



NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WASTE MANAGEMENT
HAZARDOUS WASTE SECTION

Guide for RCRAInfo Registration and Notification Submittal

This document provides the steps (with screen shots) for RCRAInfo registration and submitting a notification in the RCRAInfo system. This document should be used for sites that have already been assigned an EPA ID number.

- A more comprehensive RCRAInfo Tutorial can be found at this link: <https://www.deq.nc.gov/waste-management/dwm/hw/hw-guidelines/rcriinfo-registration-and-electronic-notification-tutorial/download?attachment>
- Even though RCRAInfo is a federal database, the NCDEQ Hazardous Waste Section is authorized to operate as the administrators of the RCRAInfo system for sites in North Carolina.
- Have questions or need help? Go to the ["Who do I contact with questions?"](#) section of this document.

- 1) Go to the RCRAInfo website at this link: <https://rcriinfo.epa.gov>

A screenshot of the RCRAInfo Sign In page. The page has a blue header with the RCRAInfo logo on the left and the EPA logo on the right. The main content area has a dark blue background with white text. It says "RCRAInfo Sign In" and provides a brief description of the system. On the right, there is a form with fields for "User ID" and a "Continue" button. Below the "Continue" button is a "Register" link, which is circled in green. An arrow points from the "Forgot User ID?" link (located to the right of the "Register" link) to the "Register" link, indicating that users can click here to register if they are not already registered.

If you are **not already registered** in RCRAInfo (and do not have an existing CDX account), click "Register."
Sharing of RCRAInfo accounts is not allowed.

Do you have an existing Central Data Exchange (CDX) account? If yes, use your CDX credentials to sign in on the RCRAInfo webpage.

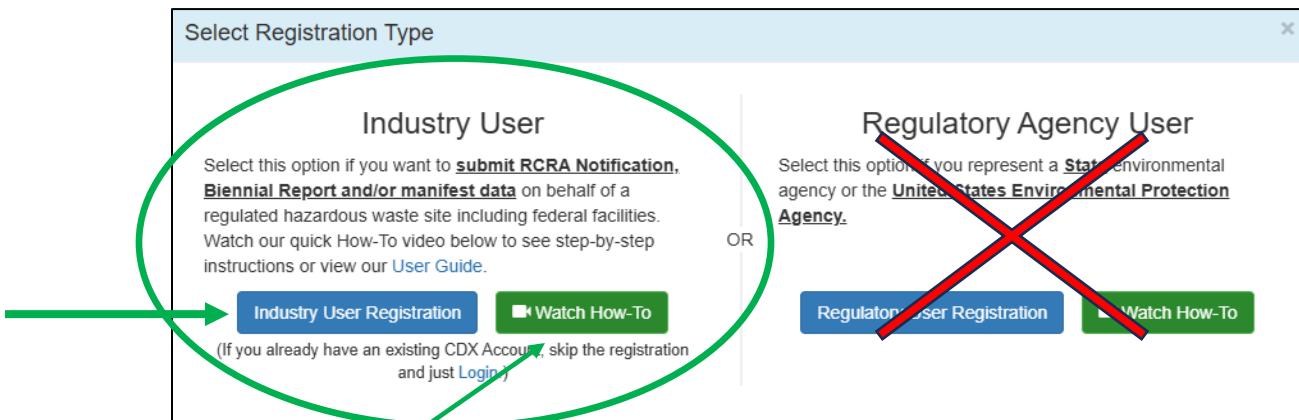
Are you **already registered** in RCRAInfo? Then sign in using the User ID you created when you initially registered.

- If you forgot your User ID, click "Forgot User ID." Please do not create another account.
Note: The "Forgot User ID" feature applies ONLY to RCRAInfo Industry IDs. You will be prompted to provide the email address associated with your User ID and confirm that you are the original registrant and owner of the account.
- If you are already registered but have not completed the multifactor authentication step in Login.gov, enter your email address at log in go to [step 4](#).
- If you are already registered, skip to [step 9](#) if you need to request permission to a site (or additional sites), [step 17](#) if you need to complete the Electronic Signature Agreement (ESA), or skip to [step 20](#) for information on submitting a RCRAInfo notification.

What web browsers can I use with RCRAInfo?

The RCRAInfo Industry Application supports most web browsers including Chrome, Edge, Firefox, and Safari. The RCRAInfo Application no longer supports Internet Explorer.

2) Select “**Industry User Registration**” blue button.



The “[Watch How To](#)” video offered in the RCRAInfo Industry User registration is informative and provides step by step instructions on how to register in RCRAInfo. The video can be found at this link:

<https://rcrainfo.epa.gov/rcrainfo-help/videos/CreateRIAAccount/Create%20RIA%20Account.html>

If you prefer not to continue with the video for RCRAInfo registration, you may continue with this document which only provides screen shots of the steps.

3) Next, you will create a User ID and enter the email address to be associated with your account. After you have read the Terms and Conditions, click the checkbox to agree to the Terms and Conditions. Next, click the "Continue to LOGIN.GOV" button (see next page for screenshot).

Create a New Account
Built on **CDX** * = required

User ID and Email

User ID ***** This field is required.

Email ***** This field is required.

Create a unique user ID that you will use for RCRAInfo and any other EPA CDX applications.

Enter the email address to use for RCRAInfo notifications. Your email address may also be used to evaluate your access requests to sites within RCRAInfo.

Agree to the Terms and Conditions

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

Next: Configure multi-factor authentication with Login.gov.

If your RCRAInfo email address does not match the one you choose to use for Login.gov you will be asked to verify this address.

You will be returned to RCRAInfo automatically to complete registration after Login.gov multi-factor authentication setup.

Do not change web browsers or devices during this process.

Continue to  LOGIN.GOV

4) Multi-factor Authentication through Login.gov

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. You must use a Login.gov account to securely access your information in the RCRAInfo Industry Application.

You can use the same username and password to access any agency that partners with Login.gov.

