



## **Hazardous Waste Bureau**

# **MY RCRA ID USER GUIDE**

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## **General Information**

The information provided in this section is intended to provide high-level information that will aid users in understanding the overall myRCRAid process and application. For best results, you should read this section before proceeding to other sections of the user's guide

## **Background Information**

In the past, facilities have sent the New Mexico Environment Department Hazardous Waste Bureau (Agency or NMED HWB) paper Site Identification Forms (US EPA Form 8700-12) to notify of their hazardous waste activities regulated under RCRA Subtitle C. The Agency entered the information from the Site Identification Form into US EPA's national hazardous waste database called RCRAInfo. Information regarding hazardous waste generators, treatment, storage, and disposal facilities, transporters, and other regulated activities is stored in this national database.

US EPA has now provided the means for the Agency to offer electronic Site Identification Form submittals for the purpose of updating information associated with existing EPA ID numbers as well as requesting new EPA ID numbers. The Cross-Media Electronic Reporting Regulation (CROMERR) provides the legal framework for electronic reporting under all of US EPA's environmental regulations. The standards are designed to provide electronic submittals with the same level of legal dependability as the corresponding paper submittals. CROMERR has made it possible for US EPA to implement an application called myRCRAid which allows the facility to submit their Site Identification Form electronically for the Agencies review.

The process in general terms is as follows:

Step 1 – A facility representative who is authorized to view, prepare, or certify the Site Identification Form establishes an account and registers for the myRCRAid module of the RCRAInfo Industry Application, either through US EPA's Central Data Exchange (CDX) or the RCRAInfo Industry Application.

Step 2– Using the myRCRAid application, the facility representative can request new EPA ID numbers or select facilities for which they have the authority to submit RCRA Subtitle C information.

Step 3– The facility representative goes through Electronic Identity Proofing using LexisNexis. LexisNexis is an independent company that provides identity validation services which allows users to be approved quickly online once verification is received from the service. If the user chooses not to use this service, they may print out and sign the paper Electronic Signature Agreement (ESA) and send it to the regulating agency. The regulating agency processes the Electronic Signature Agreement submitted by the facility representative. The NMED HWB is the regulating agency for facilities in New Mexico.

Step 4 – The facility representative submits the Site Identification Form electronically to the regulating agency via myRCRAid.

Step 5 – The regulating agency reviews the submission and approves or rejects the submission. If the submission is approved, the information is loaded into RCRAInfo. If a new EPA ID number is requested a

new number will be assigned. If the submission is rejected, the facility representative must correct the information based on the comments provided by the regulating agency and re-submit the form.

### **DATA ENTRY INFORMATION**

When entering information into the electronic Site Identification Form, the following rules apply:

1. All alphanumeric data is converted to uppercase except the Notes field in the Owner/Operator section of the form and the Comments field in the Comments section of the form, where these fields will be stored as entered by the user (any combination of upper- and lowercase characters).
2. Alphanumeric fields should be left justified (i.e., do not contain leading spaces).
3. Valid characters for alphanumeric fields are limited to the following:  
`~!@#\$%^&\*()\_+={}\|;,:./1234567890ABCDEFGHIJKLMNPOQRSTUVWXYZ
4. Invalid characters for alphanumeric fields include: < >
5. If the "<" or ">" symbols are used to indicate less than or greater than, it is recommended that these symbols are replaced with "LT" and "GT".
6. Allowed values for Integer fields are numbers 0-9. The number CANNOT contain a decimal point.
7. Values for Date fields should be provided in MM/DD/YYYY format. You can either type the date in using the keyboard, or select a date from the calendar icon provided.
8. Required fields are denoted with a red asterisk next to the field name.
9. NEVER use the browser "back" button to navigate to previous screens. Use the navigation buttons provided on the screen.

### **APPLICATION INFORMATION**

The system will time-out if the application is idle for more than twenty minutes. Therefore, it is highly recommended you save your work periodically, especially if you are entering information on the Add a Site Identification Form screen. Note: Entering information on the Site Identification Form does not, in itself, constitute system activity.

