

**TMF Capacity Assessment “E-Z” Form  
For  
Transient-Noncommunity Public Water Systems  
(Change of Ownership)**

<b>Water System Name:</b>	<b>System Number:</b>
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Person completing this assessment: \_\_\_\_\_  
*Name*

\_\_\_\_\_ *Title*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Date*

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## ***Background***

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As a result of the 1996 Federal Safe Drinking Water Act the California legislature passed Senate Bill 1307. This bill added Section 116540 to the California Health and Safety Code (CHSC). Subparagraph a) of this section states, “*No public water system that was not in existence on January 1, 1998, shall be granted a permit unless the system demonstrates to the department that the water supplier possesses adequate financial, managerial, and technical capacity to assure the delivery of pure, wholesome, and potable drinking water. This section shall also apply to any change of ownership of a public water system that occurs after January 1, 1998.*”

The information you provide on this form will be used to assess the technical, managerial, and financial (TMF) capacity of your transient noncommunity public water system.

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## ***Instructions***

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**This is a streamlined form that asks for specific documentation. In order to qualify to use this form you must be able to answer yes to ALL of the following statements. If you cannot answer yes to ALL of these statements you must use the standard TMF Assessment form.**

1.  Yes Is the systems source untreated groundwater from a well or enclosed spring, located on property that the system owns?
2.  Yes Does the system have a single owner or sole proprietor?
3.  Yes Is the owner responsible for all aspects of the water system?
4.  Yes Does the system have an “expense only” budget? (You do not charge for the water that you provide).

**If you have answered yes to ALL of these questions, proceed with this form. If you did not, you must use the standard TMF Assessment form.**

**This form is a part of the permit application process.** If you do not complete and return this form to the SWRCB, we will not be able to issue you a water supply permit. Section 116525 of the CHSC forbids a person from operating a public water system unless they have a valid water supply permit issued to them by the SWRCB.

All new owners of public water systems applying for a water supply permit must demonstrate their TMF Capacity at the time the permit application is filed with the SWRCB Division of Drinking Water. Some of these elements are labeled “**mandatory**”, and must be provided now. Other elements are not needed at the time and can be submitted later. These elements are labeled “**necessary**”, in this form. “**Necessary**” elements can be developed by the water system later and submitted within agreed upon dates. For those elements that are not required at the time of application, you will need to indicate the proposed date when you think you will have them completed by. The SWRCB Division of Drinking Water will review your proposed completion dates for “**necessary**” elements and will use them, or another date acceptable to them, as permit conditions, which will be placed in the permit issued to the water system. **Free technical assistance in completing TMF elements, may be available through SWRCB third party contractors, by request.**



**HELPFUL HINT:** This TMF document is a “Living Document.” It will reflect your water system and its' operation. It is recommended that it is assembled and kept in a “three-ring” binder. The attachments should be kept as appendices, in the back.

Please answer all questions to the best of your ability. Attach the specific documentation when requested. Please check to make sure this form is complete before submitting it to the SWRCB Division of Drinking Water office. You may contact your local SWRCB Division of Drinking Water office if you have any questions about items required to be submitted with this form.

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## **Managerial Capacity - Mandatory**

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### **A. Ownership**

In order to meet the California SDWA requirements, the owner(s) of the water system must be listed. The applicant **must show** that they own or have control over the facilities needed to provide drinking water.

- Check here if sole owner or proprietor. **Attach a copy of the title sheet from your “Deed of Trust” for the property.**

Comments \_\_\_\_\_

### **B. Organization**

It is essential for every water system have a clear description of the organization.

- If this water system is owned and operated by an individual who has **sole responsibility for the water system and how it is operated**, check this box.

Comments \_\_\_\_\_

### **C. Water Rights**

Water systems **must show** that they have a legal right to the water.

- If the source for the system is untreated groundwater from a well or enclosed spring, located on the property, check this box. **Attach a copy of the title sheet from the “Deed-of-Trust” for the parcel the well/spring is located on to document your water rights (if not already attached).**
- If the source if from an Adjudicated Basin: Attach the deed for the parcels of each adjudicated groundwater source that notes the adjudication or provide documentation of the Basin Water Master’s terms of the adjudication as they relate to the water system’s right to extract water from the adjudicated basin.

