



**Environmental
Protection Agency**

Division of Environmental Response & Revitalization

myRCRAid User Manual



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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 Ohio EPA paper Site Identification Forms (US EPA Form 8700-12 or OEPA 9029) to notify of their hazardous waste activities regulated under RCRA Subtitle C. Ohio EPA 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 provided the means for Ohio EPA to offer electronic Site Identification Form submittals for the purpose of updating information associated with existing 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 Ohio EPA's review.

The process in general terms is as follows:

Step 1 – A facility representative who is authorized to complete and certify the Site Identification Form establishes an account and registers for myRCRAid through US EPA's Central Data Exchange (CDX).

Step 2 – The regulating agency processes the Electronic Signature Agreement submitted by the facility representative. Ohio EPA is the regulating agency for facilities in Ohio.

Step 3 – Using the myRCRAid application via CDX, the facility representative selects facilities for which they have the authority to submit RCRA Subtitle C information.

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 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

This application has been tested using Internet Explorer 7, 8, and 9. These browsers are recommended for best results.

The system will time-out if the application is idle for more than thirty minutes. Therefore, it is highly recommended that you save your work periodically, especially if you are entering information on the Add a Site Identification Form screen. To save your work on the Add a Site Identification Form screen, click the “Submit” button on the bottom of the screen, address any errors, and then click “Leave Submission Unsigned”. You can continue filling out the form later by going to the “View Activity” link in the “My Submissions” tab and clicking the appropriate transaction. Note: Entering information on the Site Identification Form does not, in itself, constitute system activity.

HELP RESOURCES

For additional information on how to complete the Site Identification Form, consult Ohio EPA's [Notification of Regulated Waste Activity: Instructions and Form booklet](#) located at the [Notification home page](#).

Listed below are the mailing address and contact information for the Division of Environmental Response & Revitalization staff that can answer questions about EPA ID numbers and form completion.

Ohio Environmental Protection Agency
Division of Environmental Response & Revitalization
P.O. Box 1049
Columbus, OH 43216-1049

Lexie Andrews, Notification Coordinator
(614) 728-5332
alexis.andrews@epa.ohio.gov

Paula Canter, System Administrator
(614) 644-2923
paula.canter@epa.ohio.gov

An online training course is also available on how to use the myRCRAid application. See the chapter titled "Online Training" for additional information.

LET'S GET STARTED

You must be registered with the federal Central Data Exchange (CDX) and be approved by Ohio EPA before you are eligible to submit Site Identification Forms via myRCRAid. Refer to the CDX Registration chapter on how to obtain a CDX user id and password and how to receive approval from the Ohio EPA.

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.

CDX REGISTRATION

In order to use the myRCRAid application, you must be a registered user on US EPA's Central Data Exchange (CDX).

CORE REGISTRATION

To register for a myRCRAid user id, enter the URL <https://cdx.epa.gov> in your browser. The Central Data Exchange Home page will be displayed.



Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your password?](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) – the Agency’s electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Click the “Register with CDX” button on the top right portion of the screen.



The CDX Terms and Conditions will be displayed.

Terms and Conditions

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Please carefully read all of the terms and conditions associated with this registration. If you agree to these terms, click the “I Accept” radio button at the bottom of the page and click the “Proceed” button to continue the registration process.

-
- I Accept
 - I Decline

Proceed **Cancel**

REQUEST PROGRAM SERVICE

The Core CDX Registration – Request Program Service screen will be displayed.

CDX Core CDX Registration

 [Contact Us](#)

1. Program Service 2. Role Access 3. User and Organization 4. Confirmation

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

ACRES: Assessment Cleanup and Redevelopment Exchange System

ARCS: Aircraft Reporting and Compliance System

CEDRI: Compliance and Emissions Data Reporting Interface

CROMERRS: CROss-Media Electronic Reporting Rule Services

In the Active Program Services List, type “myRCRAid”.



Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

myrcraid

MYRCRAID: My Resource Conservation and Recovery Act Identification

Cancel

The “MYRCRAID: My Resource Conservation and Recovery Act Identification” program service will be listed. To select this program service, click the link “MYRCRAID: My Resource Conservation and Recovery Act Identification”.

REQUEST ROLE ACCESS

The Core CDX – Registration – Request Role Access screen will be displayed.



Registration Information

Program Service
My Resource Conservation and Recovery Act Identification

Role
Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Request Role Access Cancel

Your role will be the two-letter state postal code for the state in which the regulated facility is located. For an Ohio facility select OH from the drop-down list provided, then click “Request Role Access”.

Note: A separate Electronic Signature Agreement (ESA) must be completed for each state that a user will be submitting notifications to. See “Adding Additional Roles to myRCRAid”.

USER INFORMATION

The Core CDX Registration – The Provide User and Organization Information screen will be displayed.

CONTACT US

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information

Program Service
My Resource Conservation and Recovery Act Identification

Role
Submitter: MT

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

User ID *

Title *
Mr

First Name *

Part 1 of this screen asks the user to create a User ID and provide a name, password, and security questions. Click “Description of Fields” for information on how to complete the form. The fields with an asterisk indicate that the information is required. Note: The password that you provide is case-sensitive.

ORGANIZATION INFORMATION

Part 2 of this screen asks 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.

Part 2: Organization Information

Search for your organization using the text box below.

To find your organization, type all or a portion of your organization name into the box and click “Search”. The organizations matching or containing the name that you entered will be displayed.

Part 2: Organization Information

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Select your organization from the table below.

Organization Id	Organization Name	Address	City	State	ZIP Code
15458	ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVE NW	WASHINGTON	DC	20460
19475	ENVIRONMENTAL PROTECTION AGENCY	109 TW ALEXANDER DRIVE	RESEARCH TRIANGLE PARK	NC	27711

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Click the Organization ID associated with your organization. You will be prompted to supply additional contact information including email address and telephone number. Once you have completed this form (both Part 1 and Part 2), click “Submit Request for Access”.

Provide Additional Contact Information:

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

[Submit Request for Access](#)

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

Part 2: Organization Information

Search for your organization using the search criteria below.

Organization Name

Country

Mailing Address

Mailing Address 2

City

State

ZIP/Postal Code

Wrong organization information? [Back to Search Results](#) or [request that we add 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.

Part 2: Organization Information

Organization Name *	<input type="text"/>	Country *	UNITED STATES <input type="button" value="v"/>
Mailing Address *	<input type="text"/>		
Mailing Address 2	<input type="text"/>		
City *	<input type="text"/>		
State *	<input type="text"/>		<input type="button" value="v"/>
ZIP/Postal Code *	<input type="text"/>		
Email *	<input type="text"/>		
Re-enter Email *	<input type="text"/>		
Phone Number *	<input type="text"/>		
Phone Number Ext	<input type="text"/>		
Fax Number	<input type="text"/>		

[Back to Search Results](#) [Submit Request for Access](#)

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

CONFIRMATION

The Confirmation screen will be displayed.

