WS28 – Approval of One Vending Site/Source Prototype Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater

EEA ePlace Portal

Overview

- This presentation is to assist in completing a new **WS28 – Approval of One Vending Site/Source Prototype 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.

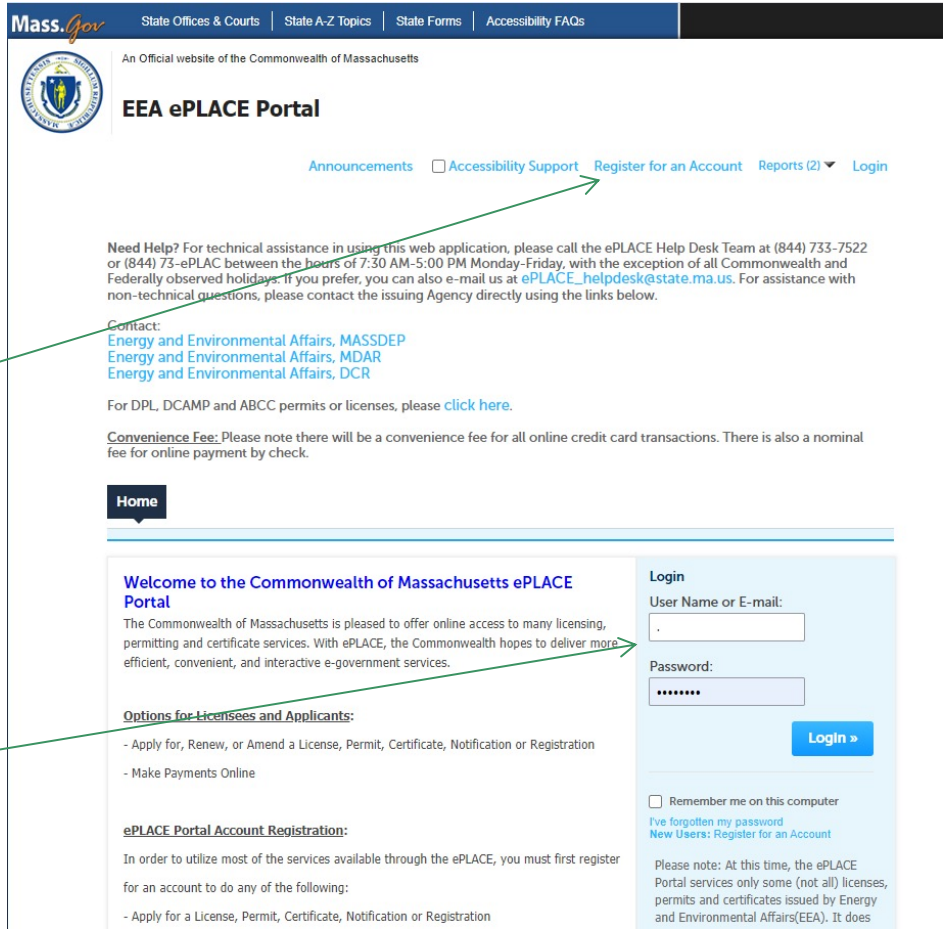
General Navigation

- 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

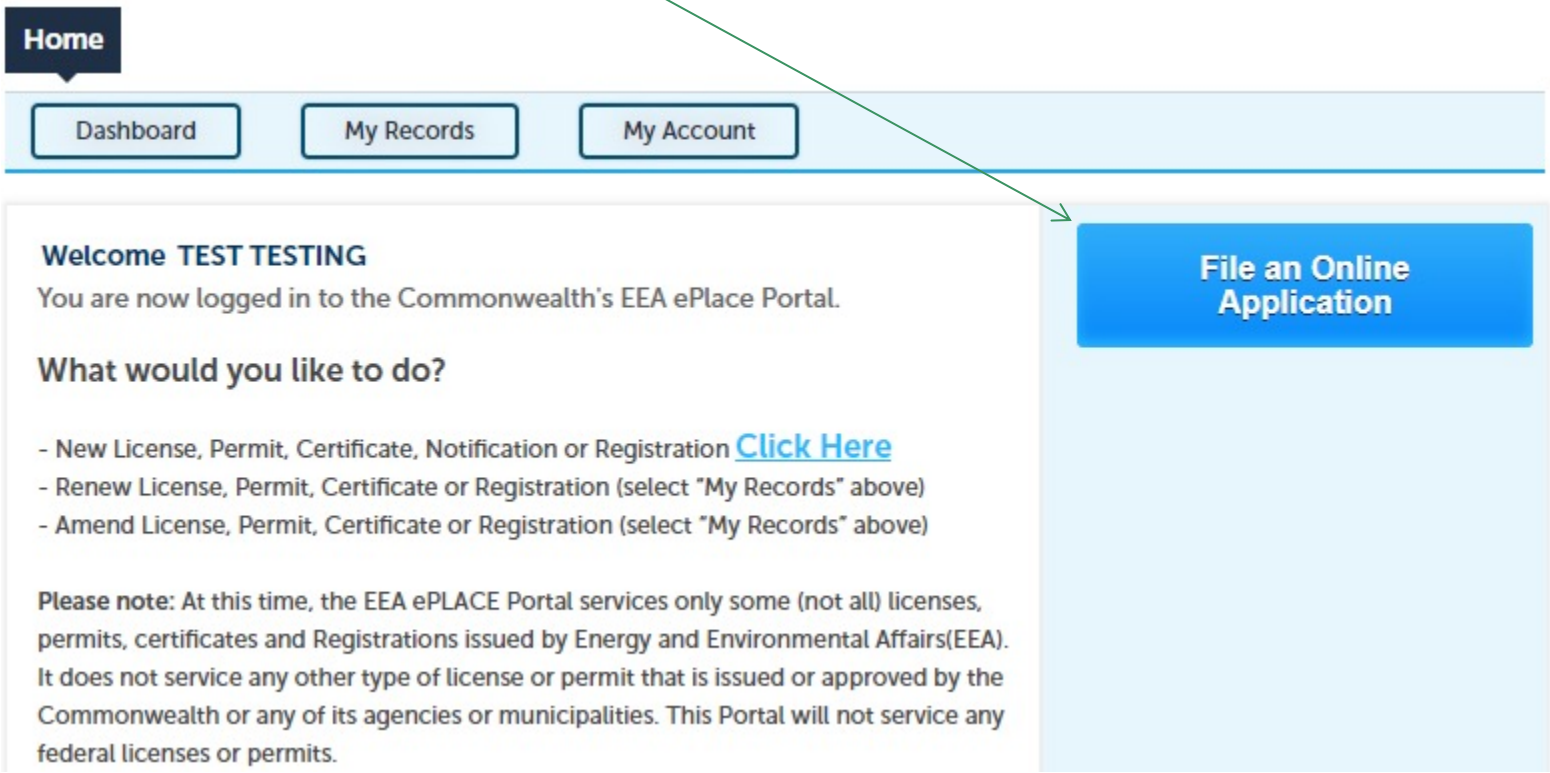
First time users:

- ❑ Click or type this address on your browser: 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



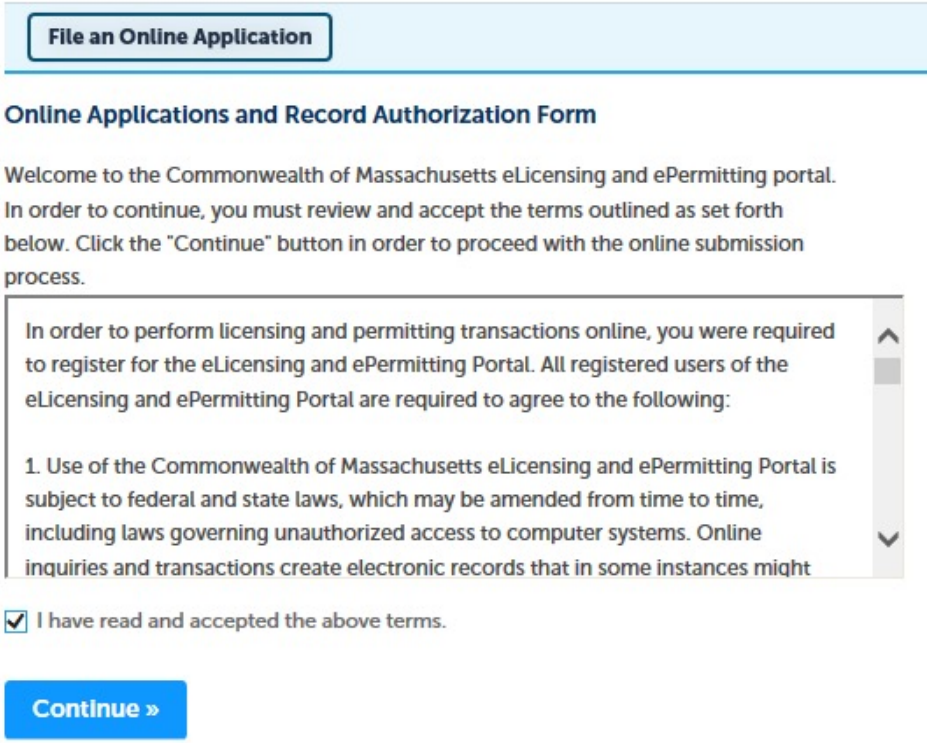
File an Online Application

- Click here to start



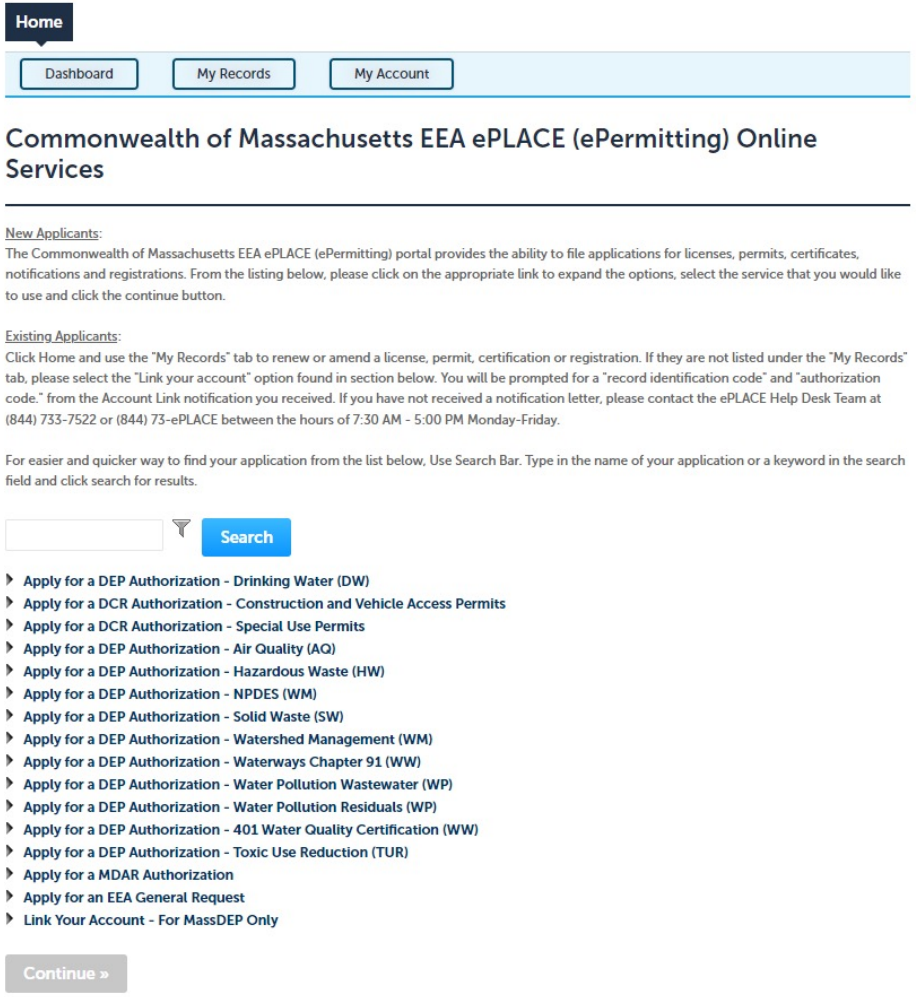
File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



