WP64B - Approval of Installation of Alternative System for Pilot Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater



Overview

- This presentation is to assist in completing a new WP64B Approval of Installation of Alternative System for Pilot Application
- Use the WP64B application for any individual, business or organization desiring to install an alternative system for piloting (310 CMR 15.003 and 310 CMR 15.285).
- WP 64B establishes an approval process for MassDEP review of alternative systems proposed for piloting on a specific site. Piloting is intended to demonstrate that the proposed technology is likely to provide a level of environmental protection at least equal to that of a system designed and built-in accordance with Title 5.
- 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



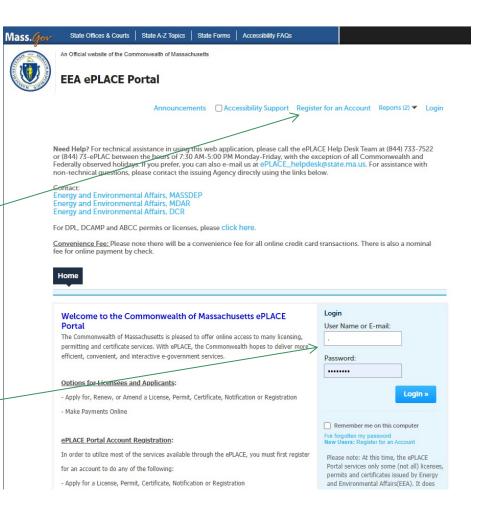
How to Apply

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 WP64B 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

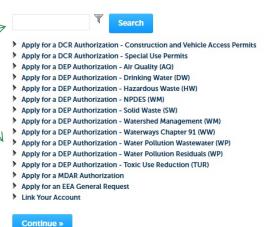
New Applicants

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-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

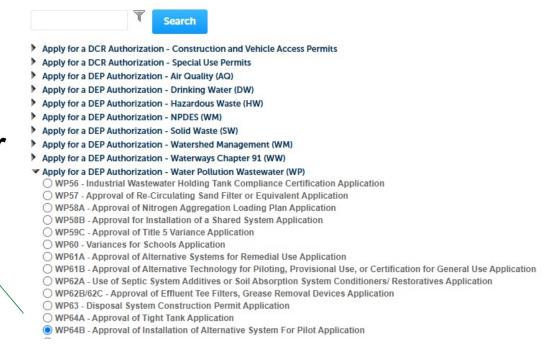
For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.





Apply for a WP64B Application

■ Select "WP64B Approval of
Installation of
Alternative System for
Pilot Application" and
click continue at the
bottom of the page to
start your application





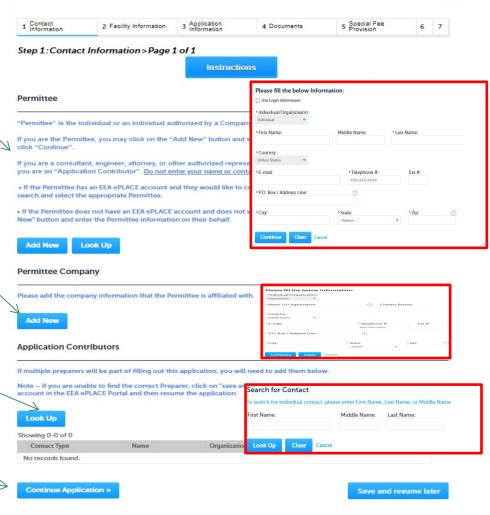
Contact Information: Important NOTE

- 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





DEP Applications

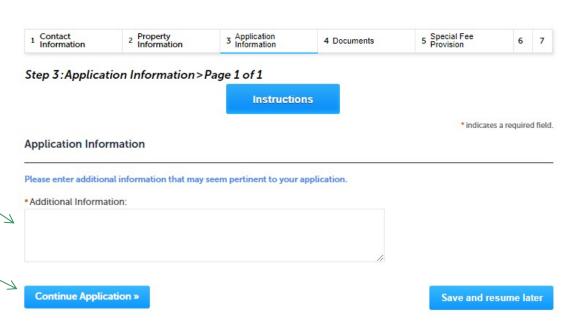
Step 2: Location Information

2 Location Information 3 Application Information 5 Special Fee Provision Contact Enter the Location 4 Documents 6 7 Information 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: Click "Continue" Street Name 2 * Street # * Street Name: Application" to proceed * City: * State: 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

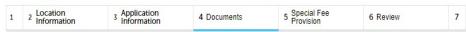




Step 4: Documents

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

WP64B - Approval of Installation of Alternative System For Pilot Application



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.

Documents:

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

- 1. Local Authority Approval
- 2. MassDEP Application Form
- 3. Plans and Specifications
- 4. Proof of Legal Ownership
- 5. Sampling and Monitoring plan

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; .dlt; .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

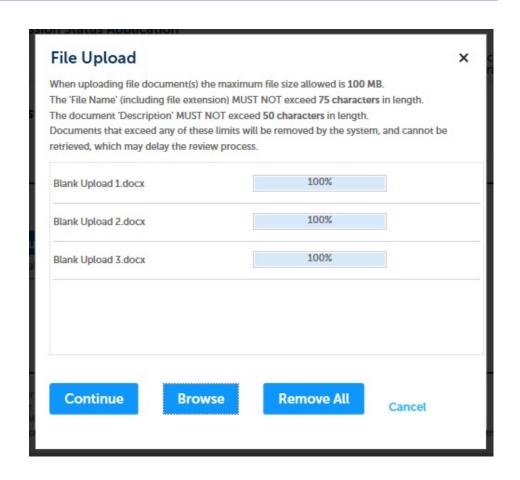
Continue Application »

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"

