

How Schools Apply for an EPA/State ID Number and Notify as a Health Care Facility

Introduction

This document is meant to assist schools with Washington State Department of Ecology's (Ecology's) **Interim Policy for Vape Wastes in K–12 Schools**. It provides step-by-step instructions for a **consolidating school** to apply for an EPA/State ID number and notify as a health care facility in RCRAInfo, the EPA's online reporting platform.

Confiscated or discovered vapes are dangerous waste. In many cases, waste generators are required to notify Ecology of dangerous waste activities under the state's Dangerous Waste Regulations and the federal Resource Conservation and Recovery Act (RCRA).

An EPA/State ID number (also known as a Site ID number) is used for both federal and state reporting of dangerous waste activities in RCRAInfo. It is not a license or permit. RCRAInfo is the online tool used for hazardous waste reporting and notification in Washington State.

According to the requirements to manage nicotine vape waste under the Interim Policy, one or more schools in the school district can:

- Get an EPA/State ID number.
- Notify as a health care facility.
- Consolidate nicotine vape waste (as pharmaceutical waste) from small quantity generator schools within the same district.

After you obtain an active EPA/State ID number for the consolidating school, the school must file a simple annual report every year.

Before continuing, be sure to read the responsibilities and requirements in the Interim Policy and the additional resources listed here:

- [Interim Policy for Vape Waste in K–12 Schools](https://apps.ecology.wa.gov/publications/SummaryPages/2604025.html)¹
- [Managing Vape Waste in K–12 Schools webpage](https://ecology.wa.gov/school-vape-waste)²
- [Dangerous Waste Vape Management Options for Schools](https://apps.ecology.wa.gov/publications/SummaryPages/2604023.html)³

¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2604025.html>

² <https://ecology.wa.gov/school-vape-waste>

³ <https://apps.ecology.wa.gov/publications/SummaryPages/2604023.html>

Questions?

For questions about obtaining an EPA/State ID number:

Email: WA-RCRAInfo@ecy.wa.gov

Phone: 1-800-874-2022

For technical assistance with managing vape waste:

Email: vapewaste@ecy.wa.gov

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Instructions

Designate a site manager

First, designate an employee at the consolidating school to be the site manager. This person will oversee activity in RCRAInfo for this school to consolidate pharmaceutical vape waste for the school district. The site manager must follow the steps in this guide to obtain an EPA/State ID number and notify as a health care facility.

Note: A backup site manager should also register for RCRAInfo and obtain access to the consolidating school, in case the primary site manager is unavailable or unable to log in.

Follow this guide

This guide contains different sections to help consolidating schools complete the steps to apply for an EPA/State ID number and notify as a health care facility.

Each section in this guide is linked in the table of contents above. Steps within each section may contain hyperlinks to other sections. Please follow the steps closely.

Already have access to your school in RCRAInfo?

If your school already has an existing EPA/State ID number and you're registered in RCRAInfo with complete access to the site, you still need to notify as a health care facility.

Log in to RCRAInfo at [RCRAInfo.epa.gov](https://rcrainfo.epa.gov). Skip to [Section 4 Step 5](#) for instructions to submit a notification.

Section 1. Search the Hazardous Waste Tool

Step 1 – Search

Search Ecology's [hazardous waste tool](https://apps.ecology.wa.gov/hwsearch/SiteSearch.aspx)⁴ for the **consolidating school** to see if it already has an existing EPA/State ID number.

It's important to search several times by entering the school's name, site address, city, or zip code. Searching each field separately can help the Hazardous Waste Tool find the school. Add your information to a field and select "Search." If your school does not appear in the results, select "Reset" and try again with another field.

The screenshot shows the 'Hazardous Waste and Toxics Reduction Program' search interface. At the top left is the 'DEPARTMENT OF ECOLOGY State of Washington' logo. The title 'Hazardous Waste and Toxics Reduction Program' is at the top right, with a subtitle 'Search for Hazardous Waste Facilities in Washington State : Production'. Below the title is a 'Search' tab. The main area is divided into two columns. The left column contains a welcome message: 'Welcome to the new search tool for finding Hazardous Waste (HW) Facilities in Washington State. These **EPA/State Id Numbers** are valid, however the number may be inactive, or the business name may not be current.' The right column contains search fields: 'EPA/State Id:', 'Site Name:', 'Site Address:', 'City:', 'ZIP Code:', 'County:' (a dropdown menu), 'Report Year:' (a dropdown menu), and 'NAICS Code:'. At the bottom right of the right column are 'Search' and 'Reset' buttons.

EPA/State ID numbers appear in the first column of the search results. If the school does not appear after several searches, it may not have an EPA/State ID number yet.

Important Note!

Sometimes, EPA/State ID numbers for your school district may appear in the search results. However, most school districts don't qualify as a health care facility. Instead, each **consolidating school** must request a separate EPA/State ID number.

Step 2 – Save the results and continue

- If you have an EPA/State ID number for your school, save that number for later.
- If you don't find an EPA/State ID number for your school, you will create one later.

