Minnesota Department of Health

# Plan Implementation Grant Application Questions

Source Water Protection grants

**This document is not an official grant application form. It is a resource to be used by:**

1. **Public water systems (PWSs) to organize their application information in preparation for submittal into the** [**Fluxx system (https://mdh.fluxx.io)**](https://mdh.fluxx.io)**.**
   1. *If you have questions, please contact Minnesota Department of Health staff: (*[*MDH Planner and Hydrologist Districts (PDF) (https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf*](https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf)*)* *or Minnesota Rural Water Association Planner Minnesota Rural Water Association:* [*MRWA Staff (PDF) (https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf)*](https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf) *for assistance.*
   2. *For Fluxx questions, please email* [*SWPGrantsHelp.MDH@state.mn.us*](mailto:SWPGrantsHelp.MDH@state.mn.us)*.*
2. **Staff who will be applying in Fluxx on behalf of a public water system (PWS).**

*Disclaimer: Please note that as we continue to make changes to Fluxx, Fluxx may look different than the plan implementation grant application questions in this document.*

## Approval to Submit Application

Please sign to indicate that you approve staff (Minnesota Department of Health, Minnesota Rural Water Association, Delegated Authorities) to submit a Source Water Protection (SWP) Transient Grant application on behalf of the PWS via the SWP grant portal (Fluxx):

**Public Water System Name and ID:**

**PWS Representative Title:**

**PWS Representative Name:**

**Signature:**

**Date:**

**Staff Name:**

## Plan Implementation Grant Application Questions and Guidance

### Organization Information

* PWS ID:
* Organization Name:
* Primary Contact:
* Primary Signatory:
* Who is the MDH (sanitarian, engineer, planner), MRWA or delegated authority local program staff person with whom you consulted before submitting this application?

### Application Questions

1. Are you a public water supplier? A public water supplier serves 25 people or more in places where they live, work, gather, and play. If you say "no" you are not eligible for a grant unless this is a continuation of a previous grant.
2. Are you representing more than one public water supplier for this application?

### Application Information

* Project Summary (Please give a brief description of your entire project. There will be opportunity in the application to give more detailed descriptions for each work item.):
* Is this an application to install treatment for a contaminant? (Example: nitrate, manganese, arsenic, etc.)
* Are you currently under any of the following violations? [Answers {Select all that apply}: None, Notice of Violation (NOV), Administrative Penalty Order (APO)]

Note: Project Evaluation Form is required for a Notice of Violation (NOV) or Administrative Penalty Order (APO)

* Is this grant application to support the completion of an item in the sanitary survey [Answer: Yes/No]?

### Work Items

Please limit your work items to a maximum of four. Any work items beyond four will not be scored or funded. Please repeat this section for each work item.

It is important that you choose the correct work item type. Please make sure the option you choose aligns with the documentation you are providing as evidence of need for your project. Only choose “other” if there is not an applicable option in the list provided.

Note: Plan Implementation grants should select Management Strategies or Sanitary Survey Work item types. The management strategies work item type is only for PWSs that are applying for a grant to implement management strategies within MDH approved wellhead protection plans or wellhead protection action plans.

* **Work Item Type**
  + Common Activities
    - Common Activities Options [Answer: select drop down list in Fluxx—See Appendix A]
  + Management Strategies
    - Management Strategies Options [Answer: select drop down list in Fluxx—See Appendix B]
  + Sanitary Survey
    - Sanitary Survey Options [Answer: select drop down list in Fluxx—See Appendix C]
* Describe the work that will be performed; scoring your application is contingent upon the amount of detail that you provide. If you need more room, please attach a separate narrative document.
* Is this work a continuation from a previous MDH grant? [Answer: Yes/No]
  + If answered yes, select past grant from drop down list. You will need Grant ID R# XXXX-XXXXX]
* Will you be sealing a well(s)? [Answer: Yes/No]
  + If answered yes, fill in unique well numbers if known.
* Is the work area for this item located in the DWSMA? [Answer: Yes/No]
* If answered yes, what is/are the DWSMA vulnerability(s) that the project will be located in? [Answer: Drop down list of DWSMA vulnerability]
* This can be accessed using the [SWP Map Viewer (https://experience.arcgis.com/experience/14825b159b2e4dc686736d98e39ebce7**)**](https://experience.arcgis.com/experience/14825b159b2e4dc686736d98e39ebce7), downloading the GIS layer from [GEOcommons (https://gisdata.mn.gov/dataset/water-drinking-water-supply)](https://gisdata.mn.gov/dataset/water-drinking-water-supply), or asking your MDH/MRWA planner.
  + - * Drop down list of DWSMA vulnerability options
        + Low
        + Moderate
        + High
        + Low and Moderate
        + Low and Moderate and High
        + Low and High
        + Moderate and High
* What is/are the DWSMA ID(s) where the work item will be taking place? (This can be accessed using the [SWP Map Viewer (https://experience.arcgis.com/experience/14825b159b2e4dc686736d98e39ebce7)](https://experience.arcgis.com/experience/14825b159b2e4dc686736d98e39ebce7), downloading the GIS layer from [GEOcommons (https://gisdata.mn.gov/dataset/water-drinking-water-supply)](https://gisdata.mn.gov/dataset/water-drinking-water-supply), or asking your MDH/MRWA planner.)
* How will the outcome of this work item protect the source of drinking water or support drinking water protection?
* Estimated total cost of work item:
* Amount requested for performing this work item: *(Example: total project cost is $40,000 but requesting $15,000).*

