



Streamlining and Leaning Public Water System Screening Form Changes as a Result of May 1, 2018 Workshop

Vicky Carrier, P.E., R.S., M.B.A.
Sanitary Engineer 3
Drinking Water Section



CT DPH Drinking Water Section

- Regulate approx. 2,470 Public Water Systems with over 4,000 sources
- Provide Public Drinking Water to 2.9 million CT residents served
 - 90 systems serve over 1,000 people
 - 420 systems serve under 1,000 people - small community systems
 - 2,000 non-community systems
- DPH Staff of 50 people in several units:
 - Technical Review and Field Assessment
 - Safe Drinking Water Rule Implementation
 - Enforcement
 - Capacity (includes TNC PWS)
 - Source Assessment/Protection
 - Grants and Administration
 - Drinking Water State Revolving Loan Fund Program



Presentation Outline

- What is a PWS Screening Form?
- Which DWS Staff reviews them?
- Summary of Changes to Form as a result of May 1, 2018 workshop
- “Public Water System” Definition
- PWS Screening Form Details
- CPCN, Discovery or Reactivation
- How the WUCC’s fit in
- EPA Examples (not public)
- Where to find PWS Screening Form



What is Public Water System Screening Form?

- This form is used to determine if a proposed project or a change in operation at an existing facility will result in the creation of a new water company or public water system or change the status of an existing public water system.
- First step for creating a new system under CPCN or evaluating an existing facility that is expanding, has had a key tenant (example: childcare business moves out of a church or a plaza) move out or other change in use that may impact PWS status
- Local Health is typically who requests that the form be filled out and submitted to DWS
- Sometimes another activity (eg. septic repair or a complaint) leads Local Health to ask for PWS Screening Form



Who Currently Reviews PWS Screening Forms

- Vicky Carrier for water systems anticipated to be classified as Community (residential) or Non-Transient Non-Community Public Water Systems (schools, daycares, offices or plazas with more than 25 employees).
- Pam Scully for water systems anticipated to be classified as Transient Non-Community Public Water Systems (restaurants, campgrounds, churches)
- **Please Submit Completed Forms and all Supporting Documents to:**

DWDCompliance@ct.gov

or

Department of Public Health

Drinking Water Section

410 Capitol Avenue, MS#12 DWS

P.O. Box 340308

Hartford, CT 06134-0308



Brief Summary of Changes

- Took out “Building Capacity”
- Added “Change of Ownership”- will trigger “PWS Responsibilities Letter” letter to new owner
- Changed order of “Facility Information”
- Expanded area for project description
- Added a question about treatment
- Now Modeled on Well Permit Exception Form-eg. local health sign off (based on feedback on May 1, 2018)



New PWS Screening Form

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
PUBLIC WATER SYSTEM SCREENING FORM
Pursuant to CGS Sections 16-262m & 8-25a and RCSA Section 19-13-B102

Section 1: Basic Information

Project Type: Conversion of Existing Structure/Property Proposed Development
 Unclassified Facility Currently in Operation PWS Classification Review (Change in Use)
 Change of Ownership (PWS Responsibilities letter will be sent out)

Anticipated Start Date: _____

Name of Facility		Maximum Daily Population Served		Customer of a water company? <input type="checkbox"/> Yes <input type="checkbox"/> No
PWS ID #		Proposed:		
Property Address		Number of Service Connectors:		Number of days per year facility is/will be operational:
City	State	ZIP Code	Residential Non-Res Proposed/current day/care capacity:	

Description of Project (Attach additional pages if necessary, please see instructions for additional information):

Section 2: Facility Information

Type of Facilities (Check all that apply) Residential School Food Service Day Care Campground
 Medical/Dental Professional Office Youth Camp Gas Station Retail Manufacturing Place of Worship
 Park/Recreation Area Other - specify: _____

Will or does the facility supply water for human consumption to its employees, students, customers, visitors and/or members? Yes No

Type of water use at the facility (check all that apply):
 drinking bathing/showering cooking dishwashing public restroom drinking water fountain
 other: _____

Will or do at least 25 persons (including employees, customers, parishioners, visitors, etc. but not necessarily the same persons) visit the facilities/businesses supplied by the water system daily at least 60 days out of the year (days do not need to be consecutive days)? Yes No

Facility annual operating period (begin/end dates of operation): From _____ (month/day) to _____ (month/day)

Number of same persons (i.e. employees, students, but not residents) that will or do regularly use the facility on a daily basis for at least six months a year: _____

Number of persons whose primary residence is or will be supplied by the facility based on design population: _____

Does this water system have any treatment? Yes No
 If yes, specify type: _____ Purpose: _____

Section 3: Property Owner Contact Information

Name		Legal Contact Person (if owner is not an individual)		
Mailing Address		City	State	ZIP Code
Telephone	Fax	Emergency Phone		
E-mail Address				

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Section 4: Certification Statement

I certify to the best of my knowledge that the information provided in this application is complete and correct. I understand that the information I provide will be used by the Department of Public Health, Drinking Water Section to determine if a proposed project or existing facility will be or is considered a water company and a public water system and to also determine the most appropriate steps for initiating the regulatory process.

