

COMPLIANCE AND LICENSING UNIT

PROCEDURE FOR OBTAINING A PRIVATE WATER SUPPLY LICENSE

LICENSE APPLICATION FORM

Water PNG, Compliance and Licensing, under the National Water Supply and Sewerage Act, 1986, requires operators of private water supply operating in Papua New Guinea to obtain a Private Water Supply Operators License issued by Water PNG. The following describes what you must do to obtain the license.

LICENSE APPLICATION:

Submit a fully completed Private Water Supply Operator License Application form with the required information. To obtain an application form, you may call in at Garden City Office, or call Telephone: 323 5700 or 3031609.

Important points regarding completion of the application form:

- ✓ Include the firm name
- ✓ The business address must be that of the source, not of the corporate headquarters.
- ✓ The mailing address can be that of the source, corporate headquarters branch office, operator's residence, etc. Licenses and renewal notices will be sent to the mailing address listed on the application form.
- ✓ Proper telephone numbers must be provided on the application in order to expedite scheduling of inspection appointments.

Any incomplete and/or illegible applications will be RETURNED to the applicant. License fees are non-refundable. Private Water Supply Operator Licenses are non-transferrable to new owners. A change of the Private Water supply ownership will require submittal of a NEW application.

Any new drilling or re-developing of a licensed source will require re-evaluation and re-inspection of the source. You must contact the Compliance and Licensing Unit for information about how to schedule a re-inspection of the source. Re-inspection and approval must be completed prior to using the source.

The License is valid for one calendar year. It is your responsibility to renew the license prior to the expiration date printed on the license. You will receive an invoice for renewal from Water PNG, Compliance and Licensing unit approximately one month before the expiration date of your license. Pay at any Water PNG branch or call Water PNG, Head office on 323 5700 or Compliance and Licensing unit 3031609.

INSPECTION and OPERATING REQUIREMENTS

Compliance & Licensing Unit will perform an inspection of your Private Water System prior to issuance of the license. Water PNG will also conduct periodic inspections once the license has been issued and inspections are conducted to ensure that the facility is in compliance with the applicable laws and regulations.

1. Information from a Licensed (or Certified) Hydrogeologist, Geologist, Engineering Geologist or Hydrogeological Engineer

- a) Description of the exact source location (including GPS data, if possible)
- b) A detail map or drawing showing the boundary and the location of the natural spring (if applicable), bore hole (if applicable), well (if applicable), buildings, storage tanks and piping
- c) A review of the hydrogeology surrounding the site, including a description of the vertical and horizontal extent of the source aquifer
- d) Information on the recharge area or zone of influence of the subject source, as well as documentation that identifies and evaluates the actual and potential sources of contamination
- e) Details of the source development including: description and/or diagrams of the method of construction, collection or catchment of source water, storage facility, conveyance and loading systems, underground piping map and treatment systems used. All equipment must have documented evidence indicating that they have been approved for potable water or food used.
- f) If the Private Water Source is ground water (spring water, artesian well water, well water), provide evidence that it is not under the direct influence of surface water. Such evidence may include a microscopic particulate analysis.
- g) If the source is a spring and the spring water is extracted from a bore hole(s) using external force, you must provide the following information:
 - i. Explanation of why a bore hole(s) is used
 - ii. Evidence, including actual data, which supports that:
 - 1) Water currently flows naturally to the surface of the earth at the spring
 - 2) Spring water collected from the bore hole is from the same underground stratum as the natural spring, as shown by a measurable hydraulic connection between the bore hole and the natural spring. A hydrogeological valid method such as the pump test or dye test must be used.
 - 3) Water from the bore hole has all the physical properties, before treatment, and is of the same composition and quality as the water that flows naturally to the surface of the earth (i.e., natural spring)

2. **Information from the Local Health Agency or Other Approval Authority:**

- a) Well (bore hole) driller's report and/or well (bore hole) log
- b) Well (bore hole) sealing diagram
- c) Certificate or permit for satisfactory well construction from the pertinent local agency

- d) Sanitary appraisal report for the well or spring
- e) A written document or statement that the source development is in compliance with the drinking water quality standards.

3. **Analytical Tests Required:**

To receive the "List of Substances to be Analysed", please contact the Compliance and Licensing Unit on 323 5700 or 303 1609.

- a) All testing must be done after completion of the entire system (e.g., well drilling, piping, installation of storage tanks, loading system).
- b) When obtain a NEW license, all sources or water extraction systems on the premises must be analysed separately
- c) If you have multiple sources or multiple water extraction systems on the premises and they feed into a common distribution system (e.g., storage tank), you do not have to analyse them separately for RENEWAL of the license. Only the sample from the common system needs to be tested, approved that each source/extraction system has already been tested separately, approved and licensed.
- d) All testing must be done by a recognised that has been certified for testing water or sent to **independent certified laboratories** for testing and reporting. On site visits our team of qualified engineers inspect the set ups and report of any defects and recommend, with their expertise, any remedial actions.
- e) These tests must be performed prior to issuance of the license, and at least quarterly every year thereafter. The test results should be valid for one year from the date of analysis.

4. **Record Retention:**

Water PNG requires all information/test data to be maintained. Copies of records, including test results, must be provided to Compliance & Licensing Unit during inspections and at any other time if requested.

5. **Design or Construction Changes:**

Water PNG must be informed when any changes are made in the design or construction of the water collection system, sanitary operation, equipment, transfer controls, etc.

6. **Recalls:**

Water PNG must be notified immediately if water from your Private Water Supply is recalled.