

MEMORANDUM

TO: Abbreviated License Applicant

FROM: Hazardous Waste Management Staff

DATE: May 2017

RE: **Abbreviated License Application for an
“Electronics Demanufacturing Facility”**

The Abbreviated License Application for an “Electronics Demanufacturing Facility” consists of eight pages. Please read the instruction carefully before attempting to fill out the application. Complete and return pages #4, 5, 6 and 7 to the Department. Page #8 should be published for public notice in a local newspaper in your area and sent by certified mail to all abutters of the facility and to the municipal office. A copy of the application, supporting documents and any amendments shall be filed with the appropriate town clerk, city clerk, or if the project is in an unorganized area, with the appropriate plantation clerk or county clerk.

ELECTRONICS DEMANUFACTURING FACILITY ABBREVIATED LICENSE APPLICATION

INTRODUCTION

The criteria for the proper operation of an Electronics Demanufacturing Facility where universal waste is prepared for recycling by demanufacturing electronic units are presented in the Hazardous Waste Management Rules, 06-096 C.M.R. ch. 856, § 11(A)(13)(a)-(i) adopted by the Board under the authority of 38 M.R.S., §§ 1301 to 1319-Y. Copies of the rules and laws are available from the Department of Environmental Protection or the Department's web site at (www.maine.gov/dep/index.html). The applicant should become familiar with the appropriate rules and laws before submitting an application for facility approval.

General Instructions

1. Be sure to submit the application well in advance of the date on which you plan to construct or operate the facility. The DEP staff can provide the best estimate of the amount of time it will take to review the application.
2. Prior to completing an application, the applicant is required to meet with the DEP staff to discuss the proposed facility. You may contact the Hazardous Waste Management Unit Leader at (800) 452-1942 or (207) 287-7688 to arrange a pre-application conference.
3. The following references are recommended for use in completing the application form:
 - A) DEP's *Hazardous Waste Management Rules* (06-096 C.M.R. ch. 850 – 858, last amended April 26, 2017)
 - B) 40 CFR Parts 260 – 273
 - C) 49 CFR Parts 172 – 173
49 CFR Parts 178 – 179
 - D) DEP's *Rules Concerning the Processing of Applications and other Administrative Matters*, Chapter 2 (06-096 C.M.R. ch. 002, last amended October 19, 2015)
4. Answer all questions. An application will be accepted for processing if all required information is submitted. **IF APPLICATION INFORMATION IS MISSING, APPLICATIONS WILL BE RETURNED TO APPLICANT UNPROCESSED, RESULTING IN UNNECESSARY DELAY IN THE APPLICATION PROCESS. FOLLOWING ACCEPTANCE FOR PROCESSING, THE DEP MAY REQUIRE ADDITIONAL INFORMATION.**
5. If a question does not apply, indicate that and explain why.
6. Applicants should not hesitate to contact the DEP staff if questions arise at any point during the application review process.

7. All drawings, site plans and maps must be drawn to scale on sheets no smaller than 8½” x 11” and no larger than 30” x 40” in size. All drawings, plans and maps should be folded to size 8½” x 11”.
8. All engineering designs, reports, plans and other technical engineering documents must be signed and stamped by a State of Maine Licensed Professional Engineer.
9. Within 30 days prior to filing, the applicant must give public **Notice of Intent to File** an application. The public notice must be published in a newspaper of general circulation in the area of the project and must be mailed by certified mail to all abutting landowners, and municipal office of the municipality where the project is located (see 06-096 C.M.R. ch. 2, § 14). A copy of this notice including the name of the publication and the date it appeared and certified mail receipts for abutters and municipal office must be forwarded to the Department as part of this application.
10. Prior to submission, the applicant may be required to attend a pre-submission meeting with the DEP staff to ensure that the necessary information has been included prior to filing the application. Contact your DEP Project Manager or the Hazardous Waste Management Unit Leader before submitting this application to determine if a meeting is necessary in your situation.
11. Sign the application. Refer to 06-096 C.M.R. ch. 856, § 10(A)(3) for guidance as to who may sign and certify the application. Where the owner and operator are not the same person, either may obtain the license, but both must sign and certify the application.
12. Submit with the application the appropriate application reviewing fee:

Treatment facility under abbreviated license provision \$75
 where the hazardous waste treated is 1000 kilogram
 or less per calendar month, OR

All other facilities for hazardous waste under \$400
 abbreviated license provisions

The Department encourages combining the application fee with the appropriate Annual License Fee (see page 6) and make check payable to the Maine Hazardous Waste Fund. Applications CANNOT be accepted without the appropriate application fee.
13. Keep a copy of the completed application for your files. This copy will hasten any communication with the DEP staff should questions arise during the review process.
14. Send the application, including all supporting material, to:

Maine Department of Environmental Protection
 Division of Materials Management
 17 State House Station
 Augusta, Maine 04333-0017
 Attn: Hazardous Waste Management Unit Leader

Maine Department of Environmental Protection
Bureau of Remediation and Waste Management
Division of Materials Management
17 State House Station
Augusta, Maine 04333-0017
Telephone: (207) 287-7688

**APPLICATION FOR ABBREVIATED LICENSE
FOR HAZARDOUS WASTE FACILITY
UNDER THE MAINE HAZARDOUS WASTE, SEPTAGE AND
SOLID WASTE MANAGEMENT ACT
(38 M.R.S. §§ 1301 to 1319-Y)**

ELECTRONICS DEMANUFACTURING FACILITY

PLEASE TYPE OR PRINT IN INK:

Name of Applicant: _____ Check one/both
Owner () Operator ()

Mailing Address: _____ Telephone No: _____

City: _____ State: _____ Zip Code: _____

Contact Person (Name, Address and Tel.): _____

Federal Employer Identification Number: _____; or
Social Security Number: _____

LOCATION OF ACTIVITY

Name of Facility: _____

Street or Route Number: _____

Municipality or Township: _____ County: _____

Has the facility obtained a U.S. EPA Identification Number: Yes () No ()

If yes, the number is: _____

Has the facility obtained any other State of Maine Hazardous Waste Facility Licenses?
Yes () No ()

If yes, indicate license number and date of issue: _____

Facility Owner (If different than Applicant): _____

[Owner's Mailing Address & Tel.]: _____

Owner's Status is: (Check one)

- A) _____ Federal
- B) _____ State
- C) _____ Municipal

- D) _____ Private
- E) _____ Other entity (Explain below)

General Requirements:

1. Provide a detailed description of the type of universal waste to be recycled, the processing method for alteration or dismantling of the universal waste, and the process by which the sub-components will be beneficially used or reused;
2. Provide a description (narrative, site plans, drawing, maps, etc.) of the facility where universal wastes will be demanufactured including any storage areas where universal waste is held prior to demanufacturing, areas for sub-component storage, resaleable electronics storage areas and transportation of the universal waste within the facility. Include security taken to prevent tampering and release of universal waste to the environment.
3. Provide a description of how waste received for demanufacturing is recycled if it is NOT demanufactured.
4. How will the applicant ensure that no crushing or other treatment of the universal waste or hazardous sub-components occurs? How will protruding, glass CRT necks be protected from breakage during handling and when packaged for shipping? Will the applicant conduct bailing operations for steel, plastic, aluminum or electrical cables? How will the applicant ensure that no hazardous substances are released if bailing operations for steel, plastic, aluminum and electrical cables is to occur?
5. Explain in detail how the storage of any universal waste and dismantled electronic components are conducted in accordance with requirements of 06-096 C.M.R. ch. 858 or alternately a detailed plan that provides equivalent protection as the rule.

Is an alternate storage plan to 06-096 C.M.R. ch. 858 proposed? Yes ___ No ___
If yes, describe in detail the alternate storage plan, including how CRTs will be packaged for storage and shipping.

6. Describe in detail the labeling to be used for each container or electronic unit received at the facility and each sub-component container. See 06-096 C.M.R. ch. 856, § 11(A)(13)(d) for further information.

