The United States Environmental Protection Agency (EPA)’s RCRAInfo Industry Application (App) allows sites that generate and/or manage RCRA Subtitle C hazardous waste to electronically submit site-related information (site identification, annual/biennial reports, and hazardous waste manifests) to their government regulator (typically a State environmental agency) and/or view it, if the site has an EPA ID #. The App has these 4 modules:

1. **Annual Report** - for Hazardous Waste Report submissions. New York has opted to use this online app starting with the calendar year 2020 report. (Please note that the permissions are not the same for 1. and 2., 1. is called “Annual Report”, and 2. is called “Biennial Report”, with each having their own tab on the Site Details screen.)
2. **Biennial Report** – starts for the calendar year 2021 report for NY.
4. **myRCRAid** - for EPA Form 8700-12 (RCRA Subtitle C Site Identification Form) submissions. Available now.

To become an Industry user of the RCRAInfo Industry App, you must obtain a RCRAInfo Industry App account, and the guidance that follows is intended for users of this software.

**1. To register for a RCRAInfo Industry account:**

The person using the software (user) should be an employee of the hazardous waste handler (generator, transporter or receiving facility). Consultant instructions are on page 8.

Accounts cannot be shared, everyone using the software must have their own account using their own name and their own unique work email address, not a general mailbox nor personal email. More than 1 employee may get an account for the same site.

**Existing users** - use the user id and “case sensitive” password of your:

- already created RCRAInfo Industry App account, or
- already created EPA Central Data Exchange (CDX) account

at [https://rcrainfo.epa.gov/rcrainfoprod](https://rcrainfo.epa.gov/rcrainfoprod) Please do not use the Internet Explorer web browser when using RCRAInfo. If you lost your user id, use the “Forgot User Id?” link on the login screen. A “Forgot Password?” link is also there.

**New users** - register your own new account by going to web site above

- click “Register” and then select the “Industry User” button. A user should provide their own full legal name and own individual work email address. Please read [help registering for a new account](#).

**Tip:** It is recommended that you write down your user id and password for future use, including the case, and store them securely, since they may not be used very frequently.
2. My Sites Screen – Requesting Site Permissions

When adding existing sites to your account: Each user should request permission for their own company’s site(s). Generator users should not request permission for their transporter nor receiving facility site. Transporter users should not request permission for a generator nor receiving facility site. Receiving facility users should not request permission for a generator nor transporter site. After receiving permission for your own site, you will be able to select the Generator/Transporter/Receiving Facility you need from the drop-down lists, if appropriate, when creating a new fully electronic manifest, provided they are in RCRAInfo.

Users must request permission for a site before they may submit data for it online using Annual Report, Biennial Report, myRCRAid or e-Manifest, by using the “Select Existing Site” button on their “My Sites” screen (unless previously done). Users may request access to multiple sites if their company has multiple locations and EPA IDs. The following permission levels may be requested for a site for each module:

- **Viewer** - can view submissions made by other Industry App users using the App. For e-manifest, you can see any paper manifest after the receiving facility submits it to EPA, and its data is entered. Running e-manifest reports requires at least e-manifest Viewer permission for a site.
- **Preparer** - can only prepare draft submissions, which must then be electronically (e-) signed by a Certifier Industry App user. For e-manifest, can Quick Sign a manifest in RCRAInfo. Consultants can be Preparers (see page 8).
- **Certifier** - can prepare, electronically e-sign and submit form info to EPA. For e-manifest, can make corrections.

Site Manager is the highest-level permission and allows use of ALL Industry App modules.
- **Site Manager (SM)/ Management** - can prepare, e-sign and submit form info, and must manage any other Industry App user(s) for the site (A SM can approve, deny, and modify their user permissions for site). By approving a user requesting Certifier or SM permission, you are approving them to e-sign for your site). An EHS Manager or higher would qualify to be SM. A Consultant may not be a SM. A SM user should gain access before other users request access. Only one RCRAInfo account is allowed for each individual with SM. For receiving facilities, the SM must manage and pay any EPA e-Manifest bills.

