



## Department of Environmental Protection

### 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.

RCRA Info Home Tools Documentation Feedback/Report an Issue

My Sites Outstanding Site ID Requests 1 Pending Requests 0

My Sites

Show 20 entries

Site ID	Site Name	Address	City
MAR [REDACTED]	EXAMPLE ID	EXAMPLE ST	CHESTNUT HILL

Showing 1 to 1 of 1 entries

Select Existing Site Request New Site ID

- Select the 'myRCRAid' tab, as pictured below.

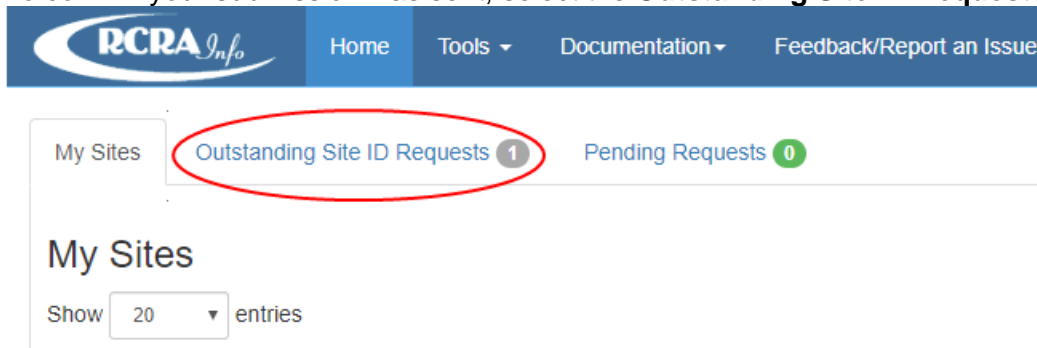
The screenshot shows the RCRA Info website interface. At the top is a navigation bar with 'RCRA Info', 'Home', 'Documentation', and 'Feedback/Report an Issue'. Below this is a breadcrumb trail: 'My Sites / Site Details'. A header bar displays 'EXAMPLE ID', 'EXAMPLE ST - CHESTNUT HILL', and 'MAR [redacted]'. The main content area has two tabs: 'Site Details' and 'myRCRAid', with 'myRCRAid' circled in red. Under 'Site Details', there are sections for 'General Overview' (with a link 'How do I edit Site Information?'), 'Federal Generator Status' (Very Small Quantity Generator), 'State Generator Status' (Equal to Federal Generator Status - Same as Federal), 'Is Site Active' (Yes), and 'Date Last Updated' (05/31/2019). Below this is the 'Site Mailing Address' (TEST ST, CHESTNUT HILL, MA 02467) with another 'How do I edit Site Information?' link. To the right is a 'Map' showing a location near Boston, MA.

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

The screenshot shows the RCRA Info website interface. At the top is a navigation bar with 'RCRA Info', 'Home', 'Documentation', and 'Feedback/Report an Issue'. Below this is a breadcrumb trail: 'My Sites / MAR000514570 / myRCRAid Dashboard'. A header bar displays 'EXAMPLE ID', 'EXAMPLE ST - CHESTNUT HILL', and 'MAR [redacted]'. The main content area has two tabs: 'Site Details' and 'myRCRAid'. Under 'myRCRAid', there is an 'In Progress' section with a 'Show 20 entries' dropdown. Below this is a table with columns: 'Submission Type', 'Last Updated Date', 'Last Updated By', and 'Status'. The table is empty, with the text 'There are no forms to display.' below it. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. A green button labeled 'Create New Submission' is circled in red at the bottom left of the page.

- Update the following Sections of the form as specified below:
  - Section 1: Select "Notifying that regulated activity is no longer occurring at this Site. [Source D]"
  - 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:



- **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:**

<https://www.mass.gov/doc/310-cmr-30000-hazardous-waste-regulations>

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