



E-Manifests

How to Sign Up

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Environmental Scientist II





E-Manifests: The Latest on EPA's New
Hazardous Waste Tracking System

INTRODUCTION

- How to Sign Up
- Communication Plan
- Resources

Request an Account

- Navigate to the RCRAInfo website
 - <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>

STEP 1 - REQUEST AN ACCOUNT



Welcome to 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

User Id

Password

Sign in

[Register](#)

[Forgot password?](#)

- Click the “Register” link

Create a User ID and Password



Registration

[Login](#) / [Registration](#)

Create a New Account

Built on 

* = required

[User Information](#)

Create a User ID and Password

User ID * ⓘ

lm2@azdeq...

Password * ⓘ

.....

Verify Password *

.....

Show password

These questions will be used to reset your password:

Question 1 *

Select a question... ▼

Answer 1 * ⓘ

Question 2 *

Select a question... ▼

Answer 2 *

Question 3 *

Select a question... ▼

Answer 3 *

Show answers

Agree to the [Terms and Conditions](#)

Next

- Create a user ID
- Create/verify password
- Personal questions
- Agree to terms
- Click "Next"

Organization/Contact Information

 Registration

Login / Registration

Create a New Account

Built on  * = required

User Information 

Create a User ID and Password 

Organization/Contact Information 

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City * **State *** **Zip/Postal Code *** **Country ***

Job Title *

Phone Number * **Extension**

Email * **Re-enter Email ***

- Organization name
- Mailing address
- City, state and zip
- Job title
- Phone number
- Email address
- Click “Send verification code via Email”

Verification Code

- You will receive an Email with a verification code



Tue 5/22/2018 2:09 PM
Lupe G. Myers
FW: Email verification code
To:  David R. Janke

From: rcrainfo.admin@epa.gov [mailto:rcrainfo.admin@epa.gov]
Sent: Tuesday, May 22, 2018 2:08 PM
To: Lupe G. Myers <Myers.Lupe@azdeq.gov>
Subject: Email verification code

Dear Lupe G Myers <lm2@azdeq.gov>,

Your verification code is below. Please use this verification code on the registration page to complete your RCRAInfo registration.

Verification Code: 52164

Thank you!
[RCRAInfo Team](#)

Verification Code

 Registration

✓ You have completed New Industry Account registration. You will be redirected shortly. ✕

Create a New Account

Built on CDX * = required

User Information ^

Create a User ID and Password ^

Organization/Contact Information v

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City * **State *** **Zip/Postal Code *** **Country ***

Job Title *

Phone Number * **Extension**

Email * **Re-enter Email ***

Verification Code *

Haven't received your verification code yet? [Click to resend.](#)

- Enter the verification code
- Click the “Register” link
- A green banner appears

Add an Existing Site

- You are redirected to the “My Sites” screen

My Sites Requested Site IDs 0

My Sites

Show 20 entries Search:

Site ID	Site Name	Address	City	State	County
There are no sites to display.					

Showing 0 to 0 of 0 entries

Previous Next

[Add Existing Site](#) [Request Site ID](#)

- Click “Add Existing Site”

Add an Existing Site

- Search for your site
 - ADEQ Recommends using Site (EPA) ID number
 - No spaces

Search ×

Site ID <input type="text"/>	Site Name <input type="text"/>	
Street Number <input type="text"/>	Street Name <input type="text"/>	City <input type="text"/>
State * Select a State ▼	County Select a County ▼	Zip <input type="text"/>

- Click “Search”

Add an Existing Site

- Site Information appears
- Check the box to the left of the site you wish to add

Search Results ×

Show entries

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

Showing 1 to 1 of 1 entries Previous 1 Next

[Request Access](#) [Back to Search Criteria](#) [Close](#)

- Click "Request Access"

Current Active Modules

- Site Management – Signs you up for e-Manifests
- Biennial Report – LQGs and receiving facilities (TSDFs) only

Select Permissions ✕

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▼	None
Biennial Report	None ▼	None

Send Request

Back to Search Results

Close

Permissions

- Select active

Select Permissions ✕

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	Active <input type="checkbox"/>	Manage site data and API access across all modules the state participates in.

Send Request

Back to Search Results

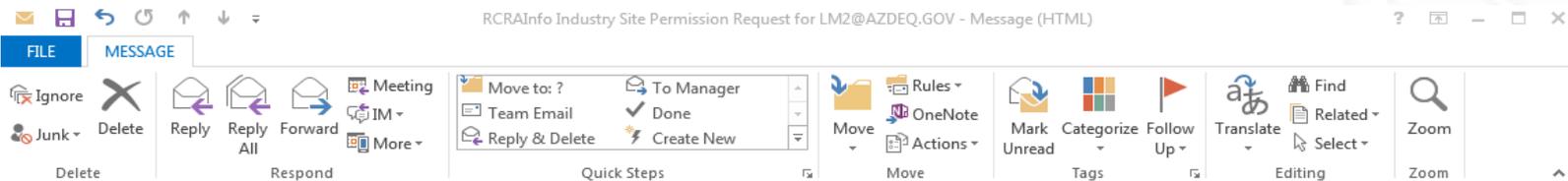
Close



- Click “Send Request”

ADEQ Approves Request

- ADEQ receives an Email requesting action on your request



Tue 5/22/2018 2:21 PM

rcrainfo.admin@epa.gov

RCRAInfo Industry Site Permission Request for LM2@AZDEQ.GOV

To: David R. Janke

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear David R Janke <drj@azdeq.gov>,

The following site permissions are being requested for Lupe G Myers <LM2@AZDEQ.GOV> for Arizona. If appropriate, please grant these permissions at your earliest convenience.

