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# WS33 – Distribution Modifications for Systems that serve 3,300 people or less Application

MassDEP Bureau of Water Resources, Drinking Water



**EEA ePlace Portal**

# Overview





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- ❑ This presentation is to assist in completing a new **WS33 – Distribution Modifications for Systems that serve 3,300 people or less 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

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- ❑ 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 with the Massachusetts state seal. A navigation menu includes "Announcements", "Accessibility Support", "Register for an Account", "Reports (2)", and "Login". A green arrow points from the "Register for an Account" link in the text to this link on the page. Below the navigation, there is a "Need Help?" section with contact information for the ePLACE Help Desk Team. Another green arrow points from the "Follow the prompts to create a new user account" text to the "Register for an Account" link. Below that is a "Contact:" section with links for "Energy and Environmental Affairs, MASSDEP", "Energy and Environmental Affairs, MDAR", and "Energy and Environmental Affairs, DCR". A "Home" button is visible. The main content area is titled "Welcome to the Commonwealth of Massachusetts ePLACE Portal" and includes a "Login" form with fields for "User Name or E-mail:" and "Password:". A green arrow points from the "Log into your account in EEA ePlace using your username/password" text to the "Login" form. Below the login form, there are sections for "Options for Licensees and Applicants" and "ePLACE Portal Account Registration".



# File an Online Application

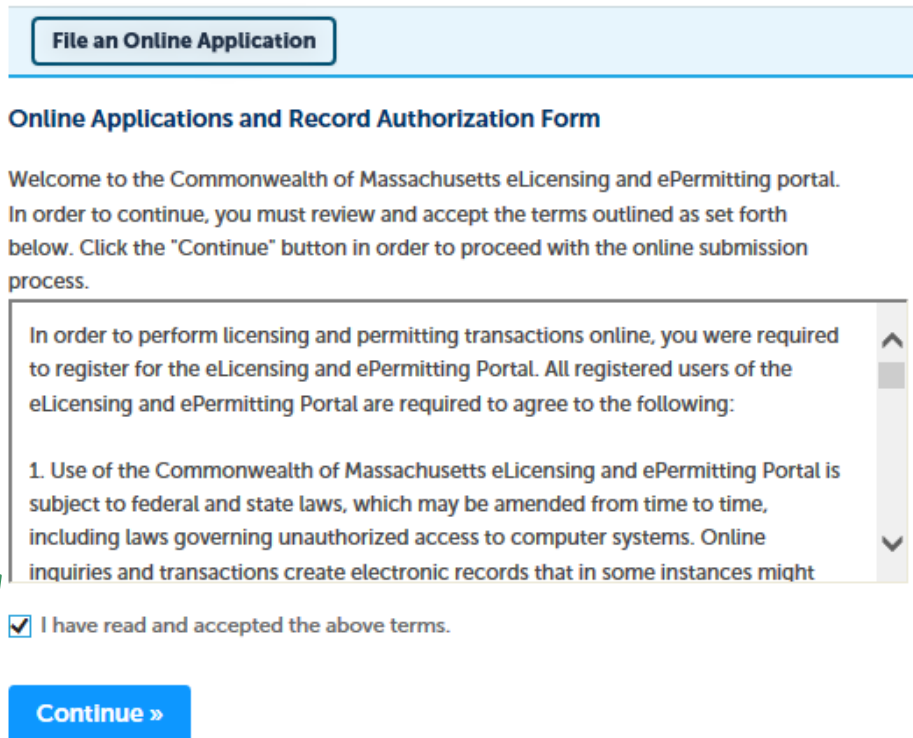
- ❑ Click here to start

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. On the right side, a large blue button labeled 'File an Online Application' is highlighted with a green arrow pointing from the 'Click here to start' instruction.



