The United States Environmental Protection Agency (EPA)'s RCRAInfo Industry Application (App) allows sites that generate and/or manage RCRA Subtitle C hazardous waste to electronically submit site-related information (site identification, biennial reports, and hazardous waste manifests) to their regulator.

The New Jersey Department of Environmental Protection (NJDEP) is the regulator for New Jersey. The App has several modules, but New Jersey is only opted-in for the e-Manifest module. In order to use this module, you will need a RCRAInfo Industry App account and have an EPA ID assigned by the New Jersey Department of Environmental Protection.

1. **To obtain a new USEPA ID number from NJDEP (most will have an ID already):**

   1. Print and complete EPA form 8700-12 at link:


   2. Mail to:

      NJDEP Bureau of Licensing & Registrations
      Attention: NEW USEPA ID
      Mail Code 09-01
      9 Ewing Street
      PO Box 420
      Trenton, NJ 08625-0420

      For questions obtaining new USEPA ID number:
      (609)-292-7081
      MEBinfo@dep.nj.gov

   The guidance that follows is intended for users of the App and e-Manifest module.

2. **To register for a RCRAInfo Industry App account:**

   The person using the software (user) should work directly for the hazardous waste handler (generator, transporter or receiving facility). EPA has plans to revise the e-Manifest software for brokers and on-behalf-of functionality in the future.

   Accounts cannot be shared, each individual using the software must have their own account.

   **Existing users** - use the user id and password of your:
   
   • already created RCRAInfo Industry App account, or
   • already created EPA Central Data Exchange (CDX) account
   
   at [https://rcrainfo.epa.gov/rcrainfoprod](https://rcrainfo.epa.gov/rcrainfoprod) * (production database)

   **New users** - to register for a new account, go to web site above*
   
   • click “Register” and then select the “Industry User” button. A user should provide their full legal name and work email address. Please read help registering for a new account.
Optional video e-learning courses are available to assist you with the registration process and use of myRCRAid. They are called ‘Industry User Registration’, ‘Industry myRCRAid Module’, and ‘Site Manager Role and Responsibilities’. You may create a free account within LearningZen to access RCRAInfo Industry App courses by going to https://rcrainfoindustry.learningzen.com, clicking the “Request access to this portal” link, completing the information requested, and supplying the Authorization Code of “rcrainfo”.

3. My Sites Screen – Requesting Site Permissions

When adding existing sites: Generator users should not request permission for their transporter nor receiving facility site. Transporter users should not request permission for a generator nor receiving facility site. Receiving facility users should not request permission for a generator nor transporter site. Each user should request permission for their own company’s site(s). After receiving permission for your own site, you will be able to select the Generator/Transporter/Receiving Facility you need from the drop-down lists, if appropriate, when creating a new manifest, provided they are in RCRAInfo.

Users must request permissions for a site before they may submit data for it using myRCRAid or e-Manifest, by using the “Add Existing Site” or “Request Site ID” buttons on their “My Sites” screen. Users may request access to multiple sites, if their company has multiple locations. These permission levels may be requested for a site:

- Viewer - can only view submissions made by other Industry App users using the App
- Preparer - can only prepare submissions, which must then be signed by a Certifier Industry App user
- Certifier - can prepare, electronically sign and submit form info
- Site Manager/ Management - can prepare, electronically sign and submit form info, and must manage any other Industry App user(s) for the site (approve, deny, and modify permissions for site). A Site Manager user should gain access before other users request access. Only one registration account per Site Manager is allowed. For receiving facilities, the Site Manager must manage and pay e-Manifest bills.

Viewer, Preparer, or Certifier may be requested individually for each active Industry App module, i.e., myRCRAid and/or e-Manifest. Site Manager is for ALL active Industry App modules. Please read “How do I request permissions for my sites?” in Help within the App by clicking “Documentation” from the blue bar at top of the screen, selecting “Help”, then “Frequently Asked Questions”.

