RCRAINFO INDUSTRY USER REGISTRATION GUIDE

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INTRODUCTION

The RCRAInfo Industry Application provides the mechanism by which a site that generates and/or manages RCRA Subtitle C hazardous waste may submit information to their regulator (typically a State environmental agency). The application contains the following modules:

- myRCRAid - pertains to EPA Form 8700-12 (Site Identification) submissions
- Biennial Report - pertains to EPA Form 8700-13 A/B (Hazardous Waste Report) submissions for odd-cycle years
- Annual Report - pertains to EPA Form 8700-13 A/B (Hazardous Waste Report) submissions for even-cycle years ***Note: Annual Report is not a national reporting requirement.***
- e-Manifest - pertains to EPA Form 8700-22 (Uniform Hazardous Waste Manifest) submissions
- WIETS - pertains to hazardous waste imports and exports

To become a user of the RCRAInfo Industry Application, you must obtain a RCRAInfo Industry Application account. Click here for additional details.

HELP

The RCRAInfo Industry Application on-line help is accessed by clicking "Documentation" from the Main Menu, then clicking "Help". The Introduction page of the help utility will be displayed along side a table of contents. You may use the table of contents to navigate the various topics found in the help. Additionally, you may use the "magnifying glass" to search for keywords to identify topics of interest.

The help utility provides a User's Guide containing information on User Interface Controls, User Profile, My Sites, Site Dashboard, User Management, and Reports / Extracts. This utility contains a wealth of information and should be a significant resource to answer questions or troubleshoot issues.

LEARNING ZEN

Learning Zen is a third-party learning management system used to provide computer-based training for the RCRAInfo Industry Application. Courses available include:

- RCRAInfo Industry Application User Registration
- Site Manager Roles and Responsibilities
- RCRAInfo Industry Application Overview Tab
- RCRAInfo Industry Application myRCRAid Module
- RCRAInfo Industry Application Biennial Report Module
- Introduction to e-Manifest
- RCRAInfo Industry Application Manifest Corrections
- e-Manifest Billing
- WIETS Export Notices
- WIETS Import Notices
- WIETS Annual Report

The Learning Zen product requires a separate login (user id and password). To register for the Learning Zen product, click "Documentation" on the RCRAInfo Industry Application Main Menu, then click "Learning Zen". Next, click the "Request access to this portal" link below the "Log In" button. The Learning Zen registration page will be displayed. Provide all required information including Email Address, Password, First and Last Name, and Time Zone. Next, review the Terms of Service. You must agree to these terms in order to complete your registration. You must also indicate that you are not a robot. Click the "Create" button to submit your registration request.

An email will be sent to the email address provided in the registration proces for you to validate. Click the "CLICK HERE TO ACTIVATE YOUR ACCOUNT" link in the email. Once you have activated your account, you will see a link to go to the portal. At this time, you may access the courses using the "Course Catalog".

CREATE NEW USER

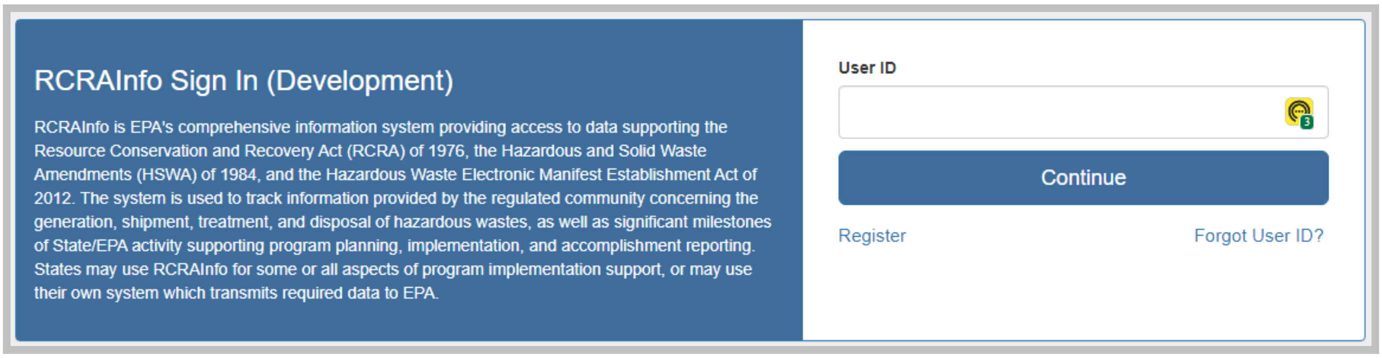
To register for an account, enter the following URL into any browser:

- **PRODUCTION -** https://rcrainfo.epa.gov/rcrainfoprod
- Pre-production (for testing purposes only) - https://rcrainfopreprod.epa.gov/rcrainfo

This registration process is built upon the account registration process used for EPA's Central Data Exchange (CDX). RCRAInfo Industry Application (RIA) accounts may be used within CDX and conversely CDX accounts may be used within RIA. To use an existing CDX account to login into the RCRAInfo Industry Application, simply enter the User ID associated with your CDX account and provide the Login.gov credentials associated with that CDX account.

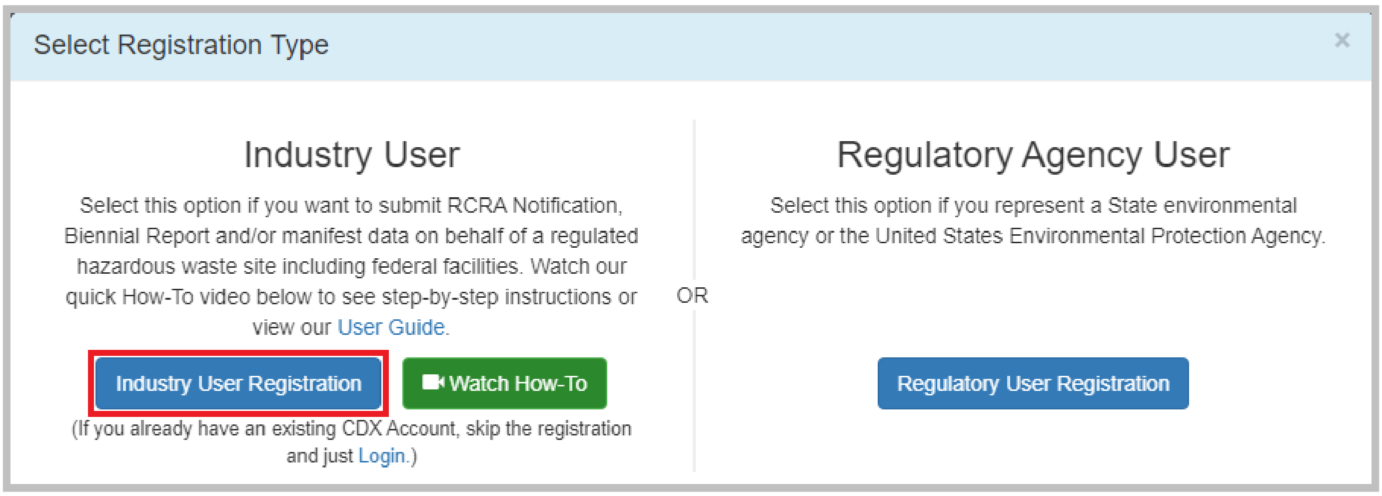
Note: It is important that you do not change web browsers or devices during this *process, even to verify your email.*

STEP 1 - REQUEST AN ACCOUNT



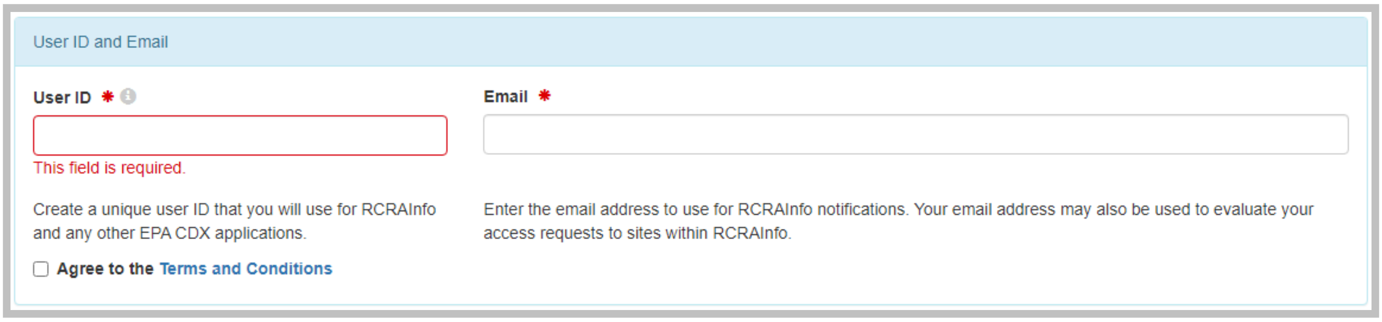
From the RCRAInfo Sign In screen, click the "Register" link.