Confirmation [Contact Us](#)

A few more steps...

You will soon receive an email confirmation message (at bsixbury@goldsystems.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam.

Confirmation Number: c2d4dfa8-be96-48b5-895b-f93f2eb35484

[Return to CDX Home](#)

You will receive an email at the email address that you provided on the previous screen that will contain a hyperlink; you must click it to complete the registration process.

You have successfully created an account with the EPA Central Data Exchange (CDX).

In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (JPUBLIC2) and Password that were selected during the registration process.

<https://cdx.epa.gov/Registration/EmailValidation?code=37e8b17c-5eb1-4b21-bb0e-43ab9c0a643e>

The Central Data Exchange login page will be displayed.



CDX Central Data Exchange ✉ [Contact Us](#)

Log In

User ID

Password

[Log In to CDX](#)

[Register with CDX](#) [Forgot your Password?](#) [Forgot your User ID?](#) [Help](#)

Enter your user id and password that you specified during the registration process and click “Log In to CDX”. CDX will prompt you to change your CDX password every 90 days.

ELECTRONIC SIGNATURE AGREEMENT

The CDX Registration – Additional Verification screen will be displayed asking you to enter into an Electronic Signature Agreement. This will authorize CDX to use your electronic signature to sign and/or encrypt information for your myRCRAid submittals.

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

To sign the paper form, click the “Sign Paper Form” button at the bottom of the screen.

Sign Paper Form

The agreement will be displayed in a separate window. Click the “Print to Mail” button to send the agreement to a printer.

Print to Mail

Carefully read the agreement. If you agree to all of the terms and conditions outlined in the agreement, sign and date the last page of the agreement and mail the original document to the Ohio EPA address at the link printed on the bottom of the agreement on the last page. The addresses are listed below.

US Postal Service Mailing Address:

Ohio EPA/DERR
Attn: Notification Coordinator
PO Box 1049
Columbus OH 43216-1049

Courier Address:

Ohio EPA/DERR
Attn: Notification Coordinator
50 W Town St Suite 700
Columbus OH 43215

Note: You MUST retain a copy of this document as long as you continue to represent the regulated entity as signatory of the company’s electronic submission.

Your online registration is now complete. The Central Data Exchange screen will be displayed.

Central Data Exchange Contact Us
Last Login: 8/22/2012 10:16:21 AM

MyCDX | **Inbox (1)** | My Profile | Submission History

Services **News and Updates**

[Manage Your Program Services](#) No news/updates.

Status	Program Service Name	Role(s)
	MYRCRAID: My Resource Conservation and Recovery Act Identification	Submit a Site Notification Form

[Add Program Service](#)

From this screen you can check your CDX Inbox, view or change information associated with your profile, see your CDX submission history, and add or manage your program services. The initial status of your MYRCRAID program service will be “Awaiting ESA Approval”. Once your ESA has been approved, the status of your MYRCRAID program service will be “Active”. You will receive an email notice when this occurs. Once your status has been set to “Active”, you can go to the MYRCRAID program service by clicking the “Submit a Site Notification Form” link under Role(s).

The first time that you log into CDX after you have been approved, you will be prompted to supply challenge questions and answers. These will be used as part of the validation process of your electronic signature. The answers that you supply are NOT case-sensitive.

CDX Registration: Additional Verification

1. Identity Verification 2. **Electronic Signature Agreement**

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

<input type="text"/>	▼

[Save Answers](#)

Click “Save Answers” once you have completed all five challenge questions. Note: You will NOT be able to submit a Site Identification Form if you cannot provide the correct answer to your challenge question. To ensure that you know the answers to your questions, you may want to record your answers and store them in a safe location. If you forget the answers to your challenge questions, please contact the CDX Help Desk at 888-890-1995 for further assistance.

At this time, you will proceed to the MyCDX screen where you will be able to submit your notification form via myRCRAid.

ADDING THE MYRCRAID SERVICE TO AN EXISTING CDX USER 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 to your user id; to do this log into CDX with your user id and password.

Central Data Exchange Contact
Last Login: 9/28/2012 9:25:01 A

MyCDX | Inbox (3) | My Profile | Submission History

Services | **News and Updates**

[Manage Your Program Services](#) | No news/updates.

Status	Program Service Name	Role(s)
	MYRCRAID: My Resource Conservation and Recovery Act Identification	Submit a Site Notification Form

[Add Program Service](#)

Click either the “My Profile” or the “Manage Your Program Services” link. If you click the “My Profile” tab, the following screen will be displayed.

User Information

User ID: JPUBLIC2

Name: Mr John Public

Last Updated: 12/4/2012 3:17:10 PM

Registration Date: 12/3/2012 12:16:07 PM

Security Question 1: What was your childhood phone number including area code (###-###-####)?

Security Question 2: If you could be any animal, what would it be?

Security Question 3: Who is your favorite cartoon character?

Organization Information

Primary Organization = 

Org. ID	Name	Address
15458	ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVE NW, Mail Code: 7405M, WASHINGTON, DC, 20460, US 

[Modify User / Organization Information](#)

[Manage Your Program Services](#)

To add the MYRCRAID program service, click “Manage Your Program Services”. The Manage Program Services screen will be displayed. Note: This is the screen that is displayed if you click “Manage Your Program Services” from the MyCDX screen above.

Central Data Exchange

[Contact Us](#)

Last Login: 12/3/2012 12:16:07 PM

You are here: [MyCDX](#) » Manage Program Services

Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

[Collapse/Expand All](#)

Program Service	Role	Program ID	Status	View Details
ENVIRONMENTAL PROTECTION AGENCY, 1200 PENNSYLVANIA AVE NW, Mail Code: 7405M, WASHINGTON, DC 20460, (555) 123-4567				
MYRCRAID: My Resource Conservation and Recovery Act Identification				Request New Role

[Add Program Service](#)

[Back to MyCDX](#)

Click “Add Program Service.” In the Active Program Services List, type “myrcraid”.

Edit Account Profile

[Contact Us](#)

Last Login: 12/3/2012 12:17:03 PM

1. Request Program Service 2. Request Role Access 3. Organization Information

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

MYRCRAID: My Resource Conservation and Recovery Act Identification

Cancel

The “MYRCRAID: My Resource Conservation and Recovery Act Identification” program service will be listed. To select this program service, click the link “MYRCRAID: My Resource Conservation and Recovery Act Identification”.

The Edit Account Profile – Request Role Access screen will be displayed.

Edit Account Profile

[Contact Us](#)

Last Login: 12/3/2012 12:17:03 PM

1. Request Program Service  2. Request Role Access 3. Organization Information

Registration Information

Program Service: My Resource Conservation and Recovery Act Identification

Role: Not selected

Select Role

Request Role Access Cancel

Your role is the two-letter state postal code for the state in which the regulated facility is located. Select the appropriate value from the drop-down list provided, and then click “Request Role Access”.

