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# Authorization to Construct (ATC) SW19/ SW19B- Construct Small Transfer/ Handling Facility

MassDEP, Bureau of Air & Waste



**EEA ePLACE Portal**

# Overview

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- This presentation will take you screen by screen through the ePLACE online permitting application process.
- This presentation does not cover the technical requirements of 310 CMR 17.00 and 19.00 with regards to Solid Waste Management
- You are encouraged to schedule a pre-application meeting with the appropriate regional office before starting this application.
- Select the SW19 Application form in ePLACE if you do NOT require a variance for the proposed project.
- Select the SW19B application if a variance is required for your proposed project.



# 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 <https://www.mass.gov/how-to/sw-05-08-15-19-26-29-construct-a-new-or-expanded-facility> for detailed instructions on setting up an account



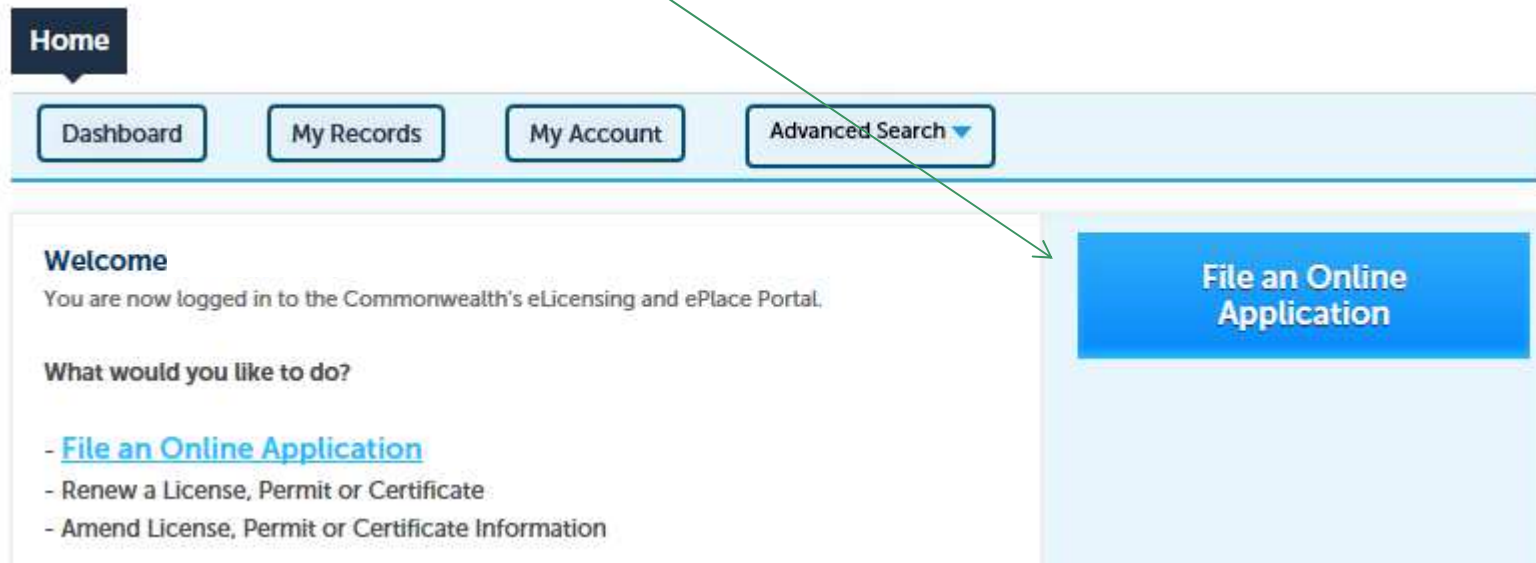
## EEA ePLACE Portal

A screenshot of the EEA ePLACE Portal website. The page has a blue header with the "Mass.gov" logo and navigation links: "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below the header is a banner for the "EEA ePLACE Portal" with the text "An Official website of the Commonwealth of Massachusetts". The main content area includes a "Need Help?" section with contact information for the Energy and Environmental Affairs (EEA) and links to "Register for an Account" and "Login". A "Home" button is visible. The "Welcome to the Commonwealth of Massachusetts ePLACE Portal" section explains the purpose of the portal and lists "Options for Licensees and Applicants": "Apply for, Renew, or Amend a License, Permit, Certificate or Notification" and "Make Payments Online". The "ePLACE Portal Account Registration" section states that users must first register for an account and lists the steps: "Apply for a License, Permit, Certificate or Notification". A "Login" section on the right contains input fields for "User Name or E-mail" and "Password", a "Remember me on this computer" checkbox, and a "Login" button. A "Forgot your password?" link is also present. A "New User? Register for an Account" link is located below the login section. A "Please note" section at the bottom right states: "At this time, the ePLACE Portal services only store (not all) licenses, permits, and certificates issued by the Commonwealth of Massachusetts." A green arrow points from the "Register for an Account" link in the "Need Help?" section to the "New User? Register for an Account" link in the "Please note" section.

