



CHECKLIST FOR LOCAL WELLHEAD PROTECTION PROGRAM APPROVAL

Local wellhead protection plans submitted to the Michigan Department of Environmental Quality for review and approval should include, at a minimum, the subsections listed below.

- Basic information about the water supply system and community, such as:

Introduction

- ___ Community location and population
- ___ Present service area (geographic area and population served)
- ___ Number of wells and capacity
- ___ Local program goals for wellhead program

Roles and Responsibilities

- Identification of all people, local, county, or state agencies, or public water supply agencies that have significant responsibilities for carrying out the local wellhead protection program.
- Brief description of the roles and responsibilities of each person or agency
- Intergovernmental agreements, memoranda, or ordinances which set forth procedures or responsibilities related to wellhead protection
- Agency, person and/or team responsible for the periodic update of the local wellhead protection program

Wellhead Protection Area Delineation

- MDEQ approved wellhead protection area delineation (reference the approval letter in the program plan)
- Map of the wellhead protection area boundaries, using the ten year time-of-travel; or one-mile radius for low-tritium well fields (use of a U.S. Geological Survey quadrangle map as a base is recommended).
- One mile radius if confirmed low-tritium wellfield
- Map should indicate the wellfield location, municipal boundaries, and topographic contours
- Map of additional delineations using other times-of-travel, if useful for local wellhead protection (optional)
- Small watershed boundaries and/or surface water runoff patterns, if appropriate for wellhead protection (optional)
- Storm water drainage system and facilities, including storm water basins, if relevant to wellhead protection (optional)

Contaminant Source Inventory (Potential Sources of Contamination)

- Map which displays all potential sources of contamination within the wellhead protection area(s)
- Description of the process used to identify potential sources of contamination, including sources of information
- Comprehensive listing of all potential sources of contamination within the wellhead protection area, including the following:
 - ___ Sites of Environmental Contamination (201 sites), Remediation Division (RD), MDEQ (Part 201 of Act 451) (<http://www.deq.state.mi.us/part201ss/>)
 - ___ Underground Storage Tank List, Resource Management Division (RMD), MDEQ (Part 211 of Act 451) (http://www.deq.state.mi.us/sid-web/UST_Search.aspx)
 - ___ Leaking Underground Storage Tank Sites, Remediation Division (RD), MDEQ (Part 213 of Act 451) (http://www.deq.state.mi.us/sid-web/UST_Search.aspx)
 - ___ Oil & Gas Contamination Sites, Office of Geological Survey, MDEQ (Act 61) (<http://www.deq.state.mi.us/mir/>)
 - ___ Hazardous Waste Generators, Resource Management Division (RMD), MDEQ (Part 111 of Act 451) (<http://www.deq.state.mi.us/wdspil/>)
 - ___ Groundwater Discharge Permits, Groundwater Permits Unit, MDEQ (517) 373-8148 (Part 31 of Act 451)
 - ___ Landfill/Solid Waste Disposal Site List, Resource Management Division (RMD), MDEQ (Part 115 of Act 451) (<http://www.deq.state.mi.us/wdspil/>)
 - ___ Federal National Priorities List; EPA, Region 5 (CERCLA & Superfund) (<http://www.epa.gov/superfund/sites/npl/index.htm> & <http://www.deq.state.mi.us/spad/>)
 - ___ Federal permits for Class V wells (Underground Injection Control Program) [Optional]
 - ___ Other sites of concern _____

Management Approaches for Local Wellhead Protection

- Description of the local management program for wellhead protection. Examples of local management program elements include:
 - Abandoned well search and/or closure
 - Zoning ordinance provisions for wellhead protection
 - Facility inspection or hazardous material survey program
 - Information to businesses concerning state and county requirements
 - Environmental permits checklist for new businesses
 - Strategic monitoring within the wellhead protection area
 - Inter-agency coordination and communication
 - Other wellhead protection program elements developed by the local agency
 - Identification of partnerships or agreements with county or state agencies which will help implement the local wellhead protection program
- Timetable for management program implementation

Contingency Planning

- Policies and administrative procedures for water supply emergency response, including:
 - Response protocol in the event of a hazardous substance spill or other emergency
 - Emergency water supplies (bottled, bulk, etc.)
 - Policies and procedures related to water supply replacement

Plan for New Wells

- If expansion of the water supply system is anticipated, the wellhead protection program plan should include:
 - Identification of the proposed location, depth, and other descriptive information for all new wells
 - Proposed method for incorporating new wells into wellhead protection program
 - Determination of the wellhead protection area (if known), or the timetable for wellhead protection area delineation

Public Participation and Outreach/Education

- Description of the methods used to involve and educate the public during the wellhead protection planning and implementation process. Examples include:
 - Local meetings
 - Newsletters
 - Newspaper articles
 - Other media outlets _____
 - School presentations
 - Brochures
 - Website
 - Wellhead protection signage
 - Hazardous waste collection activities
 - Other _____
- Timetable for outreach and education program implementation.

The completed local wellhead protection plan should be submitted to:

Mr. Jason Berndt
Michigan Department of Environmental Quality
Resource Management Division
Drinking Water and Environmental Health Section
Community Drinking Water Unit
P.O. Box 30241
Lansing, Michigan 48909-7741

Send questions or comments to berndtj1@michigan.gov or phone 517-241-4796. You can also access the WHP Grant Program Rules, which include additional details about WHP plans at the following website:
<http://www.michigan.gov/deqwhp>.