



## 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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Engineer III  
DNREC– Compliance and Permitting Section  
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## 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."

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Resource and Conservation Act (RCRA) of 1984. The system enables users to view waste tracking of many types of information regarding the regulated entities of RCRA, including waste facilities, RCRAInfo (includes facility status, regulated activities, and compliance history) in addition to capturing related 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

Username

Password

Sign In

Register

Forgot password?

Warning Notice and Privacy Policy

Warning Notice

In processing and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the main U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct reviews, law enforcement, and counterintelligence activities; and
8. you may not process or store classified national security information on this computer system.

3. Select "Industry User."

Select Registration Type

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

OR

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

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

RCRA Info Registration

Login Registration

Create a New Account

Built on CDX

\* = required

User Information

Title \*  
Select

First Name \*  
[Text Field]

Middle Initial  
[Text Field]

Last Name \*  
[Text Field]

Suffix  
Select

Next

## 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 \*

Answer 1 \*

Question 2 \*

Answer 2 \*

Question 3 \*

Answer 3 \*

 Show answers Agree to the [Terms and Conditions](#)

\* = 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 \*

Job Title \*

Phone Number \*

Extension

Email \*

Re-enter Email \*

- 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.

The screenshot shows the RCRA Registration form with the following fields and values:

- Organization Name:** DNREC
- Mailing Address (line 1):** 89 Kings Highway
- Mailing Address (line 2):** (empty)
- City:** Dover
- State:** Delaware
- Zip/Postal Code:** 19901
- Country:** UNITED STATES
- Job Title:** Engineer III
- Phone Number:** 302-739-9403
- Extension:** (empty)
- Email:** melissa.fornoe@state.de.us
- Re-enter Email:** melissa.fornoe@state.de.us
- Verification Code:** 02177160 (with a green checkmark)

Two red arrows highlight the "Send Verification Code via Email" button and the green checkmark next to the verification code 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

- 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.).

RCRA Home Tools Documentation Feedback/Report an Issue Melissa

My Sites Requested Site IDs Pending Requests

### My Sites

Show 20 entries Search:

Site ID	Site Name	Address	City	State	County	Status
VAD000532119	TEST TSDIF OF VA	123 MAIN ST	ARLINGTON	VA	ARLINGTON	Active

Showing 1 of 1 entries

Previous 1 Next

[Add Existing Site](#) [Request Site ID](#)

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

### Search Results

Show 20 entries

Select All	Site ID	Site Name	Address	City	State	County
<input type="checkbox"/>	DE000050807	DNREC-ENVIRONMENTAL SERVICES	89 KINGS HWY PO BOX 1401 DIV WATER RESOURCES	DOVER	DE	KENT
<input checked="" type="checkbox"/>	DEN000503839	DNREC TEST SITE	89 KINGS HIGHWAY	DOVER	DE	KENT
<input type="checkbox"/>	DER000000877	DNREC-AIR QUALITY MANAGEMENT	715 GRANTHAM LANE	NEW CASTLE	DE	NEW CASTLE
<input type="checkbox"/>	DER000002725	DELAWARE DNREC DIV F & W MOSQUITO CONTROL	1161 AIRPORT RD	MILFORD	DE	KENT
<input type="checkbox"/>	DER000501973	DNREC OMMELANDEN RANGE	1205 RIVER ROAD	NEW CASTLE	DE	NEW CASTLE

Showing 1 to 5 of 5 entries

Previous 1 Next

[Request Access](#) [Back to Search Criteria](#) [Close](#)

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.

The screenshot shows the RCRA website interface. At the top, there is a navigation bar with links for Home, 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, Requested Site IDs (with a notification icon), and Pending Requests (with a notification icon). The main content area is titled "My Sites" and includes a search bar and a table of site information. The table has columns for Site ID, Site Name, Address, City, State, County, and Status. One site is listed: VAD000632119, TEST TSDF OF VA, 123 MAIN ST, ARLINGTON, VA, ARLINGTON, Active. Below the table, there are two buttons: "Add Existing Site" and "Request Site ID". A red arrow points to the "Request Site ID" button.

## Request Site ID

Select the State for which the site is located.

State \*

Select State

Continue

Close

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

**RCRA e-Manifest System** | Home | Tools + | Documentation + | Feedback/Report an Issue | Melissa

My Sites > Create New Site ID

### Create New Site ID

**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
NOT YET ASSIGNED	DE

**3. Site Name**

Name \*

**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 My Sites

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.”