**To request permissions for a site:**

1. The “Select Existing Site” button should be used to search for and select a site that already has an EPA ID number and is in the RCRAInfo handler database, request access to it, and select a module and permission level. EPA ID numbers starting with NYN should not be used, because they are not assigned to the site for use by industry.

   1. Click “Select Existing Site” button. Search only by EPA ID number in the Site ID field if you know it. If not, try searching by Street Name, City, and State of New York, with the Site Name and other fields left empty. Click “Search” button.
   2. If the site you are looking for is displayed, click the checkbox next to it, then click the “Request Access” button. It should have your company name or former name, or the name of a former occupant of site.
   3. Select the permission level for the modules you want (see list above).
4. Click “Send Request” button and then wait and be patient, please. (A Site Manager who has gained access will receive subsequent requests.) If a Site Manager already exists for this site, your permission request will only go to them for processing. Otherwise, it will go to the state or federal government staff who process permission requests.

2. The “Request New Site ID” button may be used to request that a new EPA ID number be assigned to your site location, if it does not already have an EPA ID number. The user requesting a Site ID must be employed directly by the site and not a consultant or contractor.

- The site location should not already have an ID assigned to the company (if it does, use “Select Existing Site” button).
- A site may have only one EPA ID number per active business per location, and a business cannot take the EPA ID number with them when they move to a new site.
- The EPA ID can be reassigned to a new business at the same location if the old business is gone.
- It is very important that you conduct several searches before requesting a new site ID to ensure that an EPA ID number has not already been created for this location for a company. Searching simply by street name (not including the street number) and city is a good start.
- You can use the “Select Existing Site” button or RCRAInfo Web to search.

After clicking the “Request New Site ID” button, the user will need to fill out the info for the site on the “Add Source Record” screen in myRCRAid (See the last section of this document for myRCRAid tips).

Note: If you have not completed an Electronic Signature Agreement, you will be prompted to do so before you can proceed with your new ID request. (See “Electronically Sign Form Submissions” below)

3. An email will be sent to the Site Manager for the site or a government administrator who can grant these permissions for the site that you requested. A government administrator reviews the myRCRAid Site ID form info and assigns a new ID to the site, if appropriate. You will receive an email from rcrainfo.admin@epa.gov once the permissions for the site have been granted (or denied). Any approved Industry App module(s) may then be used. Please do not reply to these emails, since they are from a computer server and no person receives any replies you send.

To review or request a change to your existing site permissions: Click the profile icon in the upper right-hand corner of the screen and select "Profile". Click the “My Site Permissions” tab. Select “New York” in Activity Location if necessary. Review your permissions for each site and module. Click the checkbox for the site(s) you wish to change, if any. Click the “Modify Permissions for Selected Sites” button. Select the new permission you want for each module for the site(s) and click the "Send Request" button.

Site Managers should edit their own permissions by using the My Users tab under Tools, User Maintenance. If they instead edit them on the Site Permissions tab of their own profile screen, using icon on top right, they can only request a change, not approve it.

3. Electronically Sign Form Submissions

A Consultant/Broker may not e-sign nor sign manifests unless they are onsite during waste shipment.
Tip: It is recommended that the exact answer you type for your five (5) e-signature security questions be written down for future use, including the case and any spaces, and stored securely, since they may not be used very frequently.

Electronic Signature Agreement (e-Signature Agreement or ESA)

- Identity proofing is only required once per user account, and users who have not completed it will be prompted to do so on a subsequent login to RCRAInfo.
- Identity proofing is only required for users who requested to be able to electronically sign (for Certifier or Site Manager permission levels) or who requested a new site ID.
- Real-time electronic identity proofing requires your full legal name, home mailing address, birth date, the last four (4) numbers of your social security number, and home phone number.
- If you are not approved, try again using your former address.
- Information entered for electronic identity proofing is for identity verification purposes only and will not be stored in the RCRAInfo Industry App system.
- Please DO NOT email any of your personal info, because email is not secure. https over the web is secure.

