Improving MCP Compliance – Navigating eDEP and Managing RTNs

Bureau of Waste Site Cleanup
January 2009

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Randi Augustine
Susan Fessenden
BWSC.eDEP@state.ma.us
Training Agenda

9:00 -- Introduction

9:10 -- New Graphic User Interface (GUI)

9:50 -- eDEP Transaction Overview

10:15 -- RTN Standard Operating Procedures

10:45 -- Questions and Answers
Why eDEP?

Business, developers, environmental professionals, and the public need information about hazardous waste sites to increase the Commonwealth’s advantage.

- Easily
- From anywhere
- In real time
Project Background

• 2001 – 2002 Project Design and Development
• 2003 – 2004 BWSC Rollout
  – Majority of BWSC forms available in eDEP (except BOL)
  – Registration process streamlined
Project Background (cont)

• 2005 - 2006 Development of Plan to increase eDEP Usage
  – Regulatory change introducing Remedial Monitoring Report in electronic format only
  – Email box created
    BWSC.eDEP@state.ma.us

• 2007 – RMR required electronically
Project Background (cont)

  - Printed copy no longer required if supporting documentation submitted with eDEP transmittal form.
  - Site File Viewer available.
  - First program of its type in the country to be all electronic.
Number of eDEP Submittals by Year
Percent eDEP BWSC Submittals to Total BWSC Submittals

![Graph showing the percentage of eDEP BWSC submittals compared to total BWSC submittals from January 2004 to July 2008. The graph indicates a steady increase in the percentage of eDEP submittals over time.](image-url)
Total Submitted BWSC Forms through eDEP

- BWSC121 Notif of Delay in Compliance with RA Deadlines
- BWSC120 Homeowner Certification Transmittal Form
- BWSC119 URAM Transmittal Form
- BWSC115 DPS Transmittal Form
- BWSC113 & 113A AUL Transmittal & Opinion Form
- BWSC111 Audit Follow-up Plan & Post-Audit CS
- BWSC109 Minor Permit Modification Transmittal Form
- BWSC108 CRA Transmittal Form & Phase I CS
- BWSC107 Tier Classification Transmittal Form
- BWSC106 RAM Transmittal Form
- BWSC105 IRA Transmittal Form
- BWSC104 RAO Statement
- BWSC103 Release Notification & Retraction Form
- BWSC102 Release Amendment Form
- BWSC101 Release Log Form
- BWSC100 Complaint and Inquiry Log Form
- BWSC109,20,30 App for Supplemental Tier I Permit Actions
- BWSC01,02,03 Initial Application for Tier I Permit
Site File Viewer

Select Search Criteria

Find RTN: RTN

Release Tracking Number (RTN):

Region Tracking ID

From:
10/1/2008

To:
10/31/2008

Submit Date (MM/DD/YYYY):

Transaction ID:

Search Clear

Your search produced 203 records. Records 1 to 203 appear below.

<table>
<thead>
<tr>
<th>TN</th>
<th>Form Name</th>
<th>Submit Date</th>
<th>Attachments</th>
</tr>
</thead>
</table>

Massachusetts Department of ENVIRONMENTAL PROTECTION
# Reportable Release Lookup

The search returned 201 results. Search Keywords >> Town: "WILMINGTON" | Sorted by: "Netif_date , Town, Address" | Data last updated: 10/29/2008

