



**Massachusetts Department of Environmental Protection**  
Bureau of Air & Waste  
**HW ETL - Emergency Treatment License**  
**Instructions & Supporting Materials**

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## Introduction

This license authorizes and set conditions for persons wishing to conduct emergency treatment of hazardous waste on the site of generation pursuant to 310 CMR 30.861. The Emergency Treatment License issued by MassDEP is only valid for a period necessary to abate the emergency, and in no case shall exceed a period of 30 days from the effective date of the MassDEP written approval. A public notice is required in compliance with the notice provisions of 310 CMR 30.833 or 30.834, whichever is applicable. The Emergency Treatment License may be terminated at any time MassDEP deems such action appropriate to protect public health, safety, or welfare, or the environment, or when MassDEP determines that the emergency has been abated.

The applicant must receive a written approval from MassDEP before any treatment may take place. At the time of approval the applicant will be sent a public notice for publication. The public notice is required in compliance with the notice provisions of 310 CMR 30.833 or 30.834, whichever is applicable.

Legislative authority for this license is stated in MGL Chapter 21 C, section 4.

**The HW-ETL application is currently in ePlace and online filing is required.**

## Who must apply?

Anyone who has an emergency need to treat or stabilize hazardous waste generated on site.

## Instructions for Completing an Online Application

The application for this license is an online form that can be found at:  
<https://permitlicenseting.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/how-to/hw-etl-temporary-emergency-license-to-treat-hazardous-waste>

To start a New Application, click on the blue button on the right, Select MassDEP as the Agency, select Hazardous Waste as the Program and click the button to the left of the HW-ETL application.

When the applicant first starts to prepare a new, modification or renewal application, they can save the application by clicking the “Save and Continue Later” button. This will generate an



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email to the person who is working on the application with a “sharing” PIN. This PIN can be shared with other people in the organization who may be helping to prepare the application. The PIN can also be shared with the Signatory so they can review, certify and make the final application submittal. Instructions on how to activate the sharing PIN are in the email that is sent along with the PIN number.

Finally, 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.

The following pages provide more detailed instructions on the forms by section.

## **Step 1. Facility**

### **Facility Information**

The first step is to select the facility record. Type in some identifying information about the facility and click “Search” to find the facility. It is suggested that you use address for your search. If the facility name at the address you selected is not correct, please contact MassDEP to update the facility name BEFORE starting the application. We cannot implement a name change once an application has been started.

### **Owner Information**

Owner information can be entered, updated or changed by clicking on “Add New” and providing the required information. Do not use the “Look up” button. Owner information required includes:

- Organization name
- Organization address including street, city/ town, state, country and zip
- Contact Person with telephone number and email

## **Step 2. Application Information**

At the top of the page, a link has been provided to these instructions.

### **General Information**

- Generator ID (EPA ID)- The 12 character HW Generator ID as registered in RCRAInfo.
- Describe why this is an emergency situation- provide a brief description of the situation and why it constitutes an emergency. If a more extensive explanation is required, select “Yes” to the question asking if a more detailed description will be provided. This will need to be uploaded as an attachment.
- Describe the overall condition of the containers and the length of time the material has been in storage.



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### **Generator Information**

- You will be asked if the generator of the waste is the same as the owner previously identified. If the answer is yes- no additional information is required. If the answer is NO then name, address and contact information for the generator is required

### **Contractor Information**

- You are required to provide information about the contractor that will be handling or treating the waste including the company name, contact person name, address, phone and email address.

### **Description of the Hazardous Waste**

This is a table where the applicant must provide details of the waste to be treated under this license

The table requires:

- A description of the waste
- The number of containers of waste
- The size of the containers
- The Total quantity of waste
- The type of Hazard Poses
- The treatment chemicals to be used.

Create a new line in the table for every waste type. For examples, there should be separate lines for acids, corrosives and solvents.

