APPLICATION MATERIALS
FOR
DEPARTMENT OF HUMAN SERVICES APPROVAL
OF A
NEW PUBLIC WATER SUPPLY WELL
FOR A
COMMUNITY PUBLIC WATER SYSTEM
SERVING 250 OR MORE PEOPLE

Water Utility

Mobile Home Park

Nursing Home

Apartment Building

Condominiums

and others

Drinking Water Program
Division of Health Engineering
Bureau of Health
Department of Human Services
11 State House Station, 161 Capital Street
Augusta, Maine 04333-0011
TEL: (207) 287-2070 TTY: (207) 287-5550 FAX: (207) 287-4172
Web Address: http://www.medwp.com

IS YOUR ESTABLISHMENT A PUBLIC WATER SYSTEM?

A public water system is defined as any publicly or privately-owned system of pipes, 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. The term "public water system" shall include any collection, treatment, storage or distribution pipes, structures or facilities under the control of the supplier of water and used primarily in connection with such system, and any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system.

- ***From the State of Maine Rules Relating to Drinking Water***

This means that if you serve water from your own source (well or surface 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 water to people in their place of residence. Examples include water utilities, mobile home parks, apartment buildings, nursing homes, etc.

Non-transient, Non-community Public Water System
A public water system which serves water to essentially the same people for at least 6 months per year, but not in their place of residence. Examples include schools, office buildings, factories, etc.

Transient Public Water System
A public water system which serves water to a constantly changing population of consumers. Examples include restaurants, camps and campgrounds, motels and hotels, and bottled water companies.

If you are planning a new well for a **community public water system serving 250 or more people**, all the materials you need are in this packet. If you are planning a well for a transient system, a non-transient, non-community system, or a larger community system, please request the appropriate packet from the Drinking Water Program.

Please contact Haig Brochu at (207) 287-6542 or at haig.brochu@maine.gov, or Jeff Folger at (207) 287-5682 or at jeff.folger@maine.gov at the Drinking Water Program if you have any questions.

GETTING STATE APPROVAL FOR A NEW PUBLIC WATER SUPPLY WELL FOR A COMMUNITY PUBLIC WATER SYSTEM SERVING 250 OR MORE PEOPLE

If you own or operate a public water system in Maine, or are planning to establish one, drilling and utilizing a new well for serving water to the public requires written approval from the Maine Drinking Water Program in the Department of Human Services (the Department). This packet of information has all the materials you need to complete this process. Enclosed you will find:

FOR BEFORE THE WELL IS DRILLED:

1. A DRINKING WATER PROGRAM QUESTIONNAIRE

This form is required only if your establishment has never been a regulated public water system before. The questionnaire requests basic information including your mailing address, details about the facility you propose to operate, and, if a seasonal business, when it will be operated.

2. A REQUEST FOR PRELIMINARY APPROVAL

BEFORE the well is drilled, you must receive written approval of the location at which the well will be drilled. Preliminary approval requires that you submit:

> A location map
> A Preliminary Approval Application (included in this packet)
> A Site Plan (instructions on preparing a site plan are included in this packet)

3. A SAMPLE SITE PLAN

Before preparing a site plan, you must calculate the size of the wellhead protection area (WHPA) for the well. The WHPA is a circle whose radius is determined based on the population to be served or gallons of water per day to be used by the water system. Use the graph and table below to determine the WHPA for your well. For example, a well to serve a water system of 750 people would have a WHPA with a radius of 1,470 feet. [NOTE: After conducting a pump test on the well, this WHPA may be replaced by a more realistic one based on the hydrogeology of the site.]

