
WP98 – De Minimis Nitrogen Load Exemption Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater







EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a **WP98 - De Minimis Nitrogen Load Exemption Application**
- ❑ De Minimis Nitrogen Load Exemption Application is an application for an exemption from the permitting requirements of 314 CMR 21.00 issued by the Department pursuant to 314 CMR 21.12.
- ❑ This presentation will take you screen by screen through the EEA ePLACE online permitting application process



General Navigation

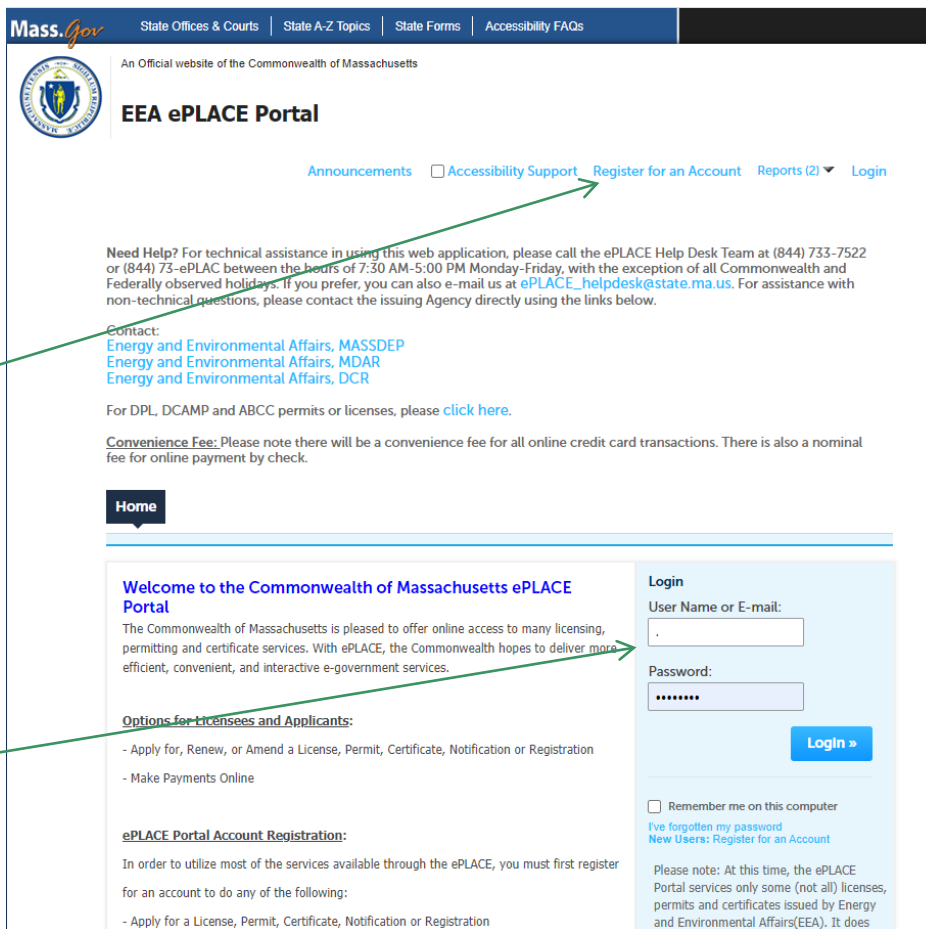
- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (*) is required before you can move off the page.
- Click  to save your work and resume at a later time.
- Click on the tool tips where applicable to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



