

MassDEP, Bureau of Air and Waste

HW Notification of On-Site Recycling

Instructions for Online Filing



EEA ePLACE Portal

HW Notification of On-Site Recycling

- ▶ How to create an account in ePLACE
- ▶ How to file an online application
- ▶ How to check your license status
- ▶ How to get help



Register for an Account

- Create or Log-in to your account in eLicensing
- First time users click here
- Be sure to provide your full name, address, and contact information when setting up your account.

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

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Login](#)

Need Help? For technical assistance in using this web application, please call 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, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs](#).

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](#)

[Advanced Search](#)

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

Options for Consumers and the General Public:

- Check License Status for Individuals or Business Licensees [here](#)

Login

User Name or E-mail:

Password:

[Login](#)

Remember me on this computer

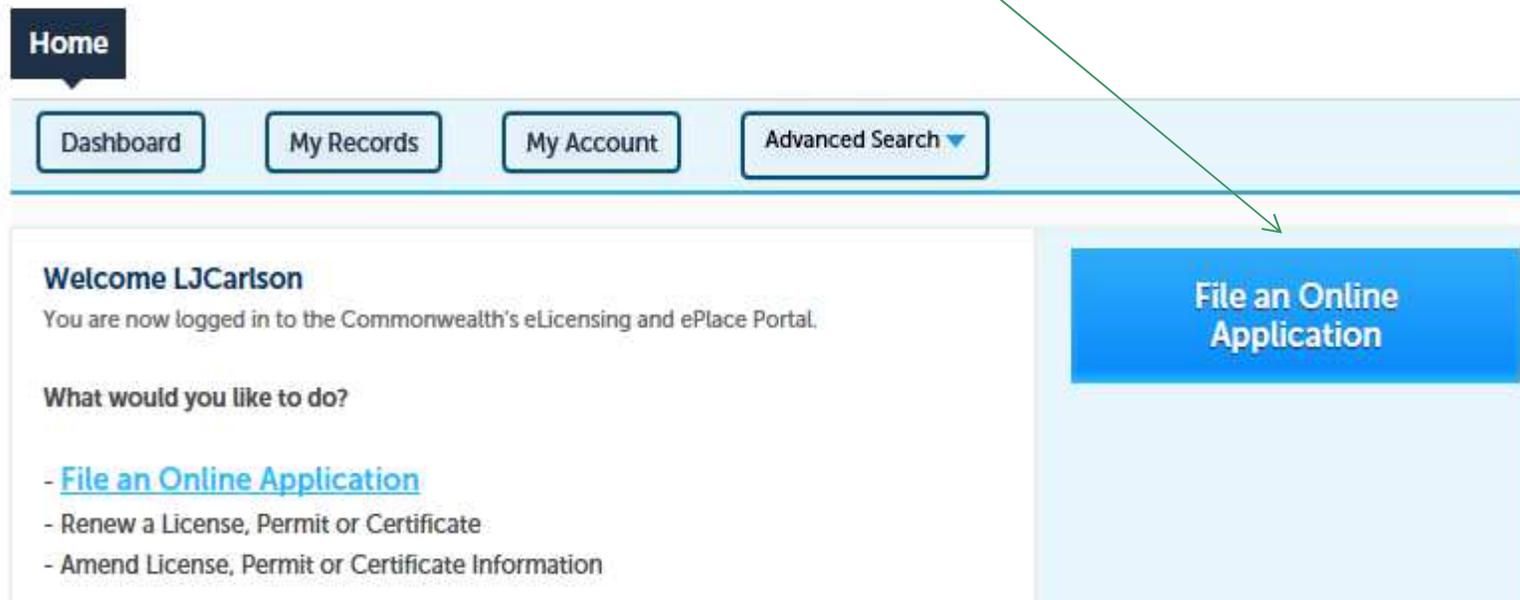
[New Users: Register for an Account](#)



EEA ePLACE Portal

File an Online Application

- Click here to start (if you don't already have a certification and this is the first time using this system)



The screenshot shows the user interface of the EEA ePLACE Portal. At the top left, there is a dark blue 'Home' button. Below it is a navigation bar with four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' (with a dropdown arrow). The main content area on the left is titled 'Welcome LJCarlson' and includes the text '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](#)', '- 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 labeled 'File an Online Application'. A green arrow points from the text in the bullet point above to this button.



