RCRAInfo Industry Application

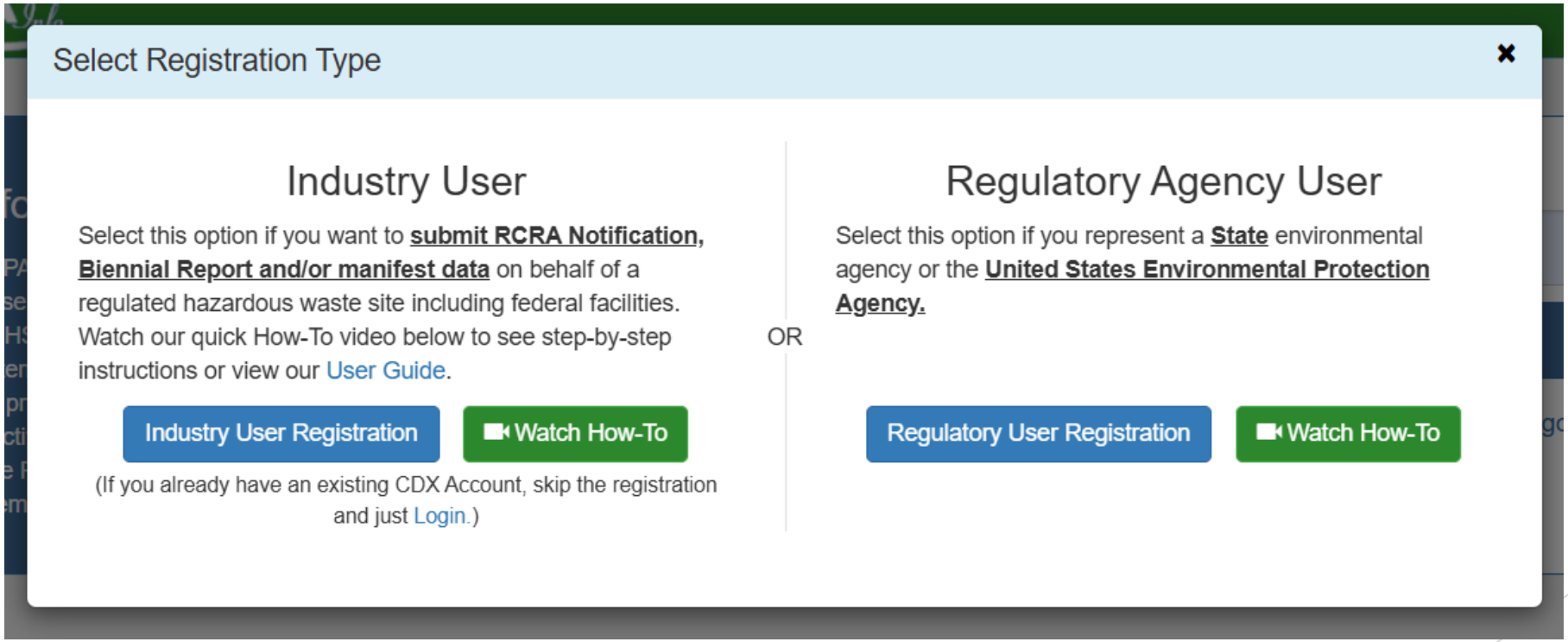
Presented by ASTSWMO Program Information Management Task Force

The Program Information Management (PIM) Task Force is hosting this webinar to address common questions that regulatory users of RCRAInfo frequently receive from industry users. Because regulatory users operate in a different version of RCRAInfo than industry users, it can be challenging for regulatory users to answer questions without seeing the Industry Application interface. This webinar will provide a walkthrough of the industry application and offer guidance and answers to the most common inquiries we encounter. While it is designed primarily for regulatory users, industry users can listen to the discussion of common questions and responses and hopefully get their questions answered.

Pre-Production Industry Application Account

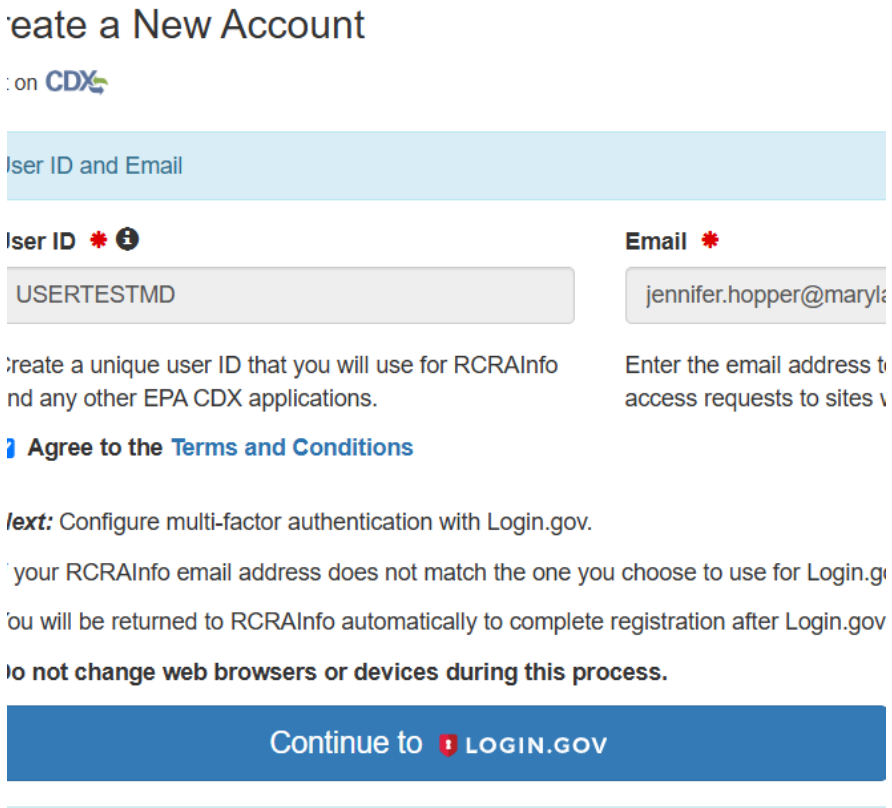
How do I register for a Pre-Production Industry Application Account?

Pre-Production Industry Application Registration



https://rcrainfopreprod.epa.gov/rcrainfo/action/secured/login

Pre-Production Industry Application Registration



- Make sure not to use your Regulatory User Account UserID or your Regulatory User Pre-Prod Account UserID
- Can use your work email
- Continue onto register for login.gov

EPA Website – Information about registering for Pre-Prod Account

Accessing the Test Environment

In order to access the test environment, all users will be required to set up a test account at RCRAInfo. If you are interested in testing services, please visit our GitHub page.

Steps in the user registration process:

1. Visit RCRAInfo.
2. Click the "Register" link.
3. Click the "Continue to Industry User Registration" button.
4. Create a CDX user ID and enter in the email address that you will use (or have) in the login.gov test environment.
5. Agree to the terms and conditions and click the “Continue to LOGIN.GOV” button.
6. In Login.gov, follow the prompts and establish your multi-factor authentication methods.
7. Click the "Agree and continue" button which will take you back to RCRAInfo.
8. Verify your email and enter in the verification code.
9. Complete setting up your RCRAInfo account and click the "Complete Registration" button.
10. You will be taken to the My Sites page to register your handler(s).

Please register to use one of our test sites:

- VAD000532119, "TEST TSDF OF VA", Virginia 22202 - *(Generator and TSDF).*
- VA988177803, *"HEATING AND OIL"*, Virginia 22033- *(Generator Only).*
- VATEST000001, "TEST TRANSPORTER 1 OF VA", Virginia 22202 *(Generator or Transporter).*
- VATEST000002, "TEST TRANSPORTER 2 OF VA", Virginia 22202 *(Generator or Transporter).*
- VATEST000003, "TEST TSDF OF VA TWO", Virginia 22202 *(Generator and TSDF, test site can be used for testing web services.).*
- VATEST000004, "TEST GENERATOR OF VA", Virginia 22202 *(Generator Only).*

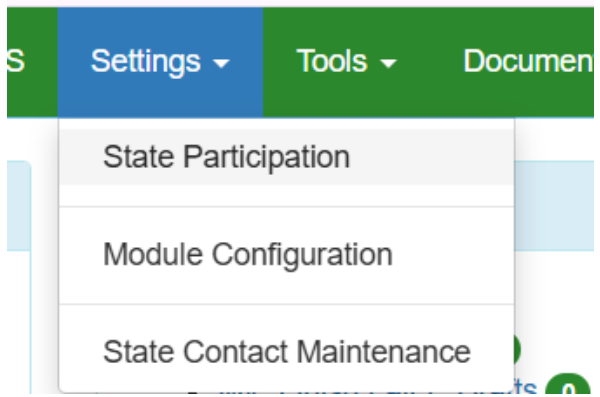
1. On the My Sites page click on the “Add Existing Site” button and search for your EPA ID number in the Site ID box or a test site and then select that facility. (For example; VA000532119).
2. Request a role for the site. The 'Site Manager' Role will allow you to test both signing manifests and the e-Manifest web services.
3. After you submit your request, the request will go to your state administrator. Please understand this is not an instant access process and the state will need to manually activate your request during normal business hours. EPA is continuing to work on the concept of a Site Manager which will allow users to manage their own users.
4. Once you have completed this registration you may use either CDX or RCRAInfo to log on to the application.

State Participation in Industry Application

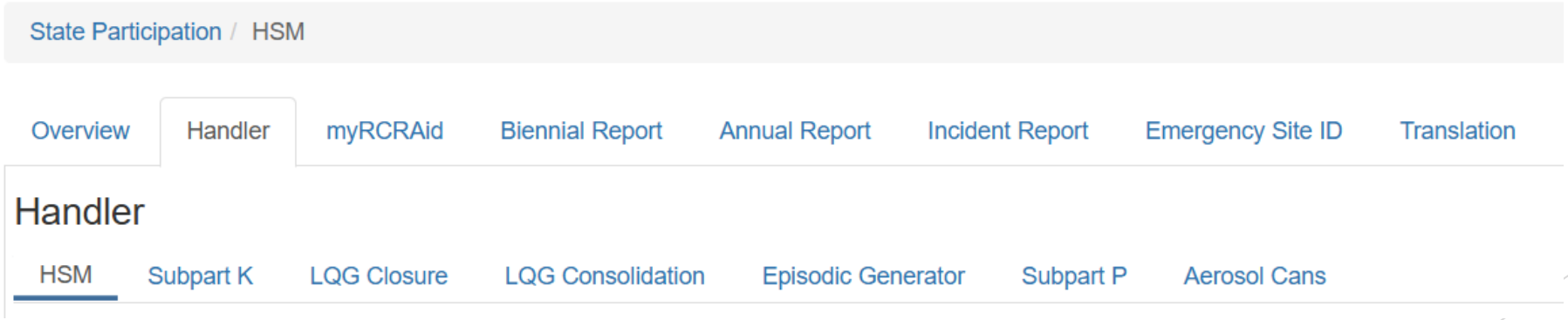
How to see if my state participates in Industry Application?

How to Opt In or Opt Out of Industry Application?

State Participation – Regulator User Version



- Select which module to see if your state has Opted In or not
- Handler has additional components to Opt In or Opt Out



Which States Opt In or Opt Out?

Opted In

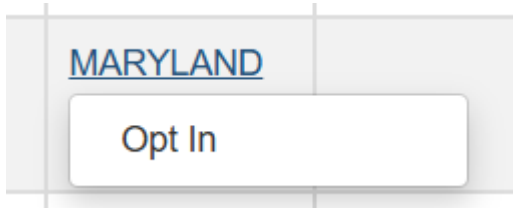
Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10
CONNECTICUT	NEW JERSEY	DELAWARE	ALABAMA	ILLINOIS	ARKANSAS	IOWA	COLORADO	AMERICAN SAMOA	ALASKA
MAINE	NEW YORK	DISTRICT OF COLUMBIA	GEORGIA	INDIANA	NEW MEXICO	NEBRASKA	MONTANA	CALIFORNIA	IDAHO
MASSACHUSETTS	PUERTO RICO	MARYLAND	MISSISSIPPI	OHIO	OKLAHOMA	REGION 07 PURVIEW	NORTH DAKOTA	GUAM	WASHINGTON
RHODE ISLAND	VIRGIN ISLANDS	VIRGINIA	NORTH CAROLINA	WISCONSIN	REGION 06 PURVIEW		SOUTH DAKOTA	HAWAII	REGION 10 PURVIEW
VERMONT	REGION 02 PURVIEW	WEST VIRGINIA	SOUTH CAROLINA	REGION 05 PURVIEW			UTAH	NAVAJO NATIONS	
REGION 01 PURVIEW		REGION 03 PURVIEW	TENNESSEE				WYOMING	NEVADA	
			REGION 04 PURVIEW				REGION 08 PURVIEW	NORTHERN MARIANAS	
								TRUST TERRITORIES	
								REGION 09 PURVIEW	

Not Opted In

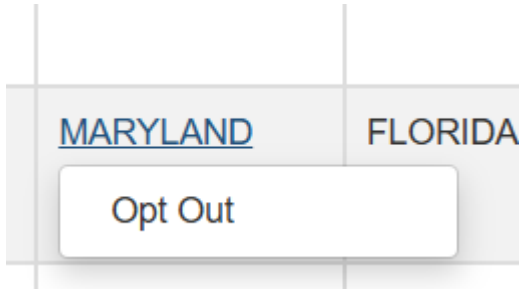
States NOT Opted Into myRCRAid

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10
NEW HAMPSHIRE		PENNSYLVANIA	FLORIDA	MICHIGAN	LOUISIANA	KANSAS		ARIZONA	OREGON
			KENTUCKY	MINNESOTA	TEXAS	MISSOURI			

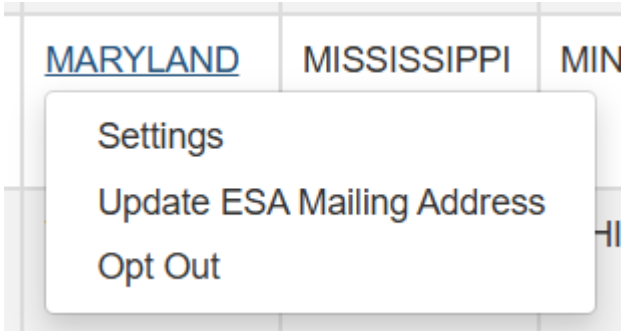
How to Opt In or Opt Out

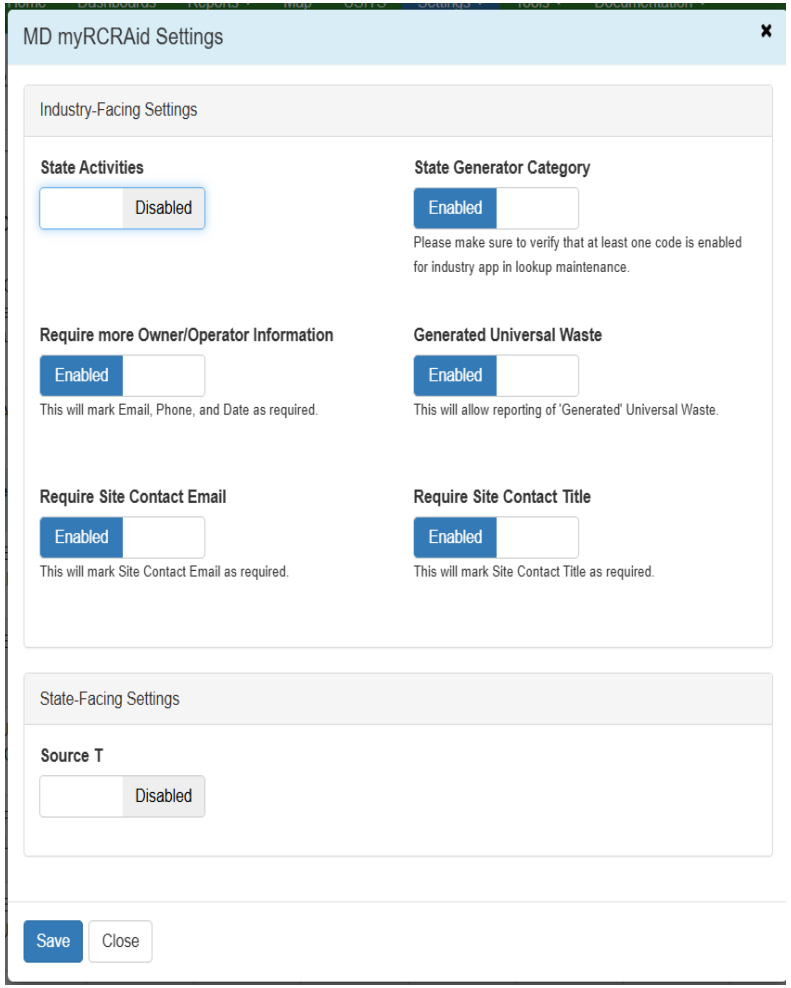


- Your state will be hyperlinked.
- Click on it to change to Opt In or Opt Out



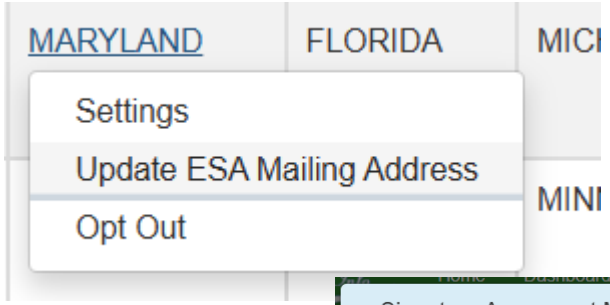
myRCRAid & Annual/Biennial Report

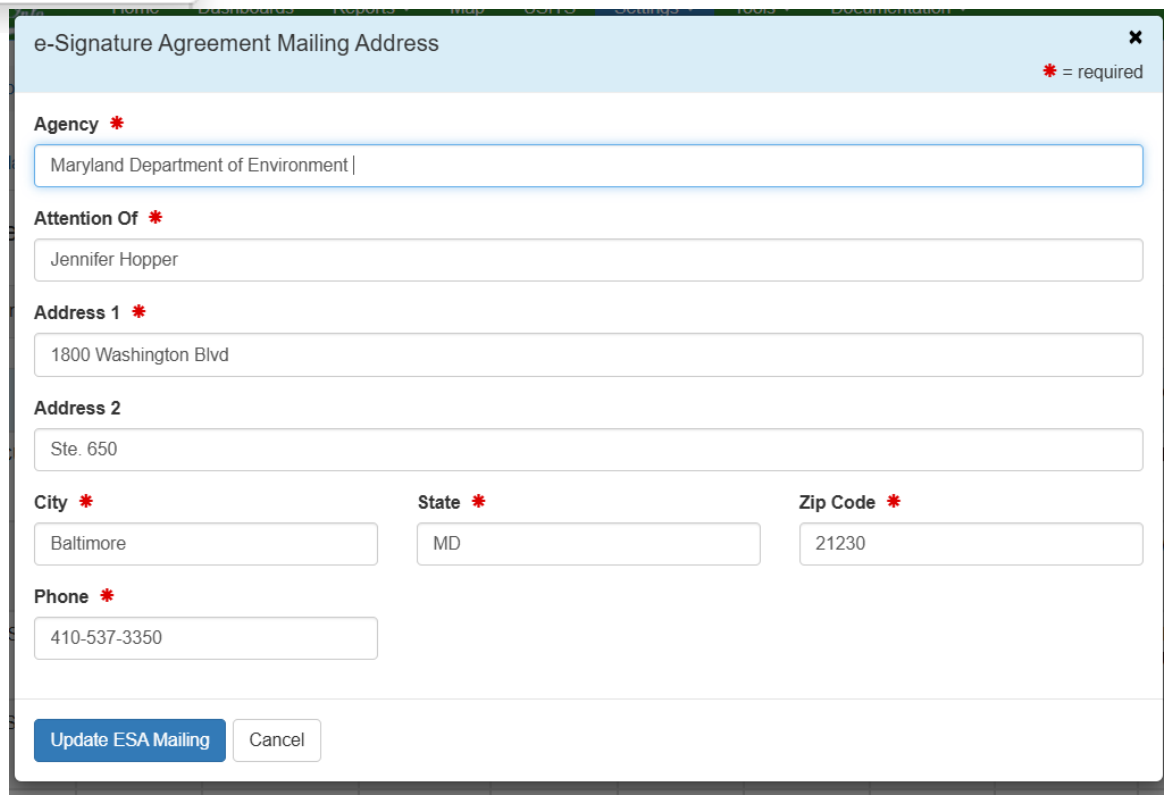




- Additional settings to customize certain question on the 8700-12
- Click to Enable or Disable

