# WW07 – 401 Major Dredging (5000 cubic yards or greater) Project Application

MassDEP Bureau of Water Resources, Waterways & Wetlands



#### Overview

- This presentation is to assist in completing a new WW07 401 Major Dredging (5000 cubic yards or greater) Project Application.
- Dredging projects which must obtain federal licenses, and which would result in a discharge to state waters, must apply for this permit.
- The federal Clean Water Act requires a 401 Water Quality Certification for certain activities in wetlands and waters. This law gives states the authority to review projects that must obtain federal licenses or permits and that result in a discharge to state waters.
- The purpose of state 401 review is to ensure that a project will comply with state water quality standards and other appropriate requirements of state law.
- ☐ This presentation will take you screen by screen through the ePLACE online permitting application process.



## **General Navigation**

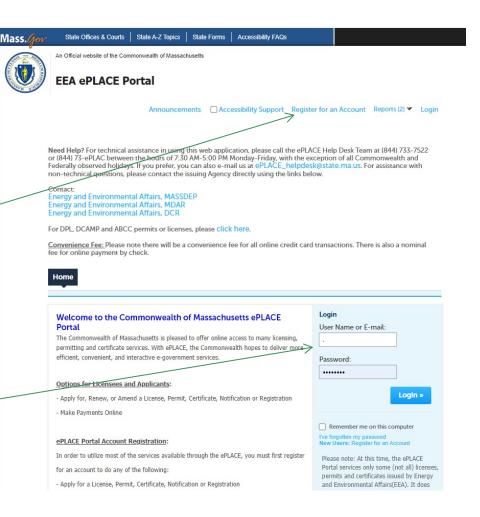
- Always Click Continue Application > to move to the next page
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (\*)is required before you can move off the page
- Click Sove and resume later to save your work and resume later
- Click on the 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:
  - Mass.gov Licensing and Permitting Portal
- ☐ 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



#### 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:

 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 WW07 Application

- □ Click on "Apply for a DEP Authorization-401 Water Quality Certification (WW) to expand the list of applications
- You can also search for the application on the search bar field

#### 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 DCR Authorization Special Use Permits
- Apply for a DEP Authorization Air Quality (AQ)
- Apply for a DEP Authorization Drinking Water (DW)
- 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 401 Water Quality Certification (WW)

Apply for a DCR Authorization - Construction and Vehicle Access Permits

- Apply for a DEF Authorization water Follution wastewater (w
- Apply for a DEP Authorization Water Pollution Residuals (WP)
- Apply for a DEP Authorization Toxic Use Reduction (TUR)
- Apply for a MDAR Authorization
- Apply for an EEA General Request

Continue



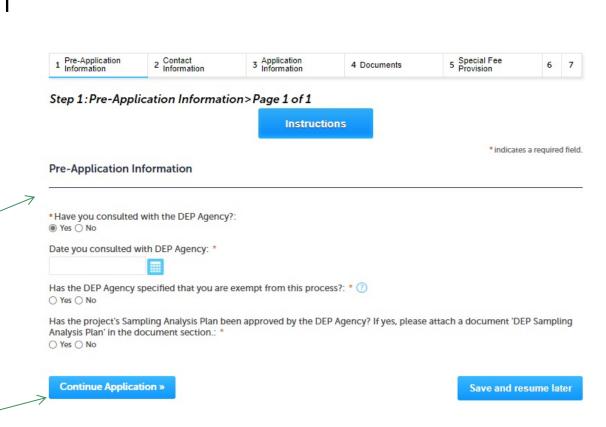
#### Apply for a WW07 Application

- Select "WW07 401 Major Dredging (5000 cubic yards or greater) Project Application" and click continue at the bottom of the page to start your application
- Apply for a DCR Authorization Construction and Vehicle Access Permits
- Apply for a DCR Authorization Special Use Permits
- Apply for a DEP Authorization Air Quality (AQ)
- Apply for a DEP Authorization Drinking Water (DW)
- 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 401 Water Quality Certification (WW)
  - WW07 401 Major Dredging (5000 cubic yards or greater) Project Application
  - O WW08 401 Minor Dredging (less than 5000 cubic yards) Project Application
  - WW10 401 Major Fill and Excavation Project Application
  - WW11 401 Minor Fill and Excavation Project Application
  - WW13 Renovation of Abandoned Cranberry Bogs Application
- Apply for a DEP Authorization Water Pollution Wastewater (WP)
- Apply for a DEP Authorization Water Pollution Residuals (WP)
- Apply for a DEP Authorization Toxic Use Reduction (TUR)
- Apply for a MDAR Authorization
- Apply for an EEA General Request