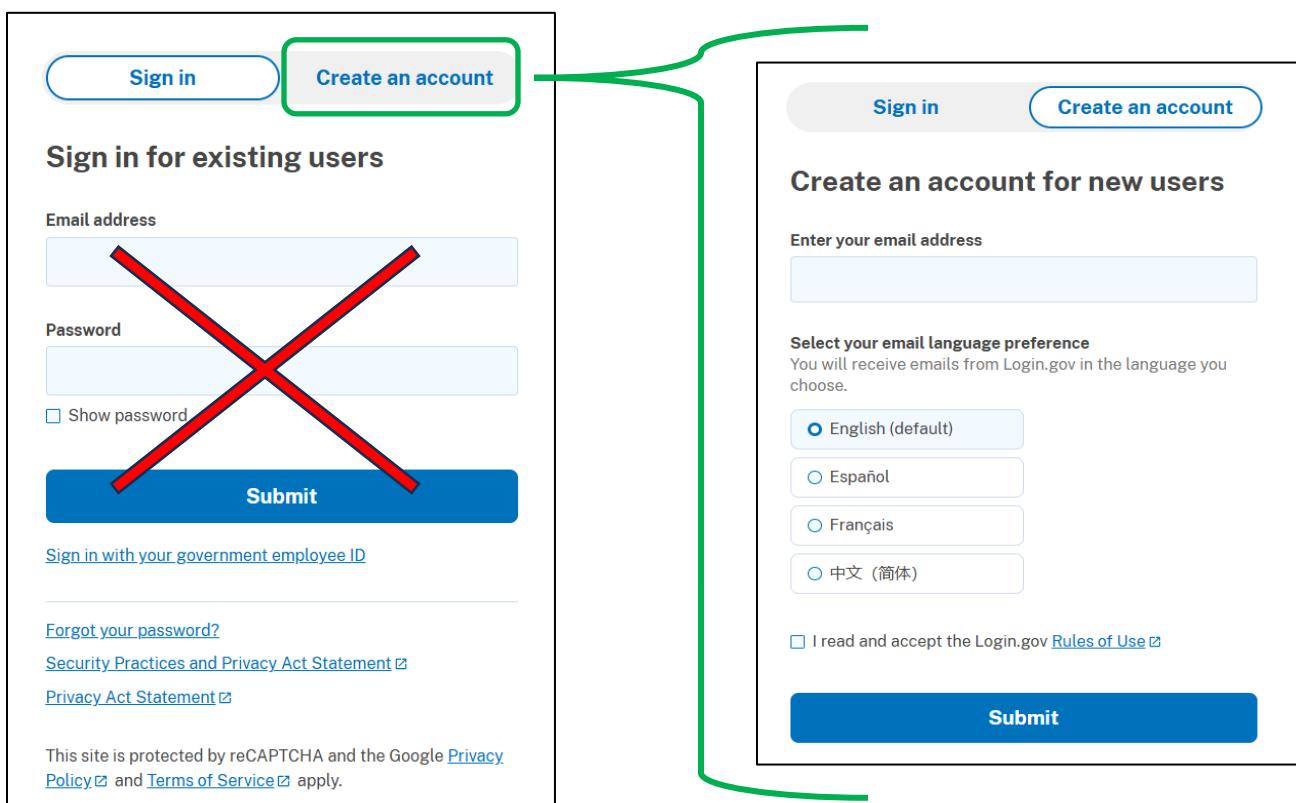
See <https://login.gov/help> if you have any questions or problems with your Login.gov account.

Note: It is important that you do not change web browsers or devices during this process, even to verify your email.

Create an Account in Login.gov (Already have a Login.gov account? Skip to [step 5](#).)

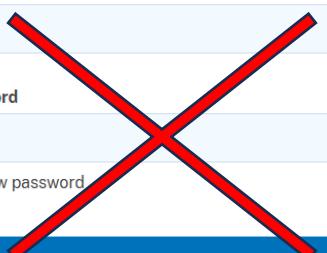
If you do not have a Login.gov account, click the "Create an account" button.

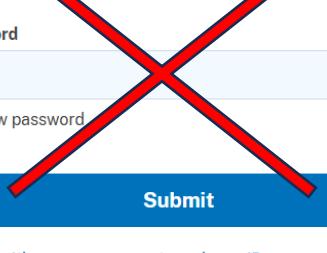
- Enter your email address (Typically your work email but must match the email address you used in the initial RCRAInfo registration – see [step 3](#).) and select your email language preference.
- Read and accept the Login.gov Rules of Use (by checking the box to the left).
- Click the "Submit" button.
- An email will be sent to the email address provided containing a link that you will need to open in order to continue the account creation.



Sign in for existing users

Sign in **Create an account**

Email address 

Password 

Show password

Submit

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Sign in **Create an account**

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

English (default)

Español

Français

中文 (简体)

I read and accept the Login.gov [Rules of Use](#)

Submit

Verification of email address if the Login.gov email is different than the RCRAInfo email (the one you used in [step 3](#)):

If the email address that you provided for your RCRAInfo Industry Application registration differs from the email associated with your Login.gov account, you will be asked to verify your RCRAInfo Industry Application account email. An email will be sent to the address provided and you must enter the Verification Code contained in the email. Note: This step is not necessary if the email provided for your RCRAInfo Industry Application account registration matches the email associated with your Login.gov account because the email has already been verified during the Login.gov account creation.

Create your Password for Login.gov

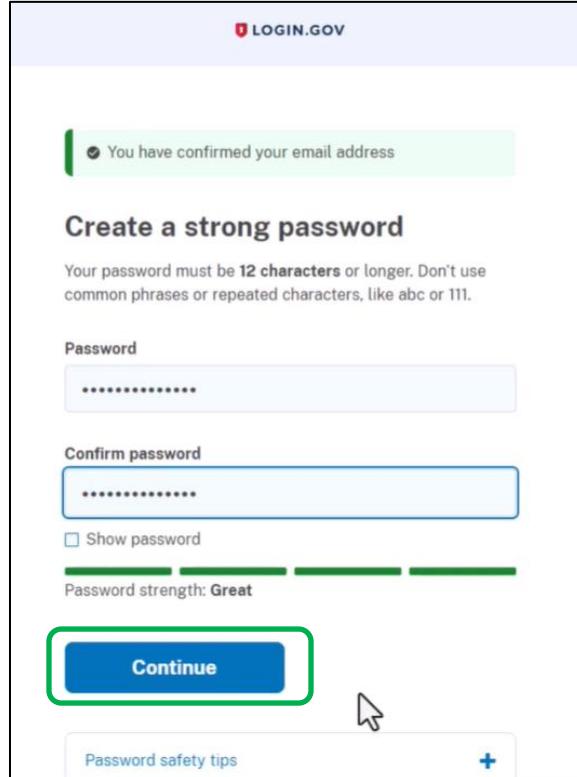
Next, you must provide the password for your Login.gov account. *Note: There will no longer be a password associated with your RCRAInfo Industry Application account, but rather the password will be associated with your Login.gov account.*

Passwords must meet the following rules:

- Must be at least 12 characters
- Do not use a common phrase or repeated characters like 'abc' or '111'.

