

myRCRAid

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

OMB# 2050-0024; Expires 05/31/2020

United States Environmental Protection Agency RCRA SUBTITLE C SITE IDENTIFICATION FORM	
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Reason for Submittal (Select only one.)

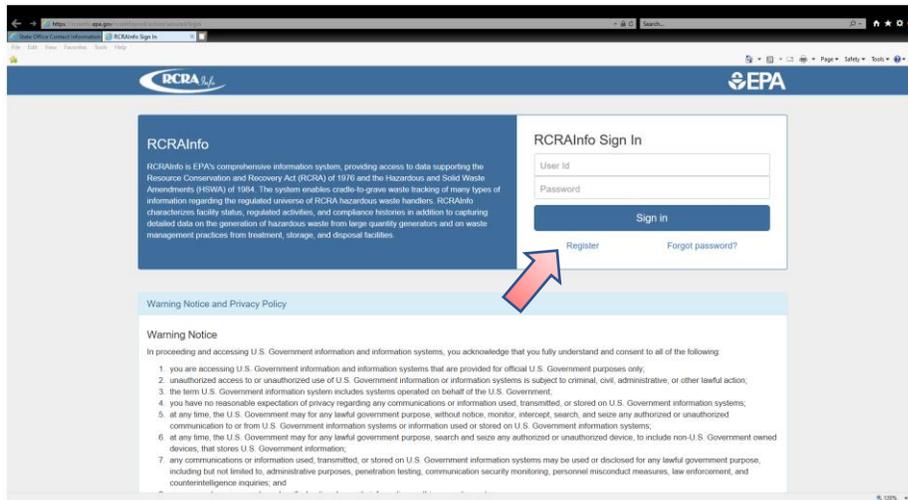
<input checked="" type="checkbox"/>	Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity)
<input type="checkbox"/>	Submitting as a component of the Hazardous Waste Report for _____ (Reporting Year)
<input type="checkbox"/>	<input type="checkbox"/> Site was a TSD facility and/or generator of $\geq 1,000$ kg of non-acute hazardous waste, > 1 kg of acute hazardous waste, or > 100 kg of acute hazardous waste spill cleanup in one or more months of the reporting year (or State equivalent LQG regulations)
<input type="checkbox"/>	Notifying that regulated activity is no longer occurring at this Site
<input type="checkbox"/>	Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities
<input type="checkbox"/>	Submitting a new or revised Part A Form

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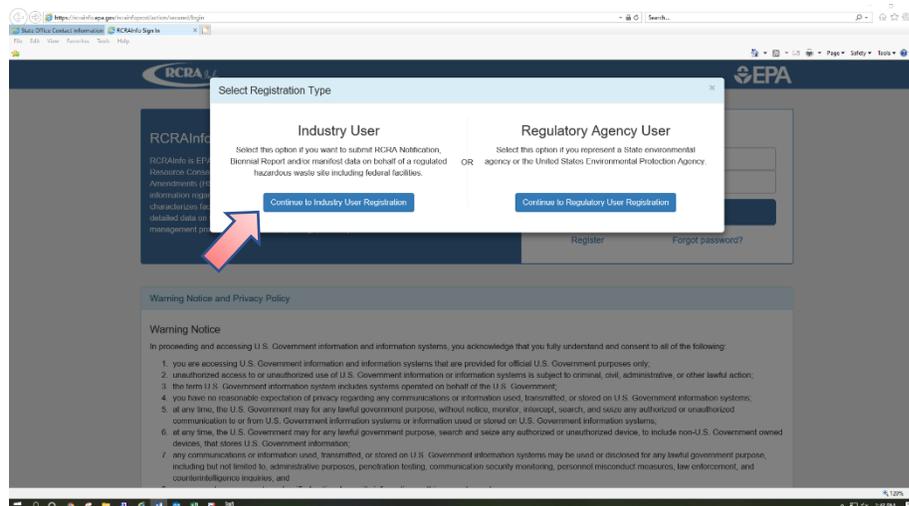
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Industry - Creating a myRCRAid Account

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**.



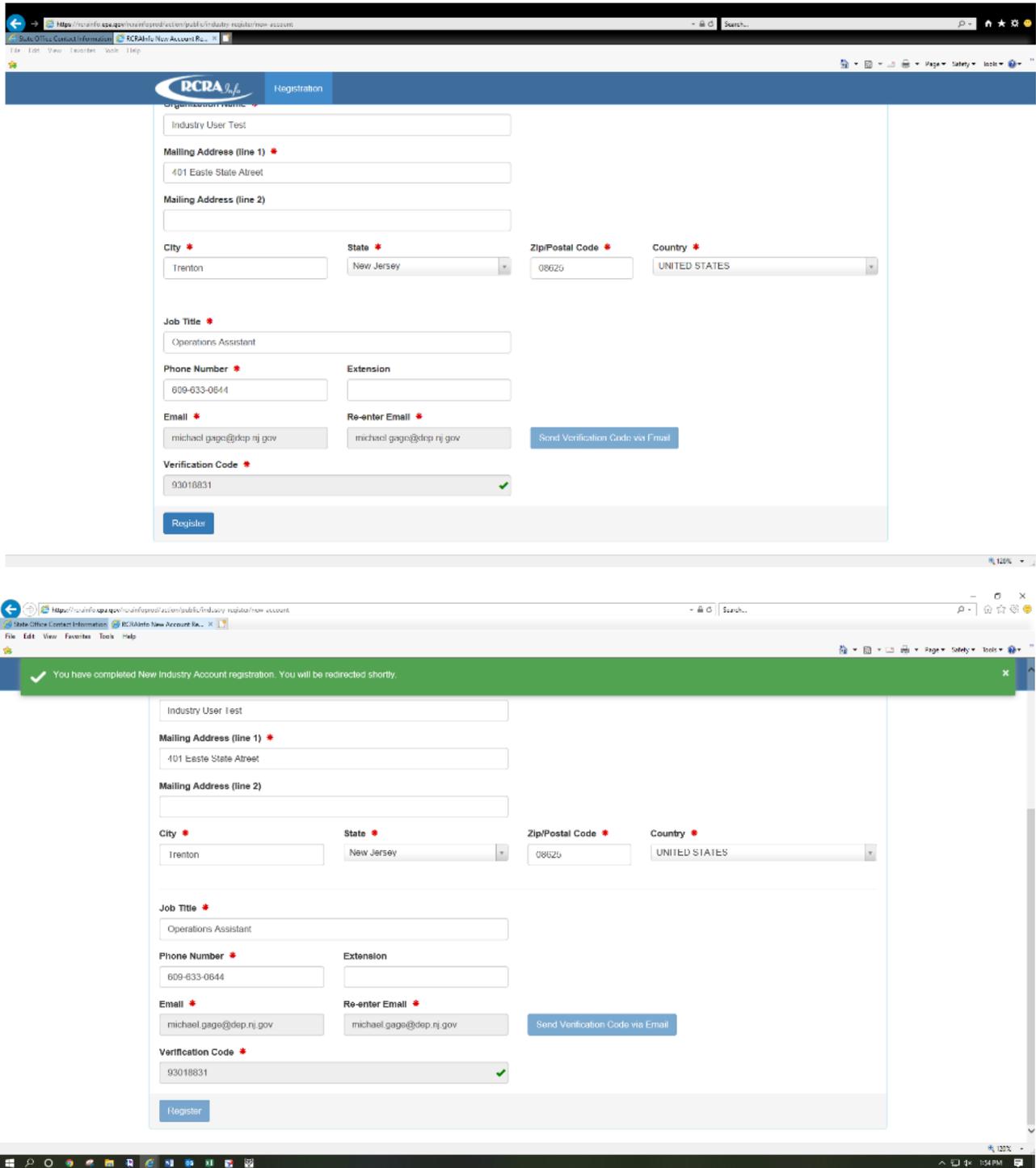
3. Select Continue as **Industry User Registration**



4. Complete various screens to create an account:

The screenshot shows a web browser window with the URL <https://www.epa.gov/cead/epod/online-public-industry-engineer-new-account>. The page header includes the RCRA logo and a 'Registration' tab. The main heading is 'Create a New Account' with a sub-heading 'Built on CDCE' and a red asterisk indicating required fields. The 'User Information' section is expanded, showing fields for Title (Mr), First Name (Michael), Middle Initial (P), Last Name (Gege), and Suffix (Select...). A 'Next' button is located below the fields.

