



Industry User Registration



Topic Outline

- **Account Request**
- **My Sites**
- **Permission Request**
- **Electronic Signature**
- **Paper Submission**
- **Delegation Letter**



Request an Account

- To request an account, please use the site below:
 - <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>
 - Click on the **Register** button.

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

Sign in

Register [Forgot password?](#)

- **Note:** if you already have a RCRAInfo account you do not need to create another account for Biennial Reporting (BR). You just need to sign in with your credentials in the above location.



Registration Type

- **BR users are Industry Users.**
- **Please click *Continue to Industry User Registration* button.**

Select Registration Type ×

Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

Continue to Regulatory User Registration

OR

Industry User

Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities.

Continue to Industry User Registration



User Information

- Please “enter” your information.

Create a New Account

Built on CDX

* = required

[User Information](#) ▼

Title *	First Name *	Middle Initial	Last Name *	Suffix
<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>
<input type="button" value="Next"/>				

- Once all required (*) information has been entered, please click the ***Next*** button.



User ID

- **Please create your User ID.**

Create a User ID and Password

User ID * ⓘ

This field is required.

- **User ID Rules:**
 - **Must be between 8 and 160 characters**
 - **Cannot contain spaces**
 - **Cannot contain special characters**
 - **Exceptions are period (.), hyphen (-), underscore (_) or at (@)**
 - **Cannot be all numbers**
 - **Must be unique**



Password

- Please create your Password.

A screenshot of a web form for creating a password. It features two input fields: "Password" and "Verify Password", both with red asterisks indicating required fields. Below the "Verify Password" field is a button labeled "Show password" with a red 'X' icon, which is highlighted by a red rectangular box. The form is set against a light blue background with a dropdown arrow in the top right corner.

- Password rules:
 - Must be between 8 and 15 characters
 - Must start with a letter
 - Cannot contain your User ID or “Password”
 - Must contain at least one lower and upper case letter
 - Must contain at least one number
- Please re-enter your password in the Verify Password location.
 - To ensure the password is correct in both locations click **Show Password** box.



Password Reset Questions

- You must select three (3) Password Reset Questions.

These questions will be used to reset your password:

Question 1 *

Select a question...

Answer 1 * ⓘ

Question 2 *

Select a question...

Answer 2 *

Question 3 *

Select a question...

Answer 3 *

Show answers

- If you would like to see your answers please click the *show answers* box.



Terms and Conditions

- To review the terms and conditions, please click the link *Terms and Conditions*.

A screenshot of a web form. It contains a checked checkbox followed by the text "Agree to the Terms and Conditions". Below this is a blue button with the word "Next" written on it. The button is highlighted with a red rectangular border.

- When you have finished reading and agree to the Terms and Conditions, please click the **Agree** box.
- Then click the *Next* button.



Organization & Contact Information

- Please enter the Organization Name.
 - **Note:** If you are a contractor filling out the BR for another facility, your company's information is what you will enter here, not the facility that hired you.

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City * State * Zip/Postal Code * Country *

Job Title *

Phone Number * Extension

Email * Re-enter Email *

[Send Verification Code via Email](#)



Verification Code

- Once you have entered all the required fields, please click the **Send Verification Code** button.

Email *

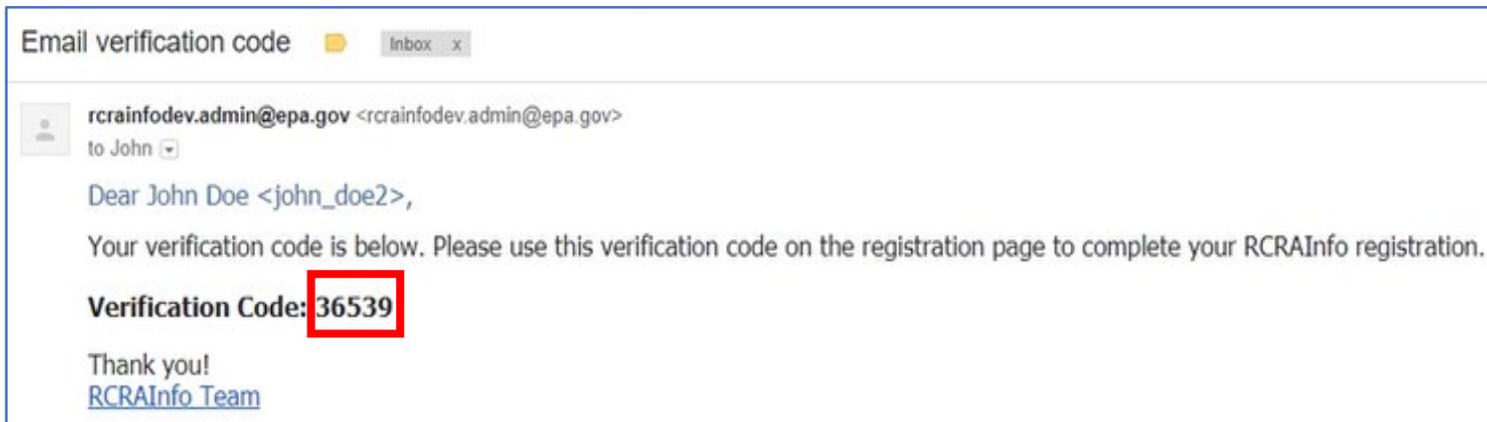
This field is required.

