LONG INSTRUCTIONS:

The responsibilities associated with this process include:

A. Water system actions Prior to Construction
B. Drinking Water Services response for Plan Review
C. Water system actions After Construction
D. Drinking Water Services grants Final Approval

These are addressed in detail as follows. Additional detail may exist in the Oregon Administrative Rules under OAR 333-061-0050 and 333-061-0060.

PRIOR TO CONSTRUCTION

A water system must submit the following, with some exceptions, prior to construction:

a) Project Diagram;
b) Construction Plans and Specifications;
c) Verification of public right-of-way or copies of easements with private property owners.
d) Fee for Plan Review.

Submittal detail is provided in this section. The submittal materials are sent to:

ATTN: PLAN REVIEW
OHA DRINKING WATER SERVICES
800 NE OREGON ST., STE 640
PORTLAND, OR 97232-2162

(Materials may be sent directly to the relevant regional engineer, though the fee payment should be sent to the address above with a letter or memo providing the water system’s identification and project description. Sending the fee to a regional engineer may slow processing time.)

a) PROJECT DIAGRAM

- A diagram showing where the proposed Distribution System Improvements will be located in relation to the other elements of the public water system including:
  1. Pumping facilities;
  2. Treatment facilities;
  3. Storage Reservoirs; and
  4. Distribution piping in the vicinity

- The diagram should also include the following information:

  1. Water system ID number
  2. Water system name
  3. Name, phone number, signature of the person who completed the diagram, and, if prepared by
an Oregon-registered professional engineer, their stamp.
4. Name, phone number, and mailing address of the company who completed the diagram (if applicable).

**b) Construction Plans and Specifications**

- Proposed specifications shall include:
  1. Construction drawings with appropriate details (e.g., plan and profile views of project, piping and appurtenances size/type, location of service meters, location of new fire hydrants, location of valves (isolation, ARV, PRV, etc.), crossing with sewers, etc.). Details should be included showing trench construction, bedding, blocking, connections, meters, pumps, lift stations, etc.;
  2. Construction specifications;
  3. Verification of wetted materials compliance with NSF Standard 61;
  4. Disinfection specifications and follow-up coliform monitoring; and
  5. Verification of public right-of-way, and/or copies of easements with private property owners.

- Note: Distribution System Improvements including piping, pump stations, and disinfection must meet the requirements set forth in OAR 333-061-0050(7,8,9 and 10) [Construction Standards: Pumping Facilities; Distribution Systems; Crossings – Sanitary sewers and water lines; and Disinfection of Facilities, respectively]

**c) Plan Review Fee – Required in all cases involving the construction/installation of significant Distribution System Improvements**

For Community water systems, a $600.00 plan review fee must be submitted. For Non-Community water systems, a $150.00 plan review fee must be submitted.

The fee check should be made payable to: OHA Drinking Water

**d) Land Use Compatibility Statement – may not be required**

The site plan is typically accompanied by a Land Use Compatibility Statement (LUCS; see attached form, or go to [http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/PlanReview/Documents/LUCS.pdf](http://public.health.oregon.gov/HealthyEnvironments/DrinkingWater/PlanReview/Documents/LUCS.pdf) or equivalent. A LUCS demonstrates that the proposed construction project is compatible with every local government entity (e.g. city and/or county) having comprehensive planning authority over the site of the proposed project.

**PLAN REVIEW**

The Oregon Health Authority – Drinking Water Services (DWS) will:

a) Assign a **plan review number** (e.g., PR 1000-2011);

b) Review all submitted information; and

c) Based on the submitted information, the DWS will send a letter to the water system and/or engineer
indicating if the proposed improvements meet state requirements (with or without conditions), or requesting additional information about the project. Correspondence may include:

**Preliminary Approval** – indicating that the project adheres to OAR requirements and that construction can begin

**Conditional Approval** – indicating that construction can begin, but specific conditions must be addressed for the project to meet OAR requirements

**Request for Additional Information** - indicating that DWS plan review cannot proceed until the specified information is submitted

Note, **Final Approval** of the project is issued when the engineer has certified that construction was in accordance with approved plans and specifications, and all conditions were addressed (see below), and construction is complete.

---

**AFTER CONSTRUCTION**

UNTIL FINAL APPROVAL OF THE PROJECT IS GRANTED BY DWS, THE NEW INFRASTRUCTURE SHOULD NOT BE USED TO SERVE WATER TO THE PUBLIC.

Be sure to add the following identifying information on submitted materials:
- a) Water system ID number (for example ‘OR4199999’);
- b) Water system name;
- c) Plan review number; and
- d) Name, phone number, and mailing address of the person who can be contacted regarding this information.

As with pre-construction, mail to:

ATTN: PLAN REVIEW
OHA – DRINKING WATER SERVICES
800 NE OREGON ST., STE 640
PORTLAND, OR 97232-2162

Water systems may mail or email the materials directly to the appropriate DWS regional engineer. For assistance, you are welcome to call (971) 673-0405, or fax (971) 673-0694.

---

**FINAL APPROVAL**

The Oregon Health Authority – Drinking Water Services will:
- a) Review all submitted information;
- b) Based on the submitted information, DWS may send a letter to the water system indicating if the Distribution System Improvements have been granted final approval. Water system’s receipt of final approval concludes the plan review process for that project. If final approval cannot be granted, the letter will indicate what steps must be taken.
OAR referenced Design Standards:

American Water Works Association Standards (June 2012 Edition):
Utilize current standards for pipes, pipe installation, valves, hydrants, meters, pumps, and disinfection.

NSF Standard 60 and 61