



**STATE OF CONNECTICUT
DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
BUREAU OF MATERIALS MANAGEMENT & COMPLIANCE ASSURANCE
WASTE ENGINEERING & ENFORCEMENT DIVISION**

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USING EPA's INDUSTRY APPLICATIONS

DEEP has started using two new on-line "Industry Apps" from EPA:

- 1.) The "myRCRAid" Application for hazardous waste notifications; and,
- 2.) The Biennial Report Application for hazardous waste biennial reports.

Why Use the Industry Apps?

EPA's Industry Apps:

- Provide real-time access to RCRA data for the regulated community on any device;
- Allow faster, paperless submission, review and updating of information; and,
- Save time using pre-populated data or "copy forward" data from previous submissions.
- No need to maintain paper copies for recordkeeping provided RCRAInfo is accessible.

How to Get and Use the Industry Apps.

To register for one or both apps, go to EPA's RCRAInfo sign-in web page:

<https://rcrainfo.epa.gov/rcrainfoprod/>

- Existing users - use the username and password for your:
 - EPA Central Data Exchange account; or,
 - A RCRAInfo Industry Application account.
- New Users - register for an account:
 - Click "Register" then select "Industry User."
 - Fill out the registration, then use the verification code that they system will send you via email to complete the registration process.
- "My Sites" will display after you are registered.
 - Select the sites with which you need your account to be associated.
- Select the apps you want to use – Biennial Report and/or myRCRAid.
- Select the permission level you need for each app, depending on your role:
 - Viewer - view data.
 - Preparer - enter and edit data.
 - Certifier - edit, sign, and submit data.
 - Site Management - approve and assign user roles; edit, sign, and submit data.

- Submit an electronic signature agreement (ESA) if you are requesting:
 - Site Manager or Certifier.
 - Note: about 90% of ESAs are approved on-line. No paper to sign or submit.
 - The ESA process uses information about the user as an individual, not as an employee.
- Submittals are not complete until signed and submitted electronically by a certifier or site manager.
 - Preparers: please ensure a certifier or site manager is registered to sign submittals.
- Once submitted, the data in RCRAInfo is considered the permanent record.
 - Please DO NOT send paper copies to DEEP or EPA.
 - No paper or electronic copies are required for recordkeeping at your facility, provided the facility is equipped to access RCRAInfo.

Detailed registration help is available:

- Written guidance within RCRAInfo:
 - Click on “Documentation,” then “Help.”
- Video guidance on-line at the EPA LearningZen:
 - Go to: <http://rcrainfoindustry.learningzen.com>.
 - Sign-up for an account, get approval, then watch (~ 20 min.).

Using the myRCRAid App.

You can use the myRCRAid App to electronically submit information that previously had to be submitted on paper using EPA’s “Notification of Hazardous Waste Activity Form” (EPA Form 8700-12), or “Site ID Form.” These forms were required for changes such as site contact information, address, or changes in RCRA generator status.

Using the Biennial Report App.

Note: 2017 Biennial Reporting year is due March 1, 2018.

You can use the Biennial Report App to submit Hazardous Waste Biennial Reports, including the 2017 Biennial Report. Before you start your Biennial Report:

- ✓ Use only the on-line Biennial Report Industry Application for CT.
- ✗ Do not use “Easitrak” as in previous years. CT has not renewed this service.
- ✗ Do not use “paper” forms downloaded from EPA website. They are incorrect for CT.
- CT requirements are unchanged since the 2015 report.
- RCRAInfo will allow you to “copy forward” the data from the 2015 GM forms.
- CT does not require OI forms (please **delete** OI forms in RCRAInfo).
- Inactive LQGs and TSDFs during 2017 that are not required to file a Biennial Report but that have changes in their Handler information should submit an updated Site ID form via myRCRAid.
 - Add comment in Sec. 18: “Submitted in lieu of a Biennial Report. Site did not operate as a Large Quantity Generator or actively receive waste as a Treatment Storage or Disposal Facility in 2017.”

Flat File Uploading:

Biennial Report data for GM and WR forms may be entered “manually” or by uploading “flat files.” Most users enter data manually. Flat file users tend to be those with numerous waste streams, numerous sites or numerous customers to report. Below is some summary information about flat file uploading.

- Specifications for flat file uploading:
 - Go to the RCRAInfo Web webpage – <https://rcrainfo.epa.gov/rcrainfoweb>.
 - On right side of the page under Key Links, click on:
 - “2017 Biennial Report File Specifications Guide for Industry Users.”
 - Or use this web link: [2017 br file specs industry.pdf](#).
- Basic information about flat file uploading in the Biennial Report Industry App:
 - Only available when creating a new Biennial Report in RCRAInfo.
 - Cannot upload flat files if a report has been started already.
 - For GM and WR forms only.
 - Not for the Site ID form.
- Detailed instructions about flat file uploading in the Biennial Report Industry App:
 - Log in to your RCRAInfo account (or register for one):
 - <https://rcrainfo.epa.gov/rcrainfoprod/>
 - Under “Documentation,” click on “Help,” then
 - Under “User’s Guide,” click on “Site Dashboard,” then
 - Under “Biennial Report,” click on “Upload Flat Files.”

Report “locking:”

After a report is submitted, RCRAInfo locks the report from editing until April.

- Reports may still be viewed by clicking on the “eye” symbol in RCRAInfo (👁).
- RCRAInfo will have the capability in April to allow states to review reports.
- During state reviews, states can unlock reports for editing and allow submitters to make corrections.

Report printing: printing capability is not yet available from RCRAInfo.

- EPA will roll this feature out next, in the latter half of February 2018.
- Alternatives:
 - Print from the browser or take screenshots.
 - Register more users in RCRAInfo so they can view the draft online.
 - Registering more users is a good, longer term strategy.
 - Adding registered users gives your company flexibility.
 - RCRAInfo allows more than one user to have the same permissions, and EPA encourages this practice.

Coming Soon: Nationwide Rollout of Electronic Manifest System (“E-Manifest”).

- EPA’s national, electronic manifest system is now law, and begins June 30, 2018.
- It will be implemented using RCRAInfo, like myRCRAid and Biennial Reports.
- 2 public webinars were given on January 31, 2018. Copies of webinar slides are available at www.epa.gov/e-manifest/monthly-webinars-about-hazardous-waste-electronic-manifest-e-manifest#materials.

Stay Tuned for Updates.

- More updates will be sent via the Hazardous Waste Advisory Committee (“HWAC”) listserv.
- To subscribe to the HWAC Listserv: go to the instructions on the [HWAC Webpage](#).

Questions? Please Call or Email if you Have Any Questions.

- myRCRAid, status changes, fees: Julie Dutton, julie.dutton@ct.gov, 860-424-3279.
- Biennial Reports, E-Manifest: Kevin Sullivan, kevin.t.sullivan@ct.gov, 860-424-3275.
- More Biennial Report information is available here: [DEEP Biennial Report Webpage](#).
- Other RCRA questions: call Hazardous Waste Compliance Helpline at 888-424-4193.