Re-enter Email *

This field is required.

Send Verification Code via Email

- **Note:** If you provided an invalid email address or an address you do not have access to, you will not be able to complete the registration.
- An email will be sent to the email address that you entered.





Verification Code (cont.)

- Enter the code in the Verification Code section. Then click the *Register* button.

Verification Code *

60248



Register

Note: it may take a few seconds before you are navigated to the next step.



My Sites

- You are now located at the main page of the RCRAInfo Industry Application.

My Sites Requested Site IDs 0

My Sites

Show entries

Site ID	Site Name	Address	City	State	County	Status
There are no sites to display.						

Showing 0 to 0 of 0 entries

[Add Existing Site](#) [Request Site ID](#) [Previous](#) [Next](#)



Adding Existing Sites to your account

- Click on the *Add Existing Site* button

My Sites

Show entries

Site ID	Site Name	Address	City	State	County	Status
There are no sites to display.						

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Add Existing Site](#) [Request Site ID](#)

- A pop-up window will display. Entering in the EPA ID (Site ID) is the fastest way to find the site.

Search ×

Site ID	Site Name	
<input type="text"/>	<input type="text"/>	
Street Number	Street Name	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	County	Zip
<input type="text" value="Select a State"/>	<input type="text" value="Select a County"/>	<input type="text"/>

[Search](#) [Clear](#) [Close](#)



Selecting Correct Site

IMPORTANT

- Do **not** use the **Request Site ID** button.

My Sites

Show 20 entries

Site ID	Site Name	Address	City	State	County	Status
There are no sites to display.						

Showing 0 to 0 of 0 entries

Previous Next

Add Existing Site

Request Site ID

- If you are unable to find your EPA ID via the BR software and are unable to find it on the FDEP page below

https://fldeploc.dep.state.fl.us/www_rcra/reports

[/handler_sel.asp](#)

- Please contact me at: Nathalie.Jaramillo@FloridaDEP.gov



Adding Existing Sites to your account (continued)

- Enter the EPA ID in the *Site ID* Box.

Search ×

Site ID	Site Name	
<input type="text"/>	<input type="text"/>	
Street Number	Street Name	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	County	Zip
<input type="text" value="Select a State"/>	<input type="text" value="Select a County"/>	<input type="text"/>

If you do not know the EPA ID, you are able to search for this Site by filling out one or more of the other fields. This will help the system narrow down the results.

- Also, using the State of Florida search below will help you determine your EPA ID: https://fldeploc.dep.state.fl.us/www_rcra/reports/handler_sel.asp



Site Search Results

- The Site search results will display in a table format. Search the table to find the desired site.

Search Results ✕

Show entries

Select All	Site ID	Site Name	Address	City	State
<input type="checkbox"/>	FL0000014555	INTERNATIONAL SHIP REPAIR	1616 PENNY ST	TAMPA	FL
<input type="checkbox"/>	FL0000017384	NORSEMAN SHIPBUILDING CORP	437 NW SOUTH RIVER DR	MIAMI	FL
<input type="checkbox"/>	FL0000109447	STEWARDSHIP VENTURES INC	2836 S ADAMS ST	TALLAHASSEE	FL
<input type="checkbox"/>	FL0000196014	EUROPEAN SHIP REPAIR INC	120 NE 20TH ST	MIAMI	FL
<input type="checkbox"/>	FL0000655738	FRANKLIN SHIPBUILDING CORP	400 MARKET ST	APALACHICOLA	FL
<input type="checkbox"/>	FL0000870675	SHIPPING CENTER	6060 SW 18TH ST STE 122	BOCA RATON	FL

- If the desired Site is not located please click the ***Back to Search Criteria*** button.

[Back to Search Criteria](#)



Selecting Site

- To select the desired site, please click the check box next to the site.

