



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Solid Waste Management
Approval of Landfill Assessment and Closure

BWP SW 12	Initial Site Assessment
BWP SW 23	Comprehensive Site Assessment
BWP SW 24	Corrective Action Alternative Analysis
BWP SW 25	Corrective Action Design

Instructions and Supporting Materials

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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.



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Permit Fact Sheet

1. What is the purpose of these approvals?

These approvals are intended to protect public health, safety and the environment by monitoring the level of contamination emanating from a solid waste landfill, and determining a baseline from which closure alternatives can be evaluated, selected, designed and implemented. Assessment of a landfill helps to insure that the closure technology implemented on the landfill will result in remediation of the site and prevent the spread of such contamination.

Initial Site Assessment

The Initial Site Assessment (ISA) provides an overview of the site and its present and historic uses. The Scope of Work for the Comprehensive Site Assessment (SOW/CSA) is the proposal for site monitoring and evaluation activities which will be carried out during the Comprehensive Site Assessment (CSA). The ISA/SOW process takes approximately two to four months and requires an approval by MassDEP prior to implementing the Comprehensive Site Assessment.

Comprehensive Site Assessment

The Comprehensive Site Assessment is the phase in which field investigation is carried out at the site. If not already present on site, monitoring wells are installed and groundwater, surface water, soils and sediment are sampled for a one - year period. Air quality is also monitored for potential release of methane and volatile organic compounds. Data is summarized through a qualitative risk assessment which determines the extent of the scope of the next two steps of the assessment process.

Corrective Actions Alternative Analysis

The Corrective Actions Alternative Analysis is conducted to determine the nature of the cap and any additional remediation measures which will be needed to properly close the sanitary landfill.

Corrective Action Design

The Corrective Action Design is the final phase of the assessment process in which the landfill cap and any additional remediation measures are designed.

Legislative authority for this permit is stated in MGL c. 21A, ss. 2 and 8, c. 111, s. 150A and the Acts of 1987, c. 584. Regulations promulgated pursuant to these laws are codified in 310 CMR 19.000, Solid Waste Management Regulations, specifically 310 CMR 19.150, Landfill Assessment Requirements.

2. Who must apply?

Any individual, business or organization that intends to close a solid waste landfill as defined by 310 CMR 19.150 must apply for this permit. Additionally, a landfill assessment is required when:

- monitoring indicates that ground or surface water parameters exceed limits as specified in 310 CMR 19.132(1)(j);
- when explosive gases exceed concentrations as specified in 310 CMR 19.132(4)(g);
- where a secondary leachate collection system or leak detection system exceeds its design leakage, as specified in 310 CMR 19.132(2);
- such other times as MassDEP determines that the landfill presents a threat to public health, safety or the environment.



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3. What other requirements should be considered when applying for this permit?

- There may be Air Quality, Wetlands and Water Pollution permits required prior to the construction of closure alternatives.
- Applicant should consult with MassDEP to identify the sequencing of such approvals as determined on a site by site basis.

Note: Permits of this type will often require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). **MassDEP cannot complete technical review of the permit application until the MEPA process has been concluded.** Copies of MEPA filings should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

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

4. What is the application fee?

BWP SW 12 Initial Site Assessment.....	\$1,125
BWP SW 23 Comprehensive Site Assessment.....	\$4,595
BWP SW 24 Corrective Action Alternatives Analysis.....	\$2,905
BWP SW 25 Corrective Action Design.....	\$3,465

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

Primary Permit Location:	Reserve Copy Location:
Department of Environmental Protection	Not required.
_____ * Regional Office	
Solid Waste Management	

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

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 can be found on the MassDEP Website at www.mass.gov/dep/service/online/fees.htm

8. How long are these approvals in effect?

These are approvals of the initial site assessment, comprehensive site assessment, corrective actions alternatives analysis and corrective action design activities and therefore there is no expiration date.



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

- a. The Division of Solid Waste Management's Landfill Assessment and Cleanup Program has specific technical guidance which should be used to develop the submission for each permit application. The following guidance document is available from MassDEP InfoLine:

Landfill Assessment and Closure Guidance Manual
Revised September 1993

- b. Each of these permits is sequential beginning with BWP SW 12 followed by BWP SW 23, BWP SW 24 and BWP SW 25. Approval of each must be obtained prior to proceeding to the next permit unless MassDEP specifically allows for a variation of this requirement.

- c. Submit fee and one copy 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 approvals? Where can I get copies?

