



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. 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.
6. 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  
Route 20  
Milbury, MA 01527

7. 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.

8. 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](mailto:TRACApplications@mwra.com)
  - In the subject line of the email submittal, please identify the submittal as follows: PERMIT APPLICATION, permit number (if you have a previously issued permit), your company 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 to 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.
9. 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.

# SEPTAGE DISCHARGE PERMIT APPLICATION



**MASSACHUSETTS WATER RESOURCES AUTHORITY**  
**TOXIC REDUCTION AND CONTROL**  
2 GRIFFIN WAY  
CHELSEA, MASSACHUSETTS 02150-3334

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Permit Number
Applicant Name
Facility Address

**MASSACHUSETTS WATER RESOURCES AUTHORITY  
TOXIC REDUCTION AND CONTROL  
2 GRIFFIN WAY  
CHELSEA, MASSACHUSETTS 02150-3334**

**SEPTAGE DISCHARGE PERMIT APPLICATION**

Section A - General Information

1. Business Name of Applicant: \_\_\_\_\_
  - 1a. Corporate name, if different: \_\_\_\_\_
  
2. Mailing Address: \_\_\_\_\_
  - 2a. Name of Person to Receive Permit:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_
  
3. Billing Address: \_\_\_\_\_
  - 3a. Name of Person to Receive Bill:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_
  
4. Office Address (If different from Mailing Address)  
\_\_\_\_\_
  
5. Garage Address (If different from Mailing Address)  
\_\_\_\_\_
  
6. Facility Representative to Contact Concerning Information Provided Herein:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Facsimile No. \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
  
7. Authorized Representative:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Facsimile No. \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Section B - Municipal Permit Information

1. Please circle all of those communities located in the MWRA Metropolitan Sewerage Service Area in which the community has authorized you to pick up, transport, and discharge septage. Attach copies of the Septage Pumping and/or Discharge Permits:

Belmont	Reading
Burlington	Stoneham
Canton	Stoughton
Framingham	Wakefield
Hingham	Walpole
Lexington	Wellesley
Milton	Weymouth
Needham	Wilmington
Randolph	

Section C - Vehicles and Storage Tanks

1. Number of trucks you use to haul septage in Massachusetts:
2. For each vehicle you use to haul septage in Massachusetts, provide the information in the following table:

License Plate #	Vehicle Identification #	Chassis Make	Year	Cab Color	Tank Color	Capacity (gallons)

If more than 6 vehicles are used, please attach a separate sheet of paper with the above information for the additional vehicles.

Section C - Vehicles and Storage Tanks, cont.

3. From the list on the previous page, please specify the vehicles(s) that you will use to pump or discharge septage in the MWRA Metropolitan Sewerage Service Area. You will not be permitted to use any vehicle to pump or discharge septage in the MWRA Metropolitan Sewerage Service Area that is not listed below:

License Plate #: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Do you use tanks to store septage?      Yes    No  
 4a. List the type (permanent structure or mobile), capacity (in gallons), and location of each tank and indicate whether it will be used to store MWRA-Area septage that will be discharged at a septage receiving site within the MWRA Metropolitan Sewerage Service Area:

Tank	Permanent (yes/no)	Mobile (yes/no)	Capacity (gallons)	MWRA-Area Septage to be discharged in-district (yes/no)	Location of Tank (Street Address, City/Town)
#1					
#2					
#3					

If more than 3 tanks are used, please attach a separate sheet of paper with the above information for the additional tanks.

Section D - Other Waste

1. Do you pump waste from grease traps?    Yes    No  
 1a. If yes, identify the truck(s) used to transport the waste and the disposal location:  
  
 1b. Do you use portable separation equipment for grease trap waste?  
                   Yes                    No



2. Do you pump waste from oil/water separators? Yes No  
2a. If yes, identify the truck(s) used to transport the waste and the disposal location:
  
3. Describe any other non-residential waste pumped, the truck(s) used to transport the waste, and the disposal location:

Section E - Signature of Authorized Representative

"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 inquiry of the person or persons who manage the system, or the 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."

\_\_\_\_\_  
Signature of Authorized Representative

Date

Print Name and Title of Person Who Signed Above

**Other Filings:**

*There are circumstances when the MWRA cannot issue a permit to you until you fulfill the requirements of another agency. This page asks for information about whether you are required to file with the Massachusetts Historical Commission (MHC) or under the Massachusetts Environmental Policy Act (MEPA) and the status of your filing, if any. If you have any questions about the requirements of those agencies, please contact them for information: MHC may be reached at 617-727-8470; the MEPA office may be reached at 617-727-5830.*

**A. Is the activity for which you require an MWRA permit a part of a project that is likely to impact a geographic area and affect or cause a change in the historical, architectural, archeological, or cultural qualities of a property as defined by the Massachusetts Historical Commission (MHC)?** (Answer “no” if this notice is for an existing permit or you are not doing new construction. MHC defines “new construction” as a modification to the land or any existing structure.)    yes    no *If “no,” skip question B.*

**B. If your answer to question A is “yes:”**

**(1) Have you provided the required project notification form (950 CMR 71, Appendix A) to the MHC?**    yes    no

**(2) Briefly describe the status of the project with MHC. Provide documentation (see 950 CMR 71.07) allowing the MWRA to act on this application. If you have not provided notice to the MHC, explain why you have not provided notice and when you will provide notice.**

**C. Is the activity for which you require an MWRA permit a part of a project that is subject to review under the Massachusetts Environmental Policy Act (MEPA)?** (Answer “no” if this notice is for an existing permit or not part of a larger project. The MEPA review thresholds are found in 301 CMR 11.03.)    yes    no *If “no,” skip question D.*

**D. If your answer to question C is “yes”:**

**(1) Have you made the required MEPA filing?**    yes    no

**(2) Briefly describe the status of the MEPA review. Provide documentation (see 301 CMR 11.12) allowing the MWRA to act on this application. If you have not filed with MEPA, explain why you have not filed and when you will file**