
Completing a HW Recycling Permit Application in ePLACE

MassDEP, Bureau of Air & Waste



EEA ePLACE Portal

Overview

- This presentation is to assist anyone who wants or needs to complete an application for a permit, license or plan approval through EEA's ePLACE on-line permitting portal.
- This presentation shows the components and functions of the on-line permit system regardless of what type of permit application you are trying to complete. That said, some of the components shown here may not appear in all application types/
- This presentation will take you screen by screen through the ePLACE online permitting application process.
- If starting a NEW Application start at the next screen.
- If RENEWING or MODIFYING an Existing Permit, please see page 8 before starting.



How to Apply: Lets Get Started

- Create or log into your account in ePlace
- First time users click here
- Be sure to provide full name, address and contact information when you set up your account.
- See <https://permitting.state.ma.us/CitizenAccess/> for detailed instructions on setting up an account

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

EEA ePLACE Portal

Announcements Accessibility Support Register for an Account Login

Need Help? For technical assistance in using (844) 733-7522 or (844) 73-ePLACE between Commonwealth and Federally observed holidays, please contact the ePLACE Helpdesk at ePLACE_helpdesk@state.ma.us. For assistance directly using the links below.

Contact:
Energy and Environmental Affairs, MASSDEP
Energy and Environmental Affairs, MDAR
Energy and Environmental Affairs, DCR

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

- Apply for a License, Permit, Certificate or Notification

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

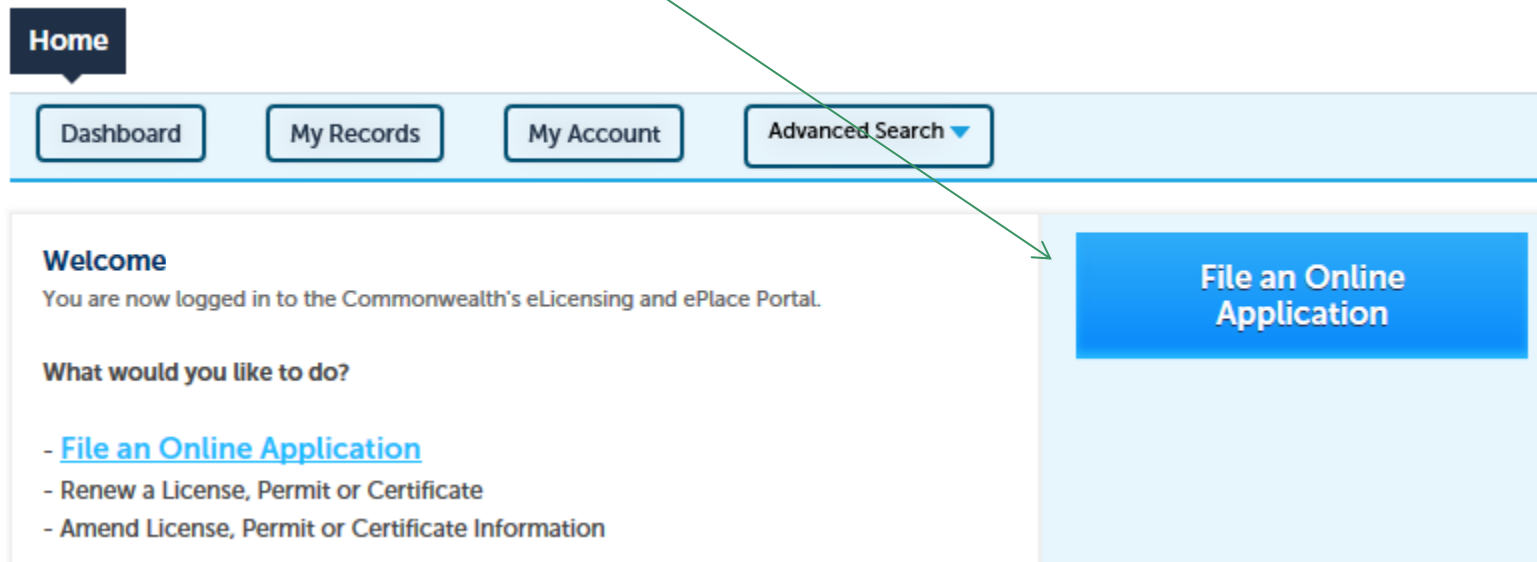
[New Users: Register for an Account](#)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by the Commonwealth of Massachusetts.