This allows for the immediate ability to electronically sign and submit data. A paper identity proofing process is also available but will take much longer for approval.

Software tips for using RCRAInfo Industry App:

Users need to use their work email account as well as the internet and a web browser (turn off pop-up blocker) to register and use the software. Adobe Acrobat is needed to view pdf files.

- Your login password expires every 90 days and is CASE sensitive.
- The system will time-out and automatically log the user out if the user does not click anything for more than twenty (20) minutes. Therefore, it is highly recommended that you save your work periodically.
- Use the navigation buttons provided on the web page, not the browser’s “Back” button.
- User can press ctrl and + to zoom in or press ctrl and - to zoom out.
- User should only login in one (1) browser window at a time.

Knowing a site’s EPA ID number (which is assigned to a site’s physical location) saves time when using the App. If you do not know the site’s EPA ID number, you can search for existing site RCRA EPA ID numbers at RCRAInfo Web: https://rcrainfo.epa.gov/rcrainfoweb/action/modules/hd/handlerindex

Problems or questions about software

Help is available within the RCRAInfo Industry App by clicking “Documentation” from the blue bar at top of screen, selecting “Help”, “User’s Guide”, “My Sites”. The “Site Dashboard” section of the “User’s Guide” has “Annual Report”, “Biennial Report”, “e-Manifest” and “myRCRAid” subsections. EPA also has e-Manifest FAQs available on their website. If you still have an issue, click “Feedback/Report an Issue” in the blue bar at the top of the screen to report a problem.

e-Manifest Helpdesk for Industry Users: 8:00 am ET – 6:00 pm ET Call: Toll Free: (833) 501-6826 or Direct Line: (970) 494-5508 Email: helpdesk@epacdx.net
If you have a question about what data to enter online for your hazardous waste (HW) report, or whether you must submit a report for any particular year, please see https://www.dec.ny.gov/chemical/8770.html which has NYS DEC waste thresholds which require filing, New York-specific requirements, DEC contact and other info. See the latest HW instructions and forms booklet with help for each box/field.

Biennial Report/Annual Report (BR/AR) tips

What follows is help using the RCRAInfo software to make HW report submissions online. New York has opted to use the RCRAInfo online app starting with the calendar year 2020 HW report.

Do you already have a RCRAInfo Industry App account? If you do not remember or lost your user id, there is a “Forgot User Id?” link on the login screen. See page 1 for other login tips.

You need to check your permissions for Annual Report and Biennial Report in your User Profile. The permissions are not the same for these 2 different apps, one is called Annual Report, and the other is called Biennial Report. Each app has its own tab on the Site Details screen.

- Use Annual Report app/permission for even calendar years (2020, 2022, etc.)
- Use Biennial Report app/permission for odd calendar years (2021, 2023, etc.)

To review or request a change to your existing site permissions: Click the profile icon in the upper right-hand corner of the screen and select "Profile". Click the “My Site Permissions” tab. Select “New York” in Activity Location if necessary. Review your permissions for each site and module. Click the checkbox for the site(s) you wish to change, if any. Click the “Modify Permissions for Selected Sites” button. Select the new permission you want for each module for the site(s); If you want to submit the form yourself, select Certifier for both Annual Report and Biennial Report, and Viewer for e-Manifest and click the "Send Request" button. You only need to do this once; permissions will work for subsequent years.

When using the AR app online, help is available, click the link below, then on left, click User’s Guide, Site Dashboard, Annual Report (for calendar year 2020 submittal), Biennial Report (for calendar year 2021 submittal) https://rcrainfo.epa.gov/rcrainfo-help/application/index.htm#t=Introduction.htm Please read the “Create New Submission” section.

EPA FAQs for BR: https://rcrapublic.epa.gov/rcrainfoweb/action/modules/main/faq/view RCRAInfo Web

The definitions and lists of the codes used on this report are in the latest version of the RCRA Subtitle C Reporting Instructions** and Forms document, in the Code Lists section, posted in Key Links box at https://rcrapublic.epa.gov/rcrainfoweb/action/main-menu/view

You should not create a new submission and never finish it, since it will then always have a status of Industry Draft, and never be submitted to DEC/EPA as required by regs. Drafts may be deleted.

