



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>

The screenshot shows the RCRAInfo Sign In page. On the left, there is a blue sidebar with the RCRAInfo logo and a brief description of the system. On the right, there is a white sign-in form with fields for 'User Id' and 'Password', a 'Sign in' button, and three links: 'Register', 'Forgot User Id?', and 'Forgot Password?'. The 'Register' link is circled in green, and a red arrow points to it from the text below.

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”

The screenshot shows a dialog box titled 'Select Registration Type'. It has two main options: 'Industry User' and 'Regulatory Agency User'. The 'Industry User' option is circled in green. Below the 'Industry User' option, there are two buttons: 'Industry User Registration' and 'Watch How-To'. Below the 'Regulatory Agency User' option, there is a button: 'Regulatory User Registration'. The text below the 'Industry User' option reads: '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.' Below the 'Regulatory Agency User' option, the text reads: 'Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.'

- 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' registration page. At the top, there is a navigation bar with the 'RCRA Info' logo and a 'Registration' tab. Below the navigation bar, there is a breadcrumb trail 'Login / Registration' and the heading 'Create a New Account'. A small note says 'Built on CDX' and a legend indicates '* = required'. The form is titled 'User Information' and contains the following fields: 'Title *' (a dropdown menu with 'Select...' as the current selection), '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...' as the current selection). A green box highlights the 'Next' button, 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 Verify Password field.

The screenshot shows the 'Create a User ID and Password' form. It has three main input fields: 'User ID *' (with a character count icon), 'Password *' (with a character count icon), and 'Verify Password *'. Below the 'Password' and 'Verify Password' fields, 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.

This screenshot shows a form titled "These questions will be used to reset your password:". It contains three rows, each with a question selection dropdown and an answer input field. The questions are labeled "Question 1", "Question 2", and "Question 3", each with a red asterisk. The answer fields are labeled "Answer 1", "Answer 2", and "Answer 3", also with red asterisks. At the bottom right, 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.

This screenshot shows a form with a checkbox labeled "Agree to the Terms and Conditions" and a blue "Next" button. The "Next" button is highlighted with a green border.

- 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 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 (dropdown), Zip/Postal Code, Country (dropdown), Job Title, Phone Number, Extension, Email, and Re-enter Email. A blue "Send Verification Code via Email" button is highlighted with a green border. A red arrow points from the top right towards this button. At the bottom left, there is a "Register" button.

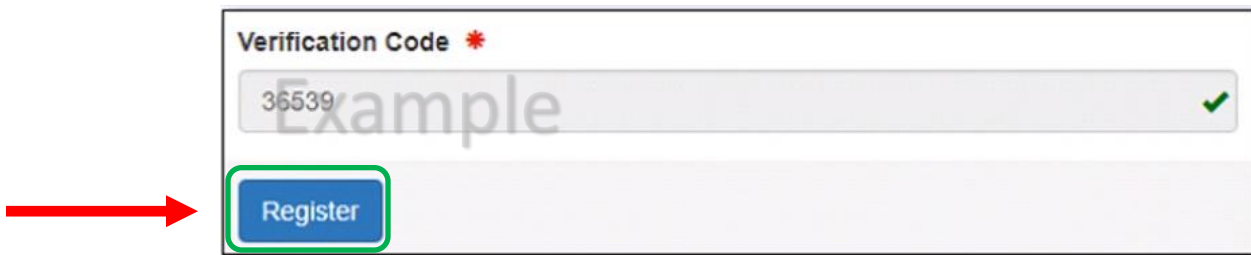
8) Verification Email

- 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.



