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# HW06/15/27- License to Transport Class B Materials (Precious Metals). Initial Applications, Modifications and Renewals

MassDEP, Bureau of Air & Waste



**EEA ePLACE Portal**

# Overview

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- This presentation will take you screen by screen through the ePLACE online permitting application process.
- This presentation does not cover the technical requirements of 310 CMR 30.800 et seq. with regards to Licensing Transporters of Hazardous Waste.
- Those already holding a valid Transporter Licenses may both modify and renew those licenses through ePLACE. The initial application to either modify or renew a license will require the applicant to complete the entire form and provide the requisite attachments even if the attachments have been supplied. Additional guidance is provided here on how to access the record of your existing license.



# Create an ePLACE User Account

- 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 <http://www.mass.gov/eea/docs/dep/service/approvals/eplace-quickguide.pdf> for detailed instructions on how to set 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 ePLACE\_helpdesk@state.ma.us. For assistance directly using the links below.

Enhanced Security: EEA has added enhanced security features. You will be asked to provide additional security questions and answers, and answer a security question upon log in. Please refer to the FAQ.

Mark as Read

Help Desk Team at [redacted] with the exception of all [redacted] contact the issuing Agency

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:

☐ 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

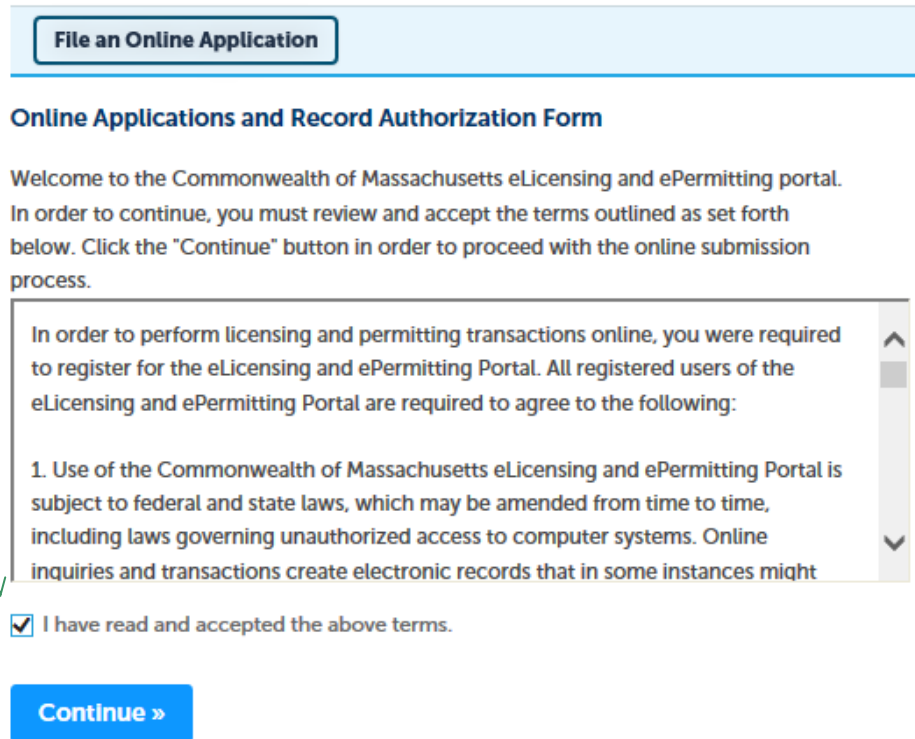
- Once logged in the first time Click here to start.
- Once a form has been created, it will be listed and can be accessed by clicking on “My Records”

The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with a 'Home' button and four main menu items: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. Below the navigation bar, the main content area is divided into two columns. The left column contains a welcome message for 'LJCarlson', stating 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: 'File an Online Application' (highlighted with a blue link), 'Renew a License, Permit or Certificate', and 'Amend License, Permit or Certificate Information'. The right column features a large blue button labeled '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:

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 »**



## New License or Renewal?

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- If you are filling out an application for a new transporter license, skip to slide 10.
- Those looking to renew or modify an existing license should proceed to the next slide.



# Access your License Record to Renew or Modify

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- You will have been sent an email providing you codes to link your user account to your original Transporter license.
- You only have to do this once. Thereafter you can see your license from the “My Records” link.
- Click “Link Your Account” to link your account to your license.

