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# WP90 – Plan Approval Amendment

MassDEP Bureau of Water Resources, Water Pollution Wastewater



**EEA ePlace Portal**

# Overview

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- ❑ This presentation is to assist in completing a new **WP90-Plan Approval Amendment (also known as 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.



# General Navigation

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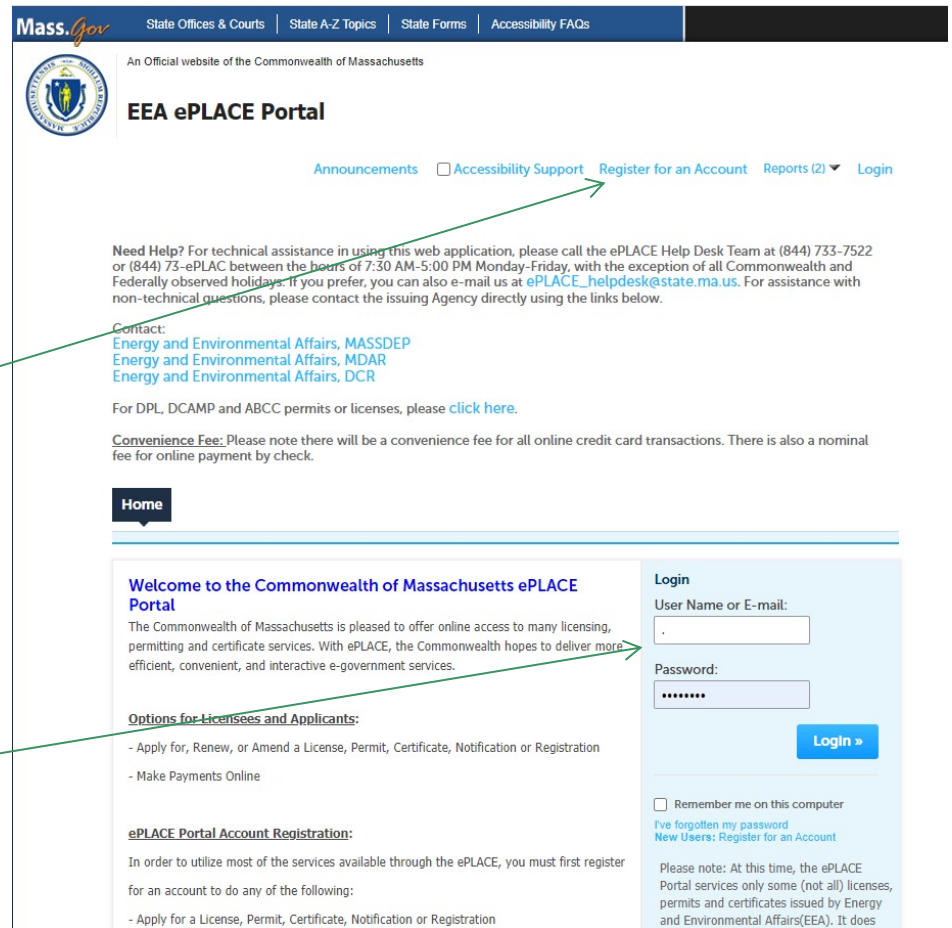
- ☐ Always Click  to move to the next page.
- ☐ Do NOT use the Browser Back Button  as this will take you out of the system
- ☐ Any field with a red asterisk (\*) is required before you can move off the page.
- ☐ Click  to save your work and resume at a later time.
- ☐ Click on the tool tips where applicable 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



The screenshot shows the EEA ePLACE Portal website. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this is the 'EEA ePLACE Portal' header. A green arrow points from the 'Register for an Account' link in the top navigation bar to the 'Register for an Account' link in the main content area. Another green arrow points from the 'Login' link in the top navigation bar to the login form on the right side of the page. The login form includes fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a checkbox for 'Remember me on this computer'. Below the login form, there is a link for 'New Users: Register for an Account'. The main content area also contains a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message, a 'Home' button, and sections for 'Options for Licensees and Applicants' and 'ePLACE Portal Account Registration'.



