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# **WP11 – Individual Permit with Plan Approval Amendment**

# **WP12 – Individual Permit without Plan Approval Amendment**

MassDEP Bureau of Water Resources, Water Pollution Wastewater



**EEA ePlace Portal**

# Overview

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- ❑ This presentation is to assist in completing:
  - ❑ **WP11 – Individual Permit with Plan Approval Amendment (a.k.a. Modification)**
  - ❑ **WP12 – Individual Permit without Plan Approval Amendment (a.k.a. Modification)**
- ❑ This permit modifies an existing non-industrial groundwater discharge approval. This permit also covers modifying a reclaimed-water system.
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application 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. 
- ☐ Suggested preferred browsers are Chrome and Microsoft Edge

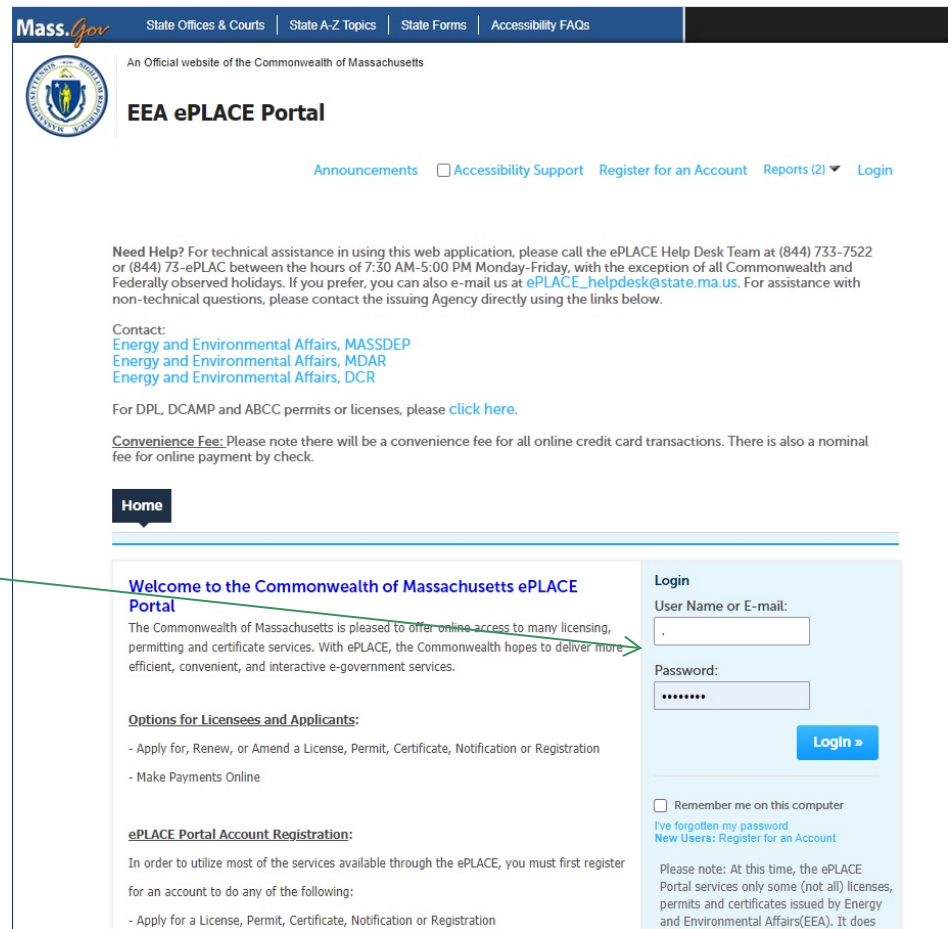


# How to Apply

## Log in to your account:

❑ Click or type this address on your browser: <https://eplace.eea.mass.gov/citizenaccess>

