



## Massachusetts Department of Environmental Protection

Bureau of Air & Waste

Solid Waste Management

**SW32 Scope of Work for a Solid Waste Demonstration Project**

**SW33 Solid Waste Demonstration Project Report**

**SW35 Recycling, Composting or Conversion Demonstration Project**

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### Introduction

Certain new or innovative solid waste, recycling, composting or conversion technologies or processes are required to undergo the demonstration process. This demonstration provides assurances that public health, safety and the environment will be protected prior to the utilization of the new technologies and processes on a larger scale.

Legal authority is found in MGL c. 21A, § 2 and 8, c. 111, s. 150A. The regulatory authority for permitting demonstration projects is found in 310 CMR 19.062 and 310 CMR 16.05(8).

**These applications are currently available through ePlace and online filing is required.**

### Who must apply?

- Site assigned solid waste facilities proposing to utilize new or innovative technologies which would not be approved under the facility's operating plan, or under other applicable sections of 310 CMR 19.000.
- Anyone proposing an innovative process for the recycling, composting or conversion of a recyclable or organic material at an unassigned site in accordance with 310 CMR 16.05(8).

### Which Application to File?

- A scope of work for a **Solid Waste Demonstration Project (SW32)** is required before a new or innovative solid waste management technology can be tested so that the Department can ensure the proposed activity has merit and is protective of the public health, safety and the environment.
- A **Solid Waste Demonstration Project Report (SW33)**, submitted at the conclusion of the demonstration project, provides the results and conclusions of the demonstration project. After review of that report the Department will make a determination whether the demonstrated technology should be approved for larger scale use on a permanent basis.
- A **Recycling, Composting or Conversion Demonstration Project (SW35)** is required for all projects demonstrating the effectiveness and utility of a new or innovative recycling, composting, or conversion technology using recyclable or organic material. The scope of work for the proposed RCC demonstration project must be approved prior to starting the



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operation. A final project report is required at the conclusion of the project so that the Department can determine what regulatory requirements will apply to the full scale activity.

#### **Pre-Application Consultation**

You should contact staff of the Bureau of Air and Waste Solid Waste Program and appropriate Regional Office early in the process of preparing to apply for Demonstration Project permit. A pre-application conference can save you time, 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.

#### **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. Once logged in, click on the large blue button on the right “File an online Application”. From there you will need to select the application you wish to file. Additional instructions to assist you to select the application and in completing the form are available at: <https://www.mass.gov/how-to/sw-32-33-35-solid-waste-demonstration-project>

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

#### **Step 1. Facility**

The forms must be completed page by page in order. 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.

##### **Facility Information**

Identify the Facility. For a new facility the applicant can enter the required information for the new facility (Name, address). For a demonstration project at an existing facility the applicant must select from a list of existing facilities. It is suggested that the applicant click on the Search Button and enter the facility address... If there has been a facility name change, notify the Department in advance of starting this 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**

#### **General Information**

There are only four questions in this section. In the first two, the applicant needs to provide a summary of the proposed activity and provide a proposed schedule for the operation or activity. This can be a simple schedule that should cover the start and end of construction, the start and end of the demonstration period or any other relevant dates or milestones.

The applicant will also be asked to affirm that a copy of the application has been filed with the Board of Health and whether or not Site Assignment has been approved for the project/site.

#### **Project Coordination**

The application asks if the proposed demonstration project is subject to MEPA Review and if so, the MEPA project ID number is required

#### **Financial Assurance Table (SW32 and SW35 Only)**

This table is where the applicant can provide details about the financial assurance mechanism (FAM) that will be put in place for this demonstration project. Click "Add a Row" to get started.

In the pop up box provide select the type of FAM that will be used, indicate who issued the FAM, the amount of coverage in the FAM and the term of the FAM (in years). More than one FAM can be included in the table. Click Add a Row" for each FAM.

### **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 a Demonstration Project Application.

- Site Plans and Engineering Plans
- Report/ Project Narrative
- Application Form with Signed Certification

If the property is site assigned, a copy of the Site Assignment will be required. The Applicant can also attach other documents such as manufacturer specifications for specific equipment as "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



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“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 plus the signed certification form.

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



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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 permit review.

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.

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 permits?**

A Scope of Work for a Solid Waste Demonstration Project (SW32) must be approved prior to submittal of a Solid Waste Demonstration Project Report (SW33).

For facilities which have gone through prior MEPA review, it may be necessary to file a notice of project change to the MEPA unit to determine whether the proposed project constitutes further review by that unit. 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).



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

Note: 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 timelines?**

Application fee and review timeline is available at:

<https://www.mass.gov/media/1078346>

Note: A copy of the application must be sent to the local board of health.

### **What is the annual compliance fee?**

Annual compliance fees do not apply as these operations are time-limited. Facilities at which these projects occur may be required to pay annual compliance fees under the provisions of 310 CMR 4.03(2).

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

A demonstration project shall be valid for the duration stated in the permit but for no more than two years from the date of issuance, unless renewed as provided for in 310 CMR 19.062(7) or 16.05(8). The Department may also terminate the permit at any time if the project does not adequately protect public health, safety, and the environment.

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

- Be sure to file a copy of the application with the local Board of Health.
- Strictly adhere to the application requirements of 310 CMR 19.062(2) or 16.05(8). Allow sufficient time for the demonstration and provide sufficient collected data to ensure that the information can be adequately evaluated.

## **7. 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 Facility Regulations, 310 CMR 19.000.
- b. Site Assignment Regulations for Solid Waste Facilities, 310 CMR 16.00.
- c. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.



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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 solid waste program staff at MassDEP Boston or [BAW@state.ma.us](mailto:BAW@state.ma.us) or contact the Solid Waste Section Chief in your regional office.
- To see a copy of the application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>