

eManifest Update

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Exelon Generation®

Before THE BEGINNING

We should set the stage for this complex regulatory program, with a simple **uncomplicated** questionnaire.

- What might be your initial response after you observe your neighbor's dog doing its business in your yard?

And then the Reaction(s)

(a) **CALL** your neighbor and complain.

(Dang it Mark! Your % %# @ \$ % %# ^ ^ ^ # dog left another present in my yard!)

(b) **CALL** the NRC to report an uncontrolled release.

“National Response Center. Please state the nature of your emergency”

(“HELP !!! – the *Canis lupus familiaris* from next door has created a natural disaster in my yard”)

And then the Reaction(s) – a couple more..

(c) (anonymously) **REGISTER** your neighbor as a Large, Small or Very Small Quantity Generator.

(Well, it was a fairly **LARGE** pile...at **LEAST** one kilo; definitely is not “a cute” waste)

(d) **FIND** your son’s paintball gun and

(Hmmm. Now where does my son keep the paintballs...)

After THE CHOOSING, but before THE RESPONSE(s)

SO,

What would your RESPONSE be?

(OK, Just to remind you)

(a) Call neighbor?

(b) Call NRC?

(c) Register neighbor?

(d) Find paintball equipment?

After THE CHOOSING – The RESPONSE(s)

- (a) **TRANSFER** the released hazardous material from your yard to your neighbor's yard?

“Hello, HydroChemPSC? I have a waste transfer job for you.”

- (b) **TURN** the electric fence charger on.

“Heh, heh, heh. That will teach that dang mutt....”

After THE CHOOSING

(c) **INFORM** your son(s) what you did.

“Way to go Dad! Can I/we do that next time?”

(d) Definitely **NOT** tell your spouse what you did.

“You did **WHAT** to Becca’s dog!?!?”

You go right over there and apologize,
mister!!!

Where are we now?

WHAT does this questionnaire have to do with the e-Manifest program?

ABSOLUTELY NOTHING!

But, now that I have your attention.....

EPA's e-Manifest – BEFORE you get started

Things you will need to have in hand:

1. List of your facilities –

- **Name of facility**
- **EPA ID Number**
- **Address** (to confirm what EPA's data may show)

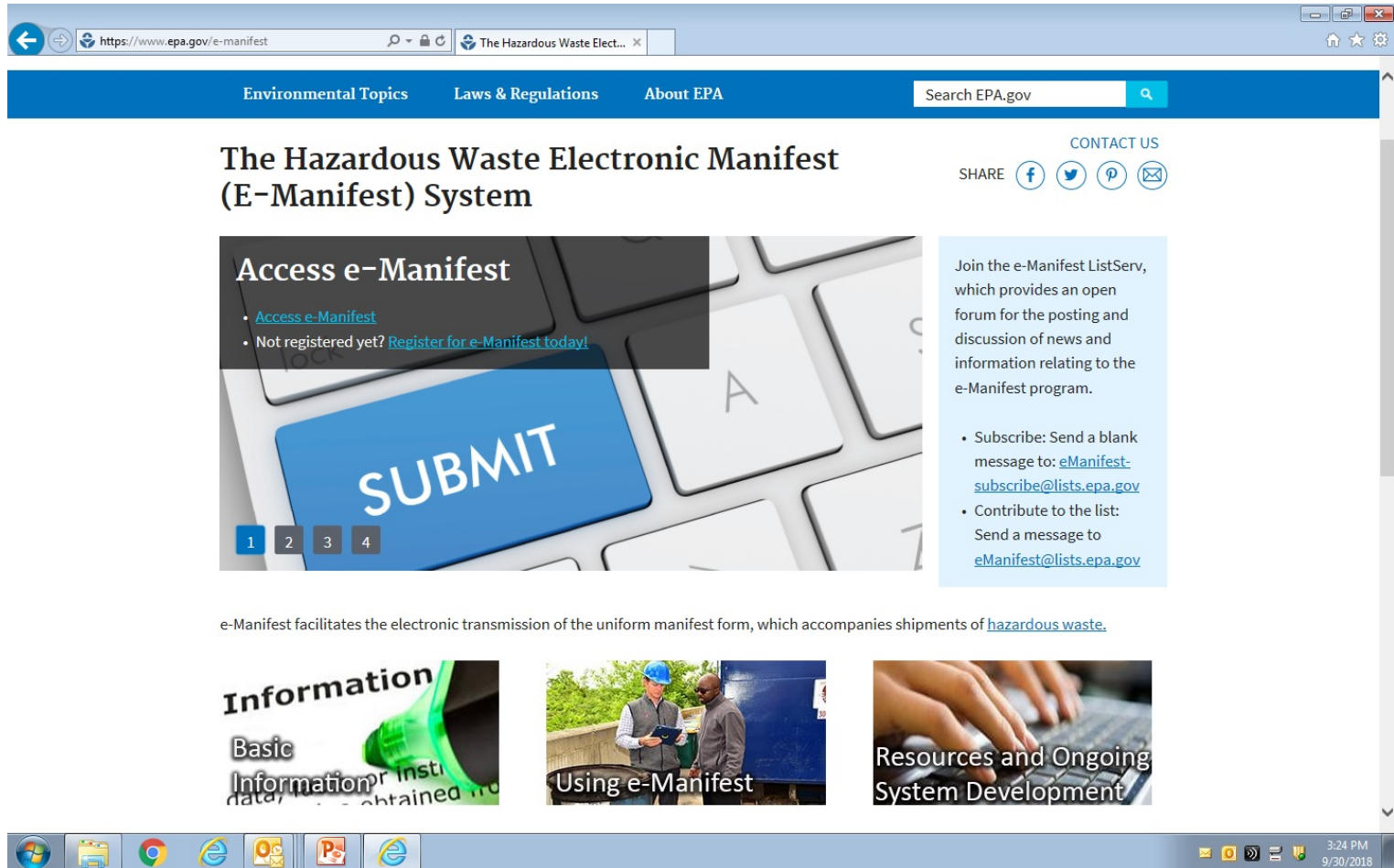
2. Your personal information:

