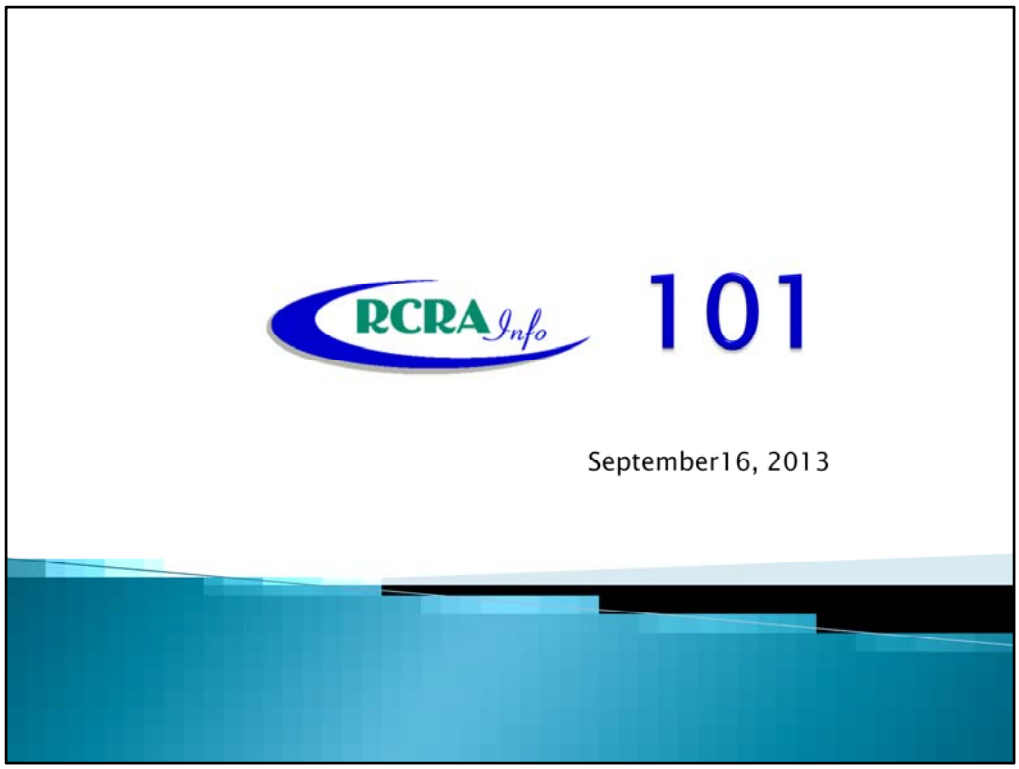


I'm Jim Pearson. I work for the State of Washington's Department of Ecology. I joined Ecology in 1991 to enter data into RCRIS, the predecessor to RCRAInfo. I'm not a programmer, although I like to think that I understand the logic that connects data systems to the activity that generates the data. I've picked up some SQL ability, too, but am not an expert. Data entry in my office didn't need full time attention, so I did a lot of field work, and gained RCRA programmatic knowledge too. Now I sit in the middle and work both sides of the RCRAInfo and RCRA, translating back and forth between the data side, Ecology's field staff, and Ecology's management.

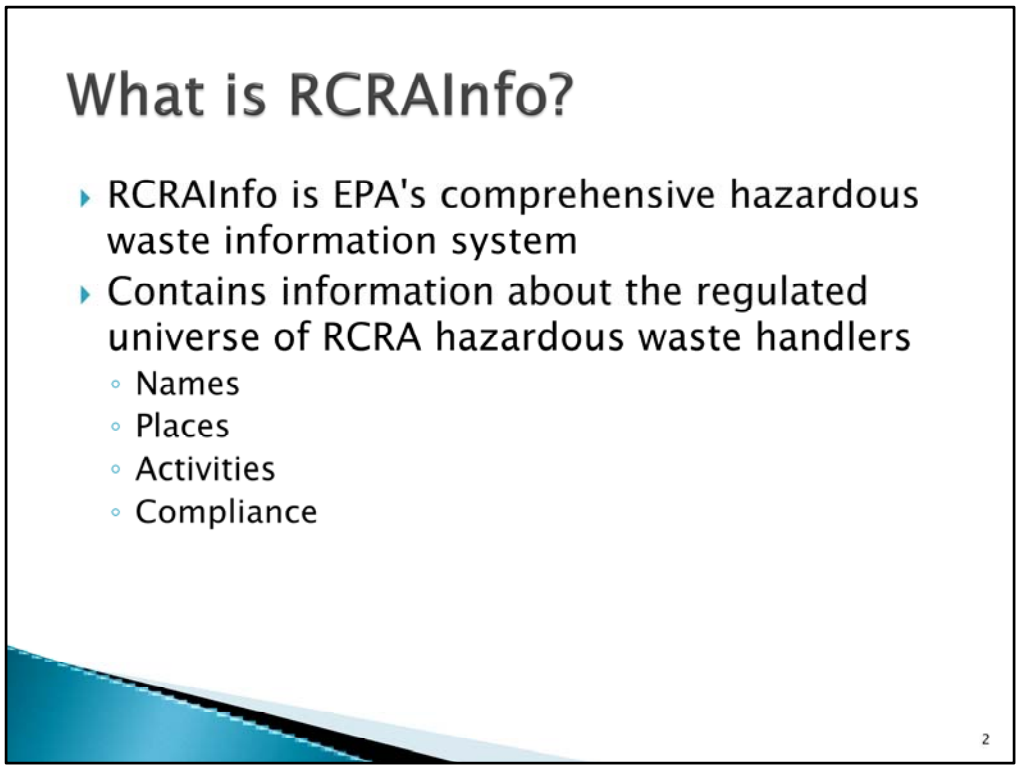
This presentation adds detail and experience to the RCRAInfo 101 presentation from the 2010 National User Conference.

****
Directions to see that presentation, along with many more presentations from that conference will be shared at the end of this presentation.
****

Please hold your questions to the end and ask them then. Or you can send questions online using the webinar's "Chat", and Allison will keep track of them until the end for us. Either I or someone else on the Program Information Management Task Force will address them then. If we don't have an answer, we will research the question and provide the answer later.

I've tried to keep the text on the slides down, and put much of the details into the notes section of the PowerPoint file. If you print this presentation later, I suggest printing it to show the notes.

The slideshow and a video recording of this presentation will be available from ASTSWMO.

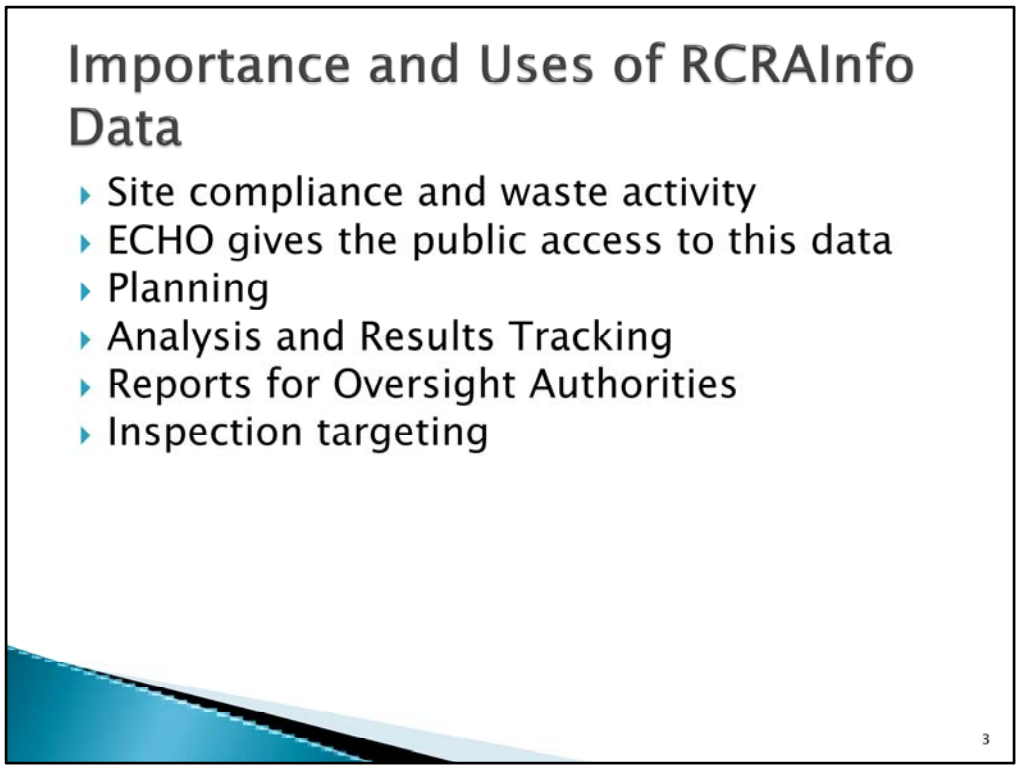


RCRAInfo is EPA's comprehensive information system for data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984.

It is a web based application used by the states, territories, and EPA regions.

The RCRAInfo system allows tracking of many types of information about the regulated universe of RCRA hazardous waste handlers.

- RCRAInfo data:
  - Facility status, regulated activities, and compliance histories
  - Cradle to grave waste tracking for LQG and TSD using Biennial Report Data
  - Details of hazardous waste generation from large quantity generators
  - Waste management practices from permitted treatment, storage, and disposal facilities

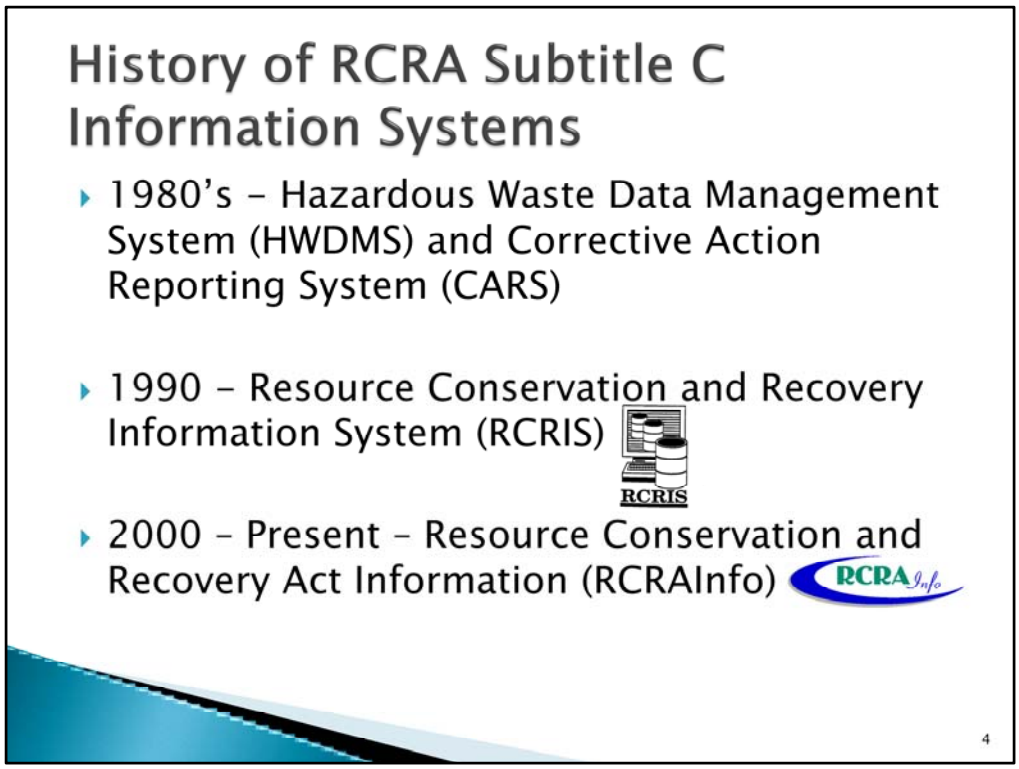


- Planning
  - Determining Priorities & Tracking Activities

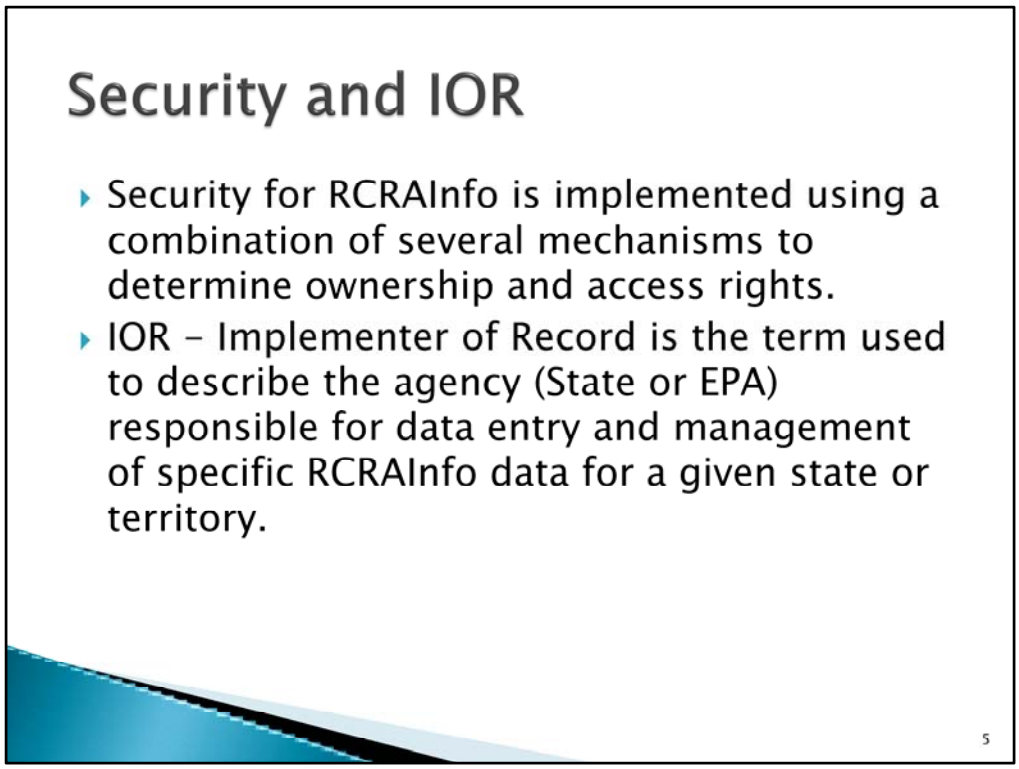
- Analysis and Results Tracking
  - Examining performance of enforcement and compliance programs
  - Annual Commitment System
  - Reviewing Adequacy of Regional/State Programs through the State Review Framework

Used by states, regions, EPA HQ, and the public.