Make sure you can remember your password.

You will need to enter your password several times during the registration process.



LOGIN.GOV

You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

>Password strength: Great

Continue

+

Click the "Continue" button.

Create your Password for Login.gov (continued)

You must add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. Authentication methods available include:

- Authentication application
- Text or voice message
- Backup codes
- Security key
- Government employee ID

After selecting your authentication method, click "Continue" and provide the additional information for the method selected.

The image contains two side-by-side screenshots of the Login.gov website. The left screenshot shows the 'Authentication method setup' page, which displays four options: 'Authentication application' (selected), 'Text or voice message', 'Backup codes', and 'Security key'. The right screenshot shows the 'Enter your one-time code' page, which displays a text input field for the code, a 'Remember this browser' checkbox, a 'Submit' button, and a 'Send another code' link. Both pages include a 'LOGIN.GOV' header and a 'Having trouble? Here's what you can do:' section at the bottom.

You may optionally add another authentication method to prevent getting locked out of your account if you lose your first authentication method.

Once your account is linked to a Login.gov account, that link CANNOT be changed to another Login.gov account, EVER. If you lose access to the linked Login.gov account, you must create a new CDX user ID, re-register and re-request all of your site permissions, electronic signature agreements, etc. For example, if your phone number that is linked to the account changes, you must create a new account. You, however, can change the email associated with the Login.gov account by logging into Login.gov directly and manage your profile. The Terms and Conditions that you agreed to confirms your acknowledgement of this behavior.

When you have completed establishing your authentication method(s), click the "Agree and continue" button. At this time, you will be re-directed to the RCRAInfo Industry Application to complete your RCRAInfo Industry Application account registration.

5) Already have a RCRAInfo account, but have not logged into Login.gov yet?

Enter the current password associated with your RCRAInfo Industry Application account in the Password text box and click "Continue to Login.gov". If your password is expired or locked or if you cannot remember your password, click the "Forgot Password?" link to verify your identity by providing a password reset verification code or contact CDX for assistance. Note: This will be the last time that you will login using the password associated with your RCRAInfo Industry Application account. Once your account is successfully set up for multi-factor authentication, you will login to the RCRAInfo Industry Application using your Login.gov password.

Multi-Factor Authentication Setup

Beginning August 5 2024, all RCRAInfo Industry (CDX) Accounts must be configured to use Login.gov in order to support Multi-Factor Authentication.

Step 1: You will be asked to authenticate with your existing Industry (CDX) Account.
Step 2: You will be redirected to create your Login.gov account or link an existing account.
Step 3: Select a second factor authentication of your choice. You will only need your RCRAInfo User ID and Login.gov credentials going forward.

Watch our quick [How-To Video](#) to see step-by-step instructions or view our [User Guide](#) for additional help.

User ID * * = required
testuser124 Clear

Password *

[Continue to LOGIN.GOV](#)

[Forgot Password?](#)

6) Already have a Login.gov account? Just sign in using the existing password that you already created. (If you do not have a Login.gov account see [step 4](#) to create an account.)

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Submit](#)

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***-***-3124). This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Select this to skip authentication on supported sites. **DO NOT** select "Remember this browser" if you are on a public or shared device.

[Submit](#)

[Send another code](#)

Having trouble? Here's what you can do:

[Choose another authentication method](#)

[I'm not receiving a one-time code through SMS/Text or phone call](#)

7) **Verification of Email Address to Complete your RCRAInfo Industry Application Account Registration**
(If your Login.gov email is the same as your RCRAInfo email, skip to [step 8](#))

Verification of email address if the Login.gov email is different than the RCRAInfo email (the one you used in [step 3](#)):

If the email address that you provided for your RCRAInfo Industry Application account registration differs from the email associated with your Login.gov account, you will be asked to verify your RCRA Industry Application account email. An email will be sent to the address provided and you must enter the Verification Code contained in the email.

Note: This step is not necessary if the email provided for your RCRA Industry Application account registration matches the email associated with your Login.gov account because the email has already been verified during the Login.gov account creation.

Complete User Registration

Built on **CDX** * = required

Email Verification

An email has been sent from rcrainfo.preprod.admin@epa.gov to eco_demo@devgs.net with a verification code.

Verification Code * *

Haven't received your verification code yet? [Click to resend](#).

Email verification code Inbox

 **rcrainfodev.admin@epa.gov** <rcrainfodev.admin@epa.gov>
to John

Dear John Doe <john_doe2>,
Your verification code is below. Please use this verification code on the registration page to complete your RCRAInfo registration.

Verification Code: 36539

Thank you!
[RCRAInfo Team](#)

8) Complete your RCRAInfo Industry Application Account Registration

Enter your user information including your Title, First and Last Name, as well as choosing three questions with answers that will be used to confirm your identity when you call the help desk for assistance. The fields marked with the red asterisks are required fields.

RCRAInfo

Home Documentation Feedback/Report an Issue

Complete User Registration

Built on CDX

* = required

User Information

Title * First Name * Middle Initial Last Name * Suffix

Select... Select... Select... Select...

These questions will be used when help desk assistance is required.

Question 1 * Answer 1 * ⓘ

Select a question... [dropdown]

Question 2 * Answer 2 *

Select a question... [dropdown]

Question 3 * Answer 3 *

Select a question... [dropdown]

Show answers

Then provide your Organization Name, Mailing Address, Job Title, and Phone Number. Click the "Complete Registration" button to complete your RCRAInfo account registration.

