



Massachusetts Department of Environmental Protection
Bureau of Air & Waste – Solid Waste Management
Landfill Assessment & Closure
SW 12 Initial Site Assessment
SW 23 Comprehensive Site Assessment
Instructions & Supporting Materials

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Introduction

These approvals are intended to protect public health, safety and the environment by monitoring the level of contamination emanating from a solid waste landfill, and determining a baseline from which closure alternatives can be evaluated, selected, designed and implemented. Assessment of a landfill helps to insure that the closure technology implemented on the landfill will result in remediation of the site and prevent the spread of such contamination.

Initial Site Assessment (SW12)

The Initial Site Assessment (ISA) provides an overview of the site and its present and historic uses. The Scope of Work for the Comprehensive Site Assessment (SOW/CSA) is the proposal for site monitoring and evaluation activities which will be carried out during the Comprehensive Site Assessment (CSA). The ISA/SOW process takes approximately two to four months and requires an approval by MassDEP prior to implementing the Comprehensive Site Assessment.

Comprehensive Site Assessment (SW23)

The Comprehensive Site Assessment is the phase in which field investigation is carried out at the site. If not already present on site, monitoring wells are installed and groundwater, surface water, soils and sediment are sampled for a one - year period. Air quality is also monitored for potential release of methane and volatile organic compounds. Data is summarized through a qualitative risk assessment which determines the extent of the scope of the next two steps of the assessment process.

**The SW12 and SW23 forms are currently in EPLACE and online filing is required
The SW24 and SW25 forms are currently only available as paper forms and must be filed
by mail with a separate Transmittal form. See separate Instructions for these two forms.**

Legislative authority for this permit is stated in MGL c. 21A, ss. 2 and 8, c. 111, s. 150A and the Acts of 1987, c. 584. Regulations promulgated pursuant to these laws are codified in 310 CMR 19.000, Solid Waste Management Regulations, specifically 310 CMR 19.150, Landfill Assessment Requirements.



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Who must apply?

Any individual, business or organization that intends to close a solid waste landfill as defined by 310 CMR 19.150 must apply for this permit. Additionally, a landfill assessment is required:

- When monitoring indicates that ground or surface water parameters exceed limits as specified in 310 CMR 19.132(1)(j);
- When explosive gases exceed concentrations as specified in 310 CMR 19.132(4)(g);
- Where a secondary leachate collection system or leak detection system exceeds its design leakage, as specified in 310 CMR 19.132(2);
- Any other time that MassDEP determines that the landfill presents a threat to public health, safety or the environment.

Pre-Application Consultation

You should contact the appropriate MassDEP Regional Office early in the process of preparing to apply for a Modification to a Solid Waste Handling Facility. A pre-application conference can save you time, spare you frustration, and often results in faster processing by the agency. If you submit an application without scheduling such a meeting, MassDEP may require one, before it can determine whether your application is administratively complete. Find Your Region:

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

Instructions for Completing an Online Application for an Authorization to Operate

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.

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.



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The following provides general instruction on the forms by section.

Step 1. Facility 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:

Owner Type - Select from the list provided

General Information - In the general information section, provide information about the Engineer of Record

Project Description - Provide a general description regarding the assessment and specific information about the following:

- The area to be assessed
- Total Area of the Site (in acres)
- Description of the assessment
- Project Schedule (Start and end date- a more detailed schedule can be attached later)

Step 3. Documents

Step 3 is where documents are attached to support the application. The documents include such things as Site Plans, Sampling and Analysis plans and the Certification Form. Each required document must be uploaded separately; the application will not accept one scanned document containing all of the required documents.

The following are required for an Initial Site Assessment:

- The Permit Application Form, signed and certified by the PE
- The Report/ Narrative
- Site Plans
- Site Assessment Scope of Work



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The regional office also may request a hard copy of the site plans in large scale format.

For a Comprehensive Site Assessment, additional documents are required including:

- Baseline Risk Assessment
- Health and Safety plan
- Sampling and Analysis plan
- Detailed Project Schedule
- Facility Site Plan showing the Proposed Modification

There is an “Other” document type that allows you to attach additional information NOT covered by one of the document types listed here.

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.

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 Fees

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. In most cases, you can only claim an exemption if the property is owned and operated by a municipality.

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.

At this point, the Signatory or Responsible Official must create an account in ePLACE and access the application to submit it. No other person can 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”



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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 should send 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).

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.

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

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## Frequently Asked Questions

### **What other requirements should be considered when applying for this permit?**

There may be Air Quality, Wetlands and Water Pollution permits required prior to the construction of closure alternatives. Applicants should consult with MassDEP to identify the sequencing of such approvals as determined on a site by site basis.

Permits of this type may also 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 complete technical review of the permit application until the MEPA process has been concluded.** Copies of MEPA filings should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

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

### **What is the application fee? Where can I get a copy of the permit review timelines? What is the annual compliance fee?**

All of this information is available at: <https://www.mass.gov/media/1078346>

### **How long are these approvals in effect?**

These are approvals of the initial site assessment, comprehensive site assessment, corrective actions alternatives analysis and corrective action design activities and therefore there is no expiration date.

### **How can I avoid the most common mistakes made in applying for these approvals?**

- a. The Division of Solid Waste Management's Landfill Assessment and Cleanup Program has specific technical guidance which should be used to develop the submission for each permit application. The following guidance document is available from MassDEP: *Landfill Assessment and Closure Guidance Manual Revised September 1993*
- b. Each of these permits is sequential beginning with SW 12 followed by SW 23, SW 24 and SW 25. Approval of each must be obtained prior to proceeding to the next permit unless MassDEP specifically allows for a variation of this requirement.



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- c. If filing online, follow the instructions provided and submit the fee in a timely fashion. Credit card payment is encouraged to ensure a quick start to the review. If filing on Paper (SW24 and SW25 only) submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211. The transmittal form can be found at <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>

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

These regulations include, but are not limited to:

- a. Solid Waste Management Regulations, 310 CMR 19.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

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

**State Bookstore**  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376

Unofficial copies of the above regulations are available on MassDEP's website at: <http://www.mass.gov/dep/>

**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 your regional office. You can look up your regional office and its contact information at: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- See a copy of your application after submittal at: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>