ECHO is being updated, with the new version scheduled to be available October 1. OTIS is being retired September 30, but any unique content will be added to ECHO Gov (log in required). Doug Nevel on this Task Force is reviewing the changes if you have any questions.



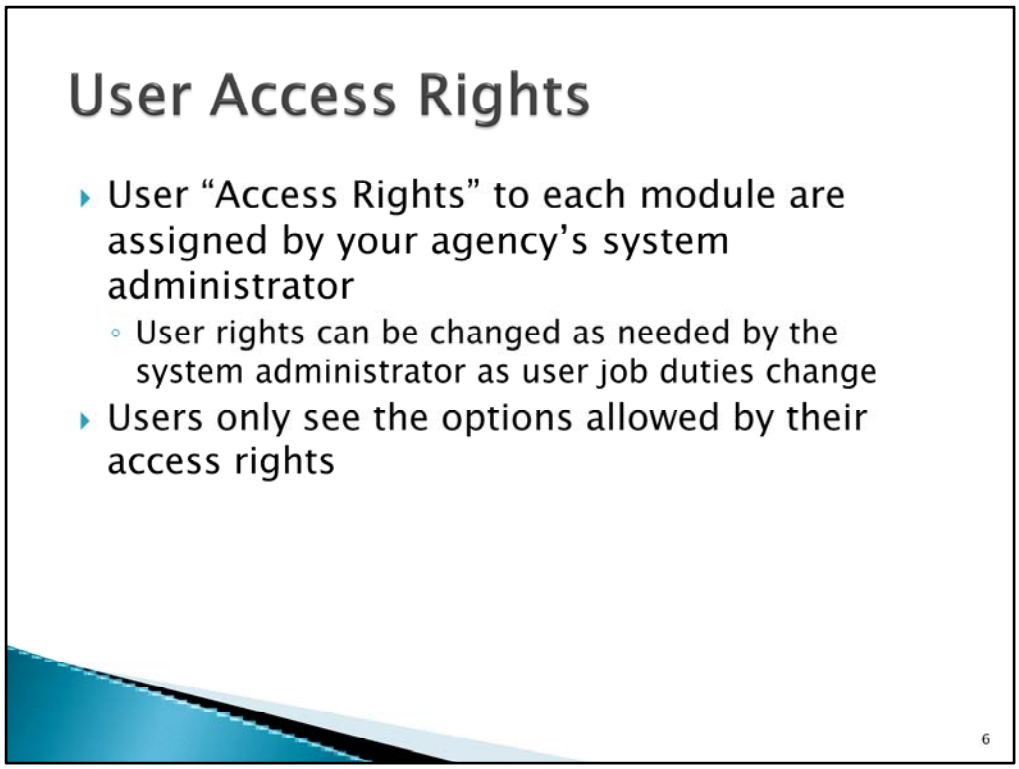
System Name Acronyms
HWDMS - Hazardous Waste Data Management System
CARS - Corrective Action Reporting System
RCRIS - Resource Conservation and Recovery Information System
RCRAInfo – Resource Conservation and Recovery Act Information



- Two types of IOR are present in RCRAInfo:
  - Fixed IOR = one agency (State or Region) is completely responsible
  - Variable IOR = responsibilities vary depending on the values of specific data elements

- Standard web security protocols are also used.

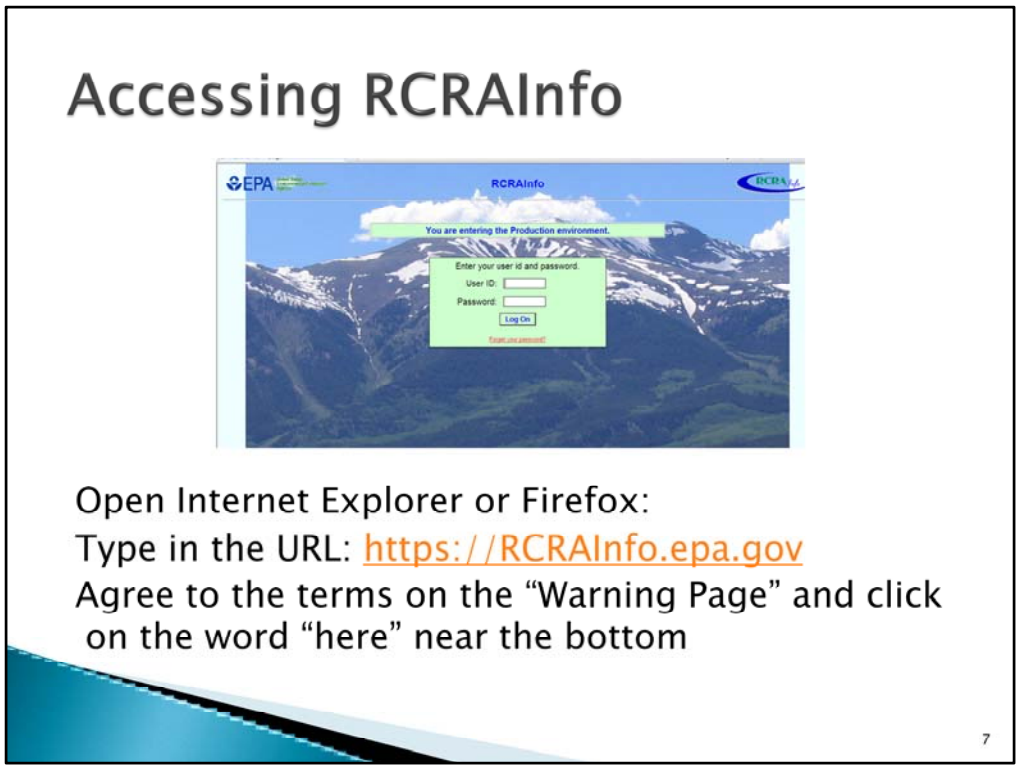
- A security agreement must be agreed to a user's initial log-in and annually thereafter.



User "Access Rights" to each module are assigned by your agency's System Administrator

- Level 0 – No Access
- Level 1 – Read access
- Level 2 – Read and Add access
- Level 3 – Read, Add, and Update access
- Level 4 – Read, Add, Update, and Delete access

The data entry screens only show the functions that apply to the user access rights for that screen.



Other browsers are generally OK, but there may be issues with security settings. Following your agency standard should work fine though.

You should be able to logon to RCRAInfo using Chrome, Safari and Opera. However, not every function will work as designed with these browsers. If you are just viewing data, they work ok. Running reports or updating the database may be flaky.

Firefox 10 has a navigation error in CA module, on the "Add Event Confirmation" screen. There are also display formatting issues using the display/hide feature on the CME, Permitting, CA and FA record list screens, i.e. event, unit, area, evaluation, enforcement.

Browser related tips:

1. Don't use the browser back button. Use the buttons in RCRAInfo to navigate.

2. Consult with your agency IT staff. They may have solutions already for your problems.

3. If you are using a newer version of Internet Explorer, and screens aren't working correctly, try the compatibility view option. (In IE 9: Toolbar→Tools menu→Compatibility View)

4. Note the "s" in "https://" RCRAInfo uses this for added security, adding an SSL layer of encryption.

5. Normal browser zoom functions work. You can press the [Ctrl] and [+] keys on your keyboard to zoom in; the [Ctrl] and [-] keys zoom out (in web browser). Also, [Ctrl] and mouse scroll wheel will zoom in and out.

6. When changing versions of Internet Explorer, your settings may not carry over, so check the following:
    1. For Internet Explorer 8 users, RCRAInfo requires the following settings under **Tools**, **Internet Options**:
        1. In the **General** tab, under the "Browsing History" section, click on the **Settings** button. Under "Check for newer versions of stored pages:" select "**Every time I visit the webpage**". Click on **OK**.
        2. In the **Advanced** tab, in the "Browsing" section, find the "**Show friendly HTTP error messages**" option and make sure that **no check mark** appears in the check box. Click on **OK**.
    2. Firefox
        1. click on the **Tools** menu and select **Options**…
            1. Select the **Privacy** panel.
            2. Check that for "**Firefox will**:"
                1. "**Use custom settings for history**" is selected.
                   Check the checkbox "**Clear History when Firefox closes**"
                   Click the **Settings** button to the right, and make sure **Cache** is checked.
                   Click OK, OK

Password Maintenance

- Users must have a User ID and password to access the RCRAInfo system
- Passwords are case sensitive
- You should change your password the first time you logon
- Passwords must be changed every 90 days at most

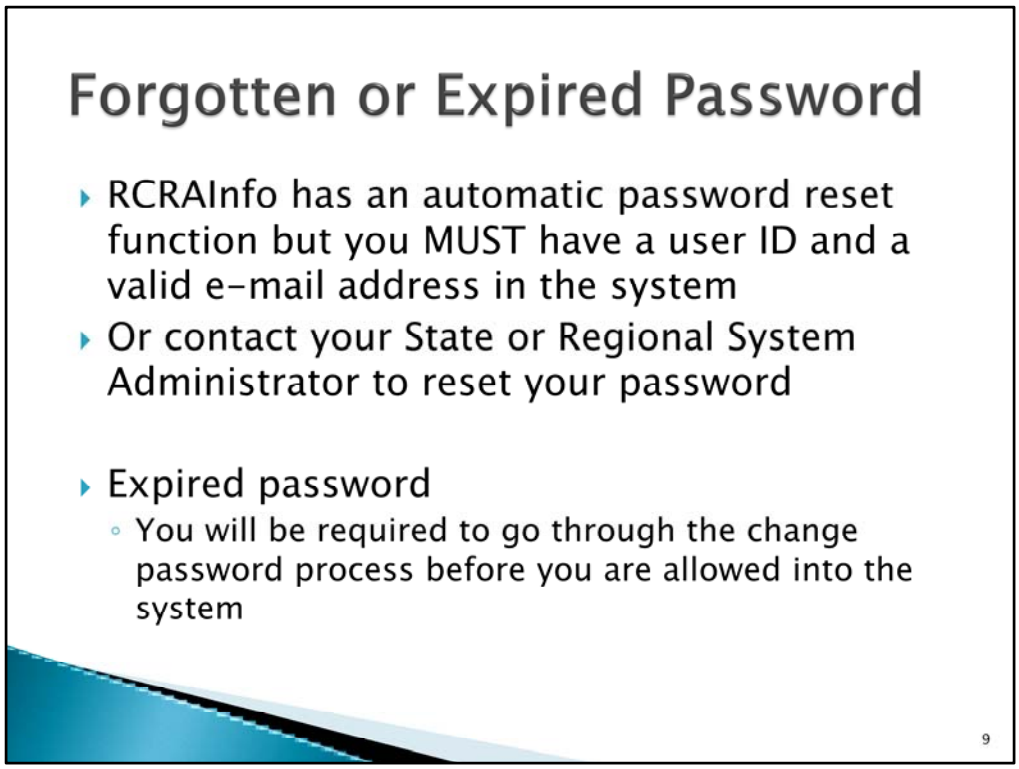
8

To obtain a user ID and password, contact your appropriate Regional or State System Administrator

Changing the password is done via Utilities, Password Maintenance.

Your User ID will never change

You will be alerted by a notice on the RCRAInfo Main Menu beginning 14 days before your password expires.



Go to the Logon screen and type in your User ID and click on the "Forgot Your Password" link located below the "Log On" button on the RCRAInfo Main Menu.

