STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY

RCRAInfo Registration Instructions

Below are the steps to obtain RCRAInfo access. This is required to obtain myRCRAid access and submit forms electronically.

1. Access RCRAInfo via the following link:

   https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login

   Please note: RCRAInfo is most compatible in Chrome and Firefox web browsers.
2. Click **Register** for an account.
3. Click **Continue to Industry User Registration** if you want to submit RCRA Notification, Biennial Report and/or e-Manifest data on behalf of a regulated hazardous waste site including federal facilities.
4. Enter your Title, First Name and Last Name, then click **Next**.
5. Create a User ID, which must:

   Be between 8 and 16 characters long; not contain spaces; not contain special characters except a period, a hyphen, an underscore or an @ sign; not be all numbers; be unique.
6. Create a Password, which must:

   Not contain your User ID or word 'password'; contain only letters and numbers; contain at least one lower and one upper case letter; start with a letter; contain at least one number; be between 8 and 15 characters long.
7. Create three Questions and Answers (case sensitive) which will be used to verify your user account in the future. You may want to securely record these questions and answers for your future reference.
8. Read the Terms and Conditions. Click **the check box** to Agree to the Terms and Conditions.
9. Click **Next**.
10. Enter your Organization/Contact Information, as follows:
    a. Organization Name, Mailing Address, City, State, Zip/Postal Code, and Country
    b. Job Title, Phone Number, Email

11. Click **Send Verification Code via Email**.
    a. You will see a message briefly displayed at the top of your screen in a green banner that states a verification code has been sent to your email address.
    b. If you do not receive the email, click the **Click to resend link** beneath the Verification Code field.
12. Enter the **Verification Code** you received via email.
13. Click **Register**.
14. Congratulations! Your registration is now complete. You may now login to RCRAInfo using the User ID and Password created.

Once you're registered on RCRAInfo you will need to complete an Electronic Signature Agreement, link your existing sites to your account, or request a Site ID for new sites. Below are instructions for RCRAInfo Site ID permissions.

1. Access RCRAInfo via the following link:
   https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login
   i. *Please note:* RCRAInfo is most compatible in Chrome and Firefox web browsers.
2. Enter your User ID and Password and click **Sign in**.
3. Upon logging in, you will be taken to the "My Sites" screen. This page includes a table of sites which you have permissions for (if any).
4. After your first log in, you may be prompted to complete the **Electronic Signature Agreement (e-Signature)**.
   a. Please select five Questions and Answers which will be used frequently to confirm your identity when signing documents in RCRAInfo. *You may want to securely record these questions and answers for your future reference.*
   b. You may verify your identity either electronically or via mail* by clicking on the Yes/No slider. **Please note*: Mail access is limited at this time and thus a delay may occur in processing mailed Electronic Signature Agreements. Electronic verification is encouraged and appreciated.
   c. Electronic Identity Proofing:
      i. Enter your Home Mailing Address, Date of Birth, and the last 4 digits of your Social Security Number (SSN).

ii. Read the Electronic Signature Agreement. Click **the check box** to declare "I agree to the Electronic Signature Agreement."

iii. Click **Verify and Sign** and the site will automatically try to confirm your identity.

1. If your identity cannot be confirmed, you will be prompted to **Print** the e-Signature agreement and mail it to the appropriate office. Please notify Jennifer Wiley (contact information below) that you have mailed this form, to ensure timely processing of your agreement.

5. If applying for a new Site ID, click **Request Site ID**. (For an existing Site ID, skip to Step 6.)
   a. Select the State the site is in and click **Continue**.
   b. You will begin the notification form on the "Create New Site ID" screen.
      i. Enter the following fields (underline indicates required fields): Site Name, Site Location, Site Land Type, North American Industry Classification (NAICS), Site Mailing Address, Site Contact Person, Site Contact Address, Legal Owner, Legal Operator, Type of Federal Regulated Waste Activity – Generator of Hazardous Waste (Federal), Additional Regulated Waste Activities.
      ii. Enter the applicable fields: Eligible Academic Entities with Laboratories, Episodic Generation, LQG Consolidation of VSQG Waste, LQG Site Closure for CAA, HSM Activity, Electronic Manifest Broker, Comments (to explain the notification's purpose).
      iii. Complete certification with an electronic signature. Then, **Review** the notification for completeness. Finally, **Submit** the notification.
6. If applying for an existing Site ID, click **Add Existing Site**.
   a. You may then search for an existing ID with one or more of the following fields:
      i. Site ID, Site Name, Address (Street, City, Zip Code), **State**
   b. Click **Search**.
   c. **Search Results** will appear in a table. If the Search Results do not return the Site you are looking for, click **Back to Search Criteria** and broaden your search.
   d. Click the check boxes of the applicable site(s), then click **Request Access**.
   e. The Select Permissions table will appear, with the following options:
      i. Site Management: None or Active
      ii. Biennial Report: None, Viewer, Preparer, or Certifier

iii. myRCRAid*: None, Viewer, Preparer, or Certifier

Please note: These permissions pertain to electronic 8700-12 Site ID notification filing. Once permissions are selected, the Description of Permission will appear in the table.

f. Click **Send Request**. The request will be sent to the active Site Manager, if assigned. The request will otherwise be sent to the RCRAInfo Administrator for review and approval.

g. You may be contacted by the RCRAInfo Administrator (Jennifer Wiley) prior to your permissions being granted. You will receive an email when the request has been approved. Once approved, your sites will appear in the "My Sites" table.

7. Congratulations! You may now login to RCRAInfo to view and/or manage the sites you've been granted access to.

Questions? *Please contact Jennifer Wiley of Idaho DEQ:* Jennifer.Wiley@deq.idaho.gov *or (208)373-0406.*

Please visit our website: https://www.deq.idaho.gov/waste-management-and-remediation/