The screenshot shows the same web browser window, now at the 'Create a User ID and Password' step. The 'User Information' section is collapsed. The 'Create a User ID and Password' section is expanded, showing fields for User ID (michaelpge), Password (masked with asterisks), and Verify Password (masked with asterisks). There is a 'Show password' checkbox. Below this, a section titled 'These questions will be used to reset your password:' contains three questions with dropdown menus and corresponding answer fields (masked with asterisks). The questions are: 'What school did you attend for sixth grade?', 'In what city does your nearest sibling live?', and 'In what city or town was your first job?'. There are 'Answer 1', 'Answer 2', and 'Answer 3' fields. A 'Show answers' checkbox is at the bottom right. At the bottom left, there is a checked checkbox for 'Agree to the Terms and Conditions' and a 'Next' button.



The image displays two screenshots of the RCRAid registration process. The top screenshot shows the registration form with the following details:

- Organization Name: Industry User Test
- Mailing Address (line 1): 401 East State Street
- Mailing Address (line 2):
- City: Trenton
- State: New Jersey
- Zip/Postal Code: 08625
- Country: UNITED STATES
- Job Title: Operations Assistant
- Phone Number: 609-633-0644
- Extension:
- Email: michael.gage@dep.nj.gov
- Re-enter Email: michael.gage@dep.nj.gov
- Verification Code: 93018831 (with a green checkmark)
- Buttons: Register, Send Verification Code via Email

The bottom screenshot shows the same form, but with a green success message at the top: "You have completed New Industry Account registration. You will be redirected shortly." The form fields and buttons remain visible below the message.

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

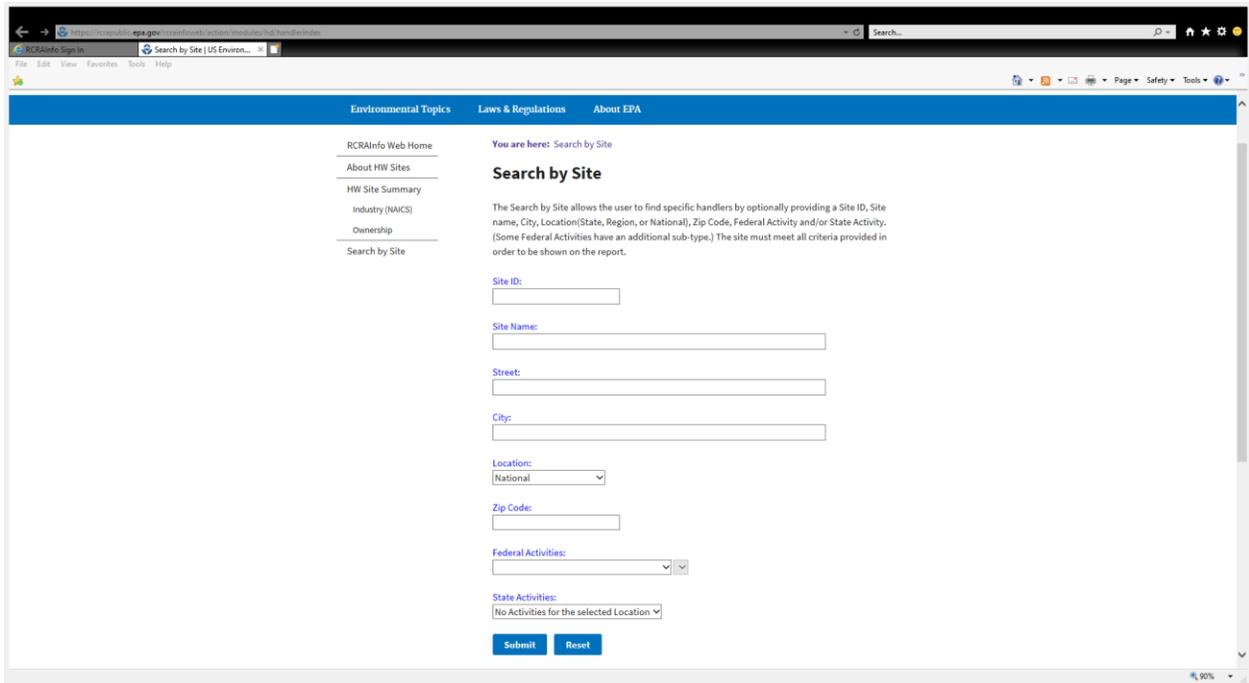
Select Existing Site - use this option if you are updating information for an existing site

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.

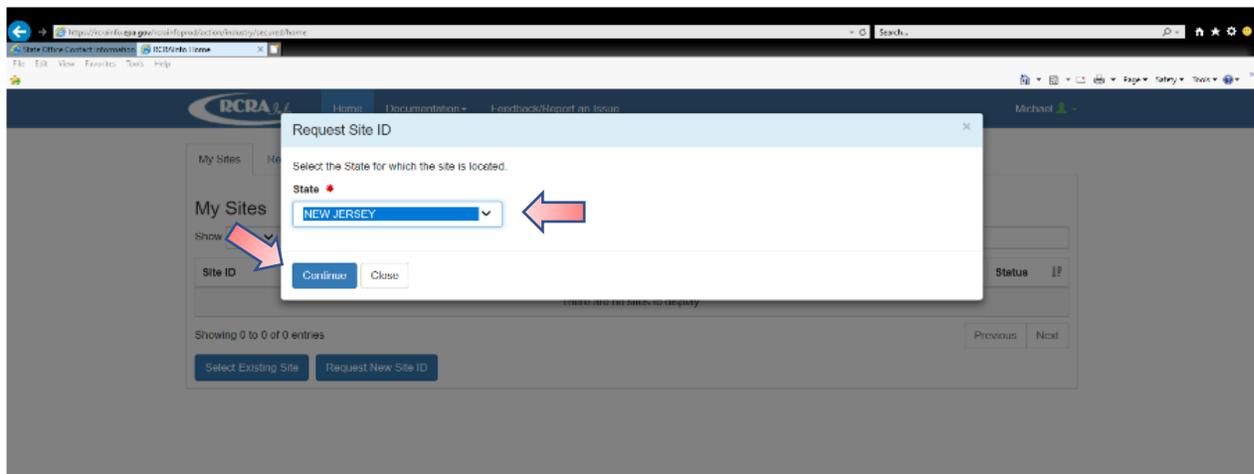
myRCRAid - Request **New** Handler ID

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



The screenshot shows the 'Search by Site' page on the RCRAinfo website. The page has a blue header with navigation links for 'Environmental Topics', 'Laws & Regulations', and 'About EPA'. A left sidebar contains a menu with options: 'RCRAinfo Web Home', 'About HW Sites', 'HW Site Summary', 'Industry (NAICS)', 'Ownership', and 'Search by Site'. The main content area is titled 'Search by Site' and includes a brief description: '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), Zip Code, Federal Activity and/or State Activity. (Some Federal Activities have an additional sub-type.) The site must meet all criteria provided in order to be shown on the report.' Below this is a form with the following fields: 'Site ID:' (text input), 'Site Name:' (text input), 'Street:' (text input), 'City:' (text input), 'Location:' (dropdown menu with 'National' selected), 'Zip Code:' (text input), 'Federal Activities:' (dropdown menu), and 'State Activities:' (dropdown menu with 'No Activities for the selected Location' selected). At the bottom of the form are 'Submit' and 'Reset' buttons.

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



The screenshot shows the 'Request Site ID' dialog box on the RCRAinfo website. The dialog box is titled 'Request Site ID' and contains the text: 'Select the State for which the site is located.' Below this is a 'State' dropdown menu with 'NEW JERSEY' selected. There are 'Continue' and 'Close' buttons at the bottom of the dialog box. A red arrow points to the 'Continue' button, and another red arrow points to the 'NEW JERSEY' dropdown menu. The background shows the 'My Sites' section of the website with a 'Request New Site ID' button.

