

LSP APPLICATION FORM

LSP Application # _____
[Staff use only]

**PROFESSIONAL REFERENCE FORM
for
APPLICANTS to the
BOARD OF REGISTRATION OF HAZARDOUS
WASTE SITE CLEANUP PROFESSIONALS**

INSTRUCTIONS FOR APPLICANT: Please complete boxes no. 1 and no. 2 below before giving this form to the reference named in box no. 1.

1. Please provide the following information before sending to the reference:

Name of Applicant: _____
Name of Reference: _____
Reference's Title & Business Name: _____
Reference's Address: _____ Reference's Telephone Number: _____
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Period of Time for which the Reference is sought:
____/____ to ____/____
(mo/yr to mo/yr)

2. Please complete and sign the following waiver before sending to the reference:

Waiver
I, _____ authorize _____ to provide the Board of Registration of Hazardous Waste Site Cleanup professionals with the information requested on this form, which is relevant to my qualifications as an applicant for licensure. I hereby knowingly, voluntarily, and in the absence of coercion of any kind, DO / DO NOT (check one) release and discharge the reference from any claims I may have arising from the giving of such information to the Board. I also hereby knowingly, voluntarily, and in the absence of coercion of any kind, DO / DO NOT (check one) waive any rights I may have to review the reference's submission hereto.
Signature of Applicant: _____ Date: _____

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PROFESSIONAL REFERENCE FORM for APPLICANTS to the BOARD OF REGISTRATION OF HAZARDOUS WASTE SITE CLEANUP PROFESSIONALS

INSTRUCTIONS FOR REFERENCE

The individual named in box no. 1 on page 1 is applying for a license as a Hazardous Waste Site Cleanup Professional (commonly called a “Licensed Site Professional” or simply “LSP”). Once an individual is licensed as an LSP, he or she can be hired by private or public parties to manage or oversee the assessment and/or cleanup of property that is subject to the Massachusetts regulations governing sites where oil or hazardous materials have been released to the environment. In connection with the Massachusetts 21E Program, LSPs are authorized to render written Waste Site Cleanup Activity Opinions about the assessment and cleanup work conducted at these sites. LSPs submit these opinions to the Massachusetts Department of Environmental Protection (“DEP”). These opinions are relied upon by an LSP’s clients, the public, and DEP.

The applicant has asked you to provide a professional reference to be considered by this Board when it reviews the applicant’s written application. The Board appreciates receiving your considered and candid response to the questions asked below about the applicant. These questions concern the professional capabilities and character of the applicant. Your answers to these questions will be given serious consideration by the Board during the Board’s review of the applicant’s qualifications for licensure.

Please return your completed reference form to the applicant in a sealed envelope with your signature across the envelope seal. Upon receipt of your reference, the Board will keep it confidential. It will be read only by the staff and members of the Board. If the applicant agrees in box no. 2 on page 1 to waive his or her right to review your submission, even the applicant will not be permitted to see it.

Should you have any questions about this form, or about the LSP program in general, please contact the Board’s staff at (617) 556-1091.

TO ENSURE THAT YOUR REFERENCE IS CAPABLE OF BEING READ EASILY THE BOARD REQUIRES THAT YOUR RESPONSE BE TYPEWRITTEN. Please type your responses in the space provided in the boxes on the Form.

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PROFESSIONAL REFERENCE FORM (cont.)

1. What is your business and/or professional relationship with the applicant? In answering this question, please include the following:

(a) approximate dates for the period(s) during which you have personally known the applicant and have direct knowledge of the applicant's professional work at contaminated sites; and

(b) a description of the applicant's position(s) in the firm(s) or organization(s) at which s/he worked during this(these) period(s).

2. Do you know of any reason that the Board should not grant a license to the applicant?

Yes

No

Do you have knowledge of any information that would bring into question the applicant's professional competence, professional maturity or history of ethical practice that the Board should consider before it makes a licensing decision regarding this applicant?

Yes

No

If you answer Yes to either of these questions, please explain the circumstances on a separate page.

3. Please describe:

(a) the extent to which the applicant's work involved site assessment, risk characterization, and/or remediation activities at contaminated sites;

(b) the nature of the duties and responsibilities exercised by the applicant at these sites; and

(c) whether the applicant's job duties and responsibilities changed over time and, if so, how and when they changed.

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4. Did the applicant supervise or coordinate other professionals in the conduct of those scientific and technical tasks necessary to assess and/or remediate sites? If so, please describe

- (a) the positions held by those the applicant supervised or coordinated;**
- (b) the applicant's supervisory authority in the firm or organization; and**
- (c) whether the applicant's supervisory authority changed over time and, if so, when it changed.**

5. Did the applicant make his/her own technical decisions and/or recommendations regarding how to conduct site assessments, risk characterizations, and/or remediation activities at contaminated sites? If so, please describe:

- (a) the types of decisions and/or recommendations that the applicant made regarding the work conducted at contaminates sites;**
- (b) the level or extent to which the applicant's supervisor(s) was (were) involved in the applicant's decision making; and**
- (c) whether and how the applicant's decision-making authority changed over time, and at what points in time these changes occurred.**

Signature: _____ **Date:** _____