Continue to Section 2. Register for RCRAInfo.

⁴ <https://apps.ecology.wa.gov/hwsearch/SiteSearch.aspx>

Section 2. Register for RCRAInfo

Step 1 – Start registration

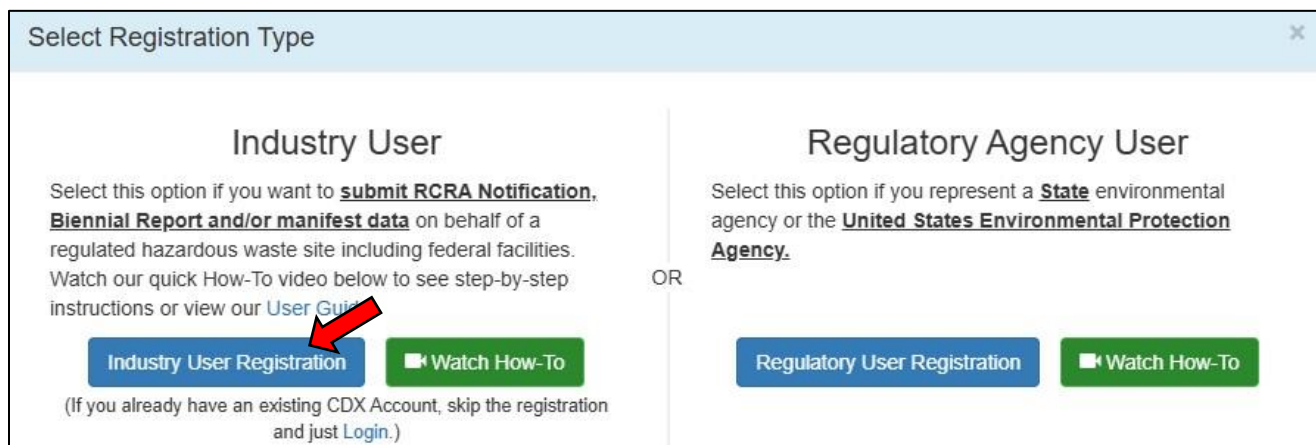
Go to the RCRAInfo website at [RCRAInfo.epa.gov](https://rcrainfo.epa.gov) and select the “Register” link.



The screenshot shows the RCRAInfo Sign In page. On the left, there is a blue box with the text: "RCRAInfo Sign In" and a paragraph describing the system. On the right, there is a white box with a "User ID" input field, a "Continue" button, a "Register" link, and a "Forgot User ID?" link. A red arrow points to the "Register" link.

Step 2 – Select registration type

You will be asked to select your registration type. Select the “Industry User Registration” button.



The screenshot shows the "Select Registration Type" page. It has two columns: "Industry User" and "Regulatory Agency User". The "Industry User" column has a description, a "Watch How-To" button, and an "Industry User Registration" button. A red arrow points to the "Industry User Registration" button. The "Regulatory Agency User" column has a description, a "Watch How-To" button, and a "Regulatory User Registration" button. The "OR" text is between the two columns.

Step 3 – Create a User ID

Enter a User ID and email address. Review and check the box to “Agree to the Terms and Conditions.” After you agree to the terms and conditions, select “Continue to Login.Gov.” You will be redirected to Login.gov to sign in or create an account.

Create a New Account

Built on 

* = required

User ID and Email

User ID *

Email *

This field is required.

Create a unique user ID that you will use for RCRAInfo and any other EPA CDX applications.

Enter the email address to use for RCRAInfo notifications. Your email address may also be used to evaluate your access requests to sites within RCRAInfo.

☐ Agree to the [Terms and Conditions](#)

Step 4 – Use Login.gov

Sign in

If you already have a Login.gov account, sign in.

Create an account

If you don't have a Login.gov account, select the “Create an account” tab. Follow the instructions on screen to create your Login.gov account.

Once you're signed in to Login.gov, continue to Step 5.



EPA CDX Test is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

☒ English (default)

☐ Español

☐ Français

☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

Step 5 – Add user information

Add your user information, including title, first name, and last name. Select three security questions and add your answers. Save these security questions and answers for future use.

Complete User Registration

Built on  CDX

* = required

User Information

Title *	First Name *	Middle Initial	Last Name *	Suffix
Select...				Select...

These questions will be used when help desk assistance is required.

Question 1 *	Answer 1 * ⓘ
Select a question...	
Question 2 *	Answer 2 *
Select a question...	
Question 3 *	Answer 3 *
Select a question...	

☐ Show answers

Note: Sometimes using autofill can accidentally clear your responses in this section.

Step 6 – Complete registration

Add organization information for the consolidating school, including organization name, mailing address, your job title, and phone number. Select “Complete Registration.”

Organization Information

Organization Name *

This field is required.

Mailing Address (line 1) *

Mailing Address (line 2)

Country *	Zip Code *	City *	State *
UNITED STATES			WASHINGTON
	This field is required.	This field is required.	

Job Title *

Phone Number *	Extension
This field is required.	

