



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

BRP WS 20 Approval to Construct a Source of 70 Gallons per Minute or Greater

Instructions and Supporting Materials

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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.



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Permit Fact Sheet

1. What is the purpose of this approval?

The approval is to construct a well. All the requirements of 310 CMR 22.21 and the Division of Water Supply's Guidelines and Policies for Public Water Systems (available in the State House Bookstore) should have been satisfactorily addressed. This is the last approval in the New Source Approval process.

Approval to construct a source is an indication that all the requirements of the New Source Approval process have been addressed satisfactorily.

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?

- DWS Water Management Act approval application has been filed.
- Prior to final approval, proponent must own or control Zone I.

Before issuing an approval to construct, the Division of Water Supply will evaluate whether all of the components of the Source Approval process have been satisfactorily completed. Prior to the source going on-line (pumping water into the distribution system), the Wellhead Protection Zoning and Nonzoning controls and the Groundwater Monitoring Well Program must be implemented and functioning.

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.

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?

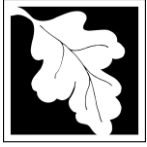
The application fee is \$2,910.

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-20-approval-to-construct-a-source-of-70-gallons-per-minute-or-greater>

- 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 20, and click "Continue Application".
- Follow instructions on each screen and click "Continue Application" to move to the next step. The WS 20 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".**



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- 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?

There is no annual compliance fee for this approval.

8. How long is this approval in effect?

The approval is valid for five years.

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 Division of Water Supply's *Guidelines and Policies for Public Water Systems* regarding what is evaluated when considering approval to construct a source. Communicate with MassDEP 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? Where can I get copies?

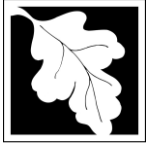
These regulations include, but are not limited to:

- 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

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



Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Water Supply – Water Quality Assurance/New Source Approval

BRP WS 20 Approval to Construct a Source of 70 Gallons per Minute or Greater

Application Completeness Checklist

The following documents should be submitted through ePLACE:

- WS Certification Form
- Evidence of Approved Pumping Test Report
- Final Site Plan Survey
- Construction Design Plans
- Construction Specifications

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

- Correspondence Copies

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: \$2,910 (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).