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# WS37 –Approval of Transient Non-Community Source Less than 7 GPM 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 **WS37 – Approval of Transient Non-Community Source Less than 7 GPM 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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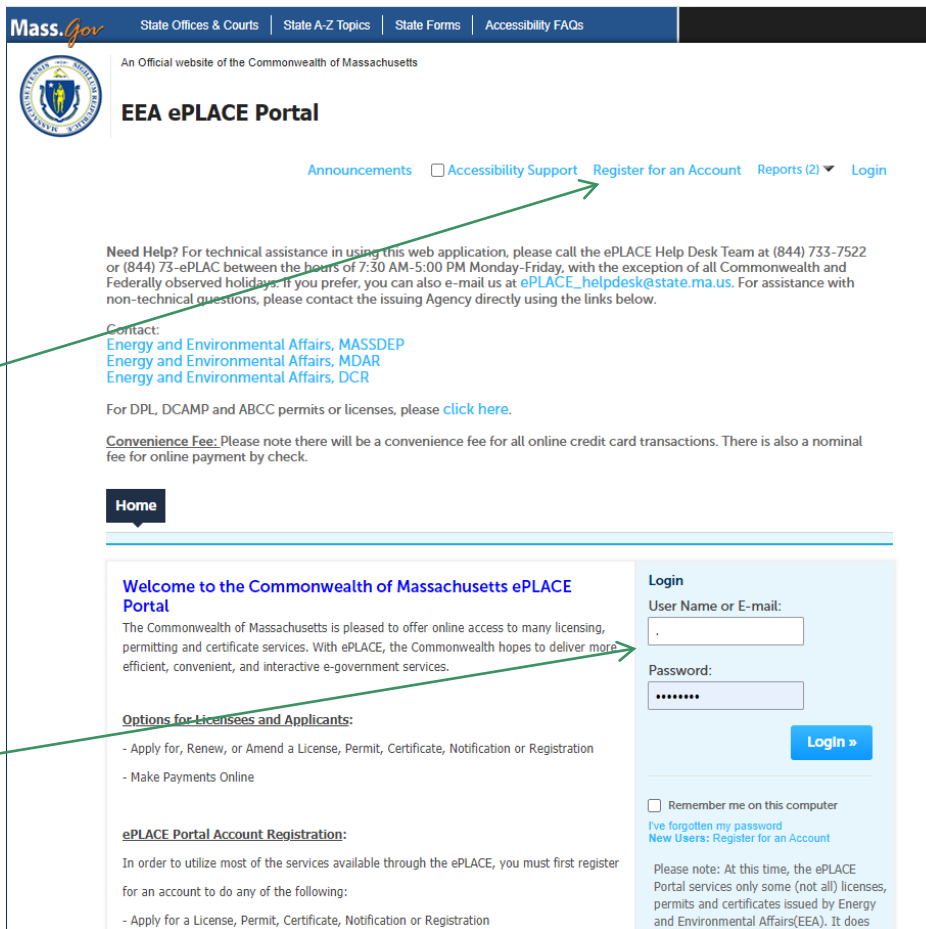
- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (\*) is required before you can move off the page.
- Click  to save your work and resume at a later time.
- Click on the tool tips where applicable to 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



