

Maine DEP RCRA Industry Users Registration Guide for myRCRAid, BR, and e-Manifest

January 2024



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

17 State House Station | Augusta, Maine 04333-0017

Contents

GENERAL INFORMATION	2
BACKGROUND INFORMATION	2
HELP RESOURCES	4
LET’S GET STARTED	4
INDUSTRY APPLICATION REGISTRATION	4
STEP 1 – REQUEST AN ACCOUNT THROUGH RCRAINFO	4
STEP 2 – SELECT REGISTRATION TYPE	5
STEP 3 – ENTER USER INFORMATION	5
STEP 4 – ENTER USER ID/PASSWORD	5
STEP 5 – TERMS AND CONDITIONS	5
STEP 6 – ORGANIZATION/CONTACT INFORMATION	6
STEP 7 – VERIFY EMAIL/ENTER VERIFICATION CODE	7
MY SITES	7
ADD EXISTING SITE	7
UNSUCCESSFUL SEARCH	8
SUCCESSFUL SEARCH	8
SELECT PERMISSIONS	9
ELECTRONIC SIGNATURE aGREEMENT	11
IDENTITY PROOFING	11
PAPER IDENTITY PROOFING	12
REQUEST PERMISSIONS	12
REQUEST NEW SITE ID	13

Language and images in this guide used and modified with permission from Ohio Environmental Protection Agency and US Environmental Protection Agency.

GENERAL INFORMATION

The information provided in this section is intended to provide high-level information that will aid users in understanding the overall registration process of EPA's Industry Applications. For best results, you should read this section before proceeding to other sections of the user's guide.

BACKGROUND INFORMATION

In the past, facilities have sent Maine DEP paper Site Identification Forms (US EPA Form 8700-12) to notify of their hazardous waste activities regulated under RCRA Subtitle C. Maine DEP entered the information from the Site Identification Form into US EPA's national hazardous waste database called RCRAInfo. Information regarding hazardous waste generators, treatment, storage, and disposal facilities, transporters, and other regulated activities is stored in this national database. Also, in the past certain Maine Large Quantity Generators as well as Maine Treatment, Storage, and Disposal Facilities submitted Biennial Reporting data either by paper, on a CD or via specific third-party vendor software to the Maine DEP for entry into the EPA database RCRAInfo. Up until June 30, 2018, generators of hazardous waste only had one option for the shipping of their hazardous waste and that was on a paper Uniform Hazardous Waste Manifest.

US EPA has developed the following three new electronic tools called "Industry Applications" or "Industry Apps":

(1) **myRCRAid app**- allows a generator to submit to Maine DEP an electronic Site Identification Form for the purpose of obtaining an EPA ID number or to update information associated with an existing EPA ID number,

(2) **Biennial Report (BR) app** – allows a generator to submit electronic **BR** data directly into the RCRAInfo database for Maine DEP review; and,

(3) **e-Manifest app** – allows a generator of hazardous waste to create, as of June 30, 2018, an electronic hazardous waste manifest for the transport of its hazardous waste.

EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under all of US EPA's environmental regulations. CROMERR sets performance-based, technology-neutral system standards and provides a streamlined, uniform process for Agency review and approval of electronic reporting. The standards are designed to provide electronic submittals with the same level of legal dependability as the corresponding paper submittals. The CROMERR program ensures the enforceability of regulatory information collected electronically by EPA and EPA's state, tribal and local government partners. Find more information at [CROMERR](https://www.epa.gov/cromerr). (<https://www.epa.gov/cromerr>)

To use any (or all) of these Industry Apps a regulated user needs to register with EPA to do so.

The process in general terms is as follows:

Step 1: A facility representative who is authorized to view, prepare, or certify the Site Identification Form for **myRCRAid**, the **Biennial Report (BR) forms**, or an **e-Manifest** establishes an account and registers for any one of the three or all three of the RCRAInfo Industry Applications. This registration process is built upon the account registration process used for EPA's Central Data Exchange (CDX). RCRAInfo Industry Application accounts may be

used within CDX and conversely CDX accounts may be used within RCRAInfo. To use an existing CDX account to login into the RCRAInfo Industry Application, simply enter your CDX credentials in the RCRAInfo Sign In screen.

