



PRIVATE WATER SOURCE LICENSE AND INSPECTION PROCEDURE



California Health and Safety Code (H&SC) Section 111120 requires private water source operators in California to obtain a Private Water Source Operator License issued by the Department of Public Health, Food and Drug Branch (FDB). A *private water source* means a privately owned source of water, other than a public water system, that is used for bottled or vended water and meets the requirements of an approved source for bottled water as defined in Section 129.3 of Title 21 of the Code of Federal Regulations. The Private Water Source Operator License is valid for one calendar year. The following describes what you must do to obtain the license.

How to apply for a Private Water Source Operator License

- Obtain a Private Water Source Operator License application (CDPH 8594) by calling the FDB Water program desk at (916) 324-2170, or by downloading the form on the Food and Drug Branch website.
- Complete the application in type or legible print and sign the form. Make sure each section is completed fully. **Incomplete applications will be returned to the applicant.**
- Make sure you include a valid telephone number on the application. FDB staff may contact you at the provided number to ask questions or request additional information regarding your private water source.
- Submit your completed application, and the non-refundable license fee (check or money order).
- Have your additional required documents (water quality test results, technical water source report/study, and approval authority documents) completed and available for review by FDB upon request. (see section below)
- After your application is processed you will be contacted by FDB, at the telephone number provided on your application, to schedule a pre-licensing inspection.
- If your private water source is found to be in substantial compliance with all applicable laws and regulations, your license will be issued shortly thereafter.
- The Private Water Source Operator License is valid for one calendar year. It is your responsibility to renew the license prior to the expiration date printed on the license.
- Your Private Water Source Operator License is non-transferable. If you sell or transfer your private water source to another entity, they will be required to apply for a new Private Water Source Operator License.

Additional required documentation

- A. Conduct water quality testing on your private water source.
1. Pursuant to H&SC sections 111080 and 111155, you are required to conduct the following testing of your source water to establish conformance with quality standards.
 - o Physical
 - o Chemical
 - o Volatile Organic Chemicals
 - o Non-Volatile Synthetic Organic Chemicals
 - o Residual disinfectants & DBPs
 - o Radioactivity (as directed by FDB)
 - o Bacteriological, coliform organisms
 - o Total dissolved solids (TDS)*
 - *A TDS test is only required for “purified” water.
 2. All testing must be conducted by a laboratory certified by the California Environmental Laboratory Accreditation Program (ELAP) or the United States Environmental Protection Agency (USEPA). For a list of ELAP-certified drinking water laboratories, please visit the agency websites below:

State Water Resources Control Board, Division of Drinking Water/ELAP

ELAP certified drinking water labs, List
 3. Additional details regarding the required analyses, allowable analyses limits, and frequency of testing are listed on the water guidance document below.

Bottled water and vended water: Source and product water analysis
 4. Pursuant to H&SC 111155, FDB may require you to test for other contaminants if FDB suspects the substances may be present in the water.
 5. All testing must be done after completion of the entire system (e.g., well drilling, piping, installation of storage tanks, loading system).
 6. All sources or water extraction systems on the premises must be tested separately.
- B. Submit a water source report/study from a qualified and licensed or certified Hydrogeologist, Geologist, Engineering Geologist or Hydrogeological Engineer which includes:
1. Description of the exact source location
 2. A detail map showing the boundary and the location of the natural spring, bore hole, or well.

3. A detail map showing any buildings, storage tanks, and/or piping.
4. A review of the hydrogeology surrounding the site, including a description of the vertical and horizontal extent of the source aquifer.
5. Information on the recharge area or zone of influence of the subject source.
6. Documentation that identifies and evaluates the actual and potential sources of contamination.
7. Details of the source development including:
 - i. method of construction,
 - ii. collection or catchment of source water,
 - iii. storage facility,
 - iv. conveyance and loading systems,
 - v. underground piping map and treatment systems used
8. Evidence indicating that equipment used is approved for potable water or food use.
9. If the private water source is ground water (spring water, artesian well water, well water), provide evidence that it is not "*under the direct influence of surface water*" as defined in 40 CFR 141.2.
10. Substantiating information that the source designation (for example: "spring", "artesian well", "well", "mineral water") meets the definition for these terms as described in H&SC 111175 and 21 CFR 165.110 (a).
11. If the source is a spring and the spring water is extracted from a bore hole(s) using external force, you must provide the following information:
 - i. Explanation of why a bore hole(s) is used
 - ii. Evidence, including actual data, which supports that:
 - a) Water currently flows naturally to the surface of the earth at the spring.
 - b) Spring water collected from the bore hole is from the same underground stratum as the natural spring, as shown by a measurable hydraulic connection between the bore hold and the natural spring. A hydrogeologically valid method such as the pump test or dye test must be used.
 - c) Water from the bore hole has all the physical properties, before treatment, and is of the same composition and quality as the water that flows naturally to the surface of the earth (i.e., natural spring).

