Authorization to Construct (ATC) SW26- Large New/ Major Expansion Landfill Application

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.

EEA ePLACE Portal

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
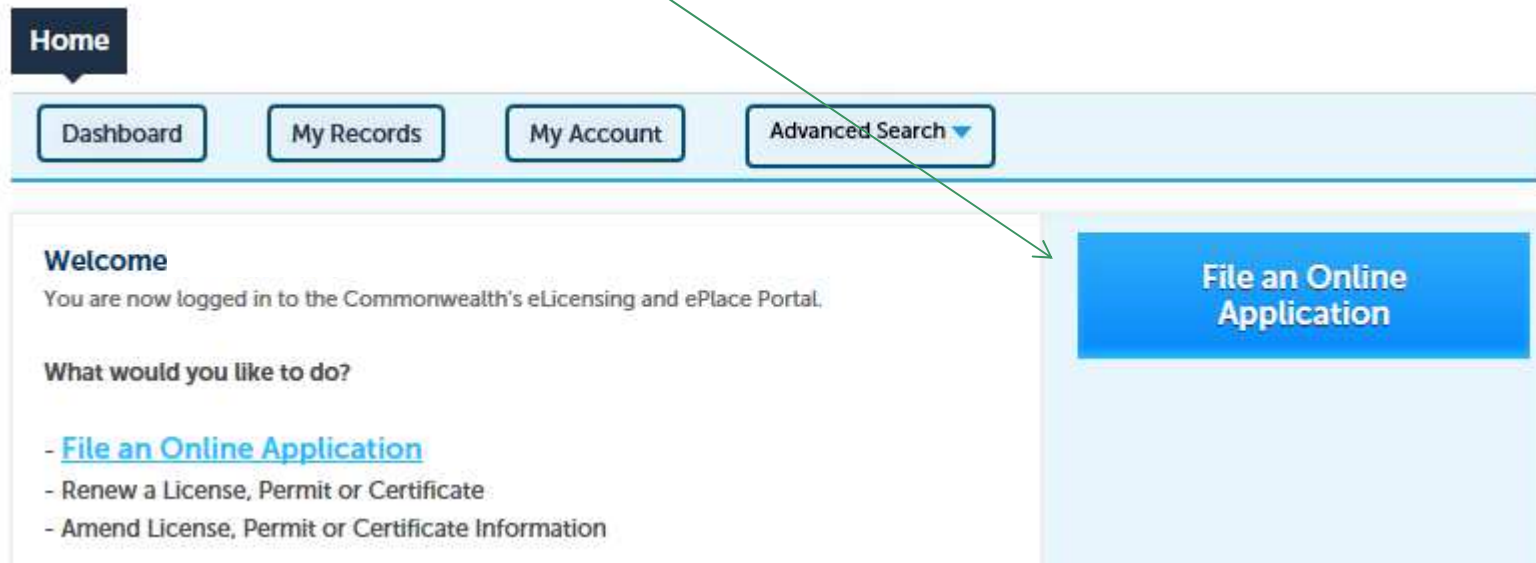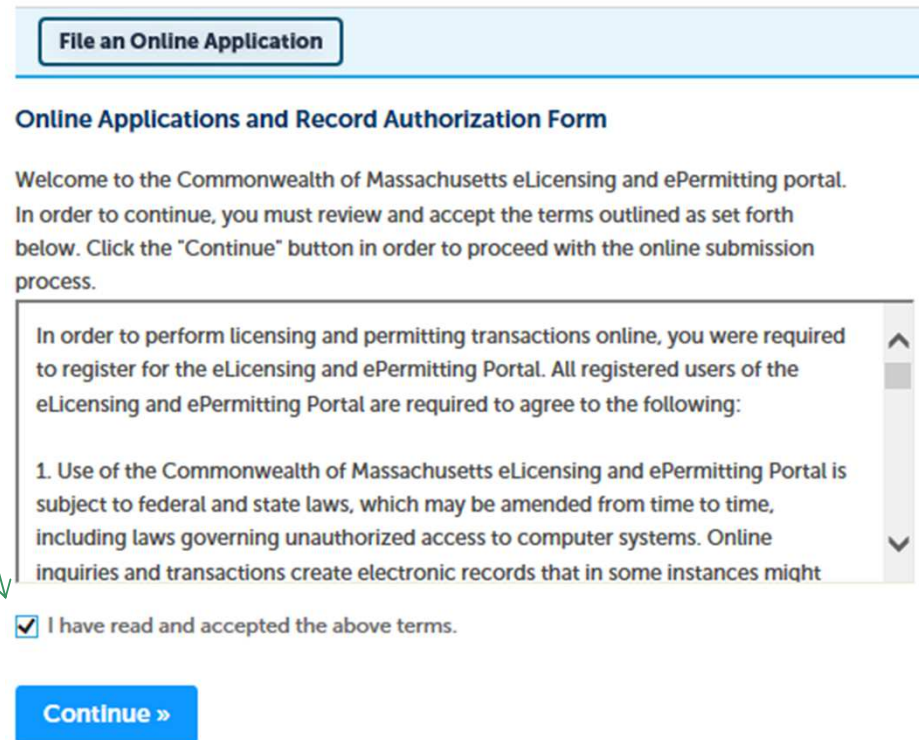
EEA ePLACE Portal

