

## QUICK INSTRUCTIONS FOR myRCRAid:

### REGISTERING WITH EPA'S CDX AND FILING ELECTRONIC EPA 8700-12 SUBSEQUENT NOTIFICATION FORMS

**This is for Facilities in Virginia only.**

***For instructions to obtain a MyRCRAid account and guidance to submit subsequent notifications online, please see this document: [myrcraidusersguide.pdf](http://myrcraidusersguide.pdf).***

1. Register to obtain a MyRCRAid account, using EPA's CDX system: <https://cdx.epa.gov/>
2. The online registration process will instruct and prompt you to mail in a one-time wet signature form to DEQ. Mail it to:  
  
VA Department of Environmental Quality  
Land Protection & Revitalization  
ATTN: Kim Hughes  
629 E. Main Street, 5<sup>th</sup> Floor  
Richmond, VA 23219
3. A facility may have more than one person approved to submit subsequent notifications via MyRCRAID. Each person is required to submit a wet signature as in #1 above. A user with a MyRCRAid account may be able to create submissions for multiple sites.
4. After DEQ receives the wet signature and approves it in CDX, the registered user will receive a confirmation email.
5. Add MyRCRAid service to your CDX account, and then add MyRCRAid role to your account. (Role for MyRCRAid is the State code, VA for Virginia.)
6. Maintain Sites – Add Site (facility with an EPA ID Number) in order to create a new submission (submission = submit a subsequent 8700-12 notification form online / entering Site ID information).
7. Create a new submission and sign your submission (electronic). Each required item has a **red asterisk (\*)** beside it on the online form.
8. If the submission is approved (by the DEQ administrator), then the update will be made automatically in the EPA RCRA database and you will receive a confirmation email from the CDX system.
9. If the submission is rejected, you will receive a confirmation email regarding the rejection. Make any necessary corrections to the rejected submission and re-submit it.

**See also EPA's free online training tool to become familiarized with the process. It is an audible Powerpoint presentation and no account or login is required:**

<http://free.learningzen.com/Study/CourseOverview.aspx?CourseID=3409>

Questions: Contact Kim Hughes at [kimberlyn.hughes@deq.virginia.gov](mailto:kimberlyn.hughes@deq.virginia.gov) or 804-698-4201.