

# myRCRAid

## Using the Industry Application to Notify Electronically

Presented by:

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# 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

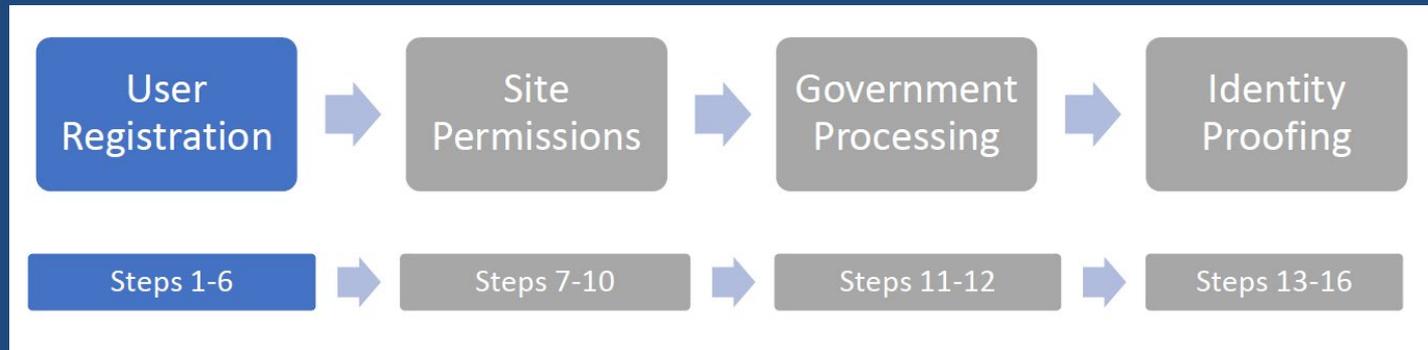
# Why?

- 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

The screenshot shows the RCRAInfo Sign In page. On the left, there is a blue box with the RCRAInfo logo and a description of the system. On the right, there is a white box with the title 'RCRAInfo Sign In', two input fields for 'User Id' and 'Password', a blue 'Sign in' button, and two links: 'Register' and 'Forgot password?'. A large orange arrow points from the text in the blue box to the 'Register' link.

**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 password?](#)

# 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

The screenshot shows the 'DCRA Info' logo and a 'Registration' tab. Below the navigation bar, there is a breadcrumb trail 'Login / Registration'. The main heading is 'Create a New Account' with a legend '\* = required'. The 'User Information' section contains five fields: 'Title \*' (dropdown menu with 'Mr' selected), 'First Name \*' (text input with 'Emanifest'), 'Middle Initial' (empty text input), 'Last Name \*' (text input with 'User|'), and 'Suffix' (dropdown menu with 'Select...' selected). A blue 'Next' button is located below the 'Title' field.

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

# Step 4- User ID and Password

 Registration

## Create a New Account \* = required

User Information ^

Create a User ID and Password v

**User ID** \* ⓘ

**Password** \* ⓘ

**Verify Password** \*

Show password

These questions will be used to reset your password:

**Question 1** \*

**Question 2** \*

**Question 3** \*

**Answer 1** \* ⓘ

**Answer 2** \*

**Answer 3** \*

Show answers

Agree to the [Terms and Conditions](#) 

## 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

The screenshot shows a web form titled "Registration" with a sub-section "Organization/Contact Information". The form contains several input fields and dropdown menus, all marked with a red asterisk to indicate they are required. The fields are filled with the following information:

- Organization Name \***: A Hazardous Waste Handler
- Mailing Address (line 1) \***: 123 Main St
- Mailing Address (line 2)**: (empty)
- City \***: Arlington
- State \***: Virginia
- Zip/Postal Code \***: 22022
- Country \***: UNITED STATES
- Job Title \***: VP of Environment Health and Safety
- Phone Number \***: 703-555-1212
- Extension**: (empty)
- Email \***: EUser@AHWH.com
- Re-enter Email \***: EUser@AHWH.com

A "Send Verification Code" button is located at the bottom right of the form.