Signature of Property Owner/Legal Contact: _____ Date: _____
 Printed Name of Property Owner/Legal Contact: _____

For Local Health Use Only

Section 5: Local Health Department Review

Please provide any additional information you believe would be helpful for DWS staff to evaluate this form. Examples of additional information include any previous property names/ PWSID the water system may have been regulated under, whether the property is part of a plaza with other uses and what those other uses might be, etc:

Local health understanding of water use at the facility:
 drinking bathing/showering cooking dishwashing public restroom drinking water fountain
 other: _____

Is the information provided by the applicant in Section 1 and 2 of this form consistent with your understanding of the current/proposed use of the property? Yes No

Signature of Local Director of Health or Registered Sanitarian _____ Date _____
 Printed Name of Local Director of Health or Registered Sanitarian _____

FOR DWS USE ONLY

CPCN: Yes No Reactivation of former PWS: Yes No
 New Water System (currently in operation): Yes No PWS Classification Review: Yes No
 Change of Ownership (send PWS responsibilities letter) Yes No
 System Classification: C NTNC TNC NP Date of determination: _____ DWS Project #: _____

Please submit completed forms and all Supporting Documents to:

DWDCompliance@ct.gov
 or
 Department of Public Health
 Drinking Water Section
 410 Capitol Avenue, MS#12DWS
 P.O. Box 340308
 Hartford, CT 06134-0308

DPH-PWS-SCREEN Page 2 of 2 Rev. October 30, 2018

- Instructions to be finalized in the near future



Public Water Systems

- **CURRENT:** "Public water system" or "system" means any water company supplying water to 15 or more consumers or 25 or more persons, based on the "Design Population" as defined in section 16-262m-8(a)(3) of the Regulations of Connecticut State Agencies, jointly administered by the department and the Public Utilities Regulatory Authority, daily at least 60 days of the year
- **PROPOSED IN RTCR REVISIONS:** Minor Revisions being proposed in RTCR regulation package.



Does it hit the magic number of 25?

- Community – Strictly based on design population
- Non-Transient Non-Community- typically based on what applicant reports for number of employees/students etc. Childcare facilities are based on licensed capacity plus number of employees
- Transient Non-Community- sometimes trickier but based on what the applicant reports. Useful information would be the number of seats for a restaurant, number of sites for a campground etc.



Screening Form Facility Information

- Will or does the facility supply water for domestic use to its customers, visitors, and/or members?
 - Domestic use is considered public restrooms, handwashing, sinks, drinking fountains, etc.
- Will or do at least 25 persons (including employees, customers, parishioners, visitors, etc. but not necessarily the same persons) visit the facilities, businesses supplied by the water system daily at least 60 days out of the year?



Screening Form Facility Information

Number of same persons that will or do regularly use the facility on a daily basis for at least six months a year.

- Non-Residential
- Employees
 - Full and Part Time Staff
 - Seasonal
 - Drivers
 - Include all Shifts per Day
- Students
- Contracted Employees



Screening Form Facility Information

Number of persons whose primary residence is or will be supplied by the facility based on design population.

- Not based on actual population living there at this moment
- Population is based by design criteria (detailed in the instructions) RCSA § 16-262m-8(a)(3)
- Calculate how many people served by the number of bedrooms and number of apartments or houses



Screening Form Facility Information

<i>Type of service</i>	<i>Design Population Per Service Connection</i>
Single family dwelling (Over 3 bedrooms add 1 person per additional bedroom)	4
Multi-dwelling (i.e. apartments, elderly housing, duplexes, townhouses and residential condominiums)	
One bedroom unit	2
Two bedroom unit	3
Three bedroom unit (over 3 bedrooms add 1 person per additional bedroom)	4
Mobile Homes or Trailers	2.5
Convalescent Homes	Use Number of Beds
All other components described in 16-262m-1 (a)	Use Estimated Population



Public Water System Screening Form

- In order to determine if the proposed project may result in the creation of a new water company, a "PWS Screening Form" form must be completed and submitted to this office. The information provided by completing the form will be used by the Drinking Water Section (DWS) to evaluate the proposed project and determine whether or not a new PWS will be created.
- Submission of this application form is a prerequisite to the Certificate of Public Convenience and Necessity (CPCN) Phase I-A application.
- The Public Water System (PWS) screening form is available on our website:
 - www.ct.gov/dph/publicdrinkingwater



