

EPA's RCRAInfo Industry Application (App) allows sites that generate and/or manage RCRA Subtitle C hazardous waste to view their hazardous waste manifests, if the site has an EPA ID # that was used in it.

e-Manifest - for EPA Form 8700-22 (Uniform Hazardous Waste Manifest)

A more advanced industry user guide is posted at <https://www.dec.ny.gov/chemical/8770.html>

1. To register for a RCRAInfo Industry account:

The person using the software (user) should be an employee of the hazardous waste generator. Accounts cannot be shared, everyone using the software must have their own account using their own name and their own unique work email address, not a general mailbox nor personal email. More than 1 employee may get an account for the same site.

Existing users - use the user id and "case sensitive" password of your:

- already created RCRAInfo Industry App account, or
- already created EPA Central Data Exchange (CDX) account

at <https://rcrainfo.epa.gov/rcrainfoprod> Please do **not** use the Internet Explorer web browser when using RCRAInfo. If you lost your user id, use the "Forgot User Id?" link on the login screen. A "Forgot Password?" link is also there.

New users - register your own new account by going to web site above

- click "**Register**" and then select the "**Industry User**" button. A user should provide their own **full legal name** and own individual **work email address**. Please read [help registering for a new account](#).

Tip: It is recommended that you write down your user id and password for future use, including the case, and store them securely, since they may not be used very frequently.

2. My Sites Screen – Requesting Site Permissions

When adding existing sites to your account: Each user should request permission for their own company's site(s). Generator users should not request permission for their transporter nor receiving facility site.

To request permissions for a site:

1. The "Select Existing Site" button should be used to search for and select a site that already has an EPA ID number and is in the RCRAInfo handler database, request access to it, and select a module and permission level. EPA ID numbers starting with NYN should not be used, because they are not assigned to the site for use by industry.

1. Click "**Select Existing Site**" button. Search only by EPA ID number in the Site ID field if you know it. If not, try searching by Street Name, City, and State of New York, with the Site Name and other fields left empty. Click "**Search**" button.

2. If the site you are looking for is displayed, click the checkbox next to it, then click the “[Request Access](#)” button. It should have your company name or former name, or the name of a former occupant of site.
3. Select Viewer permission level for e-manifest, or all modules.
4. Click “[Send Request](#)” button and then wait and be patient, please. If a Site Manager already exists for this site, your permission request will only go to them for processing. Otherwise, it will go to the state or federal government staff who process permission requests.

(Note: if your site location does not already have an EPA ID number, the “[Request New Site ID](#)” button may be used to request that a **new** EPA ID number be assigned to your site location. The user requesting a Site ID must be employed directly by the site and not a consultant or contractor. A site may have only one EPA ID number per active business per location, and a business cannot take the EPA ID number with them when they move to a new site.)

You will receive an email from rcrainfo.admin@epa.gov once the permissions for the site have been granted (or denied). Please do not reply to these emails, since they are from a computer server and no person receives any replies you send.

3. Viewing Manifests

Waste generators using paper (and electronic) manifests must verify the receipt of their wastes by receiving facilities, per the manifest regulations. **RCRAInfo can be used to ensure all their manifests are received** and entered in RCRAInfo by their receiving facility.

Receiving facilities should continue to mail final paper copies to their generator customers, until they have confirmed that the generator is registered and using e-Manifest for recordkeeping. (from [FAQ Q 9](#))

When logged into RCRAInfo, clicking on the name of a site on your “My Sites” screen will take you to the “Site Details” screen for that site; the site’s location address is displayed in the blue bar at the top of this screen. Then click the “e-Manifest” tab.

Review the tables on screen and the rows of manifest records in them. The Received table is where most should be. To view a record, click its eye icon on right to view it. Then on the view screen, click the "View uploaded paper manifest" link in lower left, to view an image of the paper manifest in a pdf file, if paper was used, and if available.

A report of manifest data for your sites is available in RCRAInfo for industry users, however the data may take 30 days after a shipment is received to be entered into RCRAInfo, if not longer:

Click Reports/Extracts, e-Manifest, Manifest Summary Report

Select your EPA ID in Sites, Generator in Entity Type, Shipped Date in Date Range Type, and dates in Date Range. A report in PDF file format is created.

If a manifest is not listed:

1. Ensure the box 8 receiving facility is in the US, since exported shipments aren’t in RCRAInfo yet.
2. Wait 30 days after waste delivery to receiving facility, if not longer.