The Edit Account Profile – Organization Information screen will be displayed.

Provide Organization Details

Select a Current Organization
 Request to Add an Organization

Select a Current Organization

Select an organization from the dropdown list.

ENVIRONMENTAL PROTECTION AGENCY (1200 PENNSYLVANIA AVE NW, Mail Code: 7405M, WASHINGTON, DC, 20460

Submit Request for Access

Cancel Request

Select your organization from the drop-down list provided and click “Submit Request for Access”. If the appropriate organization is not listed, select the “Request to Add an Organization” radio button. You will be asked to search for your organization as described in Core CDX Registration – Organization Information section above. See this section for additional information on adding an organization.

ADDING ADDITIONAL STATE-BASED ROLES TO MYRCRAID

In some instances, a user may need to have more than one role (i.e., be authorized in more than one state) for the MYRCRAID program service. When you first register with CDX, you can only specify one role/state. To add additional roles, click either the “My Profile” tab or the “Manage Your Program Services” link from the MyCDX screen.

Central Data Exchange

[Contact Us](#)
Last Login: 12/3/2012 12:17:03 PM

MyCDX | **Inbox (2)** | My Profile | Submission History

Services | **News and Updates**

[Manage Your Program Services](#) | No news/updates.

Status	Program Service Name	Role(s)
	MYRCRAID: My Resource Conservation and Recovery Act Identification	Submit a Site Notification Form

[Add Program Service](#)

If you click the “My Profile” tab, the following screen will be displayed.

Central Data Exchange

[Contact Us](#)
Last Login: 12/3/2012 12:17:03 PM

MyCDX | **Inbox (2)** | **My Profile** | Submission History

User Information

User ID: JPUBLIC2
Name: Mr John Public
Last Updated: 12/3/2012 12:49:18 PM
Registration Date: 12/3/2012 12:16:07 PM

Security Question 1: What was your childhood phone number including area code (###-###-####)?
Security Question 2: If you could be any animal, what would it be?
Security Question 3: Who is your favorite cartoon character?

Organization Information

Primary Organization =

Org. ID	Name	Address
15458	ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVE NW, Mail Code: 7405M, WASHINGTON, DC, 20460, US

[Modify User / Organization Information](#) | [Manage Your Program Services](#)

To add additional roles, click “Manage Your Program Services”. The Manage Program Services screen will be displayed. Note: This is the screen that is displayed if you click “Manage Your Program Services” from the MyCDX screen above.

Manage Program Services

[Add Program Service](#) [Back to MyCDX](#)

[Collapse/Expand All](#)

Program Service	Role	Program ID	Status	View Details
ENVIRONMENTAL PROTECTION AGENCY, 1200 PENNSYLVANIA AVE NW, Mail Code: 7405M, WASHINGTON, DC 20460, (555) 123-4567				
▶ MYRCRAID: My Resource Conservation and Recovery Act Identification				➕ Request New Role
▼				

[Add Program Service](#) [Back to MyCDX](#)

Click “Request New Role.” The Select Role screen will be displayed.

Request a New Role

Select Role

Select the program service and role from the lists below. If the organization does not exist in the dropdown list, add the organization first.

Organization: ENVIRONMENTAL PROTECTION AGENCY
Name: MYRCRAID
Program Service:
Code:

Select a Role:

[Add Selected Role](#) [Back](#)

The role is the two-letter state postal code for the state you wish to add to your account. Select the appropriate value from the drop-down list provided, and then click “Add Selected Role”. You will need to sign an Electronic Signature Agreement for EACH role that you request.

MY SITES

To access the MyRCRAid application click “Submit a Site Notification” from the MyCDX tab in your CDX account.

MyCDX | **Inbox (3)** | My Profile | Submission History

Services | **News and Updates**

Manage Your Program Services

No news/updates.

Status	Program Service Name	Role(s)
	MYRCRAID: My Resource Conservation and Recovery Act Identification	Submit a Site Notification Form

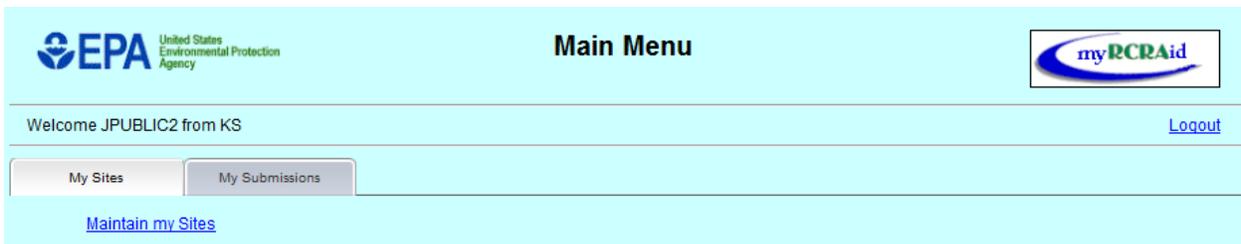
[Add Program Service](#)

When you arrive at the myRCRAid application, the “My Sites” tab is selected. This tab currently contains a link for you to maintain a list of the sites for which your organization authorizes you to submit Site Identification forms.

Note: If a user is accessing MyRCRAid for the first time no sites will be shown. Follow the procedure below to add sites to your site list.

MAINTAIN MY SITES

From the “My Sites” tab, click the “Maintain my Sites” link to see the sites for which you are authorized to submit Site Identification forms or add additional facilities.



 **United States Environmental Protection Agency**

Main Menu



Welcome JPUBLIC2 from KS [Logout](#)

My Sites | My Submissions

[Maintain my Sites](#)

The sites for which you have been authorized will be displayed. If you are authorized for sites in more than one State, **ALL** of the sites that you are authorized for will be displayed, not just the sites in the State that you selected upon logon.

Welcome JPUBLIC2 from KS

[Logout](#)**Maintaining your Site List**

Below is the list of sites that you have claimed responsibility for regarding the submission of U.S. Environmental Protection Agency Site ID Notification forms.

You can click on the "Add Site" button to add sites to your list or click on the "Remove" button next to the respective site that you would like to delete.

Site ID	Site Name	Site Address	
KSDTESTID001	WE GENERATE WASTE #1234	1001 NOWHERE DRIVE , WHEAT CITY, KS - 00000	<input type="button" value="Remove"/>

To add a new site to this list, click the "Add a Site" button.

Welcome JPUBLIC2 from MO

[Logout](#)**Maintaining your Site List**

Scroll through the list below or click in the site list box and begin typing the name of your facility to find your site. Click on your site and then click on the "Add" button. If you are responsible for more than one site, click on the "Add Another" button, find your next site and then click the "Add" button. You can repeat this process as many times as you need to. When you are finished, click the "My Sites" button and you will see the sites that you have chosen.

