



## MASSACHUSETTS WATER RESOURCES AUTHORITY SEWER USE DISCHARGE PERMIT APPLICATION

### INSTRUCTION SHEET

In accordance with Massachusetts Water Resources Authority (MWRA) Sewer Use Regulations, 360 C.M.R. §§ 10.007, 10.052, 10.072, and 10.092, users must complete and file a Sewer Use Discharge Permit Application. The Application must be filed with the MWRA and the Municipality in which the sewer user's discharge is located. Failure to submit a copy of the application to the Municipality is a violation of 360 C.M.R. 10.052 and may delay the processing of the permit. In addition, if your facility is either a treatment, storage, or disposal facility (TSDF) or Level III recycler under the Massachusetts hazardous waste regulations, a third copy must be sent to the Massachusetts Department of Environmental Protection. Please read the following instructions before completing the form. If you have any questions, please call the Toxic Reduction and Control at (617)305-5627 and ask to speak to the Industrial Coordinator for the city or town in which the facility to be permitted is located.

1. Answer all questions carefully.
2. The application is designed to apply to a wide range of users. It consists of a "standard application," sections A-J, which every user must complete, and three addenda. The tables which you must complete may not entirely reflect your operations. You may slightly alter the tables to better suit your needs so long as you do not significantly change the question by doing so. You must complete the first and second addenda if the facility to be permitted engages in one or more of the operations described in them (or answer N/A as appropriate). If you would like to be covered by the MWRA's General Permit for Low Flow and Low Pollutant Dischargers, you must complete the third addendum.
3. For the questions which do not apply, please write "N/A" or "not applicable" in the space provided. Please do not leave the question blank, because we may assume you missed the question and send the application back to you.
4. If more space is needed, please attach additional pages.
5. A waste water analysis for PFAS compounds must be included with this permit application. This permit application will not be considered complete if an analysis for each sampling site(s) does not include analysis for PFAS compounds. Please analyze the facility waste water for the following PFAS compounds utilizing the recommended analysis. Please see table on next page.

Target Analyte Name	Abbreviation	CAS Number	Required EPA Analysis
<b>Perfluoroalkyl carboxylic acids</b>			
Perfluorobutanoic acid	PFBA	375-22-4	EPA Method 1633
Perfluoropentanoic acid	PFPeA	2706-90-3	EPA Method 1633
Perfluorohexanoic acid	PFHxA	307-24-4	EPA Method 1633
Perfluoroheptanoic acid	PFHpA	375-85-9	EPA Method 1633
Perfluorooctanoic acid	PFOA	335-67-1	EPA Method 1633
Perfluorononanoic acid	PFNA	375-95-1	EPA Method 1633
Perfluorodecanoic acid	PFDA	335-76-2	EPA Method 1633
Perfluoroundecanoic acid	PFUnA	2058-94-8	EPA Method 1633
Perfluorododecanoic acid	PFDoA	307-55-1	EPA Method 1633
Perfluorotridecanoic acid	PFTTrDA	72629-94-8	EPA Method 1633
Perfluorotetradecanoic acid	PFTeDA	376-06-7	EPA Method 1633
<b>Perfluoroalkyl sulfonic acids</b>			
<b>Acid Form</b>			
Perfluorobutanesulfonic acid	PFBS	375-73-5	EPA Method 1633
Perfluoropentanesulfonic acid	PFPeS	2706-91-4	EPA Method 1633
Perfluorohexanesulfonic acid	PFHxS	355-46-4	EPA Method 1633
Perfluoroheptanesulfonic acid	PFHpS	375-92-8	EPA Method 1633
Perfluorooctanesulfonic acid	PFOS	1763-23-1	EPA Method 1633
Perfluorononanesulfonic acid	PFNS	68259-12-1	EPA Method 1633
Perfluorodecanesulfonic acid	PFDS	335-77-3	EPA Method 1633
Perfluorododecanesulfonic acid	PFDoS	79780-39-5	EPA Method 1633
<b>Fluorotelomer sulfonic acids</b>			
1H,1H,2H,2H-Perfluorohexane sulfonic acid	4:2FTS	757124-72-4	EPA Method 1633
1H,1H,2H,2H-Perfluorooctane sulfonic acid	6:2FTS	27619-97-2	EPA Method 1633
1H,1H,2H,2H-Perfluorodecane sulfonic acid	8:2FTS	39108-34-4	EPA Method 1633
<b>Perfluorooctane sulfonamide s</b>			
Perfluorooctanesulfonamide	PFOSA	754-91-6	EPA Method 1633
N-methyl perfluorooctanesulfonamide	NMeFOSA	31506-32-8	EPA Method 1633
N-ethyl perfluorooctanesulfonamide	NEtFOSA	4151-50-2	EPA Method 1633
<b>Perfluorooctane sulfonamidoacetic acids</b>			
N-methyl perfluorooctanesulfonamidoacetic acid	NMeFOSAA	2355-31-9	EPA Method 1633
N-ethyl perfluorooctanesulfonamidoacetic acid	NEtFOSAA	2991-50-6	EPA Method 1633
<b>Perfluorooctane sulfonamide ethanols</b>			
N-methyl perfluorooctanesulfonamidoethanol	NMeFOSE	24448-09-7	EPA Method 1633
N-ethyl perfluorooctanesulfonamidoethanol	NEtFOSE	1691-99-2	EPA Method 1633
<b>Per- and Polyfluoroether carboxylic acids</b>			
Hexafluoropropylene oxide dimer acid	HFPO-DA	13252-13-6	EPA Method 1633
4,8-Dioxa-3H-perfluorononanoic acid	ADONA	919005-14-4	EPA Method 1633
Perfluoro-3-methoxypropanoic acid	PFMPA	377-73-1	EPA Method 1633
Perfluoro-4-methoxybutanoic acid	PFMBA	863090-89-5	EPA Method 1633
Nonafluoro-3,6-dioxaheptanoic acid	NFDHA	151772-58-6	EPA Method 1633
<b>Ether sulfonic acids</b>			
9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid	9Cl-PF3ONS	756426-58-1	EPA Method 1633
11-Chloroeicosafluoro-3-oxaundecane-1-sulfonic acid	11Cl-PF3OUdS	763051-92-9	EPA Method 1633
Perfluoro(2-ethoxyethane)sulfonic acid	PFEESA	113507-82-7	EPA Method 1633
<b>Fluorotelomer carboxylic acids</b>			
3-Perfluoropropyl propanoic acid	3:3FTCA	356-02-5	EPA Method 1633
2H,2H,3H,3H-Perfluorooctanoic acid	5:3FTCA	914637-49-3	EPA Method 1633
3-Perfluoroheptyl propanoic acid	7:3FTCA	812-70-4	EPA Method 1633

