# e-Manifest

Monthly Webinar
May 31, 2017

# Agenda

- Program Update
- Recent Outreach
- Timeline
- e-Manifest System
  - Demo
  - Before and after
  - User testing highlights
- User Fee Rule
  - Fee Rule Refresher
  - Timeline
  - Hybrid manifest
- Stakeholder Engagement
- Implementation Lead
- Questions and Answers
- Contact Information

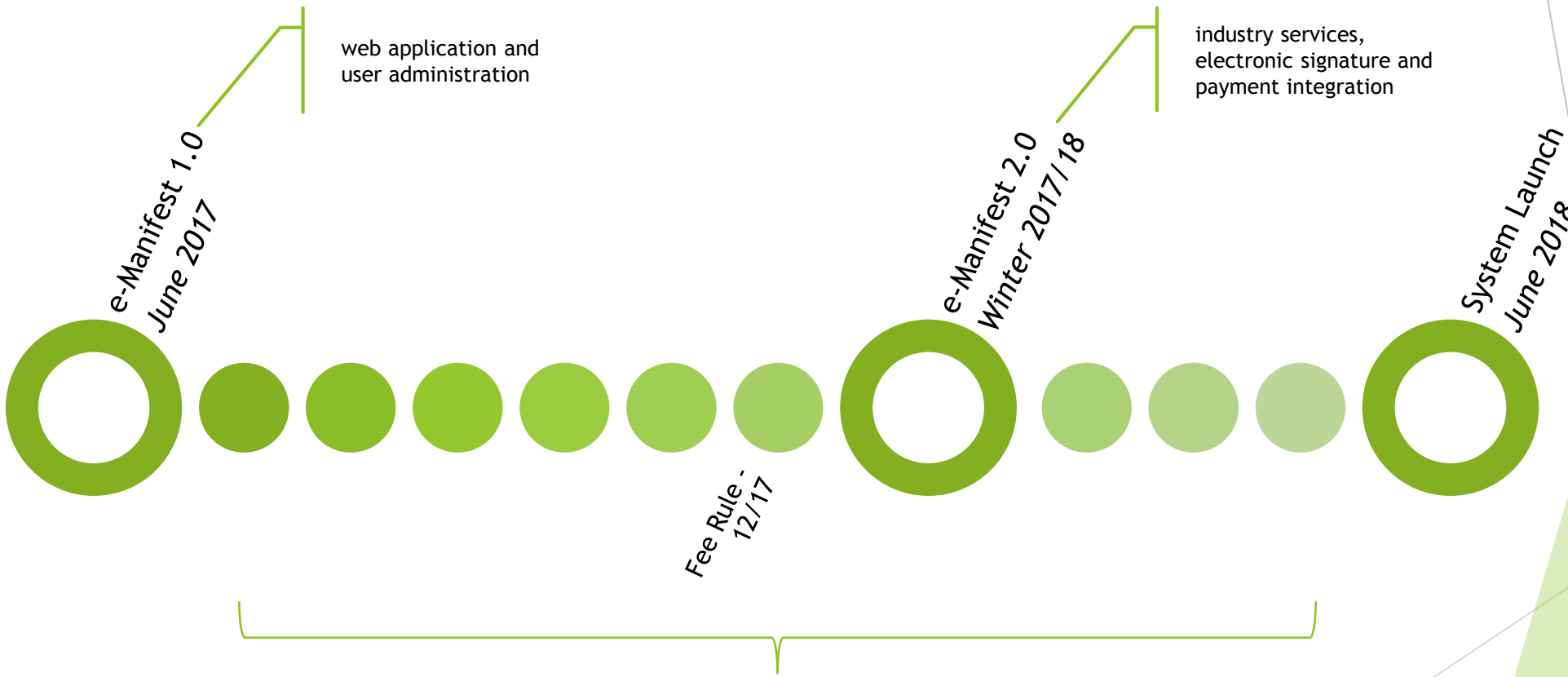
# Program Update

- System Development
  - EPA continues to conduct user testing on the February 2017 Phase I public release of the e-Manifest system
  - EPA has made several improvements to the system, including enabling generators and TSDFs to create, update, view, and share their manifests throughout every manifest processing stage
  - June 2017 – EPA will release the refined version of Phase I for further user feedback and testing
- Fee Rule
  - EPA is expecting to complete its internal rulemaking process in June 2017, and will then forward the rule to the Office of Management and Budget to begin EO 12866 and interagency review
  - EPA expects to issue a final rule in December 2017
- Advisory Board