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



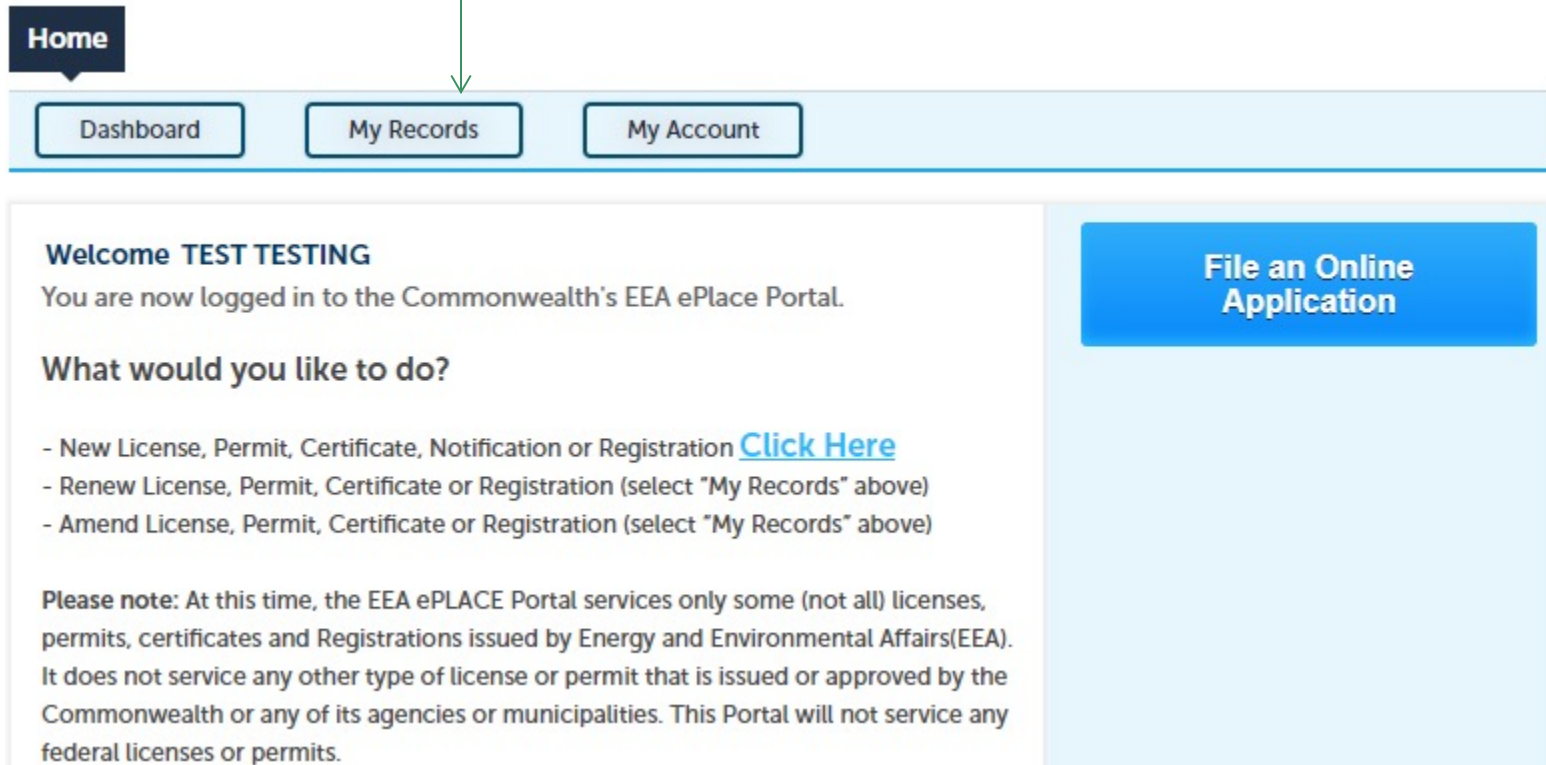
The screenshot shows the EEA ePLACE Portal website. At the top, there is a navigation bar with links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the Mass.gov logo and the text "An Official website of the Commonwealth of Massachusetts". The main heading is "EEA ePLACE Portal". There are links for Announcements, Accessibility Support, Register for an Account, Reports (2), and Login. A "Need Help?" section provides contact information for the ePLACE Help Desk Team. A "Contact:" section lists the Energy and Environmental Affairs, MASSDEP, MDAR, and DCR. A "For DPL, DCAMP and ABCC permits or licenses, please click here." link is provided. A "Convenience Fee:" section notes a fee for online credit card transactions. A "Home" button is visible. The main content area is titled "Welcome to the Commonwealth of Massachusetts ePLACE Portal" and describes the portal's purpose. It includes a section for "Options for Licensees and Applicants" with links to Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration, and Make Payments Online. There is also a section for "ePLACE Portal Account Registration" which states that users must first register for an account to utilize most services. A "Login" section on the right contains fields for User Name or E-mail and Password, a Remember me checkbox, and a Login button. Links for "I've forgotten my password" and "New Users: Register for an Account" are also present. A "Please note:" section at the bottom right states that the portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA).



