
WP32 - Land Appl of Sludge Certification Amendment

MassDEP Bureau of Water Resources, Water Pollution Residuals



EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a new **WP32 - Land Appl of Sludge Certification Amendment (also known as a Modification)**
- ❑ WP32 is for modification of a land-application certificate.
- ❑ 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. 
- ☐ Suggested preferred browsers are Chrome and Microsoft Edge



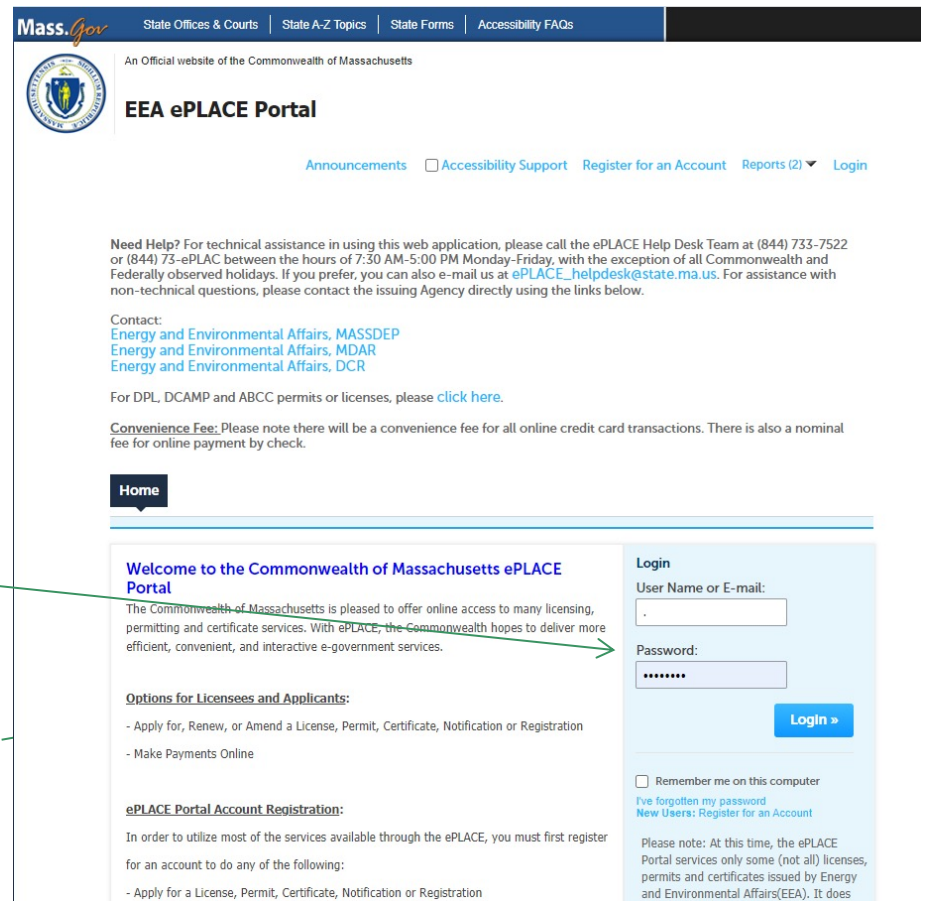
How to Apply

Log in to your account:

- Click or type this address on your browser:

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

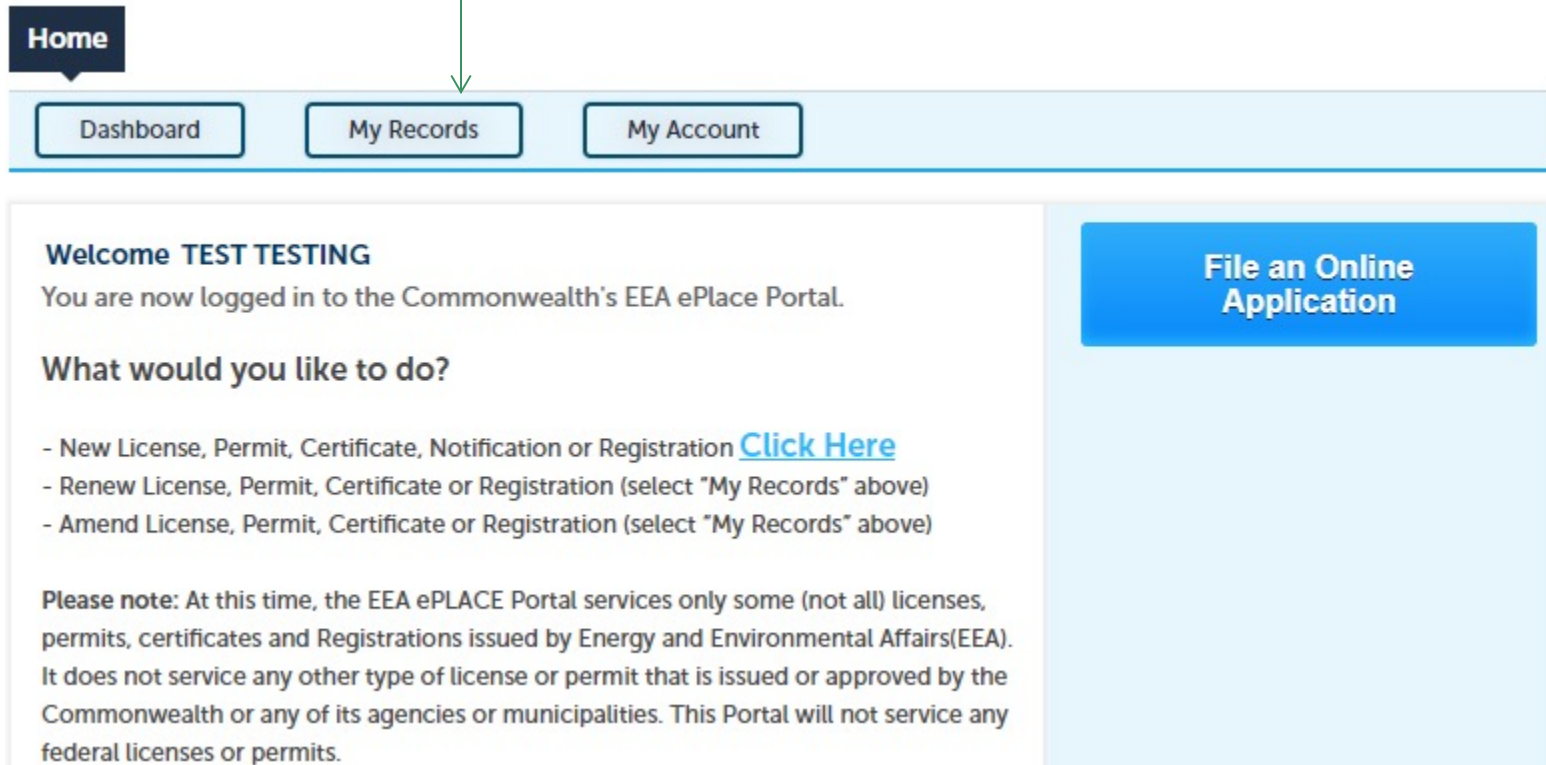
- Log into your account in EEA ePlace using your username/password



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 18 | [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"/>	06/14/2021	WP29-0000004	WP29 - Approval of Suitability (AOS) for Beneficial Use Authorization	test WALTHAM, MA 02154		06/14/2026	Renewal Submitted	
<input type="checkbox"/>	06/14/2021	21-WP32-0001-AMD	WP32 - Land Appl of Sludge Certification Amendment	. WALTHAM, MA 02154			Payment Pending	Pay Fees Due
<input type="checkbox"/>	06/14/2021	WP30-0000003	WP30 - Certification of Land Appl For Major Projects Authorization	. WALTHAM, MA 02154		06/14/2022	Active	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
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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			Edit/View Delete

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

Step 2: Location Information

- ❑ Location information is displayed to be viewed only and cannot be edited.
- ❑ Click on “Continue Application” to proceed

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

* indicates a required field.