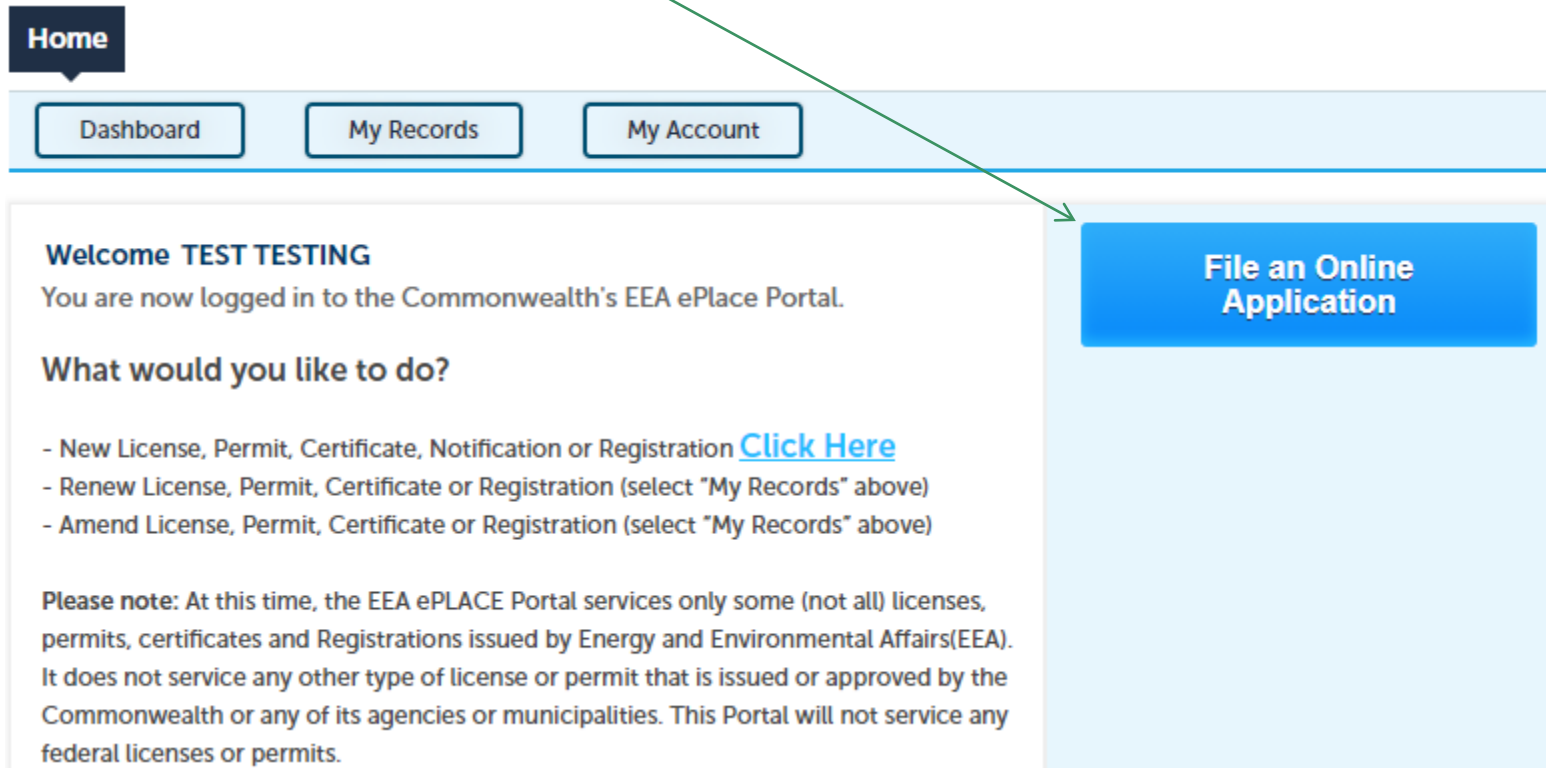
The screenshot shows the EEA ePLACE Portal website. At the top, there is a navigation bar with links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this is the "EEA ePLACE Portal" header. A green arrow points from the "Register for an Account" link in the navigation bar to the "Register for an Account" link in the main content area. Another green arrow points from the "Login" link in the navigation bar to the "Login" button in the login form. The login form includes fields for "User Name or E-mail" and "Password", a "Remember me on this computer" checkbox, and a "Login" button. Below the login form, there are sections for "Options for Licensees and Applicants" and "ePLACE Portal Account Registration".



EEA ePlace Portal

# 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 on the left contains a welcome message for 'TEST TESTING', a list of actions to take, and a note about the portal's scope. On the right side, there is a prominent blue button labeled 'File an Online Application'. A green arrow points from the text 'Click here to start' to this button.

