INTRODUCTION

The RCRAInfo Industry Application provides the mechanism by which a site that generates and/or manages RCRA Subtitle C hazardous waste may submit information to their regulator (typically a State environmental agency). The application contains the following modules:

- myRCRAid - pertains to EPA Form 8700-12 (Site Identification) submissions
- Biennial Report - pertains to EPA Form 8700-13 A/B (Hazardous Waste Report) submissions for odd-cycle years
- Annual Report - pertains to EPA Form 8700-13 A/B (Hazardous Waste Report) submissions for even-cycle years ***Note: Annual Report is not a national reporting requirement.***
- e-Manifest - pertains to EPA Form 8700-22 (Uniform Hazardous Waste Manifest) submissions
- WIETS - pertains to hazardous waste imports and exports

To become a user of the RCRAInfo Industry Application, you must obtain a RCRAInfo Industry Application account. Click here for additional details.

HELP

The RCRAInfo Industry Application on-line help is accessed by clicking "Documentation" from the Main Menu, then clicking "Help". The Introduction page of the help utility will be displayed along side a table of contents. You may use the table of contents to navigate the various topics found in the help. Additionally, you may use the "magnifying glass" to search for keywords to identify topics of interest.

The help utility provides a User's Guide containing information on User Interface Controls, User Profile, My Sites, Site Dashboard, User Management, and Reports / Extracts. This utility contains a wealth of information and should be a significant resource to answer questions or troubleshoot issues.

LEARNING ZEN

Learning Zen is a third-party learning management system used to provide computer-based training for the RCRAInfo Industry Application. Courses available include:

- RCRAInfo Industry Application User Registration
- Site Manager Roles and Responsibilities
- RCRAInfo Industry Application Overview Tab
- RCRAInfo Industry Application myRCRAid Module
- RCRAInfo Industry Application Biennial Report Module
- Introduction to e-Manifest
- RCRAInfo Industry Application Manifest Corrections
- e-Manifest Billing
- WIETS Export Notices
- WIETS Import Notices
- WIETS Annual Report

The Learning Zen product requires a separate login (user id and password). To register for the Learning Zen product, click "Documentation" on the RCRAInfo Industry Application Main Menu, then click "Learning Zen". Next, click the "Request access to this portal" link below the "Log In" button. The Learning Zen registration page will be displayed. Provide all required information including Email Address, Password, First and Last Name, and Time Zone. Next, review the Terms of Service. You must agree to these terms in order to complete your registration. You must also indicate that you are not a robot. Click the "Create" button to submit your registration request.

An email will be sent to the email address provided in the registration proces for you to validate. Click the "CLICK HERE TO ACTIVATE YOUR ACCOUNT" link in the email. Once you have activated your account, you will see a link to go to the portal. At this time, you may access the courses using the "Course Catalog".

The RCRAInfo Industry Application encapsulates several different modules including myRCRAid, Biennial Report, Annual Report, WIETS, and e-Manifest. Federal regulations mandate the State use of some modules (i.e., e-Manifest and WIETS), however, the State use of other modules (i.e., myRCRAid, Biennial Report, and Annual Report) is at the discretion of each State. If the State in which your site is located does not opt to use a particular module, you will not be able to use the RCRAInfo Industry Application to submit that data to your regulator.

Additionally, the 8700-12 Site Identification Form includes sections that are only pertinent for States that are authorized to implement specific rules (Hazardous Secondary Material, Subpart K, LQG Closure, LQG Consolidation, Episodic Generation, Subpart P, and Aerosol Cans).   You can only provide this information if your State is authorized for that particular rule.

To see the States that opt to use each module in the RCRAInfo Industry Application or the specific handler rules for which your State is authorized, click "Documentation" from the Main Menu, then click "State Participation".

The State Participation Overview page will displayed showing the various features/functions that each State may elect to partipate and the current number of participating states for each feature/function. To see a list of the States that have opted in to a specific module, click the appropriate tab (myRCRAid, Biennial Report, Annual Report). To see a list of the States that are authorized for the various handler rules, click the "Handler" tab, then click the rule of interest.

Alternatively, you may click the "View on Map" link on the right-hand side of the appropriate page, to see a map of the States that have opted into a particular feature or function.

FREQUENTLY ASKED QUESTIONS

Below are frequently asked questions related to RCRAInfo Industry Application.

- What web browsers does the RCRAInfo Industry Application support?
- I cannot find my site. What should I do?
- What tool is used for electronic identity proofing?
- How do I search for an existing site using the street name or city?
- Can I use both the flat file upload and data entry to provide my Biennial Report data?
- What are the rules for record retention for Biennial Report?
- What are the rules for record retention for electronic manifests?
- How do I request permissions for my sites?
- Where can I find answers to questions specifically related to electronic manifests?
- Can I use my Biennial Report Module Permissions to create and submit my Annual Report?

WHAT WEB BROWSERS DOES THE RCRAINFO INDUSTRY APPLICATION SUPPORT?

The RCRAInfo Industry Application supports most web browsers including Chrome, Edge, Firefox, and Safari. The RCRAInfo Application no longer supports Internet Explorer.

I CANNOT FIND MY SITE. WHAT SHOULD I DO?

The Industry Application requires that you associate your user account with one or more RCRA sites in order to access the various modules (myRCRAid, Biennial Report, and/or e-Manifest). To find your site or sites, click the "Add Existing Site" button from the "My Sites" tab. A variety of search options are provided including Site Id, Site Name, and Location Address. If you cannot find your site, try altering your search criteria. If, after extensive searches, you still cannot find your site, but believe that your site is a registered RCRA site, contact your regulatory agency for assistance. If you need to request a new site, click the "Request Site ID" button if the site exists in a State that is opted into the myRCRAid module, or submit the EPA Form 8700-12 (Site Identification Form) to your regulator. Click here for additional information.
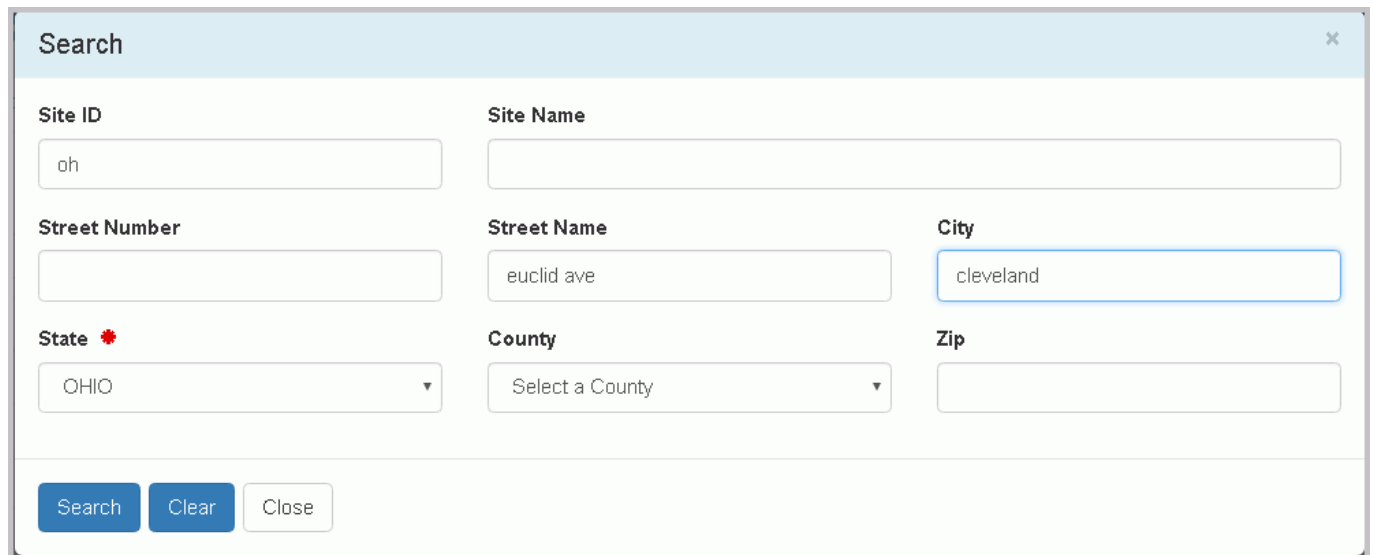
WHAT TOOL IS USED FOR ELECTRONIC IDENTITY PROOFING?

The Industry Application uses a third-party provider, LexisNexis, to provide identity proofing by collecting personal identification information (PII). The Electronic Signature Agreement (ESA) signing process is an extension of LexisNexis. The ESA document in itself is the legally binding agreement that allows you to declare your true identity.

If you pass the LexisNexis process while verifying your identity, then you can sign the ESA instantly and electronically online. In general, LexisNexis is looking for an exact match of your full or last name, date of birth,and the last 4-digits of your social security number. It also looks for an accurate home address or exact match of your home phone number. If LexisNexis is unable to verify your information, you will need to print the ESA, sign it manually, and send it to the appropriate person as indicated. It can take up to 2 weeks for the paper processing to complete. *Note: The PII collected to conduct the identity proofing is NOT stored.*

HOW DO I SEARCH FOR AN EXISTING SITE USING THE STREET NAME OR CITY?

When searching for an existing site, the user must provide the State in which the site resides. In addition, the user must also provide either the Site ID, Site Name, or ZIP. If you want to search on the Street Name and/or City without providing a Site Name or ZIP, put the two character postal code in the Site ID and the appropriate search values for the Street Name and/or City. For example, if you want to search for sites on Euclid Ave in Cleveland, OH, your search would look like this:

By putting "OH" in the Site ID field, that satisfies the requirement of providing a Site ID, Site Name, or ZIP.

CAN I USE BOTH FLAT FILE UPLOAD AND DATA ENTRY TO PROVIDE MY BIENNIAL OR ANNUAL REPORT DATA?

The Biennial/Annual Report Module allows you enter your data via data entry or upload your data via a series of flat files. If desired, you may use both methods to provide your data. For example, you may use the flat file upload to provide the data associated with your WR forms and data entry to provide the data associated with your GM forms. If you want to use both methods, you MUST upload your flat file data FIRST, then use data entry to provide your remaining data. *Note: If you enter data via data entry, then do a flat file upload, you will LOSE all of the data that you entered via data entry.*

WHAT ARE THE RULES FOR RECORD RETENTION FOR BIENNIAL REPORT?

The Office of General Counsel has determined that Biennial Report data submitted in one of the following ways does NOT require the burden of printing and storing the paper submission on-site:

  1) Electronic submissions via the RCRAInfo Industry Application Biennial Report Module (*Note: a "wet" signature is not needed since the RCRAInfo Industry Application meets all of the CROMERR rules*)
  2) Electronic submissions via a private vendor's software accompanied by a cover letter with a "wet" signature
  3) Electronic submissions via a disc accompanied by a cover letter with a "wet" signature

The regulatory requirements are satisfied if the site is able to retrieve their BR submission electronically, either via the RCRAInfo Industry Application or their own computer system (depending on how the Biennial Report data was submitted).

WHAT ARE THE RULES FOR RECORD RETENTION FOR ELECTRONIC MANIFESTS?

The e-Manifest 1-year rules contains a provision stating that a site does not need to maintain a paper copy of the Manifest provided that they can retrieve the Manifest electronically, either via the RCRAInfo Industry Application or their own computer system. Therefore, the burden of printing and storing the Manifest on-site is no longer necessary.

HOW DO I REQUEST PERMISSIONS FOR MY SITES?

Once you have found and selected your sites of interest, you will be asked to request permissions for those sites. You can request individual permissions for each module in which the State where these sites are located participates. There are four levels of permissions that you may request: None (which is the default), Viewer, Preparer, and Certifier. These permissions are hierarchical, meaning, that each permission can perform the functionality of the levels before it as well as the specific functionality for that given permission (i.e., a Preparer can do everything that a Viewer can do and a Certifier can do everything that a Preparer and Viewer can do). The permissions are defined as follows:

- None - The user has no permissions for these sites within the module specified.
- Viewer - The user can view the data for these sites within the module specified but cannot change the information in any manner.
- Preparer - The user can enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
- Certifier - The user can sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.

In addition, there is a Site Management permission. A user with this permission has the ability to approve and grant permissions to other users requesting access to sites for which they have this permission. This permission also can do everything that a Certifier can do and also requires that the user obtain an Electronic Signature Agreement. This permission, however, differs from the permissions above, in that it applies to ALL modules in which the State where these sites are located participates. In other words, if you are requesting Site Management permission for a handler in Massachusetts, and Massachusetts participates in myRCRAid and Biennial Report, the Site Management permission will give the user Certifier permissions for myRCRAid and Biennial Report AND the ability to approve and grant permissions to other users for this site. The levels for this permission are None (which is the default) and Active. It is recommended that there be at least one user at each site that is given the Site Management permission. *Note: Currently, the ability for the Site Management permission to approve and grant permissions to other users has NOT been implemented.*

Note: The permissions that you select will be requested for ALL of the sites that you selected. Once you have selected your appropriate permission level, click the "Send Request" button. An email will be sent to the appropriate person who can grant these permissions for the sites that you selected. You will see the requested sites in your My Sites tab with a "Pending" status. You cannot act upon these sites until the permissions have been granted. You will receive an email once the permissions for these sites have been granted (or denied). At that time, you may log back into the system and begin working on the sites as needed.

WHERE CAN I FIND ANSWERS TO QUESTIONS SPECIFICALLY FOR ELECTRONIC MANIFESTS?

The Environmental Protection Agency maintains a public website that provides answers to frequently asked questions relating to electronic manifests. Click here to view those FAQs.

CAN I USE MY BIENNIAL REPORT MODULE PERMISSIONS TO CREATE AND SUBMIT MY ANNUAL REPORT?

No. Both the Biennial Report Module and the Annual Report Module have their own permissions. To prepare and submit the Annual Report, you must obtain the proper permissions for the Annual Report Module.

FEEDBACK/REPORT AN ISSUE

The Feedback/Report an Issue link on the Main Menu provides a mechanism for RCRAInfo Industry Application users to provide feedback or report issues to the RCRAInfo Team. ***Note: Before submitting an issue, you are encouraged to check the*** RCRAInfo Status ***page to ensure that the all aspects of the system are functioning properly. This page will provide information on any system outages or maintenance windows that impact application functionality. You may also subscribe to the page to receive alerts on system issues and updates as they are available. Also, review the Related resources to determine if your question is addressed in any of these documents.***

The RCRAInfo Industry Support Desk page will be displayed in a new browser tab. Categories of feedback and issues will be presented. You may click the "General RCRAInfo Support" button to provide feedback or report issues relating to myRCRAid, Biennial Report, Annual Report, WIETS, and e-Manifest (not related to manifest data or manifest data corrections) or click the "e-Manifest Data Corrections" button to ask questions or report issues relating to e-Manifest data and manifest tracking number access issues or corrections. Additional categories may be added in the future as needed.

GENERAL RCRAINFO SUPPORT

Indicate if you want to "Report an Issue" or "Ask a question" by clicking the appropriate link.

REPORT AN ISSUE / ASK A QUESTION

You will be prompted to provide the following information:
- Email confirmation to - Provide the email address for which you will receive correspondence regarding this issue/question including confirmation of the ticket submission and responses from the RCRAInfo Team
- Subject - Provide a brief description of your issue/question
- Topic - Select a topic or topics from the drop-down list provided that best categorizes your issue/question
- What are the details of your issue/Question - Provide a detailed synopsis of your issue/question including site IDs, web browser, and screenshots when available
- RCRAInfo User ID - Provide your RCRAInfo User ID or "None" if you do not have one
- First and Last Name - Provide your first and last name

Additionally, you may provide attachments illustrating your issue/question (i.e., screenshots, etc.) by clicking the "Browse" button or dragging and dropping the file in the box provided.

Once you have provided all of the information, click the "Send" button. You will be provided a reference number and asked to check your email for confirmation and updates regarding this issue/question. Click "Back to help center" to return to the RCRAInfo Industry Support Desk or click the appropriate browser tab to return to the RCRAInfo Industry Application.

E-MANIFEST DATA CORRECTIONS

Indicate if you want to submit a "General e-Manifest Data Question" or "Manifest Tracking Number Access Issue/ Correction" by clicking the appropriate link.

GENERAL E-MANIFEST DATA QUESTION

You will be prompted to provide the following information:
- Email confirmation to - Provide the email address for which you will receive correspondence regarding this question including confirmation of the ticket submission and responses from the RCRAInfo Team
- Subject - Provide a brief description of your question
- Question - Provide a detailed synopsis of your question including site IDs and screenshots when available
- RCRAInfo User ID - Provide your RCRAInfo User ID or "None" if you do not have one
- First and Last Name - Provide your first and last name

Additionally, you may provide attachments illustrating your question (i.e., screenshots, etc.) by clicking the "Browse" button or dragging and dropping the file in the box provided.

Once you have provided all of the information, click the "Send" button. You will be provided a reference number and asked to check your email for confirmation and updates regarding this question. Click "Back to help center" to return to the RCRAInfo Industry Support Desk or click the appropriate browser tab to return to the RCRAInfo Industry Application.

MANIFEST TRACKING NUMBER ACCESS ISSUE/CORRECTION

You will be prompted to provide the following information:
- Email confirmation to - Provide the email address for which you will receive correspondence regarding this issue/question including confirmation of the ticket submission and responses from the RCRAInfo Team
- Subject - Provide a brief description of your issue/question
- RCRAInfo User ID - Provide your RCRAInfo User ID
- First and Last Name - Provide your first and last name
- Issue Details - Provide a detailed synopsis of why this manifest tracking number needs to be corrected, or the site that you are using to attempt to find the missing manifest
- Incorrect Manifest Tracking Number - Provide the full Manifest Tracking Number that is currently in the system
- Correct Manifest Tracking Number - Provide the correct Manifest Tracking Number (if known)

Additionally, you may provide attachments illustrating your issue (i.e., screenshots, etc.) by clicking the "Browse" button or dragging and dropping the file in the box provided.

Once you have provided all of the information, click the "Send" button. You will be provided a reference number and asked to check your email for confirmation and updates regarding this issue. Click "Back to help center" to return to the RCRAInfo Industry Support Desk or click the appropriate browser tab to return to the RCRAInfo Industry Application.

USER INTERFACE CONTROLS

This topic will show you how to interact with the user interface controls utilized in the RCRAInfo Industry Application. These controls include:

- Calendars / Calendar Components
- Radio Buttons
- Drop-down Lists
- Yes/No Slide Boxes
- Multi-select Drop-down List / Checkbox Combos
- Edit Icon
- Delete Icon
- Application Time Out

CALENDARS / CALENDAR COMPONENTS

The Calendar control may be used to enter a date into any appropriate date field. In some instances (i.e., the date of birth in the identity proofing process), the date may be split into three separate fields (year, month, and day). The interaction of the control will be similar in either instance. The mouse and keyboard instructions below describe the interaction with the control if you are entering a date into a date field.

Using a Mouse

- Left-click inside the box representing the date field.
- A monthly image of the calendar will appear. If the date field is currently empty, the calendar image will show (in peach) today's date. If the date field is populated, the calendar image will show (in blue) the current value of the date field.
- If the date you wish to select is within the month/year displayed, left-click the day of interest.
- If the date you wish to select is not within the month/year displayed, left-click the left-hand arrows for dates in the past or the right-hand arrows for dates in the future of the current selected value. These arrows can be found on either side of the Month and Year displayed at the top of the calendar image. You can also scroll through the calendar a year at a time by clicking the Month and Year displayed at the top of the calendar image, and using the arrows to change the year.
- As you click the arrows, the calendar image will move forward (right-hand arrows) or back (left-hand arrows) one month (or one year if the year view is active). Continue to click these arrows until the desired month/year is displayed.
- Left-click the day of interest.
- The date selected will be displayed in mm/dd/yyyy format.

Using the Keyboard

- Tab inside the box representing the date field.
- A monthly image of the calendar will appear.
- Using the arrow keys, maneuver to the date of interest and press "enter" or in mm/dd/yyyy format type in the date of interest. *Note: You do not need to enter leading zeros, but you must enter the "/" between the month and day, and day and year. If you enter a two-digit year, years 00 - 49 will default to the twenty-first century (i.e., 20XX), whereas, years 50 - 99 will default to the twentieth century (i.e., 19XX).*
- If you type in a valid day (1 - 31) but the day is not valid for that month (i.e., 04/31/2016), the date will be set to the next valid date (in this case 05/01/2016). If you type in an invalid month (i.e., a value less than 1

or greater than 12) or an invalid day (i.e., a value less than 1 or greater than 31), "Invalid date" will be displayed in the date field.

RADIO BUTTONS

The Radio Button control is used when you must select one and only one value of a list of values.

<u>Using a Mouse</u>

- Left-click the circle next to the value you wish to select.

<u>Using the Keyboard</u>

- Tab to the radio button.
- Using the arrow keys, maneuver to the value of interest. In a list that is presented vertically, the up and/or left arrow will move to the value above the current value; the down and/or right arrow will move to the value below the current value.

DROP-DOWN LISTS

The Drop-down List control is used to allow the user to select a value from a pre-determined list of values.

<u>Using a Mouse</u>

- Left-click inside the field to reveal the list of values.
- Move the mouse until the value of interest is highlighted.
- Left-click to select the highlighted value.

<u>Using the Keyboard</u>

- Tab inside the box representing the drop-down list.
- Press the spacebar to display the drop-down list values.
- Use the up and down arrows to highlight the value of interest.
- Press "Enter" to select the value.

YES/NO SLIDE BOXES

The Yes/No Slide Box control is used for data that must have either a Yes or No value.

<u>Using a Mouse</u>

- Left-click inside the box to toggle to the value (i.e., if the box is set to "No" it will change to "Yes" and vice versa).

<u>Using the Keyboard</u>

- Tab to the slide box.
- Use the left arrow to select "No" and the right arrow to select "Yes".

MULTI-SELECT DROP-DOWN LIST / CHECKBOX COMBOS

The Multi-select Drop-down List / Checkbox Combo control is used for fields where you may select one or more values at a time.

Using a Mouse

- Left-click inside the field to reveal the list of values.
- Left-click one or more checkboxes next to the values of interest. The left-click acts as a toggle, so if the value is already checked, clicking it again will un-check the value.
- To select a group of values, left-click the checkbox of the first value in the group, then while pressing the "Shift" key, scroll down to the last value in the group and left-click the checkbox.
- To remove a value from a group, left-click the checkbox of the value to remove, or click the "x" next to the value in the "Selected" box.

Using the Keyboard

- Tab inside the box representing the drop-down list.
- Press the spacebar to display the drop-down list values.
- Use the up and down arrows to highlight the value of interest.
- Press "Enter" or the spacebar to select the value.

EDIT ICON

In various situations, you will be presented with a pencil icon. You will use this icon to edit the data next to the icon.

Using a Mouse

- Left-click the pencil icon to edit the related data.

Using the Keyboard

- Tab to the pencil icon.
- Press "Enter" to edit the related data.

DELETE ICON

In various situations, you will be presented with an icon that looks like an "X". You will use this icon to delete the data next to the icon.

Using a Mouse

- Left-click the "X" icon to delete the related data.

Using the Keyboard

- Tab to the "X" icon.
- Press "Enter" to delete the related data.

APPLICATION TIME OUT

If the application has been inactive (i.e., you have not interacted with the application in any way) for 20 minutes, you will be prompted to stay connected by clicking the "Stay Connected" button.

RCRAInfo

PROFILE INTRODUCTION

Account registration is built upon the account registration process used for EPA's Central Data Exchange (CDX). This accounts may be maintained via the RCRAInfo Industry Application or through the Central Data Exchange website (cdx.epa.gov).

To open your profile, click the down arrow next to your name in the upper right-hand corner of the screen and select "Profile". The "My Profile" tab will be selected showing your User ID, Name, Contact Information (Phone, Email, Organization, Job Title, and Address), and Account Information (Status, Date Created, and Last Login Date).

MY PROFILE

OPEN MY PROFILE

To open your profile, click the down arrow next to your name in the upper right-hand corner of the screen and select "Profile". The "My Profile" tab will be selected showing your User ID, Name, Contact Information (Phone, Email, Organization, Job Title, and Address), and Account Information (Status, Date Created, and Last Login Date).

MY PROFILE

The "My Profile" tab will be selected showing your User ID, Name, Contact Information (Phone, Email, Organization, Job Title, and Address), and Account Information (Status, Date Created, and Last Login Date).   From this screen you can update your phone number, job title, and email address. To update your phone number and/or job title, replace the existing information with the updated information. Click the "Save Changes" button to save your revisions.

CHANGE EMAIL ADDRESS

To update your email address, click the "Change Email Address" button at the bottom of the page. For security purposes, you must provide your password in order to change your email address. Enter your password and click the "Verify" button. Next, provide your new email address for both the Email and Verify Email fields and click the "Continue" button. Lastly, you will receive an email at the new email address provided that contains a verification code. Enter the verification code and click the "Change Email" button to complete your email address update.

MY SITE PERMISSIONS

The My Site Permissions tab shows the sites that have been associated to your account and the permission levels given for each module (i.e., Biennial Report, Annual Report, e-Manifest, myRCRAid, and/or Site Management). If your account is associated with sites in multiple States, select the appropriate State from the Activity Location drop-down list to see the sites in that State that are associated to your account.

MODIFY PERMISSIONS

To request a modification to your permissions, select one or more sites to which the new permission should be granted. ***Note: You may only request modifications to sites within a single Activity Location.*** From the drop-down lists provided, request the permission desired for each module. The "Active" permission for Site Management applies to all of the modules, therefore, if you select that permission, the individual permissions for the other modules are removed. Once you have specified the desired permissions, click the "Send Request" button. An email will be sent to the Site Manager for your site (or State regulator if your site does not have a Site Manager) indicating that you have requested new permissions for your site(s). The Site Manager may grant or deny this request. You will be notified via email once your request has been acted upon.

MY E-SIGNATURE AGREEMENT

Users that will be signing submissions from the RIA must have an electronic signature agreement. The My e-Signature Agreement tab shows the status of your agreement along with information regarding the last time the agreement was updated. Information regarding the status can be found by clicking the "I" icon next to the Status label.

MY REQUEST HISTORY

To see the request history associated with your account, click the "My Request History" tab on the My Profile screen. This tab shows the history of your account including initial activation request, site authorization, and permission changes. The differing requests show various information but generally include the date of the request, the requested permissions, the sites being acted upon, the date the request was granted or denied, and the person that granted or denied the request.

A Site Manager or Regulator has the ability to enter notes associated with your account. If these notes are chosen to be shared with the User, they will be displayed under the My Notes tab of your profile. The notes will be displayed showing when the note was written, the person that wrote it, and the note itself.

MY EVENTS

To see critical events associated with your account, click the "My Events" tab on the My Profile screen. This screen shows the date and time of when your account was created, when you last logged into the system, when your password was last reset, and your current account status.

RUNNING REPORTS AND EXTRACTS

This topic will show you how to run reports and/or data extracts from within the RCRAInfo Industry Application. Topics include:

- **Running a Report or Extract** - How to find a report/extract, provide selection criteria, and submit the report/extract
- **Report Output** - How to view report results in PDF format
- **Extract Output** - How to view extract results in CSV format
- **Downloading a Report/Extract** - How to download report/extract results (PDF or CSV) to your computer
- **Printing a Report**- How to print the report results to your printer
- **Re-running a Report/Extract** - How to re-run a report/extract from a previous submission
- **Deleting a Report/Extract** - How to remove reports/extracts from the Report History page
- **Report History** - How to access report/extract submissions

RUNNING A REPORT/EXTRACT

To run a report or data extract within the RCRAInfo Industry Application, click "Reports/Extracts" on the menu bar and select the module of interest. *Note: You will only see modules listed for which you have at least view **permissions for at least one site and for which reports or data extracts are available. Currently reports are available only for the e-Manifest module.** The reports associated with that module will be displayed. This page shows the report name, the owner of the report, and a brief description of the report. Additional information for the report, including a sample of the report, may be ascertained by clicking the question mark icon next to the report of interest.

To see the data extracts available for a module, click the "Extracts" tab. Similar to the Reports tab, the page will show the extract name, owner of the extract, and a brief description of the extract. Additional information for the extract may be ascertained by clicking the question mark icon next to the extract of interest.

Once you have found the report or extract that you are interested in, click the report or extract name.

A modal/pop-up will be displayed providing various selection criteria that you may specify to tailor the report/ extract to your specific needs. In order for data to appear on a report/extract, the data must meet ALL of the criteria that you specify. Once you have specified your criteria, you may optionally provide a report/extract title. This title is displayed on the report (but is not included in data extracts) and is displayed on the Report History page to assist you in easily identifying various reports/extracts that you have run. To run the report/extract, click "Submit". The Report History page will display showing your report/extract in the queue with a "pending" status. The report/extract is running if you see a circular icon spinning next to the status. The status will change to "completed" once the report/extract has finished executing. ***Note: You do NOT need to remain on this page until the report completes. You may access other portions of the RCRAInfo Industry Application or close the browser completely, and return to the Report History page at a later time to see the report/extract results.***

All reports within the RCRAInfo Industry Application produce a PDF (portable document file) file. All data extracts produce a CSV (comma separated values) file.

REPORT OUTPUT

All reports within the RCRAInfo Industry Application produce a PDF (portable document file) output. To see the report, click the report name on the Report History page.

EXTRACT OUTPUT

All extracts within the RCRAInfo Industry Application produce a CSV (comma separated values) file. See below on how to dowload the results from the Report History page.

DOWNLOADING A REPORT/EXTRACT

The down-arrow icon allows you to download a report (PDF)/extract (CSV) to your computer. Click the icon. The report/extract results will be downloaded as a ".pdf" or ".csv" file into your default download directory depending on if you were downloading a report or an extract.

PRINTING A REPORT

Once you have clicked the report name on the Report History page to open the report as a PDF, you may click the "printer" icon in the right-hand corner of the floating menu bar associated with the PDF output. Use the preview panel on the left to determine if the report will print appropriately. If a portion of the report is cut-off (typically on the right-hand side of the report), click "More settings", then select "Fit to page" for the "Scale" setting.   Once you have selected your printer, the pages you want to print, and any other settings necessary, click the "Print" button to send the report to the printer. ***Note: You may also print the report after you have downloaded it using Adobe Acrobat Reader.***

RE-RUNNING A REPORT/EXTRACT

The circle-arrow icon allows you to rerun a report/extract. When you click this icon, the selection criteria modal will be displayed showing the criteria that was selected the last time that this report/extract was run. You can re-run the report/extract with this criteria, or you may change the criteria as desired. When you click the "Submit", a new row will be displayed on the Report History page representing the new report/extract. You will obtain the results of this report by clicking the name of the report or the download icon from this row.

DELETING A REPORT/EXTRACT

To remove a report/extract from your Report History page, click the "x" icon next to the report/extract of interest. Once you click this icon, the results associated with this report/extract will no longer be available to you.

REPORT HISTORY

You can access the Report History page at any time by clicking "Reports/Extracts" on the menu bar and selecting "Report History". From this page you can see reports and/or extracts that are in the queue (i.e., the status is "pending"), the results of reports/extracts that have completed executing (i.e., the status is "completed"), download report/extract results, re-run a report/extract, or delete a report/extract from your history. This functionality allows you to maintain a collection of reports and/or extracts (both the results and the criteria used to produce the results). This can be especially useful if you have reports/extracts that you run on a weekly, monthly, or yearly basis.

The Report History page is sorted by the most recent Requested Date, but you may re-sort the reports/extracts by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and

descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The 20 most recent reports will be displayed. You can change the number of reports displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the reports by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the page.

MANIFEST CORRECTION VERSIONS REPORT

REPORT DESCRIPTION

This report shows all of the versions associated with a manifest that is currently undergoing corrections or has undergone corrections. The report shows the generator, initial transporter, designated facility, and alternate designated facility (if appropriate) for manifests that meet the user selection criteria. Additionally, the report shows the date a version was created, updated, and completed as well as the site and user that certified the corrections.

The user has the option to show all corrected versions of the manifests or show only corrected versions that were certified by another site. If you select the latter, please note that all versions of the manifest may not be shown including the current active version of the manifest.

Note: Version 1 is the original version of the manifest, so the correction information is NOT shown for this version. The double asterisk (**) after the version number indicates that this is the ACTIVE version of the manifest. If the manifest was processed by the PPC, the first version of the manifest will likely NOT be version 1, but rather will be the first version that contains a shipping date.

WARNING: Reports containing large amounts of data (i.e., many sites and/or many manifests) may take several minutes to process. For best results, select only sites of interest with the smallest appropriate date range.

View Sample Report (in PDF format)

SELECT LOGIC

This report selects all records from the Manifest Corrections view where:

- the manifest status = 'Corrected' or 'UnderCorrection'
- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Entity Type	• Generator • Initial Transporter • Designated Facility • Alternate Designated Facility	Null	Yes
Manifest Tracking Number	User Specified	Null	No
Date Range Type	• Shipped Date • Received Date • Certified Date	Null	Yes

	• Last Updated		
Date Range	• Last 30 Days • Last 90 Days • Last 180 Days • Custom	Null	Yes
Start Date	Valid date (cannot be more than 366 days from the End Date)	Null	Yes, if Date Range = Custom
End Date	Valid date	Null	Yes, if Date Range = Custom
Filter Corrections	• All Corrections • Corrections By Other Sites Only	All Corrections	Yes

REPORT HEADINGS

Heading	Data Source (Location on the Uniform HW Manifest)
(Site Name)[1]	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name Box 18b - Alternate Facility Name
(Site Role)	Indicates if the primary site on the report is the Generator, Transporter 1, Designated Facility, or Altername Facility
(Site ID)[1]	**Box 1 - Generator ID Number** Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number Box 18b - Alternate Facility U.S. EPA ID Number
Manifest Tracking Number	Box 4 - Manifest Tracking Number
Version Number	
Shipped Date	Box 17 - Date of Transporter 1 Signature
Received Date	Box 20 - Date of Designated Facility Signature
Generator[2]	Box 1 - Generator ID Number
(Generator Name)[2]	Box 5 - Generator Name
Transporter[2]	Box 6 - Transporter 1 Company U.S. EPA ID Number
(Transporter Name)[2]	Box 6 - Transporter 1 Company Name
Designated Facility[2]	Box 8 - Designated Facility U.S. EPA ID Number
(Designated Facility Name)[2]	Box 8 - Designated Facility Name
Alternate Facility[2, 3]	Box 18b - Alternate Facility U.S. EPA ID Number
(Alternate Facility Name)[2, 3]	Box 18b - Alternate Facility Name
Created Date	
Updated Date	
Completed Date	
Site EPA ID	
User Name	
User ID (Role)	

[1]The data source varies based on the Entity Type selected.

[2]The information displayed varies based on the Entity Type selected.

[3]This information is displayed only if there is data for these columns.

