

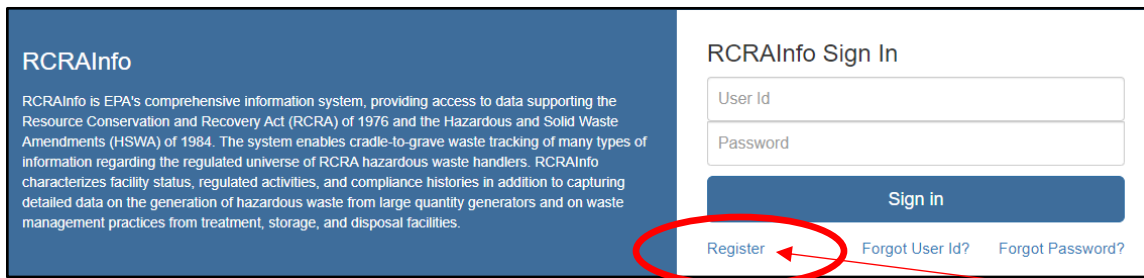


Quick Reference Guide for RCRAInfo Registration and Notification Submittal

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/rcrainfoprod/action/secured/login>



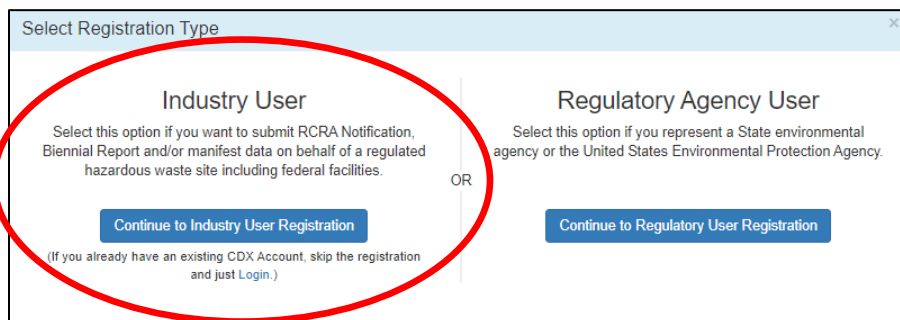
If you are **not already registered** in RCRAInfo (and do not have an existing CDX account), click “Register.” Sharing of RCRAInfo accounts is not allowed.

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 and Password you created when you initially registered.

- If you forgot your User ID or Password, click "Forgot User ID" or "Forgot Password." Please do not create another account.
- If you are already registered, skip to [step 10](#) if you need to request permission to a site (or additional sites), [step 16](#) if you need to complete the Electronic Signature Agreement (ESA), or skip to [step 22](#) for information on submitting a RCRAInfo notification.

- 2) Select “Industry User”



- 3) 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.

The screenshot shows the 'Create a New Account' page on the RCRAInfo website. The page has a blue header with the RCRAInfo logo and a 'Registration' tab. Below the header, there is a 'Login / Registration' link and the title 'Create a New Account'. The form is titled 'User Information' and contains the following fields: 'Title' (a dropdown menu with 'Select...' and a red asterisk), 'First Name' (a text input field with a red asterisk), 'Middle Initial' (a text input field), 'Last Name' (a text input field with a red asterisk), and 'Suffix' (a dropdown menu with 'Select...'). A 'Next' button is located below the form. A red arrow points to the 'Next' button.

- 4) 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 Verify Password field.

The screenshot shows the 'Create a User ID and Password' page. The form has three main input fields: 'User ID' (with a red asterisk and a help icon), 'Password' (with a red asterisk and a help icon), and 'Verify Password' (with a red asterisk). Below the Password field, there is a 'Show password' checkbox.

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

Make sure you can remember your password. You will need to enter your password several times during the registration process and at the end of the process every time a new RCRAInfo notification is submitted.

- 5) Select Security Questions/Answers to be able to reset your password:
- 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.

The screenshot shows the 'These questions will be used to reset your password:' page. The form has three rows, each representing a question. Each row contains a dropdown menu labeled 'Select a question...' and a text input field labeled 'Answer 1', 'Answer 2', or 'Answer 3'. The Answer fields are marked with a red asterisk. Below the Answer fields, there is a 'Show answers' checkbox.

- 6) 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.

