WS07 – Zone II Delineation Proposal Application

MassDEP Bureau of Water Resources, Drinking Water





Overview

- This presentation is to assist in completing a new WS07 Zone II Delineation Proposal Application.
- This approval serves to protect the health and welfare of the public through the control of any product or operation that comes into contact with public drinking water.
- Regulatory authority for these approvals is stated in 310 CMR 22.04(6), of the Drinking Water Regulations.
- This presentation will take you screen by screen through the ePLACE online permitting application process.



General Navigation

Always Click Continue Application »

to move to the next page.

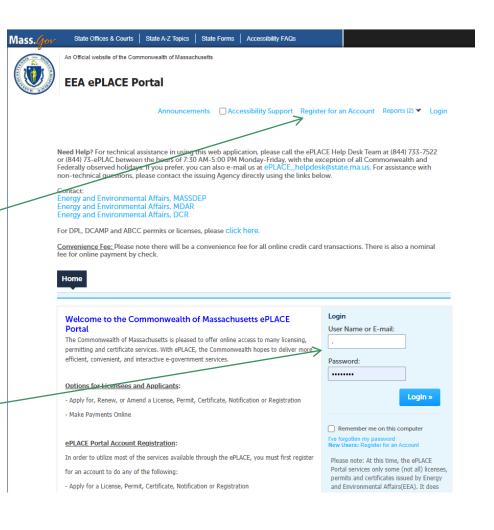
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (*)is required before you can move off the page.
- Click Save and resume later to save your work and resume at a later time.
- Click on the tool tips where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge



How to Apply

First time users:

- Click or type this address on your browser: <u>https://eplace.eea.mass.g</u> <u>ov/citizenaccess</u>
- Follow the prompts to create a new user account
- Log into your account in EEA ePlace using your username/password





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.



EEA ePlace Portal

File an Online Application

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 WS07 Application

- Click on "Apply for a DEP Authorization-Drinking Water(DW)" 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 DEP Authorization Drinking Water (DW)
- 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 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 401 Water Quality Certification (WW)
- Apply for a DEP Authorization Toxic Use Reduction (TUR)
- Apply for a MDAR Authorization
- Apply for an EEA General Request
- Link Your Account For MassDEP Only





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Apply for a WS07 Application

Select "WS07 – Zone II Delineation Proposal Application" and click the continue button at the bottom of the page to start your application Apply for a DCR Authorization - Special Use Permits Apply for a DEP Authorization - Air Quality (AQ) Apply for a DEP Authorization - Drinking Water (DW) W807 - Zone II Delineation Proposal Application W\$98 - Zone II Delineation Approval Application WS10 Cross Connection Certification Application W\$11 - Minor New Technology Approval Application W\$12 - Neron New Technology Approval Application WS13 Approval to Site and Conduct a Pumping Test for a Source less than 70 GPM Application W515 - Approval of Pumping Test Report and to Construct a Source less than 70 GPM Application WS17 - Approval to Sile and Conduct a Pumping Test for a Source 70 GPM or Greater Application WS19 Approval of Pumping Test Report for Source of 70 GPM or Greater Application W\$20 - Approval to Construct a Source of 70 GPM or Geneter Application WS21 - Approval to Conduct Pilot Study Application WS22 - Approval of Pilot Study Report Application WS23 - Approval to Construct a Facility to Treat less than One Nillion GPD Application W\$24 - Approval to Construct a Facility to freat more than One Million GPD Application W\$25 - Approval of Treatment Facility Modification Application WS26 - Disposition or Acquisition of Water Supply Land Application W527 - New Technology Approval for Water Additives and Coatings with Third Party Approval Application WS28 - Approval Of One Venting Sile/Source Prototype Application W529 - Chemical Addition Retroff for systems that serve more than 3,300 people Application W\$30A - Installation of Vending Machine Device Application W\$30B - Installation of POU/POE Treatment Device Application W511 New Technology for Water and Ice Making Working Nachines/POF/POII Devices with Third Party Approval Application W532 - Distribution Modifications for Systems that serve more than 3,000 people Application W\$33 - Distribution Modifications for Systems that serve less than 3,300 people Application WS34 Chemical Addition Retroff for systems that serve less than or equal to 3,300 people Application W\$3564 - Installation of Vending Machine at Ten or Nore Locations on One Distribution System Application W\$358 - Installation of POUPOE Treatment Device at Ten or Nore Locations on One Distribution System Application W\$35 Abandonment of Water Source Application O W537 - Approval of Transient Non-Community Source Less than 7 GPM Application Apple for a DEP Authorization - Hexardous Waste 04W. Apply for a DEP Authorization - NPDES (WH0 Apply for a DEP Authorization - Laboratory Certification Program (LES) Apply for a DEP Authorization - Solid Waste (SW) Apply for a DEP Authorization - Toxic Use Reduction (TUR) Apply for a DEP Authorization - Watershed Management (WH) Apply for a DEP Authorization - Water Pollution Residuals (WP) Apply for a DEP Authorization - Water Pollution Waterwater (WP) 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 an EEA Concrat Request Unk Your Account - For MassDEP Only

