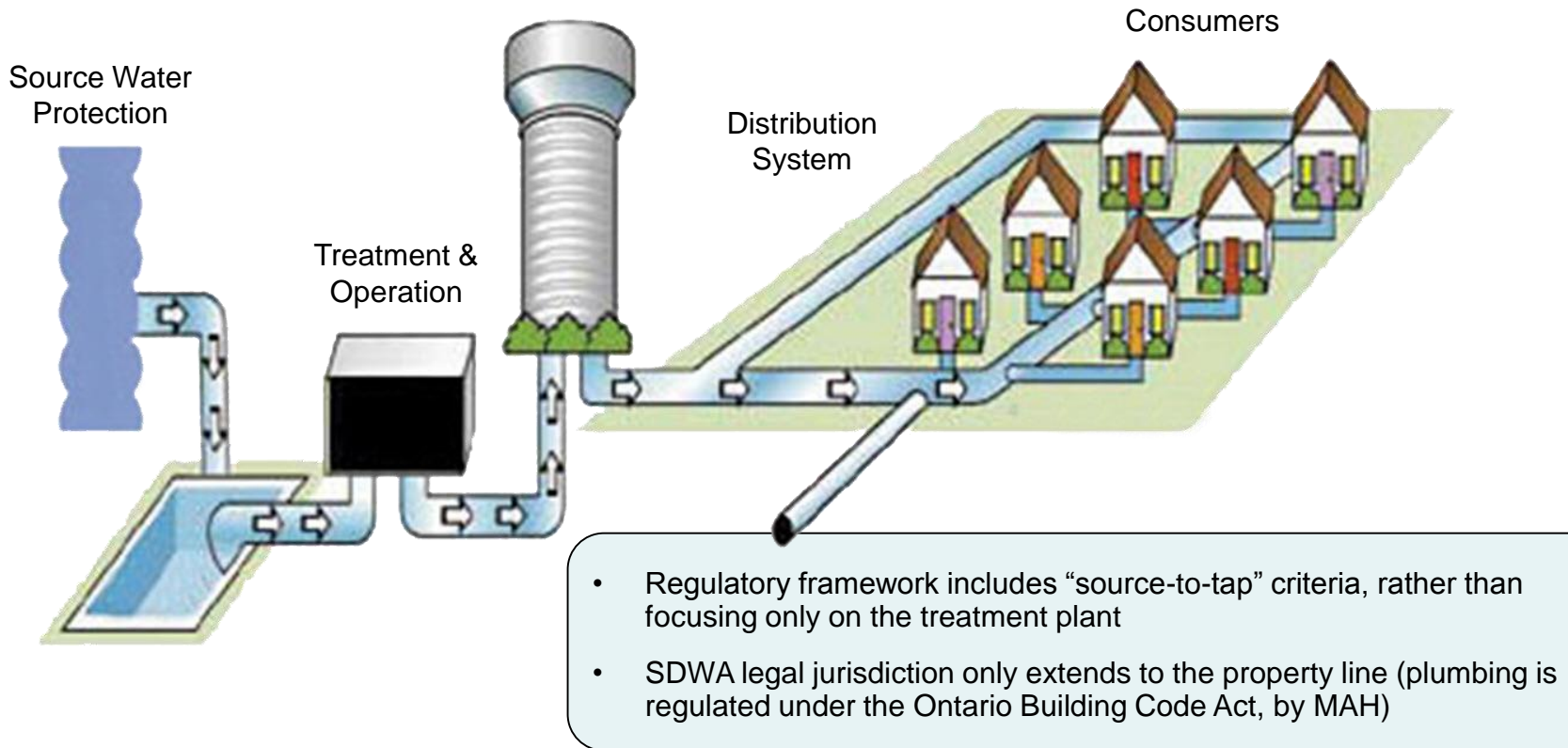




DWQMS Workshop: Making the Transition Municipal Drinking Water System Licence Renewals

