
WM06 – Minor NPDES Surface Water Discharge Permit Application

MassDEP, Bureau of Water Resources







EEA ePLACE Portal

Overview

- ❑ This presentation is to assist in completing a **new WM06 - Minor NPDES Surface Water Discharge Permit Application**
- ❑ This permits control discharges to surface waters in Massachusetts. Use this permit if your wastewater discharge is not covered under a general permit.
- ❑ 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 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

First time users:

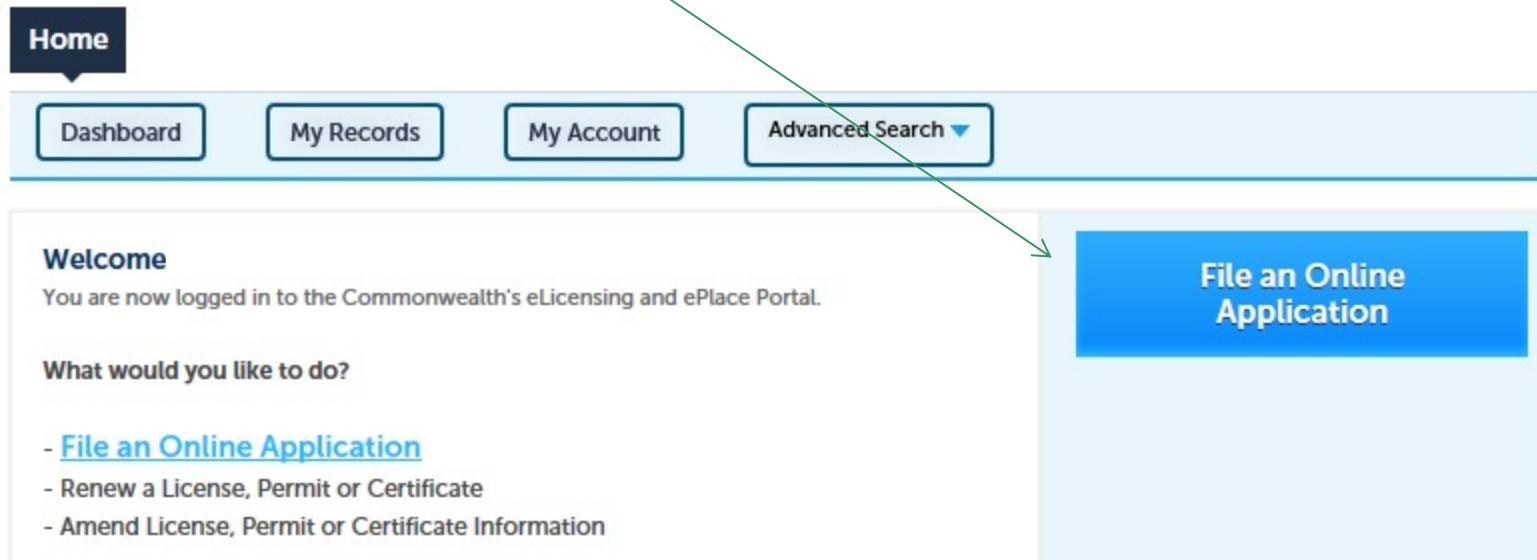
- ▶ Click or type this address on your browser:
<https://eplace.eea.mass.gov/citizenaccess>
- ▶ Follow the prompts to create a new user account
- ▶ Log into your account in ePlace using your username/password

The screenshot displays the EEA ePLACE Portal homepage. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the portal's title 'EEA ePLACE Portal' is visible. A 'Home' button is located on the left side. The main content area includes a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message, followed by a 'Login' section with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. To the right of the login fields, there is a 'Remember me on this computer' checkbox and a link for 'I've forgotten my password'. Below the login section, there is a 'New Users: Register for an Account' link. The bottom of the page contains a 'Please note' section stating that ePLACE Portal services are only for certain licenses, permits, and certificates issued by the Commonwealth of Massachusetts.



