



**Massachusetts Department of Environmental Protection**  
Bureau of Air & Waste  
Solid Waste Management  
**SW 14 Special Waste Determination**  
**Instructions & Supporting Materials**

---

## **Table of Contents**

- Introduction
- Who Must Apply
- Instructions for Completing an Application
- Frequently Asked Questions
- Important Contacts

## **Introduction**

Some solid wastes are classified as special wastes (see 310 CMR 19.061). This approval is to allow a solid waste facility to handle or accept a special waste for disposal. The approval is intended to protect public health, safety and the environment by regulating how wastes are managed.

Each waste type requires a separate application. Each Disposal site requires a separate application

**The SW14 form is currently in ePlace and online filing is required.**

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.

## **Who must apply?**

Any solid waste facility intending to handle or dispose the following special wastes:

- Asbestos waste;
- Medical or biological waste;
- Sludges, including, but not limited to, wastewater treatment sludges, drinking water treatment sludges, and industrial process wastewater treatment sludges.

## **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>



**Massachusetts Department of Environmental Protection**  
Bureau of Air & Waste  
Solid Waste Management  
**SW 14 Special Waste Determination**  
**Instructions & Supporting Materials**

---

### **Instructions for Completing an Online Application**

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> to learn more about activating a PIN and sharing a form.

The following provides general instructions on the forms by section.

#### **Step 1. Application Information**

The following are the items that need to be provided in the online form:

*Type of Waste*

A general description and estimated annual quantity of the waste

*Source of the Waste*

Name and Address of the generator of the waste and description of the waste generating process

*Descriptions of how the Waste will be Transported and Disposed*

This includes the waste disposal location (name, address, city, state).

You will need to complete a separate form for each waste type and each disposal site.

#### **Step 2. Documents**

Step 2 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.



**Massachusetts Department of Environmental Protection**  
Bureau of Air & Waste  
Solid Waste Management  
**SW 14 Special Waste Determination**  
**Instructions & Supporting Materials**

---

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

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 5. 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 4. 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.



**Massachusetts Department of Environmental Protection**  
Bureau of Air & Waste  
Solid Waste Management  
**SW 14 Special Waste Determination**  
**Instructions & Supporting Materials**

---

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”

### **Step 5. 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, send a check to the Massachusetts Department of Environmental Protection, P.O. Box 4062, Boston, MA 02211. You will receive an email with this information, 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 MassDEP 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/>



**Massachusetts Department of Environmental Protection**  
Bureau of Air & Waste  
Solid Waste Management  
**SW 14 Special Waste Determination**  
**Instructions & Supporting Materials**

---

### **Frequently Asked Questions**

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

- a. The facility receiving the special waste must have a valid site assignment and a solid waste facility permit pursuant to c.111, s. 150A and 310 CMR 19.000.
- b. The applicant must submit the appropriate data on the physical, chemical and biological nature of the material for which a determination is to be made. In most cases the generator of the waste material should be able to provide most or all of the required information. If not, a certified laboratory should be retained to provide the relevant data. Please note that data is not required to be submitted for asbestos waste or infectious waste. 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 can be found here: <https://www.mass.gov/media/1078346>

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

There is generally no time limit on approvals to manage special wastes unless specified in the approval.

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

- a. Submit all the data on the chemical, physical and biological properties of the waste required by MassDEP.
- b. Send a copy of the special waste application to the appropriate Board of Health.

#### **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.



**Massachusetts Department of Environmental Protection**  
Bureau of Air & Waste  
Solid Waste Management  
**SW 14 Special Waste Determination**  
**Instructions & Supporting Materials**

---

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 their contact information at: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- To see a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>