To request a change to your existing site permissions: Click the profile icon in the upper right-hand corner of the screen, and select "Profile". Click the “My Site Permissions” tab. Select “New Jersey” in Activity Location if necessary. Click the checkbox for the site(s) you wish to change. Click the “Modify Permissions for Selected Sites” button. Select the permission for each module as appropriate and click the "Send Request" button.

To request permissions for a new site:

1. The “Add Existing Site” button should be used to search for and select a site that has an EPA ID number and is in the RCRAInfo handler database, request access to it, and select a module and permission level.
a) Click “Add Existing Site” button. Search by EPA ID number in the Site ID field if you know it. If not, try searching by Street Name, City, and State of New Jersey, with the Site Name and other fields left empty. Click “Search” button.
b) If the site you are looking for is displayed, click the checkbox next to it, then click the “Request Access” button.
c) Select the permission level for the modules you want (e.g., select Certifier for e-Manifest and myRCRAid).
d) Click “Send Request” button. (A Site Manager who has gained access will receive subsequent requests.)

2. An email will be sent to a government administrator or Site Manager who can grant these permissions for the site that you requested. You will receive an email from rcrainfo.admin@epa.gov once the permissions for the site have been granted (or denied). Any approved Industry App module(s) may then be used. Please do not reply to these emails, since it is from a server and no person receives any replies sent.

4. Electronically Sign Form Submissions

Tip: It is recommended that the exact answer you type for your five e-signature security questions be written down for future use, including the case and any spaces, and stored securely, since they may not be used very frequently.

Electronic Signature Agreement (e-Signature Agreement or ESA)

- Identity proofing is only required for users who requested to be able to electronically sign (i.e., Certifier or Site Manager permission levels)
- Identity proofing is only required once per user account, and users who have not completed it will be prompted to do so on a subsequent login.
- Real-time identity proofing requires your full legal name, home mailing address, birth date, the last four (4) numbers of your social security number, and home phone number.
- If you are not approved, try again using your former address.
- Information supplied for identity proofing is for identity verification purposes only and will not be stored in the Industry App system.

This allows for the immediate ability to electronically sign and submit data. A paper identity proofing process will also be available.

Software tips for using RCRAInfo Industry App:

Users need to use their work email account as well as the internet and a web browser (turn off pop-up blocker) to register and use the software. Adobe Acrobat is needed to view pdf files.

- Your login password expires every 90 days and is CASE sensitive.
- The system will time-out and automatically log the user out, if the user does not click anything for more than twenty (20) minutes. Therefore, it is highly recommended that you save your work periodically.
- User should use the navigation buttons provided on the screen, not the browser’s “Back” button.
• User can press ctrl and + to zoom in or press ctrl and - to zoom out.
• User should only login in one (1) browser window at a time.

Knowing a site’s EPA ID number (which is assigned to a site’s physical location) saves time when using the App. If you do not know the site’s EPA ID number, you can search for existing site EPA ID numbers at RCRAInfo Web: https://rcrainfo.epa.gov/rcrainfoweb/action/modules/hd/handlerindex

Problems or questions about software

First, please read the help available within the RCRAInfo Industry App by clicking “Documentation” from the blue bar at top of the screen, selecting “Help”, then “User’s Guide”, then “My Sites”.

The “Site Dashboard” section of the “User’s Guide” in help should also be reviewed; including the subsection “e-Manifest” or “myRCRAid”. EPA also has e-Manifest FAQs available on their website.

If these resources do not address your issue, then click “Feedback/Report an Issue” in the blue bar at the top of the RCRAInfo Industry App screen to report a problem.
The Environmental Protection Agency (EPA) has established a national web-based manifesting system (e-Manifest https://www.epa.gov/e-manifest) for tracking hazardous waste (HW) shipments electronically. The EPA Uniform HW Manifest Form 8700-22 is a chain-of-custody form used to track HW from the time it leaves the generator facility where it was produced, during transportation, until it reaches the off-site waste management facility that will store, treat, recycle or dispose of the HW. e-Manifest has the same form fields (boxes) and requires the same information as the paper manifest. EPA’s RCRAInfo Industry App has several modules. The myRCRAid module is currently available for use by handlers located in New Jersey. The e-Manifest module will be launched on June 30, 2018.

