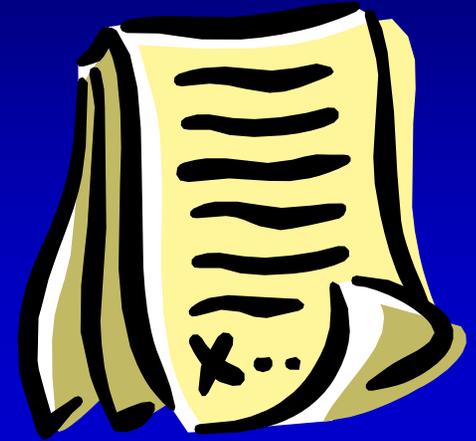


I need to drill a new well,
install treatment and a new
storage tank, and...what
forms do I need??



Sara Ramsbottom, P.E.

Sanitary Engineer 3

CT Department of Public Health

Drinking Water Section

ATCAVE - February 26, 2008

DWS Project Review/Approval

- Must obtain approval for EACH component to be modified/replaced
- E.g. – upgrade or construction of entirely new water system (nuts to bolts)
 - Each component must be reviewed/approved prior to construction/installation
 - Receipt of a ‘well site suitability’ does not mean approval of the entire project (i.e. well use, treatment, or a new storage tank)

PWS Upgrades & Maintenance

- 💧 Need DWS review/approval – Regulations of Connecticut State Agencies (RCSA) Section 19-13-Bio2(d)(2):
 - Changes in water system design or operation
 - New treatment or changes to treatment system
 - Expansion of water system
 - New sources of supply
 - Major renovations/replacement of major components
 - Ex: Large storage tanks, booster stations

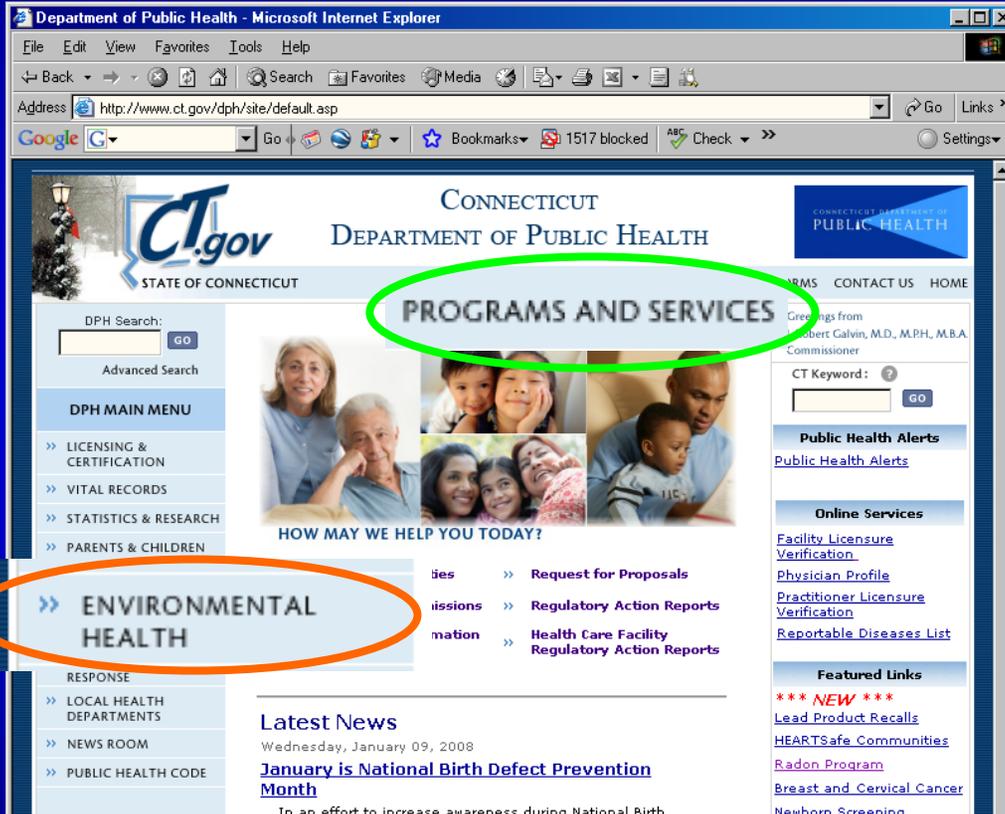


PWS Upgrades & Maintenance, cont.

