
HW21- Class A Recycling

MassDEP, Bureau of Air & Waste



EEA ePLACE Portal

Overview

- 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 30.00 with regards to Hazardous Waste Recycling.
- You are encouraged to schedule a pre-application meeting with the appropriate regional office before starting this application.



Create an account in ePLACE

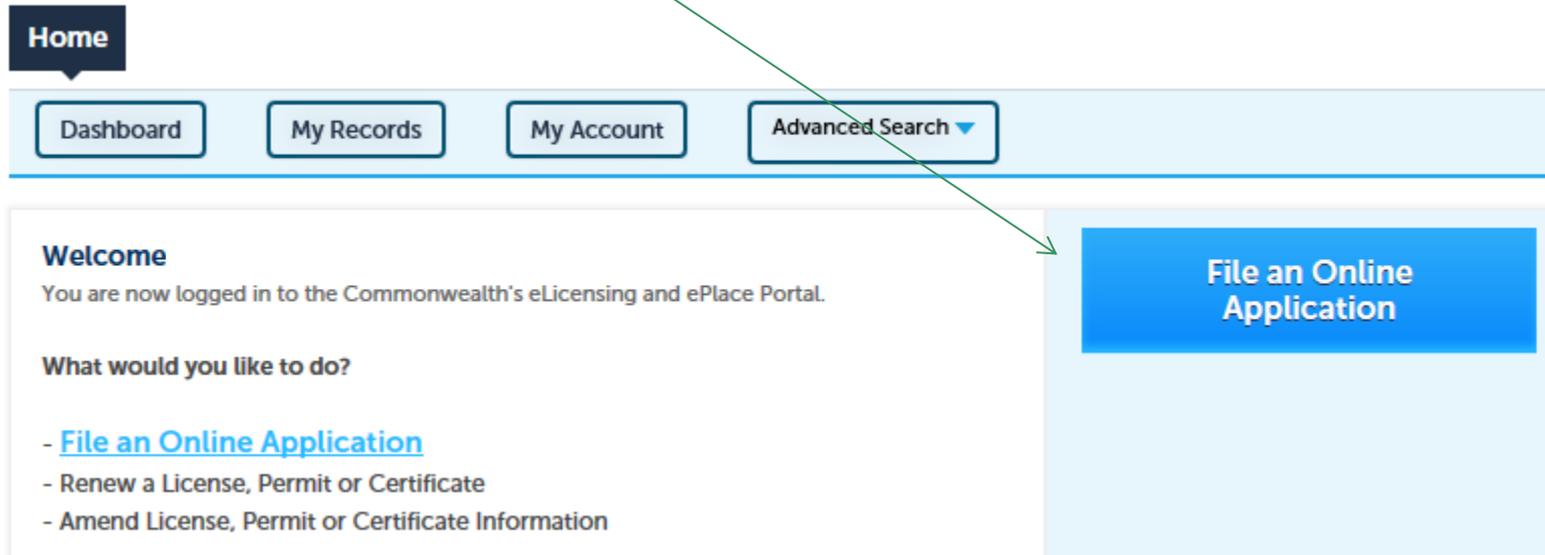
- Create or log into your account in ePlace
- First time users click here
- Be sure to provide full name, address and contact information when you set up your account.
- See <https://permitting.state.ma.us/CitizenAccess/> for detailed instructions on setting up an account

The screenshot displays the EEA ePLACE Portal website. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this is the Massachusetts state seal and the text 'An Official website of the Commonwealth of Massachusetts'. The main heading is 'EEA ePLACE Portal'. There are several links: 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Login'. A 'Need Help?' section provides contact information for technical assistance. A 'Convenience Fee' notice is also present. The main content area is divided into a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section and a 'Login' section. The 'Welcome' section includes a 'Home' button and a list of 'Options for Licensees and Applicants'. The 'Login' section has input fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login' button. A 'Please note' section at the bottom right states that ePLACE services are only for licenses, permits, and certificates issued by the Commonwealth of Massachusetts.