**Is it a Certificate Project (CPCN),
a Discovery,
or a Reactivation?**



Proposed Development

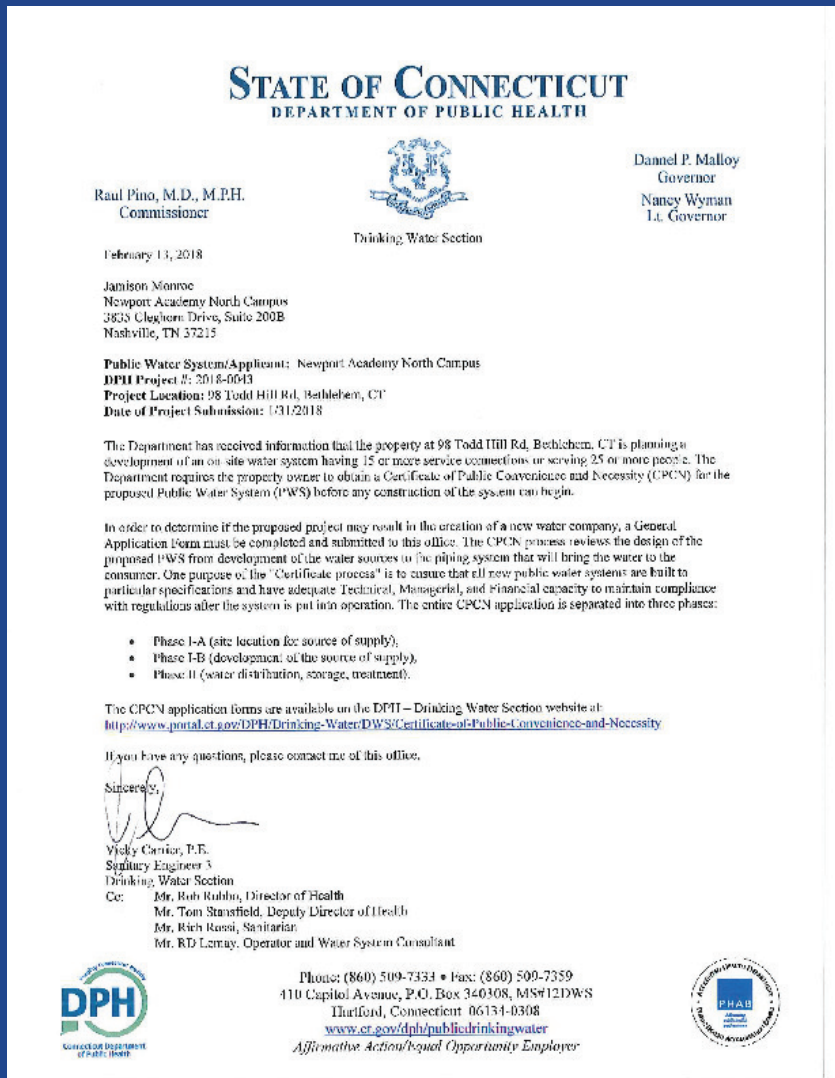
- **Development of a New Water Company**
- If you are developing property that will have an on-site water system, you may be creating a water company. Water companies include various types of facilities served by a common source(s) of supply (i.e. well). These include, but are not limited to:
 - residential communities
 - professional offices
 - various businesses
 - schools
 - day care facilities
 - youth camps
 - food service establishments
 - campgrounds



Certificate Projects

- If you are planning a development with an on-site water system having 15 or more service connections or serving 25 or more people, you must obtain a CPCN for the proposed PWS before any construction of the system can begin.
- Now includes “Conversions”

Example Correspondence-CPCN



Example Correspondence- Not Public

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Daniel P. Malloy
Governor
Nancy Wyman
Lt. Governor

Drinking Water Section

July 30, 2018

Richard Seman
Sanzo Construction
155 West Flat Hill Rd
Southing, CT 06488

SUBJECT WATER SYSTEM: 609-506 South Britain Rd
Southing, CT 06488
CLASSIFICATION TYPE: Non-Public
Project #: 2018-0178

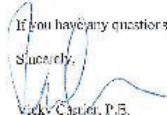
Dear Mr. Seman:

The Department of Public Health Drinking Water Section (DWS) is in receipt of a Public Water System Siting Form for 609-506 South Britain Rd. As defined in RCSEA Section 19-13-3102(a)(65), a public water system serves at least 25 people for at least 60 days out of the year and makes water available for domestic use to its consumers. As reflected in the submitted application, dated July 9, 2018 (received July 18, 2018), your project in Southing will not serve 25 or more people for minimally 60 days a year; therefore the proposed use of this property will not qualify as a public water system and will not be regulated by the CT Department of Public Health - DWS at this time.

If at any point the service provided by this facility is modified to meet the above criteria of a public water system, you are required to resubmit a Public Water System Siting Form to this office, at which time a new determination will be made. Resubmission of a form might be necessitated by the addition of a food service tenant or additional housing or commercial space among many possible scenarios.

If you have any questions, please contact me at (860) 509-7333.

Sincerely,


Vicky Caruso, P.E.
Sanitary Engineer 3
Drinking Water Section

cc: Mr. Neal Lustig and Joe Kmetz, Pomperaug Health District
Mr. Doug DiVesta, Consulting Engineer



Phone: (860) 509-7333 • Fax: (860) 509-7359
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph



Affirmative Action/Equal Opportunity Employer



Public Act No. 16-197

- Please note effective October 1, 2016, an act concerning DPH's recommendations on the expansion and construction of water systems changed the CPCN process to exclude PURA from the majority of the review.
 - Certificate forms are available on the website
 - Be sure to use Correct Forms!
 - Community vs. Non-Community



Certificate Project Steps

- General Application Form
- New Siting of Well (Location) – **Phase 1A**
 - Requires Project Approval from DPH
- Well Use (Water Quantity & Quality) – **Phase 1B**
 - Requires Project Approval from DPH
 - Water Quality Testing
 - Yield Test
- Construction of Water System – **Phase 2**
 - Requires Project Approval from DPH
 - ex. Tanks, Treatment, etc.



