

User Management

CREATE NEW USER

To register for an account in the production environment, enter the following URL into any browser: <https://rcrainfo.epa.gov/rcrainfoprod>. To register for an account in the pre-production environment (used for user testing), enter the following URL into any browser: <https://rcrainfopreprod.epa.gov/rcrainfo>.

Note: This registration process is built upon the account registration process used for EPA's Central Data Exchange (CDX). RCRAInfo Industry Application (RIA) accounts may be used within CDX and conversely CDX accounts may be used within RIA. To use an existing CDX account to login into the RCRAInfo Industry Application, simply enter your CDX credentials in the RCRAInfo Sign In screen.

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?](#)

From the RCRAInfo Sign In screen, click the "Register" link.

STEP 2 - SELECT REGISTRATION TYPE

Select Registration Type

Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

Continue to Regulatory User Registration

OR

Industry User

Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities.

Continue to Industry User Registration

You will be asked to select your registration type, Regulatory Agency User or Industry User. To gain access to the RCRAInfo Industry Application, you MUST select Industry User.

STEP 3 - ENTER USER INFORMATION

The screenshot shows a form titled 'User Information'. It contains the following fields:

- Title ***: A dropdown menu with 'Select...' as the placeholder.
- First Name ***: A text input field.
- Middle Initial**: A text input field.
- Last Name ***: A text input field.
- Suffix**: A dropdown menu with 'Select...' as the placeholder.

 A blue 'Next' button is positioned below the Title field.

Enter your user information including your Title, First and Last Name.

STEP 4 - ENTER USER ID / PASSWORD

The screenshot shows a form titled 'Create a User ID and Password'. It contains the following fields:

- User ID ***: A text input field.
- Password ***: A text input field with a visibility toggle icon.
- Verify Password ***: A text input field.
- Show password

 Below these fields, it states: 'These questions will be used to reset your password:'. There are three questions:

- Question 1 ***: A dropdown menu with 'Select a question...' as the placeholder.
- Question 2 ***: A dropdown menu with 'Select a question...' as the placeholder.
- Question 3 ***: A dropdown menu with 'Select a question...' as the placeholder.

 To the right of each question is an answer field:

- Answer 1 ***: A text input field.
- Answer 2 ***: A text input field.
- Answer 3 ***: A text input field.

 At the bottom right, there is a checkbox labeled 'Show answers'.

Next you will pick a user id and password to be associated with your account. You must verify your password by re-entering it in the Password Verification field.

The user id must adhere to the following rules:

- Must be between 8 and 160 characters
- Cannot contain spaces
- Cannot contain special characters except period (.), hyphen (-), underscore (_), or at (@).
- Cannot be all numbers
- Must be unique

Passwords must meet the following rules:

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- Must be between 8 and 15 characters
- Must start with a letter
- Must contain at least one lower and upper case letter
- Must contain at least one number
- Cannot contain your user id or the word "password"
- Cannot match previous 5 passwords

Additionally, you must select three (3) questions and provide answers to these questions. These questions will be used in the event that you need to have your password reset. Note that the answers you provide are case-sensitive.

STEP 5 - TERMS AND CONDITIONS

Agree to the [Terms and Conditions](#)

To see the Terms and Conditions associated with this account, click the Terms and Conditions link. Carefully read the Terms and Conditions associated with creating and using this account. Click the checkbox next to "Agree to Terms and Conditions" to accept 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.

STEP 6 - ORGANIZATION / CONTACT

Organization/Contact Information

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

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

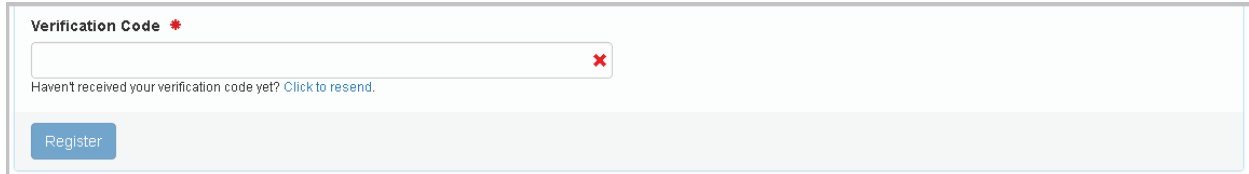
Job Title *

Phone Number * **Extension**

Email * **Re-enter Email ***

Finally, you will be asked to provide the organization or company for which you work for and some additional contact information including Job Title, Phone Number, and Email Address. Once you have provided all of the required information, indicated by the red asterisks, click "Send Verification Code".

STEP 7 - ENTER VERIFICATION CODE



The screenshot shows a web form titled "Verification Code" with a red asterisk indicating a required field. Below the title is an empty text input box with a red 'x' icon on the right side. Underneath the input box, there 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".

An email will be sent to the email address provided in Step 5 above. This email will contain a verification code that you will enter to complete your account creation. Note: If you provided an invalid email address or an email address that you do not have access to, you will not be able to complete your account creation. Enter the Verification Code and click "Register" to complete the account creation process.