



United States
Environmental Protection
Agency

Office of Resource
Conservation and Recovery
Washington, D.C. 20460

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MYRCRAID USER'S GUIDE



TABLE OF CONTENTS

General Information	1
Background Information	1
Data Entry Information	2
Application Information	2
Other Resources	3
Let's Get Started	3
CDX Registration	4
Core Registration	4
Request Program Service.....	5
Request Role Access	6
User Information	7
Organization Information	8
Confirmation	10
Electronic Signature Agreement	12
Adding myRCRAid to Existing CDX User.....	14
Adding Additional Roles to myRCRAid.....	17
My Sites	20
Maintain My Sites	20
My Submissions	23
Create a New Submission.....	23
Reason For Submittal	24
Site ID	25
Site Name	25
Site Location	25
Site Land Type	26
North American Industry Classification System (NAICS)I.....	27
Site Mailing Address	28

Site Contact Person.....	29
Legal Owner and Operator	29
Type of Federal Regulated Waste Activity.....	31
Description of Hazardous Wastes	32
Notification of Hazardous Secondary Material (HSM) Activity.....	33
Comments	35
Certification.....	35
Sign Your Submission	36
Leave Submission Unsigned.....	38
View Activity	39
On-Line Training	41

GENERAL INFORMATION

The information provided in this section is intended to provide high-level information that will be used to help understand the overall myRCRAid process and application. For best results, you should read this section before proceeding to other sections of the user's guide. Note: State participation in the myRCRAid application is voluntary. You should check with your State or EPA regulator to determine if they will accept Site Identification Forms from the myRCRAid application before proceeding.

The Hazardous Secondary Material section of the myRCRAid application is not fully functional at this time. If you need to send HSM information with your Site Identification form, you will not be able to use the myRCRAid application until this functionality is available.

BACKGROUND INFORMATION

In the past, facilities have sent paper Site Identification Forms (EPA Form 8700-12) to their regulating agency (typically a State environmental agency) to notify of their hazardous waste activities regulated under RCRA Subtitle C. The regulating agency then entered the information from the Site Identification Form into the EPA 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.

The Cross-Media Electronic Reporting Regulation (CROMERR) provides the legal framework for electronic reporting under all of the 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 EPA to implement an application, myRCRAid, that allows the facility to submit their Site Identification Form electronically.

The process, in general terms, is as follows:

Step 1 – A facility representative registers for myRCRAid through the Central Data Exchange (CDX)

Step 2 – The regulating agency approves the electronic signature for the facility representative

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. Rather 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 and address any errors, then click “Leave Submission Unsigned”. You can continue filling out the form 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.

OTHER RESOURCES

For additional information on how to complete the Site Identification Form, consult the Notification of RCRA Subtitle C Activity: Instructions and Form booklet located at www.epa.gov/osw/inforesources/data/form8700/8700-12.pdf. A list of State-specific contacts can be found at <http://www.epa.gov/osw/inforesources/data/form8700/forms.htm>.

An on-line training course is also available on how to use the myRCRAid application. See the chapter titled “On-Line Training” for additional information.

LET’S GET STARTED

You must be registered with the Central Data Exchange (CDX) and approved by your regulating agency before you will be 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 your regulating agency.

To access myRCRAid, enter the URL – <https://cdx.epa.gov> into your browser. On the MyCDX screen, click “Submit a Site Notification Form” to go to the myRCRAid application.

Central Data Exchange

[Contact Us](#)
Last Login: 12/4/2012 11:02:35 AM

[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](#)


CDX REGISTRATION

In order to use the myRCRAid application, you must be a registered user on EPA's Central Data Exchange (CDX). Note: State participation in the myRCRAid application is voluntary. You should check with your State or EPA regulator to determine if they will accept Site Identification Forms from the myRCRAid application before proceeding.

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.

Central Data Exchange [Contact Us](#)



Log in to CDX

User ID

Password

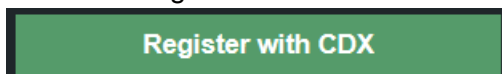
[Log In](#) [Register with CDX](#)

[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 left portion of the screen.



The CDX Terms and Conditions will be displayed.