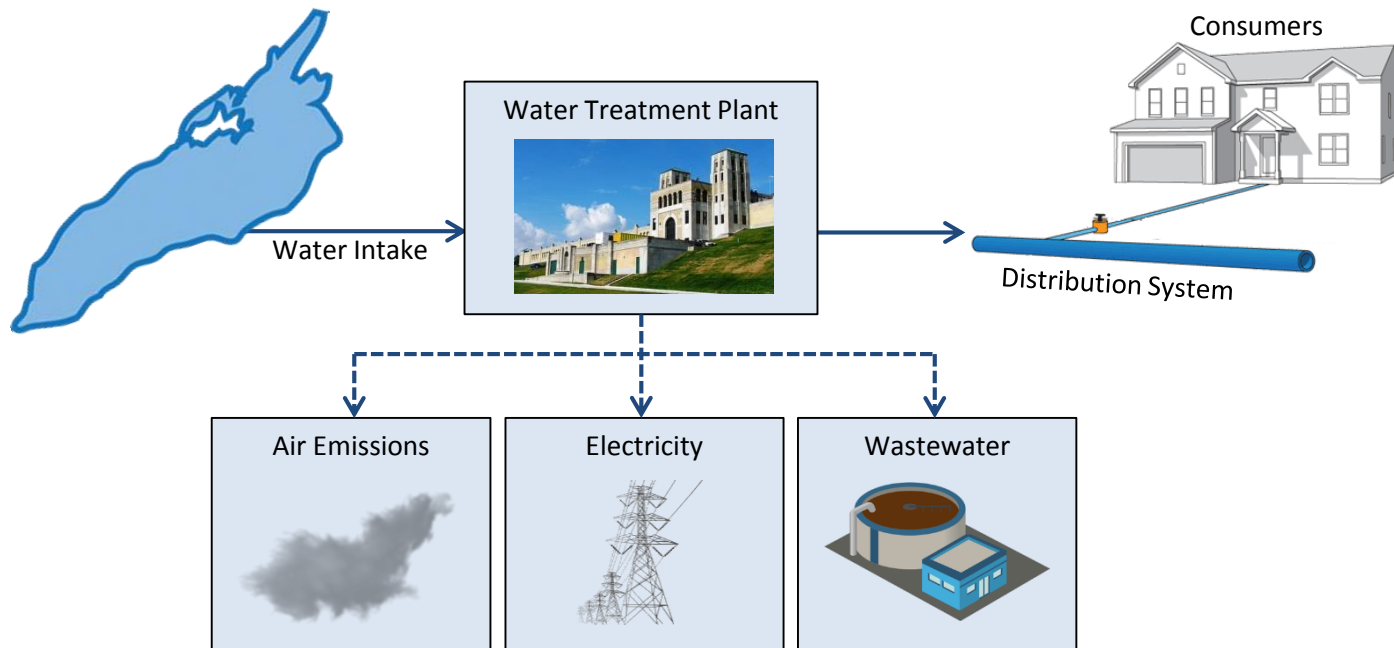
April 2019

Source-to-tap Framework



Licence & Permit Framework

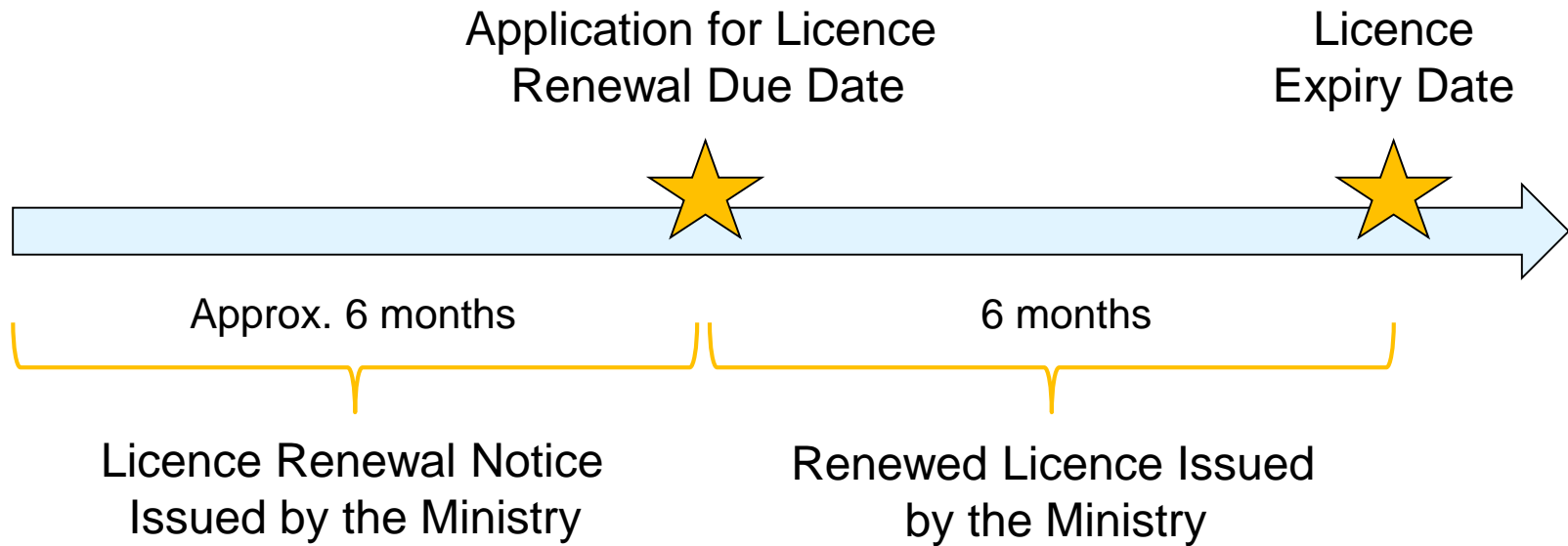
Multi-media Approval Covers all Infrastructure and Operations from Source to Tap