CLICK ON THE BELOW LINKS TO APPLY FOR AUTHORIZATIONS FROM DIFFERENT DEPARTMENTS:

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 »



# Access your License Record to Renew or Modify

- When presented the next screen enter “EEA” for agency, Record ID is the permit number from the email and Authorization Code is the PIN Number.
- Enter these codes and Click “Continue”. You have now linked your account and do not need to do this procedure again.

## Step 1: Link your existing record > Record Linking Form

To associate any existing licenses, permits, or certifications to your online permitting account, enter a "Record Identification Code" and an "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-ePLAC between the hours of 7:30 AM - 5:00 PM Monday-Friday.

\* indicates a required field.

### Record Linking Form

#### RECORD LINK

\*Agency:

\*Record Identification Code:

\*Authorization Code:

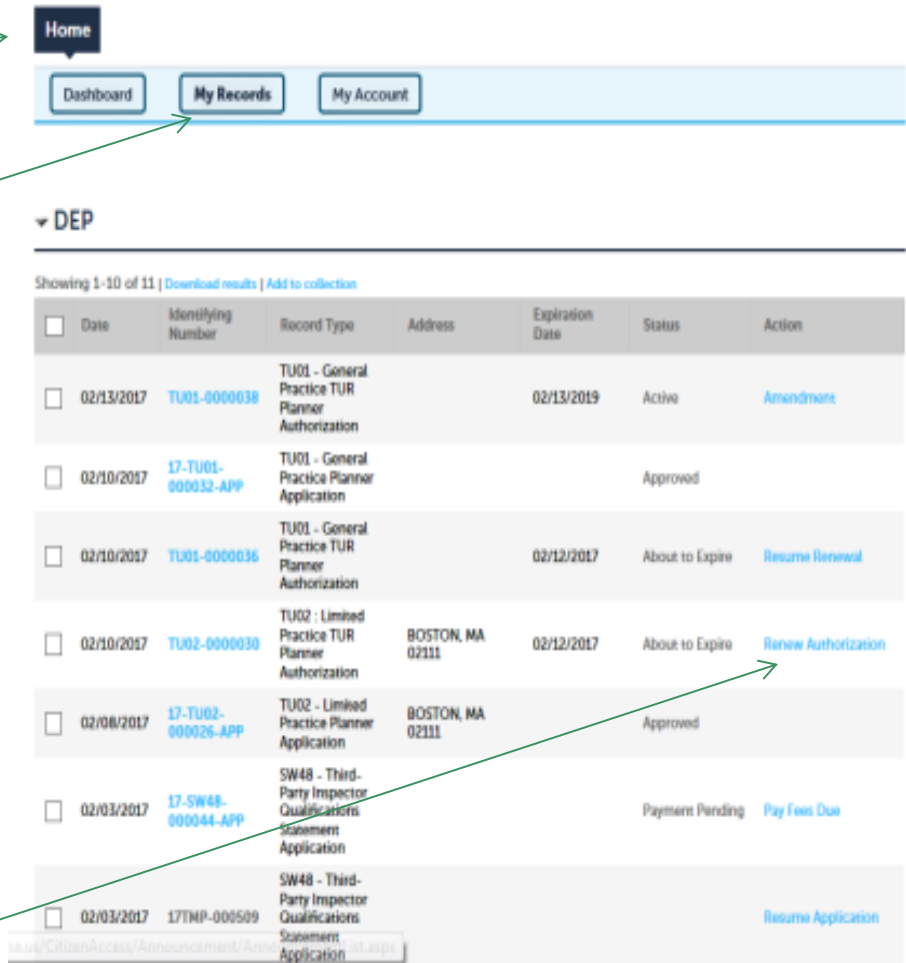
Continue »

Save and resume later



# Start an Application to Renew or Modify

- Go back to the HOME screen.
- Click on “My Records”
- The License record will be listed with a “Renewal” link in blue to the right. If the license is not ready for renewal, an Amendment Link will be listed.
- Click on blue “Renew Authorization” or “Amendment” to get started.