- Using the **myRCRAid application**, the facility representative can request new EPA ID numbers or select facilities for which they have the authority to submit RCRA Subtitle C information;
- Using the **Biennial Report application**, the facility representative can update and complete their facility's **Biennial Report (BR)** and submit to the Maine DEP;
- Using the **e-Manifest application**, the facility representative can create, edit, sign and submit an electronic manifest to the **e-Manifest system** to document the transport of hazardous waste to a Receiving Facility or Treatment, Storage or Disposal Facility (TSDF).

Step 2: An electronic submittal that is signed by a facility representative requires a CROMERR compliant signature and Electronic Identity Proofing using LexisNexis. LexisNexis is an independent company that provides identity validation services which allows users to be approved quickly online once verification is received from the service. If the user chooses not to use this service, they may print out and sign the paper Electronic Signature Agreement and send it to the regulating agency. The regulating agency processes the Electronic Signature Agreement submitted by the facility representative. Maine DEP is the regulating agency for facilities in Maine.

Step 3: The facility representative submits the Site Identification Form for **myRCRAid** or the **BR Forms** to the regulating agency (Maine DEP) for review via RCRAInfo. For **e-Manifests**, the electronic data will go directly into the **e-Manifest system**.

Step 4:

- For a **myRCRAid** or **BR** submission, the regulating agency reviews and approves the submission, or rejects the submission. If the submission is rejected, the facility representative must correct the information based on the comments provided by the regulating agency (Maine DEP) and re-submit the form. If the submission is approved, the information is loaded into RCRAInfo. If a new EPA ID number is requested through **myRCRAid**, then a new number will be assigned upon approval.
- For an **e-Manifest**, the data will go directly into the **e-Manifest system** where the Generator, Transporter, Broker, Receiving Facility, or TSDF can track or edit the manifest, and the Receiving Facility or TSDF can finalize the **e-Manifest** upon acceptance of the waste shipment. The public will have access to data in the **e-Manifest system** 90-days after the date of receipt at the Receiving Facility or TSDF.

HELP RESOURCES

Listed below are the mailing address and contact information for the Hazardous Waste Management Unit staff who can answer questions about the Industry Application registration process.

Maine Department of Environmental Protection Hazardous Waste Management Unit Bureau of Remediation & Waste Management 17 State House Station Augusta, ME 04333-0017 (207) 287-7688 Unit Manager: Cherrie Plummer (207) 830-1772, Cherrie.F.Plummer@maine.gov	Northern/Eastern ME: Mellissia Richards (207) 991-8674, Mellissia.D.Richards@maine.gov Central ME: Jennifer D'Appollonio (207) 360-9237, Jennifer.L.D'Appollonio@maine.gov Autumn Smith (207) 830-1737, Autumn.G.Smith@maine.gov Southern ME: Tristan Price (207) 816-0101, Tristan.C.Price@maine.gov
--	---

LET'S GET STARTED

You must be a registered user and be approved by Maine DEP before you are eligible to submit Site Identification Forms via **myRCRAid**; create, edit, or submit the **BR Forms**, and/or create, edit or sign an **e-Manifest**.

