# WP88 – Permit with Plan Modification of Wastewater Treatment Facility Amendment WP89 – Permit without Plan Modification of Wastewater Treatment Facility Amendment

MassDEP Bureau of Water Resources, Water Pollution Wastewater



#### Overview

- This presentation is to assist in completing:
  - ■WP88 Permit with Plan Modification of Wastewater Treatment Facility Amendment (a.k.a Modification)
  - ■WP89 Permit without Plan Modification of Wastewater Treatment Facility Amendment (a.k.a Modification)
- You must apply for these permits if your facility has a discharge that requires a permit under 314 CMR 5.00 and falls under one of the Standard Industrial Classification Codes. Any facility without remediation discharges outside of these SIC codes must apply for other groundwater discharge permits.
- 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 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



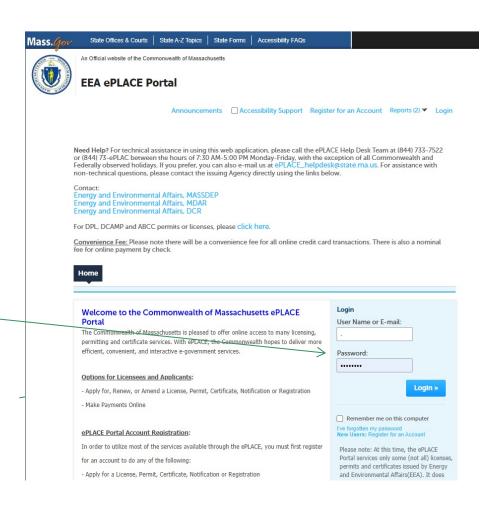
#### How to Apply

#### Log in to your account:

□ Click or type this address on your browser:

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

■ Log into your account in EEA ePlace using your username/password





#### File an Online Amendment

☐ Click on "My Records" tab 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)

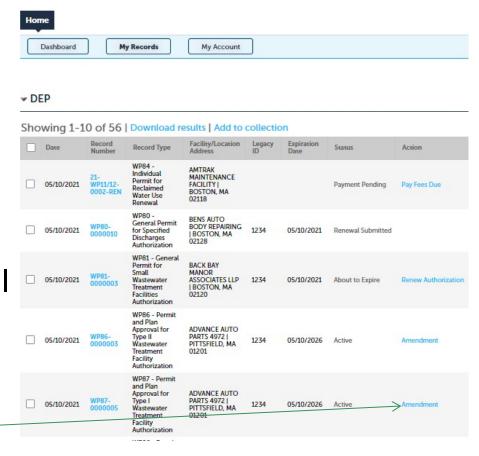
Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs(EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

File an Online Application



#### Access your record

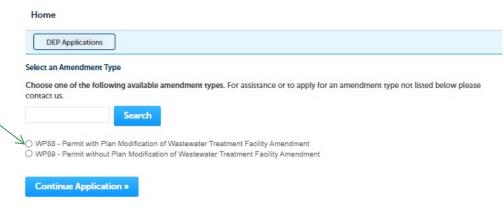
- A list of your records will be displayed
- Locate the permit record you need to Amend/Modify
- Against the record you will have the Amendment link under Actions
- Click on Amendment link to continue





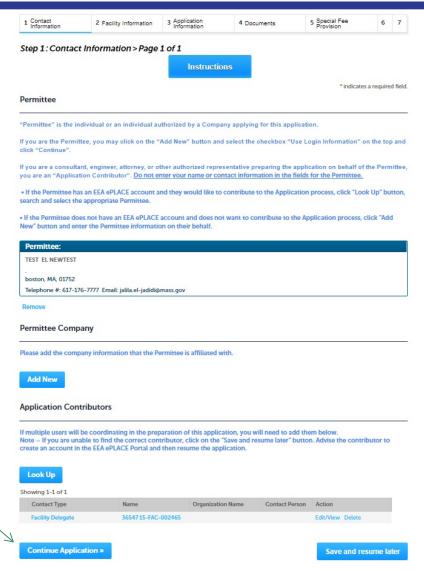
#### Select an Amendment type

- Select one of the following available amendment types:
  - WP88 Permit with Plan Modification of Wastewater Treatment Facility Amendment
  - WP89 Permit without Plan Modification of Wastewater Treatment Facility Amendment



