

Drinking Water and Groundwater Protection Division

WATER SYSTEM OFFICIALS CONTACT FORM

WATER SYSTEM OWNER

This section identifies the legal name of the Owner of the water system. The Owner is the individual or valid legal entity that is legally and financially responsible for the water system. An Owner may be a municipality, fire district, homeowner's association or similar entity, corporation, school district, or may be an individual. If the owner is an association or corporation, it must be in valid and active standing with the Vermont Secretary of State's Corporations Division.

ADMINISTRATIVE CONTACT (AC)

This section identifies the individual authorized by the Owner to act on the Owner's behalf in all matters regarding the water system and to represent the Owner as the individual to receive all communications regarding the water system.

FINANCIAL CONTACT

This is the individual or firm that is responsible for receiving and processing invoices and bills sent to the water system. If not identified on this form, bills will be sent to the Administrative Contact identified.

DESIGNATED OPERATOR

This section identifies the water system's designated and certified Operator who will receive copies of selected correspondence and other communications sent to the water system. Note: Each system must designate one Operator to receive mailings. A certified Operator is an individual whom the Owner has placed in responsible charge of all quality, quantity, process control, and system integrity decisions involving public health, treatment, storage, distribution, and standards compliance. The Operator must hold a valid certification equal to or greater than the classification of the water system. This may also be referred to as the "head operator" or "chief operator" In the event of an emergency, the Division will contact the Designated Operator and the system's Owner or Administrative Contact.

ADDITIONAL OPERATOR(S)

This section only applies to systems with more than one Operator. This section identifies certified Operators who have been placed in responsible charge by the system Owner but who will not receive correspondence directly from the Division. The Operator(s) must hold a valid certification equal to or greater than the classification of the water system.

If you have questions regarding Operator status, please contact the Operator Certification Officer at (802) 585-4902 or you may access operator-specific information using the Division's online search tool here: <https://anrweb.vt.gov/DEC/DWGWP/Search.aspx>.

Water System Name: _____

WSID #: _____

Located in Town / City: _____

WATER SYSTEM OWNER		NOTE: THIS ENTRY REPLACES ANY PREVIOUS DESIGNATIONS
Owner Name:		
Address:		
Town / City:	State:	Zip:
Business Phone:	Fax:	
Emergency Phone:	Email:	

ADMINISTRATIVE CONTACT		NOTE: THIS ENTRY REPLACES ANY PREVIOUS DESIGNATIONS	
Individual's Name:			
Address:			
Town / City:	State:	Zip:	
Daytime Phone:	Fax:		
Emergency Phone:	Email:		

FINANCIAL CONTACT (If different from AC)		NOTE: THIS ENTRY REPLACES ANY PREVIOUS DESIGNATIONS	
Name:			
Address:			
Town / City:	State:	Zip:	
Daytime Phone:	Fax:		
Emergency Phone:	Email:		

DESIGNATED OPERATOR		NOTE: THIS ENTRY REPLACES ANY PREVIOUS DESIGNATIONS	
Operator Name:		Operator ID:	
Address:			
Town / City:	State:	Zip:	
Daytime Phone:	Fax:		
Emergency Phone:	Email:		

ADDITIONAL OPERATOR(S) (if additional space is needed, attach extra sheets)			
Name:	Operator ID:	Name:	Operator ID:
Name:	Operator ID:	Name:	Operator ID:
Name:	Operator ID:	Name:	Operator ID:

OPERATOR(S) NO LONGER EMPLOYED (if additional space is needed, attach extra sheets)	

Signature / Certification

Printed Name: _____

Title: _____

Signature: _____

Date: _____

I hereby certify that the statements and representations made in this document are true and accurate to the best of my knowledge. I also certify that I am the water system Owner or have the lawful authority to sign on the Owner's behalf. I understand that "[a]ny person who knowingly makes a false statement, representation, or certification as to any material fact in any application, record, report, plan, testing result, or other document filed or required to be maintained... shall be fined not more than \$10,000.00 or be imprisoned for not more than six months or both." 10 VSA § 1681(c)

This form and related environmental information are available electronically at <http://dec.vermont.gov/water>
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