



# **CALIFORNIA ID NUMBER ISSUANCE: TRANSITION TO US EPA FORM 8700-12**

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**TH- J4**

**February 29, 2024**



**26th California Unified Program  
Annual Training Conference  
February 26-29, 2024**

# Overview

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- Current State ID Number Issuance and Maintenance Process
- What is the US EPA Form 8700-12?
- Purpose of the Change
- Timeline
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- Break
- What is RCRAInfo?
- RCRAInfo vs. HWTS
- RCRAInfo Industry Demo
- Paper or Online?
- RCRAInfo Regulatory Demo
- Resources
- Questions

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# Objectives

Participants will:

- Understand why ID number issuance is changing,
- Recognize the US EPA Form 8700-12 and its components,
- Understand the basics of the RCRAInfo system for both industry and regulatory users and
- Know what resources are available when questions arise.



# Current Permanent State ID Number Issuance & Maintenance Process

1. Complete DTSC Form 1358 – Permanent State ID Number Application
2. Submit by email, mail or fax
3. Processed within 10-15 business days, provided that the form has been completed thoroughly and accurately

**IMPORTANT:** Please read the instructions before completing this form. Fill out this form completely and accurately. Incomplete and inaccurate forms will be rejected. All fields are required except those indicated as optional.

**NEW NUMBER REQUESTS.** Check all that apply

1. I am applying for a new permanent State ID number as a hazardous waste:  
 a) Generator  b) Transporter

Reason for a new number:  
 a) Never had a number  b) Business moved  c) Legal business owner changed

**CHANGES TO STATUS OR INFORMATION FOR AN EXISTING STATE ID NUMBER**  
For existing ID number (include the lettered prefix): \_\_\_\_\_

2. I am updating the mailing address and/or contact information only.  
 3. I am inactivating this ID number.  
 4. I am reactivating this ID number.  
 5. I am changing the business name only, no ownership change.

6. a) Site/Facility/Business Name (include DBA): \_\_\_\_\_  
b) Business Type:  Sole Proprietor  Corporation  Partnership  LLC  Other \_\_\_\_\_

7. Site Location: \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ County \_\_\_\_\_

8. a) Federal Employer ID Number (FEIN): \_\_\_\_\_  
b) CA Secretary of State Filing/Entity Number (if applicable): \_\_\_\_\_  
c) CDTFA Account Number (if applicable): \_\_\_\_\_

9. Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_



# What is the US EPA Form 8700-12?

- Known as the Site ID Form
- Multipurpose form

OMB# 2050-0024; Expires 04/30/2024

|                                                                                           |                                                                                     |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| United States Environmental Protection Agency<br>RCRA SUBTITLE C SITE IDENTIFICATION FORM |  |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

1. Reason for Submittal (Select only one.)

|                          |                                                                                                                                                                                                                                                                                             |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Obtaining or updating an EPA ID number for on-going regulated activities (Items 10-17 below) that will continue for a period of time.                                                                                                                                                       |
| <input type="checkbox"/> | Submitting as a component of the Hazardous Waste Report for _____ (Reporting Year)                                                                                                                                                                                                          |
| <input type="checkbox"/> | Site was a TSD facility, a reverse distributor, and/or generator of $\geq 1,000$ kg of non-acute hazardous waste, $> 1$ kg of acute hazardous waste, or $> 100$ kg of acute hazardous waste spill cleanup in one or more months of the reporting year (or State equivalent LQG regulations) |
| <input type="checkbox"/> | Notifying that regulated activity is no longer occurring at this Site                                                                                                                                                                                                                       |
| <input type="checkbox"/> | Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities                                                                                                                                                                                                 |
| <input type="checkbox"/> | Submitting a new or revised Part A (permit) Form                                                                                                                                                                                                                                            |

