Biennial Report Update Procedures

Updates: Oct 12, 2010; Feb 4, 2014

States and Regions who are implementer of record for Biennial Report may now revise previous Biennial Report submissions for cycle years 2001, 2003, 2005, 2007, 2009, and 2011. Biennial Report data is stored in two schemas in RCRAInfo. The RCRAINFO_BR schema contains the Biennial Report data that was used to create the National Biennial RCRA Hazardous Waste Report. The RCRAINFO_WA schema contains the revised Biennial Report data. The revised submissions will add/change/delete data in the RCRAINFO_WA schema, but will not add/change/delete data in the RCRAINFO_BR schema. The RCRAINFO_WA schema is used for BR reports submitted through the RCRAInfo application and should be used for FOIA and ad-hoc BR requests.

Partial Submissions

To add or change existing biennial report data, the user must submit a complete set of BR flat files. For a 2009 or 2011 submission, the minimum files that must be submitted are SI1, SI2, SI3, SI4 or SI5, SI7, GM1, GM2 or GM3, GM4, GM5, WR1, WR2 or WR3 for the handler(s) to be added or revised. For all other cycles, the minimum files that must be submitted are SI1, SI2, SI4 or SI5, SI6, SI7, SI9, GM1, GM2 or GM3, GM4 or GM5, WR1, WR2 or WR3 for the handler(s) to be added or revised. The data must conform to the appropriate Biennial Report Flat File Specifications.   That is, for the 2011 submissions, the data must conform to the 2011 Biennial Report Flat File Specification, for the 2009 submissions, the data must conform to the 2009 Biennial Report Flat File Specifications, for the 2007 submissions, the data must conform to the 2007 Biennial Report Flat File Specifications, and for cycles 2001, 2003, or 2005, the data must conform to the 2005 Biennial Report Flat File Specifications. **Note**: There are a few instances where the edit specifications are more stringent in 2005 than they were in 2001 and 2003. If the user chooses to revise data in 2001 and/or 2003, the data must still meet the edit specifications of 2005. The user must provide the reason for the addition / revision in the NOTES field of the SI1 file. These notes will be printed in the addendum and will be published with the National Report.

The user will process the submission via the production RCRAInfo web site (https://rcrainfo.epa.gov).

From the RCRAInfo Main Menu, click **Translate Data**. The ▼ Load Translation Files screen ▼ will be displayed. Select the **Biennial Report** radio button under **Module Type**, the **Partial** radio button under **Upload Type**, and the appropriate report cycle from the **Report Cycle** drop-down list. Provide the name of the zip file containing the BR data (i.e., c:\flatfiles\rcrfl01six.zip) by typing it in the **File Name:** or using the **Browse** button. Click the **Load Data** button.

Load Translation Files screen
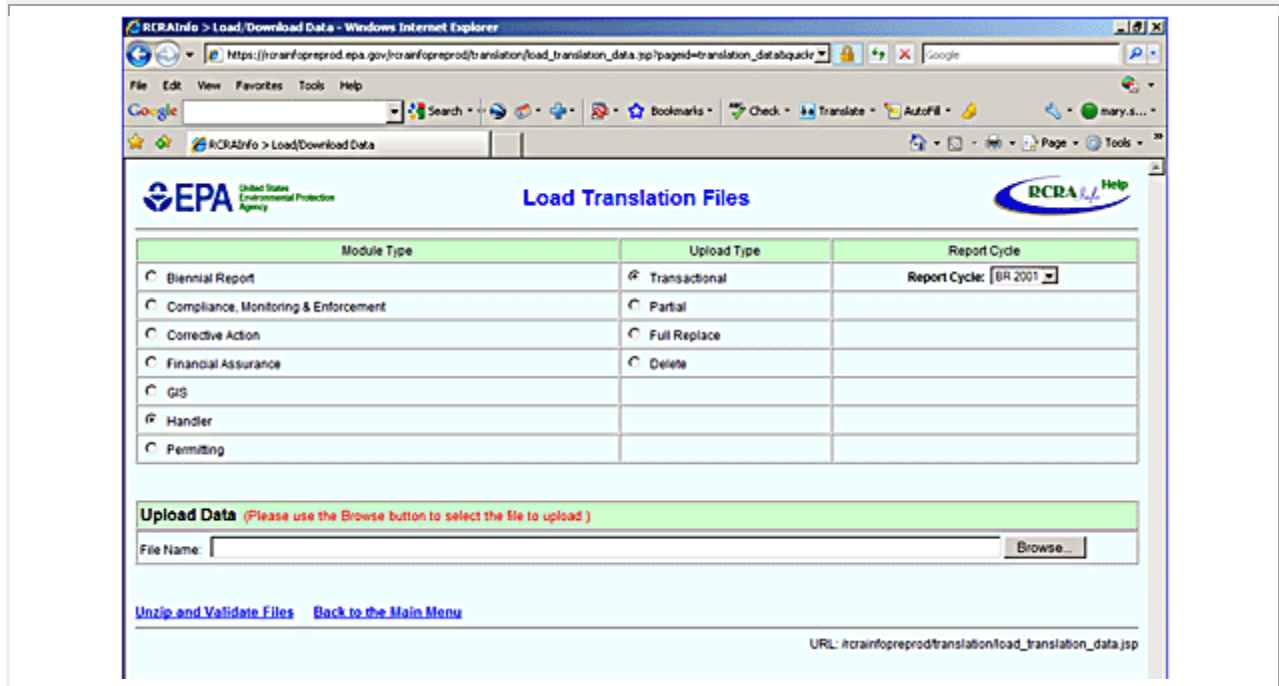
You will receive the message **File Upload is Valid** and the name of the flat files found in the zip file will be displayed. Click **Initialize and Load Staging Tables**. A message will appear indicating that the staging tables are being loaded.

