



Private Water System (PWS) Approval

I. Scope

This SOP applies to the Environmental Health Division, water quality sanitarians and the Environmental Health clerical staff.

II. Purpose

The purpose of this procedure to provide water quality sanitarians with an understanding of the expectations and processes that are required to conduct thorough inspections and approving private water systems.

III. Background

Private water systems are regulated by the Ohio Department of Health (ODH) and administered by both ODH and the Local Health Districts under Sections 3701.344 to 3701.347 of the Ohio Revised Code (ORC) and Chapter 3701-28 of the Ohio Administrative Code (OAC).

Private water system (PWS) are:

- Wells
- Springs
- Ponds
- Cisterns
- Hauled water storage tank;

that provide potable water for human consumption and supplies water to

- Fewer than fifteen (15) service connections; and
- Does not regularly serve an average of at least twenty-five (25) individuals daily at least sixty (60) days of each year.

These include:

- 1, 2, and 3 family dwellings;
- Multiple dwellings on the same or adjacent properties;
- Buildings including barns, small businesses, churches, etc.; and
- Small manufactured home parks and campgrounds.

A private water system also includes any auxiliary water supply for a structure to supplement toilet flushing or laundry.

IV. Procedure

A. Application for a PWS

1. A permit application is required to be submitted with applicable fees and site plan to TLCHD prior to the construction, alteration or sealing of any private water system.
2. EMERGENCY SITUATIONS: The only circumstances under which a private water system can be constructed or altered prior to a permit being issued is if there is an emergency.
 - a. For purposes of this paragraph an emergency means that the existing private water system fails to produce an adequate amount of potable water which poses an immediate threat to health and safety and no alternative potable water source exists, and the failure occurs during non-business hours of operation of the board of health.
 - b. The contractor is required to notify TLCHD the next business day and submit the application within 3 working days after commencement of the construction or alteration.
 - c. Drive-Point wells are not permitted to be installed under emergency circumstances.

B. Issuance of a PWS Permit

1. All applicable fees and site plan must be submitted with each application and delivered to clerical staff for processing.
2. The clerical staff will review the application for completeness. A completed application must include:
 - a. Information about the location of the PWS;
 - b. Site plan designating the location or area of the proposed or existing private water system;
 - c. Name of any registered contractor intending to do the work, if known;
 - d. Applicant's signature and date;
 - e. A water system plan as required under OAC-3701-28-03 (E)
 - i. Private water systems servicing a building other than a one, two, or three family dwelling (i.e. resort, school, lodging);

- ii. Private water systems that uses cistern, spring, or pond as source of water;
 - iii. A well drilled in an area of known flowing well conditions.
- f. If the application is missing any information, contact the applicants to gather proper information. Staff shall not accept any application without the proper signature or appropriate fee.
3. Clerical staff will date stamp the application and record the information into the Health District Information System (HDIS) and on the G- Drive.
 4. Clerk must deliver the permit to the sanitarian.
 5. Sanitarian will conduct a site visit to confirm that distance requirements are accurate and to ensure there are no other concerns or limitations that could affect placement of proposed private water system.
 6. Sanitarian shall not approve any plan that does not conform to the requirements of OAC 3701-28 (i.e. isolation distances).
 7. All application must be reviewed and approved as soon as possible.
 - a. Once the sanitarian approves the application, the sanitarian must sign and date the application on the bottom section of the permit application and return it to the clerk to process.
 - b. The clerk will affix the assigned audit number sticker onto the front bottom right corner of the permit application, ensuring to write the audit number on the second page of the permit application.
 - c. The application becomes a permit upon validation and starts the one year time cycle for all requirements as indicated in section C.
 - d. The clerk will send a copy of the permit to the applicant and give the original to the sanitarian for placement in the pending file.
 8. The permit is valid for one (1) year from date of issuance. The permit may be extended for additional 6 months upon request by the applicant.

