

BWP On-Site Class A Recycling Guidance

On February 27, 2004, the Massachusetts Department of Environmental Protection (MassDEP) replaced its permit requirement for facilities engaged in On-Site Recycling of Class A Regulated Recyclable Materials (RRMs) with a requirement that these facilities submit a one-time notification to MassDEP before they begin recycling, and then adhere to specific performance standards thereafter. See 310 CMR 30.222 for additional information.

On-Site Class A RRM Recycling may involve waste oil/used oil fuel burning in approved space heaters; solvent recovery in free standing distillation units; or silver recovery using stand-alone silver recovery units not subject to the Environmental Results Program (ERP, see 310 CMR 71.000).

Facilities that did not have MassDEP Class A Recycling Permits by February 27, 2004, are required to notify MassDEP before beginning on-site recycling activities. Facilities that had DEP Class A Recycling Permits by that date are not required to submit notifications. The notification form contains five sections:

Section A requires general information such as company name, address and EPA Identification number. If your company does not have an EPA Identification number or a MassDEP-assigned number, complete and submit to the Department the appropriate generator identification number application form found at <http://www.mass.gov/dep/recycle/approvals/hwforms.htm>. Or you can obtain an application from the nearest DEP regional office (see <http://mass.gov/dep/about/region/findyour.htm>) or by calling the MassDEP Hazardous Waste Compliance Assistance Line at (617) 292-5898.

Section B requires you to describe the material to be recycled and identify the appropriate Recycling Activity.

- Part B 1 - Waste Oil/Use Oil Fuel to be burned for energy recovery in a Space Heater. Contact your local fire department about its permitting requirements.
- Part B 2 - Spent Photographic Fixer (containing Silver). Identify the type of silver recovery process used in the freestanding unit; more than one process may apply.
- Part B 3- Spent Solvent reclaimed for on-site reuse in a Free-Standing Distillation Unit.
- Part B 4 – If your facility is conducting on-site recycling other than the materials/activity described in Parts B1 through B3, check off the appropriate activity that applies to your facility. For assistance contact the Bureau of Waste Prevention Recycling Permit Writer at your local MassDEP regional office.

Section C provides information about pollution prevention and toxics use reduction requirements that may apply to your facility. See <http://www.mass.gov/dep/toxics/toxicsus.htm> or call (617) 292-5982 to determine if TURA requirements apply to you. There are no questions to answer in this section.

Section D requires a certification that the information contained on the form is true, accurate and complete and that you have read and understand all the conditions set forth in the package.

Section E describes the general requirements that hazardous waste recyclers must comply with. The summary is provided for your information. There are no questions to answer in this section.

Notification forms should be sent *by certified mail* to the appropriate Regional Office (see <http://mass.gov/dep/about/region/findyour.htm>). Be sure to retain a copy of the form for your records. If you have any questions about the notification form, the regulations or the performance standards, please call the Hazardous Waste Compliance Assistance Line at (617) 292-5898.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste
On-Site Class A Recycling Notification Form

Facility ID (when known) _____

A. General Information

Please mail to appropriate DEP Regional Office as listed on the last page of this form.

Important:
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility:

