NEBRASKA

DEPT. OF ENVIRONMENT AND ENERGY

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RCRAInfo Industry User Guide

This guidance document has been produced by the Nebraska Department of Environment and Energy (NDEE) to assist in navigating the RCRAInfo website.

A link to the RCRAInfo Industry User Guide produced by the Environmental Protection Agency (EPA) is included in the Resources at the end of this document. The User Guide provides more detailed instructions and descriptions for each module of RCRAInfo.

How to Create a RCRAInfo Account

1. Go to the RCRAInfo website at https://rcrainfo.epa.gov/
2. From the RCRAInfo Sign In screen, click the "Register" link
3. Register as an Industry User. If you have questions, the "Watch How-To" provides step-by-step instructions.

My Sites

Users of the RCRAInfo Industry application can only act upon or on behalf of sites to which they have been granted permissions. When you log in to RCRAInfo, the "My Sites" screen will be displayed. When you first register you will not have permissions for any sites. You must request permissions for the site(s) for which you want access to by either selecting from sites that are already existing in RCRAInfo or by requesting a site identification number for a new site.

Requesting Site Access to an Existing EPA ID

1. Click the "Select Existing Site" button
2. Enter the site's EPA ID into the Site ID box and the state
    - If you do not know the site's EPA ID, you can search for the site by name and/or address. At minimum, you must include the state and one other field of information.

3. Click “Search”
    - If the criteria provided does not yield any results, the Search Results page will indicate that no sites were found. You can return to the Search Criteria page by clicking the “Back to Search Criteria” button. It may take several searches with variations of provided search criteria to yield a result.
4. If the site(s) you are looking for are displayed, click the checkbox next to that site
    - The first 20 sites found will be displayed on the Search Results page. You can page through the results by using the “Previous” and “Next” buttons.
    - If the site you are looking for is not displayed, return to steps 2 and 3.
5. Click the “Request Access” button

Requesting Site Permissions

When you have found and selected your site(s), you will be asked to request permissions for those sites. There are five levels of permissions that you may request: None, Viewer, Preparer, and Certifier. These permissions are hierarchical meaning that each permission can perform the functions of the levels below it as well as the specific functions for that permission.

None	The user has no permissions for the site
Viewer	The user can view the data for the sites but cannot change the information in any manner
Preparer	The user can enter data for the site 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. Required to obtain an Electronic Signature Agreement
Site Manager	The user is a Responsible Official for the site, having all available permissions. Required to obtain an Electronic Signature Agreement • Able to delegate or remove permissions from other users associated with the site

To view or modify your level of permissions:

1. Click the profile icon in the upper right corner of the screen
2. Select “Profile”
3. Click “My Site Permissions”
4. Select the Activity Location for the site(s) that you want to change
5. Click the checkbox for the individual site(s) that you want to change
6. Click the “Modify Permissions for Selected Sites” button

7. Select the appropriate Permission Levels from the drop-down boxes for each category
8. Click the "Send Request" button

An email will be sent to the regulatory authority or site manager that can grant permissions for the sites that you selected. The requested sites will have a "Pending" status in the My Sites tab. You cannot act upon these sites until the permissions have been granted. You will receive an email once the permissions have been granted (or denied) which may take a couple days. At that time, you can log back in to RCRAInfo and begin working on the sites. If the site has a site manager that is no longer with the company or unable to grant permissions, the request will bypass to a regulatory authority after 72 hours.

Requesting a New EPA ID

For step-by-step instructions on how to request a new EPA ID, see the NDEE Guidance Document titled "How to Apply for an EPA Hazardous Waste ID (EPA Site ID)."

EPA identification numbers are assigned by location, so it is <u>very important</u> that you conduct several searches of existing sites before requesting a new site ID to make sure that an EPA ID has not already been created for this location.

Electronic Signature

Users who have the Certifier permission in at least one module for a site, have the Site Management permission for a site, or are requesting a new EPA ID must obtain an Electronic Signature Agreement. This agreement will be presented the first time that you log into RCRAInfo <u>after</u> you receive the Certifier or Site Management permission or if you request a new EPA ID and have not previously completed an agreement.

You will be prompted to select five security questions and answers that will be used to authenticate you when you submit information to your regulatory authority.

1. Select five questions and provide answers
2. Click "Next"
3. Make sure that the Yes/No slider box is set to "Yes"
4. Fill in the information as directed
    - The information provided for the e-signature is referencing your personal information. If information for the company is entered, the e-signature will be automatically denied. Your personal information is not shared with NDEE.
5. Click the "Electronic Signature Agreement" link
6. Click the checkbox to agree to the agreement
7. Click "Verify and Sign"

The information that you provided will be immediately 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 submit and sign information for sites for which you have been granted the Certifier permission. If you do not meet the minimum score, you can change your information and try submitting again. Information is allowed to be submitted up to 3 times within a 24-hour period.

If the minimum score is not met, the Electronic Signature Agreement should be sent as an email attachment to NDEE.WasteCompl@nebraska.gov for review.

MyRCRAid

MyRCRAid is used to submit the EPA 8700-12 Form, commonly known as the Subtitle C Site Identification Form. This form is used to notify regulators of hazardous waste activities.

When you click on the "myRCRAid" tab within Site Details, the screen will display submissions "In Progress" and the 20 most recent submissions that have been "Completed" for the site. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the pencil icon or deleted by clicking the X icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission.

