

Water System:
PWSID #:
Water Source:

Reviewer:
Date:

Water Shortage Response Plan Review Criteria Checklist

Minimum Criteria	Yes	No	Reviewer Comments
1. Authority			
Clearly states enacting authority by staff position or organizational unit	<input type="checkbox"/>	<input type="checkbox"/>	Plan must state authority responsible for enacting Plan provisions.
Identifies alternate authority*	<input type="checkbox"/>	<input type="checkbox"/>	
Authority must enact plan directly whenever trigger conditions are met	<input type="checkbox"/>	<input type="checkbox"/>	Plan must contain clear language as to when water restrictions must be implemented Plan must state that actions "will" or "shall" be taken when specific triggers are met in place of the word "may".
2. Notification			
States method(s) by which water users and system employees must be notified whenever plan is enacted	<input type="checkbox"/>	<input type="checkbox"/>	Plan must state how water users and system employees will be notified whenever the Plan is enacted.
States method(s) by which water users must be notified of required response measures	<input type="checkbox"/>	<input type="checkbox"/>	Plan must state how water users and system employees will be notified of required response measures.
Notification is appropriate for shortage situation*	<input type="checkbox"/>	<input type="checkbox"/>	
3. Levels of Response			
Levels of severity determined by specific measurements of available water supply, water demand or local conditions	<input type="checkbox"/>	<input type="checkbox"/>	Plan must identify multiple levels of severity determined by specific measurements of available water supply, water demand or local conditions.
Identifies increasingly stringent levels of water shortage severity	<input type="checkbox"/>	<input type="checkbox"/>	Plan must identify increasingly stringent levels of water shortage severity.
States multiple levels of response	<input type="checkbox"/>	<input type="checkbox"/>	Plan must state specific response actions required at each level.
4. Triggers			
States specific measurements or conditions used to trigger reduction measures	<input type="checkbox"/>	<input type="checkbox"/>	Plan must identify specific measures or conditions related to loss of water system function due to drought, mechanical problems, contamination or other factors that will be used to trigger reduction measures.
States specific triggers for movement from more and less restrictive levels	<input type="checkbox"/>	<input type="checkbox"/>	Plan must state specific triggers for movement from more and less restrictive levels.

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Minimum Criteria	Yes	No	Reviewer Comments
5. Enforcement			
States methods for enforcing plan provisions	<input type="checkbox"/>	<input type="checkbox"/>	Plan must state how plan provisions will be enforced.
Identifies authority responsible for enforcement*	<input type="checkbox"/>	<input type="checkbox"/>	
6. Public Comment			
States procedures for affected parties to review plan and provide comments prior to final plan adoption	<input type="checkbox"/>	<input type="checkbox"/>	Plan must describe the public review and comment process preceding plan adoption.
7. Variance Protocols			
States method for receiving water restriction variance requests	<input type="checkbox"/>	<input type="checkbox"/>	Plan must describe a process for receiving variance requests from water restrictions.
States approval criteria for variance requests	<input type="checkbox"/>	<input type="checkbox"/>	Plan must describe approval criteria for considering variance requests from water restrictions.
8. Effectiveness			
Plan states an evaluation method to demonstrate restrictions result in actual water savings	<input type="checkbox"/>	<input type="checkbox"/>	Plan must contain an evaluation method to determine if water restrictions result in actual savings.
Plan effectiveness may be measured in 30 day period*	<input type="checkbox"/>	<input type="checkbox"/>	
9. Revision			
States when water shortage plan must be revised	<input type="checkbox"/>	<input type="checkbox"/>	Plan must establish when it must be reviewed and revised to adapt to new circumstances (e.g. new water sources, etc.), after implementation of any emergency restrictions and at least every five years.
States authority responsible for plan revision*	<input type="checkbox"/>	<input type="checkbox"/>	
10. Consistency with reservoir owner's plan			
System depends on a reservoir owned by another entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not Applicable
Plan is consistent with the plan adopted by the owner of the reservoir	<input type="checkbox"/>	<input type="checkbox"/>	Plan must be consistent with the water shortage response plan adopted by the reservoir owner.
11. Regulation of Private Wells			
Does NOT contain provisions to meter or regulate private drinking water wells	<input type="checkbox"/>	<input type="checkbox"/>	Plan cannot be approved if it contains any provision "that meters or regulates private drinking water wells".

*Items in shaded rows are included for DWR use and ARE NOT required for Plan approval.

Based on the criteria listed above, this plan:

- Meets Minimum Criteria (Approved)
- Does Not Meet the Minimum Criteria (Disapproved)