

Massachusetts Department of Environmental Protection
Bureau of Water Resources – Groundwater Discharge, Reclaimed Water Use,
and Surface Water Discharge (NPDES) Permits
**WP 68 Treatment Works Plan Approval for Ground Water
Discharge and Reclaimed Water Use Facilities, without Permit
Modification**

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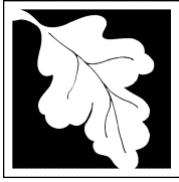
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Introduction

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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Application Fact Sheet

A WP68 application is for plan approvals for any major physical modification to a treatment works with a Groundwater Discharge permit. Groundwater discharge permitted facilities are permitted according to 314 CMR 5.00.

1. What is the purpose of this plan approval?

This plan approval serves to protect the public health, welfare and the environment through the control of pollutant discharges to groundwater or surface water or the use of reclaimed water. It is required for any major physical modification to a treatment works which does not require a modification to the permit issued to the facility. Only those treatment works that have a non-industrial discharge may apply for this plan approval.

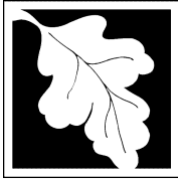
2. Who must apply?

Any person with an active, existing ground water or reclaimed water permit whose treatment works produces a non-industrial groundwater discharge regulated by MassDEP in accordance with the provisions at 314 CMR 5.00, or reclaimed water regulated by MassDEP in accordance with 314 CMR 20.00, may use this category to modify the treatment works provided no modifications to the existing permit are required. Non-industrial discharges are those discharges not described in 310 CMR 4.10(5). Sanitary discharges are almost always considered non-industrial. If this category does not apply to you, please be advised it is not the only category. Please consult the regulations at 310 CMR 4.00 to determine whether another category would apply.

3. What forms must be completed?

- a. The WP 68 Treatment Works Plan Approval, without Permit Modification- Application must be submitted to MassDEP. This form is located at <https://www.mass.gov/how-to/wp-68-treatment-works-plan-approval-for-groundwater-discharge-and-reclaimed-water-use>.
- b. The Certification Statement for the engineering report and the plans and specifications must be submitted to MassDEP. This form is located here: <https://www.mass.gov/lists/wastewater-permits-and-reporting-forms>
- c. An Engineering Report stamped and signed by a Massachusetts Registered Professional Engineer must be submitted to MassDEP. Guidance for this report is located on the last page of this instruction document.
- d. The following other potential requirements, intended to serve as a guide to the applicant, may need to be completed but do not necessarily include all additional requirements:
 - i. The local Board of Health may have regulations which apply.
 - ii. Application for operator certification/facility rating in accordance with 257 CMR 2.00 may be needed.
 - iii. Other state or local approvals.

Note: 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, 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.



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4. What is the application fee?

Refer to 310 CMR 4.10 and “Schedule of Permit Application Fees and Timelines” located at:
<https://www.mass.gov/lists/massdep-fees-timelines>

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5. Where do I send the application forms?

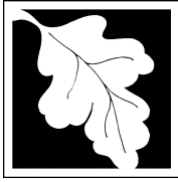
The application must be submitted through ePLACE, located here: <https://eplace.eea.mass.gov/citizenaccess>

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-68-treatment-works-plan-approval-for-groundwater-discharge-and-reclaimed-water-use>

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 68, 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



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WP 68 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 and information on annual compliance fees?

The timelines and current annual compliance fees are available on the MassDEP Website at the following location: <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.

7. How long is this plan approval in effect?

There is no time limit for plan approvals. (Permits are effective for 5 years.)

8. Is submitted information available to the public?

Information contained in these application forms will, upon request, be made available to the public for inspection and copying. However, you may request confidential treatment for certain supplementary information which you submit in support of an application. No information on the Surface Water Discharge Permit Application may be claimed as confidential.

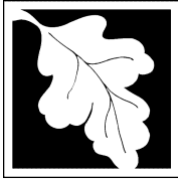
9. Where can definitions be referenced?

See applicable regulations (listed in Question 10 below).

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

These regulations include, but are not limited to:

- a. Groundwater Discharge Regulations, [314 CMR 5.00](#)
- b. Reclaimed Water Permit Program and Standards, [314 CMR 20.00](#)
- c. Timely Action and Fee Provisions, [310 CMR 4.00](#)
- d. Administrative Penalty Regulations, [310 CMR 5.00](#)



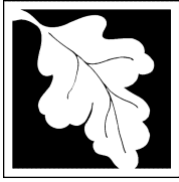
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Application Fact Sheet

Hard copies may be purchased at:

State House Bookstore
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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Unless otherwise specified in instructions to the forms, each item in each form must be answered. To indicate that each item has been considered, enter "NA" for not applicable, if a particular item does not fit the circumstances or characteristics of your facility or activity.

Some items in the forms require narrative explanation. If more space is necessary to answer a question, attach a separate sheet entitled "Additional Information".

This form must be completed by all applicants for surface water discharge permits.

Item 1

Enter the applicant's contact information.

Item 2

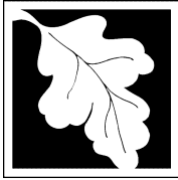
Enter the facility's official or legal name followed by the complete mailing address of the office where correspondence and billing should be sent; the location of the facility producing the discharge; the telephone number of the facility; and an e-mail address.

Enter the name of the facility holding the groundwater discharge, surface water discharge (NPDES), or reclaimed water use permit. Also enter the permit number.

Section B – Surface Water Discharge Application - Certification

All permit applications shall be signed as follows:

- A. For a corporation, by a responsible corporate officer
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- C. For a municipality, State, Federal, or other public agency: by either a principal executive officer or ranking elected official.



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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 Certification Statement

Engineering Report

To submit the application package:

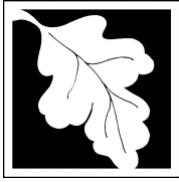
Claim your authorization (as needed), and then submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>

Pay fee of:

\$970 for BRP WP 68:

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 that, upon issuance of a 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 the 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.



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Engineering Report Requirements

*This approval is required for any major physical modifications to the treatment works that does not involve a modification to the existing groundwater discharge permit or reclaimed water permit. Any proposed major treatment works project must be supported by an engineering report providing the design information and basis for the project. The engineering report and plans & specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.*

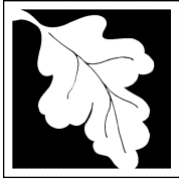
Submission of plans & specifications to the MassDEP for the proposed modifications to the treatment works may be required to be submitted with the application or at any time during the application's review. In all cases, formal submission of the final plans and specifications will be required by 90 days prior to the start up of the approved modifications.

The Certification Statement for the engineering report and the plans & specifications is required to be submitted with this approval request.

Engineering Report Requirements

The engineering report shall include a detailed description of the project, design data, and sufficient technical detail so that MassDEP can fully review the design of the project and assess any related permit compliance issues. Depending on the scope of the project, some or all of the following information may be required with the application:

- 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 waste 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 byproduct 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;



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Engineering Report Requirements

- l. a description of the proposed effluent quality;
- m. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;
- n. a narrative description of the modification to the treatment works, 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 the proposed wastewater treatment works (not to be submitted until 90 days prior to the startup of the treatment works) shall include, at a minimum, the following:

- a. materials of construction and specifications for the wastewater treatment works 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.