Electronic Hazardous Waste Notifications and RCRAInfo Industry Application Registration

What is Covered?

- Electronic Notification Overview (slides 3 - 5)
- Overview of RCRAInfo Industry Applications (slide 8)
- RCRAInfo Industry Application Permissions (slides 34 - 36)
- Registering for RCRAInfo Industry Applications (starts at slide 6)
- Electronic Signature Agreement (slides 47 - 59)
- Requesting an EPA ID (slides 60 - 79)
- Updating Permission Levels (slide 80 - 85)
- RCRAInfo Dashboard - What you will see once you are registered (slide 86 – 105)
- LearningZen (slides 106 – 113)
- Who to contact if you have questions (slide 114)

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Electronic Filing of EPA Notifications (EPA Form 8700-12)

- The NCDEQ Hazardous Waste Section has gone paperless!
- Facility notifications or "Site Identification Form" (EPA Form 8700-12) previously submitted on paper and mailed to the Hazardous Waste Section Raleigh Central Office will now need to be submitted directly through EPA's RCRAInfo database.
- North Carolina facilities will directly enter and update facility information electronically after registering for the RCRAInfo Industry Application.

*Filing of EPA Notifications for **RCRA Part A Permit** (EPA Form 8700-23)*

- RCRA Part A Permit applications/revisions (EPA Form 8700-23) and the associated Site Identification form (EPA Form 8700-12) must still be submitted in a **hard copy** to the Hazardous Waste Section Permit Writer/Project Manager in lieu of entering this information electronically into RCRAInfo.
- A RCRAInfo Administrator with the Hazardous Waste Section will enter in the Site Identification Form (EPA Form 8700-12) and Part A application/revision (EPA Form 8700-23) in RCRA.
- For questions about submitting these forms, contact your Permit Writer/Project Manager or Bud McCarty, Facilities Management Branch Head at 919-707-8202.
- Address to mail hard copy of Part A application/revisions (EPA Form 8700-23) and associated Site Identification form (EPA Form 8700-12):

NCDEQ
DWM/HWS
Attn: Facilities Management Branch
1646 Mail Service Center
Raleigh, NC 27699-1646

Electronic Filing of EPA Notifications (EPA Forms 8700-12)

- The electronic filing process makes the entire notification/update process faster and easier for the facility
  - Once registered, you will enjoy the convenience of immediate access to the RCRAInfo database to update your facility's records including site name, site contact, generator category and more!
  - You will experience the convenience of having your subsequent notification form prepopulated so you only have to edit the data rather than completing an empty form from scratch.
  - Once your edits are complete, simply click Submit!

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RCRAInfo Industry Application Registration

RCRAInfo Industry Application Registration

- To complete the electronic notification (EPA 8700-12), a facility must first register for the EPA RCRAInfo database Industry Application

- By registering for RCRAInfo Industry Application, the facility will have direct access to electronically:
  - Update site information through "myRCRAid";
  - Utilize the e-Manifest system;
  - File the 2019 Biennial Report (due March 1, 2020 for Large Quantity Generators and TSDs)
  - File the required Small Quantity Generator Notification (due September 1, 2021)

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RCRAInfo Industry Applications

RCRAInfo has three "Industry Applications" available to allow electronic submittal of the following three RCRA forms:

EPA Form	RCRAInfo Industry App	Status
Site Identification Form (EPA Form 8700-12)	MyRCRAid	Now available and in use in North Carolina
Biennial Report (EPA Form 8700-13 A/B)	Biennial Report	Only used for testing purposes for specific facilities for 2017 biennial report. This will be used in North Carolina for the 2019 Biennial Report.
Hazardous Waste Manifest (EPA form 8700-22)	e-Manifest	Available as of June 30, 2018 and currently in use in North Carolina

RCRAInfo Industry Application Registration Tips

- Do not share a RCRAInfo account. Each individual at a site must register and have their own User Id.
- Who can register in RCRAInfo Industry Applications?
  - A person employed by the facility/site for which they are seeking access/permissions or
  - A third-party consultant/contractor whose services have been retained by the facility/site for which they are seeking access/permissions.
- If you have an existing Central Data Exchange (CDX) account (associated with other Programs), you may use these credentials to log into the RCRAInfo system. You do not need to create a new account for the RCRAInfo Industry Application. See slide 14 for more information.

RCRAInfo Industry Application Registration Tips

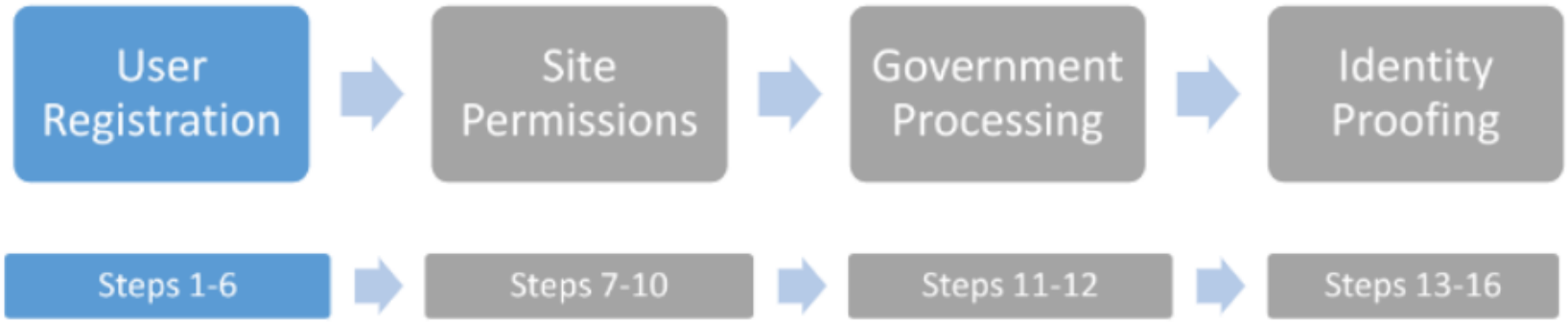
- While the RCRAInfo database has many advantages, unfortunately, the Hazardous Waste Section representative are not able to see your screen while you are registering. We are also not able to review the information until it is submitted. This makes it difficult for us to provide assistance while you are in the process of registering.
  - Please see the last slide of this presentation for contacts if you have questions.
  - Sometimes it is helpful for you to email a screenshot if you have a particular question/issue with the registration process.

RCRAInfo Industry Application Registration Tips

- If you are having trouble registering for the RCRAInfo Industry Application it is highly recommended that you view the LearningZen RCRAInfo Tutorials.
  - Information about registering for LearningZen and the RCRAInfo Tutorials can be found towards the end of this presentation.

Overview of RCRAInfo Industry Application Registration Process

Current Process:

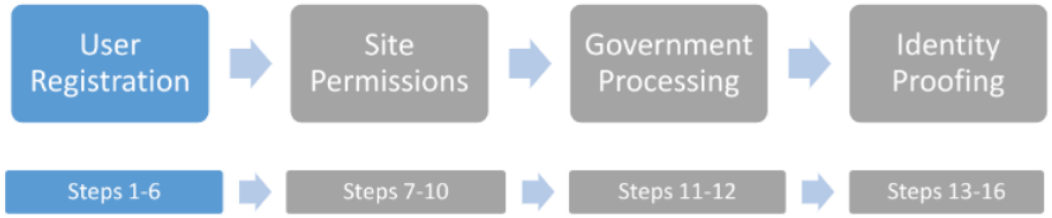


- The above "progress bar" will appear on the bottom of the following slides to indicate where you are in the registration process.
- This progress bar does not actually appear on the RCRAInfo Industry Application registration process.

How to Register for RCRAInfo Industry Application

Start at the RCRAInfo website link:

https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login



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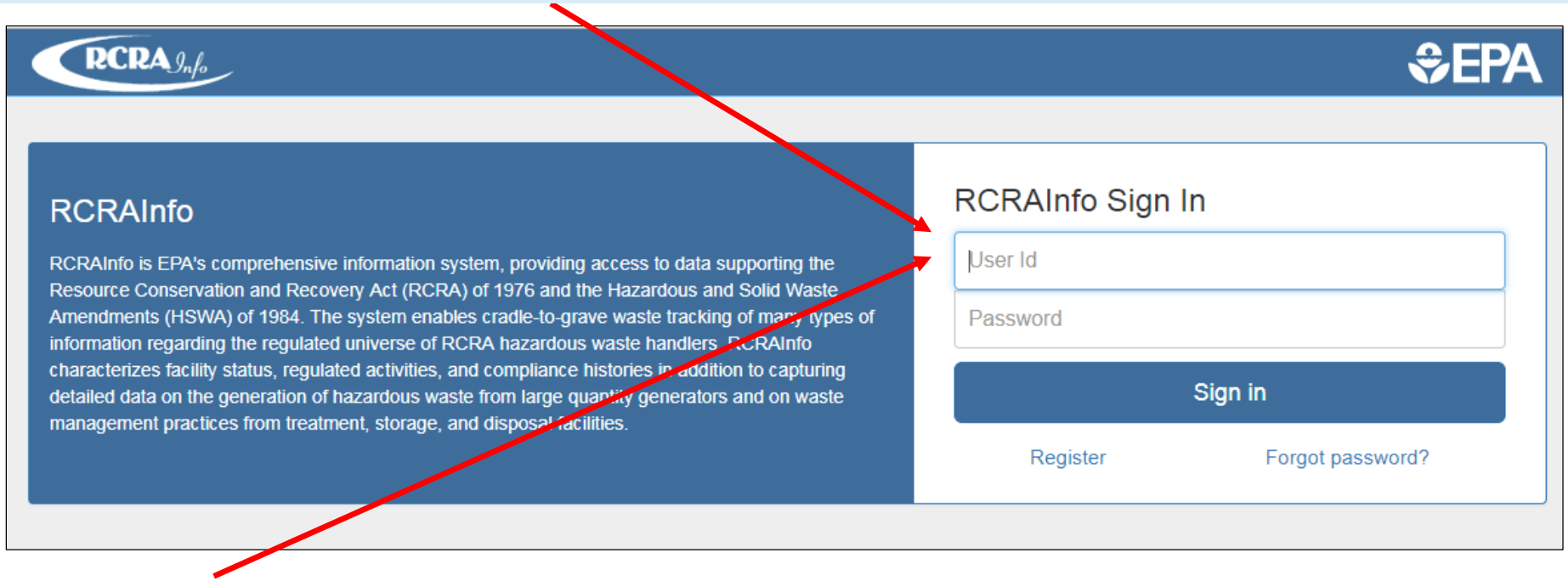
Registering for RCRAInfo Industry Application

Already registered or have a CDX account? Just sign in. If you are not registered or do not have a CDX account, go to the next slide.



If you have credentials for US EPA's Central Data Exchange (CDX) or have already created an account for the RCRAInfo Industry Application, enter those credentials instead of re-registering.

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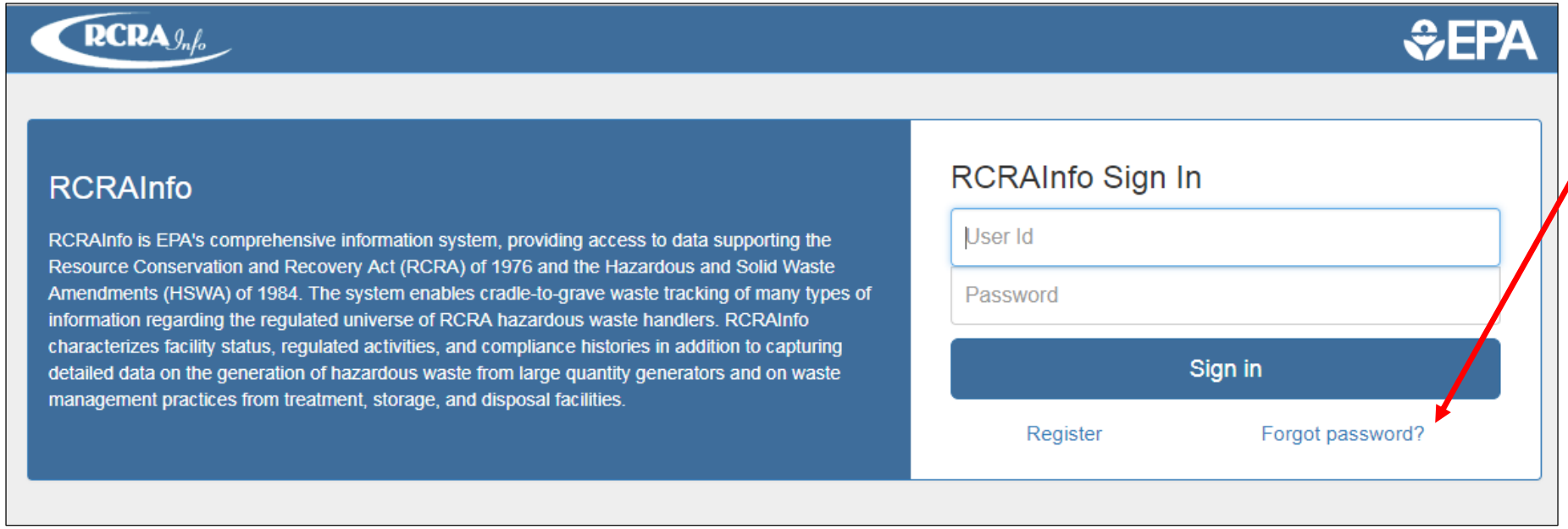
Forgot your User Id or Password?

- If you forgot your **User Id**, please contact a RCRAInfo Administrator with the Hazardous Waste Section (see slide 114) and they will provide you with your User Id.
- If you forgot your **Password**, you will need to click on the "Forgot Password" button to have your Password reset. The RCRAInfo Administrator with the Hazardous Waste Section is unable to see your Password or reset it.



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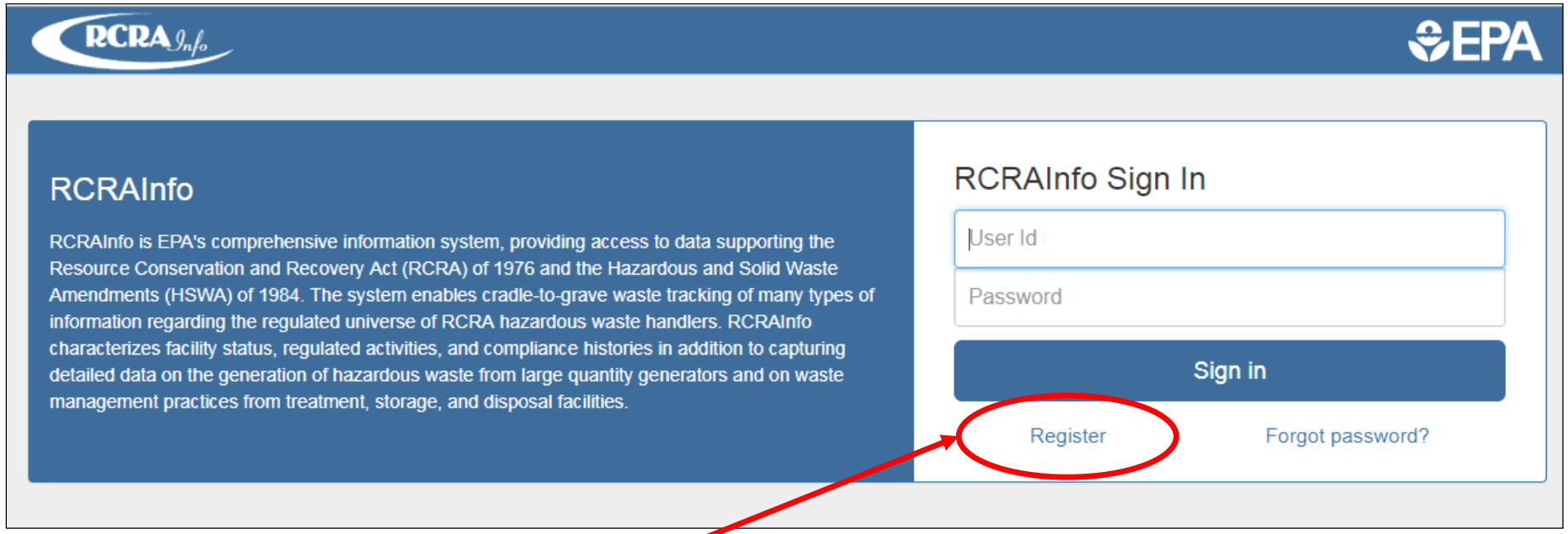
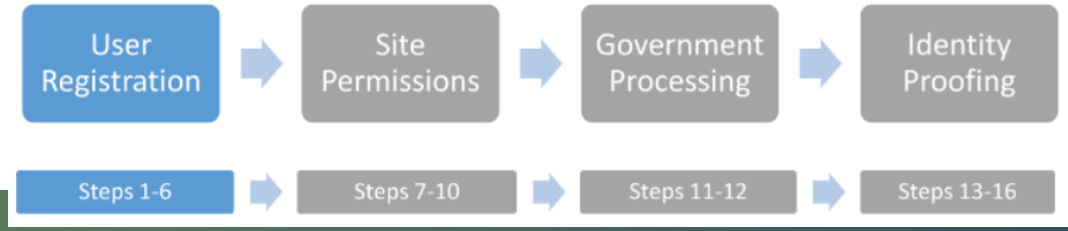
Registering for RCRAInfo Industry Application – Step 1

STEP 1: Request an Account



From the RCRAInfo Sign In screen, click the "Register" link.



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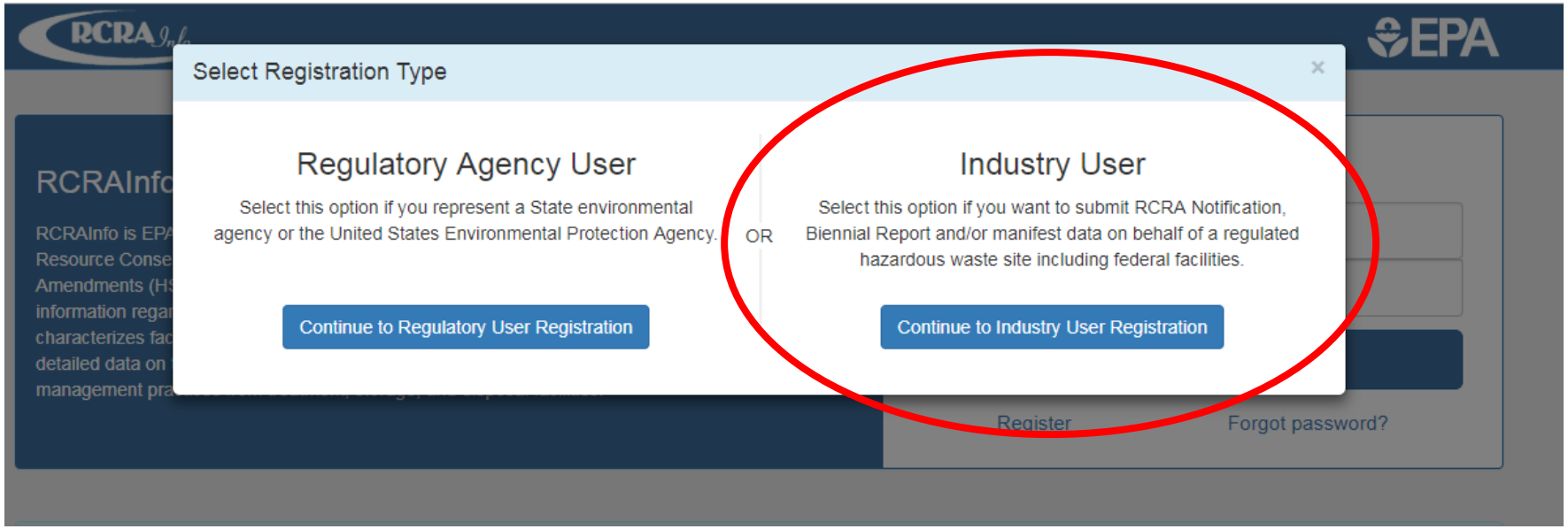
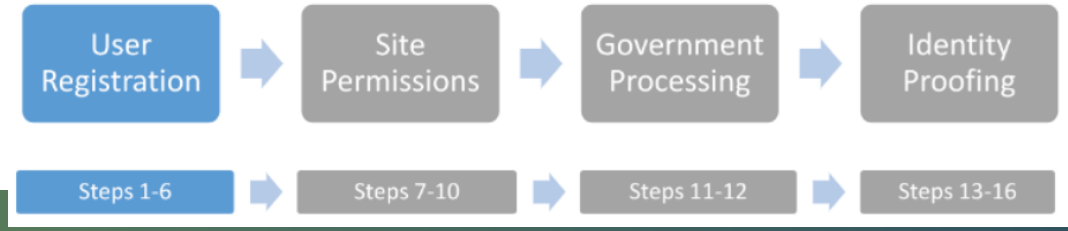
Registering for RCRAInfo Industry Application – Step 2

STEP 2: Select User Type



You will be asked to select your registration type, "Regulatory Agency User" or "Industry User." To gain access to the RCRAInfo Industry Application, you MUST click on the "Continue to Industry User Registration" button.



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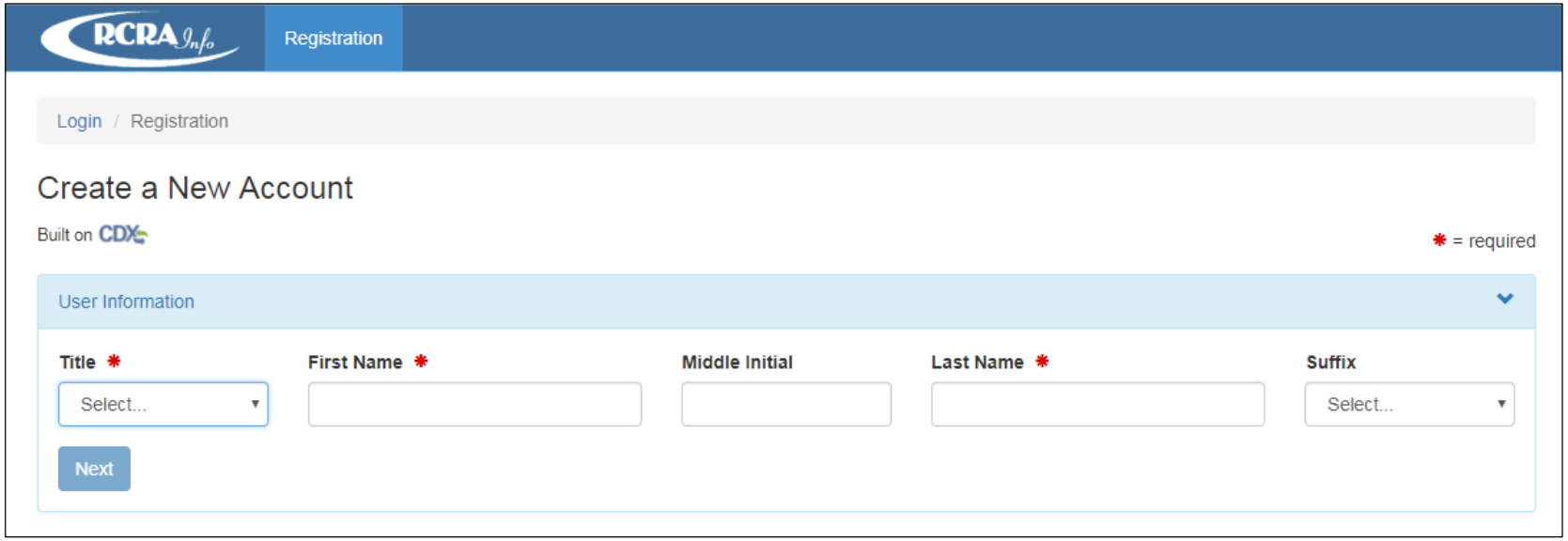
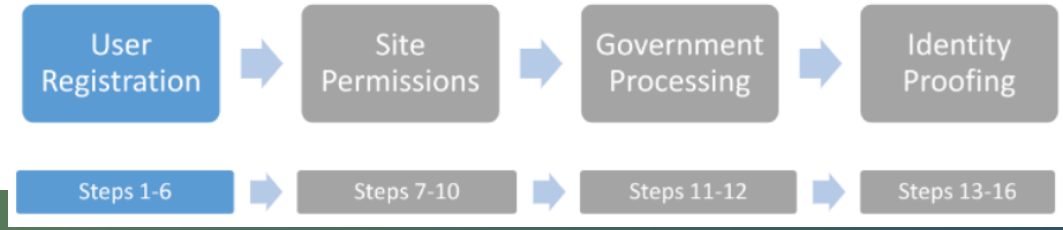
Registering for RCRAInfo Industry Application – Step 3

STEP 3: Enter User Information



- Enter your user information including your Title, Full Legal Name (first and last name).
- The fields marked with the red asterisks are required fields.
- Once you have provided the required information click the "Next" button.



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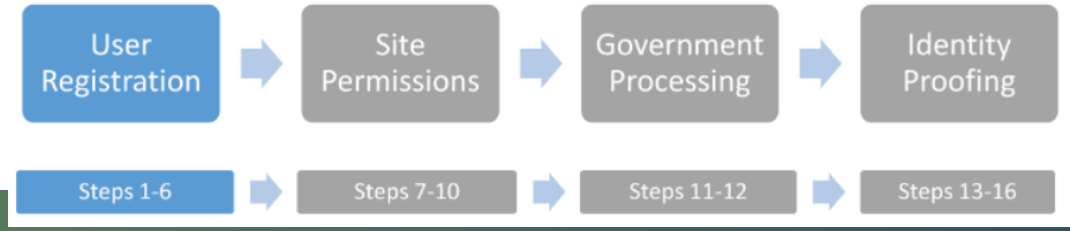
Registering for RCRAInfo Industry Application – Step 4

STEP 4: Create a User ID and Password

Next you will create a User ID and password to be associated with your account. You must verify your password by re-entering it in the Password Verification field.



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Registering for RCRAInfo Industry Application – Step 4

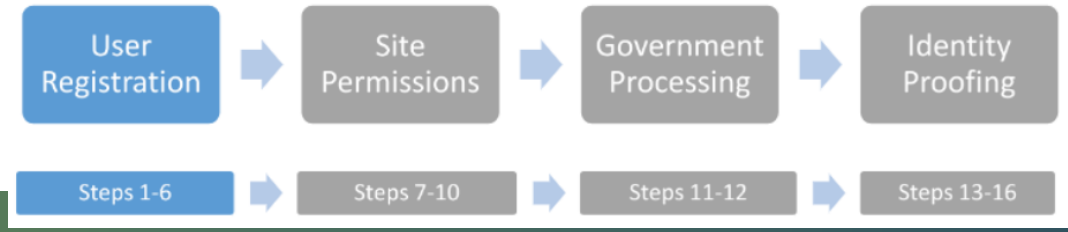
STEP 4: Create a User ID and Password

The User ID must adhere to the following rules:

- Must be between 8 and 160 characters
- Cannot contain spaces
- Cannot contain special characters except period (.), hyphen (-), underscore (_), or at (@).
- Cannot be all numbers
- Must be unique

Passwords must meet the following rules:

- Must be between 8 and 15 characters
- Must start with a letter
- Must contain at least one lower and upper case letter
- Must contain at least one number
- Cannot contain your user ID or the word "password"
- Cannot match previous 5 passwords



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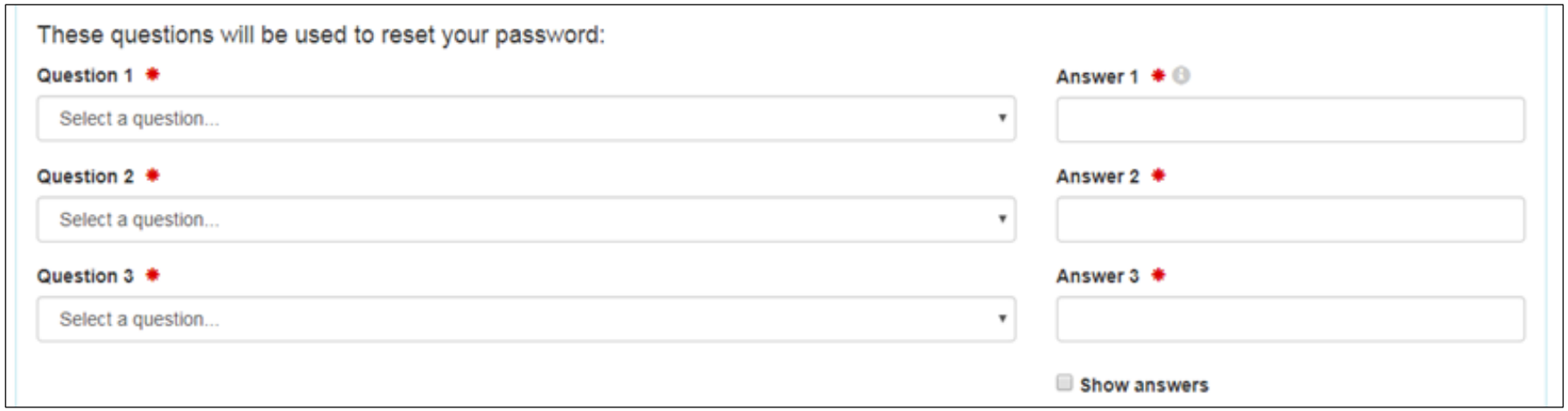
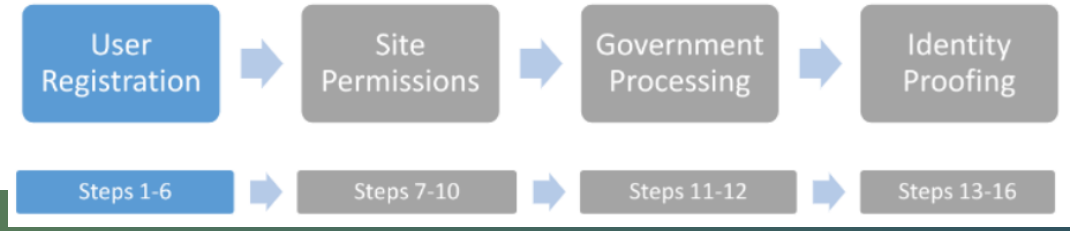
Registering for RCRAInfo Industry Application – Step 4a

STEP 4a: Create a User ID and Password – Security Questions



- Additionally, you must select three (3) questions and provide answers to these questions.
- These questions will be used in the event that you need to have your password reset.
- Note that the answers you provide are case-sensitive.



