

**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Drinking Water Program

# **BRP WS 13 Approval to Site and Conduct a Pumping Test for a Source less than 70 Gallons per Minute**

## **Instructions and Supporting Materials**

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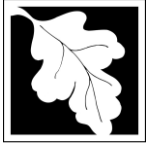
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### **Introduction**

MassDEP *Instructions & Support Materials* are available for download from the MassDEP Web site at [www.mass.gov/dep](http://www.mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* provide guidance on how to prepare a permit application.

The supporting documents for these permit applications, 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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**1. What is the purpose of this approval?**

This is an approval relative to evaluating the water resource potential of a particular site. The necessary components of a site approval request, the subsequent site exam and pumping test proposal are described in the *Guidelines and Policies for Public Water Systems (available in the State House Bookstore)*. The Drinking Water Regulations govern all aspects of the source development process.

The reason sites are evaluated and approved or disapproved at this point is to identify any circumstances which might negate the possibility of using the site. This assists the applicant in avoiding the potentially unnecessary expenses associated with the next costly step, which is the pumping test. For example: the inability to own the Zone I; extremely poor water quality, historical spills or leaks of hazardous materials; and, extensive development of the preliminary conceptual Zone II (if applicable), are all issues that could influence the approval of the site for development as a drinking water source.

Approval of a pumping test proposal is granted after MassDEP has determined that the hydrologic and water quality information, necessary to approve the source, will be generated before, during and after the pumping test.

**2. Who must apply?**

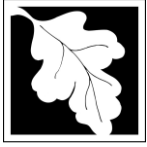
Any individual, company, municipality or district intending to develop a public source of water supply serving 15 service connections or 25 individuals at least 60 days per year.

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

- A Request for Determination of Applicability (Form No. 1-310 CMR 10.99) as required under the Wetland Protection Act MGL c. 131 s. 40 and the regulations at 310 CMR 10.00 must be filed with the local conservation commission if work is proposed within 100 feet of a wetland.
- The site examination and sanitary land use survey precede the review and approval to conduct a pumping test.
- Before applying for this approval consideration should be given to the ability to own the Zone I; and
- How surrounding development and history may influence water quality and how the site lends itself to development; and.

**Note:** Approvals 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 begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing.** Copies of MEPA filings should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office. Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.



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**4. What is the application fee?**

The application fee is \$1,380.

**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/ws-13-approval-to-site-a-source-and-conduct-a-pumping-test-for-a-source-less-than-70-gallons-per-minute>

- 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 – Drinking Water (DW)”, and check on WS 13, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. The WS 13 supporting forms are to be attached in the Documents section. **Any documents being submitted that do not fit in with one of the dropdown categories, should be submitted under “other”.**
- 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://eeasonline.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?**

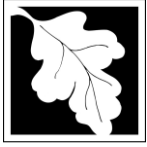
There is no annual compliance assurance fee for this approval.

**8. How long is the approval in effect?**

Applicants have two years to complete the Source Approval process.

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

- a. Be sure all items on the Application Completeness Checklist are completed and included in submitted application in ePLACE.
- b. Review the Drinking Water Regulations 310 CMR 22.21 and the *Guidelines and Policies for Public Water Systems* regarding what is evaluated when considering approval of a site. Communicate with the Drinking Water Program concerning materials necessary for an approvable submission.



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- c. Submit the documents required for this application and pay fee (if applicable) through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>.

**10. What are the regulations that apply to this approval? Where can I get copies?**

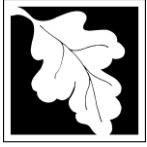
These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.21.
- b. The Timely Action and Fee Provisions, 310 CMR 4.00.
- c. The 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**  
**21 Elm Street**  
**Springfield, MA 01103**  
**413-784-1376**



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**Application Completeness Checklist**

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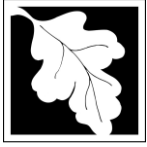
The following documents should be submitted through ePLACE:

- Supporting Attachment**, that includes:
  - Massachusetts Registered Professional Engineers or individuals meeting the qualifications of Section 1.0 of the *Guidelines and Policies for Public Water Systems* has prepared the proposal, signed and stamped it.
  - Location and log of all exploratory wells (depth, yield, lithology) has been submitted with application.
  - Results of chemical and VOA water analyses is included.
  - A characterization of land uses around the well including:
    1. A map depicting:
      - (a) the proposed Interim Wellhead Protection Area (IWPA)
      - (b) current land uses and zoning within the IWPA;
      - (c) approved water withdrawals, registered or permitted by the Drinking Water Program
    2. A discussion/evaluation of the potential impacts posed by existing and potential sources of contamination to the new water supply.
  - A surveyed site plan showing the Zone I. The plan must show the location of all production wells, observation wells, staff gauges, piezometers, etc. within the Zone I. This plan must show all property lines and identify ownership of all property within the Zone I.
  - For test wells installed at potential production well sites, the following must be provided:
    1. water quality analysis results;
    2. estimate of well yield; and
    3. well log and as-built construction diagram.
  - The following items must be also included as part of the supporting attachment:
    1. planned pumping rate;
    2. planned duration of test;
    3. location of discharge point;
    4. plan showing location of observation wells, if applicable;
    5. frequency of reading observation wells, if applicable;
    6. types of samples to be collected and the name of the state certified laboratory to be employed for all water quality testing required by the Source Approval process;
    7. frequency and locations of sampling for water quality;
    8. required permits, registrations or notices such as: state (e.g., Water Management, Wetlands) or local (e.g., Conservation Commission); and
    9. discussion of methodology for delineating Zone II or Zone III if applicable;
- WS Certification Form (with P.E. signature and stamp)

The following documents may need (if applicable) to be submitted through ePLACE:

- MEPA Certificate

Note: Any documents being submitted that do not fit in with one of the dropdown categories in the ePLACE system, should be submitted under “other”. If you have concerns about any specific documents displaying on the ePLACE Public Access Portal, please contact regional staff for alternative delivery.



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**To submit the application package:**

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$1,380 (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).