STEP 2 - SELECT REGISTRATION TYPE



You will be asked to select your registration type, Industry User Registration or Regulatory User Registration. To gain access to the RCRAInfo Industry Application, you MUST select Industry User Registration.

STEP 3 - ENTER USER ID / EMAIL



Next, you will create a User ID. This User ID will be used for your access to the RCRAInfo Industry Application and any other EPA CDX applications that you associate to this User ID.

The User ID must adhere to the following rules:

- Must be between 8 and 160 characters
- Cannot contain spaces
- Cannot contain special characters except period (.), hyphen (-), underscore (_), ar at (@).
- Cannot be all numbers
- Must be unique

You must also provide your email address. This email address will be used for RCRAInfo notifications and may also be used to evaluate your access requests to sites within RCRAInfo. After you have read the Terms and Conditions, click the checkbox to agree to the Terms and Conditions. Next, click the "Continue to LOGIN.GOV" button.

STEP 4 - CONFIGURE MULTI-FACTOR AUTHENTICATION

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. You must use a Login.gov account to securely access your information in the RCRAInfo Industry Application. You can use the same username and password to access any agency that partners with Login.gov. ***Note: If the email provided in*** *your RIA registration is associated with the EPA (i.e. '...@epa.gov'), you may use your EPA Enterprise Login using* ***EPA credentials to establish your connection to the RIA.*** Please see https://login.gov/help if you have any questions or problems with your Login.gov account.

SIGN-IN

If you have an existing Login.gov account that you want to use to login to the RCRAInfo Industry Application, sign into Login.gov using the email address and password associated with your Login.gov account. Next, provide the appropriate information associated with your second authentication method. At this time, you will be re-directed to the RCRAInfo Industry Application to complete your RCRAInfo Industry Application registration.

CREATE ACCOUNT

If you do not have a Login.gov account, click the "Create an account" button. You will be asked to provide your email address and your email language preference. You will also need to read and accept the Login.gov Rules of Use. Once you have provided this information, click the "Submit" button. An email will be sent to the email provided containing a link that you will need to open in order to continue the account creation.

Next, you must provide the password for your Login.gov account. ***Note: There will no longer be a password*** *associated with your RCRAinfo Industry Application account, but rather the password will be associated with* *your Login.gov account.* This password must be at least 12 characters and you should not use common phrases or repeated characters like 'abc', or '111'. After creating your password, click the "Continue" button.

You must add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. Authentication methods available include:

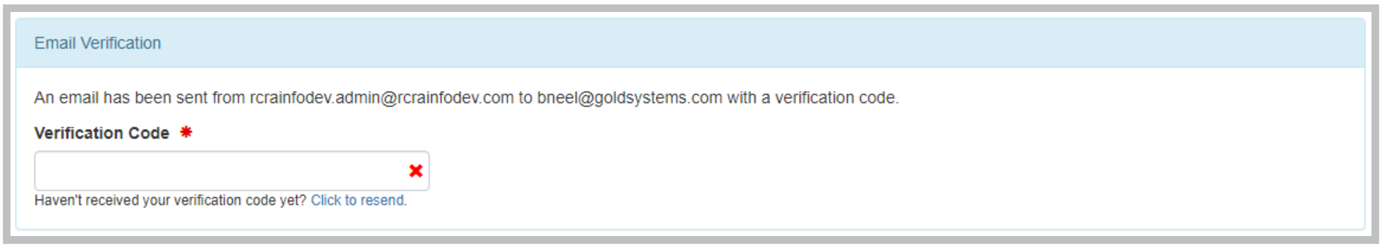
- Authentication application
- Text or voice message
- Backup codes
- Security key
- Government employee ID

After selecting your authentication method, click "Continue" and provide the additional information for the method selected.

You may optionally add another authentication method to prevent getting locked out of your account if you lose your first authentication method. Once your account is linked to a Login.gov account, that link CANNOT be changed to another Login.gov account, EVER. If you lose access to the linked Login.gov account, you must create a new CDX user ID, re-register and re-request all of your site permissions, electronic signature agreements, etc. You, however, can change the email associated with the Login.gov account by logging into Login.gov directly and manage your profile. The Terms and Conditions that you agreed to confirms your acknowledgement of this behavior.

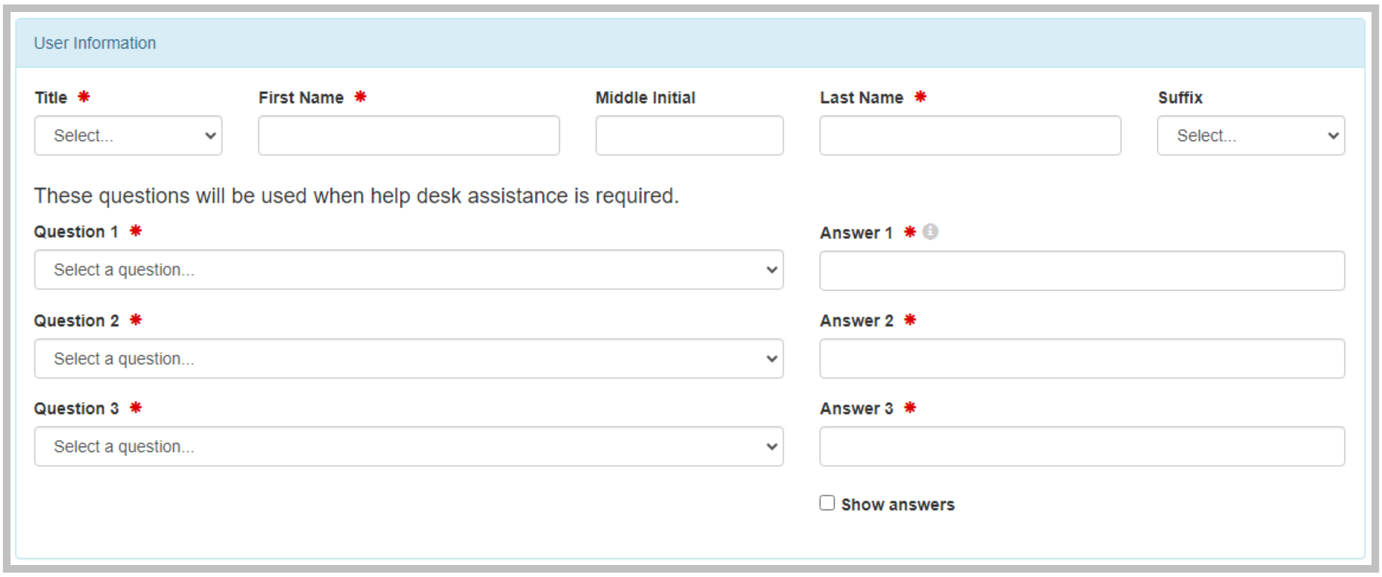
When you have completed establishing your authentication method(s), click the "Agree and continue" button. At this time, you will be re-directed to the RCRAInfo Industry Application to complete your RCRAInfo Industry Application registration.

