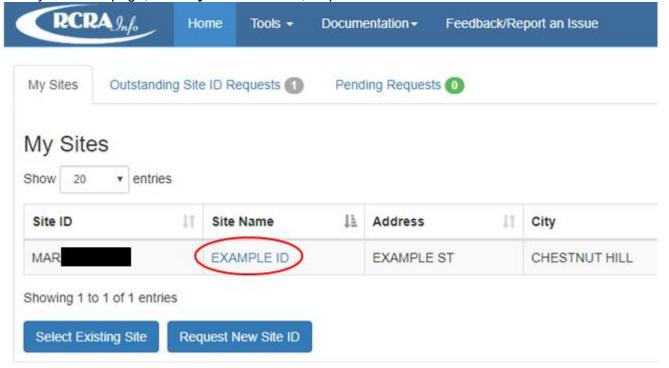


Department of Environmental Protection

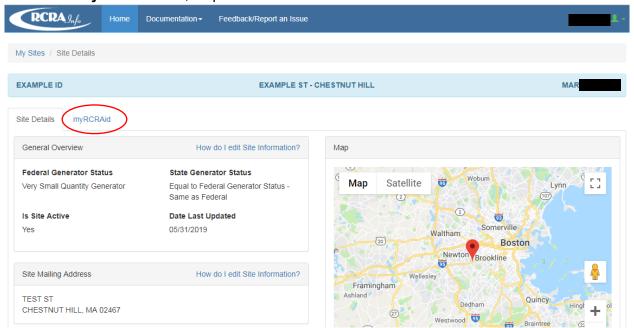
How to Update an EPA Hazardous Waste Permit ID

- 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.
 - o 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**.
 - o Change Site Management from None to Active, and then click Send Request.
 - o 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 <u>click here</u>. 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.

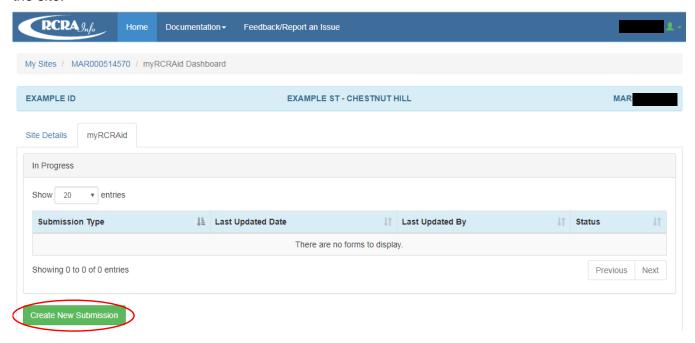
From your home page, select your site name, as pictured below.



Select the 'myRCRAid' tab, as pictured below.



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



- Make the applicable updates to the form:
 - o To change your site name: update Section 3
 - To change your site owner/operator: update Sections 9a and 9b
 - o 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