

NEW* Limited Use Public Water Systems

*Initially constructed on or after 1/1/1993

First, to Construct (see 64E-8.002(1)-(7), F.A.C.):

- Submit Form DH 4092B, 9/07, Application for Limited Use Water System **Construction**
- Submit **\$90** Limited Use Water System Construction permit fee
- Submit site plan and construction plan (x 2)
- Submit well completion report (if already installed)
- Satisfactory **sanitary survey** shall be performed by CHD per 64E-8.002(7)(c) (if **well** is already installed, verify setback requirements and well construction standards of 62-532)
- Water system **construction permit** shall be issued by CHD per 64E-8.002(7) and (8) (good for 18 months)

Then, to Obtain:

Annual Operating Permit (see 64E-8.002(10), F.A.C.):

- Submit Form DH 4092A, 9/07, Application for Limited Use Water System **Operation**
- Submit well completion report (if not previously submitted above)
- Submit satisfactory 5-day bacteriological survey of source water (flushed, raw tap)
- Submit satisfactory 2-day bacteriological survey of finished water (flushed, distribution tap)
- Submit satisfactory Nitrate analysis (flushed, raw tap)
- Submit satisfactory Lead analysis (first-draw, undisturbed for 6 hours, distribution tap)
- Satisfactory **inspection** shall be performed by CHD per 64E-8.002(10)(a)1: (**well** must meet setbacks and construction stand's of 62-532; **water system must meet standards of 64E-8.002(3)-(6) and .005, F.A.C.***)
- Water System Data Sheet shall be completed by CHD
- Operating permit** shall be issued by CHD per 64E-8.002(10)(a)
 - o **Quarterly bacteriological analysis:** Submit 1 satisfactory bacteriological sample of finished water per calendar quarter (flushed, distribution tap)
 - o **Chemical analysis:** Perform Lead and Nitrate analysis every 36 months(community) or every 60 months(commercial)
 - o **Annual inspection** shall be performed by CHD per 64E-8.004(4)
 - o **Annual bacteriological sample** of finished water shall collected by CHD (flushed, distribution tap) - may count as quarterly sample
 - o **Annual renewal** of operating permit by October 1st of each year: \$90 fee (\$30 for FDCs)

Or Registration (see 64E-8.002(10) and 64E-8.004(5)(a), F.A.C.):

- Submit Form DH 4092A, 9/07, Application for Limited Use Water System Operation
- Submit Form DH 4095, 9/07, Application for Limited Use **Registration** and one-time **\$15 fee**
- Submit well completion report (if not previously submitted above)
- Submit satisfactory 5-day bacteriological survey of source water (flushed, raw tap)
- Submit satisfactory 2-day bacteriological survey of finished water (flushed, distribution tap)
- Submit satisfactory Nitrate analysis (flushed, raw tap)
- Submit satisfactory Lead analysis (first-draw, undisturbed for 6 hours, distribution tap)
- Satisfactory **inspection** per 64E-8.002(10)(a)1 and verification of eligibility/**no public consumption** per 64E-8.004(5)(a) shall be performed by CHD (**well** must meet setback requirements and construction standards of 62-532; **water system must meet standards of 64E-8.002(3)-(6) and .005, F.A.C.***)
- Water System Data Sheet shall be completed by CHD
- Registration permit/letter** shall be issued by CHD per 64E-8.002(10) and .004(5)(a).
 - o **Annual bacteriological analysis:** Submit 1 sample of finished water annually (flushed, distrib. tap)
 - o Renewal of registration is NOT required, unless there is a change of owner or business activity, or if annual sampling is not performed (see 64E-8.004(5)(e) and (f)).

*64E-8.002(3)-(6), F.A.C.