## GETTING STARTED

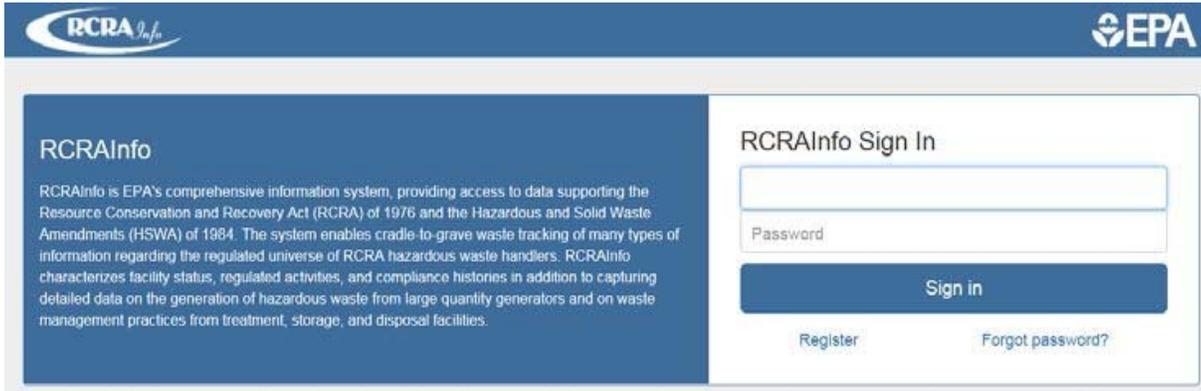
You must be a registered user and be approved by the NMED HWB before you are eligible to submit Site Identification Forms via myRCRAid. If you already have a CDX account you can add the myRCRAid service to it. Please see the “Adding myRCRAid to Existing CDX User” section for further instructions.

## MYRCRAID REGISTRATION

In order to use the myRCRAid application, you must be a registered user on US EPA’s Central Data Exchange (CDX), which can be achieved using RCRAInfo.

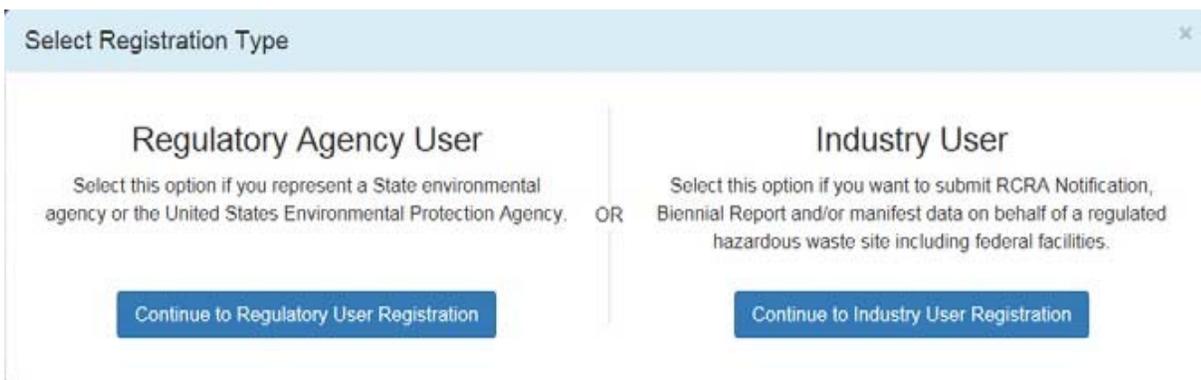
To begin registration for a myRCRAid user ID, enter the URL <https://rcrainfo.epa.gov/rcrainfoprod> in your web browser. The RCRAInfo Home page will be displayed.

### STEP 1 – REQUEST AN ACCOUNT THROUGH RCRAINFO



\*\*Click “Register” under the blue “Sign in” button located in the upper right portion of the screen.

### STEP 2 – SELECT REGISTRATION TYPE



\*\*Click the button under Industry User that says, “Continue to Industry User Registration.”

