# <u>myRCRAid</u>

Anyone who generates, transports, treats, stores and/or disposes of hazardous waste is considered a "handler". With some exceptions "hazardous waste handlers" need to obtain a "Handler ID" ("USEPA ID Number") for use in manifesting, completion of biennial report and other purposes. Furthermore the "Handler ID" must be updated if there is a change in regulatory status, additional waste generation activities, updated mailing information or other information included on the form.

Up until September 2019 the process for obtaining and updating "handler information" was to mail USEPA form 8700-12 to the NJDEP. The new approach is to submit such requests in RCRAinfo using a service called myRCRAid. This manual describes how to create a myRCRAid account, how to submit a request for a "new" handler id and how to update an existing handler id.

I welcome suggestions and feedback on improving this manual. The best way to reach me is by email at <u>michael.gage@dep.nj.gov</u>



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# Industry - Creating a myRCRAid Account

- 1. Go to RCRAinfo web page to register for an account https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login
- 2. Click the button for Register.

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3. Select Continue as Industry User Registration



4. Complete various screens to create an account:

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## myRCRAid

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5. After creating an account you will be able to Select Existing Site or Request New Site ID.

Select Existing Site - use this option if you are updating information for an existing site

**Request New Site ID** – use this option if you need to obtain a new Handler ID (USEPA identification number).

Both processes are similar – you are either typing stuff in or updating what is already there.

# myRCRAid - Request New Handler ID

 Determine if there may already be a Handler ID assigned by using the search function at <u>https://rcrapublic.epa.gov/rcrainfoweb/action/modules/hd/handlerindex</u> If there is an existing Handler ID skip to page 21

		• G Search	
File Edit View Favorites Tools Help			🏠 🕶 🔂 💌 🗔 👼 👻 Page 🖛 Safety 🕶 Tools 🕶 📦 🖙
	Environmental Topics	Laws & Regulations About EPA	^
	RCRAInfo Web Home	You are here: Search by Site	
	About HW Sites	Search by Site	
	HW Site Summary	,	
	Industry (NAICS)	The Search by Site allows the user to find specific handlers by optionally providing a Site ID, Site name. City, Location(State, Region, or National). Zin Code, Federal Activity and/or State Activity.	
	Ownership	(Some Federal Activities have an additional sub-type.) The site must meet all criteria provided in	
	Search by Site	order to be shown on the report.	
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		Site Name:	
		Street:	
		City:	
		Location:	
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		Zip Code:	
		Federal Activities:	
		State Activities: No Activities for the selected Location V	
		Submit Reset	~ · · · · · · · · · · · · · · · · · · ·
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- 2. Once you have confirmed a Handler ID has not been assigned you should log into RCRAinfo at <a href="https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login">https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login</a>
- Click button for Request New Site ID and the system will ask for which state the site is located

   this determines whether you are able to electronically submit request for a new USEPA identification number (because state "opted in" to my myRCRAid) or if you need to mail in a
   paper copy of the 8700-12 form. Select New Jersey and click Continue.

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- 4. Since New Jersey has "opted-in" to myRCRAid you will be brought to a screen that provides two options:
  - 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]

Select the option for **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].

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		My Sites / Create New Site ID					
		Create New Site ID					
		For assistance completing this form	, please review the ap	oplication help and form instructions.			
		1. Reason for Submittal					
	Y	Choose the reason for this submit Obtaining or updating an EPA IC     Obtaining or updating an EPA IC	ission • O number for an on-go O number for conducti	ing regulated activity that will continue for a perion ng Electronic Manifest Broker activities only. [Sou	d of time. (Includes HSM activity) [Source N] rce K]		
		2. Site ID					
		EPA ID		Activity Location			

5. Enter Site Name.

3. Site Name
Name *
NJDEP Test Handler

6. Enter Site Location.

4. Site Location		
Street Number	Street 1 *	Street 2
401	East State Street	
Zip *	City, Town or Village *	State *
08625	Trenton	NEW JERSEY
Country *		
UNITED STATES	×	v
County *		State District
MERCER	×	Select State District     v

## myRCRAid

- 7. Enter Site Mailing Address If it is the same as the site address you can use the **Copy From Address** feature otherwise enter information manually.
- 8. Select land type usually private for this example it is state since it a state owned and operated property used by the New Jersey Department of Environmental Protection

6. Site Land Type			
Land Type 兼			
State	× *		

9. You will be asked for your NAICS code which can be identified using the web site <a href="https://www.census.gov/eos/www/naics/">https://www.census.gov/eos/www/naics/</a>

← → G https://www.census								G Search		م	• ★ ☆ •
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North Americ	can Industry Cla	assification	System								
Main History Develo	pment Federal N Register Notices	APCS FAQs									
NAICS Search: Enter keyword or 2-6 digit code	2017 NAICS Key W	ord Search									
2017 NAICS Search	Search results for: govern Number of records found: 81	ment									
2012 NAICS Search	522294 Government-sponsored e 522294 Government National Mo	enterprises providing secondary rtgage Association (GNMA)	r market financing								
Enter keyword or 2-6 digit code	522294 GNMA (Government Nati	ional Mortgage Association)									
2007 NAICS Search	561210 Government base facilitie 561990 License issuing services (	is operation support services except government), motor ve	hide								
Reference Files	722310 Cafeteria food services co 921110 Advisory commissions, ex	ntractors (e.g., government of ecutive government	fice cafeterias, hospital cafet	erias, school cafeterias)							
2017 NAICS	921130 Treasurers' offices, gover	nment									
<ul> <li>2012 NAICS</li> </ul>	921130 Controllers' and comptrolle	ers' offices, government									
= 2007 NAICS	011120 Dudant assessas anuara	mant									

10. Enter the NAICS code number and the associate description will be pulled in automatically,

7. North American Industry Classification System (NAICS)	
Primary NAICS *	
926150 - REGULATION, LICENSING, AND INSPECTION OF MISCELLANEOUS COMMERCIAL SECTORS	× *
Other NAICS	
Select Other NAICS	

11. Enter Site Contact Person.

8. Site Contact Person		
First Name *	Middle Initial	Last Name *
Michael	Р	Gage
Title	Email	
Lead Analyst	michael.gage@dep.nj.gov	
Phone Number *	Extension	Fax
609-633-0644		609-292-9938

12. Enter Site Contact Address - If it is the same as the Location or Mailing Address you can use the **Copy From Address** feature – otherwise enter information manually.

