AQ22 - Emission Control Plan Municipal Waste Combustor Application

MassDEP, Bureau of Air & Waste



Overview

- This presentation is to assist in completing a new AQ22 Emission Control Plan Municipal Waste Combustor Application
- Submit this plan to show how and when your facility will use pollution control technologies to reduce air emissions
- An ECP is required for municipal waste combustor units subject to 310 CMR 7.08(2). These units are units which combust greater than 250 tons per day of municipal solid waste
- This presentation will take you screen by screen through the EEA ePLACE online permitting application process

General Navigation

- Always Click Continue Application > to move to the next page.
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (*)is required before you can move off the page.
- Click Save and resume later to save your work and resume at a later time.
- Click on the tool tips where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge

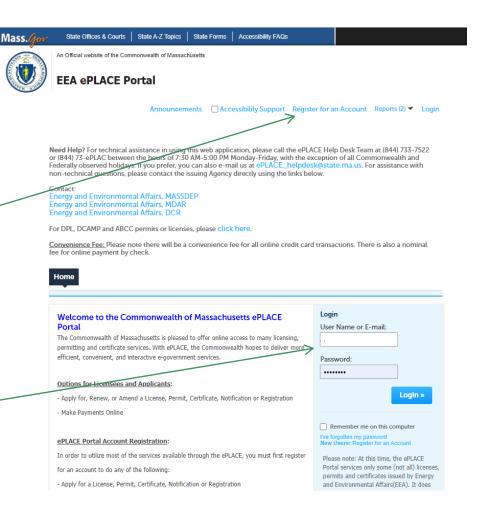
How to Apply

First time users:

Click or type this address on your browser:

https://eplace.eea.mass.g ov/citizenaccess

- Follow the prompts to create a new user account
- Log into your account in EEA ePlace using your username/password





File an Online Application

Click here to start



Welcome TEST TESTING

You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration Click Here
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs(EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

File an Online Application



File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click "Continue"

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

 Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

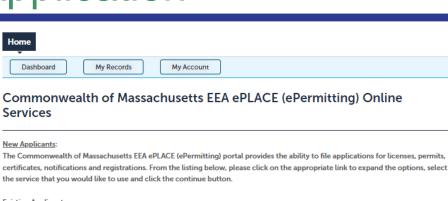
I have read and accepted the above terms.

Continue »



Apply for an AQ22 Application

- Click on "Apply for a DEP Authorization-Air Quality (AQ) to expand the list of applications
- You can also search for the application on the search bar field



Existing Applicants:

Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

For easier and quicker way to find your application from the list below, Use Search Bar, Type in the name of your application or a keyword in the search field and click search for results.

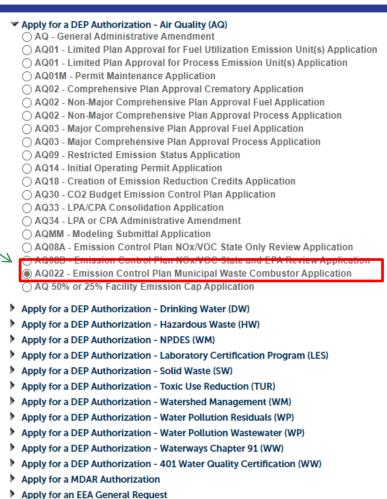


- Apply for a DCR Authorization Construction and Vehicle Access Permits
- Apply for a DCR Authorization Special Use Permits
- Apply for a DEP Authorization Air Quality (AQ)
- Apply for a DEP Authorization Drinking Water (DW)
- Apply for a DEP Authorization Hazardous Waste (HW)
- Apply for a DEP Authorization NPDES (WM)
- Apply for a DEP Authorization Laboratory Certification Program (LES)
- Apply for a DEP Authorization Solid Waste (SW)
- Apply for a DEP Authorization Toxic Use Reduction (TUR)
- > Apply for a DEP Authorization Watershed Management (WM)
- Apply for a DEP Authorization Water Pollution Residuals (WP)
- Apply for a DEP Authorization Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization Waterways Chapter 91 (WW)
- > Apply for a DEP Authorization 401 Water Quality Certification (WW)
- Apply for a MDAR Authorization
- Apply for an EEA General Request
- Link Your Account For MassDEP Only
- Other



Apply for an AQ22 Application

Select "AQ22 Emission Control Plan
 Municipal Waste
 Combustor Application"
 and click continue at
 the bottom of the page
 to start your
 application





