



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – General Groundwater Discharge Permits  
Notice of Intent for General Permit Coverage – New Permits and Renewals  
**BRP WP 80 General Permit for Specified Discharges**  
**BRP WP 81 General Permit for Small Wastewater Treatment**  
**Facilities**

## 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.



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## Guidance

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*The initial Notice of Intent to seek coverage under a General Groundwater Discharge Permit for which a treatment system is proposed or for which an existing treatment system is to be modified must include a description of the project with design criteria for the treatment facility.*

*The formal submission of the engineering report and engineering plans & specifications for the proposed wastewater treatment facility to the MassDEP shall not be required until 90 days prior to the startup of the facility. The engineering report and plans & specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.*

*A Certification Statement for the engineering report, plans & specifications and Hydrogeologic Report is required to be submitted with the permit application.*

### Engineering Report Requirements

*The engineering report (to be submitted 90 days prior to the startup of the facility) shall include, at a minimum, the following items:*

- a. a general description of the facility (condominium, office park, laundromat, municipal system, etc.);
- b. a description of the number of employees and/or residents, bedrooms, apartments, elderly housing units, shifts and days of operation per week;
- c. a listing of raw materials used, such as but not limited to, chemicals, cleaning products, petroleum products, etc;
- d. a description of the sources of water supply including quantity and quality requirements;
- e. an identification of the sources of all sanitary and industrial wastes streams together with the quantity of flow and waste stream characteristics, including seasonal flow fluctuations, if any. In accordance with 310 CMR 30.302, a determination of whether any industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- f. a description of any by-product recovery systems;
- g. a listing and description of wastewater treatment studies performed;
- h. a description of liquid waste flow control measures;
- i. a description of any existing wastewater treatment system, including all design parameters;
- j. a description of reclaimed water opportunities
- k. a description of any anticipated new processes;



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- l. a description of the proposed effluent quality;
- m. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;
- n. a narrative description of the recommended plan for a wastewater treatment facility, based upon the preceding evaluation, with detailed design criteria, including flows and loads, number and size of unit processes and appurtenant facilities, unit loading, and a preliminary layout;
- o. a hydraulic profile in graphic form, on a sheet no larger than 11 inches by 17 inches, including the final effluent disposal area with water surface elevations at average, peak, and low flow conditions;
- p. a flow schematic, on a sheet no larger than 11 inches by 17 inches, including return lines, chemical feed lines, and sampling points;
- q. a description of redundancy requirements;
- r. a discussion whether this is the initial phase of a larger project and, if so, how the design will future phases;
- s. a description of odor control provisions, as necessary;
- t. a description of safety provisions;
- u. a description and location of all chemicals stored, including spill containment provisions;
- v. an implementation schedule for the recommended plan;
- w. treatability and pilot study data on the ability of the proposed treatment system to treat the proposed discharge and meet applicable federal, state, and local requirements;
- x. an examination of the potential impact of any proposed discharge on municipal and private water supply wells, or POTW's, or surface water, whichever is applicable.

The engineering plans and specifications of a proposed wastewater treatment facility (not to be submitted until 90 days prior to the startup of the facility) shall include, at a minimum, the following:

- a. materials of construction and specifications for all wastewater treatment system components;
- b. materials of construction and specifications for all wastewater collection system components;
- c. specifications for all instrumentation and alarms;
- d. a site plan and general plant layout;
- e. plan views and profile views, including dimensions showing existing and proposed piping and processing units related to wastewater collection, treatment, and disposal.



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## Permit Application Fact Sheet

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

This Notice of Intent to seek either new or renewed coverage under a General Discharge Permit is required for small wastewater treatment facilities designed to receive less than 50,000 gallons per day or less of sewage or carwash wastewater pursuant to 314 CMR 5.03 and 314 CMR 5.13(1). These permits serve to protect the public health, welfare, and the environment through the control of these discharges onto or into the ground.

Statutory authority for this permit is stated in MGL Chapter 21 Section 43. Regulatory authority for these permits is stated in 314 CMR 5.00.