myRCRAid & Annual/Biennial Report



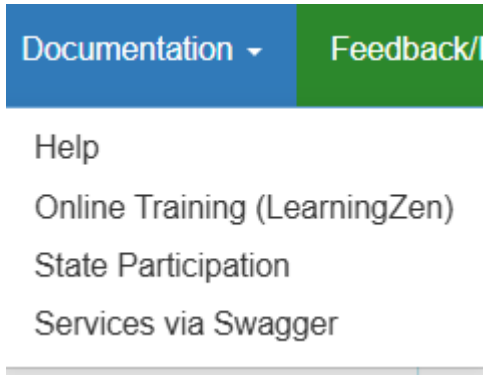


- Update ESA Mailing Address
- State Contact Information for ESA hard copy to be mailed to if the site does not have a Site Manager

State Participation in Industry Application

How can Industry look up to see if a state participates or not?

Which States Opt In or Opt Out?



States NOT Opted Into myRCRAid

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10
NEW HAMPSHIRE		PENNSYLVANIA	FLORIDA	MICHIGAN	LOUISIANA	KANSAS		ARIZONA	OREGON
			KENTUCKY	MINNESOTA	TEXAS	MISSOURI			

Opted In

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Region 10
CONNECTICUT	NEW JERSEY	DELAWARE	ALABAMA	ILLINOIS	ARKANSAS	IOWA	COLORADO	AMERICAN SAMOA	ALASKA
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MASSACHUSETTS	PUERTO RICO	MARYLAND	MISSISSIPPI	OHIO	OKLAHOMA	REGION 07 PURVIEW	NORTH DAKOTA	GUAM	WASHINGTON
RHODE ISLAND	VIRGIN ISLANDS	VIRGINIA	NORTH CAROLINA	WISCONSIN	REGION 06 PURVIEW		SOUTH DAKOTA	HAWAII	REGION 10 PURVIEW
VERMONT	REGION 02 PURVIEW	WEST VIRGINIA	SOUTH CAROLINA	REGION 05 PURVIEW			UTAH	NAVAJO NATIONS	
REGION 01 PURVIEW		REGION 03 PURVIEW	TENNESSEE				WYOMING	NEVADA	
			REGION 04 PURVIEW				REGION 08 PURVIEW	NORTHERN MARIANAS	
								TRUST TERRITORIES	
								REGION 09 PURVIEW	

Not Opted In

Update State Contact

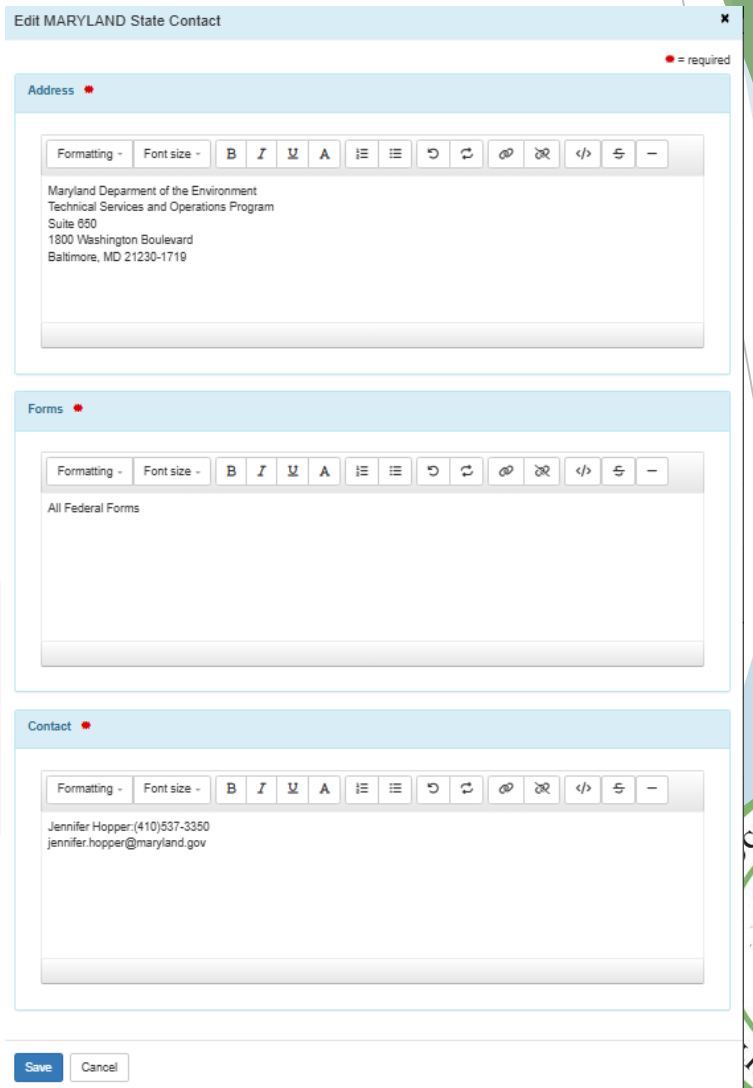
How to update external state contact?

How to make changes to external contact list

Communication

- Deployment Calendar
- Newsletter Subscribe / Unsubscribe
- State Contacts (Internal)
- Public Contacts (External)

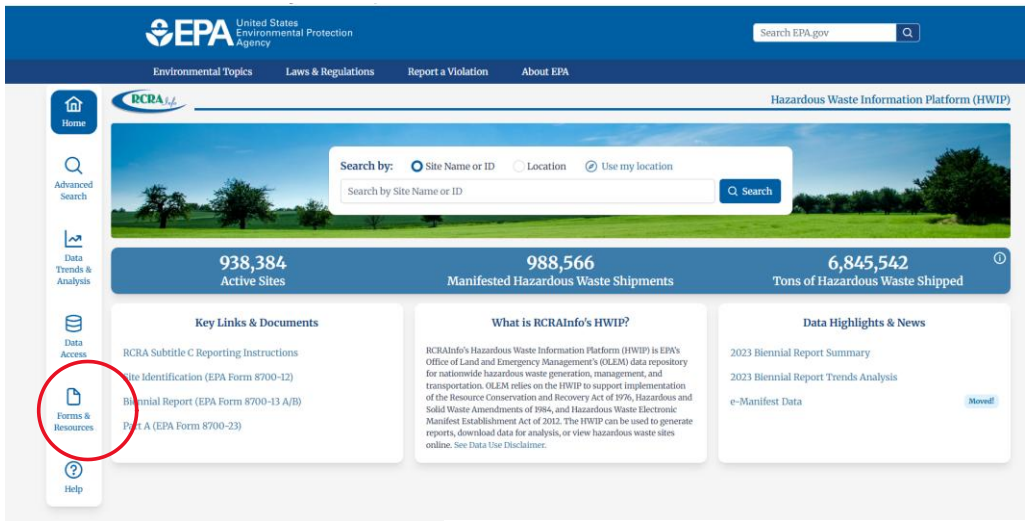
MARYLAND	Maryland Deparment of the Environment Technical Services and Operations Program Suite 650 1800 Washington Boulevard Baltimore, MD 21230-1719	All Federal Forms
Contact Jennifer Hopper:(410)537-3350 jennifer.hopper@maryland.gov **Action**		
MASSACHUSETTS	Massachusetts Department of Environmental Protection Bureau of Air and Waste 100 Cambridge Street Boston, MA 02114	All Federal Forms
MICHIGAN	Michigan Deparment of Environmental Quality P.O. Bos 30241 Lansing, MI 48909	All Federal Forms



State Contact

How can Industry look up state contacts?

Hazardous Waste Information Platform



Additional Resources

State Contact List

RCRAInfo Registration (myRCRAid, Biennial Report, Annual Report, e-Manifest)

RCRA Online

Find your state contacts

To obtain assistance in filling out the Notification of Regulated Waste Activity, RCRA Hazardous Waste Part A Permit Application or the Hazardous Waste Report (Biennial Report), you may call or e-mail your State or EPA Regional Office contact for detailed assistance. Some States have reporting requirements in addition to those shown in the Federal booklet. See the list below for State and EPA Regional Office addresses, contact names, telephone numbers, and e-mail addresses. NOTE: Some States have opted into using the RCRAInfo Industry Application which allows facilities to do electronic reporting. Please check the Forms column to see if your State offers Electronic Reporting.

State Contacts

State	Address	Forms
ALABAMA	Alabama Deportment of Environmental Management Land Division P.O. Box 301463 Montgomery, AL 36130-1463	Notification (State Form) Biennial Report (Federal Form) **Electronic Reporting** is available: https://rcrainfo.epa.gov/rcrainfoprod Part A/B (Federal Hazardous Waste Permitting Form)

Contact
8700-12 Form (Notification of Hazardous Waste Activity)/Biennial Reporting Questions
Adrian Corbitt:(334)274-4163
acorbitt@adem.alabama.gov

Kelley Hartley:(334)394-4328
khartley@adem.alabama.gov

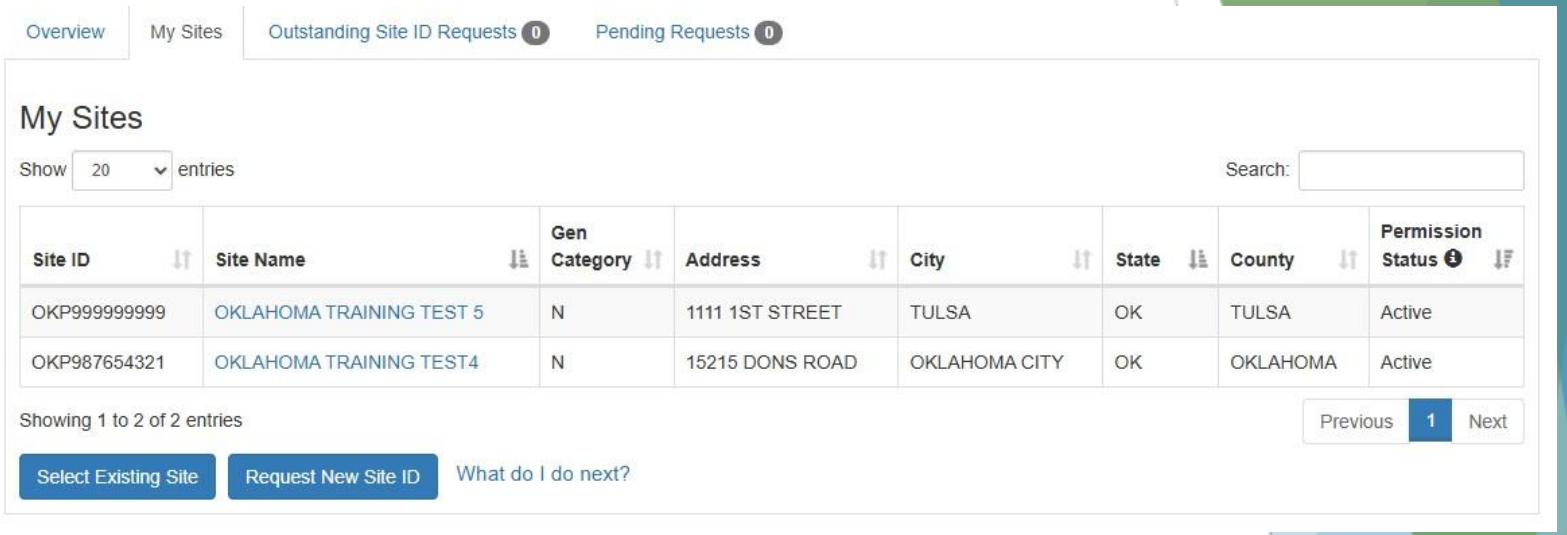
Governmental Facilities Part A/B (Hazardous Waste Permit) Contact:
Ashley Mastin:(334)271-7789
atmastin@adem.alabama.gov

Industrial Facilities Part A/B (Hazardous Waste Permit) Contact:
Sonja B. Favors:(334)270-5627
smb@adem.alabama.gov

ASSOCIATION OF STATE AND TERRITORIAL SOLID WASTE MANAGEMENT OFFICIALS

Accessing “My Sites” Details

From the “My Sites” tab, click on the blue link of the site you wish to access

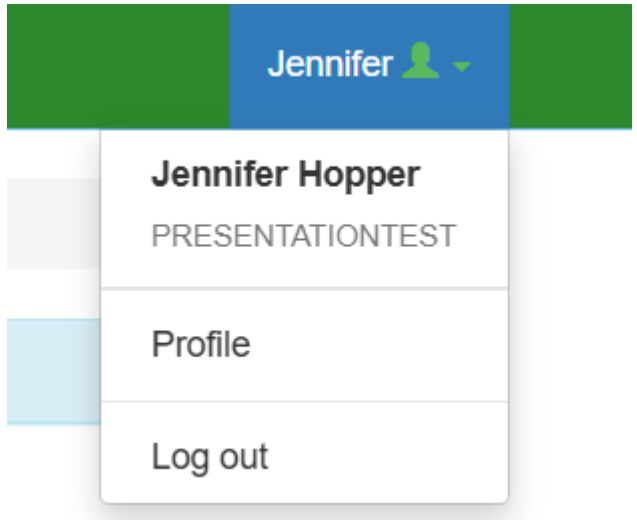


Each module tab in which permissions were granted will appear at the top of the site details page.

Changes to Profile

How do I Update my Profile?

Update Profile

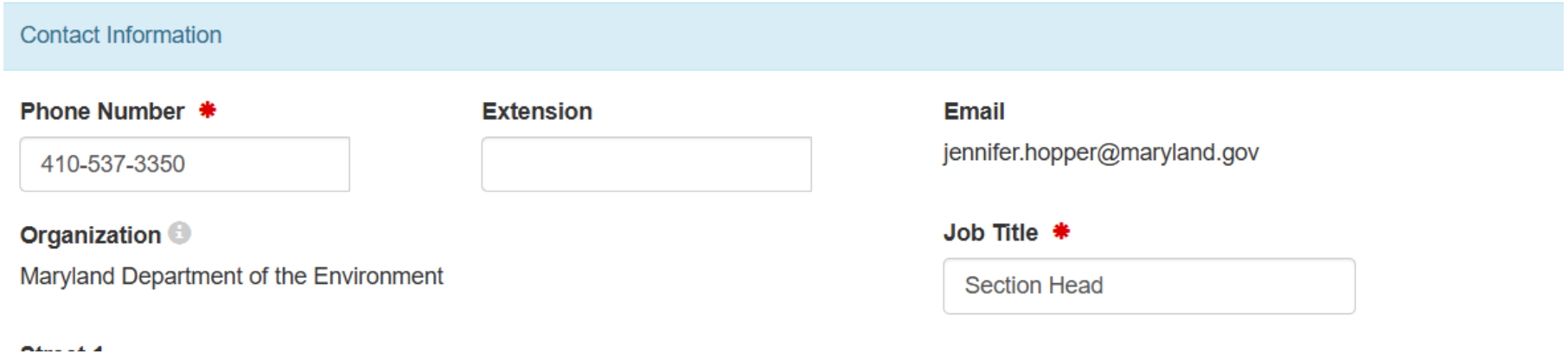


Changes to Profile

How Do I Change My Phone Number?

