

My Sites

INTRODUCTION

Users of the RCRAInfo Industry application can only act upon or in behalf of hazardous waste sites that they have been granted permissions. When you log into the RCRAInfo Industry Application, the My Sites screen will be displayed. 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.

REQUEST AN EXISTING SITE

If the site(s) that you want access to already has an EPA Identification Number and exists in the EPA Headquarters RCRAInfo system, click the "Add Existing Site" button to request permissions for the site(s). A Search modal 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: Search criteria provided is case insensitive. That is, ALD000000000 will provide the same search results as ald000000000.**

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. If you want to search by Street Name and/or City only, put the state postal code in the Site Id field to satisfy the minimum requirements, then provide your appropriate Street Name and/or City search value(s). See the [FAQ's](#) for an example.

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. **Note: EPA Identification Numbers are assigned by location, so it is imperative that you conduct several searches before requesting a new site id to ensure that an EPA Identification Number has not already been created for this location.**

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 of 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" 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.

The screenshot shows a 'Search Results' window with a search criteria input field set to '20' entries. Below the input is a table with columns: Select All, Site ID, Site Name, Address, City, State, and County. Each column has a sort arrow. The table contains four rows of results for CVS Pharmacy Training Centers in Boston, MA.

Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State	County
<input type="checkbox"/>	MAC300010832	CVS PHARMACY TRAINING CENTER	6 HAMILTON PL	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300013539	CVS PHARMACY 1900	218 HANOVER STREET	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300013547	CVS PHARMACY 1206	240 NEWBURY STREET	BOSTON	MA	SUFFOLK
<input type="checkbox"/>	MAC300014503	CVS PHARMACY 2592	468 BLUE HILL AVE	BOSTON-DORCHESTER	MA	SUFFOLK

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 is displayed, click the checkbox next to that site(s). To select all of 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 of 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. You can request individual permissions for each module in which the State where these sites are located participates. There are four levels of permissions that you may request: None (which is the default), Viewer, Preparer, and Certifier. These permissions are hierarchical, meaning, that each permission can perform the functionality of

the levels before 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.

In addition, there is a Site Management permission. A user with this permission has the ability to approve and grant permissions to other users requesting access to sites for which they have this permission. This permission also can do everything that a Certifier can do and also requires that the user obtain an Electronic Signature Agreement. This permission, however, differs from the permissions above, in that it applies to ALL modules in which the State where these sites are located participates. In other words, if you are requesting Site Management permission for a handler in Massachusetts, and Massachusetts participates in myRCRAid and Biennial Report, the Site Management permission will give the user Certifier permissions for myRCRAid and Biennial Report AND the ability to approve and grant permissions to other users for this site. The levels for this permission are None (which is the default) and Active. It is recommended that there be at least one user at each site that is given the Site Management permission. **Note: Currently, the ability for the Site Management permission to approve and grant permissions to other users has NOT been implemented.**

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	None ▼	None
e-Manifest	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">None</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Viewer</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Preparer</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #e0f0ff;">Certifier</div> <div style="border: 1px solid #ccc; padding: 2px;">None</div>	None
myRCRAid	None ▼	None

Send Request

Back to Search Results

Close

Note: The permissions that you select will be requested for ALL of the sites that you selected. Once

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you have selected your appropriate permission level, click the "Send Request" button. An email will be sent to the appropriate person who can grant these permissions for the sites that you selected. 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.

My Sites Requested Site IDs 0

My Sites

Show entries

Site ID	Site Name	Address	City	State	County	Status
MAC300013547	CVS PHARMACY 1206	240 NEWBURY STREET	BOSTON	MA	SUFFOLK	Pending
MAC300014537	CVS PHARMACY 1252	874 HARRISON AVENUE	BOSTON	MA	SUFFOLK	Pending
MAC300013539	CVS PHARMACY 1900	218 HANOVER STREET	BOSTON	MA	SUFFOLK	Pending

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

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

REQUEST SITE ID

If the site that you want access to does not have an EPA Identification Number, you may request a new Id by clicking the "Request Site Id" button and completing the 8700-12 Site Identification Form using the myRCRAid process. **Note: If you have not completed an [Electronic Signature Agreement](#), you will be prompted to do so before you can proceed with your request.** EPA Identification Numbers are assigned by location, so it is **imperative** that you conduct several searches before requesting a new site id to ensure that an EPA Identification Number has not already been created for this location. Click the "Add Existing Site" button to conduct your search prior to requesting a new Id.