Show 20 entries

Select All	Site ID	Site Name	Address	City	State
<input type="checkbox"/>					
<input type="checkbox"/>	FLD984172007	AKO BAYSIDE SHIP & TANK CLEANING	4007 118TH AVE N	CLEARWATER	FL
<input type="checkbox"/>	FLR000077388	ANTILLEAN MARINE SHIPPING CORP	2199 NW SOUTH RIVER DR	MIAMI	FL
<input checked="" type="checkbox"/>	FLD050765684	BAE SYSTEMS SOUTHEAST SHIPYARDS JACKSONVILLE LLC	8500 HECKSCHER DRIVE	JACKSONVILLE	FL
County DUVAL					

Request Access

- Select all the sites (that are located in this search) that you are submitting for BR. Once all sites are selected click the *Request Access* button.



Permission Request

- You must indicate what permission level you are requesting for the sites that you have selected.**

Select Permissions

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None ▼	None
Biennial Report	None ▼	None
e-Manifest	None ▼	None

Send Request

Back to Search Results

Close



Request Permissions

- **There are four levels of permissions:**
 - **None:**
 - No Permissions
 - **Viewer:**
 - User can view the data
 - User cannot enter or change the data
 - **Preparer:**
 - User can view the data
 - User can enter or change the data
 - User cannot sign or submit the data
 - **Certifier:**
 - User can view the data
 - User can enter or change the data
 - User can sign or submit the data
 - **Note:** User is **REQUIRED** to obtain an electronic signature agreement



Request Permissions (cont.)

- **Site Management: Gives you access to all modules that Florida has opted into (i.e. Biennial and e-Manifest).**
 - User can view the data
 - User can enter or change the data
 - User can sign or submit the data
 - User can manage users for their site(s)
 - Can obtain API for system-to-system interactions with RCRAInfo
 - **Note:** User is **REQUIRED** to obtain an electronic signature agreement
- **Once you have selected the Permission Level please click the *Send Request* button.**

Module	Permission Level	Description of Permission
Site Management	None ▼	None
Biennial Report	Certifier ▼	Edit, Sign, and Submit Data
e-Manifest	None ▼	None

Send Request

Back to Search Results

Close



Request Permission

- An email will be sent to Nathalie Jaramillo for approval.
- Until approval, the site(s) will show up as Pending in the My Sites tab.

My Sites

Show entries

Site ID	Site Name	Address	City	State	County	Status
FLD050765684	BAE SYSTEMS SOUTHEAST SHIPYARDS JACKSONVILLE LLC	8500 HECKSCHER DRIVE	JACKSONVILLE	FL	DUVAL	Pending

Showing 1 to 1 of 1 entries

Previous **1** Next

- **Note:** You will not be able to work on the site(s) until permission is given. You will receive an email once the permission has been granted or denied. Please look for any emails from Nathalie.Jaramillo@FloridaDEP.gov. You will receive an email in regards to any questions to your request.



Electronic Signature Agreement

- **If you are logged in at the time the permission is granted you will have to log out and log back in before the permission change will take into effect.**
- **If you have the **Site Management** or **Certifier** roles you will be required to complete the **Electronic Signature Agreement** before you can proceed.**
- **Note: you only have to do this one time. Even if you have multiple sites.**



Electronic Signature Agreement (cont.)

- Please fill out the five security questions that will be used to authenticate at the time of signature.

Electronic Signature Agreement

You have been directed to this page because you have requested to be a Certifier for one of the RCRAInfo Industry Application co information below.

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 *	<input type="text" value="Select a question..."/>	Answer 1 *	<input type="text"/>
Question 2 *	<input type="text" value="Select a question..."/>	Answer 2 *	<input type="text"/>
Question 3 *	<input type="text" value="Select a question..."/>	Answer 3 *	<input type="text"/>
Question 4 *	<input type="text" value="Select a question..."/>	Answer 4 *	<input type="text"/>
Question 5 *	<input type="text" value="Select a question..."/>	Answer 5 *	<input type="text"/>

- Once all questions and answers are filled out please click the **Next** button.





Identity Proofing

- **There are two different ways to complete the Identity Proofing.**
 - 1. Electronic (Recommended) uses LexisNexis**
 - a) Looks for exact match of full/last name, DOB, and last four SSN**
 - b) Provides instant ability to sign**
 - 2. Paper**
 - a) Must be mailed (cannot email or fax)**
 - b) Must wait for approval**
 - c) Takes 1-2 weeks**

Note: the information is **not stored in RCRAInfo**



Electronic Identity Proofing

- **Set the slider box to Yes.**
 - This is done by clicking on the box.
- **Then complete the remainder of the information.**

Identity Proofing

Would you like to perform electronic Identity Proofing?

