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# WM05 / WM06 - Minor / Major NPDES Surface Water Discharge Permit Renewal

MassDEP, Bureau of Water Resources



**EEA ePLACE Portal**

# Overview





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- This presentation is to assist in completing a **WM05/WM06 – Major/Minor NPDES Surface Water Discharge Permit Renewal**
- These permits protect the public health, welfare, and the environment through the control of industrial and non-industrial wastewater discharges to surface waters of the Commonwealth
  - Under the Surface Water Discharge Permit Program (314 CMR 3.00) and the Massachusetts Surface Water Quality Standards (314 CMR 4.00)
- This presentation will take you screen by screen through the ePLACE online permitting renewal process



# General Navigation

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- ☐ 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

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- ❑ 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 with your Renewal. 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

[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](mailto: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.

[Home](#)

## Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

### Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

### ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration

### Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

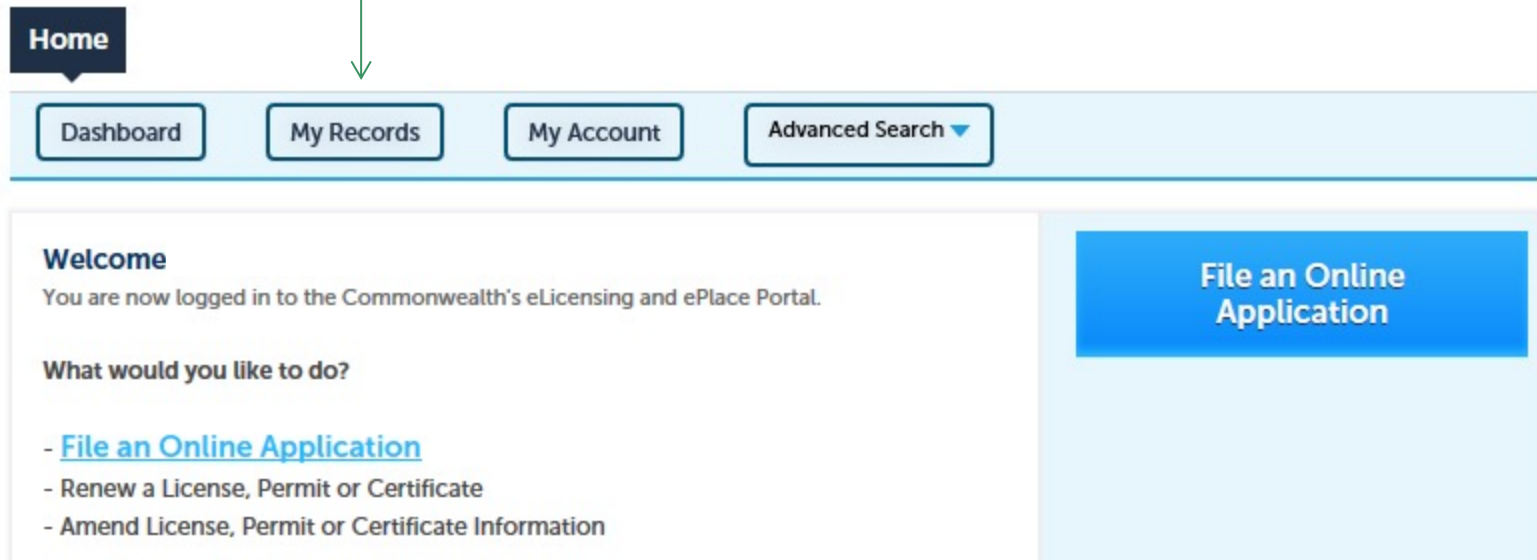
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does not service any other



EEA ePLACE Portal

# File an Online Renewal

- ❑ Click on “ My Records” tab to start



# Access your record

- ☐ A list of your records will be displayed
- ☐ Locate the permit record you need to Renew
- ☐ Against the record you will have the Renew Authorization link under Actions
- ☐ Click on Renew Authorization link to continue



The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. Below the navigation bar, there is a section for 'DEP' (Department of Environmental Protection). Under 'DEP', there is a link to 'Showing 1-10 of 13 | Download results | Add to collection'. Below this, there is a table with the following columns: 'Date', 'Record Number', 'Record Type', 'Facility/Location Address', 'Legacy ID', 'Expiration Date', 'Status', and 'Action'. The table contains one record with the following details: '06/24/2020', 'WM06-0000017', 'WM06 - Minor NPDES Surface Water Discharge Permit Authorization', 'BACK BAY MANOR ASSOCIATES LLP | BOSTON, MA 02120', 'test EPA ID', '06/24/2020', 'About to Expire', and 'Renew Authorizat' (truncated). A green arrow points from the 'Renew Authorizat' link to the 'Click on Renew Authorization link to continue' step in the list on the left.