#### **Step 1: Contact Information**

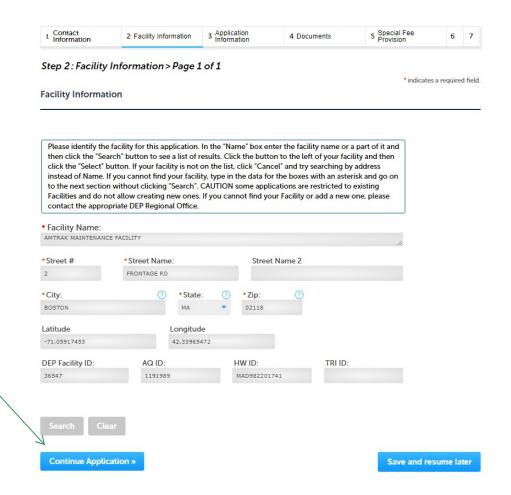
- ☐ Your current Authorization information will be displayed
- ☐ You can modify the information accordingly, if applicable
- ☐ Click "Continue Application" to proceed





#### Step 2: Facility Information

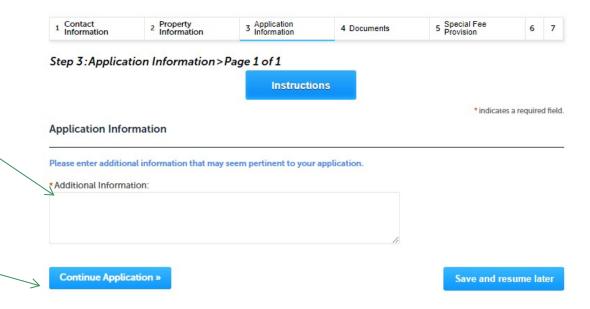
- ☐ Facility Name is displayed to be viewed only and cannot be edited.
- ☐ Click on "Continue Application" to proceed





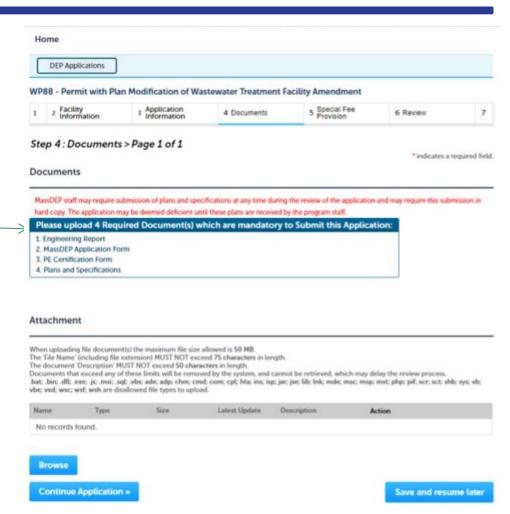
#### **Step 3: Application Information**

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



#### Step 4: WP88\_Documents

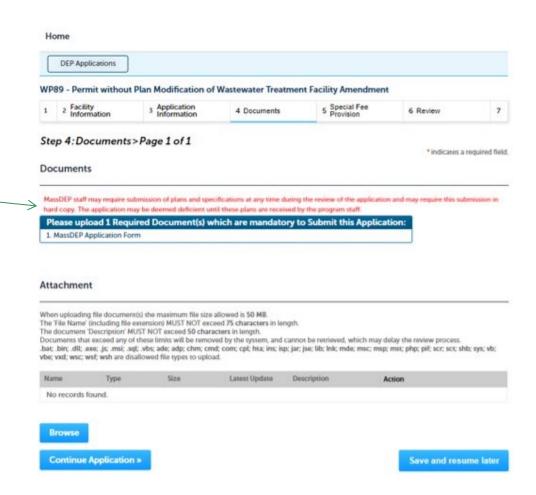
- Upload all required documents for your application
  - ☐ The required documents will be listed on the table
- To begin attaching documents, click "Browse"





