
WW09 - Dredging Project Amendment

MassDEP Bureau of Water Resources, Waterways & Wetlands





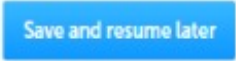

EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a new **WW09 - Dredging Project Amendment**
- ❑ Use WW09 for any Amendment of Certification for Dredging
- ❑ 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  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

Log in to your account:

- ❑ Click or type this address on your browser:
[Mass.gov Licensing and Permitting Portal](https://www.mass.gov/Licensing-and-Permitting-Portal)
- ❑ Log into your account in EEA ePlace using your username/password

Mass.gov | State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

EEA ePLACE Portal

[Announcements](#) | [Accessibility Support](#) | [Register for an Account](#) | [Reports \(2\)](#) | [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:
[Energy and Environmental Affairs, MASSDEP](#)
[Energy and Environmental Affairs, MDAR](#)
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration

Login

User Name or E-mail:

Password:

[Login »](#)

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

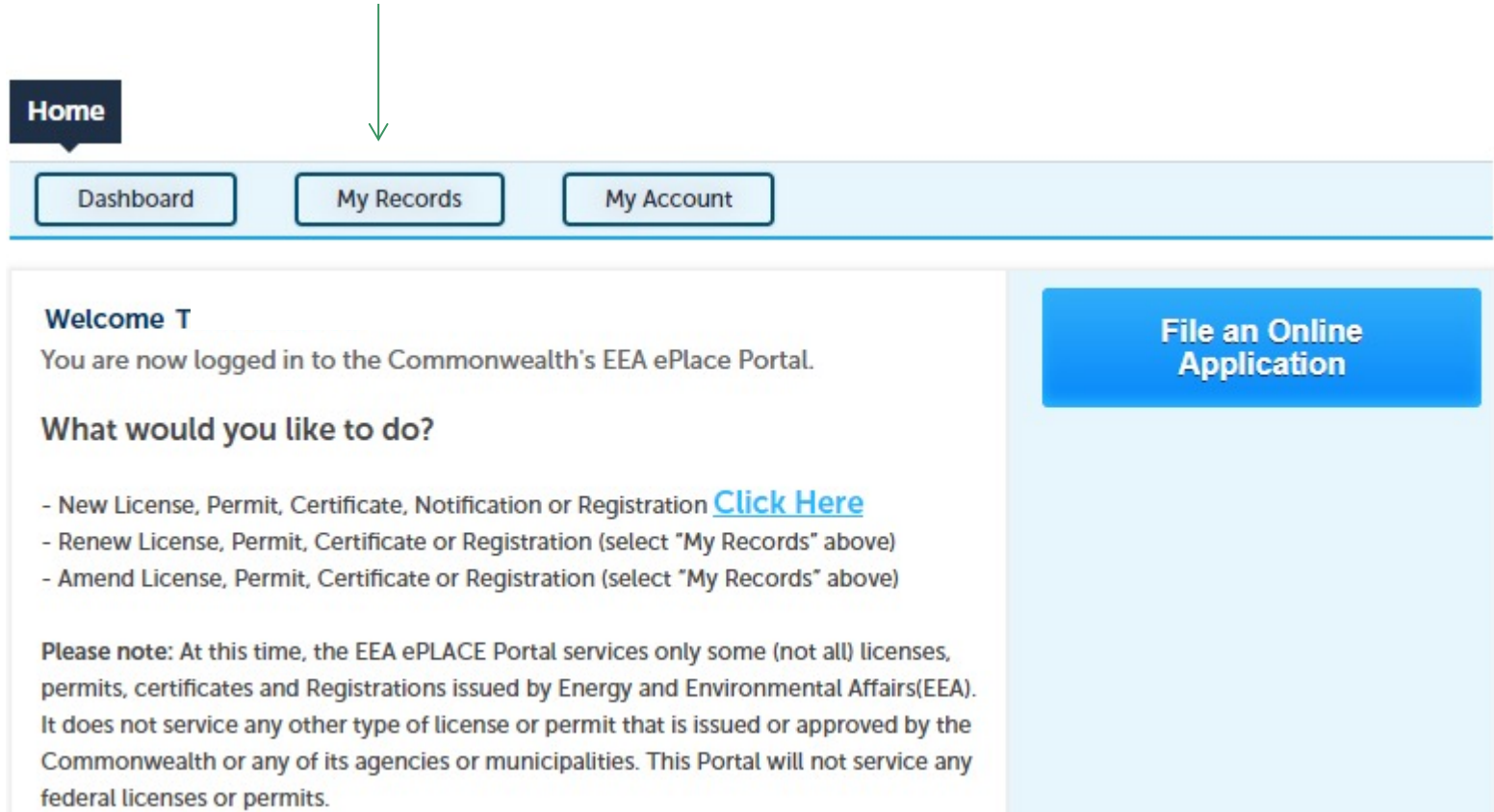
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does