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	06/24/2020	WM06-0000017	WM06 - Minor NPDES Surface Water Discharge Permit Authorization	BACK BAY MANOR ASSOCIATES LLP   BOSTON, MA 02120	test EPA ID	06/24/2020	About to Expire	<a href="#">Renew Authorizat</a>



# Step 1: 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

1 Contact Information 2 Facility Information 3 Application Information 4 Documents 5 Special Fee Provision 6 7

Step 1: Contact Information > Page 1 of 1

Instructions

\* 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 #: 617-376-7777 Email: jella.el-jedd@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-FMC-002465			Edit/View Delete

Continue Application

Save and resume later





# Step 2 : Facility Information

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

❑ Click on “Continue Application”

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Step 2: 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:  
BACK BAY MANOR ASSOCIATES LLP

\* Street #  
75

\* Street Name:  
SAINT ALPHONSUS ST

Street Name 2

\* City:  
BOSTON

\* State:  
MA

\* Zip:  
02120

Latitude  
-71.10047937

Longitude  
42.33432714

DEP Facility ID:  
52331

AQ ID:  
1190540

HW ID:

TRI ID:

Search Clear

Continue Application »

Save and resume later



# Step 3: Application Information

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

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Step 3: Application Information > Page 1 of 1

\* indicates a required field.

EPA Information

EPA ID:  
test EPA ID

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



# Step 4: Documents

❑ Upload all required documents for your application

❑ The required documents will be listed on the table

❑ To begin attaching documents, click “Browse”

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Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. EPA Applications
2. MassDEP Application Form

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

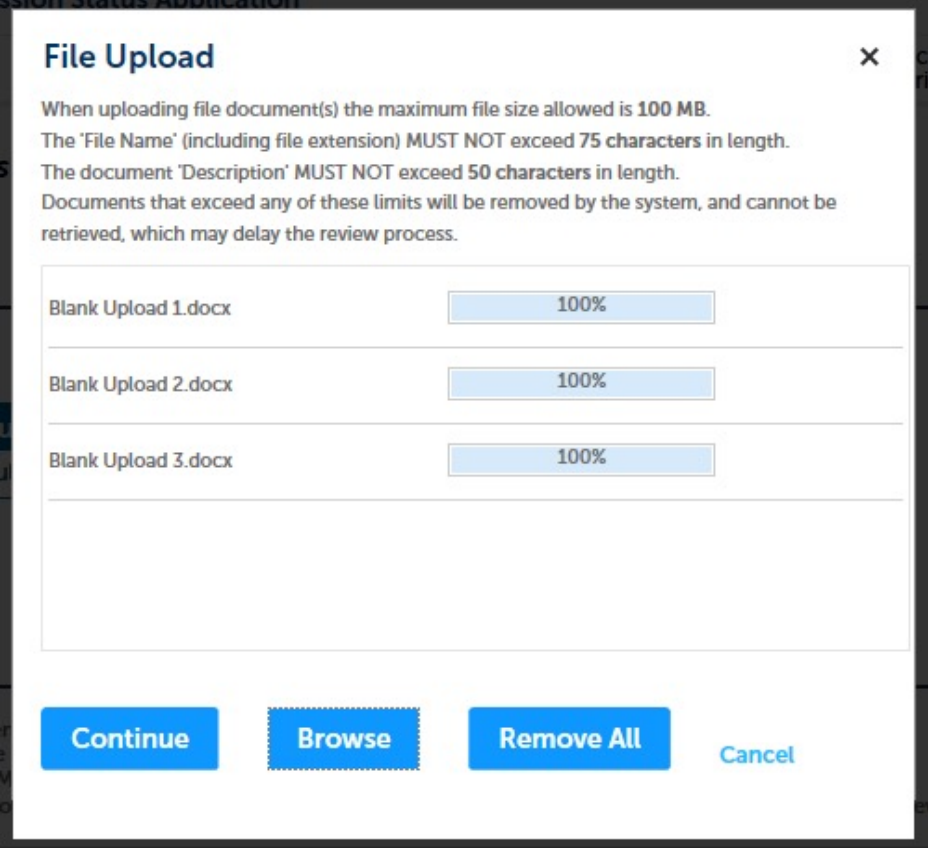
Continue Application »

Save and resume later



## Step 4: 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 4: 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”

The screenshot displays the 'Documents (Attaching)' section of the EEA ePLACE Portal. It features three identical document upload entries. Each entry includes a 'File' section with the name 'Blank Upload 1.docx', 'Blank Upload 2.docx', and 'Blank Upload 3.docx' respectively, each followed by a '100%' progress bar. Below each file name is a 'Description (Maximum 50 characters):' text area with a placeholder 'A maximum of 50 characters.' and a 'Type:' dropdown menu with a '--Select--' option. A 'Remove' link is visible to the right of each 'Type' dropdown. At the bottom of the form, there are four buttons: 'Save', 'Browse', 'Remove All', and 'Continue Application >'. A 'Save and resume later' button is located at the bottom right. Green arrows from the instructions point to the 'Type' dropdowns and the 'Continue Application >' button.