File an Online Application

- Click here to start

File an Online Application

- Read and accept the Terms and Conditions

- Click the checkbox and click "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

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 »

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File an Online Application

- Select the SW26 Application

- Click "Continue Application"

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General Navigation

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

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

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

- Click **Save and resume later** to save your work but also to create a PIN letter that can be shared with another user. This is important if the application is being prepared by a consultant. See the ePLACE Quick Guide at: https://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.

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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)

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SW Landfill - ATC SW26 Construct Lg New/ Major Expansion Landfill Application

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

Step 1: Facility Information > Facility Information

* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If 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:
MA

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

Select   Cancel

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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
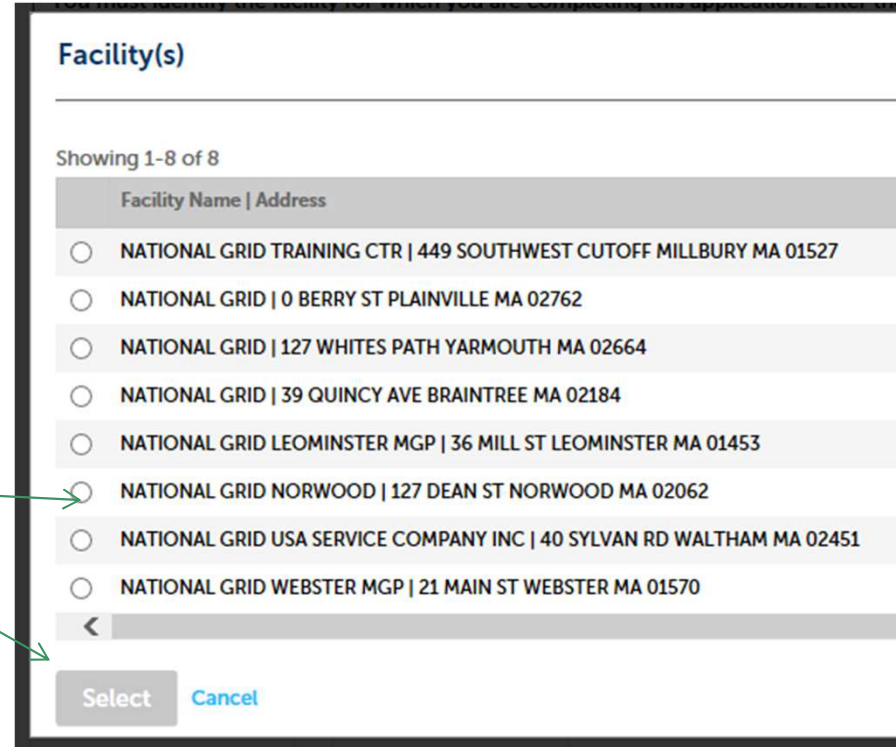
* City: * State: MA   * Zip:

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"

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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: ⑦
--Select-- ▼

First Name: Middle Name: Last Name:

Name Of Organization: ⑦   Contact Person:

Telephone #:
XXX-XXX-XXXX

E-mail:

Look Up   **Clear**   Cancel

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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

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Please fill the below Information: ✕

☐ Use Login Information

* Individual/Organization:
--Select-- ▾

First Name: Middle Name: Last Name:

Suffix:

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

* E-mail:

* P.O. Box / Address Line: ⓘ

* Country:
United States ▾

* City: * State: * Zip: ⓘ
              --Select-- ▾

[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**

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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

* Owner Type:
--Select--

General Information

* 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:

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Application Information

- ## Project Description:
  - ▶ Answer the questions presented

  - ▶ If the project requires a variance, Please describe the requirements for Which a variance will be requested.

  - ▶ 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:

Proposed to build a major expansion of the currently closed landfill

Is a variance required for this phase application?:
◉ Yes ○ No

If yes, please identify the criteria for which you are requesting a variance: *

need variance from side yard set back to wetlands

Is the Project Subject to MEPA Review?:
◉ Yes ○ No

If Yes, Provide the MEPA file number: *

eea123456

Proposed New Waste Disposal Capacity:

600000 cu yd or 600 tons per year

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

43 acres

Site Assigned Area (In acres):

74 acres

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

102 acres

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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"

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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)

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

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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

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Attach Documents

- **Upload all required documents for your application.**

  ▸ The required documents will be listed on the application

- **To begin attaching documents, click "Browse".**

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.					
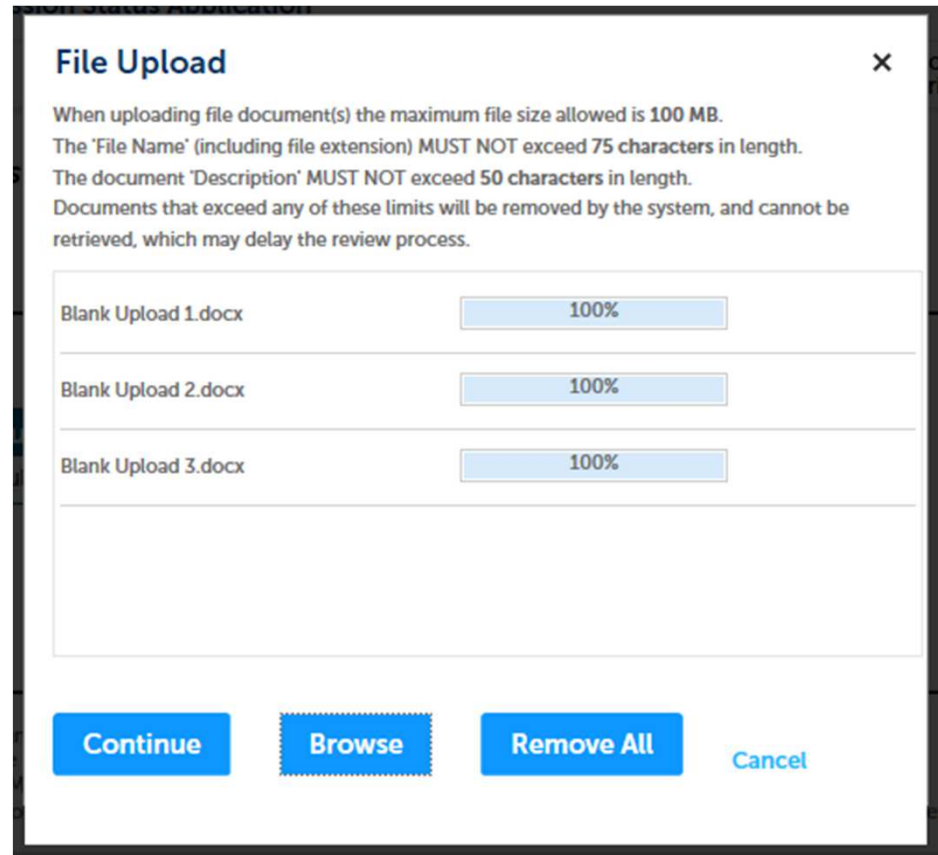
Browse