Local Health Department

- The PWS Applicant must Bring the Phase 1A approval from the State DPH to obtain a well drilling permit from Local Health Department
- Please help remind PWS applicants that additional steps are required before they can use the well to serve the public
 - Phase 1B
 - Phase 2
 - Final Certificate and Well Use Approval

* Many times Applicants don't come back to DPH until everything is constructed and ready to open



New Community Systems

Typically, when a community development occurs that is physically disconnected or remote from an existing water distribution system, the supply system must be designed and constructed to meet minimum design standards and acceptable to DPH and the ESA provider, who takes the system over as the legal owner and/or operator.



WUCC

'WUCC' is an acronym for 'Water Utility Coordinating Committee'.

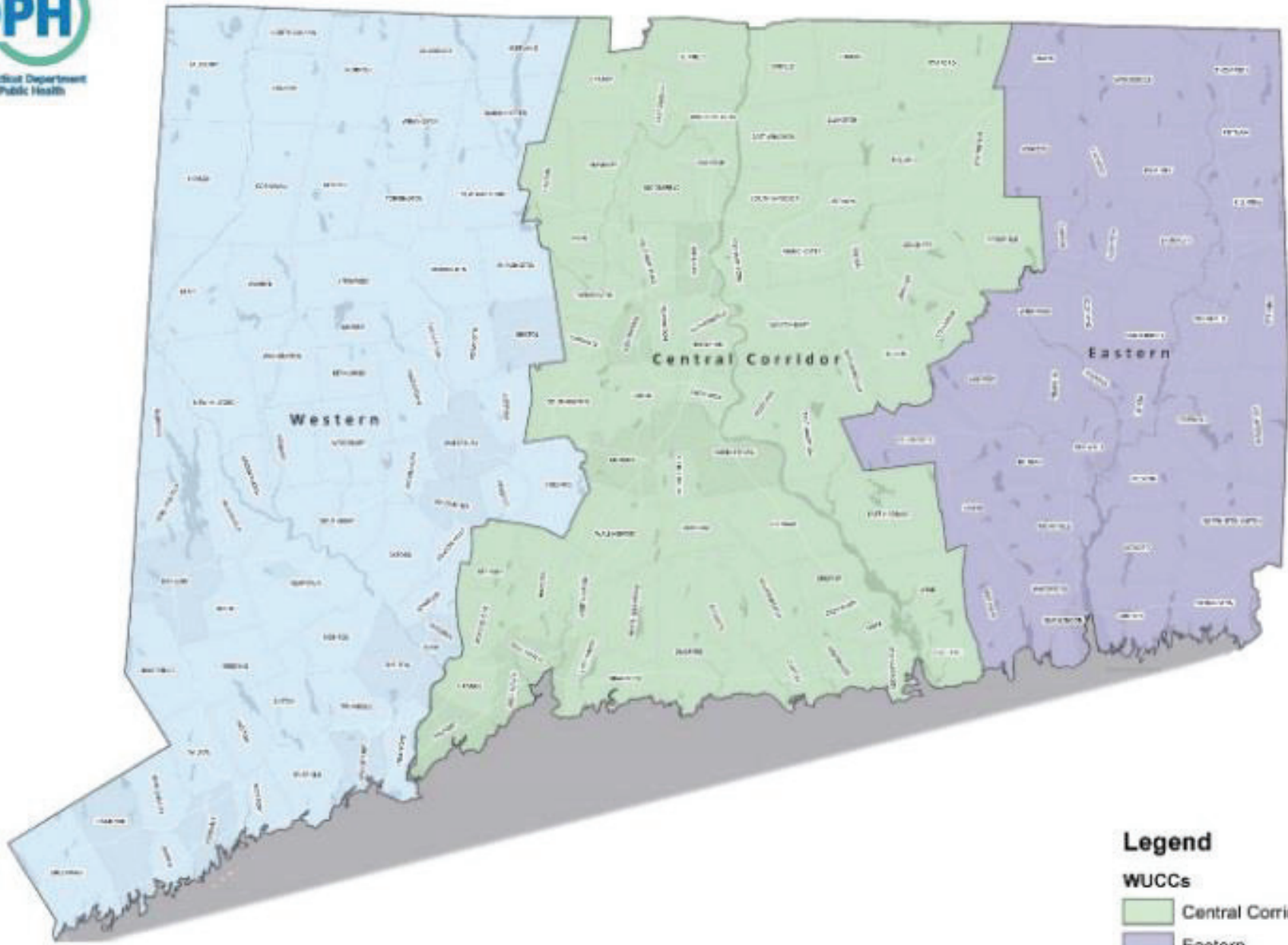
WUCCs were created by statute in 1985 (Public Act 85-535, "An Act Concerning a Connecticut Plan for Public Water Supply Coordination"). They are intended to "maximize efficient and effective development of the state's public water supply systems and to promote public health, safety and welfare." WUCC members are PWS and Councils of Government. WUCCs are split into management areas.

