

Water Supply Division

**Source Protection Plan Required Information  
(to be used in conjunction with the SPP Checklist)**

- I. If a consultant or someone other than the water system responsible person prepares the plan, an acknowledgement letter from the responsible person with a signature and date needs to be included.
- II. There should be a brief description of the water system. Include such things as what the source is, its construction details, storage, if any, exist, population served, connections, setting (urban, rural, etc). There should also be a discussion of how the source protection area was delineated- include the calculations if necessary. The well log should also be included, if available.
- III. Inventory the Potential Sources of Contamination (PSOCs) to your water source(s). This list should include sources of contamination that are potential and actual. They can include septic systems, gas stations, farms, parking lots, etc. There then needs to be a risk rating given to each PSOC (high, moderate or low). This rating is based on proximity of PSOC to source, amount of contamination, well construction, etc. Please note that all PSOCs within Zone 1 of the Source Protection Area are High risk. PSOCs that are just outside of the SPA, but are considered by you to be risk to the source may be included in your discussion. You may opt to summarize the PSOCs in a table at the end of their discussion. Please be sure to include past, present and *future* land uses.
- IV. The source protection plan needs to have a strategic plan for dealing with the potential sources of contamination and future needs of the water system. This part should include a list of landowners, and local, regional and state officials with their contact information (most importantly, mailing address). There should be sample letters to the affected parties. This section should outline the specific steps the water system will take to mitigate the threat from the PSOCs. This section should also include future plans the water system may have in the realm of source protection (purchasing land, development rights, etc.).
- V. The source protection plan also needs to include a contingency plan in case the water system has an unexpected emergency. This should include a list of who in the water system should be contacted (operator and/or responsible person) and which local, regional and state officials who need immediate contact and those who can wait until the situation is under control. Plans for short and long term emergencies should be discussed here. A brief shut down/start up description should be included as well.
- VI. Maps are an integral part of your source protection plan. There needs to be enough maps to convey a sense of the nature of the area. Meaning, the source and source protection area should be located on a USGS Topographic map (preferably 1:24000). Either an orthophotographic or topographic base map showing the source location and source protection area along with the potential sources of contamination; may be 1:12000 or smaller. A map with the tax base also needs to be included. This can be represented as an individual map or on the orthophotographic base with PSOCs. All maps need to include the following information; scale, legend, north arrow, water system name, WSID number, town, date of map creation, person making the map and source of map information. The Water Supply Division is available to provide technical assistance.
- VII. Some other items you may wish to include in your plan are photographs of the water source and surrounding area, commitment to update the plan every three years (the plan needs to be updated every three years regardless of a commitment to do so), or excerpts from town plans or ordinances highlighting source protection efforts.

This guidance document and related environmental information are available electronically via the internet. For information visit VT WSD directly at <http://www.vermontdrinkingwater.org>

Water Supply Division  
103 South Main Street  
Waterbury, VT 05671-0403  
802-241-3400