

e-Manifest Fact Sheet: Brokers

EPA is establishing 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. 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 Brokers Need to Know

- e-Manifest launches nationwide on **June 30, 2018**.
- Brokers will have the option to prepare manifests electronically for their generator clients.
- **To use e-Manifest, brokers will need to obtain an EPA ID and register for e-Manifest.**
- Existing 6-copy manifest form is being replaced with a new 5-copy form. The new form will be effective starting on June 30, 2018. *Brokers may use up their remaining copies of the 6-copy manifest form, but must ensure that forms are routed to the correct entity (top copy [sheet 1] needs to be submitted to the e-Manifest system).*

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 (see NY’s more stringent requirements for PCBs - [6 NYCRR 371.4\(e\)](#) and “Continued Use of State Hazardous Waste Codes” on page 2);
- State-regulated hazardous waste (if manifest is required by origination or destination state);
- Very Small Quantity Generator (*a.k.a.*, Conditionally Exempt Small Quantity Generator) waste (if manifest required); and
- Imported hazardous waste (currently, e-Manifest cannot be used for exported hazardous waste).

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 EPA.)

RCRAInfo

e-Manifest will be linked to the existing RCRA Information System (RCRAInfo) and will have the ability to validate information entered on an electronic manifest against information in RCRAInfo.

RCRAInfo is a separate EPA information system that collects information on hazardous waste sites, publicly available here: <https://rcrainfo.epa.gov/rcrainfoweb>.

How Brokers Will Be Impacted

Because brokers may service multiple clients, EPA requires them to obtain an EPA ID Number using the Site ID Form (EPA form 8700-12). This will enable brokers to track their manifest activities in e-Manifest, and make draft manifests available to their clients. New York brokers may submit EPA form 8700-12 electronically.

Brokers are not allowed to sign manifests in e-Manifest remotely on behalf of their generator clients. Brokers can only sign a manifest on behalf of a generator if they are operating at the generator site and are the offeror of the waste shipment.

What Brokers Need to Do

Obtain/Update EPA ID Number

Brokers must have an ID number to use e-Manifest.

New York brokers may submit EPA form 8700-12 to EPA Region 2 to obtain an EPA ID Number. The form can be found on RCRAInfo Web at

<https://rcrainfo.epa.gov/rcrainfoweb>. Brokers in New York may submit this form electronically through the MyRCRAid module in RCRAInfo:

<https://rcrainfo.epa.gov/rcrainfoprod>. **Brokers should identify themselves as an Electronic Manifest Broker in RCRAInfo (Item 17 on the EPA Site ID Form 8700-12).**

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)

Beginning on June 30, 2018, all receiving facilities must submit manifests to EPA. If a manifest is in transit *prior* to June 30, 2018, it **does not** need to be submitted to EPA. All manifests initiated (signed by the generator) *on or after* June 30, 2018 **must** be submitted to EPA.

Electronic and **hybrid manifests** are submitted to EPA instantaneously, as they are signed electronically in the system. EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA's regulatory programs. Those signing electronically need to go through identity proofing plus sign using a CROMERR-compliant electronic signature (*e.g.*, enter password and answer personal challenge question). If a **paper manifest** is used, the receiving facility must submit the manifest to EPA within 30 days of receipt. Receiving facilities have several options for submitting paper manifests to EPA, including mailing in paper manifests, sending a scanned image of a paper manifest or submission of image and data files via e-Manifest.

Brokers can utilize the EPA's e-Manifest website to create electronic manifests for their customers or they can utilize the e-Manifest API (Application Programming Interface) to add e-Manifesting capabilities to their existing manifesting system.

Register with e-Manifest

e-Manifest registration and instructions will be available at: www.epa.gov/e-Manifest.

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 EPA's e-Manifest Program:

- e-Manifest Website: www.epa.gov/e-Manifest
- EPA e-Manifest General FAQ: <https://www.epa.gov/e-manifest/frequent-questions-about-e-manifest>

Direct your questions to the contact(s) listed on page 3.

New York State Requirements

The New York Department of Environmental Conservation (DEC) will continue to require several state manifest provisions.

Continued Collection of Paper Generator Copies of Manifest

Generators must continue to submit a copy of the generator copy of hazardous waste manifest forms to DEC, if the generator uses paper manifests to ship hazardous waste. DEC will evaluate the necessity of this requirement after the EPA e-Manifest system has been operating for a reasonable period of time.

Continued Use of State Hazardous Waste Codes

The **use of all applicable state hazardous waste codes including** those for: **PCB wastes** (state-only hazardous waste codes B001-B007) and **ultimate disposal method code** (L, B, R, T) will continue to be required.

New York & EPA Region 2 Contacts

- EPA Region 2 (federal questions & requirements):
(212) 637-4106
- DEC (state-specific questions & requirements):
manifest@dec.ny.gov

New York Links

- For New York specific e-Manifest information visit:
www.dec.ny.gov/chemical/112876.html.
- For New York specific e-Manifest updates, subscribe to DEC's *Hazardous Waste and Clean Up* Listserv: visit www.dec.ny.gov/public/65855.html, enter your email address into the blue *DEC Delivers* box on the right-hand side of the web page, click "Submit" and select the "Hazardous Waste and Clean Up" topic.