



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Groundwater Discharge Permits

# BRP WP 82 Administrative Renewal of Groundwater Discharge Permit Instructions and Supporting Materials

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## Table of Contents

- introduction
- permit application fact sheet
- completeness checklist

## Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP website at [mass.gov/dep](http://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](http://mass.gov) page for this application.



# BRP WP 82 Administrative Renewal of Groundwater Discharge Permit Permit Application Fact Sheet

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## 1. What is the purpose of this permit?

In accordance with 314 CMR 5.12(9) the MassDEP may administratively renew a permit to a non-industrial groundwater discharge regulated by MassDEP in accordance with the provisions at 314 CMR 5.00. These permits serve to protect the public health, welfare and the environment through the control of pollutant discharges to the ground.

An administrative renewal consists of extending the existing permit for an additional five years provided that no changes to the permit are required or requested and **all** of the conditions of 314 CMR 5.12(9) (a) through (j) are met.

## 2. Who must apply?

For **BRP WP 82**: Any person (individual, business, or organization) who holds a valid individual groundwater discharge permit issued in accordance with 314 CMR 5.00 who wishes to continue the permitted activity beyond the expiration date of the existing permit, who does not seek any changes to their current permit and who meets **all** the requirements of 314 CMR 5.12(9)(a) through (j) can apply under this permit category.

If this category does not apply to you, please be advised there are other renewal permit categories for discharges to the ground:

**BRP WP 11**: Any person (individual, business, or organization) who holds a valid individual groundwater discharge permit issued in accordance with 314 CMR 5.00 or a valid reclaimed water permit issued in accordance with 314 CMR 20.00 and wishes to modify the design of the approved facility or the terms and/or conditions of the existing permit, must apply under this permit category.

**BRP WP 12**: Any person (individual, business, or organization) who holds a valid individual groundwater discharge permit issued in accordance with 314 CMR 5.00 who does not seek to modify the facility or who does not meet all the requirements of 5.12(9)(a) through (j); or a valid reclaimed water permit issued in accordance with 314 CMR 20.00; and, wishes to continue the permitted activity beyond the expiration date of the existing permit must apply under this permit category.

If these categories do not apply to you, please be advised these are not the only permit categories for discharges to the ground. Please consult regulations 310 CMR 4.00, 310 CMR 15.000, 314 CMR 5.00 and 314 CMR 20.00 to determine whether another category may apply to you.

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

a. What prerequisites should be considered before applying for this permit?

- If the permittee wishes to continue an activity regulated by an existing individual groundwater discharge permit after the expiration date of the permit, the permittee must apply for and obtain a new permit. The permittee must submit a new application at least 180 days before the expiration date of the existing permit unless permission for the later date has been granted by MassDEP.
- The permittee must meet **all** the requirements listed at 314 CMR 5.12(9)(a) through (j).



# BRP WP 82 Administrative Renewal of Groundwater Discharge Permit Permit Application Fact Sheet

b. What concurrent applications are related to this permit?

The Local Board of Health may have regulations which apply.

**Note:** These additional requirements are intended to serve as a guide to the applicant. They do 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-82-administrative-renewal-of-groundwater-discharge-permit>

- 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 82, and click "Continue Application".
- Follow instructions on each screen and click "Continue Application" to move to the next step. The WP 82 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](mailto: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 for this permit?**

BRP WP 82, Administrative Renewal.....\$265

**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>



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## 7. What is the annual compliance fee?

Once coverage under the General Permit is granted, the permittee will be responsible for paying an Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Current Annual Compliance Fees can be found on the MassDEP Website at <https://www.mass.gov/lists/massdep-fees-timelines>. Please be advised, failure to make timely payment of an ACF may result in the revocation of this 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.

## 8. How long is the permit in effect?

Permits granted under category BRP WP 82 are in effect for a maximum of five (5) years, provided the permittee remains in compliance with the governing laws and regulations and provided the annual compliance assurance fee is paid.

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

Verify that no changes are required or requested to the existing Groundwater Discharge Permit and that all of the requirements of 314 CMR 5.12(9) (a) through (j) are met.

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

These regulations include, but are not limited to:

- a. Groundwater Discharge Permit Program Regulations, 314 CMR 5.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

They 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



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## BRP WP 82 Administrative Renewal of Groundwater Discharge Permit Application Completeness Checklist

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*To avoid delays in the application review process, please include the following items with the application:*

- Certification Statement for the BRP WP 82 Administrative Renewal is signed and stamped by a Massachusetts Registered Professional Engineer.
- Section C., the Applicant Certification form is signed by a person identified in 314 CMR 5.14(1).

*To submit the application package:*

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee of:  
\$265 for BRP WP 82

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, upon issuance of this 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 this 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.***