



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/rcrainfo-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://rcrainfo.epa.gov>

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 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.

Select Registration Type

Industry User

Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities. Watch our quick How-To video below to see step-by-step instructions or view our [User Guide](#).

Industry User Registration **Watch How-To**

(If you already have an existing CDX Account, skip the registration and just [Login](#).)

OR

Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

Regulatory Agency Registration **Watch How-To**

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).

RCRAInfo

Registration Help

Login / Registration

Create a New Account

Built on CDX

* = required

User ID and Email

User ID *

Email *

This field is required.

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.

The image displays two side-by-side screenshots of the Login.gov user interface. The left screenshot shows the 'Sign in for existing users' form, which includes fields for 'Email address' and 'Password', a 'Show password' checkbox, and a 'Submit' button. A large red 'X' is drawn over the email and password input fields. Below the form are links for 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'. The right screenshot shows the 'Create an account for new users' form, which includes an 'Enter your email address' field, a 'Select your email language preference' section with radio buttons for English (default), Español, Français, and 中文 (简体), a checkbox for 'I read and accept the Login.gov Rules of Use', and a 'Submit' button. A green line originates from the 'Create an account' button in the left form and points to the 'Create an account' button in the right form.

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

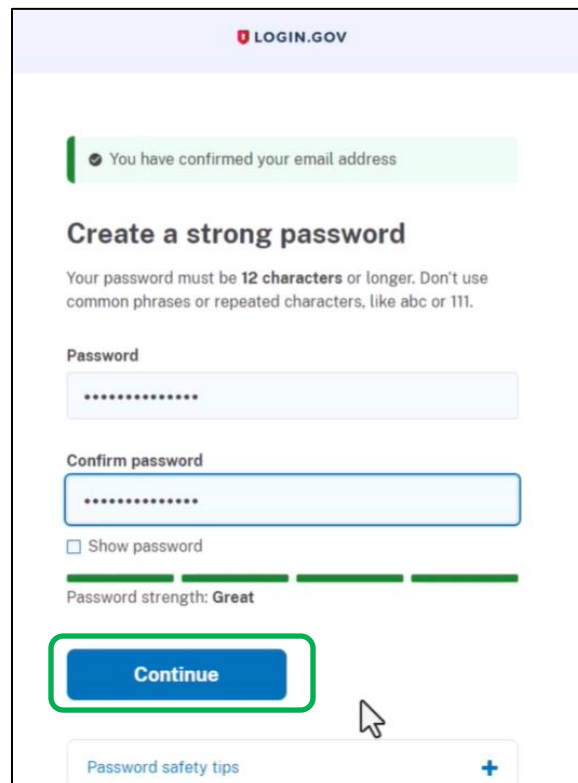
Next, you must provide the password for your Login.gov account. *Note: There will no longer be a password associated with your RCRAInfo Industry Application account, but rather the password will be associated with your Login.gov account.*

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.



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 left screenshot shows the 'Authentication method setup' screen. It has a header 'LOGIN.GOV' and a title 'Authentication method setup'. Below the title is a paragraph: 'Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.' There are four options, each with a checkbox and an icon: 'Authentication application' (selected, with a smartphone icon), 'Text or voice message' (with a phone icon), 'Backup codes' (with a list icon), and 'Security key' (with a key icon). A hand cursor is pointing at the 'Text or voice message' option.

The right screenshot shows the 'Enter your one-time code' screen. It has a header 'LOGIN.GOV' and a title 'Enter your one-time code'. Below the title is a paragraph: 'We sent a text (SMS) with a one-time code to (***). Example: 123456. This code will expire in 10 minutes.' There is a text input field for the code. Below the input field is a checkbox labeled 'Remember this browser'. Below that is a paragraph: 'Select this to skip authentication on supported sites. DO NOT select "Remember this browser" if you are on a public or shared device.' There is a blue 'Submit' button and a 'Send another code' button. At the bottom, there is a section 'Having trouble? Here's what you can do:' with two links: 'Choose another authentication method' and 'I'm not receiving a one-time code through SMS/Text or phone call'.

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.