Continue »



- ☐ To submit a WW07 401
  Major Dredging (5000
  cubic yards or greater)
  Project Application, preconsultation with the
  DEP Agency is
  mandatory
- □ Please provide the preconsultation information in this section
- Click "Continue Application" to proceed

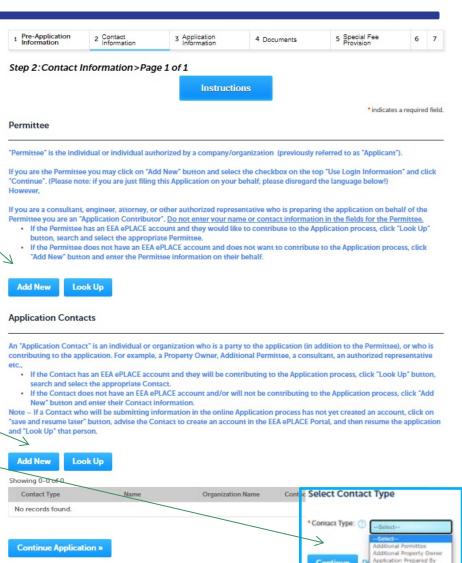




#### **Step 2: Contact Information**

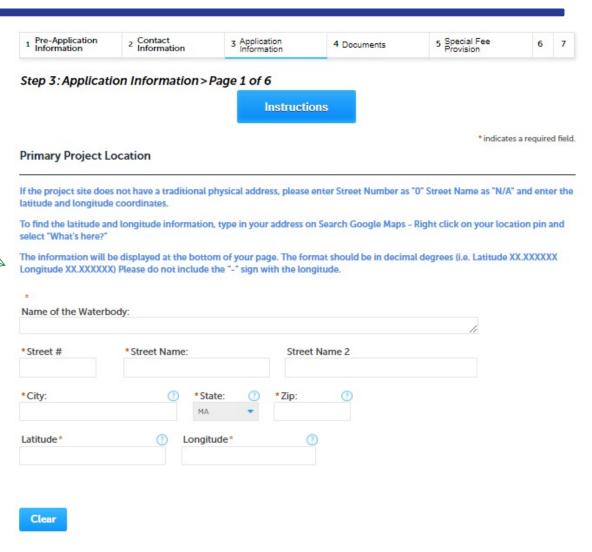
- Please Enter the contact information.
- → Permittee: Read instructions to enter "Permittee" then Click "Add New" or "Look up".
- Application Contacts: If you have additional contacts Permittee(s), Property Owner(s) or other; Please read instructions then click on "Add New" or "Look up" and follow the prompts
- Select corresponding "Contact Type" and follow the prompts to enter additional information. Repeat for each contact type that is needed for your application





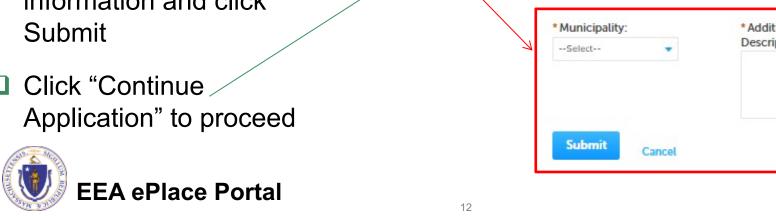
emittee Company

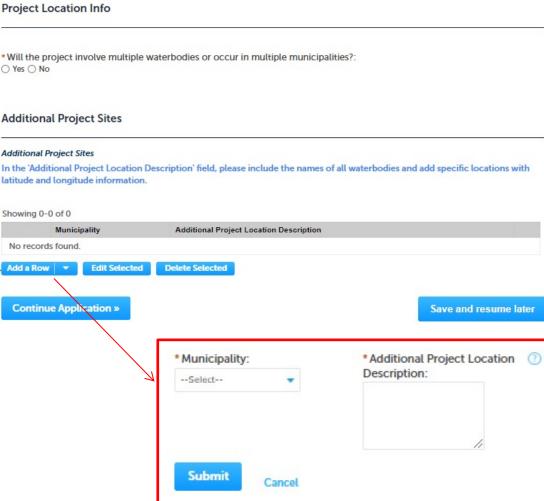
 □ Please read instructions on how to enter information on your Primary Project Location