Register a Site ID

Your state - MO - does not participate in myRCRAid

You will get a list of **ALL** of the sites in the state in alphabetical order by site name. (Note: Only sites that have previously notified of RCRA Subtitle C activity within RCRAInfo will be displayed. You cannot use myRCRAid to request an ID for a location that doesn't already have one.) RCRA IDs are site-specific; if an ID was assigned previously to a location it will be displayed in the list under the name of the most recent occupant that notified Ohio EPA of their regulated activity. If you have any questions about ID re-use or can't find the site by name, contact Ohio EPA's Notification Coordinator. You can use US EPA's [Envirofacts](#) web site to search for RCRA IDs by address.

 **Add a New Site** 

Welcome JPUBLIC2 from KS [Logout](#)

Maintaining your Site List

Scroll through the list below or click in the site list box and begin typing the name of your facility to find your site. Click on your site and then click on the "Add" button. If you are responsible for more than one site, click on the "Add Another" button, find your next site and then click the "Add" button. You can repeat this process as many times as you need to. When you are finished, click the "My Sites" button and you will see the sites that you have chosen.

Register a Site ID

12TH & HASKELL RECYCLE CENTER, INC - (KSR000511147) - 1146 HASKELL AVE , LAWRENCE, KS - 66044
 169 AUTO PARTS INC - (KSD981716004) - 22218 LONE ELM RD , SPRING HILL, KS - 66083
 190TH ARW/CEV FORBES FIELD (ANG) - (KS0572824043) - 5920 SE COYOTE , TOPEKA, KS - 66619
 19TH STREET AUTO RECYCLING - (KSD981711302) - 2005 E 19TH , LAWRENCE, KS - 66046
 21ST CENTURY EQUIPMENT, LLC - (KSD031316854) - 232 E HWY 96 , LEOTI, KS - 67861
 321 KAWASAKI - (KSD121764336) - 2405 W CENTRAL , EL DORADO, KS - 67042
 3P-PROCESSING - (KSD073323081) - 1702 S KNIGHT , WICHITA, KS - 67213
 54 PICK-UP - (KSR000500371) - 2600 E 1ST ST , PRATT, KS - 67124
 5TH GEAR MOTORSPORTS - (KSR000015818) - 2528 S KANSAS AVE , TOPEKA, KS - 66611
 7 ELEVEN 13242 - (KSR000009373) - 2924 S 47TH , KANSAS CITY, KS - 66106

Highlight the site that you want to add to your Site List and click "Add".

 **Add a New Site** 

Welcome JPUBLIC2 from KS [Logout](#)

Maintaining your Site List

Scroll through the list below or click in the site list box and begin typing the name of your facility to find your site. Click on your site and then click on the "Add" button. If you are responsible for more than one site, click on the "Add Another" button, find your next site and then click the "Add" button. You can repeat this process as many times as you need to. When you are finished, click the "My Sites" button and you will see the sites that you have chosen.

Register a Site ID

WAVERLY AUTO PARTS - (KSD067956532) - 407 PEARSON , WAVERLY, KS - 66871
 WAYMAN BRORS - (KSD981703291) - 100 S BALTIMORE , DERBY, KS - 67037
 WAYNES PRINTING & COPYING INC - (KSR000509257) - 26 S MAIN , HUTCHINSON, KS - 67501
 WE GENERATE WASTE #1234 - (KSDTESTID001) - 1001 NOWHERE DRIVE , WHEAT CITY, KS - 00000
WE GENERATE WASTE #1235 - (KSDTESTID002) - 502 ANYWHERE PLACE , CATTLE TOWN, KS - 11111
 WE MAC MFG - (KSR000010272) - 11016 W HWY 59 , ATCHISON, KS - 66002
 WEAR TECHNOLOGY - (KSD021355490) - 2085 E 1ST , MCPHERSON, KS - 67460
 WEAVER PEACOCK PRESS - (KSD985002286) - 3250 E 27TH N , WICHITA, KS - 67220
 WEAVER'S AUTO CENTER INC - (KSR000504779) - 6502 VISTA DR , SHAWNEE, KS - 66218
 WEBB ELEC MOTOR REBUILDING - (KSD984973883) - 1032 E HARRY , WICHITA, KS - 67211

The screen will show that the site you selected was added to your Site List. To add another site from the same State to your Site List, click "Add Another". You can add as many sites for this State as appropriate. Once you have added all of your sites, click "My Site List" to go to your complete Site List.

Note: To add another site from a different State, you will need to exit and re-log into the myRCRAid application, selecting the role (i.e., the other State) for that site.

**New Site Saved**

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Register a Site ID

Site ID: KSDTESTID002

EPA Site Name: WE GENERATE WASTE #1235

Add AnotherMy Site List

MY SUBMISSIONS

The “My Submissions” tab is used to create a new submission of a Site Identification form or to view and/or update past submissions.

CREATE A NEW SUBMISSION

To create a new submission, click the “My Submissions” tab, and then click “Create a New Submission”. The Submit New Site Information screen will be displayed.

**Submit New Site Information**

Welcome JPUBLIC2 from KS[Logout](#)

Submitting Forms for a Site

Click in the Site ID box to select one of your registered Site IDs. If you do not see the Site ID in the box, you may have a pending submission for that Site. Please click Cancel and then View Activity to confirm that the Site you are looking for does not have a pending submission. Not all States participate in this program, and a State may choose the forms they will accept.

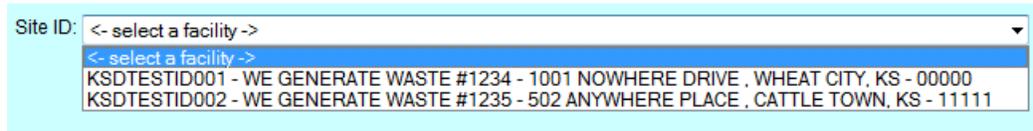
You must have successfully added a Facility and be approved for submissions before the ID will appear in the Site ID box. If you do not see the site that you want to submit information for click here to register.

Click Continue after you have made your selection.

Site ID: <- select a facility ->

ContinueCancel

This screen contains a Site ID drop-down list which will show ALL of the sites for which your organization authorizes you to submit Site Identification information, including sites from other States.

