WP88 – Permit Renewal with Plan Modification
WP89 – Permit Renewal without Plan Modification

MassDEP Bureau of Water Resources, Water Pollution Wastewater
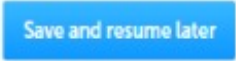
EEA ePlace Portal

Overview

❑ This presentation is to assist in completing
 ❑ **WP88 –Permit Renewal with Plan Modification**
 ❑ **WP89 –Permit Renewal without Plan 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, as specified in 314 CMR 5.00.

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

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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. (?)

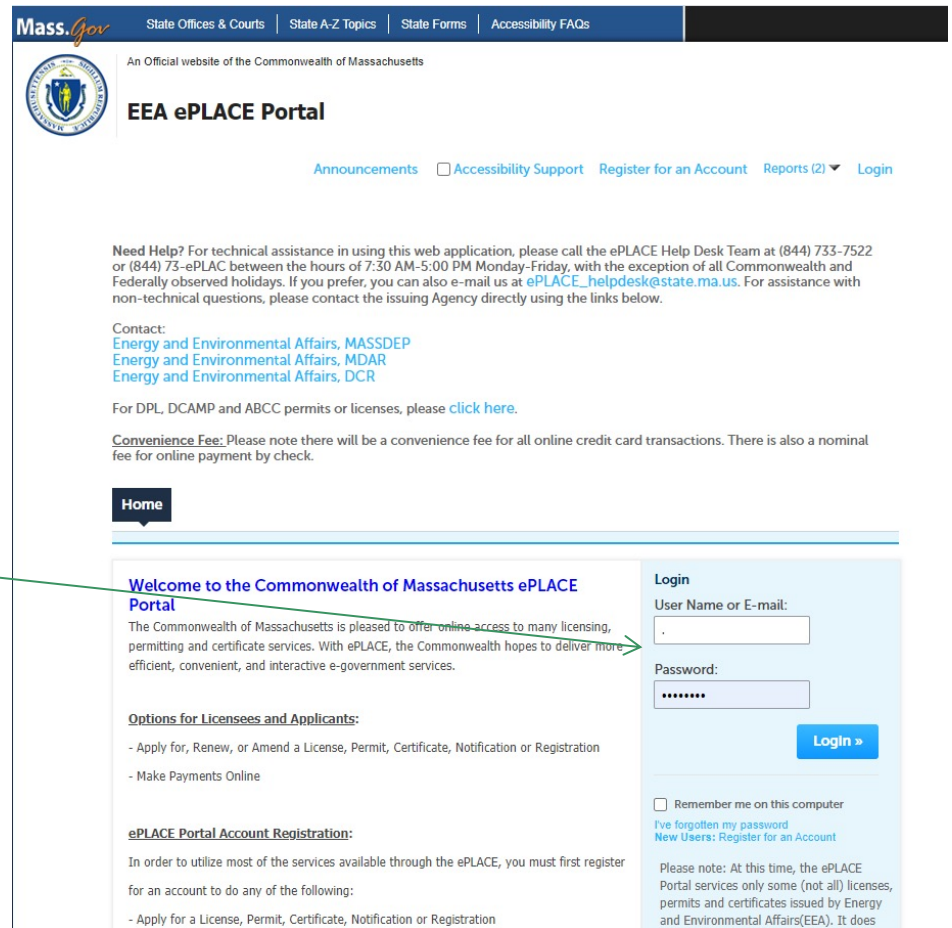❑ Suggested preferred browsers are Chrome and Microsoft Edge

EEA ePlace Portal

How to Apply

Log in to your account:

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

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

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File an Online Renewal

❑ Click on " My Records" tab to start

Access your record

- ❑ A list of your records will be displayed

- ❑ Locate the permit record you need to renew

- ❑ Against the record you will have the renewal link under Actions

- ❑ Click on renewal link to continue

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Step 1: Contact Information

❑ Your current Authorization information will be displayed

❑ You can modify the information accordingly, if applicable

❑ Click "Continue Application" to go to the next page

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Step 2: 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: Application Information

❑ Select the renewal type

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

❑ Click "Continue Application" to proceed

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DEP Applications

WP87 – Permit and Plan Approval for Type I Wastewater Treatment Facility Renewal

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

Step 3 : Application Information > Page 1 of 1

*indicates a required field.