8a. Site Contact Addres	55		Copy From A	ddress -
Street Number	Street 1	Street	Location	
			Mailing	
			Clear	
Zip	City, Town or Village	State		_
		Sele	ct State	Ŧ
Country				
UNITED STATES		× *		

13. Legal Owner – click **Add** and complete required information.

9a. Legal Owner 🏾 🌲											
Type Name			Address			Date					
Add											
Add Owner										Copy From -	
Name 🜻								Date	Туре 🗮		
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Street Number		Street 1 *						Street 2			
125		West State Street						PO Box 002			
lip 🗮		City, Town or Village *						State *			
08625-0002		Trenton						NEW JERSEY			×
Country *							_				
UNITED STATES							× ×				
Email					Phone			Extension	Fax		
Public Comments											
ublic Comments											
Save Changes Clos	se										
9a. Legal Owne	r *										
Туре	Name			Address	5				Date		
State	State of N	lew Jersey - Departmen	t of the Treasury	125 West	t State Stre	et PO Box	002, Tre	nton, NJ 08625-0002	01/01/198	7 🖌	×
Add Delet	te All Owners										

State

Add

## 14. Legal Operator – click Add and complete required information.

	UI 🕈							
Туре	Name		Address				Date	
Add								
Add Operator							Copy From	•
Name 🗯					Date		Туре 兼	
New Jersey Department	of Environmental	Protection			01/01/1987		State	×
Street Number		Street 1 *			Street 2			
401		East State Street			Mail Code 401-04B, PC	Box 420		
Zip 🌲		City, Town or Village *			State 븆			
08625-0420		Trenton			NEW JERSEY			×
Country *								
UNITED STATES				× *				
Email			Phone		Extension		Fax	
Public Comments								
Save Changes Clos	e							
Save Changes Clos	e							
Save Changes Clos	e							
Save Changes Clos 9b. Legal Ope	e erator *							
Save Changes Clos 9b. Legal Ope	e erator *							

08625-0420

401 East State Street Mail Code 401-04B, PO Box 420, Trenton, NJ 01/01/1987

×

15 L	lazardous	Maeta	Activitios -	complete	information	as annlicable
10.1	lazaruous	vasie		complete	monnation	as applicable.

New Jersey Department of Environmental Protection

- Large Quantity Generator	x x No	None selected -
	4. Receives Hazardous Waste from Off-site	
Short Term Generator	5. Recycler of Hazardous Waste Select Recycler Activity *	
Waste Codes for Federally Regulated Ha	zardous Wastes	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal) *	zardous Wastes Selected	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal) * 3 selected <del>-</del>	Selected	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal) * 3 selected -	Selected	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal)  3 selected  D002  D003	Selected	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal)  3 selected  D002  D003  D004	Selected	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal)  3 selected  D002  D003  D004  D005	Selected	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal)  3 selected  D002  D003  D004  D005  D006	zardous Wastes Selected D001 × D002 × D008 × zardous Wastes	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal)  3 selected  D002  D003  D004  D005  D006  D007	zardous Wastes  Selected  zardous Wastes Selected  Selected	
Waste Codes for Federally Regulated Ha azardous Waste Codes (Federal) 3 selected D002 D003 D004 D005 D006 D007 D008	zardous Wastes  Selected  zardous Wastes Selected Selected Selected	

16. Additional Regulated Activities- complete information as applicable.

Other Warts Astronom				
Other Waste Activities				
I. Transporter of Hazardous Waste		3. United States Importer of Hazardous Waste	5. Importer/Exporter of SLABs	
None selected -		No	None selected -	
. Underground injection Control		4. Recognized Trader		
No		None selected -		
Universal Waste Activities		C. Used Oil Activities		
Large Quantity Handler of Univ W	aste	1. Used Oil Transporter	3. Off-Specification Used Oil Burner	
selected -		None selected +	NO	
Accumulated/Managed	aste	2. Used Oil Processor and / or Re-refiner	4. Used Oil Fuel Marketer	
Batteries		None cological -	None selected -	
<ul> <li>Mercury containing equipment</li> </ul>		None selected +	None selected +	
Lamps				
Pesticides				
Consumer Electronics				
Oil-based Finishes	_			
Any Universal Waste	P for the ma	anagement of hazardous waste pharmaceuticals.		
Generated		Ŧ		
Consumer Electronics				
	CFR 266 St	ubpart P for the management of hazardous waste pharma	ceuticals.	

17. Once all information has been entered click the **Review** button.

18. Comments	
Public Comments	
Review Finish Later Discard Draft Back to My Sites	
	🔍 100% 🔹 🔐

18. The system will bring you to the top of the form – review what is listed until you reach the end of the form. If you need to make changes click the **Make Changes** – otherwise click **Submit**.

19. Certificat	tion				
First Name	e	M.I.	Last Name	Title	Date Signed
Submit	Make Changes	Back to My Sites			

19. You will receive the message below regarding the need to complete an e-Signature Agreement.



20. Click Submit and will be asked to establish security questions and answers. Enter such information and then Click **Next**.

