



California Department of Public Health Food and Drug Branch



PROCEDURE FOR OBTAINING A PRIVATE WATER SOURCE OPERATOR LICENSE

(Revised, 6/20/2008)

License Application Form: CDPH 8594

California Health and Safety Code (H&SC) Section 111120 requires operators of private water sources (PWS) operating in California to obtain a Private Water Source Operator License issued by the Department of Public Health's Food and Drug Branch (FDB). The following describes what you must do to obtain the license.

LICENSE APPLICATION

Submit a fully completed Private Water Source Operator License Application form with the required fee. To obtain an application form, you may call FDB at (916) 650-6500 or download the form from the FDB website (<http://www.cdph.ca.gov/pubsforms/forms/Pages/FoodandDrug.aspx>; click "Form CDPH 8594").

Important points regarding completion of the application form:

- Include the firm name
- For RENEWAL licenses, include the license number
- Write the phrase "PCA Code 76203" on your check or money order.
- The business address must be that of the **source**, not of the corporate headquarters.
- The mailing address can be that of the source, corporate headquarters branch office, operator's residence, etc. Licenses and renewal notices will be sent to the mailing address listed on the application form
- The vehicle identification number for each vehicle must be written onto the application form.
- Proper telephone numbers must be provided on the application in order to expedite scheduling of inspection appointments.

Any incomplete and/or illegible applications will be RETURNED to the applicant. **License fees are non-refundable. Private Water Source Operator Licenses are non-transferrable to new owners.** A change of the PWS ownership will require submittal of a NEW application. If sources are separated by more than ½ mile in distance, a separate license will be needed for each source.

Any new drilling or re-developing of a licensed source will require re-evaluation and re-inspection of the source. You must contact the FDB Water Desk for information about how to schedule a re-inspection of the source. Re-inspection and approval must be completed prior to using the source. Furthermore, if the newly drilled source is separated by more than ½ mile from the existing source, a NEW license will be required for the new source.

The PWS License is valid for one calendar year. It is your responsibility to renew the license prior to the expiration date printed on the license. You will receive a renewal notice from FDB approximately two months before the expiration date of your license. Follow the instructions on the renewal notice and submit the completed application form, a check or money order for the license fee payment and a copy of the most recent water quality test data for the PWS. This includes annual chemical, physical, and radiological testing as well as the most recent test results for coliform (bacteria) testing. If you do not receive a renewal notice, please contact the FDB Water Licensing Desk at (916) 650-6500

INSPECTION and OPERATING REQUIREMENTS

FDB will perform an inspection of your PWS 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.

1. Information from a Licensed (or Certified) Hydrogeologist, Geologist, Engineering Geologist or Hydrogeological Engineer:
 - a. Description of the exact source location (including GPS data, if possible)
 - b. A detail map or drawing showing the boundary and the location of the natural spring (if applicable), bore hole (if applicable), well (if applicable), buildings, storage tanks and piping.
 - c. A review of the hydrogeology surrounding the site, including a description of the vertical and horizontal extent of the source aquifer.
 - d. Information on the recharge area or zone of influence of the subject source, as well as documentation that identifies and evaluates the actual and potential sources of contamination.
 - e. Details of the source development including: description and/or diagrams of the method of construction, collection or catchment of source water, storage facility, conveyance and loading systems, underground piping map and treatment systems used. All equipment must have documented evidence indicating that they have been approved for potable water or food use.
 - f. If the PWS 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. Such evidence may consist of microscopic particulate analysis.
 - g. 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 Section 111175 and 21 CFR Section 165.110 (a).
 - h. 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:
 1. Water flows naturally to the surface of the earth at the spring
 2. 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.
 3. 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).
2. Information from the Local Health Agency or Other Approval Authority:
 - a. Well (bore hole) driller's report and/or well (bore hole) log
 - b. Well (bore hole) sealing diagram
 - c. Certificate or permit for satisfactory well construction from the pertinent local agency.
 - d. Sanitary appraisal report for the well or spring.
 - e. 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")
3. Analytical Tests Required: To receive the "List of Substances to be Analyzed", please contact the FDB Water Desk at 916-650-6500 or download it from the FDB website at <http://www.cdph.ca.gov/pubsforms/forms/Pages/FoodandDrug.aspx> click "Water Analysis".
 - a. All testing must be done after completion of the entire system (e.g., well drilling, piping, installation of storage tanks, loading system).
 - b. When obtaining a NEW license, all sources or water extraction systems on the premises must be analyzed separately.
 - c. 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 do not have to analyze them separately for RENEWAL of the license. Only the sample from the common system needs to be tested, provided that each source/extraction system has already been tested separately, approved and licensed.
 - d. All testing must be done by a California laboratory that has been certified for testing water or by a laboratory certified by the United States Environmental Protection Agency (USEPA). For a list of certified laboratories, please contact the California Environmental Laboratory Accreditation Program (ELAP) at (510) 620-3155 or visit the agency website at <http://www.cdph.ca.gov/certlic/labs/Pages/ELAP.aspx>. Testing done by a laboratory

approved by the primary enforcement authority in states which have been granted primacy by the USEPA is also acceptable pursuant to H&SC 111165.

- e. General chemical, physical and radiological quality of water as required by the federal quality standards for bottled water and H&SC Section 111080, 111150 and 111155 (Group I, II, III, IV, V and VII of the list). The test results should be valid for one year from the date of analysis.
 - i. These tests must be performed prior to issuance of the license, and at least once every year thereafter.
 - f. Bacteriological quality of water as required by the federal quality standards for bottled water (Group VI).
 - i. These tests must be performed prior to issuance of the license, and at least once every week thereafter.
 - g. Pursuant to H&SC Section 111155, FDB may ask you to test for other contaminant(s) if FDB suspects the substance(s) may be present in the water.]
4. Record Retention: CFR Part 129.80 (h) requires all information/test data to be maintained for at least 2 years. Refer to Part 129.80 (h) regarding the types of information to be kept. Copies of records, including test results, must be provided to FDB during inspections and at any other time if requested.
 5. Design or Construction Changes: FDB must be informed when any changes are made in the design or construction of the water collection system, sanitary operation, equipment, transfer controls, etc.
 6. Recalls: FDB must be notified immediately if water from your PWS is recalled.