File an Online Application

- Click here to start

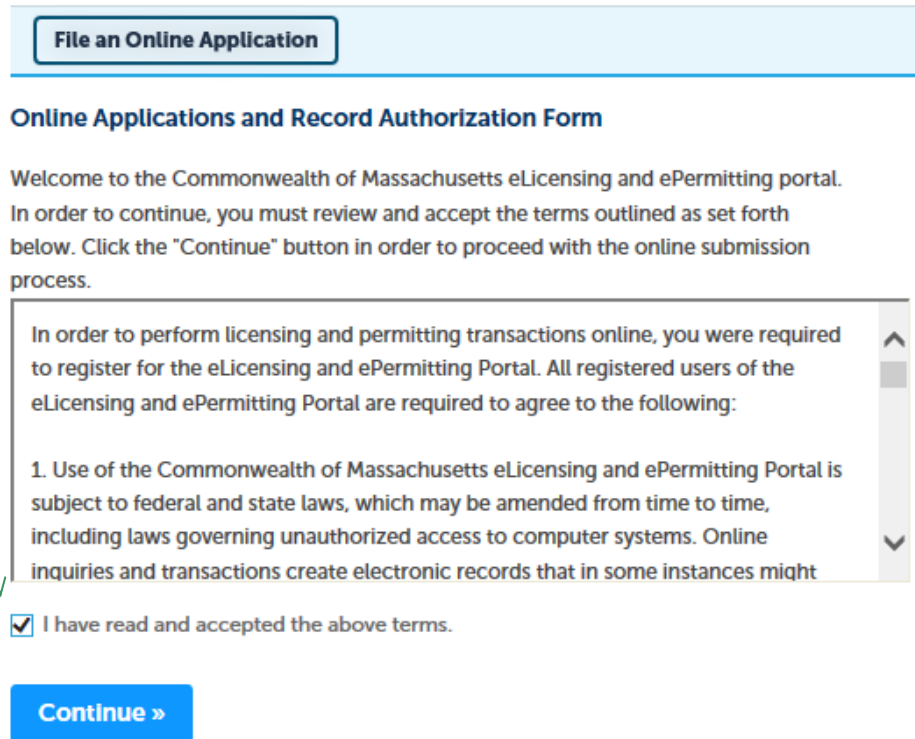


NOTE: If Renewing or Modifying an existing Permit, jump to Page #8 of this presentation



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:

1. 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 »



File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”


Home

[File an Online Application](#)

eLicensing and ePermitting Online Services

New Applicants and Consumers:
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:
Click Home and use the “My Records” tab to renew or amend a license or permit. If your license or permit is 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.

 [Search](#)

▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**

- ☒ Apply for a DEP Authorization
- ☐ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

▶ **Link Your Account**

[Continue »](#)



File an Online Application

- Select the Media (Air, Hazardous Waste, Solid Waste, Toxics Use Reduction)
- Select the specific permit application
- Click “Continue Application”

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

► Air Quality (AQ)

► Drinking Water (DW)

► Hazardous Waste (HW)

▼ Solid Waste (SW)

- ☐ Site Suitability for a New Site Assignment Application
- ☐ SW All - SW45 Alternative Modification to any SW Management Facility Application
- ☐ SW All - SW49 - Transfer of a Permit Application
- ☐ SW Beneficial Use - SW38 BUD Secondary Materials in Commercial Product Application
- ☐ SW Beneficial Use - SW40 BUD Material in Regulated Systems Application
- ☐ SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications
- ☐ SW Beneficial Use - SW42 BUD Application for Secondary Material in Unrestricted Applications
- ☐ SW Combustion - ATC SW15 Construct New/ Expand Combustion Facility Application
- ☐ SW Handling - ATC SW05 Construct C&D Transfer or Lg Transfer/ Handling Fac Application
- ☐ SW Handling - ATC SW05B Construct C&D Transfer or Lg Transfer/ Handling Fac w/ Variance Application
- ☐ SW Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application
- ☐ SW Handling - ATC SW19B Construct Small Transfer/ Handling Fac. w/ Variance Application
- ☐ SW Handling - MOD SW07 Modification of C&D Transfer or Lg Handling Facility Application
- ☐ SW Handling - MOD SW21 Modification of Small Handling Facility Application
- ☐ SW Landfill - ATC SW08 Landfills - Phase Approval (construct at existing landfill) Application
- ☐ SW Landfill - ATC SW28 Construct Lg New/ Major Expansion Landfill Application
- ☐ SW Landfill - ATC SW27 Construct Med New/ Med Expansion Landfill Application
- ☐ SW Landfill - ATC SW27B Construct Med New/ Med Expansion Landfill w/ Variance Application
- ☐ SW Landfill - ATC SW28 Construct Small New/Small Expansion Landfill Application
- ☐ SW Landfill - ATC SW28B Construct Small New/ Small Expansion Landfill w/ Variance Application
- ☐ SW Landfill - ATC SW29 Construct New/ Expansion Wood Waste Landfill Application
- ☐ SW Landfill - ATC SW29B Construct New/ Expansion Wood Waste Landfill Application
- ☐ SW Landfill - ATC SW36 Major Post Closure Use Application
- ☐ SW Landfill - ATC SW37 Minor Post Closure Use Application
- ☐ SW Landfill - Closure SW12 Initial Site Assessment Application
- ☐ SW Landfill - Closure SW23 Comprehensive Site Assessment Application
- ☐ SW Landfill - Closure SW24 Corrective Action Alternative Analysis Report Application
- ☐ SW Landfill - Closure SW25 Corrective Action Design Application
- ☐ SW Landfill - MOD SW11AC Major Modification of Landfill Application
- ☐ SW Landfill - MOD SW11BD Major Modification of Landfill w/Variance Application
- ☐ SW Landfill - MOD SW22 Minor Modification of Landfill Application
- ☐ SW Landfill - MOD SW22B Minor Modification of Landfill w/ Variance Application
- ☐ SW Operating - ATO SW06 Auth To Operate/Renew C&D Transfer Or Large Handling Facility Application
- ☐ SW Operating - ATO SW10 Authorization to operate a Landfill Application
- ☐ SW Operating - ATO SW16 Operate/ Modify Combustion Facility Application
- ☐ SW Operating - ATO SW16B Operate/ Modify Combustion Facility w/ Variance Application
- ☐ SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility Application
- ☒ SW Special Waste - SW14 Listed Special Waste Determination Application
- ☐ SW48 - Third-Party Inspector Qualifications Statement Application