STEP 5 - VERIFY EMAIL



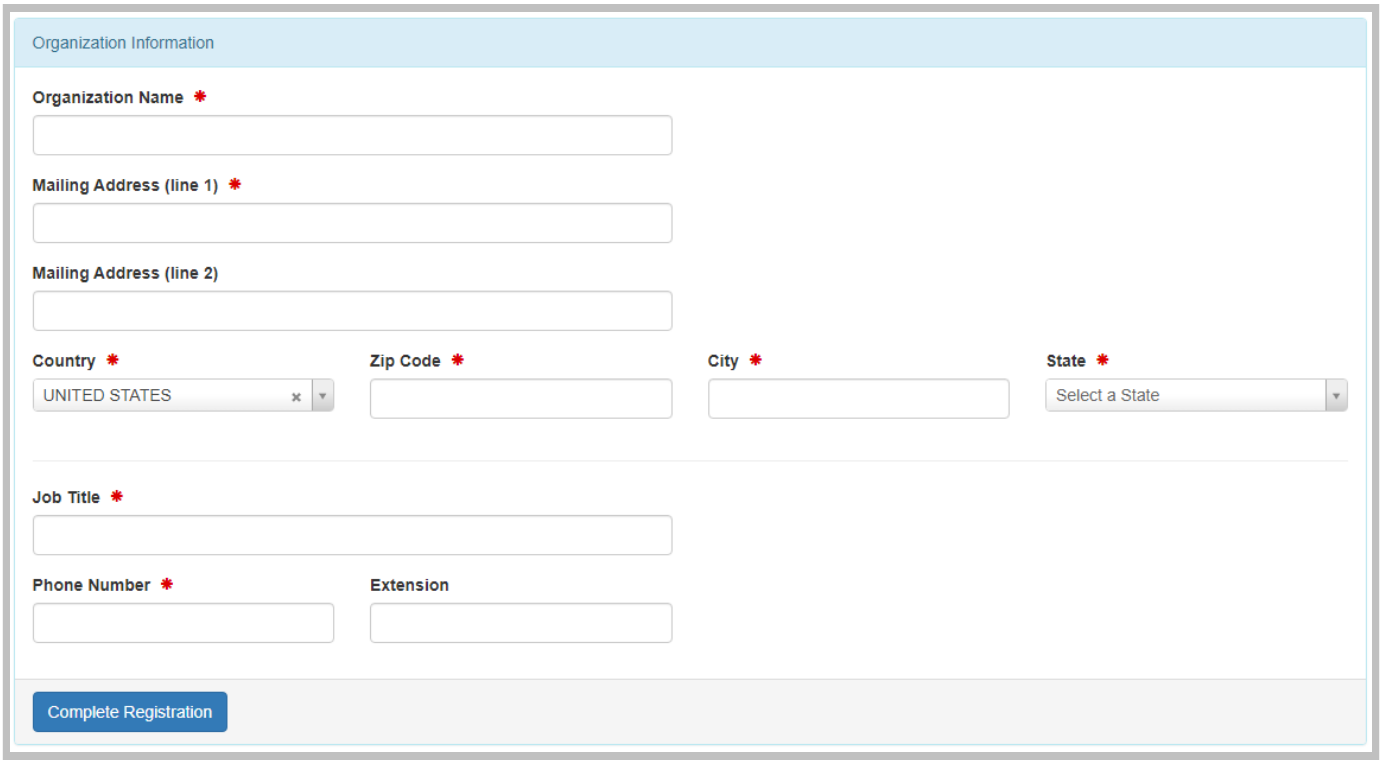
If the email address that you provided for your RCRAInfo Industry Application registration differs from the email associated with your Login.gov account, you will be asked to verify your RIA email. An email will be sent to the address provided and you must enter the Verification Code contained in the email. ***Note: This step is not necessary if the email provided for your RIA registration matches the email associated with your Login.gov*** *account because the email has already been verified during the Login.gov account creation.*

STEP 6 - ENTER USER INFORMATION



Next, provide your user information, including First and Last Name, as well as choosing three questions with answers that will be used to confirm your identity when you call the help desk for assistance.

STEP 7 - ENTER ORGANIZATION INFORMATION



Lastly, you must provide your Organization Name, Mailling Address, Job Title, and Phone Number. Once you have provided this information, click the "Complete Registration" button to complete your RIA registration.

FORGOT USER ID

If you cannot remember your User ID, click the "Forgot User ID" link on the logon page. ***Note: The "Forgot User ID" feature applies ONLY to RCRAInfo Industry ID's.*** You will be prompted to provide the email address associated with your user id. Once provided, click the "Continue" button. You must also confirm that you are the original registrant and owner of the account associated with the specified email address by clicking the checkbox. Click the "Continue" button to continue the retrieval process. An email will be sent to the email that you provided listing the User ID(s) associated with this email address.

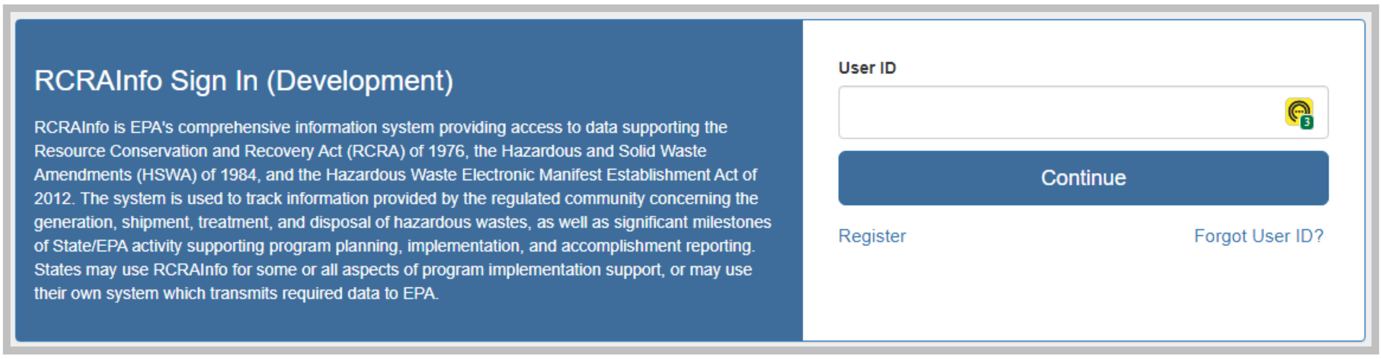
SET UP MULTI-FACTOR AUTHENTICATION

The EPA now requires multi-factor authentication in order to access its various information systems. Please follow these steps to set up your existing RCRAInfo Industry Application (RIA) account for multi-factor authentication by going to the appropriate URL.

- **PRODUCTION -** https://rcrainfo.epa.gov/rcrainfoprod
- Pre-production (for testing purposes only) - https://rcrainfopreprod.epa.gov/rcrainfo

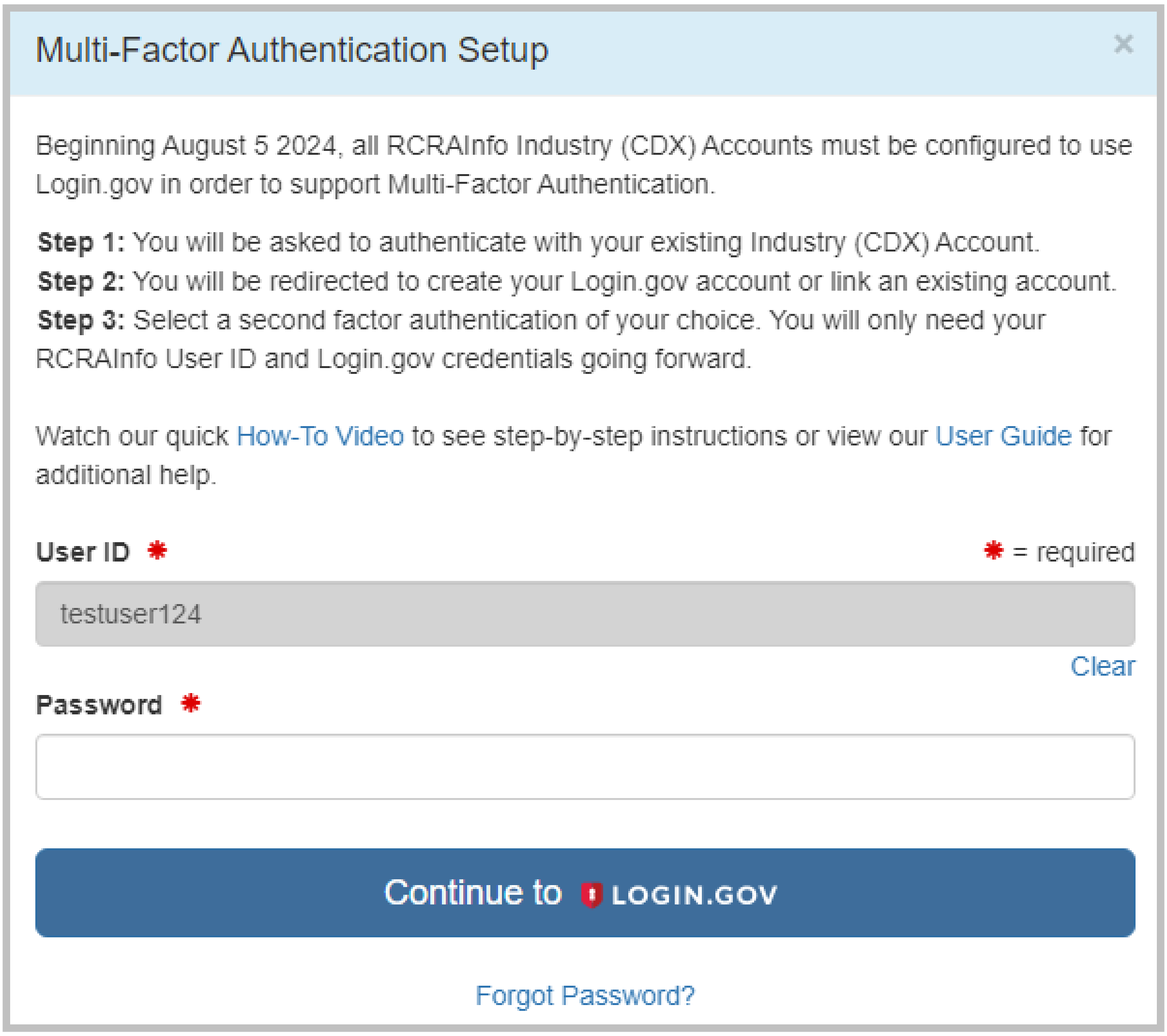
Note: It is important that you do not change web browsers or devices during this *process, even to verify your email.*