Phone Number Change

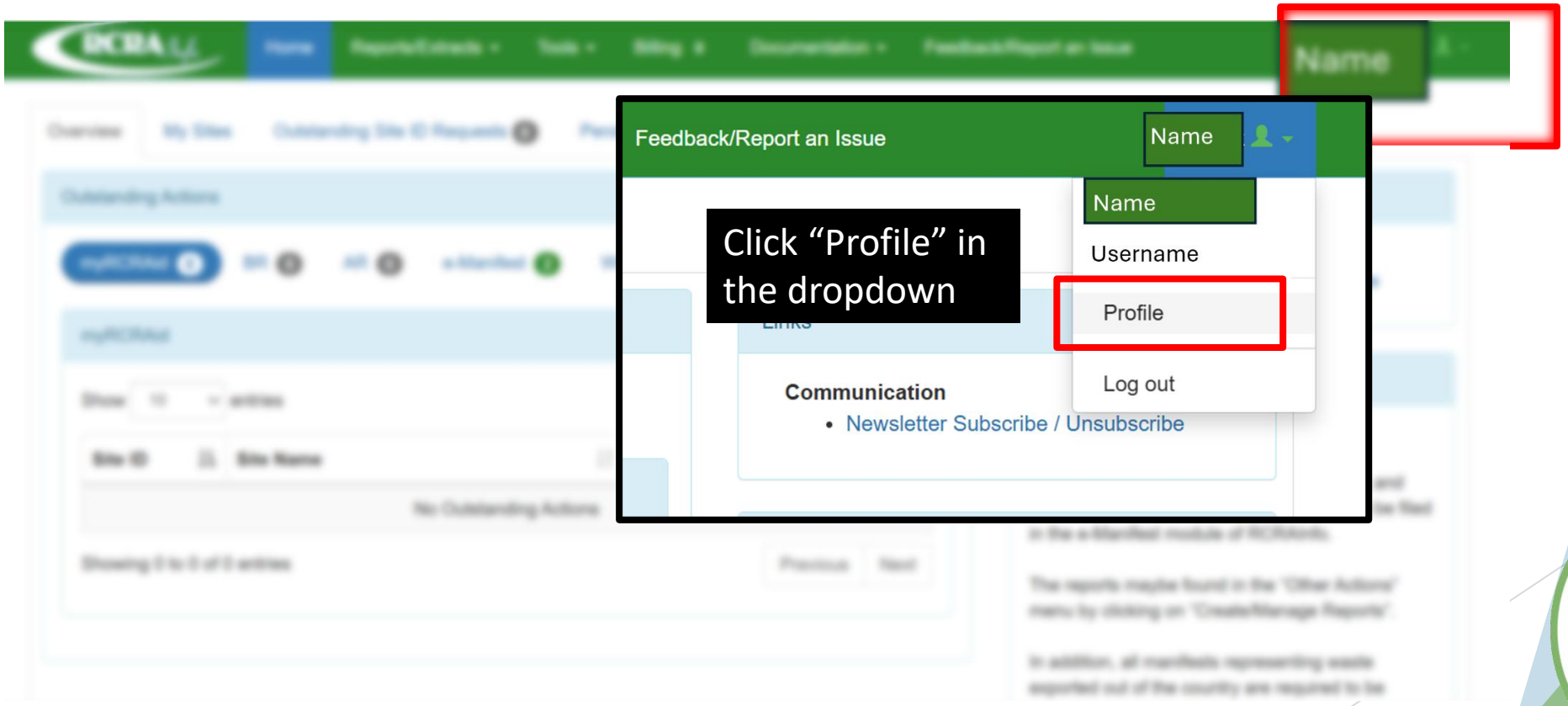
- User can only update their contact info



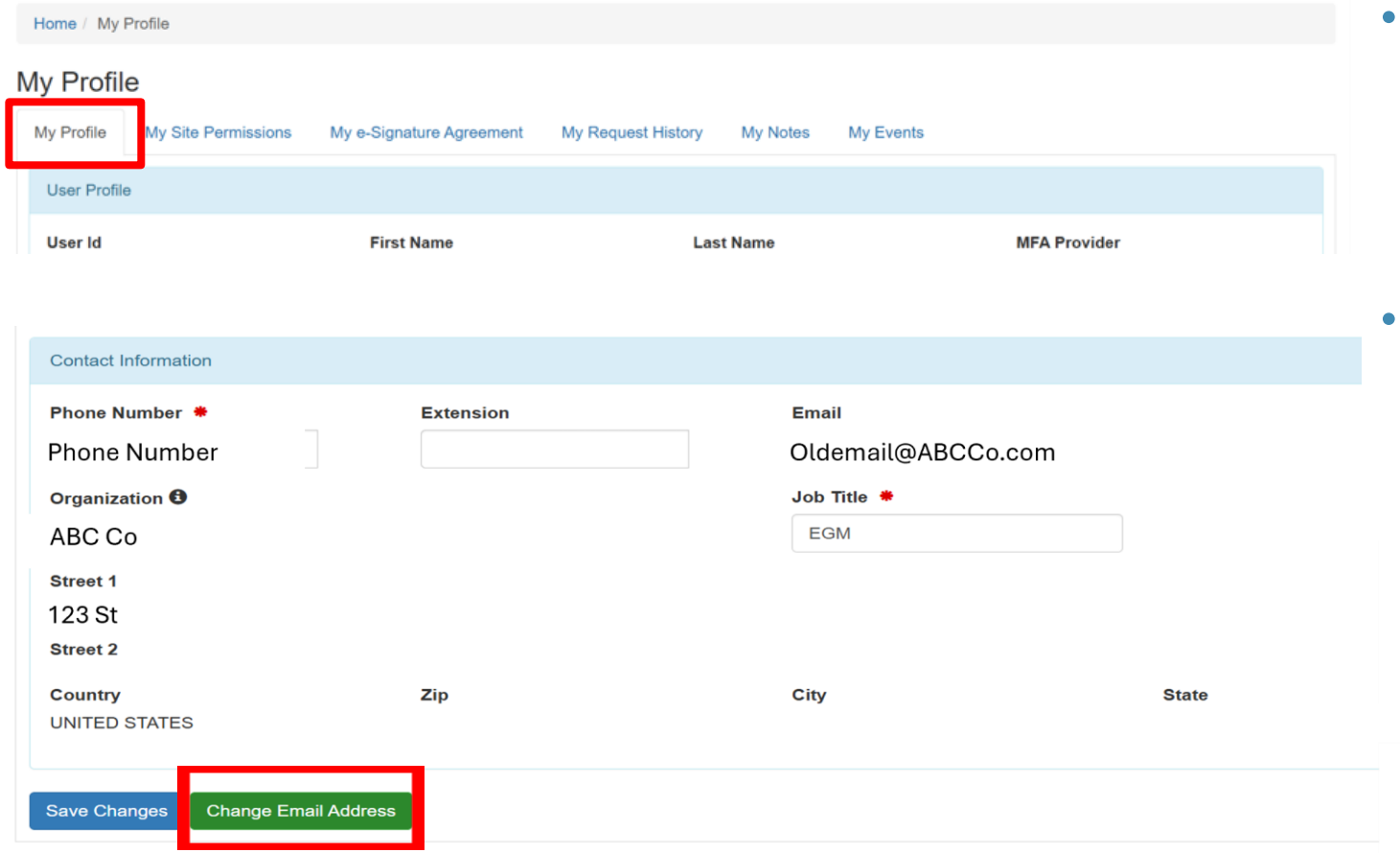
Changes to Profile

How Do I Change My Email?

Email Address Change:
from Home



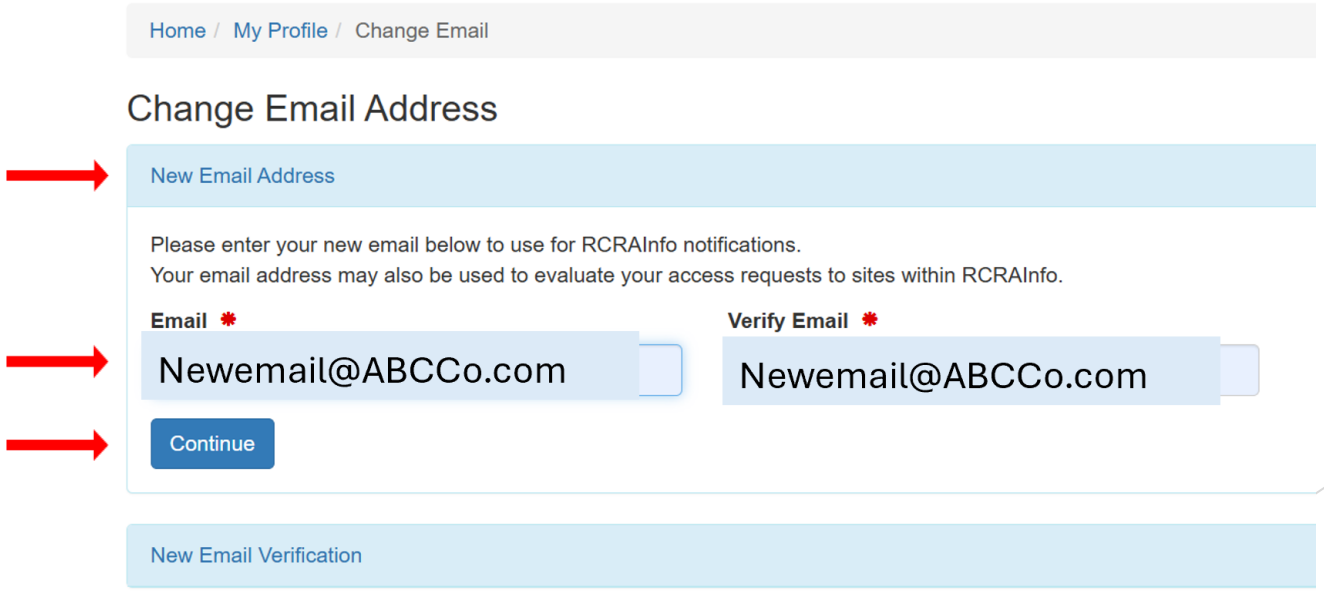
Email Address Change:
from “My Profile” Tab



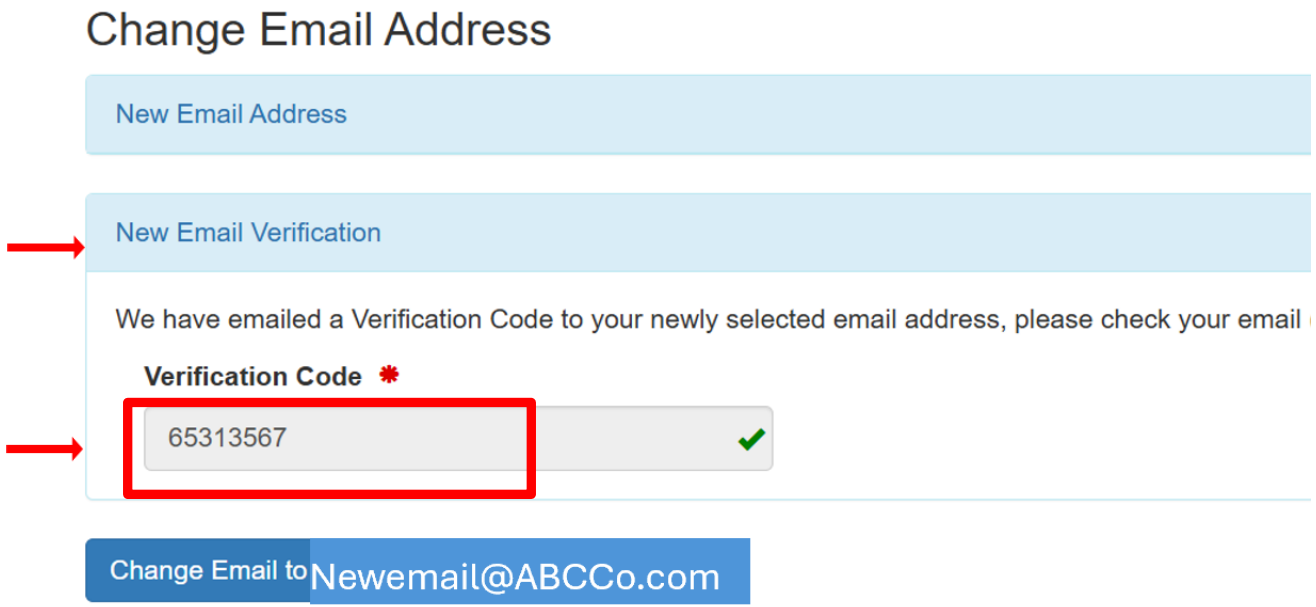
- Double-check profile information and scroll to “Contact Information”
- Click “Change Email Address” button below contact information.

Email Address Change

- Under “New Email Address”, read the text “Please enter your new email below to use for RCRAInfo notifications.”
- Type and verify the new email in the fields provided
- Click “Continue"



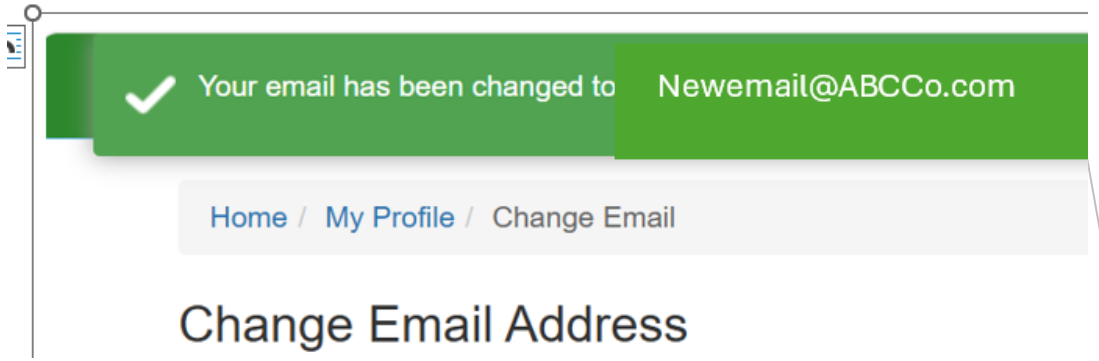
New Email Verification



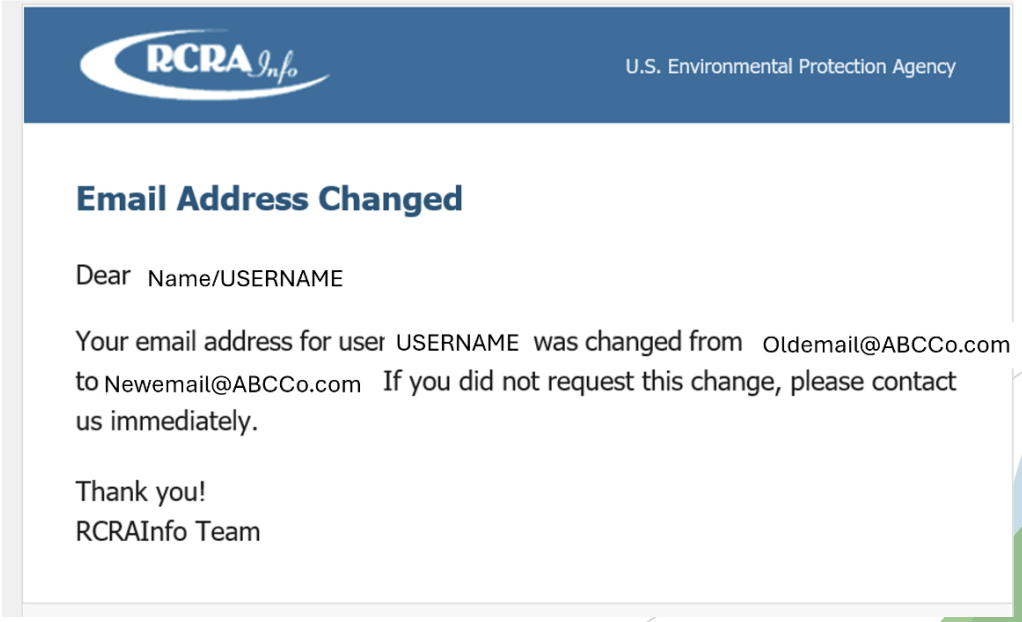
- Copy the Verification Code received by the new email
- Paste the Verification Code into the field provided
- Click “Change Email to….”

New Email Verification

"Your email has been changed to…" will appear at the top of the screen



RCRAInfo will also send an automated email verifying your email change



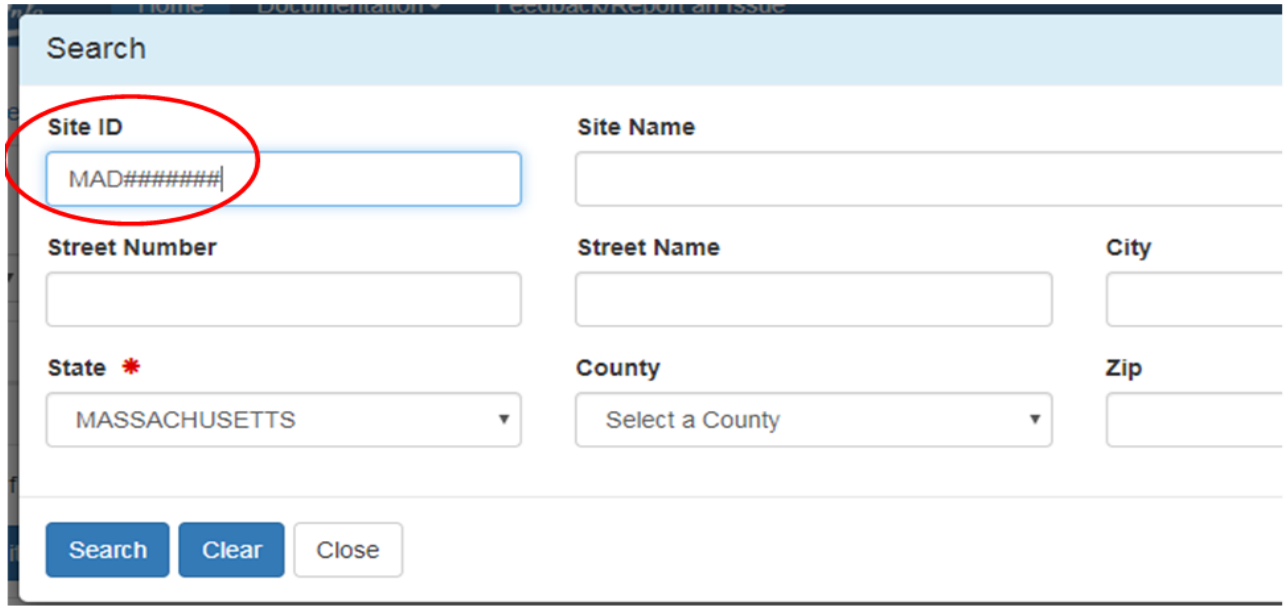
My Site

How Do I Request Access?

How Do I Request Access to My Site?