**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)

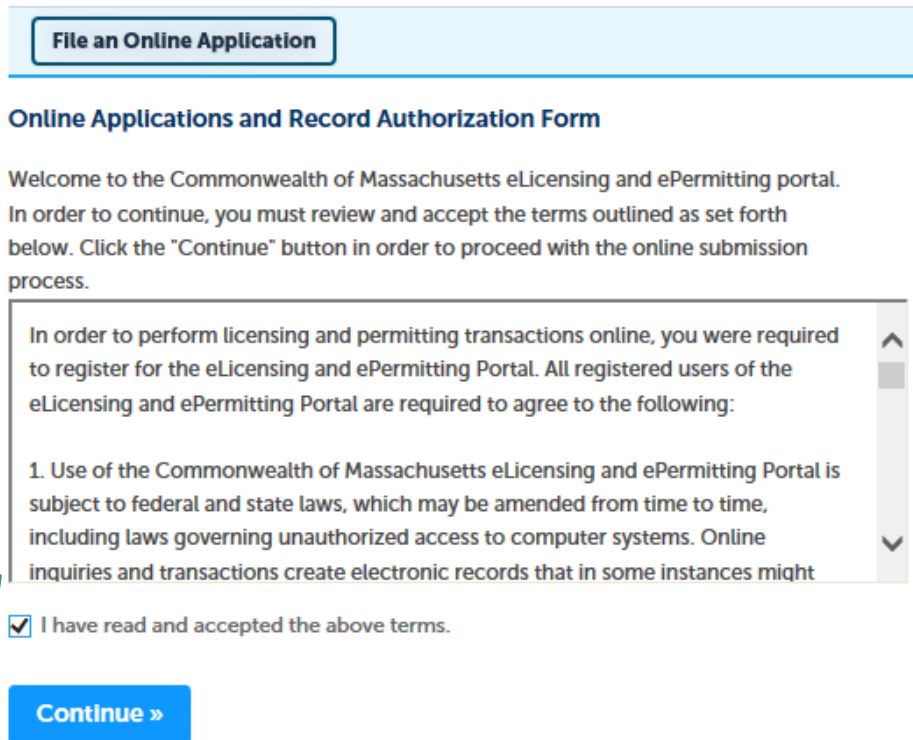
**Please note:** At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

**File an Online Application**



# 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 WS37 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

Continue >



# Apply for a WS37 Application

- ❑ Select “WS37 - Approval of Transient Non-Community Source Less than 7 GPM Application” and click the continue button at the bottom of the page to start your application

- Apply for a DEP Authorization - Drinking Water (DW)
  - WS37 - Zone II Use/Location Approval Application
  - WS85 - Zone II Use/Location Approval Application
  - WS10 - Class Connection Certification Application
  - WS11 - Major New Technology Approval Application
  - WS12 - Major New Technology Approval Application
  - WS13 - Approval to Site and Conduct a Pumping Test for a Source Less Than 7.0 GPM Application
  - WS15 - Approval of Pumping Test Report and to Construct a Source Less Than 7.0 GPM Application
  - WS17 - Approval to Site and Conduct a Pumping Test for a Source 7.0 GPM or Greater Application
  - WS19 - Approval of Pumping Test Report for Source of 7.0 GPM or Greater Application
  - WS20 - Approval to Construct a Source of 7.0 GPM or Greater Application
  - WS21 - Approval to Contact PWS State Application
  - WS22 - Approval of PWS Study Report Application
  - WS23 - Approval to Construct a Facility to Treat Less Than One Million GPD Application
  - WS24 - Approval to Construct a Facility to Treat More Than One Million GPD Application
  - WS25 - Approval of Treatment Facility Modification Application
  - WS26 - Disposition or Acquisition of Water Sundry Land Application
  - WS27 - New Technology Approval for Water Additives and Coatings with Third Party Approval Application
  - WS28 - Approval of One Vending Site/Source Prototype Application
  - WS29 - Chemical Addition (Control) for systems that serve more than 3,200 people Application
  - WS30A - Installation of Vending Machine Device Application
  - WS30B - Installation of PUUVOL Treatment Device Application
  - WS31 - New Technology for Water and Ice Making Vending Machines/PUUVOL Devices with Third Party Approval Application
  - WS32 - Distribution Modifications for Systems that serve more than 3,200 people Application
  - WS33 - Distribution Modifications for Systems that serve 3,200 people or less Application
  - WS34 - Chemical Addition (Control) for systems that serve less than or equal to 3,200 people Application
  - WS35A - Installation of Vending Mechanical for or More Locations on One Distribution System Application
  - WS35B - Installation of PUUVOL Treatment Device for or More Locations on One Distribution System Application
  - WS36 - Abandonment of Water Source Application
  - WS37 - Approval of Transient Non-Community Source Less Than 7 GPM Application
- Apply for a DEP Authorization - Hazardous Waste (HW)
- Apply for a DEP Authorization - NPDES (WW)
- Apply for a DEP Authorization - Laboratory Certification Program (LSP)
- 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 Redesign (WR)
- Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- Apply for a DEP Authorization - Wastewater Chapter 53 (WW)
- Apply for a DEP Authorization - 402 Water Quality Certification (WQ)
- Apply for an NDNR Authorization
- Apply for an RSA General Request
- Link Your Account - For MassDEP Only
- Other