EEA ePlace Portal

File an online WW09 Amendment

- ❑ Click on “ My Records” tab to start



The screenshot shows the EEA ePlace Portal interface. At the top, there is a navigation bar with three tabs: "Home", "Dashboard", "My Records", and "My Account". A green arrow points from the "My Records" tab to a blue button on the right side of the page that says "File an Online Application".

Welcome T
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.



Access your record

- ❑ A list of your records will be displayed
- ❑ You can amend Dredging information for a Major or Minor Dredging Project
- ❑ Depending on your amendment requirement locate the permit record you need to Amend
- ❑ Click on “Amendment” link to continue

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 42 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	04/28/2021	WW08-0000001	WW08 - Minor Dredging Project wwn1 -	34 Revere, MA 12323			Active	Amendment

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 42 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	04/28/2021	WW07-0000004	WW08 - Minor Dredging Project	34 Revere, MA 12323			Active	Amendment



Step 1: Contact Information

- ❑ Your current Authorization information will be displayed
- ❑ You can modify the information accordingly, if applicable
- ❑ Select corresponding “Contact Type” and follow the prompts to enter additional information. Repeat for each contact type that is needed for your application
- ❑ Click “Continue Application” to proceed



EEA ePlace Portal

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

[Instructions](#)

* indicates a required field.

Permittee

"Permittee" is the individual or an authorized individual by a Company applying for this application.

Permittee:

Test Test K
12
Malden, MA, 23434
Telephone #: 222-222-2222 Email: d@ad.com

[Edit or View](#)

Application Contacts

An "Application Contact" is an individual or organization who is a party to the application (in addition to the Permittee), or who is contributing to the application. For example, a Property Owner, Additional Permittee, a consultant, an authorized representative etc.,

- If the Contact has an EEA ePLACE account and they will be contributing to the Application process, click "Look Up" button, search and select the appropriate Contact.
- If the Contact does not have an EEA ePLACE account and/or will not be contributing to the Application process, click "Add New" button and enter their Contact information.

Note – If a Contact who will be submitting information in the online Application process has not yet created an account, click on "save and resume later" button, advise the Contact to create an account in the EEA ePLACE Portal, and then resume the application and "Look Up" that person.

[Add New](#) [Look Up](#)

Showing 1-3 of 3

Contact Type	Name	Organization Name	Contact Person	Action
Additional Property Owner	Additional Property Owner			Edit/View Delete
Permittee Company		Permittee Company		
Additional Permittee		Additional Permittee	XYZ	

[Continue Application >](#)

Select Contact Type

* Contact Type:

[Continue](#)

Additional Permittee
Additional Property Owner
Application Prepared By
Permittee Company
Property Owner

Step 2: Application Information

- ❑ In this section Location information is displayed to be viewed only and cannot be edited
- ❑ If you have any location modification, you will be able to add those in the Amedment Information Section in the next page
- ❑ Click “Continue Application” to proceed

WW09 - Dredging Project Amendment

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Step 2: Application Information > Page 1 of 1

[Instructions](#)

* indicates a required field.

Primary Project Location

Name of the Waterbody:
34

* Street # Street Name: Street Name 2
34 Mald

* City: * State: * Zip:
Reverse MA 12323-

Latitude* Longitude*
22 234

[Search](#) [Clear](#)

Project Location Info

Will the project will occur in multiple municipalities?:
 Yes No

Additional Project Sites

Additional Project Sites

Showing 1-1 of 1

Municipality	Description
Municipality	Description

[Continue Application >](#) [Save and resume later](#)



Step 2: Application Information

- ❑ Please select the Amendment Reason
- ❑ Note – The fees for the amendment are calculated according to the amendment reason
- ❑ Enter the Amendment Information in the below section
- ❑ Click “Continue Application” to proceed

WW09 - Dredging Project Amendment

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Step 2: Application Information > Page 2 of 2

[Instructions](#)

* indicates a required field.