- **Name** (if you are not sure, call your Mom!)
- **email address**
- **physical address** (typically your home address)
- **phone number**

EPA's e-Manifest – How to get started

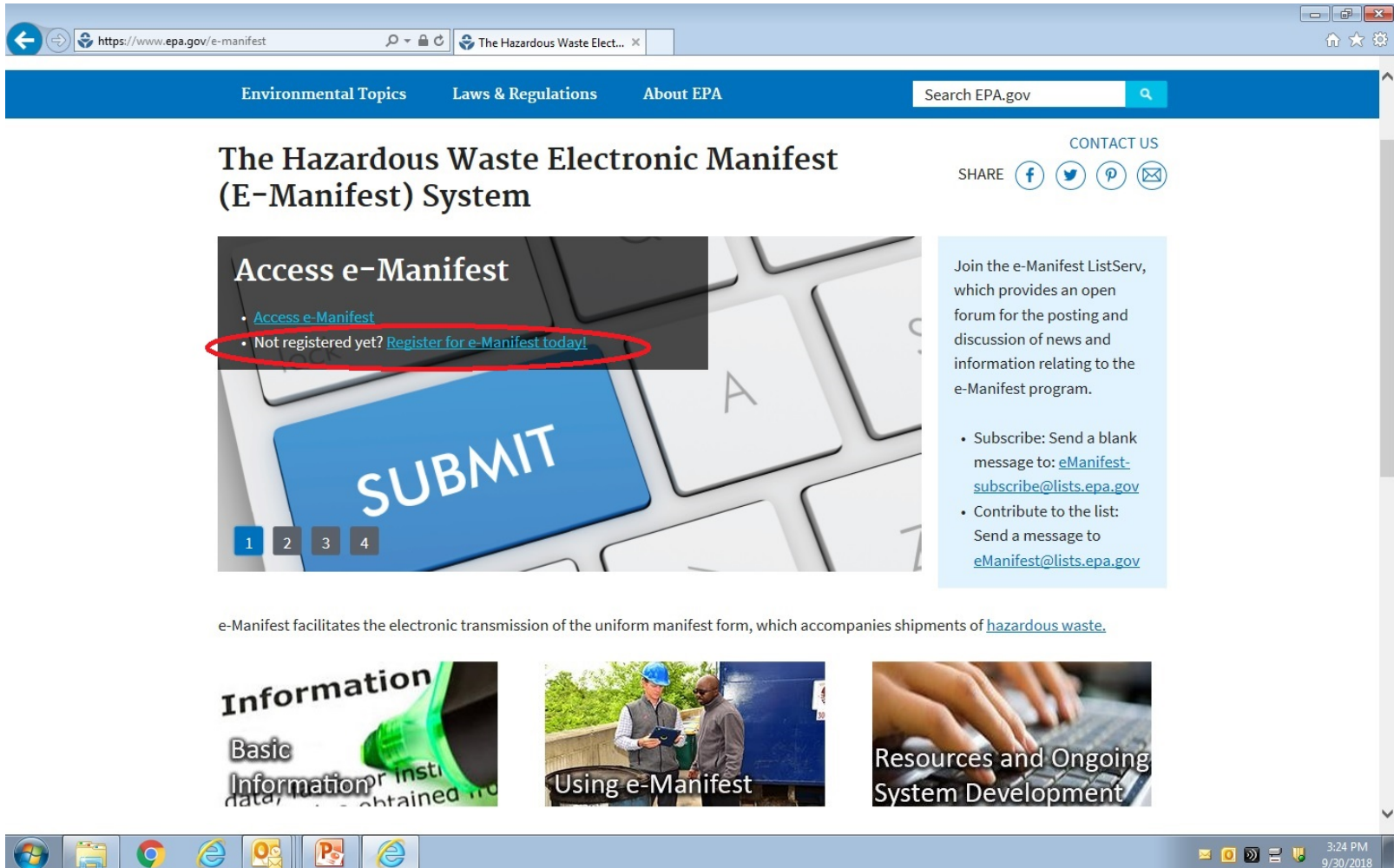
1. GoTo:

www.epa.gov/e-Manifest



EPA's e-Manifest – How to get started

2. Click on the link: “Not registered yet? [Register for e-Manifest today!](#)”



The screenshot shows the EPA's e-Manifest website. The browser address bar displays <https://www.epa.gov/e-manifest>. The page title is "The Hazardous Waste Electronic Manifest (E-Manifest) System". The navigation bar includes "Environmental Topics", "Laws & Regulations", and "About EPA", along with a search bar labeled "Search EPA.gov".