  - EPA is currently reviewing the final meeting minutes of the e-Manifest Advisory Board's first public meeting, which was held on January 10-12, 2017, in Arlington, VA
  - EPA anticipates publishing its response to the e-Manifest Advisory Board's recommendations during summer of 2017

# Recent Outreach

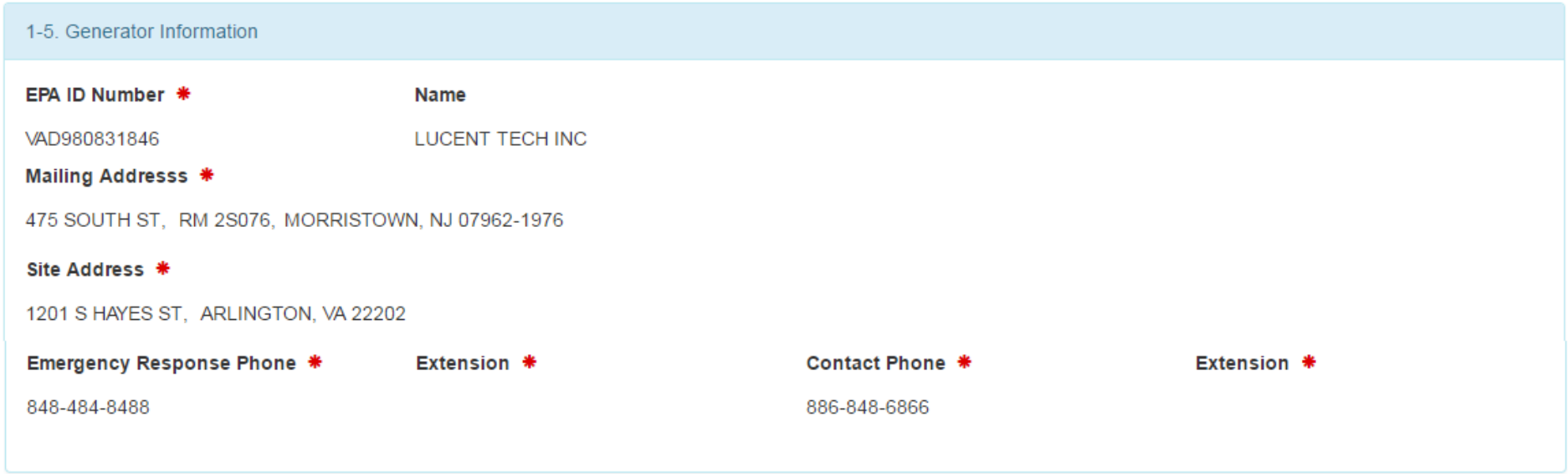
- On April 5, EPA conducted a demonstration of the e-Manifest System for the Environmental Council of States (ECOS) “Engagement Forum on E-Enterprise for the Environment” in Washington, DC, and forum participants
- During the week of April 24, 2017, in Cleveland, Ohio, EPA discussed what regions and states need to do to successfully implement the system, and what the e-Manifest team can do to facilitate the transition to e-Manifest, with EPA Regional senior managers and the Association of State and Territorial Solid Waste Management Officials (ASTSWMO)
- On May 16, 2017, EPA provided an update on its work with the states, industry, and other stakeholders to design and develop the e-Manifest system to meet the needs of its user community at the “The Efficiencies in Regulatory Programs Panel Discussion” at the National Exchange Network in Philadelphia, PA