Terms and Conditions

[Contact Us](#)

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

REQUEST PROGRAM SERVICE

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

Core CDX Registration

[Contact Us](#)

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 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

Enter search criteria

ACRES: Assessment Cleanup and Redevelopment Exchange System

ARCS: Aircraft Reporting and Compliance System

CDXLiteDesigner: CDX Lite Designer Submission

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

Core CDX Registration ✉ Contact Us

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 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

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.

Core CDX Registration ✉ Contact Us

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

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 is your two-letter state postal code. Select the appropriate value from the drop-down list provided, then click “Request Role Access”.

USER INFORMATION

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

Core CDX Registration

[Contact Us](#)

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

Registration Information

Program Service: My Resource Conservation and Recovery Act Identification

Role: Submitter: KS

Essential information is marked with an asterisk(*)

Part 1: User Information

[Description of Fields](#)

User ID * **User ID may not be blank.**

Title *

First Name *

Part 1 of this screen asks for user information including a user id, 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.

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 that you must click 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.



Central Data Exchange [Contact Us](#)

Login or [Register for CDX](#)

User ID

Password

Log In to CDX

Enter your user id and password that you specified during the registration process and click “Log In to CDX”.

ELECTRONIC SIGNATURE AGREEMENT

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

CDX Registration: Additional Verification

[✉ Contact Us](#)
Last Login: 8/22/2012 11:08:35 AM

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

Your on-line 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

[Manage Your Program Services](#)

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

Add Program Service

News and Updates

No news/updates.

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 have been approved, the status of your MYRCRAID program service will be “Active”. 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

	▼
	▼
	▼
	▼
	▼

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 MYRCRAID TO EXISTING CDX USER

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 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 your two-letter state postal code. Select the appropriate value from the drop-down list provided, 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 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. 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](#)

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

MY SITES

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 you are authorized to submit Site Identification forms.

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.

The screenshot shows the 'Main Menu' of the myRCRAid application. At the top left is the EPA logo with the text 'United States Environmental Protection Agency'. In the center is the title 'Main Menu'. At the top right is the myRCRAid logo. Below the title, it says 'Welcome JPUBLIC2 from KS' and has a 'Logout' link. There are two tabs: 'My Sites' (which is selected) and 'My Submissions'. Below the tabs is a link that says '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 for the State that you indicated upon logon for which you are submitting a form.

The screenshot shows the 'My Site List' page. At the top left is the EPA logo with the text 'United States Environmental Protection Agency'. In the center is the title 'My Site List'. At the top right is the myRCRAid logo. Below the title, it says 'Welcome JPUBLIC2 from KS' and has a 'Logout' link. A text box contains the following information: '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.', and '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.' Below this text is a table with the following data:

Site ID	Site Name	Site Address	
KSDTESTID001	WE GENERATE WASTE #1234	1001 NOWHERE DRIVE , WHEAT CITY, KS - 00000	Remove

At the bottom of the page are two buttons: 'Add a Site' and 'Main Menu'.

To add a new site to this list, click the “Add a Site” button. If your State has not indicated that they are allowing Site Identification forms to be submitted via myRCRAid, you will get a message stating that “Your state does not participate in myRCRAid” and you will not be allowed to add sites from this State to your Site List.

United States Environmental Protection Agency

Add a New Site

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

Cancel

If your State has indicated that they are allowing Site Identification forms to be submitted via myRCRAid, you will get a list of **ALL** of the sites in your State in alphabetical order by site name. Note: Only sites that have previously notified of RCRA Subtitle C activity within RCRAInfo will be displayed.

United States Environmental Protection Agency

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

Add Cancel

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

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 PLAGE , 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. State) for that site.

Welcome JPUBLIC2 from KS

[Logout](#)

Register a Site ID

Site ID: KSDTESTID002
EPA Site Name: WE GENERATE WASTE #1235

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, 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 ->

This screen contains a Site ID drop-down list which will show ALL of the sites that you are currently authorized 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 submission for that site and that site will not be listed in the drop-down list. If a site that does not have a “pending” transaction is not displayed in the list, then you must add this site to your Site List before you


can create a submission. 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 #1234WHEAT CITYKSDTESTID001

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 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 EPA’s national hazardous waste database (RCRAInfo). This saves you time, in that you do not have to complete the form from scratch. That is, you only have to change the items where the information is different for this submission. The pre-population of the form also adds a level of consistency for the site name and addresses from submission to submission. 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 your regulated agency. If your site has never submitted a Site Identification Form, the Initial Notification box will be checked. If your site has previously submitted a Site Identification Form, the Subsequent Notification box will be checked. Regardless of which Reason for Submittal is checked, you CANNOT change this value.

