



## 2021 Hazardous Waste Biennial Report in North Carolina Frequently Asked Questions

This document provides information on filing the 2021 Hazardous Waste Biennial Report in North Carolina.

### Who must file the 2021 Hazardous Waste Biennial Report?

The following North Carolina sites must file a 2021 Hazardous Waste Biennial Report:

- **Large Quantity Generators** (LQG) who meet any of the following criteria in 2021:
  - The site generated, in any single calendar month, 1,000 kg (2,200 lbs.) or more of RCRA non-acute hazardous waste; or
  - The site generated, in any single calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; or
  - The site generated, in any single calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste; **and/or**
- **Treated, Stored and/or Disposed** of RCRA hazardous wastes on site during 2021 (regardless of the hazardous waste generator category).
- **Received hazardous wastes** from off-site hazardous waste generators (even if waste was not stored before recycling); or
- Met the definition of a **reverse distributor** (as defined in 40 CFR 266.500, regardless of generator category).

### When is the 2021 Hazardous Waste Biennial Report due?

The deadline for filing the electronic report is **March 1, 2022**. Sites may begin filing the report in RCRAInfo on January 3, 2022.

### How is the 2021 Hazardous Waste Biennial Report Filed?

In North Carolina, the 2021 Hazardous Waste Biennial Report will be completed using EPA's RCRAInfo database. Go to the RCRAInfo website at this link: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>

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?

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

- If you are **not already registered in RCRAInfo** (and do not have an existing CDX account), go to page 5 of this document for the steps to register in RCRAInfo.

Then follow the instructions in the 2021 Hazardous Waste Biennial Report Tutorial at this link: <https://deq.nc.gov/about/divisions/waste-management/hazardous-waste-section/reports-and-plans/hazardous-waste-biennial-report>

### **Who do I contact if I have questions?**

- For questions about this document, RCRAInfo registration, and the 2021 Hazardous Waste Biennial Report:  
Jenny Patterson 336-767-0031 [Jenny.Patterson@ncdenr.gov](mailto:Jenny.Patterson@ncdenr.gov)
- For questions about RCRAInfo (RCRAInfo registration, updating facility information):  
Andrew Minter 919-707-8265 [Andrew.Minter@ncdenr.gov](mailto:Andrew.Minter@ncdenr.gov)
- For questions about **Invoices** please contact:  
Jesse Toney: 919-707-8228 [Jesse.Toney@ncdenr.gov](mailto:Jesse.Toney@ncdenr.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://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Compliance/Compliance\\_Map\\_by\\_Inspector.pdf](https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Compliance/Compliance_Map_by_Inspector.pdf)

### **What do I do if I think my facility designation of large quantity generator or as a hazardous waste treatment, storage, or disposal facility was in error and/or I do not think I need to complete the 2021 Hazardous Waste Biennial Report?**

Please send an email to [Jenny.Patterson@ncdenr.gov](mailto:Jenny.Patterson@ncdenr.gov) with your facility name and EPA ID Number, your contact information, and the reason you think this status designation is in error and/or an explanation on why you think you are not subject to the requirement to file the 2021 Hazardous Waste Biennial Report.

### **Do I need to complete the Off-site Identification Form (OI Form) of the Biennial Report?**

No, North Carolina facilities are not required to complete/submit the OI Form. The OI Form captures the names and addresses of off-site installations and transporters. The OI information is optional on a national level and in North Carolina.

### **The hazardous waste generator category of my site changed in/since 2021. How do I report this on the biennial report?**

- You will report your CURRENT Hazardous Waste Generator category as of the date of submitting your Hazardous Waste Biennial Report on the Site Identification (ID) Form in Item 10.A.1 – Generator of Hazardous Waste.
- Your current hazardous waste generator category may be different from the category during the report year that requires you to file the Hazardous Waste Report.