← → M https://rcrainto.epa.gov/rcraintoprod/action/industry/se	ecured/unauthorized/esa#l/question	s			* C Search	
RCRAInto Sign In CRCRAInto	🔏 Electronic Signature Setup	× 💽 The Official Web Site for Th	e St 📘 State of New Jersey - Depar	tm. 1		
A NEW PROFILES 10015 HEP						🦄 🔻 🔝 🗉 🖶 🖛 Page 🕶 Safety 🕶 Tools 🕶 🚱 🖛 🎽
	RCRA Jafa	Iome Documentation -	Feedback/Report an Issue		Michael 🔔	
	Home / Electronic Signatur	e Agreement				
	Electronic Signatu	re Agreement				
	You have been directed to the information below.	nis page because you have	requested to be a Certifier for	one of the RCRAInfo Ind	ustry Application components. Please enter the	
	Electronic Signature Setup				*	
	These questions will b	e used for signing your	document electronically-			
	Question 1 *	e acea for signing your	assument electronically.		Answer 1 🍝	
	Select a question			~		
	Question 2 🔹				Answer 2 🗯	
	Select a question			~		
	Question 3 *				Answer 3 *	
	Select a question			~		
	Question 4 *				Answer 4 *	
	Select a question			v		
	Question 5 *				Answer 5 *	
	select a question			v		
					Show answers	
	Next					
						€,100% ¥

- 21. You will now be brought to the electronic signature agreement which allows you to mail in such agreement for verification or use electronic verification. Choose the electronic option, enter the required information for **yourself** and click Verify and Sign.
- 22. The system will use Lexis Nexis to verify you are who you say you are and not a hacker. You will get a message that your identity has been verified.

	secured/unauthorized/es#//velly-identity + C	୍ ଅ – ଅ – ଜୁନ	)
GRCRAInfo Sign In GRCRAInfo	👩 Identity Proofing 🛛 X 🔅 The Official Web Site for The St 💽 State of New Jersey - Departm		
File Edit View Favorites Tools Help			
*		🏠 👻 🖾 🤟 🐨 👼 👻 Page 👻 Safety 👻 Tools 👻 🔞 👻	ĺ
Your identity has been verified and Electronic S		×	
	You have been directed to this page because you have requested to be a Certifier for one of the RCRAInto Industry Application components. Please enter the information below.		
	Electronic Signature Setup	>	
	Identity Proofing	×	

23. Click Review again and you will be allowed to complete a final review and then will be able to **Submit** or **Make Changes** – Click **Submit**.



24. You will be asked to Accept or Decline the certification statement – click Accept.



25. The system will ask for your password

eSignature Widget	۲
1. Authentication	
Log into CDX	c
User:	
MICHAELPGAGE	
Password:	
Show Password 🗌	
Login	

26. After entering the password the system will ask you to answer one of the five questions you had established when setting up your account.

ignature Widget		
1. Authentication Log into CDX User: MICHAELPGAGE Password:	2. Verification Question: Who is your favorite author? Answer:	
Show Password  Welcome Michael Gage	Answer	

27. After answering this question you will be able to sign the submission – click Sign.



A message will briefly be displayed that your request has been sent for approval.



28. You will then be brought to a listing of Outstanding Site ID Request and this submission will be listed with a status of Pending. You will also get an e-mail confirming such submission.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov>
Sent: Thursday, October 10, 2019 10:55 AM
To: Gage, Michael <Michael.Gage@dep.nj.gov>
Subject: [EXTERNAL] myRCRAid Submission for a New Site (Handler ID request)

Dear Michael P Gage <MICHAELPGAGE>,

A myRCRAid submission for new site NJDEP Test Handler has been successfully submitted for review. You may view the status by going to the <u>Outstanding Site ID Requests Dashboard</u>.

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

The regulatory agency will also get an e-mail that such submission has been received and is awaiting their processing.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov>
Sent: Thursday, October 10, 2019 10:55 AM
To: Gage, Michael <Michael.Gage@dep.nj.gov>
Subject: [EXTERNAL] myRCRAid Pending Submission for New Site (Handler ID request)

Dear Michael P Gage <<u>michael.gage@dep.nj.gov</u>>,

A myRCRAid submission has been made for new site NJDEP Test Handler by Michael P Gage <MICHAELPGAGE>. Please click the link below to process this submission and assign a RCRA Handler ID.

Click here to review this submission.

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

29. Once the submission has been processed by the regulatory agency you will receive an e-mail that your request was approved. This e-mail will also include any comments that were entered by the regulatory agency.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov> Sent: Thursday, October 10, 2019 12:44 PM To: Gage, Michael <Michael.Gage@dep.nj.gov> Subject: [EXTERNAL] myRCRAid Submission for New Site Approved

Dear Michael P Gage <MICHAELPGAGE>,

Your myRCRAid request for NJDEP Test Handler has been approved and assigned the ID NJR000078162. Please use this ID for all future submissions. You have been granted a Site Manager permission for your site. The administrator has provided the following comments:

This Handler record was created for training purposes by the NJDEP. The actual Handler record for this site is Handler ID of NJD982537391 and Handler Name of DEP BUILDIONG MANAGEMENT OFFICE

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

30. Log back into RCRAinfo and you will be asked to agree to **Electronic Signature Agreement**.

	industry/secured/unauthorized/esa-management		+ C Search	o ☆ ★ ♠ - ۹
File Edit View Favorites Tools Help				🗿 * 🔯 + 🖂 🖶 * Page * Safety * Tools * 😥 *
	RCRA Infa Home Tools - Docum	nentation + Feedback/Report an Issue	Michael 🚨 🗧	
	Home / ESA Management			
	Electronic Signature Agreement Ma	anagement		
	You have been directed to this page because you have been	approved as a Site Manager for one or more sites. Please compl	ete the fields below to continue.	
	Opt-In to ESA Management			
	Please indicate whether you will opt into receiving paper E registration process. You will be able to upload a scanned	Electronic Signature Agreements from users affiliated with your RC copy of their agreement and instantly grant their ability to sign from	RA Sites. This will significantly expedite their n within the application.	
	If you opt out, any new user for this site that declines or do ESA. Please allow for mail and processing time for those of	bes not pass electronic identity proofing will need to mail their print users to be able to electronically sign within the application. See hi	ed ESA to the proper government official listed on the to for more details.	
	Yes, I will receive and process ESAs for users affiliate Yes	d with sites I manage.		
	ESA Mailing Address			
	Enter the mailing address where users will be directed to	to send their ESAs for you to process.		
	Industry User Test	Attention Of  Michael P Gage		
	Address 1 *	Address 2		
	401 Easte State Atreet			
	City •	State •	Zip •	
	Trenton	NEW JERSEY	× * 08625	
	Phone •			
	609-633-0644			
	I confirm that I have read the Buller of Behavior and	asknowledge that I		

This screen is being displayed because during approval of the submission the regulatory agency also granted you with Site Manager permissions for this site.