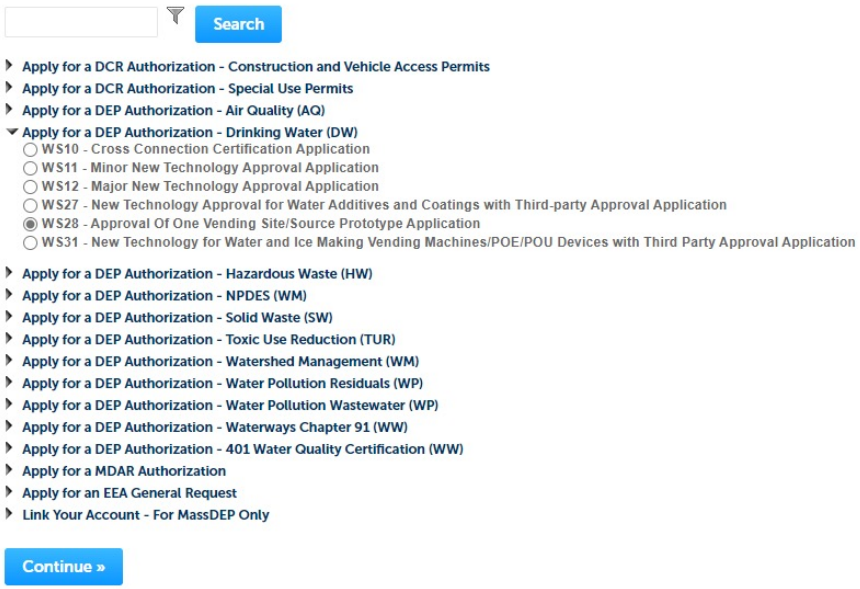
Apply for a WS28 Application

- 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



Apply for a WS28 Application

- Select “WS28 – Approval of One Vending Site/Source Prototype Application” and click the continue button at the bottom of the page to start your application