Organization Information

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

Country * Zip Code * City * State *

UNITED STATES Select a State

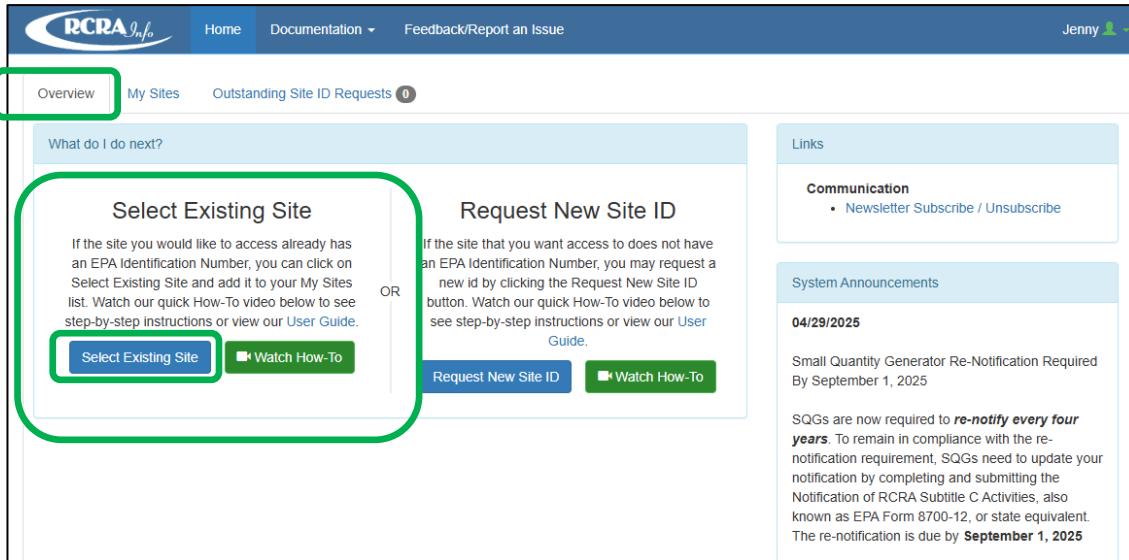
Job Title *

Phone Number * Extension

Complete Registration

9) Select Existing Site – for a site that already has an EPA ID number

You will be taken to the Overview tab where you will indicate if you want to associate your account with a site or sites that already exist within RCRAInfo. To link your account to a site or sites that already have an EPA ID number click on the blue “Select Existing Site” button.



The screenshot shows the RCRAInfo Overview page. At the top, there are navigation links: Home, Documentation, and Feedback/Report an Issue. On the right, a user profile for 'Jenny' is shown. Below the navigation, there are tabs: Overview (highlighted with a green box), My Sites, and Outstanding Site ID Requests (0). A 'What do I do next?' section contains two main options: 'Select Existing Site' and 'Request New Site ID'. The 'Select Existing Site' section is highlighted with a green box. It contains text about sites with EPA IDs and links to 'Select Existing Site' and 'Watch How-To'. The 'Request New Site ID' section contains text about sites without EPA IDs and links to 'Request New Site ID' and 'Watch How-To'. A central 'OR' button is between the two sections. To the right, there are 'Links' and 'System Announcements' sections.

If the site does not already have an EPA ID number assigned to it, select “Request New Site ID.” Do not select this option if the site has already been assigned an EPA ID number.

- If the site has only been assigned a state ID number (an ID with an “NCS” prefix) or an old version of the North Carolina temporary ID number (an ID with an “NCP” prefix) you will need to select “Request New Site ID.”

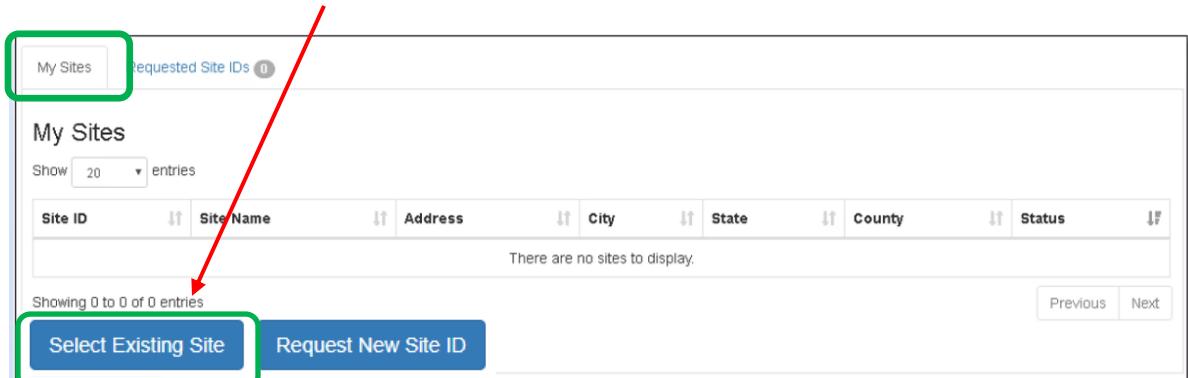
If you are not sure if the site has been assigned an EPA ID number, you may contact:

Arianna Trotter (919-707-8265 or Arianna.Trotter@deg.nc.gov) to ask if your site has an EPA ID number.

Once you have one site associated with your account, you will only be able to add more sites to your account through the My Sites tab:

Go to “**My Sites**”

Click on the blue “**Select Existing Site**” button.