File an Online Application

- Click here to start

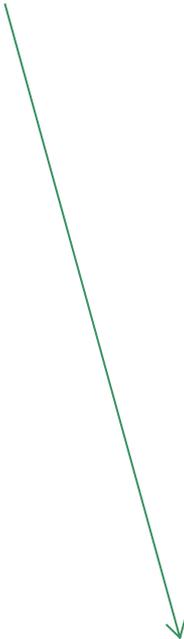


The screenshot shows the EEA ePLACE Portal dashboard. At the top left, there is a dark blue 'Home' button. Below it is a light blue navigation bar with four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' (with a dropdown arrow). The main content area has a 'Welcome' section with the text 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' Below this is a section titled 'What would you like to do?' with three links: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'. On the right side of the dashboard, there is a large blue button that says 'File an Online Application'. A green arrow points from the bullet point in the slide to this button.



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.

▼ **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 HW21 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



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)



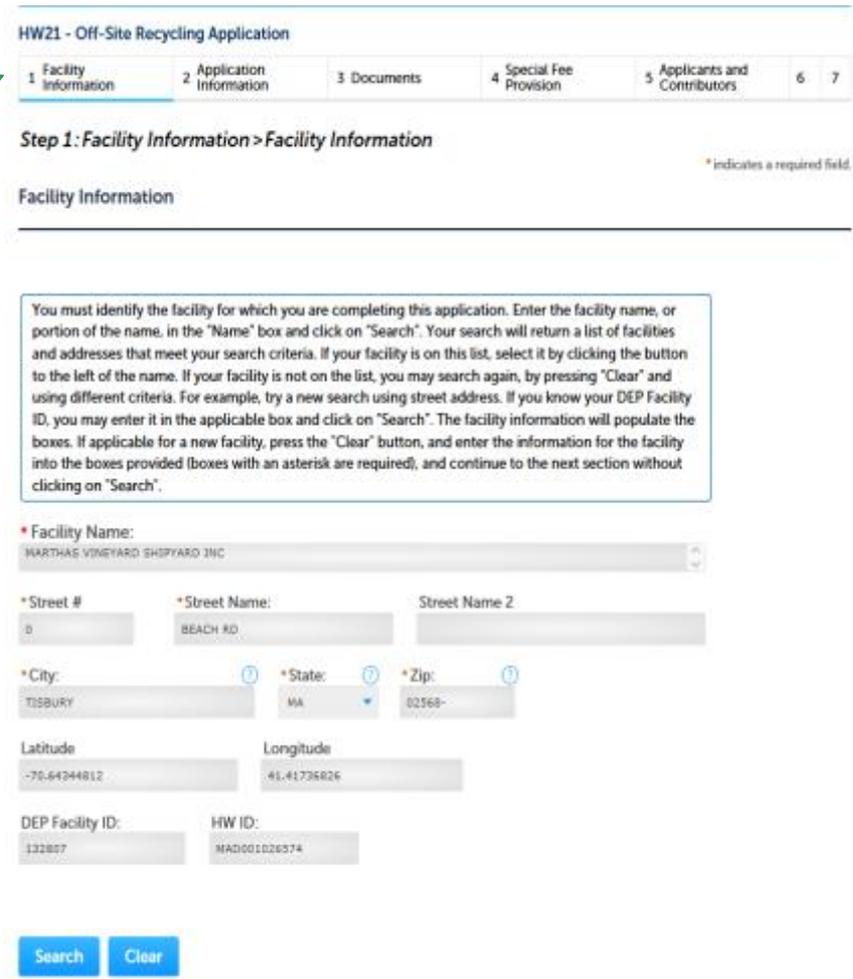
General Navigation

- 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:
<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 – Facility Info

- Across the top of each screen you will see the “steps” to completing this application
- 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)