Benefits

- **Quicker**– no paper forms and mail process
- **Better Data Quality** – built-in edit checks prevent submission of data that does not conform to the business rules; reduces the need for the regulatory agency to call for corrections to a submission
- **Real-Time Communication** – automatic email notifications keep the industry users (generator, transporter, and receiving facility) apprised of the submission status
- **Built-In Filing Cabinet** – history of submissions (since June 30, 2018) makes it easy to view electronic records submitted over time

e-Manifest Tips

It is recommended that generators contact their transporter and receiving facility about who shall create new manifests and whether the manifests will be filled-in on paper or in the e-Manifest system, to help prevent duplicate records for the same shipment. e-Manifest can be used with smartphones and tablets with internet access.

It is recommended that you use RCRAInfo Web to verify that the EPA ID number, site name, site location address, mailing address, and contact information associated with your site are correct. If this information is not correct, use myRCRAid to revise this information. The information associated with your site will be used on your electronic manifests in the e-Manifest system. Please note that prior manifests were paper, which allowed typos to be entered in the EPA ID number field, and allowed other incorrect usage of EPA ID numbers, but the new e-Manifest system will not.

If you do not know a site's RCRA EPA ID number, searching by Street Name, City/Town, and NJ is recommended, with the Site Name and other fields left empty. You should add only one word in a search field (i.e., only use “main” if searching for “Main Street”). If you don’t find your site, you should search by all the street name variations (e.g., by “Southern” and then by “9w”) and all the city/town name variations (e.g. by “Trenton” and then by “Hamilton”) for the site location.

The NJDEP issues the EPA ID numbers for sites located in New Jersey. EPA ID numbers are assigned to a site's physical location (an EPA ID number does not transfer with the handler if the handler moves to a different site). Small quantity generators (SQGs), large quantity generators (LQGs), and treatment, storage, and disposal facilities (TSDFs) are required to have an EPA ID number. Any generator who wants
to participate in e-Manifest but does not already have an EPA ID number must obtain one. User accounts are linked to EPA ID numbers.

When logged into the web interface, clicking on the name of a site on the “My Sites” screen will take the user to the “Site Details” screen for that site; the site’s location address is displayed in the blue bar at the top of this screen.

When creating an e-Manifest, the buttons labeled “Save & Return” in the pop-up windows do not save the data to the database. The “Save” button at the bottom of the e-Manifest Edit screen must be clicked for data to be saved in the database, otherwise the data changes will be lost.

When using the “Add Waste Line” pop-up window, click “Build U.S. DOT Description” radio button to search for and select a waste, without having to type it.

The process to create a fully electronic e-manifest has numerous steps and requires coordination between the handlers listed on the e-manifest. Users start by creating a new e-manifest record, saving it with a status of “Draft”, and then saving it with a status of “Pending”. Then, only the receiving facility selected on the manifest is allowed to change the status of the e-manifest to “Scheduled” (for pickup). Then, the generator, transporter and receiving facility must electronically sign the e-manifest in order. It is important that handlers sign in order, to reflect that the custody of the shipment changes as each handler signs the e-manifest during the course of transportation from the generator to the receiving facility. Before signing, the contents should be reviewed for completeness and accuracy.

- The Generator signs the e-manifest using the edit screen (Click icon in “Actions” column), or the view screen.
- The Transporter signs using the view screen. (Click icon in “Actions” column)

It is recommended that generators and transporters have printing ability, to allow them to produce a printed copy of an e-Manifest, because US DOT currently requires the presence of a hard copy paper manifest during transportation. Use the icon on either the edit or view screen to print the e-manifest to look like a paper manifest form.

Foreign export manifests cannot be tracked in e-Manifest, so export manifests will continue to be tracked using paper manifest forms. Imports of HW will be tracked in e-Manifest.

If they use a paper manifest, they should make arrangements with their receiving facility to obtain copies of their completed manifests to meet applicable recordkeeping requirements (including, but not limited to 40 CFR 262).

Post-waste receipt data corrections to the manifest must be made in the e-Manifest system, no paper based changes will be accepted.