



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Solid Waste Management
Demonstration Project Permits

BWP SW 32 Scope of Work for a Major Demonstration Project

BWP SW 33 Major Demonstration Project Report

BWP SW 35 Minor Demonstration Project Report

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 permits?

Certain new or innovative solid waste technologies or processes are required to undergo the demonstration process. This demonstration provides assurances that public health, safety and the environment will be protected prior to the utilization of the new technologies and processes on a larger scale.

Legal authority is found in MGL c. 21A, ss 2 and 8, c. 111, s. 150A. The regulatory authority for permitting demonstration projects is found in 310 CMR 19.062 and 310 CMR 16.05(10).

2. Who must apply?

- a. Site assigned facilities proposing to utilize new or innovative technologies which would not be approved under the facility's operating plan, or under other applicable sections of 310 CMR 19.000.
- b. Anyone proposing an innovative process for the recycling or composting of pre-sorted materials at an unassigned site in accordance with 310 CMR 16.05(10).

2a. Which application should I file?

- A **Major Demonstration Project** is defined in 310 CMR 4.10(4)(ff)&(gg). It consists of: the addition of waste water treatment sludge to an existing solid waste composting operation; a new composting operation processing solid waste or processing solid waste with waste water treatment sludge; or, a material or technology which requires design review or facility construction. A major demonstration project is a two part approval process. First, the scope of work must be approved through the submittal of a BWP SW 32 application, then, at the conclusion of the project, the final report is submitted using a BWP SW 33 application.
- A **Minor Demonstration Project** is defined in 310 CMR 4.10(4)(hh). It consists of: the addition of compostable materials to an existing composting operation; a new composting operation which will receive not more than a total of 500 tons or 1000 cubic yards of compostable material as defined in 310 CMR 19.006, whichever is less, over the approved operating period of the project; an operating method or material used in daily operation which does not require design review or facility construction. Use BWP SW 35 for this application.

3. What other requirements should be considered when applying for these permits?

A Scope of Work for a Major Demonstration Project (BWP SW 32) must be approved prior to submittal of a Major Demonstration Project Report (BWP SW 33).

For facilities which have gone through prior MEPA review, it may be necessary to file a notice of project change to the MEPA unit to determine whether the proposed project constitutes further review by that unit. 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).



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

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 32 Scope of Work.....\$1,690
BWP SW 33 Major Project\$4,030
BWP SW 35 Minor Project.....\$560

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

Primary Permit Location:	Reserve Copy Location:
Dep't. of Environmental Protection _____ * Regional Office Solid Waste Management	Dep't. of Environmental Protection Solid Waste Management 1 Winter Street Boston, MA 02108

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

A copy of the application must be sent to the local board of health.

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?

Annual compliance fees do not apply as these operations are time-limited. Facilities at which these projects occur may be required to pay annual compliance fees under the provisions of 310 CMR 4.03(2).

8. How long are these permits in effect?

A demonstration project shall be valid for the duration stated in the permit but for no more than two years from the date of issuance, unless renewed as provided for in 310 CMR 19.062(7) or for not more than one year for demonstration projects issued in accordance with 16.05(10). The Department may also terminate the permit at any time if the project does not adequately protect public health, safety, and the environment.



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

- a. Strictly adhere to the application requirements of 310 CMR 19.062(2). Allow sufficient time for the demonstration and provide sufficient collected data to ensure that the information can be adequately evaluated.
- b. 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 permits? Where can I get copies?

These regulations include, but are not limited to:

- a. Solid Waste Management Facility Regulations, 310 CMR 19.000.
- b. Site Assignment Regulations for Solid Waste Facilities, 310 CMR 16.00.
- c. 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>

Information requested on application has been supplied.

Certification statement submitted and signed (310 CMR 19.011).

To submit the application package:

Checklist items have been completed.

Send a copy of the application, with any supporting documentation, along with one copy of the MassDEP Transmittal Form to these three locations:

Department of Environmental Protection
_____ * Regional Office
Solid Waste Management

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

AND

Department of Environmental Protection
Solid Waste Management
1 Winter Street
Boston, MA 02108

AND

Board of Health
_____ (Address)
_____ (City or Town)

Send fee of:

\$1,690 for BWP SW 32;

\$4,030 for BWP SW 33;

\$560 for BWP SW 35;

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



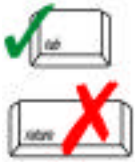
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 Application for Demonstration Project

Transmittal Number _____

Facility ID (if known) _____

A. Project Information

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



DIRECTIONS:

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

2. Enter NA if information requested is not applicable

1. Which permit category are you applying for?
- BWP SW 32 BWP SW 33 BWP SW 35

2. Demonstration Permit

a. Financial Assurance:

1. Mechanism {310 CMR 19.051(12)}
2. Amount {310 CMR 19.062(5)}
3. Calculations {310 CMR 19.051(5)}

Plan/Report # _____

Page # _____

DEP USE ONLY

b. Detailed description of the project {310 CMR 19.062(2)(a)} or {310 CMR 16.05(10)}, including:

1. a discussion of the objectives of the project;
2. a discussion of the purposes for undertaking the project;
3. an analysis indicating the benefits of the proposed new technology;
4. a description of the applicability of the new technology to solid waste management in general;
5. a description of how the applicant intends to provide for the receipt and treatment or disposal of those types and quantities of solid waste proposed to be necessary for purposes of determining the efficiency and performance capabilities of the technology or process; and
6. a technical analysis indicating environmental, public health and safety benefits and risks from the proposed new technology.



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A. Project Information (cont.)

	Plan/Report #	Page #	DEP USE ONLY
c. Plans {310 CMR 19.062(2)(b)} or 310 CMR 16.05(10)}			
1. a site plan indicating the location of the project or facility;	_____	_____	
2. an operational plan outlining operational details of the project or facility, the particular types of equipment required for proper operation and discussion of measures to be taken to ensure the protection of public health, safety or the environment;	_____	_____	
3. a corrective action plan which indicates how conventional solid waste management technology shall be utilized in the event of failure of the proposed technology;	_____	_____	
4. a data collection and analysis plan which outlines all data collection and analysis procedures, protocols and reporting formats required to document and evaluate whether the demonstration project has achieved its objectives.	_____	_____	
d. A Project Timetable;	_____	_____	
e. such other descriptions, plans or information as the Department deems necessary to review the demonstration project;	_____	_____	
f. the facility has a valid site assignment, if applicable;	_____	_____	
g. the facility has a valid permit and necessary authorizations issued by the Division of Solid Waste Management and/or other divisions of the Department, if applicable;	_____	_____	



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A. Project Information (cont.)

	Plan/Report #	Page #	DEP USE ONLY
h. the project can be adequately accommodated at a permitted facility without interfering with or disrupting normal operation of the facility, where the project is to be located at a permitted facility; and	_____	_____	
i. the proposed demonstration project will not cause or contribute to pollution of the air, water or other natural resources of the Commonwealth.	_____	_____	
4. Renewal of Demonstration Permit			
a. Renewal Content:			
1. date of expiration of current Demonstration Permit;	_____	_____	
2. changes in operation and data collection;	_____	_____	
3. narrative summary of operation and data collection;	_____	_____	
4. environmental controls;	_____	_____	
5. operational problems/solutions;	_____	_____	
6. list of violations or enforcement actions;	_____	_____	
7. description and quantities of waste processed; and	_____	_____	
8. financial assurance adequacy.	_____	_____	
b. Notification of Board of Health of Jurisdiction	_____	_____	



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B. Certification: 310 CMR 19.011

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