
WP82 – Groundwater Discharge Permit Administrative Renewal

MassDEP Bureau of Water Resources, Water Pollution Wastewater





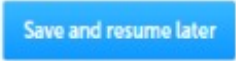

EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a new **WP82-Groundwater Discharge Permit Administrative Renewal**.
- ❑ WP82 approval is for administrative renewal of a permit for a non-industrial groundwater discharge.
- ❑ You must apply for this renewal if you hold a valid individual groundwater discharge permit and wish to continue the permitted activity beyond the expiration date of the existing permit, and you do not want to make any changes to the current permit.
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process.



General Navigation

- ☐ 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

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

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) 73-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. 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 »](#)

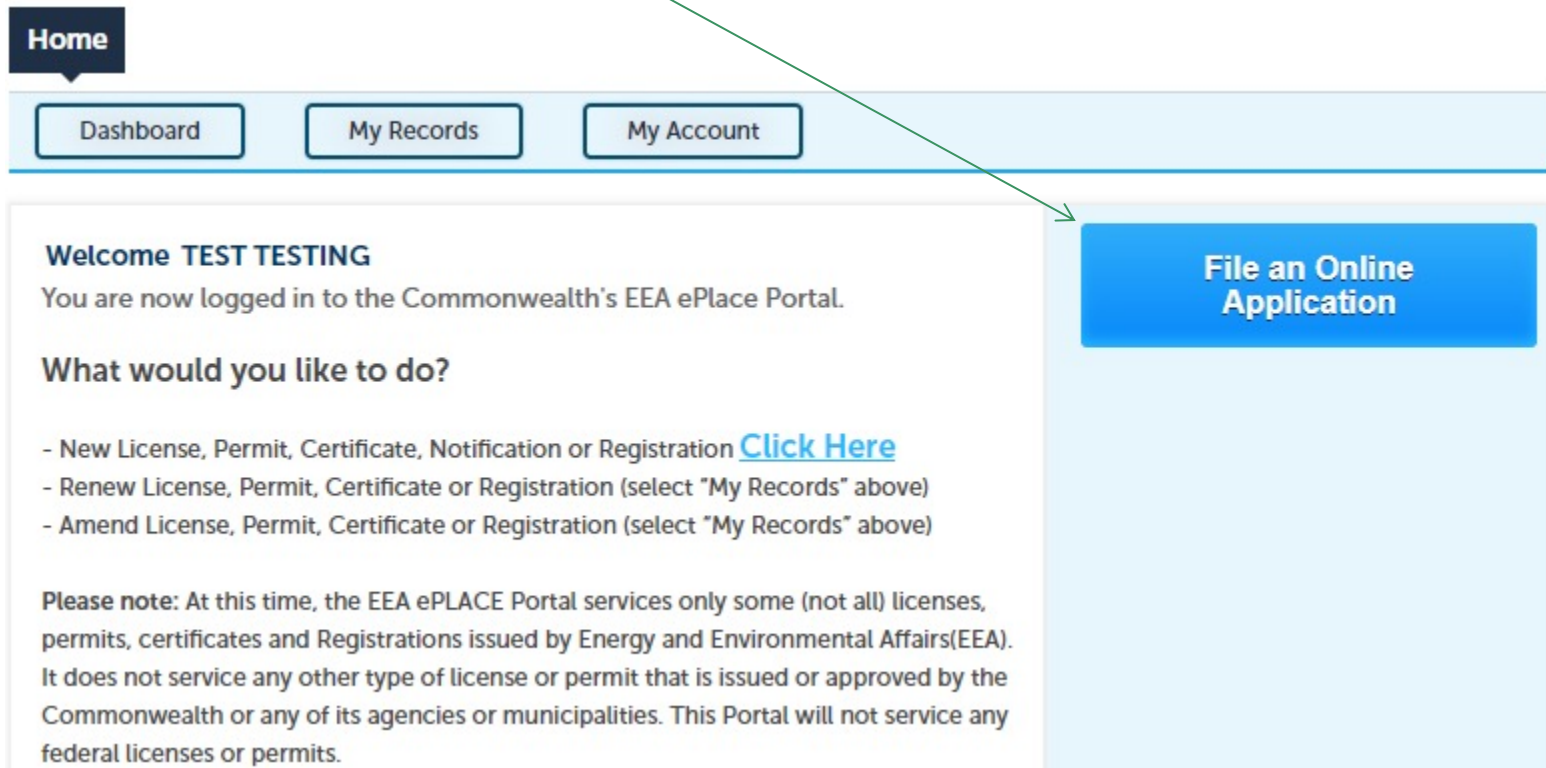
☐ Remember me on this computer

[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

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.