Note: Make sure to hit save to move to next questions. To add an additional work item (up to four work items will be scored) by selecting the plus button. Picture of plus sign with circle around it

### Amounts

* Estimated Total Cost of Project (sum of the total cost of each work item):

Note: While the sum of the work items in the table is displayed for convenience, the applicant will need to type in the same estimated total cost of the project.

* Amount requested from MDH (minimum $500, maximum $15,000, or $45,000 if 3 or more PWS’s apply jointly). This is calculated by summing all work item requested amounts.

Note: This value has been calculated for your convenience in the table above (in Fluxx) based on your responses for the work items. Please check to make sure the amount looks correct and then type the value into the text box.

* Estimated Cost Share (Amount contributed by the Grantee – must be at least equal to the amount being requested from MDH):
* Cost Share amount information (List all contributors and corresponding dollar amounts; in-kind contribution is not accepted). Choose all that apply:
* I have a state grant
* I have a federal grant
* I will use my own financial resources
* Other
  + Describe cost share funding for other:
  + Amount received from other:

### Documents

* **Download**
* Download [Conflict of Interest Form (PDF) (https://www.health.state.mn.us/about/grants/coiapplicant.pdf)]((https:/www.health.state.mn.us/about/grants/coiapplicant.pdf)
* Download Project Evaluation Form (Ask a staff member. Must be filled out by MDH, Delegated Program, or Minnesota Rural Water Association Staff. Applicants should allow up to 30 days to obtain staff’s signature to ensure complete applications may be submitted before the deadline). This can be requested prior to the application period opening.
* **Upload**

Note: Upload documents by selecting the plus button. The conflict of interest form is required.Picture of plus sign with circle around it

* Itemized quote/estimates from contractors.
* Conflict of Interest Form *(Note: This is required).*
* Project evaluation form (*Note: It is strongly encouraged to upload the project evaluation form. For some grant work items, the project evaluation is required (see SWP Grant Eligible Sanitary Survey Codes section in project evaluation form*).
* MDH plan strategy/measure number (only provide the plan pages with the relevant strategy/measure number). *Note: The MDH plan strategy/measure number is only required if implementing a management strategy from Wellhead protection plan or action plan (applicable to the Competitive and Plan Implementation grants).*
* Alternate Source Evaluation *(Note: required for treatment work items)*

## Appendix A: Common Activities

Note: Plan Implementation grants should select Management Strategies or Sanitary Survey Work item types, not Common Activities. This is only a list of grant work items that are commonly applied for. It is not an exhaustive list. If you don’t find something on this list that matches your grant work item, select “Other” to create your own.

