

Application Form and Guide for an EPEA Registration Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System

Introduction

The attached form and guidelines outline the information required for an application for a registration of a waterworks system consisting solely of a water distribution system. The application has been prepared in accordance with the *Environmental Protection and Enhancement Act (EPEA) RSA 2000, c.E-12*, the *Approvals and Registrations Procedure Regulation 113/1993*, and the *Environmental Protection and Enhancement Act (Miscellaneous) Regulation 118/93*. Please ensure that each section of the application is completed in a concise and clear manner.

A waterworks system consisting solely of a water distribution system includes a treated water supply, storage, pumping and distribution systems. For your information, the general steps and procedures that are followed when reviewing and issuing a Registration for municipal waterworks system is illustrated by the attached flow chart (Figure 1).

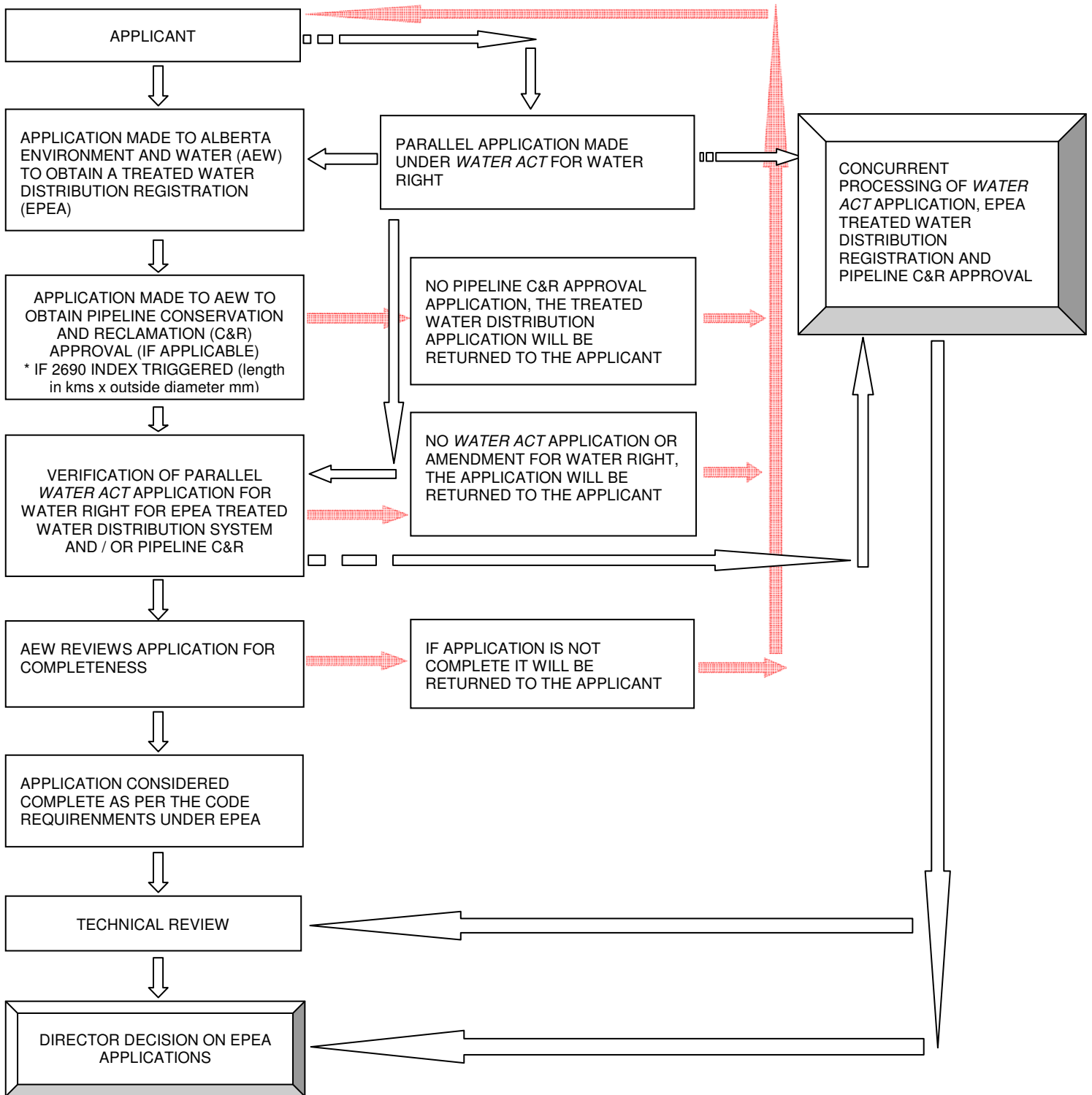
Application for a new Registration for systems consisting solely of a water distribution must contain written confirmation, by a Professional Engineer, that all aspects of the waterworks design conform to the requirements of the Code of Practice, the Regulations under the Act, or a statement identifying and justifying any deviation. The plans and specifications submitted in support of the Code of Practice registration must also be signed and stamped by a Professional Engineer.