MANIFEST DISCREPANCY REPORT

REPORT DESCRIPTION

This report provides facility, manifest, and waste line information for manifests with discrepancies meeting the user selected criteria. The user must specify the entity type (generator, initial transporter, designated facility, or alternate designated facility), a date range for either the shipped, received, certified, or last updated date, and one or more site ids. Optionally, the user may specify which manifest statuses and discrepancy types to include (all statuses and discrepancy types will be included by default). ***Note: Since there can be many PCB articles and containers associated with a waste line, PCB information is not included in this report. This information may be viewed on the individual manifests within the application.***

WARNING: Reports containing large amounts of data (i.e., many sites and/or many manifests) may take several minutes to process. For best results, select only sites of interest with the smallest appropriate date range.

View Sample Report (in PDF format)

SELECT LOGIC

This report selects all records from the Manifest Table where:

- the manifest status = 'Signed', 'ReadyForSignature', 'Corrected'
- the submission type = 'FullElectronic', 'Hybrid', or 'DataImage5Copy'
- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Entity Type	• Generator • Initial Transporter • Designated Facility • Alternate Designated Facility	Generator	Yes
Manifest Status	• Signed • Ready for Signature • Corrected	Null	No
Discrepancy Type	• Partial Rejection • Full Rejection • Quantity • Residue • Type	Null	No
Date Range Type	• Shipped Date • Received Date	Null	Yes

	• Certified Date • Last Updated		
Date Range	• Last 30 Days • Last 90 Days • Last 180 Days • Custom	Null	Yes
Start Date	Valid date (cannot be more than 366 days from the End Date)	Null	Yes, if Date Range = Custom
End Date	Valid date	Null	Yes, if Date Range = Custom

REPORT HEADINGS

Heading	Data Source (Location on the Uniform HW Manifest)
(Site Name)[1]	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name Box 18b - Alternate Facility Name
(Site ID)[1]	Box 1 - Generator ID Number Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number Box 18b - Alternate Facility U.S. EPA ID Number
Site Address[1]	Box 5 - Generator Site Address Box 8 - Designated Facility Site Address Box 18b - Alternate Facility Site Address
Mailing Address[1]	Box 5 - Generator Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address
Manifest Tracking Number	Box 4 - Manifest Tracking Number
Shipped Date	Box 17 - Date of Transporter 1 Signature
Received Date	Box 20 - Date of Designated Facility Signature
Type	FullElectronic, Hybrid, Image, DataImage5Copy
Status	Signed, ReadyForSignature, Corrected
Generator[2]	Box 1 - Generator ID Number
(Generator Name)[2]	Box 5 - Generator Name
Transporter[2]	Box 6 - Transporter 1 Company U.S. EPA ID Number
(Transporter Name)[2]	Box 6 - Transporter 1 Company Name
Designated Facility [2]	Box 8 - Designated Facility U.S. EPA ID Number
(Designated Facility Name)[2]	Box 8 - Designated Facility Name
Alternate Facility[2, 3]	Box 18b - Alternate Facility U.S. EPA ID Number
(Alternate Facility Name)[2, 3]	Box 18b - Alternate Facility Name
Manifest Discrepancy Type	Calculated showing Partial Rejection, Full Rejection, Manifest Residue, Quantity, Type, and/or Waste Line Residue
Waste Line[3]	Box 9a - HM
DOT Printed Description / Non-Hazardous Waste Description[3]	Box 9b - U.S. DOT Description

# of Containers[3]	Box 10 - Containers (No.)
Cont. Type[3]	Box 10 - Containers (Type)
Container Type Description[3]	Box 10 - Containers (Type)
Mgmt Mthd[3]	Box 19 - Hazardous Waste Report Management Method Code
Total[3, 4]	Box 11 - Total Quantity (in tons)
Discrepancy Type[3]	Box 18a - Discrepancy Indication Space
Comments[3]	Box 18a - Discrepancy Indication Space
Waste Codes[3]	Box 13 - Waste Codes

[1]The data source varies based on the Entity Type selected.

[2]The information displayed varies based on the Entity Type selected.

[3]This information is displayed only if there is data for these columns that pertains to the report.

[4]A density of 8.34 lbs/gallon (the density of water) is used for the conversion to tons for volumetric units of measure if a density was not provided.

MANIFEST SUMMARY REPORT

REPORT DESCRIPTION

This report provides facility, manifest, and waste line information for manifest meeting the user selected criteria. The user must specify the entity type (generator, initial transporter, designated facility, or alternate designated facility), a date range for either the shipped, received, certified, or last updated date, and one or more site ids. Optionally, the user may specify which manifest statuses to include (all statuses will be included by default). *Note: Since there can be many PCB articles and containers associated with a waste line, PCB information is not included in this report. This information may be viewed on the individual manifests within the application.*

WARNING: Reports containing large amounts of data (i.e., many sites and/or many manifests) may take several minutes to process. For best results, select only sites of interest with the smallest appropriate date range.

View Sample Report (in PDF format)

SELECT LOGIC

This report selects all records from the Manifest Table where:

- the manifest status = 'Pending', 'Signed', 'Scheduled', 'ReadyForSignature', 'Corrected', or 'InTransit'
- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Entity Type	• Generator • Initial Transporter • Designated Facility • Alternate Designated Facility	Null	Yes
Manifest Status	• Pending • Signed • Scheduled • Ready for Signature • In Transit • Corrected	Null	No
Date Range Type	• Shipped Date • Received Date • Certified Date • Last Updated	Null	Yes
Date Range	• Last 30 Days • Last 90 Days	Null	Yes

	• Last 180 Days • Custom		
Start Date	Valid date (cannot be more than 366 days from the End Date)	Null	Yes, if Date Range = Custom
End Date	Valid date	Null	Yes, if Date Range = Custom

REPORT HEADINGS

Heading	Data Source (Location on the Uniform HW Manifest)
(Site Name)[1]	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name Box 18b - Alternate Facility Name
(Site ID)[1]	Box 1 - Generator ID Number Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number Box 18b - Alternate Facility U.S. EPA ID Number
Site Address[1]	Box 5 - Generator Site Address Box 8 - Designated Facility Site Address Box 18b - Alternate Facility Site Address
Mailing Address[1]	Box 5 - Generator Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address
Manifest Tracking Number	Box 4 - Manifest Tracking Number
Shipped Date	Box 17 - Date of Transporter 1 Signature
Received Date	Box 20 - Date of Designated Facility Signature
Type	FullElectronic, Hybrid, Image, DataImage5Copy
Status	Pending, Signed, ReadyForSignature, Corrected, InTransit
Generator[2]	Box 1 - Generator ID Number
(Generator Name)[2]	Box 5 - Generator Name
Transporter[2]	Box 6 - Transporter 1 Company U.S. EPA ID Number
(Transporter Name)[2]	Box 6 - Transporter 1 Company Name
Designated Facility[2]	Box 8 - Designated Facility U.S. EPA ID Number
(Designated Facility Name)[2]	Box 8 - Designated Facility Name
Alternate Facility[2, 3]	Box 18b - Alternate Facility U.S. EPA ID Number
(Alternate Facility Name)[2, 3]	Box 18b - Alternate Facility Name
Waste Line	Box 9a - HM
DOT Printed Description / Non-Hazardous Waste Description	Box 9b - U.S. DOT Description
# of Containers	Box 10 - Containers (No.)
Cont. Type	Box 10 - Containers (Type)
Container Type Description	Box 10 - Containers (Type)
Mgmt Mthd	Box 19 - Hazardous Waste Report Management Method Code
Acute[4, 5]	Box 11 - Total Quantity (of acute waste only in tons)

Non-Acute[5]	Box 11 - Total Quantity (of non-acute waste only in tons)
Total[5]	Box 11 - Total Quantity (in tons)
Waste Codes	Box 13 - Waste Codes

[1]The data source varies based on the Entity Type selected.

[2]The information displayed varies based on the Entity Type selected.

[3]This information is displayed only if there is data for these columns.

[4]Acute waste is defined as containing one or more of the following waste codes: F020, F021, F022, F023, F026, F027, or begins with P0, P1, or P2.

[5]A density of 8.34 lbs/gallon (the density of water) is used for the conversion to tons for volumetric units of measure if a density was not provided.

SITE MANIFEST REGISTRATION STATUS REPORT

REPORT DESCRIPTION

This report is designed to help users identify which handlers, previously listed on a manifest with the users' site and within the specific timeframe specified, have the ability to e-Sign, Quick Sign, and/or have at least one registered user for their site. This report will help reduce a receiving facility's need to mail manifests and help users identify whether a site can sign electronic manifests.

WARNING: Reports containing large amounts of data (i.e., many sites and/or many manifests) may take several minutes to process. For best results, select only sites of interest with the smallest appropriate date range.

View Sample Report (in PDF format)

SELECT LOGIC

This report selects all records from the Manifest Table where:

- meets the user-selected criteria

e-Sign is defined as:
- ESA status = 'Received'
- eManifest Permission = 'Certifier' or Site Manager Permission = 'Active'

Quick Sign is defined as:
- eManifest Permission = 'Certifier' or 'Preparer' or Site Manager Permission = 'Active'

Registered User is defined as:
- eManifest Permission = 'Certifier' or 'Preparer' or 'Viewer' or Site Manager Permission = 'Active'

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Sites	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Entity Type	• Generator • Initial Transporter • Designated Facility	Null	Yes
Site Roles	• e-Sign • Quick Sign • Registered User	e-Sign, Quick Sign, and Registered User	Yes
Date Range Type	• Shipped Date • Received Date • Certified Date	Null	Yes

	• Last Updated		
Date Range	• Last 30 Days • Last 90 Days • Last 180 Days • Custom	Null	Yes
Start Date	Valid date (cannot be more than 366 days from the End Date)	Null	Yes, if Date Range = Custom
End Date	Valid date	Null	Yes, if Date Range = Custom

REPORT HEADINGS

Heading	Data Source (Location on the Uniform HW Manifest)
(Site Name)	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name Box 18b - Alternate Facility Name
(Site ID)	**Box 1 - Generator ID Number** Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number Box 18b - Alternate Facility U.S. EPA ID Number
Generator ID[1] Transporter ID[1] Receiving Facility ID[1]	Box 1 - Generator ID Number Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number
Generator Name[1] Transporter Name[1] Receiving Facility Name[1]	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name
No. of Manifests	
e-Sign?	
Quick Sign?	
Registered User?	
Location Address[1]	**Box 5 - Generator Site Address** **Box 8 - Designated Facility Site Address** Box 18b - Alternate Facility Site Address
Mailing Address[1]	Box 5 - Generator Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address

[1]The data source varies based on the Entity Type selected.

MANIFEST SUMMARY EXTRACT

REPORT DESCRIPTION

This report provides facility, manifest, and waste line information for manifests with discrepancies meeting the user selected criteria. The user must specify the entity type (generator, initial transporter, designated facility, or alternate designated facility), a date range for either the shipped, received, certified, or last updated date, and one or more site ids. Optionally, the user may specify which manifest statuses and discrepancy types to include (all statuses and discrepancy types will be included by default). ***Note: Since there can be many PCB articles and containers associated with a waste line, PCB information is not included in this report. This information may be viewed on the individual manifests within the application.***

WARNING: Extracts containing large amounts of data (i.e., many sites and/or many manifests) may take several minutes to process. For best results, select only sites of interest with the smallest appropriate date range.

SELECT LOGIC

This report selects all records from the Manifest Table where:

- the manifest status = 'Signed', 'ReadyForSignature', or 'Corrected'
- the submission type = 'FullElectronic', 'Hybrid', or 'DataImage5Copy'
- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Entity Type	• Generator • Initial Transporter • Designated Facility • Alternate Designated Facility	Null	Yes
Manifest Status	• Signed • Ready for Signature • Corrected	Null	No
Discrepancy Type	• Partial Rejection • Full Rejection • Quantity • Residue • Type	Null	No
Date Range Type	• Shipped Date • Received Date • Certified Date • Last Updated	Null	Yes

Date Range	• Last 30 Days • Last 90 Days • Last 180 Days • Custom	Null	Yes
Start Date	Valid date (cannot be more than 366 days from the End Date)	Null	Yes, if Date Range = Custom
End Date	Valid date	Null	Yes, if Date Range = Custom

REPORT HEADINGS

Note: To refer to the Data Element Dictionary for additional information regarding these data elements, click *here.*

Heading	Data Source (Location on the Uniform HW Manifest)
Site ID[1]	Box 1 - Generator ID Number Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number Box 18b - Alternate Facility U.S. EPA ID Number
Site Name[1]	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name Box 18b - Alternate Facility Name
Mailing Street[1]	Box 5 - Generator Street Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address
Mailing Address[1]	Box 5 - Generator Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address
Location Street[1]	Box 5 - Generator Street Site Address Box 8 - Designated Facility Street Site Address Box 18b - Alternate Facility Street Site Address
Location Address[1]	Box 5 - Generator Site Address Box 8 - Designated Facility Site Address Box 18b - Alternate Facility Site Address
Designated Facility ID	Box 8 - Designated Facility U.S. EPA ID Number
Designated Facility Name	Box 8 - Designated Facility Name
Manifest Tracking Number	Box 4 - Manifest Tracking Number
Status	Pending, Signed, ReadyForSignature, Corrected, InTransit
Submission Type	FullElectronic, Hybrid, Image, DataImage5Copy
Generator ID	Box 1 - Generator ID Number
Generator Name	Box 5 - Generator Name
Alternate Facility ID	Box 18b - Alternate Facility U.S. EPA ID Number
Alternate Facility Name	Box 18b - Alternate Facility Name
Transporter ID	Box 6 - Transporter 1 Company U.S. EPA ID Number
Transporter Name	Box 6 - Transporter 1 Company Name
Shipped Date	Box 17 - Date of Transporter 1 Signature
Received Date	Box 20 - Date of Designated Facility Signature
Updated Date	
Certified Date	

Manifest Discrepancy Type	Calculated showing Partial Rejection, Full Rejection, Manifest Residue, Quantity, Type, and/or Waste Line Residue
Waste Line Number	
DOT Hazardous	Box 9a - HM
DOT ID Number Description	Box 9b - U.S. DOT ID Number
DOT Printed Description	Box 9b - U.S. DOT Description
Non-Hazardous Waste Description	
Container Number	Box 10 - Containers (No.)
Container Type Code	Box 10 - Containers (Type)
Container Type Description	Box 10 - Containers (Type)
Management Method Code	Box 19 - Hazardous Waste Report Management Method Code
Management Method Description	Box 19 - Hazardous Waste Report Management Method Code
Quantity	Box 11 - Total Quantity
Quantity Unit of Measure Code	Box 12 - Unit Wt/Vol.
Quantity Tons^2	Box 11 - Total Quantity (in tons)
Quantity Acute^3 Tons^2	
Quantity Non-Acute Tons^2	
Quantity Kilograms^2	Box 11 - Total Quantity (in kilograms)
Quantity Acute3 Kilograms^2	
Quantity Non-Acute Kilograms^2	
Density	
Density Unit of Measure Code	
Density Unit of Measure Description	
Form Code	
Form Code Description	
Source Code	
Source Code Description	
Waste Minimization Code	
Waste Minimization Code Description	
Federal Waste Codes	Box 13 - Waste Codes (federal codes only)
State Waste Codes	Box 13 - Waste Codes (state codes only)
Discrepancy Type	Box 18a - Discrepancy Indication Space
Discrepancy Comment	Box 18a - Discrepancy Indication Space

[1]The data source varies based on the Entity Type selected.

[2]A density of 8.34 lbs/gallon (the density of water) is used for the conversion to tons and kilograms for volumetric units of measure if a density was not provided.

[3]Acute waste is defined as containing one or more of the following waste codes: F020, F021, F022, F023, F026, F027, or begins with P0, P1, or P2.

MANIFEST SUMMARY EXTRACT

REPORT DESCRIPTION

This extract provides facility, manifest, and waste line information, including Biennial Report information if provided, for manifest meeting the user selected criteria. The user must specify the entity type (generator, initial transporter, designated facility, or alternate designated facility), a date range for either the shipped, received, certified, or last updated date, and one or more site ids. Optionally, the user may specify which manifest statuses to include (all statuses will be included by default). ***Note: Since there can be many PCB articles and containers associated with a waste line, PCB information is not included in this report. This information may be viewed on the individual manifests within the application.***

WARNING: Extracts containing large amounts of data (i.e., many sites and/or many manifests) may take several minutes to process. For best results, select only sites of interest with the smallest appropriate date range.

SELECT LOGIC

This report selects all records from the Manifest Table where:

- the manifest status = 'Pending', 'Signed', 'Scheduled', 'ReadyForSignature', 'Corrected', or 'InTransit'
- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Entity Type	• Generator • Initial Transporter • Designated Facility • Alternate Designated Facility	Null	Yes
Manifest Status	• Pending • Signed • Scheduled • Ready for Signature • In Transit • Corrected	Null	No
Date Range Type	• Shipped Date • Received Date • Certified Date • Last Updated	Null	Yes
Date Range	• Last 30 Days • Last 90 Days • Last 180 Days	Null	Yes

	• Custom		
Start Date	Valid date (cannot be more than 366 days from the End Date)	Null	Yes, if Date Range = Custom
End Date	Valid date	Null	Yes, if Date Range = Custom

REPORT HEADINGS

Note: To refer to the Data Element Dictionary for additional information regarding these data elements, click *here.*

Heading	Data Source (Location on the Uniform HW Manifest)
Site ID[1]	Box 1 - Generator ID Number Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number Box 18b - Alternate Facility U.S. EPA ID Number
Site Name[1]	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name Box 18b - Alternate Facility Name
Mailing Street[1]	Box 5 - Generator Street Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address
Mailing Address[1]	Box 5 - Generator Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address
Location Street[1]	Box 5 - Generator Street Site Address Box 8 - Designated Facility Street Site Address Box 18b - Alternate Facility Street Site Address
Location Address[1]	Box 5 - Generator Site Address Box 8 - Designated Facility Site Address Box 18b - Alternate Facility Site Address
Designated Facility ID	Box 8 - Designated Facility U.S. EPA ID Number
Designated Facility Name	Box 8 - Designated Facility Name
Manifest Tracking Number	Box 4 - Manifest Tracking Number
Status	Pending, Signed, ReadyForSignature, Corrected, InTransit
Submission Type	FullElectronic, Hybrid, Image, DataImage5Copy
Generator ID	Box 1 - Generator ID Number
Generator Name	Box 5 - Generator Name
Alternate Facility ID	Box 18b - Alternate Facility U.S. EPA ID Number
Alternate Facility Name	Box 18b - Alternate Facility Name
Transporter ID	Box 6 - Transporter 1 Company U.S. EPA ID Number
Transporter Name	Box 6 - Transporter 1 Company Name
Shipped Date	Box 17 - Date of Transporter 1 Signature
Received Date	Box 20 - Date of Designated Facility Signature
Updated Date	
Certified Date	
Waste Line Number	
DOT Hazardous	Box 9a - HM

DOT ID Number Description	Box 9b - U.S. DOT ID Number
DOT Printed Description	Box 9b - U.S. DOT Description
Non-Hazardous Waste Description	
Container Number	Box 10 - Containers (No.)
Container Type Code	Box 10 - Containers (Type)
Container Type Description	Box 10 - Containers (Type)
Management Method Code	Box 19 - Hazardous Waste Report Management Method Code
Management Method Description	Box 19 - Hazardous Waste Report Management Method Code
Quantity	Box 11 - Total Quantity
Quantity Unit of Measure Code	Box 12 - Unit Wt/Vol.
Quantity Tons[2]	Box 11 - Total Quantity (in tons)
Quantity Acute[3] Tons[2]	
Quantity Non-Acute Tons[2]	
Quantity Kilograms[2]	Box 11 - Total Quantity (in kilograms)
Quantity Acute[3] Kilograms[2]	
Quantity Non-Acute Kilograms[2]	
Density	
Density Unit of Measure Code	
Density Unit of Measure Description	
Form Code	
Form Code Description	
Source Code	
Source Code Description	
Waste Minimization Code	
Waste Minimization Code Description	
Federal Waste Codes	Box 13 - Waste Codes (federal codes only)
State Waste Codes	Box 13 - Waste Codes (state codes only)
EPA Waste	

[1]The data source varies based on the Entity Type selected.

[2]A density of 8.34 lbs/gallon (the density of water) is used for the conversion to tons and kilograms for volumetric units of measure if a density was not provided.

[3]Acute waste is defined as containing one or more of the following waste codes: F020, F021, F022, F023, F026, F027, or begins with P0, P1, or P2.

SITE MANIFEST REGISTRATION STATUS EXTRACT

REPORT DESCRIPTION

This extract is designed to help users identify which handlers, previously listed on a manifest with the users' site and within the specific timeframe specified, have the ability to e-Sign, Quick Sign, and/or have at least one registered user for their site. This report will help reduce a receiving facility's need to mail manifests and help users identify whether a site can sign electronic manifests.

WARNING: Extracts containing large amounts of data (i.e., many sites and/or many manifests) may take several minutes to process. For best results, select only sites of interest with the smallest appropriate date range.

SELECT LOGIC

This report selects all records from the Manifest Table where:

- meets the user-selected criteria

e-Sign is defined as:
- ESA status = 'Received'
- eManifest Permission = 'Certifier' or Site Manager Permission = 'Active'

Quick Sign is defined as:
- eManifest Permission = 'Certifier' or 'Preparer' or Site Manager Permission = 'Active'

Registered User is defined as:
- eManifest Permission = 'Certifier' or 'Preparer' or 'Viewer' or Site Manager Permission = 'Active'

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Sites	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Entity Type	• Generator • Initial Transporter • Designated Facility	Null	Yes
Site Roles	• e-Sign • Quick Sign • Registered User	e-Sign, Quick Sign, and Registered User	Yes
Date Range Type	• Shipped Date • Received Date • Certified Date • Last Updated	Null	Yes
Date Range	• Last 30 Days	Null	Yes

	• Last 90 Days • Last 180 Days • Custom		
Start Date	Valid date (cannot be more than 366 days from the End Date)	Null	Yes, if Date Range = Custom
End Date	Valid date	Null	Yes, if Date Range = Custom

REPORT HEADINGS

Note: To refer to the Data Element Dictionary for additional information regarding these data elements, click here.

Heading	Data Source (Location on the Uniform HW Manifest)
(Site Name)	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name Box 18b - Alternate Facility Name
(Site ID)	Box 1 - Generator ID Number Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number Box 18b - Alternate Facility U.S. EPA ID Number
Generator ID[1] Transporter ID[1] Receiving Facility ID[1]	Box 1 - Generator ID Number Box 6 - Transporter 1 Company U.S. EPA ID Number Box 8 - Designated Facility U.S. EPA ID Number
Generator Name[1] Transporter Name[1] Receiving Facility Name[1]	Box 5 - Generator Name Box 6 - Transporter 1 Company Name Box 8 - Designated Facility Name
Location Address[1]	Box 5 - Generator Site Address Box 8 - Designated Facility Site Address Box 18b - Alternate Facility Site Address
Mailing Address[1]	Box 5 - Generator Mailing Address Box 8 - Designated Facility Mailing Address Box 18b - Alternate Facility Mailing Address
No. of Manifests	
e-Sign?	
Quick Sign?	
Registered User?	

[1]The data source varies based on the Entity Type selected.

SITE INFORMATION AND STATUS REPORT

REPORT DESCRIPTION

This report shows the current site information for sites meeting the selection criteria including Site Name and ID, Site Address, Mailing Address, Contact Information, Owner/Operator Information, Certification Information, Active Site Indicator, Federal and State Generator Category, and Date of Last Notification.

The Last Notification will be marked with a double asterisk and shown in red if the site is a Large Quantity Generator and it has been more than 720 days (2 years) since their last notification or if the site is a Small Quantity Generator and it has been more than 1440 days (4 years) since their last notification.

View Sample Report (in PDF format)

SELECT LOGIC

This report selects all records from the Handler Reporting Table where:

- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Federal Generator Category	• Large Quantity Generator • Small Quantity Generator • Very Small Quantity Generator • Not a Generator	Null	No
Show Only Active Sites	• Yes • No	No	Yes
Sort Order	• State, Handler Name • State, Handler ID • State, Federal Generator Category, Handler Name • State, Last Notification Date, Handler Name	State, Handler Name	Yes

REPORT HEADINGS

Note: headings in parentheses ( ) are implied and do not appear on the report.

Heading	Data Source (Location on the 8700-12 Site Identification Form)
Site Name	Box 3
Site ID	Box 2
Location Address	Box 4
Location Latitude	Box 4
Location Longitude	Box 4
Mailing Address	Box 5
Contact Name	Box 8
Contact Title	Box 8
Contact Phone	Box 8
Contact Address	Box 8
Contact Email	Box 8
Pref. Language	Box 8
Active Site	
Last Notification Date	
Federal Generator Cat.	Box 10.1
State Generator Cat.	
(Owner/Operator Indicator)	
(Owner/Operator Name)	Box 9
As of:	Box 9
(Owner/Operator Street 1)	Box 9
(Owner/Operator Street 2)	Box 9
(Owner/Operator City and State)	Box 9
(Owner/Operator Country)	Box 9
(Owner/Operator) Type	Box 9
(Owner/Operator) Phone	Box 9
(Owner/Operator) Email	Box 9
Public Notes	Box 9
(Certification) Name	Box 19
(Certification) Title	Box 19
(Certification) Email	Box 19
(Certification) Signed	Box 19

SITE INFORMATION AND STATUS EXTRACT

REPORT DESCRIPTION

This extract shows the current site information for sites meeting the selection criteria including Site Name and ID, Site Address, Mailing Address, Contact Name, Contact Address, Contact Title, Phone, and Email, Active Site Indicator, Federal and State Generator Category, and Date of Last Notification.

SELECT LOGIC

This report selects all records from the Handler Reporting Table where:

- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Federal Generator Category	• Large Quantity Generator • Small Quantity Generator • Very Small Quantity Generator • Not a Generator	Null	No
Show Only Active Sites	• Yes • No	No	Yes
Sort Order	• State, Handler Name • State, Handler ID • State, Federal Generator Category, Handler Name • State, Last Notification Date, Handler Name	State, Handler Name	Yes

REPORT HEADINGS

Note: To refer to the Data Element Dictionary for additional information regarding these data elements, click here.

Heading	Data Source (Location on the 8700-12 Site Identification Form)
(Site Name)	Box 3
(Site ID)	Box 2
Site Address	Box 4

Mailing Address	Box 5
Contact Name	Box 8
Contact Title	Box 8
Contact Address	Box 8
Contact Email	Box 8
Active Site	
Last Notification	Box 19
Federal Generator Category	Box 10.1
State Generator Category	

WIETS AES EXPORT EXTRACT

REPORT DESCRIPTION

This extract shows the exporter id and the notices/consents reported from the Customs and Border Patrol's Automated Export System (AES) for notices that meet the selection criteria provided.

SELECT LOGIC

This report selects all records from the WIETS AES Reporting Table where:

- meets the user-selected criteria

SELECTION CRITERIA

Search Element	Values	Default Value	Required
Site ID	List of IDs for which the user has proper permissions	Null, may select up to 100 sites	Yes
Shipment Start Date	Valid date (no earlier than 1/1/2022)	30 days prior to today	Yes
Shipment End Date	Valid date (no later than today)	Today	Yes
Consent Number	User provided		No

REPORT HEADINGS

Heading
Exporter ID
Notice ID
Consent Number
Line Number
Created Date
Shipment Date
Quantity
Unit of Measure
Calculated Quantity
Calculated Unit of Measure
Legacy
Commodity Code
ITN Number
Manifest Number

OVERVIEW

The Overview tab is designed to provide the user with a quick glance of outstanding actions for sites in which they are associated. Once you have associated your RCRAInfo account with at least one site, this will be the default page displayed when you log into the RCRAInfo Industry Application. The Overview tab does NOT replace the My Sites tab. At anytime you can click the My Sites tab to see all of your sites as well as request additional sites. The Overview tab shows the Outstanding Actions on the left portion of the page and System Announcements on the right-hand portion of the page. The System Announcements are used to alert the user community to application updates, planned system outages, and other information as appropriate.

The Outstanding Actions on the Overview tab are categorized within the module to which the action pertains: myRCRAid, Biennial Report, Annual Report, e-Manifest, and WIETS. You will see ALL of the actions associated with a site, even if you do not have permissions for the module for which the action pertains. This provides you the opportunity to oversee all actions outstanding at your site(s) and to contact appropriate colleagues if actions remain unaddressed. The number of actions associated with each module is shown in the green badge next to the module name.

If you have the proper permissions for the module to take the action noted, click the Site Name (or in the case of WIETS - Notice ID) to go to the portion of the application where you can act, if appropriate, on the outstanding action identified.

Note: Even though the Overview tab attempts to capture outstanding actions associated with your sites, it is your responsibility to ensure that all regulatory actions and deadlines are satisfied, regardless of whether a site and/or action appears on this tab.

Actions captured in the Overview tab are provided here.

MYRCRAID

The myRCRAid Overview tab displays the Site ID, Site Name, Most Recent Updated Date, and Action Item for myRCRAid submissions that meet one of the following criteria:

- Submissions that are in the draft status
- Submissions that are ready for a signature
- Submissions that have been rejected by your regulatory authority and have not been re-submitted

Note: If any of the actions above pertain to the request for a new site id, the site id will show as "Not Yet Assigned".

BIENNIAL REPORT

The Biennial Report Overview tab displays the Site ID, Site Name, Most Recent Updated Date, and Action Item for Biennial Report submissions associated with the current Biennial Report cycle that meet one of the following criteria:

- Submissions that are in the draft status
- Submissions that are ready for a signature
- Submissions that have been rejected by your regulatory authority and have not been re-submitted

- Sites that your regulatory authority has identified as requiring a Biennial Report for which you have not submitted. These sites will appear as an action of "Awaiting Submission"

Regulatory authorities have the ability to create a Biennial Report baseline checklist to identify sites that are required to submit a Biennial Report and track each site's progress within the Biennial Report cycle. Users submitting their Biennial Report via the RCRAInfo Industry Application CANNOT submit their Biennial Report until January 1 of an even-numbered year. Once your regulatory authority has put your site on the baseline checklist for the current Biennial Report cycle, that site will appear on the Biennial Report Overview tab until you submit your Biennial Report, even if you are not currently able to submit the Biennial Report. This action is included on the Overview tab so that you can be aware of upcoming regulatory requirements that you must fulfill and to plan accordingly.

ANNUAL REPORT

The Annual Report Overview tab displays the Site ID, Site Name, Most Recent Updated Date, and Action Item for Annual Report submissions associated with the current Annual Report cycle that meet one of the following criteria:

- Submissions that are in the draft status
- Submissions that are ready for a signature
- Submissions that have been rejected by your regulatory authority and have not been re-submitted
- Sites that your regulatory authority has identified as required to submit an Annual Report for which you have not submitted. These sites will appear as an action of "Awaiting Submission"

Note: Annual Report submissions are NOT a national requirement, therefore, this tab will only pertain to sites located in States that require the submission of an Annual Report.

E-MANIFEST

The e-Manifest Overview tab displays the Site ID, Site Name, Most Recent Updated Date, and Action Item for e-Manifest submissions. The actions provided on this tab are divided into four categories.

MANIFESTS AWAITING SIGNATURE BY SITE

A site will be listed here if the site has one or more manifests that are awaiting a signature from your site. Your site may be any party to the manifest including the generator, transporter, designated facility, and/or alternate designated facility.

UNDER CORRECTION NEEDING SIGNATURE BY ANY SITE

A site will be listed here if the site has one or more manifests under correction that are awaiting a signature from your site. Your site may be any party to the manifest including the generator, transporter, designated facility, and/or alternate designated facility.

CORRECTION REQUESTS

A site will be listed here if the site has one or more manifests where the regulator has requested that a correction be made to a manifest in which your site is party to. Your site may be any party to the manifest including the generator, transporter, designated facility, and/or alternate designated facility.

INVOICES DUE

A site will be listed here if the site has one or more past due invoices for manifest fees. This list pertains only to designated facilities.

WIETS

The WIETS Overview tab displays the Site ID, Site Name, Notice ID*, Most Recent Updated Date, and Action Item for WIETS submissions. The actions provided on this tab are divided into two categories.

NOTICES

A notice will be listed here if it meets one of the following criteria:

- Notices that are in the draft status
- Notices that are ready for a signature
- Notices that have been rejected by EPA and have not been re-submitted

ANNUAL REPORT

A site will be listed here if it meets one of the following criteria:

- Annual Report submissions that are in the draft status
- Annual Report submissions that are ready for a signature
- Annual Report submissions that have been rejected by EPA and have not been re-submitted
- Sites that EPA has identified as requiring an Annual Report for which you have not submitted. These sites will appear as an action of "Awaiting Submission"

The Notice ID is shown only for the Notices list.

MY SITES INTRODUCTION

Users of the RCRAInfo Industry application can only act upon or in behalf of hazardous waste sites that they have been granted permissions. When you log into the RCRAInfo Industry Application, the My Sites screen will be displayed. Initially, you will not have permissions for any sites. You must request permissions for the site(s) for which you want access by either selecting from sites that are currently in RCRAInfo or requesting a site identification number for a new site. ***Note: The "Status" column on this page indicates the user has permissions (i.e. Active) for this site. It does NOT indicate if the site is an active hazardous waste site.***

REQUEST AN EXISTING SITE

If the site(s) that you want access to already has an EPA Identification Number and exists in the EPA Headquarters RCRAInfo system, click the "Select Existing Site" button to request permissions for the site(s). A Search modal will be displayed. Specifying the site's EPA Identification Number is the fastest and most effective way to find a given site. If you know the site's EPA Identification Number, enter the number in the Site Id box. ***Note: Search criteria provided is case insensitive. That is, ALD000000000 will provide the same search results as ald000000000.***

If you do not know the site's EPA Identification Number, provide information for one or more of the other search criteria. All searches are based on an "*and*" condition between criteria; this means that <u>all</u> criteria must be satisfied for the site to be included in the results list. Text fields are searched by removing the white space from the field then searching for the value specified anywhere within the field. For example, searching for "main" in the Street Name would find "11 MAIN ST", "MAINTENANCE AVE", or "STIGMA INTERSTATE" in the Street Name field. ***Exception: If you specify a Site Id (or part of a Site Id), the search will only return sites that have a Site Id that STARTS WITH the value provided.***

Once you have provided your search criteria, click "Search". At a minimum, you must specify a State and either the Site Id, Site Name, and/or Zip Code. If you want to search by Street Name and/or City only, put the state postal code in the Site Id field to satisfy the minimum requirements, then provide your appropriate Street Name and/or City search value(s). See the FAQ's for an example.

