

# How to Register for RCRAInfo Industry Application for Iowa Facilities

These instructions can be used to access any of the three modules in the RCRAInfo Industry Application: e-Manifest; myRCRAid; or Biennial Report.

**Note:** The RCRAInfo Industry App works best in Google Chrome or Firefox. Some industry users have reported problems using Internet Explorer.

## Step 1. Create an Industry User Account in the RCRAInfo Industry Application

- Go to RCRAInfo at <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>.
- Click on **Register** to register as a new **Industry User**.  
**Note:** This registration process is built upon the account registration process used for EPA's Central Data Exchange (CDX). RCRAInfo Industry Application (RIA) accounts may be used within CDX and conversely CDX accounts may be used within RIA. To use an existing CDX account to login into the RCRAInfo Industry Application, simply enter your CDX credentials in the RCRAInfo Sign In screen.
- Click on **Continue to Industry User Registration**.
- Enter your title and name then click on the **Next** button.
- Create your user ID and password.
- Provide your organization and contact information. The organization information you enter is for the company you work for. For example, if you work for ABC Consultants and are preparing the RCRA Subtitle C Site Identification form for Joe's Cleaners, the organization name you enter should be ABC Consultants.
- Click **Send Verification Code via Email** button.

**Important Note:** Do **NOT** click the Register button at this time.

You will see a message briefly displayed at the top of your screen in a green banner that states a verification code has been sent to your email.

- Enter the verification code you received via email in the **Verification Code** box.
- **Now**, click on the **Register** button.

## Step 2. Request Permission for Site(s)

- Search for a site that already has a RCRA EPA ID number assigned by clicking on the "Add Existing Site" button.
- Enter the search criteria then click on "Search" button.

### Notes about searching for a Site:

- Site ID (RCRA EPA ID number) is the best way to search. If you have a RCRA EPA ID number, enter it in the Site ID field and leave the remaining fields blank and click on Search.
- Less is more. If you don't know your EPA ID Number, enter the Street Name, City & State fields. If you enter too much data and it's not entered exactly the way it's entered in the RCRAInfo database, your search will come back with no records found. If you search by Site Name, just put in a portion of the Site Name, City & State. If you have multiple sites in Iowa, enter a portion of the Site Name and State. You don't need to complete every field when doing a search. Click on all sites under your responsibility.

- Click on the box to select the site.
- Click on the **Request Access** button.
- Select the desired permission (see table below).
- Click on the **Send Request** button.

- **Log out** of RCRAInfo. It may take several hours to a couple days for the EPA Region 7/Iowa User Administrator to process your request.
- After your request has been processed, you will receive an automated email from [rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov).
  - **Preparers and Viewers** – Your registration is now complete! Data can now be entered. See Step 4.
  - **Certifiers and Site Managers** – You must complete Step 3 before you can sign and submit the RCRA Subtitle C Site Identification form.

**RCRAInfo Industry App Permission Levels**

Permission Levels	Read/View data	Add/Update data	Sign/Certify/Submit data	Approve other Users	ESA required
Viewer	<b>X</b>				
Preparer	<b>X</b>	<b>X</b>			
Certifier	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>
*Site Manager	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**\*EPA strongly recommends each site have at least two Site Managers.**

**Step 3. Complete the Electronic Signature Agreement (Certifiers and Site Managers only)**

- After you receive the permission request approval, log back in to complete your electronic signature agreement (ESA), if you have not previously completed the ESA.
- Provide the information requested. The red star indicates a required field.
- Select five questions and provide answers for each question.
- Click on the **Next** button after you have completed this section.
- Click the checkbox to agree to the ESA.
- Click on **Verify and Sign** button.
- If you pass the electronic identity proofing, a message will briefly display at the top of your screen, in a green banner, that states you passed the proofing.
- If you do not pass the Electronic Identity Proofing, a message will briefly display at the top of your screen, in a green banner, that states there was a problem with the proofing. You may complete Paper Identify Proofing (see below).
- Once you’ve been notified that you passed the Identity Proofing, you may certify data submissions in the RCRAInfo Industry Application.

**Paper Identity Proofing/ESA**

- If you will be submitting the ESA in paper form, toggle the electronic Identity Proofing selection to “No.”
- Use the scroll bar on the right to scroll down to read the ESA in its entirety. The paper ESA is prefilled with the contact information that was provided when you registered for the RCRAInfo Industry Application.
- Click on the “Print” button at the bottom of the ESA to print the form.
- Sign and date the document and send the original with a wet signature to Kevin Snowden at the address provided on the form.
- You will not be able to certify data submissions in the RCRAInfo Industry Application module until the ESA has been received and processed by the EPA Region 7/Iowa System Administrator. However, you can still enter and view the data in the RCRAInfo Industry Application.
- Once the ESA has been processed, you will receive a message from [rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov) stating that the ESA status has changed from “Pending” to “Received.”
- Now you may certify data submissions in the RCRAInfo Industry Application.