File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”

Home

[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”

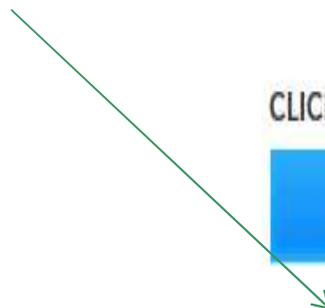
CLICK ON THE BELOW LINKS TO APPLY FOR AUTHORIZATIONS FROM DIFFERENT DEPARTMENTS:

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 »



File an Online Application

- Click “Hazardous Waste” to see available applications
- Select “Notification of On-Site Recycling Activity” and Click “Continue”

The following are the Authorizations for the selected Department:

- Air Quality (AQ)
- Drinking Water (DW)
- Hazardous Waste (HW)
- Notification of on-site recycling activity
- Solid Waste (SW)
- SW48 - Third-Party Inspector Qualifications Statement Application
- Toxic Use Reduction (TUR)
 - TU01 - General Practice Planner Application
 - TU02 - Limited Practice Planner Application
- Waste Water Management (WWM)
- Continue Application »



Identify your Facility

- Search for an existing facility by entering name or address and click on “Search”.
- If not found, click on “Clear” and use different or fewer criteria
- If still not found, add as new facility by typing in the facility information as required (see red asterisk)

• Facility Name:

• Street # • Street Name: Street Name 2

• City: • State: • Zip:

Latitude Longitude

DEP Facility ID: AQ ID:



Search Facility

- Based on what you have searched for, a list will be returned with all possible matches.
- In the example here the search was for a street named “Hampden”
- Click on the button to the left of the facility you are seeking and click “Select” or
- Click “Cancel and search again

portion of the name, in the “Name” box and click on “Search”. Your search will return a list

Facility(s)

Showing 1-12 of 12

	Facility Name Address
<input type="radio"/>	HAMPDEN 625 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN AUTO BODY 224 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN COUNTRY CLUB 128 WILBRAHAM RD HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN COUNTY JAIL 0 GEORGIA ST LUDLOW MA 01056
<input type="radio"/>	HAMPDEN COUNTY SHERIFFS DEPT CORRECTION 627 RANDALL RD LUDLOW MA 01056
<input type="radio"/>	HAMPDEN ENGINEERING CORP 99 SHAKER RD EAST LONGMEADOW MA 01028
<input type="radio"/>	HAMPDEN FENCE SUPPLY INC 80 INDUSTRIAL LN AGAWAM MA 01001
<input type="radio"/>	HAMPDEN GAS MART INC 562 WESTFIELD ST WEST SPRINGFIELD MA 01089
<input type="radio"/>	HAMPDEN HIGHWAY DEPARTMENT 589 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN PAPERS INC 100 WATER ST HOLYOKE MA 01040
<input type="radio"/>	HAMPDEN PONDS REALTY LLC 95 NEW BROADWAY WESTFIELD MA 01085
<input type="radio"/>	HAMPDEN TRADING INC 33 COMMERCIAL DR HAMPDEN MA 01036

<

Select Cancel



Identify Facility Owner

- Click “Look Up” to find Facility Owners already registered with DEP
- Or add a new Owner

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](#)



Look Up Owner

- Search for an existing Contact by entering a name and click on “Look Up”
- Select your contact from the list and click “Continue”
- If not found, click on “Clear” and try with fewer criteria
- If still not found, click “Cancel”

Look Up Contact

Contact Type: ⓘ
--Select--

First Name: Middle Name: Last Name:

Name Of Organization: ⓘ Contact Person:

Telephone #:
xxx-xxx-xxxx

E-mail:



Save and Resume

- At some point in the process, you should click the “Save and Resume” button.
- When you do this, the system will send you an email with a PIN Number.
- Share this number (forward the email) with the Responsible Official who will be submitting the application under their signature. Instructions for how to activate this PIN are available on the EPLACE website.
- Once you click no “Save and Resume” the system will return you to a page with a list of “Your records”
- Click on the blue “Resume Application” link next to the application line item to continuing completing the application.



Add a New Owner Record

- If there is no registered owner, click “Add New”
- Provide the information in the new window that opens
- If the person logged in is the facility owner, click the box “Use Login Information” and the rest will be filled in for you
- When done, click “Continue”

A red asterisk (*) indicates that the information in that box is required

Please fill the below Information:

Use Login Information

*Individual/Organization:
--Select--

First Name: Middle Name: Last Name:

Suffix:

*Telephone #: Ext #:
xxx-xxx-xxxx

*E-mail:

*P.O. Box / Address Line:

*Country:
United States

*City: *State: *Zip:
--Select--



Step 2. On-Site Supervisor Information

- Click on the “Instructions” button to see the instructions for this form.
- Provide the name and contact information for the on-site Supervisor of the HW Recycling activity as well as the mailing address for the Facility.

Step 2: On-Site Supervisor Info > Page 1 of 1

Instructions

* indicates a required field.