STEP 1 - SIGN IN



From the RCRAInfo Sign In screen, enter your RIA User ID in the User ID text box and click "Continue".

STEP 2 - PROVIDE EMAIL



Enter the current password associated with your RIA account in the Password text box and click "Continue to Login.gov". If your password is expired or locked or If you cannot remember your password, click the "Forgot Password?" link to verify your identity by providing a password reset verification code or contact CDX for assistance. ***Note: This will be the last time that you will login using the password associated with your RIA account. Once your account is successfully set up for multi-factor authentication, you will login to the RIA using your Login.gov password.***

STEP 3 - CONFIGURE MULTI-FACTOR AUTHENTICATION

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. You must use a Login.gov account to securely access your information in the RCRAInfo Industry Application. You can use the same username and password to access any agency that partners with Login.gov. ***Note: If the email provided in*** *your RIA registration is associated with the EPA (i.e. '...@epa.gov'), you may use your EPA Enterprise Login using* ***EPA credentials to establish your connection to the RIA.*** Please see https://login.gov/help if you have any questions or problems with your Login.gov account.

SIGN-IN

If you have an existing Login.gov account that you want to use to login to the RCRAInfo Industry Application, sign into Login.gov using the email address and password associated with your Login.gov account. Next, provide the appropriate information associated with your second authentication method. At this time, your User ID has been successfully set up for multi-factor authentication and you will be re-directed to the RCRAInfo Industry Application where you will be able to conduct business as usual.

CREATE ACCOUNT

If you do not have a Login.gov account, click the "Create an account" button. You will be asked to provide your email address and your email language preference. You will also need to read and accept the Login.gov Rules of Use. Once you have provided this information, click the "Submit" button. An email will be sent to the email provided containing a link that you will need to open in order to continue the account creation.

Next, you must provide the password for your Login.gov account. ***Note: There will no longer be a password*** *associated with your RCRAinfo Industry Application account, but rather the password will be associated with your Login.gov account.* This password must be at least 12 characters and you should not use common phrases or repeated characters like 'abc', or '111'. After creating your password, click the "Continue" button.

You must add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. Authentication methods available include:

- Authentication application
- Text or voice message
- Backup codes
- Security key
- Government employee ID

After selecting your authentication method, click "Continue" and provide the additional information for the method selected.

You may optionally add another authentication method to prevent getting locked out of your account if you lose your first authentication method. Once your account is linked to a Login.gov account, that link CANNOT be changed to another Login.gov account, EVER. If you lose access to the linked Login.gov account, you must create a new CDX user ID, re-register and re-request all of your site permissions, electronic signature agreements, etc. You, however, can change the email associated with the Login.gov account by logging into Login.gov directly and manage your profile. The Terms and Conditions that you agreed to confirms your acknowledgement of this behavior.

When you have completed establishing your authentication method(s), click the "Agree and continue" button. At this time, your User ID has been successfully set up for multi-factor authentication and you will be re-directed to the RCRAInfo Industry Application where you will be able to conduct business as usual.

MY SITES INTRODUCTION

Users of the RCRAInfo Industry application can only act upon or in behalf of hazardous waste sites that they have been granted permissions. When you log into the RCRAInfo Industry Application, the My Sites screen will be displayed. Initially, you will not have permissions for any sites. You must request permissions for the site(s) for which you want access by either selecting from sites that are currently in RCRAInfo or requesting a site identification number for a new site. ***Note: The "Status" column on this page indicates the user has permissions (i.e. Active) for this site. It does NOT indicate if the site is an active hazardous waste site.***

REQUEST AN EXISTING SITE

If the site(s) that you want access to already has an EPA Identification Number and exists in the EPA Headquarters RCRAInfo system, click the "Select Existing Site" button to request permissions for the site(s). A Search modal will be displayed. Specifying the site's EPA Identification Number is the fastest and most effective way to find a given site. If you know the site's EPA Identification Number, enter the number in the Site Id box. ***Note: Search criteria provided is case insensitive. That is, ALD000000000 will provide the same search results as ald000000000.***

If you do not know the site's EPA Identification Number, provide information for one or more of the other search criteria. All searches are based on an "*and*" condition between criteria; this means that <u>all</u> criteria must be satisfied for the site to be included in the results list. Text fields are searched by removing the white space from the field then searching for the value specified anywhere within the field. For example, searching for "main" in the Street Name would find "11 MAIN ST", "MAINTENANCE AVE", or "STIGMA INTERSTATE" in the Street Name field. ***Exception: If you specify a Site Id (or part of a Site Id), the search will only return sites that have a Site Id that STARTS WITH the value provided.***

Once you have provided your search criteria, click "Search". At a minimum, you must specify a State and either the Site Id, Site Name, and/or Zip Code. If you want to search by Street Name and/or City only, put the state postal code in the Site Id field to satisfy the minimum requirements, then provide your appropriate Street Name and/or City search value(s). See the FAQ's for an example.

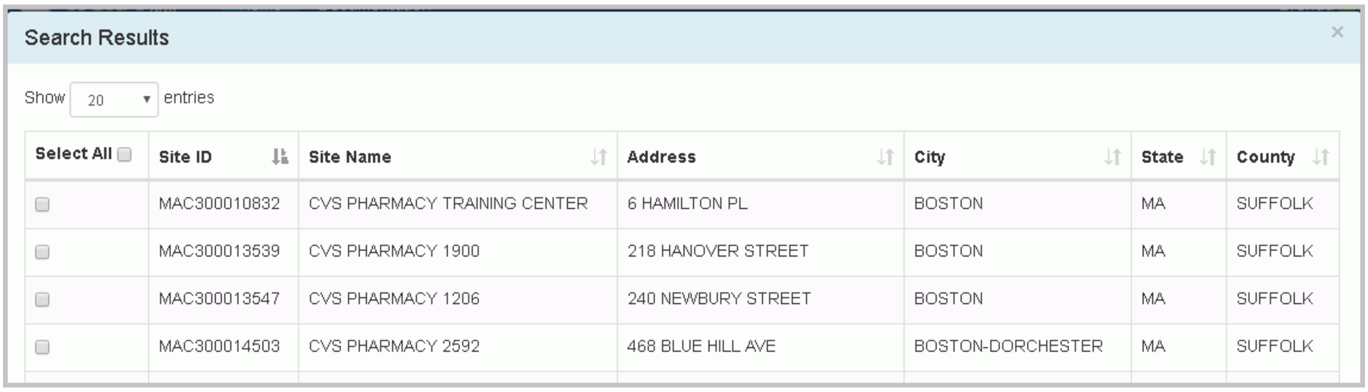
UNSUCCESSFUL SEARCH

If the criteria that you provide does not yield any results, the Search Results page will indicate that no sites were found. You can either return to the Search Criteria page to conduct another search by clicking the "Back to Search Criteria" button, or click the "Close" button to return to the My Sites tab. ***Note: EPA Identification Numbers are*** *assigned by location, so it is imperative that you conduct <u>several searches</u> before requesting a new site id to ensure that an EPA Identification Number has not already been created for this location.*

