How to Deactivate an EPA Hazardous Waste Permit ID

- Log on to the RCRAInfo site or Register as an **Industry User**: https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login

- **IF you do NOT have access** to the existing permit ID (it does not appear on your home screen), follow the instructions below. Otherwise, skip down to the next main bullet.
  - Click **Select Existing Site**, enter the ID number **only**, and click **Search**.
  - When the site appears, check the box next to it and select **Request Access**.
  - Change **Site Management** from **None** to **Active**, and then click **Send Request**.
  - Wait for approval via email. Requests are generally approved within 24 hours.
  - Once approved, log back in. You may be prompted to complete the e-signature agreement at this time. **Keep a record of the answers to your security questions** as you will be prompted for them in the future. For Important Electronic Signature Agreement Details click here. If you print the Agreement and send your signature by mail, wait to receive an email from the system.
  - Once approved, log back in. You may be prompted to review the ESA management upon log in. You may opt in or out to approve signatures for others who request access to this site going forward.

- From your home page, **select your site name**, as pictured below.

![RCRAInfo screenshot](https://example.com/rcrainfo.png)
• Select the ‘myRCRAid’ tab, as pictured below.

[Image of myRCRAid tab selection]

• Select the green button that says ‘Create New Submission,’ as pictured below. This will open the form for the site.

[Image of Create New Submission button]

• Update the following Sections of the form as specified below:
  o Section 1: Select “Notifying that regulated activity is no longer occurring at this Site. [Source D]”
  o Section 18: In the Public Comment section, state that “All generator activities have stopped as of mm/dd/yyyy.” Describe why you are deactivating the EPA permit ID. E.g., state if the company closed down, relocated to another location, or simply no longer generates hazardous waste, etc.

• After completion, select the Review button
• Scroll to the bottom of the form and select the **Submit button**

• Finish all remaining steps as prompted by the website

• To confirm your submission was sent, select the **Outstanding Site ID Requests** tab as pictured below:

  ![Outstanding Site ID Requests Tab](image)

  **My Sites**

  ![Outstanding Site ID Requests and Pending Requests Tabs](image)

• **When your status is “Pending Approval,” your submission is complete.**

MassDEP generally reviews hazardous waste permit ID update submissions within seven (7) business days.

For a complete list of EPA and MassDEP requirements, go to:

**Questions? Email**  [michael.m.hurley@mass.gov](mailto:michael.m.hurley@mass.gov)