**My North Carolina facility notified as a large quantity generator (LQG) for 2021 but did not actually generate LQG amounts of hazardous waste during this time. Do I still need to file a Biennial Report?**

Maybe. You may submit copies of the manifests to the Hazardous Waste Section to prove the facility never operated as a large quantity generator and request to have the report requirement waived. Or you may submit the Biennial Report and note in the Comment section of the Site ID Form that the facility did not generate large quantity generator amounts of hazardous waste and indicate the amount(s) of hazardous waste generated throughout 2021 to show the site did not operate as LQG quantity (to explain missing or incomplete GM forms)

Send copies of manifests and request a waiver to:

Jenny Patterson at [Jenny.Patterson@ncdenr.gov](mailto:Jenny.Patterson@ncdenr.gov)

**My North Carolina facility notified as a large quantity generator for 2021 but did not actually generate any hazardous waste during this time. Do I still need to file a Biennial Report?**

If no hazardous waste was generated/managed during the 2021 reporting cycle you may submit the Biennial Report with a GM form that shows zero (0) hazardous waste generated/managed. Be sure to note in the Comments section of the Site ID Form that no hazardous waste was generated (to explain the incomplete GM form).

**My North Carolina facility notified as a small quantity generator (or very small quantity generator) and operated as a small (or very small quantity generator) in 2021. Do I still need to file a Biennial Report?**

No. North Carolina facilities that have notified and operated as small quantity generators and very small quantity generators in 2021 are not required to file a Biennial Report (unless they operated as a large quantity generator and/or treatment, storage, and disposal facility any time during 2021). See the first question/answer on page 1: "[Who must file the 2021 Hazardous Waste Biennial Report?](#)"

**My North Carolina facility only operated as a large quantity generator (and/or treatment, storage, and disposal facility) for a short period of time during calendar year 2021. Do I still need to file a Biennial Report?**

Yes. A facility that operated as a large quantity generator (and/or treatment, storage, and disposal facility) at any time for any length of time in 2021 is required to file the Biennial Report.

**My North Carolina facility operated as a large quantity generator at the beginning of 2021 but renotified and is currently a small quantity generator (or very small quantity generator or not a generator). Do I still need to file a Biennial Report?**

Yes, if a facility operated as a large quantity generator and/or treatment, storage, and disposal facility in 2021 (at any time for any length of time) but is currently a SQG (or a VSQG or not a generator), they are required to file the Biennial Report.

**My North Carolina facility notified as a "Short Term Generator" and generated large quantity generator amounts of hazardous waste during 2021. Do I still need to file a Biennial Report?**

Yes. A facility that operated as a large quantity generator (and/or treatment, storage, and disposal facility) at any time for any length of time in 2021 is required to file the Biennial Report. This includes facilities that notified as a Short Term Generator (that generated large quantity generator amounts of hazardous waste).

**My North Carolina facility notified as an "Episodic Generator" and generated large quantity generator amounts of hazardous waste during 2021. Do I still need to file a Biennial Report?**

No. If your facility notified as an Episodic Generator (by marking Section 13 of the Site ID Form) in 2021 and complied with the Episodic Generator provisions in 40 CFR 262 Subpart L, your site is not required to file a 2021 Hazardous Waste Biennial Report.

**My site's address has changed. How do I report this on the biennial report?**

- If your site has moved to a new location, since EPA ID numbers remain with the site, you must obtain a new EPA ID number for the new location (and deactivate the old site's EPA ID number).
- If you need to correct site location information (in Section 4 of the Site ID Form) due to a typo or 911/City/County numbering/road name changes, be sure to indicate in Section 18 (Comments) that the site has not actually moved to a new location and the update to the site location information was to correct a typo or to update the address due to 911/City/County changes to the address.

**My site is a large quantity generator healthcare facility, a reverse distributor, or a treatment, storage, and disposal (TSD) facility receiving hazardous waste pharmaceuticals. Do I report hazardous waste pharmaceuticals on the biennial report?**

- Hazardous waste pharmaceuticals (both non-creditable and potentially creditable) do not need to be reported by a healthcare facility on a GM form on the biennial report. Healthcare facilities (that are large quantity generators) must only report non-pharmaceutical hazardous waste on the biennial report.
  - LQG healthcare facilities must remember to notify of Pharmaceutical Activities (by marking Section 11.D of the Site ID form) as "Healthcare Facility" no later than March 1, 2022. They can notify of the Pharmaceutical Activity as part of the biennial report submission.
- Reverse distributors will report evaluated hazardous waste pharmaceuticals accumulated on-site, that was shipped off-site to a designated facility in 2021. However, reverse distributors do not report the potentially creditable hazardous waste pharmaceuticals received at the facility.

