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

BRP WP 66a Approval of Large System Expansion or Upgrade

BRP WP 66b Public Health, Safety, Welfare, Environment, or Consistency Review

Instructions and Supporting Materials
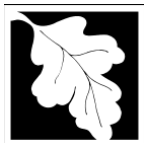
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Introduction

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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Permit Fact Sheet

1. What is the purpose of these approvals?

These permits are 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.

You must obtain approval from MassDEP for these activities:

• Upgrade approvals for large systems, which are systems with design flows of more than 10,000 gallons per day (gpd) but less than 15,000 gpd design flow (310 CMR 15.003(2)(d) and 310 CMR 15.304).

• Review of any system or proposed system which MassDEP determines requires its review for the purposes of protection of public health, safety, welfare and the environment or determining consistency with 310 CMR 15.000 (310 CMR 15.003(2)(e)).

2. Who must apply?

For BRP WP 66a: Any individual, business or organization proposing to upgrade a large system (design flow of 10,000 gpd or more but less than 15,000 gpd.

For BRP WP 66b: Any individual, business or organization owning a system or proposed system which MassDEP determines requires its review for the purposes of protection of public health, safety, welfare and the environment or determining consistency with 310 CMR 15.000, in accordance with 310 CMR 15.003(2)(e).

3. What other requirements should be considered when applying for these approvals?

For BRP WP 66b:

• The review may be in addition to, or concurrent with, a local review of the same system.

Note: This information about additional requirements is intended to serve as a guide to the applicant. Other requirements may also apply.

4. What is the application fee?

The application fee is $1140 for each approval.

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-66a-66b-title-5-large-system-upgrades

- 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 66a/66b, 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 66a/66b 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.
➢ 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 for these permits.

8. **How long are these approvals in effect?**

These 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 these approvals?**

a. Review application for completeness to be sure all questions are answered correctly.
b. Make sure all plans and specifications are complete and signed and stamped by a Massachusetts Registered Professional Engineer.
c. Submit a copy of the local approving authority's written approval together with a copy of the complete application to the local approving authority for relevant BRP WP 66b applications.
c. 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 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:

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

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

MassDEP Regulations may also be obtained from MassDEP's website at http://www.mass.gov/dep.

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Application Completeness Checklist

☐ The application form 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 type of MassDEP action required:

☐ Large System Upgrades w/exceptions) - BRP WP 66a
☐ Public Health, Safety, Welfare, Environment, consistency - BRP WP 66b

☐ Complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer.

To submit the application package:

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

☐ Pay fee: $1140 (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 Massachusett*s (please follow email instructions provided to you once your application is submitted).