# Timeline


web application and user administration
e-Manifest 1.0 June 2017
industry services, electronic signature and payment integration
e-Manifest 2.0 Winter 2017/18
System Launch June 2018
Fee Rule - 12/17
User on-boarding, testing and enhancements

# User Experience Updates: Before

- Generator Information Usability Issue: Users had difficulty recognizing that both Mailing Address and Site Address were displayed


1-5. Generator Information

**EPA ID Number** *

VAD980831846

**Name**

LUCENT TECH INC

**Mailing Addresss** *

475 SOUTH ST, RM 2S076, MORRISTOWN, NJ 07962-1976

**Site Address** *

1201 S HAYES ST, ARLINGTON, VA 22202

**Emergency Response Phone** *

848-484-8488

**Extension** *

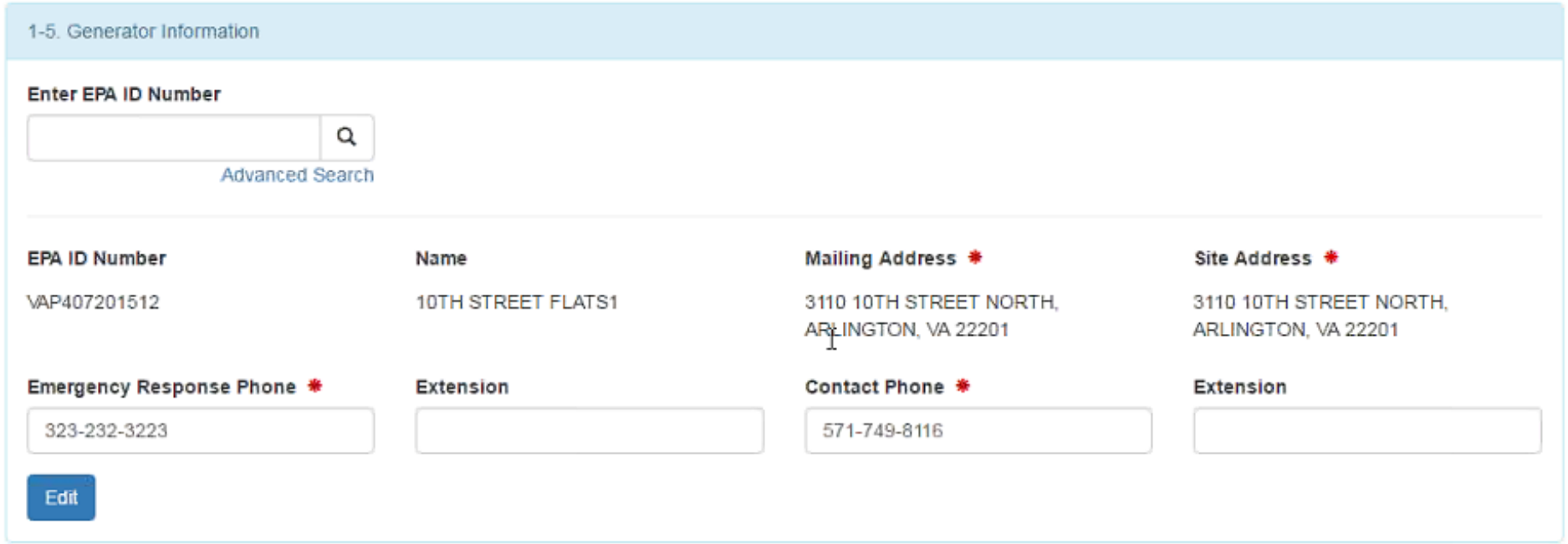