LOGIN.GOV

Enter your one-time code

We sent a text (SMS) with a one-time code to (***). 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](#)

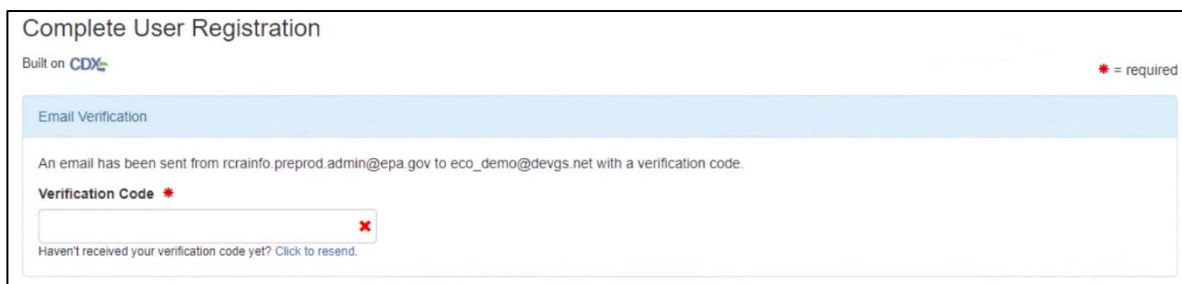
7) Verification of Email Address to Complete your RCRAInfo Industry Application Account Registration

(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.



The screenshot shows a web form titled "Complete User Registration" with a "Built on CDX" logo. A red asterisk indicates a required field. The "Email Verification" section states: "An email has been sent from rcrainfo.preprod.admin@epa.gov to eco_demo@devgs.net with a verification code." Below this, the "Verification Code" field is marked as required and contains a red 'x' icon, indicating it is empty. A link to "Click to resend" is provided at the bottom of the section.



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.

The screenshot shows the 'Complete User Registration' page. At the top is a navigation bar with the RCRAInfo logo and links for Home, Documentation, and Feedback/Report an Issue. Below the navigation bar is a header section with the title 'Complete User Registration' and a note 'Built on CDX'. A legend indicates that red asterisks (*) denote required fields. The form is divided into two main sections: 'User Information' and 'Help Desk Questions'. The 'User Information' section includes fields for Title, First Name, Middle Initial, Last Name, and Suffix. The 'Help Desk Questions' section contains three questions, each with a dropdown menu for selecting a question and a text input field for the answer. A checkbox labeled 'Show answers' is located at the bottom of the questions section.

Complete User Registration
Built on CDX

* = required

User Information

Title * First Name * Middle Initial Last Name * Suffix

Select... [Text Field] [Text Field] [Text Field] Select...

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

Question 1 * Answer 1 * ⓘ

Select a question... [Text Field]

Question 2 * Answer 2 *

Select a question... [Text Field]

Question 3 * Answer 3 *

Select a question... [Text Field]

☐ 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.

The screenshot shows the 'Organization Information' section of the registration form. It includes fields for Organization Name, Mailing Address (line 1 and line 2), Country, Zip Code, City, and State. Below these are fields for Job Title, Phone Number, and Extension. A green box highlights the 'Complete Registration' button at the bottom left of the form.

Organization Information

Organization Name *

[Text Field]

Mailing Address (line 1) *

[Text Field]

Mailing Address (line 2)

[Text Field]

Country * Zip Code * City * State *

UNITED STATES [Text Field] [Text Field] Select a State

Job Title *

[Text Field]

