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# **WP91 – Special Industrial Sewer User Application**

# **WP92 – Industrial Sewer User for Non-IPP POTW Application**

MassDEP Bureau of Water Resources, Water Pollution Wastewater



**EEA ePlace Portal**

# Overview



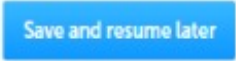

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- ❑ This presentation is to assist in completing:
  - ❑ **WP91 – Special Industrial Sewer User Application**
  - ❑ **WP92 – Industrial Sewer User for Non-IPP POTW Application**
- ❑ These permits are for industrial facilities discharging wastewater to Publicly Owned Treatment Works.
- ❑ **WP91** application covers Special Sewer Connection Permit for Industrial Sewer User other than WP 92.
- ❑ **WP92** application covers specific industrial facilities with sewer connections for discharging greater than 25,000 gallons per day to Publicly Owned Treatment Works (POTW) without Industrial Pretreatment Programs (IPP).
- ❑ 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 first instruction to the 'Register for an Account' link in the top navigation bar. Another green arrow points from the second instruction to the 'New Users: Register for an Account' link in the bottom right section. The main content area includes a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Contact' section with links for Energy and Environmental Affairs, and a 'Convenience Fee' section. The bottom right section contains a 'Login' form with fields for User Name or E-mail and Password, a 'Remember me on this computer' checkbox, and a 'Login' button. Below the login form, there is a note about the ePLACE Portal services.

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](mailto: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:  
[Text Input Field]

Password:  
[Password Input Field]

☐ Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

**Login »**

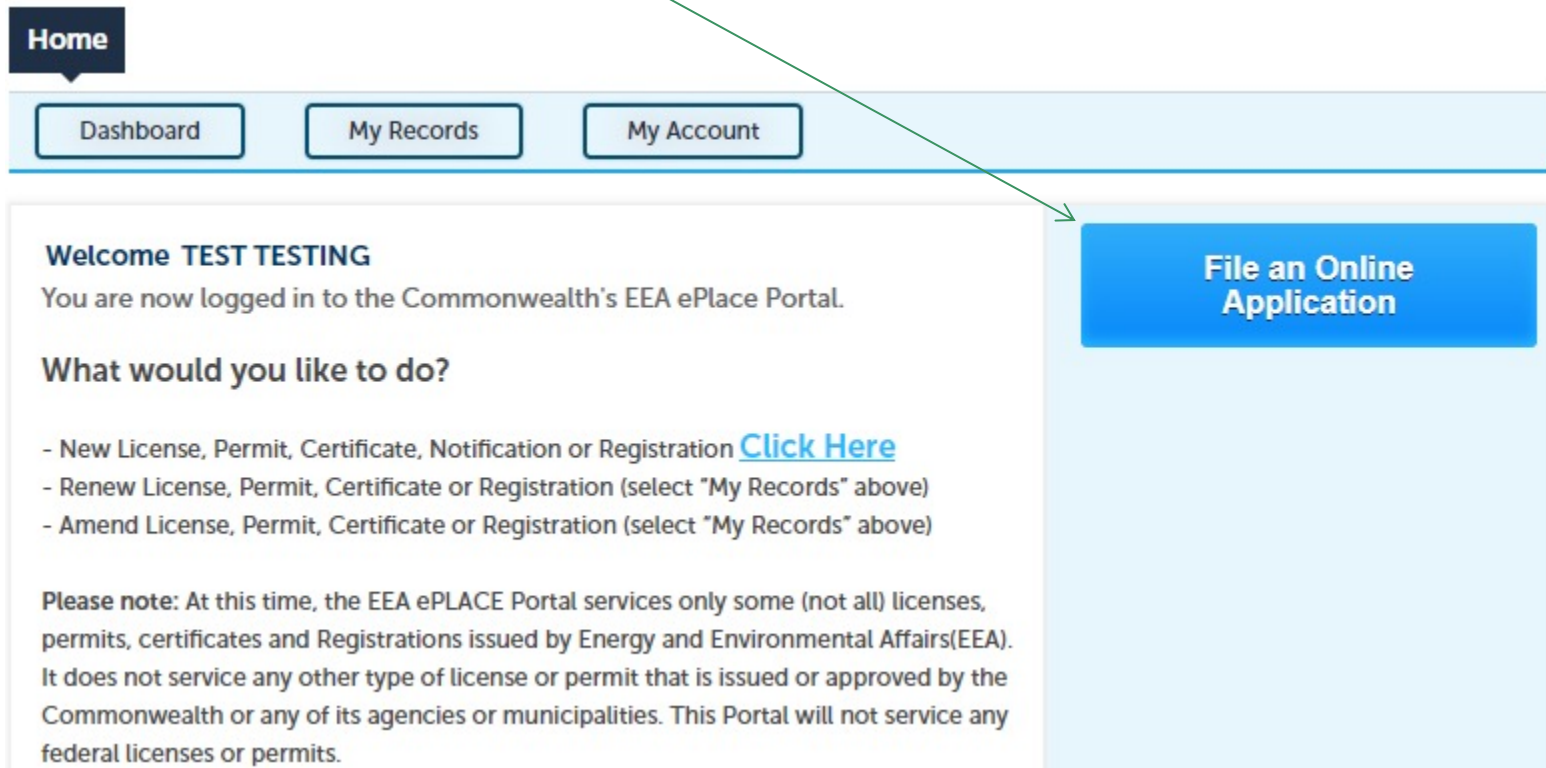
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does