There are three WUCCs in Connecticut: Western, Central Corridor, and Eastern. Link is here:

<https://portal.ct.gov/DPH/Drinking-Water/WUCC/Water-Utility-Coordinating-Committee>



WUCC Boundaries

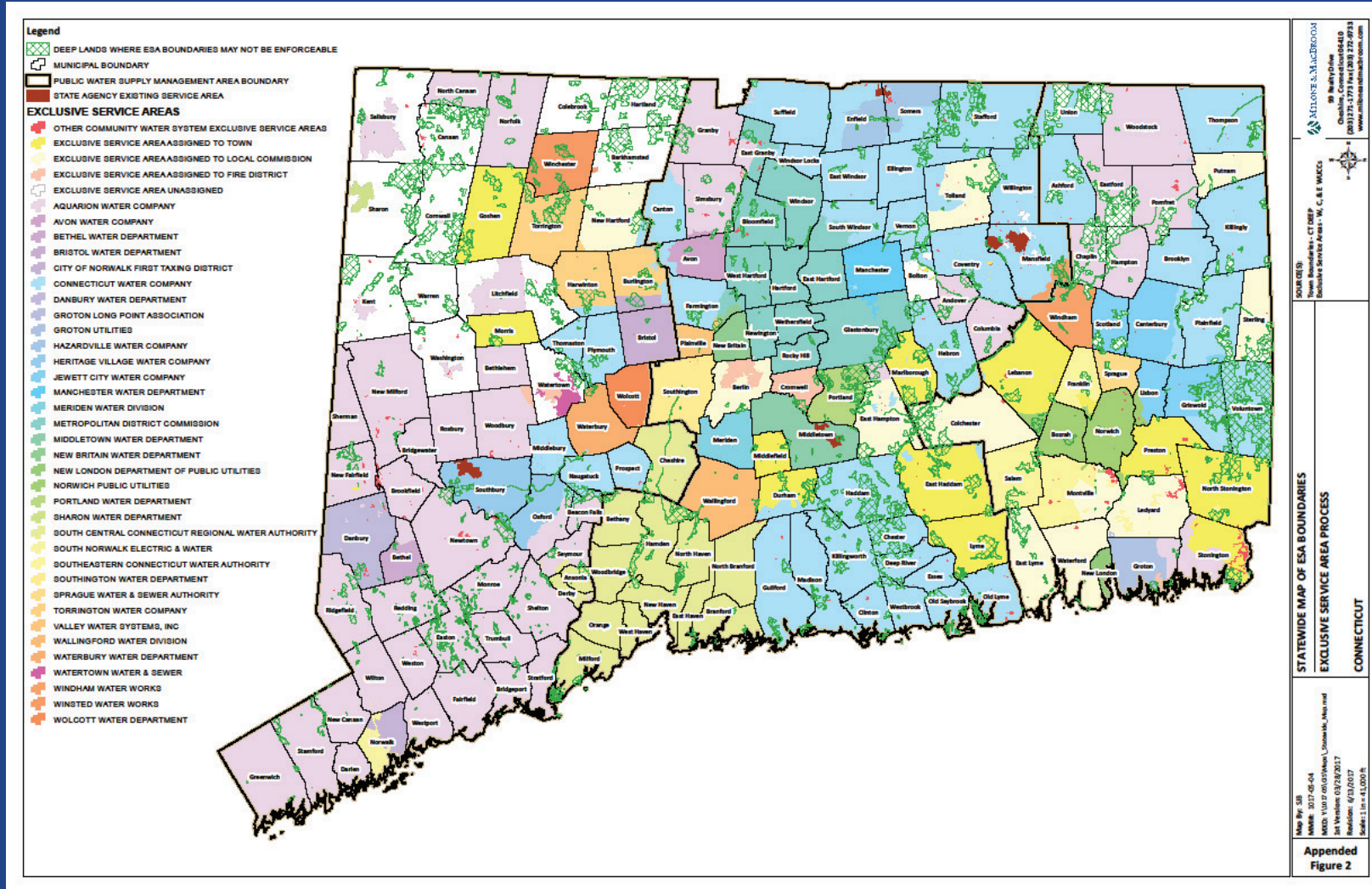


Legend

WUCCs

- Central Corridor
- Eastern
- Western

Exclusive Service Area Map





Unclassified Facility Currently in Operation

Discovery of an existing active PWS

- Onsite Well
- Meets definition of PWS
- Currently in Operation
- Examples - Gas Stations, Restaurants, Daycares, Medical Facilities, Offices, Plazas, etc

*A facility using bottled water does not stop the water system from having PWS Responsibilities

DPH will send PWS Responsibilities Letter and begin regulating.