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. Note: At this time, the myRCRAid application CANNOT be used to provide submissions for sites that do not currently have a RCRA EPA Identification Number in the EPA's National Database (RCRAInfo). The first two characters of the RCRA EPA Identification Number indicates the State postal code in which the site is physically located.

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

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 can be provided either in the Street Number field (up to 12 characters) or 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 KSD000111222, then the Site Location State must be “Kansas”. Only foreign hazardous waste transporters, with their headquarters located outside the U.S., 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.

Many regulating agencies use the State District field to further categorize sites based on their Site Location. This field is not a part of the Site Identification Form. This field will be populated with the most recent value in RCRAInfo, but this value can only be changed by the regulating agency during the approval process. That is, you cannot change this value in your submission.

If a mailing address and/or contact address exists for this site, you can copy that address into the Site Location 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. Note: Mailing and contact addresses do not contain County information, so you will need to supply this information separately.

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

The Site Land Type is the entity that best describes the land type of 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: *	<input type="text" value="Private"/>

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, 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, 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;"> GOLD ORE AND SILVER ORE MINING GOLD ORE MINING </div>	<input type="button" value=">>"/> A. 21222 <input type="button" value=">>"/> B. <input type="button" value=">>"/> C. <input type="button" value=">>"/> D.
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 can be provided either in the Street Number field (up to 12 characters) or 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, dashes and other special characters are permitted) of the individual who should be contacted regarding the information submitted on the Site Identification Form. You may optionally provide a Title (up to 45 characters), contact address, E-mail Address (up to 80 characters), and Fax Number (up to 15 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. Note: 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. Note: 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, 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), and the Owner / Operator Name (up to 40 characters). Optionally, you may also provide the Owner / Operator address (similar to site mailing and contact addresses above), Owner / Operator Telephone Number (up to 15 characters, dashes and other special characters are permitted), and Notes (up to 2000 characters).

The Date Ended Current field tracks when an Owner or Operator stops being the current Owner or Operator. This field can only be populated by the regulating agency.

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	<input type="text" value="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 (as of the date submitting the form) 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. 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 Generator, you must indicate why you are a Short-Term Generator in the Comments section. Items in section 10.D should only be checked if your State has adopted or been authorized for the Subpart K lab rule (see <http://www.epa.gov/waste/hazard/generation/labwaste/>). For a complete definition of the regulated activities, please reference the Notification of RCRA Subtitle C Activity Instructions and Form booklet.

Many regulating agencies use the State Generator Status field to classify facilities based on State regulations and thresholds that may differ from the Federal regulations. This field is not a part of the Federal Site Identification form. This field will be populated with the most recent value in RCRAInfo, but this value can only be changed by the regulating agency during the approval process. That is, you cannot change this value in your submission.

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																		
Indicate other generator activities (check all that apply).	5. Exempt Boiler and / or Industrial Furnace																		
<input type="checkbox"/> d. Short Term Generator Note	<input type="checkbox"/> a. Small Quantity On-site Burner Exemption																		
<input type="checkbox"/> e. United States Importer of Hazardous Waste	<input type="checkbox"/> b. Smelting, Melting, Refining Furnace Exemption																		
<input type="checkbox"/> f. Mixed Waste (hazardous and radioactive) Generator	<input type="checkbox"/> 6. Underground Injection Control																		
	<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.																		
<table border="1"> <thead> <tr> <th></th> <th>Generated</th> <th>Accumulated/Managed</th> </tr> </thead> <tbody> <tr> <td>Batteries</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lamps</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pesticides</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mercury containing equipment</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ANY UNIVERSAL WASTE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Generated	Accumulated/Managed	Batteries		<input type="checkbox"/>	Lamps		<input type="checkbox"/>	Pesticides		<input type="checkbox"/>	Mercury containing equipment		<input type="checkbox"/>	ANY UNIVERSAL WASTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> a. Transporter
	Generated	Accumulated/Managed																	
Batteries		<input type="checkbox"/>																	
Lamps		<input type="checkbox"/>																	
Pesticides		<input type="checkbox"/>																	
Mercury containing equipment		<input type="checkbox"/>																	
ANY UNIVERSAL WASTE	<input type="checkbox"/>	<input type="checkbox"/>																	
	<input type="checkbox"/> b. Transfer Facility																		
<input type="checkbox"/> 2. Destination Facility for Universal Waste Note	2. Used Oil Processor and / or Re-refiner - Indicate types of activities.																		
	<input type="checkbox"/> a. Processor																		
	<input type="checkbox"/> b. Re-refiner																		
	<input type="checkbox"/> 3. Off-Specification Used Oil Burner																		
	4. Used Oil Fuel Marketer - Indicate types of activities.																		
	<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.																			