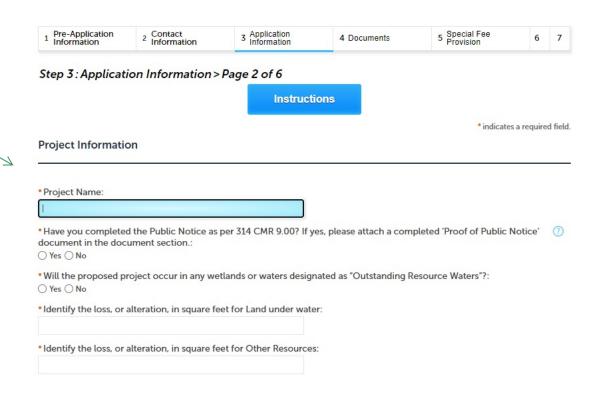


- **Enter the Project Location** Info
- If the project occurs in other municipalities, then please list all the additional project sites in the table
- Click on "Add a Row" to List all components of the table and enter the information and click Submit



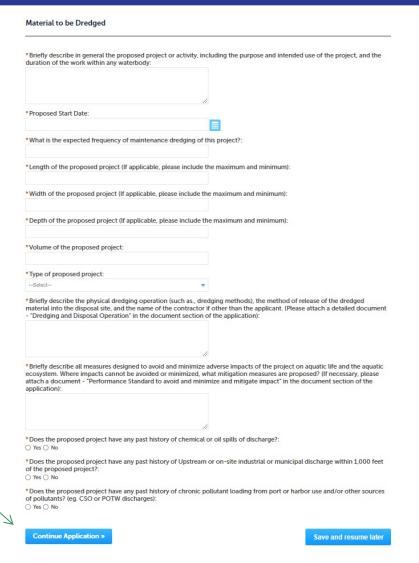


■ Enter information in Project Information section



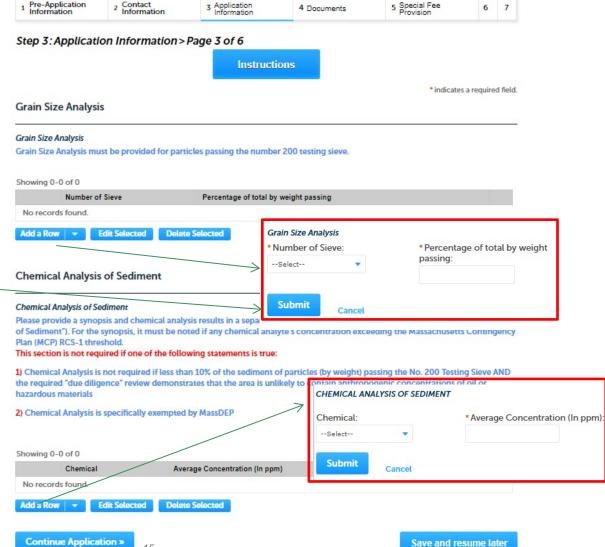


- Enter information in Material to beDredged section
- Click "Continue Application" to proceed



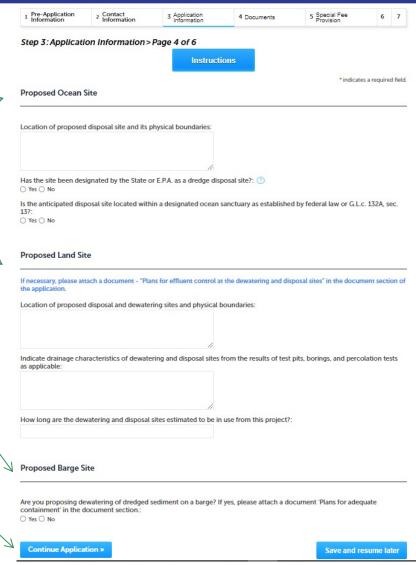


- Enter the Grain Size Analysis and if applicable, **Chemical Analysis of** Sediment information
- Click on "Add a Row" to list all components of the table and enter the information and click Submit. –
- Click "Continue Application" to proceed