**My site manages hazardous secondary materials managed under the Generator Controlled Exclusion or the Transfer Based Exclusion. How do I report these on the biennial report?**

- Hazardous secondary material(s) managed under the Generator Controlled Exclusion (40 CFR 261.4(a)(23)) or the Transfer Based Exclusion (40 CFR 261.4(a)(24)) does not need to be reported on the GM form(s) of the biennial report.
- The hazardous secondary material management does, however, need to be reported in Section 16 of the Site ID Form by March 1, 2022.
- A large quantity generator submitting a biennial report can also notify of the hazardous secondary material management activity as part of the biennial report submission.

## How do I Register in RCRAInfo?

- If you are already registered in RCRAInfo you do not need to review this answer. Sign in to RCRAInfo using your existing User ID and Password. Then follow the instructions in the 2021 Hazardous Waste Biennial Report Tutorial at this link: <https://deq.nc.gov/about/divisions/waste-management/hazardous-waste-section/reports-and-plans/hazardous-waste-biennial-report>
- If your site has an existing EPA Identification (ID) number associated with the site, continue below.
- If your site does not already have EPA ID number or if you are unsure whether your site has an EPA ID number, please contact Jenny Patterson 336-767-0031 or by email: [jenny.patterson@ncdenr.gov](mailto:jenny.patterson@ncdenr.gov)

Each person using RCRAInfo must register for their own account. Sharing of accounts is not allowed.

### Registering in RCRAInfo for a site with an existing EPA ID number:

- 1) Go to the RCRAInfo website at this link: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>

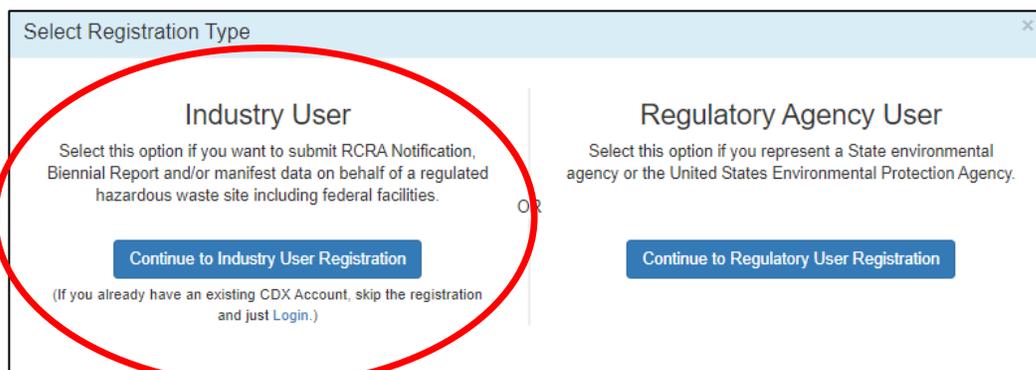


If you are not already registered in RCRAInfo (and do not have an existing CDX account), click "Register."

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

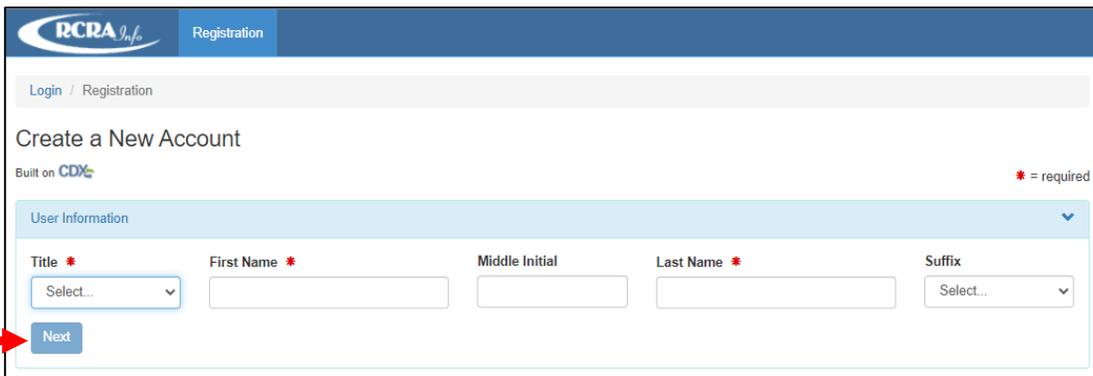
Are you already registered in RCRAInfo? Then sign in using the User ID and Password you created.

