MYRCRAid
USER’S GUIDE
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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:
   `~!@#$%^&*()_+-={}[]:;,.?/1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ

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.
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.

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

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 anyone, 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.

REQUEST PROGRAM SERVICE

The Core CDX Registration – Request Program Service screen will be displayed.
In the Active Program Services List, type “myrcraid”.

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.

The Core CDX Registration

**Core CDX Registration**

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.
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.

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**Core CDX Registration**

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: –Please Select–
- 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.

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.

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”.

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If your organization is not on the list, click “Use advanced search” to provide additional search criteria for 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.
Click “Submit Request for Access” once you have completed the form.

**CONFIRMATION**

The Confirmation screen will be displayed.
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.

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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-ee0e-43a9b9c0a63e

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The Central Data Exchange login page will be displayed.

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**Central Data Exchange**

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”.

---
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.

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

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

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.
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.

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

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.

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.

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

![Central Data Exchange Screen](image)

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

<table>
<thead>
<tr>
<th>Org. ID</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>15458</td>
<td>ENVIRONMENTAL PROTECTION AGENCY</td>
<td>1200 PENNSYLVANIA AVE NW, Mail Code: 7405M, WASHINGTON, DC, 20460, US</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program Service</th>
<th>Role</th>
<th>Program ID</th>
<th>Status</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MYR CRAID: My Resource Conservation and Recovery Act Identification</td>
<td></td>
<td></td>
<td></td>
<td>Request New Role</td>
</tr>
</tbody>
</table>

Add Program Service  Back to MyCDX
Click “Request New Role.” The Select Role screen will be displayed.

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 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.
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.

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.

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

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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.
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.

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.

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.

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 (RCRARInfo). 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.
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.

<table>
<thead>
<tr>
<th>2. Site ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA ID: KS0010605942</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>3. Site Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: WE GENERATE WASTE #1234</td>
</tr>
</tbody>
</table>

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.

**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.
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.

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.

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).
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.

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.

| First Name: *  | JOHN |
| Middle Initial: | Q    |
| Last Name: *    | PUBLIC |
| Title:          | ENVIRONMENTAL SCIENTIST |

### 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.
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”.

![Image of pop-up window for adding owner or operator]
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.
### 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.
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/).

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.

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”.

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.
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).

<table>
<thead>
<tr>
<th>3. Facility has financial assurance pursuant to 40 CFR 261 Subpart H</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Does this facility have financial assurance pursuant to 40 CFR 261 Subpart H?</td>
<td></td>
</tr>
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</table>

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.

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).
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”. 
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”.

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”.

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.

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.
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.

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 others see. Your email address is not published.

Email Address: *  
Password: *
Confirm Password: *
Display Nickname: *

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

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”.

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**Personal and Location Information**

First Name: [blank]

Last Name: [blank]

Postal Code: [blank]

Country: United States

Time Zone: (GMT-06:00) Central Time (C)

**Profile and Security Information**

“Tags” are words that describe your interests. Separate each tag with a comma. Examples: “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 provided 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**

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**Agreement and Verification**

**Terms of Service**

I agree to the Terms of Service displayed below.

**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 an educational content provided by the LearningZen.com user community and system subscribers.

**Verification**

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

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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.

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

[Click here to activate your account.](http://learningzen.com)

Thank you,

LearningZen Team

To log into LearningZen after you have activated your account, enter the URL: [www.learningzen.com](http://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.

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.
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.