
WM16 - NPDES Treatment Works Plan Approval Amendment

MassDEP, Bureau of Water Resources



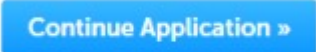

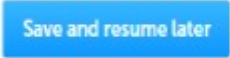

EEA ePLACE Portal

Overview

- ❑ This presentation is to assist in completing an **WM16 - NPDES Treatment Works Plan Approval Amendment**
- ❑ Use this permit for any major change to a treatment facility which does not require a change to the permit issued to the facility
- ❑ For more information on criteria requirements, please refer to instructions on the mass.gov site
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process



General Navigation

- ☐ Always Click  to move to the next page.
- ☐ Do NOT use the Browser Back Button  as this will take you out of the system
- ☐ Any field with a red asterisk (*) is required before you can move off the page.
- ☐ Click  to save your work and resume at a later time
- ☐ Click on the tool tips where applicable to get more details. 
- ☐ We strongly suggest using Internet Explorer as a preferred browser



How to Apply

- ❑ If this is your first time in the system, your first step would be to create an account and complete the Claim Authorization Request. First, you will need to link your current Permit issued by the agency with the new system in order to proceed. For more information, please see the instructions on Claim Authorization Request
- ❑ If you have already created an account and your current permit/authorization is linked to your account, please continue to the next page and follow the instructions accordingly



How to Apply

- ❑ Click or type this address on your browser:

[https://eplace.eea.mass.gov/
citizenaccess](https://eplace.eea.mass.gov/citizenaccess)

- ❑ Log into your account in ePlace using your username/password



EEA ePLACE Portal

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Reports \(2\)](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:
[Energy and Environmental Affairs, MASSDEP](#)
[Energy and Environmental Affairs, MDAR](#)
[Energy and Environmental Affairs, DCR](#)

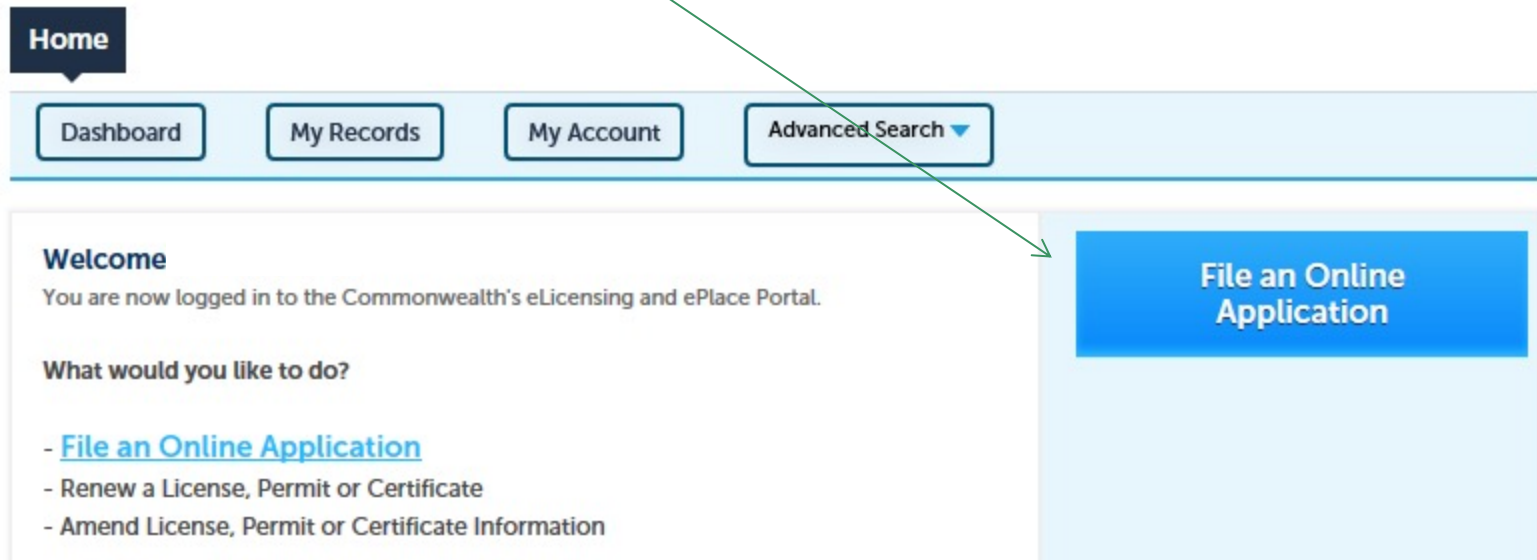
For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