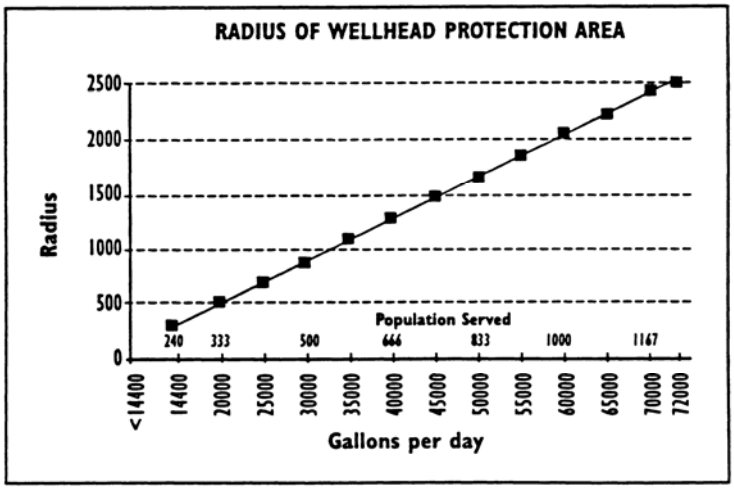


Table 1. Size of Wellhead Protection Area

VOLUME GPD	POPULATION Served	RADIUS Feet
<14,400	<240	300
14,400	240	300
20,000	333	510
25,000	416	710
30,000	500	900
35,000	583	1090
40,000	666	1,280
45,000	750	1,470
50,000	833	1,660
55,000	916	1,850
60,000	1000	2,040
65,000	1083	2,230
70,000	1167	2,420
72,000	1200	2,500

Now you can prepare a map of the well site which shows the well site, the WHPA and identifies any potential contamination sources in the WHPA. Two sample site plans are attached to assist you in preparing a plan of your property.

NEW PUBLIC WATER SYSTEM INFORMATION

Complete this form if your facility is not presently regulated as a public water system. It will ensure that you take only the necessary water tests and that all information is sent to the proper address.

OFFICE USE ONLY
PWSID#_____
Date Entered_____

FACILITY AND CONTACT INFORMATION

THE FACILITY:
Facility Name_____
Tax Map & Lot Number_____
Road Address_____
City or Town_____
On-site Contact Person_____
On-site Phone_____

OWNER OR REPRESENTATIVE:
Owner's Name_____
Mailing Address_____
City or Town_____
State and Zip Code_____
Owner/Rep. Phone_____

How many feet is the nearest property line?_____(Feet)
How much of the land is controlled and/or owned?_____(Acres)

I certify that, to my knowledge, the information on this form is true and accurate.
Signature_____ Title_____
Print Name_____ Date_____

ESTABLISHMENT DESCRIPTION

CHECK ALL THAT APPLY:	NUMBER OF:
☐ Restaurant	_____seats_____meals_____employees
☐ Hotel or Motel	_____units
☐ Campground	_____sites
☐ RV Park	_____sites
☐ Children's Camp	_____campers & staff
☐ Water Utility	_____service connections
☐ Mobile Home Park	_____licensed sites
☐ Apartments	_____units
☐ School	_____students plus staff
☐ Elderly Apartments	_____units
☐ Business	_____employees
☐ Hospital, Nursing Home	_____beds plus employees
☐ Boarding Home	_____beds plus employees

If a Take-Out Eating Establishment, check which of these services will be provided and will use water from the well:
- ☐ Fountain soda
- ☐ Coffee
- ☐ Slush drinks
- ☐ Cup dispenser in bathroom
- ☐ Soft serve ice cream
- ☐ Water bubbler

Is this a seasonal operation? _____If yes, Season begins?_____ Season ends? _____
Comments/Notes:_____
_____
_____
_____
_____
_____

REQUEST FOR PRELIMINARY APPROVAL
NEW PUBLIC WATER SUPPLY WELL
COMMUNITY WATER SYSTEM SERVING MORE THAN 250 PEOPLE

NOTE: Preliminary approval is required before the well is drilled.

FACILITY INFORMATION

Facility Name_____
Street Address_____
Town or City_____
On-site Contact_____
On-site phone_____

Facility Type (Check all that apply):

- ☐ Water Utility
- ☐ Mobile Home Park
- ☐ Nursing Home
- ☐ Apartment Building
- ☐ Condominium
- ☐ Other (Describe below.)

_____
_____
_____
_____
_____

For Help Completing this Form, Call (207) 287-6542.

This application is for (check one):

- ☐ An additional or new well for an existing public water system? PWSID#:
- ☐ A well for an existing facility which has not been regulated before?
- ☐ A well for a proposed facility, which has not yet been constructed?

I plan to drill the well by _____ (date). I want to have it on-line by _____ (date).

I understand that my application will be denied unless I provide:
A location map (an "X" drawn on a map from the Maine Atlas and Gazetteer is sufficient).
A site plan (more detailed map of the well site) including:

- A scale (1" = 100' or similar).
- All potential contaminant sources (leach fields, fuel tanks, etc.) within 300 feet of well.
- Surface water bodies (lakes, streams, ponds) within 300 feet of the well.
- Property boundaries and the land uses on adjacent properties.
- The general slope of land near the well.

