

ALL ABOUT



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Martin E. Sánchez



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- I serve as the Central Regional Office Supervisor for the Bureau of Hazardous Waste Compliance and Enforcement within the New Jersey Department of Environmental Protection (NJDEP), Division of Waste and UST Enforcement. In this role, I oversee the hazardous waste enforcement program for the central region of the state, which includes the regulation of used oil, universal waste, electronic waste (e-waste), and regulated medical waste.
- With over 29 years of experience at NJDEP—primarily as a field inspector—I have worked in both permitting and enforcement programs. My past assignments include the Bureau of Pretreatment and Residuals, as well as the Metro and Northern Hazardous Waste Compliance and Enforcement programs.
- I earned a Bachelor of Science degree in Environmental Sciences from Rutgers University – Cook College in 1992. Originally from Puerto Rico, I have made Northern New Jersey my home for the past 40 years.

# RCRA Info

## What is RCRAInfo?



National online database that tracks information about entities regulated under the Resource Conservation Recovery Act (RCRA).



RCRAInfo is comprised of applications / modules.



Each app can be accessed by registering to RCRAInfo.



Apps: myRCRAid, biennial report, e-Manifest & WIETS.

# Why Use the Industry Apps?

Users of the Industry Apps can:

- View, update, print, create, sign and submit data, manifests, and reports in real-time, using any device.
- Access information faster, paperless and verify its receipt.
- Save time using pre-populated data or “copy forward” information from previous submissions.
- Stop maintaining paper copies for recordkeeping, provided RCRAInfo is accessible.
- Site Manager role: Ensures you know who is being approved to have access to your data. Provides access to e-Manifest and the ability to make corrections.

## RCRAInfo Industry Applications / Modules

- **myRCRAid** - is an electronic form where RCRA sites can submit their Form 8700-12 (Site Identification Form) electronically to their regulatory agency (NJDEP). This allows for faster turnaround, less data entry, and improved data quality compared to paper submissions.
- **Biennial Report** - a bi-annual (every two years) report submitted by large quantity generators (LQGs) of hazardous waste, as well as facilities that treat, store, or dispose of hazardous waste. It details the types and quantities of hazardous waste generated, managed, and disposed of by these facilities, as required by RCRA. The report can be submitted electronically.
- **e-Manifest** - A module for electronic tracking of hazardous waste shipments.
- **WIETS** - (Waste Import Export Tracking System) is a module used by U.S. exporters and importers to create and submit notifications to the EPA for the movement of hazardous waste across international borders.



## Extra help for new users:

- Sign-up to view some excellent EPA videos at the “EPA Learning Zen.”  
<https://rcrainfoindustry.learningzen.com/onlinetraining/auth/login>
- Sign-up for an account, get approval, then watch (~ 20 min.).
- Detailed, written guidance is also available within RCRAInfo: Click on “Documentation,” then “Help.”

# How to Register to RCRAInfo

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

## RCRAInfo Sign In

RCRAInfo is EPA's comprehensive information system providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976, the Hazardous and Solid Waste Amendments (HSWA) of 1984, and the Hazardous Waste Electronic Manifest Establishment Act of 2012. The system is used to track information provided by the regulated community concerning the generation, shipment, treatment, and disposal of hazardous wastes, as well as significant milestones of State/EPA activity supporting program planning, implementation, and accomplishment reporting. States may use RCRAInfo for some or all aspects of program implementation support, or may use their own system which transmits required data to EPA.

User ID

Continue

Register

Forgot User ID?



## Warning Notice and Privacy Policy

### Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

# Industry User VS. Government User

**Industry User** - individuals from regulated entities (like waste generators, treatment facilities, etc.) using the system to submit information and comply with RCRA regulations.

**Government User** - represents state or federal environmental agencies managing and overseeing the RCRA program

Select Registration Type

### Industry User

Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities. Watch our quick How-To video below to see step-by-step instructions or view our [User Guide](#).

