ADEM
Alabama Department of Environmental Management

Hazardous Waste Management

Overview of RCRAInfo Industry User Account

Information presented in this fact sheet is intended to provide a general understanding of the regulatory requirements governing the management of hazardous waste. This information is not intended to replace, limit, or expand upon the complete regulatory requirements found in Division 14 of the Alabama Department of Environmental Management Administrative Code.

The United States Environmental Protection Agency (USEPA)'s RCRAInfo Industry Application allows facilities that generate and/or manage RCRA Subtitle C hazardous waste to electronically submit site-related information (8700-12 forms, biennial reports, and hazardous waste manifests) to their government regulator (typically a State environmental agency).

RCRAInfo has these 4 modules/tabs:
1. **Biennial Report -** Hazardous Waste Report submissions for waste generated in odd numbered calendar years.
2. **e-Manifest -** Form 8700-22 (Uniform Hazardous Waste Manifest) submissions.
3. **myRCRAid -** Form 8700-12 (Notification of Regulated Waste Activity Form) submissions.
4. **Annual Report -** ADEM does not participate in this section.

HOW TO REGISTER AS AN INDUSTRY USER

To get started using RCRAInfo, you must first register as an industry user. The following link will take you to the login and registration page:

[RCRA Info Registration](#)

> **TIP**
> It is recommended you securely keep track of your log-in information for future use.

Existing Users: If you have previously submitted Biennial Report or have a CDX account, you may use this same log-in information.

New Users: Register your industry account by clicking 'Register' on the website and choosing 'Industry User Registration.' Use your full legal name and work email. Check out the 'Watch How-To' video on the registration page for help.

SITE PERMISSIONS

Before submitting data online for Biennial Report, myRCRAid, or e-Manifest, you must request permission for the specific site. Use the 'Select Existing Site' button on your 'My Sites' screen (unless previously done). Users have the flexibility to request access to multiple sites if their company operates in various locations and holds different EPA IDs.

There are distinct permission levels for each module:
1. **Viewer -** Enables viewing submissions made by other Industry users.
2. **Preparer -** Permits the creation of draft submissions, which must then be electronically signed by a Certifier Industry user. In the case of e-Manifest, Preparers can use Quick Sign for manifest submissions. Consultants can also serve as Preparers.
3. **Certifier: -** This level of permission allows users to prepare, e-sign, and submit forms. Certifiers can make corrections for e-Manifest submissions.
4. **Site Manager (SM) -** This is the highest-level permission, granting access to all Industry modules. SMs can prepare, e-sign, and submit forms, and they have the added responsibility of managing any other Industry users for the site. SMs can approve, deny, and modify permissions of users on their site. An EHS Manager or higher qualifies for SM status. Consultants, however, cannot be SMs. SM users should gain access before other users request it.

   Note: It is recommended that each facility has 2 site managers.

Once you request permissions…
An email will be sent to the Site Manager or a state RCRAInfo administrator who can grant permissions you requested (or assign an EPA ID, if appropriate). You will get an email from "rcrainfo.admin@epa.gov" confirming if the permissions are granted or denied. Once approved, you can use the Industry App modules.

ADDITIONAL HELP

For additional help with RCRAInfo, an in-detail documentation guide is available here. Check the EPA website for e-Manifest FAQs as well. If an issue persists, click "Feedback/Report an Issue" in the top blue bar to report a problem.

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