<table>
<thead>
<tr>
<th>RTN</th>
<th>City/Town</th>
<th>Release Address</th>
<th>Site Name/Location Aid</th>
<th>Reporting Category</th>
<th>Notification Date</th>
<th>Compliance Status</th>
<th>Date</th>
<th>Phase</th>
<th>RAC Class</th>
<th>Chemical Type</th>
<th>Site File Viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-0027805</td>
<td>WILMINGTON</td>
<td>200 EAMES ST</td>
<td>NO LOCATION AID</td>
<td>TWO HR</td>
<td>9/2/2007</td>
<td>RAO</td>
<td>4/14/2008</td>
<td></td>
<td>A1</td>
<td>Hazardous Material</td>
<td></td>
</tr>
<tr>
<td>3-0026899</td>
<td>WILMINGTON</td>
<td>696 WOBURN ST</td>
<td>LUCIC SUPER MARKET</td>
<td>TWO HR</td>
<td>6/13/2007</td>
<td>RAO</td>
<td>8/10/2007</td>
<td></td>
<td>A1</td>
<td>Oil</td>
<td></td>
</tr>
<tr>
<td>3-0026799</td>
<td>WILMINGTON</td>
<td>886 MAIN ST</td>
<td>SHELL GASOLINE STATION</td>
<td>72 HR</td>
<td>5/2/2007</td>
<td>RTN CLOSED</td>
<td>5/2/2008</td>
<td></td>
<td>A1</td>
<td>Oil</td>
<td></td>
</tr>
<tr>
<td>3-0026758</td>
<td>WILMINGTON</td>
<td>81 HIGH ST</td>
<td>NO LOCATION AID</td>
<td>TWO HR</td>
<td>4/16/2007</td>
<td>TIER1D</td>
<td>4/23/2008</td>
<td></td>
<td>A1</td>
<td>Oil</td>
<td>Yes</td>
</tr>
<tr>
<td>3-0026475</td>
<td>WILMINGTON</td>
<td>856 WOBURN ST</td>
<td>NO LOCATION AID</td>
<td>120 DY</td>
<td>4/12/2007</td>
<td>URAM</td>
<td>4/17/2007</td>
<td></td>
<td>A2</td>
<td>Oil</td>
<td>Yes</td>
</tr>
<tr>
<td>3-0027037</td>
<td>WILMINGTON</td>
<td>128 GROVE AVE</td>
<td>RESIDENCE</td>
<td>TWO HR</td>
<td>3/20/2007</td>
<td>RAO</td>
<td>4/4/2008</td>
<td></td>
<td>A2</td>
<td>Oil</td>
<td>Yes</td>
</tr>
<tr>
<td>3-0026514</td>
<td>WILMINGTON</td>
<td>923 MAIN ST</td>
<td>MAPLE MEADOWS LANDFILL</td>
<td>120 DY</td>
<td>2/26/2007</td>
<td>TIER1D</td>
<td>3/4/2008</td>
<td></td>
<td>A2</td>
<td>Oil and Hazardous Material</td>
<td>Yes</td>
</tr>
<tr>
<td>3-0026567</td>
<td>WILMINGTON</td>
<td>315-319 MAIN ST</td>
<td>NO LOCATION AID</td>
<td>120 DY</td>
<td>1/29/2007</td>
<td>RAO</td>
<td>1/28/2008</td>
<td></td>
<td>A2</td>
<td>Oil and Hazardous Material</td>
<td>Yes</td>
</tr>
<tr>
<td>3-0026312</td>
<td>WILMINGTON</td>
<td>RTE 93 NORTHBOUND</td>
<td>SOUTH OF EXIT 39</td>
<td>TWO HR</td>
<td>10/20/2006</td>
<td>RAO</td>
<td>12/15/2006</td>
<td></td>
<td>A1</td>
<td>Oil</td>
<td></td>
</tr>
</tbody>
</table>
# Site File Viewer from Reportable Release Lookup

## Results

<table>
<thead>
<tr>
<th>RTN</th>
<th>Form Name</th>
<th>Submit Date</th>
<th>Attachments</th>
<th>Notes</th>
<th>Trans.ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-26707</td>
<td>BWSC 105 IRA Transmittal Form- 194</td>
<td>4/4/2008 4:17:18 PM</td>
<td>155 kb BWSC-105 O.B08 - IRA Completion Rep</td>
<td></td>
<td>168849</td>
</tr>
<tr>
<td>3-26707</td>
<td>BWSC 105 IRA Transmittal Form- 194</td>
<td>1/24/2008 11:36:39 AM</td>
<td>3 mb BWSC-105 O.B03 - Modified IRA Plan pdf</td>
<td>76 kb BWSC-105 O.B08 - IRA Status Report.pdf</td>
<td>164423</td>
</tr>
</tbody>
</table>

The documents viewable here include all site information submitted electronically via eDEP. Please contact the appropriate regional office to conduct a review of all other site documents.
Content Manager for Waste Site Cleanup

- LSP Submittals e.g., BWSC104 & BWSC105 and attachments
- PRP Submittals e.g., BWSC103 & BWSC120
- eDEP Repository
- DEP Staff Submittals e.g., BWSC101 & BWSC102

Scanned Documents Repository

- Notices and Approvals e.g., NOAs & IRA Plan Approvals
- Correspondence Repository
- NORs & Other Correspondence
- Enforcement Documents e.g., NONs & PANs

Currently Only eDEP Submittals are available to be viewed on the Site File Viewer

Massachusetts Department of ENVIRONMENTAL PROTECTION
New Look to eDEP

Graphic User Interface (GUI)
On the main DEP Web page click on link to get started with eDEP and view eDEP Instructions.
Accessing eDEP

Scroll Down to Waste Site Cleanup Instructions
Waste Site Cleanup Instructions for eDEP Filing

http://www.mass.gov/dep/service/compliance/edepbwsc.htm

Frequently Asked Questions

BWSC Frequently Asked Questions (FAQs) about eDEP. Please click on the link below to view Frequently Asked Questions about Waste Site Cleanup electronic submittals in eDEP.