[Industry User Registration](#) [Watch How-To](#)

(If you already have an existing CDX Account, skip the registration and just [Login](#).)

OR

### Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

[Regulatory User Registration](#)

# Multi-factor Authentication with Login.gov

## 1. Create a New Account

Create a New Account

Built on CDX \* = required

User ID and Email

User ID \*

Email \*

Create a unique user ID that you will use for RCRAInfo and any other EPA CDX applications.

Enter the email address to use for RCRAInfo notifications. Your email address may also be used to evaluate your access requests to sites within RCRAInfo.

Agree to the Terms and Conditions

**Next:** Configure multi-factor authentication with Login.gov.

If your RCRAInfo email address does not match the one you choose to use for Login.gov you will be asked to verify this address.

You will be returned to RCRAInfo automatically to complete registration after Login.gov multi-factor authentication setup.

Do not change web browsers or devices during this process.

[Continue to LOGIN.GOV](#)

LOGIN.GOV

Welcome @gmail.com | [Sign out](#)

### Your Account

Add email address  
Edit password  
Delete account

### Your authentication methods

Add phone number  
Add authentication apps  
Add face or touch unlock  
Add security key  
Add your government employee ID  
Get backup codes

### Your connected accounts

### History

Forget all browsers

### Customer support

### Your account

#### Email preferences

##### Email addresses

[+ Add new email](#)

##### Language

English [Edit](#)

##### Password

..... [Edit](#)

##### Phone numbers

[Manage](#)

[+ Add phone](#)

## 2. Login.gov New Account / Multifactor set-up



EPA CDX is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Submit](#)

[Sign in with your government employee ID](#)

[Back to EPA CDX](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

### Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Security key**  
Connect your physical security key to your device. You won't need to enter a code.
- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.
- Backup codes**  
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

[Continue](#)

## 3. Registered with Login.gov. Return to RCRAInfo registration

# Complete RCRAInfo Registration

## Complete User Registration

Built on CDX

\* = required

User Information

**Title \*** **First Name \*** **Middle Initial** **Last Name \*** **Suffix**

Select... This field is required. This field is required. This field is required. Select...

These questions will be used when help desk assistance is required.

**Question 1 \*** **Answer 1 \***

Select a question... ..

**Question 2 \*** **Answer 2 \***

Select a question... ..

**Question 3 \*** **Answer 3 \***

Select a question... ..

Show answers

## Complete and Submit

Organization Information

**Organization Name \***

.....

**Mailing Address (line 1) \***

.....

**Mailing Address (line 2)**

.....

**Country \*** **Zip Code \*** **City \*** **State \***

UNITED STATES x ..... Select a State

**Job Title \***

.....

**Phone Number \*** **Extension \***

.....

**Complete Registration**

**RCRAInfo Sign In**

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User ID

**Continue**

Register      Forgot User ID?

Warning Notice and Privacy Policy

**Warning Notice**

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1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

Sign In again to RCRAInfo

Select Existing Site or request New Site ID.

RCRAInfo Home Documentation Feedback/Report an Issue Kyle

Overview My Sites

Show 20

Site ID

Showing 0 to 0 of 0 entities

Select Existing Site Request New Site ID What do I do next?

**What do I do next?**

**Select Existing Site**

If the site you would like to access already has an EPA Identification Number, you can click on Select Existing Site and add it to your My Sites list. Watch our quick How-To video below to see step-by-step instructions or view our User Guide.

**Select Existing Site** **Watch How-To**

OR

**Request New Site ID**

If the site that you want access to does not have an EPA Identification Number, you may request a new id by clicking the Request New Site ID button. Watch our quick How-To video below to see step-by-step instructions or view our User Guide.

**Request New Site ID** **Watch How-To**

Permission Status 17

Previous Next

# Finding Your Site

Click on the "Select Existing Site" button.

My Sites Requested Site IDs 0

My Sites

Show 20 entries

Site ID	Site Name	Address	City	State	County	Status
There are no sites to display.						