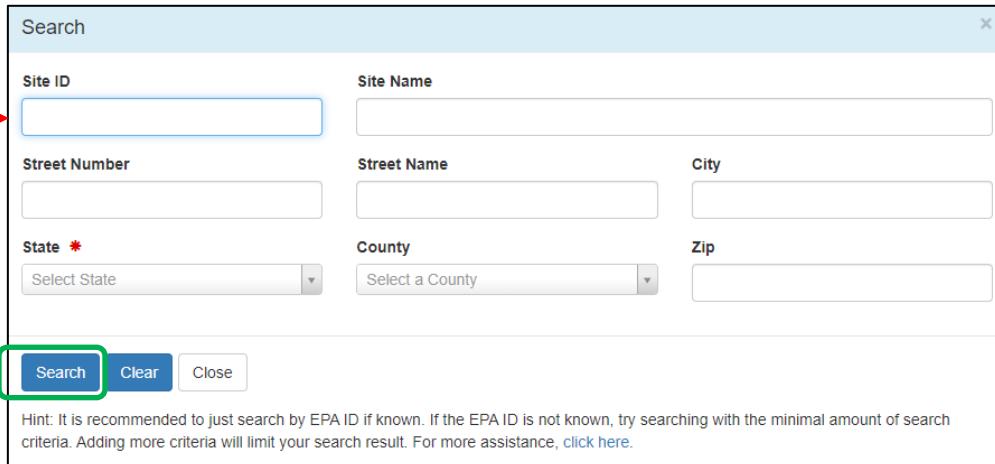


The screenshot shows the 'My Sites' page. At the top, there are tabs: 'My Sites' (highlighted with a green box) and 'Requested Site IDs (0)'. Below the tabs, there is a table header for 'My Sites' with columns: Site ID, Site Name, Address, City, State, County, Status. A message 'There are no sites to display.' is shown. At the bottom, there are buttons: 'Select Existing Site' (highlighted with a green box) and 'Request New Site ID'. A red arrow points from the 'My Sites' tab to the 'Select Existing Site' button.

Click on the “Request New Site ID” button only if you are certain the site does not already have an EPA ID number assigned.

10) Then type the EPA ID number for the site in the "Site ID" box. Do not enter any other information. Click the "Search" button.

- If you do not know your site's EPA ID number or are not sure if your site has an assigned EPA ID number:
 - You may search using other information (e.g., street name and city). Typically, the less information entered, the more successful the search.
 - Alternatively, you may contact Arianna Trotter (919-707-8265 or Arianna.Trotter@deg.nc.gov) to ask if your site has an EPA ID number.

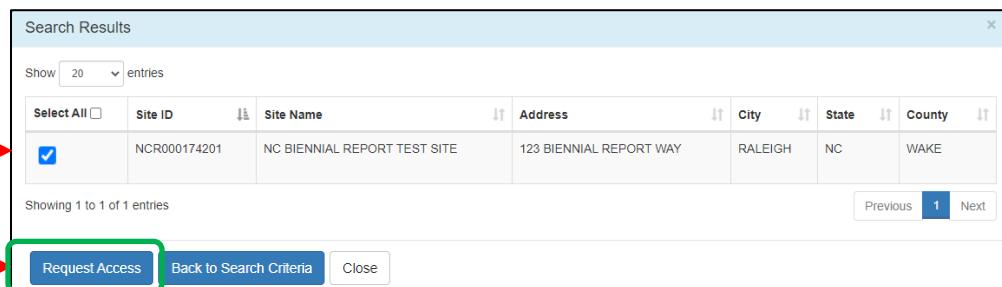


Search

| | | |
|---|--|----------------------|
| Site ID | Site Name | |
| <input type="text"/> | <input type="text"/> | |
| Street Number | Street Name | City |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| State * | County | Zip |
| <input type="button" value="Select State"/> | <input type="button" value="Select a County"/> | <input type="text"/> |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> | | |

Hint: It is recommended to just search by EPA ID if known. If the EPA ID is not known, try searching with the minimal amount of search criteria. Adding more criteria will limit your search result. For more assistance, [click here](#).

11) The search results should show your site. (Below is just an example screen shot). If the Search was not successful, double check the EPA ID number entered in the Site ID box. If the search was successful and the address is for the site you wish to request access to, click the little box to the left of the Site ID number (to check it). And click "Request Access."



Search Results

| <input type="checkbox"/> | Site ID | Site Name | Address | City | State | County |
|-------------------------------------|--------------|------------------------------|-------------------------|---------|-------|--------|
| <input checked="" type="checkbox"/> | NCR000174201 | NC BIENNIAL REPORT TEST SITE | 123 BIENNIAL REPORT WAY | RALEIGH | NC | WAKE |

Showing 1 to 1 of 1 entries

12) Select your RCRAInfo permission level from the drop-down menu in "Permission Level" for each module.

- Site Management may not mean what you think it means. Site Management means you are the *RCRAInfo Site Manager* for your site (instead of the Hazardous Waste Section). You may keep the "Site Management" module as "None" (changing this permission level to "Active" requires you to approve anyone else who registers in RCRAInfo for your site. When you select "None" it means the Hazardous Waste Section will continue to approve any future RCRAInfo account requests for your site).
- **It is recommended you select (at a minimum) the "Certifier" permission level for the "myRCRAid" module.** Then click "Send Request."
- If you select the "Site Management" permission level, you should have at least two (2) RCRAInfo users at your site with Site Manager permissions to ensure requests do not get lost if one Site Manager leaves.
- "Site Management" should only be selected if the following applies to your site:
 - Your site receives off-site hazardous waste on a uniform hazardous waste manifest and/or
 - Your site has many employees who need to use RCRAInfo industry applications, and you want/need to approve their access to the system.

| 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 (a.k.a. <i>RCRAInfo Site Manager</i>) | The user can view, prepare, sign, and submit information <u>and will be responsible for approving other registered users at your facility (and maintain their Electronic Signature Agreement)</u> . The user can submit data for any industry application module (myRCRAid, Biennial Report, and e-Manifest). This user is required to obtain an Electronic Signature Agreement. |