Permissions

Module	Requested Level
Site Management	Active

Sites

Site Id	Site Name
AZR000519975	WEST CENTRAL PHOENIX NORTH CANAL PLUME EXTRACTION UNIT

[Click here to approve or reject these privileges.](#)

Thank you!
[RCRAInfo Team](#)



Request Approved

- Your receive an Email with your approval or denial



From: rcrainfo.admin@epa.gov [<mailto:rcrainfo.admin@epa.gov>]
Sent: Tuesday, May 22, 2018 2:23 PM
To: Lupe G. Myers <Myers.Lupe@azdeq.gov>
Subject: RCRA Site Permissions Changed

Dear Lupe G Myers <LM2@AZDEQ.GOV> ,

Your site permissions were changed by Patricia L Sharit <pls@azdeq.gov> .

Permissions

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

Sites

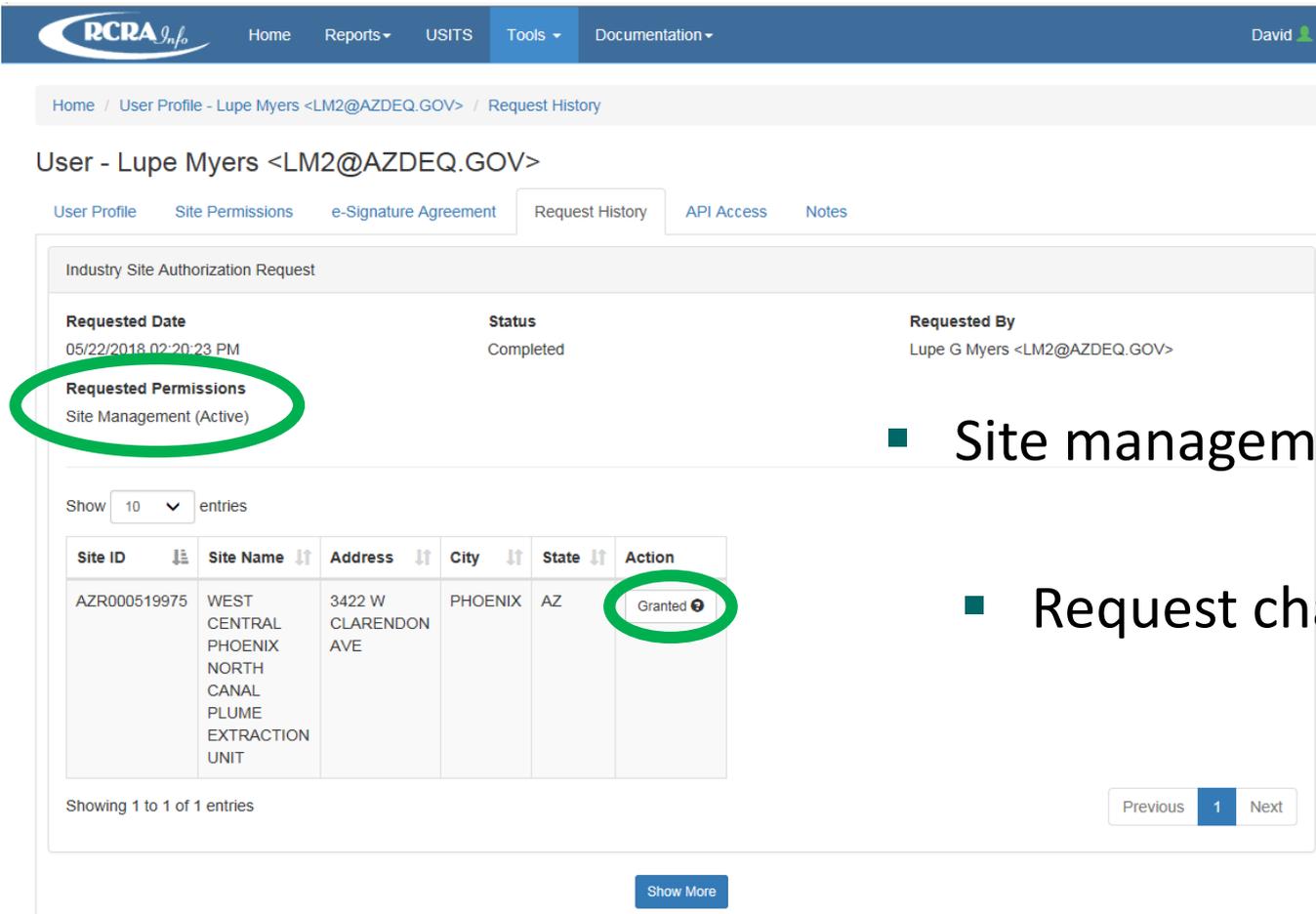
Site Id	Site Name	Status	Comment
AZR000519975	WEST CENTRAL PHOENIX NORTH CANAL PLUME EXTRACTION UNIT	Granted	

Please contact your [Administrator](#) if you have questions or concerns.