EEA ePlace Portal

# File an Online Application

❑ Click here to start

The screenshot shows the EEA ePlace Portal interface. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar with three buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area has a white background. On the left, it says 'Welcome TEST TESTING' and 'You are now logged in to the Commonwealth's EEA ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: 'New License, Permit, Certificate, Notification or Registration' (with a blue 'Click Here' link), 'Renew License, Permit, Certificate or Registration (select "My Records" above)', and 'Amend License, Permit, Certificate or Registration (select "My Records" above)'. A 'Please note' section follows, stating that the portal only services some licenses, permits, certificates, and registrations issued by EEA. On the right side of the main content area, there is a large blue button that says 'File an Online Application'. A green arrow points from the text 'Click here to start' to this button.

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 WP90 Amendment

- ❑ 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 WP90 Amendment

- ❑ Select “WP90- Plan Approval Amendment.” 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 Amendment

- ❑ Please read the instructions
- ❑ Enter your authorization number, you would like to Amend/Modify

Home

DEP Applications

WP90 - Plan Approval Amendment

1 Authorization Information	2 Contact Information	3 Facility Information	4 Application Information	5 Document	6	7	8
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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

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



EEA ePlace Portal

1 Authorization Information	2 Contact Information	3 Facility Information	4 Application Information	5 Documents	6	7	8
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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

1 Authorization Information	2 Contact Information	3 Facility Information	4 Application Information	5 Documents	6	7	8
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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

1 2 Contact Information 3 Facility Information 4 Application Information 5 Documents 6 Special Fee Provision 7 8

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”

## WP90 - Plan Approval Amendment

1	2	3 Facility Information	4 Application Information	5 Document	6 Special Fee Provision	7 Review	8
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### Step 5: Document > 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. Engineering Report
2. MassDEP Application Form
3. Operator Certification
4. PE Certification Form
5. 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

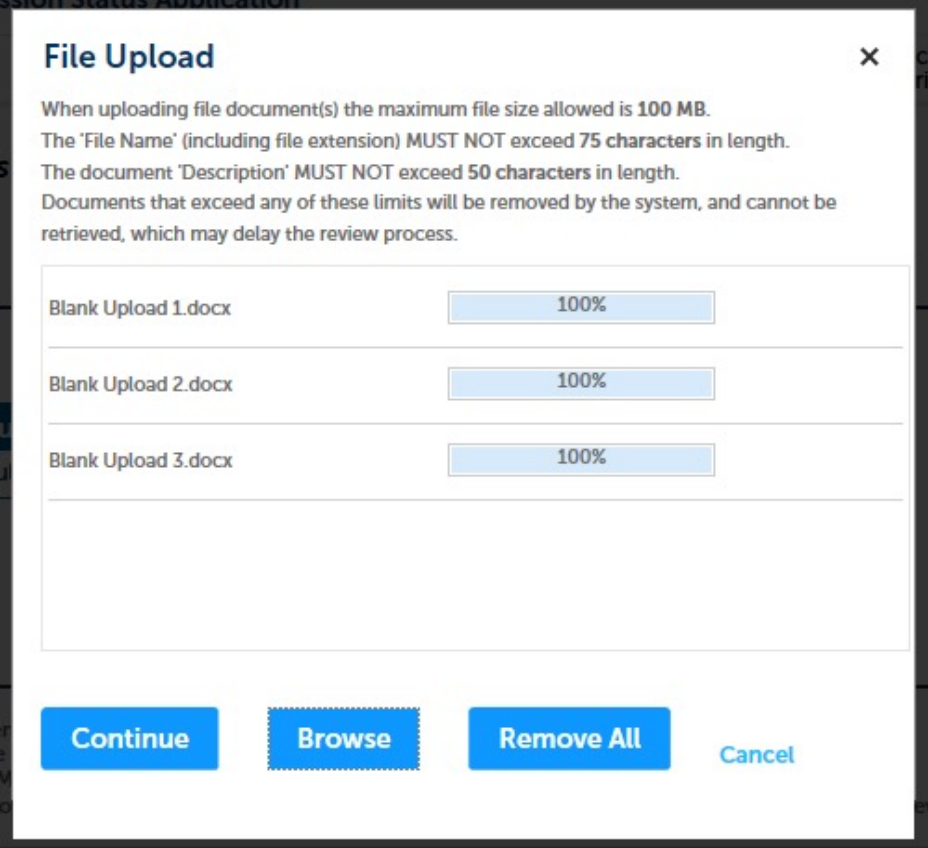
Continue Application »

Save and resume later



## 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”


The screenshot displays the document upload interface of the EEA ePlace Portal. It features three identical document upload sections. Each section includes a file name (e.g., "Blank Upload 1.docx"), a 100% progress bar, a description field (maximum 50 characters), and a type dropdown menu. At the bottom, there are buttons for "Save", "Browse", "Remove All", "Continue Application", and "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