C. Approval of PWS

1. Within one (1) year the construction, alteration, or sealing of the private water system must be completed prior to final approval. The following documents or procedures must be completed as necessary:
 - a. **Completion/ Job Status form** – The completion/ job status form must be completed and submitted within thirty (30) business days of completion of a private water system.
 - i. Clerical staff will date stamp all submittals and deliver to sanitarian;
 - ii. Sanitarian shall review the completion/ job status form(s) to ensure the information is accurate. If the information is inaccurate, contact the registered contractor to have them correct the form.
 - iii. Sanitarian shall record the date of receipt and name of contractor on the administrative summary section of the permit.
 - iv. Sanitarian shall attach the completion/ job status forms to the permit.

Note: If the contractor is only responsible for completing a portion of an entire system under permit and the entire system has not yet been completed, the contractor must submit completion/job status form within ten (10) business days of completion of that portion of the work.

- b. **Well Log / Sealing Report** – A copy of the well log and/or sealing report must be submitted within thirty (30) days from the date of completion of the private water system.
 - i. The registered contractor shall also submit a copy of the well log/ sealing report to ODNR, Division of Soil and Water Resources, to the private water system owner, and retain a copy.
 - i. Clerical staff will date stamp all submittals and deliver to sanitarian;
 - ii. Sanitarian shall review the well log/ sealing report to ensure the information is accurate. If the information is inaccurate, contact the registered contractor to have them correct the form.
 - iii. Sanitarian shall record the date of receipt and name of contractor on the administrative summary section of the permit.

- iv. Sanitarian shall attach the well log/ sealing report to the permit.
- c. **Inspection/ Water Sample** – Upon receipt of the well log, completion/ job status, sealing, disinfection or other required Ohio Department of Health (ODH) completion forms, an inspection and a water sample must be collected. (See Water Sampling Standard Operating Procedure).
- i. The applicant shall schedule an appointment with the sanitarian to collect the water sample.
 - ii. The clerical staff shall receive the water sample result via fax machine and follow the procedure for “Procedure guide for water sample (clerical edition)”.
 - iii. After contacting the applicant of the water sample result(s), the results must be forwarded to the sanitarian responsible for the application approval.
 - iv. Sanitarian shall record the date of the water sample, inspection, and result of the water sample on the administrative summary section of the permit.
 - v. Sanitarian shall attach the water sample result(s) to the permit.
- d. If all of the steps are completed as indicated above (a – c) the TLCHD shall approve the private water system.
- i. The approval must be completed in the administrative summary section of the permit.
 - ii. Sanitarian shall sign and date in the approval section.
 - iii. Sanitarian will create and send an approval letter to the applicant.
 - iv. Sanitarian will attach a copy of approval letter to the permit and place in the central filing.
- e. The private water system shall not be used for human consumption until the private water system has been approved by TLCHD.

D. Maintenance of Pending File

1. All pending files shall be checked monthly by clerical staff to determine status of private water systems.
 - a. If the permit is reaching its expiration date, clerical staff shall draft a courtesy letter to the applicant no later than 10 months after date of issuance for the sanitarian to review and sign.
 - i. The clerk will pull the permits that will be expiring and give to the Well Program Sanitarian.
 - ii. The Well Program Sanitarian will review the permit and file and provide a list of items that must be included in the letter to the applicant.
 - iii. The clerk will type the letter including all items on the check list and give to Well Program Sanitarian to review and sign.
 - iv. Once letter is reviewed and signed by the Well Program Sanitarian the clerk will mail the letter to the applicant.
 - v. Copy of the letter will be attached to the permit and logged on the G-drive file.
 - vi. The letter must include the expiration date and required form/procedures needed for approval.
 - b. If the application is expired and incomplete, sanitarian shall sign and date under the disapproval section of the administrative summary.
 - c. Clerical staff will create a disapproval letter for the sanitarian to review and sign.
 - d. Sanitarian will attach a copy of the disapproval letter to the permit and place the permit in central filing 30-days after date of disapproval.

V. Maintenance

A. Review

1. The Private Water System Approval procedure is to be reviewed every five (5) years or when the Ohio Department of Health (ODH) updates Chapter 3701.344 to 3701.347 of

the Ohio Revised Code or Chapter 3701-28 of the Ohio Administrative Code ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VI. Glossary

