
Authorization to Operate (ATO) SW20- Small Handling Facility

MassDEP, Bureau of Air & Waste



EEA ePLACE Portal

Overview

- This presentation will take you screen by screen through the ePLACE online permitting application process.
- This presentation does not cover the technical requirements of 310 CMR 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.
- The SW20 Form will be used for the Initial ATO as well as ATO Renewals.



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-06-10-20-operate-an-existing-facility> for detailed instructions on setting up an account.

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

An Official website of the Commonwealth of Massachusetts

EEA ePLACE Portal

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

Need Help? For technical assistance in using (844) 733-7522 or (844) 73-ePLACE between Commonwealth and Federally observed holidays, email ePLACE_helpdesk@state.ma.us. For assistance directly using the links below.

Enhanced Security: EEA has added enhanced security features. You will be asked to provide additional security questions and answers, and answer a security question upon log in. Please refer to the FAQ. [#0009](#)

Mark as Read

Help Desk Team at [with the exception of all](#) [contact the issuing Agency](#)

Contact:
Energy and Environmental Affairs, MASSDEP
Energy and Environmental Affairs, MDAR
Energy and Environmental Affairs, DCR

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

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

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

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

- Apply for a License, Permit, Certificate or Notification

Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

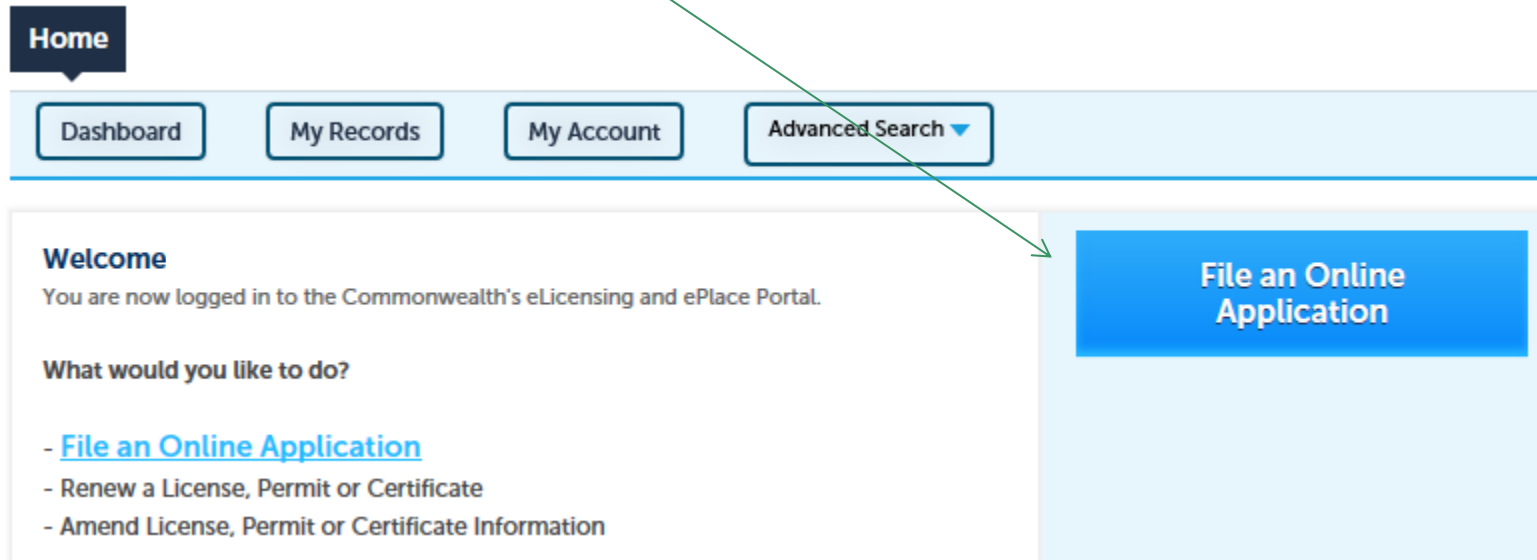
[New Users: Register for an Account](#)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by the Commonwealth of Massachusetts.