2. Site EPA ID Number

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|

3. Site Name

|  |
|--|
|  |
|--|

4. Site Location Address

|                        |           |                                                          |  |
|------------------------|-----------|----------------------------------------------------------|--|
| Street Address         |           |                                                          |  |
| City, Town, or Village |           | County                                                   |  |
| State                  | Country   | Zip Code                                                 |  |
| Latitude               | Longitude | <input type="checkbox"/> Use Lat/Long as Primary Address |  |

5. Site Mailing Address

Same as Location Street Address

|                        |         |          |  |
|------------------------|---------|----------|--|
| Street Address         |         |          |  |
| City, Town, or Village |         |          |  |
| State                  | Country | Zip Code |  |

6. Site Land Type

Private  County  District  Federal  Tribal  Municipal  State  Other

7. North American Industry Classification System (NAICS) Code(s) for the Site (at least 5-digit codes)

|              |  |    |  |
|--------------|--|----|--|
| A. (Primary) |  | C. |  |
| B.           |  | D. |  |

# Purpose of the Change

- Compliance with current regulations
- Efficiency and Security
- Anticipation of future regulatory changes
- Consistency with US EPA's direction



# Timeline

- Begin accepting US EPA Form 8700-12: March 1, 2024
- End accepting DTSC Form 1358: December 31, 2025




# Overview of US EPA Form 8700-12 continued

- Transporter Sections: 11(A)(1), 11(C)(1)
  - Transporters need to be sure to complete additional applications to transport hazardous waste.
  - Applicants should contact [transporter@dtsc.ca.gov](mailto:transporter@dtsc.ca.gov) or call 800-618-6942 for more information.
- TSDFs and Manifest Brokers: contact DTSC by phone or email



# Overview of US EPA Form 8700-12 Paper Form

OMB# 2050-0024; Expires 04/30/2024

|                                                                                           |  |                                                                                   |
|-------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|
| United States Environmental Protection Agency<br>RCRA SUBTITLE C SITE IDENTIFICATION FORM |  |  |
|-------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|

1. Reason for Submittal (Select only one.)

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Obtaining or updating an EPA ID number for on-going regulated activities (Items 10-17 below) that will continue for a period of time.                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | Submitting as a component of the Hazardous Waste Report for _____ (Reporting Year) <ul style="list-style-type: none"> <li><input type="checkbox"/> Site was a TSD facility, a reverse distributor, and/or generator of &gt; 1,000 kg of non-acute hazardous waste, &gt; 1 kg of acute hazardous waste, or &gt; 100 kg of acute hazardous waste spill/cleanup in one or more months of the reporting year (or State equivalent LQG regulations)</li> </ul> |
| <input type="checkbox"/> | Notifying that regulated activity is no longer occurring at this Site                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | Submitting a new or revised Part A (permit) Form                                                                                                                                                                                                                                                                                                                                                                                                          |

2. Site EPA ID Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

3. Site Name

|  |
|--|
|  |
|--|

4. Site Location Address

|                        |           |                                                          |  |
|------------------------|-----------|----------------------------------------------------------|--|
| Street Address         |           |                                                          |  |
| City, Town, or Village |           | County                                                   |  |
| State                  | Country   | Zip Code                                                 |  |
| Latitude               | Longitude | <input type="checkbox"/> Use Lat/Long as Primary Address |  |

5. Site Mailing Address  Same as Location Street Address

|                        |         |          |  |
|------------------------|---------|----------|--|
| Street Address         |         |          |  |
| City, Town, or Village |         | County   |  |
| State                  | Country | Zip Code |  |

6. Site Land Type

|                                  |                                 |                                   |                                  |                                 |                                    |                                |                                |
|----------------------------------|---------------------------------|-----------------------------------|----------------------------------|---------------------------------|------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Private | <input type="checkbox"/> County | <input type="checkbox"/> District | <input type="checkbox"/> Federal | <input type="checkbox"/> Tribal | <input type="checkbox"/> Municipal | <input type="checkbox"/> State | <input type="checkbox"/> Other |
|----------------------------------|---------------------------------|-----------------------------------|----------------------------------|---------------------------------|------------------------------------|--------------------------------|--------------------------------|

