



BRP WS 31

Instructions and Supporting Materials

Table of Contents

- introduction
- permit fact sheet
- completeness checklist

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 WS 31

Permit Fact Sheet

1. What is the purpose of this permit?

This permit serves to protect the public's health and welfare through the control of any product or operation that comes into contact with public drinking water. These products and operations must be controlled to prevent contaminants from leaking into the drinking water as well as to ensure that the products and operations work as designed. This permit consists of an approval for vending machines and Point-Of-Use/Point-Of-Entry (POU/POE) devices that have been previously approved by a third party. Regulatory authority for this permit is stated in 310 CMR 22.04 (6), of the Drinking Water Regulations.

2. Who must apply?

Public water suppliers, or their representatives, and manufacturers or their representatives who want approval of a vending machine or POU/POE device that comes into contact with the public water supply while the supply is within any water system must apply.

3. What other requirements should be considered when applying for this permit?

If water suppliers or their representatives apply for this permit as part of a facility modification it may also be necessary for them to apply for other MassDEP water treatment permits, e.g. BRP WS 21, 22, 23, 24, or 25.

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 application fee is \$240.

5. What is the Primary Permit Location?

PRIMARY PERMIT LOCATION
Department of Environmental Protection
Water Supply
1 Winter Street
Boston, MA 02108

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

7. What is the annual compliance fee?

There is no annual compliance assurance fee for this permit.

8. How long is this permit in effect?

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Department determines that the product or operations continue to protect the public health and welfare.

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

- a. Fill in all information on the MassDEP Application Form BRP WS Application.
- b. Attach all information requested on the Application Completeness Checklist.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

BRP WS 31

Permit Fact Sheet

- c. Send application and one copy of the MassDEP Transmittal Form to Water Supply at MassDEP Boston.
- d. Submit fee and one copy of the MassDEP Transmittal Form to:

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

10. What are the regulations that apply to this permit?

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



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

BRP WS 31

Application Completeness Checklist

- The Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- MassDEP Application Form BRP WS Application is completed.

The following should also be submitted:

- A cover letter explaining the request.
- Third party or National Code approval, such as National Sanitation Foundation (NSF), Environmental Protection Agency (EPA) or National Automatic Merchandizing Association (NAMA).

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
Water Supply
1 Winter Street
Boston, MA 02108

- Send fee of \$240 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

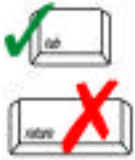
For Water Supply Permits or Approvals

Transmittal Number _____

Facility ID# (if known) _____

A. Application

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



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 _____

B. Permit

Please check which permit or approval you are applying for:

- Underground Injection Control
 - BRP WS 06 Underground Injection Control Registration
- 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
- Cross Connection
 - BRP WS 09 Plan Approval
- 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 30 Vending Site Approval
 - 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
- New Source Approvals >70 gpm
 - BRP WS 17 Exploratory Phase, Site Examination & Land Use Survey
 - BRP WS 18 To Conduct Pumping Test
 - BRP WS 19 Pumping Test Report Approval
 - BRP WS 20 To Construct Source
- Water Treatment Approvals
 - BRP WS 21 To Conduct Pilot Study
 - BRP WS 22 Pilot Study Report
 - BRP WS 23 To Construct Facility <1 mgd
 - BRP WS 24 To Construct Facility >1 mgd
 - BRP WS 25 Treatment Facility Modification
 - BRP WS 29 Water Treatment: Chemical Addition Retrofits of Water Systems > 3,300 people
 - BRP WS 33 Distribution Modifications < 3,300 people
 - BRP WS 34 Water Treatment: Chemical Addition Retrofits of Water Systems < 3,300 people
- 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 34 Systems < 3,300 people

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."

Print Name _____

Authorized Signature _____

Position/Title _____

Date _____