UNSUCCESSFUL SEARCH

If the criteria that you provide does not yield any results, the Search Results page will indicate that no sites were found. You can either return to the Search Criteria page to conduct another search by clicking the "Back to Search Criteria" button, or click the "Close" button to return to the My Sites tab. ***Note: EPA Identification Numbers are assigned by location, so it is imperative that you conduct <u>several searches</u> before requesting a new site id to ensure that an EPA Identification Number has not already been created for this location.***

Sometimes it can be difficult to find sites that you know exist within RCRAInfo. This can be caused by inconsistent data entry, typographical errors, and/or bad search criteria. For example, a Site Name search of "Safety Kleen" will NOT return sites where the Site Name is "Safety-Kleen", yet you are likely to want to see those sites also. A better search would be to search only on "Kleen". This search would return sites with a name of "Safety Kleen" or "Safety-Kleen" (as well as other handler names with the word "kleen" in it). In general, if the search results do not contain all of the sites that you expected, make your criteria more lenient (i.e., "MAIN" instead of "MAIN STREET"; "TALLA" instead of "TALLAHASSEE", "1st" instead of "FIRST" or vice versa, "ST JAMES" instead of "ST. JAMES" etc.).

SUCCESSFUL SEARCH

Sites found for the search criteria provided will be displayed on the Search Results page. The page will show the Site Id, Site Name, Street Address, City, State, and County. Depending on your screen size, some of these columns may be "hidden". To see the hidden information, click the badge with the plus sign next to the site of interest.

Search Results   ✕

Show [20 ▼] entries

Select All ☐	Site ID ⇅	Site Name ⇅	Address ⇅	City ⇅	State ⇅	County ⇅
☐	MAC300010832	CVS PHARMACY TRAINING CENTER	6 HAMILTON PL	BOSTON	MA	SUFFOLK
☐	MAC300013539	CVS PHARMACY 1900	218 HANOVER STREET	BOSTON	MA	SUFFOLK
☐	MAC300013547	CVS PHARMACY 1206	240 NEWBURY STREET	BOSTON	MA	SUFFOLK
☐	MAC300014503	CVS PHARMACY 2592	468 BLUE HILL AVE	BOSTON-DORCHESTER	MA	SUFFOLK

The results are sorted by Site Id, but you may re-sort the results set by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 20 sitess found will be displayed. You can change the number of sites displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the results by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the page.

If the site(s) you are looking for is displayed, click the checkbox next to that site(s). To select all of the sites listed, click the checkbox next to the Select All label. If the handler that you were searching for is not displayed, see Unsuccessful Search above. Once you have selected all of the sites for which you want to request permissions, click the "Request Access" button. *Note: This button is not displayed until you select at least one site.*

SELECT PERMISSIONS

Once you have found and selected your sites of interest, you will be asked to request permissions for those sites. You can request individual permissions for each module in which the State where these sites are located participates. There are four levels of permissions that you may request: None (which is the default), Viewer, Preparer, and Certifier. These permissions are hierarchical, meaning, that each permission can perform the functionality of the levels before it as well as the specific functionality for that given permission (i.e., a Preparer can do everything that a Viewer can do and a Certifier can do everything that a Preparer and Viewer can do). The permissions are defined as follows:

- None - The user has no permissions for these sites within the module specified.
- Viewer - The user can view the data for these sites within the module specified but cannot change the information in any manner.
- Preparer - The user can enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
- Certifier - The user can sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.

In addition, there is a Site Management permission. A user with this permission has the ability to approve and grant permissions to other users requesting access to sites for which they have this permission. This permission also can do everything that a Certifier can do and also requires that the user obtain an Electronic Signature Agreement. This permission, however, differs from the permissions above, in that it applies to ALL modules in which the State where these sites are located participates. In other words, if you are requesting Site Management permission for a handler in Massachusetts, and Massachusetts participates in myRCRAid and Biennial Report, the Site Management permission will give the user Certifier permissions for myRCRAid and Biennial Report AND the ability to approve and grant permissions to other users for this site. The levels for this permission are None (which is the default) and Active. It is recommended that there be at least two users at each site that is given the Site Management permission.

Select Permissions   ×

You've selected 3 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▼	None
Biennial Report	None ▼	None
	None	
	Viewer	
e-Manifest	Preparer	None
	Certifier	
myRCRAid	None ▼	None

[Send Request] [Back to Search Results] [Close]

__Note: The permissions that you select will be requested for ALL of the sites that you selected.__ Once you have selected your appropriate permission level, click the "Send Request" button. An email will be sent to the appropriate person who can grant these permissions for the sites that you selected. You will see the requested sites in your My Sites tab with a "Pending" status. You cannot act upon these sites until the permissions have been granted. You will receive an email once the permissions for these sites have been granted (or denied). At that time, you may log back into the system and begin working on the sites as needed.

REQUEST NEW SITE ID

If the site that you want access to does not have an EPA Identification Number, you may request a new Id by clicking the "Request New Site Id" button and completing the 8700-12 Site Identification Form using the myRCRAid process. Even if you will NOT be the Certifier or Site Manager for this site, you may prepare the submission and send it to the appropriate person to sign and submit. See the Submit section below for additional information.

EPA Identification Numbers are assigned by location, so it is imperative that you conduct several searches before requesting a new site id to ensure that an EPA Identification Number has not already been created for this location. Click the "Add Existing Site" button to conduct your search prior to requesting a new Id.

When you click the "Request New Site Id" button, a pop-up window will be displayed prompting you to select the State for which the site is located. This list will also include Region 01 Purview through Region 10 Purview. Regional Purview sites are sites that are located on Federal lands (i.e., sites on tribal lands) or are in Federal waters (i.e., oil rigs in Federal waters). If the site for which you are requesting an Id meets one of those criteria, you may want to contact your regulatory contact to determine if you should request a Regional Purview Id. Select the appropriate State and click "Continue".

The Create New Site ID screen will be displayed. Note that the EPA Id shows "NOT YET ASSIGNED". The EPA Id will not be assigned until the submission is approved by EPA or your State Regulator. Enter the information as completely and correctly as you can. For instructions on how to complete this form, click here.

REQUIRED DATA

Required data elements are marked with a red asterisk next to the label. At a minimum, data for these items must be provided in order to sign and save your submission. Some data are required based on the value of other data. For example, if you indicate that a site is a Short-term Generator in Item 10.A.2, a text box will be provided for you to enter comments as to why this site is a Short-term Generator. These comments are required. Another example of conditionally-required data includes waste codes which must be provided if certain regulatory activities are selected.

FINISH LATER

At any time after you have provided the Site Name, you may click the "Finish Later" button at the bottom of the page. This will create a draft version of this submission. This draft does NOT have to meet the business rules in order to be created. That is, a draft can be created even if data is missing for required fields. The Finish Later feature was created to allow the user to periodically save their work and/or to save information in a draft form while collecting additional information for the submission. The created draft is saved under the "Requested Site Ids" tab with a status of "Draft". You may edit and/or complete your draft by clicking the "pencil" icon or discard and delete the draft by clicking the "x" icon.

LOCATION ADDRESS

To accommodate sites that do not have a traditional location address (i.e., oil rigs located in Federal waters), a latitude / longitude may be provided in lieu or in addition to the traditional address. If the latitude / longitude is considered the primary address for this site, slide the "Use Lat/Long as Primary Address" indicator to "Yes". If the latitude / longitude is marked as the primary address, you are not required to provide any additional location

address information including Street 1, City, State, and/or Zip, however, you can provide any or all of this information as appropriate. Conversely, if the latitude/longitude is not the primary address, you may still provide a latitude and longitude.

ADDRESSES

For all addresses (Location, Mailing, Contact, Owner, and Operator), the City and State may be auto-populated by entering the Zip. If the Zip is associated with more than one City, you may select the appropriate City from the drop-down list provided. If the appropriate City is not presented, you may enter it manually.

When entering the Mailing or Contact, you have the option to copy the address from an address already entered by using the "Copy From Address" drop-down list. For example, to copy the Mailing Address into the Contact Address, select "Mailing" from the Contact Address "Copy From Address" drop-down list. You may also delete an existing address by clicking "Copy From Address" and selecting "Clear".

ADOPTABLE RULES

There are several sections of the Site Identification Form that can only be completed if your State has adopted that particular rule. These include:

- Aerosol Cans within the Universal Waste Section
- Eligible Academic Entities with Laboratories
- Episodic Generation
- LQG Consolidation of VSQG Hazardous Waste
- Notification of LQG Site Closure for a Central Accumulation Area or Entire Facility
- Notification of Hazardous Secondary Material (HSM) Activity
- Managing Hazardous Waste Pharmaceuticals

If these sections indicate that your State does not participate in a particular rule, you will not be allowed to provide that information. Please contact your regulatory authority if you have questions or concerns about the applicability of these rules.

HAZARDOUS SECONDARY MATERIAL

Eligible sites have the option to notify under 40 CFR 260.42 that they will begin managing, are still managing, or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) or notify under 40 CFR 260.43(a)(4)(iii) that the product of their recycling process has levels of hazardous constituents that are not comparable to or unable to be compared to a legitimate product or intermediate but that the recycling is still legitimate. However, in order for a site to report this information, the State must first adopt these rules. If your State has not adopted these rules, section 12 will display the message "HSM is not applicable". You will not be allowed to enter any Hazardous Secondary Material (HSM) information for this State until the State indicates that they are participating in these rules (see Opting into Hazardous Secondary Material for more information).

Even if your State is participating in HSM, you have the option to report or not report HSM information for this submission. The Yes/No slide box in section 12 allows you to indicate whether you are reporting HSM activity for this submission. If you leave the indicator at No (the default), no HSM information will be populated for this submission. If you slide the indicator to Yes, you will be allowed to add the HSM information as appropriate.

REVIEW

Once you have completed all of the data entry, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review New Site ID page will be displayed. This page shows all of the information provided for this submission in a read-only format. If the data is correct, click the "Sign & Submit" button at the bottom of the page to submit the form to your regulator. If you see errors or need to make revisions to the data, click the "Make Changes" button at the bottom of the page to return to the Create New Site ID page.

SIGN AND SUBMIT

The New Site Id request cannot be submitted to EPA or your State Regulator until the submission is electronically signed.

USERS WITH AN ELECTRONIC SIGNATURE AGREEMENT

The new site cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Sign & Submit" button from the Review New Site ID page electronically signs and submits your new site submission to EPA or your State Regulator. The submission will be saved on the "Outstanding Site Id Requests" tab of the Home page with a status of "Pending Review". You cannot revise this submission until the EPA or State Regulator approves or rejects the submission.

Once the site has been approved, the site will be removed from the "Outstanding Site ID Requests" tab and will be moved to the "My Sites" tab with the newly assigned EPA Site Identification Number. You will also be granted the "Certifier" role for the myRCRAid module and the e-Manifest module for the new site. If the information in the submission was prepared by another user, then sent to the Certifier and/or Site Manager to sign and submit using the sharable link functionality, then the user who prepared the information will also be given the "Preparer" role for the myRCRAid and e-Manifest modules for this site.

To obtain additional permissions for this site, go to your Profile and select the My Site Permissions tab. Click here for additional information.

USERS WITHOUT AN ELECTRONIC SIGNATURE AGREEMENT

Clicking the "Sign & Submit" button will display a warning that you currently do not have an electronic signature agreement, therefore you cannot complete the submission process. If it is your intention to be the Certifier or Site Manager for this site, click the "Submit" button at the bottom of the warning message. Click here for additional information regarding the electronic signature agreement process.

Once you have successfully completed the electronic signature agreement process, click the "Outstanding Site ID Requests" tab from the Home page. The draft submission(s) will be displayed. Click the "pencil" icon next to the appropriate draft submission to open the submission. At this time you may make revisions to the submission or Review and Submit the submission to your regulator. Click here to see how your submission will proceed now that you have an electronic signature agreement.

If your intention is to only be a Preparer for this site, click the "Finish Later" button at the bottom of the warning message to save your draft submission. You will be taken to the "Outstanding Site ID Requests" tab of the Home page. From here you can click the "pencil" icon to Edit, Review, and/or Submit the submission or the "X" icon to permanently delete the draft submission. Since it is not your intention to be the Certifier or Site Manager for this site, you may click the "paper airplane" icon to create a sharable link to send to the site's intended Certifier or Site Manager to sign and submit. A pop-up window will be displayed with a link that you can copy (click the "Copy to Clipboard" button) and paste (<CTRL> v) into an email to the person who is or will be the Certifier or Site Manager for this site. When the user clicks on the link, they will be taken to the Create New Site ID page where they can view and/or edit the submission of interest. If the user is not logged into RCRAInfo when they click the link, the user will first have to log into RCRAInfo before the Create New Site ID page is displayed. The Certifier or Site Manager will then proceed with the Review and Submit process described above. Once the site has been

approved, the user that signed the submission will be granted the "Certifier" role and the user that prepared the submission will be given the "Preparer" role for the myRCRAid and e-Manifest modules for this site.

RCRAInfo

REQUEST AND/OR REVISE PERMISSIONS

To change permissions or add new permissions to any of your sites, go to your profile by clicking the profile icon in the upper right-hand corner of the screen, and selecting "Profile". From the Profile screen, click the "My Site Permissions" tab. The sites that you have been granted permissions will be displayed. If you have sites associated with more than one activity location, the sites associated with the first activity location (alphabetically) will be displayed. Select the Activity Location for the site(s) that you want to change or request new permissions. Click the checkbox for the individual site(s) that you want to change or request new permissions, or click the All checkbox to select all sites associated with this activity location. ***Note: If you want to request permissions for sites in more than one activity location, you will need to submit a request for EACH activity location.***

Once you have selected the appropriate site(s), click the "Modify Permissions for Selected Sites" button. Set the permission for each module as appropriate and click the "Send Request" button. An email will be sent to the appropriate person for that Activity Location for approval. You will receive an email once the person has approved or rejected your permission request.

ELECTRONIC SIGNATURE AGREEMENT

Users who have the "Certifier" permission for at least one site in at least one module, have the "Site Management" permission for at least one site, or are requesting a new EPA Site Identification Number must obtain an Electronic Signature Agreement. This agreement will be presented the first time that you log into the industry application AFTER you receive the "Certifier" or "Site Management" permission or if you request a new EPA Site Id and have not previously completed an electronic signature agreement.

IDENTITY PROOFING

You can either complete the identity proofing process electronically (recommended) or by using the paper process provided. *Note: You only have to complete the electronic signature agreement one time, even if you are representing hazardous waste sites in different States.*

ELECTRONIC IDENTITY PROOFING

To use the electronic identity proofing process, ensure that the Yes/No slider box is set to "Yes". Complete the information as directed.

Once you have filled in the required information (Home Mailing Address, City, State, Zip, Date of Birth, and SSN), carefully review the agreement by clicking the "Electronic Signature Agreement" link. If you agree with the contents of the agreement, click the checkbox, then click "Verify and Sign". The information that you provided will

immediately be evaluated and given a score. If you meet the minimum score needed for identity proofing, your electronic signature agreement will be recorded and you will be able to submit and sign information for sites / modules for which you have been granted the certifier permission. If you do not meet the minimum score, you can change your information and try again, or complete the paper process to complete your electronic signature agreement. ***Note: You are only allowed to submit information for electronic identity proofing 3 times in a given 24 hour period.***

PAPER IDENTITY PROOFING

To use the paper identity proofing process, slide the Yes/No slider box to "No". Click the "Print" button at the bottom of the page. If the site or sites for which you require an ESA have more than one Site Manager, select the Site Manager that you want to send your ESA to. If the site(s) does not have a Site Managers, you must send your ESA to your regulator.   Complete the information on the paper form as directed and mail to the address provided. Your electronic signature agreement will not be complete until the appropriate authority receives your paper submission and approves of your signature. You will not be able to submit and sign information within the RCRAInfo industry application until this process is complete which may take two weeks or longer.

INTRODUCTION

Once you have been given permissions for a given site (i.e., Viewer, Preparer, Certifier), the Site Name on the My Sites tab will become a hyperlink. Click the hyperlink for the site of interest to view, prepare, and/or submit information for this site.

The Site Details tab will be displayed showing the Site Name, Location Address, and Site Identification Number on the blue header bar. A general overview of the site including the Federal and State Generator Category and the date the site last submitted a notification (i.e., RCRA Subtitle C Site Identification Form [8700-12] submitted alone or as part of a Biennial Report) is provided, as well as the mailing address for the site and current site contact information. Additionally, a map indicating the location of the site is provided.

From this screen, you will also see additional tabs for the type of data that you are allowed to view and/or process for this site including tabs for myRCRAid, e-Manifest, and/or Biennial Report.

MYRCRAID INTRODUCTION

myRCRAid is used to submit the EPA Form 8700-12 (Site Identification) to the appropriate regulator. You may be required to submit this form if you:

- generate, transport, treat, store, or dispose of hazardous waste;
- recycle hazardous waste;
- are a large quantity handler of universal waste;
- transport, process, or re-refine used oil, burn off-specification used oil for energy recovery, and/or market used oil;
- are an eligible academic entity opting into 40 CFR Part 262, Subpart K for managing laboratory hazardous wastes;
- will begin managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25);
- conducts other RCRA Subtitle C activities requiring notification to your regulated authority;
- have moved to another location and are still conducting activities regulated under RCRA Subtitle C.

Additionally, you should submit this form if:

- the contact for your site changes;
- the ownership of your site changes;
- an additional owner has been added or replaced since you submitted your last notification;
- the type of RCRA Subtitle C activity you conduct changes;
- you have previously submitted site identification information and are an eligible academic entity opting into or withdrawing from 40 CFR Part 262, Subpart K for managing laboratory hazardous wastes;
- you are managing or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25), and are required to re-notify by March 1 of each even-numbered year pursuant to 40 CFR 260.42.

Click here to see the complete instructions associated with this form.

MYRCRAID DASHBOARD

When you click on the "myRCRAid" tab from the Site Dashboard, the screen will display the submissions "In Progress" and the 20 most recent submissions that have been "Completed" for this site. A submission is classified as "In Progress" if: 1) a draft submission has been created (Status = "Draft"); 2) a preparer has completed the data entry portion of the submission and has marked the submission ready for signature (Status = "Ready for Signature"); or 3) a submission has been signed and submitted to your regulatory authority but has not been approved or rejected by the regulatory authority. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission.

CREATE NEW SUBMISSION

Use the "Create New Submission" button on the myRCRAid tab any time that you need to send information pertaining to EPA's 8700-12 (Site Identification) form to the EPA or State Regulator. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the form, but will <u>NOT</u> be allowed to sign and submit the form to the EPA or State Regulator.

The Add Source Record screen will be displayed, pre-populated with the most recent information contained in the RCRAInfo database for this site. ***Note: The most recent information may not have been from an 8700-12 form submitted by the site, but rather may have come from an inspection or other source.*** You may add, change, and/ or delete information on this form as appropriate. For instructions on how to complete this form, click here.

Click here for information on how to enter data into the application for the Site Identification Form.

REVIEW

Once you have completed all of the data entry, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review Source Record page will be displayed. This page shows all of the information provided for this submission in a read-only format. If the data is correct and you do not have "Certifier" permissions for this site, click the "Mark Ready for Signature" button at the bottom of the page. The submission will be saved under the "In Progress" section on the myRCRAid tab with a status of "Ready for Signature". An email will be sent to all users with the "Certifier" permission for the myRCRAid module as well as all Site Managers indicating that there is a submission awaiting their signature. You may edit and/or complete your draft by clicking the "pencil" icon or discard and delete the draft by clicking the "x" icon. You will need to contact the individual that has "Certifier" permissions for this site to sign and send the submission to the EPA or your State Regulator.

If you have "Certifier" permissions and the data is correct, click the "Sign & Submit" button at the bottom of the page to electronically sign your submission.

If you see errors or need to make revisions to the data, click the "Make Changes" button at the bottom of the page to return to the Add Source Record page.

SIGN AND SUBMIT

The new source record cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Sign & Submit" button from the Review Source Record page electronically signs and submits your source record submission to EPA or your State Regulator. The submission will be saved under the "In Progress" section on the myRCRAid tab with a status of "Pending". You cannot revise this submission until the EPA or State Regulator approves or rejects the submission.

BIENNIAL REPORT INTRODUCTION

Biennial Report is used to submit the EPA Form 8700-13A/B (Hazardous Waste Report) to the appropriate regulator. You may be required to submit this form if during the current report cycle you :

- met the definition of a RCRA Large Quantity Generator (LQG)
- treated, stored, recycled, or disposed of RCRA hazardous wastes on-site
- shipped hazardous waste off-site to a RCRA permitted treatment, storage, recycling and disposal facility
- received hazardous wastes from off-site hazardous waste generators without storing the wastes before recycling

Additionally, you should submit this form if:
- you are managing or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25), and are required to re-notify by March 1 of each even-numbered year pursuant to 40 CFR 260.42.

Click here to see the complete instructions associated with EPA Form 8700-13A/B.

BIENNIAL REPORT DASHBOARD

When you click on the "Biennial Report" tab from the Site Dashboard, the screen will display the submission (if any) "In Progress" and the 10 most recent biennial report submissions that have been "Completed" for this site. A submission is classified as "In Progress" if: 1) a draft submission has been created (Status = "Draft"); 2) a preparer has completed the data entry portion of the submission and has marked the submission ready for signature (Status = "Ready for Signature"); or 3) a submission has been signed and submitted to your regulatory authority but has not been accepted or rejected by the regulatory authority. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission. Completed submissions may be viewed by clicking the "eye" icon.

The dashboard displays the report cycle along with the total quantity generated, managed, shipped, and received (in tons). This information is provided to give the user a quick overview of the quantities being reported and how they compare to quantities reported in prior cycles. For submissions "In Progress", you can hover over the status to see who and when the submission was last updated as well as an email and phone number for that user.

CREATE NEW SUBMISSION

Use the "Create New Submission" button on the Biennial Report tab to create a submission associated with the current biennial report cycle. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the forms, but will <u>NOT</u> be allowed to sign and submit the forms to the EPA or State Regulator. *Note: You cannot create a new submission for this cycle if a submission for this cycle (of any status) already exists. If a "Draft" or "Ready for Signature" submission exists for this cycle, you may delete the current submission in order to create a new submission.*

First, you will be prompted to indicate if you want to create your submission by uploading a series of flat files or entering your data via data entry. To continue with the data entry process, click the "Continue to Data Entry" button. *Note: If you no longer meet the requirements to submit a Biennial Report but need to submit a Site Identification Form to inform your regulator of your current regulatory activities and status, click the "click here" link. By clicking this link, you will NOT be allowed to include GM, WR, and/or OI Forms with your submission. You will be taken directly to the Site Identification Form for you to complete and submit.* The remainder of this topic will describe how to create your submission using the data entry user interface. Click here for information regarding the file upload process.

You will be prompted to indicate if you would like to copy GM information from your most recent completed submission (excluding quantities) into your new submission. If you click "Yes, bring forward GM data" all of the GM forms associated with the site's most recent completed submission will be copied into the new submission with a status of "Incomplete". Quantity information (generated, shipped, and/or managed) associated with the GM forms and comments provided with the GM forms will NOT be copied into the new submission. *Note: You cannot bring forward your GM data if your most recent completed submission has more than 500 GM forms or is older than the 2001 report cycle.* See the Edit GM Form section below for information on how to enter the quantity data for each waste stream. If you click "No, do not bring forward GM data", no GM data will be brought forward and you will have to enter all of the information associated with this submission from scratch.

If the waste streams that you are currently generating are the same or similar to the waste streams generated in your previous cycle, it is recommended that you bring the GM data forward. This feature enhances data quality and consistency and streamlines the data entry process.

The Biennial Report Submission screen will be displayed*.* This screen will show the first 20 GM forms (if the GM data was brought forward from the previous submission). The screen will also indicate that there are no WR forms at this time. From this screen you can add, edit, and/or delete GM, WR, OI and Site ID forms, as appropriate.

GM FORM

The Waste Generation and Management (GM) Form collects information for all hazardous waste that was used to determine the site's generator category. Hazardous waste must be reported if it was:

- generated and accumulated on-site and subsequently managed on-site or shipped off-site in the report cycle;
- generated and accumulated on-site in the report cycle but not managed on-site or shipped off-site until after the report cycle;
- generated and accumulated on-site prior to the report cycle but either managed on-site or shipped off-site in the report cycle;

- received hazardous waste from VSQGs under the control of the same "person" (as defined in 40 CFR 260.10) and managed according to the applicable hazardous waste regulations in 40 CFR 262.17(f) in the report cycle;
- imported from a site located in a foreign country in the report cycle.

ADD GM FORM

Click the "Add New GM Form" button to add a new waste stream to your submission. The required information includes the Waste Description, Federal or State Hazardous Waste Code, Source Code, Form Code, Waste Minimization Code, Quantity Generated, Unit of Measure, and Density and Density Unit of Measure (for volumetric units of measure) and are denoted by the red asterisk.

If any of this waste was treated, disposed, and/or recycled on-site during the report cycle, move the Yes/No slider box in Section 2 (On-site Generation and Management of Hazardous Waste) to Yes. You must provide the Management Method Code that best identifies the last substantive purpose/operation performed at your site. To do this, click the "Add On-site Process System" button. A modal will display asking you for the Management Method Code and Quantity Managed. *Note: The Quantity Managed must be reported in the same unit of measure as the Quantity Generated. Therefore, you must provide the unit of measure associated with the Quantity Generated prior to entering the Quantity Managed.* It may be necessary to use more than one process to describe the last substantive purpose/operation performed at your site. To add additional processes, click the "Add On-site Process System" button.

If any of this waste was shipped off-site for treatment, disposal, or recycling, move the Yes/No slider box in Section 3 (Off-site Shipment of Hazardous Waste) to Yes. You must provide the facility to which the waste was shipped. To do so, click the "Add Off-site Facility" button. A modal will display asking you for the EPA ID Number of the facility to which the waste was shipped, the Management Method Code that describes how the waste was managed upon receipt by the facility, and the Quantity Shipped. *Note: The Quantity Shipped must be reported in the same unit of measure as the Quantity Generated. Therefore, you must provide the unit of measure associated with the Quantity Generated prior to entering the Quantity Shipped.* If the waste was shipped to more than one facility, enter all of the facilities to which the waste was shipped.

To select an EPA ID Number on the Add Off-site Facility modal, begin typing the facilities EPA Handler ID. If you prefer to search by Site name or Location City, click the "search by Site Name or Location City" link below the drop-down box, then begin typing your search criteria. Once you have entered two or more characters, the drop-down list will be populated with registered TSD facilities that match the information entered. If you are searching by EPA ID Number, the sites that START WITH the search value will be displayed. If you are searching by Site Name or Location City, the sites that CONTAIN the search value will be displayed. Select the appropriate facility from the list. If the appropriate facility is not displayed, enter the EPA ID Number manually. *Note: This must be a valid id number (i.e., must begin with a state postal code followed by 2 - 10 alphanumeric characters).*

Once all information has been provided, click the "Save" button. *Note: You can only save a new GM Form once all required information has been provided.*

EDIT GM FORM

You can edit a GM Form that was brought forward from the previous cycle or newly added to the submission, by clicking the "pencil" icon next to the GM Form of interest. If you are editing a GM Form with a status of "Incomplete", you will need to provide all required information (Quantity Generated, Unit of Measure, Density and Density Unit of Measure [for volumetric units of measure], Quantity Managed [for on-site processes], and Quantity Shipped [for off-site shipments]) in order to save ANY revisions to the form. The status for that form will then be changed to "Complete". You may change any information, as needed, on the form.

DELETE GM FORM

You may delete an individual GM Form from the submission by clicking the "x" icon next to the GM Form to be deleted. You will be prompted to confirm the deletion of this GM Form. You may also delete ALL GM Forms by clicking the "Delete All GM Forms" button. Again, you will be prompted to confirm the deletion of all of the GM Forms. ***Note: Once you have confirmed the deletion of a GM Form(s), the data associated with that form is*** *deleted and cannot be recovered.*

WR FORM

The Waste Received From Off-Site (WR) Form collects information regarding RCRA hazardous waste received from off-site and managed on-site. This includes:
- imports of hazardous waste received from a site located in a foreign country;
- hazardous wastes that are received and recycled without first being stored;
- hazardous wastes received and stored prior to being recycled;
- hazardous wastes received from hazardous waste generators to be partially reclaimed into commodity-like materials excluded from RCRA regulations.

ADD WR FORM

Click the "Add New WR Form" button to add a waste received from off-site to your submission. The required information includes the Waste Description, Federal or State Hazardous Waste Code, Off-site Handler Identification, Form Code, Management Method Code, Quantity Received, Unit of Measure, and Density and Density Unit of Measure (for volumetric units of measure) and are denoted by the red asterisk.

To enter an Off-site EPA ID Number, you may either type the EPA ID Number manually, search for the EPA ID Number within the RCRAInfo database, or select a previously entered EPA ID Number (from this submission). To search within the RCRAInfo database, click the "Search" button. A modal will be displayed allowing you to search for the handler by Site ID, Site Name, and/or Site Address. To narrow the search, you must always provide the State. In addition, you must provide either the Site ID, Site Name, and/or Zip. Using variations of the Site Name, Street Name, and/or City may help you find the desired site.

The Search Results will be displayed showing all handlers that match ALL of the search criteria provided. The search results are displayed in alphabetical order by Site Name, but may be reordered by clicking the arrows next to the appropriate column names. The first 20 results are displayed, but you may display additional results by selecting a value in the "Show entries" drop-down list. You may also paginate through the results by clicking the "Previous" or "Next" buttons , or a specific page number in the bottom right-hand corner.

To select a previously entered EPA ID Number, click the "Recent" button. The 5 most recent Off-site EPA ID Numbers you selected for this submission will be displayed but you may show more entries by selecting a value in the "Show entries" drop-down list.

Once all information has been provided, click the "Save" button. ***Note: You can only save a new WR Form once*** *all required information has been provided.*

EDIT WR FORM

You can edit a WR Form by clicking the "pencil" icon next to the WR Form of interest. You may change any information, as needed, on the form.

DELETE WR FORM

You may delete an individual WR Form from the submission by clicking the "x" icon next to the WR Form to be deleted. You will be prompted to confirm the deletion of this WR Form. You may also delete ALL WR Forms by clicking the "Delete All WR Forms" button. Again, you will be prompted to confirm the deletion of all of the WR

Forms. ***Note: Once you have confirmed the deletion of a WR Form(s), the data associated with that form is deleted and cannot be recovered.***

OI FORM

The Off-site Identification (OI) Form collects name and address information for off-site installations and transporters reported within a site's Biennial Report submission. Sites must submit the OI Form if:
- the OI Form is required by your State or Regulator; AND
- the site received hazardous waste from off-site or sent hazardous waste off-site during the reporting year.

When you enter a GM Form (either via data entry or brought forward from a previous cycle), all sites identified in Section 3 - Off-site Shipment of Hazardous Waste will automatically be added to the OI Form section of the submission if all of the information needed for an OI form has been provided (i.e., name and complete address). Similarly, when you enter a WR Form, the sites from which waste was received will also be automatically added to the OI Form section of the submission if all of the information needed for an OI form has been provided. Sites that are required to submit the OI Form should also include all transporters that were used to ship hazardous waste during the reporting year.

ADD OI FORM

Click the "Add OI Form" button to add site information for an off-site installation and/or transporter to your submission. The required information includes the Site Id, Site Name, Type of Activity (generator, transporter, and/or receiver), and Address (Street 1, City, State, Zip, and Country) and are denoted by the red asterisk.

Enter the EPA ID Number. If the site is found within RCRAInfo, the site name and address will be populated with the most recent address. If the site is not found within RCRAInfo, you will need to provide the site name and address for this Site Id. Once all information has been provided, click the "Save" button. ***Note: You can only save a new OI Form once all required information has been provided.***

EDIT OI FORM

You can edit an OI Form by clicking the "pencil" icon next to the OI Form of interest. You may change any information, as needed, on the form.

DELETE OI FORM

You may delete an individual OI Form from the submission by clicking the "x" icon next to the OI Form to be deleted. You will be prompted to confirm the deletion of this OI Form. You may also delete ALL OI Forms by clicking the "Delete All OI Forms" button. Again, you will be prompted to confirm the deletion of all of the OI Forms. ***Note: Once you have confirmed the deletion of an OI Form(s), the data associated with that form is deleted and cannot be recovered.***

EPA Headquarters does not require the OI Form, however, your State or Regulator may require this form. If your State or Regulator does <u>NOT</u> require this information, you may choose to delete the OI Form information (including the data that was populated automatically from the GM and/or WR Forms) from your submission.

SITE ID FORM

The Site Identification (Site ID) Form collects information pertaining to the site itself, including site name, location address, mailing address, contact information, and regulatory activities being conducted at the site.

ADD SITE ID FORM

Click the "Add Site ID Form" button to create the Site Identification Form that will be included with your submission. The form will be pre-populated with the most recent information associated with this site. You can make revisions to this information as appropriate. Click here for information on how to enter data for the Site Identification Form.

Once you have completed all of the data entry for the Site Identification Form, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review Source Record page will be displayed. This page shows all of the information provided for this form in a read-only format. If the data is correct click the "Save" button at the bottom of the page. The form will be saved under the "Site ID Form" section with a status of "Complete".

If you see errors or need to make revisions to the data, click the "Make Changes" button at the bottom of the page to return to the Add BR Source Record page.

EDIT SITE ID FORM

You can edit the Site ID Form by clicking the "pencil" icon next to the form. You may change any information, as needed, on the form.

DELETE SITE ID FORM

You may delete the Site ID Form from the submission by clicking the "pencil" icon next to the form then clicking the "Discard Draft" button at the bottom of the page. You will be prompted to confirm the deletion of this Site ID Form. *Note: Once you have confirmed the deletion of a Site ID Form, the data associated with that form is deleted and cannot be recovered.*

VALIDATE DATA

Before you can sign and send your submission to your appropriate regulator, the data provided must be validated. To validate your data, click the "Validate" button at the bottom of the page. The validations are categorized as "Errors" or "Warnings". If the validation triggers an error, you MUST correct the data before you can proceed with marking your submission ready for signature or signing and submitting your report. If the validation triggers a warning, you may either correct the data, if the data is actually an error, so that the warning is no longer triggered OR provide an explanation, in the explanation box provided, to indicate why the data captured is not an error.

