

2025 Current Fiscal Year Report: Hazardous Waste Electronic Manifest System Advisory Board

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1. Department or Agency

Environmental Protection Agency

2. Fiscal Year

2025

3. Committee or Subcommittee

Hazardous Waste Electronic Manifest
System Advisory Board

3b. GSA

Committee No.

2555

4. Is this New During Fiscal Year?

No

5. Current Charter

08/13/2025 08/13/2027

6. Expected Renewal Date

08/13/2027

7. Expected Term Date

08/13/2027

8a. Was Terminated During Fiscal Year?

No

8b. Specific Termination Authority

8c. Actual Term Date

9. Agency Recommendation for Next Fiscal Year

Continue

10a. Legislation Req to Terminate?

No

10b. Legislation Pending?

Not Applicable

11. Establishment Authority

Statutory (Congress Created)

12. Specific Establishment Authority

42 USC § 6939g

13. Effective Date

10/05/2012

14. Committee Type

Continuing

14c. Presidential?

No

15. Description of Committee

Non Scientific Program Advisory Board

16a. Total Number of Reports

1

16b. Report Date

Report Title

Final e-Manifest Advisory Board

12/10/2024 Report from September 17-19, 2024

Public Meeting

Number of Committee Reports Listed:

1

17a. Open

0

17b. Closed

0

17c. Partially Closed

0

Other Activities

0

17d. Total

0

Meetings and Dates

No Meetings

	Current FY	Next FY
18a(1). Personnel Pmts to Non-Federal Members	\$0.00	\$0.00
18a(2). Personnel Pmts to Federal Members	\$0.00	\$0.00
18a(3). Personnel Pmts to Federal Staff	\$0.00	\$0.00
18a(4). Personnel Pmts to Non-Member Consultants	\$0.00	\$0.00
18b(1). Travel and Per Diem to Non-Federal Members	\$0.00	\$0.00
18b(2). Travel and Per Diem to Federal Members	\$0.00	\$0.00
18b(3). Travel and Per Diem to Federal Staff	\$0.00	\$0.00
18b(4). Travel and Per Diem to Non-member Consultants	\$0.00	\$0.00
18c. Administrative Costs (FRNs, contractor support, In-person/hybrid/virtual meetings)	\$0.00	\$0.00
18d. Other (all other funds not captured by any other cost category)	\$0.00	\$0.00
18e. Total Costs	\$0.00	\$0.00
19. Federal Staff Support Years (FTE)	0.00	0.00

20a. How does the Committee accomplish its purpose?

The Hazardous Waste Electronic Manifest System Advisory Board (e-Manifest Board) will provide recommendations on matters related to the operational activities, functions, policies, and regulations of the EPA under the e-Manifest Act,

including: The effectiveness of the e-Manifest IT system and associated user fees and processes; matters and policies related to the e-Manifest program; issues in the e-Manifest area, including issues identified in EPA's E-Enterprise strategy that intersect with e-Manifest, such as: business to business communications, performance standards for mobile devices, and EPA's Cross Media Electronic Reporting Rule (CROMERR) compliant e-signatures; regulations and guidance as required by the e-Manifest Act; actions to encourage the use of the electronic (paperless) system; and changes to the user fees as described in Section 3024(c)(3)(B)(i).

20b. How does the Committee balance its membership?

As required by the e-Manifest Act, the e-Manifest Board is comprised of nine (9) members. One (1) member will be the EPA Administrator (or a designee), serves as chairperson of the board. The rest of the committee is composed of: At least two (2) members who have expertise in information technology; At least three (3) members who have experience in using or represent users of the manifest system to track the transportation of hazardous waste under the e-Manifest Act; At least three (3) members who will be state representatives responsible for processing e-Manifests. All members of the e-Manifest Board, with the exception of the EPA Administrator, will be appointed as special government employees or representatives.

20c. How frequent and relevant are the Committee Meetings?

The e-Manifest Advisory Board meets once each year.

20d. Why can't the advice or information this committee provides be obtained elsewhere?

The Hazardous Waste Electronic Manifest Establishment Act, 42 USC § 6939g (e-Manifest Act) directs the EPA Administrator to establish the Hazardous Waste Electronic Manifest System Advisory Board (e-Manifest Board) to assess the effectiveness of the electronic manifest system and make recommendations to the EPA Administrator for improving the system.

20e. Why is it necessary to close and/or partially closed committee meetings?

Not Applicable

21. Remarks

All members are Tier 1 (parent committee members). There are no Tier 2 (subcommittee) members serving.