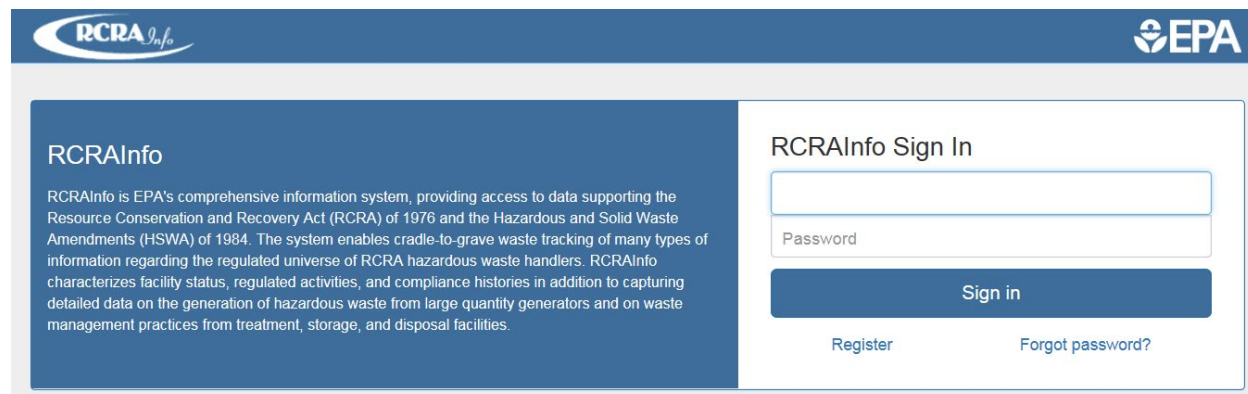
If you already have a CDX account you can add the **myRCRAid**, **BR** or **e-Manifest** service to it. Please see RCRAInfo's Frequently Asked Questions for further instructions.

INDUSTRY APPLICATION REGISTRATION

To use the **myRCRAid**, **BR** or **e-Manifest** applications, you must be a registered user in RCRAInfo if you are not already registered on US EPA's Central Data Exchange (CDX).

To begin registration for either or all of the Industry User Applications, navigate to the [RCRAInfo Home page](https://rcrainfo.epa.gov/rcrainfoprod/). (<https://rcrainfo.epa.gov/rcrainfoprod/>)

STEP 1 – REQUEST AN ACCOUNT THROUGH RCRAINFO



RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

Password

Sign in

[Register](#) [Forgot password?](#)

Click "Register" under the blue "Sign in" button located in the upper right portion of the screen.

STEP 2 – SELECT REGISTRATION TYPE

Click the button on the left under Industry User that says, “Industry User Registration.”

STEP 3 – ENTER USER INFORMATION

Create a New Account

Built on CDX

* = required

User Information: Enter your user information including your Title, First, and Last Name. Click “Help” at the top of the screen for a Registration User Guide and How-To video. The fields with an asterisk indicate that the information is required.

STEP 4 – ENTER USER ID/PASSWORD

Create a User ID and Password. Note: The password that you provide is case-sensitive. Select and answer three security questions that will be used when you reset your password.

STEP 5 – TERMS AND CONDITIONS

To see the Terms and Conditions associated with this account, click the Terms and Conditions link. Carefully read all the terms and conditions associated with this registration. Click the checkbox next to “Agree to the Terms and Conditions” if you agree to the terms and conditions stipulated. **Note: If you do not agree with the Terms and Conditions, you will not be able to create an account.** Click “Next” to continue the registration process.

Create a User ID and Password

User ID *

This field is required.

Password *

This field is required.

Verify Password *

☐ Show password

These questions will be used to reset your password:

Question 1 *

Select a question...

Question 2 *

Select a question...

Question 3 *

Select a question...

Answer 1 *

This field is required.

Answer 2 *

Answer 3 *

☐ Show answers

☐ Agree to the [Terms and Conditions](#)

Next

STEP 6 – ORGANIZATION/CONTACT INFORMATION

Organization/Contact Information

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City *

State *

Select a State

Zip/Postal Code *

Country *

UNITED STATES

Job Title *

Phone Number *

Extension

Email *

Re-enter Email *

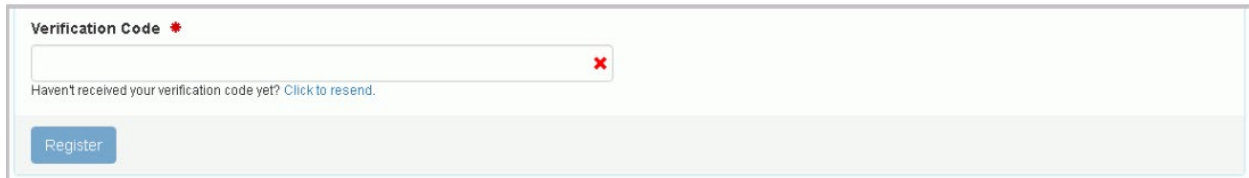
Send Verification Code via Email

Register

Finally, you will be asked to provide the organization or company that you work for and some additional contact information including Job Title, Phone Number, and Email Address. Once you