The following errors / warnings are being captured for the current Biennial Report cycle:

Message	Issue Type	Additional Explanation
You reported a Source Code of G17 but your State does not participate in Subpart K.	Error	A source code of G17 cannot be provided on the GM form if your State has not opted into Subpart K. This message will be triggered if a GM form is detected with a G17 source code and your State has not opted into Subpart K.
You reported a Source Code of G17 but you have not opted into Subpart K.	Error	A source code of G17 cannot be provided on the GM form if your Site has not opted into Subpart K. This message will be triggered if a GM form is detected with a G17 source code and your Site has not opted into Subpart K (either as a College/

		University, Teaching Hospital and/or Non-profit Research Facility).
You reported as a Reverse Ditributor under Subpart P, however you do not have any GM Forms with Source Code G76 and Form Code W005.	Error	Reverse Distributor sites under Subpart P must have at least one GM form with a source code of G76 and a form code W005. This message will be triggered if such a GM form is not found.
You reported Source Code G76 on a GM Form, however you did not indicate that you are a Reverse Distributor under Subpart P.	Error	You cannot report a source code of G76 on any GM form if you are not a Reverse Distributor under Subpart P. This message will be triggered if such a GM form is found.
You indicated that you are an LQG but the generation quantities provided do not meet the LQG threshold.	Warning	A facility is a federal large quantity generator if: • the generator generated in any single month 1,000 kg or more of RCRA hw; or • the generator generated in any single month, or accumulated at any time, 1 kg of RCRA acute hw; or • the generator generated, or accumulated at any time, more than 100 kg of spill cleanup material contaminated with RCRA acute hw. This message will be triggered if you reported your current generator category as an LQG but reported less than 1.1 tons of RCRA hw, less than 0.001 tons of RCRA acute hw, and less than 0.11 tons of spill cleanup material contaminated with RCRA acute hw.
You indicated that you are not an LQG but the generation quantities provided exceed the LQG threshold.	Warning	A facility is a federal large quantity generator if: • the generator generated in any single month 1,000 kg or more of RCRA hw; or • the generator generated in any single month, or accumulated at any time, 1 kg of RCRA acute hw; or • the generator generated, or accumulated at any time, more than 100 kg of spill cleanup material contaminated with RCRA acute hw. This message will be triggered if you reported your current generator category as something other than an LQG but reported more than 13.2 tons of RCRA hw, more than 0.012 tons of RCRA acute hw, or more than than 1.32 tons of spill cleanup material contaminated with RCRA acute hw.
Your submission does not contain any GM or WR forms.	Warning	This message will be triggered if the submission does not contain any GM or WR forms and the BR Exempt Flag is set to 'No'.
The Off-site TSDF ID reported does not exist in RCRAInfo.	Warning	This message will be triggered if the EPA ID reported on the GM Form - Box 3.B does not exist in RCRAInfo and does not start with 'FC' (Foreign Country).
The Off-site TSDF ID reported is not recognized as a TSDF in RCRAInfo.	Warning	This message will be triggered if the EPA ID reported on the GM Form - Box 3.B does not exist in the RCRAInfo TSDF lookup table and does not start with 'FC' (Foreign Country).

The TSDF ID reported is not associated with this management method.	Warning	This message will be triggered if the management method reported on either the GM Form - Box 2, GM Form - Box 3.C, and/or WR Form Box F is not assocated with the TSDF provided. ***Note: The 2021 Biennial Report data was used to make the association between a TSDF and their management methods. If a management** method is missing, please contact your State Biennial Report contact to make this association.*
The Handler Name provided does not match the current Handler Name associated with this site.	Warning	This message will be triggered if the handler name provided in the current submission does not match the handler name provided on the most recent handler source record. ***Note: The spaces are removed from the handler name for both the current and previous handler name before making the comparison.*
The Location Address provided does not match the current Location Address associated with this site.	Warning	This message will be triggered if the location address provided in the current submission does not match the location address provided on the most recent handler source record. ***Note: The** spaces are removed from the location street number, location street 1, location street 2, location city, and location zip for both the current and previous address before making the comparison.*
The Location County provided does not match the current Location County associated with this site.	Warning	This message will be triggered if the location county code provided in the current submission does not match the location county code provided on the most recent handler source record.
Your site is a registered TSDF but you did not provide any GM Forms reporting on-site management.	Warning	This message will be triggered if your are a registered TSDF in RCRAInfo, and you do not provide at least one GM form reporting the on-site management of hazardous waste.
You reported that your site receives waste from off-site but your submission does not contain any WR Forms.	Warning	This message will be triggered if you indicate that you receive waste from off-site (Site ID Form - Box 10.A.4) and you do not provide at least one WR form.
The total generation reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of hazardous waste generated (GM Form - Box 1.H) differs by +/- 20% from the reported total quantity of hazardous waste generated and more than 1000 tons from your previous cycle's submission.
The total quantity receipts reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of hazardous waste received (WR Form - Box G) differs by +/- 20% from the reported total quantity of hazardous waste received and more than 1000 tons from your previous cycle's submission.
The total quantity shipped reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of hazardous waste shipped (GM Form - Box 3.D) differs by +/- 20% from the reported total quantity of hazardous waste shipped and more

		than 1000 tons from your previous cycle's submission.
The total management reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of on-site management (GM Form - Box 2 or WR Form - Box G) differs by +/- 20% from the reported total quantity of on-site management and more than 1000 tons from your previous cycle's submission.
The total quantity shipped reported differs by more than 10% and more than 10 tons from your manifest submissions.	Warning	This message will be triggered if the reported quantity of hazardous waste shipped (GM Form - Box 3.D) differs by +/- 10% and more than 10 tons from the total quantity of hazardous waste shipped on manifests with a shipping date within the calendar year associated with the Biennial Report cycle and the waste line reported at least one federal or state waste code. ***Note: Manifests do not require the reporting of waste density. For*** *wastes reported with a volumetric unit of measure, this message may be triggered because the waste density reported on the BR differs significantly from the density of water (8.34 lbs/gal) which is the default used if the density was **not provided on the manifest.** It is recommended that the optional Biennial Report data fields, including density, be included with regular manifest submissions.*
The total receipts reported differs by more than 10% and more than 10 tons from your manifest submissions.	Warning	This message will be triggered if the reported quantity of hazardous waste received (WR Form - Box G) differs by +/- 10% and more than 10 tons from the total quantity of hazardous waste received on manifests with a received date within the calendar year associated with the Biennial Report cycle and the waste line reported at least one federal or state code. ***Note: Manifests do not require the reporting of waste density. For*** *wastes reported with a volumetric unit of measure, this message may be triggered because the waste density reported on the BR differs significantly from the density of water (8.34 lbs/gal) which is the default used if the density was **not provided on the manifest.** It is recommended that the optional Biennial Report data fields, including density, be included with regular manifest submissions.*
The previous cycles' Biennial Report for your site does not exist in RCRAInfo.	Warning	This message will be triggered if Biennial Report data for the previous cycle does not exist within RCRAInfo.
No manifests could be found during the current cycle year listing your site as the generator.	Warning	This message will be triggered if manifest data for the calendar year associated with the Biennial Report cycle listing your site as the generator does not exist within RCRAInfo.
No manifests could be found during the current cycle year listing your site as the receiving facility.	Warning	This message will be triggered if manifest data for the calendar year associated with the Biennial Report cycle listing your site as the receiving facility does not exist within RCRAInfo.

At any time during the validation process, you may click the "Finish Later" button to save explanations provided while you correct or research other issues. Once all errors have been corrected and all warnings have either been corrected or explained, you may proceed to either mark your submission ready for signature or sign and submit your report.

MARK READY FOR SIGNATURE

If you have the "Preparer" permission for the Biennial Report Module, you CANNOT send the submission to EPA or your State Regulator. However, once the submission is completed and ready for an electronic signature, you can click the "Mark Ready For Signature" button at the bottom of the page. On the Biennial Report dashboard, the status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the submission is ready to be sent to EPA or your State Regulator. An email will be sent to all users with the "Certifier" permission for the Biennial Report module as well as all Site Managers indicating that there is a submission awaiting their signature. ***Note: A submission may be revised and/or deleted after it is marked "Ready For Signature".***

SIGN AND SUBMIT

The Biennial Report submission (GM, WR, OI, and/or Site ID Forms) cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Sign & Submit" button electronically signs and submits your biennial report submission to EPA or your State Regulator. ***Note: You must have the "Certifier" permission for the Biennial Report Module or the "Site Manager" permission in order to sign and submit.*** The submission will be saved under the "In Progress" section on the Biennial Report dashboard with a status of "Submitted". You cannot revise this submission until the EPA or State Regulator accepts or rejects the submission.

UPLOAD FLAT FILES

In lieu of entering the data associated with the GM, WR, and/or OI forms via data entry, you may upload this information via a series flat files. Click here for technical specifications associated with these flat files. ***Note: You may use both the flat file upload and data entry to provide your Biennial Report data, however, you must upload the flat files first, then provide remaining information via data entry. If you upload flat files after you enter data via data entry, you will*** <u>***LOSE***</u> ***all of the data that you entered via data entry.***

Use the "Create New Submission" button on the Biennial Report tab to create a submission associated with the current biennial report cycle. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. . ***Note: You cannot create a new submission for this cycle if a submission for this cycle (of any status) already exists. If a "Draft" or "Ready for Signature" submission exists for this cycle, you may delete the current submission in order to create a new submission.*** You will be prompted to indicate whether you want to load your data by uploading a file or via data entry. To upload a file, click the "Upload a File" button.

Next, you must specify the ZIP file that contains the flat files that you want to upload by clicking the "Select File" and navigating to the file on your computer. As indicated in the flat file specification document, the file <u>MUST</u> be a .ZIP file. Once you have selected your ZIP file, click "Upload". The Biennial Report dashboard will be displayed showing your submission in the "Upload Request" section. ***Note: Your request is processed asynchronously meaning that you may leave this page without impacting the processing of your request.***

The initial status of the submission will be "Received" indicating that the submission has been received and has been placed in a queue for processing. Once your submission reaches the top of the queue, processing will begin, and the status will change to "Processing". ***Note: If the queue is empty when you do your submission, you may not see the "Received" status, but rather the submission will go directly to the "Processing" status.*** First, the data that you provided in the flat files will be loaded into data tables. If errors occur during this stage of the processing, you will see "Load Error(s)" in the Reason column on the Biennial Report dashboard. Click the "Load Error(s)" link to see the specific errors encountered. Load errors that you may encounter include invalid dates or alpha characters in a numbers field. You will need to correct these errors and reload your ZIP file by clicking the "Re-upload" button.

Once the data has been loaded into the data tables, the data will be validated against the business rules associated with this Biennial Report cycle as specified in the flat file specification document. If your data fails to meet one or more of the business rules, you will see "Validation Error(s)" in the Reason column. Click the "Validation Error(s)" link to see the specific business rules that were violated. Again, you must correct these errors and reload your ZIP file by clicking the "Re-upload" button. When your data is free of load and validation errors, the data will be placed into a data model that will allow you to manipulate (i.e., add, change, and/or delete) the data as if you had entered the data via data entry (see the Create New Submissions topic for additional information). The Reason column will show you the progress of this processing with a message such as "Processing WR form 791 of 1013". If your submission contains thousands of forms, this step may take an hour or more to complete. You will receive an email once your submission has completed and will indicate if the upload was successful or failed.

After you have a successful upload, your submission will be placed in the "In Progress" section of the Biennial Report dashboard with a status of "Draft". It is highly recommended that you review your data to ensure that all of your GM, WR, and/or OI forms were included in your submission and properly uploaded. To see the data associated with your submission, click the pencil icon. GM, WR, and/or OI forms associated with your current submission will be displayed. Again, refer to the Create New Submissions topic for information on how to add, edit, and/or delete these forms.

SITE ID FORM

In order to complete your submission, you must include a Site Identification (Site ID) Form. To add this form to your submission, click the "Add Site ID Form" button at the bottom of your current submission. The page will be pre-populated with the most recent site identification information associated with your site. You can make revisions to this information as appropriate. Click here for information on how to enter data for the Site Identification Form.

Once you have completed all of the data entry for the Site Identification Form, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review Source Record page will be displayed. This page shows all of the information provided for this form in a read-only format. If the data is correct click the "Save" button at the bottom of the page. The form will be saved under the "Site ID Form" section of the Biennial Report dashboard with a status of "Complete".

If you see errors or need to make revisions to the Site ID data, click the "Make Changes" button at the bottom of the page to return to the Add BR Source Record page.

MARK READY FOR SIGNATURE

If you have the "Preparer" permission for the Biennial Report Module, you CANNOT send the submission to EPA or your State Regulator. However, once the submission is completed and ready for an electronic signature, you can click the "Mark Ready For Signature" button at the bottom of the page. On the Biennial Report dashboard, the status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the submission is ready to be sent to EPA or your State Regulator. ***Note: A submission may be revised and/or deleted*** *after it is marked "Ready For Signature".*

SIGN AND SUBMIT

The Biennial Report submission (GM, WR, OI, and/or Site ID Forms) cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Sign & Submit" button electronically signs and submits your biennial report submission to EPA or your State Regulator. ***Note: You must have the "Certifier" permission for the Biennial Report Module or the "Site Manager" permission in order to sign and submit.*** The submission will be saved under the "In Progress" section on the Biennial Report dashboard with a status of "Submitted". You cannot revise this submission until the EPA or State Regulator accepts or rejects the submission.

Use the "eye" icon next to the "In Progress" or "Completed" submissions to view the submission. ***Note: The "eye" icon will not be displayed for the "In Progress" submissions if you have the "Preparer" or "Certifier" role.*** No data can be added, changed, or deleted when viewing the submission.

The Biennial Report Submission screen will be displayed**.** This screen will show the first 20 GM forms showing the waste description and the quantity generated (in tons) the first 20 WR forms showing the waste description, the off-site handler id, and the quantity received (in tons), and the Site ID form associated with this submission. The data is originally sorted by the Page Number but may be re-sorted by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The 20 most recent source records will be displayed. You can change the number of GM and/or WR records displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the GM and/or WR records by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the section. To see the detail information associated with any form on this screen, click the "eye" icon next to form of interest.

You may print a portion or all of your submission for viewing and/or record-keeping purposes. To print an individual GM, WR, and/or OI Form, or to print the Site ID Form, click the "printer" icon next to the form of interest from the dashboard of your current BR submission. To print all of the GM, WR, and/or OI Forms associated with this submission, click the "printer" icon in the right-hand corner of each section (i.e., GM Forms section, WR Forms section, and OI Forms section). You must print one section at a time, that is, there is NOT a print button that will print your complete submission at one time. A Portable Document Format (PDF) file will be generated that you will be able to download and view using Adobe Acrobat Reader. ***Note: If your submission*** *contains thousands of GM and/or WR forms, it may take up to 15 minutes to print that section of your submission.*

ANNUAL REPORT INTRODUCTION

Some States elect to collect information typically associated with the Biennial Report annually, rather than biennially. Annual Report is used to submit the EPA Form 8700-13A/B (Hazardous Waste Report) to the appropriate regulator for States that collect these reports. Since Annual Reports are not a national requirement, it is recommended that you consult with your regulatory authority to determine if you need to submit an Annual Report. For States that collect Annual Reports, you may be required to submit this form if during the current report cycle you :

- met the definition of a RCRA Large Quantity Generator (LQG)
- treated, stored, recycled, or disposed of RCRA hazardous wastes on-site
- shipped hazardous waste off-site to a RCRA permitted treatment, storage, recycling and disposal facility
- received hazardous wastes from off-site hazardous waste generators without storing the wastes before recycling

Click here to see the complete instructions associated with EPA Form 8700-13A/B.

ANNUAL REPORT DASHBOARD

When you click on the "Annual Report" tab from the Site Dashboard, the screen will display the submission (if any) "In Progress" and the 10 most recent annual report submissions that have been "Completed" for this site. A submission is classified as "In Progress" if: 1) a draft submission has been created (Status = "Draft"); 2) a preparer has completed the data entry portion of the submission and has marked the submission ready for signature (Status = "Ready for Signature"); or 3) a submission has been signed and submitted to your regulatory authority but has not been accepted or rejected by the regulatory authority. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission. Completed submissions may be viewed by clicking the "eye" icon.

The dashboard displays the report cycle along with the total quantity generated, managed, shipped, and received (in tons). This information is provided to give the user a quick overview of the quantities being reported and how they compare to quantities reported in prior cycles. For submissions "In Progress", you can hover over the status to see who and when the submission was last updated as well as an email and phone number for that user.

CREATE NEW SUBMISSION

Use the "Create New Submission" button on the Annual Report tab to create a submission associated with the current annual report cycle. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the forms, but will <u>NOT</u> be allowed to sign and submit the forms to the EPA or State Regulator. ***Note: You cannot create a new submission for this cycle if a submission for this cycle (of any status) already exists. If a "Draft" or "Ready for Signature" submission exists for this cycle, you*** *may delete the current submission in order to create a new submission.*

First, you will be prompted to indicate if you want to create your submission by uploading a series of flat files or entering your data via data entry. To continue with the data entry process, click the "Continue to Data Entry" button. The remainder of this topic will describe how to create your submission using the data entry user interface. Click here for information regarding the file upload process.

You will be prompted to indicate if you would like to copy GM information from your most recent completed submission (excluding quantities) into your new submission. If you click "Yes, bring forward GM data" all of the GM forms associated with the site's most recent completed submission will be copied into the new submission with a status of "Incomplete". Quantity information (generated, shipped, and/or managed) associated with the GM forms and comments provided with the GM forms will NOT be copied into the new submission. ***Note: You cannot bring forward your GM data if your most recent completed submission has more than 500 GM forms or is older than the 2001 report cycle.*** See the Edit GM Form section below for information on how to enter the quantity data for each waste stream. If you click "No, do not bring forward GM data", no GM data will be brought forward and you will have to enter all of the information associated with this submission from scratch.

If the waste streams that you are currently generating are the same or similar to the waste streams generated in your previous cycle, it is recommended that you bring the GM data forward. This feature enhances data quality and consistency and streamlines the data entry process.

The Annual Report Submission screen will be displayed*.* This screen will show the first 20 GM forms (if the GM data was brought forward from the previous submission). The screen will also indicate that there are no WR forms at this time. From this screen you can add, edit, and/or delete GM, WR, OI and Site ID forms, as appropriate.

GM FORM

The Waste Generation and Management (GM) Form collects information for all hazardous waste that was used to determine the site's generator category. Hazardous waste must be reported if it was:
- generated and accumulated on-site and subsequently managed on-site or shipped off-site in the report cycle;
- generated and accumulated on-site in the report cycle but not managed on-site or shipped off-site until after the report cycle;
- generated and accumulated on-site prior to the report cycle but either managed on-site or shipped off-site in the report cycle;
- received hazardous waste from VSQGs under the control of the same "person" (as defined in 40 CFR 260.10) and managed according to the applicable hazardous waste regulations in 40 CFR 262.17(f) in the report cycle;
- imported from a site located in a foreign country in the report cycle.

ADD GM FORM

Click the "Add New GM Form" button to add a new waste stream to your submission. The required information includes the Waste Description, Federal or State Hazardous Waste Code, Source Code, Form Code, Waste Minimization Code, Quantity Generated, Unit of Measure, and Density and Density Unit of Measure (for volumetric units of measure) and are denoted by the red asterisk.

If any of this waste was treated, disposed, and/or recycled on-site during the report cycle, move the Yes/No slider box in Section 2 (On-site Generation and Management of Hazardous Waste) to Yes. You must provide the Management Method Code that best identifies the last substantive purpose/operation performed at your site. To do this, click the "Add On-site Process System" button. A modal will display asking you for the Management Method Code and Quantity Managed. ***Note: The Quantity Managed must be reported in the same unit of measure as the Quantity Generated. Therefore, you must provide the unit of measure associated with the Quantity Generated prior to entering the Quantity Managed.*** It may be necessary to use more than one process to describe the last substantive purpose/operation performed at your site. To add additional processes, click the "Add On-site Process System" button.

If any of this waste was shipped off-site for treatment, disposal, or recycling, move the Yes/No slider box in Section 3 (Off-site Shipment of Hazardous Waste) to Yes. You must provide the facility to which the waste was shipped. To do so, click the "Add Off-site Facility" button. A modal will display asking you for the EPA ID Number of the facility to which the waste was shipped, the Management Method Code that describes how the waste was managed upon receipt by the facility, and the Quantity Shipped. ***Note: The Quantity Shipped must be reported in the same unit of measure as the Quantity Generated. Therefore, you must provide the unit of measure associated with the Quantity Generated prior to entering the Quantity Shipped.*** If the waste was shipped to more than one facility, enter all of the facilities to which the waste was shipped.

To select an EPA ID Number on the Add Off-site Facility modal, begin typing the facilities EPA Handler ID. If you prefer to search by Site name or Location City, click the "search by Site Name or Location City" link below the drop-down box, then begin typing your search criteria. Once you have entered two or more characters, the drop-down list will be populated with registered TSD facilities that match the information entered. If you are searching by EPA ID Number, the sites that START WITH the search value will be displayed. If you are searching by Site Name or Location City, the sites that CONTAIN the search value will be displayed. Select the appropriate facility from the list. If the appropriate facility is not displayed, enter the EPA ID Number manually. ***Note: This must be a valid id number (i.e., must begin with a state postal code followed by 2 - 10 alphanumeric characters).***

Once all information has been provided, click the "Save" button. ***Note: You can only save a new GM Form once all required information has been provided.***

EDIT GM FORM

You can edit a GM Form that was brought forward from the previous cycle or newly added to the submission, by clicking the "pencil" icon next to the GM Form of interest. If you are editing a GM Form with a status of "Incomplete", you will need to provide all required information (Quantity Generated, Unit of Measure, Density and Density Unit of Measure [for volumetric units of measure], Quantity Managed [for on-site processes], and Quantity Shipped [for off-site shipments]) in order to save ANY revisions to the form. The status for that form will then be changed to "Complete". You may change any information, as needed, on the form.

DELETE GM FORM

You may delete an individual GM Form from the submission by clicking the "x" icon next to the GM Form to be deleted. You will be prompted to confirm the deletion of this GM Form. You may also delete ALL GM Forms by clicking the "Delete All GM Forms" button. Again, you will be prompted to confirm the deletion of all of the GM Forms. ***Note: Once you have confirmed the deletion of a GM Form(s), the data associated with that form is deleted and cannot be recovered.***

WR FORM

The Waste Received From Off-Site (WR) Form collects information regarding RCRA hazardous waste received from off-site and managed on-site. This includes:
- imports of hazardous waste received from a site located in a foreign country;
- hazardous wastes that are received and recycled without first being stored;
- hazardous wastes received and stored prior to being recycled;
- hazardous wastes received from hazardous waste generators to be partially reclaimed into commodity-like materials excluded from RCRA regulations.

ADD WR FORM

Click the "Add New WR Form" button to add a waste received from off-site to your submission. The required information includes the Waste Description, Federal or State Hazardous Waste Code, Off-site Handler Identification, Form Code, Management Method Code, Quantity Received, Unit of Measure, and Density and Density Unit of Measure (for volumetric units of measure) and are denoted by the red asterisk.

To enter an Off-site EPA ID Number, you may either type the EPA ID Number manually, search for the EPA ID Number within the RCRAInfo database, or select a previously entered EPA ID Number (from this submission). To search within the RCRAInfo database, click the "Search" button. A modal will be displayed allowing you to search for the handler by Site ID, Site Name, and/or Site Address. To narrow the search, you must always provide the State. In addition, you must provide either the Site ID, Site Name, and/or Zip. Using variations of the Site Name, Street Name, and/or City may help you find the desired site.

The Search Results will be displayed showing all handlers that match ALL of the search criteria provided. The search results are displayed in alphabetical order by Site Name, but may be reordered by clicking the arrows next to the appropriate column names. The first 20 results are displayed, but you may display additional results by selecting a value in the "Show entries" drop-down list. You may also paginate through the results by clicking the "Previous" or "Next" buttons , or a specific page number in the bottom right-hand corner.

To select a previously entered EPA ID Number, click the "Recent" button. The 5 most recent Off-site EPA ID Numbers you selected for this submission will be displayed but you may show more entries by selecting a value in the "Show entries" drop-down list.

Once all information has been provided, click the "Save" button. ***Note: You can only save a new WR Form once all required information has been provided.***

EDIT WR FORM

You can edit a WR Form by clicking the "pencil" icon next to the WR Form of interest. You may change any information, as needed, on the form.

DELETE WR FORM

You may delete an individual WR Form from the submission by clicking the "x" icon next to the WR Form to be deleted. You will be prompted to confirm the deletion of this WR Form. You may also delete ALL WR Forms by clicking the "Delete All WR Forms" button. Again, you will be prompted to confirm the deletion of all of the WR Forms. ***Note: Once you have confirmed the deletion of a WR Form(s), the data associated with that form is deleted and cannot be recovered.***

OI FORM

The Off-site Identification (OI) Form collects name and address information for off-site installations and transporters reported within a site's Annual Report submission. Sites must submit the OI Form if:
- the OI Form is required by your State or Regulator; AND
- the site received hazardous waste from off-site or sent hazardous waste off-site during the reporting year.

When you enter a GM Form (either via data entry or brought forward from a previous cycle), all sites identified in Section 3 - Off-site Shipment of Hazardous Waste will automatically be added to the OI Form section of the submission if all of the information needed for an OI form has been provided (i.e., name and complete address). Similarly, when you enter a WR Form, the sites from which waste was received will also be automatically added to the OI Form section of the submission if all of the information needed for an OI form has been provided. Sites that are required to submit the OI Form should also include all transporters that were used to ship hazardous waste during the reporting year.

ADD OI FORM

Click the "Add OI Form" button to add site information for an off-site installation and/or transporter to your submission. The required information includes the Site Id, Site Name, Type of Activity (generator, transporter, and/or receiver), and Address (Street 1, City, State, Zip, and Country) and are denoted by the red asterisk.

Enter the EPA ID Number. If the site is found within RCRAInfo, the site name and address will be populated with the most recent address. If the site is not found within RCRAInfo, you will need to provide the site name and address for this Site Id. Once all information has been provided, click the "Save" button. ***Note: You can only save a new OI Form once all required information has been provided.***

EDIT OI FORM

You can edit an OI Form by clicking the "pencil" icon next to the OI Form of interest. You may change any information, as needed, on the form.

DELETE OI FORM

You may delete an individual OI Form from the submission by clicking the "x" icon next to the OI Form to be deleted. You will be prompted to confirm the deletion of this OI Form. You may also delete ALL OI Forms by clicking the "Delete All OI Forms" button. Again, you will be prompted to confirm the deletion of all of the OI Forms. ***Note: Once you have confirmed the deletion of an OI Form(s), the data associated with that form is deleted and cannot be recovered.***

EPA Headquarters does not require the OI Form, however, your State or Regulator may require this form. If your State or Regulator does <u>NOT</u> require this information, you may choose to delete the OI Form information (including the data that was populated automatically from the GM and/or WR Forms) from your submission.

SITE ID FORM

The Site Identification (Site ID) Form collects information pertaining to the site itself, including site name, location address, mailing address, contact information, and regulatory activities being conducted at the site.

ADD SITE ID FORM

Click the "Add Site ID Form" button to create the Site Identification Form that will be included with your submission. The form will be pre-populated with the most recent information associated with this site. You can

make revisions to this information as appropriate. Click here for information on how to enter data for the Site Identification Form.

Once you have completed all of the data entry for the Site Identification Form, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review Source Record page will be displayed. This page shows all of the information provided for this form in a read-only format. If the data is correct click the "Save" button at the bottom of the page. The form will be saved under the "Site ID Form" section with a status of "Complete".

If you see errors or need to make revisions to the data, click the "Make Changes" button at the bottom of the page to return to the Add AR Source Record page.

EDIT SITE ID FORM

You can edit the Site ID Form by clicking the "pencil" icon next to the form. You may change any information, as needed, on the form.

DELETE SITE ID FORM

You may delete the Site ID Form from the submission by clicking the "pencil" icon next to the form then clicking the "Discard Draft" button at the bottom of the page. You will be prompted to confirm the deletion of this Site ID Form. *Note: Once you have confirmed the deletion of a Site ID Form, the data associated with that form is deleted and cannot be recovered.*

VALIDATE DATA

Before you can sign and send your submission to your appropriate regulator, the data provided must be validated. To validate your data, click the "Validate" button at the bottom of the page. The validations are categorized as "Errors" or "Warnings". If the validation triggers an error, you MUST correct the data before you can proceed with marking your submission ready for signature or signing and submitting your report. If the validation triggers a warning, you may either correct the data, if the data is actually an error, so that the warning is no longer triggered OR provide an explanation, in the explanation box provided, to indicate why the data captured is not an error.

The following errors / warnings are being captured for the current Annual Report cycle:

Message	Issue Type	Additional Explanation
You reported a Source Code of G17 but your State does not participate in Subpart K.	Error	A source code of G17 cannot be provided on the GM form if your State has not opted into Subpart K. This message will be triggered if a GM form is detected with a G17 source code and your State has not opted into Subpart K.
You reported a Source Code of G17 but you have not opted into Subpart K.	Error	A source code of G17 cannot be provided on the GM form if your Site has not opted into Subpart K. This message will be triggered if a GM form is detected with a G17 source code and your Site has not opted into Subpart K (either as a College/ University, Teaching Hospital and/or Non-profit Research Facility).

You reported as a Reverse Ditributor under Subpart P, however you do not have any GM Forms with Source Code G76 and Form Code W005.	Error	Reverse Distributor sites under Subpart P must have at least one GM form with a source code of G76 and a form code W005. This message will be triggered if such a GM form is not found.
You reported Source Code G76 on a GM Form, however you did not indicate that you are a Reverse Distributor under Subpart P.	Error	You cannot report a source code of G76 on any GM form if you are not a Reverse Distributor under Subpart P. This message will be triggered if such a GM form is found.
You indicated that you are an LQG but the generation quantities provided do not meet the LQG threshold.	Warning	A facility is a federal large quantity generator if: • the generator generated in any single month 1,000 kg or more of RCRA hw; or • the generator generated in any single month, or accumulated at any time, 1 kg of RCRA acute hw; or • the generator generated, or accumulated at any time, more than 100 kg of spill cleanup material contaminated with RCRA acute hw. This message will be triggered if you reported your current generator category as an LQG but reported less than 1.1 tons of RCRA hw, less than 0.001 tons of RCRA acute hw, and less than 0.11 tons of spill cleanup material contaminated with RCRA acute hw.
You indicated that you are not an LQG but the generation quantities provided exceed the LQG threshold.	Warning	A facility is a federal large quantity generator if: • the generator generated in any single month 1,000 kg or more of RCRA hw; or • the generator generated in any single month, or accumulated at any time, 1 kg of RCRA acute hw; or • the generator generated, or accumulated at any time, more than 100 kg of spill cleanup material contaminated with RCRA acute hw. This message will be triggered if you reported your current generator category as something other than an LQG but reported more than 13.2 tons of RCRA hw, more than 0.012 tons of RCRA acute hw, or more than than 1.32 tons of spill cleanup material contaminated with RCRA acute hw.
Your submission does not contain any GM or WR forms.	Warning	This message will be triggered if the submission does not contain any GM or WR forms.
The Off-site TSDF ID reported does not exist in RCRAInfo.	Warning	This message will be triggered if the EPA ID reported on the GM Form - Box 3.B does not exist in RCRAInfo and does not start with 'FC' (Foreign Country).
The Off-site TSDF ID reported is not recognized as a TSDF in RCRAInfo.	Warning	This message will be triggered if the EPA ID reported on the GM Form - Box 3.B does not exist in the RCRAInfo TSDF lookup table and does not start with 'FC' (Foreign Country).
The TSDF ID reported is not associated with this management method.	Warning	This message will be triggered if the management method reported on either the GM Form - Box 2, GM Form - Box 3.C, and/or WR Form Box F is not assocated with the TSDF provided. *Note: The 2021 Biennial Report data was used to make the*

		*association between a TSDF and their **management methods. If a management** method is missing, please contact your State Annual Report contact to make this association.*
The Handler Name provided does not match the current Handler Name associated with this site.	Warning	This message will be triggered if the handler name provided in the current submission does not match the handler name provided on the most recent handler source record. ***Note: The spaces** are removed from the handler name for both the current and previous handler name before making the comparison.*
The Location Address provided does not match the current Location Address associated with this site.	Warning	This message will be triggered if the location address provided in the current submission does not match the location address provided on the most recent handler source record. ***Note: The** spaces are removed from the location street number, location street 1, location street 2, location city, and location zip for both the current and previous address before making the comparison.*
The Location County provided does not match the current Location County associated with this site.	Warning	This message will be triggered if the location county code provided in the current submission does not match the location county code provided on the most recent handler source record.
Your site is a registered TSDF but you did not provide any GM Forms reporting on-site management.	Warning	This message will be triggered if your are a registered TSDF in RCRAInfo, and you do not provide at least one GM form reporting the on-site management of hazardous waste.
You reported that your site receives waste from off-site but your submission does not contain any WR Forms.	Warning	This message will be triggered if you indicate that you receive waste from off-site (Site ID Form - Box 10.A.4) and you do not provide at least one WR form.
The total generation reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of hazardous waste generated (GM Form - Box 1.H) differs by +/- 20% from the reported total quantity of hazardous waste generated and more than 1000 tons from your previous biennial report submission.
The total quantity receipts reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of hazardous waste received (WR Form - Box G) differs by +/- 20% from the reported total quantity of hazardous waste received and more than 1000 tons from your previous biennial report submission.
The total quantity shipped reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of hazardous waste shipped (GM Form - Box 3.D) differs by +/- 20% from the reported total quantity of hazardous waste shipped and more than 1000 tons from your previous biennial report submission.
The total management reported differs by more than 20% and more than 1000 tons from your previous cycle's submission.	Warning	This message will be triggered if the reported total quantity of on-site management (GM Form - Box 2 or WR Form - Box G) differs by +/- 20% from the reported total quantity of on-site management

		and more than 1000 tons from your previous biennial report submission.
The total quantity shipped reported differs by more than 10% and more than 10 tons from your manifest submissions.	Warning	This message will be triggered if the reported quantity of hazardous waste shipped (GM Form - Box 3.D) differs by +/- 10% and more than 10 tons from the total quantity of hazardous waste shipped on manifests with a shipping date within the calendar year associated with the Annual Report cycle and the waste line reported at least one federal or state waste code. ***Note: Manifests do not require the reporting of waste density. For** wastes reported with a volumetric unit of measure, this message may be triggered because the waste density reported on the AR differs significantly from the density of water (8.34 lbs/ gal) which is the default used if the density was **not provided on the manifest.** It is recommended that the optional Biennial Report data fields, including density, be included with regular manifest submissions.*
The total receipts reported differs by more than 10% and more than 10 tons from your manifest submissions.	Warning	This message will be triggered if the reported quantity of hazardous waste received (WR Form - Box G) differs by +/- 10% and more than 10 tons from the total quantity of hazardous waste received on manifests with a received date within the calendar year associated with the Annual Report cycle and the waste line reported at least one federal or state code. ***Note: Manifests do not require the reporting of waste density. For** wastes reported with a volumetric unit of measure, this message may be triggered because the waste density reported on the AR differs significantly from the density of water (8.34 lbs/ gal) which is the default used if the density was **not provided on the manifest. It is recommended** that the optional Biennial Report data fields, including density, be included with regular **manifest submissions.***
The previous cycles' Biennial Report for your site does not exist in RCRAInfo.	Warning	This message will be triggered if Biennial Report data for the previous cycle does not exist within RCRAInfo.
No manifests could be found during the current cycle year listing your site as the generator.	Warning	This message will be triggered if manifest data for the calendar year associated with the Annual Report cycle listing your site as the generator does not exist within RCRAInfo.
No manifests could be found during the current cycle year listing your site as the receiving facility.	Warning	This message will be triggered if manifest data for the calendar year associated with the Annual Report cycle listing your site as the receiving facility does not exist within RCRAInfo.

