



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Groundwater Discharge Permits

# BRP WP 82 Administrative Renewal of Groundwater Discharge Permit Instructions and Supporting Materials

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## Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format 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.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



# BRP WP 82 Administrative Renewal of Groundwater Discharge Permit Permit Application Fact Sheet

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## 1. What is the purpose of this permit?

In accordance with 314 CMR 5.12(9) the MassDEP may administratively renew a permit to a non-industrial groundwater discharge regulated by MassDEP in accordance with the provisions at 314 CMR 5.00. These permits serve to protect the public health, welfare and the environment through the control of pollutant discharges to the ground.

An administrative renewal consists of extending the existing permit for an additional five years provided that no changes to the permit are required or requested and all of the conditions of 314 CMR 5.12(9) (a) through (j) are met.

## 2. Who must apply?

For **BRP WP 82**: Any person (individual, business, or organization) who holds a valid individual groundwater discharge permit issued in accordance with 314 CMR 5.00 who wishes to continue the permitted activity beyond the expiration date of the existing permit, who does not seek any changes to their current permit and who meets all the requirements of 314 CMR 5.12(9)(a) through (j) can apply under this permit category.

If this category does not apply to you, please be advised there are other renewal permit categories for discharges to the ground:

**BRP WP 11**: Any person (individual, business, or organization) who holds a valid individual groundwater discharge permit issued in accordance with 314 CMR 5.00 or a valid reclaimed water permit issued in accordance with 314 CMR 20.00 and wishes to modify the design of the approved facility or the terms and/or conditions of the existing permit, must apply under this permit category.

**BRP WP 12**: Any person (individual, business, or organization) who holds a valid individual groundwater discharge permit issued in accordance with 314 CMR 5.00 who does not seek to modify the facility or who does not meet all the requirements of 5.12(9)(a) through (j); or a valid reclaimed water permit issued in accordance with 314 CMR 20.00; and, wishes to continue the permitted activity beyond the expiration date of the existing permit must apply under this permit category.

If these categories do not apply to you, please be advised these are not the only permit categories for discharges to the ground. Please consult regulations 310 CMR 4.00, 310 CMR 15.000, 314 CMR 5.00 and 314 CMR 20.00 to determine whether another category may apply to you.

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

### a. What prerequisites should be considered before applying for this permit?

- If the permittee wishes to continue an activity regulated by an existing individual groundwater discharge permit after the expiration date of the permit, the permittee must apply for and obtain a new permit. The permittee must submit a new application at least 180 days before the expiration date of the existing permit unless permission for the later date has been granted by MassDEP.
- The permittee must meet all the requirements listed at 314 CMR 5.12(9)(a) through (j).



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b. What concurrent applications are related to this permit?

The Local Board of Health may have regulations which apply.

**Note:** These additional requirements are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.

**4. Where should the application be sent?**

The **Certification Statement and Transmittal Form with signature** should be sent to the Wastewater Management Program at the appropriate DEP Regional Office (Primary Permit Location). Find your region at: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

A **copy of the MassDEP Transmittal Form and the Fee** for the application should be sent to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211

**5. What is the application fee for this permit?**

BRP WP 82, Administrative Renewal.....\$265

**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?**

Once coverage under the General Permit is granted, the permittee will be responsible for paying an Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Current Annual Compliance Fees can be found on the MassDEP Website at: <http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>. Please be advised, failure to make timely payment of an ACF may result in the revocation of this permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this permit application may be denied under M.G.L. c. 21A, sec.18.

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

Permits granted under category BRP WP 82 are in effect for a maximum of five (5) years, provided the permittee remains in compliance with the governing laws and regulations and provided the annual compliance assurance fee is paid.

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

Verify that no changes are required or requested to the existing Groundwater Discharge Permit and that **all** of the requirements of 314 CMR 5.12(9) (a) through (j) are met.



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

These regulations include, but are not limited to:

- a. Groundwater Discharge Permit Program Regulations, 314 CMR 5.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c.. Administrative Penalty Regulations, 310 CMR 5.00.

They 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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## BRP WP 82 Administrative Renewal of Groundwater Discharge Permit Application Completeness Checklist

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To avoid delays in the application review process, please include the following items with the application:

- The completed MassDEP Transmittal Form:  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>  
If the applicant is a municipality, "Fee Exempt" has been selected from among the Special Provisions under the Amount Due section of the Transmittal Form.
- Certification Statement for the BRP WP 82 Administrative Renewal is signed and stamped by a Massachusetts Registered Professional Engineer.
- Section C., the Applicant Certification form is signed by a person identified in 314 CMR 5.14(1).

