



**Alaska Department of Environmental Conservation  
 Drinking Water Protection Plan / RTCR Protected Water Source  
 Checklist  
 for Non-Community Water Systems**

<b>PWSID:</b> AK2 _____	<b>PWS Name:</b>
Contact Name:	Phone:
Address:	E-mail:
City, Zip:	Other:

Each public water system (PWS) can take a few simple steps to protect their drinking water source. This checklist shows strategies for protecting your PWS source (i.e., well, intake, etc.) from existing and potential sources of contamination identified within the Protection Area for your PWS. A map of your PWS Protection Area and a table of identified existing and potential sources of contamination can be found in your Source Water Assessment (SWA) report. A copy of your SWA report can be obtained by contacting DEC Drinking Water Protection (see contact information below). The final results of the SWA report can be viewed using Drinking Water Watch, at <http://dec.alaska.gov/DWW/>. An interactive map of your PWS Protection Area can be found using the on-line web map titled, "Alaska DEC Drinking Water Protection Areas" at <http://dec.alaska.gov/das/gis/apps.htm>. Please note that the SWA report may not be current and that local knowledge of potential sources of contamination may differ. Also, please note the protective strategies in this checklist are recommended best management practices (BMPs) and are not a comprehensive list of the strategies that can be used to minimize the risk of contamination. Local ordinances or agreements and state and federal regulations may also apply. The Alaska Department of Environmental Conservation (DEC) recommends that you become familiar with the requirements of any ordinances and regulations that may apply.

For additional information on drinking water protection, please visit to [http://dec.alaska.gov/eh/dw/DWP/DWP\\_main.html](http://dec.alaska.gov/eh/dw/DWP/DWP_main.html).

**The development and implementation of this checklist qualifies as your DEC Drinking Water Protection Plan, and if approved by DEC, meets the definition of a "protected groundwater source" under 18 AAC 80. This plan may make your system eligible for waivers and/or reduced monitoring associated with current and future rules promulgated by USEPA.**

**Completing the Checklist:**

Please take a few minutes to review this checklist, then:

1. Place a checkmark in the box next to the protective strategies that you are willing to implement at your facility. Write the date you plan to implement the protective strategy in the "Planned Implementation Date" column.
2. If a strategy has already been implemented, write the approximate date implemented (if known) in the "Date Implemented" column. If the date implemented is unknown, write "date unknown".
3. If a protective strategy included in the checklist is not appropriate or applicable to the facility, please mark "N/A" next to the strategy.
4. When complete, please sign and date, and either e-mail, mail or fax a copy of the checklist to:

Drinking Water Protection  
 Alaska Department of Environmental Conservation  
 555 Cordova St.  
 Anchorage, AK 99501

Phone: (907) 269-7549  
 Fax (907) 269-7650  
 Toll Free: (866) 956-7656

E-mail: [dec.eh.drinkingwater.reports@alaska.gov](mailto:dec.eh.drinkingwater.reports@alaska.gov)

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For this plan to be approved by DEC, it must have one (1) strategy each for Well Construction, Education, and Emergency Response Planning, and one (1) strategy for each applicable Potential Contaminant Source category.  
For assistance, refer to your Source Water Assessment.

