



**HW 12, HW22, HW23, HW25 Level I, II and III Recycling Permits**  
**Initial Application, Amendment, and Renewal (HW24 and HW26)**  
**Instructions & Supporting Materials**

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## **Introduction**

These permits authorize and set 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.

There are three levels of recycling permits based on the complexity of the processes and the resources required to review them. See the applicability table available on the website for a description of the permit levels.

Legislative authority for these permits is stated in MGL Chapter 21 C, section 4. Regulatory authority is found at 310 CMR 30.200

**The following application types are currently in ePlace and online filing is required:**

- HW12 Level III Recycling Permit, Precious Metals
- HW22 Level I Recycling Permit
- HW23 Level II Recycling Permit
- HW25 Level III Recycling Permit

Applications formerly known as HW24 and HW 26 are now renewals and modifications of the permits listed above and not separate forms. For example, to renew an HW12, the user must link the record for the application to their ePLACE account and then click the “renew” button associated with that record. Linking is discussed further on page 3 of this document.

## **Who must apply?**

Any person who wishes to recycle hazardous waste must apply for a recycling permit, including waste oil, which is considered a hazardous waste in Massachusetts. Apply for the appropriate permit based on the situations described below.



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**HW 22:**

- a) A person who wishes to be a generator/marketer of off-specification used oil fuel generated on site by selling or otherwise transferring such fuel for burning. [See 310 CMR 30.261, 30.264 and 30.213(3)].
- b) A person who wishes to recycle Class B(1) regulated recyclable material. [See 310 CMR 30.232 and 30.213(1)].
- c) A person wishing to accumulate for recycling Class B(4) regulated recyclable materials listed in 310 CMR 30.131 or 30.132, or that are characteristic for D011 [silver] pursuant to 310 CMR 30.125(B), and that have economically recoverable quantity of precious metals. [See 310 CMR 30.273 and 30.213(4)].

**HW 23:**

- a) A person who wishes to burn Class B(2) hazardous waste fuel at the site of generation for the production of heat or power by burning. [See 310 CMR 30.247 and 30.213(2)].
- b) A person who intends to burn Class B(3) off-specification used oil fuel that is generated at the site of burning in a fossil fuel utilization facility in amounts less than 100,000 gallons per year. Also, a person who burns, or receives and intends to burn off-specification used oil fuel not generated at the site of burning, and blended at the site of burning in amounts less than 100,000 gallons per year. [See 310 CMR 30.260(3), 30.260(4) and 30.213(3)].
- c) A person who wishes to operate a transfer station to receive and store Class B(4) regulated recyclable materials. [See 310 CMR 30.010, 30.277 and 30.213(4)].

**HW 25:**

- a) A person who wishes to recycle Class A regulated recyclable materials described in 310 CMR 30.212(3), (5) through (8), allowing applicants to accept for recycling such materials generated off the site of generation. [See 310 CMR 30.224 and 30.212].
- b) A person who is a marketer who receives only specification used oil fuels from off the site of generation as described in 310 CMR 30.260(2), and who sells or transfers such oils to other persons who burn such fuels for energy recovery. [See 310 CMR 30.260(2) and 30.213(3)].
- c) A person who is a generator of Class B(3) off-specification used oil fuel who burns such fuel oil at the site of generation Class (B3) in a fossil fuel utilization facility in amounts equal to or greater than 100,000 gallons per year. Also, a person who burns off-specification used oil fuel not generated at the site of burning, and blended at the site of burning in compliance with 310 CMR 30.251 (3) in amounts equal to or greater than 100,000 gallons per year. [See 310 CMR 30.260(3)and(4), 310 CMR 30.213(3) and 30.251(3)].
- d) A person wishing to recycle Class C regulated recyclable materials as described in 310 CMR 30.214. [See 310 CMR 30.290 and 30.214].



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### HW 12:

A person wishing to recycle Class B(4) regulated recyclable material as described in 310 CMR 30.213(4), at the site of generation or receive and store such materials not generated at the site of storage. [See 310 CMR 30.277, 30.276, and 30.213(4)].