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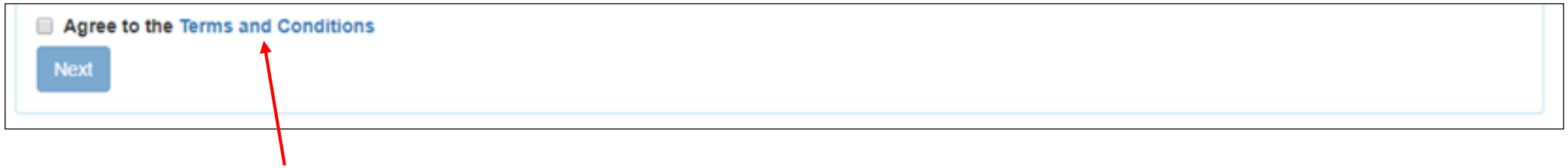
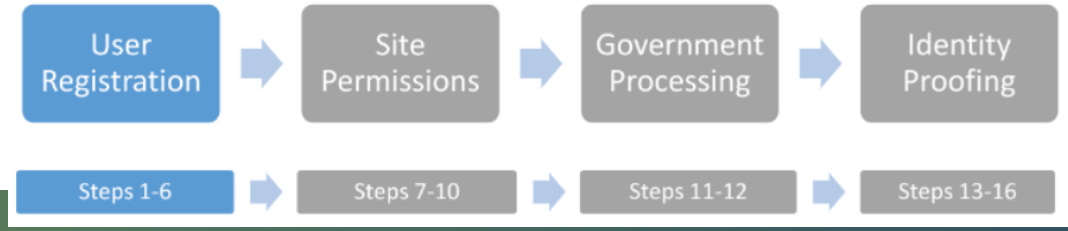
Registering for RCRAInfo Industry Application – Step 4b

STEP 4b: Create a User ID and Password – Terms and Conditions



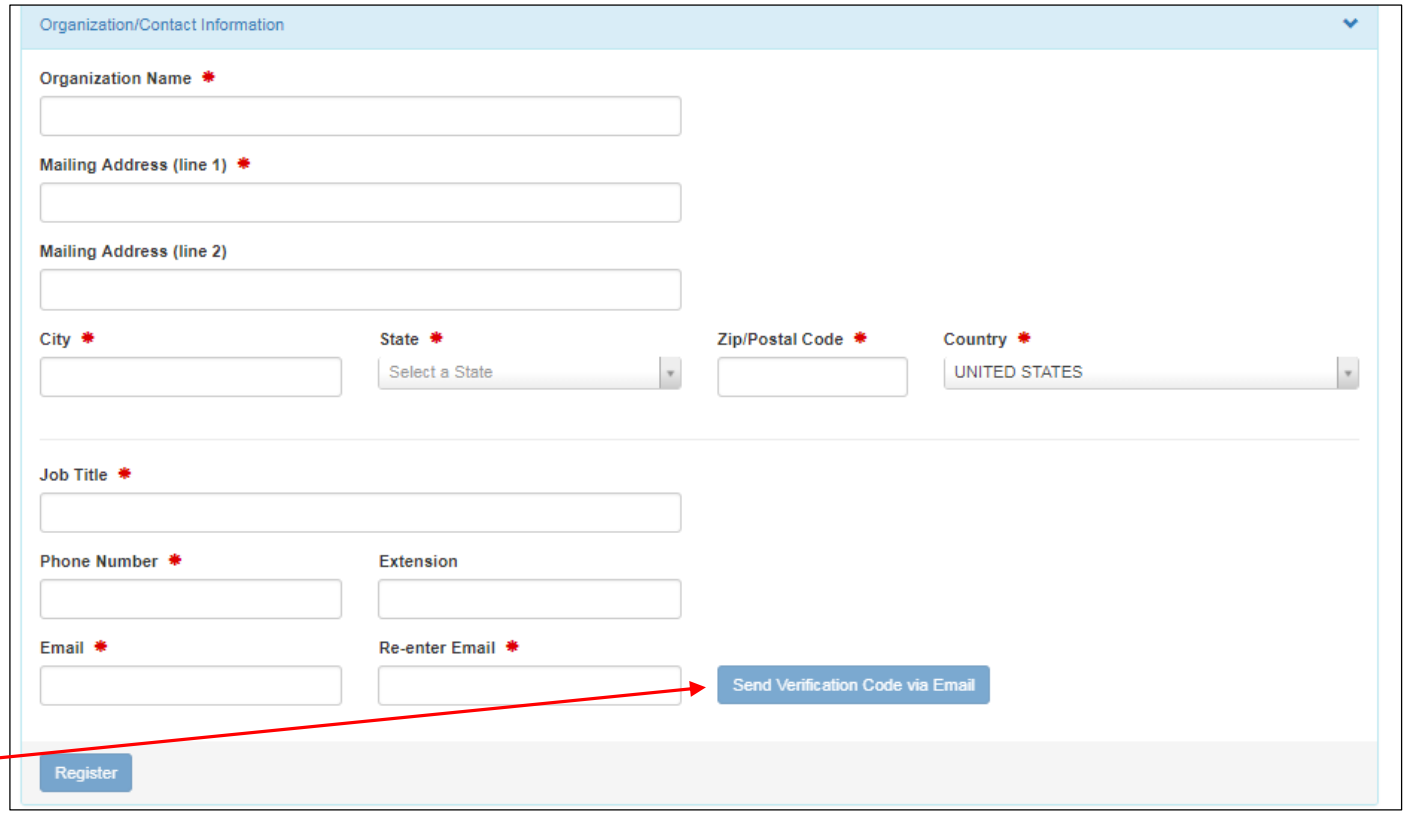
- Click the "Terms and Conditions" link to review the terms and conditions associated with this account. Carefully read the Terms and Conditions associated with creating and using this account.
- Click the checkbox next to "Agree to Terms and Conditions" to accept the terms and conditions stipulated.
- If you do not agree with the Terms and Conditions, you will not be able to create an account.
- Click the "Next" button to continue.

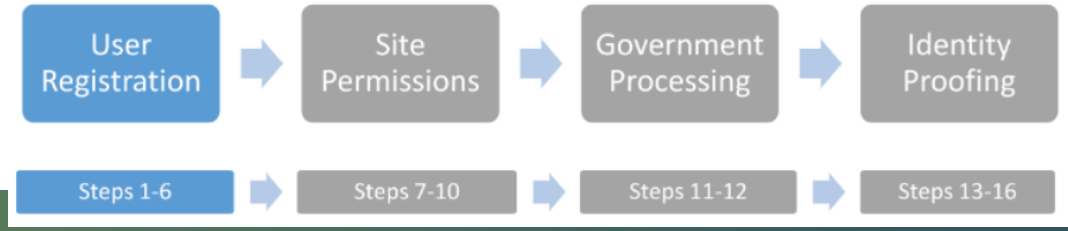


Registering for RCRAInfo Industry Application – Step 5

STEP 5: Enter Organization and Contact Information

- You will be asked to provide the organization or company for which you work for and some additional contact information including Job Title, phone number, and email address (the email address provided should be your work email).
- Once you have provided all of the required information, indicated by the red asterisks, **click the "Send Verification Code via Email" button.**





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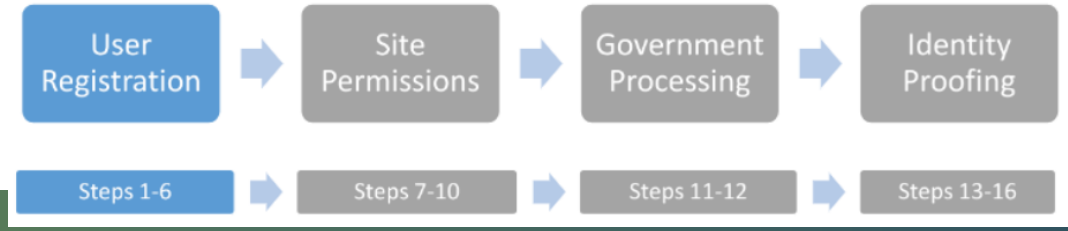
Registering for RCRAInfo Industry Application – Step 6

STEP 6: Verification Email

- An email will be sent to the email address provided in Step 5 above.
- This email will contain a verification code that you will enter to complete your account creation.
- If you provided an invalid email address or an email address that you do not have access to, you will not be able to complete your account creation.



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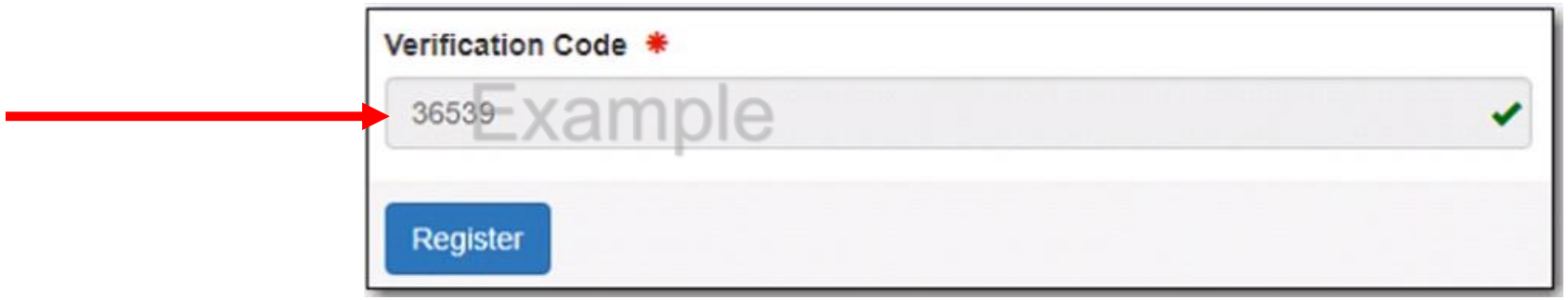
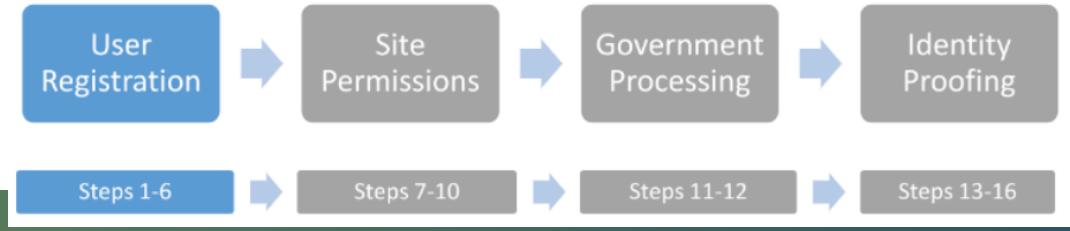
Registering for RCRAInfo Industry Application – Step 6

STEP 6: Validate Email – Verification Code

- Enter the Verification Code.
- Then click the "Register" button to complete the registration process.





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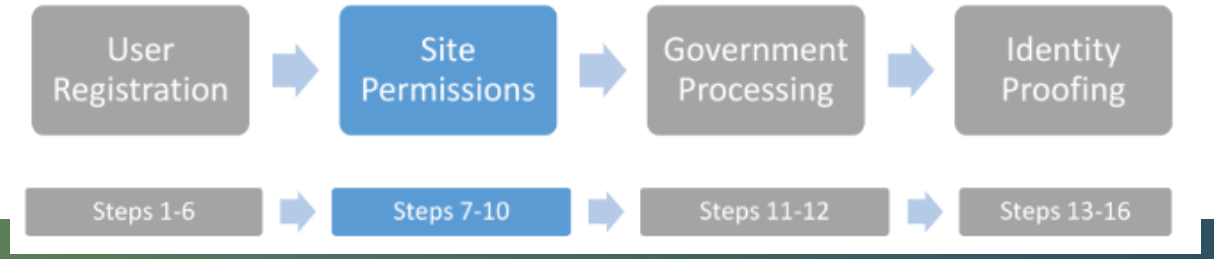
Registering for RCRAInfo Industry Application – Step 7

STEP 7: Site Search

- If the site(s) you want access to already have an EPA Identification (ID) Number, click the "Add Existing Site" button to request permissions for the site(s). See arrow A and slides 27-32 for more information.
- If the site(s) you want to access does not have an existing EPA ID Number, click the "Request Site ID" button to obtain an EPA ID number for the site. See arrow B and slides 33 and 60-79 for more information.
- If you have already been approved for a site(s), the site(s) will appear in the list on the "My Sites" tab. See arrow C.



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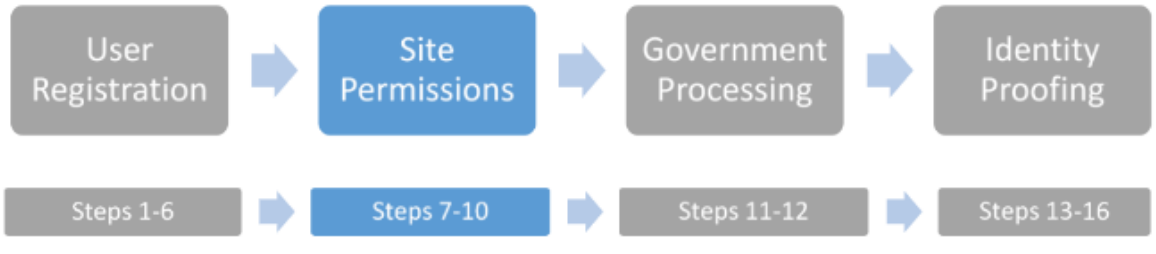
Registering for RCRAInfo Industry Application – Step 7

STEP 7: Site Search

- If the site(s) you want access to already has an EPA Identification (ID) Number, click the "Add Existing Site" button to request permissions for the site(s).



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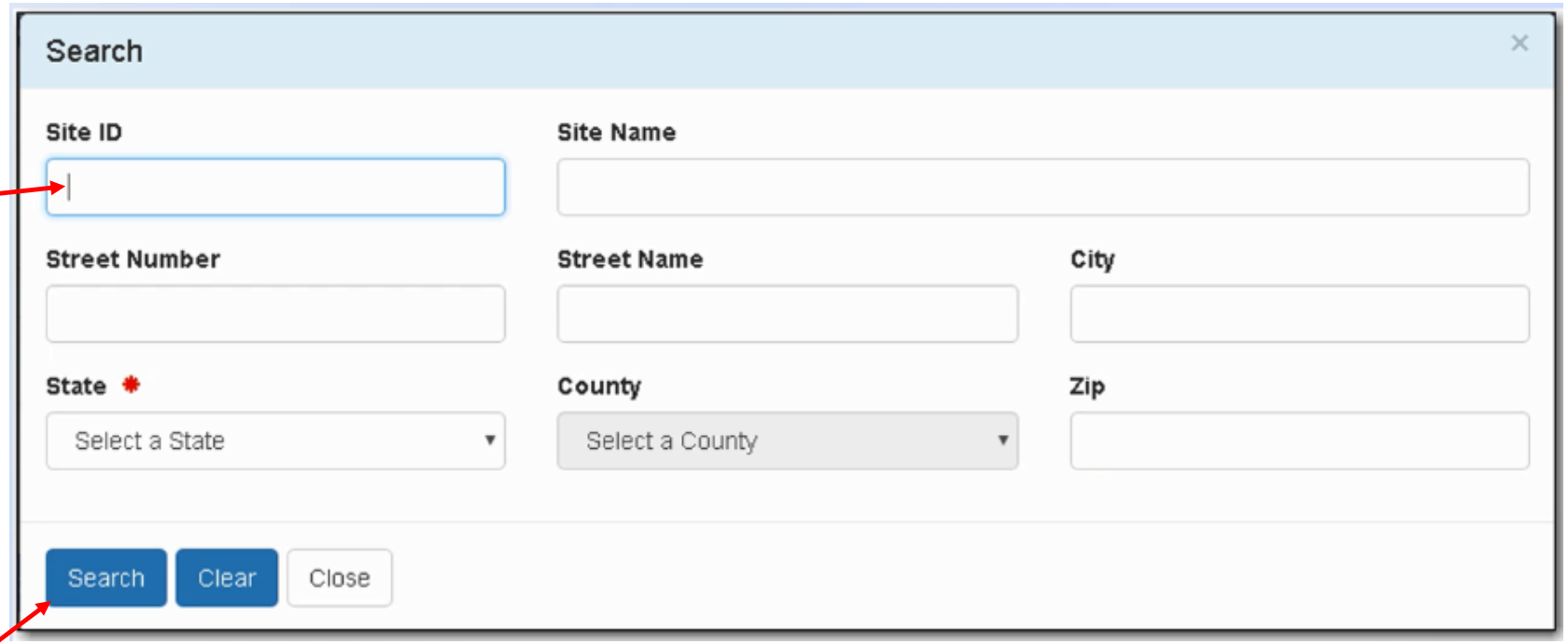
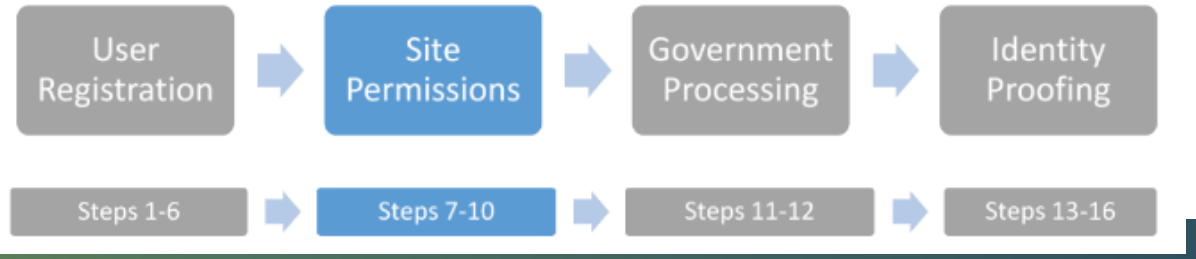
Registering for RCRAInfo Industry Application – Step 8

STEP 8a: Site Search – Site has an existing EPA ID Number

- Specifying the site's EPA ID Number is the fastest and most effective way to find a given site. If you know the site's EPA Identification Number, enter the number in the Site ID box.
  - Search criteria provided is NOT case sensitive. That is, NCD000000000 will provide the same search results as ncd000000000.
- Click the "Search" button.





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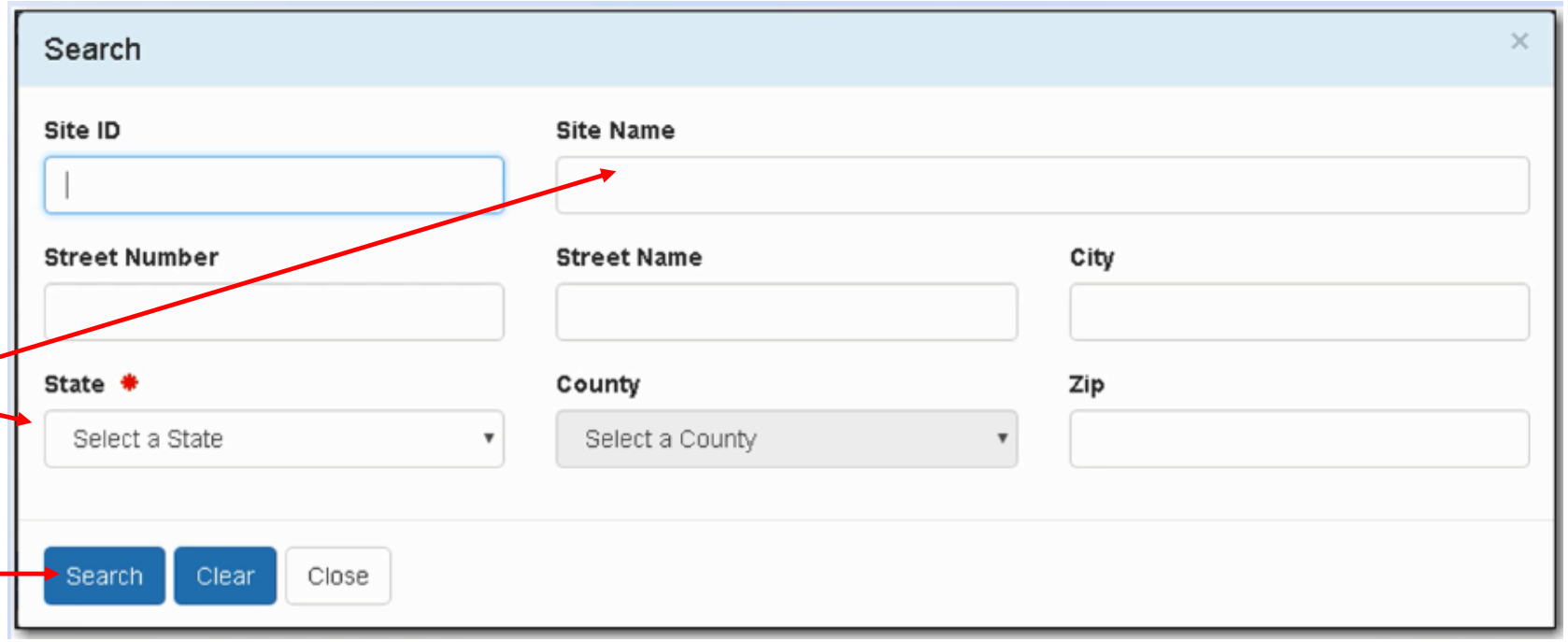
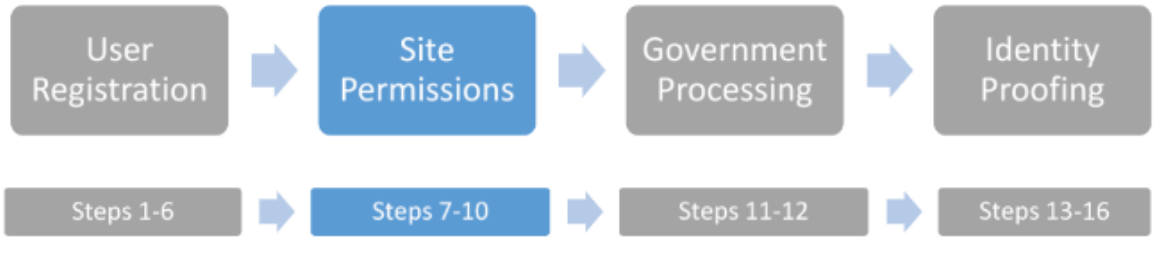
Registering for RCRAInfo Industry Application – Step 8

STEP 8a: Site Search – Site has an existing EPA ID Number, but it is unknown

- If the site handler EPA ID number is not known, the user can provide information for other search criteria (e.g. the state and either the name of facility or address).
- Click the "Search" button.





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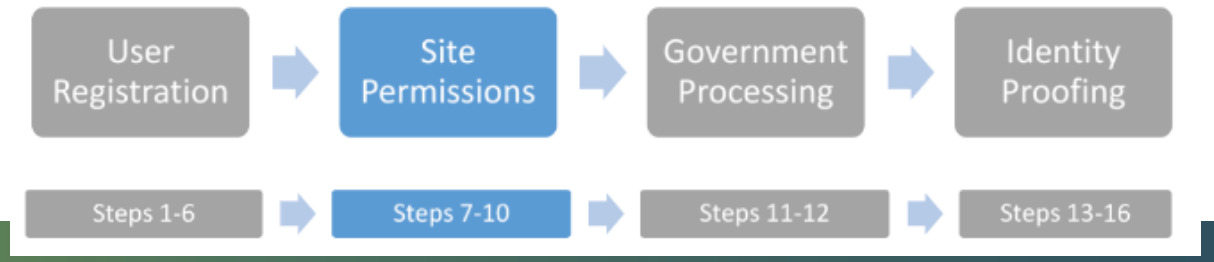
State ID Numbers vs. EPA ID Numbers

- Some sites have been assigned a North Carolina Identification (ID) number instead of an EPA ID Number. If your site has an Identification number that starts with the following:
  - "NCS" – this is a State Identification specific to a site in North Carolina. This number is issued to identify the site when the site is not required to have an EPA Identification number (e.g., the site is not a hazardous waste generator).
  - "NCP" – this is a temporary (or "Provisional") Identification number that is issued to sites that generate hazardous waste one time. The number expires after 90 days of obtaining it.
- If your site has been assigned a State Identification number starting with an "NCS" or an "NCP", you will not be able to obtain access in RCRAInfo to the site through this State ID number (since it is not an EPA ID number). You will need to request a new site ID. See slides 60 through 79.



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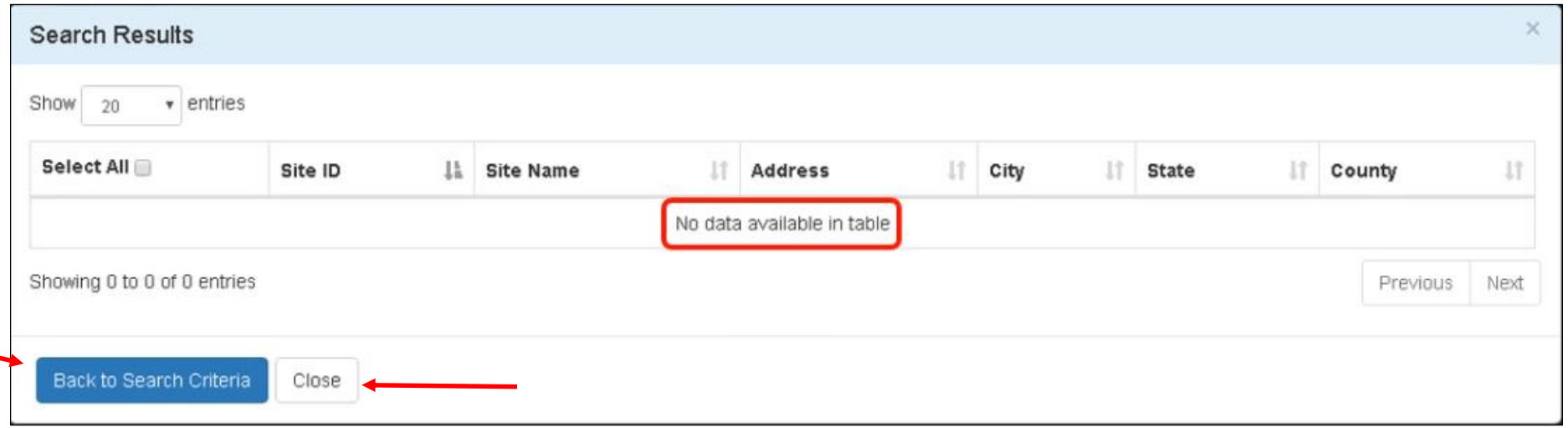
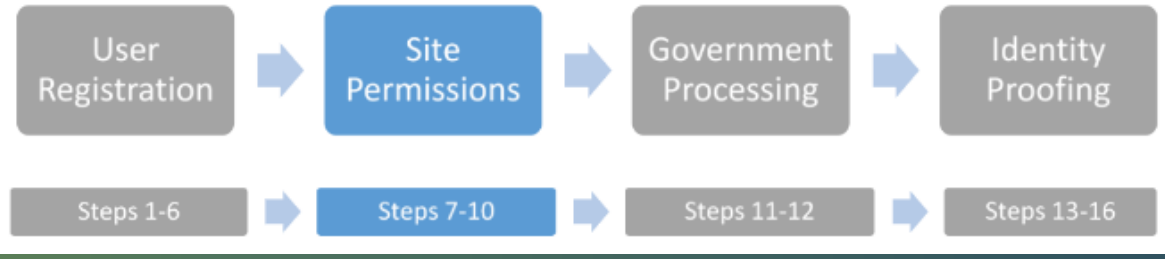
Registering for RCRAInfo Industry Application – Step 8

STEP 8b: Site Search – Unsuccessful Site Search

- If the criteria that you provide does not yield any results, the Search Results page will indicate that no sites were found ("No data available in table").
- You can either return to the Search Criteria page to conduct another search by clicking the "Back to Search Criteria" button, or click the "Close" button to return to the My Sites tab. Go to the next slide for search tips.





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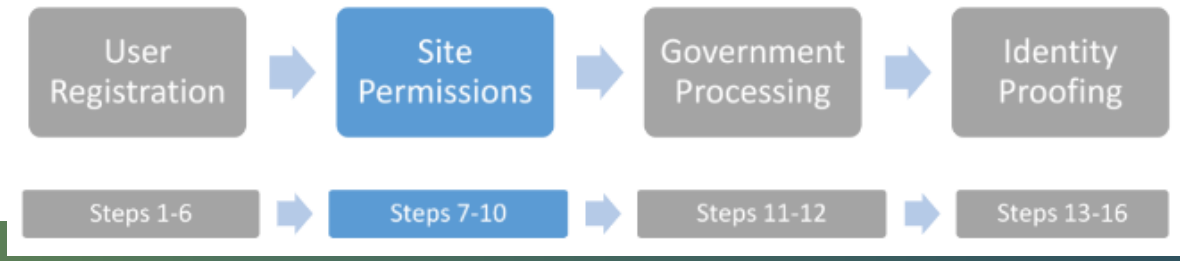
Registering for RCRAInfo Industry Application – Step 8

STEP 8b: Unsuccessful Site Search

EPA ID Numbers are assigned by location, so it is imperative that you conduct <u>several searches</u> BEFORE requesting a new site ID to ensure that an EPA ID Number has not already been created for this location.

- Sometimes it can be difficult to find sites that you know exist within RCRAInfo. This can be caused by inconsistent data entry, typographical errors, and/or bad search criteria.

  For example, a Site Name search of "Safety Kleene" will NOT return sites where the Site Name is "Safety-Kleen", yet you are likely to want to see those sites also. A better search would be to search only on "Kleene". This search would return sites with a name of "Safety Kleene" or "Safety-Kleen" (as well as other handler names with the word "keen" in it). In general, if the search results do not contain all of the sites that you expected, make your criteria more lenient (i.e., "MAIN" instead of "MAIN STREET")



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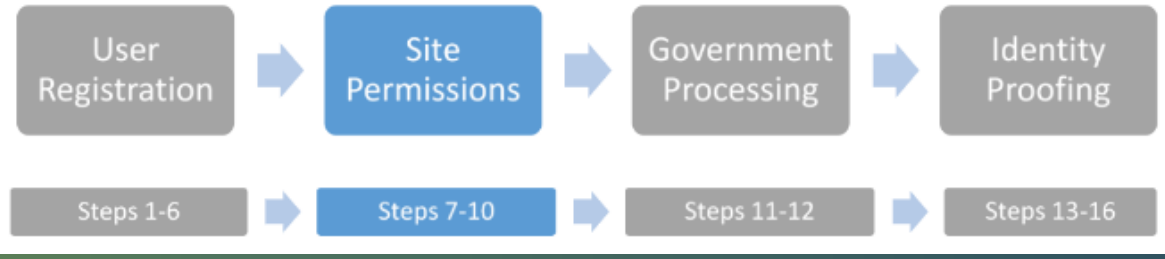
Registering for RCRAInfo Industry Application – Step 8

STEP 8c: Requesting an EPA ID Number

- Please review slide 32 (Unsuccessful Site Search) prior to requesting an EPA ID Number.
- When the site(s) you want to access does not have an existing EPA ID Number, click the "Request Site ID" button to obtain an EPA ID number for the site. See slides 60 through 79 for more information on requesting a site ID.



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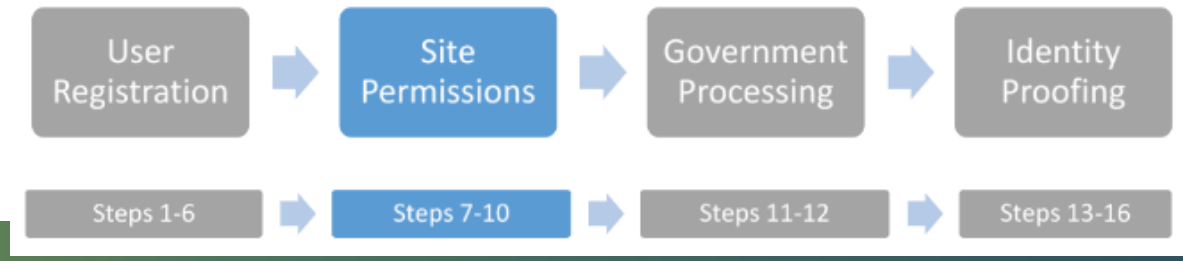
Registering for RCRAInfo Industry Application – Step 9

STEP 9: Select Permissions

- Once you have found and selected your sites of interest, you will be asked to request permissions for those sites.
- You can request individual permissions for each module in which the State where these sites are located participates.
- There are five levels of permissions that you may request: None (which is the default), Viewer, Preparer, Certifier, and Site Manager. These permissions are hierarchical, meaning, that each permission can perform the functionality of the levels before it as well as the specific functionality for that given permission (i.e., a Preparer can do everything that a Viewer can do and a Certifier can do everything that a Preparer and Viewer can do).
- The permissions are also described on the following slide.



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Industry Application User Permissions

Currently, RCRAInfo Industry Application allows for the following user permissions:

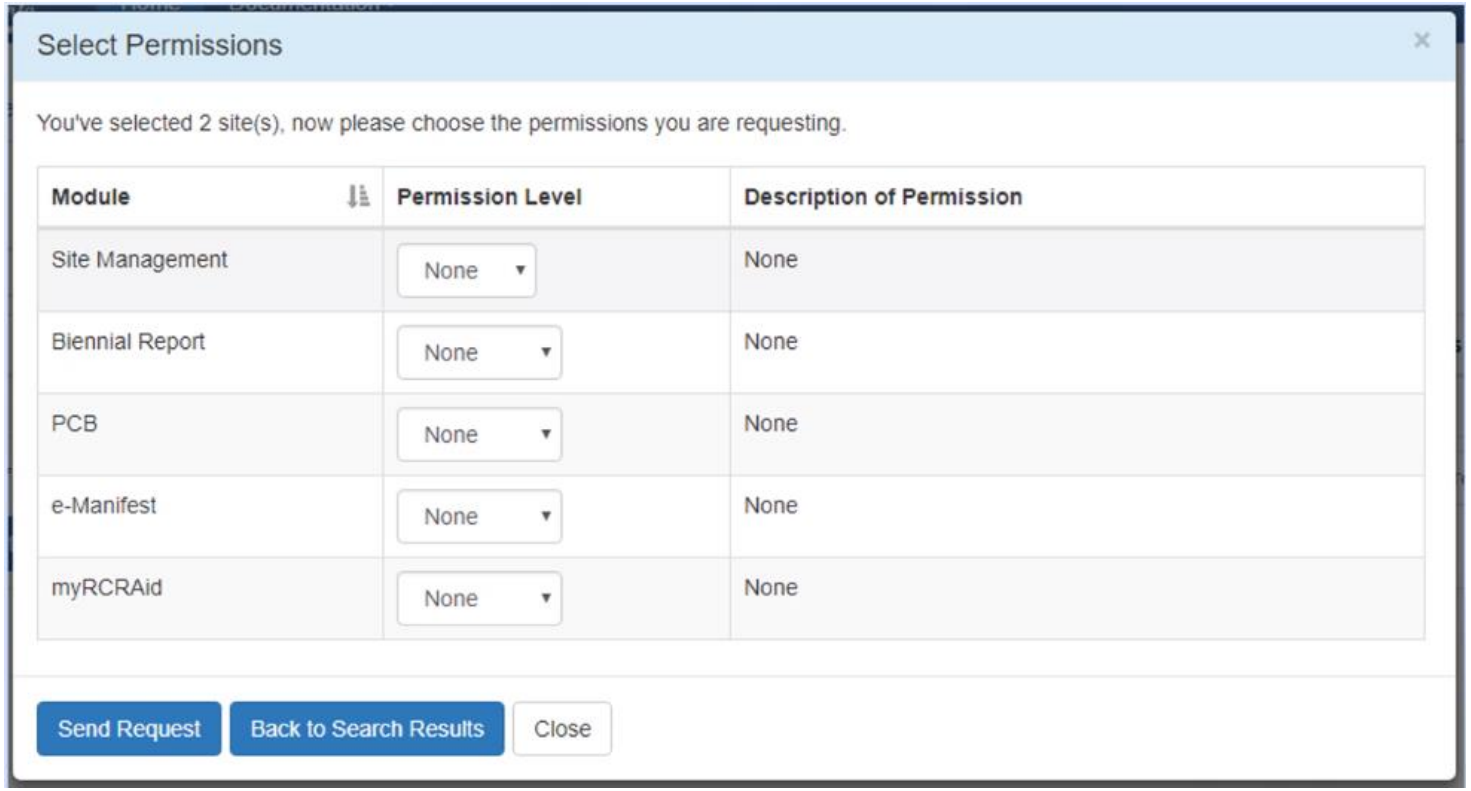
Level of Permission	Definition
None	The user has no permissions for these sites within the module specified.
Viewer	The user can view the data for these sites within the module specified but cannot enter or change the information in any way.
Preparer	The user can view and enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
Certifier	The user can view, prepare, sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.
Site Manager	The user can view, prepare, sign and submit information as well as register other users at their facility and submit data for any industry application module (myRCRAid, Biennial Report, and e-Manifest). This user is required to obtain an Electronic Signature Agreement.