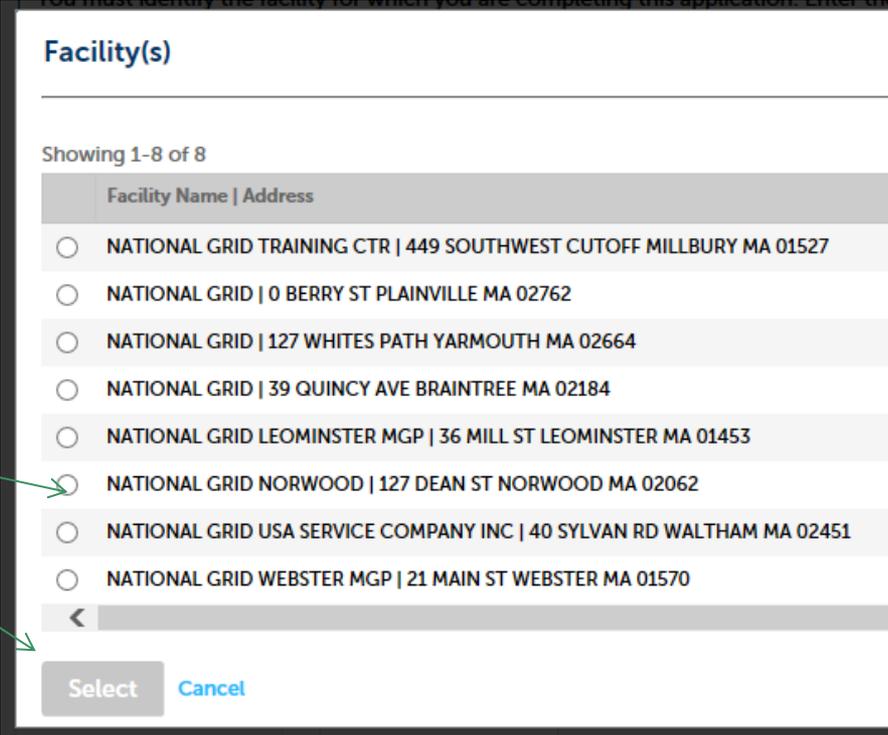


The screenshot shows the 'HW21 - Off-Site Recycling Application' interface. At the top, there is a progress bar with seven steps: 1 Facility Information, 2 Application Information, 3 Documents, 4 Special Fee Provision, 5 Applicants and Contributors, 6, and 7. Step 1 is highlighted. Below the progress bar, the text reads 'Step 1: Facility Information > Facility Information'. A note on the right states '* indicates a required field'. The main section is titled 'Facility Information'. A text box contains instructions: '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".' Below this, the form fields are: '* Facility Name:' with a dropdown menu showing 'NARTHAS VINEYARD SHIPYARD INC'; '* Street #' with '0'; '* Street Name:' with 'BEACH RD'; 'Street Name 2' (empty); '* City:' with 'TISBURY'; '* State:' with a dropdown showing 'MA'; '* Zip:' with '02568'; 'Latitude' with '-70.64244812'; 'Longitude' with '41.41726826'; 'DEP Facility ID:' with '132807'; and 'HW ID:' with 'MAD001028574'. At the bottom, there are 'Search' and 'Clear' buttons.



Facility Information Search

- Based on the term you searched, a list will be returned with all possible matches.
- Click on the button to the left of the facility you are seeking and click “Select” or
- Click “Cancel and search again



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



Facility Information

- If still not found, add a new Facility by typing in the facility information as required
- The red asterisk next to each data field on this screen and throughout the application indicates a required field.

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 this is 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:

* Zip:

Latitude

Longitude

DEP Facility ID:

Search

Clear



Owner Information

- Add owner Information
 - ▶ Click “Look Up” to find Facility Owners already registered in ePLACE. Otherwise, click “Add New”

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



Owner Lookup

- To look up an Owner:
 - ▶ Search for the owner by adding the name or other information then clicking “Look up”
 - ▶ If the owner is not found, click “Clear” and try again or add the owner.