The screenshot shows the EEA ePLACE Portal login page. At the top, there is a "Home" button. Below it, a "Welcome to the Commonwealth of Massachusetts ePLACE Portal" message states that the Commonwealth offers online access to many licensing, permitting, and certificate services. A green arrow points from the URL in the previous block to the "Home" button. Below the welcome message, there are links for "Options for Licensees and Applicants" (Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration; Make Payments Online) and "ePLACE Portal Account Registration". The registration section explains that users must first register for an account and lists options: Apply for a License, Permit, Certificate, Notification or Registration; or Renew a License, Permit, Certificate or Registration. On the right side, there is a "Login" section with fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, and a "Login »" button. Below the login fields, there are links for "I've forgotten my password" and "New Users: Register for an Account". A note at the bottom states: "Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other..."

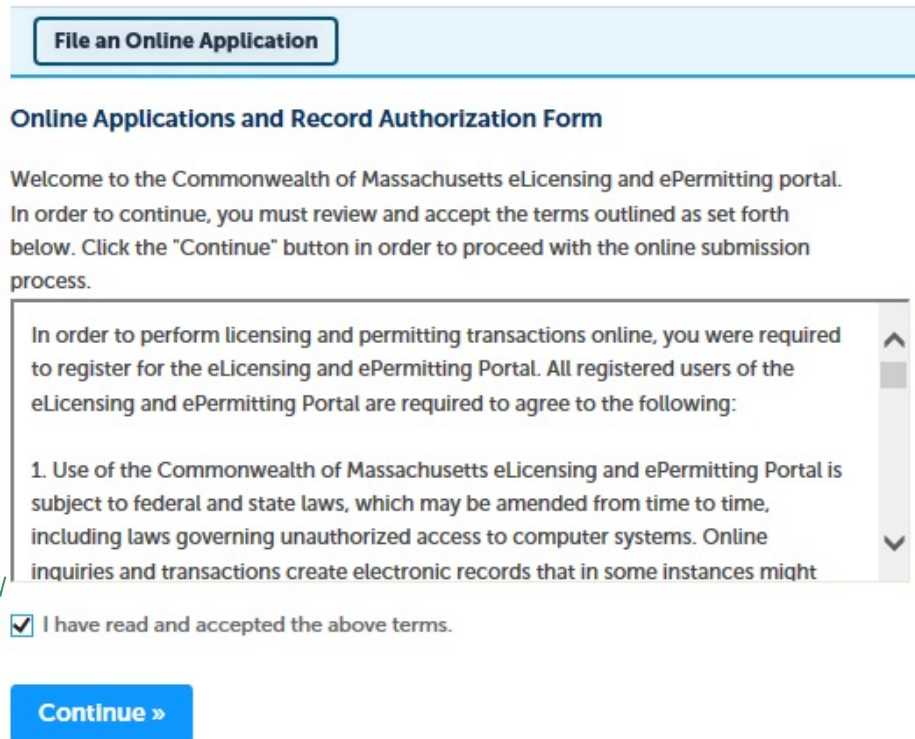
File an Online Application

❑ Click here to start



File an Online Application

- ❑ Read and accept the Terms and Conditions
- ❑ Click the checkbox and click “Continue”



File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

Continue »