At any time during the validation process, you may click the "Finish Later" button to save explanations provided while you correct or research other issues. Once all errors have been corrected and all warnings have either been corrected or explained, you may proceed to either mark your submission ready for signature or sign and submit your report.

MARK READY FOR SIGNATURE

If you have the "Preparer" permission for the Annual Report Module, you CANNOT send the submission to EPA or your State Regulator. However, once the submission is completed and ready for an electronic signature, you can click the "Mark Ready For Signature" button at the bottom of the page. On the Annual Report dashboard, the status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the submission is ready to be sent to EPA or your State Regulator. An email will be sent to all users with the "Certifier" permission for the Annual Report module as well as all Site Managers indicating that there is a submission awaiting their signature. ***Note: A submission may be revised and/or deleted after it is marked "Ready For Signature".***

SIGN AND SUBMIT

The Annual Report submission (GM, WR, OI, and/or Site ID Forms) cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Sign & Submit" button electronically signs and submits your annual report submission to EPA or your State Regulator. ***Note: You must have the "Certifier" permission for the Annual Report Module or the "Site Manager" permission in order to sign and submit.*** The submission will be saved under the "In Progress" section on the Annual Report dashboard with a status of "Submitted". You cannot revise this submission until the EPA or State Regulator accepts or rejects the submission.

UPLOAD FLAT FILES

In lieu of entering the data associated with the GM, WR, and/or OI forms via data entry, you may upload this information via a series flat files. Click here for technical specifications associated with these flat files. ***Note: You may use both the flat file upload and data entry to provide your Annual Report data, however, you must upload the flat files first, then provide remaining information via data entry.   If you upload flat files after you enter*** data via data entry, you will <u>LOSE</u> all of the data that you entered via data entry.

Use the "Create New Submission" button on the Annual Report tab to create a submission associated with the selected annual report cycle. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. . ***Note: You cannot create a new submission for this cycle if a submission for this cycle (of any status) already exists. If a "Draft" or "Ready for Signature" submission exists for this cycle, you may delete the current submission in order to create a new submission.*** You will be prompted to indicate whether you want to load your data by uploading a file or via data entry. To upload a file, click the "Upload a File" button.

Next, you must specify the ZIP file that contains the flat files that you want to upload by clicking the "Select File" and navigating to the file on your computer. As indicated in the flat file specification document, the file <u>MUST</u> be a .ZIP file. Once you have selected your ZIP file, click "Upload". The Annual Report dashboard will be displayed showing your submission in the "Upload Request" section. ***Note: Your request is processed asynchronously meaning that you may leave this page without impacting the processing of your request.***

The initial status of the submission will be "Received" indicating that the submission has been received and has been placed in a queue for processing. Once your submission reaches the top of the queue, processing will begin, and the status will change to "Processing". ***Note: If the queue is empty when you do your submission, you may not see the "Received" status, but rather the submission will go directly to the "Processing" status.*** First, the data that you provided in the flat files will be loaded into data tables. If errors occur during this stage of the processing, you will see "Load Error(s)" in the Reason column on the Annual Report dashboard. Click the "Load Error(s)" link to see the specific errors encountered. Load errors that you may encounter include invalid dates or alpha characters in a numbers field. You will need to correct these errors and reload your ZIP file by clicking the "Re-upload" button.

Once the data has been loaded into the data tables, the data will be validated against the business rules associated with this Annual Report cycle as specified in the flat file specification document. If your data fails to meet one or more of the business rules, you will see "Validation Error(s)" in the Reason column. Click the "Validation Error(s)" link to see the specific business rules that were violated. Again, you must correct these errors and reload your ZIP file by clicking the "Re-upload" button. When your data is free of load and validation errors, the data will be placed into a data model that will allow you to manipulate (i.e., add, change, and/or delete) the data as if you had entered the data via data entry (see the Create New Submissions topic for additional information). The Reason column will show you the progress of this processing with a message such as "Processing WR form 791 of 1013". If your submission contains thousands of forms, this step may take an hour or more to complete. You will receive an email once your submission has completed and will indicate if the upload was successful or failed.

After you have a successful upload, your submission will be placed in the "In Progress" section of the Annual Report dashboard with a status of "Draft". It is highly recommended that you review your data to ensure that all of your GM, WR, and/or OI forms were included in your submission and properly uploaded. To see the data associated with your submission, click the pencil icon. GM, WR, and/or OI forms associated with your current submission will be displayed. Again, refer to the Create New Submissions topic for information on how to add, edit, and/or delete these forms.

SITE ID FORM

In order to complete your submission, you must include a Site Identification (Site ID) Form. To add this form to your submission, click the "Add Site ID Form" button at the bottom of your current submission. The page will be pre-populated with the most recent site identification information associated with your site. You can make revisions to this information as appropriate. Click here for information on how to enter data for the Site Identification Form.

Once you have completed all of the data entry for the Site Identification Form, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review Source Record page will be displayed. This page shows all of the information provided for this form in a read-only format. If the data is correct click the "Save" button at the bottom of the page. The form will be saved under the "Site ID Form" section of the Annual Report dashboard with a status of "Complete".

If you see errors or need to make revisions to the Site ID data, click the "Make Changes" button at the bottom of the page to return to the Add AR Source Record page.

MARK READY FOR SIGNATURE

If you have the "Preparer" permission for the Annual Report Module, you CANNOT send the submission to EPA or your State Regulator. However, once the submission is completed and ready for an electronic signature, you can click the "Mark Ready For Signature" button at the bottom of the page. On the Annual Report dashboard, the status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the submission is ready to be sent to EPA or your State Regulator. ***Note: A submission may be revised and/or deleted after it is marked "Ready For Signature".***

SIGN AND SUBMIT

The Annual Report submission (GM, WR, OI, and/or Site ID Forms) cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Sign & Submit" button electronically signs and submits your annual report submission to EPA or your State Regulator. ***Note: You must have the "Certifier" permission for the Annual Report Module or the "Site Manager" permission in order to sign and submit.*** The submission will be saved under the "In Progress" section on the Annual Report dashboard with a status of "Submitted". You cannot revise this submission until the EPA or State Regulator accepts or rejects the submission.

VIEW SUBMISSION

Use the "eye" icon next to the "In Progress" or "Completed" submissions to view the submission. ***Note: The*** *"eye" icon will not be displayed for the "In Progress" submissions if you have the "Preparer" or "Certifier" role.* No data can be added, changed, or deleted when viewing the submission.

The Annual Report Submission screen will be displayed*.* This screen will show the first 20 GM forms showing the waste description and the quantity generated (in tons) the first 20 WR forms showing the waste description, the off-site handler id, and the quantity received (in tons), and the Site ID form associated with this submission. The data is originally sorted by the Page Number but may be re-sorted by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The 20 most recent source records will be displayed. You can change the number of GM and/or WR records displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the GM and/or WR records by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the section. To see the detail information associated with any form on this screen, click the "eye" icon next to form of interest.

PRINT SUBMISSION

You may print a portion or all of your submission for viewing and/or record-keeping purposes. To print an individual GM, WR, and/or OI Form, or to print the Site ID Form, click the "printer" icon next to the form of interest from the dashboard of your current AR submission. To print all of the GM, WR, and/or OI Forms associated with this submission, click the "printer" icon in the right-hand corner of each section (i.e., GM Forms section, WR Forms section, and OI Forms section). You must print one section at a time, that is, there is NOT a print button that will print your complete submission at one time. A Portable Document Format (PDF) file will be generated that you will be able to download and view using Adobe Acrobat Reader. ***Note: If your submission contains thousands of GM and/or WR forms, it may take up to 15 minutes to print that section of your submission.***

E-MANIFEST INTRODUCTION

The Hazardous Waste Electronic Manifest Establishment Act, signed into law by President Barack Obama on October 5, 2012, authorizes EPA to implement a national electronic manifest system that facilitates the electronic transmission of the Uniform Hazardous Waste Manifest (EPA Form 8700-22). Key features of the Act include:

- extension to all federally- and state-regulated wastes requiring manifests;
- authorization for the central collection of data from electronic and paper manifests;
- authorization for EPA to collect reasonable user fees for all system related costs including development and maintenance;
- mandate for EPA to conduct annual Inspector General (IG) audits and submit biennial reports to Congress;
- mandate for EPA to establish a uniform effective date for all States and must implement e-Manifest until States are authorized.

The final rule for the Modification of the Hazardous Waste Manifest System; Electronic Manifests, published on February 7, 2014, authorizes the use of electronic hazardous waste manifests. This modification provides waste handlers with the opportunity to complete, sign, transmit, and store manifest information electronically in the national system.

The final fee rule for User Fees for the Electronic Hazardous Waste Manifest System and Amendments to Manifest Regulations, published on January 3, 2018, outlines the fees for the system and sets a June 30, 2018 implementation date for the e-Manifest system.

Click here for additional information regarding the implementation of the Hazardous Waste Electronic Manifest (E-Manifest) System including advisory board minutes, monthly webinars, stakeholder fact sheets, user fees, and public manifest data on RCRAInfo Web.

The e-Manifest module within the RCRAInfo Industry Application is EPA's implementation of a national electronic manifest system. The application provides a variety of methods by which manifests may be submitted to the EPA including:

- Electronic
- Hybrid
- Paper + Data
- Paper Only
- Mailed Paper Only

Facilities also have the flexibility of using the user interface provided within the RCRAInfo Industry Application to enter and submit manifests or may elect to transmit their manifest data using API services. The table below provides a summary of the methods available, the manifest fees, and participation requirement. For additional information about a particular method, click the method name. With all of these choices, the system can meet the needs of facilities of all sizes.

Method	Price Per Manifest*			Broker	Generator	Transporter(s)	Designated Facility
	FY20-21	FY22-23	FY24-25				
Electronic	$8.00	$8.00	$6.00	Optional	Required	Required	Required / Site Manager
Hybrid	$8.00	$8.00	$6.00	Optional	Optional	Required	Required / Site Manager

Paper + Data	$14.00	$13.00	$10.00	None	None	None	Required / Site Manager
Paper Only	$20.00	$20.00	$22.00	None	None	None	Required / Site Manager
Mailed Paper Only	$25.00	N/A	N/A	None	None	None	Site Manager

Required - Entity must have at least one user that can electronically sign the manifest through the RCRAInfo Industry Application
Optional - Entity may participate in the preparation of the manifest via the RCRAInfo Industry Application, but is not required
None - Entity does not participate in the preparation or submission of the manifest via the RCRAInfo Industry Application
Site Manager - Entity is required to have at least one site manager to pay the manifest fees through the RCRAInfo Industry Application

*Prices are subject to change.

OMB CONTROL NUMBER

OMB Control Number: OMB No. 2050-0039

PRA STATEMENT

The public reporting and record-keeping burden per response for collection of information is estimated to average 60 minutes per paper manifest and 10 minutes per electronic manifest for generators; 20 minutes per paper manifest and 5 minutes per electronic manifest for transporters; and 30 minutes per paper manifest and 5 minutes per electronic manifest for owners and operators of receiving facilities designated on the manifest.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of e-Manifest, to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460.

Include the OMB control number in any correspondence. Do not send the completed form to this address.

MANIFEST METHODS

The application provides a variety of methods by which manifests may be submitted to the EPA including:

- Electronic
- Hybrid
- Paper + Data
- Paper Only

ELECTRONIC MANIFESTS

The term "electronic" in this context indicates that the manifest will be submitted to the EPA electronically including electronic signatures provided by the sites listed on the manifest. The method may be initiated by any party on the manifest for any party on the manifest. Once complete, an electronic manifest requires no further processing by the EPA and thus is the most cost-effective manner in which to submit a manifest.

Per Title 40 CFR §262.24(c), in order to submit a manifest in this manner, ALL handlers on the manifest (generator, transporter(s), and designated facility) must have the ability to electronically sign the manifest. In order to electronically sign, all parties must have at least one registered user within the RCRAInfo Industry Application that is either a Site Manager or has the Certifier or Preparer permission for the e-Manifest module. The final manifest (i.e., manifests that will be invoiced for manifest fees), MUST be signed by a Site Manager or Certifier and must also have an approved Electronic Signature Agreement for the particular sites identified on the manifest. Electronic manifests may also be initiated by brokers, but brokers may not sign manifests.

When creating a manifest, the application will indicate if a selected site has the ability to electronically sign. If a site does not have the ability to electronically sign, you will need to select another method in which to submit your manifest to the EPA. In some cases a transporter may arrive at a site and be unable to find a user that can electronically sign for the generator. In this circumstance, any party on the manifest, including the transporter, can change the manifest from an electronic manifest to a hybrid manifest by clicking the "pencil" icon under the Manifest Type in the General section of the manifest.

DOT requires that a physical copy of the manifest accompany the shipment over the road. The physical copy of the manifest may be downloaded from the system and printed on standard 8.5"x11" office paper to satisfy this requirement.

 Click here for additional information about how to create an electronic manifest.

HYBRID MANIFESTS

The hybrid method is similar to the electronic method, except that the generator does not have the ability to electronically sign the manifest. This method was designed for generators that are not registered in e-Manifest or do not have an EPA Site Identification Number. For this method, the generator and initial transporter sign a printed copy of the manifest that is generated from the e-Manifest module. This manifest is printed on standard 8.5 x 11 office paper. The generator will keep a copy of the signed manifest and provide a copy to the initial transporter. The transporter(s) will keep the paper copy with the shipment until the waste has been delivered to the receiving facility. The initial transporter will also electronically sign the manifest, as will all parties thereafter, including any additional transporters and the designated facility. Like the electronic method, at this time the hybrid manifest can only be initiated by the generator or the designated facility.

In some cases, a transporter may arrive at a site and the generator prefers to electronically sign the manifest. In this circumstance, any party on the manifest can change the manifest from a hybrid manifest to an electronic manifest by clicking the "pencil" icon under the Manifest Type in the General section of the manifest.

Click here for additional information about how to create a hybrid manifest.

PAPER + DATA MANIFESTS

The paper + data method allows for the designated facility to submit the manifest to the EPA as a portable document format (PDF) image along with the data associated with the manifest. This method provides a significant cost savings to the designated facility since it requires minimal, if any, data entry by the EPA's Paper Processing Center. This method does not require any system interaction from the generator or transporters identified on the manifest. Click here for additional information about how to submit an paper + data manifest.

PAPER ONLY MANIFESTS

The paper only method is similar to the paper + data method in that it allows for the designated facility to submit a PDF image of the 5-copy paper manifest to the EPA. The designated facility will also provide minimal information about the manifest including the Manifest Tracking Number, information about their facility, and optionally, contact information. Similarly to the paper + data method, this method does not require any system interaction from the generator or transporters identified on the manifest. Once the manifest is signed by the designated facility, the EPA's Paper Processing Center will enter the data from the imaged manifest into the system. Click here for additional information about how to submit a paper only manifest.

E-MANIFEST DASHBOARD

When you click on the "e-Manifest" tab from the Site Dashboard, manifests associated with this site will be displayed. A site may be a generator, a transporter, a receiving facility, or a broker for any given manifest. At this time, the RCRAInfo Industry Application only shows manifests where the site is the generator, transporter, or the receiving facility.

GENERATOR

If the site selected is NOT identified as a receiving facility, a transporter, or a broker within the RCRAInfo Industry Application, the e-Manifest Dashboard will show manifests where this site is listed as the generator facility. Manifests with a status of "Draft", "Pending", "Scheduled", and "In Transit" will be displayed in the "In Progress" table. Manifests with a status of "Received", "Ready For Signature", or "Signed" will be displayed in the "Received" table. The "Paper Manifests (Image Only)" table shows image only manifests uploaded by the receiving facility, thus this table does not pertain to generators. ***Note: If another party (e.g., broker or receiving facility) creates a manifest on behalf of a generator, the generator will not be able to see the manifest until the manifest has a status of "Pending" or later.***

The tables may be sorted by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 10 manifests for each grid will be displayed. You can change the number of manifests displayed on each table by selecting a value from the "Show entries" drop-down list. You can page through the manifests by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of each table.

You may also filter the information shown in each table by specifying a value in the "Search" text box located in the upper right-hand corner of each table. The results within the table will be limited to manifests where the value specified matches information within ANY column of the manifest. This feature is useful to find manifests associated with a specific receiving facility, a particular status, or a given manifest ID if there are a lot of manifests associated with this site.

TRANSPORTER

If the site selected is identified as a transporter within the RCRAInfo Industry Application, the e-Manifest Dashboard will show manifests where this site is listed as the transporter in the "In Progress" and "Received" tables. However, the user may show the manifests where this site is listed as the generator or receiving facility by changing the "View" in the upper right-hand corner (above the "In Progress" table) from "Transporting" to either "Outgoing", or if applicable "Incoming". Manifests with a status of "Draft", "Pending", "Scheduled", and "In Transit" will be displayed in the "In Progress" table. Manifests with a status of "Received", "Ready For Signature", or "Signed" will be displayed in the "Received" table. The "Paper Manifests (Image Only)" table shows image only manifests uploaded by the receiving facility, thus this table does not pertain to transporters. ***Note: If another party (e.g., broker or receiving facility) creates a manifest, the Transporter will not be able to see the manifest until the manifest status has been changed to "Pending".***

The tables may be sorted by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the

column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 10 manifests for each table will be displayed. You can change the number of manifests displayed on each table by selecting a value from the "Show entries" drop-down list. You can page through the manifests by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of each table.

You may also filter the information shown in each table by specifying a value in the "Search" text box located in the upper right-hand corner of each table. The results within the table will be limited to manifests where the value specified matches information within ANY column of the manifest. This feature is useful to find manifests associated with a specific generator, a particular status, or a given manifest ID if there are a lot of manifests associated with this site.

RECEIVING FACILITY

If the site selected is identified as a receiving facility within the RCRAInfo Industry Application, the e-Manifest Dashboard will show manifests where this site is listed as the receiving facility in the "In Progress" and "Received" tables. However, the user may show the manifests where this site is listed as the generator or transporter by changing the "View" in the upper right-hand corner (above the "In Progress" table) from "Incoming" to "Outgoing" or if applicable, "Transporting". Manifests with a status of "Draft", "Pending", "Scheduled", and "In Transit" will be displayed in the "In Progress" table. Manifests with a status of "Received", "Ready For Signature", or "Signed" will be displayed in the "Received" table. Image only manifests that have been uploaded for data entry by EPA's PPC are displayed in the "Paper Manifests (Image-Only)" table. ***Note: If another party (e.g., broker or generator) creates a manifest, the receiving facility will not be able to see the manifest until the manifest status has been changed to "Pending".***

The tables may be sorted by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 10 manifests for each table will be displayed. You can change the number of manifests displayed on each table by selecting a value from the "Show entries" drop-down list. You can page through the manifests by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of each table.

You may also filter the information shown in each table by specifying a value in the "Search" text box located in the upper right-hand corner of each table. The results within the table will be limited to manifests where the value specified matches information within ANY column of the manifest. This feature is useful to find manifests associated with a specific generator, a particular status, or a given manifest ID if there are a lot of manifests associated with this site.

BROKER

If the site selected has notified as a broker within RCRAInfo as either a broker site or as a site with a broker activity, the e-Manifest Dashboard will show manifests where this site is listed as the broker in the "In Progress" and "Received" tables. However, if applicable for a site with broker activity, the user may show the manifests where this site is listed as the generator, transporter, or receiving facility by changing the "View" in the upper right-hand corner (above the "In Progress" table) from "Incoming" to "Outgoing" or if applicable, "Transporting". Broker sites that have no other RCRA activities will only see the Broker option in the "View" drop-down. Manifests with a status of "Draft", "Pending", "Scheduled", and "In Transit" will be displayed in the "In Progress" table. Manifests with a status of "Received", "Ready For Signature", or "Signed" will be displayed in the "Received" table. Image only manifests that have been uploaded for data entry by EPA's PPC are displayed in the "Paper Manifests (Image-Only)" table. Brokers cannot be added to image only manifests except by the Paper Processing Center or through the corrections process. ***Note: If another party (e.g., transporter or generator)***

creates a manifest, the broker will not be able to see the manifest until the broker is assigned to that manifest and it is moved to at least the "Pending" status.

ACTIONS

The actions that can be taken on a manifest at any given time are dependent on the entity acting upon the manifest (generator, transporter, receiving facility, broker), the permissions of the user (viewer, preparer, certifier, site manager), and the current status of the manifest (draft, pending, scheduled, in transit, received, ready for signature, signed). Refer to the Roles and Responsibilities topic for additional information.

The possible actions that you will see associated with a manifest include:

"Pencil" icon: Edit manifest

"Eye" icon: View manifest

"Paper" icon: Copy or duplicate manifest (this feature will be implemented in a future release)

CREATE NEW MANIFEST

Users that have Preparer, Certifier, or Site Manager permissions for this site can create a new electronic or hybrid manifest by clicking the "Create New Manifest" button at the top of the "In Progress" table. ***Note: Users who have only Viewer permissions for this site will not see this button.*** Click here for information on creating a new manifest (electronic or hybrid).

UPLOADING A MANIFEST

Users associated with receiving facilities that have Preparer, Certifier, or Site Manager permissions for this site may upload the manifest as an image and optionally provide the data by clicking the "Upload Paper Manifest" button at the top of the "In Progress" table. ***Note: This button will not be displayed for users who have only Viewer permissions for this site or for sites that are not registered receiving facilities.*** Click here for information on uploading a manifest (paper + data or paper only).

SIGNING A MANIFEST

Users may sign one or more manifests from the e-Manifest Dashboard by clicking the "Sign Manifests" button at the bottom of the page. ***Note: Users who have only Viewer or Preparer permissions for this site will not see this button.*** Click here for information on signing one or more manifests.

E-MANIFEST SEARCH

More advanced searches in which this site is a party to may be performed by selecting "Search Manifests" from the "Other Actions" drop-down. You must provide search criteria for the Manifest Tracking Number, Handler ID, or Date Range. Other optional search criteria includes Status. Specify the desired criteria and click "Search". The manifest must meet the condition of ALL of the search criteria specified.

HANDLER ID

To specify a Handler ID, you must first indicate the Site Type (Generator, Transporter, or TSDF) that you want to search. For example, if you select a Site Type of "Generator" and provide the Handler ID of "ALR000000000", manifests in which this site is a party to where the generator on the manifest is "ALR000000000" will be displayed. If you do not know the Handler ID for the site for which you want to search, you may click the "Find Handler" link

below the Handler ID text box. A pop-up window will be displayed allowing you to search for the handler by Handler Name and/or Location Address (Street, City, Zip, State). Click the Handler ID of the appropriate handler, if found, from the results set to populate the Handler ID text box on the primary search screen.

DATE RANGE

To specify a Date Range, first indicate the date in which you want to search against (Shipped, Received, Certifier, Last Updated). Next, indicate if you want to search within the last 30, 90, or 185 days. You may specify a specific date range by selecting "Custom" and providing a Start and End Date. It is recommended that you use as small of date range as is practical.

CHECK MANIFEST STATUS

Users may check to see if a Manifest Tracking Number is in the e-Manifest system by selecting "Check Manifest Status" from the "Other Actions" drop-down. The Status returned will be one of the following values:

- Found - The manifest was found in the e-Manifest system and has been processed.
- Not Found - The manifest has not been uploaded to the e-Manifest system. If the manifest was mailed by the disposal facility, it likely has not been processed yet by the EPA's Paper Processing Center.
- Awaiting Processing - The manifest has been uploaded to the e-Manifest system and is awaiting data entry by EPA's Paper Processing Center.

If a manifest returns a status of "Not Found" or "Awaiting Processing", please wait for the Receiving Facility or Paper Processing Center to upload the manifest to the system. If a manifest returns a status of "Found" and you cannot find it by using the "Search Manifests" option from the "Other Actions" drop-down, please contact EPA using the "Feedback/Report an Issue" link.

SITE SETTINGS

Receiving facilities have the option to tailor specific settings for their site by selecting "Site Settings" from the "Other Actions" drop-down. Currently, the receiving facility may opt to allow other sites to "schedule" a manifest. Enabling this setting allows generators, transporters, and brokers to set electronic manifests to the "Scheduled" status when this site is selected as the designated facility. The setting default is "Disabled" meaning only the receiving facility can set the manifest to the "Scheduled" status. You may hover of the "Last Updated" label to see the user that enabled or disabled this setting.

ROLES AND RESPONSIBILITIES

The creation and progression of an electronic manifest is dependent on three components:
1) Entity (i.e., generator, transporter, receiving facility, broker);
2) Application Permissions (i.e., viewer, preparer, certifier, site manager); and
3) Status of the manifest (i.e., draft, pending, scheduled, in transit, received, ready for signature, signed).

It is important that you understand the relationship between these components to know "who can do what" and "when".

GENERATOR

The "Generator" is the site at which the waste was generated. Below is an illustration of how a manifest may progress when the generator is the entity that creates the manifest. ***Note: The user must have preparer, certifier, or site manager permissions to create, edit, or delete a manifest.***

Key:
X - The entity has the ability to perform this function at this step
L - The entity has limited ability to perform this function at this step
Blank - The entity does not have the ability to perform this function at this step

	Draft				Pending				Scheduled				In Transit				Receiv	
	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View
Generator	X	X	X	X	X	X	X	X		X	L	X		X	L			X
Transporter						X	X	X		X	L	X		X	L			X
TSDF						X	X	X		X	X	X		X	X			X
Broker						X	X	X		X	L	X		X	L			X

TRANSPORTER

The "Transporter" is the individual or entity that moves the waste from the generator's site or another transporter by highway, rail, water, or air, to the receiving facility. ***Note: The user must have preparer, certifier, or site manager permissions to create, edit, or delete a manifest.***

Key:
X - The entity has the ability to perform this function at this step
L - The entity has limited ability to perform this function at this step
Blank - The entity does not have the ability to perform this function at this step

	Draft				Pending				Scheduled				In Transit				Receiv	
	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View
Generator						X	X	X		X	L	X		X	L			X
Transporter	X	X	X	X	X	X	X	X		X	L	X		X	L			X
TSDF						X	X	X	X	X	X	X		X	X			X
Broker						X	X	X		X	L	X		X	L			X

RECEIVING FACILITY

The "Receiving Facility", is the facility that receives the waste from the generator's site. The waste must be manifested under Federal law, as well as under State law for state-only hazardous wastes that require a manifest under the law of either the State where the generator is located or the State where the receiving facility is located. The receiving facility treats, stores, and/or disposes of the waste in a proper and appropriate manner. The receiving facility may create a manifest on behalf of the generator. The receiving facility incurs manifest fees and will receive a monthly invoice of fees incurred. The receiving facility MUST have at least one user with the Site Manager permission before the system will allow the site to be listed as a designated facility on a manifest. The following is an illustration of how the manifest may progress when the receiving facility is the entity that creates the manifest on behalf of the generator. *Note: The user must have preparer, certifier, or site manager permissions to create, edit, or delete a manifest.*

Key:
X - The entity has the ability to perform this function at this step
L - The entity has limited ability to perform this function at this step
Blank - The entity does not have the ability to perform this function at this step

	Draft				Pending				Scheduled				In Transit				Receiv...	
	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View
Generator						X	X	X		X	L	X	X	L				X
Transporter						X	X	X		X	L	X	X	L				X
TSDF	X	X	X	X	X	X	X	X	X	X	X	X	X	X				X
Broker						X	X	X		X	L	X	X	L				X

BROKER

The "Broker" is the individual or entity that is hired by the generator to assist in finding handlers to handle their waste. Electronic and hybrid manifest and corrections may also be initiated by brokers, but brokers may not sign manifests. *Note: The user must have preparer, certifier, or site manager permissions to create, edit, or delete a manifest.*

Key:
X - The entity has the ability to perform this function at this step
L - The entity has limited ability to perform this function at this step
Blank - The entity does not have the ability to perform this function at this step

	Draft				Pending				Scheduled				In Transit				Receiv...	
	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View	Edit	Delete	Create	View
Generator						X	X	X		X	L	X	X	L				X
Transporter						X	X	X		X	L	X	X	L				X
TSDF					X	X	X	X	X	X	X	X	X	X				X
Broker	X	X	X	X	X	X	X	X		X	L	X	X	L				X

STATUS

The RCRAInfo Industry Application has several statuses that are used to track the progression of the manifest. The status affects what information can be provided as well as what information must be provided. A manifest does not have to go through every status to be completed. At a minimum, the manifest must go through the following statuses: Scheduled, Received, Ready For Signature, and Signed. A description of the various statuses are provided below.

DRAFT — PENDING — SCHEDULED — IN TRANSIT — RECEIVED

DRAFT

When the "Create New Manifest" button is clicked, the manifest, by default, is given a status of "Draft". The "Draft" status indicates that the manifest is in a draft state and is only visible to the site that is creating the manifest. A manifest in the "Draft" status does not have to meet any business rules. A Manifest Tracking Number is NOT assigned to a manifest with a "Draft" status.

PENDING

The entity that created the manifest (either the generator, transporter, or receiving facility) may place the manifest into the "Pending" status. The "Pending" status makes the manifest visible to all parties specified in the manifest (i.e., generator, transporter(s), receiving facility). If you are the Generator, you must provide your Contact Phone Number and your Emergency Phone Number as well as specifying the Receiving Facility in order to move the manifest to the "Pending" status. If you are the Receiving Facility, you must specify the Generator and provide the Generator Contact Phone Number and Emergency Phone Number before moving the manifest to the "Pending" status. A Manifest Tracking Number is assigned to the manifest when the manifest is placed in the "Pending" status.

SCHEDULED

A manifest in the "Scheduled" status contains all of the information needed to sign a manifest. The receiving facility may place the manifest into the "Scheduled" status indicating that the waste is ready to be picked up at the generator site by the specified transporter. The receiving facility may also allow sites to set manifests to "Scheduled" by clicking "Enabled" for the "Allow Other Sites to Schedule" setting found in the "Site Settings" from the "Other Actions" drop-down list.

Additional information is required in order to move a manifest to this status including at least one Transporter and one Waste. The waste information must include the Proper Shipping Name, ID Number, Hazard Class, Packing Group, Emergency Response Guidebook Number, Number of Containers, Container Type, Quantity of Waste, Unit of Measure, and Waste Code(s).

All parties on the manifest have the ability to add, edit, and remove wastes for manifests in the "Scheduled" status. In addition, all users are still able to add and remove reference information (Section 14) when a manifest is in the "Scheduled" status. All parties also have the ability to change the transporters and the order of the transporters on the manifest.

IN TRANSIT

The first transporter upon signing the manifest electronically will place the manifest into the "In Transit" status. This status indicates that the waste has been picked up at the generator site by the specified transporter and is now in route to the receiving facility. All parties have the ability to change the transporters and the order of the transporters on the manifest, as needed. ***Note: If the manifest has only one transporter, the status will be*** *placed into the "Ready For Signature" status once the transporter signs the manifest.*

READY FOR SIGNATURE

A manifest is placed into the "Ready For Signature" status depending on the manifest type. For electronic, hybrid, and on-behalf-of manifests, this status is set when the last transporter signs the manifest. For paper manifests, this status is set once the paper manifest has been uploaded into the system.

SIGNED

The manifest is placed into the "Signed" status once the receiving facility completes the initial signing ceremony and enters the Received Date. This ceremony is initiated by clicking the "Sign e-Manifests" button at the bottom of the e-Manifest Dashboard or the "Sign" button on the "Review and Sign" screen. ***Note: The manifest is not*** ***complete at this time and may be missing information such as Management Method and Discrepancy*** *information.*

SIGNED-COMPLETED

If a manifest has been signed and it passes all validations needed for that particular manifest type, the status will be set to "Signed-Completed". At this time, the manifest will be added to the receiving facility's invoice for fee collection.

UNDER CORRECTION

If an entity party to the manifest (i.e., the generator, transporter, receiving facility, or alternate receiving facility) initiates a correction to a previously signed manifest, the status will be set to "Under Correction". The manifest will remain in this status until one party re-signs the manifest to certify the corrections.

CORRECTED

If a manifest undergoes corrections and is re-signed by one party to the manifest (i.e., the generator, transporter, receiving facility, or alternate receiving facility), the status will be set to "Corrected".

CREATE MANIFEST

To create a new electronic or hybrid manifest, click the "Create New Manifest" button on the e-Manifest Dashboard. This button is only visible to users who have Preparer, Certifier, or Site Manager privileges for the site selected. Click here for instructions associated with the Uniform Hazardous Waste Manifest. This topic will provide information on the various aspects of creating a manifest. This includes:

- Required Information
- General Information (Item 4 of the Uniform Hazardous Waste Manifest)
- Generator Information (Item 5 of the Uniform Hazardous Waste Manifest)
- Transporter Information (Items 6 and 7 of the Uniform Hazardous Waste Manifest)
- Designated Facility Information (Item 8 of the Uniform Hazardous Waste Manifest)
- Waste Information (Items 9 - 13 and Item 19 of the Uniform Hazardous Waste Manifest)
- Special Handling Instructions and Additional Information (Item 14 of the Uniform Hazardous Waste Manifest)
- International Shipment Information (Item 16 of the Uniform Hazardous Waste Manifest)
- Saving the Manifest

REQUIRED INFORMATION

Required information for the current status are marked with a red asterisk next to the label. The information required varies based on the status of the manifest. For example, for a manifest that has a status of "Pending" you may add and save waste lines to the manifest. However, before a manifest may have a status of "Scheduled", the manifest MUST have at least one waste line completed. That waste line (even in the "Scheduled" status) is allowed to omit the management method, but that information must be provided when the status is changed to "Received".

GENERAL INFORMATION

When a manifest is created, the Manifest Tracking Number is unassigned and the default status is set to "Draft". A Manifest Tracking Number will not be assigned until the status is changed to "Pending" or later.

The Manifest Type indicates whether a manifest is an electronic or paper manifest. This type is assigned when the manifest is assigned the "Scheduled" status. The Manifest Type options are determined by the entities (generator, transporters, and/or receiving facilities) that can electronically sign the manifest. If all the entities can electronically sign the manifest, then the Manifest Type may be fully electronic or hybrid. If all entities except the generator can electronically sign the manifest, then the Manifest type is hybrid, although this is still considered an electronic manifest. If at least one transporter or the receiving facility cannot electronically sign the manifest, then the Manifest Type must be paper until all transporters and the receiving facility can electronically sign the manifest.

