WP64C - Approval of Installation of Alternative System Remedial Use Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater

EEA ePlace Portal

Overview

❑ This presentation is to assist in completing a new **WP64C - Approval of Installation of Alternative System Remedial Use Application**

❑ Use the WP64c application for any individual, business or organization desiring to install an alternative system for Remedial Use that is required to obtain prior MassDEP approval (310 CMR 15.003 and 310 CMR 15.284).

❑ WP 64c establishes an approval process for MassDEP review of alternative systems proposed for remedial use on a specific site. A Remedial Use approval is intended to demonstrate that the alternative system is likely to improve conditions at an existing facility served by a failed, failing or nonconforming system.

❑ This presentation will take you screen by screen through the ePLACE online permitting application process.

EEA ePlace Portal

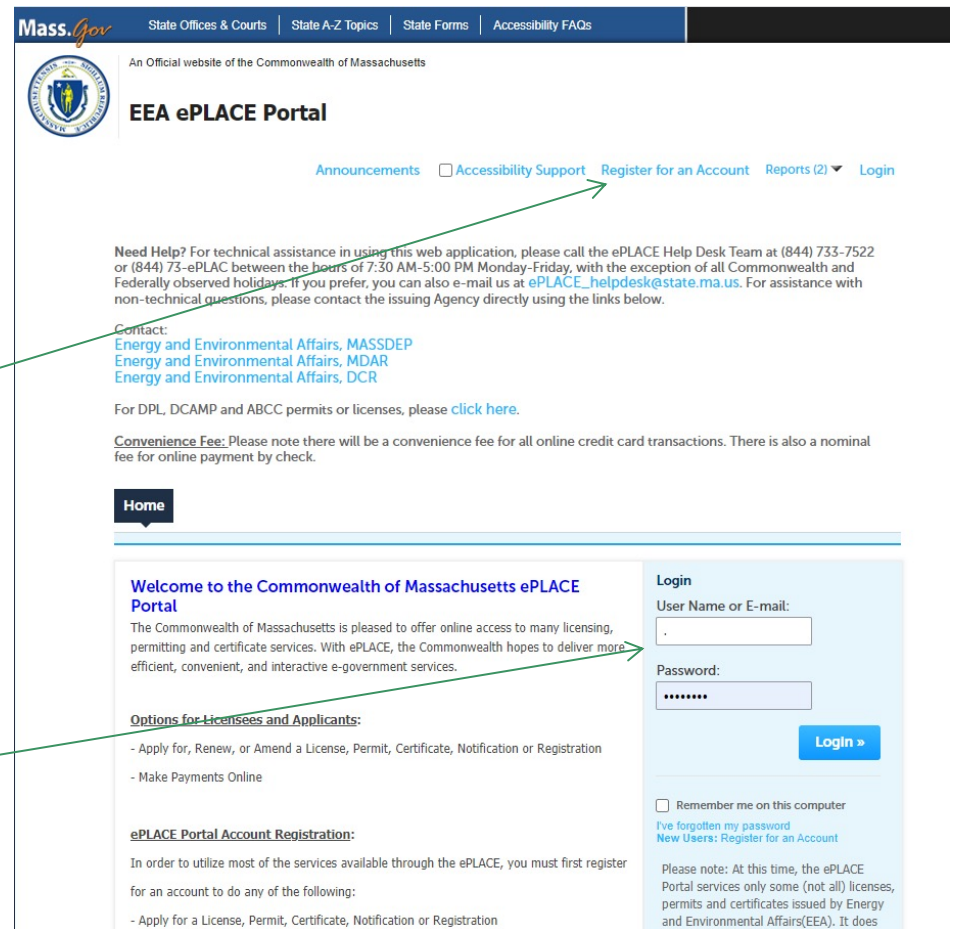# General Navigation

❑ 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

EEA ePlace Portal

How to Apply

First time users:

❑ Click or type this address on your browser: https://eplace.eea.mass.gov/citizenaccess

❑ 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.

File an Online Application

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

❑ Read and accept the Terms and Conditions

❑ Click the checkbox and click "Continue"

EEA ePlace Portal

Apply for a WP64c 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.