Look Up Contact

Contact Type: ?

--Select-- ▼

First Name:

Middle Name:

Last Name:

Name Of Organization: ?

Contact Person:

Telephone #:

E-mail:

Look Up

Clear

Cancel



Facility Owner: 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

- Once complete, 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	Edit/View Delete

Continue Application »

Save and resume later



Application Information

- You can view the Instructions by clicking on the blue Instructions button.
- The “Get a Generator ID” button links to EPA’s RCRAInfo Sign-in screen. You will need to have a generator ID in order to complete this application.

Home

DEP Applications

HW21 - Off-Site Recycling Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Applicants and Contributors	6	7
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Step 2: Application Information > Page 1 of 6

Instructions

Get a Generator ID

* indicates a required field.



Application Information

- Indicate whether this application is for a New recycling operation or Renewal of an existing, permitted operation
- Also indicate whether the applicant is requesting to be a generator of recyclable materials (in excess of 100 kg per month) or whether the applicant is requesting authorization to receive recyclable materials at this facility. Only one box can be checked

Application Type

New:

Renewal:

Applicability

This application is not required if you generate regulated recyclable material in very small quantity (VSGQ) amounts or if you are collecting specification used oil fuel for offer to a marketer.

Facility is a generator of regulated recyclable material (RRM) and shipping or planning to ship 220 lb (100kg) or more to an offsite recycler.:

Facility is a recycler applying for a permit to recycle only those Class A Regulated Recyclable Materials RECEIVED from off-site that are limited to those materials listed in this application. Recycling of other Class A Regulated Recyclable materials received from off-site requires a written permit from MassDEP.:

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

Generator Instructions start on the next slide.

Instructions for a Recycler receiving Class A materials start on slide 22.



Application Information: Generating Class A Waste

- The section of the application provides a table that must be completed. Click “Add a Row” to start.
- Describe each Class A waste to be shipped offsite for recycling.
- Click Submit when the each entry is complete.
- Add a row for each different Class A Waste generated.

Step 2: Application Information > Page 2 of 6 * indicates a required field.

Class A Materials Shipped

CLASS A MATERIALS SHIPPED

Showing 0-0 of 0

Waste Description	Process generating the waste	EPA/ MassDEP waste code	Amount to be shipped offsite for recycling annually	Related Unit of Measure	Comment
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

CLASS A MATERIALS SHIPPED x

*Waste Description: Process generating the waste: *EPA/ MassDEP waste code:

*Amount to be shipped offsite for recycling annually: *Related Unit of Measure: Comment:

[Submit](#) [Cancel](#)



Application Information: Generating Class A Waste

- In the next section, indicate the type of material to be shipped to an off-site recycler.
- More than one box can be checked off
- Click “Continue” when finished.

Type of Material Shipped Offsite

Categories of Class A Materials to be shipped to an off-site recycler (check all that apply) Note: If planning to recycle a material NOT listed below, this is not the correct application. See 310 CMR 30.232 for the correct application type.

Used or reused as an ingredient in a process to make a product, without being reclaimed:

Used as substitute for commercial product :

Industrial ethyl alcohol being reused or reclaimed:

Scrap metal that would be hazardous if disposed:

Characteristic sludge being reclaimed:

Characteristic by-product being reclaimed :

Unused commercial chemical product being reclaimed:

Specification used oil fuel burned for energy recovery in a fossil fuel utilization facility other than a used oil fired space heater:

Waste oil recycled by a means other than burning for energy recovery:

Continue Application »

Save and resume later



Application Information: Generating Class A Waste

- The next section is looking for a description of how materials are stored on site before shipping.
- Click Add a Row to Begin
- Select the type of storage (Accumulation Type) from the drop down list and in the next fields provide the amount of materials stored on site at any one time.

