# WP60 – Variances for Schools Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater



#### Overview

- This presentation is to assist in completing a new WP60 Variances for Schools Application
- Use this form to ensure that a variance from the design flow for schools, or increased flow to a large system for a school, maintains a level of environmental protection at least equal to Title 5.
- WP60 This approval is necessary to ensure that the disposal of sanitary sewage utilizing a variance from the design flow for schools, and/or for increased flow to a large system for a school under Title 5, will maintain a level of environmental protection that is at least equivalent to 310 CMR 15.000 without strict application of the specific provision from which the variance is sought.
- 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 Sove 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



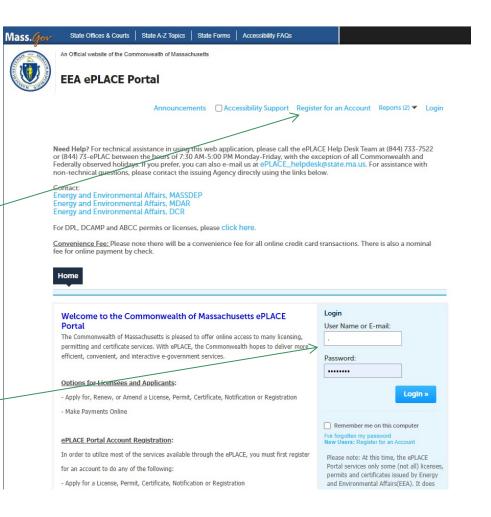
### How to Apply

#### First time users:

□ Click or type this address on your browser:

https://eplace.eea.mass.g ov/citizenaccess

- ☐ Follow the prompts to create a new user account
- Log into your account in EEA ePlace using your username/password





#### File an Online Application

Click here to start



#### 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



## 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:

 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 WP57 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

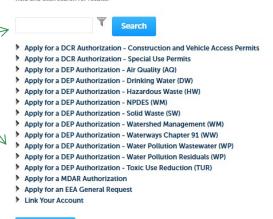
#### New Applicants:

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) 73-6PLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

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.





Continue »

#### Apply for a WP60 Application

■ Select "WP60 – Variances for Schools Application" and click continue at the bottom of the page to start your application



- 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)
- O WP56 Industrial Wastewater Holding Tank Compliance Certification Application
- O WP57 Approval of Re-Circulating Sand Filter or Equivalent Application
- O WP58A Approval of Nitrogen Aggregation Loading Plan Application
- O WP58B Approval for Installation of a Shared System Application
- WP59C Approval of Title 5 Variance Application
- WP60 Variances for Schools Application



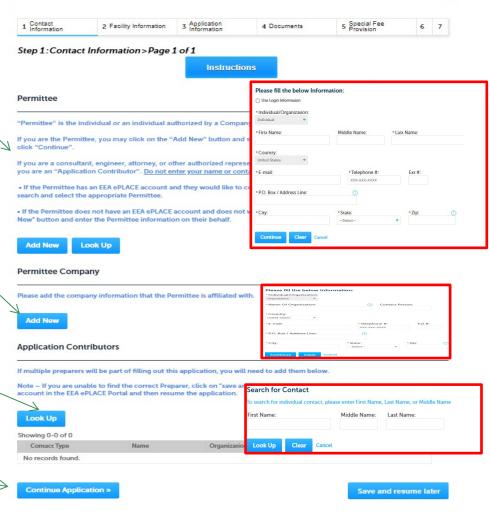
## Contact Information: Important NOTE

- 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





**DEP Applications** 

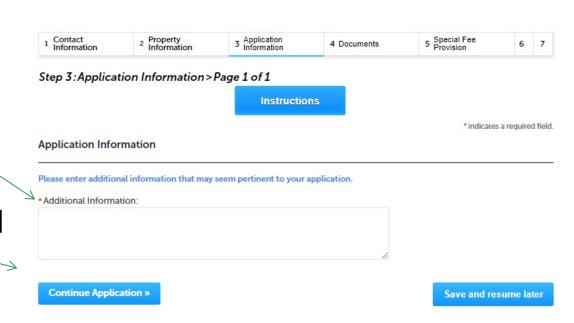
#### Step 2: Location Information

1 Contact Information 2 Location Information 4 Documents 6 7 Enter the Location Step 2: Location Information > Page 1 of 1 information, accordingly \* 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 Name: Street Name 2 \* Street # Click "Continue \* City: \* State: \* Zip: Application" to proceed Latitude Longitude Continue Application » Save and resume later