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]**.

The screenshot shows the 'Create New Site ID' form in a web browser. The form has a blue header with the myRCRAid logo and navigation links. Below the header, there are tabs for 'My Sites' and 'Create New Site ID'. The main content area is titled 'Create New Site ID' and includes a yellow warning box with instructions. The first section, '1. Reason for Submittal', contains two radio button options. A red arrow points to the first option, which is selected. The second option is 'Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]'. Below this section is a '2. Site ID' section with two input fields: 'EPA ID' (containing 'NYT VET ASSIGNER') and 'Activity Location'.

5. Enter Site Name.

The screenshot shows the '3. Site Name' form section. It has a light blue header. Below the header, there is a 'Name' field with a red asterisk indicating it is required. The text 'NJDEP Test Handler' is entered into the field.

6. Enter Site Location.

The screenshot shows the '4. Site Location' form section. It has a light blue header. Below the header, there are several input fields and dropdown menus. The 'Street Number' field contains '401'. The 'Street 1' field contains 'East State Street'. The 'Street 2' field is empty. The 'Zip' field contains '08625'. The 'City, Town or Village' field contains 'Trenton'. The 'State' dropdown menu is set to 'NEW JERSEY'. The 'Country' dropdown menu is set to 'UNITED STATES'. The 'County' dropdown menu is set to 'MERCER'. The 'State District' dropdown menu is set to 'Select State District'.

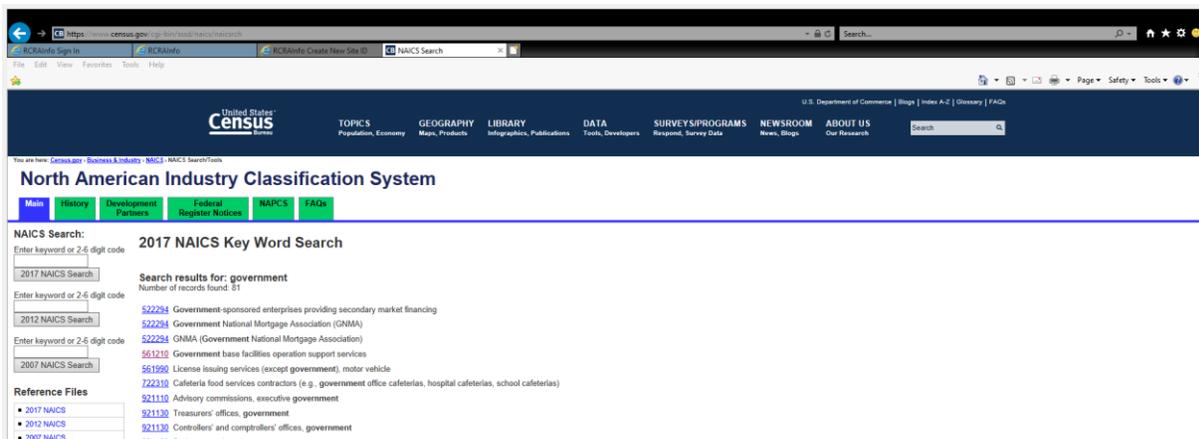
7. Enter Site Mailing Address - If it is the same as the site address you can use the **Copy From Address** feature – otherwise enter information manually.
8. Select land type – usually private – for this example it is state since it a state owned and operated property used by the New Jersey Department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

6. Site Land Type

Land Type *

State

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



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 * Michael	Middle Initial P	Last Name * Gage
Title Lead Analyst	Email michael.gage@dep.nj.gov	
Phone Number * 609-633-0644	Extension	Fax 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.

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

Type	Name	Address	Date
State	State of New Jersey - Department of the Treasury	125 West State Street PO Box 002, Trenton, NJ 08625-0002	01/01/1987

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

9b. Legal Operator *

Type	Name	Address	Date	

Add

Add Operator Copy From

Name *
New Jersey Department of Environmental Protection

Date
01/01/1987

Type *
State

Street Number
401

Street 1 *
East State Street

Street 2
Mail Code 401-04B, PO Box 420

Zip *
08625-0420

City, Town or Village *
Trenton

State *
NEW JERSEY

Country *
UNITED STATES

Email
Phone
Extension
Fax

Public Comments

Save Changes **Close**

9b. Legal Operator *

Type	Name	Address	Date	
State	New Jersey Department of Environmental Protection	401 East State Street Mail Code 401-04B, PO Box 420, Trenton, NJ 08625-0420	01/01/1987	

Add **Delete All Operators**

15. Hazardous Waste Activities – complete information as applicable.

A. Hazardous Waste Activities

1. Generator of Hazardous Waste (Federal) *
1 - Large Quantity Generator

2. Short Term Generator
No

3. Treater, Storer, or Disposer of Haz Waste
No

4. Receives Hazardous Waste from Off-site
No

5. Recycler of Hazardous Waste
Select Recycler Activity

6. Exempt Boiler and / or Industrial Furnace
None selected

B. Waste Codes for Federally Regulated Hazardous Wastes

Hazardous Waste Codes (Federal) *

3 selected

- D002
- D003
- D004
- D005
- D006
- D007
- D008
- D009

Clear All

Selected
D001 x D002 x D008 x

Hazardous Wastes

Selected

16. Additional Regulated Activities– complete information as applicable.

11. Additional Regulated Waste Activities

A. Other Waste Activities

1. Transporter of Hazardous Waste: None selected ▾

2. Underground Injection Control: No

3. United States Importer of Hazardous Waste: No

4. Recognized Trader: None selected ▾

5. Importer/Exporter of SLABS: None selected ▾

B. Universal Waste Activities

1. Large Quantity Handler of Univ Waste: 3 selected ▾

- Accumulated/Managed
- Batteries
- Mercury containing equipment
- Lamps
- Pesticides
- Consumer Electronics
- Oil-based Finishes
- Any Universal Waste

Generated

- Consumer Electronics
- Oil-based Finishes
- Any Universal Waste

C. Used Oil Activities

1. Used Oil Transporter: None selected ▾

2. Used Oil Processor and / or Re-refiner: None selected ▾

3. Off-Specification Used Oil Burner: No

4. Used Oil Fuel Marketer: None selected ▾

P for the management of hazardous waste pharmaceuticals.

CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.

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

18. Comments

Public Comments

Review Finish Later Discard Draft Back to My Sites

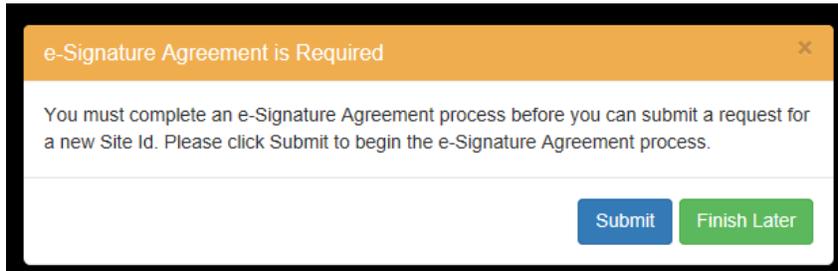
18. The system will bring you to the top of the form – review what is listed until you reach the end of the form. If you need to make changes click the **Make Changes** – otherwise click **Submit**.

19. Certification

First Name	M.I.	Last Name	Title	Date Signed
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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**.

A screenshot of a web browser showing the "Electronic Signature Agreement" page. The page title is "Electronic Signature Agreement" and the URL is "https://rcrainfo.epa.gov/rcrainfoprod/action/industry/secure/unauthorized/esa#/verify-identity". The page content includes a header with the RCRA logo and navigation links. Below the header, there is a section titled "Electronic Signature Setup" with a dropdown arrow. The main content area contains five questions for setup, each with a "Select a question..." dropdown and an "Answer" input field. A "Next" button is at the bottom left, and a "show answers" checkbox is at the bottom right.

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.



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**.