File an Online Application

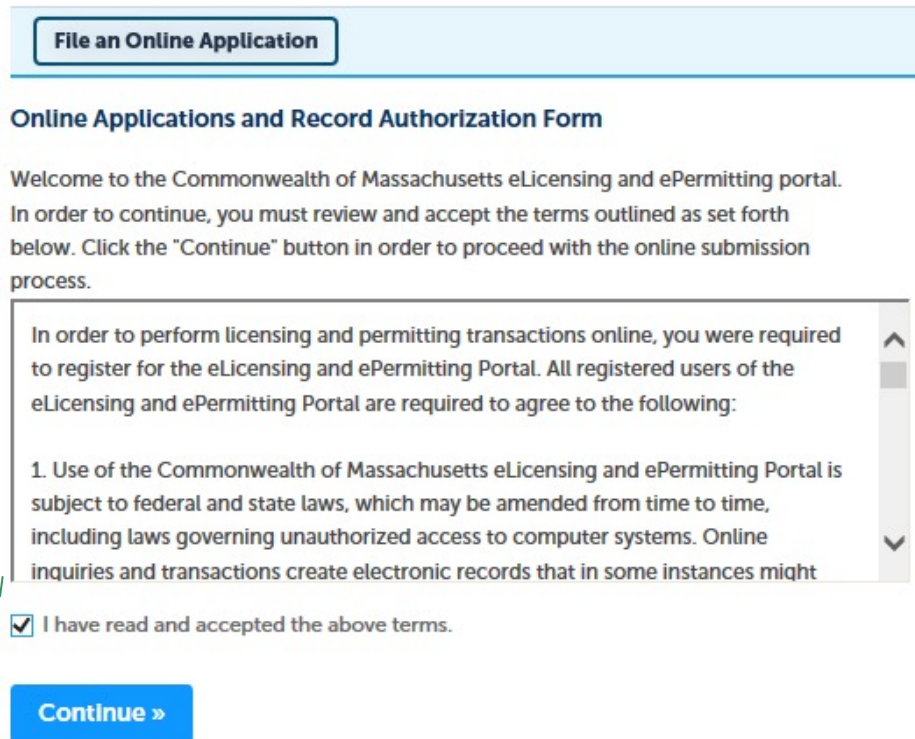


EEA ePlace Portal

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 WP82 Renewal

❑ 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 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 WP82 Renewal

- ❑ Select “WP82-Groundwater Discharge Permit Administrative Renewal” 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)
 - 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
 - WP66A/66B - Title 5 Large System Upgrades Application
 - WP68 - Plan Approval Amendment
 - WP70/70A - Alternative Design Flow for Title 5 Systems & Non-Sanitary Wastewater Discharges Application
 - WP79 - Individual Permit for Groundwater Discharge from Sewage Treatment Plant Application
 - WP80 - General Permit for Specified Discharges Application
 - WP81 - General Permit for Small Wastewater Treatment Facilities Application
 - WP82 - Groundwater Discharge Permit Administrative Renewal
 - WP83 - Hydrogeological Evaluation Application
 - WP84 - Individual Permit for Reclaimed Water Use Application
 - WP85 - Individual Permit for Other Groundwater Discharge Application
 - WP86 - Permit and Plan Approval for Type II Wastewater Treatment Facility Application
 - WP87 - Permit and Plan Approval for Type I Wastewater Treatment Facility Application
 - WP90 - Plan Approval Amendment
 - WP91 - Special Industrial Sewer User Application
 - WP92 - Industrial sewer user for non-IPP POTW Application
- ▶ 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

Step 1: File an Online Renewal

- ❑ Enter your authorization number, you would like to Renew
- ❑ Click "Continue Application" to proceed

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DEP Applications

WP82 - Groundwater Discharge Permit Administrative Renewal

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Step 1: Authorization Information > Page 1 of 1

Instructions

* indicates a required field.

Authorization Information

In order to proceed, you will need to enter your system authorization number (E.g., WPxx-xxxxxxx). If you are a returning applicant, you can find this number under the 'My Records' tab.

If this is your first time in the system, this is the number you received through your claim authorization process request. If you do not have the system authorization number, please save and resume this application and complete the Claim Authorization request first.

For more information and additional instructions please click [here](#).

