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

MassDEP, Bureau of Water Resources
Overview

• 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

- 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 Explored 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 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

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

EEA ePLACE Portal
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
Step 2: Facility Information

- Facility Name is displayed to be viewed only and cannot be edited
- Click on “Continue Application”
Step 3: Application Information

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

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

1. EPA Application Form
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 time will be removed by the system, and cannot be reloaded, which may delay the review process.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>File1.jpg</td>
<td>MassDEP Application Form</td>
<td>4.05 KB</td>
<td>06/24/2020</td>
<td>test</td>
<td>Actions ▼</td>
</tr>
<tr>
<td>File2.jpg</td>
<td>EPA Application Form</td>
<td>4.05 KB</td>
<td>06/24/2020</td>
<td>test</td>
<td>Actions ▼</td>
</tr>
</tbody>
</table>

**Home**

- DEP Applications

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The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.
Step 5: Special Fee Provision

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

- Click “Continue Application”
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
Step 6: Review

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

- If you choose “Pay by mail”
  - Check your email for instructions
- Your application will not be reviewed until payment is received
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.

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/guides/npdes-permits-what-you-need-to-know