



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP HW 27 Permit Modification for Hazardous Waste Transporter and Class B(4) Regulated Recyclable Materials Transporter Permits **Instructions and Supporting Materials**

Table of Contents

- introduction
- guidance
- 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.



BWP HW 27 Guidance

Bureau of Waste Prevention Guidance

The purpose of this modification is to allow a hazardous waste transporter or a precious metals Class B(4) Regulated Recyclable Materials (RRM) transporter to modify its license/permit without having to apply for a new license.

In August 2000, the Department streamlined its hazardous waste transporter program. It collapsed three categories of minor and major modifications to one category to be referred to as "BWPHW27". The Department's permits administration program (under 310 CMR 4.00, titled "Timely Action Schedule and Fee Provisions") now specifies the following processing timelines:

- T1= 30 days; initial technical review
- Applicant Response Time to Initial Technical Review = 30 days
- T2 = 30 days; final review

Hazardous Waste Transporter License modifications and Precious Metals Class B(4) RRM Transporter License modifications are now classified as "presumptive approval" modifications instead of being considered full permit modifications. A presumptive approval modification becomes effective 30 days after the Department has received the application (i.e., after the date that either the Department signs the certified mail receipt, or the applicant hand delivers the application (and receives a signed receipt)) unless the Department notifies the applicant within the 30 day T1 period. Notification may be in the form of a deficiency letter, if during the 30-day technical review period described above, the Department identifies deficiencies or determines that a modification change requires further Department review. The applicant then has 30 days to respond to any identified deficiencies. The Department then has 30 days from receipt of the applicant's response to either issue or deny the modification in writing.

The processing fee for a license modification is \$230. Payment is made through the use of the Transmittal Form enclosed in the application package.

BWPHW27 modifications typically include changes to address, EPA Identification Number, telephone number, waste categories/codes (for hazardous waste transporters licensed for all hazardous waste categories, waste category/code changes would not apply), and modifications which do not constitute 30.828 license transfers. Modifications which do not constitute 30.828 license transfers may include a name change, stock transfer (>5% equity/liability), or a new owner/operator. If you have any questions regarding your modification, or you think that you have a modification that involves a name change, stock transfer (>5% equity/liability), or change in owners or operator, we advise you to contact the Department's BWP Business Compliance Division at 617-292-5576 prior to submitting your modification request to the Department. The Department will then offer you guidance as to whether to proceed with a modification request, or rather submit an application for a new license as a new licensee. Please note that you must submit your license modification application by hand delivery with receipt or by certified mail.

The Department's Division of Business Compliance staff conducts informal help sessions at the Department's One Winter Street, Boston office to assist transporter licensees and license applicants in filling out their applications and to help reduce review and response timelines. In the help session, Boston staff will discuss the following:

- each portion of the transporter application
- the streamlined transporter licensing program, including:
 - revisions to the hazardous waste and fees regulations,
 - transporter application packages, and
 - license modification requirements;
- common mistakes typically made in applications, and,
- issues such as compliance checks, nondisclosure, and responses to requests for information.

If you are interested in attending a help session or are in need of assistance in completing your modification application, you may contact me in the Business Compliance Division at (617) 292-5576.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP HW 27 Permit Fact Sheet

Permit Name Permit Modification for Hazardous Waste Transporter License and Class B(4) Regulated Recyclable Material (RRM) Transporter License

Permit Code BWP HW27

Purpose of MassDEP Permit, license or approval To allow hazardous waste transporters and transporters of precious metals Class B(4) Regulated Recyclable Materials (RRM) to modify their licenses without having to apply for a new license. These modification include changes to address, EPA ID number, telephone number, or waste categories/codes, and modifications that do not constitute 30.828 license transfers. Modifications that do not constitute 30.828 license transfers may include a name change, stock transfer (>5% equity/liability), or any new owner/operator. If the modification might constitute a license transfer under 310 CMR 30.828, then you should contact the Department prior to submitting a modification. At that time, the Department will advise you if this modification is appropriate.

MassDEP unit conducting permit review Bureau of Waste Prevention, Business Compliance Division
Hazardous Waste Transporter Program
One Winter Street
Boston, MA 02108
617-292-5576

Who must apply Any Massachusetts licensed hazardous waste transporter or transporter of Precious Metals Class B(4) RRM who wishes to modify its license as described above.

Required documentation Each application for modification to a Hazardous Waste Transporter License or Precious Metals Class B(4) RRM Transporter License must include a complete description of all proposed amendments to the current Hazardous Waste Transporter License or Precious Metals Class B(4) RRM Transporter License.

Fees

- An application fee of \$230 is due when the modification application is submitted.
- There is no annual compliance fee associated with this license modification.

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

How long is the modification valid? The modification is in effect for the duration of the original license.