* **Other**
* Agriculture: CRP Cost-share programs for nitrogen management
* Agriculture: Nitrogen Best Management Practices
* Connection to City or Rural Water (when documented by MDH for compliance purposes)
* Data Collection: Monitoring, Research, and Assessment
* Data Collection: Aquifer pump test
* Data Collection: Inspecting a well (video log, gamma log, televise)
* Data Collection: Installing a monitoring well
* Data Collection: Monitoring static water level
* Data Collection: New (not replacement) Water Meters for populations <1,000
* Data Collection: New (not replacement) Well Flow Meter
* Data Collection: Water quality monitoring
* Education and Outreach
* Education and Outreach: Update website with source water protection information
* Education and Outreach: Wellhead Protection Area Signage
* Equipment to protect the source of drinking water
* Hazardous Waste and Materials: Household Hazardous Waste Collection Events
* Inner Wellhead Management Zone (IWMZ) work
* Land Use Control: Develop GIS overlays for source water protection
* Land Use Controls: City ordinance development to protect the source of drinking water
* Managing Contamination
* Sanitary Survey Activities
* Sanitary Survey: Treatment (Alternate Source Evaluation must be uploaded with application)
* Security and Emergency Planning: Fencing around well or wellhouse
* Security and Emergency Planning: Install alarms around exterior wellhouse doors and windows
* Security and Emergency Planning: Install physical barrier around well
* Security and Emergency Planning: Lighting around wells and well house
* Security and Emergency Planning: Purchase and Install Generator
* Security and Emergency Planning: Purchasing generators (MDH plan review and approval is required)
* Security and Emergency Planning: Replace exterior well house doors, locks, and windows
* Security and Emergency Planning: Spill or emergency response plan
* Security and Emergency Planning: Spill response equipment
* Security and Emergency Planning: Spill response supplies
* Security and Emergency Planning: Update wiring and site preparation for Generator placement
* Security and Emergency Planning: Video surveillance around well or wellhouse
* Stormwater Best Management Practices
* Tanks: Remove above ground storage tank
* Tanks: Remove underground storage tank
* Update the Potential Contaminant Source Inventory (PCSI)
* Well Management: Construct observation/monitoring well
* Well Management: Constructing a new PWS well
* Well Management: Constructing test wells for a new PWS well location
* Well Management: Remove wells in pits
* Well Management: Replace cracked well casing
* Well Management: Well casing extensions for flood prone public water supply wells
* Well Management: Well Locating
* Well Management: Well Sealing
* Well Management: Well Sealing Program

## Appendix B: Management Strategies

Note:Plan Implementation grants should select Management Strategies or Sanitary Survey Work item types. The management strategies work item type is only for PWSs that are applying for a grant to implement management strategies within Minnesota Department of Health approved wellhead protection plans, wellhead protection action plans, or surface water intake protection plans.

The management strategies list drop down contains a sub-set of the Minnesota Department of Health’s Management Strategies catalog. If your wellhead plan has the same measure or management strategy (which can be easily referenced by the numbering system), please select an option from the list below. Most wellhead protection plans and action plans will not have the same strategy language. As such, select “Other” to type in the management strategy that you are applying for.

You can contact a Minnesota Department of Health [MDH Planner and Hydrologist Districts (PDF) (https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf)](https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf) or Minnesota Rural Water Association Planner for assistance Minnesota Rural Water Association: [MRWA Staff (PDF) (https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf)](https://www.mrwa.com/PDF/MRWA%20SWP%20Staff%20Work%20Areas%202019.pdf).