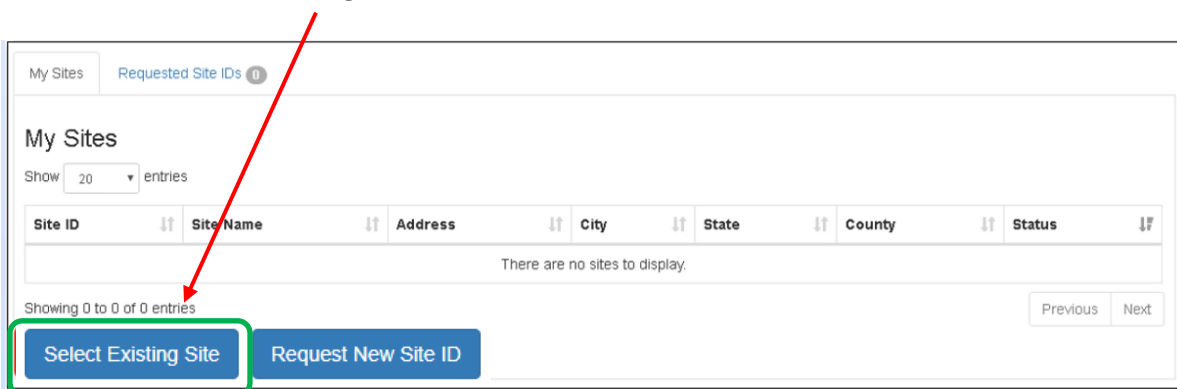
9) Validate Email – Verification Code

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



10) Go to "My Sites"

Click on the blue "Select Existing Site" button.



- 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.

The screenshot shows a 'Search' window with several input 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 form is a hint: '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. (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 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 for Site ID, Site Name, Address, City, State, and County. The first row contains the following data:

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

Showing 1 to 1 of 1 entries. Navigation: Previous 1 Next. Buttons: Request Access, Back to Search Criteria, Close.

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 (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.

The screenshot shows a 'Select Permissions' window with the following content:

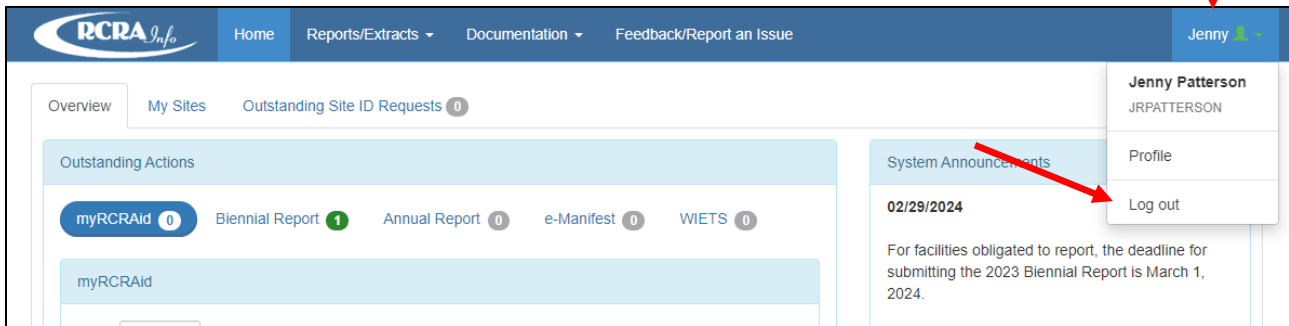
You've selected 3 site(s), now please choose the permissions you are requesting.

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 at the bottom: Send Request (highlighted with a green box), 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."



- 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.



- 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]

