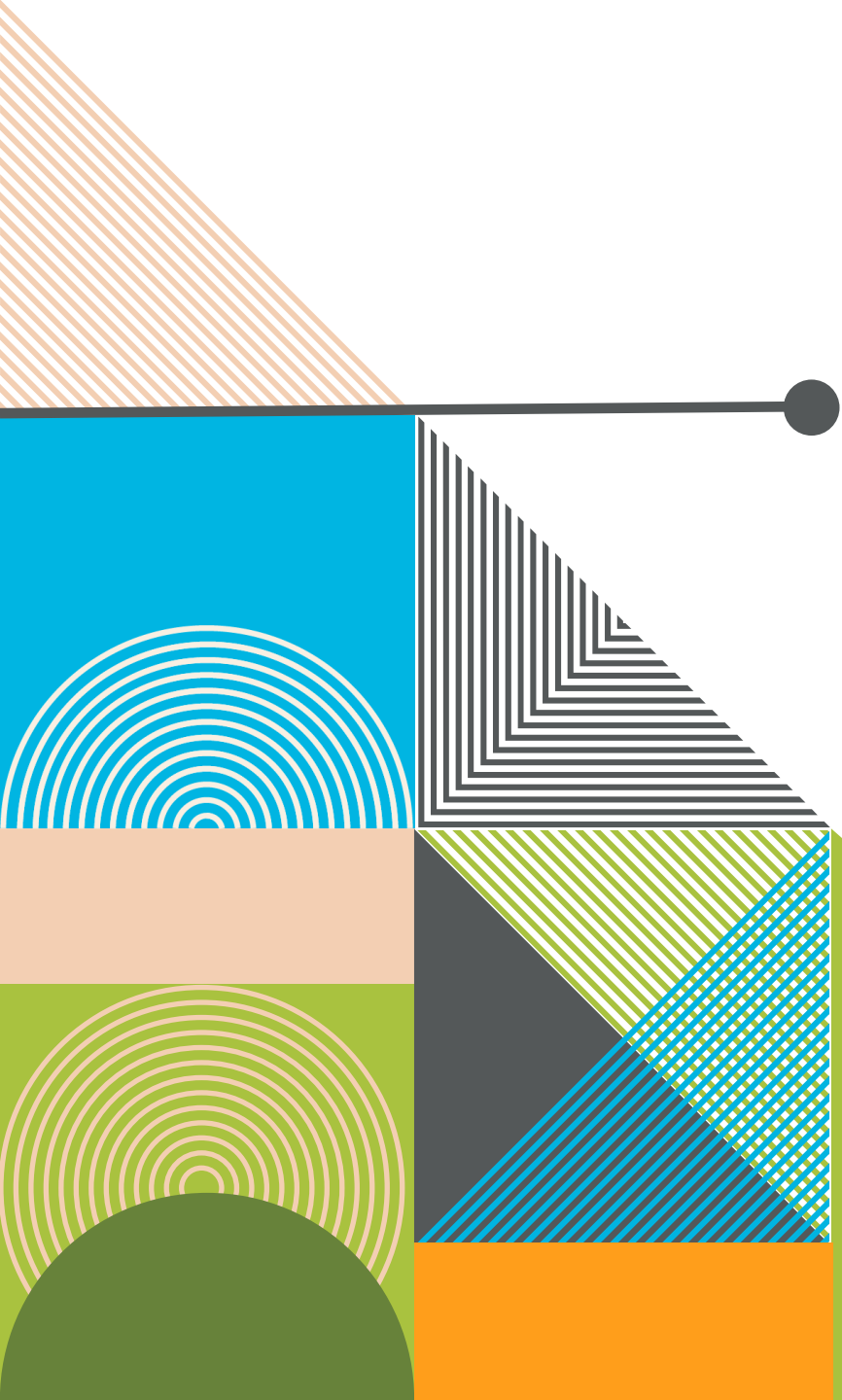




ELECTRONIC MANIFESTING

UPDATES

Victoria Zorn, EHS I

GENERATOR REGISTRATION

- Large Quantity Generator (LQG)
 - Small Quantity Generator (SQG)
 - Very Small Quantity Generator (VSQG)
-
- *Beginning January 22, 2025, HW generators are required to register for e-Manifest through [RCRAInfo](#).

DESIGNATED FACILITY (TSDF)

- Must submit manifest to e-Manifest system.
- Not required to send to generator.
- *Beginning January 22, 2025, TSDF are no longer required to send generator completed manifest.

MANIFEST SUBMISSION TO DTSC OR U.S. EPA

Generators are still required to send the generator copy of the manifest to DTSC by mail (within 30 days each shipment of hazardous waste). The only exception is a [fully electronic manifest](#). A fully electronic manifest has a manifest tracking number with an [ELC suffix](#) and is defined by the U.S. EPA as the following:

- 1 The manifest is created electronically in e-Manifest.
- 2 The manifest is signed electronically by all handlers. Generators, transporters, and the initial receiving facility signature may use the "Quick Sign" feature.
- 3 Manifest in e-Manifest is considered complete when receiving facility signs electronically using a Cross-Media Electronic Reporting Rule (CROMERR)-compliant electronic signature.

