myRCRAid

Using the Industry Application to Notify Electronically

Presented by:

Sean Carney, Principal Environmental Scientist
RIDEM/Office of Compliance & Inspection
(401) 222-1360 ex. 7411
Sean.carney@dem.ri.gov

Overview

- Industry Application—myRCRAid

- Electronic Signature Agreement (ESA)

- Update Existing EPA ID Numbers

- Request New EPA ID Numbers

What is the RCRAInfo Industry Application?

- Generators of RCRA Subtitle C hazardous waste can electronically submit information

- Includes:
  - myRCRAid: EPA Site Identification Form Submissions
  - Biennial Reports
  - e-Manifest: Uniform Hazardous Waste Manifest submissions June 2018

What is myRCRAid?

- Module within RCRAInfo Industry Application

- Electronic submissions of RCRA Subtitle C Site ID Form (EPA 8700-12)

- RIDEM can review and either approve, deny, or hold the application
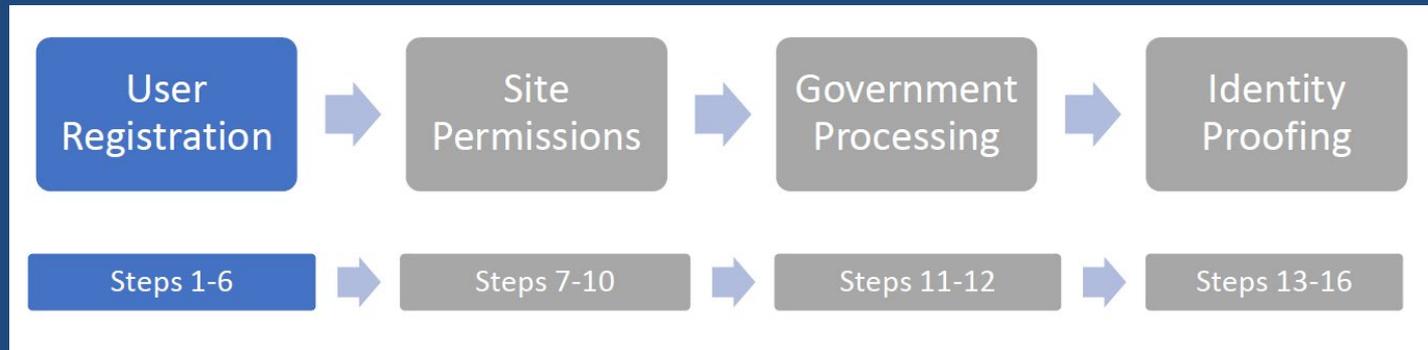
Why?

- Currently used in several states

- Quicker turn around

- Easy recordkeeping and site tracking

- Ability to review, update and manage your facility's data to maintain consistency

- Data from previous BR cycle is imported to new report saving time

MyRCRAid User Permissions

- Preparer
  - Can enter data onto Site Id Form, but can not submit
- Certifier
  - Can sign and submit notifications
  - Most users select this permission
- Site Manager
  - Select if you are a Responsible Official (RO) at the site with a high level of authority
  - Can register and approve other users at their facility who need to view, prepare, and certify
  - Company should develop internal SOPs to ensure integrity of data entered into the system

Lets Get Started

Register Here: https://rcrainfo.epa.gov/rcrainfoprod/

Step 1 – Request an Account

Step 2- Select User Type

Select Registration Type   ✕

Government User

Select this option if you represent a State environmental
agency or the US Environmental Protection Agency

OR

Industry User

Select this option if you are employed by or conduct business
on behalf of a regulated hazardous waste facility

Continue to Government User Registration

Continue to Industry User Registration

- RCRAInfo supports both regulators and the regulated community

- To set up an account Select "Continue to Industry User Registration."