### 2. Who must apply?

- **BRP WP 80** General Permit coverage or renewal of General Permit coverage for carwash.
- **BRP WP 81** General Permit coverage or renewal of General Permit coverage for small sewage treatment facilities designed to receive 50,000 gallons per day or less.

If these categories do not apply to you, please be advised there are other permit categories for discharges to the ground:

- **BRP WP 79** Any person (individual, business or organization) who proposes a treatment system to treat sanitary sewage in excess of 10,000 gallon per day to the ground.  
**Please note:** There may be limited instances where site constraints would require a discharge of less than 10,000 gallons per day of sanitary sewage to obtain a groundwater discharge permit.
- **BRP WP 85** Any person (individual, business or organization) who proposes a treatment system to treat wastewater from a laundromat, a carwash or other type of discharge to the ground not specified by another groundwater discharge category.

If these categories do not apply to you, please be advised these are not the only permit categories. Please consult regulations 310 CMR 4.00, 310 CMR 15.000, and 314 CMR 5.00 to determine whether another category may apply to you.

### 3. What other requirements should be considered when seeking coverage for a General Permit?

#### a. What prerequisites should be considered before seeking coverage for a General Permit?

Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Suite 900, Boston, MA 02114; (617-626-1020). *MassDEP cannot complete technical review of the notice of intent until the MEPA process has been concluded.* Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

#### b. What concurrent applications are related to these permits?



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- The local Board of Health may have regulations which apply.
- Application for operator certification/facility rating in accordance with 257 CMR 2.00 is required.

**Note:** These additional requirements are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.

**4. Where should the Notice of Intent be sent?**

The **Notice of Intent form with an original signature** in ink should be sent to the Wastewater Management Program at the appropriate MassDEP Regional Office (Primary Permit Location). Find your region at: <http://www.mass.gov/dep/about/region/findyour.htm>

A **copy of the Notice of Intent** should be sent to the MassDEP Boston Office (Reserve Copy Location) at:

Department of Environmental Protection  
 Wastewater Management Program  
 1 Winter Street, Boston, MA 02108

A **copy of the MassDEP Transmittal Form and the Fee** for the Notice of Intent should be sent to:

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

**5. What is the Notice of Intent fee?**

BRP WP 80 General Permit for Specified Discharges .....\$700  
 BRP WP 81 General permit for Small Wastewater Treatment Facilities.....\$700

**6. 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)

**7. What is the annual compliance fee?**

Current Annual Compliance Fees can be found on the MassDEP Website at: <http://mass.gov/dep/service/online/fees.htm>

**8. How long are these permits in effect?**

The General Permits shall be effective for a fixed term, which will not exceed 5 years. The Department may issue a permit for a lesser duration.

Coverage under a General Permit is subject to renewal 180 days **prior to** the expiration date of the General Permit regardless of the date the coverage was granted.



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

- a. Answer all questions on the Notice of Intent form and indicate "not applicable" (N/A) where appropriate. One copy of all Notice of Intent forms must have an original signature in ink.
- b. The Notice of Intent for BRP WP 80 and BRP WP 81 must include:
  - 1) A project description and design criteria for the proposed wastewater treatment facilities (not required for renewals if no change proposed to the project)
  - 2) Certification Statement for the engineering report, plans & specifications, and the hydrogeologic report (not required for renewals if no change proposed to the project).
  - 3) Documents clearly identifying the legal entity responsible for the ownership, proper operation, and maintenance of the proposed facility.
  - 4) A groundwater monitoring well plan.
- c. Submit fee and one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

### 10. What are the regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- a. Groundwater Discharge Regulations, 314 CMR 5.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

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

**State House West Bookstore**  
436 Dwight Street  
Springfield, MA 01103  
413-784-1376



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## Application Completeness Check List

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- The MassDEP Transmittal Form with Transmittal number 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.
- The Notice of Intent Form to seek coverage under a General Permit is properly filled out by the applicant and the consultant engineer and signed in ink.
- Project description and design criteria are included with Notice of Intent (not required for renewals if no change proposed to the project)
- The Certification Statement for the engineering report, plans & specifications, and the hydrogeologic report is included with the Notice of Intent (not required for renewals if no change proposed to the project).
- Groundwater Monitoring Well Plan has been submitted (not required for renewals if no change proposed to the project).
- Legal Ownership Documents have been submitted:
  - Articles of Incorporation
  - Master Deed
  - Declaration of Trust
  - Other

