

**641—24.7 (135) Performance requirements.** The following minimum standards must be met by all grantees:

**24.7(1) *Sample collection.*** Private water supply well samples are to be collected using proper sample collection and handling techniques as specified by the department. Samples shall be collected by a qualified staff person pursuant to 24.7(3) who is employed by or under contract with the local board of health.

**24.7(2) *Background information.*** For each well tested, reconstructed, or plugged, all appropriate information must be verified by a qualified staff person pursuant to 24.7(3) who is employed by or under contract with the local board of health and must be entered into the private well tracking system (PWTS) managed by the Iowa department of natural resources. Information shall include at a minimum:

- a. The name and address of the private water well owner or abandoned private water well owner.
- b. Private water well or abandoned private water well location to the quarter, quarter, quarter section or latitude and longitude coordinates.
- c. Records of dates for reconstructing private water wells or plugging abandoned private water wells (including cisterns).
- d. The name and the license number of the water well contractor conducting the private water well reconstruction or the abandoned private water well plugging.

**24.7(3) *Qualified staff.*** Staff conducting water well sampling, providing oversight of well or cistern plugging, providing oversight of well reconstructions, or providing technical assistance under this agreement shall complete a minimum of 12 hours of continuing education every year as approved by the Iowa Environmental Health Association Environmental Health Registry Program.

**24.7(4) *Laboratory analyses.*** All analyses must be performed by a laboratory certified by the department of natural resources in accordance with 567—paragraph 83.1(3)“a” and shall conform with the following:

- a. The total coliform bacteria analyses must be performed using an EPA-approved reference method suitable for producing accurate results considering the conditions of the water being tested.
- b. Copies of test results must be retained by the grantee and be provided to the owner and user and to the board of health of the county in which the well is located. Copies of the test results will be provided to the department upon request.

**24.7(5) *Follow-up.*** The grantee will be responsible for follow-up and response to requests from the well owner or well user for assistance relative to well test results, the well testing program, and satisfactory well construction and location.

**24.7(6) *Adopted standards.*** All counties participating in the program must have adopted standards for private water supplies and private sewage disposal facilities which are at least as stringent as and consistent with the standards adopted by the commission in 567—Chapter 49 for nonpublic water wells and 567—Chapter 69 for on-site wastewater treatment and disposal systems.

**24.7(7) *Quarterly reports.*** All counties participating in the program shall submit quarterly reports to claim expenses incurred under this program on a claim voucher provided by the department.

**24.7(8) *Procedures manual.*** A detailed procedures manual including, but not limited to, the following:

- a. The qualifications of personnel responsible for carrying out the program.
- b. The name and address of the certified laboratory(ies) which will be providing analytical services.
- c. A description of the environmental health and public information programs related to the private well testing, abandoned well plugging, or private well reconstruction programs.
- d. Methods to be used by the applicant for selecting private water wells for testing, abandoned private water wells for plugging, or private water wells for reconstruction and the method to address the number of tests which will be reimbursed for individual property owners.
- e. The duties to be performed by any subcontractor for any part of the grant.
- f. A description of the follow-up activities to be performed by staff in responding to test results.
- g. A record-keeping and reporting policy.

*h.* Methods of notifying participating well owners.

[ARC 1932C, IAB 4/1/15, effective 7/1/15]