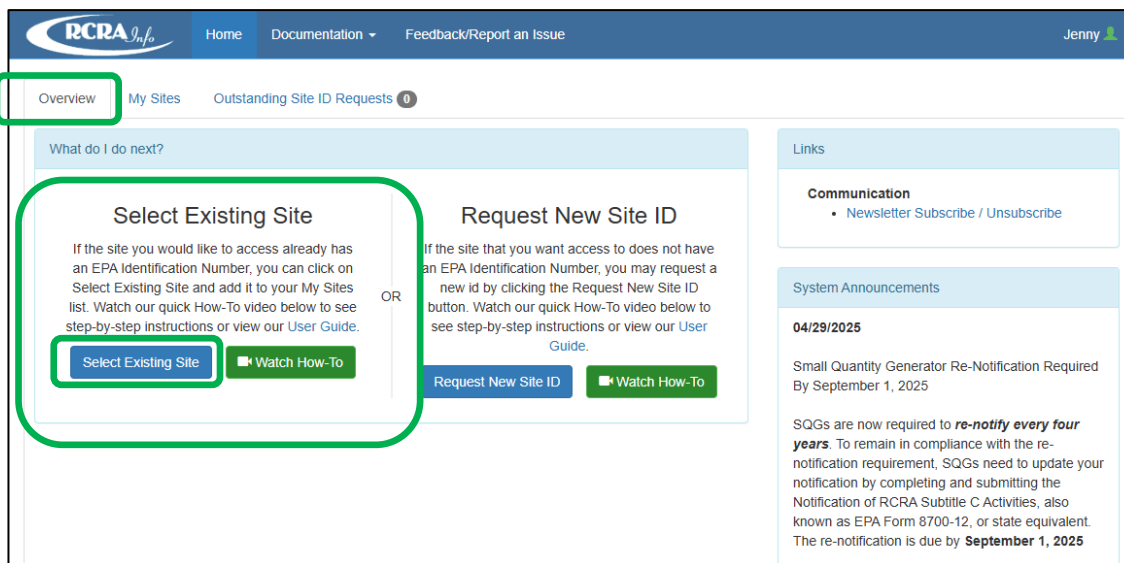
Phone Number * Extension

[Text Field] [Text Field]

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.



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.”

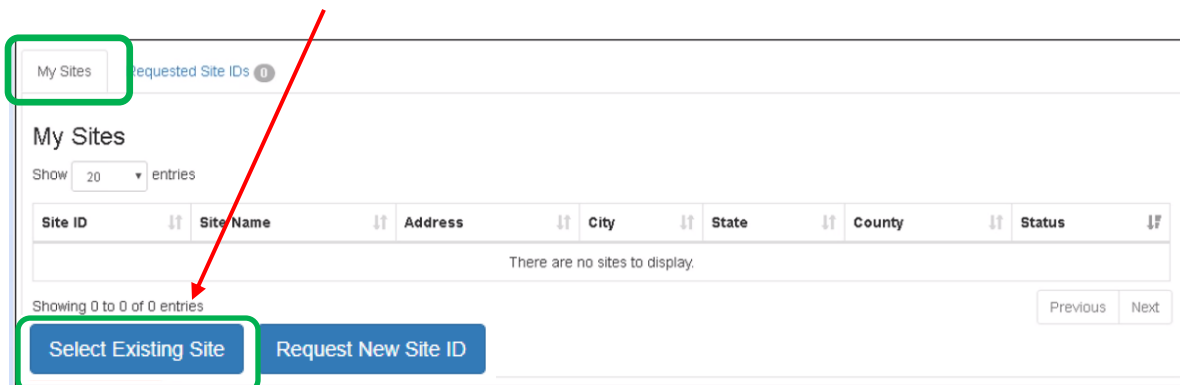
If you are not sure if the site has been assigned an EPA ID number, you may contact:

Arianna Trotter (919-707-8265 or Arianna.Trotter@deq.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.



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@deq.nc.gov) to ask if your site has an EPA ID number.

The screenshot shows a 'Search' form with the following fields: Site ID, Site Name, Street Number, Street Name, City, State (dropdown), County (dropdown), and Zip. A red arrow points to the Site ID input field. Another red arrow points to the 'Search' button, which is highlighted with a green box. Below the buttons are 'Clear' and 'Close' buttons. A hint at the bottom reads: '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."

The screenshot shows a 'Search Results' window with a table of results. A red arrow points to the selection checkbox in the first row. Another red arrow points to the 'Request Access' button, which is highlighted with a green box. The table has columns: Select All, Site ID, Site Name, Address, City, State, and County. The first row contains: [checked], NCR000174201, NC BIENNIAL REPORT TEST SITE, 123 BIENNIAL REPORT WAY, RALEIGH, NC, WAKE. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons. At the bottom are 'Request Access', 'Back to Search Criteria', and 'Close' buttons.

Select All	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

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:
 - o Your site receives off-site hazardous waste on a uniform hazardous waste manifest and/or
 - o 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. RCRAInfo Site Manager)	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.