Approve Submission	×
Please enter your approval comments below. Public Comments	
This Handler record was created for training purposes by the NJDEP. The actual Handler record for this site is Handler ID of NJD982537391 and Handler Name of DEP BUILDIONG MANAGEMENT OFFICE	
Grant Site Manager permission for this site? As part of the approval process, the user will be granted myRCRAid Certifier permissions. However, if you want to grant this user Site Manager permissions, see the slider to 'Yes'.	ət
Approve Close	

31. Review the information for this agreement and then click the box for "I confirm that I have read the Rules of Behavior and acknowledge that I:...."

A      Attps://rcrainfo.eps.gov/rcrainfoprod/action/industr     BrcRulefo klone     X      C      cmchastib cm	ny/secured/unauthorized/esa-management				
File Edit View Favorites Tools Help					🛐 🕶 🛐 👻 🖃 👼 👻 Page 🕶 Safety 🛩 Tools 🕶 😡 🛩
	RCRA 9nfo Home	Tools - Documentation -	Feedback/Report an Issue	Michael 💄	•
	registration process. You will be ab If you opt out, any new user for this ESA. Please allow for mail and pro Yes, I will receive and process E Yes	e to upload a scanned copy of the site that declines or does not pass cessing time for those users to be a SAs for users affiliated with sites	ir agreement and instantly grant their ability to sign from within electronic identity proofing will need to mail their printed ESA able to electronically sign within the application. See help for n s i manage.	I the application. to the proper government official listed on the nore details.	
	ESA Mailing Address				
	Enter the mailing address where Organization *	users will be directed to send their	ESAs for you to process. Attention Of *		
	Industry User Test		Michael P Gage		
	Address 1 🌻		Address 2		
	401 Easte State Atreet				
	City *		State 🗢	Zip *	
	Trenton		NEW JERSEY * *	08625	
	Phone •				
	<ul> <li>I confirm that I have read the #</li> <li>Understand the Information of Understand EPA policy and Understand the potential imp Agree to follow sound securi</li> <li>Agree to follow recordicepin</li> </ul> Save and Continue	tules of Behavior and acknowled ontained in the Rules of Behavior. poals for protecting information and act of threats to and vulnerabilities by practices, especially with regard g requirements for all Electronic Sk	tge that I: tivel respect and protect registration data. of computer systems; and to safeguarding my User ID and Password; and gnature Agreements in my possession.		
					® 100% 👻 🔄

32. Click **Save and Continue** and a message will be briefly displayed that the ESA settings have been saved.



33. You will then be brought to a listing of **My Sites** and the handler for which you made a submission will be listed with a status of Active.

ition/industry/secured/home						r ⊞ C Sea	ch				
										<u>a</u> -	 ÷ -
RCRA 9.1	Home Tools - Documentation	n - Feedback/Report an Issue						Mic	hael 🔔 -		
My Sites Outstanding	ng Site ID Requests 🔘 🛛 Pending Req	quests 🔘									
My Sites											
Show 20 🗸 entries	ŝ					Search					
Site ID 👘	Site Name 🏦 A	Address 11	City	J) St	itate 🏨	County	11	Status	17		
NJR000078162	NJDEP TEST HANDLER 4	401 EAST STATE STREET	TRENTON	N.	n	MERCER		Active			
Showing 1 to 1 of 1 entries	в						Previous	5 1	Next		

34. If click on the **Site Name** you will be brought to the following screen.

CRAInfo Home × € smchaith.org	ed/utev/detailu/10P000078162			- ≣ C Search	<i>₽</i> - <b>↑</b> ★ ¤ ⊝
File Edit View Favorites Tools Help				- 1004/2010	🏠 🔹 🔝 🔹 👼 🍷 Page 🔹 Safety 🕶 Tools 🕶 🕢 🖤
	Wy Sites / Site Details	Tools • Documentation • Feedback/Repo	t an Issue	Michael 🧘 -	
2	NJDEP TEST HANDLER	401 EAST STATE S	TREET - TRENTON	NJR000078162	
2	Site Details myRCRAid e	Manifest			
	General Overview	How do I edit Site Information?	Map		
	Federal Generator Status Large Quantity Generator Is Site Active Yes	State Generator Status Same as Federal Date Last Updated 10/10/2019	Map Satellite	Personal Township	
	Site Mailing Address 401 EAST STATE STREET MAIL TRENTON, NJ 08625-0420	How do I edit Site Information? CODE 401-048, PO BOX 420	ninster, Newtown Tre m. Grove Evitown on	Ronderson A	
	Site Contact MICHAEL P GAGE 401 EAST STATE STREET MAIL TRENTON, NJ 08625-0420	How do I edit Site Information? CODE 401-04B, PO BOX 420	Google Burington 55	North Hanover Township des 62019 Google Teme of Use. Report a mag-error	
	Back to My Sites				
					💐 100% 🔹 🖉

35. This screen has three tabs of data – Site Details, myRCRAid and e-manifest.

Site Details has key facility information and related contact information.