7. North American Industry Classification System (NAICS) Code(s) for the Site (at least 5-digit codes)

|              |  |    |  |
|--------------|--|----|--|
| A. (Primary) |  | C. |  |
| B.           |  | D. |  |

EPA Form 8700-12, 8700-13 A/B, 8700-23 Page    of   

## Generator Information

- Mandatory fields
- Owner vs Operator
- State vs Federal generator status



# Overview of US EPA Form 8700-12 continued

## Important Notes:

- Providing an email address is very highly recommended.
- Generators on tribal land must contact US EPA Region 9 to have their ID number issued:  
[R9LandSubmit@epa.gov](mailto:R9LandSubmit@epa.gov).

# BREAK TIME!



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# What is RCRAInfo?

- Resource Conservation Recovery Act Information (RCRAInfo) is EPA's comprehensive information system about hazardous waste handlers.
- The RCRAInfo system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of hazardous waste handlers.
- Contains a wide range of information on TSDFs regarding permit/closure status, compliance with Federal and State regulations, and cleanup activities.
- RCRAInfo contains multiple modules, and a user can obtain a variety of permission levels.
- RCRAInfo is a dynamic systems that allows handlers and regulators to update information as needed or required.



# RCRAInfo vs. HWTS

| RCRAInfo                                                                                       | Hazardous Waste Tracking System (HWTS)                                        |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Federal system; DTSC is the administrator.                                                     | DTSC system.                                                                  |
| Both industry and regulators can register for a user account.                                  | User accounts restricted to regulators.                                       |
| Dynamic system; updates or corrections can be made by handlers with the appropriate permission | Data repository; data cannot be corrected or updated by handlers              |
| Nationwide manifest data available from June 30, 2018 to the present                           | California manifest data available from 1993 to the present                   |
| All manifest density calculated at density of water; most tonnage information inaccurate       | Specific waste codes calculate density correctly to get more accurate tonnage |