DESCRIPTION OF HAZARDOUS WASTES

Sites that are Large Quantity Generators, Small Quantity Generators, Conditionally-Exempt Small Quantity Generators, Treaters, Storers, or Disposers of Hazardous Waste, Recyclers of Hazardous Waste, or Exempt Boiler and/or Industrial Furnaces MUST identify, using federally-defined codes, the solid wastes which the EPA defines as hazardous and regulates under RCRA that are being handled at your site. Other sites may optionally provide this information.

11. Description of Hazardous Waste Hint					
Type D Select All Remove All	Type F Select All Remove All	Type K Select All Remove All	Type P Select All Remove All	Type U Select All Remove All	Type X 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.

Note: 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 to identify various hazardous wastes. If your State has State-defined waste codes, these codes will be listed under the “Type X” column. Select these codes as appropriate.


NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY

If you are notifying under 40 CFR 260.42 that you will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25), then click the checkbox. Note: You should only check this box if your State has adopted or been authorized for the Definition of Solid Waste (DSW) rule) (see <http://www.epa.gov/waste/hazard/dsw/>).

12. Notification of Hazardous Secondary Material (HSM) Activity	
<input type="checkbox"/>	Are you notifying under 40 CFR 260.42 that you will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23),(24), or (25)?

If you clicked the checkbox, you will be prompted to complete additional information that comprises the Addendum to the Site Identification Form: Notification of Hazardous Secondary

Material Activity. First, you must indicate the Reason for Notification. Select the appropriate radio button. Note: To select “re-notifying” or “stop notification”, your site must have already submitted an “initial notification”. If this is an “initial notification” or “stop notification” you must also provide the Effective Date of the notification.

1. Indicate reason for notification. Include date if notifying of beginning or stopping HSM Activity. *	
<input checked="" type="radio"/>	a. Notifying that the facility will begin managing hazardous secondary material
<input type="radio"/>	b. Re-notifying that the facility is still managing hazardous secondary material.
<input type="radio"/>	c. Notifying that the facility has stopped managing hazardous secondary material
Effective date of Notification:	<input type="text" value="10/17/2012"/>  mm/dd/yyyy

Next, you must provide a description of your hazardous secondary material activity. At least one activity description must be provided. To add an activity, click “Add”.

2. Description of hazardous secondary material (HSM) activity. * Add Delete All Activities Note	
---	--

A pop-up window will be displayed requesting information for the Facility Code (drop-down list), Waste Codes (drop-down list), Estimated Short Tons (integer up to 10 numbers), Actual Short Tons (integer up to 10 numbers), and Land-based Unit (drop-down list). If this is an “initial notification”, then the Actual Short Tons field will be set to zero and cannot be changed. If this is a “stop notification”, then the Estimated Short Tons field will be set to zero and cannot be changed. Click “Save This Activity” once you have completed the information on this pop-up window.

Add/Edit/Delete HSM Activities	
Facility Code *	<input type="text"/>
Waste Codes *	<input type="text" value="D001 - IGNITABLE WASTE"/> <input type="text" value="D002 - CORROSIVE WASTE"/> <input type="text" value="D003 - REACTIVE WASTE"/> <input type="text" value="D004 - ARSENIC"/>
Estimated Short Tons: *	<input type="text"/>
Actual Short Tons *	<input type="text" value="0"/>
Land-based unit *	<input type="text"/>
Save This Activity Cancel	

Lastly, you must indicate if you have financial assurance pursuant to 40 CFR 261 Subpart H. Financial assurance is required for reclaimers (Facility Code = 07 or 11) and intermediate (Facility Code = 08) facilities managing hazardous secondary material under 40 CFR 261.4(a)(24) and (25).

