

myRCRAid FAQ's
Frequently Asked Questions about myRCRAid

If my facility doesn't already have an EPA ID can I use myRCRAid to get one?

- Yes. Once the user registers at <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login> they can begin the process of requesting an EPA ID for their facility. The user who requests the EPA ID will be electronically certifying that the Site ID Form information provided is accurate, so this person should be someone who has the authority to certify the submission.

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

- Go to <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>
- Click the "Register" link followed by the button on the right labeled "Continue to Industry User Registration". Create an account.
- A tab labeled "My Sites" will be shown. Click "Add Existing Site" to associate an existing EPA ID with your account, or "Request Site ID" to obtain an EPA ID for a site that doesn't have one.
 - *Add Existing Site:*
 - Search by the EPA ID and select it in the results.
 - Click "Request Access" and the Select Permissions box will appear. If you select Site Management "Active", the other two options disappear; Site Manager is the highest permission level and should be an EHS Manager or above because they will be responsible for processing future permission requests for other users associated with their site. A Fact Sheet about Site Managers is available [here](#). The other options are Viewer, Preparer, or Certifier, for both e-Manifest and myRCRAid. Signing up for each is recommended although you can request them separately. After permission(s) are selected, click "Send Request". At this point, Ohio EPA will process the request and the user will receive an email acknowledgement when that has been completed.
 - The user logs in to return to My Sites and select the facility. The user can complete and submit a RCRA Subtitle C Site Identification ("Site ID") Form by selecting the myRCRAid tab and clicking on the "Create New Submission" button.
 - *Request Site ID:* Select the state in which the site is located. Click Continue and begin filling out the form.
- If the user has associated an existing EPA ID with their account and they are a Certifier or Site Manager, when they first log in after approval by Ohio EPA, they will go through a one-time identity proofing process and establish an Electronic Signature Agreement (ESA). If no EPA ID is associated with the user, the process occurs when they attempt to submit the completed form to request a newly assigned EPA ID.
- Identity proofing and the ESA can be done electronically or on paper. Once the ESA processing is complete, a submission can be electronically signed by a Certifier or Site Manager.
 - *Electronically:* Enter personal (not work-related) information to validate you are who you claim to be. This validation occurs via LexisNexis, which accesses information about you that is available in the public domain.
 - *On paper:* If the user is not validated electronically, they may submit a paper ESA. Print, sign, and mail the ESA document to Ohio EPA at the address on the form. Upon receipt Ohio EPA will

process the request and the user will receive an email acknowledgement when that has been completed.

What are the advantages to submitting a notification electronically?

- Entry is faster than paper submissions and less error prone due to edit checks. The screen layout mirrors the federal notification form. For an existing ID, 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.

Who at my facility should apply to use myRCRAid?

- There are four levels of permissions for myRCRAid that can be requested:
 - Viewer – Can view a Site ID Form but not modify or certify it
 - Preparer – Can create or update a Site ID Form but not certify/submit it
 - Certifier – Can create, update, and/or certify/submit the Site ID Form.
 - [Site Manager](#) – A super user who can view, prepare, certify and will process future permission requests from users who ask to associate their account with the Site Manager's EPA ID(s). Because of the responsibilities involved, Ohio EPA recommends that this person be a Responsible Official or their Authorized Representative as described in OAC rule [3745-50-42](#), or an EHS Manager.
- 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.
- Consultants can view or prepare forms, but the client should certify them. Ohio EPA will deny Certifier or Site Manager permission requests from consultants.

What is Electronic Identity Proofing?

- Electronic identity proofing is a method of validating that a person is who they claim to be. The ability to submit information electronically requires identity proofing to occur as a condition of being approved to use the service.
- The RCRAInfo Industry Application uses LexisNexis for the electronic identity proofing service. Once the user enters their information (legal name, address, SSN, etc.) and agrees to the Electronic Signature Agreement (ESA) terms and conditions the information provided will immediately be evaluated and given a score. If the minimum score needed for identity proofing is met, then the ESA will be recorded.
- If the minimum score is not met, users can change the information and try again, or complete the paper ESA. **You are only allowed to submit information for electronic identity proofing 3 times in a given 24-hour period.**
 - Be sure to enter your legal name, not a nickname.
 - If you moved recently, try using your previous address instead of the new one.
- Users will only have to complete the electronic signature agreement one time, even if they are representing hazardous waste sites in different states.