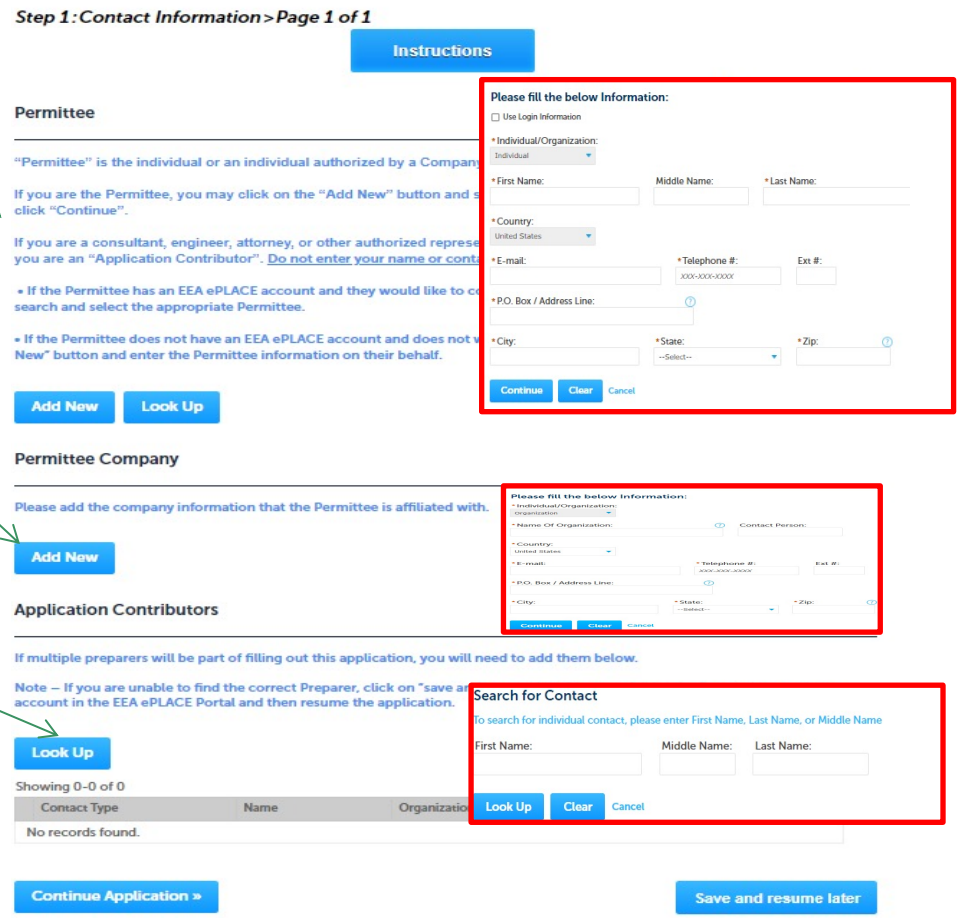


Contact Information: Important NOTE

- 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



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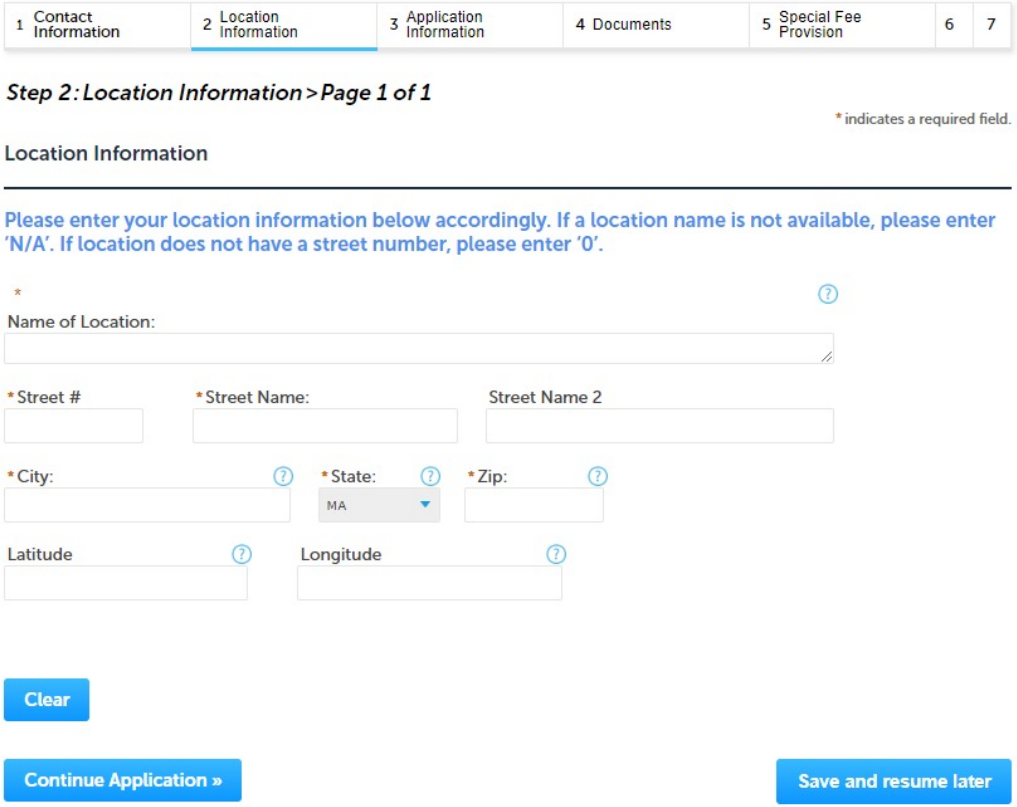
Step 2: Location Information

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



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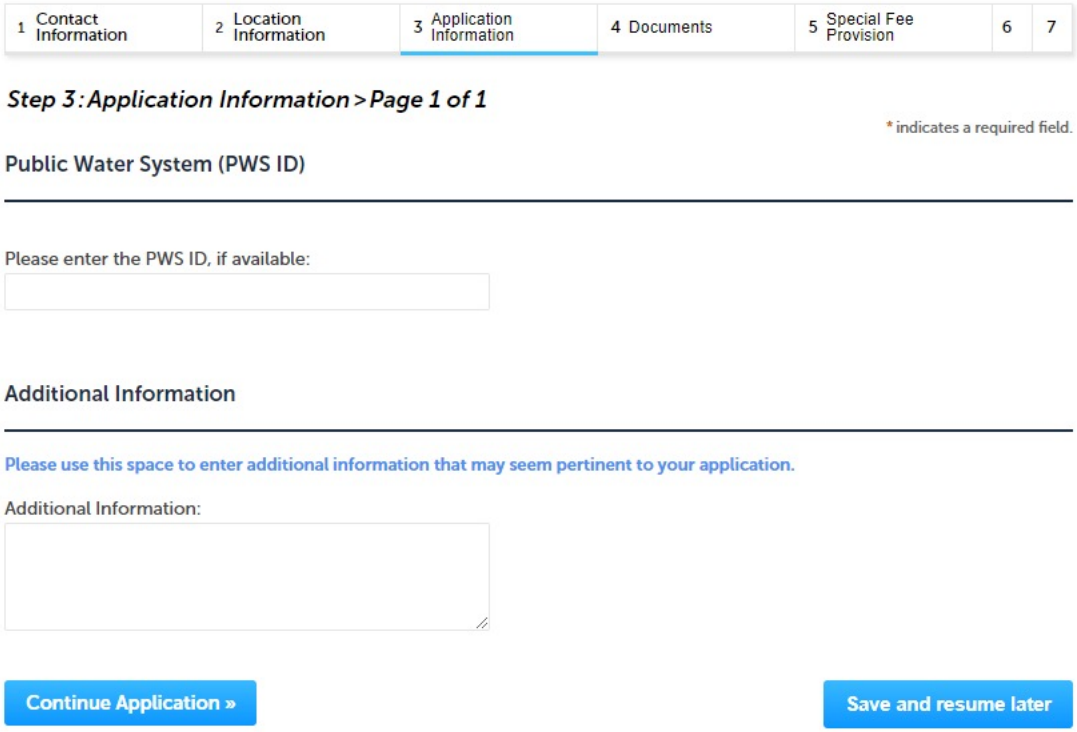
Step 3: Application Information