File an Online Application

- Click here to start

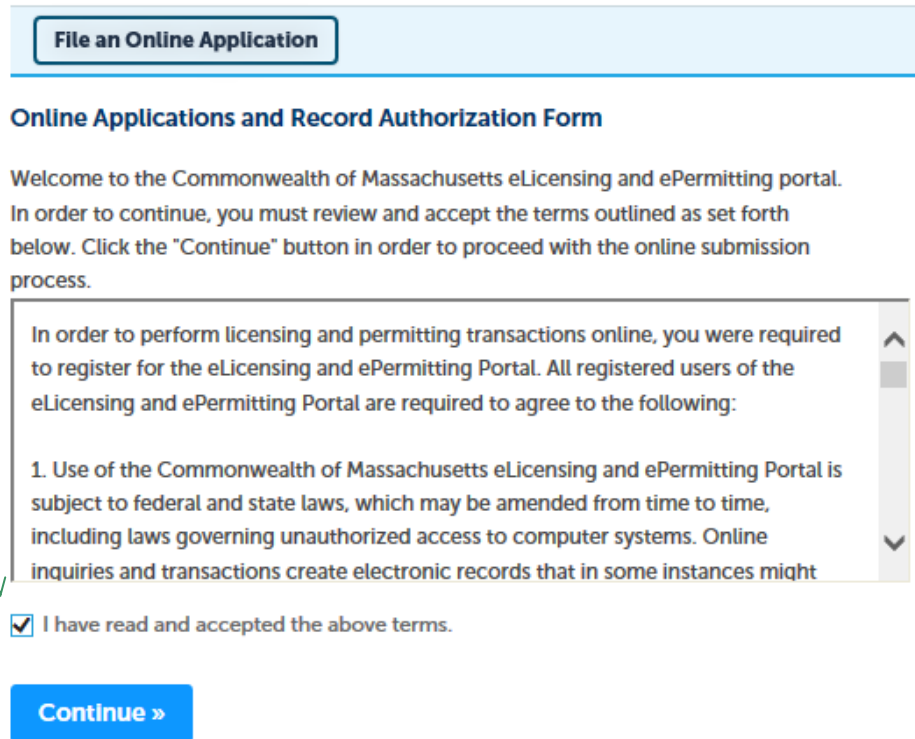


The screenshot shows the EEA ePLACE Portal home page. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar with four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' (which has a dropdown arrow). The main content area has a 'Welcome' message stating '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' (a blue link), 'Renew a License, Permit or Certificate', and 'Amend License, Permit or Certificate Information'. On the right side of the page, there is a large blue button that says 'File an Online Application'. A green arrow points from the bullet point 'Click here to start' to this button.



File an Online Application

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



File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

Continue »



File an Online Application

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


Home

[File an Online Application](#)

eLicensing and ePermitting Online Services

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

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

 [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 »](#)



File an Online Application

- Select the SW20 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)




- ☐ SW Combustion - ATC SW15 Construct New/ Expand Combustion Facil 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 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 Operating - ATO SW06 Auth To Operate/Renew C&D Transfer Or Large Handling Fac Application
- ☐ SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility Application
- ☐ SW Operating- ATO SW10 Authorization to operate a Landfill Application
- ☐ SW48 - Third-Party Inspector Qualifications Statement Application

► Toxic Use Reduction (TUR)

Continue Application »



General Navigation

- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system.
- Any field with a red asterisk is required before you can move to the next page of the application.
- 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-06-10-20-operate-an-existing-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)

Home

DEP Applications

SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility 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:

* Street #: * Street Name: Street Name 2:

* City: * State: MA * Zip:

Latitude: Longitude:

DEP Facility ID:

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)

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, Contact MassDEP. An ATO can only be issued to an existing facility so you will not be able to add the facility at this point
- *NOTE: When Renewing this application you will NOT be able to edit the facility Information. Contact MassDEP if edits are necessary*

Step 1: Facility Information > Facility Information

* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If this is a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

* Facility Name:

* Street #

* Street Name:

Street Name 2

* City:

* State:

* Zip:

Latitude

Longitude

DEP Facility ID:

Search

Clear



Owner Information

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

Owner Information

- 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



Owner Information

- 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	Edit/View Delete

Continue Application »

Save and resume later



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.

SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility Application

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Step 2: Application Information > Page 1 of 2

[Instructions](#)

* indicates a required field.

Owner Type

*Owner Type:
--Select--

General Information

*Operator Company Name:

*Operator Type:
--Select--

*Operator Contact Name:

*Operator Contact email:



Application Information

- You are asked to provide general information about the Operator of the facility including contact information
- Provide an entry/answer to each question with a red asterisk.

