
WS12 – Major New Technology Approval Application

MassDEP Bureau of Water Resources, Drinking Water





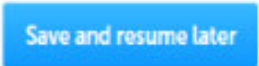

EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a new **WS12 – Major New Technology Approval 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(8), of the Drinking Water Regulations.
- ❑ This presentation will take you screen by screen through the 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 top navigation bar to the 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section. Another green arrow points from the 'Login' link in the top navigation bar to the 'Login' section. The 'Welcome' section includes a 'Home' button and a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message. Below this, there are 'Options for Licensees and Applicants' and 'ePLACE Portal Account Registration' sections. The 'Login' section on the right contains fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login >' button. A 'Please note' section at the bottom right states that the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA).



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.

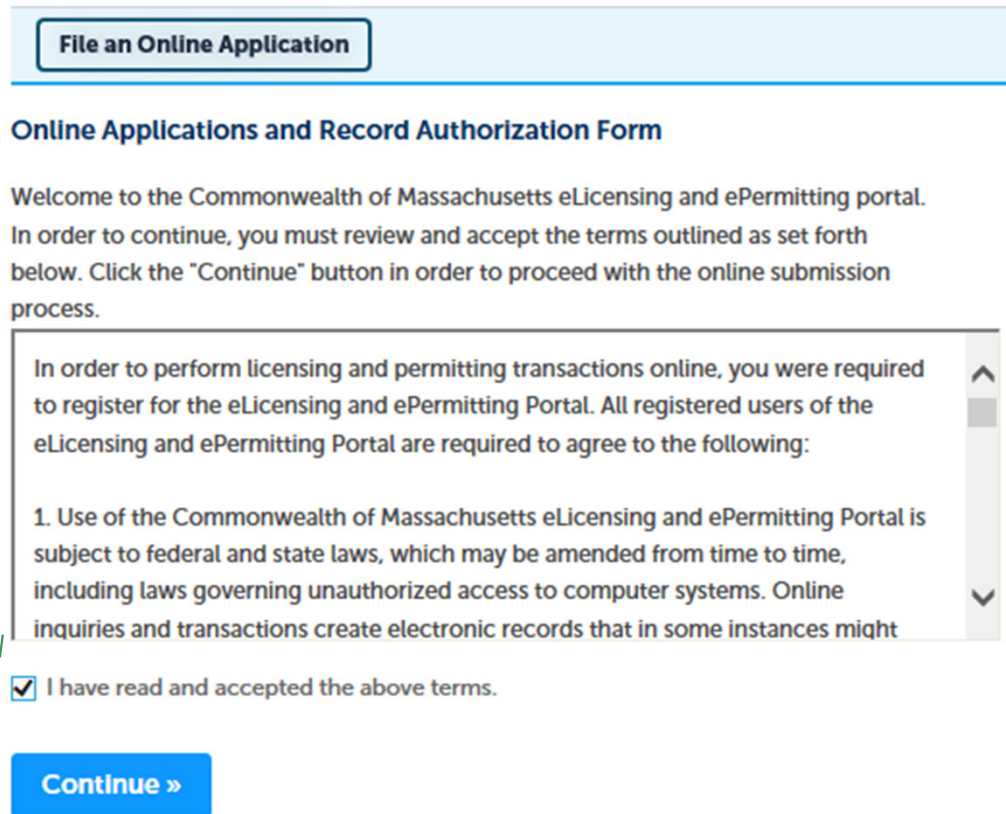
File an Online Application



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 WS12 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

Home

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



Apply for a WS12 Application

- ☐ Select “WS12 - Major New Technology Approval Application” and click the continue button 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)
 - ☐ WS10 - Cross Connection Certification Application
 - ☐ WS11 - Minor New Technology Approval Application
 - ☒ WS12 - Major New Technology Approval Application
 - ☐ WS27 - New Technology Approval for Water Additives and Coatings with Third-party Approval App
 - ☐ WS28 - Approval Of One Vending Site/Source Prototype Application
 - ☐ WS31 - New Technology for Water and Ice Making Vending Machines/POE/POU Devices with Third
- ▶ 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 - Toxic Use Reduction (TUR)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (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 General Request
- ▶ Link Your Account - For MassDEP Only

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

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 continue, click the “Continue” button.

• If the Permittee does not have an EEA ePLACE account and does not wish to create one, click the “Add New” 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:

Organization

• 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



EEA ePlace Portal

Step 2: Location Information

- ❑ Enter the Name of Location and Address
- ❑ Add the Latitude and Longitude if available
- ❑ Click “Continue Application” to proceed

1 Contact Information	2 Location Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 2: Location Information > Page 1 of 1

* indicates a required field.