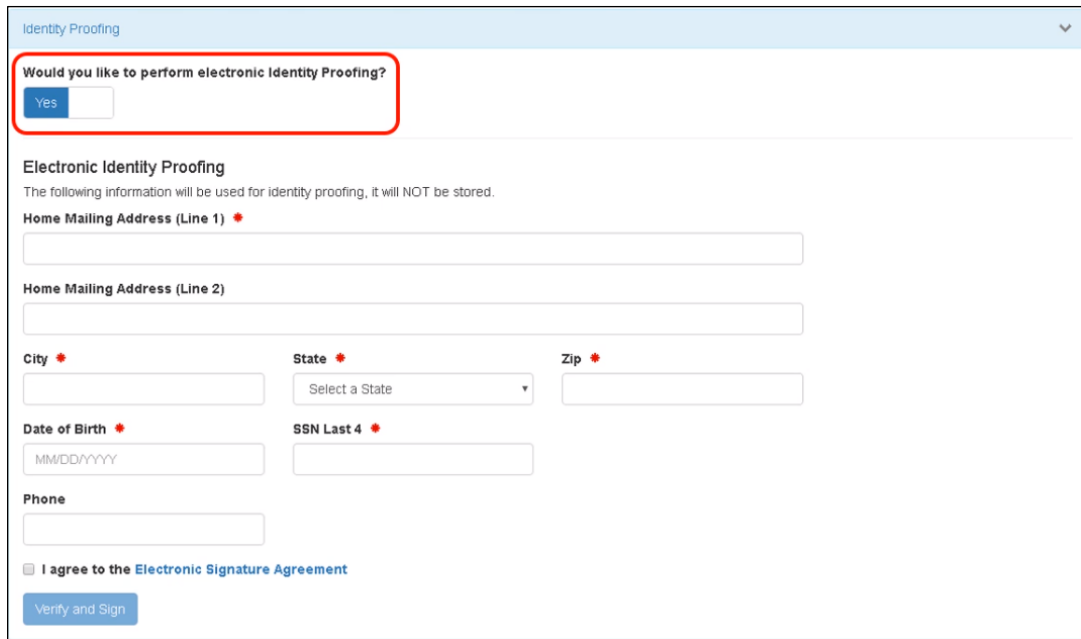
Show answers

Next

Make sure you can remember the answers to these questions.

To verify your electronic signature, you will be required to answer one of these questions each time you submit a RCRAInfo notification. The answer is case sensitive. If you forget your initial response, you will need to reset your questions/responses (see [Step 32](#) for more information on the reset).

- 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 electronic Identity Proofing is it provides immediate approval and the ability to sign the forms in RCRAInfo.

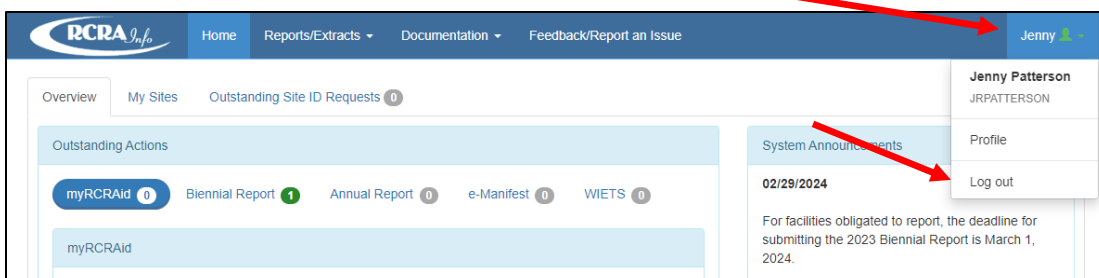


If your Identity Proofing is not approved electronically, the alternative (to complete Identity Proofing by paper) is switching the response to the first question to "No" and printing a paper form, completing it, then mailing the form to the Raleigh, NC address on the Electronic Signature Agreement.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