- (3) Water systems shall be equipped with:
- (a) A conveniently accessible, non-threaded downward opening tap, at least 12 inches above grade between the source and any storage or treatment equipment.
 - (b) A working pressure gauge.
 - (c) A six (6) foot by six (6) foot by four (4) inch thick concrete apron centered around the well.
 - (d) An aboveground check valve between the raw water source tap and the disinfectant injection point (for systems with chemical disinfection).
 - (e) A well vent as described in section 62-555.320(8)(c), F.A.C.... unless the criteria for exemption listed in that section are met.
- (4) Systems shall be sized and designed as follows, unless designed by a professional engineer:
- (a) Calculate Peak Demand (PD) as follows: $PD = (GPD / T) \times 0.1 + IF$, where: PD is Peak Demand in Gallons per minute (GPM); GPD is projected Gallons per day from section 64E-6.008, F.A.C., Table I; T is daily time of system operation in hours (Use 16 for limited use community systems or facilities open 10 or more hours per day; use 8 for all other facilities); IF is the Irrigation flow factor (Use 5 if site has lawn or landscaping; use 0 if site has none).
 - (b) Minimum storage tank size:
 - 1. A hydropneumatic tank shall be at least 10 times the PD. For a flexible diaphragm or bladder tank, the amount of water delivered between pump shutdown and start shall equal or exceed the PD. Therefore: **Gross Storage Tank Volume, no disinfection = PD × 10;**
Drawdown Volume, bladder tank = PD
 - 2. (See actual F.A.C. for treatment criteria where continuous disinfection is required to remove confirmed microbiological contamination)
 - (c) Pump capacity shall be as large as the PD.
 - (d) Filtration to remove oxidation precipitates shall be required if they invalidate microbiological tests.
 - (e) Beginning on the effective date of this rule, systems supplied by surface water or cisterns, and systems supplied by groundwater where continuous disinfection is required but is not designed according to Table 1 above, must be designed by a professional engineer and must include treatment designed according to Chapters 3 and 4 of the *Guidance Manual for Compliance with the Filtration and Disinfection Requirements for Public Water Systems Using Surface Water Sources*, March 1991 Edition. All such plans must be reviewed and approved by the Department's Bureau of Water Programs.
- (5) Piping:
- (a) Inside pipe diameter size requirements are as listed in Table 2, unless designed by a professional engineer (See actual F.A.C. for Table 2)
 - (b) Potable water pipes shall be no closer than five (5) feet horizontally to building sewer pipes and effluent transmission lines of an onsite sewage treatment and disposal system (OSTDS) as defined in section 64E-6.002, F.A.C. This separation shall not apply where all portions of the bottom of the water pipe within five (5) feet of the sewer pipe are a minimum of twelve (12) inches above the top of the sewer pipe, or the water pipe is sealed with a waterproof sealant within a sleeve of similar or stronger material pipe to a distance of at least five (5) feet from the nearest portion of the sewer pipe.
 - (c) Potable water pipes shall meet all separation requirements to sanitary or storm sewers, wastewater or stormwater force mains, and reclaimed water pipelines as described in section 62-555.314, F.A.C.
 - (d) Potable water pipes shall be no closer than 10 feet horizontally to an OSTDS unless such water pipes are sealed with a waterproof sealant within a sleeve of similar or stronger material pipe to a distance of at least 10 feet from the nearest portion of the OSTDS. In no case shall the sleeved water pipe be located within 24 inches laterally of the OSTDS. Water pipes within five (5) feet of a drainfield shall not be located at an elevation lower than the drainfield absorption surface.
 - (e) Both new and replacement pipes shall be no more than 8.0% lead, and new and replacement flux or solders shall be no more than 0.2% lead.
- (6) All equipment shall be installed and operated in accordance with manufacturer's instructions and specifications. Only food or water-grade chemicals, equipment and materials shall be used. These items shall meet the standards of the U.S. Food and Drug Administration under Title 21 of the Code of Federal Regulations (CFR) Parts 170-199, April 1, 2007; or meet the National Sanitation Foundation/American National Standards Institute, NSF/ANSI Standard 60-2005, entitled *Drinking Water Treatment Chemicals - Health Effects*, and NSF/ANSI Standard 61-2007, entitled *Drinking Water System Components - Health Effects*.

*64E-8.005, F.A.C.

