

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATERSHED MANAGEMENT**

**PA Dept of Environmental Protection
Division of Water Use Planning
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Harrisburg, PA 17105-8555
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Template for preparing a:

Public Water Supply Agency
Drought Contingency Plan
(4 Pa. Code Chapter 118.4)

Purpose and Intent

This template serves as an outline of minimum requirements for a drought contingency plan and may be expanded or changed to reflect the need of the water supply agency.

Public Water Supply Agency Drought Contingency Plan

(Name of Public Water Supply Agency)

(Date Submitted)

If additional space is needed attach page(s) to form and label with proper item number

1) **Name, address, and telephone number of the public water supply agency.**

Name of Agency: _____

Address: _____

Telephone No: _____ Fax: _____

2) **Name, address and telephone number of officers or other persons responsible for directing operations during a drought emergency.**

Name and Title: _____

Address: _____

Telephone No: _____ Fax: _____

E-mail Address: _____

Name and Title: _____

Address: _____

Telephone No: _____ Fax: _____

E-mail Address: _____

3) **A description, including locations and yields, of the water sources used by the facility as well as water available through interconnections with other public water supply agencies.**

Surface Water: (Stream, spring, reservoir, pond, quarry, etc.)

<u>Name</u>	<u>Location</u>	<u>Safe Yield (gpd)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ground Water: (wells)

<u>Name</u>	<u>Location</u>	<u>Safe Yield(gpd)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Interconnections (names of water suppliers; also list locations and maximum amounts available)

<u>Name of Supplier</u>	<u>Location</u>	<u>Maximum Amount Available</u>
_____	_____	_____
_____	_____	_____

Description of the operation and how the above sources are used.

- 4) **Data indicating the average Annual and Maximum daily water use for the system for the most recent year of record.**

Year of Record _____

Average (annual) Daily Water Use _____ gpd

Maximum Daily Water Use _____ gpd

- 5) **Data indicating the total water obtained from each source in the same year used in Question 3.**

No.	Source: Include all interconnections; if there are more than 12 sources, group the smallest ones into No. 12.	Total water used During Year, MG
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

6) **A description of criteria (Trigger Points) to be used by the Supplier in identifying the various onset of drought response levels in the system.**

The three stages of response are when voluntary conservation measures are needed (Stage I); mandatory water use restrictions are needed (Stage II); and when water rationing (Stage III) is required to reduce water demand even further.

These triggers should be associated with what best would call for these responses. For a system relying mostly on wells, the triggers should be either well levels, or lowered capacity of production. Similarly, systems using streams would use certain streamflow rates as their trigger.

In all instances, any state declaration of drought watch or drought warning should also be used to trigger Stage I. A Governor's declaration of Drought Emergency requires mandatory restrictions on non-essential water uses and must also be a trigger for Stage II. Going to Stage III (rationing) requires that the service area be included in a Governor's declared drought or water shortage emergency area. Also, a rationing plan must be submitted to the Commonwealth Drought Coordinator for review and approval, prior to actual implementation.

If local triggers can occur before State Declarations (use DCP summary form 1 for section 6), the triggers used in the Plan should include both local and state (eg. Stage I, well #5 drops to 75 feet for two weeks or the State declares a drought watch or drought warning). If the supplier's sources provide much more water than the system uses (use DCP summary form 2 for section 6), then the triggers for Stage I and II should only be State Declarations. Stage III is normally needed when an individual public water supplier's sources have depleted such that demands can no longer be met under mandatory restrictions or health and safety is being threatened by inadequate water supplies.

Write a brief description of the triggers used and the reason for their selection (see "guidelines" in Pa. DEP drought information center).

7) **A plan of actions (Supply Extension Measures and Demand Reduction Measures) which will be taken by the public water supply agency to respond to drought or water shortage conditions. Use Model I or Model II.**

*The Basic/required minimal Demand Reduction Measures and Supply Extension Measures are outlined on the attached **Drought Contingency Plan Summary** forms under columns labeled "Demand Measures" and "Supply Measures". **Model I** is for systems vulnerable under drought conditions (supply limited). **Model II** is for systems where supply is considered abundant even under drought conditions (supply easily meets demand even in drought conditions).*

Model I

Trigger Point	Demand Measures	Supply Measures
<p><u>Local Triggers for Drought Watch</u> (well depth or % capacity):</p> <p>Or</p> <p>State Declares Drought Watch or Drought Warning for Area</p>	<p style="text-align: center;">STAGE I</p> <p>Voluntary Restrictions on Nonessential Water Use</p> <p>Conduct Public Notices</p>	<p>Systemwide Leakage and Loss Reduction Survey</p>
<p><u>Local Triggers for Drought Warning:</u></p> <p>Or</p> <p>Governor Declares Drought Emergency for Area</p>	<p style="text-align: center;">STAGE II</p> <p>Implement Mandatory Restrictions on Nonessential Water Use</p> <p>Identify Customers That Could be Shed from System:</p> <p style="text-align: center;"><u>Insert as needed</u></p> <p>Notify the Division of Water Use Planning at 717-772-4048 If State Has Not Issued Drought Emergency</p> <p>Increase level of Public Relations</p> <p>If Stage III Appears Imminent, Submit Water Rationing Plan to the Commonwealth Drought Coordinator</p>	<p>Utilize Reserve Sources of Supply and or Interconnections:</p> <p style="text-align: center;"><u>Insert as needed</u></p>
<p><u>Local triggers for Drought Emergency:</u></p> <p>Or</p> <p><u>Local Water Supplies Available Cannot Meet Demand</u></p>	<p style="text-align: center;">STAGE III - RATIONING</p> <p>Implement Water Rationing Plan After Approval by the Commonwealth Drought Coordinator</p> <p>Shed Customers Identified in Stage II</p> <p>Work Closely with Local Officials and Have Intense Public Relations to Keep All Customers Informed of Daily Status.</p>	<p>List Emergency Sources and Equipment Necessary to Utilize Each Source:</p> <p style="text-align: center;"><u>Insert as needed</u></p>

