Beneficial Use Determination (BUD) SW40 Application for BUD Materials in Regulated Systems

MassDEP, Bureau of Air & Waste





Overview

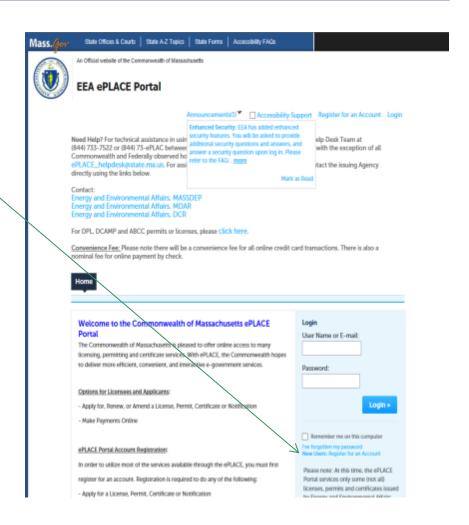
- This presentation will take you screen by screen through the ePLACE online permitting application process.
- This presentation does not cover the technical requirements of 310 CMR
 17.00 and 19.00 with regards to Solid Waste Management
- There are four applications for obtaining a Beneficial Use Determination (BUD). See the General Instructions and 310 CMR 19.060 to select the correct application.
- The SW 40 is to be used for Beneficial Use of secondary materials at facilities permitted, approved or otherwise regulated by the Department.
- Once approved, the BUD can be amended by clicking on the "Amendment" button next to the record. There is no longer a separate form for a modification.



How to Apply

- Create or log into your account in ePlace
- First time users click here
- Be sure to provide full name, address and contact information when you set up your account.
- See
 <u>https://permitting.state.ma.us/C</u>
 itizenAccess/

for detailed instructions on setting up an account





• Click here to start

Home

Dashboard My Records My Account Advanced Search ▼

Welcome

You are now logged in to the Commonwealth's eLicensing and ePlace Portal.

What would you like to do?

- File an Online Application

- Renew a License, Permit or Certificate

- Amend License, Permit or Certificate Information



- Read and accept the Terms and Conditions
- Click the checkbox and click "Continue"

File an Online Application

Online Applications and Record Authorization Form

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

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

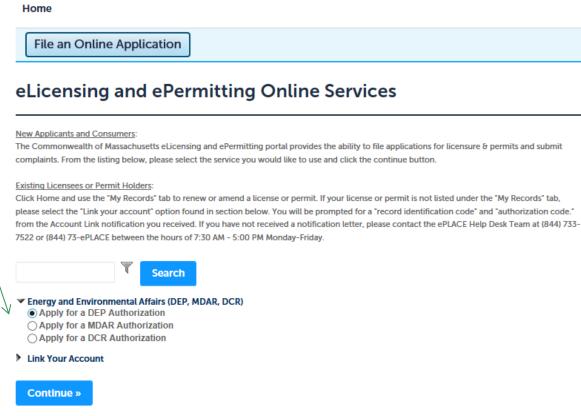
 Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances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

I have read and accepted the above terms.

Continue »



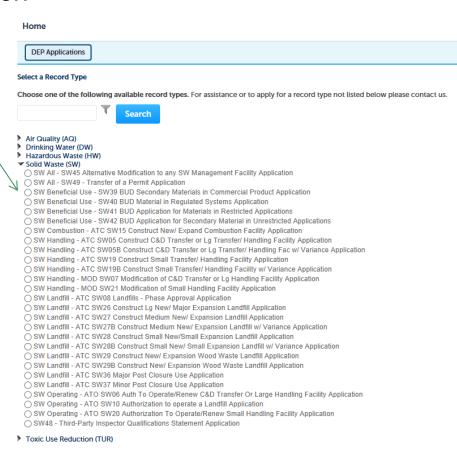
 Click on "Energy and Environmental Affairs" and "Apply for a DEP Authorization"