Suggested Protective Strategies (please check the box beside each suggestion you believe is appropriate and agree to implement)	Planned Implementation Date	Date Implemented
<b>Well Construction</b> (must choose at least one)		
<input type="checkbox"/> Install backflow prevention devices on equipment such as boilers and dishwashers.		
<input type="checkbox"/> Replace/repair loose, cracked, or missing well caps with new, insect and vermin proof, vented and locked well caps.		
<input type="checkbox"/> Ensure proper construction of new wells within your PWS Protection Area (grouting, sanitary seal and drainage sloping away from well).		
<input type="checkbox"/> Install protective posts or bollards around wellhead.		
<input type="checkbox"/> Install signs discouraging contaminant-related activities in PWS Protection Area.		
<input type="checkbox"/> Correct deficiencies noted in the most recent Sanitary Survey.		
<b>Education</b> (must choose at least one)		
<input type="checkbox"/> Inform employees about the PWS Protection Area and the potential contaminant sources identified in the SWA report.		
<input type="checkbox"/> Train employees on proper material handling and spill cleanup techniques.		
<input type="checkbox"/> Inform neighbors about drinking water protection.		
<input type="checkbox"/> Inform local elected officials (trustees, council members, city manager, public works director, mayor and commissioners) about potential impacts within PWS Protection Areas.		
<input type="checkbox"/> Educate the public on protective strategies that could be implemented to address prevalent contaminant sources (identified by your SWA or by local input).		
<b>Contingency and Emergency Response Planning</b> (must choose at least one)		
<input type="checkbox"/> Completed security vulnerability assessment (if applicable – see <a href="#">18 AAC 80.055</a> ).		
<input type="checkbox"/> Current (not older than 2 years) written emergency response plan or emergency priority measures plan (if applicable – see <a href="#">18 AAC 80.055</a> ).		
<input type="checkbox"/> Inform the local fire department and local emergency planning committee about the location of the PWS Protection Area.		
<input type="checkbox"/> Identify short- and long-term alternative sources of drinking water that may be available.		
<input type="checkbox"/> Prepare a list of important contacts for water supply related emergencies.		
<i>The previous two strategies above are considered completed if you already have an emergency response plan or emergency priority measures plan.</i>		
<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>ADD IF APPLICABLE - Overlapping PWS Protection Areas</b>		
<input type="checkbox"/> The Protection Area for this PWS overlaps the Protection Area(s) of other PWS sources. This overlap is shown in an attached figure. DEC recommends neighboring PWSs work cooperatively to protect the shared resource.		

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POTENTIAL CONTAMINANT SOURCES <i>(Review SWA)</i>	Suggested Protective Strategies (please check the box beside each suggestion you believe is appropriate and agree to implement)	Planned Implementation Date	Date Implemented
<b>Aboveground Storage Tanks (ASTs)</b>	Guidance documents available at <a href="http://dec.alaska.gov/spar/PPR/hho.htm">http://dec.alaska.gov/spar/PPR/hho.htm</a>		
	<input type="checkbox"/> Place tanks on paved surfaces within secondary containment structures (berms, dikes, liners, or vaults that can hold 110% of the contents of the largest tank) or use double-walled tanks.		
	<input type="checkbox"/> Regularly remove and properly dispose of rainwater that accumulates in the secondary containment area.		
	<input type="checkbox"/> Regularly inspect and perform preventative maintenance on the storage tanks and piping systems to detect and repair potential leaks before they occur.		
	<input type="checkbox"/> Train employees on proper material handling and spill cleanup techniques.		
	<input type="checkbox"/> Install spill and overflow protection.		
	<input type="checkbox"/> Use dry clean-up methods rather than hosing fueling and loading areas down.		
	<input type="checkbox"/> Store absorbent cleaning materials in a readily accessible location.		
	<input type="checkbox"/> Cover fueling areas to reduce exposure to storm water.		
	<input type="checkbox"/> Regularly inspect storage areas (fueling and loading areas) to detect and repair problems before they occur.		
	<input type="checkbox"/> Keep storage areas secure against unauthorized entry.		
	<input type="checkbox"/> Locate ASTs as far as possible from wells, surface water bodies, and storm drains.		
<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____			
<b>Agricultural</b>	<input type="checkbox"/> Avoid the use of drain tiles or drainage wells which could create an easy pathway for agricultural wastes to get to groundwater.		
	<input type="checkbox"/> Relocate animal waste storage areas away from wells, drains, and surface water bodies.		
	<input type="checkbox"/> Keep animal waste storage areas covered with tarps or other waterproof materials.		
	<input type="checkbox"/> Store animal wastes on paved surfaces.		
	<input type="checkbox"/> Keep animal burial areas outside of the PWS Protection Area.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		

