

Checklist for Final Approval and Licensing of a Public Water System

You have received a source approval for the location of a new well and may proceed with drilling. A pump test shall be required to determine the safe yield of the well. The design professional may also require water quality sampling to determine whether treatment will be necessary. Once the design of the water system pumping, treatment and storage components is complete you may begin seeking final approval for your proposed water system.

Final approval will be based on submission and review of plans and specifications for your water system components, receipt of well construction specifications, satisfactory completion of a sanitary inspection by DWQ staff, and review of initial water quality analyses for compliance with the Rules and Regulations Pertaining to Public Drinking Water (R46-13-DWQ). The system must also obtain a water system license to operate and pay an annual licensing fee. The following checklist is provided to guide you through these procedures:

Plans and Specifications:

- ❑ Complete and return the enclosed Source Well Data Form.
- ❑ Submit plans and specifications prepared and stamped by a RI licensed Professional Engineer for the pumping, treatment and storage components of your water system. These plans must be approved by DWQ prior to construction.
- ❑ If conservation easements were required for the well protection radius, submit copies of the recorded easements, stamped with the book and page numbers of the municipal land evidence records.

Inspections and Sampling:

- ❑ When installation of the water system components is substantially complete, please contact DWQ to arrange a date and time for a conformance inspection.
- ❑ Prior to putting the well in service the water system must be disinfected, flushed and sampled for coliform bacteria. Water quality analyses must be conducted by a RI certified laboratory.
- ❑ Once the water system is in operation, periodic water quality monitoring is required in accordance with the Rules and Regulations Pertaining to Public Drinking Water (R46-13-DWQ). For more information on the required testing parameters for routine monitoring, refer to the enclosed Small Water System Guidance Manual or contact Fred Kurdziel at 222-7787. Complete a Laboratory Selection Form noting the private laboratory that you will use for ongoing water quality analyses. Please request that they forward copies of all results to the Office of Drinking Water Quality. Provide the PWS ID number as a reference number for the analytical reports.

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- ❑ Community and Non-Transient Non-Community Water Systems may need to submit a sampling plan to Fred Kurdziel for approval. The plan should list sample collection points, frequency of sampling, and required testing parameters. The sample locations must also be indicated on a site or floor plan.

Licensure and Operator Certification:

- ❑ Submit a Capacity Assurance Plan demonstrating that you have the financial, technical and managerial capability to operate a Public Drinking Water System.
- ❑ The Water System must obtain a license to operate and pay an annual fee to the Department of Health. Refer to the attached Small System Guidance Manual for a schedule of fees. Licensure is contingent upon satisfactory completion of the conformance inspection, initial water quality sampling, and submission of any necessary operator certifications.
- ❑ Operator Certification is required for all community and non-transient non-community water systems, any transient public water system that uses treatment, and any public water system that utilizes a surface water source or groundwater under the direct influence of surface water. If you need additional information regarding these requirements, please contact Steven Boudreau at 222-7781.