# File an Online Application

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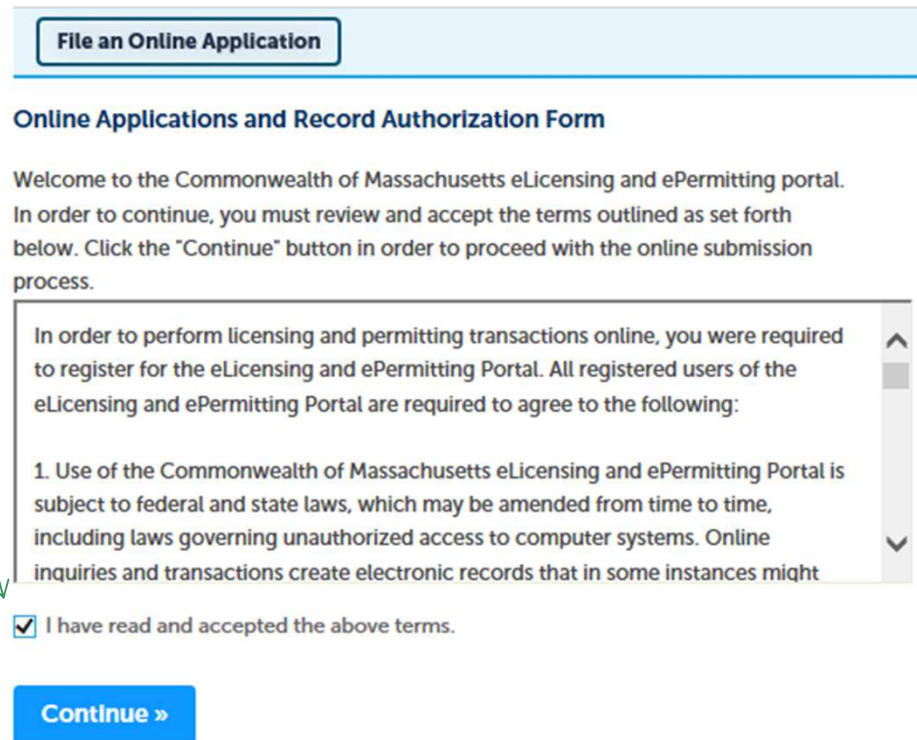
- Click here to start



# File an Online Application

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- 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 »**



**EEA ePLACE Portal**

# 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

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New Applicants and Consumers:  
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:  
Click Home and use the “My Records” tab to renew or amend a license or permit. If your license or permit is not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

 [Search](#)

▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**

- ☒ Apply for a DEP Authorization
- ☐ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

▶ **Link Your Account**

[Continue »](#)



**EEA ePLACE Portal**

# File an Online Application

- Select the SW19 or SW19B Application
- Click “Continue Application”

Home

DEP Applications

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.




▶ Air Quality (AQ)  
▼ Solid Waste (SW)  
☐ 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 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  
☐ SW48 - Third-Party Inspector Qualifications Statement Application

▶ Drinking Water (DW)  
▶ Hazardous Waste (HW)  
▶ Toxic Use Reduction (TUR)



# General Navigation

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- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk is required before you can move off the page.
- Click  to save your work but also to create a PIN letter that can be shared with another user. This is important if the application is being prepared by a consultant. See the ePLACE Quick Guide at: <https://www.mass.gov/how-to/sw-05-08-15-19-26-29-construct-a-new-or-expanded-facility> 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)
- Search results will be provided in a list (see next screen)

SW Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Applicant and Contributors	6	7
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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:  
ATTLEBORO RECYCLING CENTER

\* Street #  
29

\* Street Name:  
POND ST N

Street Name 2

\* City:  
ATTLEBORO

\* State:  
MA

\* Zip:  
02703

Latitude  
41.3560488

Longitude  
-71.800046

DEP Facility ID:  
532371

Search Clear



# 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

Facility(s)

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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 here are 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



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# Owner Information

- Add owner Information
  - ▶ Click “Look Up” to find Facility Owners already registered with DEP. 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](#)

# Facility Information: Owner Lookup

- If you chose to look up the owner:
  - ▶ Search for the owner by adding the name or other information then clicking “Look up”
  - ▶ If your owner does not come up, click “Clear” and try again

## Look Up Contact

Contact Type: ?