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.

**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**

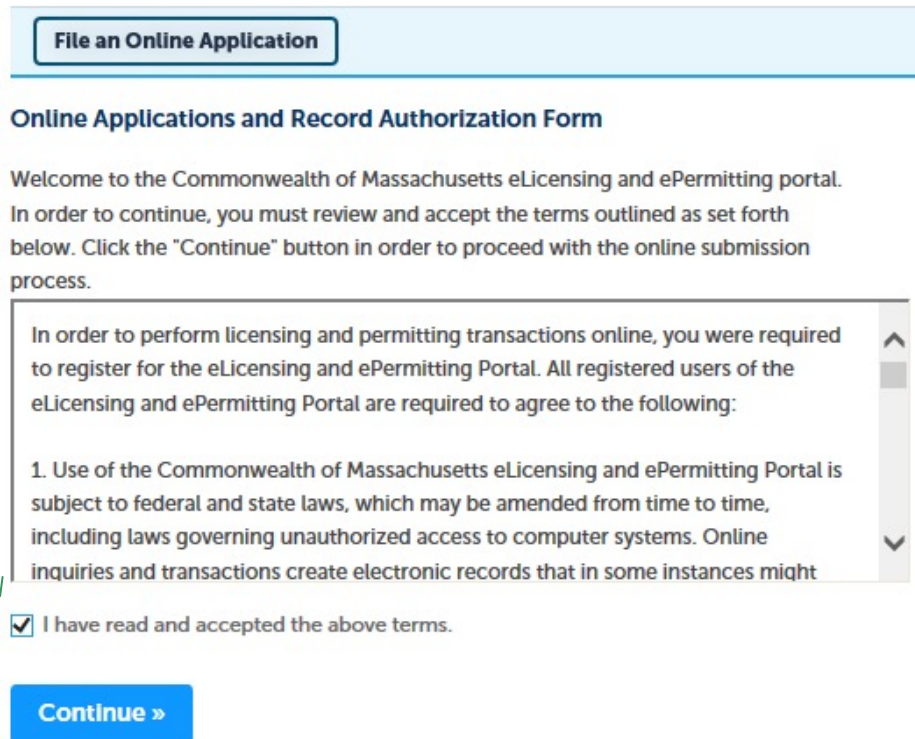


**EEA ePlace Portal**

# 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 WP91 or a WP92 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 WP91 or a WP92 Application

- ❑ Select “WP91-Special Industrial Sewer User Application” or
- ❑ Select “WP92-Industrial Sewer User for non-IPP POTW Application” 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

# Contact Information: Important NOTE

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- ❑ 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.



# 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

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 click “Continue”.

If you are a consultant, engineer, attorney, or other authorized representative you are an “Application Contributor”. Do not enter your name or contact information.

- If the Permittee has an EEA ePLACE account and they would like to create a new account, click on the “Add New” button and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and does not want to create a new account, click on the “Look Up” button and enter the Permittee information on their behalf.

Add New Look Up

Permittee Company

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

Add New

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 and resume later” and return to this page later.

Look Up

Showing 0-0 of 0

Contact Type	Name	Organization
No records found.		