HW21 - Off-Site Recycling Application

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

Step 2: Application Information > Page 3 of 6

* indicates a required field.

Accumulation For Shipping

ACCUMULATION FOR SHIPPING
Describe how the Class A materials are accumulated prior to shipping.

Showing 0-0 of 0

Accumulation Type	Specify if Other	Number of containers	Total Capacity	Related Unit of Measure
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

ACCUMULATION FOR SHIPPING

Describe how the Class A materials are accumulated prior to shipping.

* Accumulation Type:

Specify if Other:

* Number of containers:

* Total Capacity:

* Related Unit of Measure:

[Submit](#) [Cancel](#)



Application Information: Generating Class A Waste

- The receiving recycler table is initially populated with the waste material indicated in a previous table.
- Check the box to the left of the line item and click “edit Selected” to get started.
- If you send recyclable materials to more than one receiving facility click “add a row” to add the additional receiving facilities

Receiving Recycler

RECEIVING RECYCLER

Please update the prefilled rows with the necessary information. You may add additional rows if needed.

 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.

Showing 1-2 of 2

<input type="checkbox"/>	Name	City	State	Waste with Regulated Recyclable Material	
<input type="checkbox"/>				Specification Used Oil Fuel	Actions▼
<input type="checkbox"/>				Waste Oil Recycled	Actions▼

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application >](#)

[Save and resume later](#)



Application Information: Receiving Class A Waste for Recycling

The next few screens are for applicants who are requesting to recycle Class A Materials received from others.

The first section asks for the use categories of Class A materials received. Check one or more of the boxes provided.

HW21 - Off-Site Recycling Application

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Step 2: Application Information > Page 4 of 6

* indicates a required field.

Facility Receiving Class A Material

Categories of Class A Materials to be received at this facility (Check all that apply).

Used or reused as an ingredient in a process to make a product, without being reclaimed:

Used as substitute for commercial product:

Industrial ethyl alcohol being reused or reclaimed:

Specification used oil fuel burned for energy recovery in a fossil fuel utilization facility other than a used oil fired space heater:



Application Information: Receiving Class A Waste for Recycling

- In the next table the waste materials received are described in more detail
- Click “add a row” to get started
- Complete the required information and click submit
- Add a row for each waste type received and/ or method of recycling (e.g. if recycling waste oil via two methods, list waste oil twice)

Class A Materials Received

CLASS A MATERIALS RECEIVED

Showing 0-0 of 0

Waste Description	Process generating the waste	EPA/ MassDEP waste code	Amount to be received for recycling annually	Related Unit of Measure	Method of Recycling	Heating Equipment Manufacturer	Model Number	Heat Input Capacity in MMBTU/hr
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

CLASS A MATERIALS RECEIVED

*Waste Description:

Process generating the waste:

*EPA/ MassDEP waste code:

*Amount to be received for recycling annually:

*Related Unit of Measure:

*Method of Recycling:

Heating Equipment Manufacturer:

Model Number:

Heat Input Capacity in MMBTU/hr:

[Submit](#) [Cancel](#)



Application Information: Receiving Class A Waste for Recycling

- The next table asks for the name, address and EPA ID# for each party sending Class A waste for recycling.
- Click “Add a Row” to start
- Complete the required information for each Class A waste generator and click “Submit”
- Once the list is complete, click Continue Application

Generator Information

GENERATOR INFORMATION
Provide the names, addresses and EPA IDs of persons from whom the recyclable materials are to be received.

Showing 0-0 of 0

Generator Name	Generator Address	City	State	Zip	EPA ID#
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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

GENERATOR INFORMATION ×

Provide the names, addresses and EPA IDs of persons from whom the recyclable materials are to be received.

*Generator Name:

*Generator Address:

*City:

*State:

*Zip:

*EPA ID#:

[Submit](#) [Cancel](#)



Application Information: Receiving Class A Waste for Recycling

- The next two questions are specific to waste oil recycling.
- If not recycling waste oil, answer NO to both questions.