3. Facility has financial assurance pursuant to 40 CFR 261 Subpart H Note	
<input type="checkbox"/>	Does this facility have financial assurance pursuant to 40 CFR 261 Subpart H?

To indicate that you have financial assurance, click the checkbox.

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 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.

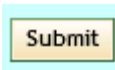
14. Certification * Add Hint
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the 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, pre-populated with your First Name, Last Name, and Certification Signed Date which cannot be changed. Additionally, you must provide your Title (up to 45 characters).

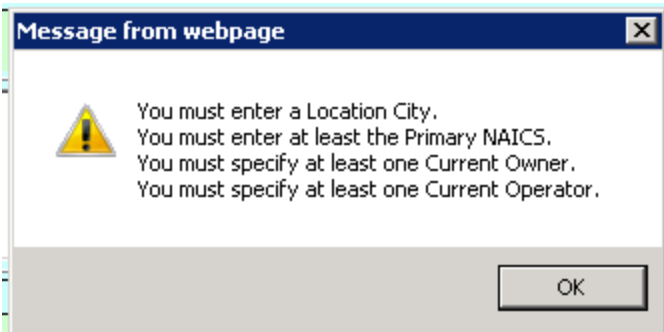
Enter Certifier Information	
First Name: *	John
Middle Initial:	
Last Name: *	Public
Title: *	<input type="text"/>
Date Signed: *	12/04/2012
Save This Certifier	

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.




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”.

**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.

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”.

**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 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.



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.

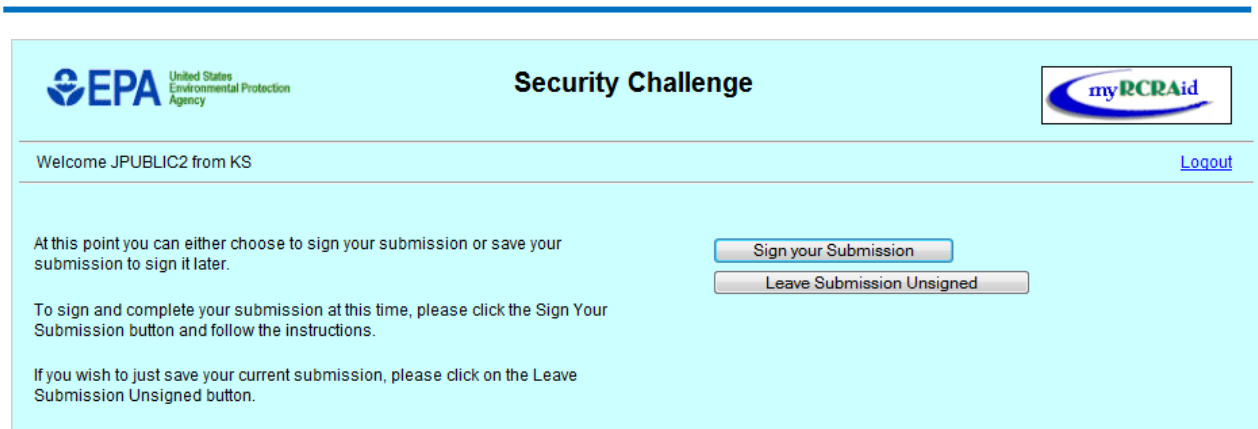
If you wish to just save your current submission, please click on the Leave Submission Unsigned button.

Your submission has been signed

At this time, your Site Identification form has been submitted to RCRAInfo and is awaiting approval from your regulating agency. No further action is required from you at this time. Click "Continue" to return to the My Submissions tab.