Select Permissions

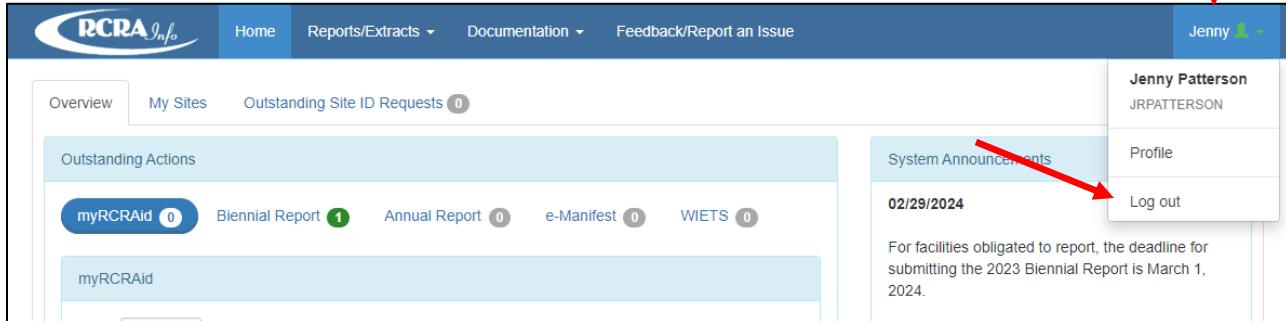
You've selected 3 site(s), now please choose the permissions you are requesting.

| Module | Permission Level | Description of Permission |
|-----------------|---|---------------------------|
| Site Management | None | None |
| Biennial Report | None | None |
| PCB | None | None |
| e-Manifest | None Viewer Preparer Certifier | None |
| myRCRAid | None | None |

Send Request Back to Search Results Close

The request will automatically be sent for review and approval by our NCDEQ, Hazardous Waste Section RCRAInfo Administrator. Review and approval of the permission level and access to the site typically takes a few hours but could take a few days.

13) Log out of RCRAInfo by clicking on your name in the upper right corner. Then click on "Log Out."



14) The sites you requested access to will appear in the My Sites list but will have a "pending" status until you are approved (by NCDEQ, Hazardous Waste Section) for these sites. You will receive an email from RCRAInfo (from rcrainfo.admin@epa.gov) indicating your access was approved/granted for the site.

15) Go to the RCRAInfo website at this link: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>
You have already started the registration process in RCRAInfo.



16) Enter your User ID and you will be redirected to Login.gov to complete the multi-factor authentication process before returning to RCRAInfo.
- If you cannot remember your User ID, click on "Forgot User ID?" (Do not create another account.)

17) Once you log back into RCRAInfo, if you selected the "Certifier" or "Site Manager" permission level, you will automatically be taken to the **Electronic Signature Agreement** (so you can electronically sign documents in the RCRAInfo system).

There are two ways to complete the Identity Proofing process: 1) electronically and 2) on paper. If you would like to complete the Identity Proofing electronically, keep the response to the first question as "Yes." The benefit of electronic Identity Proofing is it provides immediate approval and the ability to sign the forms in RCRAInfo.

Identity Proofing

Would you like to perform electronic Identity Proofing?

Yes

Electronic Identity Proofing

The following information will be used for identity proofing, it will NOT be stored.

Home Mailing Address (Line 1) *

Home Mailing Address (Line 2)

City * State * Zip *

Select a State

Date of Birth * SSN Last 4 *

MM/DD/YYYY

Phone

I agree to the [Electronic Signature Agreement](#)

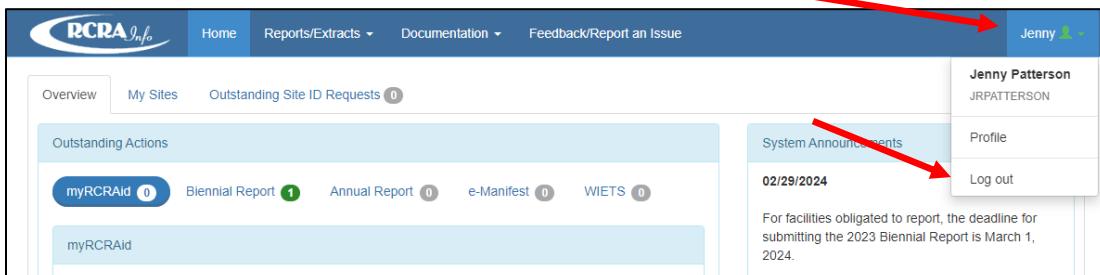
Verify and Sign

If your Identity Proofing is not approved electronically, the alternative (to complete Identity Proofing by paper) is switching the response to the first question to "No" and printing a paper form, completing it, then mailing the form to the Raleigh, NC address on the Electronic Signature Agreement. If you choose the paper form, you will need to scan it and email it to Melodi.Deaver@deq.nc.gov to have a faster approval. If you select the electronic Identity Proofing, you do not need to print, scan, or mail any forms.

When you complete Identity Proofing electronically, you will be asked to provide industry standard information typically used by banking systems and credit reporting agencies. 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). Enter the requested personal information accurately on this screen. If you do not enter the information accurately (e.g., you must enter your home address and not your work address) you will not be approved electronically and will need to submit print and submit the paper signature agreement. Once done, click "Verify and Sign."

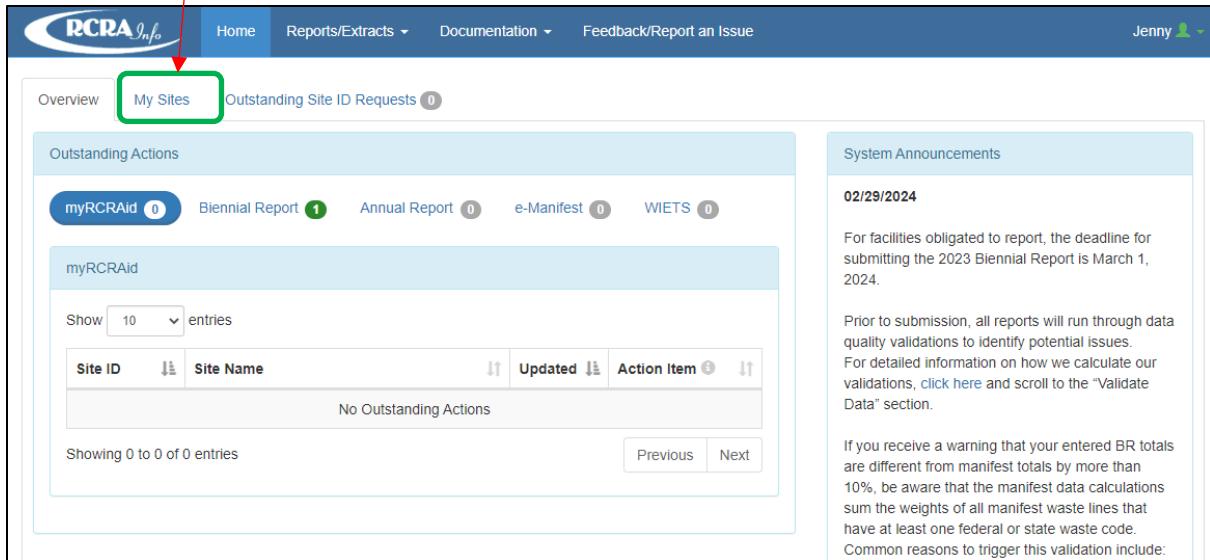
The information you provided will be immediately evaluated by a third-party (LexisNexis). If the information meets a minimum score needed for identity proofing, your electronic signature agreement will be recorded (approved) and you will immediately be able to submit and sign information for the sites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