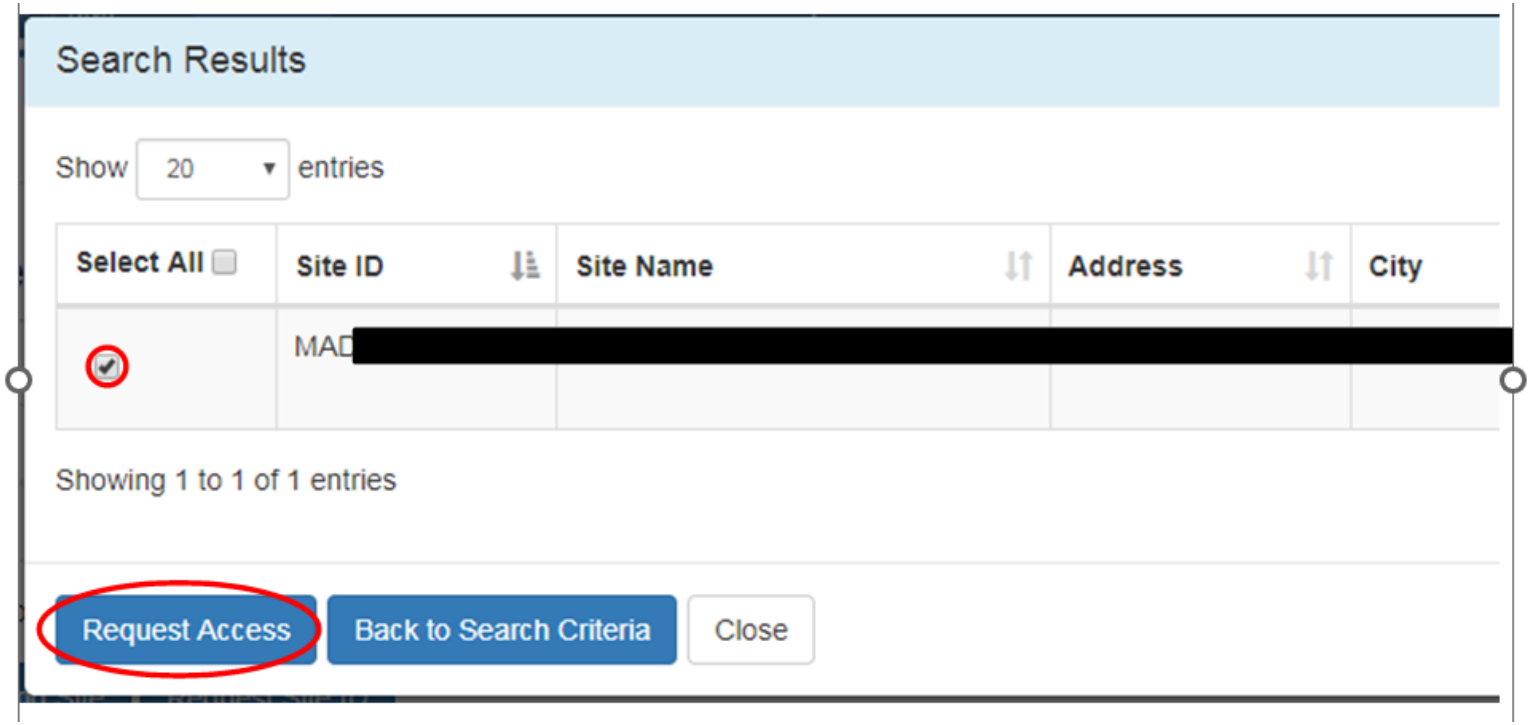
- From your home page, click: **Select Existing Site.**

- **Search the site** by entering the permit number
  (here, MAD########)



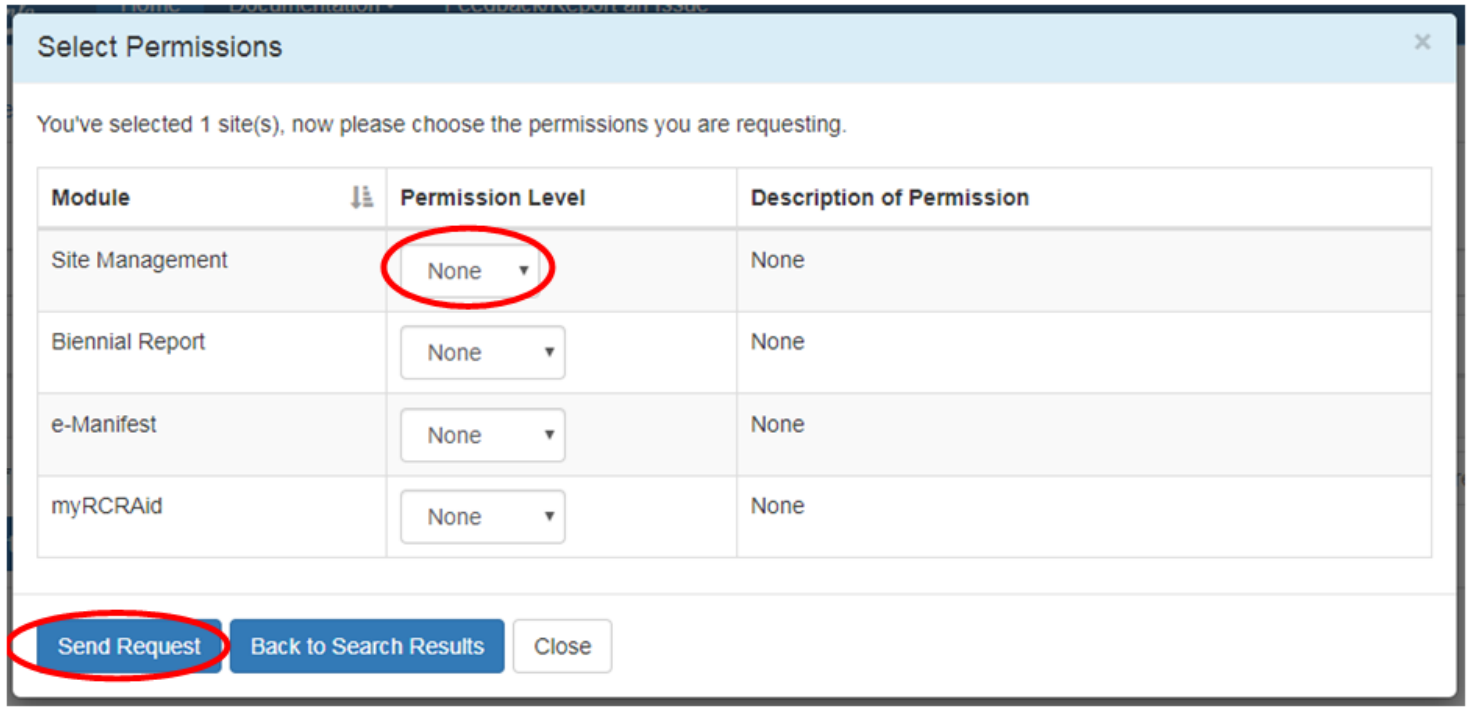
How Do I Request Access to My Site?

When the site(s) comes up, **select the checkbox and click "Request Access"**:



How Do I Request Access to My Site?

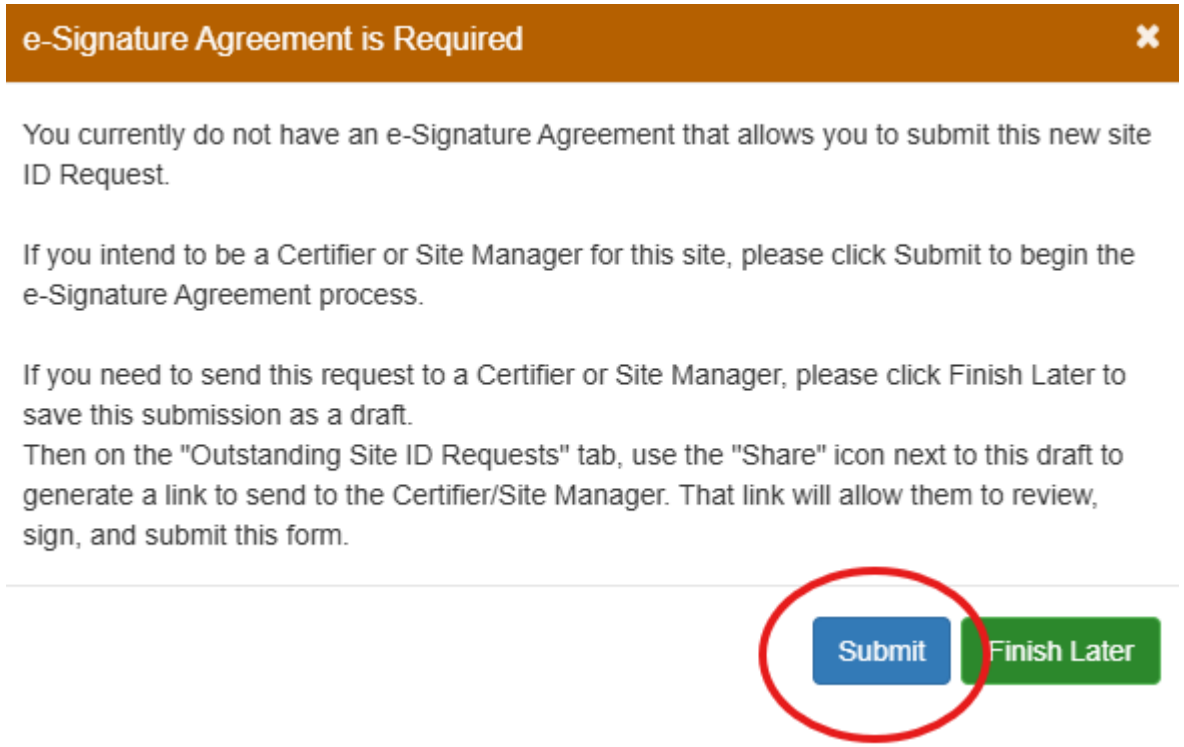
- Select the permission level of ‘Site Management’(or other module as appropriate) – change to Active. Then select “Send Request” and **Wait for approval.**



Electronic Signature Agreement (ESA)

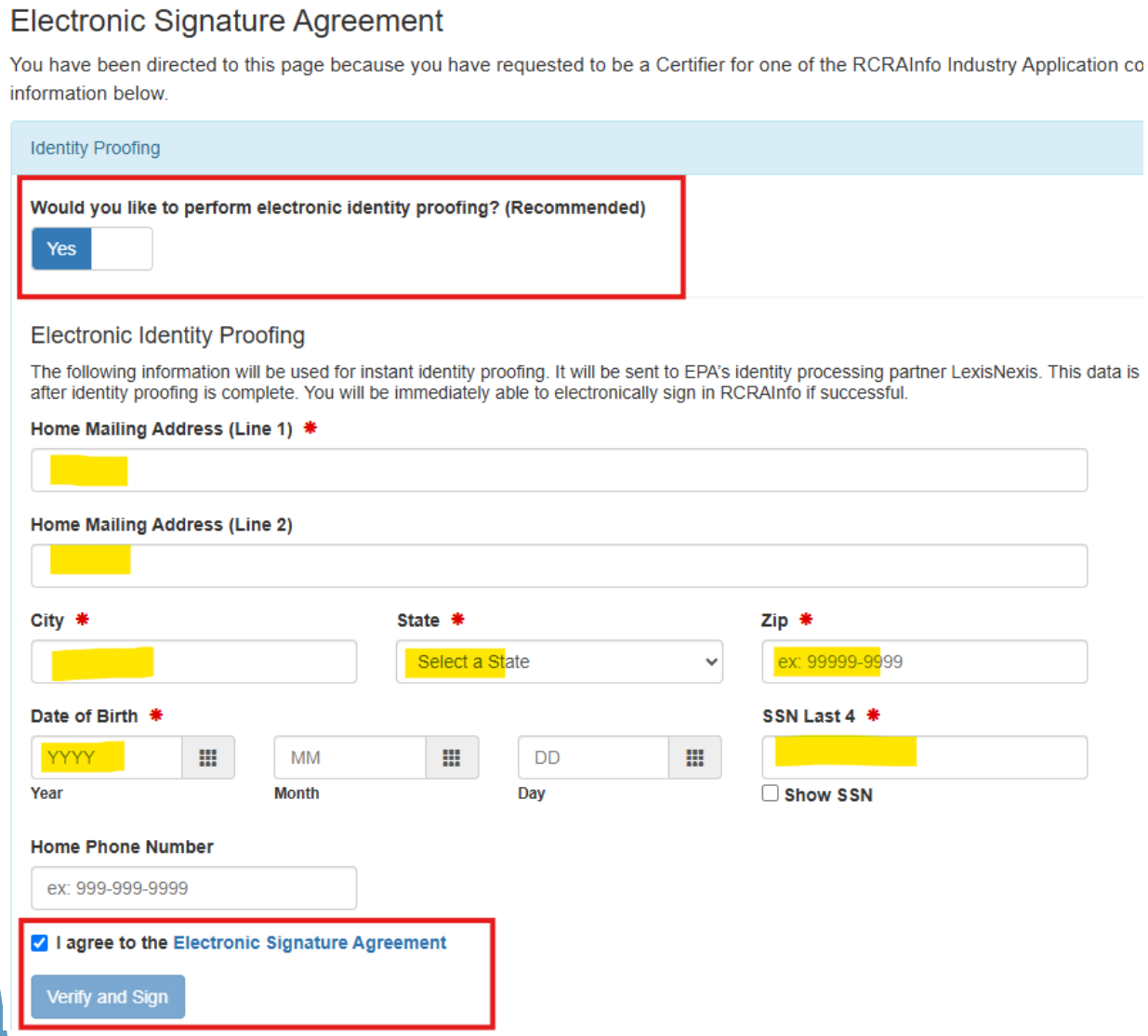
When and How Do I Opt In and Complete the ESA?

When Is the ESA Completed?



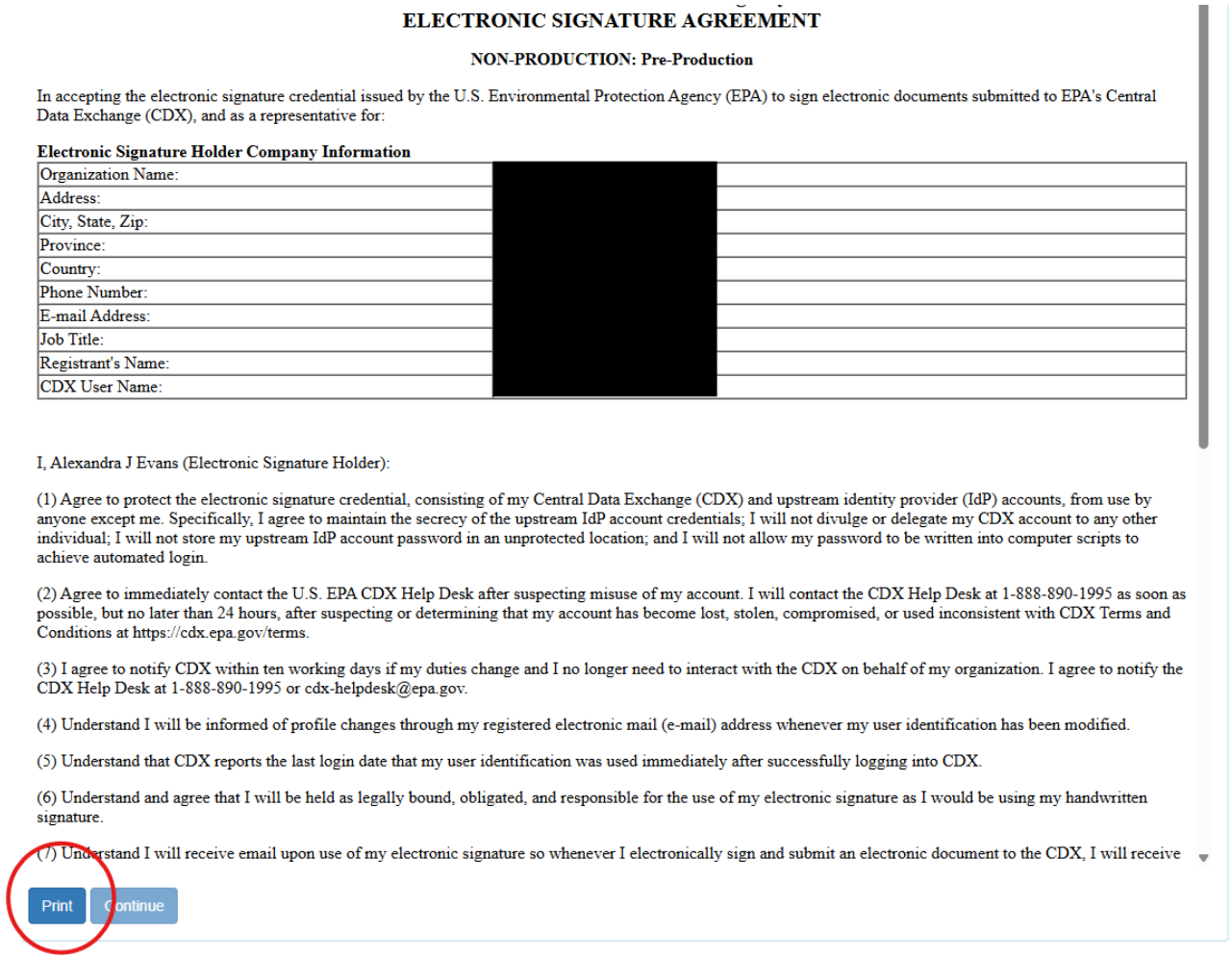
ESA will be presented the first-time user logs into industry application AFTER they receive the "Certifier" or "Site Management" permission or if they request a new EPA Site ID and have not previously completed an electronic signature agreement.

Opting In Electronically



- Make sure toggle is "Yes"
- Complete required information with PERSONAL information only
- Check the box
- Verify and Sign

Opting In with Paper Form



ELECTRONIC SIGNATURE AGREEMENT

NON-PRODUCTION: Pre-Production

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	[redacted]
Address:	
City, State, Zip:	
Province:	
Country:	
Phone Number:	
E-mail Address:	
Job Title:	
Registrant's Name:	
CDX User Name:	

I, Alexandra J Evans (Electronic Signature Holder):

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) and upstream identity provider (IdP) accounts, from use by anyone except me. Specifically, I agree to maintain the secrecy of the upstream IdP account credentials; I will not divulge or delegate my CDX account to any other individual; I will not store my upstream IdP account password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to immediately contact the U.S. EPA CDX Help Desk after suspecting misuse of my account. I will contact the CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my account has become lost, stolen, compromised, or used inconsistent with CDX Terms and Conditions at https://cdx.epa.gov/terms.

(3) I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to notify the CDX Help Desk at 1-888-890-1995 or cdx-helpdesk@epa.gov.