Showing 0 to 0 of 0 entries

Select Existing Site Request New Site ID

Search by the site's EPA ID number in the "Site ID" box.

Search

Site ID

Site Name

Street Number

Street Name

City

State \*

County

Zip

Search Clear Close

Hint: It is recommended to just search by EPA ID if known. If the EPA ID is not known, try searching with the minimal amount of search criteria. Adding more criteria will limit your search result. For more assistance, [click here](#).

Click "Request Access" if your site was found.

Search Results

Show 20 entries

Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State	County
<input checked="" type="checkbox"/>	NCR000174201	NC BIENNIAL REPORT TEST SITE	123 BIENNIAL REPORT WAY	RALEIGH	NC	WAKE

Showing 1 to 1 of 1 entries

Request Access Back to Search Criteria Close

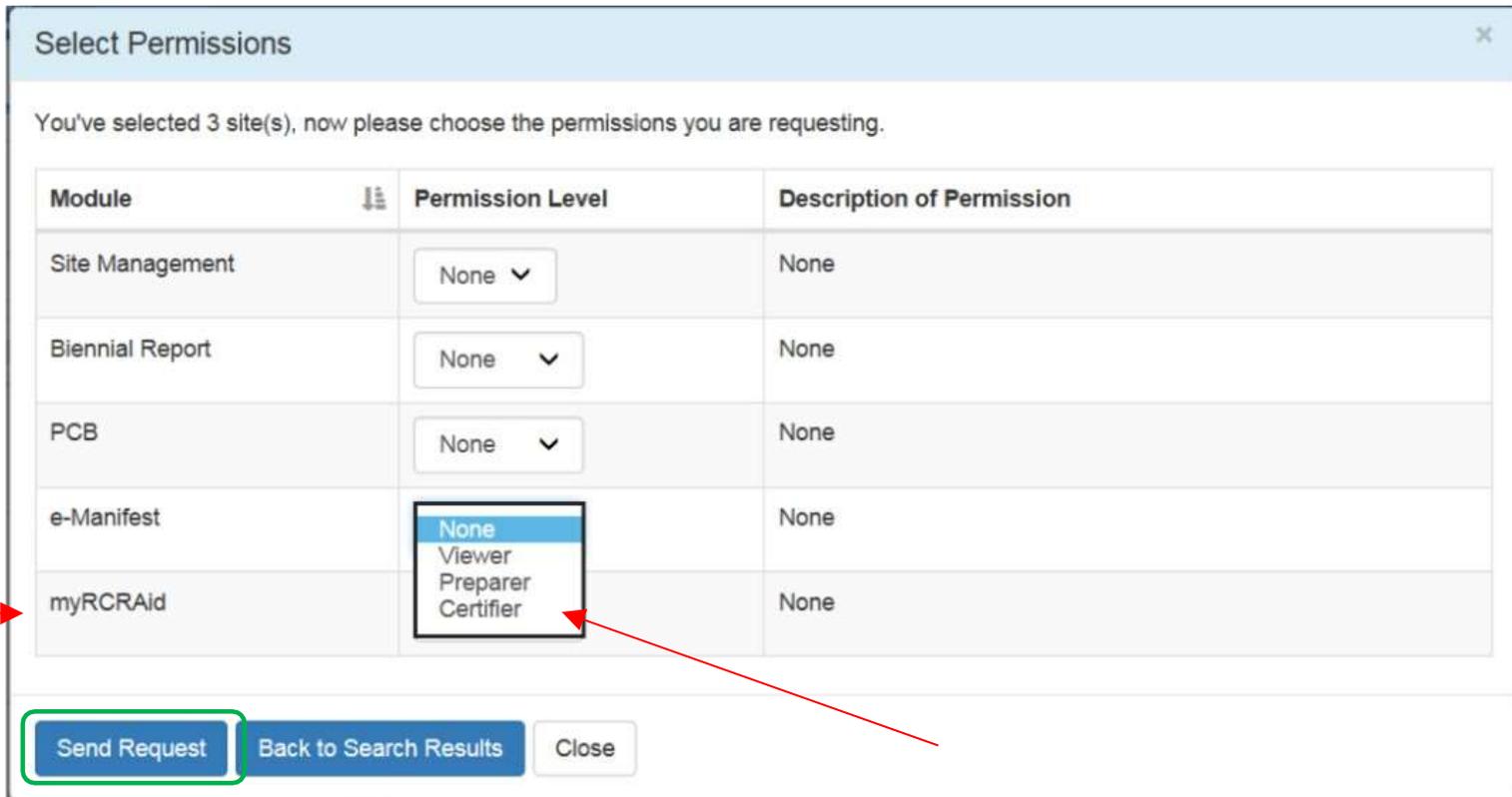
# How to Select Site Permissions

Select Permissions ✕

You've selected 3 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▾	None
Biennial Report	None ▾	None
PCB	None ▾	None
e-Manifest	None ▾	None
myRCRAid	<div style="border: 1px solid black; padding: 2px;">None Viewer Preparer Certifier</div>	None

Send Request Back to Search Results Close



Level of Permission	Definition
<b>None</b>	The user has no permissions for these sites within the module specified.
<b>Viewer</b>	The user can view the data for these sites within the module specified but cannot enter or change the information in any way.
