RCRAInfo Industry Application Help and Guidance

Table of Contents

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
- e-Manifest - pertains to EPA Form 8700-22 (Uniform Hazardous Waste Manifest) submissions *(currently available in pre-production only)*

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

User's Guide

USER INTERFACE CONTROLS

This topic will show you how to interact with the user interface controls utilized in the RCRAInfo Industry Application. These controls include:

- Calendars
- Radio Buttons
- Drop-down Lists
- Yes/No Slide Boxes
- Multi-select Drop-down List / Checkbox Combos
- Edit Icon
- Delete Icon
- Application Time Out

CALENDARS

The Calendar control may be used to enter a date into any appropriate date field.

Using a Mouse

1. Left-click inside the box representing the date field.
2. A monthly image of the calendar will appear. If the date field is currently empty, the calendar image will show (in peach) today's date. If the date field is populated, the calendar image will show (in blue) the current value of the date field.
3. If the date you wish to select is within the month/year displayed, left-click the day of interest.
4. If the date you wish to select is not within the month/year displayed, left-click the left-hand arrows for dates in the past or the right-hand arrows for dates in the future of the current selected value. These arrows can be found on either side of the Month and Year displayed at the top of the calendar image.
5. As you click the arrows, the calendar image will move forward (right-hand arrows) or back (left-hand arrows) one month. Continue to click these arrows until the desired month/year is displayed.
6. Left-click the day of interest.
7. The date selected will be displayed in mm/dd/yyyy format.

Using the Keyboard

1. Tab inside the box representing the date field.
2. A monthly image of the calendar will appear.

3. Using the arrow keys, maneuver to the date of interest and press "enter" or in mm/dd/yyyy format type in the date of interest. ***Note: You do not need to enter leading zeros, but you must enter the "/" between the month and day, and day and year.   If you enter a two-digit year, years 00 - 49 will default to the twenty-first century (i.e., 20XX), whereas, years 50 - 99 will default to the twentieth century (i.e., 19XX).***
4. If you type in a valid day (1 - 31) but the day is not valid for that month (i.e., 04/31/2016), the date will be set to the next valid date (in this case 05/01/2016). If you type in an invalid month (i.e., a value less than 1 or greater than 12) or an invalid day (i.e., a value less than 1 or greater than 31), "Invalid date" will be displayed in the date field.

RADIO BUTTONS

The Radio Button control is used when you must select one and only one value of a list of values.

Using a Mouse

1. Left-click the circle next to the value you wish to select.

Using the Keyboard

1. Tab to the radio button.
2. Using the arrow keys, maneuver to the value of interest. In a list that is presented vertically, the up and/or left arrow will move to the value above the current value; the down and/or right arrow will move to the value below the current value.

DROP-DOWN LISTS

The Drop-down List control is used to allow the user to select a value from a pre-determined list of values.

Using a Mouse

1. Left-click inside the field to reveal the list of values.
2. Move the mouse until the value of interest is highlighted.
3. Left-click to select the highlighted value.

Using the Keyboard

1. Tab inside the box representing the drop-down list.
2. Press the spacebar to display the drop-down list values.
3. Use the up and down arrows to highlight the value of interest.

4. Press "Enter" to select the value.

YES/NO SLIDE BOXES

The Yes/No Slide Box control is used for data that must have either a Yes or No value.

Using a Mouse

1. Left-click inside the box to toggle to the value (i.e., if the box is set to "No" it will change to "Yes" and vice versa).

Using the Keyboard

1. Tab to the slide box.
2. Use the left arrow to select "No" and the right arrow to select "Yes".

MULTI-SELECT DROP-DOWN LIST / CHECKBOX COMBOS

The Multi-select Drop-down List / Checkbox Combo control is used for fields where you may select one or more values at a time.