* **Other**
* Agriculture: (101) Participate in partner sponsored agricultural data collection that is related to drinking water.
* Agriculture: (102) Enroll the agricultural land owned or managed by the public water system or the city into a conservation program.
* Agriculture: (103) Plant perennial crops such as alfalfa, clover, switchgrass, or kernza® wheat on land owned or managed by the public water system or city.
* Agriculture: (104) Require that agricultural best management practices be used on land owned or managed by the public water system or city.
* Agriculture: (106) For land subject to MN Groundwater Rule Mitigation Phase 1, request a meeting to discuss local groundwater nitrogen impacts with MN Department of Agriculture and the local Soil and Water Conservation District(s).
* Agriculture: (107) For land subject to MN Groundwater Rule Mitigation Phase 2, request a meeting with the Local Advisory Team to get updates and discuss grant opportunities.
* Agriculture: (110) Seek funding for financial incentives to farmers to adopt agricultural best management practices.
* Agriculture: (111) Sponsor an agricultural chemical and container disposal event and invite rural landowners.
* Agriculture: (112) Prioritize land in the Drinking Water Supply Management Area for enrollment in a conservation program
* Agriculture: (113) Prioritize land in the Drinking Water Supply Management Areas for continuous cover and soil health programs.
* Agriculture: (114) Prioritize the use of nitrogen best management practices on land in the Drinking Water Supply Management Area.
* Agriculture: (115) Invite public water systems to drinking water related meetings or outreach events.
* Agriculture: (116) Provide drinking water related training and information to crop advisors and farmers.
* Agriculture: (118) Seek financial incentives for farmers to adopt agricultural best management practices.
* Agriculture: (119) Promote irrigation best management practices.
* Agriculture: (120) Dedicate staff time to assist farmers with drinking water related agricultural practices.
* Agriculture: (121) Promote chemical storage and handling practices that reduce spills and releases.
* Agriculture: (122) Coordinate an event focusing on nitrogen management, new crops, and opportunities that will reduce nitrogen use and loss to groundwater.
* Class V Injection Wells: (200) Notify MDH source water protection planner if a Class V well is identified in the DWSMA.
* Class V Injection Wells: (202) Septic sytems receiving waste from a commercial, industrial, or motor vehicle repair facility may be regulated as a Class V Injection Well. Contact the EPA for registration, closure, conversion or permit information.
* Class V Injection Wells: (203) Become aware of Class V injection wells and how they impact drinking water. Contact the EPA for information regarding Class V injection well registration, closure, conversion or permits for continued use
* Data Collection: (403) Update the inventory of potential contaminant sources.
* Data Collection: (406) Contact the Minnesota Department of Health hydrologist to develop a monitoring plan.
* Data Collection: (407) In cooperation with the MN Department of Health, implement the monitoring plan.
* Data Collection: (413) Assist MDH to resample the primary well(s) when requested.
* Data Collection: (414) Video log well casing to determine its construction and state of repair, or complete geophysical logging to collect geologic information to substantiate well vulnerability issues.
* Data Collection: (415) Contact MDH Hydrologist prior to routine well maintenance.
* Data Collection: (416) Provide support of staff, equipment, or other resources for the development of a County Geologic Atlas.
* Education and Outreach: (503) Display a map of the Drinking Water Supply Management Area(s) in a public place.
* Education and Outreach: (504) Post the wellhead protection plan on the public water system’s webpage.
* Education and Outreach: (506) Install sign(s) to designate the Drinking Water Supply Management Area.
* Education and Outreach: (507) Provide educational materials to residents about wellhead protection.
* Education and Outreach: (508) Incorporate drinking water education into your existing local activities and outreach events.
* Education and Outreach: (509) Participate in the planning, hosting, and/or financial support of local events related to drinking water.
* Education and Outreach: (510) Using a groundwater model, show local aquifer characteristics to students or civic groups.
* Education and Outreach: (511) Create a display about source water protection.
* Education and Outreach: (512) Create a webpage for source water protection information.
* Education and Outreach: (513) Convene a local groundwater technical group to discuss and coordinate groundwater and drinking water protection activities identified in WHP plans, 1W1P, GRAPS and other local water resource plans.
* Education and Outreach: (514) Make groundwater or educational models available to public water systems to use.
* Education and Outreach: (515) Display a map(s) of Drinking Water Supply Management Areas at the county fair.
* Education and Outreach: (516) Incorporate wellhead protection information into local plans.