The ▼ Upload BR Flat Files Confirm screen ▼ will be displayed showing each file in the submission and the number of records received for each file. It will also indicate if any load errors were encountered by adding "with errors" after the record count. Click the **With Errors** link to determine what load errors were encountered.

Upload BR Flat Files Confirm screen
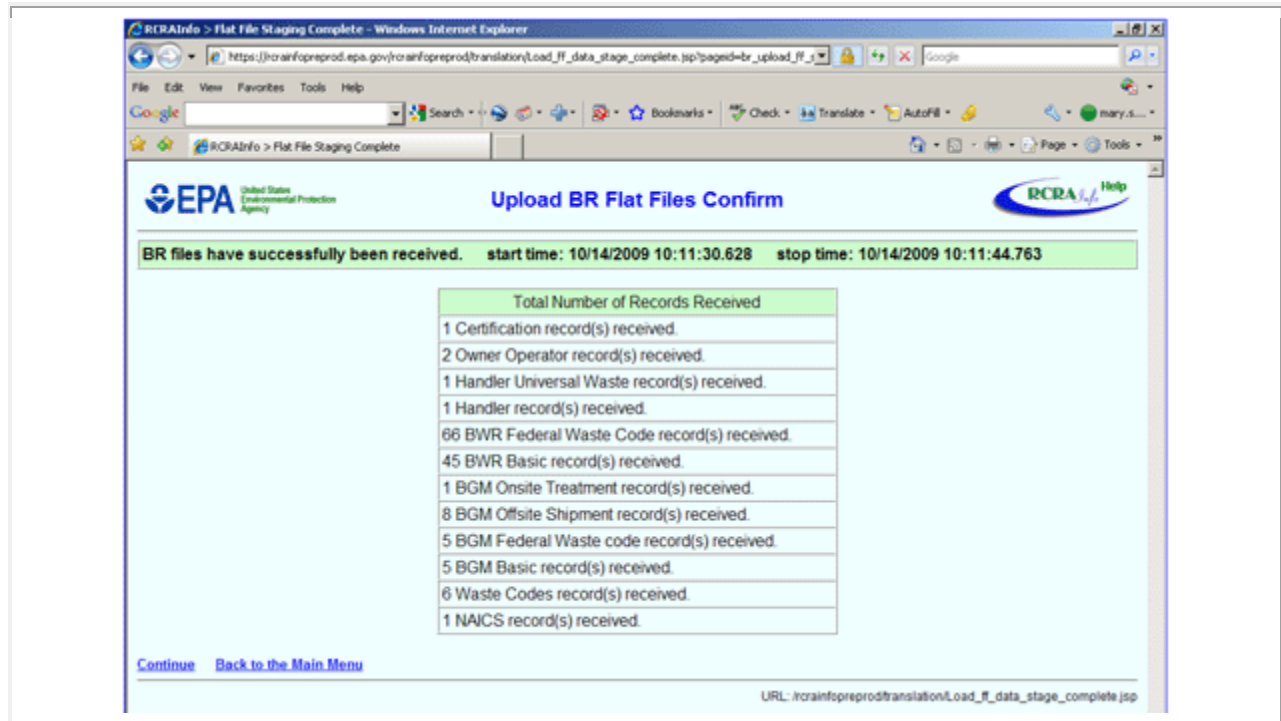
Click **Continue**. The ▼ Status Reports screen ▼ will be displayed. Depending on the size of the load, it may take several minutes for the Status Report screen to be displayed. Click the **Biennial Report Load** radio button and use the drop-down list to specify your state. Click **Run Report**.

