

RCRAInfo Single-Event Permit Data Entry Form

*EPA ID Number		Handler Name				
1		2				
SERIES SECTION						
Series <i>If adding/updating/deleting a Series, provide its Seq. No.</i>			<input type="checkbox"/> Add <input checked="" type="checkbox"/> 3 Update <input type="checkbox"/> Delete			
*Series Name:		4				
Responsible Person:			5		Seq. No. 6	
Series Notes: 7						
EVENT SECTION						
Event <i>If updating/deleting an Event, provide its Seq. No.</i>			<input type="checkbox"/> Add <input checked="" type="checkbox"/> 8 Update <input type="checkbox"/> Delete			
Seq. No.	Category	*Event Name			*Event Code	
9	10	11			12	
Scheduled Date		*Actual Date		Responsible Person		Suborganization
13		14		15		16
Notes: 17						
Does this Event change any Unit or Unit Detail information (e.g., capacity, legal/operating status, effective date, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No 18 <i>If Yes, complete only the Permit Unit/Unit Detail Section on page 2. If No, complete only the Existing Units Section below.</i>						
EXISTING UNITS SECTION						
Link	Unlink	*Unit Seq. No.	*Unit Name	*Unit Detail Seq. No.	*Effective Date	*Leg/Op
19	20	21	22	23	24	25

18 **Does this Event change any Unit or Unit Detail information (e.g., capacity, legal/operating status, effective date, etc.)?:** Check Yes or No. If Yes, then complete only the Permit Unit/Unit Detail Section on page 2. If No, then complete only the Existing Units Section.

Existing Units Section: **DO NOT** use this section if you need to change any Unit/Unit Detail information. Complete this section if you are only linking to an existing Unit Detail.

Link/Unlink: Check the appropriate box.

Unit Seq. No.: Enter the RCRAInfo-generated Seq. No. for the appropriate Unit.

Unit Name: Enter the Unit Name that needs to be linked/unlinked.

Unit Detail Seq. No.: Enter the RCRAInfo-generated Seq. No. for the Unit Detail that corresponds to the Unit that needs to be linked/unlinked.

Effective Date: Enter the Effective Date that corresponds to the existing Unit/Unit Detail. *If the Effective Date is changing due to the above Event, do not use this section; instead use the Unit/Unit Detail Section on page 2.*

Leg/Op: Enter the existing Legal and Operating Status of the Unit/Unit Detail.

1 **EPA ID Number:** 12-digit EPA ID Number assigned to the facility.

2 **Handler Name:** Enter name of facility.

3 **Series Add/Update/Delete:** Please check one of the three boxes. Select **Add** if you are adding a new Series; **Update** if the Series has already been entered into RCRAInfo, but modifications need to be made to the entry; **Delete** if the Series was reported in error and needs to be deleted from RCRAInfo.

Series Data:

4 **Series Name:** Enter the Series Name. If Adding a New Series, use a unique name. Series names are used to uniquely identify a permit (ex. operating, modification, post-closure).

5 **Responsible Person:** Optional. Self-explanatory. *Note: This identifier must be in the LU_Staff table in order for them to be inputted into RCRAInfo.*

6 **Seq. No.:** This is generated by RCRAInfo for new actions. Leave blank for a new Series; Enter this number for modifications or deletions.

7 **Notes:** Enter any Series Notes.

8 **Event Add/Update/Delete:** Please check one of the three boxes. Select **Add** if you are adding a new Event; **Update** if the Event has already been entered into RCRAInfo, but modifications need to be made to the entry; **Delete** if the Event was reported in error and needs to be deleted from RCRAInfo.

Event Data:

9 *Note: If using an Implementer-Defined Code, it must be in the LU_Permit_Event_Code table.*

Seq. No.: This is generated by RCRAInfo for new actions. Leave blank for a new Event; Enter this number from RCRAInfo for updates or deletions.

10 **Category:** (Optional) Enter the Event Code category.

