



## CHECKLIST FOR WELLHEAD PROTECTION PROGRAM RENEWAL

*Local wellhead protection plans submitted to the Michigan Department of Environment, Great Lakes, and Energy 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, Remediation and Redevelopment Division, EGLE, (201 sites of Act 451), [EGLE.State.MI.US/RIDE/Inventory-of-Facilities/Facilities](http://EGLE.State.MI.US/RIDE/Inventory-of-Facilities/Facilities)
  - \_\_\_ Underground Storage Tank List, Remediation and Redevelopment Division, EGLE, (Part 211 of Act 451), [EGLE.State.MI.US/RIDE/Inventory-of-Facilities/Facilities](http://EGLE.State.MI.US/RIDE/Inventory-of-Facilities/Facilities)
  - \_\_\_ Leaking Underground Storage Tank Sites, Remediation and Redevelopment Division, EGLE, (Part 213 of Act 451), [EGLE.State.MI.US/RIDE/Inventory-of-Facilities/Facilities](http://EGLE.State.MI.US/RIDE/Inventory-of-Facilities/Facilities)
  - \_\_\_ Oil and Gas Contamination Sites, Oil, Gas, and Minerals Division, EGLE, (Act 61), [EGLE.State.MI.US/GeoWebFace](http://EGLE.State.MI.US/GeoWebFace)
  - \_\_\_ Hazardous Waste Generators, Materials Management Division, EGLE, (Part 111 of Act 451), [EGLE.State.MI.US/WDSP](http://EGLE.State.MI.US/WDSP)
  - \_\_\_ Groundwater Discharge Permits, Water Resources Division, EGLE, (Part 31 of Act 451), [Michigan.gov/EGLE/About/Organization/Water-Resources/MiEnviro-Portal-WRD](http://Michigan.gov/EGLE/About/Organization/Water-Resources/MiEnviro-Portal-WRD)
  - \_\_\_ Landfill/Solid Waste Disposal Site List, Materials Management Division, EGLE, (Part 115 of Act 451), [EGLE.State.MI.US/WDSP](http://EGLE.State.MI.US/WDSP)
  - \_\_\_ Federal National Priorities List, United States Environmental Protection Agency, Region 5, (CERCLA and Superfund), [EPA.gov/Superfund/National-Priorities-List-NPL-Sites-State#MI](http://EPA.gov/Superfund/National-Priorities-List-NPL-Sites-State#MI)
  - \_\_\_ Federal permits for Class V wells (Underground Injection Control Program) [Optional]
  - \_\_\_ Other sites of concern \_\_\_\_\_
  - \_\_\_ Environmental Mapper [MCGI.State.MI.US/EnvironmentalMapper](http://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.

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