* Feedlots: (600) Request that the regulatory authority notifies the public water supplier when a Conditional use permit is required for a new or expanding feedlot
* Feedlots: (601) Promote feedlot and manure management best management practices.
* Feedlots: (602) Attend and or provide comments at public meetings about feedlots.
* Feedlots: (603) Require a conditional use permit for any new feedlot.
* Feedlots: (604) Review existing land use controls regarding feedlots.
* Feedlots: (605) Strengthen land use controls regarding feedlots.
* Feedlots: (606) Seek funding for financial incentives for producers to adopt feedlot best management practices.
* Feedlots: (607) Provide drinking water related information and a map of the Drinking Water Supply Management Area to feedlot owners/operators.
* Feedlots: (608) Provide a list of feedlot and manure best management practices to feedlot owners and operators.
* Feedlots: (609) Discuss local land use requirements with the permitting authority.
* Feedlots: (610) Create a prioritization process for inspection of feedlots for drinking water protection.
* Feedlots: (611) Feedlots should be properly abandoned in accordance with local and state regulations.
* Forestry: (2002) Identify landowners with forested land cover and provide them with information regarding the importance of forested land cover to drinking water protection.
* Forestry: (2003) Identify landowners with forested land cover and inform them of potential sources of technical and financial assistance for implementation of forest conservation practices.
* Forestry: (2004) Apply for grant funds to develop a DNR certified and registered Private Forest Management Plan for eligible landowners.
* Forestry: (2005) If known, refer any landowners considering a timber sale in a Drinking Water Supply Management Area to sources of technical and financial assistance for the harvest and follow up reforestation efforts.
* Forestry: (2006) Partner with your local SWCD to distribute information to encourage and engage private landowners about forestry management programs, practices, cost-share and incentives.
* Forestry: (2007) Connect with the One Watershed One Plan local forestry technical implementation team.
* Forestry: (2008) Seek funding for landowners to participate in forestry land management programs.
* Forestry: (2010) Promote forestland cover in vulnerable Drinking Water Supply Management Areas in local comprehensive plans and ordinances, and in comprehensive watershed management plans such as the local County Water Plan or 1W1P.
* Forestry: (2011) Inform landowners who own 20 acres or more of forested land cover that they are eligible to have private forest management (PFM) plans prepared for their forested property.
* Forestry: (2012) Assist landowners to implement a DNR certified and registered management plan.
* Forestry: (2013) Explore grant opportunities for protecting or establishing forested lands in Drinking Water Supply Management Areas.
* Forestry: (2014) Promote education and awareness of the benefits of forests on groundwater and drinking water.
* Hazardous Waste and Materials: (700) Sponsor a collection event for household hazardous waste.
* Hazardous Waste and Materials: (701) Provide information to very small quantity generators (VSQG) about local licensed VSQG collection programs.
* Hazardous Waste and Materials: (702) Provide information to businesses about the Minnesota Technical Assistance Program's hazardous waste services.
* Hazardous Waste and Materials: (703) Provide information to residents about household hazardous waste collection services and programs.
* Hazardous Waste and Materials: (705) Provide information to residents about proper handling, storage, and disposal of household hazardous waste materials and pharmaceuticals.
* Hazardous Waste and Materials: (706) Sorbent material should be maintained on site for the immediate clean-up of hazardous waste spills
* Inner Wellhead Management Zone (IWMZ): (800) Help planning staff complete or update the Inner Wellhead Management Zone inventory.
* Inner Wellhead Management Zone (IWMZ): (801) Maintain 50’ permanent vegetative buffer around public water system wells.
* Inner Wellhead Management Zone (IWMZ): (802) Implement measures listed in the Inner Wellhead Management Zone report and Sanitary Survey reports.
* Inner Wellhead Management Zone (IWMZ): (803) Make sure setback distances are met for new potential contaminant sources in the Inner Wellhead Management Zone.
* Land Use Controls: (902) Include drinking water protection in the comprehensive plan.
* Land Use Controls: (909) Include information about drinking water protection in the local water management plans.
* Land Use Controls: (910) Update land use plans and controls to identify long-term drinking water needs.
* Land Use Controls: (911) Incorporate DWSMAs into comprehensive plans to guide acceptable land uses.
* Land Use Controls: (912) Consider impacts to drinking water when reviewing zoning, land use changes, or reviewing permits.
* Lawn and Turf Management: (1000) Provide information to turf management and lawn care service providers about best management practices and educational opportunities.