# RCRAInfo **Industry** Demo

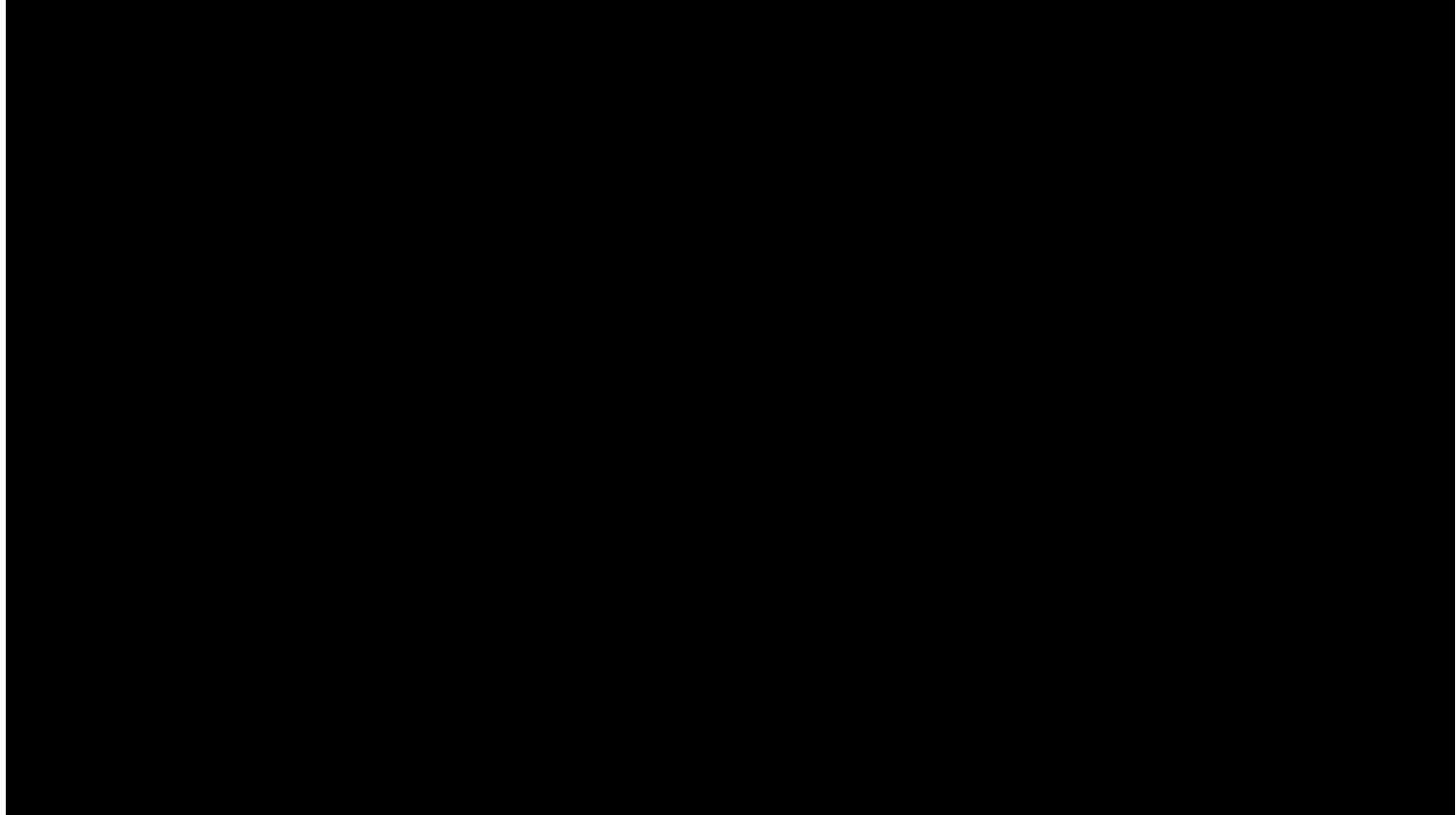
## Overview of the Process

1. Registration
2. Complete US EPA Form 8700-12
3. Electronic Signature Agreement (ESA)
4. Submit US EPA Form 8700-12 for DTSC review



# RCRAInfo **Industry** Demo

From Registration to New Site ID Request



# RCRAInfo Industry Demo

## Review online version of US EPA Form 8700-12

Home (/rcrainfoprod/action/secured/home) / Handler CAR000000000 / Create New Handler