Sometimes it can be difficult to find sites that you know exist within RCRAInfo. This can be caused by inconsistent data entry, typographical errors, and/or bad search criteria. For example, a Site Name search of "Safety Kleen" will NOT return sites where the Site Name is "Safety-Kleen", yet you are likely to want to see those sites also. A better search would be to search only on "Kleen". This search would return sites with a name of "Safety Kleen" or "Safety-Kleen" (as well as other handler names with the word "kleen" in it). In general, if the search results do not contain all of the sites that you expected, make your criteria more lenient (i.e., "MAIN" instead of "MAIN STREET"; "TALLA" instead of "TALLAHASSEE", "1st" instead of "FIRST" or vice versa, "ST JAMES" instead of "ST. JAMES" etc.).

SUCCESSFUL SEARCH

Sites found for the search criteria provided will be displayed on the Search Results page. The page will show the Site Id, Site Name, Street Address, City, State, and County. Depending on your screen size, some of these columns may be "hidden". To see the hidden information, click the badge with the plus sign next to the site of interest.


Search Results

Show 20 entries

Select All	Site ID	Site Name	Address	City	State	County
	MAC300010832	CVS PHARMACY TRAINING CENTER	6 HAMILTON PL	BOSTON	MA	SUFFOLK
	MAC300013539	CVS PHARMACY 1900	218 HANOVER STREET	BOSTON	MA	SUFFOLK
	MAC300013547	CVS PHARMACY 1206	240 NEWBURY STREET	BOSTON	MA	SUFFOLK
	MAC300014503	CVS PHARMACY 2592	468 BLUE HILL AVE	BOSTON-DORCHESTER	MA	SUFFOLK

The results are sorted by Site Id, but you may re-sort the results set by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 20 sitess found will be displayed. You can change the number of sites displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the results by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the page.

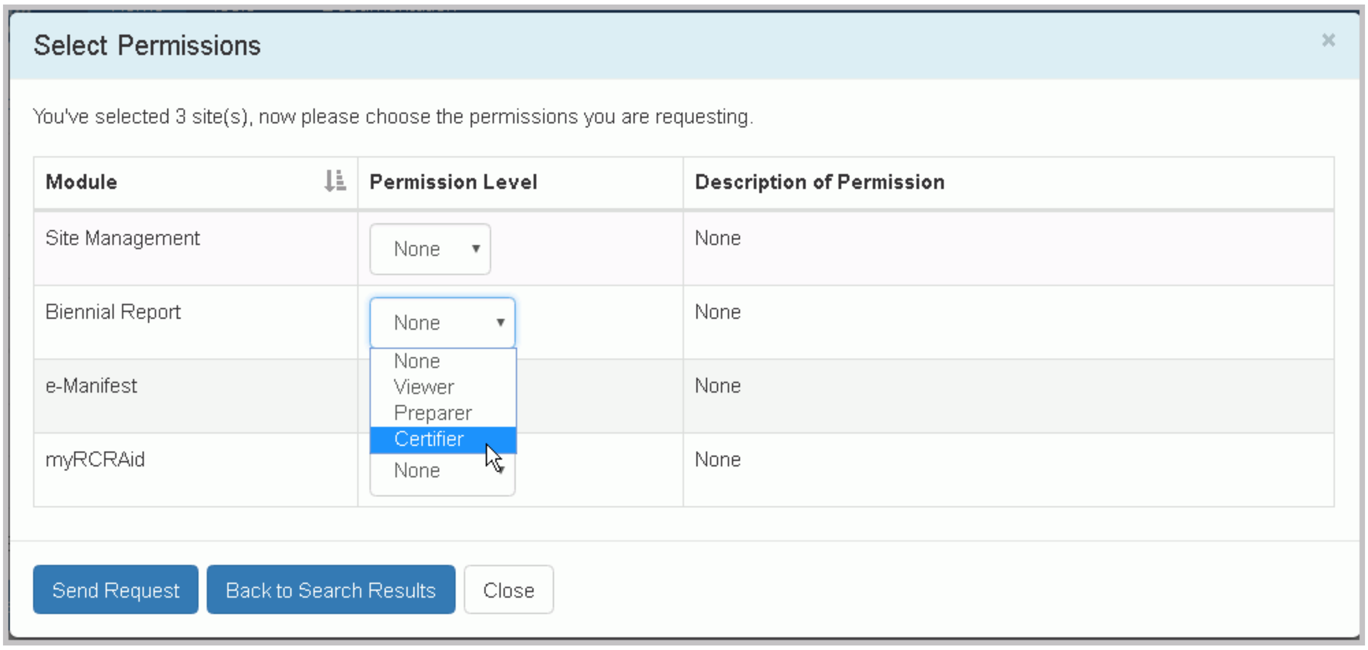
If the site(s) you are looking for is displayed, click the checkbox next to that site(s). To select all of the sites listed, click the checkbox next to the Select All label. If the handler that you were searching for is not displayed, see Unsuccessful Search above. Once you have selected all of the sites for which you want to request permissions, click the "Request Access" button. ***Note: This button is not displayed until you select at least one site.***

SELECT PERMISSIONS

Once you have found and selected your sites of interest, you will be asked to request permissions for those sites. You can request individual permissions for each module in which the State where these sites are located participates. There are four levels of permissions that you may request: None (which is the default), Viewer, Preparer, and Certifier. These permissions are hierarchical, meaning, that each permission can perform the functionality of the levels before it as well as the specific functionality for that given permission (i.e., a Preparer can do everything that a Viewer can do and a Certifier can do everything that a Preparer and Viewer can do). The permissions are defined as follows:

- None - The user has no permissions for these sites within the module specified.
- Viewer - The user can view the data for these sites within the module specified but cannot change the information in any manner.
- Preparer - The user can enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
- Certifier - The user can sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.

In addition, there is a Site Management permission. A user with this permission has the ability to approve and grant permissions to other users requesting access to sites for which they have this permission. This permission also can do everything that a Certifier can do and also requires that the user obtain an Electronic Signature Agreement. This permission, however, differs from the permissions above, in that it applies to ALL modules in which the State where these sites are located participates. In other words, if you are requesting Site Management permission for a handler in Massachusetts, and Massachusetts participates in myRCRAid and Biennial Report, the Site Management permission will give the user Certifier permissions for myRCRAid and Biennial Report AND the ability to approve and grant permissions to other users for this site. The levels for this permission are None (which is the default) and Active. It is recommended that there be at least two users at each site that is given the Site Management permission.



Note: The permissions that you select will be requested for ALL of the sites that you selected. Once you have selected your appropriate permission level, click the "Send Request" button. An email will be sent to the appropriate person who can grant these permissions for the sites that you selected. You will see the requested sites in your My Sites tab with a "Pending" status. You cannot act upon these sites until the permissions have been granted. You will receive an email once the permissions for these sites have been granted (or denied). At that time, you may log back into the system and begin working on the sites as needed.

REQUEST NEW SITE ID

If the site that you want access to does not have an EPA Identification Number, you may request a new Id by clicking the "Request New Site Id" button and completing the 8700-12 Site Identification Form using the myRCRAid process. Even if you will NOT be the Certifier or Site Manager for this site, you may prepare the submission and send it to the appropriate person to sign and submit. See the Submit section below for additional information.

EPA Identification Numbers are assigned by location, so it is imperative that you conduct several searches before requesting a new site id to ensure that an EPA Identification Number has not already been created for this location. Click the "Add Existing Site" button to conduct your search prior to requesting a new Id.

When you click the "Request New Site Id" button, a pop-up window will be displayed prompting you to select the State for which the site is located. This list will also include Region 01 Purview through Region 10 Purview. Regional Purview sites are sites that are located on Federal lands (i.e., sites on tribal lands) or are in Federal waters (i.e., oil rigs in Federal waters). If the site for which you are requesting an Id meets one of those criteria, you may want to contact your regulatory contact to determine if you should request a Regional Purview Id. Select the appropriate State and click "Continue".

