



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Water Supply  
Water Quality Assurance/Distribution Systems Modifications  
**BRP WS 32      Distribution Modifications for Systems that  
serve more than 3,300 people**  
**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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**1. What is the purpose of this approval?**

This approval serves to protect the public's health and welfare by insuring that minimum drinking water requirements are met in modifications of drinking water distribution systems, such as storage tanks, distribution pump stations, and transmission main installation. Legislative authority is stated in MGL Chapter 111, section 160A. 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 want approval for modification of their distribution system.

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

If the water supplier or their representative apply for this approval it may be necessary to apply for other water treatment approvals BRP WS 23 or BRP WS 24.

**Note:** Approvals of this type may require MEPA review. Please carefully examine 301CMR 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.

**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 \$860.

**5. What is the Primary Permit Location? What is the Reserve Copy Location?**

*Primary Permit Location:*  
Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office

*Reserve Copy Location:*  
None Required.

Water Supply

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

**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.



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

This approval is in effect as long as the modification 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 Supply Systems*, and available at the State Bookstore.

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

- a. Attach all material as requested on 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.

**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 Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

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

**State Bookstore**  
**436 Dwight Street**  
**Springfield, MA 01103-1317**  
**413-784-1376**



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**Application                      more than 3,300 people**  
**Completeness**  
**Check List**

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- The MassDEP Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- Form BRP WS Application is completed.
- A letter of intent is attached explaining the request.
- A Massachusetts Professional Engineer's Certification and dated stamp is included.

To submit the application package:

- Checklist items have been completed.
- Send one copy of the application along with one copy from 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 \$860 in the form of 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 – Drinking Water Program

# BRP WS 32

## Distribution System Modifications

Application for Modifications of Public Water Supply Systems  
More Than 3,300 People

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

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

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### A. Water Supply 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. \_\_\_\_\_  
Name of Applicant – Board of Water Commissioners or similar body
2. \_\_\_\_\_  
PWS I.D. #
3. \_\_\_\_\_  
City/Town
4. \_\_\_\_\_  
Total population served by system (estimate if necessary)
5. \_\_\_\_\_  
Other City, Town, district, Institution or Area served
6. \_\_\_\_\_  
PWS I.D. #

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### B. Project Description

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### C. Signature

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

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

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

\_\_\_\_\_  
Date