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# Beneficial Use Determination (BUD) - SW41 Application for Materials in Restricted Applications

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 and the process of applying for and receiving a Beneficial Use Determination (BUD)
- SW41 is to be used for secondary materials that are beneficially used in applications that utilize risk management techniques in order to prevent adverse impact or significant risks to public health, safety and the environment, including, but not limited to, nuisances.
- You are **REQUIRED** to consult with the appropriate MassDEP regional office or Boston office before starting this application.



# 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://permitting.state.ma.us/CitizenAccess/> 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, please contact the ePLACE Helpdesk at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance directly using the links below.

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](#)

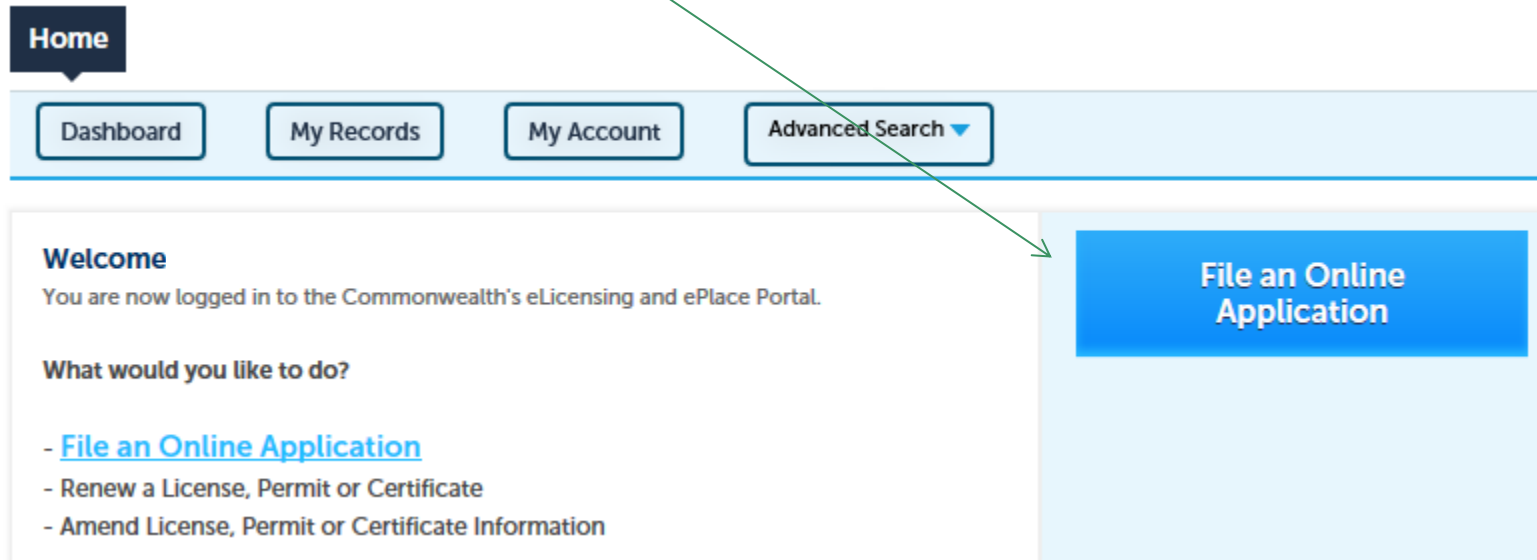
[New Users: Register for an Account](#)