- Select the SW40 Application
- Click "Continue

Application"



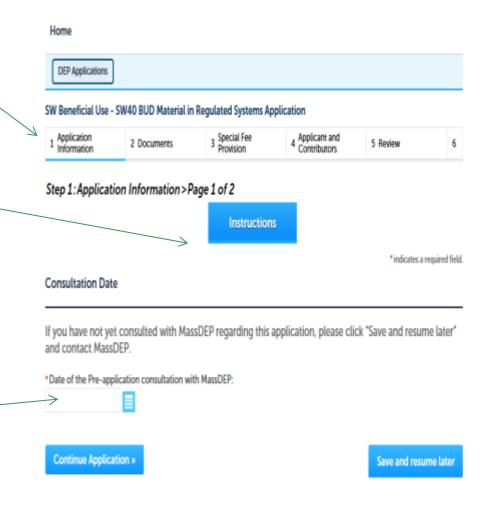
General Navigation

- Always Click Continue Application > to move to the next page.
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk is required before you can move off the page.
- Click Save and resume later to save your work but also to create a PIN letter that can be shared with another user. This is important if the application is being prepared by a consultant. See the ePLACE Quick Guide at: https://permitting.state.ma.us/CitizenAccess/ for instruction on how to share a PIN and allow other people to access the draft application while in development.



Start the Application

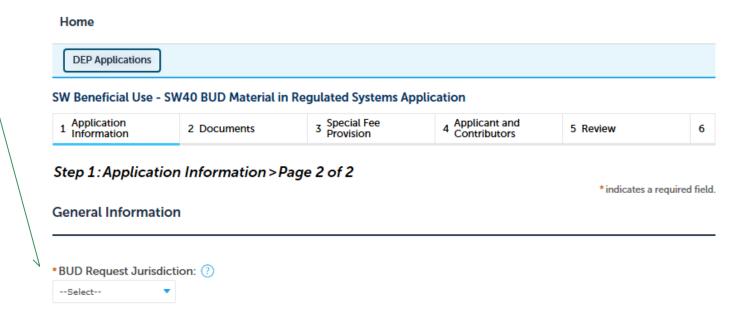
- Across the top of each screen you will see the "steps" to completing this application
- You can link to the webpage with the Instructions for this application by clicking on the Blue button.
- Anyone applying for a BUD must have a pre-application consultation with the Regional Office or Boston office.
- Indicate the date of the preapplication consultation in the box provided





Application Information: Jurisdiction

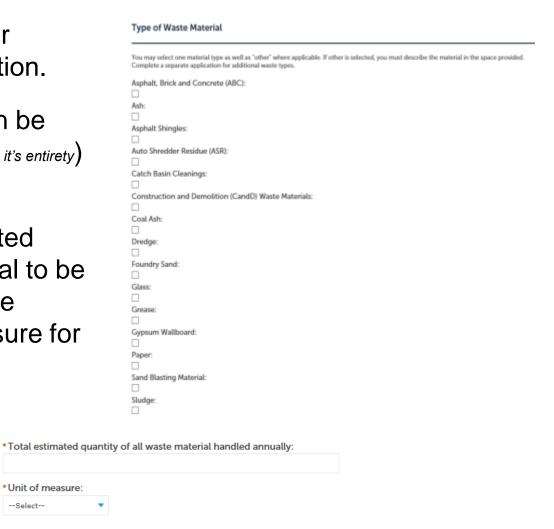
 Is this BUD for an use of BUD materials in a single location or statewide? Select the appropriate Regional Office of jurisdiction or select "statewide". If more than one regional office would be affected select "statewide".