Person On-Site Responsible for Supervising Recycling Activity

* First Name:

Middle Name:

* Last Name:

* Telephone Number: ?

* On-site Supervisor's Email Address:

Facility Mailing Address

P.O. Box / Address Line:

City:

State: ?

Zip: ?

Country:



Step 3. Application Information

- Indicate what material you are recycling and how much you recycle.
- Click “Add a Row” to get started.
- Materials options include Waste Oil, Spent Photographic Fixer, Spent Solvents and “Other”.
- If “Other” is selected you must describe the material in the box provided (up to 4000 characters)

Step 3: Application Information > Page 1 of 2

* indicates a required field.

Material Information

MATERIALS AND ACTIVITY(S)

Add a line for each material with a unique HW code or a unique make/ model of equipment.

Showing 0-0 of 0

Recycled Material(s)	Projected amount recycled (per year)	Units	HW Codes	Additional description
No records found.				

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



Step 3. Application Information (cont.)

- In the next table, select the recycling method.
- The recycled materials are listed for you.
- Click on the box to the left of the listed material
- Click “Edit Row” to get started

Equipment Information

MAKE AND MODEL

 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"/>	Recycled Material(s)	Equipment or Activity Type	Equipment Make/Model	Number of units	Fire Department Permit Number	Installation Date	
<input type="checkbox"/>	 Waste Oil						Actions ▾

Add a Row ▾

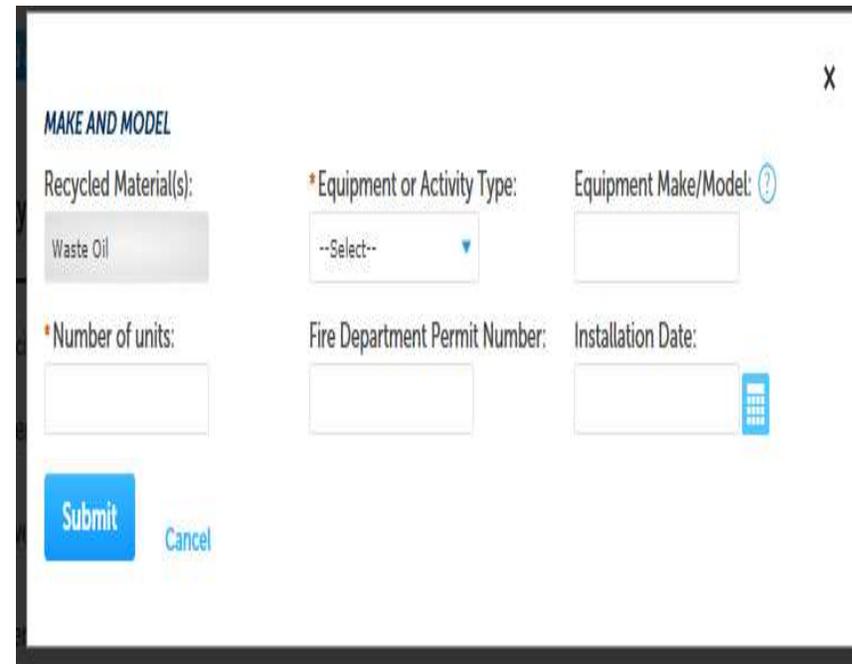
Edit Selected

Delete Selected



Step 3. Application Information (cont.)

- Equipment or Activity Type options:
 - ▶ Waste Oil Burner,
 - ▶ Boiler,
 - ▶ Completely enclosed recycling systems, completely enclosed solvent still, stand alone silver recovery unit (enclosed),
 - ▶ Used or reused as an ingredient in an industrial process without reclamation,
 - ▶ Substitute for a commercial product,
 - ▶ Substitute for feedstock in the original process without reclamation
- Complete the remaining boxes with information specific to that equipment or activity.



MAKE AND MODEL X

Recycled Material(s): Waste Oil	*Equipment or Activity Type: --Select--	Equipment Make/Model: ?
*Number of units: 	Fire Department Permit Number: 	Installation Date: 

Submit Cancel



Step 3. Application Information (cont.)

- Indicate how the recycled material is stored (accumulated)
- Click on the box for storage type. That will open up additional boxes to provide information on the amount stored on site.

Recyclable Accumulation Type

Capacities will be entered in gallons

Underground Tanks:

Above Ground Tanks:

Other Containers:

[Continue Application »](#)

[Save and resume later](#)



Step 4. Applicant and Contributors

The Applicant (responsible official), needs to identify their authority to be the signatory for this notification.

In the boxes provided:

- Type in the organization name,
- Pick the appropriate Organization type (source of Signatory Authority), and
- Select the appropriate title or position.

