



CHECKLIST FOR WELLHEAD PROTECTION PROGRAM RENEWAL

Local wellhead protection plans submitted to the Michigan Department of Environmental Quality for renewal should include the sections listed below. Example items for each section are listed below.

INTRODUCTION

- Update basic information about the public water supply system (PWSS) and community, such as:
 - ___ Community location and population
 - ___ Present service area (geographic area and population served by the PWSS)
 - ___ Number of wells and capacity
 - ___ Local program goals for wellhead protection

ROLES AND RESPONSIBILITIES

- Update information about the local wellhead protection team including:
 - ___ Roles and responsibilities of each new team member
 - ___ New organizations or agencies involved
 - ___ Intergovernmental agreements or memoranda have been updated or initiated
 - ___ Person or agency responsible for the periodic update of the local plan
 - ___ Date the plan was last updated

WELLHEAD PROTECTION AREA DELINEATION

- Update information about the Wellhead Protection Area (WHPA) including:
 - ___ New geological data that should be incorporated into the current WHPA
 - ___ Other updates made to the current WHPA
 - ___ Updated map of the current WHPA that includes the wellfield location, municipal boundaries, and topographic contours
 - ___ Changes in well usage or flow rates in the current WHPA (i.e. well abandonment, new wells, etc.)
 - ___ Installation of new well/s that have been delineated (include new WHPA and map)
 - ___ Installation of new well/s that have not been delineated (include timetable for delineating the new well/s)
 - ___ Changes and/or updates to watershed boundaries and/or surface water runoff patterns (optional)
 - ___ Changes and/or updates to storm water drainage system and facilities, including storm water basins (optional)

CONTAMINANT SOURCE INVENTORY

- Update information about the Contaminant Source Inventory, including:
 - ___ Date that the Contaminant Source Inventory was last updated
 - ___ Updated map which displays all potential and existing sources of contamination within the WHPA

- Review the following lists to determine if changes have been made within the WHPA.
 - ___ Sites of Environmental Contamination (201 sites), Remediation and Redevelopment Division (RRD), MDEQ (Part 201 of Act 451) (<http://www.deq.state.mi.us/part201ss/>)
 - ___ Underground Storage Tank List, Waste and Hazardous Materials Division, MDEQ (Part 213 of Act 451) (<http://www.deq.state.mi.us/sid-web/>)
 - ___ Leaking Underground Storage Tank Sites, Remediation and Redevelopment Division, MDEQ (Part 213 of Act 451) (<http://www.deq.state.mi.us/sid-web/>)
 - ___ Oil & Gas Contamination Sites, Geological and Land Management Division, MDEQ (Act 61) (<http://www.deq.state.mi.us/mir/>)
 - ___ Hazardous Waste Generators, Waste and Hazardous Materials Division, MDEQ (Part 111 of Act 451) (<http://www.deq.state.mi.us/tsd/> & <http://www.deq.state.mi.us/wdspil/>)
 - ___ Groundwater Discharge Permits, Water Bureau, MDEQ (Part 31 of Act 451)
 - ___ Landfill/Solid Waste Disposal Site List, Waste and Hazardous Materials Division, MDEQ (Part 115 of Act 451) (<http://www.deq.state.mi.us/wdspil/>)
 - ___ Federal National Priorities List EPA, Region 5 (CERCLA and Superfund) (<http://www.epa.gov/superfund/sites/npl/npl.htm> & <http://www.deq.state.mi.us/spad/>)
 - ___ Federal permits for Class V wells (Underground Injection Control Program) (Optional)
 - ___ Other sites of concern
 - ___ Environmental Mapper <http://www.mcgi.state.mi.us/environmentalmapper/>

MANAGEMENT APPROACHES FOR LOCAL WELLHEAD PROTECTION

- List the management activities identified in your Wellhead Protection Program Plan:
 - ___ Abandoned well search and closure program
 - ___ Zoning ordinance provisions for wellhead protection
 - ___ Facility inspections or a hazardous material survey
 - ___ Disseminated information to businesses
 - ___ Environmental Permit Checklist for new business
 - ___ Strategic monitoring within the WHPA
 - ___ Inter-agency coordination and communication
 - ___ Partnerships or agreements with county or state agencies helping to develop program
 - ___ Timetable for management program implementation
 - ___ Other management approaches

- Explain the current implementation status of the management activities listed above
- Describe updates and changes that have been made to the management activities listed above
- Explain other management activities that your community has decided to implement

CONTINGENCY PLAN

- Update information about the policies and administrative procedures for water supply emergency response, including:
 - Changes and/or updates to contacts in the Contingency Plan
 - Changes and/or updates to the response protocol in the event of a hazardous substance spill or other emergency
 - Changes in emergency water suppliers (bottled, bulk, etc.)
 - Changes and/or updates to the policies and procedures related to water supply replacement
 - New employee training on the response protocol
 - Water supply emergencies that have occurred since the plan was last updated
 - Other items to incorporate that have been learned since the plan was last updated

PLAN FOR NEW WELLS

- If expansion of the public water supply system (PWSS) is anticipated, include:
 - Identification of the proposed location, depth, and other descriptive information about the new wells
 - Proposed method for incorporating new wells into the wellhead protection program plan
 - Determination of the WHPA or the timetable for the WHPA delineation
- If expansion of the PWSS was previously anticipated and discussed in the plan, update the plan to include:
 - Expansion activities that occurred since the plan was last updated
 - Timetable that the expansion activities will or have occurred

PUBLIC PARTICIPATION AND OUTREACH/EDUCATION

- List the public education and outreach activities identified in your WHPP Plan:
 - Local meetings
 - Newsletters
 - Newspaper articles
 - Other media outlets _____
 - School presentations
 - Brochures
 - Website
 - Wellhead protection signage
 - Hazardous waste collection activities
 - Other _____
- Explain the current implementation status of the public education and outreach activities listed above
- Describe updates and changes that have been made to the public education and outreach activities listed above
- Explain other public education and outreach activities that your community has decided to implement