



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

BWP HW 24 Level II Recycling Permit Renewal and Modification

BWP HW 26 Level III Recycling Permit Renewal and Modification

Instructions and Supporting Materials

Table of Contents

- introduction
- permit fact sheet
- completeness checklist

Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



**Massachusetts Department of Environmental Protection
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BWP HW 26 Level III Recycling Permit Renewal and Modification

Permit Fact Sheet

1. What is the purpose of these renewals or modifications?

These permits authorize and set conditions for persons recycling hazardous waste under existing Level II and Level III recycling permits. These permits are designed to protect public health and the environment by ensuring that recycling is conducted in a sound manner.

Legislative authority for these permits is stated in MGL Chapter 21C, section 4. Regulatory authority is found in 310 CMR 30.200 of the Hazardous Waste Regulations.

2. Who must apply?

Any person who is currently authorized to recycle hazardous waste under either a Level II or Level III recycling permit, and who wishes to renew or modify said permit must reapply on this form.

There are two levels of recycling permits that may be renewed or modified utilizing this form.

BWP HW 24 Level II recycling permit renewals or modifications for BWP HW 02 and BWP HW 23.

BWP HW 26 Level III recycling permit renewals or modifications for BWP HW 03, BWP HW 12 and BWP HW 25.

3. What other requirements should be considered when applying for this renewal or modification?

a. What prerequisites should be considered?

The applicant should have an existing valid Level II or Level III recycling permit.

b. What concurrent applications are related?

Some recycling activities may require additional permits from MassDEP. For example, air or water permits may be required if recycling involves potential discharges to the environment.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

BWP HW 24 Level II Recycling Permit Renewal or Modification.....\$265
BWP HW 26 Level III Recycling Permit Renewal or Modification.....\$870

5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location: Reserve Copy Location:
Department of Environmental Protection None.
Hazardous Materials
_____ * **Regional Office**

*Find your region: <http://mass.gov/dep/about/region/findyour.htm>



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Permit Fact Sheet

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: www.mass.gov/dep/service/online/fees.htm

7. What is the annual compliance fee?

Current annual compliance fees for a Level III recycling permit can be found at www.mass.gov/dep/files/permits/fees.htm. There is no compliance fee for Level II recycling permits.

If you fail to pay an annual compliance fee, your permit could be suspended or revoked.

8. How long are these renewals or modifications in effect?

Recycling permits are generally issued for five years. In some cases, however, MassDEP may issue a permit for less than five years. For example, sometimes recycling involves a new technology. MassDEP can determine that more frequent permit review is necessary in these instances.

9. How can I avoid the most common mistakes made in applying for these renewals or modifications?

- a. Be sure to sign the application form.
- b. Enter the correct EPA Identification Number on the application form.
- c. Indicate precisely the method of recycling.
- d. Indicate precisely the type of material that will be recycled, including its waste code as listed in 310 CMR 30.120 through 30.136.
- e. If the recycling process requires any other type of permit, that permit is indicated on the recycling permit application.
- f. Submit fee and *one* page of the MassDEP Transmittal Form <http://mass.gov/dep/service/online/trasmfrm.shtml> to:
Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to these renewals or modifications? Where can I get copies?

These regulations include, but are not limited to:

- a. Hazardous Waste Regulations, 310 CMR 30.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376



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Application Completeness Checklist

- The MassDEP Transmittal Form is properly completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- The proper application forms for the appropriate hazardous waste recycling categories have been completed and signed.
- The correct EPA Identification Number has been entered on the application form.
- The type of material that will be recycled, including its waste code as listed in 310 CMR 30.120 through 30.136, has been precisely indicated.
- The recycling activity has been precisely described.
- A copy of the existing permit with any proposed change(s) or modification(s) precisely, indicated has been included.
- If recycling requires an air quality, water pollution, or other type of permit, the permit has been properly noted on the recycling permit application.

To submit the application package:

- Checklist items have been completed.
- Send a copy of the application along with *one* copy of the MassDEP Transmittal form to:

Department of Environmental Protection
_____ * Regional Office

Hazardous Materials

*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

- Send fee of:

\$265 for BWP HW 24;

\$870 for BWP HW 26;

in the form of a check or money order made payable to *Commonwealth of Massachusetts*, along with *one* copy of the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

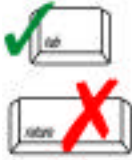
BWP HW 24 Level II Recycling Permit Renewal and Modification

Transmittal Number #

BWP HW 26 Level III Recycling Permit Renewal and Modification

Facility ID (if known)

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. General Information

1. _____
Company Name
2. _____
EPA Identification Number
3. Contact Person:

_____	_____
Name	Telephone Number
4. Mailing Address:

Street Address		
_____	_____	_____
City	State	Zip Code
5. Address where recycling occurs (if different from above):

Street Address		
_____	_____	_____
City	State	Zip Code

B. Description of Recycling Activity

1. Brief description of recycling activity:

2. Name and quantity of material recycled:

Material name

Waste Code

Quantity Recycled / Year (P= pounds, K= kilograms, G= gallons, L= liters)

C. Additional Information

1. Current permit:

_____	_____
Name	Expiration Date



C. Additional Information (cont.)

This permit application is a (check a or b):

- a. Renewal with no charge Renewal with charge b. Modification

Provide a brief description of proposed permit change(s):

Provide a brief description of proposed permit modification(s):

Is the permit copy with proposed change(s) attached?

Is the permit copy with proposed modification(s) attached?

Yes No

Yes No

C. Additional Information

1. List of other DEP permits associated with this application.

Permit Type	Application Date	Transmittal Number
_____	_____	_____
_____	_____	_____

3. List of other material submitted with this application.

D. Certification

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment. In addition, I understand that any material supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00 –Regulations Governing Access for and Confidentiality of Department Records and Files."

Authorized signature of owner/operator

Print Name

Authorized Signature

Position/Title

Date