



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

ARGEO PAUL CELLUCCI  
Governor

JANE SWIFT  
Lieutenant Governor

BOB DURAND  
Secretary

LAUREN A. LISS  
Commissioner

**Bureau Of Resource Protection**  
**Division Of Water Supply (DEP/BRP/DWS) Policy 88-12**  
Procedure For Changing Public Water Supply Classification  
(Year 2000 Printing)

Effective Date: 10-8-96  
Program Applicability  
Supersedes Policy, SOP or Guidance #:  
Approved by: Arleen O'Donnell

**Policy, SOP or Guideline # 88-12**

---

**Background and Rationale**

This policy is adopted to standardize the procedure to be followed to reclassify or declassify a public water system as community, nontransient-noncommunity, transient noncommunity, declassified or inactive.

**Policy**

In order to change the classification of a public water system or to declassify or inactivate a public water system, the following steps must be followed:

1. The public water system must complete the public water system Declassification/Reclassification/Inactive request form and submit it to the appropriate DEP Regional Office.
2. DEP Regional staff will review the form, make a determination and notify the public water system in writing.
3. Any change in the classification or status of a public water system must be made in the Department's Water Quality Testing System (WQTS) by regional staff.

Date: 10-8-96  
Adopted: 10-8-96  
Effective: 10-8-96

---

Arleen O'Donnell, Assistant Commissioner  
Bureau of Resource Protection