Completing a HW Emergency Treatment License 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 though 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.

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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

EEA ePLACE Portal

File an Online Application

- Click here to start

EEA ePLACE Portal

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 »

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File an Online Application

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

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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 - SW39 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 SW26 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 »]

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General Navigation

- Always Click **Continue Application »** to move to the next page.

- Do NOT use the Browser Back Button ← as this will take you out of the system

- Any field with a red asterisk is required before you can move off the page.

- Click **Save and resume later** to save your work 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.

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

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:
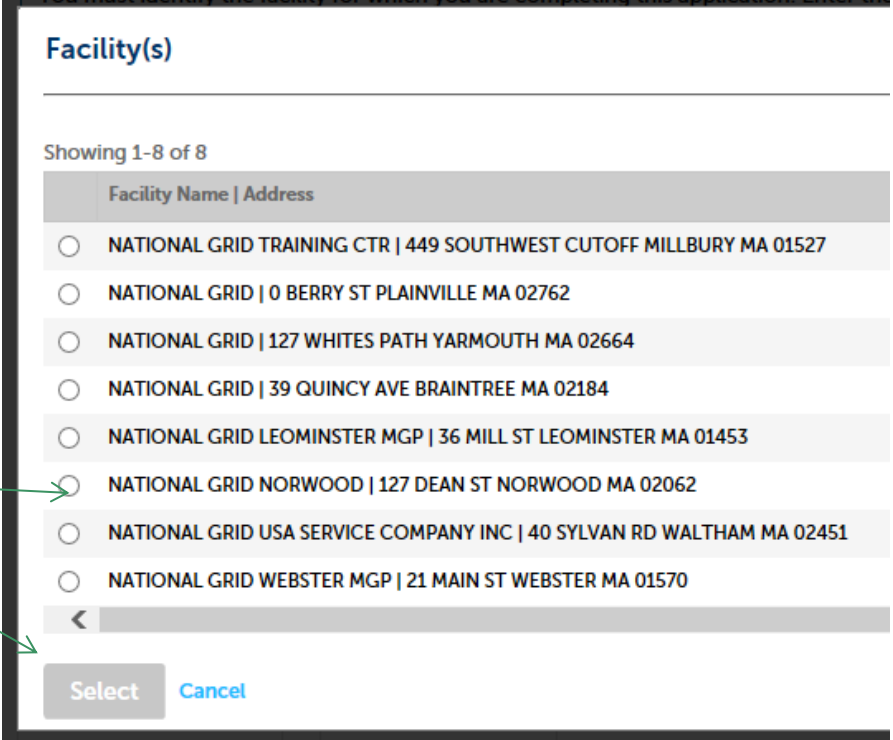
Latitude	Longitude

DEP Facility ID:

[Search] [Clear]

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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
○	NATIONAL GRID TRAINING CTR | 449 SOUTHWEST CUTOFF MILLBURY MA 01527
○	NATIONAL GRID | 0 BERRY ST PLAINVILLE MA 02762
○	NATIONAL GRID | 127 WHITES PATH YARMOUTH MA 02664
○	NATIONAL GRID | 39 QUINCY AVE BRAINTREE MA 02184
○	NATIONAL GRID LEOMINSTER MGP | 36 MILL ST LEOMINSTER MA 01453
○	NATIONAL GRID NORWOOD | 127 DEAN ST NORWOOD MA 02062
○	NATIONAL GRID USA SERVICE COMPANY INC | 40 SYLVAN RD WALTHAM MA 02451
○	NATIONAL GRID WEBSTER MGP | 21 MAIN ST WEBSTER MA 01570

Select   Cancel

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Owner Information

- Next- Add Owner Information

- Click "Add New" and type in the required information. The owner for this application is the owner of the Facility where the waste is generated. It can be an Organization (e.g. Town of X School Dept).

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]

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Add Owner

- If you clicked "Add Owner"

  ▶ Indicate if the owner is an individual or an organization

  ▶ Provide all information in the new window that opens

  ▶ Click "Continue" when done

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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**

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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.

- Application information is collected through a combination of direct questions as well as tables

HWETL - Emergency Temporary Treatment License Application

1 Facility Information	2 Application Information	3 Documents	4 Applicant and Contributors	5 Review	6

Step 2: Application Information > Page 1 of 1

Instructions

* indicates a required field.

General Information

* Generator HW ID #:

* Describe why this is an emergency situation:

* Will you be attaching a more detailed description of the emergency situation?:
○ Yes ○ No

* Describe the overall condition of the containers on site and the length of time the material has been in storage:

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Application Information: The Basics

▶ The application will ask a series of questions. Most require a short text response. For this application you are specifically asked for information about the Generator of the Waste and the Contractor treating the waste.

