

RCRAInfo Industry Application

Delaware Department of Natural Resources and Environmental Control
Division of Waste and Hazardous Substances
Compliance and Permitting Section



RCRAInfo Industry Application

- RCRAInfo Industry Application allows you to view, edit, and submit documents electronically

- Notification Forms (EPA Form 8700-12)
- Manifests
- Annual/biennial reports

Style F229 **LabelMaster** (800) 821-5608 www.labelmaster.com

Please print or type

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number	2. Page 1 of 3. Emergency Response Phone	4. Manifest Tracking Number 012328401FLE	
5. Generator's Name and Mailing Address		Generator's Site Address (if different than mailing address)			
Generator's Phone:					
6. Transporter 1 Company Name		U.S. EPA ID Number			
7. Transporter 2 Company Name		U.S. EPA ID Number			
8. Designated Facility Name and Site Address		U.S. EPA ID Number			
Facility's Phone:					
GENERATOR	9a. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No. Type	11. Total Quantity	12. Line No.	13. Waste Codes
	1.				
	2.				
	3.				
	4.				
14. Special Handling Instructions and Additional Information					
15. GENERATOR/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this manifest are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/labelled, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this manifest conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true. Generator's/Officer's Printed/Typed Name _____ Signature _____ Month _____ Day _____ Year _____					
16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Part of entry/exit Date leaving U.S.:					
17. Transporter Acknowledgment of Receipt of Materials Transporter 1 Printed/Typed Name _____ Signature _____ Month _____ Day _____ Year _____ Transporter 2 Printed/Typed Name _____ Signature _____ Month _____ Day _____ Year _____					
18. Discrepancy 19a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection					
19b. Alternate Facility (or Generator) Manifest Reference Number _____ U.S. EPA ID Number _____					
Facility's Phone: _____ Month _____ Day _____ Year _____					
19c. Signature of Alternate Facility (or Generator) _____					
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems) 1. _____ 2. _____ 3. _____ 4. _____					
20. Designated Facility Owner or Operator. Certification of receipt of hazardous materials covered by the manifest except as noted in Item 19a. Printed/Typed Name _____ Signature _____ Month _____ Day _____ Year _____					

EPA Form 8700-22 (Rev. 12-17) Previous editions are obsolete. DESIGNATED FACILITY TO EPA's e-MANIFEST SYSTEM

RCRAInfo Industry Application

- How do I get an account?
 - Detailed, step-by-step instructions in a PDF on our webpage: <https://dnrec.alpha.delaware.gov/waste-hazardous/management/hazardous/reporting/>

Substances

- Home
- Contact Us
- Managing Waste
- Recycling
- Site Remediation
- Emergencies
- Storage Tanks

Hazardous Waste Activity Notification

Businesses or government agencies that generate, transport, treat, store or dispose of hazardous waste must obtain an EPA Identification Number from DNREC's Compliance and Permitting Section (CAPS), unless they are a conditionally exempt small quantity generator.

Once having obtained an EPA Identification Number, [Large Quantity Generators](#) must re-notify the state by March 1 of each calendar year. A large quantity generator may submit this re-notification as part of its annual report.

Starting in 2021 and every four years thereafter, [Small Quantity Generators](#) must re-notify by September 1.

Notification and re-notification are accomplished in one of two ways, either by submitting a completed Notification of Regulated Waste Activity form to the Compliance and Permitting Section, or electronically through EPA's [RCRAInfo application](#). For more information [see the instructions](#) on creating an industry user account and using the RCRAInfo application.

Contact Us

Compliance and Permitting Section
89 Kings Highway
Dover, DE 19901
302-739-9403
Fax: 302-739-5060

Notifications
[Melissa Ferree](#)

Reporting
[Alee Gonzalez](#)

Hazardous Waste Menu



RCRAInfo Industry User Instructions

Included in this document are instructions related to the Industry User functions in RCRAInfo. RCRAInfo Version 6 allows industry users to submit electronic notifications, manifests, and biennial reports, rather than relying on paper submissions.

You can also contact DNREC for additional instructions or help using the system:

Melissa Ferree
Engineer III
DNREC – Compliance and Permitting Section
89 Kings Highway
Dover, DE 19901
302.739.9403
Melissa.Ferree@delaware.gov

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RCRAInfo Industry Application

- Registration
 - <https://rcrainfo.epa.gov/>

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

User Id

Password

Sign in

[Register](#) [Forgot User Id?](#) [Forgot Password?](#)

RCRAInfo Industry Application

- Registration
 - <https://rcrainfo.epa.gov/>

Select Registration Type

Industry User

Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities.