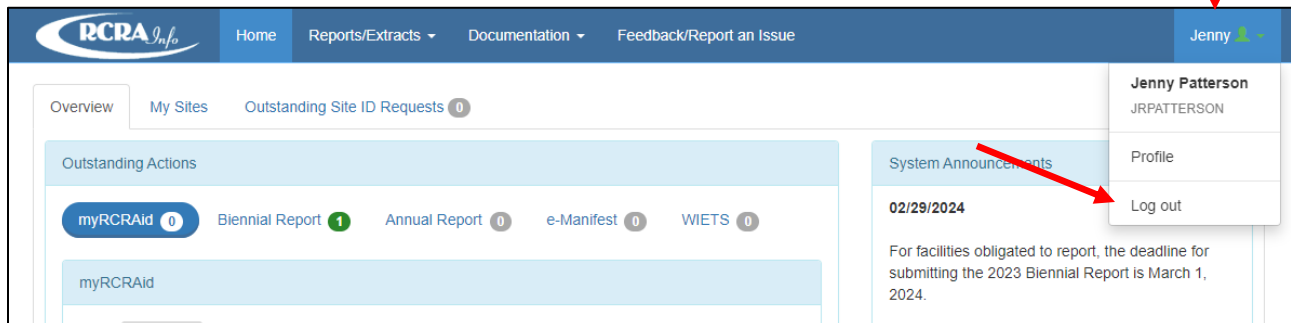
Select Permissions

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

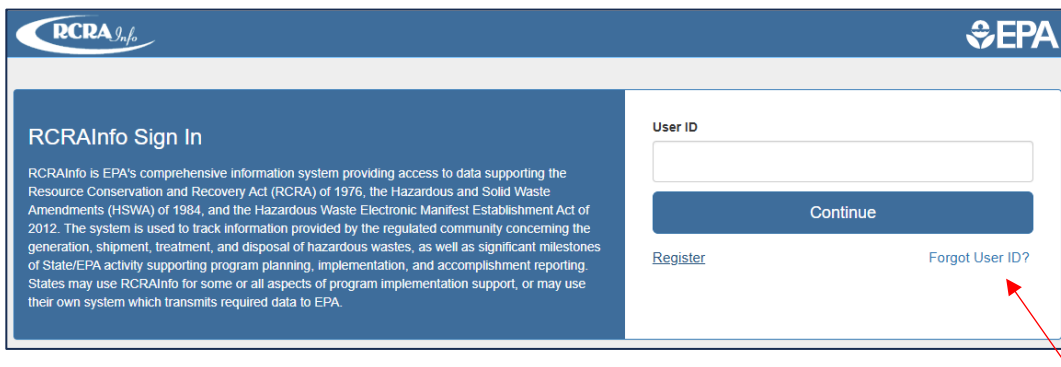
Module	Permission Level	Description of Permission
Site Management	None ▼	None
Biennial Report	None ▼	None
PCB	None ▼	None
e-Manifest	None ▼	None
myRCRAid	<div> None Viewer Preparer Certifier </div>	None

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."