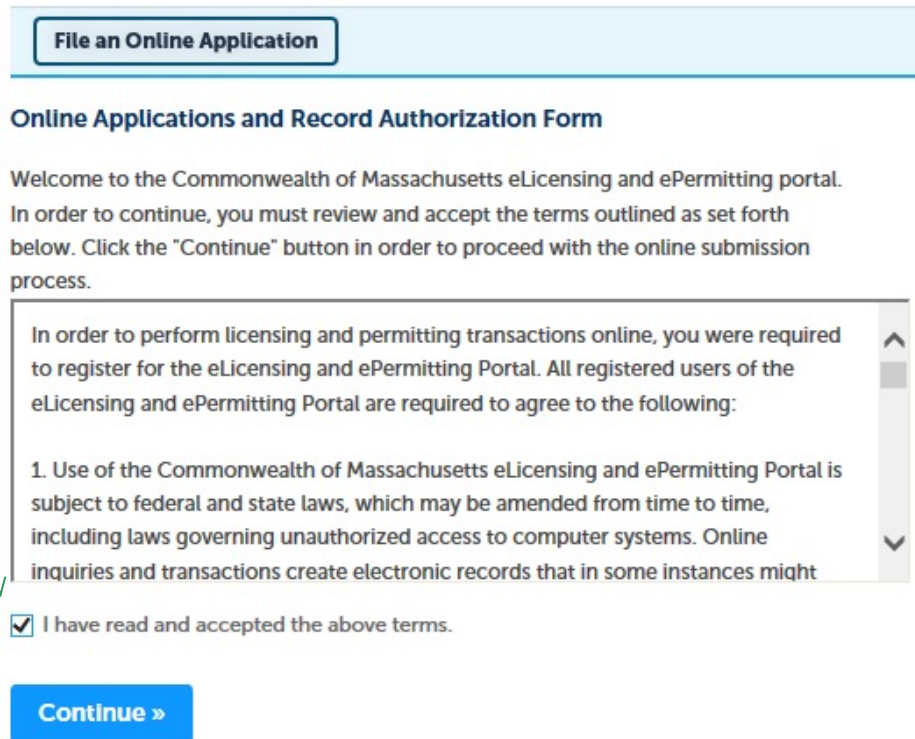
File an Online Application

❑ 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

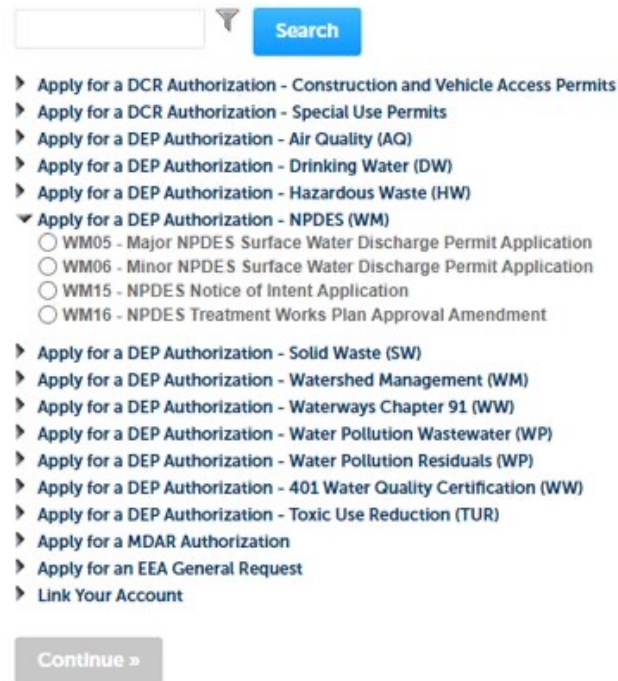
☒ I have read and accepted the above terms.

Continue »



File an Online Application

- ❑ Click “Apply for a DEP Authorization – NPDES (WM)”
- ❑ Select “WM06 - Minor NPDES Surface Water Discharge Permit Application”
- ❑ 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 »



Contact Information: Important NOTE

- ❑ There are three contacts information in the next screen:
 - ❑ **Permittee:** The person or signatory authority responsible for signing and accepting all conditions of the Permit
 - ❑ If you are the Permittee, click “Add New” button and select the checkbox “Use Login Information”
 - ❑ If you are not the Permittee you have the option to Add New and enter all the Permittee Information or if the Permittee has an EEA ePlace account, then you have the option to look them up under “Look Up” option
 - ❑ **Permittee Company:** Here enter the company information the Permittee is affiliated with.
 - ❑ **Application Contributors:** To complete if multiple users will be coordinating in the preparation of this application.
 - ❑ 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.



Step 1: Contact Information

- Add Permittee, please read the section instructions and add accordingly
- Add Permittee Company, if applicable
- Look Up “Application Contributors”, if applicable
- Click “Continue Application” to proceed

Home

DEP Applications

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

Permittee

"Permittee" is the individual or an individual authorized by a Company.