BWP HW 27 Permit Fact Sheet

What regulations apply?

Applicable regulations include, but are not limited to:

- Hazardous Waste Regulations, 310 CMR 30.00
(in particular sections 30.010, 30.274, 30.275, 30.400, and 30.800)
- Timely Action and Fee Schedule Provisions, 310 CMR 4.00.

These may be purchased at:

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

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



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division
**BWP HW 27 Application Completeness
Check List**

To submit an application to MassDEP, follow the steps described below:

- | Step | Action |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <input type="checkbox"/> | Complete a MassDEP Transmittal Form:
http://mass.gov/dep/service/online/trasmfrm.shtml |
| 2. <input type="checkbox"/> | Complete the BWP HW27 Application Form, including all specified information. |
| 3. <input type="checkbox"/> | Submit a complete copy of the application package including
The Transmittal Form and a BWP HW27 Application Form with the specified
attachment to:
<p style="text-align: center;">Bureau of Waste Prevention, Business Compliance Division
Hazardous Waste Transporter Program
One Winter Street, 9th Floor
Boston, MA 02108</p> |
| 4. <input type="checkbox"/> | Submit the application fee of \$230 in the form of a check or money order payable to
the Commonwealth of Massachusetts along with a photocopy of the MassDEP
Transmittal Form to:
<p style="text-align: center;">Department of Environmental Protection
Revenue Office
P.O. Box 4062
Boston, MA 02211</p> |
| 5. <input type="checkbox"/> | Retain a copy of the complete application package for your files. |

**For assistance
with this
application**

Contact the Bureau of Waste Prevention, Business Compliance Division at:
617-292-5576



Massachusetts Department of Environmental Protection
 Bureau of Waste Prevention – Business Compliance Division
BWP HW 27 Permit Application
 Permit Modification for Hazardous Waste Transporter License or
 ClassB (4) Regulated Recyclable Material (RRM) Transporter License

Transmittal Number _____

Facility ID (if known) _____

A. General Information

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



1. Applicant Information:

 Legally Responsible Official

 Company Name

 Street Address/PO Box

 City/Town

 State

 Zip Code

 e-mail address (optional)

 Telephone Number

2. Preparer Information:

 Individual Preparing this Application

 Company Name

 Street Address/PO box

 City/Town

 State

 Zip Code

 e-mail address (optional)

 Telephone Number

The applicant is the firm or individual needing a DEP approval or determination

3. Facility or Regulated Activity:

 DEP or FMF Facility ID # (if known)

 EPA ID #

 U.S. DOT #

 MA Hazardous Waste Transporter License # or
 Precious Metals Class B(4) RRM Transporter License #

If prepared by the applicant, enter "same as #1," and move on to item 3, otherwise please complete all items



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Business Compliance Division

BWP HW 27 Permit Application

Permit Modification for Hazardous Waste Transporter License or ClassB (4) Regulated Recyclable Material (RRM) Transporter License

Transmittal Number

Facility ID (if known)

B. Amendments

Amendment to Hazardous Waste Transporter License or Precious Metals Class B (4) Regulated Recyclable Material (RRM) Transporter License

Provide a complete description of all proposed amendments to the current hazardous waste transporter license or the current Precious Metals Transporter License.

In section A, provide existing license language. In section B, provide the proposed amendment.

Attach additional sheets if necessary.

A. Existing text in current license - enter the information as listed in the current license:

Name of the Licensee
Mailing Address
City/Town State Zip Code
Facility or Office Address
City/Town State Zip Code
Mass License Number EPA I.D. Number
Effective Date Expiration Date
Massachusetts Parking Location(s) (Transportation-Related Areas)
Contact Person
Phone Number Email Address (Optional)

B. Proposed new or replacement text - enter information that has changed:

Name of the Licensee
Mailing Address
City/Town City/Town Zip Code
Facility or Office Address
City/Town City/Town City/Town
Mass License Number EPA I.D. Number
Massachusetts Parking Location(s) (Transportation-Related Areas)
Contact Person
Phone Number Email Address (Optional)
Date Changes Will Take Effect (MM/DD/YYYY)



Massachusetts Department of Environmental Protection

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**Permit Modification for Hazardous Waste Transporter License or
ClassB (4) Regulated Recyclable Material (RRM) Transporter License**

Transmittal Number

Facility ID (if known)

C. Confidentiality Request

You may request in writing that the Department keep confidential part or all of any documentary material or data submitted to the Department if such material or data, if made public, would divulge a trade secret. You are advised to read 310 CMR 3.00 carefully before making such a request because only certain material or data may properly be the subject of a request for confidentiality

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, based on my inquiry of those individuals immediately responsible for obtaining the information, that I believe the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.”

Print Name

Authorized Signature

Position/Title

Date