All information spaces in this application must be filled in or marked not applicable (N/A). Failure to provide all necessary information may cause the application to be rejected and returned to the applicant. All applications must be forwarded to:

Alberta Environment and Parks
Regulatory Approvals Center
5th Floor, South Petroleum Plaza
9915 108 Street
Edmonton, AB T5K 2G8
Phone: 780-427-6311
Fax: 780-422-0154
E-mail: aep.epeaapplications@gov.ab.ca

FOIP STATEMENT: Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer the *Environmental Protection and Enhancement Act* and its associated regulations. This form is a public record that is available to anyone. All information contained on this form (including personal information) is disclosed by Alberta Environment and Parks to anyone requesting a copy in accordance with Section 2 of the *Environmental Protection and Enhancement Act*, Disclosure of Information Regulation. For further information about the collection and use of this information please contact Alberta Environment and Parks - Regulatory Approvals Centre at aep.epeaapplications@gov.ab.ca or call 780-427-6311.

FIGURE 1: THE PROCEDURE FOR A CODE OF PRACTICE REGISTRATION FOR A WATERWORKS SYSTEM CONSISTING SOLELY OF A WATER DISTRIBUTION SYSTEM



Application Form and Guide for an EPEA Registration Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System

1.0 Administrative Information

1.1 Name of the proposed Treated Water Distribution System:

1.2 Name and Address of waterworks Owner (Municipality / Commission / Utility / Water Co-op / Company):

Name: _____

Address: _____

Contact Person: _____ Position: _____

Telephone: _____ Fax: _____

Email Address: _____

Is your organization listed and in good standing on the Corporate Registry?

Yes No

1.3 Legal land description of the existing or proposed Treated Water Distribution System:

Land Location _____ SEC _____ TWP _____ RG _____ M _____

Land Location _____ SEC _____ TWP _____ RG _____ M _____

Land Location _____ SEC _____ TWP _____ RG _____ M _____

Land Location _____ SEC _____ TWP _____ RG _____ M _____

or

Sections _____ to _____ TWP _____ RG _____ M _____

Sections _____ to _____ TWP _____ RG _____ M _____

Sections _____ to _____ TWP _____ RG _____ M _____

Sections _____ to _____ TWP _____ RG _____ M _____

or

Townships _____

1.4 Submission of a map / plan of the area showing the location of the following landmarks must be submitted in support of the application. The map should show:

(a) the connection where the treated water supply will be made;

(b) treated water reservoir(s) and pump stations (if any);

- (c) the location of continuous Chlorine monitoring in the proposed system;
- (d) any rechlorination facilities; and
- (e) the treated water lines in the present or proposed treated water distribution system.

1.5 Treated Water Supply Information:

- (a) Name of waterworks system supplying treated water:

- (b) EPEA Approval / Registration number of waterworks supplying the treated water:

1.6 *Water Act* Diversion Licence:

Water right (*Water Act*) secured for the treated water supply: Yes No

If Yes, submission of water right details and information required.

If No, contact relevant Alberta Environment and Water Regional Office for *Water Act* requirements.

1.7 Operating staff and person(s) that will be responsible for the day to day operation of the waterworks system:

NAME OF OPERATOR(S)	POSITION	AEW CERTIFICATION		WORK PHONE #
		CERT. #	CLASS	

2.0 Waterworks System (Technical Data)

- 2.1 Confirmation that a written Operations Plan as per this Code of Practice has been prepared governing the operation of the waterworks system. (See Section 4.0) Yes
- 2.2 Submission of engineering drawings including piping profiles and specifications (signed and stamped by a Professional Engineer) of the proposed treated water distribution system. Yes
- 2.3 Submission of engineering drawings (signed and stamped by a Professional Engineer) of the connection details to any existing or proposed treated water reservoir(s). Yes

2.4 All aspects of the design of the waterworks systems complies with the design requirements of:

(a) this Code of Practice; and

(b) the regulations under the Act.