The Create New Site ID screen will be displayed. Note that the EPA Id shows "NOT YET ASSIGNED". The EPA Id will not be assigned until the submission is approved by EPA or your State Regulator. Enter the information as completely and correctly as you can. For instructions on how to complete this form, click here.

REQUIRED DATA

Required data elements are marked with a red asterisk next to the label. At a minimum, data for these items must be provided in order to sign and save your submission. Some data are required based on the value of other data. For example, if you indicate that a site is a Short-term Generator in Item 10.A.2, a text box will be provided for you to enter comments as to why this site is a Short-term Generator. These comments are required. Another example of conditionally-required data includes waste codes which must be provided if certain regulatory activities are selected.

FINISH LATER

At any time after you have provided the Site Name, you may click the "Finish Later" button at the bottom of the page. This will create a draft version of this submission. This draft does NOT have to meet the business rules in order to be created. That is, a draft can be created even if data is missing for required fields. The Finish Later feature was created to allow the user to periodically save their work and/or to save information in a draft form while collecting additional information for the submission. The created draft is saved under the "Requested Site Ids" tab with a status of "Draft". You may edit and/or complete your draft by clicking the "pencil" icon or discard and delete the draft by clicking the "x" icon.

LOCATION ADDRESS

To accommodate sites that do not have a traditional location address (i.e., oil rigs located in Federal waters), a latitude / longitude may be provided in lieu or in addition to the traditional address. If the latitude / longitude is considered the primary address for this site, slide the "Use Lat/Long as Primary Address" indicator to "Yes". If the latitude / longitude is marked as the primary address, you are not required to provide any additional location address information including Street 1, City, State, and/or Zip, however, you can provide any or all of this information as appropriate. Conversely, if the latitude/longitude is not the primary address, you may still provide a latitude and longitude.

ADDRESSES

For all addresses (Location, Mailing, Contact, Owner, and Operator), the City and State may be auto-populated by entering the Zip. If the Zip is associated with more than one City, you may select the appropriate City from the drop-down list provided. If the appropriate City is not presented, you may enter it manually.

When entering the Mailing or Contact, you have the option to copy the address from an address already entered by using the "Copy From Address" drop-down list. For example, to copy the Mailing Address into the Contact Address, select "Mailing" from the Contact Address "Copy From Address" drop-down list. You may also delete an existing address by clicking "Copy From Address" and selecting "Clear".

ADOPTABLE RULES

There are several sections of the Site Identification Form that can only be completed if your State has adopted that particular rule. These include:

- Aerosol Cans within the Universal Waste Section
- Eligible Academic Entities with Laboratories
- Episodic Generation
- LQG Consolidation of VSQG Hazardous Waste
- Notification of LQG Site Closure for a Central Accumulation Area or Entire Facility
- Notification of Hazardous Secondary Material (HSM) Activity
- Managing Hazardous Waste Pharmaceuticals

If these sections indicate that your State does not participate in a particular rule, you will not be allowed to provide that information. Please contact your regulatory authority if you have questions or concerns about the applicability of these rules.

HAZARDOUS SECONDARY MATERIAL

Eligible sites have the option to notify under 40 CFR 260.42 that they will begin managing, are still managing, or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) or notify under 40 CFR 260.43(a)(4)(iii) that the product of their recycling process has levels of hazardous constituents that are not comparable to or unable to be compared to a legitimate product or intermediate but that the recycling is still legitimate. However, in order for a site to report this information, the State must first adopt these rules. If your State has not adopted these rules, section 12 will display the message "HSM is not applicable". You will not be allowed to enter any Hazardous Secondary Material (HSM) information for this State until the State indicates that they are participating in these rules (see Opting into Hazardous Secondary Material for more information).

Even if your State is participating in HSM, you have the option to report or not report HSM information for this submission. The Yes/No slide box in section 12 allows you to indicate whether you are reporting HSM activity for this submission. If you leave the indicator at No (the default), no HSM information will be populated for this submission. If you slide the indicator to Yes, you will be allowed to add the HSM information as appropriate.

REVIEW

Once you have completed all of the data entry, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review New Site ID page will be displayed. This page shows all of the information provided for this submission in a read-only format. If the data is correct, click the "Sign & Submit" button at the bottom of the page to submit the form to your regulator. If you see errors or need to make revisions to the data, click the "Make Changes" button at the bottom of the page to return to the Create New Site ID page.

SIGN AND SUBMIT

The New Site Id request cannot be submitted to EPA or your State Regulator until the submission is electronically signed.

USERS WITH AN ELECTRONIC SIGNATURE AGREEMENT

The new site cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Sign & Submit" button from the Review New Site ID page electronically signs and submits your new site submission to EPA or your State Regulator. The submission will be saved on the "Outstanding Site Id Requests" tab of the Home page with a status of "Pending Review". You cannot revise this submission until the EPA or State Regulator approves or rejects the submission.

Once the site has been approved, the site will be removed from the "Outstanding Site ID Requests" tab and will be moved to the "My Sites" tab with the newly assigned EPA Site Identification Number. You will also be granted the "Certifier" role for the myRCRAid module for the new site. If the information in the submission was prepared by another user, then sent to the Certifier and/or Site Manager to sign and submit using the sharable link functionality, then the user who prepared the information will also be given the "Preparer" role for this site.

To obtain additional permissions for this site, go to your Profile and select the My Site Permissions tab. Click here for additional information.

USERS WITHOUT AN ELECTRONIC SIGNATURE AGREEMENT

Clicking the "Sign & Submit" button will display a warning that you currently do not have an electronic signature agreement, therefore you cannot complete the submission process. If it is your intention to be the Certifier or Site Manager for this site, click the "Submit" button at the bottom of the warning message. Click here for additional information regarding the electronic signature agreement process.

Once you have successfully completed the electronic signature agreement process, click the "Outstanding Site ID Requests" tab from the Home page. The draft submission(s) will be displayed. Click the "pencil" icon next to the appropriate draft submission to open the submission. At this time you may make revisions to the submission or Review and Submit the submission to your regulator. Click here to see how your submission will proceed now that you have an electronic signature agreement.

If your intention is to only be a Preparer for this site, click the "Finish Later" button at the bottom of the warning message to save your draft submission. You will be taken to the "Outstanding Site ID Requests" tab of the Home page. From here you can click the "pencil" icon to Edit, Review, and/or Submit the submission or the "X" icon to permanently delete the draft submission. Since it is not your intention to be the Certifier or Site Manager for this site, you may click the "paper airplane" icon to create a sharable link to send to the site's intended Certifier or Site Manager to sign and submit. A pop-up window will be displayed with a link that you can copy (click the "Copy to Clipboard" button) and paste (<CTRL> v) into an email to the person who is or will be the Certifier or Site Manager for this site. When the user clicks on the link, they will be taken to the Create New Site ID page where they can view and/or edit the submission of interest. If the user is not logged into RCRAInfo when they click the link, the user will first have to log into RCRAInfo before the Create New Site ID page is displayed. The Certifier or Site Manager will then proceed with the Review and Submit process described above. Once the site has been approved, the user that signed the submission will be granted the "Certifier" role and the user that prepared the submission will be given the "Preparer" role for the myRCRAid module for this site.

REQUEST AND/OR REVISE PERMISSIONS

To change permissions or add new permissions to any of your sites, go to your profile by clicking the profile icon in the upper right-hand corner of the screen, and selecting "Profile". From the Profile screen, click the "My Site Permissions" tab. The sites that you have been granted permissions will be displayed. If you have sites associated with more than one activity location, the sites associated with the first activity location (alphabetically) will be displayed. Select the Activity Location for the site(s) that you want to change or request new permissions. Click the checkbox for the individual site(s) that you want to change or request new permissions, or click the All checkbox to select all sites associated with this activity location. ***Note: If you want to request permissions for*** *sites in more than one activity location, you will need to submit a request for EACH activity location.*

Once you have selected the appropriate site(s), click the "Modify Permissions for Selected Sites" button. Set the permission for each module as appropriate and click the "Send Request" button. An email will be sent to the appropriate person for that Activity Location for approval. You will receive an email once the person has approved or rejected your permission request.