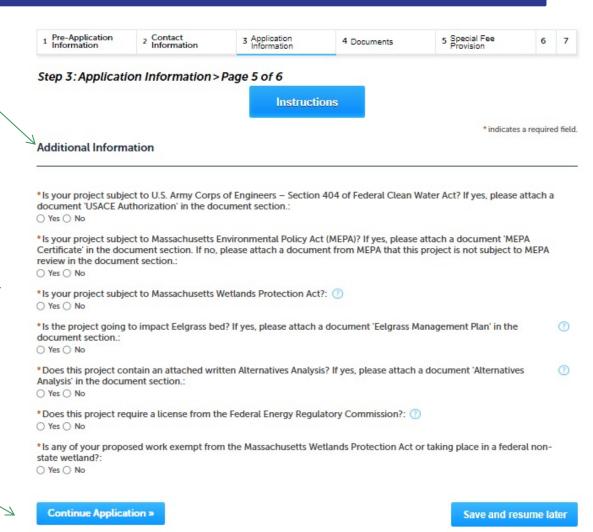


- If applicable, please fill out these sections:
  - ☐ Proposed Ocean Site
  - ☐ Proposed Land Site
  - ■Proposed Barge Site
- Click "Continue Application" to proceed



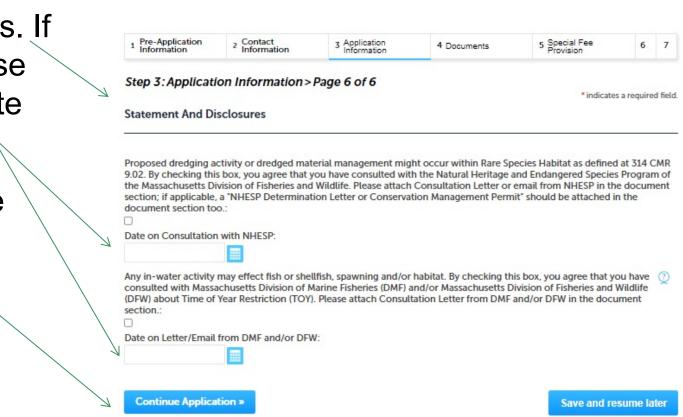


- Enter the additional information section
  - Based on your answer, the system might provide you additional fields to gather more information
  - It is optional to provide documents upon availability
- Click "Continue Application" to proceed





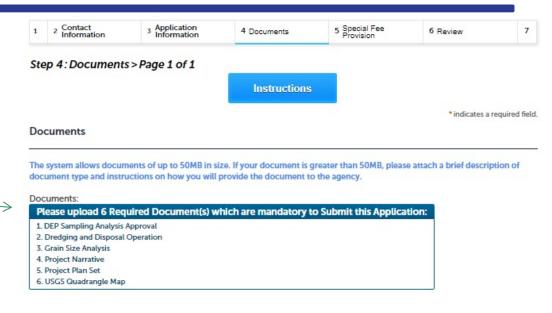
- Attest the Statement and Disclosures. If available, please provide the Date information
- Click "Continue Application" to proceed





#### Step 4: Document

- Upload all required documents for your application
  - ☐The required \_\_\_\_\_documents will be listed on the table
- □ To begin attaching documents, click "Browse"



#### Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.

The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.

The document 'Description' MUST NOT exceed 50 characters in length.

Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process. bat; .bn; .dl; .exe; .js; .ms; .sqt; .vbs; ade; adp; chm; cmd; com; cpl; hta; ins; isp; jar; jse; lib; lnl; mde; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name Type Size Latest Update Description Action

No records found.

Browse

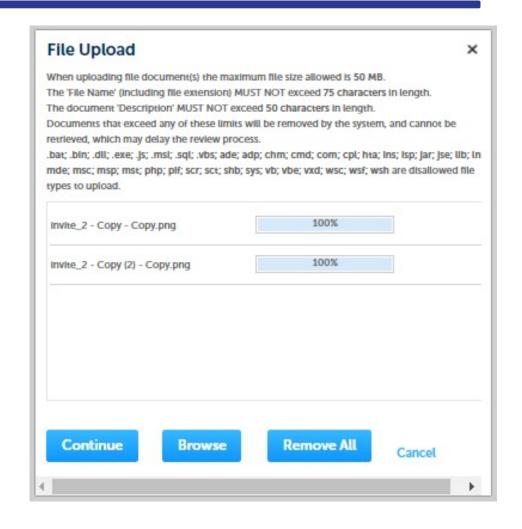
Continue Application »