► Toxic Use Reduction (TUR)

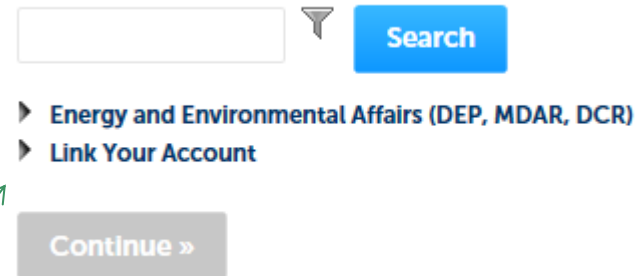
Continue Application »



EEA ePLACE Portal

Renewal or Modification-Link Account

- If you are renewing or modifying (amendment) an existing Permit, you need to link the permit to your account.
- You will receive an email with a PIN Number
- Once you log in, click “Link your Account”
- Enter the Record code and PIN Number and click Continue
- You only need to do this once.



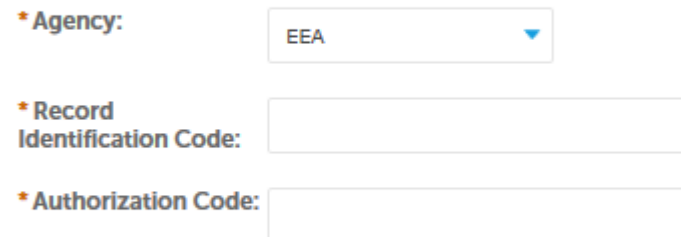
Search

▶ Energy and Environmental Affairs (DEP, MDAR, DCR)
▶ Link Your Account

Continue »

Record Authorization Form

RECORD LINK



* Agency: EEA

* Record Identification Code:

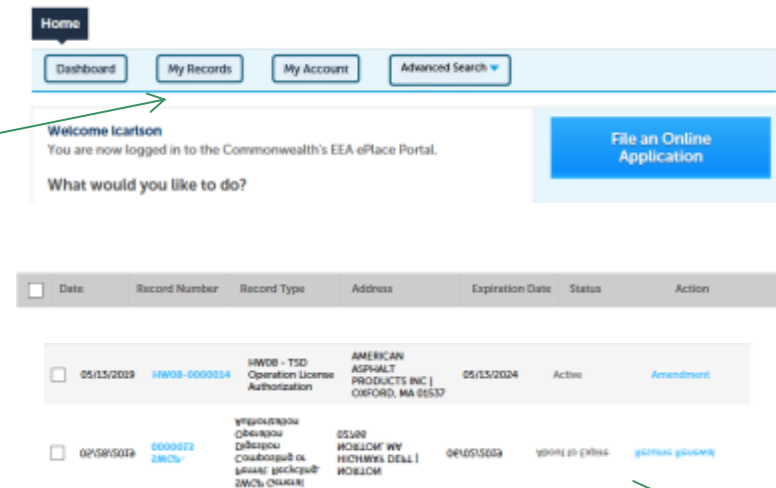
* Authorization Code:

Continue »



Renewal or Modification

- Start a renewal or modification of an existing permit from your “My Records” list.
- Click on the blue link on the right of the authorization record to Amend or Renew.