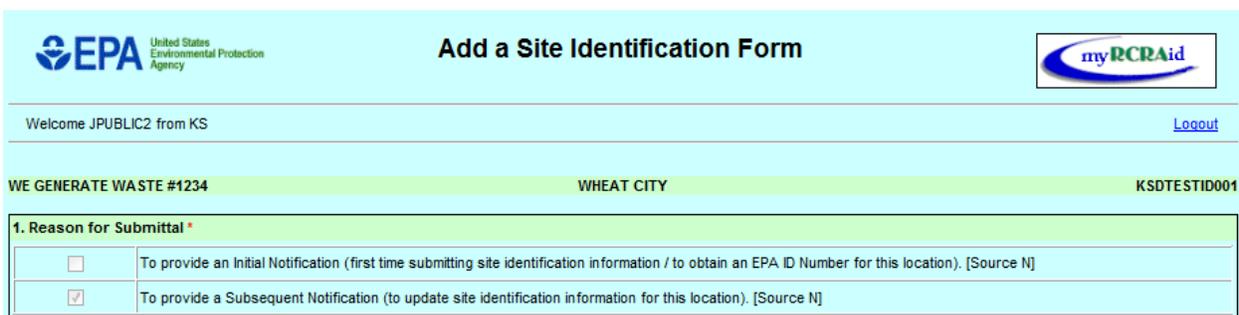


Site ID: <- select a facility ->

- <- select a facility ->
- KSDTESTID001 - WE GENERATE WASTE #1234 - 1001 NOWHERE DRIVE , WHEAT CITY, KS - 00000
- KSDTESTID002 - WE GENERATE WASTE #1235 - 502 ANYWHERE PLACE , CATTLE TOWN, KS - 11111

To select the site for this submission, click the appropriate site from the drop-down list, and click “Continue”. Note: If a site has a “pending” transaction, that is, a submission that has not been signed or a submission that has not been approved, you cannot create a new submission for that site and that site will not be listed in the drop-down list. If a site you want to submit a form for is not displayed in the drop-down list and does not have a pending transaction, then you need to add it to your Site List. Please see the chapter titled “My Sites” for information on adding sites to your Site List.

Once you select a site and click “Continue”, the “Add a Site Identification Form” screen will be displayed. Note: It may take a few seconds before the screen is fully displayed. Do NOT begin entering information until the screen refreshes completely.



 United States Environmental Protection Agency

Add a Site Identification Form



Welcome JPUBLIC2 from KS [Logout](#)

WE GENERATE WASTE #1234 **WHEAT CITY** **KSDTESTID001**

1. Reason for Submittal *

<input type="checkbox"/>	To provide an Initial Notification (first time submitting site identification information / to obtain an EPA ID Number for this location). [Source N]
<input checked="" type="checkbox"/>	To provide a Subsequent Notification (to update site identification information for this location). [Source N]

This screen closely mimics the layout of the paper US EPA Form 8700-12 (RCRA Subtitle C Site Identification Form). The form is pre-populated with the most recent information for this site contained in US EPA’s national hazardous waste database (RCRAInfo). This saves you time, in that you do not have to complete the form from scratch. You only have to change the items where the information is different for this submission, and remove any incorrect or old information. The pre-population of the form also adds a level of consistency for the site name and addresses from

submission to submission. Please carefully review the pre-populated data to verify its accuracy. Information for each section of this form is provided below.

REASON FOR SUBMITTAL

The myRCRAid application can only be used to provide notification of RCRA Subtitle C activity to the Ohio EPA for sites that already have an ID. The reason for submittal cannot be changed.

1. Reason for Submittal *	
<input type="checkbox"/>	To provide an Initial Notification (first time submitting site identification information / to obtain an EPA ID Number for this location). [Source N]
<input checked="" type="checkbox"/>	To provide a Subsequent Notification (to update site identification information for this location). [Source N]

SITE ID

The Site ID section shows the EPA Identification Number that has been previously assigned to this site. The Activity Location is also displayed in this section. This indicates the State in which the activity is occurring. Since the act of submitting a Site Identification Form must always occur within the State in which the site is located, this field is pre-populated with the State in which the site is located and cannot be changed.

2. Site ID			
EPA ID: *	KSR000005942	Activity Location: *	KS

SITE NAME

The site name you provide should be the legal name of your site. This name can be up to 80 characters in length and must be provided.

3. Site Name	
Name: *	WE GENERATE WASTE #1234

Please do not use any punctuation nor special characters in the name and address fields other than `~!@#\$\$%^&*()_+={}[|\:;,.?/

SITE LOCATION

The site location is the physical address of the site. This address **CANNOT** be a post office box or route number. Note: A new EPA Identification Number is required if you change the location of your site.

The Street Number associated with Street 1 should be provided as part of the Street 1 field (up to 30 characters). The Site Location must contain information for the following fields: Street 1, City (up to 25 characters), County (drop-down list), State (drop-down list), Country (drop-down list), and Zip Code (up to 14 characters, dashes are permitted).

The Site Location State must be the same as indicated by the first two characters of the EPA Identification Number, unless this site is located outside of the U.S. For example, if the EPA Identification Number is OHD000111222, then the Site Location State must be "Ohio". Only foreign hazardous waste transporters, with their headquarters located in another country, may provide a Site Location Country outside of the U.S.

The Site Location County list is based on the counties within the Site Location State specified.

Ohio EPA uses the State District field to further categorize sites based on their Site Location. This field is not a part of the paper Site Identification Form. It will be populated with the most recent value in RCRAInfo, but can only be changed by Ohio EPA during the approval process. You cannot change this value in your submission.

4. Site Location (Physical address, not P.O. Box or Route)					Select Address to Copy From ▼
Number:	<input type="text"/>				
Street 1: *	<input type="text" value="1001 NOWHERE DRIVE"/>				
Street 2:	<input type="text"/>				
City, Town or Village: *	<input type="text" value="WHEAT CITY"/>	County: *	<input type="text" value="ALLEN"/>		
State: *	<input type="text" value="KANSAS"/>	Country: *	<input type="text" value="UNITED STATES"/>	Zip Code: *	<input type="text" value="00000"/>
State District:	<input type="text"/>				

SITE LAND TYPE

Select the Site Land Type that best describes the land type for your site. You can select only one type from the drop-down list provided. If your site's Land Type could be described as Municipal and another Land Type, such as County, District, or Tribal, do not select Municipal, but rather select the other Land Type (i.e., County, District, or Tribal). You must provide a Site Land Type.

5. Site Land Type

Land Type: *

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

In the NAICS A field, provide the NAICS code that best describes your site's primary business production process for your products or services. The NAICS code provided must contain at least 5 digits and no more than 6 digits. In the NAICS B, C, and D fields, optionally provide the NAICS code(s) that describe the other business production processes for your site. Again, these codes must be 5- or 6-digit codes. At a minimum, the primary NAICS code (NAICS A) must be provided.

6. North American Industry Classification System (NAICS) [Hint](#)

[Find NAICS](#)

NAICS A: * (Primary) NAICS B: NAICS C: NAICS D:

If you do not know the NAICS code associated with your products or services, click the "Find NAICS" link. The following pop-up window will be displayed.

1563 NAICS Available

Code: Description: [Search](#)

	>> A.
	>> B.
	>> C.
	>> D.

