



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Reclaimed Water Use Permits

BRP WP 84 Application for Permit for Reclaimed Water Use 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 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 84 Application for Permit for Reclaimed Water Use Guidance

*Reclaimed Water Use permit applications for which a treatment system is proposed or for which an existing treatment system is to be modified must include an engineering report with Certification Statement regarding wastewater treatment. The engineering report, and plans & specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.*

The formal submission of 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.

A Certification Statement of the plans & specifications is required to be submitted with the application.

Engineering Report Requirements

The engineering report 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 the proposed uses of reclaimed water;
- k. a description of any anticipated new processes;
- 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;



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- 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, including alternate means of effluent disposal when the reclaimed water system is not in use;
- r. a discussion whether this is the initial phase of a larger project and, if so, how the design will accommodate 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.
- y. a description of how the proposed reclaimed water system complies with the applicable requirements of 248 CMR 10.00: Uniform State Plumbing Code

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.



BRP WP 84 Application for Permit for Reclaimed Water Use Permit Application Fact Sheet

1. What is the purpose of these permits?

These permits are required for the use of reclaimed water. The permit will include both the reclaimed water treatment and the transmission facilities. 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 20.00.

2. Who must apply?

- **BRP WP 84** Any person (individual, business or organization) who proposes to construct, install, modify operate or maintain a reclaimed water system.

Please note: A filing under this permit category will not be necessary if the project has a permit that regulates the reclaimed water usage. For example, if a project proposes to use reclaimed water for irrigation or for toilet flushing combined with the disposal of additional flow to the ground, then a groundwater discharge permit issued under 314 CMR 5.00 will be required. Conversely, if a facility with an existing NPDES permit proposes to use reclaimed water as industrial boiler feed or send to a powerplant for cooling water, then a reclaimed water permit issued under 314 CMR 20.00 will be required.

If the BRP WP 84 category does not apply to you, please be advised there are other permit categories for discharges to the ground or to surface water. Please consult regulations 310 CMR 4.00, 314 CMR 3.00, 314 CMR 5.00, and 314 CMR 7.00 to determine whether another category may apply to you.

3. What other requirements should be considered when applying for these permits?

a. What prerequisites should be considered before applying for these permits?

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 permit application 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?

- 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.



BRP WP 84 Application for Permit for Reclaimed Water Use

Permit Application Fact Sheet

4. Where should the application be sent?

The **application 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 application** 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 application should be sent to:

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

5. What is the application fee?

BRP WP 84 Reclaimed Water\$4,625

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

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?

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

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

- a. Answer all questions on the application form and indicate "not applicable" (N/A) where appropriate. One copy of all application forms must have an original signature in ink.
- b. Applications for BRP WP 84 must include:
 - 1) A complete engineering report stamped and signed by a Massachusetts Registered Professional Engineer.
 - 2) Certification Statement for the engineering report and plans and specifications.
 - 3) Documents clearly identifying the legal entity responsible for the ownership, proper operation, and maintenance of the proposed facility.



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- 4) A Reuse Management Plan describing the proposed reclaimed water system, including, but not limited to, volume and proposed classification of the reclaimed water, description of the reclaimed water distribution system, and the location of each reuse site.
 - 5) A Service and Use Agreement between the legal entity who has a reclaimed water system permit issued by MassDEP and any other entity who uses, sells, distributes or offers for use, sale or distribution the reclaimed water produced by said system.
- 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. Reclaimed Water Permit Program and Standards, 314 CMR 20.00.
- 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



BRP WP 84 Application for Permit for Reclaimed Water Use Application Completeness Check List

- 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.
- The Reclaimed Water Use Permit Application Form is properly filled out by the applicant and the consultant engineer and signed in ink.
- Engineering Report is included with application.
- Certification Statement for the engineering report and plans & specifications is included with the application.
- Reuse Management Plan is included with the application
- Service & Use Agreement, if applicable, is included with the application.
- Legal Ownership Documents have been submitted:
 - Articles of Incorporation
 - Master Deed
 - Declaration of Trust
 - Other

To submit the application package:

- Checklist items have been completed.
- Send original application 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 application 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:

\$4,625 for BRP WP 84; 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



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection – Individual Groundwater Discharge
 Permits, Reclaimed Water Use
 Permit or Permit Renewal

Transmittal Number # _____

Application for Permit to Discharge to Groundwaters of the Commonwealth

Facility ID/Permit # (if known) _____

BRP WP 11 Individual Permit Renewal/Modification with Plan Approval

BRP WP 12 Individual Permit Renewal/Modification without Plan Approval

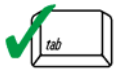
BRP WP 79 Individual Permit for Sewage Treatment Plant