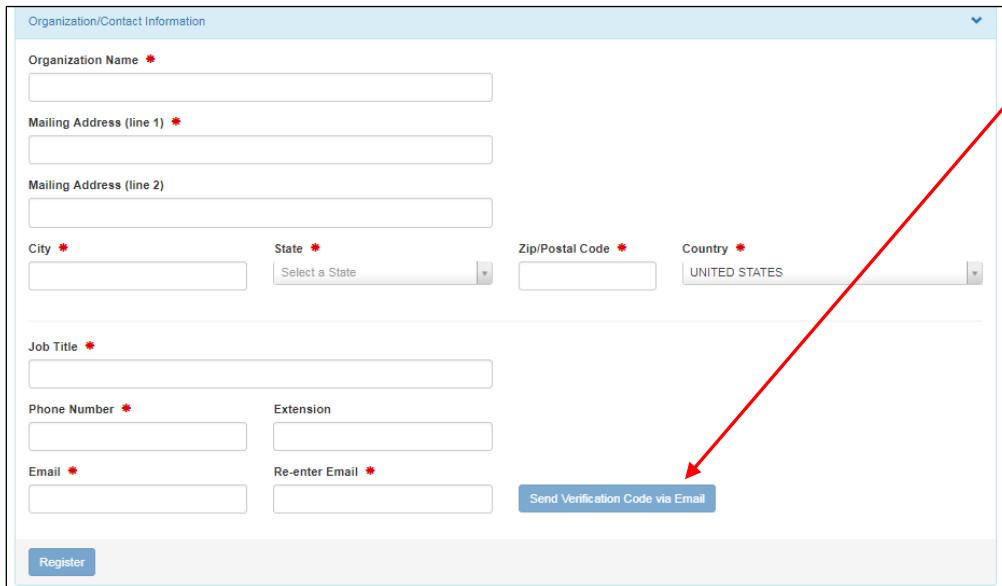
Click the checkbox next to "Agree to Terms and Conditions" to accept the terms and conditions stipulated. If you do not agree with the Terms and Conditions, you will not be able to create an account.

Click the "Next" button to continue.



7) 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.



8) Verification Email

- An email will be sent to the email address provided in Step 7 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.



- 9) Validate Email – Verification Code
- Enter the Verification Code.
 - Then click the "Register" button to complete the registration process.

Verification Code *

36539 ✓

Register

- 10) Go to "My Sites"
- Click on the blue "Select Existing Site" button.

My Sites Requested Site IDs 0

My Sites

Show 20 entries

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

Showing 0 to 0 of 0 entries

Select Existing Site Request New Site ID

Previous Next

- 11) 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:
 - o You may search using other information (e.g., street name and city). Typically, the less information entered, the more successful the search.
 - o Alternatively, you may contact Andrew Minter (919-707-8265 or Andrew.Minter@deq.nc.gov) to ask if your site has an EPA ID number.

Search

Site ID Site Name

Street Number Street Name City

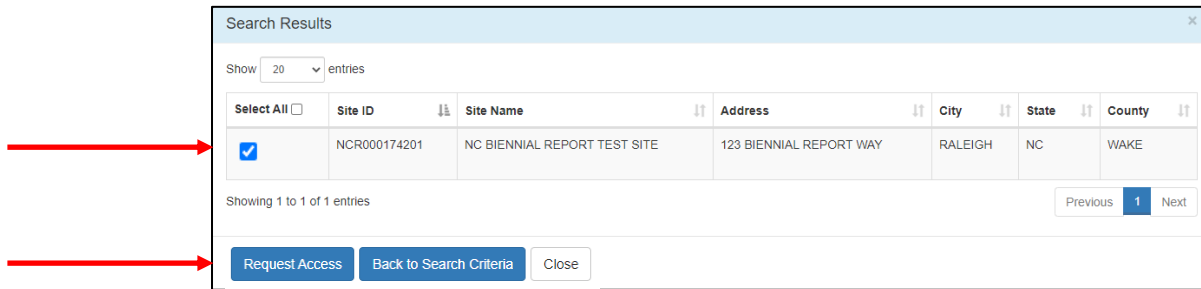
State * County Zip

Select State Select a County

Search Clear 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](#).

12) The search results should show your site. (The 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."



13) Select your RCRAInfo permission level from the drop-down menu in "Permission Level" for each module. (See next page for screen shot).

- 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	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	None Viewer Preparer Certifier	None

Buttons: 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.

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

RCRAInfo Home Reports/Extracts Documentation Feedback/Report an Issue Jenny Patterson

My Sites Outstanding Site ID Requests 0

My Sites Show 20 entries

Search: []

Profile Log out

- 15) 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.

- 16) 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.

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

User Id

Password

Sign in

Register Forgot User Id? Forgot Password?

