USING EPA's INDUSTRY APPLICATIONS IN RCRAINFO

What are RCRAInfo and the EPA Industry Applications?

- RCRAInfo is EPA's national, online database for storing RCRA program information.
- EPA's Industry Apps are sections in RCRAInfo created for the regulated community to make compliance and information sharing easier. There are currently 3 Industry Apps in RCRAInfo:
  - Biennial Report;
  - e-Manifest; and
  - myRCRAid.

Why Use the Industry Apps?

Users of the Industry Apps can:

- View, update, print, create, sign and submit data, manifests, and reports in real-time, using any device;
- Access information faster, paperless and verify its receipt;
- Save time using pre-populated data or "copy forward" information from previous submissions; and
- Stop maintaining paper copies for recordkeeping, provided RCRAInfo is accessible.
- Site Manager role:
  - ensures you know who is being approved to have access to your data.
  - Provides access to e-Manifest and the ability to make corrections
  - See the Site Manager section below for important info about this special role.

How to Get and Use the Industry Apps

To use any of the apps, go to EPA's RCRAInfo sign-in page:
https://rcrainfo.epa.gov/rcrainfoprod/

- Returning users – sign in with the username and password for your CDX or RCRAInfo account.
    - o "Forgot Username" or "Forgot Password" utilities are present on the RCRAInfo sign in page.

- New users: Each person must set-up their own account. Shared accounts are not allowed.
    - o If you already have an EPA Central Data Exchange (CDX) account for another EPA program, you may use the CDX username and password to sign in from the RCRAInfo sign in page.
    - o If you do not already have a CDX account, create a RCRAInfo account by:
        - ▪ Click on "Register" on the RCRAInfo sign in page.
        - ▪ Then select "Industry User".
        - ▪ Fill out the registration, then use the verification code that RCRAInfo will send you via email to complete the registration process.
        - ▪ Great – now you have an account!

    - ➢ Extra help for new users:
        - ▪ Continue to use the rest of this fact sheet for guidance, and/or, you may:
        - ▪ Sign-up to view some excellent EPA videos at the "EPA Leaning Zen."
            - ❖ Go to:
              https://rcrainfoindustry.learningzen.com/onlinetraining/auth/login
            - ❖ Sign-up for an account, get approval, then watch (~ 20 min.).
        - ▪ Detailed, written guidance is also available within RCRAInfo:
            - ❖ Click on "Documentation," then "Help."

    - o After your account is created, "My Sites" will display.
        - ▪ Select the sites you need your account to be connected to – click on "Add Existing Site".

    - o Select the apps you want to use – Biennial Report, e-Manifest or myRCRAid.

    - o Select permissions needed for each app, depending on your role in the company:
        - ▪ Viewer - view information only;
        - ▪ Preparer - view, plus prepare information for the company signatory to sign and submit;
        - ▪ Certifier - view and prepare; plus sign and submit information; and
        - ► **Site Manager**: a special role that provides all permissions and more:

- ❖ view, prepare, sign and submit information in all Apps, plus:
- ❖ approve other users and their permissions, including company employees and consultants.
  - ► Using Site Manager, you know who has access to your data.
- ❖ Review manifest data in e-Manifest and make corrections.
  - ► The final record is in e-Manifest – be sure it is correct!
    - o Submit an electronic signature agreement (ESA) if you are requesting:
      - ▪ Site Manager or Certifier.
      - ▪ Note: about 95% of ESAs are approved on-line. No paper to sign or submit.
      - ▪ The ESA process uses information about the user as an individual, not as an employee.
      - ▪ EPA uses the Lexus Nexus service to verify identity for the ESA. Lexus Nexus is a widely used service based on information available on the internet. The information you provide is not saved by EPA or DEEP.

- All Users
  - o Submittals are not complete until signed and submitted electronically by a certifier or site manager.
    - ▪ Preparers: please ensure a certifier or site manager is registered to sign submittals before you prepare the report.
  - o Once submitted, the data in RCRAInfo is considered the permanent record.
    - ▪ Please DO NOT send paper copies to DEEP or EPA.
    - ▪ No paper or electronic copies are required for recordkeeping at your facility, provided the facility is equipped to access RCRAInfo.
  - o To change your permissions:
    - ▪ In RCRAInfo, click on your name in the top right corner of the screen.
    - ▪ Click on the Profile link in the dropdown
    - ▪ Click on "My Site Permissions" tab
    - ▪ Click on the checkboxes you want to change your permissions for (or all if applicable)
    - ▪ After clicking a checkbox, the "Modify Permissions for Selected Sites" button appears
    - ▪ Click the Modify Permissions button and change your permissions
    - ▪ Click the "Send Request" button so the Site Manager or DEEP may review and approve.

Using the Biennial Report App

Use the Biennial Report App instead of the paper EPA Form 8700-13A/B to:
- View, print, create, sign and submit a BR.
- pre-populate new reports by "pulling forward" information from a previous BR including:
    - all information from the Site ID Form;
    - all information from the GM Forms, except the amounts.
- built-in ability to "save and finish later."
- ensure you are using the correct BR form for the state the site is located in
    - RCRAInfo automatically provides a form compatible with the regulations for your state.
    - No paper forms are available that are compatible for CT. The BR App is the only way to submit a BR for a CT site.
- If you submit a BR and need to make changes, contact DEEP to unlock the BR for you.
- See also DEEP's Biennial Reporting Webpage for guidance on preparing your BR, including what's **NEW for 2023 BR**

Using the e-Manifest App

- View, create, sign and track your manifests.
- Most manifested shipments still start with a paper manifest at the point of pick up, so some of the e-Manifest features aren't yet used by Generators, such as electronically creating or signing a manifest.
- e-Manifest is still very valuable for Generators to:
    - Maintain records electronically instead of paper records:
        - provided you maintain access to RCRAInfo e-Manifest App, and
        - records go back to June 30, 2018 when e-Manifest started.

    - ► **IMPORTANT**: review manifests in RCRAInfo for errors made after shipment pick up.
        - The data in e-Manifest is legally the final version of a manifest.
        - Regularly check your manifest records using e-Manifest.
        - Site Manager role includes permissions to e-Manifest App and provides the ability to make corrections.
        - Site Managers should contact and coordinate corrections with the TSDF about missing manifests or data errors. TSDFs are responsible for uploading manifests and ensuring data quality.
- e-Manifest is the only source of manifest records from 6-30-2018 to present.
    - Exception: DEEP has manifest records for some export shipments 6-30-2018 to present.

Using the myRCRAid App

Use the myRCRAid App instead of the paper EPA "Site ID Form" (aka "Notification of Hazardous Waste Activity Form" or "EPA Form 8700-12").   Electronically submit requests for:

- New permanent or temporary EPA ID number;
- Updated site contact or ownership information; or
- Generator status change.

Questions?

Please call or email the DEEP Hazardous Waste Compliance Helpline at:

- 888-424-4193, or
- DEEP.RCRAHelp@ct.gov.

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