Located in DEP region: Western Central Northeast Southeast

a. Facility Name _____

b. Facility Address _____

c. City/Town _____ d. Zip Code _____

e. EPA or MA Hazardous Waste Generator Number _____

2. Person on-site responsible for supervising recycling activity:

a. First Name _____ b. Last Name _____ c. Area Code and Telephone # _____

3. Mailing address (when different from above facility address):

a. Street Address line 1 _____

b. Street Address line 2 _____

c. City/Town _____ d. Zip Code _____

e. On-site Supervisor's E-mail Address _____

B. Description of Recycling Materials and Activity

Describe Units:
 P = pounds
 L = liters
 K = kilograms
 G = gallons

1. a. Waste Oil: _____ b. Hazardous Waste Code _____

Quantity recycled per calendar year: c. Amount _____ d. Units _____

e. Waste Oil Space Heater(s): f. Manufacturer Name _____ g. Model Number _____

h. Number of Units _____ i. Installation Date _____ f. Fire Dept. Permit # _____

2. a. Spent Photographic Fixer: b. Hazardous waste code(s) _____

Quantity recycled per calendar year: c. Amount _____ d. Units _____

e. Free standing silver recovery unit

Type: 1. Electrolytic 2. Canister steel wool 3. Other

4. Describe other _____



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B. Description of Recycling Material and Activity (cont.)

Describe Units:
P = pounds
L = liters
K = kilograms,
G = gallons

3. a. Spent Solvents:

Quantity recycled per calendar year:

b. Amount _____

c. Units (1) _____

- d. Free standing distillation unit:

e. Manufacturer name

f. Model number

- g. Other solvent recycling activity:

h. Describe

i. Recyclable material type (Identify each solvent)

j. Hazardous waste code(s)

k. Recyclable material type (Identify each solvent)

l. Hazardous waste code(s)

m. Recyclable material type (Identify each solvent)

n. Hazardous waste code(s)

o. Recyclable material type (Identify each solvent)

p. Hazardous waste code(s)

4. a. Other on-site recycling activity:

b. Describe materials to be recycled

c. Hazardous waste code

Quantity recycled per calendar year:

d. Amount _____

e. Units _____

f. Identify the Class A Material Category(s) that applies to recyclable material (310 CMR 30.212) - check all that apply:

1. (1) (a) Used or reused as an ingredient in an industrial process to make a product without reclamation

2. (1)(b) Substitute for commercial product

3. (1)(c) Substitute for feedstock in original process without reclamation

4. (2) Industrial Ethyl Alcohol being reclaimed

5. (3) Scrap metal that would be hazardous if disposed of

6. (4) Used oil fuel burned at the site of generation for energy recovery in a used oil fuel fired space heater in compliance with 310 CMR 30.222 and 30.256

7. (5) Characteristic sludge being reclaimed

8. (6) Characteristic by-product being reclaimed

9. (7) Unused commercial chemical product being reclaimed

10. (8) Waste oil recycled by other than burning for energy recovery

11. (9) Specification used oil fuel burned for energy recovery in a fossil fuel utilization facility other than a used oil fuel fired space heater and otherwise handled in compliance with 310 CMR 30. 250

12. (10) Material recycled in a completely enclosed recycling system at site of generation, except such material recycled at a photo processor or a printer subject to 310 CMR 71.00 (e.g., stand-alone solvent stills, stand-alone silver recovery units)

Describe Units:
P = pounds
L = liters
K = kilograms,
G = gallons



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B. Description of Recycling Material and Activity (cont.)

g. Describe recycling activity (include a detailed and precise description of the process generating the recyclable material. If needed, please continue on a separate sheet)

5. Type of accumulation for recyclable materials (to be completed by all applicants):

- | | | |
|---|-------------------------|-------------------|
| <input type="checkbox"/> underground tanks | _____ | _____ |
| | a. Number of Tanks | b. Total Capacity |
| <input type="checkbox"/> above ground tanks | _____ | _____ |
| | c. Number of Tanks | d. Total Capacity |
| <input type="checkbox"/> 55 gallon drums | _____ | _____ |
| | e. Number of Drums | f. Total Capacity |
| <input type="checkbox"/> other containers | _____ | _____ |
| | g. Number of Containers | h. Total Capacity |

C. Pollution Prevention and Toxics Use Reduction

The Massachusetts Toxics Use Reduction Act (TURA, M.G.L. Chapter 21 I), passed in 1989, aims to reduce the use of toxic and hazardous substances in the Commonwealth.