Status Reports screen
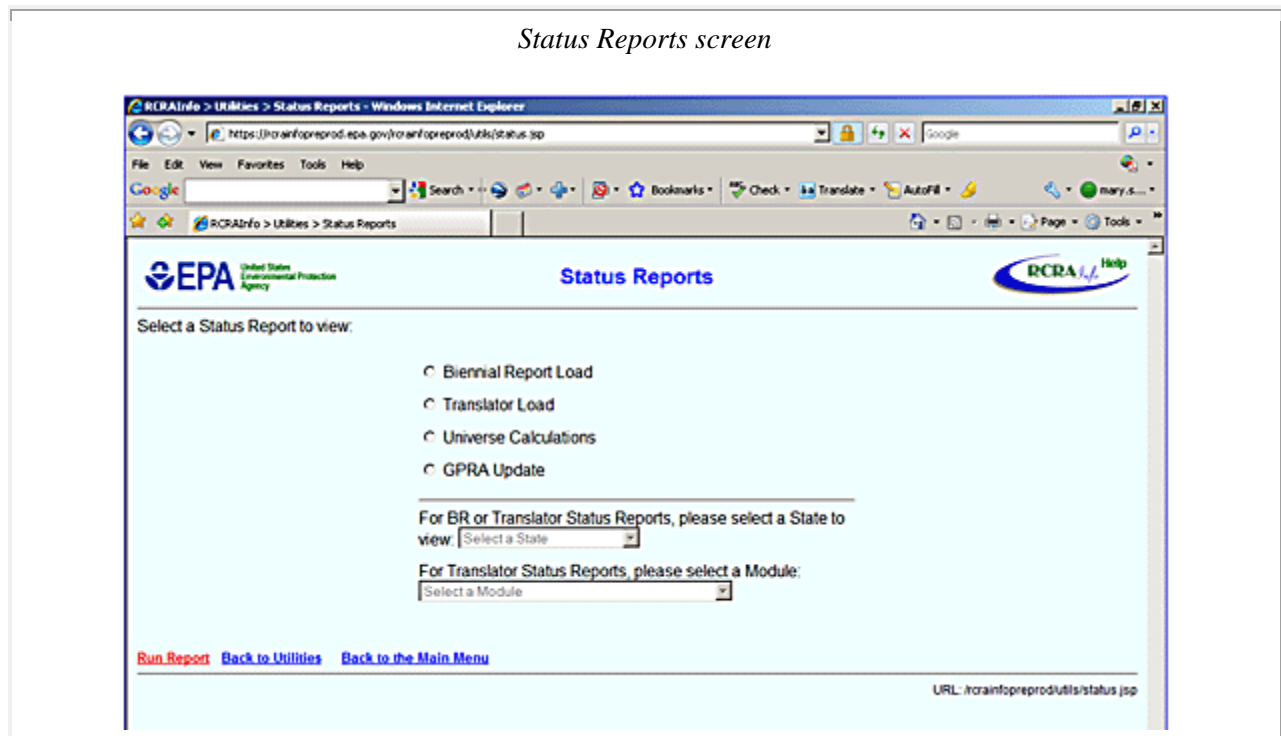
At the bottom of the Status Report you should see the message **"Translation has finished successfully"** or **"Translation has FAILED--Please review your error messages"**. If you get the "Translation has finished successfully" message, your submission was successful and your data was loaded into RCRAInfo. If you get the "Translation has Failed..." message, your submission was not successful. Please review the Status Report to see the errors that were detected. You must correct the errors in the flat files and re-submit your file. If the data meets the edit specifications, the original data for the handler(s) will be captured in audit tables. The original data for the handler(s) will then be deleted and replaced with the data in the update submission. If the data does not meet the edit specifications, no additions or revisions will be made.

Deletion Submissions

To delete an entire handler from a previous biennial report submission for cycles 2001, 2003, 2005, 2007, 2009, or 2011 the user must submit a SI1 file with the handler ID and notes fields only. The user must provide the reason for the deletion in the NOTES field of the SI1 file. These notes will be printed in the addendum and will be published with the National Report.

From the RCRAInfo Main Menu, click **Translate Data**. The ▼ Load Translation Files screen ▼ will be displayed. Select the **Biennial Report** radio button under **Module Type**, the **Delete** radio button under **Upload Type** and the appropriate report cycle from the **Report Cycle** drop-down list. The remaining submission instructions are the same as the partial submission instructions above.

Load Translation Files screen

The data will be verified that the handlers exist and the notes have been provided. If the data meets the edit specifications, the original data for the handler(s) will be captured in audit tables. The original data for the handler(s) will then be deleted. If the data does not meet the edit specifications, no deletions will be made.

The deletion processing deletes ALL of the data for a given handler. If the user wants to delete a specific waste stream, the partial submission above should be used, omitting the waste stream to be deleted. If the user wants to change a handler id, two submissions will be required. The user would submit a partial submission with all of the data for the correct handler id. The user would then submit a deletion submission with the incorrect handler id. The RCRAInfo Handler Merge Utility may also be used to correct handler ids.

Biennial Report Addendum Report

On a quarterly basis, the Office of Resource Conservation and Recovery will produce an addendum report which will show additions/revisions/deletions made to the original biennial report data. This report will be posted with the original National Biennial RCRA Hazardous Waste Report so that the public may see what effects the revisions to the data had on the national report.