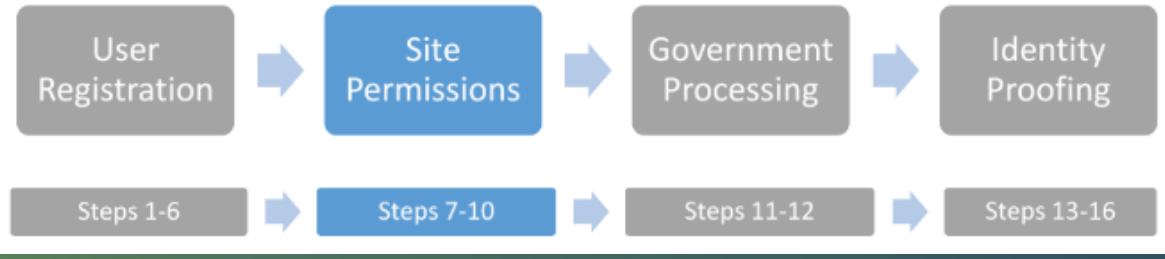
Industry Application User Permissions for e-Manifest

Manifest Functions	Viewer	Preparer	Certifier	Site Manager
View	Yes	Yes	Yes	Yes
Create, Edit Drafts	No	Yes	Yes	Yes
Sign, Correct, Submit	No	No	Yes	Yes
Approve users, grant permissions	No	No	No	Yes
View invoices, submit payments	No	No	No	Yes

Registering for RCRAInfo Industry Application – Step 9

STEP 9: Select Permissions





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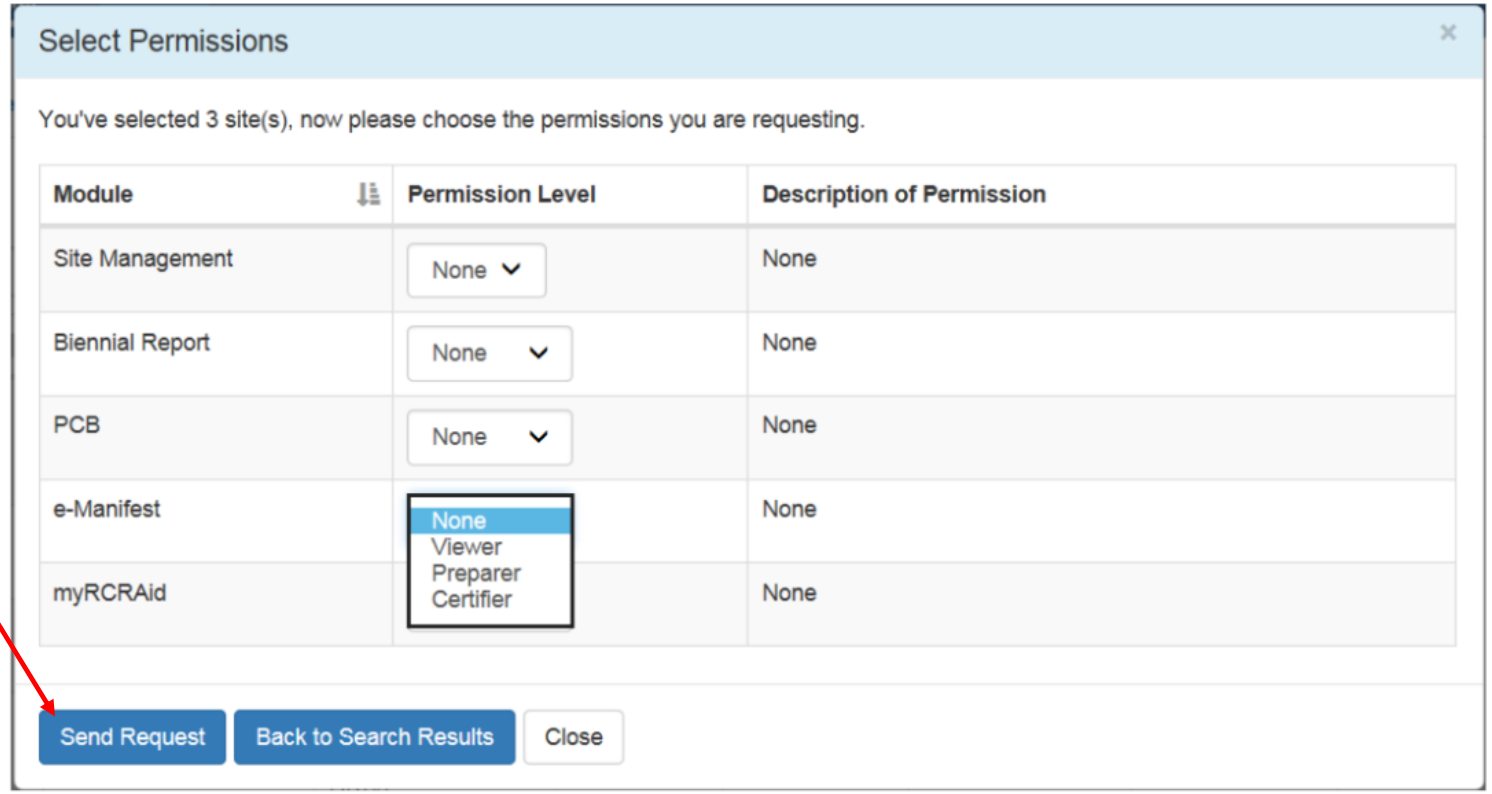
Registering for RCRAInfo Industry Application – Step 9

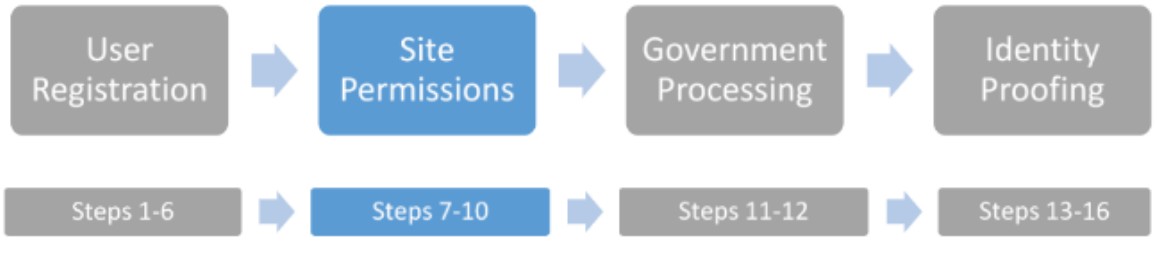
STEP 9: Select Permissions

The permissions that you select will be requested for ALL of the sites that you selected.

Once you have selected your appropriate permission level, click the "Send Request" button.

If you request "Site Management," you automatically receive permissions for all modules used in North Carolina, but they will appear as "None" on this screen. See next slide.





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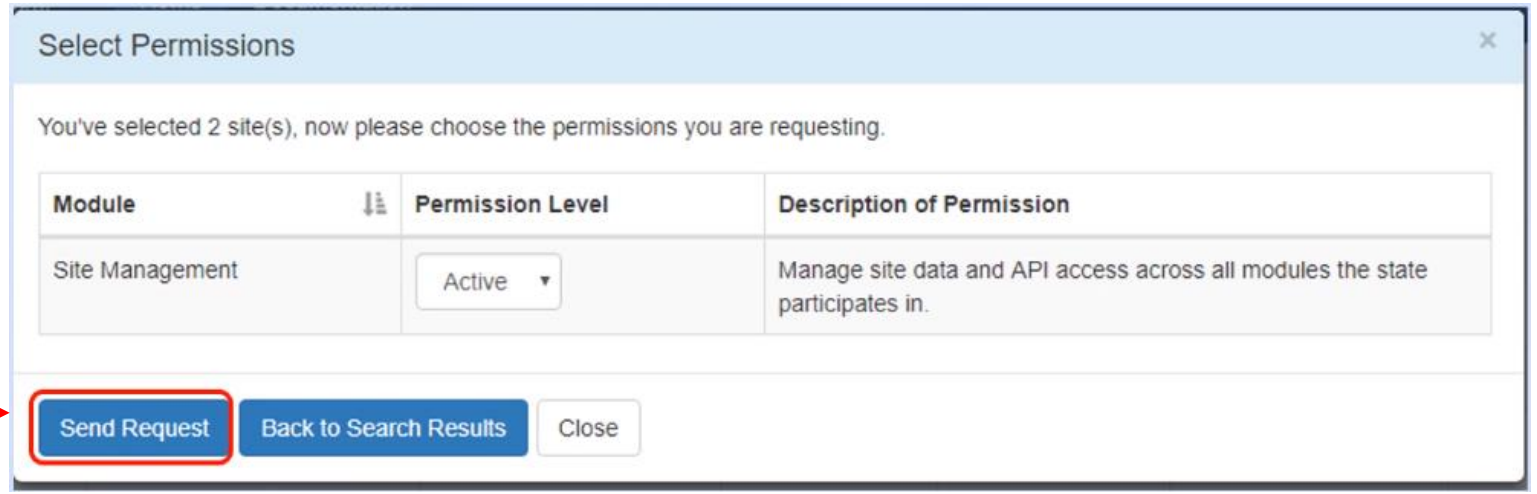
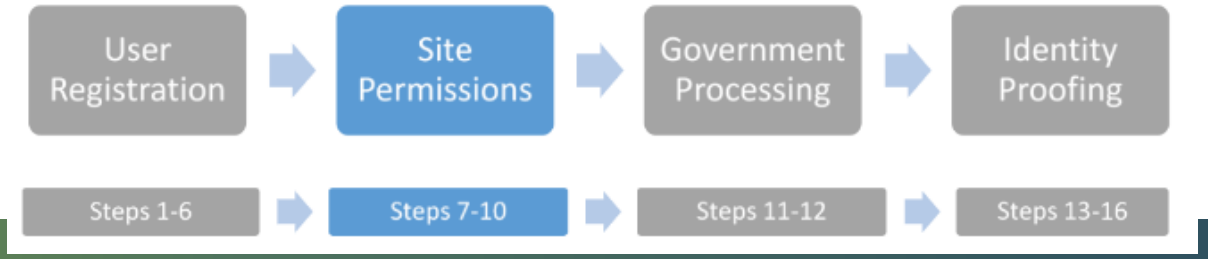
Registering for RCRAInfo Industry Application – Step 9

STEP 9: Select Permissions – Site Management

If you select the Site Management Module, this permission level applies to all modules so the other modules will disappear from the screen.

Click the "Send Request" button.





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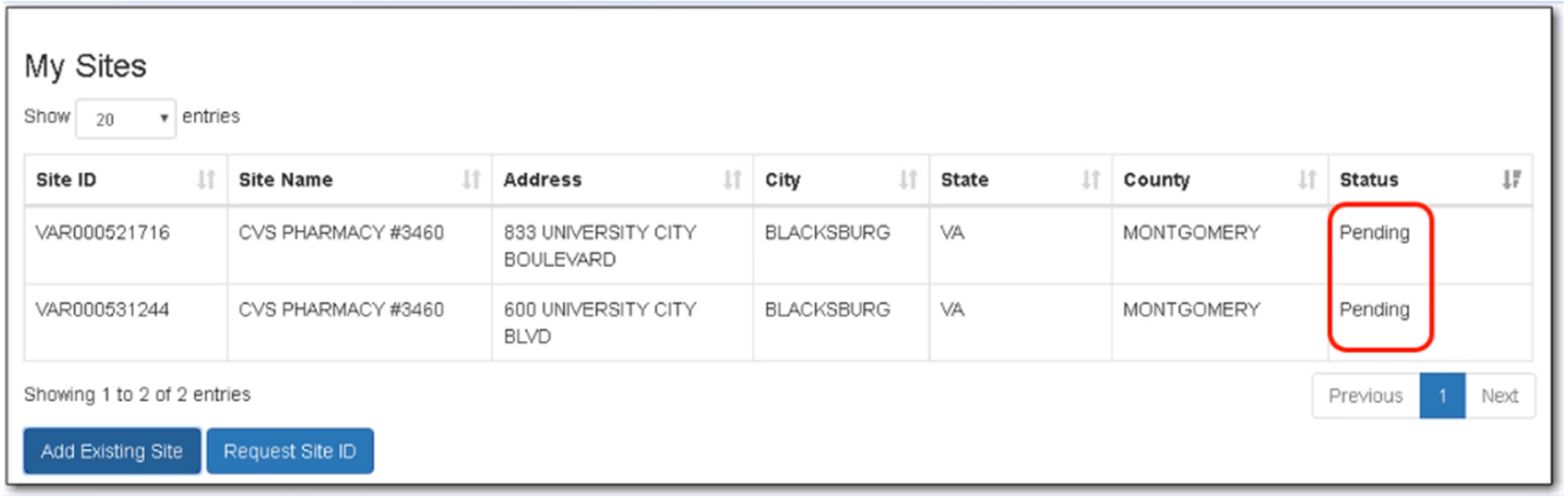
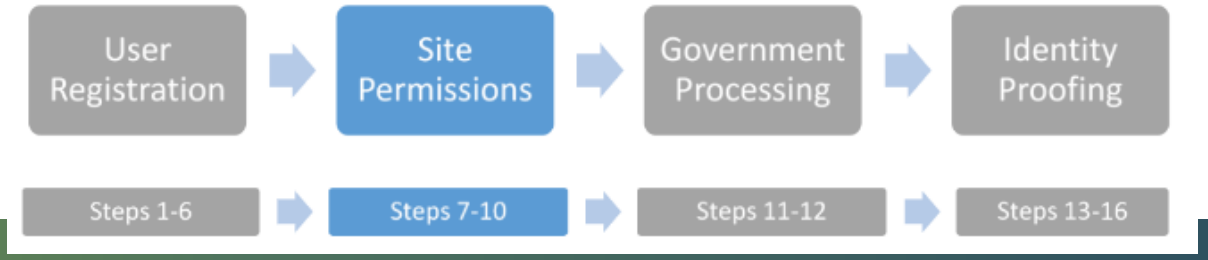
Registering for RCRAInfo Industry Application – Step 10

STEP 10: Awaiting Activation

Once the user has submitted their request, the requested sites will appear in their My Sites tab with a "Pending" status.





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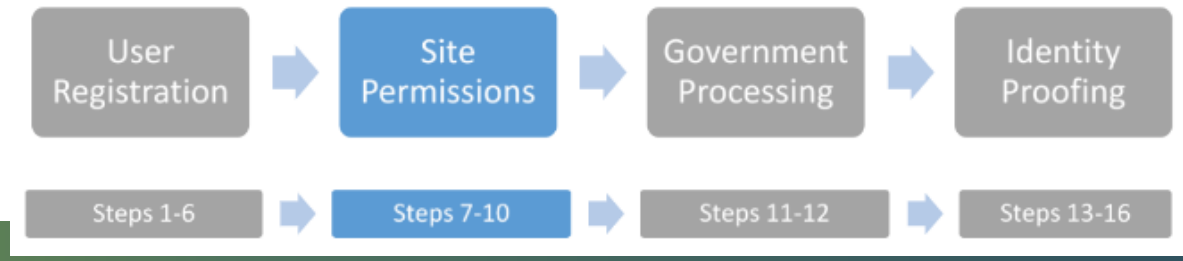
Registering for RCRAInfo Industry Application – Step 10

STEP 10: Awaiting Activation

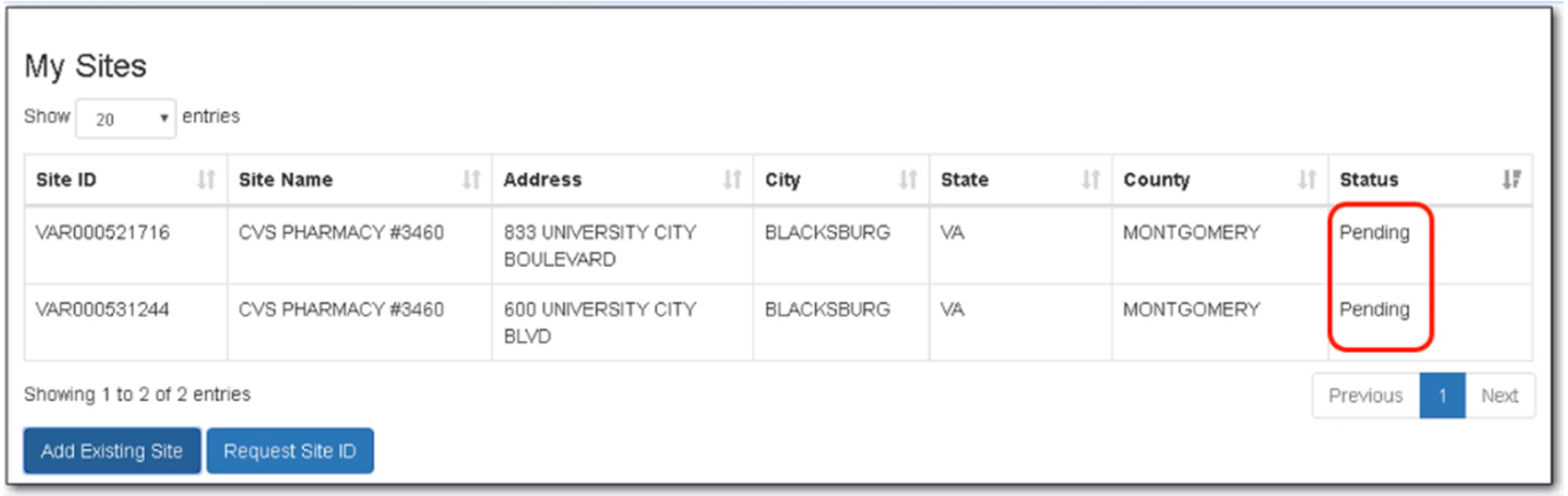
- An email will automatically be sent to an RCRAInfo Administrator with the Hazardous Waste Section who will grant these permissions for the sites that you selected, if appropriate.
- You will see the requested sites in your My Sites tab with a "Pending" status.
- You cannot act upon these sites until the permissions have been granted.
- You will receive an email once the permissions for these sites have been granted (or denied). At that time, you may log back into the system and begin working on the sites as needed.
- If you requested the "Certifier" or "Site Management" permission level you will need to complete the Electronic Signature Agreement (ESA) before you can update information for the sites you selected (see slides 47 – 59).

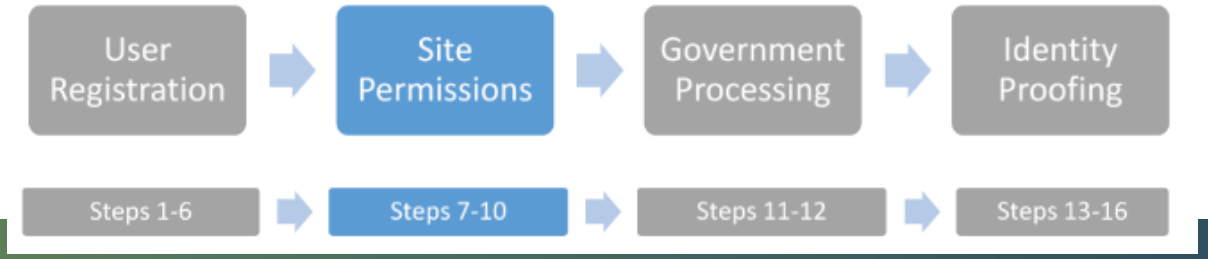


Registering for RCRAInfo Industry Application – Step 10

STEP 10: Awaiting Activation

- You will receive an email once the permission for these sites has been granted or denied.
- If you are already logged in when you receive the email, you will need to **log out** in order for the permissions to go into effect.
- Once you log back in you may work on the site(s) you selected as needed.





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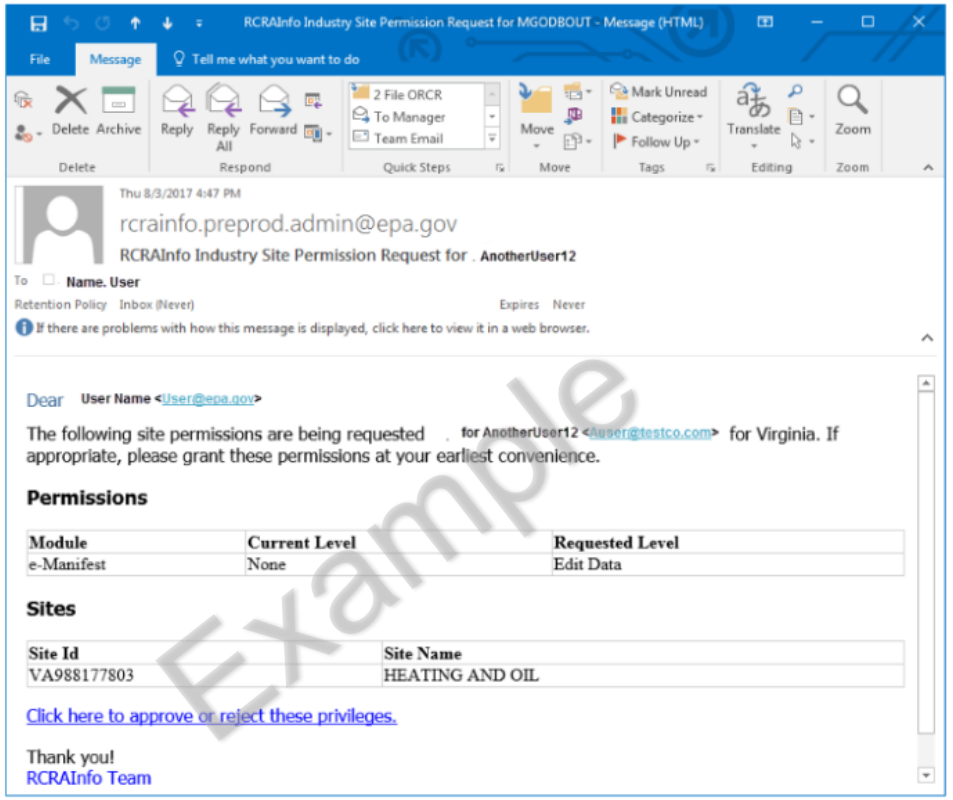
Registering for RCRAInfo Industry Application – Step 11

STEP 11: Email Notification to North Carolina HWS RCRAInfo Administrator

- This email alert to the Hazardous Waste Section is automatically created and sent from RCRAInfo after you complete Step 9.
- This is a step that will occur behind the scenes. Your screen will still have the "pending" status at this point.
- RCRAInfo indicates that it may take up to a week for this request to be processed. Typically it takes the Hazardous Waste Section only a few hours to one day to process this request.

EMAIL


RCRAInfo Industry Site Permission Request for MGODBOUT - Message (HTML)

File | Message | Tell me what you want to do

Delete | Archive | Reply | Reply All | Forward | 2 File ORCR | To Manager | Team Email | Move | Mark Unread | Categorize | Follow Up | Translate | Zoom

Thu 8/3/2017 4:47 PM

rcrainfo.preprod.admin@epa.gov

RCRAInfo Industry Site Permission Request for . AnotherUser12

To Name. User

Retention Policy Inbox (Never) Expires Never

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear User Name <User@epa.gov>

The following site permissions are being requested for AnotherUser12 <Auser@testco.com> for Virginia. If appropriate, please grant these permissions at your earliest convenience.

Permissions

Module	Current Level	Requested Level
e-Manifest	None	Edit Data

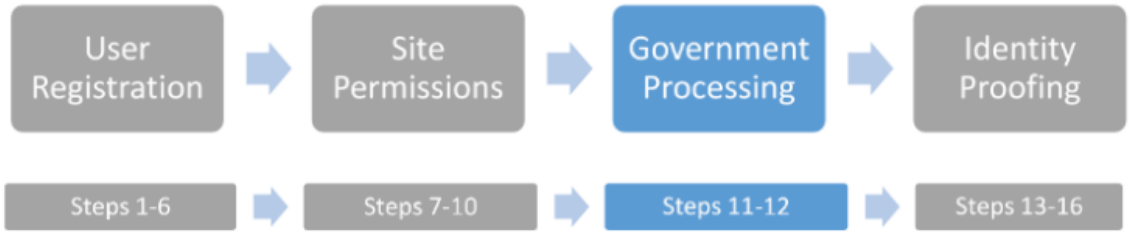
Sites

Site Id	Site Name
VA988177803	HEATING AND OIL

Click here to approve or reject these privileges.

Thank you!
RCRAInfo Team

Example



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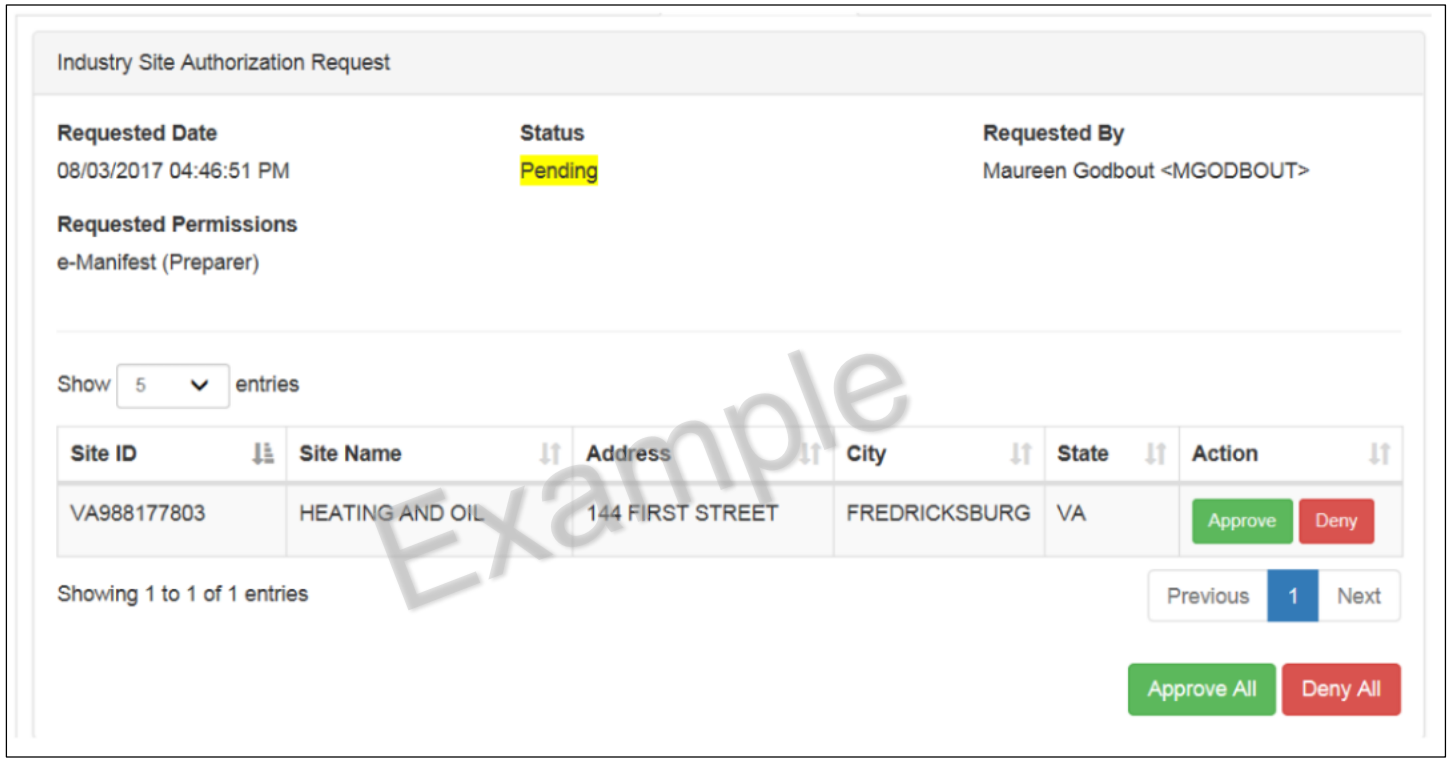
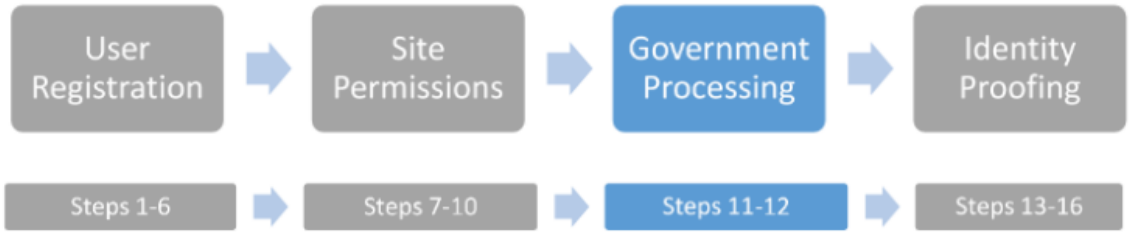
Registering for RCRAInfo Industry Application – Step 12

STEP 12: North Carolina HWS Approves or Denies Request

- This alert to the Hazardous Waste Section is automatically created and sent from RCRAInfo after you complete Step 9.
- This is a step that will occur behind the scenes.
- Your screen will still have the "Pending" status at this point.





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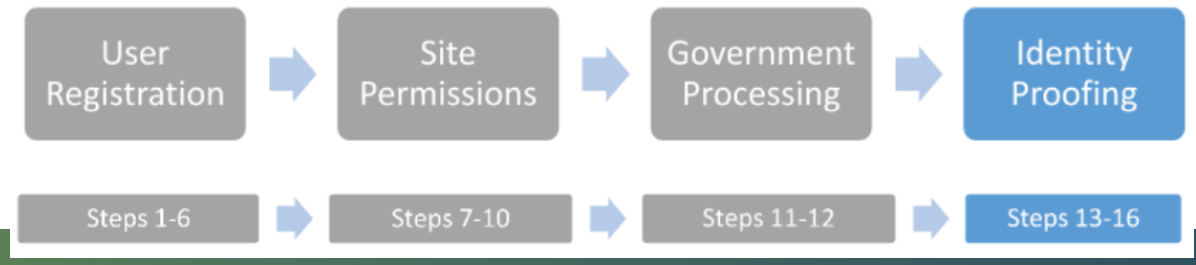
Registering for RCRAInfo Industry Application – Step 13

STEP 13: Submit to Identity Proofing

- After the user has been granted permissions by the Hazardous Waste Section RCRAInfo Administrator, the user is sent an email stating there was a change in their permissions.
- Users who have requested the "*Certifier*" or "*Site Manager*" permission and do not already have an electronic signature with RCRAInfo or CDX will be asked to set up their electronic signature immediately after their next login.
- To get to the Identity Proofing steps, **LOG OUT of RCRAInfo** and then LOGIN.
- Go to slides 47 through 59 for more information on Electronic Signature Agreements



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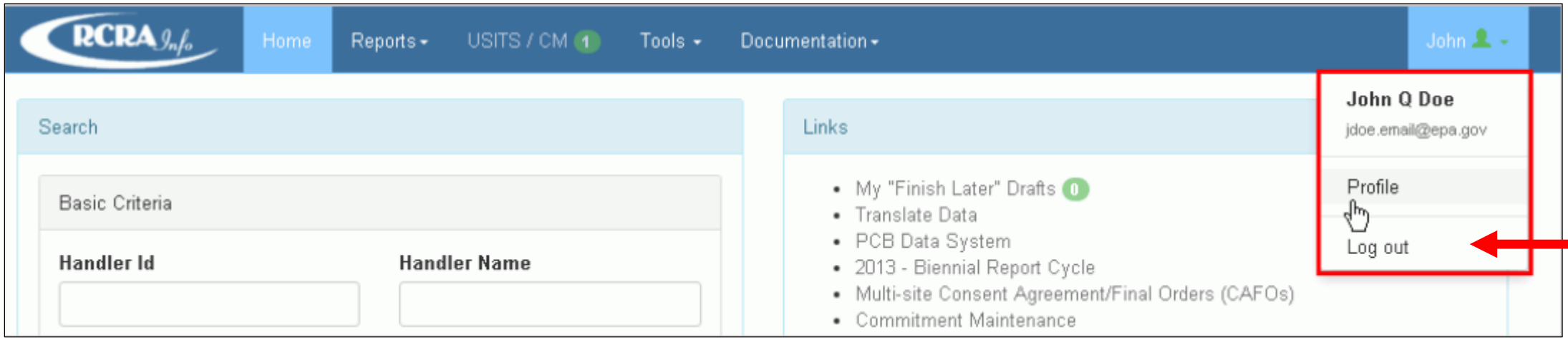
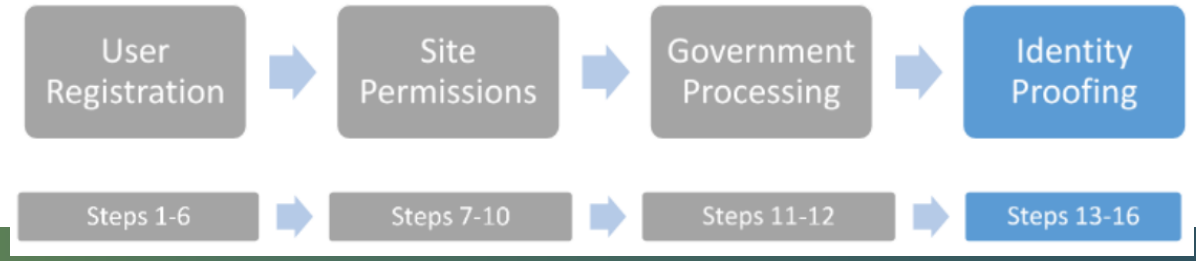
Registering for RCRAInfo Industry Application – Step 13

STEP 13: Submit to Identity Proofing

- To get to the Identity Proofing steps, **LOG OUT of RCRAInfo** and then LOGIN.
- To log out, go to the Profile box on the top right of the screen and click on "Log out."
- Go to slides 47 through 59 for more information on Electronic Signature Agreements.