Signatory Authority

*Organization Name:

*Source of Signatory Authority:

*Title:



Step 4. Applicant and Contributors

- The Applicant Information box will show the name and address of the person currently logged into the application. This is the applicant. If the person filing out the form is NOT the “Responsible Official” or Signatory for the Facility, they are not the applicant, please log out and have the Responsible Official log in to complete the form.
- Click “Continue Application” if the correct person is shown as the applicant. Ignore the “Edit or View” link- this has been disabled.

Applicant Information

To review or certify this application, click on the “Continue Application” button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the “Save and resume later” button, and have the applicant log-in to certify.

Applicant Information:

Laurel J Carlson

Boston, , 02108

Telephone #: 617-348-4095 Email: Laurel.Carlson@state.ma.us

Edit or View

Continue Application »

Save and resume later



Step 5. Review and Certification

- Review your notification
- Click “Edit Application” if you want to update or change any information you provided.
- Scroll to the bottom for the Certification language.

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

FULLER BOX | 150 CHESTNUT ST NORTH ATTLEBOROUGH MA 02760
DEP Facility ID: SL7002
DEP Region: SE
HW ID: NYS086952525
Facility Record ID: SE-FAC-021851

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Actions
	Fuller Box	Jane Doe	508-495-0001	someone@somewhere.com	Edit/View

Person On-Site Responsible for Supervising Recycling Activity

First Name: Jane
Middle Name:
Last Name: Doe
Telephone Number: 5082220001
On-site Supervisor's Email Address:
someone@somewhere.com

Facility Mailing Address



Step 5. Review and Certification

- Again, the applicant or Responsible Official must be logged in to complete the notification. Their name should be in the box of “Applicant Information”
- Read the certification statement
- Check the box agreeing to it
- Click “Continue”

Applicant Information

Laurel J Carlson
Boston, 02308
United States
Ext. #: One Winter St. 7th Floor

Telephone #: 617-348-4095
E-mail: Laurel.Carlson@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 agree that I am the Applicant.
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed:

Continue Application »

Save and resume later



Step 6. Record Issuance

- After you've submitted the notification the screen indicates the application has been successfully completed.
- This is your record number!
- You will also receive an email indicating that your notification has been successfully submitted.

Notification of on-site recycling activity

1	2 On-Site Supervisor Info	3 Application Information	4 Applicant and Contributors	5 Review	6 Record Issuance
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Step 6: Record Issuance



Thank you for using our online services.
Your Record Number is 17-HWRN-000029-APP.

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



After Submittal

- The following Notifications will be sent you to via email:
 - ▶ Authorization PIN – Allows you to share your application for any reason (but in most cases, you will probably not use this).
 - ▶ Confirmation of Application Submission. This notice will include you application or Record Number.
 - ▶ Proof of Record – A printable copy of your application minus attachments. This will be sent approximately 5 minutes after submission.



Your Records in ePLACE

- Every application you prepare or submit will be saved in a file associated with your account in EEA ePLACE.
- From the “Your Records” screen you will be able to:
 - ▶ Resume Application – If you clicked “Save and Resume” during the application process, you can resume here.
 - ▶ Edit – If your application is not complete or requires a change after submission, you may be given the option to edit here. The Department needs to activate the Edit function.

In the future, if you change methods of on-site recycling or plan to recycle a different material, you must complete a new notification



Accessing Your Records

- Log in to EEA ePLACE Portal
- Click “My Records”
- Click the “▶” in front of “DEP” on the next screen



“My Records”

- View list of Applications/ Authorizations associated with your account.
- Status indicates current status
- Actions are also shown here.

▼ DEP

Showing 1-10 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	03/03/2017	17-WS10-000499-APP	WS10 - Cross Connection Certification Application			On Hold	
<input type="checkbox"/>	02/24/2017	17-WS10-000482-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/24/2017	17-WS10-000483-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	17-WS10-000481-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	WS10-0032775	WS10 - Cross Connection Certification Authorization		02/24/2020	Active	Amendment
<input type="checkbox"/>	02/23/2017	17TMP-001404	WS10 - Cross Connection Certification Application				Resume Application
<input type="checkbox"/>	02/21/2017	17-WS10-000411-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/21/2017	WS10-0032770	WS10 - Cross Connection Certification		02/21/2017	About to Expire	Renew Authorization



To Get Help

- Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)
- ePLACE_helpdesk@state.ma.us.
- or call (844) 733-7522 (7:30 am – 5pm, M-F)
- Questions about the Program Requirements for this notification.
 - ▶ James Paterson at James.Paterson@state.ma.us

