

# BRP WS 21 Approval to Conduct Pilot Study

## Instructions and Supporting Materials

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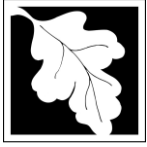
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### Introduction

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 approval serves to protect the public health and welfare by assuring that the pilot study follows the procedures set forth in the Division of Water Supply's Guidelines and Policies for Public Water Systems and that the finished water will meet minimum drinking water standards. Guidelines and Policies for Public Water Systems are available from State House Bookstore.

This permit consists of an approval to conduct a pilot study to determine the adequacy of the treatment process to deliver water of good quality that meets the standards established by MassDEP. Legislative authority is stated in MGL Chapter 111, s. 160A and regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

### 2. Who must apply?

Public water suppliers or their representatives must apply if they plan to conduct water treatment pilot studies on their drinking water systems.

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

If the water supplier or their representative apply for this permit as part of a facility modification, it may be necessary to apply for other water treatment permits, e.g. BRP WS 22, 23, 24, or 25.

**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 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.

### 4. What is the application fee?

The fee structures associated with these approvals are stated in 310 CMR 4.10(5) (bb).

<b>BRP WS21A</b> (less than 40,000 gallons per day (gpd))	\$320
<b>BRP WS21B</b> (40,000 gpd or more and less than 200,000 gpd)	\$485
<b>BRP WS21C</b> (200,000 gpd or more and less than 1 million gpd)	\$850
<b>BRP WS21D</b> (1 million gpd or greater).	\$1,135



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment

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## Permit Fact Sheet

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### 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-21-approval-to-conduct-pilot-study>

- 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 21, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. The WS 21 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://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?

This permit shall remain in effect for 2 years from the approved date or as otherwise determined by MassDEP, as long as the study continues to meet minimum drinking water standards and conforms to current Division of Water Supply guidelines and policies described in *Guidelines and Policies for Public Water Systems*.

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



**BRP WS 21 Approval to Conduct Pilot Study**

**Permit Fact Sheet**

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

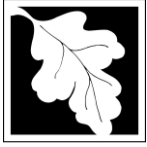
These regulations include, but are not limited to:

- 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**



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# Application Completeness Checklist

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The following documents should be submitted through ePLACE:

- WS Certification Form
- Cover Letter: A cover letter explaining the request.
- Pilot Test Proposal

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.

**To submit the application package:**

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee (if applicable):  
\$320 for BRP WS21A;  
\$485 for BRP WS21B;  
\$850 for BRP WS21C; or,  
\$1,135 for BRP WS21D

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).