have provided all the required information, indicated by the red asterisks, click "Send Verification Code via Email".

STEP 7 – VERIFY EMAIL/ENTER VERIFICATION CODE

A screenshot of a web form titled "Verification Code" with a red asterisk. It features a text input field with a red "X" icon on the right. Below the field is a link that says "Haven't received your verification code yet? Click to resend." At the bottom of the form is a blue button labeled "Register".

After you have clicked "Send Verification Code via Email" an additional box will appear under the email line for you to enter in your verification code. This code is sent to you via email. Once you receive it, copy the code, and enter it into the box titled "Verification Code." If you do not receive your verification code via email, check your Spam folder. Verify that the correct email was entered in the field above. If you still have not received the verification code, click the link under the Verification Code box that says, "click to resend."

Once you have typed the verification code into the "Verification Code" box, click "Register." You will then be directed to the My Sites screen within the Industry Application.

This tab currently contains links for you to update existing site information or request a new Site ID number.

Initially, you will not have permissions for any sites. You must request permissions for the site(s) for which you want access by either selecting from sites that are currently in RCRAInfo or requesting a site identification number for a new site.

MY SITES

ADD EXISTING SITE

If the site(s) that you want access to already have an EPA Identification Number and exist in the RCRAInfo system, click the "Select Existing Site" button under the "My Sites" tab to request permissions for the site(s). A Search model will be displayed. Specifying the site's EPA Identification Number is the fastest and most effective way to find a given site. If you know the site's EPA Identification Number, enter the number in the Site ID box.

Note: The search criteria are not case sensitive. That is, MED000000000 will provide the same search results as med000000000.

If you do not know the site's EPA Identification Number, provide information for one or more of the other search criteria. All searches are based on an "and" condition between criteria; this means that all criteria must be satisfied for the site to be included in the results list. Text fields are searched by removing the white space from the field then searching for the value specified anywhere within the field. For example, searching for "main" in the Street Name would find "11 MAIN ST", "MAINTENANCE AVE", or "STIGMA INTERSTATE" in the Street Name field.

Exception: If you specify a Site ID (or part of a Site ID), the search will only return sites that have a Site ID that STARTS WITH the value provided.

Once you have provided your search criteria, click "Search". At a minimum, you must specify a State and either the Site ID, Site Name, and/or Zip Code.

UNSUCCESSFUL SEARCH

If the criteria that you provide does not yield any results, the Search Results page will indicate that no sites were found. You can either return to the Search Criteria page to conduct another search by clicking the "Back to Search Criteria" button, or click the "Close" button to return to the My Sites tab.

Sometimes it can be difficult to find sites that you know exist within RCRAInfo. This can be caused by inconsistent data entry, typographical errors, and/or bad search criteria. For example, a Site Name search of "Safety Kleen" will NOT return sites where the Site Name is "Safety-Kleen", yet you are likely to want to see those sites also. A better search would be to search only on "Kleen". This search would return sites with a name of "Safety Kleen" or "Safety-Kleen" (as well as other handler names with the word "kleen" in it). In general, if the search results do not contain all the sites that you expected, make your criteria more lenient (i.e., "MAIN" instead of "MAIN STREET"; "TALLA" instead of "TALLAHASSEE", "1st" instead of "FIRST" or vice versa, "ST JAMES" or "SAINT JAMES" instead of "ST. JAMES" etc.).