First Name	M.I.	Last Name	Title	Date Signed
Michael	P	Gage	Operations Assistant	10/10/2019

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

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

25. The system will ask for your password

eSignature Widget

1. Authentication

Log into CDX

User:
MICHAELPGAGE

Password:

Show 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.

eSignature Widget

1. Authentication

Log into CDX

User:
MICHAELPGAGE

Password:

Show Password

Welcome Michael Gage

2. Verification

Question:
Who is your favorite author?

Answer:

Show Answer

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

eSignature Widget

1. Authentication

Log into CDX

User:
MICHAELPGAGE

Password:

Show Password

Welcome Michael Gage

2. Verification

Question:
Who is your favorite author?

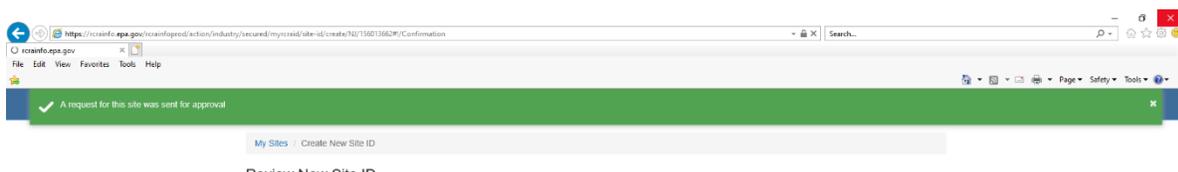
Answer:

Show Answer

Correct Answer

3. Sign File

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>,

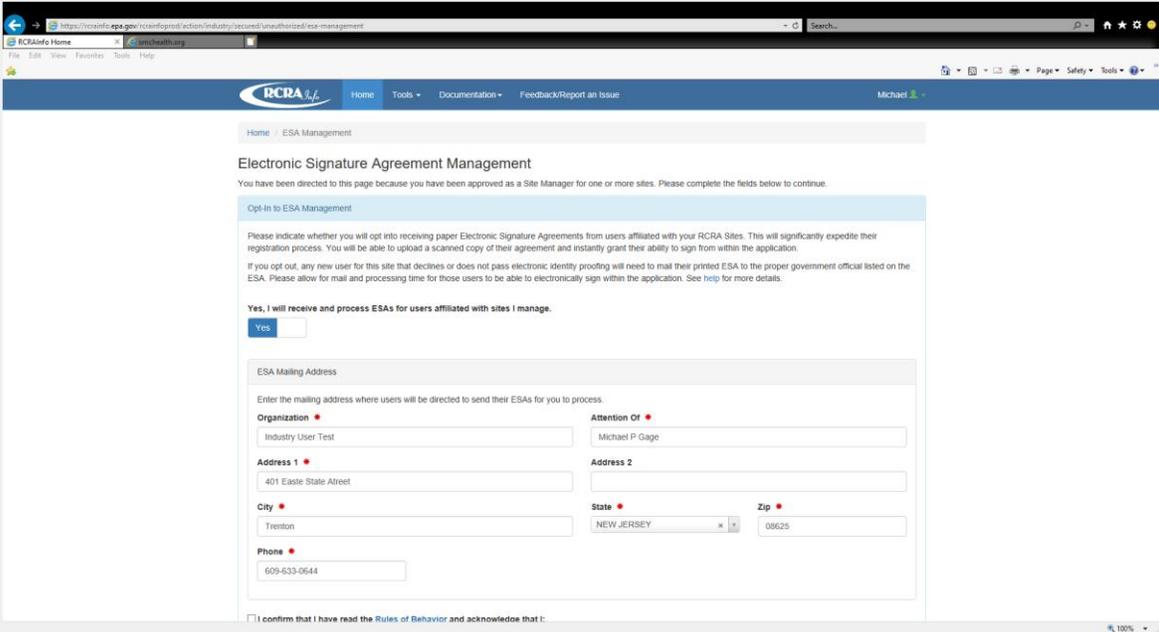
Your myRCRAid request for NJDEP Test Handler has been approved and assigned the ID NJR000078162. Please use this ID for all future submissions. You have been granted a Site Manager permission for your site. The administrator has provided the following comments:

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**.



The screenshot shows the RCRAinfo website interface. The browser address bar displays the URL: <https://rcrainfo.epa.gov/ceef/epred/action/indicators/authorized/esa-management>. The page title is "Electronic Signature Agreement Management". Below the title, there is a message: "You have been directed to this page because you have been approved as a Site Manager for one or more sites. Please complete the fields below to continue." The main content area is titled "Opt-In to ESA Management" and contains the following text: "Please indicate whether you will opt into receiving paper Electronic Signature Agreements from users affiliated with your RCRA Sites. This will significantly expedite their registration process. You will be able to upload a scanned copy of their agreement and instantly grant their ability to sign from within the application. If you opt out, any new user for this site that declines or does not pass electronic identity proofing will need to mail their printed ESA to the proper government official listed on the ESA. Please allow for mail and processing time for those users to be able to electronically sign within the application. See help for more details." Below this text is a checkbox labeled "Yes, I will receive and process ESAs for users affiliated with sites I manage." with a "Yes" button. The form includes fields for "ESA Mailing Address" and "Attention Of". The "Organization" field contains "Industry User Test". The "Attention Of" field contains "Michael P Gage". The "Address 1" field contains "401 East State Atreet". The "City" field contains "Trenton". The "State" field is set to "NEW JERSEY". The "Zip" field contains "08625". The "Phone" field contains "609-633-0644". At the bottom of the form, there is a checkbox labeled "I confirm that I have read the Rules of Behavior and acknowledge that:".

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 BUILDING 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, set the slider to 'Yes'.

Yes

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:....”

The screenshot shows the RCRAid application interface. The browser address bar displays <https://rcrainfo.epa.gov/rcrainfoprod/action/industry/secured/unauthorized/esa-management>. The page title is "RCRAid Home". The navigation menu includes "Home", "Tools", "Documentation", and "Feedback/Report an Issue". The user's name "Michael" is visible in the top right corner.

The main content area contains the following text:

registration process. You will be able to upload a scanned copy of their agreement and instantly grant their ability to sign from within the application.

If you opt out, any new user for this site that declines or does not pass electronic identity proofing will need to mail their printed ESA to the proper government official listed on the ESA. Please allow for mail and processing time for those users to be able to electronically sign within the application. See [help](#) for more details.

Yes, I will receive and process ESAs for users affiliated with sites I manage.

Yes

ESA Mailing Address

Enter the mailing address where users will be directed to send their ESAs for you to process.

Organization * **Attention Of** *

Address 1 * **Address 2**

City * **State** * **Zip** *

Phone *

I confirm that I have read the **Rules of Behavior** and acknowledge that I:

- Understand the information contained in the Rules of Behavior.
- Understand EPA policy and goals for protecting information and will respect and protect registration data.
- Understand the potential impact of threats to and vulnerabilities of computer systems; and
- Agree to follow sound security practices, especially with regard to safeguarding my User ID and Password; and
- Agree to follow recordkeeping requirements for all Electronic Signature Agreements in my possession.

