Electronic Manifest Data

Status update

June 23, 2011

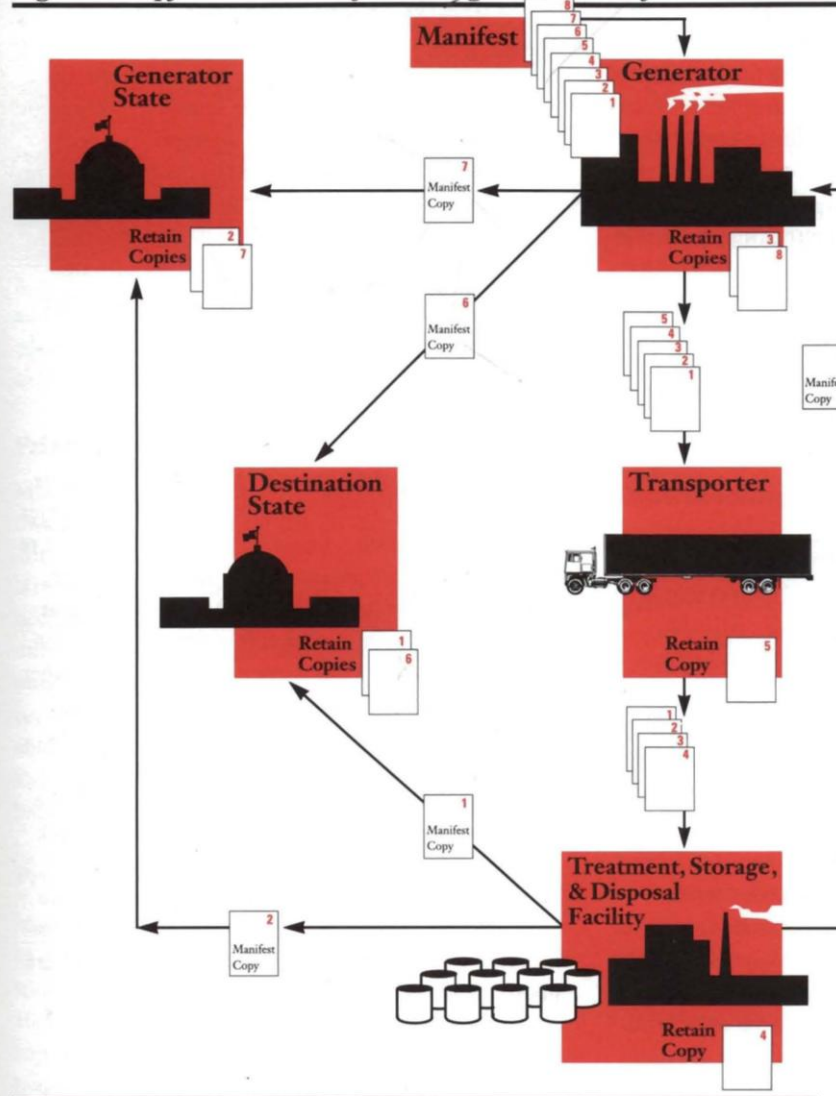David Westcott

Electronic Manifest Data

- Overview
  - Brief history
  - Connecticut manifest Program
    - Lean Project
    - Data & Document availability
  - Federal e-Manifest status

Manifest - Overview

- Track hazardous waste from "Cradle to Grave" since 1980

- Effective at preventing "orphan wastes"

- Each state receives completed manifests (or not)

- Costly solution ~$450,000,000 / year

Distribution : 4, 6 or 8-part Form

Figure 7- Copy Distribution of State Eight-Part Manifest

Source: Adapted from New Hampshire, based on copy distribution endorsed by the IHWMCG Task Force.

Requires companies to determine which state(s) to send completed manifests to.

As of 9/6/2006 all use standard 6-part form.