Yes

Electronic Identity Proofing

The following information will be used for identity proofing, it will NOT be stored.

Home Mailing Address (Line 1) *

Home Mailing Address (Line 2)

City * State * Zip *

Date of Birth * SSN Last 4 *

Phone

I agree to the [Electronic Signature Agreement](#)



Electronic Identity Proofing (cont.)

- Once you have filled in all the required information, please click the I agree to the Electronic Agreement checkbox.

I agree to the [Electronic Signature Agreement](#)

Verify and Sign

- Then click the **Verify and Sign** button.
- The information will be evaluated and given a score. If your **score meets the minimal score** then you will be able to sign for the sites listed in the **My Sites** tab.
- If you **did not meet the minimum score** you are able to re-enter the information and try again or submit a **paper form**.
 - **Note:** You are only able to submit this information **three times** in a 24-hour period.



Paper Identity Proofing

- **Set the slider box to No.**
 - This is done by clicking on the box.
 - Click the **Print** button and fill out the information on the form. Then mail to the address in the **Red box**.

Identity Proofing

Would you like to perform electronic Identity Proofing?

No

Paper ESA

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and takes longer to process. You will not be able to certify submissions in the RCRAInfo system until this document is received and processed by your state.

U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT

PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:

Nathalle Jaramillo
Florida Department of Environmental Protection
2600 Blair Stone Rd, MS 4560
Tallahassee, FL 32399
850-245-8799



Additional Permissions – Step 1

- Click the profile icon (**little man**) in the upper righthand corner.
- Then select **Profile** link.

A screenshot of the RCRA Info website's user interface. The top navigation bar is dark blue with the "RCRA Info" logo on the left, "Home" and "Documentation" in the center, and a user profile dropdown on the right labeled "Nathalie" with a small green person icon. Below the navigation bar, the main content area is white. On the left, there are tabs for "My Sites" and "Requested Site IDs" (with a "0" badge). Below these is a "My Sites" section with a "Show 20 entries" dropdown. On the right, the user's name "Nathalie Jaramillo" is displayed above the email address "Nathalie.Jaramillo@FloridaDEP.gov". A dropdown menu is open, showing "Profile" (highlighted with a red box) and "Log out" options.



Additional Permissions (cont.)

- From the **My Profile** tab select the **My Site Permissions** tab.

My Profile

My Profile **My Site Permissions** My e-Signature Agreement My Request History My Notes My Events

- Select the **Site(s)** that you would like to request the permission changes (checkbox).

<input type="checkbox"/> All	Site ID	Site Name	Site Management	Biennial Report	e-Manifest
<input checked="" type="checkbox"/>	FLD050765684	BAE SYSTEMS SOUTHEAST SHIPYARDS JACKSONVILLE LLC	None	Certifier	None

Showing 1 to 1 of 1 entries

Previous **1** Next

Modify Permissions for Selected Sites

- Click the **Modify Permissions for Selected Sites** button.



Additional Permissions - Final

- **Set the desired permissions for each module that is appropriate.**

Select Permissions ×

Module	Permission Level	Description of Permission
Site Management	None ▼	None
Biennial Report	Certifier ▼	Edit, Sign, and Submit Data
e-Manifest	None ▼	None

Send Request Cancel

- **Then click the **Send Request** button. An email will be sent to **Nathalie Jaramillo**. Once reviewed you will receive an email letting you know the change was approved or denied.**



Delegation Letter

- **DEP has recently reviewed 62-730.220 and 40 CFR 270.11. Certifier or Site Manager is not an officer of the company, you will need a letter on official letterhead from an Officer (President, Secretary, or Treasurer), giving authority to sign on behalf of the Company.**
- **New Delegation Letter for the 2019 BR.**

This letter must be emailed to the Department before the account can be approved.

Signature Delegation Example:

I, **Jane B. Green**, certify that I am the **Secretary of Evergreen Properties, Inc.**, a Florida corporation (the “Company”) named as Respondent in the 2021 Biennial Report attached herein; that **Robert Doe**, in his capacity as **Environmental Manager of Evergreen Properties, Inc.** is authorized to enter into and execute the 2021 Biennial Report in the name and on behalf of the Company; that said 2021 Biennial Report was duly signed by him for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

Jane B. Green
Secretary, Evergreen Properties, Inc.



Thank You!

Nathalie.Jaramillo@FloridaDEP.gov

850-245-8799