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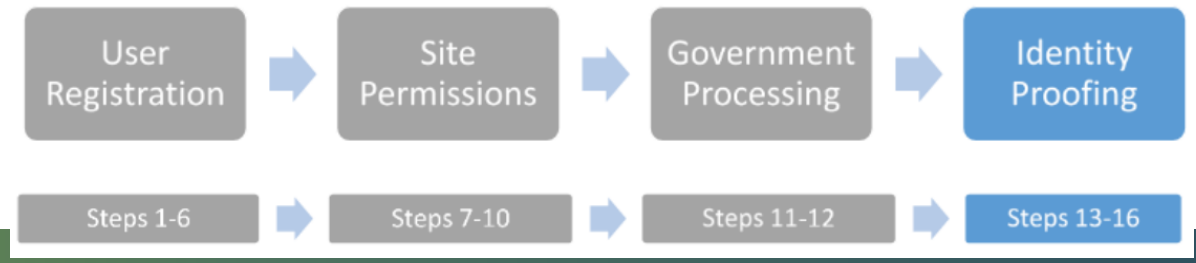
Electronic Signature Agreement

Registering for RCRAInfo Industry Application – Step 13

STEP 13: Electronic Signature Agreement - Submit to Identity Proofing

- Users who have requested the "*Certifier*" or "*Site Manager*" permission or have submitted a request for a New Site ID and have not already completed an electronic signature agreement with RCRAInfo or CDX will be asked to set up their electronic signature immediately after their next login.
- To get to the Identity Proofing steps, **LOG OUT of RCRAInfo** and then LOGIN.
- You will only be required to submit the Electronic Signature Agreement once.



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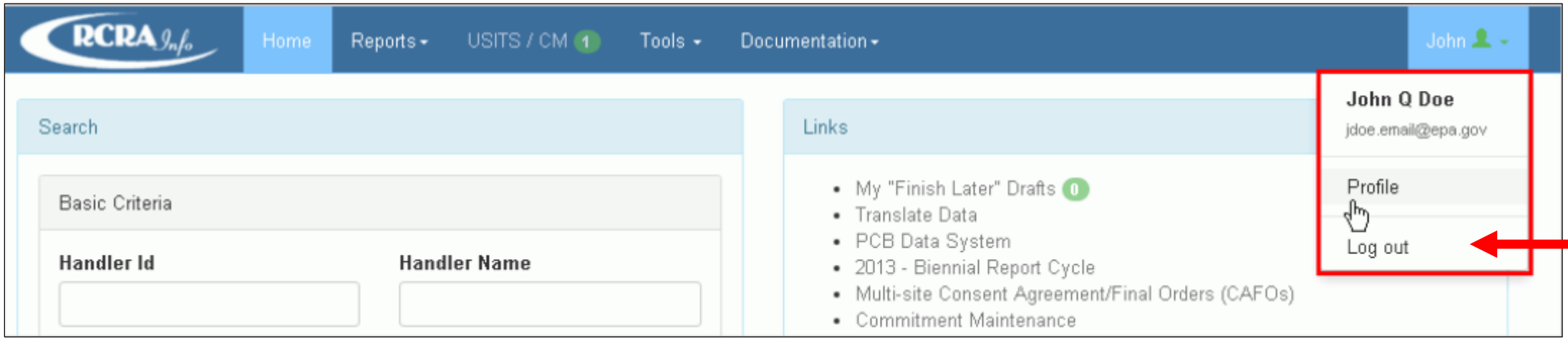
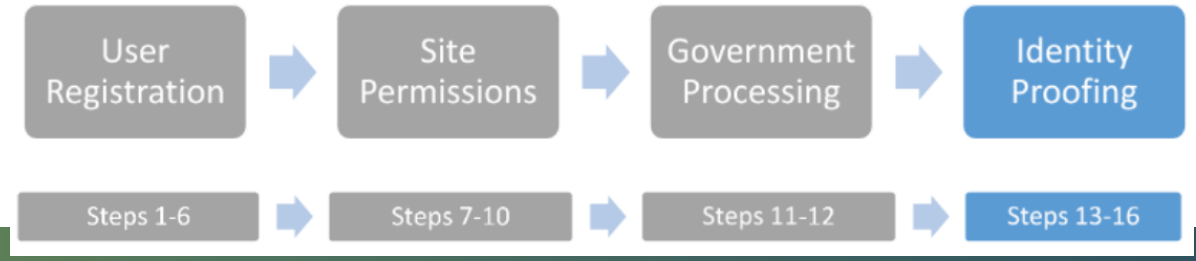
Registering for RCRAInfo Industry Application – Step 13

STEP 13: Submit to Identity Proofing

- To get to the Identity Proofing steps, **LOG OUT of RCRAInfo** and then LOGIN.
- To log out, go to the Profile box on the top right of the screen and click on "Log out."
- The following slides provide more information on Electronic Signature Agreements.





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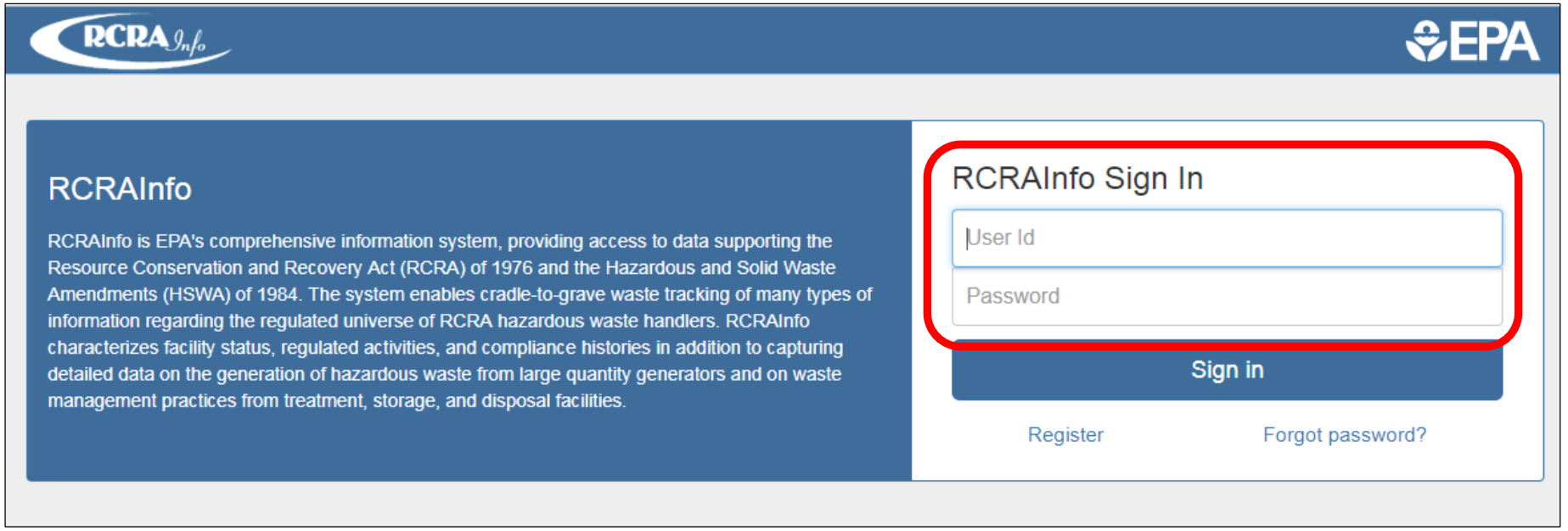
Registering for RCRAInfo Industry Application – Step 13

STEP 13: Submit to Identity Proofing

- To log in, go to: https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login
- Sign in using the User ID and Password you create in Step 4 of the RCRAInfo Industry Application registration process. And click the "Sign in" button.
- Once you log back in, the Identity Proofing process will automatically begin (see slide 50).



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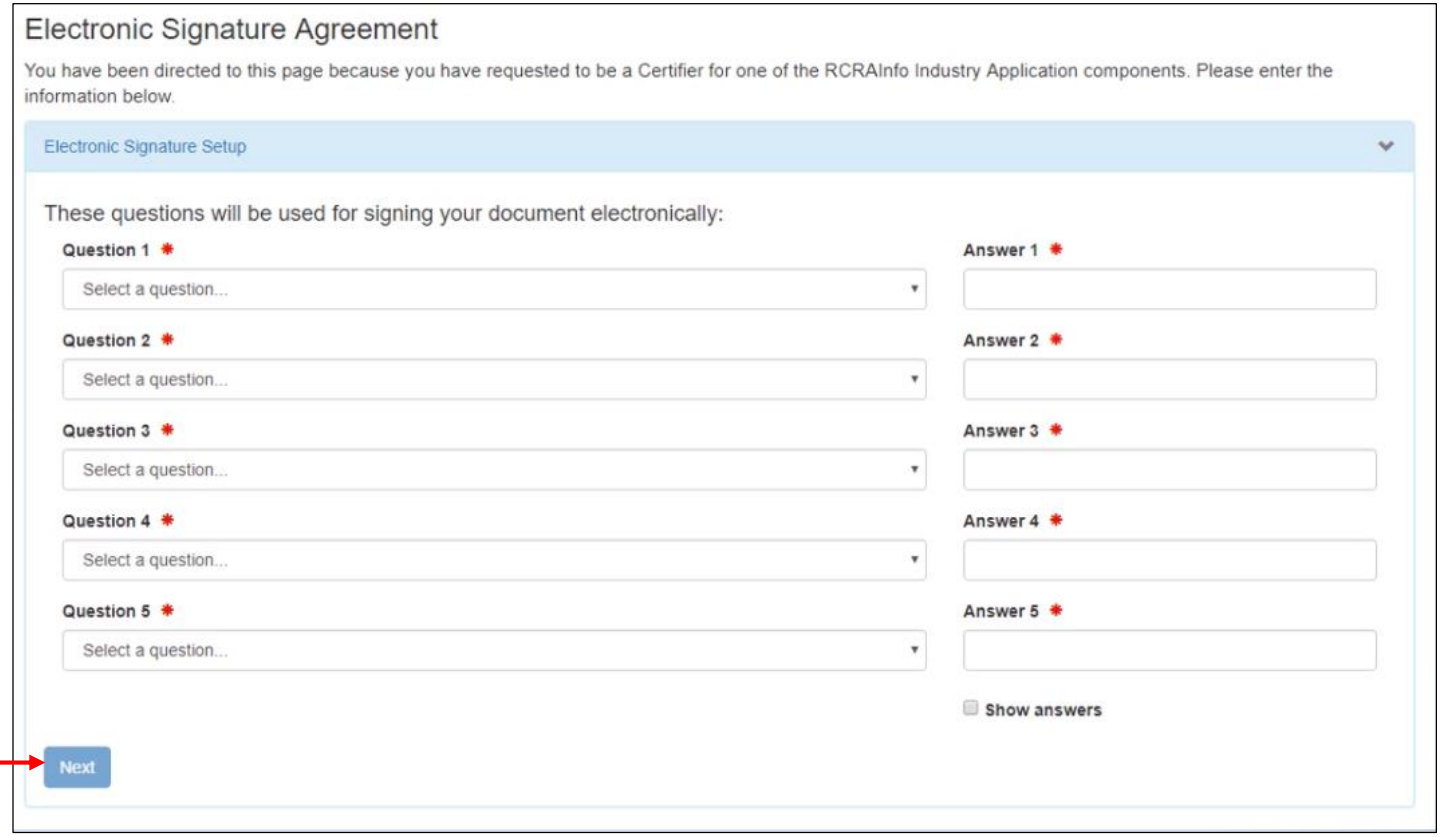
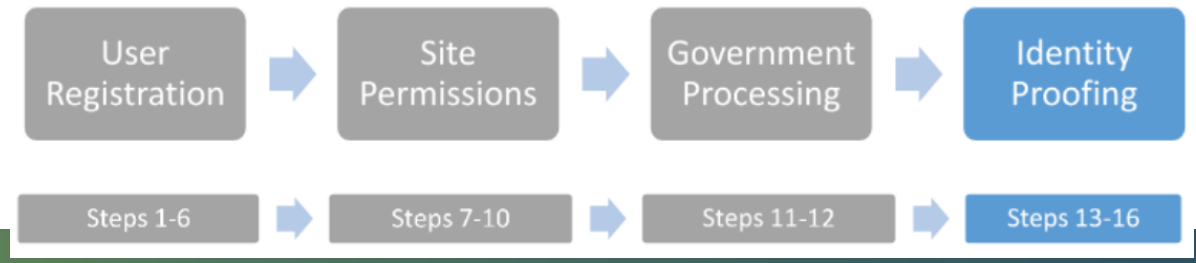
Registering for RCRAInfo Industry Application – Step 13

STEP 13: Electronic Signature Agreement – Security Questions

- Select five security questions and answers that will be used to authenticate you when you sign and submit information to the Hazardous Waste Section.
- The answers are case specific and must match your initial answer you selected exactly.
- Once you have selected the five questions and answered them, click the "Next" button.





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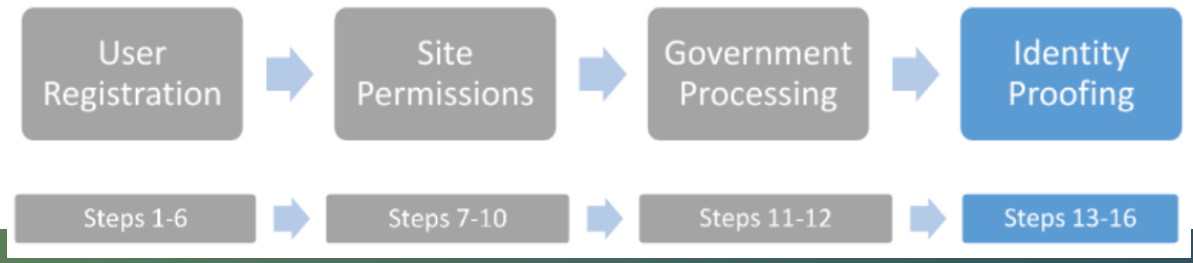
Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Electronic Signature Agreement (ESA) – Electronic or Paper

Electronic Signature Agreement (ESA) may be done electronically OR by submitting it on a paper form.

- Completing the ESA **electronically** provides:
  - Faster approval -- happens instantly after submission
  - Immediate ability to sign and submit documents in RCRAInfo
- Completing the ESA **on paper**:
  - Takes longer to get approved -- it may take up to two weeks
  - You must submit the form by mail (you may not fax or email)
  - You must wait for approval before you can sign and submit your documents in RCRAInfo



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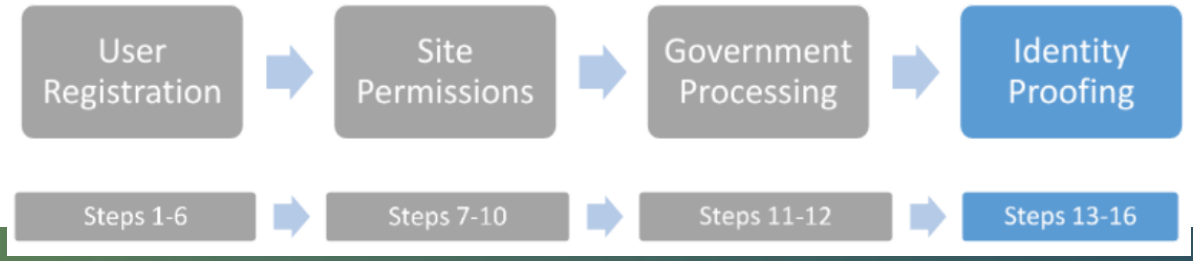
Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Electronic Signature Agreement (ESA) - Electronic

- The information collected from the electronic identity proofing process is not stored anywhere including in the RCRAInfo Industry Application and is immediately discarded when the identity proofing process has been completed.

- In most cases, the ESA will be processed electronically, requiring no interaction from the RCRAInfo Administrator with the Hazardous Waste Section.



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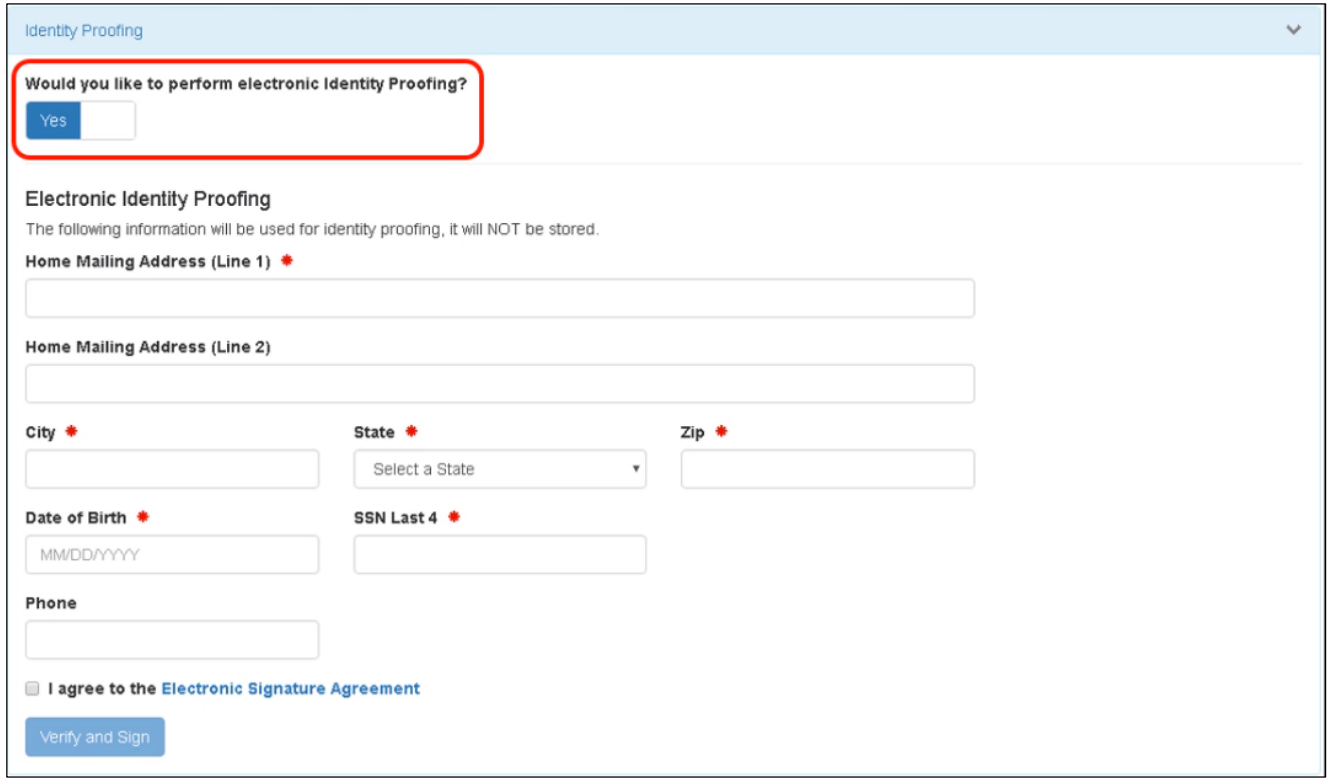
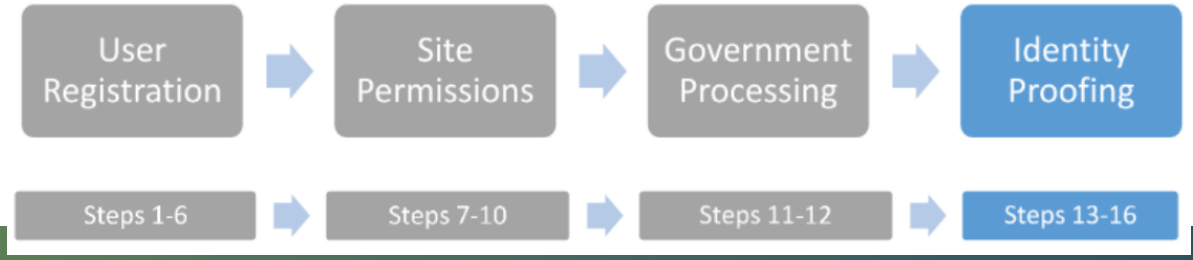
Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Electronic Signature Agreement – Electronic

- To complete electronic identity proofing, set the slider box to "Yes" and complete the information as directed.
- You will be asked to provide industry standard information typically used by banking systems and credit reporting agencies.
- Remember this information is discarded after the identity proofing is complete (so your home address, birthdate and last four of your social security number will not be stored in the RCRAInfo system).





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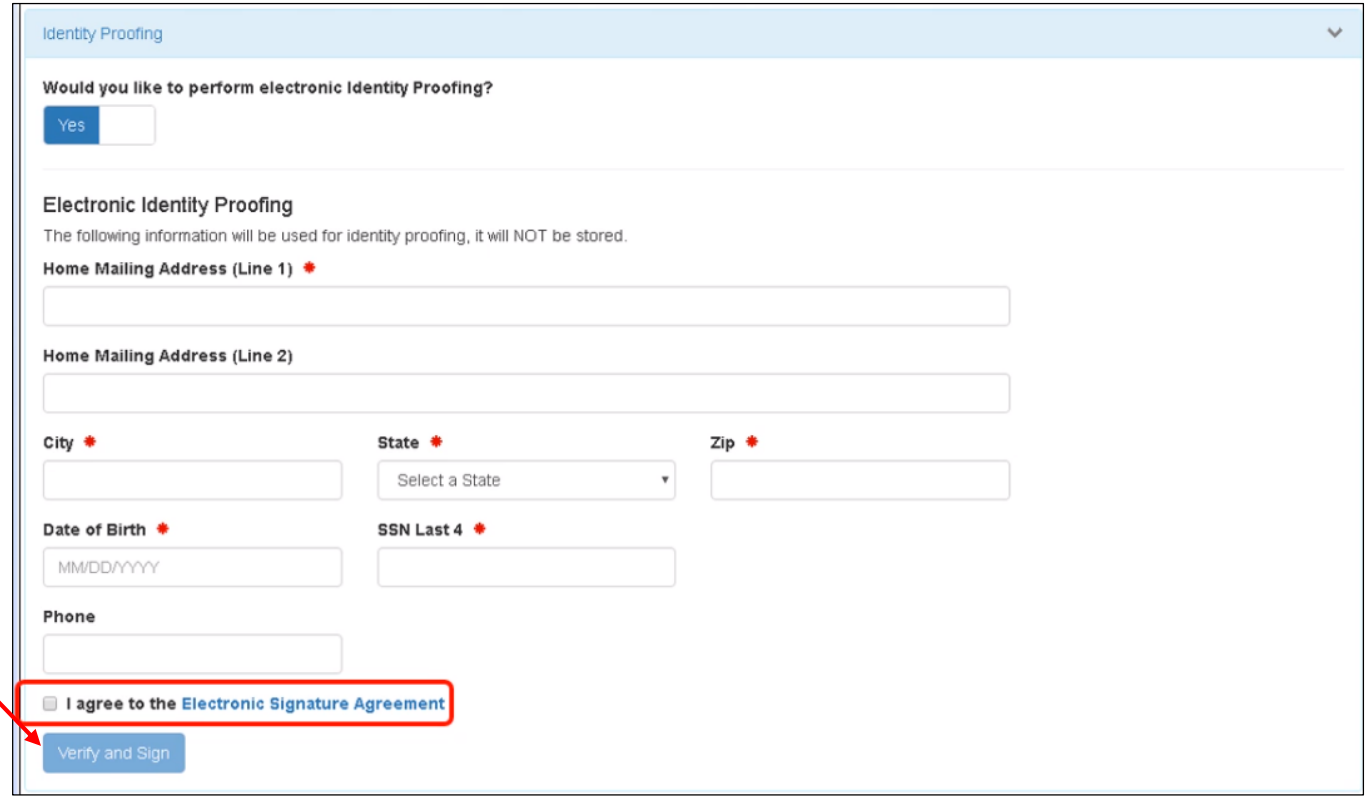
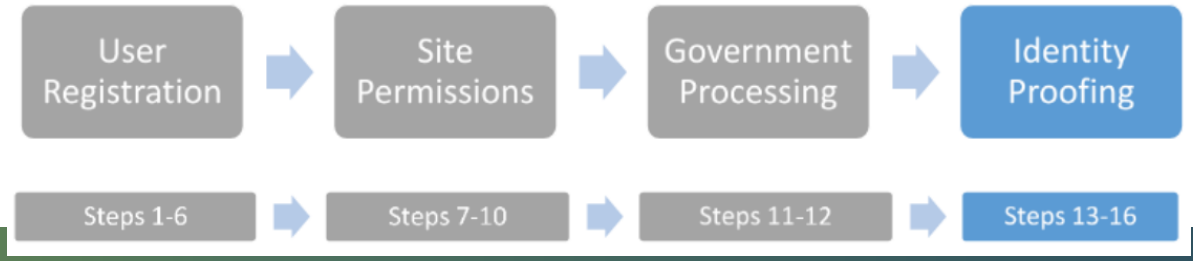
Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Electronic Signature Agreement – Electronic

- After entering the required information (denoted by the red asterisks), carefully review the agreement by clicking on the "Electronic Signature Agreement" link.
- If you agree with the content, click the check box and then click the "Verify and Sign" button.





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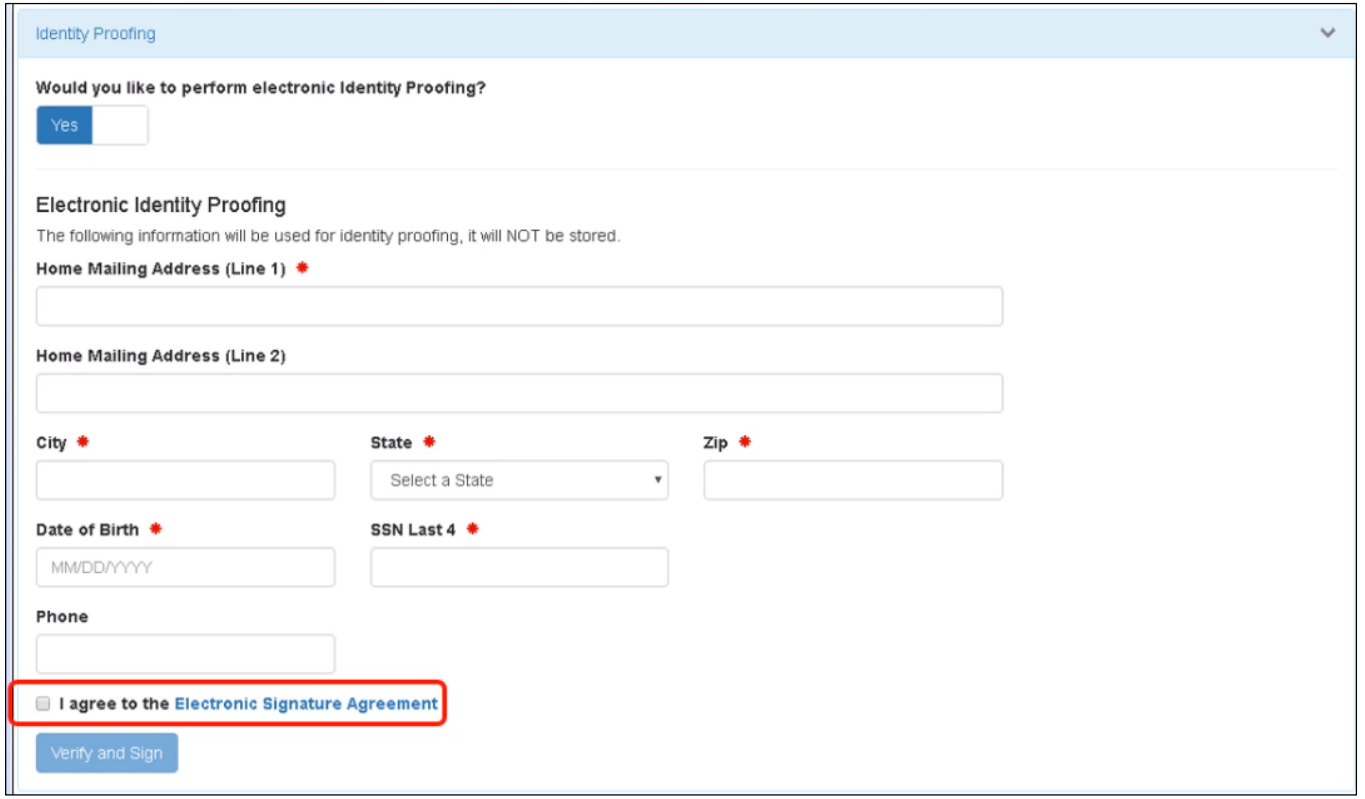
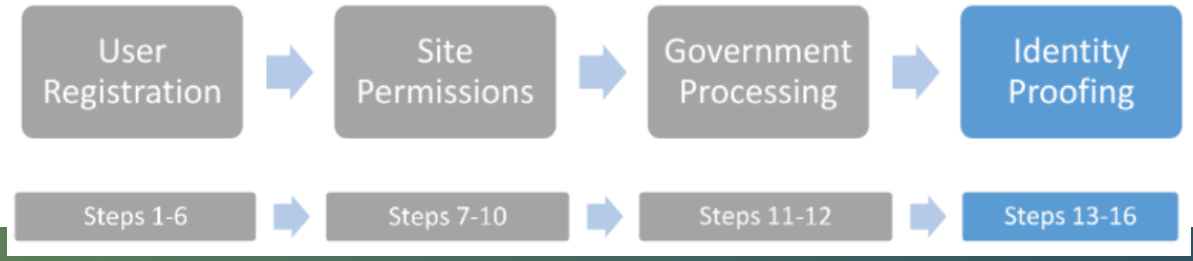
Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Electronic Signature Agreement – Electronic

- The information you provided will be immediately evaluated by a third-party (LexisNexis). If the information meets a minimum score needed for identity proofing, your electronic signature agreement will be recorded (approved) and you will immediately be able to submit and sign information for the sites and the modules for which you have been granted "Certifier" or "Site Management" permission level.





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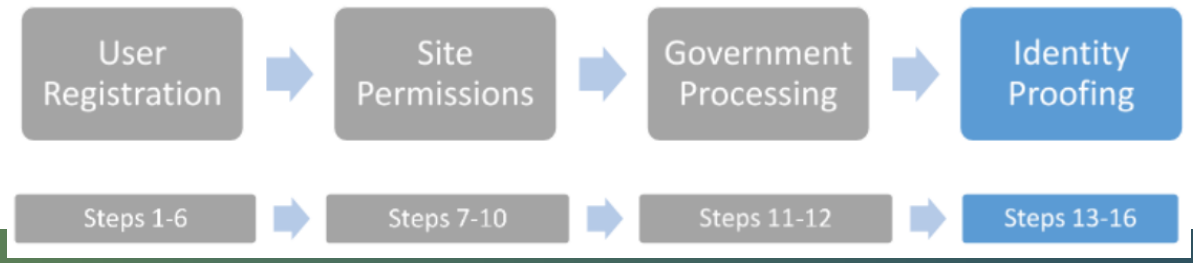
Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Identity Proofing – Electronic or Paper

- If you do not meet the minimum score needed for identity proofing, you may change your information and try again or complete the paper process to complete your electronic signature agreement.
- You are allowed to submit information for electronic identity proofing three times in a given 24-hour period.
- Alternatively, the ESA may be obtained using the manual paper process. This process requires the industry user to manually provide their signature on a pre-approved ESA form and mail the wet signature to the RCRAInfo Administrator with the Hazardous Waste Section as directed.
- Once the paper form is received, the RCRAInfo Administrator with the Hazardous Waste Section must manually assign the ESA Status for this user on the e-Signature Agreement tab of the User Profile screen.