--Select--

First Name:

Middle Name:

Last Name:

Name Of Organization: ?

Contact Person:

Telephone #:

E-mail:

Look Up

Clear

Cancel



EEA ePLACE Portal

# Facility Owner: Add Owner

- If you clicked “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: --Select-- \* Zip:

Continue Clear Cancel



# Owner Information

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

## Owner Information

To add an owner, click the “Add New” button. You will have the option of using your login information, if applicable. You can also “Look Up” a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

Add New

Look Up

✓ Contact added successfully.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a> <a href="#">Delete</a>

Continue Application »

Save and resume later



EEA ePLACE Portal

# Application Information

- The next pages gather information about the application starting with facility owner type, operator contact information and information about the engineer of record.
- You can view the Instructions by clicking on the blue Instruction button.

Step 2: Application Information > Page 1 of 2

[Instructions](#)

\* indicates a required field.

Owner Type

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\* Owner Type:  
--Select--

General Information

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\* Operator Company Name:

\* Operator Type:  
--Select--

\* Operator Contact Name:

\* Operator Contact Email:

\* Operator Contact Phone (no hyphens or parentheses):

\* Engineer of Record (Name):

\* Massachusetts PE License Number:

\* Massachusetts PE License Expiration Date:





# Application Information

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- **Project Description:**
  - ▶ Answer the questions presented
  - ▶ If this project is subject to MEPA Review, you are required to provide the EEA ID# and attach the MEPA Certificate in the documents section

\*Project Description:

\*Is the Project Subject to MEPA Review?:  
☒ Yes ☐ No

If Yes, Provide the MEPA file number: \*

\*Proposed New Waste Disposal Capacity: ?

\*Size of Proposed Waste Handling Area in Acres or Square feet: ?

\*Site Assigned Area (In acres): ?

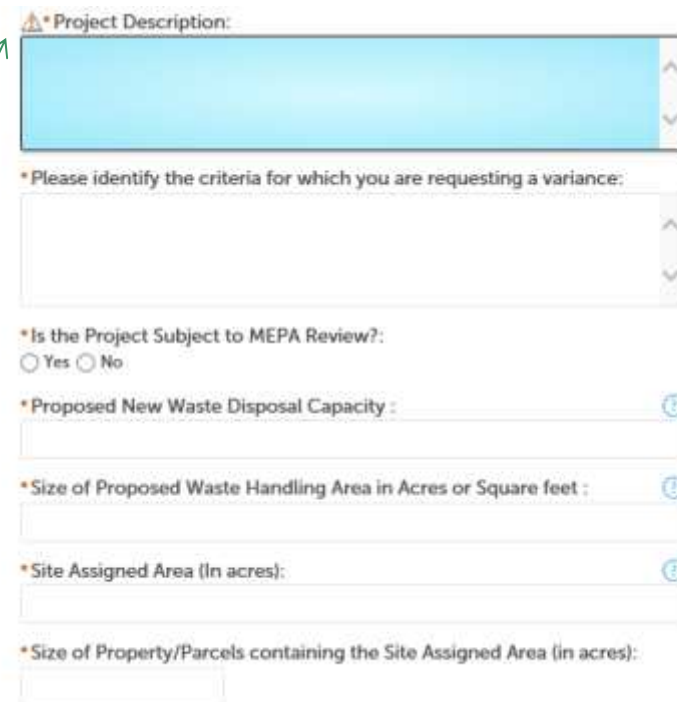
\*Size of Property/Parcels containing the Site Assigned Area (in acres):



# Application Information

- If you are completing an SW19B application where the project requires a variance, you will also be asked to identify the criteria for which you are requesting the variance. (See 310 CMR 19.xx)

*A triangle with an exclamation point indicates a required field that you may have skipped. You cannot proceed to the next page until you have completed that field*



The screenshot displays a web form for an application. The first field, labeled '\* Project Description:', is a large text area with a light blue background and a small exclamation point icon in the top left corner. Below it is another text area labeled '\* Please identify the criteria for which you are requesting a variance:', also with a light blue background and an exclamation point icon. Further down are three more fields, each with an exclamation point icon: a radio button selection for '\* Is the Project Subject to MEPA Review?' (Yes/No), a text input for '\* Proposed New Waste Disposal Capacity:', a text input for '\* Size of Proposed Waste Handling Area in Acres or Square feet:', a text input for '\* Site Assigned Area (In acres):', and a text input for '\* Size of Property/Parcels containing the Site Assigned Area (in acres):'. The exclamation point icons indicate that these fields are required and have not been completed.