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

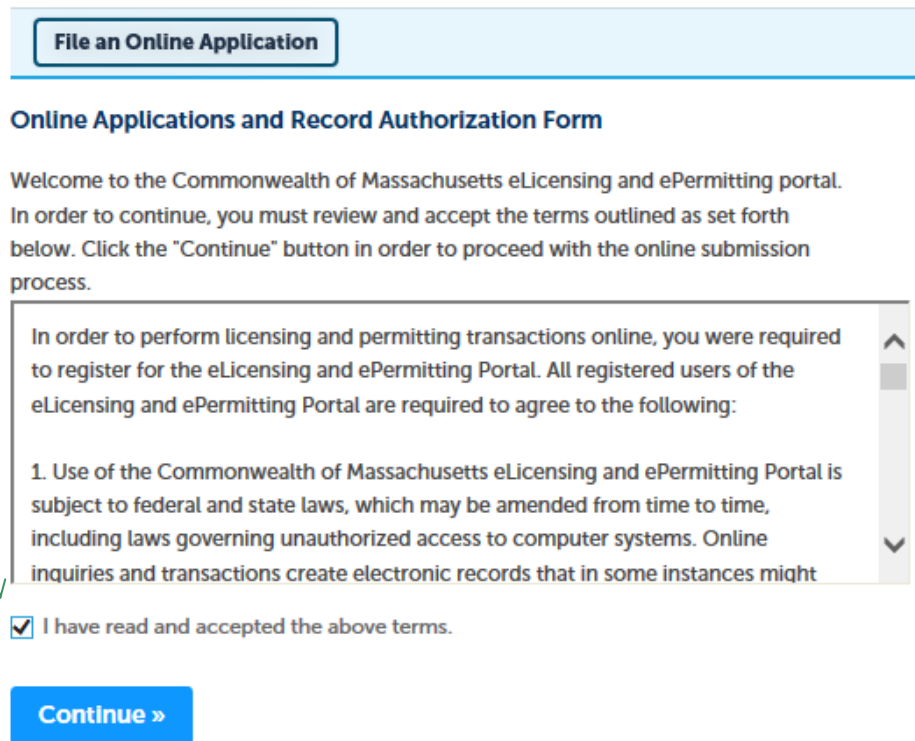


The screenshot shows the EEA ePLACE Portal interface. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' (with a dropdown arrow). The main content area has a 'Welcome' message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

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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 »](#)



# File an Online Application

- Select the SW41 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.





► Air Quality (AQ)  
► Drinking Water (DW)  
► Hazardous Waste (HW)  
▼ Solid Waste (SW)  
☐ SW All - SW45 Alternative Modification to any SW Management Facility Application  
☐ SW All - SW49 - Transfer of a Permit Application  
☐ SW Beneficial Use - SW39 BUD Secondary Materials in Commercial Product Application  
☐ SW Beneficial Use - SW40 BUD Material in Regulated Systems Application  
☐ SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications  
☐ SW Beneficial Use - SW42 BUD Application for Secondary Material in Unrestricted Applications  
☐ SW Combustion - ATC SW15 Construct New/ Expand Combustion Facility Application  
☐ SW Handling - ATC SW05 Construct C&D Transfer or Lg Transfer/ Handling Facility 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 Facility Application  
☐ SW Handling - ATC SW19B Construct Small Transfer/ Handling Facility w/ Variance Application  
☐ SW Handling - MOD SW07 Modification of C&D Transfer or Lg Handling Facility Application  
☐ SW Handling - MOD SW21 Modification of Small Handling Facility Application  
☐ SW Landfill - ATC SW08 Landfills - Phase Approval Application  
☐ SW Landfill - ATC SW26 Construct Lg New/ Major Expansion Landfill Application  
☐ SW Landfill - ATC SW27 Construct Medium New/ Expansion Landfill Application  
☐ SW Landfill - ATC SW27B Construct Medium New/ 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 Facility Application  
☐ SW Operating - ATO SW10 Authorization to operate a Landfill Application  
☐ SW Operating - ATO SW20 Authorization To Operate/Renew Small Handling Facility Application  
☐ SW48 - Third-Party Inspector Qualifications Statement Application

► 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 must be filled (required) before you can move to the next page .
- Click :  for help or instruction.
- 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://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 pre-application consultation in the box provided

Home

DEP Applications

SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications

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

Step 1: Application Information > Page 1 of 4

Instructions

\* Indicates a required field.

Consultation Date

If you have not yet consulted with MassDEP regarding this application, please click “Save and resume later” and contact MassDEP.

\* Date of the Pre-application consultation with MassDEP:

Continue Application »

Save and resume later



# 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”.

Home

DEP Applications

SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications

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|---------------------------|-------------|-------------------------|------------------------------|----------|---|

Step 1: Application Information > Page 2 of 4

\* indicates a required field.

General Information

\* BUD Request Jurisdiction: ⓘ

--Select--

Continue Application »

Save and resume later



# Application Information:Materials

- Select one waste and/ or “Other” for each application.
- Only one waste type can be selected
- 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

SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications

|                           |             |                         |                              |          |   |
|---------------------------|-------------|-------------------------|------------------------------|----------|---|
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|---------------------------|-------------|-------------------------|------------------------------|----------|---|

Step 1: Application Information > Page 3 of 4

\* Indicates a required field

Type of Waste Material

You may select one material type as well as "other" where applicable. If other is selected, you must describe the material in the space provided. Complete a separate application for additional waste types.