You can determine if an entity (generator, transporter, or receiving facility) can electronically sign by looking at the "Can e-Sign?" or "Can Quick Sign?" fields applicable to that entity. A value of Yes to either question indicates that the entity has at least one user that can electronically sign the manifest. A value of No to both questions indicates that the entity does not have any users that can electronically sign the manifest. ***Note: Sites should ensure that users with the ability to electronically sign a manifest are available for electronic manifest shipments, otherwise, a paper manifest will need to be used.   In some cases a transporter may arrive at a site and be unable to find a user that can electronically sign for the generator. In this circumstance, any party on the***

manifest, including the transporter, can change the manifest from an electronic manifest to a hybrid manifest by clicking the "pencil" icon under the Manifest Type in the General section of the manifest.

If this manifest is for waste that is being rejected or contains residues from waste on another manifest, move the "Does this manifest contain rejected waste or residues from a previous manifest?" Yes/No slider to "Yes". After selecting "Yes", a drop-down will appear asking the user for the New Manifest Destination. Please select "Alternate Facility" or "Original Generator" as appropriate. In addition, a new area will appear in Section 14 titled "Does this manifest contain rejected waste or residues from a previous manifest?". In this area, you will be able to enter the Original Manifest Tracking Number(s) onto this new manifest.

If this manifest is for waste that is being imported into the United States, move the Importer "Yes/No" slider to "Yes".

In order to assist sites in identifying manifests, there is an optional Potential Ship date field in this section. This field may be used to communicate with other handlers as to which manifest to use if there are multiple manifests outstanding for a site.

"Printer" icon: Print the manifest in PDF format. If the status is "Draft" or "Pending", the printed manifest is a draft manifest. If the status is "Scheduled" or later, the printed manifest is the official manifest. You may use this feature to produce an electronic copy of the "paper" manifest to be attached to the manifest data when the status is set to "Received".

"Copy" icon: Copy all the manifest information to a new manifest, except the Manifest Tracking Number, signer/user information, and if the original manifest was a paper manifest, the manifest image PDF file. This icon only appears on saved manifests.

"List" icon: Shows revision history associated with the manifest included when the manifest was created and by whom, and when the manifest was last updated and by whom.

GENERATOR INFORMATION

USER IS THE GENERATOR

If the site selected for the creation of the manifest is a site that has NOT been identified as a receiving facility, transporter, or broker within the RCRAInfo Industry Application, the site is assumed to be the generator (or importer if import manifest). The Generator Information section of the manifest will be pre-populated with the EPA ID Number, Site Name, Mailing Address, and Site Address and cannot be changed. Additionally, the application will determine if the site has a signatory authority and convey that information in the "Can e-Sign?" and "Can Quick SIgn?" fields. The Contact Phone Number, Extension, and Email will also be pre-populated, but may be changed or added if the information does not exist within RCRAInfo, or if different contact information is to be provided. You will need to provide the Emergency Response Phone Number for this manifest.

If this is an import manifest, you may also provide the Foreign Generator Site Information, including the Name, Country, Street Address, City, State/Province, and Zip Code.

USER IS ACTING ON BEHALF OF THE GENERATOR

If the site selected for the creation of the manifest is a site that has been identified as a receiving facility, transporter, or broker, click the "Search for Generator" button (or "Search for Importer" button for import manifests) to find and select the generator (or importer) facility associated with this manifest. At a minimum you must specify a State, but may also specify one or more of the following criteria: Generator Site ID, Generator Name, and/or Location Address (Street Number, Street Name, City, County, Zip). Specifying the Generator's Site Identification Number is the fastest and most effective way to find a given generator. If you know the Generator's

Site Identification Number, enter the number in the Generator Id box. **Note: Search criteria provided is case insensitive. That is, ALD000000000 will provide the same search results as ald000000000.**

If you do not know the Generator's Site Identification Number, provide information for one or more of the other search criteria. All searches are based on an "*and*" condition between criteria; this means that all criteria must be satisfied for the generator to be included in the results list. Text fields are searched by removing the white space from the field then searching for the value specified anywhere within the field. For example, searching for "main" in the Street Name would find "11 MAIN ST", "MAINTENANCE AVE", or "STIGMA INTERSTATE" in the Street Name field. **Exception: If you specify a Generator Id (or part of a Generator Id), the search will only return generators that have a Generator Id that STARTS WITH the value provided.** Once you have provided your search criteria, click "Search".

Generators found for the search criteria provided will be displayed showing the Site ID, Site name, Location Address, City, State, and County. The results are sorted by Site Name, but you may re-sort the results set by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 20 generators found will be displayed. You can change the number of generators displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the results by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the page.

Select the generator associated with this manifest by clicking the appropriate Site ID Number and the generator information will be populated with the information associated with this generator. You may edit this information by clicking the "Edit" button within the generator section. **Note: The EPA Site Identification number is assigned to a physical location, not a business or company. If a business or company moves to a new location, the** current EPA Site ID will no longer be applicable.

If the generator is not found, revise your search criteria or click the "Site Not Found" button at the bottom of the pop-up to manually add the generator information. **Note: You should conduct several searches before determining that a generator cannot be found.** To manually enter a generator, you will need to provide the EPA ID Number (if applicable), Site Name, Mailing Address, and Site Address (if different from the mailing address), Emergency Response Phone Number and Extension, Contact Phone Number and Extension, and Contact Email.

If this is an import manifest, you may also provide the Foreign Generator Site Information, including the Name, Country, Street Address, City, State/Province, and Zip Code.

USER IS A RECEIVING FACILITY BUT IS THE GENERATOR ASSOCIATED WITH THE MANIFEST

If the site selected for the creation of the manifest is a site that has been identified as a receiving facility, but for this manifest, the site is not the receiving facility, but rather is the generator, slide the "Use this Site as Generator" (or "Use this Site as Importer") slide box in the Generator Information section to "Yes". The EPA ID Number, Site Name, Mailing Address, and Site Address will be pre-populated and cannot be changed. The Contact Phone Number, Extension, and Email will also be pre-populated, but may be changed if the information does not exist within RCRAInfo, or if different contact information is to be provided.

If this is an import manifest, you may also provide the Foreign Generator Site Information, including the Name, Country, Street Address, City, State/Province, and Zip Code.

BROKER INFORMATION

If you would like to add a broker to the manifest, move the "Does this manifest have an associated broker?" Yes/No slider to "Yes". To find a broker, begin typing the broker's EPA ID, Name, or Location City into the drop-down box provided. The drop-down list will provide the list of brokers that contains the value that you provided in

either the EPA ID, Name, or Location City. Select the appropriate broker. The broker's ID, Name, and Contact Information (which may be edited) will be displayed to ensure that you are selecting the correct broker.

TRANSPORTER INFORMATION

Click the "Add Transporter" button to associate a transporter facility with this manifest. To find the transporter, begin typing the transporter's EPA ID, Name, or Location City into the drop-down box provided. The drop-down list will provide the list of transporters that contains the value that you provided in either the EPA ID, Name, or Location City. Select the appropriate transporter. The transporter's ID, Name, Location Address, and Contact Information will be displayed to ensure that you are selecting the correct transporter. Click the "Save & Return" button to confirm this transporter selection.

If you cannot find the appropriate transporter in the drop-down list, you may manually add the transporter to this manifest. You will need to provide the EPA ID Number of the transporter, in addition to the Transporter Name, Location Address, and Contact Telephone. You may optionally provide additional contact information including the Contact Name and Email.

Click the "Add Transporter" button to select additional transporters. Click the "X" icon in the Action column to remove a transporter from the manifest. Transporters appear in the order that they will pick up the waste specified on the manifest. You may change the selection order by moving the "Allow Transporters to be reordered" Yes/No slider to "Yes". ***Note: If the manifest is "In-Transit", transporters that have already signed*** *the manifest may not be reordered.*

DESIGNATED FACILITY INFORMATION

USER IS NOT FROM THE RECEIVING FACILITY

If the site selected for the creation of the manifest is a site that has NOT been identified as a receiving facility within the RCRAInfo Industry Application, select a receiving facility by typing the receiving facility's EPA ID, Name, or Location City into the drop-down box provided. The drop-down list will provide the list of designated/receiving facilities that contains the value that you provided in either the EPA ID, Name, or Location City. Select the appropriate receiving facility. The receiving facility's ID, Name, Location Address, and Contact Information will be displayed to ensure that you are selecting the correct designated facility. ***Note: You CANNOT select a site that has not been identified as a receiving facility within the RCRAInfo Industry Application. If the receiving facility is not listed, the representatives for that site will need to register with EPA in order to pay manifest fees. For*** *assistance with registration, contact your local State authority or send an email to emanifest@epa.gov.*

If the chosen receiving facility allows other sites to set the status to "Scheduled" (i.e., the "Allows Scheduling?" field is set to "Yes"), the user may set the status to "Scheduled". If the "Allows Scheduling?" is set to "No", the site will need to save the manifest in the "Pending" status and coordinate with the receiving facility to set the status to "Scheduled".

USER IS THE RECEIVING FACILITY ACTING ON BEHALF OF THE GENERATOR

If the site selected for the creation of the manifest is a site that has been identified as a receiving facility within the RCRAInfo Industry Application, the Designated Facility Information section of the manifest will be pre-populated with the EPA ID Number, Site Name, and Site Address. This information cannot be changed. The Contact Phone Number and Extension will also be pre-populated, but may be changed if the Contact Phone Number does not exist within RCRAInfo, or if a different Contact Phone Number is to be provided.

USER IS A RECEIVING FACILITY BUT IS THE GENERATOR ASSOCIATED WITH THE MANIFEST

If the site selected for the creation of the manifest is a site that has been identified as a receiving facility within the RCRAInfo Industry Application, but this site was marked as the generator facility in the Generator Information section of the manifest, select a receiving facility by typing the receiving facility's EPA ID, Name, or Location City into the drop-down box provided. The drop-down list will provide the list of receiving facilities that contains the value that you provided in either the EPA ID, Name, or Location City. Select the appropriate receiving facility. The receiving facility's ID, Name, Location Address, and Contact Information will be displayed to ensure that you are selecting the correct receiving facility. ***Note: You CANNOT select a site that has not been identified as a receiving facility within the RCRAInfo Industry Application. If the receiving facility is not listed, the representatives for that site will need to register with EPA in order to pay manifest fees. For assistance with registration, contact*** *your local State authority or send an email to emanifest@epa.gov.*

WASTE INFORMATION

You may provide information for one or more wastes associated with this manifest by clicking the "Add Waste Line" button. A pop-up window will be displayed. Information that may be provided includes indicating if the waste is Hazardous Material, U.S. DOT Description, Containers and Quantity, Hazardous Waste Codes, Special Handling Instructions and Additional Information, and Hazardous Waste Report Management Method Codes. For import manifests, Consent Number may also be provided. With the exception of PCB manifests and certain Illinois manifests, at least one Federal or State Waste Code must be provided.

9a. IS THIS WASTE A HAZARDOUS MATERIAL?

There are three "Yes/No" slider box in Section 9a that determine what information can and must be provided.

9a. Is this waste a DOT Hazardous Material?
If you answer "Yes", then you will need to provide the US DOT information, including: DOT ID Number, Proper Shipping Name, Hazard Class, Packing Group, and at least one Federal Waste Code. If you answer "No", then you will need to provide a Waste Description and may need to provide at least one Waste Code (either Federal or State).

Is this an EPA Hazardous Waste?
Answer "Yes" if the waste specified on this waste line is EPA RCRA hazardous waste. If you answer "Yes", you must provide at least one Federal Waste Code. Answer "No" if the waste is not EPA RCRA hazardous waste (i.e., it is a hazardous material but not a hazardous waste). If you answer "No", a Federal Waste Code is not required.

Does this waste contain PCBs? Refer to 40 CFR §761.207
Answer "Yes" if the waste contains PCBs. If you answer "Yes", a Federal Waste Code is not required but you will be requested to provide additional information about the PCB waste including the Load Type (Container, Article in Container, Article Not in Container, and Bulk Waste) as well as the Weight in Kilograms and the Earliest Date of Removal from Service. This information will be printed in Section 14 of the manifest.

9b. U.S. DOT DESCRIPTION

If you indicated in 9a that the waste is a DOT hazardous material, you must provide the required DOT Description by entering the information manually into the U.S. DOT Description text box by building the description.

ENTER U.S. DOT DESCRIPTION
To manually enter your U.S. DOT Description, type the description into the text box provided and select the ID Number. To select the ID Number, begin typing the number into the drop-down box provided. The drop-down list will show the ids that contain the value that you provided. Select the appropriate id.

BUILD U.S. DOT DESCRIPTION
To build your U.S. DOT Description, begin by selecting the ID Number and Proper Shipping Name. To select the ID Number and Proper Shipping Name begin typing the ID number or proper shipping name into the drop-down box

provided. The drop-down list will show the ids and/or proper shipping names that contain the value that you provided. For example, if you type "fireworks", the drop-down list will show "UN0333 / Fireworks", "UN0334 / Fireworks", "UN0335 / Fireworks", "UN0336 / Fireworks", and "UN0337 / Fireworks". Select the appropriate id and name.

The Hazard Class and Packing Group will be pre-populated based on your selection. If more than one Hazard Class and/or Packing Group is associated with the ID Number and Proper Shipping Name selected, you will need to specify the appropriate value(s). In addition, you will be allowed to add the technical name and reportable quantities to the U.S. DOT Description. Once the Proper Shipping Name, ID Number, Hazard Class, and Packing Group have been specified, click the "Build U.S. DOT Description" button. The information you provided will be populated into the a text box where you may modify the information as needed.

WASTE DESCRIPTION

If you indicated in 9a that the waste is not DOT hazardous material, provide a description of the waste in the Waste Description text box provided.

10-12. CONTAINERS AND QUANTITY

The containers and quantity information are required when a manifest's status is "Scheduled". This information may also be edited when the manifest's status is "Scheduled" to ensure that the correct number of containers and volumes are placed in transit. See the Instructions for Completing the Hazardous Waste Manifest for validations that this data must meet. For example, if you have ten (10) full 55 gallons metal drums of a substance, you would enter "10" in the Number field, select "DM-Metal drums, bar..." in the Type field, enter "550 in the Quantity field, and select "G-Gallons" for the Unit Wt./Vol. field. Per the instructions, the Quantity field must be a whole number. If a single shipment contains both metal and fiberglass drums, the different drum types should be entered on separate waste lines.

13. HAZARDOUS WASTE CODES

The hazardous waste codes section is dynamic depending on if the material is hazardous and the generator's and/or receiving facility's site location. With a few exceptions (PCBs and Illinois special waste), e-Manifest requires at least one waste line to have a State or Federal waste code. EPA does not recommend using e-Manifest for shipments that are made up entirely of materials that are not required to be on a manifest. If these voluntary manifests are sent to the paper processing center, EPA has an obligation to process and charge the receiving facility for the manifests.

If the material is hazardous (9a = Yes), then the Federal waste codes will be displayed. If the material is not hazardous (9a = No), then only State waste codes (if applicable) will be displayed. If the site location of the generator or receiving facility are in States that have defined waste codes in addition to the Federal waste codes, those State waste codes will be displayed below the Federal waste codes.

To select a Waste Code, click the checkbox next to the applicable waste code or begin typing the code to filter the results. For example, typing F01 in the Federal Waste Codes drop-down list will filter the results set to show F010, F011, F012, and F019. You must click the checkbox next to the waste code or click the "Select all" checkbox to actually select the waste code. The waste code(s) selected will appear in the "Selected" box. You may remove a waste code by clicking the "x" next to the waste code within the "Selected" box or un-checking the waste code from the drop-down list. Additionally, you may hover your mouse over a selected waste code to see it's description.

14. SPECIAL HANDLING INSTRUCTIONS AND ADDITIONAL INFORMATION

Note: The Special Handling Instructions and Additional Information referenced here pertains to the <u>*waste line*</u> *and should not be confused with the special handling instructions and additional information associated with the manifest.*

The Special Handling Instructions section may be used to capture additional information about the specific waste line. You may capture this information by entering information in the Special Handling Instructions for this Waste text box and/or providing reference information by clicking the "Add Reference Information" button. The Reference Information is helpful if you have information that you want to retrieve at a later date, such as container size, waste profile numbers, or any type of internal tracking that is deemed necessary and/or appropriate. EPA has provided some frequently requested items in the Label drop-down list, but you may select "Other" to provide your own reference information. Some items (labels) have validations for the Description field. For example, "BR Density" requires that the Description contain a number of no more than 6 digits with no more than 2 decimal digits. In all cases, you must provide a Description. If you select "Other", you must also provide the Label. For example, if you want to provide waste minimization activity associated with this waste line, you could enter "Waste Minimization" in the Label and a statement regarding the waste minimization activity that took place within the Description field. Click the "Add Another Row" button to enter additional reference information.

PCB Waste

If you answered "Yes" in Section 9a that this waste contains PCBs, you must provide additional information applicable to PCB waste. First, you must indicate is the Load Type is Bulk Load, Container, Article in Container, or Article not in Container. The definitions for these load types can be found in 40 CFR §761.3. Regardless of the Load Type, you must also provide the Weight (in kilograms) and the Earliest Date of Removal from Service. Depending on the Load Type, other information that must be provided includes a Unique Identifier for the Article or Container, Type of Waste, and Identity of Bulk Waste. A single waste line may contain information for multiple PCB wastes.

19. HAZARDOUS WASTE REPORT MANAGEMENT METHOD CODES AND BIENNIAL REPORT INFORMATION

A Management Method can be entered at any time using the values presented in the drop-down list. The Management Method becomes required for waste lines that are EPA hazardous waste once the manifest has a status of "Received" (i.e., the manifest has reached the receiving facility).

Within the Hazardous Waste Report Management Method Codes section, you may indicate if you want to provide Biennial Report Information for this waste. This information is always optional, but if provided will make completing the required Biennial Report submission for Large Quantity Generators and TSD Facilities easier as this information is required for Biennial Report submissions. If you elect to provide the Biennial Report information, you do NOT have to provide all of the information. Rather, you may provide as much or as little Biennial Report information as needed. If you provide the Density, you must also provide the Density Unit of Measure.

SAVE WASTE INFORMATION

Click the "Save & Return" button to save this waste information and return to the primary manifest screen or click the "Save & Add New" button to save this waste information and enter information for another waste.

SPECIAL HANDLING INSTRUCTIONS AND ADDITIONAL INFORMATION

Note: The Special Handling Instructions and Additional Information referenced here pertains to the <u>*manifest*</u> *and should not be confused with the special handling instructions and additional information associated with a given waste line.*

The Special Handling Instructions section may be used to capture additional information for the manifest. You may capture this information by entering information in the Special Handling Instructions for this Manifest text box and/or providing reference information by clicking the "Add Reference Information" button. The Reference Information is helpful if you have information that you want to retrieve at a later date, such as customer number, purchase order number, or any type of internal tracking that is deemed necessary and/or appropriate. EPA has

provided some frequently requested items in the Label drop-down list, but you may select "Other" to provide your own reference information. In all cases, you must provide a Description. If you select "Other", you must also provide the Label. For example, if you want to provide the name of the truck driver, you could enter "Truck Driver" in the Label and the name of the driver in the Description field. Click the "Add Another Row" button to enter additional reference information.

INTERNATIONAL SHIPMENT INFORMATION

The International Shipment Information section is used to capture the Port of Entry of the waste for import manifests. Select the Port of Entry by typing two or more characters into the drop-down list and selecting the appropriate port.

SAVE

To save the manifest, click the "Save" button at the bottom of the page. If the required information associated with the current status of the manifest has not been provided, an error message will be displayed for each piece of information that is missing. You must provide this information before the manifest can be saved.

If the manifest status is set to "Scheduled", a pop-up window will be displayed prompting you to specify the type of manifest you are creating (electronic, hybrid, on behalf of, or paper). ***Note: In order to create an electronic manifest, all sites on the manifest must have at least one user who can electronically sign the manifest for their site.*** Click the "Save" button to save all of the data associated with the manifest and return to the manifest screen. Click the "Save and Close" button to save all of the data associated with the manifest and return to the e-Manifest Dashboard.

BACK TO DASHBOARD

The "Back to Dashboard" button returns you to the e-Manifest Dashboard. Before leaving the page, you will warned that any data that you entered or changed is unsaved and will be lost. Click "Continue" to return to the e-Manifest Dashboard and lose any unsaved data, or click "Cancel" to return to the Create New Manifest screen.

UPLOAD MANIFEST

To submit a manifest using the paper only or paper + data methods, click the "Upload Paper Manifest" button on the e-Manifest Dashboard. This button is only visible to users who have Preparer, Certifier, or Site Manager privileges for the site selected and the selected site is a registered designated facility within RCRAInfo. This topic will provide information on the various aspects of uploading a manifest. This includes:

- Required Information
- General Information
- Paper + Data Manifests
- Paper Only Manifests
- Signing the Manifest
- Saving the Manifest

REQUIRED INFORMATION

Required information for the current manifest type (paper only or paper + data) are marked with a red asterisk next to the label. The information required varies based on the manifest type. For example, for a paper only manifest requires only a few fields including manifest tracking number and facility role, whereas the paper + data manifest requires much more information about the manifest.

GENERAL INFORMATION

For both manifest types (paper only and paper + data), you must provide the manifest tracking number as found on Box 4 of the 8700-22 Form and indicate the manifest type (paper + data or paper only). The status will be set to "Ready for Signature" indicating that once the required information is provided, the manifest will be ready for an electronic signature from the designated facility

For paper + data manifests, you will also be asked to indicate if any waste on the manifest was rejected by the designated facility. The default value is "No".

The upper right-hand corner of this section contains the following icons:
"Envelope" icon: Share the manifest (this feature will be implemented in a future release)

"Printer" icon: Print the manifest in PDF format. If the status is "Draft" or "Pending", the printed manifest is a draft manifest. If the status is "Scheduled" or later, the printed manifest is the official manifest. You may use this feature to produce an electronic copy of the "paper" manifest to be attached to the manifest data when the status is set to "Received".

"List" icon: Shows revision history associated wit the manifest included when the manifest was created and by whom, and when the manifest was last updated and by whom.

PAPER + DATA

If you select the Paper + Data manifest type, you will need to provide the manifest data in a similar manner as the electronic or hybrid manifest (click here for additional information). However, there are a few differences described below.

REJECTIONS

Click here for information on processing rejections.

WASTE LINE NUMBER

Unlike the electronic or hybrid manifests, for the paper + data manifest you must enter the Waste Line Number in Section 9. This allows you to enter the data EXACTLY as it is presented on the paper manifest.

SIGNATURE INFORMATION

Since this manifest is a paper manifest, the signature information must be provided for all parties to the manifest (generator, transporter(s), and designated facility). The date the manifest was signed is required for all signatures. The printed names of the officials are required unless illegible on the paper document.

SCANNED IMAGE

After you have entered all of the data for the manifest, you will also need to upload a scanned image of the paper manifest. The scanned image must be of portable document format (PDF) and is recommended that the image be scanned in black and white at 300 DPI, creating a file size for a one-page manifest of 100 Kb or less. To upload the scanned image, drag and drop the pdf file anywhere on the manifest screen, or attach your file by clicking the "browse for it" link within the Attachment Section.

PAPER ONLY

If you select the Paper Only manifest type, you will need to provide the minimal manifest data (Manifest Tracking Number, Facility Information, and optional Contact Information) in addition to the scanned image.

SUBMITTING FACILITY ROLE

As part of your facility information, you must select the role of this facility on the manifest and identify where your facility's information is located on the form. You must choose from the following options (Designated Facility is the default value):
- Designated Facility - facility is named in Section 8
- Alternate Facility - facility is named in Section 18b (the waste was rejected and sent to an alternate designated facility)
- Generator - facility is named in Section 1-5 (the waste was rejected and sent back to the generator on a new manifest)

SCANNED IMAGE

After you have entered information requested, you will also need to upload a scanned image of the paper manifest. The scanned image must be of portable document format (PDF) and is recommended that the image be scanned in black and white at 300 DPI, creating a file size for a one-page manifest of 100 Kb or less. To upload the scanned image, drag and drop the pdf file anywhere on the manifest screen, or attach your file by clicking the "browse for it" link within the Attachment Section.

REVIEW AND SIGN

If you are a Site Manager or a Certifier for this site and want to sign this manifest at this time, click the "Review and Sign" button at the bottom of the page. ***Note: You must have an approved Electronic Signature Agreement before you can sign a manifest.*** If the required information associated with the manifest type has not been provided, an error message will be displayed for each piece of information that is missing. You must provide this information before the manifest can be saved and signed. A read-only view of the manifest data that you entered will be displayed. Please review this information for accuracy, then click the "Sign" button. Click here for additional information about signing a manifest.

SAVE

If you are a Preparer or you want to save the manifest without signing, click the "Save" button at the bottom of the page. If the required information associated with the manifest type has not been provided, an error message will be displayed for each piece of information that is missing. You must provide this information before the manifest can be saved.

BACK TO DASHBOARD

The "Back to Dashboard" button returns you to the e-Manifest Dashboard. Before leaving the page, you will warned that any data that you entered or changed is unsaved and will be lost. Click "Continue" to return to the e-Manifest Dashboard and lose any unsaved data, or click "Cancel" to return to the Create New Manifest screen.

EDIT MANIFEST

You can edit a manifest by clicking the "pencil" icon next to the manifest of interest from the e-Manifest Dashboard. Depending on the manifest status and the role of the site on the manifest, you may change or copy any applicable information, as needed. Please click here for additional information on how to edit the manifest.
 Note: You must have the Preparer or Certifier permissions for the e-Manifest module, or the Site Management *permissions for the site in order to edit a manifest.*

VIEW MANIFEST

You may view an individual manifest by clicking the "eye" icon next to the manifest of interest. The manifest will be presented in read-only mode. You will be able to view, print, and copy this manifest.

"Printer" icon: Print the manifest in PDF format. If the status is "Draft" or "Pending", the printed manifest is a draft manifest. If the status is "Scheduled" or later, the printed manifest is the official manifest. You may use this feature to produce an electronic copy of the "paper" manifest to be attached to the manifest data when the status is set to "Received".

"Copy" icon: Copy all the manifest information to a new manifest, except the Manifest Tracking Number, signer/user information, and if the original manifest was a paper manifest, the manifest image PDF file.

"List" icon: Shows revision history associated with the manifest included when the manifest was created and by whom, and when the manifest was last updated and by whom.

Depending on the manifest status, the role of the site on the manifest, and your permissions, the "Make Changes", "Review and Quick Sign", or "Review and Sign" buttons may be available allowing you to perform those functions as appropriate. For example, if a manifest has a status of "Scheduled" and a user associated with the generator site who has Preparer permissions is viewing the manifest, that user will see a "Review and Quick Sign" button, allowing them to review and sign the manifest, if appropriate. However, if a user associated with the transporter site or receiving site who has Certifier permissions is viewing the manifest, those users will not see a "Review and Quick Sign" button because transporters and receiving facilities cannot sign a manifest when it has a status of "Scheduled". They will, however, see the "Review and Quick Sign" or "Review and Sign" button when the manifest has a status that allows them to sign (i.e., "In Transit" for the transporter and "Ready For Signature" for the receiving facility).

SIGN MANIFEST

Depending on the type of manifest, site (electronic, hybrid, and the paper manifest options), and permissions, users may electronically sign a manifest. If you have the Preparer permission for a site, you may "quick sign" a manifest. If you have the Certifier or Site Manager permission, you may "sign" for a manifest. In either case, you may sign manifests in one of two ways: 1) You may sign an individual manifest in the Edit Manifest screen by clicking the "Review and Quick Sign" or "Review and Sign" button; or 2) The users may sign one or more manifests by clicking the "Sign e-Manifests" button at the top of the e-Manifest Dashboard. Additional information for all of these methods is provided below.

QUICK SIGN VS. SIGN

The "quick sign" functionality allows users with the Preparer permission to sign the manifest without using the CROMERR signature ceremony. This type of signature may be used by the generator, transporter, and/or designated facility, but may NOT be used by the designated facility when submitting the final manifest (i.e., a manifest that will be invoiced for manifest fees). The "sign" functionality is used by Site Managers and users with the Certifier permission to sign the manifest using the CROMERR signature ceremony. This type of signature MUST be used by the designated facility when submitting the final manifest.

SIGNING AN INDIVIDUAL MANIFEST

You may sign a manifest if it is the appropriate time for your site to sign. For example, if an unsigned manifest has a "Scheduled" status and you are a Preparer, Certifier, or Site Manager for the generator, you will see the "Review and Quick Sign" or "Review and Sign" button, as appropriate, for that manifest. However, the transporter(s) and receiving facility specified on the manifest will not see the "Review and Quick Sign" or the "Review and Sign" button until the manifest has a status making it the appropriate time for their signatures.

Click the "Review and Quick Sign" or "Review and Sign" button as appropriate to initiate the signature process. You will be taken to the Review page where you can review the manifest. Once you have reviewed the manifest, click the "Quick Sign" or "Sign" button at the bottom of the page.

REVIEW AND QUICK SIGN

Depending on your site's role on the manifest, the system will ask you to confirm that you are the signer for one of these following sections:
- Item 15. Generator's/Offeror's Certifications
- Item 17. Transporter Acknowledgment of Receipt of Materials
- Item 20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered b the manifest except as noted in Item 18a

To confirm, click the "Quick Sign" button on the pop-up window to complete the signature process. If this is successful, the manifest status will be changed appropriately. ***Note: If you are signing as the generator, the manifest status will remain unchanged until the Initial Transporter signs the manifest.*** Once you have completed the signature process, you will return to the e-Manifest Dashboard.

REVIEW AND SIGN

You must certify that the information that you are providing is accurate and complete to the best of your knowledge by clicking the "Sign" button. The status of the manifest will be changed to "Signed-Complete" and you will return to the e-Manifest Dashboard.

SIGNING ONE OR MORE MANIFESTS AT A TIME

Users may also sign one or more manifests by clicking the "Sign Manifests" button at the top of the e-Manifest Dashboard. A list of the manifests awaiting signatures, either a CROMERR signature or a quick signature, will be presented in separate tabs. Select the manifest(s) to sign by clicking the checkbox next to the Manifest ID, or click the "Select All" checkbox. ***Note: The maximum number of manifest that you can sign at one time is 500 manifests.*** You may review the manifest(s) prior to signing by clicking the "Scan" icon in the "View" column to view the scanned paper manifest (if available) of the "Data" icon to see the electronic information associated with this manifest in PDF format. Once you have reviewed the appropriate manifests, click the "Quick "Sign" or "Sign" button.

QUICK SIGN

Depending on your site's role on the manifest, the system will ask you to confirm that you are the signer for one of these following sections:
- Item 15. Generator's/Offeror's Certifications
- Item 17. Transporter Acknowledgment of Receipt of Materials
- Item 20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered b the manifest except as noted in Item 18a

To confirm, click the "Quick Sign" button on the pop-up window to complete the signature process. If this is successful, the manifest status will be changed appropriately. ***Note: If you are signing as the generator, the manifest status will remain unchanged until the Initial Transporter signs the manifest.*** Once you have completed the signature process, you will return to the e-Manifest Dashboard.

SIGN

You must certify that the information that you are providing is accurate and complete to the best of your knowledge by clicking the "Sign" button. The status of the manifest will be changed to "Signed" and you will return to the e-Manifest Dashboard.

DISCREPANCIES / REJECTIONS

DISCREPANCIES

It is the responsibility of the designated facility to report any discrepancies between the waste described on the manifest and the waste actually received. Manifest discrepancies are: significant differences (as defined by 40 CFR §264.72(b) and 40 CFR §265.72(b)) between the quantity or type of hazardous waste designated on the manifest and the quantity and type of hazardous waste a facility actually receives; rejected wastes, which may be a full or partial shipment of hazardous waste that the designated facility cannot accept; or container residues, which are residues that exceed the quantity limits for "empty" containers set forth in 40 CFR §261.7(b).

To report a discrepancy for an electronic or hybrid manifest, click the "eye" icon next to the manifest of interest within the Received Section of the e-Manifest Dashboard. Next, scroll to the bottom of the page and click "Make Changes". ***Note: You must have Preparer or Certifier permissions for the e-Manifest module or be a Site Manager in order for the "Make Changes" button to be displayed.*** The manifest will now be edit-able. Click on the "pencil" icon next to the waste line or lines affected by the discrepancy in Section 9-13 of the manifest. A pop-up window containing the information for that waste line will be displayed. Make the corrections to the waste line as appropriate. In Section 18, indicate the type of discrepancy you encountered by setting the Yes/No slider boxes for Quantity and Type to the appropriate values. A value of Yes for Quantity indicates that a quantity discrepancy for this waste was discovered. A value of Yes for Type indicates that a waste type discrepancy for this waste was discovered. You must also provide comments describing the discrepancy encountered. Click the "Save & Return" button to save the revisions made to the waste line and the discrepancy information entered, then click "Save" (if you are a Preparer) or "Review and Sign" (if you are a Certifier or Site Manager) to save the revisions to the manifest.

REJECTIONS

A designated facility may reject waste, either a full or partial shipment, that they cannot accept. In the General Information Section, you will be asked if any of the waste contained residues or was rejected by the designated facility. The default value is "No". If you answer "Yes", you will be asked to indicate whether the residue and/or rejection is from a previous manifest and/or if any waste was rejected by the designated facility. After providing all relevant information, you must also indicate where the rejected waste is going (i.e., being returned to the generator or going to an alternate designated facility). Additional information for rejections is collected in Section 18 including Comments and additional Tracking Numbers, if appropriate. For information on rejections, please see 40 CFR 265.72.

CORRECT MANIFEST

If errors are discovered on a manifest after the manifest has a Status of "Signed-Completed", the manifest may be corrected. Any party to the manifest (i.e., the generator, transporter(s), broker, receiving facility, or alternate receiving facility) may initiate the corrections process by clicking the "eye" icon next to the manifest to correct on the e-Manifest Dashboard from either the "Received" section or the "Paper Manifests (Image-Only)" section then clicking the "Make Correction" button next to the Status or at the bottom of the page. This topic will provide information on the various aspects of correcting a manifest. This includes:

- Correcting Manifest Data
- Save / Revert Corrections
- Re-signing the Manifest
- Manifest Versions

CORRECTING MANIFEST DATA

The manifest data that you are allowed to change varies based on the type of manifest (electronic/hybrid, paper only, or paper+data) that you are correcting. Users are not able to change the Manifest Tracking Number nor are they allowed to change the site (receiving facility or alternate receiving facility) that was invoiced for this manifest. To request a correction of the Manifest Tracking Number or have questions regarding your invoice, contact e-manifestfinancialhelp@epa.gov. The information provided below gives a general overview of the data that can be changed for each manifest type.