The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with links for Home, Dashboard, My Records, My Account, and Advanced Search. Below this, a welcome message for 'icarlson' is displayed, along with a 'File an Online Application' button. A table of authorization records is shown below, with columns for Date, Record Number, Record Type, Address, Expiration Date, Status, and Action. The first record is for 'AMERICAN ASPHALT PRODUCTS INC.' and the second is for 'HOLCOM HIGHWAYS DEAL'. A green arrow points from the 'Amend or Renew' link in the Action column of the second record to the text in the second bullet point of the list.

Date	Record Number	Record Type	Address	Expiration Date	Status	Action
05/13/2023	HW03-0000014	HW03 - TSD Operation License Authorization	AMERICAN ASPHALT PRODUCTS INC OXFORD, MA 01537	05/13/2024	Active	Amend or Renew
05/13/2023	HW03-0000014	HW03 - TSD Operation License Authorization	AMERICAN ASPHALT PRODUCTS INC OXFORD, MA 01537	05/13/2024	Active	Amend or Renew



General Navigation

- Always Click  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  to save your work but also to create a PIN letter that can be shared with another user. This is important if the application is being prepared by a consultant. See the ePLACE Quick Guide at: <https://permitting.state.ma.us/CitizenAccess/> for instruction on how to share a PIN and allow other people to access the draft application while in development.



Start the Application: Application Information

- Across the top of each page in a permit application will be a “bread crumb” trail to show you how the application is organized.
- You can view the Instructions specific to the application by clicking on the blue Instruction button.
- The button below will link you to the RCRAINfo system in case you do not yet have an EPA Generator ID

1 Facility Information 2 Application Information 3 Documents 4 Special Fee Provisions 5 Applicant Information 6 7

Step 2: Application Information > Page 2 of 5

Instructions
Get a Generator ID

* indicates a required field.

Owner Type

Owner Type:
Private

General Information

* EPA ID:

* Date of Pre-Application Consultation with MassDEP:

Continue Application » Save and resume later



Start the Application – Facility Info

- For an Application that is associated with a Facility, the first step is to identify the facility. Search for an existing facility by entering the name or address and click on “Search”.
- If not found, click on “Clear” and search different or fewer criteria (such as address only)
- Search results will be provided in a list (see next screen)

SW All - SW49 - Transfer of a Permit Application

1	2	3	4	5	6	7
Facility Information	Application Information	Documents	Special Fee Provision	Applicant and Contributors		

Step 1: Facility Information > Facility Information

* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the “Name” box and click on “Search”. Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing “Clear” and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on “Search”. The facility information will populate the boxes. If applicable for a new facility, press the “Clear” button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on “Search”.

* Facility Name:

* Street # * Street Name: Street Name 2

* City: * State: MA * Zip:

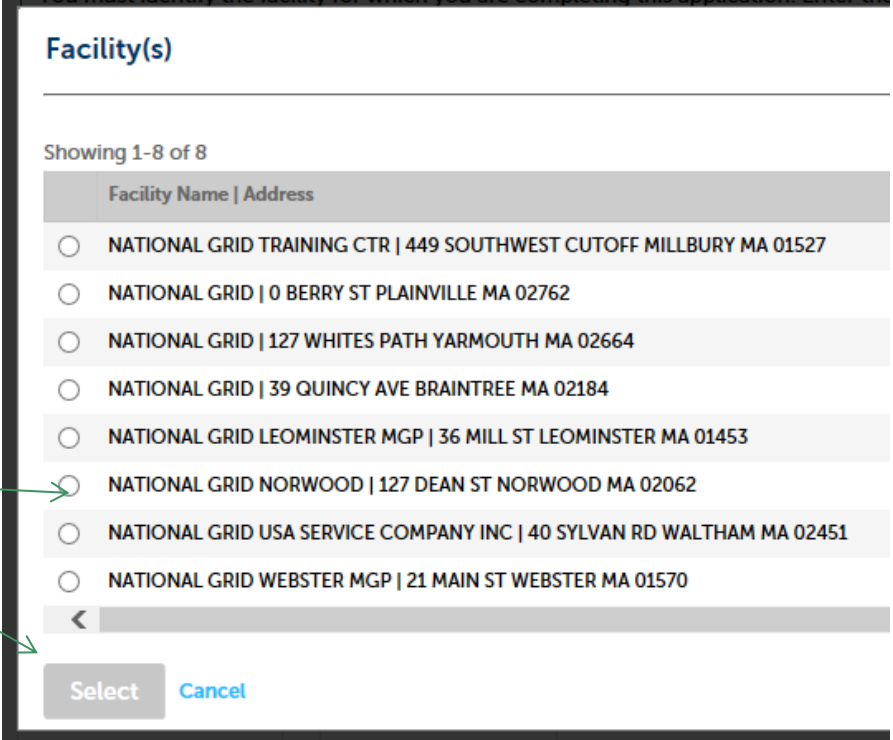
Latitude Longitude

DEP Facility ID:



Facility Information Search

- Based on what you have searched for, a list will be returned with all possible matches.
- Click on the button to the right of the facility you are seeking and click “Select” or
- Click “Cancel and search again
- *Some permit applications will allow you to add a new facility but we suggest you SEARCH first just to be sure that the facility does not already exist in the system*



Facility(s)

Showing 1-8 of 8

	Facility Name Address
<input type="radio"/>	NATIONAL GRID TRAINING CTR 449 SOUTHWEST CUTOFF MILLBURY MA 01527
<input type="radio"/>	NATIONAL GRID 0 BERRY ST PLAINVILLE MA 02762
<input type="radio"/>	NATIONAL GRID 127 WHITES PATH YARMOUTH MA 02664
<input type="radio"/>	NATIONAL GRID 39 QUINCY AVE BRAINTREE MA 02184
<input type="radio"/>	NATIONAL GRID LEOMINSTER MGP 36 MILL ST LEOMINSTER MA 01453
<input type="radio"/>	NATIONAL GRID NORWOOD 127 DEAN ST NORWOOD MA 02062
<input type="radio"/>	NATIONAL GRID USA SERVICE COMPANY INC 40 SYLVAN RD WALTHAM MA 02451
<input type="radio"/>	NATIONAL GRID WEBSTER MGP 21 MAIN ST WEBSTER MA 01570

<

Select Cancel



Owner Information

- Next- Add Owner Information
- Click “Add New” and type in the required information. The owner in most cases is the owner of the permit otherwise known as the Applicant.

Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New](#)[Look Up](#)

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

[Continue Application »](#)[Save and resume later](#)

Add Owner

- If you clicked “Add Owner”

- ▶ If the owner information matches your login information, check the “Use Login Information” box
- ▶ Indicate if the owner is an individual or an organization
- ▶ Provide all information in the new window that opens
- ▶ Click “Continue” when done

Please fill the below Information:

☐ Use Login Information

* Individual/Organization:
--Select--

First Name: Middle Name: Last Name:

Suffix:

* Telephone #: Ext #:

* E-mail:

* P.O. Box / Address Line:

* Country:
United States

* City: * State: * Zip:

Continue Clear Cancel



Owner Information

- You will see a message saying “Contact added successfully”
- Click “Continue Application” to go to the next section.

Owner Information

To add an owner, click the “Add New” button. You will have the option of using your login information, if applicable. You can also “Look Up” a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

Add New

Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	Edit/View Delete

Continue Application »

Save and resume later



Application Information: The Basics

- ▶ The application will ask a series of questions. Most require a short text response.
- ▶ Some questions will have Yes/ No answers or you will be required to select a value from a drop down list.
- ▶ If “Other” is selected as a response to a question, a new box will open that will allow you to describe what “other” means.

* indicates a required field.

Owner Type

* Owner Type:

Private ▼

General Information

* EPA ID: ⓘ

MAD222333444

* Date of Pre-Application Consultation with MassDEP: ⓘ



Application Information: Tables

- Some information is collected in Tables
- Start a table by clicking on “Add a Row”. A separate box will open to allow you to enter the required information. If you click on the down arrow, you can add more than one row at a time.
- You can edit or delete a row by clicking on the box to the left of the line item and clicking Edit or Delete.
- Click “Submit” when done

Hazardous Waste Mgmt Personnel

HAZARDOUS WASTE MGMT PERSONNEL

Please list the Name, Title, Qualification and Contact Information for Personnel who manage Hazardous Waste at the facility.

Showing 0-0 of 0

Name	Title	Email	Primary Phone Number (no hyphens or parentheses)
No records found.			

Add a Row ▼

Edit Selected

Delete Selected

Continue Application »

Save and resume later

HAZARDOUS WASTE MGMT PERSONNEL

Please list the Name, Title, Qualification and Contact Information for Personnel who manage Hazardous Waste at the facility.

Name:

*Title:

Email:

Primary Phone Number (no hyphens or parentheses):

Submit

Cancel



Application Information- Tables

- If Modifying or Renewing a Permit, you will be required to complete a table to identify where the modifications have been made.
- Click “Add a row” to start and enter required information in the pop up box
- The documents that you indicate have been modified will be a required attachment

Step 2: Application Information > Page 5 of 5

* indicates a required field.

Proposed Modifications

PROPOSED MODIFICATIONS

Please list all of the proposed modifications and attach an updated document in redline/ strike out

Showing 0-0 of 0

Description of Modification	Reason for Modification	Which document has been modified?	Page(s) updated
No records found.			