Other

Link Your Account - For MassDEP Only

Contact Information: Important NOTE

☐ There are three contact sections in the next screen:
Permittee: the person or signatory authority responsible for signing and accepting all conditions of the Permit
If you are the Permittee, click "Add New" button and select the checkbox "Use Login Information"
If you are not the Permittee you have the option to Add New and enter all the Permittee Information or if the Permittee has an EEA ePlace account, then yo have the option to look them up under "Look Up" option
Permittee Company: here enter the company information the Permittee i affiliated with, if applicable.
Application Contributors: use this section if multiple users will be coordinating in the preparation of this application
☐ If you are unable to find the correct contributor, click on the "Save and resume



Portal and then resume the application.

later" button. Advise the contributor to create an account in the EEA ePLACE

Step 1: Contact Information

Add Permittee, please 1 Contact Information 3 Application Information 4 Special Fee Provision 5 Documents & Signatory 2 Facility Information Step 1: Contact Information > Page 1 of 1 read the section Instructions instructions and Please fill the below Information Permittee add accordingly Use Login Information Permittee is the person or signatory authority whom is resu the Permittee, please select "I'm Permittee" If you are preparing the application on behalf of the Permittee, click Add Permittee Company Note - If you are unable to find the correct Permittee, click on "save *Telephone # account in the EEA ePLACE Portal and then resume the application. Look Up "Application I'm Permittee Look Up Contributors", if Permittee Company Please fill the below Information: lease add the company information that the Permittee is affiliated applicable Contact Person: Name Of Organization Add New Country Click "Continue" **Application Contributors** E-mail *Telephone #: Address Line 1 If multiple preparers will be part of filling out this application, you w Application" to proceed Note - If you are unable to find the correct Preparer, click on "save account in the EEA ePLACE Portal and then resume the application. Look Up Search for Contact Showing 0-0 of 0 Contact Type Name Organization No records found. **Continue Application »** EEA ePlace Portal Save and resume later 10

Step 2: Facility Information

EEA ePlace Portal

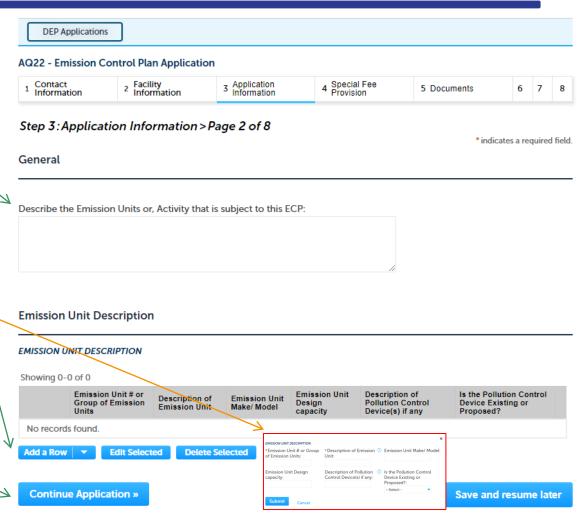
4 Special Fee Provision 5 Documents & Signatory 3 Application Information 2 Facility Information Add your Facility Step 2: Facility Information > Page 1 of 1 *indicates a required field. information Facility Information ☐Please read the Please identify the facility for this application. In the "Name" box enter the facility name or a part of it instructions on how to and then click the "Search" button to see a list of results. Click the button to the left of your facility and then click the "Select" button. If your facility is not on the list, click "Cancel" and try searching by address instead of Name. If you cannot find your facility, type in the data for the boxes with an asterisk and go on to the next section without clicking "Search". CAUTION some applications are find and add restricted to existing Facilities and do not allow creating new ones. If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office. your facility * Facility Name: *Street # * Street Name: Street Name 2 Click "Continue * City: * State: *Zip: Application" to Facility(s) Latitude Longitude proceed Showing 1-12 of 120+ Facility Name | Address DEP Facility ID: AQ ID: 7 ELEVEN 37380 | 664 UNION ST FRANKLIN MA 02038 ADVANCE AUTO PARTS 4972 | 250 FLM ST PITTSFIFLD MA 0120 AL & SONS SERVICE STATION | 638 HIGH ST MEDFORD MA 02155 TRI ID: LES ID: PWS ALLIED WASTE SERVICES OF MAILLOI 22 NIGHTINGALE AVEIQUINCY MA 02169 ALMEIDA AUTO BODY | 20 OAK ST PITTSFIELD MA 01201 ALPHA GRAINGER MANUFACTURING INC | 20 DISCOVERY WAY FRANKLIN MA 02030 ATTLEBORO WEST ST WTP | 1296 WEST ST ATTLEBORO MA 02703 ○ BAY STATE SPRING CORP | 1864 MAIN ST HOLDEN MA 01520 Search Clear BETH ISRAEL DEACONESS HOSPITAL NEEDHAM | 148 CHESTNUT ST NEEDHAM MA 02192 ○ BIRD PRECISION | 1 SPRUCE ST WALTHAM MA 02454 ○ BLANDFORD | 0 MAIN ST BLANDFORD MA 01006 Continue Application » < Prev 1 2 3 4 5 6 7 8 9 10 ...