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"



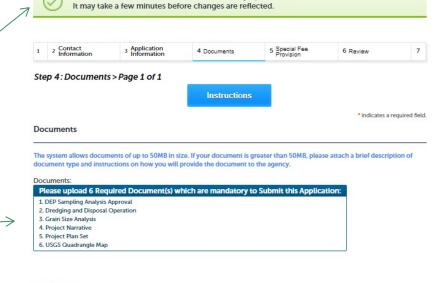


## Step 4: Documents (Attaching)

Select the document Blank Upload 1.docx 100% \*Description (Maximum 50 characters): A maximum of 50 characters type Provide a description of \*Type: --Select-each document that you Blank Upload 2.docx 100% uploaded Description (Maximum 50 characters): A maximum of 50 characters Click "Browse" to add \*Type: more documents -- Select--Blank Upload 3.docx When all documents are Description (Maximum 50 characters): A maximum of 50 characters. uploaded and described, click "Save" 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.

#### Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.

The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.

The document 'Description' MUST NOT exceed 50 characters in length.

Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process. bat, binr, dlt, exer, js, mst, sqt, vhs; ade; adp; chm; cmd; com; cpt; hta; ins; isp; jar; jse; lib; lnl; mde; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vxd; wsc; wsf; wsh are disallowed file types to upload.

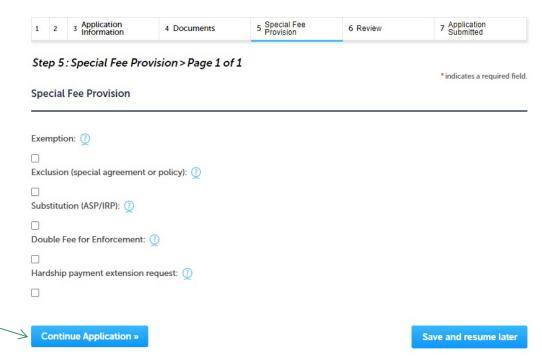
Name	Туре	Size	Latest Upo	date	Description	Action
invite_1 - Copy (2) - Copy.png	Project Narrative	88.12 KB	06/21/2021		sdf	Actions▼
invite_1 - Copy (2).png	Project Plan Set	88.12 KB	06/21/2021		sfdg	Actions▼
invite_1 - Copy - Copy.png	Grain Size Analysis	88.12 KB	06/21/2021		sfg	Actions▼
invite_1 - Copy - Copy (2).png	Dredging and Disposal Operation	88.12 KB	06/21/2021		sdfg	Actions▼
invite_1 - Copy - Copy - Copy.png	DEP Sampling Analysis Approval	88.12 KB	06/21/2021		dsfg	Actions▼
			< Prev	1 2	Next >	





#### Step 5: Special Fee Provision

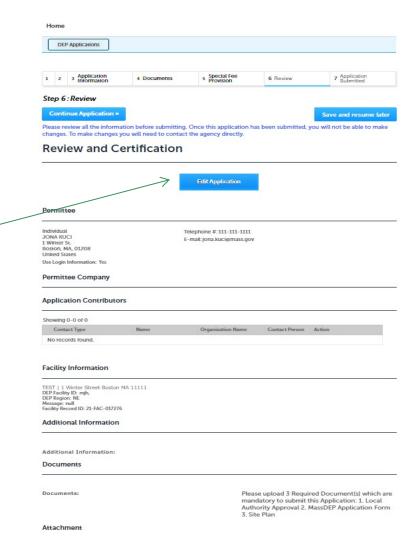
- □ If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click "Continue Application" to proceed





#### Step 6: Review

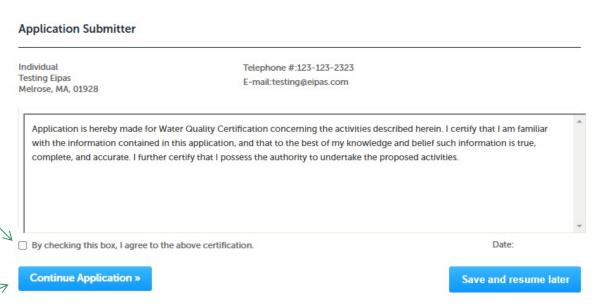
- □ The entire application is shown on a single page for your review
- □ If you note something you want to change, click "Edit Application"
- Otherwise, continue to the bottom of the page