Continue Application »

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Attach Documents

- A "File Upload" window opens

- Click "Browse"

- Choose the file(s) you want to attach

- When all files reach 100%, click "Continue"

File Upload   ✕

When uploading file document(s) the maximum file size allowed is **100 MB**.
The 'File Name' (including file extension) MUST NOT exceed **75 characters** in length.
The document 'Description' MUST NOT exceed **50 characters** in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] Cancel

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Attach Documents

- Indicate the document type

- Provide a description of each document that you uploaded

- Click "Browse" to add more documents

- When all documents are uploaded and described, click "Save"

- Click "Continue Application"

- You must attach the required documents as listed before moving on.

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Attach Documents

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

- Review the list of attached documents.

- When ready, click "Continue Application".

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Special Fee Provision

- The SW26 is an Individual Rule Project (IRP) which requires Mass DEP and the applicant to negotiate a fee and timeline for review.

- Select IRP on this page. You may also select "exempt" if the applicant is a city/ town or another of the entities exempt from fees under 310 CMR 4.0

- **PLEASE discuss the IRP with MassDEP prior to submitting this application!**

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SW Landfill - ATC SW26 Construct Lg New/ Major Expansion Landfill Application

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Step 4: Special Fee Provision > Page 1 of 1

This application is classified as an Individual Rule Project (IRP) in 310 CMR 4.0. An Individual Rule Project must have a contract executed between the Department and the Applicant to determine the fee and permit review schedule. DO NOT SUBMIT this application if you have NOT met with the Department to discuss the IRP Contract. If the applicant is a City/ Town or other party declared exempt in accordance with 310 CMR 4.0 then the applicant can select "Exemption" in addition to the IRP designation.

*indicates a required field.

Special Fee Provisions

Exemption: ⓘ
☐
Substitution (ASP/IRP): ⓘ
☑
Provide the ASP/IRP code (If you don't have ASP/IRP code, please enter "NA"): * ⓘ

[Continue Application »]   [Save and resume later]

Applicant Contributors

- This pages 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 Landfill - ATC SW26 Construct Lg New/ Major Expansion Landfill Application

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

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:

* Source of Signatory Authority:
--Select--

* Title:
--Select--

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Applicant Contributors

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

- 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.Carlson@massmail.state.ma.us

Edit or View

Continue Application »   Save and resume later

EEA ePLACE Portal

Review the Certification

- The entire application is shown on a single page for your review

- If you note something you want to change, click "Edit Application"

- Otherwise, continue to the bottom of the page.

- 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: MAR000509349
Facility Record ID: 15-FAC-012961

Owner Information

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action

No records found.

Owner Type

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Certification Form

- When the applicant is logged in, the applicants name will appear in the "Applicant Information" box.

- Read the Certification Statement.

- When you click "I Agree that I am the Applicant"- the date will be inserted.

- Click on Continue to submit the application.

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 9on 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

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Submission Successful!

- When you submit your certification you will receive this notice.

- You will also received a Record ID so you can track the status of your application on line

- Go to your "My Records" page in ePLACE to see the status of an application

SW Landfill - ATC SW26 Construct Lg New/ Major Expansion Landfill Application

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Step 7: Record Issuance

✓ Successfully Completed.

Thank you for using our online services.
Your Record Number is 17-SW26-000024-APP.

