

HAWAII STATE DEPARTMENT OF HEALTH  
SAFE DRINKING WATER BRANCH  
GUIDELINES FOR PREPARATION OF ENGINEERING REPORTS FOR  
NEW DRINKING WATER SOURCES FOR REGULATED PUBLIC WATER SYSTEMS

Unless otherwise directed by the Department of Health (DOH), Safe Drinking Water Branch (SDWB), a comprehensive engineering report of the proposed water works project shall be prepared and sealed by a registered engineer.

The report shall be typewritten reproductions on letter-sized bond paper, firmly bound between appropriate covers. Drawings, diagrams, brochures, and other pertinent information shall be incorporated within the report. Two (2) copies of the report shall be submitted to the SDWB for initial review and comment.

**Electronic submittals are now strongly encouraged in lieu of hard copies**

Applicants shall address all resulting comments to the satisfaction of the SDWB in order for the report to be deemed complete enough for inter-agency review. At the inter-agency review stage, the Applicant shall provide **electronic** copies of the complete report for distribution to various agencies (County Water Department, Department of Land and Natural Resources Commission on Water Resource Management, State District Health Office, U.S. Geological Survey, University of Hawaii Water Resources Research Center and the DOH Wastewater Branch) for review and comment. These agencies are typically given 30 calendar days to respond. Upon completion of inter-agency review period, the Applicant shall address all inter-agency comments and resubmit one (1) copy of a final engineering report in scanned “.pdf” format.

Upon receipt of this final submittal, a “conditional” approval letter authorizing the use of the proposed source will be issued by the SDWB. The additional requirements below may also apply.

**New, proposed water systems (publicly or privately owned):** the source review process must be completed through the inter-agency review stage, together with 1) a satisfactory demonstration of preconstruction technical, managerial and financial (TMF) capacity; and 2) review and approval by the Department of Health of the entire water system's construction plans (including new sources), prior to the issuance of a SDWB letter authorizing the construction of said improvements. Authorization to use these improvements (including the new sources) will be granted following receipt of a satisfactory final engineering report, start-up TMF capacity documentation and the performance of a satisfactory sanitary survey by the SDWB.

**County water system projects funded by the Drinking Water State Revolving Fund (DWSRF):** **must**, in addition to processing the engineering report through the inter-agency review stage, additionally **meet all applicable environmental review process, cross cutter, and construction document (plans and specs) submittal requirements prior to receipt of the authority to construct** the new source from the SDWB. **This makes sense for DWSRF projects because the Applicant requests incremental reimbursement for construction costs and these costs must have been vetted as eligible through pre-construction review of the application, TMF capacity, plans, specs and environmental review - including cross cutters.** Authorization to use these improvements (including the new sources) will be granted following receipt of a satisfactory final engineering report. **The engineering report shall include, at a minimum, the following information as applicable to the proposed project:**

**General Information:**

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- GÈ persons/communities served by new water source and/or service connections,
- ĞÈ public water system (PWS) name and number (as designated by SDWB),
- HÈ conformance with local land use planning and zoning regulations,
- IÈ Name of well owner, land owner and any other authorized representative(s),

**Physical Characteristics of Area**

- 6. Site plan and topographic map of well or project site drawn to scale.
- 7. Earthquake considerations and design parameters,
- 8. Flood problems including tsunami inundation zones and preventive measures that may be used,