Location Information

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'.

* Name of Location:

* Street # * Street Name: Street Name 2

* City: * State: * Zip:

Latitude Longitude



Step 3: Application Information

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

1 Contact Information	2 Location Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 3: Application Information > Page 1 of 1

* indicates a required field.

Public Water System (PWS ID)

Please enter the PWS ID, if available:

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 4: Documents

❑ Upload all required documents for your application

❑ The required documents will be listed in the table

❑ To begin attaching documents, click “Browse”

DEP Applications

WS12 - Major New Technology Approval Application

1	2 Location 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 2 Required Document(s) which are mandatory to Submit this Application:

1. Cover Letter

2. 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; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .pif; .scr; .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

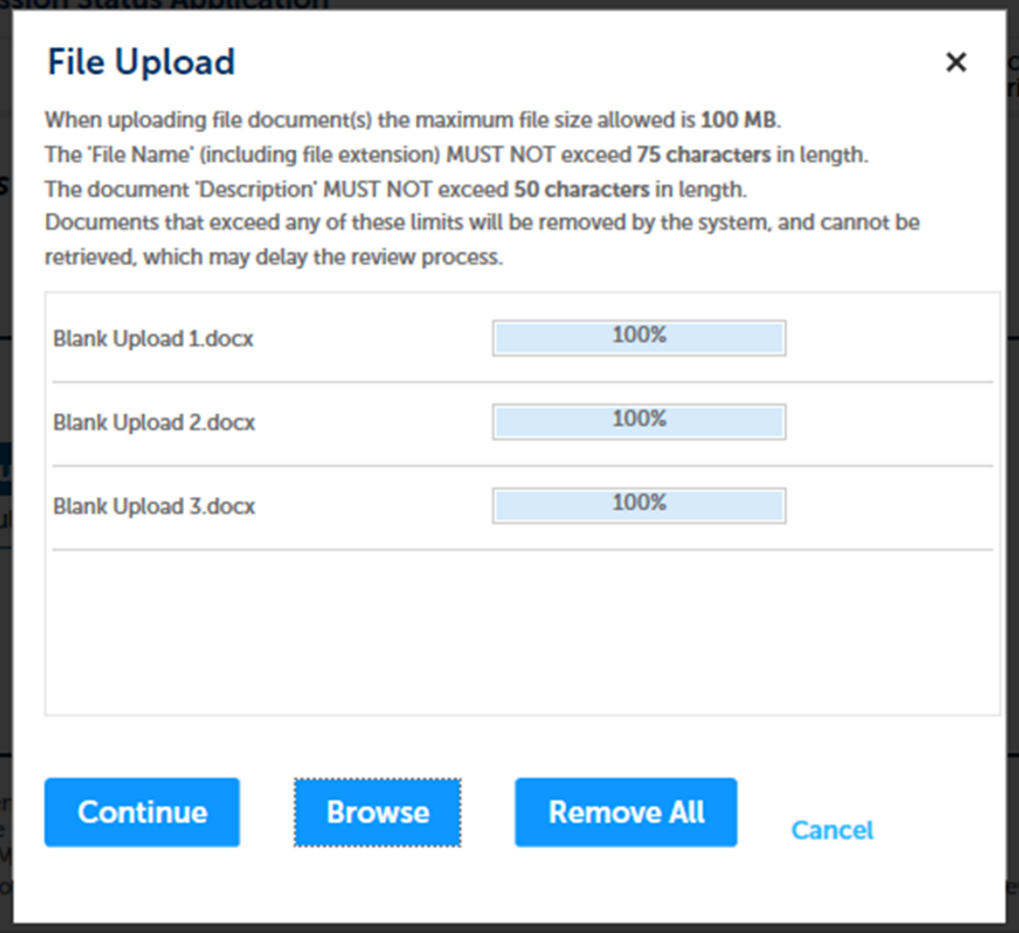
Continue Application »

Save and resume later



Step 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”

The screenshot displays the document upload interface of the EEA ePlace Portal. It features three document entries, each with a file name, a 100% progress bar, a description field, and a type dropdown menu. The first entry is 'Blank Upload 1.docx', the second is 'Blank Upload 2.docx', and the third is 'Blank Upload 3.docx'. Each entry has a 'Remove' link to its right. At the bottom, there are four buttons: 'Save', 'Browse', 'Remove All', and 'Continue Application >'. A 'Save and resume later' button is also present in the bottom right corner.