EEA ePlace Portal

# File an Online Amendment

- ❑ Click on “ My Records” tab to start



The screenshot shows the EEA ePlace Portal interface. At the top, there is a navigation bar with three tabs: "Home", "Dashboard", "My Records", and "My Account". A green arrow points to the "My Records" tab. Below the navigation bar, the main content area displays a welcome message: "Welcome TEST TESTING" and "You are now logged in to the Commonwealth's EEA ePlace Portal." Below this, it asks "What would you like to do?" and lists three options: "New License, Permit, Certificate, Notification or Registration [Click Here](#)", "Renew License, Permit, Certificate or Registration (select 'My Records' above)", and "Amend License, Permit, Certificate or Registration (select 'My Records' above)". A note at the bottom states: "Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs(EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits." On the right side, there is a blue button labeled "File an Online Application".



# Access your record

- ❑ A list of your records will be displayed
- ❑ Locate the permit record you need to Amend/Modify
- ❑ Against the record you will have the Amendment link under Actions
- ❑ Click on Amendment link to continue

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 48 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	05/06/2021	<a href="#">21-WP85-0012-APP</a>	WP85 - Individual Permit for Other Groundwater Discharge Application	AMTRAK MAINTENANCE FACILITY   BOSTON, MA 02118			Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	05/06/2021	<a href="#">21-WP68-0001-AMD</a>	WP68 - Plan Approval Amendment	ATTLEBORO WEST ST WTP   ATTLEBORO, MA 02703			In Review	
<input type="checkbox"/>	05/06/2021	<a href="#">WP84-0000005</a>	WP84 - Individual Permit for Reclaimed Water Use Authorization	AMTRAK MAINTENANCE FACILITY   BOSTON, MA 02118	1234	05/06/2026	Active	<a href="#">Amendment</a>



# Select an Amendment type

- ❑ Choose one of the following available amendment/modification types:
- ❑ **WP11** – Individual Permit with Plan Approval Amendment
- ❑ **WP12** – Individual Permit without Plan Approval Amendment

Home

DEP Applications

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

☐ WP11 - Individual Permit with Plan Approval Amendment  
☐ WP12 - Individual Permit without Plan Approval Amendment



# Step 1: Contact Information

- ☐ Your current Authorization information will be displayed
- ☐ You can modify the information accordingly, if applicable
- ☐ Click “Continue Application” to proceed



EEA ePlace Portal

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 #: 617-176-7777 Email: jalila.el-jadidi@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			<a href="#">Edit/View</a> <a href="#">Delete</a>

[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” to proceed

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

\* indicates a required field.

### Facility Information

Please identify the facility for this application. In the "Name" box enter the facility name or a part of it and then click the "Search" button to see a list of results. Click the button to the left of your facility and then click the "Select" button. If your facility is not on the list, click "Cancel" and try searching by address instead of Name. If you cannot find your facility, type in the data for the boxes with an asterisk and go on to the next section without clicking "Search". CAUTION some applications are restricted to existing Facilities and do not allow creating new ones. If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office.