# Step 4: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents →
- ❑ Review the list of attached documents
- ❑ When ready, click “Continue Application” →



EEA ePLACE Portal

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

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Step 4: Documents > Page 1 of 1

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Documents

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

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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
<a href="#">File1.jpg</a>	MassDEP Application Form	4.05 KB	06/24/2020	test	<a href="#">Actions ▼</a>
<a href="#">File 2.jpg</a>	EPA Applications	4.05 KB	06/24/2020	test	<a href="#">Actions ▼</a>

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)

# Step 5: Special Fee Provision

☐ If Special Fee Provision is applicable, check the appropriate box and provide requested information

☐ Click “Continue Application”

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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 6: 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



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**Step 6: 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](#)

**Permittee**

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

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

**Permittee Company**

**Application Contributors**

Showing 1-2 of 2

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
52331 15-FAC-003652					<a href="#">Edit/View</a>
Testing Elpas			617-617-6177	testingelpas@gmail.com	<a href="#">Edit/View</a>

**Facility Information**

BACK BAY MANOR ASSOCIATES LLP | 75 SAINT ALPHONSUS ST BOSTON MA 02120  
DEP Facility ID: 52331  
DEP Region: NE  
AQ ID: 1190540  
Facility Record ID: 15-FAC-003652

**EPA Information**

EPA ID: test EPA ID

**Additional Information**

Additional Information:

**Documents**



# Step 6: 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 that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

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

Date:

Continue Application »

Save and resume later



# Step 7: Pay Fees

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

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**Step 7: 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
WM06 Renewal Application Fees	\$3,170.00

\$3,170.00

Pay Online » Pay by Mail »



# 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

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☐ 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

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Step 8 : Record Issuance



Successfully Completed.

Thank you for using our online services.  
Your Record Number is 20-WM06-0007-REN.

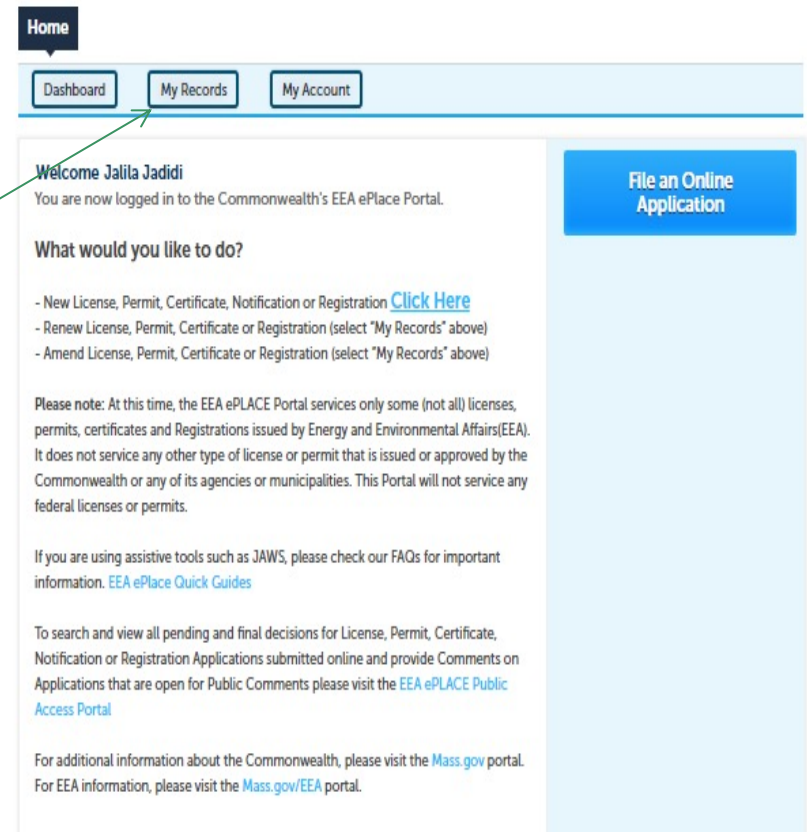


# To check the status of an application

❑ 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?

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For technical assistance:

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

For business related questions, please visit the link below:

<https://www.mass.gov/guides/npdes-permits-what-you-need-to-know>