#### Step 4: WP89\_Documents

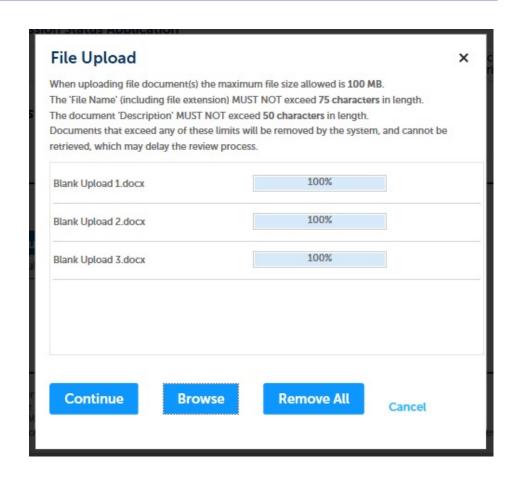
- Upload all required documents for your application
  - □The required documents will be listed on the table
- □ To begin attaching documents, click "Browse"





#### 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"

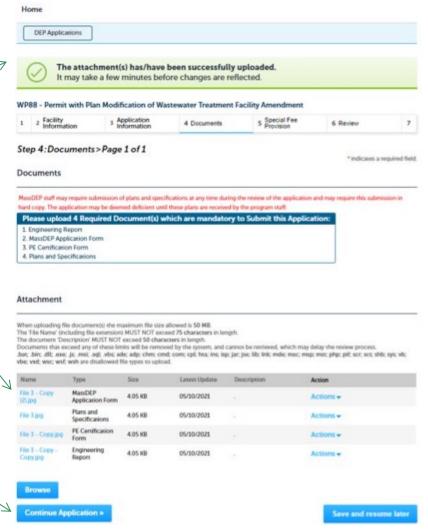


#### Step 4: Documents (Attaching)

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 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: WP88\_Documents (Attaching)

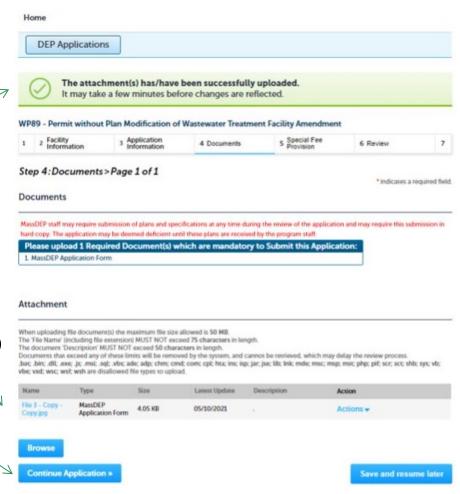
- You should see a message that you have successfully attached documents
- Review the list of attached documents
- When ready, click on "Continue Application" to proceed





# Step 4: WP89\_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





#### Step 5: Special Fee Provision

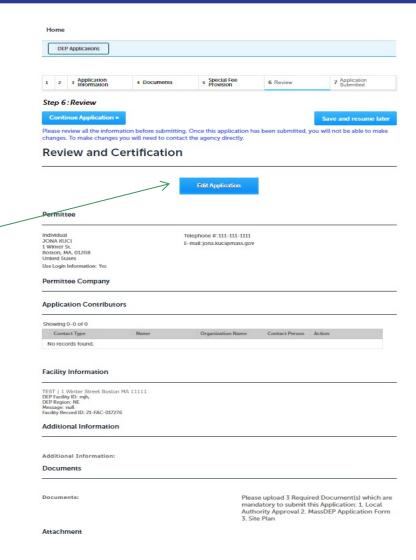
- ☐ If Special Fee
  Provision is applicable,
  check the appropriate
  box and provide
  requested information
- Click "Continue Application" to proceed

Step 5	: Special Fee Pro					
Step 5: Special Fee Provision > Page 1 of 1  Special Fee Provision					* indicates a required field.	
xempti	ion: ②					
velusio	on (special agreement	or policy): (2)				
Clusio	in (special agreement	or policy).				
ubstitu	tion (ASP/IRP): ①					
ouble	Fee for Enforcement	: ①				
] lardshi	p payment extension	request: ②				



#### Step 6: Review

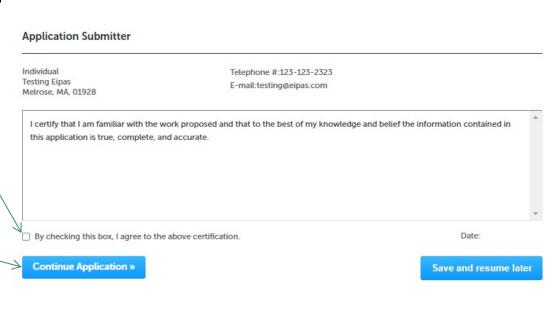
- □ The entire application is shown on a single page for your review
- □ If you note something you want to change, click "Edit Application"
- Otherwise, continue to the bottom of the page





