



Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Industrial Wastewater Groundwater Discharge Permits

BRP WP 86 Permit and Plan Approval for Type II Wastewater Treatment Facility

BRP WP 87 Permit and Plan Approval for Type I Wastewater Treatment Facility

BRP WP 88 Permit Renewal or Modification, with Plan Modification of Wastewater Treatment Facility for BRP WP 86 or BRP WP 87

BRP WP 89 Permit Renewal or Modification, without Plan Modification of Wastewater Treatment Facility for BRP WP 86 or BRP WP 87

BRP WP 90 Plan Approval Modification for BRP WP 86 or BRP WP 87

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

Engineering Report Requirements

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

A Certification Statement for the Hydrogeologic Report will also be submitted with the application, as required.

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

- a. a general description of the facility;
- b. a description of the rated and actual production levels of the facility;
- c. a description of the number of employees, shifts and days of operation per week;
- d. a listing of raw materials used, such as but not limited to, chemicals, cleaning product, petroleum products, etc.;
- e. a description of the principal wet processes;
- f. a description of the sources of water supply including quantity and quality requirements;
- g. 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 the industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- h. a description of any by-product recovery systems;
- i. a listing and description of wastewater treatment studies performed;
- j. a description of liquid waste flow control measures;
- k. a description of any existing wastewater treatment system, including all design parameters;
- l. a flow and material balance diagram;
- m. a description of any anticipated new processes;
- n. a description of the proposed effluent quality;
- o. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;
- p. a narrative description of the recommended plan for a wastewater treatment facility, based upon the preceding evaluation, including the basis of design of major unit processes and a preliminary layout;



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- q. a flow schematic, on a sheet no larger than 11 inches by 17 inches, including return lines, chemical feed lines, and sampling points;
- r. 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;
- s. a description of odor control provisions, as necessary;
- t. a description of safety provisions;
- u. a description and location of all chemical stored, including spill containment provisions;
- v. an implementation schedule for the recommended plan;
- w. 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 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 industrial wastewater collection, treatment, and disposal.



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Treatment Facility Rating Worksheet

This worksheet is used to guide the applicant in choosing the correct fees category, pursuant to 310 CMR 4.00. The system described here is the only method of determining categories for Type I and Type II facilities.

Rating System

"Unit Operations" is defined as any component of a process that could be utilized solely, or combined, to obtain a specific objective. They are listed in bold-faced type following the example. The rating system is based on the number of specified unit operations in a proposed wastewater treatment facility and the total number of points assigned to each unit operation.

Type II Facility - This is defined as any facility that has three or more unit operations as listed in bold-faced type on the next page, **OR** has a rating of greater than 20 points.

Type I Facility - This is defined as any facility that has less than three unit operations listed in bold-faced type on the next page, **AND** has a rating of less than or equal to 20 points.

Example:

Unit Operation	Points
Equalization	2
Neutralization (single)	3
Cyanide Destruction	5
Chrome Reduction	5
4 Unit Operations	15 Points

Since this facility has four unit operations, it is considered a Type II facility, even though it has a rating of less than 20 points.

Unit Operations in Industrial Wastewater Treatment Systems

Refer to 257 CMR 2.00 for any other unit operations not listed here.

Unit Operation	Points
Absorption/Adsorption	
Carbon	5
Ion Exchange	5



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Guidance

Biological Wastewater Treatment

Activated Sludge	6
Contact Beds (anaerobic)	5
RBC	5
Sand Filters	4
Trickling Filters	4

Chemical Precipitation (reaction vessel) Clarification

Primary	5
Secondary	5
Tertiary	5

Chrome Reduction 5

Cyanide Destruction 5

Disinfection 5

Electrolytic Recovery

Electrodialysis	5
Silver Recovery Unit	5

Equalization 2

Evaporation

Single	2
Multiple	5

Filtration/Sludge Dewatering

Cartridge	3
Centrifuge	8
Filter Press	8
Membrane	5
Reverse Osmosis	5
Vacuum Filter	10

Flocculation/Mixing/Coagulation 5

Flotation 5

Neutralization/pH Adjust

Single	3
Multiple	5



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Oil/Water Separation

Gravity Fed	2
Baffled	5

Settling

With Manual Sludge Removal	3
With Mechanical Sludge Removal	5

Sludge Blending/Thickening	5
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Sludge Drying (mechanical dryers)	5
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Stripping (Air/Steam)	5
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1. What is the purpose of these permits, plan approvals, renewals and modifications?

These permits and approvals serve to protect the public health, welfare, and the environment through the control of industrial wastewater discharges to the ground.

Statutory authority for these permits is stated in MGL Chapter 21, sections 26 to 53. Regulatory authority for these permits is stated in 314 CMR 5.00.