[Continue »](#)





# Step 1: Pre-Application

- ❑ In order to submit a WS37 application, the applicant is required to consult with DEP. The details are requested here:

- ❑ “Have you consulted with the DEP?”

Answer: Yes – enter date

Or

Answer: No

- ❑ Click “Continue Application” to proceed

The screenshot displays the DEP Applications portal interface. At the top, there is a navigation bar with a 'DEP Applications' button. Below this, the title reads 'WS37 - Approval of Transient Non-Community Source Less than 7 GPM Application'. A progress indicator shows five steps: 1. Pre-Application (highlighted), 2. Contact Information, 3. Site Information, 4. Application Information, and 5. Documents. The current step is 'Step 1: Pre-Application > Page 1 of 1'. A blue 'Instructions' button is visible. The main section is titled 'Pre-Application Information' and includes a question: '\*Have you consulted with the DEP?' with radio buttons for 'Yes' and 'No'. Below this is a text input field for 'Date you consulted with DEP:' with a date picker showing '07/02/2022'. At the bottom, there are two blue buttons: 'Continue Application >' and 'Save and resume later'. A small asterisk indicates a required field.



# 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 2: 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 to represent the Company.

If you are the Permittee, you may click on the “Add New” button and select the appropriate Permittee.

If you are a consultant, engineer, attorney, or other authorized representative of a company, 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 the application, 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” to save your information and return to this page at a later date.

[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 3: 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 displays the 'DFP Applications' portal for a 'W537 - Approval of Transient Non-Community Source Less than 7 GPM Application'. The navigation bar shows steps 1 through 8, with '3 Site Information' highlighted. The page title is 'Step 3: Site Information > Page 1 of 1'. A note indicates that an asterisk (\*) denotes a required field. The 'Site Information' section contains the following fields: 'Name of Site', 'Street #', 'Street Name', 'Street Name 2', 'City', 'State' (a dropdown menu currently showing 'MA'), 'Zip', 'Latitude', and 'Longitude'. Each field has a help icon (i) to its right. At the bottom of the form, there are three buttons: 'Clear', 'Continue Application >', and 'Save and resume later'.



# Step 4: 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
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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 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



# Step 5: 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

WS37 - Approval of Transient Non-Community Source Less than 7 GPM Application

1	2	3 Site Information	4 Application Information	5 Documents	6 Special Fee Provision	7 Review	8
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Step 5: Documents > Page 1 of 1

\* indicates a required field.

Documents

The system allows documents of up to 50MB in size. If your document is greater than 50MB, please attach a brief description of document type and instructions on how you will provide the document to the agency.