Continue Application >

Save and resume later

Please fill the below Information:

☐ Use Login Information

\* Individual/Organization: Individual

\* First Name: Middle Name: \* Last Name:

\* Country: United States

\* E-mail: \* Telephone #: Ext #:

\* P.O. Box / Address Line:

\* City: \* State: \* Zip:

Continue Clear Cancel

Please fill the below Information:

\* Individual/Organization: Corporation

\* Name Of Organization: Contact Person:

\* Country: United States

\* E-mail: \* Telephone #: Ext #:

\* P.O. Box / Address Line:

\* City: \* State: \* Zip:

Continue Clear Cancel

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



# Step 2: Facility Information

## ❑ Add your Facility information:

❑ Please read the instructions on how to find and add your facility.

❑ Based on what you have searched for, a list will be returned with all possible matches. Click on the radio button to the left of the facility you are seeking and click "Select".

Step 2: Facility Information > Page 1 of 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:

\* Street #  \* Street Name:  Street Name 2

\* City:  \* State:  \* Zip:

Latitude  Longitude

Search

Clear

Continue Application »

Facility(s)

Showing 1-12 of 120+

Facility Name   Address
<input type="radio"/> ADVANCE AUTO PARTS 4972   250 ELM ST PITTSFIELD MA 01201
<input type="radio"/> AL 6 SONS SERVICE STATION   638 HIGH ST MEDFORD MA 02155
<input type="radio"/> ALL STEEL FABRICATING INC   84 CREEPER HILL RD GRAFTON MA 01536
<input type="radio"/> ALLIED WASTE SERVICES OF MA LLC   22 NIGHTINGALE AVE QUINCY MA 02169
<input type="radio"/> ALMEIDA AUTO BODY   20 OAK ST PITTSFIELD MA 01201
<input type="radio"/> ALPHA GRAINGER MANUFACTURING INC   20 DISCOVERY WAY FRANKLIN MA 02038
<input type="radio"/> ATTLEBORO WEST ST WTP   1296 WEST ST ATTLEBORO MA 02703
<input type="radio"/> BAY STATE SPRING CORP   1864 MAIN ST HOLDEN MA 01520
<input type="radio"/> BETH ISRAEL DEACONESS HOSPITAL NEEDHAM   148 CHESTNUT ST NEEDHAM MA 02192
<input type="radio"/> BIRD PRECISION   1 SPRUCE ST WALTHAM MA 02454
<input type="radio"/> BLANDFORD   0 MAIN ST BLANDFORD MA 01006
<input type="radio"/> BRIMFIELD   0 RTE 20 BRIMFIELD MA 01010

< Prev 1 2 3 4 5 6 7 8 9 10 ... N

Select Cancel



# Step 3: Application Information

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

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](#)

- ❑ Click “Continue Application” to proceed



# Step 4: Document

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ **Please note:** All other additional documents that are required for this application process as stated in mass.gov form instructions, attach them in this section as “Additional Documentation”
- ❑ To begin attaching documents, click “Browse”



Home

DEP Applications

WP91 - Special Industrial Sewer User Application

1	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: 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. MassDEP Application Form
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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; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

