

Registering for RCRAInfo to Manage e-Manifests & Biennial Reports

To manage e-Manifests and submit Biennial Reports, you will use RCRAInfo. RCRAInfo is the EPA's online information system that acquires and holds all data concerning hazardous waste activity throughout the United States and its territories. The following guide gives you step-by-step instructions to register for RCRAInfo so you may successfully manage e-Manifest information and submit biennial reports.

What You'll Need

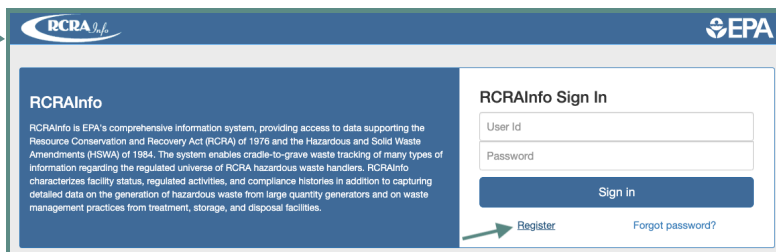


You'll need the following information to register for RCRAInfo:

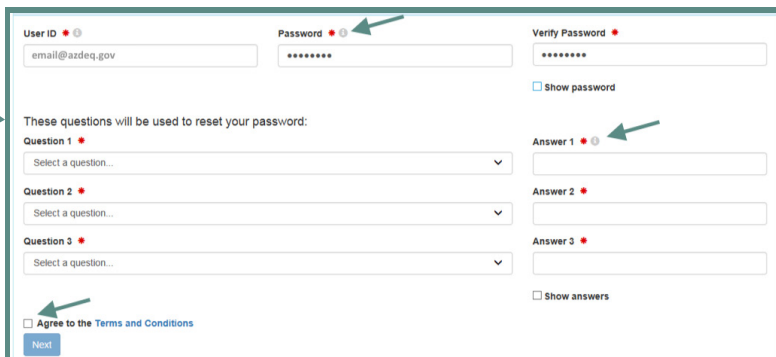
- A user ID and password (you will create these in STEP 1)
- Your organization information (see STEP 2)
- The EPA ID number for the applicable site (see STEP 3)

STEP 1 - Create User ID & Password

- Visit rcrainfo.epa.gov & click "Register".

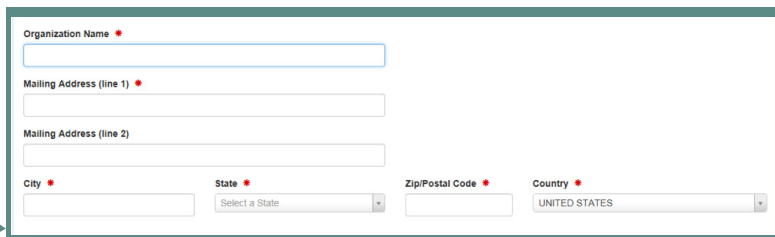


- Create user ID, password and password reset Q&As. For help, hover over the information icons.



STEP 2 - Provide Organization Information

- Enter your organization's name and mailing address. This information should be the same as listed in myDEQ, on the Arizona Corporation Commission's website, or on your last EPA ID notification. Contact HazWasteData@azdeq.gov if you are unsure.



STEP 2 (cont.) - Provide Organization Information

- Enter your job title, phone number and email. Then click the button to receive a verification code via email, and enter the received code in the "Verification Code" field.

Note: Keep the registration window open while checking your email to ensure you aren't logged out.

The registration form includes fields for Job Title (Owner), Phone Number (with Extension), Email (with Re-enter Email), and Verification Code. A 'Send Verification Code via Email' button is highlighted with a green arrow. A 'Register' button is at the bottom left. A link for 'Haven't received your verification code yet? Click to resend.' is also present.

STEP 3 - Associate Site to Your Login

- Once you are directed to the "My Sites" screen, click "Add Existing Site."

Note: Do not click "Request Site ID." This is to request an EPA ID number. You should already have this number or have used myDEQ to request an EPA ID.

The 'My Sites' screen shows a table with columns for Site ID, Site Name, Address, City, State, and County. Below the table, the text 'There are no sites to display.' is shown. The 'Add Existing Site' button is highlighted with a green arrow, and the 'Request Site ID' button is circled in red.

- To find and select the desired site, search by the site's EPA ID number, click the box beside the site and click "Request Access."

Note: Make sure you do not use any spaces in the number and don't include information in any other field, except State. If no site is returned, check for typos and spaces at the end or beginning of the number (should be 12 characters).

The search results show a table with columns for Site ID, Site Name, Address, City, and State. The first entry is highlighted with a red circle and a checkmark in the 'Select' column. The 'Request Access' button is highlighted with a green arrow.

Select	Site ID	Site Name	Address	City	State
<input checked="" type="checkbox"/>	AZR000519975	WEST CENTRAL PHOENIX NORTH CANAL PLUME EXTRACTION UNIT	3422 W CLARENDON AVE	PHOENIX	AZ

County: MARICOPA

- Next, select desired permission levels (description populates according to the selection) for the Biennial Report or e-Manifest, or select "Active" under site management to receive certifier permissions for both. Your request will be sent to ADEQ for processing (usually takes less than 1 business day).

The permission selection screen shows a table with columns for Module, Permission Level, and Description of Permission. The 'Biennial Report' row is highlighted, and the 'Certifier' option is selected from the dropdown menu. The 'Send Request' button is highlighted with a green arrow.

Module	Permission Level	Description of Permission
Site Management	None	None
Biennial Report	None Viewer Preparer Certifier	None
e-Manifest	None	None
myRCRAid	None	None

- Once approved, you will receive an email from RCRAInfo and you may log in to manage Biennial Reports or e-Manifests.