- 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



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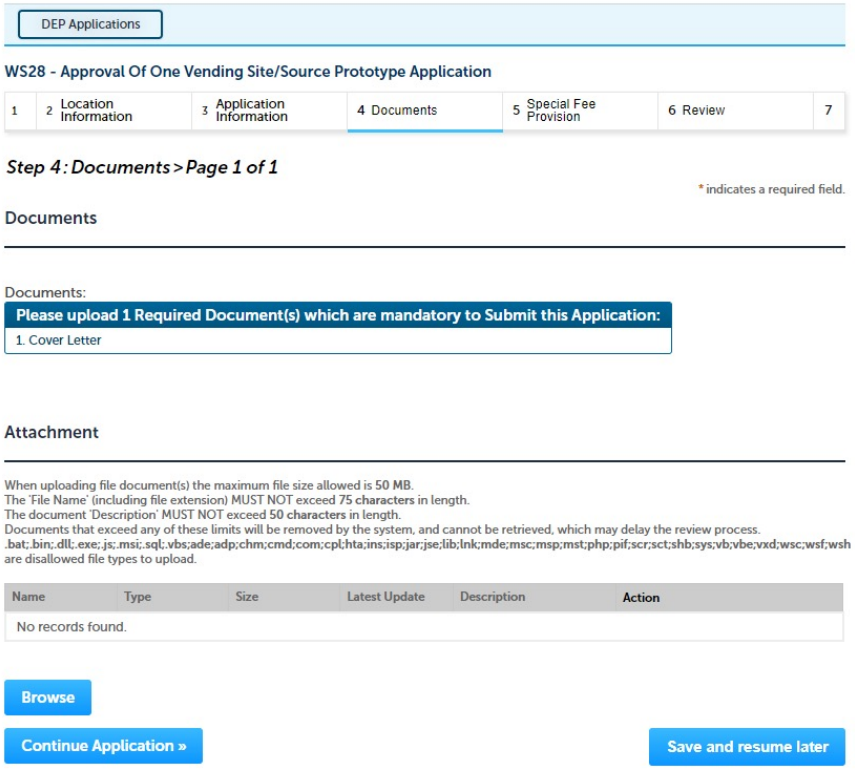
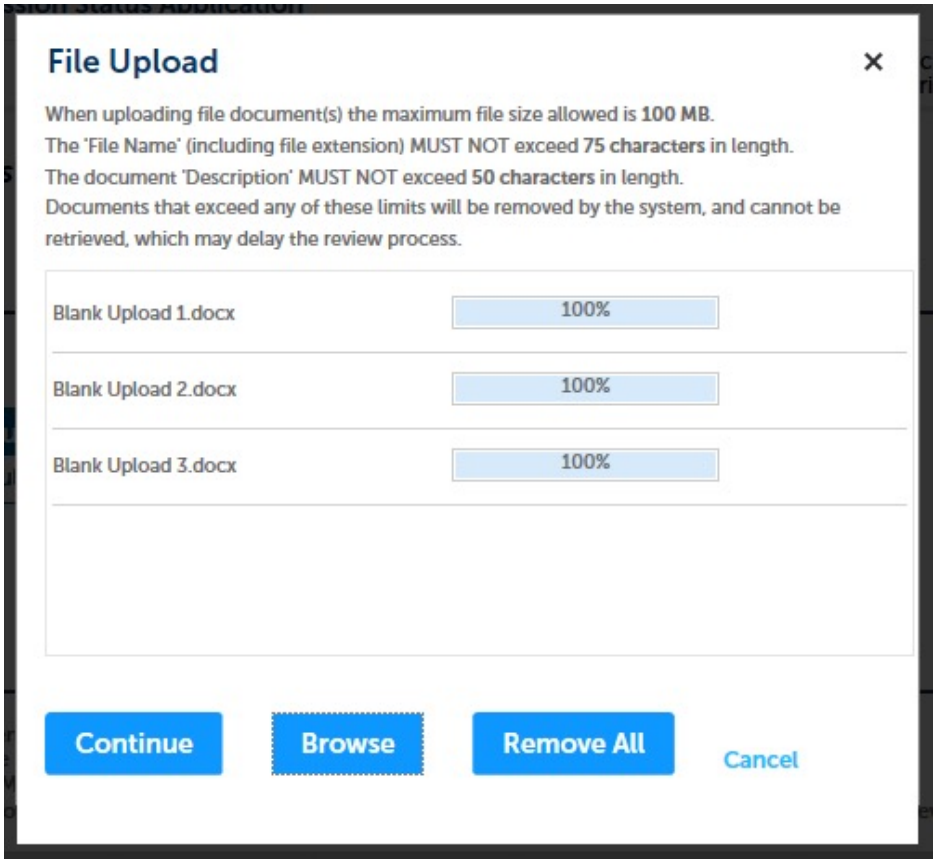
Step 4: Documents

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



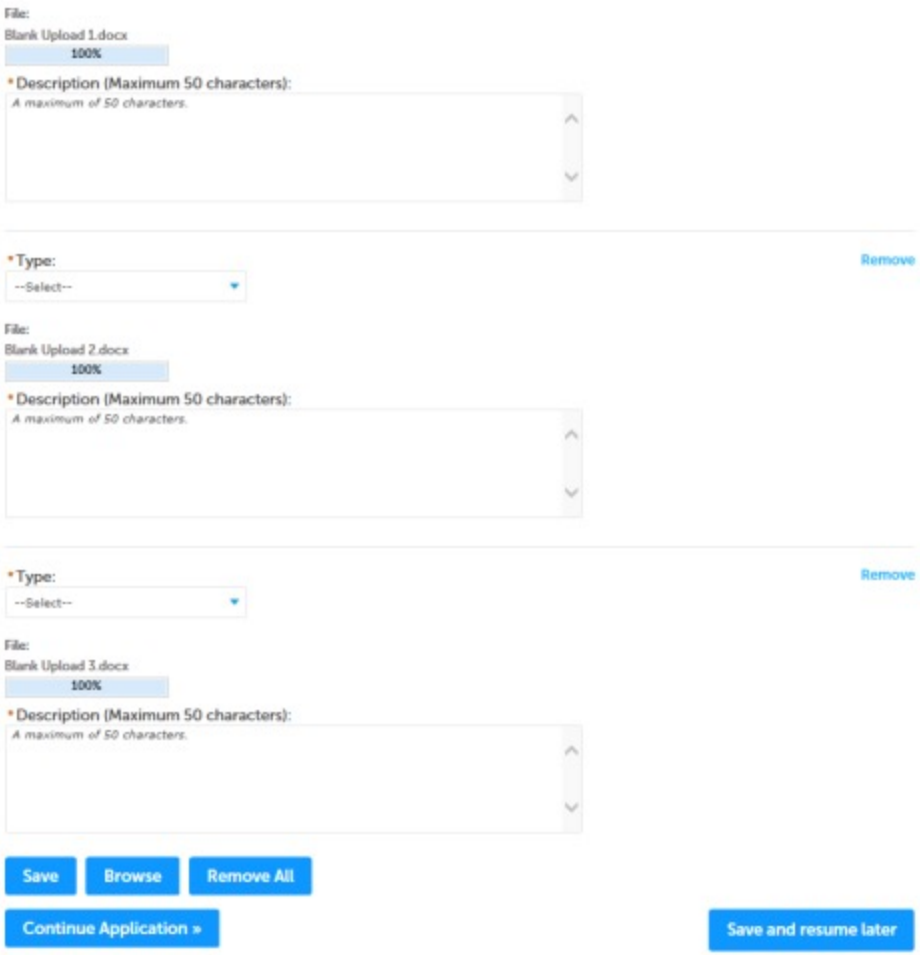
Step 4: Documents (Attaching)

