

**Appendix A**  
**Sample Site Plan Approval Checklist for a PWS Serving 1,000 People or Less**

PWS Name: \_\_\_\_\_ PWSID# \_\_\_\_\_  
Field Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

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.

\_\_\_\_\_ General System information concurrent with available SDWIS information (Addresses, PWSID, Population, Annual Operating Period, Owner/Operator Information).

\_\_\_\_\_ Sample Site Plan is representative of the water quality in the distribution system.

\_\_\_\_\_ Site(s) for routine samples are specified on the Sample Site Plan.

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

\_\_\_\_\_ Site(s) for raw water samples are specified on the Sample Site Plan.

\_\_\_\_\_ For systems on quarterly sampling, site(s) for temporary routine (3TFM) are specified on the Sample Site Plan (if a system is on monthly sampling, just write N/A in this check box).

\_\_\_\_\_ The Sample Site Plan identifies sample site for the minimum number of samples required:  
1. Routine sample sites: 1  
2. Repeat sample sites: 3  
3. Raw water sample sites: 1  
4. Temporary routine (3TFM) sample site: 3 (N/A if system is on monthly sampling)

\_\_\_\_\_ The Sample Site Plan identifies when samples will be taken during the compliance period (see requirements in this procedure, see section I.D.).

\_\_\_\_\_ If the system is seasonal on quarterly monitoring, the time of the sample is based on the optimal time for monitoring and the Sample Site Plan identifies the consideration (from this document, See section I.D.iii.) that justifies when the sample will be taken.

\_\_\_\_\_ The sites chosen for repeat samples meet the standard location requirement (see I.F., this document) or an alternate plan approved by the Field Inspector (a procedure for selecting repeats sites is provided as part of the Sample Site Plan, or alternate fixed location sites are specified and approved).

\_\_\_\_\_ Upon approval of the Sample Site Plan by the Field Inspector, the Field Inspector initials and dates the Sample Site Plan.

\_\_\_\_\_ The system has a copy of the approved Sample Site Plan.

\_\_\_\_\_ The Drinking Water Program has a copy of the approved Sample Site Plan.

\_\_\_\_\_ Sample Site Plan imaged by PWSID.