### **STEP 3 – ENTER USER INFORMATION**

#### Create a New Account

Built on CDX

\* = required



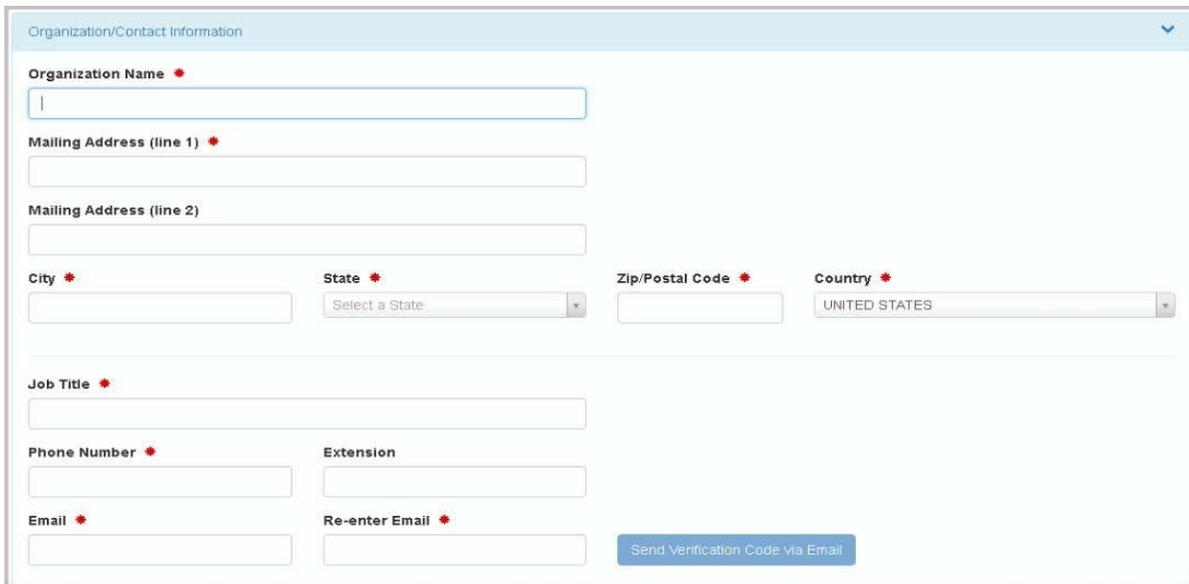
The form is titled "User Information" and contains the following fields: "Title" (dropdown menu with "Select" option), "First Name" (text input), "Middle Initial" (text input), "Last Name" (text input), and "Suffix" (dropdown menu with "Select" option). A "Next" button is located at the bottom left of the form.

### **STEP 4 – ENTER USER ID/PASSWORD**

Create a User ID and Password. Note: The password that you provide is case-sensitive. Select and answer three security questions that will be used when you reset your password.

### **STEP 5 – TERMS AND CONDITIONS**

To see the Terms and Conditions associated with this account, click the Terms and Conditions link. Carefully read all the terms and conditions associated with this registration. Click the checkbox next to "Agree to the Terms and Conditions" if you agree to the terms and conditions stipulated. Note: If you do not agree with the Terms and Conditions, you will not be able to create an account. Click "Next" to continue the registration process.



The form is titled "Organization/Contact Information" and contains the following fields: "Organization Name" (text input), "Mailing Address (line 1)" (text input), "Mailing Address (line 2)" (text input), "City" (text input), "State" (dropdown menu with "Select a State" option), "Zip/Postal Code" (text input), "Country" (dropdown menu with "UNITED STATES" option), "Job Title" (text input), "Phone Number" (text input), "Extension" (text input), "Email" (text input), and "Re-enter Email" (text input). A "Send Verification Code via Email" button is located at the bottom right of the form.