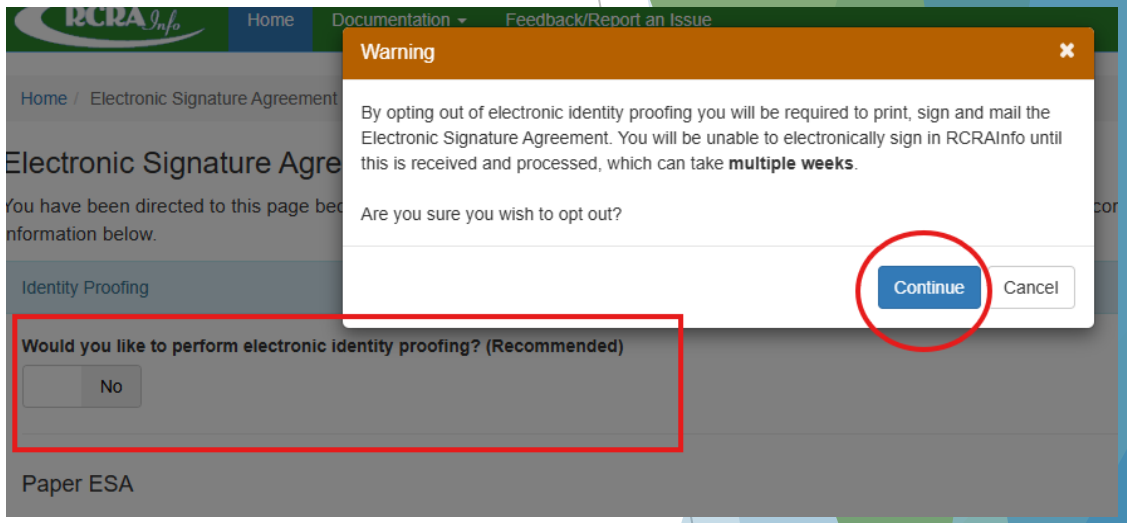
(4) Understand I will be informed of profile changes through my registered electronic mail (e-mail) address whenever my user identification has been modified.

(5) Understand that CDX reports the last login date that my user identification was used immediately after successfully logging into CDX.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my handwritten signature.

(7) Understand I will receive email upon use of my electronic signature so whenever I electronically sign and submit an electronic document to the CDX, I will receive

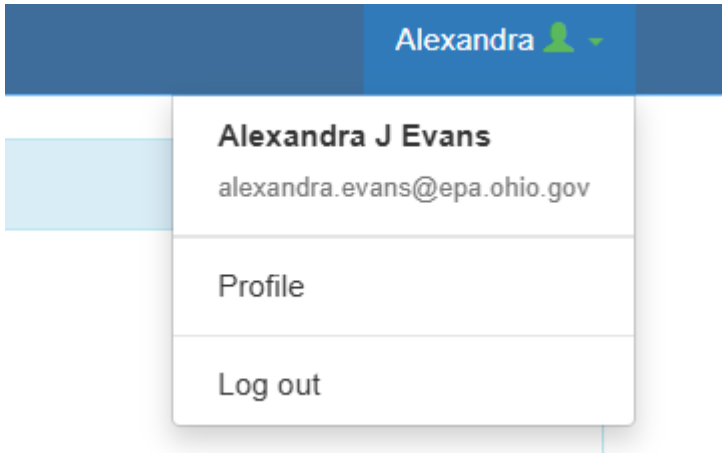
Print Continue

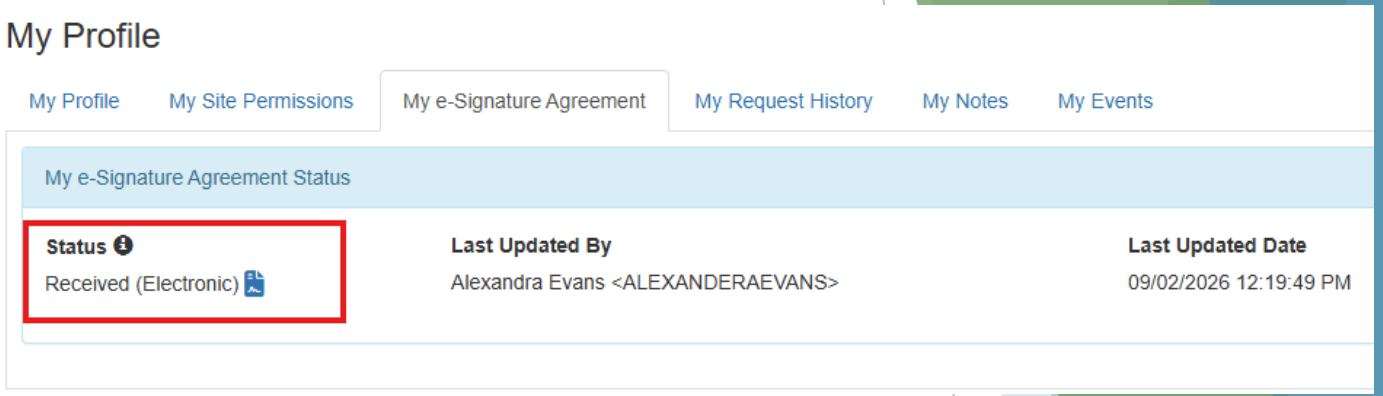


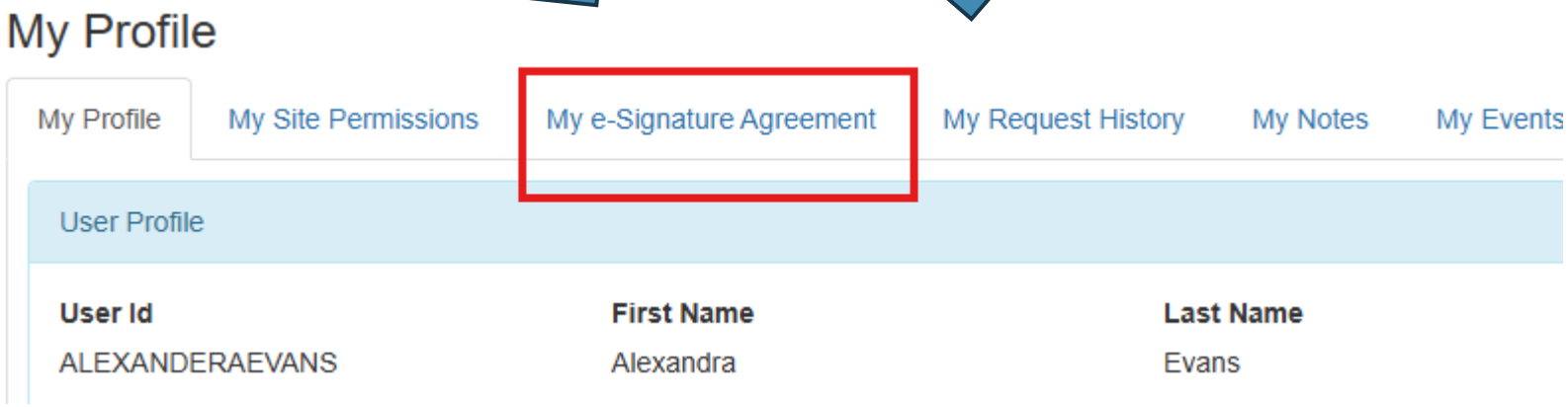
ASSOCIATION OF STATE AND TERRITORIAL SOLID WASTE MANAGEMENT OFFICIALS

Electronic Signature Agreement (ESA)

How Do I Check the Status?


Alexandra
Alexandra J Evans
alexandra.evans@epa.ohio.gov
Profile
Log out


My Profile
My Profile
My Site Permissions
My e-Signature Agreement
My Request History
My Notes
My Events
My e-Signature Agreement Status
Status
Received (Electronic)
Last Updated By
Alexandra Evans <ALEXANDERAEVANS>
Last Updated Date
09/02/2026 12:19:49 PM


My Profile
My Profile
My Site Permissions
My e-Signature Agreement
My Request History
My Notes
My Events
User Profile
User Id
ALEXANDERAEVANS
First Name
Alexandra
Last Name
Evans

Status Definitions

Pending (paper) - The user is submitting a paper ESA to the appropriate Site Manager or regulator.

Received (paper) - The Site Manager or regulator has received and approved the paper ESA.

Received (electronic) - The user used the electronic identity proofing method to obtain their ESA.

None - The Site Manager or regulator received a paper ESA but did not approve it or the user has indicated that rather than submitting a paper ESA, they want to use the electronic identity proofing.

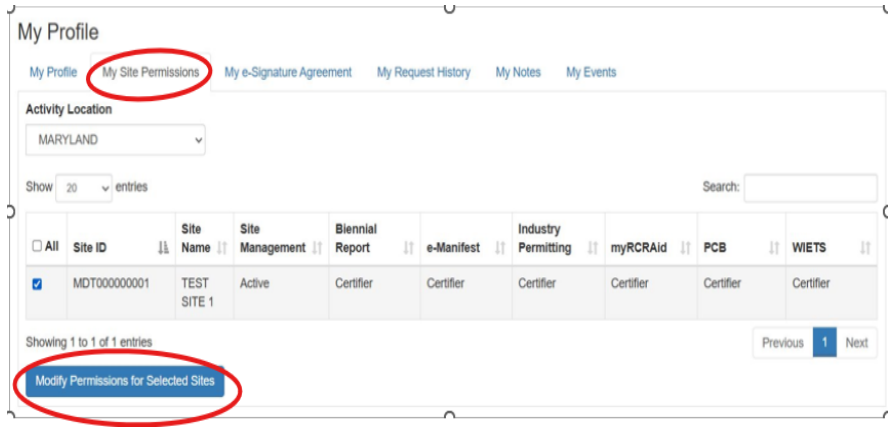
Pending - The user has started the ESA process via the Central Data Exchange (CDX), but the ESA has not been approved.

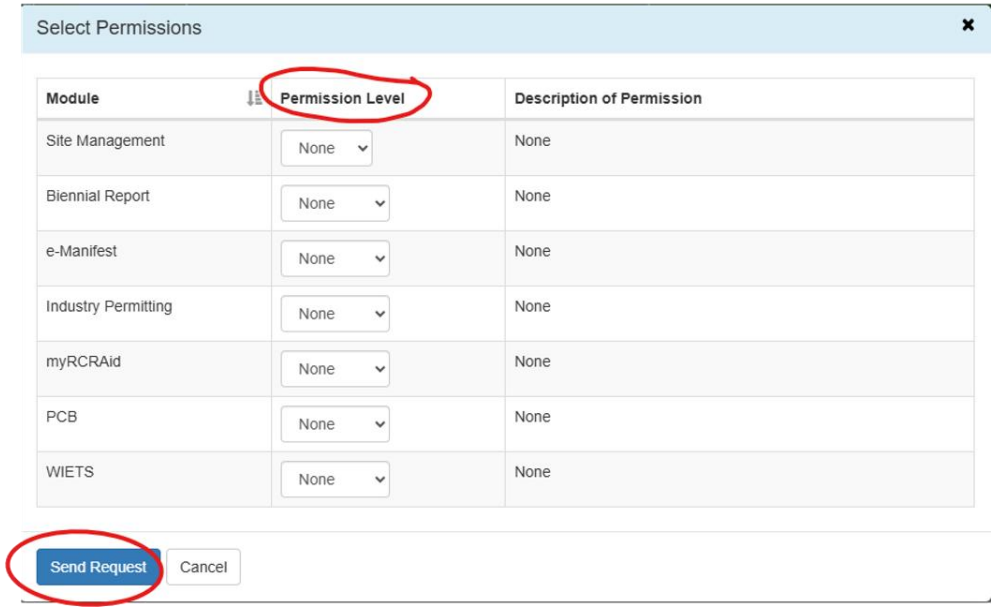
Received - The user's ESA was approved via the CDX and the user can electronically sign from within the RIA.

Changes to Profile

How Do I Change My Permissions?

Changing Permissions

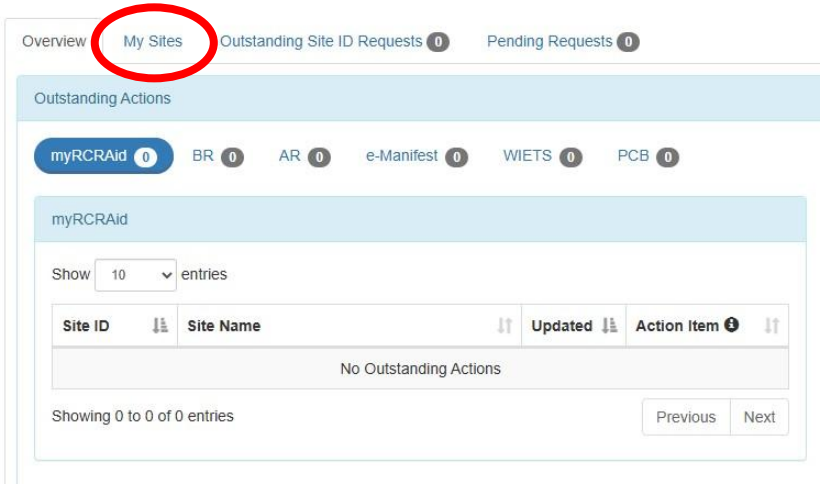




I Cannot See “My Sites”
or
I am on “My Site” and I do not See BR, myRCRAid, etc.

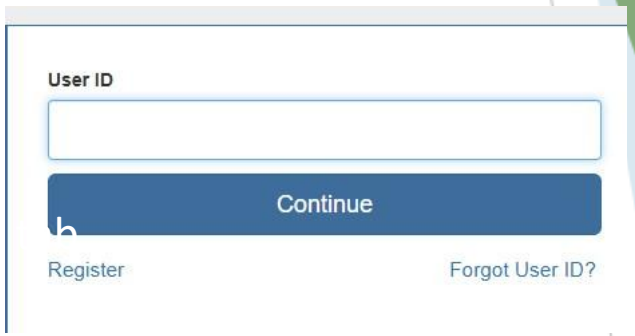
How To Check Your Permissions and Other Access Issues

Viewing "My Sites"

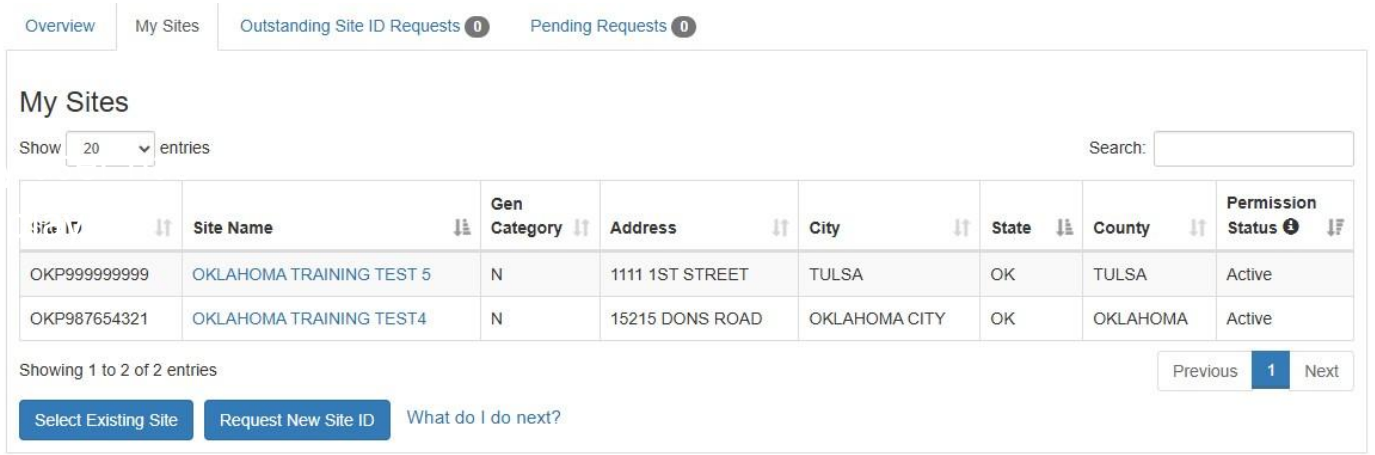


Log in to RCRAInfo

Click on the "My Sites" tab



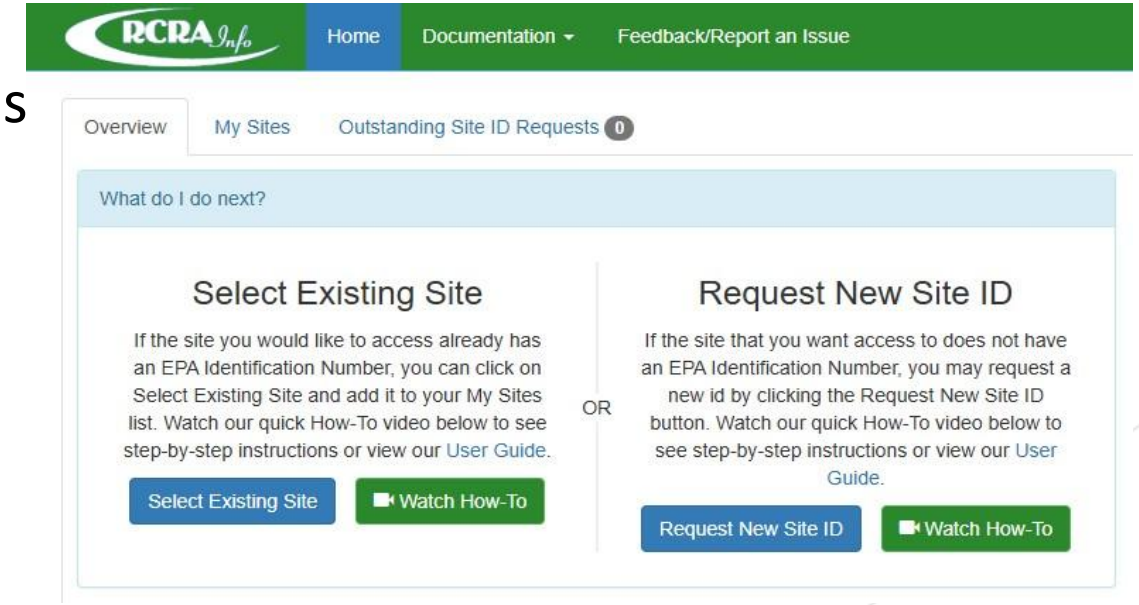
The sites the industry user has access for will be displayed.



