

Completing Annual/Biennial Reports

Documents referenced in these instructions can be found on IDEM's [Annual and Biennial Reports Page](#).

1. To access the report, log in to the RCRAInfo website (rcrainfo.epa.gov) using your username, login.gov email and password, and you will see this screen:

The screenshot shows the RCRAInfo website dashboard. The top navigation bar includes links for Home, Reports/Extracts, Tools, Billing (0), Documentation, and Feedback/Report an Issue. The user is logged in as Dorothy. The main content area has tabs for Overview, My Sites (highlighted with a red circle), Outstanding Site ID Requests (0), and Pending Requests (0). Under the 'My Sites' tab, there is a section for 'Outstanding Actions' with buttons for myRCRAid (0), Biennial Report (0), Annual Report (1), and e-Manifest (0). Below this is a table for 'myRCRAid' with columns for Site ID, Site Name, Updated, and Action Item. The table is currently empty, showing 'No Outstanding Actions'. To the right, there are sections for 'Links' (Communication: Newsletter Subscribe / Unsubscribe) and 'System Announcements' (12/13/2024: Beginning January 22, 2025).

2. Click on “My Sites”, and then click on the blue typing that lists your site.

The screenshot shows the 'My Sites' tab selected. The top navigation bar is the same as the previous screenshot. The main content area has tabs for Overview, My Sites (selected), Outstanding Site ID Requests (0), and Pending Requests (0). The 'My Sites' section has a search bar and a table of site information. The table has columns for Site ID, Site Name, Gen Status, Address, City, State, County, and Permission Status. One site is listed: INX999999999, IDEM TEST SITE, LQG, 100 N SENATE AVE, INDIANAPOLIS, IN, MARION, Active. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there are buttons for 'Select Existing Site', 'Request New Site ID', and a link 'What do I do next?'.

Site ID	Site Name	Gen Status	Address	City	State	County	Permission Status
INX999999999	IDEM TEST SITE	LQG	100 N SENATE AVE	INDIANAPOLIS	IN	MARION	Active

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3. Then choose “Annual Report” or “Biennial Report” as appropriate:

The screenshot shows the IDEM TEST SITE interface. At the top, there is a header with 'IDEM TEST SITE' on the left and '100 N SENATE AVE - INDIAN' on the right. Below the header, there is a navigation bar with several tabs: 'Site Details', 'myRCRAid', 'Biennial Report', 'Annual Report', 'e-Manifest', and 'WIET'. The 'Annual Report' tab is highlighted with a red circle. Below the navigation bar, there is a section titled 'General Overview' with a link 'How do I edit Site Information?'. This section contains two columns of information: 'Federal Generator Status' (Large Quantity Generator), 'State Generator Status' (Highest Status in 2023: Small Quantity Generator), 'Is Site Active' (Yes), and 'Last Notification Date' (08/19/2024).

4. Click on “Create New Submission” and a pop-up will appear. Choose the year in which the hazardous waste was generated and click Continue:

The screenshot shows a pop-up dialog titled 'Create Annual Report' with a subtitle 'Or “Create Biennial Report”'. The dialog contains a text block explaining the reporting requirements: 'If you are trying to fulfill the national requirement for hazardous waste reporting, you must use the [Biennial Report tab](#) to create a submission for your waste activity during odd numbered years. If your state also requires an annual hazardous waste report, select the even numbered cycle year below to continue. For more information, please refer to online help [here](#).' Below the text is a dropdown menu with '2024' selected. At the bottom of the dialog are two buttons: 'Close' and 'Continue'.

5. When you do that, another screen will open. Choose “Continue to Data Entry”.

The screenshot shows the same pop-up dialog as before, but with a different text block: 'Please indicate whether you will be uploading a flat file with all Annual Report forms or using the data entry screens.' Below the text are two buttons: 'Upload a File' and 'Continue to Data Entry'. The 'Continue to Data Entry' button is highlighted with a red circle. At the bottom of the dialog is a 'Close' button.

The next screen that opens will look like this:

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GM Forms

Show 20 entries

Search

Page	Waste Description	Source Code	Form Code	Quantity	UOM	Qty (Tons)	Date Created	Status	Action
There are no GM Forms to display.									

Showing 0 to 0 of 0 entries

Previous Next

Add New GM Form

WR Forms

Show 20 entries

Search

Sub	Form	Qty
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6. Click on the green button that says, “Add New GM Form”.

The form that pops up will need to be filled out for each of the streams of hazardous waste generated at your facility. You can group all wastes that have the same “Source Code” and “Form Code” onto one GM Form. You will need to add up all of the quantities of waste generated for the entire year for each of the GM pages.

Section 1. Waste Characteristics

Parts A and B

In RCRAInfo, run a “Manifest Summary Report” for the site by following the instructions provided in: **Using Manifest Summary Reports to Complete GM Forms**. Use the **generic ‘Sample Manifest Report’** to help you match the information on your site’s manifest report with the boxes on the GM forms.

Parts D, E, and F

Refer to the document **“Annual and Biennial Report Codes”** to assist with these. The “Source Code” is asking where the waste came from in your facility.

“Form Code” is asking what ‘form’ the waste was (general physical and chemical characteristics of the hazardous waste).

“Waste Minimization Code” asks about what your facility is doing to reduce the amounts of hazardous waste generated at your facility.

Part H

The **“Manifest Summary Report”** from Section 1 above will have the tonnage for each waste stream listed on the far right.

- IF the waste was listed on the paper manifest in ‘gallons’ or ‘cubic yards’, the tonnage is an ESTIMATE. You may have received an end-of-year summary report

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from your hazardous waste management vendor that reports the actual weight of the material they received from your facility. USE THE ACTUAL WEIGHTS if you have such a report from your vendor.

Section 2. On-Site Generation and Management of Hazardous Waste

If your site did any kind of treatment, disposal or recycling of hazardous waste ON SITE AT YOUR FACILITY, move the slider to 'yes', and follow the prompts to complete this section.

If your facility did NOT do any of the above, leave the slider at "No" and go to Section 3.

Section 3. Off-site Shipment of Hazardous Waste

If your facility sent the waste somewhere else to be taken care of, move the slider to "YES", and click "Add Off-Site Facility".

B. EPA ID Number

Use your facility's Manifest Summary Report to find the correct number for the DESIGNATED FACILITY – not the transporter. Refer to the **"Sample Manifest Report"** to find the correct EPA ID#.

C. Off-Site Management Code

Use your facility's Manifest Summary Report to find the correct Management Code. Refer to the **"Sample Manifest Report"** to find this information.

D. Quantity Shipped (SHORT TONS)

Use your facility's Manifest Summary Report or the report you received from your vendor to enter this information.

If the waste was shipped to more than one vendor, you'll need to add another off-site facility.

IF some of the waste shipped during the reporting year was actually generated during the *previous* year (but didn't ship until the reporting year), the quantity shipped will be greater than the quantity generated, which is fine. You'll get a "WARNING" that the quantity generated is not equal to the quantity shipped when you try to save the information but just click 'continue'.

If some of the waste generated in the reporting year didn't ship until the *next* calendar year, then the quantity shipped will be less than the quantity generated, which is also fine. You'll get a "WARNING" that the quantity generated is not equal to the quantity shipped when you try to save the information but just click 'continue'.

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Click “SAVE” at the bottom of the page to save the information. If a warning comes up about the quantity of waste shipped not being equal to the amount generated, just click Continue.

Repeat this process for each type of hazardous waste that you generated during the reporting year.

- When the GM forms are done, you scroll all the way to the bottom of the page (skip the WR and OI forms), and just above the ‘Validate’ button is another box that says, “Add Site ID Form”. Click on that.

The screenshot shows two sections of a web application. The top section, titled "OI Forms", contains a table with one entry. The table has columns for Page, Site ID, Site Name, City, Generator, Transporter, TSD, and Action. The entry shows Site ID TXD008099079, Site Name ECO SERVICES OPERATIONS HOUSTON PLANT, and City HOUSTON. Below the table are buttons for "Add New OI Form" and "Delete All OI Forms". The bottom section, titled "Site ID Form", contains a green button labeled "Add Site ID Form" which is circled in red. At the very bottom are "Validate" and "Back to Site Dashboard" buttons.

Page	Site ID	Site Name	City	Generator	Transporter	TSD	Action
1	TXD008099079	ECO SERVICES OPERATIONS HOUSTON PLANT	HOUSTON			Yes	

Showing 1 to 1 of 1 entries

Previous 1 Next

Add New OI Form Delete All OI Forms

Site ID Form

Add Site ID Form

Validate Back to Site Dashboard

- A pre-populated form will pop up. Scroll through it to be sure everything is still up to date in sections 1-9. Make any changes as you go through those sections.

Section 10. Type of Federal Regulated Waste Activity

A. Hazardous Waste Activities

- Generator of Hazardous Waste (Federal): Choose the site’s current (at the time of the notification or report) generator status.
- Generator of Hazardous Waste (State): Choose the site’s highest level of generation in any calendar month during the reporting year, even if it was just for one month.
- Parts 3-6 are generally left untouched.

B. Hazardous Waste Codes (Federal) should be pre-populated. If not, add the waste codes found on the Manifest Summary Report.

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9. Sections 11-17 are usually left as is for the Annual Report.
 - IF your site is an LQG that is closing, Section 15 should be completed.
10. Feel free to add Public Comments or leave the space blank, then click “Review” and the screen will jump to the top of the form for you to check the information that you entered. Scroll down to check the information and click “Save”.

The screen will change back to the GM form page. Scroll down and click on “Validate”.

11. If any warnings in orange boxes come up, read the warning carefully and see if you can ‘fix’ it by going back (usually to the GM Forms) or if you can explain in the required explanations box why it occurred. **There is a document that explains the error codes, as well.**
 - a. These errors are not “fatal” errors. Explain, to the best of your ability in the explanation box. If you do not understand what the error is asking about, type “IDK” for I don’t know, and we will contact you when we process the report.

If there are no warnings, you did everything right! *It’s also very possible that you did everything right even if there are warnings!*

If you don’t know how to fix or explain an error, just type, “I don’t understand this” or something like that in the comment box so we can assist once we start processing your report.

Then scroll down and click, “Submit and Save”.

Let us know if you get stuck or need anything else!