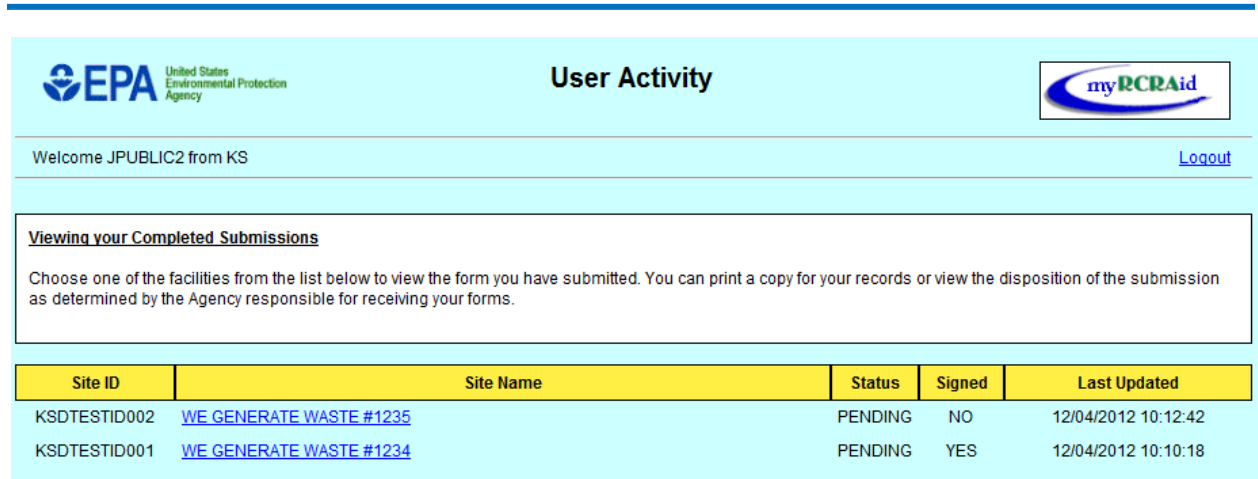
LEAVE SUBMISSION UNSIGNED

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 approval.



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.



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 the regulating agency; 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 rejected by the regulating agency, 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 regulating agency, you will receive an e-mail indicating that the submission has been approved. This e-mail will contain an attachment showing the data as it was approved and loaded into the RCRAInfo database. 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.

ON-LINE TRAINING

To access the on-line training course for the myRCRAid application, you will need to register for a free Learningzen.com account. To create this account, enter the URL, www.learningzen.com, into your browser. The LearningZen main page will be displayed. Click “Register for a free LearningZen.com Account”.



The LearningZen Sign Up screen will be displayed.

Create a LearningZen Account

Already have an account? [Click here to log in to your LearningZen account!](#)

If you do not yet have an account, fill out the form below to create one! [Click here for more information about LearningZen's Premium Services.](#)

Red asterisks (*) indicate required items.

Account Information	
You will use your email address to log in to LearningZen. The display nickname will be what other users see. Your email address is not publicized.	
Email Address *	<input type="text"/>
Password *	<input type="password"/>
Confirm Email *	<input type="text"/>
Confirm *	<input type="password"/>
Display Nickname *	<input type="text"/>

To create an account, you must provide account information including your e-mail address, password, and display nickname. Next, you must provide personal and location information including your first and last name, country, and time zone. You may optionally provide your organization and postal code.

Personal and Location Information

First Name *	<input type="text"/>	Organization	<input type="text"/>
Last Name *	<input type="text"/>	How did you hear about us?	<input type="text" value="[Select an item]"/>
Postal Code	<input type="text"/>		
Country *	<input type="text" value="United States"/>		
Time Zone *	<input type="text" value="(GMT-06:00) Central Time (U"/>		

Finally, you must provide profile and security information including a security question and answer. You may also provide “tags” that describe your interests.

Profile and Security Information

"Tags" are words that describe your interests. Separate each tag with a comma. Example: "business administration, photography, aviation". LearningZen uses these tags to help suggest courses for you. Additionally, others can search for tags to find others with similar interests. You can always change these later on your profile page.

Tags About You

LearningZen stores a security question and answer provided by you. If you need to recover a lost password, we will ask the question that you provide and you must give the correct answer. Choose a question and answer easy for you to remember, but difficult for others to guess. Examples: "My mother's maiden name" or "My first pet's name".

Your Question * **Secret Answer ***

Once you have completed the form, read the terms of service provided at the bottom of the page. If you agree to these terms, click the checkbox next to “I agree to the Terms of Service displayed below.” You must also enter the letters displayed in the verification box. Click “Create My Account”.