In order to fall under TURA, companies must manufacture or process at least 25,000 pounds or otherwise use 10,000 pounds of the chemicals listed under SARA 313 or CERCLA, with some exceptions for PBT chemicals. Companies must also employ ten or more full time workers and fall within certain SIC Codes.

Facilities subject to the TURA are required to analyze chemical use, submit annual reports, and pay fees based on their use of toxic substance. It may, therefore, benefit a company to reduce their use of toxics so as to avoid reporting requirements and associated fees.

Call (617) 292-5982 to determine if your company must report its chemical use.

D. Certification

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment. In addition, I understand that any material supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00 - Regulations Governing Access for and Confidentiality of Department Records and Files."

- _____
1. Authorized signature of owner/operator
- _____
2. Title
- _____
3. Print name
- _____
4. Date (mm/dd/yyyy)



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E. General Conditions of On-Site Class A Recycling Activity

- I. 30.222(5) General Performance Standards: Small Quantity Generator or Large Quantity Generator of Class A regulated recyclable materials that are exempt from Class A permitting requirements at 30.211(3)(a)1 shall:
- (a) Notify and obtain a generator identification number in compliance with 310 CMR 30.061, unless the generator has previously notified and obtained a generator identification number;
 - (b) Submit a one-time notification form to the Department on a form prescribed by the Department prior to or upon commencing a Class A recycling operation, unless the generator has a Class A recycling permit for the recycling operation;
 - (c) Manage regulated recyclable materials that are not recycled or otherwise handled in compliance with 310 CMR 30.220 as hazardous waste shall be accumulated, collected, transported, stored, treated, and disposed of in compliance with all the requirements of 310 CMR 30.000 other than 310 CMR 30.200;
 - (d) Comply with the following conditions of 30.205:
 - 30.205(5) Duty to Provide Information. The permittee shall provide the Department, within a reasonable time, any information which the Department may request and which is deemed by the Department to be relevant in determining whether a cause exists to modify, revoke, or suspend a permit, or to determine whether the permittee is complying with the terms and conditions of the permit.
 - 30.205(7) Records. All records and copies of all applications, reports, and other documents required by 310 CMR 30.200 shall be kept by the permittee for at least three years from the expiration of the permit. This period shall be automatically extended for the duration of any enforcement action. This period may be extended by order of the Department. All record-keeping shall be in compliance with 310 CMR 30.007.
 - 30.205(9) Preventing and Reporting Releases Into the Environment. No materials that are to be recycled shall be intentionally released into the environment or otherwise disposed of within Massachusetts except in full compliance with all applicable provisions of 310 CMR 30.000. All accidental releases of recyclable material shall be immediately reported to the Department and to all other persons to whom such releases must be reported pursuant to State or Federal laws or regulations.
 - 30.205(14) Speculative Accumulation. Speculative accumulation is prohibited. The permittee shall make and keep records that will adequately demonstrate that there has occurred no speculative accumulation. Such records shall include, but not be limited to, the following:
 - (a) records showing the amount of material being accumulated or stored at the beginning of the calendar year;
 - (b) records showing the amount of material received or generated during the calendar year; and
 - (c) records showing the amount of materials being accumulated or stored at the end of the calendar year.

(d) records showing that the amount of material that is recycled on-site, and/or that is transferred to a different facility for recycling.

30.205(15) Personnel Training. The permittee shall instruct, or give on-the-job training to, personnel involved in any activity authorized by the permit, so that such instruction or on-the-job training teaches such personnel how to comply with the conditions of the permit and to carry out the authorized activity in a manner that is not hazardous to public health, safety, or welfare, or the environment.

30.205(16) Emergency Prevention and Response. The permittee shall plan and prepare for fires, explosions, or other occurrences that might result in release of oil or hazardous materials to the environment or otherwise constitute a potential hazard to public health, safety, or welfare, or the environment. Without limiting the generality of the foregoing, if the permit authorizes the operation of a recycling facility, the design and operation of the recycling facility shall be in compliance with the requirements set forth in 310 CMR 30.524(1).