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DEP Applications Indicate which AQ22 - Emission Control Plan Application **Emission Control Plan** 1 Contact Information Facility Information 3 Application Information 4 Special Fee Provision 5 Documents Application is required. Step 3: Application Information > Page 1 of 8 * indicates a required field. Select the appropriate Emission Control Plan Applications: Click "Continue Select the appropriate Emission Control Plan Applications: * Municipal Waste Combust Application" to proceed Continue Application » Save and resume later

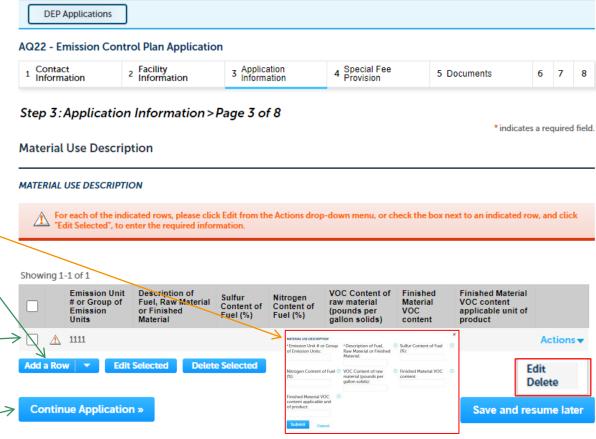


- Describe your emissions units or activity subject to this plan
- "Add a row" for each emission unit and provide requested information
 - Click "Add a row"
 - Provide information in the window that opens
 - Click submit
- Click "Continue Application" to proceed



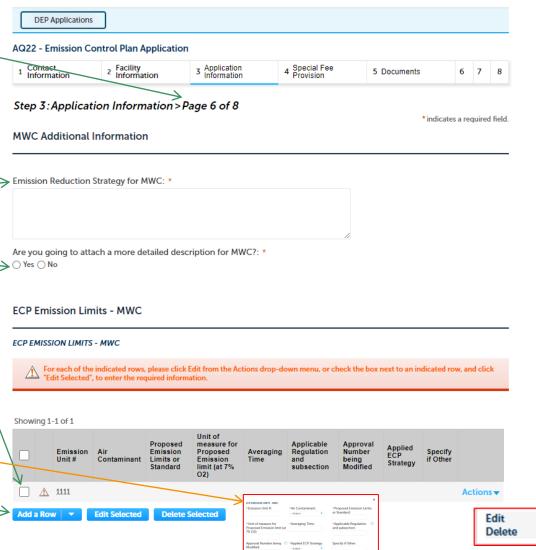


- "Add a row" for each Material Use Description and provide requested information
 - Click "Add a row"
 - □ Provide information in the window that opens
 - Click submit
- For each of the indicated rows with an exclamation point, "edit" each row of the table to provide information
- Click "Continue Application" to proceed





- Pages of the application will be hidden/ shown based on the type of application you selected.
- Enter a description for the Emission Reduction Strategy page for a Municipal Waste Combustor (MWC)
- Answer "Yes" or "No"-
- For each of the indicated rows with an exclamation point, "edit" each row of the table to provide information
- "Add a row" if needed for each Material Use Description and provide requested information





Enter Municipal Waste MWC Restriction Information Combustor (MWC) Describe any other physical or operational Restriction on the capacity of the equipment: 🕜 Restriction information For each of the indicated rows with an exclamation Emissions - MWC point, "edit" each row of the **EMISSION CONTROLS - MWC** table to provide information For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click "Edit Selected", to enter the required information. "Add a row" if needed for Showing 1-1 of 1 Design Control Efficiency at each Emission Controls -Maximum **Design Control Emission** Flu Gas Flow Rate Estimated Uncontrolled existing Limitation(mg/dscm@7%O2) Uncontrolled Contaminant (dscm/min@7%O2) **Emissions** pollutant MWC and provide (mg/dscm@7%O2) concentrations requested information 1111 Edit **Edit Selected** Delete