[Continue to Industry User Registration](#)

OR

Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

[Continue to Regulatory User Registration](#)

User Accounts

- Each person must have their own individual account; sharing of accounts is prohibited
- User accounts are linked to an individual person, regardless of their employment
 - TIP: Make your username specific to you, rather than your employer. If you change employment, your username/account remains the same and we simply update contact info and site permission
- User accounts cannot be transferred to another person

Linking Sites to Your Account

- Under My Sites tab, choose “Select Existing Site” and enter your site’s EPA ID number

The screenshot shows the RCRA Info website interface. At the top, there is a navigation bar with the RCRA Info logo and links for Home, Reports/Extracts, Tools, Documentation, and Feedback/Report an Issue. The user's name, Melissa, is displayed in the top right corner. Below the navigation bar, there are tabs for My Sites, Outstanding Site ID Requests (0), and Pending Requests (0). The My Sites section is active, showing a search bar and a table of site information. The table has columns for Site ID, Site Name, Address, City, State, County, and Permission Status. A single entry is shown: DEN000503839, DNREC TEST SITE, 89 KINGS HIGHWAY, DOVER, DE, KENT, Active. Below the table, there are buttons for 'Select Existing Site' and 'Request New Site ID'. A red arrow points to the 'Select Existing Site' button.

RCRA Info Home Reports/Extracts Tools Documentation Feedback/Report an Issue Melissa

My Sites Outstanding Site ID Requests 0 Pending Requests 0

My Sites

Show 20 entries Search:

Site ID	Site Name	Address	City	State	County	Permission Status
DEN000503839	DNREC TEST SITE	89 KINGS HIGHWAY	DOVER	DE	KENT	Active

Showing 1 to 1 of 1 entries Previous 1 Next

Select Existing Site Request New Site ID


Selecting a Permission Level

Select Permissions

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None	None
Annual Report	None	None
Biennial Report	None	None
e-Manifest	None	None
myRCRAid	None	None

[Send Request](#) [Back to Search Results](#) [Close](#)



- **Site manager** – highest – allows you to sign documents in all modules and manage your site users
- **Certifier** – allows you to sign documents; must request for each module
- **Preparer** – allows you to prepare documents, but not sign them; must request for each module
- **Viewer** – view-only access to records; must request for each module

Permission Approvals

- If your site does not have a site manager approved, your request will go to DNREC for approval.
 - DNREC will verify the user works for company or has company's approval to access data. Contractors and consultants can have accounts with company's approval/delegation.
- If your site already has a site manager approved, your request will go to the site manager for approval.

Permission Approvals - TIPS

- You will need to log out and log back in to see any permission change
- If the site manager is no longer with the company, you will need to contact Melissa Ferree (Melissa.Ferree@delaware.gov or (302) 739-9403), as your permission request will sit in limbo waiting to be approved by that site manager.

Electronic Signature Agreements

- Site managers or certifiers – next login, you will be prompted to complete the Electronic Signature Agreement (ESA)
 - EPA utilizes LexisNexis to verify your personal identity. Therefore, you must supply your personal information, not your employer's information. EPA does not have access to, nor does it store this information.
 - If LexisNexis cannot verify your identity (e.g., recent move or name change), you will need to submit the paper ESA with a wet ink signature prior to being able to sign/certify documents electronically

Accessing Modules

- All sites for which you have permission will show under “My Sites”

The screenshot shows the RCRA Info website interface. The top navigation bar includes the RCRA Info logo, Home, Reports/Extracts, Tools, Documentation, and Feedback/Report an Issue. The user is logged in as Melissa. The main content area is titled 'My Sites' and shows 'Outstanding Site ID Requests' (0) and 'Pending Requests' (0). Below this, there is a search bar and a table of sites. The table has columns for Site ID, Site Name, Address, City, State, County, and Permission Status. A single site is listed: DEN000503839, DNREC TEST SITE, 89 KINGS HIGHWAY, DOVER, DE, KENT, Active. At the bottom, there are buttons for 'Select Existing Site' and 'Request New Site ID', and a pagination control showing 'Previous 1 Next'.