BRP WP 84 Individual Permit for Reclaimed Water Use

BRP WP 85 Individual Permit for Other Groundwater Discharges

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 11** Individual Permit Renewal/Modification with Plan Approval
- BRP WP 12** Individual Permit Renewal/Modification without Plan Approval
- BRP WP 79** Individual Permit for Sewage Treatment Plant
- BRP WP 84** Individual Permit for Reclaimed Water Use
- BRP WP 85** Individual Permit for Other Groundwater Discharge

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

2. Applicant Information:

Contact Name	Company Name (If applicable)	
Address		
City/Town	State	Zip Code
Telephone	Email	

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

Contact Name	Company Name (If applicable)	
Title		
Address		
City/Town	State	Zip Code
Telephone	Email address	



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BRP WP 79 Individual Permit for Sewage Treatment Plant

BRP WP 84 Individual Permit for Reclaimed Water Use

BRP WP 85 Individual Permit for Other Groundwater Discharges

B. Project Information (cont.)

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 EOEA 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

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



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B. Project Information (cont.)

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 _____

6. Has a hydrogeologic study been performed to determine the potential impact on the groundwater of the discharge or activity?

Yes - Application Transmittal _____ Date of _____
 Number: _____ Approval: _____

Please attach copy of the DEP Hydrogeologic Report Approval Letter.

No – **STOP: Please Note:** In accordance with 314 CMR 5.09, these permit categories may require that a Hydrogeological Evaluation be submitted to the Department prior to the submittal of the permit application. Please see the application form and instructions for BRP WP 83.



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C. Facility Information (cont.)

8. If a commercial establishment:

A. Are any types of wastewater other than sanitary sewage produced?

Yes No

If yes:

Specify type of wastewater _____

Quantity gpd _____

Method and location of disposal _____

B. Are any hazardous wastes generated?

Yes No

9. Does or will the treatment/disposal facility receive industrial wastes?

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 the MassGIS Coordinate Information Tool that clearly indicates the site. The Coordinate Information Tool is available at http://maps.massgis.state.ma.us/images/dep/xyinfo/get_xy.html.



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C. Facility Information (cont.)

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.



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D. Additional Information for WP85 – Other Groundwater Discharges

1. Flows, Sources of Pollution and Treatment Technologies

A. Attach a line drawing showing the water flow through the facility. Indicate sources of intake water, operations contributing wastewater to the effluent, and treatment units labeled to correspond to the more defined descriptions in Item D.1.B. Construct a water balance on the line drawing by showing average flows between intakes, operations, treatment units and outfalls. If a water balance cannot be determined provide a pictorial description of the nature and amount of any sources of water and any collection or treatment measures.

B. For each discharge, provide a description of:

- 1) All operations contributing wastewater to the effluent, cooling water and runoff;
- 2) The average flow contributed by each operation; and
- 3) The treatment received by the wastewater. (Attach additional sheets if necessary.)
- 4) With the exception of storm water runoff, leaks, or spills please note if any of the discharges described are intermittent or seasonal.

Operations Contributing to Flow:

Identification Number	Operations	Average Flow	Treatment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Effluent Limitations:

A. List any pollutant you know or have reason to believe is discharged or may be discharged from the treatment facilities. For every pollutant you list, briefly describe the reason you believe it to be present, its approximate concentration in the discharge and any analytical data in your possession, which will support your statement. Additional wastewater analysis may be required as part of this application.

Pollutant	Concentration	Source	Available Data
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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D. Additional Information for WP85 – Other Groundwater Discharges

B. Are your operations such that your raw materials, processed, or products can reasonably be expected to vary so that your discharges of pollutants may during the next five years exceed three times the approximate concentrations reported in item 2A?

Yes (please explain) No

C. Are you planning on adding any new processes over the next five years?

Yes (please specify) No

D. Are organic compounds used at your facility?

Yes (please explain) No

3. Were any of the analyses or testing reported in item D.2.A. performed by a contract laboratory or consulting firm?

Yes (provide contact information) No

 Name of Laboratory or Consulting Firm/Contact Person

 Address

 City/Town State Zip Code

 Telephone Email Address

For Reclaimed Water System Permits and renewals of those permits, please complete and attach the Supplemental Application Form for Reclaimed Water System (BRP WP 84).

For all other individual permits complete Section E on this form.



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E. 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