



## How to Inactivate a Permanent State ID number and Apply for a Permanent Federal EPA ID number in myRCRAid

State (CAL or CAD-prefix) ID numbers can generate less than 220 pounds (100 kg) of RCRA hazardous waste and/or 2.2 pounds (1 kg) of acutely hazardous waste per month. If your company generates more than that amount of RCRA hazardous waste per month on a permanent State ID number, you must inactivate the permanent State ID number and apply for a permanent Federal EPA ID number.

### Request an Inactivation to an Existing State ID Number

1. Go to the [RCRAInfo System home page](#). (If you have already registered and have a username and password, sign in.)
2. Select "Register".
3. Select "Industry User".
  - a. Fill in the user information screen.
  - b. Create a User ID and password. Answer three questions and check the box next to Agree to the Terms and Conditions.
  - c. Enter your organization and contact information.
  - d. Press the "Send Verification Code".
    - i. You will receive the code via email. Enter the code in the "Verification Code" box.
    - ii. Click on "Register".
    - iii. You will be brought to the "My Sites" page.
4. Select "Add Existing Site".
5. To locate a site record, enter your federal EPA ID number and state.
6. Check the box next to the ID number associated with your location. (Federal EPA ID numbers are site or location specific. **You cannot change your site location**).
7. Click on "Request Access". You will request to be a viewer, preparer, or certifier (Certifiers can view, prepare, or electronically sign the Form 8700-12).
8. Your request will be sent to DTSC staff who will approve your request or contact you if we need more information. Once approved, you will receive an email stating your site permissions were changed. Log back into RCRAInfo, My Sites, and click on the site name.
9. Click on the MyRCRAid tab and select the green button, "Create New Submission".

10. #1 – Select “Notifying that regulated activity is no longer occurring at this Site.” to inactivate your permanent State ID number.
11. All information is auto populated so make changes where necessary. *Note – any changes made will reflect the ID number you are inactivating.*
12. #2 – Auto populates – cannot make changes.
  - #3 – You may change your site name here.
  - #4 – **Do not change your site location.**
  - #5 – You may change your land type here.
  - #6 – If you do not know your NAICS code, go to the [NAICS website](#).
  - #7 and 8a – If the address is the same as the location or mailing address, click on “Copy from Address” to the right of your screen and select the appropriate address.
  - #8 – Include an email address as this is DTSC’s method of contact.
    - #9a and 9b – Owner and Operator – click on the pencil to the far right, verify information, and enter data.
    - #10 and 11 – Generator of Hazardous Waste (Federal) must be selected to “N – Not a Generator”. Generator of Hazardous Waste (State) must be selected to “D – Deactivated Generator (DAG)”.
    - #12 – #16 California does not participate in these notifications.
    - #17 – If you are an electronic manifest (e-manifest) broker requesting to inactivate a permanent State ID number, check this box.

When complete, select “Review” and verify the information you entered is correct. If you missed something, select the green “Make Changes” button; if not, select “Submit.” You will be redirected to the e-Signature Agreement page. You will be asked five security questions and will be directed to another page where you will provide your home address and more information about yourself. Check “I agree to the Electronic Signature Agreement”.

DTSC staff will review your submission and you will receive an email telling you if your submission is approved or if there are questions regarding your submittal.

If you do not pass U.S. EPA’s Cross-Media Electronic Reporting Rule (CROMMER) you must click on the link to the paper Electronic Signature Agreement. Sign and send it to the following address:

DTSC  
ESA Agreement  
1001 I Street 11-20  
Sacramento, CA 95814

DTSC will review and update RCRAInfo to show receipt of your Electronic Signature Agreement and review your submission in RCRAInfo. You will receive an email telling you your submission was approved or if DTSC staff has any questions regarding your submittal.

### Apply for a Permanent Federal “EPA” ID Number

1. Go to the [RCRAInfo System home page](#). (If you have already registered and have a username and password, sign in.)
2. Select “Register”.
3. Select “Industry User”.
  - a. Fill in the user information screen.
  - b. Create a User ID and password. Answer three questions and check the box next to “Agree to the Terms and Conditions”.
  - c. Enter your organization and contact information.
  - d. Press “Send Verification Code.”
    - i. You will receive the code via email. Enter the code in the “Verification Code” box.
    - ii. Click on “Register.”
    - iii. You will be brought to the “My Sites” page.
4. Select “Request Site ID.” Enter California for your state name; this will bring you to another page.
  - #1 and 2 – Auto populate.
  - #3 – Enter your site name as you would like it to appear in RCRAInfo.
  - #4 – Enter your street number only in “Street Number”; enter your street name and suite number in “Street 1,” continuing to #5. Your city name will auto-populate when you enter your zip code. You must enter your county.
  - #5 – Enter your site land type from the drop-down box.
  - #6 – If you do not know your NAICS code, go to the [NAICS website](#).
  - #7 and 8a – If the address is the same as the location or mailing address, click on “Copy from Address” to the right of your screen and select the appropriate.
  - #8 – Include the contact’s email as this is DTSC’s method of contact.
  - #9 – Owner and Operator – click on “Add” and enter your information. Enter the street number under “Street Number” and the street name and suite number under “Street 1.” You may also click on “Copy From” in the right top corner and choose the appropriate location.

*Note – the legal owner is the property owner, and the operator is the owner of the company.*

#10 and 11 – Provide the type(s) of hazardous waste activities for your site from the drop-down boxes. For a description of federal waste codes, go to [U.S. EPA's website](#). For a description of state waste codes, [review DTSC's California state waste codes list](#). **At least one federal and one state waste code are required.**

#12 – #16 California does not participate in these notifications.

#17 – If you are an electronic manifest (e-manifest) broker requesting an ID number, check this box. An e-manifest ID number can't be used to generate hazardous waste and must be used to sign e-manifest electronically, only.

When complete, select "Review" and verify the information you entered is correct. If you missed something, select the green "Make Changes" button, if not, select "Submit." You will be re-directed to the e-Signature Agreement page. You will be asked five security questions and will be directed to another page where you will provide your home address and more information about yourself. Check "I agree to the Electronic Signature Agreement".

DTSC staff will review your submission and you will receive an email which will include your federal EPA ID number or if DTSC staff has any questions regarding your submittal.

If you do not pass U.S. EPA's Cross-Media Electronic Reporting Rule (CROMMER) you must click on the link to the paper Electronic Signature Agreement. Sign and send it to the following address:

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ESA Agreement  
1001 I Street MS 11-27  
Sacramento, CA 95814

DTSC will review and update RCRAInfo to show receipt of your Electronic Signature Agreement.

If you have any questions regarding these instructions, contact [myRCRAid@dtsc.ca.gov](mailto:myRCRAid@dtsc.ca.gov).