



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

## **BRP WS 34 Chemical Addition Retrofit for systems that serve less than or equal to 3,300 people**

### **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](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 permit?**

This permit serves to protect the public's health and welfare by ensuring that minimum drinking water requirements are met in the chemical addition retrofit of water systems. It consists of an approval for chemical addition retrofit of water systems, that serve 3,300 people or less. Legislative authority is stated in MGL Chapter 111, section 160A. Regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

**2. Who must apply?**

Public water suppliers or their representatives who want approval for the chemical addition retrofit of their water system.

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

If the water supplier or their representatives apply for this permit it may also be necessary for them to apply for other MassDEP water treatment permits, e.g. BRP WS 23 or BRP WS 24.

**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 \$350.

**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-34-water-treatment-chemical-addition-retrofit-of-water-systems-serving-less-than-3300-people>

- 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 34, and click "Continue Application".
- Follow instructions on each screen and click "Continue Application" to move to the next step. The WS 34 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.



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- 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:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

**7. What is the annual compliance fee?**

There is no annual compliance assurance fee for this permit.

**8. How long is this permit in effect?**

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Department determines that the product or operations continue to protect the public health and welfare.

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

- 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>.

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

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

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

**State Bookstore**  
436 Dwight Street, Room 102  
Springfield, MA 01103-1317  
413-784-1376



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**Application Completeness Checklist**

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The following documents should be submitted through ePLACE:

- ☐ WS 34 Chemical Addition Retrofit Application Form (Please fill out all relevant fields in Microsoft Word™ or Adobe Acrobat PDF™ format and attach in ePLACE. P.E. signature/stamp is required.)
- ☐ Cover Letter: This is a letter of intent explaining the request.
- ☐ Documentation to support the request: This includes plans and specifications and design/engineering study.

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

- ☐ MEPA Certificate
- ☐ Chemical Feed Checklist(s)

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: \$350 (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).