



e-Manifest Fact Sheet

At the start of 2022, DEQ implemented the Environmental Protection Agency’s Hazardous Waste Management System; User Fees for the Electronic Hazardous Waste Manifest System and Amendments to Manifest Regulations. This fact sheet describes EPA’s e-Manifest user fees rule in more detail.

Hazardous Waste Electronic Manifest System User Fees Rule


EPA assesses and collects user fees on all permitted treatment, storage, disposal facilities and other receiving facilities. These facilities must submit all manifest data to the new e-Manifest system. This rule establishes the methodology and process EPA uses to determine and revise user fees it deems necessary to recover the costs of developing and operating the national e-Manifest system.





Who is affected?


- **All receiving facilities** are required to register for e-Manifest if they accept state or federal hazardous waste shipped on a uniform hazardous waste manifest. Registration is required for invoicing user fees, submitting manifests electronically and submitting post-receipt data corrections to manifests.
- **Generators and transporters** must register for e-Manifest to electronically create and sign manifests in the system. Registration is also required to view manifest records or submit post-receipt data corrections to manifests.
- **Brokers** must register for e-Manifest to create manifests electronically for their clients.

Key Benefits

 **Cost savings** - estimated by EPA at \$66 million over a 6-year analysis period across government and industry.

 **Added transparency** - Federal and state government Resource Conservation and Recovery Act enforcement officials, emergency responders, research institutions and the public should benefit from the centralized storage of manifest data and its greater accessibility under e-Manifest.

 **Improved data management** - Stakeholders will see an enhanced ability to track and extract data on waste shipments by storing and distributing it in a central, accessible location.

 **Better tracking** - Members of industry that use the manifest for tracking waste shipments will know the status of their shipments faster than under the paper-based system.

How to register for e-Manifest

To register for e-Manifest, you must do the following:

1. Obtain an EPA RCRA identification number.
 - o Establish a user account and obtain an EPA RCRA ID through DEQ's electronic system, Your DEQ Online.
2. Register for e-Manifest in RCRAInfo, EPA's comprehensive information system for RCRA.
 - o Go to EPA's RCRAInfo sign-in page to begin the registration process.
 - o Review user registration video for instructions on the registration process.
 - EPA RCRAInfo Industry User Registration e-learning courses are available to assist with the registration process. You will need to establish a free account within LearningZen to access the 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."
3. Assign a site manager for your site. EPA encourages each site to register at least two site managers before registering for other permission levels.
 - o A site manager has special permission, which allows that person to view, create and sign electronic forms for e-Manifest and manage and approve permissions for other users in their organization.
 - o For receiving facilities, site managers can view billing invoices for their site and submit payments.
4. EPA, DEQ or the site manager approves the registration.

e-Manifest user fees from Oct. 1, 2021 through Sept. 30, 2023

| Manifest Submission Type | Fee per Manifest |
|---|------------------|
| Scanned Image Upload | \$20 |
| Data + Image Upload | \$13 |
| Electronic Manifest (Fully Electronic and Hybrid) | \$8 |

DEQ encourages the hazardous waste industry to adopt fully electronic manifesting as soon as possible so industry members can take maximum advantage of the benefits and cost savings. However, DEQ recognizes it will take time for the industry to transition completely to electronic manifests.

Where to find more information?

See Federal Register Vol 83, No 2 for EPA's e-Manifest User Fees Rule. See OAR 340-100-0002 for DEQ's adoption by reference.

Have questions?

DEQ has made it easy to get your questions answered. To learn more and request free, non-regulatory technical assistance, please visit [oregon.gov/deq/Hazards-and-Cleanup](https://www.oregon.gov/deq/Hazards-and-Cleanup).

To submit forms, visit Your DEQ Online at yourdeqonline.oregon.gov.

Alternate formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.