**Contact Phone** *

886-848-6866

**Extension** *

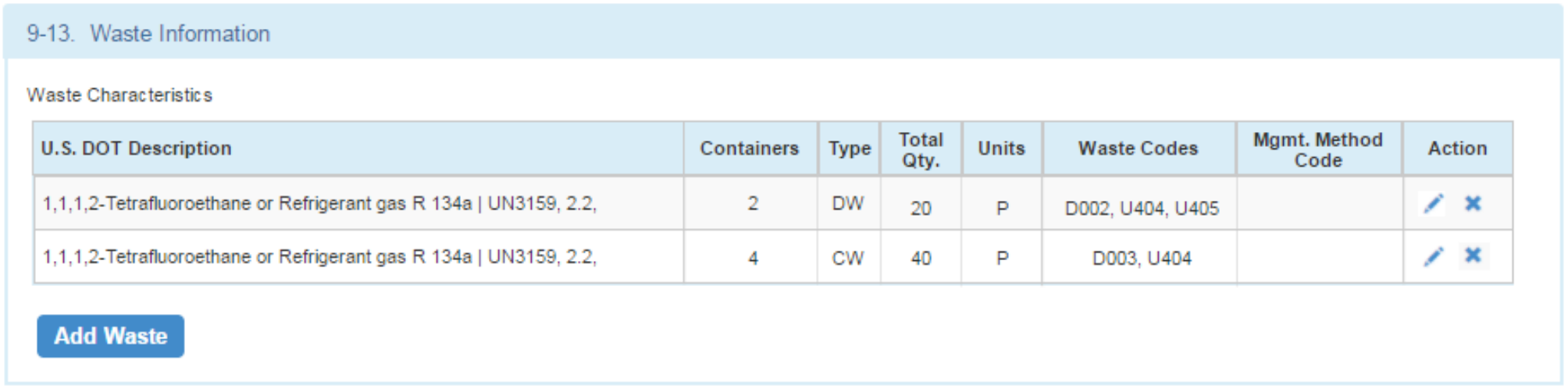
# User Experience Updates: After

- Generator Information Update: Address fields in address format, in columns; addition of Edit ability



# User Experience Updates: Before

- Waste Information Usability Testing Feedback: Provide more information



9-13. Waste Information

Waste Characteristics

| U.S. DOT Description | Containers | Type | Total Qty. | Units | Waste Codes | Mgmt. Method Code | Action |
|---|---|---|---|---|---|---|---|
| 1,1,1,2-Tetrafluoroethane or Refrigerant gas R 134a \| UN3159, 2.2, | 2 | DW | 20 | P | D002, U404, U405 | | |
| 1,1,1,2-Tetrafluoroethane or Refrigerant gas R 134a \| UN3159, 2.2, | 4 | CW | 40 | P | D003, U404 | | |

