

## CHECKLIST FOR DEVELOPING A DRINKING WATER SOURCE PROTECTION PLAN

Page numbers refer to the “Surface Water Source Protection User’s Guide” 2005 version

Process Report Section What to include in the report section

### □ Drinking Water Source Protection Report Sections and Development

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

#### Delineation Report

- request and obtain protection zone delineations from the Division of Drinking Water (801-536-4200), if not already provided, or
- prepare a report meeting the requirements of R309-605

#### Susceptibility Analysis and Determination

- request and obtain inventory of larger potential contamination sources from the Division of Drinking Water, if not already provided.
- compile inventory of and collect data regarding smaller Potential Contamination Source in Zones 1 through 3 from local information (you may use the inventory report form (Appendix I) provided by the Division of Drinking Water, or your own method);
- 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 (the evaluation criteria are included on the inventory form in Appendix I)
- for each Potential Contamination Source, evaluate whether your drinking water source is susceptible to that Potential Contamination Source (you may use one of the susceptibility forms (Appendix H) provided by the Division of Drinking Water for this, or you may provide your own explanation for your susceptibility determinations).
- 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.
- 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 the three highest priority uncontrolled Potential Contamination Sources, identify a plan to manage that uncontrolled Potential Contamination Source. Please review page 11 for ideas regarding management of Potential Contamination Sources.

#### Management Plan for future Potential Contamination Sources

- For potential future Potential Contamination Sources, identify a plan to manage those Potential Contamination Sources. Please review pages 12 and 13 for ideas regarding management of future Potential Contamination Source, and for the minimum requirements. Include at least the minimum requirements!

#### Implementation

- For each management plan, existing or future, identify a schedule for implementing that plan. See page 13 for further information.

#### 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 13 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 13 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. 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 page 14 for discussion of the issues you should consider.

Please note that this 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 page 15 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. 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 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!

**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.**

**Pages 15-17 provide a discussion of different methods to achieve this, 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, resubmit your plan for review by the Division of Drinking Water.**