File an Online Application

- ❑ Click “Apply for a DEP Authorization – NPDES (WM)”
- ❑ Select “WM16 - NPDES Treatment Works Plan Approval Amendment”
- ❑ Click “Continue”

Search

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▼ Apply for a DEP Authorization - NPDES (WM)
 - ☐ WM05 - Major NPDES Surface Water Discharge Permit Application
 - ☐ WM06 - Minor NPDES Surface Water Discharge Permit Application
 - ☐ WM15 - NPDES Notice of Intent Application
 - ☒ WM16 - NPDES Treatment Works Plan Approval Amendment
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account

Continue »



Step 1: Authorization Information

❑ Enter your Authorization number, that you received from your Claim Authorization request

❑ Please read the instructions for more information

❑ Click “Continue Application”

Home

DEP Applications

WM16 - NPDES Treatment Works Plan Approval Amendment

1 Authorization Information	2 Contact Information	3 Facility Information	4 Application Information	5 Document	6	7	8
-----------------------------	-----------------------	------------------------	---------------------------	------------	---	---	---

Step 1: Authorization Information > Page 1 of 1

* indicates a required field.

Authorization Information

In order to proceed you will need to enter your system authorization number that you received through your claim authorization process request. If you do not have the system authorization number, please save and resume this application and complete the Claim Authorization request first. For more information and additional instructions please [click here](#).

* Authorization: ?

Continue Application »

Save and resume later



Step 2: Contact Information

- ❑ Your current Authorization information will be displayed
- ❑ You can modify the information accordingly, if applicable
- ❑ Click “Continue Application” to go to the next page



* Indicates a required field.

Permittee

"Permittee" is the individual or an individual authorized by a Company applying for this application.

If you are the Permittee, you may click on the "Add New" button and select the checkbox "Use Login Information" on the top and click "Continue".

If you are a consultant, engineer, attorney, or other authorized representative preparing the application on behalf of the Permittee, you are an "Application Contributor". Do not enter your name or contact information in the fields for the Permittee.

- If the Permittee has an EEA ePLACE account and they would like to contribute to the Application process, click "Look Up" button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and does not want to contribute to the Application process, click "Add New" button and enter the Permittee information on their behalf.

Permittee:
TEST EL NEWTEST
-
Boston, MA, 01752
Telephone #: 617-576-7777 Email: jallia-el-jadidej@mass.gov

[Remove](#)

Permittee Company

Please add the company information that the Permittee is affiliated with.

[Add New](#)

Application Contributors

If multiple users will be coordinating in the preparation of this application, you will need to add them below.
Note - If you are unable to find the correct contributor, click on the "Save and resume later" button. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application.

[Look Up](#)

Showing 1-1 of 1

Contact Type	Name	Organization Name	Contact Person	Action
Facility Delegate	3654715-FAC-002465			Edit/View Delete

[Continue Application »](#) [Save and resume later](#)

Step 3: Facility Information

❑ Facility Name is displayed to be viewed only and cannot be edited

❑ Click on “Continue Application”

Home

DEP Applications

WM16 - NPDES Treatment Works Plan Approval Amendment

1	Authorization Information	2	Contact Information	3	Facility Information	4	Application Information	5	Document	6	7	8
---	---------------------------	---	---------------------	---	----------------------	---	-------------------------	---	----------	---	---	---

Step 3: Facility Information > Page 1 of 1

* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If applicable for a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

* Facility Name:
TEST FACILITY

* Street #
10

* Street Name:
TESTING LN

Street Name 2

* City:
TEWKSBURY

* State:
MA

* Zip:
01876

Latitude
-71.23053303

Longitude
42.60996949

DEP Facility ID:
437653

AQ ID:
1210628

HW ID:

TRI ID:

Clear

Continue Application »

Save and resume later



Step 4: Application Information

- ❑ Add any additional information that might help the agency with the review of this application

Home

DEP Applications

WM16 - NPDES Treatment Works Plan Approval Amendment

1	2 Contact Information	3 Facility Information	4 Application Information	5 Document	6 Special Fee Provision	7	8
---	-----------------------	------------------------	---------------------------	------------	-------------------------	---	---

Step 4: Application Information > Page 1 of 1

* indicates a required field.