Using a Mouse

1. Left-click inside the field to reveal the list of values.
2. Left-click one or more checkboxes next to the values of interest. The left-click acts as a toggle, so if the value is already checked, clicking it again will un-check the value.
3. To select a group of values, left-click the checkbox of the first value in the group, then while pressing the "Shift" key, scroll down to the last value in the group and left-click the checkbox.
4. To remove a value from a group, left-click the checkbox of the value to remove, or click the "x" next to the value in the "Selected" box.

Using the Keyboard

1. Tab inside the box representing the drop-down list.
2. Press the spacebar to display the drop-down list values.
3. Use the up and down arrows to highlight the value of interest.
4. Press "Enter" or the spacebar to select the value.

EDIT ICON

In various situations, you will be presented with a pencil icon. You will use this icon to edit the data next to the icon.

<u>Using a Mouse</u>

1. Left-click the pencil icon to edit the related data.

<u>Using the Keyboard</u>

1. Tab to the pencil icon.
2. Press "Enter" to edit the related data.

DELETE ICON

In various situations, you will be presented with an icon that looks like an "X". You will use this icon to delete the data next to the icon.

<u>Using a Mouse</u>

1. Left-click the "X" icon to delete the related data.

<u>Using the Keyboard</u>

1. Tab to the "X" icon.
2. Press "Enter" to delete the related data.

APPLICATION TIME OUT

If the application has been inactive (i.e., you have not interacted with the application in any way) for 20 minutes, you will be prompted to stay connected by clicking the "Stay Connected" button.

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.

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 "Add 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 **all** 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.

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.

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.
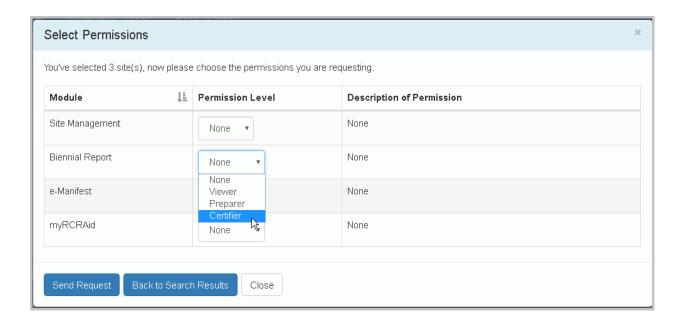
If the site(s) you are looking for is displayed, click the checkbox next to that site(s). To select all of the sites listed, click the checkbox next to the Select All label. If the handler that you were searching for is not displayed, see Unsuccessful Search above. Once you have selected all of the sites 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:

9

- 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.
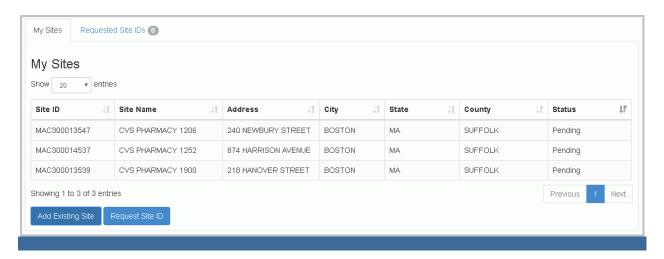
In addition, there is a Site Management permission. A user with this permission has the ability to approve and grant permissions to other users requesting access to sites for which they have this permission. This permission also can do everything that a Certifier can do and also requires that the user 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 one user at each site that is given the Site Management permission. *Note: Currently, the ability for the Site Management permission to approve and grant permissions to other users has NOT been implemented.*

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.