<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	02/13/2017	TU01-000038	TU01 - General Practice TUR Planner Authorization		02/13/2019	Active	<a href="#">Amendments</a>
<input type="checkbox"/>	02/10/2017	17-TU01-000032-APP	TU01 - General Practice Planner Application			Approved	
<input type="checkbox"/>	02/10/2017	TU01-000036	TU01 - General Practice TUR Planner Authorization		02/12/2017	About to Expire	<a href="#">Resume Renewal</a>
<input type="checkbox"/>	02/10/2017	TU02-000030	TU02 : Limited Practice TUR Planner Authorization	BOSTON, MA 02111	02/12/2017	About to Expire	<a href="#">Renew Authorization</a>
<input type="checkbox"/>	02/08/2017	17-TU02-000026-APP	TU02 - Limited Practice Planner Application	BOSTON, MA 02111		Approved	
<input type="checkbox"/>	02/03/2017	17-SW48-000044-APP	SW48 - Third-Party Inspector Qualifications Statement Application			Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	02/03/2017	17TNP-000509	SW48 - Third-Party Inspector Qualifications Statement Application				<a href="#">Resume Application</a>



# File for a New Transporter License

- If applying for a new license, click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization” from the HOME screen.

Home


[File an Online Application](#)

## eLicensing and ePermitting Online Services

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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 for a New Transporter License

- Select the HW06
- 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)

☐ HW05 - License to Transport Hazardous Waste, Including Mixed Waste Application

☐ HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

☐ HW21 - Off-Site Recycling Application

☐ Notification of on-site recycling activity

▶ Solid Waste (SW)



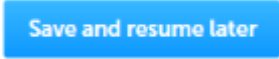
▶ Toxic Use Reduction (TUR)

Continue Application »



# General Navigation for ALL Applicants

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- 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:  
<http://www.mass.gov/eea/docs/dep/service/approvals/eplace-quickguide.pdf> for instruction on how to share a PIN and allow other people to access the draft application while in development.



# Start the Application – Company Information

- Across the top of each screen you will see the “steps” to completing this application
- The first step is to identify the Company for which the license is requested. If this is a renewal or Amendment, this information will already be filled in.
- If this is a new Transporter, click “Add New”.
- Select or update an existing Transporter by clicking on “Look up”.

Home

DEP Applications

HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

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

\* indicates a required field.

Company Information

For new applications, to enter the company information you will need to click the "Add New" button. For renewals, if you need to update/change the company information you will need to click on the "Edit" link.

Add New Look Up

Continue Application » Save and resume later



# Add a New Company- New License Only

- The Contact Type will default to Organization
- Provide the Organization Name, Contact Person name and all other required information. Required Information is noted with a red asterisk (\*).
- Click “Continue” when done

Please fill the below Information: ×

\* Individual/Organization:  
Organization

\* Name Of Organization: ? \* Contact Person:

\* Telephone #: ? Ext #: \* E-mail:

\* P.O. Box / Address Line: ?

\* Country:  
United States

\* City: \* State: ? \* Zip: ?

\* Is mailing address same as physical address?:  
☐ Yes ☐ No

**Continue** **Clear** Cancel



# Company Information

- You will see a message saying “Contact added successfully”
- Click “Continue Application”

## 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	<a href="#">Edit/View</a> <a href="#">Delete</a>

Continue Application »

Save and resume later



# Application Information

- The remainder of the screens are applicable to ALL Applications.
- You can view the Instructions by clicking on the blue Instructions button.
- The next pages gather information about the Transporter starting with the required ID Numbers

Home

DEP Applications

HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

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Step 2: Application Information > Page 1 of 1

Instructions

\* indicates a required field.

Regulated Activity

\* EPA ID #:

\* US DOT #:

\* Federal Employer/TAX Identification Number (FEIN/TIN):



# Application Information: Legal Information

- This section asks the transporter to identify and legal issues they may be involved in.
- If any of the questions are answered “yes”, additional attachments will be required.
- The Final question asks if the transporter is also seeking approval to be a Marketer (yes or no)

## Legal Information

\* Has any applicant/licensee or any officer, director, trustee, partner, or any person holding greater than five percent (5%) equity – or five percent (5%) liability – or any key staff individual (i.e., manager or supervisor) of the applicant/licensee ever been convicted of a felony or “crime involving moral turpitude”?

☐ Yes ☐ No

\* Does the applicant have any legal or administrative actions pending or within the past 5 years? See CMR 30.803(11 and 30.813(4-5)) for details:

☐ Yes ☐ No

\* Does the applicant have any Civil suits pending or within the past 5 years? See 310 CMR 30.803(12) for details:

☐ Yes ☐ No

## Marketer Information

\* Is the applicant also seeking authorization to be a marketer?:

☐ Yes ☐ No

[Continue Application »](#)

[Save and resume later](#)



# Attach Documents

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- 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.
- 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.
  - ▶ The required documents will be listed on the application
  - ▶ See the Instructions at <https://www.mass.gov/how-to/hw-05-14-27-hazardous-waste-transporter-license-renewal-or-modification> for the detailed requirements for each required document attachment
- To begin attaching documents, click “Browse”.



## HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

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

\* indicates a required field.

### List of Documents

Please upload 9 Required Document(s) which are mandatory to submit this Application:

1. Corporate Records
2. Financial Assurance
3. Liability Insurance
4. Officer and Director Information
5. Other Business Activities
6. Plan for Cleaning Vehicles
7. Spill Cleanup Equipment and Procedures
8. Tax Certification Form
9. Training Program Documentation

### Documents

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
No records found.					

Browse

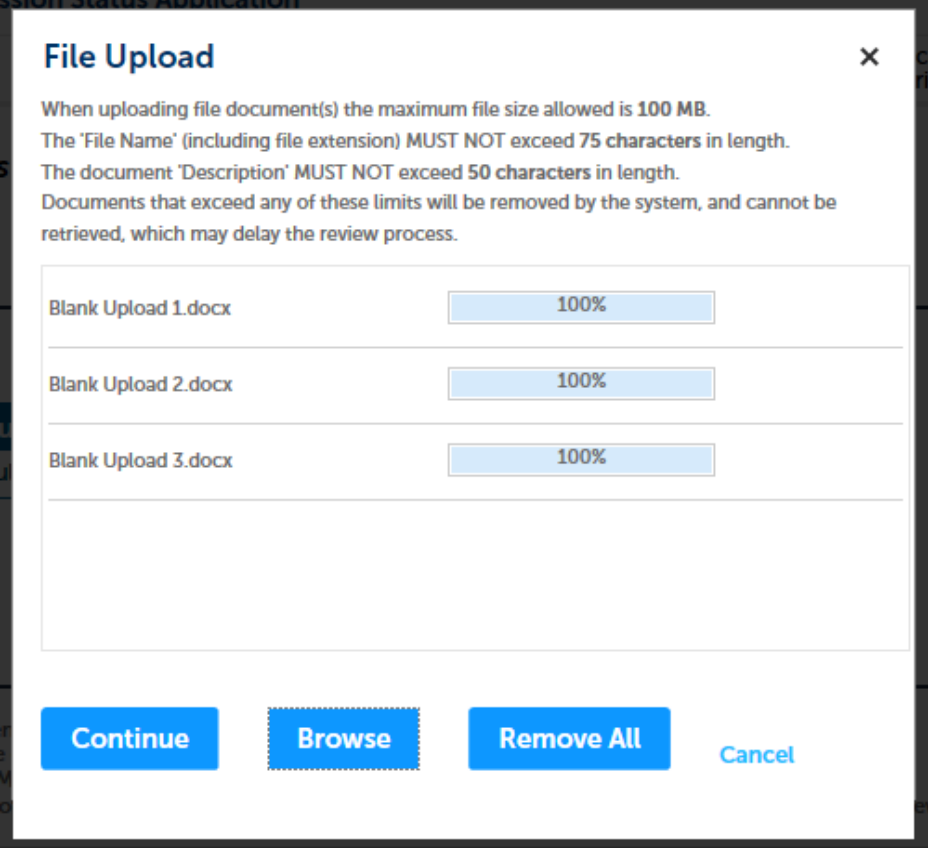
Continue Application >

Save and resume later

# Attach Documents

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

The name of the file can not exceed 75 characters including spaces and extensions !



**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 (Maximum of 50 Characters including spaces)
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”.
- WAIT until “Latest update” no longer says “Pending”
- Click “Continue Application”

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”.

DEP Applications

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

HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

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

\* indicates a required field.

List of Documents

Please upload 9 Required Document(s) which are mandatory to submit this Application:

1. Corporate Records
2. Financial Assurance
3. Liability Insurance
4. Officer and Director Information
5. Other Business Activities
6. Plan for Cleaning Vehicles
7. Spill Cleanup Equipment and Procedures
8. Tax Certification Form
9. Training Program Documentation

Continue Application »



# Applicant Contributors

- This page shows the list of individuals who have viewed, edited or signed 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
  - ▶ Type of Organization
  - ▶ Title of person who will be submitting the applicant

## HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

1	2 Application Information	3 Documents	4 Applicant and Contributors	5 Review	6 Application Submitted
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### Step 4: Applicant and Contributors > Page 1 of 1

\* indicates a required field.