A new password will be emailed to your email address. If you do not receive a new password within 1 business day, contact your State or Regional System Administrator to have them reset your password and update your email address. Once you receive your new password you should logon using the new password and then immediately change it

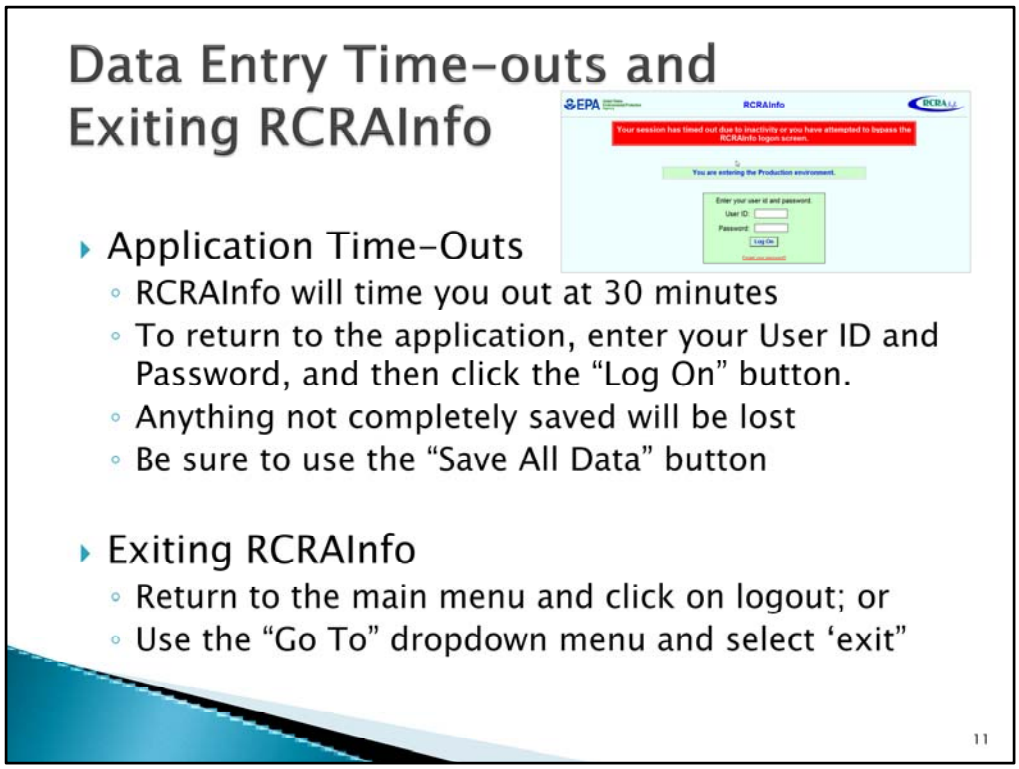
After creating a new password you will see a green box – "Password successfully changed for user id PJD". **Do not click the Change Password link again**. You must click the "Back to Logon" link at the bottom left. You will be logged out and can then log in again using the new password.

If your password has actually expired, you will be required to change it before being allowed into RCRAInfo.

Characteristics Required for RCRAInfo Passwords

1. Passwords must be between six (6) and thirty (30) characters long.
2. Passwords must be alphanumeric containing at least one numeric and one alphabetic character. Passwords must start with an alphabetic character. Blanks are not valid characters. You may use the following special characters in your password: # _ $
3. Trivial or easily guessed passwords are not allowed.
4. New passwords may not be the same as any of your previous five (5) passwords. At least three (3) characters must be different from old password to the new password.
5. Passwords must be changed every ninety (90) days. You will be alerted fourteen (14) days prior to your password expiration. The notice will appear on the RCRAInfo Main Menu.
6. Passwords are case sensitive.

If you fail three consecutive login attempts in a row, RCRAInfo will lock you out. This requires a password reset by a state or regional system administrator.

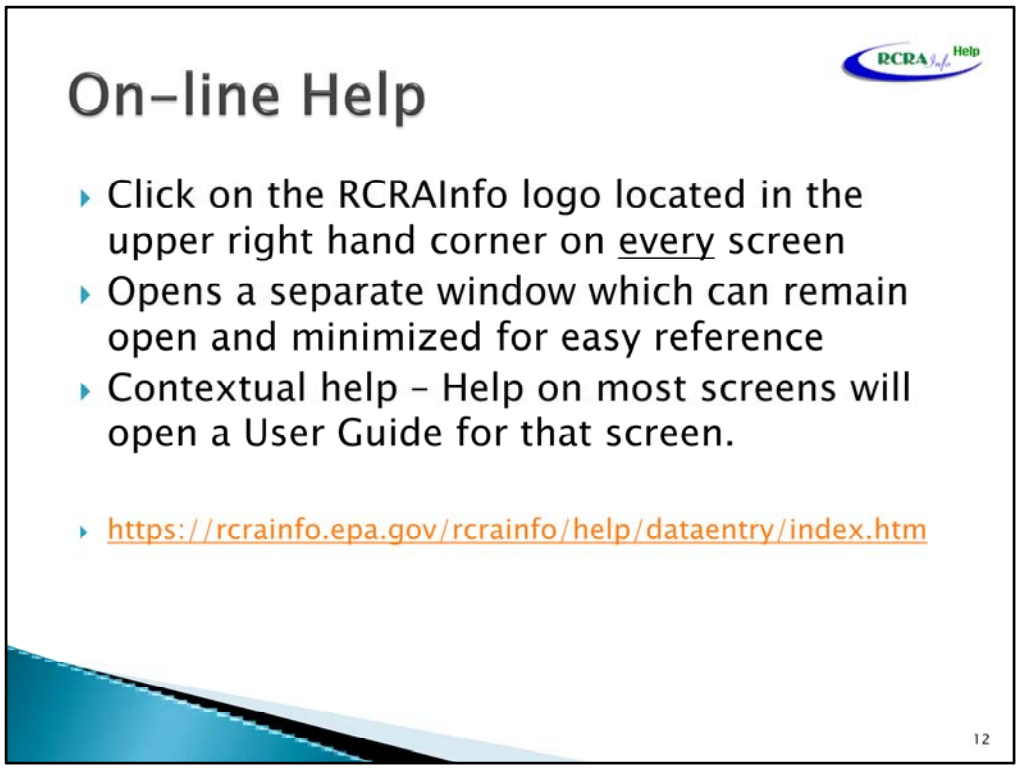


- Application Time-Outs
  - For security purposes, RCRAInfo times-out after the application has been idle for 30 minutes
  - Anything not completely saved will be lost
  - You are sent to the login screen with a red box notification: **"Your session has timed out due to inactivity or you have attempted to bypass the RCRAInfo logon screen."**
  - To return to the application, enter your User ID and Password, and then click the "Log On" button.

- To exit RCRAInfo
  - RCRAInfo Main Menu and click on "Logout"; or
  - "Go to" Dropdown box and click "Exit"

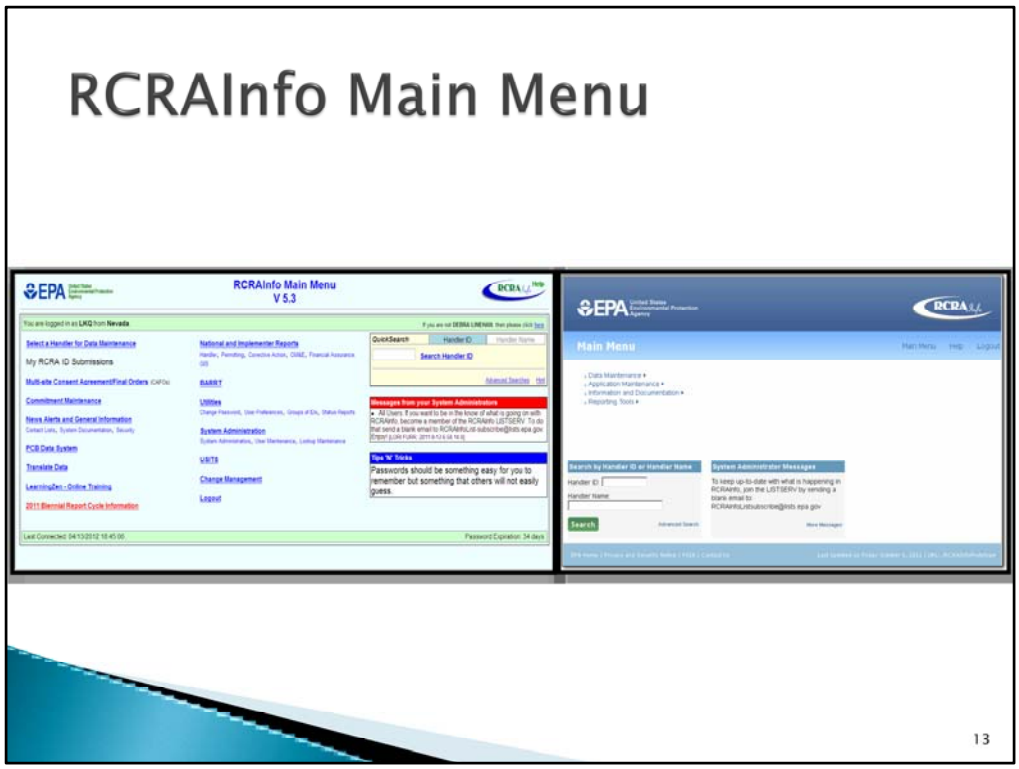
- Notifications in green boxes mean something good has happened. Confirmation of data entry, success in updated calculations, etc

- Notifications in red boxes are warnings that something potentially bad has or will happen if you continue. Timed out, deleting data, etc



The RCRAInfo Help User Guide walks through the screen that you open it from. It includes data field descriptions, links to related topics, and applicable business rules.

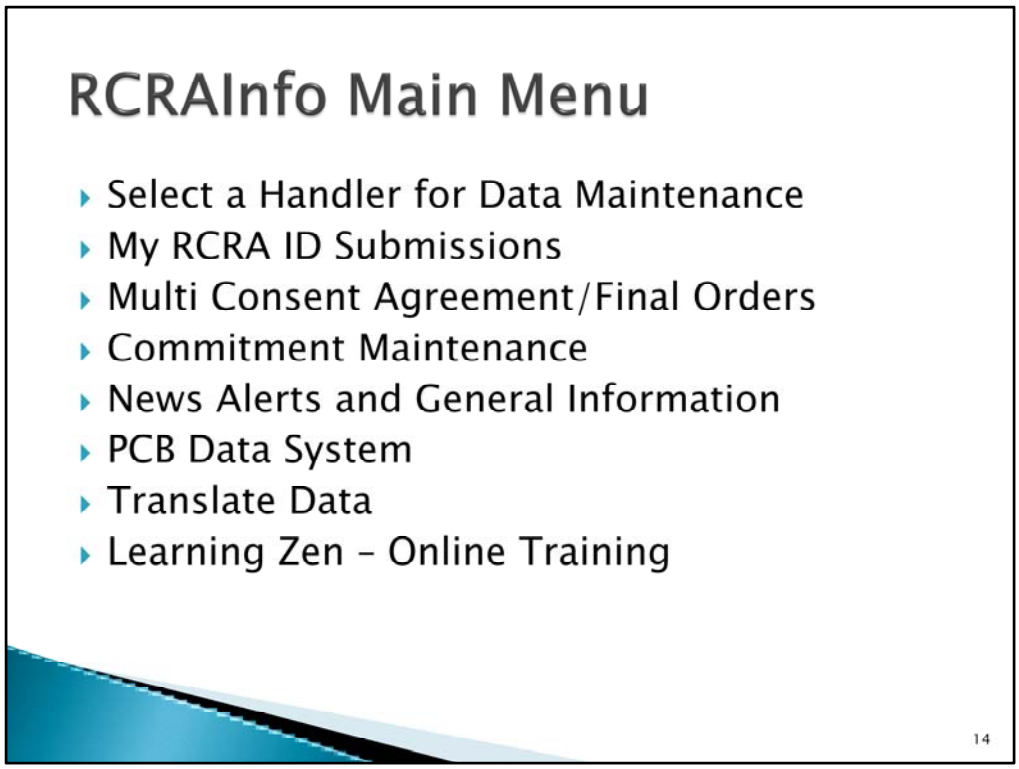
The link at the bottom of this screen opens RCRAInfo Help without requiring you to be logged in. It opens the "Data Entry Help Introduction" screen.



Current view is on the left and a possible new Phoenix view is on the right

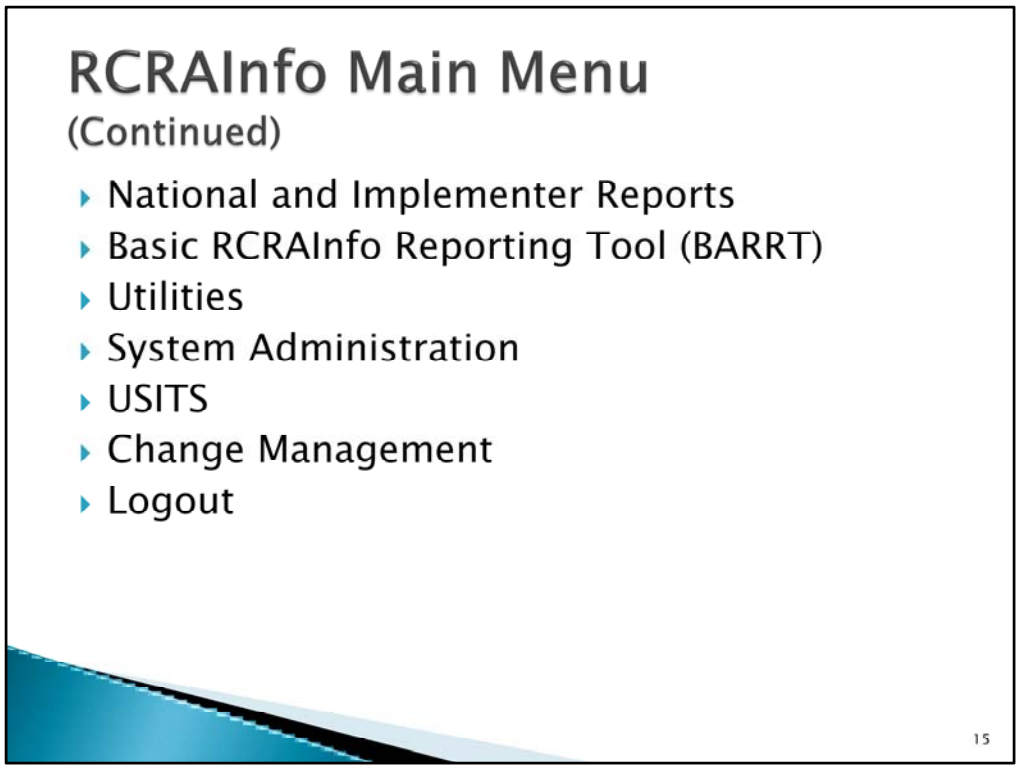
Phoenix project is still developing, and very fluid. RCRAInfo will still collect the same information and use the same data fields. The Compliance Monitoring and Enforcement is expected to have significant changes in the user interface. Possibility exists for new fields to be added if needed.