Site ID	Site Name	Address	City	State	County	Permission Status
DEN000503839	DNREC TEST SITE	89 KINGS HIGHWAY	DOVER	DE	KENT	Active

Accessing Modules

[My_Sites](#) / Site Details

DNREC TEST SITE

89 KINGS HIGHWAY - DOVER

DEN000503839

Site Details

myRCRAid

Biennial Report

Annual Report

e-Manifest

WIETS

General Overview

[How do I edit Site Information?](#)

Federal Generator Status

Small Quantity Generator

Is Site Active

Yes

State Generator Status

Same as Federal

Date Last Updated

03/25/2019

Site Mailing Address

[How do I edit Site Information?](#)

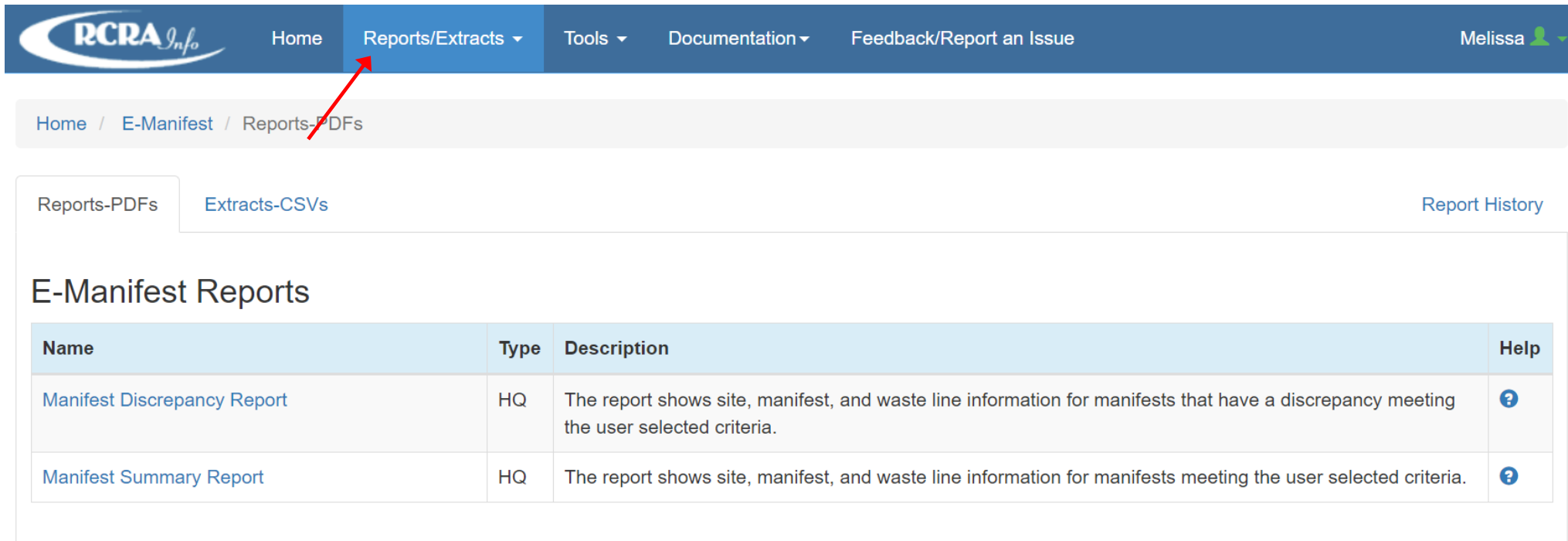
89 KINGS HIGHWAY
DOVER, DE 19901

Map



Reports

- E-Manifest Reports Available



The screenshot shows the RCRA Info website interface. The top navigation bar includes the RCRA Info logo, a Home link, a Reports/Extracts dropdown menu (highlighted with a red arrow), Tools, Documentation, and Feedback/Report an Issue. The user name Melissa is visible in the top right. Below the navigation bar is a breadcrumb trail: Home / E-Manifest / Reports-PDFs. The main content area has two tabs: Reports-PDFs (selected) and Extracts-CSVs. A Report History link is located in the top right of the content area. The title "E-Manifest Reports" is displayed above a table with the following data:

Name	Type	Description	Help
Manifest Discrepancy Report	HQ	The report shows site, manifest, and waste line information for manifests that have a discrepancy meeting the user selected criteria.	?
Manifest Summary Report	HQ	The report shows site, manifest, and waste line information for manifests meeting the user selected criteria.	?

