

Maine Enterprise Licensing System (MELS) Supporting User Guides

Submitting a Request for a Solid Waste Amendment, Revision, or Transfer



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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www.maine.gov/dep

Submitting a Request for a Solid Waste Amendment, Revision or Transfer Form

To submit an amendment, revision, or transfer form, you must have an active Solid Waste Permit associated with your MELS account. If you:

- Have an active Solid Waste Permit but it is not associated with your MELS account, reference the “Linking Your Account to a Site” video guide(available on the [MELS Hub](#)).
- Do not have an active Solid Waste Permit, you need to first submit a Solid Waste application.

When you are ready to begin the form, navigate to “Start a New Form” and select “I want to renew, modify, or terminate an existing permit, license, or registration,” as seen in Figure 1 below:

Figure 1: Start a New Form

The screenshot shows a web application interface for starting a new form. On the left is a navigation menu with the following items: Home, Dashboard, **Start a New Form** (highlighted in red), Submissions, Permits/Permit Groups, Evaluations, Violations, Financials, and Documents. The main content area is titled "Start New Form" and contains the question "What kind of form are you looking for?". Below this question are four options, each with a right-pointing chevron icon:

- I want to start a **new application***
Forms used to apply for a New Permit, License, or Entrance into a Program
- I want to renew, modify or terminate an **existing permit, license or registration***
Forms used to reissue, modify, transfer or terminate a permit
- I want to file a **complaint**, or report an **incident***
Forms to file a general complaint or to report spills, leaks or discharges
- I'm not sure*
Search all available forms (excluding reporting forms)

A red arrow points to the second option, "I want to renew, modify or terminate an existing permit, license or registration".

Select Begin on the relevant amendment, revision, or transfer form, as seen in Figure 2 below:

Figure 2: Beginning Renewal and Transfer Permit Change Form

The screenshot displays a web interface titled "Permit Change Forms". At the top, it indicates "5 items found" and includes a "Filter" button. Below this, it shows "Showing 5 of 5" items. The first item is "Solid Waste Agronomic Utilization Program Amendment", which has a red arrow pointing to its "Begin" button. The other four items are "Solid Waste Condition Compliance Application", "Solid Waste License Surrender Form", and "Solid Waste License Transfer Request", each also having a "Begin" button. All items share the same site name (S-000002) and permit number (S-000002-SC-D-R v1.0).

Form Title	Site Name	Permit Number	Form Description	Program Area	Action
Solid Waste Agronomic Utilization Program Amendment	S-000002	S-000002-SC-D-R v1.0		BRWM - Solid Waste	Begin
Solid Waste Condition Compliance Application	S-000002	S-000002-SC-D-R v1.0		BRWM - Solid Waste	Begin
Solid Waste License Surrender Form	S-000002	S-000002-SC-D-R v1.0		BRWM - Solid Waste	Begin
Solid Waste License Transfer Request	S-000002	S-000002-SC-D-R v1.0		BRWM - Solid Waste	Begin

Proceed by completing all the required fields in the form. If you have any questions, contact Solid Waste staff (listed on the [DEP website](#))

When you reach the “Fee Total” section, reference the “Submitting a Payment” user guide (available on the [MELS Hub](#)).

Continue to the “Signing” section of the form.

- If you need to invite other users to sign:
 - Select “Yes”.
 - Enter the other signer’s email, select the “include myself as signer” box if you also need to sign the form, then select “Send Invite”, as seen in Figure 3 below.

Figure 3: Adding Additional Signers

Signing

1 Choose Signers

Will you need any others to sign this form?

No
I will be the only signer.

Yes
I need to invite other users to sign.

2 Invite Signers

Please **fill in information for any users** who will need to sign. When you finish this process, they will each be **sent an email invitation to sign the form.**

Email: Signing Instructions (optional):

Include myself as a signer

SEND INVITE

- If necessary, select “Sign” to sign the form yourself.
- Your additional signer will be notified via email that you are requesting their signature. If they do not already have an account in MELS, they will need to create one.

- Once all signatures have been provided, your form will be submitted automatically.
- If you are the only signer, select “No” then select “Sign” as seen in Figure 4 below.

Figure 4: Signing as the Only Signer

The screenshot shows a 'Signing' section with a progress indicator '1 Choose Signers'. The question is 'Will you need any others to sign this form?'. There are two radio button options: 'No I will be the only signer.' (which is selected and highlighted in a dark grey box) and 'Yes I need to invite other users to sign.' (which is unselected). A red arrow points from the 'Yes' option to the 'No' option. Below the options is a teal 'SIGN' button with a red arrow pointing to it.

- You will receive a notice on your screen once your submission has been completed. At this time, you may choose to view your submission or return to the portal.

After submission, you might get corrections requested by Solid Waste staff member. If you need assistance in responding to these corrections, review the "Responding to Corrections Requested" user guide (available on the [MELS Hub](#)).