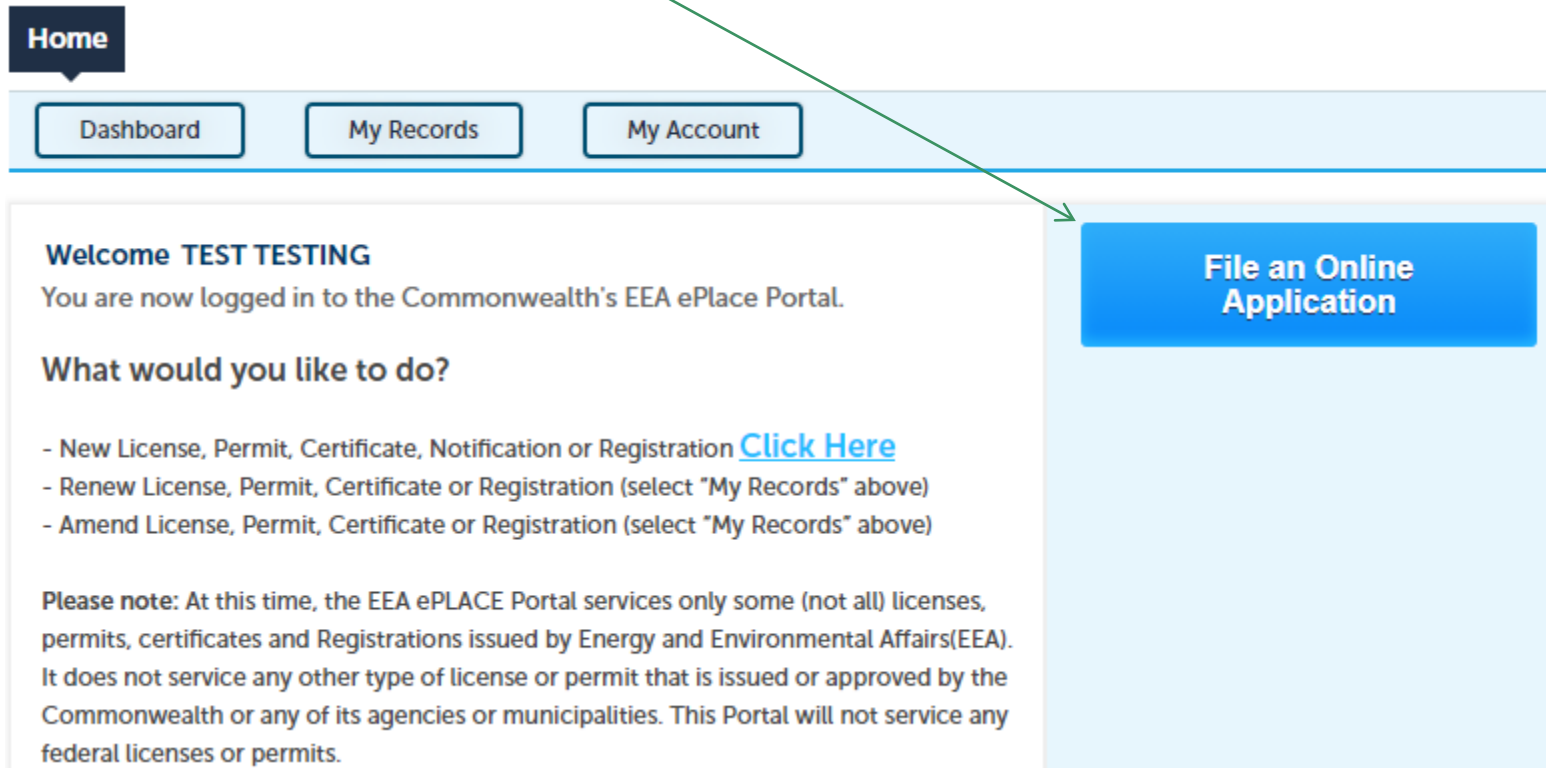
The screenshot shows the EEA ePLACE Portal website. At the top, there is a navigation bar with links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this is the "EEA ePLACE Portal" header. A green arrow points from the "Register for an Account" link in the navigation bar to the "Register for an Account" link in the main content area. Another green arrow points from the "Login" link in the navigation bar to the "Login" button in the login form. 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, MASSDEP", "Energy and Environmental Affairs, MDAR", and "Energy and Environmental Affairs, DCR", and a "Convenience Fee" section. The login form on the right includes 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 are links for "I've forgotten my password" and "New Users: Register for an Account".