**19. Certification**

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

**Submit** | **Make Changes** | Back to My Sites

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.

- 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

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

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.

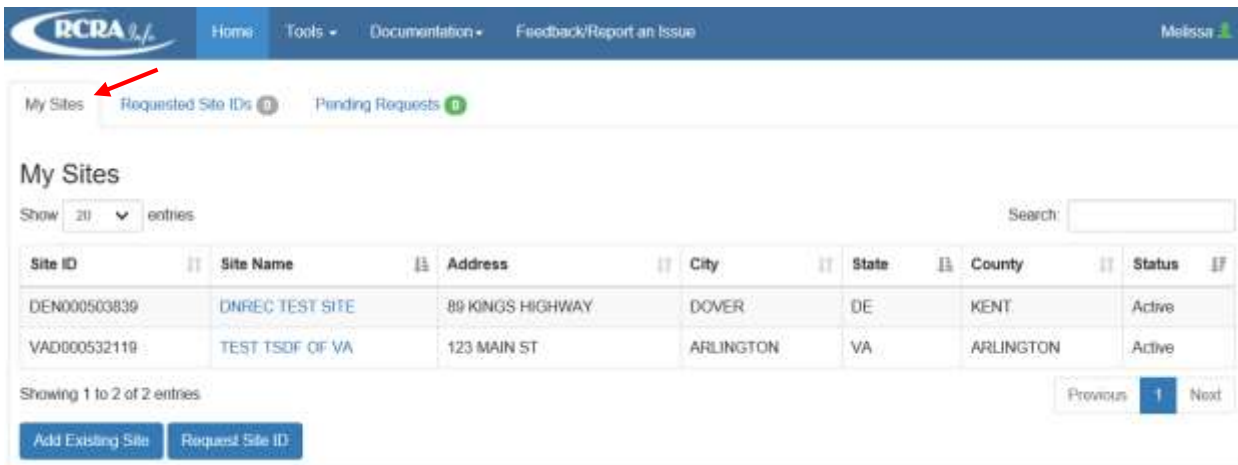


The screenshot shows the RCRA Info website interface. The top navigation bar includes 'Home', 'Tools', 'Documentation', and 'Feedback/Report an Issue'. The user 'Melissa' is logged in. The main navigation tabs are 'My Sites', 'Requested Site IDs' (highlighted with a red arrow and a '1' badge), and 'Pending Requests' (with a '0' badge). The 'Requested Site IDs' section displays a table with one entry:

Site Name	State	Site Location	Last Updated	Status	Action
DNREC TEST SITE	DE	89 KINGS HIGHWAY, Dover, DE 19901	03/25/2019	Pending Approval	

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

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.



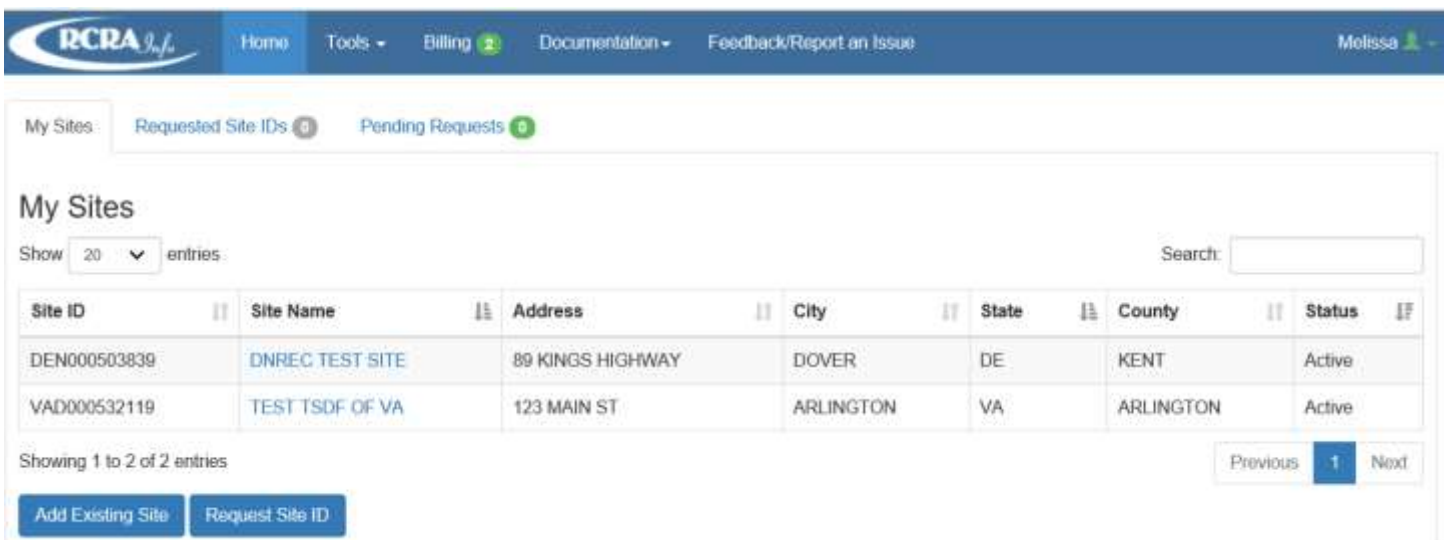
The screenshot shows the RCRA Info website interface. The top navigation bar is the same as in the previous screenshot. The main navigation tabs are 'My Sites' (highlighted with a red arrow), 'Requested Site IDs' (with a '0' badge), and 'Pending Requests' (with a '0' badge'). The 'My Sites' section displays a table with two entries:

Site ID	Site Name	Address	City	State	County	Status
DEN000503839	DNREC TEST SITE	89 KINGS HIGHWAY	DOVER	DE	KENT	Active
VAD000532119	TEST TSDf OF VA	123 MAIN ST	ARLINGTON	VA	ARLINGTON	Active

Below the table, it says 'Showing 1 to 2 of 2 entries' and includes 'Previous' and 'Next' navigation buttons. At the bottom, there are two buttons: 'Add Existing Site' and 'Request Site ID'.

## 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.



This screenshot is identical to the one above, showing the 'My Sites' page with two active sites listed in the table.

- 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).

The screenshot shows the RCRAid website interface. At the top is a navigation bar with the RCRA logo and links for Home, Tools, Billing, Documentation, and Feedback/Report an Issue. The user name 'Melissa' is visible in the top right. Below the navigation bar is a breadcrumb trail: 'My Sites / Site Details'. The main header area displays 'DNREC TEST SITE', '89 KINGS HIGHWAY - DOVER', and the site ID 'DEN000503839'. Under the 'Site Details' tab, there are three sections: 'General Overview' with fields for Federal Generator Status (Very Small Quantity Generator), State Generator Status (Same as Federal), Is Site Active (Yes), and Date Last Updated (03/25/2019); 'Site Mailing Address' (89 KINGS HIGHWAY, DOVER, DE 19901); and 'Site Contact' (MELISSA FERREE, 89 KINGS HIGHWAY, DOVER, DE 19901). A 'Back to My Sites' button is at the bottom left. On the right, a map shows the location of Dover, Delaware, with a red pin. The map includes labels for nearby areas like Millington, Kenton, Marydel, Camden, Bowers, and the Bombay Hook National Wildlife Refuge.

- 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.”

Site Details myRCRAid

In Progress

Show 20 entries

Submission Type	Last Updated Date	Last Updated By	Status
There are no forms to display.			

Showing 0 to 0 of 0 entries

Previous Next

Create New Submission

Completed

Show 20 entries

Submission Type	Submitted Date	Submitted By	Approved Date	Approved By	Action
Notification	03/25/2019	Melissa Ferree	03/25/2019	Melissa Ferree	 

Showing 1 to 1 of 1 entries

Previous 1 Next

Back to My Sites

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

## 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 \***

### 4. Site Location

**Street Number**

**Street 1 \***

**Street 2**

**Zip \***

**City, Town or Village \***

**State \***

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.



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."

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

**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

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.

**RCRA** [Home](#) [Tools](#) [Billing](#) [Documentation](#) [Feedback/Report an Issue](#) Melissa

[My Sites](#) / DEN000503839 / myRCRAid Dashboard

**DNREC TEST SITE**      **89 KINGS HIGHWAY - DOVER**      **DEN000503839**

[Site Details](#)   [myRCRAid](#)

**In Progress**



Show  entries

Submission Type	Last Updated Date	Last Updated By	Status
Notification	03/25/2019	Melissa Ferree	Pending

Showing 1 to 1 of 1 entries      [Previous](#) **1** [Next](#)

**Completed**

Show  entries

Submission Type	Submitted Date	Submitted By	Approved Date	Approved By	Action
Notification	03/25/2019	Melissa Ferree	03/25/2019	Melissa Ferree	 

Showing 1 to 1 of 1 entries      [Previous](#) **1** [Next](#)

[Back to My Sites](#)