Other

Continue »



Contact Information: Important NOTE

❑ 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



EEA ePlace Portal

Clear

Save and resume late

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Contact Type

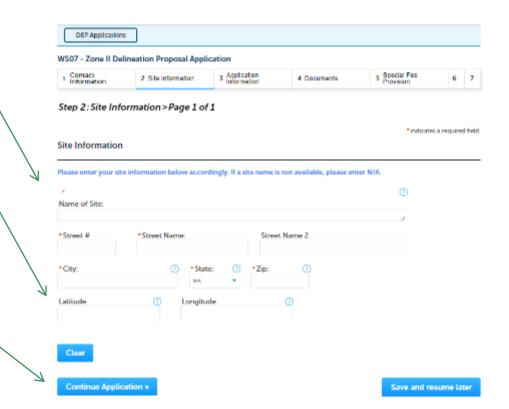
No records found

Continue Application >

Step 1: Contact Information > Page 1 of 1

Step 2: Site Information

- Enter the Name of Site and Address. If a Site Name is not available, please enter N/A.
- Add the Latitude and Longitude if available
- Click "Continue Application" to proceed





Step 3: Application Information

- Enter your PWS ID, if available
- Add any additional information that might help the agency with the review of this application
- Click "Continue Application" to proceed

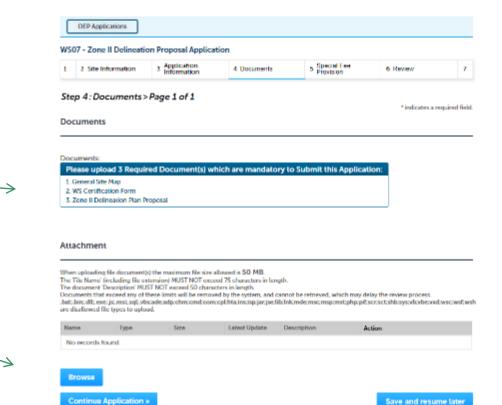
EEA ePlace Portal



DEP Application	5					
WS07 - Zone II De	ineation Proposal Appli	cation				
1 Contact Information	2 Site Information	3 Application Information	4 Documents	5 Special Fee Provision	6	1
Step 3:Applica	tion Information > P	age 1 of 1		* indicate	s a required	d fie
Public Water Sys	tem (PWS ID)					
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Additional Inforr	nation					
Please use this space	to enter additional inform	ation that may seem	pertinent to your applica	tion.		_
Additional Informati		-				
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Continue Applic	ation »			Save and re	sume la	ter

Step 4: Documents

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





Step 4: Documents (Attaching)

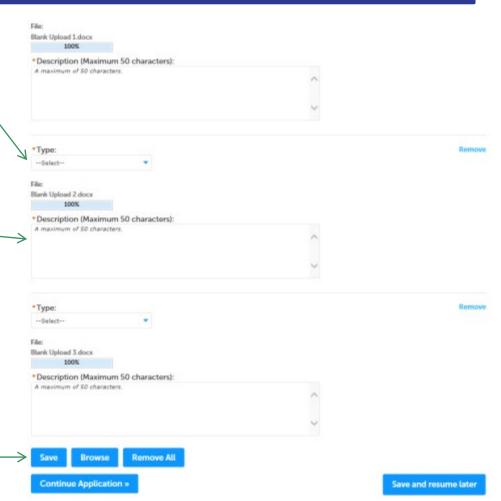
- A "File Upload" window opens
- Click "Browse"
- Choose the file(s) you want to attach.
- When all files reach 100%, click "Continue"

File Upload When uploading file document(s) the maximu The 'File Name' (including file extension) MUS The document 'Description' MUST NOT excer Documents that exceed any of these limits w retrieved, which may delay the review proces	ST NOT exceed 75 characters in length. ed 50 characters in length. ill be removed by the system, and cannot be	×
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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"





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



Please upload 3 Required Document(s) which are mandatory to Submit this Application:

- 1. General Ske Map
- 2. WS Carblication Form
- 3. Zone II Delineation Plan Proposal

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.

