
Beneficial Use Determination (BUD) SW42 BUD Application for Secondary Material in Unrestricted Applications

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
- 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 42 Application is for secondary materials that are beneficially used in applications that do not limit exposure to potential human or environmental receptors from secondary material constituents that have the potential to adversely impact or create a risk to public health, safety, or the environment, including, but not limited to, nuisance conditions. Unrestricted beneficial use proposals are subject to the most comprehensive risk evaluations.



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

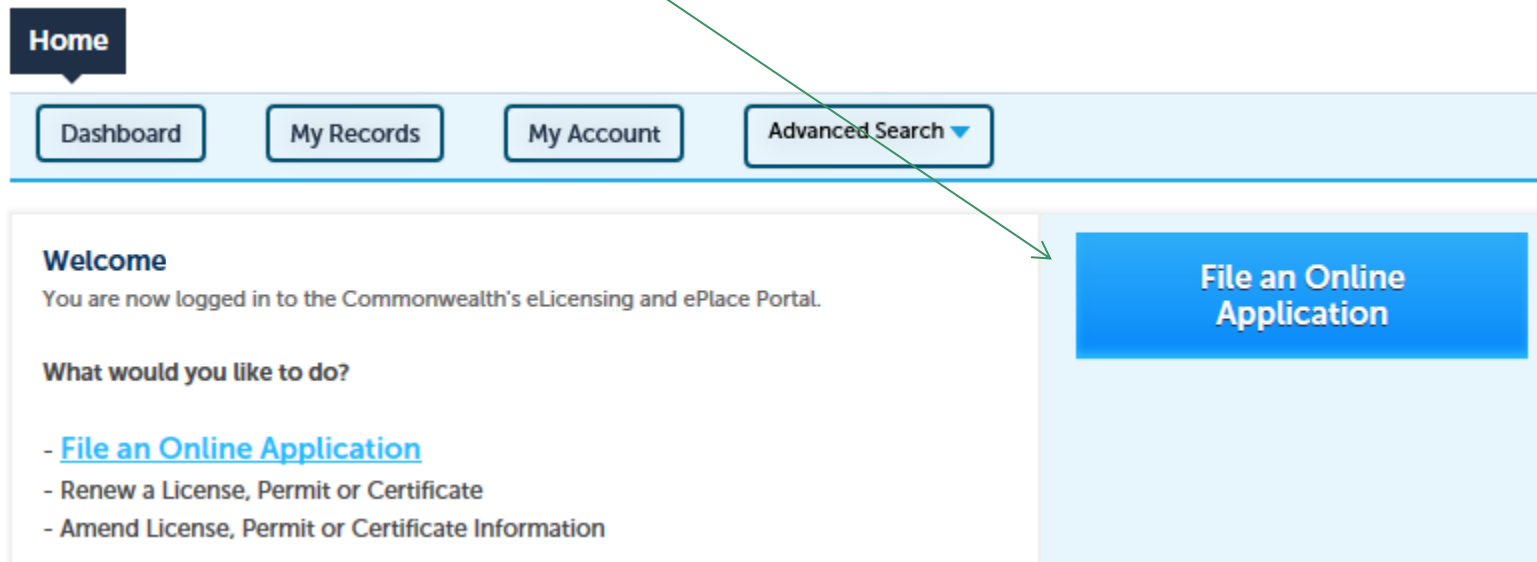


EEA ePLACE Portal

A screenshot of the EEA ePLACE Portal website. The page has a blue header with the "Mass.gov" logo and navigation links: "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below the header is a banner for the "EEA ePLACE Portal" with the text "An Official website of the Commonwealth of Massachusetts". The main content area includes a "Need Help?" section with contact information for MASSDEP, MDAR, and DCR. There is also a "Convenience Fee" notice. On the right side, there are links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". A "Home" button is located below the main content. The bottom section is titled "Welcome to the Commonwealth of Massachusetts ePLACE Portal" and contains a "Login" form with fields for "User Name or E-mail" and "Password", a "Remember me on this computer" checkbox, and a "Login" button. There are also links for "Forgot my password" and "New Users: Register for an Account". A note at the bottom states: "Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by the Commonwealth of Massachusetts." A green arrow points from the text "See" in the list to the "Login" button on the website.