Complete Registration

Now you're registered for RCRAInfo!

RCRAInfo will ask you to sign in again using the information you just created. If not, go to RCRAInfo.epa.gov and sign in.

Step 7 – Next steps

After creating your account:

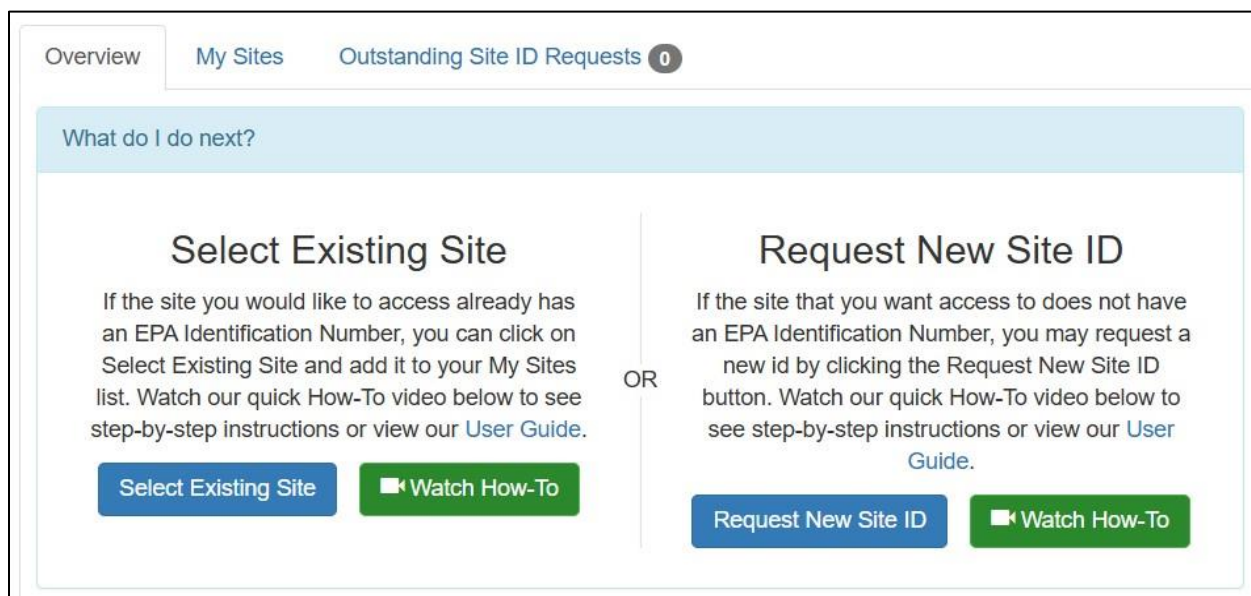
If you don't have an EPA/State ID number, continue to [Section 3. Request a New EPA/State ID Number](#) on the next page.

If you have an existing EPA/State ID number, skip Section 3. Instead, continue to [Section 4. Access an Existing EPA/State ID Number](#). Section 3 is only for schools that need to request a new EPA/State ID number.

Section 3. Request a New EPA/State ID Number

Step 1 – Request new site ID

If the consolidating school doesn't have an EPA/State ID number, select the "Request New Site ID" button. (An EPA/State ID number is known as a Site ID number in the RCRAInfo platform.)



Overview My Sites Outstanding Site ID Requests 0

What do I do next?

Select Existing Site

If the site you would like to access already has an EPA Identification Number, you can click on Select Existing Site and add it to your My Sites list. Watch our quick How-To video below to see step-by-step instructions or view our [User Guide](#).

Select Existing Site Watch How-To

OR

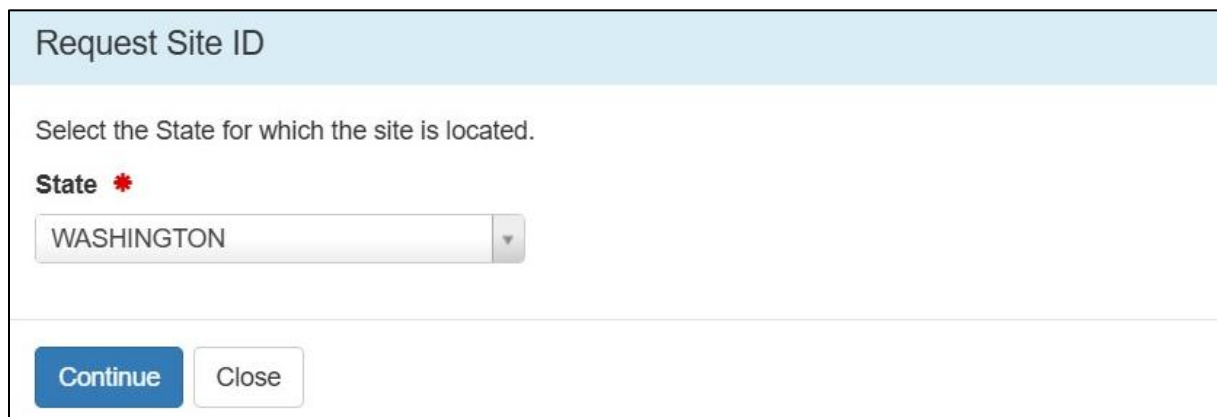
Request New Site ID

If the site that you want access to does not have an EPA Identification Number, you may request a new id by clicking the Request New Site ID button. Watch our quick How-To video below to see step-by-step instructions or view our [User Guide](#).