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

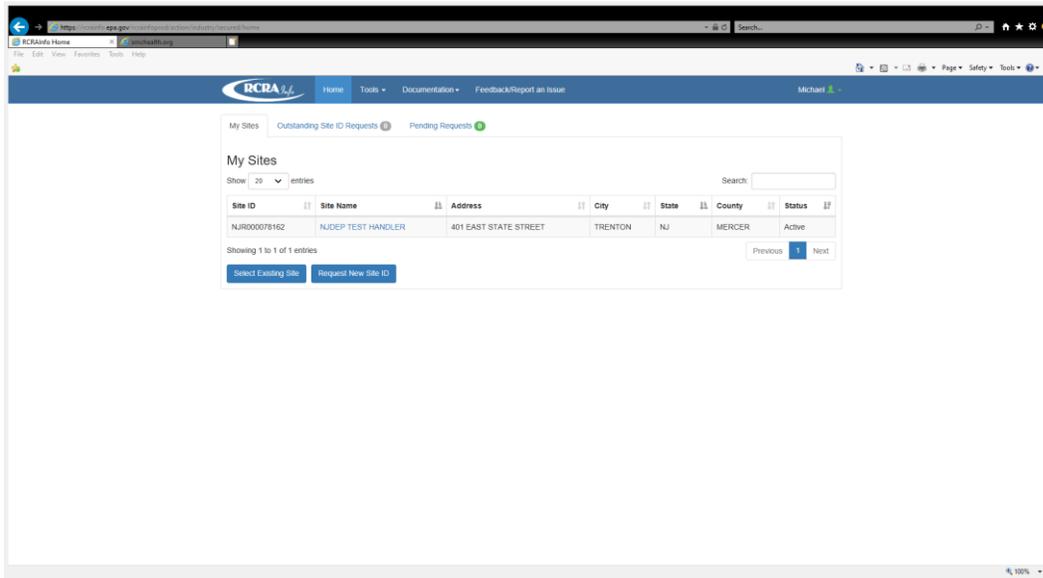
The screenshot shows the RCRAid application interface after clicking "Save and Continue". A green success message is displayed at the top of the page: "Saved ESA management settings". The browser address bar displays <https://rcrainfo.epa.gov/rcrainfoprod/action/industry/secured/unauthorized/esa-management>. The page title is "RCRAid Home". The navigation menu includes "Home", "Tools", "Documentation", and "Feedback/Report an Issue". The user's name "Michael" is visible in the top right corner.

The main content area contains the following text:

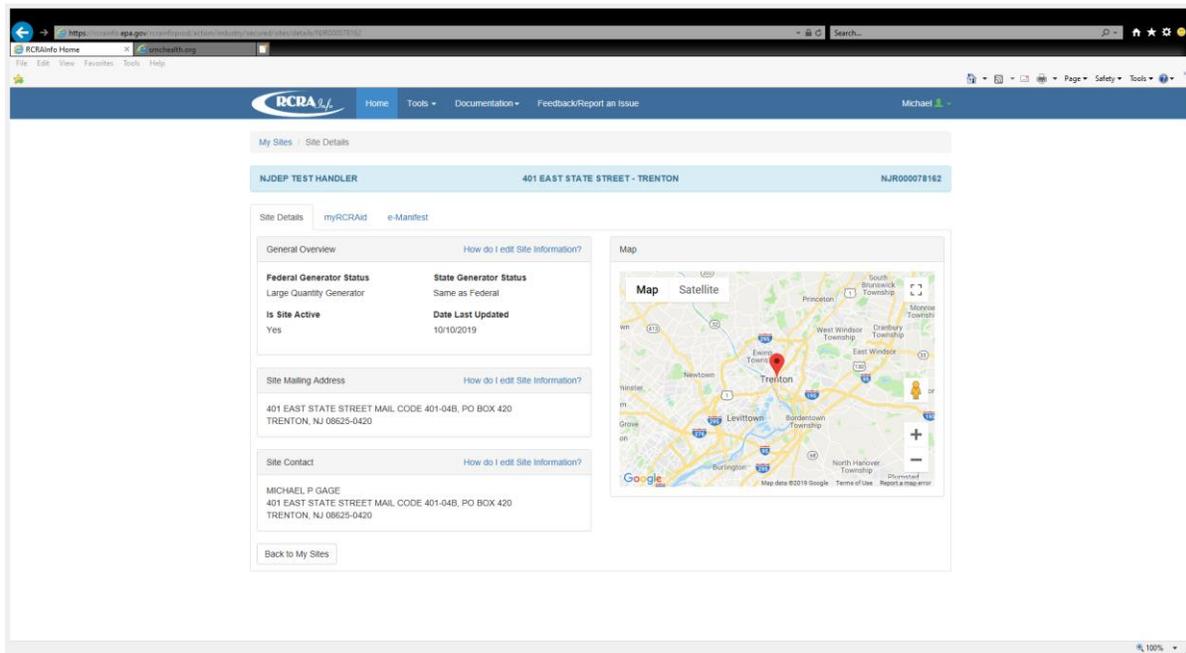
registration process. You will be able to upload a scanned copy of their agreement and instantly grant their ability to sign from within the application.

If you opt out, any new user for this site that declines or does not pass electronic identity proofing will need to mail their printed ESA to the proper government official listed on the ESA. Please allow for mail and processing time for those users to be able to electronically sign within the application. See [help](#) for more details.

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.

My Sites / Site Details

NJDEP TEST HANDLER **401 EAST STATE STREET - TRENTON** **NJR000078162**

Site Details **myRCRAid** e-Manifest

General Overview [How do I edit Site Information?](#)

Federal Generator Status Large Quantity Generator	State Generator Status Same as Federal
Is Site Active Yes	Date Last Updated 10/10/2019

Site Mailing Address [How do I edit Site Information?](#)

401 EAST STATE STREET MAIL CODE 401-04B, PO BOX 420
TRENTON, NJ 08625-0420

Site Contact [How do I edit Site Information?](#)

MICHAEL P GAGE
401 EAST STATE STREET MAIL CODE 401-04B, PO BOX 420
TRENTON, NJ 08625-0420

[Back to My Sites](#)

Map

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

RCRA Info Home Tools Documentation Feedback/Report an Issue Michael

My Sites / NJR000078162 / myRCRAid Dashboard

NJDEP TEST HANDLER **401 EAST STATE STREET - TRENTON** **NJR000078162**

Site Details **myRCRAid** e-Manifest

In Progress

Show 20 entries

Submission Type	Last Updated Date	Last Updated By	Status
There are no forms to display.			

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Create New Submission](#)

Completed

Show 20 entries

Submission Type	Submitted Date	Submitted By	Approved Date	Approved By	Action
Notification	10/10/2019	Michael P Gage	10/10/2019	Michael P Gage	i e

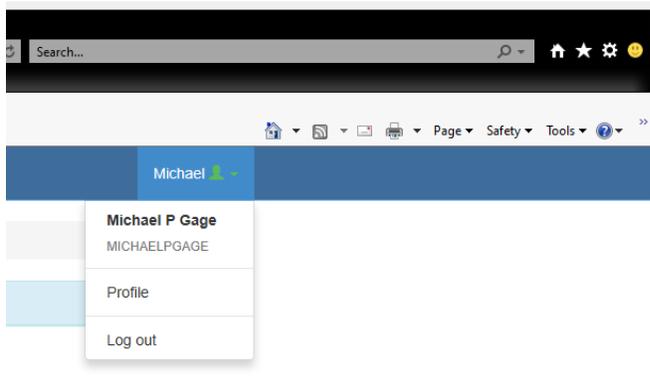
Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

[Back to My Sites](#)

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

The screenshot shows the 'e-Manifest' dashboard for 'NJDEP TEST HANDLER' at '401 EAST STATE STREET - TRENTON'. The user is logged in as 'Michael'. The dashboard includes navigation tabs for 'Site Details', 'myRCRAid', and 'e-Manifest'. There are three main buttons: 'Create New Manifest', 'Search Manifests', and 'Check Manifest Status'. A 'View' dropdown is set to 'Outgoing'. Below are two sections: 'In Progress' and 'Received'. Both sections have a search box for 'Enter Manifest Tracking Number(s)', a 'Show 10 entries' dropdown, and a table with columns: Manifest ID#, TSDf ID, TSDf Name, Last Updated Date, Status, and Actions. Both sections currently display 'No manifests are currently in progress' and 'No manifests have been received' respectively. Navigation buttons 'Previous' and 'Next' are present at the bottom of each section.