- 17) Enter your User ID and Password.
- If you cannot remember your User ID or Password, click on "Forgot User ID?" or "Forgot Password?" (Do not create another account.)
 - If it has been a while since you signed in to RCRAInfo, you will be prompted to update your password.
 - You will be asked for your password at the very end of the notification process so make sure you can remember it. It is also case sensitive.

- 18) Once you log back into RCRAInfo you will automatically be taken to the **Electronic Signature Agreement** (so you can electronically sign documents in the RCRAInfo system).

First select your five security questions/answers (see screenshot on next page). You will be asked one of these questions at the end of the notification process (to verify your signature) so **be sure to remember your responses**. They are case sensitive. When you are done, click "Next."

Electronic Signature Agreement

You have been directed to this page because you have requested to be a Certifier for one of the RCRAInfo Industry Application components. Please enter the information below.

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 *
Select a question...
Answer 1 *
[Text Input]

Question 2 *
Select a question...
Answer 2 *
[Text Input]

Question 3 *
Select a question...
Answer 3 *
[Text Input]

Question 4 *
Select a question...
Answer 4 *
[Text Input]

Question 5 *
Select a question...
Answer 5 *
[Text Input]

Show answers

Next

- 19) 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 the 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) *
[Text Input]

Home Mailing Address (Line 2)
[Text Input]

City *
[Text Input]

State *
Select a State

Zip *
[Text Input]

Date of Birth *
MM/DD/YYYY

SSN Last 4 *
[Text Input]

Phone
[Text Input]

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

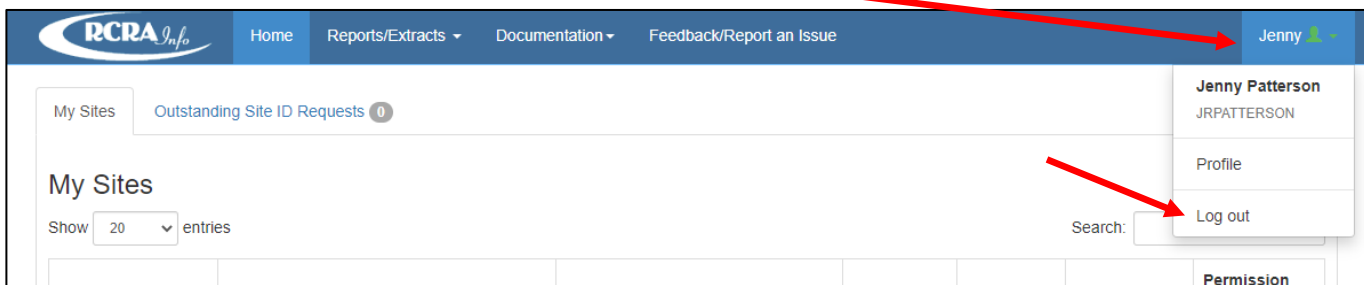
Verify and Sign

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."

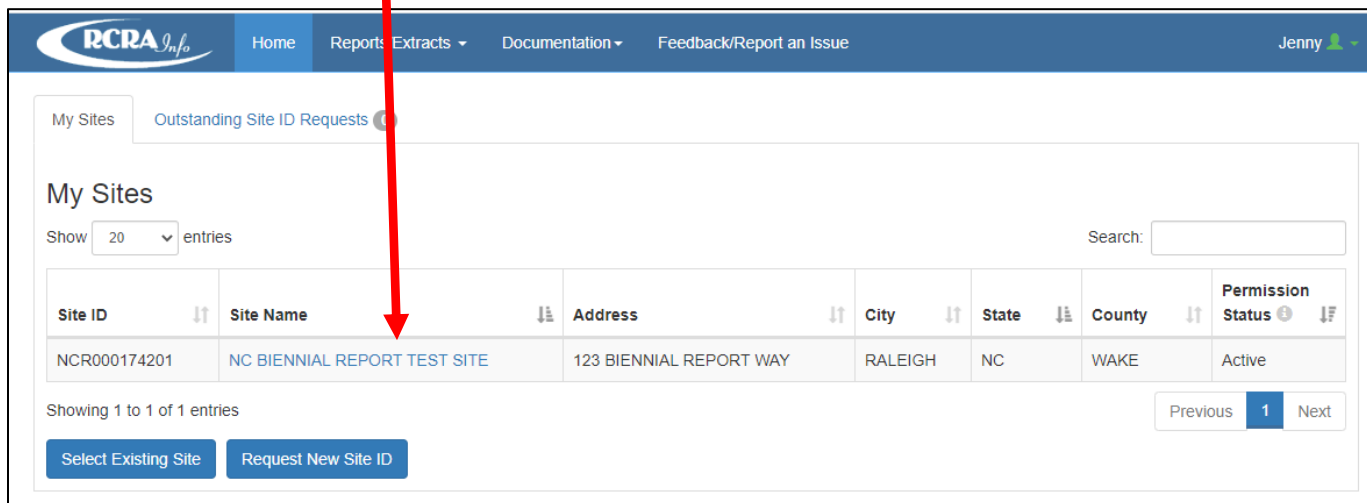
The information you provided will be immediately evaluated by a third-party (LexisNexis). If the information meets a minimum score needed for identity proofing, your electronic signature agreement will be recorded (approved) and you will immediately be able to submit and sign information for the sites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