- 💧 Do not need DWS review/approval:
 - Equivalent replacement of minor components does require DWS notification
 - Ex. Well pumps, bladder tanks, valves, chemical metering pump
 - Routine Maintenance
- 💧 Water system must be effectively disinfected following any repair work (RCOSA Sec. 19-13-B47)
- 💧 If unsure – **CALL US!!!!**



DPH Home Page



Environmental Health

- ▶ [Air Pollution](#)
- ▶ [Asbestos](#)
- ▶ [Carbon Monoxide](#)
- ▶ [Environmental Laboratories](#)
- ▶ [Environmental Practitioner Licensure](#)
- ▶ [Environmental Public Health Tracking](#)
- ▶ [Family Campgrounds](#)
- ▶ [Fish Consumption](#)
- ▶ [Food Protection](#)
- ▶ [Hazardous Waste Sites and Soil Contamination](#)
- ▶ [Home and Garden Hazards](#)
- ▶ [Indoor Environmental Quality](#)
- ▶ [Lead](#)
- ▶ [Mercury](#)
- ▶ [Mold](#)
- ▶ [Occupational Health](#)
- ▶ [Private Wells](#)

Public Drinking Water

- ▶ [Radon](#)
- ▶ [Registered Sanitarians](#)
- ▶ [School Environmental Health](#)
- ▶ [Subsurface Sewage \(septic systems\)](#)
- ▶ [Toxicology/Risk Assessment](#)

www.ct.gov/dph

DWS Home Page

Forms/Applications



Forms/Applications page

The screenshot shows a Microsoft Internet Explorer browser window displaying the Connecticut Department of Public Health website. The browser's address bar shows the URL: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387316&dphNav_GID=1824&dphNav=. The website header includes the CT.gov logo, the text "CONNECTICUT DEPARTMENT OF PUBLIC HEALTH", and a navigation menu with links for "ABOUT US", "PROGRAMS AND SERVICES", "PUBLICATIONS", "FORMS", "CONTACT US", and "HOME".

The main content area is titled "Forms and Applications" and lists "Drinking Water Section standard forms and applications:" followed by a bulleted list of links:

- [Certificate of Public Convenience and Necessity \(CPCN\)](#)
- [Contact Update](#)
- [General Application](#)
- [Filter Backwash Recycling Rule](#)
- [Notification Form](#)
- [Operator Verification Form](#)
- [Operator Contact Update Form](#)
- [Sampling Site Plan](#)
- [Sale of Excess Water Permit](#)
- [Source Abandonment](#)
- [TNCPS Information Form](#)
- [Water Main Application and Standards](#)
- [Water Treatment Plant Classification](#)
- [Water Quality Monitoring and Reporting](#)
- [Watershed or Aquifer Area Project Notification Form](#)
- [Well Site Approval](#)

On the left side of the page, there is a "DPH Search:" box with a "GO" button and a link to "Advanced Search". Below this is a vertical navigation menu with the following items:

- DRINKING WATER
- » CONTACT INFO
- » FORMS/APPLICATIONS
- » PUBLICATIONS/REPORTS
- » RESOURCES/LINKS
- » LOCAL HEALTH DEPARTMENTS
- » WHAT'S NEW
- » DRINKING WATER TOPICS A-Z
- » DPH MAIN MENU

At the bottom of the left sidebar, contact information for the Department of Public Health is provided: 410 Capitol Avenue, Hartford, CT 06134. Phone: (860) 509-8000. A link for "Directions" is also present.

General Application Form

- 💧 General Application for Approval or Permit Form (GAF)
- 💧 Must be included with every project submitted for review and/or approval
- 💧 Recently revised (9/28/07)
- 💧 Must be signed by the PWS Administrative Contact or Certified Operator



What Submittals require a GAF?

- 💧 Consent Order submittals that include items for review
- 💧 New source (well site & water quality/quantity)
- 💧 Ground Water Under the Direct Influence (GWUDI) of surface water demonstration study
- 💧 Source improvements (e.g. well pit removal or improvement)
- 💧 Source abandonment permit
- 💧 Water Company Lands (change in use, recreation, sale) permits
- 💧 Storm water discharge permit
- 💧 Raw water mains & pumping station



What Submittals require a GAF?, cont.

- 💧 Sale of Excess Water permit
- 💧 Water treatment (all types)
- 💧 Surface Water Treatment Plant processes
- 💧 Treatment residuals/backwash wastewater management (water treatment discharge)
- 💧 Consolidation of system(s)
- 💧 Interconnections between PWS
- 💧 Pressure reducing valve
- 💧 Pumping station
- 💧 Water storage tank



What Submittals require a GAF?, cont.

- 💧 Distribution water main (only when project also involves other system components or federal/state funding)
- 💧 Certificate of Public Convenience and Necessity (CPCN)
- 💧 Water Supply Plans
- 💧 State Revolving Fund (DWSRF)
- 💧 Sampling plan
- 💧 Water System Improvement Study (including detailed engineering report)
- 💧 STEAP/STAG-funded projects (or other state/federal funded projects)

What has a Specific Application Form?