- (1) The following operating standards shall apply to all Limited Use Public Water Systems:
- (a) All components shall function properly at all times.
 - (b) Should the system shut down, the supplier shall take steps to restore it immediately. The supplier shall alert all users in advance of maintenance that will cause pressure loss or water quality change. The supplier shall follow the standards outlined in the *Guidelines for the Issuance of Precautionary Boil Water Notices*.
 - (c) The supplier shall alert the CHD twenty-four (24) hours in advance where possible, but no later than the next business day after any shutdown or treatment failure, or within twenty-four (24) hours after discovering sabotage or vandalism to the water system.
 - (d) (See actual F.A.C. for disinfection equipment criteria)
 - (e) The system shall maintain a minimum water pressure of 20 psi throughout the water system at all times.
 - (f) The water system shall contain no cross-connections.
- (2) The following maintenance standards shall apply to all Limited Use Public Water Systems:
- (a) All components shall be in good repair and used as intended.
 - (b) Replacement of components shall be with new/like-new products, approved per section 64E-8.002(6) and equal to those originally approved.
 - (c) The vicinity within 5 feet of the water system and well shall be free of vegetation, debris and hazards.
 - (d) If an emergency modification is performed, the supplier must apply for system modification per section 64E-8.002 on the next business day.
 - (e) The supplier shall record the date and type of all maintenance and repairs performed on the system in a log kept on the premises.
 - (f) Systems vulnerable to vandalism shall be secured, but any enclosure shall not restrict visibility or authorized access for inspection.
 - (g) The upper end of the well casing shall be watertight except for vents which shall be directed downward and protected with 20-mesh screen.
 - (h) Any chemical which could contaminate the water supply shall not be stored within 25 feet of the well head unless the chemical container is in an additional, aboveground containment structure capable of containing the full volume of the chemical.

EXISTING* Limited Use Public Water Systems

*Initially constructed prior to 1/1/1993

To Obtain Annual Operating Permit (see 64E-8.004(2), F.A.C.):

- Submit Form DH 4092A, 9/07, Application for Limited Use Water System **Operation**
- Submit **\$90** Initial Operating permit fee, **\$45** if April 1-Sept 30 (\$30/\$15 for FDCs)
- Submit site plan, construction plan and well completion report
- Submit satisfactory 2-day bacteriological survey of source water (flushed, raw tap)
- Submit satisfactory 1-day bacteriological sample of finished water (flushed, distribution tap)
- Submit satisfactory Nitrate analysis (flushed, raw tap)
- Submit satisfactory Lead analysis (first-draw, undisturbed for 6 hours, distribution tap)
- Satisfactory **inspection** shall be performed by CHD per 64E-8.004(2)(c) (**well and water system must meet setbacks and other requirements of 64E-8.004(2)(b) and .005, F.A.C.***)
- Water System Data Sheet shall be completed by CHD
- Operating permit** shall be issued by CHD per 64E-8.004(2)(c), F.A.C.
 - o **Quarterly bacteriological analysis:** Submit 1 satisfactory bacteriological sample of finished water per calendar quarter (flushed, distribution tap)
 - o **Chemical analysis:** Perform Lead and Nitrate analysis every 36 months(communitiy) or every 60 months(commercial)
 - o **Annual inspection** shall be performed by CHD per 64E-8.004(4), FAC.
 - o **Annual bacteriological sample** of finished water shall be collected by CHD (flushed, distribution tap) - may count as quarterly sample
 - o **Annual renewal** of operating permit by October 1st of each year - \$90 fee (\$30 for FDCs)

To Obtain Registration (see 64E-8.004(5)(b), F.A.C.):

- Submit Form DH 4092A, Application for Limited Use Water System Operation and one-time **\$90 fee** (fee is waived if converting from a currently permitted system to a Registered system)
- Submit Form DH 4095, Application for Limited Use **Registration** and one-time **\$15 fee**
- Submit site plan, construction plan and well completion report
- Submit satisfactory 2-day bacteriological survey of source water (flushed, raw tap). This can be waived if certain criteria are met (see 64E-8.004(5)(b)5.a)
- Submit satisfactory 1-day bacteriological sample of finished water (flushed, distribution tap). This can be waived if certain criteria are met (see 64E-8.004(5)(b)5.a)
- Submit satisfactory Nitrate analysis (flushed, raw tap). This can be within the last 5 years.
- Submit satisfactory Lead analysis (first-draw, undisturbed for 6 hours, distribution tap). This can be within the last 5 years.
- Satisfactory **inspection** and verification of eligibility/**no public consumption** shall be performed by CHD per 64E-8.004(5)(c) (**well and water system must meet setbacks and other requirements of 64E-8.004(2)(b)1-5 and .005, F.A.C.***)
- Water System Data Sheet shall be completed by CHD
- Registration permit/letter** shall be issued by CHD per 64E-8.004(5)(c)
 - o **Annual bacteriological analysis:** Submit 1 bacteriological sample of finished water annually (flushed, distribution tap)
 - o Renewal of registration is NOT required, unless there is a change of water system owner or business activity, or annual sampling is not performed (see 64E-8.004(5)(e) and (f)).