### Pre-Application Consultation

Persons applying for a **new** recycling permit or anyone wishing to **significantly modify** and existing recycling permit should arrange for a pre-application meeting with MassDEP before submitting a permit application. At that meeting, MassDEP will determine what information needs to be submitted in the application based on the specifics of the proposed activity. Contact staff of the MassDEP Regional Office Hazardous Waste Permit engineers early in the process of preparing to apply for a Recycling Permit

### Instructions for Completing an Online Application

The application 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-12-22-26-hazardous-waste-or-precious-metals-recycling-permit-renewal-or-modification>

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 on the permit type required. (*Form Instructions start on page 4 of this document*)

For each facility with an existing permit, a record has already been created in ePLACE. To modify or renew this permit, the applicant must start the application from the “My Records” tab (Not the big Blue button).

MassDEP will issue a PIN number for each existing permit in the system. This PIN needs to be activated in the users account before the user will see the record created for the existing facility permit in “My Records.” See <https://www.mass.gov/media/1981> to learn more about activating a PIN. The PIN can be shared with any consultant or with other facility staff so that multiple people have access to the license application during its preparation.

If the user goes to the My Records Tab and facility license is not listed there with a “Renew” or “Amendment” Action link, please contact the primary Facility Contact or MassDEP for assistance.

On the “My Records” page and to the right of the record will be an Action Link. Most of the time, the link is labelled “Amendment.” The “Amendment” Link is used to Modify or “Amend” an existing Recycling Permit.

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.



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90 days prior to the expiration date of an existing license a “Renew” link will appear next to the record. Notice will also be sent that a renewal is due. Another reminder will be sent 30 days prior to the expiration date. The reminder will be sent to the contact listed as the Signatory of the permit. Click on the Renewal link to complete the renewal application.

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

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 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**

To permit a new facility, 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 select 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.

If you are applying to renew or modify an existing permit, the facility information will be pre-populated when you open the permit. Again, work with MassDEP to get this changed or updated as needed before starting the application.

### **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



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### Step 2. Application Information

*NOTE: An applicant looking to amend or renew an existing application will find some information about the existing application in the form. 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. Further, if renewing an application, please review all of the information in the application and replace information which is no longer current with updated information.*

At the top of the page, links have been provided to these instructions as well as to RCRAInfo should the applicant need to obtain a Generator ID.

#### General Information

- Owner Type- Select from a drop down list including county, federal , municipal, private, state and tribal
- EPA ID- The 12 character HW Generator ID as registered in RCRAInfo.
- Date of Pre-Application Consultation with MassDEP. This could be the date of a phone call or meeting. Entry is not required if the applicant is amending or renewing an existing permit.

#### Recycling Type

- Please check one option. The options align with those listed on page 1 of this Instruction document under “Who Must Apply”

**Recycling Information-** this is a summary of the proposed permitted activity including:

- A brief description of the proposed recycling activity including the amount per year to be recycled.
- A brief description of the recycled material
- A brief description of the source or origin of the recycled material
- The waste codes for the material to be recycled
- A brief description of how the material will be stored prior to recycling and what steps will be taken to prevent speculative accumulation.
- A more detailed description of the above can be attached later in the process.

#### Permit Status

This table is a list of all, state, local or federal licenses required for the activity. Data required includes:

- Description of the license (Text)
- The Issuing Authority (Text)
- The Status of the license (select from a drop down list including application filed- Decision pending, Application not yet filed, Approved, Denied- Appeal Filed and Not Applicable)

If no licenses are required, enter one row with “None” as the description of the license.



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### Hazardous Waste Management Personnel

This table requires the applicant to identify at least two people on site who are responsible for the management of hazardous waste and the recycled materials. Information to be provided includes:

- the Name of each person,
- their job title,
- their email address and
- their primary phone number.

### Proposed Modifications (Amendments and Renewals only)

This table will only appear if the applicant is proposing to modify or amend the existing approval. The table requires the applicant to provide some detail about the modifications that are proposed. The following is required:

- Description of the Modification (Text)
- Reason for the modification (Text)
- The document(s) being modified (Select from a drop down list)
- The page(s) being modified in that document (text)

Create a row for each separate document being modified and you may need to create multiple rows per document if the modifications are described or cited differently.

If you open the amendment form and an older/ already approved modification is in the table, delete those row(s) and start a new list of modifications.