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later

PROPOSED MODIFICATIONS

Please list all of the proposed modifications and attach an updated document in redline/ strike out

* Description of Modification:

* Reason for Modification:

* Which document has been modified?:

* Page(s) updated:

Submit

Cancel



Attach Documents

- Be Prepared!
 - ▶ The system will list the documents that are required as attachments.
 - ▶ Each of those required documents must be attached separately in order to pass validation.
 - ▶ This means uploading each required document as a discrete file.
 - ▶ Prepare your files in advance and save time during the upload.
 - ▶ The Recycling Applications require that you download Recycling Data Sheets from our website, complete them then upload them as attachments.
- There are additional document types available in the list that you can optionally attach as needed.



Attach Documents

- Upload all required documents for your application.
- ▶ Download forms
- ▶ The required documents will be listed on the application
- To begin attaching documents, click “Browse”.

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant Information	6	7
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Step 3: Documents > Page 1 of 1

Please [Click Here](#) for blank RDS Form. Download and complete the forms required for this application then upload them as attachments here.

* indicates a required field.

List of Documents

Documents:

Please upload 3 Required Document(s) which are mandatory to Submit this Application:

1. HW RDS 03 Information for Recycling Hazardous Waste Fuel
2. HW RDS 05 Information for Burning Used Oil A or B(3)
3. HW RDS 07 Information for Recycling Facilities and Transfer Stations receiving materials containing Precious metals B(4)

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

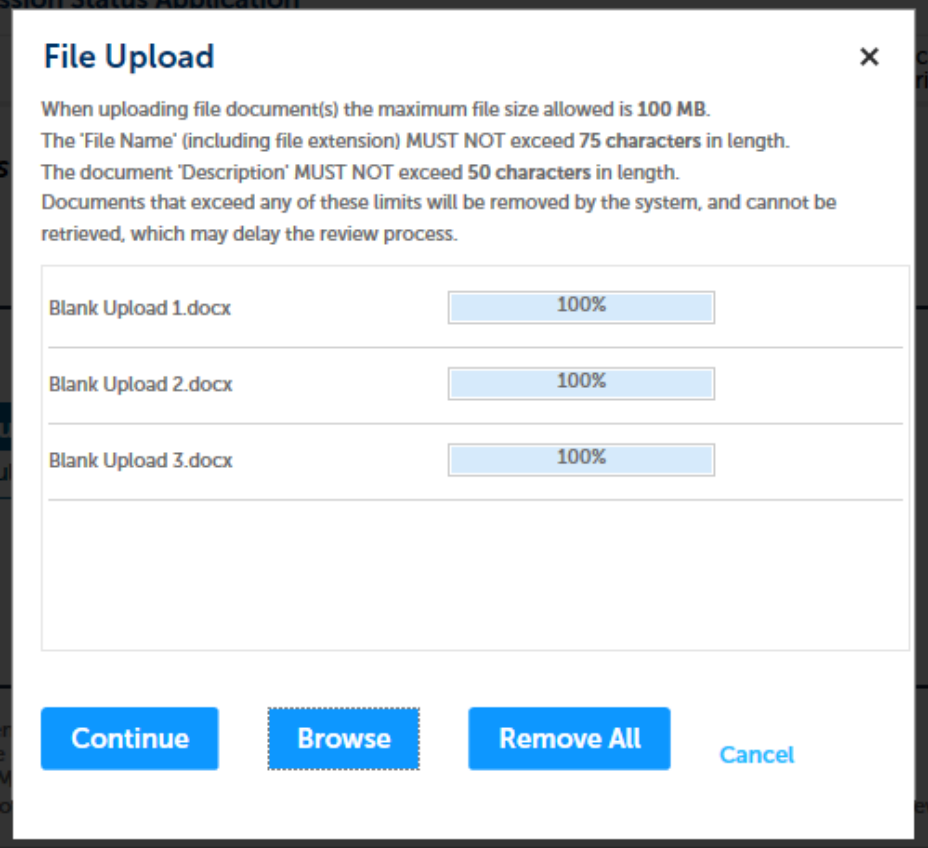
Continue Application »

Save and resume later



Attach Documents

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



File Upload [X]

When uploading file document(s) the maximum file size allowed is **100 MB**.
The 'File Name' (including file extension) **MUST NOT** exceed **75 characters** in length.
The document 'Description' **MUST NOT** exceed **50 characters** in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



Attach Documents

- Indicate the document type
- Provide a description of each document that you uploaded
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”
- Click “Continue Application”
- You must attach the required documents as listed before moving on.

