

HW 21 Class A Recycling Permit Application Instructions & Support Materials

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Introduction

This permit authorizes and sets conditions for persons wishing to recycle hazardous waste rather than disposing of it or having it treated. At the same time, 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 at 310 CMR 30.200.

This application is required for any person who generates hazardous waste and ships Class A regulated recyclable materials to another site for recycling as well as any facilities recycling Class A regulated, recyclable materials received from generators.

Class A regulated recyclable materials covered by this application:

- Used or reused as an ingredient in a process to make a product, without reclamation.
- Used or reused as a substitute for a commercial product.
- Industrial ethyl alcohol.
- Characteristic sludge being reclaimed.
- Characteristic byproduct being reclaimed.
- Unused commercial product being reclaimed.
- Waste oil recycled in some other manner than being burned for energy recovery (if recycled at the site of generation, only a notification is required).
- Specification used oil fuel burned for energy recovery.

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The most common categories of Class A recyclable materials sent off-site for recycling (Level I):

- solder dross for recovery of lead
- corrosives reused for pH adjustment
- spent mineral spirits reused as a degreasing agent

The most common categories of Class A recyclable materials received for recycling from off-site (Level III):

- specification used oil fuel burned for energy recovery in commercial/industrial boilers
- oil-contaminated soil for use as an ingredient in the production of asphalt at asphalt batching plants

Please consult the "Guide to Determining the Level and Class of a Recycling Activity" included in this kit to determine the appropriate Class A Recycling category.

The procedure for obtaining, modifying or renewing a Class A Recycling Permit has changed significantly with the implementation of the ePLACE online system. Questions about ePLACE including how to set up an account and complete an application for should be directed to the ePLACE Help line at 844-733-7522 or ePLACE_helpdesk@state.ma.us. Also, see screen by screen guidance provided at: <https://www.mass.gov/how-to/hw-21-class-a-recycling-permit-presumptive-approval>

If you have any questions about Regulatory Requirements, call the Compliance Assistance line at 617-292-5898 or the regional MassDEP office in which your facility is located.

Guide to Determining the Level and Class of a Recycling Activity

The recycling regulations (310 CMR 30.200) establish three *classes* of recycling permits: Class A, B and C. From Class A to Class C, the regulatory controls become progressively more stringent. Each class encompasses different types of materials and activities. There are, for example, 10 different types of Class A materials. The Presumptive Approval Recycling Permit, BWP HW 21, covers only Class A recyclable materials that are sent for recycling off the site of generation or that are received for recycling from off the site of generation.

To determine if you can obtain a Presumptive Approval Recycling Permit, refer to the chart below. If you are planning to recycle hazardous waste in a manner not described in these tables, obtain the application kit for BWP HW 22, 23, 24, 25, or call the Hazardous Waste Compliance Assistance Line at 617-292-5898.

Note: Very small quantity generators (VSQGs) who recycle DO NOT have to get a permit. You are a VSQG if you generate less than 27 gallons/month of hazardous waste or regulated recyclable material.

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HW 21: Level I, Class A Presumptive Approval Recycling Permit - \$155 Application Fee

Recyclable Material	Type of Recycling	Class	Regulation Citation
Any Regulated Recyclable Material that is used or reused as an: <ul style="list-style-type: none">• Ingredient in a process to make a product, without reclamation;• or as a Substitute for a commercial product	Used or reused in manufacturing process which does not include reclamation, burning, over accumulation, or placing on land	A	310 CMR 30.212(1)(a)(b)
Industrial Ethyl Alcohol	Any type of recycling	A	310 CMR 30.212(2)
A Characteristic Sludge	Being reclaimed off-site	A	310 CMR 30.212(5)
Characteristic By-Product	Being reclaimed off-site	A	310 CMR 30.212(6)
Unused Commercial Chemical Product	Being reclaimed off-site	A	310 CMR 30.212(7)
Waste Oil	Recycled off-site in a manner other than burning for energy recovery	A	310 CMR 30.212(8)
Specification Used Oil Fuel	Burned for energy recovery in a boiler or furnace off-site	A	310 CMR 30.212(9)

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Pre-Application Preparation

Prior to applying on-line obtain an updated copy of the Hazardous Waste Regulations (310 CMR 30.000) <https://www.mass.gov/regulations/310-CMR-30000-massachusetts-hazardous-waste-regulations> and refer to the sections cited in the application package for guidance on the information required.

Each application for a Class A Recycling Permit will require up to 7 attachments. Forms which may need to be attached include:

HW RDS 01

Recycling Data Sheet for Class A Permits Involving Transport of Recyclable Material

HW RDS 01-1

Recycling Data Sheet for Hazardous Waste Generators

HW RDS 01-2

Recycling Data Sheet for Off-Site Recyclers

HW RDS 01-3

Class A, Out of State Certification Statement

HW RDS 05

Recycling Data Sheet for Burning Used Oil Fuel for Energy Recovery Under a Class A Recycling Presumptive Approval Permit.

A pre-application consultation with the MassDEP Regional Office is also recommended.

The MassDEP regional office phone numbers staffed on weekdays during normal business hours are:

- Central Regional Office (CERO): 508-792-7650
- Northeast Regional Office (NERO): 978-694-3200
- Southeast Regional Office (SERO): 508-946-2700
- Western Regional Office (WERO): 413-784-1100

Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

Instructions for Completing an Application for a Class A Recycling Permit

The application is an online form that can be found at <https://permitting.state.ma.us/CitizenAccess>.

You will need to create an account to access the form. Screen by screen instructions to assist you in completing the form are available at <https://www.mass.gov/media/1981>

Please note that when completing the form online, every field with a red asterisk is required data. You will not be able to advance to the next page in the form or submit the form without entering something in each field of the form marked with a red asterisk.

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The new form allows a preparer (who may be a different person than the responsible official for the company) to “Save and Resume Later” on any form. It is recommended that the first person to open a form in the online system enter the first page of data and then click “Save and Resume”. This action will create a PIN that can be shared with another person (consultant, staff or signatory). Once another person activates the PIN in their account, they will be able to open the form and add information or approve it as the signatory. See <https://www.mass.gov/media/1981> for more instruction on activating a PIN and sharing a form.

This form will be used for the initial application (HW21), and as the renewal application. When it is time to renew, notice will be sent to the applicant and a renewal link will appear next to the authorization listed on the applicant’s home page. Instead of starting a new application, click on the renewal link. The renewal form will be prepopulated with information from the initial approval but will need to be updated with changes made since the initial approval.

The following provides general instruction on the form by section.

Step 1. Facility/ Owner Information

Provide general information such as facility name, facility owner, and address. You must search for your facility from a pre-loaded list. A new facility cannot be created with this application. If there has been a facility name change, notify the Department in advance of starting this application.

The form also requires you to enter information about the facility Owner and Contact. If you have previously completed an on-line application for the same facility or owner, you may be able to look up and select ownership information. Otherwise enter the required owner type, owner name and contact information as required.

Step 2. Application Information

The following are the items that need to be provided in the online form:

New or Renewal

Indicate whether this is a new applicant or whether you are applying to renew an existing Class A permit.

Purpose of the Application

Indicate whether the applicant is a generator of recyclable materials in excess of 100 kg per month or whether the application is for authorization to receive recyclable materials (off-site recycler). Only one choice is allowed.

Based on the box checked above, the application form will present the appropriate pages.

If Applying to Ship Waste to an Offsite Recycler

Identify and Describe the Waste to be Shipped

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This section is a table that requires entry of at least one waste type. Click “Add a Row” to begin. For each row the applicant must provide a description of the waste, a description of the process generating the waste, the EPA/MassDEP Waste Code and the anticipated amount to be shipped offsite annually. There is also a field where comments can be added. Add a row for each waste type.

Type of Material Shipped

Check one or more boxes to indicate the type(s) of waste shipped. If the waste you intend to ship is not listed here, it is not generally covered by this application. Please contact the Compliance Assistance line.

Accumulation for Shipping

The next Table asks the applicant to identify how the waste will be accumulated and stored prior to shipping. Add a row for each accumulation type (e.g. containers, tanks) and provide an estimate of the number of containers and total capacity of waste to be accumulated on site.

Receiving Recycler

The final table asks the applicant to identify who the recyclable material is shipped to. The table will be pre-populated with the waste types from a previous table but more rows can be added for a second or third destination per specific waste type.

The receiving facility must be identified by name and address

If Applying to Receive Waste for Recycling Onsite

Type of Waste Received

Indicate which waste(s) will be recovered. More than one box can be checked off.

Description of Wastes Received

This section is a table where the waste to be received is more fully described. Click “Add a Row” to get started. For each row, describe the waste to be received, describe the process generating the waste, provide the EPA or MassDEP Waste Code (e.g., MA97), the anticipated amount to be received on an annual basis and the method of recycling. If using the waste in heating equipment, the applicant is also asked to identify the Make and Model number of the equipment, as well as the maximum heat input capacity in million Btu (nameplate capacity).

If recycling a single material via two different methods, list the waste type twice.

Generator Information

This section is also a table. Add a row for each entity that sends waste to this facility. Identify each by name, address and EPA Generator ID#.

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Waste Oil Recycling

If recycling waste oil, answer the two questions provided. If not recycling waste oil, answer NO to both questions.

Generator Detail

This table is where the applicant must provide more details about the wastes to be accepted from each generator listed previously. The Generator name will be pre-populated based on earlier entries. For each generator pick the type of waste received from a pick-list, identify the amount of waste received and indicate if the generator holds a valid permit to send the recyclable material for recycling. If the answer to this last question is yes, briefly describe or identify the permit type. There is space provided for additional comments (optional).

If more than one waste type is sent from the same generator, add a row and type in the generator name to add the second waste type.

Accumulation for Shipping

The next table asks the applicant to identify how the waste will be accumulated and stored prior to shipping. Add a row for each accumulation type (e.g. containers, tanks) and provide the number of containers and total capacity of waste to be accumulated on site.

Step 3. Documents

Step 3 is where documents are attached to support the application.

Many of the documents described in the previous section would be attached here. Each document has to be attached separately. Typically you may be asked to attach:

- RDS-01 Recycling Data Sheet for Class A Permits involving Transport of Recyclable Material
- RDS 01-2 Recycling Data Sheet for Offsite Recyclers
- RDS 01-3 Class A Out of State Certification Statement
- RDS 05 Recycling Data Sheet for Burning Used Oil for Energy Recovery (including RDS 05-1 through RDS 05-6)

Other documents may be required based on answers provided in the form.

The document attachment process is very similar to attaching a document to an email. Start by clicking on the “Browse” button. This will bring up a pop-up box. Click on “Browse” again and you can search your computer for the document you want to attach. Once you have attached the document, you click “Continue” which brings you back to the main screen.

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On the main screen you will be asked to identify the attachment type (pick from a drop down list) and provide a brief description of the attachment. The description can be no more than 50 characters including spaces.

Step 4. Special Fee Provision

310 CMR 4.00 identifies certain circumstances where special fees are applied. If the applicant is eligible for a special fee, the applicant should pick the applicable fee exemption type and provide supporting information. If not eligible for a special fee, skip this section.

Step 5. Applicants and Contributors

This Step is where the “Responsible Official” (hereafter called the signatory) for the application is identified. First, you will be asked to fill in the company name, pick the appropriate organization type (LLC, Corporation, or Sole Proprietorship). This is called “Source of Signatory Authority.” Then pick the appropriate title or position of the person who will be the signatory.

The Signatory or Responsible Official must create an account in ePLACE and access the application to submit it. No other person can or should submit the application. When the signatory logs into the application, their name as provided in their account information will show up in the box labelled “Applicant Information”

Step 6. Application Review and Submittal

The entire application is presented for final review in this step. You can reopen the application to edit it by clicking on the “Edit Application” button at the top or, if the information provided is complete and accurate you can submit the application.

At the bottom of the review page is the applicant certification statement. The applicant (signatory) should read the certification statement and click the box below the statement indicating acceptance with the terms of certification. The system will insert the date of the application and the content of the application will be “locked” once applicant accepts the certification.

The permit fee can be paid either online or by check through the mail. The Applicant is asked to select the preferred method. If the applicant chooses to pay the fee online, an electronic check or credit card payment is allowed. Both carry a nominal handling fee. The applicant will be sent to a payment page and asked to complete information specific to the credit card or electronic check.

If paying by mail, the applicant sends a check to the Massachusetts Department of Environmental Protection, PO Box 4062, Boston, MA 02211. An email with this address information will be sent to the applicant as well.

Once the applicant certifies, pays the application fee (or indicates that the fee will be paid by mail) and clicks the “Continue” button, the application is submitted. The applicant will receive an email notice of a successful submittal and within five minutes the applicant will receive a printable copy of the application as submitted (minus attachments). This is called the Proof of Record.

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After Submittal

If you log into ePLACE and click on the “My Records” button, you will be able to view the status of your application through the review and approval process. The timeline for the Department to review the application will not start until the fee has been paid or a fee exemption (if requested) has been verified.

Once approved, the My Records page is also where the link to Modify or Renew the application can be found.

You can also see your application and all of its attachment on the public viewer at: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>

Renewals

The process of renewing a license is the same as that for applying for an initial license (including the need for all attachments).

The first time a renewal is prepared in e-PLACE, all of the information will need to be completed. The next renewal will prepopulate the application and the applicant will simply need to update the information and include updated attachments to file the application for renewal.

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General Conditions of Class “A” Recycling Permits

- I. The permittee shall have all equipment installed in accordance with all applicable federal, state and local regulations. The equipment site must have proper fire and explosion protection features, must have proper ventilation and provide easy access to all significant parts of the equipment.
- II. The permittee shall install, operate and maintain recycling equipment in accordance with all recommendations provided by the manufacturer.
- III. Permittee shall not alter the recycling device.
- IV. Permittee shall not allow materials to be introduced into the recycling device, other than those which have been specifically enumerated by the manufacturers or that would result in inadequate performance of the device.

V. All hazardous waste generated from recycling activities shall be subject to all applicable regulations including 310 CMR 30.000. All residues or byproducts of recycling will be considered hazardous waste unless demonstrated otherwise.

VI. Failure to comply shall be grounds for enforcement action including without limitation, permit suspension and revocation.

VII. This permit is not transferable to other persons, locations or activities.

VIII. The permittee shall satisfy all applicable conditions of 30.200. They include but are not limited to the following.

(1) *Duty to Comply.* The permittee shall comply at all times with the terms and conditions of the permit, 310 CMR 30.000, M.G.L. c. 21C, and all other applicable State and Federal statutes and regulations.

(2) *Duty to Maintain.* The permittee shall always properly operate and maintain all facilities, equipment, control systems and vehicles which the permittee installs or uses.

(3) *Duty to Halt or Reduce Activity.* The permittee shall halt or reduce activity whenever necessary to maintain compliance with 310 CMR 30.200 or the permit conditions, or to prevent an actual or potential threat to public health, safety, or welfare, or the environment.

(4) *Duty to Mitigate.* The permittee shall remedy and shall act to prevent all potential and actual adverse impacts to persons and the environment resulting from noncompliance with the terms and conditions of the permit. The permittee shall repair at his own expense all damages caused by such noncompliance

(5) *Duty to Provide Information.* The permittee shall provide the Department, within a reasonable time, any information which the Department may request and which is deemed by the Department to be relevant in determining whether a cause exists to modify, revoke, or suspend a permit, or to determine whether the permittee is complying with the terms and conditions of the permit.

(6) *Entries and Inspections.* The permittee shall allow personnel or other authorized agents of the Department or authorized EPA representatives, upon presentation of credentials or other documents as may be required by law, to:

(a) Enter at all reasonable times any premises, public or private, for the purposes of investigating, sampling or inspecting any records, condition, equipment, practice, or property relating to activities subject to M.G.L. c. 21C, or RCRA, as amended; and

(b) Enter at any time such premises for the purpose of protecting the public health, safety or welfare, or the environment; and

(c) Have access to and copy at all reasonable times all records that are required to be kept pursuant to the conditions of the permit, and all other records relevant to the permittee's hazardous waste activity or to the permittee's activity involving regulated recyclable material.

(7) Records.

(a) All records and copies of all applications, reports and other documents required by 310 CMR 30.200 shall be kept by the permittee for at least three years from the expiration of the permit. This period shall be automatically extended for the duration of any enforcement action. This period may be extended by order of the Department. All record-keeping shall be in compliance with 310 CMR 30.007.

(b) All persons who claim that a material is subject to 310 CMR 30.200 shall retain documentation establishing that there is a known market for the recycled material and that the material is or will be recycled.

(c) A person who sends materials destined for recycling to an off-site facility shall retain records regarding the capability of the off-site facility to conduct recycling, including that the recycling yields a material that is within a specification range acceptable for use as a product and that the materials sent to the facility has in fact been recycled.

(d) A person who accepts materials for recycling from off-site sources shall retain records regarding its capability to conduct recycling, including that the recycling yields a material that is within a specification range acceptable for use as a product and that the materials have in fact been recycled.

(8) *Continuing Duty to Inform.* The permittee shall have a continuing duty to immediately:

(a) correct any incorrect facts in an application; and

(b) report or provide any omitted facts which should have been submitted; and

(c) in advance, report to the Department each planned change in the permitted facility or activity which might result in noncompliance with 310 CMR 30.200 or with a term or condition of the permit; and

(d) report to the Department any cessation of the permitted activity.

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(9) Preventing and Reporting Releases Into the Environment.

No materials that are to be recycled shall be intentionally released into the environment or otherwise disposed of within Massachusetts except in full compliance with all applicable provisions of 310 CMR 30.000. All accidental releases of recyclable material shall be immediately reported to the Department and to all other persons to whom such releases must be reported pursuant to State or Federal laws or regulations.

(10) Compliance with the Application and the Terms of the Permit.

Except where 310 CMR 30.200 or other conditions of the permit provide otherwise, the materials that are to be recycled shall be recycled in the manner described in the application for the permit and in no other manner, and in compliance with all conditions of the permit. There shall be no change in the procedure of recycling without the prior express written approval of the Department for those permittees whose activities require a written permit. For those permittees whose activities do not require a written permit, a written notification to the Department is required.

(a) The EPA identification number, or state-only identification number, of the permittee; and

(b) The name, address, and EPA identification number, or state-only identification number, of the facility to which recyclable material was sent; and

(c) Identification of all recyclable material recycled by the permittee. Such identification shall include the EPA listed name or description, the EPA hazardous waste number, the DOT hazard class, the amount of material recycled; and

(d) Identification of all recyclable material shipped to off-site facilities. Such identification shall include the EPA listed name or description, the EPA hazardous waste number, the DOT hazard class, the amount of recyclable material transported, and the facility to which it was transported; and

(e) The name and EPA identification number of the transporters used.

(11) Transportation of Recyclable Material. Unless otherwise specified, all transportation of recyclable material, and preparation of all recyclable material for transportation, shall be in full compliance with all DOTs and other Federal regulations, and all State regulations, governing the transportation of hazardous materials.

(12) Annual Reporting. All permittees shall submit an annual report, on a form prescribed by the Department, covering all recyclable material they handle. Each annual report shall be submitted to the Department no later than March 1 for the preceding calendar year. The report shall include, at a minimum, the following information:

(13) Dust Suppression and Road Treatment. The use of regulated recyclable material for dust suppression or road treatment is prohibited. The provisions set forth in 310 CMR 30.205(9) shall apply to such activity.

(14) Speculative Accumulation. Speculative accumulation is prohibited. The permittee shall make and keep records that will adequately demonstrate that there has occurred no speculative accumulation. Such records shall include, but not be limited to, the following:

(a) records showing the amount of material being accumulated or stored at the beginning of the calendar year,

(b) records showing the amount of material received or generated during the calendar year, and

(c) records showing the amount of materials being accumulated or stored at the end of the calendar year.

(d) records showing the amount of material that is recycled on-site, and/or that is transferred to a different site for recycling.

(15) Personnel Training. The permittee shall instruct, or give on-the-job training to, personnel involved in any activity authorized by the permit, so that such instruction or on-the-job training teaches such personnel how to comply with the conditions of the permit and to carry out the authorized activity in a manner that is not hazardous to public health, safety, or welfare, or the environment.

(16) Emergency Prevention and Response. The permittee shall plan and prepare for fires, explosions, or other occurrences that might result in release of oil or hazardous materials to the environment or otherwise constitute a potential hazard to public health, safety, or welfare, or the environment. Without limiting the generality of the foregoing, if the permit authorizes the operation of a recycling facility, the design and operation of the recycling facility shall be in compliance with the requirements set forth in 310 CMR 30.341(1)(e)1.

(17) Transfer of Permits. Each permit issued pursuant to 310 CMR 30.200 shall be valid only for the person to whom it is issued and may not be transferred. Operation by an owner or operator other than those named in the permit shall be in violation of 310 CMR 30.000, and a basis for suspension or revocation of the permit, or for other enforcement action.

(18) Permit Expiration. Permits issued pursuant to 310 CMR 30.200 are in effect for a period of up to five years from the date of issuance. To continue the specified activity beyond this five year period, the permittee must reapply for a permit during the effective period of the existing permit. If the permittee wishes to engage in an activity different from the one specified in the permit, the permittee must receive a permit for the new activity prior to engaging in that activity.

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(19) Storage and Accumulation in Tanks and Containers.

Regulated recyclable materials shall be stored or accumulated only in tanks or containers. Generators of regulated recyclable materials that are waste oil or used oil fuel shall comply with applicable container and tank requirements in 310 CMR 30.253. Generators of all other regulated recyclable materials shall comply with applicable container and tank requirements in 310 CMR 30.340 (for large quantity generators), 30.351 (small quantity generators), or 310 CMR 30.353 (very small quantity generators), respectively. Each tank or container in which regulated recyclable material is being accumulated or stored and each outside container into which small containers are packed shall be clearly marked and labeled throughout the period of accumulation or storage with the following:

- (a) The words "Regulated Recyclable Material";
- (b) regulated recyclable material(s) identified in words (e.g., acetone, toluene);
- (c) type of hazard(s) associated with the material(s) indicated in words (e.g., ignitable, toxic, dangerous when wet);

(d) The date upon which each period of accumulation or storage begins, marked on each tank or container at the time accumulation or storage begins in that tank or container, except that tanks containing regulated recyclable materials to be lawfully recycled are exempt from dating requirements if hard-piped and integrally connected to a used oil fired space heater. Marks and labels shall be placed on the sides of each tank or container in such a manner that they are clearly visible for inspection.

Additional General Permit Conditions for Recyclers who Receive Regulated Materials from Off-Site:

- (1) *Security.* The design and operation of the recycling facility shall be in compliance with the requirements set forth in 310 CMR 30.514 or with general security standards of equivalent stringency
- (2) *Inspections.* The permittee shall inspect the facility and remedy malfunctions in compliance with requirements set forth in 310 CMR 30.515(1) (a) and (b).
- (3) *Wastewater Treatment Units.* If a wastewater treatment unit is part of the recycling activity for which the permit is issued, such wastewater treatment unit shall be in compliance with the requirements set forth or referred to in 310 CMR 30.605.

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Frequently Asked Questions

What prerequisites should be considered before applying for this permit?

The applicant must have an EPA Identification Number. If your company does not have an EPA Identification Number, you may obtain one by going to

<https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login> and filling out an application for an ID.

If you have questions, call the Compliance Assistance Line at 617-292-5898.

What concurrent applications are related to this permit?

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

Note: These additional requirements are examples intended to serve as a guide to the applicant. It does not necessarily include all additional requirements. It is the responsibility of the applicant to fully assess the scope of all applicable requirements.

What is the timeline for review of my application?

The Department's permitting and compliance fee regulations (310 CMR 4.00, titled "Timely Action Schedule and Fee Provisions") specify the following processing timelines:

- Within 21 days of receipt of the permit application and payment of the fee, the Department will complete a technical review of the application.
- If deficiencies are found in the application, the applicant has 21 days to correct them. Failure to respond adequately and in a timely manner will result in application denial.
- Within 21 days of receipt of materials from the applicant in response to the Department's statement
- identifying deficiencies, MassDEP shall complete a supplemental technical review.
- Unless otherwise notified by the Department, the application is presumptively approved at the end of the 21 day review period.

What is the fee for this application?

The application fee for a Class A Recycling Permit is \$155. The annual compliance fee is based on the applicant facility classification (SQG, LQG, etc.) and not dependent on whether the facility has Class A permit or not.

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What is the term of the Permit?

The license is issued for up to 5 years, provided the applicant remains in compliance with appropriate laws and regulations. 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.

What regulations apply?

Applicable regulations include, but are not limited to:

- Hazardous Waste Regulations, 310 CMR 30.000 (in particular sections 30.010, 30.400, and 30.800)
- Timely Action and Fee Schedule Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore
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

To submit a BWP HW21 Application, complete the steps outlined below:

1. Complete the BWP HW21 Application Form through ePLACE. Include all specified information and attachments.
2. Submit the application fee of \$155 either through credit card payment or by check. If paying by check, make payable to the Commonwealth of Massachusetts and mail to:

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

Important Contacts

- For technical assistance regarding on-line filing, contact the ePlace Help Desk Team at (844) 733-7522 or ePLACE_helpdesk@state.ma.us
- For Regulatory Assistance Contact the Compliance Assistance line at 617-292-5898.
- For other questions, contact your regional office. You can look up your regional office and their contact information at: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- For a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>