To submit the Notice of Intent package:

- Checklist items have been completed.
- Send original Notice of Intent along with one copy from the MassDEP Transmittal form to:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Wastewater Management Program  
\*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

- Send one copy of the Notice of Intent along with a photocopy of the MassDEP Transmittal page to:

Department of Environmental Protection  
Wastewater Management Program  
One Winter Street  
Boston, MA 02108

- Send fee of:

\$700 for BRP WP 80;  
\$700 for BRP WP 81:  
in the form of a check or money order made payable to *Commonwealth of Massachusetts*, along with one copy from the MassDEP Transmittal Form to:  
Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211



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Transmittal # \_\_\_\_\_

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

**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. Which permit category are you applying for:

- BRP WP 80 General Permit for Specified Discharges
- BRP WP 81 General Permit for Small Wastewater Treatment Facilities

*Please note: In accordance with 314 CMR 5.09, these permit categories may require that a Hydrogeological Evaluation be submitted **prior to** the submittal of the permit application. Please see the application form and instructions for **BRP WP 83**.*

2. Applicant Information:

Name \_\_\_\_\_ Company Name (If applicable) \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

3. Applicant Contact Information (if different from above):

Contact Name \_\_\_\_\_ Company Name (If applicable) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

4. The legal entity which owns this facility is:

- Individual       Private       Corporation       Federal
- State/County       Municipality       Other: \_\_\_\_\_

**Please provide legal ownership documents with this application.**

5. Facility Information:

Name of facility \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_



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

**A. General Information (cont.)**

6. Facility Operator Information:

Give the name, as it is legally referred to, of the person, firm, public organization or other entity which will operate the facility described in this application. If the facility owner is also the operator, write owner and list mailing address only if different from that listed in number 1 above.

Operator Name \_\_\_\_\_

Operator Company \_\_\_\_\_

Address \_\_\_\_\_

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

State \_\_\_\_\_

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

Telephone \_\_\_\_\_

License Number and Operator Grade \_\_\_\_\_

Email address \_\_\_\_\_

**B. Project Information**

1. Does the project affect a site of historic or archeological significance, as defined in regulations of the Massachusetts Historical Commission, 950 CMR 71.00?

Yes     No

2. Does this project require a filing under 301 CMR 11.00, the Massachusetts Environmental Policy Act?

Yes     No

If yes, has a filing been made? (Please indicate the EOE A File Number)

Yes     No

EOEA File Number \_\_\_\_\_

3. Is this a RCRA facility as defined in 314 CMR 8.03?

Yes     No

If yes, submit the information on Form HW contained in 314 CMR 8.20 in accordance with the provisions of 314 CMR 8.08.

4. Is the discharge for this facility within:

a. The Zone I, Zone A, Zone II, or Interim Wellhead Protection Area of a public water supply?

Yes     No

b. A private water supply area?

Yes     No

c. A sole source aquifer?

Yes     No



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**B. Project Information (cont.)**

d. 100 feet of an Outstanding Resource Water designated in 314 CMR 4.00, a Special Resource Water designated in 314 CMR 4.00, a cold-water fishery as defined in 314 CMR 9.02, a bathing beach as defined in 104 CMR 445.000, or a shellfish growing area as defined in 314 CMR 9.02?

Yes       No

e. A nitrogen-sensitive area as designated by the Department in accordance with 310 CMR 15.215?

Yes       No

f. An area where the Department has determined based on a Total Maximum Daily Load or other technical report that more stringent effluent limits than those set forth in the General Permit are required to achieve or maintain compliance with the Massachusetts Surface Water Quality Standards, 314 CMR 4.00?

