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:

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Contents

CREATING AN ACCOUNT (OR LOGGING IN TO AN EXISTING ACCOUNT)

1. To log in to RCRAInfo, visit https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login.

2. If you already have an account, enter your username and password for access to the system. If you do not have an account, click "Register."

3. Select "Industry User."

4. Complete the information on the following screenshots (User Information, User ID and Password, and Organization/Contact Information).

Login / Registration

Create a New Account

Built on CDX

* = required

User Information ⌃

Create a User ID and Password ⌄

User ID * ⓘ

| |

This field is required

Password * ⓘ

| |

This field is required

Verify Password *

| |

☐ Show password

These questions will be used to reset your password:

Question 1 *

Select a question... ⌄

Answer 1 * ⓘ

| |

Question 2 *

Select a question... ⌄

Answer 2 *

| |

Question 3 *

Select a question... ⌄

Answer 3 *

| |

☐ Show answers

☐ Agree to the Terms and Conditions

Next

---

* = required

User Information ⌃

Create a User ID and Password ⌃

Organization/Contact Information ⌄

Organization Name *

| |

Mailing Address (line 1) *

| |

Mailing Address (line 2)

| |

City *	State *	Zip/Postal Code *	Country *
	Select a State		Select a Country

Job Title *

| |

Phone Number *

| |

Extension

| |

Email *

| |

Re-enter Email *

| |

Send Verification Code via Email

Register

5. Once you fill in your email address in the Organization/Contact Information section, click "Send Verification Code via Email." When you receive the verification code via email, enter it in the appropriate field.

Optional e-learning courses are available through EPA's LearningZen, which can be found at: https://rcrainfoindustry.learningzen.com/. You can create a free account by clicking on "Request access to this portal," completing the registration information, and using the Authorization Code of "rcrainfo." The registration process is also described here: https://rcrainfo.epa.gov/rcrainfo-help/application/industryHelp/index.htm#t=UserManagement%2FUG-UserMgmtCreateNewUser.htm.

LINKING SITES TO YOUR ACCOUNT

1. Once registered, you can link the sites for which you are responsible to your account. To add a site that already has been assigned an EPA ID number, click "Add Existing Site." Fill in the appropriate search criteria (e.g., EPA ID number, name, street address, etc.).

2. Once the search results are shown, select the site for which you would like access and click "Request Access."

3. Select the permission level you desire for the site selected. The site manager option gives you the highest level of permission. You can view, create, and certify documents. The site manager permission also allows you to approve other users affiliated with your site. All sites should have at least one (1) site manager assigned. If you are not authorized to sign or certify documents, you should select the "View" 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
Biennial Report	None ▾	None
e-Manifest	None ▾	None
myRCRAid	None ▾	None

[Send Request] [Back to Search Results] [Close]

4. If you request "certifier" or "site manager" permissions, once your request is approved, the next time you log in, you will be directed to complete the Electronic Signature Agreement (ESA). Please note when completing this agreement, EPA utilizes data in LexisNexis to verify your _personal identity_. Therefore, you must supply your personal information, not your employer's information. If LexisNexis cannot verify your identify, you will be instructed to submit a paper ESA prior to being able to sign/certify any documents electronically.

REQUESTING A NEW EPA ID NUMBER

1. In order to request an EPA ID number for a new site, please select "Request Site ID" and then select the state in which you need a new EPA ID number.

2. Select the appropriate Reason for Submittal and complete the Site ID Form. Once the information is filled in, click the "Review" button.

3. Once you have reviewed the information, the system will fill in your certification information. Click "submit" if all the information is correct. If information needs to be corrected, select "Make Changes."