General Information

*Operator Company Name:

*Operator Type:

*Operator Contact Name:

*Operator Contact email:

*Operator Contact Phone (no hyphens or parentheses):



Application Information

Additional General Information:

- ▶ Provide a brief description of the facility (Project Description),
- ▶ Waste Handling capacity and site size information
- ▶ Also indicate if the host community has been notified of this application

*Project Description:

*Approved Capacity (Landfill in CU yd and TPY, Handlers and Combustion in TPD):

*Size of waste handling area in acres or square feet:

*Site Assigned Area (In acres):

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

*Have you notified the host community that you have filed or are filing this application?:

☐ Yes ☐ No



Approved Modifications

- List any modifications that have been approved since the last ATO was issued
- Click “Add a row” to start
- Provide information in the window that opens including:
 - ▶ Transmittal number
 - ▶ Description and Approval date
- If there have been no Modifications, you can skip this table and click on “Continue Application:.”

Approved Modification

APPROVED MODIFICATION

Please enter a row for each approval for the last five years.

Showing 1-1 of 1

<input type="checkbox"/>	Transmittal Number	Description of Modification	Approval Date	
<input type="checkbox"/>	X43587	Permit to add a new sorting area (enclosed) for recyclables	03/18/2015	Actions ▼

Add a Row ▼

Edit Selected

Delete Selected

Continue Application »

Save and resume later



Compliance History

- The next table asks for a summary of the Compliance History since the last ATO was issued
- Click “Add a Row” to start
- Provide information in the window that opens including
 - ▶ Enforcement document type
 - ▶ Date Issued
 - ▶ A brief description of the violation
- If there have been no compliance issues enter “None”. You must enter at least one line.

Step 2: Application Information > Page 2 of 2

* indicates a required field.

Compliance History

COMPLIANCE HISTORY

Provide a list of enforcements received during the most recent five years.

Showing 1-1 of 1

<input type="checkbox"/>	Enforcement Type	Date Issued	Description of Violation	
<input type="checkbox"/>	NON	02/13/2013	waste ban - paper & cardboard	Actions▼

Add a Row ▼

Edit Selected

Delete Selected



Attach Documents

- Be Prepared!
 - ▶ The system will list the documents that are required as attachments.
 - ▶ Each of those required documents must be attached separately in order to pass validation.
 - ▶ This means uploading each required document as a discrete file.
 - ▶ Prepare your files in advance and save time during the upload.
- There are additional document types available in the list that you can optionally attach as needed.



Financial Assurance

- The next table requires entry of the financial assurance mechanism (FAM) covering the facility/ operation. More than one option can be listed.
- The options for financial assurance mechanism type are defined by regulation.
- Click “Add a Row” to start and add a row for each FAM Type applicable.

Financial Assurance

FINANCIAL ASSURANCE

Showing 1-1 of 1

<input type="checkbox"/>	Financial Assurance Mechanism Type	FAM Issuer	FAM Amount	FAM Term (yrs.)	
<input type="checkbox"/>	Surety Bond Guaranteeing Payment	First Union Trust	15000000	5	Actions▼

[Add a Row](#) ▼

[Edit Selected](#)

[Delete Selected](#)

[Continue Application »](#)

[Save and resume later](#)



Attach Documents

- Upload all required documents for your application
 - ▶ The required documents will be listed in the application and must be uploaded separately
- To begin attaching documents, click “Browse”

SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility Application

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Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

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

1. Permit Application Form with PE Certification and Applicant Certification completed
2. Report/ Narrative
3. Site Plans AND As-Built Facility Plans
4. Updated Operation and Maintenance Plan
5. Updated Waste Ban Plan

Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.
The File Name (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