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



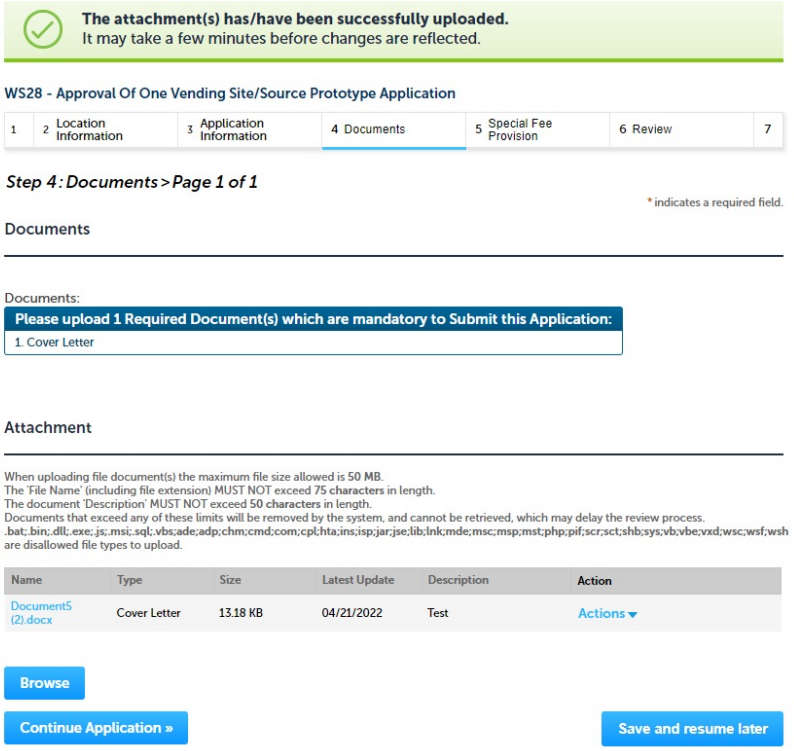
Step 4: Documents (Attaching)

- 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”



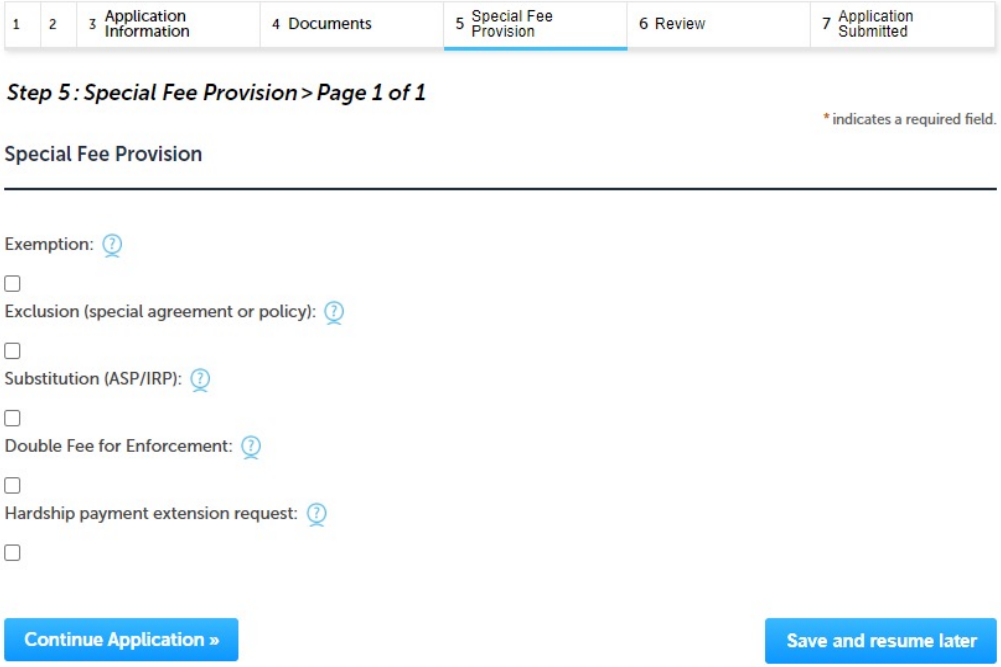
Step 4: Documents (Attaching)

