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# ENVIRONMENTAL Fact Sheet

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WD-DWGB-12-3

2019

## Performing an Inventory for Drinking Water Protection

New Hampshire's basic approach to protecting drinking water sources consists of three steps: delineate the area to be protected, inventory potential contamination sources (PCSs) in that area, and manage those PCSs. While virtually any human activity can be considered a PCS, only 20 types of activities need to be included in a PCS inventory (see list on page 2) prepared in connection with NHDES' Drinking Water Source Protection Program. This includes programs for the protection of public water supply wells and surface water sources, as well as protection programs for high-value groundwater resources under the Groundwater Reclassification process. While this fact sheet outlines inventory procedures for "basic" source protection, a wide variety of protection approaches are used in New Hampshire. For more information, please see fact sheet WD-DWGB-12-8 "Protecting Public Drinking Water Sources Based on Source Assessment Reports." The procedures in this fact sheet meet the requirements of the Chemical Monitoring Waiver program and meet the needs of local source water protection programs.<sup>1</sup> Preparing a PCS inventory does not require any special training.

Here are the basic steps to follow:

1. Obtain a map of the source water protection area and existing inventory of potential and existing sources of groundwater contamination in one of the following ways: contact the New Hampshire Department of Environmental Services (NHDES) at (603) 271-2513, or create your own map using the OneStop GIS Viewer available on the NHDES website.
2. Conduct a "windshield survey." Using the map and inventory from NHDES, drive or walk through the source water protection area noting where any PCSs occur and verifying their locations. Do not include businesses in a PCS inventory unless they include activities listed on the next page. Please note that some of the known contamination sources on the map may no longer be in business although they remain in NHDES' GIS system. Updating the PCS inventory involves three types of changes:
  - A. Adding PCSs: Add PCSs that are "on the ground" but are not on the existing map (i.e., they are not reflected in the existing PCS inventory). Using a GPS unit or a paper map, mark the location of any PCS, recording the location that best represents the PCS (e.g., a driveway, front entrance to a building, salt pile, etc.). Do not enter private property without the owner's permission.
  - B. Deleting PCSs: Remove PCSs in the report (and on the map) that no longer exist (e.g., business closed).

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<sup>1</sup>For local programs under the Groundwater Reclassification Program, please see "A Guide to Groundwater Reclassification" (2015). For local protection programs under the Community Well Siting Program, please see the "Guide to Conducting and Reporting on a Windshield Survey for New Community Wells" (Part III Section D). Both documents are available on the respective program pages on the NHDES website.

- C. Updating PCSs: Update PCS information that is out of date (e.g. PCS name change, etc.). Review the NHDES map and related PCS inventory report and update both as necessary.

It is important to note that PCSs don't always have a sign that says what they are doing. If something might be a PCS, make a note of what type of activity, the location and street address. Do not enter a private driveway or building during the windshield survey. Obtain the facts on site use later, from town offices or the building owner, in the next step.

3. Check local sources of information. Tax collector, health department, code enforcement, fire department, or planning board records may be of use in identifying PCS businesses within the source water protection area. In some cases, these records will reveal the business name, but not the type of business. The local code enforcement officer, health officer, and fire officials are usually very knowledgeable about businesses in town. For some multi-tenant properties, you may need to contact the owner by phone to see whether there are any PCS businesses on the premises. Remember that many town officials in New Hampshire are volunteers and their offices may only be open part-time.
4. Based on your windshield survey and review of local information, finalize the updated PCS list, GPS data (if applicable) and map and submit the information to NHDES. If providing PCS GIS layer updates to NHDES, do not include sites or facilities already reflected on the map and within other NHDES GIS data. Digital GPS data must be submitted in a GIS file format with data content consistent with the current statewide PCS layer. GIS metadata is available from NHDES by calling (603) 271-0688.

