
SW48 – Third-Party Inspector Qualifications Statement Amendment

MassDEP Bureau of Waste Prevention, Solid Waste Management







EEA ePLACE Portal

Overview

- ❑ This presentation is to assist in completing a new **SW48 – Third-Party Inspector Qualifications Statement Amendment**.
- ❑ Use these instructions to request modifications to your existing Third-Party Inspector Registration.
- ❑ Legislative authority for this permit is stated in MGL c. 21A, ss. 2 and 8, c. 111, s. 150A and the Acts of 1987 c. 584. Regulations promulgated pursuant to these laws are codified in 310 CMR 19.000, Solid Waste Management Regulations.
- ❑ This presentation will take you screen by screen through the EEA ePLACE online permitting application process



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 and resume at a later time
- Click on the tool tips where applicable to get more details 
- We strongly suggest using Internet Explorer as a preferred browser



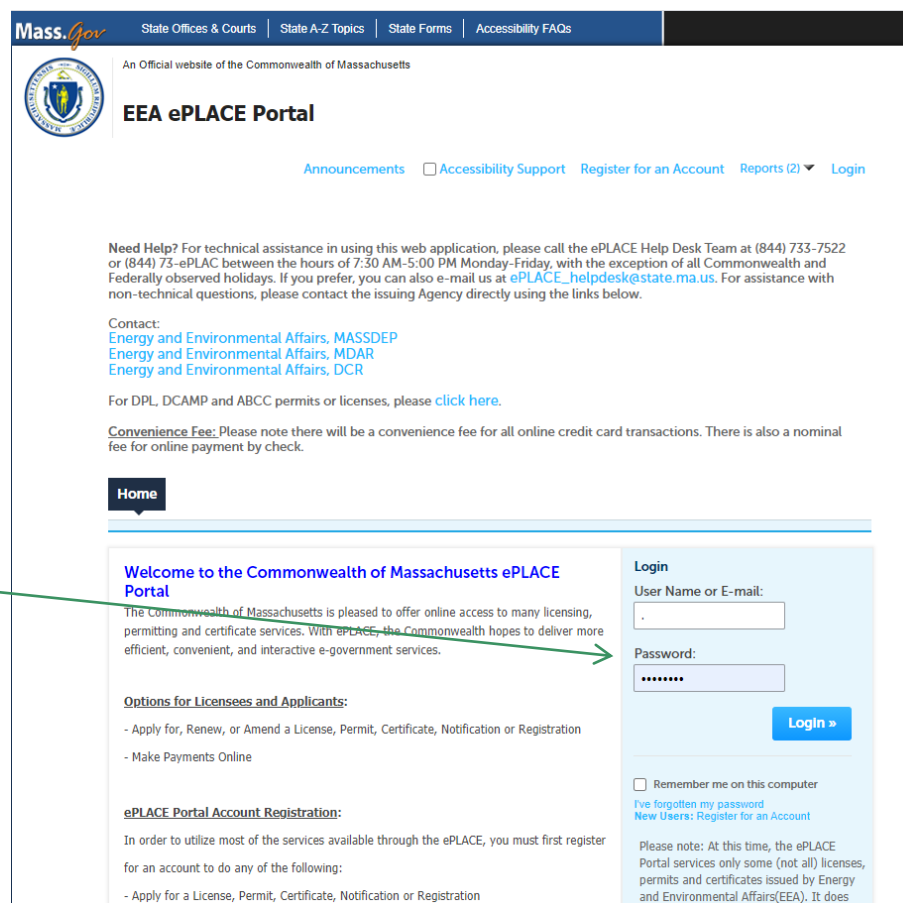
How to Apply

Log in to your account:

- ❑ Click or type this address on your browser:

[Mass.gov Licensing and Permitting Portal](https://www.mass.gov/licenses-and-permits)