Location Information

Please enter your location information below accordingly. If a location name is not available, please enter N/A.

* Name of Location:

* Street #: * Street Name: Street Name 2:

* City: * State: * Zip:

Latitude: Longitude:

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

The screenshot shows a multi-step application process. At the top, a horizontal navigation bar contains seven tabs: 1 Contact Information, 2 Property Information, 3 Application Information (which is highlighted with a blue underline), 4 Documents, 5 Special Fee Provision, 6, and 7. Below the navigation bar, the page title is "Step 3: Application Information > Page 1 of 1". To the right of the title is a blue button labeled "Instructions". Below the title, the section is titled "Application Information". A blue instruction text reads: "Please enter additional information that may seem pertinent to your application." Below this is a text input field with a red asterisk and the label "Additional Information:". To the right of the input field is a small note: "* indicates a required field." At the bottom of the page, there are two blue buttons: "Continue Application >" and "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”

Home

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Step 4: Documents > Page 1 of 1

* indicates a required field.

Documents

Please follow the guidelines listed below:

Locus Map - Preferably a U.S.G.S. Topographic Map

Soil Map - Soil Conservation Service Map of the proposed application site

Additional Documentation - Information according to 310 CMR 32.25.

Documents:

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

1. Additional Documentation
2. MassDEP Application Form
3. Plot Plan
4. Soil Map
5. Topographic Map

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; .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

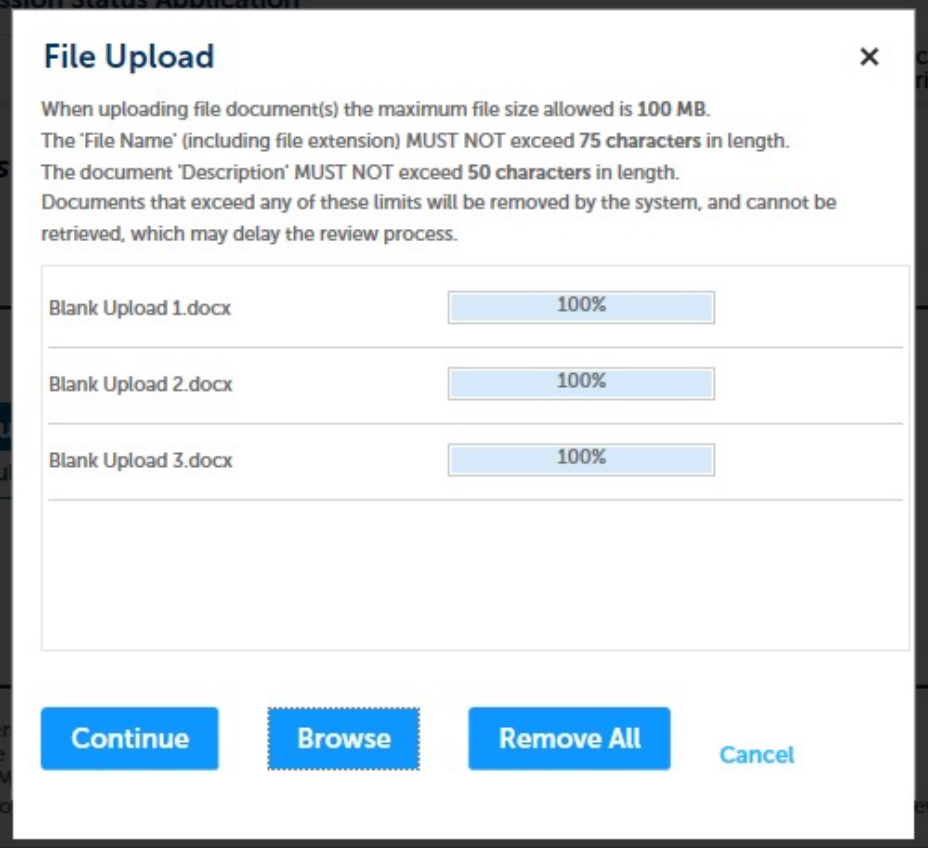
Continue Application »