Asphalt, Brick and Concrete (ABC):  
☐

Asht:  
☐

Asphalt Shingles:  
☐

Auto Shredder Residue (ASR):  
☐

Catch Basin Cleanings:  
☐

Construction and Demolition (CandD) Waste Materials:  
☐

Coal Ash:  
☐

Dredge:  
☐

Foundry Sand:  
☐

Glass:  
☐

Grease:  
☐

Gypsum Wallboard:  
☐

Paper:  
☐

Sand Blasting Material:  
☐

Street Sweepings:  
☐

Sludge:  
☐

Tires:  
☐

Other:  
☐

\*Total estimated quantity of all waste material handled annually:

\*Unit of measure:

Continue Application »

Save and resume later



# 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.

SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications

|                           |             |                         |                              |          |   |
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|---------------------------|-------------|-------------------------|------------------------------|----------|---|

Step 1: Application Information > Page 4 of 4

\* Indicates a required field

Source of Waste

SOURCE OF WASTE

Showing 0-0 of 0

| Name of entity that generated the waste (e.g Person, Company, Community) | Address Line 1 | Address Line 2 | City | State | Zip |
|--|----------------|----------------|------|-------|-----|
| No records found.  |                |                |      |       |     |

Add a Row Edit Selected Delete Selected

SOURCE OF WASTE

\* Name of entity that generated the waste (e.g Person, Company, Community):

Address Line 1:

Address Line 2:

City:

State: --Select--

Zip:

Submit Cancel



# Application Information: BUD Material Use

- 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

Beneficial Use Description

BENEFICIAL USE DESCRIPTION

Showing 0-0 of 0

| Scope of Beneficial Use | How is the material to be used? | Where is it used? |
|-------------------------|---------------------------------|-------------------|
| No records found.       |                                 |                   |

Add a Row

Edit Selected

Delete Selected

BENEFICIAL USE DESCRIPTION

\* Scope of Beneficial Use:

--Select--

\* How is the material to be used?:

\* Where is it used?:

Submit

Cancel



# Attach Documents

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



# Attach Documents

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

SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications

|                           |             |                         |                              |          |   |
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|---------------------------|-------------|-------------------------|------------------------------|----------|---|

Step 2: 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. Analytical Results
2. Best Management Practices
3. Permit Application Form with PE Certification and Applicant Certification completed
4. Report/ Narrative

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

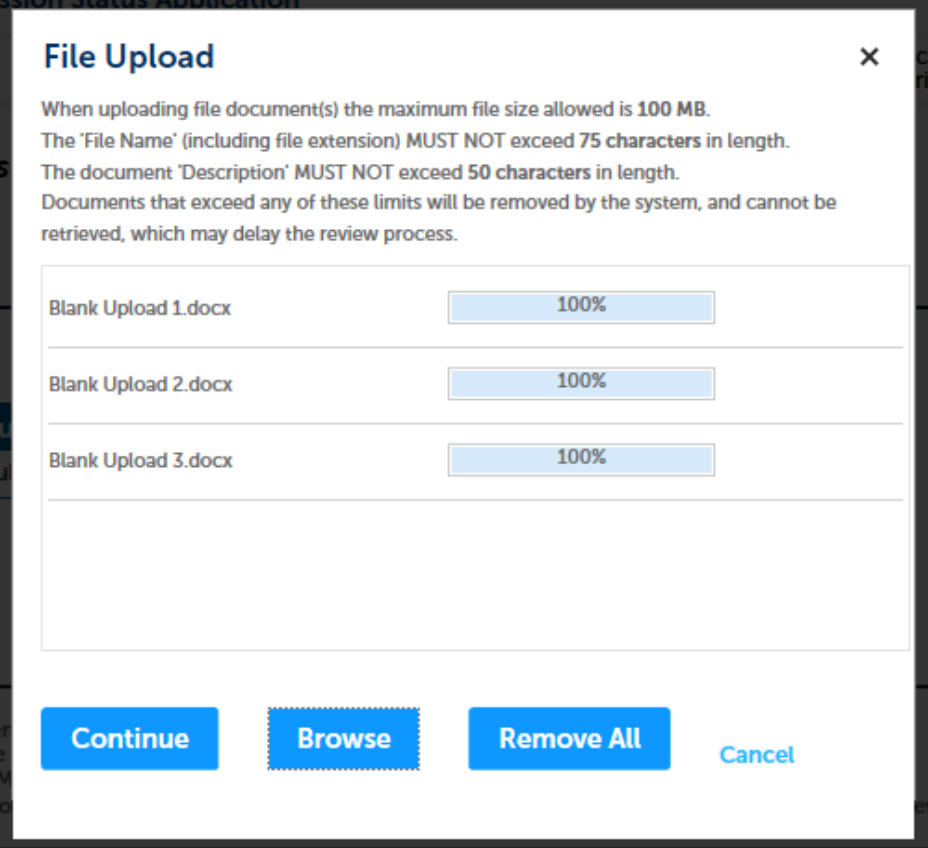
Continue Application »

Save and resume later



# Attach Documents

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



**File Upload** [X]

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.

