



Massachusetts Department of Environmental Protection
Bureau of Resource Protection • Watershed Permitting Program
Surface Water Discharge (NPDES) • Non-Industrial Wastewaters

BRP WM 13 Potable Water Treatment Facilities General Permit

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 files contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

For this permit category, MassDEP is accepting EPA's Notice of Intent form as the application form. Copies of the form and instructions may be obtained from the [EPA Website](#), "Appendix IV Notice of Intent (NOI) Instructions and Suggested Form." This form may be filled out online and printed.



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Permit Fact Sheet

1. What is the purpose of NPDES Permits?

These permits protect public health and the environment by controlling pollutant discharges to surface waters and ensuring that the water quality criteria and receiving water use prescribed in the Massachusetts Surface Water Quality Standards (314 CMR 4.00) are met.

2. Who must apply?

In general, NPDES permits must be applied for and obtained by:

- Any agency or political subdivision of the Commonwealth
- Any federal agency
- Any public or private:
 - corporation
 - authority
 - individual
 - partnership
 - association, or
 - other entity

proposing to discharge wastewaters from Potable Water Treatment Facilities (PWTF) from a point source to surface waters.

3. What is the application fee?

BRP WM 13 General Permit for Potable Water Treatment Facilities \$950
(310 CMR 4.10 Surface Water Discharge NPDES (yy) BRPWM13)

4. What is the Primary Permit Location?

Completed permit applications should be submitted to:

**Department of Environmental Protection
Division of Watershed Management
8 New Bond Street
Worcester, MA 01606**

5. 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>

6. What are annual compliance fees?

Current fees are available on the MassDEP Website:

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



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Discharges from the following entities are exempt from Annual Compliance Fees:

- Massachusetts state agencies.
- Massachusetts cities, towns, counties, districts.
- Municipal housing authorities, and federally recognized Indian tribe housing authorities.

7. How long is the notice of intent in effect?

The notice of availability for the general permit was published in the Federal Register on October 2, 2009. The permit is effective for 5 years, but coverage under the permit may be for less than five years, depending on when the NOI is submitted and approved.

8. How can I avoid the most common mistakes made in submitting an application?

- Make sure the application is signed and dated in ink by a legally responsible official.
- If you submitted a renewal application and were administratively continued under the general permit that expired November 15, 2005, write the transmittal number from the 2005 application on the NOI form. Applicants with permit coverage under the expired general permit do not pay the application fee again.

If you have a new or increased discharge, or are currently covered by an individual permit and have been requested to seek coverage under the general permit, submit a copy of the MassDEP transmittal form

<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>

- and the completed application forms to the MassDEP Surface Water Permitting Program.
- If you have a new or increased discharge, or are currently covered by an individual permit and have been requested to seek coverage under the general permit, submit fee and a copy of the MassDEP transmittal form to: Department of Environmental Protection, P.O. Box 4062, Boston, MA 02211. Send in a transmittal form even if exempt (see transmittal form).

9. What are the state regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- Surface Water Discharge Regulations, 314 CMR 3.00, specifically 314 CMR 3.06.
- Surface Water Quality Standards, 314 CMR 4.00.
- Wastewater Treatment Plant Operators, 257 CMR 2.00.
- 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
Springfield, MA 01103
413-784-1376



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BRP WM 13 Instructions

This permit allows a surface water discharge of wastewater from potable water treatment facilities (PWTFS). PWTFS treatment discharges eligible for coverage under this general permit include clarification, coagulation, media filtration, membrane filtration (not including reverse osmosis), and disinfection. Discharges from other potable water treatment processes may be included if they are reported in the Notice of Intent (NOI) and attain the effluent limits and other conditions of the general permit. This permit allows the PWTFS discharges to be comingled with other waste streams as long as the PWTFS discharge can be monitored separately (prior to comingling) for compliance.

The complete PWTFS general permit is found on the Environmental Protection Agency's Region 1 website <http://www.epa.gov/region1/npdes/pwtfgp.html>. MassDEP will perform a technical review of the application as necessary, and then issue an approval letter to EPA with a copy to the applicant. EPA will post the NOI on the website for a minimum of 30 days prior to authorization. If there are any questions, call 508-767-2856 or email Kathleen.Keohane@state.ma.us.

1. **Applicants with administratively continued coverage under the general permit that expired November 15, 2005** are required to submit an application package with a Notice of Intent form to both MassDEP and EPA (see also #3 below).
 - The Notice of Intent form for the Potable Water Treatment Facility General Permit. For this permit category, MassDEP is accepting EPA's Notice of Intent form as the application form. Copies of the form and instructions may be obtained from the [EPA Website](#) "Appendix IV Notice of Intent Instructions (NOI) and Suggested Form." This form may be filled out online and printed.
 - Write the transmittal number from the 2005 NOI on the EPA form.
- Send this package to: Massachusetts Department of Environmental Protection
 Division of Watershed Management
 8 New Bond Street
 Worcester, MA 01606
2. **Applicants with new or increased discharges, or discharges currently covered by an individual permit that have been requested to seek coverage under the general permit**, should prepare three packages: MassDEP Notice of Intent package; MassDEP transmittal form and check package; and an EPA Notice of Intent package (see also # 3 below)
 - a. The MassDEP application package should include a copy of the EPA Notice of Intent, the transmittal form with a copy of the check.
 - The Notice of Intent form for the Potable Water Treatment Facility General Permit. For this permit category, MassDEP is accepting EPA's Notice of Intent form as the application form. Copies of the form and instructions may be obtained from the [EPA Website](#) "Appendix IV Notice of Intent Instructions (NOI) and Suggested Form." This form may be filled out online and printed.
 - Transmittal form. Obtain from MassDEP web site: <http://mass.gov/dep/service/online/trasmfrm.shtml> Each transmittal form has a unique number and is used to track the permit status. **A transmittal form must have a transmittal number or it will become lost in the system.** A fee is required unless owner is exempt (see transmittal form). Include a copy of the check.



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Instructions

Send this package to: Massachusetts Department of Environmental Protection
Division of Watershed Management
8 New Bond Street
Worcester, MA 01606

b. Transmittal form and check package: Send the check and a copy of the transmittal form to the address indicated on the transmittal form.

- 3. EPA Application package:** All applicants submit the Notice of Intent for the Potable Water Treatment Facility General Permit form to EPA. Copies of the form and instructions may be obtained from the [EPA Website](#), "Appendix IV Notice of Intent Instructions and Suggested Form." This form may be filled out online and printed.

Send this package to: US Environmental Protection Agency
PWTF GP Processing
Municipal Assistance Unit (CMU)
1 Congress Street, Suite 1100
Boston, MA 02114-2023

Or emailed to pwtf.generalpermit@epa.gov

Or faxed to the EPA Office at 617-918-0505

NOIs will be publicly posted on the EPA website for 30 days prior to authorization by EPA. You will receive a letter from EPA authorizing coverage under the general permit.

EPA Contact: Damien Houlihan at houlihan.damien@epa.gov or 617-918-1586