Quick Search (Yellow box to the top right) is fastest way to select a site, if entering an ID#. Quick Search Handler Name searches against entire nation and is much slower. If searching for a site by name, use the "Selecta Handler for Data Maintenance" link, which will limit the search to your state and is much faster, it also allows additional search criteria (street address, city, county, etc)



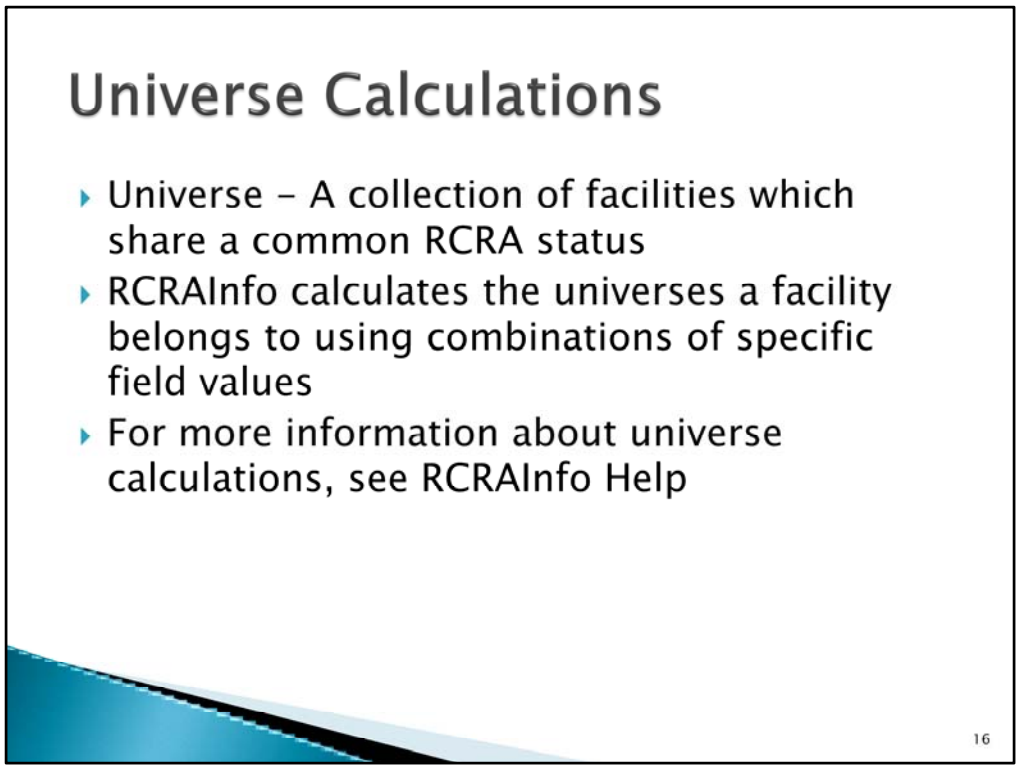
Left Side of Main Menu

- Select a Handler for Data Maintenance
  - Advanced Search screen
  - RCRAInfo data entry, updates, and editing is primarily done on a site by site basis
- My RCRA ID Submissions
  - Review/manage Site ID form submissions from the regulated community. Community can only update existing handlers, can not add sites. State must opt-in before regulated community can use this.
- Multi Consent Agreement/Final Orders
  - Access information regarding certain enforcement actions against companies located in multiple States or locations
- Commitment Maintenance
  - Allows States and Regions to track progress in meeting initiatives and commitments
- News Alerts and General Information
  - Contact lists, guidance documents, conference and training materials, monthly data call minutes, and other system documentation
- PCB Data System
  - Provides access to the PCB national report
  - Selects and list handlers by ID, name, and activity
  - The default search does not do partial name searches (you can add %)
- Translate Data
  - Interface for users to upload/translate Biennial Report and data from State database systems.
  - Translate Data
- Learning Zen – Online Training
  - Self guided, self paced
  - Audio/video data entry tutorials, with demonstrations
  - Although it is linked from inside RCRAInfo, it is an outside system and requires separate log-in from RCRAInfo



Right Side of Main Menu

- National and Implementer Reports
  - Over 200 reports available covering all the data
  - Many of the modules will run reports, but will use default settings. To change the selection criteria you must use the national and implementer reports menu
- Basic RCRAInfo Reporting Tool (BARRT)
  - Ad-Hoc/Build-A-Query process to create custom data sets
  - It is a point and click utility which does not require programming skills to use
- Utilities
  - Access to the Password Maintenance, User Preferences, Status Reports, View Report Statistics, and View CA GPRA
- System Administration
  - Access to administrative utilities for maintaining various system tables (Users, lookup tables, etc)
- USITS
  - User Support Issue Tracking System: report system malfunctions, submit comments, and request enhancements
- Change Management
  - Change Management Process documentation
- Logout

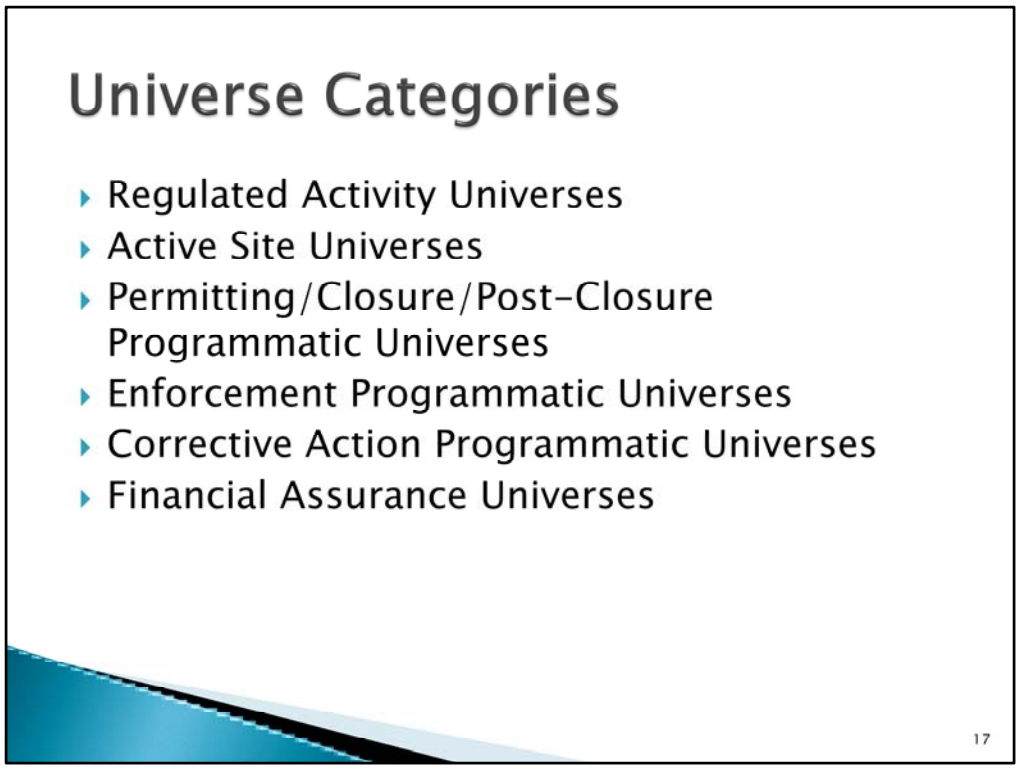


"The RCRA Subtitle C program categorizes handlers into various regulatory groupings. These groupings help regulators and management to determine whether proper reporting and oversight are occurring at a facility. RCRAInfo captures these regulatory groupings, referred to as universes, in HREPORT_UNIV5. These universes provide users with easy access to standardized, programmatic Subtitle C site categorizations, and facilitate consistent reporting
and data analysis nationwide."

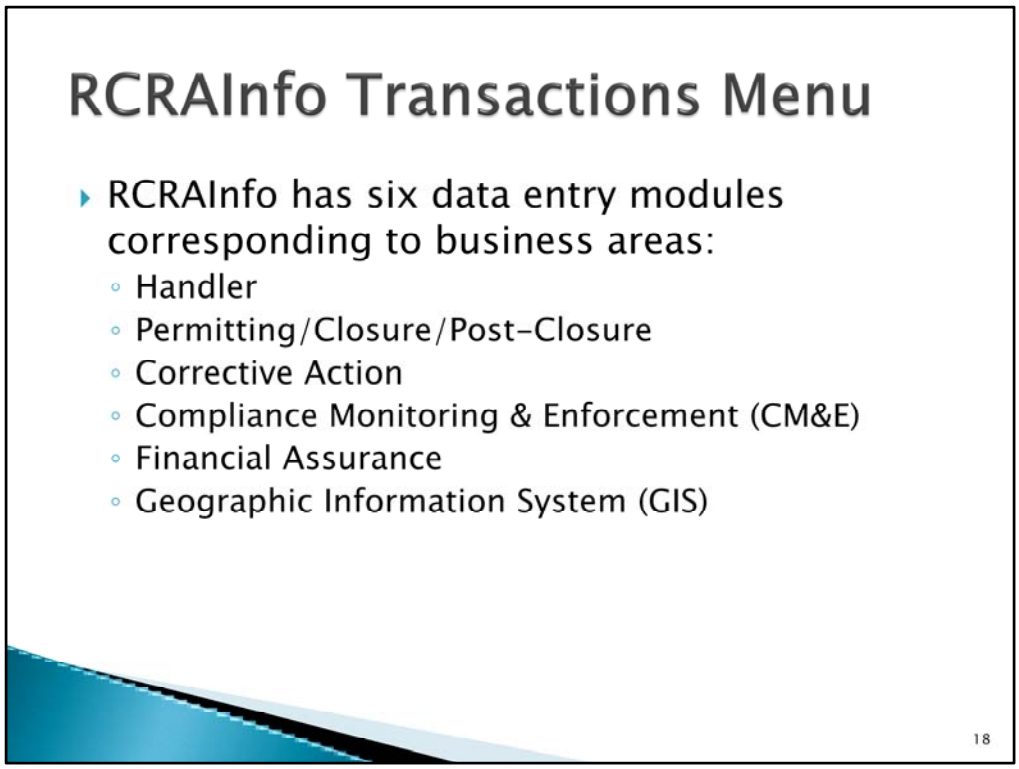
- To see the universe definitions:
  - Go to RCRAInfo Help
  - Left side of page, Nationally Defined Universes
  - Top link, with the question mark icon has a list of links to the various universe descriptions

- Some universe descriptions are a matrix showing data value combinations that define the universes.
  - Many of the Permitting, Closure and Post-Closure Programmatic Universes
  - Many of the Corrective Action Programmatic Universes

- Other universe descriptions are text
  - Enforcement Programmatic Universes
  - Financial Assurance Universes
  - Regulated Activity Universes
  - Active Sites Universes
  - Some of the Permitting, Closure/Post-Closure, and Corrective Action Programmatic Universes



