



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

BRP WS 36 Abandonment of Water Source 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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1. What is the purpose of this approval?

The purpose of this permit is to protect public health and welfare by ensuring the proper abandonment of a water source. The process will help eliminate the potential for groundwater contamination via open wells, and will help in maintaining minimum drinking water standards and guidelines associated with the surrounding aquifer.

2. Who must apply?

Public water suppliers or their representatives must apply if they want to abandon a drinking water source.

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

Refer to Section 4.14 of Guidelines and Policies for Public Water Systems, November 1996 revised version.

4. What is the application fee?

The application fee is \$70.

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-36-abandonment-of-water-source>

- 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 36, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. The WS 36 supporting forms are to be attached in the Documents section.
- 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>



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7. What is the annual compliance fee?

There is no annual compliance assurance fee for this approval.

8. How long is this approval in effect?

This approval shall remain in effect for 5 years from the approval date or as otherwise determined by MassDEP.

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

- a. Review the instructions and Application Completeness Checklist for this application package.
- 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 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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The following should be submitted through ePLACE:

- A cover letter explaining the request is included.
- A map identifying the location of source to be abandoned is included.
- The names and addresses of abutters to the land where the source to be abandoned is located has been included.

To submit the application package:

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$70 (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).