ELECTRONIC SIGNATURE AGREEMENT

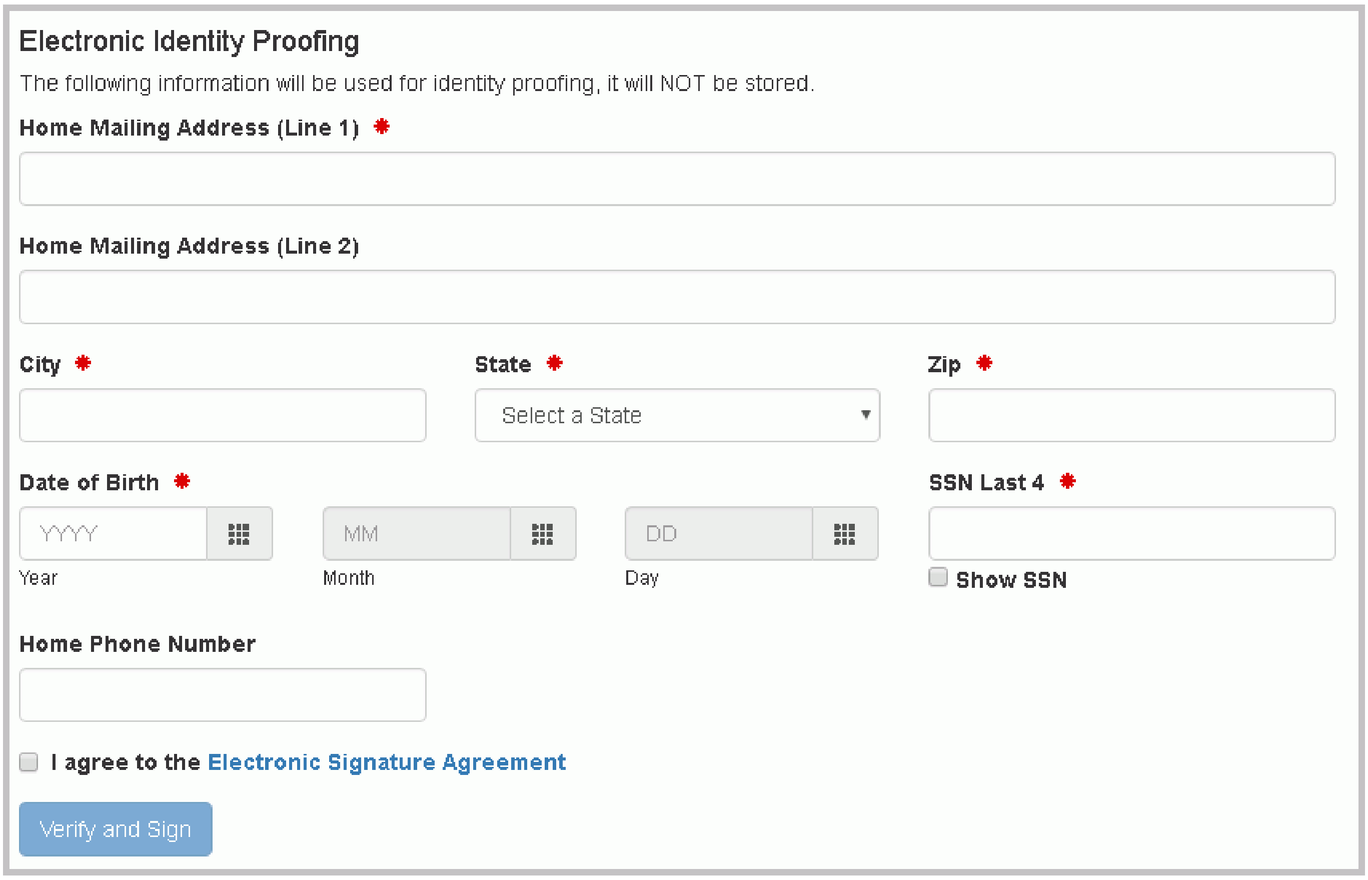
Users who have the "Certifier" permission for at least one site in at least one module, have the "Site Management" permission for at least one site, or are requesting a new EPA Site Identification Number must obtain an Electronic Signature Agreement. This agreement will be presented the first time that you log into the industry application AFTER you receive the "Certifier" or "Site Management" permission or if you request a new EPA Site Id and have not previously completed an electronic signature agreement.

IDENTITY PROOFING

You can either complete the identity proofing process electronically (recommended) or by using the paper process provided. ***Note: You only have to complete the electronic signature agreement one time, even if you are representing hazardous waste sites in different States.***

ELECTRONIC IDENTITY PROOFING

To use the electronic identity proofing process, ensure that the Yes/No slider box is set to "Yes". Complete the information as directed.


Electronic Identity Proofing
The following information will be used for identity proofing, it will NOT be stored.
Home Mailing Address (Line 1) *
Home Mailing Address (Line 2)
City * **State** * **Zip** *
Select a State
Date of Birth * **SSN Last 4** *
YYYY MM DD
Year Month Day
Show SSN
Home Phone Number
I agree to the Electronic Signature Agreement
Verify and Sign

Once you have filled in the required information (Home Mailing Address, City, State, Zip, Date of Birth, and SSN), carefully review the agreement by clicking the "Electronic Signature Agreement" link. If you agree with the contents of the agreement, click the checkbox, then click "Verify and Sign". The information that you provided will immediately be evaluated and given a score. If you meet the minimum score needed for identity proofing, your electronic signature agreement will be recorded and you will be able to submit and sign information for sites / modules for which you have been granted the certifier permission. If you do not meet the minimum score, you can change your information and try again, or complete the paper process to complete your electronic signature agreement. ***Note: You are only allowed to submit information for electronic identity proofing 3 times in a given** 24 hour period.*

PAPER IDENTITY PROOFING

To use the paper identity proofing process, slide the Yes/No slider box to "No". Click the "Print" button at the bottom of the page. If the site or sites for which you require an ESA have more than one Site Manager, select the Site Manager that you want to send your ESA to. If the site(s) does not have a Site Managers, you must send your ESA to your regulator. Complete the information on the paper form as directed and mail to the address provided. Your electronic signature agreement will not be complete until the appropriate authority receives your paper submission and approves of your signature. You will not be able to submit and sign information within the RCRAInfo industry application until this process is complete which may take two weeks or longer.

INTRODUCTION

Once you have been given permissions for a given site (i.e., Viewer, Preparer, Certifier), the Site Name on the My Sites tab will become a hyperlink. Click the hyperlink for the site of interest to view, prepare, and/or submit information for this site.

The Site Details tab will be displayed showing the Site Name, Location Address, and Site Identification Number on the blue header bar. A general overview of the site including the Federal and State Generator Category and the date the site last submitted a notification (i.e., RCRA Subtitle C Site Identification Form [8700-12] submitted alone or as part of a Biennial Report) is provided, as well as the mailing address for the site and current site contact information. Additionally, a map indicating the location of the site is provided.

From this screen, you will also see additional tabs for the type of data that you are allowed to view and/or process for this site including tabs for myRCRAid, e-Manifest, and/or Biennial Report.

MYRCRAID INTRODUCTION

myRCRAid is used to submit the EPA Form 8700-12 (Site Identification) to the appropriate regulator. You may be required to submit this form if you:

- generate, transport, treat, store, or dispose of hazardous waste;
- recycle hazardous waste;
- are a large quantity handler of universal waste;
- transport, process, or re-refine used oil, burn off-specification used oil for energy recovery, and/or market used oil;
- are an eligible academic entity opting into 40 CFR Part 262, Subpart K for managing laboratory hazardous wastes;
- will begin managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25);
- conducts other RCRA Subtitle C activities requiring notification to your regulated authority;
- have moved to another location and are still conducting activities regulated under RCRA Subtitle C.

Additionally, you should submit this form if:

- the contact for your site changes;
- the ownership of your site changes;
- an additional owner has been added or replaced since you submitted your last notification;
- the type of RCRA Subtitle C activity you conduct changes;
- you have previously submitted site identification information and are an eligible academic entity opting into or withdrawing from 40 CFR Part 262, Subpart K for managing laboratory hazardous wastes;
- you are managing or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25), and are required to re-notify by March 1 of each even-numbered year pursuant to 40 CFR 260.42.