- 💧 Well Site
- 💧 Well Water Quality & Quantity
- 💧 Source Abandonment
- 💧 Water Company Lands
- 💧 Water main – raw & distribution
- 💧 Sale of Excess Water
- 💧 CPCN (each phase)
- 💧 DWSRF (multiple)
- 💧 Sampling Plan (inventory form)



New Source (Well)

- 💧 Application for Public Water System Well Site Approval
 - Include TWO copies of a site map – signed/stamped by a PE or LS
- 💧 Well Water Quality & Quantity Suitability Application
 - Include copies of yield test log, well drilling permit, well completion report, & well installation plans
- 💧 **Must obtain Well Use Approval from this office before you can use the well!**

Water Company Lands (WCL)

- 💧 Three types of permits
 - Change in Use
 - Sale or Transfer of a Water Company
 - Recreational Use of Water Company Owned Land
- 💧 There is an application form, though it is not yet on the web – please contact the Source Water Protection unit if you need one

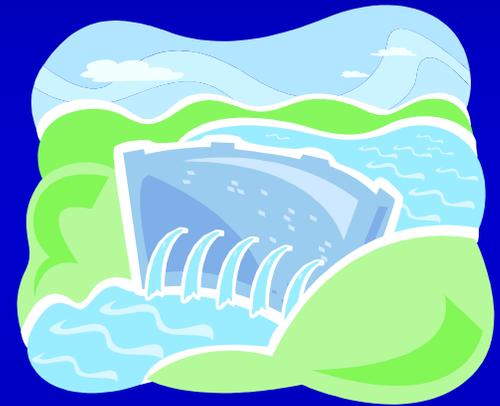
Storm Water Discharge

- 🔴 Required when installing storm water discharge piping within 100 feet of a source water area (well) or watercourse (reservoir or reservoir system)
- 🔴 Contact the Source Water Protection unit with any questions



Raw Water

- 💧 Pumping Station
- 💧 Transmission Main
 - Use Water Main Application



Water Main (Finished Water)

- 💧 Distribution system
- 💧 Water Main Application & Guidance
- 💧 Review of distribution system water main installation is only required when the project also requires construction or expansion of pumping stations, storage facilities, treatment facilities or sources of supply (CGS Sec. 25-33)
- 💧 Review is also required when there is federal or state funding for the project (Dept. of Ed., DECD, SRF, STEAP, STAG, etc.) and within the CPCN process

(Dept. of Economic and Community Development, Small Town Economic Assistance Program, State and Tribal Assistance Grant, etc.)

Certificate of Public Convenience & Necessity (CPCN)

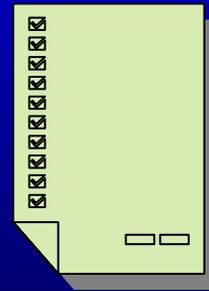
- 🔥 CPCN Phase I-A
- 🔥 CPCN Phase I-B
- 🔥 CPCN Phase II
 - Specific set of CPCN forms for Community Water System projects and for Non-Community projects
- 🔥 Plus other forms as necessary (well site, water main, etc.)
- 🔥 Two Attachments: Average Daily Demand calculation & TMF Capacity Evaluation (with I-A)
- 🔥 Instruction/information document also available

Drinking Water State Revolving Fund (DWSRF)

- 💧 Eligibility Application
 - Also requires supporting documentation
- 💧 Full Loan Application
 - Also requires supporting documentation
 - Sub forms are in development for specific components
 - May also require other specific application forms, depending on the project (well, water main, etc.)
- 💧 If you are thinking about applying for funds, please contact us if you have any questions

Sampling Site Plan

- 🔴 Sampling Point inventory form & instructions
- 🔴 Must also include site map
- 🔴 Distribution system sampling guidelines also available



Certification of Completed Work

- 💧 A “Certification of Completed Water or Treatment Works Construction/Installation” form must be submitted following completion of a project
- 💧 Not yet on web, but a copy is provided with every project approval – contact us if you need a copy
- 💧 If necessary, we may schedule a final inspection of the completed project before issuing approval to use

Other Forms

- 💧 Contact Update
 - For all contact changes – removal & addition
- 💧 Watershed or Aquifer Protection Area project notification
 - On-line form
- 💧 Operator Verification
 - For all certified operator changes
- 💧 Water Treatment Plant classification
 - For installation of new treatment or modification of existing treatment
- 💧 Water Company Land – Class III verification (via Source Water Protection webpage from DWS site)