# Previous Approvals

- Provide a list of any previous permits issued by the Town or MassDEP for this project.
- Click “Add a row” to start
  - ▶ Provide information in the window that opens including
    - ▶ Application Type
    - ▶ Transmittal number
    - ▶ Description and Approval date
- If there are no previous approvals, enter “None” or “na”



Previous Permit Approvals

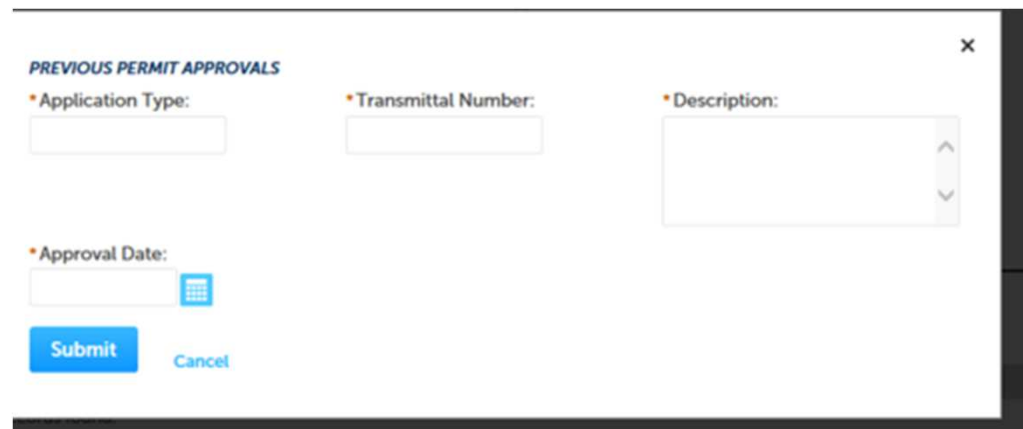
PREVIOUS PERMIT APPROVALS

Showing 0-0 of 0

Application Type	Transmittal Number	Description	Approval Date
No records found.			

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

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




PREVIOUS PERMIT APPROVALS

\*Application Type:

\*Transmittal Number:

\*Description:

\*Approval Date:  

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



# Anticipated Waste Handling Capacity

- The application has a second table that asks for a projection of how much waste will be handled by this project for the first five years of operation
- Click “Add a row” to start
  - ▶ Provide information in the window that opens including
  - ▶ Year
  - ▶ Average Annual Capacity
  - ▶ Average Daily Capacity
  - ▶ Unit of measure for the capacity figures provided (make sure they are both in the same unit of measure such as Tons or CuYds)

Step 2: Application Information > Page 2 of 2

\* indicates a required field.

## Waste Handling Capacity

### WASTE HANDLING CAPACITY

Enter the average Annual Capacity for each of five years, starting with the first full calendar year the proposed facility is expecting to commence operation. Please provide the proposed daily and annual capacity in tons.

Showing 0-0 of 0

Year	Average Annual Capacity	Average Daily Capacity	Unit of Measure
No records found.			

Add a Row

Edit Selected

Delete Selected

WASTE HANDLING CAPACITY

Enter the average Annual Capacity for each of five years, starting with the first full calendar year the proposed facility is expecting to commence operation. Please provide the proposed daily and annual capacity in tons.

\*Year:

\*Average Annual Capacity:

\*Average Daily Capacity:

\*Unit of Measure:

Submit

Cancel

*You can insert 5 rows at once by clicking the down button next to “Add a row” and selecting “5 rows”*



**EEA ePLACE Portal**

# Waste Types

- Indicate which waste types are proposed to be accepted at this site.
- You may select more than one waste type.
- If “Other” or “Special Waste” is selected, a box will appear where you are asked to provide more detail.