***64E-8.004(2)(b), F.A.C.**

(b) The following requirements shall apply to Existing systems:

1. Minimum setback distances listed in section 64E-8.002(2) shall be met except that a system supplied by a well constructed prior to January 1, 1972 that is greater than or equal to fifty (50) feet from an OSTDS, or a well constructed prior to January 1, 1993 that is greater than or equal to seventy-five (75) feet from an OSTDS, shall be accepted without a variance if the OSTDS is in compliance with chapter 64E-6, F.A.C.
2. The well must meet the construction standards that were required at the time of original installation for potable wells.
3. The system must maintain a minimum water pressure of 20 psi throughout the water system at all times.
4. The system shall contain no cross-connections.
5. The system must be equipped with a raw water source tap as described in section 64E-8.002(3)(a) or, at a minimum, an outside untreated water tap or hose bib.
6. The system must meet all other operating and maintenance standards of section 64E-8.005.
7. Existing systems supplied by surface water or cisterns must meet the design and treatment standards of section 64E-8.002(4)(e).

***64E-8.005, F.A.C.**

(1) The following operating standards shall apply to all Limited Use Public Water Systems:

- (a) All components shall function properly at all times.
- (b) Should the system shut down, the supplier shall take steps to restore it immediately. The supplier shall alert all users in advance of maintenance that will cause pressure loss or water quality change. The supplier shall follow the standards outlined in the *Guidelines for the Issuance of Precautionary Boil Water Notices*.
- (c) The supplier shall alert the CHD twenty-four (24) hours in advance where possible, but no later than the next business day after any shutdown or treatment failure, or within twenty-four (24) hours after discovering sabotage or vandalism to the water system.
- (d) (See actual F.A.C. for disinfection equipment criteria)
- (e) The system shall maintain a minimum water pressure of 20 psi throughout the water system at all times.
- (f) The water system shall contain no cross-connections.

(2) The following maintenance standards shall apply to all Limited Use Public Water Systems:

- (a) All components shall be in good repair and used as intended.
- (b) Replacement of components shall be with new/like-new products, approved per section 64E-8.002(6) and equal to those originally approved.
- (c) The vicinity within 5 feet of the water system and well shall be free of vegetation, debris and hazards.
- (d) If an emergency modification is performed, the supplier must apply for system modification per section 64E-8.002 on the next business day.
- (e) The supplier shall record the date and type of all maintenance and repairs performed on the system in a log kept on the premises.
- (f) Systems vulnerable to vandalism shall be secured, but any enclosure shall not restrict visibility or authorized access for inspection.
- (g) The upper end of the well casing shall be watertight except for vents which shall be directed downward and protected with 20-mesh screen.
- (h) Any chemical which could contaminate the water supply shall not be stored within 25 feet of the well head unless the chemical container is in an additional, aboveground containment structure capable of containing the full volume of the chemical.

Water System Permitting Checklist Group Homes and ALFs

Below is a summary of the Department of Health's (DOH) requirements for the proper permitting and conversion of existing private residential well water systems to supply group homes and ALFs (licensed/regulated by DCF, AHCA, or APD)¹. These water systems are classified as **Limited Use Community Public Water Systems** as defined in Chapter 381.0062 of the Florida Statutes, and therefore must obtain an annual operating permit from the local DOH County Health Department (CHD). The specific requirements vary slightly based on the original construction date of the well, as indicated in the checklists below. If a well/water system does not meet the applicable 64E-8 setbacks or construction criteria listed, the supplier may request a variance through the local CHD as described in Chapter 64E-8.009, F.A.C.

All Limited Use Public Water System forms are available at the following DOH/Bureau of Water Programs website: <http://www.doh.state.fl.us/environment/water/manual/enc1.htm>

The local CHD can provide further instructions on permitting, water testing and variance requests. CHD contact information is available at <http://www.doh.state.fl.us/environment/index.html>

Please note that Limited Use Public Water Systems, based on the threshold set by the Safe Drinking Water Act, are limited to serving up to 24 people per day (residents/patients and employees combined). If there will be more than 24 people per day, the water system must be regulated by the Department of Environmental Protection.