# 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 WS33 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.

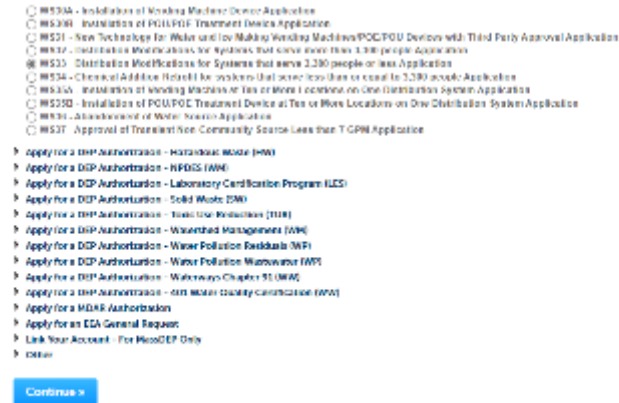
For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ 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 WS33 Application

- ❑ Select “WS33 – Distribution Modifications for Systems that serve 3,300 people or less Application” and click the continue button at the bottom of the page to start your application





# Contact Information: Important NOTE

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- ❑ 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 and select the appropriate Permittee.

• If the Permittee does not have an EEA ePLACE account and does not have an account, 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” in the EEA ePLACE Portal and then resume the application.

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



# 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

The screenshot shows a web application interface for DEP Applications. At the top, there is a navigation bar with 'DEP Applications' and a breadcrumb trail: '1 Contact Information', '2 Site Information', '3 Application Information', '4 Documents', '5 Special Fee Provision', '6', and '7'. The current step is 'Step 2: Site Information > Page 1 of 1'. Below this, the form title is 'Site Information'. A note states: 'Please enter your site information below accordingly. If a site name is not available, please enter N/A. If site does not have a street number, please enter 0.' The form fields include: 'Name of Site' (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 'Clear' and 'Continue Application >' buttons at the bottom left, and a 'Save and resume later' button at the bottom right. A small asterisk indicates required fields.



# 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)

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Please enter your PWS ID, if available:

### 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



# 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

WS33 - Distribution Modifications for Systems that serve 3,300 people or less Application

|   |                    |                           |             |                       |          |   |
|---|--------------------|---------------------------|-------------|-----------------------|----------|---|
| 1 | 2 Site Information | 3 Application Information | 4 Documents | 5 Special Fee Process | 6 Review | 7 |
|---|--------------------|---------------------------|-------------|-----------------------|----------|---|

Step 4: Documents > Page 1 of 1 \* indicates a required field.

Documents

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Documents:

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

|                          |
|--------------------------|
| 1. Letter of Intent      |
| 2. WS Certification Form |

Attachment

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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;.jar;.msi;.obj;.vb;.vbs;.asp;.aspx;.chm;.cmd;.com;.cpk;.hta;.ini;.isp;.jar;.jse;.lib;.lnk;.mdb;.mxd;.msi;.msp;.ppt;.acc;.rtf;.shb;.sys;.vbe;.vbs;.wac;.waf;.wsh are disallowed file types to upload.

| Name              | Type | Size | Latest Update | Description | Action |
|-------------------|------|------|---------------|-------------|--------|
| No records found. |      |      |               |             |        |