EEA ePlace Portal

File an Online Application

❑ Click here to start

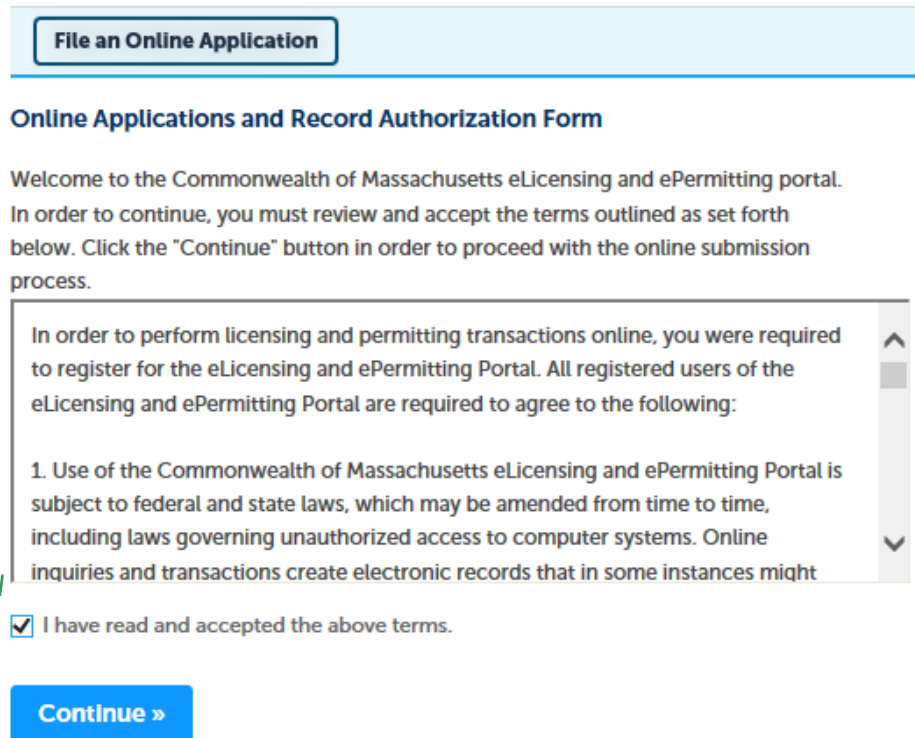


The screenshot shows the EEA ePlace Portal interface. At the top left, there is a 'Home' button. Below it, there are three navigation buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area displays a welcome message for 'TEST TESTING' and a list of actions: 'New License, Permit, Certificate, Notification or Registration' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration', and 'Amend License, Permit, Certificate or Registration'. A 'Please note' section follows, stating that the portal only services some licenses, permits, certificates, and registrations issued by EEA. On the right side, there is a prominent blue button labeled 'File an Online Application'. A green arrow points from the text 'Click here to start' to this button.



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 WP98 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 →

Dashboard My Records My Account

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 WP98 Application

- ❑ Select “WP98 – De Minimis Load Exemption Application” and click continue at the bottom of the page to start your application

- ▼ **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
 - WP94 - Notice of Intent for Watershed Permit Application
 - WP95 - Watershed Permit Application
 - WP98 - De Minimis Load Exemption Application
- ▶ **Apply for a DEP Authorization - Waterways Chapter 91 (WW)**
- ▶ **Apply for a DEP Authorization - 401 Water Quality Certification (WW)**
- ▶ **Apply for a MDAR Authorization**
- ▶ **Apply for a Licensed Site Professional**
- ▶ **Apply for an EEA General Request**
- ▶ **Link Your Account - For MassDEP and LSP Only**
- ▶ **Other**

Continue »



EEA ePlace Portal

Step 1: Contact Information

❑ Enter the Municipality information:

❑ Click on Add New

❑ Enter the information accordingly

❑ Please note: You can enter only one Municipality for this application

❑ Click "Continue Application" to proceed

1 Contact Information	2 Location Information	3 Application Information	4 Documents	5 Review	6
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Step 1: Contact Information > Page 1 of 1

Instructions

* indicates a required field.

Municipality Information

Please enter the Municipality information below.

Add New

Showing 0-0 of 0

Contact Type Name

No records found.

Continue Application »

Please fill the below Information:

* Individual/Organization:

Organization

* Name Of Organization:

Contact Person: *

* Country:

United States

* E-mail:

* Telephone #:

Ext #:

* Address Line 1:

* City:

* State:

* Zip:

Continue

Clear

Cancel



Step 2: Location Information

❑ Enter your Watershed Location information:

❑ Under location name enter name of the Watershed. If one is not available, please enter N/A

❑ If location does not have a street number, please enter '0'

