



Massachusetts Department of Environmental Protection
Bureau of Air & Waste – Solid Waste Management
Landfill Assessment & Closure
SW 24 Corrective Actions Alternative Analysis
SW 25 Corrective Action Design
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.

The two permits that are the subject of this Instruction include:

Corrective Actions Alternative Analysis (SW24)

The Corrective Actions Alternative Analysis is conducted to determine the nature of the cap and any additional remediation measures which will be needed to properly close the sanitary landfill.

Corrective Action Design (SW25)

The Corrective Action Design is the final phase of the assessment process in which the landfill cap and any additional remediation measures are designed.

The SW24 and SW25 forms are found in ePLACE and Online Filing is required.

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); or
- Any other time that MassDEP determines that the landfill presents a threat to public health, safety or the environment.



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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 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 creating an account are available at: <https://www.mass.gov/media/1981>

Once logged in, the applicant should proceed through the screens to select the permit type they wish to complete and then start the permit. Screen-by-Screen instructions are available at <https://www.mass.gov/how-to/sw-12-23-25-landfill-assessment-corrective-action> to assist applicants in the process of finding and completing the online forms.

The following pages provide general instructions on the forms by section.

Step 1. Facility

Facility Information

To start the application, the first step is to select the facility record. Type in some identifying information and click “Search” to find the facility. It is suggested that you use address for your search.

A new facility cannot be created for this application, you must select from a facility on the list. 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.



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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

Step 2. General Information

The General Information Section asks for some basic information about the site and the people working on the Corrective Action Design (CAD) or the Alternatives Analysis starting with the name and license information on the Engineer of Record.

Other General Information Required in this application includes:

- A description of the area assessed/ designed
- Size of the area
- Total Area of the site in acres
- Summary of Assessment Findings
- Corrective Action Objectives
- Indication of whether the preferred corrective action includes closure of all or part of the landfill
- Indication of whether a post closure use is proposed and, if yes, a description of that use
- A schedule for implementation of the CAD or Corrective Action Alternatives Analysis

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 following are the minimum required for an RCC Permit:

- Corrective Action Design and/ or closure plan
- Permit Application Form with PE Certification and Applicant Certification Completed
- Report/ Narrative
- Site Plans and Maps
- Detailed Project Schedule
- Corrective Action Alternatives Analysis (SW24 only)

In addition, other documents may be required should the applicant indicate closure or



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Post Closure Use is part of the plan:

- Sampling & Analysis plan
- Monitoring Plan
- Health & Safety plan
- Record Notice of Landfill operation
- Maintenance plan
- Post Closure Use Plan

The Applicant can also attach other documents as needed by selecting “Other” as the document type.

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. 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.



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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.

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. If that person is not the Responsible Official, we ask that the Responsible Official provide a signed Certification Statement as an attached document with each application and subsequent edition of the document if edits are made. Failure to provide certification will result in delay in license review.

The application 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

The Responsible Official or party who made the final submittal can follow the status of the permit review in ePLACE. When that person logs into ePLACE and clicks on the “My Records” button, they 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.

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

This permit may also be amended after the initial approval is granted. The person who was the responsible official for the initial submittal will have an “amendment” link next to the permit record on their ePLACE “My Records” screen. By clicking on the Amendment link, the applicant can update any information that may need to be updated and request that the permit be amended with this information.



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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?

Time and fee information is available here: <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?

- MassDEP 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.
- 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.

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.



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These may be purchased at:

State Bookstore (in State House)	State Bookstore
Room 116	436 Dwight Street, Room 102
Boston, MA 02133	Springfield, MA 01103
617-727-2834	413-784-1376

Unofficial copies of the above regulations are available on the MassDEP website:
<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
- 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 the application after submittal, visit: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>