



MASSACHUSETTS WATER RESOURCES AUTHORITY
LANDFILL DISCHARGE PERMIT APPLICATION
INSTRUCTION SHEET

Landfills discharging landfill leachate, directly or indirectly to Massachusetts Water Resources Authority's (MWRA's) Sewerage System must have a Landfill Discharge Permit issued by the MWRA. Attached is a Landfill Discharge Permit Application. Instructions for completing and filing the Application are given below.

1. Answer all questions as thoroughly as possible.
2. The Application must be signed and dated by an Authorized Representative of the landfill to be valid.
3. For the questions that do not apply, please write "N/A" or "not applicable" in the space provided. Please do not leave the question blank because we may assume you missed the question and send the Application back to you.
4. If more space is needed, please attach additional pages.
5. If you have previously submitted information required by this Application and that information is unchanged, you must resubmit the information. If there are only minor changes, you may resubmit the information, and on a separate sheet indicate the changes that have occurred, with page references for each change
6. Attach a copy of evidence of the property title (for example, a deed of land ownership) for the sanitary landfill.
7. If you operate a leachate pretreatment system and you have not already done so, submit to the Massachusetts Department of Environmental Protection (MADEP) a request for classification of your pretreatment system by completing the attached pretreatment facility grading report form. Include a process flow diagram of the pretreatment system and send to:

Massachusetts Department of Environmental Protection
Board of Certification
DEP Training Center
Route 20
Millbury, MA 01527

8. The form must be signed and dated by an authorized representative of the user to be valid. The MWRA has adopted the EPA's definition of an Authorized representative, 40 CFR 403.12, as follows:

(A) For a corporation, its (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(B) For a partnership or sole proprietorship, a general partner or proprietor.

By a duly authorized representative of an individual designated in paragraph (a) or (B) if: (i) the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and (iii) the written authorization is submitted with this form.

9. Submit the completed application in the following manner, please keep a copy for your own records:

- Please submit two copies of the application, one hard copy and one electronic copy to the TRAC office. Please send an additional copy to the municipality that the facility resides in.
- The hard copy of the application should contain a “wet” signature and be mailed to the TRAC office address listed on the top page of page 1 of this application.
- The electronic copy of the application should be a **single** pdf document that is a compilation of the permit application document and all supporting information. The electronic copy of the application should be emailed to TRACApplications@mwra.com.

- In the subject line of the email submittal, please identify the submittal as follows: PERMIT APPLICATION, Permit Number, Company Name.
- Because of file size limitations with the MWRA email server, please scan the permit application and all supporting information at the lowest scan setting. Most scanners will default to a very high photo realistic DPI (dots per inch) setting. Please use the lowest DPI setting to obtain a readable document, yet compressed file size.
- After scanning, if the pdf file is slightly larger than 5 MB, try compressing a zip file. There may be enough compression with the zip file to get below the 5 MB server limitation. If the file is too large to email, please send an email to TRACApplications@mwra.com requesting a link to the MWRA Share File server.

10. You must submit a completed Application to the MWRA no later than **60 days** before your current permit expires in order for your current permit to remain in effect pending a decision on your Application.

MWRA Address:

Massachusetts Water Resources Authority
 Toxic Reduction and Control
 Chelsea Facility
 Two Griffin Way
 Chelsea, MA 02150-3334

Municipality Addresses:

<https://www.mwra.com/03sewer/html/tracpermits.htm>

11. If the landfill is owned and operated by an entity other than the municipality in which it is located, a copy of the completed Application must also be sent to the municipality. A list of municipal addresses is attached.

12. If you have any questions, please contact the MWRA Industrial Coordinator for the municipality in which you are operating. A list of MWRA Industrial Coordinators can be found here: <https://www.mwra.com/03sewer/html/tracpermits.htm>

**MASSACHUSETTS WATER RESOURCES AUTHORITY
LANDFILL DISCHARGE PERMIT APPLICATION**



**TOXIC REDUCTION AND CONTROL
CHELSEA FACILITY
TWO GRIFFIN WAY
CHELSEA, MASSACHUSETTS 02150-3334**

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Permit Number _____

Landfill Name _____

Landfill Address _____

**MASSACHUSETTS WATER RESOURCES AUTHORITY
LANDFILL DISCHARGE PERMIT APPLICATION**

SECTION A - GENERAL INFORMATION

Facility location (where your landfill is located and a contact person on the premises):

