e-Manifest Fact Sheet: Site Manager

On June 30, 2018, U.S. EPA launched a national system for tracking hazardous waste shipments electronically. This system known as "e-Manifest," modernizes the nation's cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. U.S. EPA established 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 Site Managers Need to Know

- e-Manifest launched nationwide on June 30, 2018.
- Receiving facilities have the option to create and submit manifests electronically in e-Manifest.
- Receiving facilities must submit all manifests, both paper and electronic, to U.S. EPA.
- U.S. EPA charges 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 in Ohio, receivers can submit Ohio EPA's Site Identification form (EPA 9029) on paper or electronically using myRCRAid.
- Site Managers have permission to view, create, and electronically sign manifests in e-Manifest.
- Site Managers also have ability to grant permissions to others in their organization.
- Site Manager permission extends across all RCRA (Resource Conservation and Recovery Act) RCRAInfo industry applications. In addition to permissions for e-Manifest, Site Managers also have permission to view, create, and sign Ohio EPA's Site Identification form (EPA 9029).
- Site managers for receiving facilities have the functionality in the e-Manifest web application to see their site invoices, submit payment through Pay.Gov and send an email to request more information regarding their invoices.
- There is no maximum number of Site Managers that can be assigned to any one site or EPA ID and one person can serve as Site Manager for multiple sites/EPA IDs.

Assigning a Site Manager

A Site Manager has several responsibilities with respect to managing data in e-Manifest as well as RCRAInfo. Companies should give careful consideration of who can best fulfill the Site Manager responsibilities. Ohio EPA suggests that this person be a responsible official or their delegated authorized representative.

e-Manifest registration and instructions are available at: www.epa.gov/e-Manifest. Each individual must register separately. U.S. EPA encourages organizations to establish at least two individuals as Site Managers; there is no limit as to how many Site Managers an organization can assign. Ohio EPA will process user requests until an initial Site Manager request has been approved for an EPA ID. After that, the Site Manager will process permission requests from other users for that EPA ID (i.e., Viewer, Preparer, Certifier, or Site Manager).

Site Managers must complete an electronic signature agreement (ESA) as part of the registration process. Following Ohio EPA approval and activation of the Site Manger's RCRAInfo account, he/she will be presented with an ESA the first time they login. At that time, the Site Manager must complete the ESA. A Site Manager only needs to complete an ESA once. After completion, the ESA will apply to all sites (i.e., EPA ID) for which the user has permissions.

Site Managers must be granted approval per EPA ID and can request permission for multiple EPA IDs within one state at one time.

What Site Managers Need to Do

Obtain EPA ID Number

- Each company site must obtain an EPA ID number to register with e-Manifest to ensure that their site information is available in RCRAInfo. To obtain an EPA ID number in Ohio, companies can submit Ohio EPA's Site Identification form (EPA 9029) on paper or electronically using myRCRAid. Go to https://epa.ohio.gov/derr/hazwaste/notiform for more information.
- Users who previously signed up for myRCRAid only can easily add an e-Manifest permission to their account by clicking on their name in the upper right corner of the Home page, selecting Profile and then the My Site Permissions tab. Click the box for the facility you wish to change permissions for and follow the prompts.
- For companies who already have an EPA ID Number, your previously submitted information (e.g., facility name and contact information) needs to be up to date. Check your site information on RCRAInfo Web at https://rcrainfo.epa.gov/rcrainfoweb/action/main-menu/view.

Approve Permissions for Others in the Organization

Site Managers will receive permission requests from company representatives for different permissions related to whether they want to view, create, and/or sign manifests or Site Identification forms electronically. Once a user's permissions are approved, Site Managers can view and update the site permissions to another level, or remove access entirely, at any time. There are three permission levels for e-Manifest: Viewer, Preparer, and Certifier. These permissions are hierarchical so each permission can perform the functionality of the levels before it as well as the specific functionality for that given permission:

- Viewer - The user can view the manifests and other data for these sites within e-Manifest but cannot change the information in any manner.
- Preparer - The user can enter manifest data for specified sites within e-Manifest and electronically sign a manifest, but only a Receiving Facility Site Manager or Certifier can submit final completed manifests to the e-Manifest system or perform post-receipt corrections.
- Certifier - The user can sign and submit the information for these sites to the e-Manifest system.

This user is required to obtain an Electronic Signature Agreement.

Site Managers can also register other company representatives as Site Managers. The Site Manager permission applies to all modules in the RCRAInfo Industry Application. In Ohio this includes myRCRAid and e-Manifest. A Site Manager will automatically be granted Certifier permission for all modules and will be able to add users and grant permission levels for each module.

Manage ESAs

Site Managers have the option of managing paper copy ESAs for other individuals within their organization. If choosing this option, the Site Manager would then have to collect signed paper ESAs from others in their organization and scan and upload the ESAs to the e-Manifest system.

Manage API

Site Managers are also responsible for managing Application Programming Interfaces (APIs), should their organization use one to submit manifest data. APIs are used to transmit data between industry systems and U.S. EPA's e-Manifest system. Information on using e-Manifest APIs is available here: https://github.com/USEPA/e-manifest.

Pay Invoices

Receiving facility Site Managers can receive and pay invoices for their particular site(s); these invoices cannot be forwarded to or paid by someone other than a Site Manager. If you represent a larger company where a specific financial person will be responsible for paying invoices across many facilities, please ensure that individual has requested Site Manager permissions. Site Managers looking to pay their invoice can do so in RCRAInfo by clicking on the "Pay Bill" button. This will pull up a popup window that will allow you to make payments to Pay.Gov directly.

Stay Updated

Register for RCRAInfo Industry Application LearningZen courses, such as "Site Manager Role and Responsibilities":

- https://rcrainfoindustry.learningzen.com/
- Use authorization code "rcrainfo"

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

State Information

e-Manifest is a federal program. Any questions should be directed to U.S. EPA using the "Contact us" link on the e-Manifest web page unless it is related to user registration or EPA ID assignment, which are processed by Ohio EPA. For user registration help and a list of resources, go to http://epa.ohio.gov/derr/National-e-Manifest-System

If you need assistance with Ohio's Hazardous Waste regulations, go to http://epa.ohio.gov/derr/hazwaste.aspx.

Regional Contacts

A list of U.S. EPA Regional contacts is available at https://www.epa.gov/e-manifest/forms.