My Sites	**Requested Site IDs** 0					

My Sites

Show 20 ▼ entries

Site ID ⏐↑	Site Name ⏐↑	Address ⏐↑	City ⏐↑	State ⏐↑	County ⏐↑	Status ⏐↑
MAC300013547	CVS PHARMACY 1206	240 NEWBURY STREET	BOSTON	MA	SUFFOLK	Pending
MAC300014537	CVS PHARMACY 1252	874 HARRISON AVENUE	BOSTON	MA	SUFFOLK	Pending
MAC300013539	CVS PHARMACY 1900	218 HANOVER STREET	BOSTON	MA	SUFFOLK	Pending

Showing 1 to 3 of 3 entries

Previous **1** Next

Add Existing Site   Request Site ID

REQUEST 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 Site Id" button and completing the 8700-12 Site Identification Form using the myRCRAid process. ***Note: If you have not completed an [Electronic Signature Agreement](), you will be prompted to do so before you can proceed with your request.*** 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. Click the "Add Existing Site" button to conduct your search prior to requesting a new Id.

When you click the "Request Site Id" button, a pop-up window will be displayed prompting you to select the State for which the site is located. ***Note: The drop-down list will only contain the names of States that allow myRCRAid submissions.*** 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.

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:

- 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

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 "Submit" button at the bottom of the page to begin the electronic signature process. 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.

SUBMIT

The New Site Id request cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Submit" button from the Review New Site ID page invokes the electronic signature process. You must certify that the information that you are providing is correct to the best of your knowledge by clicking the "Accept" button. Next, you will be prompted to provide your password and click "Login". One of the five security questions that you selected during the user registration process will be displayed. Please enter the correct answer in the box and click "Answer". Once your answer has been verified, click the "Sign" button to sign and submit your New Site ID submission to EPA or your State Regulator. *Note: Once you have clicked the "Sign" button, you will not be allowed to revise this submission until the EPA or State Regulator has approved or rejected the submission.*

Once the site has been approved, the site will be removed from the "Requested Site IDs" 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.

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

REQUEST 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.

SECURITY QUESTIONS

You will be prompted to select five (5) security questions and answers that will be used to authenticate you when you sign and submit information to your regulatory authority.

Once you have selected all five (5) security questions and provided answers, click "Next". ***Note: When signing a submission, if you repeatedly incorrectly answer one of the security questions, you will be prompted to reset the answers to all 5 security questions the next time you login.***
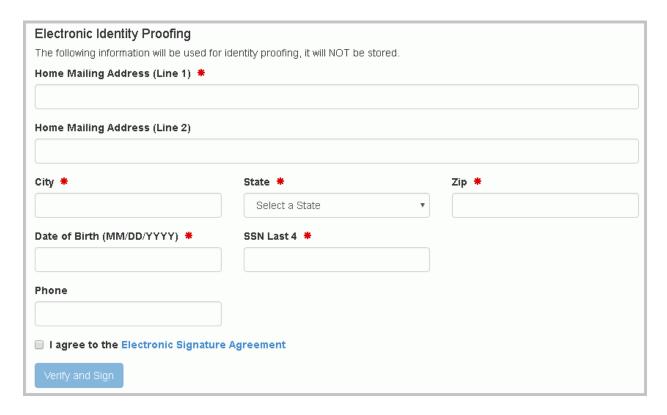
IDENTITY PROOFING

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.

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. 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.

Site Dashboard

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 Status and the date the site information was updated 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 ab 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);
- 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.

MYRCRAID DASHBOARD

When you click on the "myRCRAid" tab from the Site Dashboard, the screen will display the submissions "In Progress" and the 20 most recent submissions that have been "Completed" for this site. A submission is classified as "In Progress" if: 1) a draft submission has been created (Status = "Draft"); 2) a preparer has completed the data entry portion of the submission and has marked the submission ready for signature (Status = "Ready for Signature"); or 3) a submission has been signed and submitted to your regulatory authority but has not been approved or rejected by the regulatory authority. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission.

CREATE NEW SUBMISSION

Use the "Create New Submission" button on the myRCRAid tab any time that you need to send information pertaining to EPA's 8700-12 (Site Identification) form to the EPA or State Regulator. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the form, but will **NOT** be allowed to sign and submit the form to the EPA or State Regulator.