* Authorization Number:

Continue Application »

Save and resume later



Step 2: Contact Information

- ❑ Current Authorization contact information will be displayed
- ❑ You can modify the information accordingly, if applicable
- ❑ Click “Continue Application” to proceed



EEA ePlace Portal

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Step 2: Contact Information > Page 1 of 1

* 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. 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 0-0 of 0

Contact Type	Name	Organization Name	Contact Person	Action
No records found.				

[Continue Application »](#) [Save and resume later](#)

Step 3: Facility Information

- ❑ Facility Name is displayed to be viewed only and cannot be edited
- ❑ Click on “Continue Application” to proceed

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Step 3: Facility Information > Page 1

* indicates a required field.

Facility Information

Please identify the facility for this application. In the "Name" box enter the facility name or a part of it and then click the "Search" button to see a list of results. Click the button to the left of your facility and then click the "Select" button. If your facility is not on the list, click "Cancel" and try searching by address instead of Name. If you cannot find your facility, type in the data for the boxes with an asterisk and go on to the next section without clicking "Search". CAUTION some applications are restricted to existing Facilities and do not allow creating new ones. If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office.

* Facility Name:
AMTRAK MAINTENANCE FACILITY

* Street #
2

* Street Name:
FRONTAGE RD

Street Name 2

* City:
BOSTON

* State:
MA

* Zip:
02118-

Latitude
-71.05917453

Longitude
42.33965472

DEP Facility ID:
36547

AQ ID:
1191989

HW ID:
MAD982201741

TRI ID:

Search Clear

Continue Application »

Save and resume later



Step 4: Application Information

- ❑ Add any additional information that might help the agency with the review of this application

- ❑ Click “Continue Application” to proceed

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Step 4: Application Information > Page 1 of 1

* indicates a required field.

Additional Information

Please use this space to enter additional information that may seem pertinent to your application.

Additional Information:

Continue Application »

Save and resume later



Step 5: Document

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

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Step 5: Documents > Page 1 of 1

* indicates a required field.

Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. PE Certification Form

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

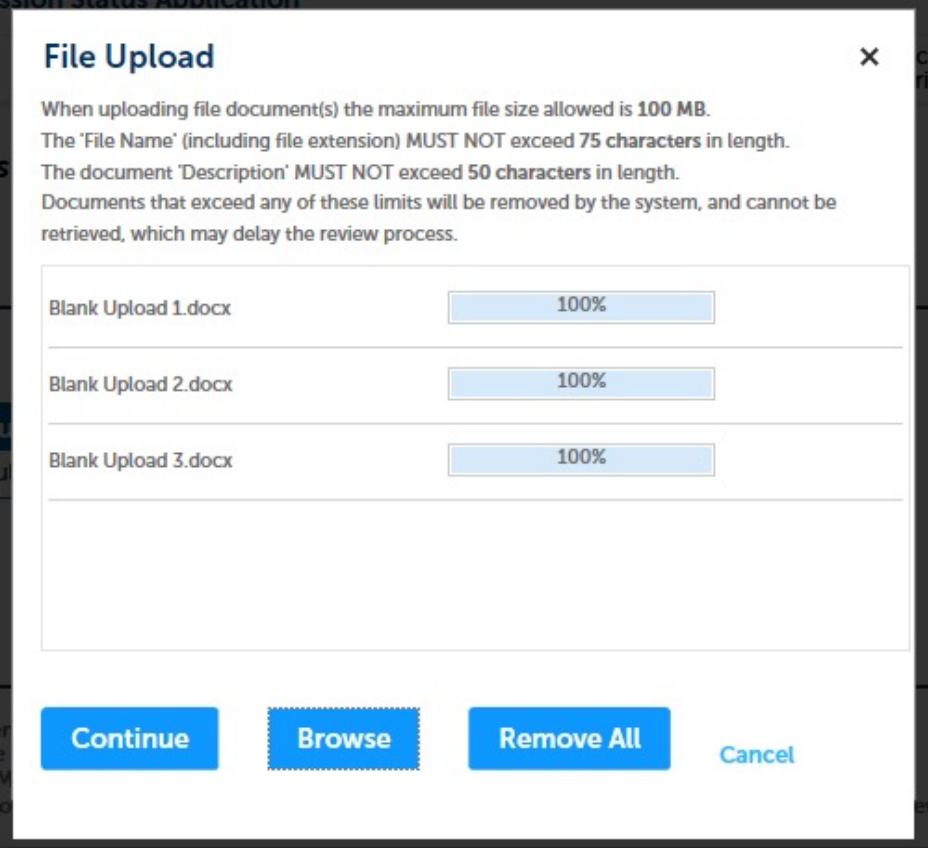
Continue Application »

Save and resume later



Step 5: 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 5: 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



Step 5: 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

DEP Applications

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

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Step 5: Documents > Page 1 of 1

* indicates a required field.

Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. PE Certification Form

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.

Browse

Continue Application »

Save and resume later



Step 6: 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	4 Application Information	5 Documents	6 Special Fee Provision	7 Review	8 Application Submitted
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Step 6: 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 7: 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	4 Application Information	5 Documents	6 Special Fee Provision	7 Review	8 Application Submitted
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Step 7: 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](#)

Authorization Information

Authorization Number: WP79-0000017

Permittee

Individual
TEST EL NEWTEST
boston, MA, 01752
United States

Telephone #: 617-176-7777
E-mail: jalila.el-jadidi@mass.gov

Permittee Company

Application Contributors

Showing 0-0 of 0

Contact Type	Name	Organization Name	Contact Person	Action
No records found.				

Facility Information

AUTOMOTIVE CENTER INC | 1560 RIVER ST BOSTON MA 02136
DEP Facility ID: 27847
DEP Region: NE
HW ID: MAD019178078
Facility Record ID: 15-FAC-000442

Additional Information

Step 7: 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 8: 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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WP82 - Groundwater Discharge Permit Administrative Renewal

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Step 8: 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
WP82 Renewal Fees	\$265.00
Total Fees:	\$265.00

[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
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

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 2011

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

- ☐ 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 9: 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

WP82 - Groundwater Discharge Permit Administrative Renewal

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Step 9: Record Issuance

 Successfully Completed.

Thank you for using our online services.
Your Record Number is 21-WP82-0003-REN.

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

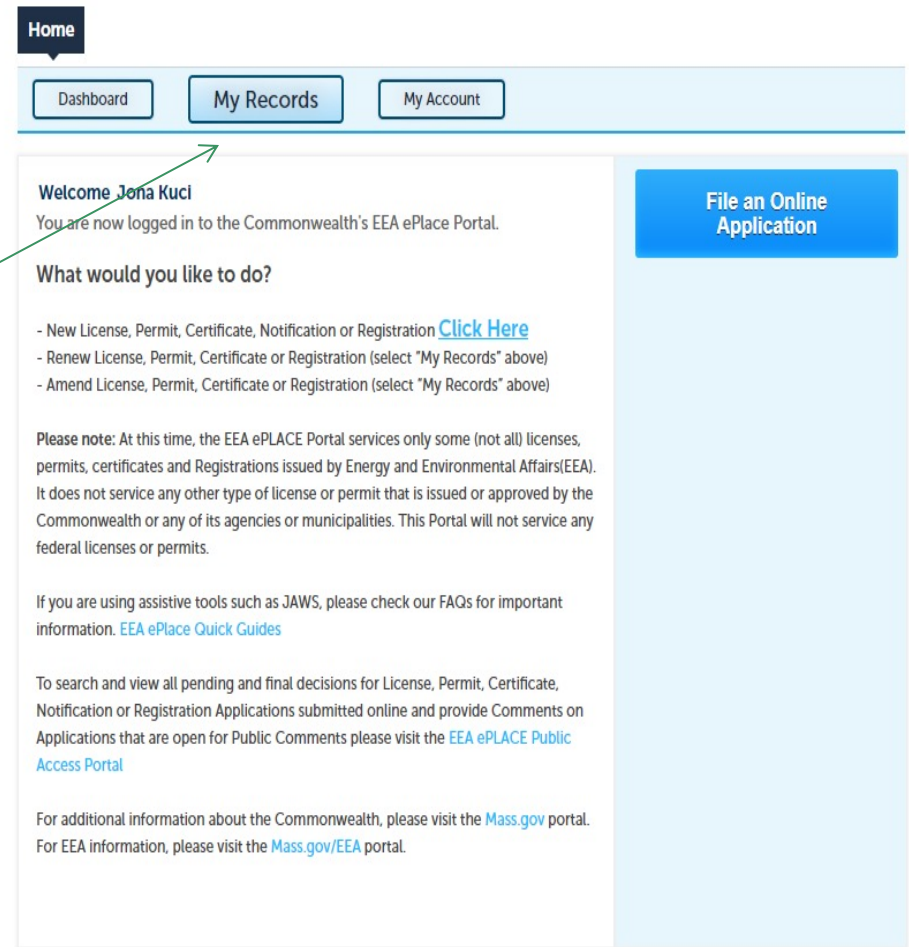


To check the status of an application

- ❑ 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-82-administrative-renewal-of-groundwater-discharge-permit>



EEA ePlace Portal