To submit the application package:

- Include all checklist items listed above.
- Send Certification Form with signature along with one copy from the MassDEP Transmittal Form to:  
DEP/ Wastewater Management Program  
\_\_\_\_\_ \* Regional Office

\*Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

- Send fee of:  
\$265 for BRP WP 82  
in the form a of check or money order made payable to *Commonwealth of Massachusetts*, with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211

*Please be advised, upon issuance of this permit, you will be responsible for paying the Annual Compliance Assurance Fee (ACF) as required by 310 CMR 4.00. Failure to make timely payment of an ACF may result in the revocation of this permit and the denial of any other pending permit application that you have filed with MassDEP. In addition, if you owe any past due ACF for any MassDEP permit, this permit application may be denied under M.G.L. c. 21A, sec.18.*



Transmittal Number #

# Certification Statement

Facility ID/Permit # (if known)

## For BRP WP82 – Administrative Renewal of Groundwater Discharge Permit

### A. Engineer Information

**Important:** When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Engineer Name

Company

Street Address

City

State

Zip Code

Telephone

Email Address

### B. Certification

I, \_\_\_\_\_  
Name

attest under the pains and penalties of perjury:

(i) that I am a registered professional engineer in the State of Massachusetts with a concentration in civil, sanitary or environmental engineering and am employed by

\_\_\_\_\_  
Name of Company/Firm

(ii) that I have inspected the treatment works and best management practices required by the permit for

\_\_\_\_\_  
Name of Facility

\_\_\_\_\_  
Permit Number

And based on that inspection, certify to MassDEP that there are no deficiencies in said treatment works and best management practices that prevent or would prevent the discharge from meeting all the terms and conditions of the permit, including but not limited to, the effluent limitations set forth in 314 CMR 5.00.

I am aware that there are significant penalties including, but not limited to, possible fines and imprisonment for willfully submitting false, inaccurate, misleading or incomplete information. I am also aware that submitting false, inaccurate misleading or incomplete information could lead to modification, suspension or revocation of any permit granted pursuant to this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Massachusetts PE Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# Certification Statement

## For BRP WP82 – Administrative Renewal of Groundwater Discharge Permit

### C. Applicant Certification

I, \_\_\_\_\_, am eligible to sign this application in accordance with 314 CMR 5.14(1) and by signing certify that:

- 1) I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my diligent inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
  
- 2) I am aware that submitting a false and misleading certification could lead to modification, suspension, or revocation of any permit granted pursuant to this application, as set forth in 314 CMR 5.12.
  
- 3) I shall maintain a copy of all records, regardless of form (e.g., both printed and electronic) upon which I rely in making the certifications in this Section D, until a final decision on this application has been issued by the Department and, if this application is approved, will do so thereafter in accordance with permit conditions. Such records shall include without limitation all documents described in paragraph 1, above, and any supporting documentation provided to me by, or relied upon by, such qualified professionals as I may consult.
  
- 4) I will be responsible for publication of public notice of the applicable permit proceedings, as required by 314 CMR 2.06.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Title of Preparer

\_\_\_\_\_  
Email



# Certification Statement

**For BRP WP82 – Administrative Renewal of Groundwater  
Discharge Permit**

## **D. Additional Application Certification for Privately Owned Wastewater Treatment Facilities (PWTFS)**

- 1) I hereby acknowledge that it is my responsibility:
  - a. to ensure that I understand the “Requirements for Privately Owned Wastewater Treatment Facilities” set forth at 314 CMR 5.15 (1), (2), and (3) and in related provisions of the Ground Water Discharge Permit Program regulations, 314 CMR 5.00, before I provide the certification in paragraph 2, below;
  - b. to ensure that I have compiled, evaluated and/or established all pertinent documents, instruments, records and information necessary to provide the certification in paragraph 2, below;
  - c. to consult with legal, technical and other qualified professionals, as necessary for me to understand and comply with the above requirements and to make the certification in paragraph 2, below.
  
- 2) Based on the foregoing, I hereby certify that I have fully and completely satisfied and complied with each and every applicable requirement set forth in 314 CMR 5.15 (1), (2), and (3) for coverage under a general permit issued for the construction, installation, modification, operation and maintenance of a PWTF; and will continue to do so until a final decision on this application has been issued by the Department and, if this application is approved, will do so thereafter in accordance with the general permit conditions.
  
- 3) I shall maintain a copy of all records, regardless of form (e.g., both printed and electronic) upon which I rely in making the certifications in this Section E, until a final decision on this application has been issued by the Department and, if this application is approved, will do so thereafter in accordance with permit conditions. Such records shall include without limitation all documents described in paragraph 1, above, and any supporting documentation provided to me by, or relied upon by, such qualified professionals as I may consult in certifying as to the information set forth in paragraph 2, above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date Signed