* Lawn and Turf Management: (1001) Survey property owners about turf management and lawn care practices.
* Lawn and Turf Management: (1002) Use turf best management practices on land owned by the city or public water system.
* Lawn and Turf Management: (1003) Sponsor a turf management demonstration site.
* Manure Management: (1900) Request changes to local manure management regulations to minimize the impacts of land application on the public water supplier’s wells and aquifer.
* Manure Management: (1901) Provide drinking water related information and a map of the Drinking Water Supply Management Area to commercial manure applicators.
* Manure Management: (1902) Require nutrient management plans.
* Manure Management: (1904) Seek funding for financial incentives for producers to adopt best management practices for manure management.
* Manure Management: (1905) Require a winter manure spreading plan.
* Manure Management: (1906) Assist with manure testing and calibration of manure equipment for landowners applying manure.
* Manure Management: (1907) Conduct a record review of all feedlots to ensure that manure application rates are appropriate.
* Manure Management: (1908) Host field days that promote manure best management practices.
* Manure Management: (1909) Maintain a record of manured acres within the DWSMA.
* Manure Management: (1910) Promote manure storage and handling practices that reduce spills and releases.
* Manure Management: (1912) Create a winter manure spreading plan.
* Technical and financial assistance may be available to develop Private Forest Management (PFM) plans for landowners who own at least 20 contiguous acres that are at least 50 percent forested [MN Statues, Sect. 88.01, subd. 7]
* Mining: (1100) Assist property owners with planning and funding the reclamation of unused gravel pits that have no reclamation requirements.
* Mining: (1101) Provide information to mining owner-operators about best management practices and spill response.
* Mining: (1102) Help mining owner-operators develop or get funding for a spill prevention and response plan.
* Mining: (1103) Seek funding for mining owner-operators implementation of spill prevention and response plan.
* Mining: (1106) Sponsor an educational event for mining owner-operators about best management practices.
* Mining: (1108) Review MDH mining whitepaper when considering conditional use permits and/or contingency plans for mining operations.
* Security and Emergency Planning: (1302) Review and update the contingency strategy as changes occur.
* Security and Emergency Planning: (1312) In the event of a spill of any hazardous materials on the land or roadway near public wells contact the duty officer at 1-800-422-0798 to report it.
* Security and Emergency Planning: (1313) Purchase and install a generator and necessary wiring with switch box, for emergency service to the well (requires MDH water system plan review and approval before construction).
* Security and Emergency Planning: (1314) Implement recommendations and needs listed in the contingency strategy plan.
* Security and Emergency Planning: (1315) Develop a plan to respond to spills and releases that can impact vulnerable DWSMAs.
* Stormwater: (1400) Provide information about stormwater best management practices to property owners.
* Stormwater: (1402) Implement stormwater best management practices on public water system owned property.
* Stormwater: (1403) Manage stormwater on your property to minimize impacts on your drinking water system.
* Stormwater: (1404) Conduct routine maintenance on your stormwater structures in the Emergency Response Area.
* Stormwater: (1405) Request owners of stormwater structures in the Emergency Response Area conduct routine maintenance.
* Stormwater: (1406) Implement alternatives to stormwater infiltration in the Emergency Response Area.
* Stormwater: (1408) Determine the need for alterative stormwater practices in the Emergency Response Area.
* Stormwater: (1410) Work with property owners to minimize stormwater and infiltration impacts.
* Stormwater: (1411) Use the MDH Stormwater White Paper and MPCA Stormwater Manual when locating, designing, and constructing stormwater practices.
* Subsurface Sewage Treatment Systems (SSTS): (1500) Develop or update an ordinance to require unsewered properties to connect to community sanitary sewer.
* Subsurface Sewage Treatment Systems (SSTS): (1504) Help SSTS owners get funding to upgrade failing, or nonconforming SSTS systems to meet local and state SSTS regulations.
* Subsurface Sewage Treatment Systems (SSTS): (1505) Unused subsurface sewage treatment systems (SSTS) should be properly abandoned in accordance with local and state regulations.
* Subsurface Sewage Treatment Systems (SSTS): (1506) Explore financial assistance for property owners to connect to the municipal sewer system.
* Subsurface Sewage Treatment Systems (SSTS): (1507) If the septic system is determined to be noncompliant, contact a licensed septic system service provider or designer to develop a plan to bring it into compliance.
* Subsurface Sewage Treatment Systems (SSTS): (1508) Any sewer lines that are observed to be leaking, cracked, or deteriorated, should be replaced.