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POTENTIAL CONTAMINANT SOURCES <i>(Review SWA)</i>	Suggested Protective Strategies (please check the box beside each suggestion you believe is appropriate and agree to implement)	Planned Implementation Date	Date Implemented
<b>Chemical Storage Areas (Indoor)</b>	<input type="checkbox"/> Move chemical storage as far from well(s) as possible.		
	<input type="checkbox"/> Store fuel, paints, and solvents in a protected, secure location away from floor and storm drains.		
	<input type="checkbox"/> Ensure that lids are shut and caps are closed on all containers.		
	<input type="checkbox"/> Educate personnel on proper storage, use, cleanup, and disposal of materials.		
	<input type="checkbox"/> Employ measures to protect against spills, such as using drip pans during the transfer of liquids.		
	<input type="checkbox"/> Regularly inspect shelving and replace or repair as needed.		
	<input type="checkbox"/> Regularly inspect the external condition of the containers.		
	<input type="checkbox"/> Store containers no more than 2 rows deep with large containers in back.		
	<input type="checkbox"/> Store large and heavy containers on lower shelves.		
	<input type="checkbox"/> Maintain enough space between containers so that they can be removed without knocking others over.		
	<input type="checkbox"/> Store chemicals in an area where spills can be easily monitored, contained, and cleaned up.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Dry Wells / Waste Disposal Wells</b>	<input type="checkbox"/> Plug or disconnect floor drains that empty into septic systems, leaching lines or drain fields.		
	<input type="checkbox"/> Sinks in service, maintenance, or shop areas should not be connected to septic systems or dry wells.		
	<input type="checkbox"/> Properly decommission dry wells and sumps.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Floor Drains</b>	<input type="checkbox"/> Store fuel, paints, and solvents in a protected, secure location away from drains.		
	<input type="checkbox"/> Avoid washing grease, oil, or chemicals into floor drains.		
	<input type="checkbox"/> Clean up chemical spills (even small ones) immediately.		
	<input type="checkbox"/> Have spill material (cat litter or sawdust) available.		
	<input type="checkbox"/> Train employees on proper spill cleanup.		

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Floor Drains (cont'd.)	<input type="checkbox"/> Determine whether or not floor drains connect to a septic system or surface water. If the drain is connected to a septic system and is located in an area that could receive leaks and spills, the drain should be plugged during chemical handling operations, or may need to be permanently cleaned and closed.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
Lawn Chemicals	<input type="checkbox"/> Select lawn chemicals that are labeled for the intended application site and break down rapidly in the environment.		
	<input type="checkbox"/> Consider the location and condition of wells when applying pesticides or fertilizer.		
	<input type="checkbox"/> Take measures to prevent spills while mixing and applying chemicals.		
	<input type="checkbox"/> Leave untreated areas around wells, streams, storm drains, ponds, and sinkholes.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
Maintenance Areas (Vehicles and Equipment)	<input type="checkbox"/> Properly dispose of greasy rags, oil filters, batteries, spent coolant and vehicle degreasers.		
	<input type="checkbox"/> Do not pour liquid waste down floor drains, sinks or outdoor storm drain inlets.		
	<input type="checkbox"/> Do not dispose of old lead acid batteries, absorbents contaminated with chlorinated solvents (or other motor vehicle fluids), or used oil filters in the trash (dumpster).		
	<input type="checkbox"/> Seal all floor drains that are not attached to a recovery system.		
	<input type="checkbox"/> Train employees on proper waste control and disposal procedures.		
	<input type="checkbox"/> Install curbing, berms or dikes around storage areas.		
	<input type="checkbox"/> Cover all storage areas with a roof or temporary water proof cover.		
	<input type="checkbox"/> Store cracked batteries in a non-leaking secondary container, and new batteries upright in a secure and waterproof covered location; regularly check for leaks.		
	<input type="checkbox"/> Store all spill response equipment (absorbent materials, brooms, dust pans, etc.) in a visible location.		
	<input type="checkbox"/> Promptly transfer used fluid to the proper container.		