Designated Federal Officer

Fred Jenkins DFO

Committee Members	Start	End	Occupation	Member Designation
Baer, Terry	08/01/2022	01/07/2025	Tier 1, Section Manager for Solid/Hazardous Waste Manager, Arizona Department of Environmental Quality, Phoenix, AZ	Representative Member
Burden, Addie	06/23/2025	06/30/2028	Sevenson Environmental Services, Inc. Minnesota	Representative Member
Hawksford, Jason	01/06/2023	01/04/2029	Pollution Control Agency Maryland	Representative Member
Hopper, Jennifer	08/01/2022	08/01/2028	Department of Environment	Representative Member

Liu, Michele	08/07/2024	06/03/2027	Professor of Information Technology and Cybersecurity at Marymount University's School of Technology and Innovation	Special Government Employee (SGE) Member
Martin, Angie	08/01/2022	08/01/2028	Heritage Environmental Services	Representative Member
Nyhof, Phillip	06/30/2025	06/30/2028	Montana Department of Environmental Quality	Representative Member
Ortiz, Sixto	08/01/2022	08/01/2025	Waste Management, Inc.	Representative Member
Regan, Michael	03/11/2021	12/31/2024	EPA Administrator	Ex Officio Member
Spears, Emily	06/23/2025	06/30/2028	BNSF Railway Company Associate	Representative Member
Tay, Albert	07/28/2024	06/03/2027	Professor of Information Technology and Cybersecurity at Brigham Young University	Special Government Employee (SGE) Member

Number of Committee Members Listed: 11

Narrative Description

The e-Manifest Advisory Board plans to meet once in FY 2025.

What are the most significant program outcomes associated with this committee?

	Checked if Applies
Improvements to health or safety	<input checked="" type="checkbox"/>
Trust in government	<input checked="" type="checkbox"/>
Major policy changes	<input checked="" type="checkbox"/>
Advance in scientific research	<input type="checkbox"/>
Effective grant making	<input type="checkbox"/>
Improved service delivery	<input checked="" type="checkbox"/>
Increased customer satisfaction	<input checked="" type="checkbox"/>
Implementation of laws or regulatory requirements	<input checked="" type="checkbox"/>

Other



Outcome Comments

Compliance with the e-Manifest Act of 2012

What are the cost savings associated with this committee?

Checked if Applies

None	<input type="checkbox"/>
Unable to Determine	<input type="checkbox"/>
Under \$100,000	<input type="checkbox"/>
\$100,000 - \$500,000	<input type="checkbox"/>
\$500,001 - \$1,000,000	<input type="checkbox"/>
\$1,000,001 - \$5,000,000	<input type="checkbox"/>
\$5,000,001 - \$10,000,000	<input type="checkbox"/>
Over \$10,000,000	<input type="checkbox"/>
Cost Savings Other	<input type="checkbox"/>

Cost Savings Comments

EPA established the national system for tracking hazardous waste shipments electronically. This system, known as “e-Manifest,” modernized the nation’s cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. The purpose of the e-Manifest Advisory Board is to provide recommendations and advice to EPA on matters related to and in support of the operational activities, functions, policies, and regulations for the e-Manifest system. By enabling the transition from a paper-intensive process to an electronic system, the e-Manifest System, the EPA estimates e-Manifest will ultimately reduce the burden associated with paper manifests by between 175,000 and 425,000 hours, saving state and industry users more than \$50 million annually, once electronic manifests are widely adopted.

What is the approximate Number of recommendations produced by this committee for the life of the committee?

7

Number of Recommendations Comments

Since its first public meeting in 2017, the e-Manifest Advisory Board has produced seven reports providing EPA recommendations to EPA on the e-Manifest System.

What is the approximate Percentage of these recommendations that have been or

will be Fully implemented by the agency?

90%

% of Recommendations Fully Implemented Comments

What is the approximate Percentage of these recommendations that have been or will be Partially implemented by the agency?

10%

% of Recommendations Partially Implemented Comments

Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?

Yes ☒ No ☐ Not Applicable ☐

Agency Feedback Comments

The Agency's response to the Board's recommendations are posted in the public docket for each e-Manifest Advisory Board meeting at: <http://www.regulations.gov> under docket numbers of each meeting.

What other actions has the agency taken as a result of the committee's advice or recommendation?

Checked if Applies

Reorganized Priorities	<input type="checkbox"/>
Reallocated resources	<input type="checkbox"/>
Issued new regulation	<input type="checkbox"/>
Proposed legislation	<input type="checkbox"/>
Approved grants or other payments	<input type="checkbox"/>
Other	<input type="checkbox"/>

Action Comments

Not Applicable

Is the Committee engaged in the review of applications for grants?

No

Grant Review Comments

Not Applicable

How is access provided to the information for the Committee's documentation?

Checked if Applies

Contact DFO	<input checked="" type="checkbox"/>
Online Agency Web Site	<input checked="" type="checkbox"/>
Online Committee Web Site	<input checked="" type="checkbox"/>
Online GSA FACA Web Site	<input checked="" type="checkbox"/>
Publications	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>

Access Comments

e-Manifest Advisory Board website:

<https://www.epa.gov/e-manifest/hazardous-waste-electronic-manifest-system-e-manifest-advisor>