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

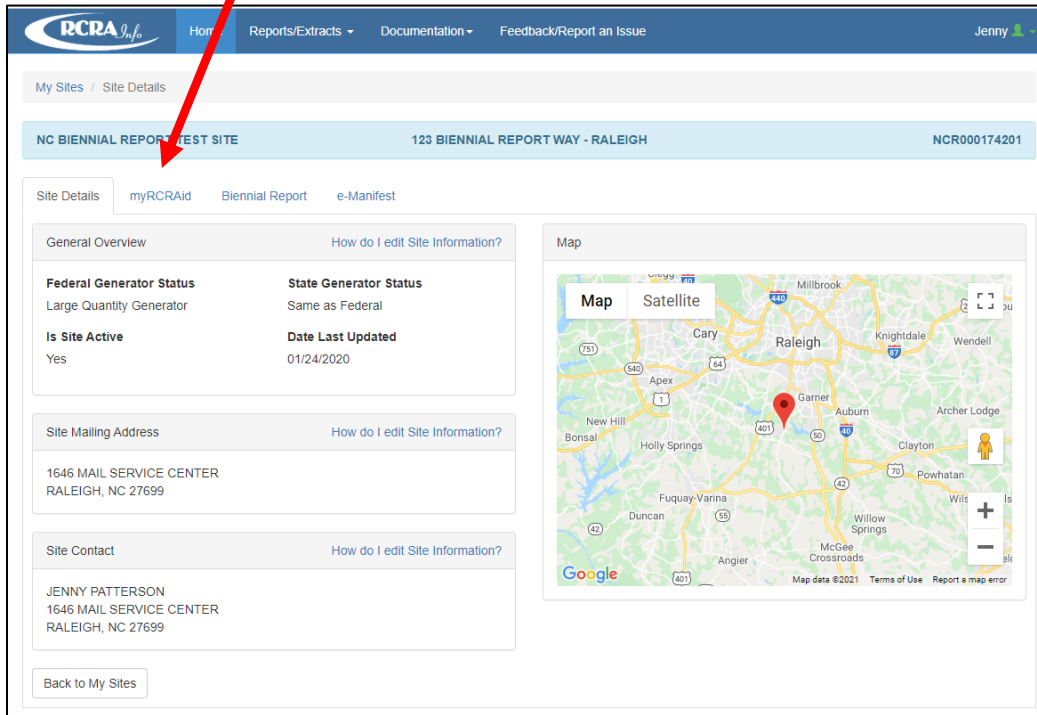


- 21) **Log back into RCRAInfo.** See [step 16](#) (for the link to RCRAInfo) and [step 17](#) for log in instructions.