EPA Information

EPA ID:

test

Additional Information

Please use this space to enter additional information that may seem pertinent to your application.

Additional Information:



Continue Application »

Save and resume later



EEA ePLACE Portal

Step 5: Documents

- ☐ Upload all required documents for your application.
- ☐ The required documents will be listed on the application →
- ☐ To begin attaching documents, click “Browse”. →



WM16 - NPDES Treatment Works Plan Approval Amendment

1	2	3	Facility Information	4	Application Information	5	Document	6	Special Fee Provision	7	Review	8
---	---	---	----------------------	---	-------------------------	---	----------	---	-----------------------	---	--------	---

Step 5: Document > Page 1 of 1

* indicates a required field.

Documents

Please note: In addition to the electronic submission of the documents, agency might request hard copy documents to be mailed in as well. This request will come by the MassDEP program staff. The application might be deemed deficient until these documents are received by the program staff and additional time for review might be requested.

Please upload 3 Required Document(s) which are mandatory to Submit this Application:

1. Engineering Report
2. PE Certification Form
3. Plans

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

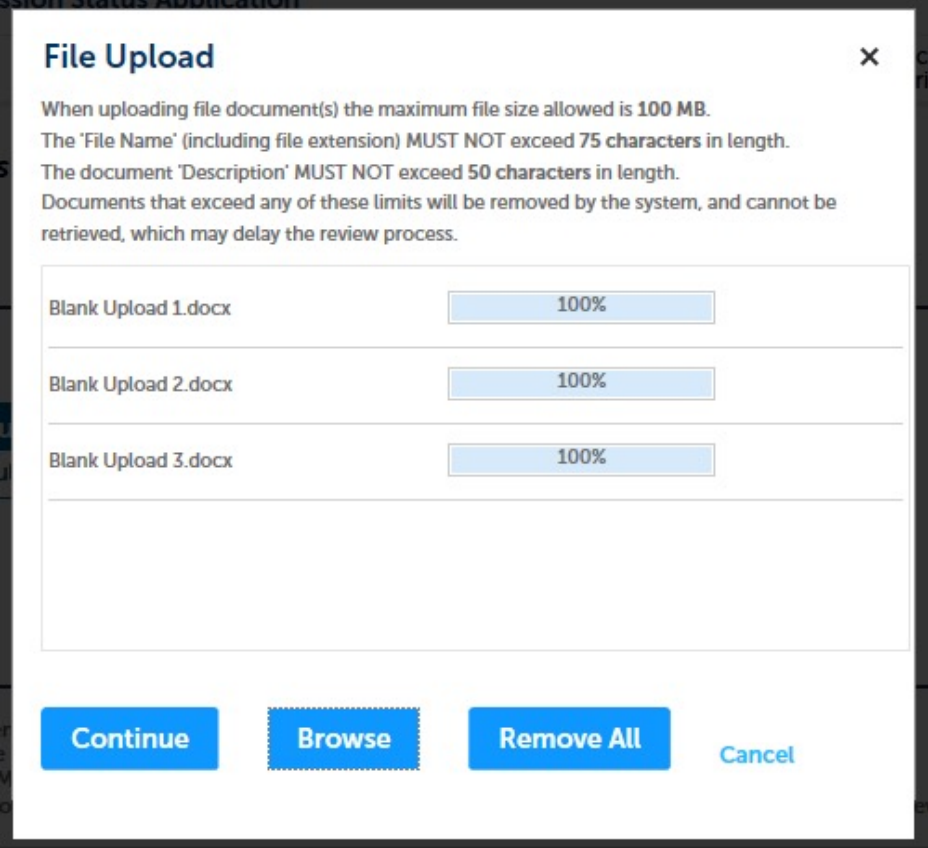
Browse

Continue Application »