### Step 3: Application Information

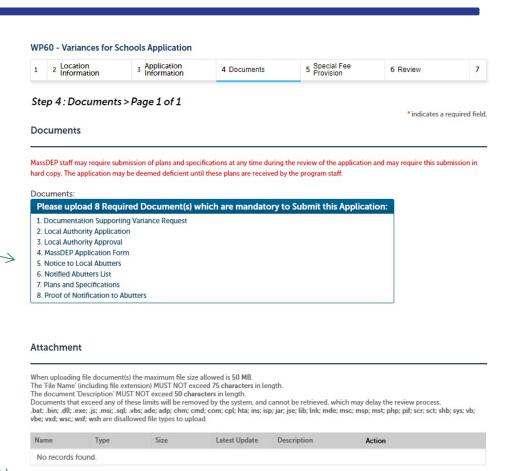
- □ Add any additional information that might help the agency with the review of this application
- Click "Continue Application" to proceed





#### 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"



Save and resume later

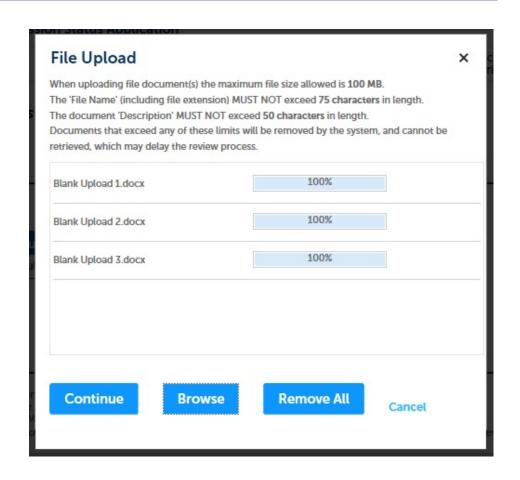


Continue Application »

Browse

# 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"

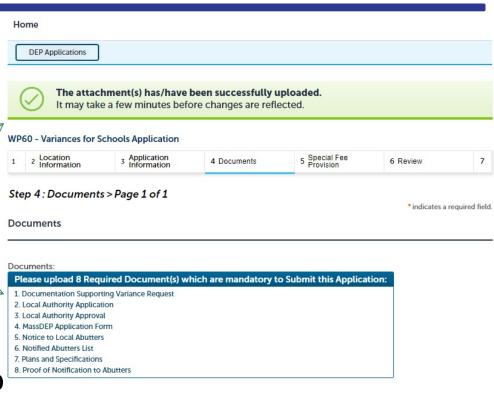


## Step 4: Documents (Attaching)

Select the document Blank Upload 1.docx 100% \*Description (Maximum 50 characters): A maximum of 50 characters type Provide a description of \*Type: --Select-each document that you Blank Upload 2.docx 100% uploaded Description (Maximum 50 characters): A maximum of 50 characters Click "Browse" to add \*Type: more documents -- Select--Blank Upload 3.docx When all documents are Description (Maximum 50 characters): A maximum of 50 characters. uploaded and described, click "Save" Remove All Continue Application × Save and resume later

# Step 4: WP60\_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



#### 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.

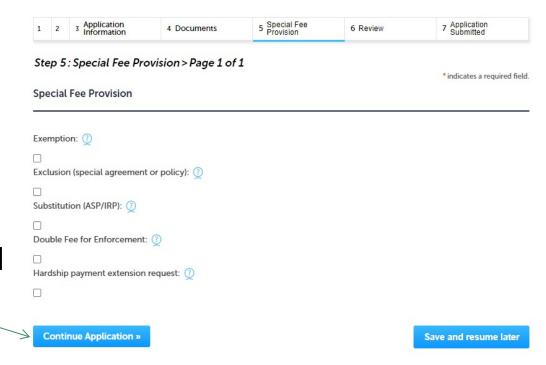
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; ade; adp; chm; cmd; com; cpl; hta; ins; isp; jar; jse; lib; lnk; mde; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Туре	Size	Latest Update	Description	Action
File 4 - Copy (4).jpg	Plans and Specifications	4.05 KB	Pending		
File 4 - Copy - Copy.jpg	Notice to Local Abutters	4.05 KB	Pending	ō.	