### 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 documents are primarily the Recycling Data Sheets (RDS) forms that have been in use for years as part of the former paper application forms. The RDS forms are now available as fillable paper forms and must be downloaded, completed, signed and uploaded as attachment to the application. The RDS forms are available at <https://www.mass.gov/how-to/hw-12-22-26-hazardous-waste-or-precious-metals-recycling-permit-renewal-or-modification>

Available forms include:

- **HW RDS 02** Recycling Data Sheet For Recycling of a Regulated Recyclable Material by a Use Constituting Disposal Under a Class B(1) Permit
- **HW RDS 03** Recycling Data Sheet for Recycling Hazardous Waste Fuel Under a Class B(2) Permit



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- **HW RDS 04** Recycling Data Sheet For Marketing Used Oil Fuel Under a Class B(3) Permit
- **HW RDS 05** Recycling Data Sheet For Burning Used Oil for Energy Recovery Under a Class A Presumptive Permit or Class B(3) Permit
- **HW RDS 06** Recycling Data Sheet For Generators Planning to Recycle Materials Containing Precious Metals Under a B(4) Permit
- **HW RDS 07** Recycling Data Sheet For Recycling Facilities and Transfer Stations Planning to Receive Materials Containing Precious Metals Under a Class B(4) Permit
- **HW RDS 08** Recycling Data Sheet For Class C Permit

RDS forms are required attachments associated with the application forms as designated (“X”) below:

RDS Form	HW-12	HW-22	HW23	HW25
RDS 02		X		
RDS 03			X	
RDS 04		X		X
RDS 05			X	X
RDS 06	X	X		
RDS 07	X		X	
RDS 08				X

The Applicant can also attach other documents such as an expanded description of the facility and recycling activity, 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.

If preparing an application for a modification, the applicant will have an additional table to indicate what modifications are proposed. In this table the applicant will also indicate which documents are being modified. The system will then prompt the applicant to attach only those documents.



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#### **Step 4. Special Fees**

310 CMR 4.00 identifies certain circumstances where special fees are applied. If the applicant is subject to a special fee, the applicant should pick the applicable fee type and provide supporting information.

#### **Step 5. Signatory Authority**

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 should log in to their own account in ePLACE and access the application. This may require activating the sharing PIN number as described previously on page 4. 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 Step 6. 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” button. The person who makes the final submittal should be responsible for making edits should the need arise.

The license fee can be paid either online or by check through the mail. The Signatory/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 Signatory/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, send a check to the Massachusetts Department of Environmental Protection, P.O. Box 4062, Boston, MA 02211. The Signatory/ Applicant will receive an email with this information, as well.

Once the Signatory/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





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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 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 MassDEP to review the application will not start until the fee has been paid.

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



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### Frequently Asked Questions

#### 1. What other requirements should be considered when applying for these licenses?

##### a. What prerequisites should be considered before applying for these permits?

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 recycling activities may require additional permits from MassDEP. For example, air or water permits may be required if recycling involves potential discharges to the environment. You need to identify these permits in the application form as described on page 5 of this Instruction

**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? Where can I get a copy of the timelines?

Application fee and timeline information is available on the MassDEP Website at: <https://www.mass.gov/lists/massdep-fees-timelines>

#### 4. What is the annual compliance fee?

Current annual compliance fees for a Level III recycling permit, can be found at <https://www.mass.gov/lists/massdep-fees-timelines>. There is no compliance fee for a Level I or Level II recycling permit. If you fail to pay an annual compliance fee, your permit could be suspended or revoked.

#### 5. How long are these permits in effect?

Recycling permits are generally issued for five years. 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

#### 6. How can I avoid the most common mistakes made in applying for these permits?

- If it's a new permit, make sure to have a pre-application meeting with MassDEP (see page 3 above) before the application is submitted.
- Make sure to apply using the on-line form. Do not submit a paper application.
- Enter the correct EPA identification number on the application form.
- Indicate precisely the type and model of any equipment used in recycling.
- Indicate precisely the type of material that will be recycled, including its waste code as listed in 310 CMR 30.120 through 30.136.
- If the recycling process requires an air quality control permit, include a copy of the air quality permit with the recycling permit application.



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If paying the application fee by mail, submit the fee to:

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

Make sure to indicate your application number on the bottom of your check

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

These regulations include, but are not limited to the Hazardous Waste Regulations, 310 CMR 30.000 and the Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

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/>