

e-Manifest Fact Sheet: Receivers

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 is 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 Receiving Facilities Need to Know

- e-Manifest launched nationwide June 30, 2018.
- Receiving facilities have the option to create and submit manifests electronically in e-Manifest.
- Receiving facilities may continue to use paper manifests; however, use of electronic manifests is highly encouraged by U.S. EPA.
- Receiving facilities can use the e-Manifest system to meet manifest recordkeeping requirements under Resource Conservation and Recovery Act (RCRA) regulations.
- 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 differ based on how the manifest is submitted.
- Receiving facilities must have an EPA ID 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. Go to <https://epa.ohio.gov/derr/hazwaste/notiform> for more information.
- The 6-copy manifest form has been replaced with a 5-copy form. The new form became effective 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 a manifest is required), and
- Imported hazardous waste.

How e-Manifest Impacts Receiving Facilities

- 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 manifest under state law, by either the origination state or the destination state, 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.

What Receiving Facilities Need to Do

Work with Customers 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 (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. Users submitting final completed manifest or subsequent corrections need to go through identity proofing and use a CROMERR-compliant electronic signature (e.g., password plus personal challenge question). They will need to be a Site Manager or Certifier.

If a paper manifest is used, the receiving facility must submit the manifest to U.S. EPA within 30 days of receipt. Receiving facilities can utilize U.S. EPA's e-Manifest website to create electronic manifests for their clients 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

Receiving facilities have several options for submitting manifests to U.S. EPA. U.S. EPA charges a fee for every manifest submitted to the system based on the manifest type and mode of submission:

- Scanned image uploads incur higher fees.

- Data + scanned image file uploads incur moderate fees.
- Electronic manifests, including hybrid manifests, incur the lowest fees.

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

Register with e-Manifest

e-Manifest registration and instructions are available at: www.epa.gov/e-Manifest. Ohio EPA created a registration video that is available in the right sidebar at <https://epa.ohio.gov/derr/National-e-Manifest-System>. Users can register for different permissions related to whether they want to view, create, and/or sign manifests electronically. Each user must register separately. Receiving facilities should first register at least one Site Manager who, in addition to all the permissions above, can also approve other users at their facility for e-Manifest access. Site Managers receive and are responsible for paying monthly invoices.

Pay Your Invoice

Site Managers will receive an electronic copy of their invoice on the first day of the month after manifests were submitted to U.S. EPA. Payments of user fees can be made to the U.S. Department of Treasury through e-Manifest by clicking on the "Pay Bill" button. This will pull up a pop-up window that will allow you to make payments to U.S. Department of Treasury's pay.gov website directly. U.S. EPA cannot accept any other method of payment except through the e-Manifest system.

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

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>.