Request New Site ID Watch How-To

Step 2 – Select State

A "Request Site ID" window will appear. Choose "Washington" from the State dropdown menu and select "Continue."



Request Site ID

Select the State for which the site is located.

State *

WASHINGTON

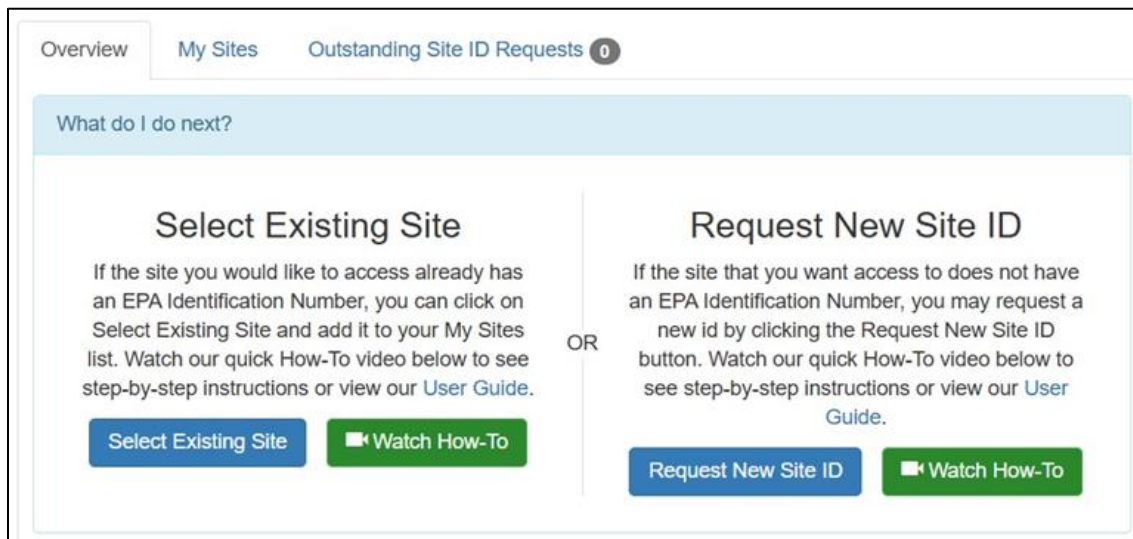
Continue Close

The "Create New Site ID" form will appear. Next, skip Section 4. Instead, continue to [Section 5. Notify as a Health Care Facility](#). Section 4 is only for schools that already have an EPA/State ID number.

Section 4. Access an Existing EPA/State ID Number

Step 1 – Select existing site

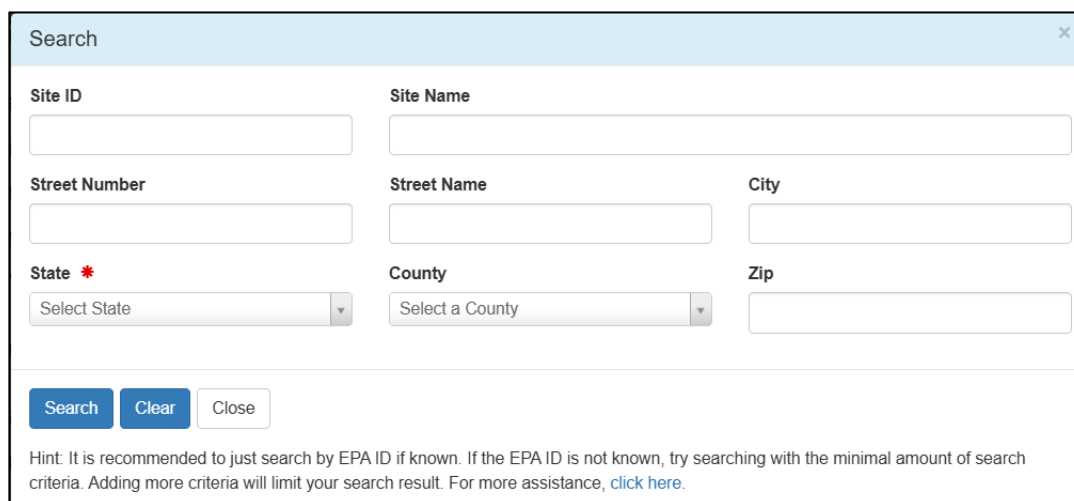
If the consolidating school already has an existing EPA/State ID number, go to the RCRAInfo website: [RCRAInfo.epa.gov](https://www.epa.gov/rcrainfo). Choose the “Select Existing Site” button.