11 **Event Name:** Enter the Event Name; It is recommended that the Event name correspond to the Event Code (#13).

12 **Event Code:** Enter the corresponding Event code and Status Code (as appropriate) describing the Event and status. For example, the Event, Final Determination: Permit Denied would be OP200PD. *A list of Event Names and their corresponding Event Codes and Status Codes is available in RCRAInfo Help, on the Region 3 RCRAInfo Data Tools web page, and in the Region 3 Permitting Primer.*

13 **Scheduled Date:** Enter a date to indicate an upcoming Event that has not taken place; once the Event takes place, the Event can be updated and the Actual Date inputted; Most often, this field is used to indicate when a permit will expire.

14 **Actual Date:** Enter the date the Event took place.

15 **Responsible Person:** Self-explanatory. *Note: This identifier must be in the LU_Staff table in order for it to be inputted into RCRAInfo.*

16 **Suborganization:** Self-explanatory.

17 **Event Notes:** Enter any Event Notes

EPA ID Number: <input type="text" value="1"/>		Handler Name: <input type="text" value="2"/>	
PERMIT UNIT/UNIT DETAIL SECTION			
Check box(es) that apply:		<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete <input type="text" value="4"/>	
<input type="checkbox"/> Unit <input type="text" value="3"/> <input type="checkbox"/> Unit Detail		If adding a Unit, provide the Unit Detail information to which to link the Unit. If adding/updating/deleting a Unit Detail only, provide the corresponding Unit information.	
*Unit Name: <input type="text" value="5"/>		Unit Seq. No.: <input type="text" value="6"/>	
Unit Notes: <input type="text" value="7"/>			
*No. of Units: <input type="text" value="8"/>	*Process Code: <input type="text" value="9"/>	*Legal Status: <input type="text" value="10"/>	*Operating Status: <input type="text" value="11"/>
*Commercial Status: <input type="text" value="12"/>			Standardized Permit: <input type="text" value="13"/>
*Effective Date: <input type="text" value="14"/>	*Capacity: <input type="text" value="15"/>	*Unit of Measure: <input type="text" value="16"/>	Capacity Type: <input type="text" value="17"/>
Unit Detail Seq. No.: <input type="text" value="18"/>		Unit Detail Notes: <input type="text" value="19"/>	
Do you want to link this Unit to Waste Codes? <input type="text" value="20"/> Yes <input type="checkbox"/> No <i>If Yes, complete the RCRAInfo Link Permit Unit to Waste Codes Data Entry Form.</i>			

1 EPA ID Number: 12-digit EPA ID Number assigned to the facility.

2 Handler Name: Enter name of facility.

3 Unit/Unit Detail: Check appropriate box(es).

4 Unit/Unit Detail Add/Update/Delete: Check one of the three boxes; Select **Add** if you would like to add a new Unit and/or Unit Detail to RCRAInfo or if there's been a change in Legal Status, Operating Status, or Capacity (in which case a new Unit Detail needs to be created); Select **Update** if the Unit and/or Unit Detail has already been entered into RCRAInfo, but you wish to add additional information and/or make changes to the existing information; Select **Delete** if an existing Unit reported in error. If you choose Delete, all associated Unit Details with the Unit will be deleted. You cannot delete specific Unit Details.

Unit Data:

6 Unit Name: Enter the name of the Unit; the Unit Name can correspond to the Permit Process Code (ex. Tank Storage) or be more descriptive such as Tank Storage #2.

7 Unit Notes: Self-explanatory.

8 Unit Seq. No.: This number is generated by RCRAInfo; if you are adding a new Unit, you can leave this field blank; if you are updating or deleting a Unit, enter the Unit Seq. No., which you need to look up in RCRAInfo.