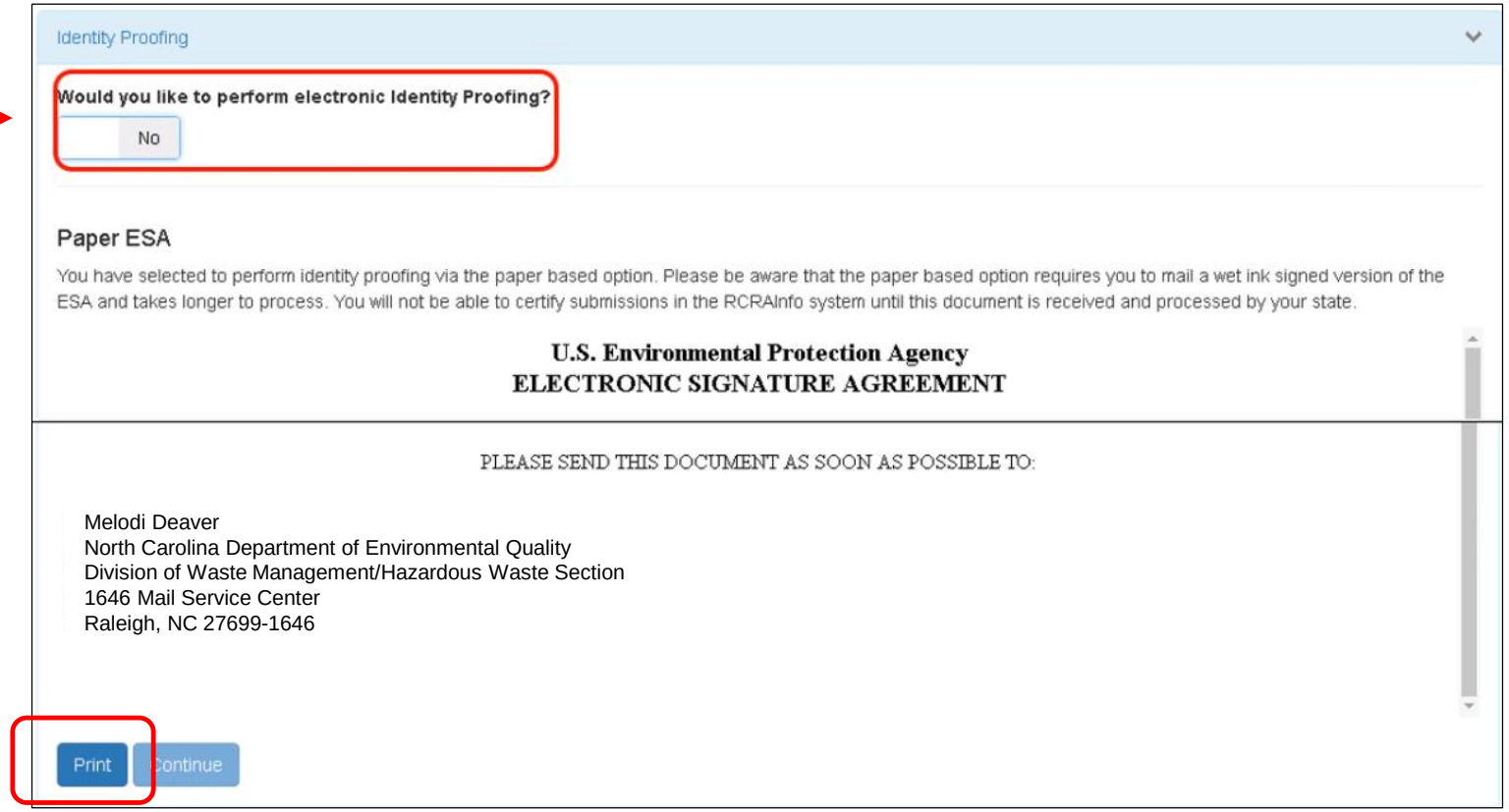


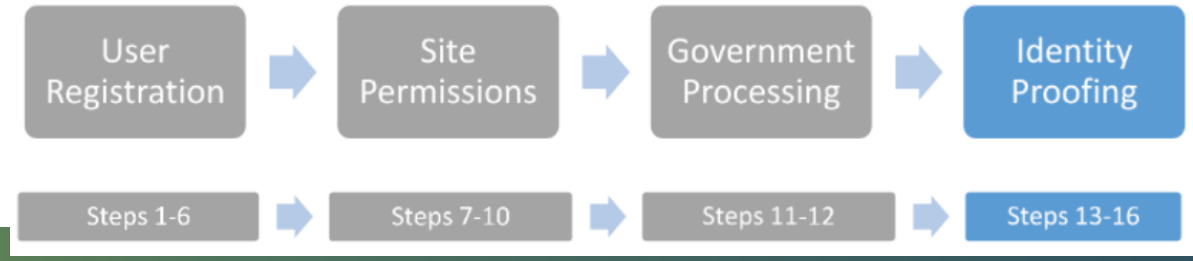
NORTH CAROLINA
Department of Environmental Quality

Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Electronic Signature Agreement – Paper

- To use the paper identity proofing process set the slider box to "No" and click the "Print" button at the bottom of the page.
- Complete the information on the paper form as directed.
- Mail the form to the address provided on the screen.
- This form must be submitted by mail and cannot be submitted by email or fax.



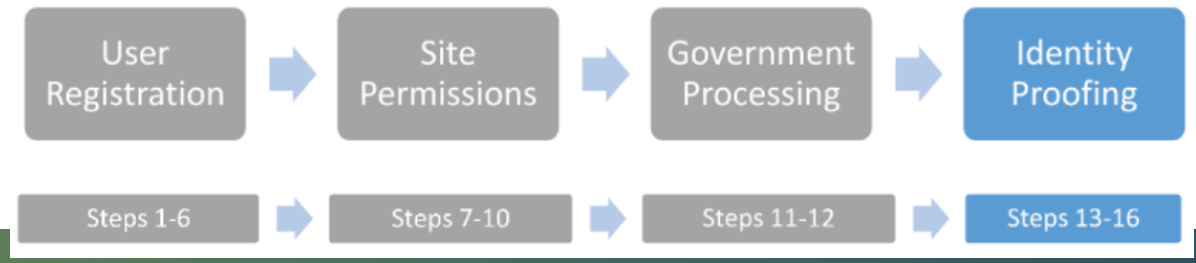


NORTH CAROLINA Department of Environmental Quality

Registering for RCRAInfo Industry Application – Step 14-16

STEP 14-16: Electronic Signature Agreement – Paper

- Your electronic signature agreement will not be complete until the Hazardous Waste Section receives your paper submission and approves your signature.
- Until your paper form is processed by the Hazardous Waste Section, you will not be able to sign and submit information within the RCRAInfo Industry Application.



Request an EPA Identification Number

Requesting an EPA ID Number

- Please review slide 32 prior to requesting an EPA ID Number.
- When the site(s) you want to access does not have an existing EPA ID Number, click the "Request Site ID" button to obtain an EPA ID number for the site.

Requesting an EPA ID Number

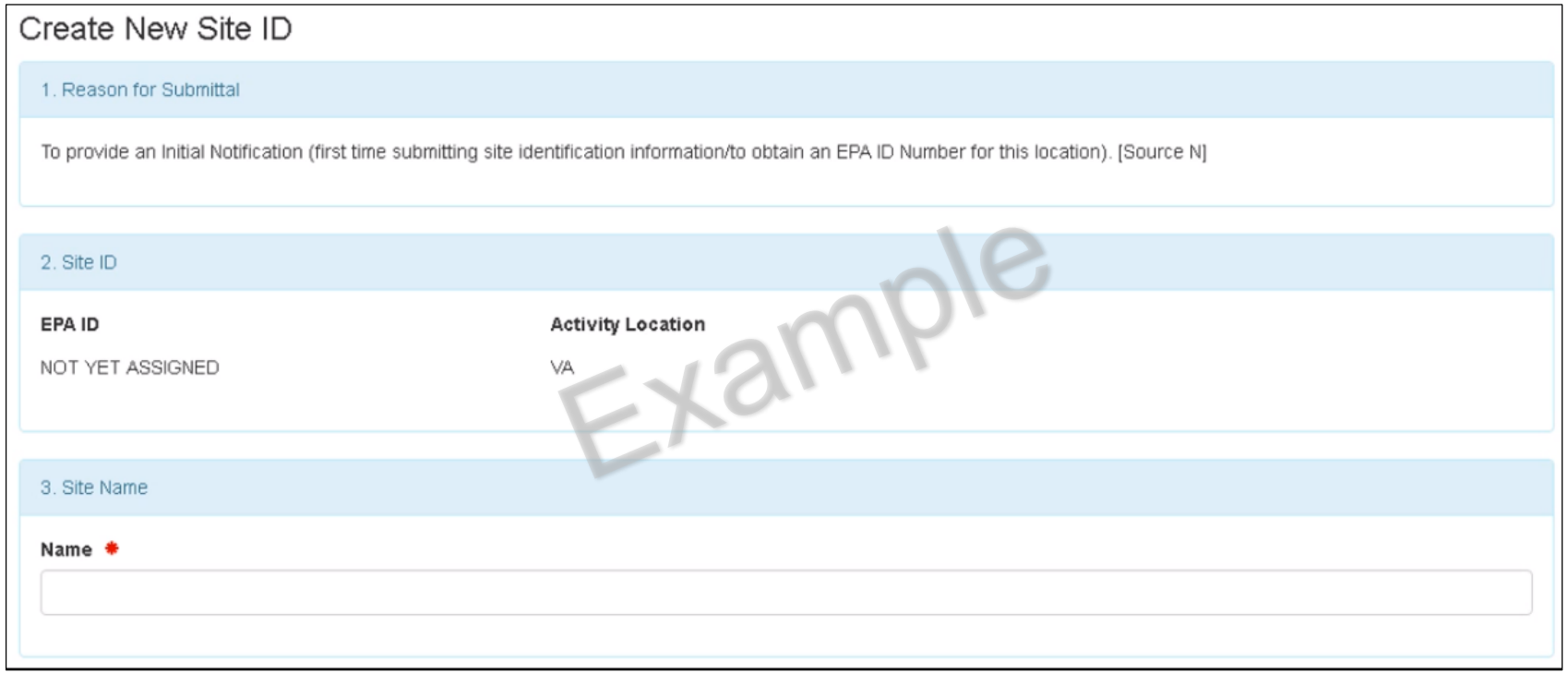
- If you have not already completed an Electronic Signature Agreement (ESA) you will be prompted to do so before you can submit your request for a new site ID.
- Remember that EPA ID numbers are assigned by location, so it is important that you conduct several searches before requesting a new ID number (See slide 32).

Requesting an EPA ID Number

- To request a Site ID, select "North Carolina" from the "State" drop down list. (Remember we are not able to provide any assistance for sites outside of North Carolina).
- Then click the "Continue" button.

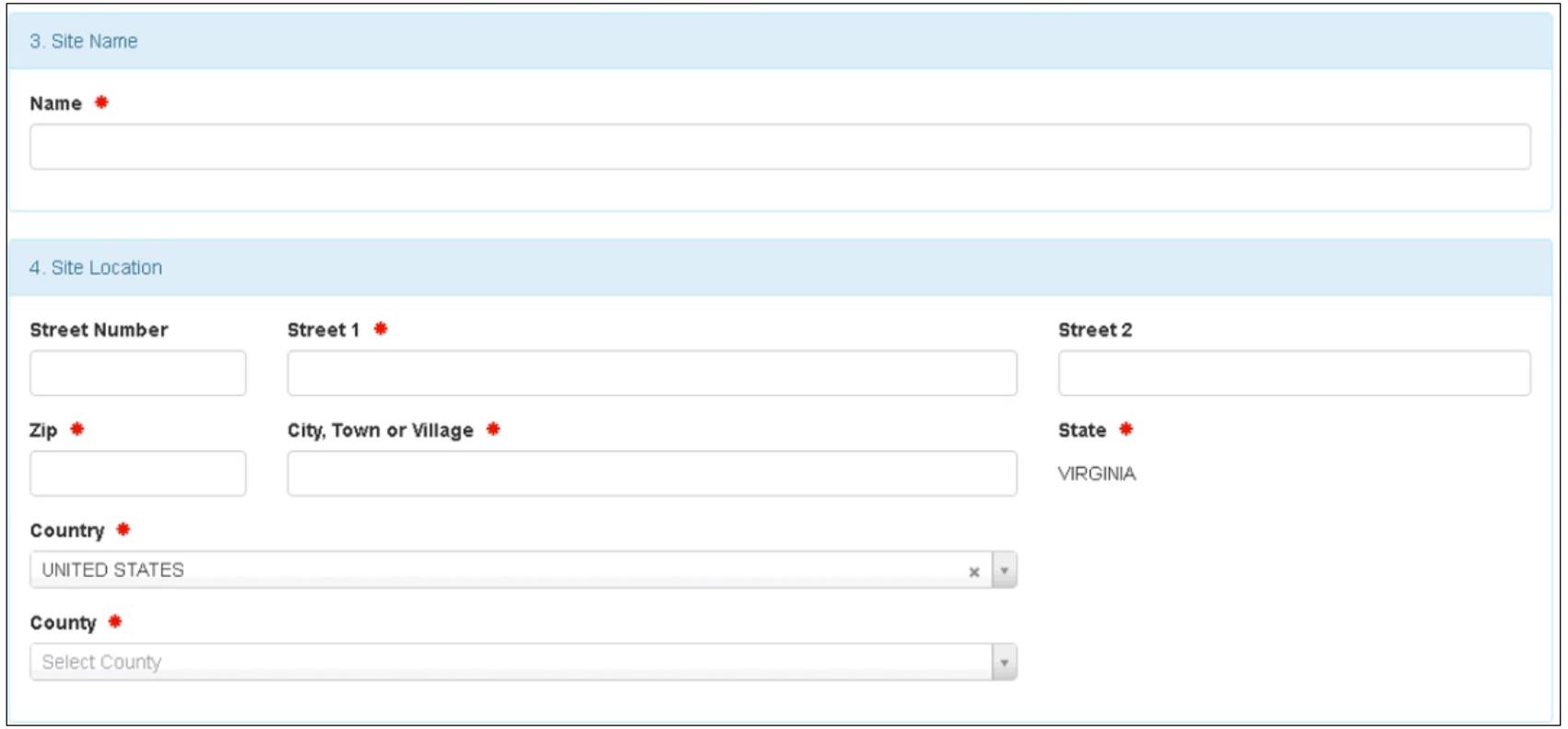
Requesting an EPA ID Number

- The "Create New Site ID" box will be displayed.
- The "Reason for Submittal" will indicate that this is an initial notification. This cannot be changed.
- Since the EPA has not been created yet, it will show as "Not Yet Assigned."
- The activity location indicated the state you selected from the drop-down list on the previous screen



Requesting an EPA ID Number

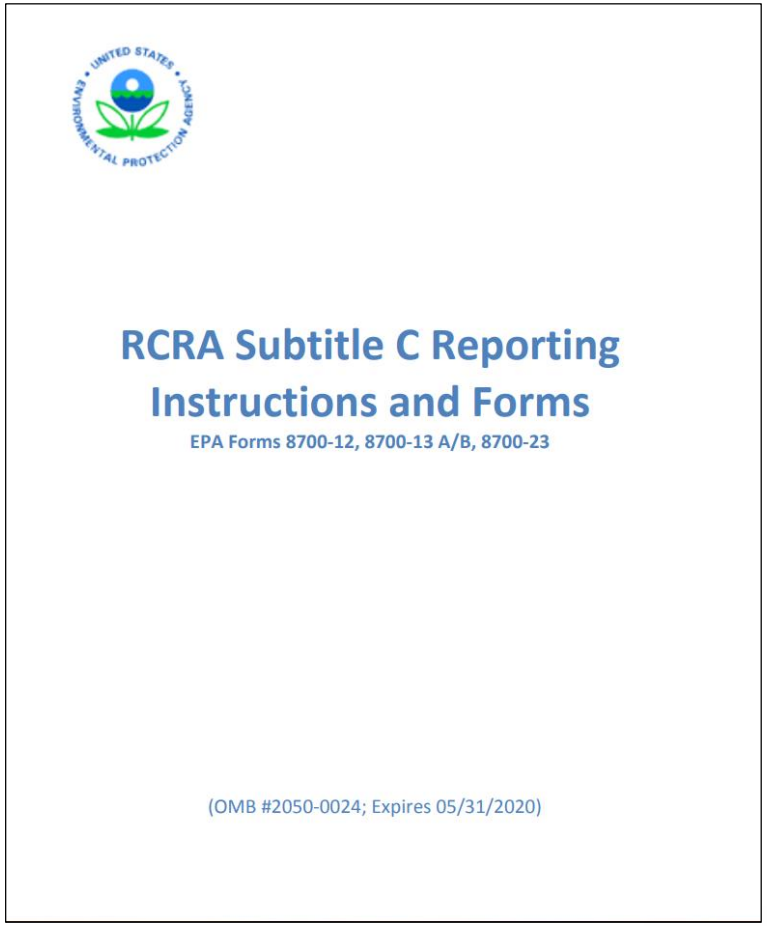
- Enter Information for the Site. You are encouraged to provide all information as applicable.
- At a minimum, you are required to provide all required information which are indicated by the red asterisks.
- The information displayed here is only a subset of the information required.



Requesting an EPA ID Number

- The data that must be entered is in a similar format to the paper version of the EPA 8700-12 form.
- If you have questions or need additional information on how to the complete the fields, here is the link to the instructions:

  https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf
- Or see slide 114 for Hazardous Waste Section contacts who can assist you.


RCRA Subtitle C Reporting Instructions and Forms

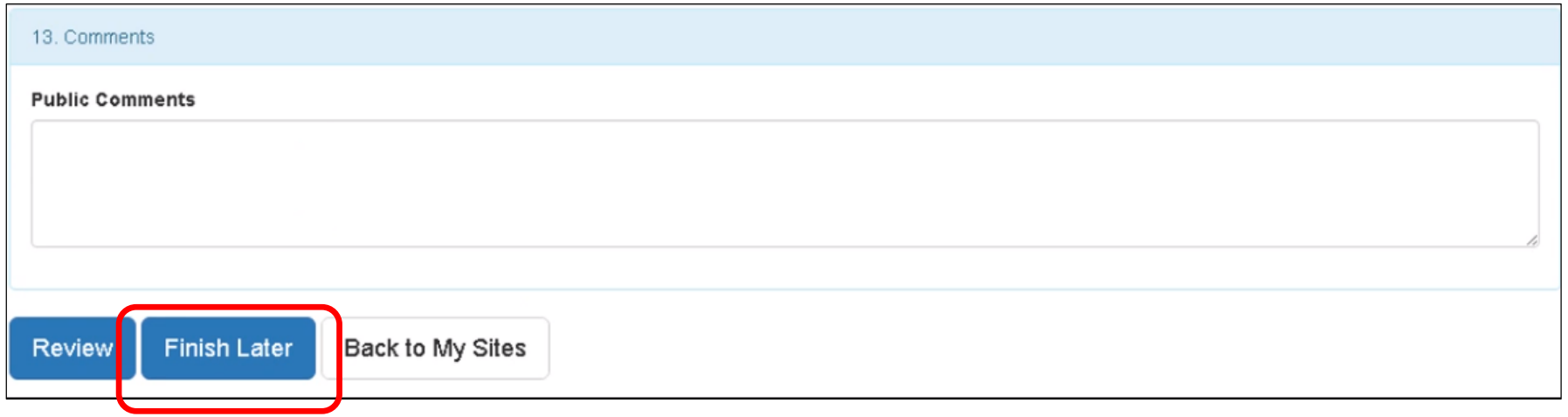
EPA Forms 8700-12, 8700-13 A/B, 8700-23

(OMB #2050-0024; Expires 05/31/2020)

NORTH CAROLINA Department of Environmental Quality

Requesting an EPA ID Number

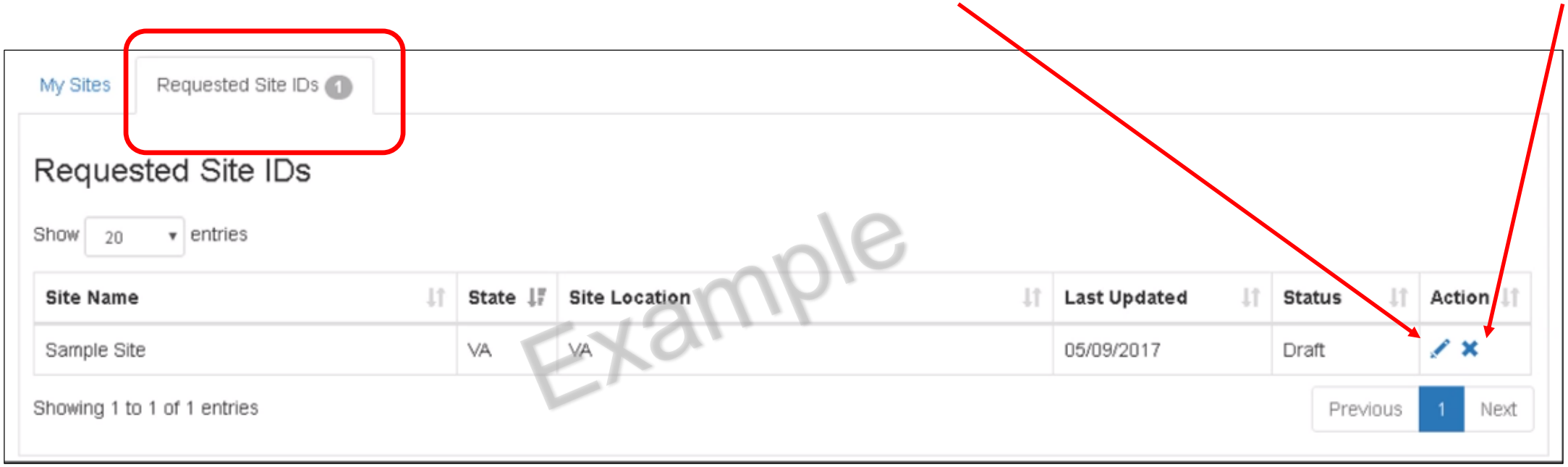
- At any time after you enter the Site Name, you may click the "Finish Later" button at the bottom of the page. This will create a draft version of this submission. The draft does not need to meet the business rules in order to be created. In other words, a draft may be created even if data is missing from required fields.
- The "Finish Later" feature allows users to periodically save their work. Or save information in a draft form while collecting additional information for the submission.



NORTH CAROLINA
Department of Environmental Quality

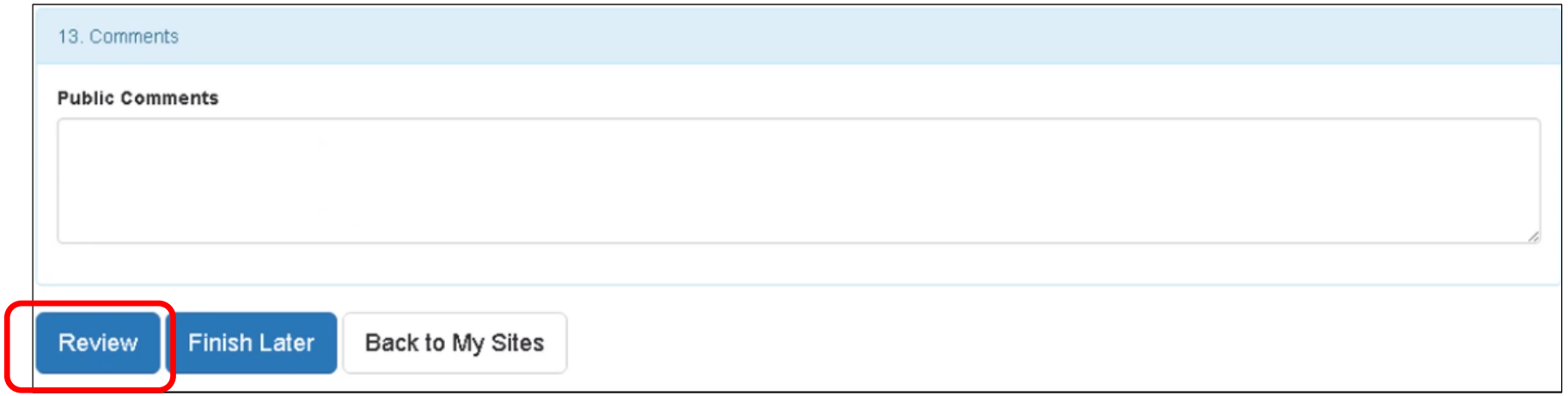
Requesting an EPA ID Number

- The created draft is saved under the "Requested Site IDs" tab with the status of "Draft."
- You may edit or complete your draft by clicking on the "pencil" icon or delete the draft by clicking on the "X" icon.



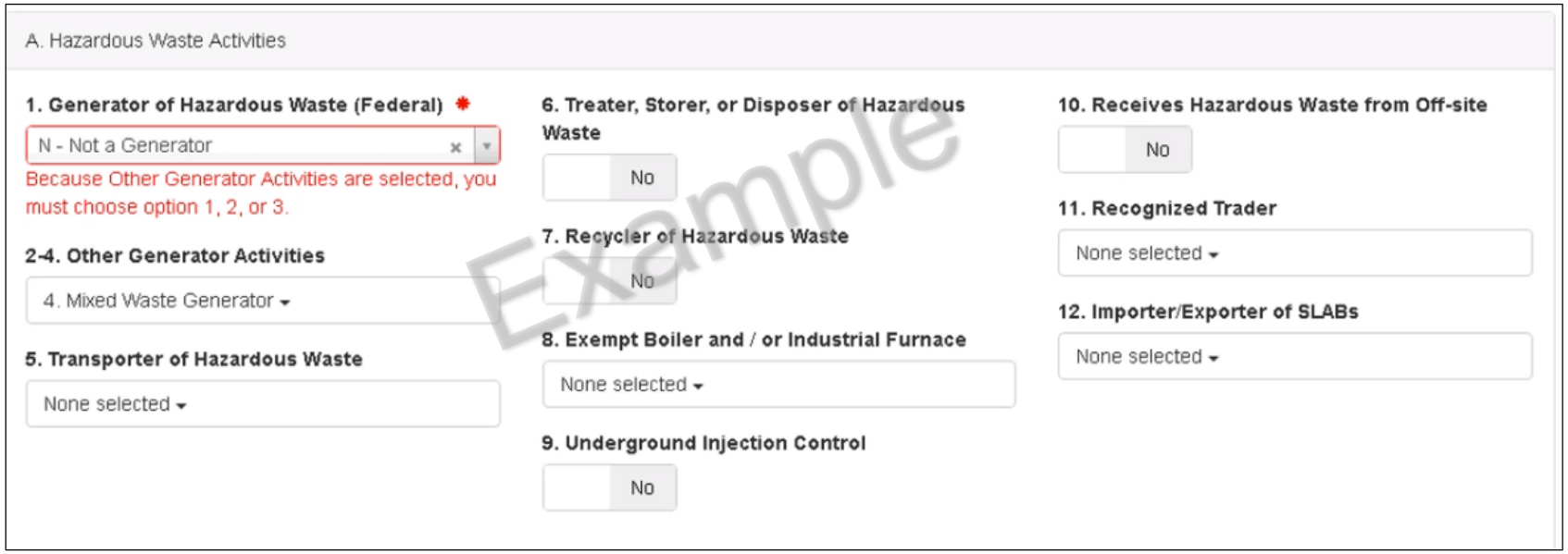
Requesting an EPA ID Number

- Once you have completed the data entry, click the "Review" button at the bottom of the page.
- If you have any required information that is missing an error message will be displayed. You will be taken to that portion of the form to completed the required field.



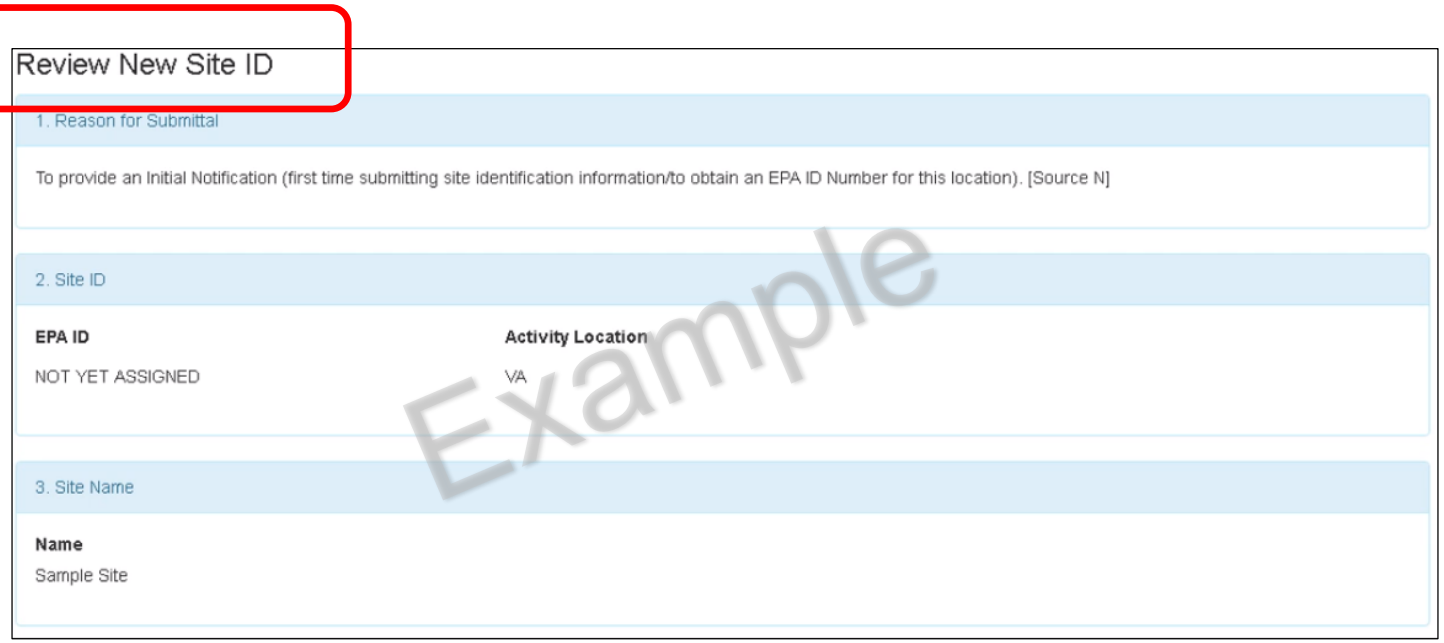
Requesting an EPA ID Number

- If you have data that does not meet the business rules, an error will be displayed and you will be taken to that portion of the form to correct the information.
- You cannot proceed with the review process until all data is provided and meets the business rules. See slide 65 for more information on how to complete fields if you have questions.



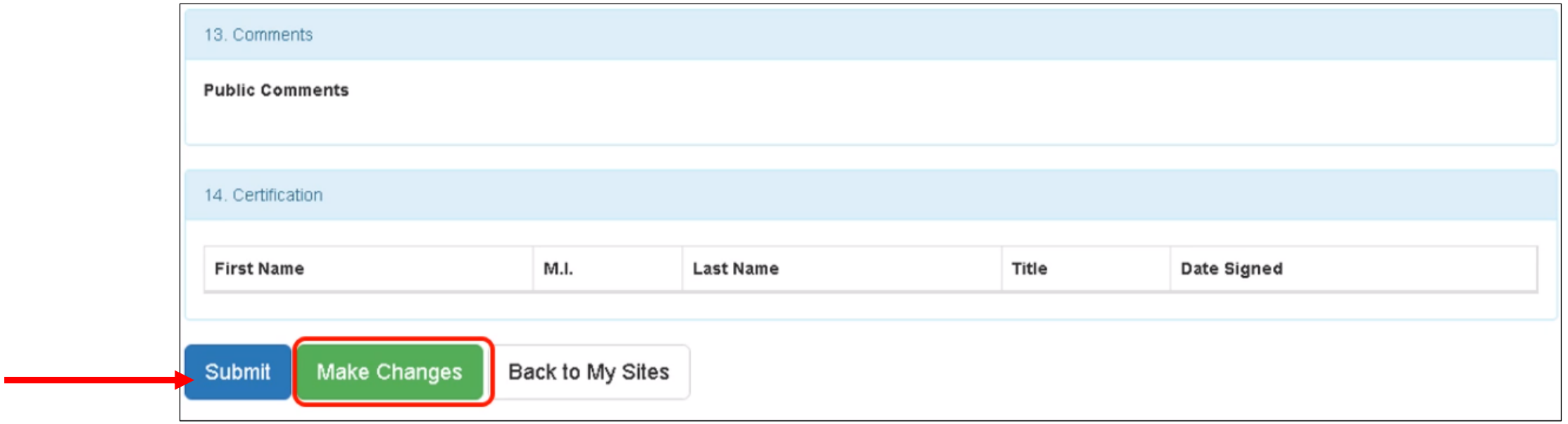
Requesting an EPA ID Number

- When all the data is provided and meets the business rules, the "Review New Site ID" page will be displayed.
- This is the final opportunity to review the data before submitting it to the Hazardous Waste Section.



