



QUICK INSTRUCTIONS FOR MYRCRAID

This is for Facilities in Virginia only

JULY 2018

RCRAInfo Industry Application for MyRCRAid

The myRCRAid component of the RCRAInfo Industry Application (RIA) is the Environmental Protection Agency's (EPA's) solution to allow RCRA sites (generators; treatment, storage, and disposal facilities; transporters, et. al.) to submit the 8700-12 (RCRA Subtitle C Site Identification Form) electronically to their regulating agency.

Benefits of MyRCRAid

Quicker Turnaround

No paper forms and mail process; the form can be promptly reviewed and approved by the regulatory agency

Less Data Entry

For existing IDs, the information from the previous submission is populated, making it quick and easy to update and submit

Better Data Quality

Built-in edit checks prevents submission of data that does not conform to the business rules; reduces need for regulatory agency to call for corrections to a submission

Simple ID Requests

May request an EPA handler identification number for locations that don't already have one

Real-Time Communication

Automatic email notifications keep both the industry user and the regulatory agency apprised of the submission status

Easy Site Organization

May associate your account with multiple sites, making it easier to maintain records for a company with numerous locations

Built-In Filing Cabinet

History of submissions makes it easy to view electronic records submitted over time

Electronically Sign Submissions

One-time real-time identity proofing requiring your home mailing address, birth date, and the last 4 numbers of your social security number allows for the immediate ability to sign and submit data; paper identity proofing process also available (may take two or more weeks for approval).

Variety of Roles

Users may be given permissions consistent with their duties.

- **Site Management Role** – Approve and assign user roles for their site; edit, sign, and submit data
- **Certifier Role** – Edit, sign, and submit data
- **Preparer Role** – Edit data

- **Viewer Role** – View data

How to Get Started

To register for an account, go to <https://rcrainfo.epa.gov/rcrainfoprod/>, select “Register” then select “Industry User”. If you have credentials for EPA’s Central Data Exchange (CDX) or have already created an account for the RCRAInfo Industry Application, enter those credentials in the URL specified above.

Training and User’s Guide

The RCRAInfo Industry User Registration e-learning course can be accessed by the following link; rcrainfoindustry.learningzen.com, and is available to assist you with the registration process. You will need to establish a free account within LearningZen to access this course and other courses associated with the RCRAInfo Industry Application by selecting the “Request access to this portal” link, completing the information requested, and supplying the authorization code of “rcrainfo”.

A complete user’s guide is available within the RCRAInfo application by clicking “Documentation” from the main navigation bar and selecting “Help”.

For Information

Virginia facilities, please contact Kim Hughes by email at kimberlyn.hughes@deq.virginia.gov or by phone at 804-698-4201, if you have any questions regarding MyRCRAid.