If a new Pollution Control Device (PCD) will be added, please add a row and indicate the appropriate "Add a row" if needed for PCD Type and complete the appropriate supplemental form. **Equipment Details - MWC EQUIPMENT DETAILS - MWC** Please click "Add a Row" and select the supplemental form(s) associated with your application. Supplemental forms are required and provide requested for each air pollution control device proposed. Each application will include at least one supplemental form, the Certification form, to be used by the Massachusetts Licensed Professional Engineer (PE) and the Responsible Party for the applicant, to certify the application prior to submission. information Showing 0-0 of 0 **PCD Type** PCD ID# Enter a description for any No records found. **Edit Selected** proposed equipment not Add a Row **Delete Selected** listed in the PCD list Please describe if your proposed equipment is not listed in PCD List Answer "Yes" or "No"-Are you proposing to install a PCD that is not on the list provided in the above table?: ○ Yes ○ No If YES, please explain in brief: If "Yes" enter an explanation Click "Continue Continue Application » Save and resume later Application" to proceed

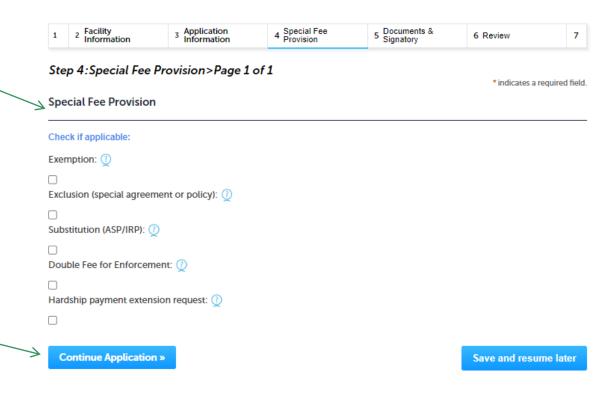


EEA ePlace Portal

"Add a row" if needed for each **DEP Applications** Testing Frequency proposed AQ22 - Emission Control Plan Application 3 Application Contact 2 Facility Information 4 Special Fee Provision and provide requested 5 Documents 6 7 8 Information information Step 3: Application Information > Page 8 of 8 * indicates a required field. Monitoring and Testing Click "Add a row" MONITORING AND TESTING Provide information in the To indicate a plan with multiple test frequencies, please add a row for each testing frequency proposed. For example, one row may list "annual" testing, and the next row may list "other time period" with a specified frequency of "within 30 days of start up". window that opens For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click Click submit "Edit Selected", to enter the required information. Showing 1-1 of 1 For each of the indicated rows Specify Specify if Parameter Record Frequency Other Parameter Specify other Method of Frequency Unit #/ measured with an exclamation point, Keeping Frequency Frequency Group of Procedure Record Parameter of testing of Data Record "edit" each row of the table to provide information Edit **Delete Selected** Add a Row Delete Click "Continue Application" to **Continue Application »** Save and resume later proceed

Step 4: Special Fee Provision

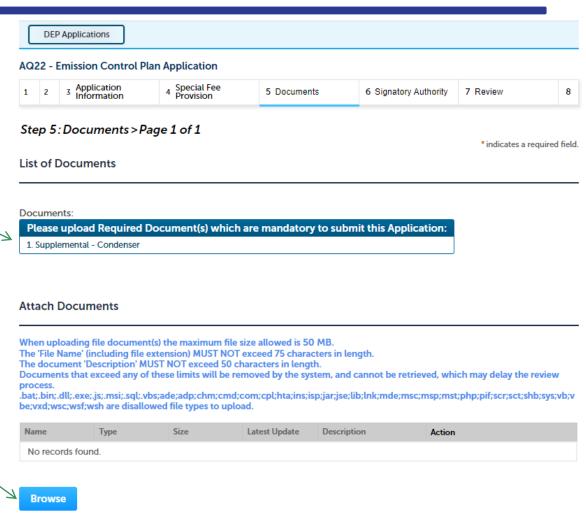
- □ If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click "Continue Application" to proceed





Step 5: Documents

- Upload all required documents for your application
 - ☐ The required documents will be listed on the table
- To begin attaching documents, click "Browse"



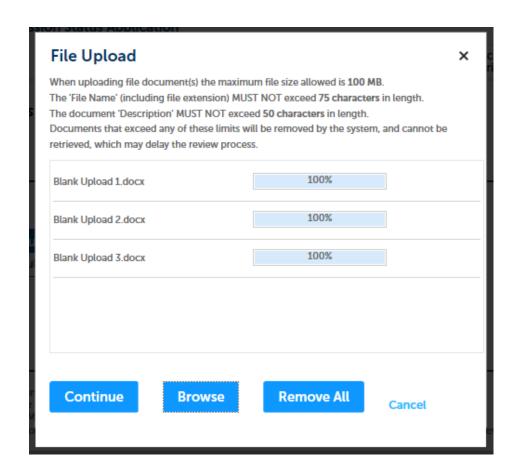
Save and resume later



Continue Application »