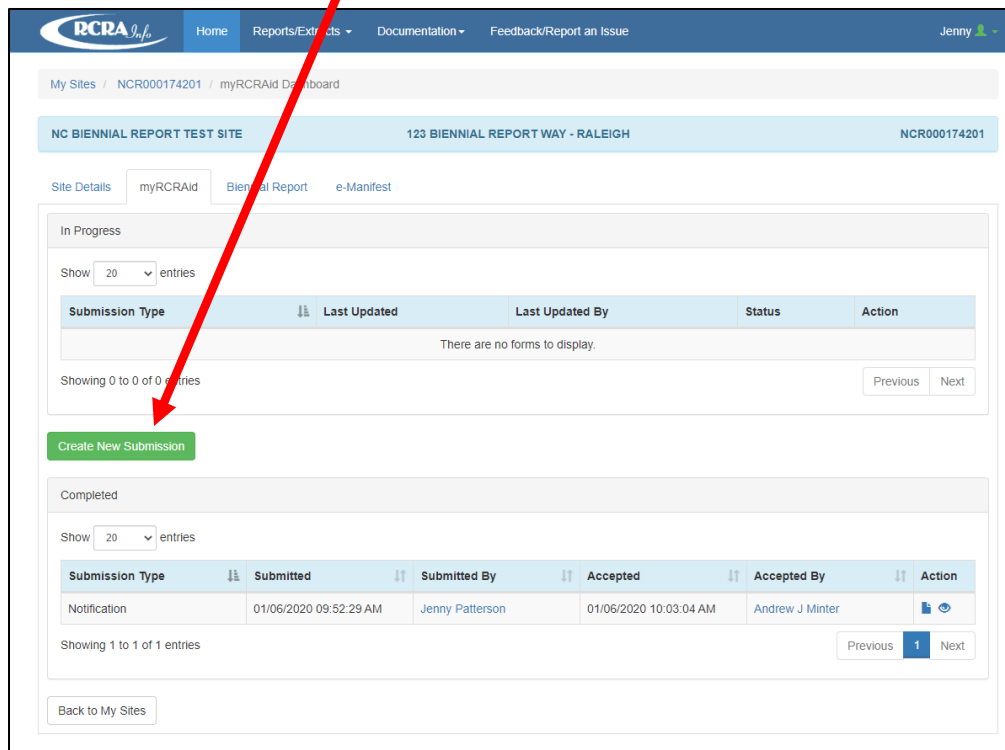
- 22) Once you are logged into RCRAInfo, you will see "My Sites"
Click on blue hyperlinked name of the site.
(the below screen shot is an example. The Site Name in your account will be the site or sites for which you have permission to access)



- 23) 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)



- 24) 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.

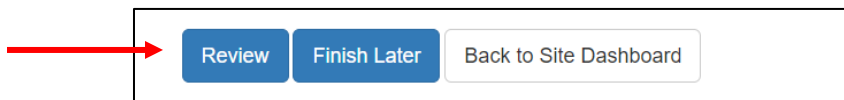
25) Once you click "Create New Submission," a form will open that is prepopulated with the information from the last site information submission for the site. (the below screen shot is an example of part of the form that must be completed).

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

- 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")
- Link to the notification instructions if you would like additional information on the fields or the terms used on the notification:

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

27) 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.

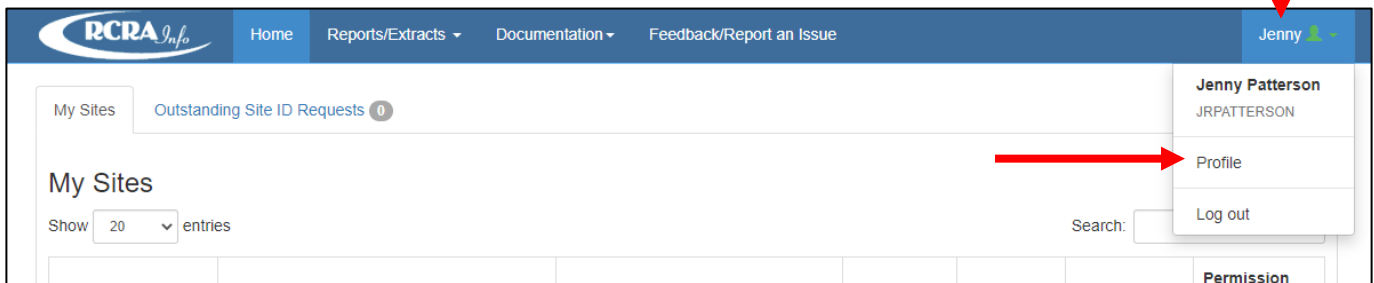
28) If you clicked "Review" and all required fields are properly filled, you will be taken back up to the top of the form to take one more look at it. Scroll to the bottom again and click the blue **"Submit"** button.



- 29) Once the form is submitted, you will be asked to check a certification statement, then to enter your password (same one used to sign into RCRAInfo). You will then be asked one of the five questions you selected for your Electronic Signature Agreement (ESA). Your response is case sensitive. If you successfully answer the ESA question, you will be allowed to click on an option to "sign" and submit the Notification. If you forget your ESA response and need to reset the questions, see step 32 below.
- 30) 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.
- 31) 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).

- 32) If you forget your Electronic Signature Agreement questions you may reset the questions/responses by going to your Profile. Click on your name on the upper right corner near the green silhouette. Then click on "Profile." Once you open the profile window, click on the green "Reset Signature Questions."



Who do I contact with questions?

- For questions about **permission levels and Electronic Signature Agreement** in RCRAInfo:
Melodi Deaver 919-707-8204 Melodi.Deaver@deq.nc.gov
- For questions about **updating site information** in RCRAInfo:
Andrew Minter 919-707-8265 Andrew.Minter@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>