



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

BRP WP 60 Variances for Schools 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.



BRP WP 60 Variances for Schools Permit Fact Sheet

1. What is the purpose of this variance?

This is necessary to ensure that the disposal of sanitary sewage utilizing a variance from the design flow for schools and/or for increased flow to a large system for a school under Title 5 of the Environmental Code, 310 CMR 15.000, will maintain a level of environmental protection that is at least equivalent to 310 CMR 15.000 without strict application of the specific provision of 310 CMR 15.000 from which the variance is sought. The purpose of Title 5 is to provide for the protection of public health, safety, welfare and the environment by requiring the proper siting construction, upgrade, and maintenance of on-site sewage disposal systems and appropriate means for the transport and disposal of septage.

You must obtain approval from MassDEP for flow variances from Title 5 for schools pursuant to 310 CMR 15.416.

2. Who must apply?

Any individual, business or organization owning or operating an elementary, middle or secondary school and proposing a variance to 310 CMR 15.203(5) or 15.006 pursuant to 310 CMR 15.416.

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

Other variances are granted by the local approving authority and/or MassDEP pursuant to 310 CMR 15.000. Consult the guidance for other variances under BRP WP 59b and BRP WP 59c. These other variances are not included in this category.

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

4. What is the application fee?

The application fee is \$1,940.

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-60-variances-for-schools>

- 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 60, and click "Continue Application".
- Follow instructions on each screen and click "Continue Application" to move to the next step. The WP 60 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.

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 this category.

8. How long is this variance in effect?

This variance remain valid as long as the system and facility served remain unchanged or until MassDEP revokes or modifies the variance.

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

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Include copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
- 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 this variance? 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:

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

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



BRP WP 60 Variances for Schools Application Completeness Checklist

- A MassDEP application form for the permit category BRP WP 60 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 variance requested and the necessary documentation to support this request.
- Complete sets of plans and specifications, including a locus map, have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.
- A copy of a signed approval letter from the local approving authority for the subject variance, including a list of notified abutters, has been provided.

To submit the application package:

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$1,940 (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).