Amendment Reason

Increase or Decrease in Dredge Volume or Area:

Change in Dredging Method or Disposal Method or Location:

Other:

Amendment Information

If this is a significant modification/amendment then you might need a MEPA Certificate and complete the public notice process. If you have questions, please call the Water Quality Certification Administrator at 617-292-5893 or email at david.w.wong@mass.gov.

* Please write a brief summary of proposed changes in the project. Provide justification with more detailed information by attaching a document - "Justification of Proposed Changes" in the document section:

* For the above proposed changes, will there be any potential impacts to water quality and natural resources as well as any additional mitigation? If yes, please attach a document 'Impact Analysis and Mitigation Measures' in the document section.:
 Yes No

* For the proposed change in the dredging area are you submitting a sediment analysis data of representative sample(s) for grain size and contaminants as required by current policy and regulation (314 CMR 9.07)? If yes, please attach a document 'Sediment Analysis Data' in the document section.:
 Yes No

* Are you proposing any change in one or more certification conditions? If yes, please attach a document 'Proposed Condition Changes Explanation' in the document section.:
 Yes No

* Are you proposing to modify the originally authorized location(s)?
 Yes No

[Continue Application »](#) [Save and resume later](#)



Step 3: Document

❑ Upload all required documents for your application

❑ The required documents will be listed on the table

❑ To begin attaching documents, click “Browse”

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Step 3: Documents > Page 1 of 1

* indicates a required field.

Documents

Documents:

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

1. Copy of the existing certification
2. Justification of Proposed Changes
3. Plan showing Project Changes
4. Summary of Proposed Changes

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; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .pif; .scr; .sct; .shb; .sys; .vb; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