3. Your generator EPA ID # may not have been entered on your paper manifest or in its data. To find any of these, search by a manifest's Manifest Tracking Number (on top right box of paper manifest): Click e-Manifest tab. Click 'Check Manifest Status' button. (If a manifest returns a status of "Found" and you cannot find it by using the "Search Manifests" button, please contact EPA using the "Feedback/Report an Issue" link.)
4. The EPA Paper Processing Center may not have typed a manifests data into the database fields yet. Click 'Check Manifest Status' button, search by a manifest's Manifest Tracking Number and if the status returned is Awaiting Processing, it still needs data entry.

Generators may contact the receiving facility to request correction of the data they entered.

Foreign export manifests for waste sent to a foreign country cannot be tracked in e-Manifest, so export manifests will continue to be tracked using paper manifest forms. **NY generators must continue to submit copies of the generator copy of export manifests to NYSDEC (address is [here](#)).** Imports of HW are tracked in e-Manifest.

How to [fill out](#) a Hazardous Waste manifest form. The Environmental Protection Agency (EPA) has established a national web-based manifesting system (e-Manifest <https://www.epa.gov/e-manifest>) for tracking hazardous waste (HW) shipments electronically. The EPA Uniform HW Manifest Form 8700-22 is a chain-of-custody form used to track HW from the time it leaves the generator facility where it was produced, during transportation, until it reaches the off-site waste management facility that will store, treat, recycle, or dispose of the HW.

New York-specific requirements for e-Manifest

New York requires the use of all applicable state PCB hazardous waste codes B001-B007 (listed in 6 NYCRR 371.4(e)), and an ultimate disposal method code L, B, R, or T (See 6 NYCRR 372.2(b)(2)(ii)) on manifests when either the generator or receiving facility are in New York. For paper, applicable codes should be added in box 13 Waste Codes. In RCRAInfo, they are listed and should be selected in the **"NEW YORK Waste Codes"** drop-down list on the "Add Waste Line" pop-up window.

This NYS requirement is not met by answering "Yes" to the question "Does this waste contain PCBs? Refer to 40 CFR 761.207" at top of the "Add Waste Line" pop-up window when creating an e-manifest.

State PCB Hazardous Waste Codes:

Code	Description
B001	PCB oil (concentrated) from transformers, capacitors, etc.
B002	Petroleum oil or other liquid containing 50 ppm or greater of PCBs, but less than 500 ppm PCBs. This includes oil from electrical equipment whose PCB concentration is unknown, except for circuit breakers, reclosers and cable.
B003	Petroleum oil or other liquid containing 500 ppm or greater of PCBs.
B004	PCB articles containing 50 ppm or greater of PCBs, but less than 500 ppm PCBs, excluding small capacitors. This includes oil-filled electrical equipment whose PCB concentration is unknown, except for circuit breakers, reclosers and cable.
B005	PCB articles, other than transformers, that contain 500 ppm or greater of PCBs, excluding small capacitors.
B006	PCB transformers. PCB transformers means any transformer that contains 500 ppm PCB or greater.

B007	Other PCB wastes, including contaminated soil, solids, sludges, clothing, rags and dredge material.
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Ultimate Disposal Method Codes:

Code	Description
L	Landfill
B	Incineration, heat recovery, burning
R	Material Recovery of more than 75 percent of the total material
T	Chemical, physical or biological treatment

See <http://www.dec.ny.gov/chemical/8793.html> for more info about New York State manifesting requirements.

Software tips for using RCRAInfo Industry App:

Users need to use their work email account as well as the internet and a web browser (turn off pop-up blocker) to register and use the software. Adobe Acrobat is needed to view pdf files.

- Your login password expires every **90** days and is CASE sensitive.
- The system will time-out and automatically log the user out if the user does not click anything for more than twenty (20) minutes.
- Use the navigation buttons provided on the web page, not the browser’s “Back” button.
- User can press ctrl and + to zoom in or press ctrl and - to zoom out.
- User should only login in one (1) browser window at a time.

Knowing a site’s EPA ID number (which is assigned to a site’s physical location) saves time when using the App. If you do not know the site’s EPA ID number, you can search for existing site RCRA EPA ID numbers at RCRAInfo Web: <https://rcrainfo.epa.gov/rcrainfoweb/action/modules/hd/handlerindex>

Problems or questions about software

Help is available within the RCRAInfo Industry App by clicking “Documentation” from the blue bar at top of screen, selecting “Help”, “User’s Guide”, “Site Dashboard”, “e-Manifest”. EPA also has e-Manifest [FAQs](#) available on their website. If you still have an issue, click “Feedback/Report an Issue” in the blue bar at the top of the screen to report a problem. e-Manifest Helpdesk for Industry Users: 8:00 am ET – 6:00 pm ET Call: Toll Free: (833) 501-6826 or Direct Line: (970) 494-5508 Email: helpdesk@epacdx.net