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

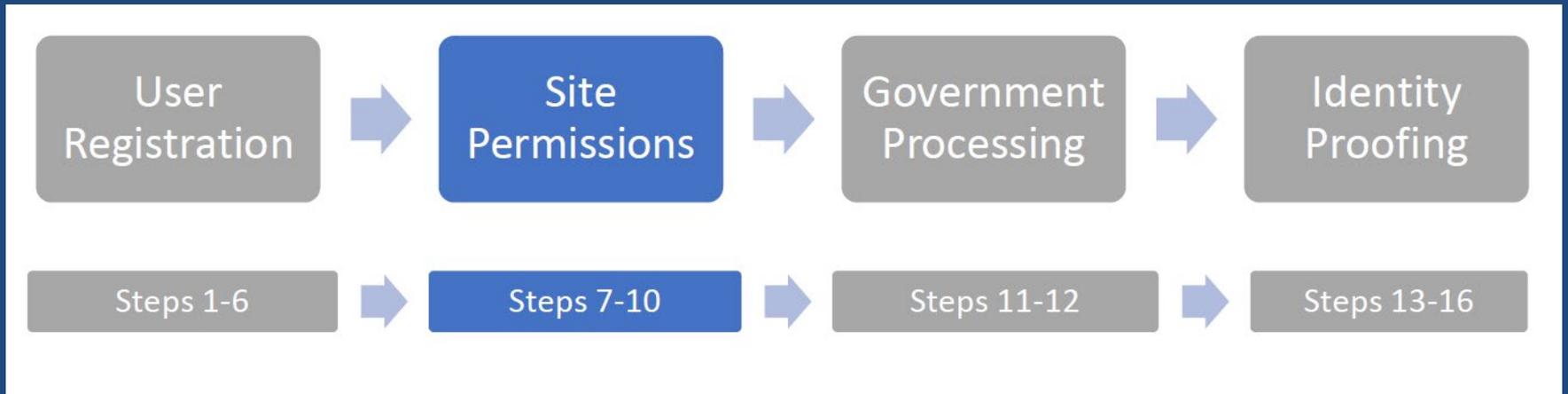
# Step 6- Validate Email

The screenshot shows a registration form with the following elements:

- Email \***: Input field containing "EUser@AHHW.com".
- Re-enter Email \***: Input field containing "EUser@AHHW.com" with a red underline indicating a mismatch.
- Send Verification Code**: A blue button.
- Verification Code \***: Input field containing "80133" with a green checkmark on the right side.
- Register**: A blue button at the bottom left.

- 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



- 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

The screenshot displays a web interface for managing sites. At the top, there are two tabs: 'My Sites' and 'Requested Site IDs' with a notification badge showing '0'. Below the tabs, the heading 'My Sites' is followed by a 'Show 20 entries' dropdown menu. A table with columns for Site ID, Site Name, Address, City, State, County, and Status is shown, but it is empty. Below the table, the text 'Showing 0 to 0 of 0 entries' is displayed. At the bottom, there are two blue buttons: 'Add Existing Site' and 'Request Site ID'. Navigation buttons for 'Previous' and 'Next' are also present.

Site ID	Site Name	Address	City	State	County	Status
There are no sites to display.						

Showing 0 to 0 of 0 entries

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

# 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

City

State \*

County

Zip

Search Results

Show  entries

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

Showing 1 to 17 of 17 entries

# Step 9-Select Permissions

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
myRCRAid	Certifier 	Edit, Sign, and Submit Data