- 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



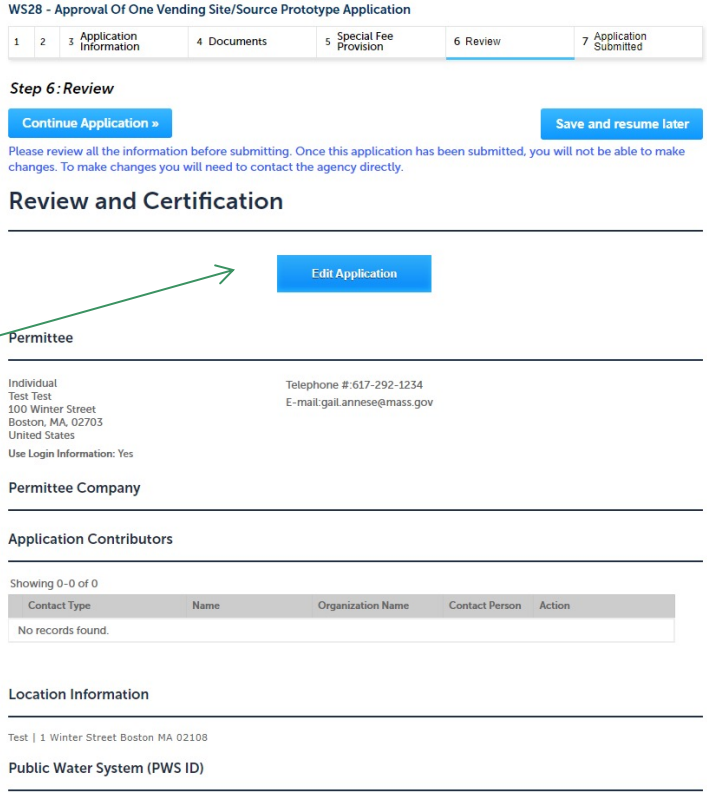
Step 5: Special Fee Provision

- If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click “Continue Application” to proceed



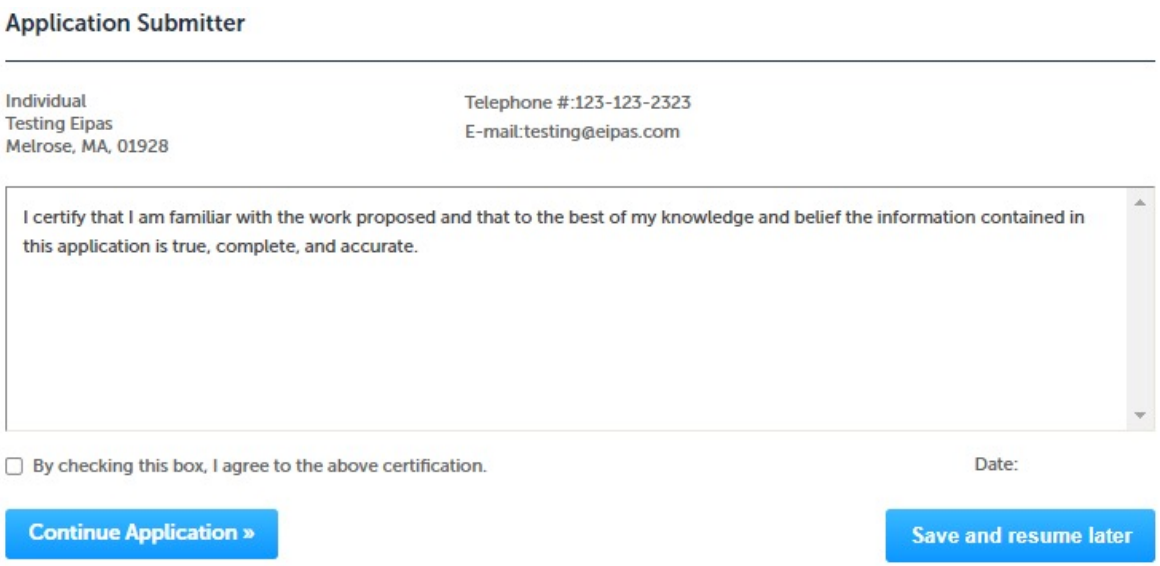
Step 6: Review

- 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



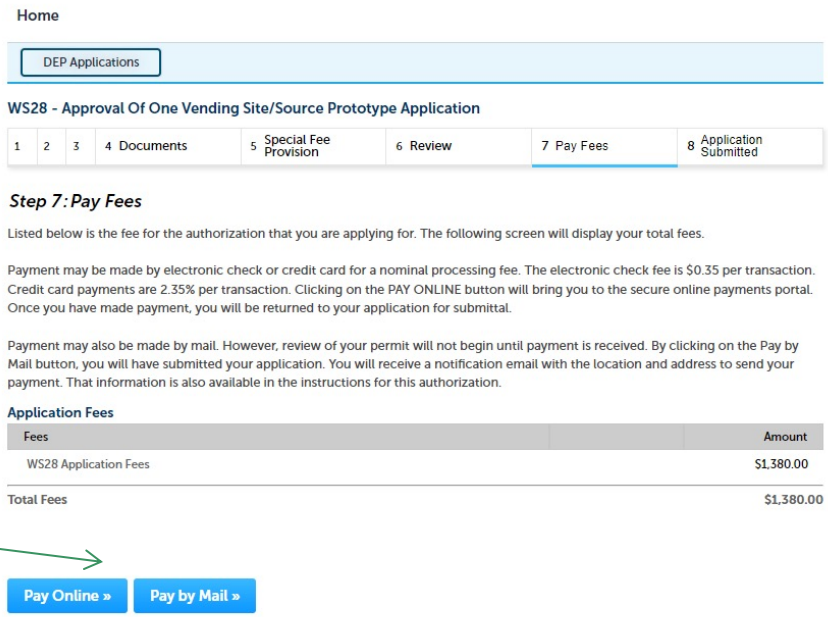
Step 6: Review

- 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



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



Home

DEP Applications

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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
WS28 Application Fees		$1,380.00
Total Fees		$1,380.00

Pay Online » Pay by Mail »