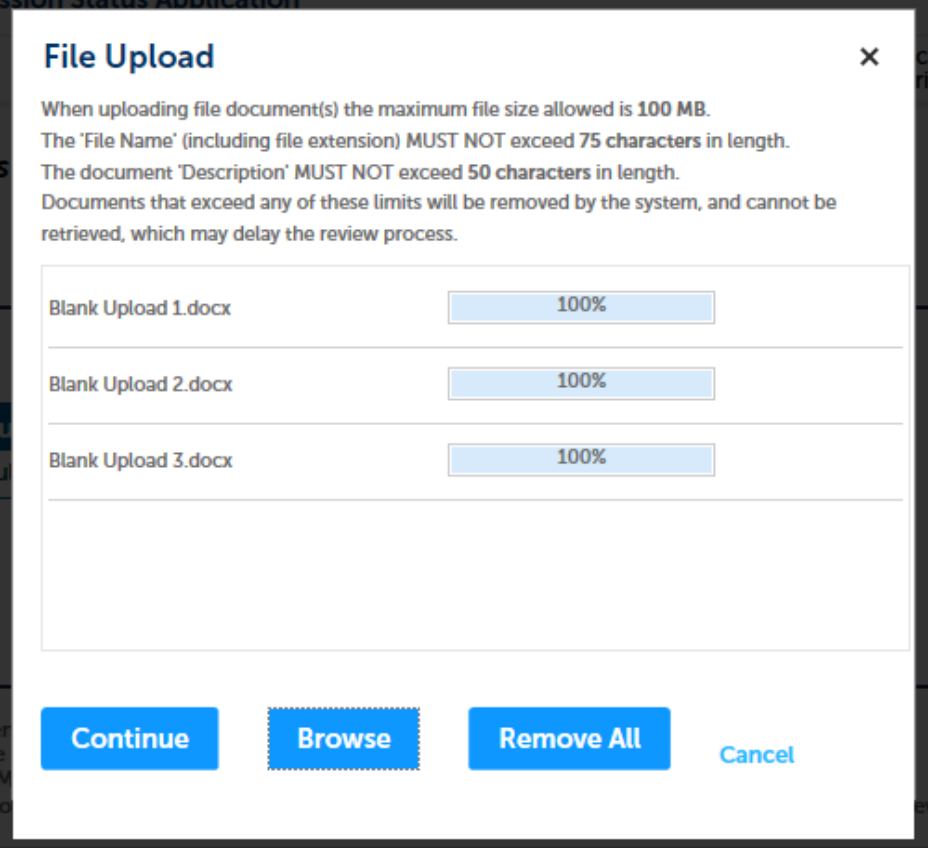
Continue Application »

Save and resume later



Attach Documents

- A “File Upload” window opens
- Click “Browse”
- Choose the file you want to attach
- Click “Browse” again to attach another file
- 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 (MAX 50 characters including spaces)
- 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.

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Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

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2. Report/ Narrative
3. Site Plans AND As-Built Facility Plans
4. Updated Operation and Maintenance Plan
5. Updated Waste Ban Plan

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.



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 the 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



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 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

Step 5: Applicant and Contributors > Page 1 of 1

* indicates a required field.

Application Contributors

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Showing 0-0 of 0

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

Signatory Authority

* Organization Name:

First Recycling

* Source of Signatory Authority:

Limited Liability Company

* Title:

Person authorized to co



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 / applicant. Once they log in, their name will be in the applicant information box.
- Do NOT click “Submit” if you are not the applicant or responsible official.

Applicant Information

To View your contact, click the View link.

Applicant Information:

Laurel Carlson

1 Winter St.

Boston, MA, 02108

Telephone #: 111-111-1111 Email: Laurel.Carlson@massmail.state.ma.us

[Edit or View](#)

[Continue Application »](#)

[Save and resume later](#)



Review the Certification

- The entire application is shown on a single page for your review
- If you note something you want to change, click “Edit Application”
- Otherwise, continue to the bottom of the page.
- If you are NOT the applicant, click “Save and Resume Later” and share the application with the Applicant.



SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility Application

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

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

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

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

[Edit Application](#)

Facility Information

MIDDLEBOROUGH LANDFILL & TRANSFER STA | 207 PLYMPTON ST MIDDLEBOROUGH MA 02346
DEP Facility ID: 39499
DEP Region: SE
AQ ID: 1201047
HW ID: MAC300012580
Facility Record ID: 15-FAC-003053

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Laurel Carlson			111-111-1111	Laurel.Carlson@massmail.state.ma.us	Edit/View

Certification Form

- If the applicant is logged in, the applicants name will appear in the “Applicant Information” box.
- Read the Certification Statement
- When you click “I Agree”- this will insert the date and lock down the content of the application..
- Click “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:

- I have personally Examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;
- 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
- I am fully authorized to bind the entity required to submit these documents and to make this attestation on behalf of such entity; and
- 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



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 Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility 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
SW20 Application Fee	\$985.00

\$985.00

Pay Online »

Pay by Mail »



Pay Online

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

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

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

Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

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

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

NOTICE DATE: 3/2/2018

Thank you for submitting your online authorization application form for authorization type: SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility Application. Your Application Number is: 18-SW20-000005-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-SW20-000005-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

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 # 18-SW20-000005-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 Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility 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 18-SW20-000005-APP.



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

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/>