I Cannot See “My Sites”

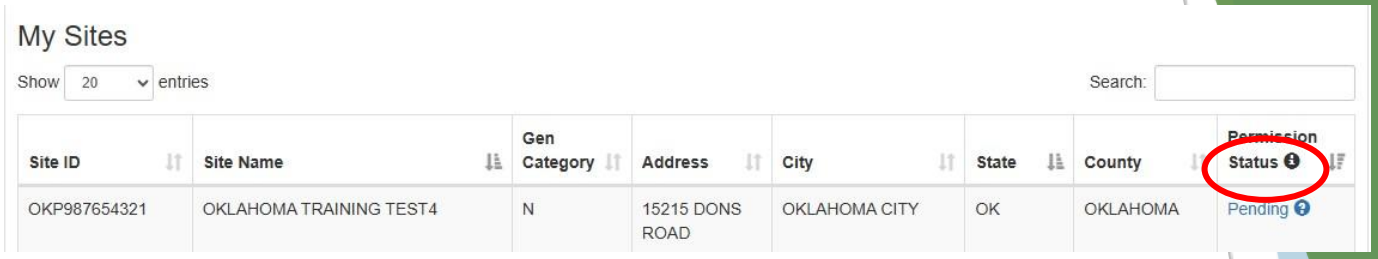
- Was a request for access submitted?
- Verify the request was approved
  - By site manager
  - Regulatory agency
  - If the request was approved while user is logged in RCRAInfo, they will need to log off and back on for permissions to take effect.
- Verify that the ESA was
  - Electronic
  - Paper

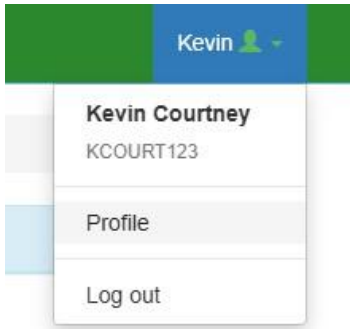
If the user does not have access to any site, they can request access to an existing site (If known) or request a new site ID.



Verify Permission Status and Requests

Industry users can check the permission status request by clicking on the “My Sites” tab and then the “Permission Status” will be displayed there.



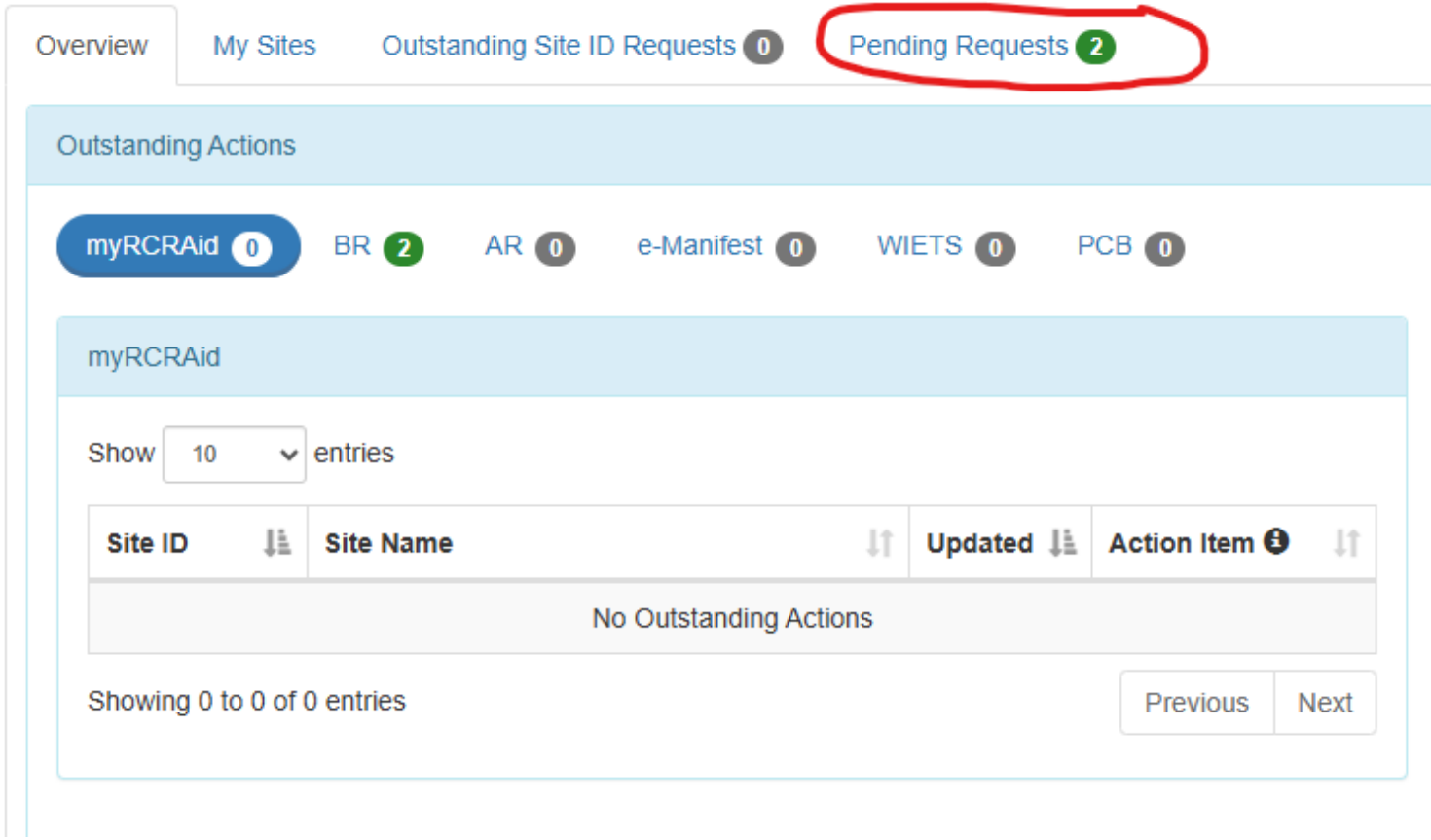


Alternatively, the industry user can check what permissions they have by clicking on “Profile” at the top, right-hand side of the screen in RCRAInfo.

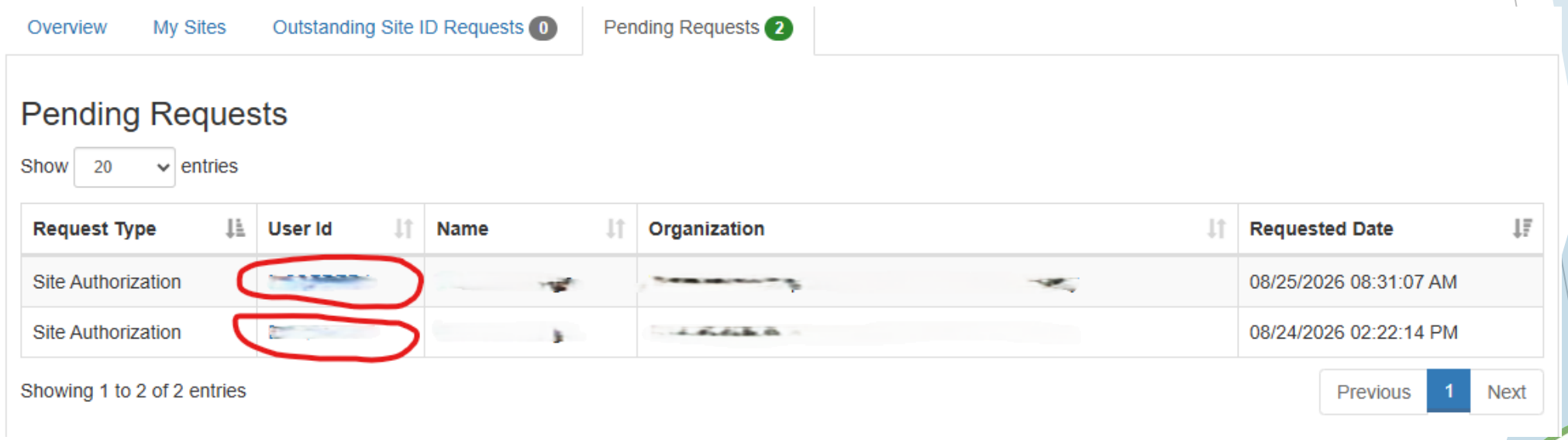
Then, click on the “My Site Permissions” tab. Each module can have their own specific access and Site Management privileges will grant the user “Certifier” privileges for all modules.

How Do I Approve Employee or Consultant Permission Requests?

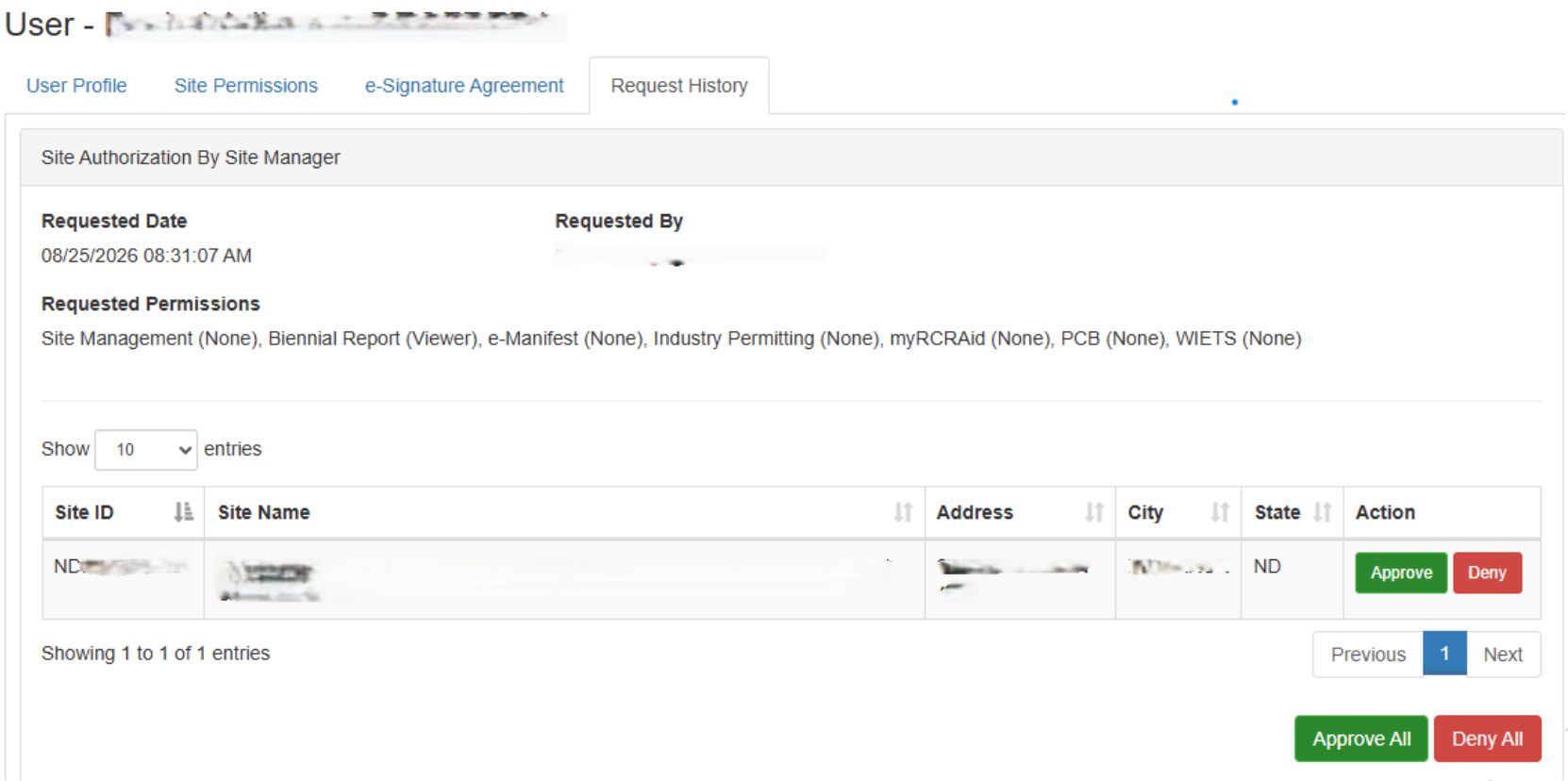
Change of Employee/Consultant Permission Request



Change of Employee/Consultant Permission Request



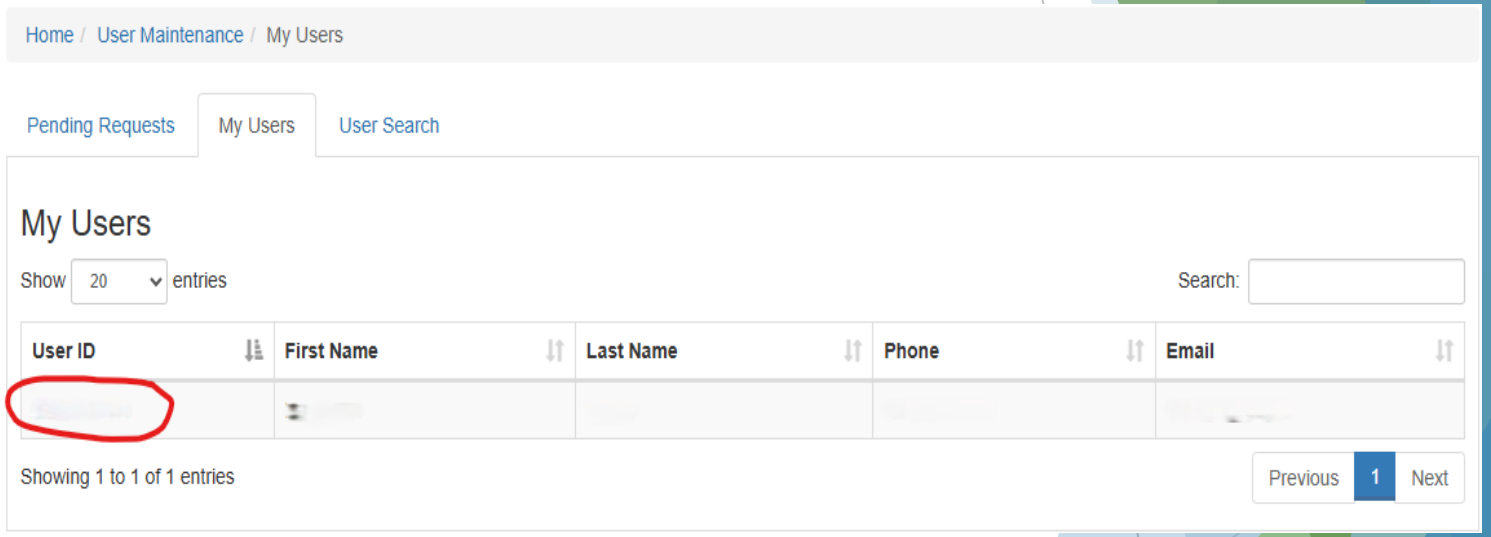
Change of Employee/Consultant Permission Request



How Do I Deactivate Permissions?

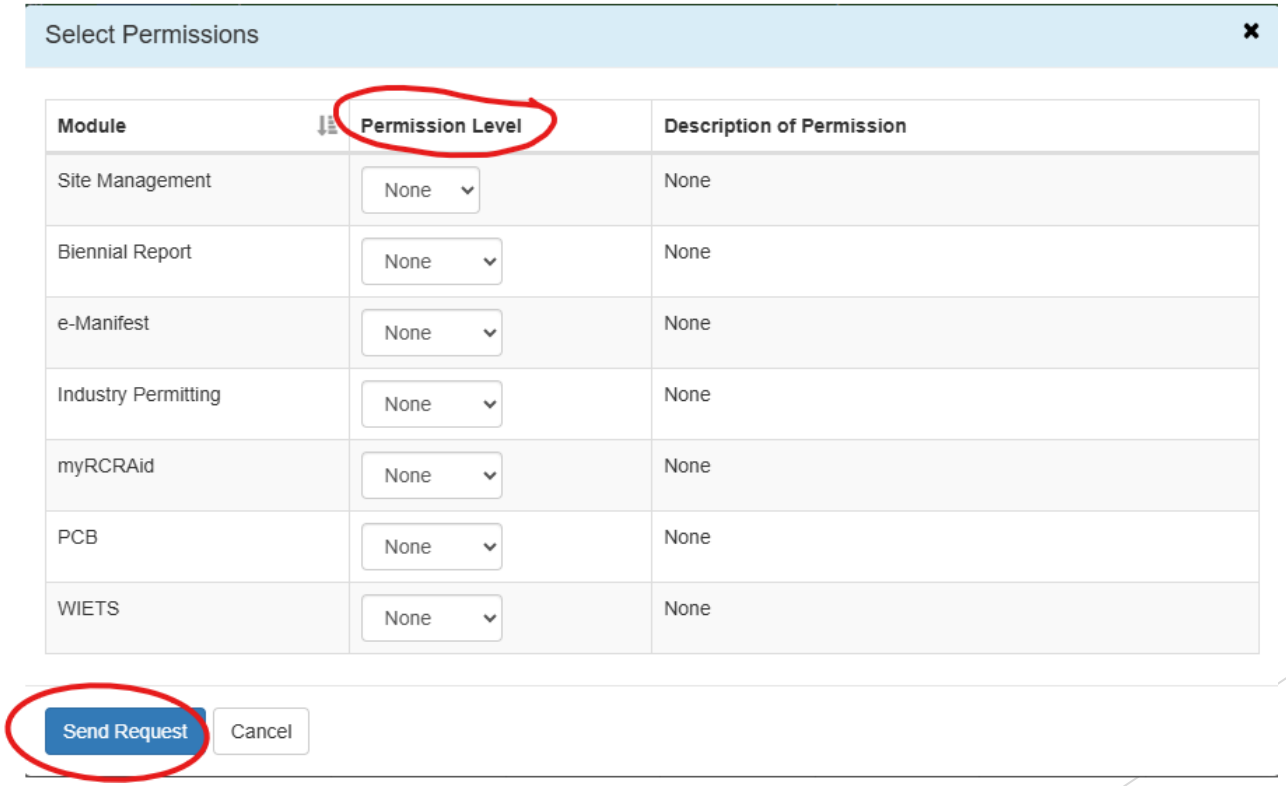
Permission Deactivation

- On the main page of RCRA info Industry application, click “Tools”
- Click “User Maintenance”
- Click “My Users” or “User Search” to search for user
- Click the user ID in blue on the left



Permission Deactivation

- All permission levels should be set to "None"
- Select "send request"

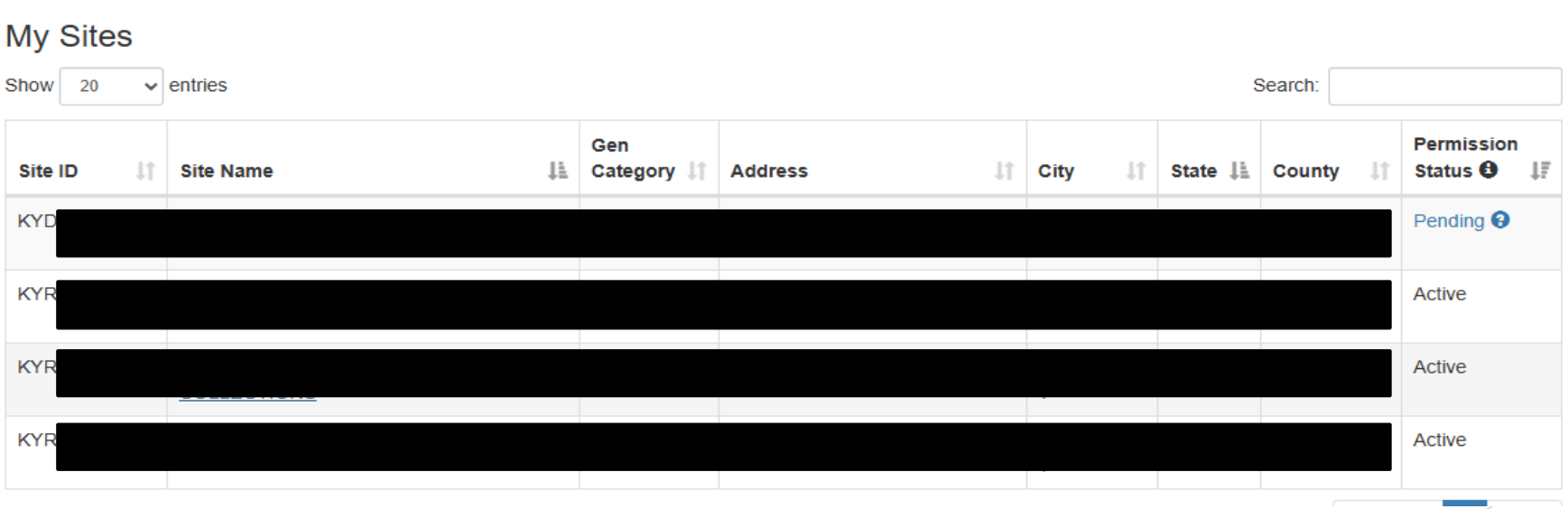


How Regulators can change industry users' permissions

If the Site Manager is not longer available or one does not exist how do regulators make changes?

