



## Department of Environmental Protection

### How to Update an EPA Hazardous Waste Permit ID

- Visit: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>
- **Log on OR Register as an Industry User.** If you are registering for the first time:
  - **Write down your password.** You will need to type in your password to complete your submission (**passwords saved for auto-insert will not work**).
  - **Do NOT Register under the name of another individual.** You may register under your own name, then submit an application on behalf of another individual or company if approved by that entity. However, your name will appear as the signatory on the application.
- **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.

The screenshot shows the RCRA Info website navigation bar with links for Home, Tools, Documentation, and Feedback/Report an Issue. Below the navigation bar, there are tabs for 'My Sites', 'Outstanding Site ID Requests' (with a count of 1), and 'Pending Requests' (with a count of 0). The 'My Sites' section is active, displaying a table of sites. The table has columns for Site ID, Site Name, Address, and City. One site is listed with 'MAR' as the Site ID, 'EXAMPLE ID' as the Site Name (circled in red), 'EXAMPLE ST' as the Address, and 'CHESTNUT HILL' as the City. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the section are two buttons: 'Select Existing Site' and 'Request New Site ID'.

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

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

The screenshot shows the RCRA Info website interface. At the top, there is a navigation bar with 'Home', 'Documentation', and 'Feedback/Report an Issue'. Below this is a breadcrumb trail: 'My Sites / Site Details'. The main content area has a header with 'EXAMPLE ID', 'EXAMPLE ST - CHESTNUT HILL', and 'MAR'. Below the header, there are two tabs: 'Site Details' and 'myRCRAid'. The 'myRCRAid' tab is circled in red. Under 'Site Details', there are sections for 'General Overview' and 'Site Mailing Address'. The 'General Overview' section contains a table with the following information:

|  |  |
|--|--|
| <b>Federal Generator Status</b><br>Very Small Quantity Generator | <b>State Generator Status</b><br>Equal to Federal Generator Status - Same as Federal |
| <b>Is Site Active</b><br>Yes                                     | <b>Date Last Updated</b><br>05/31/2019   |

The 'Site Mailing Address' section shows: TEST ST, CHESTNUT HILL, MA 02467. To the right of the text is a map of the Boston area with a red pin indicating the site location.

- 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, there is a navigation bar with 'Home', 'Documentation', and 'Feedback/Report an Issue'. Below this is a breadcrumb trail: 'My Sites / MAR000514570 / myRCRAid Dashboard'. The main content area has a header with 'EXAMPLE ID', 'EXAMPLE ST - CHESTNUT HILL', and 'MAR'. Below the header, there are two tabs: 'Site Details' and 'myRCRAid'. The 'myRCRAid' tab is selected. Under 'myRCRAid', there is a section titled 'In Progress'. Below this section, there is a table with the following columns: 'Submission Type', 'Last Updated Date', 'Last Updated By', and 'Status'. The table is currently empty, and the text 'There are no forms to display.' is shown. Below the table, there is a green button labeled 'Create New Submission', which is circled in red. There are also 'Previous' and 'Next' buttons at the bottom right of the table area.

- Make the applicable updates to the form:
  - To change your site name: update Section 3
  - To change your site owner/operator: update Sections 9a and 9b
  - To change your generator status/waste codes, update the following sections of the form:
    - Section 10A, Question 1: Update federal generator status as applicable
    - Section 10B: Update federal hazardous waste codes as applicable
    - Section 10C: Update state hazardous waste codes as applicable
    - Section 11E: Update state generator status as applicable
  - Section 18: In the Public Comment section, add any notes regarding your generator status/waste codes change.

- 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

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>

**Need to apply for a new EPA Hazardous Waste Generator ID? Go to:**

<https://www.mass.gov/doc/instructions-how-to-apply-for-an-epa-hazardous-waste-id>

**Need to deactivate your existing EPA Hazardous Waste Generator ID? Go to:**

<https://www.mass.gov/doc/instructions-how-to-deactivate-an-epa-hazardous-waste-id>

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