The main content area features a large image of a keyboard with a prominent blue "SUBMIT" key. Overlaid on this image is a dark box titled "Access e-Manifest" containing two links:

- [Access e-Manifest](#)
- Not registered yet? [Register for e-Manifest today!](#)

The second link is circled in red. To the right of this box is a "CONTACT US" section with social media icons and a text box inviting users to join the e-Manifest ListServ. Below this, there are instructions on how to subscribe and contribute to the list.

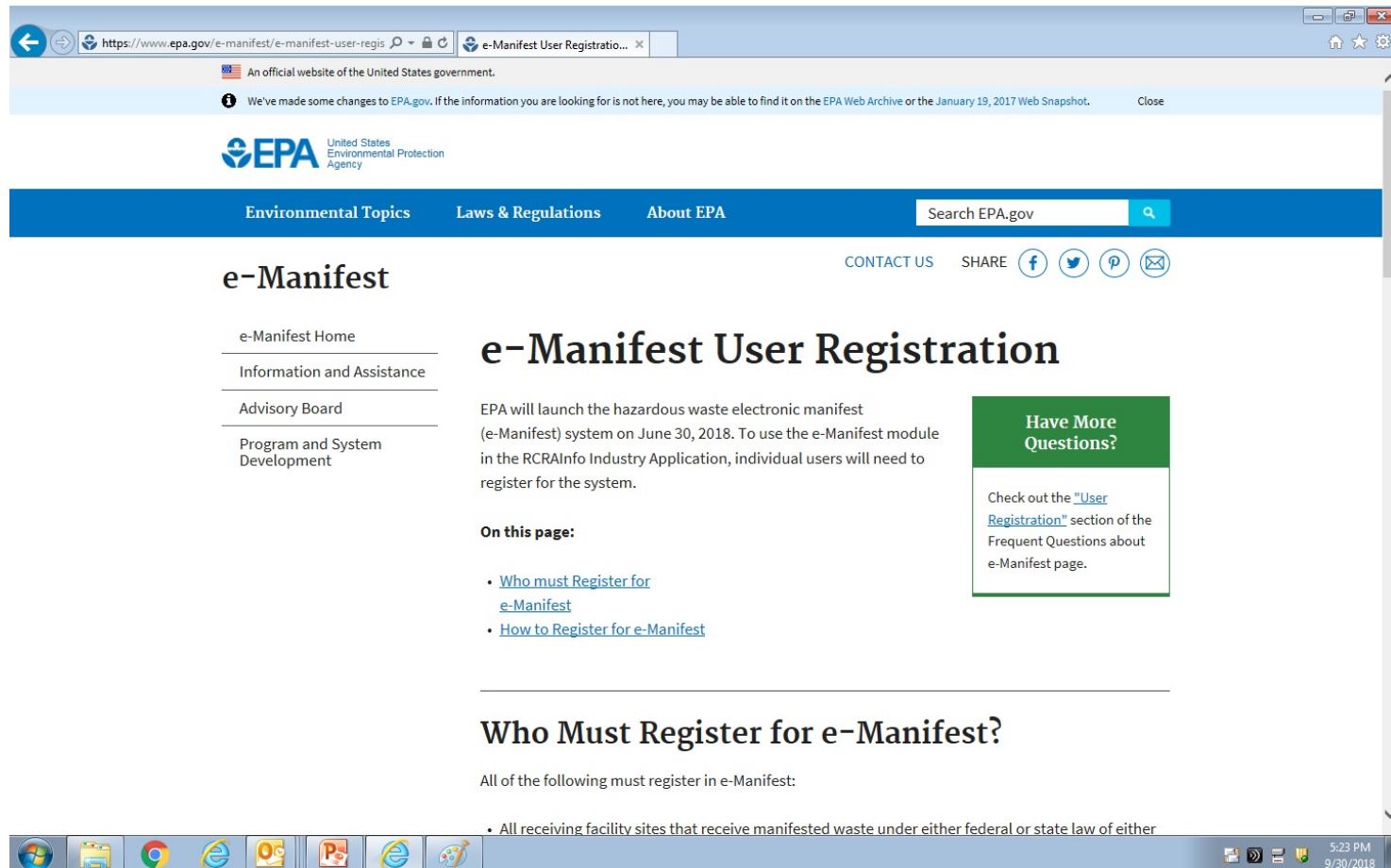
Below the main content area, there is a section titled "e-Manifest facilitates the electronic transmission of the uniform manifest form, which accompanies shipments of [hazardous waste](#)." This section is followed by three images with captions:

- Information**: A green lightbulb icon.
- Using e-Manifest**: Two workers in hard hats and safety vests reviewing a document.
- Resources and Ongoing System Development**: Hands typing on a keyboard.