On your My Sites screen of the RCRAInfo Industry App, click the site name for the EPA ID # you used on your manifests. Click the Annual Report tab for even calendar year reports, or the Biennial Report tab
for odd calendar year reports, then the "Create New Submission" button. Select Year, click “Continue”, then click “Continue to Data Entry” unless you want to upload flat files (Biennial Report File Specifications Guide for Industry Users is posted on RCRAInfo Web). The next prompt allows you to create copies of the GM pages from the last report submission for your site, if any. The quantity and UOM will be blank. You would have to edit them all, by clicking the pencil icon in their Action column on right. Then carefully review them all, to ensure all the data for every field is still correct. Then revise them all by adding quantity and UOM, and delete any pages for wastes not generated in the year that the report is for.

You must create a new GM form for each hazardous waste stream you generated in the year, and a new WR form for each hazardous waste stream received from off-site in the year, as described in more detail in EPA form instructions*. When you create and then save a WR form, an OI form also is automatically created by the RCRAInfo software. NY does not require submittal of an OI form.

Be careful not to confuse section 2 of the GM form, which is for on-site waste management, and section 3 of the GM form, which is for off-site waste management.

-Section 1 is for info about the hazardous waste you created/generated for the waste stream.

-Section 2 is only for any management you performed to waste on-site, other than storage.

-Section 3 is for your waste that was sent/shipped off-site, where it was sent and how it was managed after it was sent off-site.

**New York-specific requirements for GM form:**

Select the following codes if they apply to your waste in the “Hazardous Waste Codes (State)” field, in addition to any applicable B001-B007 codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WW</td>
<td>Wastewater. use only on GM form</td>
</tr>
<tr>
<td>REM EX</td>
<td>Remedial Exempt. use only on GM form</td>
</tr>
<tr>
<td>RCY EX</td>
<td>Recycling Exempt. use only on GM form</td>
</tr>
</tbody>
</table>

Your site must qualify for a Remedial or Recycling exemption to apply for it. See Box H: Regulatory Fees section for the GM in the DEC paper form instructions (posted here).

Use all applicable state PCB hazardous waste codes B001-B007 (listed on page 11 of this document) in the “Hazardous Waste Codes (State)” field on the GM, WR and Site ID (SI) forms.

A training video which explains/shows how to use RCRAInfo to complete the GM, WR, and SI forms online: [https://www.dec.ny.gov/fs/videos/training/BR-TrainingVideo.mp4](https://www.dec.ny.gov/fs/videos/training/BR-TrainingVideo.mp4) (263 mb file size, 10 minutes)

Video Credits: Byron Bellamy, California Department of Toxic Substances Control, wrote, created, edited and narrated this video. Noa Logan Klein, PhD, State of Hawaii Department of Health, edited the video.
The video starts on the RCRAInfo My Sites screen. The original video and all the "links below the video" verbally mentioned in it are at https://dtsc.ca.gov/biennial-report-training-video/

PLEASE DO NOT CONTACT California about New York sites!

A report of manifest data for your sites is available in RCRAInfo for industry users, however the data takes at least 30 days after a shipment is received to be entered into RCRAInfo, if not longer:

Click Reports/Extracts, e-Manifest, Manifest Summary Report

Select your EPA ID in Sites, Generator in Entity Type, Shipped Date in Date Range Type and Custom for date range fields use from January 1st to December 31st of the calendar year the AR/BR report is for. A report in PDF file format is created. e-manifest reports require at least e-manifest Viewer permission for a site.

A site’s existing location address in RCRAInfo should not be changed on the Site ID (SI) form (It may be clarified or corrected, e.g., adding a street number if missing, or if US Postal Service changes the address of your physical location.) An EPA ID # is assigned to a company at a site’s location and never moves. Use your EPA ID # for the location where the waste was generated. See abbreviation tips to use in address fields, and do not use any punctuation marks, as described in the last section of this document.

