

---

# WS24 – Approval to Construct a Facility to Treat more than One Million GPD Application

MassDEP Bureau of Water Resources, Drinking Water



**EEA ePlace Portal**

# Overview





---

- ❑ This presentation is to assist in completing a new **WS24 – Approval to Construct a Facility to Treat more than One Million GPD 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  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

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:

Password:

[Login »](#)

☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

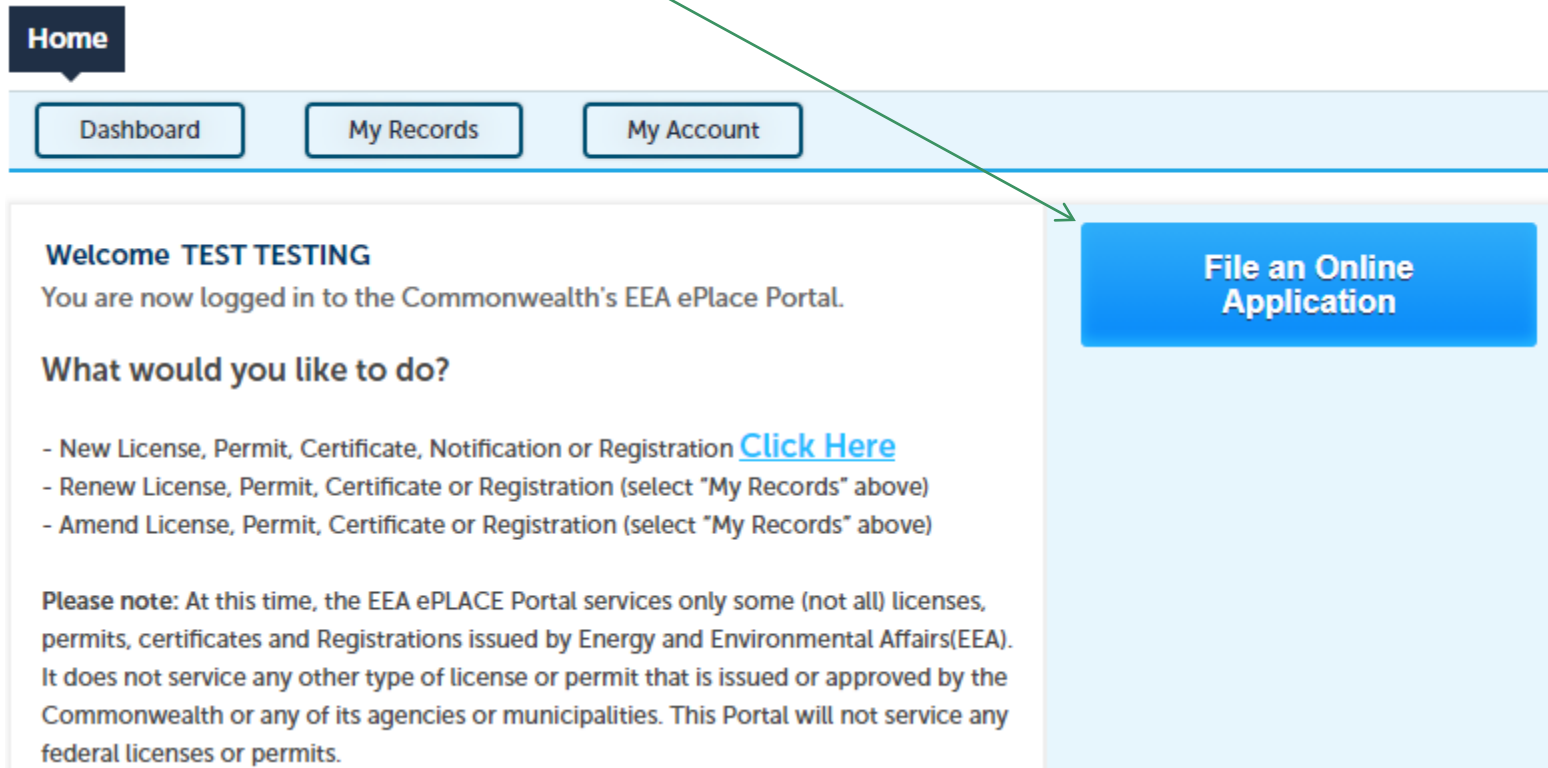
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does