<b>Preparer</b>	The user can view and enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
<b>Certifier</b>	The user can view, prepare, sign, and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.
<b>Site Manager</b> ( <i>a.k.a. RCRAInfo Site Manager</i> )	The user can view, prepare, sign, and submit information <b><u>and will be responsible for approving other registered users at your facility (and maintain their Electronic Signature Agreement)</u></b> . The user can submit data for any industry application module (myRCRAid, Biennial Report, and e-Manifest). This user is required to obtain an Electronic Signature Agreement.

# Electronic Signature Agreement

- Select your five security questions/answers.

Electronic Signature Agreement

You have been directed to this page because you have requested to be a Certifier for one of the RCRAInfo Industry Application components. Please enter the information below.

Electronic Signature Setup

These questions will be used for signing your document electronically:

<b>Question 1 *</b>	<b>Answer 1 *</b>
Select a question...	<input type="text"/>
<b>Question 2 *</b>	<b>Answer 2 *</b>
Select a question...	<input type="text"/>
<b>Question 3 *</b>	<b>Answer 3 *</b>
Select a question...	<input type="text"/>
<b>Question 4 *</b>	<b>Answer 4 *</b>
Select a question...	<input type="text"/>
<b>Question 5 *</b>	<b>Answer 5 *</b>
Select a question...	<input type="text"/>

Show answers

[Next](#)