Site File Viewer

An online Waste Site / Reportable Release File Viewer is available. The documents viewable include all site information submitted electronically via eDEP.

MCP Revisions and eDEP

Effective February 14, 2008, no printed copy is required to be submitted to the MassDEP regional office when MCP submittals and the applicable documentation are submitted electronically.

Electronic Submittal of Remedial Monitoring Report

The Remedial Monitoring Report (RMR), the transmittal form submitted with the RMR, BWSC105 (IRA), BWSC106 (RAM), BWSC108 (CRA), and BWSC119 (URAM) and the supporting documentation must be submitted electronically. The Transition Period where RMRs could be
eDEP Login

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

Log in to eDEP

Enter Username and Password

Click on New User to set up your Username and Password

Click here

Note: eDEP is unavailable from 9:00PM Friday through 3:00AM Saturday for backup purposes. We are sorry for any inconvenience this may cause.
My eDEP Homepage

This is your My eDEP Homepage

Welcome to eDEP...
User Name: JTESTER
Nick Name: JOHN (you can retrieve your user name from your email)
Thank you for registering.

Protect your Password:
- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.
- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

You may begin using eDEP. My Homepage will list all your transactions. You currently have no transactions.
To start a new transaction, please click Start New.
<table>
<thead>
<tr>
<th>Trans#</th>
<th>ID</th>
<th>Transaction</th>
<th>My Private Note</th>
<th>Status</th>
<th>Last Update</th>
<th>Download to Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>147732</td>
<td>1-205</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>Add Note</td>
<td>SUBMITTED</td>
<td>10/24/2008</td>
<td>Download</td>
</tr>
<tr>
<td>147731</td>
<td>1-211</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>Add Note</td>
<td>SUBMITTED</td>
<td>10/22/2008</td>
<td>Download</td>
</tr>
<tr>
<td>147681</td>
<td>1-101</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>Add Note</td>
<td>SUBMITTED</td>
<td>10/01/2008</td>
<td>Download</td>
</tr>
<tr>
<td>147542</td>
<td>1-12345</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>Add Note</td>
<td>SUBMITTED</td>
<td>10/01/2008</td>
<td>Download</td>
</tr>
<tr>
<td>147500</td>
<td>1-15654</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>10/20/08 this is a test note</td>
<td>SUBMITTED</td>
<td>09/24/2008</td>
<td>Download</td>
</tr>
<tr>
<td>147394</td>
<td>4-18675</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>Add Note</td>
<td>SUBMITTED</td>
<td>09/23/2008</td>
<td>Download</td>
</tr>
<tr>
<td>147464</td>
<td>1-11111</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>Add Note</td>
<td>SUBMITTED</td>
<td>09/22/2008</td>
<td>Download</td>
</tr>
<tr>
<td>147400</td>
<td>1-12211</td>
<td>BWSC 108 CRA Transmittal Form &amp; Phase I CS</td>
<td>uploaded attachment 10/20/08 in DRTS test, does not show up here.</td>
<td>SUBMITTED</td>
<td>09/22/2008</td>
<td>Download</td>
</tr>
</tbody>
</table>
### My eDEP Homepage - Filter

![My eDEP Homepage - Filter](image)

#### Instruction:
You can filter a transaction by selecting any of the field displayed i.e. Transaction #, ID, Status, Form or Specific Date. You can also do a multiple filter by selecting multiple fields at a time and then clicking the filter button.

<table>
<thead>
<tr>
<th>Trans#</th>
<th>ID</th>
<th>Transaction</th>
<th>My Private Note</th>
<th>Status</th>
<th>Last Update</th>
<th>Download to Print</th>
</tr>
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<td>SUBMITTED</td>
<td>09/24/2008</td>
<td>Download</td>
</tr>
</tbody>
</table>
My Profile – To Update Information and Add Proofs

Welcome to eDEP...

User Name: JTESTER
Nick Name: JOHN (you can retrieve your user name from your 'My Profile')

Thank you for registering.

Protect your Password!

- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.

- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

You may begin using eDEP. My Homepage will list all your transactions. You currently have no transactions.

To start a new transaction, please click Start New.
Apply for LSP Proof of Identity

Choose Apply for Proof and LSP
LSP Proof of Identity Form

Instructions:
1. All users must print this form.
2. Must provide a handwritten signature.
3. Mail the printed signed form to:
   eDEP Manager
   4th Floor - ITO
   1 Winter Street
   Boston, MA 02108

Apply proof to be a Licensed Site Professional (LSP)

<table>
<thead>
<tr>
<th>First Name:</th>
<th>JOHN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>TESTER</td>
</tr>
<tr>
<td>User Name:</td>
<td>JTESTER</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:jtester@domain.com">jtester@domain.com</a></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(617) 555-4444</td>
</tr>
</tbody>
</table>

Affix LSP Seal here:

eDEP creates the Proof of Identity Form

Note Instructions
LSP Proof Pending

Note the status bar indicating LSP Proof is Pending
Apply to be Administrator

Enter TIN and Business name

TIN: 123456789
Business Name: DEP Cleanup Company
Administrator and LSP Proof of Identity Pending

Note pending status of LSP
And Administrator Proof
To Begin a Form

This is where forms are found
<table>
<thead>
<tr>
<th>Form Name</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BWSC102 Release Amendment</td>
<td>Used by MassDEF/BWSC Staff to record supplemental information regarding a release, including oral plans and site inspection notes.</td>
<td></td>
</tr>
<tr>
<td>BWSC103 Release Notification</td>
<td>Used by an RP, PRP or Other Person to provide written notification of a release or threat of release of oil and/or hazardous materials. See 310 CMR 40.0335 and 40.0371 for more information.</td>
<td></td>
</tr>
<tr>
<td>BWSC104 Response Action</td>
<td>Used by an RP, PRP or Other Person to document the outcomes of actions taken in response to a release or threat of release of oil/hazardous materials. See 310 CMR 40.1000 for more information.</td>
<td></td>
</tr>
<tr>
<td>BWSC105 Immediate Response</td>
<td>Used by an RP, PRP or Other Person to document assessment and/or remedial actions that are required to respond to a time-critical release, threat of release and/or site conditions. See the 310 CMR 40.0424-0427 for more information.</td>
<td></td>
</tr>
<tr>
<td>BWSC106 Release Abatement</td>
<td>Used by an RP, PRP or Other Person to document risk reduction measures of limited scope and complexity. See 310 CMR 40.0444-0446 for more information.</td>
<td></td>
</tr>
<tr>
<td>BWSC107 Tier Classification</td>
<td>Used by an RP, PRP or Other Person to document the classification of a disposal site as Tier I or II based on site-specific information and the NRS Score sheet BWSC107A. See 310 CMR.</td>
<td></td>
</tr>
</tbody>
</table>
For the RTN, enter the Region and Tracking Number

REMEMBER, do not enter leading zeros

RTN 3-0073 is entered as Region 3 and

Tracking number 73 – no leading zeros
Preform -- DEP Database Information

Check that the site information is up to date. If not, send an email to BWSC.eDEP@state.ma.us to update database.

Check persons involved with this release. To add a new person, check off Add box. Send email with new information to BWSC.eDEP@state.ma.us.
Preform—DEP Database Information (cont.)

Note how RTN – 3-0072 is entered in eDEP

Note multiple company names and persons in database. To update information send email to BWSC.eDEP@state.ma.us
eDEP Transaction Overview
Transaction Overview – Navigation Page
Sharing an eDEP submittal

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user’s eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction #: 147931
Form Name
Shared with

Select Add

add
Sharing an eDEP submittal (cont.)

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user’s eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction #: 147931
Form Name
Shared with

Share With: mushroom
Please enter a valid eDEP nickname
Role: Editor&Signer
From: 11/14/2008 To
(e.g., 11/14/2008)
Please enter a valid US Date Format (e.g., 12/30/2003)

[Select Add]
eDEP Sharing Roles

- Viewer
- Editor
- Signer
- Editor & Signer
- Owner (Creator of the form gives ownership of the form to someone else)
BWSC108 – Section B

<table>
<thead>
<tr>
<th>B. THIS FORM IS BEING USED TO (cont.): (check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Submit a Revised Phase IV Completion Statement, pursuant to 310 CMR 40.0878 and 40.0879.</td>
</tr>
<tr>
<td>15. Submit a Phase V Status Report, pursuant to 310 CMR 40.0892.</td>
</tr>
<tr>
<td>16. Submit a Remedial Monitoring Report. (This report can only be submitted through eDEP.)</td>
</tr>
</tbody>
</table>

   a. Type of Report: (check one)  
      - I. Initial Report  
      - II. Interim Report  
      - III. Final Report  

   b. Frequency of Submittal: (check all that apply)  
      - i. A Remedial Monitoring Report(s) submitted monthly to address an Imminent Hazard.  
      - ii. A Remedial Monitoring Report(s) submitted monthly to address a Condition of Substantial Release Migration.  

   c. Status of Site: (check one)  
      - i. Phase V  
      - II. Remedy Operation Status  
      - III. Class C RAO  

   d. Number of Remedial Systems and/or Monitoring Programs: 1  

A separate BWSC108A, CRA Remedial Monitoring Report, must be filled out for each Remedial System and/or Monitoring Program addressed by this transmittal form.

17. Submit a Remedy Operation Status, pursuant to 310 CMR 40.0893.  

18. Submit a Status Report to maintain a Remedy Operation Status, pursuant to 310 CMR 40.0893(2).
Person Undertaking Response Actions

1. Check all that apply:  
   - a. change in contact name
   - b. change of address  
   - c. change in the person undertaking response actions

2. Name of Organization:  MACLEOD ENTERPRISES

3. Contact First Name:  Stephanie
4. Last Name:  MacLeod

5. Street:  1 Main Street
6. Title:  President

7. City/Town:  Bridgewater
8. State:  MA
9. ZIP Code:  01555-0000

10. Telephone:  (508) 555-1111
11. Ext.:  
12. FAX:  

E. RELATIONSHIP TO SITE OF PERSON UNDERTAKING RESPONSE ACTIONS:
   - 1. RP or PRP  
     - a. Owner
     - b. Operator
     - c. Generator
     - d. Transporter

   - e. Other RP or PRP  Specify:  

   - 2. Fiduciary, Secured Lender or Municipality with Exempt Status (as defined by M.G.L. c. 21E, s. 2)

   - 3. Agency or Public Utility on a Right of Way (as defined by M.G.L. c. 21E, s. 5(j))

   - 4. Any Other Person Undertaking Response Actions  Specify Relationship:  

F. REQUIRED ATTACHMENT AND SUBMITTALS:
   - 1. Check here if the Response Action(s) on which this opinion is based, if any, are (were) subject to any order(s), permit(s)
Person Undertaking Response Actions Information (cont.)

• If the user wants to update the Contact Name and/or Address for the person selected on the Pre Form and auto-filled here, check off the applicable box(es) 1.a. and 1.b. and fill in the new information.

• Permanent edits need to be sent to the BWSC.eDEP@state.ma.us mail box.
Person Undertaking Response Actions Information

• The Person Undertaking the Response Action information is auto-filled from MassDEP’s database based on the user’s selection made on the Pre Form.

• If “Add a New Person” was selected on the Pre Form, Fill in “Person” Section and indicate the relationship of the party to the release/site in the relationship section.
### Relationship to Site of Person Undertaking Response Actions

1. Check all that apply:  
   - [ ] a. change in contact name  
   - [ ] b. change of address  
   - [ ] c. change in the person undertaking response actions

2. Name of Organization: **MACLEOD ENTERPRISES**

3. Contact First Name: **Stephanie**  
4. Last Name: **MacLeod**

5. Street: **1 Main Street**  
6. Title: **President**

7. City/Town: **Bridgewater**  
8. State: **MA**  
9. ZIP Code: **01555-0000**

10. Telephone: **(508) 555-1111**  
11. Ext.: **_**  
12. FAX: **_**

#### E. RELATIONSHIP TO SITE OF PERSON UNDERTAKING RESPONSE ACTIONS:

- [ ] 1. RP or PRP  
  - [ ] a. Owner  
  - [ ] b. Operator  
  - [ ] c. Generator  
  - [ ] d. Transporter  
  - [ ] e. Other RP or PRP  
  Specify: ____________________________

- [ ] 2. Fiduciary, Secured Lender or Municipality with Exempt Status (as defined by M.G.L. c. 21E, s. 2)

- [ ] 3. Agency or Public Utility on a Right of Way (as defined by M.G.L. c. 21E, s. 5(j))

- [ ] 4. Any Other Person Undertaking Response Actions  
  Specify Relationship: ____________________________

#### F. REQUIRED ATTACHMENT AND SUBMITTALS:

- [ ] 1. Check here if the Response Action(s) on which this opinion is based, if any, are (were) subject to any order(s), permit(s)
Upcoming New Check off Box in Relationship to Site Section

<table>
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<tr>
<th>2. Name of Organization:</th>
<th>4. Last Name:</th>
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<td>3. Contact First Name:</td>
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- [ ] 4. Any Other Person Undertaking Response Actions Specify Relationship:

F. REQUIRED ATTACHMENT AND SUBMITTALS:

- [ ] 1. Check here if the Response Action(s) on which this opinion is based, if any, are (were) subject to any order(s), permit(s) and/or approval(s) issued by DEP or EPA. If the box is checked, you MUST attach a statement identifying the applicable provisions thereof.

- [ ] 2. Check here to certify that the Chief Municipal Officer and the Local Board of Health have been notified of the submittal of any Phase Reports to DEP.

- [ ] 3. Check here to certify that the Chief Municipal Officer and the Local Board of Health have been notified of the availability of a Phase III Remedial Action Plan.

- [ ] 4. Check here to certify that the Chief Municipal Officer and the Local Board of Health have been notified of the availability of a...
Attachments Section

1. Check here if the Response Action(s) on which this opinion is based, if any, are (were) subject to any order(s), permit(s) and/or approval(s) issued by DEP or EPA. If the box is checked, you MUST attach a statement identifying the applicable provisions thereof.

2. Check here to certify that the Chief Municipal Officer and the Local Board of Health have been notified of the submittal of any Phase Reports to DEP. By checking this box, you are also certifying that all documents required to support the opinion including, but not limited to, all reports and appendices, will be submitted to MassDEP pursuant to 310 CMR 40.0008.

3. Check here to certify that the Local Board of Health has been notified of the availability of a Phase III Remediial Action Report.

4. Check here to certify that the Local Board of Health has been notified of the availability of a Phase IV Remedy Implementation Report.

5. Check here to certify that the法定代表 has been notified of any field work involving the implementation of any Phase II actions.

6. If submitting a Modification of a Remedy Operation Status, check here to certify that written consent of the person who submitted the Remedy Operation Status submittal, as per 310 CMR 40.0893(5), is attached.

7. Check here if any non-updatable information provided on this form is incorrect, e.g. Site Name. Send corrections to the DEP Regional Office.

8. Check here to certify that the LSP Opinion containing the material facts, data, and other information is attached.

Note that a submittal is not considered complete until all such required documentation is received by MassDEP.
**Updated Attachments Section Box – eMail Address**

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<td>5. Check here to certify that the Chief Municipal Officer and the Local Board of Health have been notified of any field work involving the implementation of a Phase IV Remedial Action.</td>
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<td>6. If submitting a Transfer of a Remedy Operation Status (as per 310 CMR 40.0893(5)), check here to certify that a statement detailing the compliance history for the person making this submittal (transferee) is attached.</td>
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<td>7. If submitting a Modification of a Remedy Operation Status (as per 310 CMR 40.0893(5)), check here to certify that a statement detailing the compliance history for each new person making this submittal is attached.</td>
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<tr>
<td>8. Check here if any non-updatable information provided on this form is incorrect, e.g. Site Name. Send corrections to: <a href="mailto:BWSC.eDEP@state.ma.us">BWSC.eDEP@state.ma.us</a>.</td>
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Revised: 11/19/2008
Certification Section on BWSC108 Form

Bureau of Waste Site Cleanup

COMPREHENSIVE RESPONSE ACTION TRANSMITTAL FORM & PHASE I COMPLETION STATEMENT

Pursuant to 310 CMR 40.0484 (Subpart D) and 40.0800 (Subpart H)

G. CERTIFICATION OF PERSON UNDERTAKING RESPONSE ACTIONS:

1. I, [George Porter], attest under the pains and penalties of perjury (i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this transmittal form, (ii) that, based on my inquiry of those individuals immediately responsible for obtaining the information, the material information contained in this submittal is, to the best of my knowledge and belief, true, accurate and complete, and (iii) that I am fully authorized to make this attestation on behalf of the entity legally responsible for this submittal. I/ the person or entity on whose behalf this submittal is made am/is aware that there are significant penalties, including, but not limited to, possible fines and imprisonment, for willfully submitting false, inaccurate, or incomplete information.

2. By: [Signature]

3. Title: TRUSTEE

4. For: JOAN PORTER ESTATE

   (Name of person or entity recorded in Section D)

5. Date: [mm/dd/yyyy]

6. Check here if the address of the person providing certification is different from address recorded in Section D.

7. Street: 

8. City/Town: 

9. State: 

10. ZIP Code: 

Massachusetts Department of ENVIRONMENTAL PROTECTION
New Certification Section on BWSC108 Form

G. CERTIFICATION OF PERSON UNDERTAKING RESPONSE ACTIONS:

1. I, ____________________________, attest under the pains and penalties of perjury (i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this transmittal form, (ii) that, based on my inquiry of those individuals involved in obtaining the information, the material information contained in this submittal is, to the best of my knowledge, accurate and complete, and (iii) that I am fully authorized to make this attestation on behalf of the entity on whose behalf this submittal is made am/is aware that there are possible fines and imprisonment, for willfully submitting false, inaccurate, or incomplete information.