Record Retention - RCRAInfo

- RCRAInfo can be used for regulatory record retention requirements
 - Manifests
 - Annual reports/biennial reports
- In order to use RCRAInfo for record retention purposes, the site must be able to demonstrate that an employee has a RCRAInfo industry account and the account must be accessed to demonstrate compliance.
 - If for some reason a manifest is not entered into the system, you will need to maintain the paper copy or ensure the TSD submits the manifest

Site Managers

- User requests will automatically be directed to you for approval

The screenshot shows the RCRA Info website's Site Managers interface. The top navigation bar includes 'Home', 'Reports/Extracts', 'Tools', 'Documentation', and 'Feedback/Report an Issue'. The user 'Melissa' is logged in. The 'Pending Requests' tab is highlighted with a red circle and shows a count of 0. Below the tabs, there is a 'My Sites' section with a search bar and a table of sites. The table has columns for Site ID, Site Name, Address, City, State, County, and Permission Status. One site is listed: DEN000503839, DNREC TEST SITE, 89 KINGS HIGHWAY, DOVER, DE, KENT, Active. At the bottom, there are buttons for 'Select Existing Site' and 'Request New Site ID'.

RCRA Info Home Reports/Extracts Tools Documentation Feedback/Report an Issue Melissa

My Sites Outstanding Site ID Requests 0 Pending Requests 0

My Sites

Show 20 entries Search:

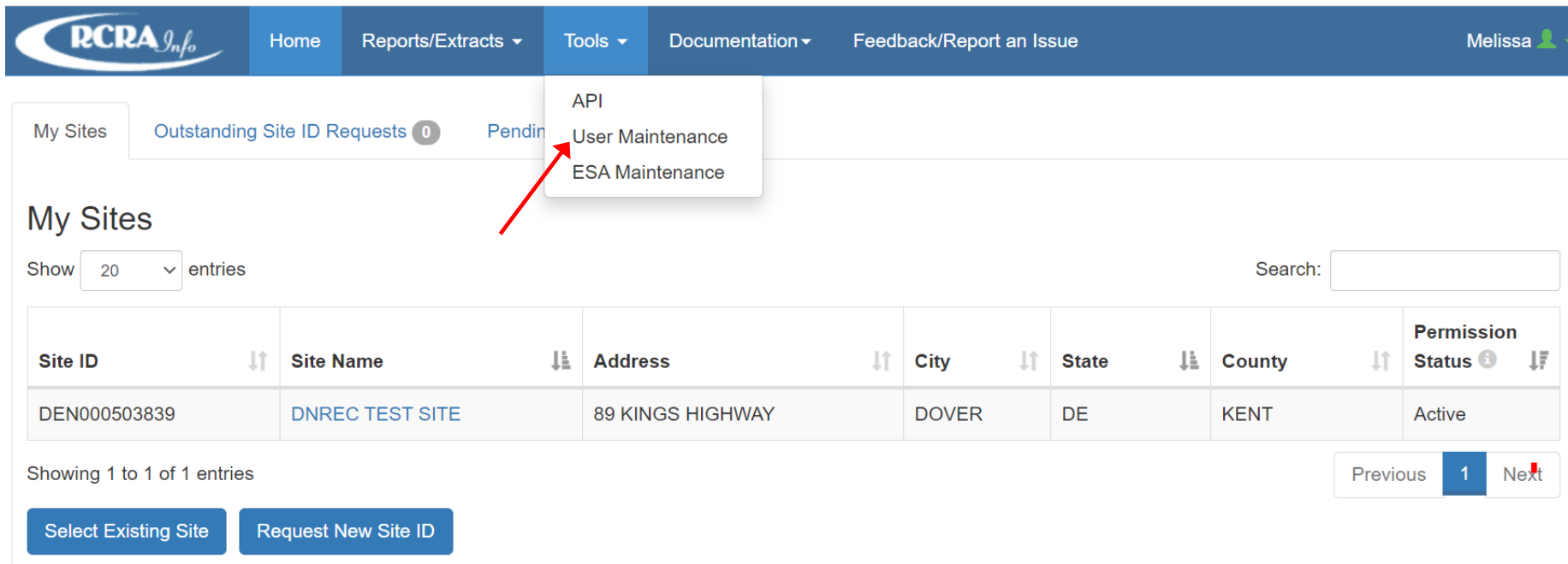
Site ID	Site Name	Address	City	State	County	Permission Status
DEN000503839	DNREC TEST SITE	89 KINGS HIGHWAY	DOVER	DE	KENT	Active

Showing 1 to 1 of 1 entries Previous 1 Next

Select Existing Site Request New Site ID

Site Managers

- User maintenance – if you need to adjust a user’s permission



The screenshot shows the RCRA Info website interface. The top navigation bar includes the RCRA Info logo, Home, Reports/Extracts, Tools, Documentation, and Feedback/Report an Issue. The user's name, Melissa, is displayed in the top right corner. The 'Tools' dropdown menu is open, showing options for API, User Maintenance, and ESA Maintenance. A red arrow points to the 'User Maintenance' option. Below the navigation bar, the 'My Sites' section is visible, showing a search bar and a table of site information. The table has columns for Site ID, Site Name, Address, City, State, County, and Permission Status. The first entry is for Site ID DEN000503839, Site Name DNREC TEST SITE, Address 89 KINGS HIGHWAY, City DOVER, State DE, County KENT, and Permission Status Active. The table also shows pagination controls and buttons for 'Select Existing Site' and 'Request New Site ID'.