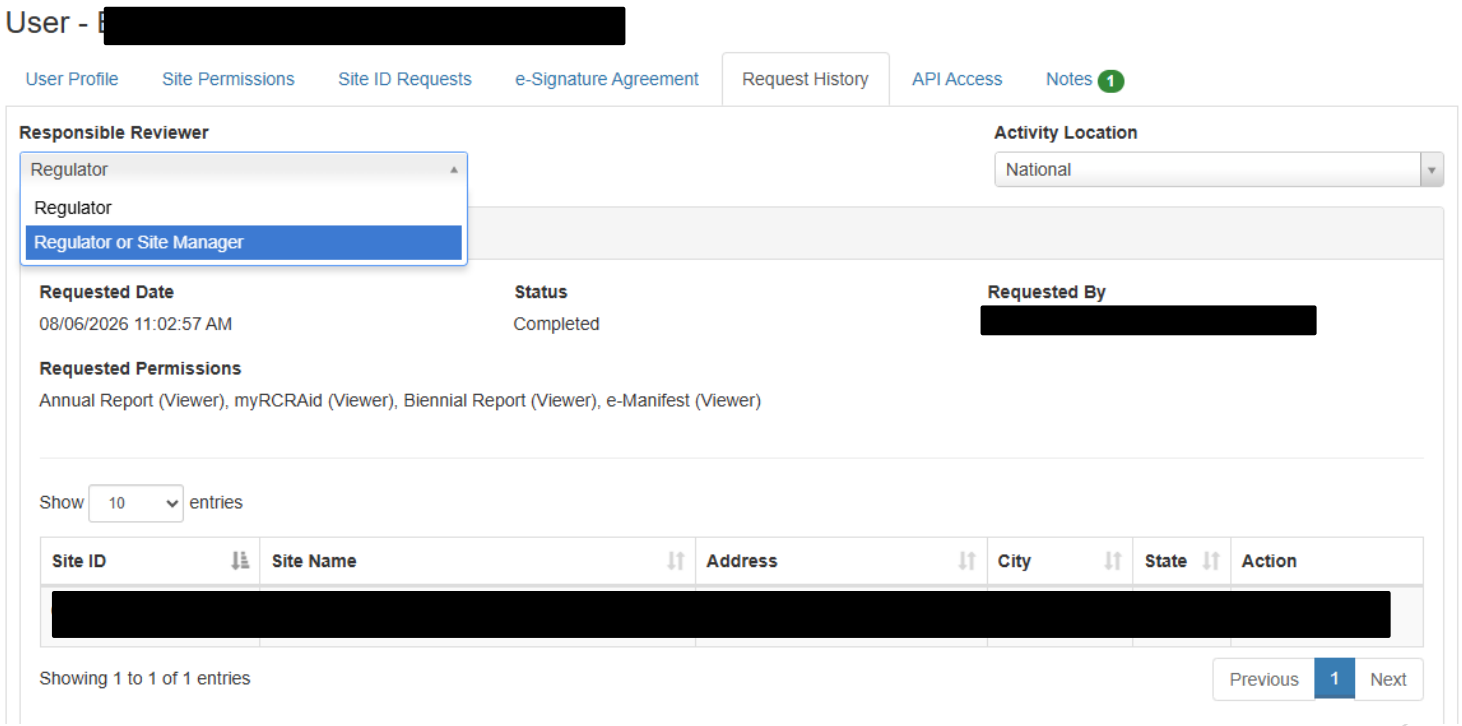
What if the Site Manager is no Longer with the Company?

Following the steps to request site access, industry contacts the state contact for RCRAInfo. The state contacts are shown by clicking on the "Pending" link.



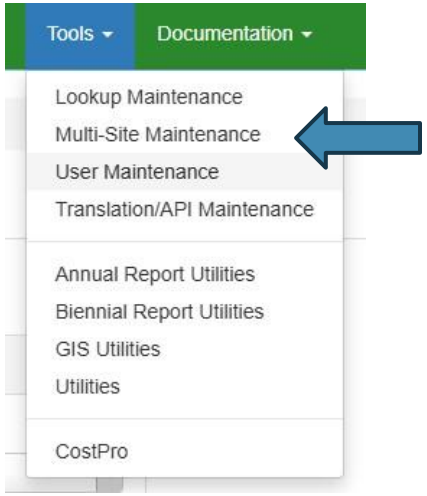
What if the Site Manager Has Left the Company?

- To see the request from the industry user if it is not showing up, change the view under Responsible Reviewer to "Regulator or Site Manager".
  - *If further filtering is needed, you can change the Activity Location from "National" to your state.

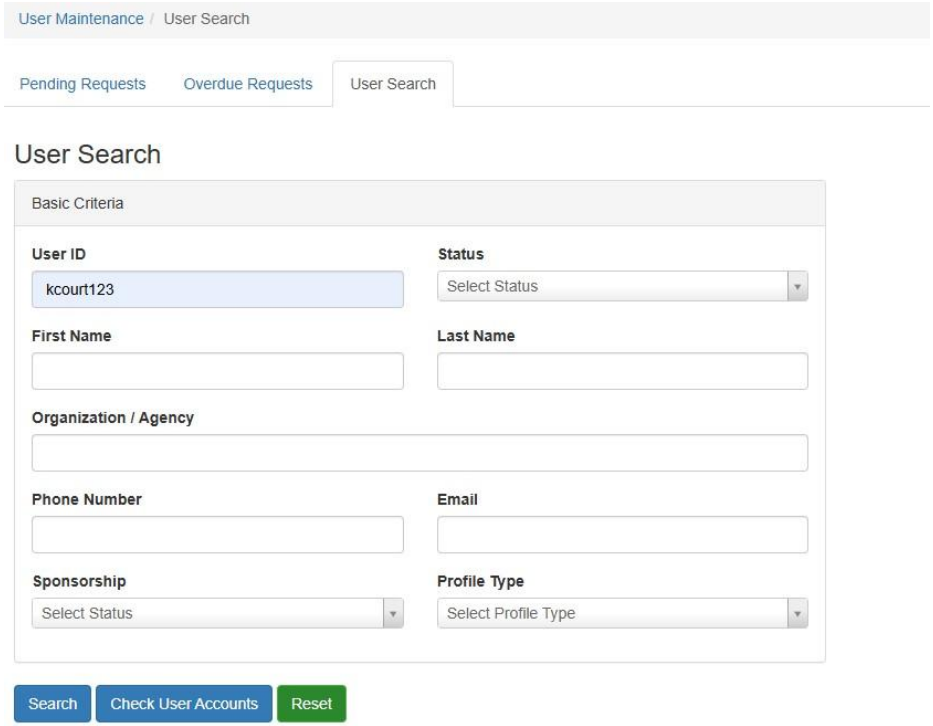


User Search Features

Regulatory agencies can search for the user to verify what permissions the industry user has and what requests they have submitted



To search for an industry user, click on Tools at the top of the page and select “User Maintenance”

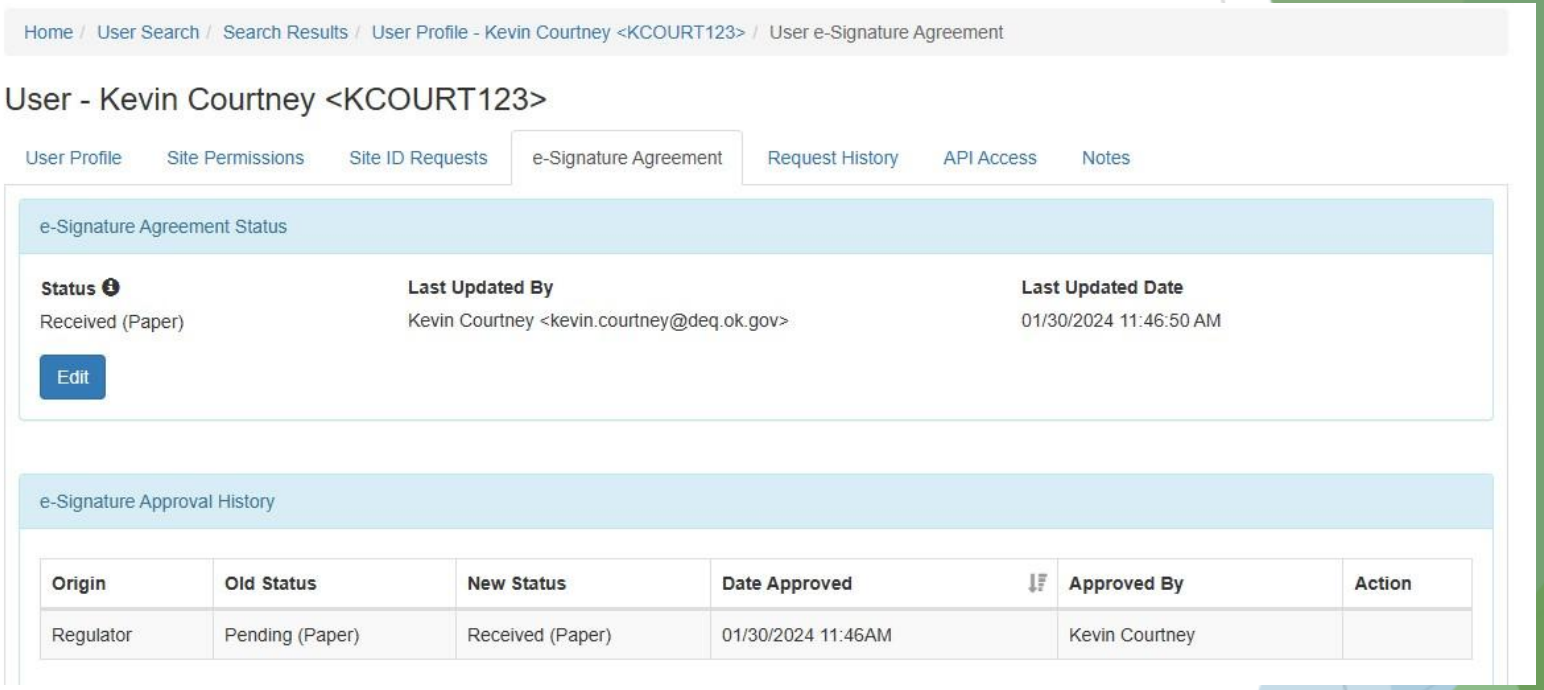


Next, search for the user by either their user ID or the first and/or last name

Filling in fewer search criteria will yield more responses if you are having difficulty finding the user’s account

User Search Features

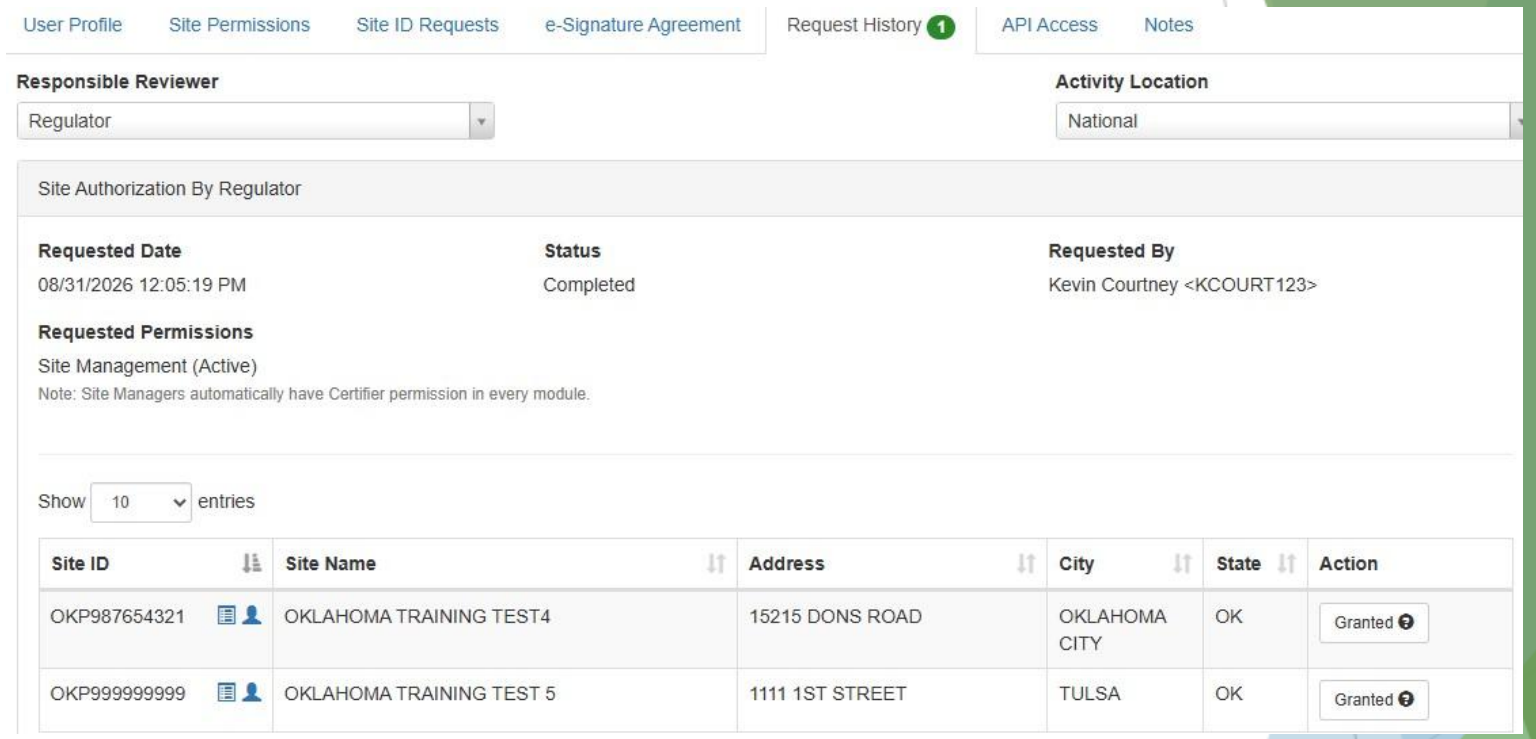
The user's e-Signature Agreement Status and other information can also be viewed by clicking on the e-Signature Agreement tab of the User screen



User Search Features

Click on the Request History tab to view current and historical permission requests

Toggle the “Responsible Reviewer” between Regulator and Regulator or Site Manager to see requests that may be waiting on a Site Manager to review

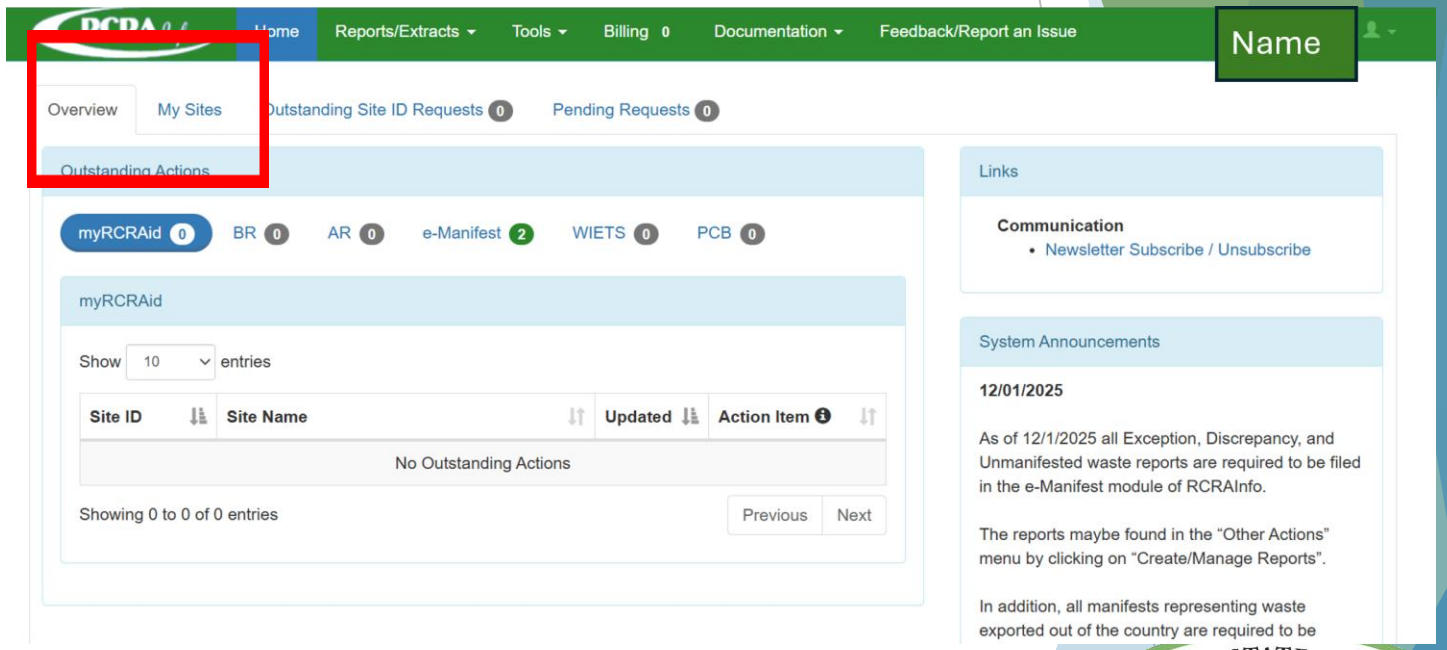


How Do I Resolve Outstanding Actions?

