

MRWA Wellheadlines



Dave Neiman, MRWA Source Water Protection Specialist

If it Isn't DOCUMENTED, It Didn't Happen!

Documentation of efforts taken by a public water supplier (PWS) to implement MDH-approved Wellhead Protection Plans (WHPP) is the responsibility of the PWS. This is an often overlooked item which, if not completed on an on-going basis, can put the PWS in an uncomfortable situation when MDH asks to confirm what implementation items from the WHP Plan have been completed. MDH must verify substantial implementation of approved WHP Plans and regularly conducts formal audits to substantiate Plan implementation.

Minnesota's Wellhead Protection Program will be 20 years old this coming November. Nearly 500 public water suppliers are currently protected by a MDH-approved WHP Plan, another 130 water suppliers are involved in some phase of WHP Plan development, and 80+ systems are in the process of Plan amendment. The State's WHP Rule indicates that approved WHP Plans are to be amended every 10 years. As water suppliers approach the 8th year of WHP Plan implementation, they will receive a letter from the MDH SWP staff, announcing that it is time to amend the original Plan.

Plan reports to the city council or management board, updates to the Contingency Plan, and contacts with land owners. **KEEP A COPY OF EVERYTHING!!**



Make it a point to gather important documentation items and keep them in the file folder on a regular basis. Then, when asked, you can provide evidence that you have been working to implement your Wellhead Protection Plan. Take it from one who has suffered alongside an unprepared water supplier, during a WHP Plan Implementation Audit, that it ain't fun!

If you have questions or comments regarding documentation requirements, please contact your SWP Planner, or call me at 800-367-6792.

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During the Scoping 1 meeting to kick off amendment of an approved WHP Plan, one of the first things MDH will ask to see is copies of the WHP Plan evaluation reports, which are required to be completed every 2-1/2 years in the implementation process. (If you haven't completed one, or more, of the evaluation reports, contact me for a form and assistance in completing the evaluation). The second thing MDH will be seeking is confirmation that the PWS has put forth necessary effort to implement the items they included in the WHP Plan.

It is not difficult to provide the requested documentation items, if the WHP Manager, and city administration staff, put forth a continuing effort to collect and file things as WHP Plan implementation items are completed. Here is an easy way to do this: Make a FILE FOLDER for WHP Plan Implementation and put a copy of everything you do associated with the WHP Plan in the file. Include things like: copies of letters, notices, bulletins, meetings, publications, pictures, invoices, collected data items, meeting minutes, Consumer Confidence Reports, phone call records, contacts with local units of government, survey results, well logs, well sealing records, training attended, ordinances adopted, annual WHP



"At a MRWA training session, one of the presenters became very engaged in his presentation and was showing the attendees an important part of his presentation. The instructor took out a **large permanent marker** and started to write on the projector screen on the wall. A quick thinking MRWA staff member quickly stopped the presenter from writing any more graphics on the projector wall screen."

-- Kyle Kedrowski,
MRWA Technical Advisor



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