## **Step 3. Documents**

The application will require the user to attach a number of documents in support of the application. Each required document must be uploaded separately as a unique file.

The required documents include the following:

- Contractor Qualifications
- Emergency License Certification\*\*
- Other Permits and Approvals (List)
- Safety Data Sheets (SDS)
- Scope of Work
- Sensitive Receptors
- Site Contingency Plan
- Site Map
- Site Safety Plan



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If the applicant indicated earlier in the application that a more detailed description of the activity will be attached, that document will be a required attachment as well

\*\* Note- the Emergency License Certification is a new document that is to be completed and signed by the owner of the facility where the work is to take place. The form can be downloaded from the website at: <https://www.mass.gov/how-to/hw-etl-temporary-emergency-license-to-treat-hazardous-waste>

Once the form has been completed and signed it must be uploaded to the application as a document attachment.

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.

The maximum file size for each attached document is 50 MB. The file name should be no more than 75 characters in length including spaces.

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. Signatory Authority**

It has been assumed that most of these applications are created by Contractors who are the Signatories. The certification and signature of the Facility owner is also required but is collected on a separate form which should be uploaded as an attachment.

This step is where 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. Again, the Signatory here will be the Contractor, not the Facility owner.

#### **Step 5. Application Review and Submittal**

The entire application is presented for final review in Step 5. You can reopen the application by clicking on the "Edit Application" button at the top or, if the information provided is complete and accurate, the application can be submitted.

At the bottom of the review page is the Signatory/Applicant certification statement. The Signatory/Applicant 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".

NOTE: Once an application is submitted, the only person who can access the application to make edits during review is the last person who clicked the "Submit"



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button. The person who makes the final submittal should be responsible for making edits should the need arise.

Once the Signatory/Applicant certifies, and clicks the “Continue” button, the application is submitted. The Signatory/ 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).

### **After Submittal**

If you log into your account in 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.

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

### **Frequently Asked Questions**

#### **1. What other requirements should be considered when applying for this license?**

##### **a. What prerequisites should be considered before applying for this license?**

The applicant must have either an EPA identification number. To obtain an identification number, see <https://www.mass.gov/guides/hazardous-waste-generation-generators> to find out more about your EPA HW Generator ID including how to obtain one.

##### **b. What concurrent applications are related to these permits?**

Some emergency treatment activities may require additional permits from MassDEP. For example, air or water permits may be required if treatment involves potential discharges to the environment. You need to identify these permits in an attachment to the application form.

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

#### **2. What is the application fee?**

There is no application fee for this license

#### **3. Where can I get a copy of the timelines?**

The timelines are available on the MassDEP Website at:  
<https://www.mass.gov/lists/massdep-fees-timelines>

#### **3. What is the annual compliance fee?**

There is no Annual Compliance Fee specifically associated with this license. Annual Compliance fees are based on the classification of the Facility where the waste is generated as a whole.



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**5. How long is this license in effect?**

This license is in effect for 30 days from the effective date of MassDEP's written approval. The applicant must receive written approval from MassDEP before any treatment may take place.

**6. How can I avoid the most common mistakes made in applying for this license?**

- a. Make sure to apply online. Do not submit a paper application.
- b. Enter the correct EPA identification number on the application form.
- c. Make sure all attachments are complete and accurate.
- d. Make Sure the Owner Certification form is signed.

**7. What are the regulations that apply to this license? Where can I get copies?**

These regulations include, but are not limited to the Hazardous Waste Regulations, 310 CMR 30.000 and specifically 310 CMR 30.861.

These may be purchased at:

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

**State House West Bookstore**  
436 Dwight Street  
Springfield, MA 01103  
413-784-1376

**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](mailto:ePLACE_helpdesk@state.ma.us)
- For other questions, contact hazardous waste program staff at MassDEP Boston or [BAW@state.ma.us](mailto:BAW@state.ma.us)
- To see a copy of the application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>