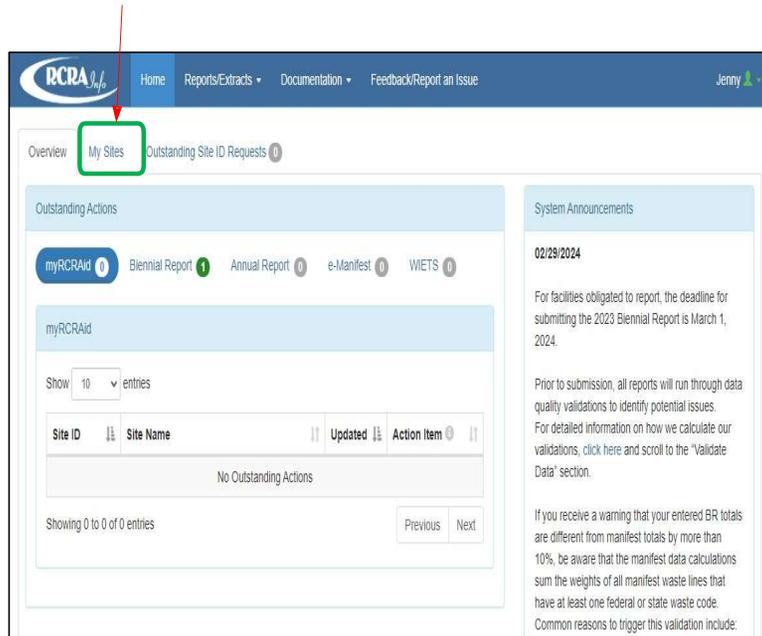
# Electronic Identity Proofing

- Two ways to complete the Identity Proofing process: 1) electronically and 2) on paper.
- If Identity Proofing is not approved electronically, switch the response to the first question to "No".
- Print and complete the paper form. Completed signed form can be mailed to the address listed.
- For faster approval, you can scan the completed signed form and email the PDF copy to [martin.sanchez@dep.nj.gov](mailto:martin.sanchez@dep.nj.gov)

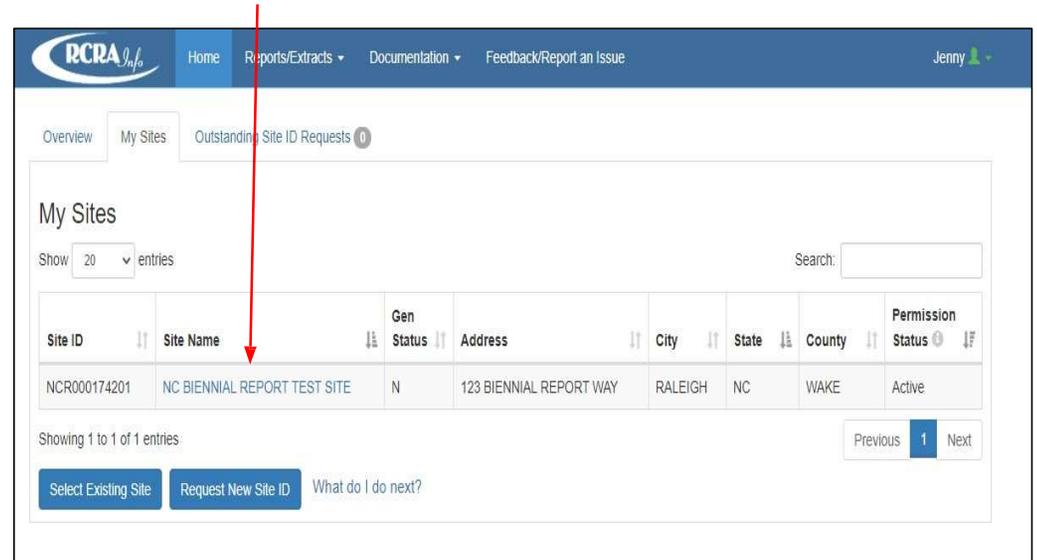
The screenshot shows a web form titled "Identity Proofing". At the top, there is a question: "Would you like to perform electronic Identity Proofing?" with a "Yes" button and an unchecked checkbox. Below this, the form is titled "Electronic Identity Proofing" and includes a note: "The following information will be used for identity proofing, it will NOT be stored." The form contains several input fields: "Home Mailing Address (Line 1)", "Home Mailing Address (Line 2)", "City", "State" (a dropdown menu with "Select a State" selected), "Zip", "Date of Birth" (with a mask "MMDD/YYYY"), "SSN Last 4", and "Phone". At the bottom, there is a checkbox for "I agree to the Electronic Signature Agreement" and a "Verify and Sign" button.

- When you complete Identity Proofing electronically, you will be asked to provide industry standard information typically used by banking systems and credit reporting agencies. This information is discarded after the identity proofing is complete (so your home address, birthdate and last four of your social security number will not be stored in the RCRAInfo system).
- The information you provided will be immediately evaluated by a third-party (LexisNexis). If the information meets a minimum score needed for identity proofing, your electronic signature agreement (ESA) will be recorded (approved) and you will immediately be able to submit and sign information for the sites and the modules for which you have been granted "Certifier" permission level.