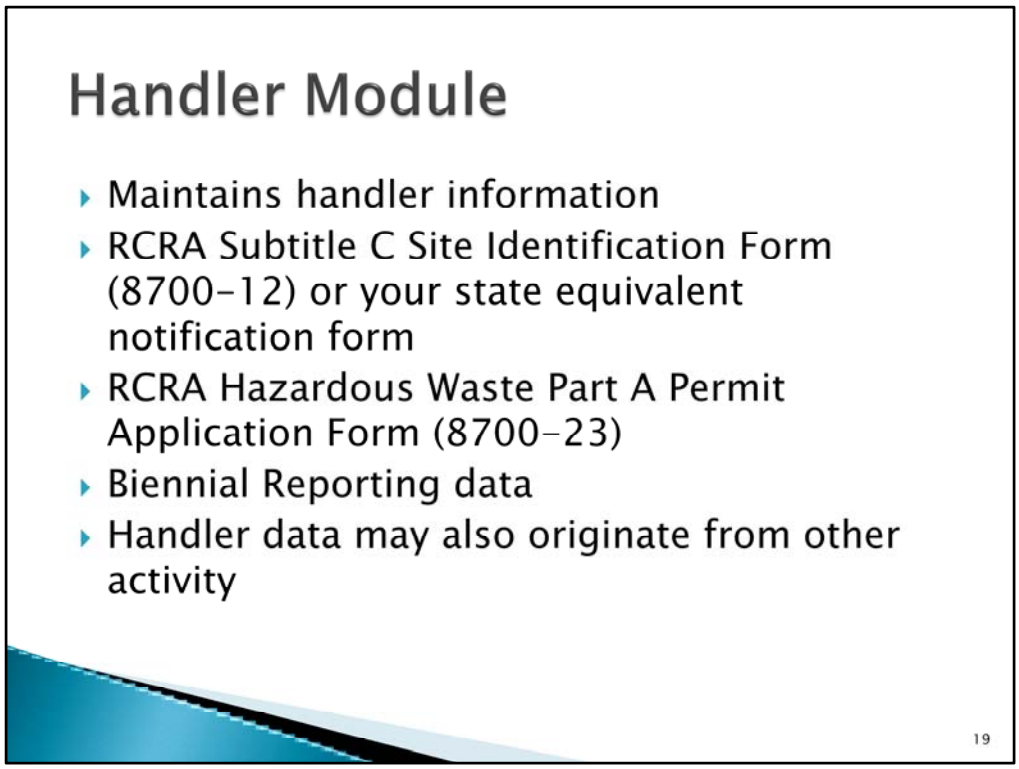
- Regulated Activity Universes
  - Large Quantity Generator Universe
  - Small Quantity Generator Universe
  - Conditionally Exempt Small Quantity Generator Universe
  - Hazardous Secondary Material Universe
  - Offsite Receipt Universe
  - Short Term Generator Universe
  - Subpart K Universe
  - Transfer Facility Universe
  - Transporter Universe
- Active Site Universes
  - Active sites
  - Federally Regulated TSDF Universe (Active TSDF Universe)
  - Converter TSDF Universe
  - State Regulated TSDF Universe
- Permitting/Closure/Post-Closure Programmatic Universes
  - Permit Progress Universe
  - GPRA Permit Baseline Universe
  - GPRA Permit Renewals Baseline Universe
  - Permit Workload Universe
  - Closure Workload Universe
  - Post-Closure Workload Universe
  - Permit Renewal Workload
- Enforcement Programmatic Universes
  - Significant Non-Complier (SNC) Universe
  - Full Enforcement Universe
  - Operating TSDF Universe
- Corrective Action Programmatic Universes
  - Subject to Corrective Action Universe
  - Corrective Action Workload Universe
  - GPRA Corrective Action Baseline Universe
  - TSDFs Potentially Subject to Corrective Action Under 3004(u)/(v) Universe
  - TSDFs Only Subject to Corrective Action Under Discretionary Authorities Universe
  - Non-TSDFs Where Corrective Action Has Been Imposed Universe
- Financial Assurance
  - Financial Assurance Required Universe



After selecting a site to work on, you will need to choose an activity from this menu.

RCRAInfo has six data entry modules corresponding to business areas.

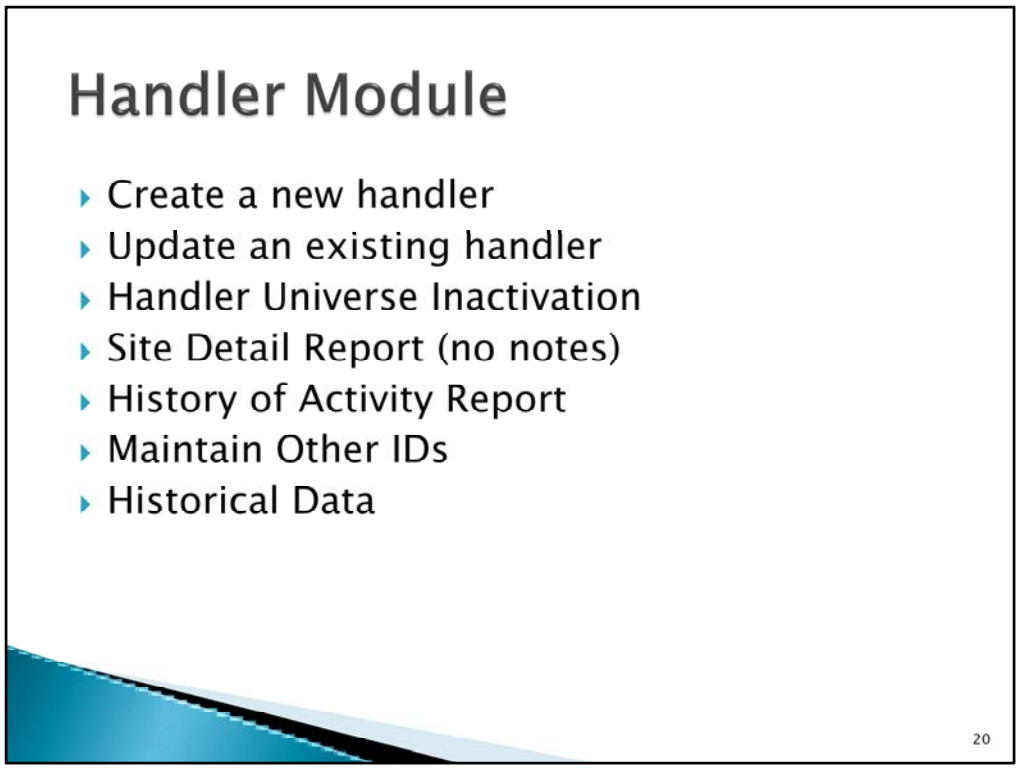
The following slides cover each module in more detail.



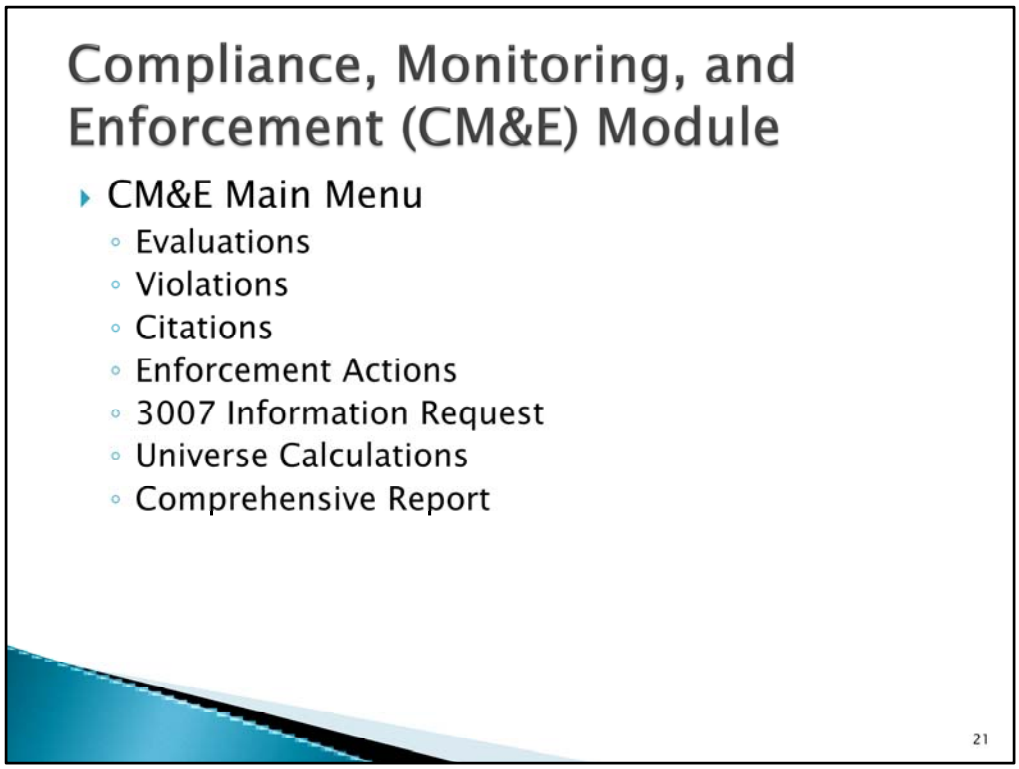
A handler is defined as any entity that handles or manages hazardous waste, used oil, universal waste, hazardous secondary material including, but not limited to, generators, transporters/transfer facilities, treatment/storage/disposal facilities (TSD or TSDF)

Information includes handler names, addresses and other contact information, hazardous waste categories and activities of handlers, owners and operators of hazardous waste facilities, and authorized waste handling methods.

Handler data originating from other activity can be entered with an Implementer Source type. For instance, some agencies will update contact information. Or an inspection may determine that the site has a different generator status and that it needs to be added to RCRAInfo.



- Create a new handler
- Update an existing handler
  - But can not update “R” or “B” (Annual or biennial Report) source records through this module
- Handler Universe Inactivation
  - Walks the user through a shortcut process to make a site inactive.
  - Will set all universe flags to “N” except the “Active Sites” Universe which is set to “-”
  - Primarily used when a site is no longer a generator.
- Site Detail Report
  - A detailed report containing all available handler information integrating biennial report data with site identification data
  - The Site Detail Report in the Handler module does not include any notes. To see these notes, you must navigate from the RCRAInfo Main Menu to the Handler section of the National and Implementer Reports, then use the RCRA Site Detail Report and select “Yes” in the ”Include Notes:” option.
- History of Activity Report
  - Shows activity details including data source type, date, and regulated activity such as TSD (Y/N), Federal and state generator status, transporter (Y/N) and transfer facility (Y/N)
- Maintain Other IDs
  - Can track any other IDs used at this site location
- Historical Data
  - RCRIS data (pre-2002) that was not brought into RCRAInfo - Shows the receive date and source type for Notifications, Part A, etc.



A very broad view of a RCRA compliance program is:

An evaluation (inspection) occurs:

1. No violations found - Great! Enter the evaluation data and that's all that's needed.
2. Violations ARE found – they need to be entered in RCRAInfo and linked to the evaluation that found them
3. Enforcement (formal or informal) is issued to correct violations – The enforcement needs to be linked to the violations. If enforcement isn't linked, an outside viewer may not know why the enforcement was issued.
4. Violations are resolved – needs to be entered so that regulators and the public know that corrections were made.

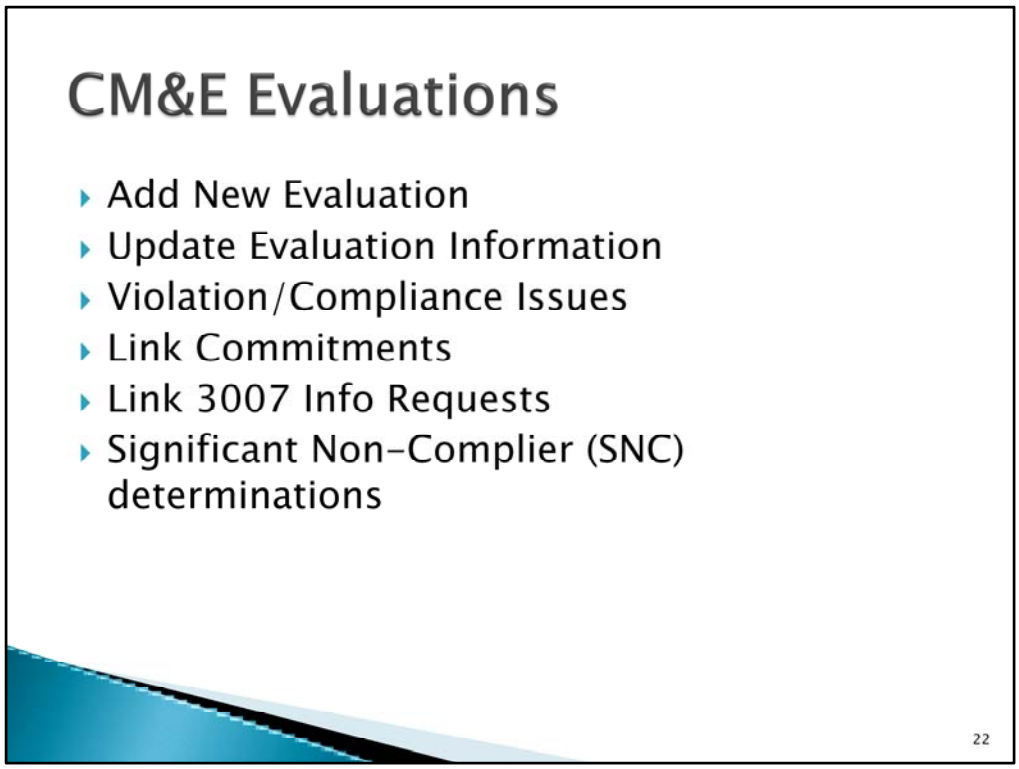
Generally you want violations to be linked to an evaluation and you want enforcements to be the result of a violation.

