e-Manifest Fact Sheet: Transporters

On June 30, 2018, U.S. EPA launched 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 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 Transporters Need to Know

- e-Manifest launched nationwide June 30, 2018.
- Transporters may prepare manifests electronically in e-Manifest for their generator clients.
- Transporters may continue to use paper manifests; however, use of e-Manifest is highly encouraged by U.S. EPA.
- 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 facilitates 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.

U.S. EPA implements 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.) Ohio's manifest requirements are equivalent to U.S. EPA's.

How e-Manifest Impacts Transporters

- The broad adoption of electronic manifesting will depend upon transporters obtaining portable devices (e.g., smart phone or tablet) for their transport vehicles and making the electronic manifest capability available to their generator customers in the field.
- Transporters with portable devices and network connectivity can involve their generator customers in two ways: (1) fully electronic manifests with the generator and all handlers signing manifests electronically; and (2) a hybrid electronic manifest, where a generator, not able to sign electronically, can sign and retain a printed copy of the manifest, while the transporter and other handlers sign and transmit the manifest electronically.
- For transporters lacking portable devices, transporters can continue to use paper manifests.
- Transporters are not subject to e-Manifest user fees. Fees will be paid by the designated receiving facilities when they submit their manifests to the system.
- Per Department of Transportation's hazardous materials regulations, transporters still need to carry one paper copy of a manifest on their transport vehicles, to be accessible to emergency responders in the event of an incident during transport. Transporters using electronic manifests can simply print a copy of the manifest for use as the shipping paper.

- e-Manifest allows for multiple transporters.

What Transporters 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 (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)

As of June 30, 2018, 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 in the system. If a paper manifest is used, the receiving facility must submit the manifest to U.S. EPA within 30 days of receipt. Receiving facilities have two options for submitting paper manifests to U.S. EPA, uploading a scanned image of a paper manifest or submission of data plus image files via e-Manifest.

Transporters with e-Manifest accounts can view manifests and participate in the electronic data corrections process supported by e-Manifest. Transporters who wish to submit post-receipt manifest corrections in e-Manifest will need to go through identity proofing plus sign using a "CROMERR-compliant" electronic signature (e.g., password plus personal challenge question). They will need to be a Site Manager or Certifier. U.S. EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under U.S. EPA's regulatory programs.

Transporters can use e-Manifest 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.

Obtain/Update EPA ID Number

Transporters must have an ID number to use e-Manifest. Ohio-based transporters must submit Ohio EPA's Site Identification form (EPA 9029) on paper or electronically to obtain an EPA ID Number. The form can be found at http://epa.ohio.gov/derr/hazwaste/notiform.aspx. On

this website you can find information about how to file electronically by registering for myRCRAid.

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 transporters who already have an EPA ID Number, your previously submitted information (e.g., contact information) needs to be up to date. Check your site information on RCRAInfo Web at https://rcrainfo.epa.gov/rcrainfoweb.

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. Each driver who signs electronically will need to register with e-Manifest. Each driver will need their own account.

Users can register for different permissions related to whether they want to view, create, and/or sign manifests electronically. Transporters must register at least one Site Manager 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 U.S. 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.