Resolving Outstanding Actions

- Pending items that need to be addressed by the Industry User are found under Outstanding Actions

- Outstanding Actions are located on the “Overview” tab on the RCRAInfo home screen



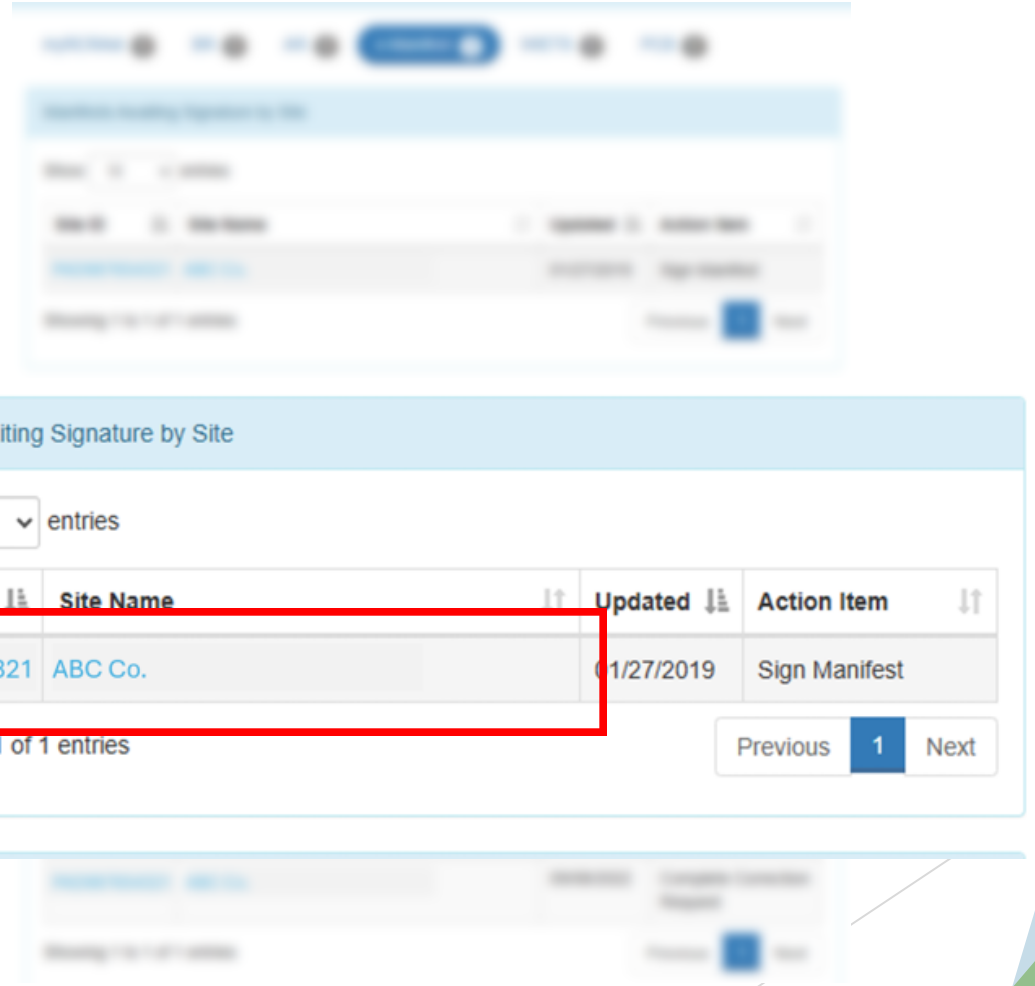
Resolving Outstanding Actions

- The number of Outstanding Actions is shown at the module heading
- In this example, e-Manifest has two Outstanding Actions requiring attention
- Click on the module with Outstanding Actions to view pending items

Resolving Outstanding Actions

In this example, sections “Manifests Awaiting Signature by Site” and “Correction Requests” have Outstanding Actions

Click on the facility to open, review, and resolve the item for removal from Outstanding Actions



Site Details

How Do I Edit Site Information?

My Sites – Site Detail

My Sites / Site Details

TEST SITE 1 | **123 SMITH AVE - BALTIMORE - 21230** | **MDT000000001**

Site Details | myRCRAid | Biennial Report | e-Manifest | WIETS | PCB | Permits

General Overview How do I edit Site Information?

Federal Generator Category
Large Quantity Generator

State Generator Category
Generator (Fully Regulated)

Is Site Active
Yes

Last Notification Date
07/31/2026

Site Mailing Address How do I edit Site Information?

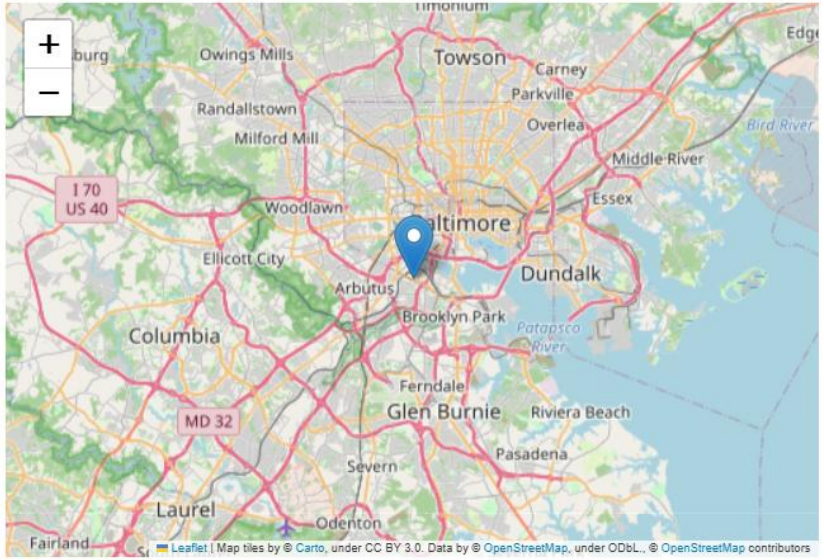
123 SMITH AVE
BALTIMORE, MD 21230

Site Contact How do I edit Site Information?

JENNIFER HOPPER
123 SMITH AVE
BALTIMORE, MD 21230

Incident Reports | Back to My Sites

Map



ASSOCIATION OF STATE AND TERRITORIAL SOLID WASTE MANAGEMENT OFFICIALS

How do I Edit My Site Information?
(site contact, generator status, etc.)

- Information associated with individual EPA ID numbers are updated by submittal of a New Submission form (**EPA Form 8700-12/Site Identification Form**) within the myRCRAid program portal.

- Once approved, the available information for the associated EPA ID will be updated.

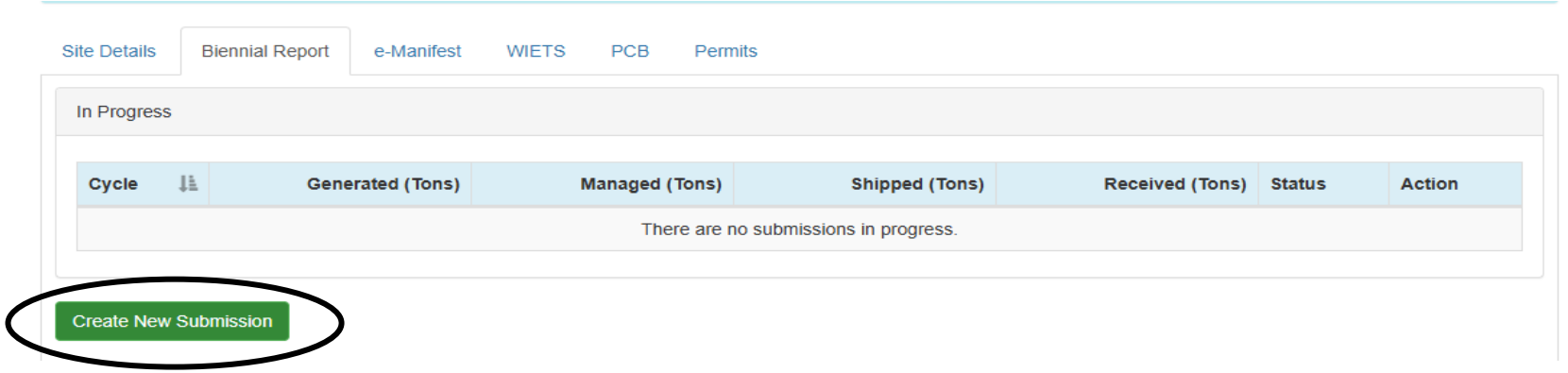
*See upcoming 'How do I Submit forms?' slides

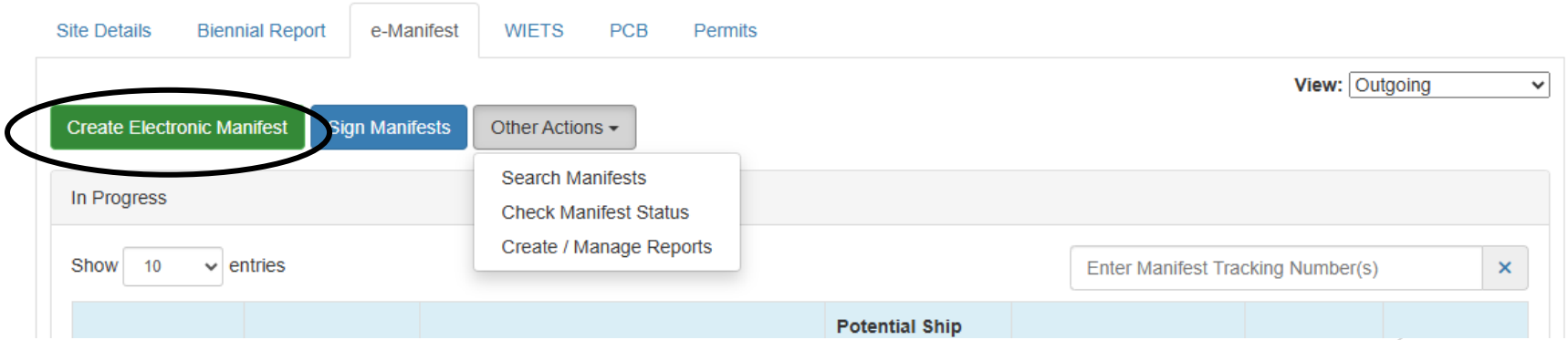
Forms

How Do I Submit Forms?

How Do I Submit Forms?
(myRCRAid, BR, AR, eManifest)

When industry users view site details, they will see only modules your state is opted into. When they choose a module, there will be a "Create..." Button.

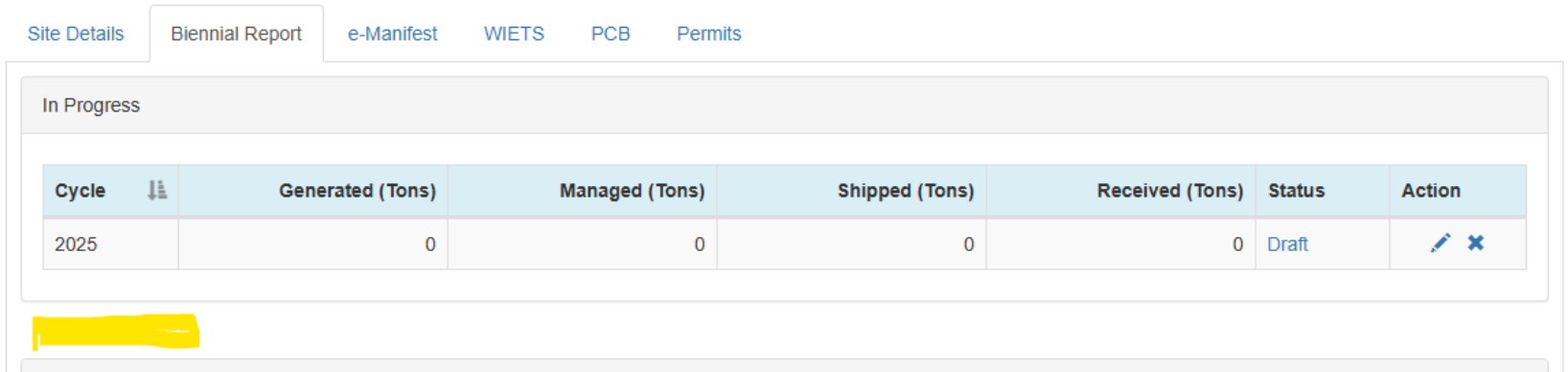




No “Create New Submission” Button or Button is Grayed Out

If there is no "Create New Submission" Button for a BR or AR, there is already a submission in process. The draft will be listed under the "In Progress" section.

The user may not have the permission level required to create a submission. Check their permissions to see if they should have access.



Manifest Report

How Do I Edit and Submit a Manifest?

Editing a Manifest

Why?

- Fix internal errors
- Respond to regulator correction requests

How?

- From the e-Manifest Dashboard, open the manifest (eye icon) > **Make Correction** at bottom of page

- **Save** to keep changes (manifest stays "**Under Correction**") or **Revert** to undo
- Re-sign to finalize corrections (status becomes "**Corrected**"). Only the current version is editable, older ones stay in **History**.

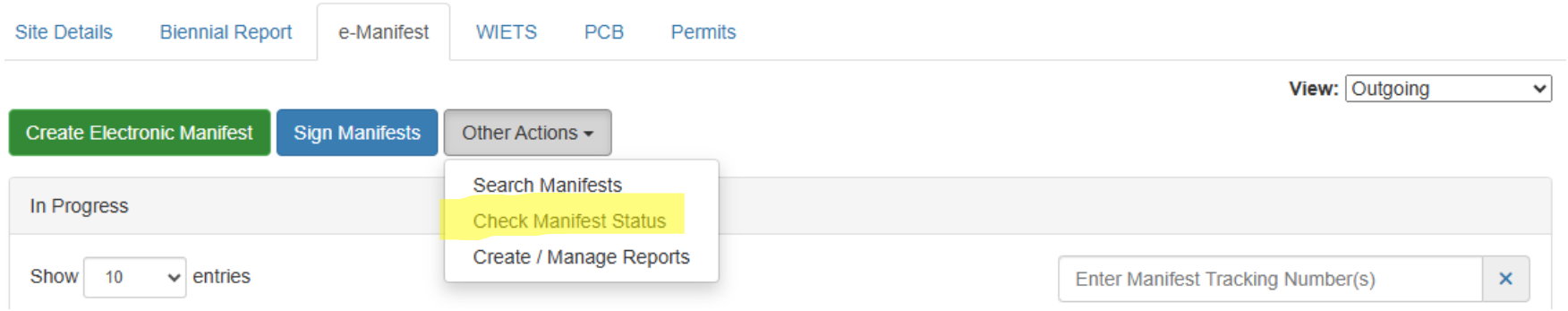
- *Requires e-Manifest Preparer, Certifier, or Site Management permissions.*
- *Only **Signed-Completed** manifests can be corrected.*
- *Tracking number and invoiced facility cannot be changed.*
  For those issues: e-manifestfinancialhelp@epa.gov.

Submitting a Manifest Report

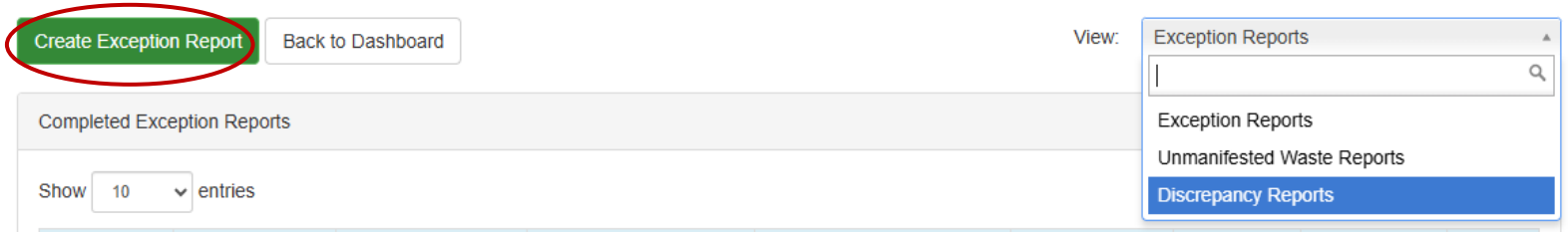
Manifests Reports are needed for *discrepancies, exceptions,* and *unmanifested waste*

How-to:

- On the e-manifest dashboard click the **Other Actions** drop down
- Select **Create/Manage Reports**



Defaults to viewing exception reports; other options can be selected on right hand side dropdown menu



References

- **Site Industry Help Document**

https://rcrainfo.epa.gov/rcrainfo-help/application/industryHelp/index.htm#t=Introduction.htm

- **Central Data Exchange (CDX) Help Desk**

https://cdx.epa.gov/Help

- **How to Participate: Testing**

https://www.epa.gov/e-manifest/how-participate-testing-hazardous-waste-electronic-manifest-system-e-manifest

- **Pre-Prod**

https://rcrainfopreprod.epa.gov/rcrainfo/action/secured/login

- **Hazardous Waste Information Platform (HWIP)**

https://rcrapublic.epa.gov/rcra-hwip/