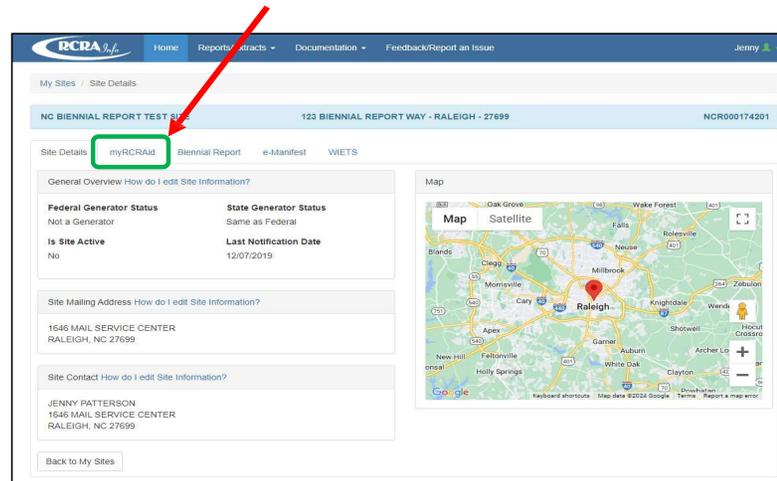
Click on the "My Sites" tab after logging in.



Click on the site's name (hyperlinked) - Site Details / Overview page.



Click on the hyperlinked "myRCRAid" tab.



# myRCRAid Module

Click on the "Create New Submission" button.

The screenshot shows the myRCRAid dashboard for site NCR000174201. The breadcrumb trail is "My Sites / NCR000174201 / myRCRAid Dashboard". The site name is "NC BIENNIAL REPORT TEST SITE" and the address is "123 BIENNIAL REPORT WAY - RALEIGH". The user is logged in as "Jenny".

Under the "In Progress" section, there is a table with columns: Submission Type, Last Updated, Last Updated By, Status, and Action. The table is empty, with the message "There are no forms to display." Below the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons.

A green button labeled "Create New Submission" is located below the "In Progress" section. A red arrow points to this button.

Under the "Completed" section, there is a table with columns: Submission Type, Submitted, Submitted By, Accepted, Accepted By, and Action. The table contains one entry:

Submission Type	Submitted	Submitted By	Accepted	Accepted By	Action
Notification	01/06/2020 09:52:29 AM	Jenny Patterson	01/06/2020 10:03:04 AM	Andrew J Minter	<a href="#">i</a> <a href="#">e</a>

Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" buttons.

At the bottom left, there is a "Back to My Sites" button.

myRCRAid form is prepopulated with the information from the last accepted site information submission.

The screenshot shows the "Add Source Record" form. The breadcrumb trail is "My Sites / NCR000174201 / myRCRAid Dashboard / New Submission". A yellow banner at the top says "For assistance completing this form, please review the application help and form instructions."

Section 1: Reason for Submittal. "Choose the reason for this submission \*".  
 Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity) [Source N]  
 Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]  
 Notifying that regulated activity is no longer occurring at this Site. [Source D]

Section 2: Site ID. EPA ID: NCR000174201. Activity Location: NC.

Section 3: Site Name. Name \*: NC BIENNIAL REPORT TEST SITE.

Section 4: Site Location. Street Number: 123. Street 1 \*: BIENNIAL REPORT WAY. Street 2: (empty). Zip \*: (empty). City, Town or Village \*: (empty). State \*: (empty).

