



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

BRP WS 33 Distribution Modifications

for systems that serve 3,300 people or less

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.



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Permit Fact Sheet

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 the modification of a 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 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 (251 Causeway Street, Suite 900, Boston MA 02114 (617) 626-1020). 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 \$430.

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

7. What is the annual compliance fee?

There is no annual compliance assurance fee for this permit.



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Permit Fact Sheet

8. How long is this permit in effect?

This approval is in effect as long as the application 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 permit?

- 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 and Fee Provisions, 310 CMR 4.00.

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

- 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.

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
_____ * Regional Office

Water Supply

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

- Send fee of \$430 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:

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 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 33 Distribution Modifications < 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 _____



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 Transmittal Number

 Facility ID# (if known)

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 or Town: _____
4. Total population served by system (estimate if necessary): _____
5. Other City, Town, District, Institution or Area Served: _____
6. PWS I.D.#: _____

B. Project Description

C. Signature

 Print Name

 Position/Title

 Signature

 Date