SUCCESSFUL SEARCH

Sites found for the search criteria provided will be displayed on the Search Results page. The page will show the Site ID, Site Name, Street Address, City, State, and County. Depending on your screen size, some of these columns may be "hidden". To see the hidden information, click the badge with the plus sign next to the site of interest.

Search Results						
Show 20 entries						
Select All ☐	Site ID	Site Name	Address	City	State	County
☐	MER00002576	CVS PHARMACY #0378	770 ROOSEVELT TRAIL	WINDHAM	ME	CUMBERLAND
☐	MER000508713	CVS PHARMACY #0143	384 ELM STREET	BIDDEFORD	ME	YORK
☐	MER000508721	CVS PHARMACY #0156	10 EAST AVE, LEWISTON S/C	LEWISTON	ME	ANDROSCOGGIN
☐	MER000508739	CVS PHARMACY #0273	446 SABATTUS STREET	LEWISTON	ME	ANDROSCOGGIN
☐	MER000508747	CVS PHARMACY #0329	111 AUBURN STREET	PORTLAND	ME	CUMBERLAND
☐	MER000508754	CVS PHARMACY #0374	449 FOREST AVENUE	PORTLAND	ME	CUMBERLAND
☐	MER000508770	CVS PHARMACY #0523	797 MAIN STREET, SUITE #D	SANFORD	ME	YORK
☐	MER000508788	CVS PHARMACY #0608	1096 BRIGHTON AVE, PINE TREE S/C	PORTLAND	ME	CUMBERLAND
☐	MER000508796	CVS PHARMACY #0620	1 KENNEDY MEMORIAL DRIVE	WATERVILLE	ME	KENNEBEC

The results are sorted by Site ID, but you may re-sort the results set by clicking the arrows next to the column of interest. The arrows act as a toggle between ascending order and descending order. To sort by more than one column, click the arrows next to the column for the primary sort, then, while holding down the <shift> key, click the arrows next to the column for the secondary sort.

The first 20 sites found will be displayed. You can change the number of sites displayed on each page by selecting a value from the "Show entries" drop-down list. You can page through the results by using the "Previous" and "Next" buttons, as well as specific page numbers at the bottom of the page.

If the site(s) you are looking for are displayed, click the checkbox next to the site(s). To select all the sites listed, click the checkbox next to the Select All label. If the handler that you were searching for is not displayed, see Unsuccessful Search above. Once you have selected all the sites for which you want to request permissions, click the "Request Access" button.

Note: This button is not displayed until you select at least one site.

SELECT PERMISSIONS

Once you have found and selected your sites of interest, you will be asked to request permissions for those sites. "None" is the default permission level, and there are four levels of permissions that you may request: Viewer, Preparer, Certifier and Site Manager (which is listed as a module instead of a permission level in the drop-down menus; see the screenshot below). These permissions are hierarchical, meaning that each permission can perform the functionality of the levels below it as well as the specific functionality for that given permission (i.e., a Preparer can do everything that a Viewer can do, and a Certifier can do everything that a Preparer and Viewer can do). The permissions are defined as follows:

- *None* - The user has no permissions for these sites within the module specified.
- *Viewer* - The user can view the data for these sites within the module specified but cannot change the information in any manner.
- *Preparer* - The user can enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.
- *Certifier* - The user can sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.
- *Site Manager* – The user is a Responsible Official for the site. They have a high level of responsibility for the site. The Site Manager is a "super user" having all available permissions and will be required to obtain an Electronic Signature Agreement.
 - A Site Manager will be able to delegate to or remove permissions from other Industry Application users associated with the site.
 - A Site Manager in **myRCRAid** will also be a Site Manager for all modules in which the State of Maine participates.

If you apply for the Site Manager permission but are not qualified for that level of authority, Maine DEP will deny your request and you will have to re-apply for a lower permission level.