Save and resume later

Step 5: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach
- ❑ When all files reach 100%, click “Continue”



File Upload [X]

When uploading file document(s) the maximum file size allowed is **100 MB**.
The 'File Name' (including file extension) **MUST NOT** exceed **75 characters** in length.
The document 'Description' **MUST NOT** exceed **50 characters** in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



Step 5: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”
- ❑ Click “Continue Application”

File:
Blank Upload 1.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 2.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 3.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

Save Browse Remove All

Continue Application »

Save and resume later



Step 5: Documents (Attaching)


☐ You should see a message that you have successfully attached documents

☐ Review the list of attached documents

☐ When ready, click “Continue Application”

Home

DEP Applications

 The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

WM16 - NPDES Treatment Works Plan Approval Amendment

1	2	3 Facility Information	4 Application Information	5 Document	6 Special Fee Provision	7 Review	8
---	---	------------------------	---------------------------	------------	-------------------------	----------	---

Step 5: Document > Page 1 of 1

* indicates a required field.

Documents

Documents:

Please upload 3 Required Document(s) which are mandatory to Submit this Application:

1. Engineering Report
2. PE Certification Form
3. Plans

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
File 2.jpg	Engineering Report	4.05 KB	06/24/2020	test	Actions ▼
File1.jpg	PE Certification Form	4.05 KB	06/24/2020	test	Actions ▼
File 3.jpg	Plans	4.05 KB	06/24/2020	test	Actions ▼

Browse

Continue Application »

Save and resume later



Step 6: Special Fee Provision

- ☐ If Special Fee Provision is applicable, check the appropriate box and provide requested information
- ☐ Click “Continue Application”

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
---	---	---------------------------	-------------	-------------------------	----------	-------------------------

Step 5: Special Fee Provision > Page 1 of 1

* indicates a required field.

Special Fee Provision

Exemption: ⓘ

☐

Exclusion (special agreement or policy): ⓘ

☐

Substitution (ASP/IRP): ⓘ

☐

Double Fee for Enforcement: ⓘ

☐

Hardship payment extension request: ⓘ

☐

[Continue Application »](#) [Save and resume later](#)



Step 7: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

Home

DEP Applications

WM16 - NPDES Treatment Works Plan Approval Amendment

1	2	3	4 Application Information	5 Document	6 Special Fee Provision	7 Review	8 Application Submitted
---	---	---	---------------------------	------------	-------------------------	----------	-------------------------

Step 7: Review

[Continue Application »](#) [Save and resume later](#)

Please review all the information before submitting. Once this application has been submitted, you will be not be able to make changes. To make changes you will need to contact the agency directly.

Review and Certification

[Edit Application](#)

Authorization Information

Authorization: WM05-0000042

Permittee

Individual
Testing Elpas
111 Main st
Waltham, MA, 01752
United States

Telephone #: 617-617-6177
E-mail: testingelpas@gmail.com

Permittee Company

Application Contributor

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Facility Information

TEST FACILITY | 110 TESTING LN TEWKSBURY MA 01876
DEP Facility ID: 437653
DEP Region: NE
AQ ID: 1210628
Facility Record ID: 15-FAC-017560

EPA Information

EPA ID: test

Additional Information



Step 7: Review

- ☐ Read the Certification Statement
- ☐ Click the check box to complete your certification
- ☐ Click “Continue Application” to proceed with your submittal

Application Submitter

Individual
Testing Eipas
Waltham, MA, 01752

Telephone #:617-617-6177
E-mail:testingeipas@gmail.com

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.