Add Waste

# User Experience Updates: After

- Update: Added Line number and Hazardous Material indicator

9-13. Waste Information

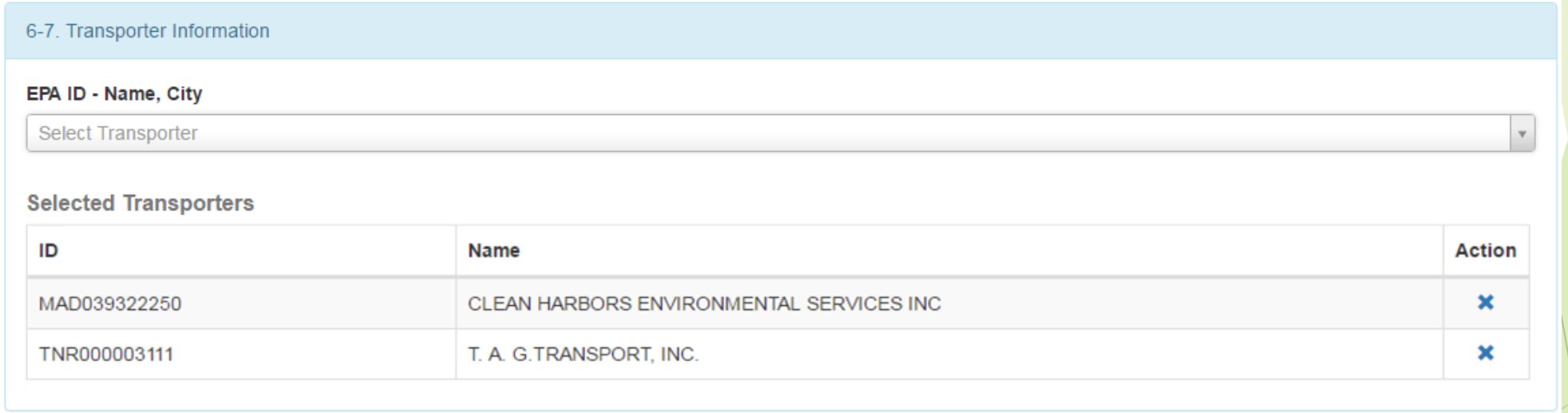
**Waste Characteristics (Total lines: 1)**

| | Line Number | HM | U.S. DOT Description | Containers | Type | Total Qty. | Units | Waste Codes | Management Method Code | Action |
|---|---|---|---|---|---|---|---|---|---|---|
| ✔ | 1 | X | UN2188, Arsine, 2.3 | 5 | CF | 456 | G | D002, BCRUSH | H040 | |

Add Waste to Manifest

# User Experience Updates: Before

- Transporter Information Usability Testing Feedback: Provide more information


6-7. Transporter Information

**EPA ID - Name, City**

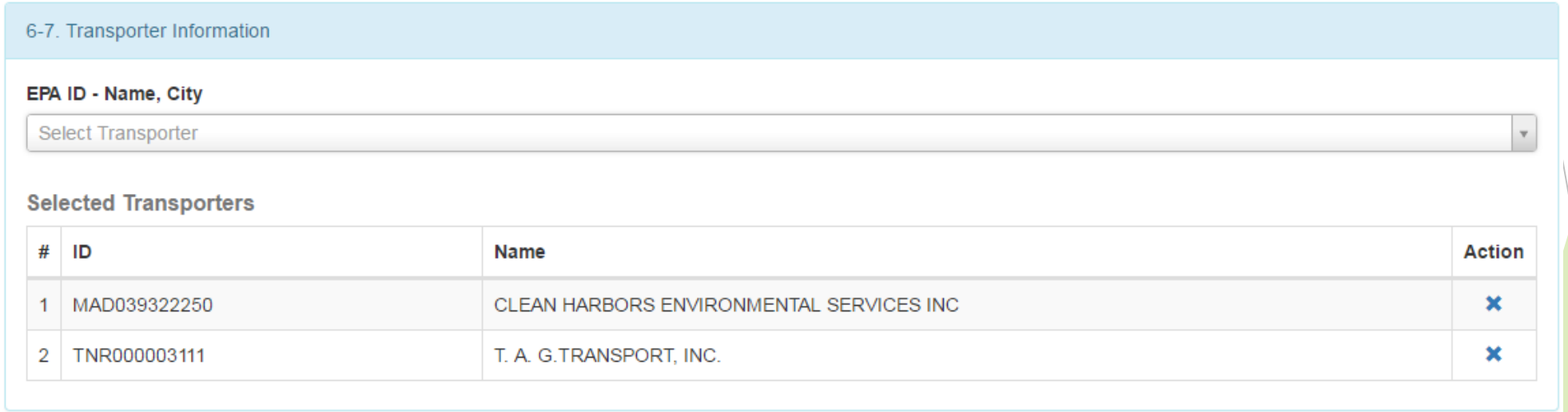
Select Transporter

**Selected Transporters**

| ID | Name | Action |
|---|---|---|
| MAD039322250 | CLEAN HARBORS ENVIRONMENTAL SERVICES INC | ✖ |
| TNR000003111 | T. A. G.TRANSPORT, INC. | ✖ |