Example Correspondence "PWS Responsibilities Letter"

STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

Drinking Water Section

August 10, 2018

Ms. Donna Olson
Deer Crossing LLC
7 Elm Street
Norton, MA 02766

PUBLIC WATER SYSTEM: **Deer Run Apartments**
Killingly, CT
CLASSIFICATION TYPE: **Community**
PWSID: **CT0699231**

SUBJECT: COMMUNITY WATER SYSTEM RESPONSIBILITIES

Dear Ms. Olson:

The Department of Public Health (DPH) Drinking Water Section (DWS) has been informed that Deer Run Apartments is supplied by an on-site water system. Deer Run Apartments has been classified as a Community public water system since the water system supplies water for human consumption to 25 or more residents on a regular basis. The owner of the water system is responsible for maintaining compliance with applicable sections of the Code of Federal Regulations, the Connecticut General Statutes and the Regulations of Connecticut State Agencies (RCSA). Copies of the regulations pertaining to requirements of a PWS are available on the DWS web site. A summary of some of these requirements is provided below:

Water Quality Monitoring and Reporting

The attached Water Quality Monitoring Schedule summarizes the routine water quality monitoring requirements for Deer Run Apartments. Water Quality Monitoring Schedules are updated on a monthly basis and are posted on the DWS web site. Please note that RCSA Section 19-13-B102(e)(7)(K)(iii) states that "Water samples shall be collected by technical personnel employed by an environmental laboratory approved by the department under section 25-40 of the Connecticut General Statutes, or a certified distribution system operator, or a certified treatment plant operator, or a sanitarian, or an employee of the department, or a person under the direct supervision of either a certified laboratory, a certified distribution system operator or a certified treatment plant operator."

Water quality analytical results must be reported to the DWS via Electronic Data Interchange (EDI). Additional information regarding the EDI program and a list of laboratories providing EDI services are available on the DWS website.

Sampling Site Plan



Phone: (860) 509-7333 • Fax: (860) 509-7359
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308, MS#12DWS
Hartford, Connecticut 06134-0308

www.ct.gov/dph/publicdrinkingwater
Affirmative Action/Equal Opportunity Employer





PWS Classification Review

- Reactivation of a former PWS
 - New Owner or Tenant
- Inactivation of a PWS
 - Interconnection
 - Out of Business
- Change in Classification for a PWS
 - ex. NTNC to TNC (daycare moves out of plaza)

DPH will send Inactivation or Responsibilities (Welcome) Letter



Screening Form Description of Project

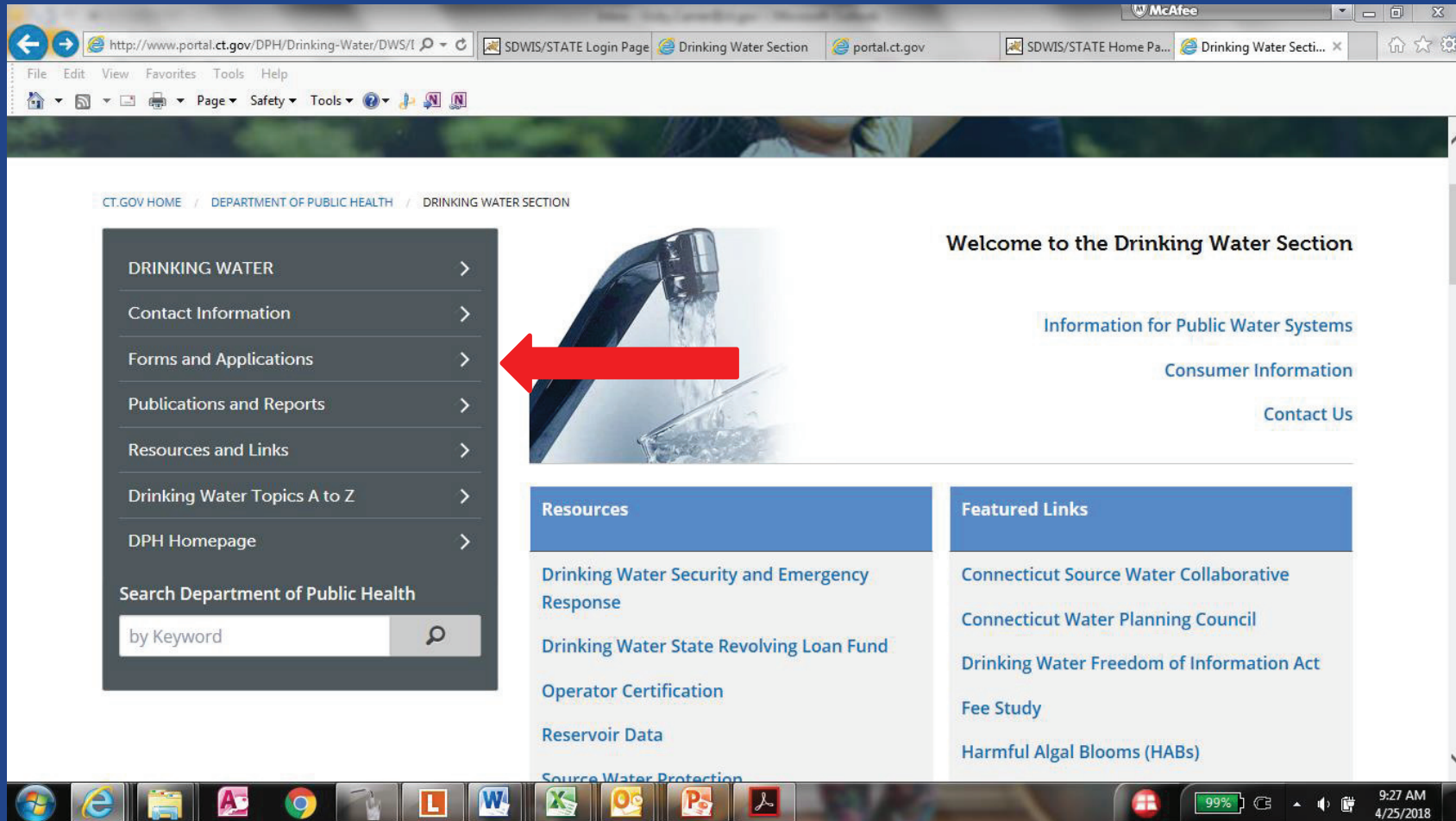
- Attach additional pages if necessary
- Provide more information
 - List number of bedrooms and number of apartments or houses
 - List all businesses supplied by the well
 - Plazas, Strip Malls, multiple buildings served by the well
 - List all employees per shift per day
 - List daycare licensing capacity plus number of employees
 - List if facility is open on weekdays or weekends