MUNICIPALITY or BUSINESS NAME:

CORPORATE NAME (if different):

ADDRESS:

CITY/TOWN:

STATE AND ZIP CODE:

CONTACT NAME:

CONTACT TITLE:

PHONE (INCLUDE AREA CODE):

FAX:

E-MAIL:

Permit address (where and to whom your permit and correspondence should be sent):

MUNICIPALITY or BUSINESS NAME:

CORPORATE NAME (if different):

ADDRESS:

CITY/TOWN:

STATE AND ZIP CODE:

CONTACT NAME:

CONTACT TITLE:

PHONE (INCLUDE AREA CODE):

FAX:

*E-MAIL:

*E-mail Address - required if you want the MWRA to send you e-mail when it receives analytical data from your laboratory via the e-SMART program.

Monitoring location (where your landfill leachate can be sampled):

MUNICIPALITY or BUSINESS NAME:

CORPORATE NAME (if different):

ADDRESS:

CITY/TOWN:

STATE:

CONTACT NAME:

CONTACT TITLE:

PHONE (INCLUDE AREA CODE):

FAX:

E-MAIL:

Billing address (where and to whom bills and invoices should be sent):

BUSINESS NAME:

CORPORATE NAME (if different):

ADDRESS:

CITY/TOWN:

STATE AND ZIP CODE:

CONTACT NAME:

CONTACT TITLE:

PHONE (INCLUDE AREA CODE):

FAX:

E-MAIL:

1. Check One: Existing Discharge
 Proposed Discharge

Date discharge began: _____

Anticipated date of initial discharge: _____

SECTION A - GENERAL INFORMATION

2. Name and Title of Authorized Representative (see next page for definition):

Note to Authorized Representative: In accordance with 40 CFR 403.14 and 360 CMR 10.011, information that identifies the nature and frequency of discharge shall be available to the public without restriction. Requests for confidential treatment of other information shall be governed by procedures specified in 360 C.M.R. § 10.011. Should a discharge permit be required for your facility, the information in this questionnaire will be used to issue the permit.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Authorized Representative

Print the name of Authorized Representative

Title

Date

SECTION A - GENERAL INFORMATION

Definition of Authorized Representative

For **municipally owned landfills**, an authorized representative is:

- a) The principal executive officer, ranking elected official, or other duly authorized employee if such employee is responsible for the overall operation of the landfill.
- b) the duly authorized representative of the individual designated in (a) of this section if:
 - i) the authorization is made in writing by the individual described in (a);
 - ii) the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, such as the position of operator of the landfill, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the municipality; and
 - iii) the written authorization is submitted to the MWRA.

For **privately owned landfills**, an authorized representative is:

- (a) for a corporation, its (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (b) for a partnership or sole proprietorship, a general partner or proprietor.
- (c) by a duly authorized representative of an individual designated in paragraph (a) or (b) if:
 - i) the authorization is made in writing by the individual described in paragraph (a) or (b)
 - ii) the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
 - (iii) the written authorization is submitted with this form.

SECTION B – LANDFILL USE AND DESIGN INFORMATION

1. What is the current operating status of the landfill?

Active Provide commencement date: _____

Inactive Provide commencement and closure dates: _____

2. Provide a brief history of the landfill’s ownership and uses. (Attach a separate sheet if necessary.)

3. Indicate the predominant types of wastes deposited in the landfill as defined in DEP’s Solid Waste Management Regulations at 310 CMR 19.006.

