



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

## **BRP WS 20 Approval to Construct a Source of 70 Gallons per Minute or Greater**

### **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

<http://www.mass.gov/eea/agencies/massdep/service/approvals/> 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**

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

The approval is to construct a well. All the requirements of 310 CMR 22.21 and the Division of Water Supply's Guidelines and Policies for Public Water Systems (available in the State House Bookstore) should have been satisfactorily addressed. This is the last approval in the New Source Approval process.

Approval to construct a source is an indication that all the requirements of the New Source Approval process have been addressed satisfactorily.

**2. Who must apply?**

Any individual, company, municipality or district intending to develop a public source of water supply serving 15 service connections or 25 individuals at least 60 days per year.

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

- DWS Water Management Act approval application has been filed.
- Prior to final approval, proponent must own or control Zone I.

Before issuing an approval to construct, the Division of Water Supply will evaluate whether all of the components of the Source Approval process have been satisfactorily completed. Prior to the source going on-line (pumping water into the distribution system), the Wellhead Protection Zoning and Nonzoning controls and the Groundwater Monitoring Well Program must be implemented and functioning.

**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 permit 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 \$2,910.

**5. Where should this application be submitted?**

Submit: a) completed **original copy** of the **MassDEP Transmittal Form for Permit Application (Do not include payment)**; b) the completed **BRP WS Application** form; and, c) one hard copy of the required supporting documentation, and (only when specifically requested) one electronic copy of the required supporting documentation in PDF format and submitted on a compact disk or other acceptable media to:

Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html> to find the mailing address for the regional office for your town. At the bottom of the address label please type: Attn: Drinking Water Program.



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**6. Where should I send the fee payment for this application?**

Submit the applicable fee payment and a **copy** of the **MassDEP Transmittal Form for Permit Application and Payment** to:

**MassDEP  
P.O. Box 4062  
Boston, MA 02211**

**7. 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>

**8. What is the annual compliance fee?**

There is no annual compliance fee for this approval.

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

The approval is valid for two years.

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

- a. Be sure all checklist items are complete.
- b. Review the Drinking Water Regulations 310 CMR 22.21 and the Division of Water Supply's *Guidelines and Policies for Public Water Systems* regarding what is evaluated when considering approval to construct a source. Communicate with MassDEP concerning the materials necessary for an approvable submission.
- c. Make sure that the BRP WS Application submittal package, including the Application Completeness Checklist, and the original copy of the MassDEP Transmittal Form is submitted to the appropriate Regional office of MassDEP. Find your region: <http://mass.gov/dep/about/region/findyour.htm>
- d. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211. **DO NOT** submit your BRP WS Application package with your payment.

**11. 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**



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/New Source Approval  
**BRP WS 20 Approval to Construct a Source of 70 Gallons per  
Minute or Greater**  
**Application Completeness Checklist**

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- The MassDEP Transmittal Form is completed:  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-and-application-forms.html>

- Questions have been completed on BRP WS Application form.

The following should also be included in the application package:

- a. Evidence of Approved Pumping Test Report;
- b. Final Site Plan Survey with Engineer's Seal;
- c. Construction Plans and Specifications.

- Information on pump curves of the proposed well and a schematic cross section of the proposed well depth, pump setting, screen setting and the low water cutoff.
- If treatment is recommended, the unit process shall be discussed (vis., corrosion control, iron and manganese removal and/or control, volatile organic removal, etc.)

To submit the application package:

- Checklist items have been completed.
- Send the completed application form, one copy of the required supporting documentation, and the **original copy** of the MassDEP Transmittal form to:

MassDEP

\_\_\_\_\_ \* Regional Office

Attn: Drinking Water Program

\*Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>

- Send fee of \$2,910 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

### 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  
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# 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