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| **Project Name:** |       | **Date:** |       |
| **Engineer Name:** |       | **AK P.E. License No.:** |       |
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| Use of this guide is required for a separation distance waiver request between a public drinking water source (well, infiltration gallery, intake, etc.) and potential source(s) of contamination such as septic systems, sewer lines, fuel tanks, storm drains, etc., as discussed in 18 AAC 80.020 (water) and 18 AAC 72.020 (wastewater).**Important**: Waiver requests must be accompanied by the following:* Facility and project information forms (see Checklist 0.0)**\***
* Sealed engineer’s report

**\***An Applicant Certification Form (Checklist 0.0a) must be used in lieu of facility and project information forms when an applicant other than the PWS owner is requesting a waiver for potential source(s) of contamination owned by the applicant or located on the applicant’s property.**Note:** When completing this checklist, please answer the question and also include where in the submittal detailed information is found for each submittal requirement. Please be as specific as possible (specify document name, page number, section number, paragraph, etc.). This will accelerate the review process. |

| **Submittal Requirements** | ***Regulatory Reference*** |
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| 1. **Waiver Request:** Has the engineer submitting the waiver request sealed the engineer’s report as required? The report must clearly identify the drinking water source and the potential source(s) of contamination involved, provide the reason(s) the separation distance(s) cannot be met, and justify the lesser distance(s) explaining how the lesser distance(s) do not threaten public health. Information outlined below should be included in the report.
 | *18 AAC**80.020(c)(1-2)**18 AAC 80.020(c)(4)(C)(i)* |
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| **Note:** For projects requesting a separation distance waiver to multiple potential sources of contamination, the engineer should include a summary table listing each instance where the horizontal separation distance is not met. The table should include the distance(s) between the public water source and each potential source of contamination, a description of each potential source of contamination, and a description of the mitigation measures for each instance. A template is available upon request. |
| 1. **Waiver Fee and Contact Information**: The required waiver review fee shall be included with all waiver requests. A blank invoice may be obtained at <http://dec.alaska.gov/media/10877/plan-review-invoice.pdf> or by contacting DEC. If payment is received and the fee calculation is incorrect, the check will be returned or shredded per the payer’s preference. If the applicant has requested the Department invoice for the fee, the submittal must include contact information for the person, agency, or company responsible for payment including a name, mailing address, telephone number, and email address. A waiver submittal will not be reviewed until payment is received.
 | *18 AAC 80.020(c)**18 AAC 80.1910(a)(11)* |
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| 1. **Plans and Engineering Drawings:** Does the report include a set of plans consisting of scaled drawings and an accurate description and location of potential sources of contamination, surface waters, groundwater, and existing and potential drinking water sources within the protective radius of the public well or intake? The drawings must be sealed, signed, and dated on each page by an Alaska registered P.E. and in hardcopy format unless previous arrangements have been made.
 | *18 AAC 80.020(c)(4)* |
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| 1. **Design Considerations:** What construction methods, environmental factors (e.g. soil classifications, groundwater conditions, surface topography, and geology), and proposed mitigation techniques are in the report support waiving the separation distance requirement for the potential source(s) of contamination? Are there details of the system design addressing environmental factors in the drawings?
 | *18 AAC**80.020(c)(2-3)**18 AAC 80.020(c)(4)(C)(i)* |
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| 1. **Risk Mitigation:** Does the engineer report include details of the component(s) or object(s) posing a potential risk (wastewater system, sewer etc.) and details showing they are or will be constructed and operated in an approved manner, meet minimum engineering standards, and do not present a substantial risk to the water system?
 | *18 AAC* *80.020(c)(2)-(4)* |
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| 1. **Water Source Protection:** Are details included of the system design that will prevent contamination of the source at the lesser separation distance(s)?
 | *18 AAC 80.020(c)(4)(C)(ii)* |
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| 1. **Other Site Information:** What other information is provided that may assist the Department in assessing the effect of the proposed lesser separation distance on the public drinking water system?
 | *18 AAC 80.020(c)(4)(D)* |
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