

APPROVAL OF CONSTRUCTION DRINKING WATER FACILITIES INSTRUCTIONS

INSTRUCTIONS

Please complete and sign Engineers Certificate of Completion (ECC) to obtain an Approval of Construction (AOC) for the drinking water facilities in accordance with Arizona Administrative Code (A.A.C.) R18-5-507 and R18-5-508.

The application is interactive and allows you to hover over the **blue boxes** for detailed information about that section. Click on the [blue](#) URL links for external source of information.

GENERAL APPLICATION PROCESS

1. Apply for Approval to Construct (ATC). Receive ATC, begin construction within a year of the signed ATC, and complete construction within three years.
2. Submit this completed ATC/ECC and appropriate supplemental information and forms as identified in the checklist below to WQD_DWSER@azdeq.gov.
Please see the Delegated Agencies for Public Water System document to determine where to submit your application if applicable (county, city, or ADEQ regional office). http://static.azdeq.gov/er/dw_delegation_agencies.pdf

APPLICATION CHECKLIST

	Document Description
	Engineering Certification of Completion (ECC)
	As Built Plans
	Quality Control Testing Results and Calculation
	Operation and Maintenance Manual (Check Box if applicable)
	New Source Analysis (Check Box if applicable) http://static.azdeq.gov/forms/drinkingwater_sourceapproval.pdf
	Capacity Development Letter (Check Box if applicable)

3. There are no fees associated with submitting an Approval of Construction Application.
4. Satisfy any deficiency requests arising from the Department's review of the submitted information.
5. Receive a Certificate "Approval of Construction" from the Department authorizing use of the drinking water facility.
6. Collect initial monitoring samples according to the initial monitoring plan described in the design report and submit results to ADEQ. (Applicable for new treatment facilities and blending plans only).

LICENSING TIME FRAMES

Licensing Time Frames are specified by Arizona Department of Environmental Quality in A.A.C. R18-1-525, which limits the number of business days ADEQ can review your project without a penalty. They are:

License Type	Administrative Review	Substantive Review	Overall Time Frame
Approval of Construction – drinking water treatment facility, project or well.			
Standard	16 business days	37 business days	53 business days
Complex	16 business days	67 business days	83 business days
Drinking Water New Source Approval			
Standard	16 business days	37 business days	53 business days
Complex	16 business days	67 business days	83 business days

**ENGINEERS CERTIFICATE OF
COMPLETION DRINKING WATER
FACILITIES**

GENERAL INFORMATION

Project Name and Information

Project Name _____
 Project Description _____
 ADEQ File # _____ ADEQ LTF # _____
 Date of Completion _____ Date of Final Inspection _____
 Final Inspection by ☐ The Engineer signing this form
☐ Name of Inspector: _____ under my direct supervision.
 Proposed Start-up Date _____ Public Water System Number: AZ04 _____

2 Applicant (to whom the ATC was issued)

Name _____ Phone _____
 Title _____ Firm Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 E-mail Address _____

3 Engineer

Name _____ Phone _____
 Arizona BTR Registration Number _____
 Title _____ Firm Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 E-mail Address _____

4 Certified Operator (Required for new water sources)

Name _____ Phone _____
 Operator Number _____ Grade/Expiration Date _____
 Mailing Address _____ City _____ State _____ Zip _____
 E-mail Address _____

5 Quality Control Test Results**Bacti Test Results (please attach laboratory data sheets from Arizona certified lab)**

A) Please indicate the dates and results of all tests include all equipment and distribution line testing.

Date	Equipment Id	Station to Station	Result	Pass/Fail

Pressure Test Data

Indicate Segment Tested				
Pressure and Leakage Test Results (Pass/Fail)				
Date Tested				
Time Started				
Time Finished				
Pipe Diameter				
Footage Tested				
Allowable Leakage				
Leakage Observed				
Pressure at Test Point				
Employee Observing the Test (Please Print Legibly)				
Signature of Employee Observing the Test				

Chlorination Tests for All Components (New and Modified Equipment or Distribution Lines)

Initial Sampling (Minimum 50 ppm available chlorine)	Date				
	Time				
	ppm Cl ₂				
After 24 Hours Detention Time (Minimum 10 ppm free chlorine)	Date				
	Time				
	ppm Cl ₂				
After Sufficient Flushing (Water is clear and system Cl ₂ residual is measured)	Date				
	Time				
	ppm Cl ₂				
Bacteriological Sampling(s):	Date				
	Time				
	Attached (Y/N)				
		Yes/No	Yes/No	Yes/No	Yes/No

7 Certification Statement

Affix Engineers Seal per A.A.C. R18-5-507(B)(1)

I, _____, a Professional Engineer registered in the State of Arizona or a person under the direct supervision of a professional engineer registered in Arizona, have inspected the construction of the above described project, and certify that the above identified information as true and correct. The materials utilized and the installation and construction of those materials and equipment are in conformance with the approved plans (except for minor changes noted in the as-builts), specifications, and applicable rules, engineering bulletins, and standards.

Pursuant to A.R.S. § 41-1030:

- ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not *specifically* authorized by statute or rule. General authority in a statute does not authorize a requirement or condition *unless* a rule is made pursuant to it that specifically authorizes the requirement or condition.
- Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.