Completed Manifests

Creates hundreds of thousands of manifests each year in Connecticut alone.
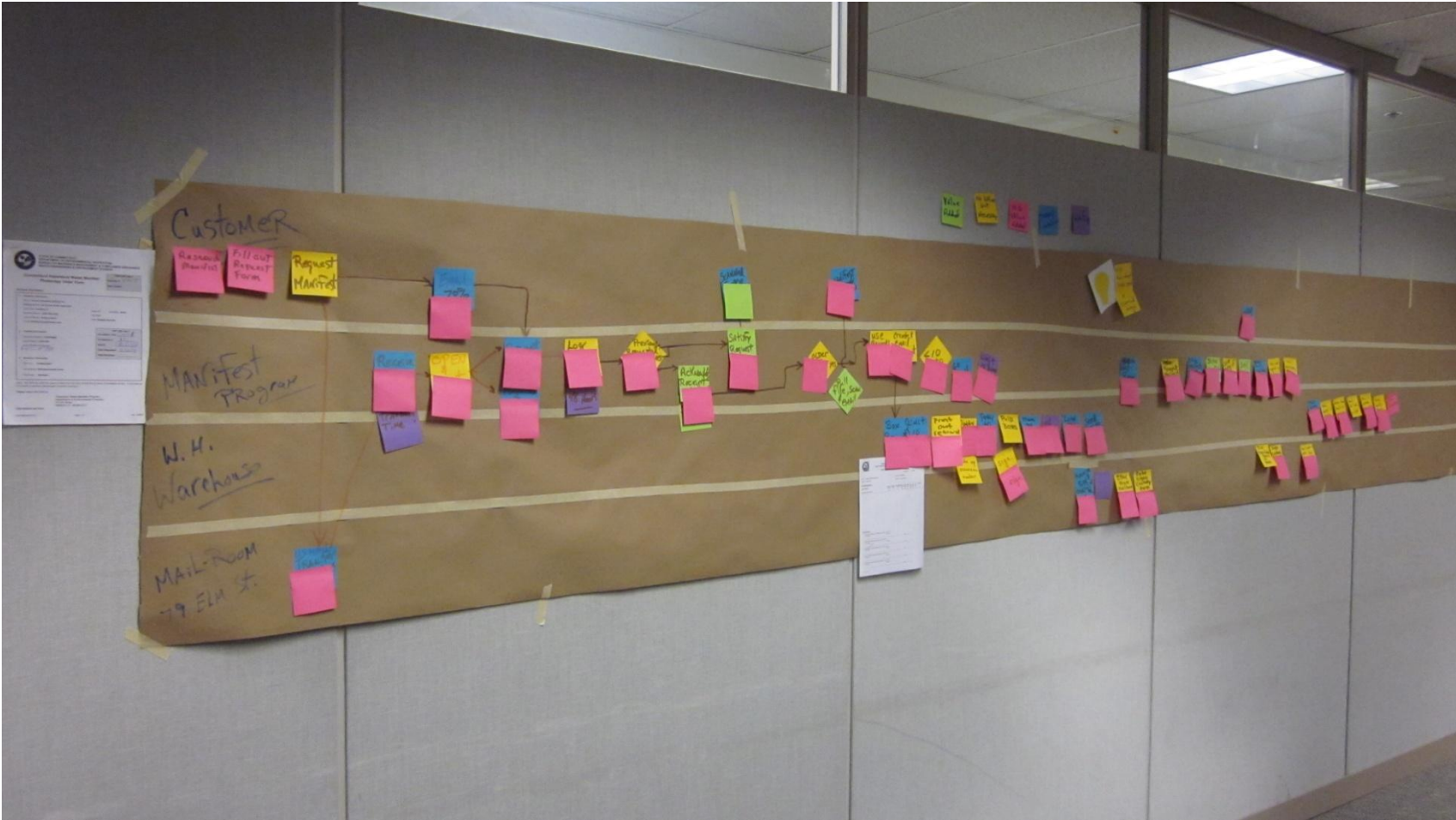
State required to maintain completed manifests <u>forever</u>.

Management & FOIA nightmare.

Manifests – CT Status

- Lean Project Kaizen Event held 5/16 – 5/20
  - Internal and external customers participated
  - Charted our current FOIA process
    - Paper intensive
    - Labor intensive
    - Shipping boxes of manifests between sites
    - Many opportunities for errors
    - Slower than customer needs