\* Facility Name:  
AMTRAK MAINTENANCE FACILITY

\* Street #  
2

\* Street Name:  
FRONTAGE RD

Street Name 2

\* City:  
BOSTON

\* State:  
MA

\* Zip:  
02118

Latitude  
-71.05917453

Longitude  
42.33965472

DEP Facility ID:  
36547

AQ ID:  
1191989

HW ID:  
MAD982201741

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 application
- ❑ Click “Continue Application” to proceed

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

Step 3: Application Information > Page 1 of 1

[Instructions](#)

\* indicates a required field.

Application Information

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

Additional Information:

[Continue Application »](#)

[Save and resume later](#)



# Step 4: WP11\_Document

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

## WP11 - Individual Permit with Plan Approval Amendment

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

Step 4: Documents > Page 1 of 1

\* indicates a required field.

### Documents

MassDEP staff may require submission of plans and specifications at any time during the review of the application and may require this submission in hard copy. The application may be deemed deficient until these plans are received by the program staff.

#### Please upload 5 Required Document(s) which are mandatory to Submit this Application:

1. Engineering Report
2. Locus Map
3. MassDEP Application Form
4. PE Certification Form
5. Plans and Specifications

### 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.  
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .pif; .scr; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh 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: WP12\_Document

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

WP12 - Individual Permit without Plan Approval Amendment

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

Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

MassDEP staff may require submission of plans and specifications at any time during the review of the application and may require this submission in hard copy. The application may be deemed deficient until these plans are received by the program staff.

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

1. Groundwater Monitoring Well Plan
2. Locust Map
3. 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.  
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .ipr; .jar; .jse; .lib; .lnk; .mdb; .msc; .msp; .mst; .php; .pit; .scr; .sct; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

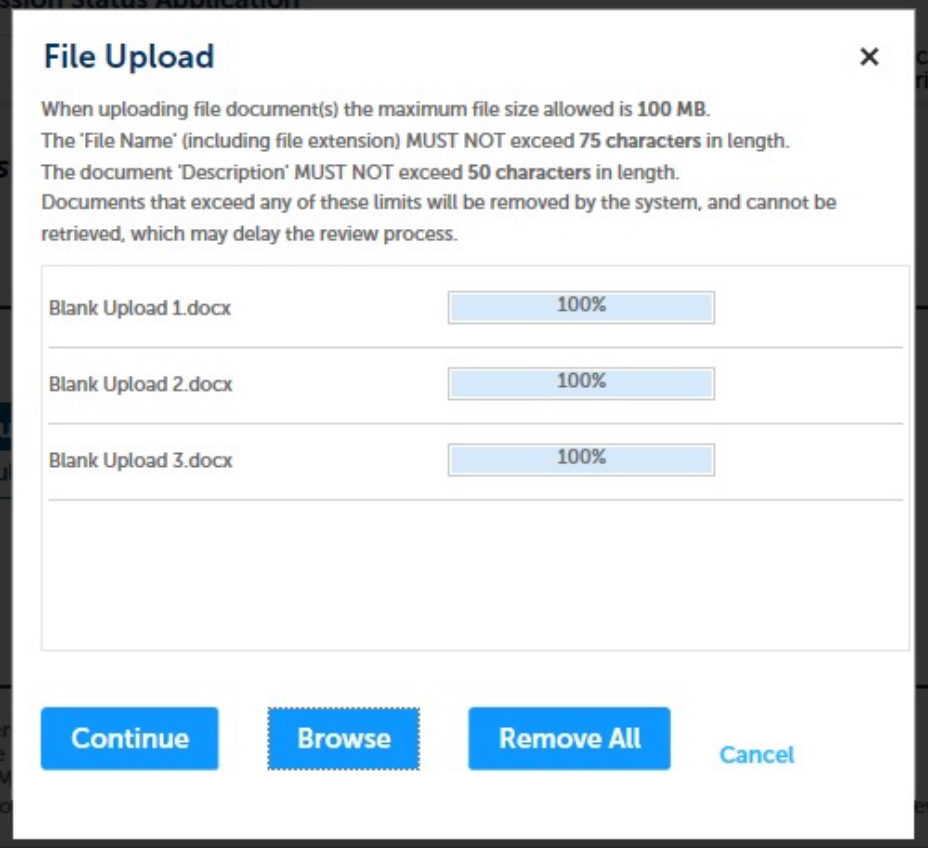
Continue Application »