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

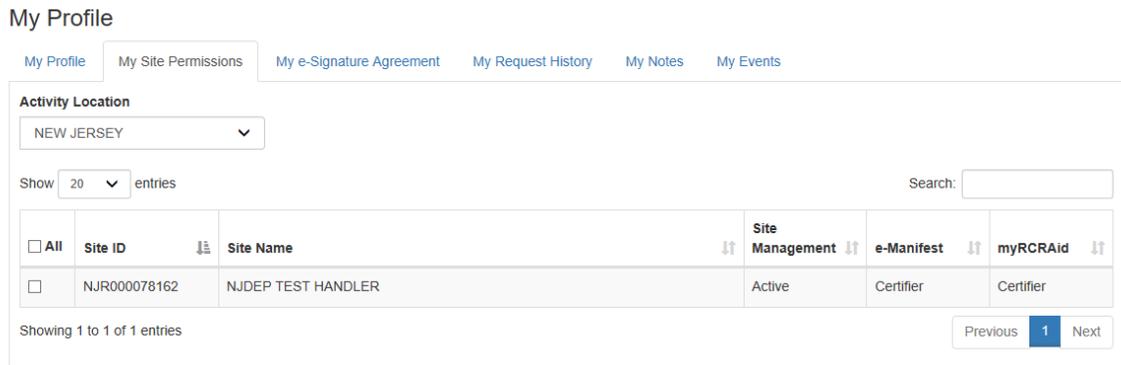


37. The My Profile has six tabs of data as shown below.

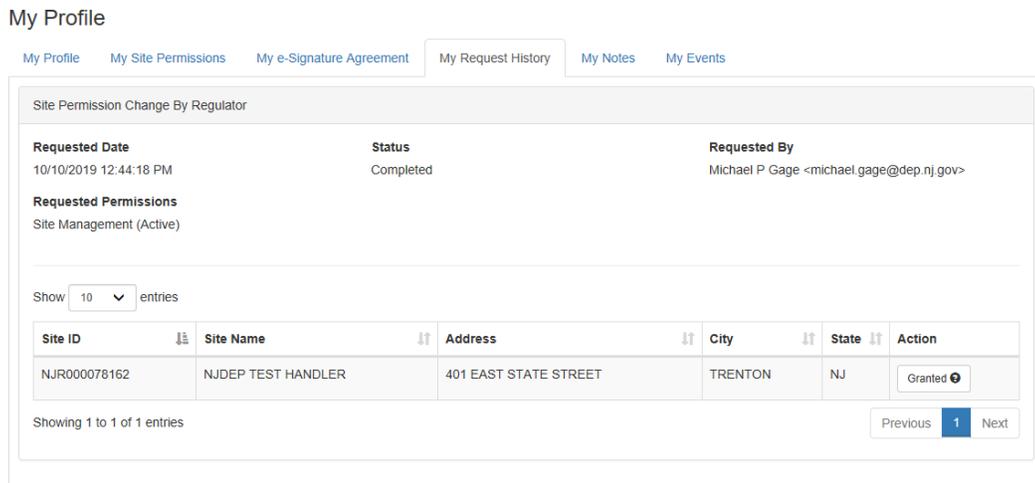


38. The two key tabs are **My Site Permissions** and **My Request History**

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

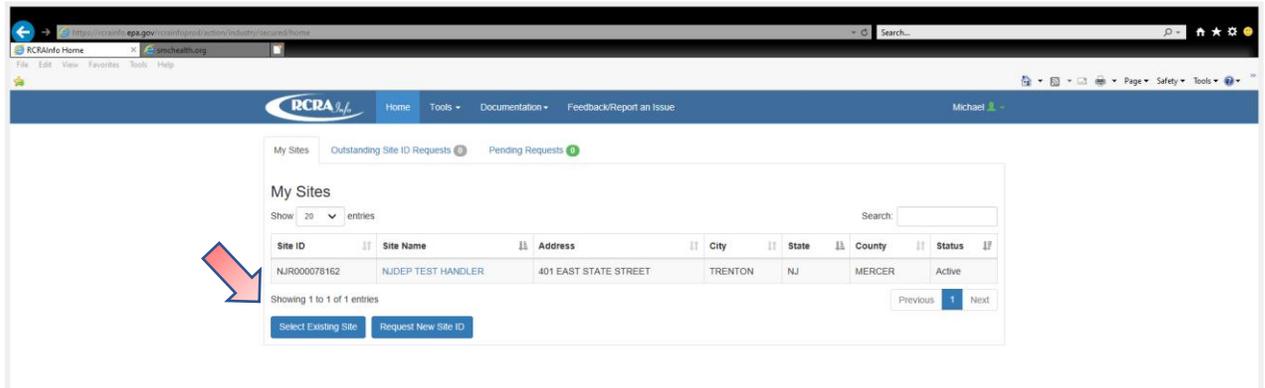


My Request History lists all your submissions and their status.



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.



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.

The screenshot shows the 'Search' dialog box with the following fields:

- Site ID: njd982537391
- Site Name: (empty)
- Street Number: (empty)
- Street Name: (empty)
- City: (empty)
- State: NEW JERSEY (dropdown menu)
- County: Select a County (dropdown menu)
- Zip: (empty)

Buttons: Search, Clear, Close

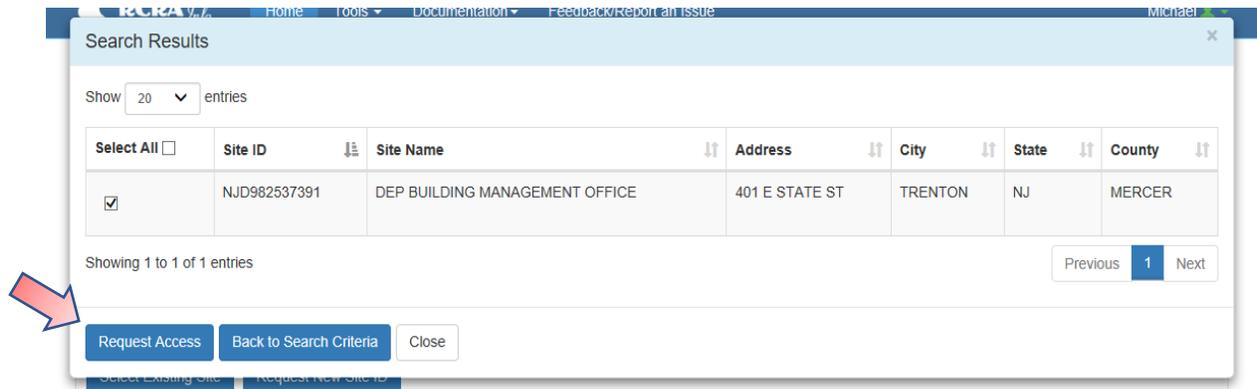
Hint: It is recommended to just search by EPA ID if known. If the EPA ID is not known, try searching with the minimal amount of search criteria. Adding more criteria will limit your search result. For more assistance, [click here](#).

The screenshot shows the 'Search Results' dialog box with the following data:

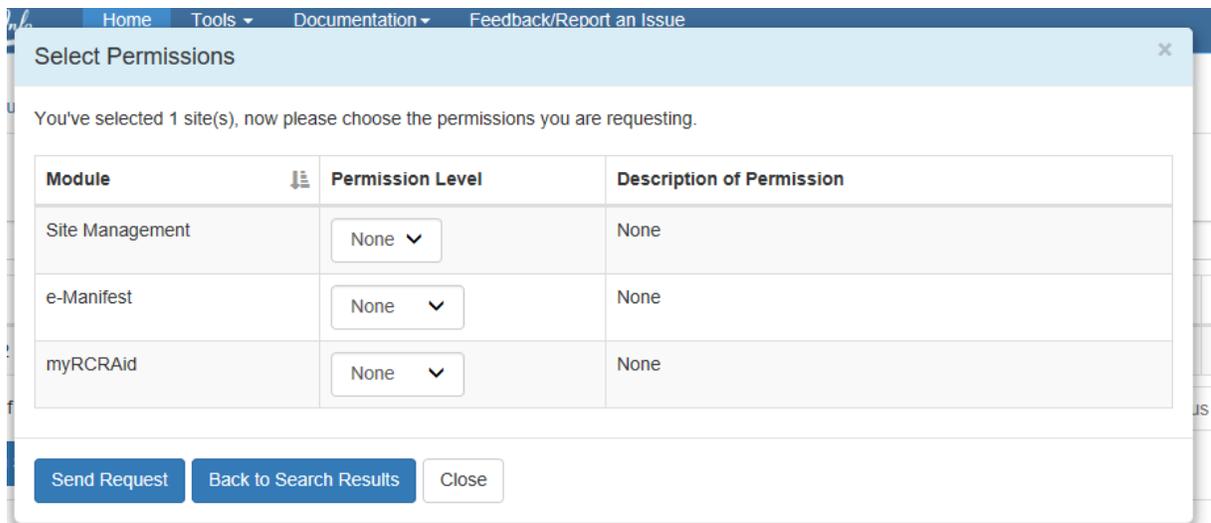
Select All	Site ID	Site Name	Address	City	State	County
<input type="checkbox"/>	NJD982537391	DEP BUILDING MANAGEMENT OFFICE	401 E STATE ST	TRENTON	NJ	MERCER

