



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Water Supply  
**BRP WS 28** Permits for Vending Site/Source Prototype  
**Instructions and Supporting Materials**

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#### Introduction

MassDEP *Instructions & Support Materials* are available for download from the MassDEP Web site at [www.mass.gov/dep](http://www.mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

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

The supporting documents for these permit applications, 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 this permit?

This permit serves to protect the public's health and welfare through the control of any product or operation that comes into contact with public drinking water. These products and operations must be controlled to prevent contaminants from leaking into the drinking water as well as to ensure that the products and operations work as designed. This permit consists of an approval for a vending machine prototype installation. Regulatory authority for this permit is stated in 310 CMR 22.04 (6), of the Drinking Water Regulations.

### 2. Who must apply?

Manufacturers or their representatives who want approval of a vending machine.

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

If manufacturers or their representatives apply for this permit as part of a facility modification it may also be necessary for them to apply for other MassDEP water treatment permits, e.g. BRP WS 09, 21, 22, 23, 24, 25 or 29.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

### 4. What is the application fee?

The application fee is \$1,380.

### 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/ws-28-new-technology-vending-sitesource>

- 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 – Drinking Water (DW)", and check on WS 28, and click "Continue Application".
- Follow instructions on each screen and click "Continue Application" to move to the next step. The WS 28 supporting forms are to be 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).



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- 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?**

Current annual compliance fees can be found on the MassDEP Website at  
<https://www.mass.gov/lists/massdep-fees-timelines>

**8. How long is this permit in effect?**

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Department determines that the product or operations continue to protect the public health and welfare.

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

- a. Review the instructions and Application Completeness Checklist for this application package.
- b. Submit the documents required for this application and pay fee (if applicable) through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>.

**10. What are the regulations that apply to this permit?**

**Where can I get copies?**

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These 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



## Application Completeness Checklist

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- A cover letter explaining the request.

The following should also be submitted through ePLACE:

- Approval letter from Massachusetts Board of Plumbers and Gas Fitters, if required for unit.
- Schematic of vending treatment system.
- MassDEP backflow preventer permit (BRP WS 09), if needed.
- Cleaning and maintenance schedule and specifications.
- Identification of certified operator for system.
- Approval from the Department of Public Health.
- Required Sampling Results.

**To submit the application package:**

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$1,380 (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).