Please include the company/entity name of the waste generator in the site name field.

After clicking the "Add Site ID Form" button, the form will be pre-populated with the most recent information associated with this EPA ID #.

Please review all fields on screen when creating the SI form and revise them to ensure they are currently accurate and complete. This is your opportunity to fix any prior mistakes or errors, which are on your site’s SI form, and listed on EPA’s public internet web page. Once you have completed all the data entry, click the "Review" button at the bottom of the screen. You will be taken to the top of the screen. Please review info as you scroll down. Click the "Save" button at the bottom of the screen. Field name definitions for the SI form are available in EPA instructions**.

When done with data entry and editing of all your GM, WR and SI forms, please make sure GM are Complete:

Increase the # selected in the “Show 20 Entries” drop-down list for the “GM Forms” section, to ensure all forms are visible. Click the header of the “Status” column on the right to re-sort it and ensure all forms/pages are “Complete”, by looking in first row. Then re-sort it again and check first row again.

Any “Incomplete” form must be edited, by clicking pencil icon in its Action column on right. After editing, click Save.

To submit report: You must click the "Sign & Submit" button at bottom, to start the electronic signature (e-sign) process. Click "Accept" button. Next, you will be prompted to enter your login password and click "Login". Next, one of your five security questions will be displayed. Please enter the correct answer in the box and click "Answer". Click the "Sign" button to sign and submit your Annual or Biennial report to EPA and NYSDEC. If you do not successfully complete this, your report has not been submitted.
You will get an email from rcrainfo.admin@epa.gov when you have successfully submitted your report for review, then later when it is either accepted or rejected by an agency reviewer. If your submittal is returned to you for corrections, you will get a rejected email that contains a reason from the agency reviewer.

### When 2 Users work together to Prepare then Submit

A user with Preparer permission for a site would create a draft form/report, save, review, and then click the "Mark Ready for Signature" button at the bottom of the screen. Contact the user with Certifier or SM permission for this module and site and ask them to review and e-sign it online.

A user with Certifier or SM permission for a module for a site would then e-sign by:

Login, click **site name**, click **Annual Report** or **Biennial Report** or myRCRaId tab near top. Click pencil edit icon on right for 'Draft' or 'Ready for Signature' status record for Cycle Year in top table. Review content of forms by using little printer icons if you want. (revise/save anything necessary) Click **'Sign & Submit'** button at the bottom of the screen and complete the electronic signature process, described above.

### Consultants and their clients/HW Generator:

1. If your client(s) has created their own RCRAInfo account or already has a CDX account, they should login and request Certifier permission (AR, BR) for their site/ID in RCRAInfo. This will allow the client to review, e-sign and submit the Annual Report to EPA/DEC. (They must be identity proofed)

Then the consultant may request Preparer permission to draft report forms using RCRAInfo (Consultants please wait to request Preparer access until after your client gains access to a Site ID. This will avoid your creating draft reports which cannot be e-signed.), OR

2. If your client will not use RCRAInfo to e-sign, a paper form to delegate signature authority to you can be used instead, signed by a responsible corporate officer of the company that generated the waste. Request it from hazardousreport@dec.ny.gov Email the completed form directly from the waste generator to the regulatory agency person who requested it.

You would then be the Certifier in RCRAInfo (for module hired to submit form for) and must be identity proofed by RCRAInfo also. You may click printer icon and send pdf files of your draft to your client for review before e-signing.
The Environmental Protection Agency (EPA) has established a national web-based manifesting system (e-Manifest https://www.epa.gov/e-manifest) for tracking hazardous waste (HW) shipments electronically. The EPA Uniform HW Manifest Form 8700-22 is a chain-of-custody form used to track HW from the time it leaves the generator facility where it was produced, during transportation, until it reaches the off-site waste management facility that will store, treat, recycle or dispose of the HW. e-Manifest has the same form fields (boxes) and requires the same information as the paper manifest. The e-Manifest module was launched on June 30, 2018.