EPA Confirmed Not Public

- A bakery that is served by a well, has 5 employees, no public restrooms, they do not serve coffee, etc. The business bakes bread, which it then distributes to the public. We do not know how many loaves of bread are sold each day and how many days out of the year.
- A company that is served by a well, makes flavorings for soda has 4 employees, no public restrooms, etc. It sells the flavorings to other companies for use in their products. We do not know if the flavorings are sold to 25 or more people, etc.
- A brewery that is served by a well, has 6 employees, no public restrooms, they do not serve coffee, etc. The business makes beer, which it then distributes to the public. We do not know how many bottles of beer are sold each day and how many days out of the year.

How to Find Screening Form



The screenshot shows a web browser window displaying the Connecticut Department of Public Health website. The address bar shows the URL: <http://www.portal.ct.gov/DPH/Drinking-Water/DWS/>. The page title is "Drinking Water Section". The navigation menu on the left includes the following items:

- DRINKING WATER >
- Contact Information >
- Forms and Applications >
- Publications and Reports >
- Resources and Links >
- Drinking Water Topics A to Z >
- DPH Homepage >

A red arrow points to the "Forms and Applications" link. Below the navigation menu is a search box labeled "Search Department of Public Health" with the text "by Keyword" and a search icon.

The main content area features a header "Welcome to the Drinking Water Section" and a sub-header "Information for Public Water Systems". Below this are links for "Consumer Information" and "Contact Us".

The "Resources" section lists the following items:

- Drinking Water Security and Emergency Response
- Drinking Water State Revolving Loan Fund
- Operator Certification
- Reservoir Data
- Source Water Protection

The "Featured Links" section lists the following items:

- Connecticut Source Water Collaborative
- Connecticut Water Planning Council
- Drinking Water Freedom of Information Act
- Fee Study
- Harmful Algal Blooms (HABs)