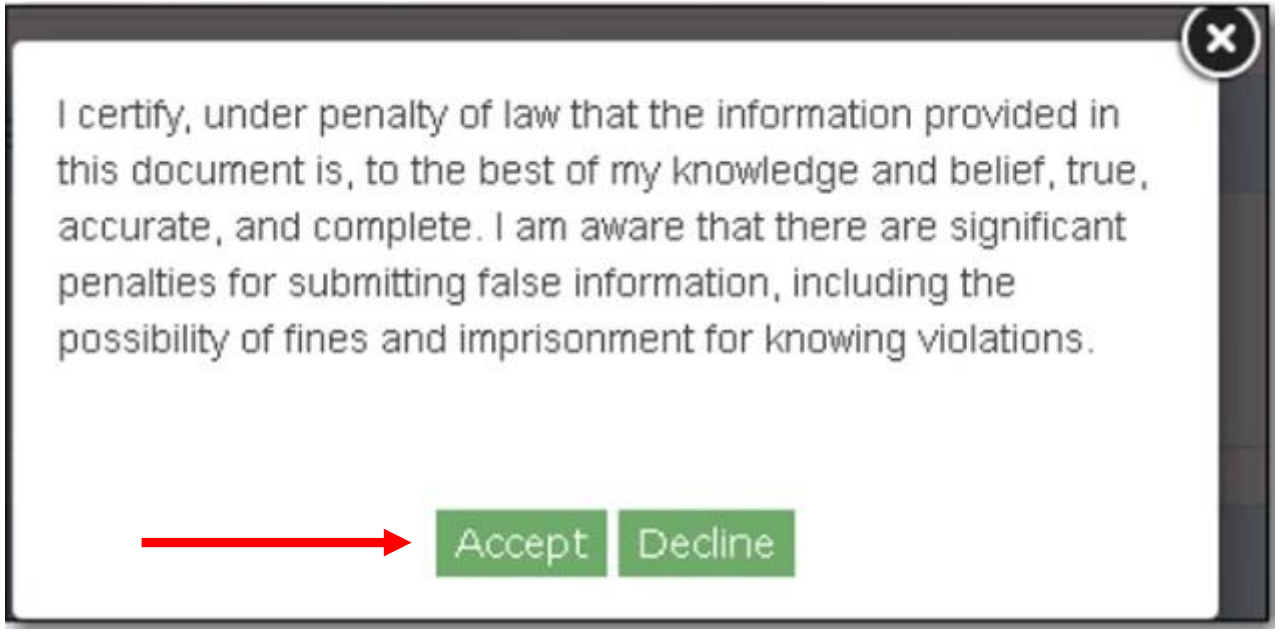
Requesting an EPA ID Number

- If errors are discovered, click on the "Make Changes" button at the bottom of the page to return to the "Create New Site ID" page to make the revisions.
- If the data is correct, click the "Submit" button.



Requesting an EPA ID Number

- Clicking the "Submit" button invokes the Electronic Signature process. If you have not completed the Electronic Signature Agreement already, see slides 47 – 59 for more information.
- You must certify that the information you are providing is correct, to the best of your knowledge by clicking the "Accept" button.

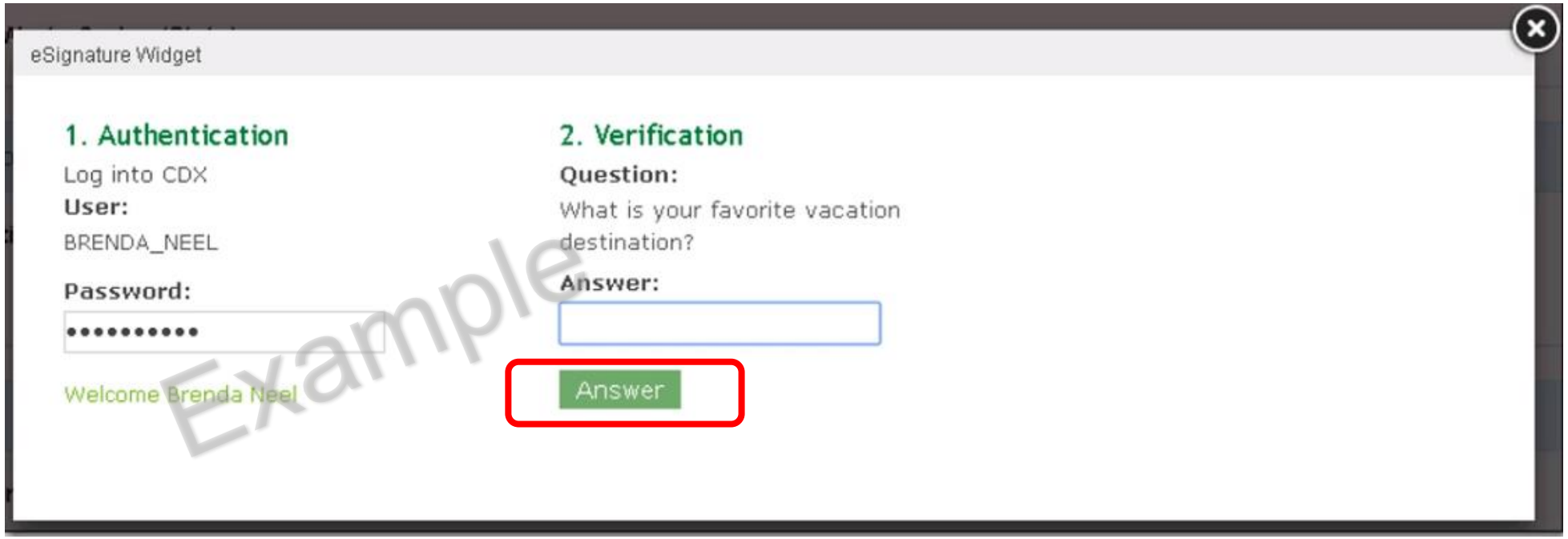


Requesting an EPA ID Number

- Next you will be prompted to provide your password and click the "Login" button.

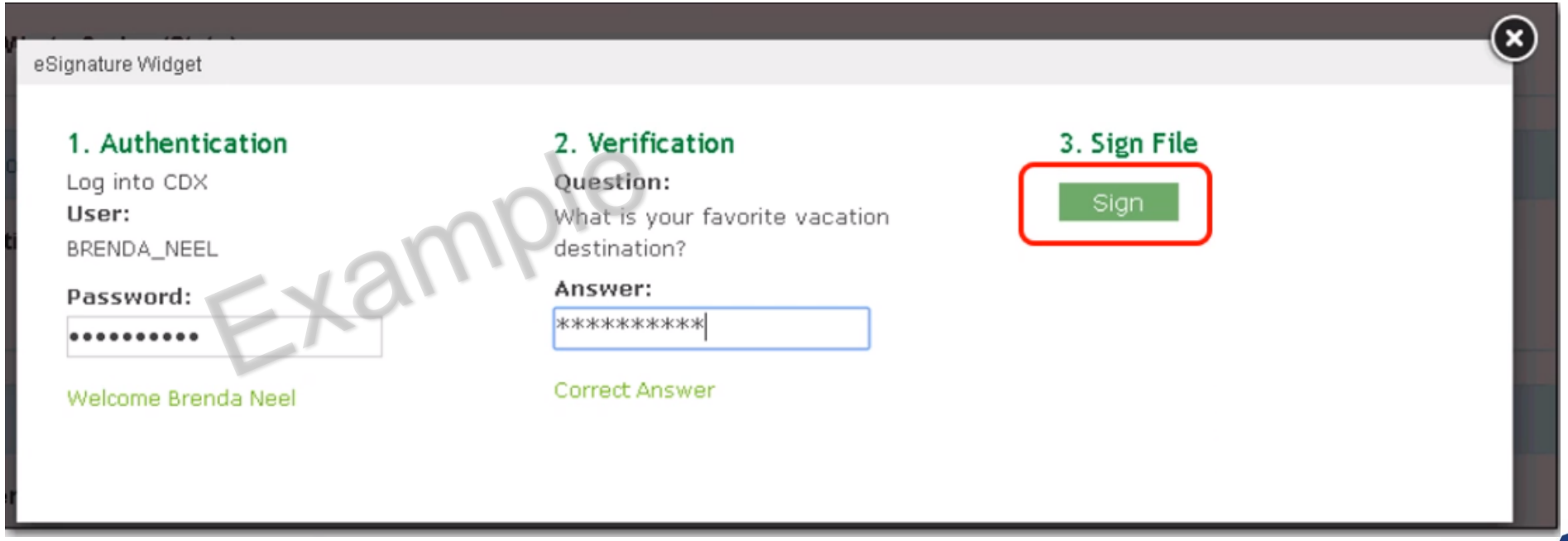
Requesting an EPA ID Number

- One of the five security questions you selected during the Electronic Signature Agreement process will be displayed. Please enter the correct answer in the box and click "Answer."



Requesting an EPA ID Number

- Once your answer is verified, click the "Sign" button to sign and submit your new site ID submission to the Hazardous Waste Section.
- Once you have clicked on the "Sign" button you will not be able to revise the site ID submission until the Hazardous Waste Section has approved/denied the submission.

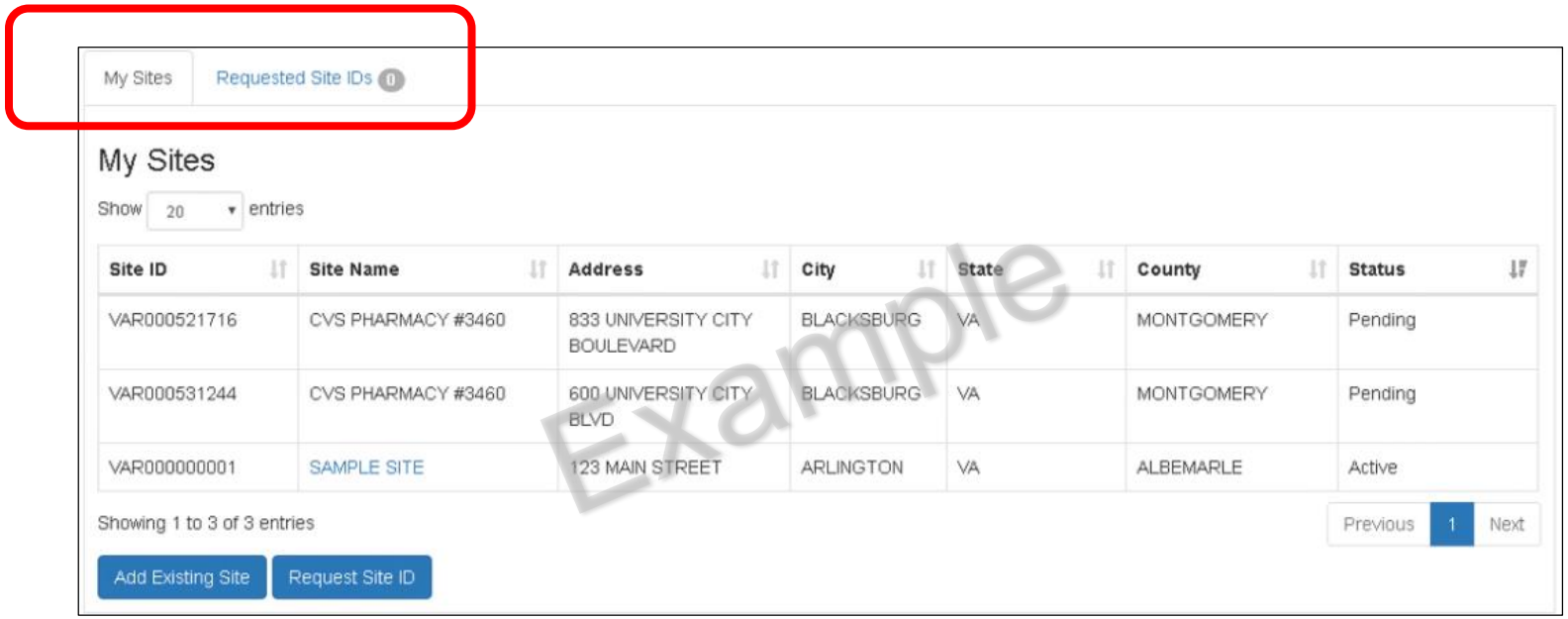


Requesting an EPA ID Number

- The site will appear in the "Requested Site IDs" tab with a status of "Pending Approval."
- You will receive an email with the site has been approved or denied.

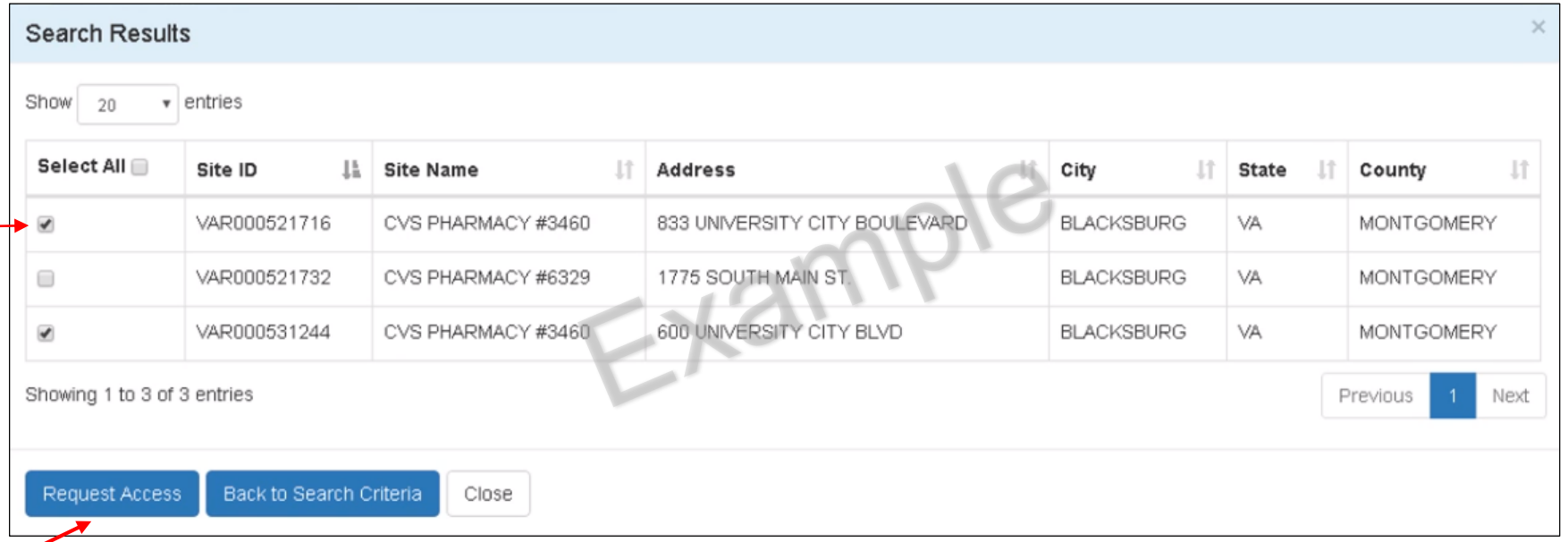
Requesting an EPA ID Number

- Once the site has been approved, it will be removed from the "Requested Site IDs" tab and added to the "My Sites" tab with the newly assigned EPA ID number.
- You will also be granted the "Certifier" role for the myRCRAid Module for the new site.



Requesting an EPA ID Number

- This information is the result from an example site search. (We are only able to approve access to sites located in North Carolina).
- Once you identified your site(s), click the "Select" box to the left of the site.
- Your selections will be verified, so be certain you are selecting only sites in which you are authorized.
- Then click the "Request Access" button. (This button will not appear until you select at least one site).

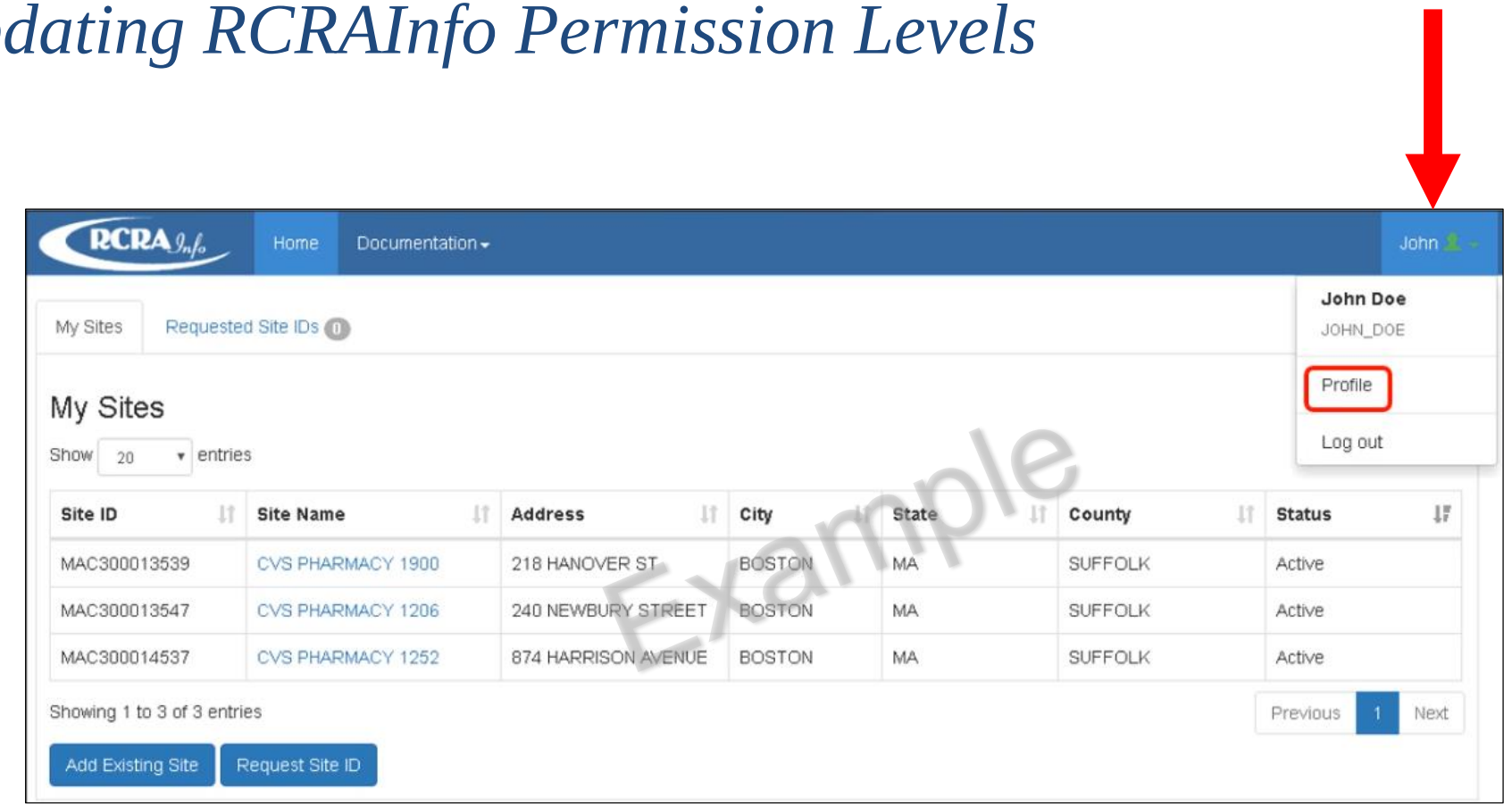


NORTH CAROLINA
Department of Environmental Quality

Updating RCRAInfo Industry Application Permission Levels

Updating RCRAInfo Permission Levels

- To change or request additional permissions for sites you have previously been granted permission, click the Profile icon in the upper right hand corner and select "Profile"



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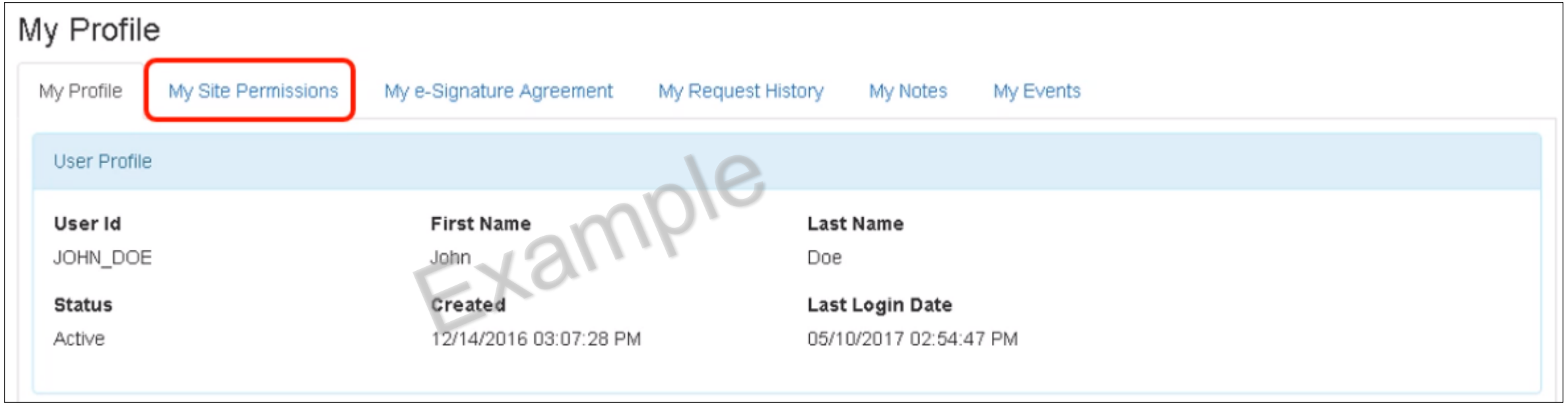
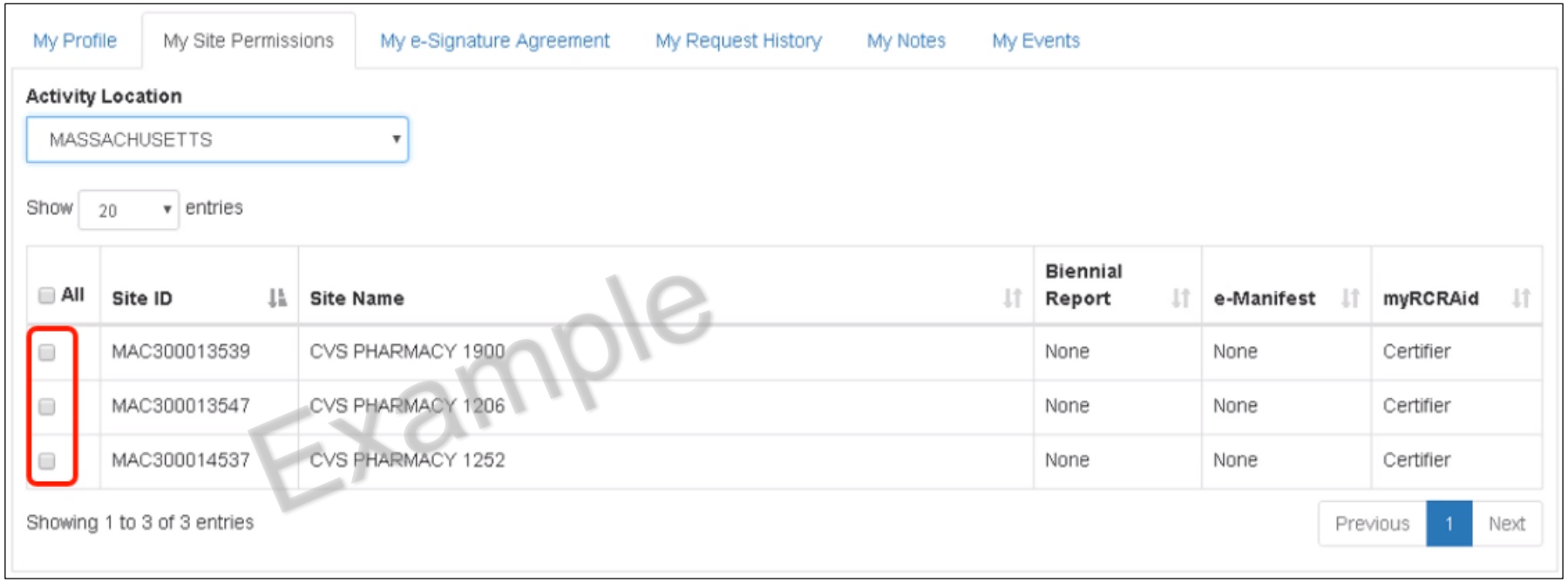
Updating RCRAInfo Permission Levels

- From the "My Profile" tab select the "My Site Permissions" tab by clicking on the tab.



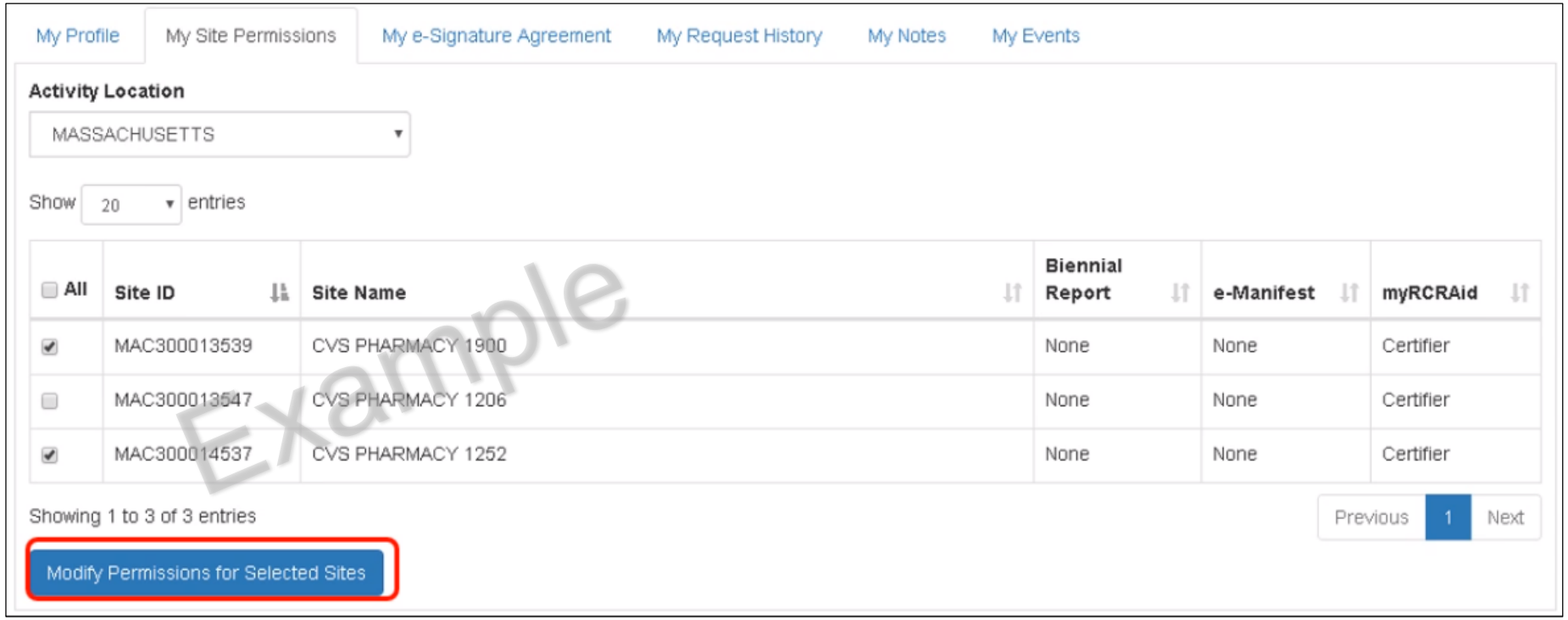
Updating RCRAInfo Permission Levels

- The sites that you have previously been granted permission for will be displayed.
- If you have sites associated with more than one activity location (state/territory), they will be displayed alphabetically. Select the "Activity Location" as North Carolina (remember, we are unable to grant or change permissions for sites outside of North Carolina).
- Click the check box to the left the site(s) that you want to change or request new permissions.



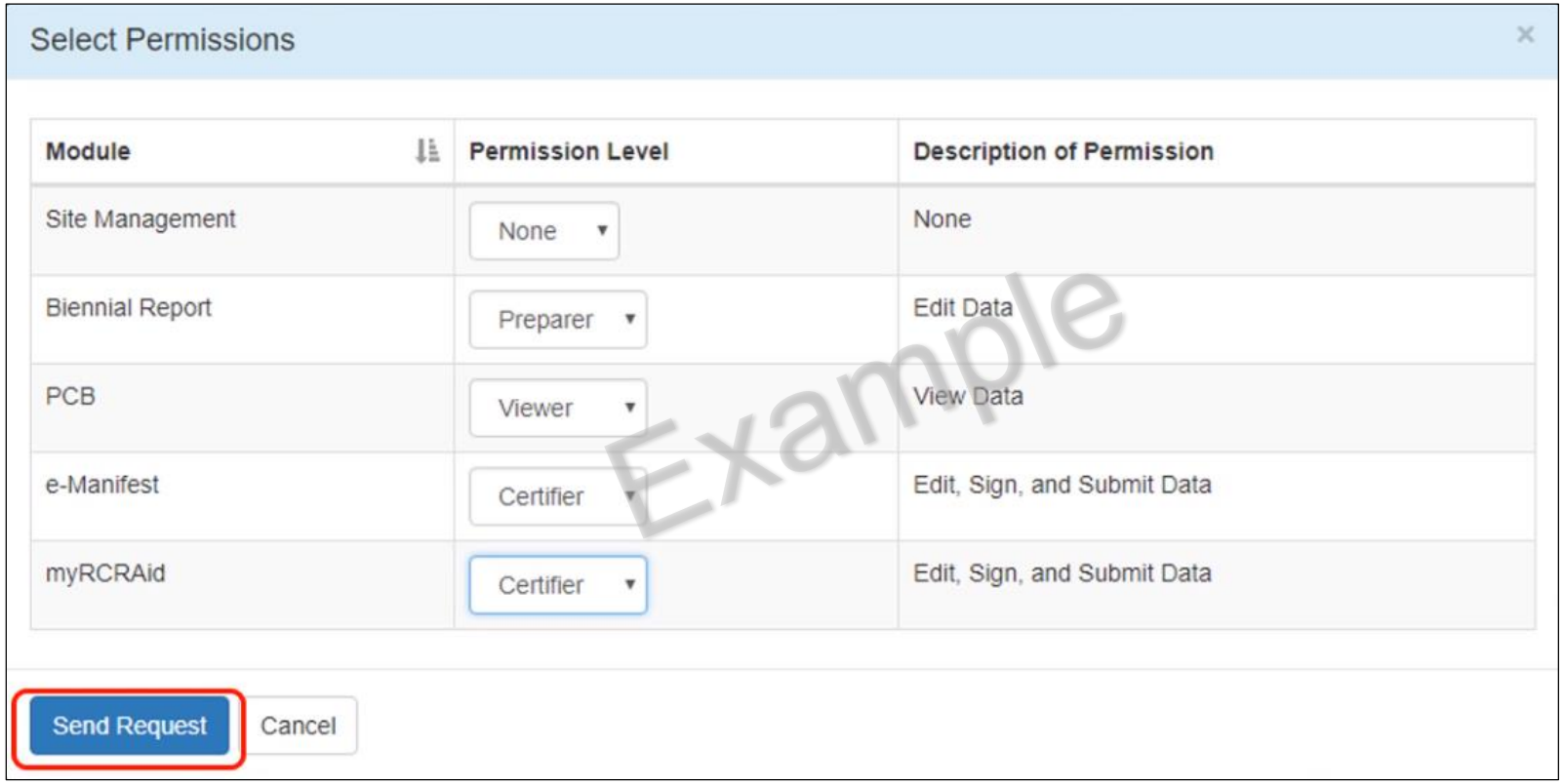
Updating RCRAInfo Permission Levels

- Once you have selected the site(s), click the "Modify Permissions for Selected Sites" button.



Updating RCRAInfo Permission Levels

- Set the Permission Level for each module as appropriate and click the "Send Request" button.
- An email will be automatically sent to the RCRAInfo Administrator with the Hazardous Waste Section who will approve or deny the request.
- You will receive an email once the RCRAInfo Administrator with the Hazardous Waste Section has approved or rejected the request. This typically takes only a few hours but could take several days.