☐ By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)



Step 8: Pay Fees

- ❑ Both online payment and pay by mail are available
- ❑ Online payment will require a service charge
- ❑ Click the appropriate box to continue

Home

DEP Applications

WM16 - NPDES Treatment Works Plan Approval Amendment

1	2	3	4	5 Document	6 Special Fee Provision	7 Review	8 Pay Fees	9 Application Submitted
---	---	---	---	------------	-------------------------	----------	------------	-------------------------

Step 8: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
WM16 Amendment Fees	\$980.00

\$980.00

Pay Online »

Pay by Mail »



EEA ePLACE Portal

Pay Online

- ☐ If you choose “Pay Online”, you will be brought to this screen
- ☐ Provide all payment and billing information
- ☐ Accept the terms and conditions
- ☐ You will be e-mailed a receipt

Billing Information

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

Payment Information

Card Type

Card Number

CVV Code

Expiration

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☐ I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Pay by Mail

☐ If you choose “Pay by mail”

☒ Check your email for instructions

☐ Your application will not be reviewed until payment is received

Payment online: If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WM05-0047-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.



Submission Successful!

- ❑ When you submit your application you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications

Home

DEP Applications

WM16 - NPDES Treatment Works Plan Approval Amendment

1	2	3	4	5 Document	6 Special Fee Provision	7 Review	8 Pay Fees	9 Record Issuance
---	---	---	---	------------	-------------------------	----------	------------	-------------------

Step 9: Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 20-WM16-0026-AMD.

You will need this number to check the status of your application.

If applicable, if you are willing to make an Online Payment, please click on "DEP Applications" button and click the "Pay Fee Due Link" next to your Application Record.



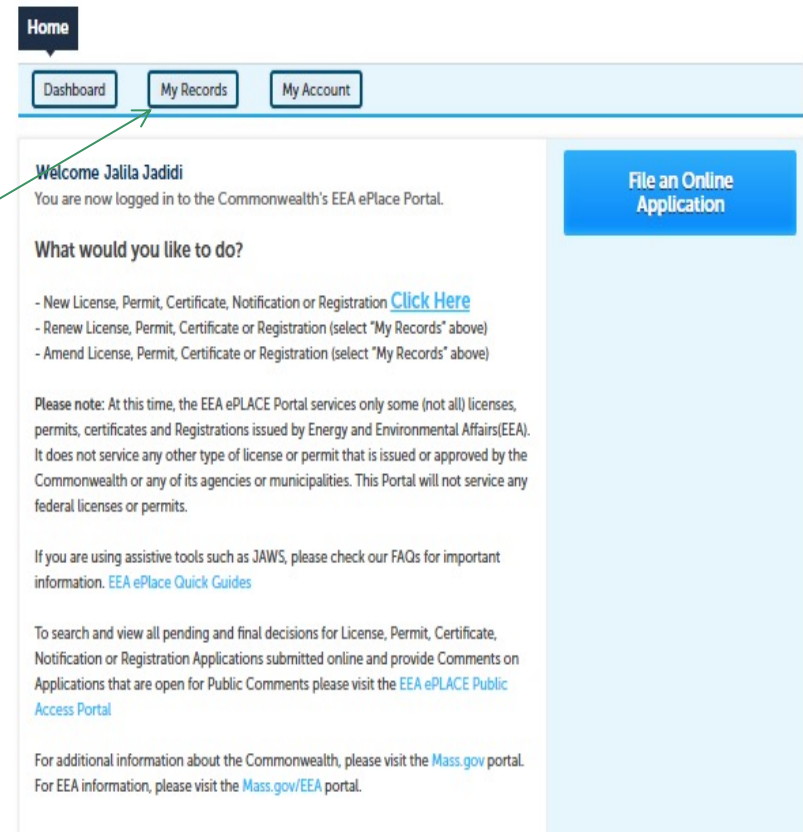
EEA ePLACE Portal

To check the status of an application

❑ Log on to EEA ePlace portal

▶ <https://eplace.eea.mass.gov/citizenaccess>

❑ Go to your “My Records” page in ePlace to see or track the status of an application



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 business related questions, please visit the link below:

<https://www.mass.gov/how-to/wm-16-treatment-works-plan-approval-for-newmodified-facility-associated-with-surface-water>

