



Hazardous Waste e-Manifest

The e-manifest (or electronic manifest) system was developed by the U.S. EPA to modernize the hazardous waste shipment tracking process. The national system was launched in 2018 to provide higher quality data while saving time and resources. Waste generators now have the option to create and submit manifests electronically after registering their facility for E-Manifest. As of early 2019, generators may continue to use paper manifests, however, use of e-Manifest is highly encouraged by U.S. EPA. Talk with your waste vendor and/or receiving facility about making the switch!

What is the scope of the e-Manifest?

e-Manifest will affect any regulated waste which is shipped on a manifest. This includes:

- RCRA federal hazardous wastes;
- Regulated PCB wastes shipped on a manifest;
- State-regulated hazardous wastes (if manifest is required by origination or destination state);
- Conditionally Exempt Small Quantity Generator (CESQG) wastes (if manifest is required by the state); and
- Imported hazardous wastes.

What are the options?

As electronic manifest use is optional, alternative processes to a fully electronic manifest have been developed. These include submission of paper manifests and a hybrid electronic/paper option which will help to establish a national database of all manifest data. The new e-Manifest system provides three types of hazardous waste manifest creation options:

- **Paper:** This is the traditional carbon-copy manifest system, where the generator, transporter, and receiving facility all sign on paper.
- **Hybrid:** With the hybrid model, the process begins with a paper manifest signed by the generator, followed by electronic signatures from the transporter and receiving facility.
- **Electronic:** The electronic model is created in e-Manifest and electronically signed by all entities listed on the manifest. Generators who use e-Manifest will now have instant access to their manifest account and will even be able to participate in electronic data corrections processes.

Check with your waste transporter and receiving facility, generators may only use electronic manifests if their waste vendors listed on the manifest are *also* registered for e-Manifest.



Getting Registered

If your facility would like to submit electronically, you must have an EPA Identification (ID) number. To apply for the EPA ID number, Ohio generators must submit Ohio EPA Form 9029 (found at <http://epa.ohio.gov/derr/hazwaste/notiform.aspx>). This form may also be submitted electronically by registering for myRCRAid. Once you have your generator ID number, you can register with e-Manifest at www.epa.gov/e-Manifest. After creating your account, you will be able to view, create, and/or sign manifests electronically or make corrections to manifests. Facility users can register for different permissions settings allowing to set options for view, or edit-only. Each user must register separately.