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# WP32 - Land Appl of Sludge Certification Renewal

MassDEP Bureau of Water Resources, Water Pollution Residuals



**EEA ePlace Portal**

# Overview

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- ❑ This presentation is to assist in completing a **WP32 - Land Appl of Sludge Certification Renewal**
- ❑ WP32 is for renewal of a land-application certificate.
- ❑ 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

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

### EEA ePLACE Portal

[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

**Login**

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

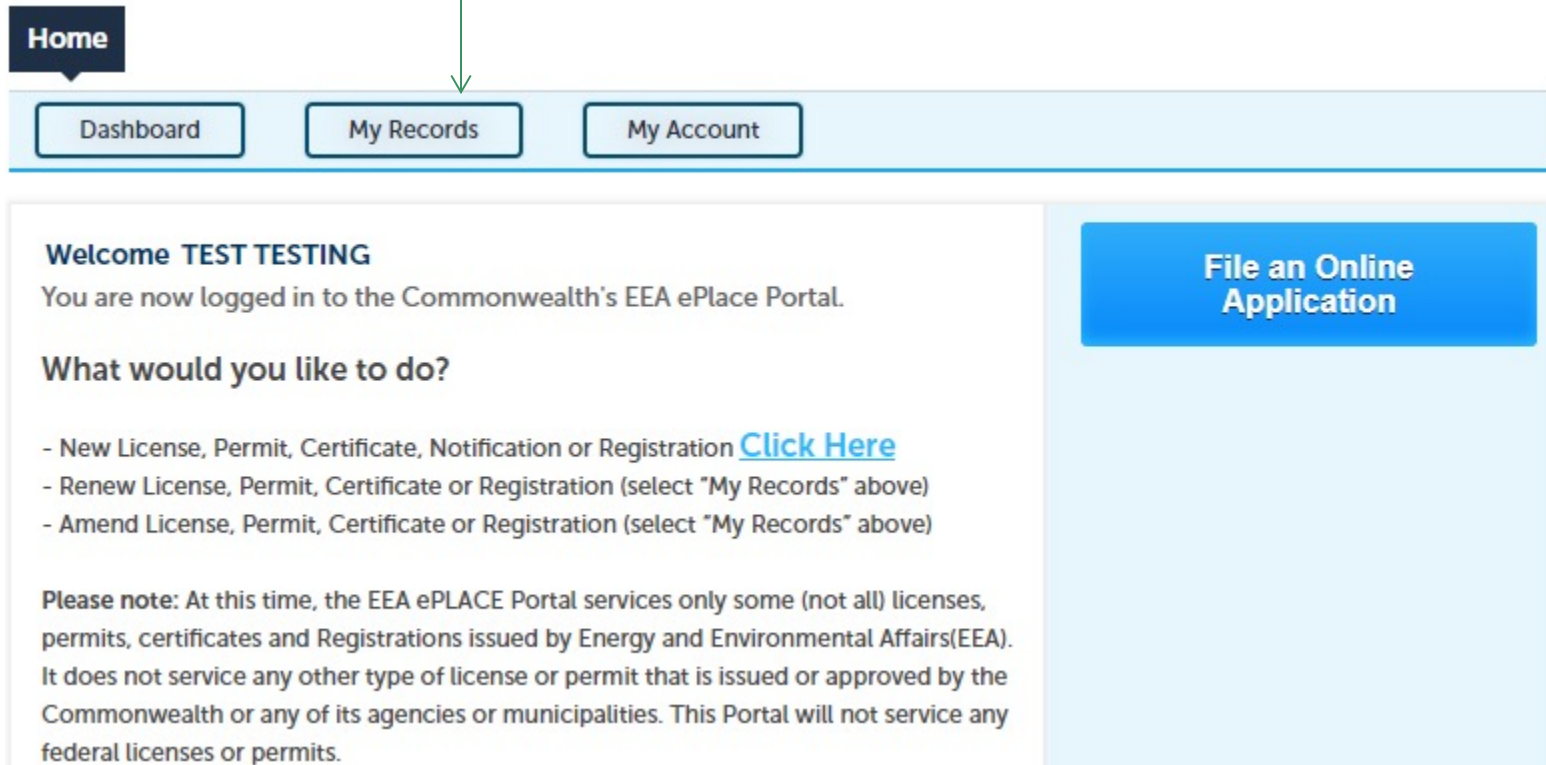
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does



EEA ePlace Portal

# File an Online Renewal

- ❑ 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', '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' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration (select "My Records" above)', and 'Amend License, Permit, Certificate or Registration (select "My Records" above)'. A 'Please note' section follows, stating that the portal only services some licenses, permits, certificates, and registrations issued by Energy and Environmental Affairs (EEA). On the right side of the page, there is a blue button labeled 'File an Online Application'.