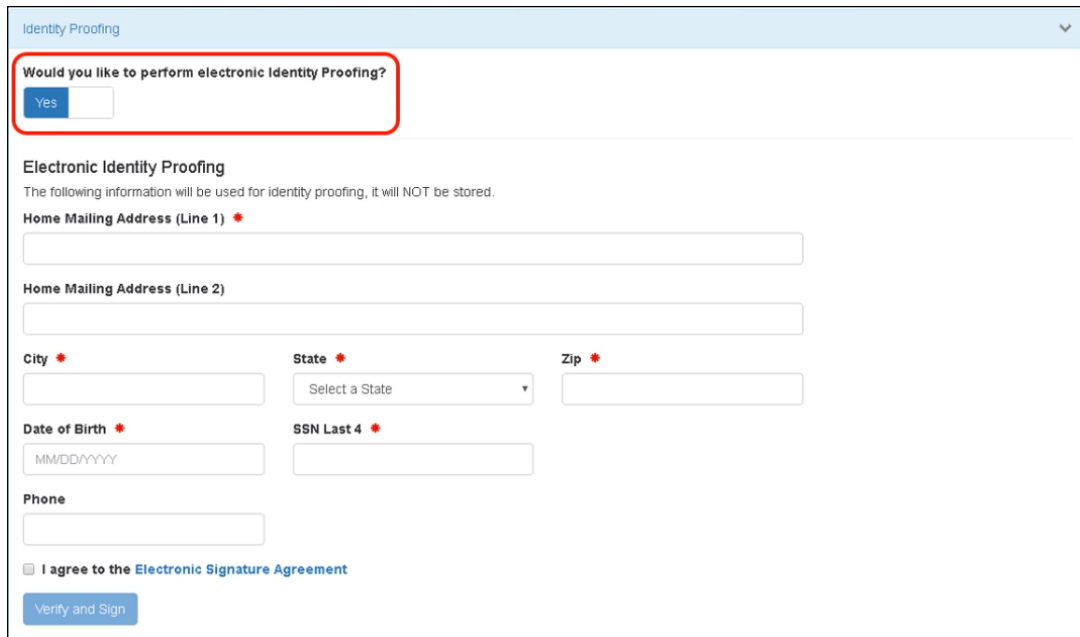


- 14) The sites you requested access to will appear in the My Sites list but will have a "pending" status until you are approved (by NCDEQ, Hazardous Waste Section) for these sites. You will receive an email from RCRAInfo (from rcrainfo.admin@epa.gov) indicating your access was approved/granted for the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

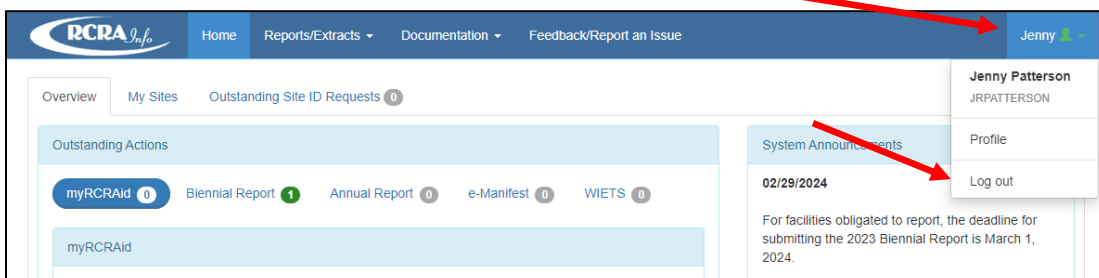


If your Identity Proofing is not approved electronically, the alternative (to complete Identity Proofing by paper) is switching the response to the first question to "No" and printing a paper form, completing it, then mailing the form to the Raleigh, NC address on the Electronic Signature Agreement. 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.

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).

Overview **My Sites** Outstanding Site ID Requests 0

My Sites

Show 20 entries

Search:

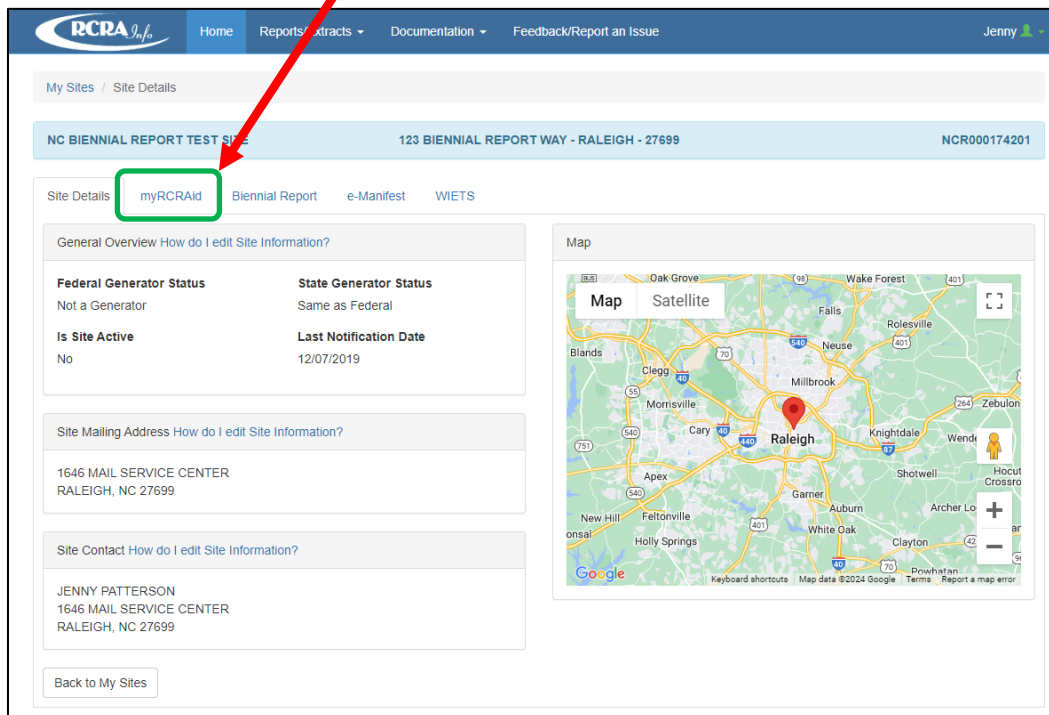
Site ID	Site Name	Gen Status	Address	City	State	County	Permission Status
NCR000174201	NC BIENNIAL REPORT TEST SITE	N	123 BIENNIAL REPORT WAY	RALEIGH	NC	WAKE	Active