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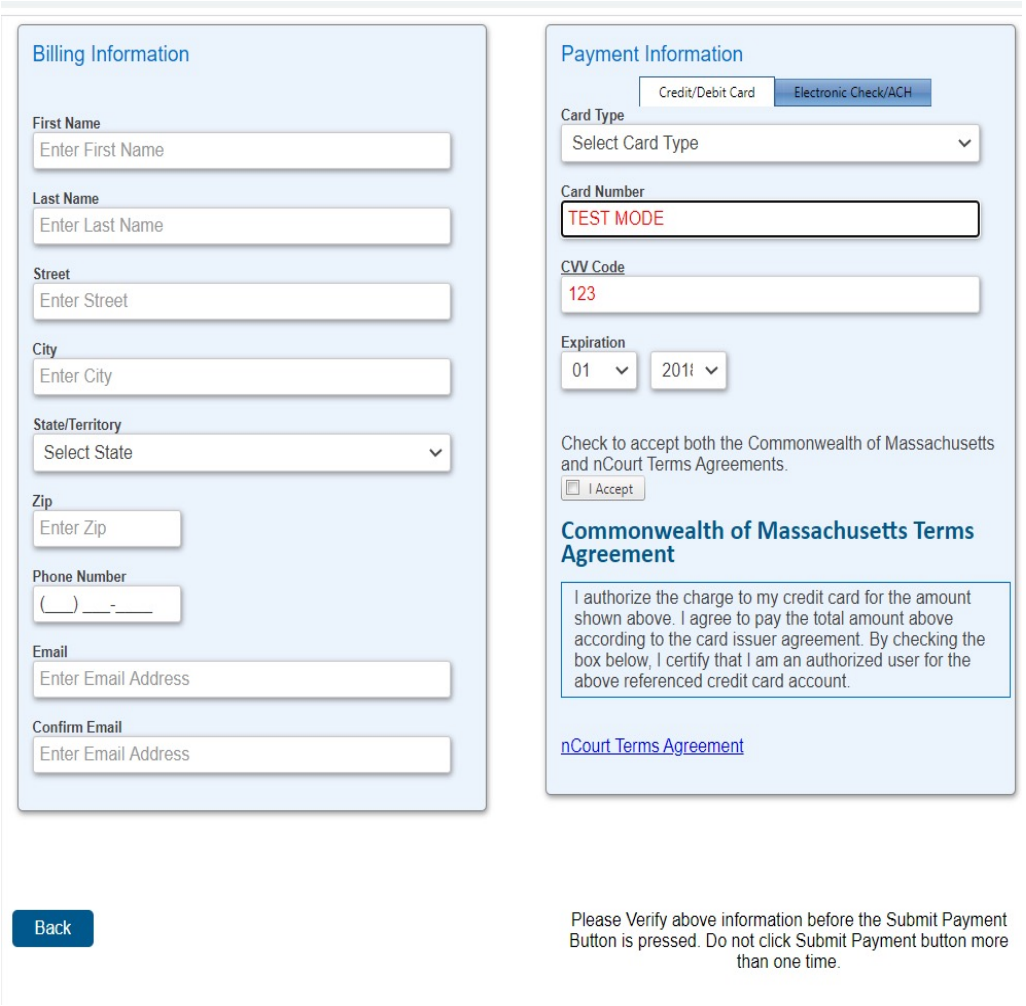
Pay Online

- 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



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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.

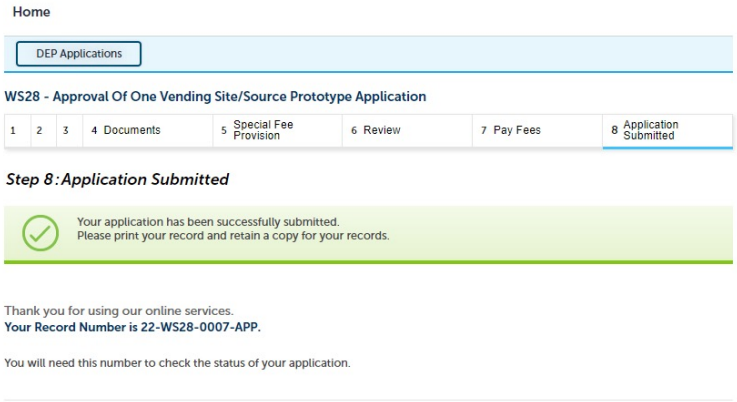
Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WM05-0047-APP on the check or money order that must be sent to the address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

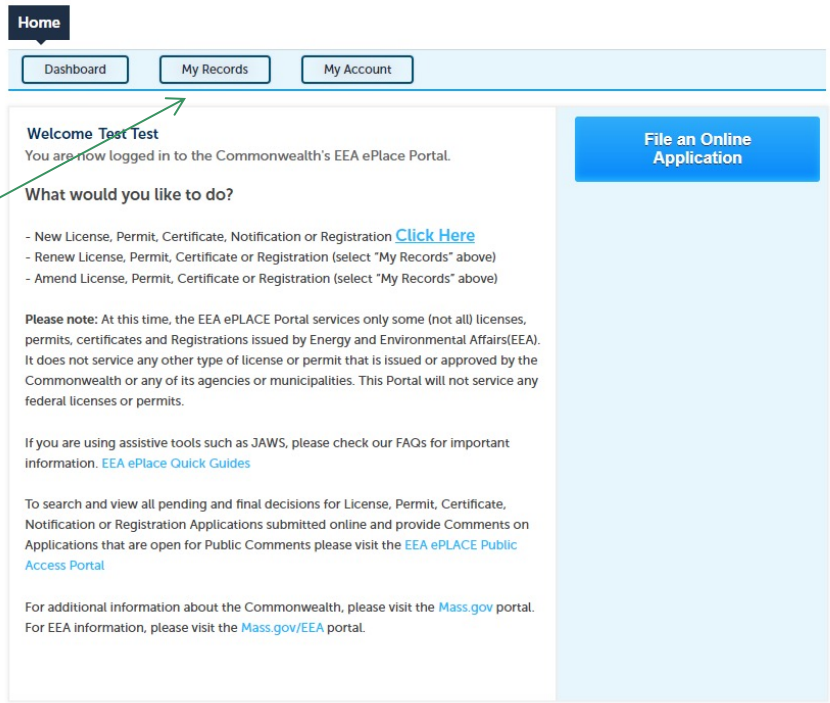
Step 8: Submission Successful!

- 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



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-28-new-technology-vending-sitesource