¹ Water systems serving Adult Family Care Homes regulated by AHCA, and Foster Homes regulated by either DCF or APD are exempt from these requirements.

If the well was constructed PRIOR TO 1/1/1993:

- Submit Form DH 4092A, 9/07, Application for Limited Use Public Water System Operation
- Submit **\$90** Initial Operating Permit fee, or **\$45** if April 1-Sept 30 (half-year prorated)
- Submit site plan, construction plan and well completion report
- Submit satisfactory 2-day bacteriological survey of source water (raw tap)
- Submit satisfactory 1-day bacteriological sample of finished water (distribution tap)
- Submit satisfactory Nitrate analysis of source water (raw tap)
- Submit satisfactory Lead analysis (first-draw, undisturbed for 6 hours, distribution tap)
- Satisfactory **inspection** shall be performed by CHD per 64E-8.004(2)(c) (*well and water system must meet setbacks and other requirements of 64E-8.004(2)(b)* and .005***, F.A.C.*)
- Operating permit shall be issued by CHD per 64E-8.004(2)(c), F.A.C.
 - o **Quarterly bacteriological analysis:** Submit 1 satisfactory finished sample per quarter (distribution tap)
 - o **Chemical analysis:** Perform Lead and Nitrate analysis every 36 months (3 years)
 - o **Annual inspection** shall be performed by CHD per 64E-8.004(4), FAC.
 - o Annual bacteriological sample of finished water shall be collected by CHD (distribution tap)
 - o **Annual renewal** of operating permit required by October 1st each year - **\$90 fee**

If the well was constructed AFTER 1/1/1993 (or for new wells):

- Submit Form DH 4092B, 9/07, Application for Limited Use Public Water System Construction
- Submit Form DH 4092A, 9/07, Application for Limited Use Public Water System Operation
- Submit **\$90** Initial Construction and Operating Permit fee
- Submit site plan, construction plan and well completion report
- Submit satisfactory 5-day bacteriological survey of source water (raw tap)
- Submit satisfactory 2-day bacteriological survey of finished water (distribution tap)
- Submit satisfactory Nitrate analysis of source water (raw tap)
- Submit satisfactory Lead analysis (first-draw, undisturbed for 6 hours, distribution tap)
- Satisfactory **inspection** shall be performed by CHD per 64E-8.002(10)(a)1: (*well must meet all current setbacks and Limited Use well construction standards of Chapter 62-532, F.A.C., such as 100' to septic systems and specific well grouting criteria; water system must meet 64E-8.002(3)-(6)** and .005***, F.A.C.*)
- Operating permit shall be issued by CHD per 64E-8.002(10)(a), F.A.C.
 - o **Quarterly bacteriological analysis:** Submit 1 satisfactory finished sample per quarter (distribution tap)
 - o **Chemical analysis:** Perform Lead and Nitrate analysis every 36 months (3 years)
 - o **Annual inspection** shall be performed by CHD per 64E-8.004(4), FAC.
 - o Annual bacteriological sample of finished water shall be collected by CHD (distribution tap)
 - o **Annual renewal** of operating permit required by October 1st each year - **\$90 fee**

Multifamily Water Systems

(see 64E-8.003, F.A.C.)

- Submit Form DH 4092B, 9/07, Application for Multi-family Water System **Construction**
- Submit **\$75** Multi-family Water System Construction application fee
- Submit site plan and construction plan
- Submit well completion report (if already installed)
- Satisfactory **sanitary survey** shall be performed by CHD per 64E-8.003(3)(c) (if well is already installed, verify setbacks and construction requirements of 62-532)
- Water system **construction permit** shall be issued by CHD per 64E-8.003(3) and (4) (good for 18 months)
- Submit satisfactory 2-day bacteriological survey of source water (flushed, raw tap)
- Submit satisfactory 1-day bacteriological sample of finished water (flushed, distribution tap)
- Submit satisfactory Nitrate analysis (flushed, raw tap)
- Submit satisfactory Lead analysis (first-draw, undisturbed for 6 hours, distribution tap)
- Satisfactory **inspection** shall be performed by CHD per 64E-8.003(6) or (7)(c) (well and water system must meet setbacks and construction requirements of 64E-8.003(1) or (7), and 62-532)
- Water System Data Sheet shall be completed by CHD
- Written approval** shall be issued by CHD per 64E-8.003(6) or (7)(c)
- No annual permit, inspection or sampling is required unless classification changes to a public water system.