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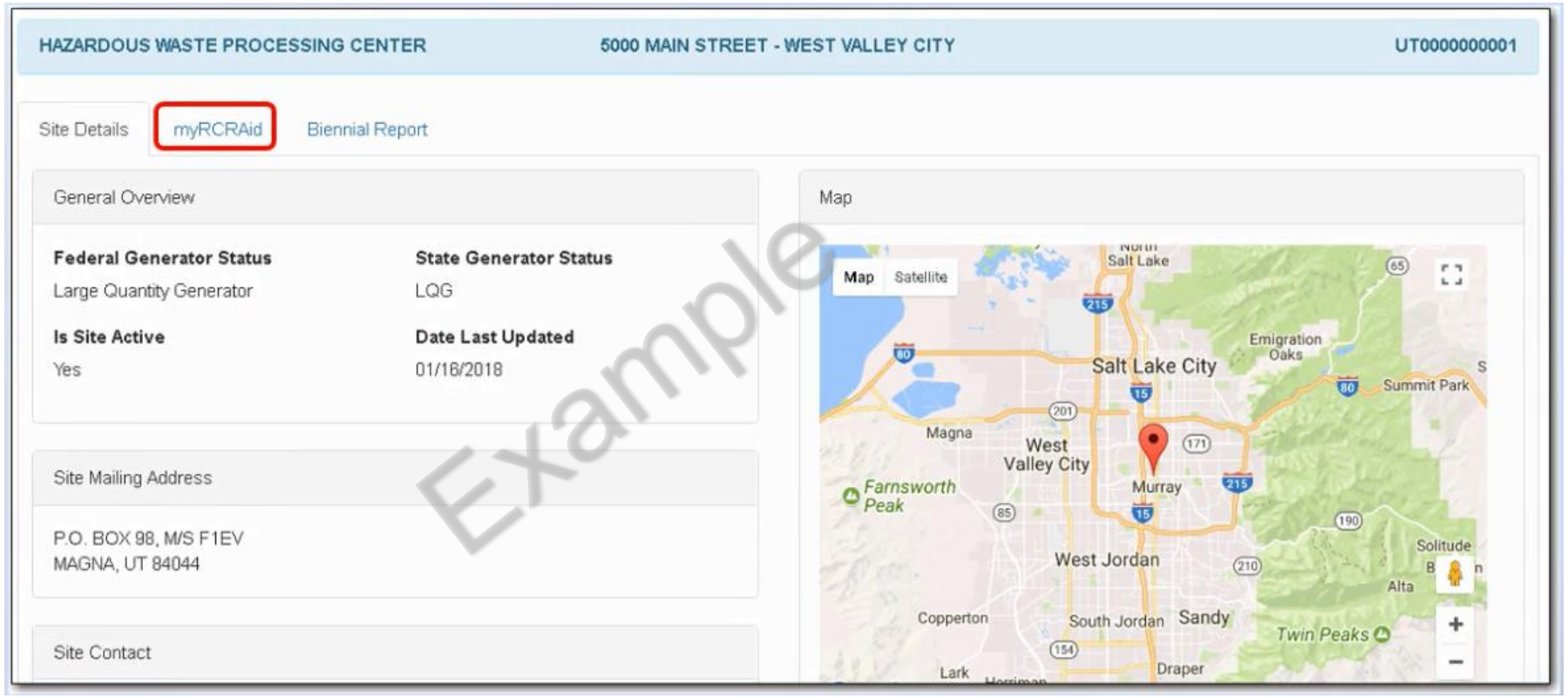
Using RCRAInfo Industry Application

myRCRAId Dashboard

- Once you have been given permissions for a given site (i.e., Viewer, Preparer, Certifier, or Site Manager), the Site Name on the My Sites tab will become a hyperlink.
- Click the hyperlink for the site of interest to view, prepare, and/or submit information for this site.
- The Site Details tab will be displayed showing the Site Name, Location Address, and Site Identification Number on the blue header bar (a Dashboard for each site)
- A general overview of the site including the generator category and the date the site information was updated is provided, as well as the mailing address for the site and current site contact information.
- Additionally, a map indicating the location of the site is provided. From this screen, you will also see additional tabs for the type of data that you are allowed to view and/or process for this site including tabs for myRCRAid, e-Manifest, and/or Biennial Report.

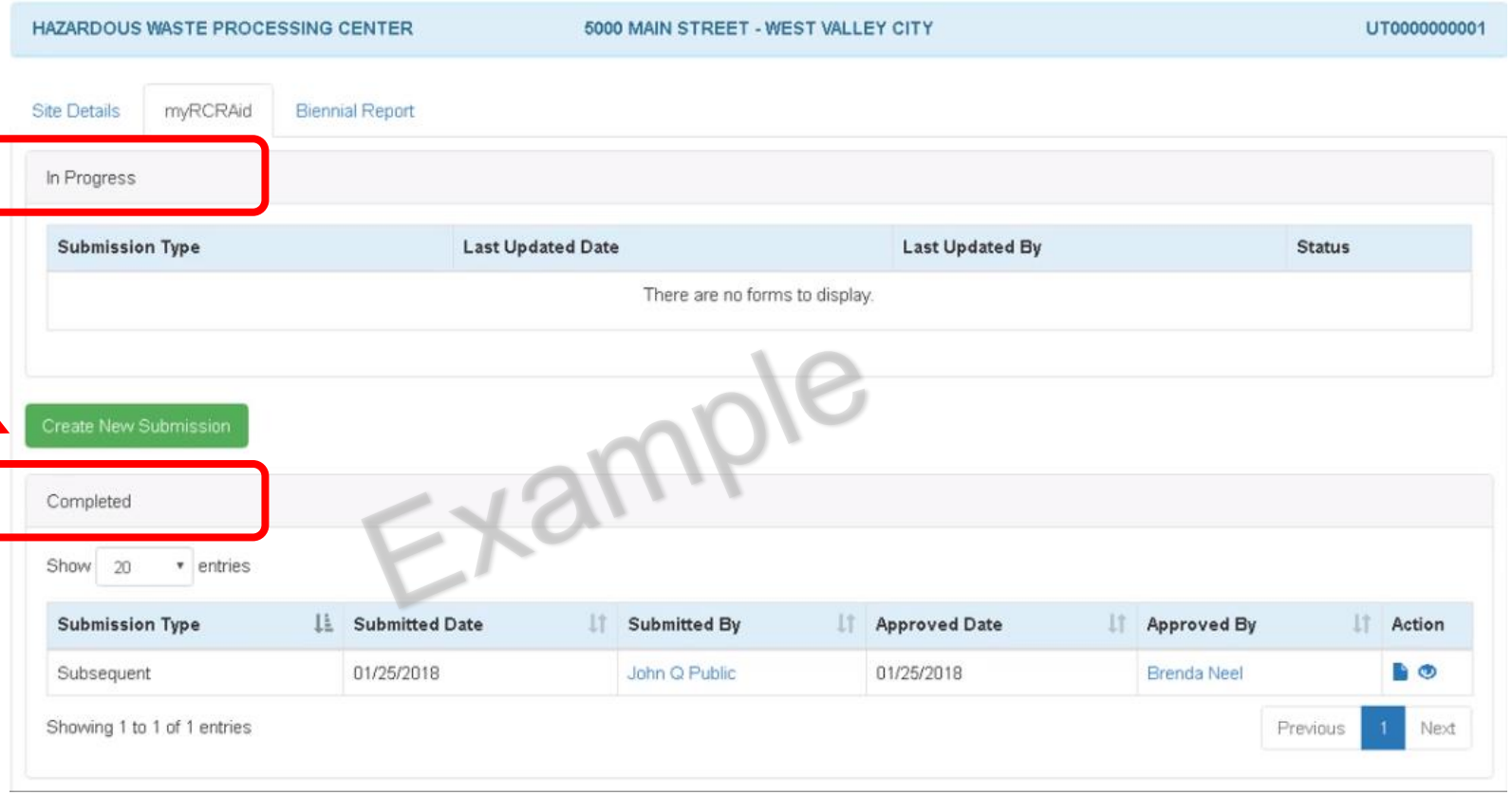
myRCRAId Dashboard

Once you are registered, you will have a "Dashboard" for each Site.



myRCRAid Dashboard

- On the myRCRAid Dashboard, there is an "In Progress" section and a "Completed" section.
- The Completed section will have the last 10 completed submission for the site. See the next slides for an explanation of these two sections.



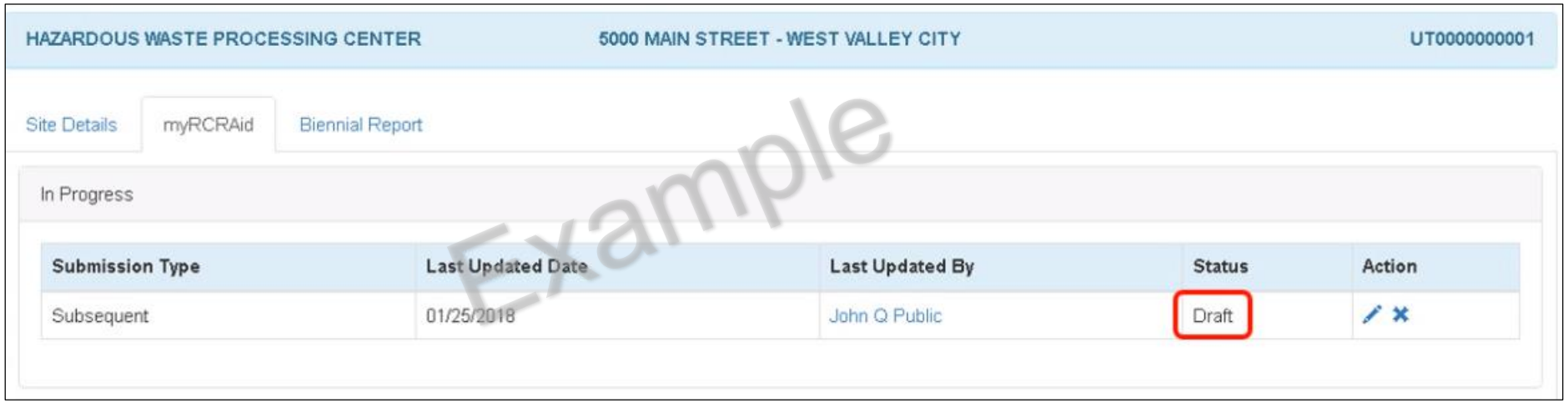
myRCRAid Dashboard – "In Progress"

A submission is classified as "In Progress" if:

- A Draft submission has been created
  - Status = Draft
- A Preparer has created the data entry portion of the submission and has marked the submission Rady for Signature by the Certifier/Site Manager
  - Status = Ready for Signature
- A Certifier tried to submit the submission but does not have a valid Electronic Signature Agreement
  - Status = Completed
- A submission has been signed and submitted to the RCRAInfo Administrator with the Hazardous Waste Section but has not yet been approved/rejected by the Administrator
  - Status = Pending
- A submission has been rejected by the RCRAInfo Administrator with the Hazardous Waste Section
  - Status = Rejected

myRCRAid Dashboard – "In Progress"

- Submissions with the status of "Draft", "Ready for Signature", "Completed", or "Rejected" may be edited by clicking on the "pencil" icon or deleted by clicking the "x" icon.
- Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the RCRAInfo Administrator with the Hazardous Waste Section processes the submission.



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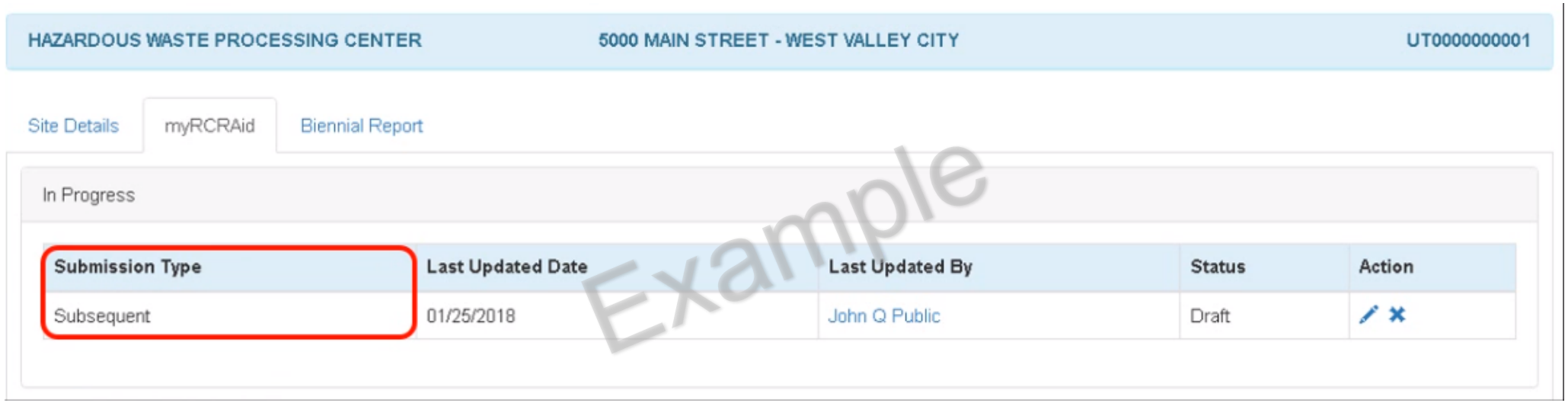
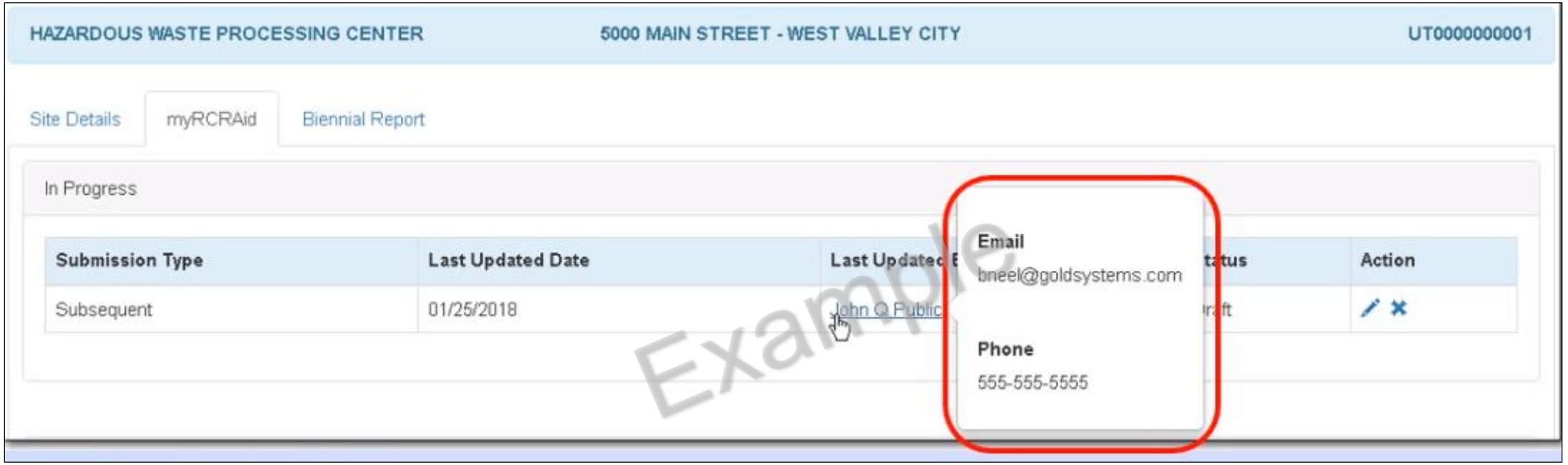
myRCRAid Dashboard – "In Progress"

- The Dashboard displays the submission type along with information on when the submission was last updated and by whom.



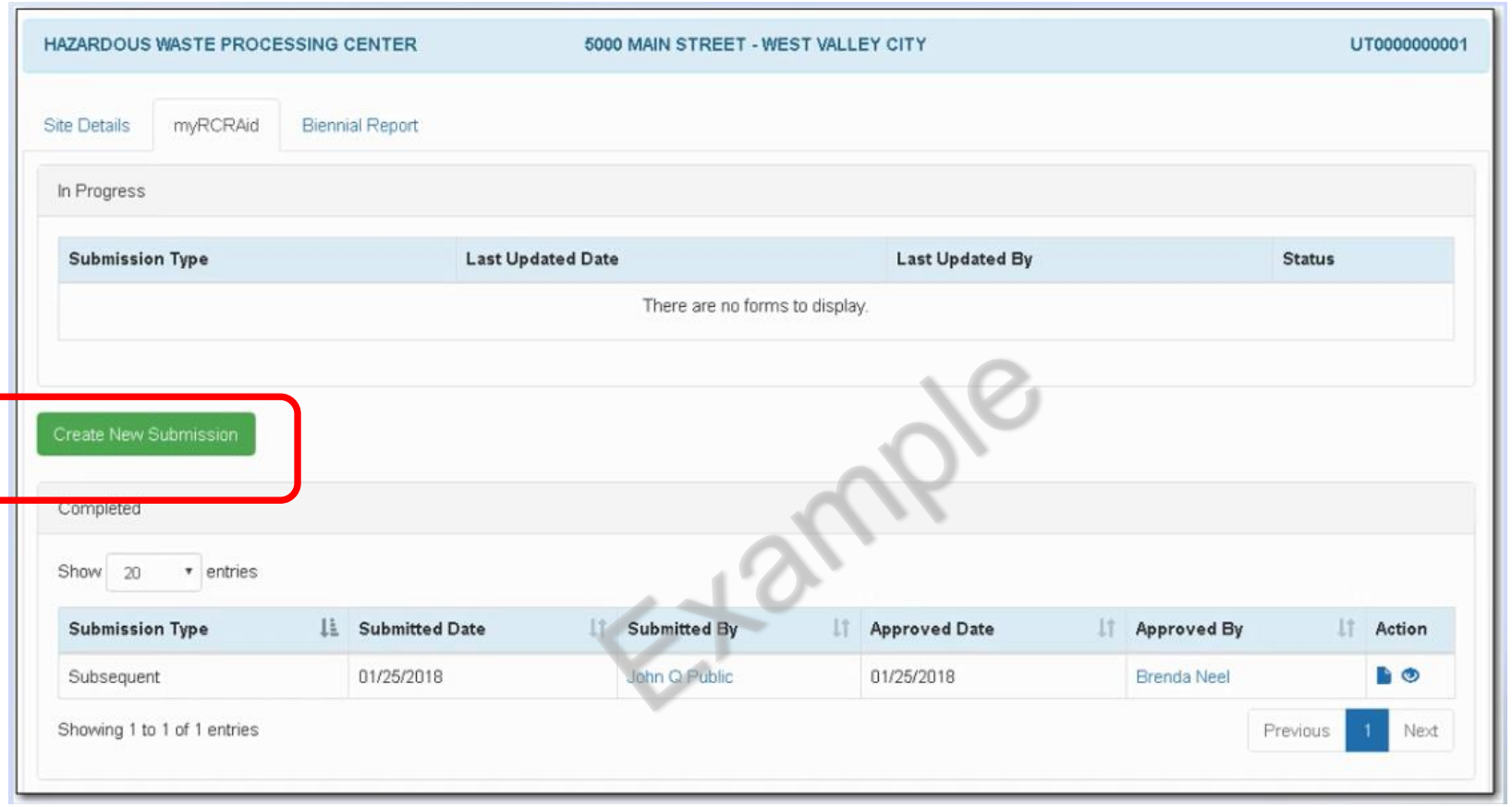
myRCRAid Dashboard – "In Progress"

- If you hover over the "Last Updated By" to see an email address and a phone number for the person who last updated the submission.



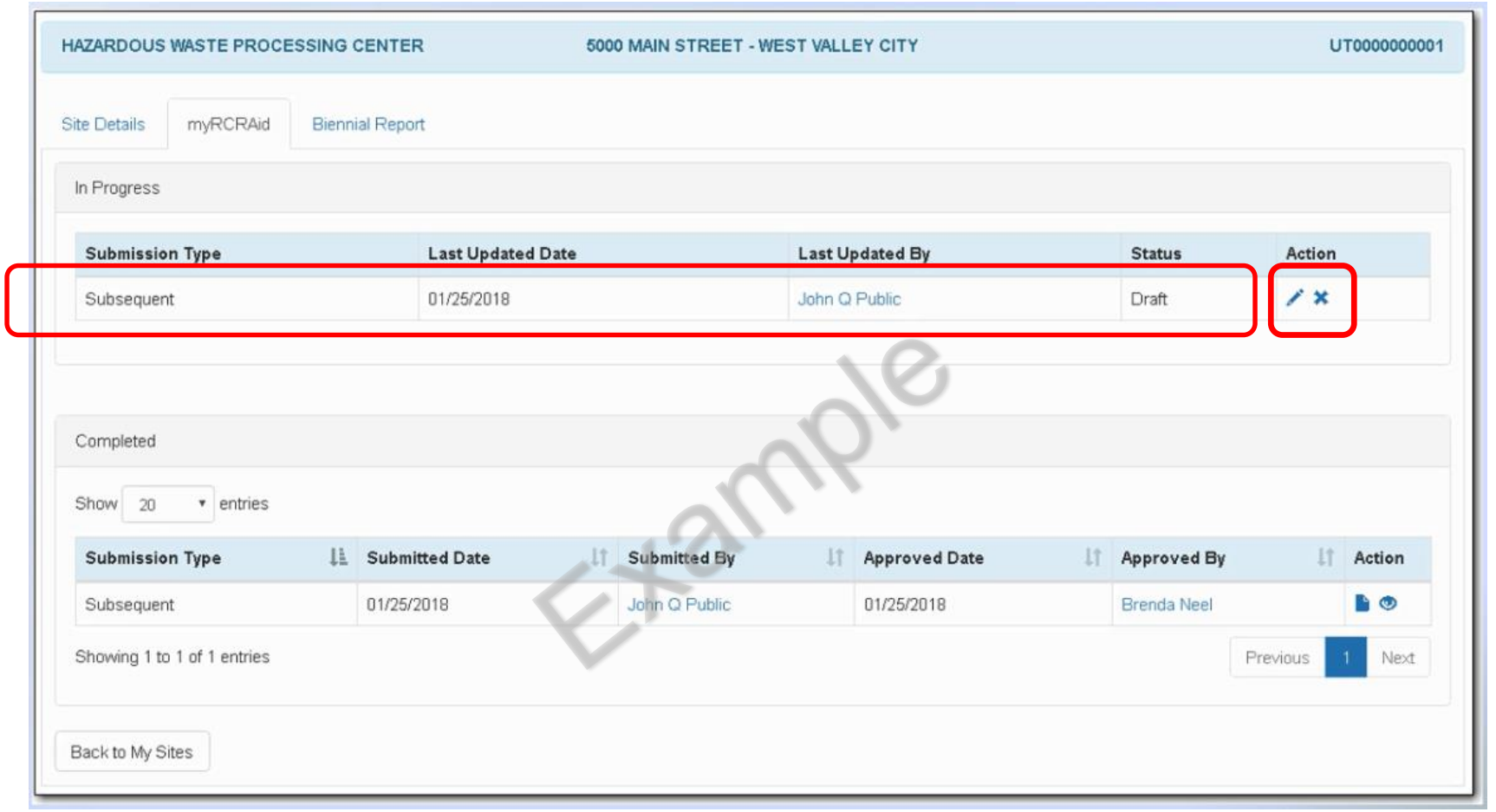
Create a New Submission

- Click the "Create New Submission" button to create a new Site Identification form.
- This button is available for users with the Preparer, Certifier or Site Manager Permission Levels for this site.



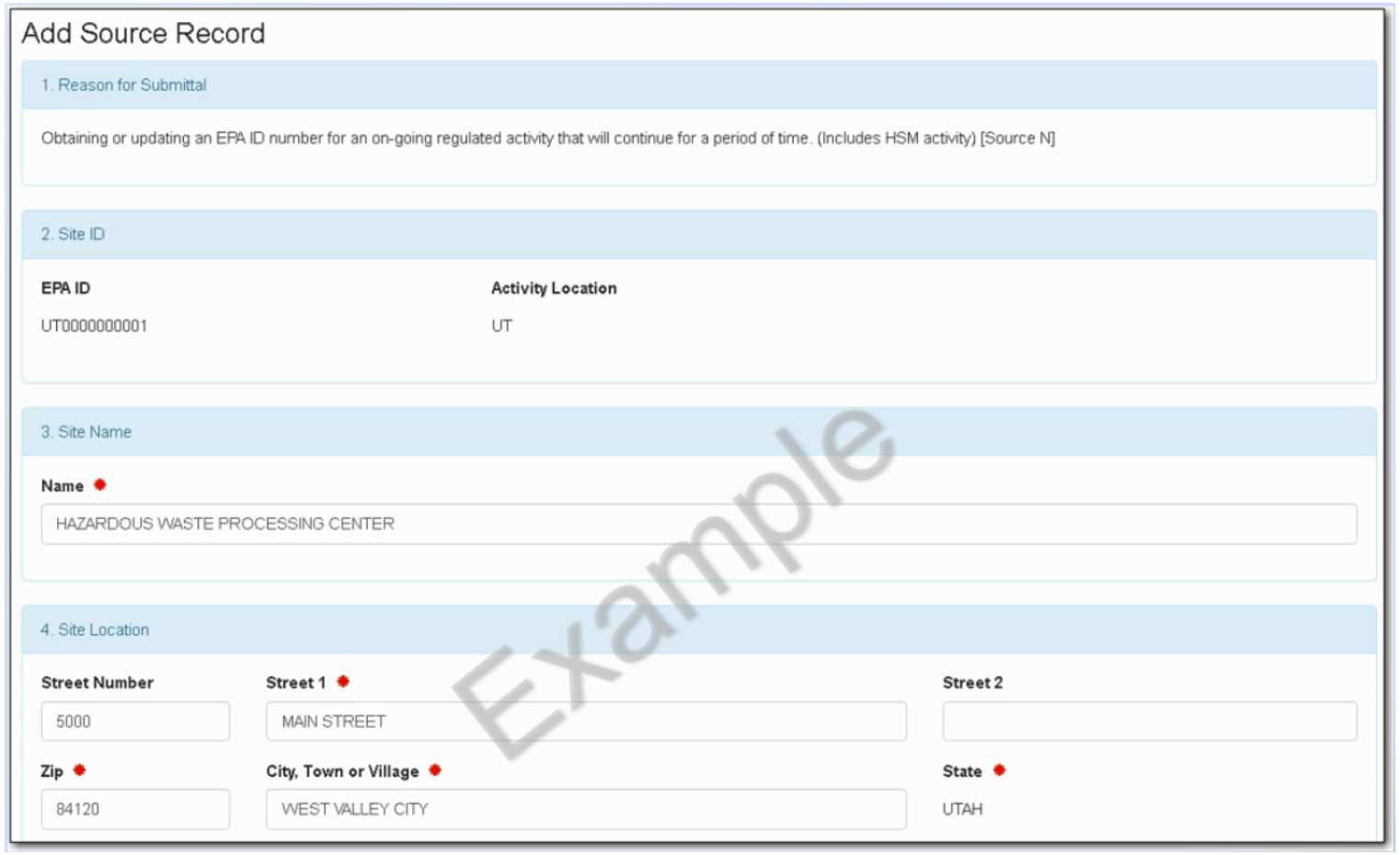
Create a New Submission

- If a draft submission already exists, another submission cannot be created.
- To continue with the existing draft submission, click on the "pencil" icon to edit. Or delete it with the "X".



Create a New Submission

- When a New Submission is created the "Add Source Record" will be displayed prepopulated with the most recent information associated with the site.
- The most recent information may not have been from an EPA 8700-12 notification form (but may have been from a biennial report or a RCRAInfo Implementer entry made by the Hazardous Waste Section).
- You may add, change, or delete information on this form as appropriate.
- Review the information carefully for accuracy and make any necessary changes.



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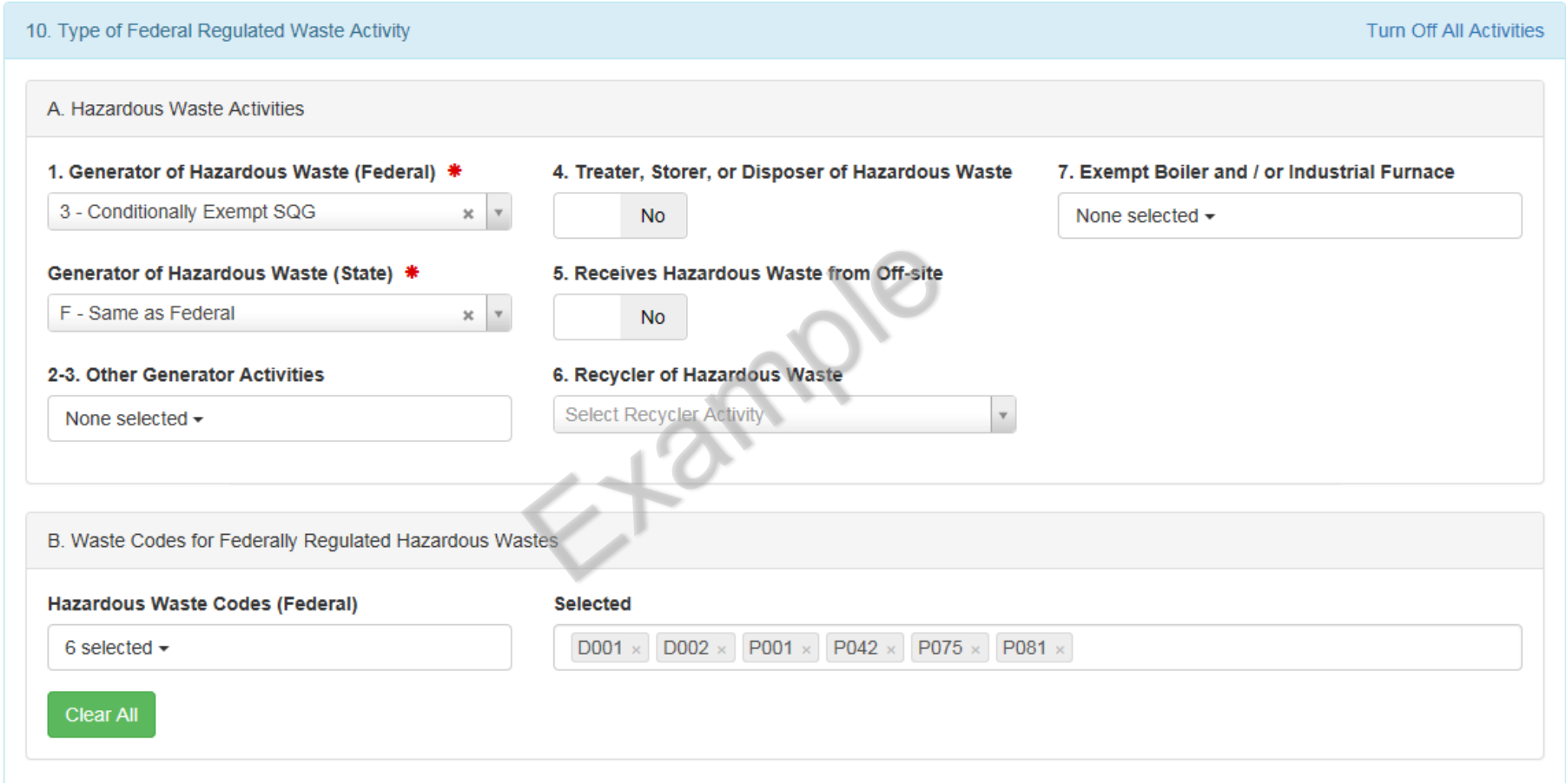
Electronic Version Resembles the Paper 8700-12 Form



The electronic version of the notification is very similar (content and layout) to the paper version of the EPA 8700-12 form. In the electronic version there are drop down boxes with lists to select from and radio buttons to toggle between selections.

Instructions for completing the EPA 8700-12 Form

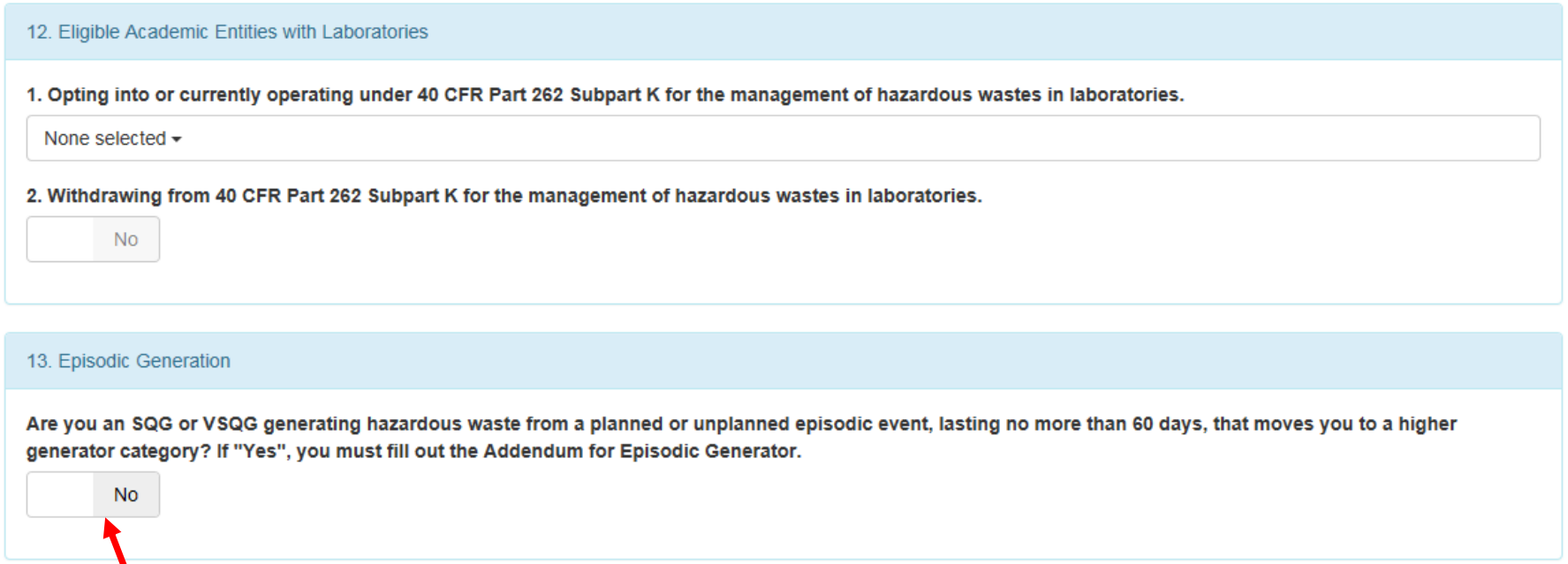
- The instruction book for the EPA 8700-12 form is a good reference while completing either an initial notification or subsequent updates.