The Add Source Record screen will be displayed, pre-populated with the most recent information contained in the RCRAInfo database for this site. ***Note: The most recent information may not have been from an 8700-12 form submitted by the site, but rather may have come from an inspection or other source.*** You may add, change, and/or delete information on this form as appropriate. 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, 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 "In Progress" section on the myRCRAid 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.

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:

- 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

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, the screen will be populated with the most recent HSM data (if HSM data has

previously been provided) and you will be allowed to add, change, and/or delete 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 Source Record 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 and you do not have "Certifier" permissions for this site, click the "Mark Ready for Signature" button at the bottom of the page. The submission will be saved under the "In Progress" section on the myRCRAid tab with a status of "Ready for Signature". You may edit and/or complete your draft by clicking the "pencil" icon or discard and delete the draft by clicking the "x" icon.   You will need to contact the individual that has "Certifier" permissions for this site to sign and send the submission to the EPA or your State Regulator.

If you have "Certifier" permissions and the data is correct, click the "Submit" button at the bottom of the page to begin the electronic signature process.

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 Add Source Record page.

SUBMIT

The new source record cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Submit" button from the Review Source Record page invokes the electronic signature process. You must certify that the information that you are providing is correct to the best of your knowledge by clicking the "Accept" button. Next, you will be prompted to provide your password and click "Login". One of the five security questions that you selected during the user registration process will be displayed. Please enter the correct answer in the box and click "Answer". Once your answer has been verified, click the "Sign" button to sign and submit your source record submission to EPA or your State Regulator. The submission will be saved under the "In Progress" section on the myRCRAid tab with a status of "Pending". You cannot revise this submission until the EPA or State Regulator approves or rejects the submission.

Biennial Report

INTRODUCTION

Biennial Report is used to submit the EPA Form 8700-13A/B (Hazardous Waste Report) to the appropriate regulator. You may be required to submit this form if during the current report cycle you :

- met the definition of a RCRA Large Quantity Generator (LQG)
- treated, stored, recycled, or disposed of RCRA hazardous wastes on-site
- shipped hazardous waste off-site to a RCRA permitted treatment, storage, recycling and disposal facility
- received hazardous wastes from off-site hazardous waste generators without storing the wastes before recycling

Additionally, you should submit this form if:

- 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 EPA Form 8700-13A/B.

BIENNIAL REPORT DASHBOARD

When you click on the "Biennial Report" tab from the Site Dashboard, the screen will display the submission (if any) "In Progress" and the 10 most recent biennial report submissions that have been "Completed" for this site. A submission is classified as "In Progress" if: 1) a draft submission has been created (Status = "Draft"); 2) a preparer has completed the data entry portion of the submission and has marked the submission ready for signature (Status = "Ready for Signature"); or 3) a submission has been signed and submitted to your regulatory authority but has not been approved or rejected by the regulatory authority. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission. Completed submissions may be viewed by clicking the "eye" icon.

The dashboard displays the report cycle along with the total quantity generated, managed, shipped, and received (in tons). This information is provided to give the user a quick overview of the quantities being reported and how they compare to quantities reported in prior cycles. For submissions "In Progress", you can hover over the status to see who and when the submission was last updated as well as an email and phone number for that user.

CREATE NEW SUBMISSION

Use the "Create New Submission" button on the Biennial Report tab to create a submission associated with the current biennial report cycle. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the forms, but will **NOT** be allowed to sign and submit the forms to the EPA or State Regulator. *Note: You cannot create a new submission for this cycle if a submission for this cycle (of any status) already exists. If a "Draft" or "Ready for Signature" submission exists for this cycle, you may delete the current submission in order to create a new submission.*

You will be prompted to indicate if you would like to copy GM information from your most recent completed submission (excluding quantities) into your new submission. If you click "Yes, bring forward GM data" all of the GM forms associated with the site's most recent completed submission will be copied into the new submission with a status of "Incomplete". Quantity information (generated, shipped, and/or managed) associated with the GM forms and comments provided with the GM forms will NOT be copied into the new submission. See the Edit GM Form section below for information on how to enter the quantity data for each waste stream. If you click "No, do not bring forward GM data", no GM data will be brought forward and you will have to enter all of the information associated with this submission from scratch.