18) **Log out of RCRAInfo** one more time by clicking on your name in the upper right corner. Then click on "Log Out."



19) Log back into RCRAInfo (<https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>). If needed, see [step 15](#) for log in instructions.

20) When you log into RCRAInfo, you will be presented with the below overview screen. Click on the green outlined "My Sites" tab.



RCRAInfo Overview

Home Reports/Extracts Documentation Feedback/Report an Issue Jenny

Overview My Sites Outstanding Site ID Requests 0

Outstanding Actions

myRCRAid 0 Biennial Report 1 Annual Report 0 e-Manifest 0 WIETS 0

myRCRAid

Show 10 entries

| Site ID | Site Name | Updated | Action Item |
|------------------------|-----------|---------|-------------|
| No Outstanding Actions | | | |

Showing 0 to 0 of 0 entries Previous Next

System Announcements

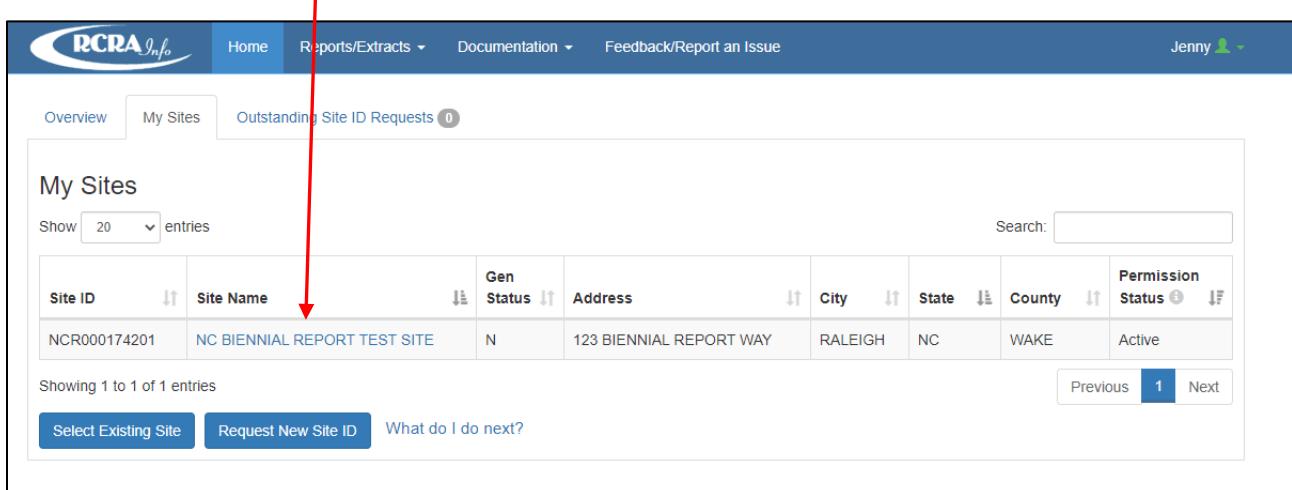
02/29/2024

For facilities obligated to report, the deadline for submitting the 2023 Biennial Report is March 1, 2024.

Prior to submission, all reports will run through data quality validations to identify potential issues. For detailed information on how we calculate our validations, [click here](#) and scroll to the "Validate Data" section.

If you receive a warning that your entered BR totals are different from manifest totals by more than 10%, be aware that the manifest data calculations sum the weights of all manifest waste lines that have at least one federal or state waste code. Common reasons to trigger this validation include:

Then click on your site's name (it is hyperlinked).



RCRAInfo Overview My Sites Outstanding Site ID Requests 0

My Sites

Show 20 entries Search:

| Site ID | Site Name | Gen Status | Address | City | State | County | Permission Status |
|--------------|------------------------------|------------|-------------------------|---------|-------|--------|-------------------|
| NCR000174201 | NC BIENNIAL REPORT TEST SITE | N | 123 BIENNIAL REPORT WAY | RALEIGH | NC | WAKE | Active |

Showing 1 to 1 of 1 entries Previous 1 Next

Select Existing Site Request New Site ID What do I do next?

21) Then click on the blue hyperlinked "myRCRAid"

(The below screen shot is an example. The Site Information in your account will be the site or sites for which you have permission to access)

My Sites / Site Details

NC BIENNIAL REPORT TEST SITE 123 BIENNIAL REPORT WAY - RALEIGH - 27699 NCR000174201

Site Details **myRCRAid** Biennial Report e-Manifest WIETS

General Overview How do I edit Site Information?

| | |
|--------------------------|------------------------|
| Federal Generator Status | State Generator Status |
| Not a Generator | Same as Federal |
| Is Site Active | Last Notification Date |
| No | 12/07/2019 |

Site Mailing Address How do I edit Site Information?

1646 MAIL SERVICE CENTER
RALEIGH, NC 27699

Site Contact How do I edit Site Information?

JENNY PATTERSON
1646 MAIL SERVICE CENTER
RALEIGH, NC 27699

Map

Map Satellite

Keyboard shortcuts Map data ©2024 Google Terms Report a map error

Back to My Sites

22) Then click on the green "Create New Submission" button. (The below screen shot is an example).