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<b>Maintenance Areas (Vehicles and Equipment) (cont'd.)</b>	<input type="checkbox"/> Properly empty and clean drip pans and containers.		
	<input type="checkbox"/> Use funnels or pumps to dispense chemicals and keep all chemicals or wastes in sealed containers with tight fitting lids.		
	<input type="checkbox"/> When possible, substitute non-petroleum based cleaners, such as citrus-based solvents for organic solvents when cleaning parts.		
	<input type="checkbox"/> Determine whether or not a floor drain is connected to a septic system. If so, and it is located in an area that could receive leaks and spills, the drain should be plugged during chemical handling operations, or may need to be permanently closed.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Natural Gas Lines (Residential)</b>	<b>Important</b> to consult with your natural gas supplier regarding safety procedures. Only qualified professionals should perform work on lines.		
	<input type="checkbox"/> Regularly check for common signs of potential leaks (e.g., "rotten egg" smell, dead or discolored vegetation, bubbling in wet areas, dirt or dust blowing from a hole in the ground, blowing or hissing sound, etc.).		
	<input type="checkbox"/> Regularly check for any drips of oil from joints or low points in the lines.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Oil and Gas Wells</b>	<input type="checkbox"/> Contact the Alaska Department of Natural Resources (DNR) – Division of Oil and Gas about abandoned wells in the area.		
	<input type="checkbox"/> Install safeguards (such as dikes or berms) against accidental releases at the storage area.		
	<input type="checkbox"/> Inspect storage tanks and piping systems to detect potential leaks and perform preventative maintenance.		
	<input type="checkbox"/> Ensure proper construction of new wells.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		

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<b>Parking Areas</b>	<input type="checkbox"/> Use dry clean-up methods rather than hosing the parking areas.		
	<input type="checkbox"/> Control storm water flow on parking lots by grading or paving the area away from wells.		
	<input type="checkbox"/> Avoid using road salt for snow/ice removal; substitute with sand or gravel.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Sanitary Sewer Lines</b>	<input type="checkbox"/> Notify the sewer district about the PWS Protection Area.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Septic Systems</b>	Guidance documents available at <a href="https://dec.alaska.gov/Water/wwdp/onsite/index.htm">https://dec.alaska.gov/Water/wwdp/onsite/index.htm</a> .		
	<input type="checkbox"/> Regularly (annually) inspect your septic tank to ensure that the internal structures are in good working order and to monitor the scum level.		
	<input type="checkbox"/> Regularly (every 1-2 years) pump tanks using a licensed professional.		
	<input type="checkbox"/> Do not dispose of grease, oil, or chemicals in the septic system.		
	<input type="checkbox"/> Garbage disposals should not be used with septic systems.		
	<input type="checkbox"/> Avoid septic system additives or cleaners that contain hazardous ingredients.		
	<input type="checkbox"/> Only use normal amounts of detergents, bleaches, drain cleaners, household cleaners and other products.		
	<input type="checkbox"/> Divert roof run off, drains and other surface run off away from the leach field.		
	<input type="checkbox"/> Reduce the amount of water that flows through the system by practicing water conservation, such as using water-saving devices and repairing leaky plumbing.		
	<input type="checkbox"/> Look for signs of septic system failure.		
	<input type="checkbox"/> Consider replacing old or outdated systems and removing unused systems.		
<input type="checkbox"/> Keep vehicles and other heavy objects off of the leach field and lines.			
<input type="checkbox"/> Follow manufacturers' guidelines for operation and maintenance of the system. This is particularly important for systems with aeration tanks.			

