



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Drinking Water Program
BRP WS-10 Certification Fact Sheet

1. What is the purpose of this certification?

This certification protects the health and welfare of the public by insuring that facilities are surveyed for cross connection and backflow prevention devices are inspected by properly trained and knowledgeable professionals.

These permits consist of an approval to allow the applicants to perform tests on backflow prevention devices or conduct cross connection surveys on drinking water lines. Legislative authority for this permit is stated in M.G.L. Chapter 111 s.160A. Regulatory authority for this permit is stated in 310 CMR 22.22 (13), Drinking Water Regulations.

2. Who can apply for this certification?

Any individual who passes a MassDEP-approved written and practical examination for inspecting and testing backflow prevention devices or a MassDEP-approved written examination for conducting cross connection surveys is eligible to apply for a certification.

3. What are the requirements for certification or renewal?

3.1. CERTIFICATION

- **Backflow Prevention Device Testers**: Applicants must show proof that they have passed the written and practical examination approved by the Department. Note: Persons failing to apply for the Backflow Prevention Device Tester certification within twelve (12) months after passing a Department approved examination are required to retake the written and practical examination.
- **Cross Connection Surveyor**: Applicants must show proof that they have passed the cross connection surveyor examination approved by the Department. Note: Application for this certification must be submitted to the Department no later than twelve (12) months after the date the applicant received notice of passing a Department approved examination.

3.2. CERTIFICATION RENEWAL

- **Backflow Prevention Device Testers**: Applicants must have completed at least twenty-four (24) inspections/tests of backflow prevention devices and received at least three (3) training contact hours (TCH) in the past three years. Proof of inspections and TCH must accompany the application.
 - Note: If the applicant has completed less than twenty-four (24) tests during the three (3) years that he/she held a valid certification, the applicant must re-take the practical examination of a regular class or attend the *NEWWA Backflow Prevention Device Tester Recertification Review Training*.
 - Note: Persons failing to meet the certification renewal requirements at 310 CMR 22.22(12)(e)1. And/or (12)(e)2. Within three (3) years from the date that the certification expired must re-take the practical examination approved by the Department for renewal.
- **Cross Connection Surveyor**: Applicants must show that, in the last three (3) years, they have received at least three (3) TCHs and conducted at least three (3) cross connection surveys of non-residential facilities (industrial, commercial, institutional and municipal owned).
- **Combination Certification**: Applicants applying for a Combination Certification (Backflow Tester and Cross Connection Surveyor) must satisfy all the requirements for renewal as a Backflow Tester and Cross Connection Surveyor, except for the TCHs requirements. Only proof of three (3) TCHs is required.



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4. Where should this application be submitted?

The WS-10 Cross Connection Certification/Renewal can now be submitted online at ePlace, located here: <https://permitting.state.ma.us/CitizenAccess>.

Information on how to register, link your account (if applicable), and complete the ePlace online WS-10 form is located here: <http://mass.gov/dep/ws-crossconn>.

There are two sets of instructions:

- (1) The first set is if you have an existing WS-10 certification, but this is the first time you're using ePlace (you will need to link your account to your existing certification) (<http://www.mass.gov/eea/docs/dep/water/ws10eplaceexistingcerts.pdf>); and
- (2) The other set is if you don't have an existing certification (<http://www.mass.gov/eea/docs/dep/water/ws10eplacenewcerts.pdf>).

Once you submit the application you will receive an email that will provide you the record number. If you have not submitted everything on ePlace, this record number should be used when submitting supporting documentation or payment by mail.

From the "My Records" button, you will be able to view the status of your application through the review and approval process. This is also where you can renew or amend an existing certification.

(For those unable to apply online, you can submit: (a) the completed application WS10 form, located here: <http://www.mass.gov/eea/agencies/massdep/water/approvals/cross-connections.html>; (b) the completed **original copy** of the MassDEP Transmittal Form for Permit Application and Payment; and (c) any required supporting documentation for the type of certification that you are applying for, to: MassDEP, Drinking Water Program, One Winter Street, Boston, MA 02108 Attn: Cross Connection Certification.)

5. Where should I send the fee payment for this application?

The fee for this application is \$65. There is **NO** annual compliance fee, and there is **NO** fee exemption for this certification or certification renewal.

The ePlace online WS-10 certification form will take you directly to a screen where you can pay the fee. The fee can be paid online via credit card or electronic check with a service fee. You can also choose to pay by mail (send a check or money order). Payments sent by mail should be in the form of a check or money order made payable to Commonwealth of Massachusetts. The record number should be written on the check or money order. Mail the payment to:

**MassDEP
P.O. Box 4062
Boston, MA 02211**

Once you submit the application online you will receive an email that will provide you the record number as well as a reminder on how to mail payment of the permit fee. The Department will not begin review of the application until the fee is paid.

(For those unable to apply online and submitting a paper form, please submit your check or money order to the address shown above and also payable to Commonwealth of Massachusetts. Also attach a copy of the completed MassDEP Transmittal Form for Permit Application and Payment. Fill out only: Section A [Permit Code=BRP WS10, Name of Permit Category=CC Certification]; Section B [Applicant Info]; and Section F [Amount Due: \$65]. Please write on your check or money order the transmittal number that appears on your transmittal form. Note: Do not submit your application form with your payment.)



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6. How do I link my account to ePlace if I have an existing certification?

As mentioned above, you will find instructions as to how to link your account here: <http://www.mass.gov/eea/docs/dep/water/ws10eplaceexistingcerts.pdf>. You should have received a letter with Account Link Information that explains how to do this also. In that letter, you will receive your own personal record identification code and authorization code so that we can know who are when you do link your existing certification to ePlace. Please contact Otavio Paula-Santos at (617) 556-1085 or email at Otavio.paula-santos@state.ma.us if you do not have this letter.

7. 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>.

8. How long is the certification valid?

This permit is valid for 3 years from the date of issuance.

9. What are the regulations that apply and where can I purchase copies?

Regulations associated with this authorization include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00, Section 22(13).
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

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
413-784-1376

Unofficial copies of the above regulations are available on MassDEP's website at:
<http://www.mass.gov/dep/>