- ❑ Log into your account in EEA ePlace using your username/password



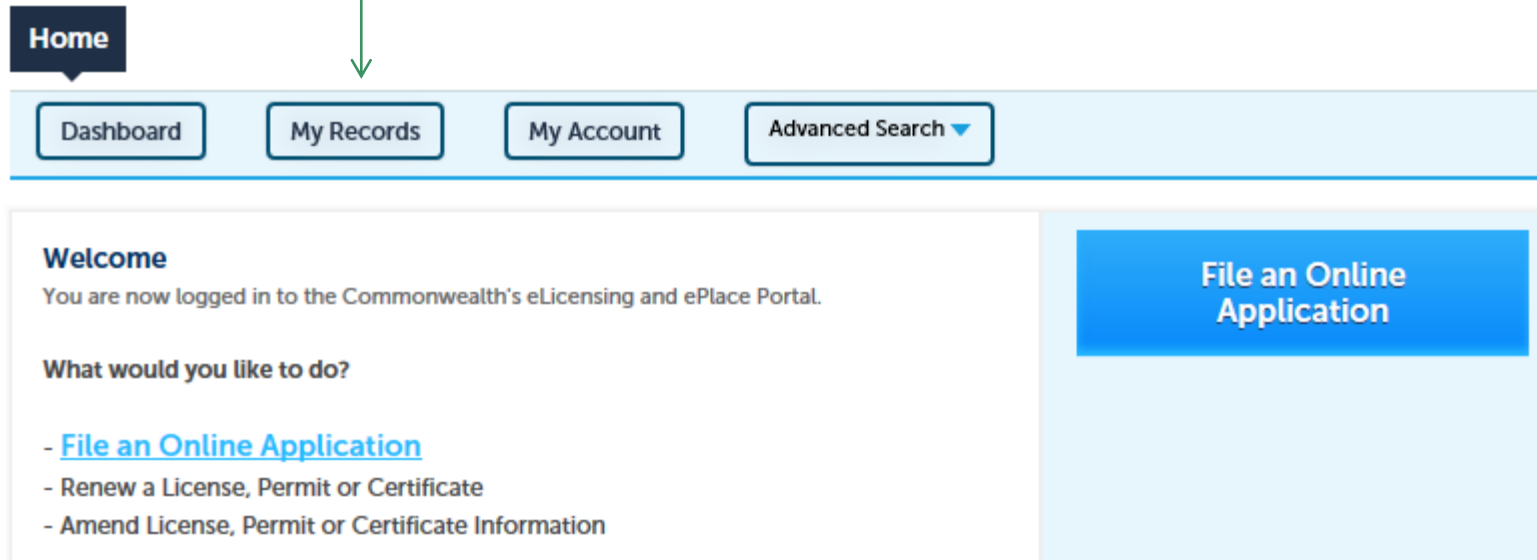
The screenshot shows the EEA ePLACE Portal website. At the top, there is a navigation bar with links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below the navigation bar is the Massachusetts state seal and the text "An Official website of the Commonwealth of Massachusetts". The main heading is "EEA ePLACE Portal". There are several links: "Announcements", "Accessibility Support", "Register for an Account", "Reports (2)", and "Login". A "Home" button is also visible. The main content area includes a "Need Help?" section with contact information for the ePLACE Help Desk Team. Below that is a "Contact:" section with links for "Energy and Environmental Affairs, MASSDEP", "Energy and Environmental Affairs, MDAR", and "Energy and Environmental Affairs, DCR". There is also a link for "DPL, DCAMP and ABCC permits or licenses, please click here." and a "Convenience Fee:" section. The "Login" section is highlighted with a blue background and contains a "User Name or E-mail:" field, a "Password:" field, and a "Login »" button. There are also links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account". A "Please note:" section at the bottom of the login area provides additional information about the services available.



EEA ePLACE Portal

File an Online Amendment

- ❑ Click on “ My Records” tab to start



The screenshot shows the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and four tabs: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A green arrow points from the text 'Click on “ My Records” tab to start' to the 'My Records' tab. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome' message, a login confirmation, and a list of options under the heading 'What would you like to do?'. The right column features a prominent blue button labeled 'File an Online Application'.

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

File an Online Application



Access your record

- ❑ A list of your records will be displayed
- ❑ Locate the permit record you need to Amend/Modify
- ❑ Against the record, you will have the Amendment link under Actions
- ❑ Click on Amendment link to continue

The screenshot shows the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and three main menu items: 'Dashboard', 'My Records', and 'My Account'. Below this, a dropdown menu is open for 'DEP'. The main content area displays a table of records. The table has columns for Date, Record Number, Record Type, Facility/Location Address, Status, Action, and Expiration Date. Two records are visible. The second record, with Record Number SW48-0000192 and Status 'Active', has a blue 'Amendment' link in the Action column, which is highlighted with a green arrow. A green line also extends from the 'Amendment' link back to the third bullet point in the list on the left.