Buttons: Back to Search Criteria, Close

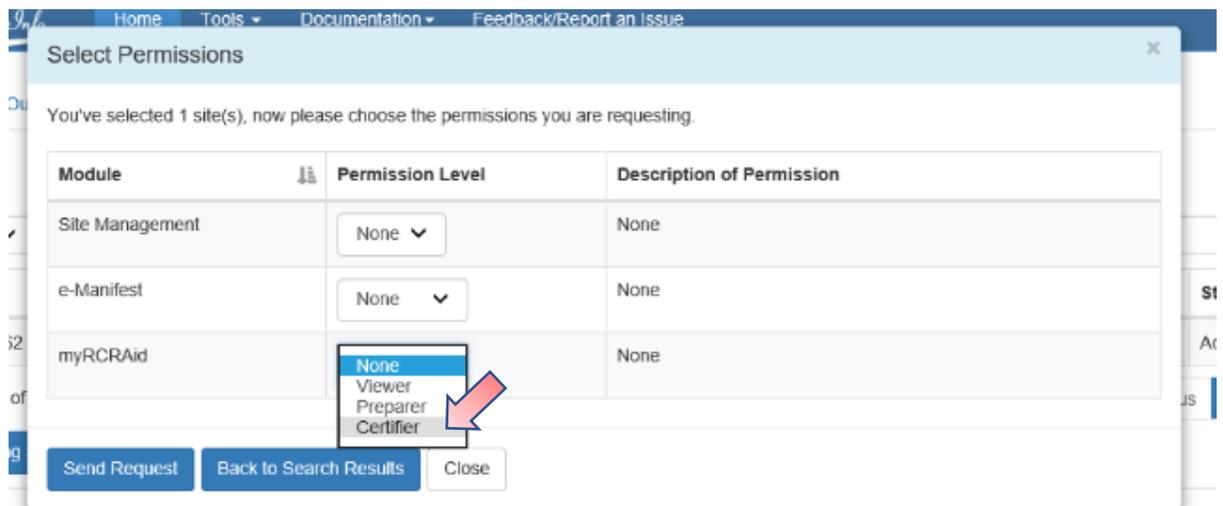
- Once site is found click the select box and the click **Request Access**.



- You will be offered three choices as shown below:



- 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.



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

My Sites Outstanding Site ID Requests 0 Pending Requests 0

My Sites

Show 20 entries Search:

Site ID	Site Name	Address	City	State	County	Status
NJD982537391	DEP BUILDING MANAGEMENT OFFICE	401 E STATE ST	TRENTON	NJ	MERCER	Pending 
NJR000078162	NJDEP TEST HANDLER	401 EAST STATE STREET	TRENTON	NJ	MERCER	Active

Showing 1 to 2 of 2 entries Previous 1 Next

[Select Existing 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 <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

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.

- 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	Commer
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.

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

My Sites Outstanding Site ID Requests 0 Pending Requests 0

My Sites

Show 20 entries Search:

Site ID	Site Name	Address	City	State	County	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

Showing 1 to 2 of 2 entries Previous 1 Next

Select Existing Site Request New Site ID

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

My Sites / Site Details

DEP BUILDING MANAGEMENT OFFICE 401 E STATE ST - TRENTON NJD982537391

Site Details myRCRAid

General Overview [How do I edit Site Information?](#)

Federal Generator Status Not a Generator	State Generator Status Not a generator, Verified
Is Site Active No	Date Last Updated 05/01/2017

Site Mailing Address [How do I edit Site Information?](#)

401 E STATE ST
TRENTON, NJ 08625

Site Contact [How do I edit Site Information?](#)

401 E STATE ST
TRENTON, NJ 08625

[Back to My Sites](#)

Map

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 / myRCRAid Dashboard

DEP BUILDING MANAGEMENT OFFICE 401 E STATE ST - TRENTON NJD982537391

Site Details myRCRAid

In Progress

Show entries

Submission Type	Last Updated Date	Last Updated By	Status
There are no forms to display.			

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Create New Submission](#)

Completed

Show entries

Submission Type	Submitted Date	Submitted By	Approved Date	Approved By	Action
There are no forms to display.					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Back to My Sites](#)

12. Click Create New Submission.

My Sites / NJD982537391 / myRCRAid Dashboard

DEP BUILDING MANAGEMENT OFFICE 401 E STATE ST - TRENTON NJD982537391

Site Details myRCRAid

In Progress

Show 20 entries

Submission Type	Last Updated Date	Last Updated By	Status
There are no forms to display.			

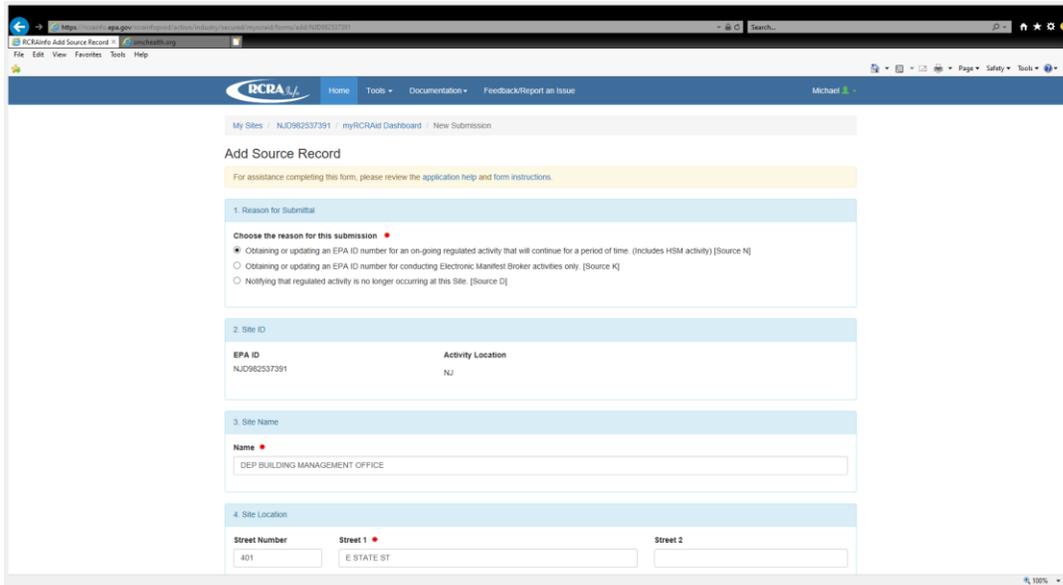
Showing 0 to 0 of 0 entries

Previous Next

Create New Submission



13. The Add Source Record screen will be displayed.



The screenshot shows the 'Add Source Record' form in a web browser. The browser address bar shows 'epa.gov'. The page title is 'RCRAid Add Source Record'. The breadcrumb trail is 'My Sites / NJD982537391 / myRCRAid Dashboard / New Submission'. The form is titled 'Add Source Record' and includes a yellow warning box: 'For assistance completing this form, please review the application help and form instructions.' The form is divided into four sections:

- 1. Reason for Submittal**: 'Choose the reason for this submission' with three radio button 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]
- 2. Site ID**: Fields for 'EPA ID' (NJD982537391) and 'Activity Location' (NJ).
- 3. Site Name**: Field for 'Name' (DEP BUILDING MANAGEMENT OFFICE).
- 4. Site Location**: Fields for 'Street Number' (401), 'Street 1' (E STATE ST), and 'Street 2'.