- 2) Select "Industry User"



## How do I Register in RCRAInfo? (continued)

- 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 RCRAInfo Registration page. At the top, there is a navigation bar with the RCRAInfo logo and the word 'Registration'. Below this is a breadcrumb trail 'Login / Registration'. The main heading is 'Create a New Account', with a sub-note 'Built on CDX' and a legend '\* = required'. The form is titled 'User Information' and contains the following fields: 'Title \*' (a dropdown menu with 'Select...' visible), 'First Name \*' (a text input field), 'Middle Initial' (a text input field), 'Last Name \*' (a text input field), and 'Suffix' (a dropdown menu with 'Select...' visible). A blue 'Next' button is located below the 'Title' field, and a red arrow points to it from the left.

- 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 Password Verification field.



The screenshot shows the 'Create a User ID and Password' form. It features three input fields: 'User ID \*', 'Password \*', and 'Verify Password \*'. Below the 'Password' and 'Verify Password' fields is a checkbox labeled 'Show password'.

The **User ID** must adhere to the following rules:

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

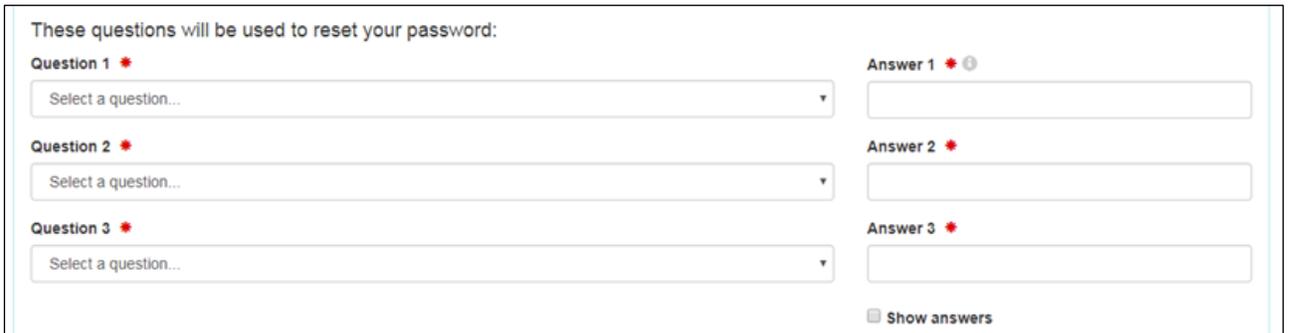
**Passwords** must meet the following rules:

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

**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 when the notification is submitted.

## How do I Register in RCRAInfo? (continued)

- 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.



This screenshot shows a registration form titled "These questions will be used to reset your password:". It contains three rows, each with a "Question" dropdown menu and an "Answer" text input field. The questions are labeled "Question 1", "Question 2", and "Question 3", each with a red asterisk. The answers are labeled "Answer 1", "Answer 2", and "Answer 3", each with a red asterisk. A "Show answers" checkbox is located at the bottom right of the form.

- 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.

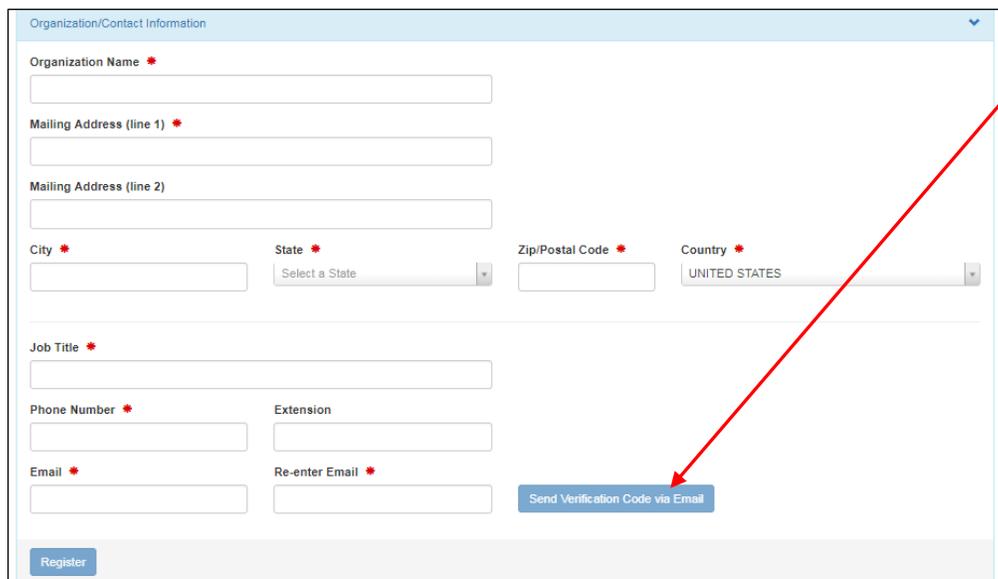
If you do not agree with the Terms and Conditions, you will not be able to create an account.