Commercial Solid Waste

Special Waste

Construction and Demolition Waste

Sludge

Hazardous Waste

Wood Waste

Household Hazardous Waste

Agricultural Waste

Municipal Solid Waste

Source, special nuclear by-product material as defined by the Atomic Energy Act 1954, as amended

Septage and sewage as defined as 360 CMR 10.004

Other (describe):

4. What is the total area of the landfill? _____ Acres

SECTION C – LANDFILL OPERATIONAL INFORMATION

1. Shift schedule:

First shift start _____ stop _____ # of employees _____

Second shift start _____ stop _____ # of employees _____

Third shift start _____ stop _____ # of employees _____

SECTION C – LANDFILL OPERATIONAL INFORMATION (continued)

2. Identify any security features utilized:

- Perimeter fence and locked gates Shift(s) or hours of operation: _____
- Security guard on duty Shift(s) or hours of operation: _____
- Surveillance by local police Shift(s) or hours of operation: _____
- Other (describe): _____ Shift(s) or hours of operation: _____

3. Are any waste liquids or sludge removed from the facility site? Yes No

If yes, they may be best quantified as:

Waste Type	Estimated (Use the applicable units Gallons/Year, Cubic Feet/Year, or Cubic Yard/Year)
Waste Solvent	_____
Oil (petroleum - based)	_____
Grease (animal/vegetable-based)	_____
Pretreatment Sludge	_____
Inks/Dyes	_____
Thinner	_____
Paints	_____
Acids and Alkalis	_____
Pesticides	_____
Other _____	_____

4. Attach a copy of the most recent Hazardous Waste Manifest for each applicable waste listed above. In place of Manifests, Large Quantity Hazardous Waste Generators may submit a copy of Part III, the Waste Summary, from their DEP Annual Waste Report.

5. State the name and address of any waste hauler(s) you have under contract to remove waste from the facility.

_____	_____
_____	_____
_____	_____

SECTION D – LANDFILL LEACHATE INFORMATION

1. What is the average leachate generation rate under dry and wet weather conditions?

_____ Gallons/Day (dry weather) _____ Gallons/Day (wet weather)

2. Is the leachate treated prior to disposal? Yes No

If yes, provide a thorough description of the pretreatment system, indicate its location, and provide a process flow diagram of the pretreatment system. If more space is needed attach additional pages.

If yes, what is the **pretreated leachate** flow rate in Gallons/Day (GPD)? (Indicate measured or estimated)

For dry weather:

Average: _____ GPD Measured Estimated
Maximum: _____ GPD Measured Estimated
Minimum: _____ GPD Measured Estimated

For wet weather:

Average: _____ GPD Measured Estimated
Maximum: _____ GPD Measured Estimated
Minimum: _____ GPD Measured Estimated

Are flow records kept? Yes No

Do you have a flow-measuring device? Yes No

If yes, provide a description: _____

3. Provide the Massachusetts Department of Environmental Protection (DEP) classification for your pretreatment system. Pretreatment system class _____

4. List the name(s) and DEP operator grade(s) for certified pretreatment system operators working at your facility.

Operator Name _____ Grade _____

Operator Name _____ Grade _____

Operator Name _____ Grade _____

5. What is your method of disposal for sludge resulting from the pretreatment of leachate?

Return it to the landfill

Other (describe) _____

SECTION E – ANALYTICAL RESULTS

Please attach the analytical results for the past 12 month period of monitoring required by 310 CMR 19.132, including results from surface water, ground water leachate, secondary leachate collection, and leak detection systems.

SECTION F – SANITARY SEWER AND STORM SEWER CONNECTION INFORMATION

1. Please list the landfill sanitary sewer connections (assign a sequential connection number to each sewer connection). If there are more than 3 connections, attach additional connection information on a separate sheet of paper.

<u>Connection Number (GPD)</u>	<u>Sewer Size (Inches)</u>	<u>Descriptive Location of Sewer Connection or Discharge Point</u>	<u>Pre-Treatment? (yes or no)</u>	<u>Avg. Measured (M) Flow Rate Estimated (E)</u>
#1 _____	_____	_____ _____ _____	_____	_____
#2 _____	_____	_____ _____ _____	_____	_____
#3 _____	_____	_____ _____ _____	_____	_____

2. Provide a description of the storm water drainage system as required by 310 CMR 19.130(19) and the following connection information. Provide the slope and/or design flow for drains.