Home

Dashboard My Records My Account

**Welcome TEST TESTING**  
You are now logged in to the Commonwealth's EEA ePlace Portal.

**What would you like to do?**

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

**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.

**File an Online Application**



# 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 Renewal link under Actions
- ❑ Click on Renewal 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	<a href="#">WP29-0000004</a>	WP29 - Approval of Suitability (AOS) for Beneficial Use Authorization	test   WALTHAM, MA 02154		06/14/2026	Renewal Submitted	
<input type="checkbox"/>	06/14/2021	<a href="#">21-WP32-0001-AMD</a>	WP32 - Land Appl of Sludge Certification Amendment	.   WALTHAM, MA 02154			Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	06/14/2021	<a href="#">WP30-0000003</a>	WP30 - Certification of Land Appl For Major Projects Authorization	.   WALTHAM, MA 02154		06/14/2021	About to Expire	<a href="#">Renew Authorization</a>



# 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			<a href="#">Edit/View</a> <a href="#">Delete</a>

[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

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

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

❑ Upload all required documents for your application

❑ The required documents will be listed on the table

❑ To begin attaching documents, click “Browse”



EEA ePlace Portal

Home

DEP Applications

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1	2	3	4	5	6	7	8
	Location Information	Application Information	Documents	Special Fee Provision	Review		

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; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

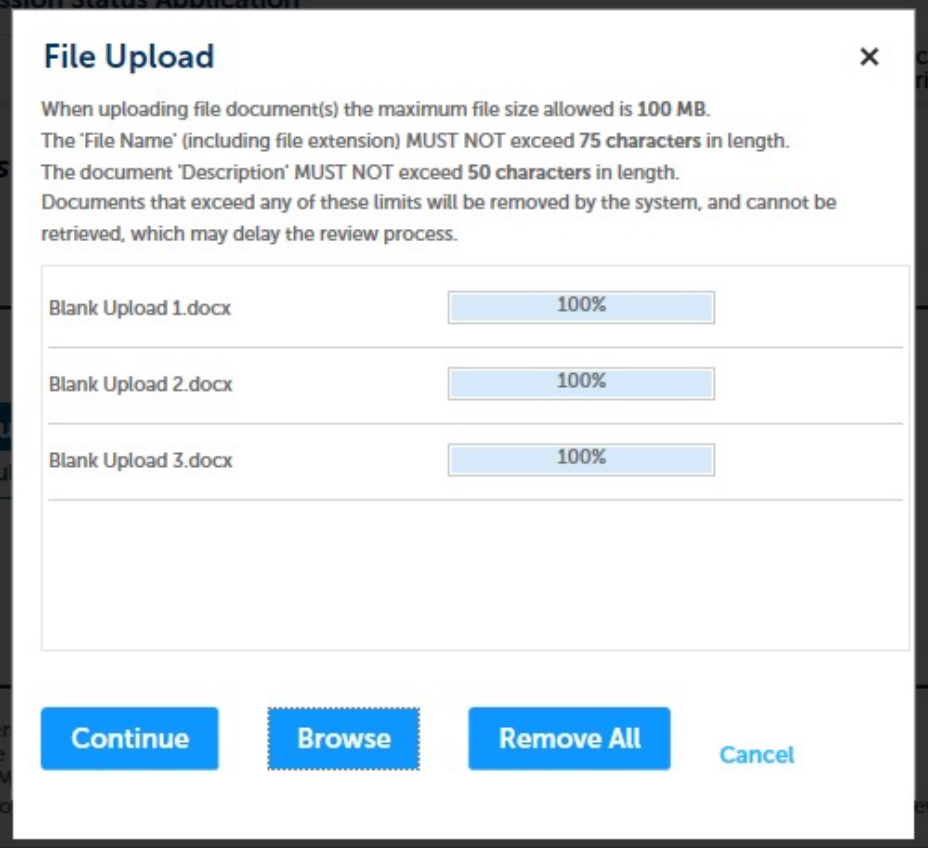
Browse

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”

