

**SAMPLE BOARD OF HEALTH LETTER <sup>1</sup>**  
**FLOOR DRAIN REQUIREMENT**  
310 CMR 22.21(2)(a)(8)

Dear Business Owner / Facility Operator,

This letter is to inform you that the Board of Health adopted a Floor Drain Regulation on [date] to comply with MassDEP Wellhead Protection Regulation 310 CMR 22.21(2)(a)(8). The purpose of this regulation is to eliminate floor drains located in hazardous material and hazardous waste storage and process areas. Of particular concern are floor drains which discharge directly to the ground or to subsurface infiltration structures such as septic systems, cesspools, leaching fields or dry wells. These types of floor drain discharges are known to pose a serious threat to groundwater quality. The Floor Drain Regulation will enable the Board of Health to further community efforts in protecting groundwater resources and public drinking water supplies.

The Board of Health will be scheduling inspections over the next few [weeks/months]. Because your facility has been identified as one that may have a floor drain discharge system, the following information will assist you in preparing for this inspection.

1. If you are currently connected to a sewer line, please have available your local permit information from the plumbing inspector/building department. Be aware that certain facilities, such as engine and motor vehicle repair shops, must also be equipped with oil/water separators.
2. If you are currently connected to a holding tank, or if you have a permit for the discharge, please have available your holding tank *Compliance Certification Form DEP01* or *Groundwater Discharge Permit / Underground Injection Control (UIC) Registration* as issued by MassDEP.
3. If you are not sure that you have a floor drain, inspect all areas where hazardous material or hazardous waste is processed or stored, including any temporary storage areas. If you locate a floor drain you must determine where it discharges. You may need to examine underneath your facility structure, review your building plans and/or hire a plumber to perform a dye test.
4. If you have a floor drain discharge system AND it is located in a hazardous material or hazardous waste process or storage area AND it is not connected to municipal sewer or a holding tank AND you do not have a MassDEP Permit/Registration, then the floor drain discharge **must** be discontinued. Subsurface infiltration structures receiving floor drain discharges are considered to be UIC Class V Wells. If the floor drain discharges to a UIC Well, then the well must also be closed. You will need to complete and submit to MassDEP a *UIC Well Pre-Closure Notification Form BRP WS-06d* at least thirty days prior to closing the well. After the well is closed, a *Post-Closure Notification Form* will also need to be submitted to MassDEP. In addition to closing the well, the floor drain will need to be altered in one of the following ways:

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<sup>1</sup> This letter is available electronically. If the municipality adopts a floor drain general bylaw (rather than a BOH regulation) please modify this letter as needed.

1. Connect the floor drain to a holding tank and apply for MassDEP certification;  
OR
2. Connect to the municipal sewer line with approval from the municipality; OR
3. Permanently seal the floor drain.

Please note that if the floor drain is permanently sealed, you must complete and submit *Form WS1 Notice of Plumbing Inspector Approval to Seal Floor Drain* to MassDEP. The plumbing inspector must be notified of your intention **prior to sealing the floor drain** as they may require their on-site presence during the closure activities.

The information, instructions and forms described in this letter are available on MassDEP's website; <https://www.mass.gov/lists/detailed-information-about-underground-injection-control-uic>

A member of the Board of Health will be contacting you to schedule a floor drain inspection. As described in this letter, please have all relevant documents available for this inspection. For your convenience I have enclosed a copy of the Floor Drain Regulation. We thank you for your assistance in protecting groundwater resources and public drinking water supplies in [name of community]. If you have any questions, please feel free to contact the Board of Health at [phone/email].

Sincerely,

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Board of Health

Cc: Local Boards/Departments