COUNTY OF SAN LUIS OBISPO HEALTH AGENCY
PUBLIC HEALTH DEPARTMENT
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Requirements Summary
New Public Water Systems

The following domestic water system information should be submitted:

1. **Permit Application Form** – (form enclosed), please submit the completed original permit application form signed in ink/affixed with official seal.

2. **Permit Application Fee** – current fee, payable to the County of San Luis Obispo Public Health.

3. **Water System Information Data Sheets** – (forms enclosed) Distribution System Data, Storage Reservoir Data, Booster Station Data, Chlorination Treatment Data, Well Data Sheet, etc.

4. **Well Location, Design and Construction** – Domestic water wells should be located at a safe distance from sources of contamination and comply with both the DHS and DWR standards for well location. We request that the proposed well site(s), including test well sites which may later be developed as production wells, be reviewed by this office before the wells are drilled. This inspection can be scheduled before you submit the permit application. A plot plan of the well site showing all possible sources of contamination including, drainage channels, areas subject to flooding, sewers, septic systems, abandoned/improperly destroyed wells, chemical contaminant plumes, sewage disposal systems, etc, within 1000 feet of the well site must be provided. If surface water is present within 150 feet of the well location, the well could be subject to surface water influence and therefore would need to comply with the Surface Water Treatment Rule. Information must be provided on the well depth, construction details, including placement of annular seal (must be at least 50 feet depth), gravel pack, screens, casing materials, etc. The well should not be located in a pit. The waste line must discharge through an air gap. The well must be designed and constructed in accordance with the DWR Standards of Water Wells, Bulletins 74-81, and 74-90. Photo(s) of Well Surface Features must be provided.

5. **Well Drillers Report and Well Log(s)** – Well completion report and copy of the geologic well logs completed by the well driller;

a. **State of California Well Numbers** – State well numbers are assigned by the State Department of Water Resources (DWR) or San Luis Obispo County Environmental Health Services.

6. **California Environmental Quality Act (CEQA) Clearance** - Information concerning the environ-mental impact of the proposed project as required for the California Environmental Quality Act.

7. **Source Bacteriological (Coliform) Analyses Results** – must be performed by a State Certified laboratory. If the well tests present for total coliforms, fecal coliform/E.coli analysis must be performed. If repeat samples confirm presence of coliform contamination, the well should be disinfected, flushed and cycle tested. Wells that produce coliform bacteria on a consistent basis are required to be equipped with reliable chlorination treatment.

8. **Source Chemical Analyses Results** – complete chemical analyses (Title 22) results of the source water general mineral, general physical, inorganic (including nitrate) are required. The chemical analyses must be performed by an approved state lab. Please contact EHS for a list of approved labs in your area. The chemical analyses shall be submitted to the EHS on state approved forms. All previously completed water quality analyses should be provided to EHS.

    a. If the water quality does not comply with California Domestic Water Quality standards, Department of Health Services (DHS) approved treatment shall be provided to bring the water quality into compliance, including iron and manganese removal filtration, hydrogen sulfide treatment, nitrate blending facilities, etc. A water treatment plan should be submitted for the EHS's approval.

9. **Drinking Water Source Assessment and Protection Program (DWSAP)** –All drinking water supply sources are required to be assessed for vulnerability to contaminants, per the DWSAP procedures. Submission of the DWSAP information is a requirement for the water supply permit application. Complete DWSAP program information, guidance, forms, and example(s) are also available on the DHS web site at: *http://www.dhs.ca.gov/ps/ddwem/dwsap/DWSAP_document.htm*

    a. The DWSAP forms for all drinking water sources (wells) must be submitted along with your permit application. The assessment will be considered in the permitting of the new sources. EHS will assist you in some of the elements of the DWSAP assessment.

10. **Technical, Managerial, and Financial (TMF) Capacity** http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/TMF.shtml#TMF_Assessment - All new public water systems or systems changing ownership seeking water supply permits after January 1, 1998, are required to demonstrate to EHS that they possess adequate Technical, Managerial, and Financial (TMF) capability to assure the delivery of pure, wholesome, and potable drinking water. Enclosed, please find the TMF capacity criteria for non-community water systems. Detailed TMF capacity information is also available on the DHS's web site. Submission of the TMF information is a requirement for the water supply permit application.