JDEP TEST HANDLER	401 EAST STATE S	STREET - TRENTON NJR0000781
te Details myRCRAid e-N	Aanifest	
General Overview	How do I edit Site Information?	Мар
Federal Generator Status Large Quantity Generator Is Site Active Yes	State Generator Status Same as Federal Date Last Updated 10/10/2019	West Windsor Wind Barborn Company West Windsor Township Ewing Ewing South Brunswick Township Carabury Carabury Township East Windsor Carabury Township
Site Mailing Address 401 EAST STATE STREET MAIL ( TRENTON, NJ 08625-0420	How do I edit Site Information? CODE 401-04B, PO BOX 420	n Grove on Townstructure Treiton Treiton Treiton Townstructure Townstructure Treiton Townstructure Township
Site Contact	How do I edit Site Information?	Burlington
MICHAEL P GAGE 401 EAST STATE STREET MAIL ( TRENTON, NJ 08625-0420	CODE 401-04B, PO BOX 420	Map data ©2019 Google Terms of Use Plumsted Report a map error

myRCRAid identifies submissions made and allows for new ones to created.

RCRA 9, fo Hon	ne Tools <del>-</del>	Documentation -	Feedback/Report an	Issue					Michael
ly Sites / NJR000078162 /	myRCRAid Dash	board							
IJDEP TEST HANDLER			401 EAST STATE STRE	EET - TR	ENTON			NJ	R0000781
ite Details myRCRAid	e-Manifest								
In Progress									
Show 20 🗸 entries									
Submission Type	1	Last Updated D	ate	ļt	Last Updated By		tt.	Status	11
			There are no forms	s to displ	ay.				
Showing 0 to 0 of 0 entries								Previous	Next
Create New Submission									
Completed									
Show 20 🗸 entries									
Submission Type	L Submitte	d Date	Submitted By	lt	Approved Date	II	Approved By	11	Action
Notification	10/10/201	9	Michael P Gage		10/10/2019		Michael P Gage	•	
Showing 1 to 1 of 1 entries								Previous	Next
Back to My Sites									

**eManifest** will display manifest that have been entered and allows creation of a new manifest record.

RCRA 9, fo Home Tools	- Documentation -	Feedback/Report an	Issue			Michael
ly Sites / NJR000078162 / e-Manifest D	ashboard					
JDEP TEST HANDLER	40	01 EAST STATE STRE	ET - TRENTON			NJR00007816
ite Details myRCRAid e-Manifest	1					
Create New Manifest Search Manifest	Check Manifest Statu	IS			Vie	w: Outgoing
In Progress						
Show 10 V entries				Enter Manifest Track	ing Number(s)	×
Manifest ID# 11 TSDF ID	TSDF Name		ļt.	Last Updated Date	Status 🕘 🎵	Actions
	٦	No manifests are curren	tly in progress.			
Showing 0 to 0 of 0 entries					Previo	ous Next
Received						
Show 10 v entries				Enter Manifest Tracki	ing Number(s)	×
Manifest ID# 11 TSDF ID 11	TSDF Name	Lî Ship	ped 🕼 Received 🗜	Last Updated	Status 🛈 🗍	Actions
		No manifests have be	en received.			

36. If you click on your name you can view your Profile.



37. The My Profile has six tabs of data as shown below.

My Profil	e				
My Profile	My Site Permissions	My e-Signature Agreement	My Request History	My Notes	My Events
User Profile	e				

38. The two key tabs are My Site Permissions and My Request History

**My Site Permissions** shows which facilities you have access to and the rights you have been given.

My Pr	ofile							
My Prof	ile My Site Permiss	ions My	My e-Signature Agreement My Request History My Notes My Events          Image: Search:       Search:         Site Name       11       Management       11       myRCRAid       11         NJDEP TEST HANDLER       Active       Certifier       Certifier       11					
Activity	Location							
NEW	JERSEY	~						
Show	20 V entries						Search:	
	Site ID	Site Name			Į,	Site Management <b>↓</b> ↑	e-Manifest 🗐	myRCRAid 👫
	NJR000078162	NJDEP TES	ST HANDLER			Active	Certifier	Certifier
Showing	1 to 1 of 1 entries						Pn	evious 1 Next

My Request History lists all your submissions and their status.

y Profile	ly Site Permis	sions My e-Signature Ag	reement	My Request History My	Notes My Ev	ents		
Site Permissio	n Change By I	Regulator						
Requested Da 10/10/2019 12: Requested Pe Site Managem	te 44:18 PM rmissions ent (Active) entries		Status Completed			Requested By Michael P Gage <n< th=""><th>iichael.gage(</th><th>@dep.nj.gov&gt;</th></n<>	iichael.gage(	@dep.nj.gov>
Site ID	ļi.	Site Name	lt	Address	11	City	State 1	Action
NJR0000781	62	NJDEP TEST HANDLER		401 EAST STATE STREE	г	TRENTON	NJ	Granted
								rovious 1 Novt

# myRCRAid – Update Existing Handler ID

 Log into RCRAinfo at <u>https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login</u> and you should be brought to the My Sites tab which lists sites you currently have access rights for – if the site to be updated is listed you can click on that Handler ID to create a new record. If the site is not listed you should click button for Select Existing Site.

	/secured/liome								- C Searci	her			+ م	t 🛧 🌣
RCRAInfo Home × Cosmchealth.org														
e Edit View Favorites Tools Help														
													👌 🔹 🔯 🔹 📾 🔹 Page 🔹 Safety 🔹	Tools • 🔞 •
	RCRA 9.fa	Home Tools - Documenta	tion - Feedback/Report an Issue									hael 💄 -		
	My Sites Outstandin	g site ID Requests 🔮 Pending	Requests											
	Max Otton													
	iviy Sites													
	Show 20 V entries								Search:					
	Site ID	Site Name	Address	11	City	11	State	44	County	11	Status	47		
	NJR000078162	NJDEP TEST HANDLER	401 EAST STATE STREET		TRENTON		NJ		MERCER		Active			
	Showing 1 to 1 of 1 entrie	s								Previou	s 1	Next		
	Select Existing Site	Request New Site ID												

2. If you chose **Select Existing Site** you will be given a search screen that allows you to find the site using site id, name, address or a combination of these. The easiest search is to use the site id.