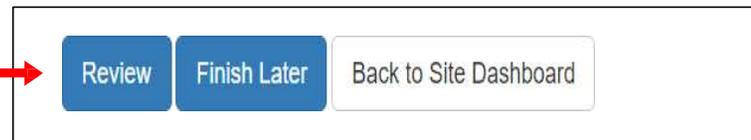
# myRCRAid Module

## Review & make any updates to the site information.

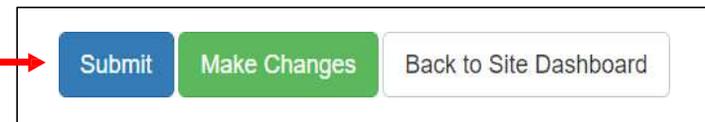
- **Item 1** "Reason for Submittal" - Generally, defaults to "Obtaining or updating an EPA ID ... [Source N]"
- **Item 8 Site Contact** - Make sure the information is updated and includes a valid email address.
- **Item 18** Include in the **Comments** section a summary of what was updated.
- Instructions: [https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra\\_subtitleC\\_forms\\_and\\_instructions.pdf](https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf)

## Click the "Review" button at the bottom of the form.

To save form for to finish later, click "Finish Later" & will save as draft "In Progress" folder.



If you clicked "Review" and all required fields are properly filled, you will be taken back up to the top of the form to take one more look at it. Scroll to the bottom again and click the blue "Submit" button.



**To check the certification statement**, enter your password & answer the five questions selected for the ESA. If answered successfully, click "Sign" option and submit the Notification.

**An automated email** from RCRAInfo ([rcrainfo.admin@epa.gov](mailto:rcrainfo.admin@epa.gov)) indicating that the Notification was submitted successful.

**NJDEP will approve ("accept")** the notification (usually takes a few hours to a couple of days). Until the notification is accepted, the notification will be "**pending**" in myRCRAid "**In Progress**" file. An automated email from RCRAInfo will be sent when notification is accepted.

# Biennial Report Module

RCRA Info Home Reports/Extracts Documentation Feedback/Report an Issue Martin

My Sites / NJR000081828 / Biennial Report Dashboard

GAGE INDUSTRIES 9 EWING STREET - TRENTON - 08625 NJR000081828

Site Details myRCRAid **Biennial Report** e-Manifest WIETS

**In Progress**

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
There are no submissions in progress.						

**Create New Submission**

**Completed**

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	National Report	Action
There are no completed forms.						

Previous Next

Back to My Sites

# e-Manifest Module


[Home](#)
[Reports/Extracts](#)
[Documentation](#)
[Feedback/Report an Issue](#)
Martin 

My Sites / NJR000081828 / e-Manifest Dashboard

GAGE INDUSTRIES      9 EWING STREET - TRENTON - 08625      NJR000081828

[Site Details](#)
[myRCRAid](#)
[Biennial Report](#)
[e-Manifest](#)
[WIETS](#)

View: Outgoing ▼

[Create Electronic Manifest](#)
[Sign Manifests](#)
[Other Actions](#)

In Progress

Search Manifests  
 Check Manifest Status

Show 10 entries     

Manifest ID#	TSDf ID	TSDf Name	Last Updated Date	Status	Actions
No manifests are currently in progress.					

Showing 0 to 0 of 0 entries      Previous Next

---

Received

Show 10 entries     

Manifest ID#	TSDf ID	TSDf Name	Shipped	Received	Last Updated	Status	Actions
No manifests have been received.							

Showing 0 to 0 of 0 entries      Previous Next



## Who do I contact with questions?

### **Permission Levels & Electronic Signature Agreement**

Martin Sánchez (609) 439-9649 / [martin.sanchez@dep.nj.gov](mailto:martin.sanchez@dep.nj.gov)

### **Update Site Information (myRCRAid)**

Becky Mullen (609) 913-6708 / [becky.mullen@dep.nj.gov](mailto:becky.mullen@dep.nj.gov)

### **Biennial Report**

Martin Sánchez (609) 439-9649 / [martin.sanchez@dep.nj.gov](mailto:martin.sanchez@dep.nj.gov)

### **e-Manifest**

Helpdesk [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)

### **Billing / Invoices**

Becky Mullen (609) 913-6708 / [becky.mullen@dep.nj.gov](mailto:becky.mullen@dep.nj.gov)

### **NJDEP Dataminer**

<https://njems.nj.gov/DataMiner/>

