

Agenda
U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)
[e-MANIFEST ADVISORY BOARD](#)
VIRTUAL PUBLIC MEETING
September 17-19, 2024

DOCKET ID NUMBER: [HQ-OLEM-2024-0307](#)

MEETING LOCATION: Phone and Webcast
For Video Link and Audio Registration (to Receive call-in number) go to:
e-MANIFEST MEETING WEB SITE: <https://www.epa.gov/e-manifest/hazardous-waste-electronic-manifest-system-advisory-board-virtual-meeting-september-17>

Title: *Meeting the Needs of the User Community: e-Manifest Program Priorities and User Fees for FY 2026 and 2027*

[Please note all times are eastern time and are approximate (see note at end of agenda).]

<p>Day 1 Tuesday, September 17, 2024</p>
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- 10:00 A.M. (ET)** **Opening of Meeting and Administrative Procedures** – Fred Jenkins Jr., Ph.D., Designated Federal Officer, Office of Land and Emergency Management (OLEM), Office of Resource Conservation and Recovery (ORCR)

- 10:05 A.M.** **Introduction and Identification of Board Members** – Carolyn Hoskinson, Director, ORCR, and Delegated Chair of the e-Manifest Advisory Board

- 10:15 A.M.** **Welcome and Opening Remarks** – Nigel Simon, Director, Office of Program Management, OLEM

- 10:25 A.M.** **Overview of e-Manifest Advisory Board Meeting Agenda** – Carolyn Hoskinson, Director, ORCR, and Delegated Chair of the e-Manifest Advisory Board

- 10:30 A.M.** **Introduction and Purpose** – Sonya Sasseville, Director, Program Implementation, and Information Division (PIID)
- 10:35 A.M.** **e-Manifest 101 and Program Update** – Stephen Donnelly, e-Manifest Program Manager, William Nicholas, e-Manifest Data Lead
- 11:00 A.M.** **EPA Public Solicitation for Potential Charge Questions** – Stephen Donnelly, e-Manifest Program Manager
- 11:10 A.M.** **Problem Statement** – Stephen Donnelly, e-Manifest Program Manager
- 11:15 A.M.** **Proposed e-Manifest Program Priorities for FY2026/2027** – David Graham, e-Manifest State/Industry Implementation Lead
- 11:30 A.M.** **e-Manifest User Fee Background and Methodology** – Bryan Groce, e-Manifest Policy Lead
- 12:00 P.M.** **Break**
- 1:00 P.M.** **e-Manifest Program Operation and Maintenance Costs** – Stephen Donnelly, e-Manifest Program Manager, Scott Christian, e-Manifest Technical Lead, David Graham, e-Manifest State/Industry Implementation Lead, William Nicholas, e-Manifest Data Lead, Kyle Markley, e-Manifest Electronic Adoption Lead
- 2:00 P.M.** **e-Manifest Paper Processing Center Marginal Labor Cost** – Stephen Donnelly, e-Manifest Program Manager, William Nicholas, e-Manifest Data Lead
- 2:30 P.M.** **Break**
- 2:45 P.M.** **e-Manifest Indirect Costs** – Stephen Donnelly, e-Manifest Program Manager
- 3:00 P.M.** **e-Manifest User Fees for FY 2026/2027**– Stephen Donnelly, e-Manifest Program Manager
- 4:00 P.M.** **Adjourn**

Day 2
Wednesday, September 18, 2024

10:00 A.M. (ET) Opening of Meeting and Administrative Procedures –
Fred Jenkins Jr., Ph.D., Designated Federal Officer, OLEM,
ORCR

10:05 A.M. Introduction and Identification of Board Members –
Carolyn Hoskinson, Director, ORCR, and Delegated Chair
of the e-Manifest Advisory Board

10:15 A.M. Oral Public Comment Period

11:15 A.M. Break

11:15 A.M. Oral Public Comment Period (Cont'd)

12:00 P.M. Break

1:00 P.M. Charge to the Board

Proposed FY 2026/2027 Program Priorities and Budget (Chapters 4 and 6)

Question 1: EPA seeks advice from the Advisory Board on the Agency's priorities and its budget regarding stakeholder needs and overall objectives.

(a) What feedback does the Advisory Board have regarding EPA's proposed program priorities and budget for the upcoming FY 2026/27 cycle?

2:30 P.M. BREAK

Charge to the Board (Cont'd)

2:45 P.M.

(b) Are there other factors EPA should consider when finalizing its proposed priorities and budget?

4:00 P.M. ADJOURN

Day 3
Thursday, September 19, 2024

10:00 A.M. (ET) Opening of Meeting and Administrative Procedures –
Fred Jenkins, Ph.D., MS, Designated Federal Officer, OLEM,
ORCR

10:05 A.M. Introduction and Identification of Board Members –
Carolyn Hoskinson, Director, ORCR, and Delegated Chair
of the e-Manifest Advisory Board

Charge to the Board (Cont'd)

10:15 A.M. Charge Question 2 (Cont'd)

Proposed FY 2026/2027 User Fees (Chapter 10)

Question 2: EPA seeks advice from the Advisory Board on EPA's proposed user fees for the upcoming FY 2026/2027 cycle.

(a) What does the Board think about EPA's projections for manifest volumes and types for the FY 2026/2027 user fee period? Should the Agency consider any adjustments?

(b) What is the Board's opinion about EPA's inputs to the user fee formula, especially with respect to how the Agency estimated unknown factors?

(c) Are there other factors the Board would ask EPA to consider when finalizing user fees for this period?

11:45 A.M. Closing Remarks – Carolyn Hoskinson, Director, ORCR, and
Delegated Chair of the e-Manifest Advisory Board and Fred Jenkins
Jr., Ph.D., Designated Federal Officer

12:00 P.M. ADJOURN

Please be advised that agenda times are approximate; when the discussion for one topic is completed, discussions for the next topic will begin. For further information, please contact the Designated Federal Officer for this meeting, Fred Jenkins, Jr., Ph.D., via email: Jenkins.Fred@epa.gov.