Application Information: Materials

- Select one waste and/ or "Other" for each application.
- Only one waste type can be **selected** (list to right is not shown in it's entirety)
- At the bottom of the list indicate the total estimated quantity of waste material to be handled annually and the appropriate unit of measure for that total

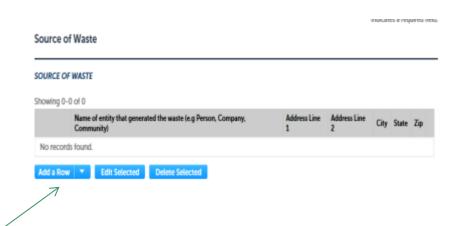




*Unit of measure: --Select--

Application Information: Sources of Waste

- List all of the entities who generate the waste in this table.
 Analytical data will be required for wastes from each entity.
- Entities could be a person, a company or a community/ govt. agency.
- Click "Add a Row" to get started.
- Provide the information requested in the table for each entity including name and address.
- Click "Submit" when the entry for each entity is complete.

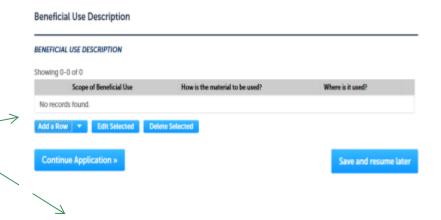


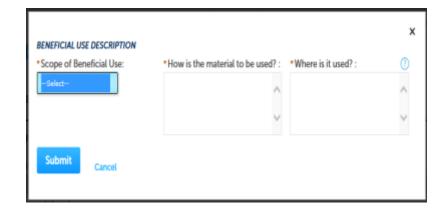




Application Information: Use of BUD Materials

- This table is used to identify how and where the BUD Materials will be used.
- Click "Add a Row" to get started.
- Pick the appropriate location from the drop down list and provide a brief description of how the BUD Material will be used and where it will be used.
- Click "Submit" when the entry for each line is complete.
- Add additional rows as necessary.





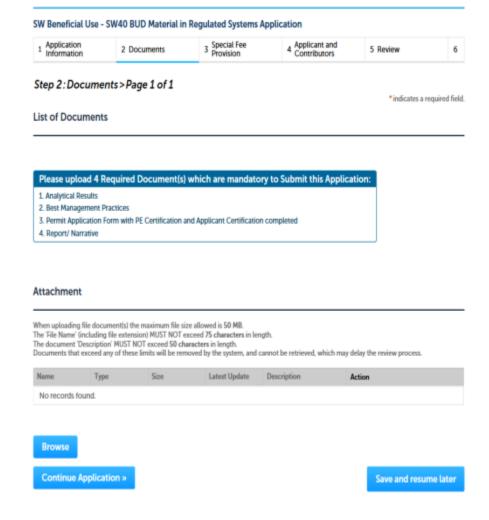


Be Prepared!

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

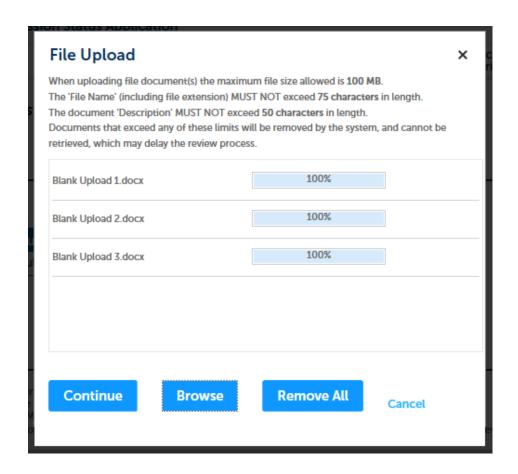


- Upload all required documents for your application.
 - The required documents will be listed on the application
- To begin attaching documents, click "Browse".