12 Unit Detail Data cont'd:

12 Commercial Status: Enter the code that indicates whether a facility accepts hazardous waste for the Unit from a third party. (0 - Does not accept waste from off-site generators; 1 - Accepts waste from off-site generators; 2 - Accepts waste only from related, "captive" off-site generators; 3 - Accepts waste from limited off-site generators by special arrangement / agreement.)

13 Standardized Permit: (Optional) Check Yes or No if this Unit is part of a Standardized Permit.

14 Effective Date: Enter the date that corresponds to the Event Date that created the Unit/Unit Detail; for example, if the Event you are adding represents a change in legal status, a new Unit Detail will need to be created and the Effective Date of that Unit Detail will be the date of the Event; None of the events linked to the Unit/Unit Detail should precede the Effective Date of the Unit. **It is recommended that you change the Unit Effective Date only when there is a change to the Legal/Operating Status codes. The date of the linked Event will indicate when other changes, such as Capacity have occurred at the Unit.**

15 Capacity: Enter the total Capacity of the Unit.

16 Unit of Measure: Enter the Unit of Measure of the Capacity; this is dependent on the Process Code. *Unit of Measure codes are available in the RCRAInfo Help, on the Region 3 RCRAInfo Data Tools web page, and in the Region 3 Permitting Primer.*

17 Capacity Type: (Optional) Enter the Capacity Type. (D - Designed; O - Operating; P - Permitted)

18 Unit Detail Seq. No.: This number is generated by RCRAInfo; if you are adding a new Unit Detail, you can leave this field blank; if you are Updating/Deleting a Unit Detail, enter the Unit Detail Seq. No., which you need to look up in RCRAInfo.

19 Unit Detail Notes: Self-explanatory.

20 Do you want to link this Unit to Waste Codes?: Check Yes or No. This allows users to link Waste Codes to specific units. If Yes, complete the RCRAInfo Link Permit Unit to Waste Codes Data Entry Form.

Unit Detail Data:

8 No. of Units: Enter how many distinct entities make up this Unit.

9 Process Code: Enter the 3-character process code, which specifies the Unit's current waste treatment.

10 Legal Status: Enter the 2-character code reflecting the "paperwork" status of a Unit.

11 Operating Status: Enter the 2-character code reflecting the "real world" status of the Unit. *See attached list of Legal and Operating Status Codes. Legal and Operating Status Codes are also available in the RCRAInfo Help and in the Region 3 Desk Reference Permitting Module Section.*

Note: There are times when the Operating Status of the Unit will be restricted based on the Legal Status; Choosing the correct Operating Status code is very important, as the combination of Legal and Operating Status codes determines a facility's universe.

RCRAInfo Multiple-Event Permit Data Entry Form

*EPA ID Number	Handler Name								
1	2								
SERIES SECTION									
Series <small>If adding/updating/deleting a Series, provide its Seq. No.</small>									
<input type="checkbox"/> Add 3 <input type="checkbox"/> Update <input type="checkbox"/> Delete									
*Series Name:	Seq. No.:								
4	5								
Responsible Person:	Notes:								
6	7								
Are you adding multiple Events to the same Series and Unit Detail? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If Yes, enter the Event Seq. No. in the Event Section below, filling in all required fields. If No, complete the RCRAInfo Single-Event Permit Data Entry form instead.</small>									
8									
EVENT SECTION									
For All Events:									
Agency:	Responsible Person:								
9	10								
Suborganization:									
11									
Add	Update	Delete	Event Seq. No.	Event Category	*Event Name	*Event Code	Scheduled Date	*Actual Date	*Event Notes
12	13	14	15	16	17	18	19		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Do the Events change any Unit or Unit Detail information (e.g., unit name, capacity, actual date, process type, etc.)?						<input type="checkbox"/> Yes <input type="checkbox"/> No		<small>If Yes, complete the Permit Unit/Unit Detail Section on page 2. If No, complete only the Existing Units Section on page 2.</small>	
20									