#### POTENTIAL CONTAMINATION SOURCES (PCSs)\*

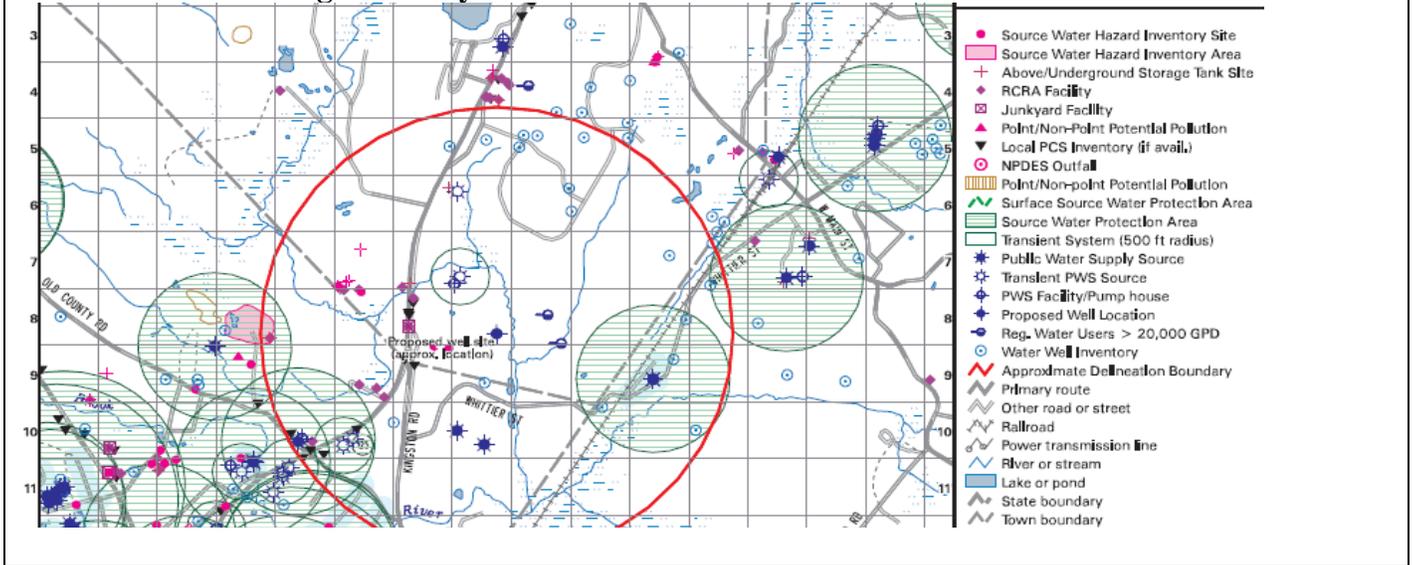
- Vehicle service and repair shops
- General service and repair shops
- Metalworking shops
- Manufacturing facilities
- Underground and aboveground storage tanks
- Waste and scrap processing and storage
- Transportation corridors
- Septic systems (at commercial and industrial facilities)
- Laboratories and certain professional offices (medical, dental, veterinary)
- Use of agricultural chemicals
- Salt storage and use
- Snow dumps
- Stormwater infiltration ponds or leaching catch basins
- Cleaning services
- Food processing plants
- Fueling and maintenance of earth moving equipment
- Concrete, asphalt, and tar manufacture
- Cemeteries
- Hazardous waste facilities
- Farms

\* "Potential contamination source" means, as specified in RSA 485-C:7, I, human activities or operations upon the land surface that pose a foreseeable risk of introducing regulated substances into the environment in such quantities as to degrade the natural groundwater quality. Examples of potential contamination sources are listed in RSA 485-C:7, II.

The following documents will assist you with completing a windshield survey and are available on the NHDES Chemical Monitoring Program webpage:

1. PCS Windshield Survey Form
2. [Key to Land Use Codes and Description of Source Water Hazard Inventory Sites on Waiver PCS Map](#)
3. Inventory of Potential and Existing Sources of Groundwater Contamination Map & Report. (See examples below on page 3)

## EXAMPLE of Existing Inventory of Known and Potential Sources of Groundwater Contamination



**State of New Hampshire Department of Environmental Services  
Well Siting Inventory of Potential and Existing  
Sources of Groundwater Contamination for:**

SYSTEM NAME: XXXXXXXAUG2011  
ADDRESS: 123 MAIN ST  
TOWN: XXXXXX

- Notes:**
1. Report prepared August 24, 2011 by the NHDES Drinking Water and Groundwater Bureau.
  2. The map-cell column in the report indicates which 1000-foot grid cell the site or facility is located on the accompanying map. For example, a map-cell value of "G-11" indicates column "G" and row "11".
  3. Please refer to Attachment A for a description of Hazard Inventory Sites Land Use Codes and their associated potential risk.

**Source Water Hazard Inventory Sites**

This includes all Groundwater Hazard Inventory, Remediation Sites, and Initial Response Spill Sites regulated by NHDES to ensure water resource protection.

MAP CELL	FACILITY SITE#	FACILITY NAME AND ADDRESS	PROJECT TYPE
J-11	1997XXXXX	NH COUNTRY STORE ROUTE 3A XXXXXX	ETHER (INACTIVE) Risk: 0

**Aboveground Storage Tank Facilities**

These are facilities where there are, or where in the case of inactive sites, aboveground storage tanks. If there is a documented release from a tank, it becomes a LAST project type and is also listed in the Source Water Hazard Inventory.

MAP CELL	FACILITY SITE#	FACILITY NAME AND ADDRESS	# TANKS
J-11	00000XX	NH VEHICLE REPAIR SHOP 108 MAIN ST XXXXXX	TANKS: 1

**Underground Storage Tank Facilities**

These are facilities where there are, or where in the case of inactive sites, underground storage tanks. If there is a documented release from a tank, it becomes a LUST project type and is also listed in the Source Water Hazard Inventory.

MAP CELL	FACILITY SITE#	FACILITY NAME AND ADDRESS	# TANKS
L-09	011XXXXX	NH GAS STATION 312 RTE 3A XXXXXX TAX MAP: 5, LOT: SEC 2 LOT 51	TANKS: 3

### For More Information

Please contact the Drinking Water and Groundwater Bureau at (603) 271-2513 or [dwgbinfo@des.nh.gov](mailto:dwgbinfo@des.nh.gov) or visit our website at [www.des.nh.gov](http://www.des.nh.gov).

Note: This fact sheet is accurate as of September 2019. Statutory or regulatory changes or the availability of additional information after this date may render this information inaccurate or incomplete.