



# BRP WP 64a Approval of Tight Tank Instructions and Supporting Materials

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## Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



# BRP WP 64a Approval of Tight Tank Permit Fact Sheet

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## 1. What is the purpose of these approvals?

These approvals are necessary to ensure that the treatment and disposal of sanitary sewage through the use of an on-site subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

BRP WP 64a establishes a process for MassDEP review of proposed installation of tight tanks for site-specific use. Tight tanks are used only to eliminate a failed on-site system when there is no other feasible alternative to upgrade the system in accordance with Title 5 and a sewer connection is not feasible.

## 2. Who must apply?

Any individual, business or organization desiring to install a tight tank in accordance with 310 CMR 15.260 and 310 CMR 15.000.

## 3. What is the application fee?

For BRP WP 64a: \$430.

## 4. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:  
Department of Environmental Protection (2 copies)  
\_\_\_\_\_ \* Regional Office  
Title 5 Permitting Program

\*See <http://www.mass.gov/dep/about/region/findyour.htm> to identify the appropriate MassDEP Regional Office for your location

There is no Reserve Copy Location for these permits.

## 5. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: [www.mass.gov/dep/service/online/fees.htm](http://www.mass.gov/dep/service/online/fees.htm)

## 6. What is the annual compliance fee?

There is no annual compliance fee for these permits.

## 7. How long are these approvals in effect?

These approvals remain valid as long as the system and facility served remain unchanged.

## 8. How can I avoid the most common mistakes made in applying for these approvals?

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure two copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer.
- c. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.



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**9. What are the regulations that apply to these approvals? Where can I get copies?**

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore  
Room 116  
Boston, MA 02133  
617-727-2834

State Bookstore  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376

DEP Regulations also are available on MassDEP's web site, at [www.mass.gov/dep](http://www.mass.gov/dep).



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection - Title 5 Permitting

## **BRP WP 64a Approval of Tight Tank**

### **Completeness Checklist**

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- The MassDEP Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>. If the applicant is a municipality, "Fee Exempt" has been selected from among the Special Provisions under the Amount Due section of the Transmittal Form.
- A MassDEP application form for the permit category for BRP WP 64a has been completed. The following information has been provided:
  - Name and address of applicant/owner.
  - Location (address) of facility.
  - Name, address and telephone number of design engineer or sanitarian.
  - Identification of the approval requested and the necessary documentation to support it.
- Two (2) complete sets of plans and specifications, including a locus map, have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian.

A copy of the complete application submitted to the local approving authority along with their written approval of the application (310 CMR 15.260(1)).

To submit the application package:

- Checklist items have been completed.
- Send two copies of the application along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Title 5 Permitting Program

\*See <http://www.mass.gov/dep/about/region/findyour.htm> to identify the appropriate MassDEP Regional Office for your location.

- Send fee in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211



**Massachusetts Department of Environmental Protection  
Bureau of Bureau of Resource Protection – Title 5 Permitting  
BRP WP 64a Approval of Tight Tank**

Transmittal Number \_\_\_\_\_

Facility ID# (if known) \_\_\_\_\_

Please read the Instructions and Supporting Materials before filling out this form.

**A. General Information**

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

2. Facility Address/Location (if different from Applicant):

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

3. System Designer Information (RS or PE):

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

4. Registration:

P.E. \_\_\_\_\_

Sanitarian \_\_\_\_\_

Registration # \_\_\_\_\_

5. Does this project require a filing under 301 CMR 11.00 and MGL C.30 ss 61-62H, the Massachusetts Environmental Policy Act?  Yes  No

If yes, has a filing been made?  Yes  No

If Yes, EOEA File # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Massachusetts Department of Environmental Protection**  
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**A. General Information (cont.)**

6. The legal entity which owns this facility is:

- Individual       Municipality       Private Partnership  
 Federal       State/County       Corporation  
 Other:

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Specify

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7. Two (2) complete sets of plans and specifications, properly stamped and signed by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian must accompany the application. The plans must be prepared in accordance with 310 CMR 15.260(2).

Are plans and specifications enclosed?  Yes  No

Have the plans been revised?  Yes  No

8. If applying for a tight tank (BRP WP 64a) and the system has failed, documentation must be submitted supporting the determination that no other feasible alternative exists to upgrade the system in accordance with 310 CMR 15.201 through 15.293.

Is the documentation attached?  Yes  No

9. If applying for a tight tank (BRP WP 64a) for new construction or for increased flow to existing systems, and the system is for boat waste pump-out facilities, documentation must be submitted supporting the determination that no other feasible alternative exists.

Is the documentation attached?  Yes  No

10. If applying for a tight tank (BRP WP 64a) for new construction or for increased flow to existing systems and the system serves buildings necessary for the operation of a public water supply, documentation must be submitted supporting the determination that it is not feasible to connect to a sewer or to construct a system in compliance with 310 CMR 15.000.

Is the documentation attached?  Yes  No

11. If applying for a tight tank (BRP WP 64a), a plan for the disposal of the contents, including the method and frequency of disposal and a written statement from a licensed septage transporter specifying a disposal site and method of disposal, must accompany this application.

Is the documentation attached?  Yes  No

12. If applying for a tight tank (BRP WP 64a), an operation and maintenance plan acceptable to the local approving authority must accompany this application.

Is the documentation attached?  Yes  No

13. Is the complete application submitted to the local authority attached?  Yes  No



**Massachusetts Department of Environmental Protection**  
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\_\_\_\_\_  
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\_\_\_\_\_  
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**B. Certification**

"I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date