

## GEORGIA ENVIRONMENTAL PROTECTION DIVISION WATER SYSTEM REVIEW and PERMITTING PROCESS

<b>Date:</b>	<b>WSID:</b>
<b>System Name:</b>	<b>County:</b>
<b>Owner's Name:</b>	<b>Telephone:</b>
<b>Owner's Address:</b>	<b>City, State, Zip:</b>

### PHASE I – INQUIRY & DISCOVERY

(REFER ONLY TO ITEMS MARKED)

**ANY PERSON WHO DESIRES TO OWN OR OPERATE OR WHO DESIRES TO COMMENCE THE OPERATION OF A PUBLIC WATER SYSTEM MUST FIRST EVALUATE CONNECTING TO AN EXISTING LOCAL GOVERNMENTALLY OWNED AND OPERATED PUBLIC WATER SYSTEM.**

- (1) Obtain and review an Application for a Permit to Operate a Public Water System. Review the Georgia Rules for Safe Drinking Water (Rules).
- (2) Submit a map showing the geographical location of the proposed project, as well as the location of the governmentally owned and operated public water system closest to the project site.
- (3) Provide written certification from the local government in which the system is located that the local government is in concurrence with the development of the privately owned community public water supply system within its jurisdiction.
- (4) Submit documentation outlining the reasons why the proposed project cannot connect to an existing local governmentally owned water supply system. A written letter must be attached from the nearest governmentally owned (City or County) water system, denying the owner's request for water service.
- (5) Provide written concurrence by the nearest governmentally owned water supply system to provide water to the proposed project. This letter must indicate that the water supply system has adequate capacity available to provide water to the proposed project. The entity that will own, operate and maintain the water distribution lines must be clearly stated.
- (6) Submit a letter, written by the local county government, certifying that the proposed water system development project and the appurtenances pertaining to the water system are not located on or in close proximity to an abandoned landfill or any other site used for waste disposal.
- (7) Submit a detailed description of the proposed development project, including a characterization of populations served and the total number of service connections proposed for development; type, number and projected capacity of water supply source(s); water use estimates; and, the method proposed for the disposal of wastewater generated by the project (e.g., individual septic tank system or central wastewater system).

**IF ALL OF THE REQUESTED INFORMATION IDENTIFIED UNDER PHASE I IS NOT RECEIVED WITHIN NINETY (90) DAYS FROM THE DATE OF THIS CORRESPONDENCE, NO FURTHER CONSIDERATION WILL BE GIVEN FOR THIS WATER SYSTEM DEVELOPMENT PROJECT. For reconsideration, a separate inquiry must be made to the EPD Drinking Water Program Permitting and Engineering Unit (for surface water sourced systems) or the EPD District Office (for groundwater sourced systems).**

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WATER SYSTEM REVIEW and PERMITTING PROCESS**

<b>Date:</b>	Click here to enter a date.
<b>System Name:</b>	Click here to enter text.
<b>County:</b>	Choose an item.

<b>WSID:</b>	Click here to enter text.
<b>Source ID:</b>	Click here to enter text.

**PHASE II – TECHNICAL REVIEW**

**(REFER ONLY TO ITEMS MARKED ☒)**

- (1) Submit detailed engineering plans and specifications for the construction of the water system. All engineering documents must be prepared by a professional engineer licensed to practice in the State of Georgia. The documents must conform with Section 391-3-5-.05 of the Rules and applicable sections of Minimum Standards for Public Water Systems, and include material and construction methods for the water source installation, pump house, pumping equipment, electrical controls, storage tanks, paint coating system, water treatment equipment, distribution lines, service connections, valves, disinfection and other pertinent information. The Drinking Water Project Submittal Form and 24-hour pressure test (when applicable) must be included with each submittal of plans and specifications.
- (2) An engineering evaluation of the existing constructed facilities must be made by a professional engineer, licensed in the State of Georgia, to evaluate and certify conformance of the constructed water supply system facilities with all of the applicable sections of the Georgia Rules, Chapter 391-3-5. The engineer's certification, along with the "as-built" plans and specifications must be submitted to the EPD for review and comment. The Drinking Water Project Submittal Form and 24-hour pressure test must be included with each submittal of plans and specifications.
- (3) Submit calculations and an engineering certification that the treatment equipment for the proposed new source well is capable of providing 4-log virus inactivation prior to the first customer.
- (4) A back-up water source, such as an additional well, capable of providing adequate water service (if the primary source becomes nonfunctional) shall be provided for all new community public water systems serving more than 25 service connections.
- (5) The new water source for all new or expanded community and transient or non-transient, non-community public water systems shall be equipped with a means of measuring water flow (e.g., water meter).
- (6) All new services connected to community and non-transient, non-community water systems shall be metered.
- (7) A Business Plan (a technical, financial, and managerial plan) is required to assure the managerial and technical capacity and which adequately accounts for all the costs of the development, maintenance, and operation of the water system in compliance with the National and State Drinking Water Regulations for a minimum of five (5) years.
- (8) Submit "basis of design data" and "design calculations."
- (9) Describe how the erosion and sedimentation control will be accomplished during and after construction of this project. Compliance with the "Georgia Erosion and Sedimentation Act" (O.C.G.A. 12-7-1 *et seq.*) and E&S regulations and guidance is required. Prior to construction, a permit must be obtained to conduct land-disturbing activities. If applicable to your site, you must file a Notice of Intent (NOI), with the Environmental Protection Division, to be covered under the General Permit for Stormwater Discharge Associated with Construction Activities.
- (10) For any **new well or spring** to be developed as a community public water supply source for a municipality, county, or an authority, a Wellhead Protection: New Well / Spring Application Sheet, as well as a preliminary wellhead protection evaluation must be completed and on file with EPD's Source Water Assessment & Protection Unit. Please contact the Division's Source Water Assessment & Protection Unit at (404) 232-7818 for additional information.
- (11) Prepare and submit a Source Water Assessment Plan (SWAP) for any **new surface water intake** in accordance with the Division's Source Water Assessment and Protection Implementation Plan for Public Drinking Water Sources. Please contact the Division's SWAP Unit for additional information at (404) 232-7818.