The screenshot shows the RCRAInfo website interface. At the top, there are tabs for 'Overview', 'My Sites', and 'Outstanding Site ID Requests' with a count of 0. Below the tabs is a light blue banner that says 'What do I do next?'. The main content area is divided into two columns. The left column is titled 'Select Existing Site' and contains the text: 'If the site you would like to access already has an EPA Identification Number, you can click on Select Existing Site and add it to your My Sites list. Watch our quick How-To video below to see step-by-step instructions or view our User Guide.' Below this text are two buttons: 'Select Existing Site' (blue) and 'Watch How-To' (green with a play icon). The right column is titled 'Request New Site ID' and contains the text: 'If the site that you want access to does not have an EPA Identification Number, you may request a new id by clicking the Request New Site ID button. Watch our quick How-To video below to see step-by-step instructions or view our User Guide.' Below this text are two buttons: 'Request New Site ID' (blue) and 'Watch How-To' (green with a play icon). An 'OR' separator is placed between the two columns.

Step 2 – Search RCRAInfo for your school

A search window will appear. Next, you will search for the consolidating school by EPA/State ID number. Specifying the school's EPA/State ID number is the fastest and most effective way to find a site. Make sure to use the EPA/State ID number for the **consolidating school**. Don't use the school district's EPA/State ID number (unless the district qualifies as a health care facility).



The screenshot shows the RCRAInfo search window. It has a title bar 'Search' with a close button (X). The form contains several input fields: 'Site ID', 'Site Name', 'Street Number', 'Street Name', 'City', 'State' (with a red asterisk and a dropdown menu), 'County' (with a dropdown menu), and 'Zip'. Below the input fields are three buttons: 'Search' (blue), 'Clear' (blue), and 'Close' (white). At the bottom, there is a hint: 'Hint: It is recommended to just search by EPA ID if known. If the EPA ID is not known, try searching with the minimal amount of search criteria. Adding more criteria will limit your search result. For more assistance, [click here](#).'

Add the EPA/State ID number to the “Site ID” field and select the “Search” button. (An EPA/State ID number is known as a Site ID number in the RCRAInfo platform.)

The consolidating school should appear in the search results. Select the check box next to the school's name. Select "Request Access."

Step 3 – Select site permissions

Next, you will request site permissions. Select "Active" next to "Site Management" in the permission level dropdown menu. By selecting this option, you will request site manager-level permissions in RCRAInfo.

Site Select Permissions

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None	None
Annual Report	None	None
Biennial Report	None	None
e-Manifest	None	None
Industry Permitting	None	None
myRCRAid	None	None
PCB	None	None
WIETS	None	None

Send Request

Back to Search Results

Close

Once you choose the appropriate permission level, select the "Send Request" button.

Ecology will process the request in 1 to 2 business days if there isn't a site manager already established. You will receive an email after the permissions are granted in RCRAInfo. When you have site manager permissions, continue to Step 4- Complete the Electronic Signature Agreement.

Step 4 – Complete the Electronic Signature Agreement

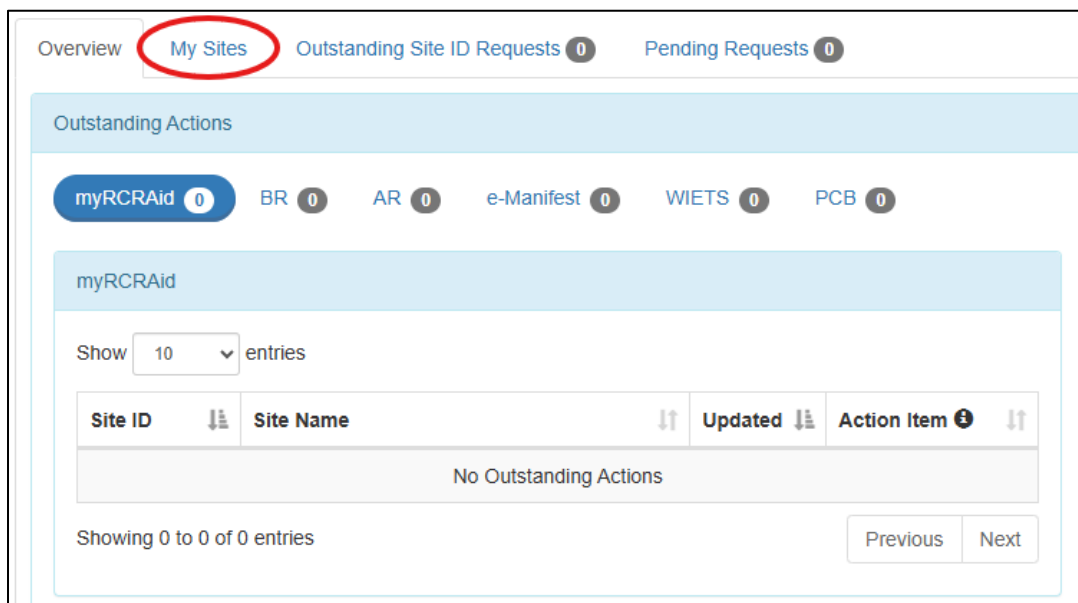
Return to [RCRAInfo.epa.gov](https://rcrainfo.epa.gov) and sign in. Complete the Electronic Signature Agreement (ESA). For instructions to complete the ESA, see [Section 6: Electronic Signature Agreement](#).