Manifests – CT Status
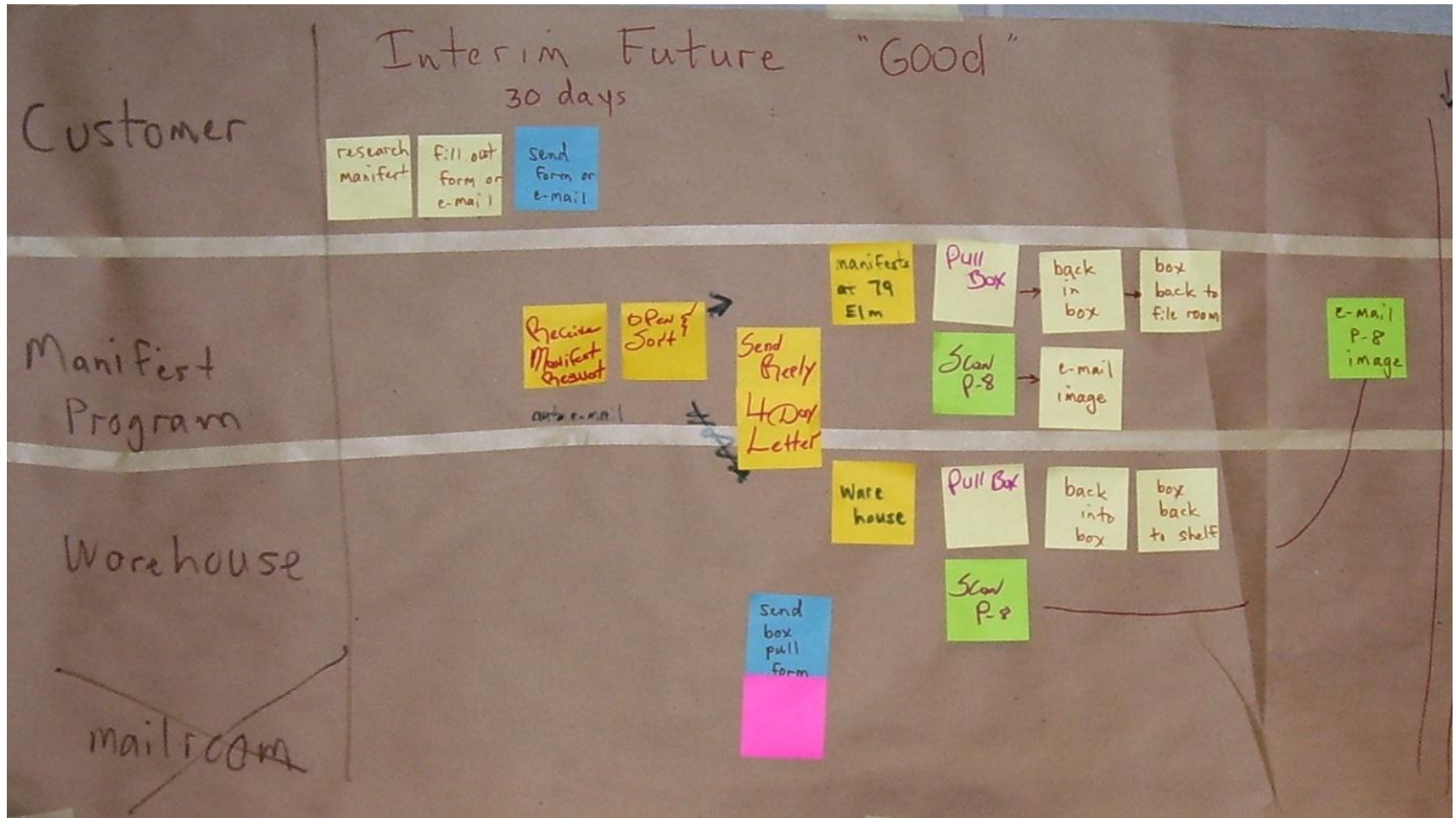
Manifests – CT Status

- Identified those actions (products) that the customer(s) actually value:
  - Provide manifest data on demand
  - Provide scanned document images on demand
- Had our eyes opened as to what was really possible if we "stretched"

Data and Scanned Manifests available to the public from the internet – self serve

Manifests – CT Status
Interim "Future State"

Manifests – CT Status

- Purchased dedicated, low cost, desktop scanner for incoming manifests.
  - Uses existing document management system.
  - Scanning "day forward" from 1-1-2011 $\rightarrow$ "soon".
  - Indexing for easy retrieval.
- 2nd scanner acquired for "recent" manifests.
  - Plan to start "soon".
  - Start with year 2010 and work backward.
  - Investigating bulk scanning for remainder.