Step 5: Documents (Attaching)

- □ A "File Upload" window opens
- Click "Browse"
- Choose the file(s) you want to attach.
- When all files reach 100%, click "Continue"





Step 5: Documents (Attaching)

*Type: Select the document type File: Provide a description of invite_1 - Copy - Copy - Copy.png each document that you Description (Maximum 50 characters): A maximum of 50 characters. uploaded *Type: Click "Browse" to add more --Select-documents File: invite_1 - Copy - Copy (2).png * Description (Maximum 50 characters): When all documents are A maximum of 50 characters. uploaded and described, click "Save" *Type: --Select--



File:

Save

invite_1 - Copy - Copy.png 100%

maximum of 50 characters.

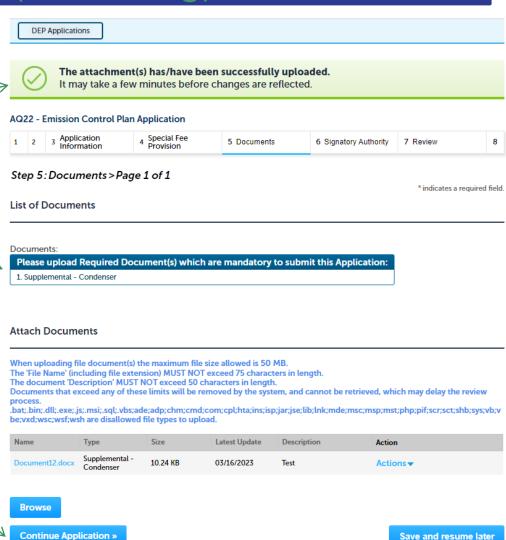
* Description (Maximum 50 characters):

Browse

Remove All

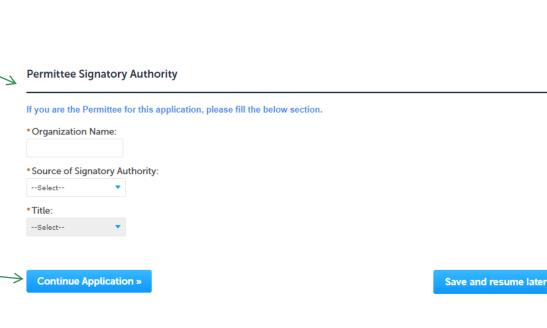
Step 5: Documents (Attaching)

- You should see a message that you have successfully attached documents
- Review the list of attached documents
- When ready, click on "Continue Application" to proceed



Step 6: Permittee Signature

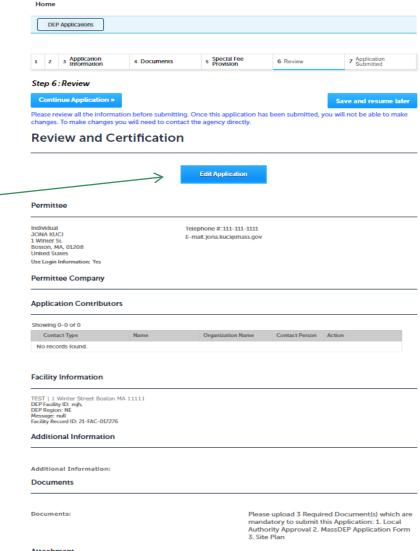
- If you indicated yourself as the "Permittee" for this application (refer to contact information slide) then complete the Signatory Authority section
- If you are not the Permittee, then please click on "Continue — Application" to proceed





Step 7: Review

- The entire application is shown on a single page for your review
- If you note something you want to change, click "Edit Application"
- Otherwise, continue to the bottom of the page





Step 7: Review

- Read the CertificationStatement
- Click the check the box to complete your certification
- Click on "Continue Application" to proceed with the submittal of your application

Application Submitter

Individual Telephone #:123-123-2323
Testing Eipas E-mail:testing@eipas.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

By checking this box, I agree to the above certification.

Continue Application »

Save and resume later

Date:



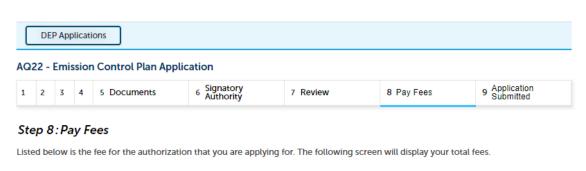
ATTENTION!!!