4. When you click submit, the following screen will appear requiring your to complete the below certification.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept   Decline

5. Once you accept the certification, the system will allow you to electronically sign the document. In order to electronically sign the document, you will have to enter your RCRAInfo password and complete a Verification Question (based on those you set up when you created your account). Once you complete both, click on "Sign File."

eSignature Widget

1. Authentication
Log into CDX
User:
MELISSA.FERREE

Password:

Show Password ☐

Login

eSignature Widget

1. Authentication
Log into CDX
User:
MELISSA.FERREE

Password:
••••••••

Show Password ☐

Welcome Melissa Ferree

2. Verification
Question:
What is the name of the hospital where you were born?

Answer:

Show Answer ☐

Answer

eSignature Widget

1. Authentication
Log into CDX
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••••••••

Show Password ☐

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••••••••••••••••••••

Show Answer ☐

Correct Answer

3. Sign File

Sign

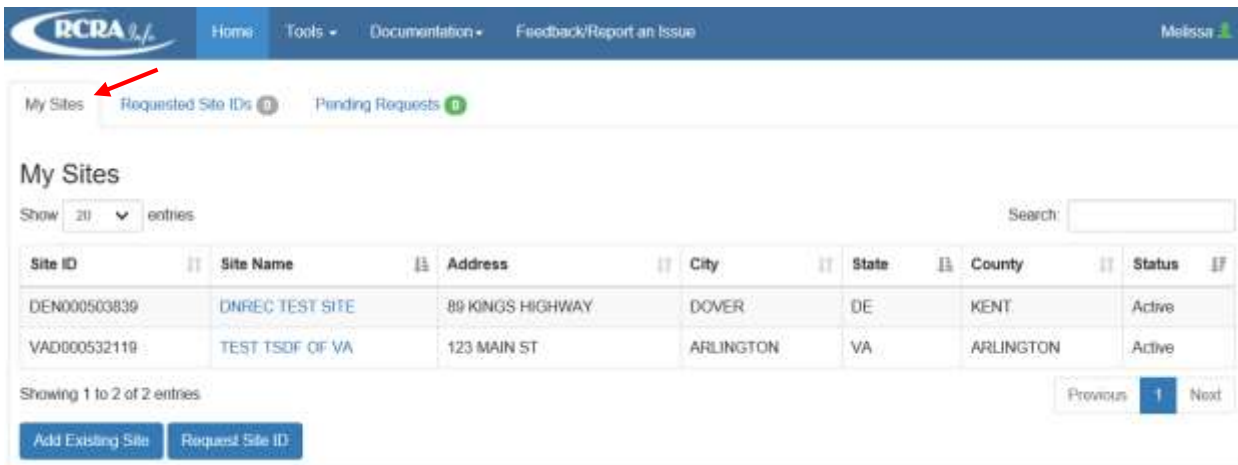6. The site will remain in your Requested Site IDs until it is approved by the appropriate state agency.

7. Once approved, the site will be listed under "My Sites" and you will be able to create documents within the biennial report, e-Manifest, or myRCRAid (notification) modules.
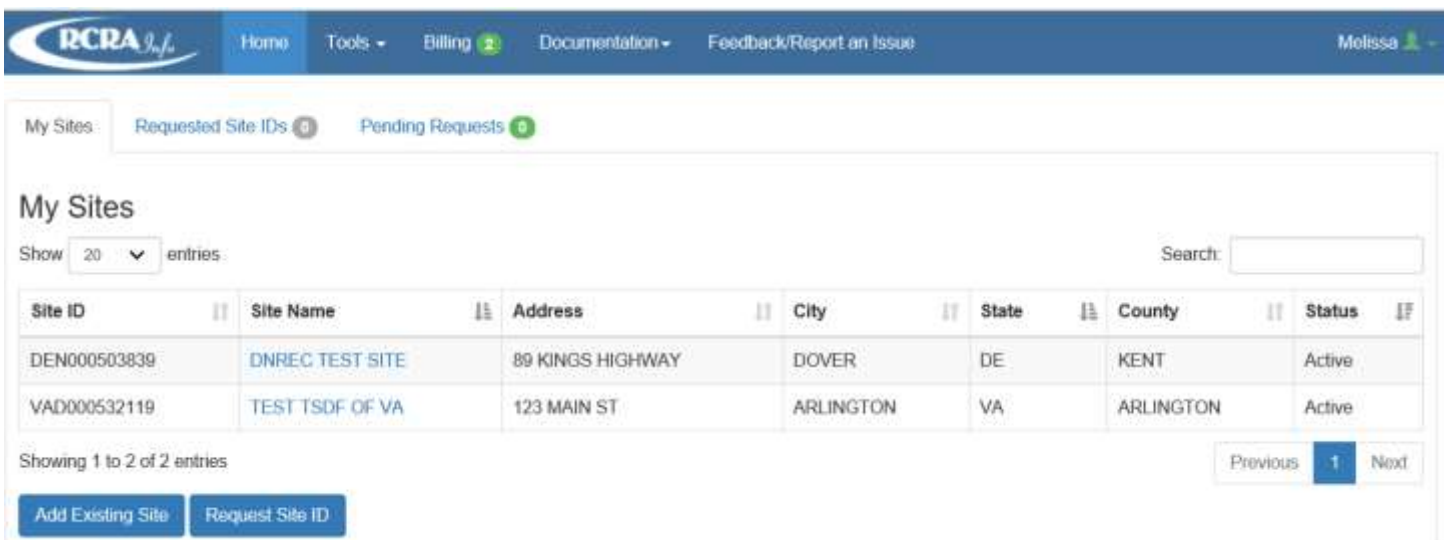

