

# TRANSIENT PUBLIC WATER SYSTEM APPLICATION FOR A NEW SURFACE WATER SOURCE

\* Approval of a new public water system requires source and system approval. Compliance of the entire water system will be evaluated during a comprehensive inspection by the Drinking Water Program.



Restaurant  
Boys and Girls Camp  
Campground  
Hotel  
Motel  
Hunting Lodge  
Golf Course Clubhouse  
and others



Drinking Water Program  
Division of Environmental Health  
Maine Center for Disease Control and Prevention  
Department of Health and Human Services  
11 State House Station, 286 Water Street  
Augusta, Maine 04333-0011  
TEL: (207) 287-2070 TTY Users: Dial 711 (Maine Relay)  
FAX: (207) 287-4172  
Web Address: <http://www.medwp.com>

PWS Inspector: \_\_\_\_\_

PWS Inspector Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date this packet was sent or delivered in person: \_\_\_\_\_

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## IS YOUR ESTABLISHMENT A PUBLIC WATER SYSTEM?

*A public water system is defined as any publicly or privately-owned system of pipes or other constructed conveyances, structures and facilities through which water is obtained for or sold, furnished or distributed to the public for human consumption, if such system has at least 15 service connections or serves at least 25 individuals daily at least 60 days out of the year or bottles water for sale. The term "public water system" shall include any collection, treatment, storage or distribution pipes or other constructed conveyances, structures or facilities under the control of the supplier of water and used primarily in connection with such a system, and any collection or pretreatment storage facilities not under that control that are used primarily in connection with such a system.*  
(From the State of Maine Rules Relating to Drinking Water)

This definition means that if you serve water from your own source (well or surface water intake) to 25 or more people per day, or have 15 or more service connections, and operate for 60 or more days per year, you are operating a public water system. There are three types of public water systems and each is regulated differently. The three types are:



### **Community Public Water System:**

A public water system which serves at least fifteen service connections used by year-round residents or regularly serves at least 25 year-round residents. (Year-round is defined as permanent residence greater than six months.) Examples include water utilities, mobile home parks, apartment buildings, nursing homes.



### **Non-Transient, Non-Community Public Water System:**

A non-community public water system that serves at least 25 of the same persons for six months or more per year. Examples include schools, office buildings, factories.



### **Transient Public Water System:**

A non-community public water system that serves at least 25 persons, but not necessarily the same persons, for at least 60 days per year. Examples include restaurants, camps and campgrounds, motels and hotels, and bottled water companies.

**“New Surface Water Source”** is defined as a surface water source that has not been approved by the Maine Drinking Water Program or an existing surface water source that has not been regulated as a public water source in the last five (5) years... new to the Maine Drinking Water Program (*this includes After the Fact systems*).

If you are planning a new surface water source for a **Transient Public Water System**, all the materials you need for source and system approval are in this application, or are referred to in this application. If you are planning a surface water source for a community or a non-transient, non-community system, please request the appropriate application from the Drinking Water Program, or see the DWP website: [www.medwp.com](http://www.medwp.com)

Please contact the Drinking Water Program at (207)-287-2070 if you have any questions concerning the process for reviewing an application for a new surface water source or a new public water system. Compliance of the entire public water system will be evaluated during a comprehensive inspection by the Drinking Water Program.

## GETTING APPROVAL FOR A NEW PUBLIC SURFACE WATER SOURCE FOR A TRANSIENT PUBLIC WATER SYSTEM

If you own or operate a public water system in Maine, or are planning to establish one, utilizing a new surface water source for serving water to the public requires written approval from the Maine Drinking Water Program in the Department of Health & Human Services (the Department). This application has the material you need to complete this process.

Every public water system has a primary point of contact with the Maine Drinking Water Program:

- **PWS Inspector**... responsible for helping you to complete the new source and system approval process, all aspects of inspecting your public water system, and for evaluating water quality and overall compliance of your public water system with the Maine Rules Relating to Drinking Water. Your PWS Inspector contact information is on the front cover of this publication.

### STEPS OF THE NEW SOURCE AND SYSTEM APPROVAL PROCESS

1. Fill in the "Facility Information and Points of Contact" form.
2. Fill in the "Request for Preliminary Approval" form. BEFORE the source is utilized, you must receive written approval of the location at which the intake will be placed. In general, an approvable site will be 300 feet or more from any potential source of contamination. If this is not possible or practical at your site, the Department may grant a waiver to this setback requirement. In order to receive preliminary approval, you must submit **the application form, a location map, and a site plan**.
3. Fill in the "Potential Sources of Contamination" form.
4. Provide (sketch) a "Site Plan for Preliminary Approval of the Proposed New Surface Water Source". A sample is provided in this packet.