•Add and maintain compliance monitoring data

- Evaluation type, date, etc.
- Violation type, regulation violated, return to compliance, etc
- Enforcement type, non-RCRA agencies participating in the enforcement action, enforcement milestones, penalties, and payments

CM&E data entry is a two-step processes

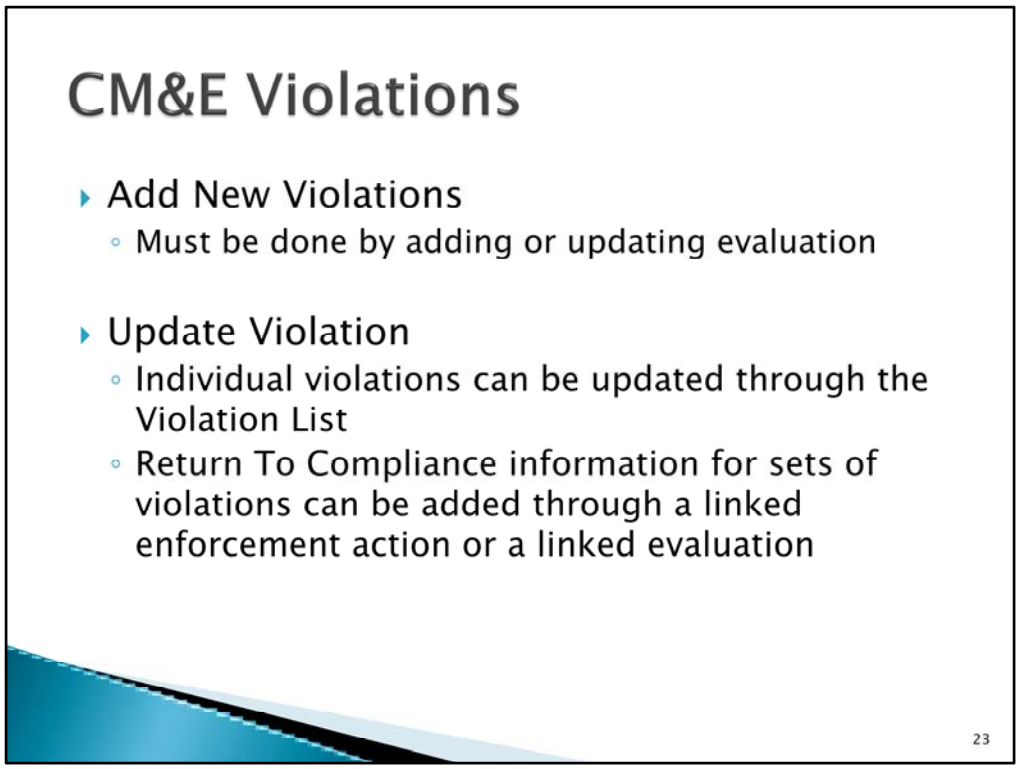
1. Enter evaluation and violation data
    1. Violations are entered as part of the evaluation data entry process, so that the violations are linked to the evaluation.
2. Enforcement is entered and linked to the violations.



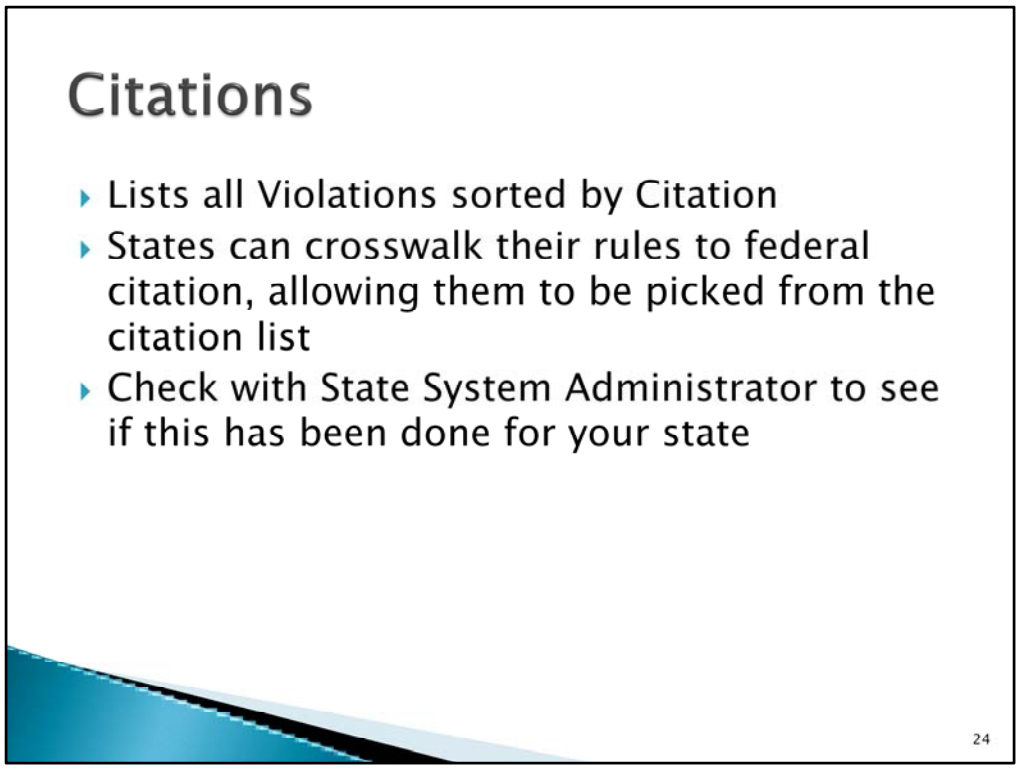
- Evaluation - A physical inspection or record review of hazardous waste activity at a given facility

- Add New Evaluation
  - Site Visits - e.g. CEI, CAV, FCI
  - Record Review – NRR, FRR
  - See nationally defined values in RCRAInfo Help

SNC determinations are recorded as evaluations, both naming a site as a SNC and saying that a site is no longer a SNC.



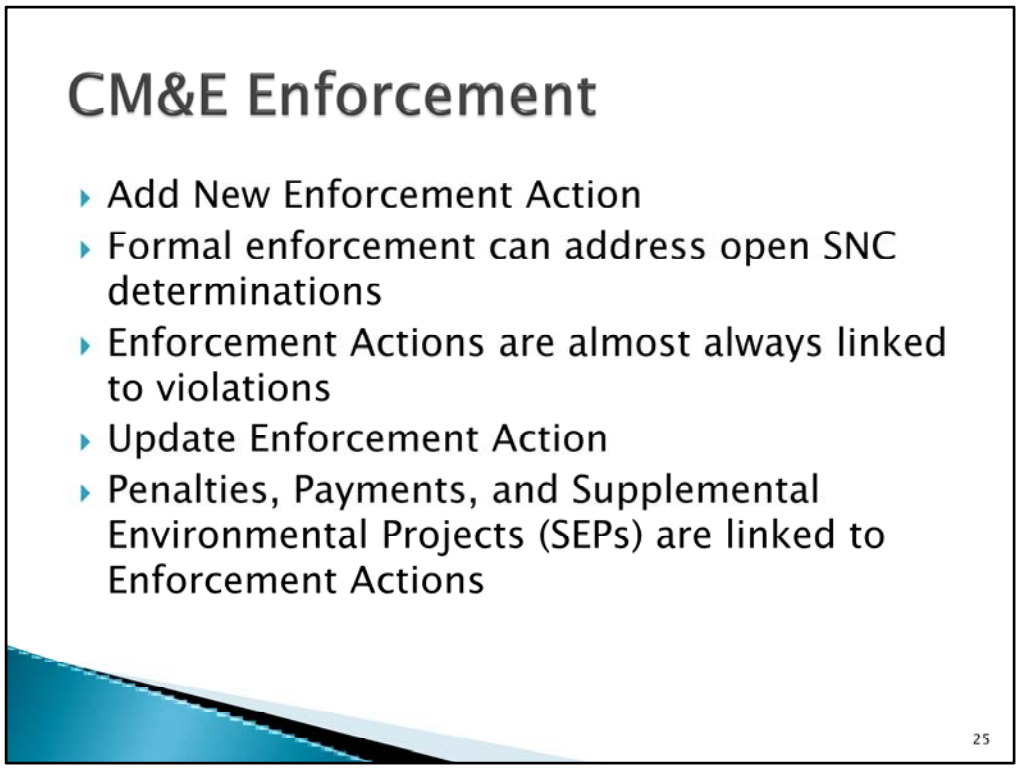
- Violation - An act of non-compliance with RCRA regulatory requirements for proper handling and disposal of hazardous waste and/or recordkeeping and/or financial requirements
- Violations are determined through an evaluation
- Add New Violation (when adding/updating evaluation)
  - Add Violation Using Violations, by choosing federal Violation Type (Part and Subpart e.g. 262.A) then the citation (e.g. 262.11)
  - Add Violation Using Citations, by choosing state Citation first, then the related Violation Type
  - Determined Date (typically evaluation date)
- Update Violation through Violation List
  - Citation
  - Date determined
  - RTC date and qualifier
  - Comments
- Citation list does not allow updating
- Return To Compliance information can be added by updating the violation from the violation list, the linked enforcement action, or the linked evaluation.



Citation - The specific statutory or regulatory provision providing legal authority for imposition of requirements.

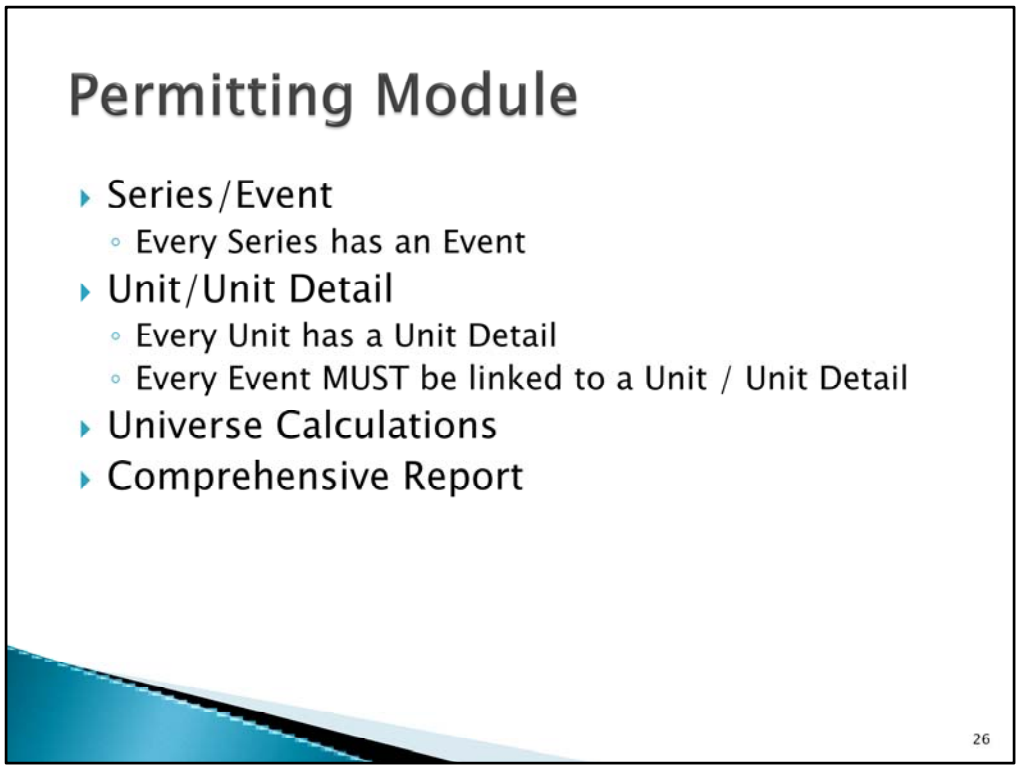
In addition to the federal citations, over 40 states have citations available in RCRAInfo.

Citation List screen does not allow updates, but shows the Violations Sequence # and the linked evaluations and enforcements. You can use this information to find the data to update on other screens.



Enforcement - An action taken (i.e., administrative action or civil action) to compel a non-compliant handler to comply with RCRA's waste handling standards, recordkeeping, or reporting requirements and/or to monitor and respond to releases of hazardous wastes and constituents.

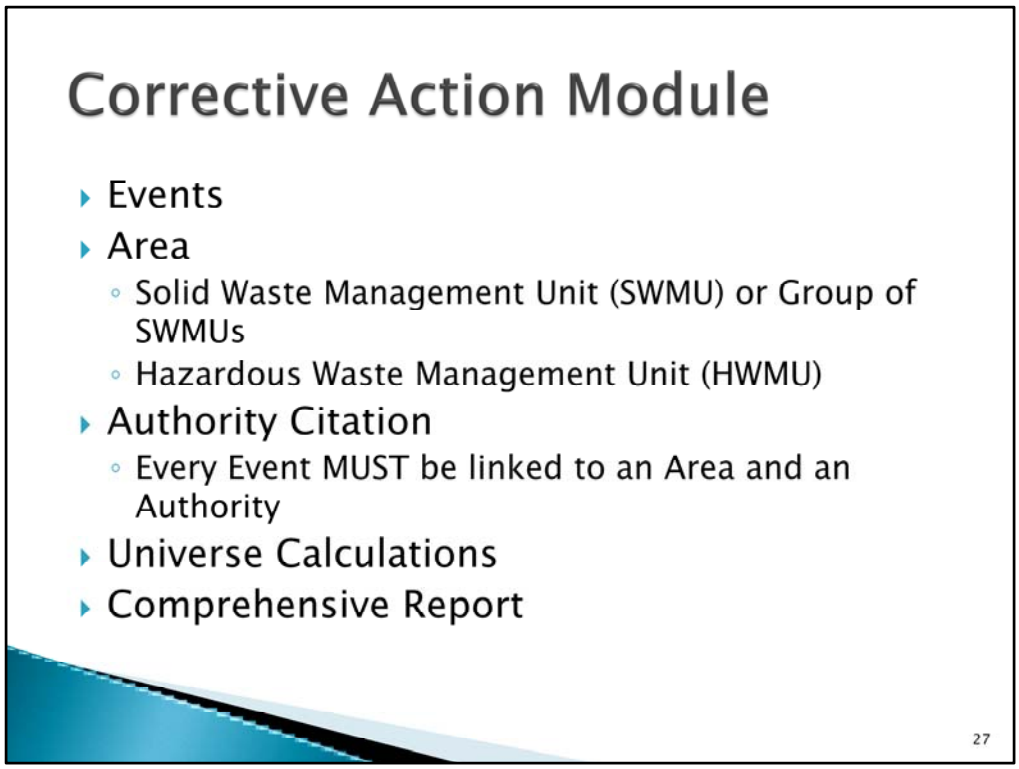
When entering a new enforcement, you will be asked if the action addresses a SNC, provided the site is currently a SNC. A choice of available SNC determinations will be listed on screen. If the enforcement is a formal action, you should check the applicable SNY entry, so that EPA will consider the SNC as an “addressed SNC”.