# User Experience Updates: After

- Update: Added Line Number to indicate order of pickup



# User Testing Highlights: Usability Test Protocols

- Two-part Test:
  - Users observed on system
  - Users responded to online System Usability Scale survey
- Tested first iteration of Generator e-manifest creation scenario
- Test consisted of users logging in to CDX test account, then logging in to Industry application and sharing screen
- Facilitator used question script to guide users through tasks; minimum of two observers/notes takers

# User Testing Highlights: Users

- Users represented the following:
  - Generators (5)
  - Receiving Facilities (1)
  - Brokers (1)
- Six users tested remotely via Webex screen-sharing software; one user tested in person

# User Testing Highlights: System Strengths

- The electronic version of the manifest accounts for all elements of the paper manifest form
- Most elements of the e-Manifest form were easy to understand and use
- Users liked the ability to track manifests electronically; want even more customization and ability to track compliance

# Seeking Testers!

- If you'd like to participate in user testing please send an email message to eManifest@epa.gov
- We rely on testers to maximize the efficiency of e-Manifest

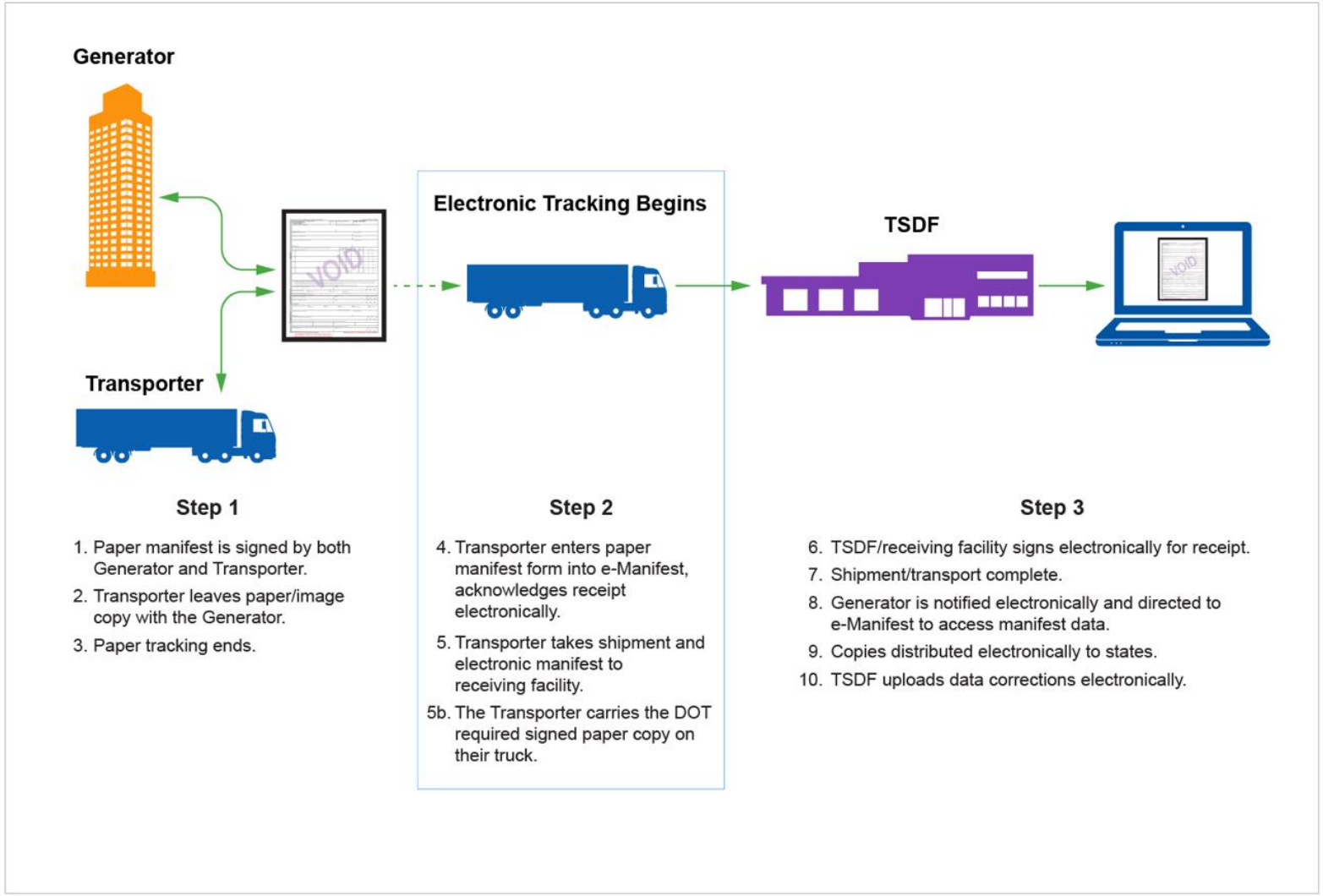
# Fee Rule Refresher

- Purpose
  - To propose methodology for determining and revising e-Manifest related user fees
  - To create a process for publishing the fee schedules to the user community
- The proposed rule will
  - Track closely the definition of “users” prescribed by the e-Manifest legislation and by the implementing regulation of February 2014
  - Focus fee coverage on those members of the regulated community that are required to use the hazardous waste manifest under either federal or state law
  - Refine the scope of e-Manifest user fees by limiting fee collection by EPA to only the 400+ TSDFs that receive waste from off-site facilities for management
  - Clarify the “major billable” event as the submission of the final copy of the manifest signed by the TSDF