**Send items 1-4 to your PWS Inspector**, identified on the front cover of this publication.

5. AFTER construction of the surface water intake is complete, it must be tested to ensure that the water meets drinking water standards. The enclosed list identifies the two tests required for approval of a transient water system. Work with the PWS Inspector to arrange required water quality tests to be collected.
6. Fill in the "Request for Final Approval" form. You must receive a letter of final approval from the Drinking Water Program prior to putting the system on line. Final approval requires submission of a completed application (describing the characteristics of the source, the date construction began and was completed, etc.). **If water samples were processed by a certified laboratory other than the State Health & Environmental Testing Lab, you must also attach results of all required water quality tests.**

**Send items described in 6 above to your PWS Inspector.**

Note: If your public water system is already in operation serving water to the public, complete items 1 through 6 and send all materials to your PWS Inspector.

7. After Final Source/System Approval is granted, contact the PWS Inspector to tell them when water will be served to the public from this new source or new public water system.

## Public Water System Points of Contact Change Form

Person Completing this form:	Date:
Public Water System Name:	PWSID#:
Person providing information:	New owner?

<input type="checkbox"/>	<b>Change of single address only.</b> Enter data for this POC change of address. Leave the other boxes blank.
<input type="checkbox"/>	<b>Change of POC or multiple address changes.</b> All boxes must be completed. Add additional boxes if necessary. If a Point of Contact (POC) has no change just check the "No Change" box. Do not fill out the rest of the information. If a person is more than one type of POC, type "same as _____" in the name field.

<b>Administrative Contact (AC)</b>	<input type="checkbox"/>	No Change	
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

<b>Emergency Contact (EC)</b>	<input type="checkbox"/>	No Change	
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

<b>Financial Contact (FC)</b>	<input type="checkbox"/>	No Change	
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

<b>Owner (OW)</b>	<input type="checkbox"/>	No Change	
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

<b>Sampling (SA)</b>	<input type="checkbox"/>	No Change	
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

<b>Designated Operator (DO)</b>	<input type="checkbox"/>	No Change	
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

Please indicate which if any this DO replaces:

Use the "Other" boxes below to add additional DO

<input type="checkbox"/>	Confirmation from Operator Licensing Staff Received
--------------------------	---

<b>Operator (OP)</b>	<input type="checkbox"/>	No Change	
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

Please indicate which if any this OP replaces:

Use the "Other" boxes below to add additional OP

<b>Other (indicate type of POC)</b>			
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

Please indicate the POC that this person replaces if applicable:

<b>Other (indicate type of POC)</b>			
Name:			Fax (Dedicated line):
Mailing Address:			Emergency Phone:
City, State, Zip Code:			E-mail:
Phone:			

Please indicate the POC that this person replaces if applicable:

Note: Whoever makes these changes to SDWIS must print out this form and send it to the PWS file. (DWP0185-F)

**REQUEST FOR PRELIMINARY APPROVAL  
NEW PUBLIC SURFACE WATER SUPPLY SOURCE FOR A TRANSIENT WATER SYSTEM**

Note: Preliminary approval is required **before** construction.

Facility Name: \_\_\_\_\_  
PWSID# (if an existing public water system): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Town or City: \_\_\_\_\_

**Allow 30 Days for Processing**

This application is for (check one):

- An additional or new SW source for an existing public water system?
- A SW source for an existing facility which has not been regulated before?
- A SW source for a proposed facility which has not yet been constructed?

I plan to begin construction by \_\_\_\_\_ (date). I want to have it on-line by \_\_\_\_\_ (date)

**This application will be returned unless accompanied by:**

1. A location map (an "X" drawn on a map from the Maine Atlas and Gazetteer is sufficient)
2. A site plan (more detailed map of the surface water source site) including:
  - A scale (1inch = 100 feet or similar)
  - All potential contaminant sources (leach fields, fuel tanks etc.) within 300 feet of the source.
  - Surface water bodies (lakes, streams, ponds) within 300 feet of the source.
  - Property boundaries and the land uses on adjacent properties
  - The general slope of land near the source
  - The system design and manufacturer's specifications
  - How Surface Water Treatment Rules will be met (if applicable)A DWP site visit will be required (prior to construction)