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**

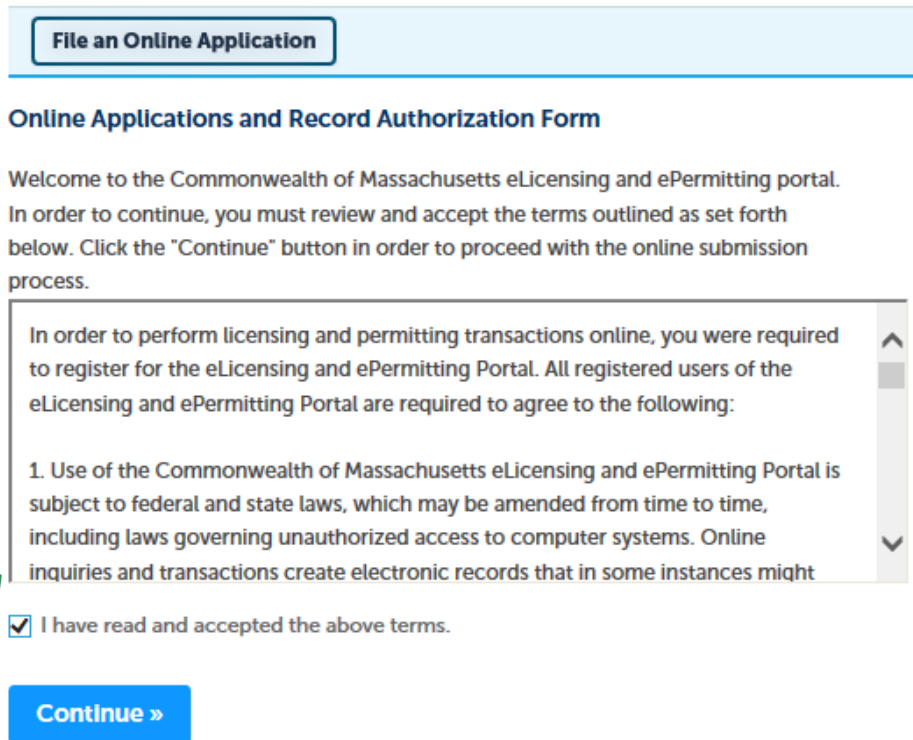


**EEA ePlace Portal**

# 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 WS24 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 WS24 Application

- ❑ Select “WS24 – “Approval to Construct a Facility to Treat more than One Million GPD Application” and click the continue button at the bottom of the page to start your application





# 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 on the “Continue” button.

• If the Permittee does not have an EEA ePLACE account and does not wish to create one, click on 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

The screenshot shows the 'Step 2: Location Information' page of the EEA ePlace Portal. At the top, there is a navigation bar with tabs for '1 Contact Information', '2 Location Information' (which is highlighted), '3 Application Information', '4 Documents', '5 Special Fee Payment', and '6 7'. Below the navigation bar, the page title is 'WS24 - Approval to Construct a Facility to Treat more than One Million GPD Application'. The current step is 'Step 2: Location Information > Page 1 of 1'. A note indicates that an asterisk (\*) denotes a required field. The form section is titled 'Location Information' and contains the following fields: 'Name of Location:' (text input), 'Street #' (text input), 'Street Name:' (text input), 'Street Name 2' (text input), 'City:' (text input), 'State:' (dropdown menu with 'MA' selected), 'Zip:' (text input), 'Latitude' (text input), and 'Longitude' (text input). There are help icons (?) next to the 'City:', 'State:', 'Zip:', 'Latitude', and 'Longitude' fields. At the bottom of the form, there are three buttons: 'Clear', 'Continue Application >', and 'Save and resume later'.



# Step 3: Application Information

❑ Enter the PWS ID. If unavailable enter N/A.

❑ Provide MEPA information.

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

❑ Click “Continue Application” to proceed

1	Contact Information	2	Site Information	3	Application Information	4	Documents	5	Special Fee Provision	6	7
---	---------------------	---	------------------	---	-------------------------	---	-----------	---	-----------------------	---	---

Step 3: Application Information > Page 1 of 1

\* indicates a required field.

