

System Name: _____

Comments Due By: _____

Date Received: _____

Date Comments sent to DOH: _____

Source Approval Review Checklist

The purpose of this checklist is to provide consistent Ecology review of new source approval documents. The focus of this checklist is to ensure that new source(s) are authorized consistent with water rights held by the system. Items Ecology considers mandatory are in **bold** font.

1. **Completed** **Make sure the following information has been provided by the Department of Health:**
 - a. **Map showing location of new well(s), and preferably the location of existing wells.**
 - b. **Water Rights Self-Assessment Form.**
 - c. **Well drilling report(s) for the new well(s).**
 - d. **Completed “Showing of Compliance with RCW 90.44.100(3)” form for each new source (if applicable, and if it was sent it to Health).**
 - e. **(Optional): Brief letter or report describing the replacement project.**
2. **Completed**
 - a. **Review copies of all water rights documents.**
 - b. **Compare new source(s) identified on system map to existing water right authorizations:**
 1. **If new source(s) is/are outside most recently published point of withdrawal’s legal description for the water right, comment on need for new water right application or change application.**
 2. **If new source(s) is/are within the most recently published point of withdrawal’s legal description for water rights of record, make sure the “Showing of Compliance with RCW 90.44.100(3)” form is correctly filled out for the appropriate water right. If no form is included, contact the system directly to request one.**
3. **Completed** **Verify well drilling report(s) match the source(s) being evaluated by inspecting the document and comparing it with those in Ecology’s Well Log Database.**
4. **Completed** **If any wells are identified as “abandoned” or no longer in use, check if Ecology has record of proper decommissioning. If no record exists and well location is still known, include comment that wells must be decommissioned in accordance with WAC 173-160-381.**
5. **Completed** **Compare water right self-assessment quantities to Ecology water right files.**
 - a. **Is the self-assessment complete? Does it include all water rights held by the system? (Do a WRTS check based on system name and system TRS, sometimes rights listed under original developer name).**
 - b. **Is the math correct in the self assessment?**
 - c. **Are additive/non-additive water right relationships correct, including Qi and Qa?**
 - d. **Are pending applications and change applications (if any) identified?**
 - e. **If the capacity of the new source exceeds the authorized quantity for one or more of the water rights, then recommend the source capacity be conditioned to the water right authorization.**
6. **Completed** **If system sources are over individual Qa limit on a water right, determine comment based on enforcement criteria (e.g. potential for change application, impairment issues, voluntary compliance, notice of violation, departmental order).**_____
7. **Completed** **If system sources are over total or individual Qi on water rights, determine comment based on enforcement criteria (e.g. throttling/replacing pumps, public health/safety needs, compliance criteria).**
8. **Completed** **Include Ecology comment response form with comment letter.**

Ecology Reviewer

Date

Notes: