

# e-Manifest Fact Sheet: Brokers

On June 30, 2018, EPA launched a national system for tracking hazardous waste shipments electronically. This system known as “e-Manifest,” modernizes the nation’s cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. EPA established 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 launched nationwide on June 30, 2018.
- Brokers have the option to prepare manifests electronically for their generator clients.
- To use e-Manifest, brokers need to obtain an EPA ID and register for e-Manifest.
- The 6-copy manifest form has been replaced with a 5-copy form. The new form became effective on June 30, 2018.

## Scope of e-Manifest

e-Manifest facilitates 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,
- State-regulated hazardous waste (if manifest is required by origination or destination state),
- Very Small Quantity Generator waste (if manifest required by state), and
- Imported hazardous waste.

EPA implements 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 is linked to the existing RCRA Information System (RCRAInfo) and has the ability to validate information entered on an electronic manifest against information in RCRAInfo.

RCRAInfo is an EPA information system that collects information on hazardous waste sites. Information in RCRAInfo is publicly available here:

<https://rcrainfo.epa.gov/rcrainfoweb/action/main-menu/view>.

## How e-Manifest impacts Brokers

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 enables brokers to track their manifest activities in e-Manifest and make draft manifests available to their clients. In some states, brokers may submit EPA form 8700-12 electronically.

Brokers may not sign manifests in e-Manifest remotely on behalf of their generator clients, unless the broker is operating at the generator site and is the offeror of the waste shipment. In that case, a broker can sign the manifest.

## What Brokers Need to Do

### Obtain/Update EPA ID Number

Brokers must have an ID number to use e-Manifest. Brokers may submit EPA form 8700-12 to obtain an EPA ID Number from their RCRA-authorized state or EPA Region. The form can be found on RCRAInfo Web at

<https://rcrainfo.epa.gov/rcrainfoweb>. In some states, brokers may submit this form electronically. Check here to see if you can submit the form electronically through your state:  
[https://rcrainfo.epa.gov/rcrainfoweb/modules/main/state\\_contacts.html](https://rcrainfo.epa.gov/rcrainfoweb/modules/main/state_contacts.html).

## **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)

As of June 30, 2018, all receiving facilities must submit manifests 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 submitting final completed manifest or subsequent corrections need to go through identity proofing plus sign using a CROMERR-compliant electronic signature (e.g., password plus 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 two options for submitting paper manifests to EPA: uploading a scanned image or submitting data plus image 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](http://www.epa.gov/e-Manifest).

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For more information on EPA's e-Manifest Program and frequently asked questions go to: [www.epa.gov/e-Manifest](http://www.epa.gov/e-Manifest)