



Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Groundwater Discharge Permits

BRP WP 11 Modification or Renewal with plan approval

BRP WP 12 Modification or Renewal without plan approval

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 website 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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Guidance

*Groundwater discharge permit applications for which an existing treatment system is to be modified must include an engineering report with Certification Statement regarding wastewater treatment. The engineering report, and plans & specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.*

In accordance with 314 CMR 5.09A (4) & (5), submission of plans & specifications to the MassDEP for the proposed modifications to the treatment works may be required to be submitted with the application or at any time during the application's review. In all cases, formal submission of the final plans and specifications will be required by 90 days prior to the startup of the approved modifications.

A Certification Statement of the plans & specifications and the Hydrogeologic Report is required to be submitted with the application.

Engineering Report Requirements

The engineering report shall include, at a minimum, the following items:

- a. a general description of the facility (condominium, office park, laundromat, municipal system, etc.);
- b. a description of the number of employees and/or residents, bedrooms, apartments, elderly housing units, shifts and days of operation per week;
- c. a listing of raw materials used, such as but not limited to, chemicals, cleaning products, petroleum products, etc;
- d. a description of the sources of water supply including quantity and quality requirements;
- e. an identification of the sources of all sanitary and industrial wastes streams together with the quantity of flow and waste stream characteristics, including seasonal flow fluctuations, if any. In accordance with 310 CMR 30.302, a determination of whether any industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- f. a description of any by-product recovery systems;
- g. a listing and description of wastewater treatment studies performed;
- h. a description of liquid waste flow control measures;
- i. a description of any existing wastewater treatment system, including all design parameters;
- j. a description of reclaimed water opportunities;
- k. a description of any anticipated new processes;
- l. a description of the proposed effluent quality;
- m. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;



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- n. a narrative description of the recommended plan for a wastewater treatment facility, based upon the preceding evaluation, with detailed design criteria, including flows and loads, number and size of unit processes and appurtenant facilities, unit loading, and a preliminary layout;
- o. a hydraulic profile in graphic form, on a sheet no larger than 11 inches by 17 inches, including the final effluent disposal area with water surface elevations at average, peak, and low flow conditions;
- p. a flow schematic, on a sheet no larger than 11 inches by 17 inches, including return lines, chemical feed lines, and sampling points;
- q. a description of redundancy requirements;
- r. a discussion whether this is the initial phase of a larger project and, if so, how the design will accommodate future phases;
- s. a description of odor control provisions, as necessary;
- t. a description of safety provisions;
- u. a description and location of all chemicals stored, including spill containment provisions;
- v. an implementation schedule for the recommended plan;
- w. treatability and pilot study data on the ability of the proposed treatment system to treat the proposed discharge and meet applicable federal, state, and local requirements;
- x. an examination of the potential impact of any proposed discharge on municipal and private water supply wells, or POTW's, or surface water, whichever is applicable.

The engineering plans and specifications of a proposed wastewater treatment facility (not to be submitted until 90 days prior to the startup of the facility) shall include, at a minimum, the following:

- a. materials of construction and specifications for all wastewater treatment system components;
- b. materials of construction and specifications for all wastewater collection system components;
- c. specifications for all instrumentation and alarms;
- d. a site plan and general plant layout;
- e. plan views and profile views, including dimensions showing existing and proposed piping and processing units related to wastewater collection, treatment, and disposal.



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1. What is the purpose of this permit?

This permit is required for a renewal or modification (amendment) for an existing non-industrial groundwater discharge regulated by MassDEP under an individual groundwater discharge permit in accordance with the provisions at 314 CMR 5.00. They serve to protect the public health, welfare and the environment through the control of pollutant discharges to the ground.

A permit modification (amendment) or renewal with plan approval (BRP WP 11) consists of an engineering design approval (See attached Engineering Report Requirements) and/or approval of any financial obligation changes. A permit modification (amendment) or renewal without plan approval (BRP WP 12) consists of minor modifications to the existing permit conditions necessary to bring the groundwater discharge into compliance with current regulatory requirements.

2. Who must apply?

For **BRP WP 11**: Any person (individual, business, or organization) who holds a valid individual (non-industrial) groundwater discharge permit issued in accordance with 314 CMR 5.00 and wishes to modify the design of the approved facility or the terms and/or conditions of the existing permit, must apply under this permit category.

For **BRP WP 12**: Any person (individual, business, or organization) who holds a valid individual (non-industrial) groundwater discharge permit issued in accordance with 314 CMR 5.00 and wishes to continue the permitted activity beyond the expiration date of the existing permit must apply under this permit category.

If these categories do not apply to you, please be advised there are other renewal permit categories for discharges to the ground:

BRP WP 82: Any person (individual, business, or organization) who holds a valid individual (non-industrial) groundwater discharge permit issued in accordance with 314 CMR 5.00 who wishes to continue the permitted activity beyond the expiration date of the existing permit, who does not seek any changes to their current permit and who meets all the requirements of 314 CMR 5.12(9)(a) through (j) can apply under this permit category.

BRP WP 80 & 81: Any person (individual, business, or organization) who has been granted coverage under a general groundwater discharge permit issued in accordance with 314 CMR 5.00 and wishes to continue that coverage should apply under one of these permit categories.

If these categories do not apply to you, please be advised these are not the only permit categories for discharges to the ground. Please consult regulations 310 CMR 4.00, 310 CMR 15.000, and 314 CMR 5.00 to determine whether another category may apply to you.

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

a. What prerequisites should be considered before applying for this permit?