## **STEP 6 - ORGANIZATION/CONTACT INFORMATION**

The screenshot shows a registration form titled "Organization/Contact Information". It contains several input fields and dropdown menus, all marked with a red asterisk to indicate they are required. The fields are: Organization Name, Mailing Address (line 1), Mailing Address (line 2), City, State (a dropdown menu with "Select a State" selected), Zip/Postal Code, and Country (a dropdown menu with "UNITED STATES" selected). Below these are fields for Job Title, Phone Number, and Extension. At the bottom, there are fields for Email and Re-enter Email, followed by a "Send Verification Code via Email" button. A "Register" button is located at the bottom left of the form.

Finally, you will be asked to provide the organization or company that you work for and some additional contact information including Job Title, Phone Number, and Email Address. Once you have provided all of the required information, indicated by the red asterisks, click "Send Verification Code via Email".

## **STEP 7 – VERIFY EMAIL/ENTER VERIFICATION CODE**

The screenshot shows a registration form titled "Verification Code". It contains a single input field for the verification code, marked with a red asterisk. Below the input field is a link that says "Haven't received your verification code yet? Click to resend." A "Register" button is located at the bottom left of the form.

After you have clicked "Send Verification Code via Email" an additional box will appear under the email line for you to enter in your verification code. This Code is sent to you via email. Once you receive it, copy the code and enter it into the box titled "Verification Code." If you do not receive your verification code via email, check your Spam folder. Verify that the correct email was entered in the field above. If you still have not received the verification code, click the link under the Verification Code box that says, "click to resend."

Once you have typed the verification code into the "Verification Code" box, click "Register." You will then be directed to the My Sites screen within the Industry Application.

This tab currently contains links for you to update existing site information or request a new Site ID number.

Initially you will not have permissions for any sites. You must request permissions for the site(s) for which you want access by either selecting from sites that are currently in RCRAInfo or requesting a site identification number for a new site.

## **MY SUBMISSIONS**

### **1. ADD EXISTING SITE:**

If the site(s) that you want access to already have an EPA Identification Number and exist in the RCRAInfo system, click the "Add Existing Site" button to request permissions for the site(s). A Search modal will be displayed. Specifying the site's EPA Identification Number is the fastest and most effective way to find a given site. If you know the site's EPA Identification Number, enter the number in the Site ID box. Note: The search criteria is case insensitive. That is, NMR000000000 will provide the same search results as nmr000000000.

If you do not know the site's EPA Identification Number, provide information for one or more of the other search criteria. All searches are based on an "and" condition between criteria; this means that all criteria must be satisfied for the site to be included in the results list. Text fields are searched by removing the white space from the field then searching for the value specified anywhere within the field. For example, searching for "main" in the Street Name would find "11 MAIN ST", "MAINTENANCE AVE", or "STIGMA INTERSTATE" in the Street Name field. Exception: If you specify a Site ID (or part of a Site ID), the search will only return sites that have a Site ID that STARTS WITH the value provided.

Once you have provided your search criteria, click "Search". At a minimum, you must specify a State and either the Site ID, Site Name, and/or Zip Code.

### **2. UNSUCCESSFUL SEARCH:**

If the criteria that you provide does not yield any results, the Search Results page will indicate that no sites were found. You can either return to the Search Criteria page to conduct another search by clicking the "Back to Search Criteria" button, or click the "Close" button to return to the My Sites tab. Note: EPA Identification Numbers are assigned by location, so it is imperative that you conduct several searches before requesting a new site ID to ensure that an EPA Identification Number has not already been created for this location.

Sometimes it can be difficult to find sites that you know exist within RCRAInfo. This can be caused by inconsistent data entry, typographical errors, and/or bad search criteria. For example, a Site Name search of "Safety Kleen" will NOT return sites where the Site Name is "Safety-Kleen", yet you are likely to want to see those sites also. A better search would be to search only on "Kleen". This search would return sites with a name of "Safety Kleen" or "Safety-Kleen" (as well as other handler names with the word "kleen" in it). In general, if the search results do not contain all of the sites that you expected, make your criteria more lenient (i.e., "MAIN" instead of "MAIN STREET"; "TALLA" instead of TALLAHASSEE", "1st" instead of "FIRST" or vice versa, "ST JAMES" or "SAINT JAMES" instead of "ST. JAMES" etc.).