C. Submit information from the State, Local Health Agency or other approval authority including:

1. Copies of well (borehole) driller's report and/or well (borehole) log
2. Copies of well (borehole) sealing diagram
3. Certificate or permit for satisfactory well construction from the pertinent state or local agency
4. Sanitary appraisal report for the well or spring
5. A written document or statement that the source development is in compliance with the California Environmental Quality Act (for example: "no concern" or "negative declaration")

D. All documents submitted for review must meet the following sample testing requirement:

- i. All testing must be done on samples collected after completion of the water system (e.g., well drilling, piping, installation of storage tanks, loading system).
- ii. If multiple sources or multiple water extraction systems feed into a common distribution system (e.g., storage tank), only the sample from the common system (rather than from each source or extraction system) can be tested, provided that the sources/extraction systems have already been approved. For a new license, each source or water (or each water extraction system) must be analyzed separately.

Renewal of a Private Water Source Operator License

- Once licensed, you will receive a Renewal notice and partially completed Private Water Source Operator License application approximately 60 days prior to the expiration date of your license.
 - If you do not receive your renewal notice, please contact the FDB Water program desk at (916) 324-2170, or you may download a blank application on the Food and Drug Branch site.
 - Sections 1-5 will be pre-filled on the Private Water Source Operator License application. Verify the information, make any corrections, and complete the remaining sections. Make sure each section is completed fully. **Incomplete applications will be returned to the applicant.**
- Submit your renewal application, non-refundable license fee (check or money order), and the required current water quality test results (see the Private Water Source Operator License application for the mailing instructions).
- If you have multiple sources or multiple water extraction systems on the premises and they feed into a common distribution system (e.g., storage tank), you may conduct water quality testing from the common system, provided that each source/extraction system has already been tested separately, approved and licensed by FDB.
- You must test all product waters for bacteriological quality (total coliforms) at least once every week.
 - If *E. coli* is present, the water will be deemed adulterated. Notify the FDB Water program desk at (916) 324-2170, investigate the cause of the problem; take corrective actions and resample/retest the water.
- FDB will conduct periodic, unannounced inspections of your private water source to ensure that you are operating in compliance with all applicable state and federal laws and regulations.

Tips for completing the Private Water Source Operator License application

- Do not skip any sections of the application. Each section must be completed fully. Incomplete sections will delay processing of your application. Refer to the instruction page included with the application.
- For renewal licenses, write your current license number above the “ RENEWAL APPLICANT” selection on the top of the form.
- The “Facility Address” must be that of the physical location of your private water source. If there is no street address assigned to the source location, you may provide the parcel number and GPS coordinates of the source.

- The “Mailing Address” should be that where you wish to receive correspondence from FDB, such as your license and license renewal notice.
- Provide valid phone numbers. FDB staff will contact you at the given numbers. Wrong, disconnected, or unmonitored phone numbers will delay the processing of your application and may significantly delay the scheduling of your pre-licensing inspection.
- Write the phrase “PCA Code 76203” on the front of your check or money order.
- **Private Water Source Operator Licenses are non-transferrable to new owners or other locations.** A change of ownership or change in the private water source location will require a new Private Water Source Operator License.

FDB will perform pre-licensing inspection of your private water source prior to issuance of the license. FDB will also conduct periodic inspections once the license has been issued. Inspections are conducted to ensure that the facility is in compliance with the applicable State and Federal laws and regulations. The inspection will include a review of your water quality test results and monitoring records; and an inspection of your water collection system, sanitary operations, and equipment. All records required by Section 129.80 of Title 21 of the Code of Federal Regulations must be maintained for at least 2 years and available for review by FDB upon request.