- If you are the Permittee for this Application, next the system will take you to the <u>Payment Step</u>
 - ☐ Once the payment is completed then the Agency will start review of your application
- If you are not the Permittee for this Application, next the system will submit the initial application.
 - ☐ A notification will be sent to the Application Submitter and to the individual who is identified as the Permittee for this application.
 - Permittee must complete the <u>Permittee Certification Step</u>
 - Next the payment can be made either by the Permittee or Application Submitter
 - NOTE The review of the application by Agency will start once the Permittee Certification and payment of the application are completed.



Step 8: Pay Fees

- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to continue



Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees



Total Fees \$8,820.00

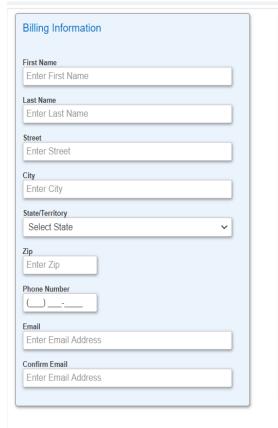
Pay Online »

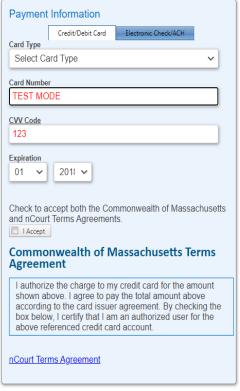
Pay by Mail »



Pay Online

- □ If you choose "Pay Online", you will be brought to this screen
 - □ Provide all payment and billing information
 - ■Accept the terms and conditions and click submit
- You will be e-mailed a receipt





Back

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Pay by Mail

- If you choose "Pay by mail"
 - □ Check your email for instructions
- Your application will not be reviewed until payment is received

Payment online: If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WM05-0047-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection PO Box 4062

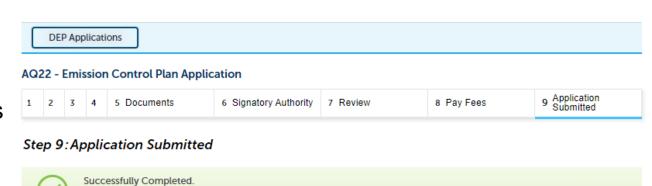
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.



Step 9: Submission Successful!

- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications



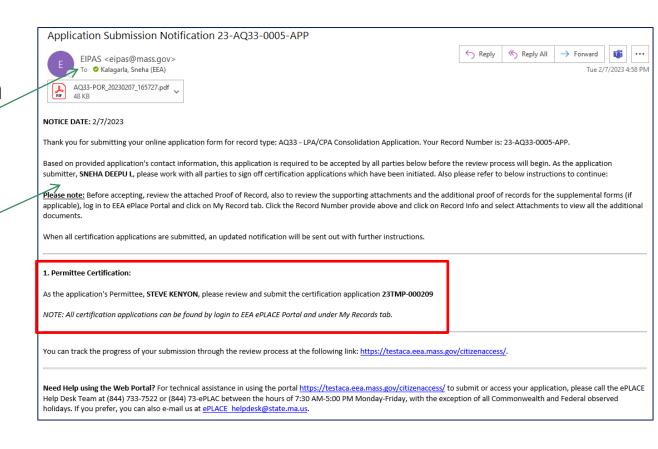
Thank you for using our online services.

Your Record Number is 23-AQ22-0001-APP.

You will need this number to check the status of your application.

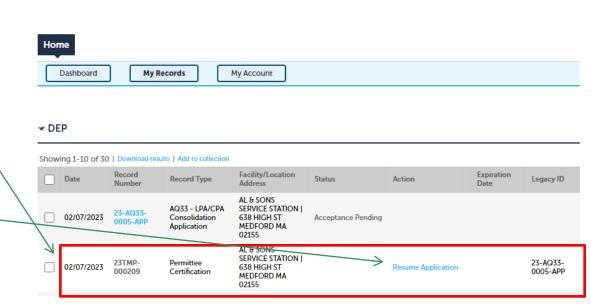


- ☐ If you are not the Permittee for this Application, system will send a notification from eipas@mass.gov
- Review the email and follow all steps accordingly





- Log on to EEA ePlace portal
 - https://eplace.eea.mass.go v/citizenaccess
- Go to "My Records" page to the Permittee
 Certification Record
- The Permittee Certification Record will be listed along with its associated Application Number
- Select "Resume Application"





Dashboard

Welcome JANE DOE

What would you like to do?

