



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Solid Waste Management  
Approval of Landfill Assessment and Closure

**BWP SW 12**     **Initial Site Assessment**  
**BWP SW 23**     **Comprehensive Site Assessment**  
**BWP SW 24**     **Corrective Action Alternative Analysis**  
**BWP SW 25**     **Corrective Action Design**  
**Instructions and Supporting Materials**

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**Introduction**

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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## 1. What is the purpose of these approvals?

These approvals are intended to protect public health, safety and the environment by monitoring the level of contamination emanating from a solid waste landfill, and determining a baseline from which closure alternatives can be evaluated, selected, designed and implemented. Assessment of a landfill helps to insure that the closure technology implemented on the landfill will result in remediation of the site and prevent the spread of such contamination.

### Initial Site Assessment

The Initial Site Assessment (ISA) provides an overview of the site and its present and historic uses. The Scope of Work for the Comprehensive Site Assessment (SOW/CSA) is the proposal for site monitoring and evaluation activities which will be carried out during the Comprehensive Site Assessment (CSA). The ISA/SOW process takes approximately two to four months and requires an approval by MassDEP prior to implementing the Comprehensive Site Assessment.

### Comprehensive Site Assessment

The Comprehensive Site Assessment is the phase in which field investigation is carried out at the site. If not already present on site, monitoring wells are installed and groundwater, surface water, soils and sediment are sampled for a one - year period. Air quality is also monitored for potential release of methane and volatile organic compounds. Data is summarized through a qualitative risk assessment which determines the extent of the scope of the next two steps of the assessment process.

### Corrective Actions Alternative Analysis

The Corrective Actions Alternative Analysis is conducted to determine the nature of the cap and any additional remediation measures which will be needed to properly close the sanitary landfill.

### Corrective Action Design

The Corrective Action Design is the final phase of the assessment process in which the landfill cap and any additional remediation measures are designed.

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, specifically 310 CMR 19.150, Landfill Assessment Requirements.

## 2. Who must apply?

Any individual, business or organization that intends to close a solid waste landfill as defined by 310 CMR 19.150 must apply for this permit. Additionally, a landfill assessment is required when:

- monitoring indicates that ground or surface water parameters exceed limits as specified in 310 CMR 19.132(1)(j);
- when explosive gases exceed concentrations as specified in 310 CMR 19.132(4)(g);
- where a secondary leachate collection system or leak detection system exceeds its design leakage, as specified in 310 CMR 19.132(2);
- such other times as MassDEP determines that the landfill presents a threat to public health, safety or the environment.



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**3. What other requirements should be considered when applying for this permit?**

- There may be Air Quality, Wetlands and Water Pollution permits required prior to the construction of closure alternatives.
- Applicant should consult with MassDEP to identify the sequencing of such approvals as determined on a site by site basis.

**Note:** Permits of this type will often require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). **MassDEP cannot complete technical review of the permit application until the MEPA process has been concluded.** Copies of MEPA filings should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** requirements.

**4. What is the application fee?**

<b>BWP SW 12</b> Initial Site Assessment.....	\$1,380
<b>BWP SW 23</b> Comprehensive Site Assessment.....	\$5,645
<b>BWP SW 24</b> Corrective Action Alternatives Analysis.....	\$3,565
<b>BWP SW 25</b> Corrective Action Design.....	\$4,255

**5. What is the Primary Permit Location? What is the Reserve Copy Location?**

Primary Permit Location: <b>Department of Environmental Protection</b> _____ * <b>Regional Office</b> <b>Solid Waste Management</b>	Reserve Copy Location: <b>Not required.</b>
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\* Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

**6. Where can I get a copy of the timelines?**

The timelines are available on the MassDEP Website:  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

**7. What is the annual compliance fee?**

Current annual compliance fees can be found on the MassDEP Website at  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

**8. How long are these approvals in effect?**

These are approvals of the initial site assessment, comprehensive site assessment, corrective actions alternatives analysis and corrective action design activities and therefore there is no expiration date.



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**9. How can I avoid the most common mistakes made in applying for these approvals?**

- a. The Division of Solid Waste Management's Landfill Assessment and Cleanup Program has specific technical guidance which should be used to develop the submission for each permit application. The following guidance document is available from MassDEP:

Landfill Assessment and Closure Guidance Manual  
Revised September 1993

- b. Each of these permits is sequential beginning with BWP SW 12 followed by BWP SW 23, BWP SW 24 and BWP SW 25. Approval of each must be obtained prior to proceeding to the next permit unless MassDEP specifically allows for a variation of this requirement.
- c. Submit fee and one copy of the MassDEP Transmittal Form  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>

to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

**10. What are the regulations that apply to these approvals? Where can I get copies?**

These regulations include, but are not limited to:

- a. Solid Waste Management Regulations, 310 CMR 19.000  
b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

**State Bookstore (in State House)**  
Room 116  
Boston, MA 02133  
617-727-2834

**State Bookstore**  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376



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## **Application Completeness Checklist**

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- The MassDEP Transmittal Form is completed:  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>
- One copy of the report is attached and submitted to the appropriate regional office.
- Certification Statement has been submitted and signed (310 CMR 19.011).
- Variances requested are identified.

To submit the application package:

- Checklist items have been completed.
- Send a copy of the application along with one copy of the MassDEP Transmittal form to:

Department of Environmental Protection  
 \_\_\_\_\_ \* Regional Office  
 Solid Waste Management

\* Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

- Send fee of:

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in the form of a check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
 P.O.Box 4062  
 Boston, MA 02211