Click the "Next" button to continue.



This screenshot shows a registration form with a checkbox labeled "Agree to the Terms and Conditions" and a blue "Next" button.

- 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.



This screenshot shows a registration form titled "Organization/Contact Information". It contains several input fields with red asterisks indicating required information: "Organization Name", "Mailing Address (line 1)", "Mailing Address (line 2)", "City", "State" (a dropdown menu), "Zip/Postal Code", "Country" (a dropdown menu), "Job Title", "Phone Number", "Extension", "Email", and "Re-enter Email". A blue button labeled "Send Verification Code via Email" is located at the bottom right, with a red arrow pointing to it. A "Register" button is located at the bottom left.

## How do I Register in RCRAInfo? (continued)

### 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.



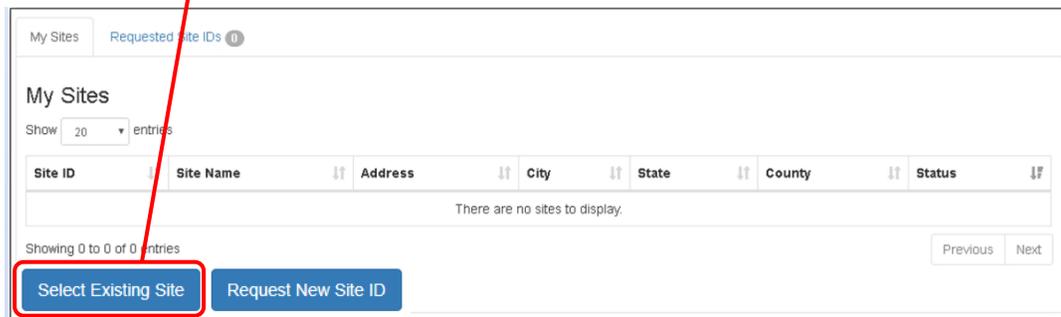
### 9) Validate Email – Verification Code

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

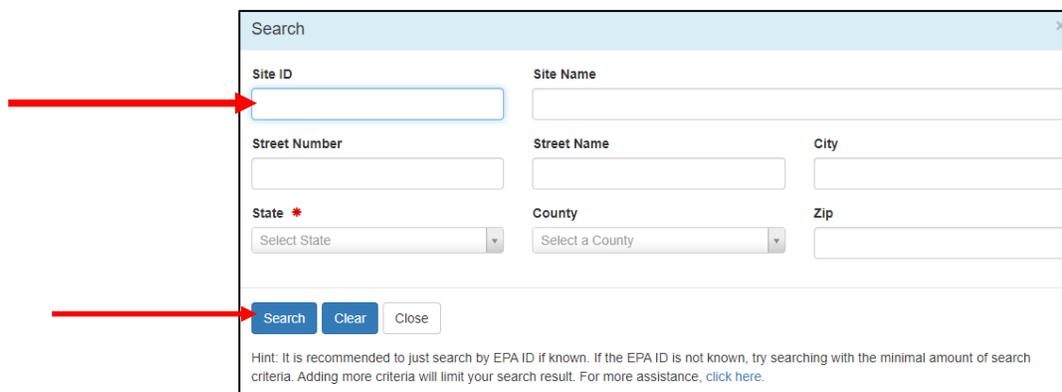


### 10) Go to "My Sites"

Click on blue "Select Existing Site" button.



