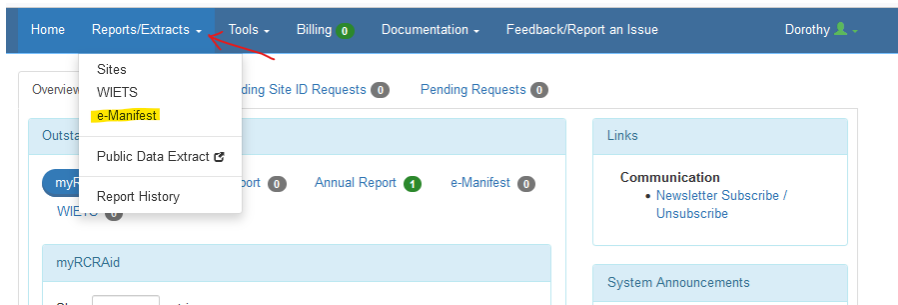


# Using Manifest Summary Reports to Complete GM Forms

GM forms must be completed for each stream of hazardous waste that your facility generates. The GM forms request several pieces of information that are easily found in the Manifest Summary Report.

You will also need a *count* of all of the paper manifests (if using them) that were used to ship waste during the current cycle year. (For instance, there are 12 paper manifests.)

1. Log in to RCRAInfo as usual.
2. At the top of the screen, in the dark blue banner, click on the little triangle next to the words Reports/Extracts, and choose “e-Manifest”:



3. Once the menu opens, choose “Manifest Summary Report” and complete the form as follows:

A screenshot of the 'Manifest Summary Report' form. The form is titled 'Manifest Summary Report' and has a close button (X) in the top right corner. It is divided into several sections:

- Site Criteria:** Includes a 'Sites' field with a red asterisk and a dropdown menu showing '1 selected'. To its right is a 'Selected Sites' field containing 'INX999999999' with a close button (X).
- Other Criteria:** Includes an 'Entity Type' field with a red asterisk and a dropdown menu showing 'Generator'. To its right is a 'Manifest Status' field with a dropdown menu showing 'None selected'.
- Date Range:** Includes a 'Date Range Type' field with a red asterisk and a dropdown menu showing 'Shipped Date'. To its right is a 'Date Range' field with a red asterisk and a dropdown menu showing 'Custom'. Further right are 'Start Date' and 'End Date' fields, both with red asterisks. The 'Start Date' field contains '01/01/2024' and the 'End Date' field contains '12/31/2024'. Both date fields have a calendar icon (grid of dots).
- Title:** A text input field containing '2024 Manifest Summary Report'.
- Buttons:** At the bottom left, there are two buttons: 'Submit' (in blue) and 'Cancel'.

# Using Manifest Summary Reports to Complete GM Forms

4. When the Status becomes “Completed”, click on the blue words, Manifest Summary Report in the column called Report Name:

Report History

Show  entries

Report Name	Title	Module	Requested Date	Status	Action
Manifest Summary Report	2024 Manifest Summary Report	e-Manifest	03/18/2025 08:42:33 AM	Completed	<a href="#">↓</a> <a href="#">↻</a> <a href="#">✕</a>
Site Information and Status Report		Sites	02/12/2025 02:08:58 PM	Completed	<a href="#">↓</a> <a href="#">↻</a> <a href="#">✕</a>

5. Once the report opens, compare the number of paper manifests that you have with the number shown on the first page of the report:

Report Results
<p>Number of Manifests: 2</p> <p>Number of Pages: 3</p>

- a. If the number of manifests that you counted does NOT match the number on the report, determine which manifests are missing from the printed report.
  - i. Compare the manifest tracking number on the paper manifest with those found on the printed report.

Manifest Tracking Number: 002165419VES Shipped Date: 10/4/2024 Received Date: 10/22/2024 Type: DataImage5Copy Status: Signed

Transporter: NJD080631369 Designated Facility: TXD00083896

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Waste Line	DOT Printed Information / Non-Hazardous Waste Description	# of Containers	Cont. Type	Mgmt Mthd	Acute	Non-Acute	Total

Please print or type.

UNIFORM HAZARDOUS WASTE MANIFEST

1. Generator ID Number

2. Page 1 of 1

3. Emergency Response Phone (777) 818-9987

4. Manifest Tracking Number 002165419 VES

5. Generator's Name and Mailing Address

Generator's Site Address (if different than mailing address)

6. Transporter 1 Company Name

U.S. EPA ID Number

- ii. You will use both the printed report and the ‘missing’ paper manifests to complete the final report.
- b. If the number of paper manifests matches the number on the printed report, proceed with these instructions.

# Using Manifest Summary Reports to Complete GM Forms

- Using the printed report and paper manifests, use this diagram to assist you in completing the GM forms that are required in both Annual and Biennial Reports.

Waste Line	DOT Printed Information / Non-Hazardous Waste Description	# of Containers	Cont. Type	Mgmt Mthd	Acute	Quantity (Tons) Non-Acute	Total
0001(HW)	RQ, UN1832, Waste Sulfuric acid spent, 8, PG II, SULFURIC ACID DOT-SP-11903	1	TT	H134	0.00000	5.62969	5.62969
Report Total of Hazardous Waste:					0.00000	5.62969	5.62969
Handler Total:					0.00000	5.62969	5.62969

Section 1A

Section 1B

Section 1H  
Unit of Measurement is Short Tons

Section 3B  
Enter the first 3 letters and all of the numbers on YOUR FORM into the blank, and the name of the facility in the second line on YOUR form should be correct.

Section 3C

Section 1H: Quantity and UOM (Unit of Measure)  
P=Pounds CY=Cubic Yards  
Gal = Gallons IF CY or Gal are used, density = 8.34 lbs/gal

8. Designated Facility Name and Site Address <b>Clean Earth Environmental Solutions, Inc</b> 2770 Fortune Circle Indianapolis, IN 46241 Facility's Phone: 3175245617		U.S. EPA ID Number <b>INR000110197</b>	
9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No. Type	11. Total Quantity 12. Unit Wt./Vol.
X	1. UN3264, Waste Corrosive liquid, acidic, inorganic, n.e.s. (Hydrochloric Acid, Phosphoric Acid), 8, PG II	48 CF	02593 P
		13. Waste Codes D002	

<b>DESIGNATED</b>	18c. Signature of Alternate Facility (or Generator)		
	19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, at		
	1. H134	2. H134	3.
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest			

Additional codes will also be required that are not shown on the Manifest Report.

While those codes are available on the electronic GM form, there are many of them, and choosing from the drop-down menu can be challenging.

Here are links to a list of the various codes that you will need, including a description of each code in the category:

[Source Codes](#)

[Form Codes](#)

[Waste Minimization Codes](#)