

## Frequently Asked Questions about myRCRAid

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

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

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

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



To see the initial set up steps in pictures, visit:

<https://rcrainfo.epa.gov/rcrainfo-help/application/industryHelp/UserManagement/UG-UserMgmtCreateNewUser.htm>

## **What are the advantages of submitting a notification electronically?**

- Entry is faster than paper submissions and less error prone due to edit checks. The screen layout mirrors the federal notification form. For an existing ID, the most recent record is pre-populated into the data entry screen for you to update as necessary. You can save your work and go back to finish it later.
- Acknowledgement of processing completion is prompt via email.

## **Who at my facility should apply to use myRCRAid?**

- There are four (4) levels of permissions for myRCRAid that can be requested:
  - Viewer – Can view a Site ID Form but not modify or certify it
  - Preparer – Can create or update a Site ID form but not certify/submit it
  - Certifier – Can create, update, and/or certify/submit the Site ID form
  - Site Manager – A super user who can view, prepare, certify and will process future permission requests from users who ask to associate their account with the Site Manager's EPA ID(s).
- User accounts and passwords should never be shared per US EPA's security requirements for electronic reporting.
- The person who electronically signs the form takes the responsibility of certifying that the information is true, accurate, and complete.
- Consultants can view or prepare forms, but the client should certify them.

## **What is Electronic Identity Proofing?**

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

## **Are sites with EPA IDs already in myRCRAid?**

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

## **Is Montana DEQ requiring the use of myRCRAid for notification?**

- Montana DEQ strongly recommends that companies with numerous locations use myRCRAid to lessen the burden of completing and processing paper forms. It is easy to track all your locations if they are associated with your account.
- Montana DEQ recommends electronic notification for facilities that expect to submit multiple forms over time due to changes or for Annual and Biennial Reporting. Information from the previous form is copied into the new one to make data entry more efficient.

## **I'm not sure whether the facility's location already has a RCRA IS. How do I find out?**

- Use RCRAInfo Web to search for hazardous waste sites by Site ID, Site Name, location, etc.
- Do a search using US EPA's ECHO or Envirofacts websites. ECHO is updated weekly from the national RCRA database while Envirofacts is updated monthly.
- myRCRAid has a search feature that will allow the user to look for their facility. If no facility information is in the database, the user can request a new EPA ID.

## **I already have a Central Data Exchange Account. How do I apply for myRCRAid?**

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

## **Who do I contact at Montana DEQ with questions about completing the electronic form?**

- Contact Montana DEQ via email at [deqhazwaste@mt.gov](mailto:deqhazwaste@mt.gov)

## **How will I know that Montana DEQ has received and processed my electronic submission?**

- At multiple points in the process, myRCRAid will deliver emails to the address associated with the user's account. You can check the status in myRCRAid's My Submissions tab.

## **Can I deactivate a site using myRCRAid?**

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

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

- Currently there is not a pdf format of the submission available, but you can print out the information on your screen.

## Am I able to change the Certifier?

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

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

- e-Manifest is a federal national system for tracking hazardous waste shipments electronically. It was launched June 30, 2018. All receivers who accept waste on a Uniform Hazardous Waste Manifest must provide the data to US EPA within 30 days of receiving it. Generators who have a RCRAInfo Industry Application account can access manifest data for their site by applying for an e-Manifest permission.



(406) 444-5300, Ask for hazardous waste compliance assistance



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