* Subsurface Sewage Treatment Systems (SSTS): (1509) The location of the buried sewer line should be determined and documented.
* Subsurface Sewage Treatment Systems (SSTS): (1510) Monitor and maintain the septic system(s) in accordance with the MPCA and/or Local Units of Government recommendations. Keep a maintenance log.
* Subsurface Sewage Treatment Systems (SSTS): (1511) Contact a septic system service provider to develop a septic system management plan as recommended by the University of Minnesota.
* Subsurface Sewage Treatment Systems (SSTS): (1512) Request a Septic System Management Plan from the contractor after the installation of a new septic tank or drainfield.
* Subsurface Sewage Treatment Systems (SSTS): (1513) Determine the compliance status of Subsurface Sewage Treatment Systems (SSTS).
* Subsurface Sewage Treatment Systems (SSTS): (1514) Work with landowner to rectify non-compliant SSTS.
* Subsurface Sewage Treatment Systems (SSTS): (1515) Enforce local septic application regulations.
* Subsurface Sewage Treatment Systems (SSTS): (1516) Require proper abandonment of unused SSTS.
* Tanks: (1600) Provide information to storage tank owners about proper management.
* Tanks: (1601) Report unused or abandoned storage tanks to the Minnesota Pollution Control Agency.
* Tanks: (1602) Inactive underground storage tanks should be removed or upgraded to current standards.
* A certified contractor must be used. See the Minnesota Pollution Control Agency website for more information or call 1-800-657-3864.
* Tanks: (1603) If a Leaking Underground Storage Tank (LUST) is identified, stay informed with MPCA for monitoring or remediation.
* Tanks: (1605) Provide secondary containment for storage tanks.
* Tanks: (1606) Provide or apply for funding for proper management, removal, or contamination clean-up of tanks.
* Tanks: (1607) Suppliers/tankers should be requested to stay away from well locations, and to inform the owner of any spills that occur.
* Tanks: (1608) Provide residents educational materials about tank maintenance and the importance of spill prevention in a drinking water supply management area.
* Water Conservation: (1700) Provide information to residents about water conservation tips and water reuse practices.
* Water Conservation: (1701) Create a rebate program for water efficient fixtures or appliances.
* Water Conservation: (1702) Incorporate water conservation practices within public water system owned facilities.
* Water Conservation: (1703) Install water metering devices at each water system well.
* Water Conservation: (1704) Install water meters for all water use connections.
* Water Conservation: (1705) Change the utility billing method from cubic feet per minute to gallons per day.
* Water Conservation: (1706) Change the utility billing frequency to monthly.
* Water Conservation: (1707) Provide information to businesses about services to help conserve water.
* Water Conservation: (1708) Develop a work plan to reduce water use and identify water conservation issues.
* Water Conservation: (1709) Adopt a lawn irrigation ordinance to make sure water users follow irrigation schedules.
* Water Conservation: (1710) Conduct a water use assessment when a bill shows higher than normal customer usage.
* Water Conservation: (1711) Install water metering devices at each water system well.
* Well Management: (1800) Apply for grants to seal unused wells.
* Well Management: (1801) Complete a review of historical well and land use information to identify wells.
* Well Management: (1802) Conduct a magnetometer survey to locate unused wells.
* Well Management: (1803) Construct a public well to ensure water quality and/or quantity needs are met.
* Well Management: (1804) Contact MDH Hydrologist and District Engineer for initial discussion prior to planning for a new public well.
* Well Management: (1805) Contact MDH Hydrologist if a new or proposed high capacity well is within one mile of the Drinking Water Supply Management Area.
* Well Management: (1806) Determine need and cost of reconstructing or replacing a public well.
* Well Management : (1807) Develop an ordinance requiring property owners to connect to the public water supply.
* Well Management: (1808) Develop an ordinance to control the construction of wells in the public water system’s jurisdiction.
* Well Management: (1809) Host a nitrate water testing clinic for private well users.
* Well Management: (1810) Identify unused wells and prioritize for sealing.
* Well Management: (1811) Provide information to owners of high-capacity wells about potential impacts to the aquifer(s) and the public well(s).
* Well Management: (1812) Provide information to property owners on well management and well sealing.
* Well Management: (1813) Provide information to well owners about opportunities to have their water tested.
* Well Management: (1818) Seal unused well(s).
* Well Management: (1819) Work with MDH Hydrologist to prioritize sealing of unused public wells.
* Well Management: (1820) Work with MDH to review historical well information to help locate unused public wells.
* Well Management: (1821) Work with the MDH Hydrologist, MN DNR, and the owner of a high capacity well to minimize pumping impacts to the public well.