Waste Types

---

MSW: ☐

Ash: ☐

Construction and Demolition: ☐

Soil: ☐

Dredge Spoils: ☐

Fines/ Residuals: ☐

Sludge: ☐

Wood Waste: ☐

Mineral Waste: ☐

Special Waste: ☐

Other: ☒

If Special Waste or Other, please specify: \*

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



# Attach Documents

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

Step 3: Documents > Page 1 of 1

\* indicates a required field.

## List of Documents

Please upload 5 Required Document(s) which are mandatory to submit this Application:

1. Copy of Current Site Assignment
2. Current Permit Application Form with PE Certification and Applicant Certification completed
3. MEPA Certificate
4. Report/ Narrative
5. Site Plans

## 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.					

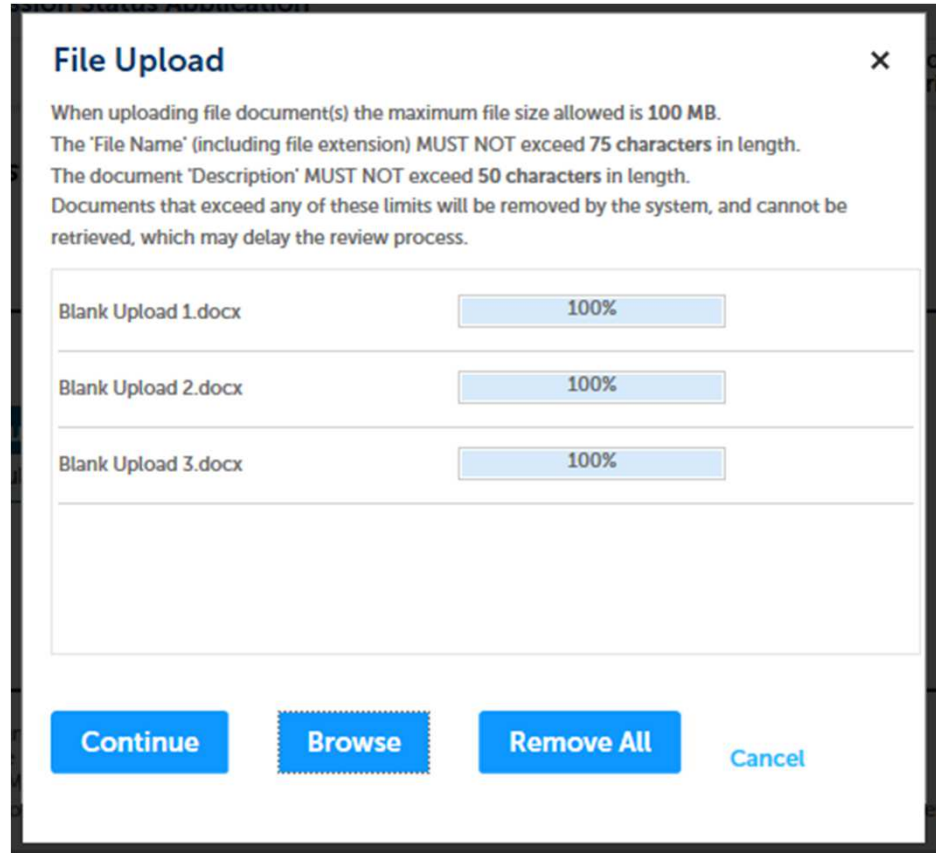
Browse

Continue Application »



# 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.

File:  
Blank Upload 1.docx  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

\*Type:  
--Select--

Remove

File:  
Blank Upload 2.docx  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

\*Type:  
--Select--

Remove

File:  
Blank Upload 3.docx  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

\*Type:  
--Select--

Remove

Save Browse Remove All

Continue Application »


Save and resume later





# Attach Documents

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

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

SW Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application

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

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

List of Documents

---

**Please upload 4 Required Document(s) which are mandatory to submit this Application:**

1. Copy of Current Site Assignment
2. Current Permit Application Form with PE Certification and Applicant Certification completed
3. Report/ Narrative
4. Site Plans

**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
<a href="#">become let from Division property.jpg</a>	Current Permit Application Form with PE Certification and Applicant Certification completed	1.50 KB	12/11/2017	yhyryhyrney	<a href="#">Actions ▾</a>
<a href="#">spring tulips.jpg</a>	Site Plans	384.03 KB	12/11/2017	yeyrry	<a href="#">Actions ▾</a>
<a href="#">house on beach.jpg</a>	Copy of Current Site Assignment	198.67 KB	12/11/2017	tefeyo	<a href="#">Actions ▾</a>
<a href="#">handwritten 3.jpg</a>	Report/ Narrative	11.34 KB	12/11/2017	tywryrhy	<a href="#">Actions ▾</a>