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

**WP90 - Plan Approval Amendment**

1	2	3 Facility Information	4 Application Information	5 Document	6 Special Fee Provision	7 Review	8
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**Step 5: Document > 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. Engineering Report

2. MassDEP Application Form

3. Operator Certification

4. PE Certification Form

5. 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; .plf; .scr; .sct; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
1 - Copy (13).PNG	Engineering Report	765 bytes	06/17/2021	g	Actions ▼
1 - Copy (14).PNG	MassDEP Application Form	765 bytes	06/17/2021	g	Actions ▼
1 - Copy (17).PNG	Plans and Specifications	765 bytes	06/17/2021	g	Actions ▼
1 - Copy (16).PNG	PE Certification Form	765 bytes	06/17/2021	g	Actions ▼
1 - Copy (15).PNG	Operator Certification	765 bytes	06/17/2021	g	Actions ▼

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

Home

DEP Applications

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1	2	3	4	5 Document	6 Special Fee Provision	7 Review	8 Pay Fees	9 Application Submitted
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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
WP90 Amendment Fees	\$940.00
<b>Total Fees:</b>	<b>\$940.00</b>

[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

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☐ 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


Home

DEP Applications

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**Step 9: Record Issuance**

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 21-WP90-0004-AMD.

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

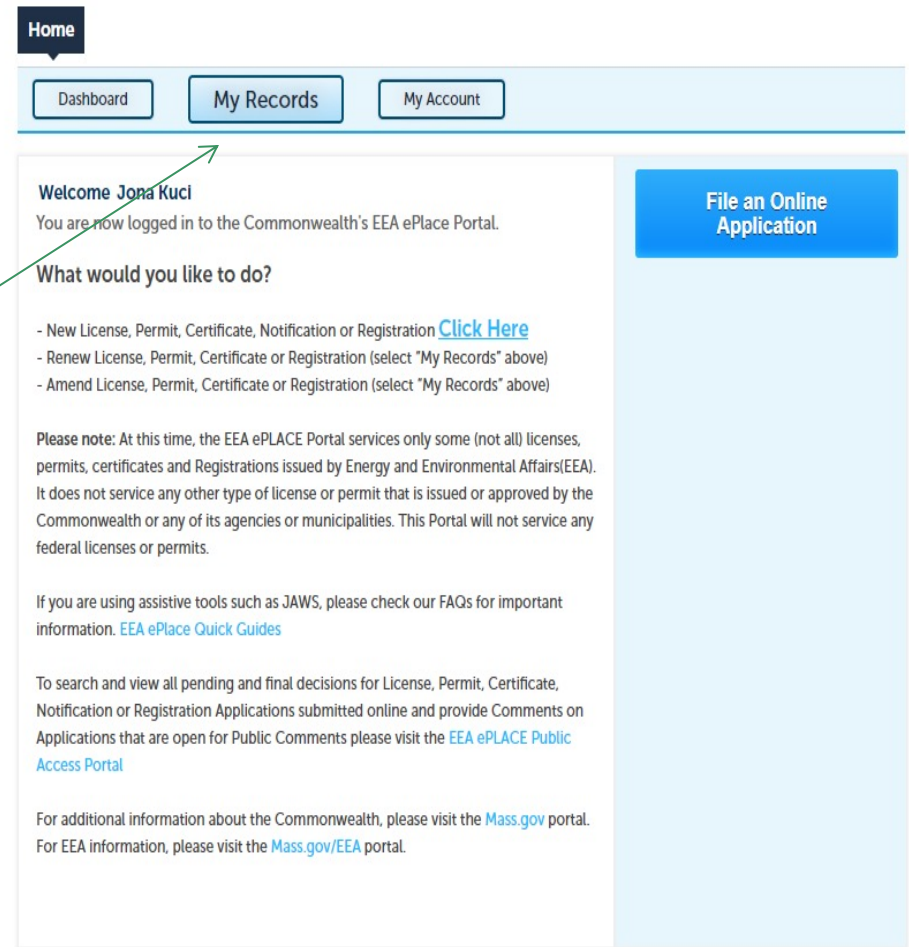


# To check the status of an application

- ❑ 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?

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For technical assistance:

- ❑ Contact the ePlace Help Desk Team at (844) 733-7522
- ❑ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto: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>

