**e-Manifest Fact Sheet: Receivers**

U.S. EPA has established 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. U.S. 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 Receivers Need to Know**

- **e-Manifest launched nationwide June 30, 2018.**
- All receiving facilities, e.g. facilities that receive waste that must be manifested under federal law or receive state-only hazardous waste that must be manifested as required by either the state in which the waste was generated or received, must submit those manifests to U.S. EPA either on paper or electronically.
- Receivers have the option to create and submit manifests electronically.
- Receivers may continue to use paper manifests after June 30, 2018; however, use of electronic manifests is highly encouraged by U.S. EPA.
- U.S. EPA will charge a fee to receivers for each manifest submitted. Fees differ based on how the manifest is submitted.
- Receivers must have an EPA ID for billing purposes.
- The existing 6-copy manifest form is being replaced with a new 5-copy form. The new form will be effective June 30, 2018.
- Receiving facilities can use the e-Manifest system to meet manifest recordkeeping requirements under RCRA regulations.
- State-regulated hazardous waste (if manifest is required by origination or destination state),
- Conditionally Exempt Small Quantity Generator waste (if manifest required by state), and
- Imported hazardous waste.

U.S. 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 U.S. EPA.)

**How Receivers 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 hazardous waste manifest for their tracking. Shipments of state-regulated wastes that are not federal RCRA wastes but are subject to the hazardous waste manifest under state law, 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 U.S. EPA.
- Receivers 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.
- Generators with accounts will also be able to participate in the electronic data corrections process supported by e-Manifest.

**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,
• If generators do not create e-Manifest accounts for viewing manifests, receivers should make arrangements with them to provide paper copies of completed manifests per the 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 Receivers Need to Do

Work with Customers to Select Manifest Creation Option

e-Manifest allows for three types of 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)

All receiving facilities must submit manifests to U.S. EPA. Electronic and hybrid manifests are submitted to U.S. EPA instantaneously, as they are signed electronically by the receiving facility in the system. U.S. EPA’s Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under U.S. 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 U.S. EPA within 30 days of receipt.

Receivers can utilize the U.S. EPA’s e-Manifest website to create electronic manifests for their customers or they can utilize the e-Manifest API (Advanced Programming Interface) to add e-Manifesting capabilities to their existing manifesting system.

Select Manifest Submission Options and Associated Fee

Receivers have several options for submitting manifests to U.S. EPA. U.S. EPA will impose a fee for every manifest submitted to the system based on the manifest type and mode of submission. Each manifest submission option has a different associated fee:

• Mailed paper forms incur the highest fees.
• Scanned image file and data + scanned image file uploads will incur moderate fees.
• Electronic manifest, including hybrid manifest, will incur the lowest fees.

U.S. EPA has published user fees on the e-Manifest website.

Register with e-Manifest

e-Manifest registration and instructions are 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. Receivers should first register a Site Manager who, in addition to all the permissions above, can also approve other users at their facility for e-Manifest access. Site Managers will receive and are responsible for paying monthly invoices.

Pay Your Invoice

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 e-Manifest by clicking on the Billing tab.

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 U.S. EPA’s e-Manifest Program and frequently asked questions:

- [www.epa.gov/e-Manifest](http://www.epa.gov/e-Manifest)

Direct your questions to eManifest@epa.gov.

**State Information**

e-Manifest is a federal program. Any questions should be directed to U.S. EPA at the email link above unless it is related to user registration. For user registration help and a list of resources, go to [http://epa.ohio.gov/derr/National-e-Manifest-System](http://epa.ohio.gov/derr/National-e-Manifest-System)

To ask questions about user registration, send an email to RCRAInfoIndustry@epa.ohio.gov

If you need assistance with Ohio’s Hazardous Waste regulations, go to [http://epa.ohio.gov/derr/hazwaste.aspx](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](https://www.epa.gov/e-manifest/forms).