Listed Special Waste Determination SW14

MassDEP, Bureau of Air & Waste





Overview

- This presentation is to assist in completing an SW14 which is an application to handle and/ or dispose of a Listed Special Waste. See 310 CMR 19.061 for criteria that apply to Listed Special Wastes.
- This application is required for any solid waste facility intending to handle or dispose of
 - asbestos waste;
 - medical or biological waste;
 - sludges, including, but not limited to, wastewater treatment sludges, drinking water treatment sludges, and industrial process wastewater treatment sludges
- This presentation will take you screen by screen through the ePLACE online permitting application process.



How to Apply

- 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 <u>https://permitting.state.ma.us/CitizenA</u> <u>ccess/</u>

for detailed instructions on setting up an account





Click here to start
Home
Dashboard My Records My Account Advanced Search
My Records My Account Advanced Search
My Records My Account File an Online Application
File an Online Application
Renew a License, Permit or Certificate
Amend License, Permit or Certificate Information



- 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 »



 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





- Select the SW14 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.



Toxic Use Reduction (TUR)

Continue Application »

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.



Start the Application: Application Information

- Across the top of each page will be a "bread crumb" trail to show you how the application is organized.
- There is a single page of information to complete. Most of the details about the special waste will be in the attachments
- You can view the Instructions by clicking on the blue Instruction button.

1 Application Information	2 Documents	3 Special Fee Provision	4 Applicant and Contributors	5 Review	
Step 1: Applicat	tion Information >	Page 1 of 1			
		Instruction	IS		
Type Of Waste	1			* indicates a re	quired
Complexe a separaxe ap	plication for each proposed v	waste type.			
General Descriptio	n of the Waste:				
Fulles describe	_/				
Estimated quantity	of waste material handl	ed annually:			
Unit of measure:					
Unit of measure:	•				
/	-				
-54842-	nation				
-Select-					
-Select-					
Generator Inform	ATION des Generator Addr	ves Generator Address Line 2	Generator Description City produces (n of the Industrial Process white	ich
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-Select- Generator Inform CEXERATOR INFORM November 20 of 0 Name of Generation No records found. Add a Blow v	ATION the Generator Addr I Line 1 Edit Selected Delete plication for each proposed d	Line 2			ich



Application Information: Type of Waste

- Only one waste material can be included in a single application.
- Provide a description of the waste material.

Provide an estimate of the amount of the waste material that will be Handled each calendar year and select the appropriate unit of measure (tons, or cubic yards)

Complete a separate	application for each p	roposed waste type.		
*General Descript	ion of the Waste:			
*Estimated quant	ty of waste mater	al handled annua	lly:	
*Unit of measure:				
Select	*			



Application Information: Generator Information

- The source of the waste must be identified in the next table. The waste must be generated in Massachusetts.
- Add a line to the table to list each waste source and provide the address and a description of the process generating the waste.
- Click "Add a Row" to begin. A box will pop up for you to use to enter the required information
- Click "Submit" when done

) ne 2:



Application Information: Waste Disposal

- Complete a separate application for each disposal site
- In this section, answer the questions for the specific disposal site for this application.
- Click "Continue Application"
 when complete

Method of Transportation:
•Method of storage prior to disposal:
Description of Processing prior to disposal:
Proposed Methods of Disposal:
*Name of Disposal Site:
* Disposal Site Address Line 1:
Disposal Site Address Line 2:
Disposal Site City:
Disposal Site State:
Seleci 🔻



Waste Disposal

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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.



- Upload all required documents for your application.
 - The required documents will be listed on the application
- To begin attaching documents, click
 "Browse".

 \rightarrow

Browse

Continue Application »

SW Special Waste - SW14 Listed Special Waste Determination Application

		ments	3 Special Fee Provision	4 Applicant and Contributors	5 Review	
tep 2:Docu	ments > Page	1 of 1				
st of Docum	ents				 indicates 	a required
st of Docum	ento					
ocuments: Please upload	2 Required Do	cument(s)	which are mandat	ory to submit this Apj	plication:	
	ptions Evaluation	(3)				
-	tion Form with App	licant Certifica	tion completed			
Attachment						
Attachment	1					
When uploading	file document(s) the					
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Save and resume later



- 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 The 'File Name' (including file extension) MUS The document 'Description' MUST NOT excert Documents that exceed any of these limits we retrieved, which may delay the review process	T NOT exceed 75 characters in ed 50 characters in length. ill be removed by the system, an	-
Blank Upload 1.docx	100%	
Blank Upload 2.docx	100%	
Blank Upload 3.docx	100%	
Continue Browse	Remove All	Cancel



- 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.