Municipal Drinking Water Licence

- Provides the authority to operate the drinking water system.
- Defines specific requirements and conditions for operations.
 - Requirement for Operations & Maintenance Manual
 - System specific operating conditions
 - Additional studies or technical reports, where necessary
 - Outline of the pathogen log removal / inactivation credits granted to the system.
- Must be renewed every 5 years, ensuring that conditions associated with the infrastructure and operations are regularly reviewed from a technical perspective.

Renewal Requirements



Application Process

Step 1: Renewal Application

- Renewal notice typically sent to system owner 6 months before application for renewal date.
- Application **must** be submitted by the date indicated in Schedule A of the Licence.
- The application typically requires technical supporting information, and is not a simple administrative process.

Application Process

Step 2: Application Screening

- You will receive an application confirmation letter (if you don't, then contact us to verify that the application was received!)
- Letter may request that you submit additional information.

Application Process

Step 3: Technical Review

- A senior review engineer will assess all of the information provided with your application.
- Updates will be made to BOTH the licence and permit, as necessary.
- Administrative changes (e.g., outstanding system description items from Director Notifications) will be incorporated
- Additional technical information may be requested during the review.

Application Process

Step 4: Draft Licence and Permit

- The senior review engineer prepare a draft update for the permit and licence
- Update will include revisions to standard conditions and system specific updates where applicable
- Updated information should be clearly identifiable in the draft
- You will receive a copy of the draft and be provided an opportunity to review and comment. It's important that you adhere to the indicated timelines OR request and extension

Application Process

Step 5: Final Licence & Permit

- If comments are received, they are evaluated. The senior review engineer may contact you to discuss or review.
- If no comments are received by the deadline, the drafts are finalized.
- Once approved by the Director, the updated licence and permit is final and the conditions contained within are applicable to your system (as of the effective date on the licence or permit).

Guidance Materials

Attachments


1 - Application Form.pdf
2a - Application Checklist (Treatment&Distribut...
2b - Application Checklist (Distribution).docx
3 - Example Raw Water Assessment.docx
4 - Template for Information Regarding Lead S...
5 - Template for Information Regarding Fuel St...
6 - Template for Information Regarding Residu...
7 - Licence Renewal Questionnaire.docx

Ministry of the Environment, Conservation and Parks

Guide to Supporting Information Required for a Municipal Drinking Water Licence Renewal

Environmental Assessment and Permissions Branch
Ministry of the Environment, Conservation and Parks

October 24, 2018

 Ontario

Guidance Materials

Best Practices:

- Give yourself time
- Read the guide / understand the requirements
- Use the provided templates and checklist
- Clearly label supporting information
- Identify appropriate technical contact
- Contact us if you have questions or things will be late

Renewal Requirements

Completed and signed application form

- The application must be completed, signed and dated.
- Must include all required supporting information
- May be submitted electronically
- Should be submitted using new online system (once launched)
- There is no fee.

Renewal Requirements

5. Type of Application

A. Identify the Type of Application and complete the sections of the application identified *

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
<input type="checkbox"/> DWWP Amendment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓		✓			✓
<input type="checkbox"/> Licence Amendment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓		✓			✓
<input type="checkbox"/> New System – DWWP & Licence	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓		✓		✓			✓
<input checked="" type="checkbox"/> Licence Renewal	✓	✓	✓	✓	✓		✓						✓	✓		✓		✓		✓		
<input type="checkbox"/> Licence or DWWP Revocation	✓	✓	✓	✓	✓		✓				✓	✓					✓		✓		✓	

Renewal Requirements

Copy of Operational Plan

- Must be complete and include all appendices
- Must be electronic, should be a single PDF file
- Will be evaluated against the Director Directions for Operational Plans – including consideration of climate change items in the context of DWQMS 2.0 (risk assessment).