File:
Blank Upload 1.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 2.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 3.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

Save Browse Remove All


Continue Application »

Save and resume later



Attach Documents

- You should see a message that you have successfully attached documents.
- Review the list of attached documents.
- When ready, click “Continue Application”.

 The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

SW Special Waste - SW14 Listed Special Waste Determination Application

1 Application Information	2 Documents	3 Special Fee Provision	4 Applicant and Contributors	5 Review	6
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Step 2: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Management Options Evaluation
2. Permit Application Form with Applicant Certification completed

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The File Name (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
applecia_spring.jpg	Facility Site Plan Showing the Proposed Modification	329.38 KB	11/01/2018	gwgwghw	Actions ▼
Amel.JPG	Report/ Narrative	73.29 KB	11/01/2018	wcgwghwghw	Actions ▼
AG03 side bar.docx	Permit Application Form with PE Certification and Applicant Certification completed	52.18 KB	11/01/2018	egwghwghw	Actions ▼

[Browse](#)

[Continue Application >](#)

[Save and resume later](#)



Special Fee Provision

- Special Fees are defined in 310 CMR 4.0
- Leave this page blank and click “Continue Application” if special fees do not apply to your situation.
- If you have a Special Fee Provision (e.g., the applicant is a municipality), check the appropriate box and provide requested information.
- Click “Continue Application”

Step 4: Special Fee Provisions > Page 1 of 1

* indicates a required field.

Special Fee Provisions

Check if applicable:

Exemption: ⓘ

☐

Exclusion (special agreement or policy): ⓘ

☐

Substitution (ASP/IRP): ⓘ

☐

Double Fee for Enforcement: ⓘ

☐

Hardship payment extension request: ⓘ

☐

Continue Application »

Save and resume later



Applicant Contributors

- This page shows the list of individuals who have viewed, or edited this application.
- This is also where the applicant identifies the type of authority under which they can sign the application as the Responsible Official.
 - ▶ Input the Organization Name
 - ▶ Select Type of Organization
 - ▶ Select Title of person who will be submitting the applicant

1	2	3 Documents	4 Special Fee Provision	5 Applicant and Contributors	6 Review	7 Application Submitted
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Step 5: Applicant and Contributors > Page 1 of 1

* indicates a required field.

Application Contributors

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Signatory Authority

* Organization Name:

* Source of Signatory Authority:

* Title:



Applicant Contributors

- Whoever is logged in will see their name in the “Applicant Information”
- If you are NOT the applicant, please share this application with the responsible official for the Applicant.
- Once the Responsible Official logs in, their name will be in the applicant information box.

Applicant Information

To View your contact, click the View link.

Applicant Information:

Laurel Carlson

1 Winter St.

Boston, MA, 02108

Telephone #: 111-111-1111 Email: Laurel.Carlson@massmail.state.ma.us

[Edit or View](#)

[Continue Application »](#)

[Save and resume later](#)



Review the Certification

- 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.
- If you are NOT the applicant, click “Save and Resume Later”

SW Special Waste - SW14 Listed Special Waste Determination Application

1	2 Documents	3 Special Fee Provision	4 Applicant and Contributors	5 Review	6 Application Submitted
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Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the “Edit Application” button to make changes, if needed.

Review and Certification

If you arrive at this Review page after selecting “Resume Application” from your dashboard, (and then select “Pick up where I left off”), you will need to click on the “Applicant and Contributors” tab at the top of this page, and then click “Continue” to finish submitting this application.

[Edit Application](#)

Type Of Waste

General Description of the Waste: hghghgh
Estimated quantity of waste material handled annually: 23
Unit of measure: Tons per year

Generator Information

GENERATOR INFORMATION

Name of the Generator	Generator Address Line 1	Generator Address Line 2	Generator City	Description of the Industrial Process which produces the waste
hghgh	ghghgh	ghghghgh	ghgh	ghghghghghghghgh

Waste Disposal



Certification Form

- When the applicant is logged in, the applicants name will appear in the “Applicant Information” box.
- Read the Certification Statement.
- When you click the box to the left of “I Agree to the above Certification”- the date will be inserted.
- Click on Continue to pay the application fee.



Continuing with the application

Applicant Information

Individual Laurel Carlson 1 Winter St. Boston, MA, 02108 United States	Telephone #:111-111-1111 E-mail:Laurel.Carlson@massmail.state.ma.us
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I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information to be true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment. In addition, I understand that any materials supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00- Regulations Governing Access for and Confidentiality of Department Records and Files.

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

Date:

[Continue Application »](#)[Save and resume later](#)

Application Fee

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

Step 7: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

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

Fees	Qty.	Amount
HW Application Fee		\$1,235.00

\$1,235.00

[Pay Online »](#)

[Pay by Mail »](#)



EEA ePLACE Portal

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.
- You will be e-mailed a receipt.

