



# New Mexico Environment Department

## Application for Construction or Modification of a Public Water Supply System

Date of Application: \_\_\_\_\_ Proposed Construction Start Date: \_\_\_\_\_  
(Check 20.7.10.201.K NMAC for Response Times)

If this application is for an existing water system, please include the Water System ID (WSS #): NM35\_\_\_\_\_

If this application is for a new\* water system or conversion of an existing system to a public water system, please fill out and attach Appendix A. Appendix A does not apply to active water systems in the NMED inventory. Please consult <https://dww.water.net.env.nm.gov/DWW/>.

Please consult the citations to the New Mexico Drinking Water Regulations, <http://164.64.110.239/nmac/parts/title20/20.007.0010.pdf>, when responding to the following questions.

1. Is the application for a project described in 20.7.10.200.B NMAC? Yes<sup>1</sup>  No
2. Is the application for a project described in 20.7.10.200.C NMAC? Yes<sup>2</sup>  No
3. Is the application for a project described in 20.7.10.200.E NMAC? Yes<sup>3</sup>  No  If responding "Yes" to Question 3 please submit the approval letter from the New Mexico Environment Department Drinking Water Bureau.

### Public Water System Information

System Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Consulting Engineer Information (P.E. Registered in New Mexico)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Public Funding:** Will state or federal grant or loan funds be used to complete this project? Yes  No

List the NMED Construction Programs Bureau contact for publicly funded projects \_\_\_\_\_

### Project Impact: (Please check all that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>A</b> Supply Source               | <input type="checkbox"/> <b>B</b> Treatment           | <input type="checkbox"/> <b>C</b> Storage            |
| <input type="checkbox"/> <b>D</b> Transmission                | <input type="checkbox"/> <b>E</b> Distribution        | <input type="checkbox"/> <b>F</b> Disinfection       |
| <input type="checkbox"/> <b>G</b> Pumps (booster or transfer) | <input type="checkbox"/> <b>H</b> Backflow Prevention | <input type="checkbox"/> <b>I</b> Meter Installation |
| <input type="checkbox"/> <b>J</b> New or Converted System     | <input type="checkbox"/> <b>K</b> Other (explain)     |  |

**Project Summary (Do not exceed space provided):** (Qty, size, linear footage, and type – as related to above impact)

*I, the undersigned, a responsible officer or representative of the applicant, certify that, to the best of my knowledge, the information stated in this application together with the associated plans, specifications and other information give a true and complete representation of the proposed construction or modification of the public water supply system.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Notification is not required.

<sup>2</sup> Notification is required. Approval is not required.

<sup>3</sup> Approval is contingent upon certification by the applicant that the project conforms to 20.7.10.200.D.



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The application package for the project must be submitted prior to advertising the project for bid or entering into a construction contract if the project is not advertised for bid. The application will be reviewed within the applicable period stated in 20.7.10.201.K. A checklist is available on the Construction Link of the DWB Home Page, <https://www.env.nm.gov/dwb/construction/>, to ensure that the submittal is complete. Only electronic submittals to [NMENV-DWBPlanReview@state.nm.us](mailto:NMENV-DWBPlanReview@state.nm.us) will be accepted to be reviewed for completeness. Incomplete applications will not be reviewed. The application package must contain:

1. **Application Form** – The “Application for Construction or Modification of a Public Water Supply System” must be submitted. The form must be completely filled out and signed. Department staff cannot make additions, deletions or changes to the form.
2. **Plans and Specifications** – A complete set of the plans and specifications must be submitted. The plans must be clear, legible and drawn to a scale that permits all necessary information to be shown without crowding. The plans must include a title page giving the name of the project, the owner of the public water supply system and the design engineer. The plans must include a location map for the project and a general layout of the facilities to be constructed. Detail plans should consist of plan views, elevations, sections, supplementary views and schematic diagrams as may be needed for construction of the proposed project.

The specifications must specifically cover the proposed project. The specifications must include all construction information not shown on the plans which is necessary to inform in detail the requirements for quality of material, workmanship and fabrication of the project.

Plans and specifications for public water supply system projects must be prepared under the direction of a professional engineer certified to practice in the State of New Mexico. Plans and specifications cannot be accepted for review by Department staff unless the engineer responsible for the design of the project has affixed his/her seal to the plans and specifications.

3. **Engineering Design Summary** – An engineering design summary must be submitted. An engineering design summary must include engineering information as required to set out the basis of the design of the proposed project. The engineering design summary must be in sufficient detail to allow Department staff to review the plans and specifications with regard to minimum design criteria, recognized public health and sanitary engineering practices and regulatory requirements.
4. **Disinfection and Sampling Plan** – A disinfection and sampling plan must be submitted. The plan must address disinfection of the system and sampling for the presence of bacterial contamination following completion of the project and prior to providing water to the public. The plan should include the method and scope for disinfection, a bacterial sampling plan which addresses the number of samples to be taken, the location(s) of sampling, and a contingency plan in the event bacterial sampling shows bacterial contamination. The plan should address the entire construction project and associated impacts to existing water system components, if any. The criteria used for review by Department staff include the American Water Works Association (AWWA) Standards for Disinfection and all references as listed in NMDWR 20.7.10.104. Additionally, the plan should include samples specified in NMDWR 20.7.10.201.E(2) to be collected from any new water sources that are part of the project as part of the source development. The list of required samples is available at [https://www.env.nm.gov/dwb/construction/documents/RequiredSamplingNewSource\\_Contaminants\\_FEB2016.pdf](https://www.env.nm.gov/dwb/construction/documents/RequiredSamplingNewSource_Contaminants_FEB2016.pdf)
5. **Inventory of Contamination Sources** – For new wells or water sources only, an inventory of contamination sources must be submitted. The submittal should contain a physical inventory of existing and planned facilities and land uses that are actual or potential sources of contaminants of concern. The inventory must indicate the nature of the source and include the location of the contaminant source relative to the public water supply source. The location data can be provided in latitude/longitude format, state plane coordinates, or by distance and bearing, and can be absolute or relative to the public water supply source. The inventory must include the method used for collecting the location data. Specific requirements are given in NMDWR at 20.7.10.201.F for ground water sources and 20.7.10.201.G for surface water sources. The required land uses to be considered are available at <https://www.env.nm.gov/dwb/construction/documents/AppendixK.pdf>.

Submit your application to [NMENV-DWBPlanReview@state.nm.us](mailto:NMENV-DWBPlanReview@state.nm.us)



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**APPENDIX A**

Additional Information Required for Projects involving the Construction or Activation of a New Public Water System: **Capacity Demonstration**

The NM Drinking Water Regulations (20.7.10.201.C NMAC) require any new public water system, defined as a newly-constructed public water system or an existing water system that is converted to a public water system, to submit documents that demonstrate sufficient technical, managerial, and financial capacity in their application to the Department.

**Please submit the following documentation to the assigned Community Services Coordinator (CSC) 2 - 4 weeks BEFORE submitting this application in order to allow time for the capacity review. Applications submitted without the results of a completed capacity assessment, will be returned as incomplete.** Please check the service area map online at [https://www.env.nm.gov/dwb/assistance/documents/CapacityRegionsMap\\_Jan\\_2016.pdf](https://www.env.nm.gov/dwb/assistance/documents/CapacityRegionsMap_Jan_2016.pdf); or call 1-877-654-8720 to request the contact information for the Community Services Coordinator assigned to your county. The assigned CSC can provide assistance with submitting the required documentation upon request.

Documents to be submitted:

1. Office of the Secretary of State Corporation Number (if applicable)
2. Articles of Incorporation, Bylaws, Rules, Regulations/Policies and Procedures for water system (if applicable)
3. Current Open Meetings Resolution (if applicable)
4. Job descriptions for all positions at water system
5. Annual water system budget or, if system does not charge for water service, a Water System Financial Plan
6. Water Rate and Fee Schedule (not required if system does not charge for water service)
7. Certification number of the operator(s) in responsible charge of water system
8. Operator contract (if system is operated by contract operator)
9. Operations and Maintenance Plan
10. Emergency Response Plan
11. Distribution System Sample Plan (DSSP) for distribution system contaminants
12. Source Water Assessment that identifies potential sources of source water contamination
13. If the new system is within one mile of an existing public water system, please provide documentation indicating why consolidation with that system is not a viable option. The location of all existing public water systems can be obtained from Drinking Water Watch at <https://dww.water.net.env.nm.gov/DWW/>.