Step 3- User Information

- All fields with a red asterisk are required
- Enter title, first, and last name

Step 4- User ID and Password

Step 4 (continued)

- Create username, password, and three security questions

- Username validation to avoid duplication
  - If user already has a CDX account login directly to RCRAInfo using existing CDX username and password

- Security questions for account maintenance are distinct from the Electronic Signature Agreement (ESA) questions used for certifying

- Carefully review Terms and Conditions

Step 5- Organization and Contact Info

- Organization = Company you work for
- Enter information and click "Send Verification Code" button

Step 6- Validate Email

- Users will receive an email with verification code
- A user cannot be given access to RCRAInfo until their email address has been verified
- Upon validation, taken to RCRA Industry Application

Next: Site Permissions

User Registration		Site Permissions		Government Processing		Identity Proofing
Steps 1-6		Steps 7-10		Steps 11-12		Steps 13-16
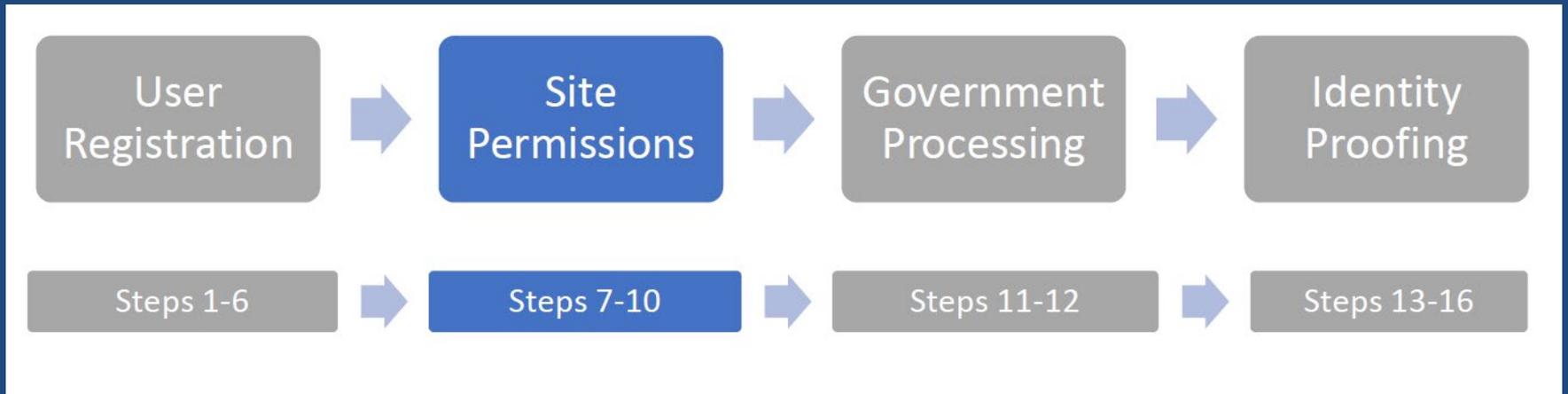
- One-time User Registration Complete
- Next: Site Permissions

Step 7-My Sites

- Two Options:
  - Add Existing Site→ Update EPA ID
  - Request Site ID→ New EPA ID

Step 7-Access an Existing Site

- Click "Add Existing Site" to access a site that already has an EPA ID

- Searching by EPA ID is the fastest way to find an existing site

- Minimum search requirements are state and either the site ID, site name, and/or zip code

Step 7-Request Site ID

- All searches are based on an "and" condition meaning **all** listed fields must be satisfied to be included in the results

- If you are unable to find the site you are looking for select "Request Site ID" to request a new EPA ID

Step 8-Successful Search

Search

Site ID

Site Name

Street Number

Street Name

Euclid

City

State *

OHIO

County

Select a County

Zip

44117

[Search] [Clear] [Close]

Search Results

Show [20] entries

Select All ☐	Site ID	Site Name	Address	City	State	County
☐	OHD004179453	FORMER TAPCO SITE	23555 EUCLID AVE	EUCLID	OH	CUYAHOGA
☐	OHD045959533	BWXT NUCLEAR OPERATIONS GROUP INC	24703 EUCLID AVE	EUCLID	OH	CUYAHOGA
☐	OHD061015491	J D BYRIDER OF EUCLID	20941 EUCLID AVE	EUCLID	OH	CUYAHOGA
☐	OHD075777375	LEWIS DRYCLEANERS	18235 EUCLID AVE	CLEVELAND	OH	CUYAHOGA

Showing 1 to 17 of 17 entries

[Previous] [1] [Next]

[Back to Search Criteria] [Close]

Step 9-Select Permissions

Step 9-Select Permissions (Cont.)