**ESTABLISHMENT DESCRIPTION**

**CHECK ALL THAT APPLY:      NUMBER OF:**

- Restaurant            \_\_\_\_\_ seats    \_\_\_\_\_ meals per day    \_\_\_\_\_ employees
- Hotel or Motel            \_\_\_\_\_ units
- Campground            \_\_\_\_\_ units
- RV Park                    \_\_\_\_\_ sites
- Children's Camp        \_\_\_\_\_ campers and staff
- Other (describe) : \_\_\_\_\_

If a Take-Out eating establishment, check the services that will be provided using water from the system:

- Fountain soda     Coffee     Slush drinks     Cup dispenser in bathroom     Drinking Water fountain

Is this a seasonal operation? \_\_\_\_\_ If yes, season begins? \_\_\_\_\_ season ends? \_\_\_\_\_

How much land is controlled and/or owned? \_\_\_\_\_ (acres)

**CERTIFICATION:** I hereby certify that, to my knowledge, the information on this form and attachments is true and accurate and no site details have been omitted which would have a bearing on the suitability of the site for installation of a public water supply surface water source. **Maine law makes it illegal for persons applying for a Departmental permit to make false statements upon an application with the intent to deceive department officials in the course of their official duties, or to create a false impression in a written application for pecuniary or other benefit. Unsworn Falsification is a Class D misdemeanor offense punishable by up to 364 days incarceration, a fine of up to \$2,000, or both.**

Signature: \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: PWS Inspector \_\_\_\_\_ Population Estimate: \_\_\_\_\_  
Date this form was received \_\_\_\_\_ Source ID Number \_\_\_\_\_ Date of site visit \_\_\_\_\_  
Will a Setback Reduction Waiver be required? \_\_\_\_\_ If yes, use Setback Waiver Form. New PWSID# needed? \_\_\_\_\_  
If yes, Unique or Parent/Child? \_\_\_\_\_ Is the system Active (A) or Proposed (P) at this time? \_\_\_\_\_