Documents:

Please upload 4 Required Document(s) which are mandatory to Submit this Application:

1. Construction Plans and Specifications/Cut Sheets
2. Pumping Test Report
3. Surveyed Site Plans
4. 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.  
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Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

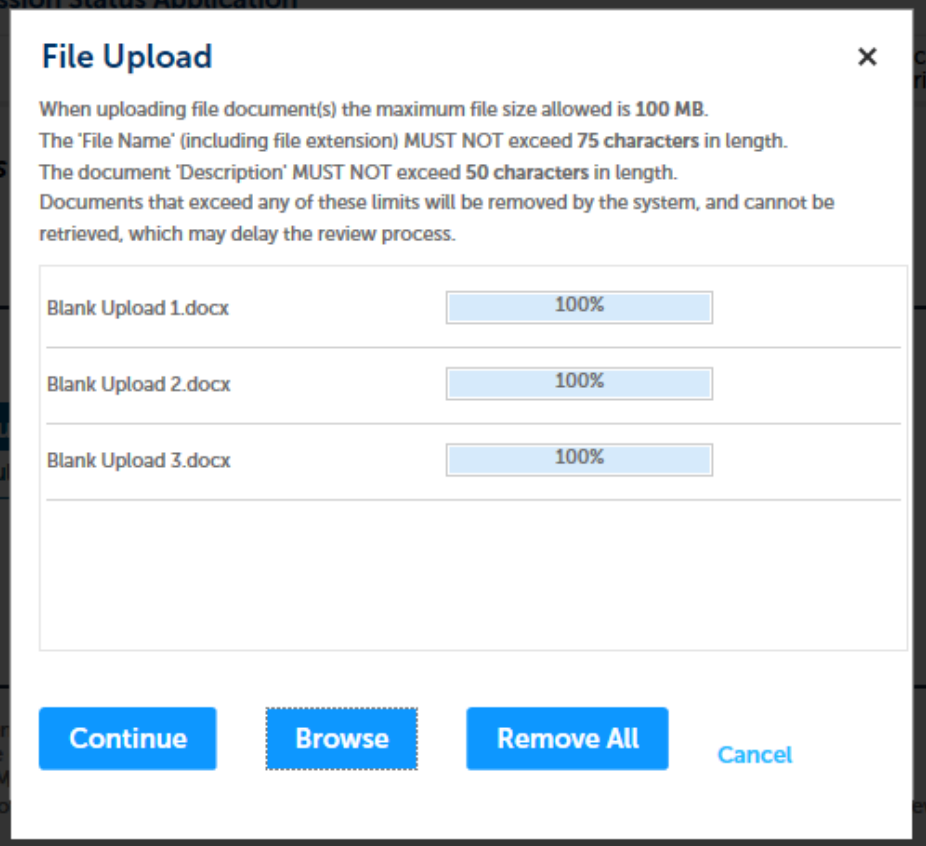
Continue Application »

Save and resume later



# Step 5: 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 5: 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 with three sections. Each section shows a file upload status (e.g., 'Blank Upload 1.docx', '100%'), a description field (e.g., 'Description (Maximum 50 characters):', 'A maximum of 50 characters.'), and a type dropdown menu (e.g., '\* Type:', '--Select--'). A 'Remove' button is visible next to each type dropdown. At the bottom, there are buttons for 'Save', 'Browse', 'Remove All', 'Continue Application >', and 'Save and resume later'.





# Step 5: 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 screenshot displays the 'DCP Applications' interface. At the top, a green message box states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this, the application title is 'WS37 - Approval of Transient Non-Community Source Less than 7 GPM Application'. The navigation tabs include 'San Information', 'Application Information', 'Documents', 'Special Fee Provider', and 'Review'. The current page is 'Step 5: Documents - Page 1 of 1'. A section titled 'Documents' contains a list of required documents: '1. Drinking Water Treatment Specifications/Plan', '2. Plumbing Test Report', '3. Sanitary Sewer Plan', and '4. Wastewater Permit'. Below this is an 'Attachment' table with columns for Name, Type, Size, Date Uploaded, Description, and Action. The table lists four documents: 'Document22.docx' (Sanitary Sewer Plan), 'Document12.docx' (Plumbing Test Report), 'Document17.docx' (NS Certification Form), and 'Document13.docx' (Construction Plans and Specifications/Cut Sheet). At the bottom, there are buttons for 'Browse', 'Continue Application', and 'Save and return later'.

