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 e-mail at michael.gage@dep.nj.gov

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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.

3. Select Continue as Industry User Registration
4. Complete various screens to create an account:
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

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

2. Once you have confirmed a Handler ID has not been assigned, you should log into RCRAinfo at https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login.

3. 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 myRCRAid) or if you need to mail in a paper copy of the 8700-12 form. Select New Jersey and click Continue.
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].

5. Enter Site Name.

6. Enter Site Location.
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

9. You will be asked for your NAICS code which can be identified using the web site [https://www.census.gov/eos/www/naics/](https://www.census.gov/eos/www/naics/)

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

11. Enter Site Contact Person.
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.

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Operator**

- **Name**: New Jersey Department of Environmental Protection
- **Street**: 401 East State Street Mail Code 401-04B, PO Box 420, Trenton, NJ 08625-0429
- **State**: New Jersey
- **City**: Trenton
- **Zip**: 08625

**Public Comments**

![Add Operator](image)

15. Hazardous Waste Activities – complete information as applicable.

A. Hazardous Waste Activities

1. Generator of Hazardous Waste (Federally Conforming)
   - **Large Quantity Generator**: Yes
   - **Short Term Generator**: No

2. Short Term Generator
   - **No**

3. Treater, Sitter, or Disposer of Hazardous Waste
   - **No**

4. Receives Hazardous Waste from Off-site
   - **No**

5. Recycler of Hazardous Waste
   - **Selected**

B. Waste Codes for Federally Regulated Hazardous Wastes

<table>
<thead>
<tr>
<th>Hazardous Waste Codes (Federally Conforming)</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>D001, D002, D003</td>
<td></td>
</tr>
</tbody>
</table>

**Selected**

<table>
<thead>
<tr>
<th>Hazardous Wastes</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16. Additional Regulated Activities– complete information as applicable.

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

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

![e-Signature Agreement is Required](image)

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

![Security Questions and Answers](image)

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.

![Electronic Signature Agreement](image)

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.

![Identity Verified](image)
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

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.

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 Outstanding Site ID Requests Dashboard.

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 <michael.gage@dep.nj.gov>,

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

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:....”

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.

34. If click on the **Site Name** you will be brought to the following screen.
35. This screen has three tabs of data – Site Details, myRCRAid and e-manifest.

**Site Details** has key facility information and related contact information.

myRCRAid identifies submissions made and allows for new ones to be created.
**eManifest** will display manifest that have been entered and allows creation of a new manifest record.

36. If you click on your name you can view your Profile.
37. The My Profile has six tabs of data as shown below.

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 Request History** lists all your submissions and their status.
myRCRAid – Update Existing Handler ID

1. Log into RCRAinfo at https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login 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.

![My Sites tab](image1)

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 screen](image2)
3. Once site is found click the select box and the click Request Access.

![Request Access](image1)

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

![Select Permissions](image2)

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.

![Select Permissions](image3)
6. Your listing of My Sites will now list this handler and the status will be Pending.

![My Sites list with new handler](image)

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 <michael.gage@dep.nj.gov>,

   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

<table>
<thead>
<tr>
<th>Module</th>
<th>Requested Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>myRCRAid</td>
<td>Certifier</td>
</tr>
</tbody>
</table>

   Sites

<table>
<thead>
<tr>
<th>Site Id</th>
<th>Site Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJD982537391</td>
<td>DEP BUILDING MANAGEMENT OFFICE</td>
</tr>
</tbody>
</table>

   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

<table>
<thead>
<tr>
<th>Module</th>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>myRCRAid</td>
<td>Certifier</td>
<td>Edit, Sign, and Submit Data</td>
</tr>
</tbody>
</table>

Sites

<table>
<thead>
<tr>
<th>Site Id</th>
<th>Site Name</th>
<th>Status</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJD982537391</td>
<td>DEP BUILDING MANAGEMENT OFFICE</td>
<td>Granted</td>
<td></td>
</tr>
</tbody>
</table>

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.

![My Sites screenshot]

- [Select Existing Site]
- [Request New Site ID]

![My Sites table]

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>County</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJD982537391</td>
<td>DEP BUILDING MANAGEMENT OFFICE</td>
<td>401 E STATE ST</td>
<td>TRENTON</td>
<td>NJ</td>
<td>MERCER</td>
<td>Active</td>
</tr>
<tr>
<td>NJR00076162</td>
<td>NJ DEP TEST HANDLER</td>
<td>401 EAST STATE STREET</td>
<td>TRENTON</td>
<td>NJ</td>
<td>MERCER</td>
<td>Active</td>
</tr>
</tbody>
</table>
10. Click on the Site Name of the handler you wish to update and you will be brought to the following screen.

![Site Details Screen](image1)

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.

![Dashboard Screen](image2)
12. Click Create New Submission.

13. The Add Source Record screen will be displayed.
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].

15. Review information listed on form and correct/amend as needed. Anything marked with a red asterisk must 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.

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

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

19. The system will ask for your password.

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

After answering this question you will be able to sign the submission – click **Sign**.
20. A message will briefly be displayed that your request has been sent for approval.

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.

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 myRCRAid Dashboard.

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

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

**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.