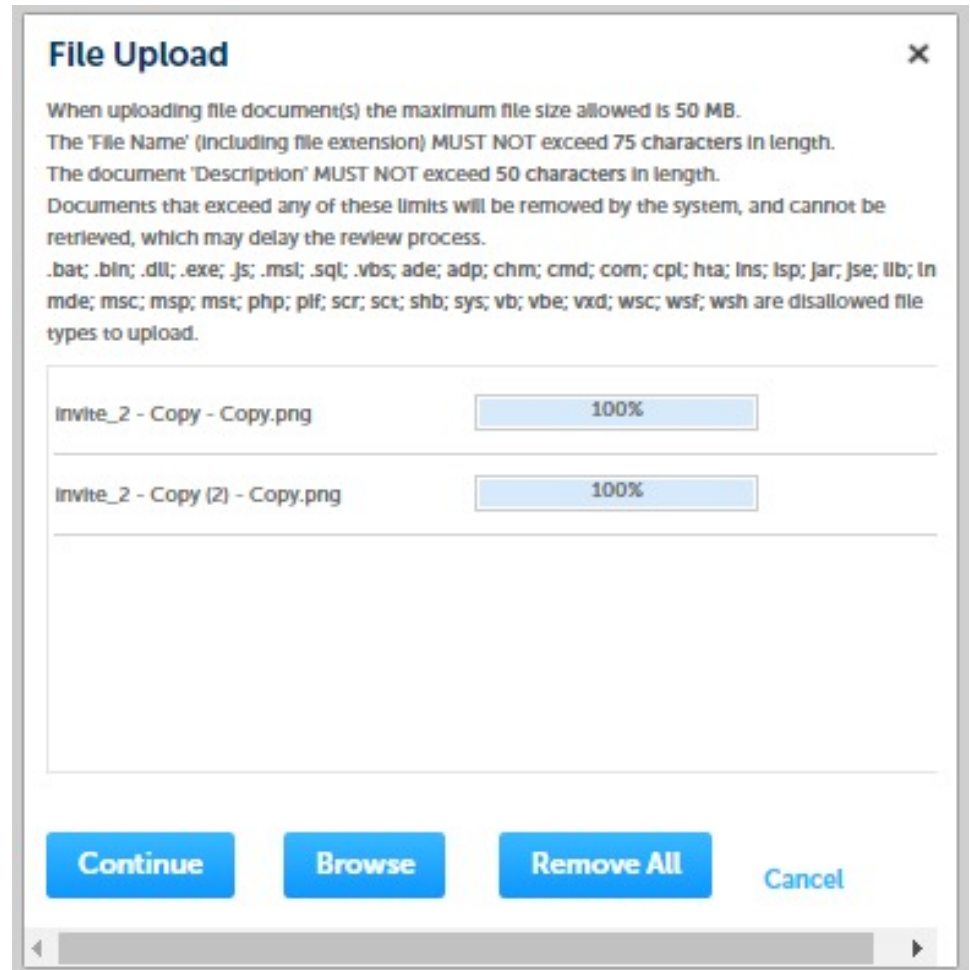
Continue Application >

Save and resume later



Step 3: 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 3: 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 a document upload interface with three document entries. Each entry includes a file name, a progress bar showing 100% completion, a description field with a 50-character limit, and a type dropdown menu. The entries are:


- File: Blank Upload 1.docx (100%)
- File: Blank Upload 2.docx (100%)
- File: Blank Upload 3.docx (100%)

At the bottom of the interface, there are buttons for "Save", "Browse", "Remove All", and "Continue Application". A "Save and resume later" button is also present in the bottom right corner.



Step 3: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ When ready, click on “Continue Application” to proceed

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

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Step 3: Documents > Page 1 of 1 * indicates a required field.

Documents

Documents:

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

1. Copy of the existing certification
2. Justification of Proposed Changes
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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; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .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
invite_1 - Copy.png	Copy of the existing certification	88.12 KB	Pending	fgh	
invite_1.png	Justification of Proposed Changes	88.12 KB	Pending	dh	
invite_2 - Copy.png	Plan showing Project Changes	51.99 KB	Pending	dfgh	
invite_2.png	Summary of Proposed Changes	51.99 KB	Pending	dfh	

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



Step 4: Special Fee Provision

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

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Step 4: Special Fee Provision > Page 1 of 1

[Instructions](#)

* indicates a required field.

Special Fee Provision

Check if applicable:

Exemption: [?](#)

Exclusion (special agreement or policy): [?](#)

Substitution (ASP/IRP): [?](#)

Double Fee for Enforcement: [?](#)

Hardship payment extension request: [?](#)

[Continue Application »](#) [Save and resume later](#)



Step 5: 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

WW09 - Dredging Project Amendment

1	2 Application Information	3 Documents	4 Special Fee Provision	5 Review	6 Application Submitted
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Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all the information before submitting. Once this application has been submitted, you will not be able to make changes. To make changes you will need to contact the agency directly.

Review and Certification

[Edit Application](#)

Permittee

Individual
Test Test K
12
Malden, MA, 23434
United States

Telephone #:222-222-2222
E-mail:d@ad.com

Application Contacts

Showing 1-3 of 3

Contact Type	Name	Organization Name	Contact Person	Action
Additional Property Owner	Additional Property Owner			Edit/View
Permittee Company		Permittee Company		Edit/View
Additional Permittee		Additional Permittee	XYZ	Edit/View

Primary Project Location

34 | 34 Mald Revere MA 12323

Project Location Info

Will the project will occur in multiple municipalities?:

Yes



Step 5: 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

Application is hereby made for Water Quality Certification concerning the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities.

By checking this box, I agree to the above certification.

Date:

[Continue Application >](#)

[Save and resume later](#)



Step 6: Pay Fees

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

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DEP Applications

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1	2	3 Documents	4 Special Fee Provision	5 Review	6 Pay Fees	7 Application Submitted
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Step 6: 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
WW09 Amendment Fees	\$280.00
Total Fees:	\$280.00

[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

- 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 7: Submission Successful!

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


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DEP Applications

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1	2	3 Documents	4 Special Fee Provision	5 Review	6 Pay Fees	7 Record Issuance
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Step 7: Record Issuance

 Successfully Completed.

Thank you for using our online services.
Your Record Number is 21-WW09-0002-AMD.

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
- ❑ [Mass.gov Licensing and Permitting Portal](#)
- ❑ Go to your “My Records” page to see and/or track the status of an application

Home

Dashboard My Records My Account

Welcome
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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?

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:
[WW 07, 08, 09: Major/Minor Dredging Projects](#)