My Records

You are now logged in to the Commonwealth's EEA ePlace Portal.

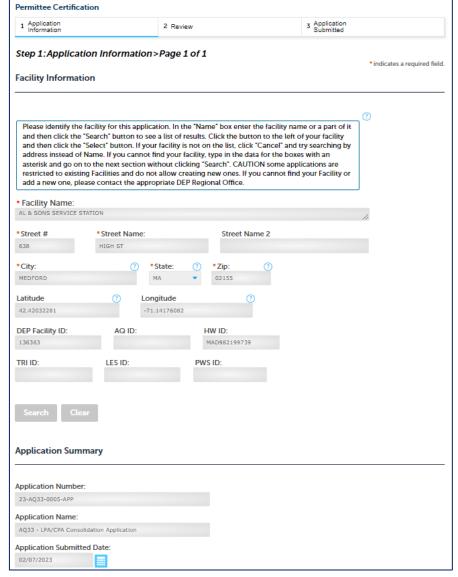
New License, Permit, Certificate, Notification or Registration Click Here
 Renew License, Permit, Certificate or Registration (select "My Records" above)
 Amend License, Permit, Certificate or Registration (select "My Records" above)

My Account

File an Online

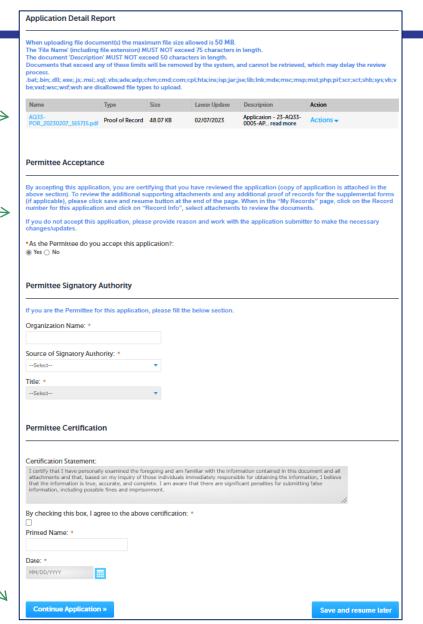
Application

- The facility information and Application details are populated
- Please verify the information



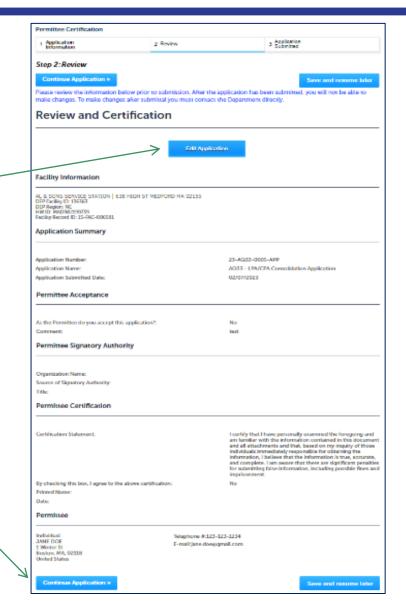


- Review the Proof of Record i.e., copy of the submitted Application
- Please read the instructions and proceed accordingly
- Click "Continue Application" to proceed





- The entire application is shown on a single page for your review
- If you note something you want to change, click "Edit Application"
- Otherwise, click on "Continue Application" to proceed with the submittal of your application

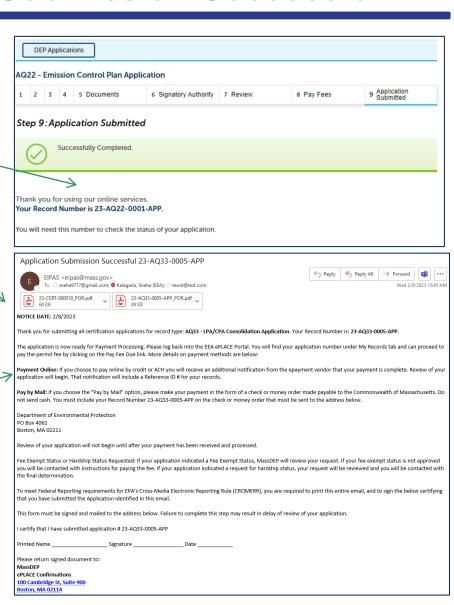




Permittee Certification - Submission Successful!

