



CHECKLIST FOR SURFACE WATER INTAKE PROTECTION PROGRAM RENEWAL

Surface water intake 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)
 - ___ System capacity
 - ___ Local program goals for Source Water Intake Protection Program (SWIPP)

ROLES AND RESPONSIBILITIES

- Defining roles and duties of government units and water supply agencies:
 - ___ Identification of all people, local, county, or state agencies, or public water supply agencies that have significant responsibilities for carrying out the local SWIPP
 - ___ Brief description of the roles and responsibilities for each person or agency
 - ___ 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

DESIGNATE SOURCE WATER PROTECTION AREA

- Update information about the Source Water Protection Area including:
 - ___ Map that shows or describes the area that contributes water to your source. This is described in your source water assessment that was completed by the state. This will be very site specific and may be very general for some systems i.e., a Great Lake source extending far into the lake versus an inland river intake with a defined watershed (Use of a U.S. Geological Survey quadrangle map as a base is recommended.).
 - ___ Other updates made to the current SWIPP
 - ___ Changes and/or updates to watershed boundaries and/or surface water runoff patterns if appropriate for SWIPP
 - ___ Changes and/or updates to storm water drainage system and facilities, including storm water basins if relevant to the SWIPP

IDENTIFICATION OF POTENTIAL SOURCES OF CONTAMINATION

NOTE: This will take some judgment since there may be numerous potential contamination sources. It may be necessary to describe them both specifically for significant ones and generally for those that are relatively common. For example, there are numerous underground tanks, but fewer large industrial complexes.

- Update information about the potential sources of contamination:
 - Record searches to identify historical record searches to identify historical land uses that have a potential to impact the surface water source
 - Updated map which displays all potential and existing sources of contamination within the wellhead protection area
 - General surveys to identify potential sources of contamination and land uses that have a potential to impact the surface water source
 - Record searches to identify historical land uses that have a potential to impact the surface water source
 - Map which displays potential sources of contamination within the SWIPP
 - Description of the process used to identify potential sources of contamination, including the sources of information
 - Comprehensive listing of potential sources of contamination within the SWIPP area

MANAGEMENT APPROACHES FOR SOURCE WATER PROTECTION

- Description of the local management program for SWIPP:
 - Zoning ordinance provisions for SWIPP
 - Facility inspections or a hazardous material survey program
 - Disseminated information to businesses concerning state and county requirements
 - Environmental Permit Checklist for new business
 - Strategic monitoring within the SWIPP area
 - Inter-agency coordination and communication
 - Partnerships or agreements with county or state agencies helping to develop and implement the program
 - Development and implementation of best management practices that reduce the risk of surface water contamination
 - On-site inspections for the purpose of improving facility management of potential sources of contamination
 - Incorporation of SWIPP into a municipality's master plan or other regional land use planning program
 - Timetable for management plan implementation

CONTINGENCY PLAN

- Update information about the policies and administrative procedures for water supply emergency response, including:
 - Plans for how the community would deal with a major threat to the intake
 - 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

ASSURE PROPER SITING OF NEW WATER SOURCES

- If expansion of the PWSS is anticipated, include:
 - General procedure that would be employed if a new source was developed
 - Proposed method for incorporating new sources into the SWIPP
- 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

- Description of the methods used to involve and educate the public during the SWIPP planning and implementation process:
 - Local meetings
 - Newsletters
 - Newspaper articles
 - Other media outlets _____
 - School presentations
 - Brochures
 - Website
 - SWP 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.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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