The Windows taskbar at the bottom shows various application icons, including Internet Explorer, Google Chrome, and Microsoft Office. The system clock indicates the time is 3:24 PM on 9/30/2018.

EPA's e-Manifest – How to get started

3a. Click on the link: “Not registered yet? [Register for e-Manifest today!](#)” - takes you this screen. Then scroll down the page.



EPA's e-Manifest – How to get started

3b. After scrolling down this page, click on the link
“[RCRAInfo Sign in page](#)”

How to Register for e-Manifest

In order to register for e-Manifest, you must do the following:

- Step 1: Obtain an EPA ID number
 - Complete [EPA Form 8700-12](#)
 - You may be able to apply for an EPA ID number electronically. Please [check with your state environmental agency](#) to see if the electronic myRCRAid system is available to you.
- Step 2: Assign a Site Manager for your site or EPA ID. EPA encourages each site/EPA ID to register at least two Site Managers before registering for any other permission levels.
 - A Site Manager is a special permission. In addition to having permission to view, create, and sign electronic forms for e-Manifest, Site Managers also manage and approve permissions for other users in their organization.
 - Site Managers also have view/create/sign access and ability to control user permissions for the two other RCRAInfo industry applications – myRCRAid for electronically submitting the Site ID form (EPA form 8700-12) and Biennial Report for electronically submitting the Biennial Report form (EPA form 8700-13).
 - For receiving facilities, Site Managers will have the ability to see billing invoices for their site as well as submit payments.
- Step 3: Register for e-Manifest in RCRAInfo
 - Go to the [RCRAInfo Sign in page](#) to begin the registration process
 - Review User Registration video for instructions on the user registration process

Attention: State Users

The registration steps detailed below do not apply to state users who need a RCRAInfo account for access to the e-Manifest module. State users will need accounts in RCRAInfo Version 5 and Version 6 production systems if they wish to view manifests and manifest data for entities conducting hazardous waste activity in their state.

- For RCRAInfo Version 5 access, please contact your EPA Regional Office for account activation.
- For RCRAInfo Version 6, (if you don't already have an account) [register](#) as a Regulatory Agency User to access e-Manifest.

EPA's e-Manifest – How to get started

4. Click on the link: “[Register](#)”

The screenshot shows a web browser window with the URL <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/lc>. The page features the RCRAInfo logo on the left and the EPA logo on the right. The main content area is divided into two sections. The left section, titled "RCRAInfo", provides a description of the system: "RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities." The right section, titled "RCRAInfo Sign In", contains a login form with fields for "Username" and "Password", a "Sign in" button, and two links: "Register" (which is circled in red) and "Forgot password?". Below the sign-in section is a "Warning Notice and Privacy Policy" section. The "Warning Notice" section states: "In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:" followed by eight numbered points regarding access to U.S. Government information and systems.

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

Username

Password

Sign in

[Register](#) [Forgot password?](#)

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

EPA's e-Manifest – How to get started

5. Click on the link: “Continue to Industry User Registration”

The screenshot shows a web browser window with the URL <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/lc>. The page displays the RCRAInfo Sign In interface. A modal dialog box titled "Select Registration Type" is open, presenting two options:

- Regulatory Agency User**: Select this option if you represent a State environmental agency or the United States Environmental Protection Agency. Below this is a button labeled "Continue to Regulatory User Registration".
- Industry User**: Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities. Below this is a button labeled "Continue to Industry User Registration", which is circled in red.

Below the dialog box, there are links for "Register" and "Forgot password?". At the bottom of the page, there is a "Warning Notice and Privacy Policy" section. The warning notice states: "In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:" followed by eight numbered points regarding government information access and security.

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;

2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;

3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;

4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;

6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;

7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and

8. you may not process or store classified national security information on this computer system.

EPA's e-Manifest – How to get started

6a. Create a new account screen

The screenshot shows a web browser window with the URL <https://rcrainfo.epa.gov/rcrainfoprod/action/public/inc>. The page title is "RCRAInfo New Account Re...". The header features the "RCRA Info" logo and a "Registration" tab. Below the header, there is a breadcrumb trail: "Login / Registration". The main heading is "Create a New Account". Below this, it says "Built on CDX". A legend indicates that a red asterisk (*) denotes required fields. The "User Information" section contains the following fields:

- Title ***: A dropdown menu with "Select..." as the current selection.
- First Name ***: A text input field.
- Middle Initial**: A text input field.
- Last Name ***: A text input field.
- Suffix**: A dropdown menu with "Select..." as the current selection.

A "Next" button is located below the "Title" field.

The Windows taskbar at the bottom shows the Start button, File Explorer, Google Chrome, Microsoft Edge, Outlook, PowerPoint, and a paint application. The system clock in the bottom right corner displays "5:41 PM 9/30/2018".

EPA's e-Manifest – How to get started

6b. Create your User ID and Password

RCRAInfo New Account Registration

Login / Registration

Create a New Account

Built on CDX * = required

User Information

Create a User ID and Password

User ID *

Password *

Verify Password *

☐ Show password

These questions will be used to reset your password:

Question 1 *
Select a question...
▼

Question 2 *
Select a question...
▼

Question 3 *
Select a question...
▼

Answer 1 *

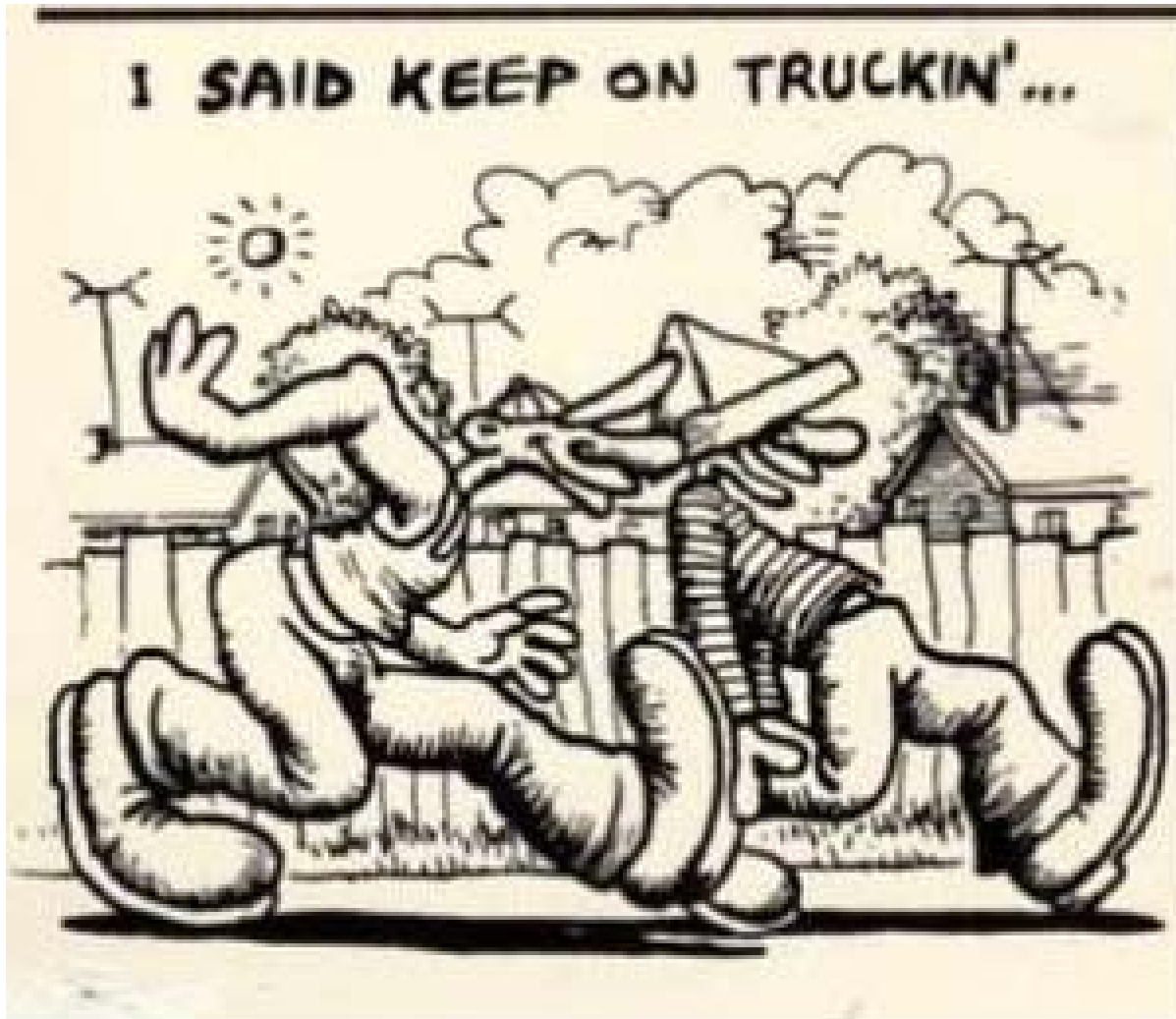
Answer 2 *

Answer 3 *

☐ Show answers

☐ Agree to the [Terms and Conditions](#)

EPA's e-Manifest – Almost there!!