Browse

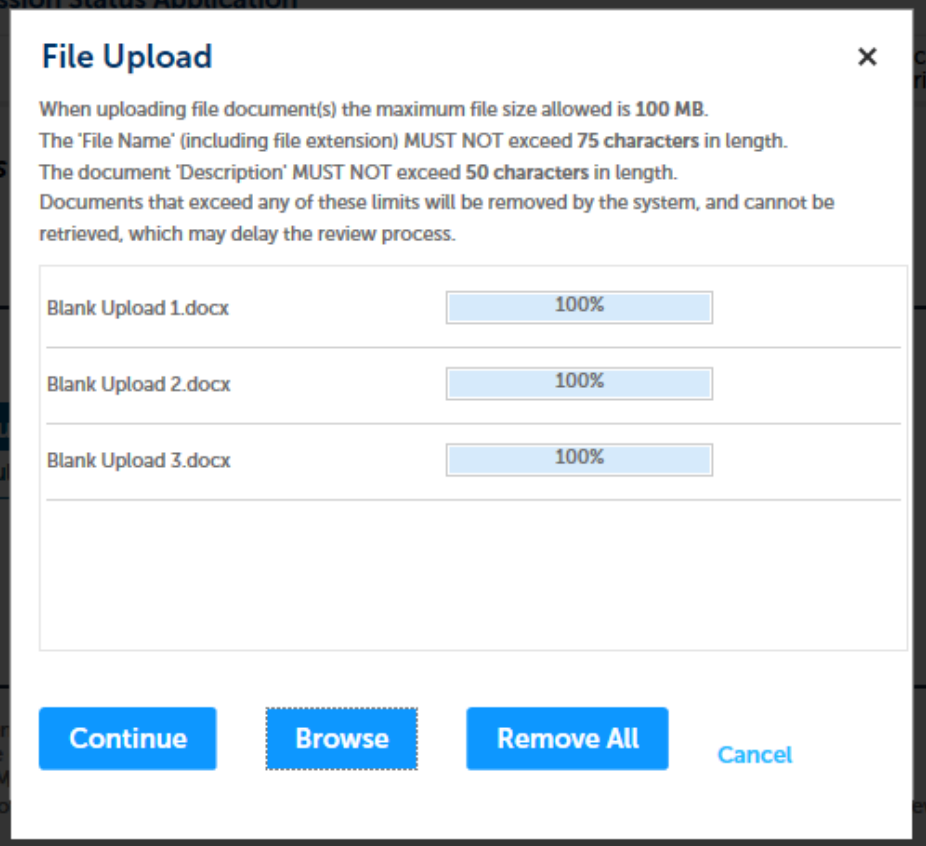
Continue Application >

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 **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. It features three distinct upload sections. Each section consists of a file upload area (labeled 'File: Blank Upload X docs' with a '100%' progress bar), a description field (labeled '\* Description (Maximum 50 characters):' with a placeholder 'A maximum of 50 characters.'), and a type dropdown menu (labeled '\* Type:' with a '--Select--' option). A 'Remove' button is located to the right of each type dropdown. At the bottom, there are buttons for 'Save', 'Browse', 'Remove All', 'Continue Application >', and '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

DEP Applications

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

WS33 - Distribution Modifications for Systems that serve 3,300 people or less Application

1 2 Site Information 3 Application Information 4 Documents 5 Social Fee Provision 6 Review 7

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. Letter of Intent
2. 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 exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process. [help@dep.state.ma.us](mailto:help@dep.state.ma.us) or [help@dep.state.ma.us](mailto:help@dep.state.ma.us) are available file type to upload.

| Name            | Type                  | Size     | Latest Update | Description | Action    |
|-----------------|-----------------------|----------|---------------|-------------|-----------|
| Document12.docx | WS Certification Form | 10.24 KB | 09/23/2022    | Test        | Actions ▾ |
| Document17.docx | Letter of Intent      | 10.24 KB | 09/23/2022    | Test        | Actions ▾ |

Browse

Continue Application >

Save and resume later





# Step 5: Special Fee Provision

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

CDP Applications

WS22 - Distribution Modifications for Spillers that serve 3,300 people or less Application

1 Home 2 Application Information 3 Documents 4 Special Fee Provision 5 Review 6 Application Complete

Step 5: Special Fee Provision - Page 1

Special Fee Provision

Exemption

Exclusion (special agreement or policy)

Substitution (ASPR/RFI)

Debit factor enforcement

Hardship payment extension request

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

W533 - Distribution Modifications for Systems that serve 3,200 people or less Application

1 2 3 Application Information 4 Documents 5 Special Fee Provision 6 Review 7 Application Submit

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](#)

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**Permittee**

Individual  
Dealing: TAYLOR  
100 WINTER STREET  
DORSET, MA, 02108  
United States  
Use Logic Information: Yes

Telephone: 617-726-3211  
E-mail: gal.ann@esmas.gov

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**Permittee Company**

Organization  
Not Inc.  
Not Not  
1 Winter Street  
Dorset, MA, 02108  
United States

Telephone: 617-726-1111  
E-mail: gal.ann@esmas.gov

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**Application Contributors**

Showing 0-0 of 0

| Contributor Type  | Name | Organization Name | Contact Person | Action |
|-------------------|------|-------------------|----------------|--------|
| No records found. |      |                   |                |        |

