

TO: Large and Small Quantity Generators

FROM: Robin Beyer, Manager  
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Division of Waste Management

SUBJECT: **2025 Biennial Report**

DATE: December 1, 2025

Each Large and Small Quantity Generator in North Dakota is required to submit a Biennial Report by March 1<sup>st</sup> of each even-numbered year. You are receiving this memo because your facility is, or was at any time during 2025, a Large or Small Quantity Generator (LQG or SQG). All those generators are required to submit the Biennial Report 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) is a national database providing 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 (NDDEQ). The application contains the following modules that will be helpful during the reporting process:

1. [myRCRAid](#)

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

2. [Biennial Report](#)

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The Biennial Report component of the RIA allows LQGs and SQGs 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,” has modernized the nation’s cradle-to-grave hazardous waste tracking process while saving valuable time, resources, and dollars to industry and states. Generators with at least e-Manifest viewer permission can view manifests. Generators can utilize the EPA’s RIA database 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 access to one or all of the modules of RIA.

How to get started?

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 such as RCRAInfo Industry Application Biennial Report module that will be helpful for this reporting. In addition, a complete user’s guide is available within RIA 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/action/secured/login>, 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 at least two Site Managers before registering for any other permission levels.

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. In addition, you can approve and grant permissions to other users in your organization for 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. Refer to LearningZen course "Site Manager Roles and Responsibilities for details. Here are permissions available 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: NDDEQ approves registration.

Step 5: Enter Biennial Report information into the RIA starting January 2, 2026.

Please contact the Hazardous Waste Program at 701-328-5166 for questions.