

Water Supply Division

### Source Protection Plan Checklist

Please note: Not all sections may be applicable to all water systems

Yes	No	N/A	
---	---	---	I. Approval letter from responsible person if SPP completed by consultant
---	---	---	II. Water System Description
---	---	---	Well details
---	---	---	Method of delineation
---	---	---	Well log in appendix
---	---	---	Water system details (connections, population, etc)
---	---	---	III. Potential Sources of Contamination (PSOCs)
---	---	---	Past, present and future PSOC
---	---	---	Unique number for each PSOC. List and describe (you may group like contaminants together, ex. Single family residences may have septic systems, driveways, gardens, fuel oil storage)
---	---	---	Assessment and risk rating (High, moderate or low risk)
---	---	---	IV. Management Plan
---	---	---	Landowner list (include businesses, if applicable)
---	---	---	Local, Regional and State official list
---	---	---	Landowner Letter
---	---	---	Local Letter
---	---	---	How Zone 1 is controlled
---	---	---	Mitigation of PSOCs
---	---	---	Future source protection plans
---	---	---	V. Contingency Plan
---	---	---	List of key water system people and how / when / what order to contact
---	---	---	Short and Long-term alternate water sources in case of emergency
---	---	---	Non-routine shut-down/start-up procedures
---	---	---	VI. Maps
---	---	---	All maps should include the following:
---	---	---	North arrow
---	---	---	scale
---	---	---	legend
---	---	---	Water System name
---	---	---	W S I D
---	---	---	Town, VT
---	---	---	Source of Information
---	---	---	Source Protection Area Outline
---	---	---	Date Created and by whom
---	---	---	1:24000 Topographic location map with source and SPA
---	---	---	1:12000 or smaller topo or ortho map with SPA, source and PSOCs
---	---	---	Tax parcel map- may be combined with PSOC map
---	---	---	VII. Optional Items
---	---	---	Photos
---	---	---	Update Commitment
---	---	---	Town plans/zoning language

This check sheet and related environmental information are available electronically via the internet. For information visit us through the Vermont Homepage at <http://www.vermont.gov> or visit VT WSD directly at <http://www.vermontdrinkingwater.org>

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