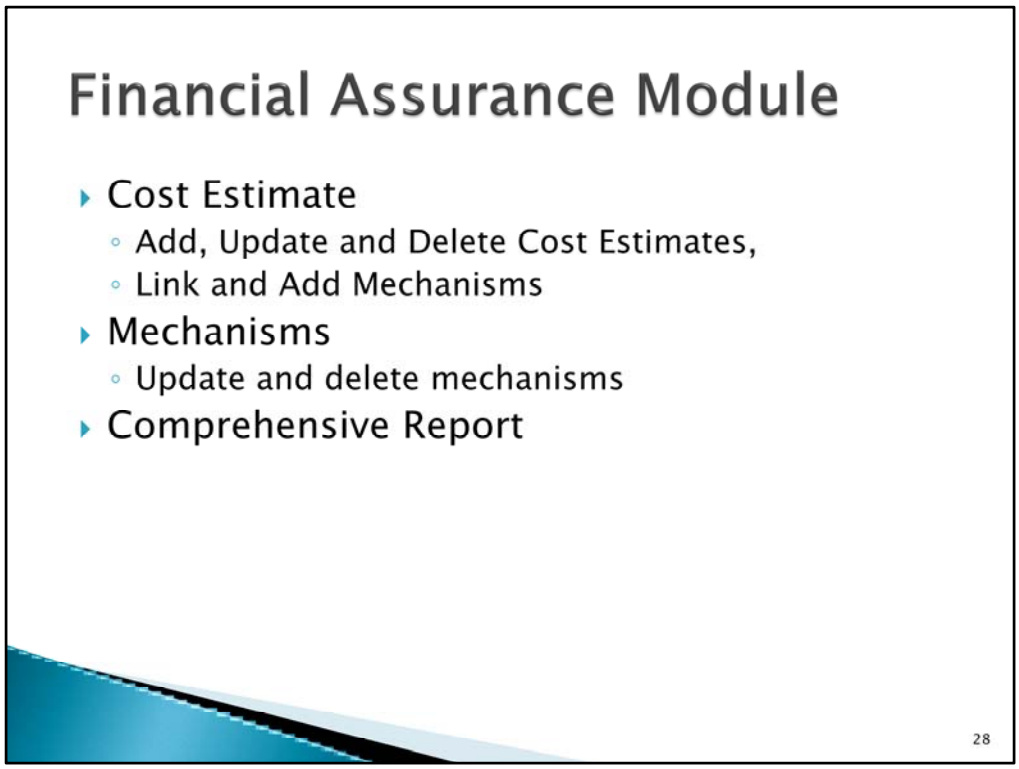
This module allows responsible agencies to track facilities through the permitting process, and maintains events that occur during the implementation of permitting, closure and post-closure requirements.

First, a permit series must be created. Events can be added to the series. Events can then be linked to existing units or new units can be added for the new events.

Directions to the RCRAInfo Permitting Data Entry Guidance are on the “Other Resources” slide (#35)



Maintains corrective action authority, area, and event data gathered from hazardous waste handlers having or suspected of having a hazardous waste release

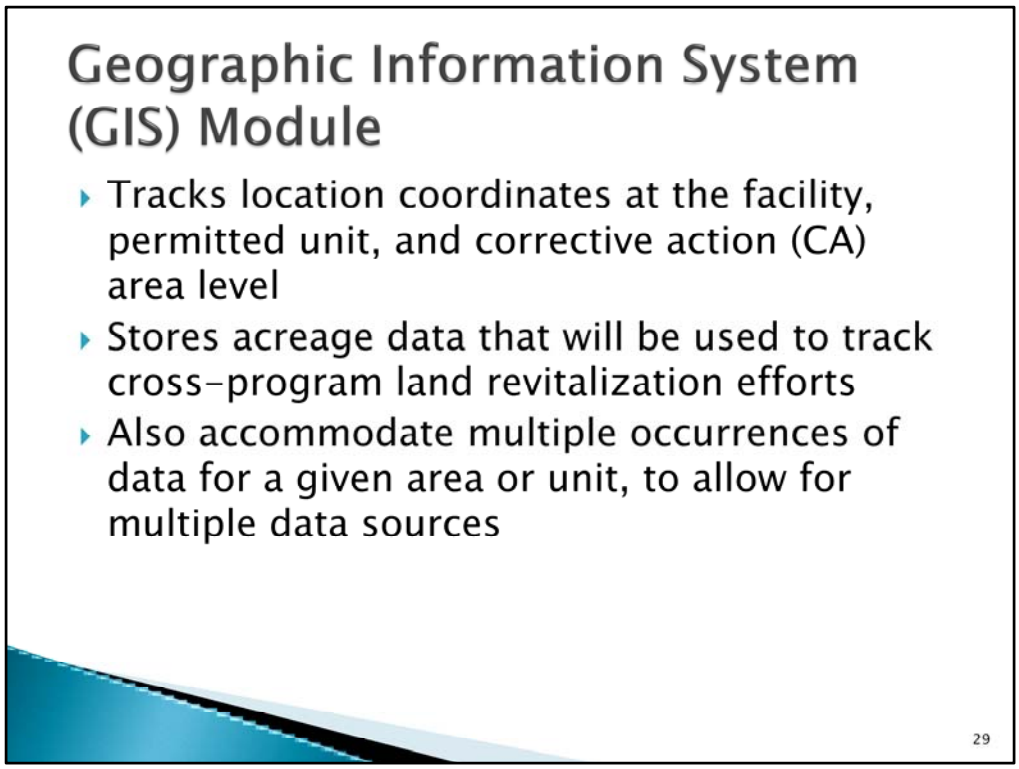


Maintains financial assurance data (e.g., cost estimates and mechanisms) for TSDF's

Mechanisms are the various financial instruments that are required to demonstrate financial assurance coverage for one or more of the following activities: closure, post-closure, third party liability, and corrective action.

Financial assurance mechanism and financial assurance instrument can be used interchangeably, although the regulations only use the term "mechanism"

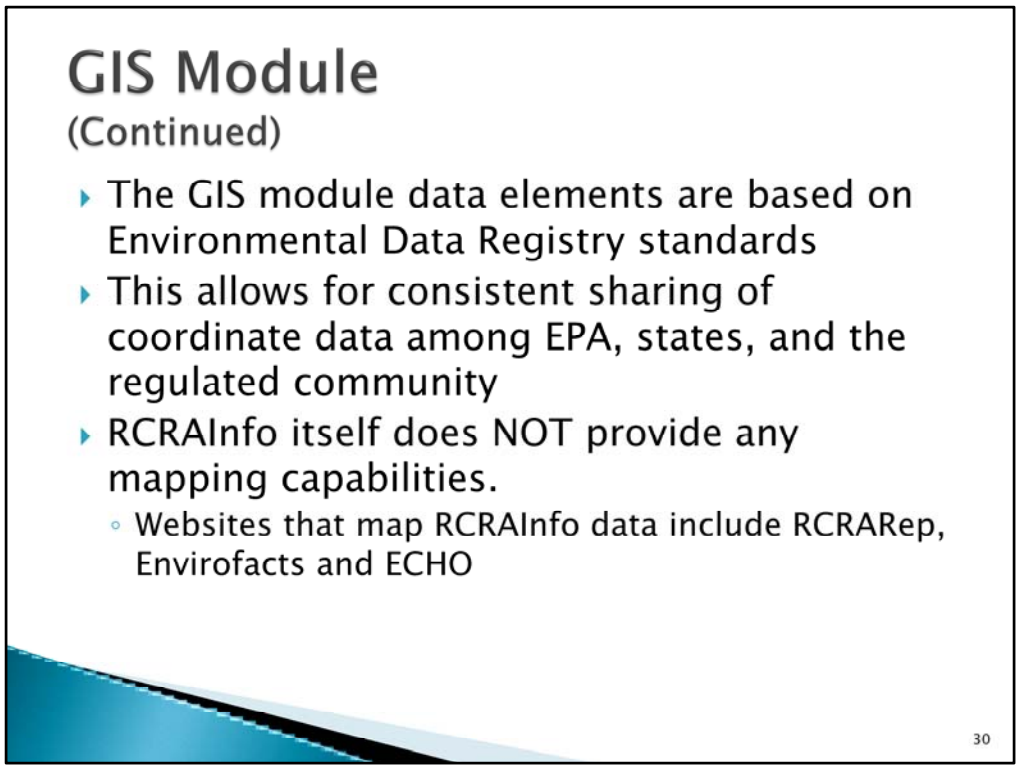
Directions to the RCRAInfo Financial Assurance Guidance are on the "Other Resources" slide (#35)



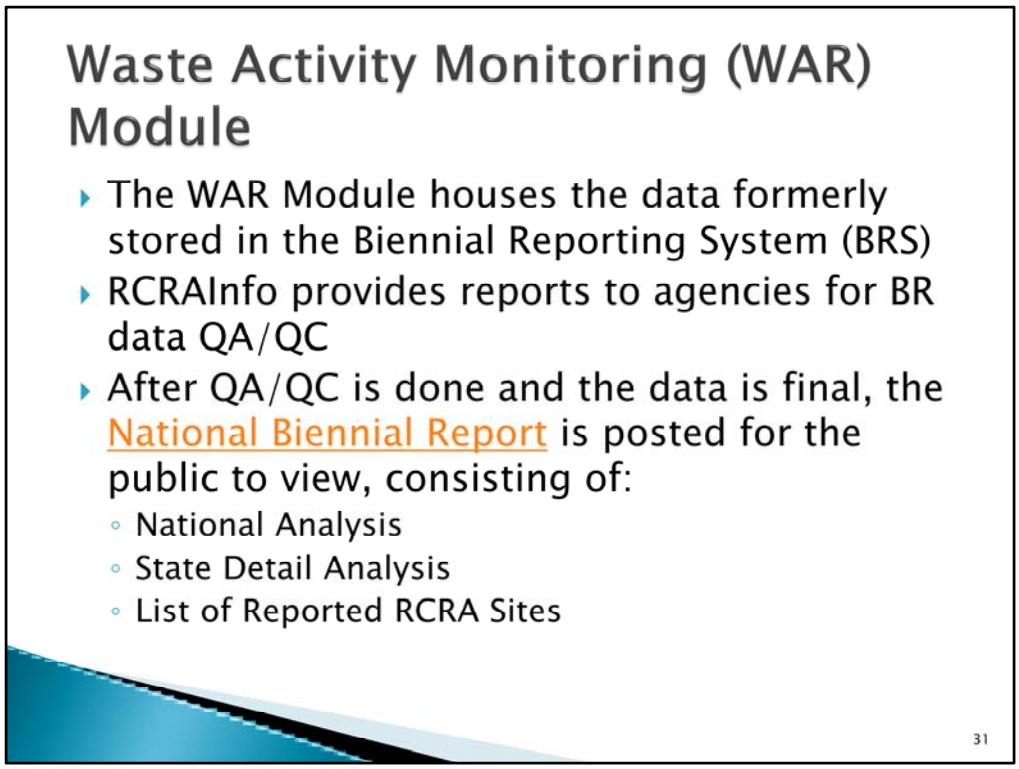
Created to enhance RCRAInfo spatial data tracking of location coordinates at the facility, unit and area levels

Tracks facility locations as points, lines (two or more latitude/longitude coordinate pairs), and polygons (multiple latitude/longitude coordinate pairs) so that users can map facilities, process units, and/or corrective action areas as points, lines, or full unit boundaries using industry standard GIS applications

Also accommodate multiple occurrences of data for a given area or unit, to allow for multiple data sources (e.g., latitude and longitude coordinates from Part A application and from GPS coordinates collected by a facility inspector)



The GIS module data elements for latitude and longitude are based on standards established through the Environmental Data Registry (http://www.epa.gov/edr/). These data standards allow for consistent sharing of coordinate data among EPA, states, and the regulated community.