2. By: ____________________________

   Signature

3. Title: ____________________________

4. For: MACLEOD ENTERPRISES

   (Name of person or entity recorded in Section D)

5. Date: ____________________________ (mm/dd/yyyy)

6. Check here if the address of the person providing certification is different from address recorded in Section D.

7. Street: ____________________________

8. City/Town: ____________________

9. State: ____________________

10. ZIP Code: ____________________

11. Telephone: ____________________

12. Ext.: ____________________

13. FAX: ____________________
Transaction Overview BWSC108 with RMR (A)

MassDEP's Online Filing System

User Name: PIZZA

Transaction Overview Trans# 147993 ID# 4:98988 BWSC 108 CRA Transmittal Form & Phase I CS

Forms

Errors Checked/Validated

Fill out the following forms for this transaction:

- BWSC 108 CRA Transmittal Form & Phase I CS
- BWSC Remedial Monitoring Report

Next
Transaction Overview – Attach Files Page

You can either send File electronically or send it by Mail

BWSC-108 Ques.B02 - Revised Phase I Report  Send File Electronically
BWSC-108 Ques.B03 - Phase II Scope Of Work  Send By Mail

Note: You must click attach/update before clicking next

* Waste Site Cleanup filers are required to send all files under 30 MB electronically
Transaction Overview – Attach Files Page (cont.)

You can either send File electronically or send it by Mail

<table>
<thead>
<tr>
<th>Transaction Overview</th>
<th>Attach Files Page</th>
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</thead>
<tbody>
<tr>
<td>BWSC-108 Ques.B02 - Revised Phase I Report</td>
<td>Send File Electronically: RAST.pdf - Remove</td>
</tr>
<tr>
<td>BWSC-108 Ques.B03 - Phase II Scope Of Work</td>
<td>Send By Mail: eDEPattachments.doc - Remove</td>
</tr>
</tbody>
</table>

Note: You must click attach/update before clicking next

* Waste Site Cleanup filers are required to send all files under 30 MB electronically
Client Certification

Please check the form(s) you wish to accept.

BWSC 108 CRA Transmittal Form & Phase I CS - 1 Form(s)

☑ CERTIFICATION OF PERSON UNDERTAKING RESPONSE ACTIONS

I, [Name], attest under the pains and penalties of perjury (i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this transmittal form, (ii) that, based on my inquiry of those individuals immediately responsible for obtaining the information, the material information contained in this submittal is, to the best of my knowledge and belief, true, accurate and complete, and (iii) that I am fully authorized to make this attestation on behalf of the entity legally responsible for this submittal. If the person or entity on whose behalf this submittal is made am I aware that there are significant penalties, including, but not limited to, possible fines and imprisonment, for willfully submitting false, inaccurate, or incomplete information.

Unless specifically authorized pursuant to 310 CMR 40.0009(2), LSPs must not sign this section.

By entering my name I acknowledge that I have read and agree with the certification statement.

NAME [Name] Date [Date]

☐ LSP SIGNATURE

I attest under the pains and penalties of perjury that I have personally examined and am familiar with this transmittal form, including any and all documents accompanying this submittal. In my professional opinion and judgment based upon application of (i) the standard of care in 309 CMR 4.02(1), (ii) the applicable provisions of 309 CMR 4.02(2) and (3), and 309 CMR 4.03(2), and (iii) the provisions of 309 CMR 4.03(3), to the best of my knowledge, information and belief.

> if Section B indicates that a Phase I, Phase II, Phase III, Phase IV or Phase V Completion Statement is being submitted, the response action(s) that is (are) the subject of this submittal (i) has (have) been developed and implemented in accordance with the applicable provisions of M.G.L. c. 21E and 310 CMR 40.0000, (ii) is (are) appropriate and reasonable to accomplish the purposes of such response action(s) as set forth in the applicable provisions of M.G.L. c. 21E and 310 CMR 40.0000, and (iii) comply(ies) with the identified provisions of all orders, permits, and approvals identified in this submittal;
BWSC108 Ready to Submit

Transaction Overview
Trans# 147893 ID# 4-88888 BWSC-108 CRA Transmittal Form & Phase I CS

Errors Checked/Validated

- BWSC 108 CRA Transmittal Form & Phase I CS
- BWSC Remedial Monitoring Report A
- BWSC Remedial Monitoring Report B

Fill out the following forms for this transaction:

- BWSC 108 CRA Transmittal Form & Phase I CS
- BWSC Remedial Monitoring Report A
- BWSC Remedial Monitoring Report B

MassDEP's Online Filing System ver.8.1.4.0 © 2008 MassDEP
Useful Facts Relating to Forms
Form Facts

• UTMs only required on BWSC103 and BWSC107A. Optional for all other forms.
• Child forms are dependent on Section B Check Boxes and will not appear until parent form is validated.
LSP Opinion Not Required

- BWSC103 Release Notification Form
- BWSC113 AUL (except Evaluation of Change in Land Use)
  
  113A LSP Opinion Submitted with AUL to Registry

- BWSC119 Certain URAMs of limited scope
- BWSC120 Homeowners Certification
- BWSC121 Notification of Delay (Response Action Deadlines)
eDEP Supporting Documentation
Dos

• Do read “Managing BWSC eDEP Attachments.”