MANIFEST EXCEPTION REPORTS

If you have not received a signed copy of the manifest from the TSDF after 45 days, complete the following:

- 1. LQG (>1000 kg of hazardous waste/month OR >1 kg of acute waste/month) contact the TSDF and the transporter determine the status of the waste shipment.
- 2. **File EXCEPTION REPORT with DTSC** if after 60 days the generator still has not received a signed copy of the manifest:
 - LQG
 - SQG (>100 kg<1,000 kg of hazardous waste/month)

MANIFEST EXCEPTION REPORTS

The Exception Report must include the following information:

- ☐ A legible copy of the manifest for which the generator does not have confirmation of delivery; and
 - ☐ A cover letter signed by the generator or his/her authorized representative explaining the efforts taken to locate the hazardous waste and the results of those efforts.
-
- *Beginning December 1, 2025, Exception Reports must be submitted to the e-Manifest system.

MANIFEST CORRECTION LETTERS

- ❑ Effective January 22, 2025, manifest corrections are required to be made in the e-Manifest system by any entity on the manifest if requested by the U.S. EPA or a State.
- ❑ 40 CFR § 262.20(a)(2) requires a generator to make corrections for the generator portion of the manifest if requested by U.S. EPA or a State within 30 days via the e-Manifest system.
- ❑ Per HSC § 25160.5, DTSC is authorized to charge a \$20 manifest correction fee when DTSC discovers the errors and requests a manifest correction letter.

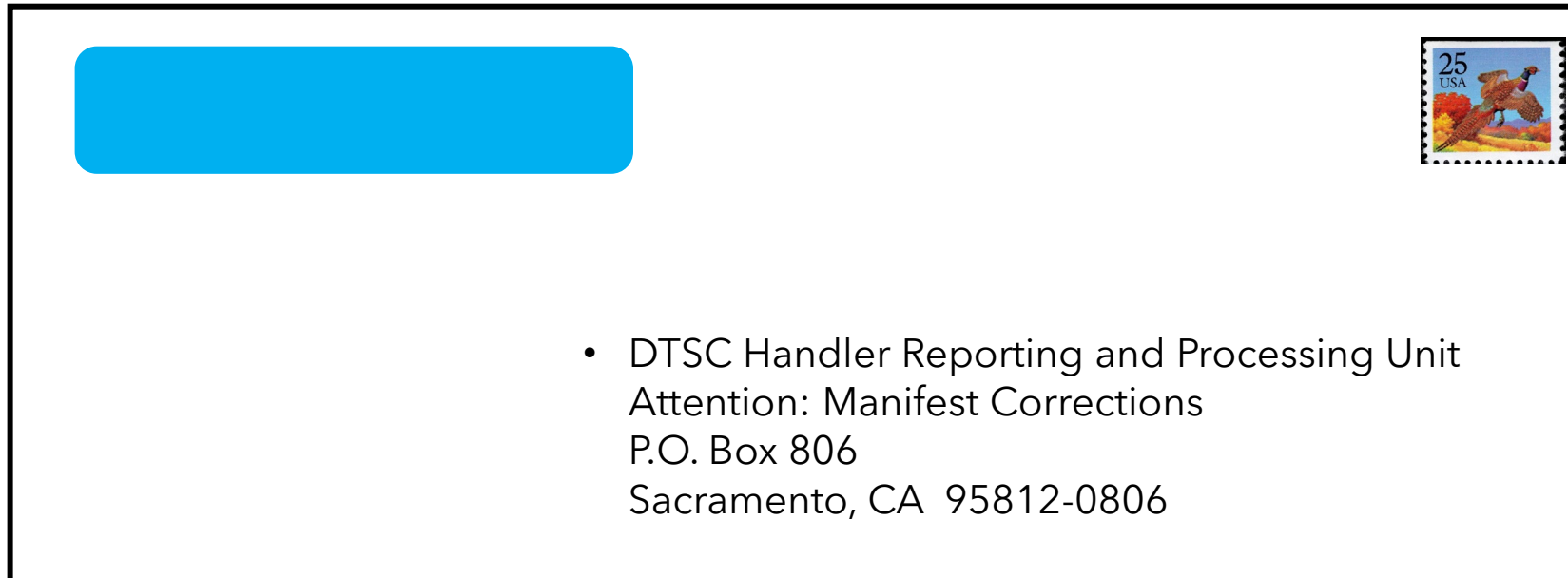
SUBMITTING MANIFEST CORRECTION LETTERS TO DTSC

To submit a manifest correction letter, provide the corrections on company letterhead and include the following information:

- 1. The manifest tracking number, either 8-digits;
- 2. The generator date (the date the generator signed the manifest);
- 3. The generator EPA ID number used on the original manifest, even if it was incorrect;
- 4. The incorrect or incomplete item number from the manifest;
- 5. The corrected information, and
- 6. The signature, title, mailing address, and phone number of the person submitting the correction.

SUBMITTING MANIFEST CORRECTION LETTERS TO DTSC

Send manifest correction letters to:



• DTSC Handler Reporting and Processing Unit
Attention: Manifest Corrections
P.O. Box 806
Sacramento, CA 95812-0806

COMMON MANIFEST ERRORS

- ☐ The generator ID number is incorrect or inactive.
- ☐ Transporter ID number is incorrect or inactive.
- ☐ All information on the pre-printed manifest was not verified at shipment.
- ☐ Pre-printed information for unshipped waste was not deleted.
- ☐ Container details, quantity, or weight are incorrect or incomplete.
- ☐ Waste codes are incorrect or incomplete.
- ☐ Manifest is not signed or dated.
- ☐ Dates are past or future, or otherwise incorrect.
- ☐ Transporter 1 signed where Transporter 2 should have.

QUESTIONS?