Click here to see the complete instructions associated with this form.

SITE MANAGER ROLE AND RESPONSIBILITIES

The RCRAInfo Industry Application contains a Site Management permission that acts as a super user within the application. This permission differs from other permissions within the application in that the permission applies to an entire site rather than a specific module within a site. That is, the Site Management permission gives the user permissions and responsibilities for ALL of the modules (myRCRAid, Biennial Report, and/or e-Manifest) in which their State has elected to participate. It is recommended that every site has at least two users with the Site Management permission at all times.

ROLE AND RESPONSIBILITIES

The Site Management permission grants the user the following roles and responsibilities:

- receives the certifier permission for every module in which your State has elected to participate*
- may grant and/or deny permission requests for their site(s)*
- may change permissions for users affiliated with their site(s)*
- may receive and process electronic signature agreements for users affiliated with their site(s)*
- may obtain an Application Program Interface (API) id and key
- may submit payment for manifest fees by credit card or ACH payments to the EPA

If a user with the site management permission no longer needs this permission (either due to a change in responsibilities or a change in employment), another user should be assigned the site management permission for the site before downgrading or removing the site management permission from the current site manager. A site manager may downgrade their permission by selecting Tools from the Main Menu then select User Management.

*The Site Manager must have an approved electronic signature agreement before he/she can perform this function. Click here for information on completing an ESA.

CERTIFIER PERMISSION

The Site Management permission grants the user the Certifier role for every module in which your State or regulator has elected to participate. This means that you can view and enter data like a user with preparer permissions and electronically sign to certify the data using government standards for electronic signatures.

GRANT / DENY REQUESTS

The Site Management permission allows the user to approve and/or deny requests of other users for permissions, including the Site Management permission, for your site or sites. When a user requests permissions for either the Site Management permission or a permission for a specific module for a site in which you have the Site Management permission, you will receive an email prompting you to approve or deny the request, as appropriate. This is a very important responsibility of the Site Manager and all requests should be acted on in a timely manner.

To act upon a permission request, click the "Pending Requests" tab from the Home page. ***Note: The green badge indicates how many pending requests you have. A value of "O" indicates that you do not have any pending requests.*** Alternatively, you may either click "Tools" from the Main Menu and select "User Maintenance' or you may also click the link provided in the email that you received. Next, select the user that you want to act upon by clicking their User Id. Their request will be displayed showing the site(s) and the permission(s) they are requesting for which you are the Site Manager. Click "Approve" to grant permissions for a specific site or "Approve All" to grant permissions for all of the sites within the request that have not been individually approved or rejected. Similarly, click "Deny" or "Deny All" to reject the request. If you reject a request, you will be prompted to provide comments as to why you are rejecting the request. An email will be sent to the user indicating your approval or rejection of the request. If you reject the request, the comments that you provided will be included in the email. ***Note: A request may contain sites for which you do not have Site Manager permissions. You will only see the** sites within the request for which you have Site Manager permissions.*

CHANGE PERMISSIONS

A Site Manager may change the permissions of a user for a site(s) in which they manage. To change the permissions, click "Tools" from the Main Menu and select "User Maintenance". Your pending requests, if any, will be displayed. Click the "My Users" tab to see all users that are affiliated with at least one site in which you are Site Manager. If this list is long, you may search for a particular user by entering two or more characters into the "Search" box in the upper right-hand corner. The list will then show the users in which the User ID or Last Name contains the characters that you entered. Click the User ID for the user in which you want to change the permissions.

The users profile will be displayed. Click the "Site Permissions" tab. The permissions for the sites within the Activity Location selected will be displayed. Select the sites for which you want to change the permissions by clicking the checkbox next to the site or sites of interest. You may select all sites by clicking the checkbox next to "All".

Once you have selected at least one site, the "Modify Permissions for Selected Sites" button will be displayed. Click this button once you have selected all of your sites in which you want to change permissions. A pop-up window will be displayed showing the current permission levels for each module. If more than one site is selected and the current permissions for a given module differs within the sites, the permission level displayed will be blank. Select the appropriate permissions for each module and click "Save Permissions". ***Note: ALL of the sites selected will be changed to the permissions selected.*** If you change all of the permissions to "None", that user will no longer be affiliated with that site or sites and those sites will no longer appear on his or her My Sites list.

RECEIVING AND PROCESSING ELECTRONIC SIGNATURE AGREEMENTS

All users with the RCRAInfo Industry Application that have the Site Management permission for at least one site or the Certfier permission for at least one module for a site must complete an Electronic Signature Agreement or ESA. The ESA, however, needs to be completed only ONE time, regardless of how many sites the user represents - even if the sites are in different States. As a Site Manager, you may elect to accept the responsibility of receiving and processing ESA's for users affiliated with your site or sites, in the event that that user does not already have an ESA and that user elects to submit a paper ESA (i.e., the user cannot pass the electronic identity proofing process or prefers to use the paper process).

The first time that you log into the application after you have received Site Management permissions, you will be asked if you want to receive and process ESA's for users affiliated with your site or sites. The default is "Yes". The ESA Mailing Address will be pre-populated with the address associated with your user profile. This is the address that users will use to mail their ESA's to you. You may change this information as appropriate. *Note: Changes **made to this address will NOT change the information associated with your user profile.*** You must also confirm that you will comply with the rules and stipulations associated with this responsibility.

Once you have agreed to receive and process ESA's, it will be your responsibility to properly vet the agreements that you receive, scan and upload the agreements, and properly maintain the original paper agreements. If you do not want to accept this responsibility, you may opt-out by moving the slider box to "No". You may change this election at any time by selecting "Tools" from the Main Menu, and then clicking "ESA Maintenance". ***Note: You** will only receive ESA's from users that are requesting permissions for one or more sites in which you are a Site **Manager. You will never receive an ESA from a user that is not affiliated with at least one of your sites.***

When you receive an ESA, you will need to create a scanned image of the paper agreement into a PDF format. To accept the ESA, go to "Tools" from the Main Menu and select "User Maintenance". Next, select the "My Users" tab. This tab shows all of the users that are affiliated with at least one site in which you are the Site Manager. To find the user that you want to process, enter two or more characters in the "Search" box in the upper right-hand corner. The application will search the User ID and Last Name for the characters that you entered. Click the User Id of the appropriate user to continue the ESA acceptance process.

The profile of the user selected will be displayed. Click the "e-Signature Agreement" tab. From this screen, you will upload the scanned image of the ESA. To accept the agreement, you must provide an electronic signature using the standard electronic signature ceremony. ***Note: You will not be able to accept ESA's from other users until your ESA has been received and accepted. If you use the electronic identity proofing method, your ESA is immediately received and accepted.*** The successful completion of the signature ceremony completes the acceptance of this user's ESA and will provide that user the ability to electronically sign within the RCRAInfo Industry Application.

The original hard-copy of the ESA must be kept in a secure place that may only be accessed by other Site Managers. These agreements must be kept until EPA determines that they can be retired. You must retain all of the ESA's that you accept including users that have separated from your organization. In the even an ESA is lost or destroyed, you must contact EPA as soon as you know of the loss.

APPLICATION PROGRAM INTERFACE ID AND KEY

In order to use services associated with the RCRAInfo Industry Application and specifically the e-Manifest module, an Application Program Interface (API) ID and Key must be obtained. These may only be obtained by a user with the Site Management permission. The API ID and Key are used to authenticate a user to use the services. Once authenticated, the user may manage manifests for any site in which the user is a Site Manager. The user may also access various lookup services to ensure their manifests contain the proper defined-values.

To obtain an API ID and Key, click "Tools" from the Main Menu, then select "API". Next, click "Generator API ID" button to create an API ID and Key. Once you leave this screen, you will not be able to retrieve the key unless you save the key elsewhere. Use the "Copy" buttons to copy this API ID and Key for future use. You may regenerate the Key, as needed, by clicking the "Regenerate API Key" button.

MANIFEST FEE PAYMENTS

Sites that are receiving manifested waste from another site cannot use the e-Manifest module within the RCRAInfo Industry Application until the site has at least one user with the Site Management permission. The Site Manager will receive monthly invoices for sites in which they received manifested waste from another site. The Site Manager is responsible for submitting payment to the EPA, either via credit card or ACH transaction, for these manifest services. Click here for additional information regarding manifest fee payments.