Select Permissions

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

Module	Permission Level	Description of Permission
Site Management	None	None
Biennial Report	Viewer	View Data
e-Manifest	Preparer	Edit Data Only (Cannot Sign or Submit Data except for Quick Signing Manifests)
myRCRAid	Certifier	Edit, Sign, and Submit Data
WIETS	None	None

Send Request
Back to Search Results
Close

Select Permissions

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

Module	Permission Level	Description of Permission
Site Management	Active	Manage site users, data, and API access across all modules the state participates in.

Send Request
Back to Search Results
Close

Note: The permissions that you select will be requested for ALL of the sites that you selected, as indicated at the top of the screenshot above.

Once you have selected your appropriate permission level, click the "Send Request" button. An email will be sent to an Administrator who can grant these permissions for the sites that you selected, if appropriate. You will see the requested sites in your My Sites tab with a "Pending" status. You cannot act upon these sites until the permissions have been granted. You will receive an email once the permissions for these sites have been granted (or denied). At that time, you may log back into the system and begin working on the sites as needed. If you requested the "Certifier" or "Site Manager" permission level you will need to complete the Electronic Signature Agreement before you can update information for the sites you selected.

Note: If the site for which you requested site permissions has one or more Site Managers, the request will initially go only to them. If it is not processed within seven days, the RCRAInfo State Regulators will be notified of an overdue request.

ELECTRONIC SIGNATURE AGREEMENT

Users who have the "Certifier" or "Site Manager" permission level for at least one site must obtain an Electronic Signature Agreement (ESA). This agreement will be presented the first time that you log into the industry application AFTER you receive a "Certifier" or "Site Manager" site permission and have not previously completed an Electronic Signature Agreement.

Once you have received an email granting you permission(s) to the requested site(s), log back into RCRAInfo. The Electronic Signature Agreement page will be displayed. You must complete the ESA before you can begin updating the sites for which you were granted access. Select and answer questions one through five. You will be prompted to answer one of these when you sign a form electronically.

Electronic Signature Agreement

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

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 *

Select a question...

Question 2 *

Select a question...

Question 3 *

Select a question...

Question 4 *

Select a question...

Question 5 *

Select a question...

Answer 1 *

Answer 2 *

Answer 3 *

Answer 4 *

Answer 5 *

☐ Show answers

Next

After the five questions have been selected and answered, the Identity Proofing section will appear.

IDENTITY PROOFING

The next step is identity proofing. You can either complete the identity proofing process electronically (recommended) or by using the paper process provided.

Note: You only have need to complete the Electronic Signature Agreement one time, even if you are managing hazardous waste sites in different States.

To use the electronic identity proofing process, ensure that the Yes/No slider box is set to "Yes". Complete the information as directed.

Identity Proofing

Would you like to perform electronic Identity Proofing?

Yes

Electronic Identity Proofing

The following information will be used for identity proofing, it will NOT be stored.

Home Mailing Address (Line 1) *

Home Mailing Address (Line 2)

City *

State *

Select a State

Zip *

Date of Birth *

YYYY

MM

DD

Year

Month

Day

SSN Last 4 *

Show SSN

Home Phone Number

☐ I agree to the [Electronic Signature Agreement](#)

Verify and Sign

Once you have filled in the required information (Home Mailing Address, City, State, Zip, Date of Birth, and SSN), carefully review the agreement by clicking the "Electronic Signature Agreement" link. If you agree with the contents of the agreement, click the checkbox, then click "Verify and Sign". The information that you provided will immediately be evaluated and given a score. If you meet the minimum score needed for identity proofing, your electronic signature agreement will be recorded, and you will be able to certify and submit information for sites and/or modules for which you have been granted the Certifier or Site Manager permission level. If you do not meet the minimum score, you can change your information and try again, or complete the paper process to complete your ESA.

Note: You are only allowed to submit information for electronic identity proofing 3 times in 24-hour period.

PAPER IDENTITY PROOFING

To use the paper identity proofing process, slide the Yes/No slider box to "No". Click the "Print" button at the bottom of the page. Complete the information on the paper form as directed and mail to the address provided. Your ESA will not be complete until the appropriate authority receives your paper submission and approves of your signature. You will not be able to certify or submit information within the RCRAInfo Industry Application until this process is complete.