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”

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.

Save Browse Remove All


Continue Application >

Save and resume later



# Step 4: WP11\_Documents (Attaching)

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

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

WP11 - Individual Permit with Plan Approval Amendment

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

\* indicates a required field.

Documents

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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.  
bacc; bin; alt; exe; jar; js; msi; sdt; vbs; adp; chm; cmd; com; cpl; hta; ins; isp; jar; jse; lib; lnk; mde; msc; msp; msc; php; pil; scr; scx; shb; sys; vb; vbe; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
1 - Copy (13).PNG	Engineering Report	765 bytes	06/16/2021	TEST	Actions ▾
1 - Copy (14).PNG	Locus Map	765 bytes	06/16/2021	TEST	Actions ▾
1 - Copy (17).PNG	Plans and Specifications	765 bytes	06/16/2021	TEST	Actions ▾
1 - Copy (16).PNG	PE Certification Form	765 bytes	06/16/2021	TEST	Actions ▾
1 - Copy (15).PNG	MassDEP Application Form	765 bytes	06/16/2021	TEST	Actions ▾

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)





# Step 4: WP12\_Documents (Attaching)

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

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

WP12 - Individual Permit without Plan Approval Amendment

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

Step 4: Documents > Page 1 of 1

\* Indicates a required field.

Documents

MassDEP staff may require submission of plans and specifications at any time during the review of the application and may require this submission in hard copy. The application may be deemed deficient until these plans are received by the program staff.

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Attachment

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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.  
\*.bat; .bin; .dll; .exe; .js; .jse; .log; .vbs; .adp; .chm; .cmd; .com; .cpl; .hta; .htm; .htm; .jar; .jse; .lnk; .mde; .mso; .msg; .mst; .php; .pif; .scr; .sct; .shb; .sys; .vbs; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
photo-1 - Copy (2).jpg	Groundwater Monitoring Well Plan	155.82 KB	05/07/2021	-	Actions ▾
photo-1 - Copy (4).jpg	MassDEP Application Form	155.82 KB	05/07/2021	-	Actions ▾
photo-1 - Copy (3).jpg	Locust Map	155.82 KB	05/07/2021	-	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” to proceed

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

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DEP Applications

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 not be able to make changes. To make changes you will need to contact the agency directly.

**Review and Certification**

[Edit Application](#)

**Permittee**

Individual  
JONA KUCI  
1 Winter St.  
Boston, MA, 01208  
United States  
Use Login Information: Yes

Telephone #: 111-111-1111  
E-mail: jona.kuci@mass.gov

**Permittee Company**

**Application Contributors**

Showing 0-0 of 0

Contact Type	Name	Organization Name	Contact Person	Action
No records found.				

**Facility Information**

TEST | 1 Winter Street Boston MA 11111  
DEP Facility ID: mjh  
DEP Region: NE  
Message: null  
Facility Record ID: 21-FAC-017276

**Additional Information**

**Additional Information:**

**Documents**

Documents:

Please upload 3 Required Document(s) which are mandatory to submit this Application: 1. Local Authority Approval 2. MassDEP Application Form 3. Site Plan

**Attachment**



# Step 6: Review

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

## Application Submitter

Individual  
Testing Eipas  
Melrose, MA, 01928

Telephone #:123-123-2323  
E-mail:testing@eipas.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: WP11\_ 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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DEP Applications