- There are five levels of permission:
  1. **None**: User has no permission for these sites, this is the default
  2. **Viewer**: User can view, but not change data
  3. **Preparer**: User can enter data, but cannot sign and submit
  4. **Certifier**: User can enter data and submit the information for their approved site(s). Completion of an Electronic Signature Agreement (ESA) required
  5. **Site Manager**: User can act as viewer, preparer or certifier AND can assign those privileges to company staff designated to perform the tasks. **Company should develop an SOP for this position which requires Responsible Official (President, VP, CEO) to authorize the Site Manager to perform this function.**

- Click "Send Request" and an email will be sent to RIDEM who will grant/deny permissions selected

Step 10-Awaiting Activation

- Once the user has submitted their request, the requested site(s) will appear in their My Sites tab with a "Pending" status

- Sites are inaccessible until permissions approved

- May log back into and request additional sites while waiting

Next: Government Processing
Steps 11-12
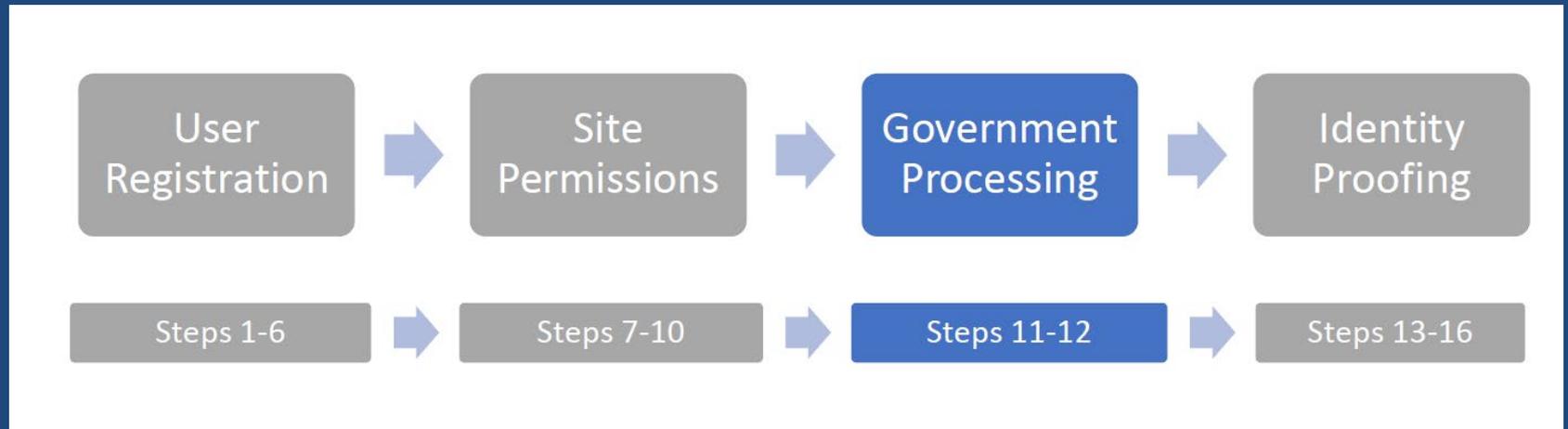
- RIDEM's database Administrator will activate or deny user requests for myRCRAid
- Email will be sent to user indicating approval/denial
- Preparers and Viewers: registration complete

Next: Identity Proofing
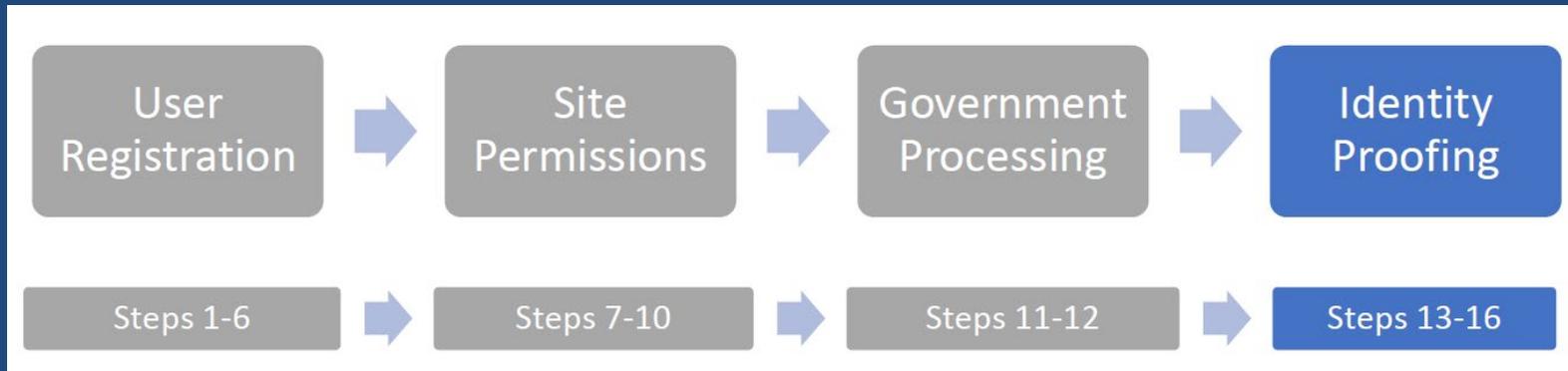
Certifiers & Site Managers: next step → identity proofing

Step-13-Identity Proofing Overview

- Only for users that have requested the "Certifier" or "Site Manager" permission for myRCRAid

- Electronic Signature Agreement (ESA)
  - Federal electronic reporting regulations require user verification
  - Verified electronically using Lexis Nexis
  - Equivalent to a handwritten signature

- Presented the first time the user logs into the industry application AFTER permission has been granted by User Administrator

Step 14-Security Questions

- User selects five security questions and answers that will be used as part of the verification process for signing and submitting information

Electronic Signature Setup   ❯

These questions will be used for signing your document electronically:

Question 1 ✳

| What is the first and middle name of your oldest sibling? ▾ |

Answer 1 ✳

| ••• |

Step 15-Identity Proofing Options

- Two Options
    - 1. Electronic Identity Proofing (recommended)

    - 2. Paper Identity Proofing

Step 15-Electronic Identity Proofing

- User attests electronic signature is equivalent to handwritten signature

- Review the Electronic Signature Agreement

- Click "Verify and Sign"

- Information evaluated and given a score, if score is met, the user's ESA will be recorded and the user will be able to submit and sign information as a Certifier

- If the minimum score is not met, user can edit and try again, or use the paper process to complete the ESA.

- Users are only allowed to submit information for electronic identity proofing three times within a given 24-hour period

Step 15-Paper Identity Proofing

- Slide the Yes/No slider box to "No"
- Print out paper ESA
- Mail form to:
  - RIDEM/Office of Compliance & Inspection
    235 Promenade St., Suite 220
    Providence, RI 02908
- Users will be able to work on updating Site, but will not be able to submit until ESA is approved

Step 16-Paper ESA Handling

- RIDEM will review the ESA

- Administrator will activate the ESA associated with the user if appropriate

- Identify issues with the user as needed

- Administrator will email the user to let them know if paper ESA has been approved/denied

Resources

- RIDEM's Notification of Regulated Waste Activity webpage

  http://www.dem.ri.gov/progra ms/benviron/waste/pdf/epaidno.pdf

- Sean Carney   Sean.Carney@dem.ri.gov

  (401) 222-1360 ex. 7411

- Mark Dennen Mark.Dennen@dem.ri.gov

  (401) 222-2797 ex. 7112

Questions?