REQUEST PERMISSIONS

To change permissions or add new permissions to any of your sites, go to your profile by clicking the profile icon in the upper right-hand corner of the screen, and selecting "Profile". From the Profile screen, click the "My Site Permissions" tab. The sites that you have been granted permissions will be displayed. If you have sites associated with more than one Activity

Location (e.g., multiple states and/or territories), the sites associated with the first Activity Location/State (alphabetically) will be displayed. Select the Activity Location for the site(s) for which you want to modify site permissions from the drop-down menu. Click the checkbox for the individual site(s) for which you want to modify site permissions or click the All checkbox to select all sites associated with this Activity Location.

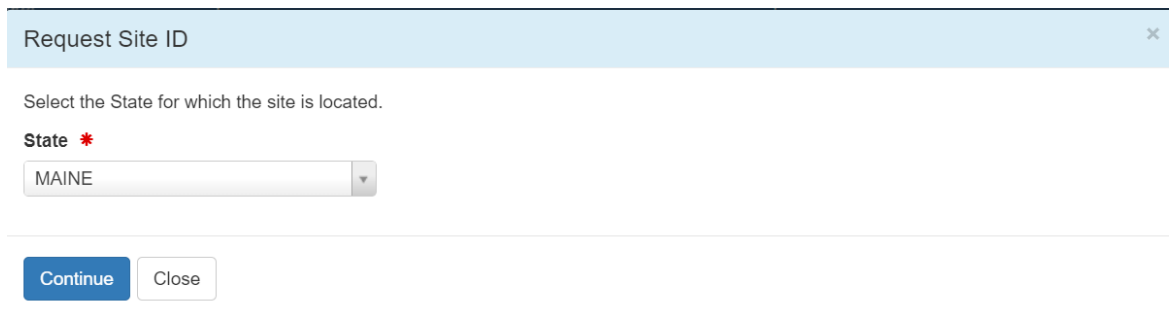
Note: If you want to request permissions for sites in more than one Activity Location, you will need to submit a request for EACH Activity Location.

Once you have selected the appropriate site(s), click the "Modify Permissions for Selected Sites" button. Set the permission for each module as appropriate and click the "Send Request" button. An email will be sent to the RCRAInfo User Maintenance Administrator for that Activity Location for approval. You will receive an email once the Administrator has approved or rejected your permission request.

Note: If you wish to move from Site Manager to a lower permission level, change the status from "Active" to "None" and then the other modules will appear in the pop-up window.

REQUEST NEW SITE ID

If the site(s) that you want access to do not already have an EPA Identification Number or do not exist in the RCRAInfo system (e.g., you are a ME Small Quantity Generator with a State MEX ID, but you want to manage your site in RCRAInfo), click the "Request New Site ID" button under the "My Sites" tab. Select the state where the site is located from the drop-down menu.



A "Create New Site ID" Form will then be displayed. The Reason for Submittal will be pre-checked as "Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time", and all fields indicated as required must be filled in.

Note: You will not be able to specify a Site ID in field 2 of the Site ID Form. If you are submitting a request to manage a ME Small Quantity Generator (Federal Very Small Quantity Generator) in RCRAInfo and the site already has a State MEX ID, list the MEX ID in the Comments field 18 or indicate in the Comments field that an EPA ID is being requested and the existing MEX ID should be deactivated.

Once the EPA ID request is submitted, it will be reviewed by a State Regulator, and if "Accepted" an EPA ID or the existing State ID will be assigned. The request may be put "On Hold" for the Regulator to follow up with the submitter, or they may "Reject" it with an explanation; in this case an EPA ID request may be resubmitted if necessary. When the request

is accepted, the person who certified the Site ID Form submission will be automatically assigned “Certifier” site permission; the Regulator can also assign “Site Manager” level permission during the acceptance process. Once an ID has been assigned, the site will be listed under the “My Sites” tab on the submitter’s home page.