The approved site manager for the consolidating school should complete the Electronic Signature Agreement Management form.

Step 5 – Open your site

Next, you will submit an update notification that the consolidating school is a health care facility.

Select the “My Sites” tab.

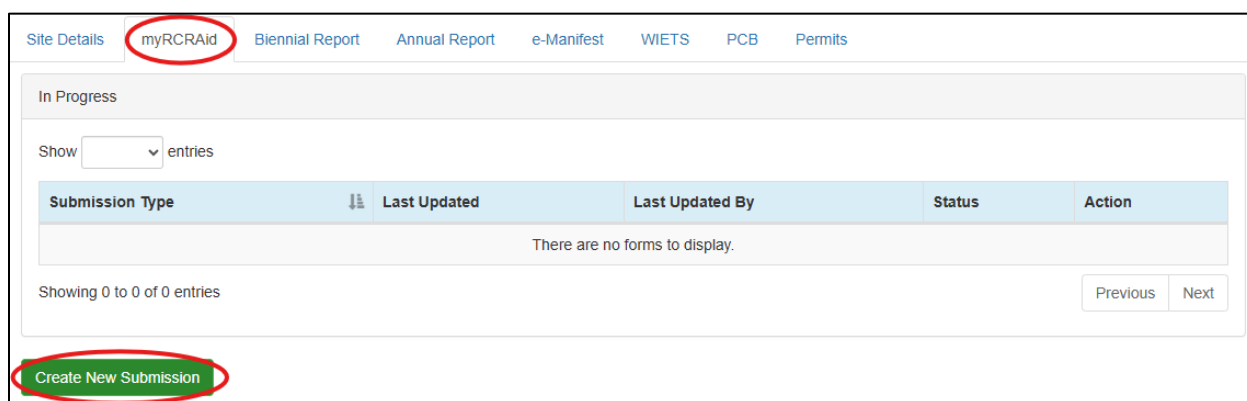


The screenshot shows a web application interface with a top navigation bar containing tabs: Overview, My Sites (highlighted with a red circle), Outstanding Site ID Requests (0), and Pending Requests (0). Below the navigation bar is a section titled 'Outstanding Actions' with a sub-header 'myRCRAid'. Under this sub-header, there are buttons for myRCRAid (0), BR (0), AR (0), e-Manifest (0), WIETS (0), and PCB (0). Below these buttons is a table with columns: Site ID, Site Name, Updated, and Action Item. The table is currently empty, displaying 'No Outstanding Actions'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

Open the site details for the consolidating school by selecting the hyperlinked site name.

Step 6 – Create a new submission

Select the “myRCRAid” tab. From there, select the “Create New Submission” button.



The screenshot shows a web application interface with a top navigation bar containing tabs: Site Details, myRCRAid (highlighted with a red circle), Biennial Report, Annual Report, e-Manifest, WIETS, PCB, and Permits. Below the navigation bar is a section titled 'In Progress' with a sub-header 'myRCRAid'. Under this sub-header, there are buttons for myRCRAid (0), BR (0), AR (0), e-Manifest (0), WIETS (0), PCB (0), and Permits (0). Below these buttons is a table with columns: Submission Type, Last Updated, Last Updated By, Status, and Action. The table is currently empty, displaying 'There are no forms to display.' At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. At the bottom of the page, there is a button labeled 'Create New Submission' (highlighted with a red circle).

Step 7 – Continue to next section

The “Add Source Record” form will appear.

Next, continue to [Section 5. Notify as a Health Care Facility](#) to submit a notification.

Section 5. Notify as a Health Care Facility

If you already have an EPA/State ID number, most fields will automatically populate on the form with the consolidating school's information. As you review the form, verify that the data is accurate, or update the information based on the instructions.

If you are requesting a new EPA/State ID number, closely follow the next steps to fill out and submit the form. By submitting this form, you will create a new EPA/State ID number for the consolidating school and notify as a health care facility.

Step 1 – Choose the reason for your submission

For this form, we will refer to each numbered form section as a part.

In part 1. Reason for Submittal, under “Choose the reason for this submission”, select the option that says “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].”

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]

☐

Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities only. [Source K]

☐

Notifying that regulated activity is no longer occurring at this Site. [Source D]

In part 2. Site ID is already filled in. Continue to part 3.

In part 3. **Site Name**, enter or verify the consolidating school's name in the “Name” field.

3. Site Name

Name *

This field is required.

Step 2 – Add addresses, land type, and NAICS code

In part 4. Site Location, enter or verify the physical address for the consolidating school. It is optional to fill out the coordinate geographic information.