6. If you have previously submitted information required by this application and that information is unchanged, you must resubmit the information. If there are only minor changes, you may resubmit the information and on a separate sheet indicate the changes that have occurred with page references for each change.
7. If you have not already done so, submit to the Massachusetts Department of Environmental Protection (MADEP) a classification of your pretreatment system by completing the attached pretreatment facility grading report form. Include a process flow diagram of the pretreatment system and send to:

Board of Certification DEP Training  
Center  
100 Cambridge Street, Suite 900  
Boston, MA 02114

8. The form must be signed and dated by an authorized representative of the user to be valid. The MWRA has adopted the EPA's definition of an Authorized Representative, 40 CFR 403.12., as follows:
  - (A) For a corporation, its (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
  - (B) For a partnership or sole proprietorship, a general partner or proprietor.

By a duly authorized representative of an individual designated in paragraph (A) or (B) if: (i) the authorization is made in writing by the individual described in paragraph (A) or (B); (ii) the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and (iii) the written authorization is submitted with this form.

9. Submit the completed application in the following manner, please keep a copy for your own records:
  - Please submit two copies of the application, one hard copy and one electronic copy to the TRAC office. Please send an additional copy to the municipality that the facility resides in.

- The hard copy of the application should contain a “wet” signature and be mailed to the TRAC office address listed on the top page of page 1 of this application.
  - The electronic copy of the application should be a **single** pdf document that is a compilation of the permit application document and all supporting information. The electronic copy of the application should be emailed to TRACApplications@mwra.com
  - In the subject line of the email submittal, please identify the submittal as follows: PERMIT APPLICATION, Industry’s Permit Number, Industry Name.
  - Because of file size limitations with the MWRA email server, please scan the permit application and all supporting information at the lowest scan setting. Most scanners will default to a very high photo realistic DPI (dots per inch) setting. Please use the lowest DPI setting to obtain a readable document, yet compressed file size.
  - After scanning, if the pdf file is slightly larger than 5 MB, try compressing a zip file. There may be enough compression with the zip file to get below the 5 MB server limitation. If the file is too large to email, please send an email to [TRACApplications@mwra.com](mailto:TRACApplications@mwra.com) requesting a link to the MWRA Share File server.
10. You must submit a completed application no later than sixty (60) days before your current permit expires in order for your current permit to remain in effect pending a decision on your new application.

**MWRA ADDRESS:**

2 Griffin Way  
Chelsea, MA 02150-3334 Attention: TRAC

**MUNICIPAL ADDRESS:**

Refer to: <https://www.mwra.com/03sewer/html/tracpermits.htm>

Note: The MWRA has special applications for certain facility types. If your facility engages solely in a) photo processing and/or printing operations or b) food processing operations, you should call MWRA as directed on Page 1 of these instructions and request the Notice of Intent to Discharge for your type of discharge. Special applications are also required for Colleges and Universities, Landfills, Publicly Owned Drinking Water Treatment Plants, Septage Haulers, and Municipalities. In addition, a separate addendum is required for applicants seeking to discharge from construction site dewatering activities. If you believe you need one of these, please call as directed on Page 1 of these instructions and speak with your Industrial Coordinator.