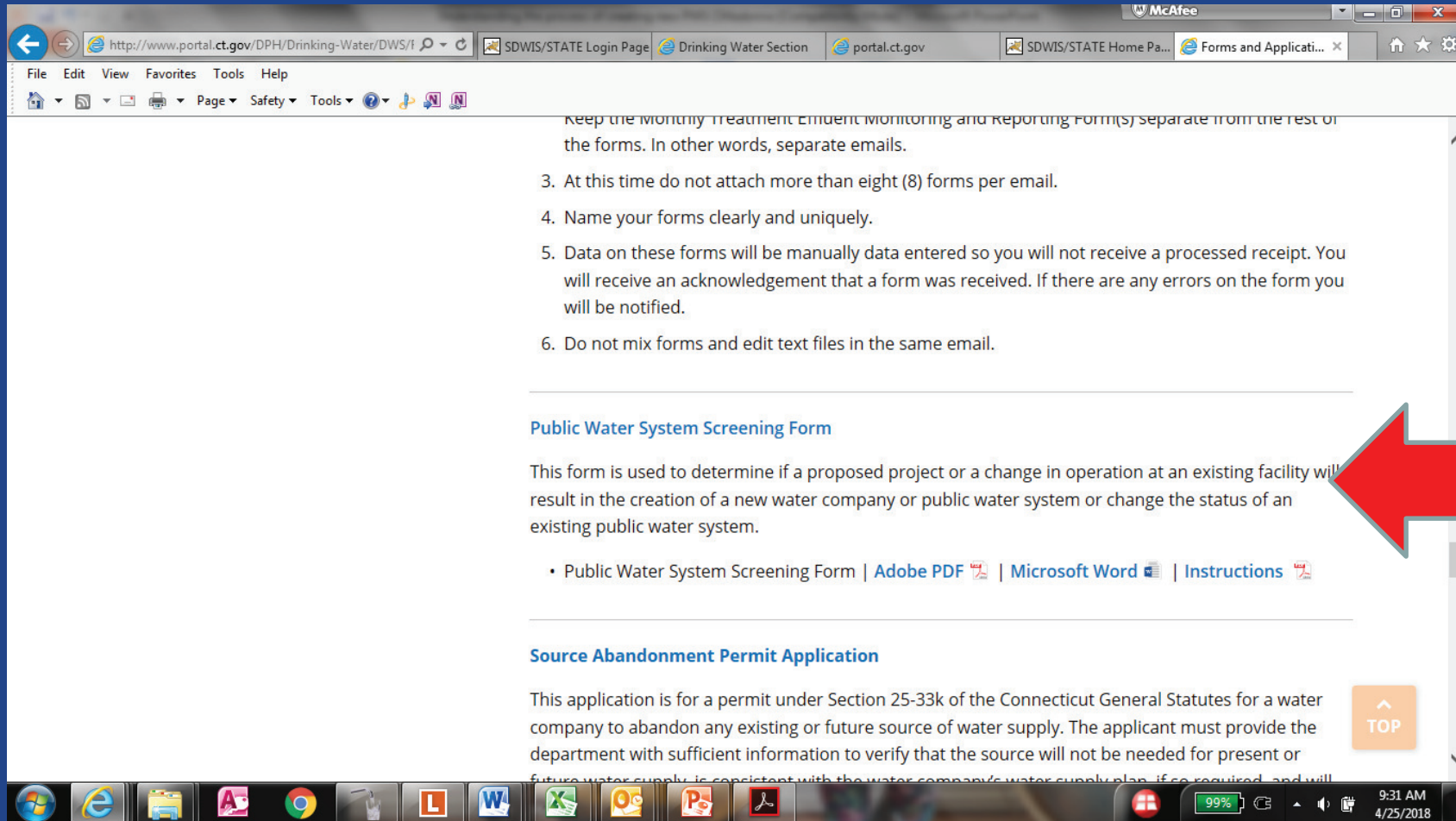
How to find Screening Form

The screenshot shows a web browser window with the URL <http://www.portal.ct.gov/DPH/Drinking-Water/DWS/1>. The browser's address bar shows several tabs: 'SDWIS/STATE Login Page', 'Drinking Water Section', 'portal.ct.gov', 'SDWIS/STATE Home Pa...', and 'Forms and Applicati...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar shows various icons for navigation and utility. The main content area displays a list of documents:

- [Certificate of Public Convenience and Necessity \(CPCN\)](#)
- [Certification of Completed Water or Treatment Works Construction/Installation](#)
- [Certification Form for Consumer Notification of Lead Tap Monitoring](#)
- [Chemical Feed System Project Application](#)
- [Chlorine - Application for 4 Log Inactivation of Viruses of a Groundwater Source Using Chlorine](#)
- [Contact Update Form](#)
- [General Application](#)
- [Filter Backwash Recycling Rule](#)
- [Notification Form to Confirm Compliance with Sections 19-13-B46; 19-13-B102 of the Regulations of Connecticut State Agencies \(RCSA\)](#)
- [Operator Verification](#)
- [Operator Contact Update](#)
- [Public Notification](#)
- [Public Water System Screening Form](#)
- [Sampling Site Plan](#)
- [Sale of Excess Water Permit](#)
- [School Water System Project Evaluation](#)
- [Source Abandonment](#)

A red arrow points to the 'Public Water System Screening Form' link. The browser's taskbar at the bottom shows various application icons and system tray icons, including the date and time: 9:29 AM 4/25/2018.

How to Find Screening Form



Keep the monthly Treatment Effluent Monitoring and Reporting Form(s) separate from the rest of the forms. In other words, separate emails.

3. At this time do not attach more than eight (8) forms per email.
4. Name your forms clearly and uniquely.
5. Data on these forms will be manually data entered so you will not receive a processed receipt. You will receive an acknowledgement that a form was received. If there are any errors on the form you will be notified.
6. Do not mix forms and edit text files in the same email.

Public Water System Screening Form

This form is used to determine if a proposed project or a change in operation at an existing facility will result in the creation of a new water company or public water system or change the status of an existing public water system.

- [Public Water System Screening Form](#) | [Adobe PDF](#) | [Microsoft Word](#) | [Instructions](#)

Source Abandonment Permit Application

This application is for a permit under Section 25-33k of the Connecticut General Statutes for a water company to abandon any existing or future source of water supply. The applicant must provide the department with sufficient information to verify that the source will not be needed for present or future water supply, is consistent with the water company's water supply plan, if so required, and will

[TOP](#)

Questions?





Contact Information

- Main Drinking Water Section Phone Number:
860-509-7333
860-509-8000 (After Hours)
- Vicky Carrier
Vicky.carrier@ct.gov
Cell: 860-422-0988
- Pam Scully
Pamela.scully@ct.gov
Phone: 860-509-7334

(Some slides provided by Carissa Madonna, Sanitary Engineer 3, Drinking Water Section)



Thank You!