



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Title 5 Permitting

# **BRP WP 58b Approval for Installation of Shared System for State and Federal Facilities and Facilities Specifically Required by MassDEP to Apply 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™.

*Instructions & Support Materials* provide guidance on how to prepare a permit application.

These *Permit Applications*, supporting documents, and the fee payment (if applicable) must now be submitted through the [ePLACE Portal](#). See ePLACE step-by-step instructions on the [mass.gov](http://mass.gov) page for this application.



# BRP WP 58b Approval for Installation of Shared System for State and Federal Facilities and Facilities Specifically Required by MassDEP to Apply

## Permit Fact Sheet

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Note: When completing the Transmittal Form, write the "b" immediately after the space provided for the seven digit character code at the top of the Form.

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

The approval is necessary to ensure that the disposal of sanitary sewage through the use of an on-site subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

You must obtain approval from MassDEP for this activity:

- Installation and use of a shared system (310 CMR 15.293).

### 2. Who must apply?

Any State or Federal facility or any individual, business or organization specifically required by MassDEP, proposing to use a shared system is required to obtain prior written approval from MassDEP in accordance with 310 CMR 15.293.

If this category does not apply to you, please be advised this is not the only permit categories for Title 5 on-site sewage disposal systems or related plans. Please consult the Timely Action Schedule and Fee Provisions, 310 CMR 4.00 and Title 5 of the Environmental Code, 310 CMR 15.000 to determine whether another category may apply to you.

### 3. What other requirements should be considered when applying?

Note: The additional requirements noted here are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.

### 4. What is the application fee?

BRP WP 58b Shared Systems	\$1,940
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### 5. Where should the application be sent?

The application must be submitted through ePLACE, located here: <https://eplace.eea.mass.gov/citizenaccess>

Additional visual ePLACE step-by-step instructions to assist in submitting your application are available at: <https://www.mass.gov/how-to/wp-58b-approval-for-installation-of-shared-system-for-state-and-federal-facilities>

- Log into the ePLACE Portal at: <https://eplace.eea.mass.gov/citizenaccess> and create an account.
- Once logged in, click on the large blue button on the right, "File an Online Application".
- Read and agree to the disclaimer. Click "Continue".
- To find this application, click on "Apply for DEP Authorization – Water Pollution Wastewater (WP)", and check on WP 58b, and click "Continue Application".



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- Follow instructions on each screen and click “Continue Application” to move to the next step. The WP 58b application and supporting forms are to be completed in MS Word™ or Acrobat Adobe PDF™ and attached in the Documents section.
- Note that you can return to an application provided you select “Save and Return Later”. Once you submit an application you can no longer upload documents without approval from MassDEP personnel.
- At the end of the application steps, the ePLACE system will take you directly to a screen where you can pay the fee, if applicable. Complete payment information in ePLACE.
- Once an application has been submitted, you will receive an email that will provide you the record number.
- From the “My Records” button, you will be able to view the status of your application through the review and approval processes.

### **Important Contacts**

- For technical assistance regarding online filing, contact the ePLACE Help Desk Team at (844) 733-7522 or [ePLACE\\_helpdesk@mass.gov](mailto:ePLACE_helpdesk@mass.gov).
- To see a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp>.

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

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

### **7. What is the annual compliance fee?**

There is no annual compliance fee.

### **8. How long is the shared system approval in effect?**

BRP WP 58b approvals remain valid as long as the system and facility served remain unchanged or until MassDEP revokes or modifies the approval.

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

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
- c. Include a copy of the shared system approval from the local approving authority.
- d. Submit the application & documents listed above and pay fee through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>.

### **10. What are the regulations that apply to this approval? Where can I get copies?**

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.



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These may be purchased at:

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

State Bookstore  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376

MassDEP Regulations also may be obtained from MassDEP's web site at <http://www.mass.gov/dep>.



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## **BRP WP 58b Approval for Installation of Shared System for State and Federal Facilities and Facilities Specifically Required by MassDEP to Apply Application Completeness Checklist**

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A MassDEP application form for the permit category BRP WP 58b has been completed. The following information has been provided:

- Name and address of applicant/owner.
- Location (address) of facility.
- Name, address and telephone number of design engineer or sanitarian.
- A copy of a signed approval letter from the local approving authority having jurisdiction over facility/property.

Complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.

To submit the application package:

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$1,940 (if applicable).

You can pay online in ePLACE or pay by mail in the form of a check or money order made payable to *Commonwealth of Massachusetts* (please follow email instructions provided to you once your application is submitted).