Generator Information

* Is the Generator the same as the Owner listed in the previous section?: ⓘ
○ Yes ◉ No

Generator name: *

Generator Mail Address: *

Generator Contact Name: *

Generator Email Address: *

Generator Phone Number: *

Contractor Information

* Company Name :

* Contact Person Name : ⓘ

* Contact Person Title:

* Address:

* Phone Number:

* E-Mail:

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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

Description of Hazardous Waste

DESCRIPTION OF HAZARDOUS WASTE
List all Hazardous Wastes to be treated, the quantity of waste, size of container, the hazard(s) posed by the waste and the chemical(s) used to treat the waste.

Showing 0-0 of 0

	Name or Description of the Hazardous Waste	Number of Containers	Size of containers	Quantity of Hazardous Waste	Type of Hazard (s) posed	Treatment Chemical(s)
No records found.						

Add a Row ▼   Edit Selected   Delete Selected

Continue Application »   Save and resume later

×

DESCRIPTION OF HAZARDOUS WASTE
List all Hazardous Wastes to be treated, the quantity of waste, size of container, the hazard(s) posed by the waste and the chemical (s) used to treat the waste.

* Name or Description of the ⑦   * Number of Containers: * Size of containers: ⑦
Hazardous Waste:

* Quantity of Hazardous Waste: ⑦   * Type of Hazard(s) posed: ⑦   * Treatment Chemical(s): ⑦

Submit   Cancel

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Attach Documents

- <u>Be Prepared!</u>

  - ▸ 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.

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Attach Documents

- Upload all required documents for your application.

  ▸ The required documents will be listed on the application

- To begin attaching documents, click "Browse".

*indicates a required field.

Documents

Documents:

Please upload 10 Required Document(s) which are mandatory to submit this Application:
1. Contractor Qualifications
2. Detailed Description of Treatment Activity
3. Emergency License Certification
4. Other Permits and Approvals
5. Safety Data Sheets (SDS)
6. Scope of Work
7. Sensitive Receptors
8. Site Contingency Plan
9. Site Map
10. Site Safety Plan

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.
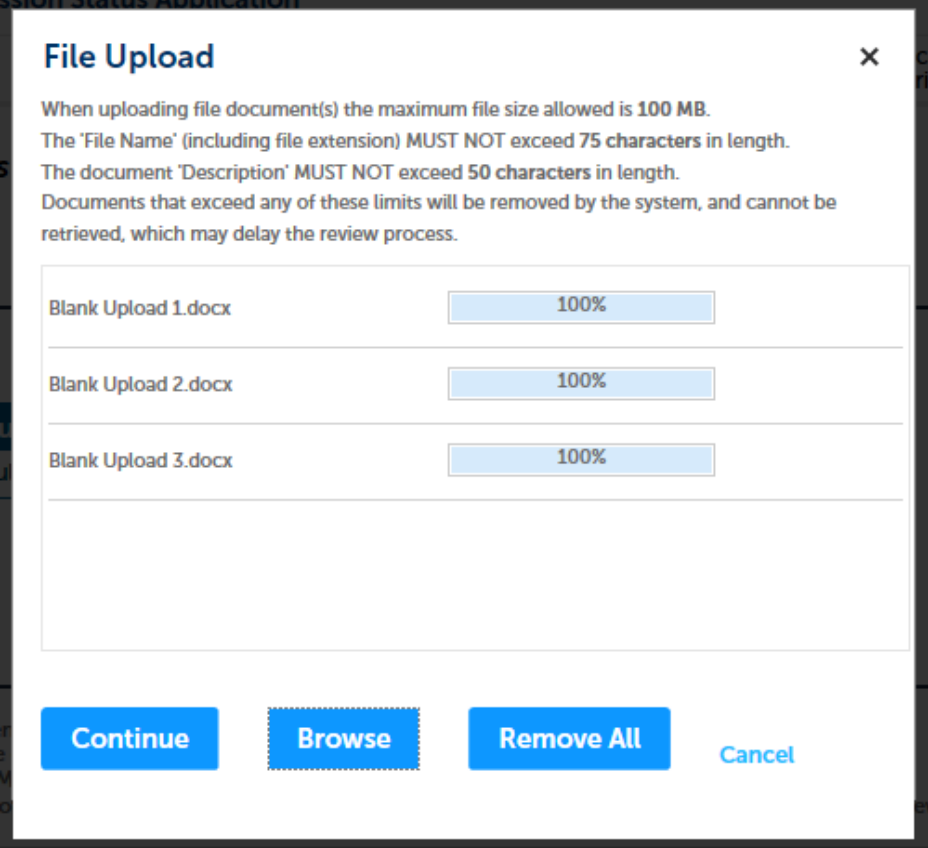
Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

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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

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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: Remove
--Select--

File:
Blank Upload 2.docx
100%
*Description (Maximum 50 characters):
A maximum of 50 characters.

