



Massachusetts Department of Environmental Protection

Bureau of Air & Waste

Solid Waste Management

Solid Waste General Permit for Recycling, Composting and Digestion Initial Permit and Annual Certification (Renewal) Instructions & Supporting Materials

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Introduction

These General Permits authorize and set conditions for Facilities that intend to Recycle, Compost or conduct Aerobic or Anaerobic digestion of certain solid waste materials in small amounts. Under the General Permit provisions of 310 CMR 16.04, the owner or operator of any new, or any newly acquired recycling, composting and anaerobic or aerobic digestions operation is required to submit:

1. An initial certification with the MassDEP and the local Board of Health at least 30 days prior to commencing operations, and
2. An annual certification (renewal) by February 15 of each year.

Legislative authority for these General Permits is stated in MGL Chapter 111 Section 150A Regulatory authority is found at 310 CMR 16.00 Site Assignment Regulations for Solid Waste Facilities.

The Solid Waste General permit (initial and annual certification or renewal) are currently in ePlace and online filing is required.

A General Permit record has been created in ePLACE for all existing facilities that filed annual certification in 2018 or 2019. MassDEP will provide an access code to the facility contact so they can access their existing record and file the 2019 annual certification for that existing permit. New facilities or facilities that have not provided an annual certification in either 2018 or 2019 will need to file for a new General Permit. .

Who must apply?

The General Permit is only for the following types of operations that handle less than the listed maximum tonnage limits. See the table that follows.



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Operations Eligible for a General Permit under 310 CMR 16.04	
Type of Operation	Maximum Material Limits
Recycling Operation	Receives no more than 250 tons per day of recyclable materials, not including paper. [310 CMR 16.04(1)(a)]
Composting Operations	Receives no more than 105 tons per week and no more than 30 tons per day of Group 2 organic materials (see below) AND Contains no more than 5000 cubic yards of organic material per acre AND Has no more than 50,000 cubic yards of organic material on site at any one time. [310 CMR 16.04(1)(b)]
Aerobic or Anaerobic Digestion Operations	Receives no more than 100 tons per day of organic material from on-site or off-site based on a 30-day average. [310 CMR 16.04(1)(c)]

Operations which exceed these tonnage limits may be eligible for a Recycling Composting or Conversion (RCC) permits pursuant to 310 CMR 16.05. Application forms for the RCC Permit are also available in ePLACE (SW46A/47A and SW46B/47B).

Composting Operations must meet certain limits on the amounts of material that is likely to become putrescible in order to be eligible for a General Permit. These materials are identified in 310 CMR 16.04(3) as having a carbon to nitrogen (C:N) ratio of 30:1 or less and are designated as "Group 2" materials. "Group 1" materials are organic materials with a C:N ratio of 50:1 or more.

Table 1 in 310 CMR 16.04(3) provides examples of compostable materials from each group and may be used for reference purposes in completing the general permit application or annual certification (renewal). See the table that follows.



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Example of Organic Materials			
Group 1 Organic Materials		Group 2 Organic Materials	
Example Material	C:N Ratio	Example Material	C:N Ratio
Clean Wood	100-1300:1	Vegetables	11-19:1
Cardboard	560:1	Food Materials	14-16:1
Paper & Paper Products	125-850:1	Grass Clippings	17:1
Leaves	40-80:1	Green Plant Material	15-19:1
Straw	60-80:1	Fish Waste	2-5:1
Corn Stalks	60-75:1	Manure	6-14:1
Shrub Trimmings	50:1	Solid & Liquid Digestate from Aerobic and Anaerobic Digestion Processes	Variable

Instructions for Completing an Online Application

The application is an online form that can be found at:

<https://permitting.state.ma.us/CitizenAccess/>

To begin, the applicant will need to create an account in ePLACE. The applicant should also review these instructions for specific sections of the application and access the ePLACE User Screen by screen instruction to assist you in completing the form. This document is available at: <https://www.mass.gov/how-to/general-permit-initial-annual-certification-recycling-composting-digestion>

For each existing General Permit, a record has already been created. MassDEP will issue a PIN number for each existing General Permit record in the system. This PIN needs to be activated in the applicant's account before the applicant will see the record created for the existing facility General Permit. See the Linking Instructions found at <https://www.mass.gov/how-to/general-permit-initial-annual-certification-recycling-composting-digestion> to learn more about linking your account to the existing General Permit by Activating the PIN.

The applicant must start each of the modification or renewal applications (Annual Certification) from the "My Records" tab (Not the big Blue button). If the user goes to the My Records Tab and facility General Permit is not listed there with a "Renew" or "Amendment" Action link, please contact the primary Facility Contact or MassDEP for assistance. Lack of a link to amend or modify means the person trying to access the permit record has not linked to the record with the PIN.

Once on the My Records tab, The Action Link will be to the right of the permit record. Most of the time, the link that appears will be "Amendment". The "Amendment" Link is used to update any information in the permit as necessary (changes to contact names, email addresses, etc.)



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Please note; only one Amendment can be processed at a time. Please plan accordingly. Once an Amendment has been submitted, the Amendment action link will disappear from the record until the Amendment has been approved or denied.

Also, the first time an existing record is accessed either to modify or renew, the form will require additional information that will not be required in subsequent submittals.

On January 1 of each year a “Renew” link will appear next to the record. Notice will also be sent that a renewal is due. The renewal is due by February 15th. This is the Annual Certification required by 310 CMR 16.04.

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 general instructions on the forms by section.

Step 1. Facility

Facility Information

Because the applicant is starting from an existing General Permit, facility information is pre-populated and cannot be changed. If there has been a name change for the facility, please contact MassDEP to update the facility name BEFORE starting the application. Once an application is started, a name change will not be reflected.

