# WP58A – Approval of Nitrogen Aggregation Loading Plan Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater





# Overview

- This presentation is to assist in completing a new WP58A–
  Approval of Nitrogen Aggregation Loading Plan Application
- This approval ensures that the aggregation of nitrogen loading for septic systems meets the provisions of Title 5.
- Any municipality proposing to implement a community nitrogen aggregation plan for a community must obtain MassDEP approval. This includes proposals in Zone IIs or Interim Wellhead Protection Areas, or in environmentally-sensitive areas such as systems serving new residential construction where the use of both septic systems and private wells is proposed.
- This presentation will take you screen by screen through the ePLACE online permitting application process.



# **General Navigation**

Always Click

Continue Application »

to move to the next page.

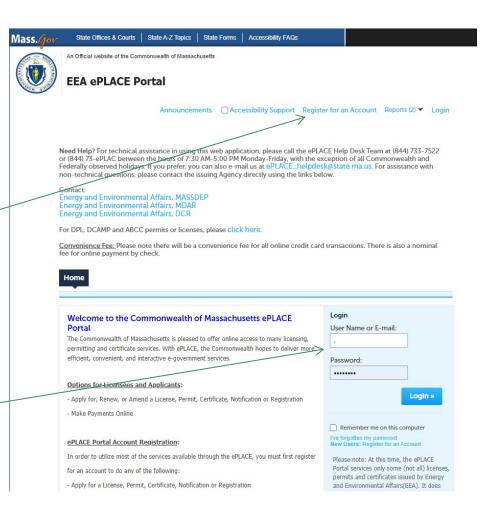
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (\*)is required before you can move off the page.
- Click Save and resume later to save your work and resume at a later time.
- Click on the tool tips where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge



# How to Apply

## First time users:

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





EEA ePlace Portal

# File an Online Application

## Click here to start

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.



## **EEA ePlace Portal**

File an Online Application

# 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 »





# Apply for a WP58A Application

- Click on "Apply for a DEP Authorization-Water Pollution Wastewater (WP) to expand the list of applications
- You can also search for the application on the search bar field

#### Home

File an Online Application

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

#### New Applicants

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

#### Existing Applicants:

Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733–7522 or (844) 73–7524 or (844) 73–754 or (844) or (84

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

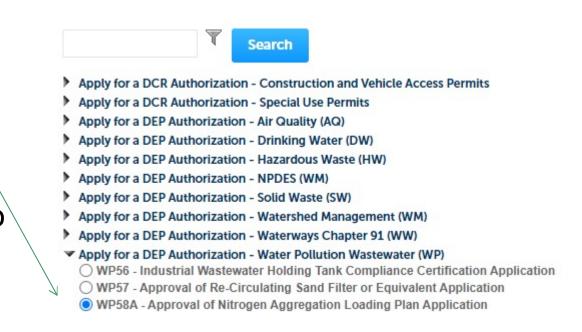
Search Apply for a DCR Authorization - Construction and Vehicle Access Permits Apply for a DCR Authorization - Special Use Permits Apply for a DEP Authorization - Air Quality (AQ) Apply for a DEP Authorization - Drinking Water (DW) Apply for a DEP Authorization - Hazardous Waste (HW) Apply for a DEP Authorization - NPDES (WM) 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 - Toxic Use Reduction (TUR) Apply for a MDAR Authorization Apply for an EEA General Request Link Your Account



Continue »

# Apply for a WP58A Application

Select "WP58A-Hydrogeological Evaluation Application" and click continue at the bottom of the page to start your application





# **Contact Information: Important NOTE**

## ❑ There are three contact sections 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, if applicable.
- Application Contributors: use this section 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



**EEA ePlace Portal** 

DEP Applications	]								
1 Contact Information	2 Facility Information	3 Application Information	4 Docu	iments		5 Special Fe	9	6	7
tep 1:Contact Ir	nformation > Page :	1 of 1							
		Instructio	ns						
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ermittee			Use Login In						
			* Individual/C	rganization:					
"Permittee" is the individual or an individual authorized by a Compar						Middle Name:	* Last Nar	ne:	
you are the Permittee ick "Continue".	, you may click on the "	Add New" button and	* First Name:						
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	engineer, attorney, or of Contributor". Do not er					T.I. I.I.			
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			Continue	Clear	Cancel				
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Look Up			First Name:			Middle Name:	Last Nam	e:	
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Contact Type	Name	Organizatio							

ave and resume later

**Continue Application** 

# **Step 2: Location Information**

## Enter the Location information, accordingly

## Click "Continue Application" to proceed

Location Inform	nation		_				* indicates a n	equire	1 10
flease enter your lo	cation information	below acco	rdingly.	If a location	name is not availab	le, please enter N	/Α.		
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City:	0	• State:	0	• Zip:	0				
	0	MA	*	0					
atitude	0	Longitude		0					