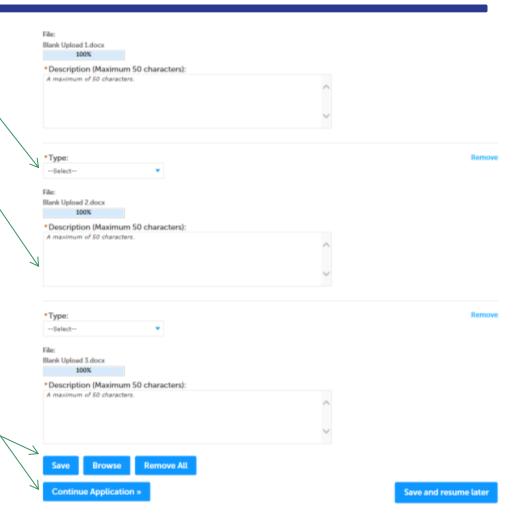


- A "File Upload" window opens
- Click "Browse"
- Choose the file(s) you want to attach
- When all files reach 100%, click "Continue"



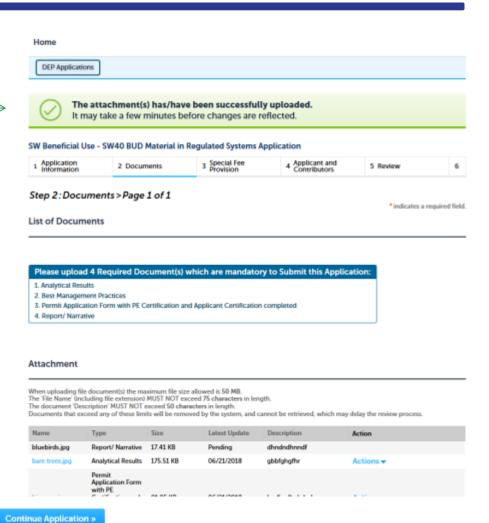


- Indicate the document type
- Provide a description of each document that you uploaded
- Click "Browse" to add more documents
- When all documents are uploaded and described, click "Save"
- Click "Continue Application"
- You must attach the required documents as listed before moving on.





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





Special Fee Provision

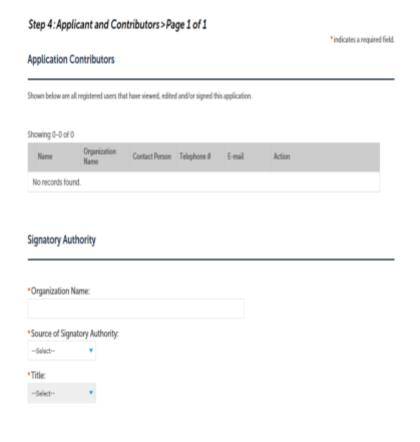
- Leave blank and click "Continue Application" if special fees do not apply to your situation.
- If you have a Special Fee
 Provision (e.g., the applicant is a municipality), check the appropriate box and provide requested information.
- Click "Continue Application"





Application 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
 - Select Type of Organization
 - Select Title of person who will be submitting the applicant





Applicant Information

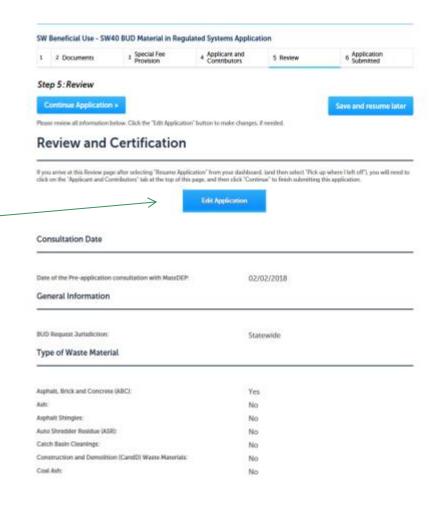
- Whoever is logged in will see their name in the "Applicant Information"
- If you are NOT the applicant, please share this application with the responsible official and once they log in, their name will be in the applicant information box.





