



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Reclaimed Water Use Permits

BRP WP 84 Application for Permit for Reclaimed Water Use 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.



BRP WP 84 Application for Permit for Reclaimed Water Use Guidance

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

Submission of plans & specifications for the proposed reclaimed water treatment facility to the MassDEP 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 facility.

A Certification Statement of the plans & specifications is required to be submitted with the application.

Engineering Report Requirements

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

- 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 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 any industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- f. a description of any by-product 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 the proposed uses of reclaimed water;
- k. a description of any anticipated new processes;
- l. a description of the proposed effluent quality;
- m. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;



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- n. a narrative description of the recommended plan for a wastewater treatment facility, 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, including alternate means of effluent disposal when the reclaimed water system is not in use;
- 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.
- y. a description of how the proposed reclaimed water system complies with the applicable requirements of 248 CMR 10.00: Uniform State Plumbing Code

The engineering plans and specifications of a proposed wastewater treatment facility (not to be submitted until 90 days prior to the startup of the 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 wastewater collection, treatment, and disposal.



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Permit Application Fact Sheet

1. What is the purpose of these permits?

These permits are required for the use of reclaimed water. The permit will include both the reclaimed water treatment and the transmission facilities. These permits serve to protect the public health, welfare, and the environment through the control of these discharges onto or into the ground.

Statutory authority for this permit is stated in MGL Chapter 21 Section 43. Regulatory authority for these permits is stated in 314 CMR 20.00.

2. Who must apply?

- **BRP WP 84** Any person (individual, business or organization) who proposes to construct, install, modify operate or maintain a reclaimed water system.

Please note: A filing under this permit category will not be necessary if the project has a permit that regulates the reclaimed water usage. For example, if a project proposes to use reclaimed water for irrigation or for toilet flushing combined with the disposal of additional flow to the ground, then a groundwater discharge permit issued under 314 CMR 5.00 will be required. Conversely, if a facility with an existing NPDES permit proposes to use reclaimed water as industrial boiler feed or send to a powerplant for cooling water, then a reclaimed water permit issued under 314 CMR 20.00 will be required.

If the BRP WP 84 category does not apply to you, please be advised there are other permit categories for discharges to the ground or to surface water. Please consult regulations 310 CMR 4.00, 314 CMR 3.00, 314 CMR 5.00, and 314 CMR 7.00 to determine whether another category may apply to you.

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, 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.

b. What concurrent applications are related to these permits?

- The local Board of Health may have regulations which apply.
- Application for operator certification/facility rating in accordance with 257 CMR 2.00 is required.

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



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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-84-reclaimed-water-use>

- 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 84, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. The WP 84 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://eeasonline.eea.state.ma.us/EEA/PublicApp>.

5. What is the application fee?

BRP WP 84 Reclaimed Water\$5,000

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?

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 are these permits in effect?



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Permits shall be effective for a fixed term, which will not exceed 5 years. The MassDEP may issue a permit for a lesser duration.

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

- a. Answer all questions on the application form and indicate "not applicable" (N/A) where appropriate.
- b. Applications for BRP WP 84 must include:
 - 1) A complete engineering report stamped and signed by a Massachusetts Registered Professional Engineer.
 - 2) Certification Statement for the engineering report and plans and specifications.
<https://www.mass.gov/lists/wastewater-permits-and-reporting-forms>
 - 3) A complete and signed Applicant Certification for Reclaimed Water Use Permits (Section G. of the Individual Permits application form).
 - 4) A Reuse Management Plan describing the proposed reclaimed water system, including, but not limited to, volume and proposed classification of the reclaimed water, description of the reclaimed water distribution system, and the location of each reuse site.
 - 5) A Service and Use Agreement between the legal entity who has a reclaimed water system permit issued by MassDEP and any other entity who uses, sells, distributes or offers for use, sale or distribution the reclaimed water produced by said system.
- 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 these permits? Where can I get copies?

These regulations include, but are not limited to:

- a. Reclaimed Water Permit Program and Standards, 314 CMR 20.00.
- 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



BRP WP 84 Application for Permit for Reclaimed Water Use Application Completeness Check List

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

- The Reclaimed Water Use Permit Application Form properly filled out and signed by the applicant.
- Engineering Report.
- Certification Statement for the engineering report and plans & specifications.
<https://www.mass.gov/lists/wastewater-permits-and-reporting-forms>
- Reuse Management Plan.
- Service & Use Agreement, if applicable.
- Section G., Applicant Certification for Reclaimed Water Use Permits, has been completed and signed.

To submit the application package:

- Submit the application and documents listed above through ePLACE,
<https://eplace.eea.mass.gov/citizenaccess>
- Pay fee of:

\$5,000 for BRP WP 84;

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.