

System Name: \_\_\_\_\_

Comments Due By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Comments sent to DOH: \_\_\_\_\_

### Water System Plan Review Checklist

The purpose of this checklist is to provide consistent Ecology review of water system planning documents. Items Ecology considers mandatory are in **bold** font.

- 1.  Completed Read the Executive Summary \_\_\_\_\_
- 2.  **Completed** **Plan is “not inconsistent with” county-approved watershed plan. Comments on watershed planning coordination (coordinate with Watershed Leads)**
- 3.  **Completed** **Compare water rights self-assessment to Ecology water right files.**
  - a. **Is a self-assessment included?**
  - b. **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).**
  - c. **Are additive/non-additive relationships correct?**
  - d. **Are pending applications and change applications identified?**
  - e. **Are self-assessment’s included for current, 6 and 20-year projections?**
  - f. **Is the authorized Qi compared to installed pump capacity (not MDD)?**
  - g. **Is the math correct in the self-assessment?**
- 4.  **Completed** **If system is over total Qa on total water rights, recommend a growth restriction<sup>1</sup>\_\_\_\_\_**
- 5.  **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).\_\_\_\_\_**
- 6.  **Completed** **If system projects it will exceed total Qa within 6-year planning period, recommend a growth limitation for the number of projected connections that can be served by the rights<sup>1</sup>.**
- 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** **Compare all sources listed in system inventory to existing water right authorizations. If unauthorized sources exist, comment on need for new water right application, change application or showing of compliance form. \_\_\_\_\_**
- 9.  **Completed** **If system is over its water rights, consider issuing a metering order to track compliance.**
- 10.  **Completed** **Review source capacity projections/capital improvement plan (CIP) for 6-year and 20-year demand projections. If additional source capacity is needed in the next 6 years, what water rights will be used (e.g. existing rights through change/showing of compliance, new rights)?**
- 11.  **Completed** **Review capital improvement plan. If acquisition/transfer of water rights is planned to address water right deficiencies, are expenditures being budgeted (e.g. acquisition costs, conservancy board fees, study costs to locate rights to acquire)? If they show new source capacity, how will they get to that capacity?**
- 12.  **Completed** **If 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.**
- 13.  **Completed** **Comments on the effectiveness of the water conservation program as appropriate.**
- 14.  **Completed** **Comments on the reasonableness of the water shortage response program as appropriate.**
- 15.  **Completed** **Comments on the plans for water reuse (coordinate with Ecology Water Reuse Workgroup) as appropriate.**
- 16.  **Completed** **Include Ecology comment response form with comment letter.**

See reverse side for any explanatory notes.

\_\_\_\_\_  
Ecology Reviewer

\_\_\_\_\_  
Date

<sup>1</sup> DOH will condition WSP approvals to limit new connections if water right quantity (QaQi) or physical capacity is determined to be a limiting factor for the system (DOH *Municipal Water Law Guidance*, Page 2).