



# Department of Environmental Protection

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In September 2019, MassDEP and EEAIT have released a new version of the AQ02 and AQ03 Comprehensive Plan Approval Forms in ePLACE. These new forms implement a change in how a form is prepared. The new forms also use some new terms that are important to understand before proceeding with preparing an application. This document discusses the new terminology.

New terms used in the application.

**Submitter** : This is the person who clicks the button to “Submit” the application. It can be the Permittee or the Preparer BUT this is the only person who will have the ability to EDIT the application post submittal (once the application is marked deficient or RFI by MassDEP). In most cases we would expect this to be the consultant (preparer) or employee of the company designated to prepare the application.

- If the Submitter is the same as the Preparer then the Submitter must certify to the accuracy, completeness of the submittal in addition to the Permittee and PE.
- If the Submitter is the same as the Permittee, then the Permittee completes the one certification application (sub-form) BUT that also means the Permittee will be responsible for doing any edits required on the Application if an RFI or Deficiency is noted by MassDEP.

Choose your Submitter wisely.

**Permittee**: This is the Responsible Official or authorized employee who is certifying and “accepting” the application.

- If the Permittee is the same person as the “Submitter” then, there will only be one certification application (sub-form) where the Submitter will accept the application.
- If the Permittee is not the same person as the “Submitter”, the Permittee will be notified when the application has been submitted. They need to log in to the system, review the application and certify on a separate certification application (sub-form).

**Note** – The Permittee will get the fee payment link on their “My Records” page after they “accept” the submittal. The application review timeline does not start until the application has been paid.

**Professional Engineer (PE):** The Massachusetts Licensed Professional Engineer who must certify the application prior to its official submittal\*. The PE has a separate certification application (sub-form) and will be notified when the application has been submitted and is ready for their certification.

**Application Contributor/Preparer:** This is the person who prepares the application and could also be the “Submitter”. The Preparer set up the Contact list and designates who the Permittee is, who the PE is, who the Permittee Company is, and what other people can access the application to assist in its preparation.

- If the Preparer is the same as the Submitter, the Preparer must certify to the accuracy, completeness of the submittal in addition to the Permittee and PE.

**\*Official Submittal** – This is the submission of Complete Application including Permittee’s Acceptance.

If the PE is not the same person as the Preparer then the PE will get a separate notification letting them know that an application is available for their review and approval. Right now there is no way to enforce the order of the approvals (e.g. PE approval before permittee approval) but such will be strong encouraged in Instructions and Guidance.

**Additional Scenario -**

- When the application is “Submitted” the contents are “locked”. In order to reopen the application either at the request of the PE or the Permittee, the PE or Permittee must NOT Accept (i.e. REJECT) the certification application (sub-form) which allows the preparer/ submitter to do edits and resubmit.
- If either PE or Permittee rejects then upon resubmittal of the application by the Preparer/Submitter – Both PE and Permittee will be notified and will receive a NEW certification application (sub-form) for their acceptance.

\* Once the PE or Permittee acceptances the certification application (sub-form) then the certification application will be removed from their “My Records” tab in ACA. (Only the MassDEP staff can see these from AA i.e. the backend under the Related Records Tab)

**\* Notifications sent out -**

- **Submission Notification** - Upon submission of Application - Preparer/Submitter will receive a POR of complete application along with PE and Permittee’s acceptance instructions.

- **PE Acceptance Notification** – This notification is sent to the PE, Submitter and Permittee when PE Accepts/Rejects the Certification application (sub-form)
- **Successfully Submission** - Once all responsible parties accept the certification application then the system will generate a FINAL NOTIFICATION and send to all contacts (email ID's) which includes POR of the complete application, PE Certification and Permittee Certification along with payment instructions.

As of September 2019, the AQ02 and AQ03 are the only AQ Application forms that are using this new format and terminology. As time allows, additional forms will be converted to the new format.