CERTIFICATION

I hereby certify that, to my knowledge, the information on this form and attachments is true and accurate. To my knowledge, no site details have been omitted which would have a bearing on the suitability of the site for installation of a public water supply well.

Signature_____ Title_____
Print Name_____ Date_____

Enclose location map and site plan and return to:

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

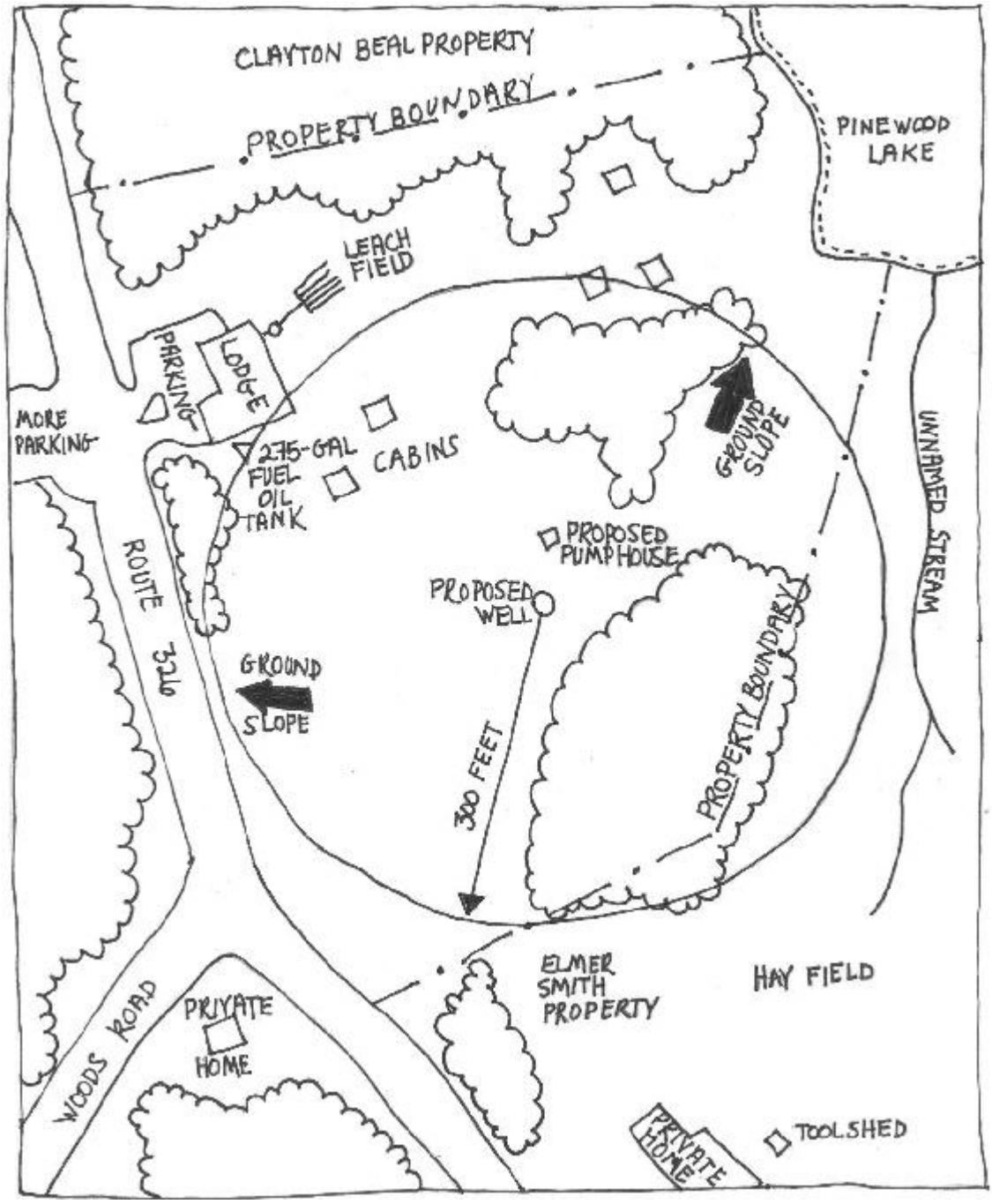
Allow 30 days for processing.