[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 »

EEA ePlace Portal

Apply for a WP64C Application

☐ Select "**WP64C - Approval of Installation of Alternative System Remedial Use Application**" and click continue at the bottom of the page to start your application

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)
  ○ WP56 - Industrial Wastewater Holding Tank Compliance Certification Application
  ○ WP57 - Approval of Re-Circulating Sand Filter or Equivalent Application
  ○ WP58A - Approval of Nitrogen Aggregation Loading Plan Application
  ○ WP58B - Approval for Installation of a Shared System Application
  ○ WP59C - Approval of Title 5 Variance Application
  ○ WP60 - Variances for Schools Application
  ○ WP61A - Approval of Alternative Systems for Remedial Use Application
  ○ WP61B - Approval of Alternative Technology for Piloting, Provisional Use, or Certification for General Use Application
  ○ WP62A - Use of Septic System Additives or Soil Absorption System Conditioners/ Restoratives Application
  ○ WP62B/62C - Approval of Effluent Tee Filters, Grease Removal Devices Application
  ○ WP63 - Disposal System Construction Permit Application
  ○ WP64A - Approval of Tight Tank Application
  ○ WP64B - Approval of Installation of Alternative System For Pilot Application
  ● WP64C - Approval of Installation of Alternative System Remedial Use Application

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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.

EEA ePlace Portal

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

Home

DEP Applications

| 1 Contact Information | 2 Facility Information | 3 Application Information | 4 Documents | 5 Special Fee Provision | 6 | 7 |

Step 1: Contact Information > Page 1 of 1

Instructions

Permittee

"Permittee" is the individual or an individual authorized by a Company

If you are the Permittee, you may click on the "Add New" button and s click "Continue".

If you are a consultant, engineer, attorney, or other authorized represe you are an "Application Contributor". Do not enter your name or conta

• If the Permittee has an EEA ePLACE account and they would like to c search and select the appropriate Permittee.

• If the Permittee does not have an EEA ePLACE account and does not New" button and enter the Permittee information on their behalf.

Add New   **Look Up**

Please fill the below Information:
☐ Use Login Information
* Individual/Organization: Individual
* First Name: Middle Name: * Last Name:
* Country: United States
* E-mail: * Telephone #: XXX-XXX-XXXX   Ext #:
* P.O. Box / Address Line:
* City: * State: --Select--   * Zip:
Continue **Clear** Cancel

Permittee Company

Please add the company information that the Permittee is affiliated with.

Add New

Please fill the below Information:
* Individual/Organization: Organization
* Name Of Organization: Contact Person:
* Country: United States
* E-mail: * Telephone #: XXX-XXX-XXXX   Ext #:
* P.O. Box / Address Line:
* City: * State: --Select--   * Zip:
Continue **Clear** Cancel

Application Contributors

If multiple preparers will be part of filling out this application, you will need to add them below.

Note — If you are unable to find the correct Preparer, click on "save an account in the EEA ePLACE Portal and then resume the application.

Look Up

Search for Contact
To search for individual contact, please enter First Name, Last Name, or Middle Name
First Name: Middle Name: Last Name:
Look Up **Clear** Cancel

Showing 0-0 of 0

| Contact Type | Name | Organizatio |
| No records found. | | |

Continue Application »   **Save and resume later**

Step 2: Location Information

❑ Enter the Location Information, accordingly

❑ Click "Continue Application" to proceed

| 1 Contact Information | 2 Location Information | 3 Application Information | 4 Documents | 5 Special Fee Provision | 6 | 7 |

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: ⓘ
              MA ▼

Latitude ⓘ   Longitude ⓘ

Clear

Continue Application »   **Save and resume later**

EEA ePlace Portal

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 |

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"

WP64C - Approval of Installation of Alternative System Remedial Use Application

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

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. Documentation of System Failure
> 2. Local Authority Approval
> 3. MassDEP Application Form
> 4. Plans and Specifications
> 5. Proof of Legal Ownership