## Appendix C: Sanitary Survey

Note: Plan Implementation grants should select Management Strategies or Sanitary Survey Work item types. The Sanitary Survey drop-down list is not a comprehensive list of actions/items in the sanitary survey. This is an updated list of SWP Grant Eligible Sanitary Survey Codes as found on the back of the project evaluation form. If your sanitary survey has the same action/items (comment, requirement, recommendation, deficiency, or significant deficiency), please select an option from the list below. If you cannot find a match, select “Other” to type in the sanitary survey work item that you are applying for.

If you have questions, please contact the appropriate Community engineer or Noncommunity sanitarian for assistance:

Community engineer   
[Community Public Water Supply Unit (PDF) (https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf)](https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap.pdf)

Noncommunity sanitarian   
[Noncommunity Public Water Supply Unit (PDF) (https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf)](https://www.health.state.mn.us/communities/environment/water/docs/noncomstaffmap.pdf)

* **Other**
* Distribution: The Public Water Supply has one or more high hazard cross connections [MN Rules 4720.0025].
* Distribution: The required backflow prevention device is not installed [MN Rules 4720.0025].
* Distribution: The required backflow prevention devices are not properly installed or maintained [MN Rules 4720.0025]. (*Grant eligibility is dependent upon backflow prevention located closest to well*).
* Monitoring: It is recommended that the static and drawdown water levels be taken at least monthly and permanently recorded.
* Pumps: A standby power source is recommended to avoid primary power interruptions, by: 1) Direct connection to at least two independent public power sources, or 2) Dedicated portable or in-place auxiliary power [MN Rules 4720.3927].
* Pumps: It is recommended that a means to measure the water flow be provided for each well, such as a flow rate indicating and totaling meter [Recommended Standard for Water Works 6.6.3].
* Pumps: It is recommended that an approved means of pumping the well to waste be provided.
* Pumps: It is recommended the overflow pipe on the hand pump be adjusted so that water is directed away from the well casing.
* Pumps: The base of the hand pump is not secured and provided with a watertight seal [MN Rules 4725.3250].
* Pumps: The drain line for the pumphouse does not discharge to a gravel pocket located at least 20 feet from the well [Minn4725.4450].
* Pumps: The well does not have a check valve installed on the discharge piping [Recommended Standards for Water Works 3.2.7.3].
* Pumps: The worn stuffing box or packing gland around the hand pump's reciprocating pump rod is no longer watertight and/or vermin-proof [MN Rules 4725.3250].
* Pumps: There is not a water tight seal between the well casing and the concrete slab for the hand pump[MN Rules 4725.3250].
* Storage: It is recommended the capacity of wells and pumps in the hydropneumatic system be at least ten times the avg. daily consumption rate [Rec Stndrd Wtr Wrks 7.2.2] Well and pump eligibility depends on aquifer limitation or failing well.
* Treatment: It is recommended when replacing the liquid storage tanks secondary containment be provided to prevent the accidental discharge of chemical in the event of an equipment failure or spill [Recommended Standards for Water Works 5.1.9].
* Treatment: The backwash discharge line from the treatment unit does not drain to the building's sewer system through an approved air gap [MN Rules 4720.0025.
* Treatment: The water softener backwash discharge line does not drain to the building's sewer system through an approved air gap [MN Rules 4720.0025].
* Water Source:It is recommended that the failing subsurface sewage treatment system (SSTS) be replaced. Improper sewage treatment could adversely impact well water quality (Project Evaluation Form and septic worksheet required).
* Water Source: It is recommended the well in a pit be removed and closed, or a well contractor extend the well casing top at least 12 inches above the ground surface. Pits may be a confined space and health threat [MN.R. 4725.2250 subpart 11].
* Water Source: It is recommended to provide the well record or other reliable well construction information to MDH. A well record provides information from the well driller describing the well construction, and has not been recorded with MDH.
* Water Source: There are wells within your system that may not be properly sealed or maintained [MN Rules, Chapter 4725] These wells may increase the risk of. contamination in the aquifer, and should be evaluated by MDH Well Management
* Water Source: A flooded well is being used [MN Rules 4725.5850 Subp. 4].
* Water Source: A minimum isolation distance between one or more wells and a source of contamination is not being met [MN Rules 4725.4450 and 4725.5850].
* Water Source: It is recommended that the existing well cap be replaced with an overlapping well cap with a compression gasket and integral screened vent. [MN Rules 4725.3150 Subpart 1 and 4725.5450].
* Water Source: It is recommended that the location of the well be identified and marked for future reference.
* Water Source: It is recommended the public water supply construct an additional well [Recommended Standards for Water Works 3.2.1.2].
* Water Source: It is recommended the well be physically protected against accidental damage from vehicles by installing at least three protective posts, or other protective barricades around the well.
* Water Source: It is required that the lake water intake be placed at a depth for the withdrawal of water of the best water quality [MN Rules 4720.3922].
* Water Source: It is required that the owner of a community public water supply own or legally control, through permanent easement, the property within a 50 foot radius of the well [MN Rules 4725.5850].
* Water Source: It is required to have a sample tap for each individual water source [MN Rules 4720.0350].
* Water Source: One or more wells are not properly sealed [MN Rules 4725.3850 and 4725.3875].
* Water Source: Openings exist in the pump base that lead directly into the well casing [MN Rules 4725.3250].
* Water Source: Sample taps are not provided at each water source [MN Rules 4720.0350].
* Water Source: The community public water supply does not own or legally control through a permanent easement the property within 5-0 feet of the well [MN Rules 4725.5850].
* Water Source: The electrical wiring serving the submersible pump is not enclosed in conduit [MN Rules 4725.3150].
* Water Source: The ground surface at the well site is not:1) Two feet above the highest known water elevation; or 2) Graded so that the highest flood of record wouldn't reach within 50 feet horizontally of the well [MN Rules 4725.5850].
* Water Source: The ground surface immediately around the well casing is not graded to divert water away from the casing [MN Rules 4725.2250, Subp. 11].
* Water Source: The ground surface within 50 feet of the well site is not graded as required [MN Rules 4725.5850].
* Water Source: The public water supply well located in the regional flood plain is not constructed properly to prevent that entry of flood water into the well. MN Rules 4725.4350.
* Water Source: The well cap is missing [MN Rules 4725.2250].
* Water Source: The well cap is not tightly secured to the well [MN Rules 4725.3150].
* Water Source: The well casing does not extend at least 12 inches above the ground or the floor in the pumphouse [MN Rules 4725.2250].
* Water Source: The well casing is damaged or defective [MN Rules 4725.3750].
* Water Source: The well is within a flood area and does not have a casing that extends at least five feet above the regional flood level [MN Rules 4725.4350].
* Water Source: The well vent is not constructed in accordance with the Minnesota Well Code [MN Rules 4725.5450].
* Water Source: Wells in basements are susceptible to flooding, and may be affected by buried sewer lines in the building. It is recommended the well be replaced with a properly located well [MN Rules, part 4725.2175].
* Water System Management, RECO, It is recommended to provide a security fence around the well site, install locking well caps, or disguise the wellhead to prevent tampering. Ensure that well vents and caps cannot be easily breached or removed.
* Water System Management: It is recommended that adequate exterior lighting be provided for all critical water system components in order to detect or deter trespassers.
* Water System Mngmt, RECO, Your system has increasing levels of nitrate. If the 10 mg/L maximum contaminant level is exceeded, corrective action, such as: municipal water system connection; a new well; treatment; or other solutions will be required.
* Water System Mngmt: Identify and address security of infrastructure operation and control: Barriers, lighting, camera, alarms, locks, protective covers, cyber attacks or unauthorized physical access, chemical handling and storage, redundant security.

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09/24/2025

To obtain this information in a different format, call: 651-201-4700.