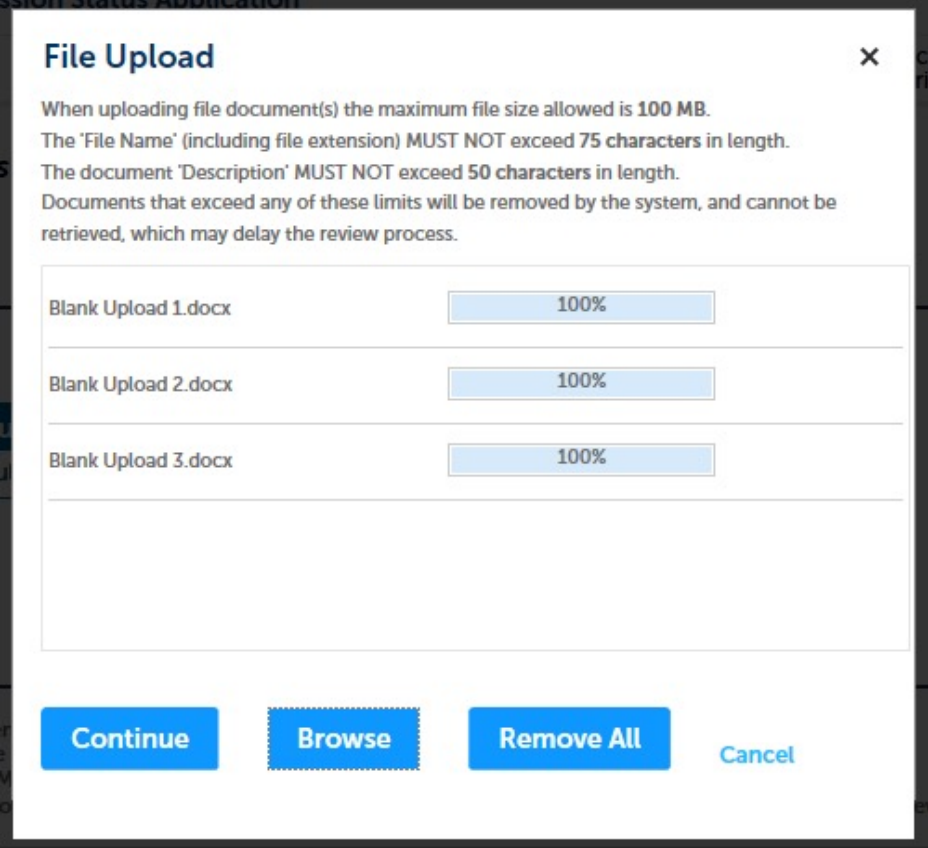
Browse

Continue Application »

Save and resume later

## Step 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** [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 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




# 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

Home

DEP Applications

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

WP91 - Special Industrial Sewer User Application

1	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: 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. MassDEP Application 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
happy - Copy (2) - Copy.JPG	MassDEP Application Form	22.08 KB	05/17/2021	test	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

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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Step 5: 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 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

Home

DEP Applications

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

**Step 6: 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](#)

**Permittee**

Individual  
JONA KUCI  
1 Winter St.  
Boston, MA, 01208  
United States  
Use Login Information: Yes

Telephone #: 111-111-1111  
E-mail: jona.kuci@mass.gov

**Permittee Company**

**Application Contributors**

Showing 0-0 of 0

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

**Facility Information**

TEST | 1 Winter Street Boston MA 11111  
DEP Facility ID: mjh  
DEP Region: NE  
Message: null  
Facility Record ID: 21-FAC-017276

**Additional Information**

**Additional Information:**

**Documents**

Documents:

Please upload 3 Required Document(s) which are mandatory to submit this Application: 1. Local Authority Approval 2. MassDEP Application Form 3. Site Plan

**Attachment**



# 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](#)



# Step 7: WP91\_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

## WP91 - Special Industrial Sewer User Application

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Application Submitted
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### 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
WP91 Application Fees	\$3,000.00
Total Fees:	\$3,000.00

Pay Online »

Pay by Mail »



# Step 7: WP92 \_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

## WP92 - Industrial sewer user for non-IPP POTW Application

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

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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
WP92 Application Fees	\$1,795.00
Total Fees:	\$1,795.00

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

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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

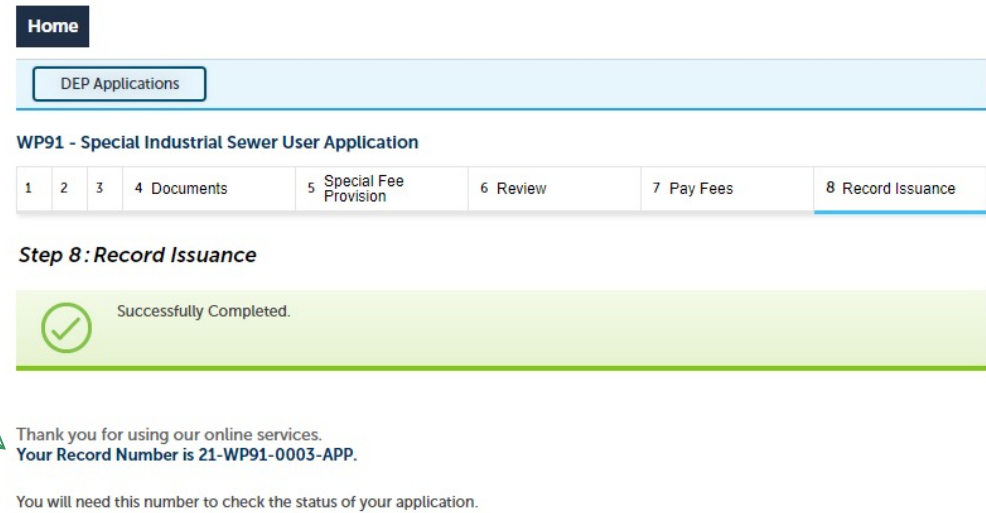
*Review of your application will not begin until after your payment has been received and processed.*