30.205(19) Storage and Accumulation in Tanks and Containers. Regulated recyclable materials shall be stored or accumulated only in tanks or containers. Generators of regulated recyclable materials that are waste oil or used oil fuel shall comply with applicable container and tank requirements in 310 CMR 30.253. Generators of all other regulated recyclable materials shall comply with applicable container and tank requirements in 310 CMR 30.340 (for large quantity generators), 30.351 (small quantity generators), or 30.353 (very small quantity generators), respectively.

Each tank or container in which regulated recyclable material is being accumulated or stored and each outside container into which small containers are packed shall be clearly marked and labeled throughout the period of accumulation or storage with the following:

- (a) the words "Regulated Recyclable Material";
- (b) regulated recyclable material(s) identified in words (e.g., acetone, toluene);
- (c) type of hazard(s) associated with the material(s) indicated in words (e.g., ignitable, toxic, dangerous when wet);
- (d) the date upon which each period of accumulation or storage begins, marked on each tank or container at the time accumulation or storage begins in that tank or container, except that tanks and containers containing regulated recyclable materials to be lawfully recycled are exempt from dating requirements if hard-piped and integrally connected to a used oil fired space heater. Marks and labels shall be placed on the sides of each tank or container in such a manner that they are clearly visible for inspection.

Note: the storage and accumulation requirements do not apply to generators of silver bearing Class A regulated recyclable materials in stand-alone silver recovery units at the site of generation, which are subject to tank and container requirements of 310 CMR 71.00.



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E. General Conditions of On-Site Class A Recycling Activity (cont.)

30.222(5)(e) Use, operate and maintain recycling units that are appropriately designed for the material being recycled in accordance with the manufacturers recommended operating and maintenance procedures.

30.222(5)(f) Retain documentation that any recycling unit used to recycle Class A regulated recyclable materials has been tested and listed in accordance with the applicable UL Standard or has been otherwise approved by or designed in accordance with standards of any nationally recognized engineering organization or testing laboratory, as applicable.

30.222(5)(g) Manage as a hazardous waste any residual material produced by recycling Class A RRM at the site of generation pursuant to 310 CMR 30.140(2)(b), if the residual is a listed waste or exhibits the characteristics of a hazardous waste.

30.222(5)(h) Do not mix either regulated recyclable material or residual material produced by recycling Class A RRM at the site of generation with hazardous waste

30.222(5)(i) Maintain documentation that the material is a Class A regulated recyclable material described in 310 CMR 30.212 and that it would be a hazardous waste if discarded (see "Determination of Whether a Waste is a Hazardous Waste" at 310 CMR 30.302).

30.222(5)(j) If reclaiming a Class A RRM at the site of generation, recover a useable product that meets commercial specifications for the product's intended use, and that requires no further reclamation prior to being used as a commercial ingredient in an on-site manufacturing process or being sold commercially.

Note: 310 CMR 30.222(5)(j) applies to categories of Class A Regulated Recyclable Materials defined in 310 CMR 30.212 (2), (5)-(8) and (10), provided that, for solvents recycled at the site of generation in stand-alone solvent stills, the reclaimed solvent may not be sold commercially.

II. 30.222(6) Specific Performance Standards: All generators of Class A regulated recyclable material exempt from Class A permit requirements pursuant to 310 CMR 30.212(3)(a)1. and 30.212(3)(a)2. shall comply with the following, as applicable:

30.222(6)(a)-Used oil fuel fired space heaters.

30.222(6)(b)-Stand-alone solvent still.

30.222(6)(c)-Silver recovery units.

30.222(6)(d)-Specification used oil fuel burned for energy recovery in a fossil fuel utilization facility other than a used oil fuel fired space heater.

30.222(6)(e)-Recyclable materials described at 310 CMR 30.212 (1)(a), (bc) and (c).