### **3. SUCCESSFUL SEARCH:**

Sites found for the search criteria provided will be displayed on the Search Results page. The page will show the Site ID, Site Name, Street Address, City, State, and County. Depending on your screen size, some of these columns may be "hidden". To see the hidden information, click the badge with the plus sign next to the site of interest.

Search Results						
Show <input type="text" value="20"/> entries						
Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State	County
<input type="checkbox"/>	OHD000669648	CVS PHARMACY 3410	60 N STYGLER RD	GAHANNA	OH	FRANKLIN
<input type="checkbox"/>	OHD000671677	CVS PHARMACY #3447	4901 N MAIN ST	DAYTON	OH	MONTGOMERY
<input type="checkbox"/>	OHD004312294	CVS PHARMACY #3419	353 MAIN ST	JACKSON	OH	JACKSON
<input type="checkbox"/>	OHD017992876	CVS PHARMACY 6148	190 S SANDUSKY ST	DELAWARE	OH	DELAWARE
<input type="checkbox"/>	OHD018189001	CVS PHARMACY #6137	2424 N VERITY PKWY	MIDDLETOWN	OH	BUTLER

The results are sorted by Site ID, but you may re-sort the results set by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 20 sites found will be displayed. You can change the number of sites displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the results by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the page.

If the site(s) you are looking for are displayed, click the checkbox next to that site(s). To select all of the sites listed, click the checkbox next to the Select All label. If the handler that you were searching for is not displayed, see Unsuccessful Search above. Once you have selected all of the sites for which you want to request permissions, click the "Request Access" button. Note: This button is not displayed until you select at least one site.

### **SELECT PERMISSIONS**

Once you have found and selected your sites of interest, you will be asked to request permissions for those sites. There are four levels of permissions that you may request: None (which is the default), Viewer, Preparer, and Certifier. These permissions are hierarchical, meaning, that each permission can perform the functionality of the levels before it as well as the specific functionality for that given permission (i.e., a Preparer can do everything that a Viewer can do and a Certifier can do everything that a Preparer and Viewer can do). The permissions are defined as follows:

- 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 change the information in any manner.
- Preparer - The user can enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
- Certifier - The user can 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 is a Responsible Official for the site. They have a high level of responsibility for the site. The Site Manager is a “super user” having all available permissions and will be required to obtain an Electronic Signature Agreement.
  - o Once US EPA implements the delegation capability, a Site Manager will be able to delegate to or remove permissions from other Industry Application users associated with the site. This will become more relevant once the national e- Manifest system begins in the summer of 2018.
  - o A Site Manager in myRCRAid will also be a Site Manager for e-Manifest.

If you apply for the Site Manager permission but are not qualified for that level of authority, the Agency will deny your request and you will have to re-apply for a lower level permission.

Select Permissions
×

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▼	None
myRCRAid	Certifier ▼	Edit, Sign, and Submit Data

Send Request
Back to Search Results
Close

Note: The permissions that you select will be requested for ALL of the sites that you selected. Once you have selected your appropriate permission level, click the "Send Request" button. An email will be sent to an Administrator who can grant these permissions for the sites that you selected, if appropriate. You will see the requested sites in your My Sites tab with a "Pending" status. You cannot act upon these sites until the permissions have been

granted. You will receive an email once the permissions for these sites have been granted (or denied). At that time, you may log back into the system and begin working on the sites as needed. If you requested the “certifier” role you will need to complete the Electronic Signature Agreement (ESA) before you can update information for the sites you selected.

## **ELECTRONIC SIGNATURE AGREEMENT**

Users who have the "Certifier" permission for at least one site or are requesting a new EPA Site Identification Number must obtain an Electronic Signature Agreement. This agreement will be presented the first time that you log into the industry application AFTER you receive the "Certifier" permission or if you request a new EPA Site ID and have not previously completed an Electronic Signature Agreement.