Thank you!
[RCRAInfo Team](#)

Request Approved

- You are redirected to the “Request History” screen



RCRA Info Home Reports USITS Tools Documentation David

Home / User Profile - Lupe Myers <LM2@AZDEQ.GOV> / Request History

User - Lupe Myers <LM2@AZDEQ.GOV>

User Profile Site Permissions e-Signature Agreement Request History API Access Notes

Industry Site Authorization Request

Requested Date
05/22/2018 02:20:23 PM

Status
Completed

Requested By
Lupe G Myers <LM2@AZDEQ.GOV>

Requested Permissions
Site Management (Active)

Show 10 entries

Site ID	Site Name	Address	City	State	Action
AZR000519975	WEST CENTRAL PHOENIX NORTH CANAL PLUME EXTRACTION UNIT	3422 W CLARENDON AVE	PHOENIX	AZ	Granted

Showing 1 to 1 of 1 entries

Previous 1 Next

Show More

- Site management is now “Active”

- Request changes to “Granted”

Future State

- E-Manifests will be a module choice
- A variety of permissions will be available
- You will request permission as previously shown

Select Permissions ✕

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▼	None
Biennial Report	None ▼	None
e-Manifest	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">NoneViewerPreparerCertifier</div>	None
myRCRAid		None

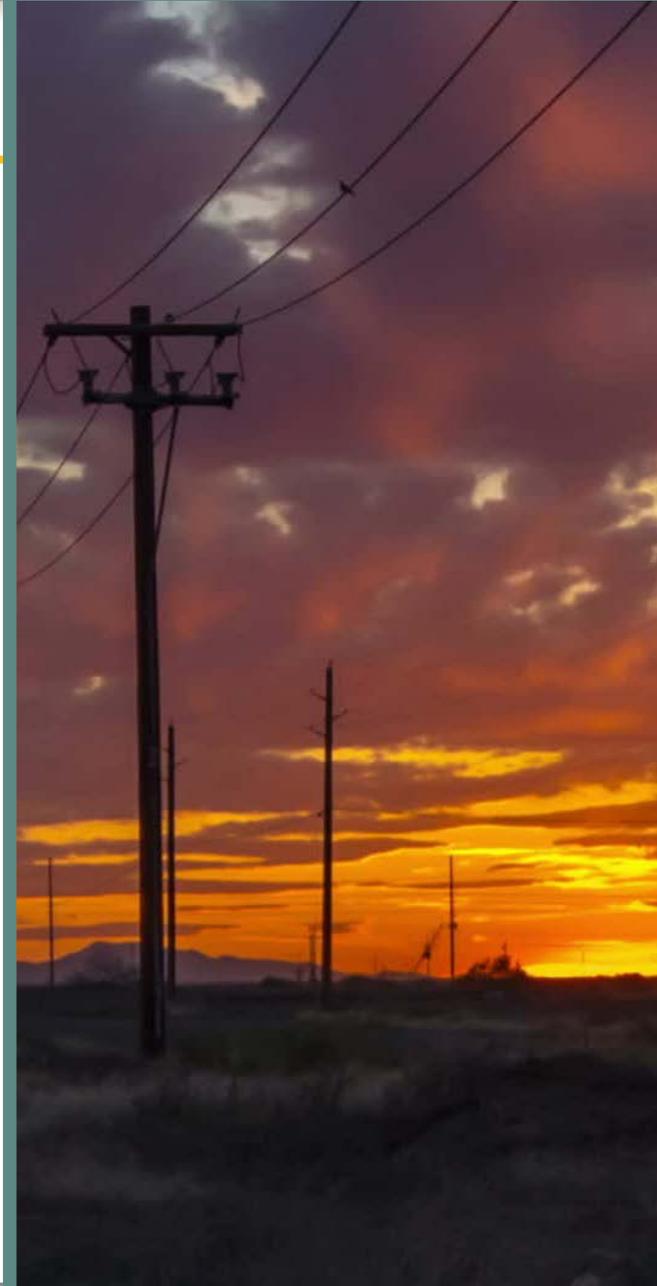
[Send Request](#) [Back to Search Results](#) [Close](#)

Communication Plan

- ADEQ's website
 - To be posted by May 31, 2018
 - Latest information on e-Manifests
 - How to Register for e-Manifests
 - How e-Manifests Works
 - e-Manifests Fact Sheets

- E-mail blast to all active EPA ID numbers
 - When EPA allows registration
 - Estimated by the middle of June

- Webinars with up-to-date information
 - Thursday, May 24, 2018 – 1:00 to 2:00 PM
 - Thursday, June 21, 2018 – 1:00 to 2:00 PM





Questions?

David R. Janke

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