Model II

Trigger Point	Demand Measures	Supply Measures
State Declares a Drought Watch or Drought Warning for the Area	<p style="text-align: center;">STAGE I</p> <p>Voluntary Restrictions on Nonessential Water Use</p> <p>Conduct Public Notices</p>	Systemwide Leakage and Loss Reduction Survey
Governor Declares a Drought Emergency for the Area	<p style="text-align: center;">STAGE II</p> <p>Implement Mandatory Restrictions on Nonessential Water Use</p> <p style="text-align: center;"><u>Insert as needed</u></p> <p>If Stage III appears imminent, submit Water Rationing Plan to the Commonwealth Drought Coordinator</p>	Request Instream Flow Requirement Reduction, if Applicable (Contact the Commonwealth Drought Coordinator for approval – use form 3900-FM-WM0026)
Local Supply Cannot Meet Demand because of Local Drought or Water Shortage Emergency	<p style="text-align: center;">STAGE III - RATIONING</p> <p>Implement Water Rationing Plan After Approval by the Commonwealth Drought Coordinator</p>	<p>List emergency sources and equipment necessary to utilize each source:</p> <p style="text-align: center;"><u>Insert as needed</u></p> <p>Request Instream Flow Requirement Reduction, if Applicable (Contact the Commonwealth Drought Coordinator for approval – use form 3900-FM-WM0026)</p>

8) **Procedure for Granting Variances.**

Whenever mandatory water use restrictions or water rationing is imposed on users, the potential for hardships occur. Therefore, a procedure for granting variances to those requirements is necessary.

All Drought emergencies declared by the Governor, which require mandatory restrictions on non-essential water users, have a procedure for variance administered by the Commonwealth Drought Coordinator. Similarly, the variance procedure for local rationing plans is administered by the public water supplier, as outlined in that plan. However, if mandatory restrictions (Stage II) are called for by a public water supplier following its drought contingency plan, a variance procedure is needed. That procedure, which must be used by public supplies, is as follows and must be included in Drought Contingency Plans using Model I (section 6).

This procedure will be implemented if mandatory water use restrictions are imposed and the Governor has not declared a drought emergency in our area.

(1) If compliance with the prohibition of non-essential use of water would result in extraordinary hardship upon a water user, the water user may apply for an exemption or variance, which would expire with the termination of the mandatory water use restrictions, unless otherwise specified in the exemption or variance. For purposes of this section, extraordinary hardship means a permanent damage to property or other personal or economic loss which substantially more severe than the sacrifices borne by other water users subject to the prohibition of non-essential use of water.

(2) A water user believing he suffers an extraordinary hardship and desiring to be wholly or partially exempt from the restrictions on the non-essential use of water shall submit a written request with full documentation supporting the need for the requested relief to the public water supplier responsible for adopting and implementing this plan. The application shall contain information specifying:

- (i) The nature of the hardship claimed and reason for the requested exemption or variance.
- (ii) The efforts taken by the applicant to conserve water and extent to which water use may be reduced by the applicant without extraordinary hardship.

(3) The public water supplier or a designee will review the application and may request the applicant to provide within a reasonable time additional information as necessary to review the application. A written decision will be provided within seven working days when possible, or if perishable products are involved, within one working day of submission of an application; or a request will be made for additional information as necessary to review an application. The evaluation will consider impacts on public health and safety, food and fiber production and preservation, pharmaceutical processes, electric generation, maintenance of employment, measures already taken by the user to conserve and store water, and the ability to further implement conservation measures. An exemption or variance will be granted only to the extent necessary to relieve extraordinary hardship.

(4) Any person aggrieved by a decision relating to such an exemption or variance rendered by a public water supplier or designee may file, within 30 days of the decision, a complaint with the Public Utility Commission, if the supplier is regulated by the Public Utility Commission, and in all other instances with the Court O Common Pleas in the County where the water service is provided, in accordance with 2 Pa. C.S. §§551 - 555 and 751 – 754 (relating to the Local Agency Law).

(5) An appeal from an initial decision of the public water supplier or designee will not act as a supersedeas, stay or injunction of that decision.

(6) An exemption or variance may be modified or rescinded by the public water supplier if public health, safety and welfare require further reduction in water use.

(7) An exemption or variance granted to a water user for a specific property, purpose or person is not transferable to another property, purpose or water user without approval from the public water supplier.