#### Notes about the Electronic Signature Agreement:

- If you do not want to fill out an electronic signature agreement online, you can print the form and fill out the information and mail it to EPA Region 7. The paper form does not contain any personal information. If you mail a form, it will take a week or two longer to get access to the RCRAInfo Industry App.
- If you have completed an ESA for the RCRAInfo Industry App or for other EPA Applications through CDX (EPA's Central Data Exchange), you do not need to complete another one.
- An ESA only needs to be completed once per person, even if you request permissions for different sites in different states.
- Each person requesting Certifier or Site Manager permission will need to complete their own ESA.
- You must complete an ESA before you can submit a request for a new Site ID.
- The information from the ESA does not come to EPA or get stored anywhere in the RCRAInfo database. It uses Lexus/Nexus, much like applying for a loan or other financial information online. The only thing that comes to the RCRAInfo database is the approval.

#### Step 4. Start Entering Data.

- RCRA EPA ID number already exists for the facility
  - Go to RCRAInfo at <https://rcrainfo.epa.gov/rcrainfoprod/>
  - Enter your user ID and password, then click on **Sign In**.
  - Click on the site name.
  - Select the **myRCRAid** (or Biennial Report or e-Manifest) tab to create your submission.

#### Notes about RCRAInfo Industry App tabs:

**myRCRAid** tab is used to submit RCRA Subtitle C Site Identification form (EPA form 8700-12);

**Biennial Report** tab is used for the Hazardous Waste Report (EPA form 8700-13 A/B) for all Large Quantity Generators (LQG); Reverse Pharmaceuticals Distributors (RD); and Treatment, Storage, and Disposal Facilities (TSDF);

**e-Manifest** tab is used to submit Uniform Hazardous Waste Manifest information (EPA Form 8700-22).

- Click on **Create New Submission**
- Add/update any information
- Click **Review**
- If all data looks good, click **Submit**
- If changes are required, click **Make Changes**
- Click **Accept**
- Enter password, answer security question, click **Submit**
- After your myRCRAid submission has been accepted by EPA Region 7, you will receive an email like the one below:

*Dear User Name <User Name>,*

*Your myRCRAid submission for IAR000000000 – FACILITY NAME has been successfully submitted for review.*

*You may view the status by going to the myRCRAid Dashboard.*

*Thank you!*

*RCRAInfo Team*

➤ RCRA EPA ID number not yet assigned to the facility

- Go to RCRAInfo at <https://rcrainfo.epa.gov/rcrainfoprod/>
- Enter your user ID and password, then click on **Sign in**
- Click on **Request Site ID**
- Select State = Iowa
- Enter all information
- Click **Review**
- If all data looks good, click **Submit**
- If changes are required, click **Make Changes**
- Click **Accept**
- Enter password, answer security question, click **Submit**.
- After your myRCRAid submission has been submitted, you will receive an email from [rcrainfo.preprod.admin@epa.gov](mailto:rcrainfo.preprod.admin@epa.gov) like the one below:

*Dear User Name <User Name>,  
A myRCRAid submission for new site FACILITY NAME has been successfully submitted for review. You may view the status by going to the Requested Site IDs Dashboard.  
Thank you!  
RCRAInfo Team*

- Once your myRCRAid submission has been accepted, you will receive another email from [rcrainfo.preprod.admin@epa.gov](mailto:rcrainfo.preprod.admin@epa.gov) like the one below:

*Dear User Name <User Name>,  
Your myRCRAid request for FACILITY NAME has been accepted and assigned the ID IAR000000001. Please use this ID for all future submissions.  
Thank you!  
RCRAInfo Team*

- If there is a problem/question with your RCRAInfo Industry App submittal, you may receive a phone call for clarification or you will receive an email from [rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov) like the one below stating the application has been rejected and what steps need to be taken to resubmit the application.

*Dear User Name <User Name>,  
Your myRCRAid request to create a new site has been rejected for Facility Name. The administrator has provided the following comments:  
There is already a RCRA EPA ID number assigned to this location. RCRA EPA ID numbers are assigned to a location, not a company. If there is more than one company at this location, you will need to resubmit your myRCRAid application with an explanation of how the companies occupy the site. If you are doing business/generating hazardous waste at the location that was previously known as ABC Company, please resubmit your myRCRAid application using RCRA EPA ID number IAR000000001. If you have additional questions/concerns, send an email to [iowa.notifications@epa.gov](mailto:iowa.notifications@epa.gov) or call 913-551-7248. Thank you.  
Please contact your Administrator if you have questions or concerns.  
Thank you!  
RCRAInfo Team*

#### Other RCRAInfo Industry App Notes:

- When using the RCRAInfo Industry App to Request Site IDs or update existing RCRA EPA IDs, you will no longer receive a separate acknowledgement email with a Site Info Verification Report attached. The system generated email approval of myRCRAid submissions is the only acknowledgement you will receive. You can check the status of your site(s) in the RCRAInfo Industry App.
- When using the RCRAInfo Industry App, avoid using the Back button as it may result in data being lost.
- If you cannot enter all data in one sitting, click the **Finish Later** button and your data will be save as a draft to be completed later.
- When entering data in the RCRAInfo Industry App, you can enter upper or lower case. Once the data is accepted by EPA R7, the system changes everything (except comments/notes fields) to upper case.
- Passwords and Answers to Security Questions are case sensitive.

If you have any questions, please email [iowa.notifications@epa.gov](mailto:iowa.notifications@epa.gov) or phone 913-551-7248 and leave a message. A member of the RCRAInfo Team will respond within 1-2 business day.