File an Online Application

- Click here to start

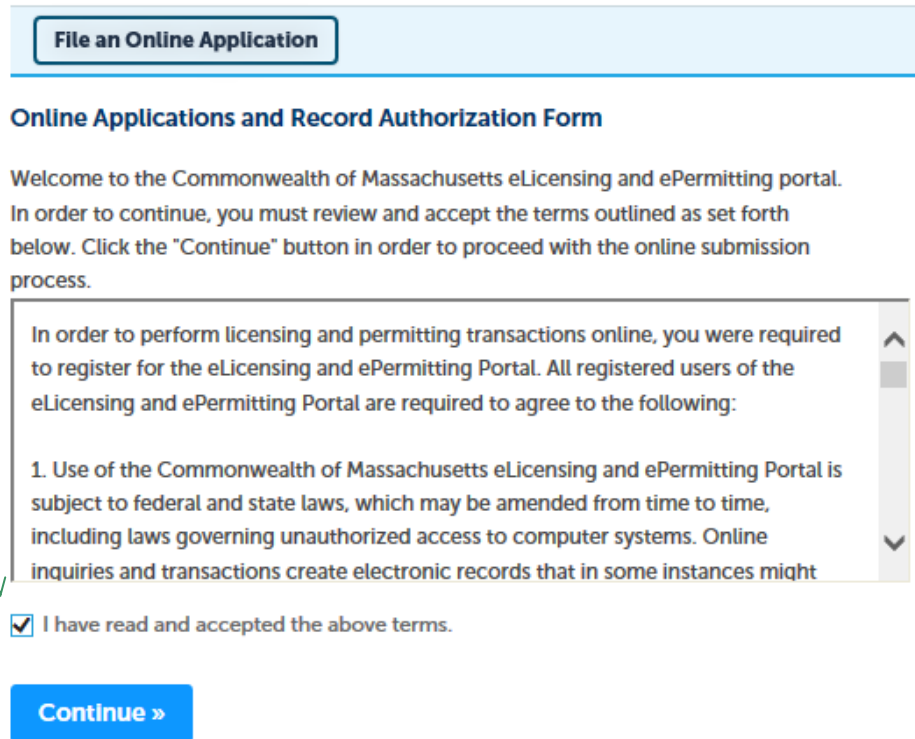


The screenshot shows the EEA ePLACE Portal home page. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' (with a dropdown arrow). The main content area has a 'Welcome' message 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, there is a large blue button labeled '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 SW40 Application
- Click “Continue Application”

Home

DEP Applications

Select a Record Type




Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

► Air Quality (AQ)
► 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

- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk is required before you can move off the page.
- Click  to save your work but also to create a PIN letter that can be shared with another user. This is important if the application is being prepared by a consultant. See the ePLACE Quick Guide at: <https://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

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DEP Applications

SW Beneficial Use - SW42 BUD Application for Secondary Material in Unrestricted Applications

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

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DEP 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 (*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

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):

☐

Ash:

☐

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:

☐

Sludge:

☐

* Total estimated quantity of all waste material handled annually:

* Unit of measure:



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.

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: 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.

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](#)

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

BENEFICIAL USE DESCRIPTION

*Scope of Beneficial Use:

--Select--

*How is the material to be used? :

*Where is it used? :

Submit Cancel



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.



Attach Documents

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

DEP Applications

SW Beneficial Use - SW42 BUD Application for Secondary Material in Unrestricted 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

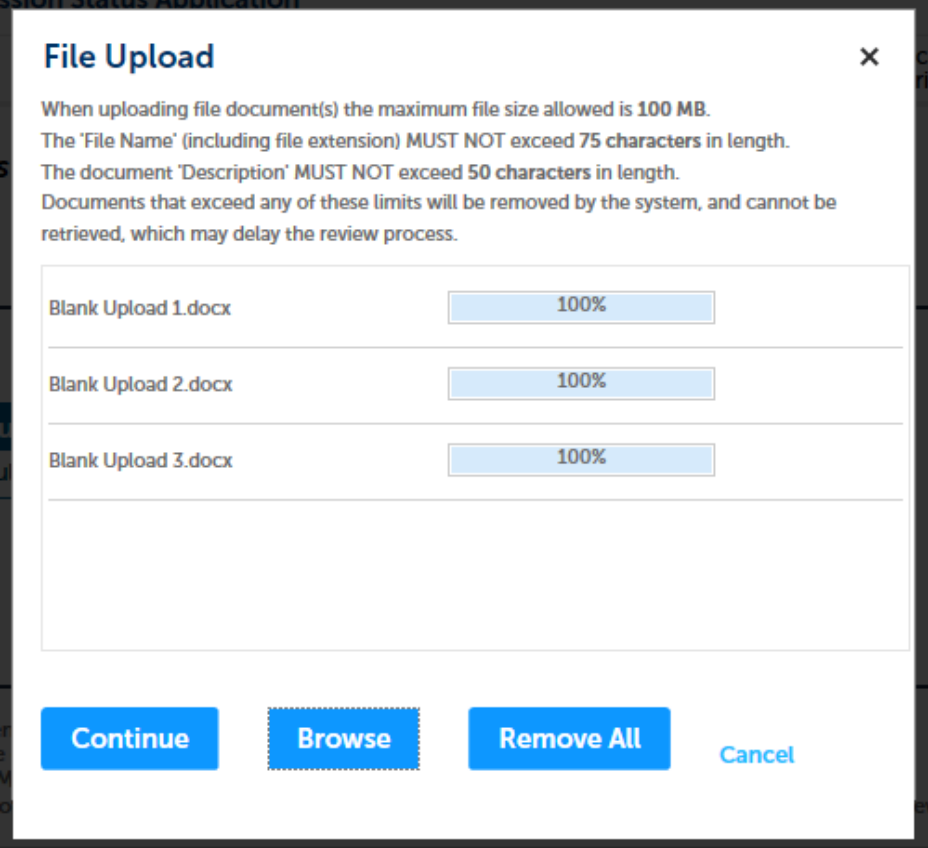
Continue Application »

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 ×

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”.