In part 5. Site Mailing Address, enter or verify the mailing address for the consolidating school.

In part 6. Site Land Type, select or verify the land type in the dropdown menu. For public schools, select “State” from the dropdown menu. For private schools, select “Private.”

In part 7. North American Industry Classification System (NAICS), enter the NAICS code for elementary and secondary schools: **611110**.

5. Site Mailing Address

Copy From Address

Street Number

Street 1 *

Street 2

Zip *

City, Town or Village *

State *

Country *

ex: 99999-9999

Select State

UNITED STATES

6. Site Land Type

Land Type *

State

7. North American Industry Classification System (NAICS)

Primary NAICS *

611110 - ELEMENTARY AND SECONDARY SCHOOLS

Other NAICS

Select Other NAICS

Step 3 – Add contact information

In part 8. Site Contact Person and part 8a. Site Contact Address, enter the contact information and work address for the primary contact person at the consolidating school. If there are additional contacts, add them in part 8b. Additional Contacts.

8. Site Contact Person

First Name *

This field is required.

Middle Initial

Last Name *

This field is required.

Title

Email *

ex: abc@domain.com

This field is required.

Phone Number *

ex: 999-999-9999

This field is required.

Extension

ex: 9

Fax

ex: 999-999-999

Preferred Language *

ENGLISH

8a. Site Contact Address

Copy From Address -

Street Number

Street 1

Street 2

Zip

ex: 99999-9999

City, Town or Village

State

WASHINGTON

Country

UNITED STATES

8b. Additional Contacts

Type	Name	Address	Action
There are no additional contacts to display.			

Add

Step 4 – Add legal owner and operator

In part 9a. Legal Owner and part 9b. Legal Operator, select “Add” to add the legal owner and legal operator for the consolidating school. If it is a state school, add Washington State as the legal owner.

9a. Legal Owner *

At least one Legal Owner record must be provided.

Type	Name	Address	Date	Action
There are no owners to display.				

Add

9b. Legal Operator *

At least one Legal Operator record must be provided.

Type	Name	Address	Date	Action
There are no operators to display.				

Add

Step 5 – Report your generator category

In part 10A. Hazardous Waste Activities, select your federal and state generator category. If this is a consolidating school and you are using the Interim Policy for Vape Waste in K–12 Schools, select:

- “3- Very Small Quantity Generator” under **Generator of Hazardous Waste (Federal)**.
- “3- SQG- Small Quantity Generator” under **Generator of Hazardous Waste (State)**.

In some circumstances, you may need to select a higher generator category, for example, if you generated large amounts of non-vape waste from a gym floor tear out.

Don't make any other selections in part 10A.

10. Type of Federal Regulated Waste Activity

A. Hazardous Waste Activities

1. Generator of Hazardous Waste (Federal) *

3 - Very Small Quantity Generator

Generator of Hazardous Waste (State) *

3 - SQG - Small Quantity Generator (Less t...

2. Short Term Generator

No

3. Treater, Storer, or Disposer of Haz Waste

No

4. Receives Hazardous Waste from Off-site

No

5. Recycler of Hazardous Waste

Select Recycler Activity

6. Exempt Boiler and / or Industrial Furnace

None selected

Step 6 – Enter waste codes

In part 10B. Waste Codes for Federally Regulated Hazardous Waste, add the following waste codes using the Hazardous Waste Codes (Federal) dropdown menu:

- D001 Ignitable
- D003 Reactive
- P075 Nicotine

The screenshot shows two sections for entering hazardous waste codes. The top section, 'B. Waste Codes for Federally Regulated Hazardous Wastes', has a dropdown menu labeled 'Hazardous Waste Codes (Federal)' with '3 selected' and a 'Clear All' button. To the right, under 'Selected', are three tags: 'D001 x', 'D003 x', and 'P075 x'. The bottom section, 'C. Waste Codes for State Regulated (non-Federal) Hazardous Wastes', has a dropdown menu labeled 'Hazardous Waste Codes (State)' with '1 selected' and a 'Clear All' button. To the right, under 'Selected', is one tag: 'WT02 x'.

The ignitable and reactive codes signal the fire hazards that are associated with the lithium-ion batteries in vape wastes.

If consolidating other pharmaceuticals, include any other applicable federal listed waste codes in part 10B.

For most other medications such as Tylenol, Advil, or other medications, add WT02 in part 10C. Waste Codes for State Regulated (non-Federal) Hazardous Waste.

Don't make any changes to parts 11A. Other Waste Activities, 11B. Universal Waste Activities, and 11C. Used Oil Activities.

Step 7 – Notify as a Health Care Facility

This is the most important step to notify as a health care facility.

In part 11D. Pharmaceutical Activities under “Operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals,” **select “Healthcare Facility.”**

Under “Withdrawing from operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals,” don't change anything. Leave “No” selected.

The screenshot shows the 'D. Pharmaceutical Activities' section. Under the heading 'Operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.', there is a dropdown menu with 'Healthcare Facility' selected. Below this, under the heading 'Withdrawing from operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.', there is a radio button labeled 'No' which is selected.

