

CHECKLIST FOR DEVELOPING A GROUNDWATER DRINKING WATER SOURCE PROTECTION PLAN

Page numbers refer to pages in the Groundwater Source Protection User's Guide, March 2013 version.

Process Report What to include in the report section
Section

□ Drinking Water Source Protection (DWSP) Report Sections and Development

For each major heading shown below in red, obtain or develop the information listed next to each check box. Each check box represents a piece of your complete DWSP report that must be provided to the Division of Drinking Water.

□ Delineation Report

- Typically, a Professional Geologist (PG) or a Professional Engineer (PE) will prepare your delineation report when you are using the "Preferred Method" for the delineation. This is because the "Preferred Method" requires an understanding of aquifer characteristics and also hydrogeologic modelling.
- The Delineation Report must be stamped by a PG or PE
- In some limited cases the "Optional Two-mile Radius delineation" may be used. A PG/PE is not required for this method. Verify the validity of using this technique with the Division prior to using it!

□ Inventory of Potential Contamination Sources

- First, note that the Division maintains an "Interactive Map", which can be accessed from www.deq.utah.gov. Once you have accessed the map by clicking on the "Interactive Map" link, click on "User Login", and request a login to be able to view drinking water data and potential contamination source information.
- Compile an inventory of and collect data regarding Potential Contamination Sources in your protection zones. Tips and resources for compiling the inventory can be found starting on page 24.
- Prioritize your inventory to reflect which Potential Contamination Sources represent the most serious concern to your source water; show each Potential Contamination Source on a map, and identify on your inventory which protection zone the Potential Contamination Source is located in.

□ Identification and Assessment of Hazards and Controls (see page 31)

- For each Potential Contamination Source in each zone (including the Potential Contamination Source list provided by the Division of Drinking Water), evaluate whether the Potential Contamination Source is controlled or not controlled.
 - Tip: septic tanks are always considered uncontrolled!
- Your report will include the map and information collected above, including information regarding the locations of the Potential Contamination Sources, the protection zone they are found in, whether the Potential Contamination Source is controlled or not, what criteria exist to show that the Potential Contamination Source is controlled, and what specific hazards are present.

□ Management Plan for existing uncontrolled Potential Contamination Sources

- For each existing **uncontrolled Potential Contamination Sources**, identify a plan to manage that uncontrolled Potential Contamination Source. Please review page 33 and 34 for ideas regarding management of Potential Contamination Sources.

□ Management Plan for future Potential Contamination Source

- For potential future Potential Contamination Sources, identify a plan to manage those Potential Contamination Sources. Please review pages 35 and 36 for ideas regarding management of future Potential Contamination Source. The minimum requirements are described on these pages.

❑ **Implementation**

- For each management plan, existing or future, identify a schedule for implementing that plan. See page 37 for further information. For Potential Contamination Sources assessed as “Controlled”, identify a date to re-assess that hazard.

❑ **Resource Evaluation**

- Discuss the resources (financial, personnel, etc) you will need to implement your plan, and how they will be obtained if not currently available. See page 37 for further information.

❑ **Record keeping**

- Identify your method of record keeping. At a minimum, discuss how you will update your report, what the frequency will be (at least every second year after approval), and what records you will keep. See page 37 for further information.

❑ **Contingency Plan:**

Contingency Plans need only be done once per system, but they must cover all your sources, whether well, spring, and/or surface. If a plan was already submitted and approved, you do not need to do another one. The Division can help you verify this. If not, provide the following discussion:

- Emergency response: What do you plan to do if a sudden emergency affects the quality of your water, and/or your ability to deliver it to your customers?
- Rationing plan: What do you plan to do if you must ration water to your customers? See page 14 for discussion of what this may entail.
- Decontamination procedures: Now that you have identified potential contamination sources, what will you do to decontaminate your water supply, should you need to? A chemical-specific discussion is appropriate.
- Source development plans: how and where might you develop new sources if the need arises? See pages 38-40 for discussion of the issues you should consider.

Please note that this Contingency Plan should be considered an action plan; a commitment to a particular line of action should the unforeseen take place. Therefore, involve the appropriate stakeholders in developing your contingency plan.

- ❑ **Public Notice:** prepare a public notice that discusses the conclusion of your Drinking Water Source Protection plan . See pages 41 and 42 for a discussion of the necessary elements. You may use a template provided by the Division of Drinking Water, or you may write your own. Commonly the Consumer Confidence Report (CCR) can be used to meet this requirement; if you are a Community water system, review your CCR to see if it will suffice. The following elements must be included:

- A map showing the watershed area and general areas of concern, including generalized locations of Potential Contamination Sources (**map is optional**)
- A very general discussion of the topographic and geologic characteristics of your watershed (generally, the factors you would use in determining how sensitive your source area is).
- A discussion regarding the general categories of Potential Contamination Sources found in your inventory, and how susceptible your source may be to them.
- A general discussion of the health concerns associated with the Potential Contamination Sources in the watershed your source area
- A general discussion of your land management or other protection strategies.

- Specific information regarding how any individual can obtain a copy of your report(s).

Don't distribute your public notice until it has been reviewed and approved by the Division of Drinking Water!

□ **Waiver applications:**

Of course, you are not required to apply for susceptibility or use waivers, but you must apply if you want to be considered for them. Waiver criteria and applications are available at our web site (http://www.drinkingwater.utah.gov/Forms/blank_forms.htm) under the heading "Update to Source Protection" template

**Compile the report sections listed above, and submit to the Division of Drinking Water
Receive concurrence letter after review, or respond to comments within 90 days
After concurrence from the Division of Drinking Water, distribute the public notice to your customers.**

Page 41 provides a discussion of different methods to distribute the notice, or you may use any method that seems appropriate for your community. Document that you have distributed the notice in your record-keeping section.

Future updates:

Every two years, review your plan to see if it is still applicable. Make adjustments for changes in land use, add new potential sources of contamination, delete old ones that may be gone. Document this review and any changes in the recordkeeping section.

Every six years, submit your updated plan for review by the Division of Drinking Water.