The screenshot displays the document upload interface of the EEA ePlace Portal. It features three identical document upload sections. Each section includes a file name (e.g., "Blank Upload 1.docx"), a 100% progress bar, a description field (maximum 50 characters), and a type dropdown menu. At the bottom, there are buttons for "Save", "Browse", "Remove All", "Continue Application", and "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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1	2 Location Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7	8
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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
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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.  
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .php; .pif; .scr; .shb; .sys; .vb; .vxd; .wsc; .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

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: 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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## WP32 - Land Appl of Sludge Certification Renewal

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
WP32 Renewal Fees	\$315.00
<b>Total Fees:</b>	<b>\$315.00</b>

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

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

### Payment Information

☐ Credit/Debit Card ☐ Electronic Check/ACH

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](#)

[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: 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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WP32 - Land Appt of Sludge Certification Renewal

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-WP32-0002-REN.

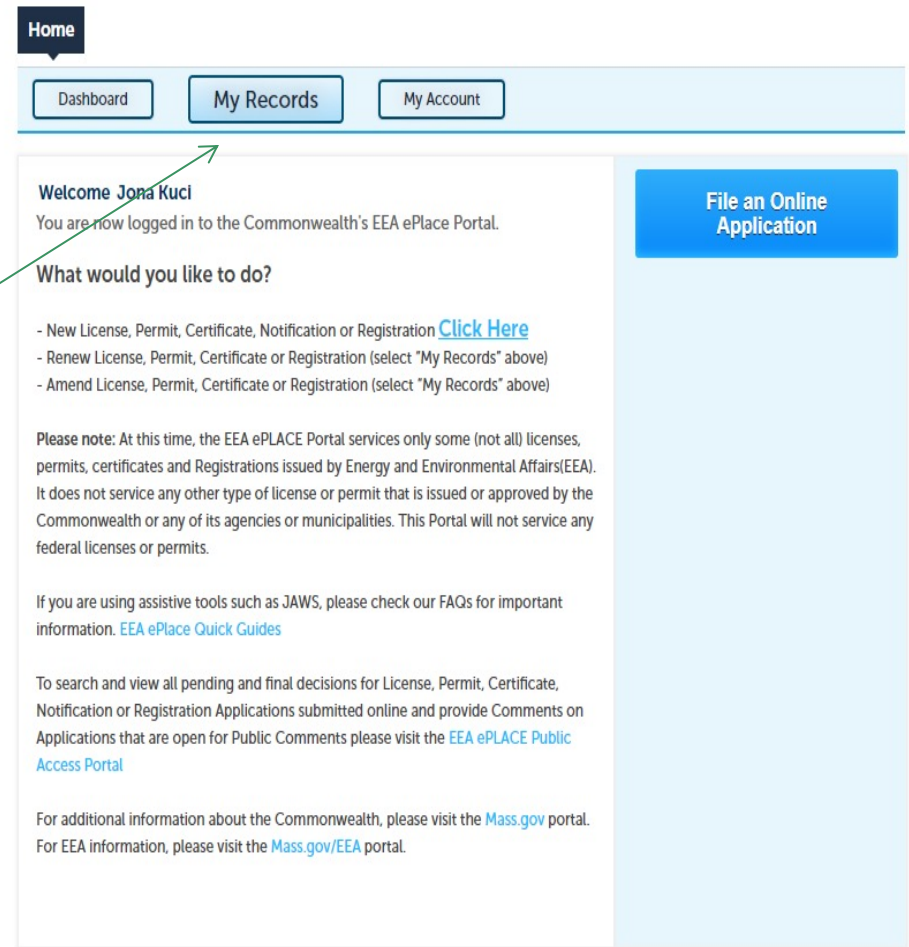


# To check the status of an application

❑ Log on to EEA ePlace portal

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

❑ Go to your “My Records” page 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-28-29-30-31-32-residuals-management>



**EEA ePlace Portal**