



Adding Address Information

EEA ePLACE Instructions



EEA ePlace Portal

General Navigation

- ❑ Click  button to move to the next page.
- ❑ Any field with a red asterisk (*) is required before you continue to the page.
- ❑ Click  button to save your work and resume later.
- ❑ Click on the tool tips  where applicable to get more details.
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



Adding address information

- ☐ Facility Information
- ☐ Location/Site Information
- ☐ Project Location Information
- ☐ Multiple locations Information



Adding Facility Information

- ❑ To add your Facility information
- ❑ Please read the instructions on how to search your facility or how to add new facility information
- ❑ **Note:** Some applications are restricted to existing Facilities and system does not allow creating new ones
- ❑ **Note:** If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office
- ❑ Click "Continue Application" to proceed to the next page of the application



EEA ePlace Portal

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* indicates a required field.

Facility Information

Please identify the facility for this application. In the "Name" box enter the facility name or a part of it and then click the "Search" button to see a list of results. Click the button to the left of your facility and then click the "Select" button. If your facility is not on the list, click "Cancel" and try searching by address instead of Name. If you cannot find your facility, type in the data for the boxes with an asterisk and go on to the next section without clicking "Search". CAUTION some applications are restricted to existing Facilities and do not allow creating new ones. If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office.

* Facility Name:

* Street #: * Street Name: Street Name 2:

* City: * State: MA * Zip:

Latitude: Longitude:

DEP Facility ID: AQ ID: TRI ID: LES ID:

Facility(s)

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Facility Name Address
<input checked="" type="radio"/> 7 ELEVEN 37380 664 UNION ST FRANKLIN MA 02038
<input type="radio"/> ADVANCE AUTO PARTS 4972 250 ELM ST PITTSFIELD MA 01201
<input type="radio"/> AL O SONS SERVICE STATION 638 HIGH ST MEDFORD MA 02155
<input type="radio"/> ALL STEEL FABRICATING INC 84 CREEPER HILL RD GRAFTON MA 01536
<input type="radio"/> ALLIED WASTE SERVICES OF MA LLC 22 NIGHTINGALE AVE QUINCY MA 02169
<input type="radio"/> ALMEIDA AUTO BODY 20 OAK ST PITTSFIELD MA 01201
<input type="radio"/> ALPHA GRAINGER MANUFACTURING INC 20 DISCOVERY WAY FRANKLIN MA 02038
<input type="radio"/> ATTLEBORO WEST ST WTP 1296 WEST ST ATTLEBORO MA 02703
<input type="radio"/> BAY STATE SPRING CORP 1864 MAIN ST HOLDEN MA 01520
<input type="radio"/> BETH ISRAEL DEACONESS HOSPITAL NEEDHAM 148 CHESTNUT ST NEEDHAM MA 02192
<input type="radio"/> BIRD PRECISION 1 SPRUCE ST WALTHAM MA 02454
<input type="radio"/> BLANDFORD 0 MAIN ST BLANDFORD MA 01006

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Adding Location/Site Information

- ❑ To add your Location information, please read the instructions
- ❑ Click "Continue Application" to proceed to the next page of the application

WS25 - Approval of Treatment Facility Modification Application

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Step 2: Location Information > Page 1 of 1

* indicates a required field.

Location Information

Please enter your location information below accordingly. If a location name is not available, please enter N/A. If location does not have a street number, please enter '0'.

* ?

Name of Location:

* Street # * Street Name: Street Name 2

* City: ? * State: ? * Zip: ?

Latitude ? Longitude ?

Clear

Continue Application »

Save and resume later



Adding Project Location Information

- ❑ To add your Project Location information, please read the instructions

- ❑ Click "Continue Application" to proceed to the next page of the application

Primary Project Location

If the project site does not have a traditional physical address, please enter Street Number as "0" Street Name as "N/A", enter the latitude and longitude coordinates, and complete "Brief Description of Project Location" in the Project Information Section.

To find the latitude and longitude information, type in your address or locate the project site on Search Google Maps - Right click on your location pin. The format should be in decimal degrees (i.e., Latitude XX.XXXXXX Longitude -XX.XXXXXX).

"City" field must list the name of one of the 351 municipalities in the Commonwealth - please do not list a neighborhood or village name in this field or elsewhere in this application form.

*

Name of the Waterbody: ?

*Street # *Street Name: Street Name 2

*City: ? *State: ? *Zip: ?

Latitude * ? Longitude * ?



Adding Multiple Location(s) Information

- ❑ To add multiple locations
 - ❑ Click “Add a Row”
 - ❑ Enter information accordingly and click “Submit”
 - ❑ Repeat the steps above to add multiple rows
- ❑ Click "Continue Application" to proceed to the next page of the application

Additional Location Information

ADDITIONAL LOCATIONS

List all the additional locations in the table below. You can add up to 8 additional locations. If you have more than 8 additional locations, you will need to submit a different application form. For more instructions click [here](#).

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Name of Location	Street Number	Street Name	Street Name 2	City/Town	State	Zip	Latitude	Longitude
No records found.								

Add a Row ▼

Edit Selected

Delete Selected

Continue Application »

Save and resume later

ADDITIONAL LOCATIONS

List all the additional locations in the table below. You can add up to 8 additional locations. If you have more than 8 additional locations, you will need to submit a different application form. For more instructions click [here](#).

*Name of Location:

*Street Number:

*Street Name:

Street Name 2:

*City/Town:

*State:

*Zip:

Latitude:

Longitude:

Submit

Cancel



Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For other instruction documents, please visit the link below
[Energy and Environmental Affairs ePLACE Portal Documents](#)



EEA ePlace Portal