



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Groundwater Discharge Permits
BRP WP 79 Individual Permit for Sewage Treatment Plant
BRP WP 85 Individual Permit for Other Groundwater Discharges
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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Guidance

*Groundwater discharge permit applications for which a treatment system is proposed 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.*

In accordance with 314 CMR 5.09A (4) & (5), submission of plans & specifications for the proposed wastewater treatment facility to the MassDEP may be required to be submitted with the application or at anytime during the application's review. In all cases, formal submission of the final plans and specifications will be required by 90 days prior to the start up of the approved facility.

A Certification Statement of the plans & specifications and the Hydrogeologic Report 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 reclaimed water opportunities
- 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;



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- 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;
- 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;
- 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.

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.



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1. What is the purpose of these permits?

These permits are required for the discharge of treated sanitary wastewater in excess of 10,000 gallons per day (gpd) to the ground, or discharges from laundromats or carwashes or other discharges requiring an individual discharge permit not specified by another groundwater discharge permit category. 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 5.00.

2. Who must apply?

- **BRP WP 79** Any person (individual, business or organization) who proposes a treatment system to treat sanitary wastewater in excess of 10,000 gallon per day to the ground .
Please note: There may be limited instances where site constraints would require a discharge of less than 10,000 gallons per day of sanitary sewage to obtain a groundwater discharge permit.
- **BRP WP 85** Any person (individual, business or organization) who proposes a treatment system to treat wastewater from a coin operated laundromat, a carwash or other type of discharge to the ground not specified by another groundwater discharge category.

If these categories do not apply to you, please be advised there are other permit categories for discharges to the ground:

BRP WP 80 General Permit coverage or renewal of general permit coverage for a carwash or coin operated laundromat pursuant to 314 CMR 5.03 and 5.13(1)

BRP WP 81 General Permit coverage or renewal of general permit coverage for small sewage treatment facilities designed to receive 50,000 gallons per day or less.

If these categories do not apply to you, please be advised these are not the only permit categories. Please consult regulations 310 CMR 4.00, 310 CMR 15.000, and 314 CMR 5.00 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.



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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.

4. Where should the application be sent?

The **application form with signature** should be sent to the Wastewater Management Program at the appropriate MassDEP Regional Office (Primary Permit Location). Please include a copy of the entire application package on compact disc with your application.

Find your region at: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

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 79 Individual Sewage Treatment	\$5,000
BRP WP 85 Other Discharge.....	\$2,470

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

7. What is the annual compliance assurance fee?

Once the permit is issued, the permittee will be responsible for paying an Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Current Annual Compliance Fees can be found on the MassDEP Website at: <http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>. Please be advised, failure to make timely payment of an ACF may result in the revocation of this permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this permit application may be denied under M.G.L. c. 21A, sec.18.

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.



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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.
- b. Applications for BRP WP 79 and BRP WP 85 must include:
 - 1) A complete engineering report stamped and signed by a Massachusetts Registered Professional Engineer.
 - 2) Certification Statement for the engineering report, plans and specifications, and the hydrogeologic report. <http://www.mass.gov/eea/agencies/massdep/water/approvals/wastewater-forms.html>
 - 3) A Groundwater Monitoring Well Plan.
 - 4) A Complete and signed Application Certification for Individual Permits (Section F. of the Individual Permit Application form).
 - 5) If the proposed site is within a Zone II or Interim Wellhead Protection Area (IWPA), a copy of the notification sent to the public water supply system as required by 314 CMR 5.09A(8).
- 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. Groundwater Discharge Regulations, 314 CMR 5.00.
- 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 Check List

To avoid delays in the application review process, please include the following items with the application:

- The MassDEP Transmittal Form is completed:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>
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 Groundwater Discharge Application Form properly filled out and signed by the applicant.
- Engineering Report.
- Certification Statement for the engineering report, plans and specifications, and the hydrogeologic report.
<http://www.mass.gov/eea/agencies/massdep/water/approvals/wastewater-forms.html>
- Groundwater Monitoring Well Plan.
- Section F., Applicant Certification for Individual Permits has been completed and signed.
- If the proposed site is within a Zone II or Interim Wellhead Protection Area (IWPA), a copy of the notification sent to the public water supply system as required by 314 CMR 5.09A(8).

To submit the application package:

- Include all checklist items listed above.
- 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://www.mass.gov/eea/agencies/massdep/about/contacts/>

Please include a PDF copy of the entire application package via email, provided it does not exceed 5MB. For PDFs larger than 5 MB, submit a copy of the entire application on compact disc.

- Send fee of:

\$5,000 for BRP WP 79;

\$2,470 for BRP WP 85:

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

Please be advised, upon issuance of this permit, you will be responsible for paying the Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Failure to make timely payment of an ACF may result in the revocation of this permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this permit application may be denied under M.G.L. c. 21A, sec.18.