

Appendix B

Sample Site Plan Approval Checklist for a PWS Serving Greater than 1,000 People

PWS Name: _____ PWSID# _____

Compliance Officer: _____ Date: _____

Field Inspector: _____

Review to be completed by the Compliance Officer (C) and Field Inspector (F) as indicated.

For approval of the Sample Site Plan, all items below must be met (checked). The checklist can be filled out and put into the imaging system but does not have to be.

_____ **(C or F)** General System information concurrent with available SDWIS information (Addresses, PWSID, Population, Annual Operating Period, Owner/Operator Information).

_____ **(C&F)** Sample Site Plan is representative of the water quality in the distribution system.

_____ **(C)** Site(s) for routine samples are specified on the Sample Site Plan.

_____ **(C)** Site(s) for repeat (recheck) samples are specified on the Sample Site Plan, or an SOP **(F)** for identifying repeat sample sites is provided as part of the Sample Site Plan.

_____ **(C)** Alternate sites for repeat (recheck) samples are specified on the Sample Site Plan, or an SOP **(F)** for identifying alternate repeat samples is provided as part of the Sample Site Plan.
or
N/A *[The sites chosen for repeat samples meet the standard location requirement (see II.G., this document) or an alternate plan approved by the DWP (a procedure for selecting repeats sites is provided as part of the Sample Site Plan, or alternate repeat sites in fixed locations are specified and approved)].*

_____ **(C)** Site(s) for raw water samples are specified on the Sample Site Plan.

_____ **(C)** The Sample Site Plan identifies sample sites for the minimum number of samples required: (Reviewed by the Compliance Officer)

_____ Routine sample sites (# of sites required _____)

_____ Repeat sample sites (# of sites required _____)

_____ Raw water sample sites (# of sites required _____)

_____ **(C)** The Sample Site Plan identifies when samples will be taken during the compliance period (see requirements in this procedure, see section II.E).

_____ **(C&F)** Upon approval of the Sample Site Plan by the DWP Compliance Officer and Field Inspector, both of these individuals initial and date the Sample Site Plan.

_____ **(C or F)** Whoever has the SSP last ensures that the system and the DWP has a copy of the approved Sample Site Plan.

_____ **(C or F)** Whoever has the SSP last closes the SDWIS compliance schedule with received and approved dates.

_____ **(C or F)** Whoever has the SSP last e-mails the approval of the SSP to the PWS.

_____ **(C or F)** Whoever has the SSP last has the Sample Site Plan imaged by PWSID#.