Search	1000 00		recublished									×	
Site ID			Site Name										
njd98253739	1												
Street Number	Street Number		Street Name		City								
State *			County			Zip							
NEW JERSE	ΞY	~	Select a County		~								
Search C Hint: It is recom criteria. Adding	IS 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.  RCRA 9./. Home Tools - Documentation - Feedback/Report an Issue Michael -												
Show 20 🗸 e	ntries												1
Select All	Site ID	Site Name		lt.	Address	11	City	lt	State	11	County	ļt	
	NJD982537391	DEP BUILDING	G MANAGEMENT OFFICE		401 E STATE S	T	TRENTON		NJ		MERCEP	R	
Showing 1 to 1 of 1	entries									Previo	ous 1	Next	)
Back to Search C	riteria Close												

3. Once site is found click the select box and the click **Request Access**.

Show 20 V	entries										
Select All	Site ID	Site Name	lt	Address	IJ	City	I	State	I	County	J1
V	NJD982537391	DEP BUILDING MANAGEMENT OFFICE		401 E STATE ST		TRENTON		NJ		MERCER	
Showing 1 to 1 of 1	entries								Previo	ous 1 M	lext

4. You will be offered three choices as shown below:

Home Tools	, <b>→</b> Do	cumentation - Fee	edback/Report an Issue
Select Permissions			×
ou've selected 1 site(s)	, now plea	se choose the permiss	sions you are requesting.
Module	1ª	Permission Level	Description of Permission
Site Management		None 🗸	None
e-Manifest		None 🗸	None
myRCRAid		None 🗸	None
Send Request Bac	ck to Searc	ch Results Close	

5. Make selections as appropriate for your needs. In this example I requested Certifier access for myRCRAid. Once selections have been made click the **Send Request** button.

elect Permissions				
ou've selected 1 site(s),	now plea	se choose the permissions y	ou are requesting.	
Module	44	Permission Level	Description of Permission	
Site Management		None 🗸	None	
e-Manifest		None 🗸	None	
myRCRAid		None Viewer Preparer Certifier	None	
Send Request Bac	k to Sear	ch Results Close		

6. Your listing of My Sites will now list this handler and the status will be Pending.

My Sites	ly Sites Outstanding Site ID Requests 0 Pending Requests 0								
My Site	S entries					Search:			
Site ID	tl	Site Name	Address 11	City 👫	State 💵	County 1	Status		
NJD982537	7391	DEP BUILDING MANAGEMENT OFFICE	401 E STATE ST	TRENTON	NJ	MERCER	Pending 🕄		
NJR000078	3162	NJDEP TEST HANDLER	401 EAST STATE STREET	TRENTON	NJ	MERCER	Active		
Showing 1 to	2 of 2 entries	5				Previo	us 1 Next		
Select Exis	sting Site	Request New Site ID							

7. An e-mail will be sent to the regulatory agency that you are requesting permissions for a handler.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov>
Sent: Thursday, October 10, 2019 3:21 PM
To: Gage, Michael <Michael.Gage@dep.nj.gov>
Subject: [EXTERNAL] RCRAInfo Industry Site Permission Request for MICHAELPGAGE

#### Dear Michael P Gage <<u>michael.gage@dep.nj.gov</u>>,

The following site permissions are being requested for Michael P Gage <MICHAELPGAGE> for New Jersey. If appropriate, please grant these permissions at your earliest convenience.

#### Permissions

Module	Requested Level
myRCRAid	Certifier

#### Sites

Site Id	Site Name
NJD982537391	DEP BUILDING MANAGEMENT OFFICE

Click here to approve or reject these privileges.

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

8. Once the agency approves such access your will get an e-mail message that permission has been granted.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov> Sent: Thursday, October 10, 2019 3:27 PM To: Gage, Michael <Michael.Gage@dep.nj.gov> Subject: [EXTERNAL] RCRA Site Permissions Changed

#### Dear Michael P Gage <MICHAELPGAGE>,

Your site permissions were changed by Michael P Gage <michael.gage@dep.nj.gov>.

#### Permissions

Module	Permission	Description
myRCRAid	Certifier	Edit, Sign, and Submit Data

#### Sites

Site Id	Site Name	Status	Comme
NJD982537391	DEP BUILDING MANAGEMENT OFFICE	Granted	

Note: This does not constitute any approval for any activity at the listed site(s) and is not a permit. This email is only in reference to your user access to the site.

Please contact your RCRAInfo Site Manager if you have questions or concerns.

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

9. After logging into RCRAinfo your listing of MySites will now show an Active status for this handler.

viy Siles						
how 20 🗸 ent	ies				Search:	
Site ID	Site Name	J≟ Address J	t City	State 💵	County 11	Status
NJD982537391	DEP BUILDING MANAGEMENT OFFICE	401 E STATE ST	TRENTON	NJ	MERCER	Active
NJR000078162	NJDEP TEST HANDLER	401 EAST STATE STREET	TRENTON	NJ	MERCER	Active
NJR000078162	NJDEP TEST HANDLER	401 EAST STATE STREET	TRENTON	NJ	MERCER	Ac

10. Click on the Site Name of the handler you wish to update and you will be brought to the following screen.



11. Click on the tab for myRCRAid and you will be shown previous submissions you have made for this handler and given the opportunity for creating a new submission.