Owner Information (Applicant)

Owner information can be updated or changed by clicking on “Add new” and providing the required information then deleting the old owner 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

Note that some sections described here may be hidden or un-editable when preparing the annual certification.

Owner Type

- Select from a drop down list including county, federal , municipal, private, state and tribal



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Land Owner Information

- Provide the name, address and contact information for the property owner where the operation will be located. This will be pre-populated for those applicants who are preparing a renewal but can be modified as needed.

Operator Information

- Provide the name, address and contact information for the property owner where the operation will be located. This will be pre-populated for those applicants who are preparing a renewal but can be modified as needed.

Responsible Official Information

- Provide the name, address and contact information for the property owner where the operation will be located. This will be pre-populated for those applicants who are preparing a renewal but can be modified as needed.

Type of General Permit

- Select one: Recycling operation, Composting operation or Digestion operation. If the applicant wants to apply for two different types of operations, two general permit applications will be required. For renewals, this field will not be editable.

General Information

- GPS Coordinates of the location where the activity is performed
- A brief description of the facility
- The date the operation began
- If this is an application for a new facility, the applicant will also be asked if the Board of Health has been notified and when and if the operation is proposed for an existing Solid Waste Management Facility.
- If the latter is “yes” then a separate section will be required where the applicant must describe the impacts of the new operation on the existing Solid Waste management site.

Incoming Materials (Recycling, Organic Material)

- This is a table where the applicant must provide a description of the type of materials being received, add rows as needed to describe each type of materials. For example, one row for leaves, a separate row for grass clippings, etc.

Products and uses

- This is a table where the applicant should provide the types of products produced by the operation and how that product is used. Add a row for each product and each use (even if the product is the same)



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Recycling operations

- If the application is for a recycling operations, this section asks the applicant to describe measures taken to enclose and cover the operation as well as how the volume of residuals will be calculated.

Organic Residual Calculations

- If the operation proposed is Composting or Aerobic/ Anaerobic Digestion this section asks the applicant to describe how the volume of residuals will be calculated.

Other MassDEP Permits Required

- The applicant is asked if there are any other MassDEP permits required for this operation and the status of those permits (e.g. Approved, Pending, etc.). This is a table to allow for one row per permit type. If no additional permits are require, the applicant should type in "None" for the permit type.

Annual Certification/ Renewal ONLY

The annual certification requires a summary of activity for the previous year. The information is collected in tables.

In each table, add a row for each material brought in for recycling, composting or digestion, specify if the amount received from Massachusetts sources and the amount received from out of state sources. For organic materials the applicant will also be asked to describe the type of generator. Please do not double count materials

Please report the amount of material received in the calendar year covered by this renewal certification. Please measure amounts collected in Yards or Cubic Yards and Convert to tons. Use the worksheet provided on the MassDEP website at <https://www.mass.gov/how-to/general-permit-initial-annual-certification-recycling-composting-digestion> for this purpose. Only TONS should be reported on this form. Municipalities- Only report materials composted or digested on the site for which this form is being filed.

Step 3. Documents

The application will require the user to attach documents in support of the application.

Each required document must be uploaded separately; the application will not accept one scanned document containing all of the required documents.

The required document attachments include:

- The applicant must complete and attach a signed certification form. The certification form is a self-certification that the operation meets the operational requirements of 310 CMR 16.04. The self-certification form is available on the website



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- The Material Calculation Worksheet is also required as an attachment for each renewal application.
- Finally, if amending the existing permits, the applicant must attach a document that describes the changes made through the amendment.
- The Applicant can also attach other documents such as an expanded description of the facility, a truck to truck transfer protocol or simply "Other".

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. Applicants and Contributors

This step is where the Responsible Official or 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.

At this point, the Signatory or Responsible Official must create an account in ePLACE and access the application to submit it. To allow the Signatory to see the application, they must activate the PIN number in their account. 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 5. Application Review and Submittal

The entire application is presented for final review in this step. You can reopen the application 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



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the application and the content of the application will be “locked” once applicant accepts the certification.

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).

After Submittal

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

Frequently Asked Questions

What other requirements should be considered when applying for these General Permits?

- If locating the proposed operation at an existing Solid Waste Management facility, additional permits may be required from MassDEP. Consult the MassDEP Regional office for specific relative to your proposed site.
- General Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830).
MassDEP cannot begin technical review of the General Permit application until the MEPA process has been completed, unless otherwise agreed to in writing.

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

What is the application fee?

There are no permit fees for this application

What is the review timeline?

There is no specific timeline for MassDEP Review. The Owner/operator of the facility must submit an application for General Permit at least 30 days in advance of commencing operation to both MassDEP and the Board of Health. Beyond 30 days unless contacted by MassDEP or the Board of Health regarding some question or deficiency in the application, the activity described in the application can commence.

What is the annual compliance fee?

There are no annual compliance fees



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How long are these General Permits in effect?

General Permits are in effect for one year. Renewals in the form of the Annual Certification are due by February 15 of the following year.

How can I avoid the most common mistakes made in applying for these General Permits?

The applicant should be sure to obtain an up-to-date edition of the Solid Waste Management and Site Assignment Regulations (310 CMR 16.00 and 310 CMR 19.00). The provisions governing General Permits (310 CMR 16.04) should be reviewed carefully.

The owner/ operator of the facility should ensure that the materials received on site do not exceed the limits allowed for this permit type. If the operation expands beyond the limits described in 310 CMR 16.04, a different permit is required.

7. Where can I get copies of these regulations?

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