- If the permittee wishes to continue an activity regulated by the existing permit after the expiration date of the permit, the permittee must submit a renewal application at least **180 days prior to the expiration date** of the existing permit unless permission for the later date has been granted by MassDEP.
- Permits 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, Suite 900,



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Boston, MA 02114; (617-626-1020). MassDEP cannot complete technical review of the notice of intent until the MEPA process has been concluded. MEPA filings should be uploaded along with your application submission in the Documents section in ePLACE.

b. What concurrent applications are related to this permit?

- The Local Board of Health may have regulations which apply.
- An application for Operator Certification/Facility Rating as required under 275 CMR 2.00 may be needed.

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

4. Where should the application be sent?

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

The first step in the application process is to "Claim Your Authorization" (you do this only once and assuming you did not apply for your existing Permit through ePLACE). This process will link an existing Permit to your application and will verify your identity.

Additional visual step-by-step instructions to assist in submitting your compliance certification are available at: <https://www.mass.gov/how-to/wp-11-12-groundwater-discharge-permit-renewals>

Complete the following:

- Log into the ePLACE Portal at: <https://ePLACE.eea.mass.gov/citizenaccess> or create an account if you do not already have one.
- Once logged in, click on the large blue button on the right, "File an Online Application".
- Read and agree to the disclaimer. Click "Continue".
- Click on "Apply for an EEA General Request". Note that in ePLACE all Permits are referred to as "Legacy Records".
- Select "Claim Authorization Form". Click "Continue".
- Select Whether you are claiming this for yourself or someone else. Click "Continue Application".
- Choose the following in order to "Claim Your Authorization":
 - a. Under, "Which agency is the Legacy Record from?" select "DEP".
 - b. Under, "Which program is the Legacy Record from?" select "Water Pollution (WP)".
 - c. Under, "General Information" complete your Groundwater permit number and expiration date.
 - d. You will **not** be required to attach anything in the Documents section. Click "Continue Application".
 - e. Check the certification box at the bottom of the next screen and click "Continue Application". Your authorization claim has now been submitted.
 - f. Note that you will not be able to submit the application until your authorization claim has been submitted to **and** approved by MassDEP.
 - g. It may take MassDEP a day or two to respond and approve your authorization claim. At that point, you can log into ePLACE and proceed with submitting your application.
- Upon receiving approval of your authorization claim from MassDEP, log in to ePLACE and perform the steps below to submit the application. Note that the above steps only need to be performed the first time you submit information about a facility in ePLACE.
- Click on "My Records" where you will see the Permit for which you have an approved authorization claim. Either "Amendment" (this is the same as a *modification*) or "Renewal" will show up under Action depending on the type of application you are applying for. Select this, and then follow prompts to proceed with submittal of the application and supporting information. In the Documents section you



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will need to attach your WP 11 or WP 12 application form completed in either the MS Word™ or Adobe Acrobat PDF™ formats available on the website.

- Note that you can save an application and return to it later provided you select “Save and Return Later”. Once you submit your application you can no longer upload documents without approval from MassDEP personnel.
- Once the 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.
- To see a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp>.

5. What is the application fee for this permit?

BRP WP 11, with Plan Approval.....	\$1,830
BRP WP 12, without Plan Approval.....	\$ 890

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 assurance fee?

Once the permit is issued, the permittee will be responsible for paying an Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Current Annual Compliance Fees can be found on the MassDEP Website at: <https://www.mass.gov/lists/massdep-fees-timelines>. Please be advised, failure to make timely payment of an ACF may result in the revocation of this permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this permit application may be denied under M.G.L. c. 21A, sec.18.

8. How long is the permit in effect?

Permits granted in categories BRP WP 11 and BRP WP 12 are in effect for a maximum of five (5) years, provided the permittee remains in compliance with the governing laws and regulations and provided the annual compliance assurance fee is paid.

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

- An original renewal application must be submitted. Photocopies of the previously submitted permit application or of the issued permit will **NOT** be accepted.
- Answer **all** questions on the application form and indicate “not applicable” (N/A) where appropriate.
- Applications for BRP WP 11 must include:
 - 1) A complete engineering report (including hydrogeologic data) stamped and signed by a Massachusetts Registered Professional Engineer.



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2) A groundwater monitoring well plan, as required.

d. Applications for BRPWP11 and BRPWP12 must include:

- 1) A complete and signed Applicant Certification for Individual Permits (Section F of the Individual Permit Application form).
- 2) Certification Statement for the engineering report, plan & specifications and hydrogeologic report signed by a Massachusetts Registered Professional Engineer.
<https://www.mass.gov/lists/wastewater-permits-and-reporting-forms>

10. What are the regulations that apply to this permit and where can I get copies?

These regulations include, but are not limited to:

- a. Groundwater Discharge Regulations, 314 CMR 5.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

They 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



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Application Completeness Checklist

To avoid delays in the application review process, please include the following items with the application as attached documents in ePlace (as part of the Documents section):

- The Groundwater Discharge Application Form properly filled out and signed by the applicant.
- Engineering Report. (BRP WP 11)
- Groundwater Monitoring Well Plan. (BRP WP 11)
- Certification Statement for the engineering report, plans & specifications, and the hydrogeologic report. (BRP WP 11 & BRP WP12)
<https://www.mass.gov/lists/wastewater-permits-and-reporting-forms>
- Section F, Applicant Certification for Individual Permits, completed and signed.

To submit the application package:

- Claim your authorization (as needed), and submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee of:

\$1,830 for BRP WP 11;
\$890 for BRP WP 12:

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).

Please be advised, upon issuance of this permit, you will be responsible for paying the Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Failure to make timely payment of an ACF may result in the revocation of this permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this permit application may be denied under M.G.L. c. 21A, sec.18.