My Sites / NJD982537391 / myRCR	Aid Dashboard					
DEP BUILDING MANAGEMENT OFFIC	DE	401 E STA	TE ST - TRENTON		NJ	D98253739
Site Details myRCRAid						
In Progress						
Show 20 🗸 entries						
Submission Type	J≞ Last	Updated Date	Last Updated By	tt.	Status	ţ1
		There are	no forms to display.			
Showing 0 to 0 of 0 entries					Previous	s Next
Create New Submission						
Completed						
Show 20 V entries						
Submission Type	Submitted Date	It Submitted By	Approved Date	IT Approved By	11	Action
		There are	no forms to display.			
Showing 0 to 0 of 0 entries					Previous	s Next
Back to My Sites						

# 12. Click Create **New Submission**.

My Sites / NJD982537391 / myRCRAid I	Jashboard				
DEP BUILDING MANAGEMENT OFFICE	401 1	STATE ST - TRENTON		NJD9	825373
Site Details myRCRAid					
In Progress					
Show 20 🗸 entries					
Submission Type	Last Updated Date	🕼 Last Up	dated By	Status	ļt.
	Ther	e are no forms to display.			
Showing 0 to 0 of 0 entries				Previous	Next
Create New Submission					

13. The Add Source Record screen will be displayed.

(intersection)     (intersection)     (intersection)	ndustry/secured/myrcraid/forms/add/NJD982	537301	→ A C Search	<b>¢ † </b> ★
info Add Source Record × Carterichealth org It View Favorites Tools Help			är ¥ 80 × ⊡	👼 💌 Page 🕶 Safety 🕶 Tools 🕶
	RCRAJafo	tome Tools - Documentation - Feedback/Report an Issue	Michael 🔔 -	
	My Sites / NJD982537391	/ myRCRAid Dashboard / New Submission		
	Add Source Reco	rd		
	For assistance completing th	is form, please review the application help and form instructions.		
	1. Reason for Submittal			
	Choose the reason for this Cottaining or updating an Obtaining or updating an Notifying that regulated a	submission • EPA D number for an on-going regulated activity that will continue for a period of time, (includes HS EPA D number for conducting Electronic Manifest Bioker activities only. [Source K] chilly is no kinger occurring at this Site. [Source D]	M activity) [Source N]	
	2. Site ID			
	EPA ID NJD962537391	Activity Location		
	3. Site Name			
	Name 🕈			
	DEP BUILDING MANAGE	MENT OFFICE		
	4. Site Location			
	Street Number	Street 1 + Street	12	
	401	E STATE ST		

14. You will be brought to a screen that provides three options:

- 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]

Select the option for **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].

,	Add Source Record
	For assistance completing this form, please review the application help and form instructions.
	1. Reason for Submittal
$\sim$	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]
	O Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]
	O Notifying that regulated activity is no longer occurring at this Sile. [Source D]

15. Review information listed on form and correct/amend as needed. Anything marked with a red asterisk must be now be completed – even those that were previously blank. Also, please ensure street number has not been included in the Street 1 block – it should only be in the field for Street Number.

5. Site Mailing Addres	S	Copy From	Address
Street Number	Street 1 *	Street 2	
401	E STATE ST		
Zip 🔹	City, Town or Village 🐐	State *	
08625	TRENTON	NEW JERSEY	×
Country *			
UNITED STATES		x v	
6 Site Land Type			
Land Tune #			
Select a Land Type	Ŧ		
	1		
7. North American Ind	lustry Classification System (NAICS)		
Primary NAICS *			
Select Primary NAIC	S		
Select Primary NAIC	·S		

16. Once all information has been entered click the Review button.

	18. Comments
	Public Comments
Z	Review Finish Later Back to Site Dashboard

17. The system will bring you to the top of the form – review what is listed until you reach the end of the form. If you need to make changes click the **Make Changes** – otherwise click **Submit**.

19. Certification				
First Name	M.I.	Last Name	Title	Date Signed
Submit Make Changes	Back to My Sites			

18. You will be asked to Accept or Decline the certification statement – click Accept.



19. The system will ask for your password.

eSignature Widget		
1. Authentication		ct
Log into CDX User: MICHAELPGAGE		
Password:		
Show Password 🗌		
Login		

After entering the password the system will ask you to answer one of the five questions you had established when setting up your account.

1. Authentication	2. Verification	
.og into CDX	Question:	
Jser:	Who is your favorite author?	
MICHAELPGAGE	Answer:	
Password:	•••••	
	Show Answer	
Show Password 🗌	Answer	

After answering this question you will be able to sign the submission – click Sign.

1. Authentication	2. Verification	3. Sign File
Log into CDX	Question:	
User:	Who is your favorite author?	sign
MICHAELPGAGE	Answer:	
Password:	•••••	
•••••	Show Answer	
Show Password	Correct Answer	
Welcome Michael Gage		

20. A message will briefly be displayed that your request has been sent for approval.

(-)  Mttps://rcrainfo.epa.gov/rcrainfoprod/action/industry	//ecured/myscraid/Torms/add1NR000078162#1/Confirmation	- C × タ・ 命令 <sup>(1)</sup>
SrcRAInfo Review Source Re × G smchealth.org		
File Edit View Favorites Tools Help		
*		🏠 🔻 🖾 👻 🖃 🐨 Page 🕶 Safety 🕶 Tools 🕶 🔬 🛩
Saved form for site NJR000078162 and sent to		×
	My Sites / NJR000078162 / myRCRAid Dashboard / New Submission	
	Review Source Record	
	1. Reason for Submittal	
	Obtaining or updating an EPA ID number for an on-poing regulated activity that will continue for a period of time. (includes HSM activity) iSource NI	

21. You will then be brought to a listing of Outstanding Site ID Request and this submission will be listed and have a status of Pending.

NJDEP TEST HANDLER		401 EAST ST	ATE STREET - TRE	INTON		N	JR000078162
Site Details myRCRAid	e-Manifest						
In Progress							
Show 20 🗸 entries							
Submission Type	11	Last Updated Date	lt.	Last Updated By	lt.	Status	11
Notification		10/10/2019		Michael P Gage		Pending	
Showing 1 to 1 of 1 entries						Previous	1 Next

22. You will also get an e-mail confirming such submission.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov> Sent: Thursday, October 10, 2019 4:02 PM To: Gage, Michael <Michael.Gage@dep.nj.gov> Subject: [EXTERNAL] myRCRAid Submission

#### Dear Michael P Gage < MICHAELPGAGE>,

Your myRCRAid submission for NJR000078162 – NJDEP TEST HANDLER has been successfully submitted for review. You may view the status by going to the <u>myRCRAid Dashboard</u>.

