



## TIPS FOR LOCAL APPROVING AUTHORITIES ADDRESSING PUBLIC WATER SYSTEMS

1. Applicants should identify their water supply source on the permit application. They should know the difference between a ‘private’ and ‘public’ water supply. The MassDEP ‘Private or Public Drinking Water System’ chart can be used by applicants when determining the classification of their water supply. This chart is available at: <http://www.mass.gov/eea/agencies/massdep/water/drinking/health-and-safety.html>.
2. Refer applicants to their MassDEP regional office for any public water supply issue, see contact information below. Examples of public water supply issues include:
  - If an applicant identifies their facility as a ‘public’ water system and is not on your list of Registered Public Water Systems. This list is also available on MassDEP’s website at <http://www.mass.gov/eea/agencies/massdep/water/drinking/health-and-safety.html#3>, click on ‘Mass Water Suppliers Contact sorted by Town’;
  - When an applicant’s project includes construction of a new public water supply well; they must select a well driller from MassDEP’s Certified Well Drillers List, the list is available at: <http://www.mass.gov/eea/agencies/massdep/water/drinking/well-drillers-program.html>;
  - If an applicant proposes a project involving multiple wells on commonly owned ground, such as condominium, residential or business developments, this may be considered a public water system and requires a determination by MassDEP; and
  - If an applicant proposes changes to existing buildings or developments that will result in creating a public water system. Common examples include:
    - ✓ Occupancy changes that increase customer base or employees to more than 25 persons per day at least 60 days per year. This could be a daycare, nursing home or shelter facility that makes modifications (such as adding bedrooms/bathrooms) to increase capacity; and
    - ✓ Changes in use such as a residential home becoming a daycare facility or professional building, or a gas station expansion to include a restaurant/café; or any other facility changes in use that result in providing water to more than 25 persons per day at least 60 days per year.
3. Make applicants aware that, if they create or operate a public water system without obtaining all the required MassDEP approvals, they could be subject to MassDEP enforcement actions.
4. If access to a municipal water supply is available, require applicants (whenever feasible) to connect rather than create a public water system.
5. Make applicants aware that their potable water source cannot be cross-connected to a non-potable source of water, such as an irrigation well or system, heat pump or geo-thermal well.
6. Prior to local final approvals require applicants, who are creating a public water system, to provide your municipal department with a copy of the MassDEP issued approval.
7. Periodically check the List of Registered PWS (note above in #2) and notify your MassDEP regional office, or email the Drinking Water Program in Boston if there are discrepancies. Look for:
  - Systems that should be added because they meet the definition of a public water system;
  - Systems that should be deleted because they no longer have their own source of water;
  - Systems that have changed address or ownership; and
  - Systems listed as "inactive" but have re-opened.

Find your Regional Office at <a href="http://www.mass.gov/eea/agencies/massdep/about/contacts/">http://www.mass.gov/eea/agencies/massdep/about/contacts/</a>		
Region	Location	Phone
Western	Springfield	413-784-1100
Central	Worcester	508-792-7650
Northeast	Wilmington	978-694-3200
Southeast	Lakeville	508-946-2700
Drinking Water Program Boston		617-292-5770   <a href="mailto:Program.director-dwp@state.ma.us">Program.director-dwp@state.ma.us</a>