#### Application Contributors

Show below are all registered users that have viewed, edited and/or signed this application.

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	Email
No records found.				

#### Signatory Authorities

\*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 and once they log 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 official applicant, click “Save and Resume Later”

HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

1	2 Application Information	3 Documents	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](#)

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#### Company Information

Organization American Insulated Wire Corp David Norton 43 Essex St Pawtucket, RI 02777 United States	Telephone #: 401-233-6664 E-mail: lcartson950@juno.com
---	---

Is mailing address same as physical address?: Yes

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#### Regulated Activity

EPA ID #:	ma2222222222
US DOT #:	123467
Federal Employer/TAX Identification Number (FEIN/TIN):	0421111111



# 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 “I Agree that I am the Applicant”- the date will be inserted.
- Click on Continue to pay the application fee and Submit 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

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 that the information is 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 material 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.

☐ I have read and agree with the above attestation.

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.

## HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

1	2	3 Documents	4 Applicant and Contributors	5 Review	6 Pay Fees	7 Application Submitted
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### Step 6: 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	Amount
HW06 - Application	\$1,290.00

\$1,290.00

[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.
- You will be e-mailed a receipt.

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

**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

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

NOTICE DATE: 5/25/2018

Thank you for submitting your online authorization application form for authorization type: HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application. Your Application Number is: 18-HW06-000012-APP.

**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 18-HW06-000012-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.*

**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://permitting.state.ma.us/citizenaccess/>.

Please email any questions or concerns about this notification or this application to: [EIPAS@massmail.state.ma.us](mailto:EIPAS@massmail.state.ma.us)

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



# EPA Electronic Signatory Verification

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- 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 # 18-HW06-000012-APP

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return signed document to:

MassDEP  
ePLACE Confirmations  
One Winter Street  
Boston, MA 02108



# Submission Successful!

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- 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

## HW06 - License to Transport Class B (4) Regulated Recycled Materials (RRM) Application

1	2	3 Documents	4 Applicant and Contributors	5 Review	6 Pay Fees	7 Record Issuance
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### *Step 7: Record Issuance*



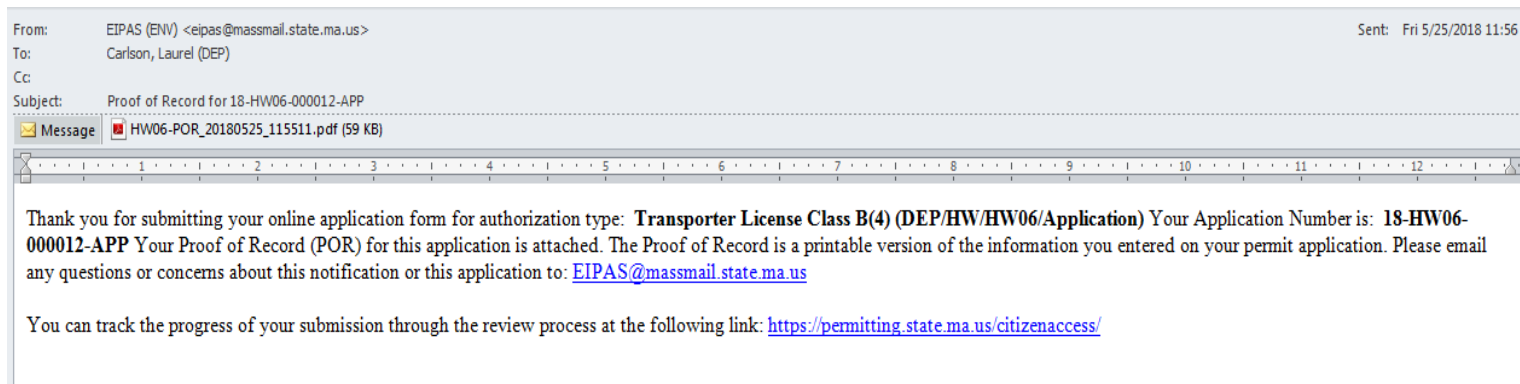
Successfully Completed.

Thank you for using our online services.  
Your Record Number is 18-HW06-000012-APP.



# 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

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## Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For Regulatory Questions, please contact Marrcus Henry at 617-292-5576
- To see a copy of you application, also see <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>

