RCRA Subtitle C Site Identification Form Electronic Update Instructions

This document will help show how to update a RCRA Subtitle C Site Identification Form (EPA Form 8700-12) using the RCRAInfo Industry Application for Iowa Facilities

After you have created a RCRAInfo Industry App Account, you can use the **myRCRAid** tab to update your RCRA Subtitle C Site Identification Form (EPA Form 8700-12**).**

- Go to RCRAInfo at https://rcrainfo.epa.gov/**rcrainfoprod**/action/secured/login.
- Enter **User Id** and **Password**, click on **Sign In**.
- At the My Sites tab, select the Site you want to update by clicking on **Site Name**. If you have more than one site, you will need to update each one separately.
- Click on the **myRCRAid** tab.
- Click on **Create New Submission**.
- Reason for Submittal - Click on "Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time (Includes HSM activity) [Source N]. "   If you want to deactivate an EPA ID number, click on "Notifying that regulated activity is no longer occurring at this Site. [Source D]."
- Update any information that needs to be changed/updated. Note: Please do not change the location address, unless you are clarifying the address already entered. A RCRA EPA ID# is assigned to a location. If a facility moves to a new physical location, they must request a new EPA ID# for the new location.
- When you have completed your updates, click on **Review**.
- Review your data. If everything is correct, scroll to the bottom of the screen and click on **Submit**.
- You must have Certifier or Site Manager Permissions for the **Submit** option to appear.
- If you do not have Certifier or Site Manager Permissions, you will click on **Mark Ready for Signature.** The person at your facility with Certifier or Site Manager Permissions will get an email letting them know the update is Ready for Signature.
- After clicking on **Submit**, you will see a pop-up stating, "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."
- Click **Accept** if you agree.
- You will get a pop-up screen asking for: 1. Authentication – Password; 2. Verification – Security Question; 3. Sign File.
- To request a RCRA EPA ID number for a site that does not already have a RCRA EPA ID number, at the MySites tab, Click on **Request New Site ID**. Select State = **Iowa**. Follow instructions above.

After these steps have been completed, the update will come to EPA Region 7. When the update has been accepted by the RCRAInfo Team, the person who certified/submitted the form will receive an email stating that the update has been accepted.

Notes:
- RCRAInfo works best in Google Chrome. Some Industry Users have reported problems using Internet Explorer for RCRAInfo.
- If you start a submission and cannot finish it in one sitting, scroll to the bottom and click on **Finish Later.**
- To edit a submission that has already been started, in the Action column, click on the **pencil ✎ icon**. The "**x**" icon will delete the submission.