The 'File Name' finctuding file extension) MUST NOT exceed 75 characters in length. The document Description' MUST NOT exceed 50 characters in length.

Documents that ecceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process bat, bin, dll, exe. ja, mai, aql, vlavade adpichmiendi concept hta inclugijarijae likelinkimde mae mapimat phycpiliser set abbaya vlovbe vad wae waf wah are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
Document12.docx	Zone II Definition Plan Proposal	10.24 KB	09/15/2022	Test	Actions •
Document12 docx	WS Certification Form	10.24 88	09/15/2022	lett	Actions +
Document12 docx	General Site Map	10.24 KB	09/15/2022	Tat	Actions +

Continue Application »

Save and resume later



Step 5: Special Fee Provision

- Select Special Fee Provision, if applicable.
- Click "Continue Application" to proceed

WS07 - Zone II Delineation Proposal Application 1 2 • Application 4 Decements	 Special Fee Provision 	O HOVEY	Application Solution
Step 5: Special Fee Provision > Page 1 of .	t		"Indicates a required fiel
Special Fee Provision			
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Li Substitution (ASP/ISP) (Q)			
🗆 Double Fee for Enforcements 🕐			
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Step 6: Review

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

W507 - Zone II Delineation P		Freedord Free		in the star	
1 2 Application Information	4 Documents	 Special Fee Provision 	6 Review	 Application Submitted 	
Step 6: Review					
Continue Application +				Save and resume	ı lai
Next review the information i	below prior to submb	nion. Alter the application (has been submit	ted, you will not be able	e to
make changes. To make chang	es after submittal you	must contact the Departm	ent directly.		
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Site Information

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

EEA ePlace Portal

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Application Submitter

Individual Testing Testing Boston, MA, 02108 Telephone #:617-726-3211 E-mail:gail.annese@mass.gov

I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated 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 submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later

Step 7: Pay Fees

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

DDP Applications	
W507 - Zone II Delineation Proposal Application	

1	z	5	4 Documents	 Special Fee Provision 	6 Review	7 Pay Fees	8 Application Submitted
				Provision			automa

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 WY 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

fea	Amount
WS07 Application Fees	3970.00
Total Fees	\$970.00

Pay by Mail a Pay Online a



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	Payment Information
	Credit/Debit Card Electronic Check/ACH
First Name	Card Type
Enter First Name	Select Card Type 🗸
Last Name	Card Number
Enter Last Name	TEST MODE
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Enter Street	123
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Select State 🗸	Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
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Enter Zip	Commonwealth of Massachusetts Terms Agreement
Phone Number	
()	I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above
Email	according to the card issuer agreement. By checking the
Enter Email Address	box below, I certify that I am an authorized user for the above referenced credit card account.
Confirm Email	
Enter Email Address	nCourt Terms Agreement
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Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Back

Pay by Mail

- If you choose "Pay by mail"
 - Check your email for instructions
- Your application will not be reviewed until payment is received

Payment online: If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WM05-0047-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection PO Box 4062 Boston, MA 02211

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



Step 8: 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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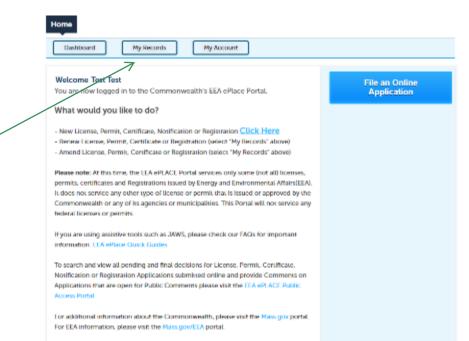
You will need this number to check the status of your application.



To check the status of an application

Log on to EEA ePlace portal

- <u>https://eplace.eea.mass.gov/</u> <u>citizenaccess</u>
- Go to your "My Records" page to see and/or track the status of an application





Questions?

For technical assistance:

- □Contact the ePlace Help Desk Team at (844) 733-7522
- □Or send an email to: <u>ePLACE_helpdesk@state.ma.us</u>

For business related questions, please visit the link below: https://www.mass.gov/how-to/ws-07-zone-ii-pumping-test