My Sites / NCR000174201 / myRCRAid Dashboard

NC BIENNIAL REPORT TEST SITE 123 BIENNIAL REPORT WAY - RALEIGH NCR000174201

Site Details **myRCRAid** Biennial Report e-Manifest

In Progress

Show 20 entries

| Submission Type | Last Updated | Last Updated By | Status | Action |
|--------------------------------|--------------|-----------------|--------|--------|
| There are no forms to display. | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Create New Submission

Completed

Show 20 entries

| Submission Type | Submitted | Submitted By | Accepted | Accepted By | Action |
|-----------------|------------------------|-----------------|------------------------|-----------------|--------|
| Notification | 01/06/2020 09:52:29 AM | Jenny Patterson | 01/06/2020 10:03:04 AM | Andrew J Minter | |

Showing 1 to 1 of 1 entries

Previous 1 Next

Back to My Sites

Or if there is not a green button, you may have started a notification and it is in the "In Progress" folder. If there is a draft in the In Progress folder, either click on the "pencil" icon to edit the draft notification or you may delete and create an new submission.

23) Once you click "Create New Submission," a form will open that is prepopulated with the information from the last accepted site information submission. (the below screen shot is an example of part of the form that must be completed).

My Sites / NCR000174201 / myRCRAid Dashboard / New Submission

Add Source Record

For assistance completing this form, please review the [application help and form instructions](#).

1. Reason for Submittal

Choose the reason for this submission *

Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity) [Source N]
 Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]
 Notifying that regulated activity is no longer occurring at this Site. [Source D]

2. Site ID

| | |
|------------------------|-------------------------|
| EPA ID NCR000174201 | Activity Location NC |
|------------------------|-------------------------|

3. Site Name

Name *

NC BIENNIAL REPORT TEST SITE

4. Site Location

| | | |
|----------------------|-------------------------|----------|
| Street Number 123 | Street 1 * | Street 2 |
| Zip * | City, Town or Village * | State * |

24) **Review the information and make any necessary updates to the site information.**

- For Item 1 "Reason for Submittal" - Generally, the default will be "Obtaining or updating an EPA ID ... [Source N]"
- Make sure the information in Item 8 of the form (Site Contact) is up to date and includes a valid email address.
- **Include in Item 18 of the form (Comments) a brief summary of what was updated** since the last submission (e.g., "Site Contact was updated" or "Generator category was changed from SQG to VSQG" or "Notification submitted to meet the SQG re-notification requirement")
- If you have any questions about items on the form you may find information on specific items in the EPA's instructions for the form at this link: <https://rcra-hwip.s3.us-east-1.amazonaws.com/documents/rcra-subtitle-c-forms-and-instructions.pdf?v=1770751209412>
- If the EPA instructions do not resolve your question, please contact your local Hazardous Waste Section Inspector. You may find your inspector's contact information at this link: <https://www.deq.nc.gov/compliance-map-inspector/download?attachment?attachment>

25) Once you have made all necessary updates (and comments). **Click the "Review" button** at the bottom of the form.

Review Finish Later Back to Site Dashboard

Or if you need to save the form and work on it later, click "Finish Later." This will save a draft in the "myRCRAid" "In Progress" folder.

26) If you clicked "Review" and all required fields are properly filled, you will be taken back up to the top of the form to take one more look at it. Scroll to the bottom again and click the blue "Sign & Submit" button.

Sign & Submit Make Changes Back to Site Dashboard

27) Once the form is submitted, you will receive an automated email from RCRAInfo (from rcrainfo.admin@epa.gov) indicating that you successfully submitted a Notification. If you do not receive an email look in your Junk or Spam folder.

The submission will be saved under the "In Progress" section of the myRCRAid dashboard with the status of "pending." You will not be able to change or delete this submission nor will you be able to create a new submission until the NCDEQ, Hazardous Waste Section RCRAInfo Administrator accepts or rejects the submission.

The screenshot shows the myRCRAid dashboard for 'ABC COMPANY PLANT #5' located at '123 MAIN STREET - SALT LAKE CITY - 84101' with UTR 'UTR000000001'. The top navigation bar includes Site Details, myRCRAid, Biennial Report, Annual Report, e-Manifest, and WIETS. The main content area is divided into 'In Progress' and 'Completed' sections. The 'In Progress' section displays a table with one entry: 'Manifest Broker' (Submission Type), '08/27/2024 08:00:33 PM' (Last Updated), 'Eco Friendly' (Last Updated By), and 'Pending' (Status, highlighted with a red box). The 'Completed' section shows a table with no entries, stating 'There are no forms to display.' Navigation buttons for 'Previous', '1', and 'Next' are visible at the bottom of each section. A 'Back to My Sites' button is at the bottom left.

28) The NCDEQ, Hazardous Waste Section RCRAInfo Administrator will approve ("accept") the notification into the RCRAInfo system (usually takes a few hours to a couple of days). Until the notification is accepted into RCRAInfo, the notification will be "pending" in your myRCRAid "In Progress" file. Once accepted into the RCRAInfo, you will receive an automated email from RCRAInfo that your notification has been accepted.

If updates need to be made to the notification, the notification will be "rejected," and you will receive an email from RCRAInfo (rcrainfo.admin@epa.gov) with an explanation of the updates needed. The draft in the "In Progress" folder can be edited (by clicking the "pencil" icon) and resubmitted (similar to the previously described process).

Who do I contact with questions?

- For questions about **updating site information** in RCRAInfo:
Arianna Trotter 919-707-8265 Arianna.Trotter@deq.nc.gov
- For questions about **permission levels and Electronic Signature Agreement** in RCRAInfo:
Melodi Deaver 919-707-8204 Melodi.Deaver@deq.nc.gov
- For questions about **Invoices**:
Alby Alexander, Accounting Clerk: 919-707-8286 Alby.Alexander@deq.nc.gov
Laura Alexander, Supervisor of Financial and Information Unit: 919-707-8214 Laura.Alexander@deq.nc.gov
- For **site specific hazardous waste questions**, contact your local Hazardous Waste Section Inspector (contact information and region provided on the map at this link):
<https://www.deq.nc.gov/compliance-map-inspector/download?attachment?attachment>