

Hazardous Waste Manifests

A Guide for Hazardous Waste Generators

PUB-WA-1176 2018



Introduction

Manifests are the primary component of the “cradle to grave” regulation of hazardous wastes in the United States, as they provide a paper/electronic trail of your waste from generation through treatment, storage and disposal. When completed, the manifest identifies the type and quantity of the waste transported; provides instructions for handling and management of the waste; and documents signatures for the generator, transporters and designated facility.

Once the waste reaches its destination, the designated facility ensures that the manifest, or the manifest information, is submitted to the federal e-manifest system and confirms that the waste has been received. The manifesting system is designed to ensure that waste is handled safely and appropriately at all stages of transportation, treatment, storage and disposal and to minimize risks to human health and the environment

“Designated facilities” are licensed treatment, storage, or disposal facilities.

This publication is not intended as a substitute for state statutes and rules. Rather, presents information to help you identify the state hazardous waste manifesting requirements and navigate the federal hazardous waste e-Manifest system. Wisconsin Hazardous Waste regulations are found in [chs. NR 660-679](#) of the Wisconsin Administrative Code.

e-Manifest System

On June 30, 2018, the U.S. Environmental Protection Agency (EPA) launched the e-Manifest System to collect and store electronic manifests, creating a nationwide hazardous waste tracking system. The e-Manifest system is designed to streamline the waste handling process by reducing regulatory paperwork, manifest preparation and management time, and the costs associated with tracking and recordkeeping. Both state and federal regulations require the use of uniform hazardous waste manifests.

Federal requirements for the use of an electronic manifest for generators, found in 40 CFR 262.24 and 262.25, define the use of an electronic manifest to be equivalent to a paper manifest and the electronic signature as equivalent to a wet signature on a paper copy. EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA's regulatory programs. **Those signing electronically need to go through identity proofing plus sign using a CROMERR-compliant electronic signature** (e.g., password plus personal challenge question).

If the manifest was initiated as a paper manifest (5-page version), the initial copy remains with the generator.

Once received, the designated facility must submit the manifest data to EPA within 30 days. The final manifest data is submitted to the e-manifest system by the receiving designated facility via: mailed

paper copy, scanned and uploaded paper copy, uploaded data file, or manifest entered directly into the e-manifest system. The method of submittal will dictate the manifest fees charged to the designated facility by EPA, on a monthly basis. Wisconsin will **no longer** be collecting manifest fees as that responsibility is transferred to the EPA.

EPA's FAQs on the e-manifest system are located at: <https://www.epa.gov/e-manifest/learn-about-hazardous-waste-electronic-manifest-system-e-manifest>.

How to Register

Go to RCRAInfo at <https://rcrainfo.epa.gov/> and select RCRAInfo Version 6 to register for an e-Manifest user account in Wisconsin. This is a person-specific account and should not be shared among employees. If you will be assigned the site manager or certifier user role, you will also register for electronic signature permission.

The [state RCRAInfo administrator](#) will provide access to the e-Manifest system for potential users for hazardous wastes initiated, transported, treated, stored or disposed at Wisconsin facilities. It is recommended that you register two "site managers" per facility, who can then assign user roles for other users of the e-Manifest System. This will avoid any lag in access to the system if there are personnel change at the facility. There are several user roles that can be assigned by the facility "site managers" in the e-manifest system: preparer, reviewer, certifier, viewer and broker.

The broker user role will not be available at the initial launch. Brokers can be granted the "preparer" role until the option is available.

Once registered as a site manager, you can log in to RCRAInfo to view your permissions and assign permissions to other facility users (preparer, reviewer, viewer, certifier) and handlers (transporters and designated facilities) that may need to review, sign or correct the e-manifest. Once all the permissions are granted, the e-Manifest system is ready to use. If your designated facility prepares manifests on your behalf, you may continue to receive paper copies - initial and final – or you may receive notice the final copy is ready for review in the e-Manifest system. Work with your designated facility to determine how you will receive initial and final copies.

Waste Determination and Recordkeeping

The first step to knowing if you need to manifest your waste is to determine if it is hazardous. Unless exempted, large quantity and small quantity generators must use a manifest to ship hazardous waste.

Exemptions to the manifesting requirement include:

- Shipping only non-hazardous waste,
- Generating very small quantity amounts of hazardous waste (monthly less than 220 lbs. non-acute or less than 2.2 lbs. acute). **Note:** Very small quantity generators may choose to use a manifest. If so, they must notify the DNR by submitting [Form 8700-12](#) to request an EPA ID number in accordance with NR 662.220(6)(f), Wis. Adm. Code, and must follow exception reporting and manifest recordkeeping requirements.
- Generating small quantity amounts of hazardous waste monthly (< 2, 205 lbs. non-acute or <2.2 lbs. of acute) reclaimed under a contractual agreement which meets certain conditions under s. NR 662.191.
- Certain hazardous materials destined for recycling or reuse, including discarded electronics, are discussed in ch NR 661.