CAR000000000

### Create New Handler

#### General Information

Received Date \*

01/25/2024



Non-notifier

Select Non-notifier

Extract to Public? \*

Yes

Acknowledgement Flag

#### 1. Reason for Submittal

Choose the reason for this submission \*

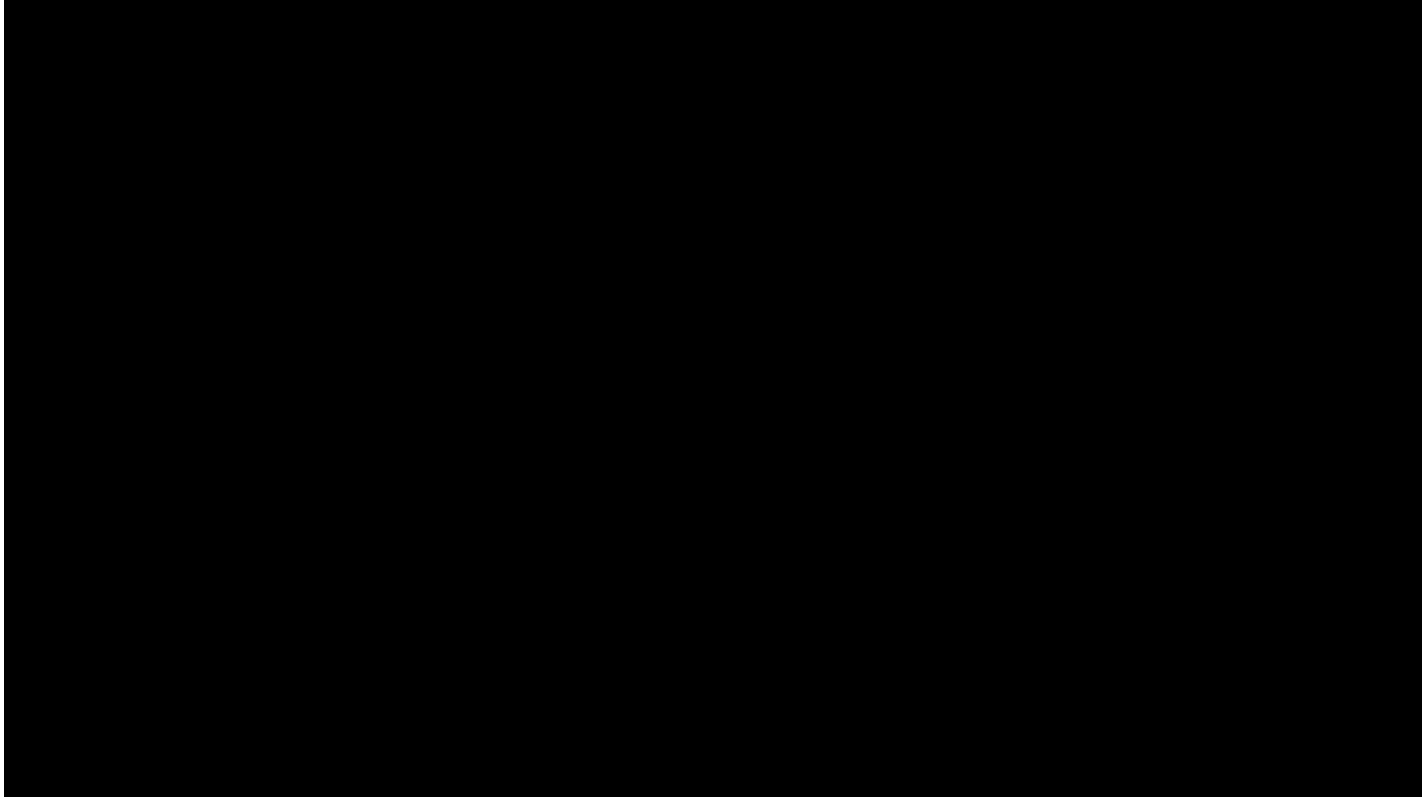
- Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity) [Source N]
- Submitting a new or revised Part A Form [Source A]
- Implementer. [Source I]
- Temporary. [Source T]
- Emergency. [Source E]
- Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]

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# RCRAInfo **Industry** Demo

Completed US EPA Form 8700-12, Electronic Signature Agreement, and Submission



# Paper or Online?

Online is the way to go!

- Information security
- RCRAInfo is a multi-use platform
- Online submissions are processed faster:
  - ✓ There is no time between submission and receipt.
  - ✓ Eliminated risk of paperwork being lost in the mail.

