

National e-Manifest System

Background

On June 30, 2018, EPA launched a national system for tracking hazardous waste shipments electronically. This system, known as “[e-Manifest](#),” modernizes the nation’s cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. EPA established e-Manifest per the Hazardous Waste Electronic Manifest Establishment Act, which Congress enacted into law on October 5, 2012. e-Manifest is a multi-faceted program that includes system development; regulation and policy; implementation and communication; and consultation with the e-Manifest federal advisory committee.

How the Regulated Community Can stay up to date on changes in the e-Manifest system

EPA conducts [monthly webinars](#) related to the development and progress of the e-Manifest system initiative; archived copies of previous e-Manifest webinars are located on the same webpage. EPA's e-Manifest team provides updates through the EPA e-Manifest listserv and EPA Monthly Update webpage. These updates cover a range of topics including system development, implementation, and various meetings and workshops. You can access these updates by subscribing to EPA's e-Manifest listserv (send a blank e-mail to eManifest-subscribe@lists.epa.gov to subscribe) or visiting [EPA's e-Manifest Monthly Update webpage](#).

EPA has also provided instructional videos for e-manifest within the RCRAInfo Industry Application <https://rcrainfoindustry.learningzen.com>

Verify Your Site Information (Recommended): It is recommended that you use [RCRAInfo Web](#) to verify that the EPA ID number, site name, location address, mailing address, and contact phone number that are associated with your site are correct. The information associated with your site in RCRAInfo will be used on your electronic manifests in the e-Manifest system, so it is important that the information in RCRAInfo is correct. Site information can be updated in the myRCRAid module of the [RCRAInfo Industry Application \(App\)](#).

Site Identification (ID) Numbers: The North Dakota Department of Environmental Quality, Hazardous Waste Program (Program) issues the EPA ID numbers for sites located in North

Dakota. EPA ID numbers are assigned to a site's physical location (an EPA ID number **does not** transfer with the handler if the handler moves to a different site). Small quantity generators (SQGs), large quantity generators (LQGs), and treatment, storage, and disposal facilities (TSDFs) are required to have an EPA ID number. For more information about North Dakota site locations, please see NDDEQ's webpage on [obtaining EPA ID numbers](#) or call the Program at (701) 298-4638.

Communicate with Transporters and Receiving Facilities (Recommended): Generators will need to communicate with their selected transporters and receiving facilities (e.g., TSDF, recycler, etc.) to decide who will be responsible for creating new manifests and whether paper or electronic manifests will be used; this will help to prevent duplicate manifests for the same shipment.

Receiving facilities will be responsible for the submittal of final, signed manifests to the e-Manifest system and the payment of associated fees. It is recommended that generators and transporters contact their receiving facilities for available participation options and costs under the new system.

Receiving facilities

Receiving facilities **must** have a [RCRAInfo Industry App account](#) in order to use the e-Manifest system. Receiving facilities who receive wastes that require the use of a hazardous waste manifest (federal hazardous wastes, state-only hazardous wastes, etc.) are **required** to have an EPA ID number to use the e-Manifest system, even if the facility is not obligated to have an EPA ID number under state Rules.

If a receiving facility has an EPA ID number and is registered for e-Manifest, but is not available to be selected as the "designated facility" on an electronic manifest the facility may need to be added to e-Manifest by the Program. In this case, the facility should contact and request that their facility be added to e-Manifest by sending an email to croob@nd.gov with the subject "e-Manifest: Add Facility" (**the facility's EPA ID number should be included in the email**).

Receiving facilities must submit all manifests to the e-Manifest system. There will be a fee for each manifest that a receiving facility submits to the e-Manifest system and each receiving facility will be billed on a monthly basis. See the [e-Manifest User Fee Rule FAQ](#)

for more information. Receiving facilities accepting wastes that are **state-only hazardous wastes** will be required to submit manifests to the e-Manifest system. This includes wastes that are **state-only hazardous wastes in the state where the waste was generated**.

Transporters

Transporters **must** have an EPA ID number. Transporters should be identified as a **Transporter of Hazardous Waste** in RCRAInfo (Item 11.A.1.a. on the EPA Site ID Form 8700-12; can be updated in myRCRAid module). Transporters may verify their hazardous waste transporter activity using [RCRAInfo Web](#). Transporters will need to obtain a [RCRAInfo Industry App account](#) if they wish to access and sign electronic manifests using the e-Manifest system web-submittal software.

Note: Transporters of hazardous waste that pick up from or deliver to locations in North Dakota must have a valid Solid Waste Transporter permit issued by the North Dakota Department of Environmental Quality, Solid Waste Program. Please see [NDDEQ's Waste Transporter page](#) for more information.

Generators

Generators will need to obtain a [RCRAInfo Industry App account](#) if they wish to access and sign electronic manifests through the e-Manifest system web-submittal software. If generators intend to meet the manifest recordkeeping requirements by storing their manifests in the e-Manifest system, they will need to obtain a RCRAInfo Industry App account and have access to their site in e-Manifest.

Completely paperless (electronic) manifesting is the lowest cost e-Manifest option. If a generator wishes to use completely electronic manifests, then the generator must select a transporter and a receiving facility that are also able to use completely electronic manifests.

Note: all records for completely electronic manifests will only be accessible through RCRAInfo, which requires internet connectivity.

Manifest Corrections

Users who wish to correct paper manifests may correct those manifests on paper **prior** to the receiving facility submitting them to EPA's e-Manifest processing center, or electronically **after** the paper manifest has been submitted to e-Manifest. Users who wish to correct hybrid or electronic manifests can only correct those manifests electronically.

e-Manifest Fee Schedule

The e-Manifest fees incurred by the regulated community will be based upon the method used to collect the manifest data (e.g., paper or electronic). **EPA is only imposing user fees upon receiving facilities.** Receiving facilities will be assessed a fee for each final manifest that they submit to the e-Manifest system and will be billed on a monthly basis. EPA will revise the fee schedule every two years to ensure that the fees charged to the regulated community reflect the cost of running the e-Manifest system. See the [E-manifest User Fees and Payment Information](#) webpage for more information>

FAQs

Federal:

Where can I get additional information about e-Manifest?

[EPA e-Manifest General FAQ](#)

[EPA e-Manifest User Fee Rule FAQ](#)

General e-Manifest questions (federal requirements, software design and development, etc.) should be directed to EPA via email sent to: eManifest@epa.gov.

State:

Are there any additional requirements in North Dakota under this new system?

- **No.**

Fact Sheets

Note: Please see [EPA's e-Manifest Stakeholder Fact Sheets](#) for any new or updated federal requirements.

Contact Information for North Dakota

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Disclaimer

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