

**MEMORANDUM**

TO: Large and Small Quantity Generators

FROM: Derek P. Kannenberg, Manager  
Hazardous Waste Program  
Division of Waste Management

SUBJECT: **2019 Biennial Report**

DATE: December 16, 2019

Each Large and Small Quantity Generator in North Dakota is required to submit a Hazardous Waste report (also known as a Biennial Report) by March 1<sup>st</sup> of each even-numbered year. Historically, the North Dakota Department of Environmental Quality (NDDEQ) has provided paper forms to generators for submittal; or requested flat files from the state biennial report vendor. The NDDEQ then performed electronic data entry from these submissions into the US Environmental Protection Agency's (EPA) database.

Starting in 2020, Biennial Reports should be filed electronically via the RCRAInfo Industry Application. The following information will need to be submitted:

- ✓ RCRA Subtitle C Site Identification Form
- ✓ Waste Generation and Management (GM) Form
- ✓ Waste Received from Off-Site (WR) Form
- ✓ Off-Site Identification (OI) Form

What is the RCRAInfo Industry Application?

The RCRAInfo Industry Application (RIA) provides the mechanism by which a site that generates and/or manages RCRA Subtitle C hazardous waste may submit information to the North Dakota Department of Environmental Quality. The application contains the following modules:

1. myRCRAid

The myRCRAid component of the RIA is the NDDEQs solution to allow RCRA sites (generators; treatment, storage, and disposal facilities; transporters, et. al.) to submit the 8700-12 (RCRA Subtitle C Site Identification Form) electronically.

2. Biennial Report

Large Quantity Generators (LQGs), Small Quantity Generators (SQGs) and Treatment, Storage, and Disposal Facilities (TSDFs) are required to submit a Biennial Report to the NDDEQ every two years. The Biennial Report component of the RIA is the NDDEQs solution to allow these sites to submit their Biennial Report data electronically including

the RCRA Subtitle C Site Identification Form, Waste Generation and Management (GM) Form, Waste Received from Off-Site (WR) Form, and Off-Site Identification (OI) Form.

### 3. e-Manifest

EPA established a national system for tracking hazardous waste shipments electronically. This system known as “e-Manifest,” will modernize the nation’s cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars for industry and states. Generators with e-Manifest accounts will be able to view manifests and participate in the electronic data corrections process supported by e-Manifest.

Generators can utilize the EPA’s RIA website to create electronic manifests or they can utilize the e-Manifest API (Advanced Programming Interface) to add e-Manifesting capabilities to their existing manifesting system.

You will need to register for a user account for one or all of the modules through the application.

## HOW TO GET STARTED

### Help and Training

The RCRAInfo Industry User Registration e-learning course is available through LearningZen (<https://rcrainfoindustry.learningzen.com>) to assist you with the registration process. You will need to establish a free account within LearningZen to access this course and other courses associated with the RIA. It is really helpful and goes through the registration process step-by-step.

In addition, a complete user’s guide is available within the application by clicking “Documentation” from the main navigation bar and selecting “Help”.

Step 1: Register for Biennial Report (at the same time you can register for myRCRAid and e-Manifest)

To register for an account, go to <https://rcrainfo.epa.gov/rcrainfoprod>, click “Register” and select “Industry User”. If you have credentials for EPA’s Central Data Exchange (CDX) or have already created an account for the RCRAInfo Industry Application, enter those credentials in the URL specified above.

Step 2. Enter the EPA ID number of the site you want permissions for.

Step 3: Select the permission Level for each of the modules.

First, assign a Site Manager for your site

We encourage each site to register for at least two Site Managers before registering for any other permission levels. All LQG sites should have a site manager.

### *What can a Site Manager do?*

As a Site Manager, you can perform the same functionalities as a Viewer, Preparer, and Certifier for any of the modules in the RIA (i.e., myRCRAid, e-Manifest, and BR). In addition, you can approve and grant permissions to other contacts in your organization to sites for which you have Site Manager permission. As a Site Manager, you are also required to obtain an Electronic Signature Agreement and have the option of managing Electronic Signature Agreements for others in your organization. LearningZen has a course that describes the roles and responsibilities of a site manager and provides step-by-step instructions for functions that the site manager may need to perform.

Otherwise, select a permission you want for each module.

- ✓ SITE MANAGEMENT ROLE – approve and assign user roles for their site; enter, edit, sign, and submit data
- ✓ CERTIFIER ROLE – enter, edit, sign, and submit data
- ✓ PREPARER ROLE –enter or edit data
- ✓ VIEWER ROLE – view data

Step 4: North Dakota approves registration.

Step 5: Enter Biennial Report information into the RIA starting January 1, 2020.

LearningZen has a course to teach you how to enter and submit your biennial report into the RIA.

Please contact Christine Roob at 701-499-5207 or [croob@nd.gov](mailto:croob@nd.gov) with any questions.