<u>Connection Number</u>	<u>Drain Size (Inches)</u>	<u>Descriptive Location of Storm Connection or Discharge Point</u>	<u>Maximum Flow Rate (gpd)</u>	<u>Measured (M) Estimated (E)</u>
#1 _____	_____	_____ _____ _____	_____	_____
#2 _____	_____	_____ _____ _____	_____	_____
#3 _____	_____	_____ _____ _____	_____	_____

SECTION G – VEHICLE MAINTENANCE AND STORAGE

1. Is there a garage located on the site? Yes No

If yes, please indicate the approximate number of vehicles stored: _____

2. Are there floor drains located in the garage? Yes No

3. Are vehicles or other equipment washed on site? Yes No

If yes, please describe the types of vehicles and equipment washed: _____

4. Identify any other on-site maintenance performed on vehicles or equipment: _____

Attach copies of Material Safety Data Sheets (MSDS) for all detergents and chemicals used in the garage.

SECTION H – REQUIRED DOCUMENTS SUBMISSIONS

With this application, the applicant must submit the following documents that are applicable to the landfill. For each document that you do not submit, indicate below the reason why you have not submitted the document. If a document is inapplicable to the landfill, explain why. (For example, if you have not included a variance request because the landfill has not requested a variance, so indicate.):

- a) Site assignment made pursuant to MGL c. 111 §§ 150 A and 150A^{1/2}.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- b) Application for a solid waste management facility permit made to DEP (include all documents provided to DEP). See 310 CMR 19.030.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- c) DEP final permit decision. See 310 CMR 19.036.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- d) Any modifications to the permit from DEP. See 310 CMR 19.040.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- e) Authorization to operate from DEP. See 310 CMR 19.042.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- f) Closure and post-closure plans not part of the application for a solid waste management facility permit submitted to DEP. See 310 CMR 19.045 and 19.140.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- g) Any written approval from DEP to handle special waste. See 310 CMR 19.061.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- h) Any variances requests and variance approvals or denials. See 310 CMR 19.081.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- i) Any enforcement actions taken in the last five years and any enforcement actions that are unresolved. See 310 CMR 19.081 and 19.082.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

SECTION H – REQUIRED DOCUMENTS SUBMISSIONS (continued)

- j) The most recent completed landfill assessment. See 310 CMR 19.150.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- k) Any corrective action designs submitted to and approved by the DEP within the last five years, the DEP approval, and progress reports submitted to DEP to implement the corrective action. Include corrective action designs submitted and approved earlier than five years ago, the DEP approval, and progress reports, if the implementation is not complete. See 310 CMR 19.151.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

- l) Any NPDES permit for the landfill, including any pending NPDES permit application.
Submitted with application: YES NO (Explain why you have not submitted the document)_____

SECTION I - OTHER FILINGS

There are circumstances when the MWRA cannot issue a permit to you until you fulfill the requirements of another agency. This page asks for information about whether you are required to file with the Massachusetts Historical Commission (MHC) or under the Massachusetts Environmental Policy Act (MEPA) and the status of your filing, if any. If you have any questions about the requirements of those agencies, please contact them for information: MHC may be reached at 617-727-8470; the MEPA office may be reached at 617-727-5830.

1. Is the activity for which you require an MWRA permit a part of a project that is likely to impact a geographic area and affect or cause a change in the historical, architectural, archeological, or cultural qualities of a property as defined by the Massachusetts Historical Commission (MHC)? (For example, answer “no” if this application is for a permit renewal or you are not doing new construction. MHC defines “new construction” as a modification to the land or any existing structure.) Yes No If “no,” skip question 2.
2. If your answer to question 1 is “yes:”
 - a) Have you provided the required project notification form (950 CMR 71, Appendix A) to the MHC? Yes No
 - b) Briefly describe the status of the project with MHC. Provide documentation (see 950 CMR 71.07) allowing the MWRA to act on this application. If you have not provided notice to the MHC, explain why you have not provided notice and when you will provide notice.
3. Is the activity for which you require an MWRA permit a part of a project that is subject to review under the Massachusetts Environmental Policy Act (MEPA)? (For example, answer “no” if this application is for a permit renewal or not part of a larger project. The MEPA review thresholds are found in 301 CMR 11.00.) Yes No If “no,” skip question 4.
4. If your answer to question 3 is “yes:”
 - a) Have you made the required MEPA filing? Yes No
 - b) Briefly describe the status of the MEPA review. Provide documentation (see 301 CMR 11.10) allowing the MWRA to act on this application. If you have not filed with MEPA, explain why you have not filed and when you will file.