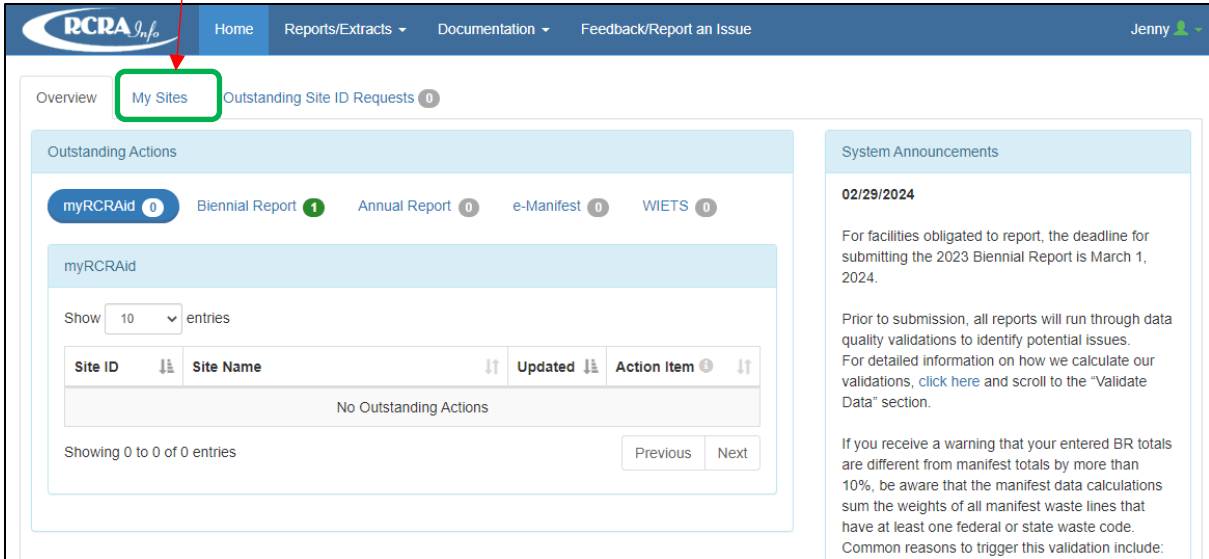
When you complete Identity Proofing electronically, you will be asked to provide industry standard information typically used by banking systems and credit reporting agencies. This information is discarded after the identity proofing is complete (so your home address, birthdate and last four of your 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.

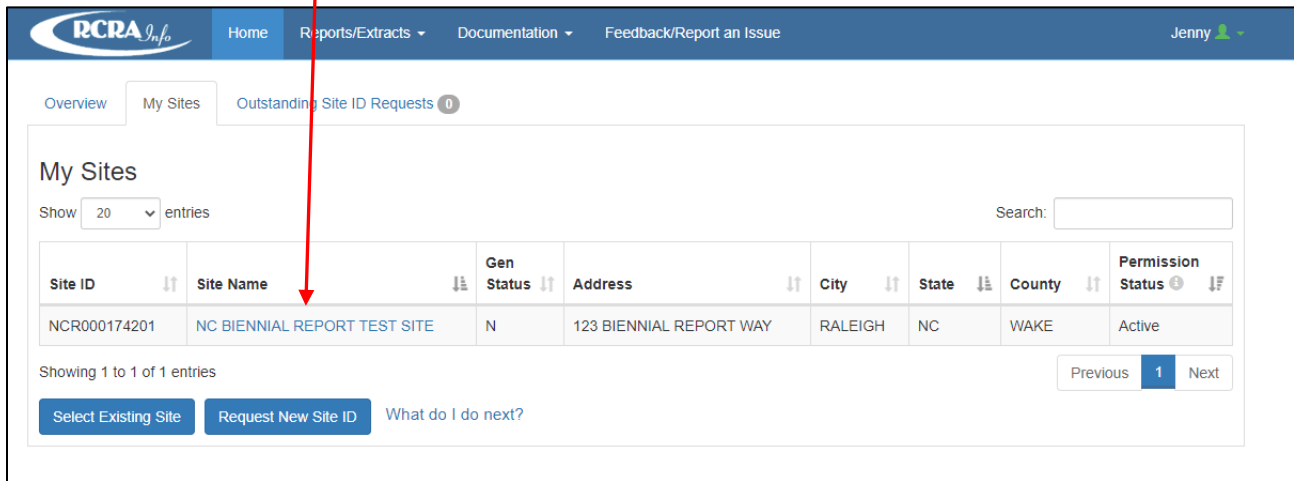
- 20) **Log out of RCRAInfo** one more time by clicking on your name in the upper right corner. Then click on "Log Out."