* Required Fields

- 13 **Event Seq. No.:** This is generated by RCRAInfo for new actions. Leave blank for a new Event; Enter this number from RCRAInfo for updates or deletions.
- 14 **Category:** (Optional) Enter the Event Code category.
- 15 **Event Name:** Enter the Event Name; It is recommended that the event name correspond to the Event Code (#13).
- 16 **Event Code:** Enter the corresponding event code and status code (as appropriate) describing the event and status. For example, the event, Final Determination: Permit Denied would be OP200PD. *A list of Event Names and their corresponding Event Codes and Status Codes is available in RCRAInfo Help, on the Region 3 RCRAInfo Data Tools web page, and in the Region 3 Permitting Primer. Note: If using an implementer defined Code, they must be in the LU_Permit_Event_Code table.*
- 17 **Scheduled Date:** Enter a date to indicate an upcoming event that has not taken place; once the event takes place, the event can be updated and the Actual Date inputted; Most often this field is used to indicate when a permit will expire.
- 18 **Actual Date:** Enter the date the event took place.
- 19 **Event Notes:** Enter any Event Notes
- 20 **Does this Event change any Unit or Unit Detail information (e.g., capacity, legal/operating status, effective date, etc.)?:** Check Yes or No. If Yes, then complete only the Permit Unit/Unit Detail Section on page 2. If No, then complete only the Existing Units Section.

- 1 **EPA ID Number:** 12-digit EPA ID Number assigned to the facility.
- 2 **Handler Name:** Enter name of facility.
- 3 **Series Section:**
Series Add/Update/Delete: Please check one of the three boxes. Select **Add** if you are adding a new Series; **Update** if the Series has already been entered into RCRAInfo, but modifications need to be made to the entry; **Delete** if the Series was reported in error and needs to be deleted from RCRAInfo.
- 4 **Series Name:** Enter the Series Name. If Adding a New Series, use a unique name. Series names are used to uniquely identify a permit (ex. operating, modification, post-closure).
- 5 **Seq. No.:** This is generated by RCRAInfo for new actions. Leave blank for a new Series; Enter this number for modifications or deletions.
- 6 **Responsible Person:** Optional. Self-explanatory. *Note: This identifier must be in the LU_Staff table in order for them to be inputted into RCRAInfo.*
- 7 **Notes:** Enter in any Series notes.

8 **Are you adding multiple Events to the same Series and Unit Detail?** Check Yes or No. If Yes, then complete the Events in the Event Section. If no, use the RCRAInfo Single-Event Permit Data Entry Form.

- 9 **Event Section:**
Agency: Self-explanatory. (E-EPA; S-State; J-Joint)
- 10 **Responsible Person:** Self-explanatory. *Note: This identifier must be in the LU_Staff table in order for it to be inputted into RCRAInfo.*
- 11 **Suborganization:** Self-explanatory.
- 12 **Add/Update/Delete:** Please check one of the three boxes. Select **Add** if you are adding a new Event; **Update** if the Event has already been entered into RCRAInfo, but modifications need to be made to the entry; **Delete** if the Event was reported in error and needs to be deleted from RCRAInfo.

Revised January 2009 RCRAInfo Multiple-Event Permit Data Entry Form - Page 2

EPA ID Number:	1	Handler Name:	2
EXISTING UNITS SECTION			
Link/Unlink Existing Units to/from Above Event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	3 <i>If Yes, complete information below.</i>
<i>Link</i>	<i>Unlink</i>	<i>*Unit Seq. No.</i>	<i>*Unit Name</i>
4	5	6	7
8	9	10	
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
PERMIT UNIT/UNIT DETAIL SECTION			
Check box(es) to:		<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Delete	
<input type="checkbox"/> Unit	11	12	
<input type="checkbox"/> Unit Detail			
<i>If adding a Unit, provide the Unit Detail information to which to link the Unit. If adding/updating/deleting a Unit Detail only, provide the corresponding Unit information.</i>			
<i>*Unit Name:</i>		13	
<i>Unit Notes:</i>		14	
<i>Unit Seq. No.:</i>		15	
<i>*No. of Units</i>	<i>*Process Code</i>	<i>*Legal Status</i>	<i>*Operating Status</i>
16	17	18	19
<i>*Commercial Status</i>		<i>Standardized Permit</i>	
20		21	
<i>*Effective Date</i>	<i>*Capacity</i>	<i>*Unit of Measure</i>	<i>Capacity Type</i>
22	23	24	25
<i>Unit Detail Seq. No.</i>		26	
<i>Unit Detail Notes:</i>		27	
Do you want to link this Unit to Waste Codes? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, complete the RCRAInfo Link Permit Unit to Waste Codes Data Entry Form.</i>			
28			