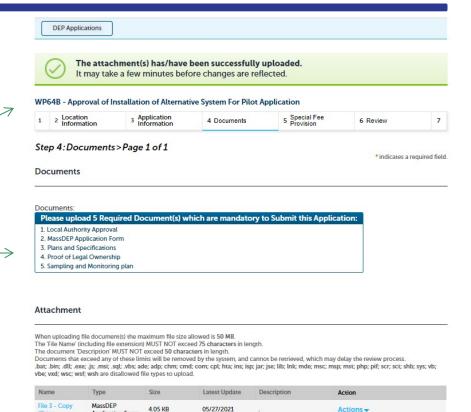


Step 4: Documents (Attaching)

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: 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





Browse

(2).jpg

File 3 - Copy

File 4 - Copy

File 4 - Copy

File 4 - Copy (2) -

Copy.jpg

(3).jpg

Continue Application »

Application Form

4 05 KB

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Local Authority

Proof of Legal

Specifications

Application Form

Ownership

Plans and

MassDEP

Approval

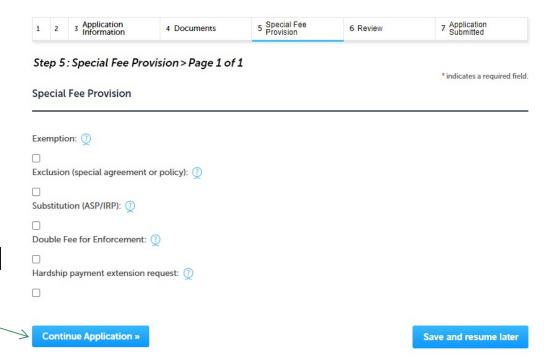
Actions -

Actions -

Actions -

Step 5: Special Fee Provision

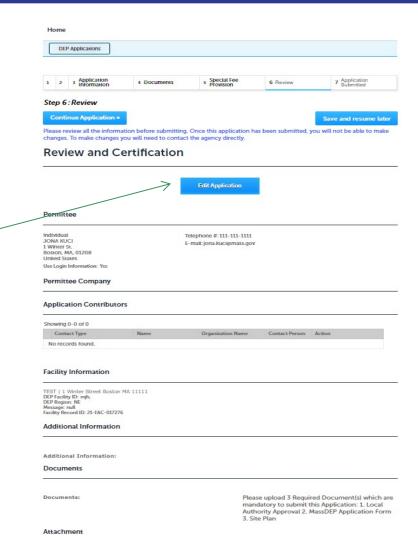
- □ If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click "Continue Application" to proceed





Step 6: Review

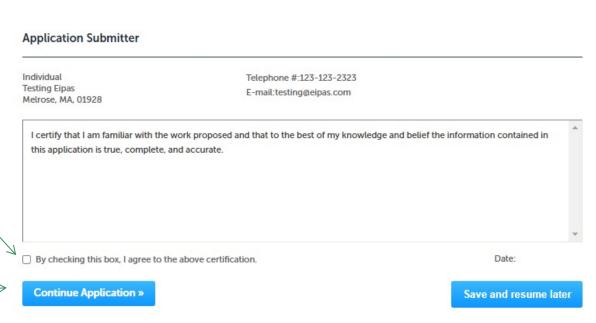
- □ The entire application is shown on a single page for your review
- □ If you note something you want to change, click "Edit Application"
- Otherwise, continue to the bottom of the page





Step 6: Review

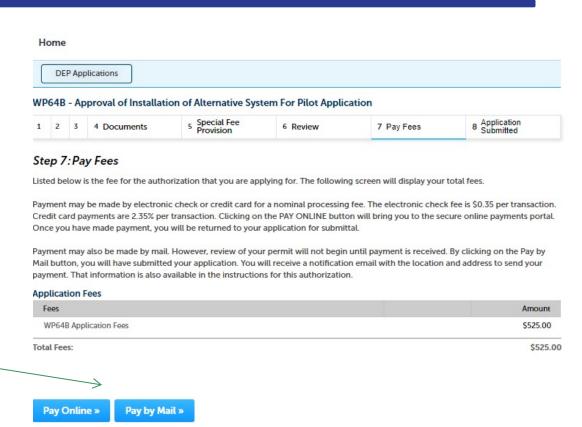
- Read the Certification Statement
- Click the check the box to complete your certification
- ☐ Click on "Continue Application" to proceed with the submittal of your application





Step 7: Pay Fees

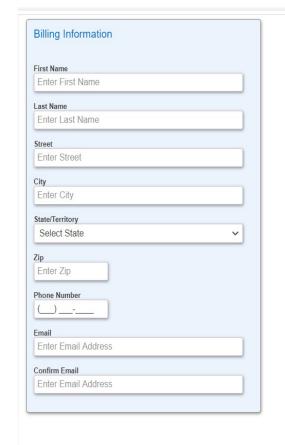
- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to continue





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!

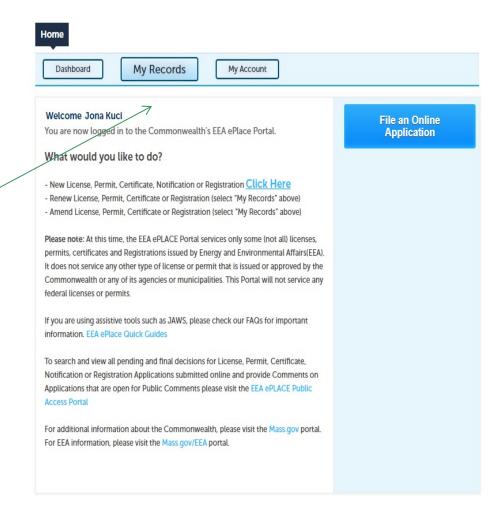
- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications





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-57-64b-64c-title-5-alternative-systems-installations



