



CREATE NEW USER

To register for an account in the production environment, enter the following URL into any browser: <https://rcrainfo.epa.gov/rcrainfoprod>. To register for an account in the pre-production environment (used for user testing), enter the following URL into any browser: <https://rcrainfopreprod.epa.gov/rcrainfo>.

STEP 1 - REQUEST AN ACCOUNT

Welcome to RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

User Id

Password

Sign in

[Register](#) [Forgot password?](#)

From the RCRAInfo Sign In screen, click the "Register" link.

Select Registration Type

Industry User

Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities.

[Continue to Industry User Registration](#)

(If you already have an existing CDX Account, skip the registration and just [Login](#).)

OR

Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

[Continue to Regulatory User Registration](#)

You will be prompted to select a registration type - Industry User or Regulatory Agency User. Click "Continue to Regulatory User Registration" to proceed with your regulatory account creation.

STEP 2 - CREATE CREDENTIALS

Enter a valid email that will serve as your User Id. **Note: The email address that you provide should be an email address that has been issued by your employer. You should NOT use a personal email address.**

Enter a password to be associated with your account. Repeat the password in the "Verify Password" box. The text provided in the Password and Verify Password boxes must match before you can continue. Your password must meet the following rules: 1) cannot contain your user id or the word 'password'; 2) must contain only letters and numbers; 3) must contain at least one lower and one upper case letter; 4) must

start with a letter; 5) must contain at least one number; and 6) must be between 8 and 15 characters long. Click "Next".

STEP 3 - ENTER PROFILE INFORMATION

The screenshot shows a web form titled "Step 2: Enter Profile Information". It contains several input fields and a "Next" button. The fields are: "First Name" (required), "Middle Initial", "Last Name" (required), "Phone Number" (required), "Extension", "V5 3-character User Id", "Organization / Agency" (dropdown menu), "Contractor" (checkbox labeled "No"), "Address Line 1" (required), "Address Line 2", "Zip" (required), "City" (required), and "State" (dropdown menu labeled "Select..."). A blue "Next" button is located at the bottom left of the form area.

Enter your profile information. You must provide information indicated by the red asterisk. Telephone Numbers may only contain numeric data and the first digit of the area code and prefix code cannot be 0 or 1. When entering the Organization, the drop-down list will be auto-populated once two characters have been entered. If your Organization exists, it will be presented in the list, otherwise you can enter it manually. If you are not a direct employee for the government (either Federal or State), please set the Contractor indicator to "Yes", by sliding the "No" indicator to the left or clicking the left portion of the box. The Contractor indicator has **no** effect on the types of permissions that can be associated with the account, but rather is for informational purposes only. The City and State may be auto-populated by entering the Zip. If the Zip is associated with more than one City, you may select the appropriate City from the list provided. If the appropriate City is not presented, you may enter it manually. You may provide your V5 3-character TSSMS id for informational purposes only. Once you have populated all required profile information, click "Next".

STEP 4 - REQUEST PERMISSIONS

The screenshot shows a web form titled "Step 3: Request Privileges". It contains a "Sponsor" dropdown menu with "Virginia" selected. Below this is a text area labeled "Please specify your request details". A blue "Finish" button is located at the bottom left of the form area.

Select a Sponsor from the drop-down list provided. This sponsor should represent the State or EPA Office (Region or Headquarters) that you work in or for. Once you have selected a Sponsor, a text box will be

presented, allowing you to indicate why you are requesting an account and what permissions you will need. Providing Request Details is optional. Click "Finish".

STEP 5 - CREATE ACCOUNT

Confirmation of New Account Registration

Your account was created successfully! We have sent an email to the address you have provided, please find the email and follow instructions to complete the registration process. ✕

Your Profile Information

First Name John	Middle Initial	Last Name Doe
Phone Number 781-234-5675	Extension	
Organization / Agency Name Environmental Protection Agency		Contractor No
Address Line 1 1234 Main Street		
Address Line 2		
City Arlington	State VIRGINIA	Zip 22201

Your account has now been created. However, there are additional steps that you must take before you can use your account.

STEP 6 - VALIDATE EMAIL

To ensure that the email provided is valid, an email will be sent to the address provided. Open the email and follow the instructions contained within to continue the account activation process. **Note: You cannot be given access to RCRAInfo until your email address has been verified.** Upon validation of the email, you will see the following confirmation screen. This screen lists the Administrator or Administrators that are responsible for your account. Please contact them if you have any questions or concerns regarding your account.

Email Address Confirmation

Your email address has now been confirmed! An email has been sent to the responsible administrator listed below to request access. The administrator will communicate with you via email or phone within the next 24-48 hours to activate your account. ✕

Request Sent To

Responsible Administrator	Email	Phone
John H Smith	rcratestermd@gmail.com	703-555-1111 (111)

This completes the steps needed by the User to request a new account. An email will be sent to the Administrator(s) responsible for processing your account. Once an Administrator has approved your account, you will receive an email. At that time you will be able to login using the credentials that you provided.