#### Step 6: Review

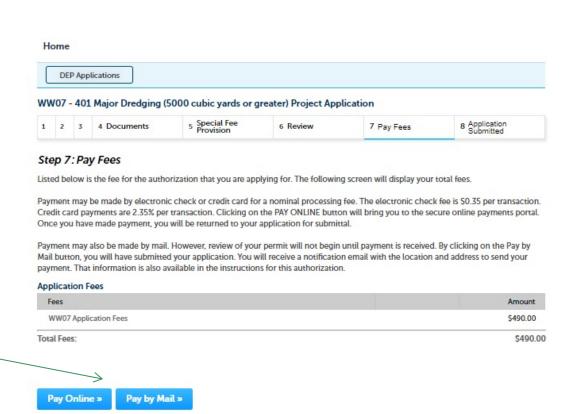
- Read the Certification Statement
- Click the check the box to complete your certification
- Click on "Continue Application" to proceed with the submittal of your application





## Step 7: Pay Fees

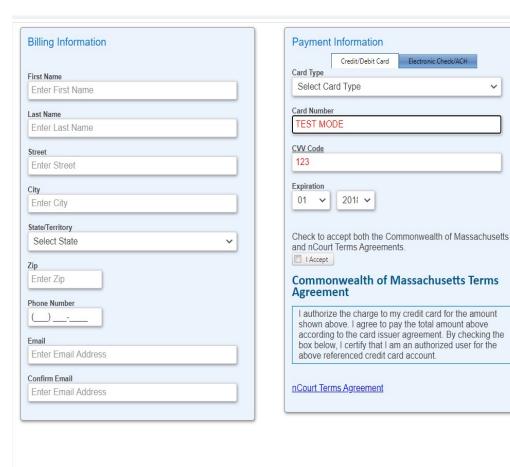
- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to continue





## 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



Please Verify above information before the Submit Payment

Button is pressed. Do not click Submit Payment button more than one time.



Back

#### Pay by Mail

- ☐ If you choose "Pay by mail"
  - □Check your email for instructions
- Your application will not be reviewed until payment is received

To Pay 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.

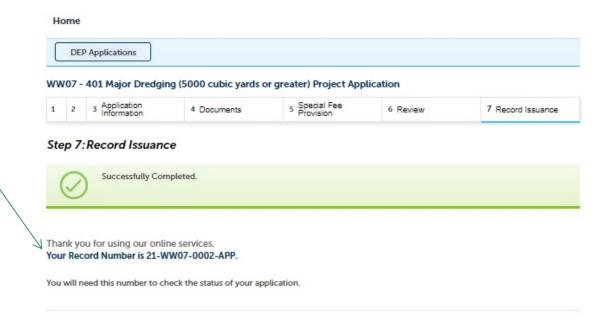
**To Pay by Mail:** If you choose to "Pay by Mail", please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Record Number 21-WW13-0005-APP on the check or money order that must be sent to the address below.

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!

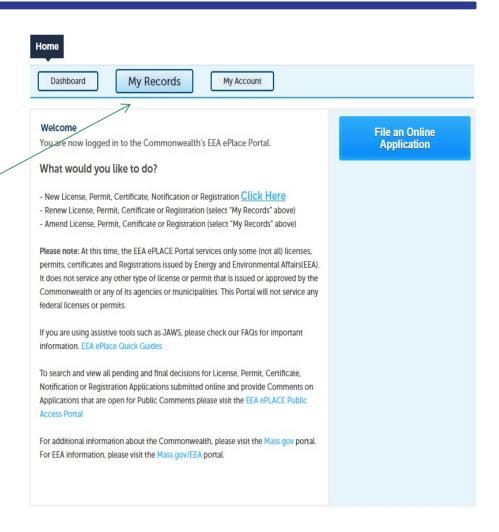
- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications





## To check the status of an application

- Log on to EEA ePlace portal
  - Mass.gov Licensing and Permitting Portal
- □ 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: <u>ePLACE\_helpdesk@state.ma.us</u>

For business related questions, please visit the link below: <u>WW 07, 08, 09: Major/Minor Dredging Projects</u>