If the waste streams that you are currently generating are the same or similar to the waste streams generated in your previous cycle, it is recommended that you bring the GM data forward. This feature enhances data quality and consistency and streamlines the data entry process.

The Biennial Report Submission screen will be displayed*.* This screen will show the first 20 GM forms (if the GM data was brought forward from the previous submission). The screen will also indicate that there are no WR forms at this time. From this screen you can add, edit, and/or delete GM and WR forms, as appropriate.

GM FORM

The Waste Generation and Management (GM) Form collects information for all hazardous waste that was used to determine the site's generator status. Hazardous waste must be reported if it was:
- generated and accumulated on-site and subsequently managed on-site or shipped off-site in the report cycle;
- generated and accumulated on-site in the report cycle but not managed on-site or shipped off-site until after the report cycle;
- generated and accumulated on-site prior to the report cycle but either managed on-site or shipped off-site in the report cycle;

- received hazardous waste from VSQGs under the control of the same "person" (as defined in 40 CFR 260.10) and managed according to the applicable hazardous waste regulations in 40 CFR 262.17(f) in the report cycle;
- imported from a site located in a foreign country in the report cycle.

ADD GM FORM

Click the "Add New GM Form" button to add a new waste stream to your submission. The required information includes the Waste Description, Federal or State Hazardous Waste Code, Source Code, Form Code, Waste Minimization Code, Quantity Generated, Unit of Measure, and Density and Density Unit of Measure (for volumetric units of measure) and is denoted by the red asterisk.

If any of this waste was treated, disposed, and/or recycled on-site during the report cycle, move the Yes/No slider box in Section 2 (On-site Generation and Management of Hazardous Waste) to Yes. You must provide the Management Method Code that best identifies the last substantive purpose/operation performed at your site. To do this, click the "Add On-site Process System" button. A modal will display asking you for the Management Method Code and Quantity Managed. ***Note: The Quantity Managed must be reported in the same unit of measure as the Quantity Generated. Therefore, you must provide the unit of measure associated with the Quantity Generated prior to entering the Quantity Managed.*** It may be necessary to use more than one process to describe the last substantive purpose/operation performed at your site. To add additional processes, click the "Add On-site Process System" button.

If any of this waste was shipped off-site for treatment, disposal, or recycling, move the Yes/No slider box in Section 3 (Off-site Shipment of Hazardous Waste) to Yes. You must provide the facility to which the waste was shipped. To do so, click the "Add Off-site Facility" button. A modal will display asking you for the EPA ID Number of the facility to which the waste was shipped, the Management Method Code that describes how the waste was managed upon receipt by the facility, and the Quantity Shipped. ***Note: The Quantity Shipped must be reported in the same unit of measure as the Quantity Generated. Therefore, you must provide the unit of measure associated with the Quantity Generated prior to entering the Quantity Shipped.*** If the waste was shipped to more than one facility, enter all of the facilities to which the waste was shipped.

To select an EPA ID Number on the Add Off-site Facility modal, begin typing either the facilities EPA Handler ID, Site Name, or Location City. Once you have entered two or more characters, the drop-down list will be populated with registered TSD facilities that match the information entered. Select the appropriate facility from the list. If the appropriate facility is not displayed, enter the EPA ID Number manually. ***Note: This must be a valid id number (i.e., must begin with a state postal code, must be at least 4 alphanumeric characters and no more than 12 alphanumeric characters).***

Once all information has been provided, click the "Save" button. *Note: You can only save a new GM Form once all required information has been provided.*

EDIT GM FORM

You can edit a GM Form that was brought forward from the previous cycle or newly added to the submission, by clicking the "pencil" icon next to the GM Form of interest. If you are editing a GM Form with a status of "Incomplete", you will need to provide all required information (Quantity Generated, Unit of Measure, Density and Density Unit of Measure [for volumetric units of measure], Quantity Managed [for on-site processes], and Quantity Shipped [for off-site shipments]) in order to save any revisions to the form. The status for that form will then be changed to "Complete". You may change any information, as needed, on the form.