When you click the "Request Site Id" button, a pop-up window will be displayed prompting you to select the State for which the site is located. **Note: The drop-down list will only contain the names of States that allow myRCRAid submissions.** Select the appropriate State and click "Continue".

The Create New Site ID screen will be displayed. Note that the EPA Id shows "NOT YET ASSIGNED". The EPA Id will not be assigned until the submission is approved by EPA or your State Regulator. Enter the information as completely and correctly as you can. For instructions on how to complete this form, click [here](#).

REQUIRED DATA

Required data elements are marked with a red asterisk next to the label. At a minimum, data for these items must be provided in order to sign and save your submission. Some data are required based on the value of other data. For example, if you indicate that a site is a Short-term Generator in Item 10.A.2, a text box will be provided for you to enter comments as to why this site is a Short-term Generator. These comments are required. Another example of conditionally-required data includes waste codes which must be provided if certain regulatory activities are selected.

FINISH LATER

At any time after you have provided the Site Name, you may click the "Finish Later" button at the bottom of the page. This will create a draft version of this submission. This draft does **NOT** have to meet the business rules in order to be created. That is, a draft can be created even if data is missing for required fields. The Finish Later feature was created to allow the user to periodically save their work and/or to save information in a draft form while collecting additional information for the submission. The created draft is saved under the "Requested Site Ids" tab with a status of "Draft". You may edit and/or complete your draft by clicking the "pencil" icon or discard and delete the draft by clicking the "x" icon.

ADDRESSES

For all addresses (Location, Mailing, Contact, Owner, and Operator), the City and State may be auto-populated by entering the Zip. If the Zip is associated with more than one City, you may select the appropriate City from the drop-down list provided. If the appropriate City is not presented, you may enter it manually.

When entering the Mailing or Contact, you have the option to copy the address from an address already entered by using the "Copy From Address" drop-down list. For example, to copy the Mailing Address into the Contact Address, select "Mailing" from the Contact Address "Copy From Address" drop-down list. You may also delete an existing address by clicking "Copy From Address" and selecting "Clear".

ADOPTABLE RULES

There are several sections of the Site Identification Form that can only be completed if your State has adopted that particular rule. These include:

- Eligible Academic Entities with Laboratories
- Episodic Generation
- LQG Consolidation of VSQG Hazardous Waste
- Notification of LQG Site Closure for a Central Accumulation Area or Entire Facility
- Notification of Hazardous Secondary Material (HSM) Activity

If these sections indicate that your State does not participate in a particular rule, you will not be allowed to provide that information. Please contact your regulatory authority if you have questions or concerns about the applicability of these rules.

HAZARDOUS SECONDARY MATERIAL

Eligible sites have the option to notify under 40 CFR 260.42 that they will begin managing, are still managing, or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) or notify under 40 CFR 260.43(a)(4)(iii) that the product of their recycling process has levels of hazardous constituents that are not comparable to or unable to be compared to a legitimate product or intermediate but that the recycling is still legitimate.

However, in order for a site to report this information, the State must first adopt these rules. If your State has not adopted these rules, section 12 will display the message "HSM is not applicable". You will not be allowed to enter any Hazardous Secondary Material (HSM) information for this State until the State indicates that they are participating in these rules (see [Opting into Hazardous Secondary Material](#) for more information).

Even if your State is participating in HSM, you have the option to report or not report HSM information for this submission. The Yes/No slide box in section 12 allows you to indicate whether you are reporting HSM activity for this submission. If you leave the indicator at No (the default), no HSM information will be populated for this submission. If you slide the indicator to Yes, you will be allowed to add the HSM information as appropriate.