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: ⓘ

☐

Exclusion (special agreement or policy): ⓘ

☐

Substitution (ASP/IRP): ⓘ

☐

Double Fee for Enforcement: ⓘ

☐

Hardship payment extension request: ⓘ

☐

Continue Application »

Save and resume later



EEA ePLACE Portal

# Applicant Contributors

- This page shows the list of individuals who have viewed, edited or signed this application.
- This is also where the applicant identifies the type of authority under which they can sign the application as the Responsible Official.
  - ▶ Input the Organization Name
  - ▶ Type of Organization
  - ▶ Title of person who will be submitting the applicant

SW Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application

1	2	3 Documents	4 Special Fee Provision	5 Applicant and Contributors	6 Review	7 Application Submitted
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Step 5: 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 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 177MP-012908					Edit/View

### Signatory Authority

\*Organization Name:

\*Source of Signatory Authority:  
--Select--

\*Title:  
--Select--



# 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 Winer 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”

## 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

TAUNTON LANDFILL | 330 EAST BRITANNIA ST TAUNTON MA 02780  
DEP Facility ID: 39792  
DEP Region: SE  
AQ ID: 1200710  
HW ID: MAR000509149  
Facility Record ID: 35-FAC-012961

## Owner Information

Showing 0-0 of 0

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

## Owner Type



# Certification Form

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

## Applicant Information

Individual  
Laurel J Carlson  
Boston, 02108  
United States  
Ext #: 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:

a. I have personally Examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;

b. Based on my inquiry of those persons responsible for obtaining the information, the information contained in the submittal is, to the best of my knowledge, true, accurate and complete

c. I am fully authorized to bind the entity required to submit these documents and to make this attestation on behalf of such entity; and

d. I am aware that there are significant penalties including but not limited to, administrative and civil penalties for

☐ I agree that I am the Applicant. If you are not the Applicant then click on 'Save and resume later' button.

Date:

Continue Application »

Save and resume later



**EEA ePLACE Portal**

# 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 Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application

1	2	3	4 Special Fee Provision	5 Applicant 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
SW19 - Application Fee	\$2,075.00

\$2,075.00

[Pay Online »](#) [Pay by Mail »](#)



# Pay Online

- If you choose “Pay Online”, you will be brought to this screen.
- Provide all payment and billing information.
- Accept the terms and conditions.
- You will be e-mailed a receipt.

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

**Total Convenience Fee Due: \$44.65**  
**Total Amount Due: \$1,944.65**

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### Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

### Payment Information

To pay by electronic check, click the ACH tab.

Card Type

Card Number

CVV Code

Expiration

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

#### Commonwealth of Massachusetts Terms Agreement

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

[nCourt Terms Agreement](#)





# Pay by Mail

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

NOTICE DATE: 12/11/2017

Thank you for submitting your online authorization application form for authorization type: SW Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application. Your Application Number is: 17-SW19-000016-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 17-SW19-000016-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

*Review of your application will not begin until after your payment has been received and processed.*

**Fee Exempt Status or Hardship Status Requested:** If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

You can track the progress of your submission through the review process at the following link: <https://permitting.state.ma.us/citizenaccess/>.

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

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



EEA ePLACE Portal

# 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 # 17-SW19-000016-APP

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ 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 Handling - ATC SW19 Construct Small Transfer/ Handling Fac. Application

1	2	3	4 Special Fee Provision	5 Applicant 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 17-SW19-000016-APP.

Conditions

Showing 1-4 of 4

Documents - 4 Uploaded

Required Documents

Copy of Current Site Assignment  
Required Documents  
Uploaded || 12/11/2017

Current Permit Application Form with PE Certification and Applicant Certification completed  
Required Documents  
Uploaded || 12/11/2017

Report/ Narrative  
Required Documents  
Uploaded || 12/11/2017

Site Plans  
Required Documents  
Uploaded || 12/11/2017

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

Public Access Portal

An Initiative of the  
Massachusetts Energy and Environment  
Information Public Access System

An Official website of the Commonwealth of Massachusetts



[Help/FAQ](#)



EEA ePLACE Portal

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## Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For 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/>



**EEA ePLACE Portal**