#### Step 6: Review

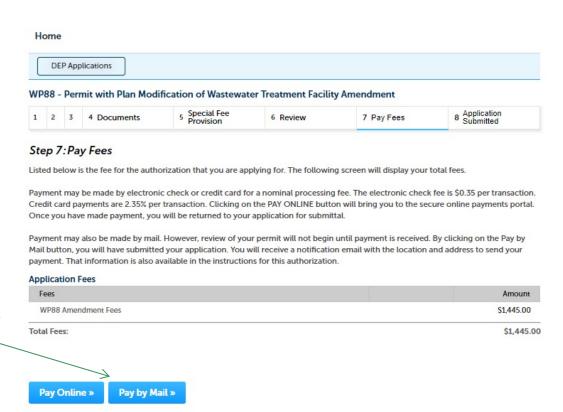
- Read the Certification Statement
- Click the check the box to complete your certification
- □ Click on "Continue Application" to proceed with the submittal of your application





# Step 7: WP88\_ Pay Fees

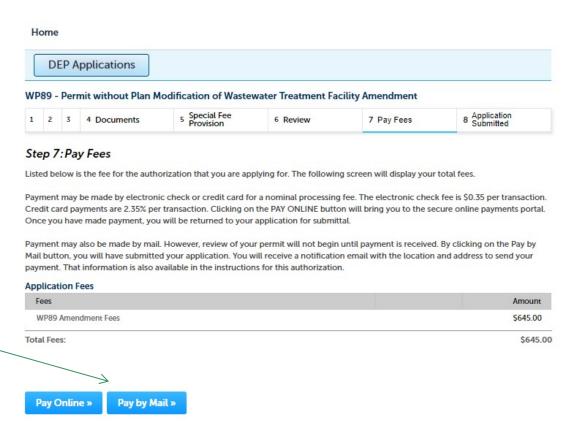
- Both online payment and pay by mail are available
- Online payment will require a service charge
- □ Click the appropriate box to continue





# Step 7: WP89\_ Pay Fees

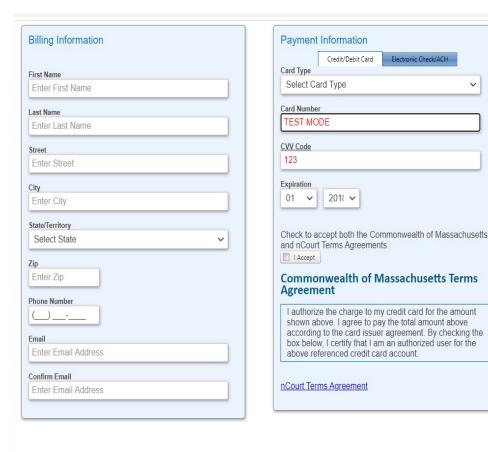
- Both online payment and pay by mail are available
- Online payment will require a service charge
- □ Click the appropriate box to continue





#### 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



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: WP88\_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





# Step 8: WP89\_Submission Successful!

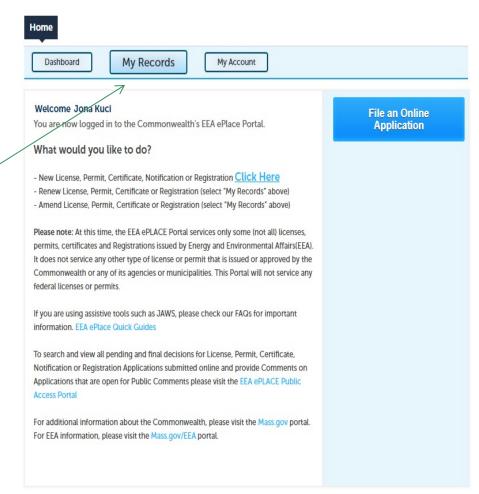
- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications





#### 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: <a href="https://www.mass.gov/how-to/wp-86-87-88-89-90-industrial-wastewater-treatment-facility-permits-plan-approvals">https://www.mass.gov/how-to/wp-86-87-88-89-90-industrial-wastewater-treatment-facility-permits-plan-approvals</a>