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date
<input type="checkbox"/>	11/29/2022	22-SW48-0017-APP	SW48 - Third-Party Inspector Qualifications Statement Application		Approved		
<input type="checkbox"/>	11/29/2022	SW48-0000192	SW48 - Third-Party Inspector Qualifications Statement Authorization		Active	Amendment	11/29/2024



Step 1: Contact Information

- ❑ Click on “Instructions” for more information about this application
- ❑ Applicant information will be displayed in the Permittee section
- ❑ Click “Continue Application” to proceed

SW48 - Third-Party Inspector Qualifications Statement Amendment

1 Contact Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Published Information	6	7
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Step 1: Contact Information > Page 1 of 1

[Instructions](#)

* indicates a required field.

Permittee

"Permittee" is the individual/applicant for this application.

Permittee:

TEST TESTER
1Test St
Boston, MA, 01208
Telephone #: 111-111-1111 Email: test@test.com

[Edit or View](#)

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



Step 2 : Application Information

- The current permit information will be displayed, amend the information accordingly
- If you are seeking additional Categories, select accordingly
- Click on “Continue Application” to proceed

DEP Applications

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Step 2: Application Information > Page 1 of 4

[Instructions](#)

* indicates a required field.

Third-Party Inspector Categories

Use this form to register as a Third Party Inspector (TPI) of solid waste facilities in accordance with 19.018(5)(b). MassDEP relies on the information you provide in this qualification statement. You have the burden to demonstrate that you meet TPI requirements. Note that to be qualified to perform inspections of construction and demolition (C&D) waste handling facilities, you must check the O&M with Asbestos Inspector. For additional information on the duties and responsibilities of a third party inspector click here.

Waste Ban Inspector:

Operation And Maintenance Inspector:

Operation And Maintenance with Asbestos Inspector:

All Third-Party Inspectors

By checking the box provided you are certifying that you have an in-depth knowledge and understanding of solid waste management laws, regulations and requirements. :

I agree:

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



Step 2 : Application Information

☐ Check the information and make any changes accordingly

☐ Click on “Continue Application” to proceed

DEP Applications

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Step 2: Application Information > Page 2 of 4

* indicates a required field.

Third-Party Waste Ban Inspector Qualifications

To be listed as registered Third-Party Waste Ban Inspector, you must have completed the MassDEP waste ban training course. For additional information on the duties and responsibilities of a Waste Ban Inspector please [click here](#)

I plan to attend but have not yet been able to register.:

I attended this course on Date:
MM/DD/YYYY 

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



Step 2: Application Information

- ❑ If you have selected O&M inspector type, you will be asked to certify that you have three or more years of experience
- ❑ Identify your professional licenses
- ❑ Click “Add a Row” to add education and experience
- ❑ Click “Continue Application” to proceed

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Step 2: Application Information > Page 3 of 4

Third-Party Operation & Maintenance (O&M) Inspector Qualifications

To be listed as a registered Third-Party O&M Inspector, check this box and complete “Professional Registrations & Licenses”, “Professional Registration & Experience”, “Education Information”, as appropriate.

I state that I have 3 or more years of full-time professional experience, or part-time equivalent:

Professional Registrations & Licenses

Valid Massachusetts Registered Professional Engineer (P.E.):

License Number: *

SW48-0000002

Expiration Date: *

12/27/2022

Valid Massachusetts Registered Sanitarian:

Valid Massachusetts Licensed Site Professional (LSP):

Education and Other Professional Experience

EDUCATION AND OTHER EXPERIENCE

To be certified as a Third Party O & M Inspector, you must hold one of the licenses as previously listed, or you can substitute experience and education. Complete this table to indicate your applicable education and professional experience. You will be asked to attach a resume further along in this application.

Showing 1-1 of 1

<input type="checkbox"/>	Major Concentration/Area of Study	Other	Institution	Degree Earned	Year Earned	Full-time professional experience, or part-time equivalent	Actions
<input type="checkbox"/>	Engineering or a Physical or Biological Science		UMASS	Yes	2014	5 years	Actions

Add a Row Edit Selected Delete Selected

Continue Application »

Save and resume later



Step 2: Application Information

- Read the section instructions before proceeding
- If you want to be listed as a third-party inspector for the C&D facilities click on the checkbox
- Click “Continue Application” to proceed

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Step 2: Application Information > Page 4 of 4

* indicates a required field.

Certified Asbestos Inspector

Complete if you want to be listed as a third-party inspector of C & D facilities.