Renewal Type

Please select your renewal type from the dropdown below:

* Please select the renewal type:

--Select--

--Select--
WP88 - Permit Renewal with Plan Modification
WP89 - Permit Renewal without Plan Modification

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

EEA ePlace Portal

Step 4: Documents

❑ **Upload all required documents for your application:**

❑ <mark>Please note:</mark> Required documents may vary based on the Permit type you are renewing and the renewal type

❑ The required documents will be listed on the table. This table might look different based on your renewal type

❑ **To begin attaching documents, click "Browse"**

WP86 – Permit and Plan Approval for Type II Wastewater Treatment Facility Renewal

1	2 Facility 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 4 Required Document(s) which are mandatory to Submit this Application:
1. Engineering Report
2. MassDEP Application Form
3. PE Certification Form
4. Plans and Specifications

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
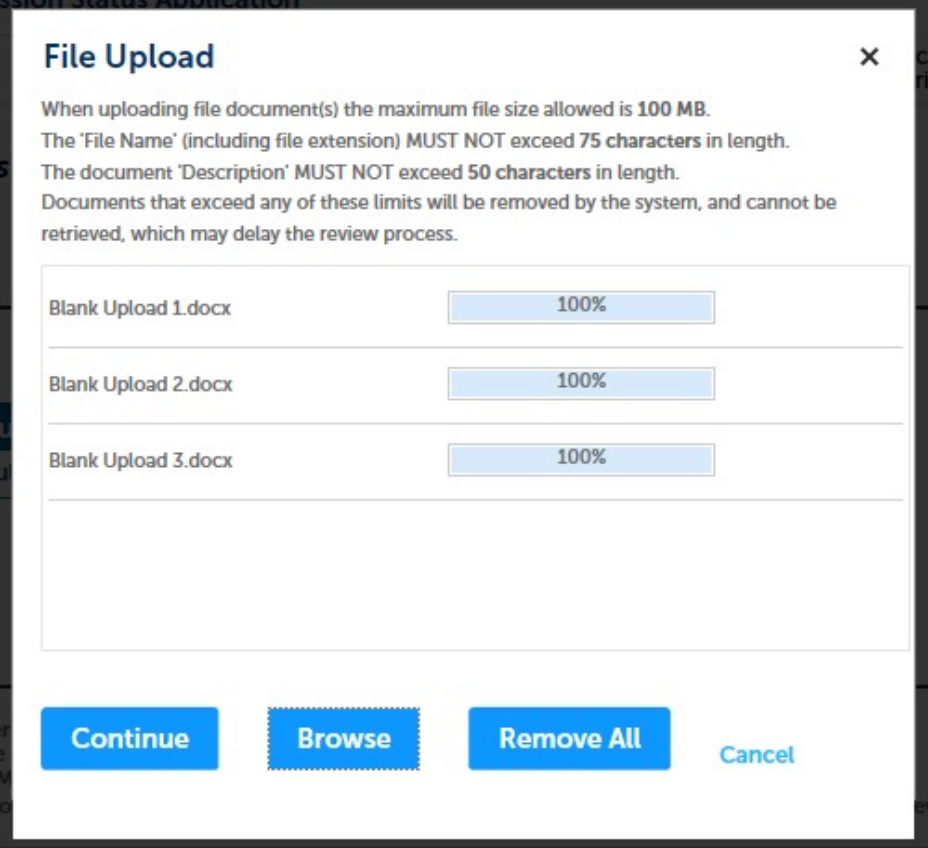
Step 4: Documents (Attaching)

❑ 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: Remove
--Select--

File:
Blank Upload 2.docx
100%
*Description (Maximum 50 characters):
A maximum of 50 characters.

*Type: Remove
--Select--

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

Step 5: 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 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted

Step 5 : Special Fee Provision > Page 1 of 1

* indicates a required field.