Step 8 – Skip parts 12 to 17

Skip parts 12 to 17 in the form. Don't change anything.

Step 9 – Add additional information

Under the part called “Washington State Addendum,” enter your Washington State Tax Registration (UBI) Number and select “Monthly” as the frequency.

Don't make any other entries in the part for Washington State Addendum.

The screenshot shows the 'Washington State Addendum' section of a form. It contains two main parts: '1. General Information' and '3. Special Wastes'. In the 'General Information' section, there are two fields: '1. What is your Washington State Tax Registration (UBI) Number?' with a red asterisk and a text input box, and '2. How frequently do you generate dangerous waste?' with a red asterisk and a dropdown menu currently set to 'Monthly'. The '3. Special Wastes' section includes explanatory text about managing special waste and a question: '1. Are you a generator of special wastes (regulated under WAC 173-303-073)?' with a 'No' button.

Step 10 – Review, sign, and submit

Select the “Review” button to review all your entries, or “Finish Later” to save your progress and return later. Review the data in the form for accuracy. If any required fields are missing, they will be highlighted for you to correct.

After you make any corrections, select review again.

A row of three buttons: 'Review' (blue), 'Finish Later' (blue), and 'Back to My Sites' (light gray).

When you're done reviewing the form and everything is correct, scroll to the bottom and select “Sign & Submit.”

A row of three buttons: 'Sign & Submit' (blue), 'Make Changes' (green), and 'Back to My Sites' (light gray).

The Electronic Signature Agreement verification page will open. Continue to Section 6. Electronic Signature Agreement.

Section 6. Sign Electronic Signature Agreement

The Electronic Signature Agreement (ESA) will appear if:

- You are approved as a site manager for a site with an existing EPA/State ID number and signed in to RCRAInfo.
- You sign and submit a request for a new EPA/State ID number.

The information is used to verify your identity and is not saved.

Step 1 – Electronic Identity Proofing

The ESA starts with a question: “Would you like to perform electronic identity proofing? (Recommended).”

Select the button so that “Yes” is displayed.

Add your personal information to verify your electronic signature. **Do not enter the site information. The ESA is verifying your identity.** The system does not retain this information.

Step 2 – Agree to the ESA

Review the agreement and check the box stating, “I agree to Electronic Signature Agreement”.

Electronic Signature Agreement

You have been directed to this page because you have requested to be a Certifier for one of the RCRAInfo Industry Application components. Please enter the information below.

Identity Proofing

Would you like to perform electronic identity proofing? (Recommended)

Yes

Electronic Identity Proofing

The following information will be used for instant identity proofing. It will be sent to EPA's identity processing partner LexisNexis. This data is never saved and is completely deleted after identity proofing is complete. You will be immediately able to electronically sign in RCRAInfo if successful.

Home Mailing Address (Line 1) *

Home Mailing Address (Line 2)

City * State * Zip *

Select a State

Date of Birth * SSN Last 4 *

YYYY

MM

DD

Year

Month

Day

Show SSN

Home Phone Number

☐ I agree to the Electronic Signature Agreement

Verify and Sign

Once you select “Verify and Sign,” you have successfully completed the ESA. Now you can sign and submit electronically.

Section 7. Next Steps

You will receive an email confirming that your submission was received. After you complete the steps in this publication, continue with Step 3 of the [Interim Policy for Vape Waste in K–12 Schools](#).⁵

Section 8. Future reporting requirements

After you obtain an active EPA/State ID number for the consolidating school, the school must file a simple annual report every year.

Reporting starts January 2, or the first business day after January 1 of each year. Reports are due by March 1. The due date is federally mandated and we cannot grant extensions.

A consolidating school can inactivate their EPA/State ID number if they are a small quantity generator and no longer consolidate vape waste for the school district. Inactive sites that are small quantity generators do not need to submit annual reports.

If a school consolidated vape waste during a calendar year, they cannot inactivate their EPA/State ID number until they file their dangerous waste report for that year's activities.

For more information on future reporting, see [Ecology's Dangerous Waste Report Website](#).⁶

⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/2604025.html>

⁶ <https://ecology.wa.gov/DWReport>

Acronyms and Abbreviations

Ecology: Washington State Department of Ecology

EPA: United States Environmental Protection Agency

EPA/State ID: Identifying number used for both federal and state reporting of dangerous waste activities in RCRAInfo. (Also known as a Site ID number.)

HWTR: Hazardous Waste and Toxics Reduction Program

ID: Identification

LQG: Large quantity generator

Manifest: Uniform Hazardous Waste Manifest

MQG: Medium quantity generator

NAICS: North American Industry Classification System

QEL: Quantity exclusion limit

RCRA: Resource Conservation and Recovery Act

RCRAInfo: EPA's online hazardous waste reporting platform ([RCRAinfo.epa.gov](https://rcrainfo.epa.gov))

SQG: Small quantity generator

TSD facility: Treatment, storage, and disposal facility

WAC: Washington Administrative Code

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