Valid Massachusetts Department of Labor Standards Asbestos Inspector Certification:

Continue Application »

Save and resume later



Step 3: Documents

❑ Upload all required documents for your application

❑ The required documents will be listed in the table

❑ Ensure to read the instructions for the requirements of the document

❑ To begin attaching documents click "Browse"

DEP Applications

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Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

Attachment

Please attach your resume below. Make sure the resume describes your experience in the following areas of the solid waste management field:

1. Managing a solid waste facility;
2. Designing or engineering solid waste facilities;
3. Inspecting solid waste facilities; or
4. Other solid waste experience regarding the operation or management of solid waste facilities.

Describe your projects and responsibilities with sufficient information to demonstrate that you have the requisite experience. Also, include any Engineering, or Physical or Biological Science degrees, as well as, any other degrees you have earned.

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.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

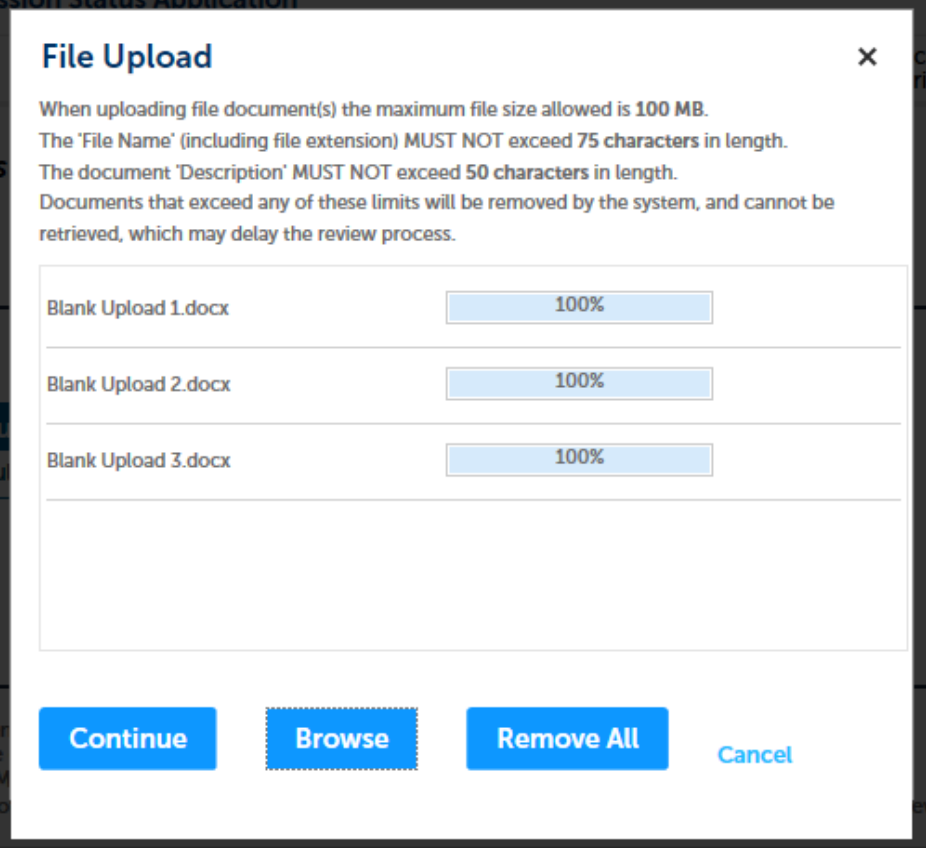
Continue Application >

Save and resume later



Step 3: Documents (Attaching)

- ❑ 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



Step 3: Documents (Attaching)

- ❑ Select 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”

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.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

[Remove](#)

*Type:
Resume with Summary of Experience

File:
halloween1.JPG
100%

*Description (Maximum 50 characters):
A maximum of 50 characters.

[Save](#) [Browse](#) [Remove All](#)


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



Step 3: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ When ready, click “Continue Application” to proceed

DEP Applications

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

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Step 3: Documents > Page 1 of 1 * indicates a required field.

List of Documents

Documents:

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

Attachment

Please attach your resume below. Make sure the resume describes your experience in the following areas of the solid waste management field:

1. Managing a solid waste facility;
2. Designing or engineering solid waste facilities;
3. Inspecting solid waste facilities; or
4. Other solid waste experience regarding the operation or management of solid waste facilities.

Describe your projects and responsibilities with sufficient information to demonstrate that you have the requisite experience. Also, include any Engineering, or Physical or Biological Science degrees, as well as, any other degrees you have earned.