### e-Manifest Benefit

- **Built-In Filing Cabinet** – history of submissions since June 30, 2018

### e-Manifest tips

**A Consultant/Broker may not e-sign nor sign manifests unless they are onsite during waste pickup/shipment.**

It is recommended that generators contact their transporter and receiving facility about who shall create new manifests and whether the manifests will be filled-in on paper or in the e-Manifest system, to help prevent duplicate records for the same shipment. Waste generators using paper manifests should make sure all their manifests are entered in RCRAInfo by their receiving facility. e-Manifest can be used with smartphones and tablets with internet access.

It is recommended that you use RCRAInfo Web to verify that the EPA ID number, site name, site location address, mailing address, and contact information associated with your site are correct. If this information is not correct, use myRCRAid (see page 12) to revise this information. The information associated with your site will be used on your manifests in the e-Manifest system.

If you do not know a site's RCRA EPA ID number, searching by Street Name, City/Town, and NY is recommended, with the Site Name and other fields left empty. You should add only one word in a search field (i.e., only use “main” if searching for “Main Street”). If you do not find your site, you should search by all the street name variations (e.g., by “Southern” and then by “9w”) and all the city/town name variations (e.g., by “Flushing” and then by “Queens”) for the site location.

EPA Region 2 issues the EPA ID numbers for sites located in New York State. EPA ID numbers are assigned to a site's physical location (an EPA ID number does not transfer with the handler if the handler moves to a different site). Small quantity generators (SQGs), large quantity generators (LQGs), and treatment, storage, and disposal facilities (TSDFs) are required to have an EPA ID number. Any generator who wants to participate in e-Manifest but does not already have an EPA ID number must obtain one (see Request New Site ID on page 3). User accounts are linked to EPA ID numbers.

For more information about New York site locations, please see EPA Region 2's [web page](https://www.epa.gov/e-manifest) on obtaining EPA ID numbers, or call 212-637-4106. EPA Region 2 assigns EPA ID numbers starting with NYP if they are provisional ID numbers, and only allows their use for 30 days. EPA ID numbers starting with NYN also should not be used. Please contact EPA Region 2 for details.
When logged into the web interface, clicking on the name of a site on the “My Sites” screen will take the user to the “Site Details” screen for that site; the site’s location address is displayed in the blue bar at the top of this screen. Then click the “e-Manifest” tab.

To search by a manifest’s Manifest Tracking Number: Click e-Manifest tab. Use the 'Check Manifest Status' button. (If a manifest returns a status of "Found" and you cannot find it by using the "Search Manifests" button, please contact EPA using the "Feedback/Report an Issue" link.)

Almost all HW shipments have used paper manifest forms. If creating a fully electronic e-Manifest in RCRAInfo, the buttons labeled “Save & Return” in the pop-up windows do not save the data to the database. The “Save” button at the bottom of the e-Manifest Edit screen must be clicked for data to be saved in the database, otherwise the data changes will be lost. When using the “Add Waste Line” pop-up window, click “Build U.S. DOT Description” radio button to search for and select a waste, without having to type it.

The process to create a fully electronic e-manifest has numerous steps and requires coordination between the handlers listed on the e-manifest. Users start by creating a new e-manifest record, saving it with a status of “Draft”, and then saving it with a status of “Pending”. Then, only the receiving facility selected on the manifest can change the status of the e-manifest to “Scheduled” (for pickup). Then, the generator, transporter and receiving facility must electronically sign the e-manifest in order, as they relinquish or accept control of the waste. It is important that handlers e-sign in order, to reflect that the custody of the shipment changes as each handler e-signs the e-manifest during transportation from the generator to the transporter to the receiving facility. Before e-signing, the contents should be reviewed for completeness and accuracy. EPA has revised the RCRAInfo software in December 2020 to allow generators and transporters to Quick Sign a manifest online if they have e-manifest Preparer or higher permission level.