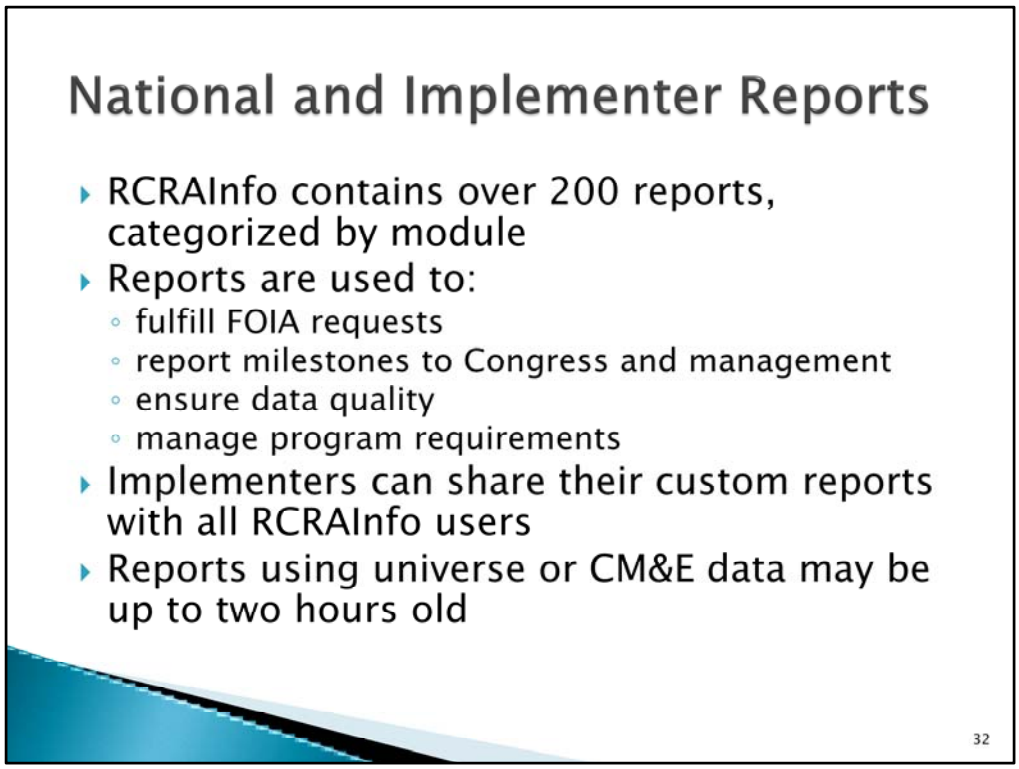


Waste Activity Monitoring (WAR) Module:
The WAR Module houses the data formerly stored in the Biennial Reporting System (BRS).

This data is an integral part of the Office of Resource Conservation and Recovery's management of the Resource Conservation and Recovery Act (RCRA) Subtitle C program and provides the States and EPA with an effective tool for monitoring activities carried out by RCRA-regulated hazardous waste handlers.

RCRAInfo provides reports for the Implementers to QA/QC their data and then when the data is final, runs National Biennial Report and State Summaries which are posted on the web at http://www.epa.gov/wastes/inforesources/data/br11/index.htm

- The WAR Module houses the data formerly stored in the Biennial Reporting System (BRS)
  - Cannot be accessed directly from the RCRAInfo main menu and has no direct data entry ability
  - Is a separate set of tables containing the hazardous waste biennial reports
  - Biennial Report (BR) data is uploaded into RCRAInfo using the translate data link on the main menu



RCRAInfo contains over 200 reports. The reports are categorized by module. Reports can be run from within the modules, but will use default settings. To change the selection criteria you must use the national and implementer reports menu

These reports are used to fulfill FOIA requests, report milestones to Congress and management, ensure data quality and manage program requirements.

Each report contains selection criteria so the user can tailor the report for their needs. If it is a field that you enter data in, you can normally find it as a selection criteria.

Warning – reports data may be up to two hours old.

There is a tremendous amount of data in RCRAInfo. Experience taught that reporting from the live data creates unacceptable slowdowns of the entire system. To address this, EPA did a couple things.
They created three reporting tables:

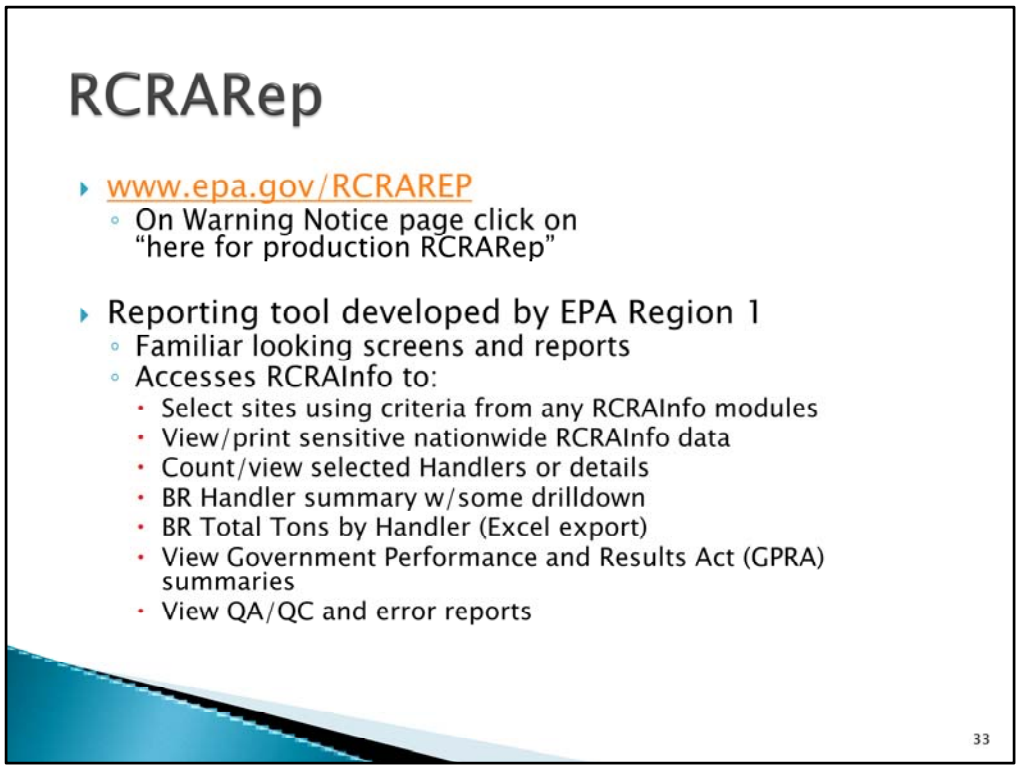
1. **HREPORT_UNIV5** (handler module data and handler universe calculations) is updated every two hours
2. **CMECOMP3** (compliance module data) table is also updated every two hours
3. **BR_REPORTING** table is updated at the completion of each BR cycle, i.e. every two years.

They also created four reporting "views" in RCRAInfo. Oracle views are not separate data tables and running reports from an Oracle view displays real-time data.

1. **PERMITTING_VIEW**
2. **CORRECTIVE_ACTION_VIEW**
3. **FA_VIEW**
4. **GIS_VIEW**

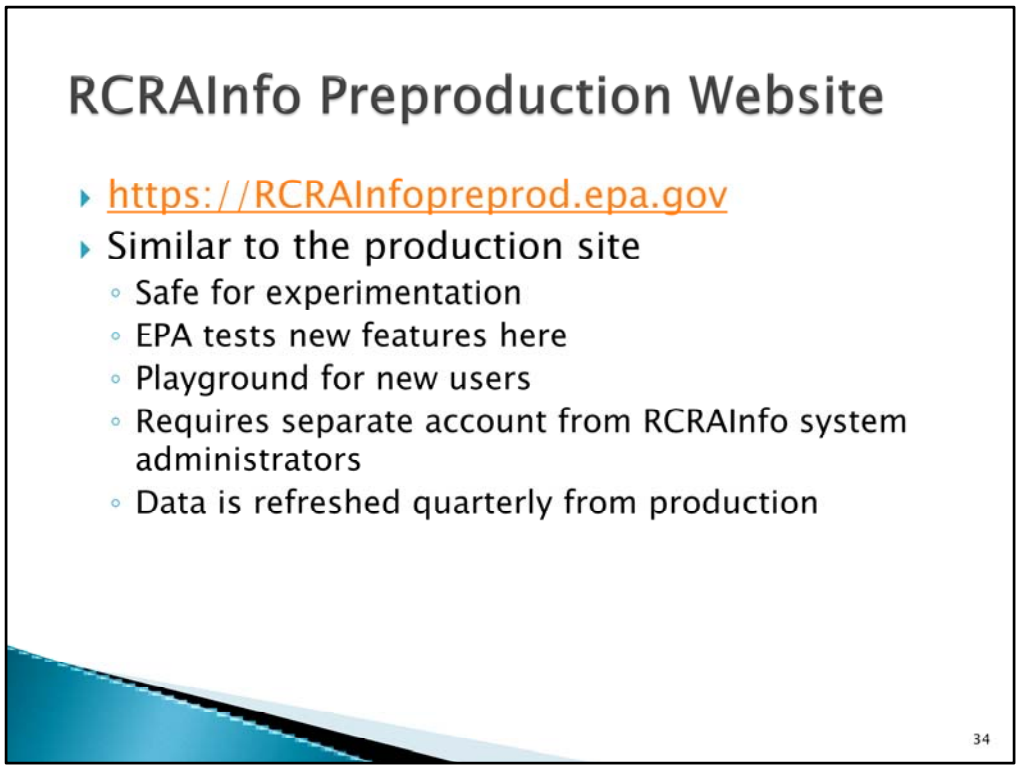
To view the latest reporting table update timeline: **RCRAInfo Main Menu => Utilities => 7. Status Reports =>** click **Universe Calculations** radio button **=> Run Report.**

Updating universes for a site during or after data entry using the 'Universe Calculations' link on the CME, PMT, CA main menus will update the HREPORT_UNIV5 reporting table, but not the CM&E data reporting table.



RCRARep is a reporting tool developed by EPA Region 1.

- It accesses RCRAInfo to:
  - Select RCRA Handlers based on data in any or all RCRAInfo modules or on certain data management criteria
    - source
    - receipt/entry date
    - person who originated or who keyed information
    - etc
  - View or print sensitive nationwide data from RCRAInfo database in friendly, familiar screens and reports
  - Count or view selected Handlers or selected detail
  - View Government Performance and Results Act (GPRA) summaries
  - View error reports



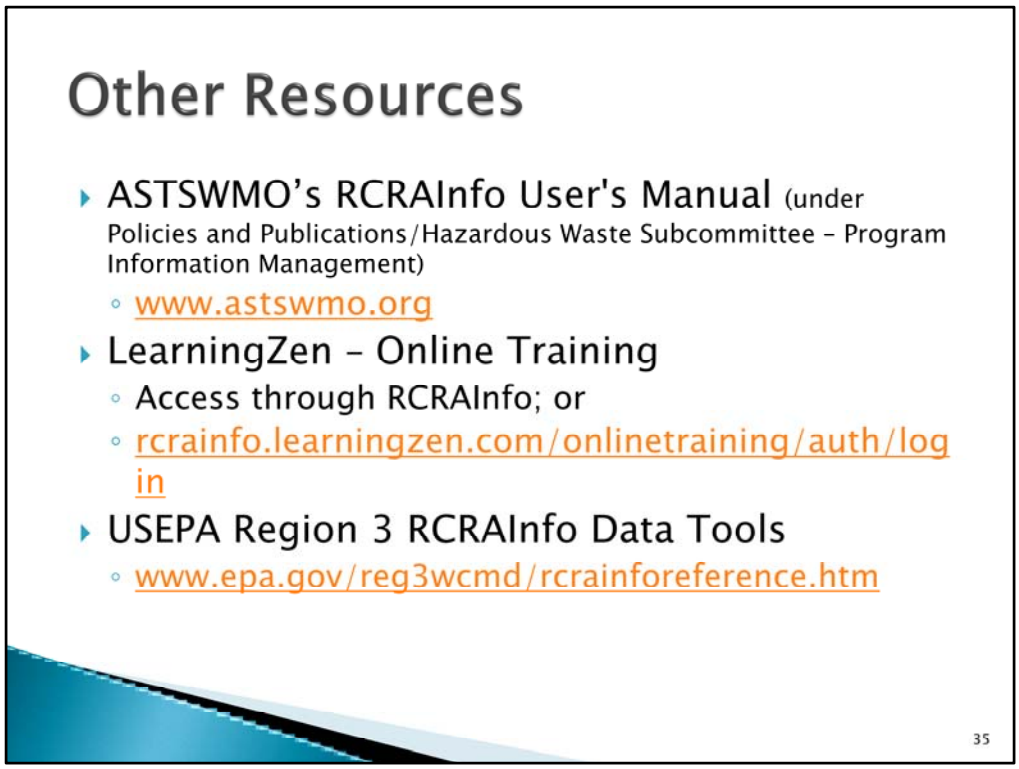
This site allows testing new features in RCRAInfo

Playground for new users to get comfortable entering data and using the screens

Requires a separate account, but with same RCRAInfo user ID. Must ask for account creation

Data is refreshed quarterly from production .

The refresh date is on top right corner of screen of the preproduction Main Menu, just above the Quick Search box



- The RCRAInfo 101 presentation from the 2010 National User Conference is available in RCRAInfo:
  - Log in to RCRAInfo
  - Open RCRAInfo help
  - Select General Help in the tabs
  - Select RCRAInfo Training materials
  - 2010 National User Conference
  - Scroll down the table to RCRAInfo 101

- Or

  - Log in to RCRAInfo
  - Open News Alerts and General information from the Main Menu
  - Select RCRAInfo Documentation
  - Select 2010 National User Conference from the "Training, Conferences and Webinars" column

The Documentation page has links to the Financial Assurance Guidance and Permitting Data Entry Guidance, and many other documents

Questions?