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.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.scd;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
SW48 doc 2.docx	Resume with Summary of Experience	12.63 KB	11/25/2022	Resume summary	Actions ▾

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



Step 4: Special Fee Provision

❑ If Special Fee Provision is applicable, check the appropriate box and provide requested information

❑ Click “Continue Application” to proceed

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Step 4: Special Fee Provision > Page 1 of 1

* indicates a required field.

Special Fee Provision

Exemption: ?

Exclusion (special agreement or policy): ?

Substitution (ASP/IRP): ?

Double Fee for Enforcement: ?

Hardship payment extension request: ?

[Continue Application >](#)

[Save and resume later](#)



Step 5: Published Information

- ❑ Please read instructions for Published Information before proceeding
- ❑ Please review the information and modify accordingly
- ❑ Click “Continue Application” to proceed

SW48 - Third-Party Inspector Qualifications Statement Amendment

1	2	3 Documents	4 Special Fee Provision	5 Published Information	6 Review	7 Application Submitted
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Step 5: Published Information > Page 1 of 1


* indicates a required field.

Published Information

Information from this application and any issued permit will be made available to the public. By default, the information listed below is from your account profile. You may change or delete the information in the fields below with the exception of First and Last name, which are associated with your permit. Please note that all fields with a red asterisk are required fields. Ensure that you make updates below as needed as the information in the fields below will be made available to the public.

Company Name:

Middle Name:

*Telephone Number: 

1111111111

PO Box/ Address:

1Test St

*State:

MA

*First Name:

TEST

*Last Name:

TESTER

*E-mail Address:

test@test.com

*City/Town:

Boston

*Zip Code:

01208

Continue Application »

Save and resume later



Step 6: Review

- 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

DEP Applications

SW48 - Third-Party Inspector Qualifications Statement Amendment

1	2	3 Documents	4 Special Fee Provision	5 Published Information	6 Review	7 Application Submitted
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Step 6: Review

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

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

Review and Certification

[Edit Application](#)

Permittee

Individual Tester 100 Cambridge St Boston, MA, 02108 United States	Telephone #-111-111-1111 E-mail:Hartell.Johnson@mass.gov
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Third-Party Inspector Categories

Waste Ban Inspector: Yes	Operation And Maintenance Inspector: Yes
Operation And Maintenance with Asbestos Inspector: No	

All Third-Party Inspectors

By checking the box provided you are certifying that you have an in-depth knowledge and understanding of solid waste management laws, regulations and requirements. : Yes

Third-Party Waste Ban Inspector Qualifications



Step 6: Review continue

- Read the Certification Statement
- Click the check box to complete your certification
- Click “Continue Application” to proceed with your submittal

Published Information

Company Name:	First Name: TEST
Middle Name:	Last Name: TESTER
Telephone Number: 1111111111	E-mail Address: test@test.com
PO Box/ Address: 1Test St	City/Town: Boston
State: MA	Zip Code: 01208

Application Submitter

Individual TEST TESTER Boston, MA, 01208	Telephone #: 111-111-1111 E-mail: test@test.com
--	--

"I attest under the 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. the information contained in this submittal is, to the best of my knowledge, true, accurate, and complete; c. I will: i. personally conduct and complete third-party inspections in accordance with the performance standards in 310 CMR 19.018(6) through (7); ii. prepare accurate and complete third-party inspection reports in accordance with the performance standards in 310 CMR 19.018(6) through (7) and submit third-party inspection reports to facility owners and operators in accordance with the requirements of 310 CMR 19.018(8); iii. not make any false, inaccurate, incomplete or misleading statements in any third-party inspection report; and iv. file with the Department an updated qualifications statement within 30 days when there is a change in my licensure status or professional

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

Date:

[Continue Application »](#)

[Save and resume later](#)



Step 7: Submission Successful

- ❑ When you submit your application, you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications

SW48 - Third-Party Inspector Qualifications Statement Amendment

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Step 7: Application Submitted



Successfully Completed.

Thank you for using our online services.
Your Record Number is 22-SW48-0014-AMD.

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



To check the status of an application

- ❑ Log on to EEA ePlace portal
 - ▶ <https://eplace.eea.mass.gov/citizenaccess>
- ❑ Go to your “My Records” page to see or track the status of an application

Home

Dashboard My Records My Account

Welcome Jalila Jadidi
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

[File an Online Application](#)



Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For business related questions, please visit the link below:
<https://www.mass.gov/how-to/sw-48-third-party-inspector-qualifications-statement>

