

September 4, 2024

TO: Kyle Scott  
Grays Harbor County – Public Services  
100 W Broadway Ave, Ste 31, Montesano, WA 98563

FROM: Brian Wilson  
WFI and Operating Permit Renewal Program Coordinator  
Office of Drinking Water

RE: Copalis Rocks Water; ID# 07301 B; Group A Transient Non-Community (TNC); Grays Harbor County; Transfer of Ownership Completed

Dear Kyle Scott,

Thank you for providing the required documentation to process the Transfer of Ownership for Copalis Rocks Water, ID# 07301 B.

As the owner of a Group A Transient Non-Community (TNC) water system, you should become familiar with all the information in the attachments of this email. They contain important details that explain your new regulatory responsibilities and legal obligations as the owner of this water system.

The following is a summary of your requirements in each of our specialty programs. Within each program, there are hyperlinks to our website that can give you more comprehensive guidance and information.

1. **Coliform Bacteria**: Start sampling for coliform bacteria according to the schedule on the second page of your Water Facilities Inventory (WFI) form in section 33. The coliform schedule specifies the minimum number of coliform samples required from your water system each month. For more information contact [Kacie Seyfert](mailto:kacie.seyfert@doh.wa.gov), 564-669-0844.
2. **Nitrate Monitoring**: Nitrate monitoring is an annual requirement for TNC water systems. This schedule is shown in section 34 of your WFI form. For more information, contact [Sophia Petro](mailto:sophia.petro@doh.wa.gov), 564-669-0856.
3. **Planning Requirements**: Planning is the foundation of a safe, successful, and sustainable public water system. The types of planning documents for water systems are a Water System Plan and a Small Water System Management Program. For more information, contact Meredith Jones, 564-233-1394.
4. **Engineering**: Each regional office has engineering staff that are assigned to specific counties to provide technical assistance and review of water system design. They are your primary contact for questions

regarding new projects, construction, treatment changes, source changes, or other engineering concerns. Direct these questions to your [DOH Regional Engineer](#) for Lewis County, Phyo Kyaw at 564-669-3849.

5. **[Sanitary Surveys](#)**: All Group A water systems are required to have a sanitary survey once every 3 or 5 years per [WAC 246-290-416](#). A sanitary survey is a periodic inspection of water system facilities, operations and records used to identify conditions that may present a sanitary or public health risk. The Office of Drinking Water (ODW) conducts sanitary surveys. However, in some counties, ODW contracts with local health jurisdiction staff or an independent consultant to conduct the surveys. A fee will be charged for the sanitary survey per [WAC 264-290-990\(3\)\(c\)](#). For more information, contact [Denise Miles](#), 360-584-7425.
6. **[Operating Permit](#) & [Operating Permit Fees](#)**: All Group A water system owners are required to obtain an annual operating permit and pay the appropriate fees (see [RCW 70.119A.110](#) and [WAC 246-294 030](#)). Your operating permit fee is calculated based on information you report on your WFI form. Fees vary based on system type and size and are explained on the back of the annual fee statement/application form that is sent out each year. Additional information regarding operating permits and how to provide accurate information on your WFI can be found on our internet pages linked above. For more information, contact [Brian Wilson](#), 360-236-3042.
7. **[Accredited Drinking Water Laboratory](#)**: All water quality samples must be analyzed at an accredited drinking water laboratory. To ensure your system receives proper credit for samples, remember to **include your 5-digit identification number on all submitted samples** and fully complete each section of the lab slip. Incomplete or unreadable lab slips may result in the need to re-sample. Lab personnel can provide you with instructions on how to collect samples for various tests.
8. **[Water Facilities Inventory \(WFI\) Form](#)**: All owners of Group A water systems are responsible for keeping their WFI information current and accurate within 30 days of any change to WFI information ([WAC 246-290-480\(2\)](#)). Even if no changes to your WFI information have occurred, owners are still required to submit a signed and dated WFI form to this Department each year. You can download a copy of your current WFI through [Sentry Internet](#). All you need is your 6-digit water system ID number. For more information, contact [Pi Kosarot](#), 564-669-3862 or [Brian Wilson](#), 360-236-3042.
9. **[Satellite Management Agency \(SMA\)](#)**: An SMA may be required to oversee the daily operational activities of the public water system, water treatment facility, and/or distribution system per [RCW 70A.125.060](#) and [WAC 246-290-035](#). For more information, contact [Monica Miner](#), 360-236-3145.
10. **[Recommended Reading and Publications](#)**: A list of key guidance documents covering a wide variety of topics and drinking water regulations that you should become very familiar with. Each document title has been hyperlinked to that specific document on our Drinking Water website.

If you notice any errors on the attached WFI form, please correct the error and return the updated form to [wfi@doh.wa.gov](mailto:wfi@doh.wa.gov).

If you have any questions or need further assistance, please feel free to contact me by phone at 360-236-3042 or via email at [Brian.Wilson@doh.wa.gov](mailto:Brian.Wilson@doh.wa.gov).

Best,



Brian Wilson  
WFI and Operating Permit Renewal Program Coordinator  
Office of Drinking Water

cc: Pi Kosarot, Water System Data Manager, Southwest Regional Office, WA-DOH  
Monica Miner, Compliance Manager, Operator Certification Program, WA-DOH  
Chevy Chase, PE, SE, Managing Principal, CG Engineering