



BRP WP 64a Approval of Tight Tank 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 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 page for this application.



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1. What is the purpose of these approvals?

These approvals are necessary to ensure that the treatment and 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.

BRP WP 64a establishes a process for MassDEP review of proposed installation of tight tanks for site-specific use. Tight tanks are used only to eliminate a failed on-site system when there is no other feasible alternative to upgrade the system in accordance with Title 5 and a sewer connection is not feasible.

2. Who must apply?

Any State or Federal facility or any individual, business or organization specifically required by MassDEP, desiring to install a tight tank in accordance with 310 CMR 15.260 and 310 CMR 15.000.

3. What is the application fee?

For BRP WP 64a: \$525.

4. 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-64a-approval-of-tight-tank-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 64a, and click "Continue Application".
- Follow instructions on each screen and click "Continue Application" to move to the next step. The WP 64a 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.



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- 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.
- To see a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp>.

5. 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>

6. What is the annual compliance fee?

There is no annual compliance fee for these permits.

7. How long are these approvals in effect?

These approvals remain valid as long as the system and facility served remain unchanged.

8. How can I avoid the most common mistakes made in applying for these approvals?

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer.
- c. Submit the application & documents listed above and pay fee through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>.

9. What are the regulations that apply to these approvals? 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.

These may be purchased at:

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

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

DEP Regulations also are available on MassDEP’s web site, at www.mass.gov/dep.



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

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Facilities Specifically Required by MassDEP to Apply**

Completeness Checklist

- A MassDEP application form for the permit category for BRP WP 64a 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.
 - Identification of the approval requested and the necessary documentation to support it.

- Complete sets of plans and specifications, including a locus map, have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian.

To submit the application package:

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>

- Pay fee: \$525 (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).