

## myRCRAid Instructions

### To Request a NEW Federal EPA ID Number for Sites in California

1. Go to RCRAInfo <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>. (If you have already registered and have a user name and password, sign in.)
2. Select "Register."
3. Select "Industry User."
  - a. Fill in the user information screen.
  - b. Create a User ID and password. Answer three (3) questions and check the box next to "Agree to the Terms and Conditions."
  - c. Enter your organization and contact information.
  - d. Press "Send Verification Code."
    - i. You will receive the code via email. Enter the code in the "Verification Code" box.
    - ii. Click on "Register."
    - iii. You will be brought to the "My Sites" page.
4. Select "Request Site ID." Enter California for your state name; this will bring you to another page.
  - #1 and #2 - Auto populate.
  - #3 - Enter your site name as you would like it to appear in RCRAInfo.
  - #4 - Enter your street number only in "Street Number"; enter your street name and suite number in "Street 1," continuing to #5. Your city name will auto populate when you enter your zip code. You must enter your county.
  - #5 - Enter your site land type from the dropdown box.
  - #6 - If you do not know your NAICS code, click on the following link, <https://www.naics.com>. Enter your NAICS code at "Primary NAICS." If you have more than one NAICS code, go to "Other NAICS" and enter your code.
  - #7 and 8a - If the address is the same as the location or mailing address, click on "Copy from Address" to the right of your screen and select the appropriate address.
  - #8 - Please include the contact's email as this is DTSC's method of contact.
  - #9 - Owner and Operator - click on "Add" and enter your information. An email is required. Please enter the street number under "Street Number" and the street name and suite number under "Street 1." You may also click on "Copy From" in the right top corner and choose the appropriate location. *Please note - the legal owner is the property owner and the operator is the owner of the company.*
  - #10 and 11 - provide the type(s) of hazardous waste activities for your site from the dropdown boxes. For a description of federal waste codes, click here <https://rcrainfo.epa.gov/rcrainfoweb/action/modules/main/glossary>. **State waste codes are required.** Click on this link for California state waste codes listed on the second page: [https://www.dtsc.ca.gov/IDManifest/upload/HWM\\_Manifest\\_SupCAManInstr.pdf](https://www.dtsc.ca.gov/IDManifest/upload/HWM_Manifest_SupCAManInstr.pdf)
  - #12 - California does not participate in Subpart K; do not enter anything.
  - #13 - California does not participate in Episodic Generation.
  - #14 - California does not participate in LQG consolidation of VSQG waste.
  - #15 - California does not participate in this section, if you are LQG and you are closing your site or a portion of your site.
  - #16 - California does not participate in HSM Activity.
  - #17 - If you are an electronic manifest broker requesting an ID number, check this box.

When complete, select “Review” and verify the information you entered is correct. If you missed something, select the green “Make Changes” button; if not, select “Submit.” You will be directed to the e-Signature Agreement page. You will be asked five (5) security questions and will be directed to another page where you will provide your home address and more information about yourself. Check “I agree to the Electronic Signature Agreement.”

DTSC staff will review your submission and you will receive an email which will include your federal EPA ID number or if DTSC staff has any questions regarding your submittal.

If you do not pass U. S. EPA’s Cross-Media Electronic Reporting Rule (CROMMER) you must click on the link to the paper Electronic Signature Agreement. Sign and send it to one of the following addresses:

DTSC  
ESA Agreement  
1001 I Street 11-27  
Sacramento, CA 95814

DTSC  
ESA Agreement  
PO Box 806 (MS 11-27)  
Sacramento, CA 95812-0806

DTSC will review and update RCRAInfo to show receipt of your Electronic Signature Agreement.

#### **To Request an Update to an Existing federal EPA ID Number for Sites in California**

1. Go to RCRAInfo <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login> (If you have already registered and have a user name and password, sign in.)
2. Select “Register.”
3. Select “Industry User.”
  - a. Fill in the user information screen.
  - b. Create a User ID and password. Answer three (3) questions and check the box next to Agree to the Terms and Conditions.
  - c. Enter your organization and contact information.
  - d. Press the “Send Verification Code.”
    - i. You will receive the code via email. Enter the code in the “Verification Code” box.
    - ii. Click on “Register.”
    - iii. You will be brought to the “My Sites” page.
4. Select “Add Existing Site.”
5. To locate a site record, enter your federal EPA ID number and state.
6. Check the box next to the ID number associated with your location. (Federal EPA ID numbers are site or location specific. **You cannot change your site location**).
7. Click on “Request Access.” You will request to be a viewer, preparer, or certifier (Certifiers can view, prepare, or electronically sign the Form 8700-12).
8. Your request will be sent to DTSC staff who will approve your request or contact you if we need more information. Once approved, you will receive an email stating your site permissions were changed. Log back into RCRAInfo, My Sites, and click on the site name.
9. Click on the myRCRAid tab and select the green button, “Create New Submission.” Everything is auto populated; make changes where necessary.  
#- and #2 – Auto populate – cannot make changes.

- #3 – You may change your site name here.
- #4 – **Do not change your site location.**
- #5 - You may change your land type here.
- # 6 - If you do not know your NAICS code, click on the following link, [NAICS Codes Drilldown Table | NAICS Association](#). Enter your NAICS code at “Primary NAICS.” If you have more than one NAICS code, go to “Other NAICS” and enter your code.
- #7 and 8a – If the address is the same as the location or mailing address, click on “Copy from Address” to the right of your screen and select the appropriate address.
- #8 – Please include email address as this is DTSC’s method of contact.
- #9a and 9b – Owner and Operator – click on the pencil to the far right, verify information, and enter data. An email is required. Please enter the street number under “Street Number” and the street name and suite number under “Street 1.” You may also click on “Copy From” in the right top corner and select the appropriate location. *Please note – the legal owner is the property owner and the operator is the owner of the company.*
- # 10 and 11, provide the type(s) of hazardous waste activities for your site from the dropdown boxes. For a description of federal waste codes, click here <https://rcrainfo.epa.gov/rcrainfoweb/action/modules/main/glossary>. **State waste codes are required.** Click on this link for California state waste codes listed on the second page: [https://www.dtsc.ca.gov/IDManifest/upload/HWM\\_Manifest\\_SupCAManInstr.pdf](https://www.dtsc.ca.gov/IDManifest/upload/HWM_Manifest_SupCAManInstr.pdf)
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When complete, select “Review” and verify the information you entered is correct. If you missed something, select the green “Make Changes” button; if not, select “Submit.” You will be re-directed to the e-Signature Agreement page. You will be asked five (5) security questions and will be directed to another page where you will provide your home address and more information about yourself. Check “I agree to the Electronic Signature Agreement.”

DTSC staff will review your submission and you will receive an email telling you if your submission is approved or if there are questions regarding your submittal.

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PO Box 806 (MS 11-27)  
Sacramento, CA 95812-0806

DTSC will review and update RCRAInfo to show receipt of your Electronic Signature Agreement and review your submission in RCRAInfo. You will receive an email telling you your submission was approved or if DTSC staff has any questions regarding your submittal.