Showing 1 to 1 of 1 entries

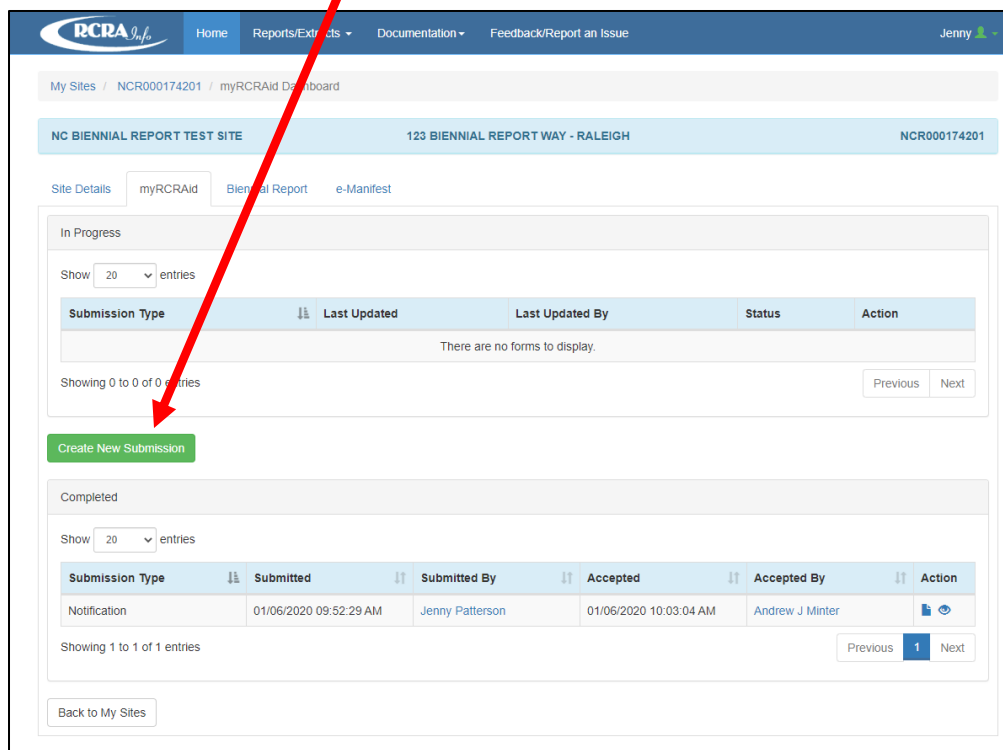
Previous 1 Next

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)



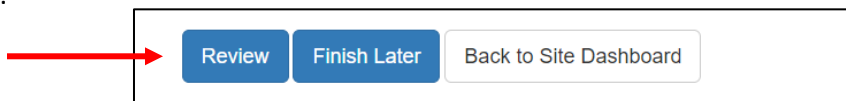
- 22) Then click on the green "Create New Submission" button. (The below screen shot is an example).



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).

- 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.



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.



- 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' at '123 MAIN STREET - SALT LAKE CITY - 84101'. The 'In Progress' section displays a table with one entry: a 'Manifest Broker' submission, last updated on '08/27/2024 08:00:33 PM' by 'Eco Friendly', with a status of 'Pending' (highlighted with a red box). The 'Completed' section shows no entries.

Submission Type	Last Updated	Last Updated By	Status	Action
Manifest Broker	08/27/2024 08:00:33 PM	Eco Friendly	Pending	

Submission Type	Submitted	Submitted By	Accepted	Accepted By	Action
There are no forms to display.					

- 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>