If you are the Permittee, you may click on the "Add New" button and click "Continue".

If you are a consultant, engineer, attorney, or other authorized representative you are an "Application Contributor". Do not enter your name or contact information.

+ If the Permittee has an EEA ePLACE account and they would like to search and select the appropriate Permittee.

+ If the Permittee does not have an EEA ePLACE account and does not have a "New" button and enter the Permittee information on their behalf.

Add New Look Up

Permittee Company

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

Add New

Application Contributors

If multiple preparers will be part of filling out this application, you will need to add them below.

Note - If you are unable to find the correct Preparer, click on "Save and resume later" account in the EEA ePLACE Portal and then resume the application.

Look Up

Showing 0-0 of 0

Contact Type	Name	Organization
No records found.		

Continue Application >

Save and resume later



Step 2: Facility Information

❑ Add your Facility information:

- ❑ Please read the instructions on how to find your facility →
- ❑ Based on what you have searched for, a list will be returned with all possible matches. Click on the button to the left of the facility you are seeking and click “Select”

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:

* Street #

* Street Name:

Street Name 2

* City:

Latitude

Longitude

DEP Facility ID:

AQ ID:

Search

Clear

Continue Application »

Save and resume later



EEA ePLACE Portal

Step 3: Application Information

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

Home

DEP Applications

WM06 - Minor NPDES Surface Water Discharge Permit Application

1	Contact Information	2	Facility Information	3	Application Information	4	Documents	5	Special Fee Provision	6	7
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Step 3: Application Information > Page 1 of 1

* indicates a required field.

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 4: Documents

☐ Upload all required documents for your application

☒ The required documents will be listed on the table

☐ To begin attaching documents, click “Browse”

WM05 - Major NPDES Surface Water Discharge Permit Application

1	2 Facility Information	3 Application Information	4 Document	5 Special Fee Provision	6 Review	7
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Step 4 : Document > 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

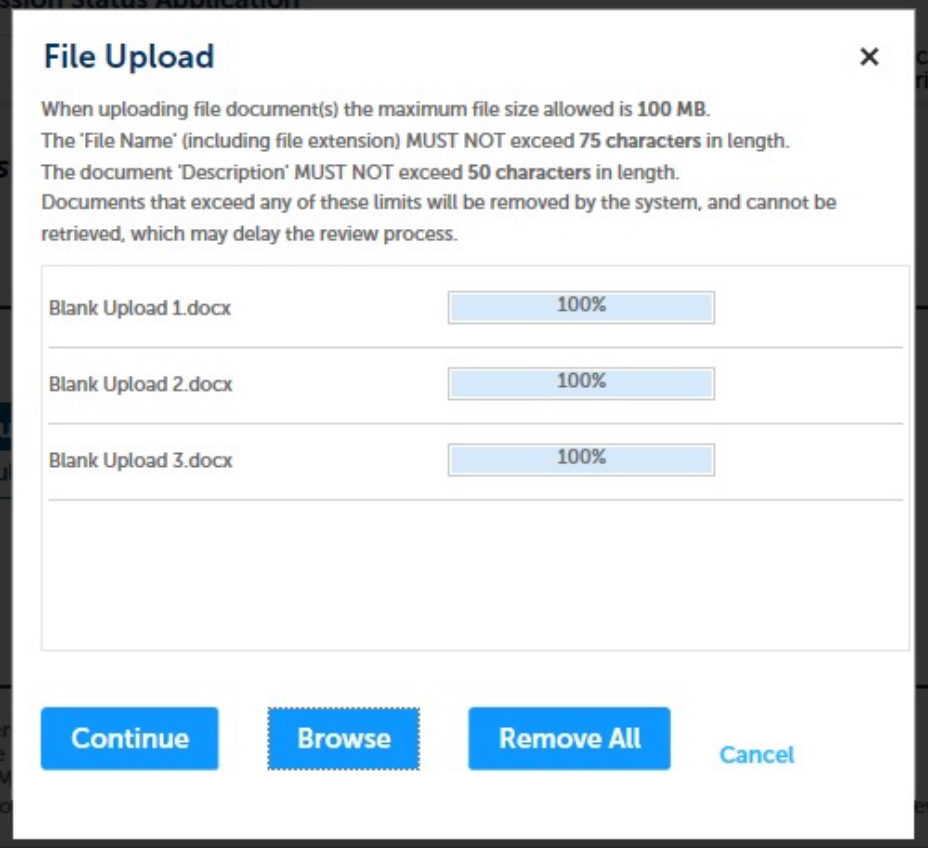
Continue Application »

