



## OFFICE OF RESOURCE CONSERVATION AND RECOVERY

WASHINGTON, D.C. 20460

August 8, 2024

### **MEMORANDUM**

**SUBJECT:** RCRAInfo Data Reporting Requirements

**FROM:** Carolyn Hoskinson, Director

**TO:** Directors  
Land, Chemicals, and Redevelopment Division, Regions 1-10

The purpose of this memorandum is to outline longstanding expectations and to clarify the data entry standards for RCRAInfo, the national data system for the RCRA hazardous waste program. RCRAInfo supports the state-EPA partnership established for RCRA program implementation by facilitating regular information exchange. RCRAInfo houses the data that informs and represents the program at all levels of government. EPA's Office of Resource Conservation and Recovery (ORCR) is responsible for providing the national data system, RCRAInfo, to collect program data, and for supporting RCRAInfo users. Our state and regional partners are responsible for ensuring the timely submission and maintenance of high quality, accurate data.

ORCR's responsibilities include regular software maintenance and updates, national user calls and webinars, comprehensive system documentation, periodic news messages, and responding to user requests for help and enhancements. ORCR also produces and maintains on-demand training courses for RCRAInfo users.

The data in RCRAInfo is vital to environmental protection and to management of RCRA programs. In addition to supporting information requests from Congress, the public, and internal and external auditors, RCRAInfo data helps the program implement and enforce hazardous waste regulations and track program measures, supports emergency response efforts, assists regulatory analyses and design of new regulations, and is central to EPA's Capacity Assurance Planning process. Because the data is important to program implementation, it is critical that mandatory programmatic data be submitted in a timely manner as follows:

- within 30 days of the occurrence of an activity (or within 60 days for states that translate their data to RCRAInfo), or
- as programmatically required (for example, the Biennial Report data reporting cycle every other year and some national measures with accompanying reporting deadlines).

EPA regions or states may establish more stringent timelines for submission. Following submission, it is critical that data be updated as needed to maintain accuracy.

Pursuant to the RCRAInfo Business Rules, states and EPA regions must enter all required data described in the instructions<sup>1</sup>. EPA regions should note that state grant performance plans, agreements, and/or Memoranda of Agreement with states, as applicable, should require the use of RCRAInfo and maintenance of data within the system. Additionally, for facilities under regional purview, EPA regions should encourage regulated entities to submit all forms electronically via the RCRAInfo Industry Application to facilitate quality data.

Please share this memo with your state colleagues and communicate the importance of timely and accurate data maintenance in RCRAInfo. Please also encourage your staff and your state colleagues to take advantage of the resources offered by ORCR, including RCRAInfo training courses, mailing lists, and monthly national calls. For questions about these resources, your staff may contact Rebecca Kane ([kane.rebecca@epa.gov](mailto:kane.rebecca@epa.gov)) of my staff.

cc: Branch Managers, Regions 1-10

Dania Rodriguez, Association of State and Territorial Solid Waste Management Officials

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<sup>1</sup> RCRAInfo Regulatory Users' [Data Element Dictionary](#)