

Rhode Island Department of Environmental Management

Hazardous Waste e-Manifest Electronic Reporting Service

The RI DEM's new e-Manifest Reporting Service has been custom developed by Rhode Island Interactive to make it easy for hazardous waste transporters to file their annual reports and remit payments to the state.

1. Log into the system:

Go to <https://www.ri.gov/app/dem/manifests/>

At the login screen enter your RI DEM Permit Number, EPA ID Number and Zip Code
Confirm your company's information and click the "Continue" button

2. Choose a filing method:

Select the year and quarter you wish to file for and choose a filing method.

- **Enter a No Activity Report.**
(Select this form if you did not transport any waste during the reporting quarter.)
- **Enter manifest data via an online form.**
(Enter one or multiple manifests by completing a series of online forms.)
- **Upload a correctly formatted Excel spreadsheet as a CSV file.**
(Upload all of your manifest data using one or several properly formatted spreadsheet.)
- **Upload a correctly formatted EMOR reporting file.**
(For transporters already familiar with the MA Dept. of Environmental Protection EMOR reporting format.)

3. Enter your manifest information, or upload your spreadsheet

You can enter as many individual manifests as you wish for your quarterly filing. The system is designed to identify any errors in the data you enter or upload.

4. Choose to "pay now" or "lock your filing for review."

If your filing requires payment, you can choose to make your payment right away, or to lock your file for review so you can complete the payment at another time.

You can easily view your previous paid filings and those filings still requiring payment from the start page of the service once you have logged in.

IMPORTANT:

Once you lock your file, you will not be able to make changes to the information you have entered! Your filing is not complete and your information will not be sent to the DEM until payment is made.

5. Make your payment

Payments can be made by credit card, or by electronic check (ACH Debit). If you choose electronic check you will need to enter your bank name, routing number, account number and the type of account.

If you have any questions, please contact Alyson Brunelli at alyson.brunelli@dem.ri.gov or 401-222-2797 ext. 7134 or Mark Dennen at mark.dennen@dem.ri.gov or 401-222-2797 ext. 7112. For any problems making payments through the system, email rihelp@egov.com or call 401-831-8099.

Frequently Asked Questions

What does “Lock file for Review” mean?

Once you have entered or uploaded your manifest information, you can choose to pay and complete your filing – or – to lock your file for review. This functionality is provided to those companies that may need to get authorization prior to making payments. Locked files cannot be edited (but they can be deleted). Remember that your information will not be sent to the DEM until you have completed the payment process. Any filing that has not been paid for will be marked as “Pending Completion” when viewing your past filings.

Do you accept payment via paper check?

No – All filings conducted through the online system need to be paid for through the system. You can use either a credit card or e-Check (ACH Debit) for payment.

What is an EMOR filing?

EMOR is a standard used by the state of Massachusetts. We have included the option to use this method as a convenience to those transporters that are required to file in both states.

How do I enter a material that is Fee Exempt when uploading a spreadsheet in either EMOR or the RI Format?

To submit an item exempt from fees: In the RI formatted spreadsheet you MUST enter a fee exempt code number between 1 and 6 in the “Fee Exempt Code” (last column) of the spreadsheet. If uploading in the EMOR format you MUST enter a fee exempt code number between 1 and 6 in the “Fee” (last column). If these fields are empty, or contain any other data other than a single digit 1 through 6, you will be charged for that item.

The accepted Fee Exempt codes are: (enter number only)

- 1-Precious Metal Bearing Hazardous Waste
- 2-Secondary Waste
- 3-Not Hazardous in RI
- 4-Transported on behalf of DEM or EPA
- 5-Household Waste Exempt Per 3.38
- 6-Out-of-State Waste

What if I need to make a correction to a manifest I have already submitted and paid for?

The online system does not allow the corrections or editing of past filings. If you need to correct a previous filing, contact the Hazardous Waste Office at the RI DEM.

Do I need to file each quarterly report all at one time?

No, you can break up any quarter into as many online filings as you wish. However, the system will not allow you to ever enter a duplicate manifest and item number for a filing you have already submitted.

Can I file for previous quarters?

Yes, you can file for any quarter for the previous filing year.

Can I get a copy of my receipt or a detailed report for previous filings?

Yes - you can generate a receipt for any filings completed through the online system. The system can also email you a detailed report of any filing that has been locked for review or completed. For this functionality, you MUST enter a correct email address when you are in the process of completing your filing.

Can I use a debit card to make payment?

Yes, so long as the debit card has a Master Card or Visa logo on it.

Can I use an Excel Spreadsheet?

Yes – so long as it matches the RI or EMOR specification. A template of the RI specification can be downloaded from the service on the page where you select your filing method.

If you have any questions, please contact Alyson Brunelli at alyson.brunelli@dem.ri.gov or 401-222-2797 ext. 7134 or Mark Dennen at mark.dennen@dem.ri.gov or 401-222-2797 ext. 7112. For any problems making payments through the system, email rihelp@egov.com or call 401-831-8099.