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: 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

Home

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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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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; .plf; .scr; .shb; .sys; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
File 3 - Copy (2).jpg	MassDEP Application Form	4.05 KB	06/14/2021	.	Actions ▼
File 3 - Copy - Copy.jpg	Additional Documentation	4.05 KB	06/14/2021	.	Actions ▼
File 4 - Copy - Copy.jpg	Topographic Map	4.05 KB	06/14/2021	.	Actions ▼
File 3.jpg	Soil Map	4.05 KB	06/14/2021	.	Actions ▼
File 3 - Copy.jpg	Plot Plan	4.05 KB	06/14/2021	.	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

Home

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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: 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
WP32 Amendment	\$315.00
Total Fees:	\$315.00

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.



Step 8: 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 21-WP32-0001-AMD.

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

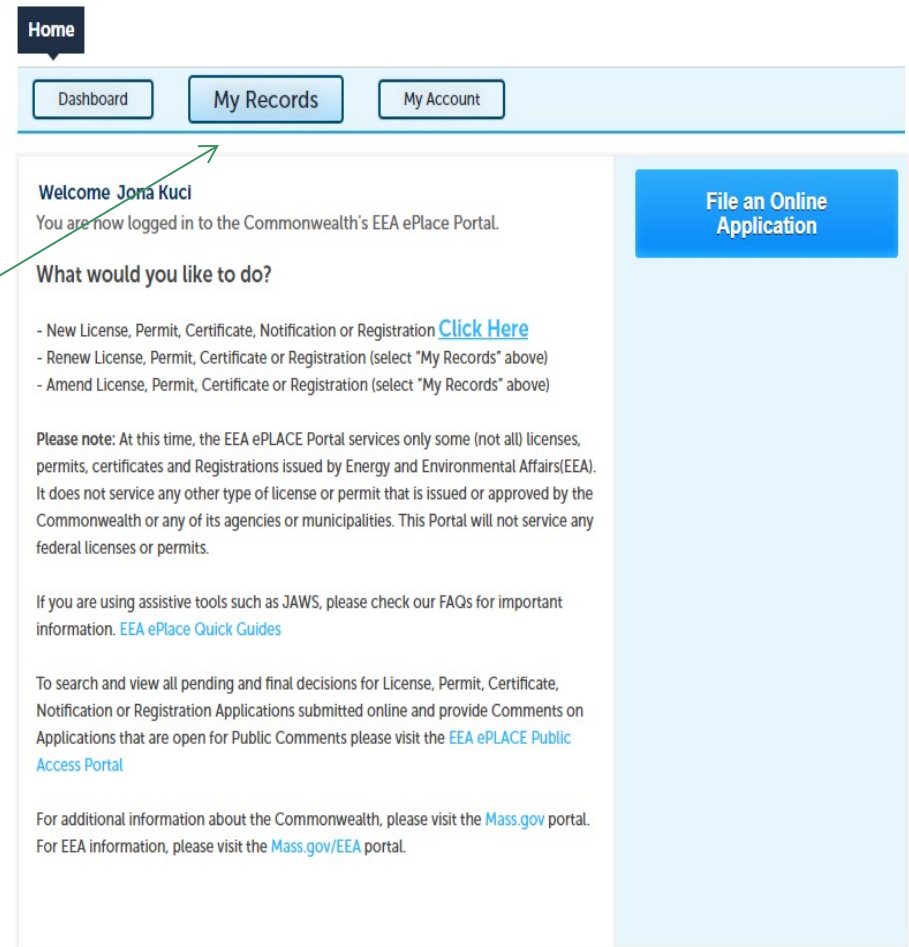


To check the status of an application

- ❑ 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?

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/wp-28-29-30-31-32-residuals-management>



EEA ePlace Portal