Comments \_\_\_\_\_

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## ***Financial Capacity - Mandatory***

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### **D. Budget Projection**

A budget projection is a written financial plan for the operation of the water system over the next five years. It is a tool that will enable the water system to plan for future needs.



**HELPFUL HINT:** An example of an “Expense Only” 5-year budget projection can be downloaded at:

[http://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/TMF.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/TMF.shtml)

Help is available upon request.

- Five-year projection of anticipated expenditures for the system. (Fill out 5-year expense budget, check box and attach)

Comments \_\_\_\_\_

## **The Items Below May Be Submitted Later**

**Please review the following items to make sure you understand what you will need to provide. If you have a proposed date for completion, place it in the comment section for each element. If you do have some of this information available now, please include it with this form. If you do not, remember that they will be made conditions of your Water Supply permit and that you will be required to complete them later.**

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### ***Technical Capacity - Necessary***

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#### **E. System Description**

Provide “As-built” plans or drawings that show the location of all of the facilities currently in the system. These should show the existing and future service areas, the location of sources of water and other critical facilities that are essential to the operation of the water system such as pipes and control valves. Potential sources of contamination or hazards near your sources of water should be included. The water system should have a method to keep these plans updated as changes occur. This will keep them useful beyond the date they are prepared. Knowing the location, type of materials, and size of water mains or other facilities make it much easier when you need to repair or replace them. During an emergency it is important to know where control valves are located so that you will be able to control water loss and make repairs.



**HELPFUL HINT:** Check with the prior owner, and the files maintained by the local office of the regulatory agency, to see if a system map is on file or available.

**The items listed below do not have to be submitted at the time of application. But it must be developed within the agreed upon time frame.** However, if the water system already has any of the items listed below, check the appropriate boxes and attach the items to this form.

Map(s) that show:

- Current service area (property or parcel map).
- Location of existing and proposed facilities (e.g., each water source, treatment facility, pumping plant, storage tank, and pressure zone in the system, as well as all distribution system piping).

Comments \_\_\_\_\_

## F. Consolidation Feasibility

By law, you must provide a reliable and adequate supply of pure, wholesome, healthful and potable water to your users at all times. Connecting to an existing public water system in your area can often do this. Connecting to a larger water system for your needs can help you avoid the costs and legal responsibilities of operating your own system.

**The items listed below do not have to be submitted at the time of application. But, they must be developed within the agreed upon time frame.** If the water system already has any of the information requested, check the appropriate boxes and attach the information to this form.

- Check this box if there are no public water system within one mile and go to Section G.
- Identify any existing public water systems located within one mile of your water system. If another public water system is available to provide you water service, describe why connection to this system is not feasible (comment below or attach a separate sheet):

Comments \_\_\_\_\_

## G. Operations Plans



**Helpful Hint:** There is an example of a small groundwater system Operations Plan available on the Internet at:

[http://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/TMF.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/TMF.shtml)

Assistance is available upon request. (If you use this example, check the box and go to Section H).

An Operations Plan is needed to ensure that a standard set of procedures for the routine operation of the water system are available to guide you and your staff in maintaining your water system in a safe manner.

The items listed below do not have to be submitted at the time of application but must be developed within an agreed upon time frame.

- Check this box if you have a groundwater source without any treatment. (Attach completed SWRCB example Operation Plan or your own equivalent one).

Comments \_\_\_\_\_

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## **Managerial Capacity - Necessary**

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### **H. Emergency/Disaster Response Plan**

You must have a plan that shows how you intend to respond to emergencies and disasters that may affect the operation of your water system. This helps you to provide reliable service and minimize the risks of providing unsafe drinking water during or following an emergency. If your facility is closed due to an emergency, the plan must include what steps you will take prior to resuming operations.



**Helpful Hint:** There is an example of an Emergency/Disaster Response Plan on the Internet at:

[http://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/TMF.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/TMF.shtml)

Assistance is available upon request.

**The item below does not have to be submitted at the time of application. But it must be developed within the agreed upon time frame.** If the water system already has a plan, check the box and attach it to this form.

- Check this box if you are either attaching a completed Emergency/Disaster Response Plan based on the SWRCB template, indicated above, **or** your own plan. (Attach a copy).

Comments \_\_\_\_\_