SUBMITTING A NEW NOTIFICATION FORM

1. Log in to RCRAInfo using the steps described above. Once logged in, the Home screen will show "My Sites." Select the site for which you desire to submit a notification form.

2. The screen will then take you to an overview of the site. There will be tabs for each module for which you have permission (myRCRAid, Biennial Report, e-Manifest).

3. Select the "myRCRAid" tab, which will provide a list of all previous submissions. In order to create a new notification form, select "Create New Submission."

4. Select the appropriate Reason for Submittal and complete the Site ID Form. Once the information is filled in, click the "Review" button.

My Sites / DEN000503839 / myRCRAid Dashboard / New Submission

Add Source Record

1. Reason for Submittal

Choose the reason for this submission ✱

◉ Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity) [Source N]

○ Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]

2. Site ID

EPA ID   **Activity Location**

DEN000503839   DE

3. Site Name

Name ✱

DNREC TEST SITE

4. Site Location

Street Number	**Street 1** ✱	**Street 2**
89	KINGS HIGHWAY	

Zip ✱	**City, Town or Village** ✱	**State** ✱
n/industry/secured/home	DOVER	DELAWARE

My Sites / DEN000503839 / myRCRAid Dashboard / New Submission

15. Notification of LQG Site Closure for a Central Accumulation Area (CAA) (optional) and Entire Facility

LQG Site Closure of a Central Accumulation Area or Facility

| No |

16. Notification of Hazardous Secondary Material (HSM) Activity

Are you reporting HSM activities?

| No |

17. Electronic Manifest Broker

Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?

| No |

18. Comments

Public Comments

[ ]

[Review] [Finish Later] [Back to Site Dashboard]

5. Once you have reviewed the information, the system will fill in your certification information. Click "submit" if all the information is correct. If information needs to be corrected, select "Make Changes."

19. Certification

First Name	M.I.	Last Name	Title	Date Signed
Melissa		Ferree	Engineer III	03/25/2019

[Submit] [Make Changes] [Back to Site Dashboard]

6. When you click submit, the following screen will appear requiring your to complete the below certification.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept   Decline

7. Once you accept the certification, the system will allow you to electronically sign the document. In order to electronically sign the document, you will have to enter your RCRAInfo password and complete a Verification Question (based on those you set up when you created your account). Once you complete both, click on "Sign File."

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Show Password ☐

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Welcome Melissa Ferree

2. Verification
Question:
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Answer:

Show Answer ☐

Answer

eSignature Widget

1. Authentication
Log into CDX
User:
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Password:
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Welcome Melissa Ferree

2. Verification
Question:
What is the name of the hospital where you were born?

Answer:
••••••••••••••••••••
Show Answer ☐

Correct Answer

3. Sign File
Sign

8. Once you've signed the document, it will appear as pending until approved by the state agency to which it was submitted.