

Appendix A

Initial Petition Review/Determination of Completeness Checklist

CHECKLIST

INITIAL PETITION REVIEW/DETERMINATION OF COMPLETENESS

Purpose

Phase II, conducted by EPA Regional Office staff, is designed to ensure that petition information is adequate to perform the technical verification in Phase III.

EPA Acknowledgment

Upon receipt of a petition, EPA should notify the petitioner in writing.

Initial Review / Determination of Completeness

The EPA reviewer should determine if the petition includes a plausible and up-to-date response to each of the petition requirements as outlined in Section 3.3. The reviewer should use a Completeness Determination Checklist to conduct this review.

Complete Petition

If the EPA reviewer determines that the petitioner's responses are plausible and up-to-date, EPA intends to notify the petitioner of the initiation of technical verification. Acceptance at this point does not necessarily mean that EPA will not request additional data from the petitioner at a later point; it also does not guarantee that designation is forthcoming.

Incomplete Petition

If EPA determines that the petition is incomplete, the petition should be returned to the petitioner with a Notice of Deficiencies outlining the information that should be provided before EPA can perform the technical verification. The petitioner should correct the deficiencies and resubmit the petition for another completeness determination review. This process should be repeated until the petitioner submits a petition deemed complete by EPA.

Public Participation Announcement

After EPA has determined that the petition is complete, it should announce an opportunity for public hearing concerning the potential designation. Information about the hearing and the opportunity for comment will appear in the local media, and EPA should notify the petitioner directly.

COMPLETENESS DETERMINATION CHECKLIST

I. Petitioner Identifying Information	INCLUDED	
All items on the suggested petitioner identifying information format should be completed (see Exhibit 3-6). Attach a completed copy of the format to this checklist.	YES	
II. Narrative	INCLUDED	
A reasonable response for each of the following topics should be included. Each topic should be described in approximately one paragraph:	YES	
General location of the aquifer	YES	
Ground water dependency in the area and on the particular aquifer for which designation is requested	YES	
Availability of other public water supplies	YES	
Reasons for interest in SSA designation	YES	
Quality of the water from the aquifer	YES	
Relationship of the petitioner to the purveyor(s) of the water supply.	YES	
III. Sole or Principal Determination		
Information should be sufficient to determine whether the aquifer is the sole or principal drinking water source for the aquifer service area.		
A. Aquifer Service Area	INCLUDED	
1. Description of the aquifer service area	YES	
2. Map delineating the boundaries of the aquifer service area	YES	
B. Population	INCLUDED	
1. Total population within the aquifer service area	YES	
2. Population served by the aquifer	YES	
C. Current Sources of Drinking Water	INCLUDED	
1. Information similar to that requested on the “Current Drinking Water Sources” matrix	YES	
2. A brief narrative description of each current source, with the method(s) used for calculating the percentage used in the matrix	YES	
3. Explanation of seasonal variations	YES	
4. Explanation of actual use versus potential capacity	YES	
5. Explanation of why the source is not used currently to its full capacity	YES	
D. Alternative Sources of Drinking Water	INCLUDED	
1. Information similar to that requested on the first version of the “Alternative Drinking Water Sources” matrix	YES	
2. Information similar to that requested on the second version of the “Alternative Drinking Water Sources” matrix	YES	

Requested Item	SOURCE 1 INCLUDED	SOURCE 2 INCLUDED	SOURCE 3 INCLUDED	SOURCE 4 INCLUDED	SOURCE 5 INCLUDED	SOURCE 6 INCLUDED
3. Narrative	Yes	Yes	Yes	Yes	Yes	Yes

Description						
4. Why source not currently in use	Yes	Yes	Yes	Yes	Yes	Yes
5. Legal or institutional constraints	Yes	Yes	Yes	Yes	Yes	Yes
6. How estimated daily supply was calculated	Yes	Yes	Yes	Yes	Yes	Yes
7. What is necessary to transfer to this source	Yes	Yes	Yes	Yes	Yes	Yes
8. Estimated cost to provide water of comparable quality	Yes	Yes	Yes	Yes	Yes	Yes
9. Determination of economic feasibility	Yes	Yes	Yes	Yes	Yes	Yes

IV. Hydrogeological Data

Information should be sufficient for EPA to verify the boundaries of the areas in question and to give EPA a general understanding of the system.