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Septic Systems (cont'd.)	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
Storm Sewer Lines	<input type="checkbox"/> Notify the sewer district about the PWS Protection Area.  <input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
Storm Drains	<input type="checkbox"/> Avoid washing grease, oil, or chemicals into storm drains. <input type="checkbox"/> Clean up chemical spills (even small ones) immediately. <input type="checkbox"/> Keep absorbent spill materials (cat litter or sawdust) readily available. <input type="checkbox"/> Determine whether or not storm drains drain to surface water (river or retention pond) or to the ground (drainage well). If the storm drain drains to the ground and is located in a loading area or other areas that could receive leaks and spills, the drain should be plugged during loading or unloading operations.  <input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
Wastewater Treatment Plants / Package Plants	<input type="checkbox"/> Perform preventive maintenance to detect potential problems before they occur. <input type="checkbox"/> Ensure operators have the necessary training and certifications to operate the plant. <input type="checkbox"/> Comply with all permit terms and conditions. <input type="checkbox"/> Take steps to prevent chemical wastes from entering the treatment system.  <input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		



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<b>Surface Water Bodies (includes ponds receiving runoff)</b>	<input type="checkbox"/> Leave a buffer strip of grass or other vegetation around surface water bodies.		
	<input type="checkbox"/> Properly maintain retention ponds.		
	<input type="checkbox"/> Do not use pesticides and fertilizers in buffer strips around (runoff) surface water bodies.		
	<input type="checkbox"/> Do not store liquid or bulk materials near surface water bodies.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Transportation/ Transportation Related Spills</b>	<input type="checkbox"/> Post the telephone number of the local fire department near telephones.		
	<input type="checkbox"/> Contact the local fire department and local emergency planning committee about the location of the PWS Protection Area.		
	<input type="checkbox"/> Reduce the use of road salt.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
<b>Storage Tanks (USTs)</b>	Guidance documents available at <a href="http://dec.alaska.gov/spar/PPR/hho.htm">http://dec.alaska.gov/spar/PPR/hho.htm</a>		
	<input type="checkbox"/> Install spill and overflow protection.		
	<input type="checkbox"/> Ensure that your tanks are in compliance with leak detection requirements.		
	<input type="checkbox"/> Perform preventive maintenance on storage tank systems to detect potential leaks before they occur.		
	<input type="checkbox"/> Train employees on proper material handling and spill cleanup techniques.		
	<input type="checkbox"/> Use dry clean-up methods rather than hosing the fuel area down.		
	<input type="checkbox"/> Grade the fueling area so storm water flows off instead of pooling in this area.		
	<input type="checkbox"/> Cover the fueling area to reduce exposure to storm water.		
	<input type="checkbox"/> Inspect the fueling area to detect problems before they occur.		
	<input type="checkbox"/> Maintain accurate inventory records for USTs, and if deliveries do not match product used it may indicate a leak and the tank should be inspected.		
<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____			

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POTENTIAL CONTAMINANT SOURCES <i>(Review SWA)</i>	Suggested Protective Strategies (please check the box beside each suggestion you believe is appropriate and agree to implement)	Planned Implementation Date	Date Implemented
Unused (Abandoned) Water Wells	<input type="checkbox"/> Properly seal (decommission) unused (abandoned) wells.		
	<input type="checkbox"/> Contact your local government and/or DEC about abandoned wells in the surrounding area.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
Utility Sheds	<input type="checkbox"/> Move chemical storage as far from wells as possible.		
	<input type="checkbox"/> Ensure that lids are shut and caps are closed on all containers.		
	<input type="checkbox"/> Employ measures to protect against spills such as using drip pans during the transfer of liquids.		
	<input type="checkbox"/> Educate personnel on proper storage, use, cleanup, and disposal of materials.		
	<input type="checkbox"/> Other appropriate protection strategies: _____ _____ _____		
Other Contaminant Sources Not Listed	<input type="checkbox"/> _____ _____ _____		
	<input type="checkbox"/> _____ _____ _____		
Note: Attach additional pages if needed			

Your signature below indicates your commitment to implement the protective strategies you have identified in this checklist. If changes occur, contact DEC-Drinking Water Protection to discuss any follow-up that may be needed. In order to maintain an approved Drinking Water Protection Plan, this checklist must be updated every three (3) years.

\_\_\_\_\_  
Signature of PWS owner/operator responsible for implementing

\_\_\_\_\_  
Date