

# Public Water System Treatment Review and Approval Guidelines

Maine CDC Drinking Water Program • 11 SHS Augusta, ME 04330 • 287-2070 • [www.medwp.com](http://www.medwp.com)

## Overview

Changes in treatment processes that involve the addition, removal, or modification of any treatment at public water systems **require prior review and approval by the Drinking Water Program (DWP)**. A Drinking Water System Change Application, along with any plans and specifications, must be submitted to, and approved in writing by the DWP before any additions, removal, or changes in treatment at a public water system are made. Public water systems that wish to add, remove, or make changes to a treatment system must contact their Public Water System (PWS) Inspector and allow at least 30 days for review and approval. For projects funded by the Drinking Water State Revolving Fund (DWSRF), contact DWP Engineering.



## Step 1: Obtain a Drinking Water System Change Application

Information related to any addition, removal, or modification of any treatment must be made available to the DWP so that they may properly review the request. The “Drinking Water System Change Application” was created to gather all necessary information at once. This application can be obtained by visiting [www.tinyurl.com/SystemChangeApp](http://www.tinyurl.com/SystemChangeApp) or by contacting the PWS’s Inspector.

## Step 2: Complete the Application

All applicable information must be completed in the Drinking Water System Change Application before the DWP can complete a review and approval of the treatment request. Review the application carefully and provide all required materials and information.

## Step 3: Receive Approval

Once the Drinking Water System Change Application is received with all required information, the DWP will conduct a review within 30 days. During the course of the review, the DWP may require additional information or modifications be made to plans. Once the review is completed and deemed satisfactory to the DWP, an approval letter will be issued. It is important to read the approval letter thoroughly and follow any instructions or requirements that may be issued and deemed conditional to the approval.

**No additions, removal or changes in treatment can be made until the DWP issues an approval letter.**

## Step 4: Install Treatment and Have Inspection Conducted by the DWP

Immediately after installation, the public water system’s PWS Inspector must be contacted to conduct an inspection and review of the operation of the treatment system. Confirmation samples may be required by the DWP to verify the satisfactory operation of the treatment equipment.



**Keep Your Drinking Water Safe:**

✓ **Protect Your Source**

✓ **Take Your Samples**

✓ **Maintain Your Treatment**

✓ **Inspect Your Pipes & Tanks**