Site ID	Site Name	Address	City	State	County	Permission Status
DEN000503839	DNREC TEST SITE	89 KINGS HIGHWAY	DOVER	DE	KENT	Active

Note: Do not deactivate the user’s account – only remove the permission associated with the site

Site Managers

- User maintenance

The screenshot shows the RCRA Info website interface. At the top is a navigation bar with the RCRA Info logo and links for Home, Reports/Extracts, Tools, Documentation, and Feedback/Report an Issue. The user name 'Melissa' is displayed on the right. Below the navigation bar is a breadcrumb trail: Home / Pending Requests. A secondary navigation bar contains three tabs: Pending Requests, My Users (highlighted with a red arrow), and User Search. The main content area is titled 'Pending Requests' and includes a 'Show 20 entries' dropdown. Below this is a table with columns: Request Type, User Id, Name, Organization, and Requested Date. The table body is empty, displaying the message 'There are no pending requests to display.' At the bottom left, it says 'Showing 0 to 0 of 0 entries', and at the bottom right, there are 'Previous' and 'Next' buttons.

Site Managers

- User maintenance – select an individual user to modify permission

RCRA Info Home Reports/Extracts Tools Documentation Feedback/Report an Issue Melissa

Home / My Users

Pending Requests My Users User Search

My Users

Show 20 entries Search:

User ID	First Name	Last Name	Phone	Email
MELISSA.FERREE	Melissa	Ferree	302-739-9403	melissa.ferree@state.de.us
MELISSA.FERREE1313	Melissa	Ferree	302-739-9403	melissa.ferree@state.de.us

Showing 1 to 2 of 2 entries Previous 1 Next

Site Managers

- User maintenance – once you click on a user, select the site for which you want to modify permission

The screenshot displays the RCRA Info website interface. At the top, there is a navigation bar with the RCRA Info logo and links for Home, Reports/Extracts, Tools, Documentation, and Feedback/Report an Issue. The user's name, Melissa, is shown in the top right corner. Below the navigation bar, a breadcrumb trail indicates the current location: Home / User Profile - Melissa Ferree <MELISSA.FERREE> / Permissions.

The main content area is titled "User - Melissa Ferree <MELISSA.FERREE>". It features four tabs: User Profile, Site Permissions (which is active), e-Signature Agreement, and Request History. Under the Site Permissions tab, there is a section for "Activity Location" with a dropdown menu set to "DELAWARE". Below this, there is a "Show 20 entries" dropdown and a search box.

The main part of the interface is a table listing site permissions. The table has columns for Site ID, Site Name, Site Management, Annual Report, Biennial Report, e-Manifest, and myRCRAid. A checkbox labeled "All" is present at the start of the table. The table contains one entry for site ID DEN000503839, named "DNREC TEST SITE". The Site Management column for this entry is "None", the Annual Report is "Preparer", the Biennial Report is "None", the e-Manifest is "None", and the myRCRAid is "Certifier".

Below the table, it says "Showing 1 to 1 of 1 entries". There are "Previous", "1", and "Next" navigation buttons. At the bottom left, a red arrow points to a blue button labeled "Modify Permissions for Selected Sites".

<input type="checkbox"/> All	Site ID	Site Name	Site Management	Annual Report	Biennial Report	e-Manifest	myRCRAid
<input checked="" type="checkbox"/>	DEN000503839	DNREC TEST SITE	None	Preparer	None	None	Certifier

Site Managers

- User maintenance – Modify permission level

Select Permissions ✕

Module	Permission Level	Description of Permission
Site Management	None	None
Annual Report	Preparer	Edit Data
Biennial Report	None	None
e-Manifest	None	None
myRCRAid	Certifier	Edit, Sign, and Submit Data

Save Permissions Cancel

RCRAInfo Industry Application

- Contact:

Melissa Ferree

Melissa.Ferree@delaware.gov

(302) 739-9403