

ATTENTION

On December 6, 2019, the Maryland Department of the Environment (MDE) will be opting into EPA's MyRCRAId and Biennial Report applications.

In order to utilize these applications, sites **must** register and assign a Site Manager. It is recommended that each site have at least two Site Managers. Site Managers must be someone who is in management.

Once a facility has a site manager(s), they will be able to utilize all EPA's industry applications. This includes eManifest, Biennial Report and MyRCRAId.

As a Site Manager, you will have permission to read, write and certify (sign electronic documents). In addition, as a Site Manager, you will be able to assign roles to your employees. Your employees will register just like the site manager did, but the request will go to the site manager(s) for the facility.

All registration regardless of approved access level will first have to be processed through EPA's Central Data Exchange (CDX).

How does a user register?

To register as a site manager, someone of management from the site can go to <https://rcrainfo.epa.gov/rcrainfoprod>, then select "Register" below the sign in button, and select "Industry User". The user should provide their full legal name and work email address. Accounts cannot be shared. Each individual must have their own account.

During the registration, the approval process through the CDX will occur. The user must select RCRAInfo: Resource Conservation and Recovery Act Information. If you already have a CDX account, you can log in with those credentials. If not please answer the questions until the end.

For more information or help please go to:

<https://rcrainfo.epa.gov/rcrainfo-help/application/industryHelp/index.htm#t=UserManagement%2FUG-UserMgmtCreateNewUser.htm>

There is a table of contents on the left side. To get to the instruction on how to register, click on "User's Guide", "User Management", then "Create New User". It also has other helpful information, such as, Roles and Responsibilities of a Site Manager.

In addition, once you have registered to be a user in RCRAInfo, there is online training available for different applications, such as, "How to complete a biennial report". The training is available on a separate site called "Learning Zen". You will have to register to access the training. Your RCRAInfo log in will not work. To gain access to the training, log into RCRAInfo, and under the tab "Documentation" there is a link to Online Training. The access code is "RCRAInfo".



MARYLAND DEPARTMENT OF THE ENVIRONMENT

Land and Materials Administration • Technical Services and Operations Program
1800 Washington Blvd. • Suite 650 • Baltimore Maryland 21230
(410) 537-3400 • 1-800-633-6101 • <https://mde.maryland.gov>

What are the Industry Applications?

eManifest is the National Database for all manifests as of June 30, 2018. For more information about eManifest, please go to: <https://www.epa.gov/e-manifest>

Biennial Report is the software to complete and submit the Biennial Report electronically.

*Note – Biennial Reports are required for any facility that generates 220 pounds of waste in a calendar month or accumulate 220 pounds at any time during the odd calendar years. 2019 is a reporting year. Facilities can start reporting on January 1, 2020. The report will be due by March 1, 2020.

MyRCRAId is the application to obtain, update or deactivate an EPA ID Number electronically. This is the electronic version of the 8700-12 form.

If you have any questions, please contact either of the following staff:

Jennifer Hopper, Section Head, 410-537-3350 or Jennifer.hopper@maryland.gov

Paul “Brian” Sodeman, 410-537-3397 or paul.sodeman@maryland.gov

Will Thompson, 410-537-3475 or William.thompson1@maryland.gov