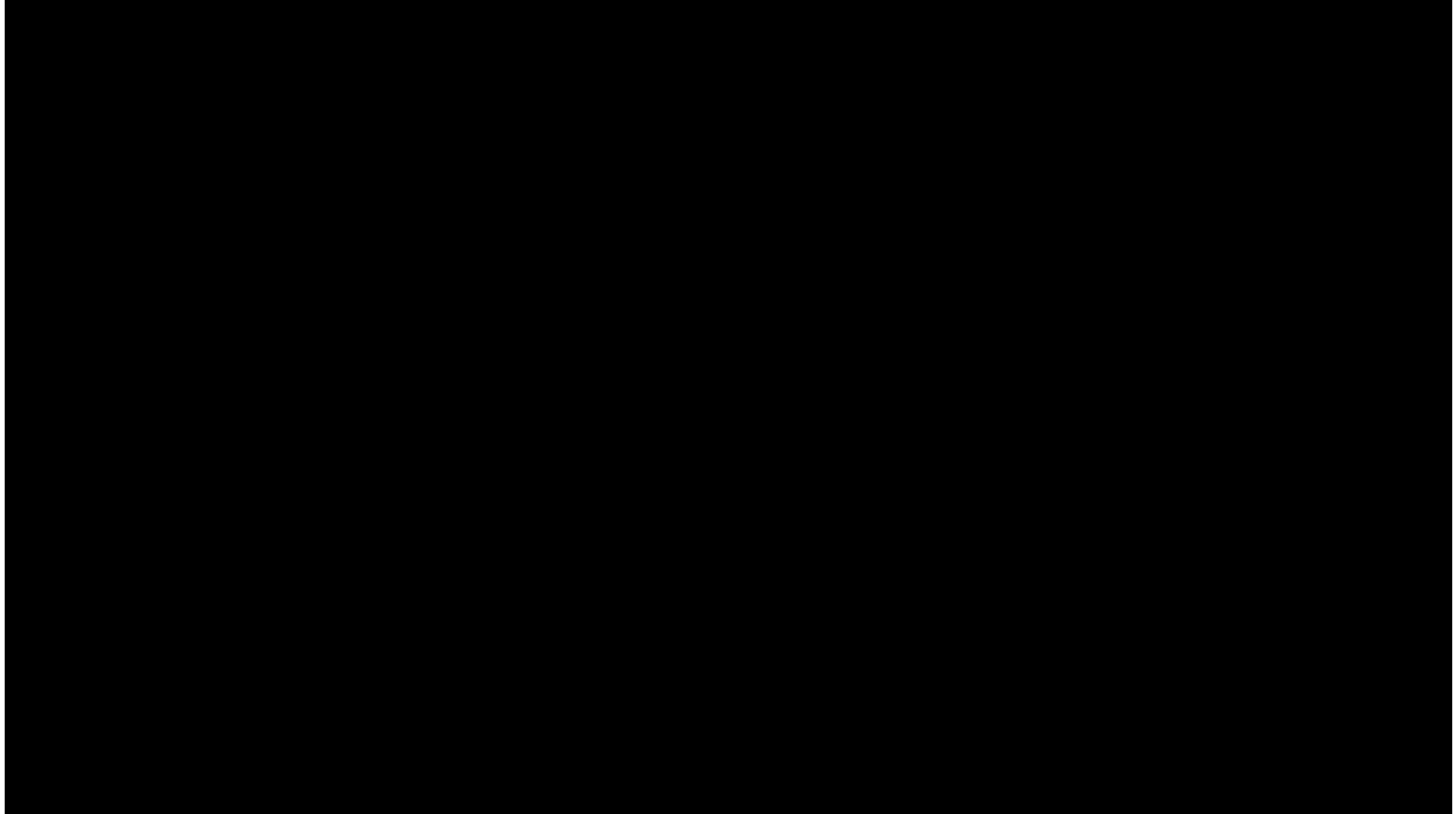


# BREAK TIME!



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# RCRAInfo Regulatory Demo



# RCRAInfo Regulatory Demo

- To complete an application on behalf of a generator, you must complete the following four steps:

Step 1: Register an Industry Account

Step 2: Fill out US EPA Form 8700-12



# RCRAInfo Regulatory Demo

Step 3: Click “Finish Later”

The screenshot shows the RCRAInfo web application interface. A modal dialog box titled "e-Signature Agreement is Required" is displayed in the foreground. The dialog contains the following text:

You currently do not have an e-Signature Agreement that allows you to submit this new site ID Request.

If you intend to be a Certifier or Site Manager for this site, please click Submit to begin the e-Signature Agreement process.

If you need to send this request to a Certifier or Site Manager, please click Finish Later to save this submission as a draft. Then on the "Outstanding Site ID Requests" tab, use the "Share" icon next to this draft to generate a link to send to the Certifier/Site Manager. That link will allow them to review, sign, and submit this form.

