



**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF SAFE DRINKING WATER
TECHNICAL REVIEW FORM**

**TECHNICAL, MANAGERIAL, AND FINANCIAL CAPACITY
OF NEW PUBLIC COMMUNITY WATER SYSTEMS
(N.J.A.C. 7:10-11.5(a)1. and N.J.A.C. 7:10-13.1 *et seq.*)**

Water Purveyor	PWSID#	Municipality		
		YES	NO	N/A
Technical Capacity				
1. System Description provided? (N.J.A.C. 7:10-13.3(a))				
Does it contain?				
a. A detailed description of source of supply, treatment, storage, and distribution of the new water system's infrastructure.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Identification and evaluation of all critical facilities and equipment whose failure would result in a water outage or water quality failure.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Evidence, including a description, of any deeds, leases or easements for land, water supply sources, or physical facilities used in the operation of the system.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of the feasibility of connecting to any adjacent water systems and justification why these connections should not be required.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Infrastructure Replacement Plan provided? (N.J.A.C. 7:10-13.3(b))				
Does it contain?				
a. A description of and estimate of life expectancy of all sources of water supply, treatment, and transmission/distribution facilities including pipes, pumping stations, storage facilities, and meters.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. An equipment replacement plan including expected replacement date, costs, and sources of funding.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof of compliance with the State operator certification regulations, at N.J.A.C. 7:10A. (N.J.A.C. 7:10-13.3(c))				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Managerial Capacity

	YES	NO	N/A
1. Information Concerning the Organizational Structure of the System provided? (N.J.A.C. 7:10-13.4(c)1.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it contain?			
a. A description of the organizational structure with a chart showing all aspects of water system management and operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A description of the primary responsibilities and identification of all key personnel, including board of directors or councils, involved in the management or operation of the system or personnel.			
c. Identification, including the names and phone numbers, of those responsible for policy decisions ensuring compliance with State regulatory requirements, and the day-to-day operation of the system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. If the person in charge of operation has other responsibilities unrelated to the water system, explain how the operator will reliably execute his or her responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Copies of any contracts for management or operation of the water system by persons or agencies other than the system owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A description of how legal, engineering, and other professional services are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A Description of the Qualifications of the Owners and Managers of the Water System provided? (N.J.A.C. 7:10-13.4(c)2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it contain?			
a. Any training and experience relating to owning or managing a water system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A list of public water systems previously or currently owned as well as any systems previously or currently operated under contract for another owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A Description of a Procedure for Keeping Management Personnel Informed Concerning Regulatory Requirements for Managing and Operating a Public Water System provided? (N.J.A.C. 7:10-13.4(c)3.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. An Emergency Management Plan has been provided? (N.J.A.C. 7:10-13.4(c)4.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it contain?			
a. Identification of known and potential natural and human-caused risks to the water system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Identification of personnel responsible for emergency management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A description of the notification procedures and means for implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. A description of the emergency response plan for each identified risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Managerial Capacity *(continued)*

	YES	NO	N/A
5. A description of system policies that define the conditions under which water service is provided? (N.J.A.C. 7:10-13.4(c)5.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it contain?			
a. Water system responsibilities .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Customer responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Design and construction standards for system modifications and additions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Cross-connection control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Developer agreement and “late-comer”(future developers) policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Customer information or public education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The process of investigating and responding to customer complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Budget development and rate structure that includes meter reading and billing schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Response and notification if water quality violations occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Capacity

1. A 5-year Budget that includes Revenues, Operating Expenses, Reserves, and Capital Improvements has been provided? (N.J.A.C. 7:10-13.4(d)1.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it contain?			
a. A revenue/expenditure analysis that compares all anticipated water system revenues with planned expenditures for a 5 year period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Identification of reserve accounts for emergency funding and equipment replacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A capital improvement plan for the next 5 years including identification of the project, estimated costs, and amount allocated for repayment of debt financing to meet new drinking water standards and accommodate growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A Description of the Budget and Expenditure Control Procedures and Reports that Assure Adequate Budget Control has been provided? (N.J.A.C. 7:10-13.4(d)2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it contain?			
a. Quarterly reports comparing actual expenditures to budgeted expenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Purchasing procedures or policy to prevent misuse of funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Capacity *(continued)*

- 3. For New Community Water Systems Built in Phases, a Statement of Credit Worthiness has been provided?** (N.J.A.C. 7:10-13.4(d)3.)
- Does it contain?
- a. Certification that the system is not in arrears on existing debt.
 - b. A current credit report.

Other Agencies (Department of Community Affairs or Board of Public Utilities)
(N.J.A.C. 7:10-13.7.)

- 1. If under the jurisdiction of the Division of Local Government Services, within the Department of Community Affairs determination of technical, managerial, and financial capacity of the water system was made in consultation with the Director of that Division. (Nothing in these rules shall infringe upon the regulatory jurisdiction of the Division of Local Government Services under N.J.S.A. 40A:1-1 et seq.)
- 2. If under the jurisdiction of the Board of Public Utilities pursuant to N.J.S.A. 48:1-1 et seq. determination of technical, managerial, and financial capacity of the water system was made in consultation with the Board of Public Utilities. (Nothing in these rules shall infringe upon the regulatory jurisdiction of the Board of Public Utilities under N.J.S.A. 48:1-1 et seq.)

I hereby certify that answers provided herein are accurate and reflective of the project being considered for approval.

Signature of Engineer
Professional Engineer's Embossed Seal

Date

N.J.P.E. #

Type or Print Name of Engineering Firm