COMMONWEALTH OF MASSACHUSETTS

Board of Registration of
Hazardous Waste Site Cleanup Professionals

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Instructions for LSP Limited Application

Please read these instructions as well as the Board's regulations at 309 CMR 3.01, 3.02, 3.03, and 2.02. The Board's regulations can be found on its website at: https://www.mass.gov/lists/licensed-site-professional-lsp-statutes-and-regulations.

You may submit the Limited Application when you receive the Record Identification Code and PIN Code from the Board staff. To submit the Limited Application, you must complete all forms, provide **two (2)** Professional References, and pay the fee of $245. An Application Review Panel (ARP) of three LSP Board members will review your application to determine whether you meet the regulatory standards. The ARP presents its recommendation to the full Board. The Board votes to approve or deny the ARP's recommendation. If approved, you have two years to pass the examination. The Examination Fee is $325 per exam.

Applicants for licensure must meet the requirements of one of the following tracks. Based on the information below choose whether to apply under the Standard Track or under the Alternate Track.

STANDARD TRACK

Under the Standard Track, you must have earned a bachelor's, master's, or doctorate degree from a recognized educational institution with a major or concentration in one of the fields of study listed in Appendix A at 309 CMR 3.00. You must also have eight (8) years of "Total Professional Experience," five (5) years of which must be "Relevant Professional Experience." At least three (3) years of the Relevant Professional Experience must have been acquired by the applicant during the five (5)-year period immediately prior to the submission of the Application.

ALTERNATE TRACK

Under the Alternate Track you must have earned a high school diploma. You must also have fourteen (14) years of "Total Professional Experience," seven (7) years of which must be "Relevant Professional Experience," at least three (3) years of the Relevant Professional Experience must have been acquired during the five (5)-year period immediately prior to the submission of your application.

Relevant Professional Experience/Total Professional Experience/Principal Decision-Maker

The minimum experience requirements are set forth in 309 CMR 3.02(2) and 309 CMR 2.02. Please refer to the LSP Board Regulations at https://www.mass.gov/lists/licensed-site-professional-lsp-statutes-and-regulations. Section 309 CMR 2.02 of the LSP Board Regulations includes definitions for "Relevant Professional Experience", "Total Professional Experience", "Practical Experience", "Principal Decision Maker", and "Waste Site Cleanup Decision Making Experience". The Board relies on these definitions to evaluate applications.

FORM 1 - RELEVANT PROFESSIONAL EXPERIENCE ("RPE") POSITION DESCRIPTIONS

You must complete a separate Form 1 for each Position that you claim qualifies as Relevant Professional Experience ("RPE"). Form 1 asks you to describe in detail the type and scope of your "waste site cleanup decision making experience." You are urged to provide enough information to the Board so it can make an informed evaluation of your decision-making responsibilities. No one Form 1 position should overlap with any other Form 1 position. Include a brief description of your field(s) of expertise when you served in each position. Form 1 also asks a series of questions regarding the nature of your waste site cleanup decision-making responsibilities in each position. Form 1 asks you about the level of responsibility and independent judgment that you exercised in each position. You must demonstrate that you were an active participant and principal decision maker. List the number of years and months of RPE you claim for each position. If you worked in the position for an average of less than 20 hours per week, you must prorate your experience. To do this, divide the average number of hours you worked per week by 20 and multiply that fraction times the total number of months you were in the position.

FORM 2 - RELEVANT PROFESSIONAL EXPERIENCE ("RPE") PROJECT DESCRIPTIONS

You must complete at least one Form 2 for each Form 1 position you claim qualifies as Relevant Professional Experience. Each Form 2 describes a single site assessment, risk characterization, and/or remediation project you worked on while serving in one of your Form 1 positions, and your duties and responsibilities on each project. On each Form 2, you must describe one of the site assessment, risk characterization, and/or remediation projects you worked on while serving in one of your Form 1 positions. For each position that lasted more than a year, include at least one Form 2 that describes your work early in this position. You may describe projects that you believe are "equivalent" to site assessment, risk characterization, and/or remediation projects. If you do so, use Form 2 and/or the section "Optional Statement of Qualifications," to explain why those projects are equivalent.

Instructions for some of the specific questions on Form 2 :

Project Description – In this space, in a few sentences, please provide specific information regarding the project including the cause of the release at the location, historical uses of the site, and information regarding the environmental setting such as surrounding land use and whether there are sensitive receptors nearby.

Regulatory Framework: In this space, please list, if applicable, the state and/or federal regulatory programs associated with the project such as the MCP, RCRA, CERCLA, or other state program if the project is outside Massachusetts.

Project Objective—In this space, please provide a brief description of what your firm was hired by your client to do at the site (in other words, the scope of work).

b. Describe the nature and extent of the environmental conditions associated with the Project.

In describing the nature and extent of environmental conditions, the applicant should include the Conceptual Site Model developed for the project, and the project's complexity and/or challenges.

FORM 3 - TOTAL PROFESSIONAL EXPERIENCE ("TPE") POSITION DESCRIPTIONS

You must complete a Form 3 for any additional scientific, engineering, or environmental positions that you claim meets the Board's requirements for Total Professional Experience ("TPE") **and that you did not already list** as Relevant Professional Experience on a Form 1. You may submit as many Form 3s as needed.

Instructions for some of the specific questions on Form 3:

Position Description. In this space, in a few sentences, please list the environmental, scientific, and engineering fields that your work in this position involved, describe how your work involved the application of scientific or engineering principles, and list the types of reports, studies and documents you prepared while in this position.

SUMMARY OF RELEVANT PROFESSIONAL EXPERIENCE

You must indicate how many years and months of Relevant Professional Experience you have earned for each position in total. Using the position numbers from your Form 1s, briefly identify each position. Then indicate the month and year that you started and finished each position. Next, for each RPE Position, indicate the Project Description Number(s) that are associated with that Position.

SUMMARY OF TOTAL PROFESSIONAL EXPERIENCE

You must indicate the total number of years and months of Total Professional Experience you claimed on "Summary of Total Professional Experience." **Do not include** on the "Summary of Total Professional Experience" any time claimed in the "Summary of Relevant Professional Experience."

SUMMARY OF EXTRA EDUCATION

You may indicate any claims for "extra education credit," as Total Professional Experience. Pursuant to the Board's regulations at 309 CMR 3.02(4), applicants who have earned degrees in addition to those required to meet the minimum educational requirements set forth for their Track in 309 CMR 3.02 may request that the Board credit some or all of that additional education towards their requirement for TPE.

> **Standard Track** applicants may earn one year of TPE credit for each master's degree and two years of credit for a doctorate, so long as the degrees are from an accredited educational institution in one of the curricula listed in Appendix A of Section 3.00 of the Board's regulations or in a curriculum found to be equivalent to one listed in Appendix A. The maximum TPE credit that can be awarded is two years.
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> **Alternate Track** applicants may earn one year of TPE credit for each associate degree and two years of credit for a baccalaureate or higher degree, regardless of the curriculum, from an accredited educational institution. The maximum TPE credit that can be awarded is two years.

NOTE: Extra credit may not be claimed for degrees used to meet the minimum education requirements for the Standard Track or Alternate Track.

PROFESSIONAL REFERENCES

You must indicate **two (2)** professional references in support of your application. These references should come from individuals who have direct knowledge of the applicant's professional work at contaminated sites. A Professional Reference Form will be sent to each person who will supply a reference for you.

OPTIONAL STATEMENT OF QUALIFICATIONS

You may provide a statement as additional information in support of your application.