Public Consumption and Registrations

Limited Use Commercial water systems that do not provide water for public consumption as described in the definition in 381.0062, F.S., can be Registered.

381.0062(6)(b), F.S.: Any establishment with a limited use commercial public water system which does not make tap water available for public consumption and meets the water quality standards and installation requirements established by the department shall be **exempt from obtaining an annual operating permit** from the department....

381.0062, F.S.: "**Public consumption**" means oral ingestion or physical contact with water by a person for any purpose other than cleaning work areas or simple handwashing. Examples of public consumption include, **when making food or beverages available to the general public***, water used for **washing food, cooking utensils, or food service areas** and water used for **preparing food or beverages**; washing surfaces accessed by children as in a **child care center or similar setting**; washing medical instruments or surfaces accessed by a patient; any water usage in **health care facilities**; emergency washing devices such as **eye washing sinks**; washing in **food processing plants** or establishments like slaughterhouses and packinghouses; and water used in **schools**.

Examples of PUBLIC CONSUMPTION

Food/beverage preparation (for general public)	Food/beverage service (for general public)
Water fountains (for general public)	Ice (for general public)
Washing food/dishes/utensils (for general public)	Food/beverage processing
Cleaning of food service areas (for general public)	Washing surfaces accessed by children
Schools	Child care centers/daycares
Washing surfaces accessed by patients	Health care facilities
Washing medical instruments	Emergency eye-wash sinks/devices

***General public:** See Memo HSEW 2006-01 dated November 7, 2006 (attached).

- Includes customers, clients, flow-through traffic, church attendees, and members of organizations
- Does not include employees

Examples of systems that ARE NOT eligible for Registration:

Example 1: Any facility with greater than 25 employees – considered DEP system.

Example 2: Dairy (food processing = public consumption)

Example 3: Shellfish processing facility (food processing = public consumption)

Example 4: Division of Forestry workstation/tower site with two (2) or more employee/rental residences – considered Limited Use Community system.

Example 5: Church WITH a kitchen, public water fountain, school, or daycare.

Example 6: Any type of school, daycare, health care facility, or food processing plant.

Example 7: Any system that requires treatment equipment to correct bacteriological contamination or a chemical MCL/HAL (unless actively managed by state remediation program).

Examples of systems that ARE eligible for Registration:

Example 1: Business/store/office with less than 25 employees, public restroom for customers/ flow-through traffic, no food or beverage processing, and no food, beverages, water fountain, or coffee for customers.

Example 2: Hair salon that uses water for hair/handwashing, no public water fountain.

Example 3: Park with public restroom facilities; no water fountain.

Example 4: Fire department with 10 employees; no public water fountain provided.

Example 5: Division of Forestry workstation/tower site; no public water fountain provided; no more than one (1) employee/rental residence.

Example 6: Church WITHOUT a kitchen, public water fountain, school, or daycare.

CHURCHES

NOTE: All classifications below assume that there are less than 25 daily employees/workers.

If water IS provided for Public Consumption (per definition):

- Less than 25 attendees (any number of days per year) – DOH **Permitted** LU Commercial
- 25 or more attendees for less than 60 days per year – DOH **Permitted** LU Commercial
- 25 or more attendees for 60 or more days per year – **DEP (must be oral consumption* by attendees)**

***Oral consumption (DEP criteria):** Consumption of water through water fountains, cups, water-based beverages, dishwashing, and water used in food preparation. Does not include industrial food or beverage processing.

If water IS NOT provided for Public Consumption (per definition):

- Any number of attendees for any number of days per year – DOH **Registered**

Permitting or Registering water systems that serve churches:

Churches supplied by a limited use commercial public water system should be permitted or registered according to the checklists provided:

- If initially installed prior to 1/1/1993, use the “Existing” system checklist.
- If initially installed on or after 1/1/93, use “New” system checklist.

Transferring a water system to DEP:

In order to transfer a system to DEP due to a change in system criteria or upon realizing that a currently permitted or Registered system should be regulated by DEP based on the above classification criteria, you should complete an Interagency Transfer form (attached) and send it to the DEP Drinking Water district office in your area. It is advisable to perform a joint inspection at the facility with DEP to confirm the classification of the system.