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





Special Fee Provision

- Leave blank and click "Continue Application" if special fees do not apply to your situation.
- If you have a Special Fee Provision (e.g., the applicant is a municipality), check the appropriate box and provide requested information.
- Click "Continue Application"

Step 4: Special Fee Provisions>Page 1 of 1	*indicates a required field.
Special Fee Provisions	
Check if applicable:	
Exemption: (0)	
Exclusion (special agreement or policy):	
Substitution (ASP/IRP): 0	
Double Fee for Enforcement: 👰	
Hardship payment extension request:	
Continue Application >	Save and resume later



Applicant Contributors

- This pages 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





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 Carlsone 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"

EEA ePLACE Portal

SW Special Waste - SW14 Listed Special Waste Determination Application

1	2 Documents	3 Special Fee Provision	4 Applicant and Contributors	5 Review	6 Application Submitted
Ste	o 5: Review				
С	ontinue Application »				Save and resume later

Review and Certification

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

Edit Application

Type Of Waste

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

Generator Information

GENERATOR INFORMATION						
Name of the Generator	Generator Address Line 1	Generator Address Line 2	Generator City	Description of the Industrial Process which produces the waste		
htth	trhtrrh	trhwrthh	tttt	gthrthrhryheryhwh		

Waste Disposal

Certification Form

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





ndhidual Juuni J Carlson Roston, 02108 Jinited States Let #:One Winter St 7th Floor	Telephone #:617-348-4095 E-mail: Laurel Carlson@state.ma.us		
"I attest under pains and penalties	of perjury that:		~
documents accompanying this co	I am familiar with the information contained in this submitt rtification statement; ersons responsible for obtaining the information, the infor		
[20] [20] [20] [20] [20] [20] [20] [20]	wiedge, true, accurate and complete		8
	e entity required to submit these documents and to make t	his attestation 9on	
behalf of such entity; and d. I am aware that there are signif	icant penalties including but not limited to, administrative	and civil penalties for	Y
] I agree that I am the Applicant. If you button.	u are not the Applicant then click on 'Save and resume later'	Date:	

Annellanat Information

Application Fee

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

SW Special Waste - SW14 Listed Special Waste Determination Application

1	2	3 Special Fee Provision	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





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 Amoun
DEP/AQ/Restricted Emission Status/Application	17TMP-004180 \$1,900.0
	\$1,900.0
	Total Convenience Fee Due: \$44 Total Amount Due: \$1,944.
	Provide the formation
Billing Information	Payment Information To pay by electronic check, click the ACH tab.
Enter Company AND/OR First and Last Name below. Company Name	Credit/Debit Card ACH
Enter Company Name	Card Type
First Name	Select Card Type
Enter First Name	Card Number
	Enter Card Number
Last Name	CVV Code
	Enter CVV Code
Street	
Enter Street	Expiration
City	01 2017
Enter City	
State/Territory	Check to accept both the Commonwealth of Massachusetts
Select State	and nCourt Terms Agreements.
	Commonwealth of Massachusetts Terms
Zip	Agreement
Enter Zip	
Phone Number	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
Email	above referenced credit card account.
Enter Email Address	
	nCourt Terms Agreement
Confirm Email	
Enter Email Address	





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

NOTICE DATE: 11/7/2018

Thank you for submitting your online authorization application form for authorization type: SW Special Waste - SW14 Listed Special Waste Determination Application. Your Application Number is: 18-SW14-000003-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-SW14-000003-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://acaqa.epermitting.state.ma.us/citizenaccess/.

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

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



EPA Electronic Signatory Verification

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

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

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

I certify that I have submitted application <u>#18-SW14-000003-APP</u>

Printed Name _____ Date _____ Date _____

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



Submission Successful!

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

SW Special Waste - SW14 Listed Special Waste Determination Application



Step 7: Record Issuance



Thank you for using our online services. Your Record Number is 18-SW14-000003-APP.

Conditions

Showing 1-2 of 2

Documents - 2 Uploaded Required Documents Management Options Evaluation Required Documents Uploaded || 11/07/2018 Permit Application Form with Applicant Certification completed Required Documents

Uploaded || 11/07/2018

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



Proof of Record (POR)/ Public Viewer

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



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

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

EEA ePLACE

An Initiative of the Massachusetts Energy and Environment Information Public Access System Public Access Portal An Official website of the Commonwealth of Massachusetts





Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or <u>ePLACE helpdesk@state.ma.us</u>
- 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-bycommunity
- To see a copy of you application, also see <u>https://eeaonline.eea.state.ma.us/EEA/PublicApp/</u>