REVIEW

Once you have completed all of the data entry, click the "Review" button at the bottom of the page. If you have any required data that is missing or data that does not meet the requirements of the business rules, an error will be displayed and you will be taken to that portion of the form to complete or correct the information. You cannot proceed with the review process until all required data is provided and all data meets the business rules.

If all required data is provided and meets the business rules, the Review New Site ID page will be displayed. This page shows all of the information provided for this submission in a read-only format. If the data is correct, click the "Submit" button at the bottom of the page to begin the electronic signature process. If you see errors or need to make revisions to the data, click the "Make Changes" button at the bottom of the page to return to the Create New Site ID page.

SUBMIT

The New Site Id request cannot be submitted to EPA or your State Regulator until the submission is electronically signed. Clicking the "Submit" button from the Review New Site ID page invokes the electronic signature process. You must certify that the information that you are providing is correct to the best of your knowledge by clicking the "Accept" button. Next, you will be prompted to provide your password and click "Login". One of the five security questions that you selected during the user registration process will be displayed. Please enter the correct answer in the box and click "Answer". Once your answer has been verified, click the "Sign" button to sign and submit your New Site ID submission to EPA or your State Regulator.

Note: Once you have clicked the "Sign" button, you will not be allowed to revise this submission until the EPA or State Regulator has approved or rejected the submission.

Once the site has been approved, the site will be removed from the "Requested Site IDs" tab and will be moved to the "My Sites" tab with the newly assigned EPA Site Identification Number. You will also be granted the "Certifier" role for the myRCRAid module for the new site.

To obtain additional permissions for this site, go to your Profile and select the My Site Permissions tab. Click [here](#) for additional information.

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, the sites associated with the first activity location (alphabetically) will be displayed.

Select the Activity Location for the site(s) that you want to change or request new permissions.

Click the checkbox for the individual site(s) that you want to change or request new 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 appropriate person for that Activity Location for approval. You will receive an email once the person has approved or rejected your permission request.

ELECTRONIC SIGNATURE AGREEMENT

Users who have the "Certifier" permission for at least one site in at least one module, have the "Site Management" permission for at least one site, or are requesting a new EPA Site Identification Number must obtain an Electronic Signature Agreement. This agreement will be presented the first time that you log into the industry application AFTER you receive the "Certifier" or "Site Management" permission or if you request a new EPA Site Id and have not previously completed an electronic signature agreement.

SECURITY QUESTIONS

You will be prompted to select five (5) security questions and answers that will be used to authenticate you when you sign and submit information to your regulatory authority.

The screenshot shows a window titled "Electronic Signature Setup". Below the title bar, it says "These questions will be used for signing your document electronically:". There are two input fields: "Question 1" with a red asterisk, containing the text "What is the first and middle name of your oldest sibling?", and "Answer 1" with a red asterisk, containing three dots "...".

Once you have selected all five (5) security questions and provided answers, click "Next". **Note:** *When signing a submission, if you repeatedly incorrectly answer one of the security questions, you will be prompted to reset the answers to all 5 security questions the next time you login.*

IDENTITY PROOFING

You can either complete the identity proofing process [electronically](#) (recommended) or by using the [paper process](#) provided. **Note:** *You only have to complete the electronic signature agreement one time, even if you are representing hazardous waste sites in different States.*

ELECTRONIC IDENTITY PROOFING

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

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 *** **Zip ***

Date of Birth (MM/DD/YYYY) * **SSN Last 4 ***

Phone

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 submit and sign information for sites / modules for which you have been granted the certifier permission. If you do not meet the minimum score, you can change your information and try again, or complete the [paper process](#) to complete your electronic signature agreement. **Note: You are only allowed to submit information for electronic identity proofing 3 times in a given 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 electronic signature agreement will not be complete until the appropriate authority receives your paper submission and approves of your signature. You will not be able to submit and sign information within the RCRAInfo industry application until this process is complete which may take two weeks or longer.