WP11 - Individual Permit with Plan Approval Amendment

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
WP11 Amendment Fees	\$1,830.00
<b>Total Fees:</b>	<b>\$1,830.00</b>

[Pay Online »](#) [Pay by Mail »](#)



# Step 7: WP12\_ 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

## WP12 - Individual Permit without Plan Approval Amendment

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
WP12 Amendment Fees	\$890.00
Total Fees:	\$890.00

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

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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.*



# Step 8: WP11\_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

WP11 - Individual Permit with Plan Approval Amendment

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 21-WP11-0006-AMD.

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



EEA ePlace Portal



# Step 8: WP12\_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

WP12 - Individual Permit without Plan Approval Amendment

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

**Step 8: Record Issuance**

 Successfully Completed.

Thank you for using our online services.  
**Your Record Number is 21-WP12-0003-AMD.**

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

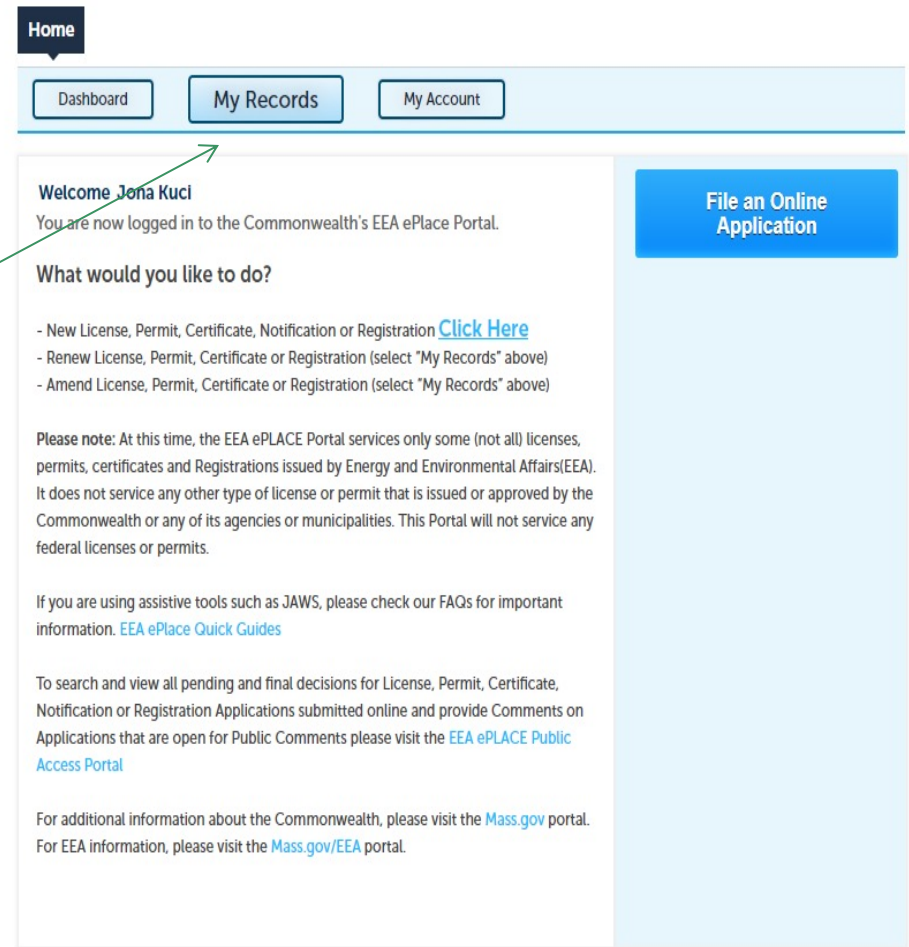


# To check the status of an application

- ❑ Log on to EEA ePlace portal

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

- ❑ Go to your “My Records” page to see and/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/how-to/wp-11-12-groundwater-discharge-permit-renewals>



**EEA ePlace Portal**