DELETE GM FORM

You may delete an individual GM Form from the submission by clicking the "x" icon next to the GM Form to be deleted. You will be prompted to confirm the deletion of this GM Form. You may also delete ALL GM Forms by clicking the "Delete All GM Forms" button. Again, you will be prompted to confirm the deletion of all of the GM Forms. *Note: Once you have confirmed the deletion of a GM Form(s), the data associated with that form is deleted and cannot be recovered.*

WR FORM

The Waste Received From Off-Site (WR) Form collects information regarding RCRA hazardous waste received from off-site and managed on-site. This includes:

- imports of hazardous waste received from a site located in a foreign country;
- hazardous wastes that are received and recycled without first being stored;
- hazardous wastes received and stored prior to being recycled;
- hazardous wastes received from hazardous waste generators to be partially reclaimed into commodity-like materials excluded from RCRA regulations.

ADD WR FORM

Click the "Add New WR Form" button to add a wastes received from off-site to your submission. The required information includes the Waste Description, Federal or State Hazardous Waste Code, Off-site Handler Identification, Form Code, Management Method Code,

Quantity Received, Unit of Measure, and Density and Density Unit of Measure (for volumetric units of measure) and is denoted by the red asterisk.

To enter an Off-site EPA ID Number, you may either type the EPA ID Number manually, search for the EPA ID Number within the RCRAInfo database, or select a previously entered EPA ID Number (from this submission). To search within the RCRAInfo database, click the "Search" button. A modal will be displayed allowing you to search for the handler by Site ID, Site Name, and/or Site Address. To narrow the search, you must always provide the State. In addition, you must provide either the Site ID, Site Name, and/or Zip. Using variations of the Site Name, Street Name, and/or City may help you find the desired site.

The Search Results will be displayed showing all handlers that match ALL of the search criteria provided. The search results are displayed in alphabetical order by Site Name, but may be reordered by clicking the arrows next to the appropriate column names. The first 20 results are displayed, but you may display additional results by selecting a value in the "Show entries" drop-down list. You may also paginate through the results by click the "Previous", "Next" , or a specific page number in the bottom right-hand corner.

To select a previously entered EPA ID Number, click the "Recent" button. The 5 most recent Off-site EPA ID Numbers you selected for this submission will be displayed.

Once all information has been provided, click the "Save" button. ***Note: You can only save a new WR Form once all required information has been provided.***

EDIT WR FORM

You can edit a WR Form by clicking the "pencil" icon next to the WR Form of interest. You may change any information, as needed, on the form.

DELETE WR FORM

You may delete an individual WR Form from the submission by clicking the "x" icon next to the WR Form to be deleted. You will be prompted to confirm the deletion of this WR Form. You may also delete ALL WR Forms by clicking the "Delete All WR Forms" button. Again, you will be prompted to confirm the deletion of all of the WR Forms. ***Note: Once you have confirmed the deletion of a WR Form(s), the data associated with that form is deleted and cannot be recovered.***

VIEW SUBMISSION

Use the "eye" icon next to the "In Progress" or "Completed" submissions to view the submission. ***Note: The "eye" icon will not be displayed for the "In Progress" submissions if you have the "Preparer" or "Certifier" role.*** No data can be added, changed, or deleted when viewing the submission.

The Biennial Report Submission screen will be displayed*.* This screen will show the first 20 GM forms showing the waste description and the quantity generated (in tons) the first 20 WR forms showing the waste description, the off-site handler id, and the quantity received (in tons), and the Site ID form associated with this submission. The data is originally sorted by the Page Number but may be re-sorted 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 20 most recent source records will be displayed. You can change the number of GM and/or WR records displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the GM and/or WR records by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the section. To see the detail information associated with any form on this screen, click the "eye" icon next to form of interest.