[Clear Search](#) [Clear Selected](#) [Save to Form](#) [Close](#)

To search for a NAICS code, enter as much of the 6-digit code that you know in the Code field and/or enter keywords into the Description field. Click "Search". Any NAICS code(s) matching your specified criteria will be displayed. To select a value, click on the value to highlight the row

and then click the arrows next to the NAICS code field that you wish to populate (ex. click the button next to 'A' to add the selected code to the 'NAICS A' field).

1563 NAICS Available	
Code: <input type="text"/>	Description: <input type="text" value="Gold"/> Search
<div style="border: 1px solid black; padding: 2px;"> <p>GOLD ORE AND SILVER ORE MINING</p> <p>GOLD ORE MINING</p> </div>	<div style="display: flex; flex-direction: column; align-items: flex-start;"> <div style="margin-bottom: 10px;"> <input type="button" value=">>"/> A. 21222 </div> <div style="margin-bottom: 10px;"> <input type="button" value=">>"/> B. </div> <div style="margin-bottom: 10px;"> <input type="button" value=">>"/> C. </div> <div> <input type="button" value=">>"/> D. </div> </div>
Clear Search Clear Selected Save to Form Close	

You can populate NAICS A, B, C, and D from the search screen by selecting various products and services from the search list. Note: The NAICS codes provided in A, B, C, and D must be unique (i.e., you cannot have the same NAICS code in more than one field). To save these values to the form, click "Save to Form", then click "Close" to return to the Site Identification Form. You can obtain additional information about NAICS codes at:

<http://www.census.gov/eos/www/naics>

SITE MAILING ADDRESS

The Site Mailing Address is the address that is to be used to send correspondence to the site through the U.S. Postal Service.

7. Site Mailing Address				Select Address to Copy From ▾
Number:	<input type="text"/>			
Street 1: *	<input type="text" value="1001 NOWHERE DRIVE"/>			
Street 2:	<input type="text"/>			
City, Town or Village: *	<input type="text" value="WHEAT CITY"/>			
State: *	<input type="text" value="KANSAS"/> ▾	Country: *	<input type="text" value="UNITED STATES"/> ▾	Zip Code: * <input type="text" value="00000"/>

The Street Number associated with Street 1 should be provided as part of the Street 1 field (up to 30 characters). The Site Mailing Address must contain information for the following fields:

Street 1, City (up to 25 characters), Country (drop-down list), and Zip Code (up to 14 characters, dashes are permitted). The Site Mailing State must also be provided if the mailing address is a U.S. address. If a location address and/or contact address exists for this site, you can copy that address into the Site Mailing Address by selecting the appropriate address from the “Select Address to Copy From” drop-down list in the upper right-hand corner of this section.

SITE CONTACT PERSON

You must provide the First Name (up to 15 characters), Last Name (up to 15 characters), and Telephone Number (up to 15 characters and without dashes) of the individual who should be contacted regarding the information submitted on the Site Identification Form. You should provide a Title (up to 45 characters), contact address and E-mail Address (up to 80 characters). The contact address information can be completed in a manner similar to the Site Mailing Address described above.

8. Site Contact Person					
First Name: *	JOHN	Middle Initial:	Q	Last Name: *	PUBLIC
Title:	ENVIRONMENTAL SCIENTIST				

8a. Site Contact Address					Select Address to Copy From
Number:					
Number:	1001 NOWHERE DRIVE				
Street 2:					
City, Town or Village:	WHEAT CITY				
State:	KANSAS	Country:	UNITED STATES	Zip Code:	00000
Email Address:	JQPUBLIC@WGW.COM				
Phone Number: *	123-456-7890	Ext:		Fax:	

LEGAL OWNER AND OPERATOR

This section should be used to indicate ALL current owners and operators of this site. An Owner is the person who owns a RCRA site or part of a RCRA site. This includes the owner(s) of the building(s) and/or land. This may be an individual, company, or business name. An Operator is the person responsible for the overall operation of a RCRA site. This is the legal entity which controls the RCRA site operation rather than the plant or site manager. This is usually a company or business name, but may be an individual.

9. Legal Owner and Operator * Hint						
A. Legal Owner Add Delete All Owners						
Seq.	Ind.	Type	Name	Address	Date Became Current	Date Ended Current
1	CO	P	JANE DOE	US	10/15/2010	
B. Legal Operator Add Delete All Operators						
Seq.	Ind.	Type	Name	Address	Date Became Current	Date Ended Current
2	CP	P	JOHN PUBLIC	US	10/15/2010	

To add an owner or operator, click “Add” next to Legal Owner or Legal Operator as appropriate. The pop-up window shown below will be displayed. At a minimum, you must provide an Owner / Operator Type (drop-down list), the Date in which this Owner / Operator Became the Current Owner / Operator (date on or after January 1, 1600), the Owner / Operator Name (up to 40 characters) and the Owner / Operator address (similar to site mailing and contact addresses above). Optionally, you may provide Owner / Operator Telephone Number (up to 15 characters are permitted), and Notes (up to 2000 characters).

If an owner/operator is no longer current please remove them from the submission. You can do this by clicking on the owner/operator name; a pop up box will appear. Within the popup box click “delete this owner/operator”. Once this is complete enter in the current owner/operator by clicking “Add”.

You may also populate this information by copying the information from an existing owner or operator of this site. To use this feature, select the appropriate Owner or Operator from the “Copy From” drop-down list.

Once you have completed the information on this window, click “Save This Owner” or “Save This Operator” to return to the Site Identification form. To return to the form without saving the Owner or Operator information, click “Cancel”.

Add/Edit/Delete Owner	
Copy From:	JOHN PUBLIC Copy
Owner Indicator: *	Owner
Owner Type: *	Select a Type
Date Became Current: *	<input type="text"/>
Date Ended Current:	<input type="text"/>
Name:*	<input type="text"/>

Street No:	<input type="text"/>
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
State:	Select a State <input type="button" value="v"/>
Zip:	<input type="text"/>
Country:	UNITED STATES <input type="button" value="v"/>
Phone:	<input type="text"/>
Notes:	<input type="text"/>
Clear Notes	
Chars Remaining	2000
Save This Owner Cancel	

You must provide information for at least one owner and one operator for your site.

TYPE OF FEDERAL REGULATED WASTE ACTIVITY

This section indicates the current activities being conducted at this site. Current activities mean activities that are in effect when the form is submitted. The information that you provide in this section will be considered current as of the date that you certify the form. All regulated activities must be provided. To specify a Generator of Hazardous Waste (Federal), select the appropriate value from the drop-down list provided. State generator status will be populated by Ohio EPA when the submission is processed; federal and state generator status definitions are identical in Ohio.