# **Step 3: Application Information**

Add any additional								
information that	1 Contact Information	2 Property Information	3 Application Information	4 Documents	5 Special Fee Provision	6 7		
might help the agency with the	Step 3: Application Information > Page 1 of 1							
review of this application	Application Info	rmation	y seem pertinent to your	application.	* indicates a	required field.		
Click "Continue Application" to	Additional Informa							
proceed	Continue Applie	cation »			Save and resu	ume later		



# Step 4: Document

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

# DEP Applications WP58A - Approval of Nitrogen Aggregation Loading Plan Application 1 2 Location 3 Application 4 Documents 5 Special Fee Provision 6 Review 7 Step 4 : Documents > Page 1 of 1 \*indicates a required field Documents

#### Documents:

Home

Please upload 6 Required Document(s) which are mandatory to Submit this Application:

1. Buildout Analysis
2. Locus Map
3. MassDEP Application Form
4. Nitrogen Loading Calculations
5. Nitrogen Loading Management Plan
6. Nitrogen Loading Model Analysis

#### 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; .edi; .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.





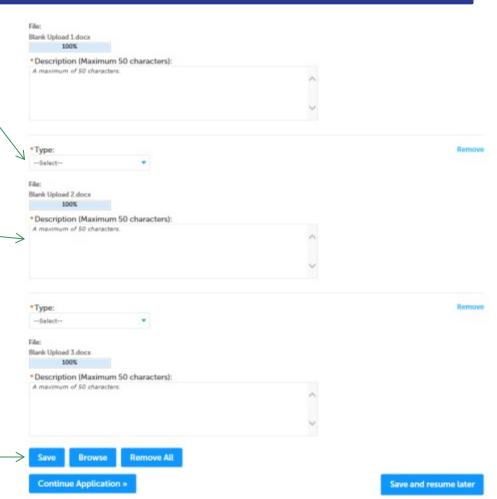
# Step 4: Documents (Attaching)

- A "File Upload" window opens
- Click "Browse"
- Choose the file(s) you want to attach.
- When all files reach 100%, click "Continue"



# Step 4: Documents (Attaching)

- Select the document type
- Provide a description of each document that you uploaded
- Click "Browse" to add more documents
- When all documents are uploaded and described, click "Save"





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# 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



EEA ePlace Portal



Please upload 6 Required Document(s) which are mandatory to Submit this Application
1. Buildout Analysis
2. Locus Map

- 3. MassDEP Application Form
- 4. Nitrogen Loading Calculations
- 5. Nitrogen Loading Management Plan
- 6. Nitrogen Loading Model Analysis

#### Attachment

Browse

Continue Application »

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; cpt; hta; ins; jsp; jar; jse; lib; lnk; mde; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbb; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Туре	Size	Latest Update	Description	Action
File 4 - Copy (2) - Copy.jpg	Buildout Analysis	4.05 KB	05/31/2021	t	Actions -
File 4 - Copy (2).jpg	Locus Map	4.05 KB	05/31/2021	t	Actions -
File 4.jpg	Nitrogen Loading Model Analysis	4.05 KB	05/31/2021	t	Actions -
File 4 - Copy (4).jpg	Nitrogen Loading Calculations	4.05 KB	05/31/2021	t	Actions -
File 4 - Copy.jpg	Nitrogen Loading Management Plan	4.05 KB	05/31/2021	t	Actions -
			< Prev 1 2	Next >	

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	<sup>3</sup> Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
		: Special Fee Pro Fee Provision	ovision > Page 1 of	1		* indicates a required field
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			ternelieu):			
	usion	n (special agreement	t or policy): 🕖			
Subs	stituti	ion (ASP/IRP): 🧿				
Dou	ble F	ee for Enforcement	: ②			
	dship	payment extension	request: 🥐			
Turit						



