



Massachusetts Department of Environmental Protection Bureau of Waste Prevention / Solid Waste Management

Third-Party Inspections – 310 CMR 19.018

Instructions for Preparation & Submittal of Inspection Reports

Beginning January 1, 2015, inspections of Solid Waste Management Facilities must be conducted by a Third-Party Inspector registered with MassDEP, pursuant to 310 CMR 19.018.

- **Forms:** There are two separate Third-Party Inspection Report Forms to record and report the results of an inspection: 1) Operation & Maintenance Inspection; and 2) Waste Ban Compliance Inspection. Use the appropriate form based on the type of inspection being conducted at the facility. All applicable sections of the submitted form must be completed to be accepted by MassDEP. Be sure to obtain the most recent version of each form, available online: <http://www.mass.gov/eea/agencies/massdep/recycle/approvals/solid-waste-applications-and-forms.html#8>
- **Facility Information:** The Regulated Object Account Number for the facility's solid waste activity can be found in the applicable facility list available online: <http://www.mass.gov/eea/agencies/massdep/recycle/solid/landfills-transfer-stations-and-compost-sites.html>
The Facility Master File (FMF) Number for the facility can be found on page one of most correspondence from MassDEP to the facility owner/operator (such as a permit decision).
- **Certification:** Pursuant to 310 CMR 19.018(8)(a), the inspector must sign the inspection report form in the section marked *Certification – Third-Party Inspector* and submit the completed form to the facility owner/operator. The facility owner/operator must sign the report form in the section marked *Certification – Facility Owner/Operator* and submit the report to the appropriate MassDEP Regional Office. In the event that the inspection report contains a recommendation for corrective action(s), the owner/operator shall also submit the information required by 310 CMR 19.018(8)(c)2 (see "Corrective Action Plan and Schedule" below).
- **Attachments:** Include attachments, as applicable, to complete the report:
 - o Photographs. Attach photographs taken during an Operation & Maintenance inspection that depict the general condition and operation of the facility. Do not attach photographs taken during a Waste Ban inspection. For Waste Ban Inspections, retain photographs and weigh slips for all failed loads identified during a Waste Ban inspection, as MassDEP may request such information to be submitted separately.
 - o Analytical Results (C&D Facilities Only). Please attach analytical results for any sampling conducted during an Operation & Maintenance inspection at a Construction and Demolition ("C&D") Waste Processing Facility or a C&D Waste Transfer Station.
 - o Waste Ban Data. Complete the Load Observation Table and the Comparative Analysis Form for a Waste Ban inspection and submit an electronic copy of the completed data tables to MassDEP via email at: dep.swm@state.ma.us
 - o Corrective Action Plan and Schedule. In the event that the inspection report contains a recommendation for corrective action(s), complete and attach to the report a Corrective Action Plan and Schedule, pursuant to 310 CMR 19.018(8)(c)2. The owner or operator may elect to correct deviations identified in the inspection report in a manner that is different than that recommended by the inspector, so long as the facility is brought back into compliance with applicable requirements. If the facility owner/operator intends to submit a permit application in order to complete the corrective action(s), please identify the permit type and anticipated submittal schedule. Contact the appropriate MassDEP Regional Office if you are not sure if the corrective action(s) will require a filing to MassDEP prior to implementation. A list of municipalities and MassDEP Regional Offices is available at: <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>
- **Submittal:** Within 30 days of the inspection date, the facility owner/operator must mail the completed inspection report to the MassDEP Regional Office (Attention: Solid Waste Management) that serves the municipality in which the facility is located. The facility owner/operator must also submit one copy of each completed report to the board of health of the municipality in which the facility is located. A list of municipalities and MassDEP Regional Offices is available at: <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>
- **Record-Keeping:** Pursuant to 310 CMR 19.018(8)(c), a copy of each inspection report shall be maintained at the facility in accordance with the requirements of 310 CMR 19.000. The owner and operator shall make third-party inspection reports available to personnel or authorized representatives of MassDEP for review at the facility upon request.