Other Forms

PUBLIC WATER SYSTEM CONTACT UPDATE FORM

***Type of Update:**

New Contact Contact Information Change Remove Contact – No longer affiliated

***Contact Type(s):**

Administrative Contact Owner Legal Contact

*PWS ID: _____ *Water System Name: _____

Salutation: _____ *First Name: _____ Middle Initial: _____

*Last Name: _____

Organization: _____

Job Title: _____

Business E-mail: _____

*Business Phone No.: _____ (ex. 860-555-5555) Extension: _____

Fax: _____ Emergency Phone Number: _____

*Address Line One: _____

Address Line Two: _____

*Town/City: _____

*State: _____ *Zip Code: _____

** indicates required information*

I certify this information to be correct:

Signature _____ Title _____

Print Name _____ Date _____

Return completed form to:
State of Connecticut
Department of Public Health
Drinking Water Section
410 Capitol Avenue, MS #51WAT
P.O. Box 340308
Hartford, CT 06134-0308

CONNECTICUT PUBLIC HEALTH DIVISION

OPERATOR CERTIFICATION FORM

for Non-Transient Non-Community water supply system, distribution system and certified operator. A certified operator is defined by the Drinking Water Act, 26-32-14 of the regulations of the Department of Public Health.

A chief operator is responsible for the direct responsible charge (active and maintenance of a treatment plant, distribution system and other facilities who are available for contract at www.ct.gov/SRS/Water/DWD.htm or by telephone at (860) 509-7333.

The operator must notify the DWD of any certified operator changes representative of the Public Water System and sign this form.

NOTIFICATION: (i.e. additions and/or deletions) is required.

TOWN: _____

Date: _____

Signature by certified operator	Certification Number	Chief Operator (Y, N)

* Signature by the Certified Operator is not required if the operator is being deleted from the record.



Phone: (860) 509-7333
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS #51WAT
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer

STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH WATER TREATMENT PLANT CLASSIFICATION FORM

Public Water System (PWS) Name: _____ Date: _____
PWS Identification Number (PWSID) CT: _____
Water Treatment Plant Name: _____
Population served: _____ Title: _____
Form completed by: _____
Phone number: () - -
SDWIS State Assign No: _____ For State Use Only

ITEM	VALUE	POINTS
Size (2 to 20 points)		
Maximum population served, peak day (1 to 10)	1/10,000	_____
Design flow average day or peak month's average day, whichever is greater (1 to 10)	or part 1/MSD or part	_____
Water Supply Sources		
Groundwater	3	_____
Groundwater under the direct influence of surface water	5	_____
Surface water	5	_____
Average raw water quality varies enough to require treatment changes 10% of the time	0-10	_____
Little or no variation	0	_____
High variation, Raw water quality subject to serious industrial waste pollution	10	_____
Raw water quality is subject to or has elevated:		
Taste and/or odor levels	3	_____
Color levels	3	_____
Iron and/or manganese levels	5	_____
Turbidity levels	5	_____
Coliform and/or fecal counts	5	_____
Algal growths	5	_____
Raw water quality is subject to periodic:		
Industrial and commercial waste pollution	5	_____
Agricultural pollution	5	_____
Urban runoff, erosion and storm water pollution	3	_____
Recreational use (boating, fishing, etc.)	2	_____
Urban development and residential land use pollution	2	_____
Other		5
Dual or mixed media filtration		5
Microscreens		5
Diatomaceous earth filters		5
Cartridge filters		5
Slow sand filters		5
Direct filtration		10
Pressure or greensand filtration		15

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***TREATMENT PLANT LEVEL**

Class I	30 points or less
Class II	31 - 55 points
Class III	56 - 75 points
Class IV	76 points or greater

Guidance Documents & Other Information available for...

- 💧 Storage Tank
- 💧 DWSRF
- 💧 CPCN
- 💧 Sampling Plan
- 💧 Ground Water Under the Direct Influence of Surface Water (GWUDI)
- 💧 UV Disinfection
- 💧 Water Main
- 💧 Unscheduled and Emergency Repairs of Water Mains
- 💧 General Water System Design Guidelines

Guidance Document Location

DPH: Drinking Water Section - Microsoft Internet Explorer

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Connecticut Licensing Info Center

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Public Water Systems

- [Public Water System Classifications and Inventory](#)
- [Statutes, Regulations and Federal Drinking Water Rules](#)
- [Design Guidelines for Public Water Systems](#)
- [Drinking Water State Revolving Fund](#)
- [Certificate of Public Convenience and Necessity](#)

Internet

Questions?

- 💧 DPH website: <http://www.ct.gov/dph>
 - Link to DWS page via “Programs and Services” at the top of the page ; then choose “D” or via “Environmental Health” on the left-hand side of page; then choose ‘Public Drinking Water’ from the list
- 💧 Remember to check the website periodically for new or updated information
- 💧 Call DPH-DWS: 860-509-7333
Office hours: 8:30 am – 4:30 pm