OFFICE USE ONLY	
NWT	
PWSID NUMBER	
SOURCE ID NUMBER	
PROJECT MANAGER	
DATE OF SITE VISIT	
DATE RECEIVED	
DATE APPROVED	

POTENTIAL SOURCES OF CONTAMINATION (PSC), CURRENT OR PAST

PWS Name_____ **PWSID#**_____

Number of PSCs	Land Use Activity	Distance to well	Number of PSCs	Land Use Activity	Distance to well
	HERBICIDE / PESTICIDE USE			**OTHER**	
	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	
	PETROLEUM / HYDROCARBON USE (VOCS OR SEMI-VOCS)			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 *(other than beverages)*	
	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	
	BACTERIA AND INORGANICS SUCH AS NITRATES / NITRITES			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 treatment plant				



EXAMPLE OF A SITE PLAN FOR PRELIMINARY APPROVAL OF PROPOSED NEW WELL

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 well; and
- Surface water bodies within 300 feet of the well.

REQUEST FOR FINAL APPROVAL OF A NEW PUBLIC WATER SUPPLY WELL TO SERVE A COMMUNITY WATER SYSTEM SERVING MORE THAN 250 PEOPLE

WELL CONSTRUCTION INFORMATION

Facility Name_____
Street Address_____
Town or City_____
On-site Contact_____
On-site Phone_____

FOR HELP FILING OUT THIS FORM CALL (207) 287-6542.

COMPLETE FOR WELLS:		**COMPLETE FOR BEDROCK WELLS:**	**COMPLETE FOR GRAVEL WELLS:**
Name & Address of Well Driller:	**Required Water Tests**: ☐ Inorganic Parameters TE1 ☐ Extended Inorganics TE3 ☐ Volatile Organics TSN ☐ Radon TSS ☐ Gross Alpha TSU ☐ Semi-volatile Organics TSO ☐ Herbicide Screen TQ1 ☐ Carbamate Pesticide TQ3 ☐ Pesticide Screen TCP	Date drilled:	Date drilled:
		Total depth:	Total depth:
Driller's License #:		Depth to bedrock:	Depth to top of screen:
Pump test duration (hours):		Length of casing:	Length of screen:
Water tests must be conducted by a certified laboratory. If you choose to use the State Health and Environmental Testing Laboratory, call (207) 287-1716 to order sample bottles.		Diameter of casing:	Diameter of casing:
		Safe Yield (GPM):	Safe Yield (GPM):

CERTIFICATION

I hereby certify that, to my knowledge, the information on this form and attachments is true and accurate. I certify that the water test results are from raw water samples taken from the well described above.

Signature_____ Title_____

Print Name_____ Date_____

Attach copies of water quality test and return to:

New Well 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?	

NEW PUBLIC WATER SUPPLY WELL APPROVAL PROCEDURE
WATER QUALITY TESTING REQUIRED FOR FINAL APPROVAL
COMMUNITY WATER SYSTEM

Community public water systems serve water to people in their homes. Examples include water districts, water departments, mobile home parks, and nursing homes. Final approval of a well for a community water system requires satisfactory results for:

Inorganic Parameters *(Test E1 at State Lab)*: A good indicator of general ground water quality. Includes: nitrate, nitrite, chloride, hardness, fluoride, copper, iron, manganese, zinc, arsenic, barium, cadmium, chromium, lead, mercury, silver, selenium, sodium, color, turbidity, pH, total coliform bacteria.

Volatile Organic Compounds *(Test N at State Lab)*: EPA method 502.2. A screening procedure which can detect the presence of more than 50 different hydrocarbon compounds including gasoline, kerosene, #2 fuel oil and many industrial solvents.

Extended Inorganics *(Test TE3 at State Health Lab):* A test for nickel, antimony, beryllium, sulfate, cyanide, and thallium.

Radon in Water *(Test S at State Lab):* A test which indicates the activity of radon gas, a naturally occurring radioactive gas which occurs at elevated levels in some Maine ground water.

Gross Alpha *(Test U at State Lab):* A test for radioactivity exclusive of that from radon. Usually indicates the presence of uranium or radium.

Semi-volatile Organic Screen *(Test O at State Lab)*: A test for higher boiling point organic compounds which follows EPA method 525.1.

Herbicide Screen *(Test Q1 at State Lab):* EPA method 515.1. Will detect the presence of several widely used herbicides.

Carbamate Pesticides *(Test Q3 at State Lab):* EPA method 531.1. Will detect the presence of several widely used pesticides including carbofuran, aldicarb, and carbaryl.

Pesticide Screen *(Test TCP at State Lab):* EPA method 508. Will detect the presence of selected chlorinated hydrocarbon pesticides and PCBs.

You can use the State Health and Environmental Testing Laboratory (State Health Lab) 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 (207) 287-1716.