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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

## 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:

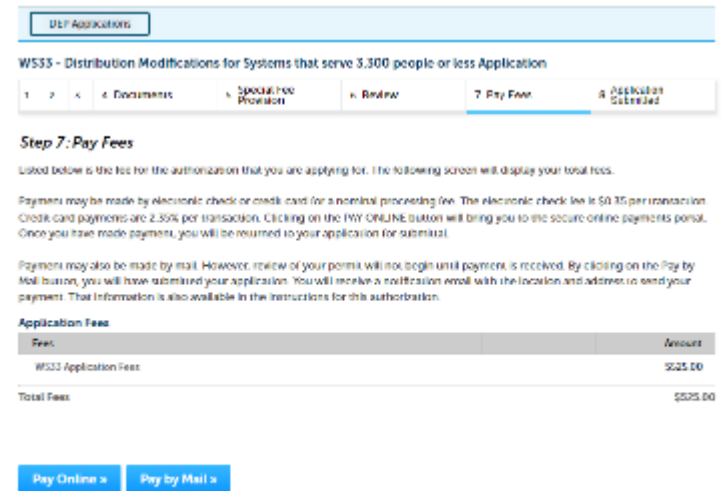
[Continue Application »](#)

[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



WSP Applications

W533 - Distribution Modifications for Systems that serve 3,300 people or less Application

1 2 3 4 Documents 5 Specialized Provision 6 Review 7 Pay Fees 8 Applicant Granted

### 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.

Payments 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 2.55% 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. This information is also available in the instructions for this authorization.

| Fee                  | Amount          |
|----------------------|-----------------|
| W533 Application Fee | \$225.00        |
| <b>Total Fees</b>    | <b>\$225.00</b> |

[Pay Online >](#) [Pay by Mail >](#)



# 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

First Name  
Enter First Name

Last Name  
Enter Last Name

Street  
Enter Street

City  
Enter City

State/Territory  
Select State

Zip  
Enter Zip

Phone Number  
( ) - -

Email  
Enter Email Address

Confirm Email  
Enter Email Address

### Payment Information

Credit/Debit Card **Electronic Check/ACH**

Card Type  
Select Card Type

Card Number  
**TEST MODE**

CVW Code  
123

Expiration  
01 2011

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
 I Accept

#### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Back

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



# Pay by Mail

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- ❑ 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.

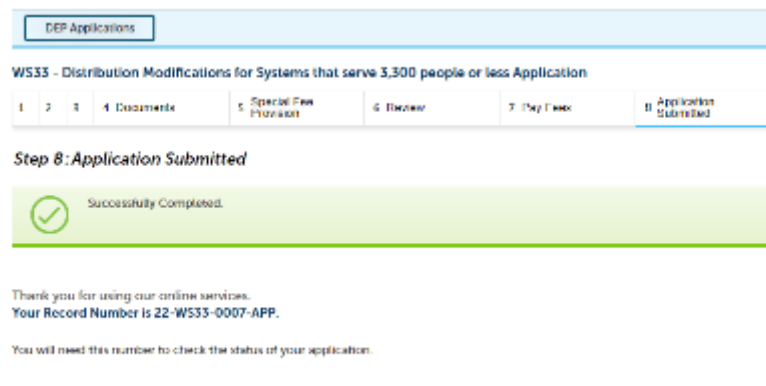
Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

*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



The screenshot displays the DEP Applications portal interface. At the top, there is a navigation bar with a button labeled "DEP Applications". Below this, the page title reads "W533 - Distribution Modifications for Systems that serve 3,300 people or less Application". A progress indicator shows eight steps: 1, 2, 3, 4 (Documents), 5 (Special Fee Proposal), 6 (Review), 7 (My Fees), and 8 (Application Submitted), with step 8 being the active and highlighted step. The main content area features a green banner with a checkmark icon and the text "Successfully Completed." Below the banner, a message states: "Thank you for using our online services. Your Record Number is 22-W533-0007-APP." A final line of text reads: "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 Test Test  
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?

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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-33-distribution-modifications-for-systems-that-serve-3300-people-or-fewer>