- The Generator e-signs the e-manifest using the edit screen (Click ✍️ icon in “Actions” column), or the view screen.
- The Transporter e-signs using the view screen. (Click 🍃 icon in “Actions” column)

It is recommended that generators and transporters have printing ability, to allow them to produce a printed copy of an e-Manifest, because US DOT currently requires the presence of a hard copy paper manifest during transportation. Use the 📦 icon on either the edit or view screen to print the e-manifest data to look like an official paper manifest form.

Click the "View uploaded paper manifest" link in lower left, to view an image of the paper manifest in a pdf file, if paper was used, and if available.

Foreign export manifests for waste sent to a foreign country cannot be tracked in e-Manifest, so export manifests will continue to be tracked using paper manifest forms. NY generators must continue to submit copies of the generator copy of export manifests to NYSDEC. Imports of HW are tracked in e-Manifest.

If they use a paper manifest, they should use a RCRAInfo industry account to view their manifest data and image file of paper manifest.
Post-waste receipt data corrections to the manifest must be made in the e-Manifest system, no mailed paper-based changes will be accepted. A user who is an employee of the generator, transporter or receiving facility on a manifest may revise its contents online in RCRAInfo, to fix mistakes previously typed in, if their EPA ID # was used and entered in generator or transporter ID field. They must have e-Manifest Certifier or Site Manager permission level for a site and be identity proofed.

1st find the manifest, then review its data and any pdf attachment file of the image of the paper manifest, and then click the Make Correction button. See help for details/click Review and it must be e-signed in RCRAInfo, upon which it’s status will change to Corrected. A generator may contact the receiving facility to request changes.

New York-specific requirements for e-Manifest

New York requires the use of all applicable state PCB hazardous waste codes B001-B007 (listed in 6 NYCRR 371.4(e)), and an ultimate disposal method code L, B, R, or T (See 6 NYCRR 372.2(b)(2)(ii)) on manifests when either the generator or receiving facility are in New York. For paper, applicable codes should be added in box 13 Waste Codes. In RCRAInfo, they are listed and should be selected in the ‘NEW YORK Waste Codes’ drop-down list on the “Add Waste Line” pop-up window.

* This NYS requirement is not met by answering “Yes” to the question “Does this waste contain PCBs? Refer to 40 CFR 761.207” at top of the “Add Waste Line” pop-up window when creating an e-manifest.

State PCB Hazardous Waste Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B001</td>
<td>PCB oil (concentrated) from transformers, capacitors, etc.</td>
</tr>
<tr>
<td>B002</td>
<td>Petroleum oil or other liquid containing 50 ppm or greater of PCBs, but less than 500 ppm PCBs. This includes oil from electrical equipment whose PCB concentration is unknown, except for circuit breakers, reclosers and cable.</td>
</tr>
<tr>
<td>B003</td>
<td>Petroleum oil or other liquid containing 500 ppm or greater of PCBs.</td>
</tr>
<tr>
<td>B004</td>
<td>PCB articles containing 50 ppm or greater of PCBs, but less than 500 ppm PCBs, excluding small capacitors. This includes oil-filled electrical equipment whose PCB concentration is unknown, except for circuit breakers, reclosers and cable.</td>
</tr>
<tr>
<td>B005</td>
<td>PCB articles, other than transformers, that contain 500 ppm or greater of PCBs, excluding small capacitors.</td>
</tr>
<tr>
<td>B006</td>
<td>PCB transformers. PCB transformers means any transformer that contains 500 ppm PCB or greater.</td>
</tr>
<tr>
<td>B007</td>
<td>Other PCB wastes, including contaminated soil, solids, sludges, clothing, rags and dredge material.</td>
</tr>
</tbody>
</table>

Ultimate Disposal Method Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Landfill</td>
</tr>
<tr>
<td>B</td>
<td>Incineration, heat recovery, burning</td>
</tr>
<tr>
<td>R</td>
<td>Material Recovery of more than 75 percent of the total material</td>
</tr>
<tr>
<td>T</td>
<td>Chemical, physical or biological treatment</td>
</tr>
</tbody>
</table>

See [http://www.dec.ny.gov/chemical/8793.html](http://www.dec.ny.gov/chemical/8793.html) for more info about New York State manifesting requirements.
The myRCRAid module of the RCRAInfo Industry Application (App) allows RCRA sites (generators; treatment, storage, and disposal facilities; transporters, et. al.) to submit EPA Form 8700-12 (RCRA Subtitle C Site Identification Form) electronically to their regulating agency, to obtain a RCRA EPA ID number for a site location, or to update site information for an existing EPA ID number. myRCRAid is currently available for use by handlers located in New York State.

