registered for an industry application account, a site manager should be identified and register for e-Manifest purposes.

Once finished with permissions a User should select the 'send request' button. While you await regulatory agency approval a User can search and select additional sites at this time if needed. Sites that have been selected will appear in the 'My Sites' tab with a 'pending' status until you receive an approval email. This email will be sent from the regulatory agency either approving or denying your permissions. If you requested any permission other than Certifier or Site Manager your registration is now complete and, after approval, when you log into RCRAInfo you will be directly brought to a page displaying your site(s).

If you requested to be a Certifier or Site Manager, upon next login after approval, you will be brought to the Electronic Signature Agreement (ESA) that will need to be completed in order to prove your identity. You have two options moving through the Identify Proofing phase which are to use either the Electronic or Paper Identity Proofing (electronic is recommended). An electronic signature is equivalent to a handwritten signature and once you complete and review your ESA you need to 'verify and sign'. If you choose to use the paper process, then you need to print out your ESA and mail it to the appropriate Agency.

Once your ESA is approved you will then be able to log in and be brought to a page displaying the site(s) you have chosen. You can then select the site you want to complete a manifest for and begin the data entry phase.