Review the Application

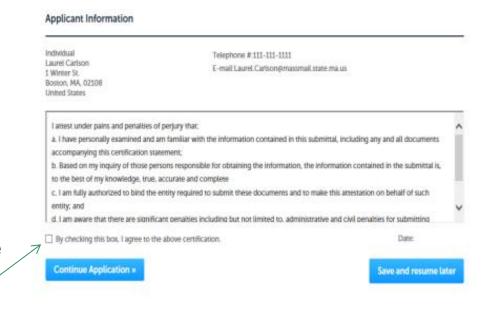
- The entire application is shown on a single page for your review
- If you note something you want to change, click "Edit Application"
- Otherwise, continue to the bottom of the page.
- If you are NOT the applicant, click "Save and Resume Later"





Certification Statement

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



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 Beneficial Use - SW40 BUD Material in Regulated Systems Application

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

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

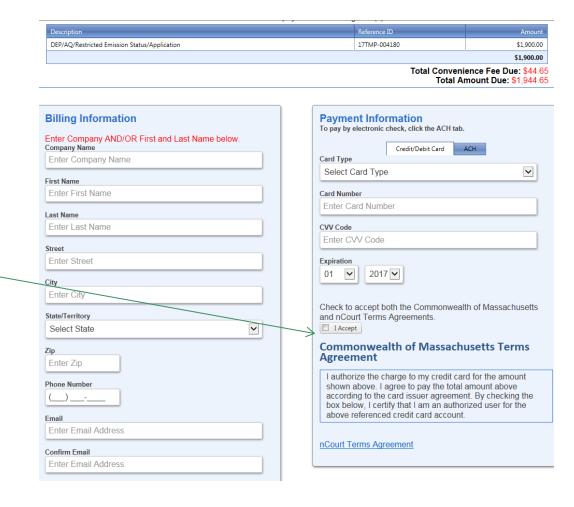


Pay Online » Pay by Mail »



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.





Pay by Mail

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

NOTICE DATE: 6/21/2018

Thank you for submitting your online authorization application form for authorization type: SW Beneficial Use - SW40 BUD Material in Regulated Systems Application. Your Application Number is: 18-SW40-000006-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-SW40-000006-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

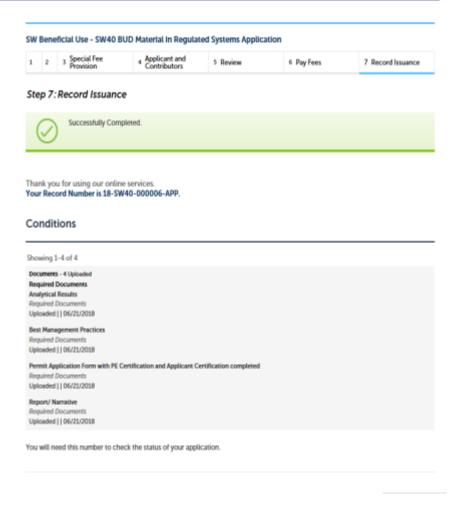
- USEPA requires that electronic signatures be validated. At the bottom of the email indicating a successful submission, you will see instructions on how to complete the validation process.
- Please print, sign and mail the below section of the email as instructed.

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-SW40-000006-APP						
Printed Name Signature Date						
Please return signed document to: MassDEP ePLACE Confirmations One Winter Street Boston, MA 02108						



Submission Successful!

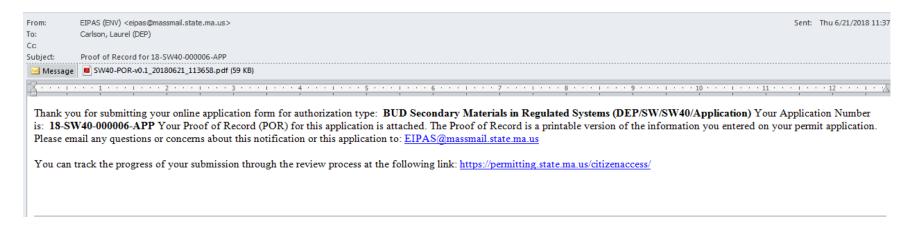
- When you submit your certification you will receive this notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your "My Records" page in ePLACE to see the status of an application





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/







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/