2. Who must apply?

a. These facilities must apply:

Any facility with a discharge requiring a permit in accordance with MGL Chapter 21, sections 27 or 43 and the regulations issued under that law which also is classified by the following Standard Industrial Classification (SIC) codes:

1000 - 1399	Metal Mining, Coal Mining, Oil and Gas Exploration
1474 - 1499	Chemical/Fertilizer Mining, Nonmetallic Minerals
2000 - 3999	Manufacturing
4231	Maintenance Facilities for Motor Freight Transport
4581	Airports, Flying Fields, and Airport Terminal Services
4911 - 4939	Electric and Gas Production
4953	Refuse Systems
7216	Drycleaning (except rug cleaning)
7217	Carpet and Upholstery Cleaning
7218	Industrial Laundries
7384	Photofinishing Laboratories
7532 - 7539	Automotive Repair Shops and Paint Shops
7549	Automotive Services
7819	Motion Picture Developing/Printing/Film Processing
8062 - 8069	Hospitals
8071	Medical Laboratories
8072	Dental Laboratories
8731	Commercial Physical and Biological Research

Any facility without remediation discharges outside of the SIC codes listed above must apply for other groundwater discharge permits. Please consult regulations 310 CMR 4.00 and 314 CMR 5.00 to determine whether another category may apply to you.

b. Options:

Facilities classified above with remediation discharges in accordance with MGL Chapter 21E, are no longer required to obtain an Industrial Wastewater Permit. Applicants may comply under the Massachusetts Contingency Plan, 310 CMR 40.0000.



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

a. What prerequisites should be considered before applying for these permits?

- 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, Boston, MA 02202; 617-727-5830). **MassDEP cannot complete technical review of the permit application until the MEPA process has been concluded.** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.
- Engineering report, plans and specifications must be submitted for: BRP WP 86, BRP WP 87, BRP WP 88 and BRP WP 90.

b. What concurrent applications are related to these permits?

- Local Board of Health regulations may apply.
- Application for operator certification/facility rating in accordance with 257 CMR 2.00 may be required.

Note: These additional requirements are intended to serve as a guide to the applicant. It does 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>

Additional visual ePLACE step-by-step instructions to assist in submitting your compliance certification are available at: <https://www.mass.gov/how-to/wp-86-87-88-89-90-industrial-wastewater-treatment-facility-permits-plan-approvals>

If you are applying for the WP 86 or WP 87:

- 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 86 or WP 87, and click "Continue Application".
- Follow instructions on each screen and click "Continue Application" to move to the next step. The WP 86 or WP 87 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.



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- 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.

If you are applying for the WP 88 or WP 89:

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.

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 will need to attach your WP 88 or WP 89 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.



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- 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.

If you are applying for the WP 90:

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.

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.
- 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 90, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. You will be required to enter your “Authorization Number” that you received with your authorization claim. The WP 90 application and supporting forms are to be completed in MS Word™ or Acrobat Adobe PDF™ and attached in the Documents section.



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- 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>.

5. What is the application fee?

BRP WP 86 Permit and Plan Approval for Type II Wastewater Treatment Facility	\$6,190
BRP WP 87 Permit and Plan Approval for Type I Wastewater Treatment Facility	\$3,185
BRP WP 88 Permit Renewal or Modification, with Plan Modification of Wastewater Treatment Facility for BRP WP 86 or BRP WP 87	\$1,445
BRP WP 89 Permit Renewal or Modification, without Plan Modification of Wastewater Treatment Facility for BRP WP 86 or BRP WP 87	\$645
BRP WP 90 Plan Approval Modification for BRP WP 86 or BRP WP 87	\$940

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>. In cases where extraordinary compliance work is required, a higher fee may be developed.

If you fail to pay the annual compliance fee your permit could be suspended or revoked.

8. How long are these permits in effect?

Permit shall be effective for a fixed term, which will not exceed five years. The Department may issue a permit for a lesser duration.



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9. How can I avoid the most common mistakes made in applying for these permits?

- a. Submit a proper topographic map. Applicant must include map scale, meridian arrow showing north, latitude and longitude to the nearest whole second.
- b. Answer all questions on the application form and indicate "N/A" (not applicable) where appropriate. One copy of all application forms must have an original signature in ink.
- c. A complete engineering report and plans and specifications stamped and signed by a Massachusetts Registered Professional Engineer. (Not required for BRP WP 89).
- d. Certification Statement for engineering report, plans and specifications, and hydrogeologic report signed by a Massachusetts Registered Professional Engineer, as required.
<https://www.mass.gov/lists/wastewater-permits-and-reporting-forms>
- e. Documents clearly identifying the legal entity responsible for the ownership, proper operation, and maintenance of the proposed facility.
- f. Submit the application & documents and pay fee through ePLACE,
<https://eplace.eea.mass.gov/citizenaccess>

10. What are the regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- a. Water Pollution Control Regulations, 314 CMR 2.00, 314 CMR 5.00, and 314 CMR 12.00.
- b. Wastewater Treatment Operator Certification Regulations, 257 CMR 2.00.
- c. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

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

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



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Application Completeness Checklist

- All applicable questions have been completed and N/A has been inserted where appropriate.
- The Industrial Groundwater Discharge Permit Application Form is properly filled out by the applicant and the consultant engineer and signed in ink.
- An Engineering Report and Plans & Specifications have been completed and submitted.
- Certification statement for the engineering report, plans and specifications, and the hydrogeologic report is included with this application. <https://www.mass.gov/lists/wastewater-permits-and-reporting-forms>
- Groundwater Monitoring Well Plan has been submitted.
- Legal Ownership Documents have been submitted
 - Articles of Incorporation Master Deed
 - Declaration of Trust Other

To submit the application package:

- Claim your authorization (as needed for WP 88, WP89, or WP90), and submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>

Pay fee of:

BRP WP 86	\$6,190
BRP WP 87	\$3,185
BRP WP 88	\$1,445
BRP WP 89	\$645
BRP WP 90	\$940

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).