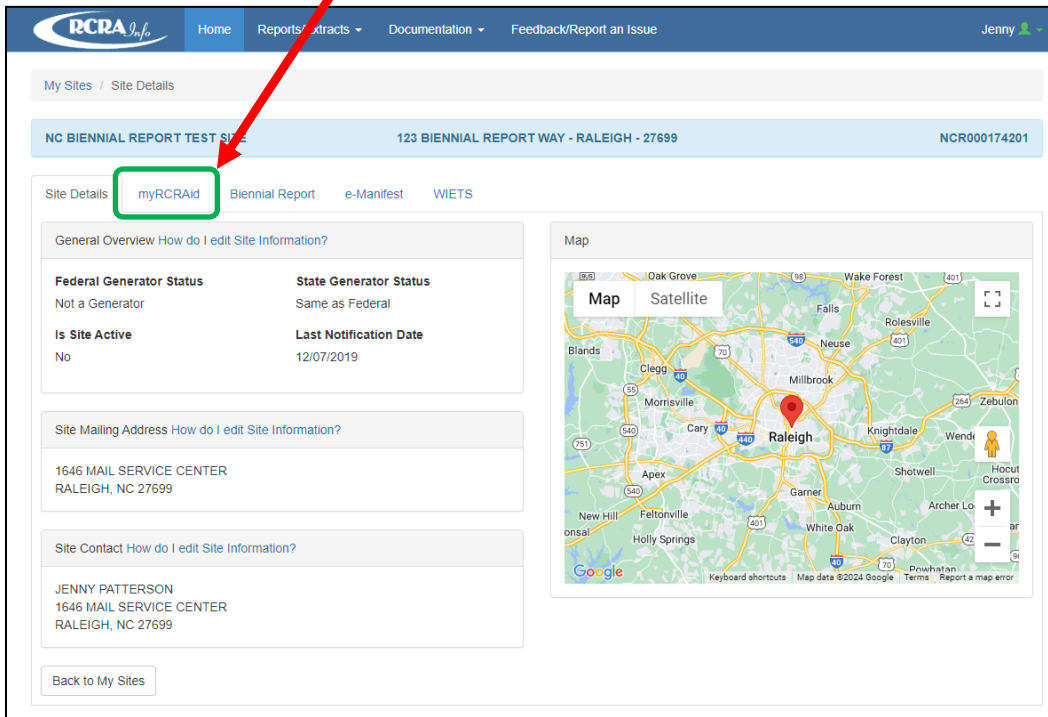
- 21) Log back into RCRAInfo (<https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>). If needed, see [step 17](#) for log in instructions.
- 22) When you log into RCRAInfo, you will be presented with the below overview screen. Click on the green outlined “My Sites” tab.



