

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

BRP WS 17 Approval to Site and Conduct a Pumping Test for a Source of 70 Gallons per Minute or Greater

Instructions and Supporting Materials

Table of Contents

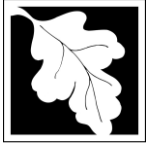
- introduction
- permit fact sheet
- completeness checklist

Introduction

MassDEP *Instructions & Support Materials* are available for download from the MassDEP Web site at 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.



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

**BRP WS 17 Approval to Site and Conduct a Pumping Test for a
Source of 70 Gallons per Minute or Greater**

Permit Fact Sheet

1. What is the purpose of this approval?

The approval is to continue evaluating the water resource potential of a particular site. The necessary components of a site approval request, the site exam, and the subsequent pumping test, are described in the Massachusetts Department of Environmental Protection (MassDEP), Drinking Water Program's *Guidelines and Policies for Public Water Systems* (available at the State House Bookstore). The Drinking Water Regulations, in particular 310 CMR 22.21, govern all aspects of the source development process.

Sites are evaluated and approved or disapproved at this point because there are certain circumstances which would negate the possibility of using the site, thereby avoiding the potentially unnecessary expense associated with the pumping test. For example, the inability to own the Zone I; extremely poor water quality; and historical spills or leaks of hazardous materials are all issues that could influence the approval of the site for development. 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?

- Request for Determination of Applicability (Form No. 1-33310 CMR 10.99) should be filed with the local conservation commission if work is proposed within 100 feet of a wetland.
- Before applying for this approval consideration should be given to the ability to own the Zone I; and
- How the surrounding development and history may influence water quality and how the site lends itself to development.

Approvals of this type will require Massachusetts Environmental Policy Act (MEPA) Office 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 Office of the Executive Office of Environmental Affairs, 251 Causeway Street, Suite 900, Boston MA 02114 (617) 626-1020. Copies of MEPA filings should be sent to the MEPA Coordinator in the appropriate Regional Office.

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

4. What is the application fee?

The fee structure associated with this approval is stated in 310 CMR 4.10(5)(x).

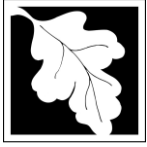
As of August 8, 2013 the application fee is \$4,850.

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-17-approval-to-site-a-source-and-conduct-a-pumping-test-for-a-source-greater-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".



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

**BRP WS 17 Approval to Site and Conduct a Pumping Test for a
Source of 70 Gallons per Minute or Greater**

Permit Fact Sheet

- To find this application, click on “Apply for DEP Authorization – Drinking Water (DW)”, and check on WS 17, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. The WS 17 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.
- 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?

Currently, there is no annual compliance assurance fee for this approval.

8. How long is this approval in effect?

A Site Exam and Pumping Test Approval is valid for up to two years. Failure to act within two years will require a new application for this permit.

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, and what is required for conducting a pumping test. Communicate with the Drinking Water Program concerning the materials necessary for an approvable submission.
- 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?

These regulations include, but are not limited to:

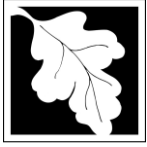
- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

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

Where can I get copies?

**State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376**



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

**BRP WS 17 Approval to Site and Conduct a Pumping Test for a
Source of 70 Gallons per Minute or Greater**

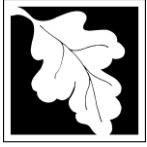
Application Completeness Checklist

The following documents should be submitted through ePLACE:

- Letter of Authorization
- Site Exam, which includes:
 - Location and log of exploratory wells (depth, yield, lithology) and at least two stratigraphic cross-sections of the aquifer material.
 - Results of chemical and volatile organic compounds (VOC) water analyses.
 - A characterization of land uses around the well including:
 - A map showing:
 - current land uses and zoning;
 - approved water withdrawals, registered or permitted by the Drinking Water Program;
 - surface water features (including wetlands);
 - initial estimate of Zone II or Zone III; and
 - existing and potential sources of contamination in the Preliminary Zone II or Zone III.
 - Discussion/evaluation of impacts from 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 also be provided:
 - water quality analysis results;
 - estimate of well yield; and,
 - well log and as-built construction diagram.
- Site Screening Document, which includes:
 - Site Screening Workshop
 - Water Conservation Plan
 - Alternative Analysis
- Pumping Test Proposal; including:
 - planned pumping rate of test (recorded every two hours);
 - planned duration and discussion of stabilization of test;
 - planned step-drawdown test;
 - planned barometric readings (if applicable);
 - plan showing observation/monitoring well locations (include ambient well) and staff gauges;
 - observation well water level measurement frequency (drawdown and recovery);
 - location of discharge point;
 - precipitation measurement plan;
 - types of water quality sampling and name of state or EPA certified lab along with frequency and locations of sampling;
 - required permits (ie. Water Management, Wetlands, Natural Heritage Endangered Species Program, Local Conservation Commission, Army Corps, etc.);
 - discussion of wetlands stratigraphy and wetlands monitoring if applicable; and
 - Zone II or Zone III methodology.
- WS Certification Form (P.E. signature and stamp included)

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

- MEPA Certificate



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

BRP WS 17 Approval to Site and Conduct a Pumping Test for a Source of 70 Gallons per Minute or Greater

Application Completeness Checklist

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.

To submit the application package:

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$4,850 (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).