* Required Fields

Unit Detail Data cont'd:

Note: There are times when the Operating Status of the Unit will be restricted based on the Legal Status; Choosing the correct Operating Status code is very important, as the combination of Legal and Operating Status codes determines a facility's universe.

20 **Commercial Status:** Enter the code that indicates whether a facility accepts hazardous waste for the Unit from a third party. (0 - Does not accept waste from off-site generators; 1 - Accepts waste from off-site generators; 2 - Accepts waste only from related, "captive" off-site generators; 3 - Accepts waste from limited off-site generators by special arrangement / agreement.)

21 **Standardized Permit:** (Optional) Check Yes or No if this Unit is part of a Standardized Permit.

22 **Effective Date:** Enter the date that corresponds to the Event Date that created the Unit/Unit Detail; for example, if the Event you are adding represents a change in legal status, a new Unit Detail will need to be created and the Effective Date of that Unit Detail will be the date of the Event; None of the events linked to the Unit/Unit Detail should precede the Effective Date of the Unit. **It is recommended that you change the Unit Effective Date only when there is a change to the Legal/Operating Status codes. The date of the linked Event will indicate when other changes, such as Capacity have occurred at the Unit.**

23 **Capacity:** Enter the total Capacity of the Unit.

24 **Unit of Measure:** Enter the Unit of Measure of the Capacity; this is dependent on the Process Code. *Unit of Measure codes are available in the RCRAInfo Help, on the Region 3 RCRAInfo Data Tools web page, and in the Region 3 Permitting Primer.*

25 **Capacity Type:** (Optional) Enter the Capacity Type. (D - Designed; O - Operating; P - Permitted)

26 **Unit Detail Seq. No.:** This number is generated by RCRAInfo; if you are adding a new Unit Detail, you can leave this field blank; if you are Updating/Deleting a Unit Detail, enter the Unit Detail Seq. No., which you need to look up in RCRAInfo.

27 **Unit Detail Notes:** Self-explanatory.

28 **Do you want to link this Unit to Waste Codes?:** Check Yes or No. This allows users to link Waste Codes to specific units. If Yes, complete the RCRAInfo Link Permit Unit to Waste Codes Data Entry Form.

- 1 **EPA ID Number:** 12-digit EPA ID Number assigned to the facility.
- 2 **Handler Name:** Enter name of facility.
- 3 **Existing Units Section:** **DO NOT** use this section if you need to change any unit/unit detail information. Complete this section only if you are just linking to an existing Unit Detail.
- 4 **Link/Unlink Existing Units to/from Above Event?** Check Yes or No.
- 5 **Link/Unlink:** Check the appropriate box.
- 6 **Unit Seq. No.:** Enter the RCRAInfo-generated Seq. No. for the appropriate Unit.
- 7 **Unit Name:** Enter in the Unit Name that needs to be linked/unlinked.
- 8 **Unit Detail Seq. No.:** Enter the RCRAInfo-generated Seq. No. for the Unit Detail that corresponds to the Unit that needs to be linked/unlinked.
- 9 **Effective Date:** Enter the Effective Date that corresponds to the existing Unit/Unit Detail. **If the Effective Date is changing due to the above event, do not use this section; instead use the Unit/Unit Detail Section on page 2.**
- 10 **Leg/Op:** Enter the existing Legal and Operating Status of the Unit/Unit Detail.