HW21 - Off-Site Recycling Application

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Step 2: Application Information > Page 5 of 6

* indicates a required field.

Waste Oil Recycling

*Does the applicant plan to burn used oil fuel that is generated AT the burning site?
 Yes No

*Does the applicant plan to burn used oil fuel that is generated OFF the burning site?
 Yes No

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



Application Information: Receiving Class A Waste for Recycling

- The next table is looking for more detail about the Class A Waste received from each generator
- The generator name will be prepopulated. Click “Edit” to complete the entry for each Generator or
- “Add a Row” to repeat a generator name for a different Class A waste.

Step 2: Application Information > Page 6 of 6

* indicates a required field.

Materials Received Generator

MATERIALS RECEIVED GENERATOR

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.

Showing 1-1 of 1

<input type="checkbox"/>	Generator Name	Type of RRM Received from This Generator	Amount	Unit of Measure	Does this facility hold a valid permit to send recyclable	Permit Type	Comment	Actions
<input type="checkbox"/>	cajgjf							Actions

[Add a Row](#) [Edit Selected](#)

MATERIALS RECEIVED GENERATOR

*Generator Name:

*Type of RRM Received from This Generator:

*Amount:

*Unit of Measure:

*Does this facility hold a valid permit to send recyclable: Yes No

Permit Type:

Comment:

[Submit](#) [Cancel](#)



Application Information: Receiving Class A Waste for Recycling

- The last table is looking for a description of how Class A waste materials are stored on site.
- Click Add a Row to begin
- Select the type of storage (Accumulation Type) from the drop down list and in the next fields provide the amount of materials stored on site at any one time.

On-Site Accumulation

ON-SITE ACCUMULATION
Describe how the regulated recyclable materials are stored prior to recycling.

Showing 0-0 of 0

Accumulation Type	Specify if Other	Number of containers	Total Capacity	Related Unit of Measure
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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

ON-SITE ACCUMULATION ×

Describe how the regulated recyclable materials are stored prior to recycling.

* Accumulation Type: Specify if Other: * Number of containers:

* Total Capacity: * Related Unit of Measure:

[Submit](#) [Cancel](#)



All Applications: 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.
- 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 →
 - ▶ The forms listed are available on the MassDEP website at
- To begin attaching documents, click “Browse”. →

HW21 - Off-Site Recycling Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Applicants and Contributors	6	7
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Step 3: Documents > Page 1 of 1 * indicates a required field.

List of Documents

Please upload 7 Required Document(s) which are mandatory to Submit this Application:

1. RDS-01-3 or equivalent
2. RDS-05-01 Fuel Characteristics
3. RDS-05-02 Fuel Test Procedure
4. RDS-05-03 Air Quality Approval
5. RDS-05-04 Fuel Storage Description
6. RDS-05-05 Procedure for mixing the used oil fuel with other fuel
7. RDS-05-06 Other Generators

Attach 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

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

File Upload ✕

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.

The screenshot displays the document upload interface. It features three identical sections for document uploads. Each section includes a file name (e.g., 'Blank Upload 1.docx'), a progress indicator showing '100%', a description field with a maximum character limit of 50, and a dropdown menu for selecting the document type. A 'Remove' link is visible to the right of each section. At the bottom of the interface, there are five buttons: 'Save', 'Browse', 'Remove All', 'Continue Application', and '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.

HW21 - Off-Site Recycling Application

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

Step 3: Documents > Page 1 of 1 * indicates a required field.

List of Documents

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

No Required documents

Attach 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
columbine.jpg	RDS-05-05 Procedure for mixing the used oil fuel with other fuel	114.42 KB	06/05/2018	vafafvafa	Actions ▾
christmas tree.jpg	RDS-05-04 Fuel Storage Description	138.71 KB	06/05/2018	dagfs	Actions ▾

[Continue Application »](#)



Special Fee Provision

- 310 CMR 4.00 define the situations where a special fee may be required.
- Leave blank and click “Continue Application” if special fees do not apply to your situation.
- If you are eligible for a Special Fee (e.g., the applicant is a municipality), check the appropriate box and provide requested information.