Yes No

If No, identification and justification of the deviation from this Code of Practice and/or the regulations under the Act: (with Engineer's signature and stamp):

If Yes, *Environmental Protection and Enhancement Act* Project sign-off sheet is signed, stamped and included with this application form.

2.5 Length in kilometres of the treated water distribution system: _____ kms.

2.6 Population that will ultimately be served by the treated water distribution system: _____ persons.

2.7 Length of pipeline (kms) _____ X outside diameter (mm) _____ = _____.

Is the answer to the calculation above greater than 2690? Yes No

If No, an EPEA approval for the Conservation and Reclamation (C&R) of a pipeline is not required.

If Yes, an application under the *Environmental Protection and Enhancement Act* for an approval for the Conservation and Reclamation (C&R) of a pipeline is required, in addition / parallel to this application.

Application made for an approval for the C&R of a pipeline? Yes

Date of pipeline C&R approval submission: _____

2.8 Flushing program (transition from existing High Quality ground water or surface water system):

Submission of a flushing program in support of the transition to a treated water distribution system: Yes No

If No, projected date of flushing program submission: _____

2.9 Disinfection of Mains and Reservoirs - Superchlorinated water Disposal:

Super-Chlorinated water dechlorinated: Yes No

Super Chlorinated water disposal to: _____

2.10 Reclamation of existing approved or registered waterworks (if applicable):

Submission of groundwater well / waterworks disconnection plan / schedule (if applicable):

Yes No

If No, expected date of submission: _____

Submission of groundwater well reclamation plan / schedule (if applicable):

Yes No

If No, expected date of submission: _____

Submission of water treatment plant reclamation plan (if applicable):

Yes No

If No, expected date of submission: _____

3.0 Treated Water Distribution System

3.1 System Capacity:

FLOWS	AVERAGE DAILY FLOW (m ³ / DAY)	MAXIMUM DAILY FLOW (m ³ / DAY)	PEAK HOURLY FLOW (L / HOUR)
Current			
Design			

3.2 Are there any truck fill stations? Yes No

If yes, how many _____ locations _____

Are the truck fill stations metered? Yes No

Average monthly flows (m³) _____

3.3 Treated Water Chlorine Monitoring:

Grab sampling: Yes No

Continuous monitor (w/ data capture): Yes No

Location of Continuous monitor (w/ data capture): _____

3.4 Discretionary Rechlorination: Yes No

Type of discretionary rechlorination:

Chlorine Gas Sodium Hypochlorite

Chloramination Calcium Hypochlorite

Location of injection of rechlorination introduction _____

3.5 Treated Water Metering:

Treated water flow monitoring location(s): _____

3.6 Treated Water Storage Reservoir(s): Yes No

DESCRIPTOR OR NAME	ELEVATED, SURFACE, OR UNDERGROUND	CONSTRUCTION MATERIAL	VOLUME (m ³)	LOCATION (STREET ADDRESS / LEGAL LAND LOCATION / GPS CO-ORDINATES)

Total volume of treated water storage _____ (m³).

3.7 Treated water pumping: Yes No

UNIT	POWER RATING (kW)	CAPACITY (L/s)

Total capacity of emergency pumps _____ (L/s).

Description and location of fuel source for pumping: _____

3.8 Emergency Pumping and Genset: Yes No

UNIT	POWER RATING (kW)	CAPACITY (L/s)

Total capacity of emergency pumps _____ (L/s).

Description and location of fuel source for emergency pumping: _____

3.9 Confirmation that all water treatment chemicals used in the waterworks are NSF approved: Yes No (If no, include non-NSF chemicals in the table below)

3.10 Inventory of all water treatment chemicals used (including non NSF). (Please identify all the chemicals used seasonally or continuously, including descalents, pH adjusters, and chlorine as a pre-oxidant or disinfectant).