# Step 8: WP91\_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



The screenshot displays the DEP Applications portal. At the top, there is a 'Home' button and a 'DEP Applications' tab. Below this, the title 'WP91 - Special Industrial Sewer User Application' is shown. A progress bar indicates the status of the application, with steps 1 through 8. Step 8, 'Record Issuance', is highlighted in blue, indicating it is the current step. Below the progress bar, the text 'Step 8: Record Issuance' is displayed. A green checkmark icon and the text 'Successfully Completed.' are shown. Below this, a message reads: 'Thank you for using our online services. Your Record Number is 21-WP91-0003-APP. You will need this number to check the status of your application.'



# Step 8: WP92\_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

WP92 - Industrial sewer user for non-IPP POTW Application

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

✓ Successfully Completed.

Thank you for using our online services.  
Your Record Number is 21-WP92-0003-APP.

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

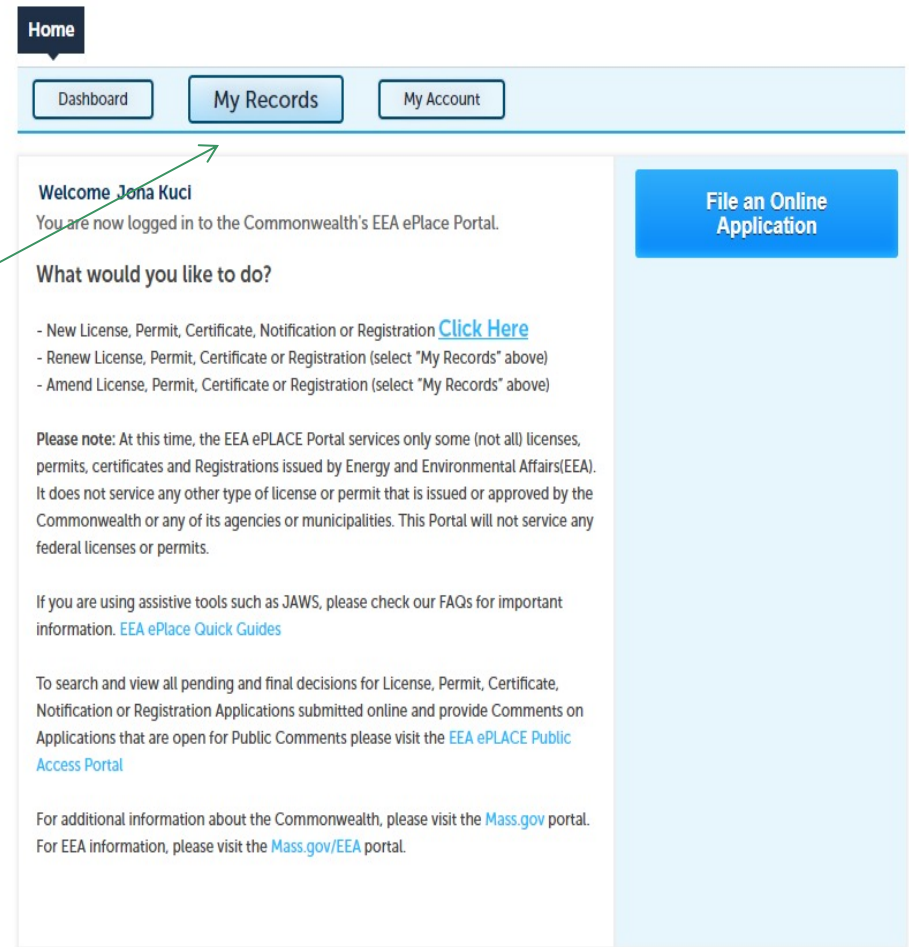


# To check the status of an application

- ❑ 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-91-92-permit-for-industrial-sewer-user>



**EEA ePlace Portal**