# Fee Rule Timeline

- July 26, 2016 – EPA issued a proposed User Fee Rule
- July 26, 2016, to September 26, 2016 – open comment period; we received 25 sets of public comments
- Today - first draft of final rule now under review with the workgroup
- June 2017 – EPA expects to complete its internal rulemaking process and will then forward the rule to the Office of Management and Budget to begin EO 12866 and interagency review
- December 2017 - expect to issue final rule

# Hybrid Walkthrough



# Engagement with Stakeholders

- States and Regions
  - EPA participated at the "Engagement Forum on E-Enterprise for the Environment," an ECOS forum held in Washington, D.C., and a meeting with EPA Regional senior managers and ASTSWMO
- Tribes
  - From engagement with Tribes, we have learned that there is one TSDF on Tribal land and the Tribes' main concern is waste in transit through Tribal land
- Industry
  - EPA provided an update on its work to design and develop the e-Manifest system to meet the needs of its user community at the National Exchange Network in Philadelphia, PA

# Implementation Lead

- EPA is preparing for the implementation of e-Manifest by developing and sharing initial “checklists” for Regions and States to begin preparing for the transition
- The checklists are only the beginning of EPAs communication streams to prepare key stakeholder groups for system launch
- EPA plans to conduct regional visits to provide training sessions to prepare the regions and states for the anticipated 2018 implementation of e-Manifest

# Questions and Answers

# Contact Information

- Submit input/questions to eManifest@epa.gov
- To subscribe to the general interest e-Manifest ListServ send a blank message to: eManifest-subscribe@lists.epa.gov
- To subscribe to the development-focused e-Manifest ListServ, send a blank email to: e-ManifestDev-subscribe@lists.epa.gov.
- For more information on EPA's Manifest Program: https://www.epa.gov/hwgenerators/hazardous-waste-electronic-manifest-system-e-manifest
- To track the progress of e-Manifest visit: https://github.com/USEPA/e-manifest/