Public Water System (PWS ID)

\* Please enter the PWS ID. If unavailable, please enter N/A:

MEPA Information

\* Is this project subject to MEPA review?:

☐ Yes ☐ No

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



EEA ePlace Portal

## 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

WS24 - Approval to Construct a Facility to Treat more than One Million GPD Application

1

2 Location Information

3 Application Information

4 Documents

5 Special Fee Pledge

6 Review

7

Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

Documents:

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

1. Cover Letter

2. Plans and Specifications

3. WS Certification 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 contain any of these links will be removed by the system, and cannot be retrieved, which may delay the review process:  
bat,bin,dll,exe,jar,mst,aql,vsd,ac,adp,chromd,com,cpl,hlm,isp,jar,jpe,jls,lnk,mdc,mac,mpg,mup,php,pif,scr,shb,shg,shv,shx,swd,swf,swt,swx  
are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

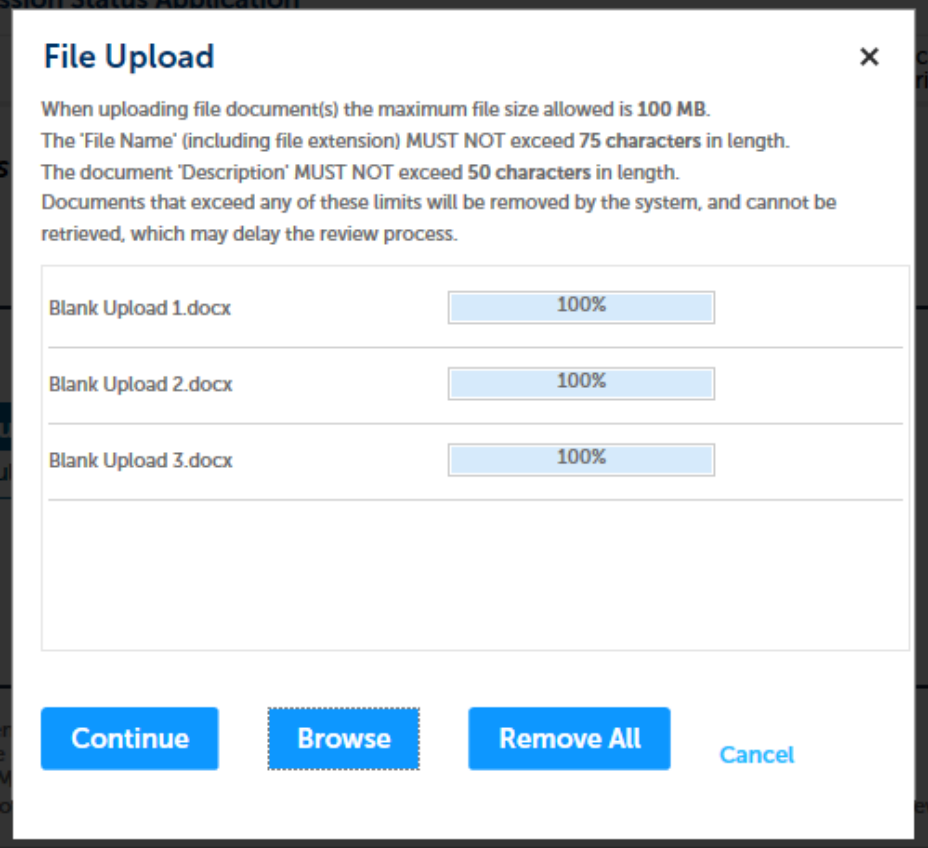
Continue Application >

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

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

WS24 - Approval to Construct a Facility to Treat more than One Million GPD Application

1	2	3	4	5	6	7
Location Information	Application Information	Documents	Special Fee Properties	Review		

Step 4: Documents > Page 1 of 1

Documents

Documents:

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

1. Drawings
2. Plans and Specifications
3. MSWDF file attachments

Attachments

When uploading the document(s) it is recommended to use a file size of 50 MB.  
The Title Name 2 characters for word and MUST be 57 or less than 75 characters in length.  
The document Description MUST be 27 or less than 250 characters in length.  
Locations that receive any of these files will be reviewed by the system and can be reviewed, which may delay the review process.  
Documents that are not uploaded automatically will be reviewed by the system and can be reviewed, which may delay the review process.  
Documents that are not uploaded automatically will be reviewed by the system and can be reviewed, which may delay the review process.

Name	Type	Size	Upload Date	Description	Action
Document12.docx	Required Document	10.14 KB	10/15/2022	Test	Review
Document13.docx	Drawings	10.14 KB	10/15/2022	Test	Review
Document14.docx	MSWDF File	10.14 KB	10/15/2022	Test	Review

Review

Continue Application >

Save and resume later





# Step 5: Special Fee Provision

- ❑ Special Fee Provision defaults to “Provide the ASP/IRP code”. Enter the code in the box.
- ❑ Click “Continue Application” to proceed

