e-Manifest

Quarterly Webinar Series

June 28, 2023

Agenda

- Special announcement of e-Manifest five-year anniversary
- e-Manifest Submissions Update
- Remote signer policy
- FACA Response
- User Fees announced
- Quicker Sign Demo
- Q&A

e-Manifest Fifth-year Anniversary
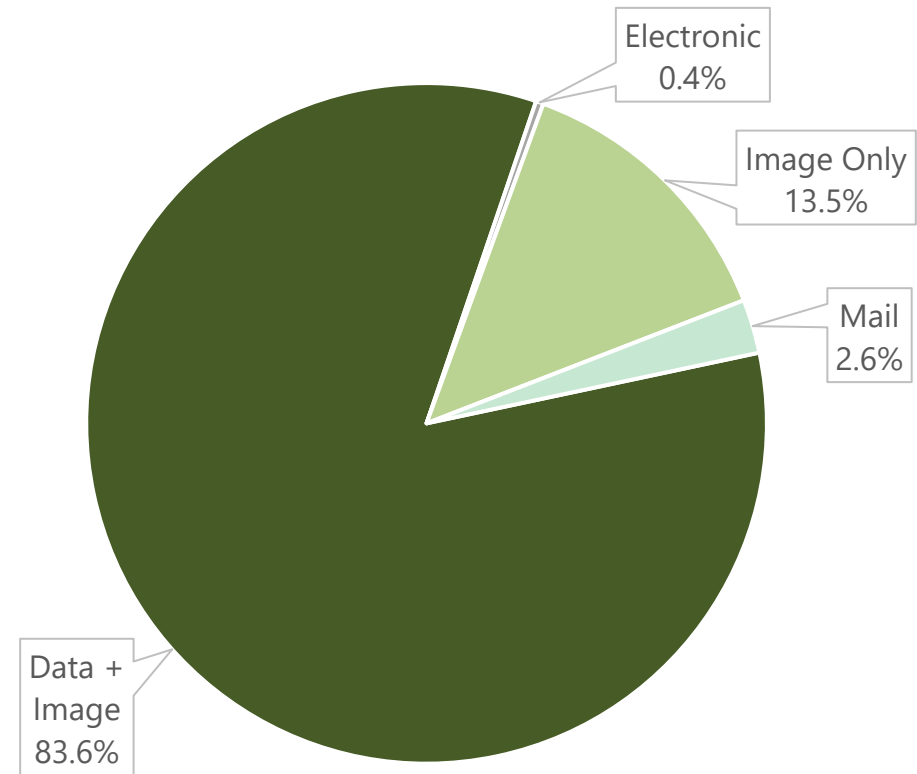
- June 30, 2023, marks the e-Manifest 5th Anniversary.

All Time Submission Summary

- Submitted manifests: 8.90M

- Submission breakdown:

  - Data + Image: 7,438,837

  - Image Only: 1,204,861

  - Mail*: 227,576

  - Electronic: 32,100

Mailed paper not accepted after June 2021

Electronic 0.4%
Image Only 13.5%
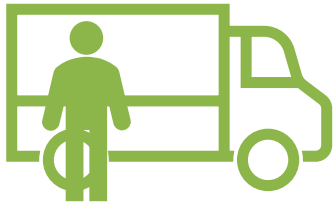Mail 2.6%
Data + Image 83.6%

Data as of 06/27/2023

Remote Signer Policy

- On May 5, 2023, EPA issued a new policy to allow personnel to execute electronic signatures through their employees or contractors who are remotely located from the hazardous waste shipment.
- [Read the policy (pdf)](#).

- Provides a way for unregistered individuals to sign electronic manifest through registered coworkers with sufficient permissions.

- Only for electronic (Fully Electronic/Hybrid) manifests.

Remote Signer Policy - Example 1

1

The individual (Field Personnel) directly responsible for the hazardous waste is ready to take custody of the shipment.

2

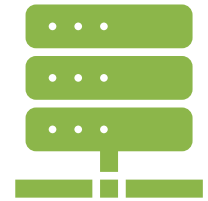The Field personnel communicates that the manifest(s) is ready to be signed and authorizes the Remote Signer to initiate the electronic signature.

3

The Remote Signer logs into RCRAInfo (with their own username and password) and signs the corresponding electronic manifest(s).

4

The electronic manifest(s) is successfully signed, the valid and enforceable signature is stored in the e-Manifest system. The status is communicated back to the Remote Signer through the RCRAInfo user interface.

Remote Signer Policy - Example 2

1

The Site's hazardous waste management software is configured to interface with RCRAInfo using the Remote Signer's API credentials.
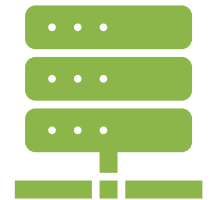
2

The individual (Field Personnel) directly responsible for the hazardous waste is ready to take custody of the shipment.

3

The field personnel logs into their site's hazardous waste management software and initiates the electronic signature. The electronic signature is sent as a request to the e-Manifest system through the API.

4

The electronic manifest(s) is successfully signed, the valid and enforceable signature is stored in the e-Manifest system. The status of the electronic signature process is communicated back hazardous waste management software.

Remote Signer Policy

- The electronic manifest will maintain a record of the Printed Name (the individual directly responsible for the shipment) and the Remote Signer (or signature provider)

EPA Response to e-Manifest Advisory Board Recommendations from February 28-March 1, Public Meeting

e-*Manifest*

- The purpose of the meeting, entitled "*Meeting the Needs of the User Community: e-Manifest Program Priorities and User Fees for FY2024/FY2025*," was for the Board to advise the Agency on its proposed program priorities and user fees for the FY2024/FY2025 cycle.

- The final meeting minutes along with all the meeting background materials are currently available in the public docket at www.regulations.gov under docket no. EPA-HQ-OLEM-2022-0973.

Announcement of New User Fees

- EPA sets user fees based on the manifest usage and processing costs for each manifest type in accordance with its user fee calculation methodology in 40 CFR parts 264/265 subpart FF.

- Based on the Advisory Board's feedback, EPA has pivoted to the Highly Differentiated Fee Formula for the FY 2024/2025 user fee cycle.

- These fees will apply to manifests submitted for shipments initiated on or after October 1, 2023.

- Manifests submitted for shipments initiated prior to October 1, 2023, will be charged the FY 2022/2023 rate

Manifest Submission Type	Fee per Manifest	Change from FY2022/2023
Scanned Image Upload	$22.00	+10%
Data + Image Upload	$10.00	-23%
Electronic Manifest (Fully Electronic and Hybrid)	$6.00	-25%

e-Manifest Remote Signer Demo

- You can still use e-Manifest as you always have. However,...
  - As you heard, you now have more flexibility

- Demo
  - Signing via the Web application
  - Signing via Services

Contact Info and Useful Links

- Help desk: (833) 501-6826

- Mailing lists: https://public.govdelivery.com/accounts/USEPAORCR/subscriber/new

- e-Manifest Program website: https://www.epa.gov/e-Manifest

    - FAQs: https://www.epa.gov/e-manifest/frequent-questions-about-e-manifest

    - Webinars: https://www.epa.gov/e-manifest/monthly-webinars-about-hazardous-waste-electronic-manifest-e-manifest

- GitHub Repository: https://github.com/USEPA/e-manifest

Q & A

- Please enter any questions into the chat.