Once you have received an email granting you permission(s) to the requested site(s) log back into the system. The Electronic Signature Agreement (ESA) page will be displayed. You must complete the ESA before you can begin updating the sites for which you were granted access. Select and answer questions one through five. You will be prompted to answer one of these when you sign a form electronically.

### **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

After all five questions have been selected and answered the Identity Proofing section will appear.

## **IDENTITY PROOFING**

The next step is identity proofing. You can either complete the identity proofing process electronically (recommended) or by using the paper process provided. Note: You only have to complete the Electronic Signature Agreement one time, even if you are representing hazardous waste sites in different States.

To use the electronic identity proofing process, ensure that the Yes/No slider box is set to "Yes". Complete the information as directed.

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

Once you have filled in the required information (Home Mailing Address, City, State, Zip, Date of Birth, and SSN), carefully review the agreement by clicking the "Electronic Signature Agreement" link. If you agree with the contents of the agreement, click the checkbox, then click "Verify and Sign". The information that you provided will immediately be evaluated and given a score. If you meet the minimum score needed for identity proofing, your electronic signature agreement will be recorded and you will be able to submit and sign information for sites / modules for which you have been granted the certifier permission. If you do not meet the minimum score, you can change your information and try again, or complete the paper process to complete your electronic signature agreement. Note: You are only allowed to submit information for electronic identity proofing 3 times in a given 24-hour period.

### **PAPER IDENTITY PROOFING**

To use the paper identity proofing process, slide the Yes/No slider box to "No". Click the "Print" button at the bottom of the page. Complete the information on the paper form as directed and mail to the address provided. Your Electronic Signature Agreement will not be complete until the appropriate authority receives your paper submission and approves of your signature. You will not be able to submit and sign information within the RCRAInfo Industry Application until this process is complete.

### **MYRCRAID DASHBOARD**

When you click on the "myRCRAid" tab from the Site Dashboard, the screen will display the submissions "In Progress" and the 20 most recent submissions that have been "Completed" for this site. A submission is classified as "In Progress" if: 1) a draft submission has been created (Status = "Draft"); 2) a preparer has completed the data entry portion of the submission and has marked the submission ready for signature (Status = "Ready for Signature"); or 3) a submission has been signed and submitted to your

regulatory authority but has not been approved or rejected by the regulatory authority. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission.

My Sites Requested Site IDs 0

My Sites

Show 20 entries

Site ID	Site Name	Address	City	State	County	Status
OHD000669648	CVS PHARMACY 3410	60 N STYGLER RD	GAHANNA	OH	FRANKLIN	Pending
OHD000671677	CVS PHARMACY #3447	4901 N MAIN ST	DAYTON	OH	MONTGOMERY	Pending
OHD004312294	CVS PHARMACY #3419	353 MAIN ST	JACKSON	OH	JACKSON	Pending
OHD017992876	CVS PHARMACY 6148	190 S SANDUSKY ST	DELAWARE	OH	DELAWARE	Pending
OHD018189001	CVS PHARMACY #6137	2424 N VERITY PKWY	MIDDLETOWN	OH	BUTLER	Pending

### **REQUEST NEW SITE ID**

If the site that you want access to does not have an EPA Identification Number, you may request a new ID by clicking the "Request Site ID" button. Note: If you have not completed an Electronic Signature Agreement, you will be prompted to do so before you can proceed with your request.

EPA Identification Numbers are assigned by location, so it is imperative that you conduct several searches before requesting a new site ID to ensure that an EPA Identification Number has not already been created for this location. If the Agency determines that an EPA ID already exists after reviewing your submission, your request for a new ID will be denied and you'll have to start over. Click the "Add Existing Site" button to conduct your search prior to requesting a new ID.

When you click the "Request Site ID" button, a pop-up window will be displayed prompting you to select the State for which the site is located. Note: The drop-down list will only contain the names of States that allow myRCRAid submissions. Select the appropriate State and click "Continue".

