

Making a New Submission (Notification) in RCRAInfo

To access the report, log in to the RCRAInfo website (rcrainfo.epa.gov) and select the site for which you need to submit a report by clicking on “My Sites” and then on the blue name of the site you are working on.

Home Reports/Extracts Tools Billing 0 Documentation Feedback/Report an Issue Dorothy

Overview My Sites Outstanding Site ID Requests 0 Pending Requests 0

My Sites

Show 20 entries Search:

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

Showing 1 to 1 of 1 entries Previous 1 Next

Select Existing Site Request New Site ID What do I do next?

When you do that, another screen will open that has a map on it. Above that, choose “my RCRAid” and click “Create New Submission” when the screen changes.

IDEM TEST SITE 100 N SENATE AVE - INDIANAPOLIS - 46204 INX999999999

Site Details myRCRAid Biennial Report Annual Report e-Manifest WIETS

In Progress

Show entries

Submission Type	Last Updated	Last Updated By	Status	Action
There are no forms to display.				

Showing 0 to 0 of 0 entries Previous Next

Create New Submission

When the form opens, it should be pre-populated with the information that was last submitted about the site.

Scroll down, checking the information in each section to make sure that it's still up to date.

Sections 8 and 8a contain information about the site contact. Please update this section if it has changed. In Section 8b, please add a contact for “Manifest Corrections” so that if that person is different than the site contact, we can reach them directly.

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The next fields are more complicated. This document, from EPA, details each entry [RCRAInfo Industry Application Help and Guidance \(includes help and guidance on Biennial Reporting and e-Manifest\) \[PDF\]](#)

Section 10 is likely where changes need to be made.

10 A: Hazardous Waste Activities

“Generator of Hazardous Waste (**Federal**)”: this is the level of hazardous waste generation that the site is CURRENTLY experiencing. Please choose the level that indicates whether the site is currently:

- Generating more than 2,200lbs of hazardous waste generated in a calendar month = Large Quantity Generator
- Generating between 220lbs (about the weight of a 55-gallon drum ½ full of water) and 2,200lbs of hazardous waste in a calendar month = Small Quantity Generator
- Generating less than 220lbs of hazardous waste in a calendar month AND never had more than 2,200lbs of hazardous waste on site at any time = Very Small Quantity Generator
- No hazardous waste is being generated = Not a Generator

“Generator of Hazardous Waste (**State**)”: this is the HIGHEST level of hazardous waste generation that the site reached during the REPORTING YEAR (usually the year *prior* to when you are submitting the report). Look through your records at the amount of hazardous waste generated in every calendar month of the REPORTING YEAR. Find the month that had the HIGHEST amount of hazardous waste generated, and choose the level that matches the HIGHEST level:

- Generated more than 2,200lbs of hazardous waste generated in any calendar month = Large Quantity Generator
- Generated between 220 lbs (about the weight of a 55-gallon drum ½ full of water) and 2,200lbs of hazardous waste in any calendar month = Small Quantity Generator
- Generated less than 220lbs of hazardous waste in any calendar month AND never had more than 2,200lbs of hazardous waste on site at any time = Very Small Quantity Generator
- No hazardous waste was generated at all during last year = Not a Generator

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The rest of the options in Section 10 through the end of the form are usually left as-is for most generators. Full instructions and descriptions of each field are available at [RCRAInfo Industry Application Help and Guidance \(includes help and guidance on Biennial Reporting and e-Manifest\) \[PDF\]](#).

When you reach the end, click “Review” and check that everything looks correct.

When you have reviewed, click “Sign and Submit” and the form will be sent to the ‘system’ and we will process it as soon as possible.