User Management

CREATE NEW USER

To register for an account in the production environment, enter the following URL into any browser: https://rcrainfo.epa.gov/rcrainfoprod. To register for an account in the pre-production environment (used for user testing), enter the following URL into any browser: https://rcrainfopreprod.epa.gov/rcrainfo.

Note: 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 your CDX credentials in the RCRAInfo Sign In screen.

STEP 1 - REQUEST AN ACCOUNT

From the RCRAInfo Sign In screen, click the "Register" link.
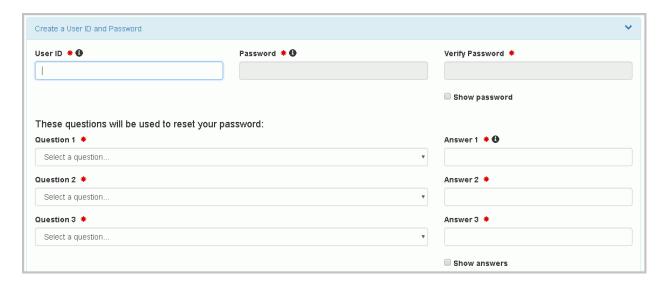
STEP 2 - SELECT REGISTRATION TYPE

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

STEP 3 - ENTER USER INFORMATION

Enter your user information including your Title, First and Last Name.

STEP 4 - ENTER USER ID / PASSWORD

Next you will pick a user id and password to be associated with your account. You must verify your password by re-entering it in the Password Verification field.

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 (_), or at (@).
- Cannot be all numbers
- Must be unique

Passwords must meet the following rules:

- Must be between 8 and 15 characters
- Must start with a letter
- Must contain at least one lower and upper case letter
- Must contain at least one number
- Cannot contain your user id or the word "password"
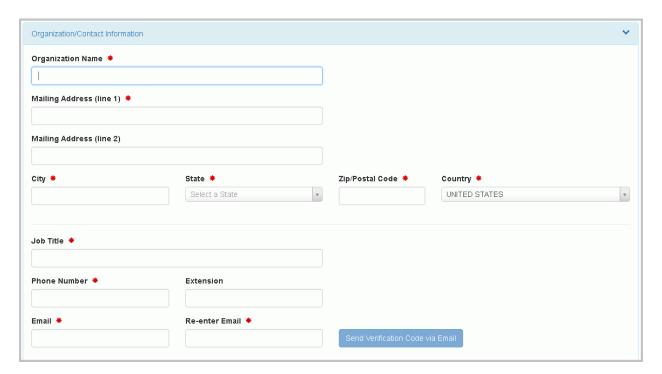- Cannot match previous 5 passwords

Additionally, you must select three (3) questions and provide answers to these questions. These questions will be used in the event that you need to have your password reset. Note that the answers you provide are case-sensitive.

STEP 5 - TERMS AND CONDITIONS

To see the Terms and Conditions associated with this account, click the Terms and Conditions link. Carefully read the Terms and Conditions associated with creating and using this account. Click the checkbox next to "Agree to Terms and Conditions" to accept the terms and conditions stipulated. *Note: If you do not agree with the Terms and Conditions, you will not be able to create an account.* Click "Next" to continue.

STEP 6 - ORGANIZATION / CONTACT

Finally, you will be asked to provide the organization or company for which you work for and some additional contact information including Job Title, Phone Number, and Email Address. Once you have provided all of the required information, indicated by the red asterisks, click "Send Verification Code".

STEP 7 - ENTER VERIFICATION CODE

An email will be sent to the email address provided in Step 5 above. This email will contain a verification code that you will enter to complete your account creation. Note: If you provided an invalid email address or an email address that you do not have access to, you will not be able to complete your account creation. Enter the Verification Code and click "Register" to complete the account creation process.