Conditions

Showing 1-5 of 5

Documents - 5 Uploaded
Required Documents
Copy of Current Site Assignment
Required Documents
Uploaded | | 12/13/2017

MEPA Certificate
Required Documents
Uploaded | | 12/13/2017

Permit Application Form with PE Certification and Applicant Certification completed
Required Documents
Uploaded | | 12/13/2017

Report/ Narrative
Required Documents
Uploaded | | 12/13/2017

Site Plans
Required Documents
Uploaded | | 12/13/2017

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

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Email Notification

- Once the application has bee submitted, you will receive notification by email. The IRP fee will be billed later.

NOTICE DATE: 12/13/2017

Thank you for submitting your online authorization application form for authorization type: SW Landfill - ATC SW26 Construct Lg New/ Major Expansion Landfill Application. Your Application Number is: 17-SW26-000024-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-SW26-000024-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 w 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

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EPA Electronic Signatory Verification

- USEPA requires that electronic signatures be validated. At the bottom of the email indicating a successful submission, you will see instructions on how to complete the validation process.

- Please print, sign and mail the below section of the email as instructed.

To meet Federal Reporting requirements for EPA's Cross-Media Electronic Reporting Rule (CROMERR), you are required to print this entire email, and to sign the bel 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-SW26-000024-APP

Printed Name _____ Signature _____ Date _____
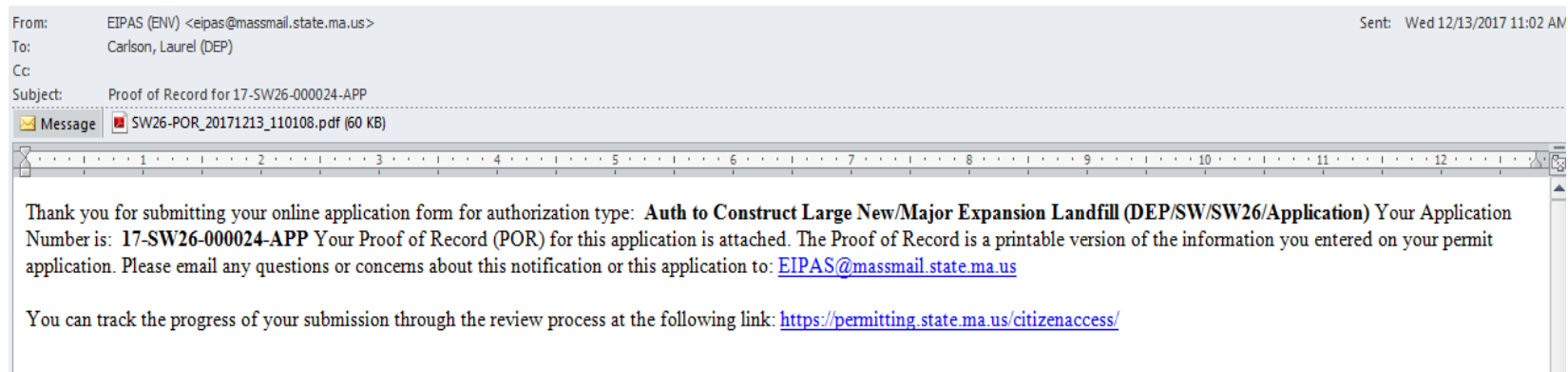
Please return signed document to:
MassDEP
ePLACE Confirmations
One Winter Street
Boston, MA 02108

EEA ePLACE Portal

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.

From:	EIPAS (ENV) <eipas@massmail.state.ma.us>
To:	Carlson, Laurel (DEP)
Cc:	
Subject:	Proof of Record for 17-SW26-000024-APP

Sent: Wed 12/13/2017 11:02 AM

Message | SW26-POR_20171213_110108.pdf (60 KB)

Thank you for submitting your online application form for authorization type: **Auth to Construct Large New/Major Expansion Landfill (DEP/SW/SW26/Application)** Your Application Number is: **17-SW26-000024-APP** Your Proof of Record (POR) for this application is attached. The Proof of Record is a printable version of the information you entered on your permit application. Please email any questions or concerns about this notification or this application to: EIPAS@massmail.state.ma.us

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

- 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: 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