- The Instruction book for the EPA 8700-12 form can be found at this EPA website link:

  https://rcrainfo.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf

- Questions on how to complete/update the electronic notification form in RCRAInfo Industry Application? Please see the last slide of this presentation for contacts if you have questions.

Episodic Generation



When the Episodic Generation radio button is toggled to "Yes", an addendum form opens (next slide).

Episodic Generation Addendum

13. Episodic Generation

Are you an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category? If "Yes", you must fill out the Addendum for Episodic Generator.

Yes

Episodic Event

Episodic Event Type *

Select Episodic Event Type

Beginning Date *

MM/DD/YYYY

End Date *

MM/DD/YYYY

Emergency Contact

First Name *

Middle Initial

Last Name *

Phone *

Extension

Email

Waste *

Description	Quantity (lbs)	Waste Codes (Federal)	Waste Codes (State)	

Add

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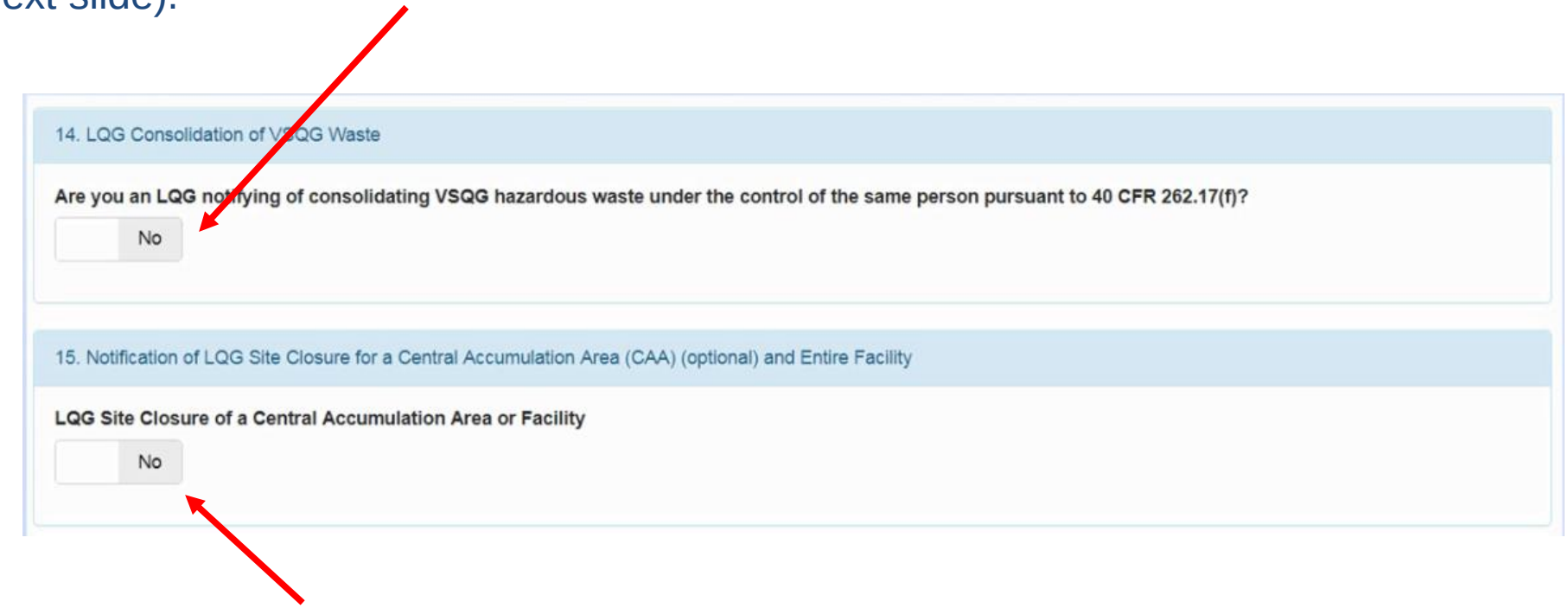
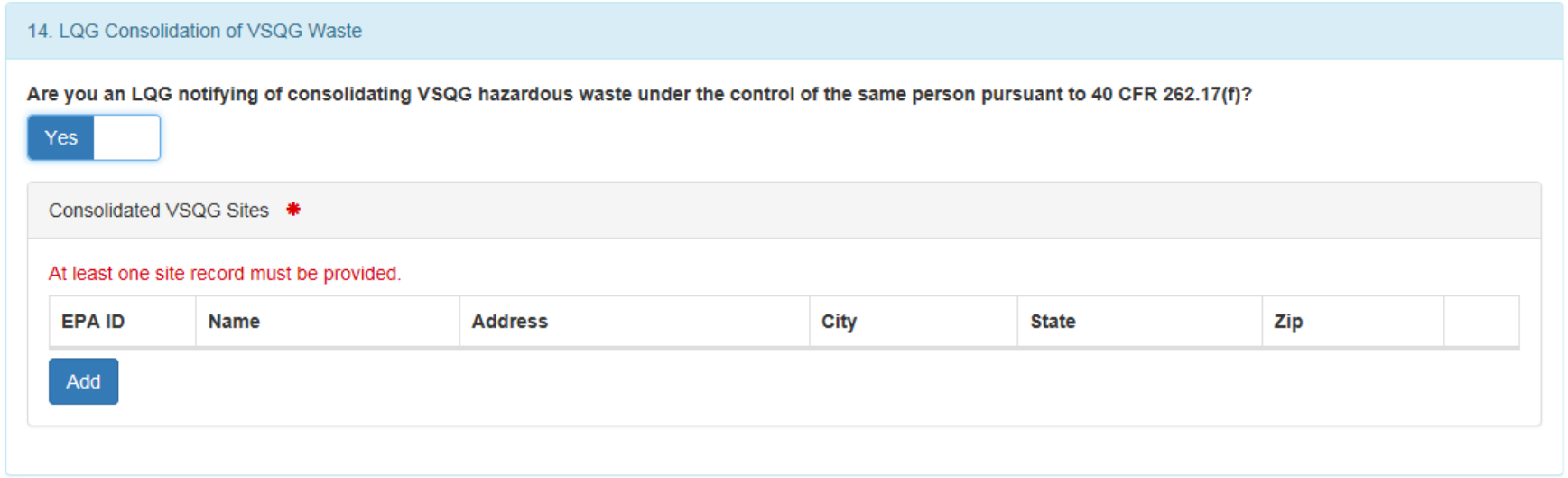
LQG Closure

When the "LQG Consolidation of VSQG Waste" radio button is toggled to "Yes", an addendum form opens (next slide).



When the "LQG Site Closure" radio button is toggled to "Yes", an addendum form opens (in two slides).

LQG Consolidation of VSQG Waste Notification



LQG Consolidation of VSQG Waste Addendum form which opens after answering "Yes" to #14.

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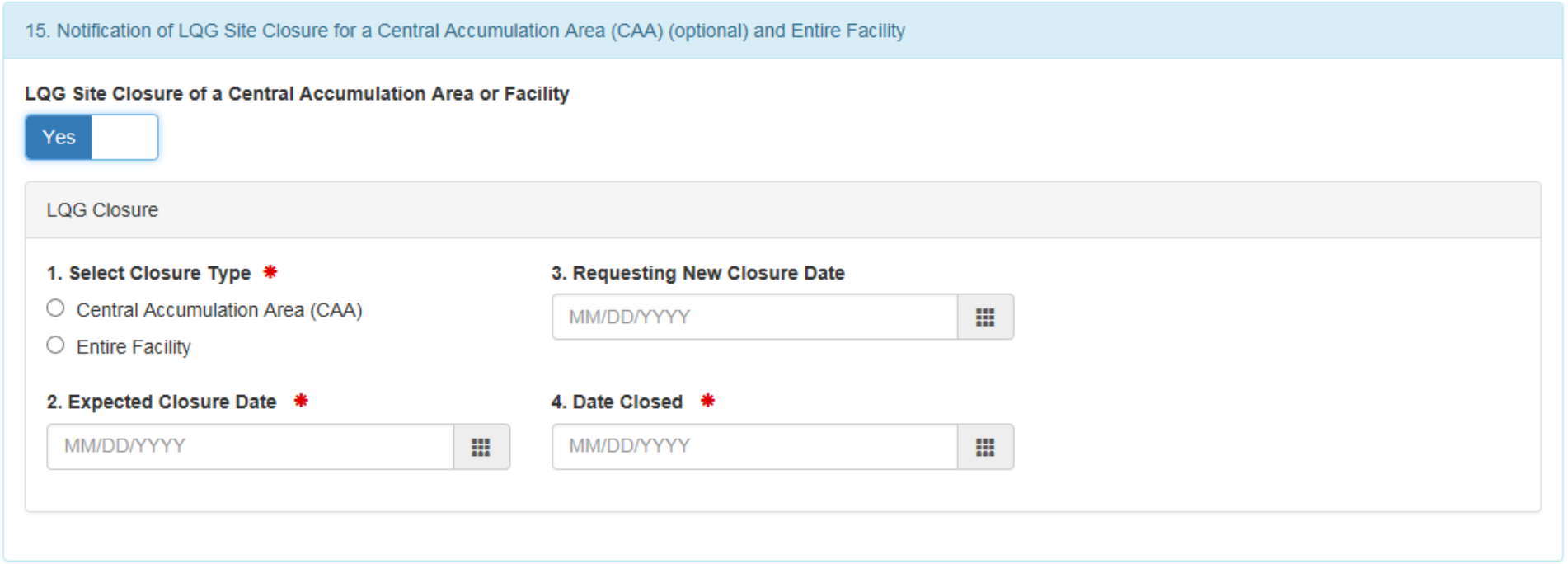
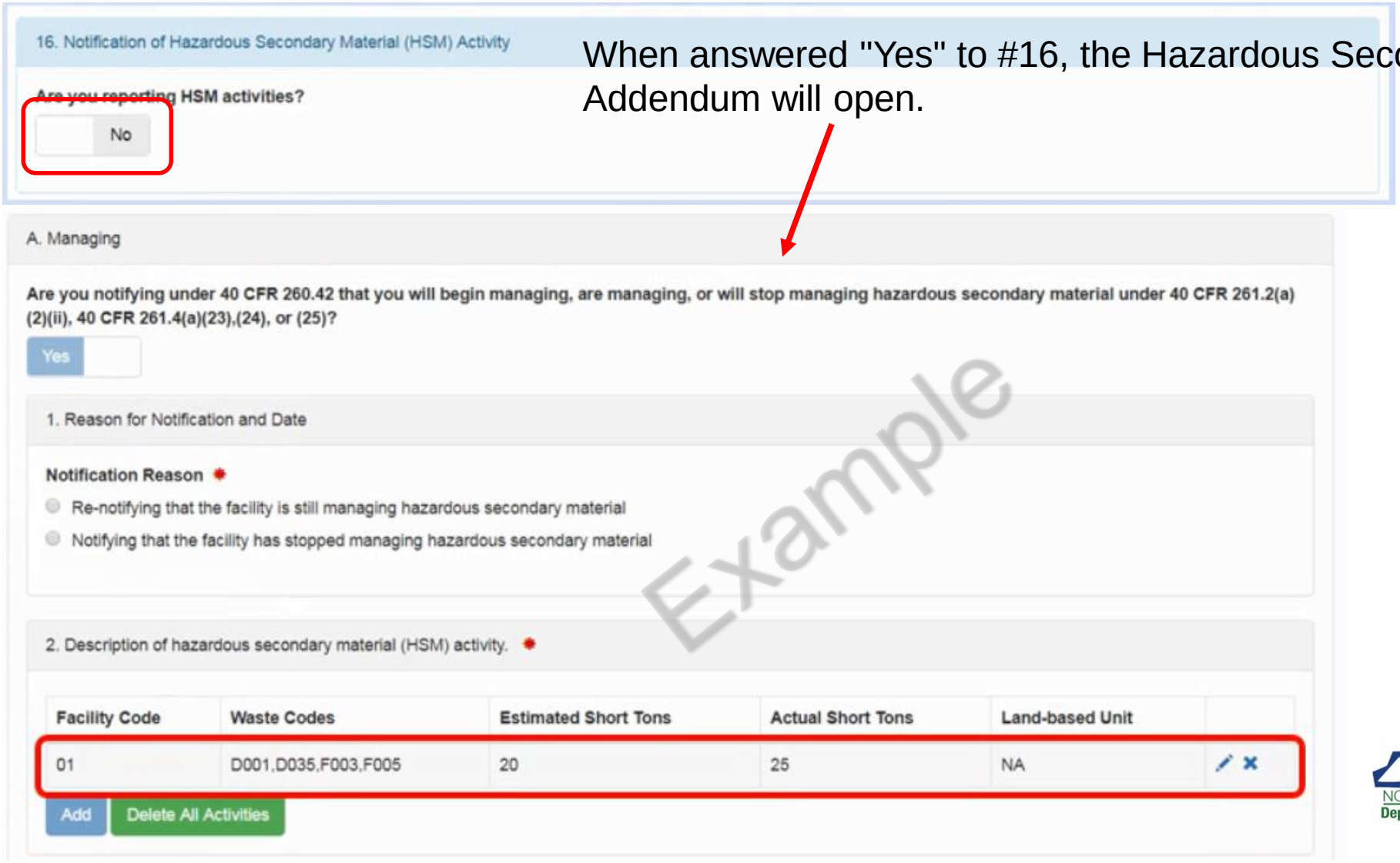
LQG Closure Notification



LQG Site Closure Addendum form which opens after answering "Yes" to #15.

Hazardous Secondary Materials Reclamation Exclusion Notification

When answered "Yes" to #16, the Hazardous Secondary Material Addendum will open.



Questions about RCRAInfo Industry Applications?

Questions about RCRAInfo Registration or updating Permissions?

Melodi Deaver

Phone: 919-707-8204

Email: Melodi.Deaver@ncdenr.gov

Questions about updating site information/requesting an EPA ID Number?

Andrew Minter

Phone: 919-707-8265

Email: Andrew.Minter@ncdenr.gov

LearningZen

Registering for LearningZen

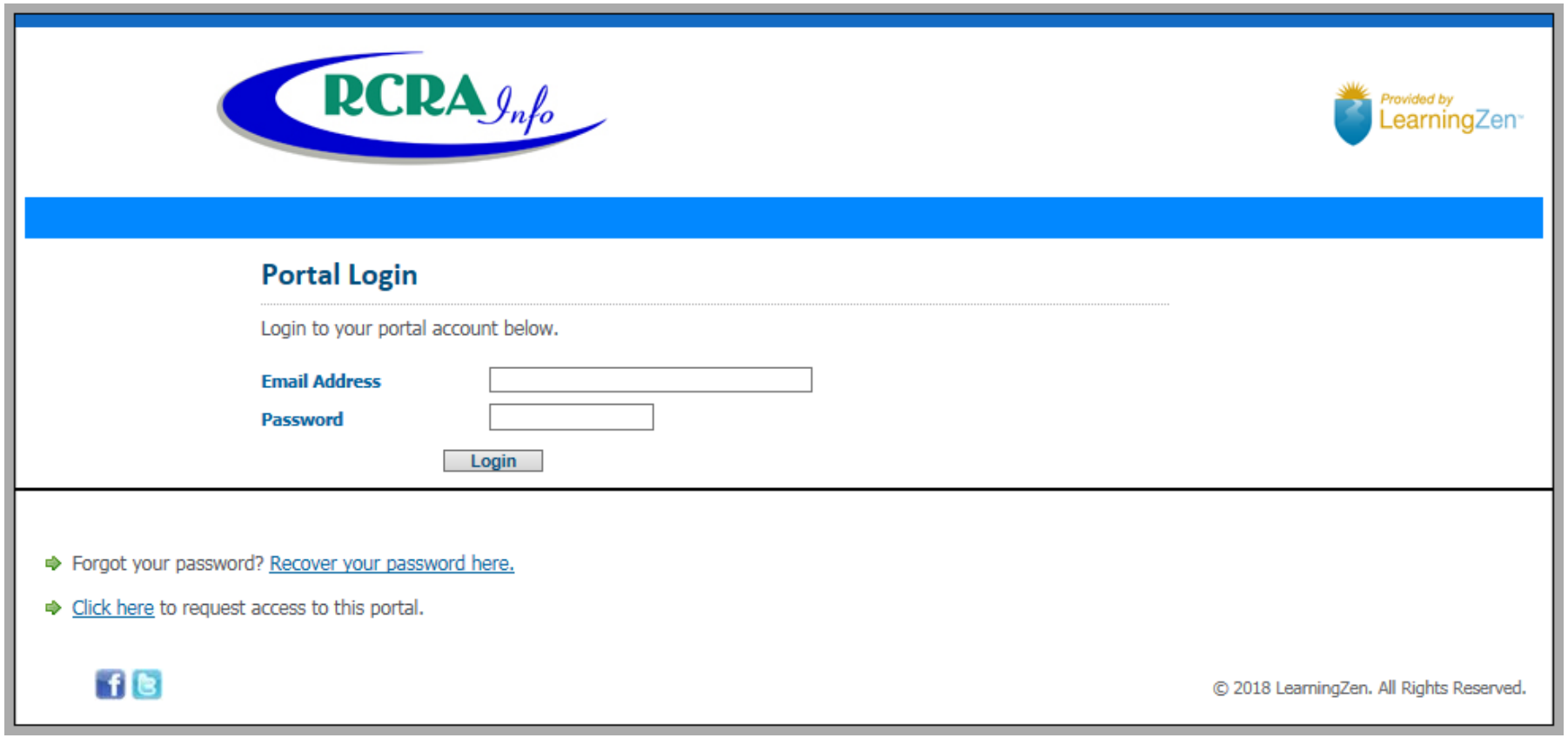
- RCRAInfo Industry Applications including myRCRAid tutorials are available to industry users at:

  https://rcrainfo.learningzen.com/onlinetraining/auth/login

- Access to LearningZen is free but you will need to register
  - The LearningZen registration is completely separate and different than the RCRAInfo registration (in the previous slides)

- Check the site regularly to see any new courses that become available

Registering for LearningZen



Even though this has the RCRAInfo logo on the page, the registration info is completely separate and different than RCRAInfo log in/password created in previous slides.

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Example of the registration form for LearningZen. Please note this registration process is completely different/separate from the RCRAInfo Industry Application registration described on previous slides.

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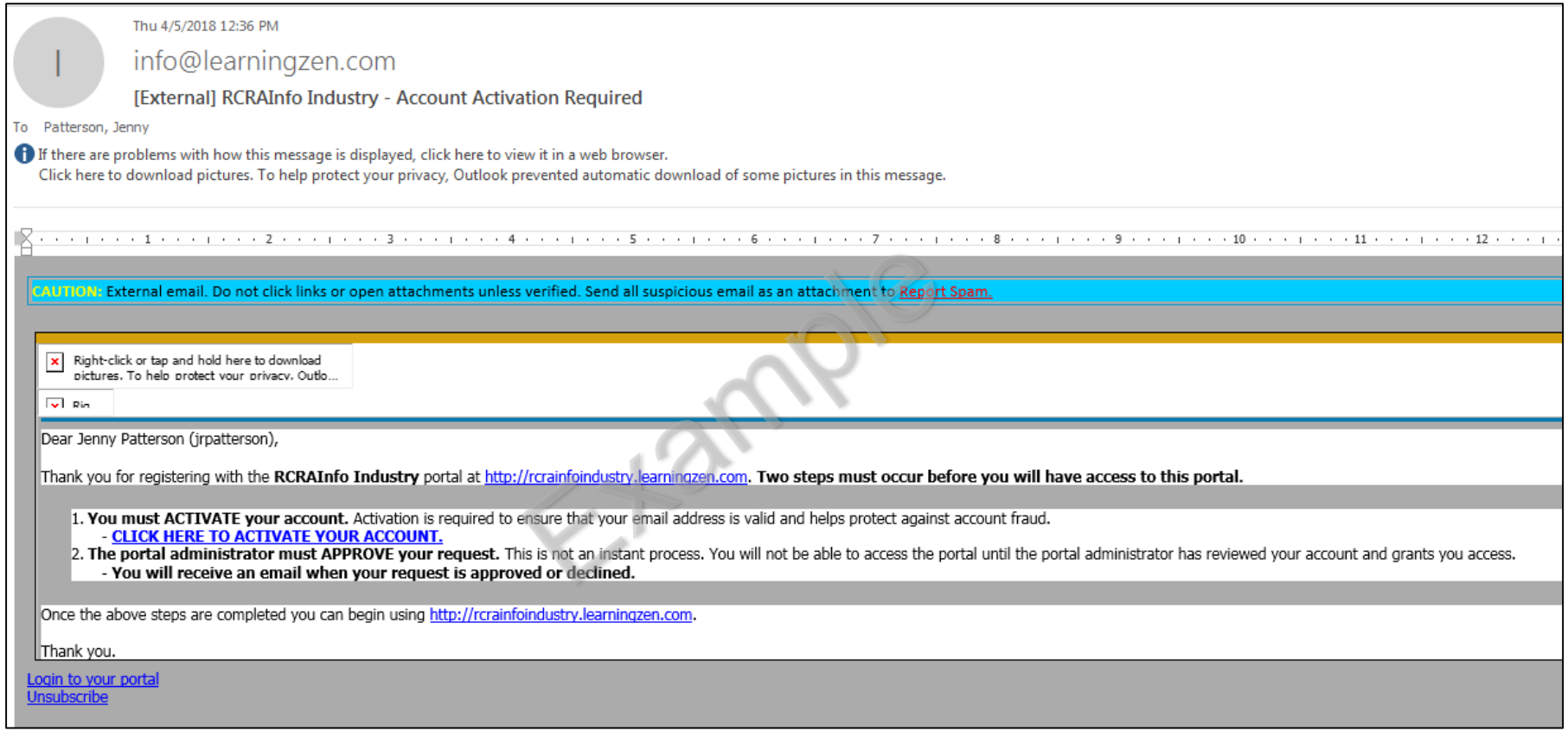
Registering for LearningZen



Thu 4/5/2018 12:36 PM

info@learningzen.com

[External] RCRAInfo Industry - Account Activation Required

To Patterson, Jenny

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to Report Spam.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlo...

Dear Jenny Patterson (jrpatterson),

Thank you for registering with the **RCRAInfo Industry** portal at http://rcrainfoindustry.learningzen.com. **Two steps must occur before you will have access to this portal.**

1. **You must ACTIVATE your account.** Activation is required to ensure that your email address is valid and helps protect against account fraud.
   - **CLICK HERE TO ACTIVATE YOUR ACCOUNT.**
2. **The portal administrator must APPROVE your request.** This is not an instant process. You will not be able to access the portal until the portal administrator has reviewed your account and grants you access.
   - **You will receive an email when your request is approved or declined.**

Once the above steps are completed you can begin using http://rcrainfoindustry.learningzen.com.

Thank you.

Login to your portal
Unsubscribe

Example

Above is an example of the email you will receive to activate your Learning Zen account. You may need to check your junk mail or spam box for the emailed verification code.

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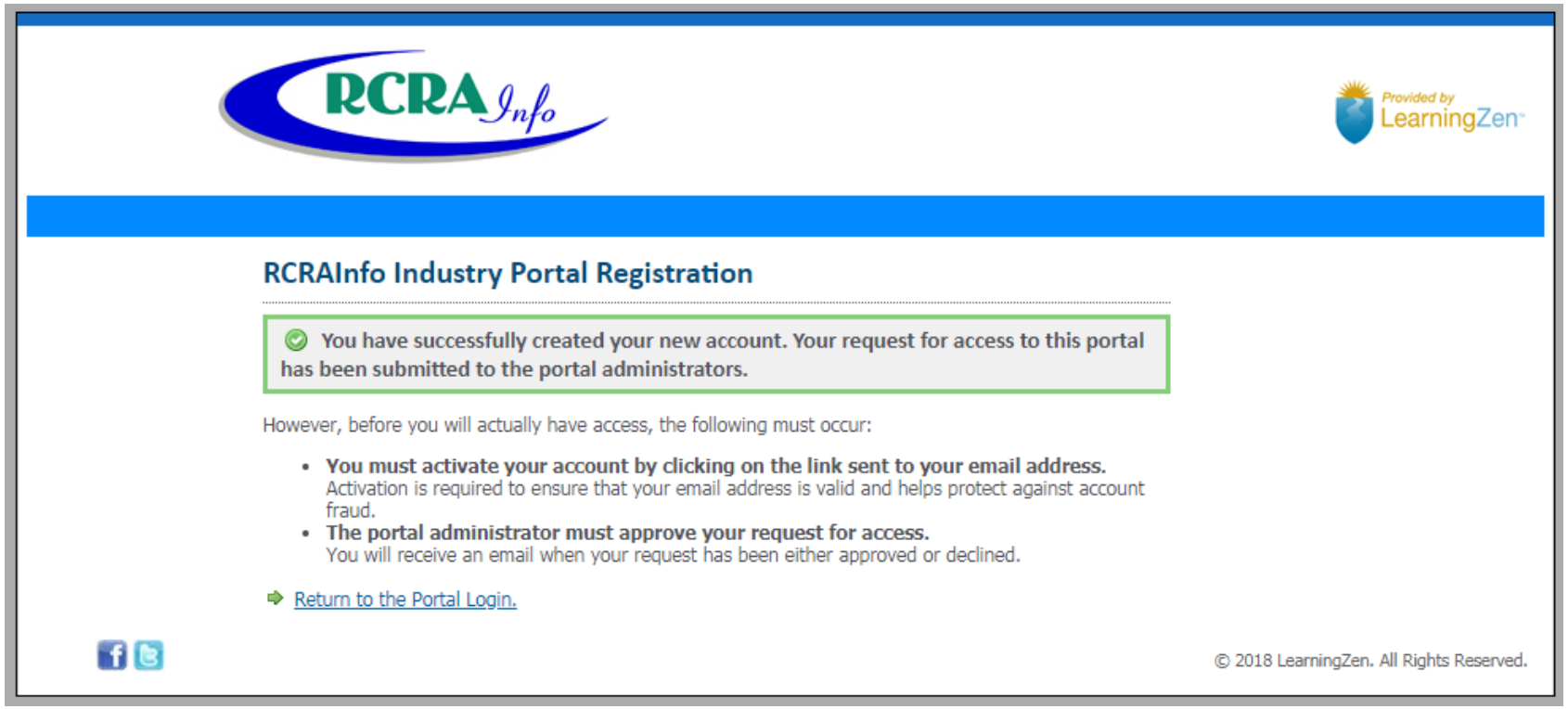
Registering for LearningZen



You will need to have the access to the portal approved by the portal administrators before you can access the RCRAInfo Tutorials.

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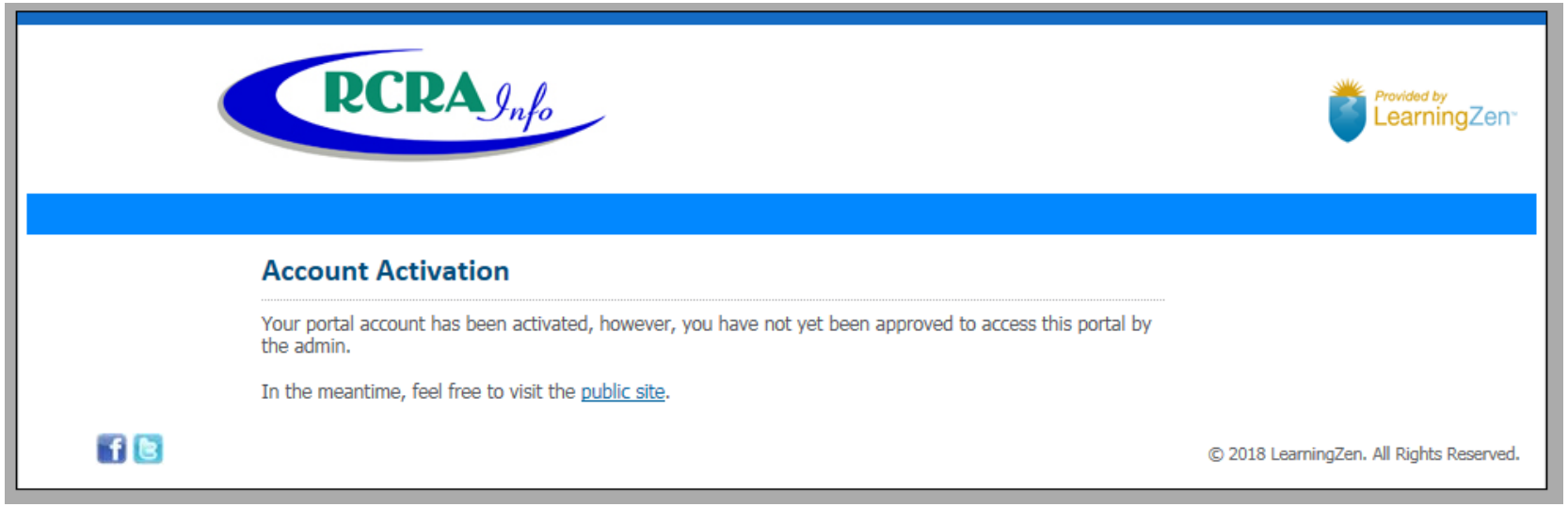

You will need to have the access to the portal approved by the portal administrators before you can access the RCRAInfo Tutorials.

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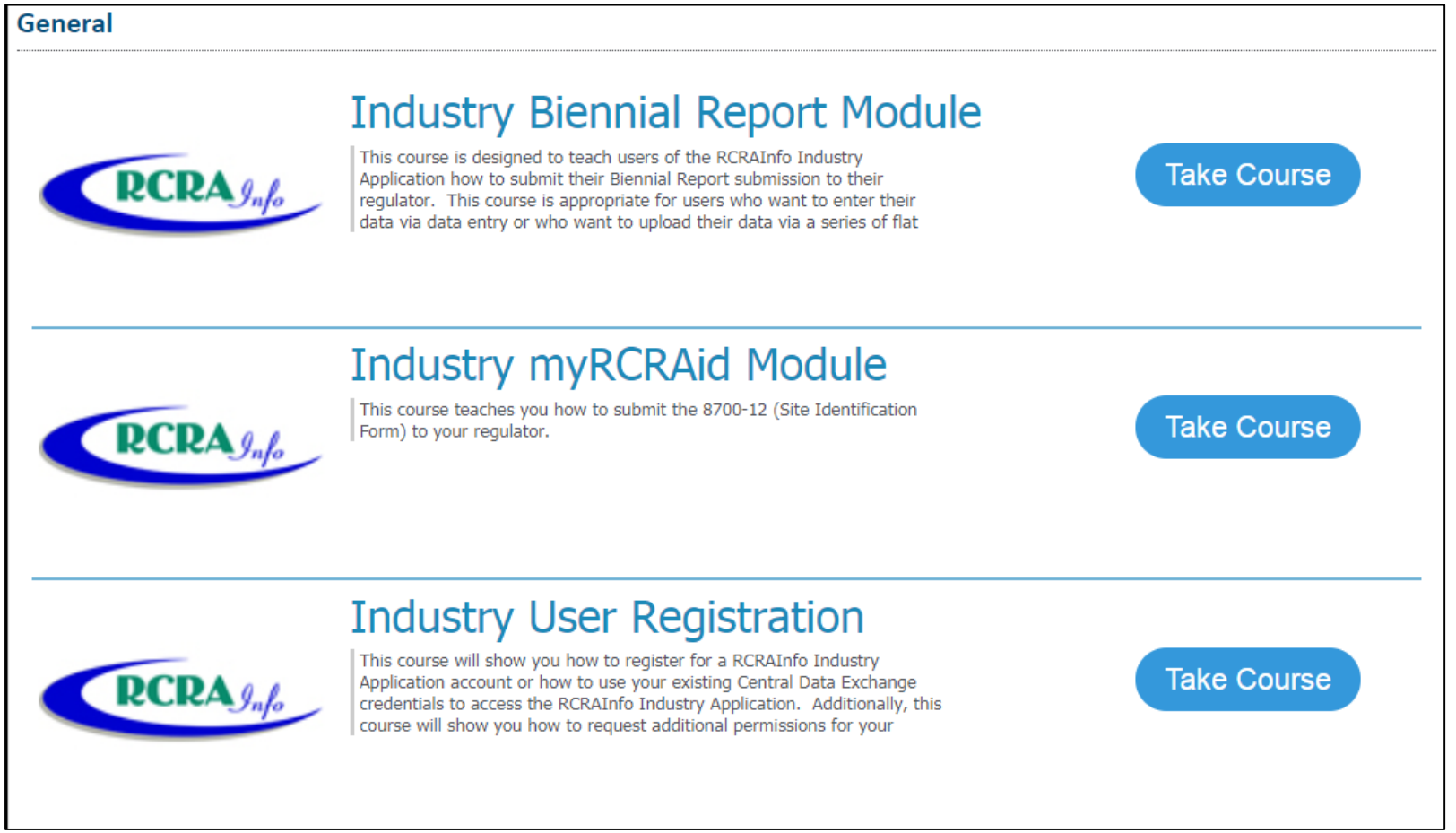
LearningZen RCRAInfo Training Modules



Once Activated and Approved for the Portal, you may sign in and "Take a Course". Check the website often, new tutorials will be displayed as they are created.

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