These regulations include, but are not limited to:

- a. Solid Waste Management Regulations, 310 CMR 19.000
b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

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

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



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Application Completeness Checklist

- The MassDEP Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- One copy of the report is attached and submitted to the appropriate regional office.
- Certification Statement has been submitted and signed (310 CMR 19.011).
- Variances requested are identified.

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
 Solid Waste Management

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

- Send fee of:

BWP SW 12 Initial Site Assessment.....	\$1,125
BWP SW 23 Comprehensive Site Assessment.....	\$4,595
BWP SW 24 Corrective Action Alternatives Analysis.....	\$2,905
BWP SW 25 Corrective Action Design.....	\$3,465

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



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Application for Landfill Assessment and Closure

Transmittal Number _____

Facility ID# (if known) _____

A. BWP SW 12 Initial Site Assessment: 310 CMR 19.150(4)

Important:

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



Directions:

Specify the report/plan and page numbers in which the following information is located.

	Plan/Report #	Page #	DEP Use Only
1. Initial Site Assessment (310 CMR 19.150(4))			
a. Background information	_____	_____	_____
b. Historical Research	_____	_____	_____
c. Literature/Data Search	_____	_____	_____
d. Hydrogeological Description	_____	_____	_____
e. Site Visit	_____	_____	_____
f. Mapping	_____	_____	_____
g. Field Screening	_____	_____	_____
2. Comprehensive Site Assessment Scope of Work	_____	_____	_____
3. Funding			
a. Corrective action and/or closure-post closure cost estimate	_____	_____	_____
b. Funding mechanism and schedule	_____	_____	_____

B. BWP SW 23 Comprehensive Site Assessment: 310 CMR 19.150(5)

	Plan/Report #	Page #	DEP Use Only
a. ISA Summary	_____	_____	_____
b. Mapping	_____	_____	_____
c. Drilling Program	_____	_____	_____
d. Determination of Hydraulic Conductivity	_____	_____	_____
e. Sampling and Analysis Plan	_____	_____	_____
f. Health and Safety Plan	_____	_____	_____
g. Project Schedule	_____	_____	_____



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Transmittal Number _____

Facility ID# (if known) _____

B. BWP SW 23 Comprehensive Site Assessment: 310 CMR 19.150(5) (cont.)

	Plan/Report #	Page #	DEP Use Only
h. Baseline Risk Assessment	_____	_____	_____
i. Corrective Action Alternative Analysis Scope of Work Outline	_____	_____	_____

C. BWP SW 24 Corrective Action Alternative Analysis: 310 CMR 19.150(6)

	Plan/Report #	Page #	DEP Use Only
a. Corrective Action Objectives	_____	_____	_____
b. Alternatives Analysis	_____	_____	_____
c. Recommended Alternative	_____	_____	_____

Important Note: Engineering Plans must be stamped by a Registered Professional Engineer (PE). Property Line Location must be stamped by a Registered Land Surveyor (RLS).

D. BWP SW 25 Corrective Action Design: 310 CMR 19.151(2)(a)

	Plan/Report #	Page #	DEP Use Only
a. Corrective Action Design and/or closure plans	_____	_____	_____
b. Implementation schedule	_____	_____	_____

E. Post Closure Plans

Note: Part E is only applicable when a closure plan has been submitted and closure is being implemented.

	Plan/Report #	Page #	DEP Use Only
1. Maintenance Plan {310 CMR 19.142(5)}	_____	_____	_____
2. Monitoring Plan {310 CMR 19.142(5)}	_____	_____	_____
3. Post-Closure Use Plans {310 CMR 19.143} (if applicable)	_____	_____	_____
4. Record Notice of Landfill Operation {310 CMR 19.141}	_____	_____	_____



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F. Certification & Engineer’s Supervision: 310 CMR 19.011

Engineer’s Supervision:

All papers pertaining to design, operation, or engineering of this site or facility shall be completed under the supervision of a Massachusetts registered professional engineer knowledgeable in solid waste facility design, construction and operation, and shall bear the seal, signature and discipline of said engineer. The soils, geology, air monitoring and groundwater sections of the application or monitoring report shall be completed by competent professionals experienced in the fields of soil science and soil engineering, geology, air monitoring and groundwater, respectively, under the supervision of a Massachusetts registered professional engineer. All mapping and surveying shall be completed by a registered surveyor.

Print Name

Authorized Signature

Position/Title

Company

P.E. #

Date

Certification:

Any person, required by these regulations or any order issued by the Department, to submit papers shall identify themselves by name, profession, and relationship to the applicant and legal interest in the facility, and make the following 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 both civil and criminal for submitting false information including possible fines and imprisonment.”

Print Name

Authorized Signature

Position/Title

Date