11. **Water Quality Emergency Notification Plan (ENP)** – (form enclosed). A completed ENP should be submitted to EHS, and a copy of the ENP should be retained for your use at a readily accessible location. The ENP should be maintained current at all times.

12. **Bacteriological Sample Siting Plan (BSSP)** – (form enclosed). The BSSP is a plan for bacteriological (coliform) sampling that is required for all public water systems on an ongoing basis. The samples have to be collected in the distribution system at designated routine sites generally representative of your entire distribution system. The samples need to be analyzed by a State Certified laboratory. Each routine sampling site needs to have designated up-steam and downstream follow-up sampling sites, within five service connections, which need to be sampled along with the routine site in the event of coliform positive results. The number and frequency of samples is determined by the size of your system (number of connections and persons served). The BSSP should include a distribution system map that shows routine and follow-up sampling sites, along with all sources of supply, storage tanks, and system dead-ends, and a schedule for sampling. All pressure zones should be sampled at least monthly.

13. **Cross-connection Control Survey** - form included, must be completed by a person familiar with the distribution system and experienced in cross-connection control of domestic water systems.

Technical, Managerial, and Financial (TMF) Capacity

The following is the TMF Capacity Criteria Applicability for new community water systems. Please note that compliance with the MANDATORY elements is required at the time the permit application is submitted. Compliance with the NECESSARY elements will be required within a specified time frame determined by EHS taking into account the size and condition of the water system.

Technical Capacity

- **System Description (mandatory)** - A map showing the location of the system's existing service area, each water source, treatment facility, pumping plant, storage tank, and pressure zone in the system, as well as all distribution system piping.

- **Source Capacity Assessment and Evaluation (mandatory)** - An analysis of the capacity of the water source(s) to meet system demand that includes the following information: (a) Estimates of amount of water needed to serve the annual and maximum day demand, (b) The safe yield of all water sources used to supply the water system. For proposed sources, provide a characterization of the water quality, including a comparison with established or proposed drinking water standards. For New Public Water Systems: Provide a delineation and assessment of all drinking water sources in accordance with California's Source Water Assessment and Protection (SWAP) Program requirements.

- **Technical Evaluation(Mandatory)** - Consolidation Feasibility - An assessment to identify all existing public water systems located in the immediate proximity of the existing or proposed water system. The assessment must determine the feasibility of incorporating into an existing water system or being owned, operated or managed by another agency. Technical Evaluation - A technical evaluation of the system facilities with respect to its' capacity to reliably meet current and proposed drinking water standards. The evaluation must: (a) Assess all treatment facilities for compliance with applicable regulations, e.g., the Surface Water Treatment regulations (CCR, Title 22, Chapter 17). This assessment must address all regulatory requirements that apply, as well as the treatment facility's ability to reliably produce water that meets the appropriate water quality standards. The capacity of each unit process at a treatment plant must be assessed to determine the limiting flow through the treatment plant. (b) Assess the source, storage and distribution system's design capacity and

operational ability to provide water to maintain the pressure specified in CCR, Title 22, Section 64566, throughout the distribution system under daily demands. This assessment should be based on historical system water production (or demand) and must include fire flow if the system is used for fire protection. (c) Show that the water system has the ability to accurately and continuously measure the quantity of water produced from each water source, with the exception of emergency or standby sources, in order to determine total production. (d) For new public water systems: describe the design basis of all water system facilities.

- **Operations Plans (Necessary)** – For nontransient-noncommunity systems: A system Operations Plan that addresses how the system will be operated to comply with drinking water requirements and the California Waterworks Standards. Water system managers should develop the plan with operating personnel and establish procedures to review the plan annually with operators. This plan must not be more than five years old, and as a minimum, must address all the applicable items given below: a) Daily operational practices, b) Emergency operational practices, c) Flushing dead-end mains, d) Storage tank inspection and cleaning, e) Main repair and replacement, f) Consumer complaint response procedures, g) Maintenance and testing of backflow prevention devices, h) Inspecting and exercising water main valves, i) Maintenance of master flow meters, j) Responsibilities of operating personnel, k) Operation of all production, transmission and distribution facilities, l) Record keeping, m) For new water systems: a maintenance plan for all facilities. For systems utilizing a surface water source: the water system must have a Department approved Surface Water Treatment Rule Operations Plan. An Operations Plan for any other treatment provided (including chlorination). The plan should address treatment unit operational procedures, process monitoring, response to violations, and reporting and procedures to review and update all Operations Plans every five years.