EPA's e-Manifest – How to get started

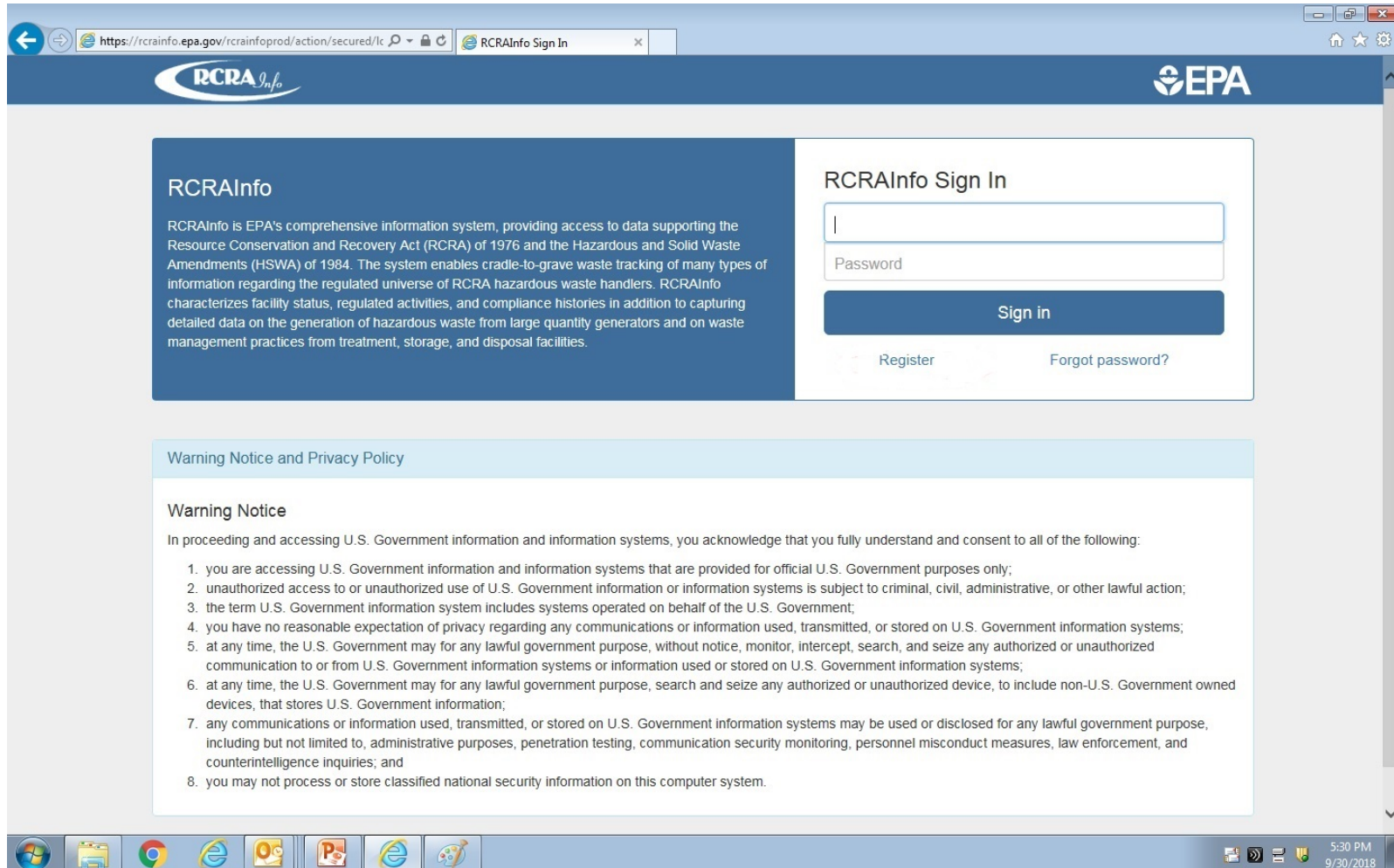
OK. You have now registered yourself.

Next step is to register your facilities and assign role(s) to yourself.

But first you have to Log into the RCRAInfo site (again)

EPA's e-Manifest – Registering Facilities

7. Log in to RCRAInfo



The screenshot shows the RCRAInfo Sign In page in a web browser. The browser's address bar displays the URL <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/1c>. The page features the RCRAInfo logo on the left and the EPA logo on the right. The main content area is divided into two sections. The left section, titled "RCRAInfo", provides a description of the system: "RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities." The right section, titled "RCRAInfo Sign In", contains a login form with fields for "Username" and "Password", a "Sign in" button, and links for "Register" and "Forgot password?". Below the login form is a "Warning Notice and Privacy Policy" section. The "Warning Notice" section states: "In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:" followed by a list of eight points regarding U.S. Government information access, including unauthorized access, monitoring, and data storage. The Windows taskbar at the bottom shows various application icons and the system clock indicating 5:30 PM on 9/30/2018.