At the bottom of the dialog are two buttons: "Submit" and "Finish Later". The "Finish Later" button is highlighted with a green border.

The background of the screenshot shows a list of site ID requests. Item 14 is "LQG Consolidation of VSQG Waste" with the note "Your state does not participate in LQG Co...". Item 15 is "Notification of LQG Site Closure for a..." with the note "LQG Closure is not applicable when creat...". Item 16 is "Notification of Hazardous Secondary M..." with the note "Your state does not participate in HSM.". Item 17 is "Electronic Manifest Broker" with the question "Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?" and the answer "No". Item 18 is "Comments" with the text "Public Comments state only". Item 19 is "Certification" with a table that has columns for "First Name", "M.I.", "Last Name", "Title", "Date Signed", and "Action". The table is currently empty, with the text "There are no certifications to display." below it. At the bottom of the page are buttons for "Submit", "Make Changes", and "Back to My Sites".



# RCRAInfo Regulatory Demo

Step 4:

The screenshot shows the RCRAInfo web application interface. At the top, there is a navigation bar with 'Home', 'Documentation', and 'Feedback/Report an Issue'. The user's name 'Angella' is visible in the top right. Below the navigation bar, there are tabs for 'Overview', 'My Sites', and 'Outstanding'. The main content area is titled 'Outstanding Site ID Req' and includes a 'Show' dropdown menu set to 'entries'. A table with the following columns is displayed: Site Name, State, Site Location, Last Updated, Status, and Action. The table contains one entry: 'test' in 'CA' state, located at 'test, Sacramento, CA 95814', last updated on '02/02/2024 11:16:11 AM', with a status of 'Draft'. A 'Showing 1 to 1 of 1 entries' message is at the bottom left of the table, and 'Previous 1 Next' navigation is at the bottom right. An orange 'Shareable Link' dialog box is overlaid on the table, containing the text: 'The shareable link below can be accessed by anyone with RCRAInfo Industry account.' and the URL: 'https://rcrainfopreprod.epa.gov/rcrainfo/action/industry/secured/myrcraid/share/31742069'. The 'Copy to Clipboard' button is highlighted with a green border.

| Site Name | State | Site Location              | Last Updated           | Status | Action                                                |
|-----------|-------|----------------------------|------------------------|--------|-------------------------------------------------------|
| test      | CA    | test, Sacramento, CA 95814 | 02/02/2024 11:16:11 AM | Draft  | <a href="#">✎</a> <a href="#">✕</a> <a href="#">↶</a> |





# Resources

- US EPA Form 8700-12 and instructions:  
[https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra\\_subtitleC\\_forms\\_and\\_instructions.pdf;jsessionid=93B440BE6B8C7D4BE318D5F362893493](https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf;jsessionid=93B440BE6B8C7D4BE318D5F362893493)
- myRCRAid Industry Training Video: <https://dtsc.ca.gov/myrcraid-training-video/>
- DTSC RCRAInfo Help Desk: 800-618-6942 or [myRCRAid@dtsc.ca.gov](mailto:myRCRAid@dtsc.ca.gov)
- DTSC HWTS Help Desk: 800-618-6942 or [HWTSadmn@dtsc.ca.gov](mailto:HWTSadmn@dtsc.ca.gov)
- Tribal Land US EPA contact: [R9LandSubmit@epa.gov](mailto:R9LandSubmit@epa.gov)

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# Any Questions?

California Department of Toxic Substances Control

RCRAInfo Questions: [myRCRAid@dtsc.ca.gov](mailto:myRCRAid@dtsc.ca.gov)  
or 800-618-6942

Angella Brown: [Angella.brown@dtsc.ca.gov](mailto:Angella.brown@dtsc.ca.gov)

Cyndi Gill: [Cyndi.gill@dtsc.ca.gov](mailto:Cyndi.gill@dtsc.ca.gov)



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