### **Well Information**

9. Coordinates (latitude, longitude) in GPS NAD 83, State Well Number, and Tax Map Key Number,
10. Well cross-sectional diagram, as approved by the Department of Land and Natural Resources' Commission on Water Resource Management (CWRM), showing as-built well depth and depth to groundwater; CWRM-approved pumping rate (gpm) and/or proposed withdrawal (gpd);
11. Water quality data on any existing wells in the area;
12. Nature of soil and stratum within and overlaying the water source, with special emphasis on identification of fissures and faults as it relates to the natural purification or treatment of percolating fluids from existing or future activities,
13. Slope of water table, with a map showing approximate groundwater contours (if possible), preferably as determined from observation wells, or studies of wells in the area,
14. Data relating to quality and quantity of the source waters under normal conditions and during stress conditions such as drought or heavy precipitation, as determined by field and laboratory analyses and investigations of available records. If records are not available or are inadequate to determine source quality under stress conditions, an estimate of expected quality and quantity during stress conditions should be established and related to the hydrologic budget to the aquifer or isopiestic area.
15. Analyses for all of the contaminants listed in the table, "Contaminants to be Tested in All New Sources of Drinking Water", including Total Coliform and Fecal Coliform, shall be performed by a laboratory approved by the Department of Health, State Laboratories Division, for all sources being addressed in the report. For example, when approval of a "well field" is being sought, all of the wells must be tested for the all of the required contaminants.
16. Laboratories performing the analyses must be currently certified by the Hawaii Department of Health, State Laboratories Division. While the lab data has often been conveniently summarized in a table, some reports have failed to note when analyses have been subcontracted to another lab. The lab reports from all of the laboratories involved must be included in the engineering report to allow the Department to verify that an approved lab performed the analyses. Failure to do so will delay the review process.

### **Existing or Potential Sources of Contamination in Source Water Assessment and Protection Program (SWAP) zones**

17. extent of SWAP zones likely to contribute water to source
18. type of contaminants,

19. distance to proposed well,
20. method of disposal, i.e., surface, subsurface - above groundwater table, subsurface - in groundwater table,
21. "Sources of contamination" include but are not limited to urban development, agricultural areas, pasture lands, feedlots, sanitary landfills, dumps, subsurface disposal units and abandoned wells;
22. A copy of the 1:24,000 scale USGS map: this is the 7-1/2 minute quadrangle map. (Provide a portion large enough to identify the surrounding areas and surrounding pertinent features.) Plot on the map any injection wells, cesspools, septic systems or any other "sources of contamination" as listed above, located within, or a little more than, a 1/4 mile radius of the facility.
23. The probability and effect of surface drainage or contaminated underground water entering the source,
24. Identification of all significant factors having potential for contaminating or reducing the quality of the water source or which could cause the quality of water to be in violation of any state primary drinking water regulation.
25. For each present and projected potential source of contamination, identify and evaluate the alternative control measures that could be implemented to reduce or eliminate the potential for contamination of the water source.

#### **Proposed Treatment Works**

26. This section shall be included if treatment other than disinfection of groundwater is required. Pilot studies may be required for the proposed treatment works.
27. Summary description of proposed processes and unit parameters for treating the specific water under consideration. Include pertinent information on built up and packaged plant systems;
28. Site plan: Show on topographic maps the treatment plant and arrangement of present and proposed treatment facilities;
29. For modifications of an existing treatment plant: Describe the existing facilities and discuss plant modifications or expansions;

#### **Professional Engineer Certification**

Provide an engineer's certification that the engineering report and the information contained therein is true to the best of the engineer's knowledge and that the source of drinking water identified in the report will comply with Hawaii Administrative Rules Title 11 Chapter 20 Rules Relating to Public Water Systems (refer to sample form below).

# SAMPLE FORM

## PROFESSIONAL ENGINEER CERTIFICATION

The undersigned, being a registered professional engineer, certifies that:

1. *He/She* has prepared the attached report and the information contained therein is true to the best of *his/her* information and belief; and

2. The water produced by *name of source(s) (State Well No(s). )*, the drinking water system identified in the attached report, will comply with the State primary drinking water regulations contained in Hawaii Administrative Rules, Title 11, Chapter 20, *Rules Relating to Public Water Systems*, and will comply with the Rules and Regulations of the *Department of Water Supply, County of \_\_\_\_\_ / Board of Water Supply, City and County of Honolulu*, when said drinking water system is operated and maintained in accordance with the instructions and information contained in this report.

This work was prepared by me or under my supervision

*Professional  
Engineer  
Seal*

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*Name*

*Title*

*Company or Organization*