Special Fee Provision

Exemption: ⑦
☐
Exclusion (special agreement or policy): ⑦
☐
Substitution (ASP/IRP): ⑦
☐
Double Fee for Enforcement: ⑦
☐
Hardship payment extension request: ⑦
☐

Continue Application »   **Save and resume later**

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: 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**

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DEP Applications

WP87 - Permit and Plan Approval for Type I Wastewater Treatment Facility Renewal

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
WP87 Renewal Fees		$1,445.00
Total Fees:		**$1,445.00**

Pay Online »   Pay by Mail »

EEA ePlace Portal

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**

Home

DEP Applications

WP87 - Permit and Plan Approval for Type I Wastewater Treatment Facility Renewal

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Application Submitted

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Application Fees

Fees	Amount
WP87 Renewal Fees	$645.00
Total Fees:	$645.00

[Pay Online »] [Pay by Mail »]

EEA ePlace Portal

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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**

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.

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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

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DEP Applications

WP87 – Permit and Plan Approval for Type I Wastewater Treatment Facility Renewal

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.
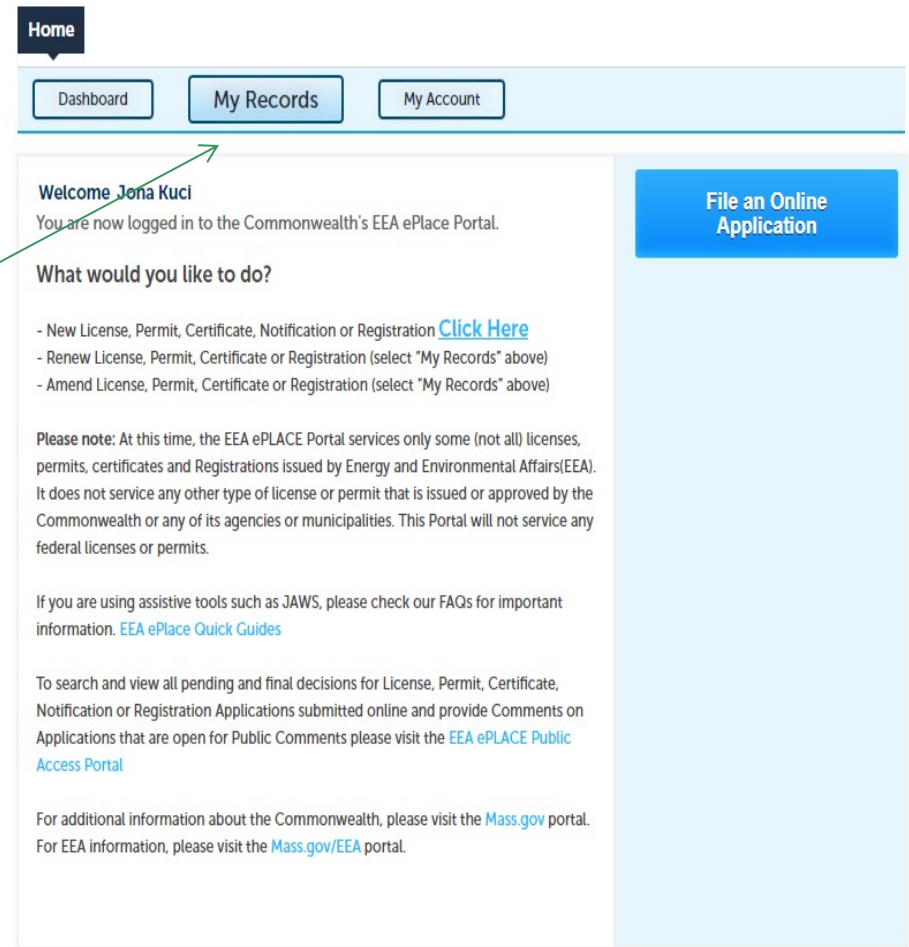**Your Record Number is 21-WP87-0004-REN.**

EEA ePlace Portal

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

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-86-87-88-89-90-industrial-wastewater-treatment-facility-permits-plan-approvals

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