



<b>Title:</b> <b>Group B Public Water System Reclassification</b>	Page 1 of 3
<b>Number:</b> [Administrative] Policy DW-03	Effective Date: May 20, 2019
<b>Applies To:</b> Group B Water Systems With Two Connections	Supersedes:    N/A
<b>Approved:</b> John Kiess, Division Director	Next Review:    As Needed

**A. Purpose**

The purpose of this policy is to establish the policy and procedures for the reclassification of existing Group B public water systems to a two-party private water supply. For Group B public water systems that are approved for more than two residential connections, the system cannot be reclassified to a private water supply while “awaiting” future connections on undeveloped parcels which are designated for service.

**B. Policy Statement**

The following policy and procedures shall be followed when reviewing any Group B water system to determine its regulatory status. If the system does not meet these criteria, the water supply shall continue to be classified as a Group B public water system subject to all State and local requirements.

**C. Implementing Procedures**

**An existing Group B water system can be reclassified to a two-party private water supply when:**

1. Health District records and the Group B water system owner/manager confirm that the system supplies water to a maximum of two residential structures only.
2. The source must be a drilled well.
3. Properties served by the water supply should be a minimum of one acre in size, however, if all other well/septic setbacks are met, the lot size requirement can be waived without a waiver application.
4. Once requirements 1-3 are met, Health District staff may:
  - a. Issue a letter to the water system formally reclassifying the Group B public water system to a private two-party water supply (see Appendix A). No additional sampling, covenants, or drawings are required at the time of reclassification. Future building or water status report applications are subject to all requirements of the *Drinking Water Supply Regulations*.
  - b. The reclassification letter is placed in the water system file and the files for the properties served by the water supply. If part of the water system file, a copy of the well log, pump test, most recent monitoring results, and covenants should be placed in the

property files.

- c. The water system is inactivated in the Health District's public water system database and the WA Department of Health Office of Drinking Water is notified that the system has been inactivated.

#### **D. Policy Review History**

Initial Approval      5/20/2019

**KPHD Policy DW-03: Group B Public Water System Reclassification**

**Appendix A**

DATE

OWNER  
ADDRESS  
CITY

RE: XXX WATER SYSTEM, ID #XXXXX  
DOWNGRADE FROM GROUP B PUBLIC WATER SYSTEM TO PRIVATE TWO-PARTY WELL

Dear OWNER:

Based on the file review and the confirmation that the residences located at ADDRESS 1 and ADDRESS 2 are the only two structures connected to the drinking water well located on WELL ADDRESS, the Health District is formally downgrading the XXX Water System to a private two-party water supply.

OR

Based on the confirmation that ADDRESS 1 and ADDRESS 2 are now connected to the APPROVED PUBLIC WATER SYSTEM, the Health District is formally downgrading the XXXX Water System to a private two-party water supply. PARCEL/ADDRESS will be required to be served by APPROVED PUBLIC WATER SYSTEM when developed.

Periodic sampling for bacteria and nitrate is recommended but is no longer a compliance requirement. Future building or water status report applications are subject to all requirements of the *Drinking Water Supply Regulations*. Please let us know if you need any assistance or have any questions, (360) 728-2235.

Sincerely,

INSPECTOR NAME  
Drinking Water and Onsite Sewage Program  
Kitsap Public Health District