For more information on whether your waste is hazardous, see [Waste Determination and Recordkeeping \(PUB-WA-1152\)](#)

NOTE: *Shipping damaged universal wastes such as fluorescent lamps, some batteries, pesticides and mercury-containing devices would require a manifest. See NR 673, Wis. Adm. Code, for more details.*

When a manifest is required, it is the generator's responsibility to ensure that the manifest is properly completed before the waste is transported off site. However, if you require additional assistance, contact your designated facility for instructions on filling out the manifest, profiling the waste, and determining waste codes. In addition, any person signing the generator's/offeror's certification statement on the uniform hazardous waste manifest is required to be trained in accordance with DOT's Hazardous Material Regulations located in 49 CFR Part 172, Subpart H.

When a manifest is required, hazardous waste generators; transporters; and treatment, storage or disposal facilities are all legally responsible for completing various parts of the manifest. All parties granted access on a particular e-manifest can make corrections or changes. Wisconsin's hazardous waste manifest rules for generators are in subch. B of ch. NR 662, and the hazardous waste manifest rules for treatment, storage, and disposal facilities are in subch. E of ch. NR 664, Wis. Adm. Code.

Paper Manifest vs. e-Manifest

EPA's goal is to transition from paper manifests, or hybrid manifests, to fully electronic manifests by July 2023. This transition will be dictated by the designated facilities as they work with their transporters and generators to move to a fully electronic manifesting system.

Paper and Hybrid Manifests

If a paper or hybrid (initial copy is paper but intermediate or final versions are electronic) manifest is being used, obtain the 5-page paper manifest (EPA form 8700-22) from an EPA-approved printer registered at <https://www.epa.gov/hwgenerators/approved-registered-printers-epas-manifest-register>. The uniform hazardous waste paper manifest has multiple copies, allowing the generator, each transporter and the designated facility to have copies of the same manifest. Use a ballpoint pen and press hard to ensure all copies are legible. For detailed instructions, review the EPA item-by-item guidance for the manifest form: <https://www.epa.gov/hwgenerators/uniform-hazardous-waste-manifest-instructions-sample-form-and-continuation-sheet>

Unless the designated facility is delivering a paper final copy to the generator, the generator must obtain access to the federal e-Manifest system to view final manifest information.

When picking up the waste, the transporter will leave one copy of the manifest with the generator which contains signatures of both the generator and the transporter. The remaining copies accompany the waste to the designated facility.

Retain and safely file the initial manifest copy until you receive the final, signed copy from the designated facility, or you receive notification that the final copy is in the e-manifest system.

e-Manifest (fully electronic)

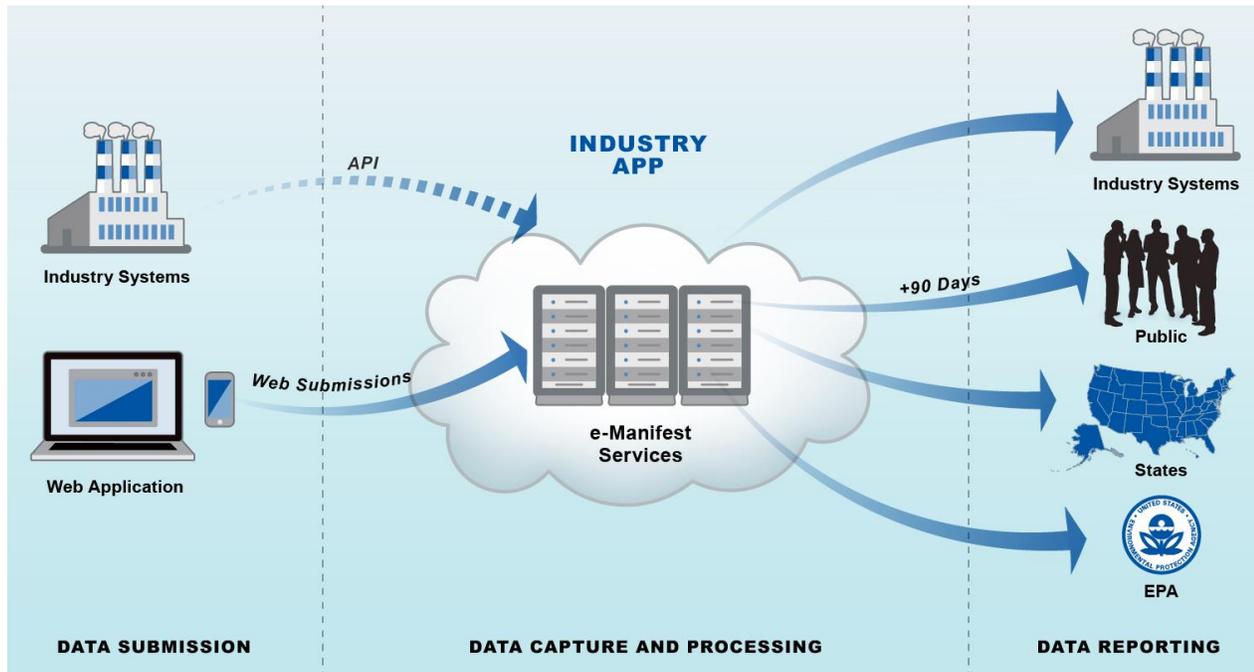
If using a fully electronic e-manifest (no paper copies from start to finish) you must obtain access to the federal e-Manifest system prior to the initial shipping date to maintain compliance with state and federal regulations. Once registered in the e-manifest system you can create an e-manifest, or view one created for you by your TSDf, and schedule a pick up.