#### Step 5: Special Fee Provision

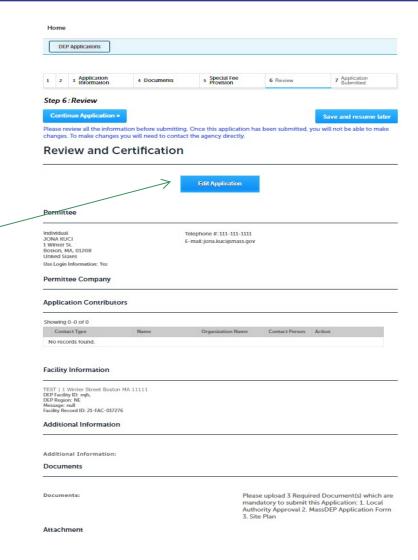
- □ If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click "Continue Application" to proceed





### Step 6: Review

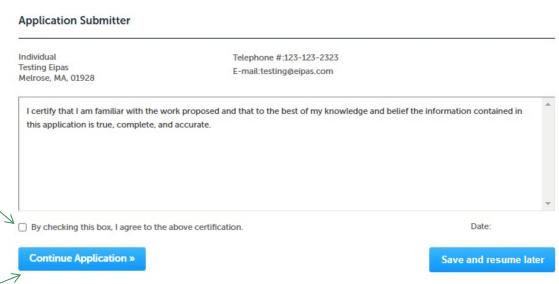
- □ The entire application is shown on a single page for your review
- □ If you note something you want to change, click "Edit Application"
- Otherwise, continue to the bottom of the page





#### Step 6: Review

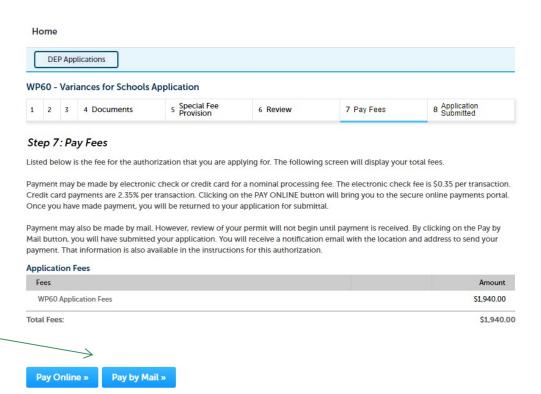
- Read the Certification Statement
- □ Click the check the box to complete your certification
- □ Click on "Continue Application" to proceed with the submittal of your application





## Step 7: Pay Fees

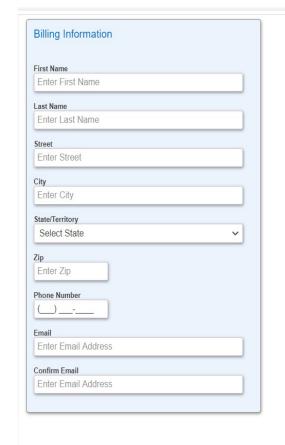
- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to continue





## 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





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

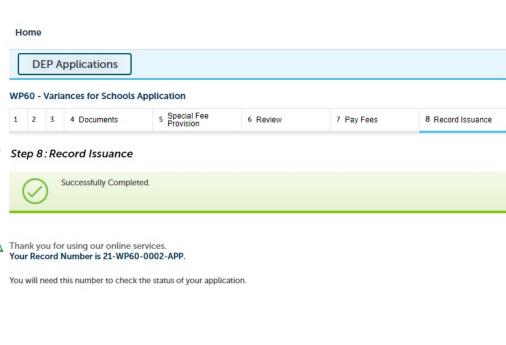
PO Box 4062

Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.

### Step 8: Submission Successful!

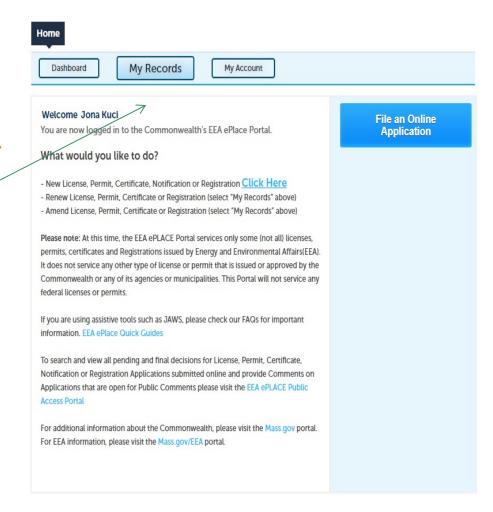
- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications





## 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-60-variances-for-schools