*Type: Remove
--Select--

File:
Blank Upload 3.docx
100%
*Description (Maximum 50 characters):
A maximum of 50 characters.

Save   Browse   Remove All

Continue Application »   Save and resume later

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Attach Documents

- You should see a message that you have successfully attached documents.

- Review the list of attached documents.

- When ready, click "Continue Application".

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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

HWETL - Emergency Temporary Treatment License Application

| 1 | 2 Application Information | 3 Documents | 4 Applicant and Contributors | 5 Review | 6 Application Submitted |

Step 4: Applicant 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 0-0 of 0

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

Signatory Authority

*Organization Name:

*Source of Signatory Authority:
--Select--

*Title:
--Select--

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Applicant Contributors

- Whoever is logged in will see their name in the "Applicant Information"

- Generally the Applicant for this type of Application is the Contractor's Authorized Representative.

- Once the Authorized Representative 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

EEA ePLACE Portal

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.

HWETL - Emergency Temporary Treatment License Application

| 1 | 2 Application Information | 3 Documents | 4 Applicant and Contributors | 5 Review | 6 Application Submitted |

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

Edit Application

Facility Information

ABC AUTO SALE & SERVICE | 130 EAST MAIN ST NORTHBOROUGH MA 01532
DEP Facility ID: 36531
DEP Region: CE
HW ID: MAD982201527
Facility Record ID: 15-FAC-002461

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
	ABC Auto	Jim	555-666-4444	jim@vbuiwetghwietu.com	Edit/View

General Information

Generator HW ID #:   MAD111222333

Describe why this is an emergency situation: rniuwhreouhpwrohpwro

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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.

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 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.

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

Continue Application »   **Save and resume later**

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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

HWETL – Emergency Temporary Treatment License Application

1	2 Application Information	3 Documents	4 Applicant and Contributors	5 Review	6 Record Issuance

Step 6 : Record Issuance

✓ Successfully Completed.

Thank you for using our online services.
Your Record Number is 19-HWETL-000030-APP.

Conditions

Showing 1–5 of 10

Documents - 10 Uploaded
Required Documents
Contractor Qualifications
Required Documents
Uploaded | | 09/24/2019

Detailed Description of Treatment Activity
Required Documents
Uploaded | | 09/24/2019

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Submission Successful

- You will be sent an email when the application has been successfully submitted.

- The email will indicate the Application ID#

- You need this number to track the progress of the application online.

- The email will also contain EPA's Electronic Signatory Verification

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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

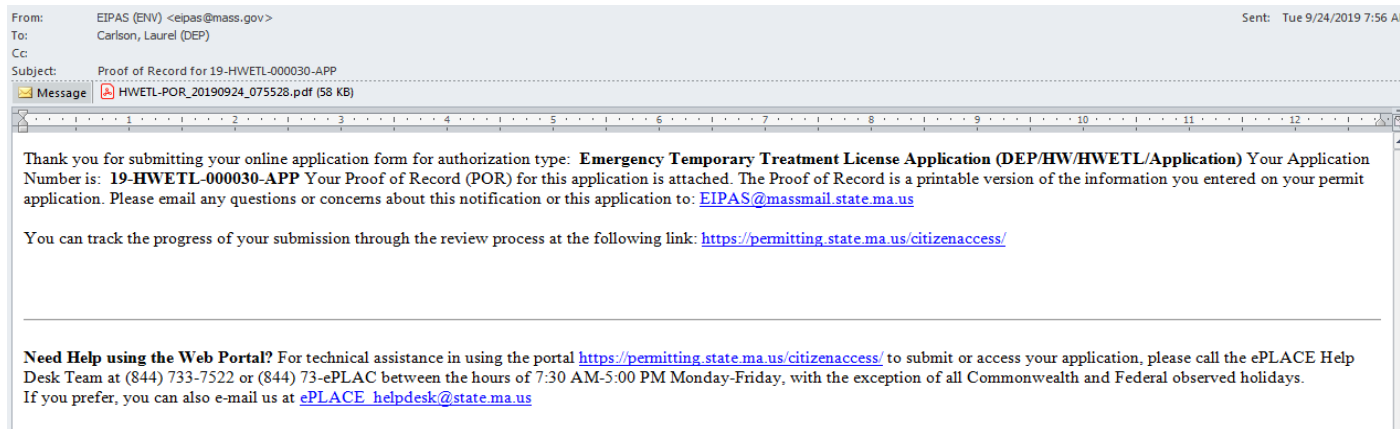Printed Name _____ Signature _____ Date _____

Please return signed document to:
MassDEP
ePLACE Confirmations
One Winter Street
Boston, MA 02108

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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/

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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/

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