7. Describe tracking procedures to be utilized at the facility to ensure universal waste received by the facility is dismantled within 180 days of the date the universal waste first arrived at the demanufacturing facility.
8. Describe tracking procedures used to ensure that the dismantled sub-components are shipped off site within 180 days of the date the electronic units are dismantled.
9. How will the applicant ensure that the universal waste and sub-components are not recycled in a manner constituting disposal. Include documentation from authorized recycling facilities that agree to accept waste from the applicant. Provide information on type of authorization for recycling universal waste (*e.g., license, permit*). See 06-096 C.M.R. ch 856, § 11(A)(13)(g) for further information.
10. Explain how all waste will be transported from the facility. For universal and hazardous waste ensure its transportation is in accordance with the provisions of 06-096 C.M.R. ch. 853 and ch. 857 of the Department's *Hazardous Waste Management Rules*.
11. ATTACH a copy of the applicant's title, right or interest to the property (refer to 06-096 C.M.R. ch. 856, § 10(A) and (11) for guidelines).
12. ATTACH a U.S.G.S. topographic map detailing the exact location of the facility.
13. Department policy requires the applicant's name on the final decision document issued by the Department to match the corporate name on file with the Secretary of State's office. Please submit a copy of your Information Summary Sheet from the Division of Corporations with your application.
14. Remit an annual fee in the form of a certified check or money order made payable to the Maine Hazardous Waste Fund in the amount of:
 - a. \$100 – treatment facility under abbreviated license provisions where the hazardous waste treatment is 1,000 kilograms or less per calendar month.
 - b. \$200 – all other facilities for hazardous waste under abbreviated license provisions.
15. Electronics demanufacturing facility owners/operators must submit an annual report to the Department documenting the quantity of universal waste entering the facility and the quantity of universal waste and sub-components leaving the facility. These annual reports must be on forms specified by the Department.

By signing this application, the applicant certifies that he or she has given public notice and filed appropriate documents in accordance with Chapter 2 of the Department's *Rules Concerning the Processing of Applications and other Administrative Matters*.

The applicant, by signing this application certifies that the facility is in compliance with applicable requirements of 06-096 C.M.R. ch 858 for universal wastes and batteries, except where an alternative plan is authorized by 06-096 C.M.R. ch 856, § 11(A)(13) and where such alternative plan was submitted with this application.

The applicant certifies under penalty of law that he or she has examined and is familiar with the information submitted in this document and all attachments thereto and that based on his or her inquiry of those individual immediately responsible for obtaining the information believes that the information is true, accurate and complete. The applicant is aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment.

Date: _____

(Signature of Owner-Applicant)

(Printed Name and Title)

Date: _____

(Signature of Operator-Applicant)
(If different from above)

(Printed Name and Title)

NOTE:

Where owner and operator are not the same person, either may obtain the license but both must sign and certify the application.

1. To be advertised once by the applicant in a newspaper of general circulation in the area of the project location.
2. To be mailed by certified mail to all abutting landowners, and municipal office of the municipality where the project is located.
3. A copy of the published notice is to be submitted with the application

NOTICE OF INTENT TO FILE

Please take notice that _____

(Name, address, and phone number of applicant)

is intending to file an application with the Maine Department of Environmental Protection (DEP) pursuant to the provisions of **Title 38 M.R.S. §§ 1301 to 1319-Y** for an Electronics Demanufacturing facility on _____. The application is for _____.
(estimated submittal date)

(Summary of project)

at _____ in _____
(project street address) (municipality)

A request for **public hearing** by the Board of Environmental Protection must be received by the Department, in writing, no later than 20 days after the application is accepted by the Department as complete for processing. Public comment on the application will be accepted throughout the processing of the application.

The application and supporting documentation are available for review at Department offices in Augusta, located in the Ray Building on the AMHI Complex off Hospital Street, during normal working hours. A copy of the application and supporting documentation may also be seen at the municipal office in _____, Maine
(town)

Written public comments may be sent to the **Hazardous Waste Management Unit Leader at the Bureau of Remediation and Waste Management, 17 State House Station, Augusta, Maine 04333-0017.**