Nontransient Noncommunity Water Supply
Capacity Development Plan

Under Michigan Rule, 325.1004, Sec. 4. (2) (4), 325.1008, Sec. 8 and 325.1015, Sec 15. (2), this form must accompany construction plans submitted for all **new nontransient noncommunity public water supplies**, and existing transient supplies applying to become a nontransient water supply.

Technical Plan:

New nontransient noncommunity public water supplies shall complete an "Application and Permit to Install Water Supply Facilities" from Department of Environment, Great Lakes, and Energy (EGLE) or an authorized local health department. The completed application must include plans and specifications for the new waterworks system.

An existing transient water supply that will become a nontransient water supply shall provide plans and specifications of the waterworks system. The information must include a site plan showing the existing well location isolation from buildings, property boundaries, potential sources of contamination, etc., and all available information regarding the well, e.g., Water Well and Pump Record. A sanitary survey must be completed by the local health department to assess the status of compliance of the water supply prior to approval for use as a nontransient noncommunity water supply.

Managerial Plan:

For all nontransient noncommunity water supplies, the owner is required to identify an operator responsible for the water supply. Operator certification and nine hours of continuing education training every three years is required. Identify the person who is or will be the certified operator for the nontransient water supply, including their signature and date.

Operator Name _____

Street Address _____

City, State, Zip Code _____

Telephone _____

Water Supply Serial Number (WSSN) _____

Operator Signature _____ Date _____

Retention of records:

Bacteria sample results	5 years
Chemical sample results	10 years
Public notifications	3 years
Documentation of corrective actions	10 years

Emergency Response Plan:

An emergency response plan for an appropriate response to temporary loss of normal water service is required as part of the managerial capacity assessment. The attached emergency response plan worksheet is to be completed and submitted with the rest of this application.

Financial Plan:

A Financial Plan Worksheet is included in this document to help identify relevant costs and sources of information.

Provide cost analysis/estimates for the following (from the worksheet):

Estimated cost for construction of new nontransient noncommunity water supply system
Is connection to a community water supply system available?
If connection to community water is available, provide the cost for connecting to the community system
Annual EGLE Water Supply Fee
Annual operator certification and training
Annual operation and maintenance for utilities, treatment, etc.
Annual sample collection and laboratory analysis
Emergency repairs and contingency plan funds

By signing this document, I certify that I have assessed the actual and potential costs and responsibilities of operating a noncommunity water supply and have the ability to acquire and manage sufficient resources to maintain the technical, managerial and financial capacity of the water system as it relates to the requirements of the Safe Drinking Water Act. I am the supply owner, manager, chief financial officer, or chief executive officer.

Operator Signature _____ Name (print) _____

Title _____ Date _____

For LHD use	Reviewer	Date of Review
Technical Capacity Plan		
Emergency Response Plan		
Managerial Capacity Plan		
Financial Capacity Plan		

Worksheet 1

Emergency Response Plan for Drinking Water Emergencies
Noncommunity Public Water Supplies

Water Supply Name _____

Water Supply Serial Number (WSSN) _____ Source IDs _____

Emergency Response Plan Purpose: In the event of an emergency pertaining to the drinking water supply, it is necessary to act promptly and effectively to protect public health and welfare. In the context of this plan, emergencies could include complete loss of water pressure, contamination of water supply, and threats or observed vandalism to water supply. Complete loss of water normally would require closure of the facility. Threats or contamination with unknown substances may also warrant such action. However, under certain situations where water is flowing but has been determined unsafe to drink by health authorities, it may be possible to operate the facility with approval of the appropriate local or state agencies. If approved, operation for an interim period is dependent on providing an approved source of water for consumption and notification to the users to not consume the piped water in the facility. This work sheet is intended to outline procedures and contacts to address such emergencies. If an emergency occurs, immediately contact your local health department for further instructions.

Facility Personnel

List person(s) responsible for facility (owner or designee) and person(s) in routine charge of water system operation and treatment (certified operator) title and telephone number (include land line and mobile phones).

Name	Title	Phone	Email
	Owner		
	Operator		

Contacts List contacts for emergencies involving drinking water.