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DEP Applications

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

SW Beneficial Use - SW42 BUD Application for Secondary Material in Unrestricted 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
echo_brayton.JPG	Analytical Results	132.78 KB	Pending		
echo_brayton_ce.JPG	Best Management Practices	140.61 KB	Pending		
	Permit Application Form				

Continue Application »



Special Fee Provision

- This application requires a special fee which is determined in a contract between the MassDEP and the Applicant. (ASP/IRP)
- This contract must be discussed with MassDEP before filing this application.
- A municipality may check “Exempt” in addition to the ASP/IRP designation.

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DEP Applications

SW Beneficial Use - SW42 BUD Application for Secondary Material in Unrestricted Applications

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Step 3: 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: *

Continue Application »

Save and resume later



Application 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 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.

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 - SW42 BUD Application for Secondary Material in Unrestricted Applications

1	2 Documents	3 Special Fee Provision	4 Applicant and Contributors	5 Review	6 Application Submitted
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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: 02/02/2018

General Information

BUD Request Jurisdiction: Statewide

Type of Waste Material

Asphalt, Brick and Concrete (ABC):	No
Ash:	No
Asphalt Shingles:	No
Auto Shredder Residue (ASR):	No
Catch Basin Cleanings:	No



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 finalize the submittal.

Applicant Information

Individual
Laurel Carlson
1 Winter 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](#)



Fee Payment Instruction

- You will receive an email with payment instructions. The ASP/IRP contract will detail the terms and schedule and you will be invoiced.

NOTICE DATE: 6/21/2018

Thank you for submitting your online authorization application form for authorization type: SW Beneficial Use - SW42 BUD Application for Secondary Material in Unrestricted Applications. Your Application Number is: 18-SW42-000009-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-SW42-000009-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 at least the first installment of the 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-SW42-000009-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 Beneficial Use - SW42 BID Application for Secondary Material in Unrestricted Applications

1	2 Documents	3 Special Fee Provision	4 Applicant and Contributors	5 Review	6 Record Issuance
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Step 6: Record Issuance



Successfully Completed.

Thank you for using our online services.
Your Record Number is 18-SW42-000009-APP.

Conditions

Showing 1-4 of 4

Documents - 4 Uploaded

Required Documents

Analytical Results

Required Documents

Uploaded || 06/21/2018

Best Management Practices

Required Documents

Uploaded || 06/21/2018

Permit Application Form with PE Certification and Applicant Certification completed

Required Documents

Uploaded || 06/21/2018

Report/ Narrative

Required Documents

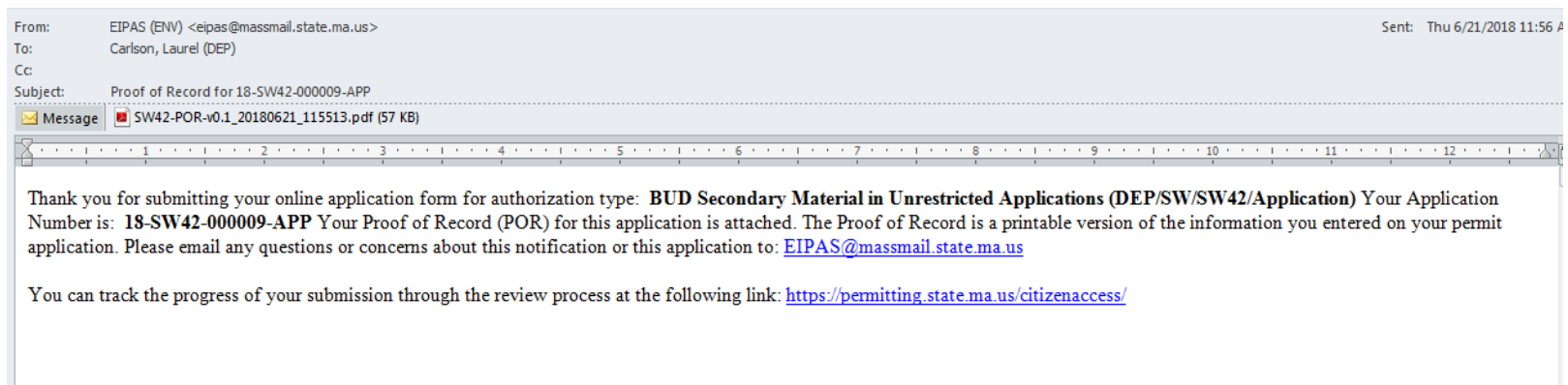
Uploaded || 06/21/2018

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



Proof of Record (POR)/ Public Viewer

- Approximately 5 minutes after submittal of the application, the Applicant will receive a POR which is a copy of the Application minus attachments.



- Also see the link below for a copy of both the application and attachments:

<https://eeaonline.eea.state.ma.us/EEA/PublicApp/>

EEA ePLACE

Public Access Portal

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

An Official website of the Commonwealth of Massachusetts



[Help/FAQ](#)



EEA ePLACE Portal

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/>