Manifests – CT Status

- Warehouse staff now scan manifests to satisfy FOIA requests.
    - FOIA request emailed to warehouse staff.
    - Warehouse staff pull & scan manifest.
    - Warehouse staff send image via email, usually the same day.
    - Eliminates shipping boxes to Hartford & back.
    - Meets customers requirement for time of delivery.

Manifests – CT Status

- Database available on trial basis on "FTP" site.
  - Free download
  - Automatic update each night (current data)
  - Uses standard software (Microsoft)
  - Immediate response – no waiting!
  - Eliminates burning & mailing CD-ROM.
  - Eliminates trips to Department file room.
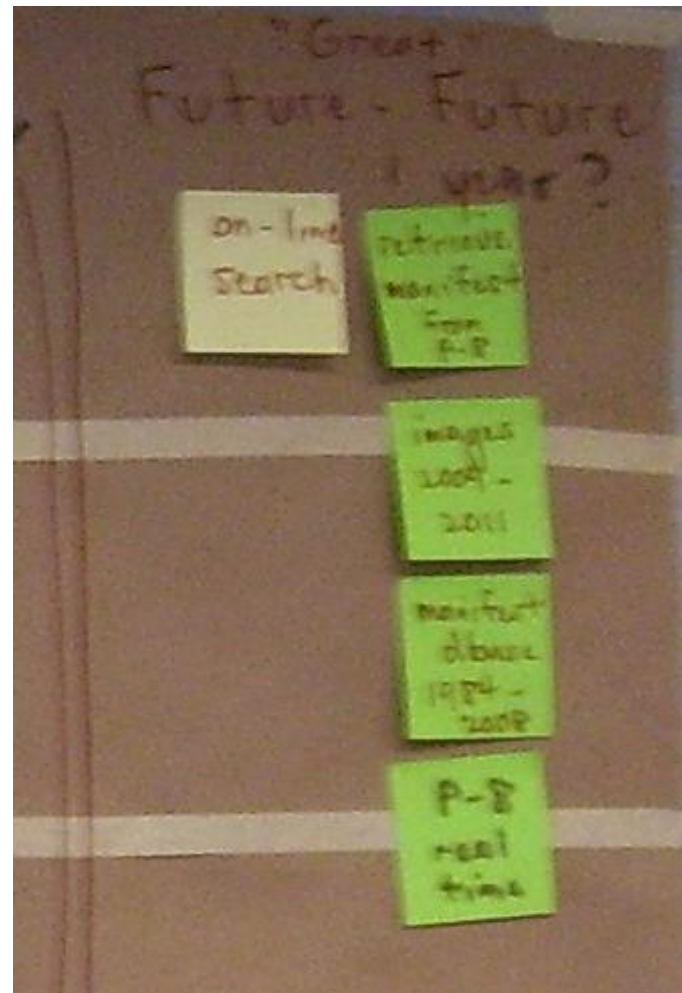 - Eliminates Department staff involvement.

Manifests – CT Status
"Future - Future State"

All Manifest data & scanned images on DEP website.

Available 24/7 upon demand by customer.

No Department staff involvement required.

CT Status <–> e-Manifests

- When enacted, the Federal e-Manifest System will greatly surpass any gains Connecticut can achieve in managing Hazardous Waste Manifests.
  - Eliminate data entry by Department staff.
    - Current 2.5 year backlog.
  - Eliminate all scanning & indexing of incoming manifests.
  - Automatically provide e-documents to stakeholders.

Federal e-Manifest?

- Standardized manifest form as of 9/6/2006
  - Prerequisite for fully electronic documents.
- Electronic Manifest system under development for several years…
- Pilot in four states ended in 2008.
  - Lessons learned to be incorporated.
- Large cost savings projected for business & government.

Federal e-Manifest?

- Federal clearinghouse to receive electronic & paper manifests.
- Requires US Congress to authorize EPA.
- Senate acted in 2008 / House did not.
- Senate Bill 710 under consideration now.
- Subsequent House action will be required.
  - Business "pull" & government "push" required.
- Department asking legislators to support effort.

e-Manifests –> Next Steps

- Working with large users to supply electronic data to the Department.
  - Build on existing manifest data submissions.
  - Avoid need for additional Department staff.
  - Avoid duplicative data entry.
  - "Baby step" to identify issues to be resolved before full e-manifest system is implemented.
  - May be possible for transporters to avoid duplicative reporting.