Permit Unit/Unit Detail Section:

11 **Unit/Unit Detail:** Check appropriate box(es).

12 **Unit/Unit Detail Add/Update/Delete:** Check one of the three boxes; Select **Add** if you would like to add a new Unit and/or Unit Detail to RCRAInfo or if there's been a change in Legal Status, Operating Status, or Capacity (in which case a new Unit Detail needs to be created); Select **Update** if the Unit and/or Unit Detail has already been entered into RCRAInfo, but you wish to add additional information and/or make changes to the existing information; Select **Delete** if an existing Unit reported in error. If you choose Delete, all associated Unit Details with the Unit will be deleted. You cannot delete specific Unit Details.

Unit Data:

13 **Unit Name:** Enter the name of the Unit; the Unit Name can correspond to the Permit Process Code (ex. Tank Storage) or be more descriptive such as Tank Storage #2.

14 **Unit Notes:** Self-explanatory.

15 **Unit Seq. No.:** This number is generated by RCRAInfo; if you are adding a new Unit, you can leave this field blank; if you are updating or deleting a Unit, enter the Unit Seq. No., which you need to look up in RCRAInfo.

Unit Detail Data:

16 **No. of Units:** Enter how many distinct entities make up this Unit.

17 **Process Code:** Enter the 3-character process code, which specifies the Unit's current waste treatment.

18 **Legal Status:** Enter the 2-character code reflecting the "paperwork" status of a Unit.

19 **Operating Status:** Enter the 2-character code reflecting the "real world" status of the Unit. *See attached list of Legal and Operating Status Codes. Legal and Operating Status Codes are also available in the RCRAInfo Help and in the Region 3 Desk Reference Permitting Module Section.*

RCRAINFO LINK PERMIT UNIT TO WASTE CODES DATA ENTRY FORM

The nationally defined waste codes are arranged by the following categories:

- * Characteristics of Hazardous Waste (DXXX) - 40 CFR 261.24
- * Hazardous Waste From Nonspecific Sources (FXXX) - 40 CFR 261.31
- * Hazardous Waste From Specific Sources (KXXX) - 40 CFR 261.32
- * Discarded Commercial Chemical Products, Off-Specification Species, Container Residuals, and Spill Residues Thereof - Acute Hazardous Waste (PXXX) - 40 CFR 261.33
- * Discarded Commercial Chemical Products, Off-Specification Species, Container Residuals, and Spill Residues Thereof - Toxic Wastes (UXXX) - 40 CFR 261.33
- * Implementer Defined Sources (Type X)

For a complete list of valid codes, please run the Waste Code Look Up Report from the RCRAInfo application.

EPA ID Number:	1	Handler Name:	2		
*Unit Name:	3	Unit Seq. No.:	4		
Waste Codes					
Type D	Type F	Type K	Type P	Type U	Type X
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
5	6	7	8	9	10

- 1** EPA ID Number: 12-digit EPA ID Number assigned to the facility.
- 2** Handler Name: Enter name of facility.

Note: This form is to be used when you want to link waste codes to a specific unit. The waste code information is found on the Part A of the Permit application.

- 3** Unit Name: Enter in the Unit Name that needs to be linked to Waste Codes.
- 4** Unit Seq. No.: Enter the RCRAInfo-generated Seq. No. for the appropriate Unit.

Waste Codes: Use the columns under each type of Waste code to add Waste code information.
Select All: Check this box under each Type if you want to link all the Waste Codes in RCRAInfo the the Unit. You do not have to fill in the blocks below the Type.

Type D, F, K, P, U, and X: Under each column put the appropriate Waste Code that needs to be linked to the Unit. *Note: For Type X, this implementer-defined code must be in the Waste Look-up Table.*

5	6
7	8
9	10