Description	Reference ID	Amount
DEP/AQ/Restricted Emission Status/Application	17TMP-004180	\$1,900.00
		\$1,900.00

Total Convenience Fee Due: \$44.65
Total Amount Due: \$1,944.65

Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

Payment Information

To pay by electronic check, click the ACH tab.

Card Type

Card Number

CVV Code

Expiration

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☐ I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)



Pay by Mail

- If you chose pay by mail, check your e-mail for instructions

NOTICE DATE: 9/24/2019

Thank you for submitting your online authorization application form for authorization type: HW23 - Recycling Level 2 Permit Amendment. Your Application Number is: 19-HW23-000012-AMD.

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 19-HW23-000012-AMD 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.

Fee Exempt Status or Hardship Status Requested: If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

You can track the progress of your submission through the review process at the following link: <https://acaqa.epermittng.state.ma.us/citizenaccess/>.

Please email any questions or concerns about this notification or this application to: EIPAS@massmail.state.ma.us

MassDEP will not begin review of the application until the permit fee has been paid.



EPA Electronic Signatory Verification

- USEPA requires that electronic signatures be validated. At the bottom of the email indicating a successful submission, you will see instructions on how to complete the validation process.
- Please print, sign and mail the below section of the email as instructed.

To meet Federal Reporting requirements for EPA's Cross-Media Electronic Reporting Rule (CROMERR), you are required to print this entire email, and to sign the below certifying that you have submitted the Application identified in this email.

This form must be signed and mailed to the address below. Failure to complete this step may result in delay of review of your application.

I certify that I have submitted application # 19-HW23-000012-AMD

Printed Name _____ Signature _____ Date _____

Please return signed document to:

MassDEP
ePLACE Confirmations
One Winter Street
Boston, MA 02108



Submission Successful!

- When you submit your certification you will receive this notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your “My Records” page in ePLACE to see the status of an application

Step 8: Record Issuance



Successfully Completed.

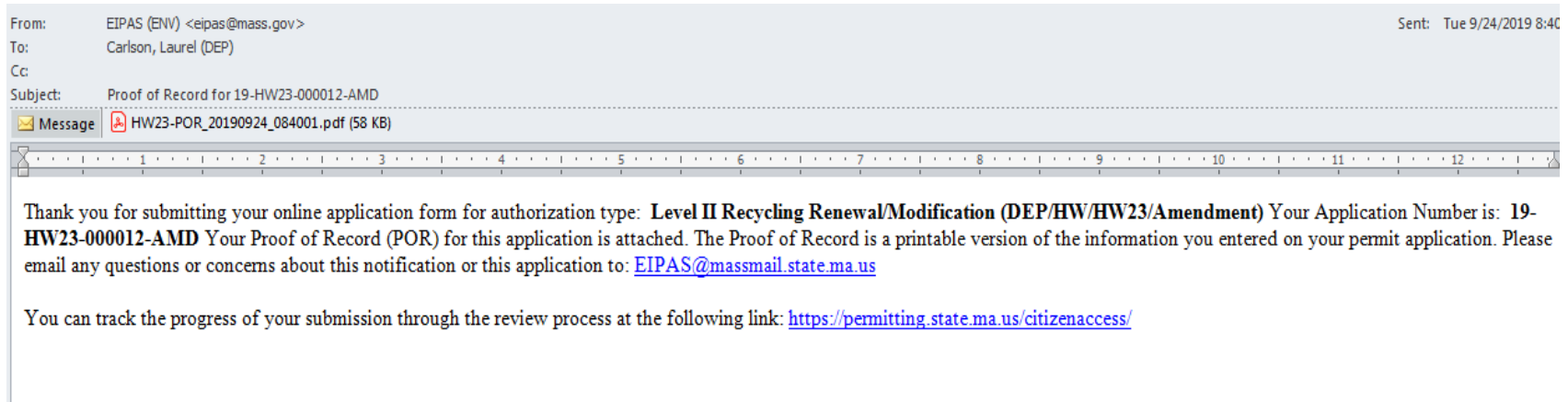
Thank you for using our online services.
Your Record Number is 19-HW23-000021-APP.

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



Proof of Record (POR)/ Public Viewer

- Approximately 5 minutes after submittal of the application, the Applicant will receive a POR which is a copy of the Application minus attachments.



- Also see the link below for a copy of both the application and attachments:

<https://eeaonline.eea.state.ma.us/EEA/PublicApp/>

EEA ePLACE

Public Access Portal

An Initiative of the
Massachusetts Energy and Environment
Information Public Access System

An Official website of the Commonwealth of Massachusetts



[Help/FAQ](#)



EEA ePLACE Portal

Questions?

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