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

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]

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 Address Copy From Address ▾

Street Number

Street 1 *

Street 2

Zip *

City, Town or Village *

State *

Country *

6. Site Land Type

Land Type *

7. North American Industry Classification System (NAICS)

Primary NAICS *

Other NAICS

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

18. Comments

Public Comments

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**.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept
Decline

19. The system will ask for your password.

eSignature Widget

1. Authentication

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.

eSignature Widget

1. Authentication

Log into CDX

User:
MICHAELPGAGE

Password:

Show Password

Welcome Michael Gage

2. Verification

Question:
Who is your favorite author?

Answer:

Show Answer

Answer

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

eSignature Widget

1. Authentication

Log into CDX

User:
MICHAELPGAGE

Password:

Show Password

Welcome Michael Gage

2. Verification

Question:
Who is your favorite author?

Answer:

Show Answer

Correct Answer

3. Sign File

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.

NJDEP TEST HANDLER 401 EAST STATE STREET - TRENTON NJR000078162

Site Details myRCRAid e-Manifest

In Progress

Show 20 entries

Submission Type	Last Updated Date	Last Updated By	Status
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 [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.

My Sites Outstanding Site ID Requests 1 Pending Requests 1

My Sites

Show 20 entries Search:

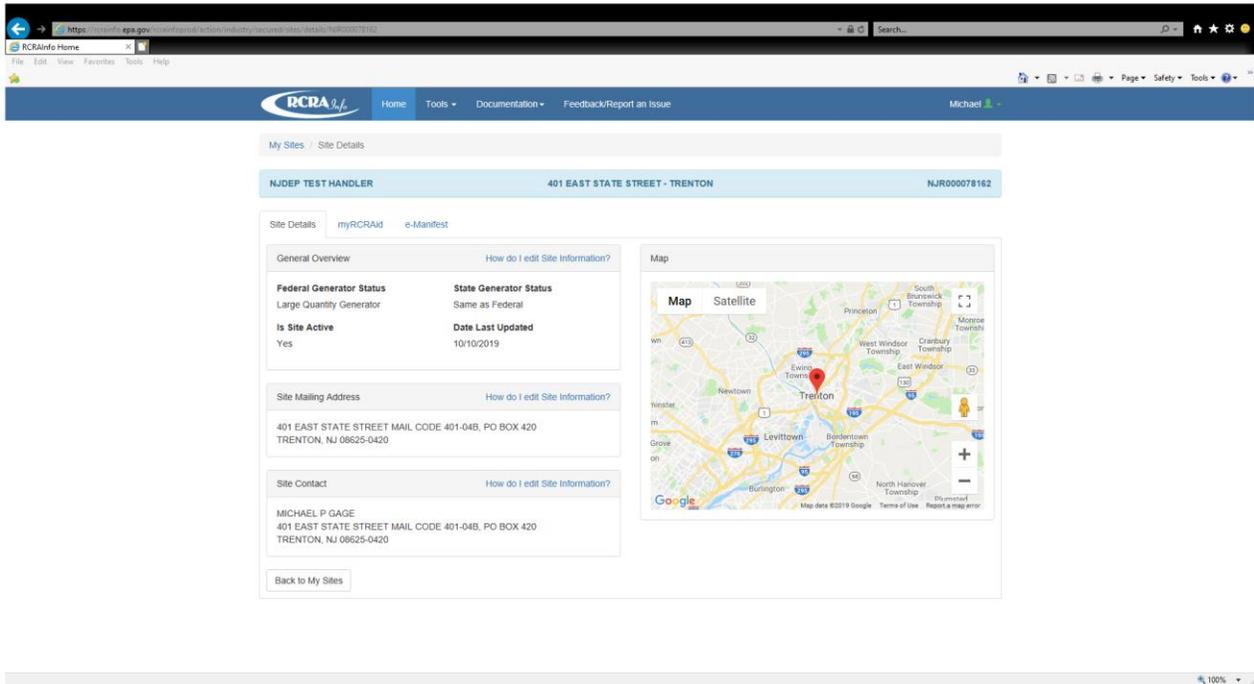
Site ID	Site Name	Address	City	State	County	Status
NJD982537391	DEP BUILDING MANAGEMENT OFFICE	401 E STATE ST	TRENTON	NJ	MERCER	Active
NJR000078162	NJDEP TEST HANDLER	401 EAST STATE STREET	TRENTON	NJ	MERCER	Active

Showing 1 to 2 of 2 entries

Previous 1 Next

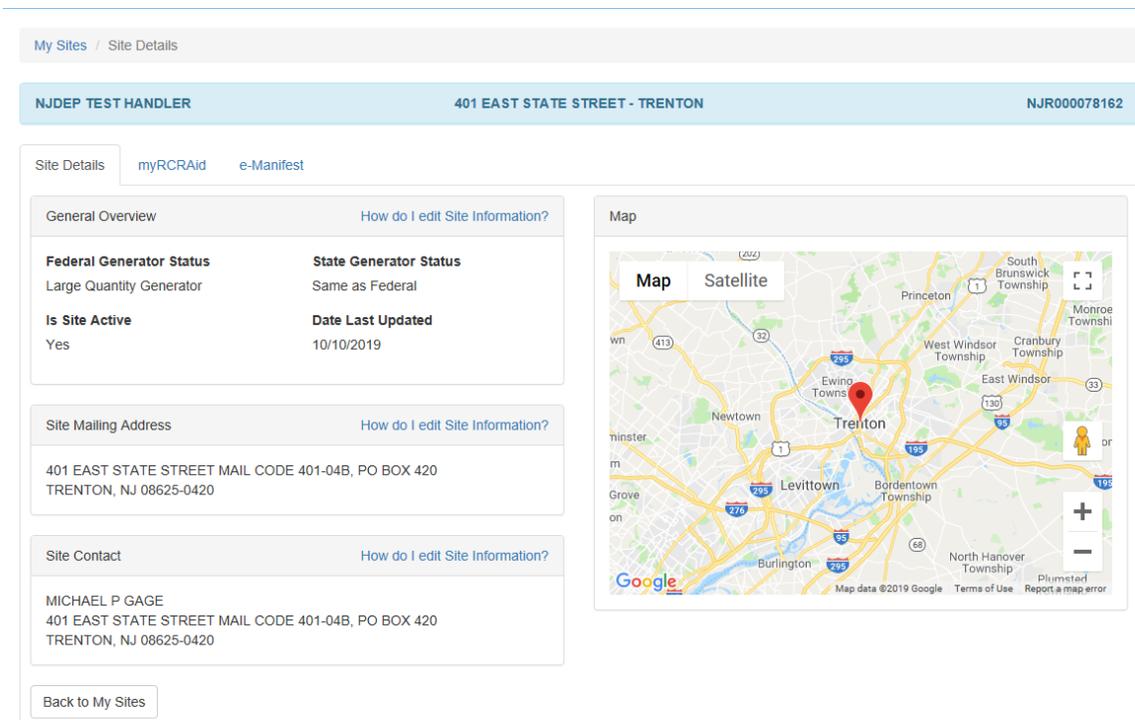
[Select Existing Site](#) [Request New Site ID](#)

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 be created. The submission that was just approved by the regulatory agency is now listed.

My Sites / NJR000078162 / myRCRAid Dashboard

NJDEP TEST HANDLER 401 EAST STATE STREET - TRENTON NJR000078162

Site Details myRCRAid e-Manifest

In Progress

Show 20 entries

Submission Type	Last Updated Date	Last Updated By	Status
There are no forms to display.			

Showing 0 to 0 of 0 entries Previous Next

Create New Submission

Completed

Show 20 entries

Submission Type	Submitted Date	Submitted By	Approved Date	Approved By	Action
Notification	10/10/2019	Michael P Gage	10/10/2019	Michael P Gage	 
Notification	10/10/2019	Michael P Gage	10/10/2019	Michael P Gage	 

Showing 1 to 2 of 2 entries Previous 1 Next