For additional information on select components of the Type of Federal Regulated Waste Activity section, click the “Note” hyperlink next to the activity. For a complete definition of the regulated activities, please reference the [Notification of RCRA Subtitle C Activity Instructions and Form booklet](#).

To indicate that you are conducting any other activity, click the checkbox next to the appropriate activity. If you indicate that your site is a Short-Term (temporary) Generator, you must indicate why you are a Short-Term Generator in the Comments section.

In order to notify as a 72- hour recycler, provide this information in the comments section of the form. There is not a check box to notify of this activity on the federal form. For further information regarding the regulations applicable to 72-hour recyclers please see [OAC rule 3745-51-06](#) (C.3).

10. Type of Federal Regulated Waste Activity	
A. Hazardous Waste Activities (Complete all parts 1-7)	
1. Generator of Hazardous Waste (Federal) *	2. Transporter of Hazardous Waste
<input type="text" value="2 - Small Quantity Generator"/>	<input type="checkbox"/> a. HW Transporter
	<input type="checkbox"/> b. HW Transfer Facility
Generator of Hazardous Waste (State) *	<input type="checkbox"/> 3. Treater, Storer, or Disposer of Hazardous Waste Note
<input type="text" value="Select a Generator Status"/>	<input type="checkbox"/> 4. Recycler of Hazardous Waste Note
	5. Exempt Boiler and / or Industrial Furnace
Indicate other generator activities (check all that apply).	<input type="checkbox"/> a. Small Quantity On-site Burner Exemption
<input type="checkbox"/> d. Short Term Generator Note	<input type="checkbox"/> b. Smelting, Melting, Refining Furnace Exemption
<input type="checkbox"/> e. United States Importer of Hazardous Waste	<input type="checkbox"/> 6. Underground Injection Control
<input type="checkbox"/> f. Mixed Waste (hazardous and radioactive) Generator	<input type="checkbox"/> 7. Receives Hazardous Waste from Off-site
B. Universal Waste Activities	C. Used Oil Activities
1. Large Quantity Handler of Universal Waste Note	1. Used Oil Transporter - Indicate types of activities.
Generated Accumulated/Managed	<input type="checkbox"/> a. Transporter
Batteries <input type="checkbox"/>	<input type="checkbox"/> b. Transfer Facility
Lamps <input type="checkbox"/>	2. Used Oil Processor and / or Re-refiner - Indicate types of activities.
Pesticides <input type="checkbox"/>	<input type="checkbox"/> a. Processor
Mercury containing equipment <input type="checkbox"/>	<input type="checkbox"/> b. Re-refiner
ANY UNIVERSAL WASTE <input type="checkbox"/>	<input type="checkbox"/> 3. Off-Specification Used Oil Burner
	4. Used Oil Fuel Marketer - Indicate types of activities.
<input type="checkbox"/> 2. Destination Facility for Universal Waste Note	<input type="checkbox"/> a. Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burner
	<input type="checkbox"/> b. Marketer Who First Claims the Used Oil Meets the Specifications
D. Eligible Academic Entities with Laboratories - Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K. Note	
1. Opting into or currently operating under 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories. Note	
<input type="checkbox"/> a. College or University	
<input type="checkbox"/> b. Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university.	
<input type="checkbox"/> c. Non-profit institute that is owned by or has a formal written affiliation agreement with a college or university.	
<input type="checkbox"/> 2. Withdrawing from 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories.	

If a facility has not previously opted into managing hazardous waste pursuant to Ohio Administrative Code rules 3745-52-200 through 3745-52-216 (equivalent to 40 CFR Part 262 Subpart K), for Eligible Academic Entities with Laboratories, then they cannot mark the “withdrawing from 40CFR” section. If you have questions regarding Subpart K please contact Ohio EPA.

DESCRIPTION OF HAZARDOUS WASTES

Sites that are Large Quantity Generators, Small Quantity Generators, Conditionally-Exempt Small Quantity Generators, Treaters, Storer, or Disposer of Hazardous Waste, Recyclers of Hazardous Waste, or Exempt Boiler and/or Industrial Furnaces MUST identify, using federally-defined codes, the solid wastes which are being handled at your site and that US EPA defines as hazardous and regulates under RCRA.

11. Description of Hazardous Waste Hint					
Type D	Type F	Type K	Type P	Type U	Type X
Select All Remove All	Select All Remove All				
D001 D002 D003 D004 D005 D006 D007 D008 D009 D010	F001 F002 F003 F004 F005 F006 F007 F008 F009 F010	K001 K002 K003 K004 K005 K006 K007 K008 K009 K010	LABP P001 P002 P003 P004 P005 P006 P007 P008 P009	U001 U002 U003 U004 U005 U006 U007 U008 U009 U010	OSOB U411
Total D Selected: 0	Total F Selected: 0	Total K Selected: 0	Total P Selected: 0	Total U Selected: 0	Total X Selected: 0

To choose waste code values, select values from the list boxes provided. To select more than one code from a particular list box, hold down the Ctrl key while clicking the desired codes. To select a range of codes, hold down the Shift key while clicking the first and last codes in the range. To select all waste codes in a particular list box, click the Select All link for that list box.

Hint: You can also select multiple codes using only the keyboard. To select more than one code from a particular list box, click inside the list box, then press the Shift key and the F8 key simultaneously. You can then use the arrows to move the cursor within the list box. Hit the spacebar to select or unselect a value. To select a range of codes, click on the first code in the range. You can then hold down the Shift key and use the arrows to move to the last code in the range.

Some States track additional waste and/or have their own codes (Type X) to identify various hazardous wastes. Ohio does not have State-defined waste codes.

NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY

Ohio has not adopted the HSM rules (40 CFR 260.42) so you should not attempt to complete this section.

COMMENTS

The Comments section can be used as needed to provide additional information for any of the items above. Include the item number and box letter (if any) for each comment you make. You may provide Comments up to 4,000 characters. Note: If your site is a Short-Term (temporary) Generator, you must provide an explanation in this section as to why you are a Short-Term Generator.

CERTIFICATION

This form must be certified by the person submitting the information via myRCRAid. The text of the Certification Statement is shown below.

14. Certification * Add Hint I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

When you click the “Add” button, the following pop-up window will display with information pre-populated from your account which cannot be changed: First Name, Last Name, and Certification Signed Date. You must provide your job Title (up to 45 characters).

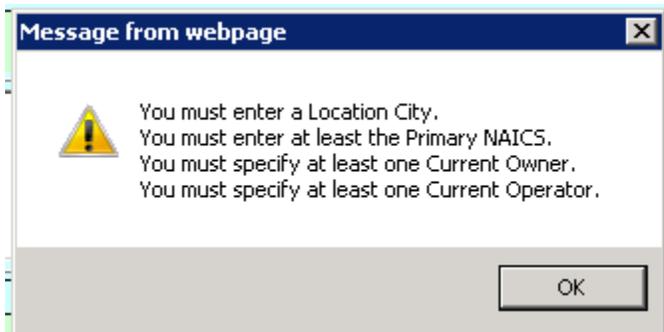
Enter Certifier Information	
First Name: *	John
Middle Initial:	
Last Name: *	Public
Title: *	<input type="text"/>
Date Signed: *	12/04/2012
Save This Certifier	

Click “Save This Certifier” once you have completed all of the information. You CANNOT add additional certifiers to this submission.