The screenshot displays the 'DEP Applications' portal for a 'WS24 - Approval to Construct a Facility to Treat more than One Million GPD Application'. The progress bar indicates the current step is '5. Special Fee Provision'. The main heading is 'Special Fee Provision'. Under the 'Exemption' section, there are two options: 'Substitution (ASPD/IRP)' which is selected with a checkmark, and 'Provide the ASP/IRP code:' which is indicated as a required field with an asterisk. At the bottom, there are two buttons: 'Continue Application' and '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

DEP Applications

WS24 - Approval to Construct a Facility to Treat more than One Million GPD Application

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

**Review and Certification**

[Edit Application](#)

**Permittee**

Individual  
Twining Twining  
100 Winter Street  
Boston, MA, 02109  
United States  
Use Login Information: Yes

Telephone: 8527-726-3212  
E-mail: gellum@mass.gov

**Permittee Company**

**Application Contributors**

Showing 0 of 0

Contributor Type	Name	Organization Name	Contact Person	Address
No records found.				

**Location 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

## 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 »](#)

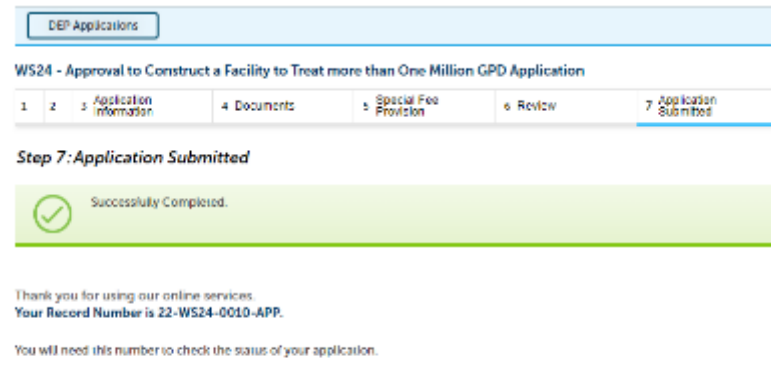
[Save and resume later](#)



# Step 7: 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 interface. At the top, a light blue header bar contains the text "DEP Applications". Below this, a title reads "WS24 - Approval to Construct a Facility to Treat more than One Million GPD Application". A progress bar follows, with seven steps: 1, 2, 3 Application Information, 4 Documents, 5 Special Fee Provision, 6 Review, and 7 Application Submitted. Step 7 is highlighted with a blue underline. Below the progress bar, the text "Step 7: Application Submitted" is displayed. A green banner with a white checkmark icon and the text "Successfully Completed." is shown. Below the banner, a message states: "Thank you for using our online services. Your Record Number is 22-WS24-0010-APP. You will need this number to check the status of your application."

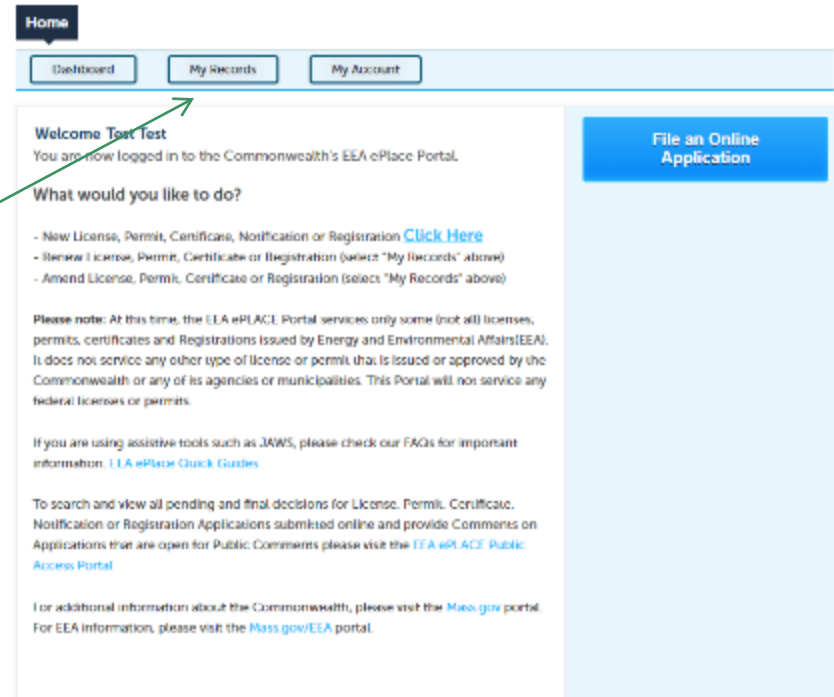


# To check the status of an application

❑ 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](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/ws-23-24-approval-to-construct-a-water-treatment-facility>



**EEA ePlace Portal**