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

# Step 9-Select Permissions (Cont.)

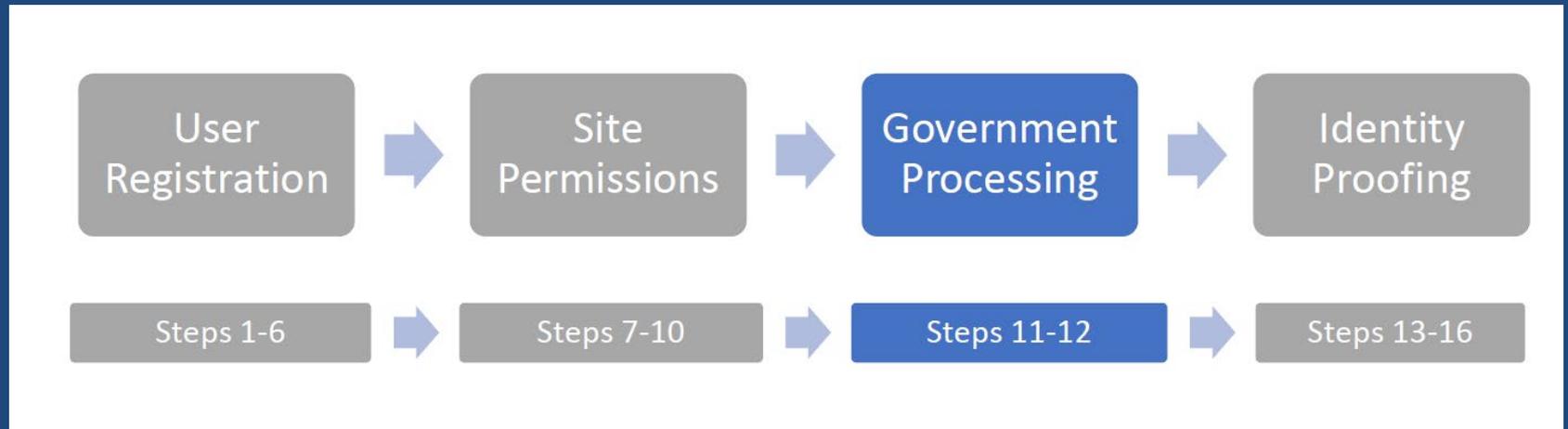
- There are five levels of permission:
  1. None: User has no permission for these sites, this is the default
  2. Viewer: User can view, but not change data
  3. Preparer: User can enter data, but cannot sign and submit
  4. Certifier: User can enter data and submit the information for their approved 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

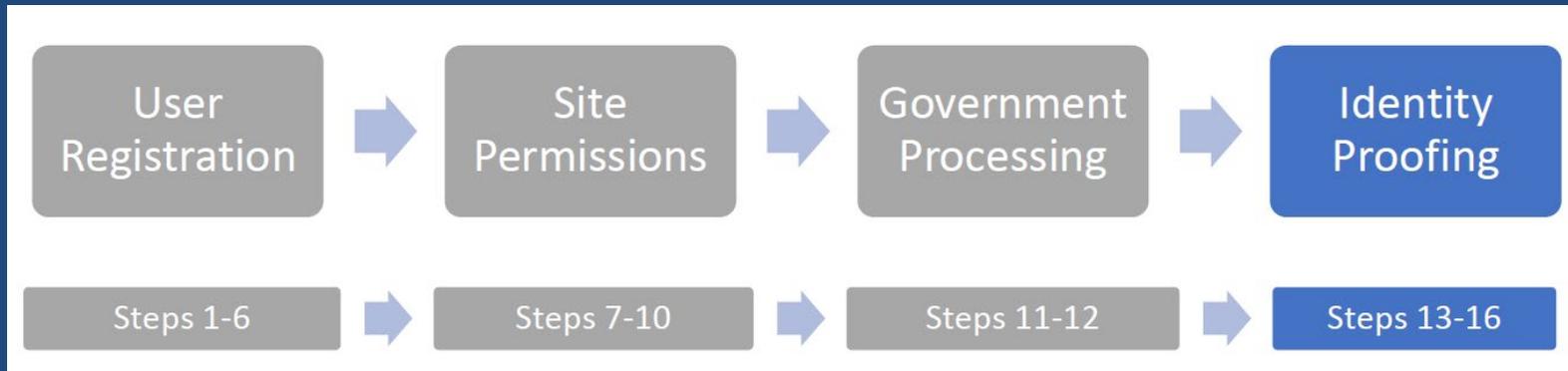
# Next: Government Processing

## 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 \*

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/programs/benviron/waste/pdf/epaidno.pdf>

- Sean Carney [Sean.Carney@dem.ri.gov](mailto:Sean.Carney@dem.ri.gov)  
(401) 222-1360 ex. 7411
- Mark Dennen [Mark.Dennen@dem.ri.gov](mailto:Mark.Dennen@dem.ri.gov)  
(401) 222-2797 ex. 7112

Questions?