



## **BRP WS 21** Approval to Conduct Pilot Study

# **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 WS 21 Approval to Conduct Pilot Study**

# **Instructions and Supporting Materials**

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### **1. What is the purpose of this approval?**

This approval serves to protect the public health and welfare by assuring that the pilot study follows the procedures set forth in the Division of Water Supply's Guidelines and Policies for Public Water Systems and that the finished water will meet minimum drinking water standards. Guidelines and Policies for Public Water Systems are available from State House Bookstore.

This permit consists of an approval to conduct a pilot study to determine the adequacy of the treatment process to deliver water of good quality that meets the standards established by MassDEP. Legislative authority is stated in MGL Chapter 111, s. 160A and regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

### **2. Who must apply?**

Public water suppliers or their representatives must apply if they plan to conduct water treatment pilot studies on their drinking water systems.

### **3. What other requirements should be considered when applying for this approval?**

If the water supplier or their representative apply for this permit as part of a facility modification, it may be necessary to apply for other water treatment permits, e.g. BRP WS 22, 23, 24, or 25.

**Note:** Approvals 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, Boston, MA 02202; (617-727-5830). **MassDEP cannot begin technical review of the application until the MEPA process has been completed, unless otherwise agreed to in writing.** 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. Find your region: <http://mass.gov/dep/about/region/findyour.htm>

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

### **4. What is the application fee?**

The fee structures associated with these approvals are stated in 310 CMR 4.10(5) (bb).

<b>BRP WS21A</b> (less than 40,000 gallons per day (gpd))	\$300
<b>BRP WS21B</b> (40,000 gpd or more and less than 200,000 gpd)	\$450
<b>BRP WS21C</b> (200,000 gpd or more and less than 1 million gpd)	\$790
<b>BRP WS21D</b> (1 million gpd or greater).	\$1,050



## Permit Fact Sheet

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### 5. What is the Primary Permit Location?

PRIMARY PERMIT LOCATION:

Department of Environmental Protection  
\* Regional Office

Water Supply

\*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

### What is the Reserve Copy Location?

RESERVE COPY LOCATION:

None Required.

### 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?

There is no annual compliance fee for this approval.

### 8. How long is this approval in effect?

This permit shall remain in effect for 2 years from the approved date or as otherwise determined by MassDEP, as long as the study continues to meet minimum drinking water standards and conforms to current Division of Water Supply guidelines and policies described in *Guidelines and Policies for Public Water Systems*.

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

- a. Attach all material requested in the Application Completeness Checklist.
- b. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.
- c. O. Box 4062, Boston, MA 02211.

### 10. What are the regulations that apply to this approval?

### Where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- 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 Checklist

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- The MassDEP Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- Application Form BRP WS Application is completed.
- A cover letter is attached explaining the request.

To submit the application package:

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

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office

Water Supply

\*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

- Send fee of:

\$300 for BRP WS21A;  
\$450 for BRP WS21B;  
\$790 for BRP WS21C; or,  
\$1,050 for BRP WS21D

in the form of 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



# BRP WS Application

## For Drinking Water Program (Water Supply) Permits or Approvals

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

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

### A. Application

1. Is this application for  an Original or  a Resubmittal?

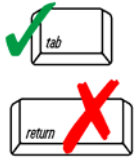
2. Applicant:

Name _____			Address _____	
City _____	State _____	Zip _____	Contact _____	Telephone _____

3. Consultant:

Name _____			Address _____	
City _____	State _____	Zip _____	Contact _____	Telephone _____

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



### B. Permit

Please check the permit or approval for which you are applying:

**Zone II Determination for Existing Sources**

- BRP WS 07 Approval to Conduct Pump Test for Zone II Delineation
- BRP WS 08 Approval of Zone II Delineation

**New Technology**

- BRP WS 11 Minor New Technology Approval; where no field test required
  - Drinking Water Additive
  - Cross Connection Device
  - Water Vending Machine
  - Other (specify): \_\_\_\_\_
- BRP WS 12 Major New Technology Approval: where field testing is required
- BRP WS 27 New Technology with Third-party Approval
- BRP WS 28 Vending Site/Source Prototype
- BRP WS 31 Vending and POU/POE Devices with Third-party Approval

**New Source Approvals <70 gpm**

- BRP WS 13 Exploratory Phase, Site Examination, Land Use Survey and Approval to Conduct Pumping Test
- BRP WS 15 Pumping Test Report Approval and Approval to Construct Source
- BRP WS 37 Approval of Transient Non-Community Source Less than 7 Gallons per Minute (combines BRP WS 13 and BRP WS 15 submittals)

**New Source Approvals = or > 70 gpm**

- BRP WS 17 Exploratory Phase, Site Examination, Land Use Survey, and Conduct Pumping Test
- BRP WS 19 Pumping Test Report Approval
- BRP WS 20 To Construct Source

**Water Treatment Approvals**

- BRP WS 21A To Conduct Pilot Study < 40,000 gpd
- BRP WS 21B To Conduct Pilot Study = or > 40,000 gpd and < 200,000 gpd
- BRP WS 21C To Conduct Pilot Study = or > 200,000 gpd and < 1 mgd
- BRP WS 21D To Conduct Pilot Study = or > 1 mgd
- BRP WS 22A Pilot Study Report < 40,000 gpd
- BRP WS 22B Pilot Study Report = or > 40,000 gpd and < 200,000 gpd
- BRP WS 22C Pilot Study Report = or > 200,000 gpd and < 1 mgd
- BRP WS 22D Pilot Study Report = or > 1 mgd
- BRP WS 23A To Construct Facility <40,000 gpd
- BRP WS 23B To Construct Facility = or > 40,000 gpd and < 200,000 gpd
- BRP WS 23C To Construct Facility = or > 200,000 gpd and < 1 mgd
- BRP WS 24 To Construct Facility = or > 1 mgd
- BRP WS 25 Treatment Facility Modification
- BRP WS 29 Water Treatment: Chemical Addition Retrofits of Water Systems > 3,300 people
- BRP WS 30A Vending Installation Approval
- BRP WS 30B POU/POE Installation Approval
- BRP WS 34 Water Treatment: Chemical Addition Retrofits of Water Systems = or < 3,300 people
- BRP WS 35A Multiple Vending Installation Approval
- BRP WS 35B Multiple POU/POE Installation Approval

**Water Quality Assurance**

- BRP WS 26 Sale or Acquisition of Land for Water Source
- BRP WS 36 Abandonment of Water Source

**Distribution System Modifications**

- BRP WS 32 Systems > 3,300 people
- BRP WS 33 Systems = or < 3,300 people



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Drinking Water Program

# BRP WS Application

For Drinking Water Program (Water Supply) Permits or Approvals

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

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

## C. Certification

"I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete."

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Position/Title