- **Certified/Qualified Operators (Necessary) -** For existing or proposed water treatment plants, provide the name and grade of certification of each operator that will be operating the system. Where treatment is not provided, provide the name and qualifications of each person that will be operating the system. If the operator(s) have not been hired, submit a plan and schedule for hiring one and provide a description of relevant training and experience that persons responsible for the operation of the water system have received.

Managerial Capacity

- **Ownership (mandatory) -** Description of the type of system ownership (e.g., sole proprietorship, partnership, corporation, mutual, governmental agency) along with the name(s), address(es), and phone number(s) of the owner(s). If the water system is under temporary ownership (e.g., a developer), the eventual ownership and timing for the change in ownership must be described. If land or major facilities that are essential to the reliable operation of the water system are not legally owned by the water system, the terms of the agreement for the long term use of the land or facilities must be described. Examples of the type of agreements that must be described include easements for facilities on land not owned by the water system and agreements for the use of or leases for treatment facilities. The owner of the water system must list all public water systems that are currently or have previously been owned by the applicant (solely or in partnerships, as corporations, etc.) Applicants must also list any water system that they previously operated or are currently operating under contract for another owner or entity. In the case of a sole proprietor, a plan must be submitted that details how the system will continue to be operated in the event the owner becomes incapable of carrying out this responsibility. Disclosure of any encumbrances, trust indentures, bankruptcies, decrees, legal orders or proceedings or other items that may affect or limit the owner's control of the water system.

- **Organization (mandatory) -** A complete description of the reporting relationships and primary responsibilities of all key personnel (including employees and contract personnel) that will be involved in the management or operation of the water system. Information that shows how the organization functions, including who is responsible (name, position and title) for policy decisions, for ensuring compliance with state regulatory drinking water requirements and for day to day operations of the system. The responsibilities of the operating personnel should be defined. If the person in charge of the operation has other responsibilities unrelated to the water system, the information must show the amount of time the operator will spend on water system operation. The Operations Plan may be used as part of this demonstration. Submit a description of the relevant training and experience that persons responsible for the management of the water system have received, and a description of how legal, engineering, and other professional services are provided. If a system contracts for management and/or operation

of their system, a copy of the contract or summary of the contractor's duties and responsibilities must be provided.

- **Water Rights (mandatory) -** Information that describes the legal basis and authority for diversion or extraction of water. If groundwater is being pumped from a groundwater basin that has not been adjudicated, a statement to that effect is sufficient documentation to satisfy this requirement. If the source water is subject to permit requirements under the State Water Resources Control Board (SWRCB), a copy of the water rights permit must be included. Approval for extraction of water from an adjudicated groundwater basin must be demonstrated by confirming documents from the basin watermaster.

- **Emergency/Disaster Response Plans (necessary) -** The water system must submit an Emergency/Disaster Response Plan. Response procedures must be clearly outlined. The plan must: (1) Address all disasters/emergencies that are likely to occur in the water system's service area. As a minimum, all water systems must address earthquake and major fire emergencies. Other potential emergencies that may occur in a water system's service area include flooding, water outages and water contamination; (2) Designate responsible personnel and provide a clear chain of command and identify responsibilities; (3) Include procedures for ceasing operation until the water service is restored; (4) Include emergency procedures to quickly assess damage to water system facilities, provide logistics for emergency repairs, monitor progress of repairs and restoration, communicate with health officials and water users, and document damage and repairs; (5) Describe the steps that will be taken to resume normal operations and to prepare and submit reports to appropriate agencies.

Financial Capacity

- **Budget Projection (mandatory) -** A detailed projection of anticipated revenues and expenditures for at least a five-year period must be submitted. If there is no revenue generated from the operation of the water system, only expense data must be supplied.