



**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection – Drinking Water Program**  
**Wellhead Protection Plan Checklist**  
**Guidelines for Systems With Sources >100,000 gpd**

A Wellhead Protection Plan (WHP) is essential in ensuring a drinking water supply remains free from contamination. The key components of a successful plan are described below. Feel free to use this checklist to assist you in developing your plan. Although a WHP plan is not required, the Drinking Water Program encourages water suppliers to develop one. A WHP plan can assist the water supplier in achieving compliance with MassDEP requirements, such as the adoption of local protection controls, inspections, and public outreach. For assistance with developing a WHP plan, see MassDEP’s ‘*Developing a Local Wellhead Protection Plan*’ available at <https://www.mass.gov/lists/groundwater-wellhead-protection-and-surface-water-supplies>. If you would like to be notified of developing an approved WHP plan, please submit your plan (**or this checked and signed form**) to MassDEP Drinking Water Program, One Winter St. 5<sup>th</sup> floor, Boston MA 02108.

<b>System Name:</b>		<b>PWS ID#:</b>
<b>Municipality:</b>		<b>Wells (01G, 02G etc)</b>
<input type="checkbox"/>	<b>1. The plan identifies the WHP team/committee and how often they meet.</b>	
<input type="checkbox"/>	<b>2. The plan includes a summary and/or map of the current land uses located in the Zone I and Zone II</b> Conduct an inspection of the land uses and activities in the Zone I and II. Check your SWAP Report (available on MassDEP’s website) and conduct a windshield survey; look at local planning documents and maps; Refer to MassDEP Site Exam Reports and/or Sanitary Inspection Surveys (CCE Report).	
<input type="checkbox"/>	<b>3. The plan describes existing protection measures</b> Identify municipal protection controls that currently protect the Zone II. Identify best management practices and measures such as protection signs; fencing; inspections; land purchases; conservation restrictions; land owner agreements and other similar practices or measures.	
<input type="checkbox"/>	<b>4. The plan identifies strategies to address threatening land uses and activities</b> Identify strategies [ie. amending local controls, implementing additional best management practices, threat removal, create a more stringent permitting process, drainage improvements etc] that can/will be investigated or implemented to mitigate threats to drinking water supplies.	
<input type="checkbox"/>	<b>5. The plan describes public education and outreach efforts.</b>	
<input type="checkbox"/>	<b>6. The plan includes an Action Timeline/Schedule, for example;</b> <ul style="list-style-type: none"> <li>• Fence pump house and post signs (date)</li> <li>• Improve drainage around wellhead (date)</li> <li>• Meet with boards/committees to discuss protection needs (date)</li> </ul>	

SIGNED: \_\_\_\_\_

date: \_\_\_\_\_

Plans should be updated every 3-5 years or whenever there is a change to one of the key components

**Sample  
WELLHEAD PROTECTION PLAN  
ACTION PLAN**

PWS :  
DATE:

ACTION	RESPONSIBLE ENTITY	TIMELINE
<i>eg. Fence the pump house</i>	<i>PWS</i>	<i>date</i>
<b>Update Plan</b>	<b>PWS</b>	<b>Date :</b>