- 11) Then type the EPA ID number for the site (that was provided in the email you received) in the "Site ID" box. Do not enter any other information. Click the "Search" button.



## How do I Register in RCRAInfo? (continued)

- 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."

The screenshot shows a 'Search Results' window with a table containing one entry. The entry has the following details:

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

Below the table, there are buttons for 'Request Access', 'Back to Search Criteria', and 'Close'. Red arrows point to the checkbox and the 'Request Access' button.

- 13) Select your RCRAInfo permission level from the drop-down menu in "Permission Level" for each module.
- You may keep the "Site Management" module as "None" (changing this permission level to "Active" makes you responsible to approve anyone else that registers in RCRAInfo for your site).
  - It is recommended you select (at a minimum) "**Certifier**" permission level for the "Biennial Report," "myRCRAid," and the "e-Manifest" modules. Unless you are preparing the report for someone else to certify (if this is the case, select "Preparer for the "Biennial Report." Then click "Send Request."

The screenshot shows a 'Select Permissions' window with a table for selecting permissions for three sites. The table has the following structure:

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

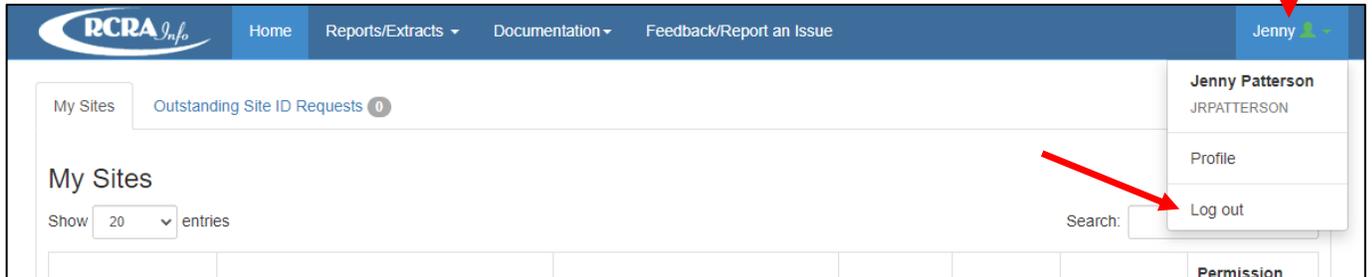
Red arrows point to the 'e-Manifest' and 'myRCRAid' rows, and the 'Certifier' option in the dropdown menu. At the bottom, there are buttons for 'Send Request', 'Back to Search Results', and 'Close'.

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

## How do I Register in RCRAInfo? (continued)

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."



- 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](mailto: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. (Thank you!)



- 17) Enter your User ID and Password.
- If you cannot remember your User ID or Password, please click on "Forgot User ID?" or "Forgot Password?" (Please 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 screen shot 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."

If you selected the "Preparer" permission level, you will not complete the Electronic Signature Agreement. However, you must have a person register for your site as a "Certifier" to be able to submit the report.

## How do I Register in RCRAInfo? (continued)

**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:

<b>Question 1 *</b> Select a question...	<b>Answer 1 *</b> <input type="text"/>
<b>Question 2 *</b> Select a question...	<b>Answer 2 *</b> <input type="text"/>
<b>Question 3 *</b> Select a question...	<b>Answer 3 *</b> <input type="text"/>
<b>Question 4 *</b> Select a question...	<b>Answer 4 *</b> <input type="text"/>
<b>Question 5 *</b> Select a question...	<b>Answer 5 *</b> <input type="text"/>

Show answers

**Next**

- 19) If you would like to complete the electronic version of the Identity Proofing (to complete the Electronic Signature Agreement) keep the response to the first question as "Yes." The benefit of the electronic Identity Proofing is it provides immediate approval and 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 \***