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 must identify 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

HW21 - Off-Site Recycling Application

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

* indicates a required field.

Application Contributors

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

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 18TMP-000971					Edit/View

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 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 applicant, click “Save and Resume Later”

HW21 - Off-Site Recycling Application

1	2	3 Documents	4 Special Fee Provision	5 Applicants and Contributors	6 Review	7 Application Submitted
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Step 6: 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](#)

Facility Information

AUTOMATIC MACHINE PRODUCTS | 400 CONSTITUTION DR TAUNTON MA 02780
DEP Facility ID: 464731
DEP Region: SE
AQ ID: 1201188
HW ID: MAC300011533
Facility Record ID: 15-FAC-018886

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
	Automatic Machine Products	John Holden III	508-824-1111	someone@somewhere.com	Edit/View



Certification Form

- When the applicant is logged in, the applicants name will appear in the “Applicant Information” box.
- Read the Certification Statement.
- When you check the box below the certification statement- the date will be inserted and the application locked.
- Click on “Continue Application to pay the application fee and finalize the submittal.

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.

You may request the Department to keep confidential part or all of any documentary material or data submitted to the

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.

HW21 - Off-Site Recycling Application

1	2	3	4	Special Fee Provision	5	Applicants and Contributors	6	Review	7	Pay Fees	8	Application Submitted
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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	Amount
HW21 Application Fee	\$155.00

\$155.00

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
		\$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
Enter Company Name

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() - -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

To pay by electronic check, click the ACH tab.

Credit/Debit Card ACH

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
01 2017

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

Commonwealth of Massachusetts Terms Agreement

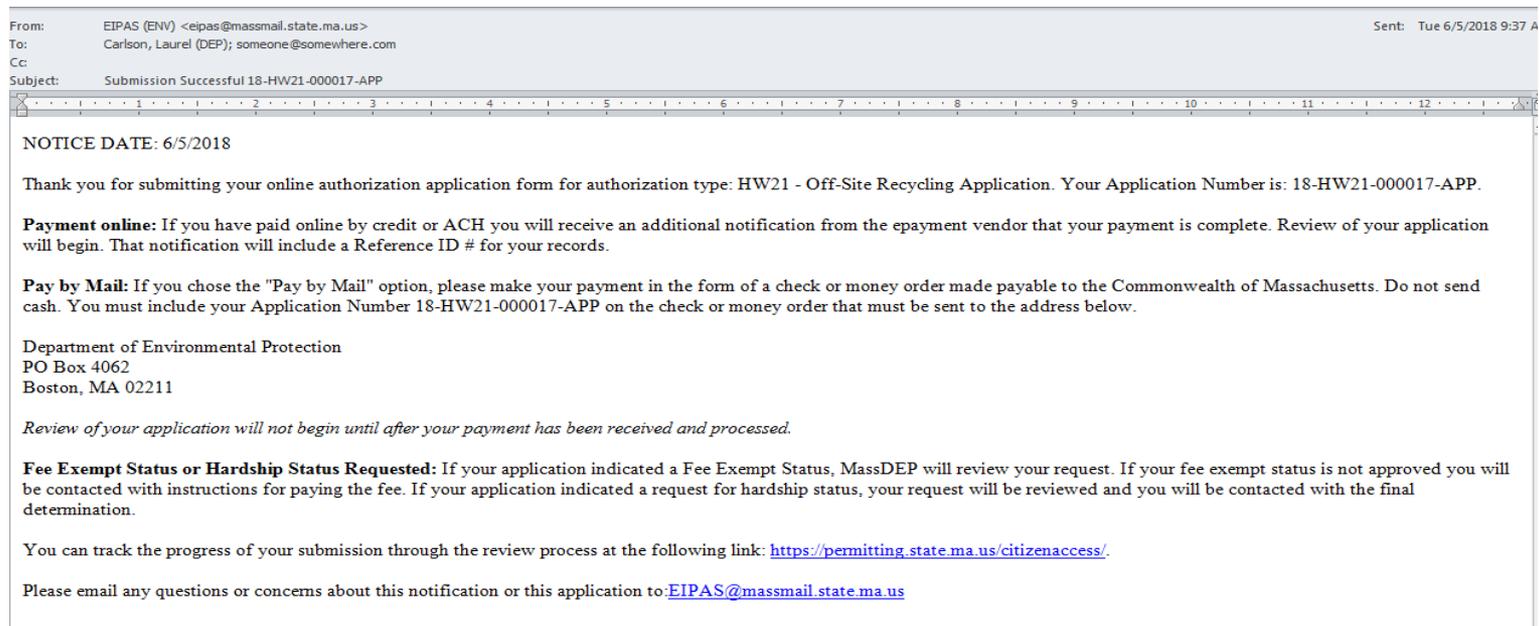
I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)