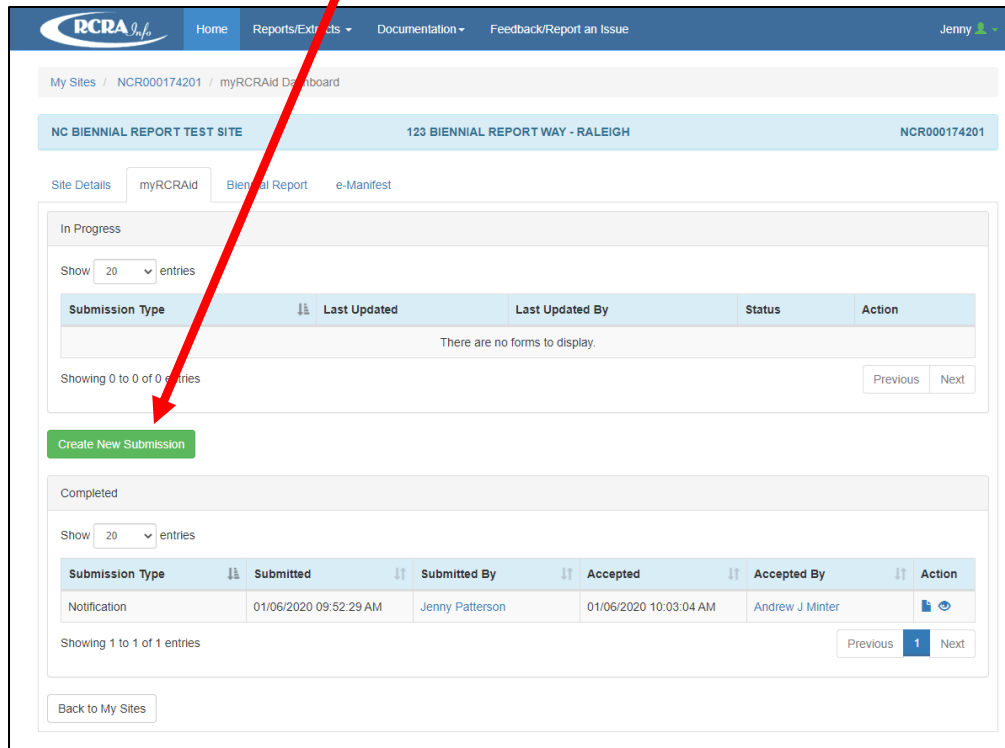
Then click on your site’s name (it is hyperlinked).



- 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 accepted site information submission. (the below screen shot is an example of part of the form that must be completed).

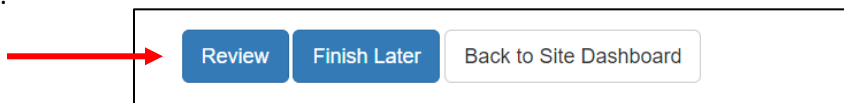
The screenshot shows the 'Add Source Record' form in the RCRAid system. The form is prepopulated with the following information:

- 1. Reason for Submittal:** The selected option is 'Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity) [Source N]'. Other options include 'Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]' and 'Notifying that regulated activity is no longer occurring at this Site. [Source D]'.
- 2. Site ID:** EPA ID is NCR000174201 and Activity Location is NC.
- 3. Site Name:** The name is 'NC BIENNIAL REPORT TEST SITE'.
- 4. Site Location:** Street Number is 123, Street 1 is 'BIENNIAL REPORT WAY', and Street 2 is empty. Zip, City, Town or Village, and State fields are also present but empty.

26) **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:
here: https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf
- 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>

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.

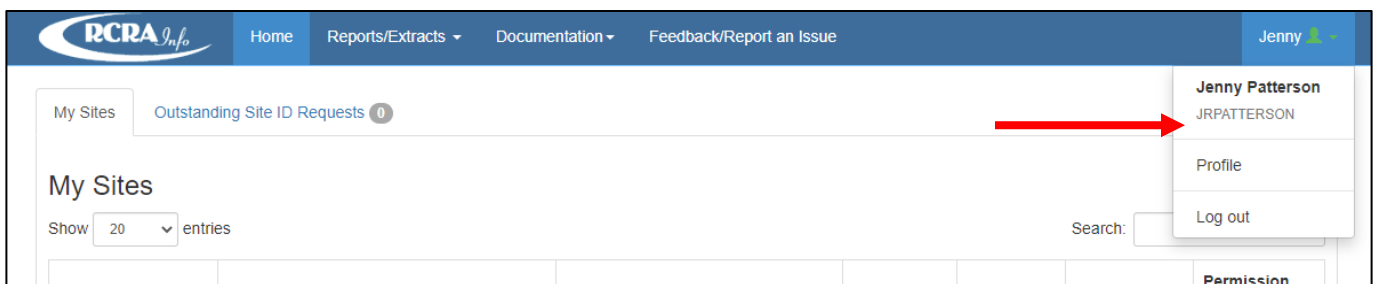
28) If you clicked "Review" and all required fields are properly filled, you will be taken back up to the top of the form to take one more look at it. Scroll to the bottom again and click the blue "Submit" button.



- 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>