Completed ‘Subject System Description Form’

- Should be included within your operational plan and should be up to date.

Renewal Requirements

Central Forms Repository: www.forms.ssb.gov.on.ca
Form Number 012-2153E



Ministry of the Environment
and Climate Change

Schedule C – Director’s Directions for Operational Plans (Subject System Description Form) Municipal Residential Drinking Water System

Fields marked with an asterisk (*) are mandatory.

Owner of Municipal Residential Drinking Water System *

Name of Municipal Residential Drinking Water System *

Subject Systems

Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in the below table.

	Name of Operational Subsystems(if Applicable)	Name of Operating Authority *	DWS Number(s) *
1			

Add item (+)

Renewal Requirements

Council resolution for financial plan

- Must include evidence that the financial plan covers the required six year period;
- If coverage period isn't included in the council resolution, provide a copy of the plan.
- Updated financial plan is required to be in place **BEFORE** you submit the application for licence renewal.
- A licence **CANNOT** be renewed without evidence that the financial plan requirements have been met.

Renewal Requirements

Financial plan considerations:

- Does your resolution indicate the period to which the financial plan applies?
- Are the financial plans available to the public through your website?
- Have you provided notice advising the public of the availability of the financial plans, in accordance with O. Reg. 453/07?

Renewal Requirements

Copy of any Permits to Take Water

- If any of your permits are under review / being updated, include information about the application status, file number (if known), and date that you anticipate it will be issued.

Raw Water Information

- Should include a description of the source/intake, a summary of test results, and a conclusion that indicates if any changes, variation or deterioration has occurred.

Renewal Requirements

Raw Water Information - Considerations

- The raw water assessment should include an evaluation of the available historical data or knowledge for the water source.
- Report summarizing the information evaluated and drawing a conclusion from this information
- Has the source water deteriorated? Do the current treatment processes remain appropriate?

Renewal Requirements

A copy of the relevant sections of your operations and maintenance manual that include:

- The CT calculations that were used as the basis for primary disinfection under the worst case operations conditions;
- The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate.

Renewal Requirements

Note the condition in your Licence (Schedule B)

16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system, including where applicable:

- a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions; and
- b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;

Renewal Requirements

Information relating to lead sampling taken from distribution and plumbing sources within your system that:

- Identifies the frequency at which you are undertaking sampling, including reference to the specific subsection of Schedule 15.1 (O. Reg. 170/03) or regulatory relief condition that this sampling frequency is based on.

Renewal Requirements

Identify the current sampling requirements for your system:

- Standard Sampling (15.1-4)
- Reduced Sampling (15.1-5)
- Regulatory Relief (as per a condition in your Licence)
- Other

If 'Other', please describe

Brief description of lead sampling program

Sampling Details

Number of Sampling Points in Plumbing that Serves Private Residences

Number of Sampling Points in Plumbing that Does Not Serve Private Residences

Number of Sampling Points in Distribution System

Details regarding any additional lead reduction initiatives

Renewal Requirements

Information Specified in your Licence Renewal Notice

Membrane Filtration

- Details relating to all filters and filter trains in the system, including the filter type and manufacturer.

Wastewater / Waste Residual

- A description of all wastewater discharges from the system

Fuel Storage

- A description of all fuel storage within the system that identifies the type and location of each tank and the type(s) of fuel that are stored.

Renewal Requirements

Information Specified in your Licence Renewal Notice

Renewal Questionnaire

- Requesting brief details on items including infrastructure ownership, connection to other systems, water rates, fluoridation, filtration and UV Disinfection.
- Information will be used as part of the technical review of your system and will help standardize items in the description of your system (Sched. A of the DWWP).

What about the DWQMS?

Did you know?

- submitting an application to the ministry (renewal or amendment) is a repeatable process.
- roles and responsibilities for application information can be defined.
- records relating to your application can / will be created

Are these within the scope of your QMS?

What to Expect – Updated Conditions

Pre-authorization conditions in DWWP

- Clarification regarding SCADA hardware / software and coagulant feed systems
- New preauthorization for the addition, modification and replacement of coarse and fine screens
- New preauthorization for the addition, modification, replacement or removal certain inline booster pumping stations
- New preauthorization for the replacement of regulatory measuring and monitoring devices

What to Expect – Updated Conditions

Licence Conditions

- Standardization of language in some conditions
- Requirement for calibration of measurement instrumentation that forms part of the monitoring system for CT
- Source protection requirements
- Clarification of items in Schedule E (log removal credit criteria)

Questions?



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