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.
Type: --Select-- Remove

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

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

WS12 - Major New Technology Approval Application

1	2 Location 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

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1. Cover Letter
2. 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;.mst;.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
Document5 (2).docx	Plans and Specifications	13.18 KB	04/21/2022	Test	Actions ▼
Document5 (2).docx	Cover Letter	13.18 KB	04/21/2022	Test	Actions ▼

Browse

Continue Application »

Save and resume later



Step 5: Special Fee Provision

- ❑ This application requires a special fee which is determined in a contract between the MassDEP and the Applicant (ASP/IRP)
- ❑ This contract must be discussed with MassDEP before filing this application
- ❑ A municipality may check “Exempt” in addition to the ASP/IRP designation
- ❑ Click “Continue Application” to proceed

WS12 - Major New Technology Approval Application

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

This application is classified as an Individual Rule Project (IRP) in 310 CMR 4.0. An Individual Rule Project must have a contract executed between the Department and the Applicant to determine the fee and permit review schedule. **DO NOT SUBMIT** this application if you have NOT met with the Department to discuss the IRP Contract. **Click the “Save and resume” later button to save your application.**

If the applicant is a City/ Town or other party declared exempt in accordance with 310 CMR 4.0 then the applicant can select “Exempt” in addition to the IRP designation.

Exemption: ?

☐

Substitution (ASP/IRP): ?

☒

Provide the ASP/IRP code: *

?

Continue Application »

Save and resume later



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

WS12 - Major New Technology Approval Application

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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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
Test Test
100 Winter Street
Boston, MA, 02703
United States
Use Login Information: Yes

Telephone #: 617-292-1234
E-mail: gail.annese@mass.gov

Permittee Company

Application Contributors

Showing 0-0 of 0

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

Address

Test | 1 Winter Street Boston MA 02108

Public Water System (PWS ID)



Step 6: Review

- ☐ Read the Certification Statement
- ☐ Click the check the box to complete your certification
- ☐ Click on “Continue Application” to proceed with the submittal of your application

Application Submitter

Individual
Testing Eipas
Melrose, MA, 01928

Telephone #:123-123-2323
E-mail:testing@eipas.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

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

Date:

[Continue Application »](#)

[Save and resume later](#)



EEA ePlace Portal

Step 7: 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

WS12 - Major New Technology Approval Application

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

 Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is 22-WS12-0010-APP.

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

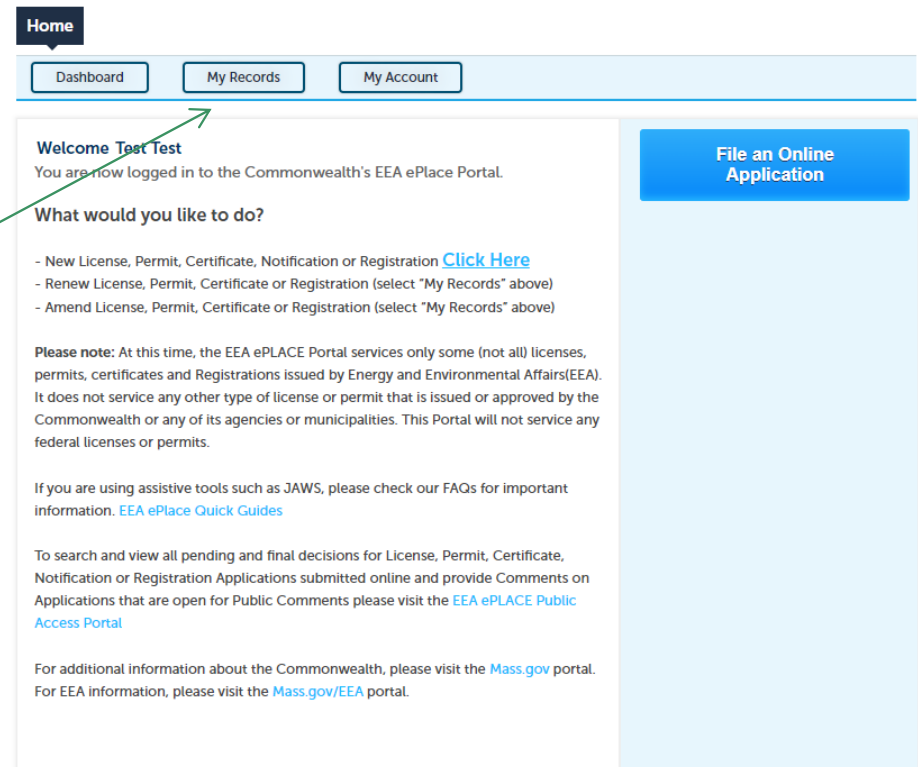


To check the status of an application

❑ 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?

For technical assistance:

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

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/ws-11-12-minor-major-technology-approval>



EEA ePlace Portal