



Onondaga County Health Department

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Approval of Plans and Completed Works for Public Water Supplies

A Public Water Supply (PWS) is defined as a "... community, non-community or non-transient, non-community water system, which provides piped water to the public for human consumption, if such system has at least five service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year ...". These include but are not limited to Water Authorities, Municipalities, Mobile Home Parks, Apartment Complexes, Businesses, Schools, Restaurants, Hotels/Motels, Campgrounds, and Pools/Beaches. In Onondaga County these PWSs are regulated by the Onondaga County Health Department

Pursuant to New York State Sanitary Code Subpart 5-1.22, 10NYCRR, "(a) No supplier of water shall make, install or construct, or allow to be made, installed or constructed, a public water system or any addition or deletion to or modification of a public water system until the plans and specifications have been submitted to and approved by the [Onondaga County Health Department and/or the New York State Department of Health] ... (d) The supplier of water shall receive the approval of the [Onondaga County Health Department and/or the New York State Department of Health] before placing into service any public water system constructed under the requirements of this section."

Plans and Specifications

- The plans for water source(s), treatment, storage and distribution system must be prepared, stamped and signed by a New York State Design Professional (e.g. Licensed Professional Engineer or Registered Architect). At our discretion the Onondaga County Health Department may allow Well Drillers, Plumbers, Certified Operators, and other Water Professionals to prepare plans to be reviewed, stamped and signed by our Professional Engineers on staff.
- All plans must meet or exceed the minimum standards in all applicable codes including Subpart 5-1, 10NYCRR; Recommended Standards for Water Works, 2012 edition; Appendix 5-B: Standards for Water Wells and Supplemental Information; Appendix 5-D: Special Requirements for Wells Serving Public Water Systems; American Water Works Association Standards and any revisions as accepted by the New York State Department of Health. All plans will be reviewed and approved pursuant to these standards.
- Applicable forms must be completed for the proposed work:
 - Notice of Intent Form (DOH-154)
 - Application for Approval of Plans for Public Water Supply Improvement (DOH-348)
 - Fluoridation Data Sheet – Application for approval to fluoridate a public or institutional water supply (DOH-355)

- Application for Approval of Backflow Prevention Devices (DOH-347)
- Either NYS DEC Well Completion Form or NYS DOH Form Gen-109 – Well Driller's Log and Report

Above listed forms must be submitted with NYS Design Professional stamped and signed plans and specifications.

Procedure for Submission

- 1) Applicant's Engineer/Architect submits application forms and three (3) copies of stamped and signed sets of the engineering report, plans and specifications to the Health Department.
- 2) Health Department reviews application, plans and specifications and consults with applicant or engineer as necessary. Modifications, addendum information or additional specifications are requested if necessary. Review and initial comment will occur prior to 20 working days after initial submission. Resubmission of changed plans/specifications by applicant or engineer to Health Department occurs as necessary.
- 3) Health Department issues the Approval of Plans for Public Water Supply Improvement (DOH 1017) to applicant and sends copy of approved plans to appropriate agencies. [NYS DOH Bureau of Public Water Supply Protection may require submission to and approval of plans by that department in many circumstances. If in doubt, please contact the health department regarding the necessary approval agencies.]
- 4) Applicant/Engineer must notify the Health Department prior to construction. Once construction has begun, the applicant/engineer must notify the Health Department 60 days in advance of the completion date.
- 5) Once completed, the engineer must submit a letter to the Health Department (and other agencies) indicating that the construction is complete and in compliance with the approved plans and specifications. This letter should also indicate compliance with Subpart 5, 10NYCRR, and assure that all equipment is operable and all facilities are disinfected.
- 6) Health Department will issue an Approval of Completed Works (DOH-1032). Public use of the water supply is prohibited until all applicable approvals have been issued.

Details of Plans and Specifications shall include, but not be limited to the following:

- Well Construction and Log (DEC form or NYS DOH GEN-109 form)
- Well Protection (Separation Distances)
- Distribution/Service Line Construction and Detail
- Treatment Detail and Equipment Specifications (“Cut Sheets”)
- Piping Detail
- Storage Detail
- AWWA/NSF Certifications for Materials and Equipment
- Calculations such as:
 - Demand
 - Disinfection/Contact Time
 - Other Treatment Detail (If Applicable)
 - Pressure Certification
 - Storage
 - Pump Size/Curve

Required Testing for New Water Sources

Community Water Supplies	Non-Transient, Non-Community Water Supplies	Non-Community Water Supplies
<i>Municipalities, Mobile Home Parks, Apartment Complexes</i>	<i>Businesses, Schools meeting criteria – Water regularly serves at least 25 of the same people, 4 hours or more per day, for 4 or more days per week, for 26 or more weeks per year.</i>	<i>Restaurants, Hotels/Motels, Campgrounds, Pools/Beaches</i>
Quantity Parameters		
Draw Down (Pump Test for Sustained Yield)	Draw Down (Pump Test for Sustained Yield)	Draw Down (Pump Test for Sustained Yield)
Quality Parameters		
<i>Complete Part 5 Analysis</i>	<i>Complete Part 5 Analysis</i>	<i>Limited Part 5 Analysis</i>
Microbiological (Total Coliform, E. Coli)	Microbiological (Total Coliform, E. Coli)	Microbiological (Total Coliform, E. Coli)
Volatile Organic Compounds (VOC)	Volatile Organic Compounds (VOC)	Volatile Organic Compounds (VOC)
Inorganic Chemicals (IOC) – Drinking Water Metals I, II, Non-metals (including Iron, Manganese, Sulfate, Zinc, Sodium)	Inorganic Chemicals (IOC) – Drinking Water Metals I, II, Non-metals (including Iron, Manganese, Sulfate, Zinc, Sodium)	Iron, Manganese
Synthetic Organic Chemicals (SOC) – Group I & II (Dioxin, Diquat, Endothall & Glyphosate waived)	Synthetic Organic Chemicals (SOC) – Group I & II (Dioxin, Diquat, Endothall & Glyphosate waived)	MTBE
Radionuclides (including Radon)	Radionuclides (including Radon)	N/A
Physical Characteristics – Including Color, Odor, Calcium, Hardness, Turbidity, pH, Langlier Index, Suspended Solids, Hydrogen Sulfide, UV Absorbance or UV Transmittance)	Physical Characteristics – Including Color, Odor, Calcium, Hardness, Turbidity, pH, Langlier Index, Suspended Solids, Hydrogen Sulfide, UV Absorbance or UV Transmittance)	Physical Characteristics – Including Color, Odor, Calcium, Hardness, Turbidity, pH, Langlier Index, Suspended Solids, Hydrogen Sulfide, UV Absorbance or UV Transmittance)
Nitrate	Nitrate	Nitrate
Nitrite	Nitrite	Nitrite