

myRCRAid Instructions

To Request a NEW Federal EPA ID Number for Sites in Indiana

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 and proceed to step 4 below.)
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 Indiana 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 drop-down 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 – Site contact email is required. Your submittal will be rejected if this field is not populated. #9 - Owner and Operator – click on “Add” and enter your information. 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 drop-down boxes. For a description of federal waste codes, click here: <https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes>
 - #12 – Complete as appropriate.
 - #13 – Complete as appropriate.
 - #14 – Complete as appropriate.
 - #15 – Complete as appropriate.
 - #16 – Complete as appropriate. HSM activity is not common.
 - #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 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

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will provide your home address and more information about yourself. Check “I agree to the Electronic Signature Agreement.”

IDEM staff will review your submission and you will receive an email which will include your federal EPA ID number or if IDEM 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 the following address:

Regulatory Reporting Section
IDEM Office of Land Quality
100 North Senate Avenue, Room 1101 Indianapolis, IN 46204

IDEM 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 Indiana

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 and proceed to step 4 below.)
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 IDEM 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.
 - #1 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.

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- #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 – Site contact email is required. Your submittal will be rejected if this field is not populated. #9 - Owner and Operator – click on "Add" and enter your information. 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.
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