Pay by Mail

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



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



Submission Successful!

- When you submit your certification you will receive this on screen notice.
- You will also received an email with additional instruction and 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

Home

DEP Applications

HW21 - Off-Site Recycling Application

1	2	3	4 Special Fee Provision	5 Applicants and Contributors	6 Review	7 Pay Fees	8 Record Issuance
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Step 8: Record Issuance

 Successfully Completed.

Thank you for using our online services.
Your Record Number is 18-HW21-000017-APP.

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



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 # 18-HW21-000017-APP

Printed Name _____ Signature _____ Date _____

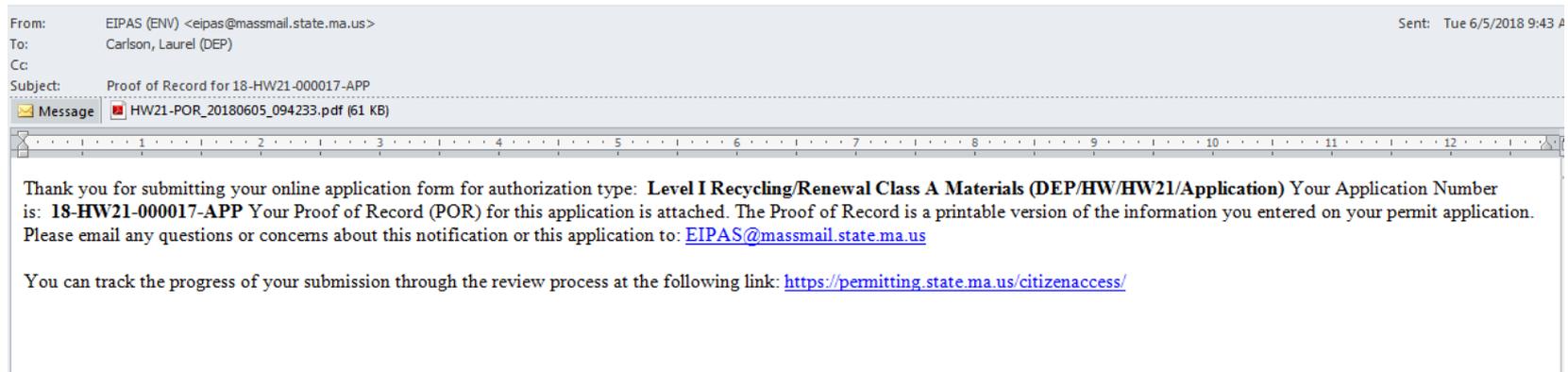
Please return signed document to:

MassDEP
ePLACE Confirmations
One Winter Street
Boston, MA 02108



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](#)



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:
<http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>
- To see a copy of you application, also see
<https://eeaonline.eea.state.ma.us/EEA/PublicApp/>