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Items 12 through 16 are to be completed after approval for well construction or surface water intake is given by the Division.

- (12) Submit a Well Completion Data Form for the well, completed and signed by a Georgia-licensed water well contractor, in accordance with the provisions of the Georgia Water Well Standards Act.
- (13) Physical and chemical “screening” of the raw water must be performed for the following parameters [with the concentrations shown in milligrams per liter (mg/L), where applicable] by a Division-approved\* water laboratory and a copy of the results submitted to this office:

pH	Alkalinity (as CaCO <sub>3</sub> )	Chloride	Color (color units)
Fluoride	Hardness (as CaCO <sub>3</sub> )	Sulfate	
Nitrate (as N)	Nitrite (as N)	Total Nitrate & Nitrite (as N)	
Total Dissolved Solids	Turbidity (NTU)	Iron, Manganese, Zinc (part of metals scan by Method 200.7 or like)	

This “screened” analysis must be performed as an interim measure to determine usability of the well/spring as a potential source of water supply, until an in-depth testing of the water is completed as required by the US EPA’s Standardized Monitoring Framework. Please include the design engineer’s contact information on the sampling form.

*(Note: New public water systems shall have source approval samples done by an approved outside laboratory.)*

- (14) A raw water sample must be collected from the proposed source and submitted to a Division-approved\* laboratory for microbiological analysis. A copy of the results must be submitted to this office. Please include the design engineer’s contact information on the sampling form.  
*(Note: New public water systems shall have source approval samples done by an approved outside laboratory.)*
- (15) A raw water sample must be collected from the proposed source and submitted to a Division-approved laboratory for radiological analysis. A copy of the results must be submitted to this office.
- (16) Submit an application to obtain a permit to use either groundwater or surface water as a source of public water supply, or to modify an existing permit to reflect the addition of the new water source(s) and/or change the water withdrawal amount (permits are required for withdrawals exceeding 100,000 gallons per day). Please contact the Water Withdrawal Permitting Program at (404) 232-7833 concerning requirements for a water withdrawal permit.

*\*If an existing public water system is contracted with EPD for laboratory services, samples may be submitted to the EPD Lab*

### **PHASE III – PERMITTING & CONTRACT SERVICES**

**(REFER ONLY TO ITEMS MARKED)**

- (1) The enclosed “Application for a Permit to Operate a Public Water System” must be completed, signed and returned to this office. The system’s operator information needs to be included on the submittal.
- (2) Provide proof of ownership (e.g., a copy of warranty deed or bill of sale).
- (3) Provide proof that the water system has retained the services of a certified operator. The certification classification must be consistent with the public water system classification as specified in Rule 391-3-5-.39.
- (4) Submit to the Division a Stage 2 Disinfection By-Products (DBP) Monitoring Plan developed in accordance with Section 391-3-5-.24 of the Rules for Safe Drinking Water.
- (5) Review the “Drinking Water Laboratory Services Terms and Conditions,” and the corresponding fee schedule. Then determine which services, if any, will be used. Under this agreement, the Georgia EPD can provide for the laboratory and related services consistent with the Owner’s need to comply with the National Primary and Secondary drinking water standards and related regulations in the Georgia Rules, Chapter 391-3-5. Entering into this agreement is not a condition or prerequisite to the permit nor will entering into this agreement stop or prevent EPD from fulfilling its regulatory functions with regard to the public water system. The Georgia EPD laboratory can be used for either microbiological analyses or chemical analyses, or both.
- (6) Ensure information in the Drinking Water Watch ([gadinkingwater.net](http://gadinkingwater.net)) is correct and follow the sampling schedule.