The Create New Site ID screen will be displayed. Note that the EPA ID shows "NOT YET ASSIGNED". The EPA ID will not be assigned until the submission is approved by the regulatory authority. Enter the information as completely and correctly as you can

### **REQUIRED DATA**

Required data elements are marked with a red asterisk next to the label. At a minimum, data for these items must be provided in order to sign and save your submission. Some data are required based on the value of other data. For example, if you indicate that a site is a Short-term Generator in Item 10.A.2, a text box will be provided for you to enter comments as to why this site is a Short-term Generator. These

comments are required. Another example of conditionally-required data includes waste codes which must be provided if certain regulatory activities are selected.

### **FINISH LATER**

At any time after you have provided the Site Name, you may click the "Finish Later" button at the bottom of the page. This will create a draft version of this submission. This draft does NOT have to meet the business rules in order to be created. That is, a draft can be created even if data is missing for required fields. The Finish Later feature was created to allow the user to periodically save their work and/or to save information in a draft form while collecting additional information for the submission. The created draft is saved under the "Requested Site IDs" tab with a status of "Draft". You may edit and/or complete your draft by clicking the "pencil" icon or discard and delete the draft by clicking the "x" icon.

### **ADDRESSES**

For all addresses (Location, Mailing, Contact, Owner, and Operator), the City and State may be auto-populated by entering the Zip. If the Zip is associated with more than one City, you may select the appropriate City from the drop-down list provided. If the appropriate City is not presented, you may enter it manually.

When entering the Mailing or Contact, you have the option to copy the address from an address already entered by using the "Copy From Address" drop-down list. For example, to copy the Mailing Address into the Contact Address, select "Mailing" from the Contact Address "Copy From Address" drop-down list. You may also delete an existing address by clicking "Copy From Address" and selecting "Clear".

### **ELIGIBLE ACADEMIC ENTITIES WITH LABORATORIES**

Eligible academic entities with laboratories have the option to manage laboratory hazardous wastes pursuant to federal 40 CFR Part 282 Subpart K. To indicate that an eligible academic entity with a laboratory is managing laboratory hazardous wastes pursuant to these rules, select the appropriate checkbox(es) (i.e., College or University, Teaching Hospital, and/or Non-profit Institute) from the drop-down list provided.

### **HAZARDOUS SECONDARY MATERIAL**

#### **\*\*Please note that New Mexico adopted Subpart K or the Hazardous Secondary Material rules December 2018\*\***

Eligible sites must notify under 40 CFR 260.42 that they will begin managing, are still managing, or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) or notify under 40 CFR 260.43(a)(4)(iii) that the product of their recycling process has levels of hazardous constituents that are not comparable to or unable to be compared to a legitimate product or intermediate but that the recycling is still legitimate.

## **REVIEW**

Once you have completed all of the data entry, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review New Site ID page will be displayed. This page shows all of the information provided for this submission in a read-only format. If the data is correct, click the "Submit" button at the bottom of the page to begin the electronic signature process. If you see errors or need to make revisions to the data, click the "Make Changes" button at the bottom of the page to return to the Create New Site ID page.

## **SUBMIT**

The Site ID request cannot be submitted to EPA or your State Regulator until the submission is electronically signed. If you are updating an existing ID, you may have already completed the electronic signature agreement (ESA). If you are requesting a new site ID, clicking the "Submit" button from the Review New Site ID page invokes the electronic signature process. You must certify that the information that you are providing is correct to the best of your knowledge by clicking the "Accept" button. Next, you will be prompted to provide your password and click "Login". One of the five security questions that you selected during the user registration process will be displayed. Please enter the correct answer in the box and click "Answer". Once your answer has been verified, click the "Sign" button to sign and submit your New Site ID submission to EPA or your State Regulator. Note: Once you have clicked the "Sign" button, you will not be allowed to revise this submission until the EPA or State Regulator has approved or rejected the submission.