Name	Type	Size	Date Uploaded	Description	Action
Document22.docx	Sanitary Sewer Plan	10.24 KB	30/03/2022	Yes	Action ▼
Document12.docx	Plumbing Test Report	10.24 KB	30/03/2022	Yes	Action ▼
Document17.docx	NS Certification Form	11.24 KB	30/03/2022	Yes	Action ▼
Document13.docx	Construction Plans and Specifications/Cut Sheet	11.24 KB	30/03/2022	Yes	Action ▼



# Step 6: Special Fee Provision

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

The screenshot displays the 'WSSD - Approval of Transient Non-Community Source Less than 7 GPM Application' interface. A progress bar at the top indicates the current step is '6. SPECIAL FEE PROVISION'. The main heading is 'Step 6: Special Fee Provision - Page 1 of 1'. Below this, the section 'Special Fee Provision' is visible. It contains a 'Description:' field with several checkboxes: 'Exclusion to special agreement or policy', 'Qualifies for WSSD', and 'Special fee has been waived'. There are also two empty text input fields. At the bottom of the form, there are two buttons: 'Continue Application' and 'Save and review later'.



# Step 7: 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

DCR Application

W537 - Approval of Transient Non-Community Source Less than 7 GPM Application

1 2 3 4 Applications Information 5 Documents 6 Special Use Wetlands 7 Review 8 Application Submittal

Step 7: 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 submittal you must contact the Department directly.

Review and Certification

Edit Application

DCR Application Information

Have you consulted with the DCR?	Yes
Date you consulted with DCR:	07/02/2022

Permittee

Individual  
Taraing Tardif  
220 Winter Street  
Dorset, MA, 02109  
United States  
Telephone at: 617-726-2211  
E-mail: gal.arnold@ma.gov

Permittee Company

Application Contributors

Showing 0 of 0

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



# Step 7: 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 8: 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

WSS7 - Approval of Transient Non-Community Source Less than 7 GPM Application

1 2 3 4 5 Documents 6 Special Fee Provision 7 Review 8 Pay Fees 9 Application Submitted

**Step 8: 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 2.5% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payment portal. Once you have made payment, you will be returned to your application for submission.

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
WSS7 Application Fees	\$810.00
<b>Total Fees</b>	<b>\$810.00</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**

CVV 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.

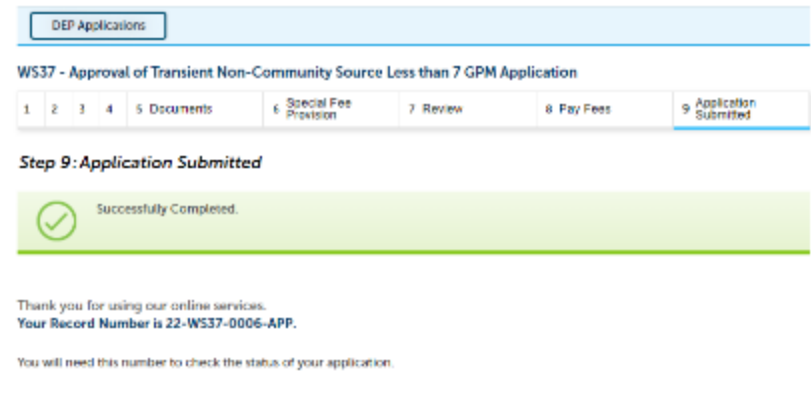
Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

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



# Step 9: 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 interface. At the top, there is a navigation bar with a button labeled "DEP Applications". Below this, the application title is "WS37 - Approval of Transient Non-Community Source Less than 7 GPM Application". A progress bar shows steps 1 through 9, with step 9, "Application Submitted", highlighted in blue. Below the progress bar, the text reads "Step 9: Application Submitted". A green banner with a checkmark icon and the text "Successfully Completed." is displayed. Below the banner, a message says "Thank you for using our online services. Your Record Number is 22-WS37-0006-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

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](#)

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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-37-approval-of-transient-non-community-source-less-than-7-gallons-per-minute>