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”

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 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”

Home

DEP Applications

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

WM06 - Minor NPDES Surface Water Discharge Permit Application

1	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

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
File1.jpg	MassDEP Application Form	4.05 KB	06/19/2020	test	Actions ▼
File 2.jpg	EPA Applications	4.05 KB	06/19/2020	test	Actions ▼

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”

WM06 - Minor NPDES Surface Water Discharge Permit Application

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

WM05 - Major NPDES Surface Water Discharge Permit Application

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

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
111 Main St
Waltham, MA, 01753
United States

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

Permittee Company

Application Contributors

Showing 0-0 of 0

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

Facility Information

BACK BAY HOTEL | 350 STUART ST BOSTON MA 02116
DEP Facility ID: 478785
DEP Region: NE
AQ ID: 1193540
Facility Record ID: 15-FAC-019311

Additional Information

Additional Information:

Documents

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.
.asc;.dll;.jcr;.mst;.bat;.vbs;.bin;.sqf are disallowed file types to upload.

Name	Type	Size	Last Update	Description	Action
File1.jpg	MassDEP Application Form	4.05 KB	06/19/2020	Test	Actions >
File 2.jpg	EPA Applications	4.05 KB	06/19/2020	Test	Actions >

Special Fee Provisions

Exemption: No
Exclusion (special agreement or policy): No
Substitution (ASP/IRP): No
Double Fee for Enforcement: No
Hardship payment extension request: No

Application Submitter

Individual
Testing Elpas

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



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



EEA ePLACE Portal

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WM06 - Minor NPDES Surface Water Discharge Permit Application

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Application Submitted
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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 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 and click submit
- ☐ You will be e-mailed a receipt

Billing Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 2011

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](#)

Back

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

WM06 - Minor NPDES Surface Water Discharge Permit Application

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Record Issuance
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Step 8: Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 20-WM06-0005-APP.

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

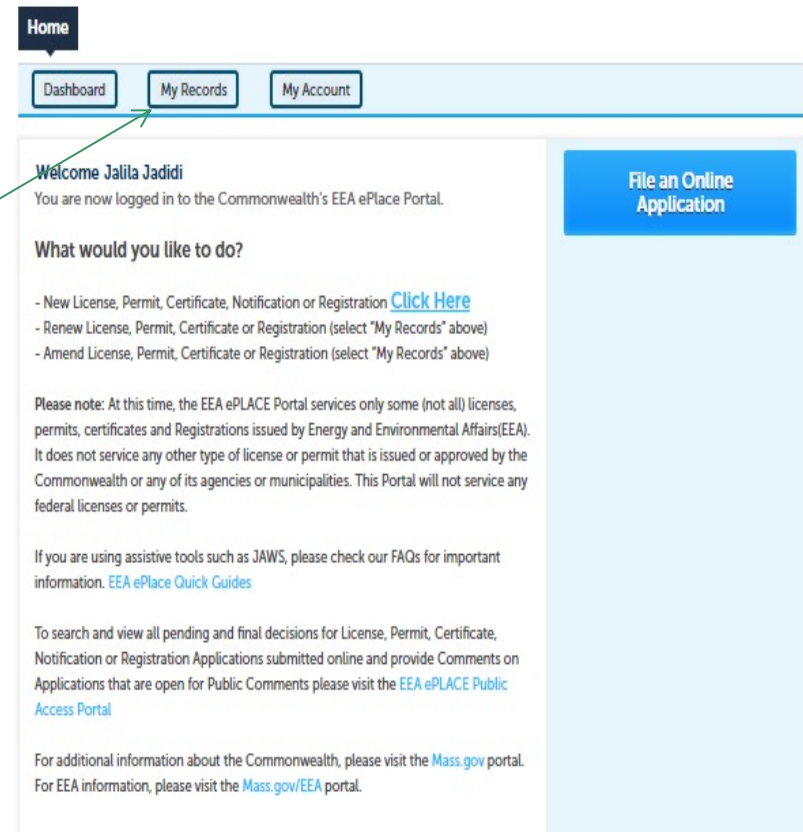


To check the status of an application

❑ 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>