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

23. The regulatory agency will also get an e-mail that such submission has been received and is awaiting their processing.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov> Sent: Thursday, October 10, 2019 4:02 PM To: Gage, Michael <Michael.Gage@dep.nj.gov> Subject: [EXTERNAL] myRCRAid Pending Submission for Site ID

Dear Michael P Gage <michael.gage@dep.nj.gov>,

A myRCRAid submission has been made for NJR000078162 – NJDEP TEST HANDLER by Michael P Gage <MICHAELPGAGE>. Please click the link below to review this request.

Click here to review this submission.

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

24. Once the submission has been processed by the regulatory agency you will receive an e-mail that your request was approved. This e-mail will also include any comments that were entered by the regulatory agency.

From: rcrainfo.admin@epa.gov <rcrainfo.admin@epa.gov>
Sent: Thursday, October 10, 2019 4:08 PM
To: Gage, Michael <Michael.Gage@dep.nj.gov>
Subject: [EXTERNAL] myRCRAid Submission for NJR000078162 Approved

#### Dear Michael P Gage <MICHAELPGAGE>,

Your myRCRAid submission has been approved for NJR000078162 - NJDEP TEST HANDLER.

Thank you! RCRAInfo Team

Please DO NOT REPLY to this email. This is not a monitored inbox.

25. Log back into RCRAinfo and you will see your request is now Active.

My Sites	ies	-				Search:	
Site ID	Site Name	Address	lt	City It	State 💵	County 1	Status ↓≣
NJD982537391	DEP BUILDING MANAGEMENT OFFICE	401 E STATE ST		TRENTON	NJ	MERCER	Active
NJR000078162	JJR000078162 NJDEP TEST HANDLER 401 EAST STATE STREET TRENTON NJ MERCER Active					Active	
Showing 1 to 2 of 2 ent	ries					Previou	is 1 Next
Select Existing Site	Request New Site ID						

💐 100% 🔻 🔤

26. If click on the Site Name you will be brought to the following screen.

we can were revolues loors melp					🗿 🔹 🔯 👻 🗁 🚔 💌 Page 🔹 Safety 🖷 Tools 🔹 🚱 🖛 🎽
	RCRA 9.fo Home Tool	is • Documentation • Feedback/Repo	rt an Issue	Michael 💄 -	
	My Sites / Site Details				
	NJDEP TEST HANDLER	401 EAST STATE	STREET - TRENTON	NJR000078162	
	Site Details myRCRAid e-Manifes	st			
	General Overview	How do I edit Site Information?	Мар		
	Federal Generator Status Large Quantity Generator Is Site Active Yes	State Generator Status Same as Federal Date Last Updated 10/10/2019	Map Satellite	Princeton  Standard  Princeton  Standard  Stan	
	Site Mailing Address	How do I edit Site Information?	Newtown Tres	ton 🖉 🔒 🛩	
	401 EAST STATE STREET MAIL CODE TRENTON, NJ 08625-0420	401-04B, PO BOX 420	Grove Eevittown	Bordentown Township +	
	Site Contact	How do I edit Site Information?	Burington	North Hanover     Township     Diumeted	
	MICHAEL P GAGE 401 EAST STATE STREET MAIL CODE TRENTON, NJ 08625-0420	401-04B, PO BOX 420	Google Mee	ata 60019 Google — Terms of Use — Report a map error	
	Back to My Sites				

27. This screen has data tabs for whatever access rights you have been granted such as myRCRAid and e-manifest.

IDEP TEST HANDLER	401 EAST STATE	STREET - TRENTON	NJR00007816		
e Details myRCRAid e-N	lanifest				
General Overview	How do I edit Site Information?	Мар			
ederal Generator Status	State Generator Status		South		
arge Quantity Generator	Same as Federal	Map Satellite	Township		
s Site Active	Date Last Updated		Monroe Townshi		
′es	10/10/2019	wn (413) 32	West Windsor Cranbury		
		Fwing	East Windsor		
		Towns	130		
Site Mailing Address	How do I edit Site Information?	ninster			
IN1 EAST STATE STREET MAIL (		m			
RENTON, NJ 08625-0420	50DE 401-04D, 1 0 DOX 420	Grove 295 Levittown Bordent	own		
		on 275	+		
Site Contact	How do I edit Site Information?	Burlington 235	North Hanover     Township		
AICHAEL P GAGE		GoogleMap data ©2019 (	ioogle Terms of Use Report a map error		
01 EAST STATE STREET MAIL (	CODE 401-04B, PO BOX 420				
RENTON, NJ 08625-0420					

Site Details has key facility information and related contact information.

**myRCRAid** identifies submissions made and allows for new ones to created. The submission that was just approved by the regulatory agency is now listed.

My Sites / NJR000078162 / myRCRAid Dashboard										
JDEP TEST HANDLER		401 EAST STATE STREET - TRENTON					NJR0000781			
Site Details myRCRAid	e-Manifest									
In Progress										
Show 20 🗸 entries										
Submission Type	1	Last Updated D	ate	11 Last Updated By		11	Status	ļt.		
There are no forms to display.										
Showing 0 to 0 of 0 entries							Previous	Next		
Create New Submission										
Completed										
Show 20 🗸 entries										
Submission Type	La Submitte	i Date 🛛 👫	Submitted By	Approved Date	lt	Approved By	lt.	Action		
Notification	10/10/201	9	Michael P Gage	10/10/2019		Michael P Gag	e	•		
Notification	10/10/201	9	Michael P Gage	10/10/2019		Michael P Gage	e	•		
Showing 1 to 2 of 2 entries							Previous	Next		