Yes       No

**If the answer to any of these questions is Yes, STOP. File for either BRP WP 79 - Individual Sewage Treatment Plant, or BRP WP 85 - Other Individual Groundwater Discharge Permits.**

5. Improvements - Are you required by any Federal, State or local authority to meet any implementation schedule for the construction, upgrading or operation of wastewater treatment equipment or practices or any other environmental programs which may affect the discharges described in this application? This includes, but is not limited to, permit conditions, administrative or enforcement orders, enforcement compliance schedule letters, stipulations, court orders, and grant or loan conditions.

Yes       No

If yes, answer the following:

Description of order or agreement (include enforcement document number, if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identification No. of Affected Treatment Facility \_\_\_\_\_

Description of Project

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final Compliance Date \_\_\_\_\_





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**C. Facility Information (cont.)**

Other (specify): \_\_\_\_\_

Total # of Bedrooms: \_\_\_\_\_

Municipality

Business Nature of Business: \_\_\_\_\_

School

Other (specify): \_\_\_\_\_

4. Discharge (check one box only):

Sewage  Carwash

5. Design Flow: \_\_\_\_\_  
 Daily Maximum gpd

**STOP.** If the facility is either a Publicly Owned Treatment Works (POTW) or a Privately Owned Sewage Treatment Facility (PWTF) solely treating sewage, and design flow is  $\geq 50,000$  gpd, file **BRP WP 79** – Individual Permit for Sewage Treatment Facility.

b)  Check here if discharge occurs all year, or

1) List months discharge occurs \_\_\_\_\_

2) Number of days per week discharge occurs \_\_\_\_\_

6. Basis for design flow:

The State Environmental Code – Title 5

Other: \_\_\_\_\_  
 Specify

7. Type of treatment and disposal system for discharge to ground:

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

8. Location and method of wastewater treatment solids disposal:

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



**C. Facility Information (cont.)**

9. If a commercial establishment applying for a BRP WP 81 permit:
- A. Are any types of wastewater other than sanitary sewage produced?

Yes      If Yes, **STOP** and instead file for **BRP WP 79**.  
 No

- B. Are any hazardous wastes generated?       Yes       No

10. Location of Facility:

A. GPS Coordinates:

- 1) Enter Latitude and Longitude to the nearest whole second for both the wastewater treatment facility and the effluent disposal area.

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

- 2) Provide a narrative description of the site and the feature to be permitted. As an example: "The site is on the west side of Main Street, the third building north of High Street. The disposal field lies 100 feet off the southwest corner of the building."  
 3) Attach a site map based on a USGS topographical map or MassGIS Color Ortho Photography that clearly indicates both your facility and the location of the discharge. The USGS topographical map is available on <http://maps.massgis.state.ma.us/MassGISTopos/viewer.htm> or the Color Orthophotography on <http://maps.massgis.state.ma.us/MassGISColorOrthos/viewer.htm>.

B. Provide a topographic map or maps of the area extending at least to one mile beyond the property boundaries of the facility which clearly show the following:

- 1) The legal boundaries of the facility;
- 2) The location and serial number of each of your existing and proposed intake and discharge structures;
- 3) All hazardous waste management facilities;
- 4) All springs and surface water bodies in the area, plus all drinking water wells within one mile of the facility which are identified in the public record or otherwise known to you.
- 5) All Zone II's or IWPA's.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) map corresponding to the location.

C. Please list any public or private drinking water supply wells within 2,500 feet of the discharge area:

Well Location	Type of Well (Public/Private)	Status (Active/Inactive)	Safe Yield
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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

**C. Facility Information (cont.)**

11. Water Supply Data

A. List sources of water supply and annual water consumption for the past five years.

Water Sources	Year 1	Year 2.	Year 3.	Year 4.	Year 5.
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
Total:	_____	_____	_____	_____	_____

B. Please show the location of your water sources on the map described in question 10.

**D. Certification**

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my diligent inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, 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. I will be responsible for publication of public notice of the applicable permit proceedings identified under 314 CMR 2.06(1)(a) through (d).”

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Printed Name of Applicant

\_\_\_\_\_  
 Date Signed

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

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 Title of Preparer

\_\_\_\_\_  
 email