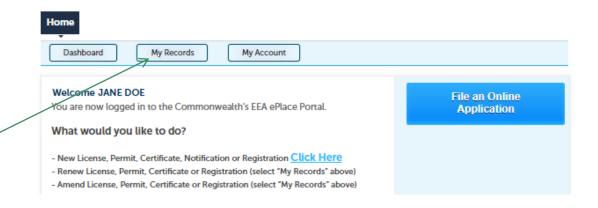
- When you submit your certification, you will receive a Record ID as confirmation
- Upon submission of your certification the system will send a notification with the complete application which include the Proof of Record of submitted Application and Permittee Certification
- Read Instructions on this notification for payment options and steps

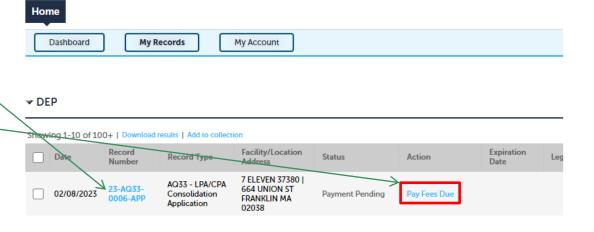




To Pay Fees Online

- Note The payment can be made either by the Permittee or Application Submitter
- ☐ Go to "My Records"
- The Application Record will be listed
- Select "Pay Fees Due"

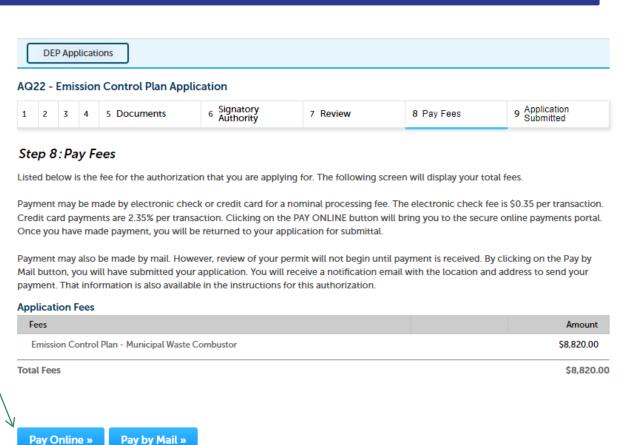






Pay Fees Online

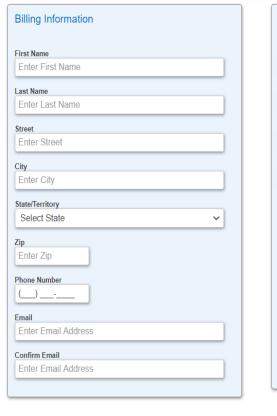
Select Pay Online option to proceed

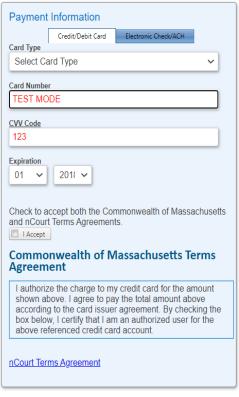




Pay Online

- □ If you choose "Pay Online", you will be brought to this screen
 - □ Provide all payment and billing information
 - ■Accept the terms and conditions and click submit
- You will be e-mailed a receipt







Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.

Payment Submission Successful!

 Once Payment is completed, system will display the successfully completed message along with your Record ID



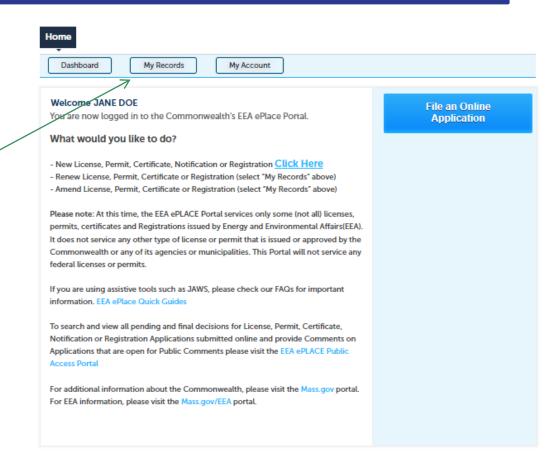
Thank you for using our online services.

Your Record Number is 23-AQ22-0001-APP.

You will need this number to check the status of your application.

To check the status of an application

- Log on to EEA ePlace portal
 - https://eplace.eea.mass.gov/citizenaccess
- □ Go to your "My Records" page to see and/or track the status of an application





Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: <u>ePLACE_helpdesk@state.ma.us</u>

For business related questions, please visit the link below:

AQ 22: Municipal Waste Combustor Emission Control Plan | Mass.gov