# POTENTIAL SOURCES OF CONTAMINATION (PSC), CURRENT OR PAST

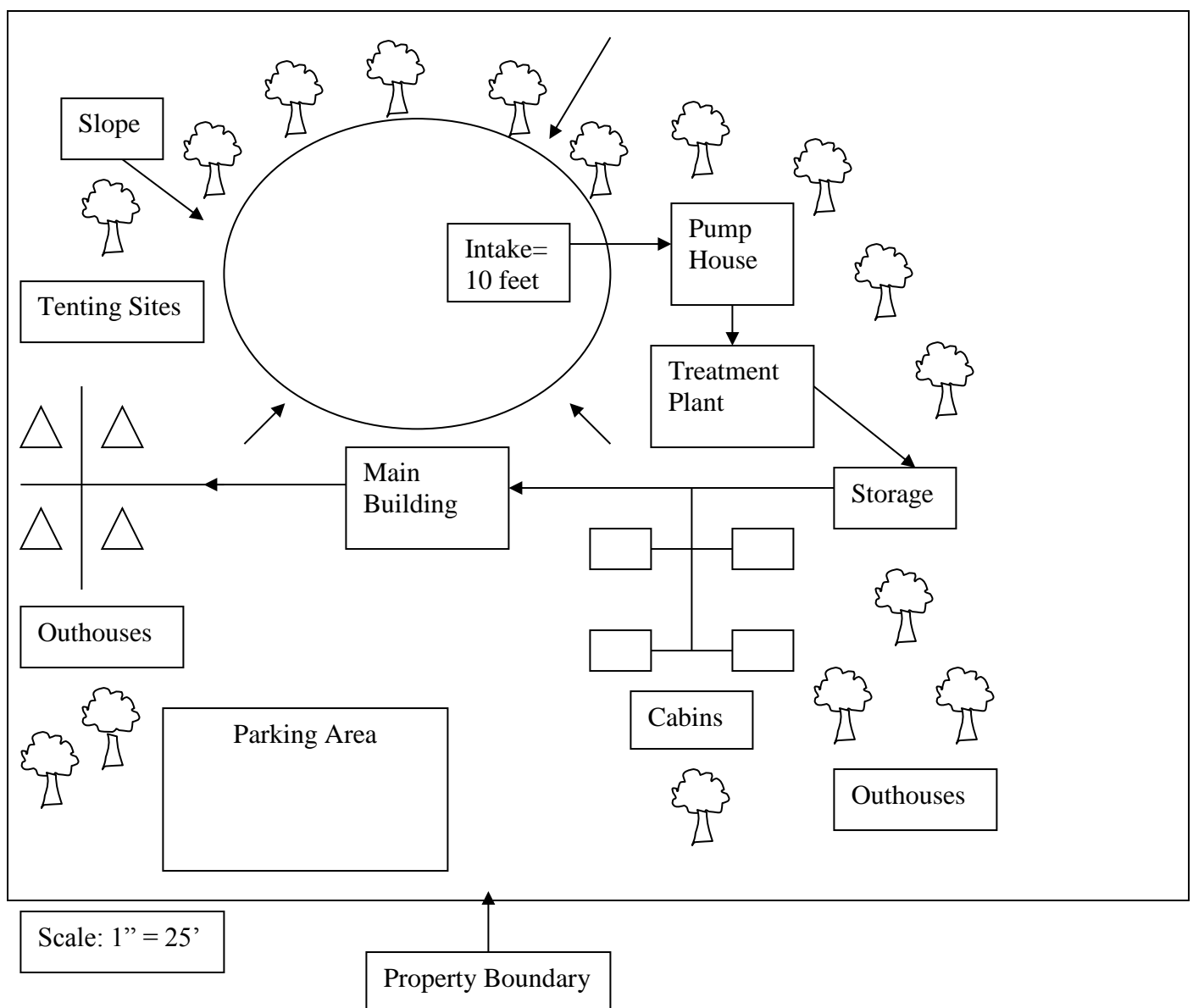
PWS Name _____			PWSID# _____		Date: _____
			PWS Inspector Name _____		
Number of PSCs	Land Use Activity	Distance to well	Number of PSCs	Land Use Activity	Distance to well
	<b>HERBICIDE / PESTICIDE USE</b>		<b>OTHER</b>		
	1. Agricultural chemical spreading or spraying		50. Abandoned well		
	2. Agricultural chemical storage		51. Boat builder, refinisher, maintenance		
	3. Bulk grain storage		52. Chemical reclamation		
	4. Chemically fertilized agricultural field		53. Food processor		
	5. Golf course		54. Graveyard & cemetery		
	6. Herbicide sales or applicator		55. Heat treater, smelter, annealer, descaler		
	7. Nursery or garden shop		56. Incinerator		
	8. Pesticide sales or applicator		57. Industrial discharge		
	9. High voltage transmission lines		58. Industrial manufacturer		
	<b>PETROLEUM / HYDROCARBON USE (VOCS OR SEMI-VOCS)</b>		59. Industrial waste disposal		
	10. Aboveground oil storage tank (including home heating oil tanks)		60. Landfill, dump, transfer station		
	11. Underground oil storage tank		61. Metal plating		
	12. Airport fueling area		62. Military facility		
	13. Airport maintenance		63. Monitoring well		
	14. Auto chemical supply wholesaler		64. Railroad yard or line		
	15. Auto repair		65. Recycling or processing center ( <i>other than beverages</i> )		
	16. Body shop		66. Research laboratory		
	17. Concrete, asphalt, tar, coal company		67. Residential home		
	18. Dry cleaner		68. Rust proofer		
	19. Furniture stripper		69. Salt pile or sand & salt pile		
	20. Gas station, service station		70. Septic system, septic waste disposal		
	21. Junk or salvage yard		a. Beauty parlor		
	22. Machine shop		b. Car wash		
	23. Oil pipeline		c. Laundromat		
	24. Painters, finisher		d. Medical, dental, veterinarian office		
	25. Parking lot		e. Mortuary/ funeral parlor		
	26. Photo processor		f. Multi-unit housing		
	27. Printer		g. Single-family housing		
	28. Sand & gravel mining, other mining		h. Other _____		
	29. Small engine repair shop		71. Sewer line		
	30. Snow dump (large commercial or municipal)		72. Sludge disposal or spreading		
	31. Stormwater impoundments or run-off area		73. Wastewater impoundment area		
	32. Truck terminal		74. Wastewater treatment plants, discharge		
	<b>BACTERIA AND INORGANICS SUCH AS NITRATES / NITRITES</b>		75. Wood preserver		
	40. Animal burial (large scale site)		76. Other – Please indicate other potential contamination sites not included in this list. _____		
	41. Animal grazing				
	42. Barnyard				
	43. Manure pile				
	44. Manure spreading				
	45. Meat packer, slaughter house				
	46. Municipal wastewater plant				

## EXAMPLE OF A SITE PLAN FOR PRELIMINARY APPROVAL OF PROPOSED NEW SURFACE WATER SOURCE

An acceptable site plan must include:

- A scale (1" = 100" or larger);
- Potential sources of contamination within 300' (leach field, fuel tank, etc.);
- Property boundaries;
- A description of land uses on adjacent properties;
- The general slope of land near the source;
- Depth of intake.