**Date of Birth \*** **SSN Last 4 \***

**Phone**

I agree to the **Electronic Signature Agreement**

**Verify and Sign**

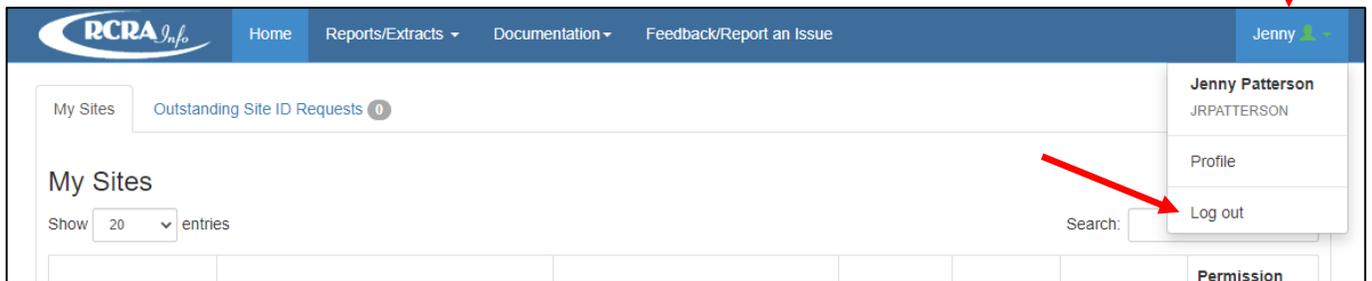
The alternative is switching the response to the first question to "No" and printing a paper form, completing it, and mailing the form to a person in Raleigh (name and address is on the form). (If you choose the paper form, you will also need to scan it and email it to [Melodi.Deaver@ncdenr.gov](mailto:Melodi.Deaver@ncdenr.gov)) to have a faster approval until your hard copy is received in the mail. If you select the electronic Identity Proofing, you do not need to print, scan, or mail any forms.

## How do I Register in RCRAInfo? (continued)

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 information accurately on this screen. If you do not enter the information accurately (e.g., 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."

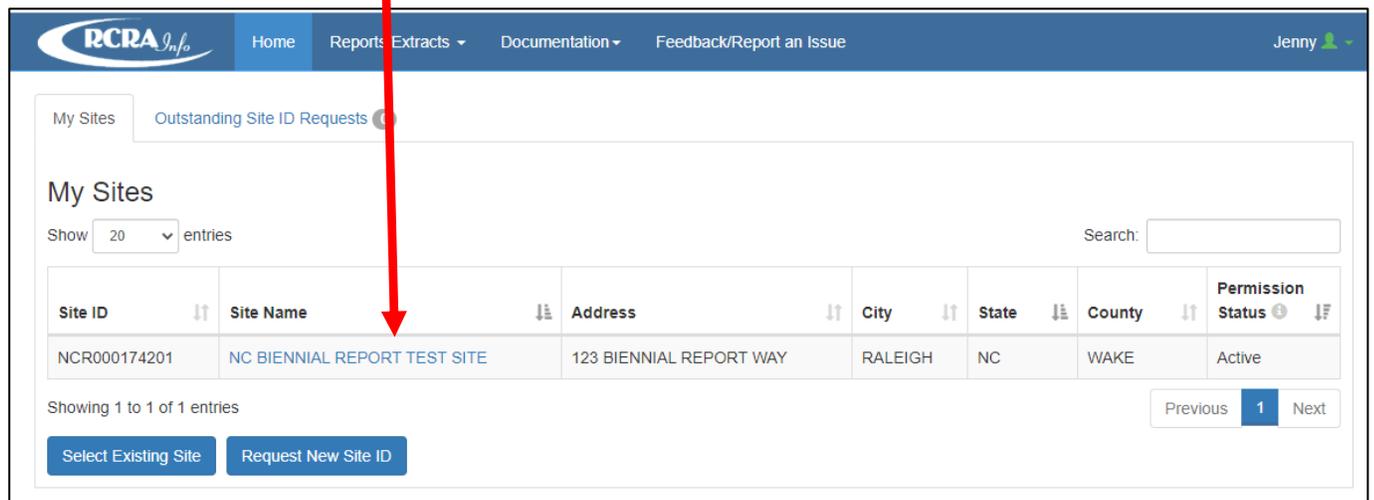


- 21) **Log back into RCRAInfo.** See steps 16 (for the link to RCRAInfo) and Step 17 for log in instructions.

- 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 follow the instructions in the 2021 Hazardous Waste Biennial Report Tutorial at this link:  
<https://deq.nc.gov/about/divisions/waste-management/hazardous-waste-section/reports-and-plans/hazardous-waste-biennial-report>