• Do turn off auto update for dates in Word.

• Do proof your documents for errors before submitting. (Once they are submitted, we can not edit them.!)
eDEP Supporting Documentation

Don’ts

• include copies of checks!!!!
• submit scanned documents upside down or in non-standard print size.
• password protect documents
• submit eDEP >30 mb (If greater than 30 mb, submit on CD with copy of submitted transmittal form next business day)
RTN Standard Operating Procedures
Release Tracking Numbers (RTNS)

- Are assigned to reporting conditions and to other scenarios that have specific deadlines.
- Allow for easier and more flexible management of complicated sites.
Handling Multiple Releases/RTNs (typical scenario)

- **First Release** is reported RTN 1
- **Second Release** is reported RTN 2
- **1st Year Deadline** RTN 1
- **1st Year Deadline** RTN 2
- **Action Point 1**
- **Action Point 2**
Linking Options for Combining RTNs
Option 1

- Submit an Initial Tier Classification for RTN1 at Action Point 1 and link RTN2 at the same time.
Option 2

- Submit a Tier Classification for RTN1 at Action Point 1. Submit an IRA Completion Statement for RTN2 at Action Point 2 linking RTN2 to RTN1.
Option 3

• Submit a Tier Classification for RTN1 at Action Point 1. Submit a “Revised” Tier Classification for RTN1 at Action Point 2 linking RTN2 to RTN1.
Option 4

- Submit an RAO Statement at Action Point 1 for both RTN1 and RTN2. The RTNs using this option are not linked.
Linking Summarized

- Primary RTN always goes in the upper right hand corner of the form.

- Linking can only be done after or concurrent with a Tier Classification of a Primary RTN.
Linking summarized (cont.)

• Use the Secondary RTN for those Response Actions started under Secondary RTN until they are completed, even after Linking to a Primary RTN.

• Use Primary RTN for Response Actions Started after Linking including all Comprehensive Response Actions.

• Properly Linked Secondary RTN appears on the Waste Site Web Look up as “RTN Closed”
Relating RTNs
Release Abatement Measures (RAMs)
BWSC106

• The RTNs are being related for just the applicable RAM.
• A Response Action Outcome (RAO) Statement listing all the RTNs, or a separate RAO Statement for each RTN, or any combination thereof, must be submitted at some point for each RTN.
• The same RTN should be entered in the preform of BWSC106.
RAO Partial Statements (RAO-P)

• One or more RAO-P(s) submitted do not apply to the entire release (RTN) nor do they shut off deadlines for the RTN.
• Even though some portions of the site may be at a higher level of cleanup, the summary RAO Statement class represents conditions that are accurate for the “least clean” most restricted/encumbered portions of the site.
RAO Partial Statements (cont.)

• When the entire area of the release location poses no substantial hazard an RAO Statement Class C may be submitted.
• When the entire area of the release location poses no significant risk an RAO Statement Class A or B may be submitted.
Example of Site with RAO Partial Statements

RTN1

Class C RAO Statement (reference the “RAO-P” areas)
Example 2 of Site with RAO Partial Statements

RTN2

Class A3 RAO Statement (reference “RAO-P” areas)
Downgradient Property Status (DPS) BWSC115

- DPS RTNs are assigned to a Person and a Property.
- DPS RTNs appear on the Waste Site Web Look up with a current status of “DPS”
- Closure Options: A DPS RTN may be linked to a Tier Classified source RTN or an RAO Statement may be submitted.
Utility-related Abatement Measures (URAMs) BWSC119

- Do not use a pre-existing RTN for a new URAM unless directed by the region.
- Call Region with an “Intent” to do a URAM.
- URAM RTNs appear on the Waste Site Web. Look up with a current status of “URAM”
- Closure options: Submit RAO Statement or Link to a Tier Classified RTN.
January and February 2009

- A streamlined process for getting RTNs for 120 Day Notification in the short term.
- A hardship checklist and instructions for non-eDEP submittals.
- A revised BWSC108 with Phase IV RMR included.
- Improvements to new GUI interface and high priority form fixes.
Questions & Answers

BWSC.eDEP@state.ma.us
617-556-1100