### Sample Site Plan for a Transient Surface Water Supply







## NEW PUBLIC SURFACE WATER SUPPLY SOURCE APPROVAL PROCEDURE WATER QUALITY TESTING REQUIRED FOR FINAL APPROVAL **TRANSIENT PUBLIC WATER SYSTEM**

Transient public water supply systems serve a constantly changing population of one-time or infrequent customers. Examples include restaurants, motels, parks, campgrounds and summer camps. Final approval of a surface water source for a transient system requires satisfactory results for the following tests.

1. Total coliform bacteria, nitrate, and nitrite.
2. Fluoride, chloride, hardness, antimony, iron, pH, manganese, uranium, arsenic.
3. If within 1000 feet of the surface water intake an underground fuel storage tank exists or a fuel spill has occurred, a volatile organics water test may be required.

For a list of labs certified by the State of Maine, contact the Drinking Water Program at (207) 287-2070. To order bottles from the State Health Lab, call the PWS Inspector listed on the front page of this application. You can use the State Health and Environmental Testing Laboratory (HETL) or another certified testing laboratory. For a list of labs certified by the State of Maine, contact the Drinking Water Program at (207) 287-2070. To order bottles from the State Health Lab, call the PWS Inspector listed on the front page of this application.

### **LICENSED OPERATOR REQUIREMENTS**

A “Transient” public water system (PWS) using surface water as a source must be operated by a licensed water operator. The complexity of the treatment system and the number of people served by the distribution system determines the license classifications required by the operator. Your PWS Inspector will use The Maine Rules Relating to the Licensure of Water System Operators to determine the license classifications required by your water system.

The licensed water operator for your water system must have a current Maine water operator’s license that meets the requirements of your specific water system. Licensed contract operators are available for hire throughout the State. You may also choose to become your own operator by obtaining the necessary license(s). The Drinking Water Program has study materials available, while other entities provide training on becoming a licensed water operator. Please contact your PWS Inspector or call the Maine Drinking Water Program at 287-2070 to discuss the options available to you for providing or becoming a licensed operator for your water system.

**REQUEST FOR FINAL APPROVAL  
NEW PUBLIC SURFACE WATER SUPPLY SOURCE FOR A TRANSIENT WATER SYSTEM  
SOURCE CONSTRUCTION INFORMATION**

Facility Name \_\_\_\_\_  
 PWSID# \_\_\_\_\_  
 Town or City \_\_\_\_\_  
 On-site Contact \_\_\_\_\_  
 On-site Phone \_\_\_\_\_

**WATER TEST RESULTS MUST  
ACCOMPANY THIS FORM.**

**COMPLETE FOR ALL SOURCES**

**Required Water Tests:**

- Chlorine residual (if applicable)
- Total Coliform Bacteria, nitrate, nitrite, fluoride, chloride, hardness, antimony, iron, pH, manganese, uranium, and arsenic.
- pH
- Temperature
- Turbidity
- VOC (524) if required by the Drinking Water Program

Water tests must be conducted by a certified laboratory. If you choose to use the State Health and Environmental Testing Laboratory, call the PWS Inspector (see front of this packet) to order sample bottles. If you choose to use a private certified laboratory, enter the name of certified laboratory here: \_\_\_\_\_

**CERTIFICATION**

I hereby certify that, to my knowledge, the information on this form and attachments is true and accurate. I certify that the surface water source has been constructed as specified on the preliminary approval request submitted earlier and that water test results are from water samples taken from the source described above. Maine law makes it illegal for persons applying for a Departmental permit to make false statements upon an application with the intent to deceive department officials in the course of their official duties, or to create a false impression in a written application for pecuniary or other benefit. Unsworn Falsification is a Class D misdemeanor offense punishable by up to 364 days incarceration, a fine of up to \$2,000, or both.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Attach copies of water quality tests if a private lab was used, and return this application to:

New SW Source Approval  
 Drinking Water Program  
 11 State House Station  
 Augusta, Maine 04333-0011

Allow 30 days for processing.

OFFICE USE ONLY	
PRE-APPROVAL DATE	
PWSID #	
SOURCE ID NUMBER	
DATE RECEIVED	
DATE APPROVED	
CONDITIONAL?	