When you certify the manifest waste data in the e-Manifest system, prior to shipping the waste, the "e-signature" is equivalent to the initial wet signed copy of the paper manifest. The transporter will then require access to the e-Manifest system to certify the pick-up, and will print out a copy to satisfy DOT shipping requirements.

It is important to review the final, certified manifest information entered by the designated facility receiving your waste and make or approve corrections, if necessary.

To comply with state and federal recordkeeping requirements a facility must be able to access e-Manifest records in the system.

E-MANIFEST CONCEPTUAL MODEL



Transporters

There are penalties for both the generator and transporter if hazardous waste is transported in Wisconsin without a DNR hazardous waste transporter license. Transporters must comply with the manifest requirements of Subchapter B of NR 663. See [Transporting Hazardous Waste \(WA-137\) \[PDF\] for details.](#)

Generators can consult the DNR’s list of licensed hazardous waste transporters at: <https://dnr.wi.gov/topic/Waste/Licenses.html>

Exception Reporting

The designated facility must submit a signed/certified final copy of the manifest, or submit the manifest data, to EPA’s e-Manifest system within 30 days of the receipt of the waste.

As a generator, if you do not receive a paper copy or electronic notification from the designated facility within 45 days for large quantity generators and within 60 days for small quantity generators, you must send an exception report to the DNR in accordance with s. NR 662.042 (2) and NR 662.193 (2) respectively. Exception reports can be submitted, via mail or email, to the hazardous waste specialist assigned to the county where your facility is located.

For shipments of waste to out-of-state designated facilities, you are **no longer** required to send a copy of the manifest to the DNR within 30 days of receiving the final, signed copy. DNR will have access to these manifests through EPA's e-manifest system.

Recordkeeping

During an inspection, state or federal hazardous waste inspectors may request to review all manifests from the past three years. If you are retaining paper copies, it is recommended that you maintain easy access to the previous three years, at a minimum, of your final copy manifests. While inspectors will have access to EPA's e-manifest system for review of manifests submitted to the system, it is required that the generator (and designated facilities) have access to the e-Manifest system, or provide paper copies during an inspection in order to be compliant with state and federal regulations.

Resources

U.S. EPA Information

e-Manifest system information is located at: <https://www.epa.gov/e-manifest> for information on EPA's e-Manifest system.

FAQs on the e-Manifest System: <https://www.epa.gov/e-manifest/learn-about-hazardous-waste-electronic-manifest-system-e-manifest>.

e-Manifest compliance questions can be directed to Dan Chachakis at Chachakis.Daniel@epa.gov or 312-886-9871.

e-Manifest IT assistance issues can be directed to Thomas Crosetto at Crosetto.Thomas@epa.gov or 312-886-6294.

U.S. EPA Information

Waste Activity Notification and EPA ID#s (EPA Form 8700-12)

<https://dnr.wi.gov/topic/Waste/Manifest.html>

RCRAInfo Administrator: Aggie Cook at Agnes.Cook@wisconsin.gov, 608-266-2414 or Adan Lara at Adan.Lara@wisconsin.gov.

DNR Contact Information

For more information on this subject, including other publications and administrative codes and statutes, search by topic or WA publication number at dnr.wi.gov, or contact the [regional hazardous waste program specialists](#). Waste and Materials Management [regional environmental program associates](#) can also assist you.

Mailing address: DNR Waste & Materials Management Program, PO Box 7921 Madison, WI 53707

Email: DNRWasteMaterials@Wisconsin.gov

Disclaimer: *This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.*

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