

## Frequently Asked Questions about using myRCRAid to Notify Ohio EPA of HW Activity

*If my facility doesn't already have a RCRA ID can I use myRCRAid to get one?*

- At this time you can't use myRCRAid to get an ID number for a facility that's doesn't already have one. You can only submit subsequent notifications for existing ID numbers.
- In the near future Ohio EPA will be able to assign new ID numbers for notifications submitted electronically using myRCRAid. The notification web page will be updated with this news when it happens.

*What are the advantages to submitting a notification electronically?*

- Entry is faster than on paper and less error prone due to edit checks. The screen layout mirrors the federal notification form. The most recent record is pre-populated into the data entry screen for you to update as necessary. You can save your work and go back to finish it later.
- Acknowledgement of processing completion is prompt via email. A copy of what was submitted is attached to the acknowledgement email. No more waiting on a paper printout.
- If you need to edit the submission in response to a question from the Notification Coordinator, you won't have to start from scratch.

*What are the basic steps involved in getting set up to use myRCRAid?*

- If they don't already have one, the user gets a US EPA [Central Data Exchange](#) account and then applies for the myRCRAid service.
- The user prints, signs, and mails an Electronic Signature Agreement (ESA) to Ohio EPA.
- Once Ohio EPA receives the ESA and approves the user's request to use myRCRAid, the user will receive an email acknowledgement and can begin to work on a submission by selecting the RCRA ID from a list.
- See the step by step details in Ohio EPA's [myRCRAid User Guide](#).

*Who at my facility should apply to use myRCRAid?*

- The person who is going to sign the Certification statement on the form should get the account. There is no delegation capability so whoever is going to sign it is also the person that fills it out.
- User accounts and passwords should never be shared per US EPA's security requirements for electronic reporting.
- The person who electronically signs the form takes the responsibility of certifying that the information is true, accurate, and complete. If a consultant is completing the form on behalf of a client, it is recommended that the client delegate the responsibility in writing in case there are any questions about authorization.

*Where should I send the signed Electronic Signature Agreement?*

- U.S. Postal Service: Ohio EPA/DERR, Attn: Notification Coordinator, PO Box 1049, Columbus, OH 43216-1049
- Courier: Ohio EPA/DERR, Attn: Notification Coordinator, 50 W Town St Suite 700, Columbus, OH 43215

*Is Ohio EPA requiring the use of myRCRAid for notification?*

- Ohio EPA strongly recommends that companies with numerous locations use myRCRAid to lessen the burden of completing and processing paper forms.
- Ohio EPA recommends electronic notification for facilities that expect to submit multiple forms over time, but is not requiring that facilities use it.

*Does Ohio EPA charge a fee for ID assignment or use of myRCRAid?*

- There are no fees for processing ID requests, either on paper or electronic.

*I'm not sure whether the facility's location already has a RCRA ID. How do I find out?*

- Do a search using US EPA's [ECHO](#) or [Envirofacts](#) web sites. ECHO is updated weekly from the national RCRA database while Envirofacts is updated monthly.
- If you've tried the web sites but still need help, call Ohio EPA's Division of Environmental Response & Revitalization at (614) 644-2924.

*If I have problems with my user account and password for the Central Data Exchange, who do I contact?*

- Go to US EPA's [CDX Home page](#). Click on the links for "Forgot your Password?" or "Forgot your User ID", or click on the Contact Us link in the top right corner for more options.

*I already have a Central Data Exchange account. How do I apply for myRCRAid?*

- Adding the myRCRAid service to your account is the first step. See the instructions in Ohio EPA's [myRCRAid User Guide](#).

*Who do I contact at Ohio EPA with questions about completing the electronic form?*

- The Notification Coordinator is [Lexie Andrews](#), (614) 728-5332.
- The backup Notification Coordinator is [Paula Canter](#), (614) 644-2923.

*How will I know that Ohio EPA has received and processed my electronic submission?*

- At multiple points in the process, myRCRAid will deliver emails to the address associated with the user's account. You can check the status in myRCRAid's My Submissions tab. Under normal conditions the submission should be processed within two business days.

*I want to notify as a 72-hour Recycler but I don't see this activity on the electronic notification form. What should I do?*

- Write it in as a Comment in the space provided at the bottom of the form. 72-hour Recycler is an Ohio-specific activity that is not on the federal form that myRCRAid is based on.