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

EEA ePlace Portal

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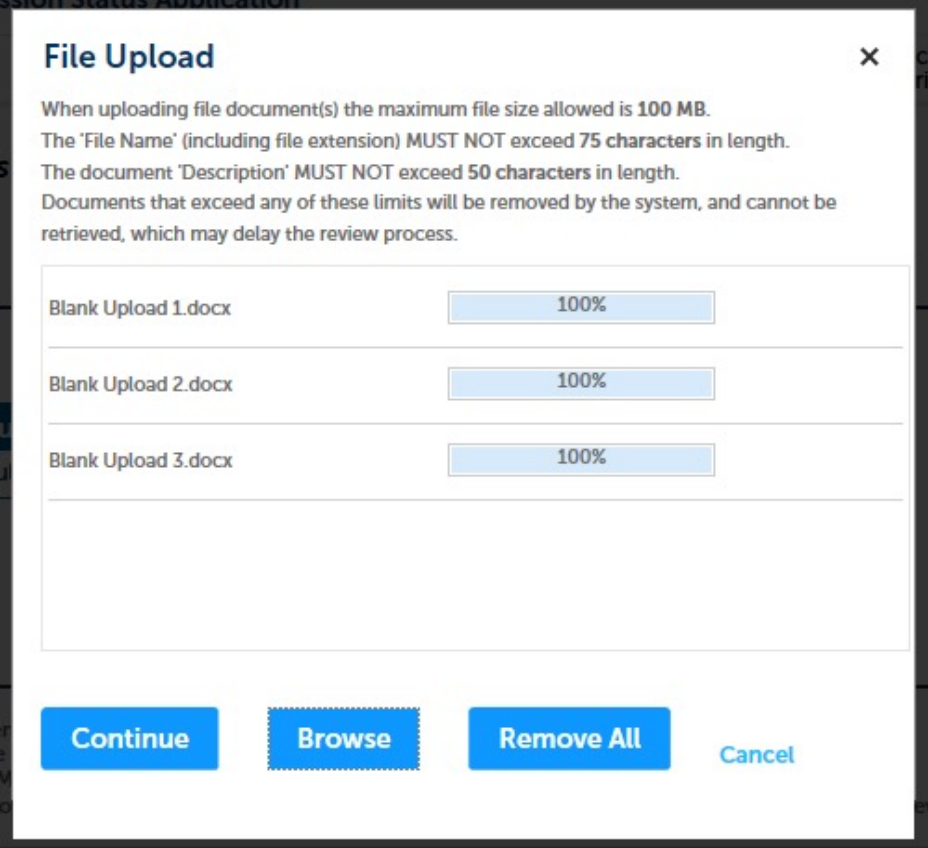
Step 4: Documents (Attaching)

❑ A "File Upload" window opens

❑ Click "Browse"

❑ Choose the file(s) you want to attach.

❑ When all files reach 100%, click "Continue"

File Upload ✕

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

EEA ePlace Portal

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

EEA ePlace Portal

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

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✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

WP64C – Approval of Installation of Alternative System Remedial Use Application

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

Step 4:Documents>Page 1 of 1

* indicates a required field.

Documents

Documents:

Please upload 5 Required Document(s) which are mandatory to Submit this Application:
1. Documentation of System Failure
2. Local Authority Approval
3. MassDEP Application Form
4. Plans and Specifications
5. Proof of Legal Ownership

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
File 3 - Copy (2).jpg	Local Authority Approval	4.05 KB	06/03/2021	.	Actions ▼
File 3 - Copy - Copy.jpg	Documentation of System Failure	4.05 KB	06/03/2021	.	Actions ▼
File 4 - Copy - Copy.jpg	Proof of Legal Ownership	4.05 KB	06/03/2021	.	Actions ▼
File 3.jpg	Plans and Specifications	4.05 KB	06/03/2021	.	Actions ▼
File 3 - Copy.jpg	MassDEP Application Form	4.05 KB	06/03/2021	.	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

EEA ePlace Portal

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

EEA ePlace Portal

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

EEA ePlace Portal

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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WP64C – Approval of Installation of Alternative System Remedial Use Application

1	2	3	4 Documents	5 Special Fee Provision	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	Amount
WP64C Application Fees	$525.00
Total Fees:	$525.00

Pay Online »   Pay by Mail »

EEA ePlace Portal

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

Back

Payment Information

Credit/Debit Card | Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01   2018

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

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

EEA ePlace Portal

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.