If I am submitting the signed Paper Electronic Signature Agreement where do I mail it?

- The address and contact person(s) are printed on the form at the bottom of page two. The addresses are listed below:
 - *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

Should I re-notify because my generator status changed as a result of managing waste as Universal Waste instead of Hazardous Waste?

- Although you are not required to re-notify for this reason, Ohio EPA recommends that you re-notify because otherwise the information on the site's Hazardous Waste Generator status will be incorrect in RCRAInfo. Re-notifying is easy using myRCRAid.
- Please note the reason for the change in the Comment section of the form.

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. It is easy to track all your locations if they are associated with your account.
- Ohio EPA recommends electronic notification for facilities that expect to submit multiple forms over time due to changes or to the every 4 years re-notification requirement for Small Quantity Generators that starts in 2021. Information from the previous form is copied into the new one to make data entry more efficient.
- Ohio EPA strongly recommends electronic notification for facilities that would like to expedite the process of receiving a Temporary EPA ID.

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

- No, 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?

- Use [RCRAInfo Web](#) to search for hazardous waste sites by Site ID, Site Name, location, etc.
- Do a search using US EPA's [ECHO](#) or [Envirofacts](#) websites. ECHO is updated weekly from the national RCRA database while Envirofacts is updated monthly.
- myRCRAid has a search feature that will allow the user to look for their facility. If no facility information is in the database, the user can request a new EPA ID.
- If you've tried the websites but still need help, call Notification Coordinator Jacquie Keller at (614) 728-5324.

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

- Use your CDX credentials to login to the [RCRAInfo](#) site, and then follow the instructions on page 1 of this FAQs document.

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

- The Notification Coordinators can be found [here](#) on the Notification of Regulated Waste Activity web page.

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?

- 72-hour Recycler is an Ohio-specific activity that is not on the federal form. You can find it in Section 11 - Additional Regulated Waste Activities in Box D, State Activities. Alternatively, you can write it in the Public Comments section at the bottom.

What is the difference between Ohio EPA's eBusiness Center (eBiz) and myRCRAid?

eBiz and the eDRUMS application are specific to Ohio EPA and are used by LQGs and TSDs who file Biennial Hazardous Waste Reports. You cannot submit a notification of regulated waste activity using eBiz. myRCRAid is part of the federal application called RCRAInfo that houses site-specific information related to hazardous waste generation, transportation, storage, and disposal nationwide. myRCRAid pertains to EPA ID number updates that use the US EPA 8700-12 or Ohio EPA 9029 Forms.

How do I find out what other states are allowing use of myRCRAid?

- Please contact Ohio EPA for the most up to date information about specific states as this can change periodically.

Are sites with EPA IDs already in myRCRAid?

- Yes. myRCRAid is part of RCRAInfo, so any EPA ID that was ever assigned is in the database. If you are having issues finding an EPA ID please contact Ohio EPA.

Can I deactivate a site using myRCRAid?

- Yes. You can use myRCRAid to request that the EPA ID be inactivated/deactivated. When you complete the form with the intention of inactivating the ID, all the activities should have a negative answer. Please provide an explanation in the Comment section when requesting deactivation.

Can I print a copy of the form I submitted using myRCRAid?

- Currently there is not a pdf format of the submission available, but you can print out the information on your screen. Contact Ohio EPA if you need a copy of the submission.

Am I able to change the Certifier?

- You are not able to "change" the certifier. If the site has personnel changes, the new Certifier or Site Manager should get an account and request the appropriate permission level. If a Certifier leaves the company and doesn't update their user profile to remove their association with a site, you can contact Ohio EPA to request this action or have a Site Manager at the facility remove their permissions.

When I applied for myRCRAid I saw a reference to e-Manifest. What is that?

- e-Manifest is a federal national system for tracking hazardous waste shipments electronically. It was launched June 30, 2018. All receivers who accept waste on a Uniform Hazardous Waste Manifest must provide the data to US EPA within 30 days of receiving it. Generators who have a RCRAInfo Industry Application account can access manifest data for their site by applying for an e-Manifest permission. For more information and links to federal resources, see Ohio EPA's [e-Manifest web page](#).

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