❑ Click “Continue Application” to proceed

The screenshot shows a multi-step application process. At the top, a progress bar has six tabs: 1 Contact Information, 2 Location Information (highlighted), 3 Application Information, 4 Documents, 5 Review, and 6. Below the progress bar, the text reads "Step 2: Location Information > Page 1 of 1". A note on the right states "* indicates a required field." The main heading is "Watershed Location Information". Below this is a horizontal line and a blue instruction: "Please enter your location information below accordingly. If a location name is not available, please enter N/A. If location does not have a street number, please enter '0'." The form fields are: "Name of Location:" (text input with a help icon), "* Street #" (text input), "* Street Name:" (text input), "Street Name 2" (text input), "* City:" (text input with a help icon), "* State:" (dropdown menu showing "MA" with a help icon), "* Zip:" (text input with a help icon), "Latitude" (text input with a help icon), and "Longitude" (text input with a help icon). At the bottom, there are three buttons: "Clear", "Continue Application »", and "Save and resume later".



Step 3: Application Information

- ❑ Enter additional information that might help the agency with the review of this application
- ❑ Complete the Certification section
- ❑ Click “Continue Application” to proceed

WP98 - De Minimis Load Exemption Application

1 Contact Information	2 Location Information	3 Additional Information	4 Documents	5 Review	6
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Step 3: Additional 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:

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

* I agree:

Date:

[Continue Application »](#)

[Save and resume later](#)



Step 4: Documents

❑ Upload all required documents for your application

❑ The required documents will be listed on the table

❑ To begin attaching documents, click “Browse”

WP98 - De Minimis Load Exemption Application

1	2 Location Information	3 Additional Information	4 Documents	5 Review	6 Application Submitted
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Step 4: Documents > Page 1 of 1

* indicates a required field.

Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Baseline Nitrogen Load Supporting Documents
2. Estimated Updated Nitrogen Load Supporting Documents

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;.vbs;.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

When uploading file document(s) the maximum file size allowed is 50 M
The 'File Name' (including file extension) MUST NOT exceed 75 characters
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system
retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;
are disallowed file types to upload.

invite_1 - Copy - Copy - Copy.png	100%
invite_1 - Copy - Copy (2).png	100%
invite_1 - Copy - Copy.png	100%

Continue

Browse

Remove All



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”

*Type: --Select--

File:
invite_1 - Copy - Copy - Copy.png
100%

*Description (Maximum 50 characters):
A maximum of 50 characters.

*Type: --Select--

File:
invite_1 - Copy - Copy (2).png
100%

*Description (Maximum 50 characters):
A maximum of 50 characters.

*Type: --Select--

File:
invite_1 - Copy - Copy.png
100%


*Description (Maximum 50 characters):
A maximum of 50 characters.

Save **Browse** **Remove All**



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

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

WP98 - De Minimis Load Exemption Application

1	2 Location Information	3 Additional Information	4 Documents	5 Review	6 Application Submitted
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Step 4: Documents > Page 1 of 1 * indicates a required field.

Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Baseline Nitrogen Load Supporting Documents
2. Estimated Updated Nitrogen Load Supporting Documents

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
TEST.png	Estimated Updated Nitrogen Load Supporting Documents	212 bytes	06/16/2023	TEST	Actions ▾
Screenshot 2022-01-04 102327 - Copy (10).png	Baseline Nitrogen Load Supporting Documents	212 bytes	06/16/2023	TEST	Actions ▾

[Browse](#)

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



Step 5: 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 Location Information 3 Application Information 4 Documents 5 Review 6 Application Submitted

Step 5: Review

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

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

Review and Certification

[Edit Application](#)

Municipality Information

Showing 1 1 of 1

Contact Type	Name	Organization Name	Contact Person	Action
Permittee Company		Test	Test	Edit/View

Watershed Location Information

N/A | 0 Test Street Boston MA 02108

Additional Information

Additional Information: Test

Certification

I agree: Yes
Date: 01/20/2023



Step 5: Review

- Read the Certification Statement
- Click the checkbox 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 6: 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

WP98 - De Minimis Load Exemption Application

1	2 Location Information	3 Additional Information	4 Documents	5 Review	6 Application Submitted
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Step 6: Application Submitted



Successfully Completed.

Thank you for using our online services.
Your Record Number is 23-WP98-0006-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

Home

Dashboard My Records My Account

Welcome Jona Kuci
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.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online 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:

[314 CMR 21.00: Watershed Permit Regulations | Mass.gov](#)



EEA ePlace Portal