ELECTRONIC / HYBRID

Electronic and hybrid manifests allow the user to make corrections to the following data:
- Section 8 Designated Facility Information (Contact Phone and Extension only)
- Sections 9-13 Waste Information
- Section 14 Special Handling Instructions and Additional Information
- Section 16 International Shipment Information (Port of Entry and State Only)
- Section 18 Discrepancy, Residue and Rejection Information (Note: if the waste was rejected, you cannot change the alternate receiving facility where the waste was subsequently shipped)

PAPER + DATA

Paper + Data manifests allow the user to make corrections to the following data:
- Section 1-5 Generator Information
- Section 6-7 Transporter Information
- Section 8 Designated Facility Information (Contact Phone and Extension only)
- Sections 9-13 Waste Information
- Section 14 Special Handling Instructions and Additional Information
- Section 15 Generator's / Offeror's Certification
- Section 16 International Shipment Information
- Section 17 Transporter Acknowledgement of Receipt of Materials
- Section 18 Discrepancy, Residue and Rejection Information (Note: if the waste was rejected, you cannot change the alternate receiving facility where the waste was subsequently shipped)
- Reload Paper Manifest Attachment

PAPER ONLY

The Paper Only manifests only allows the user to reload the paper manifest attachment and update the generator information. No other data may be revised or corrected.

SAVE / REVERT CORRECTIONS

Click the "Save" button at the bottom of the page to save your corrections. At a later date, your corrections will need to be electronically signed (see below) or reverted to the most recently signed manifest. To revert the manifest back to the most recently signed manifest, click the "Revert" button. The corrections that you saved will be discarded and the manifest data displayed will reflect the data from the most recently signed manifest. The manifest will remain in the "Under Correction" status until your corrections are electronically signed or reverted.

RE-SIGNING THE MANIFEST

Once a correction is initiated, one party (i.e., the generator, transporter, receiving facility, or alternate receiving facility) must re-sign the manifest to certify the corrections. While Brokers may initiate a correction to a manifest, they may not sign the corrected manifest. Only handlers on the manifest may sign the corrected manifest. Once the manifest has been re-signed, the manifest status is set to "Corrected". To make additional corrections, the corrections process must be re-initiated by clicking the "Make Correction" button. To discard the corrections, click the "Revert" button (see above). ***Note: You cannot revert to a previous manifest once the corrections to the manifest have been re-signed. However, the application maintains all versions of the manifest and may be*** *referenced as needed.*

MANIFEST VERSIONS

Every time a correction is initiated a new version of the manifest is created. To see previous versions of the manifest, from the correction page, click the "History" icon in the top right-hand corner of the General Information section, to open the Manifest History window, then click the "eye" icon next to the version of interest. You may also view all the changes between versions by clicking the "See all changes between versions" link at the bottom of the screen. ***Note: You can only make corrections to the current version of the manifest.***

REGULATOR REQUESTED CORRECTIONS

In addition to the various parties of the manifest being able to initiate the correction process, a regulator may also make corrections or request that corrections be made. You can see corrections made by a regulatory user using the "report" icon on the General Information panel of the manifest. The regulatory user that certified the corrections and their contact information are provided if clarification on the data that was corrected is needed.

When a regulatory user requests a correction be made by an industry user, the regulatory user will specify the corrections to be made and will select one or more industry users to address these corrections. The industry users selected will receive an email notifying them that a request for correction has been made. The email will outline the sections of the manifest that need attention as well as the specific revisions being requested.

To make these revisions, go to the Manifest Dashboard and click the "pencil" icon next to the manifest to correct. The status of the manifest should show as "Under Correction". At the bottom of the manifest, you will see a panel outlining the requested revisions for the manifest.

Revise the manifest as rquested and/or as appropriate. Once you have saved the revisions, you must electronically sign the manifest to complete the corrections process. Unlinke when an industry user initates a correction, an industry user CANNOT revert a manifest to a previous version. Only the regulatory user may revert the manifest back to a previous version as long as an industry user has not signed the corrected manifest. Once signed, the status of the manifest will be set to "Corrected".

BILLING OVERVIEW

Receiving facilities are responsible for submitting their final manifest copy to the EPA e-Manifest system and paying a fee for each submission.

Electronic manifests (including the hybrid) are submitted immediately upon entering an electronic signature for the receiving facility certification

The final, signed copy of a paper, scanned image and/or scanned image/data file manifest must be submitted to the e-Manifest system by the facility within 30 days of the date of the receipt of the manifested waste shipment.

Click here for Federal Register Notice - Page 36.

FEES ON DIFFERENT MANIFEST TYPES

	Price Per Manifest*		
Method	FY20-21	FY22-23	FY24-25
Electronic	$8.00	$8.00	$6.00
Hybrid	$8.00	$8.00	$6.00
Paper + Data	$14.00	$13.00	$10.00
Paper Only	$20.00	$20.00	$22.00
Mailed Paper Only	$25.00	N/A	N/A

*Prices are subject to change

Click here for Federal Register Notice - Page 108.

WHEN YOU WILL RECEIVE YOUR INVOICE

You will receive your invoice electronically on the first day each month beginning August 1, 2018. This invoice will summarize your facility's prior month manifest activity.

Click here for Federal Register Notice - Page 190.

HOW TO PAY YOUR BILL

Payments for received manifests may only be submitted electronically through the RCRAInfo Industry Application. Payments will then be processed by pay.gov. Electronic payment methods accepted are commercial credit cards, commercial debit cards, or an Automated Clearinghouse (ACH) debit. Checks or any other forms of payment sent directly to the EPA will not be accepted.

Click here for Federal Register Notice - Page 190.

LATE PAYMENTS

All fees must be paid within the calendar month in which the invoice is received. Failure to submit timely payment will incur late fees, handling charges and potential enforcement action. These fees are as follows and will be charged to the next month's invoice.

> A non-compounding interest charge of 1.00% of the total past due amount after 30 days.
> A penalty fee of 6.00% of the original past due amount after 90 days of being past due (120 days after the bill was issued).

Any invoices that are unpaid after 120 days will be sent to the U.S. Treasury for collections, and subject to an additional $15 handling charge. Manifests sent to the U.S. Treasury will need to be reconciled through the collections process and may not be paid through the RCRAInfo Industry Application.

For questions with your invoice, you can contact e-manifestfinancialhelp@epa.gov.

Click here for Federal Register Notice - Page 191.

VIEW / PAY INVOICE

On the 1st of each month, an invoice will be generated for all manifests that were signed by the receiving facility during the current billing month. The price per manifest varies depending on the method by which the manifest was submitted to EPA. Click here for a list of prices. An email will be sent to the Site Manager(s) for each receiving facility that had at least one signed manifest during the current billing month or has unpaid manifests from previous months. The badge next to "Billing" on the main menu indicates the number of outstanding invoices for sites in which you are a Site Manager.

To view or pay an invoice, click "Billing" from the main menu. ***Note: This menu item is only visible to Site Managers of registered receiving facilities.*** The "Billing and Payments" tab will be displayed showing the Current Invoices. The Billing Period, Due Date, and the Total Balance of all of the invoices is displayed. Additionally, you will see information for each invoice including: Site ID, Current Amount, Past Amount, Late Fees, Paid On, Status, and Total Amount. An invoice may have one of three statuses:
- ReadyForPayment - the invoice has not been paid
- Paid - the invoice has been paid
- InProgress - an ACH payment has been submitted but has not been approved

The invoices are sorted by Status with the outstanding invoices (Ready For Payment) listed on top, but may be sorted by any column in either ascending or descending order by clicking the arrows next to the appropriate column. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

To view or pay a specific invoice, click the "credit card" icon in the Actions column next to the invoice of interest. The General Information for that particular invoice will be displayed including the Invoice ID, Site ID, Site Name, Billing Period, Due Date, Status, and the Total Amount for the invoice. A Billing Summary is provided showing the charges incurred for manifests signed during the current billing month itemized by manifest type, as well as previous unpaid charges and their related late fees (interest and/or penalties). Finally, the manifests that were signed during the current billing month are displayed showing the Manifest Tracking Number, Generator ID, Shipped Date, Received Date, Manifest Type (Electronic, Paper Only, Paper + Data, Hybrid, Mailed), and the Amount. The manifests are sorted by Type and Manifest Tracking Number but may be sorted by any column in the same manner as the invoices. You may view a particular manifest by clicking the "eye" icon next to the manifest of interest.

To pay the invoice, click the "Pay Bill" button in the General Information section. The e-Manifest Payment window will be displayed. You may elect to pay using a credit or debit card or submit an automated clearing house (ACH) payment.

CREDIT CARD PAYMENTS

By default, the Payment Method is set for credit/debit card. ***Note: You cannot make a payment using a credit card for invoices over $25,000.00. There is no limit when using debit cards.*** Next, you must provide the Payer Information including the Card Number, Expiration Date, Security Code, Account Holder Name (first and last name), and Billing Address (address 1, city, state, and zip code). The Payment Amount is also displayed. The payment MUST be for the entire amount (including interest and/or penalties, if incurred). Once you have provided the required information, click the "Submit Payment" button.

If the information provided contains errors or is missing, an error message will be displayed indicating the erroneous (or missing) information. Once you have corrected the erroneous information, click the "Submit Payment" button again.

If all of the information provided is correct, a message indicating that your payment was successful will be displayed. You will also receive an email indicating that the payment was successful. Click the "Close Widget" button to return to the invoice and the "Back to Billing" button at the bottom of the page to return to the "Billing and Payments" tab. The status of this invoice will now be "Paid".

ACH PAYMENTS

To make a payment using the ACH payment method, click the ACH Payment radio button. You must provide the Account Type, Account Holder Name (first and last name), Routing Number, and Account Number. You may optionally provide the Check Number. The Payment Amount is also displayed. The payment MUST be for the entire amount (including interest and/or penalties, if incurred). Once you have provided the required information, click the "Submit Payment" button.

If the information provided contains errors or is missing, an error message will be displayed indicating the erroneous (or missing) information. Once you have corrected the erroneous information, click the "Submit Payment" button again.

If all of the information provided is correct, a message indicating that your payment was successful will be displayed. You will receive an email indicating that the payment has been submitted successfully. Click the "Close Widget" button to return to the invoice and the "Back to Billing" button at the bottom of the page to return to the "Billing and Payments" tab. The status of this invoice will be changed to "InProgress". It generally takes 3-7 business days for the payment to be approved by your banking institution. Once the payment has been approved, the status will be set to "Paid". *Note: You should check the status of your invoice daily to ensure that the ACH payment is successful.* If the payment fails, the status will go back to "ReadyForPayment" and you will need to submit a new successful payment before the end of the month to avoid incurring late fees.

UNPAID INVOICES

If you fail to pay an invoice within the calendar month for which the invoice was received, the status of the invoice will be set to "Unpaid". Once the status has been set to "Unpaid", you can no longer make a payment for that invoice. Rather, a new invoice will be generated, applying the appropriate late fees (click here for a summary of the late fees). If you have an invoice that has been outstanding for more than 120 days, that invoice will be sent to a collection agency and you will need pay that invoice as instructed by that agency (i.e., you will not be allowed to make payments for invoices more than 120 days old through the RCRAInfo Industry Application).

QUESTIONS/DISPUTES

If you have a question or dispute regarding any invoices under your purview, please submit them using the "Question/Dispute" button on the Billing menu. Please provide the Purpose (question or dispute), Contact Email and Phone (will default to your current email and phone, but you may change this as necessary), Site Id (this is optional but should be included if the question or dispute pertains to a specific site), and Comment (provide specific details). Once you have provided all of the necessary information, click the "Submit" button. Your question or dispute will be addressed as quickly as possible and you will be contacted using the contact information that you provided. *Note: If you are disputing the amount of an invoice, it is recommended that you pay the invoice within the calendar month that you received the invoice, even if the dispute is still outstanding.* If you lose a dispute and you did not pay the invoice within the calendar month, you will incur late fees for that invoice. If you win the dispute, your invoice will be adjusted to show the new amount. If you have already paid the invoice, you will receive a refund of the disputed amount. If you have not paid the invoice, you must submit a payment for the new amount. *Note: Even if you win a dispute, the due date for the invoice is still the end of the calendar month in which the invoice was received.*

PRINT INVOICE

On the 1st of each month, an invoice will be generated for all manifests that were signed by the receiving facility during the current billing month. You may print this invoice by clicking "Billing" from the main menu. ***Note: This menu item is only visible to Site Managers of registered receiving facilities.*** The "Billing and Payments" tab will be displayed showing the Current Invoices. The Billing Period, Due Date, and the Total Balance of all of the invoices is displayed. Additionally, you will see information for each invoice including: Site ID, Current Amount, Past Amount, Late Fees, Paid On, Status, and Total Amount. Next, click the "credit card" icon in the Actions column next to the invoice of interest. Finally, click the "printer" icon in the upper right-hand portion of the invoice. A Portable Document File (pdf) file will be created that you may send to your printer.

BILLING HISTORY

You can view past invoices using the "Billing History" tab from the Billing main menu. You may provide search criteria including Date Range Type (billing period or due date), Status (unpaid, in progress, ready for payment, or completed), and/or Site Id. ***Note: You may do a search without providing any search criteria.*** The invoices under your purview meeting the criteria that you provided (if criteria was provided) will be displayed showing the Site Id, Monthly Amount, Past Amount, Late Fees, Total Amount, Paid On, and Status. You may hover your mouse over the Paid On column to see who made the payment and the payment type (credit/debit card or ACH payment). You may also click the "eye" icon next to an invoice to see the Billing Summary and Manifests for that particular invoice. You may further refine the invoices displayed by specifying a search string in the Search box. This search is limited to the invoices already in the results set. This search is conducted across the Site Id and Status columns only.

The results are sorted by Site Id, but you may re-sort the results by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 20 invoices found will be displayed. You can change the number of invoices displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the results by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the page.

Note: Invoices with a "ReadyForPayment" status may be paid by clicking the"eye" icon next to the invoice and clicking the "Pay Bill" button in the General Information section. Click here ***for additional information.***

WIETS INTRODUCTION

Hazardous wastes are sometimes shipped to or from other countries for treatment, disposal, or recycling. For the United States, the vast majority of this waste trade occurs with Canada and Mexico, but the U.S. also engages in hazardous waste trade with other countries. The Waste Import and Export Tracking System, also known as WIETS, is a module within the RCRAInfo Industry Application. The WIETS module falls under 42 CFR 6938 and provides the basis for the regulations found in Title 40 Protection of the Environment, Chapter I, Subchapter I, Part 262, Subpart H - Transboundary Movements of Hazardous Waste for Recovery or Disposal. The WIETS module provides the essential requirements for international movement of hazardous waste that mandate the following:

- the waste must be a hazardous waste under RCRA
- the waste must be subject to Federal RCRA manifesting procedures or to Federal (or State equivalent) universal waste management standards under Part 273.

Exporters are responsible for complying with the applicable laws and regulations in the importing country and any transit countries. The United States federal government belongs to international agreements that create international trade rules about the movement of hazardous wastes. These treaties include:

- an agreement between the 29 member countries of the Organization for Economic Cooperation and Development (OECD) overseeing trade in recyclable wastes. This act was ratified by the US Senate of the Basel Convention on March 22, 1989. To ship hazardous waste outside of the United States, user must complete the OECD/Basel international movement document.
- U.S./Canada and U.S./Mexico bilateral agreements
- U.S./Malaysia and U.S./Costa Rica import bilateral agreements

These agreements are legally binding on the governments that are party to them, but not on the regulated community. Rather, the regulated community is subject to the federal regulations that implement these agreements. Under this approach, the exporting country provides notice to the importing, and in some cases the transit country(s) about a proposed export of hazardous waste. The importing country (and transit country) then has the opportunity to consent or object to the proposed shipment. The exporting country may not allow the export to proceed until the importing country consents to it. Exporters of routine shipments to the same foreign destination may provide one notification covering as long as twelve months. In such cases, the importing country (and transit country) usually provides consent covering the same period of time.

Under the international agreements to which the U.S. is party, each country designates an agency to control its international trade in hazardous waste. For the U.S., it is EPA.

- EPA examines export notifications and forwards them to the importing and transit countries.
- EPA provides U.S. consent or objection to proposed hazardous waste imports. In performing this duty, EPA relies on the recommendations of its regional offices on whether to consent or object, because these offices have access to permit and inspection information about the receiving facilities which allows them to better evaluate a facility's ability to properly handle a specific hazardous waste shipment.

U.S. EXPORTERS

U.S. exporters of hazardous wastes must comply with all applicable domestic laws and regulations (federal and/or state), which include regulations under RCRA, contained in the Code of Federal Regulations. In general terms, a U.S. exporter must prepare and submit certain documents during the three phases of an export:

- Before a shipment proceeds, an exporter must submit to EPA HQs, a notification of intent to export. This notification describes the type and amount of waste, its itinerary, the number of shipments expected, and the period during which shipments will occur. EPA forwards this notification to the government(s) of all concerned countries. The government of the importing country must consent to the shipment and EPA must issue an Acknowledgement of Consent letter before the export shipment may proceed.
- While a shipment is in transit, depending on the type of wastes in the shipment, one or more of the following documents must accompany each export shipment: a RCRA manifest; the EPA Acknowledgement of Consent letter, and an International movement document.
- span style="font-size:12pt;">An exporter must file an Annual Report with EPA HQs on March 1 of each year. This report summarizes the exporter's shipments for the previous calendar year.

U.S. IMPORTERS

The U.S. importer is the RCRA hazardous waste generator, as importing the waste causes it to become subject to RCRA regulations for the first time. U.S. importers must comply with all applicable domestic laws and regulations (federal and/or state). These include regulations under RCRA, contained in 40 CFR Part 262, Subpart A-D and H. In cases where the country of export does not regulate the proposed shipment as an export of hazardous waste requiring an export notice, U.S. importers are required to submit an import notice requesting authorization to import the shipment(s) directly to EPA.

The U.S. TSDF receiving a RCRA manifested hazardous waste shipment from a foreign source is required to send EPA a copy of import consent documentation that confirms EPA's consent for that import along with a copy of the RCRA manifest for the import shipment.

ADDITIONAL INFORMATION

Additional information regarding the import and/or export of hazardous waste involving the United States may be found at the following websites:

- Information for Exporters of RCRA Hazardous Waste
- Information for Importers and Receiving Facilities of RCRA Hazardous Waste
- The Border Center - Environmental Import and Export Issues

WIETS DASHBOARD

When you click on the "WIETS" tab from the Site Dashboard, the screen will display the notices associated with this site. To specify the type of notice to display (imports or exports), go to the "View" drop-down in the upper right-hand corner (above the "In Progress" table) and specify "Import" or "Export" (default).

IN PROGRESS

The "In Progress" panel will show the 10 most recent notices where this site is identified as the exporter for the Export view or importer for the Import view. A notice is classified as "In Progress" if:
- a draft notice has been created (status = "Draft");
- a preparer has completed the data entry portion of the notice and has marked the notice ready for signature (status = "Ready For Signature");
- the notice has been submitted to EPA for review (status = "Awaiting EPA Review");
- EPA has rejected the notice and EPA has sent back the notice to the submitter for corrections (status = "Rejected By EPA");
- the notice has been accepted by EPA and an acknowledgement of receipt will be issued (status = "Accepted By EPA");
- the notice has been submitted to foreign government(s) for review (status = "Notice Sent To Foreign Government");
- at least one foreign government has initiated review (status = "Under Foreign Government Review");
- the notice has been objected to temporarily (status = "Temporary Object").

Notices with a status of "Draft", "Ready For Signature", or "Rejected By EPA" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon next to the notice of interest. Notices that have been signed and submitted cannot be edited or deleted, but will remain in the "In Progress" section until the regulatory authority processes the submission.

COMPLETED

The "Completed" panel will show the 10 most recent notices where this site is identified as the exporter, generator or shipping facility, interim facility, or final receiving facility for the Export view or the importer, interim facility, or final receiving facility for the Import view. A notice is classified as "Complete" if:
- a determination has been made on the notice waste streams, ports, and transporters (status = "Determination Made");
- the notice determination previously issued has been withdrawn (status = "Withdrawn"); or
- for export notices, no determination was made prior to the requested shipment end date or the country of import has stated that the notice cannot be processed; for import notices, the country of export has confirmed that an export notice is required and the U.S. importer notice cannot be processed (status = "Closed").

Notices in the "Completed" section may be viewed by clicking the "eye" icon next to the notice of interest.

The "In Progress" and "Completed" tables may be sorted by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 10 notices for each table will be displayed. You can change the number of notices displayed on each table by selecting a value from the "Show entries" drop-down list. You can page through the notices by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of each table.

You may also filter the information shown in each table by specifying a value in the "Search" text box located in the upper right-hand corner of each table. The results within the table will be limited to notices where the value specified matches information within ANY column of the notice. This feature is useful to find notices associated with a specific facility, a particular country, or a given status if there are a lot of notices associated with this site.

NOTICE PROGRESS

All notices submitted will go through a review process by both the U.S. EPA and the various foreign governments that are a party to the notice. Once you have submitted the notice, you can use the "eye" icon in either the "In Progress" section or the "Completed" section of the WIETS Dashboard to see the current status (for "In Progress" notices) or the determination made (for "Completed" notices). The current status and/or determination will be displayed on the "Notice Determination" tab.

STATUS

The status for the notice will be set to one of the following:

- Awaiting EPA Review (default) - The notice has been newly submitted (or resubmitted) by the U.S. exporter for export notices or the U.S. importer for import notices
- Rejected by EPA - EPA has rejected the notice back to the U.S. exporter or importer and notice preparer (if applicable) for corrections
- Accepted by EPA - EPA has accepted the notice to initiate its review of the notice
- Notice Sent to Foreign Government - EPA has sent the notice to all applicable foreign governments for review [export notices only]
- Under Foreign Government Review - At least one foreign government has confirmed initiating its review (i.e., EPA received an Acknowledgement of Receipt from at least one of the foreign governments on the notice) [export notices only]
- Exporting Country Confirmation Requested - A request has been sent to Exporting Country to confirm whether the Exporting Country requires an export notice [import notices only]
- Exporting Country Confirmation Received - A confirmation has been received from Exporting Country indicating whether an export notice is required by the Exporting Country [import notices only]
- Under Review - The notice is under EPA Regional review and/or foreign country review [import notices only]
- Temporary Object - The foreign government has temporarily objected to the notice until it completes its review
- Determination Made - The foreign government has made a determination (e.g., consent, objection) on the notice; after most or all foreign governments have responded, EPA will issue determination (i.e., consent, conditional consent, objection) based on the foreign government responses at the time of EPA's determination
- Withdrawn - The notice determination previously issued has been withdrawn
- Closed - No determination for the notice was made prior to shipment start date

DETERMINATION MADE

The "Determination Made" status indicates that an overall determination has been made on the waste streams requested on the notice.

When a determination is made on a notice that was submitted by an industry user and the notice has at least one waste stream that has not been objected, all users with the WIETS permission to the U.S. importer and the U.S. final receiving facility will receive an email indicating that a determination has been made. The notice can then be viewed, including the U.S. final receiving facility, under their own site's WIETS dashboard.

NOTICE EVENTS

An event is logged for the notice any time a notice is created, submitted, accepted, and/or rejected as well as any time that the Notice Status changes or other notable activity occurs. For notices received electronically, the copy of record will be attached to the "Submitted" event. When a determination is made, the determination letter will be attached to the "Determination Made" event.

DETERMINATION INFORMATION

Once a determination has been made, the information associated with determination will be displayed below the Notice Events panel. The information shown includes the shipment start and end dates, the waste determinations for every waste stream and the quantity and frequency consented, and the ports and/or transporters that have been EXCLUDED from the consent. You may click the "detail" icon in the Action column next to the waste stream of interest to see all of the information associated with the waste stream.

CREATE A NOTICE

From the WIETS Dashboard, click the "Create Import Notice" button to notify EPA that you intend to import hazardous waste to a U.S. facility from a foreign country for treatment or disposal in the cases where the country of export does not require an export notice. ***Note: The "View" drop-down on the top right-hand side of the dashboard must be set to "Import" in order to create an import notice.*** The "Create Import Notice" button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the form, but will <u>NOT</u> be allowed to sign and submit the form to the EPA.

You may also create a new import notice by clicking the "copy" icon next to any notice that has been completed (i.e., the notice status is 'Determination Made', 'Closed', or 'Withdrawn'). This feature is to assist users that would like to establish a new time period for existing notices. You may make any additions or revisions to the notice as needed. The notice will be processed just as if you had clicked the "Create Import Notice" button.

REQUIRED DATA

Required data elements are marked with a red asterisk next to the label. At a minimum, data for these items must be provided in order to save your import notice. Some data are required based on the value of other data. For example, if you indicate that the Final Receiving Facility is outside of the United States or a U.S. territory, then the Interim Receiving Facility becomes required. These asterisks are dynamic, so as you enter data, the asterisks will be appropriately refreshed.

GENERAL INFORMATION

The Add General Information screen will be displayed. The information that you must provide for the notice is dependent on the Waste Management Type and the Final Receiving Facility , therefore you must complete this information before the remainder of the page will be displayed. ***Note: The Waste Type, "Any Other Waste Type(s) (i.e., SLABs, Universal Waste, Joint Hazardous and Radioactive, Ozone Depleting Substances, PCBs, Used Oil, or any other RCRA Hazardous Waste)", is the defined waste type for all import notices.***

Regardless whether the Final Receiving Facility is located in the United States (or U.S. Territory) or a foreign country, you will need to click the "Search" button to find the specific facility. A Search modal will be displayed. All searches are based on an "*and*" condition between criteria meaning that <u>all</u> criteria must be satisfied for the site to be included in the results list. ***Note: Search criteria provided is not case sensitive.***

FINAL RECEIVING FACILITY IN THE UNITED STATES

To search for a facility in the United States, at a minimum, you must specify the State from the drop-down list provided and either the Site ID, Site Name, or Zip Code. You may provide other search criteria, as appropriate, to refine your search. From the search results, click the Site Name to designate that facility as the Final Receiving Facility. If after several searches you still cannot find the site, click the "Site Not Found" button. You will be prompted to provide information regarding the Final Receiving Facility including the EPA ID and/or Name, Address, and Contact information.

FINAL RECEIVING FACILITY IN A FOREIGN COUNTRY

To search for a facility in a foreign country, at a minimum, you must specify the Country from the drop-down list provided. You may provide other search criteria such as Foreign ID or City, as appropriate, to refine your search. From the search results, click the Facility Name to designate that facility as the Final Receiving Facility. If you cannot find the site, you may need to relax your search criteria. If after several searches you still cannot find the site, click the "Site Not Found" button. You will be prompted to provide information regarding the Final Receiving Facility including the Foreign ID and/or Name, Address, and Contact information.

Lastly, you will select the Final Receiving Facility Competent Authority and the Requested Shipment Start Date.

ADDITIONAL SITES / FACILITIES

Similarly to selecting a final receiving facility, you will also need to specify other sites or facilities that are party to the import notice. This includes the Foreign Exporter and may optionally include an Interim Receiving Facility and/or the Waste Generator/Shipping Site. You will search for these facilities just like you searched for the Final Receiving Facility. See the instructions above for searching for a foreign and/or U.S. facility. ***Note: If this is a Maquiladora Shipment, the Foreign Exporter must be Mexico and the Interim Facility must be a site within the United States.***

TRANSIT COUNTRIES

Specify ALL countries for which the hazardous waste will pass through to reach the Final Receiving Facility. Information requested includes the Country Name, Number of Days in the Country, Nature of Handling, and Competent Authority. If the Country specified is not Canada or Mexico, the Competent Authority Contact Information including Contact Name, Address, Phone, and Email will be displayed. If the contact information is incorrect, send the correct information to RCRANotifications@epa.gov.

WASTE STREAM

The import notice collects information regarding RCRA hazardous waste and non-RCRA waste that is exempted from manifesting. A manifest is required if the waste is RCRA hazardous waste being managed under 40 CFR Parts 232-265, if the waste is mixed waste containing both radioactive and hazardous waste components that is regulated under both RCRA and the Atomic Energy Act (AEA), if the waste is manifested RCRA hazardous waste containing PBCS under 50 ppm, or if the waste is an ozone depleting substance. Click here for additional information regarding manifest requirements.

Description of each hazardous waste being imported must include:
- the type of waste being imported;
- the estimated total quantity of each waste and associated units of measurement for each quantity;
- the applicable disposal or recovery method;
- the United Nations/U.S. Department of Transportation (DOT) ID number;
- the applicable RCRA waste code(s) for each hazardous waste; and
- the applicable Basel/OECD waste code from the list incorporated by reference in 40 CFR 260.11. If no Basel/OECD waste code applies, a text explanation must be provided.

To assist with data entry, you may click the "copy" icon next to any waste stream to duplicate that waste stream. You may then click the "pencil" icon to edit the waste stream, as needed.

TRANSPORTATION

Specify ALL transporters that are intended to be used to ship the waste from the Importer to the Final Receiving Facility. At least one transporter must be provided.

TRANSPORTER IN A FOREIGN COUNTRY

To search for a transporter in a foreign country, at a minimum, you must specify the Country from the drop-down list provided. You may provide other search criteria such as Foreign ID or City, as appropriate, to refine your search. From the search results, click the Facility Name to designate that facility as a Transporter. If you cannot find the site, you may need to relax your search criteria. If after several searches you still cannot find the site, click the "Site Not Found" button. You will be prompted to provide information regarding the Transporter including the Foreign ID and/or Name, Address, and Contact information.

TRANSPORTER IN THE UNITED STATES

To search for a transporter in the United States, at a minimum, you must specify the State from the drop-down list provided and either the Site ID, Site Name, or Zip Code. You may provide other search criteria, as appropriate, to refine your search. From the search results, click the Site Name to designate that facility as a Transporter. Information associated with the Transporter including Name, Location Address, and Contact information will be displayed. If the Transporter is missing required information such as Contact Phone or Email, you will need to provide that information before you save the site as a Transporter on the notice.

Additionally, you must provide the Ports of Entry and Exit for the various countries specified on the notice. For the Exporting Country you must specify the Port(s) of Exit. For the Importing Country you must specify the Port(s) of Entry. For all Transit Countries specified, you must provide both the Port(s) of Entry and Port(s) of Exit.

Lastly, you must select ALL modes of transportation from the Foreign Exporter to the FInal Receiving Facility. For example, if the hazardous waste is traveling by road from the Foreign Exporter to the Exporter's port of exit, shipped by sea to the Import port of entry, then by rail to the Final Receiving Facility, you would specify "Road", "Marine" and "Train/Rail" to denote the entire shipment path.

SAVE

Periodically you will be asked to save the information that you have entered. You will first encounter a "Save" button at the bottom of the General Information screen. Clicking that button will take you to a second screen where you must enter Waste Stream and Transportation information as well as include any pertinent attachments. You will also encounter a "Save" button when adding a Waste Stream and adding Transportation information. It is important to recognize that the "Save" button is NOT used to send information to EPA. Please see the "Sign & Submit" section below for information on how to send the import notice to the EPA.

MARK READY FOR SIGNATURE

If you have the "preparer" permission for the WIETS module, you CANNOT send the notice to EPA. However, once the notice is completed and ready for an electronic signature, you can click the "Mark Ready For Signature" button at the bottom of the second page of the data entry screen. On the WIETS dashboard, the status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the notice is ready to be sent to EPA. An email will also be sent to all "certifiers"and "site managers" for that site. A notice may be revised and/or deleted after it is marked "Ready For Signature".

SIGN AND SUBMIT

The Import Notice cannot be submitted to EPA until the submission is electronically signed. Clicking the "Sign & Submit" button electronically signs and submits your import notice to EPA. ***Note: You must have the "Certifier" permission for the WIETS Module or the "Site Manager" permission in order to submit.*** The submission will be saved under the "In Progress" section on the WIETS dashboard with a status of "Awaiting EPA Review". You cannot revise this submission until the EPA accepts or rejects the submission.

CREATE A NOTICE

From the WIETS Dashboard, click the "Create Export Notice" button to notify EPA that you intend to transport hazardous waste to a facility in a foreign country for treatment or disposal. U.S. sites that wish to export their hazardous waste to a foreign interim facility for interim management and then to a U.S. TSDF for final management must also create an export notice. **Note: The "View" drop-down on the top right-hand side of the dashboard must be set to "Export" in order to create an export notice.** The "Create Export Notice" button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the form, but will <u>NOT</u> be allowed to sign and submit the form to the EPA.

You may also create a new export notice by clicking the "copy" icon next to any notice that has been completed (i.e., the notice status is 'Determination Made', 'Closed', or 'Withdrawn'). This feature is to assist users that would like to establish a new time period for existing notices. You may make any additions or revisions to the notice as needed. The notice will be processed just as if you had clicked the "Create Export Notice" button.

REQUIRED DATA

Required data elements are marked with a red asterisk next to the label. At a minimum, data for these items must be provided in order to save your export notice. Some data are required based on the value of other data. For example, if you indicate that the waste type is "Potentially creditable hazardous waste pharmaceuticals (PCHWP) being shipped to a foreign reverse distributor and managed under 40 CFR Part 266 Subpart P", the Interim Receiving Facility becomes required. These asterisks are dynamic, so as you enter data, the asterisks will be appropriately refreshed.

GENERAL INFORMATION

The Add General Information screen will be displayed. The information that you must provide for the notice is dependent on the Waste Management Type, Waste Type, and the Final Receiving Facility , therefore you must complete this information before the remainder of the page will be displayed. **Note: The Waste Type,** *"Hazardous Secondary Material for Reclamation under CFR 40 261.4(a)(25)", will only be an option if your site currently manages hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25).*

Regardless whether the Final Receiving Facility is located in the United States (or U.S. Territory) or a foreign country, you will need to click the "Search" button to find the specific facility. A Search modal will be displayed. All searches are based on an "*and*" condition between criteria meaning that <u>all</u> criteria must be satisfied for the site to be included in the results list. **Note: Search criteria provided is not case sensitive.**

FINAL RECEIVING FACILITY IN A FOREIGN COUNTRY

To search for a facility in a foreign country, at a minimum, you must specify the Country from the drop-down list provided. You may provide other search criteria such as Foreign ID or City, as appropriate, to refine your search. From the search results, click the Facility Name to designate that facility as the Final Receiving Facility. If you cannot find the site, you may need to relax your search criteria. If after several searches you still cannot find the site, click the "Site Not Found" button. You will be prompted to provide information regarding the Final Receiving Facility including the Foreign ID and/or Name, Address, and Contact information.

FINAL RECEIVING FACILITY IN THE UNITED STATES

To search for a facility in the United States, at a minimum, you must specify the State from the drop-down list provided and either the Site ID, Site Name, or Zip Code. You may provide other search criteria, as appropriate, to refine your search. From the search results, click the Site Name to designate that facility as the Final Receiving Facility.   If after several searches you still cannot find the site, click the "Site Not Found" button. You will be prompted to provide information regarding the Final Receiving Facility including the EPA ID and/or Name, Address, and Contact information.