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 Beneficial Use - SW41 BUD Materials in Restricted Applications Renewal

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

Step 2: 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. Analytical Results ✓
- 2. Best Management Practices ✓
- 3. Permit Application Form with PE Certification and Applicant Certification completed ✓
- 4. Report/ Narrative ✓

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                    |
|-----------------|---|-----------|---------------|-------------|---------------------------|
| bunny.jpg       | Analytical Results  | 92.46 KB  | 05/30/2018    | fghdth      | <a href="#">Actions ▼</a> |
| canyonlands.jpg | Permit Application Form with PE Certification and Applicant Certification completed | 172.76 KB | 05/30/2018    | hfdhdg      | <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](#)



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

Step 4: 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 0-0 of 0

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

## Signatory Authority

\* Organization Name:

\* Source of Signatory Authority:

\* Title:



# 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](#)



# 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”

SW Beneficial Use - SW41 BUD Application for Materials in Restricted Applications

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

## Step 5: 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](#)

### Consultation Date

Date of the Pre-application consultation with MassDEP: 02/18/2018

### General Information

BUD Request Jurisdiction: Statewide

### Type of Waste Material



# 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.

## Applicant Information

Individual  
Laurel Carlson  
1 Wimmer St.  
Boston, MA, 02108  
United States

Telephone #:111-111-1111  
E-mail:Laurel.Carlson@massmail.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 submitting

☐ By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later

- 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 - SW41 BUD Application for Materials in Restricted Applications

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

### 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

| Fees                 | Amount     |
|----------------------|------------|
| SW41 Application Fee | \$4,455.00 |

\$4,455.00

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**

### 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: 5/30/2018

Thank you for submitting your online authorization application form for authorization type: SW Beneficial Use - SW41 BUD Materials in Restricted Applications Amendment. Your Application Number is: 18-SW41-000005-AMD.

**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-SW41-000005-AMD 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.*



# EPA Electronic Signatory Verification

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- 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

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**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-SW41-000005-AMD**

**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 Beneficial Use - SW41 BUD Application for Materials in Restricted Applications

|   |   |                         |                              |          |            |                   |
|---|---|-------------------------|------------------------------|----------|------------|-------------------|
| 1 | 2 | 3 Special Fee Provision | 4 Applicant and Contributors | 5 Review | 6 Pay Fees | 7 Record Issuance |
|---|---|-------------------------|------------------------------|----------|------------|-------------------|

## Step 7: Record Issuance



Successfully Completed.

Thank you for using our online services.  
Your Record Number is 18-SW41-000006-APP.

[Home](#)

[Dashboard](#) [My Records](#) [My Account](#)

Welcome Icarlson

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

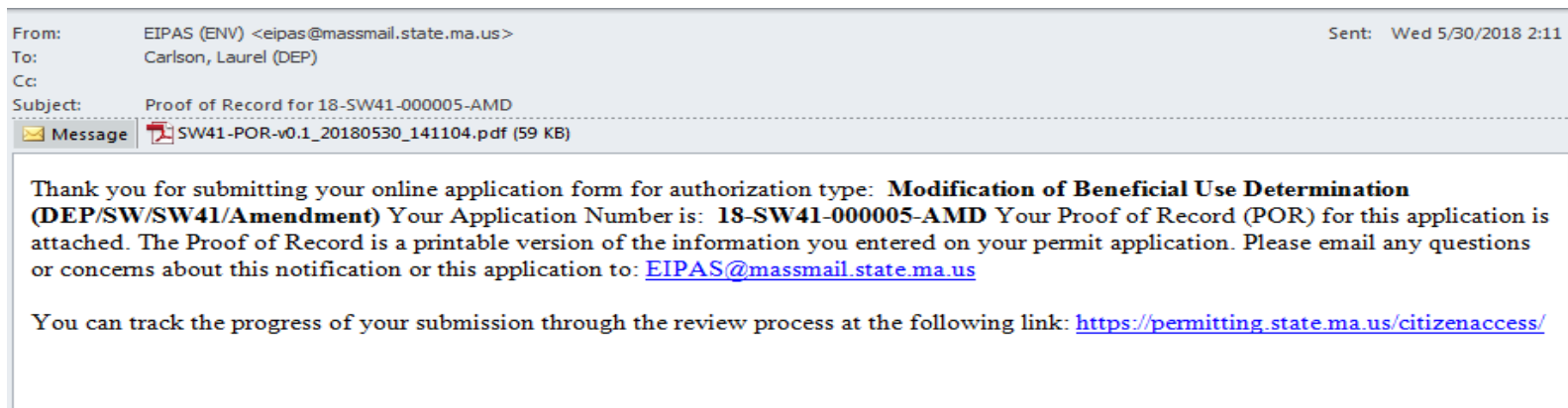
What would you like to do?

[File an Online 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 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:  
<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/>