**myRCRAid Benefits**

- **Quicker Turnaround** – no paper forms and mail process; the form can be promptly reviewed and approved by the regulatory agency
- **Less Data Entry** – for sites with EPA ID numbers, the information from the previous submission is populated, making it quick and easy to update and submit
- **Better Data Quality** – built-in edit checks prevent submission of data that does not conform to the business rules; reduces the need for the regulatory agency to call for corrections to a submission
- **Simple Id Requests** – may request an EPA handler identification number for locations that do not already have one
- **Real-Time Communication** – automatic email notifications keep both the industry user and the regulatory agency apprised of the submission status
- **Easy Site Organization** – may associate your account with multiple sites, making it easier to maintain records for a company with numerous locations
- **Built-In Filing Cabinet** – history of submissions makes it easy to view electronic records submitted over time

**myRCRAid tips**

See the e-Manifest tips section on page 9 of this document about EPA ID numbers.

Please include the company/entity name of the waste generator in the site name field.

A site’s existing location address in RCRAInfo should not be changed using myRCRAid (It may be clarified or corrected, e.g., adding a street number if missing, or if US Postal Service changes the address.)

Field names definitions for the SI form are available in instructions: [www.epa.gov/form8700-12](http://www.epa.gov/form8700-12) (click pdf link at bottom of web page) Relevant instructions start with item 3 on page 17.

To do so: **Login**, then on your My Sites screen in RCRAInfo, click the site name. Click the myRCRAid tab, then the "Create New Submission" button, review all fields on screen, and revise them to ensure they are currently accurate and complete. This is your opportunity to fix any prior mistakes or errors, which are on your site’s SI form, and listed on EPA’s public internet web page. Once you have completed all the data entry, click the "Review" button at the bottom of the screen. You will be taken to the top of the screen. Please review info as you scroll down. Click the "Submit" button at the bottom of the screen and do the electronic signature (e-sign) process, described at bottom of page 7. If you do not successfully complete this, your SI form has not been submitted.

Note that if you may take more than 20 minutes to make changes, after making an edit, you should click the "Finish Later" button at bottom of screen, because system will automatically log you out after 20 minutes of not clicking on any action button in app., i.e., no activity.
Please use US post office abbreviations in address fields, and always abbreviate the following:

<table>
<thead>
<tr>
<th>Street Type</th>
<th>Abbreviation</th>
<th>Street Type</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avenue</td>
<td>AVE</td>
<td>Place</td>
<td>PL</td>
</tr>
<tr>
<td>Boulevard</td>
<td>BLVD</td>
<td>Plaza</td>
<td>PLZ</td>
</tr>
<tr>
<td>Drive</td>
<td>DR</td>
<td>Road</td>
<td>RD</td>
</tr>
<tr>
<td>Court</td>
<td>CT</td>
<td>Route</td>
<td>RTE</td>
</tr>
<tr>
<td>Expressway</td>
<td>EXPY</td>
<td>Street</td>
<td>ST</td>
</tr>
<tr>
<td>Highway</td>
<td>HWY</td>
<td>Terrace</td>
<td>TER</td>
</tr>
<tr>
<td>Junction</td>
<td>JCT</td>
<td>Township</td>
<td>TWP</td>
</tr>
<tr>
<td>Parkway</td>
<td>PKWY</td>
<td>Turnpike</td>
<td>TNPK</td>
</tr>
</tbody>
</table>

Please do not use any punctuation marks in addresses, nor site name, except hyphen (-) and ampersand (&). The symbols # and + may also be used in the site name.

When you are done using the App, please click the profile icon 🎉 in the upper right-hand corner of the screen and select "Log out".