EEA ePlace Portal

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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DEP Applications

WP64C - Approval of Installation of Alternative System Remedial Use Application

| 1 | 2 | 3 | 4 Documents | 5 Special Fee Provision | 6 Review | 7 Pay Fees | 8 Record Issuance |

Step 8 : Record Issuance

✓ Successfully Completed.

Thank you for using our online services.
Your Record Number is 21-WP64C-0003-APP.

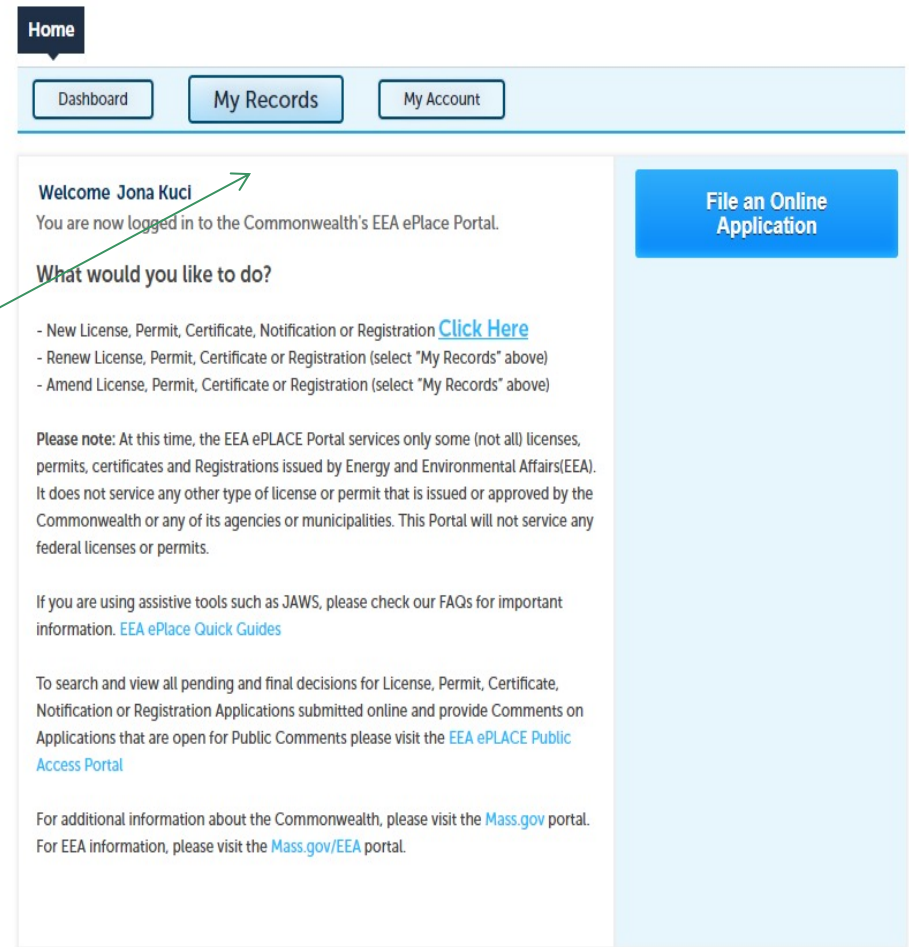You will need this number to check the status of your application.

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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

Home

Dashboard | My Records | My Account

Welcome Jona Kuci
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)

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If you are using assistive tools such as JAWS, please check our FAQs for important information. EEA ePlace Quick Guides

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the EEA ePLACE Public Access Portal

For additional information about the Commonwealth, please visit the Mass.gov portal. For EEA information, please visit the Mass.gov/EEA portal.

File an Online Application

EEA ePlace Portal

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

EEA ePlace Portal