Once you have completed the form, click the “Submit” button at the bottom of the page.

Submit

If the form contains errors, these errors will be listed in a pop-up window after you click the “Submit” button.



All errors must be corrected before you can save and/or sign the form. Make revisions to the form as necessary and click the “Submit” button again to continue.

SIGN YOUR SUBMISSION

Once you have completed the form without any errors and clicked the “Submit” button, you will be prompted to either “Sign Your Submission” or “Leave Submission Unsigned”.



If you elect to “Sign Your Submission”, upon proper authentication, your submission will be signed and submitted to RCRAInfo for approval by your regulating agency. You will need to provide your password and click “Validate”.



United States Environmental Protection Agency

Security Challenge



Welcome JPUBLIC2 from KS [Logout](#)

At this point you can either choose to sign your submission or save your submission to sign it later.

To sign and complete your submission at this time, please click the Sign Your Submission button and follow the instructions.

If you wish to just save your current submission, please click on the Leave Submission Unsigned button.

Userid: JPUBLIC2
Password:

You will then be prompted with one of the five signature security questions that you established when you registered with CDX. Enter the correct response (not case sensitive) into the Answer box and click "Validate".



United States Environmental Protection Agency

Security Challenge



Welcome JPUBLIC2 from KS [Logout](#)

At this point you can either choose to sign your submission or save your submission to sign it later.

To sign and complete your submission at this time, please click the Sign Your Submission button and follow the instructions.

If you wish to just save your current submission, please click on the Leave Submission Unsigned button.

Security What is your favorite vacation
Question: destination?

Answer:

Upon receiving successful answers for both the password and security question, you will receive a message indicating that your submission has been electronically signed. If you have forgotten the answer to your security question, call the CDX Help Desk at 888-890-1995 for further assistance. Ohio EPA cannot help you with this type of problem.



Security Challenge



Welcome JPUBLIC2 from KS

[Logout](#)

At this point you can either choose to sign your submission or save your submission to sign it later.

To sign and complete your submission at this time, please click the Sign Your Submission button and follow the instructions.

If you wish to just save your current submission, please click on the Leave Submission Unsigned button.

Your submission has been signed

Your Site Identification form has been submitted to RCRAInfo and is awaiting approval from Ohio EPA. No further action is required from you at this time. Click "Continue" to return to the My Submissions tab.

LEAVE SUBMISSION UNSIGNED

If you choose to "Leave Submission Unsigned", your submission will NOT be sent to RCRAInfo for approval. Rather, your submission will go into your Activity List where you will be able to access it in the future to either make updates to the information provided, or to eventually sign and submit the form to RCRAInfo for Ohio EPA approval.



Security Challenge



Welcome JPUBLIC2 from KS

[Logout](#)

At this point you can either choose to sign your submission or save your submission to sign it later.

To sign and complete your submission at this time, please click the Sign Your Submission button and follow the instructions.

If you wish to just save your current submission, please click on the Leave Submission Unsigned button.

VIEW ACTIVITY

When you click “View Activity” from the “My Submissions” tab, the screen will be displayed with a historical list of all of the transactions that you have conducted through myRCRAid.



United States Environmental Protection Agency

User Activity



Welcome JPUBLIC2 from KS [Logout](#)

Viewing your Completed Submissions

Choose one of the facilities from the list below to view the form you have submitted. You can print a copy for your records or view the disposition of the submission as determined by the Agency responsible for receiving your forms.

Site ID	Site Name	Status	Signed	Last Updated
KSDTESTID002	WE GENERATE WASTE #1235	PENDING	NO	12/04/2012 10:12:42
KSDTESTID001	WE GENERATE WASTE #1234	PENDING	YES	12/04/2012 10:10:18

The screen displays the Site ID, Site Name, Status, Signed Flag, and the Last Updated Date for the transaction. The Status will be “Pending” if the submission is 1) waiting for approval from Ohio EPA; or 2) has not been signed and submitted to RCRAInfo. The Signed Flag indicates whether you have signed and submitted the form. The Last Update Date indicates 1) the last time that the data on the form was changed; or 2) the time that you signed and submitted the form to RCRAInfo.

By clicking the appropriate Site Name, you can view the Site Identification Form associated with this transaction. If the form has been signed, the form displays in READ ONLY format, indicating that you cannot make changes to this form. If the form has not been signed, you can add, update, or delete information on the form as appropriate. Click “Submit” once you have completed your revisions to once again be prompted to either “Sign Your Submission” or “Leave Submission Unsigned”.

If you send a submission that is ultimately rejected by Ohio EPA due to a problem, you will receive an e-mail indicating that the submission has been rejected and why. At that time, you can go to View Activity to see the submission; the status will be “Rejected”. By clicking the appropriate Site Name, you can add, update, or delete information on the form as needed, then click “Submit” and “Sign Your Submission” to re-send the information to your regulator.

Once a submission has been approved by the Ohio EPA, you will receive an e-mail indicating that the submission has been approved. This e-mail will have an .htm file attachment that shows the data as it was approved and loaded into the RCRAInfo database. The file can be viewed in a web browser. It is strongly recommended that you retain this attachment for your records. Note:

The data displayed through the View Activity screens is the data that you submitted and may differ from the data that was approved if updates were made by Ohio EPA during review.

ONLINE TRAINING

[myRCRAid LearningZen online course](#) - This course is designed to assist facility representatives in obtaining a CDX user ID and password so they can submit the RCRA Subtitle C Site Identification Form to Ohio EPA via the myRCRAid application.

LearningZen is accessible at <http://learningzen.com/Default.aspx>. In order to access the MyRCRAid Course a Learning Zen account is needed. Please register by going to the link above and clicking on “register for a free LearningZen Account”.



After an account is created, search for “myRCRAid” in the search bar on the top right hand of the site.



Once you locate the myRCRAid course, click “take course”.

Site Search

Search For in

Your search for **myrcraid** in **Courses** yielded the results below.

VIEWING 1 - 1 OF 1 TOTAL. DISPLAY PER PAGE. < PREVIOUS NEXT >

 **myRCRAid** Organization: **LearningZen** Category: Environment
Tags: none specified. Rating: ★★★★★ | Author: rcrainfo.admin ★★★★★ | Add to My Bookshelf

VIEWING 1 - 1 OF 1 TOTAL. DISPLAY PER PAGE. < PREVIOUS NEXT >