Once the site has been approved, the site will be removed from the "Requested Site IDs" tab and will be moved to the "My Sites" tab with the newly assigned EPA Site Identification Number. If the EPA ID is new, you will also be granted the "Certifier" role for the new site.

## **REQUEST PERMISSIONS**

To change permissions or add new permissions to any of your sites, go to your profile by clicking the profile icon in the upper right-hand corner of the screen, and selecting

"Profile". From the Profile screen, click the "My Site Permissions" tab. The sites that you have been granted permissions will be displayed. If you have sites associated with more than one activity location, the sites associated with the first Activity Location/State (alphabetically) will be displayed. Select the Activity Location for the site(s) that you want to change or request new permissions. Click the checkbox for the individual site(s) that you want to change or request new permissions, or click the All checkbox to select all sites associated with this activity location. Note: If you want to request permissions for sites in more than one activity location, you will need to submit a request for EACH activity location.

Once you have selected the appropriate site(s), click the "Modify Permissions for Selected Sites" button. Set the permission for each module as appropriate and click the "Send Request" button. An email will be sent to the RCRAInfo User Maintenance Administrator for that Activity Location for approval. You will receive an email once the Administrator has approved or rejected your permission request.

## **MYRCRAID DASHBOARD**

When you click on the "myRCRAid" tab from the Site Dashboard, the screen will display the submissions "In Progress" and the 20 most recent submissions that have been "Completed" for this site. A submission is classified as "In Progress" if: 1) a draft submission has been created (Status = "Draft"); 2) a preparer has completed the data entry portion of the submission and has marked the submission ready for signature (Status = "Ready for Signature"); or 3) a submission has been signed and submitted to your regulatory authority but has not been approved or rejected by the regulatory authority. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the "pencil" icon or deleted by clicking the "x" icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission.

## **UPDATE EXISTING CDX ACCOUNT**

If you are already a registered user in CDX for another program service, you do not need to register again. Rather, you just need to add the MYRCRAID program service, RCRAInfo: Resource Conservation and Recovery Act Information, to your user id; to do this log into CDX with your user ID and password.

1. Log in to CDX:

2. Add Program Service:

After logging in you will be directed to the CDX home screen. Make sure the "MyCDX" tab is selected. The services you currently have will be displayed. If you do not already have the RCRAInfo: Resource Conservation and Recovery Act Information service click "Add Program Service" to add it.

3. Select Program Service:

4. Enter Organization Information:

If you are already a registered user in CDX for another program service, you do not need to register again. Rather, you just need to add the MYRCRAID program service, RCRAInfo: Resource Conservation and Recovery Act Information, to your user id; to do this log into CDX with your user ID and password.

Click the radio button next to the desired option for adding organization information. If you already have associated your CDX account with your organization, it will appear in the dropdown list. If the organization does not appear in the dropdown list, select the radio button

next to “Request to Add an Organization.” Search for the desired organization and request access.

If the desired organization was not found, use the advance search, or request that your organization be added.

Search for your organization. The organization should be the company which the facility representative is employed by. If a consultant is the facility representative for a client, then the consultation company should be listed as the organization.

If your organization is not on the list, click “Use advanced search” to provide additional search criteria for your organization.

If your organization is still not listed, click “request that we add your organization”. The Part 2: Organization Information screen will be redisplayed with boxes that you can enter your organization’s information including name, address, email, and telephone number.

Click “Submit Request for Access” once you have completed the form.

#### 5. Access Industry Application:

Once the program service has been added you can click directly on the Industry Application link from the MyCDX tab within CDX, or you can use your CDX name and password to log on directly to RCRAInfo at <https://rcrainfo.epa.gov/rcrainfoprod>.

When you arrive at the myRCRAid application, the “My Sites” tab is selected. This tab currently contains links for you to update existing site information or request a new Site ID number.

Initially you will not have permissions for any sites. You must request permissions for the site(s) for which you want access by either selecting from sites that are currently in RCRAInfo or requesting a site identification number for a new site. After you have reached this step the directions are the same whether you registered through CDX or directly through the RCRAInfo Application.