How to Submit a Subtitle C Site Identification Form

You will only be able to submit a Subtitle C Form if you have Preparer or Certifier permissions. A Preparer can complete the form but cannot sign and submit the form.

1. From the RCRAInfo home page, select My Sites and then select the Site Name that you wish to update
2. Select the MyRCRAid tab
3. Select the green button that says, "Create New Submission." This will open the Subtitle C form
4. Update the necessary information
5. When you are finished updating, select the "Review" button
    - If you do not have Certifier permissions for the site, click the "Mark Ready for Signature" at the bottom of the page. The individual that has Certifier permissions for the site will need to sign and submit the form.
6. Scroll down to the bottom and select the "Sign & Submit" button
    - You may be asked to complete an E-Signature Agreement at this time

To confirm that your submission was successfully sent, select the Outstanding EPA ID Request tab. When your status says, "Pending," your submission is complete.

Deactivating an EPA ID

To deactivate an EPA ID, follow the steps listed in the section "How to Submit a Subtitle C Site Identification Form." For information on when it is appropriate to deactivate an EPA ID, see the NDEE Guidance Document titled "Deactivating a RCRA ID."

Biennial Report

Biennial Reports are used by Large Quantity Generators to submit the EPA Form 8700-13A/B, commonly referred to as the Hazardous Waste Report, to the appropriate regulatory authority. For more information on reporting requirements for the Biennial Report, see the NDEE Guidance Document titled "Hazardous Waste Report: Frequently Asked Questions." NDEE only accepts Biennial Reports through RCRAInfo.

When you click on the "Biennial Report" tab from the Site Dashboard, the screen will display any "In Progress" submissions and the 10 most recent Biennial Report Submissions that have been "Completed" for the site. Submissions with a status of "Draft" or "Ready for Signature" may be edited by clicking the pencil icon or deleted by clicking the X icon. Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the regulatory authority processes the submission. Regulatory authorities may return the Biennial Report if changes need to be made. There will be no penalty to the generator if changes are made within the review timeframe.

To create a submission associated with the current biennial report cycle:

1. Click the "Create New Submission" button on the Biennial Report tab
    - This button will only be present for users with Preparer or Certifier permissions for the site
    - You cannot create a new submission if a submission for the current biennial report cycle already exists
2. Click the "Continue to Data Entry" button
3. You will be prompted to choose if you would like to copy Waste Generation and Management (GM) Form information from your most recent completed submission into your new submission
    - "Yes, bring forward GM data" will copy all of the GM forms associated with the site's most recent submission into the new submission with a status of "Incomplete"
    - "No, do not bring forward GM data" will not copy GM data and all of the information associated with the submission will have to be entered from scratch
4. If you click "Yes, bring forward GM data," the Biennial Report Submission screen will be displayed which will show the first 20 GM forms
    - From this screen you can add, edit, and/or delete various forms as needed
5. Fill out the Waste Received (WR) and Offsite Identification (OI) forms

- Information on the WR forms will need to be entered manually. OI forms may auto-populate with information entered for GM forms but should be reviewed to ensure that information is correct.

6. When you are finished, click the "Validate" button at the bottom of the page
    - If an error alert shows, you must correct the data before you can submit the report
    - If a warning alert shows, you can correct the data if it is an error <u>or</u> provide an explanation in the box provided to explain why the data is not an error
7. Click the "Sign & Submit" button
    - If you are a Preparer, click the "Mark Ready for Signature" button at the bottom of the page and an email will be sent to users with Certifier and Site Manager permissions

The submission will be saved under the "In Progress" section on the Biennial Report dashboard with a status of "Submitted."

Annual Report

Nebraska does not participate in annual reporting.

E-Manifest

When you click on the "e-Manifest" tab from the Site Dashboard, manifests associated with the site will be displayed.

Viewing Manifests

You can view individual manifests by clicking the "eye" icon next to the manifest

Editing Manifests

You can edit a manifest by clicking the "pencil" icon next to the manifest. You can only edit manifests if you have Preparer, Certifier, or Site Management permissions for the site.

WIETS

Nebraska does not participate in WIETS. The WIETS module falls under 42 CFR 6938 and provides a basis for the regulations found in Title 40 Protection of the Environment, Chapter 1, Subchapter 1, Part 262, Subpart H – Transboundary Movements of Hazardous Waste for Recovery or Disposal. If you have questions about the WIETS module, contact your regional EPA office.

RESOURCES:

- NDEE Home Page https://dee.nebraska.gov/
- RCRAInfo Website https://rcrainfo.epa.gov/
- RCRAInfo Industry User Guide https://rcrainfo.epa.gov/rcrainfo-help/application/industryHelp/index.htm#t=Introduction.htm
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Contacts:

• NDEE Main Number	(402) 471-2186
• NDEE Toll Free Number	(877) 253-2603
• NDEE Hazardous Waste Compliance Assistant	(402) 471-8308
• Email questions to: NDEE.moreinfo@nebraska.gov	

NDEE Publications:

- Environmental Guidance Document – "How to Apply for an EPA Hazardous Waste ID (EPA Site ID)"
- Environmental Guidance Document – "Hazardous Waste Report: Frequently Asked Questions"
- Environmental Guidance Document – "Deactivating a RCRA ID"
  Guidance documents are available on the NDEE Home Page under "Forms", "Publications, Grants & Forms".

Produced by: Nebraska Department of Environment and Energy, P.O. Box 98922, Lincoln, NE 68509-8922; phone (402) 471-2186. To view this, and other information related to our agency, visit our web site at https://dee.nebraska.gov/.