

e-Manifest Fact Sheet: Emergency Response and Cleanup

Pursuant to the 2012 Hazardous Waste Electronic Manifest Establishment Act, EPA established a national system for tracking hazardous waste shipments electronically. This “e-Manifest System” is modernizing the nation’s hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. EPA launched e-Manifest June 30, 2018.

What Personnel Need to Know

- Emergency response and cleanup personnel may sign manifests as the generator or have contractual agreements where the contractor signs “on behalf of” the generator.
- This Fact Sheet provides general information on e-Manifest; implementation of actual response is based on cleanup authorities applicable to the site.
- With the e-Manifest system, emergency response and cleanup personnel (or their contractors) now have the option of creating and signing manifests electronically.
- Receiving facilities must submit the top copy of each paper manifest to EPA and pay a user fee for each manifest; the receiving facility could charge this user fee back to the generator.
- User fees effective June 30, 2018, to September 30, 2019, range from \$15 (for a mailed paper manifest) to \$5 (for fully electronic or hybrid manifest).
- States no longer receive a paper copy of completed manifests.
- EPA encourages emergency response and cleanup personnel to use fully electronic manifests.
- Electronic manifests are available to personnel only if the site has access to the Internet and all handlers – generator, transporter(s) and receiving facility are using the electronic manifest.
- If electronic manifests are not an option, personnel should initiate a paper manifest.
- Response personnel may create an e-manifest by setting up a generator/industry user account in RCRA Info. The e-Manifest System resides within RCRA Info.
- There are different permission levels within the manifest system. These levels allow the generator to view or create e-manifests within the System. The highest permission level is called Site Manager. A Site Manager can authorize users for that specific site and will assign permissions to each user.
- With an e-Manifest account, responders and contractors, with the correct site permissions, will be able to view and/or create manifests and participate in the electronic data corrections process supported by e-Manifest.
- An e-Manifest account allows for transporters, brokers, or other entities to prepare manifests for the generator.
- Generators may use e-manifests and the e-Manifest system to meet applicable RCRA recordkeeping requirements. Other recordkeeping requirements under specific cleanup authorities still apply.
- If an e-Manifest account has not been established by the generator, personnel must work with their receiving facilities to obtain paper copies of completed manifests per any applicable recordkeeping requirements. The e-Manifest system will only supply electronic copies of completed manifests to registered generators with e-Manifest accounts.
- The 6-copy paper hazardous waste manifest form (EPA form 8700-22) was replaced with a new 5-copy form. Personnel may use existing inventories of the old form.
- e-Manifest does not issue Certificates of Destruction/Disposal and does not otherwise impact current processes related to these Certificates.
- EPA’s e-Manifest system only collects hazardous waste manifest forms and continuation sheets (EPA form 8700-22/22A). Other documentation (e.g., bills of lading, waste profiles, Land Disposal Restriction notifications, lab pack sheets) should not be submitted and will not be entered into the e-Manifest system.
- Department of Transportation regulations require the transporter to have a hard copy shipping document while the shipment is in transit. If using/signing electronic manifest(s), this means the transporter needs to print a copy of the signed electronic manifest(s) to carry on the truck during transit.
- e-Manifest is accessible from portable devices (e.g., smart phone, tablet).

What Personnel Need to Do

- To create and sign electronic manifests, personnel must register as an **Industry User** for e-Manifest (through RCRA Info), obtain a site EPA Identification Number (EPA ID) if one is not already assigned, and designate a Site Manager.
- Personnel can register for access to multiple sites. Sites can have multiple personnel with Site Manager access or other permissions. Please note that permissions are site-specific.
- Personnel enter the EPA ID issued for the site in the Generator ID Number field of the manifest.
 - The EPA ID can be a provisional or emergency EPA ID. Check with the authorized state or Region for information on how to obtain these.
 - In exceptional cases where time is of the essence and it is necessary to conduct immediate removal, EPA or State officials can waive the EPA ID requirement.
- Site Managers have permission to view, create, and electronically sign manifests in e-Manifest and grant permissions for others to prepare and sign manifests (i.e., contractors). The Site Manager Fact Sheet (https://www.epa.gov/sites/production/files/2018-07/documents/r7_e-manifest_fact_sheet_site_managers-06-2018.pdf) describes this role.
- Working through the appropriate contractor (e.g., Transportation & Disposal coordinator), coordinate with the receiving facility to select one of the following three manifest options:
 - **Paper** Generator, transporter, and receiving facility all sign on paper.
 - **Hybrid** Manifest is created in e-Manifest. A hard copy is then printed from the system and hand-signed by the generator. The signed hard copy is left with the generator, while the remainder of the manifest shipment is executed electronically. The manifest is signed electronically by the initial transporter, and other subsequent transporters, and the receiving facility.
 - **Electronic** Created in e-Manifest and electronically signed by all entities listed on the manifest.
- Suggest incorporating into contract language a requirement that contractors adhere to all e-Manifest program requirements and include a requirement that contractors who sign manifests as the generator must use fully electronic manifests, if feasible. Expect Receiving Facilities to charge the generator user fees.
- Signatory personnel will need to complete Electronic Signature Agreements.

Scope of e-Manifest

e-Manifest affects any waste that must be shipped on a manifest according to either federal or state law, including:

- Resource Conservation and Recovery Act (RCRA) federal hazardous waste,
- Regulated PCB waste shipped on a manifest, and
- State-regulated hazardous waste (if manifest is required by origination or destination state).

Obtain/Update EPA ID Number

Personnel acting as a generator may submit EPA form 8700-12 ("Site Identification Form") to obtain an EPA ID number from their EPA Region or state. The form can be found on RCRA Information System (RCRAInfo) at <https://rcrainfo.epa.gov/rcrainfoweb>. For IA & NE it can be submitted electronically. Personnel who already have an EPA ID number need to ensure previously submitted information (e.g., contact information) is up-to-date.

Register with e-Manifest

e-Manifest is linked to EPA's existing RCRAInfo. e-Manifest registration and instructions are available at: <https://www.epa.gov/ks/e-manifest>. Responders can register with e-Manifest at any point.

Federal Links

e-Manifest registration, FAQs and more, go to <https://www.epa.gov/ks/e-manifest>.

Regional/State Information

Contact information & Forms

IA	Susan Johnson 515-725-8317	Susan.johnson@dnr.iowa.gov
		https://rcrapublic.epa.gov/rcrainfoweb/documents/notification.pdf
KS	Brian Burbeck 785-296-1613	Brian.burbeck@ks.gov
		http://www.kdheks.gov/waste/forms/hazwaste/gen500-8700-12.pdf
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		https://dnr.mo.gov/forms/780-1164-f.pdf
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