Agreement and Verification


Terms of Service I agree to the Terms of Service displayed below.

Terms of Service

Introduction

These terms of use ("Terms") govern your use of LearningZen.com an online education platform. Among other things, LearningZen.com allows you to develop post, share, comment on, review, and take on educational content provided by the LearningZen.com user community and system subscribers.

Verification *



Enter the letters (no numbers) from the image above.

You must activate your LearningZen account before you can log in. An activation email will be sent to the email address that you provided during sign up (Note: Please check your junk mail settings to ensure that you will receive email from learningzen.com). Check your email and follow the instructions for activation.



Study Educate Collaborate
Dear John Public (JPublic),

Thank you for registering with LearningZen! Before you can begin using <http://learningzen.com>, your account must be activated. Please click the link below to activate your account.

[Click here to activate your account.](#)

Thank you,

LearningZen Team

To log into LearningZen after you have activated your account, enter the URL: www.learningzen.com into your browser. In the upper right-hand corner, enter the e-mail address and password that you provided for your account and click "Login".



In the upper right-hand corner, click the "Welcome" link to go to your account.



The following screen will be displayed.

The screenshot shows the LearningZen user account page. At the top, there is a navigation bar with the LearningZen logo on the left and the text "Welcome brendas@goldsystems.com | Home | About LearningZen | Private Learning Portals | FAQ/Help | LearningZen Blog | Logout" on the right. Below the navigation bar is a search bar with the text "Search For" followed by an input field containing "myrcraid", a dropdown menu set to "Courses", and a "GO" button. The main content area is titled "My Account / My LearningZen" and contains several sections: "My Avatar", "My Info", "My Profile", "My Password", "My Bio", and "My Organization". Each section has a brief description and a link to edit or view the information. On the right side, there is a "My Account" sidebar with a list of links: "My Avatar", "My Password", "My Demographics", "My Bio", "My Profile", and "My Organization". At the bottom of the page, there are social media icons for Facebook and Twitter, and a footer with links for "Terms of Service", "Privacy", "Copyright", "Community", "Contact", "RSS Feeds", "Site Map", and "Home". The copyright notice "© 2011 LearningZen. All Rights Reserved." is also present.

To find the myRCRAid on-line training course, enter "myrcraid" in the "Search for" box and click "Go". The "myRCRAid" course will be displayed. Click the "Take Course" button to begin this on-line training course.

The screenshot shows the search results page for the myRCRAid course. At the top, there is a "Site Search" section with a search bar containing "myrcraid", a dropdown menu set to "Courses", and a "GO" button. Below the search bar, the text "Your search for myrcraid in Courses yielded the results below." is displayed. The search results are shown in a table with one entry for the myRCRAid course. The entry includes the course title "myRCRAid", the organization "LearningZen", the category "Environment", the tags "none specified", the rating "★★★★★", and the author "rcrainfo.admin ★★★★★". There is also a "TAKE COURSE" button next to the course entry.

Alternately, you can find the myRCRAid on-line training course by clicking the “Study” tab, then clicking the “Environment” link under the course catalog on the left-hand side of the screen. Scroll through the courses until you find the myRCRAid course.

The screenshot shows the LearningZen website interface. At the top, there is a navigation bar with the LearningZen logo and the tagline "On-Demand Training Made Easy". Below this is a secondary navigation bar with tabs for "Study", "Educate", "Collaborate", and "My Account". A search bar is located to the right of these tabs. Below the navigation bar, there is a "Mini Bookshelf" section on the right that states "You do not currently have any courses in your bookshelf." and a link to "Go to My Course Bookshelf".

The main content area is titled "Environment" and features a "Course Catalog" sidebar on the left. The sidebar lists various categories, with "Environment (13)" highlighted by a red box. The main content area displays a list of courses under the "Environment" category. The first course listed is "AWQMS Tutorial - Multiple Characteristic Graphs", which has a rating of 4.5 stars and an author named "ehren". The second course listed is "AWQMS Tutorial - Rapid Data Entry", which also has a rating of 4.5 stars and an author named "ehren". Both courses have a "TAKE COURSE" button next to them.