# 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

1 2 3 Application	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
Step 6 : Review				
Continue Application				Save and resume later
Please review all the inform changes. To make change <b>Review and (</b>	s you will need to contact	. Once this application I t the agency directly.	has been submitted,	you will not be able to make
Review and C	Lertification		-	
		Edit Application		
Permittee				
Individual JONA KUCI 1 Winter St. Boston, MA, 01208 United States		Telephone #:111-111-1111 E-mail: jona.kuci@mass.go	v	
Use Login Information: Yes				
Use Login Information: Yes Permittee Company	tors			
Use Login Information: Yes Permittee Company Application Contribut Showing 0-0 of 0				
Use Login Information: Yes Permittee Company Application Contribut	LOFS Name	Organization Name	Contact Person	Action
Use Login Information: Yes Permittee Company Application Contribut Showing 0-0 of 0 Contact Type No records found.		Organization Name	Contact Person	Action
Use Login Information: Yes Permittee Company Application Contribut Showing 0-0 of 0 Contact Type No records found. Facility Information FEST   1. Winter Street Boote DEP Resider, We	Name on MA 11111	Organization Name	Contact Person	Action
Use Login Information: Yes Permittee Company Application Contribut Showing 0-0 of 0 Contact Type	Name	Organization Name	Contact Person	Action
Use Login Information: Yes Permittee Company Application Contribut Showing 0-0 of 0 Contact Type No records found. Facility Information TEST   1 Winter Street Bosto DEP Region: NE Message: rull Facility Record ID: 21-FAC-0177 Additional Informatio	Name on MA 11111 276 n	Organization Name	Contact Person	Action
Use Login Information: Yes Permittee Company Application Contribut Showing 0-0 of 0 Contact Type No records found. Facility Information FEST   1 Winter Street Bosto DEP Booling ID: mgh Message: mgl Facility Record ID: 21-FAC-0177	Name on MA 11111 276 n	Organization Name	Contact Person	Action



# 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**

Continue Application »

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:

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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	DI	EP A	pplications				
P	58A	- Ap	proval of Nitroger	Aggregation Loadin	g Plan Application		
	2	3	4 Documents	5 Special Fee	6 Review	7 Pay Fees	8 Application Submitted

## 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	Fees			
WP58A Application Fees				
Total Fees:		\$1,940.00		
$\rightarrow$				
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	Payment Information
	Credit/Debit Card Electronic Check/ACH
First Name	Card Type
Enter First Name	Select Card Type V
Last Name	Card Number
Enter Last Name	TEST MODE
Street	CVV Code
Enter Street	123
City	Expiration
Enter City	01 ~ 2011 ~
State/Territory	
Select State	<ul> <li>Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.</li> </ul>
Zip	I Accept
Enter Zip	Commonwealth of Massachusetts Terms
Phone Number	Agreement
()	I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above
Email	according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the
Enter Email Address	above referenced credit card account.
Confirm Email	
Enter Email Address	nCourt Terms Agreement

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Back

# 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.

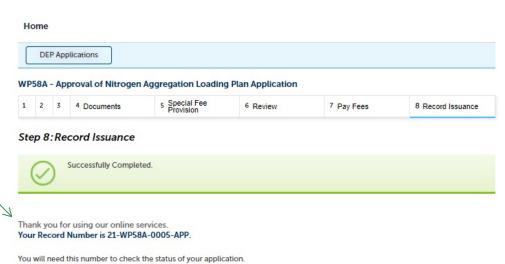
Department of Environmental Protection PO Box 4062 Boston, MA 02211

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

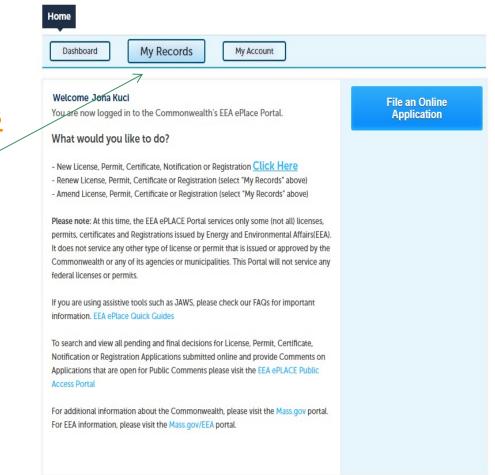




# To check the status of an application

## Log on to EEA ePlace portal

- <u>https://eplace.eea.mass</u>
  .gov/citizenaccess
- Go to your "My Records" page to see and/or track the status of an application







For technical assistance:

- Contact the ePlace Help Desk Team at (844) 733-7522
- □Or send an email to: <u>ePLACE helpdesk@state.ma.us</u>

For business related questions, please visit the link below: <u>https://www.mass.gov/how-to/wp-58a-approval-of-a-nitrogen-aggregation-loading-plan</u>