Lastly, you will select the Final Receiving Facility Competent Authority and the Requested Shipment Start Date. If the Final Receiving Facility is not in Canada or Mexico, the Competent Authority Contact Information including Contact Name, Address, Phone, and Email will be displayed. If the contact information is incorrect, send the correct information to RCRANotifications@epa.gov.

ADDITIONAL SITES / FACILITIES

Similarly to selecting a final receiving facility, you will also need to specify other sites or facilities that are party to the export notice. This includes the Importing Facility and may optionally include an Interim Receiving Facility and/or the Waste Generator/Shipping Site. You will search for these facilities just like you searched for the Final Receiving Facility. See the instructions above for searching for a foreign and/or U.S. facility.   If the waste type is "Potentially creditable hazardous waste pharmaceuticals (PCHWP) being shipped to a foreign reverse distributor and managed under 40 CFR Part 266 Subpart P", the Interim Receiving Facility must be the reverse distributor evaluating the PCHWP prior to the final disposal facility.

TRANSIT COUNTRIES

Specify ALL countries for which the hazardous waste will pass through to reach the Final Receiving Facility. Information requested includes the Country Name, Competent Authority, and for certain waste types, the Number of Days in the Country, and Nature of Handling. If the Country specified is not Canada or Mexico, the Competent Authority Contact Information including Contact Name, Address, Phone, and Email will be displayed. If the contact information is incorrect, send the correct information to RCRANotifications@epa.gov.

WASTE STREAM

The export notice collects information regarding RCRA hazardous waste and conditionally excluded waste that is exempted from manifesting. A manifest is required if the waste is RCRA hazardous waste being managed under 40 CFR Parts 232-265, if the waste is mixed waste containing both radioactive and hazardous waste components that is regulated under both RCRA and the Atomic Energy Act (AEA), if the waste is manifested RCRA hazardous waste containing PBCS under 50 ppm, or if the waste is an ozone depleting substance. Click here for additional information regarding manifest requirements.

Description of each hazardous waste being shipped must include:
- the type of waste being exported;
- the estimated total quantity of each waste and associated units of measurement for each quantity;
- the United Nations/U.S. Department of Transporation (DOT) ID number;
- the applicable disposal or recovery method;
- the applicable RCRA waste code(s) for each hazardous waste; and
- the applicable Basel/OECD waste code from the list incorporated by reference in 40 CFR 260.11. If no Basel/OECD waste code applies, a text explanation must be provided.

To assist with data entry, you may click the "copy" icon next to any waste stream to duplicate that waste stream. You may then click the "pencil" icon to edit the waste stream, as needed.

TRANSPORTATION

Specify ALL transporters that are intended to be used to ship the waste from the Exporter to the Final Receiving Facility if you are exporting RCRA hazardous waste managed under 40 CFR Parts 262, 266, or 273. At least one transporter must be provided. If you are exporting conditionally excluded cathode ray tubes or conditionally excluded hazardous secondary materials, you are not required to list the individual transporters under U.S. regulations, but you may list the transporters if a country of import or transit requires that information for its review.

TRANSPORTER IN A FOREIGN COUNTRY

To search for a transporter in a foreign country, at a minimum, you must specify the Country from the drop-down list provided. You may provide other search criteria such as Foreign ID or City, as appropriate, to refine your search. From the search results, click the Facility Name to designate that facility as a Transporter. If you cannot find the site, you may need to relax your search criteria. If after several searches you still cannot find the site, click the "Site Not Found" button. You will be prompted to provide information regarding the Transporter including the Foreign ID and/or Name, Address, and Contact information.

TRANSPORTER IN THE UNITED STATES

To search for a transporter in the United States, at a minimum, you must specify the State from the drop-down list provided and either the Site ID, Site Name, or Zip Code. You may provide other search criteria, as appropriate, to refine your search. From the search results, click the Site Name to designate that facility as a Transporter. Information associated with the Transporter including Name, Location Address, and Contact information will be displayed. If the Transporter is missing required information such as Contact Phone or Email, you will need to provide that information before you save the site as a Transporter on the notice.

Additionally, you must provide the Ports of Entry and Exit for the various countries specified on the notice. For the Exporting Country you must specify the Port(s) of Exit. For the Importing Country you must specify the Port(s) of Entry. For all Transit Countries specified, you must provide both the Port(s) of Entry and Port(s) of Exit.

Lastly, you must select ALL modes of transportation from the U.S. Shipping Facility to the Final Receiving Facility. For example, if the hazardous waste is traveling by road from the U.S. Shipping Facility to the U.S. port of exit, shipped by sea to the Import port of entry, then by rail to the Final Receiving Facility, you would specify "Road", "Marine" and "Train/Rail" to denote the entire shipment path.

SAVE

Periodically you will be asked to save the information that you have entered. You will first encounter a "Save" button at the bottom of the General Information screen. Clicking that button will take you to a second screen where you must enter Waste Stream and Transportation information as well as include any pertinent attachments. You will also encounter a "Save" button when adding a Waste Stream and adding Transportation information. It is important to recognize that the "Save" button is NOT used to send information to EPA. Please see the "Sign & Submit" section below for information on how to send the export notice to the EPA.

MARK READY FOR SIGNATURE

If you have the "preparer" permission for the WIETS module, you CANNOT send the notice to EPA. However, once the notice is completed and ready for an electronic signature, you can click the "Mark Ready For Signature" button at the bottom of the second page of the data entry screen. On the WIETS dashboard, the status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the notice is ready to be sent to EPA. An email will also be sent to all "certifiers"and "site managers" for that site. A notice may be revised and/or deleted after it is marked "Ready For Signature".

SIGN AND SUBMIT

The Export Notice cannot be submitted to EPA until the submission is electronically signed. Clicking the "Sign & Submit" button electronically signs and submits your export notice to EPA. ***Note: You must have the "Certifier" permission for the WIETS Module or the "Site Manager" permission in order to submit.*** The submission will be saved under the "In Progress" section on the WIETS dashboard with a status of "Awaiting EPA Review". You cannot revise this submission until the EPA accepts or rejects the submission.

EXPORTS TO CANADA

If the Final Receiving Facility on an Export Notice is in Canada, the application will automatically enforce additional rules that pertain specifically to Canada including:

- allow the Waste Management Type to be "Disposal";
- the Requested Period for Time of Shipments must equal 1 year or 3 years if Canada has pre-consented the facility;
- the Foreign Notice Number Exists slider defaults to "Yes" and indicates that the Foreign Notice Number must be provided, however, if you do NOT have a Foreign Notice Number, you may set the slider to "No";
- the Waste Generator/Shipping information must be provided; and
- the Competent Authority must be "Environment and the Climate Change Canada"

EXPORTS TO MEXICO

If the Final Receiving Facility on an Export Notice is in Mexico, the application will automatically enforce additional rules that pertain specifically to Mexico including:

- the Final Receiving Facility cannot be pre-consented;
- the Requested Period for Time of Shipments must equal 1 year;
- the Competent Authority must be "Secretaría De Medio Ambiente Y Recursos Naturales (Semarnat)";
- only one waste stream is allowed per notice (also applies if the Interim Facility is in Mexico); and
- no interim facilities are allowed.

WIETS ANNUAL REPORT

Exporters of hazardous waste and certain conditionally excluded wastes must file annual reports with EPA no later than March 1 of each year. The report summarizes the types, quantities, frequency, and ultimate destination of all hazardous waste exported during the previous calendar year. For specific requirements for different wastes please see:

- Hazardous Waste including spent lead acid batteries (SLABs) and Universal Waste, 40 CFR 262.83(g)
- Cathode Ray Tubes, 40 CFS 261.39(a)(x)
- Hazardous Secondary Materials, 40 CFR 261.4(a)(25)(xi)

CREATE REPORT

Sites that are listed as the exporter on at least one consented notice with a shipment date within the reporting year must submit an Annual Report. The EPA creates a Baseline Checklist at the beginning of the calendar year (ex. January 2023) to capture the qualifying sites for the given reporting year (ex. 2022), also known as a cycle year. You cannot create your Annual Report until this checklist has been created.

To create an Annual Report, click the "Create New Submission" button on the Annual Report panel towards the bottom of the WIETS Dashboard. ***Note: The Annual Report panel is only visible when the "View" is set to "Export" (at the top of the page).*** Pick the appropriate calendar year from the drop-down list provided.

NOTICE INFORMATION

The notices that were active during the calendar year for your site will be displayed with a Status of "Incomplete". Click the "pencil" icon in the Action column next to a notice to provide the Annual Shipment information for that notice. If you do not see all the notices for which you had consent to ship under during the reporting year, please email RCRAannualreports@epa.gov as soon as possible to request the addition of the missing consented notice numbers to your list of consented notices.

CONSENTS

The consents associated with the notice will be displayed showing the Consent Number, the Consented Quantity and Number of Shipments, the Shipped Quantity and Number of Shipments [provided by the Automated Export System (AES) operated by U.S. Customs and Border Protection (CBP)], and the Actual Shipped Quantity and Number of Shipments. The Actual Shipped Quantity and Number of Shipments for each consent will default to the quantity and number of shipments reported by the AES to RCRAInfo WIETS. If the actual quantity and/or number of shipments is not correct, you may change these numbers as approriate. ***Note: The Actual Quantity MUST be reported in the Unit of Measure specified.*** If you do change these numbers, you should also correct the data in AES for your shipments, as the data in both systems must be correct and consistent.

Additionally, you may provide comments to explain why the actual numbers differ from the AES data reported. Click the "details" icon in the Action column to see detailed information regarding the consent including the waste description, packaging type, physical state, quantity and frequency, interim and final receiving facilities and disposal/recovery methods, and EPA, Basel/OECD, and other waste codes.

TRANSPORTERS

The transporters associated with the notice will be displayed, sorted by the Site Name, showing the Site ID (if provided), Site Name, Site Address, and Contact Name. The Used? column indicates if the transporter was used for this notice during the calendar year. The default value is "Yes". Set this value to "No" for any transporters that were not used during the calendar year by selecting "No" from the drop-down list.

COMMENTS

Finally, provide any information that deviates from the consented notice (e.g., unplanned use of transporters not associated with the consented notice, waste stream deviations, etc.) in the Comments section at the bottom of the page.

SAVE NOTICE INFORMATION

Once you have provided all of the information for the specified notice, click the "Save" button at the bottom of the page. You will be asked to confirm that you have reviewed all consent and transporter data associated with this notice. Click the "Continue" button to confirm and return to the list of notices. The notice that you processed will now have a Status of "Complete". Continue to provide Annual Shipment information for each notice until all of the notices listed have a Status of "Complete". ***Note: The annual shipment information may be revised for a notice even if the status is "Complete".***

At any time you may click the "Finish Later" button to save a draft of the revisions that you have made to the consents and/or transporters. The status of the notice will remain as "Incomplete" until the "Save" button is clicked and you confirm that all consent and transporter data associated with this notice has been reviewed.

WASTE REDUCTION STATEMENT

The Waste Reduction Statement is required in even-numbered years, for each hazardous waste exported except for hazardous waste produced by exporters of greater than 100 kg but less than 1,000 kg in a calendar month, and except for hazardous waste for which information was already provided pursuant to 262.41. In this statement you must provide a description (up to 4,000 characters) of the efforts undertaken during the year to reduce the volume and toxicity of the waste generated. You must also provide a description (up to 4,000 characters) of the changes in volume and toxicity of waste actually achieved during the year in comparison to previous years to the extent such information is available for years prior to 1984.

COMMENTS

Lastly, provide any information (up to 4,000 characters) that indicates that the site deviated from the consented notices during the cycle year. Information provided should include when the deviation occurred and why.

SAVE REPORT

To save your report, click the "Save" button at the bottom of the Notices page. ***Note: You may save your report even if the status of one or more notices is "Incomplete". However, you will not be able to sign and submit your report until ALL notices have a status of "Complete".***

READY FOR SIGNATURE

If you have the "Preparer" permission for the WIETS Module, you CANNOT send the submission to EPA. However, once the report is completed and ready for an electronic signature, you can click the "Mark Ready For Signature" button at the bottom of the page. On the WIETS dashboard, the status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the report is ready to be sent to EPA. An email will be sent to all users with the "Certifier" permission for the WIETS module as well as all Site Managers indicating that the

Annual Report is awaiting their signature. ***Note: The report may be revised and/or deleted after it is marked "Ready For Signature".***

The "Mark Ready For Signature" button will not be present until all of the notices associated with this site have a status of "Complete" and the waste reduction statement has been provided (if the report is being submitted for an even-numbered year). You will be asked to confirm that you want to mark this report as ready for signature. Click the "Continue" button to proceed. The status of the report will be set to "Ready for Signature" and you will be taken to the WIETS Dashboard.

SIGN AND SUBMIT

The Annual Report cannot be submitted to EPA until the submission is electronically signed. Clicking the "Sign & Submit" button electronically signs and submits your annual report submission to EPA. ***Note: You must have the "Certifier" permission for the WIETS Module or the "Site Manager" permission in order to sign and submit.*** The "Sign & Submit" button will not be present until all of the notices associated with this site have a status of "Complete" and the waste reduction statement has been provided (if the report is being submitted for an even-numbered year). The submission will be saved under the "Annual Report" section on the WIETS dashboard with a status of "Submitted". You cannot revise this submission until the EPA accepts or rejects the submission.

If you need to make revisions after you have signed and submitted the report, please contact the EPA WIETS Staff at RCRAannualreports@epa.gov and request that the submission be returned to you for revisions. Once the submission is returned, the status will revert back to "Draft" and you will have to resign and submit the report, even if you do not make any revisions.

SET UP MULTI-FACTOR AUTHENTICATION

The EPA now requires multi-factor authentication in order to access its various information systems. Please follow these steps to set up your existing RCRAInfo Industry Application (RIA) account for multi-factor authentication by going to the appropriate URL.

- **PRODUCTION -** https://rcrainfo.epa.gov/rcrainfoprod
  - Pre-production (for testing purposes only) - https://rcrainfopreprod.epa.gov/rcrainfo

Note: It is important that you do not change web browsers or devices during this process, even to verify your email.

STEP 1 - SIGN IN

RCRAInfo Sign In (Development)

RCRAInfo is EPA's comprehensive information system providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976, the Hazardous and Solid Waste Amendments (HSWA) of 1984, and the Hazardous Waste Electronic Manifest Establishment Act of 2012. The system is used to track information provided by the regulated community concerning the generation, shipment, treatment, and disposal of hazardous wastes, as well as significant milestones of State/EPA activity supporting program planning, implementation, and accomplishment reporting. States may use RCRAInfo for some or all aspects of program implementation support, or may use their own system which transmits required data to EPA.

User ID

Continue

Register   Forgot User ID?

From the RCRAInfo Sign In screen, enter your RIA User ID in the User ID text box and click "Continue".

Multi-Factor Authentication Setup ✕

Beginning August 5 2024, all RCRAInfo Industry (CDX) Accounts must be configured to use Login.gov in order to support Multi-Factor Authentication.

Step 1: You will be asked to authenticate with your existing Industry (CDX) Account.
Step 2: You will be redirected to create your Login.gov account or link an existing account.
Step 3: Select a second factor authentication of your choice. You will only need your RCRAInfo User ID and Login.gov credentials going forward.

Watch our quick How-To Video to see step-by-step instructions or view our User Guide for additional help.

User ID ✱   ✱ = required

testuser124

Clear

Password ✱

[   ]

Continue to 🛡 LOGIN.GOV

Forgot Password?

Enter the current password associated with your RIA account in the Password text box and click "Continue to Login.gov". If your password is expired or locked or If you cannot remember your password, click the "Forgot Password?" link to verify your identity by providing a password reset verification code or contact CDX for assistance. ***Note: This will be the last time that you will login using the password associated with your RIA account. Once your account is successfully set up for multi-factor authentication, you will login to the RIA using your Login.gov password.***

STEP 3 - CONFIGURE MULTI-FACTOR AUTHENTICATION

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. You must use a Login.gov account to securely access your information in the RCRAInfo Industry Application. You can use the same username and password to access any agency that partners with Login.gov. ***Note: If the email provided in your RIA registration is associated with the EPA (i.e. '...@epa.gov'), you may use your EPA Enterprise Login using EPA credentials to establish your connection to the RIA.*** Please see https://login.gov/help if you have any questions or problems with your Login.gov account.

SIGN-IN

If you have an existing Login.gov account that you want to use to login to the RCRAInfo Industry Application, sign into Login.gov using the email address and password associated with your Login.gov account. Next, provide the appropriate information associated with your second authentication method. At this time, your User ID has been

successfully set up for multi-factor authentication and you will be re-directed to the RCRAInfo Industry Application where you will be able to conduct business as usual.

CREATE ACCOUNT

If you do not have a Login.gov account, click the "Create an account" button. You will be asked to provide your email address and your email language preference. You will also need to read and accept the Login.gov Rules of Use. Once you have provided this information, click the "Submit" button. An email will be sent to the email provided containing a link that you will need to open in order to continue the account creation.

Next, you must provide the password for your Login.gov account. ***Note: There will no longer be a password*** *associated with your RCRAinfo Industry Application account, but rather the password will be associated with your Login.gov account.* This password must be at least 12 characters and you should not use common phrases or repeated characters like 'abc', or '111'. After creating your password, click the "Continue" button.

You must add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. Authentication methods available include:
- Authentication application
- Text or voice message
- Backup codes
- Security key
- Government employee ID

After selecting your authentication method, click "Continue" and provide the additional information for the method selected.

You may optionally add another authentication method to prevent getting locked out of your account if you lose your first authentication method. Once your account is linked to a Login.gov account, that link CANNOT be changed to another Login.gov account, EVER. If you lose access to the linked Login.gov account, you must create a new CDX user ID, re-register and re-request all of your site permissions, electronic signature agreements, etc. You, however, can change the email associated with the Login.gov account by logging into Login.gov directly and manage your profile. The Terms and Conditions that you agreed to confirms your acknowledgement of this behavior.

When you have completed establishing your authentication method(s), click the "Agree and continue" button. At this time, your User ID has been successfully set up for multi-factor authentication and you will be re-directed to the RCRAInfo Industry Application where you will be able to conduct business as usual.

CREATE NEW USER

To register for an account, enter the following URL into any browser:

- **PRODUCTION -** https://rcrainfo.epa.gov/rcrainfoprod
- Pre-production (for testing purposes only) - https://rcrainfopreprod.epa.gov/rcrainfo

This registration process is built upon the account registration process used for EPA's Central Data Exchange (CDX). RCRAInfo Industry Application (RIA) accounts may be used within CDX and conversely CDX accounts may be used within RIA. To use an existing CDX account to login into the RCRAInfo Industry Application, simply enter the User ID associated with your CDX account and provide the Login.gov credentials associated with that CDX account.

Note: It is important that you do not change web browsers or devices during this process, even to verify your email.

STEP 1 - REQUEST AN ACCOUNT

RCRAInfo Sign In (Development)

RCRAInfo is EPA's comprehensive information system providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976, the Hazardous and Solid Waste Amendments (HSWA) of 1984, and the Hazardous Waste Electronic Manifest Establishment Act of 2012. The system is used to track information provided by the regulated community concerning the generation, shipment, treatment, and disposal of hazardous wastes, as well as significant milestones of State/EPA activity supporting program planning, implementation, and accomplishment reporting. States may use RCRAInfo for some or all aspects of program implementation support, or may use their own system which transmits required data to EPA.

User ID

Continue

Register   Forgot User ID?

From the RCRAInfo Sign In screen, click the "Register" link.

STEP 2 - SELECT REGISTRATION TYPE

Select Registration Type

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. Watch our quick How-To video below to see step-by-step instructions or view our User Guide.

Industry User Registration   Watch How-To

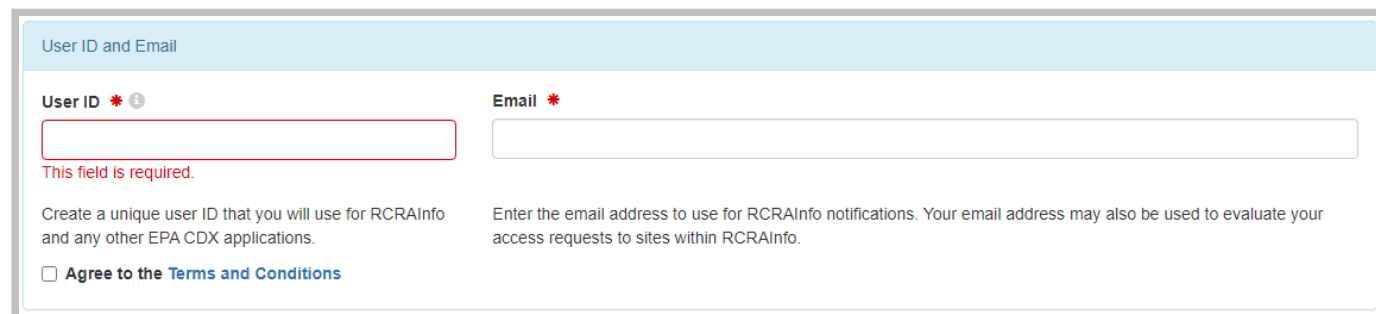(If you already have an existing CDX Account, skip the registration and just Login.)

OR

Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

Regulatory User Registration

You will be asked to select your registration type, Industry User Registration or Regulatory User Registration. To gain access to the RCRAInfo Industry Application, you MUST select Industry User Registration.

STEP 3 - ENTER USER ID / EMAIL

User ID and Email

User ID * ⓘ

This field is required.

Create a unique user ID that you will use for RCRAInfo and any other EPA CDX applications.

☐ Agree to the Terms and Conditions

Email *

Enter the email address to use for RCRAInfo notifications. Your email address may also be used to evaluate your access requests to sites within RCRAInfo.

Next, you will create a User ID. This User ID will be used for your access to the RCRAInfo Industry Application and any other EPA CDX applications that you associate to this User ID.

The User ID must adhere to the following rules:
- Must be between 8 and 160 characters
- Cannot contain spaces
- Cannot contain special characters except period (.), hyphen (-), underscore (_), ar at (@).
- Cannot be all numbers
- Must be unique

You must also provide your email address. This email address will be used for RCRAInfo notifications and may also be used to evaluate your access requests to sites within RCRAInfo. After you have read the Terms and Conditions, click the checkbox to agree to the Terms and Conditions. Next, click the "Continue to LOGIN.GOV" button.

STEP 4 - CONFIGURE MULTI-FACTOR AUTHENTICATION

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. You must use a Login.gov account to securely access your information in the RCRAInfo Industry Application. You can use the same username and password to access any agency that partners with Login.gov. *Note: If the email provided in your RIA registration is associated with the EPA (i.e. '...@epa.gov'), you may use your EPA Enterprise Login using EPA credentials to establish your connection to the RIA.* Please see https://login.gov/help if you have any questions or problems with your Login.gov account.

SIGN-IN

If you have an existing Login.gov account that you want to use to login to the RCRAInfo Industry Application, sign into Login.gov using the email address and password associated with your Login.gov account. Next, provide the appropriate information associated with your second authentication method. At this time, you will be re-directed to the RCRAInfo Industry Application to complete your RCRAInfo Industry Application registration.

CREATE ACCOUNT

If you do not have a Login.gov account, click the "Create an account" button. You will be asked to provide your email address and your email language preference. You will also need to read and accept the Login.gov Rules of Use. Once you have provided this information, click the "Submit" button. An email will be sent to the email provided containing a link that you will need to open in order to continue the account creation.

Next, you must provide the password for your Login.gov account. *Note: There will no longer be a password associated with your RCRAinfo Industry Application account, but rather the password will be associated with*

your Login.gov account. This password must be at least 12 characters and you should not use common phrases or repeated characters like 'abc', or '111'. After creating your password, click the "Continue" button.

You must add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. Authentication methods available include:
- Authentication application
- Text or voice message
- Backup codes
- Security key
- Government employee ID

After selecting your authentication method, click "Continue" and provide the additional information for the method selected.

You may optionally add another authentication method to prevent getting locked out of your account if you lose your first authentication method. Once your account is linked to a Login.gov account, that link CANNOT be changed to another Login.gov account, EVER. If you lose access to the linked Login.gov account, you must create a new CDX user ID, re-register and re-request all of your site permissions, electronic signature agreements, etc. You, however, can change the email associated with the Login.gov account by logging into Login.gov directly and manage your profile. The Terms and Conditions that you agreed to confirms your acknowledgement of this behavior.

When you have completed establishing your authentication method(s), click the "Agree and continue" button. At this time, you will be re-directed to the RCRAInfo Industry Application to complete your RCRAInfo Industry Application registration.

STEP 5 - VERIFY EMAIL

Email Verification

An email has been sent from rcrainfodev.admin@rcrainfodev.com to bneel@goldsystems.com with a verification code.

Verification Code ✱

[   ] ✖

Haven't received your verification code yet? Click to resend.

If the email address that you provided for your RCRAInfo Industry Application registration differs from the email associated with your Login.gov account, you will be asked to verify your RIA email. An email will be sent to the address provided and you must enter the Verification Code contained in the email. ***Note: This step is not necessary if the email provided for your RIA registration matches the email associated with your Login.gov account because the email has already been verified during the Login.gov account creation.***

STEP 6 - ENTER USER INFORMATION

User Information

Title ✱	First Name ✱	Middle Initial	Last Name ✱	Suffix
Select... ⌄				Select... ⌄

These questions will be used when help desk assistance is required.

Question 1 ✱
Select a question... ⌄

Answer 1 ✱ ⓘ

Question 2 ✱
Select a question... ⌄

Answer 2 ✱

Question 3 ✱
Select a question... ⌄

Answer 3 ✱

☐ Show answers

Next, provide your user information, including First and Last Name, as well as choosing three questions with answers that will be used to confirm your identity when you call the help desk for assistance.

STEP 7 - ENTER ORGANIZATION INFORMATION

Organization Information

Organization Name ✱

Mailing Address (line 1) ✱

Mailing Address (line 2)

Country ✱	Zip Code ✱	City ✱	State ✱
UNITED STATES ✕ ▾			Select a State ▾

Job Title ✱

Phone Number ✱	Extension

Complete Registration

Lastly, you must provide your Organization Name, Mailling Address, Job Title, and Phone Number. Once you have provided this information, click the "Complete Registration" button to complete your RIA registration.

FORGOT USER ID

If you cannot remember your User ID, click the "Forgot User ID" link on the logon page. ***Note: The "Forgot User ID" feature applies ONLY to RCRAInfo Industry ID's.*** You will be prompted to provide the email address associated with your user id. Once provided, click the "Continue" button. You must also confirm that you are the original registrant and owner of the account associated with the specified email address by clicking the checkbox. Click the "Continue" button to continue the retrieval process. An email will be sent to the email that you provided listing the User ID(s) associated with this email address.

SITE MANAGER ROLE AND RESPONSIBILITIES

The RCRAInfo Industry Application contains a Site Management permission that acts as a super user within the application. This permission differs from other permissions within the application in that the permission applies to an entire site rather than a specific module within a site. That is, the Site Management permission gives the user permissions and responsibilities for ALL of the modules (myRCRAid, Biennial Report, and/or e-Manifest) in which their State has elected to participate. It is recommended that every site has at least two users with the Site Management permission at all times.

ROLE AND RESPONSIBILITIES

The Site Management permission grants the user the following roles and responsibilities:
- receives the certifier permission for every module in which your State has elected to participate*
- may grant and/or deny permission requests for their site(s)*
- may change permissions for users affiliated with their site(s)*
- may receive and process electronic signature agreements for users affiliated with their site(s)*
- may obtain an Application Program Interface (API) id and key
- may submit payment for manifest fees by credit card or ACH payments to the EPA

If a user with the site management permission no longer needs this permission (either due to a change in responsibilities or a change in employment), another user should be assigned the site management permission for the site before downgrading or removing the site management permission from the current site manager.   A site manager may downgrade their permission by selecting Tools from the Main Menu then select User Management.

*The Site Manager must have an approved electronic signature agreement before he/she can perform this function. Click here for information on completing an ESA.

CERTIFIER PERMISSION

The Site Management permission grants the user the Certifier role for every module in which your State or regulator has elected to participate. This means that you can view and enter data like a user with preparer permissions and electronically sign to certify the data using government standards for electronic signatures.

GRANT / DENY REQUESTS

The Site Management permission allows the user to approve and/or deny requests of other users for permissions, including the Site Management permission, for your site or sites. When a user requests permissions for either the Site Management permission or a permission for a specific module for a site in which you have the Site Management permission, you will receive an email prompting you to approve or deny the request, as appropriate. This is a very important responsibility of the Site Manager and all requests should be acted on in a timely manner.

To act upon a permission request, click the "Pending Requests" tab from the Home page. **Note: The green badge indicates how many pending requests you have. A value of "O" indicates that you do not have any pending requests.** Alternatively, you may either click "Tools" from the Main Menu and select "User Maintenance' or you may also click the link provided in the email that you received. Next, select the user that you want to act upon by clicking their User Id. Their request will be displayed showing the site(s) and the permission(s) they are requesting

for which you are the Site Manager. Click "Approve" to grant permissions for a specific site or "Approve All" to grant permissions for all of the sites within the request that have not been individually approved or rejected. Similarly, click "Deny" or "Deny All" to reject the request. If you reject a request, you will be prompted to provide comments as to why you are rejecting the request. An email will be sent to the user indicating your approval or rejection of the request. If you reject the request, the comments that you provided will be included in the email. *Note: A request may contain sites for which you do not have Site Manager permissions. You will only see the sites within the request for which you have Site Manager permissions.*

CHANGE PERMISSIONS

A Site Manager may change the permissions of a user for a site(s) in which they manage. To change the permissions, click "Tools" from the Main Menu and select "User Maintenance". Your pending requests, if any, will be displayed. Click the "My Users" tab to see all users that are affiliated with at least one site in which you are Site Manager. If this list is long, you may search for a particular user by entering two or more characters into the "Search" box in the upper right-hand corner. The list will then show the users in which the User ID or Last Name contains the characters that you entered. Click the User ID for the user in which you want to change the permissions.

The users profile will be displayed. Click the "Site Permissions" tab. The permissions for the sites within the Activity Location selected will be displayed. Select the sites for which you want to change the permissions by clicking the checkbox next to the site or sites of interest. You may select all sites by clicking the checkbox next to "All".

Once you have selected at least one site, the "Modify Permissions for Selected Sites" button will be displayed. Click this button once you have selected all of your sites in which you want to change permissions. A pop-up window will be displayed showing the current permission levels for each module. If more than one site is selected and the current permissions for a given module differs within the sites, the permission level displayed will be blank. Select the appropriate permissions for each module and click "Save Permissions". *Note: ALL of the sites selected will be changed to the permissions selected.* If you change all of the permissions to "None", that user will no longer be affiliated with that site or sites and those sites will no longer appear on his or her My Sites list.

RECEIVING AND PROCESSING ELECTRONIC SIGNATURE AGREEMENTS

All users with the RCRAInfo Industry Application that have the Site Management permission for at least one site or the Certfier permission for at least one module for a site must complete an Electronic Signature Agreement or ESA. The ESA, however, needs to be completed only ONE time, regardless of how many sites the user represents - even if the sites are in different States. As a Site Manager, you may elect to accept the responsibility of receiving and processing ESA's for users affiliated with your site or sites, in the event that that user does not already have an ESA and that user elects to submit a paper ESA (i.e., the user cannot pass the electronic identity proofing process or prefers to use the paper process).

The first time that you log into the application after you have received Site Management permissions, you will be asked if you want to receive and process ESA's for users affiliated with your site or sites. The default is "Yes". The ESA Mailing Address will be pre-populated with the address associated with your user profile. This is the address that users will use to mail their ESA's to you. You may change this information as appropriate. *Note: Changes made to this address will NOT change the information associated with your user profile.* You must also confirm that you will comply with the rules and stipulations associated with this responsibility.

Once you have agreed to receive and process ESA's, it will be your responsibility to properly vet the agreements that you receive, scan and upload the agreements, and properly maintain the original paper agreements. If you do not want to accept this responsibility, you may opt-out by moving the slider box to "No". You may change this election at any time by selecting "Tools" from the Main Menu, and then clicking "ESA Maintenance". *Note: You will only receive ESA's from users that are requesting permissions for one or more sites in which you are a Site Manager. You will never receive an ESA from a user that is not affiliated with at least one of your sites.*

When you receive an ESA, you will need to create a scanned image of the paper agreement into a PDF format. To accept the ESA, go to "Tools" from the Main Menu and select "User Maintenance". Next, select the "My Users" tab. This tab shows all of the users that are affiliated with at least one site in which you are the Site Manager. To find the user that you want to process, enter two or more characters in the "Search" box in the upper right-hand corner. The application will search the User ID and Last Name for the characters that you entered. Click the User Id of the appropriate user to continue the ESA acceptance process.

The profile of the user selected will be displayed. Click the "e-Signature Agreement" tab. From this screen, you will upload the scanned image of the ESA. To accept the agreement, you must provide an electronic signature using the standard electronic signature ceremony. ***Note: You will not be able to accept ESA's from other users until your ESA has been received and accepted. If you use the electronic identity proofing method, your ESA is immediately received and accepted.*** The successful completion of the signature ceremony completes the acceptance of this user's ESA and will provide that user the ability to electronically sign within the RCRAInfo Industry Application.

The original hard-copy of the ESA must be kept in a secure place that may only be accessed by other Site Managers. These agreements must be kept until EPA determines that they can be retired. You must retain all of the ESA's that you accept including users that have separated from your organization. In the even an ESA is lost or destroyed, you must contact EPA as soon as you know of the loss.

APPLICATION PROGRAM INTERFACE ID AND KEY

In order to use services associated with the RCRAInfo Industry Application and specifically the e-Manifest module, an Application Program Interface (API) ID and Key must be obtained. These may only be obtained by a user with the Site Management permission. The API ID and Key are used to authenticate a user to use the services. Once authenticated, the user may manage manifests for any site in which the user is a Site Manager. The user may also access various lookup services to ensure their manifests contain the proper defined-values.

To obtain an API ID and Key, click "Tools" from the Main Menu, then select "API". Next, click "Generator API ID" button to create an API ID and Key. Once you leave this screen, you will not be able to retrieve the key unless you save the key elsewhere. Use the "Copy" buttons to copy this API ID and Key for future use. You may regenerate the Key, as needed, by clicking the "Regenerate API Key" button.

MANIFEST FEE PAYMENTS

Sites that are receiving manifested waste from another site cannot use the e-Manifest module within the RCRAInfo Industry Application until the site has at least one user with the Site Management permission. The Site Manager will receive monthly invoices for sites in which they received manifested waste from another site. The Site Manager is responsible for submitting payment to the EPA, either via credit card or ACH transaction, for these manifest services. Click here for additional information regarding manifest fee payments.