

Drinking Water Source Protection Program (DWSP2) Plan Template

Description

This is a template for writing a Drinking Water Source Protection Program (DWSP2) Plan. After all data is compiled following the DWSP2 Framework, the template below can be used to write a drinking water source protection plan. Each item of the template provides what should be included in that section and some example language. The language in this template can be used as an example or a jumping off point for further discussion by a community. Communities are encouraged to tailor their DWSP2 Plan to fit local needs. A community may choose to include additional information that is not covered in the DWSP2 Framework. Such information should be discussed within the applicable section of the Plan.

The template references a Data Summary (Microsoft [Word](#) and [Excel](#) version), a tool to summarize data gathered throughout the DWSP2 Planning process. The template and Data Summary were created to follow the phases and key components of the [Drinking Water Source Protection Program \(DWSP2\) Framework](#). It is noted throughout the template where information from the Data Summary can be used in the DWSP2 Plan. The Data Summary provides many pre-formatted tables that were created to be included in a DWSP2 Plan for a community to utilize. These tables, and any tables or figures a community chooses to use, can be included within the text document itself or they can be gathered together at the end of the Plan. An example tables and figures section is included in this template and is optional.

A community's DWSP2 Plan should provide enough information for the public to understand their drinking water source and what efforts are being done to protect it. The stakeholder group should be involved throughout the development, implementation, and progression of the plan. Prior to the plan being submitted to the state, the stakeholder group should agree that the plan is complete.

Communities are reminded to thoroughly review the protection plan and ensure all necessary information is included.

Cover Page

Include:

- Document Title
- System Name
- Community Name(s)
- Who prepared the DWSP2 Plan
- Date of DWSP2 Plan Completion

Cover Page Example:

**[Community]'s
Drinking Water Source Protection Program (DWSP2) Plan**

System Name: [Public Water Supply (PWS) Name]

Community: [Community Name(s)]

Prepared by: [authors and/or organizations]

Completed on: [date]

Table of Contents

A table of contents should be created for the final DWSP2 Plan.

Introduction

Describe the purpose of the document and explain the steps taken (using the Framework) to develop the plan. This section should include:

- Details on the document (community, authors, date, etc.)
- Drinking water source(s) the plan is aiming to protect
- Importance of source water protection
- History or background information for the source water
- Any Technical Assistance (TA) Provider involvement (who are they, what tasks did they assist with, etc.)
- A brief description of any previous studies or plans that were used in the development of the DWSP2 Plan. Examples may include previous source water studies (e.g. Source Water Assessment Program Plan (SWAP Plan), wellhead protection plans, etc.).

Introduction Example:

This DWSP2 Plan was prepared to protect the local source water by [authors] using the DWSP2 Framework for [community] and completed on [date]. The plan evaluates [source water name] a [type] type. The PWS Name for the source is [PWS name] and ID [PWS ID]. The [source water] was developed to supply the [community] with drinking water in [date]. Currently, the [source water] supplies [population] in [counties].

The purpose of developing the DWSP2 Plan for [source water(s)] is to protect public health and safety, and the environment. It is important that source water protection becomes a priority to ensure quality drinking water for years to come.

[Community] utilized the previous SWAP Plan undergone in [year]. In addition, [community] worked with [TA provider] to get the most out of their source water protection efforts. The development of the DWSP2 Plan was a 1-year process and implementation of the DWSP2 Plan began/will begin on [date].

Stakeholder Group

1.1 Form a Stakeholder Group

Discuss component [1.1 Form a Stakeholder Group](#) of the Framework. This section should include:

- A list of Stakeholder Group members, including each stakeholder's affiliation(s), role(s) and responsibilities
- How often the group met and will continue to meet, meeting descriptions etc.
- How the public was involved throughout the development of the DWSP2 Plan.

Data Summary section 1.1 Form a Stakeholder Group includes most of the information above and can be attached to the DWSP2 Plan for reference.

1.1 Form a Stakeholder Group Example:

A stakeholder group was formed for this effort and consists of people from a multitude of backgrounds including [example, example, example]. The stakeholder group established monthly meetings to maintain progress on the DWSP2 Plan. A full list of Stakeholder group members and meetings were documented and can be found in Tables 1-2 (Data Summary section 1.1 and 1.2) on page [number].

****Include details on stakeholder group expertise/contribution/selection process****

In addition to regular meetings, the stakeholder group initiated semi-annual public forums to inform and gain feedback from the community.

1.2 Establish Goals and Formulate a Vision

Discuss component [1.2 Establish Goals and Formulate a Vision](#) of the Framework. This section should include:

- Goals established by the stakeholder group for the DWSP2 Plan
- Motivation or background information for the selected goals
- Vision statement for the community's DWSP2 Plan

Data Summary section 1.2 Establish Goals and Formulate a Vision includes most of the information above and can be attached to the DWSP2 Plan for reference.

1.2 Establish Goals and Formulate a Vision Example:

The stakeholder group met to establish goals and formulate a vision. It was established that the strongest motivation(s) for creating this DWSP2 Plan were [example, example, example]. With these in mind, [number] of goals were outlined for [community]'s DWSP2 Plan and these can be found in Table 3 (Data Summary section 1.2) on page [number]. The overall vision statement for [community]'s DWSP2 Plan is [Vision Statement].

Drinking Water Source Assessment

2.1 Develop and Overview of the Water System

Summarize component [2.1 Develop an Overview of the Water System](#) of the Framework. This section should include:

- A summary of the water system's history, including water quality and quantity information. Past and present issues relevant to the water system should also be discussed in this section.
- A reference list or a short summary of who or where the information came from should be included in this section.

Data Summary section 2.1 Develop an Overview of the Water System includes most of the information above and can be attached to the DWSP2 Plan for reference.

2.1 Develop an Overview of the Water System Example:

An overview of the water system was prepared by [author] and can be found in Table 4 (Data Summary section 2.1) on page [number]. This overview was completed on [date] and should be re-evaluated every [number] years. A reference list of where the information was obtained is included below.

2.2 Prepare a Drinking Water Source Protection Map

Attach all Drinking Water Source Protection Map(s) from component [2.2 Prepare a Drinking Water Source Protection Map](#) of the Framework. At a minimum, the map(s) should include:

- Delineated source water protection areas (ownership and control or control and monitoring area, critical area, source water area and additional protection area(s))
- Potential contaminant sources within source water protection areas
- Applicable mapping resources used

Discuss component [2.2 Prepare a Drinking Water Source Protection Map](#) of the Framework. This section should include:

- The choice of software used to generate the map.
- A description of the ownership and control or control and monitoring area, critical area, source water area, and additional protection area(s).
- Any applicable studies (e.g. Wellhead Protection Plan) or technical assistance that were used to determine each protection area and/or delineation method.
- How the community decided on the buffer distance for the critical area and what model or process was used to delineate it.
- Any local knowledge used to adjust the source water protection area boundaries.

Data Summary section 2.2 Prepare a Drinking Water Source Protection Map includes most of the information above and can be attached to the DWSP2 Plan for reference.

2.2 Prepare a Drinking Water Source Protection Map Example:

A drinking water source protection map was prepared by [author(s)] using [GIS software]. [Community] made use of the previous SWAP and a wellhead protection plan to complete the updated DWSP2 map(s). Information on the source water protection area(s) displayed on the map(s) was compiled and can be found in Table 5 (Data Summary section 2.2) on page [number].

The [ownership and control area/control and monitoring area] is shown on Figure 1 on page [number]. The [ownership and control area/control and monitoring area] was set at [X unit]. The [ownership and control area/control and monitoring area] was decided upon for [source water] by utilizing [method(s)]. This method(s) was chosen based on [reasoning].

The [critical area] is shown on Figure 1 on page [number]. The [critical area] was set at [X unit]. The [critical area] was decided upon for [source water] by utilizing [method(s)]. This method(s) was chosen based on [reasoning].

The [source water area] is shown on Figure 1 on page [number]. The [source water area] was set at [X unit]. The [source water area] was decided upon for [source water] by utilizing [method(s)]. This method(s) was chosen based on [reasoning].

An [additional protection area] is shown on Figure 1 on page [number]. The [additional protection area] was established for [reason]. The [additional protection area] was set at [X unit]. The [additional protection area] was decided upon for [source water] by utilizing [method(s)]. This method(s) was chosen based on [reasoning].

2.3 Create a Potential Contaminant Source Inventory

Discuss component [2.3 Create a Potential Contaminant Source Inventory](#) of the Framework. This section should include:

- An inventory and summary of potential contaminant sources.
- Any local knowledge used to add a PCS facility or area that was not identified in the PCSs publicly available dataset.
- Provide information on sources of contamination added to the inventory that are unique to the community and are not covered by the DWSP2 Framework

Data Summary section 2.3 Create a Potential Contaminant Source Inventory can be included as a table here.

2.3 Create a Potential Contaminant Source Inventory Example:

A potential contaminant source inventory was prepared by [author(s)] and can be found in Table 6 (Data Summary section 2.3) on page [number]. It was found that [number] of potential contaminant sources exist within the [protection area]. These potential contaminant sources are shown on Figure 2 on page [number]. Out of these, [community] decided to focus on [item, item, item] in the immediate future.

Protection and Implementation Strategies

3.1 Identify Protection and Management Methods

Discuss component [3.1 Identify Protection and Management Methods](#) of the Framework.

This section should include:

- Background on the identified protection and/or management method(s) that will be used when implementing the DWSP2 Plan.
- Chosen protection and/or management methods (e.g. zoning, land acquisition, education and outreach). Include specific information on what the community is going to do and how the protection action addresses the contaminant(s) of concern.

Data Summary section 3.1 Identify Protection and Management Methods & 3.2 Develop an Implementation Timeline can be included as a table here.

3.1 Identify Protection and Management Methods Example:

The stakeholder group selected [number] of protection and management methods. The methods were chosen based on [list] factors. The protection/management methods will help to mitigate concerns associated with potential contaminant sources identified in Table 7 (Data Summary section 3.1 & 3.2) on page [number].

The methods are: Acquiring [X percent] of the land identified in the drinking water source protection critical area, the use of zoning to limit [X] land use in the critical area and educating homeowners on proper septic tank maintenance. Areas of anticipated implementation strategies are outlined in Figure 3 on page [number].

3.2 Develop an Implementation Timeline

Discuss component [3.2 Develop an Implementation Timeline](#) of the Framework. This section should include:

- The timeline for each identified protection and/or management method. Discussion should include whether a project needs to be phased for a long-term goal such as land acquisition. This section should also include the project leader or partnerships needed, potential funding sources that will be utilized, cost, step by step process, etc.

Data Summary section 3.1 Identify Protection and Management Methods & 3.2 Develop an Implementation Timeline can be included as a table here.

3.2 Develop an Implementation Timeline Example:

Working with various partners, the community established a step by step process for each implementation strategy identified.

In order to acquire [X percent] of land identified in the critical area, the community partnered with [organization]. [Organization] has acquired [number] of acres for source water protection efforts and has extensive experience with this protection method. Working with [organization], the community determined an appropriate length of time it would take to acquire [number] acres within the critical area. Once the community had this information, we identified funding sources to aid with the potential cost of this strategy.

A timeline for each of the identified strategies is shown as Table 7 (Data Summary section 3.1 & 3.2) on page [number].

Progression and Maintenance

4.1 Designate a Plan Management Team

Discuss component [4.1 Designate a Plan Management Team](#) of the Framework. This section should include:

- Who is being designated for plan maintenance/updates and why the individual(s) was(were) chosen
- Information on how they plan to review and share the DWSP2 Plan
- A revision schedule
- How progress will be monitored and/or documented

Data Summary section 4.1 Designate a Plan Management Team can be included as a table here.

4.1 Designate a Plan Management Team Example:

A Plan Management Team was established to guide and see the implementation of the DWSP2 Plan. A list of Plan Management Team members can be found in Table 8 (Data Summary section 4.1) on page [number].

The DWSP2 Plan for [community] was completed on [date]. The DWSP2 Plan is available as a PDF on the [community's] website. Based on the findings, it is suggested that the plan be reviewed and updated every [number] years. This revision schedule can be found in Table 9 (Data Summary section 4.1) on page [number]. Updates and revisions to the plan will be documented in Table 10 (Data Summary section 4.1) on page [number].

Tables and Figures (Optional)

This section may include:

- Applicable tables from the Data Summary
- All DWSP2 maps. At a minimum, maps will include the source water(s) being protected, all protection areas and potential contaminants of concern within those protection areas.
- Additional tables and/or figures.

Tables and Figures Example:

List of Tables

<u>Table</u>	<u>Page</u>
1. Stakeholder Group Members.....	#
2. Stakeholder Group Meeting Log.....	#
3. [Community]'s DWSP2 Plan Goals and Vision.....	#
4. Overview of the Water System.....	#
5. Source Water Protection Areas.....	#
6. Potential Contaminant Source Inventory.....	#
7. Implementation Timeline.....	#
8. Plan Management Team Members.....	#
9. Plan Management Summary.....	#
10. Log of Updates and Revisions to DWSP2 Plan.....	#
11. Additional Table(s).....	#

List of Figures

<u>Figure</u>	<u>Page</u>
1. Map of Source Water(s) and Protection Area(s).....	#
2. Map of Source Water(s), Protection Area(s) and Potential Contaminants of Concern.....	#
3. Map of Source Water(s) and Identified Areas for Implementation Strategies.....	#
4. Additional Figure(s).....	#