CHEMICAL NAME	NSF APPROVED YES/NO	CHEMICAL TYPE	POINT OF INJECTION	SEASONAL / CONTINUOUS

3.11 Disposal and handling of wastewater and wastewater from waterworks system:

TYPE OF WASTE STREAM	DECHLORINATION OF WASTE STREAM BEFORE DISCHARGE (YES/NO)	METHOD / LOCATION OF WASTE DISPOSAL
Waste from lab sink or floor drain(s) (if applicable)		
Waste from on-line Chlorine meter (if applicable)		
Other (Specify)		

4.0 Operations Plan

4.1 An operations plan must be created in support of this application. The operations plan shall contain the following:

- (a) Routine Operational Procedures, which shall, at a minimum, include:
 - (i) contact name and telephone numbers for the system owner, system operator, engineering consultants and equipment suppliers,
 - (ii) operating instructions:
 - (A) general description of treatment process and operating procedures,

- (B) performance requirements, and
 - (C) location of equipment major controls;
 - (iii) general maintenance schedule, and
 - (iv) general maintenance instructions for:
 - (A) treatment / process equipment,
 - (B) monitoring equipment, and
 - (C) pumping equipment; and
 - (v) the schedule and procedures for cleaning and flushing of the water distribution system, including potable water storage reservoirs,
 - (vi) written agreement between the approval or registration holder that operates the waterworks supplying water to this waterworks system and the registration holder for this system, including:
 - (A) the minimum Chlorine concentration the approval or registration holder supplying the water is obligated to deliver,
 - (B) a list of all waterworks systems that receive water from this waterworks system, including contact names, telephone numbers, and fax numbers,
 - (C) a list of all service connections off of any potable water transmission main included in this waterworks system, including contact names, telephone numbers, and fax numbers,
 - (D) the communication and notification protocol or process that is in place between the approval or registration holder supplying the water to this system and the registration holder for this waterworks system;
- (b) Routine Operational Procedures for Monitoring and Analysis, which shall, at a minimum, include:
 - (i) operational and compliance tests to be performed,
 - (ii) bacteriological quality monitoring plan,
 - (iii) methods used for monitoring and analysis,
 - (iv) locations of monitoring points, and
 - (v) laboratory data quality assurance information;
- (c) Emergency Response Plan, which shall, at a minimum, include steps to be taken in the event of the following:

- (i) bacteriological results exceeding the prescribed limits,
 - (ii) low Chlorine residual,
 - (iii) CT (if applicable) not being met,
 - (iv) equipment breakdown,
 - (v) flood and other natural disasters,
 - (vi) water distribution system pipeline break and repair, and the return of the pipeline to service,
 - (vii) power failure,
 - (viii) the waterworks system becoming inoperable, including steps in providing an alternate potable water supply, and
 - (ix) list of contacts; Alberta Environment and Water, Alberta Health, Regional Health Authorities, Fire Department, Disaster Coordinator, and other agencies;
- (d) Date of Last update.

5.0 Waterworks Application Signature (OWNER)

The *Environmental Protection and Enhancement Act* and Regulations, provide a specific definition for the "owner" and "person responsible for a waterworks system". Therefore, the person(s) responsible/person signing this document should be familiar with the applicable sections of the *Environmental Protection and Enhancement Act* and the Regulations.

The sections of the *Environmental Protection and Enhancement Act* and Regulations that are of particular relevance to waterworks system are:

- (a) *Environmental Protection and Enhancement Act (EPEA) RSA 2000, c.E-12;*
- (b) *Environmental Protection and Enhancement Act Part 2, Division 2 (Approvals and Certificates); Part 5 (Release of Substances); Part 7 (Potable Water); Part 10 (Enforcement);*
- (c) *Activities Designation Regulation 276/2003;*
- (d) *Environmental Protection and Enhancement Act (Miscellaneous) Regulation 118/1993;*
- (e) *Approvals and Registrations Procedure Regulation 113/1993;*
- (f) *Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System, October 1, 2008;*
- (g) *Potable Water Regulation 277/2003.*

I certify that I am the owner of the system and am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete and accurate.

Printed Name of Person Signing

Title

Corporate Address

Corporate Postal Code

Corporate Telephone Number

Corporate Fax Number

Date of Application

Signature

EPEA Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System

Project Name/Type _____

Location _____

Municipality _____

I acknowledge that I have reviewed the *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems*, January 2006, and the *Code of Practice for a Waterworks System Consisting Solely Of A Water Distribution System*, and certify that the design of the above noted project complies with all of the requirements specified for the construction of the water distribution system.

SIGNED AND STAMPED by a professional engineer.

NAME

COMPANY

Submissions that are found to not be in accordance with the Standards and Guidelines may result in enforcement action and/or referral to APEGGA.

For projects that do not comply with all of the Standards and Guidelines please submit a detailed explanation of the deficiency and why it is necessary.