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

Password

[Register](#) [Forgot password?](#)

Warning Notice and Privacy Policy

Warning Notice

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3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

EPA's e-Manifest – Registering Facilities

8. “My Sites” page

The screenshot shows the EPA's e-Manifest 'My Sites' page. The browser address bar displays <https://rcrainfo.epa.gov/rcrainfoprod/action/industry/secured/home>. The page header includes the RCRA Info logo and navigation links: Home, Documentation, and Feedback/Report an Issue. The user's name, Lawrence, is displayed in the top right corner.

The main content area is titled 'My Sites' and includes a search bar and a table with the following columns: Site ID, Site Name, Address, City, State, and County. The table is currently empty, with the message 'There are no sites to display.' displayed below it. Below the table, there is a status bar indicating 'Showing 0 to 0 of 0 entries' and navigation buttons for 'Previous' and 'Next'.

At the bottom of the page, there are two buttons: 'Add Existing Site' and 'Request Site ID'. The 'Add Existing Site' button is circled in red.

EPA's e-Manifest – Registering Facilities

9. “Add Existing Sites” page

The screenshot displays the EPA's e-Manifest web application. A modal window titled "Search" is open, allowing users to find existing sites. The modal contains the following fields:

- Site ID**: A text input field, highlighted with a red circle.
- Site Name**: A text input field.
- Street Number**: A text input field.
- Street Name**: A text input field.
- City**: A text input field.
- State**: A dropdown menu with a red asterisk indicating it is required.
- County**: A dropdown menu.
- Zip**: A text input field.

At the bottom of the modal are three buttons: "Search", "Clear", and "Close".

In the background, the "My Sites" section is visible, showing a table with one site:

Site ID
MDD98055247

The table shows "Showing 1 to 1 of" results. A "Next" button is visible at the bottom right of the table.

EPA's e-Manifest – Registering Facilities

10. Example of site being added

The screenshot displays the RCRAInfo website interface. A 'Search' dialog box is open, allowing users to add a new site. The 'Site ID' field is highlighted with a red circle and contains the value 'MAR000010686'. A yellow arrow points to the 'Search' button at the bottom of the dialog. The background shows the 'My Sites' section with a table of existing sites.

Site ID	Site Name	Street Number	Street Name	City	State *	County	Zip	Status
MDD980555247					MASSACHUSETTS	Select a County		Active

Showing 1 to 1 of 1 sites

Add Existing Site

EPA's e-Manifest – Registering Facilities

11. Confirming EPA ID Number

The screenshot shows the RCRAInfo website interface. A modal window titled "Search Results" is open, displaying a table with one entry. The table has columns for Site ID, Site Name, Address, City, and State. The entry shown is for Site ID MAR000010686, Site Name MYSTIC STATION UNIT 7, Address 173 ALFORD ST, City CHARLESTOWN, and State MA. The modal also includes a "Back to Search Criteria" button and a "Close" button. The background shows the "My Sites" section of the website.

Search Results

Show 20 entries

Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State
<input type="checkbox"/>	MAR000010686	MYSTIC STATION UNIT 7	173 ALFORD ST	CHARLESTOWN	MA

Showing 1 to 1 of 1 entries

Previous 1 Next

Back to Search Criteria Close

EPA's e-Manifest – Registering Facilities

12. Requesting Access

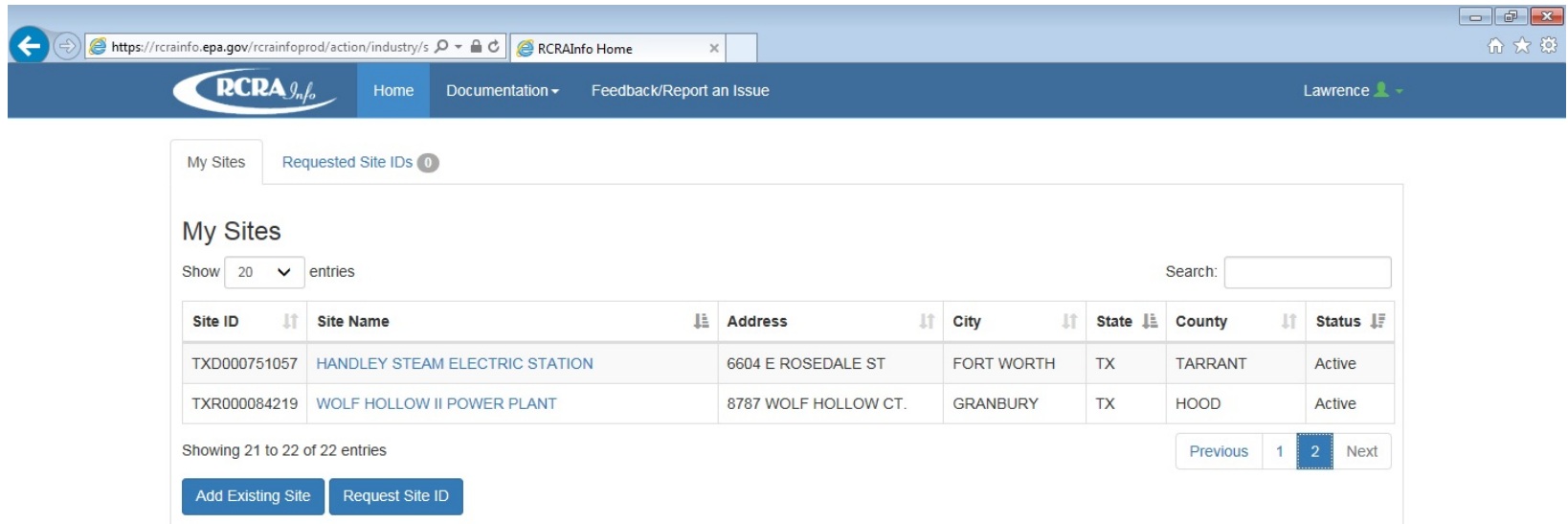
The screenshot shows the RCRAInfo website interface. A search results modal is open, displaying a table with one entry. The entry details are as follows:

Select All	Site ID	Site Name	Address	City	State
<input checked="" type="checkbox"/>	MAR000010686	MYSTIC STATION UNIT 7	173 ALFORD ST	CHARLESTOWN	MA

Below the table, the County is listed as SUFFOLK. The modal indicates "Showing 1 to 1 of 1 entries" and includes navigation links for "Previous", "1", and "Next". At the bottom of the modal, there are three buttons: "Request Access", "Back to Search Criteria", and "Close". A large yellow arrow points to the "Request Access" button.

EPA's e-Manifest – Registering Facilities

Your(my) sites



My Sites Requested Site IDs 0

My Sites

Show 20 entries Search:

Site ID	Site Name	Address	City	State	County	Status
TXD000751057	HANDLEY STEAM ELECTRIC STATION	6604 E ROSEDALE ST	FORT WORTH	TX	TARRANT	Active
TXR000084219	WOLF HOLLOW II POWER PLANT	8787 WOLF HOLLOW CT.	GRANBURY	TX	HOOD	Active

Showing 21 to 22 of 22 entries

Previous 1 2 Next

Add Existing Site Request Site ID



EPA's e-Manifest – e-Manifest Permissions

14a. Permission screen – two choices

The screenshot displays the RCRAInfo Home web application interface. A modal dialog titled "Select Permissions" is open, allowing users to configure permissions for different modules. The dialog contains a table with the following data:

Module	Permission Level	Description of Permission
Site Management	None	None
e-Manifest	Certifier	Edit, Sign, and Submit Data

Below the table, there are "Send Request" and "Cancel" buttons. The background application interface shows a sidebar with "My Profile" and "Activity Location" sections. The "Activity Location" section is set to "ILLINOIS". The main content area displays a table of sites with columns for Site ID, Site Name, Site Management, and e-Manifest. The first row is selected, showing Site ID ILR000114983 and Site Name EXELON GENERATION CO LLC. The Site Management column shows "None" and the e-Manifest column shows "Certifier". The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 7:42 PM on 9/30/2018.

EPA's e-Manifest – e-Manifest Permissions

14b. Permission screen – Site Management

The screenshot displays the EPA's e-Manifest system interface. A modal dialog box titled "Select Permissions" is open, allowing a user to assign permissions for a specific module. The dialog contains a table with the following data:

Module	Permission Level	Description of Permission
Site Management	Active	Manage site data and API access across all modules the state participates in.

Below the table, there are "Send Request" and "Cancel" buttons. The background interface shows the "My Profile" section with a table of sites. The table has columns for "All", "Site ID", "Site Name", "Site Management", and "e-Manifest". The first entry is for "EXELON GENERATION CO LLC" with Site ID "ILR000114983". The "Site Management" permission is set to "None" and the "e-Manifest" permission is set to "Certifier".

Showing 1 to 1 of 1 entries

Previous 1 Next

Modify Permissions for Selected Sites

EPA's e-Manifest – e-Manifest Permissions

14c. Permission screen – eManifest

The screenshot shows the RCRAInfo Home web application. A modal dialog box titled "Select Permissions" is open, displaying a table with permission levels for different modules. The "e-Manifest" module is selected, and the "Certifier" permission level is highlighted. Below the table are "Send Request" and "Cancel" buttons. A large yellow arrow points to the "Send Request" button. The background shows the user's profile, activity location (ILLINOIS), and a table of sites with permission levels for "Site Management" and "e-Manifest".

Module	Permission Level	Description of Permission
Site Management	None	None
e-Manifest	Certifier	Edit, Sign, and Submit Data

Buttons: Send Request, Cancel

Site ID	Site Name	Site Management	e-Manifest
ILR0001149	MELON GENERATION CO LLC	None	Certifier

SO,

ARE YOU READY???!

EPA's e-Manifest – Signing manifests

To use the eManifest system to sign manifests:

- Need your log-in name
- Need your password
- Coordinate with your vendor how this coordination will work.

We have Bob Hufnal from HydroCHemPSC to tell us about how their company is rolling out their eManifest system.

(Just remember where the paintball ammo is)

Questions ?

