



# e-Manifest User Registration Guide

## Helpful Links:

### EPA e-Manifest registration

<https://www.epa.gov/e-manifest/e-manifest-user-registration>

### User Registration FAQ

<https://www.epa.gov/e-manifest/frequent-questions-about-e-manifest#user>

### RCRAInfo Industry User Registration e-learning course

<https://rcrainfoindustry.learningzen.com/onlinetraining/auth/login>

### e-Manifest Fact Sheet – Generators

[https://www.epa.gov/sites/production/files/2018-05/documents/e-manifest\\_generators\\_fact\\_sheet\\_0.pdf](https://www.epa.gov/sites/production/files/2018-05/documents/e-manifest_generators_fact_sheet_0.pdf)

## e-Manifest Helpdesk for Industry Users

8:00 am ET – 6:00 pm ET

Toll Free: 833-501-6826

Direct Line: 970-494-5508

Email: [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)

EPA's e-Manifest system is currently live and open for nationwide user registration. EPA has posted instructions on their webpage (<https://www.epa.gov/e-manifest/e-manifest-user-registration>) on how to become a registered e-Manifest user. These instructions will educate users on how to register for different permissions related to whether they want to view, create, and/or sign manifests electronically.

## Who Must Register for e-Manifest?

Generators and transporters must register for e-Manifest if they wish to view, create, and/or make corrections to manifest records, regardless of the type of manifest (i.e., paper versus electronic).

### I am a VSQG/CESQG. Does this apply to me?

e-Manifest will apply wherever there is a requirement under either state or federal law to use the RCRA manifest for a VSQG/CESQG waste shipment. Please consult with your state specific manifest requirements.

Please note that RCRAInfo is where EPA expects you to receive your completed manifest confirming receipt at the TSDF. At some point in the future, Veolia will stop mailing paper copies to generators as they will be available at RCRAInfo.

See reverse side for **How to Register for e-Manifest**

# How to Register for e-Manifest

## STEP 1

### Obtain an EPA ID number

- Complete EPA Form 8700-12 (<https://www.epa.gov/hwgenerators/instructions-and-form-hazardous-waste-generators-transporters-and-treatment-storage-and>)
- You may be able to apply for an EPA ID number electronically. Please check with your state environmental agency to see if the electronic myRCRAid system is available to you. ([https://rcrapublic.epa.gov/rcrainfoweb/modules/main/state\\_contacts.html](https://rcrapublic.epa.gov/rcrainfoweb/modules/main/state_contacts.html))

## STEP 2

### Assign a Site Manager for your site or EPA ID

- A Site Manager is a special permission. In addition to having permission to view, create, and sign electronic forms for e-Manifest, Site Managers also manage and approve permissions for other users in their organization.
- EPA encourages each site/EPA ID to register at least two Site Managers before registering for any other permission levels.
- Site Managers also have the ability to control user permissions for the two other RCRAInfo industry applications – myRCRAid for electronically submitting the Site ID form (EPA form 8700-12) and Biennial Report for electronically submitting the Biennial Report form (EPA form 8700-13).

## STEP 3

### Register for e-Manifest in RCRAInfo

- Go to the RCRAInfo sign in webpage to begin the registration process. (<https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>)
- EPA has posted a RCRAInfo Industry User Registration video that provides instructions to assist users with the registration process. The video can be accessed at <https://rcrainfoindustry.learningzen.com/onlinetraining/auth/login>. Users will need to establish a free account within LearningZen to access this course and other courses associated with the RCRAInfo Industry Application by clicking the “Request access to this portal” link, completing the information requested, and supplying the authorization code of “rcrainfo”.

## STEP 4

### EPA or Site Manager approves registration

- EPA will administer user registration and account maintenance in the e-Manifest module for those entities in states that have not opted into myRCRAid or the BR industry application.
- EPA will prioritize registration of Site Managers as Site Managers will then manage user registration and account maintenance for others in their organization.

Veolia is working on enhancements to our customer portal to aid customers with the management of manifests. **We will communicate when these tools are available.**