

BRP WS 10

Instructions and Supporting Materials

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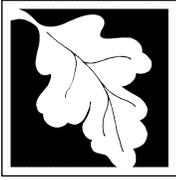
Introduction

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.



BRP WS 10 Permit Fact Sheet

1. What is the purpose of this certification?

This certification protects the health and welfare of the public by insuring that facilities are surveyed for cross connection and backflow prevention devices are inspected by properly trained and knowledgeable professionals.

These permits consist of an approval to allow the applicants to perform test on backflow prevention devices or conduct cross connection survey on drinking water lines. Legislative authority for this permit is stated in M.G.L. Chapter 111 '160A. Regulatory authority for this permit is stated in 310 CMR 22.22 (13), Drinking Water Regulations.

2. Who can apply for this certification?

Any individual who passes a MassDEP approved written and practical examination for inspecting and testing backflow prevention devices or a MassDEP approved written examination for conducting cross connection surveys is eligible to apply for a certification.

3. What are the requirements for certification or renewal?

3.1. CERTIFICATION

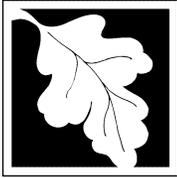
- **Backflow Prevention Device Testers:** Applicants must show proof that they have passed the written and practical examination approved by the Department.
- **Cross Connection Surveyor:** Applicants must show proof that they have passed the cross connection surveyor examination approved by the Department.

3.2. CERTIFICATION RENEWAL

- **Backflow Prevention Device Testers:** Applicants must have completed at least 24 inspections/tests of backflow prevention devices and received at least three (3) training contact hours (TCH) in the past three years. Proof of inspections and TCH must accompany the application.
 - If the applicant has completed twelve (12), but less than twenty four (24) inspections in the past three (3) years, the applicant need only take the practical examination.
 - If the applicant has completed less than twelve (12) inspections in the past three (3) years, the applicant must pass both the written and practical examination or attend a re-certification class.
- **Cross Connection Surveyor:** Applicants must show that, in the last three (3) years, they have received at least three (3) TCHs and conducted at least three (3) cross connection surveys in any of the following facilities: industrial, commercial or institutional.
 - If applying for a Combination Certification (Backflow Tester and Cross Connection Surveyor) applicants must satisfied all the requirements for renewal as a Backflow Tester and Cross Connection Surveyor, except for the TCHs requirements. Only proof of three (3) TCHs is required.
 - 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 for certification or certification renewal?

An application fee of \$65 must be submitted at the time of the application. ***THERE IS NO FEE EXEMPTION FOR THIS CERTIFICATION / CERTIFICATION RENEWAL (BRP WS10).***



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Drinking Water Program
BRP WS 10 Permit Fact Sheet

5. Where should this application be submitted?

Submit: a) the completed application (BRP WS10) form, b) the completed **original copy** of the MassDEP Transmittal Form for Permit Application and Payment, c) any required supporting documentation for the type of certification that you are applying for to:

**Department of Environmental Protection
Drinking Water Program
One Winter Street,
Boston, MA 02108
Attn.: Cross Connection Certification**

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

Submit the fee payment by using a check or money order, payable to the Commonwealth of Massachusetts, and attach a copy of the completed MassDEP Transmittal Form for Permit Application and Payment. Please write on your check or money order the transmittal number that appears on your transmittal form and the permit category that you are applying for - BRP WS10 - and send to:

**Department of Environmental Protection
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 assurance fee?

There is no annual compliance assurance fee for BRP WS 10.

9. How long is the certification valid?

This permit is valid for three (3) years from the date of issuance.

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

- a. Answer all questions on the application forms and indicate "not applicable" (n/a) where appropriate.
- b. Make sure that the application is submit to right location. **DO NOT** submit your application form (BRP WS10) with your payment.
- c. For certification renewal, ensure copies of supporting documentation are attached.

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

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00, Section 22(13).
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.



BRP WS 10 Permit Fact Sheet

12. Where can I purchase copies of these regulations?

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

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

Most MassDEP permit application packages are also available from MassDEP's web site at:
<http://www.mass.gov/eea/agencies/massdep/service/approvals>



BRP WS 10 Application Completeness Checklist

To submit a BRP WS10 Application, complete the steps outlined below:

- A MassDEP Transmittal Form has been completed (Part C, Facility Information is not applicable for the WS10 permit application) and is included in the application submittal:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-and-application-forms.html>
- A BRP WS 10 Certification/Recertification Form (Pages 4 and 5 of this package) has been completed and is included in the application submittal.

For Certification Renewal of Backflow Testers:

- Copies of at least 24 inspection report forms and proof of at least three (3) training contact hours (TCH) received in the last 3 years are included in the application submittal.

For Certification Renewal of Cross Connection Surveyors:

- Copies of at least 3 cross connection survey forms or violation letters and proof of at least three (3) training contact hours (TCH) received in the last 3 years are included in the application submittal.
- The application elements identified above have been assembled and submitted to:
**Department of Environmental Protection
Drinking Water Program
One Winter Street
Boston, MA 02108**
- A copy of the MassDEP Transmittal form and a fee payment of \$65 in check or money order made payable to Commonwealth of Massachusetts, has been submitted to:

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



BRP WS10

Transmittal Number #

Cross Connection Certification or Cross Connection Certification Renewal

Check # / Money Order #

A. Applicant Information

Important:

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



Last Name _____		First Name _____	
Street Address _____			
City/Town _____		State _____	Zip Code _____
Home Phone _____		Work Phone _____	

Check only one:

- Backflow Prevention Device Tester Cross Connection Surveyor
- Combination Certification (Backflow Tester & Cross Connection Surveyor)

B. Certification Application (*Check only one*):

- First Time Certification/Applicants:** Provide the following information and attach a copy of documentation showing proof that you passed a MassDEP approved examination for a Backflow Prevention Device Tester and/or Cross Connection Surveyor:

• **Backflow Prevention Device Tester Training**

Training Provided by (organization): _____

Date of Examination: _____

• **Cross Connection Surveyor Training**

Training Provided by (organization): _____

Date of Examination: _____

Note: If application is for a Combination Certification (Tester + Surveyor), the applicant must provide information for both categories.

- Certification Renewal** (for those currently holding a MassDEP Cross Connection Certification)

MassDEP Cross-connection Certification ID# _____	Expiration Date _____
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Cross Connection Certification Renewal Requirements:

- **Backflow Tester Only:** 24 backflow prevention device test results conducted and proof of at least 3 training contact hours (TCH) received during the past 3 years.
- **Cross Connection Surveyor Only:** 3 cross connection survey report forms, or 3 violation notice letters showing the results of cross connection surveys, and 3 training contact hours (TCH) received during the past 3 years.
- **Combination Certification:** 24 backflow prevention device test results and 3 cross connection survey report forms (or 3 violation notice letters); and 3 training contact hour (TCH) received during the past 3 years.