Local Health Department	Name	Phone & Email
Department of Environment, Great Lakes, and Energy	**Name**	**Phone & Email**
District		
Lansing		
Certified Laboratories	**Address**	**Phone & Email**
(Lab for emergency use*)		

*Lab that would be open on the weekend or in another region that may not be affected by the emergency event.

Contractors	Name	Phone & Email
Well Driller		

Plumber		
Excavator		

Alternate Water Source	Name	Phone
Purchased water (bottled)		
(Other alternate approved source)		

Method of dispensing water to individuals in sanitary manner:

Reminders List other consumptive water uses or equipment that may be directly connected to the potable water supply. Indicate if any of the listed water uses are in the facility and thus need to be addressed.

Type of Water Using Fixture	Yes / No	Location
Drinking fountains to shut off		
Ice machines (discard contents)		
Post mix soft drinks to disconnect		
Coffee, tea, juice, soup, vending		
Other		

Note: If the water supply loses pressure or cannot be used due to unsafe conditions, any equipment used for food service or consumption which is connected to the water supply will need to be disinfected per the manufacturer's specifications.

Public Notification Consumers are to be advised of a problem with the water and availability of an alternate source of water for consumption.

Post public notice at sinks and any other potential drinking water outlets that cannot be shut off.

List locations to be posted

Retain copy of signed and dated public notice.

List any other means to notify public *(Schools/Child Care Centers/Children's Camps are recommended to provide notice to parents.)*

Consult your local health department for the required public notification language and format.
You must have approval from your local health department prior to resuming use of your water supply for consumption.

Worksheet 2

Financial Plan Worksheet
Cost Estimates for New Nontransient Noncommunity Water Supplies

This worksheet is to provide general information and ranges of cost for completing the Financial Plan portion of a Capacity Assessment Application. The intent is for the water supply owner to identify costs of operating a public water system including contingencies and plan accordingly. All costs may not be applicable to your water supply.

Construction Costs Estimates

Well Construction/Pump Installation _____

Storage Tank(s) _____

Treatment Equipment _____

Permit Fees _____

Total _____

Information sources: water well drilling contractors, water well pump installers, suppliers, water treatment firms, local health department fee schedule, consulting firms.

Cost of Connection to Municipal Water (if available)

Tap fee _____

Hook up (excavation, materials, labor, etc.) _____

Usage (estimated annual water bills) _____

Total _____

Information Sources (municipality, contractors, consultants)

Operator Certification and Training

Certification Costs _____

Examination/renewal _____

Wages (3 hours per week to full time depending on system) _____

Outsource Operator _____

Training Costs (minimum of 3 hours continuing ed per year) _____

Total _____

Information sources: employee salary structures, travel costs, certified operators for hire, consulting firms

Annual Water Supply Operation & Maintenance

Electricity _____

Treatment Chemicals/Treatment Equipment/Service _____

Backflow Prevention Device Testing _____

EGLE Annual Water Supply Fee _____

Other _____

Total _____

Information sources: utilities, chemical/equipment suppliers, plumbing contractors, consulting firms.

Water Sample Collection and Analysis

Annualized costs for analysis based on routine sampling for all parameters with waivers and EGLE laboratory fees (subject to change).

Analyte	Estimated Cost Annually		Actual Cost
Total Coliform	4 @ $16	$64.00	
Nitrate	1 @ $18	18.00	
Arsenic	1 @ $18 / 3 yrs.	6.00	
Metals	1 @ $102 / 3 yrs.	34.00	
Cyanide	1 @ $25 / 3 yrs.	8.00	
VOC	1 @ $100 / 6 yrs.	17.00	
SOC	3 @ $365 / 6 yrs.	183.00	
PFAS	1 @ $290	290.00	
Lead Copper	5 @ $26 / 6 months	260.00	
Total		$590.00*	

*Your cost may differ per year due to size of system, sampling requirements, or water quality issues.

Information sources: certified drinking water laboratories, consulting firms, EGLE monitoring requirements.

Emergency Repairs/Contingency Funds

Disinfection/Flushing	
Bottled Water (cost for 2 week supply)	
Pump Replacement	
Emerging Contaminants Testing	
Other	
Total	

Information sources: well drilling/pump contractors, bottled water suppliers.