A. Aquifer and its location

INCLUDED

1. Narrative description of the locale, including topography, climate, geology, ground water use and occurrence.

YES

2. Delineation (plane view) of aquifer's boundaries on USGS 7.5- or 15-minute quadrangle topographic maps; delineation of very large aquifer areas (greater than 1,000 square miles) on 1:100,000 scale maps.

YES

3. Detailed (as necessary) descriptions and diagrams of the aquifer's hydrology and hydrogeology including:

YES

- Delineation of the aquifer and non-aquifer units

YES

- Longitudinal and transverse geologic cross sections depicting the aquifer

YES

- Data or estimates concerning aquifer characteristics such as porosity, hydraulic conductivity, direction of ground water flow, and well yields

YES

4. Description of discharge or ground water withdrawal from the aquifer, for example:

YES

- Wells (drinking, irrigation, industrial);

- Springs;

- Stream baseflow; and

- Maps showing water table contours or potentiometric surfaces, springs and surface water pathways.

B. Recharge Area(s)

INCLUDED

1. Delineation of recharge area(s) on topographic maps.

YES

2. A description of methods used to determine recharge area(s), for example:

YES

- Assessment of topographic, geologic or hydrogeologic maps;

- Review and assessment of regional and Sub-regional ground water flow system(s) data;

- Data obtained from field studies based on isotopic dating techniques, observation well networks, tracer tests, etc.; and/or		
- Numerical simulation, i.e., regional flow modeling.		
3. Description and location of natural and man-induced aquifer recharge such as precipitation, snow melt, unlined surface impoundments, irrigation, injection of fluids and injection wells.	YES	

NOTE: If the streamflow source area is not included in the project review area, there should be a statement as to why it has not been included. If the streamflow source area has been included in the project review area, the following information is requested:

C. Streamflow Source Area	INCLUDED	
1. Delineation of the streamflow source area on detailed topographic maps including location of losing streams, if such streamflow demonstrably contributes to the aquifer through these areas.	YES	NO
2. Explanation of methods used in determining streamflow contributions.	YES	NO
3. Streamflow characteristics including delineation of gaining and losing portions of streams.	YES	NO

D. Designated Area	INCLUDED	
Delineation of the proposed designated area on a topographic map.	Figure 6	
E. Project Review Area	INCLUDED	
Delineation of the proposed project review area on a topographic map.	Figure 6	
F. Reference Map	INCLUDED	
An 8.5 x 11 inch or 8.5 x 14 inch reproducible reference map indicating:	YES	
1. The Sole Source Aquifer area; 2. County/parish boundaries; 3. Major streams and lakes; 4. Cities and towns; 5. Latitude and Longitude of a reference point within the petitioned aquifer service area; 6. Other information that contributes to a clear understanding of the location of the area and its relation to other major political and physical features; and 7. An inset map showing the aquifer location with the State.		
G. (At the option of the Petitioner)	INCLUDED	
Minimum Set of Data Elements for Public and/or Private Water Wells and Springs producing from the petitioned aquifer for drinking water that is supplied within the aquifer service area.		
General Descriptor	YES	
1. Data Sources		
Geographic Descriptors	NO	
2. Latitude		
3. Longitude		

4. Method used to determine Lat/Long 5. Description of Entity 6. Accuracy of Lat/Long Measurement 7. Altitude 8. Method used to Determine Altitude 9. State FIPS Code 10. County FIPS Code	
Well Descriptors	NO
11. Well Identifier 12. Well Used 13. Type of Log 14. Depth of Well at Completion 15. Screened / Open Interval	
Sample Descriptors	NO
16. Sample Identifier 17. Depth to Water 18. Constituent or Parameter Measured 19. Concentration / Value 20. Analytical Results Qualifier 21. Quality Assurance Indicator	